SELECT BOARD
Meeting Agenda
6:00 p.m. March 28, 2023
NEEDHAM TOWN HALL
Select Board Chambers & Zoom
REVISED

Pursuant to Chapter 22 of the Acts of 2022, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public.

To listen and view this virtual meeting on a phone, computer, laptop, or tablet, download the "Zoom Cloud Meeting" app in any app store or at www.zoom.us. At the above date and time, click on "Join a Meeting" and enter the meeting or click the link below to join the webinar:
https://us02web.zoom.us/j/83866600545?pwd=bWlZL1c4aUdzTjBUZ3l6aVpwQnFKZz09
Passcode: 649728
One tap mobile: +13126266799,,83866600545#
Webinar ID: 838 6660 0545

	6:00	Public Comment Period Citizens are encouraged to inform the Office of the Town Manager in advance via email (OTM@needhamma.gov), telephone (781) 455-7500 extension 204, or in person by the end of the business day prior to the meeting of their intent to participate in the public comment period. The Chair will first recognize those who have communicated in advance their desire to speak for up to three minutes. If time allows, others wishing to speak will be recognized in an order determined by the Chair for up to three minutes. The Board's policy on public participation in meetings can be found here.
1.	**6:00**	Select Board Transition
2.	**6:00**	Public Hearing: Fuel Storage License – 350 Cedar Street • Ronald Gavel, Fire Inspector • Jay Steeves, Fire Inspector • Tim Dewitt, Applicant Consultant (Zoom) • Robert Verworn, Applicant Consultant (Zoom)
3.	**6:00**	Public Hearing: Stormwater Fees • David Davison, Assistant Town Manager/Director of Finance
4.	**6:45**	Babson College Scholarships • Marcus Nelson, Select Board Vice Chair
5.	**7:00**	Community Preservation Committee - Proposals Under Review • Peter Pingitore, Chair, Community Preservation Committee

		• Cecilia Simchak, Director of Administration & Finance, Public Services
~~6.~~	~~7:30~~	~~Audit Presentation~~ ~~• Marcum LLP (Independent Auditors)~~ ~~• David Davison, Assistant Town Manager/Director of Finance~~
7.	7:45	Town Manager • Approve Statements of Intent – Massachusetts School Building Authority • American Rescue Plan Act Funding • Outdoor Space Use Policy • Town Alcohol Regulations – Proposed Revisions • Annual Town Meeting Warrant • Close Special Town Meeting Warrant • Town Manager Report
8.	8:00	Board Discussion • Ballot Question Update • Committee Reports

CONSENT AGENDA *=Backup attached

1.	Accept the following donations made to the Needham Community Revitalization Trust Fund: $325 from French Press Bakery & Café for the Tiger Okoshi Mural, $1295 from Bailit Health Purchasing LLC.
2.	Accept the following donations made to The Needham Free Public Library: from Victoria Ferstler and friends at Heath School, $30 in memory of Barbara Cusack; from Mary Sodano, $50 in honor of Linda Goldman on the occasion of her birthday; from Mary and Bill Supple, $50 in memory of Barbara Cusack; from Laurie Bogdan, $50 for art books; *Read Me a Story,* by Carol Rossetti (estimate value $22), donated by the illustrator, Nancy-Lee Mauger; and three copies of *A Parent's Guide to Phonics*, by Ann Sullivan (estimated total value $11), from Jennifer Newman.
3.	Accept the following donation made to the Town of Needham: A plaque valued at $695 from the Needham Exchange Club to commemorate the dedication of the Liberty Elm on the occasion of the 75th anniversary of the Exchange Club.
4.	Accept the following donation made to the Needham Public Health's Gift of Warmth Program: $759.50 from the First Parish Church in Needham.
5.	Approve the Race Amity Day Celebration by the Needham Human Rights Committee to be held on Sunday, June 11, 3:00-6:00 p.m. at Amity Path.
6.	Approve the Pansy Festival by the Needham Council on Arts and Culture to be held on Saturday, April 22 (rain date Sunday, April 23), 11:00 a.m. – 1:00 p.m. at the Heights Common.
7.	Approve a Seven-Day Entertainment License for calendar year 2023 for Pancho's Taqueria Needham, LLC d/b/a Pancho's Taqueria.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Select Board Transition
Presenter(s)	Board Discussion

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Board will discuss the coming Select Board transition.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A - Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
None.	

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Public Hearing: Application for a Fuel Storage License at 350 Cedar Street
Presenter(s)	Ronald Gavel, Fire Inspector Jay Steeves, Fire Inspector Tim Dewitt, Applicant Consultant (Zoom) Robert Verworn, Applicant Consultant (Zoom)

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

American Tower Corporation has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws and Select Board Policy SB-LIC-008 for a license to install a 1,000-gallon, double-walled above ground storage tank and an associated 575-gallon double-walled fuel oil tank on the property of 350 Cedar Street, Needham.

The Fire Chief has endorsed this application.

2.	**VOTE REQUIRED BY SELECT BOARD**

Suggested Motion: That the Select Board vote to approve and authorize the Chair to sign a license for American Tower Corporation to install a 1,000-gallon, double-walled above ground storage tank and an associated 575-gallon double-walled fuel oil tank on the property of 350 Cedar Street, Needham.

3.	**BACK UP INFORMATION ATTACHED**

1. Application
2. Certified Abutters List
3. Legal Notice
4. Select Board Policy SB-LIC-008

9511 Angol a Court, Suite 223 | Indianapolis, IN 46268
317.868.5050 | sglanders@sage-grp.com

February 27, 2023

Town of Needham Heights
Fire Department
88 Chestnut Street
Needham, MA 02492

Re: Application for License
1,000-Gallon Double-Walled Diesel &
575-Gallon Double-Walled Fuel Oil
Above Ground Storage Tanks
American Town Corporation
350 Cedar Street
Needham Heights, MA 02494-3151
SAGE Project No. J22-019

Dear Town of Needham Heights:

SAGE LLC, on behalf of the American Tower Corporation (ATC), is submitting the attached application and information to obtain a license to operate a 1,000-gallon double-walled diesel above ground storage tank (AST) to supply fuel to a backup generator and a 575-gallon double-walled fuel oil AST to supply fuel to an existing furnace at the ATC facility listed above (Site).

Attached to this letter are the following items:

- Application for License;
- Drawings showing and a Site plan and other pertinent AST information;
- Ice Shield information.

The 1,000-gallon AST will be installed adjacent and on the north side of Building 6 and the 575-gallon AST will be installed adjacent and on the west side of Building 6 on concrete pads in the approximate locations shown on the attached drawings. The ASTs will be installed outdoors at a minimum of 5-feet from the outside building walls and will be protected by bollards. EAS JR (JM) NFD

Finally, enclosed is a check for the license in the amount of $200.

Please contact me if you have any questions or need additional information.

Sincerely,

Robert Verworn by THD

Robert Verworn
Business Manager
SAGE LLC

Attachments

9511 Angol a Court, Suite 223 | Indianapolis, IN 46268
317.868.5050 | sglanders@sage-grp.com

February 27, 2023

Town of Needham Heights
Fire Department
88 Chestnut Street
Needham, MA 02492

Re: Application for Standard Permit
1,000-Gallon Double-Walled Diesel &
575-Gallon Double-Walled Fuel Oil
Above Ground Storage Tanks
American Town Corporation
350 Cedar Street
Needham Heights, MA 02494-3151
SAGE Project No. J22-019

Dear Town of Needham Heights:

SAGE LLC, on behalf of the American Tower Corporation (ATC), is submitting the attached application and information to obtain a permit to operate a 1,000-gallon double-walled diesel above ground storage tank (AST) to supply fuel to a backup generator and a 575-gallon double-walled fuel oil AST to supply fuel to an existing furnace at the ATC facility listed above (Site).

Attached to this letter are the following items:

- Application for Standard Permit;
- Drawings showing and a Site plan and other pertinent AST information;
- Ice Shield information.

The 1,000-gallon AST will be installed adjacent and on the north side of Building 6 and the 575-gallon AST will be installed adjacent and on the west side of Building 6 on concrete pads in the approximate locations shown on the attached drawings. The ASTs will be installed outdoors at a minimum of 5-feet from the outside building walls and will be protected by bollards. EAS JR (DMY) NFA

Finally, enclosed is a check for the permit in the amount of $100.

Please contact me if you have any questions or need additional information.

Sincerely,

Robert Verworn by THD

Robert Verworn
Business Manager
SAGE LLC

Attachments

APPLICATION FOR LICENSE

Note: Complete upper portion of form and forward to local fire department. Do not make application to Department of Fire Services.

Commonwealth of Massachusetts

Department of Fire Services — Office of the State Fire Marshal

City or Town Needham Heights Date 2-27-23

APPLICATION FOR LICENSE

For the lawful use of the herein described building... or other structure...., application is hereby made in accordance with the provisions of Chapter 148 of the General Laws, for a license to use the land on which such building.... or other structure.... is/are or is/are to be situated, and only to such extent as shown on plot plan which is filed with and made a part of this application.

Location of land 350 Cedar Street (Street & Number) Nearest cross street Central Avenue

Owner of land American Tower Corporation Address 350 Cedar Street, Needham Heights

Number of buildings or other structures to which this application applies One

Occupancy or use of such buildings Unoccupied

Total capacity of containers in gallons: — Aboveground 1,575 gallons Underground

Kind of fluid to be stored in containers : — 1,000 gallons diesel for generator & 575 gallons fuel oil for furnace

☑ Approved ☐ Disapproved

Frank M Cox (Head of Fire Dept.) (Signature of Applicant)

3/10/23 (Date) (Address)

Commonwealth of Massachusetts

Department of Fire Services — Office of the State Fire Marshal

City or Town Needham Date 2-27-23

LICENSE

In accordance with the provisions of Chapter 148 of the General Laws, a license is hereby granted to use the land herein described for the lawful use of the building.... or other structure.... which is/are or is/are to be situated thereon, and as described on the plot plan filed with the application for this license.

Location of land 350 Cedar St. (Street & Number) Nearest cross street Central Avenue

Owner of land American Tower Corp. Address 350 Cedar St Needham

Number of buildings or other structures to which this application applies One

Occupancy or use of such buildings Unoccupied

Total capacity of containers in gallons: — Aboveground 1575 Underground

Kind of fluid to be stored in containers: — 1000 gallons diesel for generator & 575 gallons fuel oil for furnace.

Restrictions - If any:

Chair, Needham Select Board

Signature of licensing authority Title

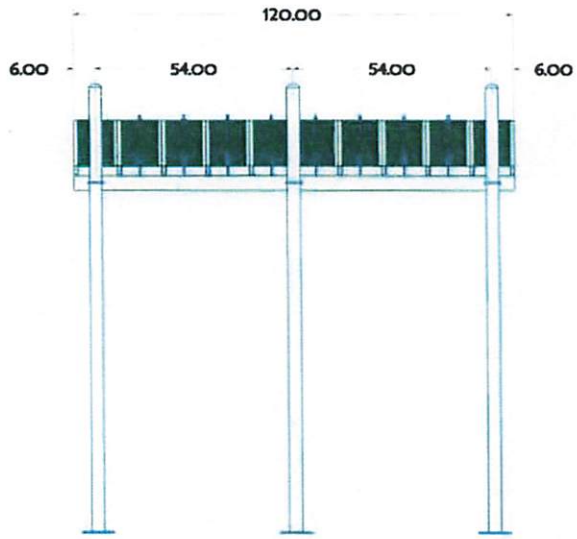
THIS LICENSE OR A PHOTOSTATIC OR CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY POSTED IN A PROTECTED PLACE ON THE LAND FOR WHICH IT IS GRANTED

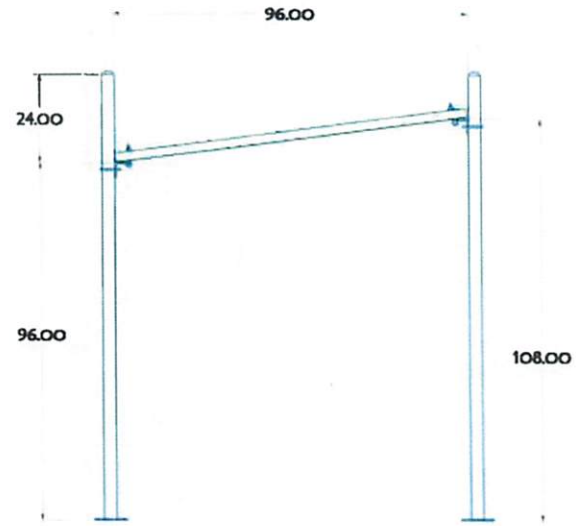
FP-2 (revised 8/00)

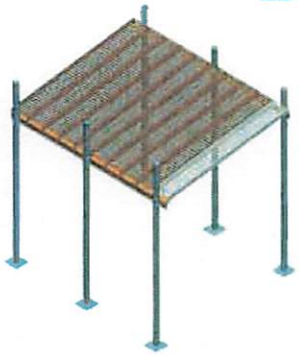
DRAWINGS

ICE-CANOPY

REV	DESCRIPTION	DATE	APPROVED
*	INITIAL RELEASE		









TYPICAL GRATE LOCK
PANEL SECTION

ITEM #	QTY	PART NUMBER	DESCRIPTION
8	6	POST	10' POST WITH BASE PLATE, HDG
7	6	MSG3-500-3625-525	U-BOLT, 1/2" DIA, 3-5/8" IW, 5.25" IL, HDG
6	20	MSGI-JB-375-875-BDG	J BOLT, 3/8" DIAX 7/8" IW X 8" IL
5	30	MSGS-375-SQW	SQ WASHER 3/8" BOLT, 1/4" THICK
4	20	MSGI-375-HNN	3/8" NUT
3	2	LI	1/4" x 4" x 3/8" ANGLE, 10' LONG
2	1	GLI22518-MM	18 GA. GRIP LOCK, 2-1/2" TALL X 12" WIDE X 8' LONG, MALE/MALE
1	9	GLI22518-MF	18 GA. GRIP LOCK, 2-1/2" TALL X 12" WIDE X 8' LONG, MALE/FEMALE

METROSITE FABRICATORS LLC
1160 INDUSTRIAL PARK BLVD.
COMMERCE GA 30529

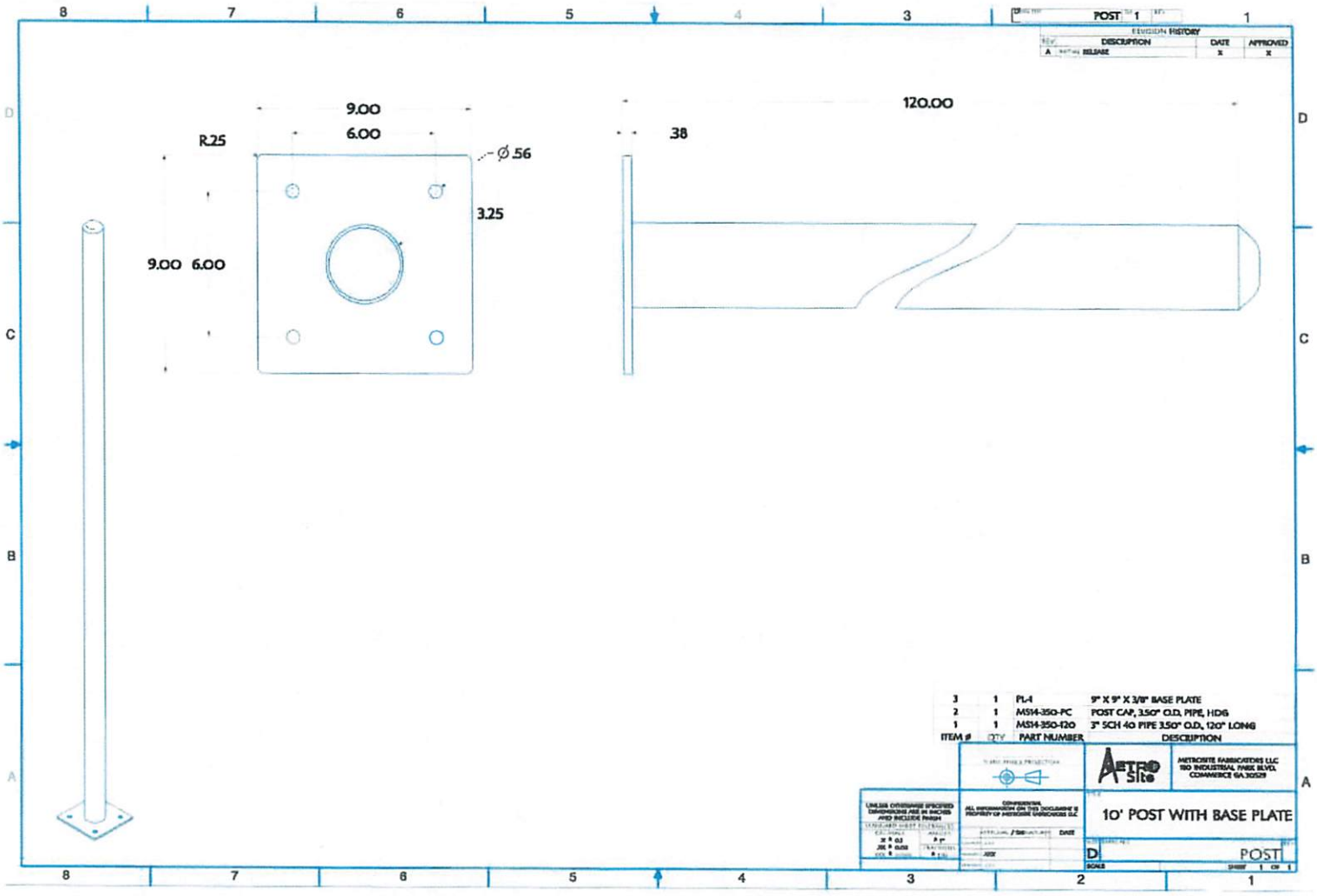
UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES AND INCLUDE FINISH

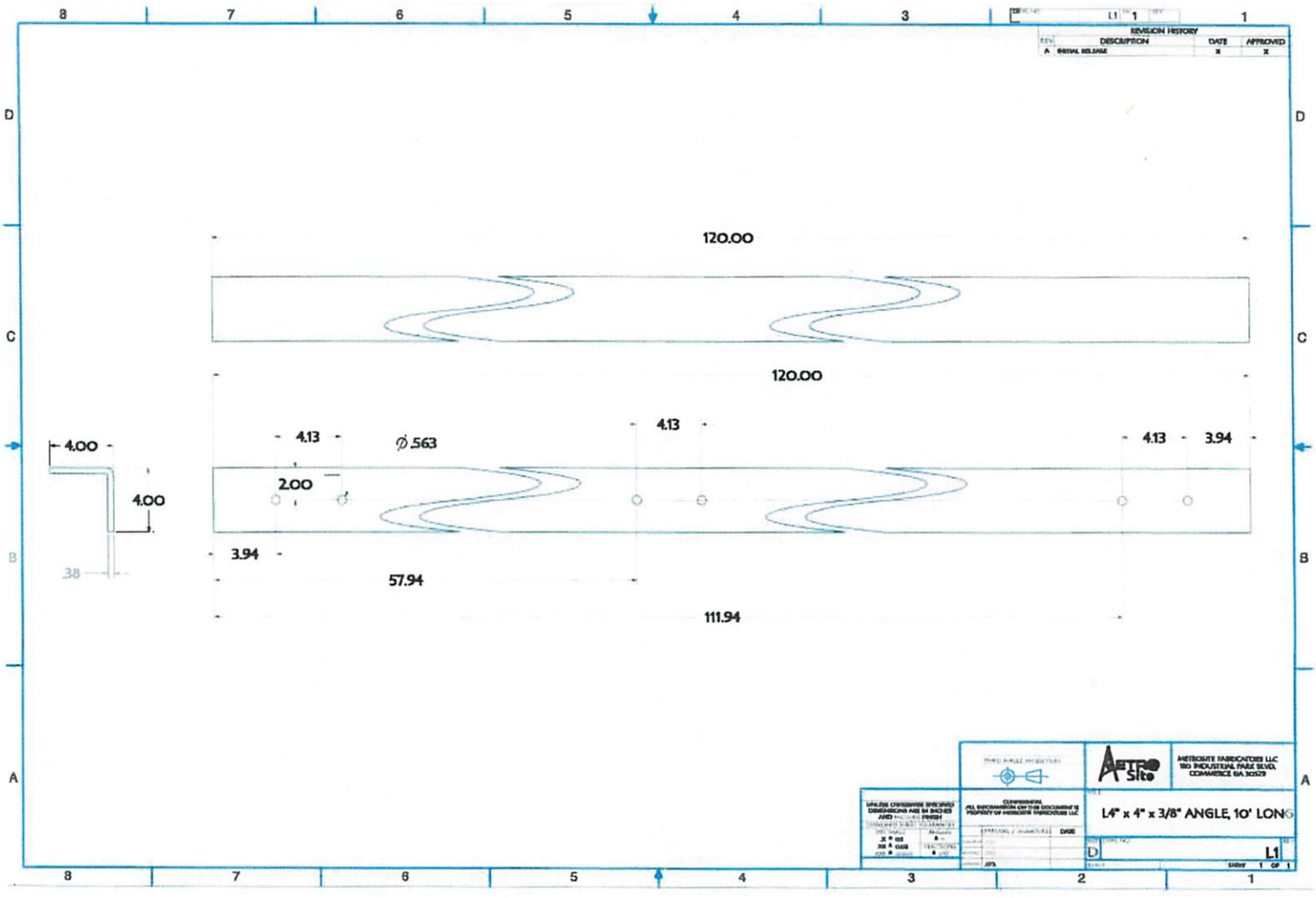
CONFIDENTIAL
ALL INFORMATION ON THIS DOCUMENT IS PROPERTY OF METROSITE FABRICATORS LLC

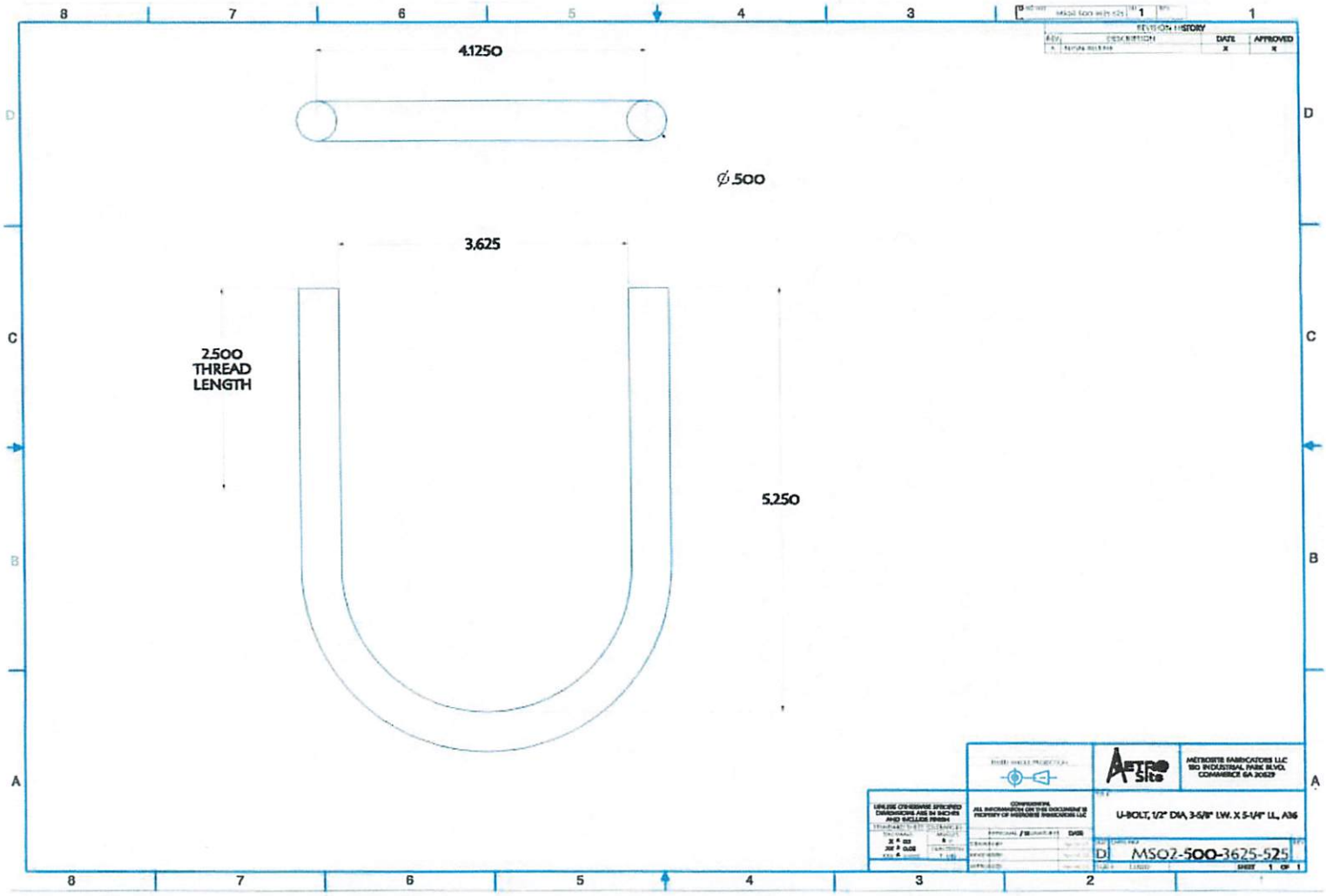
10' X 8' ICE CANOPY

ICE-CANOPY

SHEET 1 OF 1


POST 1
REVISION HISTORY
REV DESCRIPTION DATE APPROVED
A RELEASE X X
9.00
6.00
R.25
Ø.56
3.25
9.00 6.00
120.00
.38
3 1 PL-1 9" X 9" X 3/8" BASE PLATE
2 1 MS14-350-PC POST CAP, 3.50" O.D. PIPE, HDG
1 1 MS14-350-120 3" SCH 40 PIPE 3.50" O.D., 120" LONG
ITEM # QTY PART NUMBER DESCRIPTION
METROSITE FABRICATORS LLC
150 INDUSTRIAL PARK BLVD.
COMMERCE GA 30529
10' POST WITH BASE PLATE
D
POST


REVISION HISTORY
REV DESCRIPTION DATE APPROVED
A INITIAL RELEASE X X
120.00
120.00
4.00
4.13
Ø.563
4.13
4.13
3.94
2.00
4.00
3.94
57.94
111.94
.38
METROSITE FABRICATORS LLC
150 INDUSTRIAL PASS BLVD.
COMMERCE GA 30529
L4" x 4" x 3/8" ANGLE, 10' LONG
L1
SHEET 1 OF 1


4.1250
Ø.500
3.625
2.500
THREAD
LENGTH
5.250
REVISION HISTORY
DESCRIPTION
DATE
APPROVED
METROSITE FABRICATORS LLC
550 INDUSTRIAL PARK BLVD.
COMMERCE GA 30529
U-BOLT, 1/2" DIA, 3-5/8" I.W. X 5-1/4" LL, A36
D
MS02-500-3625-525
SHEET 1 OF 1

8' X 10' ICE CANOPY SITE #:
METRO SITE FABRICATION SUBMITTAL PACKAGE

1. THE ATTACHED SUBMITTAL PACKAGE INCLUDES ALL THE MATERIALS THAT METRO SITE WILL SUPPLY FOR THIS PROJECT.
2. REVIEW THESE DRAWING CLOSELY AND NOTIFY VIA EMAIL RESPONSE ANY REVISIONS OR CHANGES THAT ARE REQUIRED.
3. BY SIGNING AND DATING THE CUSTOMER APPROVAL IN THE LOWER LEFT, YOU HAVE RELEASED METRO SITE TO FABRICATE THE MATERIALS AS SHOWN IN THE ATTACHED DRAWINGS.
4. THIS SIGNED APPROVAL RELEASES METRO SITE OF ANY COSTS ASSOCIATED WITH MATERIALS NOT SHOWN IN THIS PACKAGE, ANY ASSOCIATED LABOR COSTS DUE TO DOWN TIME OR MODIFYING COMPONENTS. THIS ALSO INCLUDES BOLTS, MATERIAL LENGTHS, MATERIAL QUANTITIES, ETC. METRO SITE WILL NOT BE RESONSIBLE FOR THE COSTS TO FABRICATE, SUPPLY, OR SHIP ANY ADDITIONAL MATERIALS NOT SHOWN IN THIS DRAWING PACKAGE.
5. FABRICATION WILL NOT BEGIN UNTIL A SIGNED APPROVAL HAS BEEN RECIEVED BY METRO SITE AND ANY AGREED UPON LEAD TIMES WILL START FROM THE DATE THE SIGNED APPROVAL IS RECIEVED BY METRO SITE.

CUSTOMER APPROVAL

SIGNATURE: Tony H. Dewitt

DATE: 1-5-2023

METROSITE FABRICATORS LLC
150 INDUSTRIAL PARK BLVD.
COMMERCE GA 30529

8' X 10' ICE CANOPY SITE #:
SUBMITTAL PACKAGE

ICE_CANOPY-SUBMITTAL

AMERICAN TOWER CORPORATION

350 CEDAR STREET
NEEDHAM HEIGHTS, MA
DIESEL AND HEATING OIL AST INSTALLATION

SHEET TITLE:	SHEET No.:
Site Plan	1
1000 Gallon Doubled Wall Diesel AST at Building 6 Details	2
575 Gallon Doubled Wall Heating Oil AST at Building 6 Details	3
ASTs Plan View	4

SITE PLAN PROVIDED BY PRECISION LAND SURVEYING, INC. VIA AMERICAN TOWER CORPORATION

1302 N. MERIDIAN ST., STE. 300
INDIANAPOLIS, INDIANA 46202
(317) 916-8000
(317) 916-8001 FAX

AugustMack ENVIRONMENTAL

AMERICAN TOWER CORPORATION
350 CEDAR STREET
NEEDHAM HEIGHTS, MA

TITLE SHEET

DATE: 02/16/2023	FILENAME: I:/2022/Projects/JW3251/Figures/AST_Base.dwg	
DRAWN BY: THD	MODIFIED BY: THD	PROJECT NO.: **JW3251.757**
GEO REF: NA	SCALE: AS SHOWN	SHEET: **Title**

STATEMENT OF ENCROACHMENTS

(A) DRIVEWAY CROSSES LOCUS.
(B) SHED ENCROACHES ONTO LOCUS BY UP TO 8'.
(C) FENCE ENCROACHES ONTO LOCUS BY UP TO 18'.
(D) GARAGE ENCROACHES ONTO LOCUS BY UP TO 36'.
(E) TREE HOUSE EXISTS ON LOCUS.

NOTES CORRESPONDING TO SCHEDULE "B"

SCHEDULE B SECATION II OF OLD REPUBLIC'S COMMITMENT FOR TITLE INSURANCE, COMMITMENT No. 01-14013609-01Y, EFFECTIVE DATE 2/11/2014

6 RIGHTS OF THE CITY OF BOSTON IN CONNECTION WITH COCHITUATE CONDUIT (AKA MOC SUDBURY AQUEDUCT), RECORDED IN BOOK 468, PAGE 221 OF THE NORFOLK COUNTY RECORDS. AFFECTS LOCUS AS SHOWN. AQUEDUCT IS ABUTTING PROPERTY.

7 35' RIGHT OF WAY SHOWN ON PLAN NO. 824, RECORDED 08/07/1928, IN BOOK 1807, PAGE 547 OF THE NORFOLK COUNTY RECORDS. AFFECTS LOCUS AS SHOWN.

8 DRAIN EASEMENT IN FAVOR OF BOARD OF SEWER COMMISSIONERS, RECORDED 08/25/1954, AS BOOK 3273, PAGE 459 OF THE NORFOLK COUNTY RECORDS.

9 DRAIN EASEMENT IN FAVOR OF BOARD OF SEWER COMMISSIONERS, RECORDED 08/09/1957, AS BOOK 3380, PAGE 284 OF THE NORFOLK COUNTY RECORDS. AFFECTS LOCUS AS SHOWN.

10 TOWER FACILITIES LEASE AGREEMENT, BY AND BETWEEN WESTINGHOUSE BROADCASTING COMPANY, INC., AND CRB BROADCASTING CORPORATION, RECORDED IN BOOK 6005 PAGE 14 OF THE NORFOLK COUNTY RECORDS. NOT A SURVEY RELATED ITEM.

NOTE: TOWER FACILITY LEASE ASSIGNMENT, FROM CRB BROADCASTING CORPORATION, TO GREATER BOSTON RADIO, INC., RECORDED IN BOOK 6005 PAGE 62 OF THE NORFOLK RECORDS.

11 DECISION BY THE TOWN OF NEEDHAM BOARD OF APPEALS, RECORDED 08/08/2003, IN BOOK 19578, PAGE 87 OF THE NORFOLK COUNTY RECORDS. NOT A SURVEY RELATED ITEM.

12 DECISION BY THE TOWN OF NEEDHAM BOARD OF APPEALS, RECORDED 9/08/2009, IN BOOK 27045, PAGE 163 OF THE NORFOLK COUNTY RECORDS. NOT A SURVEY RELATED ITEM.

13 MEMORANDUM OF LEASE BY AND BETWEEN RICHLAND TOWERS MANAGEMENT BOSTON, LLC, A DELAWARE LIMITED LIABILITY COMPANY, LESSOR(S) AND CBS BROADCASTING INC, A NEW YORK CORPORATION, LESSEE(S), RECORDED 11/30/2009 AS BOOK 27260, PAGE 525 OF THE NORFOLK COUNTY RECORDS. NOT A SURVEY RELATED ITEM.

14 MEMORANDUM OF LEASE BY AND BETWEEN RICHLAND TOWERS MANAGEMENT BOSTON, LLC, A DELAWARE LIMITED LIABILITY COMPANY, LESSOR(S) AND CBS BROADCASTING INC, A NEW YORK CORPORATION, LESSEE(S), RECORDED 12/10/2008 AS BOOK 27291, PAGE 4 OF THE NORFOLK COUNTY RECORDS. NOT A SURVEY RELATED ITEM.

15 JOINT EASEMENT IN FAVOR OF VERIZON NEW ENGLAND INC., RECORDED 12/16/2010, AS BOOK 28401, PAGE 498 OF THE NORFOLK COUNTY RECORDS. AFFECTS LOCUS AS SHOWN.

16 JOINT EASEMENT IN FAVOR OF VERIZON NEW ENGLAND INC., RECORDED 05/17/2011, AS BOOK 28876, PAGE 264 OF THE NORFOLK COUNTY RECORDS. AFFECTS LOCUS AS SHOWN.

17 SUBJECT TO COVENANTS, RESTRICTIONS, RESERVATIONS, EASEMENTS, RIGHTS OF WAY AND BUILDING SETBACKS AS SHOWN ON PLAN BOOK 891, PAGE 204 OF THE NORFOLK COUNTY RECORDS. AFFECTS LOCUS AS SHOWN.

18 SUBJECT TO COVENANTS, RESTRICTIONS, RESERVATIONS, EASEMENTS, RIGHTS OF WAY AND BUILDING SETBACKS AS SHOWN ON PLAN BOOK 1000, PAGE 198 OF THE NORFOLK COUNTY RECORDS. PLAN OF LOCUS SHOWING LOTS A, B, C AND D.

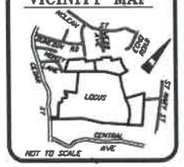
PARKING STALLS

NO DEFINED PARKING STALLS VISIBLE ON SITE.

ZONING NOTES

The surveyor was not provided with zoning information pursuant to Table A, Item 6(a).

VICINITY MAP



FLOOD NOTE

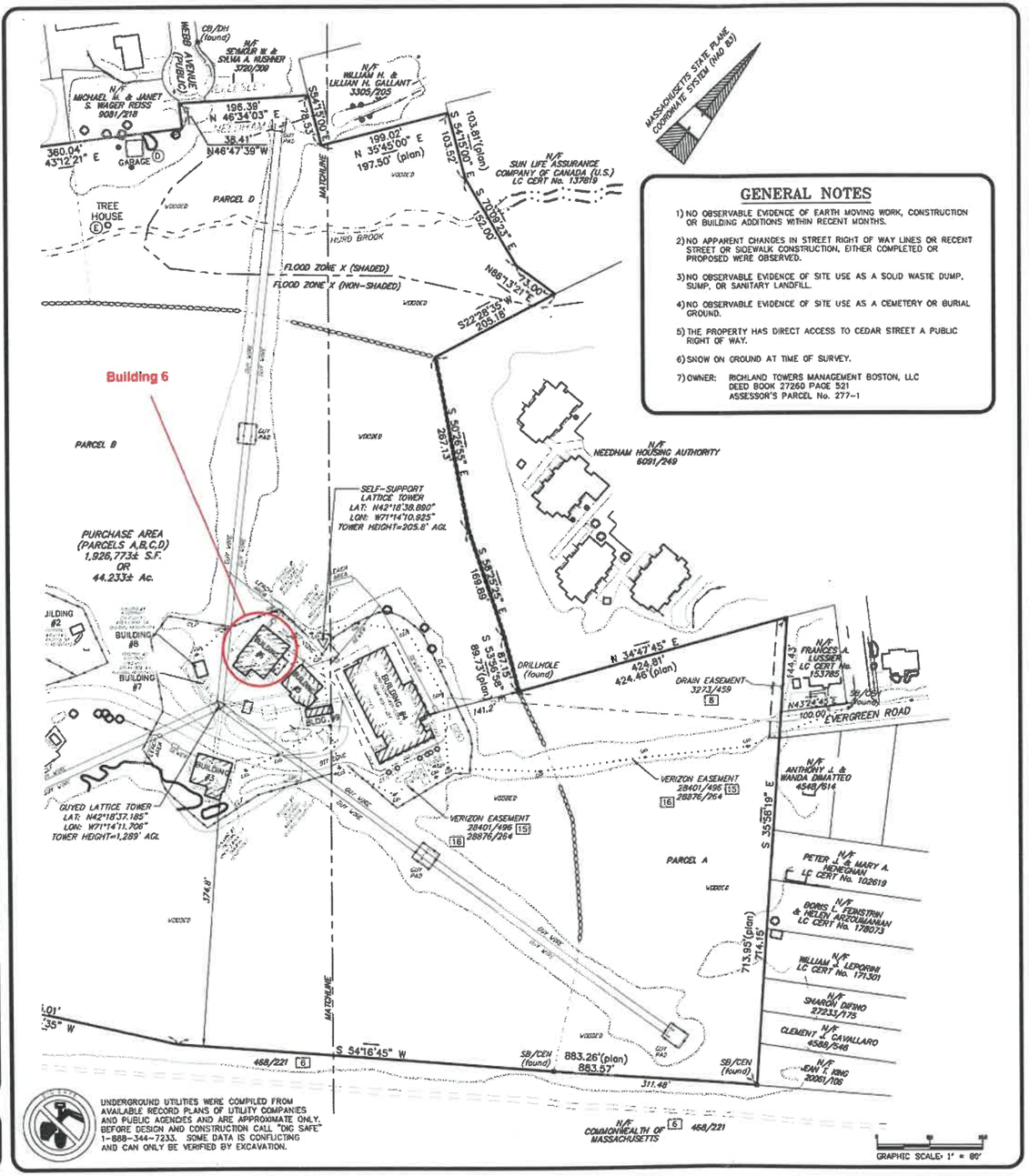
FLOOD NOTE: Based on maps prepared by the Federal Emergency Management Agency (FEMA) available online at www.msc.fema.gov, and by graphic plotting only, this property is located in Zone "X" (shaded & non-shaded) on Flood Insurance Rate Map Number 25021C0004E (which bears an effective date of 7/17/2012 and is a Special Flood Hazard Area). By reviewing flood maps provided by the National Flood Insurance Program we have found this community does participate in the program. No field survey was performed to determine zone and an elevation certificate may be needed to verify the accuracy of the maps and/or to apply for a variance from the Federal Emergency Management Agency.

LAND AREA

PURCHASE AREA (PARCELS A,B,C,D) 1,926,955± S.F. OR 44.214± Ac.

BASIS OF BEARINGS

THE BEARING SYSTEM SHOWN HEREON REFERS TO MASSACHUSETTS STATE PLANE COORDINATE SYSTEM (NAD 83)



GENERAL NOTES

1) NO OBSERVABLE EVIDENCE OF EARTH MOVING WORK, CONSTRUCTION OR BUILDING ADDITIONS WITHIN RECENT MONTHS.

2) NO APPARENT CHANGES IN STREET RIGHT OF WAY LINES OR RECENT STREET OR SIDEWALK CONSTRUCTION, EITHER COMPLETED OR PROPOSED WERE OBSERVED.

3) NO OBSERVABLE EVIDENCE OF SITE USE AS A SOLID WASTE DUMP, SUMP, OR SANITARY LANDFILL.

4) NO OBSERVABLE EVIDENCE OF SITE USE AS A CEMETERY OR BURIAL GROUND.

5) THE PROPERTY HAS DIRECT ACCESS TO CEDAR STREET A PUBLIC RIGHT OF WAY.

6) SNOW ON GROUND AT TIME OF SURVEY.

7) OWNER: RICHLAND TOWERS MANAGEMENT BOSTON, LLC
DEED BOOK 27260 PAGE 521
ASSESSOR'S PARCEL No. 277-1

PURCHASE AREA LEGAL DESCRIPTION "as-surveyed"

A certain parcel of land located in the Commonwealth of Massachusetts, County of Norfolk, Town of Needham, situated on the easterly sidelins of Cedar Street, more particularly bounded and described as follows:

Beginning at a point on the easterly sideline of Cedar Street, said point being the most southwesterly corner of the parcel; thence running

N 34°05'10" W	40.29' to a point; thence turning and running
N 43°09'02" E	143.60' to a point; thence turning and running
N 34°05'10" W	173.00' to a point; thence turning and running
N 67°34'36" W	6.96' to a point; thence turning and running
N 34°05'10" W	143.03' to a point; thence turning and running
N 42°07'43" E	57.17' to a point; thence turning and running
N 34°05'10" W	87.52' to a point; thence turning and running
N 42°07'43" E	100.00' to a point; thence turning and running
N 34°05'10" W	77.22' to a point; thence turning and running
S 42°07'43" W	37.98' to a point; thence turning and running
N 49°48'03" W	65.69' to a point; thence turning and running
N 56°34'49" E	264.18' to a point; thence turning and running
N 33°55'39" W	465.40' to a point; thence turning and running
S 50°24'20" W	179.37' to a point; thence turning and running
S 49°11'22" W	133.10' to a point; thence turning and running
N 21°08'17" W	275.01' to a point; thence turning and running
N 46°34'03" E	376.06' to a point; thence turning and running
S 46°47'39" E	59.56' to a point; thence turning and running
N 43°12'21" E	360.04' to a point; thence turning and running
N 46°47'39" W	38.41' to a point; thence turning and running
N 46°34'03" E	196.39' to a point; thence turning and running
S 54°15'00" E	78.53' to a point; thence turning and running
N 35°45'00" E	199.02' to a point; thence turning and running
S 54°15'00" E	103.52' to a point; thence turning and running
S 70°09'23" E	152.00' to a point; thence turning and running
N 86°13'21" E	73.00' to a point; thence turning and running
S 22°28'35" W	205.18' to a point; thence turning and running
S 50°28'55" E	267.13' to a point; thence turning and running
S 58°25'25" E	169.89' to a point; thence turning and running
S 53°56'58" E	87.15' to a point; thence turning and running
N 34°47'45" E	424.81' to a point; thence turning and running
S 35°58'19" E	714.15' to a point; thence turning and running
S 54°16'45" W	883.57' to a point; thence turning and running
S 63°04'35" W	425.01' to a point; thence turning and running
S 49°01'45" W	699.40' to the POINT OF BEGINNING.

Containing 1,926,773 square feet or 44.233 acres, more or less.

LEGEND

BIT CONC	BITUMINOUS CONCRETE
CLF	CHAIN LINK FENCE
GEN	GENERATOR
HVAC	HEAT VENT AIR CONDITION
POB	POINT OF BEGINNING
. . . .	OVERHEAD WIRE
~~	TREE/BRUSH LINE

SHEET TITLE
ALTA/ACSM LAND TITLE SURVEY

PROJECT
282685 Boston MA
350 Cedar Street
Needham, MA 02494

ALTA/ACSM LAND TITLE SURVEY

SURVEYOR'S CERTIFICATE:

To: American Towers LLC and Old Republic National Title Insurance Company

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2011 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 2-4, 6(b), 7(a), 7(b1), 7(c), 8, 9, 11(a), 13, 14, 16-18, of Table A thereof. The field work was completed on 2/25/2014.

Date of Plat or Map: 2/28/2014
Michael Pustizzi, PLS No. 46505

RICHARD A. PUSTIZZI 46505 COMMONWEALTH OF MASSACHUSETTS REGISTERED LAND SURVEYOR

SURVEYED BY:
Precision Land Surveying, Inc.
32 Turnpike Road
Southborough, Massachusetts 01772
tel: (508) 460-1788 fax: (508) 970-0308
42TSTR.LDWG
mike@pls-inc.net

DRAWN BY: DJT
CHECKED BY: MAP

NO.	DATE	REVISION
1.	3/11/14	ADD. BOUNDARY AND DETAIL
2.	3/28/14	ORDERS COMMENTS
3.		
4.		
5.		

COORDINATED BY:
OLD REPUBLIC COMMERCIAL DUE DILIGENCE SERVICES
Preston Park Financial Center East
4965 Preston Park Blvd #620
Plano, TX 75093
P:(972) 943-5300 F:(972) 943-5339

PROJECT NUMBER
140596-S

SHEET
2 OF 2

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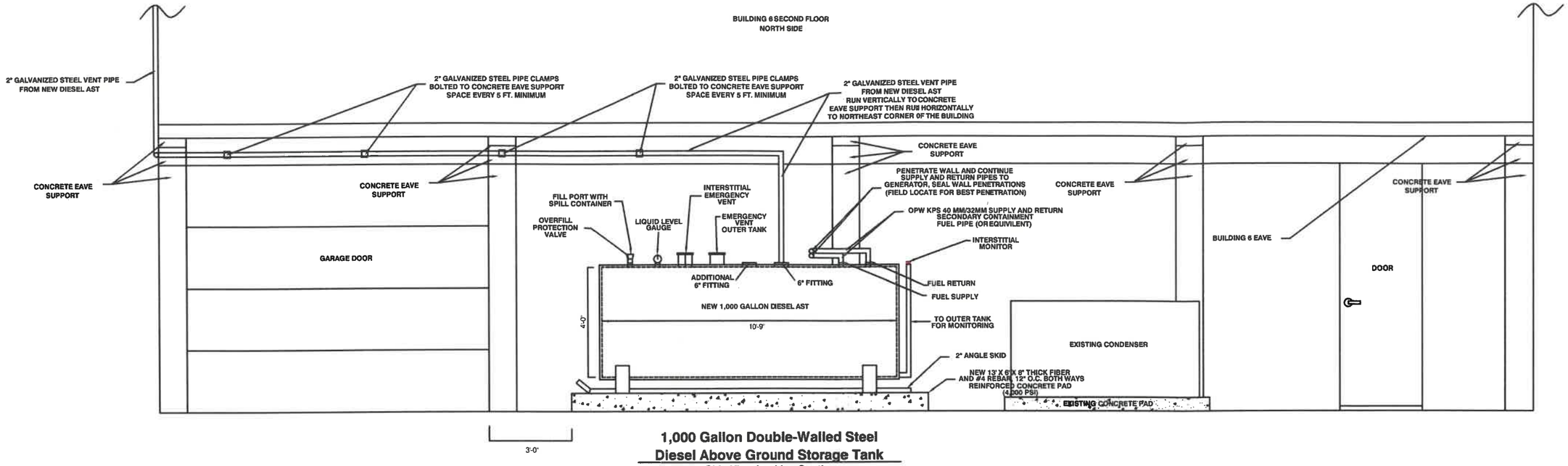
1302 N. MERIDIAN ST. STE 300
INDIANAPOLIS, INDIANA 46202
(317) 916-8000
(317) 916-8001 FAX
August Mack ENVIRONMENTAL

AMERICAN TOWER CORPORATION
350 CEDAR STREET
NEEDHAM HEIGHTS, MA

SITE PLAN

DATE: 02/16/2023	FILENAME: I:/2022/Projects/JW3251/Figures/AST_Base.dwg	
DRAWN BY: THD	MODIFIED BY: THD	PROJECT NO.: **JW3251.757**
GEO REF: NA	SCALE: AS SHOWN	SHEET: **1**

SITE PLAN PROVIDED BY PRECISION LAND SURVEYING, INC. VIA AMERICAN TOWER CORPORATION



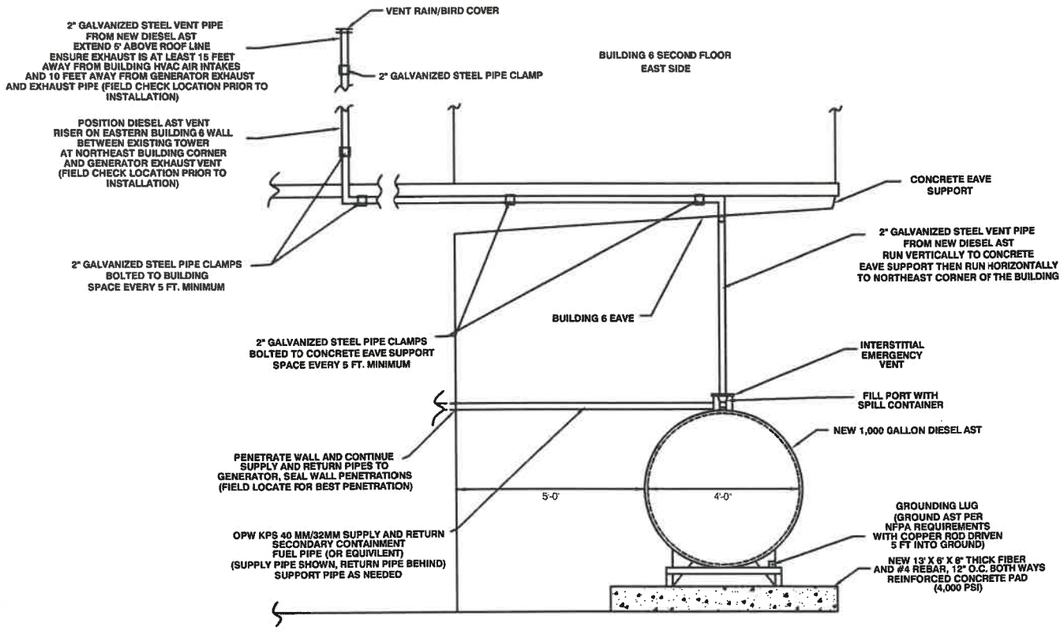
1,000 Gallon Double-Walled Steel Diesel Above Ground Storage Tank

Side View Looking South
(See Figure 1 for Location)

Equipment List
All Equipment Supplied by AST Supplier
All Equipment to be Installed by Contractor

1. Emergency Vents are Morrison Bros. 8 oz. (#240M-02 00AV) or Equivalent
2. Spill Container is Morrison Bros. #518-0100AC, 7.5-G al or Equivalent
3. Overfill Protection Valve is Morrison Bros. #9095AA3200AVEVR or Equivalent
4. Liquid Level Gauge is a Krueger #H-2-48 or Equivalent H-Type
5. Interstitial Monitor is a Krueger #K-2-48 or Equivalent: K-Type
6. Volume, Diesel, NFPA, Combustible, and No Smoking Decals

Note: All work will be completed in compliance with NFPA 30.
Bollard locations not shown. See Figure 4 for bollard info.
Also not shown, install 4" thick compacted crusher run stone beneath new concrete pad.



1,000 Gallon Double-Walled Steel Diesel Above Ground Storage Tank

Side View Looking West
(See Figure 1 for Location)

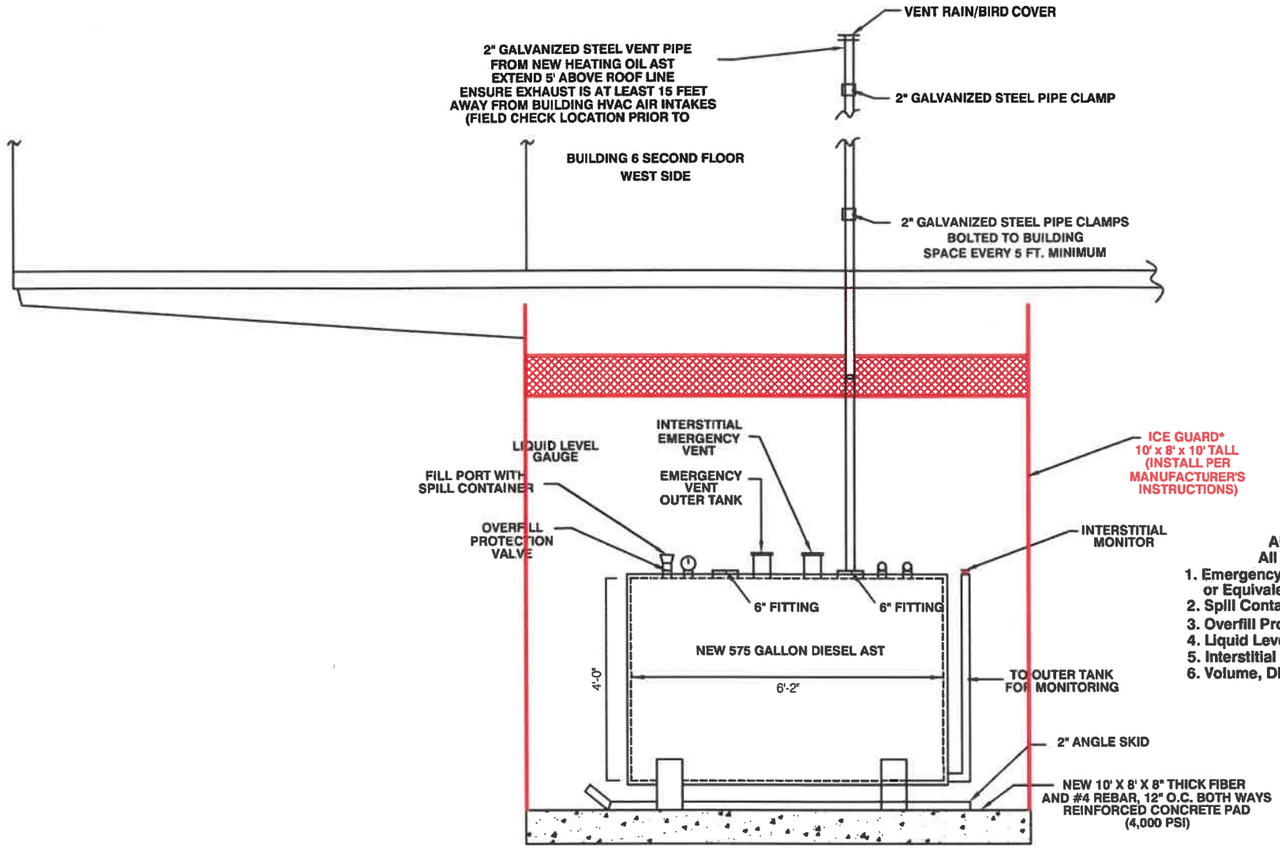
Note: All work will be completed in compliance with NFPA 30.
Bollard locations not shown. See Figure 4 for bollard info.
Also not shown, install 4" thick compacted crusher run stone beneath new concrete pad..

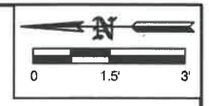
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(317) 916-8000
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August Mack ENVIRONMENTAL

AMERICAN TOWER CORPORATION
350 CEDAR STREET
NEEDHAM HEIGHTS, MA

1,000 GALLON DOUBLED WALLED DIESEL AST AT BUILDING 6 DETAILS

DATE: 02/20/2023	FILENAME: I:/2022/Projects/JW3251/Figures/AST_Base.dwg	
DRAWN BY: THD	MODIFIED BY: THD & BA	PROJECT NO.: **JW3251.757**
GEO REF: NA	SCALE: AS SHOWN	SHEET: **2**



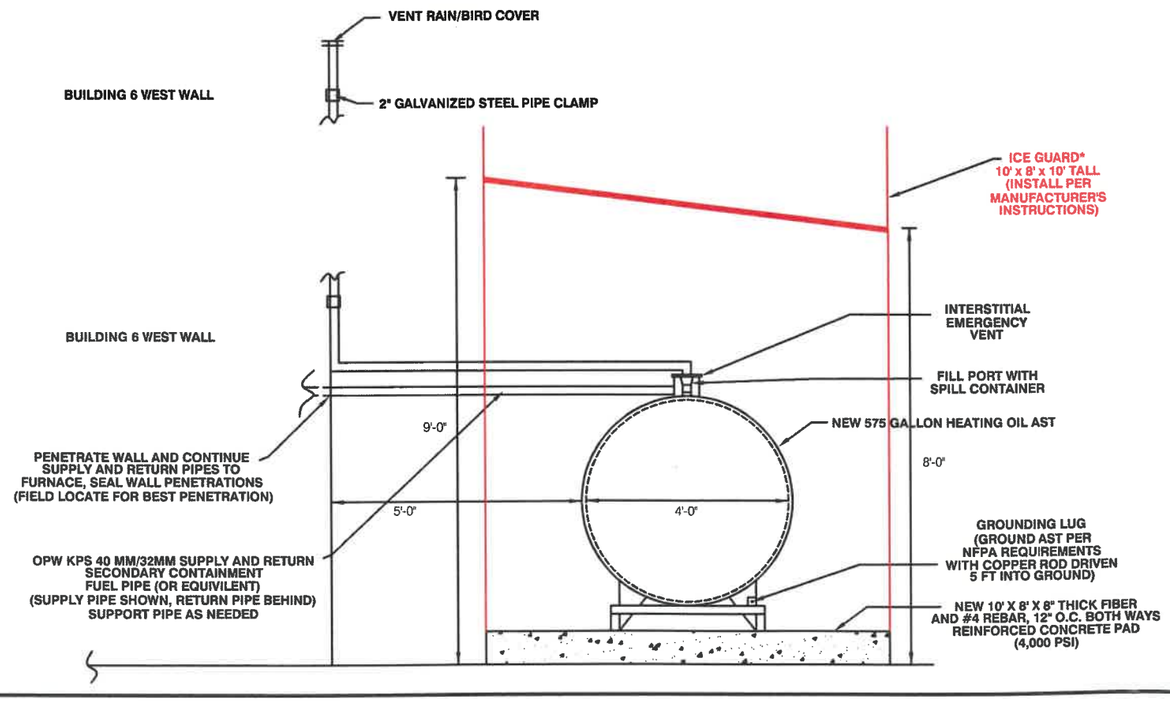


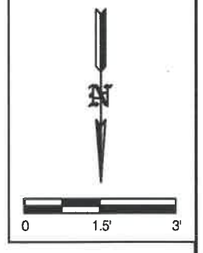
575 Gallon Double-Walled Steel
Heating Oil Above Ground Storage Tank
Side View Looking East
(See Figure 1 & 4 for Location)

Equipment List
All Equipment Supplied by AST Supplier
All Equipment to be Installed by Contractor

1. Emergency Vents are Morrison Bros. 4"/8 oz. (#240M-0200AV) or Equivalent
2. Spill Container is Morrison Bros. #518-0100AC, 7.5-Gal or Equivalent
3. Overfill Protection Valve is Morrison Bros. #9095AA3200AVEVR or Equivalent
4. Liquid Level Gauge is a Krueger #H-2-48 or Equivalent H-Type
5. Interstitial Monitor is a Krueger #K-2-48 or Equivalent K-Type
6. Volume, Diesel, NFPA, Combustible, and No Smoking Decals

Note: All work will be completed in compliance with NFPA 30.
Bollard locations not shown. See Figure 4 for bollard info.
Also not shown, install 4" thick compacted crusher run stone beneath new concrete pad.
* = Ice Guard provided by Client but to be installed by Subcontractor.





575 Gallon Double-Walled Steel
Heating Oil Above Ground Storage Tank
Side View Looking South
(See Figure 1 & 4 for Location)

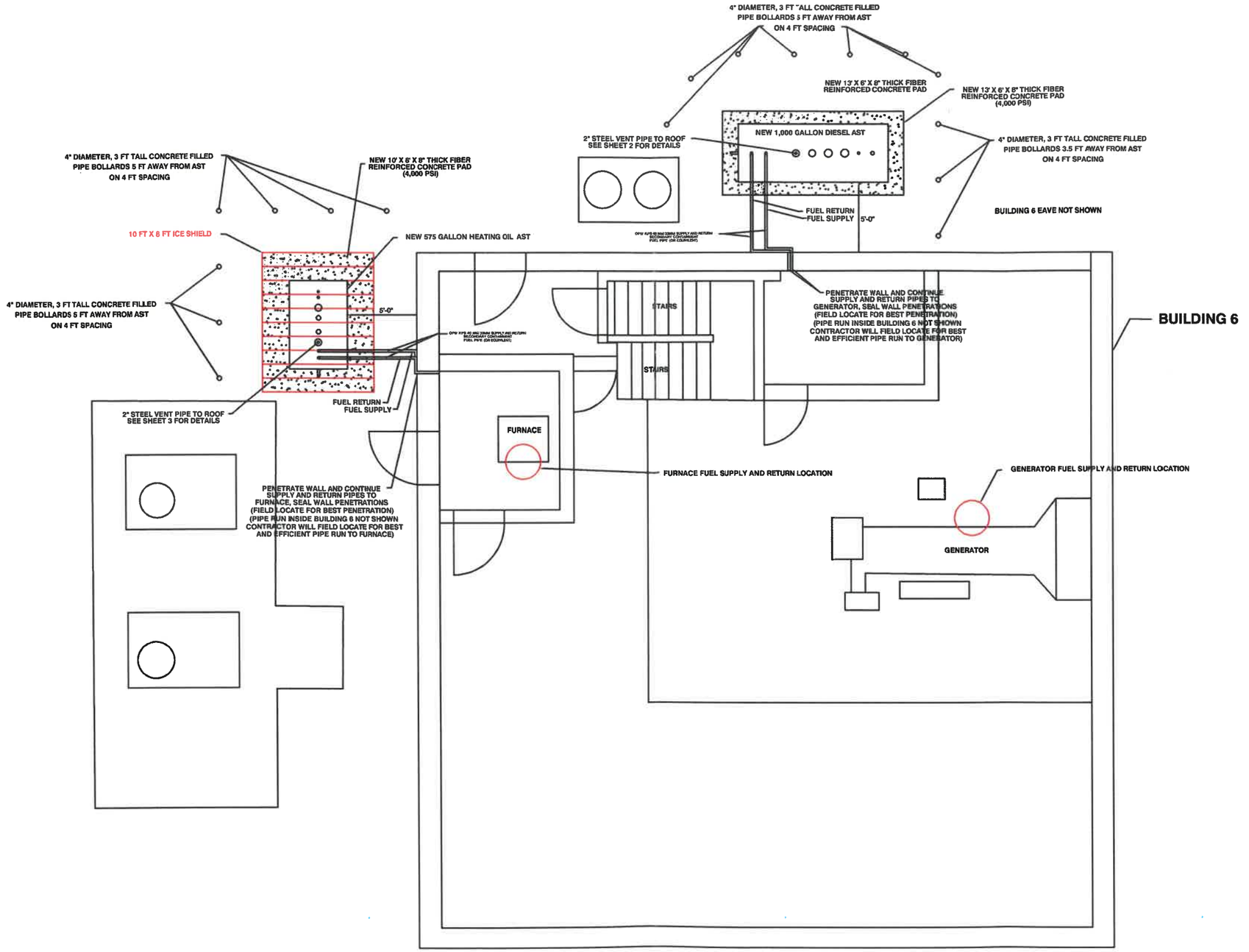
Note: All work will be completed in compliance with NFPA 30.
Bollard locations not shown. See Figure 4 for bollard info.
Also not shown, install 4" thick compacted crusher run stone beneath new concrete pad.

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August Mack ENVIRONMENTAL

AMERICAN TOWER CORPORATION
350 CEDAR STREET
NEEDHAM HEIGHTS, MA

575 GALLON DOUBLED WALLED HEATING OIL AST AT BUILDING 6 DETAILS

DATE: 02/20/2023	FILENAME: I:/2022/Projects/JW3251/Figures/AST_Base.dwg	
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GEO REF: NA	SCALE: AS SHOWN	SHEET: **3**



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August Mack ENVIRONMENTAL

AMERICAN TOWER CORPORATION
350 CEDAR STREET
NEEDHAM HEIGHTS, MA

ASTs PLAN VIEW

DATE: 02/20/2023	FILENAME: I:/2022/Projects/JW3251/Figures/AST_Base.dwg	
DRAWN BY: THD	MODIFIED BY: THD & BA	PROJECT NO.: **JW3251.757**
GEO REF: NA	SCALE: AS SHOWN	SHEET: **4**

350 CEDAR STREET 500 FEET

PARCEL ID	OWNER NAME 1	OWNER NAME 2	MAILING ADDRESS	CITY	ST	ZIP
199/084.0-0038-0000.0	FEINSTEIN, BORIS L. &	ARZOUMANIAN, HELEN	52 SAINT MARY ST	NEEDHAM HTS	MA	02494-
199/084.0-0044-0000.0	LAFACE, KEITH M. &	LAFACE, JENNIFER R	137 CENTRAL AVE	NEEDHAM HTS	MA	02494-
199/087.0-0053-0000.0	SORRENTINO, FRANK J. TR	FRANK J. SORRENTINO 2018 TRUST	177 CENTRAL AVE	NEEDHAM	MA	02494-
199/087.0-0055-0000.0	KATSNELSON, DAVID &	KATSNELSON, ANNA	43 PARKLAND RD	NEEDHAM	MA	02492-
199/227.0-0001-0000.0	ATC WATERTOWN LLC	ATTN: PROPERTY TAX	PO BOX 723597	ATLANTA	GA	31139-0597
199/227.0-0013-0000.0	JOHNSON, THOMAS E. &	JOHNSON, LOIS ROTH	336 CEDAR ST	NEEDHAM	MA	02494-
199/084.0-0035-0000.0	KAYE, HARPER		12 EVERGREEN RD	NEEDHAM	MA	02494-
199/084.0-0040-0000.0	DIFINO, SHARON		40 SAINT MARY ST	NEEDHAM HTS	MA	02494-
199/091.0-0024-0000.0	ROMAN CATHOLIC ARCHDIOCESES OF BOSTON		270 ELLIOT ST	NEWTON UPPER FALLS	MA	02464-
199/227.0-0004-0000.0	PADMANABHAN, DIVYA		200 DEARBORN ST	WELLESLEY	MA	02481-
199/227.0-0006-0000.0	CHEN, XIANGXIN		28 ASHMONT RD	WELLESLEY	MA	02482-
199/227.0-0034-0000.0	QUELER, SIDNEY F. &	QUELER, TERRI L	29 HOMSY LN	NEEDHAM	MA	02494-
199/227.0-0037-0000.0	TESSICINI, GERALDINE M. TR. &	ROCHON, BARBARA S. TR	25 HOMSY LN	NEEDHAM	MA	02494-
199/084.0-0046-0000.0	NGUYEN, DUC T. &	HOANG, VY D	153 CENTRAL AVE	NEEDHAM HTS	MA	02494-
199/087.0-0061-0000.0	ELLIOT, MATTHEW &	POPE, MARY	24 PARKLAND RD	NEEDHAM HTS	MA	02494-
199/087.0-0063-0000.0	BARRINGER, KENNETH P		18 PARKLAND RD	NEEDHAM	MA	02494-
199/227.0-0028-0000.0	VELDE, KARL K. &	VELDE, RONIT A	40 HOMSY LN	NEEDHAM	MA	02494-
199/227.0-0029-0000.0	WYAN-CHING MIMI LEE &	SOMAN, SALIL	48 HOMSY LN.	NEEDHAM	MA	02494-
199/227.0-0030-0000.0	GARF, LEE &	GARF, JENNIFER T	52 HOMSY LN	NEEDHAM HTS	MA	02494-
199/083.0-0040-0000.0	SUN LIFE ASSURANCE COMPANY OF CANADA		1114 AVENUE OF THE AMERICAS	NEW YORK	NY	10036-
199/084.0-0041-0000.0	CAVALLARO, CLEMENT J		34 ST MARY ST	NEEDHAM HTS	MA	02494-
199/084.0-0042-0000.0	YEUNG, ALBIN Z. &	TAM, AHMAN	30 SAINT MARY ST	NEEDHAM	MA	02494-
199/087.0-0051-0000.0	THOMPSON, WILLIAM A., JR. &	THOMPSON, NANCY ANN	165 CENTRAL AVE	NEEDHAM HTS	MA	02494-
199/087.0-0059-0000.0	RUSKIN, MARC N		30 PARKLAND RD	NEEDHAM HTS	MA	02494-
199/227.0-0017-0000.0	ADAMS, BRYAN P. &	ADAMS, SONIA R	14 WEBSTER ST	NEEDHAM HTS	MA	02494-
199/227.0-0031-0000.0	TULI, VIBHA JAIN &	TULI, SHORAB	51 HOMSY LN	NEEDHAM HTS	MA	02494-
199/227.0-0033-0000.0	ROSENBAUM, JAMES E. & HILLARY M	ROSENBAUM FAMILY 2015 TRUST	35 HOMSY LN	NEEDHAM	MA	02494-
199/081.0-0033-0000.0	MDC/WATER DIVISION		251 CAUSEWAY ST STE 600	BOSTON	MA	02114-
199/084.0-0037-0000.0	HENEGHAN, PETER J. &	HENEGHAN, MARY A	58 ST MARY ST	NEEDHAM HTS	MA	02494-
199/227.0-0015-0000.0	REX, MADELEINE		320 CEDAR ST	NEEDHAM	MA	02492-
199/227.0-0025-0000.0	MILLER, JOSEPH L + PATRICIA A		28 WOLFSON RD	SOUTH YARMOUTH	MA	02664-
199/083.0-0011-0000.0	TOWN OF NEEDHAM		28 CAPT ROBERT COOK DR	NEEDHAM	MA	02494-
199/084.0-0036-0000.0	DIMATTEO, ANTHONY J, & WANDA TRS	DIMATTEO FAMILY IRREVOCABLE TRUST	18 EVERGREEN RD	NEEDHAM HTS	MA	02494-
199/084.0-0039-0000.0	NANDIWADA,DEEPTI S		46 ST MARY ST	NEEDHAM	MA	02492-
199/084.0-0047-0000.0	WANG, ZIQIANG &	LIU, ZIYING	161 CENTRAL AVE	NEEDHAM HTS	MA	02494-
199/227.0-0014-0000.0	DEGRIMALDO, SUSAN WELSH &	RIOS, JULIO CESAR GRIMALDO	328 CEDAR ST	NEEDHAM HTS	MA	02494-
199/227.0-0032-0000.0	ROTHMAN, EMILY F. TR	EMILY F. ROTHMAN REVOCABLE TRUST	45 HOMSY LN	NEEDHAM	MA	02494-
199/083.0-0010-0000.0	LONG, FRANCES A		17 EVERGREEN RD	NEEDHAM	MA	02494-
199/083.0-0042-0000.0	WEN, GUICHAO &	LIU, GUI PING	100 DEARBORN ST	WELLESLEY	MA	02481-
199/227.0-0005-0000.0	REISS, MICHAEL M. &	REISS, JANET S. WAGER	19 WEBB AVE	WELLESLEY HILLS	MA	02481-
199/227.0-0012-0000.0	LAM, PAUL W. & JENNY J. TRS	340 CEDAR REALTY TRUST	340 CEDAR ST	NEEDHAM	MA	02494-
199/084.0-0045-0000.0	HOANG, VY D. &	NGUYEN, DUC T.	143 CENTRAL AVE	NEEDHAM	MA	02494-
199/087.0-0052-0000.0	CENTRAL SD LLC		26 MORSES POND RD	WELLESLEY	MA	02482-
199/087.0-0057-0000.0	WATRAS, STEVEN T &	WATRAS, JEAN M	38 PARKLAND RD	NEEDHAM HTS	MA	02494-
199/227.0-0016-0000.0	STEIN, EUGENE P. &	STEIN, MIRIAM L	314 CEDAR ST	NEEDHAM	MA	02494-

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

LEGAL NOTICE

TOWN OF NEEDHAM
SELECT BOARD
Notice of Fuel Storage License Public Hearing

Public Notice is hereby given that SAGE, LLC on behalf of the American Tower Corporation, has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws, for a license to install one (1) 1,000 gallon double-walled diesel above ground storage tank at 350 Cedar Street, Needham, MA 02494.

Upon said application it is hereby ordered: That a Public Hearing be held at the office of the Select Board, Town Hall, 1471 Highland Avenue, Needham, MA, Tuesday, March 28, 2023 at 6:00 pm, in person and via Zoom at which time all persons interested may appear and be heard.

Use this link below to join the webinar: https://us02web.zoom.us/j/85650536656?pwd=aUFPaGV4K2xQMHMzUHlJRmY1YS9qUT09

Webinar ID: 856 5053 6656 Password: 724818 Or Telephone: +13092053325,,85650536656#

This legal notice is also posted on the Massachusetts Newspaper Publishers Association's (MNPA) website at http:// masspublicnotices.org/

Licensing Authority
Select Board

2x4 Town of Needham - Fuel Storage 3-16-23 *3-16-23 HTW*

Town of Needham Select Board

Policy Number:	SB-LIC-008
Policy:	Fuel Storage Application Procedures
Date Approved:	2/24/2004
Date Revised:	Reformatted 8/4/2015, Revised 11/22/2022
Approved:	MBCooley

Policy:

Licenses, registrations, and permits for the storage of flammable or combustible fluids are granted in accordance with Massachusetts General Law, Chapter 148 and the Board of Fire Prevention Regulations. Local licensing boards have the authority to issue licenses for storage and sale of flammable products. Applications for the storage of flammable and combustible fluids are available from the Needham Fire Department.

I. Contextual Definitions

1. **Permit:** Permission granted by the Fire Chief allowing flammable or combustible fluids to be kept or stored. The Fire Chief records applications and permits.

2. **License**: Permission granted by the Select Board as Local Licensing Authority for the land (not an individual) for storage of flammable or combustible liquids (1,000 or more gallons) following a public hearing. Such permission, once granted, runs with the land regardless of change of ownership. Only one license may be issued to the land, but may be amended to reflect changes in quantity, condition, or restrictions, and may be revoked or suspended. The Select Board records applications, licenses, and maintains public hearing documentation. The propane tank, including all piping and equipment, shall meet federal, state, and local codes, regulations, specifications, and directives upon installation.

3. **Registration**: Acknowledgement certified by the Town Clerk of a flammable or combustible fluid storage license by the owner or occupant of the property for which the license was granted. The registration is renewed annually via the filing of a Certificate of Registration, which attests to continued use of the license. The Town Clerk maintains blank copies of Certificates of Registration and maintains record signed registrations.

II. General Requirements and Restrictions

1. The tank (to include all piping and equipment) and system shall meet all Federal, State, and local regulations, specifications, and directives at the time of installation.

2. For licenses, the owner/occupant of the land that holds the license shall file a

Certificate of Registration to the Town Clerk annually, on or before April 20th.

III. Application Process for Storage of Flammable and Combustible Fluids Permits and Licenses

1. The Applicant must request an application from the Fire Department and return it with a plot plan certified by a Registered Professional Engineer or Registered Land Surveyor. The plot plan shall include identification of all underground and aboveground utilities as well as water and sewer lines. The applicant is responsible for ensuring that all "Dig Safe" requirements are met prior to the installation of the tank(s).

2. The Fire Chief reviews and signs/approves the application and (if approved) grants the permit, informs the applicant, collects payment, and files a copy of the permit. If a license is not required, this is the final step in the application process.

3. If a license is required, the Fire Department will further inform the applicant, then forward the application to the Office of the Town Manager for review and scheduling of a public hearing before the Select Board.

4. The Office of the Town Manager will provide the applicant with the date and time of the public hearing, as well as a packet of information that the applicant must send to abutters via USPS Certified Mail. The packet of information will include the certified abutters list, mailing labels for abutters, and a copy of the legal notice published by the Select Board in a local newspaper prior to the hearing.

5. The applicant must return the certified mail receipts to the Office of the Town Manager no later than one business day prior to the public hearing, or risk having the public hearing delayed. The applicant is also responsible for payment of the legal advertisement, which will be billed directly by the publishing newspaper.

6. The applicant or designee must attend the public hearing.

7. If granted, the applicant will be provided a signed copy of the license, which they then must register with the Town Clerk along with a signed Certificate of Registration, who will also collect payment. If granted with restrictions, the application and license will be modified accordingly before issuance. If denied, the applicant will be provided written notice of denial. Should the meeting be continued by the Select Board without a decision being reached, the Office of the Town Manager will coordinate with the applicant to schedule the continued hearing.

Attachment: Certificate of Registration

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Community Stormwater Mitigation Assessment Public Hearing
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance Carys Lustig, Director of Public Works Thomas Ryder, Town Engineer

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

We will outline the proposal for a community stormwater mitigation assessment (stormwater fee). The Board will accept public comment.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: The Board may, after the close of the public hearing, vote to adopt the Community Stormwater Mitigation Assessment schedule, or may defer a vote until its next meeting. The proposed fee structure is as follows:

Community Stormwater Mitigation Assessment
Impervious Surface Square Footage

Tier	Sq Ft Low	Sq Ft High	Annual Fee*
1	0	4,000	$38.20
2	4,001	8,000	$80.00
3	8,001	20,000	$200.00
4	20,001	45,000	$400.00
5	45,001	90,000	$600.00
6	90,001	175,000	$800.00
7	175,001	345,000	$1,000.00
8	345,001	685,000	$1,200.00
9	685,001	and above	$1,500.00

* The assessment will be billed on a quarterly or monthly schedule based on the utility account type.

3. BACK UP INFORMATION ATTACHED

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

(Describe backup below)

a. Public Hearing Legal Notice
b. Stormwater Utility PowerPoint
c. Mock Informational Flyer
d. Memo from the Assistant Town Manager/Director of Finance dated March 10, 2023
e. Memo from Assistant Town Manager/Director of Finance dated February 21, 2020
f. Stormwater Stabilization Fund Warrant Article

LEGAL NOTICE

TOWN OF NEEDHAM
SELECT BOARD
Public Hearing

The Needham Select Board will hold a public hearing on Tuesday, March 28, 2023 at 6:00 p.m. in the Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492. The purpose of this hearing is to provide the public with an opportunity to comment on the proposed adoption of a Community Stormwater Mitigation Assessment (stormwater fee) to fund stormwater management and mitigation improvements. In addition, written comments may be sent to the Select Board, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492 or may be emailed to selectboard@needhamMA.gov

2x3 Town of Needham - Stormwater Mitigation 3-23-23 *3-23-23 HTW*



1

A STORMWATER UTILITY

A stormwater utility fee is a charge imposed on real estate owners for pollution in stormwater drainage from impervious surface runoff. This system imposes a tax that is proportional to the total impervious area on a particular property, including concrete or asphalt driveways and roofs, that do not allow rain to infiltrate.

2

BENEFITS OF IMPLEMENTATION

- Creates an equitable way to pay for stormwater services
- An effective and dedicated source of funding to pay for stormwater related infrastructure investments instead of relying on the General Fund assets alone
- Different stormwater utility fee structures that can be implemented to best fit the community size and needs
- Assist the Town in meeting requirements of the EPA's NPDES permit
- Helps in development of long-range capital planning and project evaluation for potential NPDES improvements

3

PROPOSED STRUCTURE

Tier	Square Feet of Impervious Surface	Monthly
1	0 – 4,000	$3.18
2	4,001 - 8,000	$6.67
3	8,001 - 20,000	$16.67
4	20,001 - 45,000	$33.33
5	45,001 - 90,000	$50.00
6	90,000 – 175,000	$66.67
7	175,001 - 345,000	$83.33
8	345,001 - 685,000	$100.00
9	685,001 and above	$125.00

Tier	Square Feet of Impervious Surface	Quarterly
1	0 – 4,000	$9.55
2	4,001 - 8,000	$20.00
3	8,001 - 20,000	$50.00
4	20,001 - 45,000	$100.00
5	45,001 - 90,000	$150.00
6	90,000 – 175,000	$200.00
7	175,001 - 345,000	$250.00
8	345,001 - 685,000	$300.00
9	685,001 and above	$375.00

4

EXAMPLE BMPS INSTALLED

Water Quality Tank	Storage vessel, elevated or at ground level, that holds potable or non-potable water	Broad Meadow Elementary School
Stormceptor Infiltration Galleys	A hydrodynamic separator designed to protect waterways from hazardous material spills and stormwater pollution, including suspended sediment, free oils, floatables and other pollutants that attach to particles	Public Service Administration Building
Detention Basin	An excavated area installed on, or adjacent to, tributaries of rivers, streams, lakes or bays	Recycling and Transfer Station (RTS)

5

EXAMPLE BMPS INSTALLED

Porous pavement	A paved surface with a higher than normal percentage of air voids to allow water to pass through it and infiltrate into the subsoil	Rosemary Pond & Pool Complex
Rain Garden	A garden of native shrubs, perennials, and flowers planted in a small depression, which is generally formed on a natural slope	Water Pump Station
Retention Basin/Swale	A retention swale designed to direct to infiltration basins using layers of different sized rocks, gravel, and soil. The areas are often seeded with native plants adapted to both wet and dry soil conditions.	Sunita Williams School

6

COSTS

FY 2020	$1,950,000
FY 2021	$200,000
FY 2022	$370,000
FY 2023	$435,000
	CAPITAL REQUESTS
FY 2024	**$ 860,000**
FY 2025	**$ 806,000**
FY 2026	**$ 816,000**
FY 2027	**$ 987,000**
FY 2028	**$ 1,176,000**

7

EXAMPLE FUTURE PROJECT NEEDS

Design and Construction of Low Impact Development Techniques to Treat Stormwater

Infiltration and Drain Structure Improvements (as part of Road Improvements)

Large Vehicle Washing Station

Rosemary Sluice Gate Upgrade

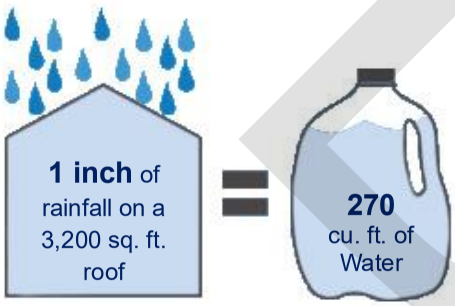
Snow Storage Assessment and Relocation

Other Flood Control Drainage Improvements

8

How is the fee determined?

The fees are based upon the amount of impervious surface present on any given property.



The storm water fee is based upon the amount of run-off generated from a property. Residential properties generate less run-off than parcels with large parking lots. The fee is set up so that properties that produce more runoff are assessed a greater stormwater fee.

Needham has categorized nine tiers based on impervious coverage. For example, properties with 4,000 SF or less will contribute $38.20 per year. This tier encompasses most of the residential properties in Needham. The funds are reserved to cover the capital costs and maintenance of stormwater improvements. The revenue collected from this fee will attenuate the private contribution to stormwater pollutants.

For most properties, the stormwater fee will be less than the amount they would have paid if property taxes were used to fund these programs. This is primarily because tax-exempt properties will be subject to this fee. There will be an abatement process available to property owners that believe their impervious surface square footage is less than the Town's assessment.

Why do we manage Stormwater?

The EPA has issued the 2016 NPDES Permit which requires Needham to continue making substantial changes to the Town's Stormwater Operations, Site Plan and Subdivision Reviews, and continual administration of the Stormwater General Bylaw.

- Needham has a Municipal Separate Storm Sewer System (MS4). The MS4 is only authorized to discharge clean stormwater and/or stormwater that does not cause or contribute to an exceedance of water quality standards. The Permit also requires that pollutants in stormwater discharges be reduced to the maximum extent practicable.

- Needham is subject to a TMDL requirement for phosphorus and pathogens. All stormwater discharges must reduce the amount of phosphorus discharging to waterbodies and the tributaries thereto by 55 percent (55%) and pathogens must be eliminated and/or reduced to the maximum extent practicable through the use of enhanced structural and non-structural BMPs.

- Needham has five (5) impaired waterbodies due to turbidity, nutrients, organic enrichment, flow dissolved oxygen, priority organics, noxious aquatic plants, exotic species, oil & grease, taste, odor, color, suspended solids, and causes unknown. The five waterbodies are: Alder Brook, Charles River (segment South Natick Dam to Chestnut Street), Charles River (Chestnut Street to Watertown Dam), Fuller Brook, and Rosemary Brook. All five waterbodies are classified as Category 5 Waters. Category 5 is the most severely impaired.

Who pays a stormwater fee?

All property owners within the Town of Needham with impervious areas are required to pay a stormwater fee. *(Please note: All driveways are considered impervious regardless of material used.)*



How often are customers billed?

Customers are billed monthly or quarterly based on your current water billing cycle.

Where can I get more information?

Needham's Storm Water Fee Schedule and provides specific information about fees. You can also visit the Town's website at http://needhamma.gov/323/Stormwater-Management where more information will be posted. Also, feel free to call us if you have any questions.

Stormwater Fee Inquiries

781-455-7550

www.needhamma.gov

DRAFT

Definitions

BMP – Best Management Practice
EPA – Environmental Protection Agency
MS4 – Municipal Separate Stormwater System
NPDES – National Pollutant Discharge Elimination System
Stormwater - surface water in abnormal quantity resulting from heavy falls of rain or snow.
TMDL – Total Maximum Daily Load
Cu. Ft. – Cubic Feet (1 CuFt = 7.5 Gallons)



How to determine stormwater fees

Tier	Square Feet of Impervious Surface	Monthly
1	0 - 4,000	$3.18
2	4,001 - 8,000	$6.67
3	8,001 - 20,000	$16.67
4	20,001 - 45,000	$33.33
5	45,001 - 90,000	$50.00
6	90,000 – 175,000	$66.67
7	175,000 – 345,000	$83.33
8	345,001 – 685,000	$100.00
9	685,001 and above	$125.00

Tier	Square Feet of Impervious Surface	Quarterly
1	0 - 4,000	$9.55
2	4,001 - 8,000	$20.00
3	8,001 - 20,000	$50.00
4	20,001 - 45,000	$100.00
5	45,001 - 90,000	$150.00
6	90,000 – 175,000	$200.00
7	175,000 – 345,000	$250.00
8	345,001 – 685,000	$300.00
9	685,001 and above	$375.00

Town of Needham

Munici-Pup says...



Striving to manage stormwater to preserve and protect life, support healthy natural resources, and complement sustainable growth in our community.

DRAFT

Town of Needham
Finance Department

Memorandum

To: Select Board

From: David Davison, Assistant Town Manager/Director of Finance

CC: Kate Fitzpatrick, Town Manager; Katie King, Assistant Town Manager/Director of Operations; Carys Lustig, Director of Public Works; Shane Mark, Assistant Director of Public Works; Michael Retzky, Superintendent of Water and Sewer; Thomas Ryder, Town Engineer; Cecilia Simchak, Director of Finance/Administration for Public Services

Date: March 10, 2023

Re: Stormwater Fee

The Board had a public hearing scheduled back on March 24, 2020 to receive public input on the implementation of a stormwater fee to provide for the capital investment and added maintenance that the Town must undertake to meet its National Pollutant Discharge Elimination System (NPDES) requirements. The public hearing was opened and postponed due to the COVID-19 restrictions that were put into place. Unknown at that time, was just how long COVID was going to be an issue. After a couple of additional postponements, the Board decided to cancel the hearing because the public would not have an opportunity to attend and provide feedback.

The process is ready to begin anew. A public hearing is scheduled for March 28, 2023. At the March 14, 2023 meeting, we will reintroduce to the Board the history, need, and purpose of the program so that the Board may be better prepared for the public hearing. We will include the relevant materials presented to the Board back in 2020, and provide updated information. The chart on the following page shows the proposed tiers and rates.

The fee structure is similar to that which was proposed back in 2020, the fee amount at each tier is the same, but the impervious surface area determining the tier that a parcel would fall under has been modified. More than 99% of all single family homes will fall under tier one or tier two, meaning the annual assessment will be $80.00 or less.

Please do not hesitate to contact me if you have any questions prior to the meeting.

Community Stormwater Mitigation Assessment
Impervious Surface Square Footage

Tier	Sq Ft Low	Sq Ft High	Annual Fee*
1	0	4,000	$38.20
2	4,001	8,000	$80.00
3	8,001	20,000	$200.00
4	20,001	45,000	$400.00
5	45,001	90,000	$600.00
6	90,001	175,000	$800.00
7	175,001	345,000	$1,000.00
8	345,001	685,000	$1,200.00
9	685,001	and above	$1,500.00

* The assessment will be billed on a quarterly or monthly schedule based on the utility account type.

Town of Needham
Finance Department

Memorandum

To: Select Board

From: David Davison, Assistant Town Manager/Director of Finance

CC: Kate Fitzpatrick, Town Manager; Richard Merson, Director of Public Works; Anthony DelGaizo, Town Engineer

Date: February 21, 2020

Re: Community Stormwater Mitigation Assessments and Stabilization Fund

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Last year, the Finance Department was asked to investigate funding options to address National Pollutant Discharge Elimination System (NPDES) requirements that will increase the Town's capital and maintenance costs. We sought the assistance of a working group that consisted of Janet Bernardo Chair of the Conservation Commission, John Cosgrove, Chair of the Water & Sewer Rate Structure Committee, Tom Loughran a member of the Water & Sewer Rate Structure Committee, Louise Miller a member of the Finance Committee and prior Chair, and Rick Zimbone, a citizen at large and a former member and chair of the Finance Committee. In addition, Richard Merson, Director of Public Works and Anthony DelGaizo, Town Engineer participated and provided technical assistance throughout the process.

The group reviewed the pending requirements that will subject the Town to added expense and discussed how to account and fund the costs. The group investigated establishing an enterprise fund to account for the expenses but determined that such a fund would be premature. The Town has been funding minor expenses to address NPDES requirements, through the General Fund in various department's operating budgets. However, the expected increased annual costs for the expansion of stormwater management systems, improvements to existing systems, and on-going repair will exceed the Town's ability to pay. Furthermore, stormwater issues are not exclusively limited to taxpayers, but also relate to entities that do not pay taxes. Therefore, the working group determined that a fee structure to cover some of the capital cost is the best approach.

Another concern raised by the working group is how to ensure that fees raised for NPDES costs are not allocated to other expenses. State law requires that all funds, not restricted to a specific purpose, be deposited to the General Fund and may be used for any legal purpose. Based on advice from the Department of Revenue, the working group determined that a dedicated stabilization fund could be used to reserve the funds generated by the fee for the intended purposes.

We believe a Stormwater Stabilization Fund is an appropriate mechanism to ensure that the monies are used for NPDES related expenses. The fund, if supported by the Select Board and approved by Town Meeting, allows for all the monies collected from stormwater fees to be

deposited directly into the fund to be used for NPDES purposes only. The funds may only be allocated from the stabilization fund by Town Meeting appropriation, and funding requests from the stabilization fund will be subject to the Town's review and approval process.

The proposed fee structure is tiered, with a higher fee to be charged for parcels that have greater impervious surface. Most parcels would have an annual fee of $38.20 ($9.55 per quarter). Our preliminary estimate is that the fee structure would generate approximately $500,000 per year; the estimated capital cost is in the millions. The fee would be billed through the Town's water and sewer billing system, which lowers the administrative and billing expense. A method to appeal and seek abatement of the fee for properties that do not contribute to stormwater runoff or contaminants, or for parcels billed incorrectly will be put into place if the fee structure is adopted. Furthermore, we recommend an annual review of the fee structure by the Water and Sewer Rate Structure Committee. There are synergies between water and sewer operations and NPDES, and the citizens who serve on this committee have great insight when considering environmental factors and fairness in the fee structure.

I have attached the notes from the three working group meetings held during 2019 and other documentation generated during the process. We will be at your meeting on Tuesday to discuss this proposal. Please do not hesitate to contact me if you have any questions prior to the meeting.

STORM WATER ACCOUNTING OPTIONS

TOWN OF NEEDHAM

MEETING NOTES

Date: January 15, 2019	Time: 5:30 PM	Location: Needham Town Hall

Attendance

Present:	Janet Bernardo	(Conservation Commission Chair)
	John Cosgrove	(Water & Sewer Rate Structure Committee)
	David Davison	(Assistant Town Manager/Finance Director)
	Anthony DelGaizo	(Town Engineer)
	Tom Loughran	(Water & Sewer Rate Structure Committee)
	Rick Zimbone	(Citizen at Large)

Notes prepared by:	Kathryn Copley	Administrative Specialist

Discussion

Mr. Davison reported that there are new regulations for Cities and Towns regarding the control of storm water and where it goes. The regulations deal with storm water runoff into water in public ways. The Town adopted by-laws at the October 2018 Special Town Meeting to meet those requirements.

The EPA has determined how much the Town is contributing to water ways based on a formula using Needham's 12.7 square miles. Needham needs to reduce phosphorus in the water ways by 45%. Ways to reduce phosphorus include increasing the frequency of street sweeping, reducing the amount of paved areas by using alternative permeable materials in areas such as parking lots, renting dogs to scare geese from green ways, etc. The time table that the EPA has given the Town is 20 years.

There are needed infrastructure and maintenance requirements that will lead to new fees to accomplish and implement storm water runoff treatment and/or prevention. We want to ensure that any fees collected would pay for the storm water management related expenses. The fees can be credited to an enterprise fund. An enterprise fund would ensure that the money raised for storm water control would be used for this purpose. An enterprise fund allows expenditures and revenues related to stormwater to be tracked more easily.

Mr. DelGaizo indicated that there will be some operating costs and some capital costs associated with achieving the EPA goal and the new by-laws. Needham has five basic water ways: Fuller Brook, Rosemary Brook, Alder Brook and two stretches of the Charles River. All water ways are impaired and suffer contamination. There is a need to improve the discharge in order to improve the health of the water ways. The source of contaminates includes cars, houses, roads and development. Water gets carried away. It collects and carries contaminants such as fertilizer and petroleum that concentrate as it collects and then it goes into the water bodies and wetlands. The fertilizer causes wild algae growth.

The goal of meeting is to help vet the pros and cons of accounting for the funds. The two possibilities are an Enterprise fund or have the money go into the General Fund. On March 30th a formal recommendation will be made to the Select Board on how best to move forward. In an Enterprise fund the fees would only be used for what they were raised for. If the fees are folded into the General fund then they could be spent in any way.

Please send questions and comments to Mr. Davison.

Handouts

Agenda, 5 Year CIP 2016 NPDES Storm Water Program

Adjournment

The meeting ended at 6:21 PM.

These notes are intended to convey the content of the discussions at the meeting.

Rough Draft

5 Year CIP 2016 NPDES Storm Water Program

FY2021

- Dry Weather & Wet Weather Testing - 295 Outfalls
- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
- Rebuild/Rehab Brooks & culverts $200K/yr
- Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs
- Compile Annual NPDES MS4 report and post on website each year
- Inspect and evaluate all BMPs Town-wide once per year (on town properties and roads/easements
- Consulting services for NPDES Update and submittal requirements
- Field Updates to GIS
- Construct BMPs
- Annual Training
- Track & Report SSO's
- Reprioritize Catchment Areas
- Data Management/People GIS

Identify 2 Sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
- Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)
- Cleaning/maintenance of brooks & culverts (10% of total length per year)
- Catch Basin and drain pipe replacement/rehabilitation
- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Follow-up on any hits found through testing and/or CCTV work
- Identify 2 targeted audiences for education/outreach and the message we want to send
- Identify 2 participation/involvement measures we want to promote
- Identify O & M plans for the properties within the 2 selected sub-watersheds and what has to be done at each Town owned facility/property.
- Resolve truck washing problem
  - Rent/hire portable truck washing system. Investigate Framingham facility
- Construct DPW Yard WQS for parking lot drain system
- Develop improvements to SWPPP plan for DPW yard
- Develop improvements to SWPPP plan for RTS
- Construct RTS WQS for site drainage system
- Identify suitable snow dump locations

5 Year CIP NPDES Storm Water Program

FY2022

- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Resolve any "hits" we find in the outfall testing
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
- Rebuild/Rehab Brooks & culverts $200K/yr
- Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs
- Compile Annual NPDES MS4 report and post on website each year
- Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements
- Field Updates to GIS
- Construct BMPs
- Annual Training
- Track & Report SSO's
- Reprioritize Catchment Areas
- Data Management/People GIS

Identify 2 more sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
- Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)
- Cleaning/maintenance of brooks & culverts (10% of total length per year)
- Catch Basin and drain pipe replacement/rehabilitation
- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Follow-up on any hits found through testing and/or CCTV work
- Identify 2 targeted audiences for education/outreach and the message we want to send
- Identify 2 participation/involvement measures we want to promote
- Construct testing locations from FY21
- Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify what has to be done at each Town owned facility/property.
- Construct BMPs & changes needed to be done at each Town facility/property identified in FY21
- Truck washing portable rental and money for truck washing solution
- Construct improvements to selected snow dump areas

5 Year CIP NPDES Storm Water Program

FY2023

- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Resolve any "hits" we find in the outfall testing
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
- Rebuild/Rehab Brooks & culverts $200K/yr
- Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs
- Compile Annual NPDES MS4 report and post on website each year
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- Construct BMPs
- Annual Training
- Track & Report SSO's
- Reprioritize Catchment Areas
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Identify 2 more sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
- Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)
- Cleaning/maintenance of brooks & culverts (10% of total length per year)
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- Identify 2 participation/involvement measures we want to promote
- Construct testing locations from FY21
- Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify what has to be done at each Town owned facility/property.
- Construct BMPs & changes needed to be done at each Town facility/property identified in FY21
- Truck washing portable rental and money for truck washing solution
- Construct improvements to selected snow dump areas

5 Year CIP NPDES Storm Water Program

FY2024

- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Resolve any "hits" we find in the outfall testing
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
- Rebuild/Rehab Brooks & culverts $200K/yr
- Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs
- Compile Annual NPDES MS4 report and post on website each year
- Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements
- Consulting services for NPDES update and submittal requirements
- Field Updates to GIS
- Construct BMPs
- Annual Training
- Track & Report SSO's
- Reprioritize Catchment Areas
- Data Management/People GIS

Identify 2 more sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
- Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)
- Cleaning/maintenance of brooks & culverts (10% of total length per year)
- Catch Basin and drain pipe replacement/rehabilitation
- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Follow-up on any hits found through testing and/or CCTV work
- Identify 2 targeted audiences for education/outreach and the message we want to send
- Identify 2 participation/involvement measures we want to promote
- Construct testing locations from FY21
- Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify what has to be done at each Town owned facility/property.
- Construct BMPs & changes needed to be done at each Town facility/property identified in FY21
- Truck washing portable rental and money for truck washing solution
- Construct improvements to selected snow dump areas

5 Year CIP NPDES Storm Water Program

FY2025

- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Resolve any "hits" we find in the outfall testing
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
- Rebuild/Rehab Brooks & culverts $200K/yr
- Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs
- Compile Annual NPDES MS4 report and post on website each year
- Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements
- Field Updates to GIS
- Construct BMPs
- Annual Training
- Track & Report SSO's
- Reprioritize Catchment Areas
- Data Management/People GIS

Identify 2 more sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
- Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)
- Cleaning/maintenance of brooks & culverts (10% of total length per year)
- Catch Basin and drain pipe replacement/rehabilitation
- Potential testing locations (storm water quality) install testing locations where needed
- Identify town owned properties for communal/neighborhood infiltration systems
- Identify Park & Recreation areas to reduce impervious and promote surface infiltration
- Identify roadway pavements that can be narrowed or reduced
- Follow-up on any hits found through testing and/or CCTV work
- Identify 2 targeted audiences for education/outreach and the message we want to send
- Identify 2 participation/involvement measures we want to promote
- Construct testing locations from FY21
- Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify what has to be done at each Town owned facility/property.
- Construct BMPs & changes needed to be done at each Town facility/property identified in FY21
- Truck washing portable rental and money for truck washing solution
- Construct improvements to selected snow dump areas

FY2026

- Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas
- Resolve any "hits" we find in the outfall testing
- Produce map tracking the properties that have infiltration systems.
- Track small diameter drain extensions on a map
- Hire street sweepers to sweep higher pollutant load areas (additional sweeping)
- Street sweep entire town twice per year
- Clean and inspect all catch basins once per year
- Rebuild/Rehab Brooks & culverts $200K/yr
- Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs
- Compile Annual NPDES MS4 report and post on website each year
- Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements
- Field Updates to GIS
- Construct BMPs
- Annual Training
- Track & Report SSO's
- Reprioritize Catchment Areas
- Data Management/People GIS

Identify 2 more sub-watershed areas for:

- CCTV Work (10% of the system min./47,500 ft/yr) 1DDE
- Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)
- Cleaning/maintenance of brooks & culverts (10% of total length per year)
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- Follow-up on any hits found through testing and/or CCTV work
- Identify 2 targeted audiences for education/outreach and the message we want to send
- Identify 2 participation/involvement measures we want to promote
- Construct testing locations from FY21
- Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify what has to be done at each Town owned facility/property.
- Construct BMPs & changes needed to be done at each Town facility/property identified in FY21
- Truck washing portable rental and money for truck washing solution
- Construct improvements to selected snow dump areas

STORM WATER ACCOUNTING OPTIONS

TOWN OF NEEDHAM

MEETING NOTES

Date: February 28, 2019	Time: 5:30 PM	Location: PSAB

Attendance

Present:	Janet Bernardo	(Conservation Commission Chair)
	John Cosgrove	(Water & Sewer Rate Structure Committee)
	David Davison	(Assistant Town Manager/Finance Director)
	Anthony DelGaizo	(Town Engineer)
	Rick Merson	(Director of DPW)
	Louise Miller	(Finance Committee)
	Rick Zimbone	(Citizen at Large)

Notes prepared by:	Kathryn Copley	Administrative Specialist

Discussion

Mr. Davison reported that all Massachusetts municipalities he contacted seem to be in a similar position in that they are looking more closely how to deal with the new stormwater regulations. Needham will be identifying what will be required to satisfy the stormwater regulation compliance, and to do this, will be seeking funding for 2021 for a study and new testing.

It is unclear what the incremental cost above that which is already being spent to address stormwater issues. The current assumption is roughly $300,000. What will be needed for capital investment over the next 20 to 40 years is unknown.

We will see whether an enterprise fund can be set up for just the capital expenses. Retained earnings in the enterprise fund can be saved for future capital expenses. Items such as street sweeping could be kept in the General Fund, if needed. The Select Board would set the fees that would fund stormwater expenses and the receipts would be credited to the enterprise fund. It is anticipated that the first capital costs associated with the new stormwater fees will occur in 2021-2022. The Town is presently funding stormwater related expenses through the General Fund, but the annual expense is expected to grow as the Town becomes more engaged with stormwater runoff mitigation and abatement.

Private developers are now required for new construction to install the necessary stormwater control systems as part of the permitting process. The expense would likely be part of the construction cost of a project.

Mr. DelGaizo indicated that the Town is electing to do a lot of infiltration systems for the watershed management plan. Needham has approximately 85% sand and gravel soil and is conducive for this approach which mimics the natural method. This lessens runoff to streets, decreases the need for larger drain pipes and recharges aquifers.

Is was recommended that the group meet again at the end of March to look at how an enterprise fund based on capital improvements would work.

It was asked if it is possible to separate out operation expenses from stormwater expenses to track them and know what they are. It was explained that when the expenses are embedded in the General Fund in multiple budgets it is not so straightforward and may be prone to error. This is another reason that tracking the costs of stormwater compliance in a separate fund, such as an enterprise fund, would be beneficial.

Handouts

Agenda, Memo, EPA penalties, 5 Year CIP 2016 NPDES Storm Water Program DRAFT, Questions and Answers, Notes from 1/15/19 meeting

Adjournment

The meeting ended at 6:10 PM.

These notes are intended to convey the content of the discussions at the meeting.

MEMORANDUM

TO: **WORKING GROUP**

FROM: **DAVID DAVISON, ASSISTANT TOWN MANAGER/DIRECTOR OF FINANCE**

SUBJECT: **STORMWATER ENTERPRISE FUND QUESTIONS**

DATE: **WEDNESDAY, FEBRUARY 27, 2019**

CC: **RICK MERSON, DPW DIRECTOR; ANTHONY DELGAIZO, TOWN ENGINEER**

Regulation and Enforcement

Have any penalties been assessed by the EPA or DEP on the Town or other municipalities? **Response: Yes there are municipalities that have been assessed for violations relating to the 2003 EPA Stormwater Regulations, but not Needham (see the attachment).**

What is the expected date by which enforcement of the regulations will take place and when penalties will be assessed? **Response: Enforcement of the 2016 EPA Stormwater Regulations began on July 1, 2018. Assessment of a penalty is not automatic, the EPA makes a determination on case by case basis whether to levy a penalty, and if so how much.**

Other than the list provided at the first meeting, does the Town have a specific plan to address remediation efforts at the various locations? **Response: The Town will be developing over the next few years a more detailed plan to address its remediation requirements based on available funding.**

What are our current measurements in the various ponds, rivers? **Response: The Town does not have current measurements. The EPA has classified five of the water bodies/waterways in Needham that the Town is responsible to maintain as Category 5 Water bodies (one is actually now listed as 4a) indicating that they are the most impaired (Category 1 being the least impaired). The Town has some data from the Charles River Watershed Association (CRWA) indicating various pollutant levels (which EPA is likely to have considered). DPW is proposing to obtain water quality tests from 295 locations throughout the Town as part of the FY2021 Stormwater Capital Improvement Plan.**

What are our current/future limits? **Response: The Town is required to reduce Phosphorus impaired water discharges by 45%. The Town is also required to reduce Pathogen impairments to the Maximum Extent Practicable (The EPA has not clearly identified what the actual target is). The Town is also required to reduce a variety of impairments (fertilizers, low dissolved organics, suspended solids, VOC's, etc.) in Water Quality Limited waters (as designated by EPA) – to be specific; The Town must ensure that nothing more of these impairments is added to the receiving waters and the Town must reduce them wherever possible.**

What are the permit parameters that need to be met (Phosphates, Sulfates, VOC's, TDS, etc.)? **Response: refer to the prior response.**

What is the current status of the pending lawsuit mentioned at our first meeting? **Response: Unknown, but even an outcome that the Town would find favorable is unlikely to have an impact that would allow the Town to abandon its current activities to ensure that public waterways are clean and safe for human contact.**

Will there be an opportunity to receive credits for stormwater improvements or eliminate the fund if a property does not discharge to the street? **Response: The Town can take credit for the improvements that it has done since 2003, as part of its financial obligations to reduce stormwater runoff and contaminants. Over time, on a constant dollar basis, after the major infrastructure has been built and the primary pollutants reduced, operating cost should go down but not eliminated. Individuals may eliminate stormwater runoff from their own property but the community will have an ongoing obligation to control and treat stormwater no matter the source.**

Budgeting and Finance Law

What are the pros/cons of creating an enterprise fund vs the general fund? **Response: The tax levy is more predictable and provides a means to secure collection of the assessment. Funding through the tax levy is the simplest and easiest to explain. Voters can approve an override by simple majority. However the property assessments (the basis for the tax bill) likely do not relate well to stormwater demand or impact. A stormwater utility enterprise fund ensures the funds collected and provided for stormwater management will be used for the related expenses. The enterprise fund segregates funding and expenses which is more transparent and easier to monitor. The unexpended operating budget would close out to the enterprise fund and would be certified as retained earnings that can be used to fund future stormwater related operating and capital expenses. Retained earnings may only be used when Town Meeting appropriates the funds. Stormwater fees in lieu of the tax levy are more equitable because non-tax paying entities share the cost, not just taxpayers. Fees can be structured to reflect the impact that commercial properties including apartments contribute to the problem.**

What do other Towns do or plan to do? **Response: Please refer to the attached spreadsheet of responses received. The trend has been to adopt a stormwater utility enterprise. Similar to Needham the initial costs have been funded through the General Fund, but with the increased requirements for a stormwater pollution prevention plan to comply with the unfunded Federal mandates, stormwater fees are being implemented in many communities, and to ensure the new charges will be used for stormwater related costs, communities find that an enterprise fund would best accomplish that goal. In addition to the communities that responded to the survey, we have found through public sources other communities have adopted funds including Chicopee, Fall River, Gloucester, Milton, Newton, Reading, Westfield, and Yarmouth.**

Have other municipalities used the General Fund and been legally challenged? **Response: Yes, other communities have funded operations from the General Fund. There have been no legal challenges in Massachusetts of funding from the General Fund.**

How are other municipalities handling these expenditures? **Response: Please refer to the attached spreadsheet of responses.**

Can an enterprise fund surplus be shifted to the General Fund? **Response: One of the primary reasons for an enterprise fund is to ensure that the fees and charges paid by residents and businesses for stormwater purposes are used for stormwater purposes.**

If monies are credited to the General Fund is it guaranteed that the money will be used for stormwater related expenses? **Response: No.**

If used for stormwater only and in an enterprise fund does it need to be approved at Town Meeting? **Response: Yes, all enterprise fund budgets must be approved and appropriated by Town Meeting. Monies may NOT be spent without Town Meeting appropriation.**

Who decides how to use the funds if it is an enterprise fund? **Response: The Department of Public Works will submit spending requests annually, but the ultimate authority is Town Meeting.**

Expenditures

Can the list provided at the first meeting be broken down by remediation effort at the various treatment locations? **Response: Not immediately. It will take time and is scheduled for FY2021 to make the determinations of the discreet breakdowns and associated costs at various locations.**

How much has Needham expended on ongoing maintenance and capital over the past three years to address stormwater related issues? **Response: The majority of the stormwater management activities are carried out by the Department of Public Works. The expenses for the past three years are estimates because the actual costs are spread out amongst several budgets and the specific NPDES related expenses are not easily discernable from the general ledger.**

	FY2016	FY2017	FY2018
Approximate Budget Expenses	$442,209.27	$454,400.45	$464,086.46

Capital appropriations during the same three year period. This is not inclusive of sewer related capital investment which is supported by sewer rates.

	FY2016	FY2017	FY2018
Capital Projects	$80,000	$100,000	$200,000

What is anticipated for expense and capital budgeted for fiscal year 2020? **Response: The requested expenses specifically identified as NPDES related total $ $471,083. The recommended capital expense for FY2020 is ZERO.**

What are the anticipated operating and capital expenditures for next five years? **Response: Preliminary cost estimates have been prepared by the engineering division. Please refer to the attached. The Town's annual stormwater operating expenses includes conducting annual street sweeping, catch basin cleaning, ongoing inspection, and repair of pipes, manholes, culverts, and catch basins as well as working with property owners to prevent discharges from private property.**

Would education opportunities, printing brochures, etc. be an allowed use? **Response: Yes**

What is percentage of properties in town that are connected to the sewer system? **Response: As of February 1, 2019, approximately 96% of the utility accounts in town are on public sewer.**

Fees

Who approves the fees? **Response: The Select Board**

Is the fee mandated? **Response: No, but may require higher property taxes to cover the cost or reduce other services or both.**

When will the stormwater utility fees be determined? **Response: Discussions with the Select Board are anticipated for the summer 2019. The Board will likely hold several meetings on the topic and would hold a public hearing if rates are presented for consideration.**

What methodology would be used to determine the fee amount? **Response: Various options will be provided to the Select Board for consideration.**

Would there be residential, commercial, and/or industrial rates? **Response: Please refer to the prior response.**

Would there be a different rate set for new construction, existing homes, and/or businesses? **Response: Please refer to the previous answer. However there is a difference between fees that are charged as part of the construction approval process verses fees that are charged to pay for the Town's overall responsibilities for broader stormwater management and ongoing maintenance of systems put into place to address stormwater runoff and contaminants.**

Can we increase the sewer fund and use the money for stormwater? **Response: Provided the Town amends the Sewer Enterprise Fund to include stormwater utility. However, there may be a disconnect between the fee charged based on sewer use and the impact that stormwater discharge relates to the account.**

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89	42.6134177	-72.4264274	cluster-1.png	ZIP	Zip Code 01344: ERVING	01344	5	01	0	0	3	3	1	5	2	0	1
90	42.7277722	-72.9853464	cluster-1.png	ZIP	Zip Code 01350: MONROE BRIDGE	01350	1	01	0	0	1	1	0	1	1	0	0
91	42.5398798	-72.521689	cluster-1.png	ZIP	Zip Code 01351: MONTAGUE	01351	1	01	0	0	1	1	0	1	1	0	0
92	42.6240761	-72.5086428	cluster-1.png	ZIP	Zip Code 01354: GILL	01354	5	01	0	0	5	3	0	5	4	0	1
93	42.4585218	-72.3272192	cluster-1.png	ZIP	Zip Code 01355: NEW SALEM	01355	2	01	0	0	1	1	0	2	0	0	0
94	42.577091	-72.4538758	cluster-1.png	ZIP	Zip Code 01360: NORTHFIELD	01360	5	01	0	0	2	4	0	5	3	0	0
95	42.6151524	-72.2899024	cluster-1.png	ZIP	Zip Code 01364: ORANGE	01364	2	01	0	0	2	2	0	2	1	0	0
96	42.4756211	-72.192468	cluster-1.png	ZIP	Zip Code 01366: PETERSHAM	01366	3	01	0	0	2	2	0	3	2	0	0
97	42.6955322	-72.9091479	cluster-1.png	ZIP	Zip Code 01367: ROWE	01367	1	01	0	0	0	0	0	1	1	0	0
98	42.6794559	-72.1769345	cluster-1.png	ZIP	Zip Code 01368: ROYALSTON	01368	2	01	0	0	2	1	0	2	2	0	0
99	42.593338	-72.7269413	cluster-1.png	ZIP	Zip Code 01370: SHELBURNE FALLS	01370	3	01	0	0	3	3	0	3	1	0	0
00	42.4738619	-72.6156115	cluster-1.png	ZIP	Zip Code 01373: SOUTH DEERFIELD	01373	2	01	0	0	2	2	1	2	0	0	0
01	42.4667623	-72.5468548	cluster-1.png	ZIP	Zip Code 01375: SUNDERLAND	01375	2	01	0	0	2	1	0	2	1	0	0
02	42.5952797	-72.5550018	cluster-1.png	ZIP	Zip Code 01376: TURNERS FALLS	01376	2	01	0	0	2	1	0	2	2	0	0
03	42.6735325	-72.3532129	cluster-1.png	ZIP	Zip Code 01378: WARWICK	01378	1	01	0	0	1	0	0	1	0	0	0
04	42.5849248	-71.8168523	cluster-1.png	ZIP	Zip Code 01420: FITCHBURG	01420	4	01	0	3	3	3	3	4	0	18392	4
05	42.6570054	-71.9234423	cluster-1.png	ZIP	Zip Code 01430: ASHBURNHAM	01430	4	01	0	0	2	4	0	4	2	14288	1
06	42.6762927	-71.8325227	cluster-1.png	ZIP	Zip Code 01431: ASHBY	01431	2	01	0	0	1	2	0	2	1	0	0
07	42.5665731	-71.575135	cluster-1.png	ZIP	Zip Code 01432: AYER	01432	4	01	0	0	1	1	3	4	1	165885	4
08	42.5865157	-71.9880619	cluster-1.png	ZIP	Zip Code 01440: GARDNER	01440	1	01	0	0	0	1	1	1	0	1152	1
09	42.5019084	-71.5682014	cluster-1.png	ZIP	Zip Code 01451: HARVARD	01451	4	01	0	0	2	4	0	4	4	0	0
10	42.4895983	-72.0028783	cluster-1.png	ZIP	Zip Code 01452: HUBBARDSTON	01452	1	01	0	0	1	1	0	1	1	0	0

111	42.5199598	-71.7630745	cluster-1.png	ZIP	Zip Code 01453: LEOMINSTER	01453	1	01	0	0	0	0	1	1	1	3954	1
112	42.5359311	-71.4905688	cluster-1.png	ZIP	Zip Code 01460: LITTLETON	01460	2	01	0	0	1	1	2	2	0	15618	2
113	42.5826069	-71.7204641	cluster-1.png	ZIP	Zip Code 01462: LUNENBURG	01462	1	01	0	0	0	1	0	1	0	20640	1
114	42.5427668	-72.0683447	cluster-1.png	ZIP	Zip Code 01468: TEMPLETON	01468	1	01	0	0	1	1	0	1	1	0	0
115	42.5546	-71.9054402	cluster-1.png	ZIP	Zip Code 01473: WESTMINSTER	01473	3	01	0	1	1	3	2	3	1	7494	2
116	42.6681596	-72.0556441	cluster-1.png	ZIP	Zip Code 01475: WINCHENDON	01475	1	01	0	0	1	1	1	1	0	0	0
117	42.1987079	-71.8460062	cluster-1.png	ZIP	Zip Code 01501: AUBURN	01501	2	01	0	0	1	1	1	2	1	600	1
118	42.384929	-71.6338895	cluster-1.png	ZIP	Zip Code 01503: BERLIN	01503	3	01	0	0	2	3	0	3	2	0	0
119	42.0399909	-71.5324059	cluster-1.png	ZIP	Zip Code 01504: BLACKSTONE	01504	1	01	0	0	0	0	0	1	1	120000	1
120	42.1817928	-72.1074733	cluster-1.png	ZIP	Zip Code 01506: BROOKFIELD	01506	2	01	0	0	1	1	0	2	2	0	0
121	42.1339347	-71.9680247	cluster-1.png	ZIP	Zip Code 01507: CHARLTON	01507	6	01	0	0	3	5	0	6	3	37489	2
122	42.2096822	-72.0401777	cluster-1.png	ZIP	Zip Code 01515: EAST BROOKFIELD	01515	1	01	0	0	0	1	0	1	1	0	0
123	42.0530722	-71.7522414	cluster-1.png	ZIP	Zip Code 01516: DOUGLAS	01516	2	01	0	0	1	2	0	2	1	0	0
124	42.2034045	-71.6797386	cluster-1.png	ZIP	Zip Code 01519: GRAFTON	01519	2	01	0	0	0	2	1	2	0	0	1
125	42.3363715	-71.8506255	cluster-1.png	ZIP	Zip Code 01520: HOLDEN	01520	1	01	0	1	1	1	1	1	1	2755	1
126	42.0467977	-72.1801486	cluster-1.png	ZIP	Zip Code 01521: HOLLAND	01521	4	01	0	0	2	3	0	4	0	0	0
127	42.4828194	-71.575513	cluster-1.png	ZIP	Zip Code 01523: LANCASTER	01523	6	01	0	0	3	4	1	6	2	45800	1
128	42.2496028	-71.9192167	cluster-1.png	ZIP	Zip Code 01524: LEICESTER	01524	3	01	0	0	1	3	0	3	3	0	0
129	42.1922464	-71.777649	cluster-1.png	ZIP	Zip Code 01527: MILLBURY	01527	5	01	0	0	1	3	1	5	0	20000	2
130	42.036642	-71.5787791	cluster-1.png	ZIP	Zip Code 01529: MILLVILLE	01529	3	01	0	0	1	2	0	3	3	0	0
131	42.3191249	-72.1308135	cluster-1.png	ZIP	Zip Code 01531: NEW BRAINTREE	01531	1	01	0	0	0	1	0	1	0	0	0
132	42.1420737	-71.6433476	cluster-1.png	ZIP	Zip Code 01534: NORTHBRIDGE	01534	2	01	0	1	2	2	1	2	0	0	0
133	42.2675643	-72.0668759	cluster-1.png	ZIP	Zip Code 01535: NORTH BROOKFIELD	01535	1	01	0	0	1	1	0	1	1	0	0
134	42.2313092	-71.6926418	cluster-1.png	ZIP	Zip Code 01536: NORTH GRAFTON	01536	1	01	0	1	1	1	1	1	1	50475	1
135	42.1161675	-71.8573685	cluster-1.png	ZIP	Zip Code 01540: OXFORD	01540	3	01	0	0	2	3	1	3	2	0	0
136	42.4541251	-71.8775397	cluster-1.png	ZIP	Zip Code 01541: PRINCETON	01541	2	01	0	0	0	2	0	2	0	0	0
137	42.388977	-71.9705135	cluster-1.png	ZIP	Zip Code 01543: RUTLAND	01543	4	01	0	0	2	4	0	4	3	14612	1
138	42.2847672	-71.7142277	cluster-1.png	ZIP	Zip Code 01545: SHREWSBURY	01545	1	01	0	0	0	0	1	1	0	4800	1
139	42.2472111	-71.9918667	cluster-1.png	ZIP	Zip Code 01562: SPENCER	01562	6	01	0	1	3	3	1	6	3	0	1
140	42.4479238	-71.7760448	cluster-1.png	ZIP	Zip Code 01564: STERLING	01564	1	01	0	0	1	0	0	1	1	0	0
141	42.1032138	-72.0795453	cluster-1.png	ZIP	Zip Code 01566: STURBRIDGE	01566	4	01	0	0	2	4	2	4	1	18216	2
142	42.1765255	-71.6035879	cluster-1.png	ZIP	Zip Code 01568: UPTON	01568	2	01	0	0	1	1	0	2	2	0	0
143	42.0558915	-71.6312939	cluster-1.png	ZIP	Zip Code 01569: UXBRIDGE	01569	7	01	0	1	3	6	4	7	2	16738	2
144	42.0475322	-71.8469522	cluster-1.png	ZIP	Zip Code 01570: WEBSTER	01570	2	01	0	0	1	1	0	2	2	0	0
145	42.0537777	-71.9350751	cluster-1.png	ZIP	Zip Code 01571: DUDLEY	01571	3	01	0	0	3	3	1	3	1	40896	1
146	42.2684262	-71.6133087	cluster-1.png	ZIP	Zip Code 01581: WESTBOROUGH	01581	2	01	0	0	0	0	1	2	0	397073	1
147	42.2407955	-72.1626445	cluster-1.png	ZIP	Zip Code 01585: WEST BROOKFIELD	01585	2	01	0	1	2	2	0	2	1	0	0
148	42.119228	-71.6718215	cluster-1.png	ZIP	Zip Code 01588: WHITINSVILLE	01588	1	01	0	0	1	1	0	1	1	0	0
149	42.1320512	-71.750318	cluster-1.png	ZIP	Zip Code 01590: SUTTON	01590	2	01	0	0	2	2	0	2	1	0	0
150	42.253254	-71.7679574	cluster-1.png	ZIP	Zip Code 01604: WORCESTER	01604	1	01	0	0	0	0	1	1	0	0	0
151	42.2896832	-71.7877932	cluster-1.png	ZIP	Zip Code 01605: WORCESTER	01605	2	01	0	0	0	0	1	2	0	12904	2
152	42.3152487	-71.7957414	cluster-1.png	ZIP	Zip Code 01606: WORCESTER	01606	2	01	0	0	0	2	2	2	1	144784	2
153	42.2259596	-71.7889104	cluster-1.png	ZIP	Zip Code 01607: WORCESTER	01607	1	01	0	0	0	0	0	1	0	75000	1
154	42.2619798	-71.8014615	cluster-1.png	ZIP	Zip Code 01608: WORCESTER	01608	1	01	0	0	0	0	0	1	0	2860	1
155	42.3201685	-71.440409	cluster-1.png	ZIP	Zip Code 01701: FRAMINGHAM	01701	2	01	0	0	1	0	0	2	1	299000	1
156	42.2825761	-71.4367603	cluster-1.png	ZIP	Zip Code 01702: FRAMINGHAM	01702	1	01	0	0	0	1	1	1	0	30000	1
157	42.4859849	-71.5209848	cluster-1.png	ZIP	Zip Code 01719: BOXBOROUGH	01719	6	01	0	0	4	6	0	6	3	0	0
158	42.483953	-71.4384947	cluster-1.png	ZIP	Zip Code 01720: ACTON	01720	4	01	0	0	1	1	1	4	1	3300	1
159	42.4993313	-71.2819054	cluster-1.png	ZIP	Zip Code 01730: BEDFORD	01730	3	01	0	1	2	3	2	3	3	66125	2
160	42.4567483	-71.279484	cluster-1.png	ZIP	Zip Code 01731: HANSCOM AFB	01731	1	01	0	0	1	1	0	1	1	0	1
161	42.4399368	-71.6018757	cluster-1.png	ZIP	Zip Code 01740: BOLTON	01740	8	01	0	0	3	8	0	8	4	0	0
162	42.5366203	-71.3618821	cluster-1.png	ZIP	Zip Code 01741: CARLISLE	01741	4	01	0	0	4	3	0	4	2	0	0
163	42.4629107	-71.3644962	cluster-1.png	ZIP	Zip Code 01742: CONCORD	01742	2	01	0	1	1	1	1	2	0	0	1
164	42.1959508	-71.4534301	cluster-1.png	ZIP	Zip Code 01746: HOLLISTON	01746	1	01	0	0	1	1	0	1	1	0	0
165	42.2241036	-71.5404842	cluster-1.png	ZIP	Zip Code 01748: HOPKINTON	01748	3	01	0	0	2	3	0	3	2	0	0
166	42.3890712	-71.5458637	cluster-1.png	ZIP	Zip Code 01749: HUDSON	01749	4	01	0	0	0	1	3	4	0	7932	2

167	42.3496175	-71.547214	cluster-1.png	ZIP	Zip Code 01752: MARLBOROUGH	01752	4	01	0	-1	2	1	2	4	1	702185	3
168	42.4259551	-71.4562562	cluster-1.png	ZIP	Zip Code 01754: MAYNARD	01754	2	01	0	0	2	2	1	2	1	33055	0
169	42.0944698	-71.544901	cluster-1.png	ZIP	Zip Code 01756: MENDON	01756	5	01	0	0	1	2	0	5	3	0	0
170	42.1586917	-71.5214188	cluster-1.png	ZIP	Zip Code 01757: MILFORD	01757	2	01	0	0	0	0	2	2	0	105607	1
171	42.4255064	-71.3108115	cluster-1.png	ZIP	Zip Code 01773: LINCOLN	01773	1	01	0	0	1	0	0	1	1	0	0
172	42.4296884	-71.512514	cluster-1.png	ZIP	Zip Code 01775: STOW	01775	7	01	0	0	3	5	0	7	3	6440	1
173	42.3833674	-71.4210704	cluster-1.png	ZIP	Zip Code 01776: SUDBURY	01776	1	01	0	0	1	0	0	1	1	0	0
174	42.4886587	-71.154425	cluster-1.png	ZIP	Zip Code 01801: WOBURN	01801	2	01	0	0	0	2	2	2	0	72514	2
175	42.5032267	-71.201713	cluster-1.png	ZIP	Zip Code 01803: BURLINGTON	01803	1	01	0	0	1	1	0	1	1	0	0
176	42.6480437	-71.1617514	cluster-1.png	ZIP	Zip Code 01810: ANDOVER	01810	1	01	0	0	1	0	0	1	0	0	0
177	42.5493295	-71.2537245	cluster-1.png	ZIP	Zip Code 01821: BILLERICA	01821	1	01	0	0	0	0	0	1	0	0	0
178	42.59079	-71.3551823	cluster-1.png	ZIP	Zip Code 01824: CHELMSFORD	01824	2	01	0	0	2	2	1	2	2	50000	1
179	42.679723	-71.3006796	cluster-1.png	ZIP	Zip Code 01826: DRACUT	01826	3	01	0	0	1	1	2	3	1	4570	1
180	42.6760778	-71.5005167	cluster-1.png	ZIP	Zip Code 01827: DUNSTABLE	01827	1	01	0	0	1	1	0	1	1	0	0
181	42.7278855	-70.9820343	cluster-1.png	ZIP	Zip Code 01833: GEORGETOWN	01833	1	01	0	0	1	1	0	1	1	0	0
182	42.7511566	-71.0942419	cluster-1.png	ZIP	Zip Code 01835: HAVERHILL	01835	2	01	0	0	1	1	1	2	1	143000	2
183	42.7067633	-71.1604026	cluster-1.png	ZIP	Zip Code 01840: LAWRENCE	01840	2	01	0	0	1	2	2	2	1	9230	2
184	42.7120153	-71.1648727	cluster-1.png	ZIP	Zip Code 01841: LAWRENCE	01841	3	01	0	0	2	2	1	3	1	500	0
185	42.6899744	-71.1603833	cluster-1.png	ZIP	Zip Code 01843: LAWRENCE	01843	1	01	0	1	1	1	1	1	0	20251	1
186	42.742751	-71.178588	cluster-1.png	ZIP	Zip Code 01844: METHUEN	01844	1	01	0	0	0	0	0	1	1	66000	1
187	42.6739092	-71.0913339	cluster-1.png	ZIP	Zip Code 01845: NORTH ANDOVER	01845	2	01	0	0	1	1	0	2	2	110000	1
188	42.6560445	-71.3033091	cluster-1.png	ZIP	Zip Code 01850: LOWELL	01850	1	01	0	1	1	1	1	1	1	0	1
189	42.6278117	-71.3353295	cluster-1.png	ZIP	Zip Code 01851: LOWELL	01851	3	01	0	0	1	1	1	3	0	334600	2
190	42.6318494	-71.2957847	cluster-1.png	ZIP	Zip Code 01852: LOWELL	01852	1	01	0	1	1	1	1	1	1	101000	0
191	42.6494812	-71.3482291	cluster-1.png	ZIP	Zip Code 01854: LOWELL	01854	1	01	0	0	0	0	1	1	0	8580	1
192	42.8386028	-71.011997	cluster-1.png	ZIP	Zip Code 01860: MERRIMAC	01860	1	01	0	0	1	1	0	1	1	0	0
193	42.5782117	-71.0843981	cluster-1.png	ZIP	Zip Code 01864: NORTH READING	01864	1	01	0	0	1	1	0	1	1	0	0
194	42.6118008	-71.2275708	cluster-1.png	ZIP	Zip Code 01876: TEWKSBURY	01876	3	01	0	0	2	2	1	3	1	0	0
195	42.6677616	-71.4288204	cluster-1.png	ZIP	Zip Code 01879: TYNGSBORO	01879	9	01	0	0	5	5	0	9	4	0	0
196	42.5852953	-71.4398262	cluster-1.png	ZIP	Zip Code 01886: WESTFORD	01886	3	01	0	0	2	1	0	3	1	0	0
197	42.5546465	-71.1645158	cluster-1.png	ZIP	Zip Code 01887: WILMINGTON	01887	3	01	0	0	1	2	2	3	1	30635	2
198	42.4924563	-70.9739297	cluster-1.png	ZIP	Zip Code 01904: LYNN	01904	1	01	0	0	0	1	1	1	0	0	1
199	42.4659985	-70.9757922	cluster-1.png	ZIP	Zip Code 01905: LYNN	01905	3	01	0	1	1	1	2	3	0	512183	3
200	42.474287	-70.905908	cluster-1.png	ZIP	Zip Code 01907: SWAMPSCOTT	01907	1	01	0	0	0	0	0	1	0	45580	1
201	42.5702688	-70.8669962	cluster-1.png	ZIP	Zip Code 01915: BEVERLY	01915	1	01	0	0	0	0	1	1	0	26980	1
202	42.6831083	-71.0183302	cluster-1.png	ZIP	Zip Code 01921: BOXFORD	01921	6	01	0	0	3	3	0	6	3	0	0
203	42.5741744	-70.9505165	cluster-1.png	ZIP	Zip Code 01923: DANVERS	01923	1	01	0	0	0	0	0	1	0	15665	0
204	42.61991	-70.6818235	cluster-1.png	ZIP	Zip Code 01930: GLOUCESTER	01930	2	01	0	0	1	1	1	2	0	20500	1
205	42.6838596	-70.8426836	cluster-1.png	ZIP	Zip Code 01938: IPSWICH	01938	3	01	0	1	3	3	2	3	1	7500	2
206	42.5766364	-70.7671544	cluster-1.png	ZIP	Zip Code 01944: MANCHESTER	01944	1	01	0	0	1	1	0	1	1	0	0
207	42.6066659	-71.0103158	cluster-1.png	ZIP	Zip Code 01949: MIDDLETON	01949	1	01	0	0	0	0	0	1	0	0	0
208	42.8123585	-70.8910952	cluster-1.png	ZIP	Zip Code 01950: NEWBURYPORT	01950	3	01	0	0	2	3	0	3	0	109220	1
209	42.8447926	-70.8414757	cluster-1.png	ZIP	Zip Code 01952: SALISBURY	01952	3	01	0	1	3	2	2	3	2	73575	1
210	42.5342016	-70.969734	cluster-1.png	ZIP	Zip Code 01960: PEABODY	01960	2	01	0	0	1	2	1	2	1	2580	1
211	42.7208775	-70.8912222	cluster-1.png	ZIP	Zip Code 01969: ROWLEY	01969	1	01	0	0	1	1	0	1	1	0	0
212	42.6413794	-70.9434401	cluster-1.png	ZIP	Zip Code 01983: TOPSFIELD	01983	1	01	0	0	1	1	0	1	1	0	0
213	42.7995163	-70.964411	cluster-1.png	ZIP	Zip Code 01985: WEST NEWBURY	01985	1	01	0	0	0	0	0	1	0	0	0
214	42.1757371	-71.1253849	cluster-1.png	ZIP	Zip Code 02021: CANTON	02021	1	01	0	0	0	0	1	1	0	0	0
215	42.2352395	-71.2880327	cluster-1.png	ZIP	Zip Code 02030: DOVER	02030	1	01	0	0	1	1	0	1	1	0	0
216	42.1568817	-71.2161869	cluster-1.png	ZIP	Zip Code 02032: EAST WALPOLE	02032	1	01	0	0	0	0	1	1	0	17260	1
217	42.0613376	-71.2458016	cluster-1.png	ZIP	Zip Code 02035: FOXBORO	02035	2	01	0	0	1	1	1	2	1	0	1
218	42.0848585	-71.4105714	cluster-1.png	ZIP	Zip Code 02038: FRANKLIN	02038	7	01	0	2	3	4	4	7	0	84304	4
219	42.2922529	-70.9239185	cluster-1.png	ZIP	Zip Code 02045: HULL	02045	1	01	0	0	1	1	1	1	0	0	1
220	42.0172998	-71.2172998	cluster-1.png	ZIP	Zip Code 02048: MANSFIELD	02048	1	01	0	0	0	0	1	1	0	350000	1
221	42.1845991	-71.3053065	cluster-1.png	ZIP	Zip Code 02052: MEDFIELD	02052	2	01	0	1	1	1	1	2	0	0	0
222	42.1558155	-71.4327808	cluster-1.png	ZIP	Zip Code 02053: MEDWAY	02053	1	01	0	0	0	1	0	1	1	0	0

223	42.1725506	-71.3628109	cluster-1.png	ZIP	Zip Code 02054: MILLIS	02054	1	01	0	0	0	1	0	1	0	0	0
224	42.1162455	-71.3293599	cluster-1.png	ZIP	Zip Code 02056: NORFOLK	02056	2	01	0	1	1	1	2	2	1	14233	1
225	42.1545688	-70.8188439	cluster-1.png	ZIP	Zip Code 02061: NORWELL	02061	1	01	0	0	0	1	1	1	1	1000	0
226	42.1873602	-71.1959555	cluster-1.png	ZIP	Zip Code 02062: NORWOOD	02062	4	01	0	0	1	2	3	4	1	148608	4
227	42.119006	-71.1036499	cluster-1.png	ZIP	Zip Code 02072: STOUGHTON	02072	5	01	0	0	3	4	1	5	2	3200	1
228	42.1462266	-71.2703781	cluster-1.png	ZIP	Zip Code 02081: WALPOLE	02081	5	01	0	0	0	0	0	5	0	0	0
229	42.0526709	-71.356858	cluster-1.png	ZIP	Zip Code 02093: WRENTHAM	02093	2	01	0	0	0	0	1	2	0	920	1
230	42.357767	-71.0648484	cluster-1.png	ZIP	Zip Code 02108: BOSTON	02108	1	01	0	0	0	0	0	1	0	230392	0
231	42.3631745	-71.0686463	cluster-1.png	ZIP	Zip Code 02114: BOSTON	02114	2	01	0	0	0	1	2	2	1	28768	2
232	42.3363418	-71.104176	cluster-1.png	ZIP	Zip Code 02115: BOSTON	02115	1	01	0	0	0	1	1	1	0	3312	1
233	42.3505793	-71.0763972	cluster-1.png	ZIP	Zip Code 02116: BOSTON	02116	1	01	0	0	0	0	0	1	0	3000	1
234	42.33786	-71.0698052	cluster-1.png	ZIP	Zip Code 02118: BOSTON	02118	1	01	0	0	0	0	0	1	0	1300	1
235	42.3240256	-71.0850214	cluster-1.png	ZIP	Zip Code 02119: ROXBURY	02119	1	01	0	0	0	0	1	1	0	2800	1
236	42.3062667	-71.0858974	cluster-1.png	ZIP	Zip Code 02121: DORCHESTER	02121	1	01	0	0	1	1	0	1	0	0	0
237	42.3157481	-71.0558957	cluster-1.png	ZIP	Zip Code 02125: DORCHESTER	02125	2	01	0	0	1	1	1	2	1	86660	2
238	42.3349918	-71.0390934	cluster-1.png	ZIP	Zip Code 02127: BOSTON	02127	1	01	0	0	0	0	1	1	0	25875	1
239	42.3349918	-71.0390934	cluster-1.png	ZIP	Zip Code 02127: SOUTH BOSTON	02127	1	01	0	0	0	0	1	1	0	25875	1
240	42.3611289	-71.0069754	cluster-1.png	ZIP	Zip Code 02128: BOSTON	02128	1	01	0	0	0	1	1	1	1	49000	1
241	42.379657	-71.0634875	cluster-1.png	ZIP	Zip Code 02129: CHARLESTOWN	02129	1	01	0	0	0	1	1	1	0	20677	1
242	42.3091743	-71.1138354	cluster-1.png	ZIP	Zip Code 02130: JAMAICA PLAIN	02130	1	01	0	0	0	0	1	1	0	14983	1
243	42.3629856	-71.1033529	cluster-1.png	ZIP	Zip Code 02139: CAMBRIDGE	02139	2	01	0	0	0	1	2	2	0	15000	2
244	42.3921567	-71.1339958	cluster-1.png	ZIP	Zip Code 02140: CAMBRIDGE	02140	1	01	0	0	0	0	0	1	0	347470	1
245	42.3809849	-71.0965517	cluster-1.png	ZIP	Zip Code 02143: SOMERVILLE	02143	1	01	0	0	0	1	1	1	0	2784	0
246	42.4059375	-71.0546487	cluster-1.png	ZIP	Zip Code 02149: EVERETT	02149	2	01	0	1	1	1	0	2	0	465665	1
247	42.3968243	-71.0313479	cluster-1.png	ZIP	Zip Code 02150: CHELSEA	02150	1	01	0	0	0	0	0	1	0	156000	1
248	42.455723	-71.0590194	cluster-1.png	ZIP	Zip Code 02176: MELROSE	02176	1	01	0	0	0	0	1	1	0	14603	1
249	42.2054158	-71.002168	cluster-1.png	ZIP	Zip Code 02184: BRAINTREE	02184	2	01	0	0	1	1	1	2	1	13500	1
250	42.2087035	-70.9310205	cluster-1.png	ZIP	Zip Code 02189: EAST WEYMOUTH	02189	2	01	0	0	1	1	1	2	0	0	1
251	42.1667306	-70.9523629	cluster-1.png	ZIP	Zip Code 02190: SOUTH WEYMOUTH	02190	2	01	0	0	0	0	1	2	0	1035	1
252	42.3477923	-71.0395624	cluster-1.png	ZIP	Zip Code 02210: BOSTON	02210	1	01	0	0	0	0	0	1	0	230392	0
253	42.3475927	-71.102934	cluster-1.png	ZIP	Zip Code 02215: BOSTON	02215	1	01	0	0	0	0	1	1	1	20000	1
254	42.0783714	-71.0423041	cluster-1.png	ZIP	Zip Code 02301: BROCKTON	02301	4	01	0	0	3	2	2	4	2	0	2
255	42.1324001	-71.0539299	cluster-1.png	ZIP	Zip Code 02322: AVON	02322	4	01	0	0	0	1	2	4	1	66043	2
256	41.9723874	-70.9787781	cluster-1.png	ZIP	Zip Code 02324: BRIDGEWATER	02324	3	01	0	0	2	3	2	3	2	0	1
257	41.8780462	-70.7441376	cluster-1.png	ZIP	Zip Code 02330: CARVER	02330	11	01	0	0	7	6	0	11	4	0	0
258	42.0443728	-70.7061151	cluster-1.png	ZIP	Zip Code 02332: DUXBURY	02332	1	01	0	0	0	0	0	1	0	0	0
259	42.003513	-70.8633336	cluster-1.png	ZIP	Zip Code 02338: HALIFAX	02338	1	01	0	1	1	1	1	1	0	0	0
260	42.1229562	-70.8563099	cluster-1.png	ZIP	Zip Code 02339: HANOVER	02339	1	01	0	0	1	1	0	1	1	0	0
261	42.1489129	-71.0037371	cluster-1.png	ZIP	Zip Code 02343: HOLBROOK	02343	1	01	0	0	0	0	1	1	0	1865	1
262	41.8780043	-70.8692669	cluster-1.png	ZIP	Zip Code 02346: MIDDLEBORO	02346	1	01	0	0	1	1	0	1	1	0	0
263	41.8344739	-70.95704	cluster-1.png	ZIP	Zip Code 02347: LAKEVILLE	02347	6	01	0	0	4	4	0	6	4	0	0
264	42.0604855	-71.1249698	cluster-1.png	ZIP	Zip Code 02356: NORTH EASTON	02356	1	01	0	0	1	1	0	1	0	0	0
265	42.0678041	-70.8057131	cluster-1.png	ZIP	Zip Code 02359: PEMBROKE	02359	1	01	0	0	0	0	1	1	0	0	1
266	41.8833592	-70.631381	cluster-1.png	ZIP	Zip Code 02360: PLYMOUTH	02360	11	01	0	0	5	10	1	11	7	21994	1
267	41.9591	-70.8027525	cluster-1.png	ZIP	Zip Code 02367: PLYMPTON	02367	2	01	0	0	0	1	0	2	1	0	0
268	42.1303994	-70.9106147	cluster-1.png	ZIP	Zip Code 02370: ROCKLAND	02370	2	01	0	0	1	1	1	2	0	6845	1
269	42.0030413	-71.0769282	cluster-1.png	ZIP	Zip Code 02375: SOUTH EASTON	02375	3	01	0	0	0	1	2	3	0	28535	2
270	42.0789741	-70.9393902	cluster-1.png	ZIP	Zip Code 02382: WHITMAN	02382	2	01	0	0	0	0	1	2	0	0	1
271	42.3978234	-71.2557077	cluster-1.png	ZIP	Zip Code 02451: WALTHAM	02451	1	01	0	0	0	0	0	1	0	15665	0
272	42.3694508	-71.1779249	cluster-1.png	ZIP	Zip Code 02472: WATERTOWN	02472	1	01	0	0	0	0	0	1	0	500	0
273	42.3953169	-71.180284	cluster-1.png	ZIP	Zip Code 02478: BELMONT	02478	1	01	0	1	1	1	1	1	0	0	0
274	42.3119273	-71.2755312	cluster-1.png	ZIP	Zip Code 02481: WELLESLEY HILLS	02481	2	01	0	0	2	1	1	2	1	0	1
275	41.3344129	-70.7630589	cluster-1.png	ZIP	Zip Code 02535: CHILMARK	02535	5	01	0	0	5	3	0	5	4	0	0
276	41.5969756	-70.5678768	cluster-1.png	ZIP	Zip Code 02536: EAST FALMOUTH	02536	1	01	0	0	0	1	1	1	0	0	1
277	41.3776598	-70.5220914	cluster-1.png	ZIP	Zip Code 02539: EDGARTOWN	02539	1	01	0	0	1	1	0	1	1	0	0
278	41.57419	-70.6282848	cluster-1.png	ZIP	Zip Code 02540: FALMOUTH	02540	2	01	0	0	1	1	0	2	1	0	0

179	41.7078392	-70.5455195	cluster-1.png	ZIP	Zip Code 02542: BUZZARDS BAY	02542	1	01	0	0	0	0	1	1	1	0	1
180	41.291167	-70.0928255	cluster-1.png	ZIP	Zip Code 02554: NANTUCKET	02554	3	01	0	0	3	2	0	3	1	0	0
181	41.745017	-70.653513	cluster-1.png	ZIP	Zip Code 02558: ONSET	02558	1	01	0	0	0	0	0	1	1	0	0
182	41.7281369	-70.4765487	cluster-1.png	ZIP	Zip Code 02563: SANDWICH	02563	1	01	0	0	0	0	1	1	0	22000	0
183	41.4585938	-70.6159296	cluster-1.png	ZIP	Zip Code 02568: VINEYARD HAVEN	02568	2	01	0	1	2	2	1	2	2	0	1
184	41.7611873	-70.6959913	cluster-1.png	ZIP	Zip Code 02571: WAREHAM	02571	1	01	0	0	0	0	1	1	0	2880	1
185	41.4002519	-70.6569337	cluster-1.png	ZIP	Zip Code 02575: WEST TISBURY	02575	5	01	0	0	4	4	0	5	2	0	0
186	41.6578633	-70.298442	cluster-1.png	ZIP	Zip Code 02601: HYANNIS	02601	1	01	0	0	1	1	1	1	0	0	1
187	41.7470163	-70.0687794	cluster-1.png	ZIP	Zip Code 02631: BREWSTER	02631	1	01	0	0	1	1	0	1	0	0	0
188	41.6229048	-70.4382058	cluster-1.png	ZIP	Zip Code 02635: COTUIT	02635	1	01	0	0	1	1	0	1	1	0	0
189	41.841331	-69.9774364	cluster-1.png	ZIP	Zip Code 02642: EASTHAM	02642	7	01	0	0	3	3	0	7	2	0	0
190	41.6172386	-70.4893132	cluster-1.png	ZIP	Zip Code 02649: MASHPEE	02649	1	01	0	0	1	1	0	1	0	0	0
191	41.8944436	-70.0121798	cluster-1.png	ZIP	Zip Code 02663: SOUTH WELLFLEET	02663	1	01	0	0	1	1	0	1	1	0	0
192	41.6747273	-70.1956478	cluster-1.png	ZIP	Zip Code 02664: SOUTH YARMOUTH	02664	1	01	0	0	0	0	0	1	1	0	0
193	41.990779	-70.0457213	cluster-1.png	ZIP	Zip Code 02666: TRURO	02666	1	01	0	0	0	0	0	1	0	0	0
194	41.9219965	-70.023356	cluster-1.png	ZIP	Zip Code 02667: WELLFLEET	02667	6	01	0	0	3	3	0	6	2	0	0
195	41.7108535	-70.3626957	cluster-1.png	ZIP	Zip Code 02668: WEST BARNSTABLE	02668	1	01	0	0	0	0	0	1	0	0	0
196	41.9316531	-71.2945028	cluster-1.png	ZIP	Zip Code 02703: ATTLEBORO	02703	1	01	0	0	0	0	1	1	0	4230	0
197	41.8150509	-71.1575488	cluster-1.png	ZIP	Zip Code 02715: DIGHTON	02715	1	01	0	0	0	0	1	1	0	1150	1
198	41.7601081	-70.9728743	cluster-1.png	ZIP	Zip Code 02717: EAST FREETOWN	02717	4	01	0	0	1	3	0	4	2	0	1
199	41.8624856	-71.0116902	cluster-1.png	ZIP	Zip Code 02718: EAST TAUNTON	02718	1	01	0	0	0	0	0	1	1	0	0
200	41.6324428	-70.8711401	cluster-1.png	ZIP	Zip Code 02719: FAIRHAVEN	02719	3	01	0	0	0	0	3	3	0	192672	2
201	41.7263426	-71.1207462	cluster-1.png	ZIP	Zip Code 02720: FALL RIVER	02720	2	01	0	0	0	0	1	2	0	63119	2
202	41.6751253	-71.148281	cluster-1.png	ZIP	Zip Code 02721: FALL RIVER	02721	1	01	0	1	1	1	1	1	0	114118	0
203	41.6927049	-71.1297257	cluster-1.png	ZIP	Zip Code 02723: FALL RIVER	02723	1	01	0	0	1	1	0	1	0	0	0
204	41.6839363	-71.1775005	cluster-1.png	ZIP	Zip Code 02724: FALL RIVER	02724	1	01	0	0	0	0	1	1	1	59545	1
205	41.7227205	-71.1854583	cluster-1.png	ZIP	Zip Code 02725: SOMERSET	02725	2	01	0	0	1	2	2	2	1	1419213	1
206	41.7596996	-71.1445917	cluster-1.png	ZIP	Zip Code 02726: SOMERSET	02726	3	01	0	0	1	0	0	3	1	76000	1
207	41.7041382	-70.7522247	cluster-1.png	ZIP	Zip Code 02738: MARION	02738	1	01	0	1	1	1	1	1	0	0	0
208	41.6374847	-70.9382651	cluster-1.png	ZIP	Zip Code 02740: NEW BEDFORD	02740	4	01	0	0	0	0	2	4	1	7140	1
209	41.7182175	-70.9011509	cluster-1.png	ZIP	Zip Code 02743: ACUSHNET	02743	2	01	0	0	1	1	1	2	2	140000	1
210	41.606252	-70.9136318	cluster-1.png	ZIP	Zip Code 02744: NEW BEDFORD	02744	1	01	0	0	0	1	1	1	1	900	1
211	41.700737	-70.9505465	cluster-1.png	ZIP	Zip Code 02745: NEW BEDFORD	02745	1	01	0	0	0	0	0	1	0	100000	1
212	41.6616943	-70.9412078	cluster-1.png	ZIP	Zip Code 02746: NEW BEDFORD	02746	1	01	0	0	0	1	1	1	0	0	1
213	41.6670129	-71.0159654	cluster-1.png	ZIP	Zip Code 02747: NORTH DARTMOUTH	02747	4	01	0	1	2	2	1	4	1	56325	1
214	41.9724931	-71.3352082	cluster-1.png	ZIP	Zip Code 02760: NORTH ATTLEBORO	02760	1	01	0	0	1	1	0	1	0	0	0
215	42.0128003	-71.3366019	cluster-1.png	ZIP	Zip Code 02762: PLAINVILLE	02762	1	01	0	0	0	0	0	1	0	0	0
216	41.9666957	-71.3081776	cluster-1.png	ZIP	Zip Code 02763: ATTLEBORO FALLS	02763	1	01	0	1	1	1	1	1	0	6610	0
217	41.8519289	-71.1535982	cluster-1.png	ZIP	Zip Code 02764: NORTH DIGHTON	02764	2	01	0	0	1	1	1	2	0	3730	1
218	41.957441	-71.1790669	cluster-1.png	ZIP	Zip Code 02766: NORTON	02766	2	01	0	0	2	2	2	2	1	1745	2
219	41.8469631	-71.2445025	cluster-1.png	ZIP	Zip Code 02769: REHOBOTH	02769	8	01	0	0	5	6	0	8	4	0	0
220	41.759846	-70.8384492	cluster-1.png	ZIP	Zip Code 02770: ROCHESTER	02770	1	01	0	0	0	0	0	1	0	0	0
221	41.8377506	-71.3204783	cluster-1.png	ZIP	Zip Code 02771: SEEKONK	02771	1	01	0	0	1	1	0	1	0	0	0
222	41.7581752	-71.2142024	cluster-1.png	ZIP	Zip Code 02777: SWANSEA	02777	1	01	0	0	1	1	0	1	0	0	0
223	41.909112	-71.1183464	cluster-1.png	ZIP	Zip Code 02780: TAUNTON	02780	4	01	0	0	2	3	4	4	3	223210	4
224	41.5991765	-71.0823714	cluster-1.png	ZIP	Zip Code 02790: WESTPORT	02790	14	01	0	0	7	8	0	14	7	0	0

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5 Year CIP 2016 Regulation NPDES MS4 Storm Water Program

	Total	Operating	Capital
➢ Dry Weather & Wet Weather Testing - 295 Outfalls	$220,000		$220,000
➢ Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas	see above		
➢ Produce map tracking the properties that have infiltration systems.	$10,000		$10,000
➢ Track small diameter drain extensions on a map	$10,000		$10,000
➢ Hire street sweepers to sweep higher pollutant load areas (additional sweeping)	$12,000		$12,000
➢ Street sweep entire town twice per year	$50,000		$50,000
➢ Clean and inspect all catch basins once per year	$145,000	$65,000	$80,000
➢ Rebuild/Rehab Brooks & culverts $200K/yr	$200,000		$200,000
➢ Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs	$40,000	$40,000	
➢ Compile Annual NPDES MS4 report and post on website each year	$20,000	$5,000	$15,000
➢ Inspect and evaluate all BMPs Town-wide once per year (on town properties and roads/easements	???	???	???
➢ Consulting services for NPDES Update and submittal requirements	$15,000		$15,000
➢ Field Updates to GIS	$10,000		$10,000
➢ Construct BMPs	???		???
➢ Annual Training	$20,000	$5,000	$15,000
➢ Track & Report SSO's	$500	$500	
➢ Reprioritize Catchment Areas	$20,000		$20,000
➢ Data Management/People GIS	$10,000		$10,000
Identify 2 Sub-watershed areas for:			
• CCTV Work (10% of the system min./47,500 ft/yr) 1DDE	$100,000	$100,000	
• Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)	see above		
• Cleaning/maintenance of brooks & culverts (10% of total length per year)	$10,000	$10,000	
• Catch Basin and drain pipe replacement/rehabilitation	$20,000	$20,000	
• Potential testing locations (storm water quality) install testing locations where needed	$20,000		$20,000
• Identify town owned properties for communal/neighborhood infiltration systems	$5,000	$2,500	$2,500
• Identify Park & Recreation areas to reduce impervious and promote surface infiltration	$5,000	$5,000	
• Identify roadway pavements that can be narrowed or reduced	$10,000	$5,000	$5,000
• Follow-up on any hits found through testing and/or CCTV work	???	???	
• Identify 2 targeted audiences for education/outreach and the message we want to send	$5,000	$5,000	
• Identify 2 participation/involvement measures we want to promote	$5,000	$5,000	
• Identify O & M plans for the properties within the 2 selected sub-watersheds	$10,000		$10,000
• Resolve truck washing problem	???		
• Construct DPW Yard WQS for parking lot drain system	$60,000		$60,000
• Develop improvements to SWPPP plan for DPW yard & & for RTS	$45,000		$45,000
• Construct RTS WQS for site drainage system	$960,000		$960,000
• Identify suitable snow dump locations	$10,000	$10,000	
	$2,047,500	$278,000	$1,769,500

Not including labor

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FY2022

	Total	Operating	Capital
➢ Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas	$15,000	$0	$15,000
➢ Resolve any "hits" we find in the outfall testing	$5,000	$0	$5,000
➢ Produce map tracking the properties that have infiltration systems.	$10,000	$0	$10,000
➢ Track small diameter drain extensions on a map	$10,000	$0	$10,000
➢ Hire street sweepers to sweep higher pollutant load areas (additional sweeping)	$12,000	$0	$12,000
➢ Street sweep entire town twice per year	$50,000	$0	$50,000
➢ Clean and inspect all catch basins once per year	$147,600	$67,600	$80,000
➢ Rebuild/Rehab Brooks & culverts $200K/yr	$200,000	$0	$200,000
➢ Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs	$41,600	$41,600	
➢ Compile Annual NPDES MS4 report and post on website each year	$20,200	$5,200	$15,000
➢ Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements	???	$0	
➢ Field Updates to GIS	$10,000	$0	$10,000
➢ Construct BMPs	???	$0	
➢ Annual Training	$20,200	$5,200	$15,000
➢ Track & Report SSO's	$520	$520	
➢ Reprioritize Catchment Areas	$20,000	$0	$20,000
➢ Data Management/People GIS	$10,000	$0	$10,000
Identify 2 more sub-watershed areas for:		$0	
• CCTV Work (10% of the system min./47,500 ft/yr) 1DDE	$104,000	$104,000	
• Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)	$0	$0	
• Cleaning/maintenance of brooks & culverts (10% of total length per year)	$10,400	$10,400	
• Catch Basin and drain pipe replacement/rehabilitation	$20,800	$20,800	
• Potential testing locations (storm water quality) install testing locations where needed	$20,000	$0	$20,000
• Identify town owned properties for communal/neighborhood infiltration systems	$5,100	$2,600	$2,500
• Identify Park & Recreation areas to reduce impervious and promote surface infiltration	$5,200	$5,200	
• Identify roadway pavements that can be narrowed or reduced	$10,200	$5,200	$5,000
• Follow-up on any hits found through testing and/or CCTV work	???	$0	
• Identify 2 targeted audiences for education/outreach and the message we want to send	$5,200	$5,200	
• Identify 2 participation/involvement measures we want to promote	$5,200	$5,200	
• Construct testing locations from FY21	$25,000	$0	$25,000
• Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify what has to be done at each Town owned facility/property	$10,000	$0	$10,000
	$0	$0	
• Construct BMPs & changes needed to be done at each Town facility/property identified in FY21	???	$0	
• Truck washing portable rental and money for truck washing solution	???	$0	
• Construct improvements to selected snow dump areas	???	$0	
	$793,220	$278,720	$514,500

Not including labor

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FY 2023

	Total	Operating	Capital
➢ Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas	$15,000	$0	$15,000
➢ Resolve any "hits" we find in the outfall testing	$5,000	$0	$5,000
➢ Produce map tracking the properties that have infiltration systems.	$10,000	$0	$10,000
➢ Track small diameter drain extensions on a map	$10,000	$0	$10,000
➢ Hire street sweepers to sweep higher pollutant load areas (additional sweeping)	$12,000	$0	$12,000
➢ Street sweep entire town twice per year	$50,000	$0	$50,000
➢ Clean and inspect all catch basins once per year	$149,966	$69,966	$80,000
➢ Rebuild/Rehab Brooks & culverts $200K/yr	$200,000	$0	$200,000
➢ Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs	$43,056	$43,056	
➢ Compile Annual NPDES MS4 report and post on website each year	$20,382	$5,382	$15,000
➢ Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements	???	$0	
➢ Field Updates to GIS	$10,000	$0	$10,000
➢ Construct BMPs	???	$0	
➢ Annual Training	$20,382	$5,382	$15,000
➢ Track & Report SSO's	$538	$538	
➢ Reprioritize Catchment Areas	$20,000	$0	$20,000
➢ Data Management/People GIS	$10,000	$0	$10,000
Identify 2 more sub-watershed areas for:		$0	
• CCTV Work (10% of the system min./47,500 ft/yr) 1DDE	$107,640	$107,640	
• Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)	$0	$0	
• Cleaning/maintenance of brooks & culverts (10% of total length per year)	$10,764	$10,764	
• Catch Basin and drain pipe replacement/rehabilitation	$21,528	$21,528	
• Potential testing locations (storm water quality) install testing locations where needed	$20,000	$0	$20,000
• Identify town owned properties for communal/neighborhood infiltration systems	$5,191	$2,691	$2,500
• Identify Park & Recreation areas to reduce impervious and promote surface infiltration	$5,382	$5,382	
• Identify roadway pavements that can be narrowed or reduced	$10,382	$5,382	$5,000
• Follow-up on any hits found through testing and/or CCTV work	???	$0	
• Identify 2 targeted audiences for education/outreach and the message we want to send	$5,382	$5,382	
• Identify 2 participation/involvement measures we want to promote	$5,382	$5,382	
• Construct testing locations from FY21	$25,000	$0	$25,000
• Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify	$10,000	$0	$10,000
has to be done at each Town owned facility/property	$0	$0	
• Construct BMPs & changes needed to be done at each Town facility/property identified in FY21	???	$0	
• Truck washing portable rental and money for truck washing solution	???	$0	
• Construct improvements to selected snow dump areas	???	$0	
	$802,975	$288,475	$514,500

Not including labor

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FY2024

	Total	Operating	Capital
➢ Dry Weather & Wet Weather Testing - 20 Sub-watershed Areas	15,000	0	15,000
➢ Resolve any "hits" we find in the outfall testing	5,000	0	5,000
➢ Produce map tracking the properties that have infiltration systems.	10,000	0	10,000
➢ Track small diameter drain extensions on a map	10,000	0	10,000
➢ Hire street sweepers to sweep higher pollutant load areas (additional sweeping)	12,000	0	12,000
➢ Street sweep entire town twice per year	50,000	0	50,000
➢ Clean and inspect all catch basins once per year	152,590	72,590	80,000
➢ Rebuild/Rehab Brooks & culverts $200K/yr	200,000	0	200,000
➢ Inspect and maintain all BMPs on each town owned site/facility 1X/yr SWMPs and SWPPPs	44,671	44,671	
➢ Compile Annual NPDES MS4 report and post on website each year	20,584	5,584	15,000
➢ Inspect and evaluate all BMPs town wide once per yr (on town properties and roads/easements	???	0	
➢ Consulting services for NPDES update and submittal requirements	10,000	0	10,000
➢ Field Updates to GIS	???	0	
➢ Construct BMPs	20,584	5,584	15,000
➢ Annual Training	558	558	
➢ Track & Report SSO's	20,000	0	20,000
➢ Reprioritize Catchment Areas	10,000	0	10,000
➢ Data Management/People GIS	0	0	
Identify 2 more sub-watershed areas for:		0	
• CCTV Work (10% of the system min./47,500 ft/yr) 1DDE	111,677	111,677	
• Drain cleaning (rodding/flushing) 4,750 ft/yr (1% of total system)	0	0	
• Cleaning/maintenance of brooks & culverts (10% of total length per year)	11,168	11,168	
• Catch Basin and drain pipe replacement/rehabilitation	22,335	22,335	
• Potential testing locations (storm water quality) install testing locations where needed	20,000	0	20,000
• Identify town owned properties for communal/neighborhood infiltration systems	5,292	2,792	2,500
• Identify Park & Recreation areas to reduce impervious and promote surface infiltration	5,584	5,584	
• Identify roadway pavements that can be narrowed or reduced	10,584	5,584	5,000
• Follow-up on any hits found through testing and/or CCTV work	???	0	
• Identify 2 targeted audiences for education/outreach and the message we want to send	5,584	5,584	
• Identify 2 participation/involvement measures we want to promote	5,584	5,584	
• Construct testing locations from FY21	25,000	0	25,000
• Identify O & M plans for the properties within the 2 (new) selected sub-watershed areas and identify w	10,000	0	10,000
has to be done at each Town owned facility/property		0	
• Construct BMPs & changes needed to be done at each Town facility/property identified in FY21	???	0	
• Truck washing portable rental and money for truck washing solution	???	0	
• Construct improvements to selected snow dump areas	???	0	
	$813,793	$299,293	$514,500

Not including labor

DRAFT
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Questions

1 Has you municipality adopted a stormwater bylaw/ordinance?
2 If so, when was it adopted (month/year)?
3 How does your municipality account for stormwater related revenues and expenses: The General Fund_____ An Enterprise Fund_____ A Special Revenue Fund_____
4 If tracked through an Enterprise Fund, is it a standalone fund or part of another enterprise fund (e.g. included in a Wastewater, Sewer, or Water Enterprise)?
5 Does your municipality charge a separate fee for the Town's stormwater related costs or are the expenses paid by the property tax?
6 If there a separate fee, who sets the fee?
7 If there is a fee, is the fee different for businesses (commercial property) from residences?
8 If there is a fee, is it on your community's web site?
9 If known, how much did your community budget for stormwater related expenses for FY2019?
10 If known, how much the your community appropriate for stormwater related capital investment for FY2019?

Community	Q1 - Bylaw/Ordinance	Q2 - When Adopted	Q3 - Revenue & Expense	Q4 - Type of Enterprise	Q5 - Separate Fee or Tax Levy	Q6 - Who Sets Fee	Q7 - Different Fee for Business	Q8 - Fee Structure Shown on Web Page	Q9 - Budgeted for Stormwater Related Expenses for FY2019	Q10 - Appropriate for Stormwater Related Capital for FY2019	Notes
Acton	Yes	See Note	General Fund & Special Revenue Fund (Capped at $19,550)		See Note	Board of Selectmen	See Note		See note	No appropriation for FY19	Two separate bylaws have been adopted 2010 and 2015; Commercial and Multi-family are assessed fees, but not single family homes. Operating budget amount was not available but in house costs are included in the budget. The fund is capped at $19,550 for FY19
Amherst											No action has been taken to date.
Arlington	No		Enterprise Fund	Included in Water/Sewer	Included in Water/Sewer Rates				$76,000	$200,000	May establish a separate enterprise fund in the future.
Attleboro	Yes	4/15/2008	General Fund	NA	See Note				$18,000		May establish a separate fee in the future; currently there is no separate fee.
Bellingham	Yes		See Note		See Note	Board of Selectmen	See Note		$450,000	$670,000	Currently funded through General Fund but Town is considering adopting and Enterprise Fund and a quarterly fee.
Braintree	Yes	May-18	Enterprise Fund	Standalone	A separate fee	Mayor	Yes	Yes	$620,525	No appropriation for FY19	
Brookline	Yes	May-03	Enterprise Fund	Water and Sewer Enterprises	A separate fee	Select Board	Yes	No	See note	$300,000	Operating budget amount was not available but the costs are included in the operating budget.

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Canton	Yes	May-07	Both GF and EF	Water and Sewer Enterprises		Board of Selectmen			See note	$400,000	Operating budget amount was not available but the costs are included in the Public Works operating budget. Capital was funded through the Water and Sewer Enterprise funds in equal amounts.
Chelmsford	No		Enterprise Fund	Standalone	A separate fee	DPW Director	Yes	Yes	$508,656	$985,000	
Concord	Yes	15-Mar-11	General Fund (NPDES Permit Compliance)	NA	No separate fees					$240,000	
Dracut	Yes		Enterprise Fund	Standalone	See Note		See Note	See Note	$150,000	No appropriation for FY19	The Town is in the process of establishing fees for both residential and commercial properties. The fees will be a separate bill that will fund the enterprise. The Town is in the process of hiring a Stormwater Manager.
Franklin	Yes										The Town appropriated funds to do a study on costs and fee options. Franklin may need to update the Bylaw. More information in the fall.
Hingham	Yes		General Fund		Tax Levy				$100,000	No appropriation for FY19	

Questions

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7 If there is a fee, is the fee different for businesses (commercial property) from residences?
8 If there is a fee, is it on your community's web site?
9 If known, how much did your community budget for stormwater related expenses for FY2019?
10 If known, how much the your community appropriate for stormwater related capital investment for FY2019?

Community	Q1 - Bylaw/Ordinance	Q2 - When Adopted	Q3 - Revenue & Expense	Q4 - Type of Enterprise	Q5 - Separate Fee or Tax Levy	Q6 - Who Sets Fee	Q7 - Different Fee for Business	Q8 - Fee Structure Shown on Web Page	Q9 - Budgeted for Stormwater Related Expenses for FY2019	Q10 - Appropriate for Stormwater Related Capital for FY2019	Notes
Northampton	Yes	3/20/2004	Enterprise Fund	Stormwater and Flood Control	A separate fee	Mayor	Yes	Yes	$837,583	$1,114,403	Both the budget and capital amounts are inclusive of both stormwater and flood control activities. The capital amount is inclusive of $45,450 of Debt Service.
Stoughton	Yes	9/5/2006	General Fund		Tax Levy				See Note	No request for FY19	Operating budget amount was not available but the costs are included in the Public Works operating budget.
Walpole	Yes	Spring 2007	General Fund		Tax Levy	NA	NA	NA	$50,000	No request for FY19	
Wellesley	Not Yet		General Fund		Tax Levy	NA	NA	NA	$32,000		
Westford	Pending		Pending Selectmen decision	It would be a Standalone	Plan is for a separate fee	Board of Selectmen	Fee would be based on the size of impermeable surface		$500K to $600K	$80,000	Bylaw is proposed for the 2019 Annual Town Meeting.

STORM WATER ACCOUNTING OPTIONS

TOWN OF NEEDHAM

MEETING NOTES

Date: August 7, 2019	Time: 6:00 PM	Location: Town Hall

Attendance

Present:	Janet Bernardo	(Conservation Commission Chair)
	John Cosgrove	(Water & Sewer Rate Structure Committee)
	David Davison	(Assistant Town Manager/Finance Director)
	Anthony DelGaizo	(Town Engineer)
	Tom Loughran	(Water & Sewer Rate Structure Committee)
	Rick Merson	(Director of DPW)
	Louise Miller	(Finance Committee)
	Rick Zimbone	(Citizen at Large)

Notes prepared by:	Kathryn Copley	Administrative Specialist

Discussion

Mr. Davison reported he has been in contact with the Massachusetts Department of Revenue. They did not think an Enterprise fund for capital only would be appropriate and suggested the option of using a special stabilization fund for stormwater utilizing section 5B of chapter 40 MGL would be appropriate. The fund is established by a vote of Town Meeting. Town Meeting would vote to dedicate the revenue stream for storm water capital improvement support. Monies are credited to the fund and reserved for future appropriation for related expenses.

The Town has several similar funds: Athletic Stabilization Fund, Building Facilities Capital Improvement Fund and Equipment Capital Improvement Stabilization Fund. These are a bit different as they are funded by Town Meeting vote and not by a fee. A Future Capital Improvements to Storm Water Management Stabilization Fund would be funded thru fees assessed to land owners. The Stormwater Capital Improvement is anticipated to occur over the next forty years.

Town Meeting has already adopted a by-law that gives the Select Board the authority to set the fees that would fund stormwater expenses and the receipts would be credited to the stabilization fund. Setting up a stabilization fund guarantees that money goes to the Stormwater Capitalization Fund. The fund builds up over time.

Concerns were expressed on how the fee would be set. The fee would be based on the impact of each property (residential, business and non-profit) based on impervious surfaces on the property. If the property is mitigating stormwater runoff then they would pay a lower fee. It is anticipated that a sub-committee would offer guidance to the Select Board to determine the fee. The process would occur over the next year. An abatement procedure would be part of the program.

Free cash contributions from the Town to cover a fair portion for public properties (roads, parking lots) will most likely be considered.

Mr. Zimbone made a motion to recommend moving forward with a plan to be voted on by Town Meeting to establish a special stabilization fund at such time when a fee structure has been developed and disclosed by the Select Board. Mr. Loughran seconded the motion. The motion was voted on and approved unanimously.

Needham started the National Pollutant Discharge Elimination System (NPDES) process in 2016. The notice of intent was submitted on September 29, 2018 and the new permit was approve on June 4, 2019.

Handouts

Chapter 40: Section 5B

Adjournment

The meeting ended at 6:55 PM.

These notes are intended to convey the content of the discussions at the meeting.

Chapter 40: Section 5B. Stabilization funds; establishment

Section 5B. Cities, towns and districts may create 1 or more stabilization funds and appropriate any amount into the funds. Any interest shall be added to and become part of the fund.

The treasurer shall be the custodian of all stabilization funds and may deposit the proceeds in a trust company, co-operative bank or savings bank, if the trust company or bank is organized or exists pursuant to the laws of the commonwealth or any other state or may transact business in the commonwealth and has its main office or a branch office in the commonwealth; a national bank, federal savings bank or federal savings and loan association, if the bank or association may transact business and has its main office or a branch office in the commonwealth; provided, however, that a state-chartered or federally-chartered bank shall be insured by the Federal Deposit Insurance Corporation or its successor; or may invest the funds in participation units in a combined investment fund pursuant to section 38A of chapter 29 or in securities that are legal investments for savings banks.

At the time of creating any stabilization fund the city, town or district shall specify, and at any later time may alter, the purpose of the fund, which may be for any lawful purpose, including without limitation, an approved school project pursuant to chapter 70B or any other purpose for which the city, town or district may lawfully borrow money. The specification and any alteration of purpose, and any appropriation of funds from any such fund, shall be approved by a two-thirds vote, except as provided in paragraph (g) of section 21C of chapter 59 for a majority referendum vote. Subject to said section 21C of said chapter 59, any such vote shall be of the legislative body of the city, town or district, subject to charter.

Notwithstanding section 53 of chapter 44 or any other general or special law to the contrary, a city, town or district that accepts this paragraph may dedicate, without further appropriation, all, or a percentage not less than 25 per cent, of a particular fee, charge or other receipt to any stabilization fund established pursuant to this section; provided, however, that the receipt is not reserved by law for expenditure for a particular purpose. For purposes of this paragraph, a receipt shall not include taxes or excises assessed pursuant to chapter 59, 60A, 60B, 61, 61A or 61B or surcharges assessed pursuant to section 39M or chapter 44B. A dedication shall be approved by a two-thirds vote of the legislative body of the city, town or district, subject to charter, and may be terminated in the same manner. A vote to dedicate or terminate a dedication shall be made before the fiscal year in which the dedication or termination is to commence and shall be effective at least for 3 fiscal years.

ARTICLE 37: STORMWATER STABILIZATION FUND

To see if the Town will vote to establish a Stormwater Stabilization Fund in accordance with the fourth paragraph of M.G.L. Chapter 40, Section 5 which allows the dedication, without further appropriation, of 100% of the Community Stormwater Mitigation Assessments collected into the fund for stormwater maintenance, repair, and improvement program, effective for fiscal year 2024 beginning on July 1, 2023; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: The Select Board is considering a proposal to establish a stormwater stabilization fund as a repository for funds raised to address the capital costs associated with compliance with the National Pollutant Discharge Elimination System (NPDES) program. The Board will consider implementation of a Community Stormwater Mitigation Assessment that would apply to all parcels that have impervious cover, including residential, commercial, non-for-profit and tax-exempt properties. Monies collected as part of the mitigation assessment would be deposited directly into the Stormwater Stabilization Fund to be used for NPDES compliance only. The Select Board will hold a hearing prior to making a decision on whether to implement a Community Stormwater Mitigation Assessment and, if, so, what the proposed assessment would be.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Babson College Scholarships
Presenter(s)	Marcus Nelson, Select Board Vice Chair

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Select Board awards scholarships to Needham residents and alumni of Needham High School from a fund made available to the Town by Babson College.

The number of scholarships and their size is determined by the Select Board and the Financial Aid Office of Babson College.

Babson College Director of Financial Aid Meredith Stover, Select Board Vice Chair Marcus Nelson, and Support Services Manager Myles Tucker met remotely to review applications.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Select Board vote to award the Town of Needham Babson Scholarships to the following applicants:

Applicant	Enrollment Status
1. Alberto Colon Figueroa	Rising Sophomore, Returning Recipient, and NHS Graduate
2. Danielle Freidline	Rising Sophomore, Returning Recipient, and NHS Graduate
3. Albina Miloshi	Rising Junior, Returning Recipient, and NHS Graduate
4. Constantinos Tsitsas	Rising Senior, Returning Recipient, and NHS Graduate

3. BACK UP INFORMATION ATTACHED

a. Listing of Awards (under separate cover)

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Community Preservation Committee - Proposals Under Review
Presenter(s)	Peter Pingitore, Chair, Community Preservation Committee Cecilia Simchak, Director of Administration & Finance, Public Services

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
Mr. Pingitore and Ms. Simchak will meet with the Board to discuss the projects the CPC is considering for funding this year.	
2.	**VOTE REQUIRED BY SELECT BOARD**
Discussion only.	
3.	**BACK UP INFORMATION ATTACHED**

a. Chair Memo to Select Board
b. CPA Plan – Mark-Up
c. CPA Plan – Clean
d. FY2024-02 NHA Seabeds/Cook Application Packet
e. FY2024-03 DeFazio Playground Application Packet

MEMORANDUM

To: Members of the Select Board, Members of the Community Preservation Committee, Cecilia Simchak, Kate Fitzpatrick, and Dave Davison
From: Peter J. Pingitore, Chair Community Preservation Committee
Re: March 28, 2023, Consultation with Select Board
Date: March 23, 2023

In connection with the Community Preservation Committee's ("CPC" or "Committee") consultation with the Select Board scheduled for March 28, 2023, below is a summary description of the three CPC FY2024 grant applications and the two CPC financial articles under review by the CPC, including a summary of a "sense of the Committee" with respect to each of the two pending grant applications and the two financial articles.

The sense of the Committee is not a vote and is not intended to abrogate the full review process by the CPC of the CPC FY2024 Funding Applications and the CPC Finance Articles. That review process is ongoing, and the CPC will not vote on the pending CPC FY2024 Applications and the CPC Finance Articles until it concludes its full review process, which has included due diligence conducted by the CPC and in particular CPC members assigned as liaisons to each of the grant applicants, consultation with the Finance Committee on March 8, 2023, a public hearing on March 15, 2023, and consultation with the Select Board.

The last section of this memorandum addresses the CPA Plan Document and the CPA Process and Procedures Document. These documents have been the subject of critical review by the Committee over the past two funding cycles, resulting in the Committee substantially amending each of these documents. Under separate cover, copies of the revised CPA Plan and the CPA Process and Procedures Document as proposed by the Committee have been forwarded to you, along with a redline compare of proposed revised CPA Plan with the most recently published iterations.

Please note that the CPC FY2024 Grant Requests and the two CPC financial articles under review by the CPC, as well as the proposed revised CPA Plan and the CPA Process and Procedures Document, were the subject of the CPC Public Hearing held on March 15, 2023.

ARTICLE X: APPROPRIATE TO COMMUNITY PRESERVATION FUND

This Article seeks Town Meeting approval to appropriate the estimated FY2024 Community Preservation Fund Revenues and allocate them pursuant to the requirements of the Community Preservation Act.

According to our Finance Director, the preliminary estimated CPA revenue for FY2024 is as follows:

Surcharge Receipts Estimate	$3,212,000
State Trust Fund Distribution Estimate	$1,131,787
FY2024 Estimated Revenue	$4,343,787

The Community Preservation Act mandates that, annually, at least 10% of property tax surcharges plus state distribution funds be spent on actual projects, or be allocated for future projects in three CPA reserves: Community Housing; Open Space; and Historic Resources. The CPC's practice has been to appropriate 11% of the estimated receipts for each special reserve to ensure that the Town stays compliant with the statutory requirement. Using this formula, the required reserves estimated at 11% would be $477,817 for each of Community Housing, Historic Resources Reserve, and Open Space, with the caveat that the required annual appropriation for Historic Resources is part of the payment of the debt service on the Town Hall and Emery Grover Historic Restoration projects, which Town Meeting approves as part of the budget article. Under this formula, the appropriations would be as stated in the draft Town Meeting Warrant, as follows:

A. Administrative and Operating Expenses of the Community Preservation Committee $82,000

Reserves:

B. Community Preservation Fund Annual Reserve $2,227,522
C. Community Housing Reserve $477,817
D. Historic Resources Reserve $0
E. Open Space Reserve $477,817

Please note that the total of lines A – E = $3,265,156, which is less than the total FY2024 estimated revenue stated above, $4,343,787. The difference between the two figures, $1,078,631, equals the debt service on the Town Hall and Emery Grover Historic Preservation projects which is appropriated as part of the budget warrant article.

In FY2022 and FY2023, the CPC elected to appropriate 22% of the estimated receipts for Community Housing Reserve to ensure that at least 20% of the CPA receipts are appropriated to the Community Housing Reserve for that fiscal year. The CPC took this action for a number of reasons, including anticipated requests for funding from the Needham Housing Authority (NHA) in connection with its planned efforts at redeveloping and preserving the developments at Linden-Chambers, Cooks/Seabeds, and High Rock Estates. The Committee anticipates receiving requests for funding in the upcoming years from NHA as well as other government and non-government organizations in connection with the development of affordable housing.

The sense of the Committee is in favor of recommending to Town Meeting that it approve appropriation of 22% of the FY2024 estimated receipts for Community Housing Reserve to ensure that at least 20% of the actual CPA receipts for FY2024 are appropriated to the Community Housing Reserve.

In that circumstance, the appropriations would be as follows:

A. Administrative and Operating Expenses of the Community Preservation Committee $82,000

Reserves:

B. Community Preservation Fund Annual Reserve $ 1,749,705
C. Community Housing Reserve $955,628
D. Historic Resources Reserve $0
E. Open Space Reserve $477,817

Please Note that the current balances (February 3, 2023) in the respective CPA reserves are as follows:

Community Housing Reserve $2,626,652
Historic Resources Reserve $ 72,937
Open Space Reserve $1,890,345
FY2023 General Reserve $1,385,308
CPA Free Cash $2,546,868

ARTICLE X: APPROPRIATE TO COMMUNITY PRESERVATION FUND SUPPLEMENT

This article addresses supplemental appropriations required for FY2022 and FY2023 CPC appropriations to the special reserve accounts (Community Housing Reserve; Historic Resources Reserve; and Open Space Reserve) based on supplemental appropriations from the CPA Trust received by the Town for each of these fiscal years.

With respect to FY2022, based on information received leading up to the May 2022 Town Meetings, the FY2022 CPC State match was increased to $1,112,652 resulting in a supplemental appropriation to the special reserve accounts (Community Housing Reserve; Historic Resources Reserve; and Open Space Reserve) at the May 2022 Town Meetings. Immediately before the May 2022 Town Meetings, the Town received another supplemental payment from the CPA Trust of $126,313 for FY2022, bringing the total State match for FY2022 to $1,238,965. As a result, the total of the estimated CPA surcharge and state match is $4,189,828, requiring a minimum appropriation for each of the special reserve accounts (Community Housing Reserve; Historic Resources Reserve; and Open Space Reserve) of FY2022 receipts of $418,983. To be in compliance with the statutory requirement, an additional $12,217 must be appropriated to the Open Space and Historic Resources Reserve Accounts from the General Reserve or Free Cash. With respect to the Community Housing Reserve, because the Town had previously transferred an estimated 22% of FY2022 Receipts totaling $813,532 to the Community Housing Reserve, no additional appropriation is required by statute. However, if the CPC determines to recommend to Town Meeting that 20% of the total CPA receipts for FY2022 be reserved in the Community Housing Reserve, then $24,434 would be transferred to the reserve.

A similar analysis applies with respect to FY2023. The Town received a supplemental payment from the CPA Trust for FY2023, bringing the total State match for FY2023 to $1,238,965. As a result, the total of the estimated CPA surcharge and State match is $4,262,146, requiring a minimum appropriation for each of the special reserve accounts (Community

Housing Reserve; Historic Resources Reserve; and Open Space Reserve) of FY2023 receipts of $426,215. To be in compliance with the statutory requirement, an additional $21,515 must be appropriated to the Open Space and Historic Resources Reserve Accounts from the General Reserve or Free Cash. With respect to Community Housing, because the Town had previously transferred an estimated 22% of FY2023 Receipts totaling $809,400, no additional appropriation is required by statute. However, if the CPC recommends to Town Meeting that 20% of the total CPA receipts for FY2023 be reserved in the Community Housing Reserve, then $43,030 would be transferred to the reserve.

The sense of the Committee is in favor of recommending to Town Meeting that it approve appropriation of sums sufficient to appropriate 20% of the CPA receipts for FY2022 and FY2023 to the Community Housing Reserve.

ARTICLE X: APPROPRIATE FOR NEEDHAM HOUSING AUTHORITY LINDEN CHAMBERS REDEVELOPMENT PROJECT

CPC Grant Request FY2024-01 has been withdrawn by request of the applicant. In connection with the withdrawal, the applicant has informed the Committee that it anticipates submitting a request for CPC funding in connection with the Fall Special Town Meeting.

ARTICLE X: APPROPRIATE FOR NEEDHAM HOUSING AUTHORITY SEABEDS COOK PRESERVATION

CPC Grant Request FY2024-02 is an application submitted by the NHA in connection with its planned preservation and rehabilitation of NHA's Seabeds Way and Captain Cook development.

As explained by NHA in its application, "Working with our Cambridge Housing Authority development consultants, NHA has developed a strategy for obtaining the needed funding for repairs [to Seabeds/Cook] via the Dept. of Housing and Urban Development (HUD). NHA is submitting applications to HUD in December 2022 that will substantially increase NHA's annual subsidy income from HUD, with approval expected by April, 2023. The increased annual subsidy income has a potential investment capital yield of up to $26.8 million to pay for the Seabeds/Cook Preservation Program: up to $11.7 million from Low Income Housing Tax Credits and up to $15.1 million from a permanent mortgage."

As stated in NHA's responses to due diligence questions, the "FY24 CPA application for Seabeds Way and Captain Cook seeks funding to cover CPA funding-eligible pre-development costs to position the two properties for construction starting in Q4 2024."

In response to due diligence questions, NHA has submitted a Cooks/Seabed Pre-development Budget (including contingency) of $1,134,375. NHA's architects and consultants have calculated that 21.25% of the pre-development budget is eligible for funding under CPA as "preservation" of affordable housing. This calculation serves as the basis for NHA's CPA request for pre-development funding of $241,052.

According to NHA, it is expected that a Request for Design Services to hire an architectural/engineering team to finalize scope of work for the renovations, produce construction drawings, and administer construction drawings will be released in April of 2023, with the goal to hire a firm in June 2023.

The overall project task plan and timeline is as follows:

- February – September 2023: Submit HUD Repositioning Application for Cook/Seabeds
- March 2023 – August 2024: Update and finalize financing plan
- April 2023: Release Request for Services for the Architectural & Engineering firm to provide design services for the project
- June 2023: Select and finalize contract for the Architectural & Engineering firm
- June 2023 – June 2024: Finalize scope of work and produce construction drawings H2 2023 -- Complete construction documents and specifications for all preservation repairs and improvements.
- December 2023 – March 2024: Select Investor & Lender
- June 2024 – August 2024: Construction Bidding
- August 2024: Construction Award
- August-November 2024: Due Diligence
- December 2024: Financial Closing
- December 2024 – June 2026: Construction Start and Estimated End (Estimated 18 months)

The Committee's understanding based on representations made by NHA is this request for pre-development funding of $241,052 is the only request NHA will make to the Committee in connection with this preservation and repair project.

The sense of the Committee is in favor of recommending to Town Meeting that it approve funding of CPC Grant Request FY2024-02.

ARTICLE X: APPROPRIATE FOR DEFAZIO PLAYGROUND DESIGN

CPC Grant Request FY2024-03 is a request by the Park & Recreation Department for $35,000 for the design and engineering of a new "tot lot" playground at the DeFazio Complex. As stated in the grant request, the "design will include, but not be limited to, location, playground equipment, playground age groups, fencing, pathways and amenities such as benches, tables and shade." The grant requests states that construction funding would total $435,000. The Department has stated that it intends to seek CPC funding for construction costs.

As stated in its CPC Grant Request, in 2021, the Department conducted a playground assessment, which provided a list of the needs that are essential to bring the play areas into compliance. The playground assessment, made available to the Committee as part of the application, identified the DeFazio Playground, "tot lot", as a top priority for a renovation.

The sense of the Committee is in favor of recommending to Town Meeting that it approve funding of CPC Grant Request FY2024-03.

ARTICLE X: APPROPRIATE FOR CLAXTON FIELD RENOVATIONS

CPC Grant Request FY2024-04 has been withdrawn by request of the applicant. In connection with the withdrawal, the applicant has informed the Committee that it anticipates submitting a request for CPC funding in connection with the Fall Special Town Meeting.

AMENDMENTS TO COMMUNITY PRESERVATION PLAN

The Community Preservation Plan was originally created by the Community Preservation Committee in 2005. The Plan has been updated periodically since that date, with the most recent update being in 2014. Over the past two funding cycles the Committee has conducted a critical review of the CPA Plan Document, the CPA Process and Procedures Document, and the general practices and procedures of the Committee.

In connection with this effort, the Committee has substantially amended the CPA Plan Document, and the CPA Process and Procedures Document. In connection with the proposed Amended CPA Plan Document, the Committee has sought input from Town boards and committees charged with responsibilities relevant to open space/recreation, historic preservation and community housing. The information provided by those boards and committees has been considered by the Committee and included in the proposed Amended Plan. In connection with its FY2024 consultation with the Finance Committee on March 8, 2023, the Committee presented the proposed Amended Plan and sought Finance Committee input. As previously stated, presentation of the proposed Amended Plan was included as part of Committee's March 15, 2023 Public Hearing. The Committee presently seeks the Select Board's input on the proposed Amended Plan.



TOWN OF NEEDHAM

COMMUNITY PRESERVATION PLAN

COMMUNITY PRESERVATION COMMITTEE

Adopted October 14, 2005
Amended November 8, 2006
Amended January 5, 2010
Amended March 26, 2014
Amended April __, 2023

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INTRODUCTION

The Town of Needham Community Preservation Committee (the "Committee" or "CPC") is pleased to present the Town of Needham *Community Preservation Plan* (the "Plan"). The Plan presents a description of

- the Community Preservation Act (CPA) as it applies to the Town
- a description of CPA Goals and Factors for Consideration in reviewing requests for CPA funding
- a method and procedure by which the CPA will be administered*

- * Please note: by the methodCommittee and procedure for applications can be found under separate cover in "Community Preservation Application Process."the Town

As such, the Plan represents an informational document for the citizens of the Town, a guideline and instructional document for applicants seeking project funding through the CPA, and a guidance document for this and future CPA Committees in reviewing applications for project funding and making recommendations to Town Meeting for project funding. The Committee fully recognizesPlease note that this document maythe method and procedure for applications can be modifiedfound under separate cover in the future by The Committee in response to changing goals, Town needs and committee experience. The Plan must also reflect any changes in the "Community Preservation Act legislation as well as any judicial rulings on CPA projects. Application Process."

This Plan was originally created by the newly formed Community Preservation Committee in 2005 and has been updated in subsequent years. To create the original plan, The Committee hosted meetings with the Select Board of Selectmen, Finance Committee, and the representatives of the municipal boards and committees charged with responsibilities relevant to open space/recreation, historic preservation, and community housing. Representatives of certain community groups also made presentations to The Committee. Many of these boards have continued to keep the CPC updated, and have provided recommendations for changes.

The CommitteeIn connection with the amendments to the Plan effective April X, 2023, The Committee met with the Select Board, Finance Committee, and representatives of the municipal boards and committees charged with responsibilities relevant to open space/recreation, historic preservation, and community housing. The Committee also held a public hearing to solicit community input in connection with the amendments.

The Committee once again wishes to thank the multitude of Town citizens, Town and State officials and committee members, as well as members of neighboring town CPA committeesstaff at the Community Preservation Coalition for their continued assistance to the work of the CPC and the updates to this Plan.

The Committee recognizes that the Plan will be modified in the future by the Committee in response to changing goals, Town needs, and Committee experience. The Plan must also reflect

any amendments to the Community Preservation Act legislation as well as any judicial rulings on CPA projects. The Committee will continue to make an ongoing effort to meet with the many interest groups and Town departments, committees, and boards as it goes forward.

For additional information on the CPA statute and how it is being applied in towns across the State, visit the Community Preservation Coalition website at www.communitypreservation.org For information on Needham's Community Preservation activity, visit the Town website at www.needhamma.gov/CPC.

THE COMMUNITY PRESERVATION ACT IN NEEDHAM

The CPA State Legislation

The Community Preservation Act M.G.L. c. 44B ("CPA" or the "Act"), allows Massachusetts cities and towns to raise monies through a surcharge of up to 3% of the real estate tax levy on real property ("CPA Surcharge"). These funds may then be used to acquire, create, and preserve open space; acquire, preserve, rehabilitate, and restore historic resources; acquire, create, preserve, and support community housing; and acquire, create, preserve, rehabilitate, and restore land for recreational use. Open space and community housing may be rehabilitated or restored if purchased with Community Preservation funds. The legislation was most recently updated in July~~, 2012~~ 2021.

~~The CPA also provides for a State distribution to the local fund. When Needham first adopted the CPA legislation, the state had been providing a 100% match to each community's surcharge total, but since 2008, the distribution has fallen below 100%. Needham and other communities collecting less than 3% surcharge are no longer eligible for a 100% distribution. In Fiscal Years 2011-2013, the distribution to Needham was below 30%, but in Fiscal Year 2014, rose to just over 50% due to an additional contribution to the state fund, which in part was a result of the July 2012 passage of "An Act to Sustain Community Preservation".~~

The CPA also provides that participating communities receive a distribution from the Massachusetts Community Preservation Trust Fund. The Community Preservation Trust Fund has a complex distribution formula based upon the number of communities participating and their respective local surcharges. The state distribution or match over the years has fluctuated from a high of 100% match of the local surcharge amount in the fiscal year following initial adoption of the CPA legislation by Needham to as low of 17.2% in fiscal year (FY) 2018. Legislation was passed in July 2019 that provided for an increase in fees that fund the Community Preservation Trust Fund (Registry of Deeds recording fees), resulting in the Town receiving increased distributions from the Community Preservation Trust Fund. Additionally, as part of its budget process, the General Court has periodically made one-time appropriations supplementing the CPA distributions available to participating communities.

In the seventeen years since the Town adopted the CPA (2006 – 2023), the Town has received a total of $12,155,617 in CPA distributions from the State CPA Trust Fund. A summary of yearly distributions received by the Town from the Community Preservation Trust Fund since the Town's adoption of the CPA legislation can be found at the Town of Needham website at https://www.needhamma.gov/CPC .

Copies of the State legislation, M.G.L. c. 44B, Community Preservation Act are available ~~in the Park and Recreation Office or~~ on the State web site at: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44b .

The CPA in Needham

The CPA was approved by Needham Town Meeting at the May~~,~~ 2004 Annual Town Meeting and by a 58% "yes" vote at the November 2, 2004 Town election. In Needham, voters elected to fund the CPA account through a 2.0% surcharge on all real estate property tax bills with two exemptions:

- Residential property owned and occupied by any person who qualifies for low-income housing, or low- or moderate-income senior housing.
- $100,000 of taxable value of residential real property.

Each May, Town Meeting will appropriate the anticipated revenues from the CPA surcharge to be collected in the upcoming fiscal year as well as the distribution from the Massachusetts Community Preservation Trust Fund. At the fall or spring Special Town Meeting, the appropriation may be adjusted in recognition of the recorded state ~~contribution~~distribution. The required minimum ~~distribution is~~appropriations are as follows:

Historic Resources Reserve	10%
Community Housing Reserve	10%
Open Space Reserve	10%

The remaining funds are put into the Annual Reserve, which can only be used for projects in these three above-listed areas and/or qualifying recreational projects, and up to 5% of the fund can be put aside for the Committee's expenses.

~~A report on the current fiscal year appropriations is available from the Committee.~~

Community Preservation Committee: Formation and Responsibilities

Consistent with the terms of the CPA and with the Town's Community Preservation Committee Bylaw (§2.7.3.1), the Community Preservation Committee has been formed to administer the CPA. There are nine members of the Needham Community Preservation Committee. ~~One member of~~ Each of the following commissions and boards ~~is~~designates one of its members to be appointed:

- Needham Conservation Commission,
- Needham Historical Commission,
- Needham Housing Authority,
- Needham Park & Recreation Commission, and
- Needham Planning Board.

Two representatives each are appointed by the:

- Select Board ~~of Selectmen, and two representatives are appointed by the~~ , and
- Town Moderator.

No person may be appointed to the CPC for more than two consecutive 3-year terms.

The Town Manager appoints a staff liaison to work with the Community Preservation Committee. Current membership can be found ~~in the attached Appendix or~~at this page on the Town's website: https://needhamma.gov/427/List-of-Members

The Committee is obliged by the Needham CPA Bylaw to consult with the Select Board ~~of Selectmen~~ and the Finance Committee as it develops its recommendations ~~and intends~~for funding to ~~consult~~Town Meeting. The Committee also consults with other Town boards and committees from time to time as it formulates its recommendations.

~~This document is Needham's *Community Preservation Plan* and was updated in March, 2014. The Committee anticipates that it will evolve as~~ A complete list of the ~~years go on and incorporate lessons learned from past rounds~~duties of ~~project selections and funding appropriations. The Committee will continue to make an ongoing effort to meet with~~ the ~~many interest groups and Town departments, committees, and boards as it goes forward.~~

~~This Plan outlines the processes by which The Committee will solicit, review, and recommend proposals for~~Needham CPA ~~funding. The application package is available under separate cover.~~can be found at Section 2.7.3.2 of the Town of Needham General By-Laws, on the Town's website at: https://www.needhamma.gov/DocumentCenter/View/1859/General-By-LawsCharter-2021-PDF?bidId=
All ~~citizens~~ members of the public are welcome to attend the Committee's meetings. The times and locations of these meetings are posted at Town Hall and on the Town website, www.needhamma.gov/CPC .

CPA Funding Requirements

The CPA mandates 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 (the "Fund") for each of three CPA target areas: open space; 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 and/or recreation. The ~~statute~~Act also permits the Town to appropriate up to 5% of the Fund for the administrative expenses of The Committee.

Any CPA funds not used in any given year, including the Administrative Fund, stay within the CPA Fund, and can be used for approved projects in the future.

A recommendation by the Committee and an appropriation by Town Meeting are both required to spend any Fund monies for particular community preservation purposes. Appropriations from the Fund, except borrowing, are made by a simple majority vote of Town Meeting. Borrowing monies for CPA purposes requires a two-thirds majority vote of Town Meeting.

In its deliberations, Town Meeting ~~may~~can approve, reduce, or reject any amount of spending appropriation recommended by the Committee. Town Meeting may not, however, increase any

Committee recommended appropriation or reserve. In addition, Town Meeting may not appropriate any Fund monies on its own initiative without a prior recommendation by the Committee and may not amend a recommended project so as to render it no longer the recommended project

HOW CPA FUNDS CAN BE USED

Community Preservation Act funds must be used for public community preservation purposes. The Factors for Consideration, located in the next section of this Plan on pages 12-22 summarize these public purposes.

The Community Preservation ~~is defined by~~Act directs the ~~CPA as~~Community Preservation Committee to make recommendations to Town Meeting:

- for the acquisition, creation and preservation of open space;
- for the acquisition, preservation, rehabilitation and restoration of historic resources;
- for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use;
- for the acquisition, creation, preservation and support of community housing; and

for the rehabilitation or restoration of open space~~;~~ and community housing that is acquired or created ~~as provided in this section; **provided, however, that** using CPA funds **expended pursuant to this chapter shall not be used for maintenance.** With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. **With respect to recreational use, the acquisition of artificial turf for athletic fields shall be prohibited."**~~

- ~~Preservation is defined as, "the protection of personal or real property from injury, harm or destruction."~~.

As detailed by the CPA, Fund monies may be spent to undertake the following primary community preservation purposes:

- **Open Space --** The acquisition, creation and preservation of open space. Open space, as defined by the CPA, "shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh . . . water marshes and other wetlands, . . . river, stream, lake and pond frontage, . . . lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use." If acquired or created by ~~Community Preservation~~CPA Funds, rehabilitation and restoration projects are eligible expenditures.

- **Community Housing --** The acquisition, creation, preservation and support of community housing. The CPA defines community housing as, "low- and moderate-income housing for individuals and families, including low- or moderate-income senior housing." ~~**Support of community**~~ If the housing~~**, shall include, but not be limited to, programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs**~~ was originally acquired or ~~**other forms of assistance directly to individuals**~~created using CPA funds, rehabilitation and ~~**families who**~~restoration projects

are eligible ~~for community housing or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable~~expenditures.

- **Historic Resources --** The acquisition, preservation, restoration and rehabilitation of historic resources. The CPA recognizes historic resources as, "historical structures and landscapes," including "a building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town." For CPA purposes, the local historic preservation commission is the Town of Needham Historical Commission.

- **Recreation --** The acquisition, creation, preservation, restoration and rehabilitation of land for recreational use. The CPA defines recreational use as, "active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. 'Recreational use' shall not include horse or dog racing, the acquisition of artificial turf for athletic fields or the use of land for a stadium, gymnasium, or similar structure." Rehabilitation "shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use."

Community Preservation Act funds may also be used for, but not limited to, the following (and possibly other) purposes:

- A community may "set aside" revenues for "later spending."
- Annual "administrative and operating expenses" of The Committee, not to exceed 5% of the Fund's estimated annual revenues.
- Annual principal and interest payments, preparation, issuance and marketing costs for bonds or notes for borrowings for community preservation purposes.

- ~~Damages~~Compensation payable to property owners for real estate interests taken by the Town by eminent domain for community preservation purposes.
- "Local share for state and federal grants" for allowable community preservation purposes.
- Property acquisition-related expenses including appraisal costs, expenses for title searches, and closing fees.

Community Preservation Act funds may not be spent for the following purposes:

- ~~"Replace~~Replacing existing operating funds; rather CPA funding can only augment them. The CPA Fund is a supplementary funding source intended to increase available resources for community preservation acquisitions and initiatives.
- Pay for routine maintenance, defined as, "the upkeep of any real or personal property."
- Gymnasiums, stadiums, artificial turf fields, or any similar structure.

- Projects without a public purpose or public benefit.

A list of all CPC funded projects since the Town's adoption of the CPA legislation can be found at the Town of Needham website at: https://needhamma.gov/445/Needhams-Projects .

A table presenting the historical expenditures of CPA funds since the Town's adoption of the CPA legislation by eligible category (i.e. Open Space and Recreation, Historic Preservation, and Community Housing) is attached to this Plan as an Appendix and can be found at the Town of Needham website at: https://needhamma.gov/DocumentCenter/View/42964/CPC-Funding-Sources-Summary-?bidId= .

GENERAL REVIEW AND FACTORS FOR CONSIDERATION

General Review

To be eligible for review, a project must meet the statutory requirements for funding eligibility. It is the responsibility of the applicant to demonstrate to The Committee that a project meets the minimum statutory requirements. The Committee will, to the extent that it is prudent, assist the applicant in that determination.

~~The~~ Beyond the minimum requirement stated in the CPA statute, the purpose of ~~the~~this Factors for Consideration section is to provide guidance to the applicant, to The Committee, and to the Town ~~in~~ with respect to the additional CPC evaluation criteria for evaluating funding applications' eligibility, priorities, and timing. It is recognized that not every Factor will apply to every project and the failure to meet any specific Factor, other than the minimum statutory requirements, does not require rejection of a project. The following Factors for Consideration are intentionally not weighted nor listed in order of preference or importance.

~~The~~ Because there can be more funding requests than available CPA funding, the Committee reserves ~~the~~ to itself the final judgement and discretion to accept or reject ~~or accept a~~any project ~~that does not meet or address any or all~~regardless of ~~the~~how many Factors for Consideration are met, or not, balancing the quality and strength of each year's applications and what is in the best interests of the Town of Needham as a whole

The Factors for Consideration may be clarified, amended, or replaced from time to time as experience dictates. ~~Any proposal to change any Factor will be placed on The Committee agenda for public discussion at a duly noticed meeting.~~

Factors for Consideration

Evaluation of projects submitted for consideration by the Committee will include consideration of ~~several~~various factors including ~~but not limited to the following:~~whether:

1. The project is consistent with the goals of the Town of Needham Community Preservation Plan.

2. ~~The urgency~~Completion of the project is time sensitive, with particular consideration to those requests whose successful implementation is constrained by scheduling factors not controlled by the applicant.

3. The project is economically or otherwise reasonably feasible to implement and operate on a long-term basis.

4. The project has a substantial positive impact on the community based on, among other things, needs being addressed, and number of community members benefited.

5. The project has strong support from Town boards or commissions with direct or indirect jurisdiction over the project.

6. The project has strong community support and is consistent with the expressed priorities of the community.

7. The project is supported by subjective factors of equity, fairness, and worthiness.

~~4.~~8. The project satisfies federal, state, and local laws and regulations to the extent applicable.

~~5.~~9. The project leverages additional or multiple sources of public and/or private funding; or assists in planning and development activities to facilitate such leverage ~~may possibly be preferred~~.

10. The project requires CPA funds for the project to be implemented.

~~6.~~11. The project utilizes, preserves, protects, increases, or enhances Town-owned open space, recreation, historic, and/or housing assets.

- ~~A project that benefits privately owned resources shall include permanent restrictions to ensure a public benefit.~~

~~Awarding funds for~~
~~7.~~12. Funding the project is consistent with prudent long-term management of CPA funds.

~~8.~~13. The project proponent has demonstrated to the reasonable satisfaction of The Committee the public need for the project, benefit to the Town of Needham, and the proponent's ability and competency to successfully implement the project as proposed either by its record of successfully implementing similar projects or otherwise.

~~9.~~14. The applicant has site control, or the written consent by the property owner (and/or approval by relevant Town ~~agency~~department(s), committee(s) or ~~board~~boards) to submit an application.

15. The applicant of a project that benefits privately owned resources or entities agrees to permanent restrictions to ensure a public benefit, as required by the CPA.

Please note the Committee prefers to bring ~~projects~~project-funding articles to the Annual Town Meeting in May, though under ~~special~~ extraordinary circumstances that affect the project negatively, a project may be ~~considered to be~~ presented at a Special Town Meeting.

- ~~CPA funding will enable the project.~~

OPEN SPACE AND RECREATION

A. Introduction

The Town of Needham is currently undertaking the process of updating its Open Space and Recreation Plan (OSRP). The OSRP is a community-planning document that defines the Town's goals for reasonably preserving its natural resources and for maintaining adequate outdoor recreation opportunities. The Plan lays out a strategic framework for implementation consistent with community needs and desires by:

- Documenting the community's natural, recreational, and historical resources base;
- Identifying development trends that are likely to impact that resource base;
- Developing strategies to reasonably preserve and expand open space, natural, and recreational resources and opportunities;
- Prioritizing conservation and recreation needs; and
- Providing recommendations for reaching short and long term open space and recreation goals.

The first step in the process to update the Town's existing plan was the formation of an Advisory Group (AG) to guide the process. The AG, consisting of approximately forty (40) members, was formed in late August 2022. In cooperation with the Town's consultant, the OSRP-AG will coordinate public information sessions, review existing materials, and collect and analyze data on residents' views on open space and recreation topics. The AG consists of representatives from multiple committees and also includes other stakeholders and interested parties. The CPC anticipates that upon completion of the OSRP, the following sections addressing Opens Space Resources and Needs, Open Space Goal, Recreation Resources and Needs, and Recreation Resources will be updated as necessary.

B. Open Space Resources and Needs

Although the Town has continued to experience significant residential development over the last ~~five years~~ten years, from 11,122 housing units in 2010 to 11,891 units in 2020, Needham retains certain natural and scenic resources, including wetlands, diverse wildlife, conservation areas, ponds, rivers, and open space. These resources contribute to making the Town a desirable place to live, which has fueled its continued residential growth.

~~Needham consists of approximately 8,100 acres of land, with more than 2,500 acres of designated open space, of which 1,800 acres are permanently protected. There are almost 600 acres of privately owned land that are adjacent to existing parcels of public open space. The majority of these properties do not have existing conservation restrictions.~~

The CPA allows and encourages the acquisition, creation and preservation of open space. CPA funds may be used to protect open space by outright purchase, or by eliminating or limiting

development rights through the purchase of permanent land conservation or agricultural preservation easements or restrictions.

C. Open Space Goals

The Committee identified two key open space goals:

- Conserve, preserve, and enhance Needham's natural and open space resources.
- Obtain open space through a variety of methods such as, but not limited to, acquiring development rights and public access easements, outright purchasing potentially developable land and natural resource land that is accessible to the public, and encouraging property owners to protect and/or preserve their land as open space through conservation restrictions or other means.

D. Open Space Factors for Consideration

Evaluation of projects submitted for consideration by The Committee will include consideration of several factors, including ~~but not limited to~~whether the ~~following:~~project:

- Preserves the natural and man-made features such as open fields, woodlands, and ponds.
- Acquires or controls additional open space and develops additional public open spaces and parklands.
- Links and connects preserved open space resources by providing or improving ~~trail~~trails and wildlife corridors.
- Protects and maintains the remaining farmland in Town.
- Preserves large tracts of undeveloped land.
- Protects the quality and quantity of Needham's water supply.
- Protects wildlife habitat and wildlife corridors.

E. Recreation Resources and Needs

~~Between 1990 and 2000, the population of Needham increased by 4.9%, from 27,557 to 28,911. During the same time period, the school-age population (ages 5-19) increased by 20.6%. The requests for additional recreation facilities has~~The Town's fields and facilities are meant to serve everyone in Needham. Requests for more time and more fields have significantly increased in recent years due to organizations extending their seasons, scheduling additional practices and games, and a greater number of sports and activities. The Park and Recreation Department is also looking at their fields and facilities through an equity lens, making sure to recommend capital projects that can serve all of the Town's diverse populations and ensure more accessibility and inclusivity for all. The requests for additional recreation facilities have increased as activities have grown to include younger participants and senior adults, both genders, longer or multiple seasons, and a greater number and variety of sports and activities. It is important to plan now for both short- and long-term solutions to this growth of demand.

The Town's permanently protected open space includes a generous network of ~~foot~~open trails that provide opportunities for passive recreation, such as hiking, cross-country skiing, and access to ponds. Public swimming facilities include Rosemary Pool. Fishing and boating can be enjoyed on the Charles River and in some Town ponds. ~~The Committee recognizes that increasing the Town's recreational acreage could conflict at times with the other goals of the CPA.~~

F. Recreation Goals

The Committee identified one key recreation goal:

- Preserve, increase, and enhance recreational uses of and access to Needham's natural and recreational resources.

G. Recreation Factors for Consideration

Evaluation of projects submitted for consideration by The Committee will include consideration of several factors, including ~~but not limited to~~whether the ~~following:~~project:

- Develops active recreational resources including playing fields, improved/new playgrounds, and improved handicapped access; also addresses adult, senior, and toddler recreational needs.
- Provides additional athletic fields to meet the needs of the Town's growing demand.
- Encourages and develops more recreational access/use of open spaces (where appropriate) and natural resources.
- Encourages regional bike trails throughout Needham.
- Enhances resources for walking, hiking, cross-country skiing, bicycling, boating, and fishing.
- Increases access to and recreational uses of the Charles River.
- Acquires land to fulfill identified current and future recreational needs.

- ~~Develops active recreational resources including playing fields, improved/new playgrounds, and improved handicapped access; also addresses adult senior and toddler recreational needs.~~

A. Community Housing Resources and Needs

The CPA defines "community housing" as "low- and moderate-income housing for ~~persons or~~ individuals and families ~~whose annual income is less than 100% of Needham's areawide median~~[1], including low- or moderate-income~~.~~ senior housing." However, for housing units created with CPA funds to be counted by MA Department of Housing and Community Development (DHCD) in its Subsidized Housing Inventory (SHI) toward Needham's 10% ~~affordable housing~~ goal~~,~~ under MA General Laws Chapter 40B (40B), the units must serve those whose annual income is less than 80% of the areawide median income. Current information is available at ~~the US Department of Housing and Urban Development at www.HUD.gov/Massachusetts.~~ DHCD's website https://www.mass.gov/orgs/housing-and-community-development and at the Town of Needham web page: https://needhamma.gov/3679/Housing-Division .

The CPA provides that community preservation funds may be expended "for the creation, preservation and support of community housing and for the rehabilitation or restoration … of community housing," but not including maintenance. The Needham Housing Authority, the Needham Affordable Housing Trust, and local non-profit housing corporations are local community resources.

~~Needham's community housing resources and needs have been detailed in Town reports, including the Needham Affordable Housing Plan (June 2007), the Analysis of Impediments to Fair Housing Choice (August 2013) and Needham Chapter 40 B Guidelines (October 2013.) All reports are available from the Town of Needham Planning and Community Development Office and on the Town's website at www.needhamma.gov~~

~~The average~~A comprehensive update to the Needham Housing Plan was published in December 2022 and approved by the Planning Board and the Select Board in January 2023. The Housing Plan can be accessed and downloaded at https://www.needhamma.gov/DocumentCenter/View/42623/Needham-Housing-Plan-2022-Final_r3 . Further information can be found at https://www.needhamma.gov/5050/Needham-Housing-Plan-2021 .

The median price of ~~homes~~houses and market-rate rental units in Needham is much higher than what ~~many~~ moderate-income families~~,~~ and many Town employees and people ~~that~~who work in Needham are able to afford. Affordable housing opportunities help attract and retain, among others, low and moderate-income families, the elderly on fixed incomes, the disabled, young persons, and public and private employees upon whom the Town depends to provide high quality services in and for the Town. Implementation of the Housing Plan to preserve, and hopefully increase, low-income, moderate-income, and affordable housing is critical to maintaining the diversity and economic prosperity of Needham.

[1] Boston Primary Metropolitan Statistical Area

~~Needham continues to have a housing affordability gap, based on the Massachusetts 40B formula, with a goal of achieving at least 10% low-or moderate-income housing units. Progress can be achieved toward reducing this gap, for example, with the creation of affordable senior apartments, low or moderate-income homeownership, more choices for seniors, and below-market homeownership or rental subsidies. The Needham Housing Authority's High Rock Homes and the Charles River Landing's apartment units are recent examples of new housing options.~~

Although Needham, based on the 40B formula, can count 1,410 of its total of 11,891 year-round housing units (11.9%) in the SHI, (because all rental units in 40B developments, even those rented at market rates, are counted, thus meeting the 40B goal of 10%), only 742 of SHI units (6.2%) are actually affordable to households at or below 80% of median income.

B. Community Housing ~~Goals~~Priorities

~~The Committee identified four key community housing goals:~~

- ~~Seek to increase the supply of affordable housing units while seeking to preserve the existing pattern and density of Needham's established residential neighborhoods.~~

~~Enable Needham to shape its own~~Following Certain Guiding Principles (See Housing Plan p. 8), the Housing Plan identified the following Priorities:

- Households with limited incomes - need affordable rental housing.
- Gaps in affordability and access to affordable housing – need affordable homeownership opportunities.
- Special needs housing – need handicapped accessible units and supportive services.

C. Community Housing Strategies

The Committee agrees with the following key community housing development ~~future~~ and ~~outcomes.~~ preservation strategies:

- ~~Achieve progress towards the Town's responsibilities under Chapter 40B.~~

- ~~Encourage the~~ Support Needham Housing Authority's Preservation and ~~development of a diversity of housing resources~~ Redevelopment Initiative.
- Continue local programs that ~~fosters a range of choices~~address health and safety issues, e.g., the Small Repair Grant Program.
- Strategically invest and leverage local resources such as CPA funds.
- Promote housing ~~options including affordable units to meet~~for special needs populations.
- Renovate/replace the ~~Town's growing demand and current~~Stephen Palmer property.

- Prepare an inventory of potential public and ~~future needs for affordable housing~~privately-owned development opportunities, building on the 2002 Open Space Report to the Select Board.
- Adopt town-wide inclusionary zoning.

The above stated Community Housing Priorities and Strategies necessarily inform the Community Housing Goals of this CPA Plan

D. Community Housing Factors for Consideration

Evaluation of projects submitted for consideration by The Committee will include consideration of several factors, including ~~but not limited to~~whether the ~~following~~project:

- Preserves the affordable component of existing "expiring use" affordable units.
- Supports ~~scattered-site low~~transit-oriented, suburban-density ~~affordable unit development and avoids concentrated or high-density development.~~

- ~~Is consistent with and assures fair~~, multi-family housing ~~practices.~~ .
- Redevelops, utilizes, improves, or expands existing housing structures and infrastructure for affordable housing use. ~~Projects that redevelop existing structures will be preferred.~~
- Provides affordable housing opportunities ~~on identified parcels of town-owned land as set forth in the Town of Needham Open Space Report to the Board of Selectmen.~~

- ~~Provides affordable housing opportunities in the~~ in certain business and industrial districts, ~~including~~focusing on the Town Center, Needham Heights, and the Highland Avenue- Chestnut Street Corridor, compatible with existing infrastructure as evaluated by the site plan approval process.
- Serves an underserved population or populations by establishing affordability ~~restriction~~restrictions in perpetuity.

- ~~Considers the various development needs of the Town.~~

- ~~Project proponent has satisfied the requirements of 40B (to the extent applicable).~~

- Is consistent with the goals and objectives of the 2022 Needham Housing Plan, particularly with respect to low and moderate income residents.

HISTORIC PRESERVATION

A. Historic Preservation Resources and Needs

Needham has had an Historical Commission since 1976. In addition, the Needham Historical Society, an active non-profit organization, holds many of the historic records of the Town. Needham currently has two historic districts, the McIntosh Corner Historic District and the Town Hall Historic District. Needham's historical heritage, however, extends throughout the Town and includes nineteen (19)many properties recorded in the Massachusetts Register of Historic Places as well as a number of older established neighborhoods that reflect the history and pattern of the Town's development. The nineteen (19) listed properties in Town are: The link below is a current list of the historic properties in Needham.
https://www.needhamma.gov/DocumentCenter/View/12487/Needham-Historical-Commission-Inventory-of-Historic-Properties-?bidId=

Echo Bridge	Newton/Needham – Crossing Charles River and Ellis Street
*Amos Fuller House	220 Nehoiden Street
*Robert Fuller House	3 Burrill Lane
*Emery Grover Building	1330 Highland Avenue
Joseph Hagar House	1227 South Street
*Kingsbury – Whitaker House	53 Glendoon Road
*Joshua Lewis House	178 South Street
*McIntosh Corner Historic District	Great Plain and Central Avenues (roughly)
*Davis Mills House	945 Central Avenue
Needham Street Bridge	Crossing Charles River at Needham Street, Newton and Highland Avenue, Needham
*Needham Town Hall Historic District	Great Plain Avenue
Newton Multiple Resource Area	Includes two (2) bridges crossing between Needham and Newton
Newton Upper Falls Historic District	Portion in Needham
*James Smith House	706 Great Plain Avenue

Sudbury Aqueduct Linear District	Portion in Needham
*Tolman – Gay House	1196 Central Avenue
*Rev. Jonathan Townsend House	980 Central Avenue
Water Supply System of Metropolitan Boston	Portion in Needham
*Israel Whitney House	963 Central Avenue

The ten *For more information on historic* properties and two historic districts that have an (*) asterisk are also on *in Needham and in* the National Register of Historic Places of the US Department of the Interior.

The*Commonwealth of* *Massachusetts* Cultural Resources Information System (MACRIS) established by the Massachusetts*, please contact the Needham* *Historical Commission* of the Office of the Massachusetts Secretary of State lists one-hundred and thirty-six (136) historic properties in Needham currently on the local inventory. This includes properties added to the Inventory in 2010. Approximately 45 others are expected to be added in 2014.

B. Historic Preservation Goals

As Needham's historical assets are under threat from inadequate maintenance and development pressures, the Committee identified onethe key goalgoals for historic preservation:

To are to protect, preserve buildings, structures, vessels, , enhance, restore, or rehabilitate the following:

- Resources of historical, cultural, architectural, or archaeological sites, or real property that are listed or eligiblesignificance, especially those which are threatened with demolition;
- Historic properties for listingadaptive reuse;
- Sites on the Massachusetts State Register of Historic Places or have been determined by the Needham Historical Commission to be significant in the history, archaeology, architecture or culture of the Town.Inventory

C. Historic Preservation Factors for Consideration:

Evaluation of projects submitted for consideration by The Committee will include review of several factors, including but not limited towhether the followingproject:

- Preserves and protects historic and cultural properties and sites to the extent allowed under the CPA., and preferably by means of a Historic Preservation Restriction

- Demonstrates a public benefit to preserve historic resources. Town-owned facilities may be preferred in The Committee's evaluation process.
- Incorporates the remodeling, reconstruction, renovation, and making of extraordinary repairs to historic resources, such as improvements intended to make historic facilities functional for their intended use, including but not limited to, handicapped accessibility and building code requirements.

APPENDIX

Needham CPC Funding by Year and Category
Updated March 2023

Fiscal Year	Open Space (incl. Recreation)	Housing	Historic	General	Total
2006	$125,700	$324,500	$25,000	$0	$475,200
2007	$32,000	$175,000	$50,000	$0	$257,000
2008	$30,500	$0	$1,000,000	$0	$1,030,500
2009	$995,000	$420,000	$6,829,233	$7,200,000	$15,444,233
2010	$807,500	$45,000	$57,500	$0	$910,000
2011	$0	$130,000	$7,500	$0	$137,500
2012	$0	$0	$80,000	$0	$80,000
2013	$946,200	$290,000	$0	$0	$1,236,200
2014	$313,219	$0	$52,500	$0	$365,719
2015	$3,427,000	$0	$0	$0	$3,427,000
2016	$1,003,000	$60,000	$0	$0	$1,063,000
2017	$5,105,000	$0	$0	$8,000,000	$13,105,000
2018	$2,950,000	$0	$25,000	$0	$2,975,000
2019	$1,162,000	$150,000	$0	$0	$1,312,000
2020	$0	$0	$0	$0	$0
2021	$1,968,700	$120,000	$165,200	$0	$2,253,900
2022	$250,000	$1,467,978	$0	$0	$1,717,978
*Adjust.**	*$8,000,000*		*$7,200,000*		
Total	**$27,115,819**	**$3,182,478**	**$15,491,933**	**$15,200,000**	**$45,790,230**
% of Total	**59%**	**7%**	**34%**		

**Adjustments: $8,000,000 from General used for Recreation – Rosemary Pool Project and $7,200,000 from General used for Historic – Town Hall Project.*

CURRENT MEMBERS – April 2023

Member	Term Expires	Appointed by
Peter Pingitore (Chair)	June 2023	Town Moderator
Robert Dermody (Vice Chair)	June 2023	Select Board
Reg Foster	June 2024	Housing Authority
Joseph Barnes	June 2024	Select Board
Jeanne McKnight	June 2024	Planning Board
Rick Zimbone	June 2024	Town Moderator
Laura Dorfman	June 2023	Historical Commission
Dina Hannigan	June 2025	Park & Recreation Commission
Dave Herer	June 2025	Conservation Commission

Comments or questions are welcome and may be submitted to:

Mailing Address:
Community Preservation Committee
c/o DPW Admin
500 Dedham Avenue
Needham, Massachusetts, 02492

Staff Liaison Phone: Please call the DPW Admin Office at 781-455-7550 or by email at csimchak@needhamma.gov

GLOSSARY

Affordable Housing/Community Housing

"Community Housing," low and moderate income for individuals and families, including low and moderate income senior housing.

"Low or moderate income housing", housing for those persons and families whose annual income is less than 80 per cent of the area wide median income. The area wide median income shall be the area wide median income as determined by the United States Department of Housing and Urban Development.

~~"Moderate income housing", housing for those persons and families whose annual income is less than 100 per cent of the area wide median income. The area wide median income shall be the area wide median income as determined by the United States Department of Housing and Urban Development.~~

"Low or moderate income senior housing", housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

Capital Improvement

Reconstruction or alteration of real property that: (1) materially adds to the value of the real property or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

Community Preservation Act (CPA)

The Community Preservation Act (CPA) (MGL C. 44B) allows communities to create a local Community Preservation Fund for open space ~~protection~~, historic preservation, affordable housing and outdoor recreation. CPA allows towns to levy a community-wide property tax surcharge of up to 3 percent for the purpose of creating a local Community Preservation Fund and qualifying for state "matching" funds. The Fund must be used ~~to acquire and protect open space, preserve historic buildings and landscapes, create and maintain affordable housing and creation or restoration of land for outdoor recreational use.~~for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created using CPA funds. . The state will provide "matching" funds to communities approving CPA, based on a formula. Needham accepted the CPA at 2 percent.

Community Preservation Committee (CPC or The Committee)

A nine person committee consisting of one each appointed by the Needham Historical Commission, the Needham Housing Authority, the Needham Conservation Commission, the Needham Park and Recreation Commission and the Needham Planning Board and two by the Needham Select Board ~~of Selectmen~~ and two by the Needham Town Moderator. The Committee consults with the Select Board ~~of Selectmen~~ and the Finance Committee as well as any other committee or board with an interest in CPA funding.

Community Preservation Fund (CPF)

Separate town account for the deposit of all surcharges collected and state "matching" funds

Sub Accounts of CPF (sometimes referred to as "reserve accounts" or "buckets")

- Open Space Reserve Fund (required minimum of 10% of funds)
- Historical Preservation Reserve fund (required minimum of 10% of funds)
- Affordable Housing Reserve Fund (required minimum of 10% of funds)
- Annual Reserve Fund (remaining 70% of fund other than administrative and operating fund.)
- Administrative Account Fund (up to 5%)

  The Committee is permitted to appropriate up to 5% of the funds for the administration and operational expenses of The Committee. These funds can be used to hire support staff, purchase office supplies and cover the cost of professional services that may be needed. Any administrative moneys that are not used that year are returned to the CPA annual reserve fund.

Note: Recreational projects are specifically included in the CPA as eligible for funding.

Beyond these required disbursements, Town Meeting, acting upon the recommendations of the CPC, will appropriate the remaining 70 percent of annual CPA revenues. For example, Town Meeting could allocate the remaining 70 percent of the annual revenue to one purpose, spread it evenly among all three, or set the funds aside for future spending. Each year, the municipality can modify the spending mix for the remaining 70 percent of the fund.

Community Preservation Surcharge

The locally raised share of CPA revenue comes from a surcharge (additional amount of tax) on real estate tax bills. The surcharge percentage, which may not exceed 3 percent, is set by referendum vote. The surcharge amount is separately stated on each tax bill. In Needham, the surcharge is 2 percent, subject to certain statutory exemptions (see "CPA Surcharge Exemptions").

Community Preservation Surcharge Exemptions

Taxpayers currently exempt from real property taxes under Chapter 59 of Massachusetts General Laws are exempt from the CPA surcharge. In addition, Town Meeting approved additional exemptions to the CPA surcharge.

- Property owned and occupied by a person who would qualify for low income housing or low or moderate-income senior housing in Needham.
- The first $100,000 of taxable value of residential real estate.

Needham may make changes to these exemptions at any time with approval of the Town Meeting and subsequent voter approval.

Historic Resources

Historic resources, a building, structure, vessel or real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

Maintenance

Incidental repairs which neither materially add to the value of the property nor appreciably prolong the property's life, but keep the property in a condition of fitness, efficiency or readiness.

Needham Community Preservation By-Law

Available under separate cover – contact Park and Recreation Department or go to www.needhamma.gov/CPC

Open Space

Open space shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

Preservation

Protection of personal or real property from injury, harm or destruction.

Recreational Use

"Recreational use", active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. "Recreational use" shall NOT include horse or dog racing, the acquisition of artificial turf for athletic fields, or the use of land for a stadium, gymnasium or similar structure.

DRAFT

Rehabilitation

Capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, "rehabilitation" shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68; and provided further, that with respect to land for recreational use, "rehabilitation" shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

Support of Community Housing

Programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable.

DRAFT



TOWN OF NEEDHAM

COMMUNITY PRESERVATION PLAN

COMMUNITY PRESERVATION COMMITTEE

Adopted October 14, 2005
Amended November 8, 2006
Amended January 5, 2010
Amended March 26, 2014
Amended April __, 2023

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INTRODUCTION

The Town of Needham Community Preservation Committee (the "Committee" or "CPC") is pleased to present the Town of Needham *Community Preservation Plan* (the "Plan"). The Plan presents a description of

- the Community Preservation Act (CPA) as it applies to the Town
- a description of CPA Goals and Factors for Consideration in reviewing requests for CPA funding
- a method and procedure by which the CPA will be administered by the Committee and the Town

As such, the Plan represents an informational document for the citizens of the Town, a guideline and instructional document for applicants seeking project funding through the CPA, and a guidance document for this and future CPA Committees in reviewing applications for project funding and making recommendations to Town Meeting for project funding. Please note that the method and procedure for applications can be found under separate cover in "Community Preservation Application Process."

This Plan was originally created by the Community Preservation Committee in 2005 and has been updated in subsequent years. To create the original plan, The Committee hosted meetings with the Select Board, Finance Committee, and the representatives of the municipal boards and committees charged with responsibilities relevant to open space/recreation, historic preservation, and community housing. Representatives of certain community groups also made presentations to The Committee.

In connection with the amendments to the Plan effective April X, 2023, The Committee met with the Select Board, Finance Committee, and representatives of the municipal boards and committees charged with responsibilities relevant to open space/recreation, historic preservation, and community housing. The Committee also held a public hearing to solicit community input in connection with the amendments.

The Committee once again wishes to thank the multitude of Town citizens, Town and State officials and committee members, as well as staff at the Community Preservation Coalition for their continued assistance to the work of the CPC and the updates to this Plan.

The Committee recognizes that the Plan will be modified in the future by the Committee in response to changing goals, Town needs, and Committee experience. The Plan must also reflect any amendments to the Community Preservation Act legislation as well as any judicial rulings on CPA projects. The Committee will continue to make an ongoing effort to meet with the many interest groups and Town departments, committees, and boards as it goes forward.

For additional information on the CPA statute and how it is being applied in towns across the State, visit the Community Preservation Coalition website at www.communitypreservation.org For information on Needham's Community Preservation activity, visit the Town website at www.needhamma.gov/CPC.

THE COMMUNITY PRESERVATION ACT IN NEEDHAM

The CPA State Legislation

The Community Preservation Act M.G.L. c. 44B ("CPA" or the "Act"), allows Massachusetts cities and towns to raise monies through a surcharge of up to 3% of the real estate tax levy on real property ("CPA Surcharge"). These funds may then be used to acquire, create, and preserve open space; acquire, preserve, rehabilitate, and restore historic resources; acquire, create, preserve, and support community housing; and acquire, create, preserve, rehabilitate, and restore land for recreational use. Open space and community housing may be rehabilitated or restored if purchased with Community Preservation funds. The legislation was most recently updated in July 2021.

The CPA also provides that participating communities receive a distribution from the Massachusetts Community Preservation Trust Fund. The Community Preservation Trust Fund has a complex distribution formula based upon the number of communities participating and their respective local surcharges. The state distribution or match over the years has fluctuated from a high of 100% match of the local surcharge amount in the fiscal year following initial adoption of the CPA legislation by Needham to as low of 17.2% in fiscal year (FY) 2018. Legislation was passed in July 2019 that provided for an increase in fees that fund the Community Preservation Trust Fund (Registry of Deeds recording fees), resulting in the Town receiving increased distributions from the Community Preservation Trust Fund. Additionally, as part of its budget process, the General Court has periodically made one-time appropriations supplementing the CPA distributions available to participating communities.

In the seventeen years since the Town adopted the CPA (2006 – 2023), the Town has received a total of $12,155,617 in CPA distributions from the State CPA Trust Fund. A summary of yearly distributions received by the Town from the Community Preservation Trust Fund since the Town's adoption of the CPA legislation can be found at the Town of Needham website at https://www.needhamma.gov/CPC .

Copies of the State legislation, M.G.L. c. 44B, Community Preservation Act are available on the State web site at: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44b .

The CPA in Needham

The CPA was approved by Needham Town Meeting at the May 2004 Annual Town Meeting and by a 58% "yes" vote at the November 2, 2004 Town election. In Needham, voters elected to fund the CPA account through a 2.0% surcharge on all real estate property tax bills with two exemptions:

- Residential property owned and occupied by any person who qualifies for low-income housing, or low- or moderate-income senior housing.
- $100,000 of taxable value of residential real property.

Each May, Town Meeting will appropriate the anticipated revenues from the CPA surcharge to be collected in the upcoming fiscal year as well as the distribution from the Massachusetts Community Preservation Trust Fund. At the fall or spring Special Town Meeting, the appropriation may be adjusted in recognition of the recorded state distribution. The required minimum appropriations are as follows:

Historic Resources Reserve	10%
Community Housing Reserve	10%
Open Space Reserve	10%

The remaining funds are put into the Annual Reserve, which can only be used for projects in these three above-listed areas and/or qualifying recreational projects, and up to 5% of the fund can be put aside for the Committee's expenses.

Community Preservation Committee: Formation and Responsibilities

Consistent with the terms of the CPA and with the Town's Community Preservation Committee Bylaw (§2.7.3.1), the Community Preservation Committee has been formed to administer the CPA. There are nine members of the Needham Community Preservation Committee. Each of the following commissions and boards designates one of its members to be appointed:

- Needham Conservation Commission,
- Needham Historical Commission,
- Needham Housing Authority,
- Needham Park & Recreation Commission, and
- Needham Planning Board.

Two representatives each are appointed by the:

- Select Board, and
- Town Moderator.

No person may be appointed to the CPC for more than two consecutive 3-year terms.

The Town Manager appoints a staff liaison to work with the Community Preservation Committee. Current membership can be found at this page on the Town's website: https://needhamma.gov/427/List-of-Members

The Committee is obliged by the Needham CPA Bylaw to consult with the Select Board and the Finance Committee as it develops its recommendations for funding to Town Meeting. The Committee also consults with other Town boards and committees from time to time as it formulates its recommendations. A complete list of the duties of the Needham CPA can be found at Section 2.7.3.2 of the Town of Needham General By-Laws, on the Town's website at: https://www.needhamma.gov/DocumentCenter/View/1859/General-By-LawsCharter-2021-PDF?bidId=

All members of the public are welcome to attend the Committee's meetings. The times and locations of these meetings are posted at Town Hall and on the Town website, www.needhamma.gov/CPC .

CPA Funding Requirements

The CPA mandates 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 (the "Fund") for each of three CPA target areas: open space; 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 and/or recreation. The Act also permits the Town to appropriate up to 5% of the Fund for the administrative expenses of The Committee.

Any CPA funds not used in any given year, including the Administrative Fund, stay within the CPA Fund, and can be used for approved projects in the future.

A recommendation by the Committee and an appropriation by Town Meeting are both required to spend any Fund monies for particular community preservation purposes. Appropriations from the Fund, except borrowing, are made by a simple majority vote of Town Meeting. Borrowing monies for CPA purposes requires a two-thirds majority vote of Town Meeting.

In its deliberations, Town Meeting can approve, reduce, or reject any amount of spending appropriation recommended by the Committee. Town Meeting may not, however, increase any Committee recommended appropriation or reserve. In addition, Town Meeting may not appropriate any Fund monies on its own initiative without a prior recommendation by the Committee and may not amend a recommended project so as to render it no longer the recommended project

HOW CPA FUNDS CAN BE USED

Community Preservation Act funds must be used for public community preservation purposes. The Factors for Consideration, located in the next section of this Plan on pages 12-22 summarize these public purposes.

The Community Preservation Act directs the Community Preservation Committee to make recommendations to Town Meeting:

- for the acquisition, creation and preservation of open space;
- for the acquisition, preservation, rehabilitation and restoration of historic resources;
- for the acquisition, creation**,** preservation, rehabilitation and restoration of land for recreational use;
- for the acquisition, creation, preservation and support of community housing; and
- for the rehabilitation or restoration of open space and community housing that is acquired or created using CPA funds.

As detailed by the CPA, Fund monies may be spent to undertake the following primary community preservation purposes:

- **Open Space --** The acquisition, creation and preservation of open space. Open space, as defined by the CPA, "shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh **. . .** water marshes and other wetlands, **. . .** river, stream, lake and pond frontage, **. . .** lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use." If acquired or created by CPA Funds, rehabilitation and restoration projects are eligible expenditures.

- **Community Housing --** The acquisition, creation, preservation and support of community housing. The CPA defines community housing as, "low- and moderate-income housing for individuals and families, including low- or moderate-income senior housing." If the housing was originally acquired or created using CPA funds, rehabilitation and restoration projects are eligible expenditures.

- **Historic Resources --** The acquisition, preservation, restoration and rehabilitation of historic resources. The CPA recognizes historic resources as, "historical structures and landscapes," including "a building, structure, vessel, real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town." For CPA purposes, the local historic preservation commission is the Town of Needham Historical Commission.

- **Recreation** -- The acquisition, creation, preservation, restoration and rehabilitation of land for recreational use. The CPA defines recreational use as, "active or passive

recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. 'Recreational use' shall not include horse or dog racing, the acquisition of artificial turf for athletic fields or the use of land for a stadium, gymnasium, or similar structure." Rehabilitation "shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use."

Community Preservation Act funds may also be used for, but not limited to, the following (and possibly other) purposes:

- A community may "set aside" revenues for "later spending."
- Annual "administrative and operating expenses" of The Committee, not to exceed 5% of the Fund's estimated annual revenues.
- Annual principal and interest payments, preparation, issuance and marketing costs for bonds or notes for borrowings for community preservation purposes.
- Compensation payable to property owners for real estate interests taken by the Town by eminent domain for community preservation purposes.
- "Local share for state and federal grants" for allowable community preservation purposes.
- Property acquisition-related expenses including appraisal costs, expenses for title searches, and closing fees.

Community Preservation Act funds may not be spent for the following purposes:

- Replacing existing operating funds; rather CPA funding can only augment them. The CPA Fund is a supplementary funding source intended to increase available resources for community preservation acquisitions and initiatives.
- Pay for routine maintenance, defined as, "the upkeep of any real or personal property."
- Gymnasiums, stadiums, artificial turf fields, or any similar structure.
- Projects without a public purpose or public benefit.

A list of all CPC funded projects since the Town's adoption of the CPA legislation can be found at the Town of Needham website at: https://needhamma.gov/445/Needhams-Projects .

A table presenting the historical expenditures of CPA funds since the Town's adoption of the CPA legislation by eligible category (i.e. Open Space and Recreation, Historic Preservation, and Community Housing) is attached to this Plan as an Appendix and can be found at the Town of Needham website at: https://needhamma.gov/DocumentCenter/View/42964/CPC-Funding-Sources-Summary-?bidId= .

GENERAL REVIEW AND FACTORS FOR CONSIDERATION

General Review

To be eligible for review, a project must meet the statutory requirements for funding eligibility. It is the responsibility of the applicant to demonstrate to The Committee that a project meets the minimum statutory requirements. The Committee will, to the extent that it is prudent, assist the applicant in that determination.

Beyond the minimum requirement stated in the CPA statute, the purpose of this Factors for Consideration section is to provide guidance to the applicant, to The Committee, and to the Town with respect to the additional CPC evaluation criteria for evaluating funding applications' eligibility, priorities, and timing. It is recognized that not every Factor will apply to every project and the failure to meet any specific Factor, other than the minimum statutory requirements, does not require rejection of a project. The following Factors for Consideration are intentionally not weighted nor listed in order of preference or importance.

Because there can be more funding requests than available CPA funding, the Committee reserves to itself the final judgement and discretion to accept or reject any project regardless of how many Factors for Consideration are met, or not, balancing the quality and strength of each year's applications and what is in the best interests of the Town of Needham as a whole

The Factors for Consideration may be clarified, amended, or replaced from time to time as experience dictates.

Factors for Consideration

Evaluation of projects submitted for consideration by the Committee will include consideration of various factors including whether:

1. The project is consistent with the goals of the Town of Needham Community Preservation Plan.

2. Completion of the project is time sensitive, with particular consideration to those requests whose successful implementation is constrained by scheduling factors not controlled by the applicant.

3. The project is economically or otherwise reasonably feasible to implement and operate on a long-term basis.

4. The project has a substantial positive impact on the community based on, among other things, needs being addressed, and number of community members benefited.

5. The project has strong support from Town boards or commissions with direct or indirect jurisdiction over the project.

6. The project has strong community support and is consistent with the expressed priorities of the community.

7. The project is supported by subjective factors of equity, fairness, and worthiness.

8. The project satisfies federal, state, and local laws and regulations to the extent applicable.

9. The project leverages additional or multiple sources of public and/or private funding; or assists in planning and development activities to facilitate such leverage.

10. The project requires CPA funds for the project to be implemented.

11. The project utilizes, preserves, protects, increases, or enhances Town-owned open space, recreation, historic, and/or housing assets.

12. Funding the project is consistent with prudent long-term management of CPA funds.

13. The project proponent has demonstrated to the reasonable satisfaction of The Committee the public need for the project, benefit to the Town of Needham, and the proponent's ability and competency to successfully implement the project as proposed either by its record of successfully implementing similar projects or otherwise.

14. The applicant has site control, or the written consent by the property owner (and/or approval by relevant Town department(s), committee(s) or boards) to submit an application.

15. The applicant of a project that benefits privately owned resources or entities agrees to permanent restrictions to ensure a public benefit, as required by the CPA.

    Please note the Committee prefers to bring project-funding articles to the Annual Town Meeting in May, though under extraordinary circumstances that affect the project negatively, a project may be presented at a Special Town Meeting.

OPEN SPACE AND RECREATION

A. Introduction

The Town of Needham is currently undertaking the process of updating its Open Space and Recreation Plan (OSRP). The OSRP is a community-planning document that defines the Town's goals for reasonably preserving its natural resources and for maintaining adequate outdoor recreation opportunities. The Plan lays out a strategic framework for implementation consistent with community needs and desires by:

- Documenting the community's natural, recreational, and historical resources base;
- Identifying development trends that are likely to impact that resource base;
- Developing strategies to reasonably preserve and expand open space, natural, and recreational resources and opportunities;
- Prioritizing conservation and recreation needs; and
- Providing recommendations for reaching short and long term open space and recreation goals.

The first step in the process to update the Town's existing plan was the formation of an Advisory Group (AG) to guide the process. The AG, consisting of approximately forty (40) members, was formed in late August 2022. In cooperation with the Town's consultant, the OSRP-AG will coordinate public information sessions, review existing materials, and collect and analyze data on residents' views on open space and recreation topics. The AG consists of representatives from multiple committees and also includes other stakeholders and interested parties. The CPC anticipates that upon completion of the OSRP, the following sections addressing Opens Space Resources and Needs, Open Space Goal, Recreation Resources and Needs, and Recreation Resources will be updated as necessary.

B. Open Space Resources and Needs

Although the Town has continued to experience significant residential development over the last ten years, from 11,122 housing units in 2010 to 11,891 units in 2020, Needham retains certain natural and scenic resources, including wetlands, diverse wildlife, conservation areas, ponds, rivers, and open space. These resources contribute to making the Town a desirable place to live, which has fueled its continued residential growth.

The CPA allows and encourages the acquisition, creation and preservation of open space. CPA funds may be used to protect open space by outright purchase, or by eliminating or limiting development rights through the purchase of permanent land conservation or agricultural preservation easements or restrictions.

C. Open Space Goals

The Committee identified two key open space goals:

- Conserve, preserve, and enhance Needham's natural and open space resources.
- Obtain open space through a variety of methods such as, but not limited to, acquiring development rights and public access easements, outright purchasing potentially developable land and natural resource land that is accessible to the public, and encouraging property owners to protect and/or preserve their land as open space through conservation restrictions or other means.

D. Open Space Factors for Consideration

Evaluation of projects submitted for consideration by The Committee will include consideration of several factors, including whether the project:

- Preserves the natural and man-made features such as open fields, woodlands, and ponds.
- Acquires or controls additional open space and develops additional public open spaces and parklands.
- Links and connects preserved open space resources by providing or improving trails and wildlife corridors.
- Protects and maintains the remaining farmland in Town.
- Preserves large tracts of undeveloped land.
- Protects the quality and quantity of Needham's water supply.
- Protects wildlife habitat and wildlife corridors.

E. Recreation Resources and Needs

The Town's fields and facilities are meant to serve everyone in Needham. Requests for more time and more fields have significantly increased in recent years due to organizations extending their seasons, scheduling additional practices and games, and a greater number of sports and activities. The Park and Recreation Department is also looking at their fields and facilities through an equity lens, making sure to recommend capital projects that can serve all of the Town's diverse populations and ensure more accessibility and inclusivity for all. The requests for additional recreation facilities have increased as activities have grown to include younger participants and senior adults, both genders, longer or multiple seasons, and a greater number and variety of sports and activities. It is important to plan now for both short- and long-term solutions to this growth of demand.

The Town's permanently protected open space includes a generous network of open trails that provide opportunities for passive recreation, such as hiking, cross-country skiing, and access to ponds. Public swimming facilities include Rosemary Pool. Fishing and boating can be enjoyed on the Charles River and in some Town ponds.

F. Recreation Goals

The Committee identified one key recreation goal:

- Preserve, increase, and enhance recreational uses of and access to Needham's natural and recreational resources.

G. Recreation Factors for Consideration

Evaluation of projects submitted for consideration by The Committee will include consideration of several factors, including whether the project:

- Develops active recreational resources including playing fields, improved/new playgrounds, and improved handicapped access; also addresses adult, senior, and toddler recreational needs.
- Provides additional athletic fields to meet the needs of the Town's growing demand.
- Encourages and develops more recreational access/use of open spaces (where appropriate) and natural resources.
- Encourages regional bike trails throughout Needham.
- Enhances resources for walking, hiking, cross-country skiing, bicycling, boating, and fishing.
- Increases access to and recreational uses of the Charles River.
- Acquires land to fulfill identified current and future recreational needs.

COMMUNITY HOUSING

A. Community Housing Resources and Needs

The CPA defines "community housing" as "low- and moderate-income housing for individuals and families, including low- or moderate-income senior housing." However, for housing units created with CPA funds to be counted by MA Department of Housing and Community Development (DHCD) in its Subsidized Housing Inventory (SHI) toward Needham's 10% goal under MA General Laws Chapter 40B (40B), the units must serve those whose annual income is less than 80% of the areawide median income. Current information is available at DHCD's website https://www.mass.gov/orgs/housing-and-community-development and at the Town of Needham web page: https://needhamma.gov/3679/Housing-Division .

The CPA provides that community preservation funds may be expended "for the creation, preservation and support of community housing and for the rehabilitation or restoration … of community housing," but not including maintenance. The Needham Housing Authority, the Needham Affordable Housing Trust, and local non-profit housing corporations are local community resources.

A comprehensive update to the Needham Housing Plan was published in December 2022 and approved by the Planning Board and the Select Board in January 2023. The Housing Plan can be accessed and downloaded at https://www.needhamma.gov/DocumentCenter/View/42623/Needham-Housing-Plan-2022-Final_r3 . Further information can be found at https://www.needhamma.gov/5050/Needham-Housing-Plan-2021 .

The median price of houses and market-rate rental units in Needham is much higher than what moderate-income families and many Town employees and people who work in Needham are able to afford. Affordable housing opportunities help attract and retain, among others, low and moderate-income families, the elderly on fixed incomes, the disabled, young persons, and public and private employees upon whom the Town depends to provide high quality services in and for the Town. Implementation of the Housing Plan to preserve, and hopefully increase, low-income, moderate-income, and affordable housing is critical to maintaining the diversity and economic prosperity of Needham.

Although Needham, based on the 40B formula, can count 1,410 of its total of 11,891 year-round housing units (11.9%) in the SHI, (because all rental units in 40B developments, even those rented at market rates, are counted, thus meeting the 40B goal of 10%), only 742 of SHI units (6.2%) are actually affordable to households at or below 80% of median income.

B. Community Housing Priorities

Following Certain Guiding Principles (See Housing Plan p. 8), the Housing Plan identified the following Priorities:

- Households with limited incomes - need affordable rental housing.
- Gaps in affordability and access to affordable housing – need affordable homeownership opportunities.
- Special needs housing – need handicapped accessible units and supportive services.

C. Community Housing Strategies

The Committee agrees with the following key community housing development and preservation strategies:

- Support Needham Housing Authority's Preservation and Redevelopment Initiative.
- Continue local programs that address health and safety issues, e.g., the Small Repair Grant Program.
- Strategically invest and leverage local resources such as CPA funds.
- Promote housing for special needs populations.
- Renovate/replace the Stephen Palmer property.
- Prepare an inventory of potential public and privately-owned development opportunities, building on the 2002 Open Space Report to the Select Board.
- Adopt town-wide inclusionary zoning.

The above stated Community Housing Priorities and Strategies necessarily inform the Community Housing Goals of this CPA Plan

D. Community Housing Factors for Consideration

Evaluation of projects submitted for consideration by The Committee will include consideration of several factors, including whether the project:

- Preserves the affordable component of existing "expiring use" affordable units.
- Supports transit-oriented, suburban-density, multi-family housing.
- Redevelops, utilizes, improves, or expands existing housing structures and infrastructure for affordable housing use.
- Provides affordable housing opportunities in certain business and industrial districts, focusing on the Town Center, Needham Heights, and the Highland Avenue- Chestnut Street Corridor, compatible with existing infrastructure as evaluated by the site plan approval process.
- Serves an underserved population or populations by establishing affordability restrictions in perpetuity.
- Is consistent with the goals and objectives of the 2022 Needham Housing Plan, particularly with respect to low and moderate income residents.

HISTORIC PRESERVATION

A. Historic Preservation Resources and Needs

Needham has had an Historical Commission since 1976. In addition, the Needham Historical Society, an active non-profit organization, holds many of the historic records of the Town. Needham's historical heritage extends throughout the Town and includes many properties recorded in the Massachusetts Register of Historic Places as well as a number of older established neighborhoods that reflect the history and pattern of the Town's development. The link below is a current list of the historic properties in Needham.
https://www.needhamma.gov/DocumentCenter/View/12487/Needham-Historical-Commission-Inventory-of-Historic-Properties-?bidId=

For more information on historic properties in Needham and in the Commonwealth of Massachusetts, please contact the Needham Historical Commission.

B. Historic Preservation Goals

As Needham's historical assets are under threat from maintenance and development pressures, the Committee identified the key goals for historic preservation are to protect, preserve, enhance, restore, or rehabilitate the following:

- Resources of historical, cultural, architectural, or archaeological significance, especially those which are threatened with demolition;
- Historic properties for adaptive reuse;
- Sites on the Needham Historical Commission Inventory

C. Historic Preservation Factors for Consideration:

Evaluation of projects submitted for consideration by The Committee will include several factors, whether the project:

- Preserves and protects historic and cultural properties and sites to the extent allowed under the CPA, and preferably by means of a Historic Preservation Restriction
- Demonstrates a public benefit to preserve historic resources. Town-owned facilities may be preferred in The Committee's evaluation process.
- Incorporates the remodeling, reconstruction, renovation, and making of extraordinary repairs to historic resources, such as improvements intended to make historic facilities functional for their intended use, including but not limited to, handicapped accessibility and building code requirements.

APPENDIX

Needham CPC Funding by Year and Category
Updated March 2023

Fiscal Year	Open Space (incl. Recreation)	Housing	Historic	General	Total
2006	$125,700	$324,500	$25,000	$0	$475,200
2007	$32,000	$175,000	$50,000	$0	$257,000
2008	$30,500	$0	$1,000,000	$0	$1,030,500
2009	$995,000	$420,000	$6,829,233	$7,200,000	$15,444,233
2010	$807,500	$45,000	$57,500	$0	$910,000
2011	$0	$130,000	$7,500	$0	$137,500
2012	$0	$0	$80,000	$0	$80,000
2013	$946,200	$290,000	$0	$0	$1,236,200
2014	$313,219	$0	$52,500	$0	$365,719
2015	$3,427,000	$0	$0	$0	$3,427,000
2016	$1,003,000	$60,000	$0	$0	$1,063,000
2017	$5,105,000	$0	$0	$8,000,000	$13,105,000
2018	$2,950,000	$0	$25,000	$0	$2,975,000
2019	$1,162,000	$150,000	$0	$0	$1,312,000
2020	$0	$0	$0	$0	$0
2021	$1,968,700	$120,000	$165,200	$0	$2,253,900
2022	$250,000	$1,467,978	$0	$0	$1,717,978
*Adjust.**	*$8,000,000*		*$7,200,000*		
Total	**$27,115,819**	**$3,182,478**	**$15,491,933**	**$15,200,000**	**$45,790,230**
% of Total	**59%**	**7%**	**34%**		

**Adjustments: $8,000,000 from General used for Recreation – Rosemary Pool Project and $7,200,000 from General used for Historic – Town Hall Project.*

CURRENT MEMBERS – April 2023

Member	Term Expires	Appointed by
Peter Pingitore (Chair)	June 2023	Town Moderator
Robert Dermody (Vice Chair)	June 2023	Select Board
Reg Foster	June 2024	Housing Authority
Joseph Barnes	June 2024	Select Board
Jeanne McKnight	June 2024	Planning Board
Rick Zimbone	June 2024	Town Moderator
Laura Dorfman	June 2023	Historical Commission
Dina Hannigan	June 2025	Park & Recreation Commission
Dave Herer	June 2025	Conservation Commission

Comments or questions are welcome and may be submitted to:

Mailing Address:
Community Preservation Committee
c/o DPW Admin
500 Dedham Avenue
Needham, Massachusetts, 02492

Staff Liaison Phone: Please call the DPW Admin Office at 781-455-7550 or by email at csimchak@needhamma.gov

GLOSSARY

Affordable Housing/Community Housing

"Community Housing," low and moderate income for individuals and families, including low and moderate income senior housing.
"Low or moderate income housing", housing for those persons and families whose annual income is less than 80 per cent of the area wide median income. The area wide median income shall be the area wide median income as determined by the United States Department of Housing and Urban Development.
"Low or moderate income senior housing", housing for those persons having reached the age of 60 or over who would qualify for low or moderate income housing.

Capital Improvement

Reconstruction or alteration of real property that: (1) materially adds to the value of the real property or appreciably prolongs the useful life of the real property; (2) becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and (3) is intended to become a permanent installation or is intended to remain there for an indefinite period of time.

Community Preservation Act (CPA)

The Community Preservation Act (CPA) (MGL C. 44B) allows communities to create a local Community Preservation Fund for open space, historic preservation, affordable housing and outdoor recreation. CPA allows towns to levy a community-wide property tax surcharge of up to 3 percent for the purpose of creating a local Community Preservation Fund and qualifying for state "matching" funds. The Fund must be used for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created using CPA funds. . The state will provide "matching" funds to communities approving CPA, based on a formula. Needham accepted the CPA at 2 percent.

Community Preservation Committee (CPC or The Committee)

A nine person committee consisting of one each appointed by the Needham Historical Commission, the Needham Housing Authority, the Needham Conservation Commission, the Needham Park and Recreation Commission and the Needham Planning Board and two by the Needham Select Board and two by the Needham Town Moderator. The Committee consults with the Select Board and the Finance Committee as well as any other committee or board with an interest in CPA funding.

Community Preservation Fund (CPF)

Separate town account for the deposit of all surcharges collected and state "matching" funds

Sub Accounts of CPF (sometimes referred to as "reserve accounts" or "buckets")

- Open Space Reserve Fund (required minimum of 10% of funds)
- Historical Preservation Reserve fund (required minimum of 10% of funds)
- Affordable Housing Reserve Fund (required minimum of 10% of funds)
- Annual Reserve Fund (remaining 70% of fund other than administrative and operating fund.)
- Administrative Account Fund (up to 5%)

  The Committee is permitted to appropriate up to 5% of the funds for the administration and operational expenses of The Committee. These funds can be used to hire support staff, purchase office supplies and cover the cost of professional services that may be needed. Any administrative moneys that are not used that year are returned to the CPA annual reserve fund.

Note: Recreational projects are specifically included in the CPA as eligible for funding.

Beyond these required disbursements, Town Meeting, acting upon the recommendations of the CPC, will appropriate the remaining 70 percent of annual CPA revenues. For example, Town Meeting could allocate the

remaining 70 percent of the annual revenue to one purpose, spread it evenly among all three, or set the funds aside for future spending. Each year, the municipality can modify the spending mix for the remaining 70 percent of the fund.

Community Preservation Surcharge

The locally raised share of CPA revenue comes from a surcharge (additional amount of tax) on real estate tax bills. The surcharge percentage, which may not exceed 3 percent, is set by referendum vote. The surcharge amount is separately stated on each tax bill. In Needham, the surcharge is 2 percent, subject to certain statutory exemptions (see "CPA Surcharge Exemptions").

Community Preservation Surcharge Exemptions

Taxpayers currently exempt from real property taxes under Chapter 59 of Massachusetts General Laws are exempt from the CPA surcharge. In addition, Town Meeting approved additional exemptions to the CPA surcharge.

- Property owned and occupied by a person who would qualify for low income housing or low or moderate-income senior housing in Needham.
- The first $100,000 of taxable value of residential real estate.

Needham may make changes to these exemptions at any time with approval of the Town Meeting and subsequent voter approval.

Historic Resources

Historic resources, a building, structure, vessel or real property, document or artifact that is listed on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.

Maintenance

Incidental repairs which neither materially add to the value of the property nor appreciably prolong the property's life, but keep the property in a condition of fitness, efficiency or readiness.

Needham Community Preservation By-Law

Available under separate cover – contact Park and Recreation Department or go to www.needhamma.gov/CPC

Open Space

Open space shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.

Preservation

Protection of personal or real property from injury, harm or destruction.

Recreational Use

"Recreational use", active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. "Recreational use" shall NOT include horse or dog racing, the acquisition of artificial turf for athletic fields, or the use of land for a stadium, gymnasium or similar structure.

Rehabilitation

Capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses including, but not limited to,

improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, “rehabilitation” shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68; and provided further, that with respect to land for recreational use, “rehabilitation” shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

Support of Community Housing

Programs that provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing or to an entity that owns, operates or manages such housing, for the purpose of making housing affordable.

DRAFT

FY2024-02 NHA Seabeds Cook Preservation Document Detail

- CPC Application – Updated February 13, 2023
- Due Diligence Responses – Updated February 13, 2023
- Updated NHA Project Budgets & CPA Funding Lookahead
- Cook Eligibility Matrix
- Seabeds Eligibility Matrix
- FY2024-02 NHA Seabeds Cook Preservation Presentation
- Cook Property Conditions Report
- Seabeds Property Conditions Report
- CPC Application – Original Dated November 28, 2023

CPC USE ONLY:
Application #: _____
Eligible: Y N

INITIAL ELIGIBILITY PROJECT APPLICATION FORM
DUE BY DECEMBER 1, 2022

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
www.needham.gov/CPC
Email Applications to:
Kristen Wright – kwright@needhamma.gov

1. Applicant: Needham Housing Authority **Submission Date:** 2/13/2023 **(Update)**

2. Applicant's Address, Phone Number, and Email:
21 Highland Circle
Needham, MA 02494
(781) 234-8452; smerritt@needhamhousing.org
(339) 222-6187; chair@needhamhousing.org

Contact Name:
Stephen Merritt, Interim Executive Director
Reg Foster, Chair of the Board of Commissioners

3. Purpose
(Please select all the apply)
- [ ] **Open Space**
- [X] **Community Housing**
- [ ] **Historic Preservation**
- [ ] **Recreation**

4. Project Name:
Seabeds/Cook Preservation Program -- Pre-Development

5. Project Location/Street Address:
22 - 46 Seabeds Way *(4 buildings)*
28 - 68 Capt. Robert Cook Drive *(7 buildings)*
Needham, MA 02494

Legal address:
0 Evergreen Road
(Parcel ID: 199/083.0-0011-0000.0)

6. Property Ownership *(Control)*: Needham Housing Authority

7. Amount Requested: $ 241,052

CPA-eligible Pre-development Costs	$241,052
All Other Pre-development Costs	$893,323
Total Pre-development Budget	**$1,134,375**

8. Estimated Total Project Cost: *(If Different)*

CPA-defined "Preservation" Repairs	$3,523,264*
All Other Repairs	$12,864,604*
Total Cost Preservation & Other Repairs	**$16,387,868***

***9.* Critical Dates:** *(If Applicable)*
Q1-Q2, 2023 -- Seabeds/Cook Repositioning Applications Approved
Q3-Q4, 2023 -- Seabeds/Cook A/E Designer Services

**All numbers are direct cost estimates in 2022 dollars. They do not include mark-up for contingency, general conditions & future construction cost escalation.*

- **continued** -

CPC USE ONLY:
Application #: _____
Eligible: Y N

Project Name: Seabeds/Cook Preservation Program Pre-development

10. **Project Summary:** *(In 100 words or less provide a brief summer of the project)*

In the early 1980s NHA constructed two federally subsidized developments on ~10 acres of land in northern Needham:

- Seabeds Way -- 46 senior 1 BR apartments.
- Capt. Robert Cook Drive -- 30 family 2, 3 & 4 BR townhouses.

After 40+ years, the properties are in dire need of a major repairs. Preserving these deeply affordable units for the next 40+ years is a top goal of NHA's Preservation & Redevelopment Initiative (PRI).

NHA has completed Existing Conditions Reports by Dietz & Company, Architects for both Seabeds and Cook, with detailed findings, prioritzation and estimated direct costs of the major repairs needed:

Estimated Direct Cost of Repairs for:	Overall Rating of Property Condition	Priority 1 Critical (>3 yrs.)	Priority 2 Moderate (3-10 yrs.)	Priority 3 Long Range (10-20 yrs.)	TOTAL
Seabeds Way	FAIR	$2,874,750*	$1,252,600*	$4,261,760*	$8,389,110*
Capt. Robt Cook Dr.	POOR	$4,801,451*	$1,684,307*	$1,513,000*	$7,998,758*
Total		**$7,676,201***	**$2,936,907***	**$5,774,760***	**$16,387,868***
Seabeds per unit cost		$62k/unit	$27k/unit	$93k/unit	$182k/unit
Cook per unit cost		$160k/unit	$56k/unit	$50k/unit	$266k/unit

Working with our Cambridge Housing Authority development consultants, NHA has developed a strategy for obtaining the needed fundingfor repairs via the Dept. of Housing and Urban Development (HUD). NHA is submitting applications to HUD in December, 2022 that will substantially increase NHA's annual subsidy incomefrom HUD, with approval expected by April, 2023. The increased annual subsidy income has a potential investment capital yield of up to ~~$26.8~~ $39.9 million to pay for the Seabeds/Cook Preservation Program: this will include ~~up to $11.7 million in~~ Low Income Housing Tax Credits and a ~~$15.1 million~~ permanent mortgage.

11. **Community Need:** *(In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)*

The Housing Plan Working Group is identifying preservation of existing affordable housing as a critical priority for the Town. The near-final draft of the Needham Housing Plan:

- Documents the Town's severe shortage of deeply affordable housing for individuals and families. Preserving the Seabeds Way and Captain Robert Cook units for the next 40+ years addresses this priority in part.
- Identifies NHA's PRI as a top development and preservation strategy for the Town to pursue.

This major project to preserve Seabeds Way and Captain Robert Cook housing meets the goals of the Needham Community Preservation Plan because:

- It addresses an urgent community need by preserving existing deeply affordable units;
- Has broad and strong support from other Town boards, committees and residents;
- CPA funding (~$241k) leverages a substantial amount of non-Needham funds (~~$43~~ $39.9m*) to achieve its objectives.

**All numbers are direct cost estimates in 2022 dollars. They do not include mark-up for contingency, general conditions & future construction cost escalation.*

CPC USE ONLY:
Application #: _____
Eligible: Y N

Project Name: Seabeds/Cook Preservation Program Pre-development

11. Eligibility for Funding: *(In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding).*

As stated in the Needham Community Preservation Plan and the Massachusetts Community Preservation Act (MGL Ch. 44b §5(b)2), CPA funding may be recommended for "...the acquisition, creation, **preservation** and support **of community housing**;... provided, however, that funds expended pursuant to this chapter... shall not be used for maintenance". Community Housing is defined as: ''low and moderate income housing for individuals and families, including low or moderate income senior housing." ***(emphasis added)***

As further clarified in an advisory opinion, Dept. of Housing and Community Development Public Housing Notice 2013-14 states "...the legislature's original intent for CPA was to spur the creation of additional affordable housing units in the Commonwealth, and with that in mind, CPA was passed with a specific prohibition on rehabilitation activities on existing community housing units." PHN 2013-14 goes on to state: "While activities classified as "rehabilitation" are not allowed, **'preservation' work on existing community housing resources is allowed**. In general, work that protects the housing structure (not residents) from future injury, harm or destruction is permitted under CPA." PHN 2013-14 then provides a **list of examples** related to existing community housing units that **DHCD believes can be classified as preservation and funded by CPA funding**:

- Building envelope and site work to preserve the structural integrity of the housing,
- Roof, siding and window replacements to assure the water tightness of the housing,
- Upgrading of dangerous electrical or plumbing services,
- Replacement of dangerous building systems which threaten the housing units,
- Installation of hard-wired smoke alarms, sprinklers and other bldg fire suppression systems.

Based on the Seabed and Cook Property Conditions Reports, Dietz & Co. Architects and CHA have identified a detailed list of repairs that meet the definition of **"preservation"** and thus are eligible for CPA funding. These eligible repairs amount to ~20% of the total estimated cost of the Seabeds repairs and ~23% of the total estimated cost of the Capt. Robt. Cook repairs. Total predevelopment costs are estimated to be $1,134,375. This application is for the $241,052 pro-rata portion of pre-development expenses that are eligible for CPA funding, calculated as follows:

	Est. Total Cost of Repairs	Est. Cost of "Preservation" Repairs	Percentage of Total Cost	Portion of the Total $1,134,375 Pre-Dev. Costs Eligible for CPA Funding
Seabeds	$8,389,110*	$1,692,700*	20%	$123,397
Cook	$7,998,758*	$1,830,564*	23%	$117,655
Totals	**$16,387,868***	**$3,523,264***	**21.5%**	**$241,052**

**All numbers are direct cost estimates in 2022 dollars. They do not include mark-up for contingency, general conditions & future construction cost escalation.*

Note: This application enables the Community Preservation Committee to review the request to access eligibility. <u>You shall be notified by January 1 of your eligibility.</u> If eligible you will be requested to supply additional information by February 1.

Needham CPA -- Application for Funding

Follow-up Questions

COMMUNITY HOUSING

Application #: FY24-02 **Project Title:** **NHA Seabeds Cook Preservation Program – Pre-Development**

CPC Liaison(s): **Laura Dorfman, Rick Zimbone, Bob Dermody**

Applicant Information:

Organization:	Needham Housing Authority
Contact Name, Title:	Stephen Merritt, Interim Executive Director & Reg Foster, Chair of the Board
Address:	21 Highland Circle, Needham, MA 02494
Phone #:	781-234-8452 339-222-6187
Email:	smerritt@needhamhousing.org chair@needhamhousing.org

Please insert at least a brief narrative answer on all applicable subjects. (If a question is not relevant to the project, please list N/A.) If more space is needed, feel free to attached appendices or make cross-reference to other documents provided to the Community Preservation Committee.

Additional documents referenced below can be accessed via this link to the Box document repository: https://cambridgehousing.box.com/s/z2grtwcu5r9itw94e62ldlj1o7c68mil

Project Details:

1. **Summarize the scope and/or concept of the project:**
   a. **Provide all design specifications and/or architectural plans applicable to the project.**

In the early 1980s, the Needham Housing Authority (NHA) constructed two federally subsidized developments on ~10+ acres of land in northern Needham: these include Seabeds Way, a 46-unit development for elderly/disabled residents, located in four buildings, and Captain Robert Cook Drive, a 30-unit development for low-income families, comprised of 2-, 3- and 4-Bedroom townhouses, located in six buildings. After 40+ years the properties have received insufficient capital repairs, and Property Conditions Reports that were recently completed for the properties rated the overall condition of Seabeds Way as "Fair" and Capt. Robert Cook as "Poor". The properties are thus in need of significant need of major investment to preserve the properties for the next 40+ years. The original Captain Robert Cook Drive and Seabeds Way site and floor plan drawings are provided in the Box repository.

The FY24 CPA application for Seabeds Way and Captain Cook seeks funding to cover CPA funding-eligible pre-development costs to position the two properties for construction starting in Q4 2024.

   b. **List the names and addresses of project architects, contractors, and consultants.**

The architect and consultants responsible for producing the Property Conditions Reports (and related documents) for Captain Cook and Seabeds Drive include:

- *Dietz & Company Architects, Inc. – 55 Frank B. Murray Street, Suite 201, Springfield, MA, 01103*
- *Nitsch Engineering, Inc. (Civil) – 2 Center Plaza, Suite #430, Boston, MA, 02108*
- *Norian/Siani Engineering, Inc. (Mechanical, Plumbing, and Fire Protection) – 336 Baker Ave, Concord, MA, 01742*
- *ART Engineering (Electrical) – 38 Front St, Worcester, MA, 01608*
- *Fuss & O'Neill, Inc. (Environmental) – 108 Myrtle Street, Suite 502, Quincy, MA, 02171*
- *PM&C Cost Estimating (Cost Estimator) – 20 Downer Ave, Suite 5, Hingham, MA 02043*

It is expected that a Request for Design Services to hire an architectural/engineering team to finalize scope of work for the renovations, produce construction drawings, and administer construction drawings will be released in Spring of 2023, with the goal to hire a firm in June 2023.

Cambridge Housing Authority is continuing to provide development consulting services to Needham Housing Authority related to the repositioning of Cook and Seabeds.

c. Provide a project task plan and timeline. ***(Should you be awarded CPA funding, these tasks will be the basis Project Status Reports that will be due annually until the project is complete).***

The overall project task plan and timeline is as follows:

- *March – September 2023: Submit HUD Repositioning Application for Cook/Seabeds and expected receipt of HUD approval*
- *March 2023 – August 2024: Update and finalize financing plan*
- *Spring 2023: Release Request for Services for the Architectural & Engineering firm to provide design services for the project*
- *June 2023: Select and finalize contract for the Architectural & Engineering firm*
- *June 2023 – June 2024: Finalize scope of work and produce construction drawings H2 2023 -- Complete construction documents and specifications for all preservation repairs and improvements.*
- *December 2023 – March 2024: Select Investor & Lender*
- *June 2024 – August 2024: Construction Bidding*
- *August 2024: Construction Award*
- *August-November 2024: Due Diligence*
- *December 2024: Financial Closing*
- *December 2024 – June 2026: Construction Start and Estimated End (Estimated 18 months)*

A Gantt chart providing detail on this schedule can be found in the linked Box Repository

d. Describe any maintenance requirements and estimated yearly costs of maintenance for the completed project.

After the project is complete, the Cook and Seabeds properties will need to cover operating and maintenance costs associated with multi-family housing. As part of the repositioning, NHA will maintain operating and replacement reserves to further its ability to meet future maintenance needs. These costs are estimated to be approximately $9,000/yr. per unit for Seabeds (elderly/disabled) and $11,500/yr. per

unit for Cook (family). These costs will be covered by the operating income at the properties from rent and Federal Section 8 subsidy.

2. **List the anticipated project cost:**
    a. **Provide a budget, with line itemization. This includes any funding requested previously, as well as any possible future funding requests.**

The FY24 $241,052 CPA funding request is for predevelopment funding for the preservation of Seabeds and Cook. Below is the pre-development budget:

Cook/Seabeds Pre-Development Budget and Funding Request			
	Total	**Funded by CPA**	**Other Funds (NHA Reserve, Capital Fund Program, pre-development loan)**
A/E Pre-Development	*$637,500*	*$241,052*	*$396,448*
A/E Due Diligence	*$150,000*		*$150,000*
Market Study	*$5,500*		*$5,500*
Title Report	*$2,750*		*$2,750*
Site Environmental Report	*$5,500*		*$5,500*
CHA Development Consulting Fee	*$200,000*		*$200,000*
Legal Fees	*$30,000*		*$30,000*
Total	***$1,031,250***	***$241,052***	***$790,198***
10% contingency	*$103,125*		*$103,125*
Total with contingency	***$1,134,375***	***$241,052***	***$893,323***
Allowable as preservation by the CPA Act	*21.25%**		
CPA FUNDING REQUEST (21.25% * total pre-development cost with contingency)	***$241,052***		

**The calculation of 21.25% as the percentage of costs allowable as preservation is detailed in the response to question 6.c.*

    b. **Does this project leverage additional or multiple sources of public and/or private funding or assists in planning and development activities to facilitate such leverage? Please provide details.**

CPA funding (~$241k) leverages a substantial amount of non-Needham funding to support a $39.9 million preservation project at Captain Robert Cook and Seabeds Way and achieve its objectives. This budget covers direct construction costs, soft costs, financing fees, and miscellaneous costs required for this type of construction project.

    c. **Indicate expenditures & funding (by municipal fiscal year):**

Fiscal Year	*Total Project Estimated Expenditures*	*CPC Funds Requested*	*Other Funding Sources (Amount & Source)*
FY '24	*$1,134,375*	*$241,052*	*$893,323 (NHA's management reserve, federal capital fund program, other available reserves, and pre-development loans)*
FY '25			
FY '26			
FY '27			
FY '28			
TOTAL:	*$1,134,375*	*$241,052*	*$893,323*

3. **Supply detailed Project Information:**
    a. **Provide the deed and recorded plans, and maps or renderings of the subject property.**

Please see a Deed of Transfer for Captain Cook Seabeds provided in the linked Box repository. Original plans, maps, and images of Captain Cook and Seabeds Way are also provided.

    b. **Provide inspection reports, existing conditions reports, 21E reports, and other environmental assessment reports.**

Please see Property Conditions Reports in the linked Box repository. Phase 1 Environmental Assessment Report for Captain Cook and Seabeds Way have been finalized and are provided to the CPC in the linked Box repository.

    c. **Provide details of any natural resource limitations (wetlands, floor plain, etc.) to which the property is subject.**

Based on the Federal Emergency Management Agency, neither of the properties are located within areas that are considered regulated flood zones. Captain Cook and Seabeds are both located in an area of minimal flood hazard, with 0.2% Annual Chance Flood.

    d. **Provide details of any zoning restrictions (i.e. district, dimensional, and use regulations as applicable to the property) to which the property is subject.**

The Site is within the Needham Zoning District Single Residence B (SRB). The developments are currently an allowable, pre-existing non-conforming use.

Zoning for Cook and Seabeds	
Zoning	*Single Residence B*

Use Allowable	*Single-family detached dwelling*
Height	*35 ft.*
Parking	*1.5 spaces per unit*
Lot area per Dwelling Unit / Minimum Lot area	*10,000 sq. ft.*
Setbacks	➢ *Front – 20 ft.* ➢ *Side – 14 ft.* ➢ *Rear – 10 ft.*

e. Is the proposed project on the Select Board's capital priority list?

NHA is technically not part of Needham government and thus not part of the Select Board's capital planning process. However, NHA's PRI and Seabeds/Cook preservation and modernization is the #1 goal of the Housing Development and Preservation Strategies section of the 2023 Needham Housing Plan, approved by the Select Board and Planning Board in January 2023.

f. Is the proposed project on the capital priority list of the applicant?

Yes. It is critical that the Needham Housing Authority to move forward with the preservation and renovation of Captain Cook and Seabeds Way given the quantity of capital repairs deferred since when the properties were originally built over 40 years ago. Addressing the physical deficiencies of Seabeds and Captain Cook are a key objective of NHA's Preservation & Redevelopment Initiative, which was launched in 2021 to revitalize NHA's portfolio of 356 deeply affordable units and build additional housing to address the critical lack of affordable housing in Needham. NHA will be submitting applications to the US Department of Housing and Urban Development (HUD) in the Spring of 2023 to convert Captain Cook and Seabeds from the public housing (Section 9) program to the Section 8 Project-Based Voucher program. The increased annual subsidy income associated with this planned conversion has the potential to fund repair work at Captain Cook and Seabeds, generate additional resources to assist with the revitalization of NHA's state public housing properties (Linden Street and Chambers Street), and create resources to support the redevelopment of High Rock Estates.

g. Is there an urgency related to the timing of the project (including scheduling factors not controlled by the applicant)? Provide details.

In the PCRs, the condition of Seabeds Way is rated overall as "Fair," and that of Captain Robert Cook is rated as "Poor." Therefore, it is urgent that the repair and preservation work begin as soon as possible. Additionally, the timeline for the project is driven by the need to execute upon the conversion of the federal public housing units starting in Spring 2023. As mentioned previously, the Property Conditions Reports procured from Dietz and Co. fulfill the purpose of demonstrating the extent of the capital repairs needed at Captain Cook and Seabeds Way. These reports will form a part of the application that the NHA plans to submit to HUD in Spring 2023 to convert Captain Cook and Seabeds Way from the public housing (Section 9) funding platform to the Section 8 Project-Based Voucher platform. The additional funding from this conversion only becomes available when the properties have achieved financial closing

and started construction. As such, it will be crucial for NHA to close on the financing for Captain Cook and Seabeds shortly after the conversion application process is complete in order to unlock the additional funding generated as part of the conversion and to begin benefiting from the increased operating revenue.

4. **Address CPA Application Evaluation Criteria:**
    a. **Summarize how the proposed project utilizes, preserves, protects, increases, and/or enhances <u>community housing</u> in Needham.**
        - **Consistent with the Community Housing Goals outlined in the Needham Community Preservation Plan, this project seeks to preserve and protect community housing in Needham by:**

- *Preserving 76 units of deeply affordable housing designated for elderly/disabled and family households for 40+ years.*
- *In addition, the new operating subsidy yielded from the repositioning of Captain Cook and Seabeds provides surplus resources which can support the redevelopment of Linden-Chambers and High Rock Estates.*

    b. **Explain how this project meets the <u>General Factors for Consideration</u> of the 2014 Needham Community Preservation Plan (i. e. applicable to any project)? Provide details.**
        - **The project is consistent with the goals of the Town of Needham Community Preservation Plan in that:**

- *It addresses an urgent community need by preserving 76 existing deeply affordable units;*
- *Has broad and strong support from other Town boards, committees and residents;*
- *CPA funding leverages a substantial amount of non-Needham funds to achieve its objectives.*

        - **The urgency of the project with particular consideration to those requests whose successful implementation is constrained by scheduling factors not controlled by the applicant.**

As mentioned above, this project addresses an urgent community need for the preservation of 76 existing deeply affordable units. Captain Cook and Seabeds are in critical need of capital repairs and preserving these units for the next 40+ years is a key priority for the NHA's Preservation and Redevelopment Initiative (PRI).

        - **The project is economically or otherwise reasonably feasible to implement and operate on a long-term basis.**

The NHA has developed a budget for a $39.9 million preservation project for Captain Cook and Seabeds Way. This budget includes $23.6 million in direct construction costs (equal to 20 years of capital needs as identified in the Dietz PCRs plus mark-ups) as well as other associated costs (soft costs, financing fees, reserves, etc). The preservation of Captain Cook and Seabeds is financially feasible through the use of a permanent mortgage, 4% Low Income Housing Tax Credit equity, and an NHA Acquisition Loan. The permanent mortgage will be supported by the additional operating funding that the NHA is expecting to receive as part of its conversion of Cook and Seabeds from the Section 9 public housing program to the

Section 8 Project-Based Voucher program. NHA is submitting the conversion applications to HUD in Spring 2023, with approval expected by September 2023. The increased annual subsidy income has the potential to support a $17 million loan (at 30 years amortization and 6% interest) and will further provide a stable ongoing operating subsidy that can support operations and future capital needs at the properties for years to come. Cook and Seabeds will also raise 4% Low Income Housing Tax Credit equity.

- **The project satisfies federal, state and local laws to the extent applicable.**

This project will satisfy applicable laws at different levels of government, including the U.S Department of Housing and Urban Development, Massachusetts General Law (M.G.L), the Massachusetts Department of Housing and Urban Development (DHCD), and local Needham regulations and ordinances.

- **The project leverages additional or multiple sources of public and/or private funding or assists in planning and development activities to facilitate such leverage may possibly be preferred.**

Based on preliminary budgeting, the increased annual subsidy income has a potential investment capital yield of up to $39.9 million to pay for the Seabeds/Cook Preservation Program: this investment capital yield includes 4% Low Income Housing Tax Credits and permanent debt.

- **The project utilizes, preserves, protects, increases or enhances Town-owned open space, recreation, historic and/or housing assets.**

The project preserves, protects and enhances 76 units of deeply affordable federal public housing units that contribute meaningfully to the Town's affordable housing stock.

- **A project that benefits privately owned resources shall include permanent restrictions to ensure a public benefit.**

Seabeds Way and Capt. Robert Cook are publicly owned developments owned by NHA. All units will continue under long-term affordability restrictions, such that no tenant will have to pay more that 30% of her/his income for rent. Additionally, it is part of NHA's mission to ensure that all units remain affordable in perpetuity.

- **Awarding funds for the project is consistent with prudent long-term management of CPA funds.**

The FY2024 request of $241,052 makes efficient and highly leveraged use of Needham's CPA funds. It allows the project to proceed toward financial closing and to finalize funding that will result a $39.9 million project for the long-term preservation of 76 deeply-affordable units in Needham.

- **The project proponent has demonstrated to the reasonable satisfaction of The Committee the ability and competency to implement the project as**

proposed either by its record of successfully implementing similar projects or otherwise.

NHA has demonstrated a good track record to the Committee. In the past, Needham CPC recommended and Town Meeting awarded:

- *$919,500 to NHA for High Rock Homes Redevelopment. This project successfully redeveloped 20 dilapidated bungalows into 20 duplexes (40 units) of affordable housing.*
- *$200,000 for conceptual planning and consulting staff for redeveloping NHA properties. This project resulted in the completion of the 2019 NHA Facilities Master Plan and the engagement of Cambridge Housing Authority (CHA) as NHA development consultant.*
- *$1,386,000 and $81,978 respectively, for Pre-Development at Linden/Chambers and Property Survey at High Rock Estates. NHA has hired BH+A to lead a 12-18 schematic design engagement for Linden/Chambers redevelopment, currently underway. NHA is expecting completion of the Property Conditions Report for High Rock Estates in February 2023.*

NHA's development consultant CHA has extensive experience with all tasks associated with the preservation of existing and construction of new affordable housing, including project conception and execution, identifying and securing financing, managing relocation and construction phasing, overseeing design development and construction, assisting with resident relocation, and finalizing project completion. Since 2010, CHA has secured over $1 billion in financing including approximately $354 million in LIHTC equity, $288 million in hard debt, $357 million in soft debt and $25 million in developer/sponsor contributions, resulting in improvements impacting over 2,087 affordable units and the new construction of 214 affordable units.

- **The applicant has site control, or the written consent by the property owner (or relevant Town agency or board) to submit an application.**

The NHA has full site ownership of Captain Robert Cook Drive and Seabeds Way.

- **The Committee prefers to bring projects to the Annual Town Meeting in May, though under special extraordinary circumstances that affect the project negatively, a project may be considered to be presented at a Special Town Meeting.**

N/A.

- **CPA funding will enable the project.**

CPA funding will be key to moving the project forward by supporting pre-development activities scheduled to commence in H2 2023. CPA funding will also leverage significant non-Needham funding to help the project move towards construction.

c. Explain how the project addresses or supports the <u>Community Housing Goals</u> articulated in the 2014 Needham CPA Plan:

- **Seek to increase the supply of affordable housing units while seeking to preserve the existing pattern and density of Needham's established residential neighborhoods.**

The funding request for Cook and Seabeds is critical to funding the pre-development work associated with the long-term preservation of 76 already-existing deeply affordable units in Needham.

- **Enable Needham to shape its own housing and development future and outcomes.**

See answer above.

- **Achieve progress towards the Town's responsibilities under Chapter 40B.**

Preserving NHA's 76 units of deeply affordable housing at Cook and Seabeds helps the Town to continue meeting its responsibilities under Chapter 40B (SHI greater than 10%).

- **Encourage the preservation and development of a diversity of housing resources that fosters a range of choices and housing options including affordable units to meet the Town's growing demand and current and future needs for affordable housing.**

This project preserves 76 units of deeply affordable housing designated for elderly/disabled and family households for 40+ years, helping to meet the Town's demand for affordable housing. The residents of NHA housing are the most diverse in the Town.

d. Explain how this project addresses the <u>Community Housing Factors for Consideration</u> in the 2014 Needham CPA Plan:

- **Preserves the affordable component of existing "expiring use" affordable units.**

N/A

- **Supports scattered-site low-density affordable unit development and avoids concentrated or high-density development.**

N/A

- **Is consistent with and assures fair housing practices.**

Marketing, tenant selection, and other applicable policies and procedures will continue to be in line with Fair Housing policies.

- **Redevelops, utilizes, improves or expands existing housing structures and infrastructure for affordable housing use. Projects that redevelop existing structures will be preferred.**

One of the goals of this project is to preserve the existing Captain Robert Cook Drive and Seabeds Way developments so as to continue to serve the Needham community as deeply affordable housing.

- **Provides affordable housing opportunities on identified parcels of town owned land as set forth in the Town of Needham Open Space Report to the Board of Selectmen.**

N/A

- **Provides affordable housing opportunities in the business districts, including the Town Center, Needham Heights, and Chestnut Street Corridor, compatible with existing infrastructure. Serves an underserved population or populations by establishing affordability restriction in perpetuity.**

N/A

- **Considers the various development needs of the Town.**

The preservation of Captain Cook and Seabeds Way is fully consistent with and endorsed by the 2023 Needham Housing Plan.

- **Project proponent has satisfied the requirements of 40B (to the extent applicable).**

N/A.

5. **Supporting documents:**
    a. **Please attach letters, references, studies, maps, statistics or any other documents which support the merits of the application.**

Please refer to the documents that can be found in the Box repository.

6. **Project Specific Questions:**
    a. **Please provide a copy of the Existing Conditions Reports by Dietz and Company.**

These documents can be found in the linked Box repository.

    b. **What is the experience of NHA's architects Dietz and Company in estimating preservation repairs that are eligible for funding under the CPA? Is this a routine exercise for Dietz and Company?**

Dietz and Company Architects have extensive experience with estimating preservation repairs and have produced 20+ such assessments for affordable housing properties in the Greater Boston area and throughout Massachusetts, which have resulted in the preservation of over 1,000 affordable housing units. Each of these assessments have required extensive cost estimating efforts to ensure accurate projections of preservation repairs eligible for funding at federal, state, and local levels.

Three notable and recent examples of such work include:

- *Revitalization of Millers River: 301-unit, 19-story high rise providing public housing to elderly/disabled households in Cambridge. The construction budget was $115 million and construction was completed in 2022.*
- *Modernization of Roosevelt Towers: 112-units of public housing for families located in four three-story buildings in Cambridge. The construction budget was $38 million and construction was completed in 2022.*
- *Existing Conditions Assessment for Campello Towers: 398 units of affordable housing for elderly/disabled residents located in two nine-story high-rise buildings. This project is in early conceptual design stages, and construction is expected to begin in June 2024.*

Producing existing conditions assessments is a critical first step in the early stages of a preservation project. At the start of a preservation project, an architectural team is hired to perform a comprehensive assessment of physical issues at the property to determine the required project scope of work and associated costs.

c. Please provide a copy of the analysis detailing which expenditures are allowed under the CPA and which are not. Include an explanation of the specific rationale used to make that determination. Please provide any backup documentation or analyses used to support that assessment.

*The **Cost Matrix Spreadsheets** have been provided in the linked Box repository. They provide a detailed list and estimated cost of repairs needed, broken into three ranges: 0-3 years; 3-10 years; and 10-20 years.*

*As stated in the Needham Community Preservation Plan and the Massachusetts Community Preservation Act (MGL Ch. 44b §5(b)2), CPA funding may be recommended for "...the acquisition, creation, **preservation,** and support of community housing." As clarified by a DHCD advisory opinion, Public Housing Notice 2013-14 states that 'preservation' work on existing community housing resources is allowed, where preservation is classified as:*

- *Building envelope and site work to preserve the structural integrity of the housing,*
- *Roof, siding and window replacements to assure the water tightness of the housing,*
- *Upgrading of dangerous electrical or plumbing services*
- *Replacement of dangerous building systems which threaten the housing units,*
- *Installation of hard-wired smoke alarms, sprinklers and other building fire suppression systems.*

*The FY24 CPA application for Captain Cook and Seabeds is to cover the CPA-Funding-Eligible pre-development costs associated with preparing the two properties for construction start in at the end of 2024. To determine the portion of the total pre-development cost that is eligible for CPA funding, the NHA team applied the PHN2013-14 guidance to the **Cost Matrix Spreadsheets**. This percentage was then applied to the pre-development costs to arrive at the FY24 CPA ask of $241,052.*

Based on the Seabed and Cook PCRs, the NHA have identified repairs that meet the definition of "preservation" above and thus are eligible for CPA funding. These eligible repairs amount to 20.18% of the estimated construction cost of Seabeds and 22.89% of the estimated construction cost of Captain Cook.

Category	*Cost per Captain Cook PCR*	*Cost per Seabeds Way PCR*
Façade, Windows, Roofing, and Chimneys	*$1,272,464*	*$746,400*
Fire Suppression Systems	*$338,600*	*$381,240*
Key Heating & Ventilation		*$235,560*
Electrical distribution systems	*$89,000*	*$159,200*
Fire Alarms and Carbon Dioxide Detection hardware	*$130,500*	*$212,900*
Total "Preservation" Eligible	***$1,830,564***	***$1,692,700***
Total Costs	***$7,998,758***	***$8,389,110***
% of Repairs Eligible	***22.89%***	***20.18%***

The blended average of the percentage of repairs eligible for Captain Cook and Seabeds is 21.25%. It was calculated by combining the percentage of repairs eligible as "preservation" at Captain Cook (22.89% pro-rated for 30 of 76 units) and the percentage of repairs eligible as "preservation" at Seabeds Way (20.18% pro-rated for 46 out of 76 units). This 21.25% percentage was then applied to the total predevelopment costs for the Captain Cook and Seabeds (estimated to be $1,134,375, see below) in order to arrive at an amount of the predevelopment costs that is eligible for CPA funding based on its use toward the preservation of Captain Cook and Seabeds. See below:

Cook/Seabeds Pre-Development Budget and Funding Request			
	Total	**Funded by CPA**	**Other Funds (NHA Reserve, Capital Fund Program, pre-development loan)**
A/E Pre-Development	*$637,500*	*$241,052*	*$396,448*
A/E Due Diligence	*$150,000*		*$150,000*
Market Study	*$5,500*		*$5,500*
Title Report	*$2,750*		*$2,750*
Site Environmental Report	*$5,500*		*$5,500*
CHA Development Consulting Fee	*$200,000*		*$200,000*
Legal Fees	*$30,000*		*$30,000*
Total	***$1,031,250***	***$241,052***	***$790,198***
10% contingency	*$103,125*		*$103,125*
Total with contingency	***$1,134,375***	***$241,052***	***$893,323***
Allowable as preservation by the CPA Act	*21.25%**		

CPA FUNDING REQUEST (21.25% of total pre-development costs with contingency)	***$241,052***

Using the methodology described below, NHA is estimating that $241,052 of the total predevelopment cost of $1,134,375 is associated with predevelopment services related to preservation scope of work that will be a part of the Cook and Seabeds construction project.

In addition to the calculations shown above, NHA is providing cost matrix spreadsheets detailing Dietz and Co.'s latest estimates of physical needs at Captain Cook and Seabeds Way. To the right of these tables, a yellow highlighted column indicates which of the listed costs are eligible for funding under the CPA's definition of "preservation."

d. The numbers presented in the initial application reflect direct costs only. No allowance or mark-up was made for contingency, general conditions, and future construction cost escalation. Please provide an estimate of those mark-ups, the assumptions used, and the applicant's best estimate as to how that would affect the total project costs as well as the CPA portion.

Please note that the funding requested in this application is for pre-development costs and not designated to help fund construction costs for the project. Because of this, the NHA's FY2024 CPA funding request is not affected by the addition of mark-ups to the physical costs. However, a 10% contingency line item was included in the pre-development budget should pre-development costs increase. The hard cost numbers included in the application were meant to describe the methodology behind arriving at the amount of the pre-development costs that are CPA eligible (see answer to 6.c.).

e. Please provide the basis for the funding request amount of $240,308. Provide any backup documentation.

See answer to 6.c.

f. Is the funding request essential to the success of the project?

Yes. NHA has limited available resources to cover pre-development expenses. The funding requested in this application is a key piece of the pre-development budget, which will cover architectural & engineering costs necessary to help the project successfully produce construction documents and achieve financial closing by Q4 2024. The federal subsidy funding sought in the conversion applications that will be submitted to HUD in February 2023 is contingent upon the project being 'shovel-ready' and achieving financial closing. That is, the project needs to achieve financial closing and start construction in order to unlock the higher operating subsidy from HUD.

g. If the amount requested is funded by CPC, what effect, if any, will it have on the amount of funding provided by HUD for the project?

See answer to questions above.

THE FOLLOWING QUESTIONS WERE ASKED AT THE 3/15/2023 CPC MEETING

1) **NHA Operations & Waitlist**

a) What is the size of the waitlist at these properties?

There is a multiple year wait for applicants on the federal waitlist for Seabeds Way and Captain Robert Cook. The current waitlist is:

- *Seabeds Way -- 135 senior/disabled applicants for 46 units*
- *Capt. Robert Cook -- 124 families for 30 units*

b) What is the size of your maintenance team? Have these units been maintained over the course of time?

NHA has 5 maintenance personnel budgeted for 2023, including the Director of Maintenance and Operations. The units have been as well maintained as they could be given the limited funding made available to the NHA from HUD through the capital fund program and the low amount of operating subsidy provided to Seabeds Way and Captain Robert Cook.

2) Federal Conversion

a) What sort of oversight does HUD have once they become involved with a conversion?

Currently, HUD does an annual inspection. When a property is repositioned or converted to Project-Based Section 8 voucher units, the units are inspected by a third-party inspector and need to meet Housing Quality Standards to ensure that physical standards are met.

b) What are the risks involved with this conversion application?

There is very low risk of conversion not happening. HUD is very supportive of PHAs putting together conversion/repositioning applications to move properties from the public housing program (Section 9) to the Project-Based Voucher platform (Section 8). NHA has confirmed via our CHA consultants that Seabeds Way and Captain Robert Cook are able to qualify for the contemplated repositioning application and should see no difficulties being successful with this application.

c) You are currently operating under a capital deficit? How will this change with the conversion?

Yes. Seabeds Way and Captain Robert Cook are operating under a capital deficit given the low amount of funding provided from HUD for capital repairs.

Once the conversion takes place, NHA will receive more operating income that will help finance capital needs and a replacement reserve for future repairs. As part of the conversion, the operating income at Seabeds Way and Captain Robert Cook will almost double, increasing from $1 million per year to $1.92 million per year. In essence, converting these properties to the Project-Based Voucher platform will give the NHA the financial resources to meet the capital needs of Seabeds Way and Captain Robert Cook.

d) Will these units remain deeply affordable once the conversion has occurred?

Yes – the rents for these units will continue to be calculated based on 30% of residents' monthly income because of the use of Project-Based Section 8 Vouchers.

3) Budget & Costs

a) On slide 14 of the powerpoint presentation, could you please explain the $39.9 million budget (how does $241K turn into this amount)?

The $39.9 million budget includes hard construction costs, architectural & engineering costs, financing fees, soft fees, and reserves and is covered by a permanent mortgage and 4% Low Income Housing Tax Credit equity. Below is a breakdown of the preliminary capital budget, with uses and sources:

Uses	
Construction	$23,735,401
A&E	$3,097,094
Financing Fees	$3,378,360
Relocation	$234,321
Other Soft Cost	$1,381,843
Contingency	$2,613,540
Reserves	$963,363
Developer Fee	$4,498,456
Total	**$39,902,379**
Sources	
4% LIHTC Equity	$24,109,310
Permanent Debt	$15,793,069
Total	**$39,902,379**

The $241K request for CPC funding is for pre-development funding and will help pay for the development of the construction scope and drawings needed to attract and close on the 4% Low Income Housing Tax Credit equity and permanent mortgage.

b) Will this work be done over 20 years? Your analysis laid out physical costs in three timed buckets.

Substantially all of the work is contemplated to be completed by the end of 2025. In the Property Conditions Reports, the reason for splitting up cost categories based on level of urgency and years is because that is how HUD wants to view the physical needs of the properties as part of the conversion application.

The NHA will be procuring an A/E designer team for Seabeds Way and Captain Robert Cook in spring 2023. They will be tasked with working with the NHA to establish an appropriate scope of work for these two properties. For this application, we attempted to find the right scope of work that maximizes the improvements we can make at the properties, the funding that is available, and enhance the longevity of the projects. The construction work on the full scope would begin in 2024 and would take approximately 12-16 months to complete.

c) Where are escalation costs related to the needed work incorporated in the budget?

Escalation costs are included in the Property Conditions Reports produced for Cook and Seabeds and are embedded in the construction numbers.

d) There is less of a "layer cake" presented in the budget for FY2024-02 (Cook/Seabeds) than in the one for FY2024-01 (Linden-Chambers). Why?

Correct - this project will have a less complex financing structure thanks to the federal conversion to Project-Based Section 8 vouchers, which brings in deep operating subsidies to fund the project and allows the two properties to carry a larger permanent mortgage.

e) On Slide 11 of the powerpoint presentation, what are the details related to the "Other Funds" (NHA reserve, Capital fund, pre-development loan)? This "Other" source begs the question of why you are requesting any money at all from the CPC?

NHA is in the process of determining what outside pre-development lending options are available and can provide you with the following information at this point about NHA's development reserves and capital fund:

- *NHA's remaining Development Reserve of $450,000 constitutes unrestricted funding under direct NHA control and is limited. It is NHA's intent to use these funds to cover unexpected costs and contingencies and therefore it should not be used as a primary source for pre-development funding.*

- *NHA's Capital Fund program is provided by HUD to meet capital needs at the properties over a five year period, with an available balance of $1,518,000 over a five year period, or approximately $2,200/unit/year . This funding is already encumbered urgently needed projects that have been deferred for years, leaving a limited portion available for NHA to use to pay for pre-development funding.*
- *Theoretically, maybe ~$240,000 of these urgent projects could be further delayed to obviate the need for the for this FY2024-02 CPA funding requests. But it's more likely that the NHA Board would chose to borrow these funds needed for Seabeds/Cook predevelopment expenses.*

Bottom line: NHA would like to minimize the amount of outside pre-development lending for Seabeds Way and Captain Cook, as pre-development lending typically has high interest rates that will increase the cost of preserving and rehabilitating these two properties. Given the limited funds at the NHA and the high cost of outside predevelopment loans, the NHA is requesting that the CPC assist with a portion of pre-development funding for Seabeds Way and Captain Robert Cook.

4) <u>Project Logistics</u>

a) What is the basis is for the statement on Page 4 of the Follow-up Questions, after noting that the Site is within the Needham Zoning District Single Residence B (SRB): "The developments are currently an allowable, pre-existing, non-conforming use?" According to the information provided, the developments, totaling 76 units, were built in the early 80's on a parcel of approximately 10 acres, thus being approximately 7.6 units/acre. Assuming that the site was zoned SRB at the time the developments were built, only single-family homes on 10,000 sq. ft. lots were allowed under local zoning. Under what exemption from local zoning was the development built in the 80's? I don't have case law to cite right now, but I believe that if a use was allowed by right under some <u>exemption</u>, but the use later changes, it cannot rely on the status of a pre-existing non-conforming use. As a federal project, it may have been exempt from local zoning, and if it continued as a federal project, it would likely continue to be exempt, but if it is to be privately-owned in the future, zoning issues may arise even if no reconstruction or additions are proposed (only renovation/preservation).

We are in the process of determining if any zoning relief was provided to Captain Cook and Seabeds Way when they were originally built in the 1980s. It has been the CHA's experience that the change from Section 9 subsidized housing to Section 8 subsidized housing has not triggered any required zoning approval, as long as the use of the property continues to be same (residential), the unit count does not increase by more than 20% and the footprint of the structures are not altered. We will confirm this with a zoning attorney as part of the project's pre-development.

b) Is it correct that this project will not require any zoning changes? If so, funding will determine the timeline for this work?

The current expectation is that the project will not require any zoning changes. The scope for these projects preserves the structures that are already existing on site and at this point does not envisage expanding the footprint of the property or adding additional units.

c) Is the LIHTC structure utilized for this project the same as the one discussed during last week's meeting (on FY2024-01)?

Yes, the preservation of Seabeds Way and Captain Robert Cook envisages the use of 4% Low Income Housing Tax Credits. The tax credit investor would be the investor partner owning 99.99% of the partnership while the NHA would own the remaining 00.01% as the managing member for the duration of the15-year tax credit compliance period. After this period, the investor member would be bought out of the partnership and the NHA would step back in as full owner. A key piece of this project will involve the NHA entering into a ground lease with the partnership, so that the NHA retains ownership of the land.

Summary of Projects under Consideration & CPA Funding Needs

---------- NHA Project Budgets ----------							Current CPC Funding Applications	
Project	**Project Type**	**BEFORE # of Units**	**AFTER # of Units**	**TOTAL EST. COST**	**Funding Sources**		**Application**	**Amount**
					Non-Needham	**CPA**		
#1. Seabeds Way/ Capt. Robert Cook	Modernize/ Preserve	46 Sr./Disabled 30 Family	46 Sr./Disabled 30 Family	$43m	$42.6m	$ 364,684	FY24-02	$241,052
#2. Linden I	Redevelop	28 - 72 Sr./Disabled	62 - 128 Sr./Disabled	$37.4 - $70 m	$32.4 – 63.6m	$5m -6.4 m	FY24-01	$1,165,000
#3. High Rock I	Redevelop	20 Family	40 Family	$33.9m	$27.9m	$6m		
#4. Linden/Chambers II	Redevelop	80 - 124 Sr./Disabled	110-130 Sr./Disabled	$60-71 m	TBD	TBD		
#5. High Rock II	Redevelop	40 Family	80 Family	$67.8m	TBD	TBD		
	TOTALS	**198 Sr./Disabled 90 Family Tot. = 288 units**	**218 - 304 Sr./Disabled 150 Family Tot. = 368 - 454 units**	**$242.1 - 285.7m**	**$102.9 – 134.1m**	**$11.4 – 12.76m**		

CPA Funding - Five-Year Lookahead

	FY24	**FY25**	**FY26**	**FY27**	**FY28**	**FY29**	**Total**
	7/1/23-6/30/24 Current Appl.	**7/1/24-6/30/25 Linden/Chambers I - Construction**	**7/1/25-6/30/26 High Rock I**	**7/1/26-6/30/27 Linden/Chambers II**	**7/1/27-6/30/28 High Rock II**	**7/1/28-6/30/29**	
CPA Request	$1,406,052	$2,449,000 - $3,849,000*	$6,000,000*	?	?	?	**$9.85- $11.25 Million**

*May be spread out across multiple funding years as needed.

Mark Ups	PM&C	HUD
Design and Estimating Contingency	15.0%	15.0%
Phasing Contingency	5.0%	0.0%
Subcontractor Bonds	w/ rates	0.0%
General Conditions	12.0%	5.0%
General Requirements	3.0%	w/ GC's
Winter Conditions	1.0%	w/ GC's
Insurances - GLI/Builders Risk	1.40%	w/ GC's
Bond	0.70%	w/ GC's
Building Permit	1.00%	w/ GC's
Overhead & Profit	10.0%	w/ GC's
Construction Contingency	7.5%	7.5%
A/E Design & Construction Monitoring	5.5%	5.5%
Overhead & Profit for Special Subcontrac	w/ rates	10.0%
PHA Administrative Costs	2.0%	2.0%
Mark Ups w/o Escalation	**64%**	**45%**

Critical	Escalation to Bid (Allow June 2024)	10.13%	24	Priority 1: Critical - Repairs within 0
Moderate	Escalation to Bid (Allow June 2027)	23.63%	60	Priority 2: Moderate - Repairs withi
Long Range	Escalation to Bid (Allow June 2037)	68.63%	180	Priority 3: Long Range - Repairs wit

n 3-10 years
:hin 10- 20 years

COST RECOMMENDATION MATRIX

CLIENT: Cambridge Housing Authority
OWNER: Needham Housing Authority
PROPERTY Captain Robert Cook
ADDRESS: 32 - 68 Captain Robert Cook Drive, Needham MA 02301

REPORT DATE December 23, 2022

PREPARED BY: Dietz & Co. Architects, Inc.
DCo PJT NO. 22138D

PRIORITY CATEGORY SYSTEM
Priority 1: Critical - Repairs within 0-3 years
Priority 2: Moderate - Repairs within 3-10 years
Priority 3: Long Range - Repairs within 10- 20 years

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	Eligible for CPA Funding
											Critical	Moderate	Long Range		
											Priority 1	Priority 2	Priority 3		
3.2.2	***Site***									***736,590***	***711,590***	***25,000***	***0***	***736,590***	
3.2.2-1	Paving, Parking, and Curbing	Roadway Asphalt Pavement (Top Course) - Overlay	Critical	10	Unknown	1	740	TON	$ 190	$ 140,600	140,600	0	0	140,600	
3.2.2-2	Paving, Parking, and Curbing	Roadway Asphalt Pavement (Binder Course) - Overlay	Critical	10	Unknown	1	924	TON	$ 165	$ 152,460	152,460	0	0	152,460	
3.2.2-3	Paving, Parking, and Curbing	Roadway Asphalt Pavement (Top and Binder Course) - Mill	Critical	10	Unknown	1	6,670	SY	$ 18	$ 120,060	120,060	0	0	120,060	
3.2.2-4	Paving, Parking, and Curbing	Repair Damaged Walkways, (allow 5'W)	Critical	20	Unknown	3	2,700	LF	$ 75	$ 202,500	202,500	0	0	202,500	
3.2.2-5	Paving, Parking, and Curbing	Repair Pavement Around Utility Structures	Critical	20	Unknown	1	31	EA	$ 500	$ 15,500	15,500	0	0	15,500	
3.2.2-6	Paving, Parking, and Curbing	Replace Damaged Cape Cod Berm	Critical	20	Unknown	1	1,048	LF	$ 15	$ 15,720	15,720	0	0	15,720	
3.2.2-7	Paving, Parking, and Curbing	Replace Damaged Concrete Curb	Critical	20	Unknown	2	2,390	LF	$ 25	$ 59,750	59,750	0	0	59,750	
3.2.2-8	Paving, Parking, and Curbing	Install Detectable Warning Panels for ramps	Critical	5	Unknown	0	10	EA	$ 500	$ 5,000	5,000	0	0	5,000	
3.2.2-9	Paving, Parking, and Curbing	Dumpster Concrete Pad replacement	Moderate	20	Unknown	4	5	EA	$ 5,000	$ 25,000	0	25,000	0	25,000	
3.2.3	***Landscaping & Site Amenities***									***333,016***	***323,016***	***10,000***	***0***	***333,016***	
3.2.3-1	Landscape and Site Amenities	Repair Damaged Sidewalks and Walkways, (allow 5'W)	Critical	20	Unknown	1	2,700	LF	$ 75	$ 202,500	202,500	0	0	202,500	
3.2.3-2	Landscape and Site Amenities	Replace Retaining Walls	Critical	5	Unknown	1	100	LF	$ 250	$ 25,000	25,000	0	0	25,000	
3.2.3-3	Landscape and Site Amenities	Re-install Fence (48 inch vinyl coated pipe top rail)	Critical	10	Unknown	1	315	LF	$ 26	$ 8,190	8,190	0	0	8,190	
3.2.3-4	Landscape and Site Amenities	Repair Walkway Aprons	Critical	10	Unknown	1	35	EA	$ 1,250	$ 43,750	43,750	0	0	43,750	
3.2.3-5	Landscape and Site Amenities	Reseed and Stabilize Landscape Areas	Critical	2	Unknown	1	4,190	SY	$ 10	$ 43,576	43,576	0	0	43,576	
3.2.3-6	Landscape and Site Amenities	Install Entrance For Playground Area	Moderate	N/A	Unknown	N/A	1	EA	$ 10,000	$ 10,000	0	10,000	0	10,000	
3.2.5	***Utilities***									***128,100***	***128,100***	***0***	***0***	***128,100***	
3.2.5-1	Utilities	Cleaning Drainage and Sewer Pipes	Critical	1	N/A	0	2,560	LF	$ 10	$ 25,600	25,600	0	0	25,600	
3.2.5-2	Utilities	Clean Detention Basin	Critical	1	N/A	0	1	EA	$ 2,500	$ 2,500	2,500	0	0	2,500	
3.2.5-3	Utilities	Upgrade Site Lighting	Critical	10	N/A	0	20	POLE	$ 4,500	$ 90,000	90,000	0	0	90,000	
3.2.5-4	Utilities	Hydrant Flow Test	Critical	N/A	N/A	N/A	2	EA	$ 2,500	$ 5,000	5,000	0	0	5,000	
3.2.5-5	Utilities	Check and Maintained Sewer Pump	Critical	N/A	N/A	N/A	1	EA	$ 5,000	$ 5,000	5,000	0	0	5,000	
3.3	***Architectural Systems***									***3,076,302***	***2,395,345***	***658,457***	***22,500***	***3,076,302***	
3.3.1	*Building Envelope*									***2,100,764***	***1,740,764***	***337,500***	***22,500***	***2,100,764***	
3.3.1.1-1	Façade	The cementitious siding should be removed at all exterior wall areas, with the sheathing replaced with proper plywood sheathing, repairing any deteriorated wood framing and wet fiberglass insulation in the process. New air barrier and waterproofing systems should be installed, and new siding, such as an improved vinyl siding as was performed at the at Seabed's Way project, can then be installed over a proper underlayment. New PVC wood trim should be included in the new wall cladding	Critical	25	40	-15	12,000	SF	$ 40	$ 480,000	480,000	0	0	480,000	$ 480,000
3.3.1.2-1A	Fenestration System - Louvers	Replace all ridge vents.	Critical	25	40	-15	50	N/A	$ 100	$ 5,000	5,000	0	0	5,000	$ 5,000
3.3.1.2-1B	Fenestration System - Windows	Replace missing window screens in the portion of the windows.	Critical	-	-	-	30	EA	$ 150.00	$ 4,500	4,500	0	0	4,500	
3.3.1.3-1	Exterior Doors	Replace all storm doors, including hardware and closers.	Critical	25	40	-15	60	EA	$ 2,725	$ 163,500	163,500	0	0	163,500	
3.3.1.3-2	Exterior Doors	Replace all exterior unit doors (3'x6-8"), including hardware.	Moderate	25	15	10	60	EA	$ 3,625	$ 217,500	0	217,500	0	217,500	
3.3.1.3-3	Exterior Doors	Replace all exterior doors at mechanical 'shed' with new hollow metal double doors ((2) 2'-6"x5'-0") and new hardware.	Critical	20	40	-20	18	EA	$ 5,850	$ 105,300	105,300	0	0	105,300	
3.3.1.3-4	Exterior Doors	Replace all exterior doors at storage 'shed' with new hollow metal double doors ((2) 3'-0"x5'-0") and new hardware.	Critical	20	40	-20	30	EA	$ 7,250	$ 217,500	217,500	0	0	217,500	

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	Eligible for CPA Funding
											Critical Priority 1	Moderate Priority 2	Long Range Priority 3		
3.3.1.4-1	Roofing	All asphalt shingle roofs should be replaced. Reroofing should include removal of the existing shingles and underlayment, down to the wood roof sheathing. Any deteriorated sheathing should be replaced, with an ice and water barrier applied to the deck, and a durable asphalt shingle installed, with appropriate flashings. Soffit venting should be replaced, with new ridge and gravity vents installed to provide proper venting of the uninsulated attic spaces.	Critical	20	24	-4	40,068	SF	$ 18	$ 721,224	721,224	0	0	721,224	$ 721,224
3.3.1.5-1	Roof Drainage (Gutters & Downspouts)	Add gutters to facias and and connect to downspouts.	Critical	N/A	N/A	N/A	1,458	LF	$ 30	$ 43,740	43,740	0	0	43,740	$ 43,740
3.3.1.7-1	Chimneys	Chimneys can be removed if no PVC venting is existing	Long Range	30	40	-10	18	EA	$ 1,250	$ 22,500	0	0	22,500	22,500	$ 22,500
3.3.1.8-1	Storage & Mechanical Sheds	Sheds are beyond their useful life and should be replaced with a pitched single roof on concrete pier foundations.	Moderate	20	40	-20	30	EA	$ 4,000	$ 120,000	0	120,000	0	120,000	
3.3.2	*Interior Elements*									***975,538***	***654,581***	***320,957***	***0***	***975,538***	
3.3.2.4-1	Entry Stairs	Demolish and replace door accessible thresholds.	Critical	N/A	N/A	N/A	60	EA	$ 200	$ 12,000	12,000	0	0	12,000	
3.3.2.5-1	Interior Stairs	Demolish existing single sided run of handrails and install new wooden handrails on both sides of stairway.	Critical	N/A	40	N/A	500	LF	$ 120	$ 60,000	60,000	0	0	60,000	
3.3.2.5-2	Interior Stairs	Demolish and replace carpeting on stairs.	Critical	N/A	40	N/A	1,000	SF	$ 11	$ 10,667	10,667	0	0	10,667	
3.3.2.6-1	Flooring	Demolish and replace sheet vinyl flooring in Kitchen with vinyl plank tile flooring.	Critical	20	40	-20	3,150	SF	$ 9	$ 28,350	28,350	0	0	28,350	
3.3.2.6-2	Flooring	Demolish and replace sheet vinyl flooring in Bathroom with new flooring and rubber baseboard.	Critical	20	40	-20	1,656	SF	$ 9	$ 14,904	14,904	0	0	14,904	
3.3.2.7-1	Interior Finishes - Walls	Patch and paint plaster and trim as required.	Moderate	N/A	N/A	N/A	100,000	SF	$ 1	$ 110,000	0	110,000	0	110,000	
3.3.2.7-2	Interior Finishes - Ceilings	Patch and paint plaster as required.	Moderate	N/A	N/A	N/A	28,620	SF	$ 1	$ 31,482	0	31,482	0	31,482	
3.3.2.8-1	Doors	Demolish and replace all hollow core doors with new solid core doors and new hardware with level handle.	Critical	N/A	N/A	N/A	143	EA	$ 1,620	$ 231,660	231,660	0	0	231,660	
3.3.2.9-1	Kitchens	Demolish and replace base wall particle board cabinets with plastic laminate clad architectural cabinets.	Critical	25	40	-15	450	LF	$ 280	$ 126,000	126,000	0	0	126,000	
3.3.2.9-2	Kitchens	Demolish and replace upper wall particle board cabinets with plastic laminate clad architectural cabinets.	Critical	25	40	-15	360	LF	$ 230	$ 82,800	82,800	0	0	82,800	
3.3.2.9-3	Kitchens	Demolish and replace plastic laminate counter tops with new plastic laminate clad countertops.	Critical	25	40	-15	960	SF	$ 60	$ 57,600	57,600	0	0	57,600	
3.3.2.9-4	Kitchens	Replace stove and hood.	Moderate	N/A	N/A	N/A	30	EA	$ 1,750	$ 52,500	0	52,500	0	52,500	
3.3.2.9-5	Kitchens	Replace refrigerator.	Moderate	N/A	N/A	N/A	30	EA	$ 1,450	$ 43,500	0	43,500	0	43,500	
3.3.2.9-6	Kitchens	Replace washer and dryer.	Moderate	N/A	N/A	N/A	30	EA	$ 2,400	$ 72,000	0	72,000	0	72,000	
3.3.2.10-1	Bathrooms	Demolish and replace vanity with plastic laminate clad vanity.	Critical	25	25	0	45	EA	$ 680	$ 30,600	30,600	0	0	30,600	
3.3.2.10-2	Bathrooms	Demolish and replace wall cabinet with plastic laminate clad cabinet.	Moderate	25	10	15	45	EA	$ 255	$ 11,475	0	11,475	0	11,475	
3.4	***Building Systems***									***3,136,450***	***715,100***	***990,850***	***1,430,500***	***3,136,450***	
3.4.1	*Fire Protection*									***188,600***	***0***	***188,600***	***0***	***188,600***	
3.4.1-1	Fire Suppression	None in place. Consider Fire Suppression at 2 BR Units (770 sf)	Moderate	N/A	N/A	N/A	3	UNIT	$ 6,200	$ 18,600	0	18,600	0	18,600	$ 18,600
3.4.1-2	Fire Suppression	None in place. Consider Fire Suppression at 3 BR Units (930 sf)	Moderate	N/A	N/A	N/A	20	UNIT	$ 7,500	$ 150,000	0	150,000	0	150,000	$ 150,000
3.4.1-3	Fire Suppression	None in place. Consider Fire Suppression at 4 BR Units (1,250 sf)	Moderate	N/A	N/A	N/A	2	UNIT	$ 10,000	$ 20,000	0	20,000	0	20,000	$ 20,000
3.4.2	*Plumbing Systems*									***639,250***	***210,000***	***18,750***	***410,500***	***639,250***	
3.4.2-1	Water Supply	Add increased water service for Fire Suppression	Critical	N/A	N/A	N/A	6	EA	$ 25,000	$ 150,000	150,000	0	0	150,000	$ 150,000
3.4.2-2	Shock Arrestors for Laundry	Replace Shock Arrestors for Laundry	Critical	20	40	-20	60	EA	$ 1,000	$ 60,000	60,000	0	0	60,000	
3.4.2-3	Domestic Hot Water	Add pipe insulation under sinks	Moderate	N/A	N/A	N/A	75	EA	$ 250	$ 18,750	0	18,750	0	18,750	
3.4.2-4	Kitchen sinks & faucets	Replace at lifespan	Long Range	25	4	21	30	EA	$ 1,500	$ 45,000	0	0	45,000	45,000	
3.4.2-5	Bathroom Lavs & faucets	Replace at lifespan	Long Range	25	4	21	45	EA	$ 1,500	$ 67,500	0	0	67,500	67,500	
3.4.2-6	Toilets	Replace at lifespan	Long Range	25	4	21	45	EA	$ 2,000	$ 90,000	0	0	90,000	90,000	
3.4.2-7	Tubs & surrounds	Replace at lifespan	Long Range	25	4	21	32	EA	$ 5,000	$ 160,000	0	0	160,000	160,000	
3.4.2-8	Shower valves	Replace at lifespan	Long Range	25	4	21	32	EA	$ 1,500	$ 48,000	0	0	48,000	48,000	
3.4.3	*Heating, Ventilation, & Air-Conditioning*									***1,815,600***	***285,600***	***570,000***	***960,000***	***1,815,600***	
3.4.3-1	Fin-Tube baseboard	Replace fin-tube baseboard in all locations w/ valving, etc.	Critical	25	40	-15	1,600	LF	$ 140	$ 224,000	224,000	0	0	224,000	
3.4.3-2	Empty baseboard enclosure	Replace empty baseboard enclosure in all locations	Critical	25	40	-15	480	LF	$ 50	$ 24,000	24,000	0	0	24,000	
3.4.3-3	Bathroom Exhaust Fans	Replace bathroom Exhaust Fans with Panasonic Continuous exhaust set to code standard flow rates for apartment	Critical	20	30	-10	47	EA	$ 800	$ 37,600	37,600	0	0	37,600	
3.4.3-4	Future Heating & Cooling Equipment	Consider and study air source heat pumps	Long Range	N/A	N/A	N/A	32	EA	$ 30,000	$ 960,000	0	0	960,000	960,000	
3.4.3-5	Kitchen exhaust hoods	Replace at lifespan & clean ducts	Moderate	20	8	12	30	EA	$ 2,000	$ 60,000	0	60,000	0	60,000	
3.4.3-6	Combi-Boiler Systems	Replace at lifespan	Moderate	18	4	14	30	EA	$ 15,000	$ 450,000	0	450,000	0	450,000	
3.4.3-7	Furnaces at Community Building	Replace at lifespan with high efficiency units	Moderate	20	15	5	2	EA	$ 10,000	$ 20,000	0	20,000	0	20,000	

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	Eligible for CPA Funding
											Critical	Moderate	Long Range		
											Priority 1	Priority 2	Priority 3		
3.4.3-8	Condensing Units at Community Building	Replace at lifespan	Moderate	18	6	12	2	EA	$ 20,000	$ 40,000	0	40,000	0	40,000	
3.4.4	*Electrical Systems*									***274,000***	***68,000***	***146,000***	***60,000***	***274,000***	
3.4.4-1	Service & Metering	Replace the 200A Meter socket and Disconnect at each Building	Critical	45	40	5	6	EA	$ 3,500	$ 21,000	21,000	0	0	21,000	$ 21,000
3.4.4-2	Distribution System	Routinely test all GFCI receptacles in each mechanical space, bathroom, and kitchen.	Critical	15	15	0	120	EA	$ 25	$ 3,000	3,000	0	0	3,000	$ 3,000
3.4.4-3	Distribution System	Replace receptacles with AFCI receptacles if the apartment load center is not scheduled for an immediate update to AFCI breakers.	Critical	40	20	20	160	EA	$ 50	$ 8,000	8,000	0	0	8,000	$ 8,000
3.4.4-4	Distribution System	Consider adding receptacle counts in rooms per the current code-requirement of every 12-feet of wall or fraction thereof.	Moderate	20	0	20	60	EA	$ 350	$ 21,000	0	21,000	0	21,000	$ 21,000
3.4.4-5	Distribution System	Replace 125A, 120/240V, 1-Phase, 3-wire load centers in each apartment. GFCI/AFCI breakers to be included in Load Center schedule for the refrigerator and any inaccessible 120v receptacle located within 6-ft of a sink.	Critical	45	40	5	30	EA	$ 1,200	$ 36,000	36,000	0	0	36,000	$ 36,000
3.4.4-6	Lighting & Lighting Controls	Continue replacing all kitchen and bathroom light fixtures with efficient LED fixtures.	Moderate	10	5	5	90	EA	$ 250	$ 22,500	0	22,500	0	22,500	
3.4.4-7	Lighting & Lighting Controls	Continue replacing front/back entryway and common area lights with efficient LED fixtures and consider motion sensors and timers for added efficiencies.	Moderate	10	5	5	160	EA	$ 400	$ 64,000	0	64,000	0	64,000	
3.4.4-8	Lighting & Lighting Controls	Consider replacing light poles with LED lamp technology with electric eye response to seasonal lighting demands.	Moderate	30	40	-10	10	EA	$ 2,500	$ 25,000	0	25,000	0	25,000	
3.4.4-9	Lighting & Lighting Controls	Consider adding an integrated exhaust fan with nightlight feature in all bathrooms as bathrooms were just exhaust systems.	Moderate	15	0	15	30	EA	$ 450	$ 13,500	0	13,500	0	13,500	
3.4.4-10	Other Systems	Provide a Faraday lightning protection system with UL Master Label.	Long Range	50	0	50	6	EA	$ 10,000	$ 60,000	0	0	60,000	60,000	
3.4.5	*Telecommunications*									***67,500***	***0***	***67,500***	***0***	***67,500***	
3.4.5-1	Service	Add a Structured Media Cabinet (SMC) to each apartment with CAT-6e telephone and data carrying capability.	Moderate	30	40	-10	30	EA	$ 1,500	$ 45,000	0	45,000	0	45,000	
3.4.5-2	Service	Consider distributing CAT-6e data and coaxial cable outlets from the SCM to the living room and each bedroom	Moderate	25	0	25	30	EA	$ 750	$ 22,500	0	22,500	0	22,500	
3.4.6	*Security Systems*									***21,000***	***21,000***	***0***	***0***	***21,000***	
3.4.6-1	Surveillance	Install cameras at strategic locations.	Critical	N/A	N/A	N/A	12	EA	$ 1,750	$ 21,000	21,000	0	0	21,000	
3.4.7	*Fire Alarm and CO Detection*									***130,500***	***130,500***	***0***	***0***	***130,500***	
3.4.7-1	Fire Alarm and CO Detection	Provide new addressable fire alarm system and connection to the fire department.	Critical	20	40	-20	6	EA	$ 6,500	$ 39,000	39,000	0	0	39,000	$ 39,000
3.4.7-2	Fire Alarm and CO Detection	The design of the fire alarm system will be based on engineering criteria as defined by NFPA 72 and The Massachusetts State Building Code 780 CMR. The system will be supported by standby batteries. The batteries will support 24-hours of full supervisory operation followed by 15 minutes of alarm.	Critical	20	40	-20	60	EA	$ 350	$ 21,000	21,000	0	0	21,000	$ 21,000
3.4.7-3	Fire Alarm and CO Detection	Provide combination audiovisual signaling appliances as required per NFPA 72. Standalone devices may be used to augment combination units when necessary. The audiovisual notification appliances will be in all egress pathways. The devices will follow the Americans with Disabilities Act (ADA).	Critical	20	40	-20	60	EA	$ 325	$ 19,500	19,500	0	0	19,500	$ 19,500
3.4.7-4	Fire Alarm and CO Detection	Photoelectric smoke detectors will be in all egress pathways spaced 30 feet on center, and 15 feet from all stairwells and opposing walls. Smoke detectors will also be located at the top, bottom of each stairway and mechanical equipment room.	Critical	20	40	-20	60	EA	$ 350	$ 21,000	21,000	0	0	21,000	$ 21,000
3.4.7-5	Fire Alarm and CO Detection	The Communications Closet shall host the Main Fire Alarm Panel and Notifications system to Needham Fire Dispatch.	Critical	20	40	-20	6	EA	$ 1,500	$ 9,000	9,000	0	0	9,000	$ 9,000
3.4.7-6	Fire Alarm and CO Detection	Carbon monoxide detectors are required as there is gas burned in the building for heat.	Critical	20	40	-20	60	EA	$ 350	$ 21,000	21,000	0	0	21,000	$ 21,000
4.1	***Hazardous Materials***									***60,000***	***0***	***0***	***60,000***	***60,000***	
4.1-1	Asbestos Containing Materials	Tan flooring to be abated, removed and replaced.	Long Range	20	Unknown	Unknown	10,000	SF	$ 6	$ 60,000	0	0	60,000	60,000	
7.1.5	***Code - Approach***									***350,000***	***350,000***	***0***	***0***	***350,000***	
7.1.5-1	Interior Stairs	Correct overall width and tread sizing to meet code.	Critical	N/A	N/A	N/A	14	EA	$ 25,000.00	$ 350,000	350,000	0	0	350,000	
7.1.11	***Code - Acessibility***									***178,300***	***178,300***	***0***	***0***	***178,300***	
7.1.11-1	Accessibility - Exterior	Create accessible parking and pathways.	Critical	N/A	N/A	N/A	5	EA	$ 5,000.00	$ 25,000	25,000	0	0	25,000	
7.1.11-2	Accessibility - Exterior	Provide new site, exterior, and interior signage.	Critical	N/A	N/A	N/A	6	EA	$ 300.00	$ 1,800	1,800	0	0	1,800	

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical	Moderate	Long Range	
											Priority 1	Priority 2	Priority 3	
7.1.11-3	Accessibility - Exterior	Widen opening by 2", level threshold, replace storm door and entry door with compliant doors.	Critical	N/A	N/A	N/A	3	EA	$ 5,000	$ 15,000	15,000	0	0	15,000
7.1.11-4	Accessibility - Exterior	Widen opening by 2", level threshold, replace storm door and entry door with compliant doors.	Critical	N/A	N/A	N/A	3	EA	$ 5,000	$ 15,000	15,000	0	0	15,000
7.1.11-5	Accessibility - Interior	Provide 5% of the units as Group 2A units.	Critical	N/A	N/A	N/A	3	EA	$ 35,500.00	$ 106,500	106,500	0	0	106,500
7.1.11-6	Accessibility - Interior	Provide 2% of the units as hearing impaired units.	Critical	N/A	N/A	N/A	1	EA	$ 15,000.00	$ 15,000	15,000	0	0	15,000
										$7,998,758	**$4,801,451**	**$1,684,307**	**$1,513,000**	**$7,998,758**

Eligible for CPA Funding	
$ 1,830,564	**22.89%**

	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	
	Critical Priority 1	Moderate Priority 2	Long Range Priority 3		
TOTALS PER HUD					
Cost per Action	**$ 4,801,451**	**$ 1,684,307**	**$ 1,513,000**	**$ 7,998,758**	
Design & Estimating Contingency	**0%**	**0%**	**0%**		
Mark-Ups (HUD)	**30%**	**30%**	**30%**		30%
Escalation	**10.13%**	**23.63%**	**68.63%**		
TOTAL BY DEFICIENCY CATEGORY	**$ 6,728,033**	**$ 2,587,517**	**$ 3,005,196**	**$ 12,320,746**	
Per Unit	*$ 146,262*	*$ 56,250*	*$ 65,330*	*$ 267,842*	
TOTALS PER PM&C					
Cost per Action	**$ 4,801,451**	**$ 1,684,307**	**$ 1,513,000**	**$ 7,998,758**	
Design & Estimating Contingency	**15%**	**15%**	**15%**		
Mark-Ups (PM&C)	**49%**	**49%**	**49%**		64%
Escalation	**10.13%**	**23.63%**	**68.63%**		
TOTAL BY DEFICIENCY CATEGORY	**$ 8,365,327**	**$ 3,161,865**	**$ 3,521,129**	**$ 15,048,322**	
Per Unit	*$ 181,855*	*$ 68,736*	*$ 76,546*	*$ 327,137*	

	Mark Ups	PM&C	HUD
	Design and Estimating Contingency	15.0%	15.0%
	Phasing Contingency	5.0%	0.0%
	Subcontractor Bonds	w/ rates	0.0%
	General Conditions	12.0%	5.0%
	General Requirements	3.0%	w/ GC's
	Winter Conditions	1.0%	w/ GC's
	Insurances - GLI/Builders Risk	1.40%	w/ GC's
	Bond	0.70%	w/ GC's
	Building Permit	1.00%	w/ GC's
	Overhead & Profit	10.0%	w/ GC's
	Construction Contingency	7.5%	7.5%
	A/E Design & Construction Monitoring	5.5%	5.5%
	Overhead & Profit for Special Subcontractors (MEP, Elevator)	w/ rates	10.0%
	PHA Administrative Costs	2.0%	2.0%
	Mark Ups w/o Escalation	**64%**	**45%**
Critical	Escalation to Bid (Allow June 2024)	10.13%	24
Moderate	Escalation to Bid (Allow June 2027)	23.63%	60
Long Range	Escalation to Bid (Allow June 2037)	68.63%	180

Priority 1: Critical - Repairs within 0-3 years
Priority 2: Moderate - Repairs within 3-10 years
Priority 3: Long Range - Repairs within 10- 20 years

COST RECOMMENDATION MATRIX

CLIENT: Cambridge Housing Authority
OWNER: Needham Housing Authority
PROPERTY ADDRESS: Seabeds Way
22 - 46 Seabeds Way, Needham MA 02301

REPORT DATE December 23, 2022

PREPARED BY: Dietz & Co. Architects, Inc.
DCo PJT NO. 22138B

PRIORITY CATEGORY SYSTEM
Priority 1: Critical - Repairs within 0-3 years
Priority 2: Moderate - Repairs within 3-10 years
Priority 3: Long Range - Repairs within 10- 20 years

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	TRADE COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	Eligible for CPA Funding
											Critical	Moderate	Long Range		
											Priority 1	Priority 2	Priority 3		
3.2	***Site***									***482,802***	***482,802***	***0***	***0***	***482,802***	
3.2.2-1	Paving, Parking, and Curbing	Roadway Asphalt Pavement Milling (Base and Top Course)	Critical	10	unknown	1	3,350	SY	$ 18.00	$ 60,300.00	60,300	0	0	60,300	
3.2.2-2	Paving, Parking, and Curbing	Roadway Asphalt Pavement (Top Course)	Critical	10	unknown	1	250	TON	$ 190.00	$ 47,500.00	47,500	0	0	47,500	
3.2.2-3	Paving, Parking, and Curbing	Roadway Asphalt Pavement (Base Course)	Critical	10	unknown	1	311	TON	$ 165.00	$ 51,315.00	51,315	0	0	51,315	
3.2.2-4	Paving, Parking, and Curbing	Repair Damaged Walkways	Critical	20	unknown	1	1,200	LF	$ 75.00	$ 90,000.00	90,000	0	0	90,000	
3.2.2-5	Paving, Parking, and Curbing	Repair Pavement Around Utility Structures	Critical	20	unknown	1	15	EA	$ 500.00	$ 7,500.00	7,500	0	0	7,500	
3.2.2-6	Paving, Parking, and Curbing	Replace Damaged Concrete Curb	Critical	20	unknown	1	415	LF	$ 25.00	$ 10,375.00	10,375	0	0	10,375	
3.2.3-1	Landscape and Site Amenities	Repair Walkways Near Buildings	Critical	20	unknown	1	1,320	LF	$ 75.00	$ 99,000.00	99,000	0	0	99,000	
3.2.3-2	Landscape and Site Amenities	Reseed and Stabilize Landscaping	Critical	2	unknown	1	1,479	SY	$ 10.40	$ 15,381.60	15,382	0	0	15,382	
3.2.5-1	Utilities	Jet and Clean Sewer Pipes	Critical	1	unknown	0	1,543	LF	$ 10.00	$ 15,430.00	15,430	0	0	15,430	
3.2.5-2	Utilities	Clean Catch Basin Structures	Critical	1	unknown	0	8	EA	$ 1,250.00	$ 10,000.00	10,000	0	0	10,000	
3.2.5-3	Utilities	Clean and Restablish Detention Basin Vegetation	Critical	1	unknown	0	1	EA	$ 25,000.00	$ 25,000.00	25,000	0	0	25,000	
3.2.5-4	Utilities	Install Additional Stormwater Quality BMPs	Critical	N/A	N/A	N/A	2	EA	$ 5,000.00	$ 10,000.00	10,000	0	0	10,000	
3.2.5-5	Utilities	Upgrade Site Lighting	Critical	10	unknown	0	8	POLE	$ 4,500.00	$ 36,000.00	36,000	0	0	36,000	
3.2.5-6	Utilities	Perform Hydrant Flow Test	Critical	N/A	N/A	N/A	2	EA	$ 2,500.00	$ 5,000.00	5,000	0	0	5,000	
3.3	***Architectural Systems***									***$ 3,755,008***	***1,422,748***	***427,860***	***1,904,400***	***3,755,008***	
3.3.1	*Building Envelope*									***$ 906,400***	***$ 202,000***	***$ -***	***$ 704,400***	***746,400***	
3.3.1.1-1	Façade	Clean vinyl siding of all mildew. Create regimented and fequent cleaning schedule	Critical	40	6	34	13,200	SF	$ 5.00	$ 66,000.00	66,000	0	0	66,000	$ 66,000
3.3.1.2-1	Fenestration System - Windows	All windows replaced in 2017. In good condition.	Long Range	20	5	15	100	EA	$ 2,520.00	$ 252,000.00	0	0	252,000	252,000	$ 252,000
3.3.1.4-1	Roofing	All asphalt shingle roofs should be replaced.	Long Range	30	12	18	23,800	SF	$ 18.00	$ 428,400.00	0	0	428,400	428,400	$ 428,400
3.3.1.7-1	Ramps & Paved Patios	Replace all asphalt and concrete ramps with new concrete ramps. Replace all handrails with new stainless steel handrails.	Critical	20	40	-20	160	LF	$ 850.00	$ 136,000.00	136,000	0	0	136,000	
3.3.1.8-1	Storage Sheds	Replace sheds with new larger, approximately twenty feet wide by sixteen feet deep by eight feet tall, woodsheds with pitched shingle roof on concrete pier foundations.	Long Range	15	10	5	4	EA	$ 6,000.00	$ 24,000.00	0	0	24,000	24,000	
3.3.2	*Interior Elements*									***$ 2,848,608***	***1,220,748***	***427,860***	***1,200,000***	***2,848,608***	
3.3.2.1-1	Elevators	Add single hydrolic elevator to each building.	Long Range	N/A	N/A	N/A	4	EA	$300,000	$ 1,200,000.00	0	0	1,200,000	1,200,000	
3.2.2.2-1	Stairways	Demolish wood handrail in stairway with new continuous wood rail on both sides.	Critical	30	40	-10	240	LF	$ 120.00	$ 28,800.00	28,800	0	0	28,800	
3.2.2.2-2	Stairways	Replace vinyl floor finish on stair caps, treads, and risers.	Moderate	20	10	10	960	SF	$ 11.00	$ 10,560.00	0	10,560	0	10,560	
3.3.2.3-1	Common Areas	Demolish and replace carpeting. (8 SF)	Moderate	20	10	10	1	LOC	$ 1,500.00	$ 1,500.00	0	1,500	0	1,500	
3.3.2.3-2	Common Areas	Demolish and replace corridor handrails.	Moderate	20	15	5	640	LF	$ 18.00	$ 11,520.00	0	11,520	0	11,520	
3.3.2.3-3	Common Areas	Patch crack in gypsum wall board at window of the Second Floor Laundry Room in Building 26	Moderate	N/A	N/A	N/A	16	SF	$ 35.00	$ 560.00	0	560	0	560	
3.3.2.3-4	Common Areas	Replace (1) washer and (1) dryer at each Laundry Room.	Moderate	15	10	5	8	LOC	$ 2,400.00	$ 19,200.00	0	19,200	0	19,200	
3.3.2.4-1	Community Rooms - Doors	Demolish and replace all hollow core doors with new solid core doors and new hardware with level handle.	Critical	20	40	-20	2	EA	$ 1,620.00	$ 3,240.00	3,240	0	0	3,240	
3.3.2.4-2	Community Rooms - Doors	Demolish and replace all closet bi-fold doors (4'-0") with new doors and new hardware with level handle.	Critical	20	40	-20	4	EA	$ 1,420.00	$ 5,680.00	5,680	0	0	5,680	

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	TRADE COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	Eligible for CPA Funding
											Critical	Moderate	Long Range		
											Priority 1	Priority 2	Priority 3		
3.3.2.4-3	Community Rooms - Kitchen	Demolish and replace base wall particle board cabinets with plastic laminate clad architectural cabinets. (accessible)	Critical	20	40	-20	18	LF	$ 280.00	$ 5,040.00	5,040	0	0	5,040	
3.3.2.4-4	Community Rooms - Kitchen	Demolish and replace upper wall particle board cabinets with plastic laminate clad architectural cabinets. (accessible)	Critical	20	40	-20	18	LF	$ 230.00	$ 4,140.00	4,140	0	0	4,140	
3.3.2.4-5	Community Rooms - Kitchen	Demolish and replace plastic laminate counter tops with new plastic laminate clad countertops. (accessible)	Critical	20	40	-20	34	SF	$ 60.00	$ 2,040.00	2,040	0	0	2,040	
3.3.2.4-6	Community Rooms - Kitchen	Replace stove and hood (accessible)	Critical	20	40	-20	1	EA	$ 1,750.00	$ 1,750.00	1,750	0	0	1,750	
3.3.2.4-7	Community Rooms - Kitchen	Replace refridgerator (accessible)	Critical	20	40	-20	1	EA	$ 1,750.00	$ 1,750.00	1,750	0	0	1,750	
3.3.2.4-8	Community Rooms - Bathroom	Relocate bathroom accessories for height compliance. (accessible)	Critical	N/A	N/A	N/A	10	EA	$ 250.00	$ 2,500.00	2,500	0	0	2,500	
3.3.2.5-1	Unit Flooring	Demolish and replace sheet vinyl flooring in Kitchen with vinyl plank tile flooring.	Critical	20	40	-20	3,220	SF	$ 9.00	$ 28,980.00	28,980	0	0	28,980	
3.3.2.5-2	Unit Flooring	Demolish and replace sheet vinyl flooring in Bathroom with new flooring and rubber baseboard.	Critical	20	40	-20	1,472	SF	$ 9.00	$ 13,248.00	13,248	0	0	13,248	
3.3.2.6-1	Unit Walls and Ceilings	Patch and paint plaster and trim as required.	Moderate	N/A	N/A	N/A	10,000	SF	$ 1.10	$ 11,000.00	0	11,000	0	11,000	
3.3.2.6-2	Unit Walls and Ceilings	Demolish existing ceiling, insulate for sound transition, and replace with GWB, mud, sand, and paint.	Moderate	N/A	N/A	N/A	12,420	SF	$ 10.50	$ 130,410.00	0	130,410	0	130,410	
3.3.2.7-1	Unit Doors	Demolish and replace all unit doors from cooridor with new solid core doors and new hardware with level handle.	Critical	N/A	N/A	N/A	46	EA	$ 1,820.00	$ 83,720.00	83,720	0	0	83,720	
3.3.2.7-2	Unit Doors	Demolish and replace all hollow core doors with new solid core doors and new hardware with level handle.	Critical	N/A	N/A	N/A	92	EA	$ 1,620.00	$ 149,040.00	149,040	0	0	149,040	
3.3.2.8-1	Unit Kitchens	Demolish and replace base wall particle board cabinets with plastic laminate clad architectural cabinets.	Critical	25	40	-15	414	LF	$ 280.00	$ 115,920.00	115,920	0	0	115,920	
3.3.2.8-2	Unit Kitchens	Demolish and replace upper wall particle board cabinets with plastic laminate clad architectural cabinets.	Critical	25	40	-15	414	LF	$ 230.00	$ 95,220.00	95,220	0	0	95,220	
3.3.2.8-3	Unit Kitchens	Demolish and replace plastic laminate counter tops with new plastic laminate clad countertops.	Critical	25	40	-15	828	SF	$ 60.00	$ 49,680.00	49,680	0	0	49,680	
3.3.2.8-4	Unit Kitchens	Replace stove and hood.	Moderate	N/A	N/A	N/A	46	EA	$ 1,750.00	$ 80,500.00	0	80,500	0	80,500	
3.3.2.8-5	Unit Kitchens	Replace refridgerator.	Moderate	N/A	N/A	N/A	46	EA	$ 1,450.00	$ 66,700.00	0	66,700	0	66,700	
3.3.2.9-1	Unit Bathroom	Replace all showers in standard units with low threshold showers and provide shower enclosures.	Critical	N/A	N/A	N/A	42	EA	$ 15,000.00	$ 630,000.00	630,000	0	0	630,000	
3.3.2.9-2	Unit Bathroom	Demolish and replace all bathroom accessories in 10 years.	Moderate	20	10	10	46	EA	$ 1,150.00	$ 52,900.00	0	52,900	0	52,900	
3.3.2.9-3	Unit Bathroom	Demolish and replace vanity with plastic laminate clad vanity.	Moderate	25	15	10	46	EA	$ 680.00	$ 31,280.00	0	31,280	0	31,280	
3.3.2.9-4	Unit Bathroom	Demolish and replace wall cabinet with plastic laminate clad cabinet.	Moderate	25	15	10	46	EA	$ 255.00	$ 11,730.00	0	11,730	0	11,730	
3.4	***Building Systems***									***$ 3,992,500***	***797,600***	***767,740***	***2,357,360***	***3,922,700***	
3.4.1	*Fire Protection*									***$ 281,240***	***0***	***211,440***	***0***	***281,240***	
3.4.1-1	Fire Suppression System	None in place. Consider providing Fire Suppression in all (3) Type A buildings, which contain: (12) 580 sf units, (2) 60 sf Laundry Rms, (2) seaparte one-story stairways, (1) double hgt 280 sf Lobby, (1) 50 sf Entry, (1) 80 sf Mechanical Rm, (2) 6' X 74' Corridors, (2) small Closets off Corridor.	Moderate	N/A	N/A	N/A	26,430	SF	$ 8.00	$ 211,440.00	0	211,440	0	211,440	$ 211,440
3.4.1-2	Fire Suppression System	None in place. Consider providing Fire Suppression in the (1) Type B buildings, which contain: (10) 580 sf units, (1) sf Community Rm, (2) 60 sf Laundry Rms, (2) seaparte one-story stairways, (1) double hgt 280 sf Lobby, (1) 50 sf Entry, (1) 80 sf Mechanical Rm, (2) 6' X 74' Corridors, (2) small Closets off Corridor.	Moderate	N/A	N/A	N/A	8,725	SF	$ 8.00	$ 69,800.00	0	69,800	0	69,800	$ 69,800
3.4.2	*Plumbing Systems*									***$ 808,500***	***108,500***	***171,000***	***529,000***	***808,500***	
3.4.2-1	Water Supply	Consider increasing H2O Service for Fire Suppression, 1 additional service per building.	Critical	N/A	N/A	N/A	4	EA	$ 25,000.00	$ 100,000.00	100,000	0	0	100,000	$ 100,000
3.4.2-2	Shock Arrestors for Laundry	Replace Shock Arrestors for Laundry, 2 per building	Moderate	15	40	N/A	8	EA	$ 1,000.00	$ 8,000.00	0	8,000	0	8,000	
3.4.2-3	Domestic Hot Water	Add pipe insulation under sinks	Moderate	N/A	N/A	N/A	92	EA	$ 250.00	$ 23,000.00	0	23,000	0	23,000	
3.4.2-4	Kitchen sinks & faucets in Units.	Replace at lifespan	Long Range	25	4	21	46	EA	$ 1,500.00	$ 69,000.00	0	0	69,000	69,000	
3.4.2-5	Kitchen sink & faucet in Community Room.	Replace at lifespan	Critical	25	20	5	1	EA	$ 1,500.00	$ 1,500.00	1,500	0	0	1,500	
3.4.2-6	Bathroom lavs & faucets in Units	Replace at lifespan	Long Range	25	4	21	46	EA	$ 1,500.00	$ 69,000.00	0	0	69,000	69,000	

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	TRADE COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	Eligible for CPA Funding
											Critical Priority 1	Moderate Priority 2	Long Range Priority 3		
3.4.2-7	Bathroom lavs & faucets in Community Room.	Replace at lifespan	Critical	25	20	5	2	EA	$ 1,500.00	$ 3,000.00	3,000	0	0	3,000	
3.4.2-8	Toilets in Units.	Replace at lifespan	Long Range	25	4	21	46	EA	$ 2,000.00	$ 92,000.00	0	0	92,000	92,000	
3.4.2-9	Toilets in Community Room.	Replace at lifespan	Critical	25	20	5	2	EA	$ 2,000.00	$ 4,000.00	4,000	0	0	4,000	
3.4.2-10	Tubs & surounds	Replace at lifespan	Long Range	25	4	21	46	EA	$ 5,000.00	$ 230,000.00	0	0	230,000	230,000	
3.4.2-11	Shower valves	Replace at lifespan	Long Range	25	4	21	46	EA	$ 1,500.00	$ 69,000.00	0	0	69,000	69,000	
3.4.2-12	Domestic hot water heater	Replace at lifespan	Moderate	12	4	8	4	EA	$ 35,000.00	$ 140,000.00	0	140,000	0	140,000	
3.4.3	*Heating, Ventilation, & Air-Conditioning*									***$ 1,887,060***	***38,400***	***60,300***	***1,788,360***	***1,887,060***	
3.4.3-1	Fin-Tube baseboard	Replace existing baseboard convectors with a more durable product such as Heating Edge.	Long Range	25	40	-15	1,104	LF	$ 140.00	$ 154,560.00	0	0	154,560	154,560	$ 154,560
3.4.3-2	Empty baseboard enclosure	Replace empty baseboard enclosure in all locations	Long Range	25	40	-15	276	LF	$ 50.00	$ 13,800.00	0	0	13,800	13,800	
3.4.3-3	Controls	Replace thermostats with 7-day programmable units and consider an integrated solution with management controls such as Pelican/Founten that provides the ability to limit excessive temperatures and monitoring to understand conditions and performance.	Moderate	20	40	-20	48	EA	$ 600.00	$ 28,800.00	0	28,800	0	28,800	
3.4.3-4	Bathroom Exhaust Fans	Replace bathroom Exhaust Fans with Panasonic Continuous exhaust set to code standard flow rates for apartment ventilation. Rather than using a continuous bathroom fan operation, an energy recovery ventilator system solution should be considered as it would provide better indoor air quality at a significantly lower heating and cooling cost. This could take the form of either a central ERV ducted to the dwelling units or individual ERVs for each unit. The costs and architectural considerations of this option are significant.	Critical	20	30	-10	48	EA	$ 800.00	$ 38,400.00	38,400	0	0	38,400	$ 38,400
3.4.3-5	Entry/ Atrium Exhaust Fans	Consider use of a time-based control for entry/atrium exhaust fans.	Moderate	-	-	N/A	9	EA	$ 3,500.00	$ 31,500.00	0	31,500	0	31,500	
3.4.3-6	Future Heating & Cooling Equipment	Consider and Study air source heat pumps	Long Range	N/A	N/A	N/A	54	EA	$ 30,000.00	$ 1,620,000.00	0	0	1,620,000	1,620,000	
3.4.4	*Electrical Systems*									***$ 331,900***	***127,000***	***164,900***	***40,000***	***331,900***	
3.4.4-1	Service & Metering	Replace each of the 4-building main service Meter sockets and main Service Disconnect with new 600 amp 120/240V Main Service Disconnect.	Critical	45	40	5	4	EA	$ 9,500.00	$ 38,000.00	38,000	0	0	38,000	$ 38,000
3.4.4-2	Distribution System	Routinely test all GFCI receptacles in each mechanical space, bathroom, and kitchen.	Critical	15	15	0	184	EA	$ 25.00	$ 4,600.00	4,600	0	0	4,600	$ 4,600
3.4.4-3	Distribution System	Replace receptacles with AFCI receptacles if the apartment load center is not scheduled for an immediate update to AFCI breakers.	Critical	40	20	20	184	EA	$ 50.00	$ 9,200.00	9,200	0	0	9,200	$ 9,200
3.4.4-4	Distribution System	Consider adding receptacle counts in rooms per the current code-requirement of every 12-feet of wall or fraction thereof.	Moderate	20	0	20	92	EA	$ 350.00	$ 32,200.00	0	32,200	0	32,200	$ 32,200
3.4.4-5	Distribution System	Consider new 100A, 120/240V, 1-Phase, 3-wire load centers in each apartment. GFCI/AFCI breakers to be included in Load Center schedule for the refrigerator and any inaccessible 120v receptacle located within 6-ft of a sink.	Critical	45	40	5	46	EA	$ 1,200.00	$ 55,200.00	55,200	0	0	55,200	$ 55,200
3.4.4-6	Emergency Power	Consider separating Common Area life safety systems from Mechanical, Washer/Dryer, and Door Control Power.	Critical	45	40	5	8	EA	$ 2,500.00	$ 20,000.00	20,000	0	0	20,000	$ 20,000
3.4.4-7	Lighting & Lighting Controls	Continue replacing all kitchen and bathroom light fixtures with efficient LED fixtures.	Moderate	10	5	5	92	EA	$ 250.00	$ 23,000.00	0	23,000	0	23,000	
3.4.4-8	Lighting & Lighting Controls	Continue replacing front/back entryway and commona area lights with efficient LED fixtures and consider motion sensors and timers for added efficiencies.	Moderate	10	5	5	160	EA	$ 400.00	$ 64,000.00	0	64,000	0	64,000	
3.4.4-9	Lighting & Lighting Controls	Consider replacing light poles with LED lamp technology with electric eye response to seasonal lighting demands.	Moderate	30	40	-10	10	EA	$ 2,500.00	$ 25,000.00	0	25,000	0	25,000	
3.4.4-10	Lighting & Lighting Controls	Consider adding an integrated exhaust fan with nightlight feature in all bathrooms as bathrooms were just exhaust systems.	Moderate	15	0	15	46	EA	$ 450.00	$ 20,700.00	0	20,700	0	20,700	
3.4.4-11	Other Systems	Provide a Faraday lightning protection system with UL Master Label	Long Range	50	0	50	4	EA	$ 10,000.00	$ 40,000.00	0	0	40,000	40,000	
3.4.5	*Telecommunications*									***$ 112,500***	***0***	***112,500***	***0***	***112,500***	
3.4.5-1	Service	Add a Structured Media Cabinet (SMC) to each apartment with CAT-6e telephone and data carrying capability.	Moderate	30	40	-10	50	EA	$ 1,500.00	$ 75,000.00	0	75,000	0	75,000	

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	TRADE COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	Eligible for CPA Funding
											Critical Priority 1	Moderate Priority 2	Long Range Priority 3		
3.4.5-2	Service	Consider distributing CAT-6e data and coaxial cable outlets from the SCM to the living room and each bedroom.	Moderate	25	0	25	50	EA	$ 750.00	$ 37,500.00	0	37,500	0	37,500	
3.4.6	*Security Systems*									***$ 358,400***	***310,800***	***47,600***	***0***	***358,400***	
3.4.6-1	Access Control	Add new intercom system between the apartments and the lobby vestibule.	Critical	30	40	-10	56	EA	$ 5,000.00	$ 280,000.00	280,000	0	0	280,000	
3.4.6-2	Access Control	Add door contact position alarms to all points of door access/egress to sound local alarm for doors opened longer than 90-seconds.	Critical	30	40	-10	8	EA	$ 350.00	$ 2,800.00	2,800	0	0	2,800	
3.4.6-3	Access Control	Add an integrated audio/video access control station at the main lobby vestibule and within each apartment to allow Residents to safely confirm the identity of Visitors before granting access.	Moderate	25	0	25	56	EA	$ 850.00	$ 47,600.00	0	47,600	0	47,600	
3.4.6-4	Access Control	Door Access Control System to be integrated with NHA Standards. Provide key fob access at all doorways commonly used by the residents. The use of traditional cylinder-lock systems to remain at apartment doors.	Critical	25	0	25	8	EA	$ 3,500.00	$ 28,000.00	28,000	0	0	28,000	
3.4.7	*Fire Alarm and CO Detection*									***$ 212,900***	***212,900***	***0***	***0***	***212,900***	
3.4.7-1	Fire Alarm and CO Detection	Provide new addressable fire alarm system and connection to the fire department.	Critical	20	40	-20	4	EA	$ 6,500.00	$ 26,000.00	26,000	0	0	26,000	$ 26,000
3.4.7-2	Fire Alarm and CO Detection	The design of the fire alarm system will be based on engineering criteria as defined by NFPA 72 and The Massachusetts State Building Code 780 CMR. The system will be supported by standby batteries. The batteries will support 24-hours of full supervisory operation followed by 15-minutes of alarm.	Critical	20	40	-20	184	EA	$ 350.00	$ 64,400.00	64,400	0	0	64,400	$ 64,400
3.4.7-3	Fire Alarm and CO Detection	Provide combination audiovisual signaling appliances as required per NFPA 72. Standalone devices may be used to augment combination units when necessary. The audiovisual notification appliances will be in all egress pathways. The devices will follow the Americans with Disabilities Act (ADA).	Critical	20	40	-20	184	EA	$ 325.00	$ 59,800.00	59,800	0	0	59,800	$ 59,800
3.4.7-4	Fire Alarm and CO Detection	Photoelectric smoke detectors will be in all egress pathways spaced 30 feet on center, and 15 feet from all stairwells and opposing walls. Smoke detectors will also be located at the top, bottom of each stairway and mechanical equipment room.	Critical	20	40	-20	112	EA	$ 350.00	$ 39,200.00	39,200	0	0	39,200	$ 39,200
3.4.7-5	Fire Alarm and CO Detection	The Communications Closet shall host the Main Fire Alarm Panel and Notifications system to Needham Fire Dispatch.	Critical	20	40	-20	4	EA	$ 1,500.00	$ 6,000.00	6,000	0	0	6,000	$ 6,000
3.4.7-6	Fire Alarm and CO Detection	Carbon monoxide detectors are required as there is gas burned in the building for heat.	Critical	20	40	-20	50	EA	$ 350.00	$ 17,500.00	17,500	0	0	17,500	$ 17,500
4.1.1	***Hazardous Materials***									***$ 57,000***	***0***	***57,000***	***0***	***57,000***	
4.1.1-1	Asbestos Containing Materials	Tan Pebble Pattern Linoleum & Associated Mastic.	Moderate	10-20	Unknown	Unknown	2,500	SF	$ 10.00	$ 25,000.00	0	25,000	0	25,000	
4.1.1-2	Asbestos Containing Materials	Black Mastic underneath Brown Carpet.	Moderate	5-15	Unknown	Unknown	2,000	SF	$ 10.00	$ 20,000.00	0	20,000	0	20,000	
4.1.1-3	Asbestos Containing Materials	Brown Pebble Pattern Linoleum underneath Gray Carpet.	Moderate	10-20	Unknown	Unknown	1,200	SF	$ 10.00	$ 12,000.00	0	12,000	0	12,000	
7.1.11	***Code - Accessibility***									***$ 171,600***	***$ 171,600***	***$ -***	***$ -***	***171,600***	
7.1.11-1	Accessibility - Exterior	Correct grading and paving issues (see 3.2 above)	Critical	N/A	N/A	N/A	0	-	$ -	$ -	0	0	0	0	
7.1.11-2	Accessibility - Exterior	Provide new site, exterior, and interior signage.	Critical	N/A	N/A	N/A	20	EA	$ 300.00	$ 6,000	6,000	0	0	6,000	
7.1.11-3	Accessibility - Exterior	Replace non-compliant handicapped accessible ramps at entry doors	Critical	N/A	N/A	N/A	8	EA	$ 5,000.00	$ 40,000	40,000	0	0	40,000	
7.1.11-4	Accessibility - Interior	Provide 5% of the units as Group 2A units.	Critical	N/A	N/A	N/A	2	EA	$ 35,500.00	$ 71,000	71,000	0	0	71,000	
7.1.11-5	Accessibility - Interior	Provide 2% of the units as hearing impaired units.	Critical	N/A	N/A	N/A	1	EA	$ 15,000.00	$ 15,000	15,000	0	0	15,000	
7.1.11-6	Accessibility - Interior	Replace the existing community room kitchen with an accessible kitchen. (See 3.3.2.4 above)	Critical	N/A	N/A	N/A	0	-	$ -	$ -	0	0	0	0	
7.1.11-7	Accessibility - Interior	Replace the existing community room restrooms with accessible restrooms. (See 3.3.2.4 above)	Critical	N/A	N/A	N/A	0	-	$ -	$ -	0	0	0	0	
7.1.11-8	Accessibility - Interior	Enlarge the existing laundry rooms on the first floors and provide accessible washers and dryers.	Critical	N/A	N/A	N/A	4	EA	$ 7,500.00	$ 30,000	30,000	0	0	30,000	
7.1.11-9	Accessibility - Interior	Demolish and replace metal mailbox stations at Lobby with new metal mailbox station for 12 units to meet accessiblity standards.	Critical	N/A	N/A	N/A	4	EA	$ 2,400.00	$ 9,600	9,600	0	0	9,600	

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	TRADE COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical	Moderate	Long Range	
											Priority 1	Priority 2	Priority 3	
TOTALS BY DEFICIENCY CATEGORY										**$8,458,910**	**$2,874,750**	**$1,252,600**	**$4,261,760**	**$8,389,110**

Eligible for CPA Funding	
$ 1,692,700	**20.18%**

	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	
	Critical	Moderate	Long Range		
	Priority 1	Priority 2	Priority 3		
TOTALS PER HUD					
Cost per Action	**$ 2,874,750**	**$ 1,252,600**	**$ 4,261,760**	**$ 8,389,110**	
Design & Estimating Contingency	**0%**	**0%**	**0%**		
Mark-Ups (HUD)	**30%**	**30%**	**30%**		30%
Escalation	**10.13%**	**23.63%**	**68.63%**		
TOTAL BY DEFICIENCY CATEGORY	**$ 4,028,243**	**$ 1,924,307**	**$ 8,464,921**	**$ 14,417,470**	
Per Unit	*$ 87,570*	*$ 41,833*	*$ 184,020*	*$ 313,423*	
TOTALS PER PM&C					
Cost per Action	**$ 2,874,750**	**$ 1,252,600**	**$ 4,261,760**	**$ 8,389,110**	
Design & Estimating Contingency	**15%**	**15%**	**15%**		
Mark-Ups (PM&C)	**49%**	**49%**	**49%**		64%
Escalation	**10.13%**	**23.63%**	**68.63%**		
TOTAL BY DEFICIENCY CATEGORY	**$ 5,008,676**	**$ 2,351,506**	**$ 9,918,394**	**$ 17,278,576**	
Per Unit	*$ 108,884*	*$ 51,120*	*$ 215,617*	*$ 375,621*	

CPA Meeting
February 15, 2022

Funding Application
2024-02: Captain Cook & Seabeds Way Pre-Development

Proponent: Needham Housing Authority

Stephen Merritt, Interim Executive Director

Reginald C. Foster, Chair of Board of Commissioners



Captain Robert Cook Drive development for low-income families

Agenda

1. The Needham Housing Authority
2. The Preservation & Redevelopment Initiative
3. Captain Cook & Seabeds Existing Conditions
4. FY 2024-02 Cook-Seabeds CPA Funding Application

1. The Needham Housing Authority

- Formed in 1948
- Mission to be an excellent landlord and preserve and create deeply affordable housing units in Needham
- Manages 336 units state subsidized and federally-subsidized units across 42 acres of land; all units are deeply affordable.
- Manages 123 Section 8 tenant-based vouchers, which allow low-income households to rent on the private market



Seabeds Way development for low-income seniors/disabled residents



Linden Street development for low-income seniors/disabled residents

2. Preservation & Redevelopment Initiative (PRI)

5-10 year initiative launched in 2021 to fully recapitalize and redevelop the NHA's housing portfolio

PRI Goals Related to CPA Funding Applications

- **Completely repair and preserve its 46 Seabeds units for elderly/disabled residents.**
- **Completely repair and preserve its 30 Capt. Robert Cook family units.**
- Redevelop its 72 Linden Street & 80 Chambers Street units.
- Redevelop its 60 High Rock Estates single family units to 60 duplexes, or 120 family units.
- Build 61 new units of senior housing on underutilized NHA land.

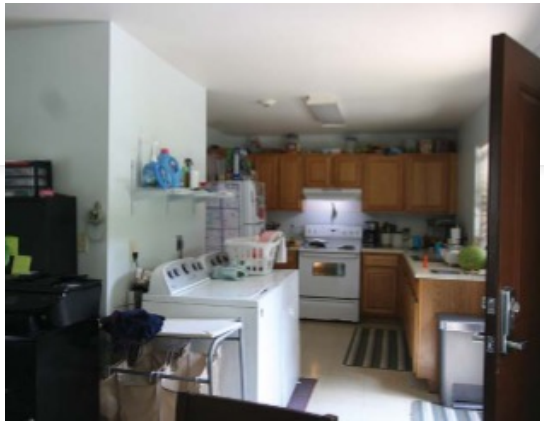
PRI has potential to result in approximately $250 million in improvements to NHA housing portfolio.

3. Captain Cook & Seabeds Way
76 Units of Federal Public Housing

- Similar on-slab construction for both buildings; built in the early 1980s
- 30 units (2-, 3-, and 4-bedrooms) at Cook & 46 1-bedrooms at Seabeds (540-580 SF)
- Deeply affordable for families (Cook) and for senior/disabled households (Seabeds)
- Issues
    - Original systems & finishes
    - Poor site and unit conditions
    - Failing exteriors at Cook *(revealed by 2015 ice damming at Seabeds, which was caused by similar construction defects)*
    - Lack of accessibility at Seabeds
    - Antiquated fire detection & lack of fire suppression systems
    - Poor ventilation resulting in mildew buildup
    - Energy inefficient



Captain Cook Conditions



Captain Cook Kitchen



Site paving is in extremely poor condition



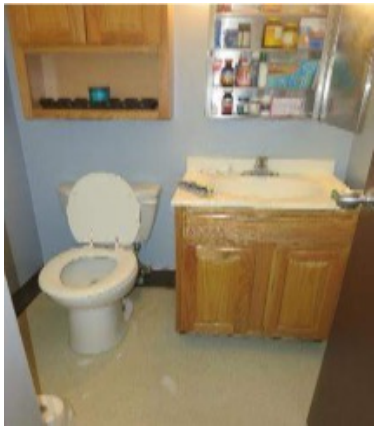
Water damage at Captain Cook Envelopes



Captain Cook Living Room



Deteriorated Captain Cook Siding



Captain Cook bathrooms are worn and out of date.

Seabeds Way Conditions



Water damage at Seabeds facade



Seabeds Kitchen



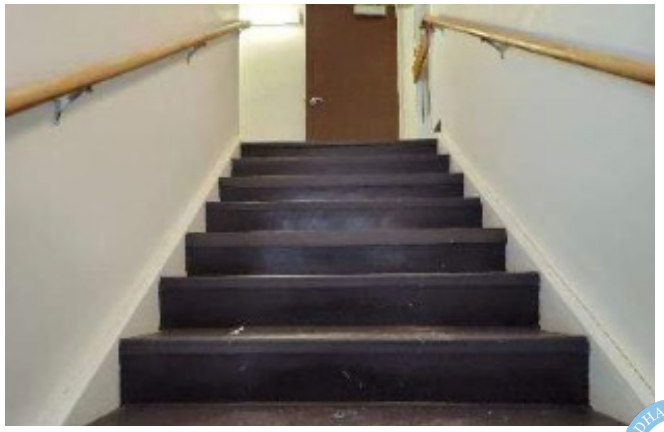
Bathrooms are worn and out of date



Site paving is in poor condition



2nd floor laundry rooms are inaccessible



Half of units are only accessible by staircase and are therefore inaccessible

4. FY-2024-02 – Pre-Development Funding for Captain Cook & Seabeds

The goal is to reposition and comprehensively modernize Cook and Seabeds

- NHA is working on the repositioning of these two federal properties from the HUD Section 9 Public Housing Program to the HUD Section 8 Project-Based Voucher Program, which would generate a substantial increase in operating revenue from HUD.
    - Repositioning creates $919K in additional annual operating subsidy for Cook and Seabeds; additionally creates 60 units of federal operating subsidy, worth $524K per year, which NHA could deploy to support the redevelopment of Linden-Chambers.
    - The repositioning option requires NHA to proceed with construction at the properties.
- In 2022, NHA worked with Dietz & Co Architects to create Property Conditions Reports (PCRs) detailing physical needs of the sites to help determine which repositioning strategy the NHA should adopt.
- The repositioning of these two federal public housing properties to the HUD Project-Based Voucher Section 8 platform will provide key operating subsidy to finance the preservation of Captain Cook and Seabeds.
- Construction is expected to begin at the end of 2024.

4. FY-2024-02 – Pre-Development Funding for Captain Cook & Seabeds

Physical Needs Costs by Category, per Dietz 2022 Property Conditions Reports:

	Captain Robert Cook Drive	Seabeds Way	Totals
0-3 Year Physical Needs	$4,801,451	$2,874,750	$7,676,201
3-10 Year Physical Needs	$1,684,307	$1,252,600	$2,936,907
10-20 Year Physical Needs	$1,513,000	$4,261,760	$5,774,760
Subtotal of Costs	**$7,998,758**	**$8,389,110**	**$16,387,868**
Mark-Ups (General Conditions and Requirements, Permitting, Overhead, Contingency, etc.) ~44%	$3,537,208	$3,710,084	$7,247,292
Total Costs with Mark-Ups (0-20 Years)	**$11,536,208**	**$12,099,193**	**$23,635,401**
Total per Unit	*$384,540*	*$263,025*	*$310,992*

- *Final scope of work will be determined when A/E team is brought on board*
- *NHA has created a budget based on $23.6M in construction costs for Seabeds/Cook; with associated soft and financing costs, the total development cost is $39.9M*
- *Construction will be funded using 4% Low Income Housing Tax Credits and permanent mortgage*
- *Once completed, operating costs of $9,000 per unit per year for Seabeds Way and $11,500 per unit per year for Captain Cook will be funded through rents and Section 8 project-based operating subsidy*
- *Resident rent will still be calculated based on 30% of monthly income and remain deeply affordable*

4. FY-2024-02 – Pre-Development Funding for Linden-Chambers

CPA Funds Requested: $241,052

- This CPA application is eligible under the Community Housing goal of "preservation of housing resources."
- Request covers pre-development funds to fund pre-development costs to make a preservation project at Cook/Seabeds "shovel-ready":
  - NHA will seek to procure an A/E team spring 2023
  - Create construction drawings and complete pre-development tasks needed to close on a modernization project (expected mid to late 2024)
- NHA will submit HUD repositioning applications for Cook/Seabeds (end of spring submission; approvals expected ~three months later). A CPA funding award will help strengthen these applications by:
  - Facilitating the funding of pre-development activities needed to get to a construction closing and start of construction in 2024, a condition of implementing the repositioning of Cook/Seabeds
  - Reducing stress on other sources to fund overall predevelopment budget
  - Demonstrating strong Town commitment for Seabeds/Cook repair and preservation

4. FY-2024-02 – Pre-Development Funding for Captain Cook & Seabeds

Updated 2024 Pre-Development Budget:

Cook-Seabeds – Pre-Development Budget	
Uses	**Amount**
A/E Pre-Development	$637,500
A/E Due Diligence	$150,000
Market Study	$5,500
Title Report	$2,750
Site Environmental Report	$5,500
CHA Development Consulting Fee	$200,000
Legal Fees	$30,000
Subtotal	**$1,031,250**
10% Contingency	$103,125
Total	**$1,134,375**

Cook-Seabeds – Pre-Development Sources		
Sources	**Amount**	**%**
FY '24 CPA Funding Request	$241,052	*21.25%*
Other funds (NHA Reserve, Capital Fund Program, pre-development loan)	$893,323	*78.75%*
Total	**$1,134,375**	

4. FY-2024-02 – Pre-Development Funding for Captain Cook & Seabeds Way

CPA Funds Requested: $241,052

- **How is this Calculated?**
  - Application covers CPA-eligible "preservation" costs per the Needham Community Preservation Plan and per DHCD policy (PHN 2013-14):
    - Eligible "preservation" costs include envelope repairs, electrical/plumbing upgrades, replacement of fire suppression systems (smoke alarms and sprinklers).
  - To determine the CPA eligible portion of pre-dev. costs, NHA calculated the percentage of CPA eligible construction costs in the costs identified in the Property Conditions Reports. The percentage was then applied to the pre-development costs to arrive at the FY24 CPA ask of $241,052.

4. FY-2024-02 – Pre-Development Funding for Captain Cook & Seabeds Way

CPA Funds Requested: $241,052

- **How is this Calculated?**

CPA-Eligible "Preservation" Costs per DHCD From Property Conditions Reports (PCR)		
Cost Category	**Cook Cost per PCRs**	**Seabeds Cost per PCRs**
Façade, Windows, Roofing, and Chimneys	$1,272, 464	$746,400
Fire Suppression Systems	$338,600	$381,240
Key Heating & Ventilation		$235,560
Electrical distribution systems	$89,000	$159,200
Fire alarms & Carbon Dioxide Hardware	$130,500	$212,900
Total "Preservation" Eligible	**$1,830,564**	**$1,692,700**
Total Costs	**$7,998,758**	**$8,389,110**
% of Repairs Eligible	***22.89%***	***20.18%***

	Captain Cook	Seabeds Way
Total Costs per Property Conditions Reports (*no markups)*	$7,998,758	$8,389,110
Total "Preservation" Eligible Costs *(per DHCD guidance)*	$1,830,564	$1,692,700
% Eligible	22.89%	20.18%
Blended Average %	**21.25%**	

FY2024 CPA Request	
Total Pre-Development Budget for Cook/Seabeds	$1,134,375
Allowable as Preservation	21.25%
FY '24 CPA Funding Request	**$241,052**

4. FY-2024-02 – The Bottom Line

- **Why is this needed?**
  - Repair & Preserve existing obsolete housing: Cook & Seabeds are 40+ years old, exhibit critical deficiencies and need a comprehensive modernization
  - Support ongoing operation & maintenance costs: CPA funding will facilitate the Cook & Seabeds repositioning to the Project-Based Voucher Section 8 platform, providing substantial new operating subsidy to cover future operational costs
- **Benefits**
  - CPA funding is key to enabling the project to start construction in 2024
  - Preserves 76 deeply affordable units in Needham
    - Units to remain deeply affordable with tenant rent limited to 30% of a household's income
  - CPA funding will result in a ~ $39.9 million preservation project *(inclusive of construction costs, soft costs, and fees required for this type of project)*
  - #1 Goal under Housing Development and Preservation Strategies of the 2023 Needham Housing Plan

4. FY-2024-02 – The Bottom Line

- **Benefits of approving this CPA funding application**
  - Captain Robert Cook Drive and Seabeds Way continue to serve as deeply affordable housing in Needham until 2065 and beyond
  - CPA funding for Cook/Seabeds can support the redevelopment of Linden-Chambers:
    - The conversion of Cook/Seabeds to the Section 8 program will make 60 federal subsidy units available. These can be used as an operating subsidy to support the redevelopment of Linden-Chambers and High Rock Estates.
      - 60 units of federal subsidy is worth $524K per year – key operating subsidies for the redevelopment of Linden-Chambers and new units at High Rock Estates

Questions?



Captain Robert Cook Drive

If you have any questions, please contact Steve Merritt at smerritt@needhamhousing.org or Cheryl Gosmon at cgosmon@needhamhousing.org

PROPERTY CONDITIONS REPORT

CAPTAIN ROBERT COOK

32 – 68 CAPTAIN ROBERT COOK DRIVE

NEEDHAM, MA

Final Report: December 23, 2022



Prepared for:

Needham Housing Authority

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I. PREFACE

This study has been prepared for the Needham Housing Authority. This Property Conditions Report (the Report) is intended to provide an assessment and evaluation of all existing physical conditions of the Captain Robert Cook property including all core systems and terminal fixtures, life safety, egress, exterior assembles, interior finishes, fixtures, cabinets, and equipment. This information was used to create a matrix of property deficiencies, recommendations for each of the deficiencies, the associated cost to remedy each deficiency, and a rating of priority for each deficiency relating to its life-safety and/or remaining serviceability. The purpose of the report is to identify deficiencies that could impact the health, safety and welfare of occupants and building operation/occupancy due to failures of aged building systems.

II. ACKNOWLEDGMENTS

The following individuals contributed to this report:

Owner

Needham Housing Authority
Angie Medeiros, Executive Director
Gary Kuphal, Facilities & Management Manager
Steve Merritt, Interim Executive Director
Reginald C. Foster, Chair

Design Team

Dietz & Company Architects, Inc., Architect
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Norian/Siani Engineering, Inc., Mechanical/Plumbing/FP Eng.
ART Engineering, Electrical Engineer
Fuss & O'Neill, Inc., Environmental Engineer
PM&C Cost Estimating, Cost Estimator

SECTION 1 EXECUTIVE SUMMARY

1.1 Overview

Dietz & Company Architects, Inc. (Dietz) is pleased to present this Property Conditions Report, which documents the physical condition of the Captain Robert Cook property, located at 32 – 68 Captain Cook Drive in Needham, MA. Dietz has undertaken the preparation of this report as directed by the property owner, Needham Housing Authority (NHA).

Section 2 of this Report, reviews the 'Purpose & Scope', highlighting the methodology of the assessment and evaluation. Section 3, 'Existing Conditions & Observations', documents the building and site as they are today. Section 4, 'Hazardous Materials', summarizes the results of the testing performed on site. Section 5, 'Cost Matrix' summarizes and puts estimated costs to the recommendations for renovation of the buildings by Priority. Section 6, 'Sources of Information' compiles the list of resources, existing building documentation, staff interviews, and resident surveys used to compile the report in addition to the site visits. Finally, Section 7, 'Appendices', is comprised of supporting documents to this report. Included in this is Section 7.1, 'Building Code Analysis', which documents applicable codes and standards that are in effect and might be impacted by required renovation work.

1.2 Property Description

The Captain Robert Cook property was developed in the early 1980's in conjunction with another NHA owned and operated property, the Seabeds Way property (see separate report). The two properties were designed in tandem in 1981 by the same architect, Chisholm Washington Associates, Inc., and constructed in 1982 by the same contractor, Dimeo Construction Company as turnkey properties.

Captain Robert Cook is comprised of six standalone buildings in side-by-side, alternating, one-story and two-story townhouse residential apartments situated on a 5.7-acre cul-de-sac. In total, there are 30 units; 5 two-bedroom units, 20 three-bedroom units, and 5 four-bedroom units. The units range between 750 square feet to 1,280 square feet and the total approximate living area is 28,620 square feet.

Additionally, at the southern entry point to the property complex is a community building that serves as a meeting place. This one-story, 1,900 square foot wood framed structure was originally designed as one large Community Room and formerly served as Needham Housing Authority's main office. NHA has since moved their offices to 21 Highland Circle, Needham, MA.

UNIT TYPE BREAKDOWN							
	2-Bedroom		3-Bedroom		4-Bedroom		
Building	Standard Units	Accessi-ble Units	Standard Units	Accessi-ble Units	Standard Units	Accessi-ble Units	Totals
Type A	2	0	8	0	1	1*	12
Type B	2	0	8	0	2	0	12
Type C	1	0	1	0	1	0	3
Type D	1	0	0	1*	0	1*	3
Totals	**6**	**0**	**17**	**1***	**4**	**2***	**30**

*Units deDesignated accessible by NHA. Refer to comments in this report and in the code report for more information.



1.2A Site Plan of Captain Cook Property

Overall, the property is in poor condition. The team felt that the buildings have an estimated effective useful life of ± 5 years in its current conditions. The repairs

identified in this report are typical for residential wood-framed buildings of this type that are 40 years old. Additional maintenance recommendations to preserve the useful life of the buildings are contained in Recommended Repairs & Replacements, located at the end of each section.

1.3 Building Code Summary

1.3.1 Applicable Building Code

The buildings at Captain Robert Cook are wood-framed, townhouse-type residential buildings. At the time of their construction, the applicable building code in the Commonwealth of Massachusetts was 780 CMR: The Massachusetts State Building Code, 4th Edition, which was adopted by the state legislature. That code referenced substantial portions of the BOCA Basic Building Code/1978, Seventh Edition.

These buildings appear have been constructed under the 4th Edition of 780 CMR, Massachusetts State Building Code, which, at that time, would have considered these buildings as use Group R-2 (Residential – Multi-family):

> *§209.3 Use group R-2 structure: This use group shall include multiple-family dwelling having more than two (2) dwelling units; and shall also include all dormitories, boarding and lodging houses arranged for shelter and sleeping accommodation by more than three (3) and not more than twenty (20) individuals.*

The Construction Classification would have been Type 4B, unprotected wood frame according to 780 CMR 4th Edition, §218.0 and Table 214. Type 4B construction prescribed 0-hour fire resistance rated primary structural frame, bearing walls, floor construction, and roof construction. Dwelling unit separations were required to be 1-hour fire resistance rated from the foundation to the underside of roof construction unless otherwise noted. According to the limited drawings available for our review, the construction seems to adhere to these requirements, however, it is unclear if rated construction at the line of residential unit separation continues to the underside of roof construction, or if draft stopping was constructed in accordance with the effective code.

At the time of their construction, the 4th Edition of 780 CMR would have allowed the buildings' construction based on their conformance with the height and area limitations in effect.

Under the current building code, the buildings at Captain Robert Cook would be considered townhomes by 780 CMR 51.00 Massachusetts Residential Code (Residential Code), which is the Massachusetts Amendment to the International Residential Code 2015 for One- and Two-Family Dwellings, 9th Edition. This code applies to:

> *§R101.2.1 the construction, reconstruction, alteration, repair, demolition, removal, inspection, issuance and revocation of permits or licenses, installation of equipment; of detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories above grade plane in height and their accessory structures not more than three stories above grade plane, and other buildings as described in 780 CMR;*

The Residential Code addresses work in existing buildings, including code nonconformities, as Repairs, Renovations, Alterations, or Reconstruction in Appendix J. To this end the code states:

> *Features of existing construction which do not meet the requirements of 780 CMR 51.00 for new construction shall be presumed to have met the regulations, codes or laws in effect at the time of construction or alteration and, if so, shall be deemed to be existing nonconforming. Unless stated otherwise, nothing in Appendix J shall require the upgrading or replacement of any existing nonconforming feature or component of an existing building, provided the feature, component or system is in serviceable condition. Components or features of an existing building which, in the opinion of the building official, are dangerous, unsafe, damaged, significantly deteriorated or which otherwise present a threat to occupants or to public safety shall be remediated in accordance with 780 CMR 51.00.*
>
> *Any new building system or portion thereof shall conform to 780 CMR 51.00 for new construction to the fullest extent practicable.*

This report and its appendices describe and identify conditions in the buildings and the site at Captain Robert Cook that meet the requirements for remediation (replacement) as described above. Refer to Appendix 7.1 – Building Code Analysis at the end of this report for a more detailed description.

1.3.2 State Sanitary Code

The State Sanitary Code, 105 CMR 410.000 Minimum Standards of Fitness for Human Habitation, Chapter II, is enforced by State Board of Health and applies to all current dwellings regardless of date of construction. This report and its appendices describe and identify conditions that do not comply with the State Sanitary code in kitchens, bathrooms, bedrooms, and unit entries. These nonconformities must be corrected regardless of any Repairs, Renovations, Alterations, or Reconstruction.

1.3.3 Accessibility

At the time of building construction 780 CMR 4th Edition only required:

> *§315.1 Building Access for Handicapped: All buildings or parts thereof classified in use groups R-1 and R-2, (Residential), shall have at least one (1) primary entrance accessible to and usable by the handicapped.*

No additional requirements for accessibility were made in the Residential Code.

Needham Housing Authority has designated 4-bedroom units #42 and #47, and 3-bedroom unit #51 as accessible. Some clearances were provided for wheelchair clearances within these units as observed in the available historic construction documents and in recent bathroom updates. However, these units largely do not comply with accessibility requirements as defined by MAAB. Additional research is required to assess the applicability of HUD / UFAS.

Refer to Appendix 7.1 – Building Code Analysis at the end of this report for more detailed description of requirements.

1.4 Cost Estimate

The total direct cost of the recommended repairs for this property without mark-ups or escalation is $7,998,758 over the next 20 years. The total direct cost of the recommended repairs for this property without mark-ups or escalation is $4,801,451 over the next 3 years (Critical), $1,684,307 between the next 3 to 10 years (Moderate), and $1,513,000 between the next 10 to 20 years (Long Term).

Refer to Section 5.0 – Cost Matrix further within this report for a more detailed breakdown of the cost estimate, including mark-ups and escalation.

SECTION 2 PURPOSE & SCOPE

2.1 Objective

The objective is to provide design, engineering, and cost estimating services to complete a Report for the Captain Robert Cook development. The purpose of this Property Conditions Report is to ascertain and document the property's existing conditions and determine whether the property qualifies for the Rental Assistance Demonstration (RAD) / Section 18 Blended repositioning program by the Department of Housing and Urban Development (HUD). The evaluation will be based on existing documentary material, such as the provided Facilities Master Plan, capital repair logs, photographic evidence of conditions, and a site visit to include at least 15% of all units, for a minimum of 7 units, and a minimum of 25% of the "accessible units" (of which there are none that are fully compliant).

2.2 Survey Methodology

Through coordination with the Owner, it was determined that in addition to architectural services, the following professionals were required to observe and report on the existing conditions of the property: site / civil engineer, mechanical / electrical / plumbing / fire protection engineers, and environmental engineer.

The Consultant Team spent several days on site in January 2022 to observe, test, and document the existing building conditions and systems. Five units in total were visited by the team, which included the following units: 42, 49, 52, 59, and 64. The resident of the sixth unit, Unit 31, stated they had COVID during the time of the visit. The team felt this was a sufficient number of units to visit in order to obtain a comprehensive understanding of the existing conditions.

2.3 Analysis of Data & Information Methodology

The severity of deficiencies and obsolescence has been indexed according to the timeframe for required replacement. The scope of work has been identified as is required to restore the building to good conditions and current standards, including upgrades required by code based upon the three time periods of:

- Critical Items / Needs: repairs / replacements required within 0 – 3 years,
    - Remedies for exigent health and safety hazards or code violations.
    - Correction of conditions that adversely affect ingress or egress.
    - Correction of conditions preventing sustaining occupancy.
    - Correction of accessibility deficiencies.
- Moderate Items / Needs: repairs / replacements required within 3 – 10 years

- Long range Items / Needs: repairs / replacements required within 10 – 20 years

In addition, the property was assessed and evaluated for repairs or improvements that are necessary for marketability in the list of Repair/Rehab needs. The repairs / improvements identified are those necessary for the project to retain its original market position as an affordable project in a decent, safe, and sanitary condition (recognizing any evolution of standards appropriate for such a project). Where a range of options exists, the least costly options for repair or rehabilitation have been chosen, so both capital and operating costs are taken into consideration.

SECTION 3 EXISTING CONDITIONS & OBSERVATIONS

3.1 Overview

See below for a summation of the Consultant Team's findings and recommendations for repairs.

3.2 Site / Civil Systems

The site/civil review for the site included site pavement, curbing, landscaping areas, and existing utilities. A site visit was conducted to observe the existing conditions of the site at Captain Robert Cook Drive. Information in this report was obtained from plans provided to Nitsch Engineering by Needham Housing Authority (NHA) and the Town of Needham.

3.2.1 Topography

The site topography generally slopes from East to West. The property consists of residential buildings with paved parking lots and driveways around the site and landscape areas surrounding the buildings with paved walkways. Driveways and parking lots include concrete curbs or asphalt Cape Cod berms. Underground utilities include water, sewerage, gas, and electrical serv
ice. There is a cul-de-sac area at the end of the driveway which contain a playground and a sewer pump station.



3.2.1A Northwest View Topography

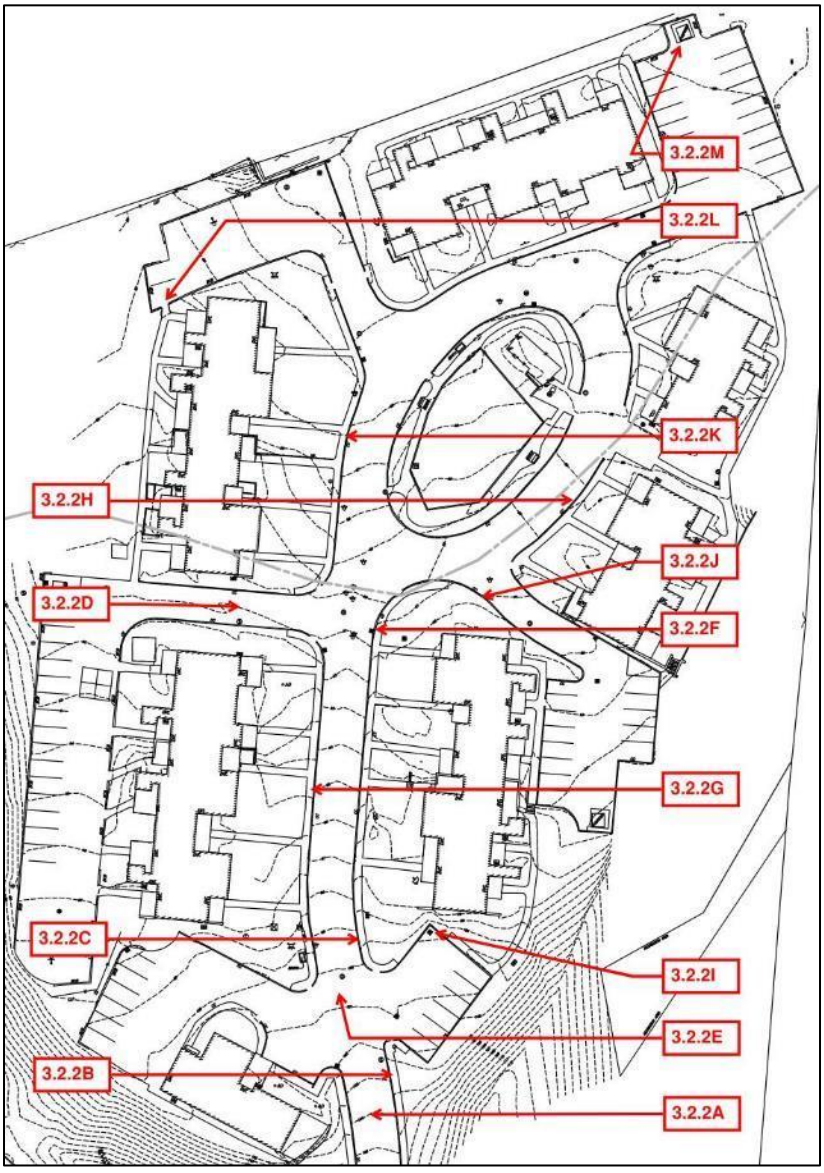


3.2.1B South View Topography

3.2.2 Paving, Parking, and Curbing

The Captain Robert Cook Drive roadway in its entirety, starting at its intersection with Evergreen Road, is a private way owned by NHA. Existing roadways and parking lots are paved with asphalt. The roadway and parking lot pavement are in poor condition. Many issues with the pavement include damaged sections (potholes), longitudinal

cracking, and fatigue (alligator) cracking (Photos 3.2.2A-3.2.2D). Pavement around some of the utility structures is cracked or damaged (Photos 3.2.2E and 3.2.2F). In addition, the asphalt sidewalk is damaged at multiple locations (3.2.2G and 3.2.2H). Some asphalt curbs (Cape Cod Berm) and concrete curbs have been damaged around the site (Photos 3.2.2I and 3.2.2J). No handicap access or warning tactile panels for ramps were observed throughout the site (Photos 3.2.2K and 3.2.2L). See below for a site plan locating these areas.





3.2.2A Fatigue Cracking and Pothole



3.2.2B Longitudinal Cracking & Pothole Formation



3.2.2C Damaged Asphalt May Cause Ponding



3.2.2D Alligator Cracking Jeopardizes Roadway



3.2.2E Damaged Asphalt Worsens Over Time



3.2.2F Alligator Cracking and Drain



3.2.2G Damaged Sidewalk is Tripping Hazard



3.2.2H Damaged Sidewalk is Tripping Hazard



3.2.2I Fragmented Concrete Curb



3.2.2J Damaged Asphalt Curb



3.2.2K No Warning Panels at Curb Cut



3.2.2L No Access Ramp from Lot to Sidewalk



3.2.2M Dumpster Pad at Parking Lot Edge

Summary of Conditions

Roadways, parking lots and curbing are in poor condition. Any damaged areas need to be replaced or repaired.

Recommended Repairs & Replacements

- The asphalt pavement for roadways should be pulverized/crushed, mixed with the underlying gravel to create reclaimed pavement borrow, compacted, and new asphalt binder and top course should be installed. All reclaimed material should conform to the requirements of the Massachusetts Department of Transportation (MassDOT) Standard Specification Section M1.09.1, Reclaimed Pavement Borrow Material and as required by the Town of Needham.
- All damaged sections of pavement for walkways should be repaired.
- The pavement around some of the utility structures is cracked or damaged. Nitsch Engineering recommends that a new concrete or asphalt binder course to be installed around the structures prior to any top course installation.
- Damaged asphalt curbs or cracked in some spots should be replaced.
- Detectable warning panels are required by accessibility code should be installed at sidewalk for the ramps. Detectable panels should be set in concrete.
- Dumpster concrete pads should be replaced throughout the site.

3.2.3 Landscaping & Site Amenities

Existing walkways to the existing buildings are paved with asphalt and are in poor condition, with damaged sections and longitudinal cracking (Photo 3.2.3A), which present tripping hazards. Also, walkway aprons behind and in front of existing buildings should be replaced to eliminate sharp edges or low points which may cause ponding

(Photos 3.2.3B and 3.2.3C). It was observed that an existing chain link fence had partly fallen (Photo 3.2.3D). The existing border of the playground is missing an entrance, and it is not accessible (Photos 3.2.3E and 3.2.3F). Multiple Stairs were observed front or behind of existing units, Stairs behind unit 35 will need to be repaired. Stairs behind unit 47 are in a good condition. (Photos 3.2.3G, 3.2.3H, 3.2.3I, and 3.2.3J). Retaining wall was observed behind units #47, #49, and #51. Based the condition of its rotting wooden wall with unknown support, the retaining wall is in poor repair and needs to be replaced. (Photo 3.2.3K). No irrigation system was observed.



3.2.3A Damaged Asphalt



3.2.3B Walkway Apron



3.2.3C Existing Walkway



3.2.3D Damaged Chain Link Fence



3.2.3E Playground with No Entrance



3.2.3F Playground with No Entrance



3.2.3G Existing Stairs in Front of Unit 35



3.2.3H Existing Damaged Stairs Behind Unit 35



3.2.3I Existing Stairs Behind Unit 47



3.2.3J Existing Stairs Behind Unit 47



3.2.3K Rotting wooden wall with unknown support

Summary of Conditions

Existing walkways and driveway aprons are in poor condition; damaged areas should be replaced. The measures below for replacing and designing the roadway asphalt should not need to be coordinated with the Needham Department of Public Works (DPW) as this is a Private Way. Landscape areas showing signs of erosion.

Recommended Repairs & Replacements

- Damaged sections of asphalt sidewalks and walkways behind and in front of houses should be replaced.
- Retaining walls should be replaced.
- Chain link fence should be re-installed and replaced in the location of damaged sections.
- Walkway aprons should be replaced to eliminate any sharp edges or low points.
- Landscape areas around the existing houses should be reseeded and stabilized.
- An entrance should be installed to the playground area.

3.2.4 Access and Egress

The site has one access drive on Evergreen Road. Each house has a frontage on Captain Robert Cook Drive and parking lot spaces. There is a turnaround at the end of Captain Robert Cook Drive – There is no outlet.



3.2.4A Access point from Evergreen Road



3.2.4B Parking Spaces with Ample Turnaround Area

Summary of Conditions

The turnaround appears large enough for fire equipment access and maneuvering.

Recommended Repairs & Replacements

Not applicable.

3.2.5 Utilities

Water

It is assumed that the existing site is fed from a municipal water main. Size and material of main service is unknown since water system is not shown on the record plans. However, water gate valves were observed throughout the site (Photo 3.2.5A.) There are multiple fire hydrants located at various points around the existing site (Photo 3.2.5B.) Based on the record plans provided, a water easement cuts through the site.

Sanitary Sewer

Based on the record plans provided to Nitsch Engineering, there is an existing 6-inch asbestos cement pipe (ACP) sewer service that exits the buildings and heads out to a pump station located near the playground area in Captain Robert Cook Drive (Photo 3.2.5C). It appears that an 8-inch ACP service then runs East towards St. Mary Street where it presumably connects to the municipal sewer main. Sewer utility access holes were observed throughout the site. According to NHA, the pump is owned and maintained by the Town of Needham. According to the Town, Maintenance was recently completed after a failure in early 2022. The nature of this failure cannot be discussed as it was not witnessed, nor has documentation been provided. The Town monitors the pump twice a day (in the morning and afternoon) to ensure it is functioning. There is an alarm on the pump which indicates failure. The age of the pump is unclear.

Site Drainage

The site topography generally slopes from East to West. There is existing storm drainage infrastructure for runoff conveyance surrounding the existing buildings and within the parking lot areas (Photo 3.2.5D). Stormwater generated by the existing site is collected in series of catch basins throughout the site and is piped via a series of closed drainage pipes to a detention basin located at west side of the site. Some of the structures need to have their frames and grates reset due to cracking pavement around the structure, as noted in Section 3.2.2. Subsurface condition of the structures and pipes need to be analyzed by video inspection to confirm condition. Nitsch observed the detention basin during a site visit, it appears that no work or repair is required for the detention basin (Photo 3.2.5E).

Lighting

Site lighting around the site appears to be adequate in some areas and limited in other areas. (Photos 3.2.5E.) A photometric plan by a lighting consultant would need to be created during any redevelopment to determine whether the existing lighting fixtures are adequate.

Natural Gas

The existing site is fed from a 2-Inch plastic gas main service. The 2-Inch service runs throughout the site and splits to two 0.75-Inch services near House #59. Gas gate boxes were observed throughout the site (Photo 3.2.5.G.). There are no know issues with the gas service. Refer to Section 3.3.4. for further analysis of the condition of the gas services by the MEP Engineer.

Electric

It is assumed that electric and telecom services feed the buildings from underground lines extending from a utility pole next to the entrance drive of the site. The electric service connects to a transformer located near the playground. There are no know issues with the electrical service. Refer to Section 3.3.4. for further analysis of the condition of the electrical services by the MEP Engineer.



3.2.5A Water Gate Valve in Roadway



3.2.5B One of Multiple Hydrants on Site



3.2.5C Pump Station Near Playground Area



3.2.5D Existing Catch Basin in Good Repair



3.2.5E Existing Detention Basin for Overflow



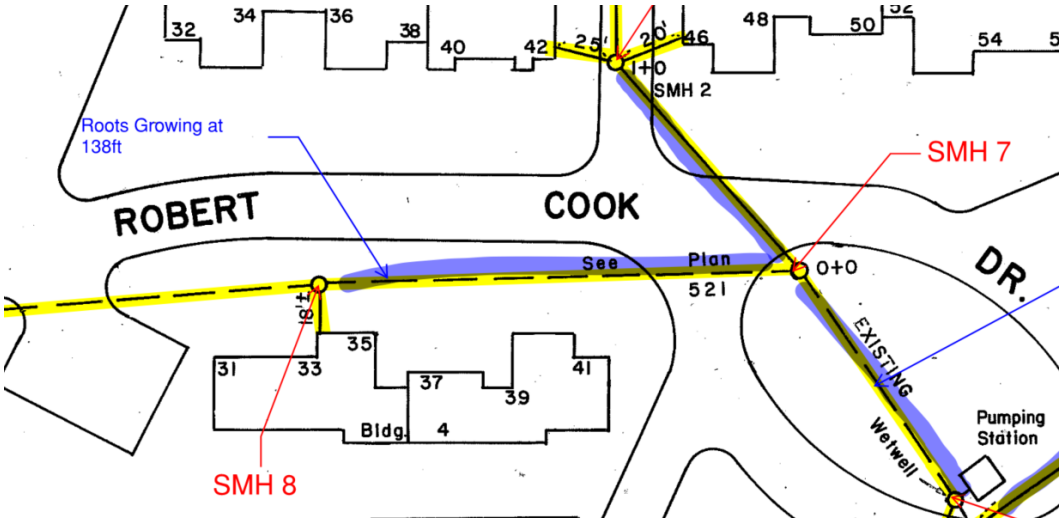
3.2.5F Existing light in Sitewide Array



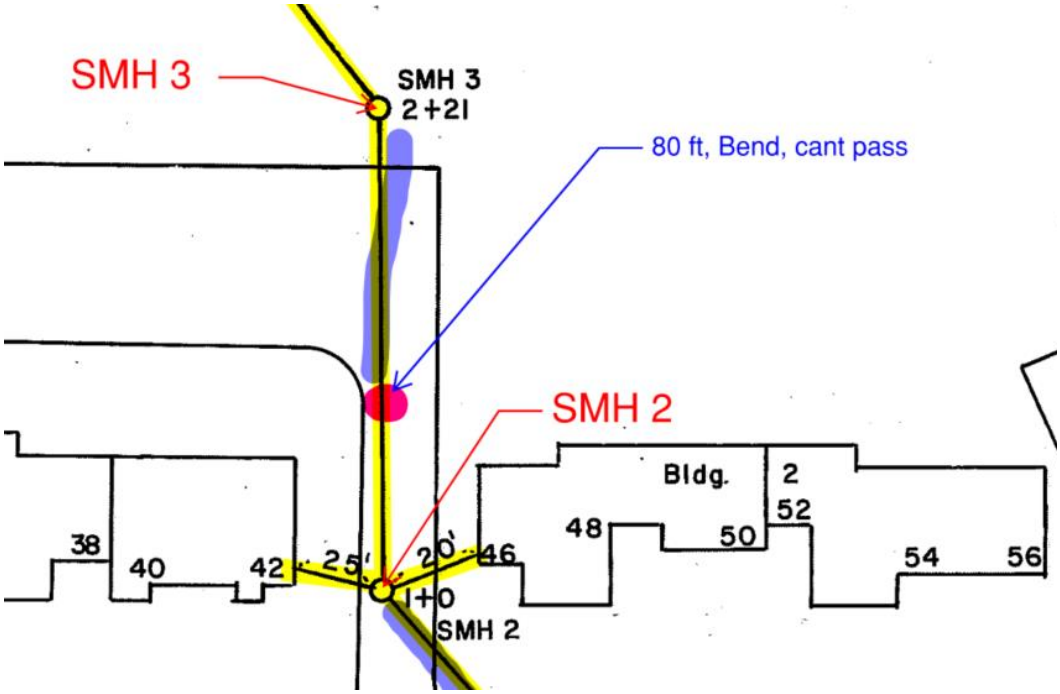
3.2.5G Gas Gate Boxes in Roadway

Summary of Conditions

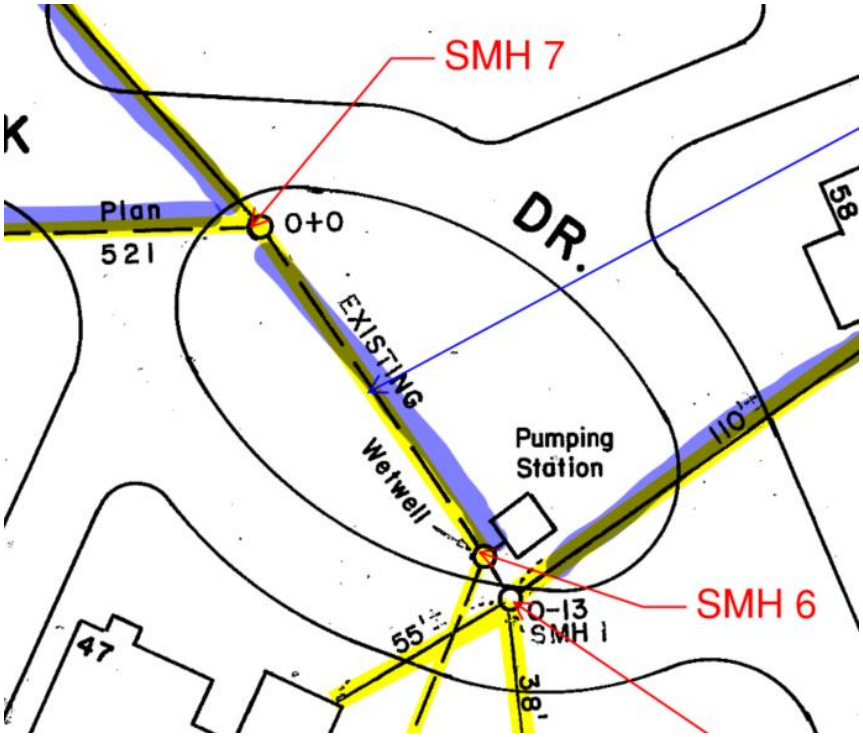
To determine the conditions of the existing subsurface utility structures, some of main sanitary sewer lines were videotaped by John's Sewer. Existing utility structures appear to be in fair condition. Utilities may require cleaning and clearing to minimize leaks as assessed through video scoping. Most of the videotaped sanitary sewer main lines are clean and in a good condition, except for the presence of roots and sedimentation, as specified in the following.



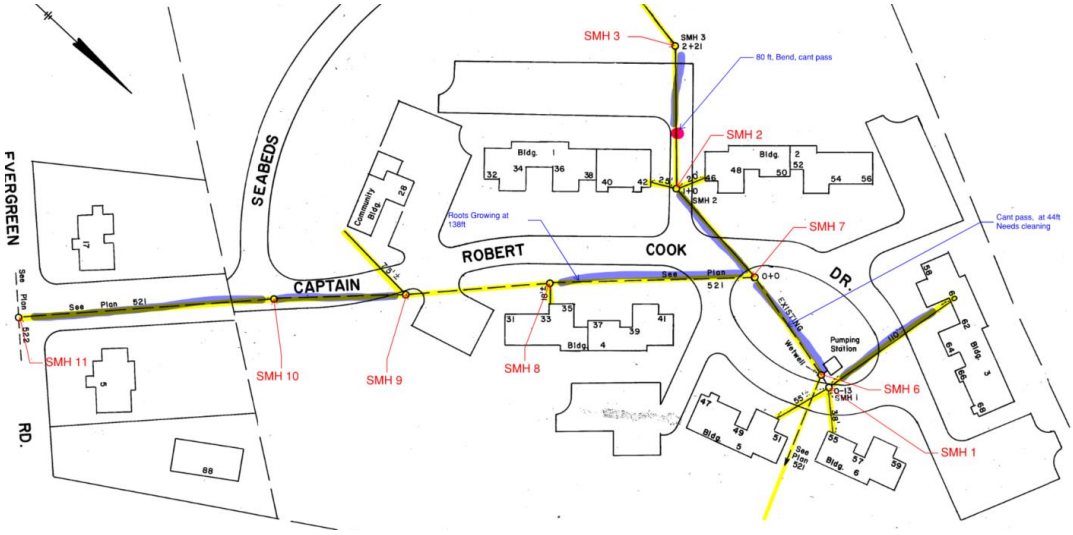
3.2.5H SMH 7 and SMH 8 – Roots are Growing Inside a Section of Sewer Line.



3.2.5I SMH 2 and SMH 3 – Pipe Between SMH 2 & 3 Not Fully Filmed Due to a Bend In the Pipe



3.2.5J SMH 7 and SMH 6 – Line between SMH 7 & 6 will need to be jetted and cleaned of sediment



3.2.5K Captain Robert Cook Plan View – Not all sewer pipes highlighted on the plan given to John's Sewer were videotaped. A representative sample of the pipes were videotaped to determine general conditions. Those segments that remain unseen include: pipe between SMH 8 & SMH 9, pipe between unit 51 & SMH 1, pipe between unit 55 & SMH 1, pipe between unit 42 & SMH 2, pipe between unit 46 & SMH 2, pipe between unit 35 & SMH 8, pipe between community building & SMH 9, and pipe that runs from SMH 6 to St. Mary Street.

PENDING: Cleaning and video scoping of the sanitary lines between SMH-2 to SMH-3 took place on December 19, 2022. Based on the analysis of this scoping, it appears that the water lines are…

Recommended Repairs & Replacements

- Drainage and sewer pipes should be jetted and cleaned of sediment.
- Detention basin should be cleaned of sediment at its bottom and re-established.
- The site lighting would likely require upgrading as part of any proposed redevelopment of the site. At that time, lighting to be evaluated by an electrical engineer or lighting consultant.
- A hydrant flow test should be performed to confirm water main pressures and flow volume at the site.
- The sewer pump should be checked and maintained.

3.2.6 Flooding

Based on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps for Needham (Community Panel Number 25021C0028E, dated July 17, 2012), the Project Site is not located within a regulated flood zone. A portion of the Site is located with the 500-year floodplain, which is not currently regulated by FEMA.

Summary of Conditions

The Site is located within Zone X, Area of Minimal Flood Hazard and within Zone X, 0.2% Annual Chance Flood Hazard. This area is not considered to be regulated flood zone areas.

Recommended Repairs & Replacements

Not applicable.

3.2.7 Zoning

The Site is within the Needham Zoning District Single Residence B (SRB). The structures are in lawful pre-existing non-conforming use as they were begun prior to the adoption of current zoning by-law.

Table of Regulations for Single Residence B for Building and Structures on Lots created by Deed or plan Endorsed or Recorded Prior to January 9, 1986, and Not Including New Construction.

DISTRICT	MIN. LOT AREA (SF)	MIN. FRONTAGE (FT)	FRONT SETBACK (FT)	SIDE SETBACK (FT)	REAR SETBACK (FT)	MAX. FLOOR AREA RATIO (F.A.R)	MAX. % LOT COVERAGE	MAX. STORIES	MAX. HEIGHT (FT)
Single Residence B	10,000	80	20 (g)(h)	14 (e)(f)	10	.36-.38 (d)	25%-30% (i)	2 1/2	35 (b)(c)
ACTUAL	487,585	711	107	26	16	15	10%	2 1/2	30

As per the Town of Needham MA Zoning By-Law (2020), *On any lot upon which a multi-family structure (three or more dwelling units) is placed, built, or reconstructed, there shall be provided for each dwelling unit in all buildings on the lot not less than one and one-half (1-1/2), paved and readily accessible, off-street automobile parking spaces, covered or open, if the lot is in an Apartment District. In the event a multi-family structure is reserved for special occupancies such as the handicapped or elderly, the Board of Appeals may authorize a smaller number of spaces by special permit.* Given a total of

seventy-six (76) parking spots serving thirty (30) units, the site has an excess of parking, with an average of 2-1/2 parking spots per unit.

3.3 Architectural Systems

3.3.1 Building Envelope

3.3.1.1 Façades

The exterior wall system is constructed of two-by wood framing and was originally cladded in 1982 with wood shingle siding. In the 1990s, the wood shingle siding was replaced with cementitious lap siding and trim that did not provide adequate insulation and waterproofing.

Due to the building envelope water infiltration issues at Seabeds Way in winter of 2015 (see associated report), and NHA knowing that the Captain Robert Cook property was designed by the same architect and built by the same Contractor in the same range of years as the Seabeds Way property, and thus could fail in the same way, NHA hired the Building Envelope Engineer, Russo Barr Associates, Inc., in 2017 to inspect the as-built conditions of the building envelope at Captain Robert Cook buildings.

Major deterioration was noted within a Building Envelope Condition Assessment by Russo Bar Associates. Within their report, conditions are assessed in four of six Buildings (excluding Units 32 – 42 Building and Units 47 – 51 Building) via test cuts that showed existing siding has been applied to various exterior sheathings, with nailing insufficient in some areas and a lack of protection provided at the butt joints of siding boards. This has resulted in long-term water penetration, and deterioration of sheathing that now provides little support below the clapboard siding. Sealants on this system are weathered or fail and continuous atmospheric moisture and lack of direct sun on the building has exacerbated water damage and microbial growth.

The exterior wall systems of two of the six buildings (the Units 32 – 42 Building and the Units 47 – 51 Building) have been replaced in the last five years, in what appears to be in response to the findings and recommendations of this report. These facades are in good condition and do not need to be repaired or replaced. The remaining four buildings' facades have not been replaced.



3.3.1.1A Cementitious Siding at Storage Sheds



3.3.1.1B Damaged Cementitious Siding at Roof



3.3.1.1C Cementitious Siding at Main Entries



3.3.1.1D Cementitious Siding Overall

Summary of Conditions

At the four buildings that have not had the facades replaced, in addition to the age of the siding, sealant protection appears to never have been installed at the butt joints of the siding during the install continuous build-up of moss and mildew at the base of each building is evident and has led to deterioration and water infiltration into the façade in many locations. As a result, this siding is in poor condition and needs to be replaced in full. This siding will continue to allow moisture into the wall cavity and if not replaced within 3 years, could lead to issues with deterioration of the structure of the wall, as well as mold issues.

Recommended Repairs & Replacements

At the four buildings; Units 31 – 41, Units 46 – 56, Units 55 – 59, and Units 58 – 68:

- The cementitious siding should be removed at the exterior walls.
- The sheathing should be replaced with proper plywood sheathing, with the deteriorated wood framing being replaced in the process.

- Install fiberglass insulation.
- New air barrier and waterproofing systems should be installed, and the ridge and soffit vents should be replaced.
- New siding should be installed, such as an improved vinyl siding as was installed at the at Seabed's Way project. New PVC trim should be included in the new wall cladding system.
- All facade mounted MEPFP items need to be removed and reinstalled during the processed.

3.3.1.2 Fenestration System

The windows are vinyl frame, double hung units, which are easy to operate and lock properly. The current windows replaced the original aluminum frame, double hung windows that were in poor condition through a window replacement project in 2017. The R-Value of the windows is unknown.



3.3.1.2A Vinyl Windows from Exterior



3.3.1.2B Vinyl Windows from Interior

Summary of Conditions

The windows are in good condition and do not require repair. However, due to the standard lifespan of vinyl windows, all windows should be replaced in the long term. In some instances, screens were missing. Per the State Sanitary code, All windows are required to have screens.

Recommended Repairs & Replacements

- Replace all windows in 15 years with vinyl frame, double hung units with trim.
- Install screens in cases they are missing at windows.

3.3.1.3 Exterior Doors

The exterior storm doors are aluminum with a glass panel comprising the upper half of the door, with a simple lever latch, either one or two pneumatic closers depending on the unit, and a metal kickplate. The exterior storm doors appear to have not been replaced within the last 20 years. These exterior building doors are set into a wood door frame that appears original and shows signs of water infiltration due to visible holes. The exterior building doors are hollow metal doors with a passage lever and deadbolt, which appear to have been replaced within the last 5 years. The Mechanical Rooms, which are located in the rear of the buildings and shared between two units, have hollow metal double doors with a passage knob and pad lock. The Storage Sheds, one per unit, are located behind the Mechanical Rooms at the rear of the buildings, have plywood double doors with simple metal padlock hasps. Both the Mechanical Room and Storage Shed doors appear to be the original doors installed.



3.3.1.3A Weathered Exterior Storm Doors



3.3.1.3B Exterior Unit Doors



3.3.1.3C Mechanical Room Doors



3.3.1.3D Storage Shed Doors in Poor Repair

Summary of Conditions

Per the State Sanitary code, exterior doors shall be weathertight, meaning that glass is unbroken and properly caulked, the door opens and closes without excessive effort, there is a storm door, weatherstripping and the doors are well fitting. All exterior doors shall have screen doors with a self-closing device. Due to the age and deterioration of the materials which have caused water damage and rotting, the exterior storm doors, the exterior unit door frame, the Mechanical Room doors and the Storage Shed doors are in poor condition and need to be replaced due to deterioration of to the doors, trim, and framing.

Recommended Repairs & Replacements

- Replace exterior storm doors, hardware, and closers should be replaced.
- Replace the door frame with a new wood frame and weatherproof door thresholds should be installed. During this work, the exterior unit doors and hardware should be removed, safely stored, and reinstalled.
- Replace exterior doors at exterior Mechanical Room with new hollow metal double doors and new hardware.
- Replace exterior doors at exterior Storage Sheds with new hollow metal double doors and new hardware.

3.3.1.4 Roofing

The roofing system consists of asphalt shingles over plywood sheathing at steeply gabled pitched roofs with break metal fascia trim. Original metal ridge vents and snow rails are mounted at the rear side of the roofs, as well as metal soffit vents in the front and rear of each building. New additional metal ridge vents were added to the roof within the last 5 years. Each of the eighteen connected Storage Sheds also are comprised of asphalt shingles over plywood sheathing with break metal fascia trim, but over shed pitched roofs with no venting.



3.3.1.4A Roofing System Missing Shingles



3.3.1.4B Corroding Storage Shed Roofing System



3.3.1.4C Ridge Vent in Peeling and Aged



3.3.1.4D Soffit Vent is Failing

Summary of Conditions

At over 25 years old, the roofing, older ridge vents and flashing accessories are in poor condition and need to be replaced. The roofing over every unit consists of delaminated shingles, missing shingles, shingles with aggregate missing, and bituminous patching. Flashing is bent, dented, is missing nails, and contains gaps for water to get in. Soffit vents are deteriorating, contain gaps in some locations where water is getting in, and in other locations the vent holes are painted over preventing venting to occur. Ridge vents are dented and appear to contain gaps in where they are mounted to the roof. Also, the size and quantity of ridge and soffit vents appear to not have been sufficient for proper venting per the code at the time, thus new ridge vents have been installed. The new ridge vents are in good condition and do not need to be replaced but will be impacted by any proposed roof replacement.

Additionally, per the July 7, 2017, Russo Barr Associates Building Envelope Report, Page

6, Photo No. 11, provides proof that residents have the ability to store objects like metal canoes and climb on the Storage Shed roofs, which connect to the main unit roofs. These actions have further contributed to the degradation of the roof shingles. Additionally, are a climbing hazard.

Recommended Repairs & Replacements

All asphalt shingle roofs, including on Storage Sheds, should be replaced. Reroofing should include:

- Removal of the existing shingles and underlayment down to the wood roof sheathing.
- Deteriorated sheathing should be replaced.
- Ice and water barrier applied to the decking.
- New asphalt shingle system installed, with appropriate flashings.
- Soffit venting should be replaced, with new ridge and gravity vents installed to provide proper venting of the uninsulated attic spaces.
- Consider adding fencing, or other built-up condition, to prevent residents from storing objects or climbing on Storage Shed roofs.

3.3.1.5 Roof Drainage Components (Gutters & Downspouts)

No gutters or downspouts are present.

Summary of Conditions

Without installation of gutters, roofing will continue to be more prone to ice dams and water infiltration, thus guaranteeing the reduction in longevity of not only the roofing, but existing wall systems as well. Without the installation of downspouts, the foundations will be more prone to water infiltration, thus guaranteeing the increased risk of deterioration in flooring systems and possible uneven settling of foundations and concrete flooring.

Recommended Repairs & Replacements

- Add gutters to eave fascia and connect to new downspouts.
- Provide downspout extensions to divert rainwater a minimum of 3 feet away from exterior walls. Maintain positive grading slope away (1/4-inch per foot) from foundation wall for a minimum of 10 feet to avoid ponding adjacent to building.

3.3.1.6 Foundations

The buildings foundations are slab on grade concrete.

Summary of Conditions

While most units appear structurally sound, unit 64 had a shift and depression at the concrete floor slab at the interior. Beyond this specific location, the rest of the unit had slab depressions issues throughout. This will require further investigation and possible repairs such as patching or infill.

Recommended Repairs & Replacements

- No action required.

3.3.1.7 Chimneys

Chimneys remain on the four buildings that have yet to be resided. The chimneys are wood framed with sheathing, cementitious siding, and a metal flashing cap at the top, which arise from the center of the Mechanical Sheds. These chimneys abut a wall with an upstairs bedroom and do not appear to have any further fire separation than the materials listed.



3.3.1.7A Cementitious Siding on Rear Chimney



3.3.1.7B Wood Framed Chimney Above Sheds

Summary of Conditions

These chimneys are in fair condition based on deterioration of materials to partially exposed elements over 40 years. Additionally, they no longer appear to be required for venting purposes due to the upgraded boiler system installed in 2017. Keeping these chimneys will continue the increased risk of fire spreading faster between the first floor and second floor and vice versa in this area if a fire were to start.

Recommended Repairs & Replacements

- Remove wood framing, cementitious siding, and metal flashing cap of thirteen

chimneys from above the roof of the Mechanical Sheds.

- Reside (see Section 3.3.1.1) the exterior of the now exposed wall of the unit the chimney was previously abutting.

3.3.1.8 Storage & Mechanical Sheds

Wood framed sheds are attached to rear of buildings and are shared between two units are in poor condition. Exterior cementitious siding and asphalt shingle roofs failures and water damage were observed.



3.3.1.8A Interior of Storage Shed



3.3.1.8B Water Damage within Storage Shed

Summary of Conditions

The material of the sheds is in poor condition due to moisture mitigated from the ground and snow piling causing mold to form and deteriorate the base and siding, as well as water infiltration from poor condition of roofs.

Recommended Repairs & Replacements

- Replace sheds with new woodsheds with pitched shingle roof on concrete foundations. New sheds should be built to a larger height to both prevent climbing and provide more storage.

3.3.2 Interior Elements

3.3.2.1 Vertical Transportation

There are no elevators on this property, nor are elevators determined to be needed. Additionally, there are no interior staircases for public or communal use. Only the interior unit stairs are in the fourteen two-story units and are for use by the unit tenants only.

3.3.2.2 Common Areas

During the site visits by the consultant team, Unit 42 had been converted into the one area of the property for common use for an after-school program. Dietz was informed by the NHA afterwards this unit was converted back into a resident unit and 28 Captain Robert Cook Drive, which was previously the NHA Main Office, has been turned into the property's Common Area. NHA also noted the NHA Main Office was moved off site. The consultant team has not reviewed these changes and per NHA recommendations, does not need to.

3.3.2.3 Interior Finishes & Components

The finishes generally consist of the materials listed in the table here within. Description of conditions within subsections below.

TYPICAL INTERIOR FINISHES				
Area / Room	**Floor**	**Walls**	**Baseboard**	**Ceilings**
Living Area	VCT	Painted GWB	Vinyl	Painted GWB
Kitchen	VCT	Painted GWB	Vinyl	Painted GWB
Corridor	VCT	Painted GWB	Vinyl	Painted GWB
Bathrooms	Vinyl Sheet	Painted GWB	Vinyl	Painted GWB
Bedrooms	VCT	Painted GWB	Vinyl	Painted GWB
Closets	VCT	Painted GWB	Vinyl	Painted GWB
Staircase	Carpet	Painted GWB	Wood	Painted GWB

3.3.2.4 Unit Entry Stairs

Units have step ups at the unit entry doors in both the front and the rear. This does not comply with requirements for visitable accommodations.



3.3.2.4A Threshold at Front Entry



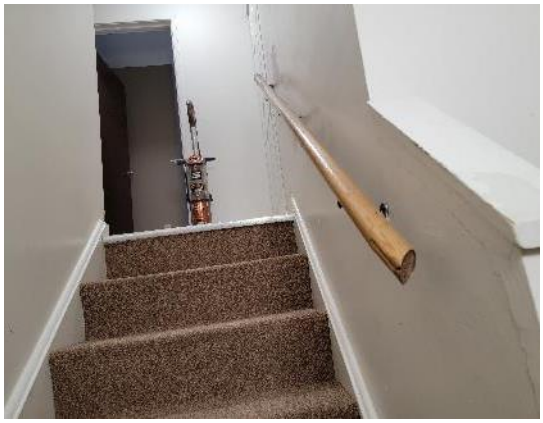
3.3.2.4B Non-Compliant Rear Entry

Recommended Repairs & Replacements

- Demolish and replace door thresholds to make accessible for visitors.

3.3.2.5 Unit Interior Stairs

Interior stair treads and risers are wood framed 'winder stairs' with carpeting as a finish and wood baseboard. The staircase walls are gypsum wall board from floor to ceiling, except for an approximate 3-foot portion which is a half wall. Additionally, there are discontinuous wood handrails mounted with metal brackets to one side of the wall.



3.3.2.5A Warped Interior Stair Handrails



3.3.2.5B Interior Stair Carpeting Tripping Risk

Summary of Conditions

The interior stairs are in poor condition due to carpeting unweaving or missing in multiple locations, handrails warping or chipped, and cracking of and holes in gypsum wall board at staircase walls, particularly at the midspan half wall. The winder stair layout was not compliant per code when constructed (see Section 7.1 for further detail). The width of the stair treads at the 'winder' condition is a tripping hazard.

Recommended Repairs & Replacements

- Demolish existing single sided run of handrails and install new continuous wooden handrail on one side of stairwell.
- Demolish carpeting on stair treads and risers and replace with rubber floor finish.

3.3.2.6 Unit Flooring

Flooring finish in Kitchens / Dining Areas, Living Rooms, Corridors, and Bedrooms is vinyl composite tile flooring with 4-inch vinyl baseboard. Bathroom flooring varies between the units and is either vinyl composite tile, ceramic mosaic tile, or sheet vinyl with 4-inch vinyl baseboard in all instances.

Hazardous material in the form of Asbestos Containing Material (ACM) was found to be present in Tan Flooring – Bottom Layer. Several units contain additional items that may contain ACM in the form of carpet glue, flooring bottom layers, flooring top layers, floor tiles, and linoleum. These and other hazardous materials are further discussed in Section 4.



3.3.2.6A Kitchen Floor



3.3.2.6B Bathroom Floor

Summary of Conditions

The flooring appears to have been replaced within the last 10 years in all rooms in about half of the units visited. Where this is the case, the flooring and baseboard is in good condition. In the other half of the units visited, the flooring and baseboard is in poor condition due to delaminated, chipped, and cracked tiles.

Recommended Repairs & Replacements

- With work required in the Kitchens for replacement of cabinets and Bathrooms for replacement of bathtubs and sink vanities, the flooring should be demolished and replaced with sheet vinyl flooring and new vinyl baseboard.
- Replace flooring in Living Rooms, Corridors, Closets, and Bedrooms with sheet vinyl flooring, new thresholds, and new vinyl baseboard.

3.3.2.7 Unit Walls & Ceilings

Walls and ceilings are finished with gypsum wall board and plaster. The condition of wall and ceiling mounted items such as outlets, baseboard heating registers, electrical panels, exit signs, light fixtures and access panels can reviewed in Section 3.4 Building Systems.



3.3.2.7A Gypsum Wall Board and Plaster



3.3.2.7B Water Damage on Ceiling

Summary of Conditions

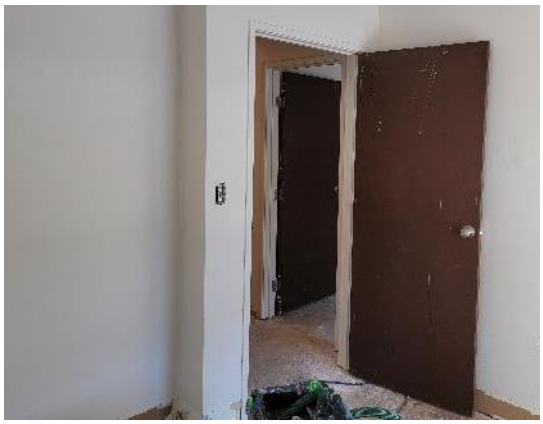
The walls and ceilings are in fair condition due to staining, minor cracking, and holes in some locations. A few areas are in poor condition as they were observed to have water infiltration damage, which is assumed to be due to failure of roof systems.

Recommended Repairs & Replacements

- Walls, trim, and ceilings should be patched and painted as required in association with other work done in the unit.
- For areas with moisture damage, remove gypsum wall board area and replace with patched in gypsum wall board. Assume a 4-foot by 4-foot area for half of the units.

3.3.2.8 Unit Doors

Interior unit doors, at Bathrooms and Bedrooms are hollow-core wood type in all instances with metal knob type door hardware in most cases and lever type door hardware in a few cases. Closets doors in main entry Vestibules and Bedrooms, are absent.



3.3.2.8A Bedroom Doors



3.3.2.8B Bedroom Closet Doors

Summary of Conditions

The interior passage doors are in poor condition due to delamination and holes in the wood laminate.

Recommended Repairs & Replacements

- Demolish and replace all interior hollow core passage doors with new solid core doors and new hardware with lever handles.
- Install new solid core particle board wood bi-fold at Vestibule and Bedroom closets, including new graspable door hardware.

3.3.2.9 Unit Kitchens

Base and wall cabinets are particle board type wood construction. Approximately half of the units have had the cabinet doors replaced in the last 10 years. Countertops are plastic laminate. Appliances include residential grade top freezer refrigerator, top loading washer and dryer, and either a combined range of gas cooktop and oven with a range hood above or a separate gas cooktop with a range hood and oven.



3.3.2.9A Aged Kitchen Cabinets/Appliances



3.3.2.9B Splitting Kitchen Cabinets/Appliances

Summary of Conditions

In approximately half of the units, the Kitchen scope below has been replaced by the Housing Authority during turnovers. For the other half of the units, the interior cabinets are in poor condition due to broken door hinges, missing shelves, and deterioration of the particle board. The counter tops are in poor condition due to delamination of top laminate layer and deterioration of particle board. The Kitchen appliances are in fair condition due to age and use.

Recommended Repairs & Replacements

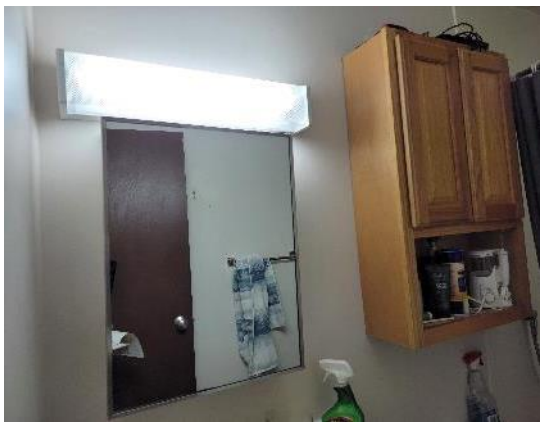
- Demolish and replace kitchen cabinets with solid wood 'HUD severe-use' base and wall cabinets.
- Demolish and replace plastic laminate countertop with solid wood 'HUD server-use' countertops.
- Replace refrigerator, range, vented rangehood, and clothing washer and dryer within 5 years.

3.3.2.10 Unit Bathrooms

The Bathroom vanity is a single freestanding wood composite base cabinet with double doors and a single sink top. The medicine cabinet is a wall mounted metal cabinet with swinging door mirror and scones light fixture. The shower curtain rod is a metal tension rod. The towel bars, grab bars, and toilet paper holder are chrome wall mounted.



3.3.2.10A Bathroom Accessories in Disrepair



3.3.2.10B Deteriorating Bathroom Accessories

Summary of Conditions

The Bathroom vanity, medicine cabinets, shower curtain rod, towel bars, grab bars, and toilet paper holder are all in poor condition due to rust and deterioration.

Recommended Repairs & Replacements

- Demolish and replace the bathroom vanity and medicine cabinet.
- Demolish and replace curtain rod, towel bars, grab bars, and toilet paper holder.

3.3.2.11 Unit Closets

The Vestibule and Bedroom Closets walls and ceilings are finished in gypsum wall board. In approximately half of the units, wooden clothing rods and shelving are missing. In all units, the bi-fold doors, as shown in the original drawings, are missing.



3.3.2.11A Vestibule Closet Lacking Rod/ Shelves



3.3.2.11B Bedroom Closet w/ Shelving Removed

Summary of Conditions

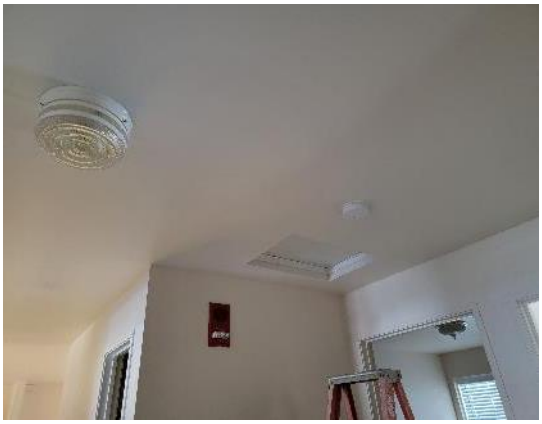
The closet accessories in half of the units are in poor condition due age and deterioration of materials. In many locations, these closet shelving systems are missing.

Recommended Repairs & Replacements

- Replace all closet clothing rod / shelving systems.
- Install new solid core particle board wood bi-fold at all Bedroom closets, including new graspable door hardware.

3.3.2.12 Unit Attics

The attics are accessed by NHA staff only through removable 24-inch by 30-inch recessed insulated ceiling panels. Attics contain roof structure, mechanical / electrical / plumbing lines, and sprayed in insulation.



3.3.2.12A Removable Attic Access Panel



3.3.2.12B Attic Interior w/ Sprayed Insulation

Recommended Repairs & Replacements

- No work recommended in attics.

3.4 Building Systems

3.4.1 Fire Protection

There are no Fire Suppression (FS) systems in place at apartment buildings. At this time, there is inadequate water supply to add these systems to the buildings.

Summary of Conditions

Retrofitting a new FS system will require significant architectural expense and design effort. Retrofitting a new FS system will require changes and an increase to the buried water supply to buildings.

International Existing Building Code (IEBC 2015) requires that in any area which undergoes a level 3 renovation, the sprinkler system will need to be brought up to current code. In addition, MGL Chapter 148, Section 26I requires that if a "major" renovation occurs to the building then the entire sprinkler system will need to be brought up to current codes. There is no definitive definition of "major" and it is ultimately up to the Needham Fire Department (NFD) to determine if the renovation is "major." If a renovation exceeds 33% of the floor area and the cost to install sprinklers would be less than 33% of the total project cost, a sprinkler system will be required. If the project covers less area or the cost exceeds the 33% threshold, then the NFD will need to be consulted. Any new sprinkler system must conform to relevant NFPA and local fire department requirements.

Recommended Repairs & Replacements

Per the actions described in Section 7.6, a sprinkler system is not required to be installed because we are not recommending “substantial rehabilitation”. If any renovations are carried out, Needham Fire Department can require this under local jurisdiction, but it is not a certainty, and this should be considered a long-range option.

3.4.2 Plumbing Systems

Plumbing systems in place include copper potable water piping and primarily PVC waste and vent piping. All storm water piping is external to the buildings using gutters and leaders. Most all concealed piping is original and minimal piping is exposed to view. Observed copper piping had no legible markings and is most likely Type-L.

Municipal potable water supply is metered on a building-by-building basis paid for through building management, not tenants.

There are waste pipe blockages from time to time, but frequency sounds normal and we heard no reports of major blockages requiring excavation, etcetera.
Each apartment includes a connection point for laundry including valved hot and cold-water hose connections each with shock arrestors. Most shock arrestors are original, do not have individual isolation valves and appear in poor condition. Laundry appliances are provided and owned by tenants.

Most plumbing fixtures including tubs and shower surrounds have been replaced within the last 8 years and are in good condition. All toilets observed have 1.28 per flush volume. Bathroom lavatory sinks and kitchen sinks use low flow aerators. Kitchen sinks are single bowl stainless steel and bathroom lavatory sinks are molded as part of counter tops on top of vanity cabinets. Most shower valves are new, standardized on Symmons and include pressure compensation; shower heads are mostly 1.5 gallons per minute. Shower/tub units are fiberglass including the shower surrounds. Accessible apartments include accessible fixtures.

Each apartment has use of an outdoor hose bib.

Domestic hot water (DHW) is generated for each apartment by the gas fired 'combi-boiler' in the attached shed. Each apartment uses this condensing mode boiler to heat both DHW and water for space heating. Boilers and close boiler piping are in good/excellent condition.

The gas services are individual for each apartment, metered with external utility meters and consumption is paid for by the tenant.

Community Center Building

There are two accessible public bathrooms in the separate Community Building plus a small kitchenette that includes a single bowl stainless steel sink.



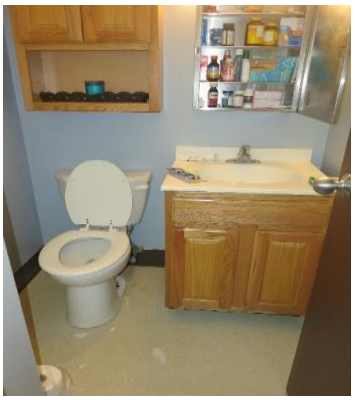
3.4.2A Gas Meters and Boiler Shed



3.4.2B Laundry Connections without Appliances



3.4.2C Tub/Shower and Lavatory



3.4.2C Tub/Shower and Lavatory



3.4.2E Community Room Bathroom

Summary of Conditions

No major issues with plumbing systems.

Recommended Repairs & Replacements

- Replace shock arrestors for laundry connections and include isolation valves for each.
- Consider DHW pipe insulation under kitchen sinks and on any other (very limited) bare DHW piping.

3.4.3 Heating, Ventilation, & Air-Conditioning Systems

Heating

Space heat systems are all forced hot water (hydronic) systems. Hot boiler water is generated for each apartment by a condensing mode gas fired 'combi-boiler' in the attached shed, which is believed to have been installed in 2017. Each apartment uses

this boiler for both DHW and space heat. Heating comfort is reportedly not an issue. Basic system efficiency is very high at over 90% average per year.

Boilers and close boiler piping are in good or excellent condition given their recent installation in 2017. The air separator is a high quality Spirotherm and the system include expansion tank, pump and adequate valving and appropriate pipe insulation. The systems also each include a Fernox hydronic system water filter, cleaner and water quality test station. Reportedly these are checked annually. Boiler combustion air intake and exhaust gas venting uses plastic pipe with various termination locations that include bird screens. Boiler shed closets include a small section of baseboard convector to eliminate possible freezing conditions.

Recessed cabinet convectors are used to provide heat to kitchens and baseboard convectors for all other areas. A good deal of first floor hydronic system piping is buried below the concrete slabs and pops up at baseboard convector locations. Observations show that Armaflex rubber foam insulation was used at these concrete slab penetrations. There are no reports of leaking pipes below slabs.

Two floor apartments have two zones of heating with thermostatically controlled motorized zone valves concealed within the baseboard sheet metal enclosures. Baseboard convectors are in very poor condition. Some lengths of the internal fin/tubes are damaged (crushed fins). There are reportedly no leaks and leaks have not been a problem for the systems in general. Only a few apartments have replaced selective portions of heating baseboard (enclosures and fin/tube).

Space temperature control is provided by 7-day programmable thermostats. Boiler water temperature delivered to the baseboard heating elements is modulated on the basis of 'outdoor reset control' where system water is modulated downward as outdoor temperatures rise. This is a requirement of current codes.

<u>Ventilation</u>

Bathrooms are equipped with ceiling mounted fan/lights controlled by local switch. Most appear original and in very poor condition. Several newer low-quality fan/lights have been used for replacements as required and are of various ages. Kitchen hoods are exhausted to the outdoors with concealed duct work. Control is provided by local switch at the hood. Laundry dryers are exhausted to the exterior primarily using flexible metal ductwork. These are in various conditions.

Air Conditioning

A/C sleeves through the walls at living rooms and master bedrooms allow installation of A/C units. A/C units are provided by and owned by the tenants and power consumption is through the individual tenant's utility meters.

Community Center Building

Located in the storage/mechanical room, there are two low-efficiency, gas fired, atmospheric combustion ducted furnaces serving the offices and community room respectively. One furnace is roughly 16 years old and the second is over 20. A gas fired unit heater is used to serve the large storage/mechanical room and appears to be original equipment. The two bathrooms use fan/lights on local switch for exhaust. Air conditioning is provided using a separate 5-ton capacity and a 3-ton capacity outdoor condensing unit connected with refrigerant piping to each of the furnaces.



3.4.3A Boiler Shed & Co



3.4.3B Combi Boiler System



3.4.3C Typical Fin Tube Baseboard Convector



3.4.3D Newer Bathroom Exhaust Fan



3.4.3E Hydronic Pipe from Under Slab



3.4.3F Kitchen Cabinet Convector



3.4.3G Gas Fired Unit Heater at Storage



3.4.3H Furnace Serving Community Building



Summary of Conditions

Boiler systems are in good condition, well designed and have a great deal of service life remaining. Boiler systems are high efficiency but use gas and the possibility of changing over to an all-electric solution (e.g.: air source heat pumps and heat pump water heaters) can be considered.

The baseboard convectors are typical residential type and in very poor condition. This grade of baseboard is too light for this use type. For public housing projects it is recommended that baseboard products with heavier gauge enclosures be used as they can withstand more abuse before replacement. Also, the ventilation systems do not provide continuous supply of fresh air which would improve indoor air quality (IAQ).

A/C efficiency with the tenant provided A/C units is typically poor.

Recommended Repairs & Replacements

- We recommend that records of a boiler water quality test and resulting treatment be kept for each apartment hydronic space heat and boiler system once per year.
- Document investigation and cleaning of each laundry dryer connection, duct work and termination once per year or as indicated by condition.
- Replace existing baseboard convectors with a more durable product such as Heating Edge.
- Consider and study an all-electric solution (e.g.: air source heat pumps and heat pump water heaters). This system approach will improve A/C efficiency. This system approach is architecturally invasive.
- Replace all bathroom exhaust fans with a modern fan/light unit such as Panasonic that can be set to run continuously at a low level appropriate for inducing fresh air supply through infiltration and that includes a boost with a new control switch when the bathroom is used.
- Repair the combustion air intake motorized damper system for the Community building's storage/mech room or consider replacing the furnaces with new high efficiency sealed combustion condensing mode units.

3.4.4 Electrical Systems

Each townhouse within a Building set is fed electricity via a common Utility Co meter socket from the Utility-Owned transformer located on Captain Cook Road. Each townhouse is then equipped with the original Square-D, 100A (Amp), 120/240V (Volt), 20-Space load center located in the kitchen area. Per the State Sanitary code, the electrical service supplying each dwelling unit shall supply sufficient amperage to meet the

reasonable needs of the occupants. The service disconnect, meter socket and load centers are 40-years old and are at end of life, though fully functional currently. The load centers were installed prior to Code requirements for Arc Fault Circuit Interrupter (AFCI) breakers supporting Family Rooms, Dining Rooms, Living Rooms, Parlors, Libraries, Dens, Sunrooms, Recreation Rooms, Closets, Hallways and Similar Rooms or Areas, Kitchen, and Laundry Areas. Later Code advancements added dual Ground Fault Circuit Interrupter (GFCI) and AFCI breakers in Kitchens, Bathrooms and Mechanical Rooms or where the receptacle is within 6-feet of a sink and difficult to reach for routine testing, i.e., behind a Refrigerator, stacked Washer/Dryer, Dishwashers, etc.

GFCI receptacles retrofits were noted in bathrooms, kitchens, and mechanical areas. AFCI receptacles were not found during the walkthrough, though they are required for code compliance.

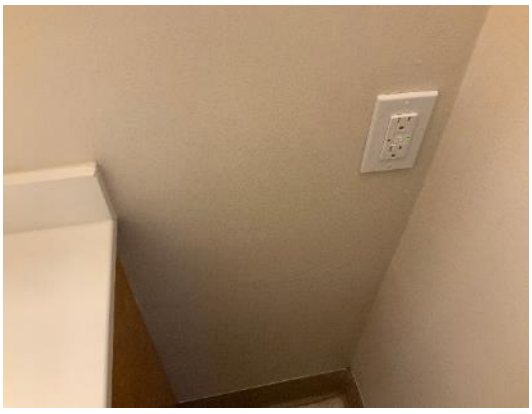
Kitchen, bathroom, and hallway/stair lighting exhibited a mix of traditional fluorescent lamp technology and newer LED in more recently renovated Units. Lighting is controlled by a traditional toggle snap switch with no dimming capability. Entryway lighting is a mix of LED and fluorescent lamp technology.

Street lighting is supplied by pole mount fixtures and controlled by time clock for Captain Cook Dr. and parking lot. The Municipality takes responsibility of maintaining the lamps.

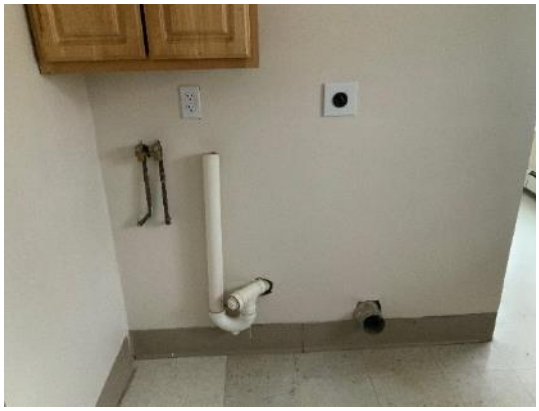
The Development is not supported by a Generator. In the event of a power loss, reported to be a rare occurrence, buildings will go dark and electrical systems go offline.

There was no observation made of a lightning control system.

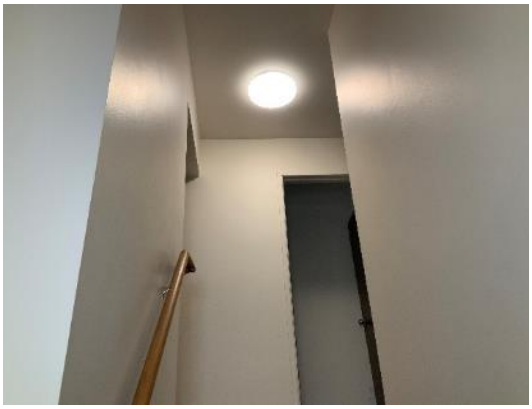




3.4.4A Load Center with Chart



3.4.4B GFCI Bathroom Receptacle



3.4.4C Washer Dryer Hookup



3.4.4D LED Hall/Stairway Lighting



3.4.4E Parking lot Lighting

3.4.4F Street Lighting at Regular Intervals

Summary of Conditions

The general condition of the townhomes sampled suggest they are in fair condition, the result of age of the Units and changes in the present-day electrical Codes, and not due to maintenance coverage over the years. Renovated townhomes were found to be in good condition with fully functioning LED fixtures, updated GFCI receptacles in kitchen, bathrooms, and mechanical space and offered fully functioning load centers. The townhouse electrical systems are nearing end of functional life of 45-years. As load center breakers age, replacement parts become more and difficult to locate once the Manufacture stops supporting the product and inventories diminish. Paint overspray suggests the panels and faces were recently painted (gray). Corrosion and wear, over time, may be masked by the recent paint process.

Aging and worn receptacles warrant replacement due to routine/regular insertions and or paint contaminants being introduced during renovation. Each receptacle replaced

should include an AFCI rating or a dual AFCI/GFCI rating when the receptacle is located within 6-feet of a sink or in a Mechanical Room.

NHA Maintenance are addressing lighting efficiencies at entryways, kitchens, bathrooms, and hallway/stair lighting through use of Light Emitting Diode (LED) technology.

- Continue replacing all kitchen and bathroom light fixtures with efficient LED fixtures.
- Continue replacing front/back entryway lights with efficient LED fixtures and consider motion sensors and timers for added efficiencies.
- Consider replacing light poles with LED lamp technology with electric eye response to seasonal lighting demands.
- Routinely test all GFCI receptacles in each mechanical space, bathroom, and kitchen.
- Consider adding an integrated exhaust fan with nightlight feature in all bathrooms as some bathrooms were just exhaust systems
- Replace receptacles with AFCI receptacles if the townhouse load center is not scheduled for an immediate update to AFCI breakers.
    - Consider new 125A, 120/240V, 1-Phase, 3-wire load centers in each townhome. GFCI/AFCI breakers to be included in Load Center schedule for the refrigerator and any inaccessible 120V receptacles within 6-feet of a sink.
- Consider updating the Meter socket and Disconnect at each Building.
- Consider adding receptacle counts in rooms per the current code-requirement of every 12-feet of wall or fraction thereof.

3.4.5 Telecommunications

Each townhouse is wired for cable/internet/phone via coaxial cable and CAT-3 hard-wired telephone. Comcast Cable and Verizon fiber services are available to the entire zip code. The townhomes sampled noted cables running along the floor from the living room to feed an adjacent bedroom.



3.4.5A Telephone Jack of Typical Age



3.4.5B SMC Cabinet in Closet for Telephone Svc

Summary of Conditions

The townhomes were originally fitted out with telephone and some cable service. As Residents expanded their technology to include a personal computer and a second TV in a bedroom, coaxial cables were added to the Units by the Utility or Resident that would run between rooms, on the floor; not fitted out within a wall cavity.

Recommended Repairs & Replacements

- Add a Structured Media Cabinet (SMC) to each townhouse with CAT-6e telephone and data carrying capability.
- Consider distributing CAT-6e data and coaxial cable outlets from the SMC to the living room and each bedroom as follows:
    - (1) Coax Cable
    - (2) RJ45 Connector (Phone/Data) fed by CAT-6e Cable

3.4.6 Security Systems

Intrusion detection, and surveillance systems were not found in the townhouse. The NHA Administration Building has added a limited surveillance monitoring system and intrusion detection for afterhours monitoring of the Admin Offices only. Access to the cameras is networked to NHA Maintenance Depot and may be viewed by a Smart Phone application or PC authorized to view the Account.

Summary of Conditions

No residential security monitoring or surveillance monitoring system.

Recommended Repairs & Replacements

Not Applicable.

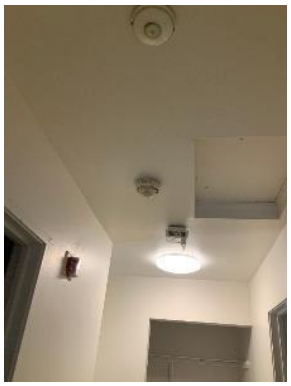
3.4.7 Fire Alarm & Carbon Monoxide Detection Systems

Massachusetts Fire Prevention Code requires property owners to supply hard-wired fire alarms in the common areas, and smoke detectors inside individual dwelling units. Owners should provide, install, and maintain in operable condition smoke detectors and carbon monoxide alarms in every dwelling that is required to be equipped with smoke detectors and carbon monoxide alarms in accordance with any provision of the Massachusetts General Laws and any applicable regulations of the State Board of Fire Prevention (527 CMR), State Board of Building Regulations and Standards (780 CMR), or the Board of Examiners of Plumbers and Gas Fitters (248 CMR).

A hardwired fire alarm system, smoke detection and CO detection systems were observed in the townhomes. It appears NHA requires tenants to maintain the smoke detectors. Signaling devices were observed to be original to the 1982 date of installation and do not mee current ADA standards for visual notification. A *Fire Control Instruments FCI* Fire Alarm Panel is located at the Community Center/NHA Admin Office Building, which monitors the 6-Building campus and Community Center.



3.4.7A FCI Fire Alarm Notification System



3.4.7B Building Fire/Smoke CO Signaling System

Summary of Conditions

There are new smoke detectors with tamper-proof ten-year batteries. These should be installed anywhere tenants are not reliable when it comes to replacing batteries. The signaling devices observed no longer meet ADA code for visual signaling.

Recommended Repairs & Replacements

- Provide new addressable fire alarm system and connection to the fire department. Though not a code requirement, the addressable initiating devices shall be capable

of reporting which Townhouse Unit in the building and which floor within the Unit is in alarm.

- The design of the fire alarm system will be based on engineering criteria as defined by NFPA 72 and The Massachusetts State Building Code 780 CMR. The system will be supported by standby batteries. The batteries will support 24-hours of full supervisory operation followed by 15 minutes of alarm.
- Provide combination audiovisual signaling appliances as required per NFPA 72. Standalone devices may be used to augment combination units when necessary. The audiovisual notification appliances will be in all egress pathways. The devices will follow the Americans with Disabilities Act (ADA).
- Photoelectric smoke detectors will be spaced 30 feet on center in all egress paths, and 15 feet from all stairwells and opposing walls. Smoke detectors will also be placed at the top and bottom of each stairway, and mechanical equipment room.
- The Community Center Room/ NHA Offices should host the Main Fire Alarm Panel and Notifications system to Needham Fire Dispatch.
- Carbon monoxide detectors are required as there is gas burned in the building for heat.

SECTION 4 HAZARDOUS MATERIALS

4.1 Overview

On January 12, 2022, Fuss & O'Neill, Inc. (Fuss & O'Neill) representative, Mr. Paul Bateman, performed a limited hazardous building materials inspection as part of a Property Conditions Assessment at the Captain Robert Cook Property located in Needham, Massachusetts (the "Site").

The scope of work included a limited asbestos-containing materials (ACM) inspection and lead-based paint (LBP) screening. Fuss & O'Neill was provided access to four (4) representative units at the Site (as coordinated by Dietz & Company Architects); the following units were inspected for this Property Conditions Report:

- Unit 42;
- Unit 49;
- Unit 52; and
- Unit 59

Intrusive or destructive investigative techniques were not performed at the Site to access and to observe concealed or inaccessible areas that may contain suspect ACM (per Client's request). Hard enclosures or obstructed areas observed at the Site include, but are not limited to, the following:

- Roofing Systems/Layers;
- Voids behind Exterior Facade;
- Vapor/Moisture Barrier under Floors or on Concrete Foundations;
- Wall Cavities;
- Pipe Chases;
- Spaces above Fixed Ceilings;
- Underneath Layered/Raised Flooring;
- Beneath Window/Door Frames;
- Behind Fixed Objects; and
- Areas behind and within Mechanical Equipment.

4.1.1 Asbestos-Containing Materials Description

A property owner or operator must ensure that a thorough asbestos inspection is performed prior to possible disturbance of suspect Asbestos-Containing Materials (ACM) during renovation or demolition activities. This is a requirement of the United States Environmental Protection Agency (EPA) National Emission Standards for Hazardous Air Pollutants (NESHAP) regulation located at Title 40 CFR, Part 61, Subpart M.

The inspection was conducted by visually inspecting for suspect ACM and touching each of the suspect ACM. The suspect ACM were grouped into three EPA NESHAP categories: Friable; Category I Non-Friable, and Category II Non-Friable.

- Friable is defined as material that contains greater than one percent (> 1%) asbestos that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.
- Category I Non-Friable refers to material that contains > 1% asbestos (i.e., packings, gaskets, resilient floor coverings, and asphalt roofing products) that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure.
- Category II Non-Friable refers to any non-friable material excluding Category I materials that contain > 1% asbestos that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure.

The suspect ACM were also categorized into their applications including Thermal System Insulation (TSI), Surfacing ACM, and Miscellaneous ACM. TSI includes those materials used to prevent heat loss/gain or water condensation on mechanical systems. Examples of TSI include, but are not limited to, pipe insulation, boiler insulation, duct insulation, mudded pipe fitting insulation, etc. Surfacing ACM includes those ACM that are sprayed-on, troweled-on, or otherwise applied to an existing surface. Surfacing ACM is commonly used for fireproofing, decorative, and acoustical applications. Miscellaneous ACM include those not listed as TSI or Surfacing ACM, such as sheet flooring, floor tiles, ceiling tiles, caulking, mastics, construction adhesives, etc.

The EPA recommends collecting suspect ACM samples in a manner sufficient to determine asbestos content and separating suspect ACM into homogenous material types (similar in color, texture, and date of application). The EPA NESHAP regulation does not specifically identify a minimum number of samples to be collected for each homogeneous material, but the NESHAP regulation does recommend the use of sampling protocols included in EPA Title 40 CFR, Part 763, Subpart E: Asbestos Hazard Emergency Response Act (AHERA).

The EPA AHERA regulation requires a specific number of samples be collected based on the material type and quantity present. This regulation includes the following protocol:

- Surfacing Materials (e.g., plaster, spray-applied fireproofing, etc.) should be collected in a randomly distributed manner representing each homogenous

area based on the overall quantity as follows:

- At least three (3) bulk samples collected from each homogenous area that is less than or equal to 1,000 square feet.
- At least five (5) bulk samples collected from each homogenous area that is greater than 1,000 square feet but less than or equal to 5,000 square feet.
- At least seven (7) bulk samples collected from each homogenous area that is greater than 5,000 square feet.

- Thermal System Insulation (e.g., pipe insulation, tank insulation, etc.) should be collected in a randomly distributed manner representing each homogenous area. At least three (3) bulk samples should be collected of each homogenous material type. Also, at least one (1) bulk sample of any patching material applied to TSI, presuming the patched area is less than six linear or square feet, should be collected.
- Miscellaneous Materials (e.g., floor tile, mastic, cement board, caulking, glazing, etc.) should have at least two (2) bulk samples collected of each homogenous material type. Sample collection should be conducted in a manner sufficient to determine the asbestos content of the homogenous material type as determined by the inspector.

Suspect ACM samples were collected, and proper chain-of-custody forms were prepared for transmission of collected samples to EMSL Analytical, Inc. (EMSL), for analysis. EMSL is a Commonwealth of Massachusetts-licensed and American Industrial Hygiene Association (AIHA)-accredited Asbestos Analytical Laboratory. Initial asbestos sample analysis was conducted using the EPA Interim Method for the Determination of Asbestos in Bulk Building Materials (EPA/600/R-93/116) via Polarized Light Microscopy with Dispersion Staining (PLM/DS). Analysis was stopped upon receipt of the first positive asbestos result of each different suspect homogenous material type, or a 'Positive Stop' (Pos Stop).

If samples of suspect ACM could not be collected, these materials were assumed to contain asbestos and quantities were approximated.

The EPA, the Occupational Safety and Health Administration (OSHA), and the MADLS define a material that contains > 1% asbestos (by PLM/DS analysis) as an ACM. The Massachusetts Department of Environmental Protection (MassDEP) further defines ACM as materials containing greater than or equal to (≥) 1% asbestos. MassDEP also defines an asbestos- containing waste material (ACWM) as:

- ACM removed during renovation or demolition activities;
- Materials contaminated by an ACM during renovation or demolition activities; or
- ACM on and/or in facility components that are inoperable or have been taken out of service.

The MassDEP further defines waste material containing any amount of asbestos as an ACWM, which must be managed and disposed of as such. Materials that are identified as "none detected" are specified as not containing asbestos.

Refer to Table 1, below, for a complete list of ACM, ACWM, and non-ACM identified by sample identification, material type, sample location, and asbestos content as part of this inspection.

TABLE 1:
SUSPECT ASBESTOS-CONTAINING MATERIALS LABORATORY ANALYTICAL DATA SUMMARY

SAMPLE NUMBER	MATERIAL TYPE	NESHAP CATEGORY	SAMPLE LOCATION	RESULT
1-12 PB01A	Sheetrock	Non-ACM	Unit 49 - Bathroom	ND
1-12 PB01B	Sheetrock	Non-ACM	Unit 59 - Living Room	ND
1-12 PB01C	Sheetrock	Non-ACM	Unit 42 - Living Room	ND
1-12 PB02A	Joint Compound	Non-ACM	Unit 49 - Bathroom	ND
1-12 PB02B	Joint Compound	Non-ACM	Unit 59 - Living Room	ND
1-12 PB02C	Joint Compound	Non-ACM	Unit 42 - Living Room	ND
1-12 PB03A	Tan 6" Base Cove	Non-ACM	Unit 49 - Bathroom	ND
1-12 PB03B	Tan 6" Base Cove	Non-ACM	Unit 42 - Living Room	ND
1-12 PB04A	Associated Tan Glue	Non-ACM	Unit 49 - Bathroom	ND
1-12 PB04B	Associated Tan Glue	Non-ACM	Unit 42 - Living Room	ND

1-12 PB05A	Gray Pebble Pattern Linoleum - Top Layer	Non-ACM	Unit 49 - Bathroom	ND
1-12 PB05B	Gray Pebble Pattern Linoleum - Top Layer	Non-ACM	Unit 49 - Bathroom	ND
1-12 PB06A	Tan Flooring - Bottom Layer	Cat 1 NF	Unit 49 - Bathroom	15% Chrys-otile
1-12 PB06B	Tan Flooring - Bot-tom Layer	Cat 1 NF	Unit 49 - Living Room - underneath Laminate	Pos Stop
1-12 PB07A	12" Tan Streak Floor Tile	Non-ACM	Unit 49 - 2nd Floor - Bed-room	ND
1-12 PB07B	12" Tan Streak Floor Tile	Non-ACM	Unit 49 - 2nd Floor - Bed-room	ND
1-12 PB08A	Tan Glue Associated with 12" Tan Streak Floor Tile	Non-ACM	Unit 49 - 2nd Floor - Bed-room	ND
1-12 PB08B	Tan Glue Associated with 12" Tan Streak Floor Tile	Non-ACM	Unit 49 - 2nd Floor - Bed-room	ND
1-12 PB09A	White Tub Caulking	Non-ACM	Unit 49 - Bath	ND
1-12 PB09B	White Tub Caulking	Non-ACM	Unit 59 - Bath	ND
1-12 PB10A	12" Tan Large Speck Floor Tile	Non-ACM	Unit 59 - Bedroom	ND
1-12 PB10B	12" Tan Large Speck Floor Tile	Non-ACM	Unit 59 - Bedroom	ND
1-12 PB11A	Tan Mastic Associated with 12" Tan Large Speck Floor Tile	Non-ACM	Unit 59 - Bedroom	ND
1-12 PB11B	Tan Mastic Associated with 12" Tan Large Speck Floor Tile	Non-ACM	Unit 59 - Bedroom	ND
1-12 PB12A	6" Brown Base Cove	Non-ACM	Unit 59 - Living Room	ND
1-12 PB12B	6" Brown Base Cove	Non-ACM	Unit 59 - Living Room	ND
1-12 PB13A	Associated Tan Glue	Non-ACM	Unit 59 - Living Room	ND

1-12 PB13B	Associated Tan Glue	Non-ACM	Unit 59 - Living Room	ND
1-12 PB14A	Tan Pebble Pattern Linoleum	Non-ACM	Unit 59 - Bedroom & Bath	ND
1-12 PB14B	Tan Pebble Pattern Linoleum	Non-ACM	Unit 59 - Bedroom & Bath	ND
1-12 PB15A	Associated Gray Glue	Non-ACM	Unit 59 - Bedroom & Bath	ND
1-12 PB15B	Associated Gray Glue	Non-ACM	Unit 59 - Bedroom & Bath	ND
1-12 PB37A	Gray Sink Undercoating	Non-ACM	Unit 42 - Kitchen	ND
1-12 PB38A	Tan Square Pattern Linoleum	Non-ACM	Unit 52 - 1st Floor - Bath	ND
1-12 PB38B	Tan Square Pattern Linoleum	Non-ACM	Unit 52 - 1st Floor - Bath	ND
1-12 PB39A	Associated Tan Glue	Non-ACM	Unit 52 - 1st Floor - Bath	ND
1-12 PB39B	Associated Tan Glue	Non-ACM	Unit 52 - 1st Floor - Bath	ND
1-12 PB40A-Composite	Gray Composite Siding	Non-ACM	Exterior - Unit 52	ND
1-12 PB40B-Composite	Gray Composite Siding	Non-ACM	Exterior - Unit 49	ND
1-12 PB41A	Exterior White Paper underneath Siding	Non-ACM	Exterior - Unit 52	ND
1-12 PB41B	Exterior White Paper underneath Siding	Non-ACM	Exterior - Unit 49	ND
1-12 PB42A	Exterior Black Paper underneath Siding	Non-ACM	Exterior - Unit 52	ND
1-12 PB42B	Exterior Black Paper underneath Siding	Non-ACM	Exterior - Unit 49	ND
1-12 PB43A	Exterior Brown Paper underneath Siding	Non-ACM	Exterior - Unit 52	ND
1-12 PB43B	Exterior Brown Paper underneath Siding	Non-ACM	Exterior - Unit 49	ND
1-12 PB44A-Composite	Composite Wall Board underneath Siding	Non-ACM	Exterior - Unit 52	ND
1-12 PB44B-Composite	Composite Wall Board underneath Siding	Non-ACM	Exterior - Unit 49	ND

1-12 PB45A	Exterior Gray Window Caulking	Non-ACM	Outside - Unit 52 - Front	ND
1-12 PB45B	Exterior Gray Window Caulking	Non-ACM	Outside - Unit 54 - Front	ND
1-12 PB46A	Exterior Gray Siding Caulking	Non-ACM	Outside - Unit 52 - Front	ND
1-12 PB46B	Exterior Gray Siding Caulking	Non-ACM	Outside - Unit 54 - Front	ND
1-12 PB47A	Brown Roofing Shin-gle	Non-ACM	Outside - Unit 52 - Front	ND
1-12 PB47B	Brown Roofing Shin-gle	Non-ACM	Outside - Unit 54 - Front	ND
1-12 PB48A	Black Paper under-neath Shingle	Non-ACM	On Unit 47	ND
1-12 PB48B	Black Paper under-neath Shingle	Non-ACM	On Unit 47	ND
1-12 PB49A	Tan Carpet Glue	Non-ACM	Unit 52 - Stairwell	ND
1-12 PB49B	Tan Carpet Glue	Non-ACM	Unit 52 - Stairwell	ND
1-12 PB40A	Tan 1" x 1" Square Pattern Linoleum	Non-ACM	Unit 64 - Kitchen	ND
1-12 PB40B	Tan 1" x 1" Square Pattern Linoleum	Non-ACM	Unit 64 - Bathroom	ND
1-12 PB41A	Tan 1" x 1" Square Pattern Linoleum	Non-ACM	Unit 64 - Kitchen	ND
1-12 PB41B	Tan 1" x 1" Square Pattern Linoleum	Non-ACM	Unit 64 - Bathroom	ND

Cat 1 NF = Category I Non-Friable Material
Pos Stop = Positive Stop
ND = None Detected

TABLE 2: ASBESTOS-CONTAINING MATERIAL SUMMARY			
Asbestos-Containing Material Type	**Location Sampled**	**Asbestos Content**	**Estimated Quantity**
Tan Flooring - Bottom Layer	Bathrooms & Living Rooms (Assume 75% of Units)	15% Chrysotile	10,000 SF

Refer to the 'Asbestos Laboratory Analytical Report & Chain-of-Custody Form' in Section 7.

Summary of Conditions

Based on visual observations, sample collection, and laboratory analysis, ACM were identified at the Site.

Due to the inability to effectively separate some types of multi-layered ACM from non-ACM, these materials are considered asbestos-contaminated and must be managed as ACWM for removal and disposal purposes.

At the Client's request, concealed or inaccessible areas were not inspected as part of this inspection. Prior to renovation activities that may disturb concealed or inaccessible areas, we recommend conducting a supplemental asbestos inspection of these areas.

Recommended Repairs & Replacements

- ACM were generally in good condition. Per the State Sanitary code, every owner shall maintain all asbestos material in good repair, and free from any defects including, but not limited to, holes, cracks, tears, or any looseness which may allow the release of asbestos dust, or any powdered, crumbled or pulverized asbestos material. Every owner shall correct any violation of 105 CMR 410.353 in accordance with the regulations of the Department of Environmental Protection appearing at 310 CMR 7.00 and in accordance with the regulations of the Department of Labor and Workforce Development appearing at 453 CMR 6.00. If suspect materials are encountered during renovation activities that are not identified in this report as being non-ACM, they should be assumed to be ACM until laboratory analysis indicates otherwise.
- Prior to disturbance, ACM/ACWM that would likely be impacted by renovation/demolition activities must first be abated by a MADLS-licensed Asbestos Contractor. This is a requirement of MADLS, MassDEP, and EPA NESHAP regulations governing asbestos abatement.
- If ACM are to remain at the Site following renovation/demolition activities, Fuss & O'Neill recommends the development of a written Operations and Maintenance Program (to manage ACM in place) in accordance with OSHA regulations.

4.1.2 Lead

On January 12, 2022, Mr. Bateman of Fuss & O'Neill performed a lead-based paint (LBP) determination associated with painted building components at the Site that may be disturbed during renovation/demolition activities. Fuss & O'Neill used an X-ray fluorescence (XRF) spectrum analyzer to perform the LBP screening. The LBP screening was conducted in accordance with generally accepted industry standards for a

(residential) Property Condition Assessment and not for regulatory compliance. For further information, refer to the 'Lead-Based Paint Data' in Section 7.

Summary of Conditions

For the purpose of this LBP screening, representative, coated building components were tested for LBP. A level of paint exceeding 1.0 milligram of lead per square centimeter (mg/cm2) of surface area is considered toxic or dangerous by EPA and the Massachusetts Department of Public Health (MADPH) child-occupied residential standards. Individual repainting efforts are not always discernable in such a limited program.

The LBP screening indicated consistent painting trends associated with representative building components that may be impacted by potential renovation/demolition activities. None of the screened building components were determined to contain levels of lead ≥ 1.0 mg/cm2. Refer to the attached Lead Inspector/Risk Assessment Field Sheets for a full description of the testing results.

Worker protection is regulated by OSHA regulations, as well as MADLS regulations. These regulations include air monitoring of workers to determine exposure levels when disturbing lead-containing paint. An LBP screening cannot determine a safe level of lead, but is intended to provide guidance for implementing industry standards for lead in paint at identified locations. Contractors may better determine worker exposure to airborne lead by understanding the different concentrations of LBP on representative components and surfaces. Air monitoring can then be performed during activities that disturb paint on representative surfaces.

Recommended Repairs & Replacements

Note that future work involving surface preparation of identified painted surface(s) must be performed in accordance with OSHA worker protection requirements as well as EPA Renovation, Repair and Painting Rule (RRP) (40 CFR 745.80 Subpart E) and MADLS Deleading and Lead-Safe Renovation Regulations (454 CMR 22.00).

For purposes of complying with RRP, a Comprehensive Lead Inspection of the entire structure or targeted areas scheduled for renovation is necessary to determine if RRP is applicable. A Comprehensive Lead Inspection includes testing representative coated surfaces of each building component in each room or room equivalent for LBP content. Other types of lead surveys, such as LBP screening and risk assessments, do not include testing all coated surfaces for LBP and typically do not satisfy the LBP testing requirements of the RRP rule. Since the testing performed was not a comprehensive

inspection, the testing does not satisfy RRP requirements for any untested surfaces. Only the results for those specific surfaces and locations tested within this targeted testing can be utilized to determine applicability requirements for RRP. Reliance on this report for determining RRP applicability for any other surfaces than those tested is not authorized by Fuss & O'Neill, Inc.

SECTION 5 COST MATRIX

5.1 Overview

The cost estimate, provided by PM&C, is organized by the level of priority based on the extent of the deficiency, as produced by PM+C Cost Estimating.

The total direct cost of the recommended repairs for this property without mark-ups or escalation is $7,998,758 over the next 20 years. The total direct cost of the recommended repairs for this property without mark-ups or escalation is $4,801,451 over the next 3 years (Critical), $1,684,307 between the next 3 to 10 years (Moderate), and $1,513,000 between the next 10 to 20 years (Long Term).

COST RECOMMENDATION MATRIX						
Scope Item	System	Trade Cost	Trade Cost by Priority Category			Total Cost Over 20 Years
			Critical Priority 1	Moderate Priority 2	Long Range Priority 3	
3.2.2	Site	$736,590	$711,590	$25,000	$0	$736,590
3.2.3	Landscaping & Site Amenities	$333,016	$323,016	$10,000	$0	$333,016
3.2.5	Utilities	$128,100	$128,100	$0	$0	$128,100
3.3	Architectural Systems	$3,076,302	$2,395,345	$658,457	$22,500	$3,076,302
3.4	Building Systems	$3,136,450	$715,100	$990,850	$1,430,500	$3,136,450
4.1.1	Haz-Mat	$60,000	$0	$0	$60,000	$60,000
7.1.5	Code - Approach	$350,000	$350,000	$0	$	$350,000
7.1.11	Code- Access.	$178,300	$178,300	$0	$	$178,300
TOTAL		**$7,998,758**	**$4,801,451**	**$1,684,307**	**$1,513,000**	**$7,998,758**

Furthermore, factoring in mark-ups is a critical component in projecting actual complete project costs. By including HUD's prescribed mark-ups at their defined percentages and a recommended Design & Estimating Contingency: Construction Contingency, General Conditions, Construction Monitoring, Special Subcontractor Overhead & Profit and Public Housing Authority (PHA) Administrative Costs this adds 30% to the direct cost of the project. Additionally, Design & Estimating Contingency needs to be added to account for the difference in estimating from a property condition report versus a construction document set, as well as projected escalation costs must be included to account for yearly inflation in construction prices. Considering all this, the total direct cost including HUD mark-ups of the required repairs for this property is $12,320,746 over the next 20 years. The total direct cost of the required repairs for this property with HUD mark-ups is $6,728,033 over the next 3 years (Critical), $2,587,517

between the next 3 to 10 years (Moderate), and $3,005,196 between the next 10 to 20 years (Long Term).

However, upon the cost estimator's review of the prescribed types and percentages of mark-ups as defined by HUD, PM&C does not believe these allocations are sufficient. HUD's recommendations are from 2017, which in addition to being five years before this estimate, is also three years before the economic impact and associated inflation caused by the COVID pandemic. Also, the location of the property is in eastern Massachusetts, an area of the country with higher than average construction costs.

Due to this, PM&C believes General Conditions and Special Subcontractor Overhead & Profit should be increased, as well as the following mark-up cost categories should be included: Phasing Contingency, General Requirements, Winter Conditions, and General Contractor Overhead & Profit, which increases the total mark-up of construction cost to 64% of direct cost of the project. This brings the total direct cost including advised mark-ups of the required repairs for this property to $15,048,322 over the next 20 years. The total direct cost of the required repairs for this property with advised mark-ups and escalation is $8,365,327 over the next 3 years (Critical), $3,161,865 between the next 3 to 10 years (Moderate), and $3,521,129 between the next 10 to 20 years (Long Term).

A breakdown of the proposed mark-up increases as compared with HUD's criteria can be found as follows:

MARK-UP COMPARISON MATRIX		
Type	**HUD**	**PM&C**
Design & Estimating Contingency	0%	15.0%
General Conditions (GCs)	5.0%	12.0%
Construction Contingency	7.5%	7.5%
A/E Design & Construction Monitoring	5.5%	5.5%
Overhead & Profit for Special Subcontractors	10.0%	w/ rates
PHA Administrative Costs	2.0%	2.0%
Phasing Contingency	0.0%	5.0%
Subcontractor Bonds	0.0%	w/ rates
General Requirements	0.0%	3.0%
Winter Conditions	0.0%	1.0%
Insurances (General Liability/Builders Risk)	Inc'l w. GC's	1.4%
Bond	Inc'l w. GC's	0.7%
Building Permit	Inc'l w. GC's	1.0%
General Contractor Overhead & Profit	0.0%	10.0%
TOTAL	**30%**	**64%**

The recommendations for each major system are estimated and keyed to the Section numbers in this Assessment for each system.

This estimate is dated as of the publication of this report, and users of the estimate should accommodate for escalation over time. Each work item includes direct costs, general conditions, overhead and profit, insurance to provide a total budget for so that individual work items can be all inclusive based on which items the Owner decides to pursue.

Additionally, it should be noted that each estimate or proposed project may trigger additional code requirements, such as accessibility compliance with the applicable accessible design standard based on the type of funding source procured. In that case, the costs related to accessibility compliance should be added to the individual work item cost if the Owner decides to pursue separate projects. For purposes of this Comprehensive Assessment, full accessibility compliance has not been included. Each estimate may also trigger certain procurement or procedural requirements for the Owner.

5.2 Recommendation Matrix

See next pages for the matrix containing quantities, locations, and costs.

COST RECOMMENDATION MATRIX

CLIENT: Cambridge Housing Authority
OWNER: Needham Housing Authority
PROPERTY Captain Robert Cook
ADDRESS: 32 - 68 Captain Robert Cook Drive, Needham MA 02301

REPORT DATE December 23, 2022

PREPARED BY: Dietz & Co. Architects, Inc.
DCo PJT NO. 22138D

PRIORITY CATEGORY SYSTEM
Priority 1: Critical - Repairs within 0-3 years
Priority 2: Moderate - Repairs within 3-10 years
Priority 3: Long Range - Repairs within 10- 20 years

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical	Moderate	Long Range	
											Priority 1	Priority 2	Priority 3	
3.2.2	***Site***									***736,590***	***711,590***	***25,000***	***0***	***736,590***
3.2.2-1	Paving, Parking, and Curbing	Roadway Asphalt Pavement (Top Course) - Overlay	Critical	10	Unknown	1	740	TON	$ 190	$ 140,600	140,600	0	0	140,600
3.2.2-2	Paving, Parking, and Curbing	Roadway Asphalt Pavement (Binder Course) - Overlay	Critical	10	Unknown	1	924	TON	$ 165	$ 152,460	152,460	0	0	152,460
3.2.2-3	Paving, Parking, and Curbing	Roadway Asphalt Pavement (Top and Binder Course) - Mill	Critical	10	Unknown	1	6,670	SY	$ 18	$ 120,060	120,060	0	0	120,060
3.2.2-4	Paving, Parking, and Curbing	Repair Damaged Walkways, (allow 5'W)	Critical	20	Unknown	3	2,700	LF	$ 75	$ 202,500	202,500	0	0	202,500
3.2.2-5	Paving, Parking, and Curbing	Repair Pavement Around Utility Structures	Critical	20	Unknown	1	31	EA	$ 500	$ 15,500	15,500	0	0	15,500
3.2.2-6	Paving, Parking, and Curbing	Replace Damaged Cape Cod Berm	Critical	20	Unknown	1	1,048	LF	$ 15	$ 15,720	15,720	0	0	15,720
3.2.2-7	Paving, Parking, and Curbing	Replace Damaged Concrete Curb	Critical	20	Unknown	2	2,390	LF	$ 25	$ 59,750	59,750	0	0	59,750
3.2.2-8	Paving, Parking, and Curbing	Install Detectable Warning Panels for ramps	Critical	5	Unknown	0	10	EA	$ 500	$ 5,000	5,000	0	0	5,000
3.2.2-9	Paving, Parking, and Curbing	Dumpster Concrete Pad replacement	Moderate	20	Unknown	4	5	EA	$ 5,000	$ 25,000	0	25,000	0	25,000
3.2.3	***Landscaping & Site Amenities***									***333,016***	***323,016***	***10,000***	***0***	***333,016***
3.2.3-1	Landscape and Site Amenities	Repair Damaged Sidewalks and Walkways, (allow 5'W)	Critical	20	Unknown	1	2,700	LF	$ 75	$ 202,500	202,500	0	0	202,500
3.2.3-2	Landscape and Site Amenities	Replace Retaining Walls	Critical	5	Unknown	1	100	LF	$ 250	$ 25,000	25,000	0	0	25,000
3.2.3-3	Landscape and Site Amenities	Re-install Fence (48 inch vinyl coated pipe top rail)	Critical	10	Unknown	1	315	LF	$ 26	$ 8,190	8,190	0	0	8,190
3.2.3-4	Landscape and Site Amenities	Repair Walkway Aprons	Critical	10	Unknown	1	35	EA	$ 1,250	$ 43,750	43,750	0	0	43,750
3.2.3-5	Landscape and Site Amenities	Reseed and Stabilize Landscape Areas	Critical	2	Unknown	1	4,190	SY	$ 10	$ 43,576	43,576	0	0	43,576
3.2.3-6	Landscape and Site Amenities	Install Entrance For Playground Area	Moderate	N/A	Unknown	N/A	1	EA	$ 10,000	$ 10,000	0	10,000	0	10,000
3.2.5	***Utilities***									***128,100***	***128,100***	***0***	***0***	***128,100***
3.2.5-1	Utilities	Cleaning Drainage and Sewer Pipes	Critical	1	N/A	0	2,560	LF	$ 10	$ 25,600	25,600	0	0	25,600
3.2.5-2	Utilities	Clean Detention Basin	Critical	1	N/A	0	1	EA	$ 2,500	$ 2,500	2,500	0	0	2,500
3.2.5-3	Utilities	Upgrade Site Lighting	Critical	10	N/A	0	20	POLE	$ 4,500	$ 90,000	90,000	0	0	90,000
3.2.5-4	Utilities	Hydrant Flow Test	Critical	N/A	N/A	N/A	2	EA	$ 2,500	$ 5,000	5,000	0	0	5,000
3.2.5-5	Utilities	Check and Maintained Sewer Pump	Critical	N/A	N/A	N/A	1	EA	$ 5,000	$ 5,000	5,000	0	0	5,000
3.3	***Architectural Systems***									***3,076,302***	***2,395,345***	***658,457***	***22,500***	***3,076,302***
3.3.1	*Building Envelope*									***2,100,764***	***1,740,764***	***337,500***	***22,500***	***2,100,764***
3.3.1.1-1	Façade	The cementitious siding should be removed at all exterior wall areas, with the sheathing replaced with proper plywood sheathing, repairing any deteriorated wood framing and wet fiberglass insulation in the process. New air barrier and waterproofing systems should be installed, and new siding, such as an improved vinyl siding as was performed at the at Seabed's Way project, can then be installed over a proper underlayment. New PVC wood trim should be included in the new wall cladding	Critical	25	40	-15	12,000	SF	$ 40	$ 480,000	480,000	0	0	480,000
3.3.1.2-1A	Fenestration System - Louvers	Replace all ridge vents.	Critical	25	40	-15	50	N/A	$ 100	$ 5,000	5,000	0	0	5,000
3.3.1.2-1B	Fenestration System - Windows	Replace missing window screens in the portion of the windows.	Critical	-	-	-	30	EA	$ 150.00	$ 4,500	4,500	0	0	4,500
3.3.1.3-1	Exterior Doors	Replace all storm doors, including hardware and closers.	Critical	25	40	-15	60	EA	$ 2,725	$ 163,500	163,500	0	0	163,500
3.3.1.3-2	Exterior Doors	Replace all exterior unit doors (3'x6-8"), including hardware.	Moderate	25	15	10	60	EA	$ 3,625	$ 217,500	0	217,500	0	217,500

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical	Moderate	Long Range	
											Priority 1	Priority 2	Priority 3	
3.3.1.3-3	Exterior Doors	Replace all exterior doors at mechanical 'shed' with new hollow metal double doors ((2) 2'-6"x5'-0") and new hardware.	Critical	20	40	-20	18	EA	$ 5,850	$ 105,300	105,300	0	0	105,300
3.3.1.3-4	Exterior Doors	Replace all exterior doors at storage 'shed' with new hollow metal double doors ((2) 3'-0"x5'-0") and new hardware.	Critical	20	40	-20	30	EA	$ 7,250	$ 217,500	217,500	0	0	217,500
3.3.1.4-1	Roofing	All asphalt shingle roofs should be replaced. Reroofing should include removal of the existing shingles and underlayment, down to the wood roof sheathing. Any deteriorated sheathing should be replaced, with an ice and water barrier applied to the deck, and a durable asphalt shingle installed, with appropriate flashings. Soffit venting should be replaced, with new ridge and gravity vents installed to provide proper venting of the uninsulated attic spaces.	Critical	20	24	-4	40,068	SF	$ 18	$ 721,224	721,224	0	0	721,224
3.3.1.5-1	Roof Drainage (Gutters & Downspouts)	Add gutters to facias and and connect to downspouts.	Critical	N/A	N/A	N/A	1,458	LF	$ 30	$ 43,740	43,740	0	0	43,740
3.3.1.7-1	Chimneys	Chimneys can be removed if no PVC venting is existing	Long Range	30	40	-10	18	EA	$ 1,250	$ 22,500	0	0	22,500	22,500
3.3.1.8-1	Storage & Mechanical Sheds	Sheds are beyond their useful life and should be replaced with a pitched single roof on concrete pier foundations.	Moderate	20	40	-20	30	EA	$ 4,000	$ 120,000	0	120,000	0	120,000
3.3.2	*Interior Elements*									***975,538***	***654,581***	***320,957***	***0***	***975,538***
3.3.2.4-1	Entry Stairs	Demolish and replace door accessible thresholds.	Critical	N/A	N/A	N/A	60	EA	$ 200	$ 12,000	12,000	0	0	12,000
3.3.2.5-1	Interior Stairs	Demolish existing single sided run of handrails and install new wooden handrails on both sides of stairway.	Critical	N/A	40	N/A	500	LF	$ 120	$ 60,000	60,000	0	0	60,000
3.3.2.5-2	Interior Stairs	Demolish and replace carpeting on stairs.	Critical	N/A	40	N/A	1,000	SF	$ 11	$ 10,667	10,667	0	0	10,667
3.3.2.6-1	Flooring	Demolish and replace sheet vinyl flooring in Kitchen with vinyl plank tile flooring.	Critical	20	40	-20	3,150	SF	$ 9	$ 28,350	28,350	0	0	28,350
3.3.2.6-2	Flooring	Demolish and replace sheet vinyl flooring in Bathroom with new flooring and rubber baseboard.	Critical	20	40	-20	1,656	SF	$ 9	$ 14,904	14,904	0	0	14,904
3.3.2.7-1	Interior Finishes - Walls	Patch and paint plaster and trim as required.	Moderate	N/A	N/A	N/A	100,000	SF	$ 1	$ 110,000	0	110,000	0	110,000
3.3.2.7-2	Interior Finishes - Ceilings	Patch and paint plaster as required.	Moderate	N/A	N/A	N/A	28,620	SF	$ 1	$ 31,482	0	31,482	0	31,482
3.3.2.8-1	Doors	Demolish and replace all hollow core doors with new solid core doors and new hardware with level handle.	Critical	N/A	N/A	N/A	143	EA	$ 1,620	$ 231,660	231,660	0	0	231,660
3.3.2.9-1	Kitchens	Demolish and replace base wall particle board cabinets with plastic laminate clad architectural cabinets.	Critical	25	40	-15	450	LF	$ 280	$ 126,000	126,000	0	0	126,000
3.3.2.9-2	Kitchens	Demolish and replace upper wall particle board cabinets with plastic laminate clad architectural cabinets.	Critical	25	40	-15	360	LF	$ 230	$ 82,800	82,800	0	0	82,800
3.3.2.9-3	Kitchens	Demolish and replace plastic laminate counter tops with new plastic laminate clad countertops.	Critical	25	40	-15	960	SF	$ 60	$ 57,600	57,600	0	0	57,600
3.3.2.9-4	Kitchens	Replace stove and hood.	Moderate	N/A	N/A	N/A	30	EA	$ 1,750	$ 52,500	0	52,500	0	52,500
3.3.2.9-5	Kitchens	Replace refrigerator.	Moderate	N/A	N/A	N/A	30	EA	$ 1,450	$ 43,500	0	43,500	0	43,500
3.3.2.9-6	Kitchens	Replace washer and dryer.	Moderate	N/A	N/A	N/A	30	EA	$ 2,400	$ 72,000	0	72,000	0	72,000
3.3.2.10-1	Bathrooms	Demolish and replace vanity with plastic laminate clad vanity.	Critical	25	25	0	45	EA	$ 680	$ 30,600	30,600	0	0	30,600
3.3.2.10-2	Bathrooms	Demolish and replace wall cabinet with plastic laminate clad cabinet.	Moderate	25	10	15	45	EA	$ 255	$ 11,475	0	11,475	0	11,475
3.4	***Building Systems***									***3,136,450***	***715,100***	***990,850***	***1,430,500***	***3,136,450***
3.4.1	*Fire Protection*									***188,600***	***0***	***188,600***	***0***	***188,600***
3.4.1-1	Fire Suppression	None in place. Consider Fire Suppression at 2 BR Units (770 sf)	Moderate	N/A	N/A	N/A	3	UNIT	$ 6,200	$ 18,600	0	18,600	0	18,600
3.4.1-2	Fire Suppression	None in place. Consider Fire Suppression at 3 BR Units (930 sf)	Moderate	N/A	N/A	N/A	20	UNIT	$ 7,500	$ 150,000	0	150,000	0	150,000
3.4.1-3	Fire Suppression	None in place. Consider Fire Suppression at 4 BR Units (1,250 sf)	Moderate	N/A	N/A	N/A	2	UNIT	$ 10,000	$ 20,000	0	20,000	0	20,000
3.4.2	*Plumbing Systems*									***639,250***	***210,000***	***18,750***	***410,500***	***639,250***
3.4.2-1	Water Supply	Add increased water service for Fire Suppression	Critical	N/A	N/A	N/A	6	EA	$ 25,000	$ 150,000	150,000	0	0	150,000
3.4.2-2	Shock Arrestors for Laundry	Replace Shock Arrestors for Laundry	Critical	20	40	-20	60	EA	$ 1,000	$ 60,000	60,000	0	0	60,000
3.4.2-3	Domestic Hot Water	Add pipe insulation under sinks	Moderate	N/A	N/A	N/A	75	EA	$ 250	$ 18,750	0	18,750	0	18,750
3.4.2-4	Kitchen sinks & faucets	Replace at lifespan	Long Range	25	4	21	30	EA	$ 1,500	$ 45,000	0	0	45,000	45,000
3.4.2-5	Bathroom Lavs & faucets	Replace at lifespan	Long Range	25	4	21	45	EA	$ 1,500	$ 67,500	0	0	67,500	67,500
3.4.2-6	Toilets	Replace at lifespan	Long Range	25	4	21	45	EA	$ 2,000	$ 90,000	0	0	90,000	90,000
3.4.2-7	Tubs & surrounds	Replace at lifespan	Long Range	25	4	21	32	EA	$ 5,000	$ 160,000	0	0	160,000	160,000

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical	Moderate	Long Range	
											Priority 1	Priority 2	Priority 3	
3.4.2-8	Shower valves	Replace at lifespan	Long Range	25	4	21	32	EA	$ 1,500	$ 48,000	0	0	48,000	48,000
3.4.3	*Heating, Ventilation, & Air-Conditioning*									***1,815,600***	***285,600***	***570,000***	***960,000***	***1,815,600***
3.4.3-1	Fin-Tube baseboard	Replace fin-tube baseboard in all locations w/ valving, etc.	Critical	25	40	-15	1,600	LF	$ 140	$ 224,000	224,000	0	0	224,000
3.4.3-2	Empty baseboard enclosure	Replace empty baseboard enclosure in all locations	Critical	25	40	-15	480	LF	$ 50	$ 24,000	24,000	0	0	24,000
3.4.3-3	Bathroom Exhaust Fans	Replace bathroom Exhaust Fans with Panasonic Continuous exhaust set to code standard flow rates for apartment	Critical	20	30	-10	47	EA	$ 800	$ 37,600	37,600	0	0	37,600
3.4.3-4	Future Heating & Cooling Equipment	Consider and study air source heat pumps	Long Range	N/A	N/A	N/A	32	EA	$ 30,000	$ 960,000	0	0	960,000	960,000
3.4.3-5	Kitchen exhaust hoods	Replace at lifespan & clean ducts	Moderate	20	8	12	30	EA	$ 2,000	$ 60,000	0	60,000	0	60,000
3.4.3-6	Combi-Boiler Systems	Replace at lifespan	Moderate	18	4	14	30	EA	$ 15,000	$ 450,000	0	450,000	0	450,000
3.4.3-7	Furnaces at Community Building	Replace at lifespan with high efficiency units	Moderate	20	15	5	2	EA	$ 10,000	$ 20,000	0	20,000	0	20,000
3.4.3-8	Condensing Units at Community Building	Replace at lifespan	Moderate	18	6	12	2	EA	$ 20,000	$ 40,000	0	40,000	0	40,000
3.4.4	*Electrical Systems*									***274,000***	***68,000***	***146,000***	***60,000***	***274,000***
3.4.4-1	Service & Metering	Replace the 200A Meter socket and Disconnect at each Building	Critical	45	40	5	6	EA	$ 3,500	$ 21,000	21,000	0	0	21,000
3.4.4-2	Distribution System	Routinely test all GFCI receptacles in each mechanical space, bathroom, and kitchen.	Critical	15	15	0	120	EA	$ 25	$ 3,000	3,000	0	0	3,000
3.4.4-3	Distribution System	Replace receptacles with AFCI receptacles if the apartment load center is not scheduled for an immediate update to AFCI breakers.	Critical	40	20	20	160	EA	$ 50	$ 8,000	8,000	0	0	8,000
3.4.4-4	Distribution System	Consider adding receptacle counts in rooms per the current code-requirement of every 12-feet of wall or fraction thereof.	Moderate	20	0	20	60	EA	$ 350	$ 21,000	0	21,000	0	21,000
3.4.4-5	Distribution System	Replace 125A, 120/240V, 1-Phase, 3-wire load centers in each apartment. GFCI/AFCI breakers to be included in Load Center schedule for the refrigerator and any inaccessible 120v receptacle located within 6-ft of a sink.	Critical	45	40	5	30	EA	$ 1,200	$ 36,000	36,000	0	0	36,000
3.4.4-6	Lighting & Lighting Controls	Continue replacing all kitchen and bathroom light fixtures with efficient LED fixtures.	Moderate	10	5	5	90	EA	$ 250	$ 22,500	0	22,500	0	22,500
3.4.4-7	Lighting & Lighting Controls	Continue replacing front/back entryway and common area lights with efficient LED fixtures and consider motion sensors and timers for added efficiencies.	Moderate	10	5	5	160	EA	$ 400	$ 64,000	0	64,000	0	64,000
3.4.4-8	Lighting & Lighting Controls	Consider replacing light poles with LED lamp technology with electric eye response to seasonal lighting demands.	Moderate	30	40	-10	10	EA	$ 2,500	$ 25,000	0	25,000	0	25,000
3.4.4-9	Lighting & Lighting Controls	Consider adding an integrated exhaust fan with nightlight feature in all bathrooms as bathrooms were just exhaust systems.	Moderate	15	0	15	30	EA	$ 450	$ 13,500	0	13,500	0	13,500
3.4.4-10	Other Systems	Provide a Faraday lightning protection system with UL Master Label.	Long Range	50	0	50	6	EA	$ 10,000	$ 60,000	0	0	60,000	60,000
3.4.5	*Telecommunications*									***67,500***	***0***	***67,500***	***0***	***67,500***
3.4.5-1	Service	Add a Structured Media Cabinet (SMC) to each apartment with CAT-6e telephone and data carrying capability.	Moderate	30	40	-10	30	EA	$ 1,500	$ 45,000	0	45,000	0	45,000
3.4.5-2	Service	Consider distributing CAT-6e data and coaxial cable outlets from the SCM to the living room and each bedroom	Moderate	25	0	25	30	EA	$ 750	$ 22,500	0	22,500	0	22,500
3.4.6	*Security Systems*									***21,000***	***21,000***	***0***	***0***	***21,000***
3.4.6-1	Surveillance	Install cameras at strategic locations.	Critical	N/A	N/A	N/A	12	EA	$ 1,750	$ 21,000	21,000	0	0	21,000
3.4.7	*Fire Alarm and CO Detection*									***130,500***	***130,500***	***0***	***0***	***130,500***
3.4.7-1	Fire Alarm and CO Detection	Provide new addressable fire alarm system and connection to the fire department.	Critical	20	40	-20	6	EA	$ 6,500	$ 39,000	39,000	0	0	39,000
3.4.7-2	Fire Alarm and CO Detection	The design of the fire alarm system will be based on engineering criteria as defined by NFPA 72 and The Massachusetts State Building Code 780 CMR. The system will be supported by standby batteries. The batteries will support 24-hours of full supervisory operation followed by 15 minutes of alarm.	Critical	20	40	-20	60	EA	$ 350	$ 21,000	21,000	0	0	21,000
3.4.7-3	Fire Alarm and CO Detection	Provide combination audiovisual signaling appliances as required per NFPA 72. Standalone devices may be used to augment combination units when necessary. The audiovisual notification appliances will be in all egress pathways. The devices will follow the Americans with Disabilities Act (ADA).	Critical	20	40	-20	60	EA	$ 325	$ 19,500	19,500	0	0	19,500

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical Priority 1	Moderate Priority 2	Long Range Priority 3	
3.4.7-4	Fire Alarm and CO Detection	Photoelectric smoke detectors will be in all egress pathways spaced 30 feet on center, and 15 feet from all stairwells and opposing walls. Smoke detectors will also be located at the top, bottom of each stairway and mechanical equipment room.	Critical	20	40	-20	60	EA	$ 350	$ 21,000	21,000	0	0	21,000
3.4.7-5	Fire Alarm and CO Detection	The Communications Closet shall host the Main Fire Alarm Panel and Notifications system to Needham Fire Dispatch.	Critical	20	40	-20	6	EA	$ 1,500	$ 9,000	9,000	0	0	9,000
3.4.7-6	Fire Alarm and CO Detection	Carbon monoxide detectors are required as there is gas burned in the building for heat.	Critical	20	40	-20	60	EA	$ 350	$ 21,000	21,000	0	0	21,000
4.1	***Hazardous Materials***									***60,000***	***0***	***0***	***60,000***	***60,000***
4.1-1	Asbestos Containing Materials	Tan flooring to be abated, removed and replaced.	Long Range	20	Unknown	Unknown	10,000	SF	$ 6	$ 60,000	0	0	60,000	60,000
7.1.5	***Code - Approach***									***350,000***	***350,000***	***0***	***0***	***350,000***
7.1.5-1	Interior Stairs	Correct overall width and tread sizing to meet code.	Critical	N/A	N/A	N/A	14	EA	$ 25,000.00	$ 350,000	350,000	0	0	350,000
7.1.11	***Code - Acessibility***									***178,300***	***178,300***	***0***	***0***	***178,300***
7.1.11-1	Accessibility - Exterior	Create accessible parking and pathways.	Critical	N/A	N/A	N/A	5	EA	$ 5,000.00	$ 25,000	25,000	0	0	25,000
7.1.11-2	Accessibility - Exterior	Provide new site, exterior, and interior signage.	Critical	N/A	N/A	N/A	6	EA	$ 300.00	$ 1,800	1,800	0	0	1,800
7.1.11-3	Accessibility - Exterior	Widen opening by 2", level threshold, replace storm door and entry door with compliant doors.	Critical	N/A	N/A	N/A	3	EA	$ 5,000	$ 15,000	15,000	0	0	15,000
7.1.11-4	Accessibility - Exterior	Widen opening by 2", level threshold, replace storm door and entry door with compliant doors.	Critical	N/A	N/A	N/A	3	EA	$ 5,000	$ 15,000	15,000	0	0	15,000
7.1.11-5	Accessibility - Interior	Provide 5% of the units as Group 2A units.	Critical	N/A	N/A	N/A	3	EA	$ 35,500.00	$ 106,500	106,500	0	0	106,500
7.1.11-6	Accessibility - Interior	Provide 2% of the units as hearing impaired units.	Critical	N/A	N/A	N/A	1	EA	$ 15,000.00	$ 15,000	15,000	0	0	15,000
										$7,998,758	**$4,801,451**	**$1,684,307**	**$1,513,000**	**$7,998,758**

	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	
	Critical Priority 1	Moderate Priority 2	Long Range Priority 3		
TOTALS PER HUD					
Cost per Action	**$ 4,801,451**	**$ 1,684,307**	**$ 1,513,000**	**$ 7,998,758**	
Design & Estimating Contingency	**0%**	**0%**	**0%**		
Mark-Ups (HUD)	**30%**	**30%**	**30%**		30%
Escalation	**10.13%**	**23.63%**	**68.63%**		
TOTAL BY DEFICIENCY CATEGORY	**$ 6,728,033**	**$ 2,587,517**	**$ 3,005,196**	**$ 12,320,746**	
Per Unit	*$ 146,262*	*$ 56,250*	*$ 65,330*	*$ 267,842*	
TOTALS PER PM&C					
Cost per Action	**$ 4,801,451**	**$ 1,684,307**	**$ 1,513,000**	**$ 7,998,758**	
Design & Estimating Contingency	**15%**	**15%**	**15%**		
Mark-Ups (PM&C)	**49%**	**49%**	**49%**		64%
Escalation	**10.13%**	**23.63%**	**68.63%**		
TOTAL BY DEFICIENCY CATEGORY	**$ 8,365,327**	**$ 3,161,865**	**$ 3,521,129**	**$ 15,048,322**	
Per Unit	*$ 181,855*	*$ 68,736*	*$ 76,546*	*$ 327,137*	

SECTION 6 SOURCES OF INFORMATION

6.1 Staff Interview

During the Staff Interview held on February 16, 2022, the NHA staff noted the following reoccurring maintenance issues for NHA and grievances from residents:

- Moisture and microbial growth on the exterior facades and interior spaces.
- The original exterior wall system has no insulation or air or vapor barriers.
- Continuous roof leaks.
- There is detention of water in landscape in the back of a few buildings.
- Unit 64 had a shift / depression at the concrete floor slab at the interior.
- Slab depressions issues throughout.
- Parking lot and paving deterioration.

6.2 Previous Resident Surveys

- An Assessment of Needham Housing Authority Residents: Assets & Opportunities, by Needham Department of Health & Human Services, dated January 2020
- Resident Survey Tally, by NHA, dated October 1, 2021

6.3 Maintenance History

SUMMARY OF KNOWN MAJOR MAINTENANCE HISTORY	
REPAIRS / REPLACEMENTS	**DATE**
Roof Replacement	1990s
Siding Replacement from Cedar Singles to Cement Board cladding	1990s
Bathroom Renovations	2009
All Windows	2017
Replacement of Boilers	2018
Vinyl Siding on Two Buildings	2021

6.4 Previous Reports

- Building Envelope Condition Assessment for Captain Robert Cook Property, by Russo Barr Associates, dated July 7, 2017
- NHA Facilities Master Plan, by Abacus Architects + Planners, dated February 21, 2019
- Five-Year Capital Plan, by HUD, dated October 31, 2021
- Unit Mix Summary for Rehabilitation & New Construction, by NHA, undated

6.5 Previous Drawings

- Assessors Plan No. 83, by Town of Needham, dated 1956
- Original Drawing Set (Partial), by Chisolm Washington Associates, Inc. dated May 10, 1982
- Drainage System for Turnkey Housing Plan, by Town of Needham, dated August 1982
- Renovations of Cook's Bridge Units Drawing Set (Partial), by Blackstone Bridge Associates, dated October 1, 2009
- Cook's Bridge Housing Sewer Drawing, by Town of Needham, undated

SECTION 7 APPENDICES

7.1 Building Code Analysis: Captain Robert Cook Drive

7.2 Limited Hazardous Materials Inspection Reports by Fuss & O'Neill

- Asbestos Lab Results & Chain-of-Custody Form
- Lead-Based Paint Data

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SECTION 7.1: BUILDING CODE ANALYSIS

CAPTAIN ROBERT COOK
NEEDHAM HOUSING AUTHORITY – EXISTING BUILDINGS
32-68 CAPTAIN ROBERT COOK DRIVE

NEEDHAM, MA

Prepared by
Dietz & Company Architects, Inc.

December 23, 2022
Project No. 22138D

7.1.1. INTRODUCTION

The Captain Robert Cook property was developed in the early 1980s in conjunction with the Seabeds Way property (see separate report) having been designed in 1981 and constructed in 1982 as a turnkey property.

Captain Robert Cook is comprised of six standalone buildings in side-by-side, alternating, one-story and two-story townhouse residential units situated on a 5.7-acre cul-de-sac. In total, there are 30 units; 5 two-bedroom units, 20 three-bedroom units, and 5 four-bedroom units.

Additionally, there is a separate building located at the entry to this complex, which is at the southern end of the property. This one-story, 1,900 square foot wood framed structure, appears to originally have been designed as one large Community Room. It was converted into the NHA Main Offices for a time, but has recently been converted back to Common Area.

The following report is an analysis of building code issues relative to the continuing use of the existing buildings following renovations. The planned level of renovations will probably not trigger compliance with the current code for the installation of sprinkler system protection throughout the buildings. We conducted several field visits to review the buildings, but have

not conducted a detailed inspection, nor have we performed any comprehensive testing, exploratory demolition, or other such research. We are relying on information conveyed to us by the building owner, available documentation on the building, and information available to us through public resources.

7.1.2. APPLICABLE CODES AND STANDARDS

This code review consists of an analysis of the following codes and regulations relating only to the current or proposed renovations in question:

CODE TYPE	APPLICABLE CODE	ABBREVIATION CODE
Building	Massachusetts State Residential Code - 780 CMR 51.00, 9th Edition, based on the 2015 International Residential Code (IRC) and the 2015 International Existing Building Code (IEBC), both with Massachusetts Amendments**	IRC IEBC
Fire Prevention	527 CMR – Massachusetts Fire Prevention Regulations (based on the 2012 NFPA 1)	527 CMR
Accessibility	Uniform Federal Accessibility Standards (UFAS)	UFAS
Electrical	NFPA 70, 2014 Edition, National Electrical Code as amended by 527 CMR 12.00	NEC
Mechanical	2015 International Mechanical Code (IMC) as amended by 780 CMR 28	IMC
Plumbing	248 CMR – Massachusetts Fuel Gas and Plumbing Code	248 CMR
Energy	2018 International Energy Conservation Code (IECC) or ASHRAE 90.1-2010 as amended by 780 CMR 13 Massachusetts Stretch Code	IECC Stretch Code
Other	National Fire Protection Association (NFPA) Standards, as referenced by the 780 CMR and 527 CMR, including: NFPA 10, 2007 Edition, Standard for Portable Fire Extinguishers NFPA 13, 2013 Edition, Standard for the Installation of Sprinkler Systems NFPA 72, 2010 Edition, National Fire Alarm and Signaling Code 105 CMR - Massachusetts State Sanitary Code	NFPA 105 CMR

7.1.3. EXISTING BUILDINGS GENERAL INFORMATION

There are seven building layouts, with four of which are six unit buildings and two of which are three unit buildings. All units are set up as one or two story townhouse units, with fire rated walls between each unit.

BUILDING GROSS SQUARE FEET Building Addresses	First Floor	Second Floor	Totals
28 Captain Robert Cook Drive	2,142	0	2,142
31-41 Captain Robert Cook Drive	5,039	1,703	6,742
32-42 Captain Robert Cook Drive	4.789	1,941	6,730
47-51 Captain Robert Cook Drive	2,915	560	3,475
46-56 Captain Robert Cook Drive	5,039	1,703	6,742
55-59 Captain Robert Cook Drive	2,449	560	3,009
58-68 Captain Robert Cook Drive	4.789	1,941	6,730
TOTALS			**35,570**

The seventh building was originally built as a Community Room, was being used as converted NHA Maintenance Offices. Per NHA, these offices have been moved off site and 28 Captain Cook Drive is now being used as the Common Area.

Use Group Classifications	Single Family Residential
Accessory Use Groups	None
Type of Construction	VB – Unprotected, combustible wood frame
Existing height above grade plane	Assumed to be 30 ft or less
Existing stories above grade	1 and 2 floors

These buildings appear have been constructed under the 4th Edition of 780 CMR, Massachusetts State Building Code, which, at that time, would have classified the construction type as 4B construction, unprotected wood frame. Type 4B construction prescribed 0-hour fire resistance rated primary structural frame, bearing walls, floor construction, and roof construction. Stairways, dwelling unit separations, exit access corridors were required to be 1-hour fire resistance rated. According to the limited drawings available for our review, the construction seems to adhere to these requirements, however, it is unclear what the actual rating is between the first and second floor.

UNIT BREAKDOWN				
BUILDING ADDRESSES	2-BR UNITS	3-BR UNITS	4-BR UNITS	TOTAL

31-41 Captain Robert Cook Drive	1	4	1	6
32-42 Captain Robert Cook Drive	1	4	1	6
47-51 Captain Robert Cook Drive	1	1	1	3
46-56 Captain Robert Cook Drive	1	4	1	6
55-59 Captain Robert Cook Drive	1	1	1	3
58-68 Captain Robert Cook Drive	1	4	1	6
TOTALS	**6**	**18**	**6**	**30**

Note that as discussed later in Part 10 Accessibility, none of the units are accessible, as they do not meet either MAAB or UFAS standards for accessibility.

It is not anticipated that there will be any changes proposed to the above unit mix except to address issues of accessibility.

7.1.4. PROPOSED RENOVATIONS

Likely repairs and renovations to the existing buildings include the following:

- Repairs/replacements to walkways and driveways.
- Replacement of the existing siding systems, including upgraded insulation.
- Installation of new gutters and downspouts.
- Removal of the existing chimneys.
- Replacement of existing kitchens and bathrooms.
- Replacement of existing interior finishes, doors, and hardware.
- Upgrade of the existing fire alarm/detection system and CO detection system.
- Repairs/replacement of existing plumbing systems where deteriorated.
- Replacement of existing baseboard radiation.
- Provision of new ventilation and exhaust systems.
- Repairs of existing electrical systems, including GFCIs and AFCIs and new exterior and interior lighting.

7.1.5. CODE APPROACH

4TH EDITION 780 CMR REVIEW

At the time of these units' construction, the buildings would have been classified as **R-2 multi-family** and therefore subject to the 4th Edition 780 CMR Base Code in effect, as follows:

209.3 Use group R-2 structures: This use group shall include all multiple-family dwellings having more than two (2) dwelling units; and shall also include all dormitories, boarding and lodging houses arranged for shelter and sleeping accommodation by more than three (3) and not more than twenty (20) individuals.

Because these buildings are configured as townhouses, they would now fall under the **one and two family code**, 780 CMR 51.00 Residential Code, which is the 2015 IRC with Massachusetts Amendments. Relative to renovations to existing residential uses, the code refers to Appendix J Existing Buildings and Structures, which is also amended by Massachusetts.

The essence of Appendix J is to assume that features of existing construction that do not meet the requirements for new construction shall be presumed to have met the codes or laws in effect at the time of the original construction and are therefore considered existing, non-conforming. Nothing in Appendix J requires upgrading or replacement of any existing non-conforming feature or component, provided that said features are serviceable (which is not defined in the code).

However, Appendix J does state that components or features of an existing building which, in the opinion of the building official are dangerous, unsafe, damaged, significantly deteriorated or which otherwise present a threat to occupants or to public safety shall be remediated. Since the townhouses have been, and continue to be, occupied and maintained by the Needham Housing Authority it is assumed that these townhouses meet these very basic requirements.

Relative to the issue of safety, one area of concern are the width and configuration of the existing stairs in the two story units.

Based on our review in the field, as well as reviewing the construction documents for the project, it is not clear whether the stairs are wide enough or have enough headroom to have met the 4th Edition 780 CMR, as per the citation below:

616.2.1 Width: All interior exitway stairways shall be not less than forty-four 44 inches in width, except that such width may be reduced to thirty-six (36) inches when serving an occupancy load of fifty (50) or less.

616.2.2 Headroom: The minimum headroom in all parts of the stair enclosure shall be not less than six and two-thirds (6 2/3) feet measured vertically from the tread nosing or from the floor surface of the landing or platform.

These units clearly serve less than 50 occupants, so the 36 inch width requirement would apply.

Additionally, the stairs were constructed using winders as they turn. These also do not appear to meet the requirements of the 4th Edition, as the treads taper to zero inches and they do not meet the tread width requirement at the 12 inch point.

> 616.4.2 Winders: Winders shall not be permitted in required exitway stairways except in one- and two-family dwellings and stairways serving a single dwelling unit and in ornamental stairways not required as an element of an exitway. Such winders shall have a tread width of not less than nine (9) inches at a point not more than twelve (12) inches from the side where the tread is narrower and the minimum tread width is not less than six (6) inches.

As a portion of the means of egress within the units, both of these issues present safety concerns. If these stairs are required to be corrected, it will require extensive re-working of the unit layouts and structure to accomplish this and may severely impact the room sizes. This issue will require additional investigation and study, as well as potential consultation with the local building official.

RENOVATIONS UNDER 9th EDITION 780 CMR

Appendix J classifies work in existing buildings as Repair, Renovation, Alteration, and Reconstruction in an ascending order of complexity.

Repairs: The patching, restoration or minor replacement of materials, elements, components, equipment, or fixtures for the purposes of maintaining those materials, elements, components, equipment, or fixtures in good or sound condition. Work shall be done using like materials or materials permitted by 780 CMR 51.00: Massachusetts Residential Code for new construction.

Renovations: The change, strengthening or addition of load-bearing elements; or the refinishing, replacement, bracing, strengthening, upgrading or extensive repair of existing materials, elements, components, equipment, or fixtures. Renovation does not involve reconfiguration of spaces. Interior and exterior painting are not considered refinishing for purposes of this definition, and are not renovation. Work shall be done using like materials or materials permitted by 780 CMR 51.00: Massachusetts Residential Code for new construction.

Because of the nature of renovations, wood paneling and textile wall coverings used as an interior finish shall comply with the flame spread requirements of 780 CMR 51.00: Massachusetts Residential Code.

Minor reductions in the clear opening dimensions of replacement doors and windows that result from the use of different materials shall be allowed, whether or not they are permitted by 780 CMR 51.00: Massachusetts Residential Code.

Alterations: The reconfiguration of any space; the addition or elimination of any door or window; the reconfiguration or extension of any system; or the installation of any additional equipment. Additions, newly constructed elements, components and systems shall comply with the requirements of 780 CMR 51.00: Massachusetts Residential Code, and 527 CMR 12.00: Massachusetts Electrical Code.

Where the total area of all of the work areas included in an alteration exceeds 50 percent of the area of the dwelling unit, the work shall be considered to be a reconstruction and shall comply with the requirements of these provisions for reconstruction work. However, work areas in which the alteration work is exclusively plumbing, mechanical or electrical shall not be included in the computation of the total area of all work areas.

The minimum design loads for the structure shall be the loads applicable at the time the building was constructed, provided that a dangerous condition is not created. Structural elements that are uncovered during the course of the alteration and that are found to be unsound or dangerous shall be made to comply with the applicable requirements of 780 CMR 51.00. Where alterations may decrease the structural performance of the existing building, such proposed activities shall be evaluated by a registered design professional for adequacy, prior to such actual structural alterations.

Additional electrical work may be required for specific types of enclosed areas, kitchen and laundry areas, ground-fault circuit interruption, lighting outlets, and electrical service clearances.

Reconfigured spaces intended for occupancy and spaces converted to habitable or occupiable space in any work area shall be provided with ventilation in accordance with the requirements of 780 CMR 51.00: Massachusetts Residential Code.

Reconstruction: The reconfiguration of a space that affects an exit, a renovation or alteration where the work area is not permitted to be occupied because existing means-of-egress and fire protection systems, or their equivalent, are not in place or continuously maintained; or there are extensive alterations in excess of 50% of the unit area excluding alteration work that is exclusively plumbing, mechanical, or electrical.

If a dwelling or townhouse building undergoes reconstruction such that more than 50% of walls and ceilings are open to framing, then the entire existing building shall be provided with smoke, heat and carbon monoxide protection.

Stairway illumination, handrails, and guards required by 780 CMR 51.00: Massachusetts Residential Code must be provided in the work area or if the stair serves the work area. Existing and new wall and ceiling finishes in the work area must meet the flame spread requirements of 780 CMR 51.00: Massachusetts Residential Code.

Where reconstruction may decrease the structural performance of the existing building, such proposed activities shall be evaluated by a registered design professional for adequacy, prior to such actual structural reconstruction.

The requirements for code compliance and the documentation thereof are very different for one and two family units. Each of the proposed renovations will need to be reviewed in detail as to which of the above categories they fall under.

7.1.6. FIRE PROTECTION SYSTEMS

FIRE PROTECTION SYSTEMS

Assessment: When the townhouses were first constructed in the 1980s, there was no fire sprinkler coverage or standpipes provided. The 4th edition of the Massachusetts State Building Code did not require fire sprinklers or standpipes for this use group.

The planned level of renovations will probably not trigger compliance with the current code for the installation of sprinkler system protection throughout the buildings. The Massachusetts Amendments of the IEBC at 301.1 refers one to 780 CMR 903.2, which references MGL c.148, Section 26I, which reads as follows:

> *Section 26I. In a city, town or district which accepts the provisions of this section, any building hereafter constructed or hereafter* ***substantially rehabilitated*** *so as to constitute the equivalent of new construction and occupied in whole or in part for residential purposes and containing not less than four dwelling units including, but not limited to, lodging houses, boarding houses, fraternity houses, dormitories, apartments, townhouses, condominiums, hotels, motels and group residences, shall be equipped with an approved system of automatic sprinklers in accordance with the provisions of the state building code. In the event that adequate water supply is not available, the head of the fire department shall permit the installation of such other fire suppressant systems as are prescribed by the state building code in lieu of automatic sprinklers. Owners of buildings with approved and properly maintained installations may be eligible for a rate reduction on fire insurance.*

Deficiencies: None noted.

Actions: As MGL c.148, Section 26I is a local option law, it should be confirmed whether Needham has adopted it. However, it is unlikely that any renovations would approach the definition of "substantial rehabilitation." This issue is governed by the head of the Fire Department, so it is recommended that they be consulted prior to undertaking design of any renovations.

FIRE AND CO DETECTION SYSTEMS

Assessment: The units have hardwired fire alarm systems, smoke detection, and CO detection systems. There is a fire alarm control panel in the community center building which monitors the six buildings and the community center building.

Actions: Hardwired smoke alarms with battery backup should be installed in all bedrooms and in the vicinity outside of the bedrooms. Hardwired CO alarms should be provided in all units.

7.1.7. ENERGY CONSERVATION CONDITIONS AND REQUIREMENTS

Assessment: Since the buildings were constructed under the 4th Edition 780 CMR, their energy performance is quite poor compared to today's standards. Following are the code requirements from the 4th Edition:

Table 2009.1

MAXIMUM U VALUES OF WALLS, ROOF/CEILING, AND FLOORS FOR RESIDENTIAL BUILDINGS OF SECTION 2009.1

Element	Description	U value	Total R value	Notes
Walls	All wall construction containing heated or mechanically cooled space	0.08	12.5	1
Foundation walls including band joist	Containing heated or mechanically cooled space	0.08	12.5	
	Containing unheated space	0.17	5.9	5
Roof/ceiling assembly	Plank and beam construction containing heated or mechanically cooled space	0.08	12.5	2
Roof/ceiling assembly	Construction other than plank and beam containing heated or mechanically cooled space	0.05	20.0	
Doors and windows	All construction enclosing heated or mechanically cooled space	0.65	1.54	3
Floors	Floor sections over areas exposed to outside air or unheated areas	0.08	12.5	4
	Unheated slab on grade	—	5.50	6
	Heated slab on grade	—	7.75	6

Note 1. This value may be used when the doors and windows do not exceed twenty (20) per cent of the gross exterior wall area. When doors and windows exceed twenty (20) per cent of the gross wall area, see Section 2009.1, item 2.
Note 2. Plank and beam assemblies are construction in which the finished interior surface is the underside of the roof deck.
Note 3. Double glazing or storm windows will satisfy the required U value of zero point sixty-five (0.65).
Note 4. Insulation may be omitted from floors over unheated areas when foundation walls are provided with a U value of zero point seventeen (0.17).
Note 5. The U value requirement of zero point seventeen (0.17) for foundation walls may be omitted when floors over unheated spaces are provided with a U value of point zero eight (0.08).
Note 6. R value for perimeter insulation (see Section 2006.3.6).

As a green community Needham has adopted the state Stretch Code, however, the Stretch Code is not applicable to alterations, renovations, additions, or repairs of existing residential structures.

7.1.8. VENTILATION CONDITIONS

Existing Conditions: Fresh air for the townhouses is currently provided by operable windows, bathroom exhaust fans, and vented range hoods in the kitchen. This system is poorly balanced and relies on infiltration through the building envelope to provide fresh air, including operable windows.

Assessment: The building's ventilation systems are not working well, are poorly balanced, and the building envelope is leaky.

Actions: Consider Heat Recovery Ventilators (HRVs) to continuously exhaust the bathrooms and kitchens. The units should be equipped with a boost function to provide additional exhaust when the bathroom is occupied (light switch on). The boost should continue to operate for 10 additional minutes after the light switch is turned off to more fully exhaust the moisture/odor from the bathroom.

7.1.9. HAZARDOUS MATERIALS

Assessment: The buildings have been surveyed for hazardous materials. Following are the identified materials and locations for asbestos containing materials:

Asbestos Containing Materials	Location
Flooring	Living rooms and bathrooms in one unit

None of the surfaces tested positive for lead.

Actions: Asbestos containing materials should be removed and disposed of when renovations to those impacted areas are performed.

7.1.10. ACCESSIBILITY

For any renovation of federally or state supported affordable housing in Massachusetts, there are four codes/standards that may apply to some or all areas of the building and site:

- The Americans with Disabilities Act, which references the 2010 ADA Standards for Accessible Design ("2010 ADA Standards", "ADAS")
- Fair Housing Act, which references the Fair Housing Act Design Manual ("FHADM") or other safe harbor as identified by the Department of Housing and Urban Development (HUD)
- Section 504 or the Rehabilitation Act of 1973, which references the Uniform Federal Accessibility Standards ("UFAS")
- 521 CMR: The Rules and Regulations of the Massachusetts Architectural Access Board ("MAAB")

This chart summarizes the accessible design standards that apply based on the potential sources of funding for the project.

Funding Sources	521 CMR	UFAS	FHA	Likely Source?
Community Based Housing Program (CBH)	√		√	NO
Low Income Housing Tax Credits; 4% & 9% (QAP)	√	√	√	YES
Historic Tax Credit	√	√	√	NO
State Historic Tax Credit	√		√	NO
State Housing Tax Credit	√		√	YES
CDBG	√	√	√	YES
HOME	√	√	√	YES
Housing Stabilization Fund (HSF)	√		√	YES
Housing Innovation Fund	√		√	YES
Facilities Consolidation Fund	√		√	NO
Affordable Housing Trust Fund	√		√	YES
CAT-NIP	√		√	NO
Transit Oriented Node (TOD)	√		√	NO
Leading the Way	√		√	NO
Inclusionary Zoning Funds	√		√	NO
Privately Financed	√		√	NO
Federal Loan Guarantees	√		√	YES

521 CMR – MASSACHUSETTS ARCHITECTURAL ACCESS BOARD (MAAB) REGULATIONS

Assessment: Although the building code treats these buildings as one and two family residential, the MAAB does not. By definition they are *multifamily dwellings*, and therefore subject to 521 CMR Massachusetts Architectural Access Board regulations (MAAB).

Assessment: Because these buildings are by definition *public buildings*, any renovations are subject to 521 CMR Massachusetts Architectural Access Board regulations (MAAB). There are several levels of compliance required for existing buildings, depending on the amount of renovation work being performed. Generally speaking, these are as follows:

- No renovation work: No requirements.
- Less than $100,000 in renovation work: Only the work being performed needs to be in compliance with MAAB.
- Greater than $100,000 in renovation work: The work being performed needs to be in compliance with MAAB and an accessible entrance, accessible toilet room, accessible telephone, accessible drinking fountain (if telephones, toilet rooms, and drinking fountains are provided) need to be provided.
- Less than $500,000 if the work is exempted from the calculations. The exempted work is that which is limited solely to electrical, mechanical, or plumbing systems; roof repair or replacement window repair or replacement or masonry repair.
- Greater than 30% of the *full and fair cash value* in renovation work: The entire building needs to be brought into compliance with the MAAB.

There are two ways to calculate the *full and fair cash value* of the buildings: First is to use the assessed valuation of the building only as recorded in the municipality (see definitions in 521 CMR 5.00), and the second is to calculate the replacement cost specifically for multiple dwellings owned by a public sector agency such as the Needham Housing Authority (see definitions in 521 CMR 5.00). Following are these two calculations for the 30% of the *full and fair cash value* of the buildings trigger point.

Assessed Value Calculation	
Assessed value of all buildings	$2,947,071
30% trigger	times 30%
Total trigger value for renovations	$ 884,121
Replacement Cost Calculation	
Total square footage of buildings	35,570 sf
Replacement cost per sf allowance (521 CMR 5.0)	$ 73.32 per sf
Replacement cost	$ 2,607,992
30% trigger	times 30%
Total trigger value for renovations	$ 782,398

The existing buildings are not currently in compliance with requirements of the Massachusetts Architectural Access Board regulations (MAAB). The total construction cost planned for this project may be above the thresholds calculated, so the six buildings, as well as the site, will need

to be brought into full compliance with the requirements of MAAB or variances obtained for conditions that are structurally or financially infeasible.

FEDERAL – UNIFORM FEDERAL ACCESSIBILITY STANDARDS (UFAS)

Assessment: Because these buildings may, due to the various funding sources, be subject to Section 504/24 CFR 8 requirements if they meet the threshold of *substantial alterations,* which are defined as follows:

> *If alterations are undertaken to a project that has 15 or more units and the cost of the alterations is 75 percent or more of the replacement cost of the completed facility, then the provisions of 24 CFR 8.22 (a) and (b) for new construction apply, with the sole exception that load bearing structural members are not required to be removed or altered. If alterations of single elements or spaces of a dwelling unit when considered together, amount to an alteration of a dwelling unit, the entire dwelling unit shall be made accessible. Once 5 percent of the dwelling units in a project are readily accessible to and usable by individuals with mobility impairments, then no additional elements of dwelling units or entire dwelling units are required to be accessible under this paragraph*.

At minimum, the proposed renovations will likely meet the definition of *Other Alterations*, as follows:

> *When other alterations are undertaken, including, but not limited to modernization, such alterations are required to be accessible to the maximum extent feasible, up until a point where at least 5 percent of the units in a project are accessible unless HUD prescribes a higher number or percentage pursuant to 24 CFR § 8.23 (b)(2). PHAs should also include up to 2 percent of the units in a development accessible for persons with hearing and vision impairments. See 24 CFR. § 8.32 (c) for exception regarding removing or altering a load-bearing structural member. (Note: these exceptions do not relieve the recipient from compliance utilizing other units/buildings/developments or other methods to achieve compliance with Section 504.)*

Deficiencies: The existing site has some parking and paving conditions that do not meet UFAS regulations, including parking space sizes and clearances, improper slopes, and lack of proper signage. There are no accessible units in the complex.

Actions: It is unlikely that the definition of *substantial alterations* will be met by the current scope of work proposed, as the replacement cost of this complex will likely exceed $15 million and 75% of that is $11.25 million. However, if that trigger is met, the following items will be required to be addressed:

- Correct grading and paving issues,

- Provide new site, exterior, and interior signage.
- Provide 5% of the units as accessible units, which is 3 units total, 1 for each bedroom size. Note that Section 504 rounds up for fractions less than .05.
- Provide 2% of the units as hearing and visually impaired units, which is 1 unit.

It is likely that the definition of *other alterations* will be met by the current scope of work proposed, given the likelihood of kitchen and bathroom replacements. If that trigger is met, then then those items being renovated will need to be in compliance.

When designing the proposed improvements, the applicable regulations will be UFAS, as this is HUD's current standard.

FEDERAL – FAIR HOUSING ACT (FHA)

The building-related requirements of these regulations are not applicable to these buildings as this is not new construction.

FEDERAL – AMERICANS WITH DISABILITIES ACT GUIDELINES (ADA)

The ADA applies to places of public accommodation, which are the rental offices open to the public or guests of residents. NHA's offices will need to meet these requirements as well as those of MAAB.

7.1.11. STATE SANITARY CODE

The State Sanitary Code, 105 CMR 410.000 Minimum Standards of Fitness for Human Habitation, Chapter II, is enforced by State Board of Health and applies to all current dwellings regardless of date of construction. Local jurisdictions generally enforce the state sanitary code through a board of health or inspectional services department. If a tenant files a complaint with one of these agencies, the agency will generally send an inspector to the apartment and cite the landlord for any violations of the code. The landlord is then given a deadline for correcting these violations. Failure to do so can result in penalties and, in a case like this article discusses, possible criminal charges. Tenants, in certain circumstances, can also enforce the state sanitary code on their own. Massachusetts law allows a tenant to file a petition to enforce the code, if the local agency refuses to take action.

This report and its appendices describe and identify several conditions that do not comply with the State Sanitary code in kitchens, bathrooms, bedrooms, and unit entries. These nonconformities must be corrected regardless of any Repairs, Renovations, Alterations, or Reconstruction.

Some specific requirements of this code include the following and potential violations of same were noted in some of the units reviewed:

- Kitchens must have stoves and ovens in good repair and shall have smooth and impervious surfaces and be free from defects that make them difficult to keep clean, or creates an accident hazard.
- Bathroom fixtures shall have smooth and impervious surfaces and be free from defects that make them difficult to keep clean, or create an accident hazard.
- Hot water shall be provided by the owner for use at a temperature of not less than 110°F (43° C) and in a quantity and pressure sufficient to satisfy the ordinary use of all plumbing fixtures which normally need hot water for their proper use and function, unless and to the extent the occupant is required to provide fuel for the operation of the facilities under a written letting agreement. The hot water shall not exceed 130°F (54° C). Inspection of the hot water system shall include an examination of the hot water system and its actual performance. If possible, such examination shall occur at the times and under such conditions as the occupant has identified the system to be insufficient.
- The electrical service supplying each dwelling, dwelling unit, rooming house and/or rooming unit shall supply sufficient amperage to meet the reasonable needs of the occupants. Should the amperage be determined to be inadequate it shall be corrected so that it meets the amperage requirements of 527 CMR 12.00: The Massachusetts Electrical Code.
- Mechanical ventilation capable of exhausting air at the following rates: 2 air changes per hour for all habitable rooms except bathrooms and 5 air changes per hour for bathrooms, unless the openable area of windows and doors are provided that are 4% of the floor area of habitable rooms.
- Every owner shall maintain all asbestos material in good repair, and free from any defects including, but not limited to, holes, cracks, tears, or any looseness which may allow the release of asbestos dust, or any powdered, crumbled or pulverized asbestos material. Every owner shall correct any violation of 105 CMR 410.353 in accordance with the regulations of the Department of Environmental Protection appearing at 310 CMR 7.00 and in accordance with the regulations of the Department of Labor and Workforce Development appearing at 453 CMR 6.00.
- Windows shall be weathertight, meaning that glass is unbroken and properly caulked, the window opens and closes without excessive effort, there is a storm window, weatherstripping and the window sashes are well fitting. All windows are required to have screens.
- Exterior doors shall be weathertight, meaning that glass is unbroken and properly caulked, the door opens and closes without excessive effort, there is a storm door, weatherstripping

and the doors are well fitting. All exterior doors shall have screen doors with a self-closing device.

- The walls of every bathroom up to a height of 48 inches shall have a smooth noncorrosive, nonabsorbent, and waterproof covering.

It should be noted that the State Sanitary Code is currently undergoing a comprehensive revision and is working its way through the approval process in the state. The revised document may be come into effect in 2023.

Limited Hazardous Building Materials Inspection Report

Captain Robert Cook
32 – 68 Captain Robert Cook Drive
Needham, Massachusetts

Dietz & Company Architects, Inc.

Springfield, Massachusetts

April 2022



FUSS & O'NEILL

Fuss & O'Neill, Inc.
108 Myrtle Street, Suite 502
Quincy, MA 02171

Project No. 20211116.C10

FUSS & O'NEILL

April 27, 2022

Ms. Dani Garber-Letitia AIA
Dietz & Company Architects, Inc.
55 Frank B. Murray Street Suite 201
Springfield, MA 01103

RE: Limited Hazardous Building Materials Inspection
Captain Robert Cook
32 – 68 Captain Robert Cook Drive, Needham, MA
Fuss & O'Neill Project No. 20211116.C10

Dear Ms. Garber-Letitia:

Enclosed is the limited hazardous building materials inspection summary report for the inspection conducted at Captain Robert Cook located at 32 – 68 Captain Robert Cook Drive in Needham, Massachusetts.

On January 12, 2022, a Fuss & O'Neill. Inc. state-certified Asbestos Inspector performed a limited asbestos inspection and a lead-based paint screening as part of a current conditions report.

The information summarized in this report is solely for the abovementioned materials only. The work was performed in accordance with our written scope of services dated December 6, 2021 .

If you should have any questions regarding the contents of the enclosed report, please do not hesitate to contact me at 617-282-4675, extension 4703. Thank you for this opportunity to have served your environmental needs.

Sincerely,

Dustin A. Diedricksen
Associate/Department Manager

DD/rs

Enclosure

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1 Introduction

On January 12, 2022, Fuss & O'Neill, Inc. (Fuss & O'Neill) representative, Mr. Paul Bateman, performed a limited hazardous building materials inspection as part of a condition assessment at Captain Robert Cook located at 32 – 68 Captain Robert Cook Drive in Needham, Massachusetts (the "Site").

1.1 Scope of Work

The work was performed for Dietz & Company Architects, Inc. (the "Client") in accordance with our written scope of services dated December 6, 2021. This report is subject to the limitations presented in *Appendix A*. The scope of work included a limited asbestos-containing materials (ACM) inspection and lead-based paint (LBP) screening. Fuss & O'Neill was provided access to four (4) representative units at the Site (as coordinated by Client); the following units were inspected for this Property Conditions Report:

- Unit 42;
- Unit 49;
- Unit 52; and
- Unit 59

Intrusive or destructive investigative techniques were not performed at the Site to access and to observe concealed or inaccessible areas that may contain suspect ACM (per Client's request). Hard enclosures or obstructed areas observed at the Site include, but are not limited to, the following:

- Roofing Systems/Layers;
- Voids behind Exterior Facade;
- Vapor/Moisture Barrier under Floors or on Concrete Foundations;
- Wall Cavities;
- Pipe Chases;
- Spaces above Fixed Ceilings;
- Underneath Layered/Raised Flooring;
- Beneath Window/Door Frames;
- Behind
- Areas behind and within Mechanical Equipment.

We excluded collection and analysis of suspect materials for polychlorinated biphenyls (PCBs) during this inspection. Sampling for PCBs is presently not mandated by the United States Environmental Protection Agency (EPA); however, significant liability risk for disposing of PCB-containing wastes exists. Recent knowledge of PCBs within these matrices has become more prevalent, especially with remediation contractors, waste haulers, and disposal facilities. Many property owners have become subject to large changes in schedule, scope, and costs as a result of failure to identify PCBs prior to renovation or demolition activities.

1.2 Building Description

The Captain Robert Cook property was developed in the early 1980's in conjunction with the Seabeds Way property (see other report) having been designed in 1981 by the same architect, Chisholm Washington Associates, Inc., and constructed by 1983 by the same contractor, Dimeo Construction Company.

Captain Robert Cook is comprised of six standalone buildings in side-by-side, alternating, one-story and two-story Single Family Residential apartments situated on a 5.7-acre cul-de-sac. In total, there are 30 units; 5 two-bedroom units, 20 three-bedroom units, and 5 four-bedroom units. The units range between 750 square feet to 1,280 square feet and the total approximate living area is 28,620 square feet.

Additionally, the NHA Main Office Building is located at the entry to this complex, which is at the southern end of the property. This one-story, 1,900 square foot wood framed structure, appears to originally have been designed as one large Community Room. It presently contains smaller broken out spaces for the NHA staff and their operations.

2 Limited Asbestos Inspection

A property owner or operator must ensure that a thorough asbestos inspection is performed prior to possible disturbance of suspect ACM during renovation or demolition activities. This is a requirement of the EPA National Emission Standards for Hazardous Air Pollutants (NESHAP) regulation located at Title 40 CFR, Part 61, Subpart M.

On January 12, 2022, Mr. Bateman of Fuss & O'Neill conducted the limited inspection of visible and accessible areas. Mr. Bateman is a Commonwealth of Massachusetts Department of Labor Standards (MADLS)-certified Asbestos Inspector. Refer to *Appendix B* for copies of the Asbestos Inspector's state certification and EPA accreditation.

2.1 Methodology

The inspection was conducted by visually inspecting for suspect ACM and touching each of the suspect ACM. The suspect ACM were grouped into three EPA NESHAP categories: Friable; Category I Non-Friable, and Category II Non-Friable.

- Friable is defined as material that contains greater than one percent (> 1%) asbestos that, when dry, **can** be crumbled, pulverized, or reduced to powder by hand pressure.
- Category I Non-Friable refers to material that contains > 1% asbestos (i.e., packings, gaskets, resilient floor coverings, and asphalt roofing products) that when dry **cannot** be crumbled, pulverized, or reduced to powder by hand pressure.
- Category II Non-Friable refers to any non-friable material excluding Category I materials that contain > 1% asbestos that when dry **cannot** be crumbled, pulverized, or reduced to powder by hand pressure.

The suspect ACM were also categorized into their applications including: Thermal System Insulation (TSI), Surfacing ACM, and Miscellaneous ACM. TSI includes those materials used to prevent heat loss/gain or water condensation on mechanical systems. Examples of TSI include, but are not limited to, pipe insulation, boiler insulation, duct insulation, mudded pipe fitting insulation, etc. Surfacing ACM includes those ACM that are sprayed-on, troweled-on, or otherwise applied to an existing surface. Surfacing ACM is commonly used for fireproofing, decorative, and acoustical applications. Miscellaneous ACM include those not listed as TSI or Surfacing ACM, such as sheet flooring, floor tiles, ceiling tiles, caulking, mastics, construction adhesives, etc.

The EPA recommends collecting suspect ACM samples in a manner sufficient to determine asbestos content, and separating suspect ACM into homogenous material types (similar in color, texture, and date of application). The EPA NESHAP regulation does not specifically identify a minimum number of samples to be collected for each homogeneous material, but the NESHAP regulation does recommend the use of sampling protocols included in EPA Title 40 CFR, Part 763, Subpart E: Asbestos Hazard Emergency Response Act (AHERA).

The EPA AHERA regulation requires a specific number of samples be collected based on the material type and quantity present. This regulation includes the following protocol:

1. Surfacing Materials (e.g., plaster, spray-applied fireproofing, etc.) shall be collected in a randomly-distributed manner representing each homogenous area based on the overall quantity as follows:

    a. At least three (3) bulk samples collected from each homogenous area that is less than or equal to 1,000 square feet.
    b. At least five (5) bulk samples collected from each homogenous area that is greater than 1,000 square feet but less than or equal to 5,000 square feet.
    c. At least seven (7) bulk samples collected from each homogenous area that is greater than 5,000 square feet.

2. Thermal System Insulation (e.g., pipe insulation, tank insulation, etc.) shall be collected in a randomly-distributed manner representing each homogenous area. At least three (3) bulk samples shall be collected of each homogenous material type. Also, at least one (1) bulk sample of any patching material applied to TSI, presuming the patched area is less than six linear or square feet, shall be collected.

3. Miscellaneous Materials (e.g., floor tile, mastic, cement board, caulking, glazing, etc.) should have at least two (2) bulk samples collected of each homogenous material type. Sample collection shall be conducted in a manner sufficient to determine the asbestos content of the homogenous material type as determined by the inspector.

Suspect ACM samples were collected, and proper chain-of-custody forms were prepared for transmission of collected samples to EMSL Analytical, Inc. (EMSL), for analysis. EMSL is a Commonwealth of Massachusetts-licensed and American Industrial Hygiene Association (AIHA)-accredited Asbestos Analytical Laboratory. Initial asbestos sample analysis was conducted using the EPA Interim Method for the Determination of Asbestos in Bulk Building Materials (EPA/600/R-93/116) via Polarized Light Microscopy with Dispersion Staining (PLM/DS). Analysis was stopped upon receipt of the first positive asbestos result of each different suspect homogenous material type.

2.2 Results

The EPA, the Occupational Safety and Health Administration (OSHA), and the MADLS define a material that contains > 1% asbestos (by PLM/DS analysis) as an ACM. The Massachusetts Department of Environmental Protection (MassDEP) further defines ACM as materials containing greater than or equal to (≥) 1% asbestos. MassDEP also defines an asbestos-containing waste material (ACWM) as:

- ACM removed during renovation or demolition activities;
- Materials contaminated by an ACM during renovation or demolition activities; or
- ACM on and/or in facility components that are inoperable or have been taken out of service.

The MassDEP further defines waste material containing any amount of asbestos as an ACWM, which must be managed and disposed of as such. Materials that are identified as "none detected" are specified as not containing asbestos.

Utilizing the EPA, OSHA, MADLS, and MassDEP protocols and criteria, the concealed tan flooring in the bathrooms and living rooms was determined to be an **ACM**.

Refer to **Table 1**, attached, for the complete list of ACM, ACWM, and non-ACM identified by sample identification, material type, sample location, and asbestos content as part of this inspection. Refer to **Table 2**, attached, for the identified ACM inventory.

Refer to *Appendix C* for the asbestos laboratory analytical report and chain-of-custody forms.

2.3 Conclusions and Recommendations

Based on visual observations, sample collection, and laboratory analysis, ACM/ACWM were identified at the Site.

Prior to disturbance, ACM/ACWM that would likely be impacted by renovation activities must first be abated by a MADLS-licensed Asbestos Abatement Contractor. This is a requirement of MADLS, MassDEP, and EPA NESHAP regulations governing asbestos abatement.

Due to the inability to effectively separate some types of multi-layered ACM from non-ACM, these materials are considered asbestos-contaminated and must be managed as ACWM for removal and disposal purposes.

At the Client's request, concealed or inaccessible areas were not inspected as part of this inspection. Also, the inspection included only a limited number of units. Prior to renovation activities that may disturb concealed or inaccessible areas or units that haven't been inspected, we recommend conducting a supplemental asbestos inspection of these areas.

If suspect materials are encountered during renovation activities that are not identified in this report as being non-ACM, they shall be assumed to be ACM until laboratory analysis indicates otherwise.

If ACM are to remain at the Site following renovation/demolition activities, Fuss & O'Neill recommends the development of a written Operations and Maintenance Program (to manage ACM in place) in accordance with OSHA regulations.

This report is not intended to be utilized as a bidding or a project specification document. This report is designed to aid the building owner, architect, construction manager, general contractor(s), and asbestos abatement contractor(s) in locating ACM and ACWM.

3 Lead-Based Paint Screening

On January 12, 2022, Mr. Bateman of Fuss & O'Neill performed a LBP screening associated with painted building components at the Site as part of the Property Conditions Assessment. Fuss & O'Neill used an X-ray fluorescence (XRF) spectrum analyzer to perform the LBP screening. The screening was conducted in accordance with generally-accepted industry standards for non-residential (i.e., not child-occupied) buildings.

3.1 Methodology

A Radiation Monitoring Device Model LPA-1 (Serial Number 1157) was utilized for the LBP screening. The instrument was calibrated according to the manufacturer's Performance Characteristic Sheet (PCS) prior to each use.

For the purpose of this LBP screening, representative, coated building components were tested for LBP. Individual repainting efforts are not always discernable in such a limited program. LBP issues involving properties that are not residential are only regulated to a limited degree for worker protection relating to LBP-disturbing work activities and waste disposal.

Worker protection is regulated by OSHA regulations, as well as MADLS regulations. These regulations include air monitoring of workers to determine exposure levels when disturbing lead-containing paint. A LBP screening cannot determine a safe level of lead, but is intended to provide guidance for implementing industry standards for lead in paint at identified locations. Contractors may better determine worker exposure to airborne lead by understanding the different concentrations of LBP on representative components and surfaces. Air monitoring can then be performed during activities that disturb paint on representative surfaces.

The EPA Resource Conservation and Recovery Act (RCRA) and MassDEP regulate lead-containing waste disposal. If lead is determined to be present, representative composite samples of the anticipated waste stream must be collected and analyzed using the Toxicity Characteristic Leaching Procedure (TCLP). The results are compared to a threshold value of 5.0 milligrams per liter (mg/L). If TCLP sample analytical results exceed this value, the waste is characterized as hazardous lead waste. If the result is below the threshold value, the waste material is not considered hazardous and may be disposed as construction and demolition debris.

A level of paint exceeding 1.0 milligram of lead per square centimeter (mg/cm^2) of surface area is considered toxic or dangerous by EPA and the Massachusetts Department of Public Health (MADPH) child-occupied residential standards. For the purpose of this screening, the level of 1.0 mg/cm^2 has been utilized as a guide to segregate coated building materials from general demolition debris for disposal purposes.

3.2 XRF Screening Results

The LBP screening indicated consistent painting trends associated with representative building components that may be impacted by potential renovation activities. None of the screened building components were determined to contain levels of lead ≥ 1.0 mg/cm^2.

Refer to *Appendix D* for the XRF lead-based paint screening field data sheets.

3.3 Discussion

OSHA published a Lead in Construction Standard (OSHA Lead Standard) Title 29 CFR, Part 1926.62 in May of 1993. This Standard sets no limit for the content of lead in paint below which the OSHA standards do not apply. The OSHA Lead Standards are task-based and are also based on airborne exposures and blood lead levels.

The results of this LBP screening are intended to provide guidance to contractors for occupational lead exposure controls. Building components coated with lead levels above industry standards may cause exposures to lead above OSHA standards during proposed demolition/renovation activities. The results of this screening are also intended to provide insight into waste disposal requirements, in accordance with EPA RCRA regulations. At the Client's request, a TCLP sample to characterize the expected waste that may result from possible selective demolition/renovation activities was not collected as part of this inspection.

3.4 Conclusions and Recommendations

Based on our LBP screening results, LBP was not identified on coated building components located at the screened units at the Site.

Contractors must be made aware that OSHA has not established a level of lead in a material below which OSHA Title 29 CFR, Part 1926.62 does not apply. Contractors shall comply with exposure assessment criteria, interim worker protection, and other requirements of the regulation as necessary to protect workers during any renovation and/or demolition activities that will impact LBP.

If disturbed by renovation activities, LBP-coated building components should be segregated from the general demolition waste stream for sample collection and analysis by TCLP to determine proper off-site waste disposal. If disturbed and managed off-site, non-porous LBP-coated building materials (i.e., metals) may be segregated and recycled as scrap metal. Metal LBP-coated building components cannot be subject to grinding, sawing, drilling, sanding, or torch cutting.

For purposes of complying with the U.S. Environmental Protection Agency's Renovation, Repair and Painting Rule (RRP) (40 CFR 745.80 through 92), a Comprehensive Lead Inspection of the entire structure or targeted areas scheduled for renovation is necessary to determine if the RRP rule is applicable. A Comprehensive Lead Inspection includes testing representative coated surfaces of each building component in each room or room equivalent for LBP content. Other types of LBP surveys, such as LBP screening and risk assessments, do not include testing all coated surfaces for LBP and typically do not satisfy the LBP testing requirements of the RRP rule. Since the testing performed was not a comprehensive inspection, the testing will not satisfy applicability requirements of the RRP for untested surfaces. Only data for those specific surfaces and locations tested within this limited screening can be utilized to determine applicability requirements for RRP. Reliance on this report for determining RRP applicability is not authorized by Fuss & O'Neill.

Report prepared by Senior Environmental Analyst, Jonathan Hand.

Reviewed by:



Dustin A. Diedricksen
Associate/Department Manager

Tables

FUSS & O'NEILL

Table 1
Suspect Asbestos-Containing Materials Laboratory Analytical Data Summary

Captain Robert Cook
Needham, Massachusetts

Dietz & Company Architects, Inc.
April 2020
Fuss & O'Neill Reference No. 20211116.C10

Sample Number	Material Type	NESHAP Category	Sample Location	Result	Comments
1-12 PB01A	Sheetrock	Non-ACM	Unit 49 - Bathroom	ND	
1-12 PB01B	Sheetrock	Non-ACM	Unit 59 - Living Room	ND	
1-12 PB01C	Sheetrock	Non-ACM	Unit 42 - Living Room	ND	
1-12 PB02A	Joint Compound	Non-ACM	Unit 49 - Bathroom	ND	
1-12 PB02B	Joint Compound	Non-ACM	Unit 59 - Living Room	ND	
1-12 PB02C	Joint Compound	Non-ACM	Unit 42 - Living Room	ND	
1-12 PB03A	Tan 6" Base Cove	Non-ACM	Unit 49 - Bathroom	ND	
1-12 PB03B	Tan 6" Base Cove	Non-ACM	Unit 42 - Living Room	ND	
1-12 PB04A	Associated Tan Glue	Non-ACM	Unit 49 - Bathroom	ND	
1-12 PB04B	Associated Tan Glue	Non-ACM	Unit 42 - Living Room	ND	
1-12 PB05A	Gray Pebble Pattern Linoleum - Top Layer	Non-ACM	Unit 49 - Bathroom	ND	
1-12 PB05B	Gray Pebble Pattern Linoleum - Top Layer	Non-ACM	Unit 49 - Bathroom	ND	
1-12 PB06A	**Tan Flooring - Bottom Layer**	**Cat 1, NF**	**Unit 49 - Bathroom**	**15.0% Chrysotile**	
1-12 PB06B	**Tan Flooring - Bottom Layer**	**Cat 1, NF**	**Unit 49 - Living Room - underneath Laminate**	**Pos Stop**	
1-12 PB07A	12" Tan Streak Floor Tile	Non-ACM	Unit 49 - 2nd Floor - Bedroom	ND	
1-12 PB07B	12" Tan Streak Floor Tile	Non-ACM	Unit 49 - 2nd Floor - Bedroom	ND	
1-12 PB08A	Tan Glue Associated with 12" Tan Streak Floor Tile	Non-ACM	Unti 49 - 2nd Floor - Bedroom	ND	
1-12 PB08B	Tan Glue Associated with 12" Tan Streak Floor Tile	Non-ACM	Unti 49 - 2nd Floor - Bedroom	ND	
1-12 PB09A	White Tub Caulking	Non-ACM	Unit 49 - Bath	ND	
1-12 PB09B	White Tub Caulking	Non-ACM	Unit 59 - Bath	ND	
1-12 PB10A	12" Tan Large Speck Floor Tile	Non-ACM	Unit 59 - Bedroom	ND	
1-12 PB10B	12" Tan Large Speck Floor Tile	Non-ACM	Unit 59 - Bedroom	ND	
1-12 PB11A	Tan Mastic Associated with 12" Tan Large Speck Floor Tile	Non-ACM	Unit 59 - Bedroom	ND	
1-12 PB11B	Tan Mastic Associated with 12" Tan Large Speck Floor Tile	Non-ACM	Unit 59 - Bedroom	ND	
1-12 PB12A	6" Brown Base Cove	Non-ACM	Unit 59 - Living Room	ND	
1-12 PB12B	6" Brown Base Cove	Non-ACM	Unit 59 - Living Room	ND	
1-12 PB13A	Associated Tan Glue	Non-ACM	Unit 59 - Living Room	ND	
1-12 PB13B	Associated Tan Glue	Non-ACM	Unit 59 - Living Room	ND	
1-12 PB14A	Tan Pebble Pattern Linoleum	Non-ACM	Unit 59 - Bedroom & Bath	ND	
1-12 PB14B	Tan Pebble Pattern Linoleum	Non-ACM	Unit 59 - Bedroom & Bath	ND	
1-12 PB15A	Assciated Gray Glue	Non-ACM	Unit 59 - Bedroom & Bath	ND	

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Table 1

Suspect Asbestos-Containing Materials Laboratory Analytical Data Summary

Sample Number	Material Type	NESHAP Category	Sample Location	Result	Comments
1-12 PB15B	Asscіated Gray Glue	Non-ACM	Unit 59 - Bedroom & Bath	ND	
1-12 PB37A	Gray Sink Undercoating	Non-ACM	Unit 42 - Kitchen	ND	
1-12 PB38A	Tan Square Pattern Linoleum	Non-ACM	Unit 52 - 1st Floor - Bath	ND	
1-12 PB38B	Tan Square Pattern Linoleum	Non-ACM	Unit 52 - 1st Floor - Bath	ND	
1-12 PB39A	Associated Tan Glue	Non-ACM	Unit 52 - 1st Floor - Bath	ND	
1-12 PB39B	Associated Tan Glue	Non-ACM	Unit 52 - 1st Floor - Bath	ND	
1-12 PB40A-Composite	Gray Composite Siding	Non-ACM	Exterior - Unit 52	ND	
1-12 PB40B-Composite	Gray Composite Siding	Non-ACM	Exterior - Unit 49	ND	
1-12 PB41A	Exterior White Papsr underneath Siding	Non-ACM	Exterior - Unit 52	ND	
1-12 PB41B	Exterior White Papsr underneath Siding	Non-ACM	Exterior - Unit 49	ND	
1-12 PB42A	Exterior Black Paper underneath Siding	Non-ACM	Exterior - Unit 52	ND	
1-12 PB42B	Exterior Black Paper underneath Siding	Non-ACM	Exterior - Unit 49	ND	
1-12 PB43A	Exterior Brown Paper underneath Siding	Non-ACM	Exterior - Unit 52	ND	
1-12 PB43B	Exterior Brown Paper underneath Siding	Non-ACM	Exterior - Unit 49	ND	
1-12 PB44A-Composite	Composite Wall Board underneath Siding	Non-ACM	Exterior - Unit 52	ND	
1-12 PB44B-Compsoite	Composite Wall Board underneath Siding	Non-ACM	Exterior - Unit 49	ND	
1-12 PB45A	Exterior Gray Window Caulking	Non-ACM	Outside - Unit 52 - Front	ND	
1-12 PB45B	Exterior Gray Window Caulking	Non-ACM	Outside - Unit 54 - Front	ND	
1-12 PB46A	Exterior Gray Siding Caulking	Non-ACM	Outside - Unit 52 - Front	ND	
1-12 PB46B	Exterior Gray Siding Caulking	Non-ACM	Outside - Unit 54 - Front	ND	
1-12 PB47A	Brown Roofing Shingle	Non-ACM	Outside - Unit 52 - Front	ND	
1-12 PB47B	Brown Roofing Shingle	Non-ACM	Outside - Unit 54 - Front	ND	
1-12 PB48A	Black Paper underneath Shingle	Non-ACM	On Unit 47	ND	
1-12 PB48B	Black Paper underneath Shingle	Non-ACM	On Unit 47	ND	
1-12 PB49A	Tan Carpet Glue	Non-ACM	Unit 52 - Stairwell	ND	
1-12 PB49B	Tan Carpet Glue	Non-ACM	Unit 52 - Stairwell	ND	
1-12 PB40A	Tan 1" x 1" Square Pattern Linoleum	Non-ACM	Unit 64 - Kitchen	ND	
1-12 PB40B	Tan 1" x 1" Square Pattern Linoleum	Non-ACM	Unit 64 - Bathroom	ND	
1-12 PB41A	Tan 1" x 1" Square Pattern Linoleum	Non-ACM	Unit 64 - Kitchen	ND	
1-12 PB41B	Tan 1" x 1" Square Pattern Linoleum	Non-ACM	Unit 64 - Bathroom	ND	

Cat 1 NF = Category I Non-Friable Material
Cat 2 NF = Category II Non-Friable Material
Pos Stop = Positive Stop
ND = None Detected
ACM = Asbestos-Containing Material
ACWM = Asbestos-Containing Waste Material
TEM = Transmission Electron Microscopy

FUSS & O'NEILL

Table 2
Asbestos-Containing Materials Summary

Captain Robert Cook
Needham, Massachusetts

Dietz & Company Architects, Inc.
April 2020
Fuss & O'Neill Reference No. 20211116.C10

Asbestos-Containing Material Type	Locations(s)	Asbestos Content	Estimated Total Quantity	Comments
Tan Flooring - Bottom Layer	Bathrooms & Living Rooms (Assume 75% of Units)	15.0% Chrysotile	10,000 SF	

SF = Square Feet

Appendix A

Limitations

FUSS & O'NEILL

APPENDIX A

Captain Robert Cook
Needham, Massachusetts

1. This environmental report has been prepared for the exclusive use of the Client, and is subject to, and is issued in connection with, the general terms and conditions of the original Agreement (December 6, 2021) and all of its provisions. Any use or reliance upon information provided in this report, without the specific written authorization of the Client and Fuss & O'Neill, shall be at the User's individual risk. This report should not be used as an abatement specification. All quantities of materials identified during this inspection are approximate.
2. Fuss & O'Neill has obtained and relied upon laboratory analytical results in conducting the inspection. This information was used to form conclusions regarding the types and quantities of ACM and LBP that must be managed prior to renovation or demolition activities that may disturb these materials at the subject property(ies). Fuss & O'Neill has not performed an independent review of the reliability of this laboratory data.
3. Unless otherwise noted, only suspect hazardous materials associated within or located on the building (aboveground) were included in this inspection. Suspect hazardous materials may exist below the ground surfaces that were not included in the scope of work of this inspection. Fuss & O'Neill cannot guarantee all asbestos or suspect hazardous materials were identified within the areas included in the scope of work. Only visible and accessible areas were included in the scope of work for this inspection.
4. The findings, observations, and conclusions presented in this report are limited by the scope of services outlined in our original Agreement, which reflects schedule and budgetary constraints imposed by the Client. Furthermore, the assessment has been conducted in accordance with generally accepted environmental practices. No other warranty, expressed or implied, is made.
5. The conclusions presented in this report are based solely upon information gathered by Fuss & O'Neill to date. Should further environmental or other relevant information be discovered at a later date, the Client should immediately bring the information to Fuss & O'Neill's attention. Based upon an evaluation and assessment of relevant information, Fuss & O'Neill may modify the report and its conclusions.

Appendix B

Fuss & O'Neill Asbestos Inspector State Certifications and EPA Accreditations

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Michael Flanagan
Director

Asbestos Inspector

PAUL ANTHONY BATEMAN

Eff. Date 01/13/22
Exp. Date 01/13/23

23

AI070789

Member of C.O.N.E.S.

BOSR BOS



CERT#: A-509-Virtual.723

CHEMSCOPE TRAINING DIVISION

ASBESTOS INSPECTOR REFRESHER
4-HOUR TRAINING CERTIFICATE

Paul Bateman

146 Hartford Road, Manchester CT

Has attended a 4-hour annual refresher course on the subject discipline on

09/01/2021 and has passed a written examination.

"The person receiving this certificate has completed the requisite training for asbestos accreditation as an inspector under TSCA Title II"

Course topics include a review and update on asbestos health hazards, functions of inspectors and management planners, building systems, planning, inspecting for asbestos, sampling and analysis, respiratory protection, government regulations and preparing the inspection report.

This training course has been accredited by the State of Connecticut.

Examination Score: 100%
Exam Date: 09/01/2021
Expiration Date: 09/01/2022

Daniel Sullivan
Training Manager

Chem Scope, Inc.
15 Moulthrop Street
North Haven CT 06473
Phone: 203.865.5605
www.chem-scope.com

© GOES 340

Litho in U.S.A.

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Appendix C

Asbestos Laboratory Analytical Reports and Chain-of-Custody Forms

OrderID: 042200834

FUSS & O'NEILL

Fuss & O'Neill EMSL Customer No. ENVI54

www.fando.com

042200834

108 Myrtle Street, Suite 502, Quincy, MA 012171

Phone (617) 282-4675 Fax (617) 481-5885

ASBESTOS BULK SAMPLE CHAIN OF CUSTODY

Sheet __ of __

Project Name: Dietz & Co Architects - Needham Housing Authority Project No. 20211116.C10

Site Address: Captain Robert Cook Drive Needham, MA Project Manager: Dustin Dardaciesen

Building Name/Number: Units 42, 49, 52 + 59 Total # of Samples: ~~63~~ 61 11/14

Sample ID (01A-Initials-Date)	Material Type	Sample Location	Comments/ Quantities
1-12 PBS 01 A	Sheetrock	Unit 49 Bathroom	
B	↓	Unit 59 Living Room	
C	↓	Unit 42 Living room	
02A	Joint Compound	] SAME AS 01A-C	
B	↓		
C	↓		
03 A	Tan 6" Base (Bath Room Unit 49		
B	↓ Cove) Living room Unit 42		
04A	Associated tan glue] SAME AS 03A+B		
B	↓		
05A	Gray pebble pattern Unit 49 Bathroom - Top layer		
B	Linoleum ↓		
06A	Tan Flooring Unit 49 Bathroom		
B	↓ Bottom layer Unit 49 Living room - Underlayment		
07A+B	12" Tan Straight Flooring Unit 49 - 2nd FL Bed		

RECEIVED EMSL CINNAMINSON, NJ 2022 JAN 14 AM 11:42

Analysis Method: ☒ PLM ☐ TEM ☐ Other NOTEM Turnaround Time One Week

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call EnviroScience if analyses will not be completed for requested t/a/t at (617) 282-4675.

Email Results to: LabResults@fando.com and ddietrichsen @fando.com
Do Not Mail Hard Copy Report

Special Instructions: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. Do ~~not point count~~. If NOB group samples are all negative by PLM, analyze only the "A" sample (as noted by star [★] above) by ***TEM NOB, on a*** [None] ***t/a/t. Analyze a maximum of*** [0] ***samples by TEM.***

Samples Collected by: Paul Bateman **Date:** _____

Samples Sent by: Paul Bateman **Date:** 1/12/22 **Time:** _____

Shipped To: ☒ EMSL ☐ Other _____

Method of Shipment: ☒ Fed Ex ☐ Lab Drop Off ☐ Other _____

11/14/22

OrderID: 042200834

FUSS & O'NEILL

Fuss & O'Neill EMSL Customer No. ENVI54

www.fando.com

108 Myrtle Street, Suite 502, Quincy, MA 012171 042200834 Phone (617) 282-4675 Fax (617) 481-5885

ASBESTOS BULK SAMPLE CHAIN OF CUSTODY

Sheet __ of __

Project Name: Dietz & Co Architects - Needham Housing Authority Project No. 20211116.C10

Site Address: Captain Robert Cook Drive, Needham, MA Project Manager: Dustin Dodrickson

Building Name/Number: Units 42, 49, 52, +59 Total # of Samples: _____

Sample ID (01A-Initials-Date)	Material Type	Sample Location	Comments/ Quantities
1-12 PB 08 A	Tan glue associated with	Unit 49 - 2nd Flr Bedroom	
B	12" tan streak flooring	↓	
09 A	White tub caulking	Unit 49 - Bath	
B	↓	Unit 59 Bath	
10 A	12" Tan Large Speck	Unit 59 - Bdrm room	
B	Flooring	Bdrm room	
11 A	Tan mastic beneath	Unit 59 Bdrm room	
B	12" tan large speck flooring	↓	
12 A	6" Brown Base	Unit 59 - Living room	
B	↓ Cove	↓	
13 A	Associated tan glue	↓	
B	↓	↓	
14 A	Tan pebble pattern	Unit 59 Kitchen + Bath	
B	Linoleum	↓	
15 A+B	Associated gray glue	↓	

RECEIVED EMSL CINNAMINSON, N.J. JAN 14 AM 11:42

Analysis Method: ☒ PLM ☐ TEM ☐ Other NOB TEM Turnaround Time One Week

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call EnviroScience if analyses will not be completed for requested t/a/t at (617) 282-4675.

Email Results to: LabResults@fando.com and ddiedrickson @fando.com
Do Not Mail Hard Copy Report

Special Instructions: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. Do ~~not point count~~. If NOB group samples are all ~~negative~~ by PLM, analyze only the "A" sample (as noted by star [★] above) by ***TEM NOB, on a*** None ***t/a/t. Analyze a maximum of*** 0 ***samples by TEM.***

Samples Collected by: Paul Bateman **Date:** _____

Samples Sent by: Paul Bateman **Date:** 1/12/22 **Time:** _____

Shipped To: ☒ EMSL ☐ Other _____

Method of Shipment: ☒ Fed Ex ☐ Lab Drop Off ☐ Other _____

OrderID: 042200834

FUSS & O'NEILL

Fuss & O'Neill EMSL Customer No. ENVI54

www.fando.com

108 Myrtle Street, Suite 502, Quincy, MA 012171 042200834 Phone (617) 282-4675 Fax (617) 481-5885

ASBESTOS BULK SAMPLE CHAIN OF CUSTODY

Sheet __ of __

Project Name: Dietz & Co Architects - Needham Housing Authority Project No. 20211116.C10

Site Address: Captain Robert Cook Drive, Needham, MA Project Manager: Dustin Fredrickson

Building Name/Number: Units 42, 49, 52, 59 Total # of Samples: _____

Sample ID (01A-Initials-Date)	Material Type	Sample Location	Comments/ Quantities
1-12 PBS 37A	Gray Sheet Underlayment	Unit 42 - Kitchen	
1-12 PBS 38A	Tan Square pattern	Unit 52 1st FL Bath	
B	Linoleum		
39A	Associated tan glue		
B			
40A	Gray Composite	Exterior Unit 52	
B	Siding	49	
41A	Exterior White paper	SAME AS 40A+B	
B	Under siding		
42A	Exterior Black paper	SAME AS 40A+B	
B	Under siding		
43A	Exterior Brown	Same	
B	paper Under Siding		
44A	Composite Wall board	A)	
B	Under siding	Board	

RECEIVED EMSL CINNAMINSON, N.J. 2022 JAN 14 AM 11:42

Analysis Method: ☒ PLM ☐ TEM ☐ Other NOB TEM Turnaround Time One Week

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call EnviroScience if analyses will not be completed for requested t/a/t at (617) 282-4675.

Email Results to: LabResults@fando.com and ddiedrickson@fando.com
Do Not Mail Hard Copy Report

Special Instructions: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. Do ~~not point count~~. If NOB group samples are all ~~negative~~ by PLM, analyze only the "A" sample (as noted by star [★] above) by ***TEM NOB, on a*** NOB ***t/a/t. Analyze a maximum of*** 0 ***samples by TEM.***

Samples Collected by: Paul Bateman **Date:** _____

Samples Sent by: Paul Bateman **Date:** 1/12/22 **Time:** _____

Shipped To: ☒ EMSL ☐ Other _____

Method of Shipment: ☒ Fed Ex ☐ Lab Drop Off ☐ Other _____

OrderID: 042200834

FUSS & O'NEILL

Fuss & O'Neill EMSL Customer No. ENVI54

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108 Myrtle Street, Suite 502, Quincy, MA 012171 042200834 Phone (617) 282-4675 Fax (617) 481-5885

ASBESTOS BULK SAMPLE CHAIN OF CUSTODY

Sheet __ of __

Project Name: Dietz & Co Architects - Needham Housing Authority Project No. 20211116.C10

Site Address: Captain Robert Cook Drive, Needham, MA Project Manager: Dustin Dedrickson

Building Name/Number: Units 47, 49, 52 - 59, 64 Total # of Samples: _____

Sample ID (01A-Initials-Date)	Material Type	Sample Location	Comments/ Quantities
1-12 PBS 45A	Exterior gray	Outside Unit 52 front	
B	window caulking	& Unit 54 front	
46A	Exterior gray	Outside Unit 52 front	
B	Siding caulking	& Unit 54 front	
47A	Barn roofing	47	
B	Shingles	On Unit 49 & 49a	
48A	Black paper under	On Unit 47	
B	Shingles	Unit 49	
49A	Tan carpet glue	Unit 52 Stairwell	
B	↓	↓	
50A	Tan 1"x1" Square	Unit 64 Kitchen	
B	pattern Linoleum	Bathroom	
51A		Kitchen	
B		↓ Bathroom	

RECEIVED EMSL CINNAMINSON, N.J. 2022 JAN 14 AM 11:42

Analysis Method: ☒ PLM ☐ TEM ☐ Other NOTEM Turnaround Time One Week

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call EnviroScience if analyses will not be completed for requested t/a/t at (617) 282-4675.

Email Results to: LabResults@fando.com and ddiedrickson@fando.com

Do Not Mail Hard Copy Report

Special Instructions: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. Do ~~not point count~~. If NOB group samples are all negative by PLM, analyze only the "A" sample (as noted by star [★] above) by TEM NOB, on a Rush t/a/t. Analyze a maximum of 6 samples by TEM.

Samples Collected by: Paul Bakman **Date:** _____

Samples Sent by: Paul Bakman **Date:** 1/12/22 **Time:** _____

Shipped To: ☒ EMSL ☐ Other _____

Method of Shipment: ☐ Fed Ex ☐ Lab Drop Off ☐ Other _____

EMSL Analytical, Inc.

200 Route 130 North Cinnaminson, NJ 08077
Tel/Fax: (800) 220-3675 / (856) 786-5974
http://www.EMSL.com / cinnasblab@EMSL.com

EMSL Order:	042200834
Customer ID:	ENVI54
Customer PO:	20211116.C10
Project ID:	

Attention:	Dustin Diedricksen	**Phone:**	(617) 778-3750
	Fuss & O'Neill, Inc.	**Fax:**	
	146 Hartford Road	**Received Date:**	01/14/2022 9:35 AM
	Manchester, CT 06040	**Analysis Date:**	01/20/2022 - 01/21/2022
		Collected Date:	

Project: Dietz & Co. Architects - Needham Housing / Captain Robert Cook Drive, Needham, MA / Units 42, 49, 52 & 59

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

			Non-Asbestos		Asbestos
Sample	**Description**	**Appearance**	**% Fibrous**	**% Non-Fibrous**	**% Type**
1-12 PB01A *042200834-0001*	Unit 49 - Bathroom - Sheetrock	Gray Non-Fibrous Homogeneous	3% Cellulose	97% Non-fibrous (Other)	None Detected
			HA: 01		
1-12 PB01B *042200834-0002*	Unit 59 - Living Room - Sheetrock	Gray Non-Fibrous Homogeneous	3% Cellulose	97% Non-fibrous (Other)	None Detected
			HA: 01		
1-12 PB01C *042200834-0003*	Unit 42 - Living Room - Sheetrock	Gray Non-Fibrous Homogeneous	3% Cellulose 10% Glass	87% Non-fibrous (Other)	None Detected
			HA: 01		
1-12 PB02A *042200834-0004*	Unit 49 - Bathroom - Joint Compound	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 02		
1-12 PB02B *042200834-0005*	Unit 59 - Living Room - Joint Compound	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 02		
1-12 PB02C *042200834-0006*	Unit 42 - Living Room - Joint Compound	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 02		
1-12 PB03A *042200834-0007*	Unit 49 - Bathroom - Tan 6" Base Cove	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 03		
1-12 PB03B *042200834-0008*	Unit 42 - Living Room - Tan 6" Base Cove	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 03		
1-12 PB04A *042200834-0009*	Unit 49 - Bathroom - Associated Tan Glue	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 04		
1-12 PB04B *042200834-0010*	Unit 42 - Living Room - Associated Tan Glue	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 04		
1-12 PB05A *042200834-0011*	Unit 49 - Bathroom - Gray Pebble Pattern Linoleum - Top Layer	Gray Fibrous Homogeneous	25% Synthetic	75% Non-fibrous (Other)	None Detected
This is a composite result of both vinyl and backing layer.					
			HA: 05		
1-12 PB05B *042200834-0012*	Unit 49 - Bathroom - Gray Pebble Pattern Linoleum - Top Layer	Brown/Gray Fibrous Homogeneous	20% Synthetic	80% Non-fibrous (Other)	None Detected
This is a composite result of both vinyl and backing layer.					
			HA: 05		

Initial report from: 01/21/2022 11:53:17

EMSL Analytical, Inc.
200 Route 130 North Cinnaminson, NJ 08077
Tel/Fax: (800) 220-3675 / (856) 786-5974
http://www.EMSL.com / cinnasblab@EMSL.com

EMSL Order:	042200834
Customer ID:	ENVI54
Customer PO:	20211116.C10
Project ID:	

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos % Fibrous	Non-Asbestos % Non-Fibrous	Asbestos % Type
1-12 PB06A *042200834-0013*	Unit 49 - Bathroom - Tan Flooring - Bottom Layer *This is a composite result of both flooring and backing layer.*	Brown Fibrous Homogeneous	10% Cellulose HA: 06	75% Non-fibrous (Other)	15% Chrysotile
1-12 PB06B *042200834-0014*	Unit 49 - Living Room - Under Laminate - Tan Flooring - Bottom Layer		HA: 06		Positive Stop (Not Analyzed)
1-12 PB07A *042200834-0015*	Unit 49 - 2nd Floor - Bedroom - 12" Tan Streak Floor Tile	Tan/White Non-Fibrous Homogeneous	HA: 07	100% Non-fibrous (Other)	None Detected
1-12 PB07B *042200834-0016*	Unit 49 - 2nd Floor - Bedroom - 12" Tan Streak Floor Tile	Tan/White Non-Fibrous Homogeneous	HA: 07	100% Non-fibrous (Other)	None Detected
1-12 PB08A *042200834-0017*	Unti 49 - 2nd Floor - Bedroom - Tan Glue associated w/12" Tan Streak Floor Tile	Tan Non-Fibrous Homogeneous	HA: 08	100% Non-fibrous (Other)	None Detected
1-12 PB08B *042200834-0018*	Unti 49 - 2nd Floor - Bedroom - Tan Glue associated w/12" Tan Streak Floor Tile	Tan Non-Fibrous Homogeneous	HA: 08	100% Non-fibrous (Other)	None Detected
1-12 PB09A *042200834-0019*	Unit 49 - Bath - White Tub Caulking	White Non-Fibrous Homogeneous	HA: 09	100% Non-fibrous (Other)	None Detected
1-12 PB09B *042200834-0020*	Unit 59 - Bath - White Tub Caulking	White Non-Fibrous Homogeneous	HA: 09	100% Non-fibrous (Other)	None Detected
1-12 PB10A *042200834-0021*	Unit 59 - Bedroom - 12" Tan Large Speck Floor Tile	Tan/White Non-Fibrous Homogeneous	HA: 10	100% Non-fibrous (Other)	None Detected
1-12 PB10B *042200834-0022*	Unit 59 - Bedroom - 12" Tan Large Speck Floor Tile	Tan Non-Fibrous Homogeneous	HA: 10	2% Quartz 98% Non-fibrous (Other)	None Detected
1-12 PB11A *042200834-0023*	Unit 59 - Bedroom - Tan Mastic associated w/12" Tan Large Speck Floor Tile	Tan Non-Fibrous Homogeneous	5% Cellulose HA: 11	2% Quartz 93% Non-fibrous (Other)	None Detected
1-12 PB11B *042200834-0024*	Unit 59 - Bedroom - Tan Mastic associated w/12" Tan Large Speck Floor Tile	Tan Non-Fibrous Homogeneous	HA: 11	100% Non-fibrous (Other)	None Detected
1-12 PB12A *042200834-0025*	Unit 59 - Living Room - 6" Brown Base Cove	Brown/Gray Non-Fibrous Homogeneous	HA: 12	100% Non-fibrous (Other)	None Detected

Initial report from: 01/21/2022 11:53:17

EMSL Analytical, Inc.
200 Route 130 North Cinnaminson, NJ 08077
Tel/Fax: (800) 220-3675 / (856) 786-5974
http://www.EMSL.com / cinnasblab@EMSL.com

EMSL Order:	042200834
Customer ID:	ENVI54
Customer PO:	20211116.C10
Project ID:	

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos % Fibrous	Non-Asbestos % Non-Fibrous	Asbestos % Type
1-12 PB12B *042200834-0026*	Unit 59 - Living Room - 6" Brown Base Cove	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 12		
1-12 PB13A *042200834-0027*	Unit 59 - Living Room - Associated Tan Glue	Tan/White Fibrous Homogeneous	15% Cellulose	85% Non-fibrous (Other)	None Detected
Limited sample submitted, result cannot be verified, *Result includes a small amount of inseparable attached material.*					
			HA: 13		
1-12 PB13B *042200834-0028*	Unit 59 - Living Room - Associated Tan Glue	Tan/White Non-Fibrous Homogeneous	3% Cellulose	97% Non-fibrous (Other)	None Detected
Limited sample submitted, result cannot be verified. *Result includes a small amount of inseparable attached material*					
			HA: 13		
1-12 PB14A *042200834-0029*	Unit 59 - Bedroom & Bath - Tan Pebble Pattern Linoleum	Gray Fibrous Homogeneous	5% Cellulose 20% Synthetic	75% Non-fibrous (Other)	None Detected
This is a composite result of both vinyl and backing layer.					
			HA: 14		
1-12 PB14B *042200834-0030*	Unit 59 - Bedroom & Bath - Tan Pebble Pattern Linoleum	Gray Fibrous Homogeneous	5% Cellulose 20% Synthetic	75% Non-fibrous (Other)	None Detected
This is a composite result of both vinyl and backing layer					
			HA: 14		
1-12 PB15A *042200834-0031*	Unit 59 - Bedroom & Bath - Assciated Gray Glue	Gray Non-Fibrous Homogeneous	2% Cellulose 2% Synthetic	3% Quartz 93% Non-fibrous (Other)	None Detected
			HA: 15		
1-12 PB15B *042200834-0032*	Unit 59 - Bedroom & Bath - Assciated Gray Glue	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 15		
1-12 PB37A *042200834-0033*	Unit 42 - Kitchen - Gray Sink undercoating	Tan Non-Fibrous Homogeneous	15% Cellulose	3% Quartz 82% Non-fibrous (Other)	None Detected
			HA: 37		
1-12 PB38A *042200834-0034*	Unit 52 - 1st Floor - Bath - Tan Square Pattern Linoleum	Tan/White Fibrous Homogeneous	25% Cellulose	75% Non-fibrous (Other)	None Detected
This is a composite result of both vinyl and backing layer.					
			HA: 38		
1-12 PB38B *042200834-0035*	Unit 52 - 1st Floor - Bath - Tan Square Pattern Linoleum	Tan Fibrous Homogeneous	30% Cellulose	70% Non-fibrous (Other)	None Detected
This is a composite result of both vinyl and backing layer					
			HA: 38		
1-12 PB39A *042200834-0036*	Unit 52 - 1st Floor - Bath - Associated Tan Glue	Tan Non-Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
			HA: 39		
1-12 PB39B *042200834-0037*	Unit 52 - 1st Floor - Bath - Associated Tan Glue	Tan Non-Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
			HA: 39		
1-12 PB40A- Composite *042200834-0038*	Exterior - Unit 52 - Gray Composite Siding	Gray Fibrous Homogeneous	20% Cellulose	8% Quartz 72% Non-fibrous (Other)	None Detected

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Tel/Fax: (800) 220-3675 / (856) 786-5974
http://www.EMSL.com / cinnasblab@EMSL.com

EMSL Order:	042200834
Customer ID:	ENVI54
Customer PO:	20211116.C10
Project ID:	

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos % Fibrous	Non-Asbestos % Non-Fibrous	Asbestos % Type
			HA: 40		
1-12 PB40B- Composite *042200834-0039*	Exterior - Unit 49 - Gray Composite Siding	Gray Non-Fibrous Homogeneous	15% Cellulose HA: 40	5% Quartz 80% Non-fibrous (Other)	None Detected
1-12 PB41A *042200834-0040*	Exterior - Unit 52 - Exterior White Papsr under Siding	White Fibrous Homogeneous	85% Cellulose HA: 41	15% Non-fibrous (Other)	None Detected
1-12 PB41B *042200834-0041*	Exterior - Unit 49 - Exterior White Papsr under Siding	White Fibrous Homogeneous	80% Cellulose HA: 41	20% Non-fibrous (Other)	None Detected
1-12 PB42A *042200834-0042*	Exterior - Unit 52 - Exterior Black Paper under Siding	Black Fibrous Homogeneous	60% Cellulose HA: 42	40% Non-fibrous (Other)	None Detected
1-12 PB42B *042200834-0043*	Exterior - Unit 49 - Exterior Black Paper under Siding	Black Fibrous Homogeneous	55% Cellulose HA: 42	45% Non-fibrous (Other)	None Detected
1-12 PB43A *042200834-0044*	Exterior - Unit 52 - Exterior Brown Paper under Siding	Brown Fibrous Homogeneous	85% Cellulose HA: 43	15% Non-fibrous (Other)	None Detected
1-12 PB43B *042200834-0045*	Exterior - Unit 49 - Exterior Brown Paper under Siding	Brown Fibrous Homogeneous	85% Cellulose HA: 43	15% Non-fibrous (Other)	None Detected
1-12 PB44A- Composite *042200834-0046*	Exterior - Unit 52 - Composite Wall Board under Siding	Tan Non-Fibrous Homogeneous	5% Cellulose HA: 44	5% Quartz 90% Non-fibrous (Other)	None Detected
1-12 PB44B- Compsoite *042200834-0047*	Exterior - Unit 49 - Composite Wall Board under Siding	Tan Non-Fibrous Homogeneous	5% Cellulose HA: 44	3% Quartz 92% Non-fibrous (Other)	None Detected
1-12 PB45A *042200834-0048*	Outside - Unit 52 - Front - Exterior Gray Window Caulking	Gray/White Non-Fibrous Homogeneous	HA: 45	100% Non-fibrous (Other)	None Detected
1-12 PB45B *042200834-0049*	Outside - Unit 54 - Front - Exterior Gray Window Caulking	White Non-Fibrous Homogeneous	HA: 45	100% Non-fibrous (Other)	None Detected
1-12 PB46A *042200834-0050*	Outside - Unit 52 - Front - Exterior Gray Siding Caulking	White Non-Fibrous Homogeneous	HA: 46	100% Non-fibrous (Other)	None Detected
1-12 PB46B *042200834-0051*	Outside - Unit 54 - Front - Exterior Gray Siding Caulking	White Non-Fibrous Homogeneous	HA: 46	100% Non-fibrous (Other)	None Detected
1-12 PB47A *042200834-0052*	Outside - Unit 52 - Front - Brown Roofing Shingle	Black Non-Fibrous Homogeneous	10% Glass HA: 47	5% Quartz 85% Non-fibrous (Other)	None Detected

Initial report from: 01/21/2022 11:53:17

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http://www.EMSL.com / cinnasblab@EMSL.com

EMSL Order:	042200834
Customer ID:	ENVI54
Customer PO:	20211116.C10
Project ID:	

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

			Non-Asbestos		Asbestos
Sample	**Description**	**Appearance**	**% Fibrous**	**% Non-Fibrous**	**% Type**
1-12 PB47B *042200834-0053*	Outside - Unit 54 - Front - Brown Roofing Shingle	Black Non-Fibrous Homogeneous	10% Glass HA: 47	90% Non-fibrous (Other)	None Detected
1-12 PB48A *042200834-0054*	On Unit 47 - Black Paper under Shingle	Black Fibrous Homogeneous	25% Glass HA: 48	5% Quartz 70% Non-fibrous (Other)	None Detected
1-12 PB48B *042200834-0055*	On Unit 47 - Black Paper under Shingle	Black Non-Fibrous Homogeneous	20% Glass HA: 48	80% Non-fibrous (Other)	None Detected
1-12 PB49A *042200834-0056*	Unit 52 - Stairwell - Tan Carpet Glue	Tan Non-Fibrous Homogeneous	15% Cellulose HA: 49	85% Non-fibrous (Other)	None Detected
1-12 PB49B *042200834-0057*	Unit 52 - Stairwell - Tan Carpet Glue	Tan Non-Fibrous Homogeneous	12% Cellulose 2% Synthetic HA: 49	86% Non-fibrous (Other)	None Detected
1-12 PB40A *042200834-0058* *This is a composite result of both vinyl and backing layer.*	Unit 64 - Kitchen - Tan 1"x1" Square Pattern Linoleum	Tan/White Fibrous Homogeneous	20% Synthetic HA: 50	80% Non-fibrous (Other)	None Detected
1-12 PB40B *042200834-0059* *This is a composite result of both vinyl and backing layer.*	Unit 64 - Bathroom - Tan 1"x1" Square Pattern Linoleum	Tan/White Fibrous Homogeneous	20% Synthetic HA: 50	80% Non-fibrous (Other)	None Detected
1-12 PB41A *042200834-0060*	Unit 64 - Kitchen - Tan 1"x1" Square Pattern Linoleum	Tan Non-Fibrous Homogeneous	5% Synthetic HA: 51	95% Non-fibrous (Other)	None Detected
1-12 PB41B *042200834-0061*	Unit 64 - Bathroom - Tan 1"x1" Square Pattern Linoleum	Tan Non-Fibrous Homogeneous	6% Synthetic HA: 51	94% Non-fibrous (Other)	None Detected

Analyst(s)

Kiera Mulvehill (14)
Kevin Tang (14)
Leslie Tetrick (32)

Samantha Rundstrom, Laboratory Manager
or Other Approved Signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. The above analyses were performed in general compliance with Appendix E to Subpart E of 40 CFR (previously EPA 600/M4-82-020 “Interim Method”) but augmented with procedures outlined in the 1993 (”final”) version of the method. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Estimation of uncertainty is available on request.

Samples analyzed by EMSL Analytical, Inc. Meriden, CT NVLAP Lab Code 200700-0,

Initial report from: 01/21/2022 11:53:17

FUSS & O'NEILL

Appendix D

XRF Lead-Based Paint Screening Field Data Sheets

FUSS & O'NEILL
108 Myrtle Street, Suite 502, Quincy, MA 02171
t 617.282.4675; 800.286.2469; f 617.481.5885
www.fando.com

Lead Inspection / Risk Assessment

St.# 42 Street Name Captain Robert Cook Street Type DR Unit
City Needham Zip Code 02494

Owner Name: Needham Housing Authority
Owner Address: 28 Captain Robert Cook Drive
Contact Information: 1-413-733-6798
Client Name (if different from owner): Dietz & Co Architects
Client Address: 55 Frank B Murray ST, Suite 201, Springfield

Number of Rooms in Unit: 8
Property Type:
- ☐ Single Family
- ☒ Multi Family # of Units: 30
- ☐ Condominium # of Units:
- ☐ Day Care ☐ Other:

Laundry in Basement? ☐ Yes ☒ No
Finished Space in Basement? ☐ Yes ☒ No
Possible Pb Water Service Line ☐ Yes ☐ No ☒ Not Tested
Testing Method Used
Na_2S Expiration Date: / /
X-Ray Fluorescence
Model: RMD Serial # 1157

☐ Demarcation Lines
☐ Submitted for Compliance Evaluation

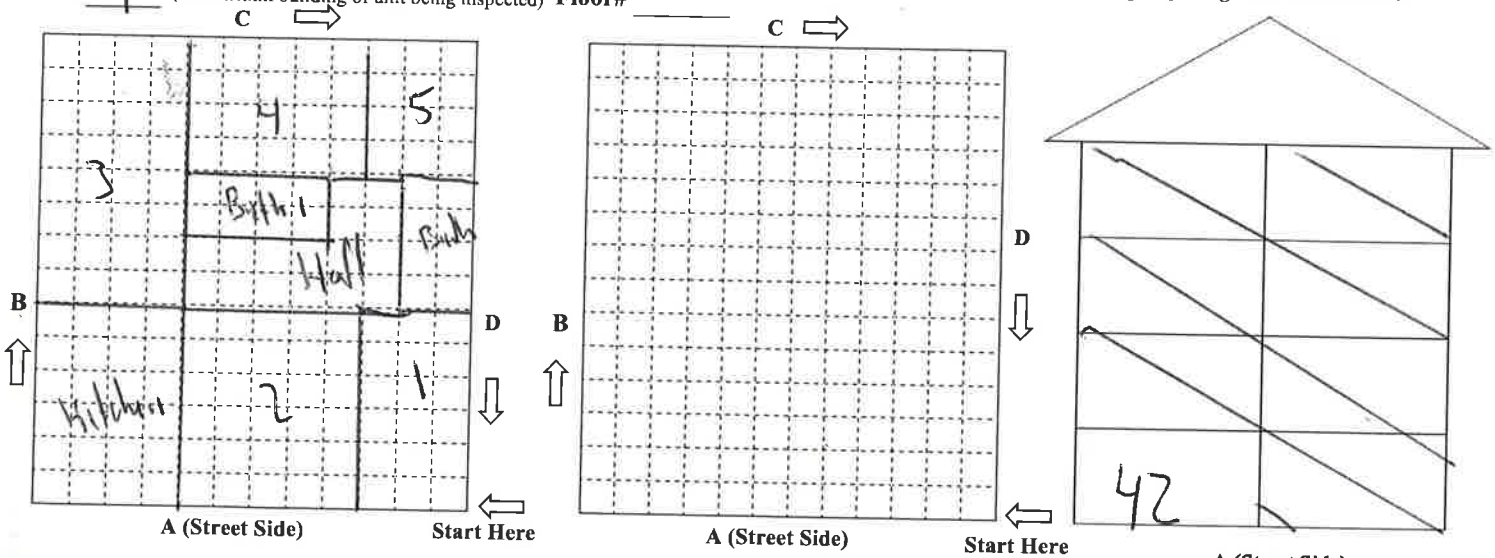
Key	Lead Column
COV	Covered
DC	Drop Ceiling
MET	Metal
MR	Metal Rep. Window
NA	Not Accessible
NC	No Coating
Tile	Tile (testing suggested)
VB	Vinyl Baseboard
VR	Vinyl Rep. Window

Key	Delead/IC Method Column	Key	Delead/IC Method Column
COV	Covered	REM	Removed
DIP	Dipped	REP	Replaced
ENC	Encapsulated	SCR	Scraped
INT	Intact	SFR	Storm Frame Removed
MI	Made Intact	SLD	Sealed
PRE	Prepared for Enc.	STP	Stripped
⊘	Component Does Not Exist	VR/MR	Vinyl/Metal Rep Window

Comments / Notes:

Floor# 1 (level within building of unit being inspected) **Floor#**

Property Diagram / Unit Labels



Pb (lead) equal to or greater than 1.0 mg/cm² with x-ray fluorescence or positive with Na_2S is **Dangerous.**

XRF Calibration Recorded in Log Book ☑ ✓ - Check off when complete
Address Verified through USPS ☑ ✓ - Check off when complete
Research on Lead Related History for Address www.state.ma.us/dph/clppp or 800-532-9571 ☐ ✓ - Check off when complete

Paul Bateman — Inspector's Name (print)
3571 — License #
Paul BM — Signature
1/12/22 — Date

LI/RA - revised 06/17

Address: 42 Captain Cook Drive Apt# _____ City Needham Page 2 of 6

INSPECTION HISTORY

Determination: 0 1 1 2 2 — Lead Hazards? Y / (N)
Inspector Name: Paul Bateman, Lic# 3571
Signature Paul Bateman

Comprehensive Initial Inspection — Lead Hazards? Y / N
Inspector Name: _____, Lic# _____
Signature _____

Comp Initial w/Partial PCAD — Lead Hazards? Y / N
Inspector Name: _____, Lic# _____
Signature _____

Addendum (add-on to Initial Inspection) — Lead Hazards? Y / N
Inspector Name: _____, Lic# _____
Signature _____

Addendum as Full Inspection — Lead Hazards? Y / N
Inspector Name: _____, Lic# _____
Signature _____

Walk Through for Ed/Consultation
Inspector Name: _____, Lic# _____
Signature _____

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection — P / F
Inspector Name: _____, Lic# _____
Signature _____

Visual Portion of Reocc. Reinspection — P / F
Inspector Name: _____, Lic# _____
Signature _____

Dust Taken for Reocc. Reinspection — P / F
Inspector Name: _____, Lic# _____
Signature _____

Dust Taken for Reocc. Reinspection — P / F
Inspector Name: _____, Lic# _____
Signature _____

Visual Portion of Final Reinspection — P / F
Inspector Name: _____, Lic# _____
Signature _____

Visual Portion of Final Reinspection — P / F
Inspector Name: _____, Lic# _____
Signature _____

Dust Taken for Final Reinsp. (No Reocc) — P / F
Inspector Name: _____, Lic# _____
Signature _____

Dust Taken for Final Reinsp. (No Reocc) — P / F
Inspector Name: _____, Lic# _____
Signature _____

INTERIM CONTROL

Visual Risk Assessment — Urgent Pb. Hazards? Y / N
R.A. Name: _____, Lic# _____
Signature _____

Dust Taken for Risk Assessment — Urgent Pb. Hazards? Y / N
R.A. Name: _____, Lic# _____
Signature _____

Visual Portion of Reinspection for Interim Control — P / F
R.A. Name: _____, Lic# _____
Signature _____

Dust Taken for Risk Assessment Reinsp. — P / F
R.A. Name: _____, Lic# _____
Signature _____

Visual Portion of Reinspection for Interim Control — P / F
R.A. Name: _____, Lic# _____
Signature _____

Dust Taken for Risk Assessment Reinsp. — P / F
R.A. Name: _____, Lic# _____
Signature _____

Risk Assessment Recertification — Urgent Pb. Hazards? Y / N
R.A. Name: _____, Lic# _____
Signature _____

Dust Taken for RA Recertification — P / F
R.A. Name: _____, Lic# _____
Signature _____

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD — Lead Hazards? Y / N
Inspector Name: _____, Lic# _____
Signature _____

Full Inspection Acting as PCAD — Lead Hazards? Y / N
Inspector Name: _____, Lic# _____
Signature _____

Visual Portion of PCAD Reinspection — P / F
Inspector Name: _____, Lic# _____
Signature _____

Dust Taken for PCAD Reinspection — P / F
Inspector Name: _____, Lic# _____
Signature _____

Dust Taken for PCAD Reinspection — P / F
Inspector Name: _____, Lic# _____
Signature _____

REOCCUPANCY CERTIFICATE HISTORY

Certificate of Reoccupancy Only after High/Mod Risk (# rooms rule)	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Reoccupancy Only after High/Mod Risk (# rooms rule)	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Reoccupancy Only after High/Mod Risk (# rooms rule)	Inspector Name:_____, Lic#_____ Signature_____	

COMPLIANCE HISTORY

Letter of Full Initial Compliance No prior history/ No signs of UD	Inspector Name:_____, Lic#_____ Signature_____	
Letter of Interim Control No prior Comp. Expires in 1 yr.	Inspector Name:_____, Lic#_____ Signature_____	
Recertification of Interim Control Expires 2 yrs from original Interim Control	Inspector Name:_____, Lic#_____ Signature_____	
Letter of Full Deleading Compliance Dust wipes if No Reocc.	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Maintained Compliance No Work = No Dust Work = 7 Dust	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Restored Compliance Dust wipes and auth. people	Inspector Name:_____, Lic#_____ Signature_____	

COMPLIANCE HISTORY (CONT.)

Certificate of Maintained Compliance No Work= No Dust Work = 7 Dust	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Restored Compliance Dust wipes and auth. people	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Maintained Compliance No Work = No Dust Work = 7 Dust	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Restored Compliance Dust wipes and auth. people	Inspector Name:_____, Lic#_____ Signature_____	

OTHER HISTORY: WAIVERS/UD

Approved CLPPP Waiver Attach to Comp Docs	Inspector Name:_____, Lic#_____ Signature_____	
Approved CLPPP Waiver Attach to Comp Docs	Inspector Name:_____, Lic#_____ Signature_____	
UD / DES Visual Reinspection No LOC Issued	Inspector Name:_____, Lic#_____ Signature_____	P F
UD / DES Dust Taken No LOC Issued	Inspector Name:_____, Lic#_____ Signature_____	P F
UD / DES Dust Taken No LOC Issued	Inspector Name:_____, Lic#_____ Signature_____	P F
UD / DES Final Reinspection No LOC Issued	Inspector Name:_____, Lic#_____ Signature_____	P F

EXPLANATION OF LEAD INSPECTION / RISK ASSESSMENT REPORT FORM COLUMNS

This page provides general information needed to understand the lead inspection/risk assessment report. However, you should speak with the inspector/risk assessor before you start to do any work on your home.

SIDE Refers to A, B, C, or D side of the building or room. See the diagram on the cover sheet. The "A" side of the building or room is the side facing the street that gives the property its address (usually, it is the front of the building). Keeping your back to this street, from the "A" side move clockwise to the "B" side on your left, the "C" side opposite you, and the "D" side to the right. Numbering is from left to right.

LOCATION/ SURFACE Refers to the building component(s) being tested. Some surfaces may be made up of more than one part. For example, "Baseboard" may refer to four separate pieces of wood (one on each wall), but is still considered one surface.

LEAD The actual lead result. Each surface tested must have a result recorded in the "Lead" column.

- A number shows that the surface was tested with an XRF analyzer. A number equal to or greater than 1.0 mg/cm^2 is a dangerous level of lead.
- A "pos" or "neg" shows that the surface was tested with sodium sulfide. "Pos" means that there is a dangerous level of lead.
- "N/A" means that the inspector was not able to test the surface. The inspector must assume the surface contains lead and require it to be deleaded. Speak to the inspector about possible alternative testing options.
- "MET" or "MR" means that a metal surface was not tested. Metal handrails, metal window sills, and metal railing caps need to be deleaded if they test equal to or greater than 1.0 mg/cm^2, or are marked "MET" or "N/A". All other metal surfaces must be intact.
- For key to abbreviations like "COV", "VB", "VR" or "MR", "NC", "Tile", "DC", see the cover page.

TYPE OF HAZARD Not all lead paint must be deleaded. This column tells you IF and WHY a surface needs deleading. The deleading standards below may not apply for Interim Controls. Speak to your risk assessor for more information.

- "M/I" circled means that the surface is a moveable/impacted part of a window and must be deleaded in its entirety.
- "SF" circled indicates that there is a storm frame present which requires the blind stop and exterior sill be deleaded as interior moveable / impacted surfaces.
- "A/M" circled means that the surface is "accessible mouthable" and must be deleaded to a minimum of five feet high, four inches in from the edge or corner.
- "F" circled means that the surface is a "friction" surface and must be deleaded at all points of potential friction.
- "L" circled means that the surface is loose and must, at a minimum, be made intact. Loose leaded floors must be sealed with paint or similar coating and pass a dust wipe.
- If more than one choice is circled, the rules for deleading may change depending upon what method of deleading you choose. Speak to the inspector for more information.
- "N/A" means the inspector was unable to determine if the surface was a lead hazard. The person doing the deleading must check this surface and follow all the rules for deleading. Speak to the inspector for more information.
- If nothing is circled in the column, then it is likely the surface does not need deleading. Speak to the inspector for more information. Remember, this does not mean the entire surface is lead free, it just does not require deleading in its current condition.

URG HAZ? This column is completed during a risk assessment, which is an evaluation of a home's suitability for Interim Control. **Only a licensed risk assessor can do a risk assessment.** If "Y" is circled, then this surface is considered an "Urgent Lead Hazard" and deleading is required to qualify for Interim Control.

IC DATE The date the licensed risk assessor determines the surface meets the standards for Interim Control.

IC METH The deleading method or structural repair done to qualify the surface for Interim Control. Refer to the deleading codes key on the cover page.

DELEAD DATE The date that the lead inspector reinspects the surface and finds that it is in compliance.

DELEAD METH The method used to bring a surface into full compliance. Refer to codes in the Key on the report's cover page.

EXCLUDED SURFACES The amount of loose paint on a surface as measured by the lead inspector. "N/A" means that the inspector was not able to measure the loose paint, but has determined it is more than the cut-off for moderate risk making intact.

RULED OUT BOX Encapsulants only work well if the paint is in good condition. If the inspector sees that there are adhesion problems with eligible surfaces in a room, he/she will rule out encapsulation as a deleading method.

Paul Bateman | 3571 | [signature] | 1/12/22 | Page 5 of 6

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic# | Signature | Date

Address of Property: 42 Robert Cook Dr Apt. # | City: Needham

BATHROOM # 1

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail	.	L N/A	Y				
A B C D	Radiator	.	L N/A	Y				
	Floor	(a.)	L ☐ (dust) N/A	Y				
	Ceiling	0.1	L N/A	Y				
A B	Door	0.0	L N/A	Y				
C D	Door Edge	0.1	F L N/A	Y				
1 2	Door Casing	0.2	L N/A	Y				
3 4	Door Jamb	0.3	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐ (dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B	Up Cab Frame	.	L N/A	Y				
C D	Up Cab Door	.	L N/A	Y				
	Up Cab Walls	.	L N/A	Y				
1 2	Up Cab Shlvs	.	L N/A	Y				
3 4	Supports	.	L N/A	Y				
	Low Cab Fram	0.1	L N/A	Y				
A B	Low Cab Door	0.1	L N/A	Y				
C D	Low Cab Walls	0.1	L N/A	Y				
	Low Cab Shlvs	.	L N/A	Y				
1 2	Supports	.	L N/A	Y				
3 4	Drawers	0.1	L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B C D	Win Above 5'	.	L NA	Y				
	Ceiling Molding	.	L NA	Y				
A B C D	Medicine Cab	.	L NA	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

COMMENTS / STRUCTURAL DEFECTS:

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bateman | 3571 | Paul Bateman | 1/12/22 | Page 6 Of 6

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic # | Signature | Date

Address of Property: 42 Robert Cook Dr Apt. # City: Needham

ROOM # 3

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	01	L N/A	Y				
A B C D	Low Walls	01	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail	.	L N/A	Y				
A B C D	Radiator	/	L N/A	Y				
	Floor	LW	L ☐ (dust) N/A	Y				
	Ceiling	01	L N/A	Y				
A B	Door	01	L N/A	Y				
C D	Door Edge	0.3	F L N/A	Y				
1 2	Door Casing	0.4	L N/A	Y				
3 4	Door Jamb	01	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	01	L N/A	Y				
C D	Door Edge	0.3	F L N/A	Y				
1 2	Door Casing	0.3	L N/A	Y				
3 4	Door Jamb	0.1	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	/	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	/	L N/A	Y				
C	Closet Jamb	/	F L N/A	Y				
D	Closet Walls	03	L N/A	Y				
	Cl Baseboard	N.C	L N/A	Y				
1	Closet Pole	/	L N/A	Y				
2	Closet Shelf	03	L N/A	Y				
3	Cl Supports	01	L N/A	Y				
4	Closet Floor	CW	L ☐ (dust) N/A	Y				
	Closet Ceiling	01	L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	01	M/I A/M L N/A	Y				
B	Win Apron	/	L N/A	Y				
C	Win Casing	/	L N/A	Y				
D	Header Stop	01	M/I L N/A	Y				
	Int Stops	01	M/I L N/A	Y				
1	Win Int Sash	VR	M/I L N/A	Y				
2	Exterior Sill	CW	M/I SF L N/A	Y				
3	Part Bead	VR	M/I L N/A	Y				
4	Blind Stop	VR	M/I SF L N/A	Y				
	Win Ext Sash	VR	M/I L N/A	Y				
A	Window Sill	0.1	M/I A/M L N/A	Y				
B	Win Apron	/	L N/A	Y				
C	Win Casing	/	L N/A	Y				
D	Header Stop	0.3	M/I L N/A	Y				
	Int Stops	01	M/I L N/A	Y				
1	Win Int Sash	VR	M/I L N/A	Y				
2	Exterior Sill	CW	M/I SF L N/A	Y				
3	Part Bead	VR	M/I L N/A	Y				
4	Blind Stop	VR	M/I SF L N/A	Y				
	Win Ext Sash	VR	M/I L N/A	Y				
A	Window Sill	02	M/I A/M L N/A	Y				
B	Win Apron	/	L N/A	Y				
C	Win Casing	/	L N/A	Y				
D	Header Stop	0.3	M/I L N/A	Y				
	Int Stops	02	M/I L N/A	Y				
1	Win Int Sash	VR	M/I L N/A	Y				
2	Exterior Sill	CW	M/I SF L N/A	Y				
3	Part Bead	VR	M/I L N/A	Y				
4	Blind Stop	VR	M/I SF L N/A	Y				
	Win Ext Sash	VR	M/I L N/A	Y				
A B	Fireplace	.	L N/A	Y				
C D	Mantle	.	L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

FUSS & O'NEILL

108 Myrtle Street, Suite 502, Quincy, MA 02171
t 617.282.4675; 800.286.2469; f 617.481.5885
www.fando.com

Lead Inspection / Risk Assessment

St.# 49 Street Name Captain Robert Cook Street Type Drive Unit
City Needham Zip Code 02494

Owner Name: Needham Housing Authority
Owner Address: 28 Captain Robert Cook Drive
Contact Information: 1-413-733-6798
Client Name (if different from owner): Dietz & Co Architects
Client Address: 55 Francis B Murray St, Suite 201, Springfield

Number of Rooms in Unit: 6
Property Type:
- ☐ Single Family
- ☒ Multi Family # of Units: 30
- ☐ Condominium # of Units:
- ☐ Day Care ☐ Other:

Laundry in Basement? ☐ Yes ☒ No
Finished Space in Basement? ☐ Yes ☒ No
Possible Pb Water Service Line ☐ Yes ☐ No ☒ Not Tested
Testing Method Used
Na_2S Expiration Date: / /
X-Ray Fluorescence
Model: RMD Serial # 1157

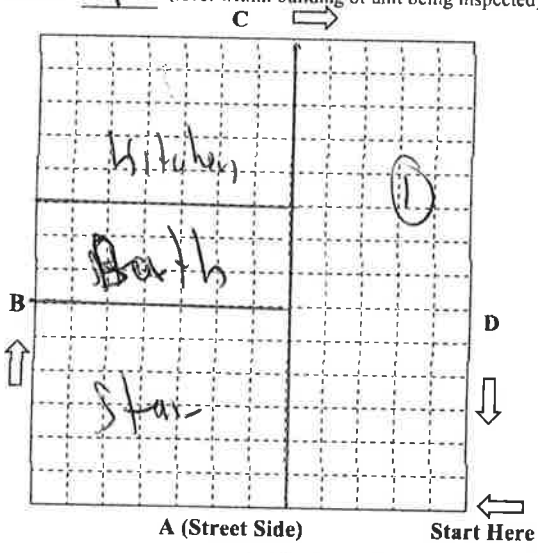
☐ Demarcation Lines
☐ Submitted for Compliance Evaluation

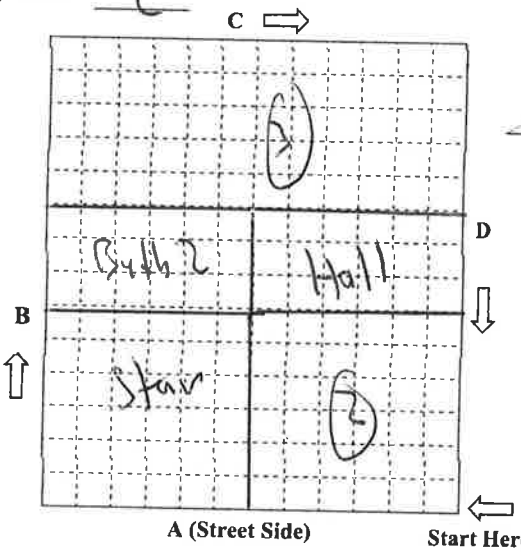
Key	Lead Column
COV	Covered
DC	Drop Ceiling
MET	Metal
MR	Metal Rep. Window
NA	Not Accessible
NC	No Coating
Tile	Tile (testing suggested)
VB	Vinyl Baseboard
VR	Vinyl Rep. Window

Key	Delead/IC Method Column	Key	Delead/IC Method Column
COV	Covered	REM	Removed
DIP	Dipped	REP	Replaced
ENC	Encapsulated	SCR	Scraped
INT	Intact	SFR	Storm Frame Removed
MI	*Made Intact*	*SLD*	Sealed
PRE	Prepared for Enc.	STP	Stripped
☒	Component Does Not Exist	VR/MR	Vinyl/Metal Rep Window

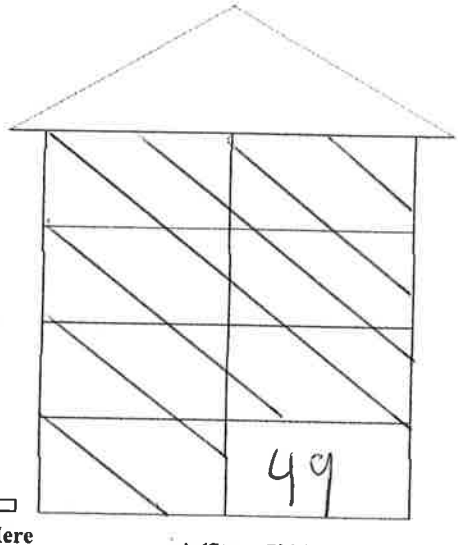
Comments / Notes:

Floor# 1 (level within building of unit being inspected) **Floor#** 2





Property Diagram / Unit Labels



Pb (lead) equal to or greater than 1.0 mg/cm² with x-ray fluorescence or positive with Na_2S is **Dangerous.**

XRF Calibration Recorded in Log Book ☑ ✓ - Check off when complete
Address Verified through USPS ☑ ✓ - Check off when complete
Research on Lead Related History for Address ☐ ✓ - Check off when complete
www.state.ma.us dph clppp or 800-532-9571

Paul Bateman — **Inspector's Name** (print)
3571 — **License #**
RMD — **Signature**
1/12/23 — **Date**

LI/RA - revised 06/17

Address: 49 Captain Cook Drive Apt# _____ City Needham Page 2 of 6

INSPECTION HISTORY

Determination		Inspector Name: Paul Bateman, Lic# 3571
6 1 1 2 7 2	Y / (N)	Signature Paul Bateman
Lead Hazards?		

Comprehensive Initial Inspection Lead Hazards?	Y / N	Inspector Name: _____, Lic# _____ Signature _____
Comp Initial w/Partial PCAD Lead Hazards?	Y / N	Inspector Name: _____, Lic# _____ Signature _____
Addendum (add-on to Initial Inspection) Lead Hazards?	Y / N	Inspector Name: _____, Lic# _____ Signature _____
Addendum as Full Inspection Lead Hazards?	Y / N	Inspector Name: _____, Lic# _____ Signature _____
Walk Through for Ed/Consultation		Inspector Name: _____, Lic# _____ Signature _____

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection	P / F	Inspector Name: _____, Lic# _____ Signature _____
Visual Portion of Reocc. Reinspection	P / F	Inspector Name: _____, Lic# _____ Signature _____
Dust Taken for Reocc. Reinspection	P / F	Inspector Name: _____, Lic# _____ Signature _____
Dust Taken for Reocc. Reinspection	P / F	Inspector Name: _____, Lic# _____ Signature _____
Visual Portion of Final Reinspection	P / F	Inspector Name: _____, Lic# _____ Signature _____
Visual Portion of Final Reinspection	P / F	Inspector Name: _____, Lic# _____ Signature _____
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name: _____, Lic# _____ Signature _____
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name: _____, Lic# _____ Signature _____

INTERIM CONTROL

Visual Risk Assessment Urgent Pb. Hazards?	Y / N	R.A. Name: _____, Lic# _____ Signature _____
Dust Taken for Risk Assessment Urgent Pb. Hazards?	Y / N	R.A. Name: _____, Lic# _____ Signature _____
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name: _____, Lic# _____ Signature _____
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name: _____, Lic# _____ Signature _____
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name: _____, Lic# _____ Signature _____
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name: _____, Lic# _____ Signature _____
Risk Assessment Recertification Urgent Pb. Hazards?	Y / N	R.A. Name: _____, Lic# _____ Signature _____
Dust Taken for RA Recertification	P / F	R.A. Name: _____, Lic# _____ Signature _____

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD Lead Hazards?	Y / N	Inspector Name: _____, Lic# _____ Signature _____
Full Inspection Acting as PCAD Lead Hazards?	Y / N	Inspector Name: _____, Lic# _____ Signature _____
Visual Portion of PCAD Reinspection	P / F	Inspector Name: _____, Lic# _____ Signature _____
Dust Taken for PCAD Reinspection	P / F	Inspector Name: _____, Lic# _____ Signature _____
Dust Taken for PCAD Reinspection	P / F	Inspector Name: _____, Lic# _____ Signature _____

Address: 49 Captain Cook Drive Apt# _____ City Needham Page 3 of 6

REOCCUPANCY CERTIFICATE HISTORY

Certificate of Reoccupancy
Only after High/Mod Risk (# rooms rule)
Inspector Name:_____, Lic#_____
Signature_____

Certificate of Reoccupancy
Only after High/Mod Risk (# rooms rule)
Inspector Name:_____, Lic#_____
Signature_____

Certificate of Reoccupancy
Only after High/Mod Risk (# rooms rule)
Inspector Name:_____, Lic#_____
Signature_____

COMPLIANCE HISTORY

Letter of Full Initial Compliance
No prior history/ No signs of UD
Inspector Name:_____, Lic#_____
Signature_____

Letter of Interim Control
No prior Comp. Expires in 1 yr.
Inspector Name:_____, Lic#_____
Signature_____

Recertification of Interim Control
Expires 2 yrs from original Interim Control
Inspector Name:_____, Lic#_____
Signature_____

Letter of Full Deleading Compliance
Dust wipes if No Reocc.
Inspector Name:_____, Lic#_____
Signature_____

Certificate of Maintained Compliance
No Work = No Dust Work = 7 Dust
Inspector Name:_____, Lic#_____
Signature_____

Certificate of Restored Compliance
Dust wipes and auth. people
Inspector Name:_____, Lic#_____
Signature_____

COMPLIANCE HISTORY (CONT.)

Certificate of Maintained Compliance
No Work= No Dust Work = 7 Dust
Inspector Name:_____, Lic#_____
Signature_____

Certificate of Restored Compliance
Dust wipes and auth. people
Inspector Name:_____, Lic#_____
Signature_____

Certificate of Maintained Compliance
No Work = No Dust Work = 7 Dust
Inspector Name:_____, Lic#_____
Signature_____

Certificate of Restored Compliance
Dust wipes and auth. people
Inspector Name:_____, Lic#_____
Signature_____

OTHER HISTORY: WAIVERS/UD

Approved CLPPP Waiver
Attach to Comp Docs
Inspector Name:_____, Lic#_____
Signature_____

Approved CLPPP Waiver
Attach to Comp Docs
Inspector Name:_____, Lic#_____
Signature_____

UD / DES Visual Reinspection
No LOC Issued
P F
Inspector Name:_____, Lic#_____
Signature_____

UD / DES Dust Taken
No LOC Issued
P F
Inspector Name:_____, Lic#_____
Signature_____

UD / DES Dust Taken
No LOC Issued
P F
Inspector Name:_____, Lic#_____
Signature_____

UD / DES Final Reinspection
No LOC Issued
P F
Inspector Name:_____, Lic#_____
Signature_____

EXPLANATION OF LEAD INSPECTION / RISK ASSESSMENT REPORT FORM COLUMNS

This page provides general information needed to understand the lead inspection/risk assessment report. However, you should speak with the inspector/risk assessor before you start to do any work on your home.

SIDE Refers to A, B, C, or D side of the building or room. See the diagram on the cover sheet. The "A" side of the building or room is the side facing the street that gives the property its address (usually, it is the front of the building). Keeping your back to this street, from the "A" side move clockwise to the "B" side on your left, the "C" side opposite you, and the "D" side to the right. Numbering is from left to right.

LOCATION/ SURFACE Refers to the building component(s) being tested. Some surfaces may be made up of more than one part. For example, "Baseboard" may refer to four separate pieces of wood (one on each wall), but is still considered one surface.

LEAD The actual lead result. Each surface tested must have a result recorded in the "Lead" column.

- A number shows that the surface was tested with an XRF analyzer. A number equal to or greater than 1.0 mg/cm^2 is a dangerous level of lead.
- A "pos" or "neg" shows that the surface was tested with sodium sulfide. "Pos" means that there is a dangerous level of lead.
- "N/A" means that the inspector was not able to test the surface. The inspector must assume the surface contains lead and require it to be deleaded. Speak to the inspector about possible alternative testing options.
- "MET" or "MR" means that a metal surface was not tested. Metal handrails, metal window sills, and metal railing caps need to be deleaded if they test equal to or greater than 1.0 mg/cm^2, or are marked "MET" or "N/A". All other metal surfaces must be intact.
- For key to abbreviations like "COV", "VB", "VR" or "MR", "NC", "Tile", "DC", see the cover page.

TYPE OF HAZARD Not all lead paint must be deleaded. This column tells you IF and WHY a surface needs deleading. The deleading standards below may not apply for Interim Controls. Speak to your risk assessor for more information.

- "M/I" circled means that the surface is a moveable/impacted part of a window and must be deleaded in its entirety.
- "SF" circled indicates that there is a storm frame present which requires the blind stop and exterior sill be deleaded as interior moveable / impacted surfaces.
- "A/M" circled means that the surface is "accessible mouthable" and must be deleaded to a minimum of five feet high, four inches in from the edge or corner.
- "F" circled means that the surface is a "friction" surface and must be deleaded at all points of potential friction.
- "L" circled means that the surface is loose and must, at a minimum, be made intact. Loose leaded floors must be sealed with paint or similar coating and pass a dust wipe.
- If more than one choice is circled, the rules for deleading may change depending upon what method of deleading you choose. Speak to the inspector for more information.
- "N/A" means the inspector was unable to determine if the surface was a lead hazard. The person doing the deleading must check this surface and follow all the rules for deleading. Speak to the inspector for more information.
- If nothing is circled in the column, then it is likely the surface does not need deleading. Speak to the inspector for more information. Remember, this does not mean the entire surface is lead free, it just does not require deleading in its current condition.

URG HAZ? This column is completed during a risk assessment, which is an evaluation of a home's suitability for Interim Control. **Only a licensed risk assessor can do a risk assessment.** If "Y" is circled, then this surface is considered an "Urgent Lead Hazard" and deleading is required to qualify for Interim Control.

IC DATE The date the licensed risk assessor determines the surface meets the standards for Interim Control.

IC METH The deleading method or structural repair done to qualify the surface for Interim Control. Refer to the deleading codes key on the cover page.

DELEAD DATE The date that the lead inspector reinspects the surface and finds that it is in compliance.

DELEAD METH The method used to bring a surface into full compliance. Refer to codes in the Key on the report's cover page.

EXCLUDED SURFACES The amount of loose paint on a surface as measured by the lead inspector. "N/A" means that the inspector was not able to measure the loose paint, but has determined it is more than the cut-off for moderate risk making intact.

RULED OUT BOX Encapsulants only work well if the paint is in good condition. If the inspector sees that there are adhesion problems with eligible surfaces in a room, he/she will rule out encapsulation as a deleading method.

Paul Bateman | 3571 | Paul Bateman | 1/11/22 | Page 84 of ___

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic# | Signature | Date

Address of Property: 49 Robert Cook Drive Apt. # | City: Needham

KITCHEN

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
(A) B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	0.1	L N/A	Y				
A B C D	Chair Rail	.	L N/A	Y				
(A) B C D	Radiator	0.5	L N/A	Y				
	Floor	0.1	L ☐ (dust) N/A	Y				
	Ceiling	0.2	L N/A	Y				
A B	Door	0.4	L N/A	Y				
(C) D	Door Edge	0.2	F L N/A	Y				
1 2	Door Casing	0.1	L N/A	Y				
3 4	Door Jamb	0.3	F L N/A	Y				
	Threshold	N.C.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐ (dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	0.1	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
(C)	Win Casing	0.1	L N/A	Y				
D	Header Stop	0.3	M/I L N/A	Y				
	Int Stops	0.2	M/I L N/A	Y				
1	Win Int Sash	VI.	M/I L N/A	Y				
2	Exterior Sill	Ca.	M/I SF L N/A	Y				
3	Part Bead	VI.	M/I L N/A	Y				
4	Blind Stop	Va.	M/I SF L N/A	Y				
	Win Ext Sash	VI.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B	Up Cab Frame	0.1	L N/A	Y				
C D	Up Cab Door	0.2	L N/A	Y				
	Up Cab Walls	0.1	L N/A	Y				
1 2	Up Cab Shlvs	0.1	L N/A	Y				
3 4	Supports	N.C.	L N/A	Y				
	Low Cab Fram	0.2	L N/A	Y				
A B	Low Cab Door	0.1	L N/A	Y				
C D	Low Cab Walls	0.3	L N/A	Y				
	Low Cab Shlvs	0.2	L N/A	Y				
1 2	Supports	N.C.	L N/A	Y				
3 4	Drawers	0.1	L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bitzmus | I3571 | Paul BA. | 1/12/22 | Page 6 Of 6

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic # | Signature | Date

Address of Property: 49 Robert Circle Apt. # | City: Needham

ROOM # ____

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	0.2	L N/A	Y				
A B C D	Chair Rail	.	L N/A	Y				
A B C D	Radiator	0.2	L N/A	Y				
	Floor	0.1	L ☐(dust) N/A	Y				
	Ceiling	0.2	L N/A	Y				
A B	Door	0.4	L N/A	Y				
C D	Door Edge	0.3	F L N/A	Y				
1 2	Door Casing	0.2	L N/A	Y				
3 4	Door Jamb	0.3	F L N/A	Y				
	Threshold	N.L	L N/A	Y				
A B	Door	0.0	L N/A	Y				
C D	Door Edge	0.1	F L N/A	Y				
1 2	Door Casing	0.2	L N/A	Y				
3 4	Door Jamb	0.3	F L N/A	Y				
	Threshold	\	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	\	L N/A	Y				
A	Cl Door Edge	\	F L N/A	Y				
B	Cl Casing	\	L N/A	Y				
C	Closet Jamb	\	F L N/A	Y				
D	Closet Walls	0.3	L N/A	Y				
	Cl Baseboard	0.2	L N/A	Y				
1	Closet Pole	\	L N/A	Y				
2	Closet Shelf	0.2	L N/A	Y				
3	Cl Supports	0.1	L N/A	Y				
4	Closet Floor	0.3	L ☐(dust) N/A	Y				
	Closet Ceiling	0.1	L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	0.1	M/I A/M L N/A	Y				
B	Win Apron	\	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	\	M/I L N/A	Y				
	Int Stops	\	M/I L N/A	Y				
1	Win Int Sash	VR	M/I L N/A	Y				
2	Exterior Sill	Cw	M/I SF L N/A	Y				
3	Part Bead	Vn.	M/I L N/A	Y				
4	Blind Stop	Vn	M/I SF L N/A	Y				
	Win Ext Sash	Vn	M/I L N/A	Y				
A	Window Sill	0.1	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	\	M/I L N/A	Y				
	Int Stops	\	M/I L N/A	Y				
1	Win Int Sash	VR	M/I L N/A	Y				
2	Exterior Sill	Cw	M/I SF L N/A	Y				
3	Part Bead	Vn	M/I L N/A	Y				
4	Blind Stop	Vn	M/I SF L N/A	Y				
	Win Ext Sash	Vn	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash		M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B	Fireplace	.	L N/A	Y				
C D	Mantle	.	L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

FUSS & O'NEILL

108 Myrtle Street, Suite 502, Quincy, MA 02171
t 617.282.4675; 800.286.2469; f 617.481.5885
www.fando.com

Lead Inspection / Risk Assessment

Captain

St.# 59 Street Name Robert Cook Street Type Drive Unit

City Needham Zip Code 02494

Owner Name: Needham Housing Authority
Owner Address: 28 Captain Robert Cook Drive
Contact Information: 1-413-733-6798
Client Name (if different from owner): Dietz & Co Architects
Client Address: 55 Francis B Murray ST, Suite 201, Springfield

Number of Rooms in Unit: 7

Property Type:
- ☐ Single Family
- ☒ Multi Family # of Units: 30
- ☐ Condominium # of Units:
- ☐ Day Care ☐ Other:

Laundry in Basement? ☐ Yes ☒ No
Finished Space in Basement? ☐ Yes ☒ No

Possible Pb Water Service Line
☐ Yes ☐ No ☒ Not Tested
Testing Method Used

Na_2S Expiration Date: / /

X-Ray Fluorescence
Model: RMD Serial # 1157

☐ Demarcation Lines
☐ Submitted for Compliance Evaluation

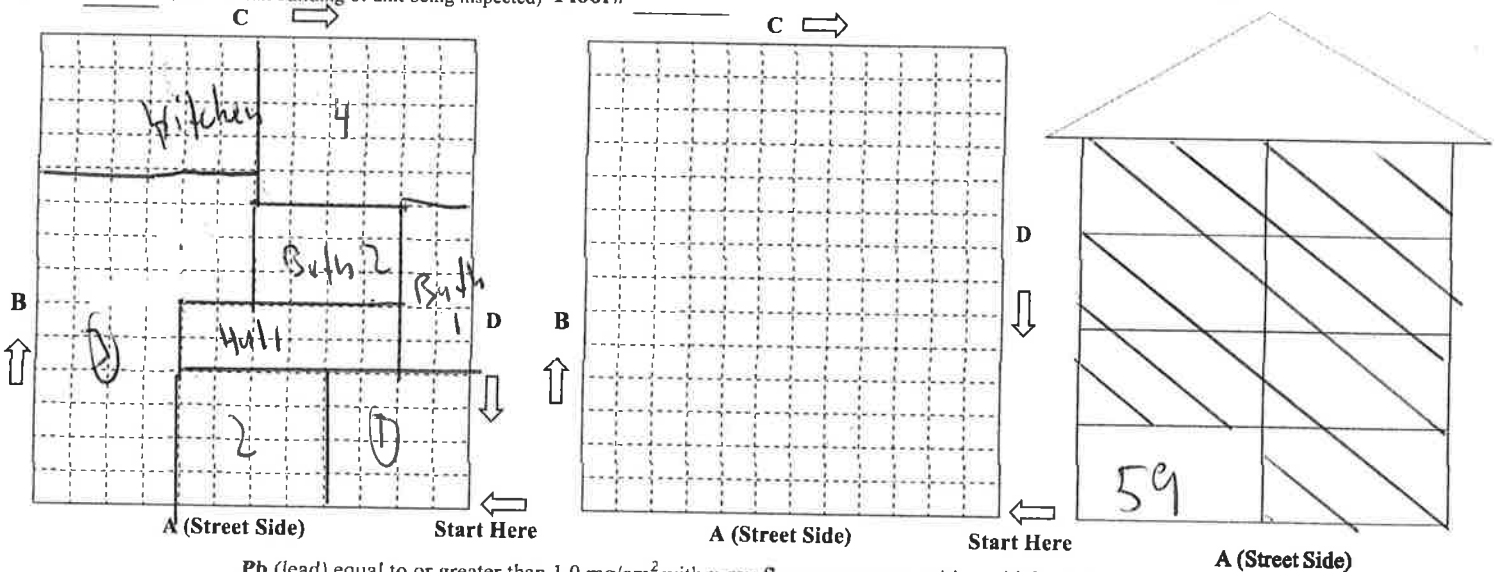
Key	Lead Column
COV	Covered
DC	Drop Ceiling
MET	Metal
MR	Metal Rep. Window
NA	Not Accessible
NC	No Coating
Tile	Tile (testing suggested)
VB	Vinyl Baseboard
VR	Vinyl Rep. Window

Key	Delead/IC Method Column	Key	Delead/IC Method Column
COV	Covered	REM	Removed
DIP	Dipped	REP	Replaced
ENC	Encapsulated	SCR	Scraped
INT	Intact	SFR	Storm Frame Removed
MI	*Made Intact*	*SLD*	Sealed
PRE	Prepared for Enc.	STP	Stripped
⊘	Component Does Not Exist	VR/MR	Vinyl/Metal Rep Window

Comments / Notes:

Floor# 1 (level within building of unit being inspected) **Floor#**

Property Diagram / Unit Labels



Pb (lead) equal to or greater than 1.0 mg/cm² with x-ray fluorescence or positive with Na_2S is **Dangerous.**

XRF Calibration Recorded in Log Book ✓ - Check off when complete
Address Verified through USPS ✓ - Check off when complete
Research on Lead Related History for Address ✓ - Check off when complete
www.state.ma.us dph clppp or 800-532-9571

Paul Bateman — **Inspector's Name** (print)
3571 — **License #**
Paul Bateman — **Signature**
1/12/22 — **Date**

Address: 59 Captain Cook Drive Apt# _____ City Needham Page 2 of 6

INSPECTION HISTORY

Determination: 6 1 1 2 7 2 — Lead Hazards? Y / N — Inspector Name: Paul Bateman, Lic# 3571 — Signature Paul Bateman

Comprehensive Initial Inspection — Lead Hazards? Y / N — Inspector Name: _____, Lic# _____ — Signature _____

Comp Initial w/Partial PCAD — Lead Hazards? Y / N — Inspector Name: _____, Lic# _____ — Signature _____

Addendum (add-on to Initial Inspection) — Lead Hazards? Y / N — Inspector Name: _____, Lic# _____ — Signature _____

Addendum as Full Inspection — Lead Hazards? Y / N — Inspector Name: _____, Lic# _____ — Signature _____

Walk Through for Ed/Consultation — Inspector Name: _____, Lic# _____ — Signature _____

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection — P / F — Inspector Name: _____, Lic# _____ — Signature _____

Visual Portion of Reocc. Reinspection — P / F — Inspector Name: _____, Lic# _____ — Signature _____

Dust Taken for Reocc. Reinspection — P / F — Inspector Name: _____, Lic# _____ — Signature _____

Dust Taken for Reocc. Reinspection — P / F — Inspector Name: _____, Lic# _____ — Signature _____

Visual Portion of Final Reinspection — P / F — Inspector Name: _____, Lic# _____ — Signature _____

Visual Portion of Final Reinspection — P / F — Inspector Name: _____, Lic# _____ — Signature _____

Dust Taken for Final Reinsp. (No Reocc) — P / F — Inspector Name: _____, Lic# _____ — Signature _____

Dust Taken for Final Reinsp. (No Reocc) — P / F — Inspector Name: _____, Lic# _____ — Signature _____

INTERIM CONTROL

Visual Risk Assessment — Urgent Pb. Hazards? Y / N — R.A. Name: _____, Lic# _____ — Signature _____

Dust Taken for Risk Assessment — Urgent Pb. Hazards? Y / N — R.A. Name: _____, Lic# _____ — Signature _____

Visual Portion of Reinspection for Interim Control — P / F — R.A. Name: _____, Lic# _____ — Signature _____

Dust Taken for Risk Assessment Reinsp. — P / F — R.A. Name: _____, Lic# _____ — Signature _____

Visual Portion of Reinspection for Interim Control — P / F — R.A. Name: _____, Lic# _____ — Signature _____

Dust Taken for Risk Assessment Reinsp. — P / F — R.A. Name: _____, Lic# _____ — Signature _____

Risk Assessment Recertification — Urgent Pb. Hazards? Y / N — R.A. Name: _____, Lic# _____ — Signature _____

Dust Taken for RA Recertification — P / F — R.A. Name: _____, Lic# _____ — Signature _____

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD — Lead Hazards? Y / N — Inspector Name: _____, Lic# _____ — Signature _____

Full Inspection Acting as PCAD — Lead Hazards? Y / N — Inspector Name: _____, Lic# _____ — Signature _____

Visual Portion of PCAD Reinspection — P / F — Inspector Name: _____, Lic# _____ — Signature _____

Dust Taken for PCAD Reinspection — P / F — Inspector Name: _____, Lic# _____ — Signature _____

Dust Taken for PCAD Reinspection — P / F — Inspector Name: _____, Lic# _____ — Signature _____

REOCCUPANCY CERTIFICATE HISTORY

Certificate of Reoccupancy Only after High/Mod Risk (# rooms rule)	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Reoccupancy Only after High/Mod Risk (# rooms rule)	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Reoccupancy Only after High/Mod Risk (# rooms rule)	Inspector Name:_____, Lic#_____ Signature_____	

COMPLIANCE HISTORY

Letter of Full Initial Compliance No prior history/ No signs of UD	Inspector Name:_____, Lic#_____ Signature_____	
Letter of Interim Control No prior Comp. Expires in 1 yr.	Inspector Name:_____, Lic#_____ Signature_____	
Recertification of Interim Control Expires 2 yrs from original Interim Control	Inspector Name:_____, Lic#_____ Signature_____	
Letter of Full Deleading Compliance Dust wipes if No Reocc.	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Maintained Compliance No Work = No Dust Work = 7 Dust	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Restored Compliance Dust wipes and auth. people	Inspector Name:_____, Lic#_____ Signature_____	

COMPLIANCE HISTORY (CONT.)

Certificate of Maintained Compliance No Work= No Dust Work = 7 Dust	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Restored Compliance Dust wipes and auth. people	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Maintained Compliance No Work = No Dust Work = 7 Dust	Inspector Name:_____, Lic#_____ Signature_____	
Certificate of Restored Compliance Dust wipes and auth. people	Inspector Name:_____, Lic#_____ Signature_____	

OTHER HISTORY: WAIVERS/UD

Approved CLPPP Waiver Attach to Comp Docs	Inspector Name:_____, Lic#_____ Signature_____	
Approved CLPPP Waiver Attach to Comp Docs	Inspector Name:_____, Lic#_____ Signature_____	
UD / DES Visual Reinspection No LOC Issued	P F	Inspector Name:_____, Lic#_____ Signature_____
UD / DES Dust Taken No LOC Issued	P F	Inspector Name:_____, Lic#_____ Signature_____
UD / DES Dust Taken No LOC Issued	P F	Inspector Name:_____, Lic#_____ Signature_____
UD / DES Final Reinspection No LOC Issued	P F	Inspector Name:_____, Lic#_____ Signature_____

EXPLANATION OF LEAD INSPECTION / RISK ASSESSMENT REPORT FORM COLUMNS

This page provides general information needed to understand the lead inspection/risk assessment report. However, you should speak with the inspector/risk assessor before you start to do any work on your home.

SIDE Refers to A, B, C, or D side of the building or room. See the diagram on the cover sheet. The "A" side of the building or room is the side facing the street that gives the property its address (usually, it is the front of the building). Keeping your back to this street, from the "A" side move clockwise to the "B" side on your left, the "C" side opposite you, and the "D" side to the right. Numbering is from left to right.

LOCATION/ SURFACE Refers to the building component(s) being tested. Some surfaces may be made up of more than one part. For example, "Baseboard" may refer to four separate pieces of wood (one on each wall), but is still considered one surface.

LEAD The actual lead result. Each surface tested must have a result recorded in the "Lead" column.

- A number shows that the surface was tested with an XRF analyzer. A number equal to or greater than 1.0 mg/cm^2 is a dangerous level of lead.
- A "pos" or "neg" shows that the surface was tested with sodium sulfide. "Pos" means that there is a dangerous level of lead.
- "N/A" means that the inspector was not able to test the surface. The inspector must assume the surface contains lead and require it to be deleaded. Speak to the inspector about possible alternative testing options.
- "MET" or "MR" means that a metal surface was not tested. Metal handrails, metal window sills, and metal railing caps need to be deleaded if they test equal to or greater than 1.0 mg/cm^2, or are marked "MET" or "N/A". All other metal surfaces must be intact.
- For key to abbreviations like "COV", "VB", "VR" or "MR", "NC", "Tile", "DC", see the cover page.

TYPE OF HAZARD Not all lead paint must be deleaded. This column tells you IF and WHY a surface needs deleading. The deleading standards below may not apply for Interim Controls. Speak to your risk assessor for more information.

- "M/I" circled means that the surface is a moveable/impacted part of a window and must be deleaded in its entirety.
- "SF" circled indicates that there is a storm frame present which requires the blind stop and exterior sill be deleaded as interior moveable / impacted surfaces.
- "A/M" circled means that the surface is "accessible mouthable" and must be deleaded to a minimum of five feet high, four inches in from the edge or corner.
- "F" circled means that the surface is a "friction" surface and must be deleaded at all points of potential friction.
- "L" circled means that the surface is loose and must, at a minimum, be made intact. Loose leaded floors must be sealed with paint or similar coating and pass a dust wipe.
- If more than one choice is circled, the rules for deleading may change depending upon what method of deleading you choose. Speak to the inspector for more information.
- "N/A" means the inspector was unable to determine if the surface was a lead hazard. The person doing the deleading must check this surface and follow all the rules for deleading. Speak to the inspector for more information.
- If nothing is circled in the column, then it is likely the surface does not need deleading. Speak to the inspector for more information. Remember, this does not mean the entire surface is lead free, it just does not require deleading in its current condition.

URG HAZ? This column is completed during a risk assessment, which is an evaluation of a home's suitability for Interim Control. **Only a licensed risk assessor can do a risk assessment.** If "Y" is circled, then this surface is considered an "Urgent Lead Hazard" and deleading is required to qualify for Interim Control.

IC DATE The date the licensed risk assessor determines the surface meets the standards for Interim Control.

IC METH The deleading method or structural repair done to qualify the surface for Interim Control. Refer to the deleading codes key on the cover page.

DELEAD DATE The date that the lead inspector reinspects the surface and finds that it is in compliance.

DELEAD METH The method used to bring a surface into full compliance. Refer to codes in the Key on the report's cover page.

EXCLUDED SURFACES The amount of loose paint on a surface as measured by the lead inspector. "N/A" means that the inspector was not able to measure the loose paint, but has determined it is more than the cut-off for moderate risk making intact.

RULED OUT BOX Encapsulants only work well if the paint is in good condition. If the inspector sees that there are adhesion problems with eligible surfaces in a room, he/she will rule out encapsulation as a deleading method.

Paul Bateman | 3571 | Paul RA | 1/12/22 | Page 3 of 6

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic # | Signature | Date

Address of Property: 59 Robert Crotty Drive Apt. # City: Needham

HALLWAY: Interior # 1 or Common Hallway: Front Rear Floor #

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	01	L N/A	Y				
A B C D	Low Walls	02	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail	.	L N/A	Y				
A B C D	Radiator	.	L N/A	Y				
	Floor	CW	L ☐ (dust) N/A	Y				
	Ceiling	01	L N/A	Y				
A B	Door	01	L N/A	Y				
C D	Door Edge	01	F L N/A	Y				
1 2	Door Casing	03	L N/A	Y				
3 4	Door Jamb	04	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	02	L N/A	Y				
C D	Door Edge	01	F L N/A	Y				
1 2	Door Casing	05	L N/A	Y				
3 4	Door Jamb	04	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	01	L N/A	Y				
C D	Door Edge	03	F L N/A	Y				
1 2	Door Casing	04	L N/A	Y				
3 4	Door Jamb	03	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	03	L N/A	Y				
	Cl Baseboard	N.C	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	01	L N/A	Y				
3	Cl Supports	03	L N/A	Y				
4	Closet Floor	CW	L ☐ (dust) N/A	Y				
	Closet Ceiling	01	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐ (dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

COMMENTS / STRUCTURAL DEFECTS:

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bateman | 3571 | Paul BA | 1/12/26 | Page 6 Of 6

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) 59 Robert Cush | Lic# | Signature | Date / /

Address of Property: Draw Apt. # | City: Needham

BATHROOM # _____

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail	.	L N/A	Y				
A B C D	Radiator	.	L N/A	Y				
	Floor	Cov	L ☐ (dust) N/A	Y				
	Ceiling	0.1	L N/A	Y				
A B	Door	0.1	L N/A	Y				
C D	Door Edge	0.1	F L N/A	Y				
1 2	Door Casing	0.5	L N/A	Y				
3 4	Door Jamb	0.6	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐ (dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B	Up Cab Frame	0.2	L N/A	Y				
C D	Up Cab Door	0.1	L N/A	Y				
	Up Cab Walls	0.2	L N/A	Y				
1 2	Up Cab Shlvs	0.1	L N/A	Y				
3 4	Supports	.	L N/A	Y				
	Low Cab Fram	0.2	L N/A	Y				
A B	Low Cab Door	0.1	L N/A	Y				
C D	Low Cab Walls	0.2	L N/A	Y				
	Low Cab Shlvs		L N/A	Y				
1 2	Supports		L N/A	Y				
3 4	Drawers	0.1	L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B C D	Win Above 5'		L NA	Y				
	Ceiling Molding	.	L NA	Y				
A B C D	Medicine Cab	N.C	L NA	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

COMMENTS / STRUCTURAL DEFECTS:

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bakeman 3571 [signature] 1/12/22

Inspector (print) Lic # Signature Date

Page ___ Of ___

Risk Assessor (print) -54 Lic# Signature Date 1/1

Address of Property: 52 Captain Robert Cook Drive Apt. # City: Needham

EXTERIOR A Side

SIDE A	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Siding	0.2	L N/A	Y				
	Corner Boards	0.1	L N/A	Y				
	Lower Trim	0.2	L N/A	Y				
	Upper Trim	0.1	L N/A	Y				
	Win Above 5'	VR	L N/A	Y				
	Porch Above 5'	.	L N/A	Y				
A 1-2 3 4	Storm Door	0.1	L N/A	Y				
	Strm Door Edge	0.2	F L N/A	Y				
	Door	0.5	L N/A	Y				
	Door Edge	0.3	F L N/A	Y				
	Door Casing	0.2	L N/A	Y				
	Door Jamb	0.4	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
	Kickplate		L N/A	Y				
A 1 2 3 4	Storm Door	.	L N/A	Y				
	Strm Door Edge	.	F L N/A	Y				
	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing	.	L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
A 1 2 3 4	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing	.	L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
A # 1	Window Sill	.	A/M L N/A	Y				
	Win Casing	0.2	L N/A	Y				
	Window Sash	V.R	L N/A	Y				
A # 2	Window Sill		A/M L N/A	Y				
	Win Casing	0.3	L N/A	Y				
	Window Sash	V.R	L N/A	Y				

SIDE A	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A #	Window Sill	.	A/M L N/A	Y				
	Win Casing	.	L N/A	Y				
	Window Sash	.	L N/A	Y				
A #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
A #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
A #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
A	Foundation	N.C	L N/A	Y				
	Bulkhead	.	L N/A	Y				
	Fences	.	L N/A	Y				
	Shutters	.	L N/A	Y				
A	Newel post	.	L N/A	Y				
	Railing Cap	.	A/M L N/A	Y				
	Handrail	.	A/M L N/A	Y				
	Balusters	.	L N/A	Y				
	Lower Rail	.	L N/A	Y				
	Treads		F L N/A	Y				
	Risers	.	L N/A	Y				
	Tread edge	.	L N/A	Y				
	Landing floor	.	L N/A	Y				
	Stringer	.	L N/A	Y				
	Lattice	.	L N/A	Y				
A	Drain Pipes	.	L N/A	Y				
	Elec Conduit		L N/A	Y				
	Oil Fill Pipe	.	L N/A	Y				
	Overhang Trim	0.2	L N/A	Y				
A	Lamp Post	.	L N/A	Y				
A		.	F M/I A/M L N/A	Y				
A		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 2880 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD
A				
A				
A				
A				

Soil Test Results (Must be less than 400 ppm for play area / 1200 ppm for bare soil)

LOCATION	AREA MEASUREMENT (Square Feet)	RESULT (PPM)	REMED DATE	REMED METH
Play Area				
Bare Soil				

Comments:

Paul Bonfanti 3571 Paul Bon. 1/12/22 Page ___ Of ___

Inspector (print) Lic # Signature Date

Risk Assessor (print) Lic# Signature Date / /

Address of Property: Captain Robert Apt. # City: Needham

EXTERIOR B Side 52-54 Cook Drive

SIDE B	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
B	Siding	0.1	L N/A	Y				
	Corner Boards	0.3	L N/A	Y				
	Lower Trim	0.1	L N/A	Y				
	Upper Trim	0.3	L N/A	Y				
	Win Above 5'	VE	L N/A	Y				
	Porch Above 5'		L N/A	Y				
B	Storm Door	00	L N/A	Y				
	Strm Door Edge	0L	F L N/A	Y				
	Door	0.3	L N/A	Y				
1 2	Door Edge	0.1	F L N/A	Y				
3 4	Door Casing	0L	L N/A	Y				
	Door Jamb	0.1	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
	Kickplate	.	L N/A	Y				
B	Storm Door	.	L N/A	Y				
	Strm Door Edge	.	F L N/A	Y				
	Door	.	L N/A	Y				
1 2	Door Edge	.	F L N/A	Y				
3 4	Door Casing	.	L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
B	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
B	Window Sill	.	A/M L N/A	Y				
	Win Casing	.	L N/A	Y				
#	Window Sash	.	L N/A	Y				
B	Window Sill	.	A/M L N/A	Y				
	Win Casing	.	L N/A	Y				
#	Window Sash	.	L N/A	Y				

SIDE B	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
B	Window Sill	.	A/M L N/A	Y				
	Win Casing	.	L N/A	Y				
#	Window Sash	.	L N/A	Y				
B	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
#	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
B	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
#	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
B	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
#	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
B	Foundation	N.C	L N/A	Y				
	Bulkhead		L N/A	Y				
	Fences	.	L N/A	Y				
	Shutters	.	L N/A	Y				
B	Newel post	.	L N/A	Y				
	Railing Cap	.	A/M L N/A	Y				
	Handrail	.	A/M L N/A	Y				
	Balusters	.	L N/A	Y				
	Lower Rail	.	L N/A	Y				
	Treads	.	F L N/A	Y				
	Risers	.	L N/A	Y				
	Tread edge	.	L N/A	Y				
	Landing floor	.	L N/A	Y				
	Stringer	.	L N/A	Y				
	Lattice	.	L N/A	Y				
B	Drain Pipes	.	L N/A	Y				
	Elec Conduit	.	L N/A	Y				
	Oil Fill Pipe	.	L N/A	Y				
	Overhang Trim	.	L N/A	Y				
B	Support Clmns	.	L N/A	Y				
B		.	F M/I A/M L N/A	Y				
B		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 2880 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD
B				
B				
B				
B				

Soil Test Results (Must be less than 400 ppm for play area / 1200 ppm for bare soil)

LOCATION	AREA MEASUREMENT (Square Feet)	RESULT (PPM)	REMED DATE	REMED METH
Play Area				
Bare Soil				

Comments:

Paul Bateman 3571 Paul Bateman 1/12/21

Inspector (print) Lic # Signature Date

Page ___ Of ___

Risk Assessor (print) Lic# Signature Date

Address of Property: 54 Captain Robert Cook Drive Apt. # City: Needham

EXTERIOR C Side

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
C	Siding	0.2	L N/A	Y				
	Corner Boards	0.3	L N/A	Y				
	Lower Trim	0.4	L N/A	Y				
	Upper Trim	0.1	L N/A	Y				
	Win Above 5'	V.R	L N/A	Y				
	Porch Above 5'	.	L N/A	Y				
C 1 2 3 4	Storm Door	0.1	L N/A	Y				
	Strm Door Edge	0.2	F L N/A	Y				
	Door	0.3	L N/A	Y				
	Door Edge	0.2	F L N/A	Y				
	Door Casing	0.2	L N/A	Y				
	Door Jamb	0.4	F L N/A	Y				
	Threshold	N/A	L N/A	Y				
	Kickplate		L N/A	Y				
C 1 2 3 4	Storm Door	.	L N/A	Y				
	Strm Door Edge	.	F L N/A	Y				
	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing	.	L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
C 1 2 3 4	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing	.	L N/A	Y				
	Door Jamb		F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
C # 1	Window Sill		A/M L N/A	Y				
	Win Casing	0.1	L N/A	Y				
	Window Sash	V.R	L N/A	Y				
C # 2	Window Sill		A/M L N/A	Y				
	Win Casing	0.3	L N/A	Y				
	Window Sash	V.R	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
C # 3	Window Sill	.	A/M L N/A	Y				
	Win Casing	0.2	L N/A	Y				
	Window Sash	V.R	L N/A	Y				
C #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame		L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
C #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
C #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame		L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
C	Foundation	N/A	L N/A	Y				
	Bulkhead	.	L N/A	Y				
	Fences	0.3	L N/A	Y				
	Shutters	.	L N/A	Y				
C	Newel post	.	L N/A	Y				
	Railing Cap	.	A/M L N/A	Y				
	Handrail	.	A/M L N/A	Y				
	Balusters	.	L N/A	Y				
	Lower Rail		L N/A	Y				
	Treads	.	F L N/A	Y				
	Risers	.	L N/A	Y				
	Tread edge	.	L N/A	Y				
	Landing floor	.	L N/A	Y				
	Stringer	.	L N/A	Y				
	Lattice	.	L N/A	Y				
C	Drain Pipes	.	L N/A	Y				
	Elec Conduit		L N/A	Y				
	Oil Fill Pipe	.	L N/A	Y				
	Overhang Trim	0.3	L N/A	Y				
C	Support Clmns		L N/A	Y				
C		.	F M/I A/M L N/A	Y				
C		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 2880 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD
C				
C				
C				
C				

Soil Test Results (Must be less than 400 ppm for play area / 1200 ppm for bare soil)

LOCATION	AREA MEASUREMENT (Square Feet)	RESULT (PPM)	REMED DATE	REMED METH
Play Area				
Bare Soil				

Comments:

Paul Bateman 3571 Paul B 1/12/22

Inspector (print) Lic # Signature Date

Page ___ Of ___

Risk Assessor (print) Lic# Signature Date

Address of Property: 32-34 Captain Robert Cook Apt. # City: Needham

EXTERIOR D Side

PRW

SIDE D	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
D	Siding	0.1	L N/A	Y				
	Corner Boards	0.3	L N/A	Y				
	Lower Trim	0.2	L N/A	Y				
	Upper Trim	0.3	L N/A	Y				
	Win Above 5'	V.C	L N/A	Y				
	Porch Above 5'	.	L N/A	Y				
D 1 2 3 4	Storm Door	.	L N/A	Y				
	Strm Door Edge	.	F L N/A	Y				
	Door	0.3	L N/A	Y				
	Door Edge	0.2	F L N/A	Y				
	Door Casing	0.1	L N/A	Y				
	Door Jamb	0.3	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
	Kickplate	N.C	L N/A	Y				
D 1 2 3 4	Storm Door	.	L N/A	Y				
	Strm Door Edge	.	F L N/A	Y				
	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing	.	L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
D 1 2 3 4	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing	.	L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
D # 1	Window Sill	.	A/M L N/A	Y				
	Win Casing	0.3	L N/A	Y				
	Window Sash	V.C	L N/A	Y				
D #	Window Sill	.	A/M L N/A	Y				
	Win Casing	.	L N/A	Y				
	Window Sash	.	L N/A	Y				

SIDE D	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
D #	Window Sill	.	A/M L N/A	Y				
	Win Casing	.	L N/A	Y				
	Window Sash	.	L N/A	Y				
D #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
D #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
D #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
D	Foundation	N.C	L N/A	Y				
	Bulkhead	.	L N/A	Y				
	Fences	.	L N/A	Y				
	Shutters	.	L N/A	Y				
D	Newel post	.	L N/A	Y				
	Railing Cap	.	A/M L N/A	Y				
	Handrail	.	A/M L N/A	Y				
	Balusters	.	L N/A	Y				
	Lower Rail	.	L N/A	Y				
	Treads	.	F L N/A	Y				
	Risers	.	L N/A	Y				
	Tread edge	.	L N/A	Y				
	Landing floor	.	L N/A	Y				
	Stringer	.	L N/A	Y				
	Lattice	.	L N/A	Y				
D	Drain Pipes	.	L N/A	Y				
	Elec Conduit	.	L N/A	Y				
	Oil Fill Pipe	0.3	L N/A	Y				
	Overhang Trim	0.3	L N/A	Y				
D	Support Clmns	.	L N/A	Y				
D		.	F M/I A/M L N/A	Y				
D		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 2880 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD
D				
D				
D				
D				

Soil Test Results (Must be less than 400 ppm for play area / 1200 ppm for bare soil)

LOCATION	AREA MEASUREMENT (Square Feet)	RESULT (PPM)	REMED DATE	REMED METH
Play Area				
Bare Soil				

Comments:

PROPERTY CONDITIONS REPORT

SEABEDS WAY

22 – 46 SEABEDS WAY
NEEDHAM, MA

Final Report: December 23, 2022



Prepared for:
Needham Housing Authority
21 Highland Circle
Needham, MA 02494

Prepared By:
Dietz & Company Architects, Inc.
55 Frank B Murray Street, Suite 201
Springfield, MA 01103

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I. PREFACE

This study has been prepared for the Needham Housing Authority. This Property Conditions Report (the Report) is intended to provide an assessment and evaluation of all existing physical conditions of the Seabeds Way property including all core systems and terminal fixtures, life safety, egress, exterior wall assemblies, interior finishes, fixtures, cabinets, and equipment. This information was used to create a matrix of property deficiencies, recommendations for each of the deficiencies, the associated cost to remedy each deficiency, and a rating of priority for each deficiency relating to its life-safety and/or remaining serviceability. The purpose of the report is to identify deficiencies that could impact the health, safety and welfare of occupants and building operation/occupancy due to failures of aged building systems.

II. ACKNOWLEDGEMENTS

The following individuals contributed to this report:

Owner

Needham Housing Authority
Angie Medeiros, Executive Director
Gary Kuphal, Facilities & Management Manager
Steve Merritt, Interim Executive Director
Reginald C. Foster, Chair

Design Team

Dietz & Company Architects, Inc., Architect
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Norian/Siani Engineering, Inc., Mechanical/Plumbing/FP Eng.
ART Engineering, Electrical Engineer
Fuss & O'Neill, Inc., Environmental Engineer
PM+C Cost Estimating, Cost Estimator

SECTION 1 EXECUTIVE SUMMARY

1.1 Overview

Dietz & Company Architects, Inc. (Dietz) is pleased to present this Property Conditions Report, which documents the physical condition of the Seabeds Way property, located at 22 – 46 Seabeds Way in Needham, MA. Dietz has undertaken the preparation of this report as directed by the property owner, Needham Housing Authority (NHA).

Section 2 of this Report, reviews the 'Purpose & Scope', highlighting the methodology of the assessment and evaluation. Section 3, 'Existing Conditions & Observations', documents the building and site as they are today. Section 4, 'Hazardous Materials', summarizes the results of the testing performed on site. Section 5, 'Cost Matrix' summarizes and puts estimated costs to the recommendations for renovation of the buildings by Priority. Section 6, 'Sources of Information' compiles the list of resources, existing building documentation, staff interviews, and resident surveys used to compile the report in addition to the site visits. Finally, Section 7, 'Appendices', is comprised of supporting documents to this report. Included in this is Section 7.1, 'Building Code Analysis', which documents applicable codes and standards that are in effect and might be impacted by required renovation work.

1.2 Property Description

The Seabeds Way property was developed in the early 1980s in conjunction with another NHA owned and operated property, the Captain Robert Cook property (see separate report). These two properties were designed in tandem in 1981 by the same architect, Chisholm Washington Associates, Inc., and constructed in 1982 by the same contractor, Dimeo Construction Company as turnkey properties.

Seabeds Way is comprised of four standalone buildings with single individual apartments for a mix of elderly and differently abled individuals, which is situated on a 4.5-acres. In total, there are 46 one-bedroom units. There is a Community Room in one of the buildings. The units' range between 540 square feet to 580 square feet and the total approximate living area is 34,460 square feet.

UNIT TYPE BREAKDOWN				
	1-Bedroom			
Building	Standard Units	Accessible Units	Subtotal of Buildings	Totals
Type A	12	1*	3	36
Type B	10	1*	1	10
Totals	**42**	**4***	**4**	**46**

*Units designated accessible by NHA. Refer to comments in this report and in the code report for more information.



1.2A Site Plan of Seabeds Way Property

Overall, the property is in fair condition. The team felt that the buildings have an estimated effective useful life of ± 10 years in its current conditions. The repairs identified in this report are typical for residential wood-framed buildings of this type that are 40 years old. Additional repair recommendations to preserve the useful life of the buildings are contained in Recommended Repairs & Replacements, located at the end of

each section.

1.3 Building Code Summary

1.3.1 Applicable Building Code

The buildings at Seabeds Way are two-story, wood-framed, multi-family apartment buildings. At the time of their construction, the applicable building code in the Commonwealth of Massachusetts was 780 CMR: The Massachusetts State Building Code, 4th Edition, which was adopted by the state legislature. That code referenced substantial portions of the BOCA Basic Building Code/1978, Seventh Edition.

These buildings appear have been constructed under 780 CMR 4th Edition, which at that time, would have considered these buildings as use Group R-2 (Residential – Multi-family):

> *§209.3 Use group R-2 structure: This use group shall include multiple-family dwelling having more than two (2) dwelling units; and shall also include all dormitories, boarding and lodging houses arranged for shelter and sleeping accommodation by more than three (3) and not more than twenty (20) individuals.*

The Construction Classification would have been Type 4B, unprotected wood frame according to 780 CMR 4th Edition, §218.0 and Table 214. Type 4B construction prescribed 0-hour fire resistance rated primary structural frame, bearing walls, floor construction, and roof construction. Stairways, dwelling unit separations, exit access corridors were required to be 1-hour fire resistance rated. According to the limited drawings available for our review, the construction seems to adhere to these requirements, however, it is unclear what the actual rating is between the first and second floor.

The use group and construction type of the buildings at Seabeds Way are interpreted similarly in the current code as the historic code under which they were built. According to 780 CMR 9th Edition, the buildings remain in use group R-2, multi-family and appear to be Type VB construction, unprotected wood frame.

This report and its appendices identify and describe conditions in the buildings and the site at Seabeds Way that require alterations to the existing buildings. These proposed alterations are required to comply with the 780 CMR 34.00, the Existing

Building Code of Massachusetts. The level of renovations within the buildings on all floors would likely involve less than 50% of the aggregate building area and limited reconfiguration of space or new walls are proposed, therefore the majority of the spaces in the buildings would be considered a Level 1 Alteration. Reconfigurations required for accessibility would be considered a Level 2 Alteration. Note that these areas can be separately designated and the requirements for each area determined by the applicability of the level of alteration.

Refer to Appendix 7.1 – Building Code Analysis for details regarding anticipated work associated with each Level of Alteration. In addition, the Building Code Analysis provides assessments, deficiencies, and recommended actions associated with existing structural conditions, means of egress, fire protection systems, energy conservation requirements, lighting and ventilation requirements, hazardous materials, and plumbing, mechanical, and electrical conditions.

1.3.2 State Sanitary Code

The State Sanitary Code, 105 CMR 410.000 Minimum Standards of Fitness for Human Habitation, Chapter II, is enforced by State Board of Health and applies to all current dwellings regardless of date of construction. This report and its appendices describe and identify conditions that do not comply with the State Sanitary code in kitchens, bathrooms, bedrooms, and unit entries. These nonconformities must be corrected regardless of any Repairs, Renovations, Alterations, or Reconstruction.

1.3.3 Accessibility

At the time of building construction 780 CMR 4th Edition only required:

> *§315.1 Building Access for Handicapped: All buildings or parts thereof classified in use groups R-1 and R-2, (Residential), shall have at least one (1) primary entrance accessible to and usable by the handicapped.*

Although efforts were made in the design and continued renovation of four of the units (one per building) to provide for some accessibility for people with disabilities, the existing buildings are not currently in compliance with requirements of the Massachusetts Architectural Access Board regulations (MAAB). Because the total construction cost planned for this project as described below is likely to exceed 30% of the fair cash value of the property, all four buildings, as well as the site, will be

required to be brought into full compliance with the requirements of MAAB or variances obtained for conditions that are structurally or financially infeasible.

Refer to Appendix 7.1 – Building Code Analysis at the end of this report for a more detailed description of deficiencies and compliance requirements.

1.4 Cost Estimate

The total direct construction cost of the required repairs for this property without mark-ups or escalation is $8,389,110 over the next 20 years. This cost is $2,874,750 over the next 3 years (Critical), $1,252,600 between the next 3 to 10 years (Moderate), and $4,261,760 between the next 10 to 20 years (Long Term).

Refer to Section 5.0 – Cost Matrix further within this report for a more detailed breakdown of the cost estimate, including mark-ups and escalation.

SECTION 2 PURPOSE & SCOPE

2.1 Objective

The purpose of this Property Conditions Report is to ascertain and document the property's existing conditions and determine whether the property qualifies for RAD and or / Section 18 repositioning programs by the Department of Housing and Urban Development (HUD). The evaluation is based on existing documentary material, such as the provided Facilities Master Plan, capital repair logs, photographic evidence of conditions, and a site visit to include at least 15% of all units, for a minimum of 7 units, and a minimum of 25% of the "accessible units" (of which there are none that are fully compliant).

2.2 Survey Methodology

Through coordination with the Owner, it was determined that in addition to architectural services, the following professionals were required to observe and report on the existing conditions of the property: site / civil engineer, mechanical / electrical / plumbing / fire protection engineers, and environmental engineer.

The Consultant Team spent multiple days on site in January 2022 to observe, test, and document the existing building conditions and systems. Six units in total were visited by the team, which included the following units: 2 (Building 22), 15 and 20 (Building 26), 26 and 32 (Building 40), and 35 and 46 (Building 46), as well as the Community Room in Building 34 / 40. The resident of the seventh unit, Unit 22-9, stated they had COVID during the time of the visit. The team felt this was a sufficient number of units to visit to obtain a comprehensive understanding of the existing conditions.

2.3 Analysis of Data & Information Methodology

The severity of deficiencies and obsolescence has been indexed according to the timeframe for required replacement. The scope of work has been identified as is required to restore the building to good conditions and current standards, including upgrades required by code based upon the three time periods of:

- Critical Items / Needs: repairs / replacements required within 0 – 3 years,
    - Remedies for exigent health and safety hazards or code violations.
    - Correction of conditions that adversely affect ingress or egress.
    - Correction of conditions preventing sustaining occupancy.
    - Correction of accessibility deficiencies.
- Moderate Items / Needs: repairs / replacements required within 3 – 10 years
- Long range Items / Needs: repairs / replacements required within 10 – 20 years

In addition, the property was assessed and evaluated for repairs or improvements that are necessary for marketability in the list of Repair/Rehab needs. The repairs / improvements identified are those necessary for the project to retain its original market position as an affordable housing development in a decent, safe, and sanitary condition (recognizing any evolution of standards appropriate for such a project). Where a range of options exists, the least costly options for repair or rehabilitation have been chosen, so both capital and operating costs are taken into consideration.

SECTION 3 EXISTING CONDITIONS & OBSERVATIONS

3.1 Overview

See below for a summation of the Consultant Team's findings and recommendations for repairs.

3.2 Site / Civil Systems

The site/civil review for the site included site pavement, curbing, landscaping areas, and existing utilities. A site visit was conducted to observe the existing conditions of the site at Seabeds Way. Information in this report was obtained from plans provided to Nitsch Engineering by Needham Housing Authority and the Town of Needham.

3.2.1 Topography

The site topography slopes from East to West. The property consists of residential buildings with two paved parking lots and a driveway around the site. Landscaped areas surround the buildings, with a network of paved walkways interspersed. Driveways and parking lots include concrete curbs. Underground utilities include water, sewerage, gas, and electrical service.



3.2.1A East View of Topography

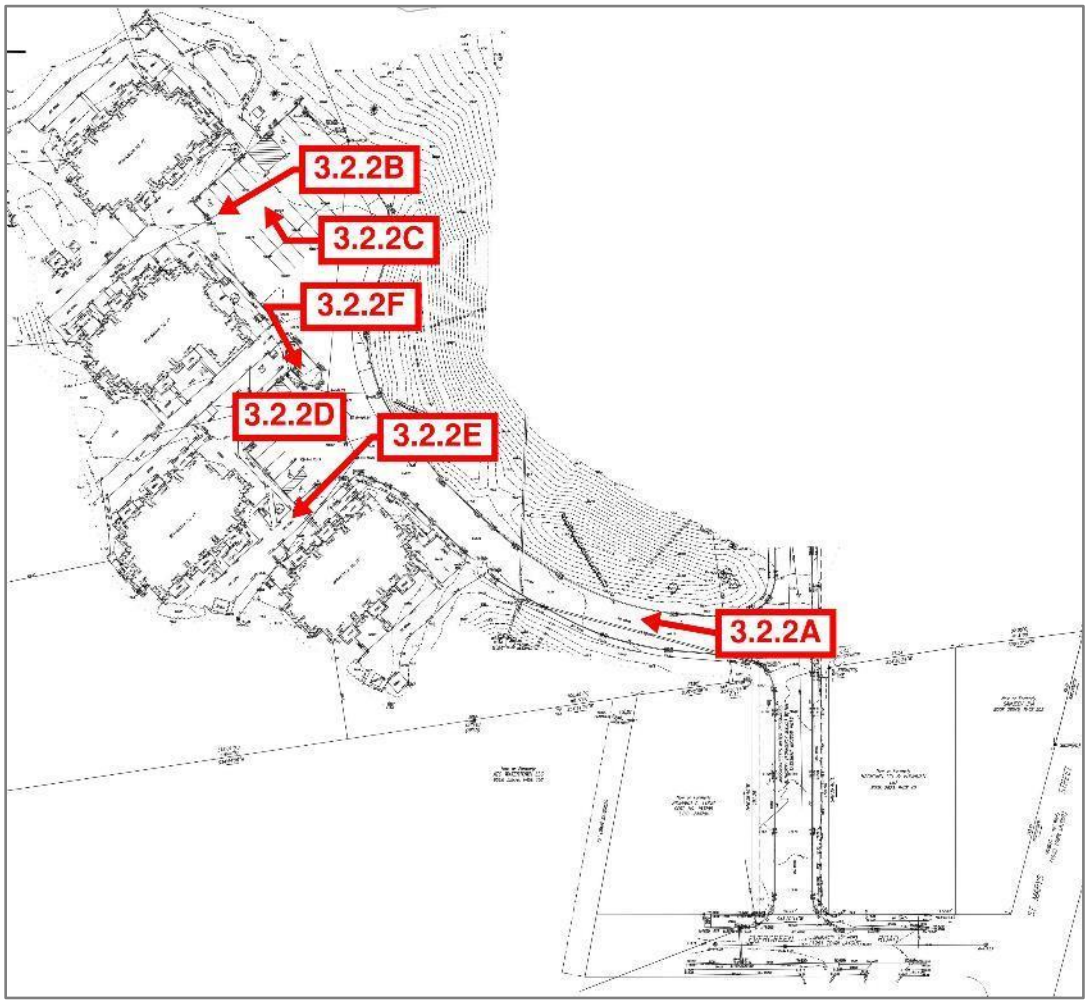


3.2.1B West View of Topography

3.2.2 Paving, Parking, and Curbing

The Seabeds Way roadway in its entirety, from its intersection with Captain Robert Cook Drive to the end of the parking lot, is a private way owned by NHA. The existing roadway and parking lots are paved with asphalt. Nitsch Engineering observed that the roadway from the intersection of Seabeds Way and Captain Cook Drive to around Building 22 had recently been repaired, and the asphalt and sidewalk are in good condition (Photos 3.2.2A and 3.2.2B). However, the rest of the Seabeds Way roadway

and parking lots are in poor condition. There are issues with the pavement include longitudinal cracking and fatigue (alligator) cracking (Photos 3.2.2C and 3.2.2D). Pavement around some of the utility structures was cracked or damaged (Photo 3.2.2E.) Some concrete curbs have been damaged around the site (Photo 3.2.2F.) There does not appear to be any accessibility issues. See below for a site plan locating these areas.





3.2.2A Entrance of Seabeds Way



3.2.2B New Asphalt Near Building 7



3.2.2C Alligator Cracking at Parking Lot



3.2.2D Alligator Cracking



3.2.2E Damaged Asphalt Around Catch Basin



3.2.2F Damaged Sidewalk

Summary of Conditions

A portion of the roadways, parking lots and curbing are in poor condition. Any damaged areas need to be replaced.

Recommended Repairs & Replacements

- The asphalt pavement for roadways should be milled and new asphalt top course should be installed.
- All damaged sections of pavement for walkways should be repaired.
- The pavement was cracked or damaged around some of the utility structures. Nitsch Engineering recommends that a new concrete or asphalt binder course to be installed prior to any top course installation.
- Damaged concrete curbs in spots needs to be replaced.

3.2.3 Landscaping & Site Amenities

The existing walkways are paved with asphalt. The walkway pavement is in poor condition that includes longitudinal cracking (Photo 3.2.3A.), which present tripping hazards. Existing landscape areas were observed during site visit (Photo 3.2.3B)



3.2.3A Damaged Walkway



3.2.3B Landscape Area Erosion

Summary of Conditions

Some of the existing walkways and driveway aprons are in poor condition, and damaged areas to be replaced. The measures below for replacing and designing the roadway asphalt should not need to be coordinated with the Needham Department of Public Works (DPW) as this is a Private Way. Landscape areas showing signs of erosion.

Recommended Repairs & Replacements

- Damaged sections of asphalt sidewalks and walkways behind and front of buildings should be replaced.
- Landscape areas around the existing buildings should be reseeded and stabilized.

3.2.4 Access and Egress

Seabeds Way is accessed from Captain Robert Cook Drive. There is a turnaround at the end of Seabeds Way – There is no outlet.



3.2.4A Seabeds Way Access on Private Way



3.2.4B Seabeds Way Access with Gas Gate Box

Summary of Conditions

The turnaround appears to be large enough for fire service equipment access and maneuvering.

Recommended Repairs & Replacements

No repairs are recommended.

3.2.5 Utilities

Water

It is assumed that the site is fed from a municipal water main. Size and material of main service is not shown on the record plans. There are multiple fire hydrants located at various points around the existing site. A hydrant flow test should be performed to confirm pressures and flow volume at the site.

Sanitary Sewer

Based on the record plans for the site, an existing 6-inch asbestos cement pipe (ACP) sewer service exits each building and heads out to a sewer utility access hole located in the parking lot area (Photo 3.2.5A). The sewer line then heads out to a pump station located near the playground area in Captain Robert Cook Drive. It appears that an 8-inch ACP service then runs East towards St. Mary Street where it presumably connects to the municipal sewer main. ewer utility access holes were observed throughout the site. According to NHA, the pump is owned and maintained by the Town of Needham.

According to the Town, Maintenance was recently completed after a failure in early 2022. The Town monitors the pump twice a day (in the morning and afternoon) to ensure it is functioning. There is an alarm on the pump which indicates failure. The age of the pump is unclear.

PENDING: Video scoping of the sanitary lines took place on December 21, 2022. Based on the analysis of this scoping, it appears that the water lines are…

Site Drainage

The site topography generally slopes from East to West. There is existing storm drainage infrastructure for runoff conveyance surrounding the existing buildings and within the parking lot areas. Stormwater generated by the existing site is collected in a series of catch basins throughout the site and is piped via a series of closed drainage pipes to a detention basin located at north side of the site. Some of the structures need to have their frames and grates reset due to cracking pavement around the structure, as noted in Section 3.2.2. Subsurface condition of the structures and pipes need to be analyzed by video inspection to confirm condition. For detention basin location see Photo 3.2.5B. It appears that no work or repair is required for the detention basin.

Lighting

Site lighting was observed around the Site. (Photo 3.2.5C.) A photometric plan by a lighting consultant would need to be created during any redevelopment to determine whether the existing lighting fixtures are adequate.

Natural Gas

It is assumed that the existing site is fed from an existing gas service. Size and material of main service is unknown since the gas system was not shown on the record plans. However, gas gate boxes were observed throughout the site (Photos 3.2.5D)

Electric

It is assumed that electric and telecom services feed the buildings from underground lines extending from a utility pole next to the entrance drive of the site. The electric service connects to a transformer located near the playground. Electric systems were not shown on the received record plans.

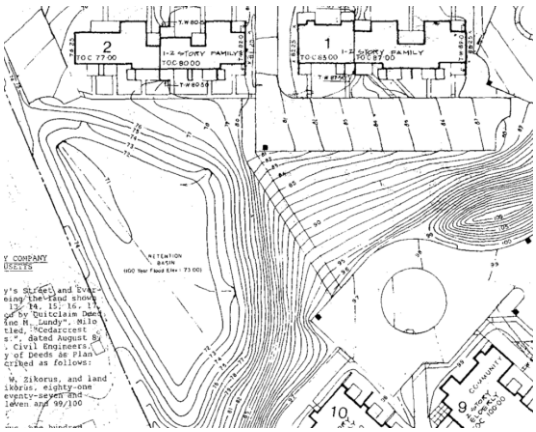
Summary of Conditions

Existing utility structures appear to be in fair condition. However, conditions of pipes

for drainage and sewer are unknown currently. Utilities may require improvements and repairs. To determine the conditions of the existing subsurface utility structures, all drainage utilities including pipes and structures need to be scoped.



3.2.5A Existing Hydrant in Parking Lot



3.2.5B Existing Detention Basin Contour Map



3.2.5C Existing Parking Lot Light



3.2.5D Gas Gate Box in Roadway

Recommended Repairs & Replacements

- Drainage and sewer pipes should be jetted and cleaned of sediment. Drainage/sewer pipes need to be videotaped to determine if cleaning is needed. (This is being coordinated with the owner for the final report.)
- Detention basin should be cleaned of sediment at its bottom and re-established.
- If the site is redeveloped or comprehensibly renovated, stormwater quality treatment Best Management Practice (BMPs) may be required to be installed.
- The site lighting would require upgrading as part of any proposed redevelopment of the site. Lighting would need to be evaluated by an electrical engineer or lighting consultant.

- A hydrant flow test should be performed to confirm water main pressures and flow volume at the site.

3.2.6 Flooding

Based on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps for Needham (Community Panel Number 25021C0036E, dated July 17, 2012), the Project Site is not located within a regulated flood zone.

Summary of Conditions

The Site is located within Zone X, Area of Minimal Flood Hazard and not within a regulated flood zone. This area is not considered to be regulated flood zones.

Recommended Repairs & Replacements

Not applicable.

3.2.7 Zoning

The Site is within the Needham Zoning District Single Residence B (SRB). Current structures appear to be compliant with zoning standards.

Table of Regulations for Single Residence B for Building and Structures on Lots created by Deed or plan Endorsed or Recorded Prior to January 9, 1986, and Not Including New Construction.

DISTRICT	MIN. LOT AREA (SF)	MIN. FRONTAGE (FT)	FRONT SETBACK (FT)	SIDE SETBACK (FT)	REAR SETBACK (FT)	MAX. FLOOR AREA RATIO (F.A.R)	MAX. % LOT COVERAGE	MAX. STORIES	MAX. HEIGHT (FT)
Single Residence B	10,000	80	20 (g)(h)	14 (e)(f)	10	.36-.38 (d)	25%-30% (i)	2 1/2	35 (b)(c)
ACTUAL	497,585	711	550	69	63	.14	10%	2 1/2	29

3.3 Architectural Systems

3.3.1 Building Envelope

3.3.1.1 Façades

Per discussion with NHA while on site, in early 2015, the facades and roofing failed from water infiltration caused by ice dams, presumably due to the record levels of snow and low temperatures in the area that winter season. A building envelope report generated by Simpson Gumpertz and Heger in 2015 found that the lack of flashing at the intersection of roofs and walls allows water to flow from the roof into building walls. Counter to these findings, a building envelope inspection and report for the Captain Robert Cook property was developed by Russo Barr Associates, Inc. in 2017. This later report does not mention any conclusions about why the original building facades of Seabeds Way failed in 2015.

In response to the damage in winter 2015, NHA promptly hired a contractor to demolish the building envelopes of each of the four buildings down to the wood studs and installed new fiberglass insulation, new air and waterproofing systems, new ridge vents, and new vinyl siding with PVC trim. Based on what one can see from the exterior, these repairs seem to have been performed accurately.

However, there is a build-up of microbial growth on the exterior of each of the four building's facades close to the ground, specifically on the north sides. This buildup of microbial growth is likely for two reasons: 1) the entire south and west sides, as well as half of the east side of the site, surround the buildings with a sloping berm covered with deciduous and coniferous vegetation, and 2) the buildings, particularly the north sides, do not get much direct sunlight through the day, even in the summer, due to the orientation. This creates a very moist ground condition on a continual basis, which could lead to microbial growth build up if not remediated regularly.

During the Staff Interview, NHA noted that recently they have received complaints from residents regarding microbial growth in closets. This was not observed by the consultant team during site visits, which preceded the interview. After hiring a third-party to investigate these claims, no microbial growth issues were reported.

Additionally, the existing drawings do not indicate a compliant assembly to meet a sound transmission class (STC) rating of 45, which is what the code in effect requires. The balconies are comprised of pressure treated 2-inch by 10-inch and 2-inch by 8-inch wood framing, wood plank flooring, and wood guardrail.



3.3.1.1A Newer Vinyl Siding and PVC Trim



3.3.1.2B Microbial Growth on Building 22 Siding



3.3.1.1C Microbial Growth on siding of Building 34/40



3.3.1.2D Microbial Growth on Soffit Above Exterior Doors





3.3.1.2E Microbial Growth and Deterioration of Balcony Wood Plank Flooring

3.3.1.2F Balcony Structure Below

Summary of Conditions

The newer vinyl siding, PVC trim, and exterior joint is in good condition, showing no signs of deterioration that exceeds the 7-year age of the installation, and thus the siding does not require replacement until the standard maintenance cycle in ± 25 years. Build-up of microbial growth on exterior façades should not be harmful so long as this microbial growth does not transfer to the interior of the wall cavity. The reports of microbial growth in unit closets should be investigated further to assure this is just localized microbial growth caused by the contents of the residents stored items and not a larger moisture issue. The painted finish on the balconies is in poor condition due to use and being exposed to the elements over time.

Recommended Repairs & Replacements

- Set up regular maintenance schedule of power washing façades to prevent regular growth of microbial growth.
- Remove a small amount of the surrounding vegetation to reduce moisture in area.
- Per NHA Staff Interview, further investigation of microbial growth in closets is required.
- Strip and refinish wood of balcony flooring, guard rails, structure, and associated trim with a durable varnish.

3.3.1.2 Fenestration System

The windows are vinyl frame, double hung units, which are easy to operate and lock properly. The current windows replaced the original aluminum frame, double hung windows that were in poor condition through a window replacement project in 2017. The R-Value of the windows is unknown.





3.3.1.2A Windows from Exterior

3.3.1.2B Windows from Interior

Summary of Conditions

The windows are in good condition and do not require repair. Per the State Sanitary code, all windows are required to have screens, which they appeared to. However, due to the standard lifespan of vinyl windows, all windows should be replaced in the long term.

Recommended Repairs & Replacements

- Replace all windows in 15 years with vinyl frame, double hung units with trim.

3.3.1.3 Exterior Doors

Exterior building doors connect the common spaces throughout the buildings. The doors are insulated hollow metal, set in metal trim, with metal thresholds and automatic door openers, which are in fair condition. At the Main Entry to each building, there is one door that enters a Vestibule at the bottom of one of the stairways, with a second entry door that leads into the Lobby and to the Corridor. Exterior building doors are also located at the at the bottom of the secondary means of egress stairway from the second-floor corridor, as well as the opposite end of the first-floor corridor. Exterior unit doors are a set of metal framed sliding glass doors, without screens and with a latch set for hardware.



3.3.1.3A Main Entry Doors from Exterior



3.3.1.3B Secondary Entry Doors from Interior



3.3.1.3C Unit Sliding Glass Doors from Exterior



3.3.1.3D Unit Sliding Glass Doors from Interior

Summary of Conditions

One main entry door was observed to not remain open when the automatic door plate was pressed. Other than that, the exterior building doors appear to have been replaced in the last 5 years, are in good condition as there is no visible deterioration or delamination of materials. The exterior unit sliding doors appear to have been replaced in the last 5 years and are in good condition.

Recommended Repairs & Replacements

- Replace exterior building doors once at the end of their useful life, in 10 years.
- Replace exterior unit doors once at the end of their useful life, in 15 years.

3.3.1.4 Roofing

The roofing system consists of asphalt shingles over plywood sheathing at steeply gabled pitched roofs with PVC fascia trim. Metal ridge vents are located above each unit and soffit vents are located at approximately 25% of the roof soffits. The vents appear to be installed properly.



3.3.1.4A Roof at Building 22.



3.3.1.4B Roof at Building 46.



3.3.1.4C Ridge Vents at Building 22.



3.3.1.4D Soffits with and without Vents

Summary of Conditions

At approximately 7 years old, the roofing, flashing, and vents are in good condition and does not require replacement.

Recommended Repairs & Replacements

- Replace roofing system once at the end of their useful life, in 18 years.

3.3.1.5 Roof Drainage Components (Gutters & Downspouts)

Gutters are present on eave fascia and connected to downspouts which terminate onto splash blocks which are not mechanically fastened.



3.3.1.5A Gutter Connected to Downspout



3.3.1.5B Downspout Termination onto Unsecured Splash Block at Foundation Wall

Summary of Conditions

Gutters and downspouts are in good condition but could be improved to remove water as far from the building as possible.

Recommended Repairs & Replacements

Provide splash blocks or downspout extensions to divert rainwater a minimum of 3 feet away from exterior walls. Maintain positive grading slope away (1/4-inch per foot) from foundation wall for a minimum of 10 feet to avoid ponding adjacent to building.

3.3.1.6 Foundations

The buildings foundations are slab on grade concrete.

Summary of Conditions

NHA Maintenance communicated during the Staff Interview on February 16, 2022, that there have been multiple occasions where NHA observed depressions in concrete floor slabs and repairs were needed. This condition was not observed by the consultant team while performing the site visits. It is possible that the subgrade below the slabs was not correctly compacted, however, suggested evidence of ground water issues should be explored further for the final reporting in order to observe the extent of this condition and seek to determine the potential cause.

Recommended Repairs & Replacements

- Concrete slabs should be shored up as necessary or patched if depression is a surface defect.

3.3.1.7 Ramps & Paved Patios

Ramps are located at the front side and rear entry doors of each building. The ramps are concrete with metal handrails. All first-floor units contain outdoor patios, which are concrete pads with a path to the asphalt walkways comprised partially of large masonry pavers and partially of landscaped grade.



3.3.1.7A Concrete Ramp Uneven Transition to Grade



3.3.1.7B Patched spalling at Building 26's Rear Entry Ramp



3.3.1.7C Patched Spalling at Building 46's Front Side Ramp



3.3.1.7D Patio with Partial Paver / Partial Landscape Path to Asphalt Walkways

Summary of Conditions

In most instances, the concrete is spalling (with concrete patch repairs), the handrails are rusting, the handrails do not extend 12-inches at either end as required by building code and accessibility guidelines, and the transition from the ramp onto grade is not level or continuous. In a few instances, the railing disconnects in the middle of the run due to rusting through, and thus is not continuous. Ramps are in poor condition and not consistently compliant to accessibility standards.

These ramped front side and rear entries are separate from the main building entry at

each building, which is a sloped path that does not require a ramp with handrails. These main entries provide an accessible path from the parking area into the buildings, including at the Community Room.

Recommended Repairs & Replacements

- Replace ramps with concrete ramps with metal handrails on both sides to code.

3.3.1.8 Storage Sheds

The storage sheds are wood framed, with wood siding and trim, a pitched and vented asphalt shingle roof lifted on concrete masonry unit blocks at each of the four corners. There is a plywood swinging door with a padlocked latch and a plywood board ramp leading into the storage area. In addition, there is a small wood framed single-pane window adjacent to the door that has wood shutters and a wood planter box. These sheds are approximately eight feet long by six feet deep by six feet tall and are located at the rear of each building with no paved pathway from the asphalt walkway. One shed is designated per building and thus shared by ten to twelve residents for shared storage of their personal items.



3.3.1.8A Exterior of Undersized Storage Shed



3.3.1.8B Exterior of Undersized Storage Shed

Summary of Conditions

The material of the sheds is in fair condition due to standard weathering over time, with no obvious signs of major deterioration. However, these sheds do not provide sufficient storage space for the number of residents they serve, nor are they accessible.

Recommended Repairs & Replacements

- Replace sheds with new larger, approximately twenty feet wide by sixteen feet deep by eight feet tall, woodsheds with pitched shingle roof on concrete pier foundations.

3.3.2 Interior Elements

The finishes generally consist of the materials listed in the table here within. Description of conditions within subsections below.

TYPICAL INTERIOR FINISHES				
Area / Room	**Floor**	**Walls**	**Baseboard**	**Ceilings**
Lobby	Carpet	Painted GWB	Vinyl	Painted GWB
Stairwell	Vinyl	Painted GWB	Wood	Painted GWB
Laundry Room	VCT	Painted GWB	Vinyl	Painted GWB
Corridor	Carpet	Painted GWB	Vinyl	Painted GWB / ACT
Kitchen	VCT	Painted GWB	Vinyl	Painted GWB
Living Area	VCT	Painted GWB	Vinyl	Painted GWB
Bathroom	VCT / Sheet Vinyl	Painted GWB	Vinyl	Painted GWB
Bedroom	VCT	Painted GWB	Vinyl	Painted GWB
Closets	VCT	Painted GWB	Vinyl	Painted GWB

3.3.2.1 Elevators

There are no elevators at this property.

Summary of Conditions

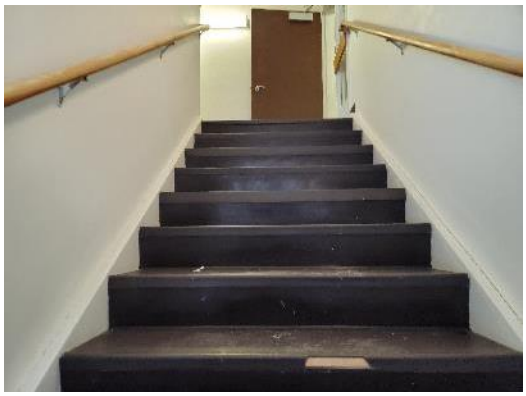
Although not required per code, this lack in universal design approach inhibits residents with mobility issues from visiting one another between floors if they are unable to go up and down the stairs, as well as it inhibits visitors with mobility difficulties not living at this property the ability to visit those living on the second floors. Additionally, if the mobility of a resident on the Second Floor declines over time, they are forced to move out of their unit as the lack of elevators with upper floors limits aging in place. This dynamic not only reduces the marketability of all units on the property, but contributes to a higher turnaround of residents in general.

Recommended Repairs & Replacements

Consider adding a single hydraulic 3-stop elevator to each of the four buildings. This would add to the overall operating budget, but would increase the marketability of the property overall.

3.3.2.2 Stairways

Each building has two stairways as means of egress connecting the first floor to the second floor with stairs that are vinyl-covered on both the treads and risers, and wooden handrails on each side.



3.3.2.2A Stair from First Floor Looking Up, with Finish Missing in Locations



3.3.2.2B Stair from Second Floor Looking Down, with Non-Compliant Handrail at Landing

Summary of Conditions

The handrails are not fully code compliant as they do not extend 12-inches past the landing at both the top and bottom of the stair. The rubber step caps, and vinyl tread and riser covering are missing in places, which present tripping hazards.

Recommended Repairs & Replacements

- Replace wooden handrails with dimensionally compliant handrails.
- Replace vinyl floor finish on stair caps, treads, and risers.

3.3.2.3 Common Areas

Each building contains a double height Lobby on the first floor, a double-loaded Corridor on both the first and second floors with wood handrails and wall mounted objects, and a Laundry Room on both the first and second floors which contains one washer and one dryer each, supplied by NHA. The lack of elevators makes the second floor Laundry Room inaccessible. Additionally, all laundry room entrances are not accessible based on their lack of clearance dimensions.



3.3.2.3A Double-Height Lobby



3.3.2.3B Recessed Mailboxes and Wall Mounted Objects Protruding into Egress Path



3.3.2.3C Corridor with Discontinuous Handrail



3.3.2.3D Laundry Room with Non-Compliant Clearance at Machines



3.3.2.3E Cracks in Wall Observed

Summary of Conditions

Common Areas are in fair condition due to use of materials over time. The carpeting and baseboard need to be replaced in 10 years. to The wood handrails which wrap around the first floor Lobby and down both the first and second floor Corridors are

noncompliant due to breaks in the handrail preventing a continuous run. Some wall mounted objects in the Lobby and Corridors are not mounted in compliance with accessibility regulations as they are not mounted at the correct height or protrude beyond dimensional standards. The Laundry Room on the First Floor, as well as Second Floor, does not contain front loading washer or dryers, nor is the dimensional clearance in the room compliant.

A crack in the wall finishing was observed at the Second Floor Laundry Room in Building 26 between the upper right corner of the window to the ceiling soffit above. This crack could be due to shrinkage of materials soon after original construction or vibration or building movement over time.

Recommended Repairs & Replacements

- Demolish and replace corridor handrails and ceilings.
- Remove and replace all objects protruding into corridor and Lobby spaces that are not dimensionally compliant.
- Replace washer and dryer to be front loading.
- Demolish and replace carpeting and baseboard.
- Patch crack in gypsum wall board at window of the Second Floor Laundry Room in Building 26.

3.3.2.4 Community Room

At the third building into the property, Building 40, there is a separate originally designed Community Room attached, which is designated as Building 34. This contains a main gathering space, a secondary gathering space, two restrooms, a kitchen, and closets.



3.3.2.4A Community Room: Main Entry



3.3.2.4B Community Room: Gathering Space



3.3.2.4C Community Room: Restroom with Non-Compliant Fixture Heights and Distances



3.3.2.4D Community Room: Kitchen with Non-Compliant Fixture Heights and Distances

Summary of Conditions

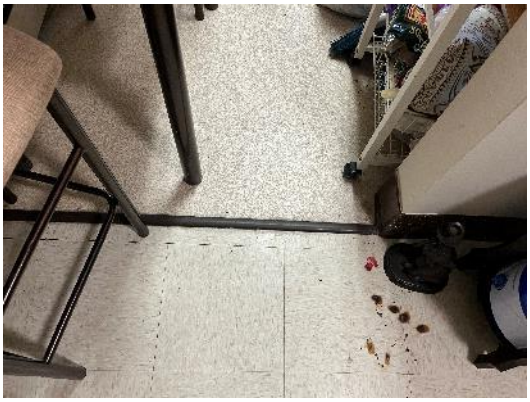
The Community Room is in fair condition overall based on age and wear of finishes and equipment. Bi-fold closet doors are metal and rusting consistently. The base and wall cabinets are in poor condition due to missing hinges, missing hardware, and deteriorating shelving, as well as are not dimensionally compliant per MAAB. The countertops are in poor condition due scratches, missing sealant between the backsplash and wall, as well as overall wear and are not dimensionally compliant per MAAB. Kitchen range and range hood do not meet MAAB standards for access and use. The refrigerator is in fair condition due to age. The restroom grab bars, toilet paper dispenser, and paper towel dispenser do not meet MAAB dimensional compliance, but otherwise are compliant with MAAB guidelines.

Recommended Repairs & Replacements

- Demolish and replace all hollow core doors with new solid core doors and new hardware with lever handle.
- Demolish and replace all closet bi-fold doors with new doors and new graspable hardware.
- Demolish and replace base and upper wall particle board cabinets with plastic laminate clad architectural cabinets, meeting accessibility requirements.
- Demolish and replace plastic laminate counter tops with new solid wood 'HUD server-use' countertops, meeting accessibility requirements.
- Relocate bathroom accessories for height compliance.
- Provide new stovetop and provide new ducted ventilating range hood, as well as wall oven.
- Replace refrigerator meeting accessibility requirements.

3.3.2.5 Unit Flooring

Kitchen flooring is vinyl composite tile flooring. Bathroom flooring is ceramic mosaic tile or sheet vinyl across all locations.



3.3.2.5A Kitchen Floor with Stains and Cracks



3.3.2.5B Bathroom Floor

Summary of Conditions

Kitchen flooring and bathroom flooring are stained, chipped, and worn, and thus are in overall poor condition. Hazardous material in the form of Asbestos Containing Material (ACM) was found to be present in Tan Flooring – Bottom Layer. Several units contain additional items that may contain ACM in the form of carpet glue, flooring bottom layers, flooring top layers, floor tiles, and linoleum. These and other hazardous materials are further discussed in Section 4.1.1. Approximately 25% of the units have new VCT flooring in good condition.

Recommended Repairs & Replacements

Considering associated work required in the Kitchens, the flooring should be demolished and replaced with sheet vinyl flooring and vinyl baseboard. Bathroom flooring should be demolished and replaced with new sheet vinyl flooring and vinyl baseboard. This demolition and disposal process would likely require various levels of hazardous material mitigation related to the possible presence of Asbestos Containing Materials.

3.3.2.6 Unit Walls and Ceilings

Walls and ceilings are finished with gypsum wall board.

Summary of Conditions

The walls and ceilings are in in fair condition based on age. A concern noted by residents and NHA, and observed by the consultant team while on site, the sound transmission that occurs between the first and second floors appears disruptive.

Recommended Repairs & Replacements

- Walls, trim, and ceilings should be patched and painted as required in association with other work done in the unit.
- Demolish existing ceiling, insulate cavity for sound transmission, including sound batts, resilient channels, new 5/8-inch type gypsum wall board , and paint.

3.3.2.7 Unit Doors

Unit entry doors from the corridor are metal hollow core doors with a door knocker and metal kickplate on the corridor side and a door viewer. Unit interior passage doors are hollow core wood type. Door hardware and unit entry doors is lever type and hardware at unit interior doors is knob type.



3.3.2.7A Unit Entry Doors



3.3.2.7B Interior Unit Doors with Knob Handles

Summary of Conditions

Unit entry doors from corridor are in fair condition based on age and do not appear to be fire rated. Knob type door hardware does not meet accessibility standards for senior housing.

Recommended Repairs & Replacements

- Demolish and replace metal hollow core unit doors from corridor with new solid core doors and new hardware with lever handles.
- Demolish and replace interior hollow core doors with new solid core doors and new hardware with lever handles.

3.3.2.8 Unit Kitchens

Base and wall cabinets are plastic laminated plywood core and countertops are plastic laminate. They appear to not be original, but based on deterioration were replaced over fifteen years ago. The Kitchen also contains a small stove with oven and range hood, as well as a refrigerator.



3.3.2.8A Kitchen Cabinets/Appliances



3.3.2.8B Kitchen Cabinets/Appliances

Summary of Conditions

Base and wall cabinets are in poor condition due to missing hinges, missing hardware, and deteriorating shelving. The countertops are in poor condition due scratches, missing sealant between the backsplash and wall, as well as overall wear. Kitchen range, range hood, and refrigerator are all in fair condition and within 10 years of the end of their useful lives. Per the State Sanitary Code, 105 CMR 410.000, section 410.251 Kitchen Lighting and Electrical Outlets, kitchens over 70 square feet are required to contain transparent or translucent glass which admits light from the outdoors. The kitchens do not contain windows to the exterior, and thus do not comply with the State Sanitary Code.

Recommended Repairs & Replacements

- Demolish and replace kitchen cabinets with solid wood 'HUD severe-use' base and wall cabinets.
- Demolish and replace plastic laminate countertop with solid wood 'HUD server-use' countertops.
- Replace with new refrigerator, range, and vented rangehood to allow for venting of oil, smoke, and steam.

3.3.2.9 Unit Bathrooms

One unit in each building contains a 'more accessible' bathroom, but is not fully compliant to MAAB dimensional standards. These four units (Unit #s 9, 15, 26 and 35) contain roll-in showers, thus the remaining 42 standard units have step-in showers. The bathroom medicine cabinets are metal and are either recessed into the wall or wall mounted depending on the unit. The shower curtain rods, towel bars, grab bars, and the toilet paper holders are non-corrosive metal. There is one angled grab bar adjacent to the toilet in the 42 standard units.



3.3.2.9A Medicine Cabinet



3.3.2.9B Non-compliant Grab Bars in Standard Units



3.3.2.9C Vanity in 'More Accessible' Unit



3.3.2.9D Shower/tub

Summary of Conditions

The step-in showers/tubs at the standard units present a tripping hazard, thus all showers should be roll-in shows. The medicine cabinets, shower curtain rods, towel bars, and toilet paper holders are in fair condition due to use over time. The angled grab bar adjacent to the toilet does not meet accessibility guidelines.

Recommended Repairs & Replacements

- Replace all showers in standard units with low threshold showers and provide shower enclosures.
- Demolish and replace all bathroom accessories in 10 years.

3.3.2.10 Unit Closets

The gypsum wall board, shelving, clothing rods, and doors are in good condition.

Recommended Repairs & Replacements

No action required.

3.4 Building Systems

3.4.1 Fire Protection

There are no Fire Suppression (FS) systems in place at these buildings. At this time there is inadequate water supply to add FS systems to the buildings.

Summary of Conditions

Code does not require installing a FS system to match current code unless a major renovation is intended. Retrofitting a new FS system would require significant architectural expense and design effort, including but not limited to required changes and an increase to the buried water supply to buildings. Given that the building construction is wood frame and occupants are elderly, best practice methods and new building requirements suggest strong consideration of installation of a fire suppression system.

International Existing Building Code (IEBC 2015) requires that within any area that undergoes a level 3 renovation, the sprinkler system must be brought up to current code. In addition, MGL Chapter 148, Section 26I requires that the entire sprinkler system be brought up to current codes when a “major” renovation occurs. There is no definitive definition of "major" so it is ultimately up to the Needham Fire Department (NFD) to determine if the renovation qualifies. If a renovation exceeds 33% of the floor area and the cost to install sprinklers would be less than 33% of the total project cost, a sprinkler system will be required. If the project covers less area or the cost exceeds the 33% threshold, then the NFD will need to be consulted. Any new sprinkler system must conform to relevant NFPA and local fire department requirements.

Recommended Repairs & Replacements

If it is deemed required by the Needham Fire Department, a code-compliant fire sprinkler system, including sprinklers and standpipes per NFPA 13 and 14, will be added to all areas. Per the actions described in section 7.7, a sprinkler system is not required to be installed because we are not recommending "substantial rehabilitation". If any renovations are carried out, Needham Fire Dept can require this under local jurisdiction, but it is not a certainty, and this should be considered a long-range option.

3.4.2 Plumbing Systems

Plumbing systems in place include copper potable water piping and primarily PVC waste and vent piping. All storm water piping is external to the buildings using gutters and leaders. Most of the piping is original and concealed, though some newer Type-L copper piping was observed in select locations.

Municipal potable water supply is metered on a building-by-building basis paid for through building management, not tenants.

There are waste pipe blockages from time to time, but frequency (2-3) per year within buildings is normal, and we heard no reports of major blockages requiring excavation. Observable piping is in good condition and there are no reports of waste piping needing replacement.

Each building includes a communal laundry room with non-accessible coin operated machines. Laundries include one washer and one dryer each on the first floor and second floor in separate room. Laundry machines are provided through an arrangement with an offsite provider. Shock arrestors appear new but do not have individual isolation valves. Shock arrestors on the potable CW & DHW piping that rise up above laundry washer connections do not each include a separate isolation valve to isolate the arrestor. They are recommended so that if needed, their replacement can be made without having to shut down anything else in the building. All but the close piping to the washer appears to be original construction piping.

Most plumbing fixtures have been replaced within the last 10 years per appearance and are in good condition. Ages vary based on apartment turnovers and other past projects in that time span. All toilets observed have 1.28 GPF (gallons per flush) volume. Lavatories and kitchen sinks use low flow aerators. Kitchen sinks are single bowl stainless steel and bathroom lavatory sinks are molded as part of counter tops on top of vanity cabinets. Most shower valves are new, standardized Symmons and include pressure compensation; shower heads are mostly 1.5 GPM (gallons per minute).

Shower/tub, including the shower surrounds, are a one piece fiberglass unit and do not appear to be the original. The designated 'more accessible' apartments include accessible fixtures.

Domestic Hot Water (DHW) is generated for each building using an 80-gallon direct gas fired DHW tank style heater located in the small mechanical room at the first floor. These DHW systems include DHW recirculation pump, piping, expansion tank and control. DHW heaters and close piping are in good/excellent condition.

The gas services are individual for each building, metered with external utility meters and consumption is paid for by the housing authority.

Community Center Building

The Community Center is located within one of the four buildings and there are two public restrooms that are not accessible to MAAB standards, plus a small kitchen that includes a single bowl stainless steel sink. Fixtures are not accessible fixtures.



3.4.2A Potable Water Service



3.4.2B Common Laundry with non-accessible coin operated machines



3.4.2C Unit Toilet and Sink



3.4.2D Unit Shower



3.4.2E Unit Kitchen



3.4.2F Community Building Restroom

Summary of Conditions

There were no major issues observed with plumbing systems. There appears to be no record or reporting of potable piping leaks or failures of waste lines above or below the floor slabs. We expect that the piping systems can last another 20 years without significant issues.

Recommended Repairs & Replacements

- Consider DHW pipe insulation under kitchen sinks and on any other (limited) bare DHW piping.

3.4.3 Heating, Ventilation, & Air-Conditioning Systems

Heating

All units are single story one bedrooms.

Space heat is provided to all areas using a forced hot water (hydronic) system. Each building has a single gas fired central heating plant with one condensing mode, high efficiency boiler that heats water for warming central DHW and for the hot water that circulates to baseboard fin/tube convectors and recessed cabinet convectors in common area entries. Heating comfort is reportedly not an issue. Systems' design and equipment exceed basic system requirements. Overall system efficiency is remarkably high at over 90% average per year.

Boilers and close boiler piping are in good condition; average age equals four years. The air separators are high quality Spirotherm and the systems includes an expansion tank, variable speed pumps and adequate valving and appropriate pipe insulation. The systems also each include a Fernox hydronic system water filter, cleaner and water

quality test station. Reportedly these are checked annually. Boiler combustion air intake and exhaust gas venting uses plastic pipe with various termination locations that include bird screens. Boiler shed closets include a small section of baseboard convector to eliminate possible freezing conditions.

Recessed cabinet convectors are used to provide heat to building entries including the 2-story tall atrium, main entry space that includes a small plant growing area. A majority of the first floor hydronic system piping is buried below the concrete slabs and pops up at baseboard convector locations. Observations show that Armaflex rubber foam insulation was used at these concrete slab penetrations. There are no reports of leaking pipes below slabs. There are no reports of piping failing or being obstructed below the slabs.

Apartments have thermostatically controlled motorized zone valves concealed within the baseboard sheet metal enclosures.

Baseboard convectors are in fair condition. There are reportedly no leaks and leaks have not been a problem for the systems in general.

Ventilation

Bathrooms are equipped with wall mounted exhaust fans controlled by local switch. Most appear original and are both in poor condition due to age and of poor original quality. Bathrooms inspected do not show evidence of microbial growth. Air is not shared between apartments.

Kitchen hoods are exhausted to the outdoors with concealed duct work. Control is provided by local switch at the hood.

The atriums have dedicated exhaust fans that continuously exhaust common hallway and atrium air to the exterior. This helps to ameliorate possible moisture problems that can be imposed by the plant growing area. There is a significant energy cost imposed by any and all exhaust since the exhausted air must be made up with air infiltration from outdoors that ends up requiring more heating/cooling energy to warm/cool to comfort conditions. Make-up air supply is not required in lieu of infiltration.

Laundry dryers are exhausted to the exterior primarily using flexible metal ductwork. These appear in good condition.

Air Conditioning

Air Conditioning (A/C) sleeves through the walls at living rooms allow installation of A/C units. A/C units are provided by and owned by the tenants and power consumption is through the buildings central meter and common service. These installations are sources of large amounts of air infiltration and can allow moisture damage to the walls. During the site visit, air infiltration and moisture damage was observed.

Community Center Building

Located in one of the 4 buildings these spaces are heated by the central heating plant using baseboard convectors and a pair of A/C units that are significantly oversized.



3.4.3A Space Heat Boiler DHW Heater



3.4.3B Variable Speed Pumps for Space Heat

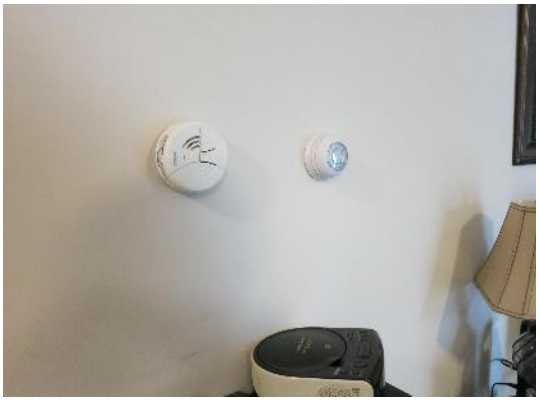




3.4.3C DHW Heater and Recirculation Pump



3.4.3D Cabinet Convector at Atrium/Entry



3.4.3E A/C & Fin Tube Baseboard Convector



3.4.3F Single Setpoint Thermostat

3.4.3G Non-integrated Bath Exhaust

Summary of Conditions

Boiler systems are in good condition, having been installed in 2018, and are well designed; we expect 14 more years. Boiler systems are high efficiency but use gas and the possibility of changing over to an all-electric solution (e.g.: air source heat pumps and heat pump water heaters) should be considered.

The baseboard (B/B) convectors are typical residential type and in variable conditions. 85% of the B/B samples reviewed are in good condition and the rest are in poor condition. This grade of baseboard is too light for this use type. For public housing projects it is recommended that baseboard products with heavier gauge enclosures be used as they can withstand more abuse before needing replacement.

Single set point thermostats are not compliant with current code requirements and encourage excessive energy use. Code does not require them to be replaced at this time, but we recommend that they be replaced with a programmable type that meets

current code and provides seven-day programmable set back.

Ventilation systems do not provide continuous supply of fresh air to any spaces, which would improve indoor air quality (IAQ). Mechanical fresh air supply and matching exhaust, run continuously, is a current code requirement for new buildings that was not code at the time of construction.

A/C efficiency with the tenant provided A/C units is typically poor.

Recommended Repairs & Replacements

- We recommend that records of a boiler water quality test and resulting treatment be kept for each boiler plant once per year.
- Document investigation and cleaning of each laundry dryer connection, duct work and termination once per year or as indicated by condition.
- Add an all-electric solution (e.g.: air source heat pumps and heat pump water heaters). This system approach should improve A/C efficiency. This system approach is architecturally invasive and would include outdoor heat pump units with insulated refrigerant piping connecting to indoor fan coils that would likely be ductless and surface mounted on the walls.
- Replace existing baseboard convectors with a more durable product such as Heating Edge.
- Replace thermostats with 7-day programmable units and consider an integrated solution with management controls such as Pelican/Founten that provides the ability to limit excessive temperatures and monitoring to understand conditions and performance.
- Replace bathroom exhaust fans with an integrated fan, light, and nightlight unit, such as a Panasonic, which can be set to run continuously at a low level appropriate for inducing fresh air supply through infiltration and that includes a boost with a new control switch when the bathroom is used.
- Rather than using a continuous bathroom fan operation, an energy recovery ventilator system solution should be considered as it would provide better indoor air quality at a significantly lower heating and cooling cost. This could take the form of either a central ERV ducted to the dwelling units or individual ERVs for each unit. The costs and architectural considerations of this option are significant.
- Consider use of a time-based control for entry/atrium exhaust fans.

3.4.4 Electrical Systems

Seabeds Way is comprised of four standalone buildings comprised of single individual

apartments. In total, there are 46 one-bedroom units and a Community Room in one of the buildings. Each of the 4-standalone buildings has an original construction meter socket and 600A 120/240V main service disconnect. Each of the 46-apartments are equipped with an original construction Square-D, 100A, 120/240V, 16-Space load center located in the kitchen area. Per the State Sanitary code, the electrical service supplying each dwelling unit shall supply sufficient amperage to meet the reasonable needs of the occupants. The Utility Company electric main service disconnects, meter sockets and the apartment load centers are original construction and are at the end of their life, though observed to be fully functional. It is unlikely that the original Manufacturer is supporting breaker hardware or other replacement parts. The load centers are in varying states of modernization with all subcomponents installed prior to the 2011 NEC Code 210.12 requirement that all Dwelling Unit 120v-volt, single phase, 15- and 20-ampere branch circuits are protected by Arc Fault Circuit Interrupter (AFCI) breakers supporting Dining Rooms, Living Rooms, Closets, Hallways and Similar Rooms or Areas, Kitchen, and Laundry Areas. 2014 Code advancements to NEC 210.12 added dual Ground Fault Circuit Interrupter (GFCI) and AFCI breakers in Kitchens, Bathrooms and Mechanical Rooms or where the receptacle is within 6-feet of a sink and difficult to reach for routine testing, i.e., behind a Refrigerator, stacked Washer/Dryer, Dishwashers, etc.

GFCI receptacles retrofits were noted in all bathrooms but not in kitchens. AFCI receptacles were not found during the walkthrough.

Each of the 4-standalone buildings have a floor-level common distribution panel consisting of a Square-D, 150A (Amp), 120/240V (Volt), 30-Space load center which manages common area and egress pathway Emergency Lights, Washer/Dryers, Water Heaters, Boilers, Fire Alarm, and Intercom.

Kitchen, bathroom, and hallway/stair lighting exhibited a mix of traditional fluorescent lamp technology and newer LED in more recently renovated Units. Lighting is controlled by a traditional toggle snap switch with no dimming capability. Entryway and corridor lighting is LED.

Street lighting is supplied by pole mount fixtures and controlled by owner-owned and maintained time clock for the Seabeds Way parking lot lighting schedule. The Municipality has taken the responsibility of replacing burned out lamps when reported by NHA Facilities.

The Seabeds Way development is not supported by an optional standby emergency generator. In the event of a power loss, reported by NHA Facilities to be a rare occurrence, the 4-standalone buildings will go dark if the outage exceeds the 90-minute life of the battery-backed emergency egress lights in the common corridor and stairwell. If the Units are not energized before the emergency lighting batteries drain, egress lighting fails. A prolonged outage will eventually drain the emergency battery in the fire alarm system.

While not a code requirement for life safety systems, a Standby Generator would serve elderly and or disabled residents sheltering in place at the Seabeds. ADA designated apartments would have a dedicated outlet on standby power to maintain specialized "plug-in" notification devices that augment the hearing, seeing, or feeling of their building's fire alarm. The standby outlet would be available to support Oxygen Therapy, CPAP Therapy, automated pill dispensing, and other such routing medical system apparatus. Additional outlets on standby power and emergency lighting are recommended for egress pathways.

The Generator should be sized to restore power to the Community Room, where in the event of a prolonged outage the residents could congregate in the space that offers heating, cooling, coffee, refreshment, and a place to charge mobile phones. The fire alarm and emergency commutations systems, each requiring 120v power, would be added to the Generator to extend life safety systems coverage.

There is no optional lightning control system on any of the 6-standalone buildings.



3.4.4A Meter Sockets and Disconnect



3.4.4B Non-code Compliant Apartment Load Center



3.4.4C Kitchen Cooktop with non-accessible controls



3.4.4D Compliant Battery Backed Egress Light

Summary of Conditions

The general condition of the unit common areas suggest they are in fair condition, the result of age of the units and changes in the present-day electrical codes, and not due to maintenance coverage over the years. Buildings were found to be in fair condition with lighting fixtures needing to be replaced and the need to add Ground Fault Circuit Interrupter (GFCI) receptacle in the kitchens and replace worn or damaged GFCI receptacles in bathrooms.

The buildings' electrical system is nearing the end of functional life of 45-years. As load center breakers age, replacement of failed parts becomes difficult to locate as manufacturers stop supporting the legacy product line.

Any aging, worn, burnt, non-working, two-pronged, damaged, cracked, or loose receptacles warrant immediate replacement. Receptacles reported to cause devices or lights to "flicker" when plugged in would also be replaced, regardless of its years in service. Each new receptacle should include an Arc Fault Circuit Interrupter (AFCI) rating or a dual AFCI/GFCI rating when the receptacle is located within 6-feet of a sink or in a Mechanical Room.

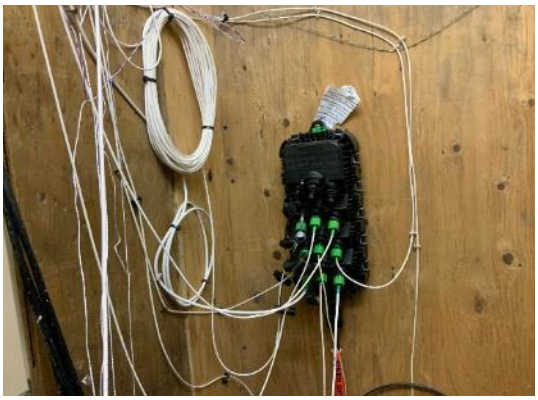
NHA Maintenance are addressing lighting efficiencies at entryways, kitchens, bathrooms, and hallway/stair lighting using the Light Emitting Diode (LED) technology.

Recommended Repairs & Replacements

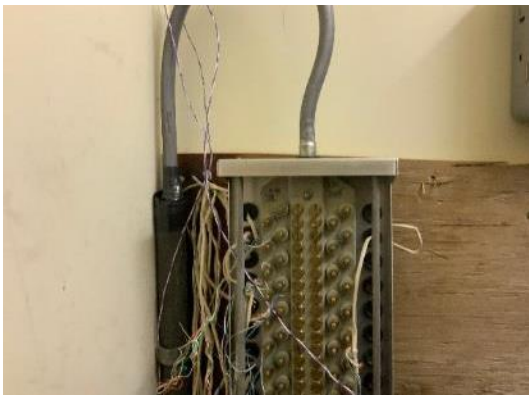
- Routinely test all GFCI receptacles in each mechanical space, bathroom, and kitchen on a monthly schedule. Add GFCI receptacles to kitchen circuits where not already applied.
- Replace all kitchen & bathroom light fixtures with electrically efficient LED fixtures.
- Replace front/back entryway lights with efficient LED fixtures and add motion sensors and timers for added electrical use efficiencies.
- Replace parking lot light poles with electrically efficient LED lamp technology, with electric eye response to seasonal lighting demands.
- Replace each of the 4-building main service Meter sockets and main Service Disconnect with new 600 amp 120/240V Main Service Disconnect.
- Replace apartment Meter sockets and Service Disconnect at each of the 46-apartments with new 125 amp 120/240V Service Disconnect.
- Replace apartment unit Load Centers with new 120A, 120/240V, 1-Phase, 3-wire load centers.
    - GFCI/AFCI breakers to be included in Load Center schedule for the refrigerator and any accessible 120V receptacle located within 6-feet of a sink.
- In the absence of new unit load centers, with AFCI and dual GFCI/AFCI breakers:
    - Replace existing receptacles with (AFCI) receptacles in Family Rooms, Dining Rooms, Living Rooms, Parlors, Libraries, Dens, Sunrooms, Recreation Rooms, Closets, Hallways and Similar Rooms or Areas, and in Kitchen, and Laundry Areas.
    - Replace existing receptacles with dual Ground Fault Circuit Interrupter (GFCI) and AFCI breakers in Kitchens, Bathrooms and Mechanical Rooms and Similar Rooms where the receptacle is located within 6-feet of a sink.
- Add receptacles to rooms per NEC Code 210.52, receptacle every 12-feet of wall or fraction thereof.
- Add separate Common Area life safety panels within each of the 4-standalone buildings. Life Safe Panels should manage power for Common Area and Egress Lighting, Fire Alarm System, Emergency communications and remain separate from Mechanical Loads, Washer/Dryer loads, and common areas wall outlets.
- Provide a Faraday lightning protection system with UL Master Label.

3.4.5 Telecommunications

Each unit is wired for cable/internet/phone via coaxial cable and CAT-3 hardwired telephone. Comcast Cable and Verizon fiber services are available to the entire zip code. The units sampled noted cables running along the floor from the living room to feed an adjacent bedroom, presenting a tripping hazard.



3.4.5A Fiber Communications Backboard



3.4.5B Telephone Cabinet for Telephone Service

Summary of Conditions

The units were originally fitted out with telephone and some cable service. As residents expanded their technology needs to include home personal computers and a second TV in a bedroom, coaxial cables were added to the Units by the Communications Utility Co. or the Resident added coaxial cable to run between rooms, on the floor; not fitted out within a wall cavity. Cables on the floor run the risk of creating a tripping hazard and should be wall-mount or run within the wall cavity.

Recommended Repairs & Replacements

- Add a Structured Media Cabinet (SMC) to each townhouse with CAT-6e telephone and data carrying capability.
- Consider distributing CAT-6e data and coaxial cable outlets from the SMC to the living room and each bedroom as follows:
    a. (1) Coax Cable
    b. (2) RJ45 Connector (Phone/Data) fed by CAT-6e Cable

3.4.6 Security Systems

Intrusion detection, and surveillance systems were not found in the units. The NHA Administration Building maintains an intercom and entrance control for the residents to speak with visitors and remotely unlock the main door for visitors. The use of electrified automatic door openers is noted at all egress pathways at building entries for accessibility.

A local emergency call kit or nurse call is in each apartment bathroom. When pulled, a dome light over the common corridor entry door lights up and produces a buzz or chime to alert a neighbor that the occupant in the apartment may be in distress.



3.4.6A Entrance Intercom



3.4.6B Nurse Call Pull String in Bathrooms

Summary of Conditions

No residential security monitoring or surveillance monitoring system.

Recommended Repairs & Replacements

- Add new intercom system between the apartments and the lobby vestibule.
- Add door contact position alarms to all points of door access/egress to sound local alarm for doors opened longer than 90-seconds.
- Optional for Housing Authorities: Add an integrated video entry control station at the main lobby vestibule and within each apartment to allow Senior and Disabled Residents to visually confirm the identity of a Visitor, before granting access.
- Door Access/ Entry Control System to be integrated with NHA Standards. Provide key fob access at the main entry doorway commonly used by the residents. The use of traditional cylinder-lock systems to remain at apartment doors.

3.4.7 Fire Alarm & Carbon Monoxide Detection Systems

Massachusetts Fire Prevention Code requires property owners to supply hard-wired fire alarms in the common areas, and smoke detectors inside individual dwelling units. Owners should provide, install, and maintain in operable condition smoke detectors and carbon monoxide alarms in every dwelling that is required to be equipped with smoke detectors and carbon monoxide alarms in accordance with any provision of the Massachusetts General Laws and any applicable regulations of the State Board of Fire Prevention (527 CMR), State Board of Building Regulations and Standards (780 CMR), or the Board of Examiners of Plumbers and Gas Fitters (248 CMR).

A hardwired fire alarm system, consisting of smoke detection and carbon monoxide

(CO) systems were observed in the units. The Kidde FX5 Fire Alarm Panel is in Telephone Communications Rooms inside each of the four Buildings. Each panel zone-monitors the standalone building's common areas, mechanical spaces, and units for smoke or a pull station being activated at any of the egress doors. The non-addressable system cannot identify which apartment or common area space, within the standalone building, is in alarm. Smoke and CO detection is required in habitable portions of basements and attics. These buildings are slab on grade with none reported to have habitable attic space.



3.4.7A Kidde Fire Alarm Notification System



3.4.7B Building Fire/Smoke Signaling System



3.4.7C Egress Pull Station



3.4.7D Fire/ Smoke Initiating & Signaling System

Summary of Conditions

New battery powered smoke and CO detectors, with tamper-proof 10-year batteries should replace smoke and CO detectors at intervals of 10-yrs or less for smoke and 5- to 7-yrs for CO. Smoke and CO detection was observed in the apartment living rooms but not as is required in the bedrooms. Common areas do carry smoke detection in all

egress pathways. Common area signaling devices appear new, but do not exist in the community laundry rooms, as required.

While one building has a new main fire alarm control panel, all fire alarm wiring in the Seabeds buildings is original to the construction date and employs an older "zoned" reporting technology for Fire Department notification. Zoned reporting serves a general area or a floor in a Building, whereas an addressable system will report which device within a room or apartment is in alarm. This level of reporting improves response time to identify the actual device in alarm and not through a process of searching the entire zoned area for the event; particularly where CO events are not detected by sight or smell.

Recommended Repairs & Replacements

- Per code, continue to maintain the original Fire Alarm Panels until replaced within the ongoing Kidde FX-Series zoned smoke detection update.
- Smoke and CO detection units should be tested monthly, with smoke detectors replaced every 10-years and CO detectors replaced every 5- to 7-years, per the Manufacturer's recommendation. All bedrooms should have a fully functioning smoke detector. CO detection should be monitored in the mechanical space supporting fossil fuel used for heat, hot water and cooking and outside bedrooms.
- To improve response time to a fire or building emergency, provide new addressable fire alarm system with connection to the fire department. The addressable initiating devices should be capable of reporting which unit and which floor within the standalone building is in alarm.
- Add Fire Alarm signaling devices to each Laundry Room, if not already updated.
- The design of the fire alarm system should be based on engineering criteria as defined by NFPA 72 and The Massachusetts State Building Code 780 CMR. The system should be supported by standby batteries. The batteries should support 24-hours of full supervisory operation followed by 15 minutes of alarm.
- Provide combination audiovisual signaling appliances as required per NFPA 72. Standalone devices may be used to augment combination units when necessary.
- Combination Smoke and Carbon Monoxide detectors are required for sleeping areas as there is fossil fuels burned within in the building for unit heat and hot water.

SECTION 4 HAZARDOUS MATERIALS

4.1 Overview

On January 12, 2022, Fuss & O'Neill, Inc. (Fuss & O'Neill) representative, Mr. Paul Bateman, performed a limited hazardous building materials inspection as part of a Property Conditions Assessment at the Seabeds Way Development located in Needham, Massachusetts (the "Site").

The scope of work included a limited asbestos-containing materials (ACM) inspection and lead-based paint (LBP) screening. Fuss & O'Neill was provided access to the following areas at the Site (as coordinated by Dietz & Company Architects):

- Building 22 – Unit 9;
- Building 22 – Common Areas;
- Building 34 – Lobby; and
- Building 40 – Main Stairwell

4.1.1 Asbestos-Containing Materials

Utilizing the United State Environmental Protection Agency (EPA), the Commonwealth of Massachusetts Department of Labor Standards (MADLS), and the Commonwealth of Massachusetts Department of Environmental Protection (MassDEP) protocols and criteria, the table below identifies suspect materials that were determined to be an ACM.

ASBESTOS-CONTAINING MATERIAL (ACM) SUMMARY			
Asbestos-Containing Material Type	**Location**	**Asbestos Content**	**Estimated Quantity**
Tan Pebble-Pattern Linoleum & Associated Mastic (Non-Friable)	Kitchens (Assume 75% of Units)	15% Chrysotile	2,500 SF
Black Mastic underneath Brown Carpet (Non-Friable)	2nd Floor - Common Halls	5% Chrysotile	2,000 SF
Brown Pebble Pattern Linoleum underneath Gray Carpet (Non-Friable)	1st Floor – Lobbies	15% Chrysotile	1,200 SF

Refer to the 'Limited Hazardous Building Material Report' in Section 7.

Summary of Conditions

Based on visual observations, sample collection, and laboratory analysis, ACM were identified at the Site.

Due to the inability to effectively separate some types of multi-layered ACM from non-ACM, these materials are considered asbestos-contaminated and must be managed as asbestos-containing waste material (ACWM) for removal and disposal purposes.

Concealed or inaccessible areas were not inspected as part of this inspection. Prior to renovation activities that may disturb concealed or inaccessible areas, we recommend conducting a supplemental asbestos inspection of these areas.

Recommended Repairs & Replacements

- ACM were generally in good condition. Per the State Sanitary code, every owner shall maintain all asbestos material in good repair, and free from any defects including, but not limited to, holes, cracks, tears, or any looseness which may allow the release of asbestos dust, or any powdered, crumbled or pulverized asbestos material. Every owner shall correct any violation of 105 CMR 410.353 in accordance with the regulations of the Department of Environmental Protection appearing at 310 CMR 7.00 and in accordance with the regulations of the Department of Labor and Workforce Development appearing at 453 CMR 6.00. If suspect materials are encountered during renovation activities that are not identified in this report as being non-ACM, they should be assumed to be ACM until laboratory analysis indicates otherwise.
- Prior to disturbance, ACM/ACWM that would be impacted by renovation/demolition activities must first be abated by a MADLS-licensed Asbestos Contractor. This is a requirement of MADLS, MassDEP, and EPA NESHAP regulations governing asbestos abatement.
- If ACM are to remain at the Site following renovation/demolition activities, Fuss & O'Neill recommends the development of a written Operations and Maintenance Program (to manage ACM in place) in accordance with OSHA regulations.

4.1.2 Lead

On January 12, 2022, Mr. Bateman of Fuss & O'Neill performed a lead-based paint (LBP) determination associated with painted building components at the Site that may be disturbed during renovation/demolition activities. Fuss & O'Neill used an X-ray fluorescence (XRF) spectrum analyzer to perform the LBP screening. The LBP screening

was conducted in accordance with accepted industry standards for a (residential) Property Condition Assessment and not for regulatory compliance.

Summary of Conditions

For this LBP screening, coated building components were tested for LBP in each unit that was inspected. A level of paint exceeding 1.0 milligram of lead per square centimeter (mg/cm^2) of surface area is considered toxic or dangerous by EPA and the Massachusetts Department of Public Health (MADPH) child-occupied residential standards. Individual repainting efforts are not always discernable in such a limited program.

The LBP screening indicated consistent painting trends associated with representative building components that may be impacted by potential renovation/demolition activities. None of the screened building components were determined to contain levels of lead ≥ 1.0 mg/cm^2. Refer to the attached Lead Inspector/Risk Assessment Field Sheets for a full description of the testing results.

Worker protection is regulated by OSHA regulations, as well as MADLS regulations. These regulations include air monitoring of workers to determine exposure levels when disturbing lead-containing paint. An LBP screening cannot determine a safe level of lead but is intended to provide guidance for implementing industry standards for lead in paint at identified locations. Contractors may better determine worker exposure to airborne lead by understanding the different concentrations of LBP on representative components and surfaces. Air monitoring can then be performed during activities that disturb paint on representative surfaces.

Recommended Repairs & Replacements

Note that future work involving surface preparation of identified painted surface(s) must be performed in accordance with OSHA worker protection requirements as well as EPA Renovation, Repair, and Painting Rule (RRP) (40 CFR 745.80 Subpart E) and MADLS Deleading and Lead-Safe Renovation Regulations (454 CMR 22.00).

For purposes of complying with RRP, a Comprehensive Lead Inspection of the entire structure or targeted areas scheduled for renovation is necessary to determine if RRP is applicable. A Comprehensive Lead Inspection includes testing representative coated surfaces of each building component in each room or room equivalent for LBP content. Other types of lead surveys, such as LBP screening and risk assessments, do not include testing all coated surfaces for LBP and typically do not satisfy the LBP testing require-

ments of the RRP rule. Since the testing performed was not a comprehensive inspection, the testing does not satisfy RRP requirements for any untested surfaces. Only the results for those specific surfaces and locations tested within this targeted testing can be utilized to determine applicability requirements for RRP. Reliance on this report for determining RRP applicability for any other surfaces than those tested is not authorized by Fuss & O'Neill, Inc.

SECTION 5 COST MATRIX

5.1 Overview

The cost estimate is organized by the level of priority based on the extent of the deficiency, as produced by PM+C Cost Estimating.

The total direct construction cost of the required repairs for this property without mark-ups or escalation is $8,389,110 over the next 20 years. This cost is $2,874,750 over the next 3 years (Critical), $1,252,600 between the next 3 to 10 years (Moderate), and $4,261,760 between the next 10 to 20 years (Long Term).

COST RECOMMENDATION MATRIX						
Scope Item	System	Trade Cost	Trade Cost by Priority Category			Total Cost Over 20 Years
			Critical Priority 1	Moderate Priority 2	Long Range Priority 3	
3.2	Site	$482,802	$482,802	$0	$0	$482,802
3.3	Architectural	$3,755,008	$1,422,748	$427,860	$1,904,400	$3,755,008
3.4	Building Systems	$3,992,500	$797,600	$767,740	$2,357,360	$3,992,500
4.1.1	Haz-Mat	$57,000	$0	$57,000	$0	$57,000
7.1.11	Code - Access.	$166,800	$166,800	$0	$0	$166,800
TOTAL		**$8,454,110**	**$4,351,190**	**$1,041,160**	**$3,061,760**	**$8,454,110**

Furthermore, factoring in mark-ups is a critical component in projecting actual complete project costs. By including HUD's prescribed mark-ups at their defined percentages: Construction Contingency, General Conditions, Construction Monitoring, Special Subcontractor Overhead & Profit and Public Housing Authority (PHA) Administrative Costs this adds 30% to the direct cost of the project. Additionally, Design & Estimating Contingency needs to be added to account for the difference in estimating from a property condition report versus a construction document set, as well as projected escalation costs must be included to account for yearly inflation in construction prices. Considering all this, the total direct cost including HUD mark-ups of the required repairs for this property is $14,417,470 over the next 20 years. The total direct cost of the required repairs for this property with HUD mark-ups is $4,028,243 over the next 3 years (Critical), $1,924,307 between the next 3 to 10 years (Moderate), and $8,464,921 between the next 10 to 20 years (Long Term).

However, upon the cost estimator's review of the prescribed types and percentages of mark-ups as defined by HUD, PM&C does not believe these allocations are sufficient. HUD's recommendations are from 2017, which in addition to being five years before

this estimate, is also three years before the economic impact and associated inflation caused by the COVID pandemic. Also, the location of the property is in eastern Massachusetts, an area of the country with higher than average construction costs.

Due to this, PM&C believes General Conditions and Special Subcontractor Overhead & Profit should be increased, as well as the following mark-up cost categories should be included: Phasing Contingency, General Requirements, Winter Conditions, and General Contractor Overhead & Profit, which increases the total mark-up of construction cost to 64% of direct cost of the project. This brings the total direct cost including advised mark-ups of the required repairs for this property to $17,278,576 over the next 20 years. The total direct cost of the required repairs for this property with advised mark-ups and escalation is $5,008,676 over the next 3 years (Critical), $2,351,506 between the next 3 to 10 years (Moderate), and $9,918,394 between the next 10 to 20 years (Long Term).

A breakdown of the proposed mark-up increases as compared with HUD's criteria can be found as follows:

MARK-UP COMPARISON MATRIX		
Type	**HUD**	**PM&C**
Design & Estimating Contingency	0%	15.0%
General Conditions (GCs)	5.0%	12.0%
Construction Contingency	7.5%	7.5%
A/E Design & Construction Monitoring	5.5%	5.5%
Overhead & Profit for Special Subcontractors	10.0%	w/ rates
PHA Administrative Costs	2.0%	2.0%
Phasing Contingency	0.0%	5.0%
Subcontractor Bonds	0.0%	w/ rates
General Requirements	0.0%	3.0%
Winter Conditions	0.0%	1.0%
Insurances (General Liability/Builders Risk)	Inc'l w. GC's	1.4%
Bond	Inc'l w. GC's	0.7%
Building Permit	Inc'l w. GC's	1.0%
General Contractor Overhead & Profit	0.0%	10.0%
TOTAL	**30%**	**64%**

The recommendations for each major system are estimated and keyed to the Section numbers in this Assessment for each system.

This estimate is dated as of the publication of this report, and users of the estimate should accommodate for escalation over time. Each work item includes direct costs, general conditions, overhead and profit, insurance to provide a total budget for so that individual work items can be all inclusive based on which items the Owner decides to pursue.

Additionally, it should be noted that each estimate or proposed project may trigger additional code requirements, such as accessibility compliance with the applicable accessible design standard based on the type of funding source procured. In that case, the costs related to accessibility compliance should be added to the individual work item cost if the Owner decides to pursue separate projects. For purposes of this Comprehensive Assessment, full accessibility compliance has not been included. Each estimate may also trigger certain procurement or procedural requirements for the Owner.

5.2 Recommendation Matrix by System

See next pages for the matrix containing quantities, locations, and costs.

COST RECOMMENDATION MATRIX

CLIENT: Cambridge Housing Authority
OWNER: Needham Housing Authority
PROPERTY Seabeds Way
ADDRESS: 22 - 46 Seabeds Way, Needham MA 02301

REPORT DATE December 23, 2022

PREPARED BY: Dietz & Co. Architects, Inc.
DCo PJT NO. 22138B

PRIORITY CATEGORY SYSTEM
Priority 1: Critical - Repairs within 0-3 years
Priority 2: Moderate - Repairs within 3-10 years
Priority 3: Long Range - Repairs within 10- 20 years

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	TRADE COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical	Moderate	Long Range	
											Priority 1	Priority 2	Priority 3	
3.2	***Site***									***482,802***	***482,802***	***0***	***0***	***482,802***
3.2.2-1	Paving, Parking, and Curbing	Roadway Asphalt Pavement Milling (Base and Top Course)	Critical	10	unknown	1	3,350	SY	$ 18.00	$ 60,300.00	60,300	0	0	60,300
3.2.2-2	Paving, Parking, and Curbing	Roadway Asphalt Pavement (Top Course)	Critical	10	unknown	1	250	TON	$ 190.00	$ 47,500.00	47,500	0	0	47,500
3.2.2-3	Paving, Parking, and Curbing	Roadway Asphalt Pavement (Base Course)	Critical	10	unknown	1	311	TON	$ 165.00	$ 51,315.00	51,315	0	0	51,315
3.2.2-4	Paving, Parking, and Curbing	Repair Damaged Walkways	Critical	20	unknown	1	1,200	LF	$ 75.00	$ 90,000.00	90,000	0	0	90,000
3.2.2-5	Paving, Parking, and Curbing	Repair Pavement Around Utility Structures	Critical	20	unknown	1	15	EA	$ 500.00	$ 7,500.00	7,500	0	0	7,500
3.2.2-6	Paving, Parking, and Curbing	Replace Damaged Concrete Curb	Critical	20	unknown	1	415	LF	$ 25.00	$ 10,375.00	10,375	0	0	10,375
3.2.3-1	Landscape and Site Amenities	Repair Walkways Near Buildings	Critical	20	unknown	1	1,320	LF	$ 75.00	$ 99,000.00	99,000	0	0	99,000
3.2.3-2	Landscape and Site Amenities	Reseed and Stabilize Landscaping	Critical	2	unknown	1	1,479	SY	$ 10.40	$ 15,381.60	15,382	0	0	15,382
3.2.5-1	Utilities	Jet and Clean Sewer Pipes	Critical	1	unknown	0	1,543	LF	$ 10.00	$ 15,430.00	15,430	0	0	15,430
3.2.5-2	Utilities	Clean Catch Basin Structures	Critical	1	unknown	0	8	EA	$ 1,250.00	$ 10,000.00	10,000	0	0	10,000
3.2.5-3	Utilities	Clean and Restablish Detention Basin Vegetation	Critical	1	unknown	0	1	EA	$ 25,000.00	$ 25,000.00	25,000	0	0	25,000
3.2.5-4	Utilities	Install Additional Stormwater Quality BMPs	Critical	N/A	N/A	N/A	2	EA	$ 5,000.00	$ 10,000.00	10,000	0	0	10,000
3.2.5-5	Utilities	Upgrade Site Lighting	Critical	10	unknown	0	8	POLE	$ 4,500.00	$ 36,000.00	36,000	0	0	36,000
3.2.5-6	Utilities	Perform Hydrant Flow Test	Critical	N/A	N/A	N/A	2	EA	$ 2,500.00	$ 5,000.00	5,000	0	0	5,000
3.3	***Architectural Systems***									***$ 3,755,008***	***1,422,748***	***427,860***	***1,904,400***	***3,755,008***
3.3.1	*Building Envelope*									***$ 906,400***	***$ 202,000***	***$ -***	***$ 704,400***	***746,400***
3.3.1.1-1	Façade	Clean vinyl siding of all mildew. Create regimented and fequent cleaning schedule	Critical	40	6	34	13,200	SF	$ 5.00	$ 66,000.00	66,000	0	0	66,000
3.3.1.2-1	Fenestration System - Windows	All windows replaced in 2017. In good condition.	Long Range	20	5	15	100	EA	$ 2,520.00	$ 252,000.00	0	0	252,000	252,000
3.3.1.4-1	Roofing	All asphalt shingle roofs should be replaced.	Long Range	30	12	18	23,800	SF	$ 18.00	$ 428,400.00	0	0	428,400	428,400
3.3.1.7-1	Ramps & Paved Patios	Replace all asphalt and concrete ramps with new concrete ramps. Replace all handrails with new stainless steel handrails.	Critical	20	40	-20	160	LF	$ 850.00	$ 136,000.00	136,000	0	0	136,000
3.3.1.8-1	Storage Sheds	Replace sheds with new larger, approximately twenty feet wide by sixteen feet deep by eight feet tall, woodsheds with pitched shingle roof on concrete pier foundations.	Long Range	15	10	5	4	EA	$ 6,000.00	$ 24,000.00	0	0	24,000	24,000
3.3.2	*Interior Elements*									***$ 2,848,608***	***1,220,748***	***427,860***	***1,200,000***	***2,848,608***
3.3.2.1-1	Elevators	Add single hydrolic elevator to each building.	Long Range	N/A	N/A	N/A	4	EA	$300,000	$ 1,200,000.00	0	0	1,200,000	1,200,000
3.2.2.2-1	Stairways	Demolish wood handrail in stairway with new continuous wood rail on both sides.	Critical	30	40	-10	240	LF	$ 120.00	$ 28,800.00	28,800	0	0	28,800
3.2.2.2-2	Stairways	Replace vinyl floor finish on stair caps, treads, and risers.	Moderate	20	10	10	960	SF	$ 11.00	$ 10,560.00	0	10,560	0	10,560
3.3.2.3-1	Common Areas	Demolish and replace carpeting. (8 SF)	Moderate	20	10	10	1	LOC	$ 1,500.00	$ 1,500.00	0	1,500	0	1,500
3.3.2.3-2	Common Areas	Demolish and replace corridor handrails.	Moderate	20	15	5	640	LF	$ 18.00	$ 11,520.00	0	11,520	0	11,520
3.3.2.3-3	Common Areas	Patch crack in gypsum wall board at window of the Second Floor Laundry Room in Building 26	Moderate	N/A	N/A	N/A	16	SF	$ 35.00	$ 560.00	0	560	0	560

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	TRADE COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical	Moderate	Long Range	
											Priority 1	Priority 2	Priority 3	
3.3.2.3-4	Common Areas	Replace (1) washer and (1) dryer at each Laundry Room.	Moderate	15	10	5	8	LOC	$ 2,400.00	$ 19,200.00	0	19,200	0	19,200
3.3.2.4-1	Community Rooms - Doors	Demolish and replace all hollow core doors with new solid core doors and new hardware with level handle.	Critical	20	40	-20	2	EA	$ 1,620.00	$ 3,240.00	3,240	0	0	3,240
3.3.2.4-2	Community Rooms - Doors	Demolish and replace all closet bi-fold doors (4'-0") with new doors and new hardware with level handle.	Critical	20	40	-20	4	EA	$ 1,420.00	$ 5,680.00	5,680	0	0	5,680
3.3.2.4-3	Community Rooms - Kitchen	Demolish and replace base wall particle board cabinets with plastic laminate clad architectural cabinets. (accessible)	Critical	20	40	-20	18	LF	$ 280.00	$ 5,040.00	5,040	0	0	5,040
3.3.2.4-4	Community Rooms - Kitchen	Demolish and replace upper wall particle board cabinets with plastic laminate clad architectural cabinets. (accessible)	Critical	20	40	-20	18	LF	$ 230.00	$ 4,140.00	4,140	0	0	4,140
3.3.2.4-5	Community Rooms - Kitchen	Demolish and replace plastic laminate counter tops with new plastic laminate clad countertops. (accessible)	Critical	20	40	-20	34	SF	$ 60.00	$ 2,040.00	2,040	0	0	2,040
3.3.2.4-6	Community Rooms - Kitchen	Replace stove and hood (accessible)	Critical	20	40	-20	1	EA	$ 1,750.00	$ 1,750.00	1,750	0	0	1,750
3.3.2.4-7	Community Rooms - Kitchen	Replace refridgerator (accessible)	Critical	20	40	-20	1	EA	$ 1,750.00	$ 1,750.00	1,750	0	0	1,750
3.3.2.4-8	Community Rooms - Bathroom	Relocate bathroom accessories for height compliance. (accessible)	Critical	N/A	N/A	N/A	10	EA	$ 250.00	$ 2,500.00	2,500	0	0	2,500
3.3.2.5-1	Unit Flooring	Demolish and replace sheet vinyl flooring in Kitchen with vinyl plank tile flooring.	Critical	20	40	-20	3,220	SF	$ 9.00	$ 28,980.00	28,980	0	0	28,980
3.3.2.5-2	Unit Flooring	Demolish and replace sheet vinyl flooring in Bathroom with new flooring and rubber baseboard.	Critical	20	40	-20	1,472	SF	$ 9.00	$ 13,248.00	13,248	0	0	13,248
3.3.2.6-1	Unit Walls and Ceilings	Patch and paint plaster and trim as required.	Moderate	N/A	N/A	N/A	10,000	SF	$ 1.10	$ 11,000.00	0	11,000	0	11,000
3.3.2.6-2	Unit Walls and Ceilings	Demolish existing ceiling, insulate for sound transition, and replace with GWB, mud, sand, and paint.	Moderate	N/A	N/A	N/A	12,420	SF	$ 10.50	$ 130,410.00	0	130,410	0	130,410
3.3.2.7-1	Unit Doors	Demolish and replace all unit doors from cooridor with new solid core doors and new hardware with level handle.	Critical	N/A	N/A	N/A	46	EA	$ 1,820.00	$ 83,720.00	83,720	0	0	83,720
3.3.2.7-2	Unit Doors	Demolish and replace all hollow core doors with new solid core doors and new hardware with level handle.	Critical	N/A	N/A	N/A	92	EA	$ 1,620.00	$ 149,040.00	149,040	0	0	149,040
3.3.2.8-1	Unit Kitchens	Demolish and replace base wall particle board cabinets with plastic laminate clad architectural cabinets.	Critical	25	40	-15	414	LF	$ 280.00	$ 115,920.00	115,920	0	0	115,920
3.3.2.8-2	Unit Kitchens	Demolish and replace upper wall particle board cabinets with plastic laminate clad architectural cabinets.	Critical	25	40	-15	414	LF	$ 230.00	$ 95,220.00	95,220	0	0	95,220
3.3.2.8-3	Unit Kitchens	Demolish and replace plastic laminate counter tops with new plastic laminate clad countertops.	Critical	25	40	-15	828	SF	$ 60.00	$ 49,680.00	49,680	0	0	49,680
3.3.2.8-4	Unit Kitchens	Replace stove and hood.	Moderate	N/A	N/A	N/A	46	EA	$ 1,750.00	$ 80,500.00	0	80,500	0	80,500
3.3.2.8-5	Unit Kitchens	Replace refridgerator.	Moderate	N/A	N/A	N/A	46	EA	$ 1,450.00	$ 66,700.00	0	66,700	0	66,700
3.3.2.9-1	Unit Bathroom	Replace all showers in standard units with low threshold showers and provide shower enclosures.	Critical	N/A	N/A	N/A	42	EA	$ 15,000.00	$ 630,000.00	630,000	0	0	630,000
3.3.2.9-2	Unit Bathroom	Demolish and replace all bathroom accessories in 10 years.	Moderate	20	10	10	46	EA	$ 1,150.00	$ 52,900.00	0	52,900	0	52,900
3.3.2.9-3	Unit Bathroom	Demolish and replace vanity with plastic laminate clad vanity.	Moderate	25	15	10	46	EA	$ 680.00	$ 31,280.00	0	31,280	0	31,280
3.3.2.9-4	Unit Bathroom	Demolish and replace wall cabinet with plastic laminate clad cabinet.	Moderate	25	15	10	46	EA	$ 255.00	$ 11,730.00	0	11,730	0	11,730
3.4	***Building Systems***									***$ 3,992,500***	***797,600***	***767,740***	***2,357,360***	***3,922,700***
3.4.1	*Fire Protection*									***$ 281,240***	***0***	***211,440***	***0***	***281,240***
3.4.1-1	Fire Suppression System	None in place. Consider providing Fire Suppression in all (3) Type A buildings, which contain: (12) 580 sf units, (2) 60 sf Laundry Rms, (2) seaparte one-story stairways, (1) double hgt 280 sf Lobby, (1) 50 sf Entry, (1) 80 sf Mechanical Rm, (2) 6' X 74' Corridors, (2) small Closets off Corridor.	Moderate	N/A	N/A	N/A	26,430	SF	$ 8.00	$ 211,440.00	0	211,440	0	211,440

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	TRADE COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical	Moderate	Long Range	
											Priority 1	Priority 2	Priority 3	
3.4.1-2	Fire Suppression System	None in place. Consider providing Fire Suppression in the (1) Type B buildings, which contain: (10) 580 sf units, (1) sf Community Rm, (2) 60 sf Laundry Rms, (2) seaparte one-story stairways, (1) double hgt 280 sf Lobby, (1) 50 sf Entry, (1) 80 sf Mechanical Rm, (2) 6' X 74' Corridors, (2) small Closets off Corridor	Moderate	N/A	N/A	N/A	8,725	SF	$ 8.00	$ 69,800.00	0	69,800	0	69,800
3.4.2	*Plumbing Systems*									***$ 808,500***	***108,500***	***171,000***	***529,000***	***808,500***
3.4.2-1	Water Supply	Consider increasing H2O Service for Fire Suppression, 1 additional service per building.	Critical	N/A	N/A	N/A	4	EA	$ 25,000.00	$ 100,000.00	100,000	0	0	100,000
3.4.2-2	Shock Arrestors for Laundry	Replace Shock Arrestors for Laundry, 2 per building	Moderate	15	40	N/A	8	EA	$ 1,000.00	$ 8,000.00	0	8,000	0	8,000
3.4.2-3	Domestic Hot Water	Add pipe insulation under sinks	Moderate	N/A	N/A	N/A	92	EA	$ 250.00	$ 23,000.00	0	23,000	0	23,000
3.4.2-4	Kitchen sinks & faucets in Units.	Replace at lifespan	Long Range	25	4	21	46	EA	$ 1,500.00	$ 69,000.00	0	0	69,000	69,000
3.4.2-5	Kitchen sink & faucet in Community Room.	Replace at lifespan	Critical	25	20	5	1	EA	$ 1,500.00	$ 1,500.00	1,500	0	0	1,500
3.4.2-6	Bathroom lavs & faucets in Units	Replace at lifespan	Long Range	25	4	21	46	EA	$ 1,500.00	$ 69,000.00	0	0	69,000	69,000
3.4.2-7	Bathroom lavs & faucets in Community Room.	Replace at lifespan	Critical	25	20	5	2	EA	$ 1,500.00	$ 3,000.00	3,000	0	0	3,000
3.4.2-8	Toilets in Units.	Replace at lifespan	Long Range	25	4	21	46	EA	$ 2,000.00	$ 92,000.00	0	0	92,000	92,000
3.4.2-9	Toilets in Community Room.	Replace at lifespan	Critical	25	20	5	2	EA	$ 2,000.00	$ 4,000.00	4,000	0	0	4,000
3.4.2-10	Tubs & surounds	Replace at lifespan	Long Range	25	4	21	46	EA	$ 5,000.00	$ 230,000.00	0	0	230,000	230,000
3.4.2-11	Shower valves	Replace at lifespan	Long Range	25	4	21	46	EA	$ 1,500.00	$ 69,000.00	0	0	69,000	69,000
3.4.2-12	Domestic hot water heater	Replace at lifespan	Moderate	12	4	8	4	EA	$ 35,000.00	$ 140,000.00	0	140,000	0	140,000
3.4.3	*Heating, Ventilation, & Air-Conditioning*									***$ 1,887,060***	***38,400***	***60,300***	***1,788,360***	***1,887,060***
3.4.3-1	Fin-Tube baseboard	Replace existing baseboard convectors with a more durable product such as Heating Edge.	Long Range	25	40	-15	1,104	LF	$ 140.00	$ 154,560.00	0	0	154,560	154,560
3.4.3-2	Empty baseboard enclosure	Replace empty baseboard enclosure in all locations	Long Range	25	40	-15	276	LF	$ 50.00	$ 13,800.00	0	0	13,800	13,800
3.4.3-3	Controls	Replace thermostats with 7-day programmable units and consider an integrated solution with management controls such as Pelican/Founten that provides the ability to limit excessive temperatures and monitoring to understand conditions and performance	Moderate	20	40	-20	48	EA	$ 600.00	$ 28,800.00	0	28,800	0	28,800
3.4.3-4	Bathroom Exhaust Fans	Replace bathroom Exhaust Fans with Panasonic Continuous exhaust set to code standard flow rates for apartment ventilation. Rather than using a continuous bathroom fan operation, an energy recovery ventilator system solution should be considered as it would provide better indoor air quality at a significantly lower heating and cooling cost. This could take the form of either a central ERV ducted to the dwelling units or individual ERVs for each unit. The costs and architectural considerations of this option are significant.	Critical	20	30	-10	48	EA	$ 800.00	$ 38,400.00	38,400	0	0	38,400
3.4.3-5	Entry/ Atrium Exhaust Fans	Consider use of a time-based control for entry/atrium exhaust fans.	Moderate	-	-	N/A	9	EA	$ 3,500.00	$ 31,500.00	0	31,500	0	31,500
3.4.3-6	Future Heating & Cooling Equipment	Consider and Study air source heat pumps	Long Range	N/A	N/A	N/A	54	EA	$ 30,000.00	$ 1,620,000.00	0	0	1,620,000	1,620,000
3.4.4	*Electrical Systems*									***$ 331,900***	***127,000***	***164,900***	***40,000***	***331,900***
3.4.4-1	Service & Metering	Replace each of the 4-building main service Meter sockets and main Service Disconnect with new 600 amp 120/240V Main Service Disconnect.	Critical	45	40	5	4	EA	$ 9,500.00	$ 38,000.00	38,000	0	0	38,000
3.4.4-2	Distribution System	Routinely test all GFCI receptacles in each mechanical space, bathroom, and kitchen.	Critical	15	15	0	184	EA	$ 25.00	$ 4,600.00	4,600	0	0	4,600
3.4.4-3	Distribution System	Replace receptacles with AFCI receptacles if the apartment load center is not scheduled for an immediate update to AFCI breakers.	Critical	40	20	20	184	EA	$ 50.00	$ 9,200.00	9,200	0	0	9,200
3.4.4-4	Distribution System	Consider adding receptacle counts in rooms per the current code-requirement of every 12-feet of wall or fraction thereof.	Moderate	20	0	20	92	EA	$ 350.00	$ 32,200.00	0	32,200	0	32,200
3.4.4-5	Distribution System	Consider new 100A, 120/240V, 1-Phase, 3-wire load centers in each apartment. GFCI/AFCI breakers to be included in Load Center schedule for the refrigerator and any inaccessible 120v receptacle located within 6-ft of a sink.	Critical	45	40	5	46	EA	$ 1,200.00	$ 55,200.00	55,200	0	0	55,200

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	TRADE COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical	Moderate	Long Range	
											Priority 1	Priority 2	Priority 3	
3.4.4-6	Emergency Power	Consider separating Common Area life safety systems from Mechanical, Washer/Dryer, and Door Control Power.	Critical	45	40	5	8	EA	$ 2,500.00	$ 20,000.00	20,000	0	0	20,000
3.4.4-7	Lighting & Lighting Controls	Continue replacing all kitchen and bathroom light fixtures with efficient LED fixtures.	Moderate	10	5	5	92	EA	$ 250.00	$ 23,000.00	0	23,000	0	23,000
3.4.4-8	Lighting & Lighting Controls	Continue replacing front/back entryway and commona area lights with efficient LED fixtures and consider motion sensors and timers for added efficiencies.	Moderate	10	5	5	160	EA	$ 400.00	$ 64,000.00	0	64,000	0	64,000
3.4.4-9	Lighting & Lighting Controls	Consider replacing light poles with LED lamp technology with electric eye response to seasonal lighting demands.	Moderate	30	40	-10	10	EA	$ 2,500.00	$ 25,000.00	0	25,000	0	25,000
3.4.4-10	Lighting & Lighting Controls	Consider adding an integrated exhaust fan with nightlight feature in all bathrooms as bathrooms were just exhaust systems.	Moderate	15	0	15	46	EA	$ 450.00	$ 20,700.00	0	20,700	0	20,700
3.4.4-11	Other Systems	Provide a Faraday lightning protection system with UL Master Label	Long Range	50	0	50	4	EA	$ 10,000.00	$ 40,000.00	0	0	40,000	40,000
3.4.5	*Telecommunications*									***$ 112,500***	***0***	***112,500***	***0***	***112,500***
3.4.5-1	Service	Add a Structured Media Cabinet (SMC) to each apartment with CAT-6e telephone and data carrying capability.	Moderate	30	40	-10	50	EA	$ 1,500.00	$ 75,000.00	0	75,000	0	75,000
3.4.5-2	Service	Consider distributing CAT-6e data and coaxial cable outlets from the SCM to the living room and each bedroom.	Moderate	25	0	25	50	EA	$ 750.00	$ 37,500.00	0	37,500	0	37,500
3.4.6	*Security Systems*									***$ 358,400***	***310,800***	***47,600***	***0***	***358,400***
3.4.6-1	Access Control	Add new intercom system between the apartments and the lobby vestibule.	Critical	30	40	-10	56	EA	$ 5,000.00	$ 280,000.00	280,000	0	0	280,000
3.4.6-2	Access Control	Add door contact position alarms to all points of door access/egress to sound local alarm for doors opened longer than 90-seconds.	Critical	30	40	-10	8	EA	$ 350.00	$ 2,800.00	2,800	0	0	2,800
3.4.6-3	Access Control	Add an integrated audio/video access control station at the main lobby vestibule and within each apartment to allow Residents to safely confirm the identity of Visitors before granting access.	Moderate	25	0	25	56	EA	$ 850.00	$ 47,600.00	0	47,600	0	47,600
3.4.6-4	Access Control	Door Access Control System to be integrated with NHA Standards. Provide key fob access at all doorways commonly used by the residents. The use of traditional cylinder-lock systems to remain at apartment doors.	Critical	25	0	25	8	EA	$ 3,500.00	$ 28,000.00	28,000	0	0	28,000
3.4.7	*Fire Alarm and CO Detection*									***$ 212,900***	***212,900***	***0***	***0***	***212,900***
3.4.7-1	Fire Alarm and CO Detection	Provide new addressable fire alarm system and connection to the fire department.	Critical	20	40	-20	4	EA	$ 6,500.00	$ 26,000.00	26,000	0	0	26,000
3.4.7-2	Fire Alarm and CO Detection	The design of the fire alarm system will be based on engineering criteria as defined by NFPA 72 and The Massachusetts State Building Code 780 CMR. The system will be supported by standby batteries. The batteries will support 24-hours of full supervisory operation followed by 15 minutes of alarm.	Critical	20	40	-20	184	EA	$ 350.00	$ 64,400.00	64,400	0	0	64,400
3.4.7-3	Fire Alarm and CO Detection	Provide combination audiovisual signaling appliances as required per NFPA 72. Standalone devices may be used to augment combination units when necessary. The audiovisual notification appliances will be in all egress pathways. The devices will follow the Americans with Disabilities Act (ADA)	Critical	20	40	-20	184	EA	$ 325.00	$ 59,800.00	59,800	0	0	59,800
3.4.7-4	Fire Alarm and CO Detection	Photoelectric smoke detectors will be in all egress pathways spaced 30 feet on center, and 15 feet from all stairwells and opposing walls. Smoke detectors will also be located at the top, bottom of each stairway and mechanical equipment room.	Critical	20	40	-20	112	EA	$ 350.00	$ 39,200.00	39,200	0	0	39,200
3.4.7-5	Fire Alarm and CO Detection	The Communications Closet shall host the Main Fire Alarm Panel and Notifications system to Needham Fire Dispatch.	Critical	20	40	-20	4	EA	$ 1,500.00	$ 6,000.00	6,000	0	0	6,000
3.4.7-6	Fire Alarm and CO Detection	Carbon monoxide detectors are required as there is gas burned in the building for heat.	Critical	20	40	-20	50	EA	$ 350.00	$ 17,500.00	17,500	0	0	17,500

SCOPE ITEM	SYSTEM	RECOMMENDED ACTION	PRIORITY CATEGORY	AVG. LIFE	AGE NOW	REMAINING USEFUL LIFE	QTY	UNIT TYPE	UNIT COST	TRADE COSTS	TRADE COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS
											Critical Priority 1	Moderate Priority 2	Long Range Priority 3	
4.1.1	***Hazardous Materials***									***$ 57,000***	***0***	***57,000***	***0***	***57,000***
4.1.1-1	Asbestos Containing Materials	Tan Pebble Pattern Linoleum & Associated Mastic.	Moderate	10-20	Unknown	Unknown	2,500	SF	$ 10.00	$ 25,000.00	0	25,000	0	25,000
4.1.1-2	Asbestos Containing Materials	Black Mastic underneath Brown Carpet.	Moderate	5-15	Unknown	Unknown	2,000	SF	$ 10.00	$ 20,000.00	0	20,000	0	20,000
4.1.1-3	Asbestos Containing Materials	Brown Pebble Pattern Linoleum underneath Gray Carpet.	Moderate	10-20	Unknown	Unknown	1,200	SF	$ 10.00	$ 12,000.00	0	12,000	0	12,000
7.1.11	***Code - Accessibility***									***$ 171,600***	***$ 171,600***	***$ -***	***$ -***	***171,600***
7.1.11-1	Accessibility - Exterior	Correct grading and paving issues (see 3.2 above)	Critical	N/A	N/A	N/A	0	-	$ -	$ -	0	0	0	0
7.1.11-2	Accessibility - Exterior	Provide new site, exterior, and interior signage.	Critical	N/A	N/A	N/A	20	EA	$ 300.00	$ 6,000	6,000	0	0	6,000
7.1.11-3	Accessibility - Exterior	Replace non-compliant handicapped accessible ramps at entry doors	Critical	N/A	N/A	N/A	8	EA	$ 5,000.00	$ 40,000	40,000	0	0	40,000
7.1.11-4	Accessibility - Interior	Provide 5% of the units as Group 2A units.	Critical	N/A	N/A	N/A	2	EA	$ 35,500.00	$ 71,000	71,000	0	0	71,000
7.1.11-5	Accessibility - Interior	Provide 2% of the units as hearing impaired units.	Critical	N/A	N/A	N/A	1	EA	$ 15,000.00	$ 15,000	15,000	0	0	15,000
7.1.11-6	Accessibility - Interior	Replace the existing community room kitchen with an accessible kitchen. (See 3.3.2.4 above)	Critical	N/A	N/A	N/A	0	-	$ -	$ -	0	0	0	0
7.1.11-7	Accessibility - Interior	Replace the existing community room restrooms with accessible restrooms. (See 3.3.2.4 above)	Critical	N/A	N/A	N/A	0	-	$ -	$ -	0	0	0	0
7.1.11-8	Accessibility - Interior	Enlarge the existing laundry rooms on the first floors and provide accessible washers and dryers.	Critical	N/A	N/A	N/A	4	EA	$ 7,500.00	$ 30,000	30,000	0	0	30,000
7.1.11-9	Accessibility - Interior	Demolish and replace metal mailbox stations at Lobby with new metal mailbox station for 12 units to meet accessiblity standards.	Critical	N/A	N/A	N/A	4	EA	$ 2,400.00	$ 9,600	9,600	0	0	9,600
TOTALS BY DEFICIENCY CATEGORY										**$8,458,910**	**$2,874,750**	**$1,252,600**	**$4,261,760**	**$8,389,110**

	COSTS BY PRIORITY CATEGORY			TOTAL COST OVER 20 YEARS	
	Critical Priority 1	Moderate Priority 2	Long Range Priority 3		
TOTALS PER HUD					
Cost per Action	**$ 2,874,750**	**$ 1,252,600**	**$ 4,261,760**	**$ 8,389,110**	
Design & Estimating Contingency	**0%**	**0%**	**0%**		
Mark-Ups (HUD)	**30%**	**30%**	**30%**		30%
Escalation	**10.13%**	**23.63%**	**68.63%**		
TOTAL BY DEFICIENCY CATEGORY	**$ 4,028,243**	**$ 1,924,307**	**$ 8,464,921**	**$ 14,417,470**	
Per Unit	*$ 87,570*	*$ 41,833*	*$ 184,020*	*$ 313,423*	
TOTALS PER PM&C					
Cost per Action	**$ 2,874,750**	**$ 1,252,600**	**$ 4,261,760**	**$ 8,389,110**	
Design & Estimating Contingency	**15%**	**15%**	**15%**		
Mark-Ups (PM&C)	**49%**	**49%**	**49%**		64%
Escalation	**10.13%**	**23.63%**	**68.63%**		
TOTAL BY DEFICIENCY CATEGORY	**$ 5,008,676**	**$ 2,351,506**	**$ 9,918,394**	**$ 17,278,576**	
Per Unit	*$ 108,884*	*$ 51,120*	*$ 215,617*	*$ 375,621*	

SECTION 6 SOURCES OF INFORMATION

6.1 Staff Interview

During the Staff Interview held on February 16, 2022, the NHA staff noted the following reoccurring maintenance issues for NHA and grievances from residents:

- Despite fully replacing the exterior walls from the studs outward and the roofs in 2015, residents have raised concerns over microbial growth, but third-party investigations have shown that these issues are not significant.
- Concrete floor slab depressions issues throughout.
- Each building is surrounded by vegetation on a slope on one side. This creates consistent shade.
- Parking lot and paving deterioration.
- Concrete handicapped ramps into each building are falling apart.
- Sound transfer issues between 1st and 2nd floors.
- Limited storage.

6.2 Previous Resident Surveys

- An Assessment of Needham Housing Authority Residents: Assets & Opportunities, by Needham Department of Health & Human Services, dated January 2020
- Resident Survey Tally, by NHA, dated October 1, 2021: Survey assessed resident opinion of general building and site conditions, maintenance services, safety on site and within buildings, and community social life. All responses fell within the designation of agreement or satisfaction but for some dissatisfaction with existing fire safety precautions.
- Soundproofing Issue Letter to NHA by Cook's Bridge Tenant Association, dated January 15, 2022

6.3 Maintenance History

SUMMARY OF KNOWN MAJOR MAINTENANCE HISTORY	
REPAIRS / REPLACEMENTS	**DATE**
Re-Roofing / Balcony Replacement	1996
Siding Replacement with Cement Fiberboard	1997
Replacement of Entry Doors	Unknown
Replacement of exterior wall systems and roofs from the studs outward	2015
Replacement of Boilers	2018

6.4 Previous Reports

- Initial Enclosure and Structural Assessment, by Simpson Gumpertz & Heger, dated May 19, 2015
- NHA Facilities Master Plan, by Architects + Planners, dated February 21, 2019
- Five-Year Capital Plan, by HUD, dated October 31, 2021
- Unit Mix Summary for Rehabilitation & New Construction, by NHA, undated

6.5 Previous Drawings

- Assessors Plan No. 83, by Town of Needham, dated 1956
- Original Drawing Set (Partial), by Chisolm Washington Associates, Inc. dated May 10, 1982
- Drainage System for Turnkey Housing Plan, by Town of Needham, dated August 1982
- Cook's Bridge Housing Sewer Drawing, by Town of Needham, undated

SECTION 7 APPENDICES

7.1 Building Code Analysis: Seabeds Way

7.2 Limited Hazardous Materials Inspection Reports by Fuss & O'Neill

- Asbestos Lab Results & Chain-of-Custody Form
- Lead-Based Paint Data

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SECTION 7.1: BUILDING CODE ANALYSIS

SEABEDS WAY
NEEDHAM HOUSING AUTHORITY – EXISTING BUILDINGS
22-46 SEABEDS WAY

NEEDHAM, MA

Prepared by
Dietz & Company Architects, Inc.

December 23, 2022
Project No. 22138B

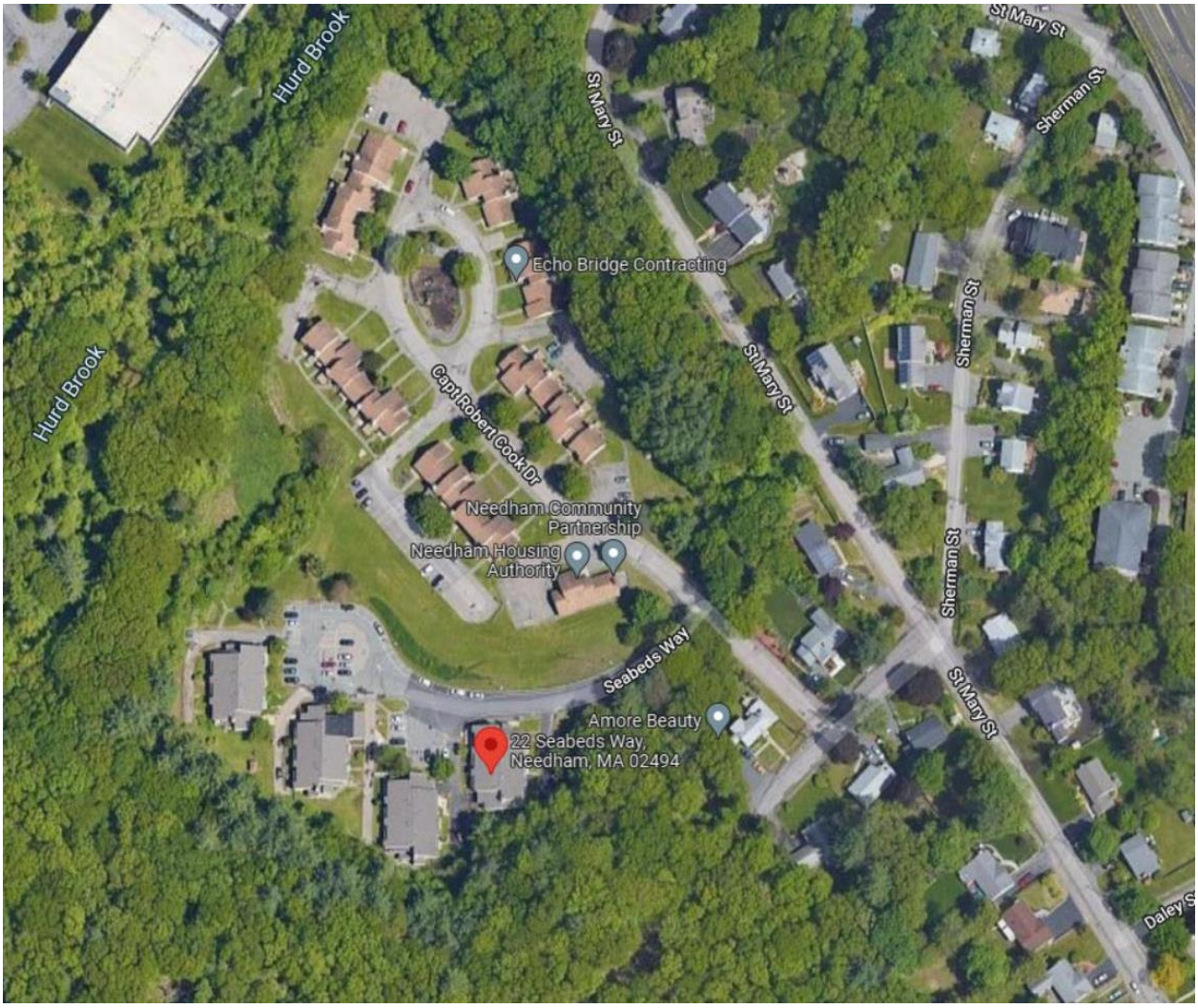
7.1.1 INTRODUCTION

OVERALL

Seabeds Way is a complex of four two story multi-family buildings arranged along a cul-de-sac that runs off of Captain Robert Cook Drive. The addresses for the four buildings are 22 – 46 Seabeds Way in Needham, MA. Seabeds Way was developed as a turnkey project for the Needham Housing Authority at the same time and by the same developer and architect in the early 1980s as the family development of townhouses at Captain Robert Cook.

The following report is an analysis of building code issues relative to the continuing use of the existing buildings following renovations. We conducted several field visits to review the buildings, but have not conducted a detailed inspection, nor have we performed any comprehensive testing, exploratory demolition, or other such research. We are relying on information conveyed to us by the building owner, available documentation on the building, and information available to us through public resources.

This code review is based on the requirements of 780 CMR 104.2.2.1 Building Investigation and Evaluation, which call for an investigation and evaluation of the effects of any proposed work on structural systems, means of egress, fire protection, energy conservation, lighting, hazardous materials, accessibility, and ventilation.



Aerial view of Captain Robert Cook to north and Seabeds Way to south

7.1.2. APPLICABLE CODES AND STANDARDS

This code review consists of an analysis of the applicability of the following codes and regulations relating only to the proposed renovations in question:

CODE TYPE	APPLICABLE CODE	ABBREVIATION CODE
Building	Massachusetts State Building Code - 780 CMR 51.00, 9th Edition, based on the 2015 International Building Code (IBC) and the 2015 International Existing Building Code (IEBC), both with Massachusetts Amendments**	IBC IEBC
Fire Prevention	527 CMR – Massachusetts Fire Prevention Regulations (based on the 2012 NFPA 1)	527 CMR
Accessibility	521 CMR – Massachusetts Architectural Access Board Regulations (MAAB) 2010 ADA Standards (ADAS) Fair Housing Act Design Manual (FHADM) Uniform Federal Accessibility Standards (UFAS)	521 CMR or MAAB ADAS FHADM UFAS
Electrical	NFPA 70, 2014 Edition, National Electrical Code as amended by 527 CMR 12.00	NEC
Mechanical	2015 International Mechanical Code (IMC) as amended by 780 CMR 28	IMC
Plumbing	248 CMR – Massachusetts Fuel Gas and Plumbing Code	248 CMR
Energy	2018 International Energy Conservation Code (IECC) or ASHRAE 90.1-2010 as amended by 780 CMR 13 Massachusetts Stretch Code	IECC Stretch Code
Housing	105 CMR - Massachusetts State Sanitary Code	105 CMR
Other	National Fire Protection Association (NFPA) Standards, as referenced by the 780 CMR and 527 CMR, including: NFPA 10, 2007 Edition, Standard for Portable Fire Extinguishers NFPA 13, 2013 Edition, Standard for the Installation of Sprinkler Systems NFPA 72, 2010 Edition, National Fire Alarm and Signaling Code	NFPA

7.1.3. EXISTING BUILDING GENERAL INFORMATION

BUILDING GROSS SQUARE FEET Building Designation	First Floor	Second Floor	Totals
22 Seabeds Way	4,360	4,115	8,475
26 Seabeds Way	4,360	4,115	8,475
34 Seabeds Way (Comm. Cntr.)	1,090	0	1,090
40 Seabeds Way	3,845	3,845	7,690
46 Seabeds Way	4,360	4,115	8,475
TOTALS			**34,205**

There are two basic floor plans; three 12 unit buildings and one 10 unit building with a community space. Each of the four buildings are arranged with a stairway at either end of a double loaded corridor. There are no elevators in any of the buildings.

Use Group Classifications	R-2 Multifamily (Floors 1 and 2)
Accessory Use Groups	A-3 – Assembly S – Storage U – Utility (Boiler Rooms)
Type of Construction	VB – Unprotected, combustible wood frame
Existing height above grade plane	Highest is 30'-0" to peak of roof
Existing stories above grade	2 floors

These buildings appear to have been constructed under the 4th Edition of 780 CMR, Massachusetts State Building Code, which, at that time, would have classified the construction type as 4B construction, unprotected wood frame. Type 4B construction prescribed 0-hour fire resistance rated primary structural frame, bearing walls, floor construction, and roof construction. Stairways, dwelling unit separations, exit access corridors were required to be 1-hour fire resistance rated. According to the limited drawings available for our review, the construction seems to adhere to these requirements, however, it is unclear what the actual rating is between the first and second floor.

At 34-40 Seabeds Way, the community room is separated from the rest of the building by 1-hour fire resistance rated walls. There is no unit above it.

Under the 9th Edition of 780 CMR the construction appears to be Type VB construction, unprotected wood frame with wood roof trusses, set on concrete slabs-on-grade. Type VB construction is characterized by a 0-hour fire resistance rated primary structural frame, 0-hour fire resistance rated bearing walls, 1-hour fire resistance rated floor construction and secondary members, and 0-hour fire resistance rated roof construction and secondary members (780 CMR Table 601).

At the time of their construction, the 4th Edition of 780 CMR would have allowed the buildings' construction based on their conformance with the height and area limitations in effect.

UNIT BREAKDOWN			
BUILDING DESIGNATION	**1-BEDROOM UNITS**	**1-BEDROOM ACCESSIBLE UNITS**	**TOTAL**
22 Seabeds Way	12	0	12
26 Seabeds Way	12	0	12
34-40 Seabeds Way	10	0	10
46 Seabeds Way	12	0	12
TOTALS	**46**	**0**	**46**

Note that as discussed later in Part 9 Accessibility, none of the units are accessible, as they do not meet either MAAB or UFAS standards for accessibility.

It is not anticipated that there will be any changes proposed to the above unit mix except to address issues of accessibility.

7.1.4. PROPOSED RENOVATIONS

Existing Building Alterations Code Approach: In accordance with the MA IEBC Section 101.5.2, the Work Area Compliance Method will be the likely code compliance approach for these buildings to comply with Chapters 4-12 of the MA IEBC. Level 1[1], and Level 2[2] Alteration work is required to comply with 780 CMR Chapter 34.

The level of renovations within the buildings on all floors would likely involve less than 50% of the aggregate building area and limited reconfiguration of space or new walls are proposed, therefore the majority of the spaces in the buildings would be considered a Level 1 Alteration. Reconfigurations required for accessibility would be considered a Level 2 Alteration. Note that these areas can be separately designated and the requirements for each area determined by the applicability of the level of alteration. Following is an analysis of what potential repairs and alterations would fall into each Alteration category per MA IEBC Section 501.

Level of Alterations	IEBC Citation	Anticipated Work
Repairs	Ch. 6	Repairs to concrete slabs Replacement of finishes Removal/replacement of non-code compliant wall-mounted objects

[1] Level 1 Alteration work includes the removal and replacement or the covering of existing materials, elements, equipment or fixtures using new materials, elements, equipment or fixtures that serve the same purpose.

[2] Level 2 Alteration work includes the reconfiguration of spaces, the addition, or elimination of any door or window, reconfiguration of expansion of any system, or the installation of any additional equipment where the Work Area is the less than 50% of the aggregate building area.

Level of Alterations	IEBC Citation	Anticipated Work
		Replacement of heating baseboard Replacement of lighting
Level 1 (No Work Areas or reconfigured spaces)	Ch. 7	Replacement of handicapped accessible ramps Replacement of common stair handrails Replacement of common area doors and hardware Replacement of unit doors and hardware Correction of sound transmission from floor to floor
Level 2 (Work Area alterations or reconfigured spaces less than 50% of building area)	Ch. 8	Reconfiguration of 3 units for accessibility, including kitchens and bathrooms Replacement of community room kitchen Replacement of unit kitchens
Level 3 (Work Areas or reconfigured spaces greater than 50% of building area)	Ch. 9	None

Note that site work, such as paving, landscaping, storm system reconfigurations, etc. are not considered work area activities and will have no impact on the designation of the Level of Alterations. Similarly, the replacement of the storage sheds will not impact this analysis, as they are considered accessory buildings.

7.1.5. EXISTING STRUCTURAL CONDITIONS

Existing Structural System: The lack of available documentation on the buildings limits the ability to analyze the existing structural systems. Based on the limited site observations performed it does not appear that there are any structural conditions requiring attention, with one possible exception.

Relative to possible structural issues, a crack in the gypsum wallboard was observed in the corner of one of the buildings at the second floor laundry room. This issue is not consistent at all four buildings.

Assessment: Based on a walk-through observation of accessible spaces, the main building structures appear to be generally in good condition. Deteriorated or distressed structure was not observed on the exteriors or interiors of the buildings. It is assumed that the envelope repairs performed in 2015 would have corrected any rotted framing.

The proposed renovations will likely not require structural alterations, except in very limited locations. As these alterations will fall far short of the 30% of the total floor and roof areas of the building, the existing building will not require lateral or seismic upgrades (2015 IEBC 907.4).

Deficiencies: None noted.

Actions: None required.

7.1.6. MEANS OF EGRESS CONDITIONS

Assessment: There are currently 46 units of housing, 12 in each of three buildings and 10 in the other building. There are 2 interior common egress stairs at either end of a double loaded corridor for these walk-up units. All units have two means of egress. The unit entry doors exit into the corridor that leads to two rated stairwells.

FLOOR AND SPACE	OCC. TYPE	SF PER OCC	SF OF SPACE	CODE REQUIRED NO. OCC	ACTUAL OCCUPANTS NO. OCC*
First Floor					
6 Units Per Floor	Residential	200	3,672	18	12
Second Floor					
6 Units Per Floor	Residential	200	3,672	18	12
TOTAL OCCUPANCY				**36**	**24**

* Actual number of occupants is based on the maximum allowable occupancy per 105 CMR State Sanitary Code.

An analysis of one of the three buildings with the highest occupancy shows that there appear to be no egress issues. The doors to the stairs, as well as the doors to exit the building are adequately sized for this occupant load.

The existing drawings appear to indicate a one hour fire rating on the existing exit stairways and the main corridors. It is unknown if the existing unit doors from the corridors are fire rated.

Deficiencies: None noted.

Actions: None required.

7.1.7. FIRE PROTECTION SYSTEMS

Existing Fire Protection System: The buildings are not protected with automatic fire sprinklers or standpipes. The buildings do not have stair pressurization systems, nor are they required to.

When the buildings were first constructed in the 1980s, there was no fire sprinkler coverage or standpipes. The 4th edition of the Massachusetts State Building Code did not require fire sprinklers or standpipes for this use group.

Assessment: The planned level of renovations will probably not trigger compliance with the current code for the installation of sprinkler system protection throughout the buildings. The Massachusetts Amendments of the IEBC at 301.1 refers one to 780 CMR 903.2, which references MGL c.148, Section 26I, which reads as follows:

> *Section 26I. In a city, town or district which accepts the provisions of this section, any building hereafter constructed or hereafter substantially rehabilitated so as to constitute the equivalent of new construction and occupied in whole or in part for residential purposes and containing not less than four dwelling units including, but not limited to, lodging houses, boarding houses, fraternity houses, dormitories, apartments, townhouses, condominiums, hotels, motels and group residences, shall be equipped with an approved system of automatic sprinklers in accordance with the provisions of the state building code. In the event that adequate water supply is not available, the head of the fire department shall permit the installation of such other fire suppressant systems as are prescribed by the state building code in lieu of automatic sprinklers. Owners of buildings with approved and properly maintained installations may be eligible for a rate reduction on fire insurance.*

Deficiencies: None noted.

Actions: As MGL c.148, Section 26I is a local option law, it should be confirmed whether Needham has adopted it. However, it is unlikely that any renovations would approach the definition of "substantial rehabilitation." This issue is governed by the head of the Fire Department, so it is recommended that they be consulted prior to undertaking design of any renovations.

FIRE DETECTION SYSTEMS

Assessment: The buildings have conventional hardwired fire alarm systems, smoke detection systems, and CO detection systems. Signaling devices are original to the construction of the buildings and do not meet current MAAB and ADA requirements. The fire alarm panels, with the exception of one building, are also original to the construction of the building. Some of the smoke detectors in the units are newer and are equipped with tamper-proof ten-year batteries.

Deficiencies: Inconsistencies between the buildings may cause concern for the local fire department. Maintenance of the smoke detectors is left to the individual unit residents. As not all units are equipped with tamper-proof ten-year batteries, this may leave some units unprotected. Lack of signaling devices that meet MAAB and ADA requirements leave visually and hearing impaired residents less protected.

Actions: The planned renovations trigger minor upgrades to the existing limited system. The renovations do not require the installation of a complete system. The code requires that the existing fire alarm and detection system be upgraded to meet IEBC 302.10, as amended by Massachusetts. This would require heat detectors at entrance doors to units, smoke detectors in common areas, and hardwired, interconnected smoke detectors sounding in units only. The manual fire alarm system pull stations would similarly be upgraded to meet IBC 907.2.4.1 Exception 2, as amended by Massachusetts.

It is recommended to go beyond these requirements and provide a Class A Fully Addressable Fire Alarm System for all four buildings. The upgraded system will now comply with NFPA 72 for this system type.

Per 527 CMR, there should be local CO detection in areas with fuel gas usage, such as the Boiler Rooms.

7.1.8. ENERGY CONSERVATION CONDITIONS AND REQUIREMENTS

Assessment: The existing buildings' energy performance does not meet current standards for energy performance. As a green community Needham has adopted the state Stretch Code. The Stretch Code is applicable to alterations, renovations, and additions of existing residential structures, although the requirements are less stringent than those for new construction. However, since alterations are permitted without requiring the entire building to comply with the 2015 IECC (IEBC 607.1), no upgrades are required. Only those systems or portions of the buildings that are altered are required to comply with the energy conservation requirements. The alterations that were made in 2015 to the building envelope and roofing would have been the time to bring the buildings into compliance with the current IECC.

Deficiencies: The exterior walls appear to be minimally insulated, despite the renovations performed in 2015. The windows were also replaced recently, so there is limited opportunity for a cost effective upgrade to increase energy efficiency.

Actions: Consider performing blower door tests on some typical units to identify potential areas of energy loss. Upgrade all lighting to LED fixtures.

7.1.9. LIGHTING AND VENTILATION CONDITIONS

LIGHTING

Existing Conditions: Fixtures are of varying dates based on tenant turnover and maintenance. Existing lighting in the units consists of a mixture of ceiling fixtures and switched outlets. Existing lighting in the common areas consists of wall fixtures and ceiling fixtures. Lighting is a mixture of incandescent, fluorescent, CFLs, and LEDs.

Assessment: All lighting is in fair to poor condition in the units. Some of the lighting was upgraded with LED bulbs.

Actions: Replace all common area and unit lighting with new LED fixtures. Consider occupancy sensors or 50% reduction in lighting levels in stairways and laundries.

VENTILATION

Existing Conditions: Fresh air for the units in the tower is currently provided by exhaust fans for kitchen stacks and bathroom stacks. This system is poorly balanced and relies on infiltration through the building envelope to provide fresh air, including operable windows.

Assessment: The building's ventilation systems are not working well, are poorly balanced, and the building envelope is leaky.

Actions: Consider Heat Recovery Ventilators (HRVs) to continuously exhaust the bathrooms and kitchens. The units should be equipped with a boost function to provide additional exhaust when the bathroom is occupied (light switch on). The boost should continue to operate for 10 additional minutes after the light switch is turned off to more fully exhaust the moisture/odor from the bathroom.

7.1.10. HAZARDOUS MATERIALS

Assessment: The buildings have been surveyed for hazardous materials. Following are the identified materials and locations for asbestos containing materials:

Asbestos Containing Materials	Location
Linoleum and mastic	Kitchens in some units
Mastic under carpeting	Common corridors
Linoleum under carpet	First floor lobbies

None of the surfaces tested positive for lead.

Actions: Asbestos containing materials should be removed and disposed of when renovations to those impacted areas are performed.

7.1.11. ACCESSIBILITY

For any renovation of federally or state supported affordable housing in Massachusetts, there are four codes/standards that may apply to some or all areas of the buildings and site:

- The Americans with Disabilities Act, which references the 2010 ADA Standards for Accessible Design ("2010 ADA Standards", "ADAS")
- Fair Housing Act, which references the Fair Housing Act Design Manual ("FHADM") or other safe harbor as identified by the Department of Housing and Urban Development (HUD)
- Section 504 or the Rehabilitation Act of 1973, which references the Uniform Federal Accessibility Standards ("UFAS")
- 521 CMR: The Rules and Regulations of the Massachusetts Architectural Access Board ("MAAB")

This chart summarizes the accessible design standards that apply based on the potential sources of funding for renovations to the project.

Funding Sources	521 CMR	UFAS	FHA	Likely Source?
Community Based Housing Program (CBH)	√		√	NO
Low Income Housing Tax Credits; 4% & 9% (QAP)	√	√	√	YES
Historic Tax Credit	√	√	√	NO
State Historic Tax Credit	√		√	NO
State Housing Tax Credit	√		√	YES
CDBG	√	√	√	YES
HOME	√	√	√	YES
Housing Stabilization Fund (HSF)	√		√	YES
Housing Innovation Fund	√		√	YES
Facilities Consolidation Fund	√		√	NO
Affordable Housing Trust Fund	√		√	YES
CAT-NIP	√		√	NO
Transit Oriented Node (TOD)	√		√	NO
Leading the Way	√		√	NO
Inclusionary Zoning Funds	√		√	NO
Privately Financed	√		√	NO
Federal Loan Guarantees	√		√	YES

521 CMR – MASSACHUSETTS ARCHITECTURAL ACCESS BOARD (MAAB) REGULATIONS

Assessment: Because these buildings are by definition *public building*s, any renovations are subject to 521 CMR Massachusetts Architectural Access Board regulations (MAAB). There are several levels of compliance required for existing buildings, depending on the amount of renovation work being performed. Generally speaking, these are as follows:

- No renovation work: No requirements.
- Less than $100,000 in renovation work: Only the work being performed needs to be in compliance with MAAB.
- Greater than $100,000 in renovation work: The work being performed needs to be in compliance with MAAB and an accessible entrance, accessible toilet room, accessible telephone, accessible drinking fountain (if telephones, toilet rooms, and drinking fountains are provided) need to be provided.
- Less than $500,000 if the work is exempted from the calculations. The exempted work is that which is limited solely to electrical, mechanical, or plumbing systems; roof repair or replacement window repair or replacement or masonry repair.
- Greater than 30% of the *full and fair cash value* in renovation work: The entire building needs to be brought into compliance with the MAAB.

There are two ways to calculate the *full and fair cash value* of the buildings: First is to use the assessed valuation of the building only as recorded in the municipality (see definitions in 521 CMR 5.00), and the second is to calculate the replacement cost specifically for multiple dwellings owned by a public sector agency such as the Needham Housing Authority (see definitions in 521 CMR 5.00). Following are these two calculations for the 30% of the *full and fair cash value* of the buildings trigger point.

Assessed Value Calculation	
Assessed value of all 4 buildings	$ 3,548,429
30% trigger	times 30%
Total trigger value for renovations	$ 1,064,529
Replacement Cost Calculation	
Total square footage of buildings	34,205 sf
Replacement cost per sf allowance (521 CMR 5.0)	$ 73.32 per sf
Replacement cost	$ 2,507,911
30% trigger	times 30%
Total trigger value for renovations	$ 752,373

The existing buildings are not currently in compliance with requirements of the Massachusetts Architectural Access Board regulations (MAAB). The total construction cost planned for this project may be above the thresholds calculated, so the four buildings, as well as the site, will

need to be brought into full compliance with the requirements of MAAB or variances obtained for conditions that are structurally or financially infeasible.

Deficiencies: The existing site has some parking and paving conditions that do not meet MAAB regulations, including parking space sizes and clearances, improper slopes, and lack of proper signage. The existing buildings' common areas, units, and community room do not fully meet MAAB requirements. There are no accessible units in the complex.

Actions: At a minimum, the following corrective actions will need to be taken:

- Correct grading and paving issues,
- Provide new site, exterior, and interior signage.
- Provide 5% of the units as Group 2A units, which is 2 units. Note that MAAB rounds up for fractions over .5.
- Provide 2% of the units as hearing impaired units, which is 1 unit.
- Replace the existing community room kitchen with an accessible kitchen.
- Replace the existing community room restrooms with accessible restrooms.
- Enlarge the existing laundry rooms on the first floors and provide accessible washers and dryers.
- Replace non-compliant handicapped accessible ramps at entry doors or consider re-grading to eliminate ramps.
- Provide accessible second means of egress at first floors.
- Remove miscellaneous obstructions at door clearance areas.

Possible variances that may be considered are as follows:

- Stairway treads and risers.
- Possibly some site re-grading that may not be feasible.

Note that as a renovation, these buildings are exempt from the Group 1 requirements. There is also no requirement to provide an elevator to the second floors.

FEDERAL – UNIFORM FEDERAL ACCESSIBILITY STANDARDS (UFAS)

Assessment: Because this complex may, due to the various funding sources, be subject to Section 504/24 CFR 8 requirements if they meet the threshold of *substantial alterations,* which are defined as follows:

> *If alterations are undertaken to a project that has 15 or more units and the cost of the alterations is 75 percent or more of the replacement cost of the completed facility, then the provisions of 24 CFR 8.22 (a) and (b) for new construction apply, with the sole exception that load bearing structural members are not required to be removed or altered. If alterations of*

> *single elements or spaces of a dwelling unit when considered together, amount to an alteration of a dwelling unit, the entire dwelling unit shall be made accessible. Once 5 percent of the dwelling units in a project are readily accessible to and usable by individuals with mobility impairments, then no additional elements of dwelling units or entire dwelling units are required to be accessible under this paragraph.*

At minimum, the proposed renovations will likely meet the definition of *Other Alterations*, as follows:

> *When other alterations are undertaken, including, but not limited to modernization, such alterations are required to be accessible to the maximum extent feasible, up until a point where at least 5 percent of the units in a project are accessible unless HUD prescribes a higher number or percentage pursuant to 24 CFR § 8.23 (b)(2). PHAs should also include up to 2 percent of the units in a development accessible for persons with hearing and vision impairments. See 24 CFR. § 8.32 (c) for exception regarding removing or altering a load-bearing structural member. (Note: these exceptions do not relieve the recipient from compliance utilizing other units/buildings/developments or other methods to achieve compliance with Section 504.)*

Deficiencies: The existing site has some parking and paving conditions that do not meet UFAS regulations, including parking space sizes and clearances, improper slopes, and lack of proper signage. The existing buildings' common areas, units, and community room do not fully meet UFAS requirements. There are no accessible units in the complex.

It is unlikely that the definition of *substantial alterations* will be met by the current scope of work proposed, as the replacement cost of this complex will likely exceed $17 million and 75% of that is $12.75 million. However, if that trigger is met, the following items will be required to be addressed:

- Correct grading and paving issues,
- Provide new site, exterior, and interior signage.
- Provide 5% of the units as accessible units, which is 3 units. Note that Section 504 rounds up for fractions less than .05.
- Provide 2% of the units as hearing and visually impaired units, which is 1 unit.
- Replace the existing community room kitchen with an accessible kitchen.
- Replace the existing community room restrooms with accessible restrooms.
- Enlarge the existing laundry rooms on the first floors and provide accessible washers and dryers.
- Replace non-compliant handicapped accessible ramps at entry doors or consider re-grading to eliminate ramps.
- Provide accessible second means of egress at first floors.
- Remove miscellaneous obstructions at door clearance areas.

It is likely that the definition of *other alterations* will be met by the current scope of work proposed, given the likelihood of kitchen and bathroom replacements. If that trigger is met, then then those items being renovated will need to be in compliance.

When designing the proposed improvements, the applicable regulations will be UFAS, as this is HUD's current standard.

FEDERAL – FAIR HOUSING ACT (FHA)

The building-related requirements of these regulations are not applicable to these buildings as this is not new construction.

FEDERAL – AMERICANS WITH DISABILITIES ACT GUIDELINES (ADA)

The ADA applies to places of public accommodation, which are the rental offices open to the public or guests of residents. There are none of these spaces in this complex. However, if the community room is open to guests, then it will need to comply. The proposed renovations to address MAAB regulations will largely address the ADA requirements.

7.1.12. PLUMBING, MECHANICAL, AND ELECTRICAL CONDITIONS

Assessment: The existing plumbing systems are largely original to the construction of the buildings in 1980s, with upgrades to toilets, and faucets for low flow. The domestic hot water is provided by gas-fired hot water heaters located in the boiler rooms of each building and are relatively recent.

The heating system for the buildings is gas-fired forced hot water from a high efficiency boiler located in the boiler rooms of each building and are relatively recent. The terminal units are baseboard radiation and cabinet heaters that are original to the construction of the buildings in the 1980s and are in poor condition. Temperature control is provided by non-programmable thermostats.

The existing electrical systems are largely original to the construction of the building in 1980s and provide 100 Amps to each unit. The buildings are not supported by a generator.

Deficiencies: The existing heating elements in units are in poor condition.

Electrical outlets are not protected AFCI but there are GFCI outlets in kitchens and bathrooms.

Actions: If plumbing fixtures are replaced in a renovation, they should be replaced with new Water Sense fixtures. Investigation into the hot and cold water risers and returns should be performed to investigate for potential pinhole leaks.

The existing heating elements in units are in poor condition and should be replaced.

There are limited renovations proposed in the units for electrical. Electrical outlets should be upgraded in kitchens and baths only. See above for Lighting.

7.1.13. STATE SANITARY CODE

The State Sanitary Code, 105 CMR 410.000 Minimum Standards of Fitness for Human Habitation, Chapter II, is enforced by State Board of Health and applies to all current dwellings regardless of date of construction. Local jurisdictions generally enforce the state sanitary code through a board of health or inspectional services department. If a tenant files a complaint with one of these agencies, the agency will generally send an inspector to the apartment and cite the landlord for any violations of the code. The landlord is then given a deadline for correcting these violations. Failure to do so can result in penalties and, in a case like this article discusses, possible criminal charges. Tenants, in certain circumstances, can also enforce the state sanitary code on their own. Massachusetts law allows a tenant to file a petition to enforce the code, if the local agency refuses to take action.

This report and its appendices describe and identify several conditions that do not comply with the State Sanitary code in kitchens, bathrooms, bedrooms, and unit entries. These nonconformities must be corrected regardless of any Repairs, Renovations, Alterations, or Reconstruction.

Some specific requirements of this code include the following and potential violations of same were noted in some of the units reviewed:

- Kitchens must have stoves and ovens in good repair and shall have smooth and impervious surfaces and be free from defects that make them difficult to keep clean, or creates an accident hazard.
- Bathroom fixtures shall have smooth and impervious surfaces and be free from defects that make them difficult to keep clean, or create an accident hazard.
- Hot water shall be provided by the owner for use at a temperature of not less than 110°F (43° C) and in a quantity and pressure sufficient to satisfy the ordinary use of all plumbing fixtures which normally need hot water for their proper use and function,

unless and to the extent the occupant is required to provide fuel for the operation of the facilities under a written letting agreement. The hot water shall not exceed 130°F (54° C). Inspection of the hot water system shall include an examination of the hot water system and its actual performance. If possible, such examination shall occur at the times and under such conditions as the occupant has identified the system to be insufficient.

- The electrical service supplying each dwelling, dwelling unit, rooming house and/or rooming unit shall supply sufficient amperage to meet the reasonable needs of the occupants. Should the amperage be determined to be inadequate it shall be corrected so that it meets the amperage requirements of 527 CMR 12.00: The Massachusetts Electrical Code.
- Mechanical ventilation capable of exhausting air at the following rates: 2 air changes per hour for all habitable rooms except bathrooms and 5 air changes per hour for bathrooms, unless the openable area of windows and doors are provided that are 4% of the floor area of habitable rooms.
- Every owner shall maintain all asbestos material in good repair, and free from any defects including, but not limited to, holes, cracks, tears, or any looseness which may allow the release of asbestos dust, or any powdered, crumbled or pulverized asbestos material. Every owner shall correct any violation of 105 CMR 410.353 in accordance with the regulations of the Department of Environmental Protection appearing at 310 CMR 7.00 and in accordance with the regulations of the Department of Labor and Workforce Development appearing at 453 CMR 6.00.
- Windows shall be weathertight, meaning that glass is unbroken and properly caulked, the window opens and closes without excessive effort, there is a storm window, weatherstripping and the window sashes are well fitting. All windows are required to have screens.
- Exterior doors shall be weathertight, meaning that glass is unbroken and properly caulked, the door opens and closes without excessive effort, there is a storm door, weatherstripping and the doors are well fitting. All exterior doors shall have screen doors with a self-closing device.
- The walls of every bathroom up to a height of 48 inches shall have a smooth noncorrosive, nonabsorbent, and waterproof covering.

It should be noted that the State Sanitary Code is currently undergoing a comprehensive revision and is working its way through the approval process in the state. The revised document may be come into effect in 2023.

Limited Hazardous Building Materials Inspection Report

Seabeds Way
22 – 46 Seabeds Way
Needham, Massachusetts

Dietz & Company Architects, Inc.

Springfield, Massachusetts

April 2022

FUSS & O'NEILL
Fuss & O'Neill, Inc.
108 Myrtle Street, Suite 502
Quincy, MA 02171

Project No. 20211116.A10

FUSS & O'NEILL

April 27, 2022

Ms. Dani Garber-Letitia AIA
Dietz & Company Architects, Inc.
55 Frank B. Murray Street Suite 201
Springfield, MA 01103

RE: Limited Hazardous Building Materials Inspection
Seabeds Way
22 – 46 Seabeds Way, Needham, MA
Fuss & O'Neill Project No. 20211116.A10

Dear Ms. Garber-Letitia:

Enclosed is the limited hazardous building materials inspection summary report for the inspection conducted at Seabeds Way located at 22 – 46 Seabeds Way in Needham, Massachusetts.

On January 12, 2022, a Fuss & O'Neill. Inc. state-certified Asbestos Inspector performed a limited asbestos inspection and a lead-based paint screening as part of a current conditions report.

The information summarized in this report is solely for the abovementioned materials only. The work was performed in accordance with our written scope of services dated December 6, 2021.

If you should have any questions regarding the contents of the enclosed report, please do not hesitate to contact me at 617-282-4675, extension 4703. Thank you for this opportunity to have served your environmental needs.

Sincerely,

Dustin A. Diedricksen
Associate/Department Manager

DD/rs

Enclosure

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1 Introduction

On January 12, 2022, Fuss & O'Neill, Inc. (Fuss & O'Neill) representative, Mr. Paul Bateman, performed a limited hazardous building materials inspection as part of a condition assessment at Seabeds Way located at 22 – 46 Seabeds Way in Needham, Massachusetts (the "Site").

1.1 Scope of Work

The work was performed for Dietz & Company Architects, Inc. (the "Client") in accordance with our written scope of services dated December 6, 2021. This report is subject to the limitations presented in *Appendix A*. The scope of work included a limited asbestos-containing materials (ACM) inspection and lead-based paint (LBP) screening. Fuss & O'Neill was provided access to four (4) representative units at the Site (as coordinated by Client); the following units were inspected for this Property Conditions Report:

- Building 22 – Unit 9;
- Building 22 – Common Areas;
- Building 33 – Lobby; and
- Building 40 – Main Stairwell

Intrusive or destructive investigative techniques were not performed at the Site to access and to observe concealed or inaccessible areas that may contain suspect ACM (per Client's request). Hard enclosures or obstructed areas observed at the Site include, but are not limited to, the following:

- Roofing Systems/Layers;
- Voids behind Exterior Facade;
- Vapor/Moisture Barrier under Floors or on Concrete Foundations;
- Wall Cavities;
- Pipe Chases;
- Spaces above Fixed Ceilings;
- Underneath Layered/Raised Flooring;
- Beneath Window/Door Frames;
- Behind
- Areas behind and within Mechanical Equipment.

We excluded collection and analysis of suspect materials for polychlorinated biphenyls (PCBs) during this inspection. Sampling for PCBs is presently not mandated by the United States Environmental Protection Agency (EPA); however, significant liability risk for disposing of PCB-containing wastes exists. Recent knowledge of PCBs within these matrices has become more prevalent, especially with remediation contractors, waste haulers, and disposal facilities. Many property owners have become subject to large changes in schedule, scope, and costs as a result of failure to identify PCBs prior to renovation or demolition activities.

1.2 Building Description

The Seabeds Way property was developed in the early 1980's in conjunction with the Captain Robert Cook property (see other report) having been designed in 1981 by the same architect, Chisholm Washington Associates, Inc., and constructed by 1983 by the same contractor, Dimeo Construction Company.

Seabeds Way is comprised of four standalone buildings comprised of single individual apartments for a mix of elderly and differently abled individuals, which is situated on a 4.5-acres. In total, there are 46 one-bedroom units. There is a Community Room in one of the buildings. The units' range between 540 square feet to 580 square feet and the total approximate living area is 34,460 square feet.

2 Limited Asbestos Inspection

A property owner or operator must ensure that a thorough asbestos inspection is performed prior to possible disturbance of suspect ACM during renovation or demolition activities. This is a requirement of the EPA National Emission Standards for Hazardous Air Pollutants (NESHAP) regulation located at Title 40 CFR, Part 61, Subpart M.

On January 12, 2022, Mr. Bateman of Fuss & O'Neill conducted the limited inspection of visible and accessible areas. Mr. Bateman is a Commonwealth of Massachusetts Department of Labor Standards (MADLS)-certified Asbestos Inspector. Refer to *Appendix B* for copies of the Asbestos Inspector's state certification and EPA accreditation.

2.1 Methodology

The inspection was conducted by visually inspecting for suspect ACM and touching each of the suspect ACM. The suspect ACM were grouped into three EPA NESHAP categories: Friable; Category I Non-Friable, and Category II Non-Friable.

- Friable is defined as material that contains greater than one percent (> 1%) asbestos that, when dry, **can** be crumbled, pulverized, or reduced to powder by hand pressure.
- Category I Non-Friable refers to material that contains > 1% asbestos (i.e., packings, gaskets, resilient floor coverings, and asphalt roofing products) that when dry **cannot** be crumbled, pulverized, or reduced to powder by hand pressure.
- Category II Non-Friable refers to any non-friable material excluding Category I materials that contain > 1% asbestos that when dry **cannot** be crumbled, pulverized, or reduced to powder by hand pressure.

The suspect ACM were also categorized into their applications including: Thermal System Insulation (TSI), Surfacing ACM, and Miscellaneous ACM. TSI includes those materials used to prevent heat loss/gain or water condensation on mechanical systems. Examples of TSI include, but are not limited to, pipe insulation, boiler insulation, duct insulation, mudded pipe fitting insulation, etc. Surfacing ACM includes those ACM that are sprayed-on, troweled-on, or otherwise applied to an existing surface. Surfacing ACM is commonly used for fireproofing, decorative, and acoustical applications. Miscellaneous ACM include those not listed as TSI or Surfacing ACM, such as sheet flooring, floor tiles, ceiling tiles, caulking, mastics, construction adhesives, etc.

The EPA recommends collecting suspect ACM samples in a manner sufficient to determine asbestos content, and separating suspect ACM into homogenous material types (similar in color, texture, and date of application). The EPA NESHAP regulation does not specifically identify a minimum number of samples to be collected for each homogeneous material, but the NESHAP regulation does recommend the use of sampling protocols included in EPA Title 40 CFR, Part 763, Subpart E: Asbestos Hazard Emergency Response Act (AHERA).

The EPA AHERA regulation requires a specific number of samples be collected based on the material type and quantity present. This regulation includes the following protocol:

1. Surfacing Materials (e.g., plaster, spray-applied fireproofing, etc.) shall be collected in a randomly-distributed manner representing each homogenous area based on the overall quantity as follows:

    a. At least three (3) bulk samples collected from each homogenous area that is less than or equal to 1,000 square feet.
    b. At least five (5) bulk samples collected from each homogenous area that is greater than 1,000 square feet but less than or equal to 5,000 square feet.
    c. At least seven (7) bulk samples collected from each homogenous area that is greater than 5,000 square feet.

2. Thermal System Insulation (e.g., pipe insulation, tank insulation, etc.) shall be collected in a randomly-distributed manner representing each homogenous area. At least three (3) bulk samples shall be collected of each homogenous material type. Also, at least one (1) bulk sample of any patching material applied to TSI, presuming the patched area is less than six linear or square feet, shall be collected.

3. Miscellaneous Materials (e.g., floor tile, mastic, cement board, caulking, glazing, etc.) should have at least two (2) bulk samples collected of each homogenous material type. Sample collection shall be conducted in a manner sufficient to determine the asbestos content of the homogenous material type as determined by the inspector.

Suspect ACM samples were collected, and proper chain-of-custody forms were prepared for transmission of collected samples to EMSL Analytical, Inc. (EMSL), for analysis. EMSL is a Commonwealth of Massachusetts-licensed and American Industrial Hygiene Association (AIHA)-accredited Asbestos Analytical Laboratory. Initial asbestos sample analysis was conducted using the EPA Interim Method for the Determination of Asbestos in Bulk Building Materials (EPA/600/R-93/116) via Polarized Light Microscopy with Dispersion Staining (PLM/DS). Analysis was stopped upon receipt of the first positive asbestos result of each different suspect homogenous material type.

2.2 Results

The EPA, the Occupational Safety and Health Administration (OSHA), and the MADLS define a material that contains > 1% asbestos (by PLM/DS analysis) as an ACM. The Massachusetts Department of Environmental Protection (MassDEP) further defines ACM as materials containing greater than or equal to (≥) 1% asbestos. MassDEP also defines an asbestos-containing waste material (ACWM) as:

- ACM removed during renovation or demolition activities;
- Materials contaminated by an ACM during renovation or demolition activities; or
- ACM on and/or in facility components that are inoperable or have been taken out of service.

The MassDEP further defines waste material containing any amount of asbestos as an ACWM, which must be managed and disposed of as such. Materials that are identified as "none detected" are specified as not containing asbestos.

Utilizing the EPA, OSHA, MADLS, and MassDEP protocols and criteria, the following materials were determined to be an **ACM or ACWM:**

- Tan Pebble Pattern Linoleum & Associated Mastic;
- Black Mastic underneath Brown Carpet; and
- Brown Pebble Pattern Linoleum underneath Gray Carpet.

Refer to **Table 1**, attached, for the complete list of ACM, ACWM, and non-ACM identified by sample identification, material type, sample location, and asbestos content as part of this inspection. Refer to **Table 2**, attached, for the identified ACM inventory.

Refer to *Appendix C* for the asbestos laboratory analytical report and chain-of-custody forms.

2.3 Conclusions and Recommendations

Based on visual observations, sample collection, and laboratory analysis, ACM/ACWM were identified at the Site.

Prior to disturbance, ACM/ACWM that would likely be impacted by renovation activities must first be abated by a MADLS-licensed Asbestos Abatement Contractor. This is a requirement of MADLS, MassDEP, and EPA NESHAP regulations governing asbestos abatement.

Due to the inability to effectively separate some types of multi-layered ACM from non-ACM, these materials are considered asbestos-contaminated and must be managed as ACWM for removal and disposal purposes.

At the Client's request, concealed or inaccessible areas were not inspected as part of this inspection. Also, the inspection included only a limited number of units. Prior to renovation activities that may disturb concealed or inaccessible areas or units that haven't been inspected, we recommend conducting a supplemental asbestos inspection of these areas.

If suspect materials are encountered during renovation activities that are not identified in this report as being non-ACM, they shall be assumed to be ACM until laboratory analysis indicates otherwise.

If ACM are to remain at the Site following renovation/demolition activities, Fuss & O'Neill recommends the development of a written Operations and Maintenance Program (to manage ACM in place) in accordance with OSHA regulations.

This report is not intended to be utilized as a bidding or a project specification document. This report is designed to aid the building owner, architect, construction manager, general contractor(s), and asbestos abatement contractor(s) in locating ACM and ACWM.

3 Lead-Based Paint Screening

On January 12, 2022, Mr. Bateman of Fuss & O'Neill performed a LBP screening associated with painted building components at the Site as part of the Property Conditions Assessment. Fuss & O'Neill used an X-ray fluorescence (XRF) spectrum analyzer to perform the LBP screening. The screening was conducted in accordance with generally-accepted industry standards for non-residential (i.e., not child-occupied) buildings.

3.1 Methodology

A Radiation Monitoring Device Model LPA-1 (Serial Number 1157) was utilized for the LBP screening. The instrument was calibrated according to the manufacturer's Performance Characteristic Sheet (PCS) prior to each use.

For the purpose of this LBP screening, representative, coated building components were tested for LBP. Individual repainting efforts are not always discernable in such a limited program. LBP issues involving properties that are not residential are only regulated to a limited degree for worker protection relating to LBP-disturbing work activities and waste disposal.

Worker protection is regulated by OSHA regulations, as well as MADLS regulations. These regulations include air monitoring of workers to determine exposure levels when disturbing lead-containing paint. A LBP screening cannot determine a safe level of lead, but is intended to provide guidance for implementing industry standards for lead in paint at identified locations. Contractors may better determine worker exposure to airborne lead by understanding the different concentrations of LBP on representative components and surfaces. Air monitoring can then be performed during activities that disturb paint on representative surfaces.

The EPA Resource Conservation and Recovery Act (RCRA) and MassDEP regulate lead-containing waste disposal. If lead is determined to be present, representative composite samples of the anticipated waste stream must be collected and analyzed using the Toxicity Characteristic Leaching Procedure (TCLP). The results are compared to a threshold value of 5.0 milligrams per liter (mg/L). If TCLP sample analytical results exceed this value, the waste is characterized as hazardous lead waste. If the result is below the threshold value, the waste material is not considered hazardous and may be disposed as construction and demolition debris.

A level of paint exceeding 1.0 milligram of lead per square centimeter (mg/cm^2) of surface area is considered toxic or dangerous by EPA and the Massachusetts Department of Public Health (MADPH) child-occupied residential standards. For the purpose of this screening, the level of 1.0 mg/cm^2 has been utilized as a guide to segregate coated building materials from general demolition debris for disposal purposes.

3.2 XRF Screening Results

The LBP screening indicated consistent painting trends associated with representative building components that may be impacted by potential renovation activities. None of the screened building components were determined to contain levels of lead $\geq$ 1.0 mg/cm^2.

Refer to *Appendix D* for the XRF lead-based paint screening field data sheets.

3.3 Discussion

OSHA published a Lead in Construction Standard (OSHA Lead Standard) Title 29 CFR, Part 1926.62 in May of 1993. This Standard sets no limit for the content of lead in paint below which the OSHA standards do not apply. The OSHA Lead Standards are task-based and are also based on airborne exposures and blood lead levels.

The results of this LBP screening are intended to provide guidance to contractors for occupational lead exposure controls. Building components coated with lead levels above industry standards may cause exposures to lead above OSHA standards during proposed demolition/renovation activities. The results of this screening are also intended to provide insight into waste disposal requirements, in accordance with EPA RCRA regulations. At the Client's request, a TCLP sample to characterize the expected waste that may result from possible selective demolition/renovation activities was not collected as part of this inspection.

3.4 Conclusions and Recommendations

Based on our LBP screening results, LBP was not identified on coated building components located at the screened units at the Site.

Contractors must be made aware that OSHA has not established a level of lead in a material below which OSHA Title 29 CFR, Part 1926.62 does not apply. Contractors shall comply with exposure assessment criteria, interim worker protection, and other requirements of the regulation as necessary to protect workers during any renovation and/or demolition activities that will impact LBP.

If disturbed by renovation activities, LBP-coated building components should be segregated from the general demolition waste stream for sample collection and analysis by TCLP to determine proper off-site waste disposal. If disturbed and managed off-site, non-porous LBP-coated building materials (i.e., metals) may be segregated and recycled as scrap metal. Metal LBP-coated building components cannot be subject to grinding, sawing, drilling, sanding, or torch cutting.

For purposes of complying with the U.S. Environmental Protection Agency's Renovation, Repair and Painting Rule (RRP) (40 CFR 745.80 through 92), a Comprehensive Lead Inspection of the entire structure or targeted areas scheduled for renovation is necessary to determine if the RRP rule is applicable. A Comprehensive Lead Inspection includes testing representative coated surfaces of each building component in each room or room equivalent for LBP content. Other types of LBP surveys, such as LBP screening and risk assessments, do not include testing all coated surfaces for LBP and typically do not satisfy the LBP testing requirements of the RRP rule. Since the testing performed was not a comprehensive inspection, the testing will not satisfy applicability requirements of the RRP for untested surfaces. Only data for those specific surfaces and locations tested within this limited screening can be utilized to determine applicability requirements for RRP. Reliance on this report for determining RRP applicability is not authorized by Fuss & O'Neill.

Report prepared by Senior Environmental Analyst, Jonathan Hand.

Reviewed by:



Dustin A. Diedricksen
Associate/Department Manager

Tables

FUSS & O'NEILL

Table 1
Suspect Asbestos-Containing Materials Laboratory Analytical Data Summary

Seabeds Way
Needham, Massachusetts

Dietz & Company Architects, Inc.
April 2022
Fuss & O'Neill Reference No. 20211116.A10

Sample Number	Material Type	NESHAP Category	Sample Location	Result	Comments
1-12 PB 16A	**Tan Pebble Pattern Linoleum**	**Cat 1, NF**	**Unit 9 - Building 22 - Kitchen**	**15.0% Chrysotile**	
1-12 PB 16B	**Tan Pebble Pattern Linoleum**	**Cat 1, NF**	**Unit 9 - Building 22 - Kitchen**	**Pos Stop**	
1-12 PB 17A	**Associated Tan Glue**	**ACWM**	**Unit 9 - Building 22 - Kitchen**	**<1% Chrysotile**	
1-12 PB 17B	**Associated Tan Glue**	**ACWM**	**Unit 9 - Building 22 - Kitchen**	**<1% Chrysotile**	
1-12 PB 18A	6" Gray Base Cove	Non-ACM	Unit 9 - Building 22 - Kitchen	ND	
1-12 PB 18B	6" Gray Base Cove	Non-ACM	Unit 9 - Building 22 - Kitchen	ND	
1-12 PB 19A	Associated Tan Glue	Non-ACM	Unit 9 - Building 22 - Kitchen	ND	
1-12 PB 19B	Associated Tan Glue	Non-ACM	Unit 9 - Building 22 - Kitchen	ND	
1-12 PB 20A	6" Tan Base Cove	Non-ACM	Unit 9 - Bulding 22 - Bedroom	ND	
1-12 PB 20B	6" Tan Base Cove	Non-ACM	Unit 9 - Bulding 22 - Bedroom	ND	
1-12 PB 21A	Associated Tan Glue	Non-ACM	Unit 9 - Bulding 22 - Bedroom	ND	
1-12 PB 21B	Associated Tan Glue	Non-ACM	Unit 9 - Bulding 22 - Bedroom	ND	
1-12 PB 22A	12" Tan Speckled Floor Tile	Non-ACM	Unit 9 - Bulding 22 - Bedroom	ND	
1-12 PB 22B	12" Tan Speckled Floor Tile	Non-ACM	Unit 9 - Bulding 22 - Bedroom	ND	
1-12 PB 23A	Associated Brown Glue	Non-ACM	Unit 9 - Bulding 22 - Bedroom	ND	
1-12 PB 23B	Associated Brown Glue	Non-ACM	Unit 9 - Bulding 22 - Bedroom	ND	
1-12 PB 24A	**Black Mastic underneath Brown Carpet**	**Cat 1, NF**	**Building 22 - 2nd Floor - Common Hall**	**5.0% Chrysotile**	
1-12 PB 24B	**Black Mastic underneath Brown Carpet**	**Cat 1, NF**	**Building 22 - 2nd Floor - Common Hall**	**Pos Stop**	
1-12 PB 25A	6" Brown Base Cove	Non-ACM	Building 22 - 1st Floor - Common Hall	ND	
1-12 PB 25B	6" Brown Base Cove	Non-ACM	Building 22 - 1st Floor - Common Hall	ND	
1-12 PB 26A	Associated Tan Glue	Non-ACM	Building 22 - 1st Floor - Common Hall	ND	
1-12 PB 26B	Associated Tan Glue	Non-ACM	Building 22 - 1st Floor - Common Hall	ND	
1-12 PB 27A	Tan Carpet Glue	Non-ACM	Building 22 - 1st Floor - Hall	ND	
1-12 PB 27B	Tan Carpet Glue	Non-ACM	Building 22 - 1st Floor - Closet	ND	
1-12 PB 28A	Sheetrock	Non-ACM	Building 22 - 1st Floor - Common Hall	ND	
1-12 PB 28B	Sheetrock	Non-ACM	Building 22 - 1st Floor - Mechanical Room	ND	
1-12 PB 28C	Sheetrock	Non-ACM	Building 22 - 1st Floor - Closet	ND	
1-12 PB 29A	Joint Compound	Non-ACM	Building 22 - 1st Floor - Common Hall	ND	
1-12 PB 29B	Joint Compound	Non-ACM	Building 22 - 1st Floor - Mechanical Room	ND	
1-12 PB 29C	Joint Compound	Non-ACM	Building 22 - 1st Floor - Closet	ND	
1-12 PB 30A	2' x 4' Pore Structure Ceiling Tile	Non-ACM	Building 22 - 1st Floor - Common Hall	ND	

FUSS & O'NEILL

Table 1

Suspect Asbestos-Containing Materials Laboratory Analytical Data Summary

Sample Number	Material Type	NESHAP Category	Sample Location	Result	Comments
1-12 PB 30B	2' x 4' Pore Structure Ceiling Tile	Non-ACM	Building 22 - 1st Floor - Common Hall	ND	
1-12 PB 31A	Textured Ceiling - Spray-Applied	Non-ACM	Building 22 - 1st Floor - Common Laundry	ND	
1-12 PB 31B	Textured Ceiling - Spray-Applied	Non-ACM	Building 22 - 1st Floor - Common Laundry	ND	
1-12 PB 31C	Textured Ceiling - Spray-Applied	Non-ACM	Building 22 - 1st Floor - Common Laundry	ND	
1-12 PB 32A	12" Gray Mottled Floor Tile	Non-ACM	Building 22 - 1st Floor - Common Laundry	ND	
1-12 PB 32B	12" Gray Mottled Floor Tile	Non-ACM	Building 22 - 1st Floor - Common Laundry	ND	
1-12 PB 33A	Associated Brown Mastic	Non-ACM	Building 22 - 1st Floor - Common Laundry	ND	
1-12 PB 33B	Associated Brown Mastic	Non-ACM	Building 22 - 1st Floor - Common Laundry	ND	
1-12 PB 34A	Gray Interior Window Caulking	Non-ACM	Building 33 - 1st Floor - Lobby	ND	
1-12 PB 34B	Gray Interior Window Caulking	Non-ACM	Building 33 - 1st Floor - Lobby	ND	
1-12 PB 35A	**Brown Pebble Pattern Linoleum underneath Gray Carpet**	**Cat 1, NF**	**Building 33 - 1st Floor - Lobby**	**15.0% Chrysotile**	
1-12 PB 35B	**Brown Pebble Pattern Linoleum underneath Gray Carpet**	**Cat 1, NF**	**Building 33 - 1st Floor - Lobby**	**Pos Stop**	
1-12 PB 36A	White Leveling Compound on Linoleum	Non-ACM	Building 33 - 1st Floor - Lobby	ND	
1-12 PB 36B	White Leveling Compound on Linoleum	Non-ACM	Building 33 - 1st Floor - Lobby	ND	
1-12 PB 52A	Brown Stair Covering	Non-ACM	Building 40 - Main Stairwell	ND	
1-12 PB 52B	Brown Stair Covering	Non-ACM	Building 40 - Main Stairwell	ND	
1-12 PB 53A	Associated Brown Glue	Non-ACM	Building 40 - Main Stairwell	ND	
1-12 PB 53B	Associated Brown Glue	Non-ACM	Building 40 - Main Stairwell	ND	

Cat 1 NF = Category I Non-Friable Material
Cat 2 NF = Category II Non-Friable Material
Pos Stop = Positive Stop
ND = None Detected
ACM = Asbestos-Containing Material
ACWM = Asbestos-Containing Waste Material
TEM = Transmission Electron Microscopy

FUSS & O'NEILL

Table 2
Asbestos-Containing Materials Summary

Seabeds Way
Needham, Massachusetts

Dietz & Company Architects, Inc.
April 2022
Fuss & O'Neill Reference No. 20211116.A10

Asbestos-Containing Material Type	Locations(s)	Asbestos Content	Estimated Total Quantity	Comments
Tan Pebble Pattern Linoleum & Associated Glue	Kitchens (Assume 75% of Units)	15.0% Chrysotile	2,500 SF	
Black Mastic underneath Brown Carpet	2nd Floor - Common Halls	5.0% Chrysotile	2,000 SF	
Brown Pebble Pattern Linoleum underneath Gray Carpet	1st Floor - Lobbies	15.0% Chrysotile	1,200 SF	

SF = Square Feet

Appendix A

Limitations

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APPENDIX A

Seabeds Way
Needham, Massachusetts

1. This environmental report has been prepared for the exclusive use of the Client, and is subject to, and is issued in connection with, the general terms and conditions of the original Agreement (December 6, 2021) and all of its provisions. Any use or reliance upon information provided in this report, without the specific written authorization of the Client and Fuss & O'Neill, shall be at the User's individual risk. This report should not be used as an abatement specification. All quantities of materials identified during this inspection are approximate.
2. Fuss & O'Neill has obtained and relied upon laboratory analytical results in conducting the inspection. This information was used to form conclusions regarding the types and quantities of ACM and LBP that must be managed prior to renovation or demolition activities that may disturb these materials at the subject property(ies). Fuss & O'Neill has not performed an independent review of the reliability of this laboratory data.
3. Unless otherwise noted, only suspect hazardous materials associated within or located on the building (aboveground) were included in this inspection. Suspect hazardous materials may exist below the ground surfaces that were not included in the scope of work of this inspection. Fuss & O'Neill cannot guarantee all asbestos or suspect hazardous materials were identified within the areas included in the scope of work. Only visible and accessible areas were included in the scope of work for this inspection.
4. The findings, observations, and conclusions presented in this report are limited by the scope of services outlined in our original Agreement, which reflects schedule and budgetary constraints imposed by the Client. Furthermore, the assessment has been conducted in accordance with generally accepted environmental practices. No other warranty, expressed or implied, is made.
5. The conclusions presented in this report are based solely upon information gathered by Fuss & O'Neill to date. Should further environmental or other relevant information be discovered at a later date, the Client should immediately bring the information to Fuss & O'Neill's attention. Based upon an evaluation and assessment of relevant information, Fuss & O'Neill may modify the report and its conclusions.

Appendix B

Fuss & O'Neill Asbestos Inspector State Certifications and EPA Accreditations

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Michael Flanagan
Director

Asbestos Inspector

PAUL ANTHONY BATEMAN

Eff. Date 01/13/22
Exp. Date 01/13/23

23

AI070789

Member of C.O.N.E.S.

BOSR BOS



CERT#: A-509-Virtual.723

CHEMSCOPE TRAINING DIVISION

ASBESTOS INSPECTOR REFRESHER
4-HOUR TRAINING CERTIFICATE

Paul Bateman

146 Hartford Road, Manchester CT

Has attended a 4-hour annual refresher course on the subject discipline on

09/01/2021 and has passed a written examination.

"The person receiving this certificate has completed the requisite training for asbestos accreditation as an inspector under TSCA Title II"

Course topics include a review and update on asbestos health hazards, functions of inspectors and management planners, building systems, planning, inspecting for asbestos, sampling and analysis, respiratory protection, government regulations and preparing the inspection report.

This training course has been accredited by the State of Connecticut.

Examination Score: 100%
Exam Date: 09/01/2021
Expiration Date: 09/01/2022

Daniel Sullivan
Training Manager

Chem Scope, Inc.
15 Moulthrop Street
North Haven CT 06473
Phone: 203.865.5605
www.chem-scope.com

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Appendix C

Asbestos Laboratory Analytical Reports and Chain-of-Custody Forms

EMSL Analytical, Inc.

200 Route 130 North Cinnaminson, NJ 08077
Tel/Fax: (800) 220-3675 / (856) 786-5974
http://www.EMSL.com / cinnasblab@EMSL.com

EMSL Order:	042200835
Customer ID:	ENVI54
Customer PO:	20211116.A10
Project ID:	

Attention:	Dustin Diedricksen	**Phone:**	(617) 778-3750
	Fuss & O'Neill, Inc.	**Fax:**	
	146 Hartford Road	**Received Date:**	01/14/2022 9:35 AM
	Manchester, CT 06040	**Analysis Date:**	01/17/2022 - 01/21/2022
		Collected Date:	

Project: Dietz & Co Architects / Needham Housing Authority / Seabeds Way / Needham, MA / Building 22 / 20211116.A10

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

			Non-Asbestos		Asbestos
Sample	**Description**	**Appearance**	**% Fibrous**	**% Non-Fibrous**	**% Type**
1-12 PB 16A *042200835-0001*	Unit 9 - Building 22 - Kitchen - Tan Pebble Pattern Linoleum	Tan Fibrous Homogeneous		85% Non-fibrous (Other)	15% Chrysotile
			HA: 16		
1-12 PB 16B *042200835-0002*	Unit 9 - Building 22 - Kitchen - Tan Pebble Pattern Linoleum				Positive Stop (Not Analyzed)
			HA: 16		
1-12 PB 17A *042200835-0003*	Unit 9 - Building 22 - Kitchen - Associated Tan Glue	Tan Fibrous Heterogeneous	5% Synthetic	95% Non-fibrous (Other)	<1% Chrysotile
Result includes a small amount of inseparable attached material					
			HA: 17		
1-12 PB 17B *042200835-0004*	Unit 9 - Building 22 - Kitchen - Associated Tan Glue	Tan Fibrous Heterogeneous		100% Non-fibrous (Other)	<1% Chrysotile
Result includes a small amount of inseparable attached material					
			HA: 17		
1-12 PB 18A *042200835-0005*	Unit 9 - Building 22 - Kitchen - 6" Gray Base Cove	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 18		
1-12 PB 18B *042200835-0006*	Unit 9 - Building 22 - Kitchen - 6" Gray Base Cove	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 18		
1-12 PB 19A *042200835-0007*	Unit 9 - Building 22 - Kitchen - Associated Tan Glue	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 19		
1-12 PB 19B *042200835-0008*	Unit 9 - Building 22 - Kitchen - Associated Tan Glue	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 19		
1-12 PB 20A *042200835-0009*	Unit 9 - Bulding 22 - Bedroom - 6" Tan Base Cove	Tan Non-Fibrous Homogeneous	2% Cellulose	98% Non-fibrous (Other)	None Detected
			HA: 20		
1-12 PB 20B *042200835-0010*	Unit 9 - Bulding 22 - Bedroom - 6" Tan Base Cove	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 20		
1-12 PB 21A *042200835-0011*	Unit 9 - Bulding 22 - Bedroom - Associated Tan Glue	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 21		
1-12 PB 21B *042200835-0012*	Unit 9 - Bulding 22 - Bedroom - Associated Tan Glue	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

Initial report from: 01/21/2022 23:50:12

EMSL Analytical, Inc.
200 Route 130 North Cinnaminson, NJ 08077
Tel/Fax: (800) 220-3675 / (856) 786-5974
http://www.EMSL.com / cinnasblab@EMSL.com

EMSL Order:	042200835
Customer ID:	ENVI54
Customer PO:	20211116.A10
Project ID:	

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos % Fibrous	Non-Asbestos % Non-Fibrous	Asbestos % Type
			HA: 21		
1-12 PB 22A *042200835-0013*	Unit 9 - Bulding 22 - Bedroom - 12" Tan Speckled Floor Tile	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 22		
1-12 PB 22B *042200835-0014*	Unit 9 - Bulding 22 - Bedroom - 12" Tan Speckled Floor Tile	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 22		
1-12 PB 23A *042200835-0015*	Unit 9 - Bulding 22 - Bedroom - Associated Brown Glue	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 23		
1-12 PB 23B *042200835-0016*	Unit 9 - Bulding 22 - Bedroom - Associated Brown Glue	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 23		
1-12 PB 24A *042200835-0017*	Building 22 - 2nd Floor - Common Hall - Black Mastic Under Brown Carpet	Tan/Black Fibrous Heterogeneous		95% Non-fibrous (Other)	5% Chrysotile
Result includes a small amount of inseparable attached material					
			HA: 24		
1-12 PB 24B *042200835-0018*	Building 22 - 2nd Floor - Common Hall - Black Mastic Under Brown Carpet				Positive Stop (Not Analyzed)
			HA: 24		
1-12 PB 25A *042200835-0019*	Building 22 - 1st Floor - Common Hall - 6" Brown Base Cove	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 25		
1-12 PB 25B *042200835-0020*	Building 22 - 1st Floor - Common Hall - 6" Brown Base Cove	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 25		
1-12 PB 26A *042200835-0021*	Building 22 - 1st Floor - Common Hall - Associated Tan Glue	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 26		
1-12 PB 26B *042200835-0022*	Building 22 - 1st Floor - Common Hall - Associated Tan Glue	Tan Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 26		
1-12 PB 27A *042200835-0023*	Building 22 - 1st Floor - Hall - Tan Carpet Glue	Tan Non-Fibrous Homogeneous	5% Cellulose	95% Non-fibrous (Other)	None Detected
			HA: 27		
1-12 PB 27B *042200835-0024*	Building 22 - 1st Floor - Closet - Tan Carpet Glue	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 27		
1-12 PB 28A *042200835-0025*	Building 22 - 1st Floor - Common Hall - Sheetrock	White Non-Fibrous Homogeneous	3% Glass	97% Non-fibrous (Other)	None Detected
			HA: 28		

Initial report from: 01/21/2022 23:50:12

EMSL Analytical, Inc.
200 Route 130 North Cinnaminson, NJ 08077
Tel/Fax: (800) 220-3675 / (856) 786-5974
http://www.EMSL.com / cinnasblab@EMSL.com

EMSL Order:	042200835
Customer ID:	ENVI54
Customer PO:	20211116.A10
Project ID:	

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

			Non-Asbestos		Asbestos
Sample	**Description**	**Appearance**	**% Fibrous**	**% Non-Fibrous**	**% Type**
1-12 PB 28B *042200835-0026*	Building 22 - 1st Floor - Mechanical Room - Sheetrock	White Non-Fibrous Homogeneous	3% Glass HA: 28	97% Non-fibrous (Other)	None Detected
1-12 PB 28C *042200835-0027*	Building 22 - 1st Floor - Closet - Sheetrock	White Fibrous Homogeneous	5% Glass HA: 28	95% Non-fibrous (Other)	None Detected
1-12 PB 29A *042200835-0028*	Building 22 - 1st Floor - Common Hall - Joint Compound	White Non-Fibrous Homogeneous	HA: 29	100% Non-fibrous (Other)	None Detected
1-12 PB 29B *042200835-0029*	Building 22 - 1st Floor - Mechanical Room - Joint Compound	White Non-Fibrous Homogeneous	HA: 29	100% Non-fibrous (Other)	None Detected
1-12 PB 29C *042200835-0030*	Building 22 - 1st Floor - Closet - Joint Compound	White Non-Fibrous Homogeneous	HA: 29	100% Non-fibrous (Other)	None Detected
1-12 PB 30A *042200835-0031*	Building 22 - 1st Floor - Common Hall - 2'x4' Pore Structure Ceiling Tile	Gray Fibrous Homogeneous	50% Cellulose 30% Min. Wool HA: 30	20% Non-fibrous (Other)	None Detected
1-12 PB 30B *042200835-0032*	Building 22 - 1st Floor - Common Hall - 2'x4' Pore Structure Ceiling Tile	Gray/White Fibrous Homogeneous	60% Cellulose 30% Min. Wool HA: 30	10% Non-fibrous (Other)	None Detected
1-12 PB 31A *042200835-0033*	Building 22 - 1st Floor - Common Laundry - Textured Ceiling - Spray-on	White Non-Fibrous Homogeneous	HA: 31	100% Non-fibrous (Other)	None Detected
1-12 PB 31B *042200835-0034*	Building 22 - 1st Floor - Common Laundry - Textured Ceiling - Spray-on	White Non-Fibrous Homogeneous	HA: 31	100% Non-fibrous (Other)	None Detected
1-12 PB 31C *042200835-0035*	Building 22 - 1st Floor - Common Laundry - Textured Ceiling - Spray-on	White Non-Fibrous Homogeneous	HA: 31	100% Non-fibrous (Other)	None Detected
1-12 PB 32A *042200835-0036*	Building 22 - 1st Floor - Common Laundry - 12" Gray Mottled Floor Tile	Gray Non-Fibrous Homogeneous	5% Cellulose HA: 32	95% Non-fibrous (Other)	None Detected
1-12 PB 32B *042200835-0037*	Building 22 - 1st Floor - Common Laundry - 12" Gray Mottled Floor Tile	Gray Non-Fibrous Homogeneous	HA: 32	100% Non-fibrous (Other)	None Detected
1-12 PB 33A *042200835-0038*	Building 22 - 1st Floor - Common Laundry - Associated Brown Mastic	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

Initial report from: 01/21/2022 23:50:12

EMSL Analytical, Inc.
200 Route 130 North Cinnaminson, NJ 08077
Tel/Fax: (800) 220-3675 / (856) 786-5974
http://www.EMSL.com / cinnasblab@EMSL.com

EMSL Order:	042200835
Customer ID:	ENVI54
Customer PO:	20211116.A10
Project ID:	

Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

Sample	Description	Appearance	Non-Asbestos % Fibrous	Non-Asbestos % Non-Fibrous	Asbestos % Type
			HA: 33		
1-12 PB 33B *042200835-0039*	Building 22 - 1st Floor - Common Laundry - Associated Brown Mastic	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 33		
1-12 PB 34A *042200835-0040*	Building 33 - 1st Floor - Lobby - Gray Interior Window Caulking	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 34		
1-12 PB 34B *042200835-0041*	Building 33 - 1st Floor - Lobby - Gray Interior Window Caulking	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 34		
1-12 PB 35A *042200835-0042*	Building 33 - 1st Floor - Lobby - Brown Pebble Pattern Linoleum Under Gray Carpet	Brown Fibrous Homogeneous		85% Non-fibrous (Other)	15% Chrysotile
			HA: 35		
1-12 PB 35B *042200835-0043*	Building 33 - 1st Floor - Lobby - Brown Pebble Pattern Linoleum Under Gray Carpet				Positive Stop (Not Analyzed)
			HA: 35		
1-12 PB 36A *042200835-0044*	Building 33 - 1st Floor - Lobby - White Leveling Compound on Linoleum	White Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 36		
1-12 PB 36B *042200835-0045*	Building 33 - 1st Floor - Lobby - White Leveling Compound on Linoleum	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 36		
1-12 PB 52A *042200835-0046*	Building 40 - Main Stairwell - Brown Stair Covering	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 52		
1-12 PB 52B *042200835-0047*	Building 40 - Main Stairwell - Brown Stair Covering	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 52		
1-12 PB 53A *042200835-0048*	Building 40 - Main Stairwell - Associated Brown Glue	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 53		
1-12 PB 53B *042200835-0049*	Building 40 - Main Stairwell - Associated Brown Glue	Brown Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
			HA: 53		

Initial report from: 01/21/2022 23:50:12

EMSL Analytical, Inc.
200 Route 130 North Cinnaminson, NJ 08077
Tel/Fax: (800) 220-3675 / (856) 786-5974
http://www.EMSL.com / cinnasblab@EMSL.com

EMSL Order:	042200835
Customer ID:	ENVI54
Customer PO:	20211116.A10
Project ID:	

Analyst(s)

Cory Caragiulo (26)
Nicholas Montoya-Orozco (20)

Samantha Rundstrom, Laboratory Manager
or Other Approved Signatory

EMSL maintains liability limited to cost of analysis. Interpretation and use of test results are the responsibility of the client. This report relates only to the samples reported above, and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. The report reflects the samples as received. Results are generated from the field sampling data (sampling volumes and areas, locations, etc.) provided by the client on the Chain of Custody. Samples are within quality control criteria and met method specifications unless otherwise noted. The above analyses were performed in general compliance with Appendix E to Subpart E of 40 CFR (previously EPA 600/M4-82-020 "Interim Method") but augmented with procedures outlined in the 1993 ("final") version of the method. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Estimation of uncertainty is available on request.

Samples analyzed by EMSL Analytical, Inc. Cinnaminson, NJ NVLAP Lab Code 101048-0, AIHA-LAP, LLC-IHLAP Lab 100194, NJ DEP 03036, PA ID# 68-00367, LA #04127

Initial report from: 01/21/2022 23:50:12

OrderID: 042200835

FUSS & O'NEILL

Fuss & O'Neill EMSL Customer No. ENVI54

www.fando.com

108 Myrtle Street, Suite 502, Quincy, MA 012171 042200835 Phone (617) 282-4675 Fax (617) 481-5885

ASBESTOS BULK SAMPLE CHAIN OF CUSTODY

Sheet __ of __

Project Name: Dietz & Co Architects - Needham Housing Authority Project No. 20211116.A10

Site Address: Seabeds' Way Dept Needham, MA Project Manager: Dustin Fredrickson

Building Name/Number: Bldg 22. Total # of Samples: 49

Sample ID (01A-Initials-Date)	Material Type	Sample Location	Comments/ Quantities
1-12 PB 16 A	Tan pebble pattern linoleum	Unit 9 / Bldg 22	RECEIVED EMSL CINNAMINSON, N.J. 2022 JAN 14 AM 11:56
B	↓	Kitchen	
17 A	Associated tan glue		
B	↓ ↓		
18 A	6" gray Base Cove		
B	↓ ↓		
19 A	Associated tan glue		
B	↓		
20 A	6" tan base cove	Unit # 9 Bedroom	
B	↓ ↓		
21 A	Associated tan glue		
B	↓ ↓		
22 A	12" tan sheet vinyl	Floor tile	
B	↓	↓	
23 A + B	Associated Brown glue	↓	

Analysis Method: ☒ PLM ☐ TEM ☐ Other NOTEM Turnaround Time One Week

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call EnviroScience if analyses will not be completed for requested t/a/t at (617) 282-4675.

Email Results to: LabResults@fando.com and ddiedrickson @fando.com
Do Not Mail Hard Copy Report

Special Instructions: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. Do not point count. If NOB group samples are all negative by PLM, analyze only the "A" sample (as noted by star ★ above) by **TEM NOB, on a** None **t/a/t. Analyze a maximum of** 0 **samples by TEM.**

Samples Collected by: Paul Bateman **Date:** _____

Samples Sent by: Paul Bateman **Date:** 1/12/22 **Time:** _____

Shipped To: ☒ EMSL ☐ Other _____

Method of Shipment: ☐ Fed Ex ☐ Lab Drop Off ☐ Other _____

11/14/22 935

OrderID: 042200835

FUSS & O'NEILL

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108 Myrtle Street, Suite 502, Quincy, MA 012171 042200835 Phone (617) 282-4675 Fax (617) 481-5885

ASBESTOS BULK SAMPLE CHAIN OF CUSTODY

Sheet __ of __

Project Name: Dietz & Co Architects - Needham Housing Project No. 20211116.A10

Site Address: Sunita Way Dept Needham, MA Project Manager: Dustin Dodge

Building Name/Number: Building #22 Total # of Samples: 49

Sample ID (01A-Initials-Date)	Material Type	Sample Location	Comments/ Quantities
1-BPB24A	Black mastic under	Bldg #22 2nd FL	
B	brown carpet	Common Hall	
25A	6" Brown Base and	Bldg #22 1st FL	
B	↓ cont'd	Common hall	
26A	Associated tan glue	↓	
B	↓	↓	
27A	Tan carpet glue	Bldg 22 1st FL Hall	
B	↓	→ closet	
28A	Sheetrock	Bldg 22 1st FL Common Hall	
B	↓	Mechanical room	
C	↓	Closet	
29A	Joint Compound	↓	SAME AS28A-C
B	↓	↓	
C	↓	↓	
30AB	2'x4' Floor/Structure Ceiling tile	Bldg #22 1st FL Common Hall	

RECEIVED EMSL JOHNSTON, N.J. 2022 JAN 14 AM 11:56

Analysis Method: ☒ PLM ☐ TEM ☐ Other NOB TEM Turnaround Time One Week

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call EnviroScience if analyses will not be complered for requested t/a/t at (617) 282-4675.

Email Results to: LabResults@fando.com and ddedrickson @fando.com
Do Not Mail Hard Copy Report

Special Instructions: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. Do not point count. If NOB group samples are all negative by PLM, analyze only the "A" sample (as noted by star ★ above) by TEM NOB, on a Rush t/a/t. Analyze a maximum of 5 samples by TEM.

Samples Collected by: Paul Bahlman Date: _____

Samples Sent by: PW PM Date: 1/12/22 Time: _____

Shipped To: ☒ EMSL ☐ Other _____

Method of Shipment: ☒ Fed Ex ☐ Lab Drop Off ☐ Other _____

OrderID: 042200835

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ASBESTOS BULK SAMPLE CHAIN OF CUSTODY

Sheet __ of __

Project Name: Dietz & Co Architects - Needham Housing Authority Project No. 20211116.A10

Site Address: Senbebi Way Dept Needham, MA Project Manager: Dustin Fredrickson

Building Name/Number: Bldg # 22, 40 Total # of Samples: 40

RECEIVED
2022 JAN 14 AM 11:56
CHAIN EMSL
JOHNSON, N.J.

Sample ID (01A-Initials-Date)	Material Type	Sample Location	Comments/ Quantities
1:12PB3) A	Textured Ceiling	1st Fl Common Laundry	
B	Spray-on		
C			
32A	~~White~~ 12" gray	[Bldg, #22 – 1st Flr	
B	mastic floor tile	Common Laundry]	
33A	Associated brown		
B	mastic		
34A	Gray interior window	1st Fl Lobby	
B	Caulking	Window	
35A	Brown pebble pattern		
B	linoleum under gray carpet		
36A	White leveling compound		
B	on linoleum		
52A+B	Brown stair covering	Main Stairwell Bldg 40	
53A+B	Associated brown glue	↓	

Analysis Method: ☒ PLM ☐ TEM ☐ Other NOB TEM Turnaround Time One Week

Based on the turnaround time indicated above, analyses are due to EnviroScience on or before this date: _____. Please call EnviroScience if analyses will not be completed for requested t/a/t at (617) 282-4675.

Email Results to: LabResults@fando.com and dfredrickson @fando.com
Do Not Mail Hard Copy Report

Special Instructions: Stop analysis on first positive sample in each homogeneous set of samples unless otherwise noted. Do not layer samples unless indicated. Do not point count. If NOB group samples are all negative by PLM, analyze only the "A" sample (as noted by star [★] above) by TEM NOB, on a 5 day t/a/t. Analyze a maximum of 0 samples by TEM.

Samples Collected by: Paul Buhman **Date:** _____

Samples Sent by: [signature] **Date:** 1/12/22 **Time:** _____

Shipped To: ☒ EMSL ☐ Other _____

Method of Shipment: ☐ Fed Ex ☐ Lab Drop Off ☐ Other _____

O:\EnviroScience\Admin\JOBMS\Laboratory Instructions\Bu...

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Appendix D

XRF Lead-Based Paint Screening Field Data Sheets

FUSS & O'NEILL

108 Myrtle Street, Suite 502, Quincy, MA 02171
t 617.282.4675; 800.286.2469; f 617.481.5885
www.fando.com

Lead Inspection / Risk Assessment

St.# 22 Street Name Seabeds Street Type Way Unit 9
City Needham Zip Code 02494

Owner Name: Needham Housing Authority
Owner Address: 28 Captain Robert Cahill Drive
Contact Information: 1-413-733-6798
Client Name (if different from owner): Dietz & Co Architects
Client Address: 55 Frank B Murray St, Suite 201, Springfield

Number of Rooms in Unit: 4
Property Type:
- ☐ Single Family
- ☒ Multi Family # of Units: 46
- ☐ Condominium # of Units:
- ☐ Day Care ☐ Other:

Key	Lead Column
COV	Covered
DC	Drop Ceiling
MET	Metal
MR	Metal Rep. Window
NA	Not Accessible
NC	No Coating
Tile	Tile (testing suggested)
VB	Vinyl Baseboard
VR	Vinyl Rep. Window

Key	Delead/IC Method Column	Key	Delead/IC Method Column
COV	Covered	REM	Removed
DIP	Dipped	REP	Replaced
ENC	Encapsulated	SCR	Scraped
INT	Intact	SFR	Storm Frame Removed
MI	*Made Intact*	*SLD*	*Sealed*
PRE	Prepared for Enc.	STP	Stripped
☒	Component Does Not Exist	VR/MR	Vinyl/Metal Rep Window

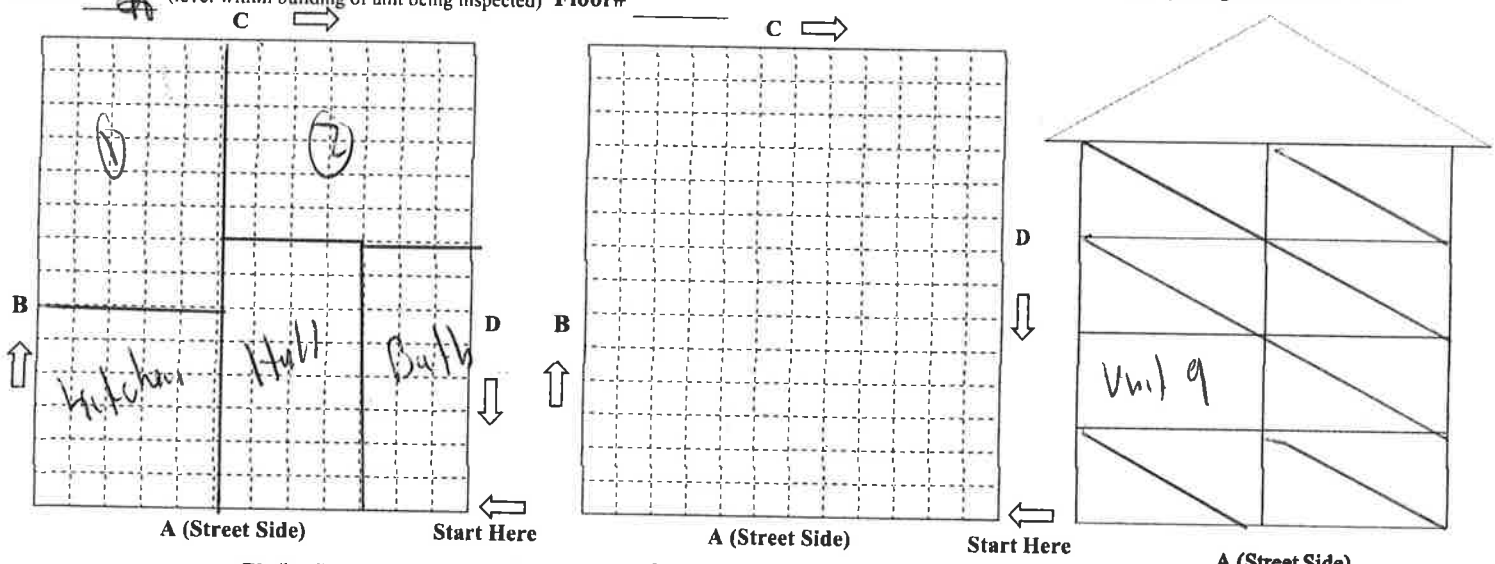
Laundry in Basement? ☐ Yes ☒ No
Finished Space in Basement? ☐ Yes ☒ No
Possible Pb Water Service Line ☐ Yes ☐ No ☒ Not Tested
Testing Method Used
Na_2S Expiration Date: / /
X-Ray Fluorescence
Model: RMP Serial # 1157

Comments / Notes:

☐ Demarcation Lines
☐ Submitted for Compliance Evaluation

Floor# 1 (level within building of unit being inspected) **Floor#**

Property Diagram / Unit Labels



Pb (lead) equal to or greater than 1.0 mg/cm² with x-ray fluorescence or positive with Na_2S is **Dangerous.**

XRF Calibration Recorded in Log Book ✓ - Check off when complete
Address Verified through USPS ✓ - Check off when complete
Research on Lead Related History for Address ✓ - Check off when complete
www.state.ma.us dph clppp or 800-532-9571

Paul Bateman — **Inspector's Name** (print)
35771 — **License #**
Paul Bateman — **Signature**
1/12/22 — **Date**

LI/RA - revised 06/17

Address: 22 Seabeds Way Apt# 9 City Needham Page 2 of 12

INSPECTION HISTORY

Determination: 01/12/22 — Lead Hazards? Y / (N)
Inspector Name: Paul Bateman, Lic# 3573
Signature: [signature]

Comprehensive Initial Inspection — Lead Hazards? Y / N
Inspector Name:, Lic#
Signature

Comp Initial w/Partial PCAD — Lead Hazards? Y / N
Inspector Name:, Lic#
Signature

Addendum (add-on to Initial Inspection) — Lead Hazards? Y / N
Inspector Name:, Lic#
Signature

Addendum as Full Inspection — Lead Hazards? Y / N
Inspector Name:, Lic#
Signature

Walk Through for Ed/Consultation
Inspector Name:, Lic#
Signature

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection — P / F
Inspector Name:, Lic#
Signature

Visual Portion of Reocc. Reinspection — P / F
Inspector Name:, Lic#
Signature

Dust Taken for Reocc. Reinspection — P / F
Inspector Name:, Lic#
Signature

Dust Taken for Reocc. Reinspection — P / F
Inspector Name:, Lic#
Signature

Visual Portion of Final Reinspection — P / F
Inspector Name:, Lic#
Signature

Visual Portion of Final Reinspection — P / F
Inspector Name:, Lic#
Signature

Dust Taken for Final Reinsp. (No Reocc) — P / F
Inspector Name:, Lic#
Signature

Dust Taken for Final Reinsp. (No Reocc) — P / F
Inspector Name:, Lic#
Signature

INTERIM CONTROL

Visual Risk Assessment — Urgent Pb. Hazards? Y / N
R.A. Name:, Lic#
Signature

Dust Taken for Risk Assessment — Urgent Pb. Hazards? Y / N
R.A. Name:, Lic#
Signature

Visual Portion of Reinspection for Interim Control — P / F
R.A. Name:, Lic#
Signature

Dust Taken for Risk Assessment Reinsp. — P / F
R.A. Name:, Lic#
Signature

Visual Portion of Reinspection for Interim Control — P / F
R.A. Name:, Lic#
Signature

Dust Taken for Risk Assessment Reinsp. — P / F
R.A. Name:, Lic#
Signature

Risk Assessment Recertification — Urgent Pb. Hazards? Y / N
R.A. Name:, Lic#
Signature

Dust Taken for RA Recertification — P / F
R.A. Name:, Lic#
Signature

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD — Lead Hazards? Y / N
Inspector Name:, Lic#
Signature

Full Inspection Acting as PCAD — Lead Hazards? Y / N
Inspector Name:, Lic#
Signature

Visual Portion of PCAD Reinspection — P / F
Inspector Name:, Lic#
Signature

Dust Taken for PCAD Reinspection — P / F
Inspector Name:, Lic#
Signature

Dust Taken for PCAD Reinspection — P / F
Inspector Name:, Lic#
Signature

INSPECTION HISTORY

Determination Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Comprehensive Initial Inspection Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Comp Initial w/Partial PCAD Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Addendum (add-on to Initial Inspection) Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Addendum as Full Inspection Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Walk Through for Ed/Consultation		Inspector Name:_____, Lic#_____ Signature_____

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Reocc. Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Reocc. Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Reocc. Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Final Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Final Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name:_____, Lic#_____ Signature_____

INTERIM CONTROL

Visual Risk Assessment Urgent Pb. Hazards?	Y / N	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment Urgent Pb. Hazards?	Y / N	R.A. Name:_____, Lic#_____ Signature_____
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name:_____, Lic#_____ Signature_____
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name:_____, Lic#_____ Signature_____
Risk Assessment Recertification Urgent Pb. Hazards?	Y / N	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for RA Recertification	P / F	R.A. Name:_____, Lic#_____ Signature_____

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Full Inspection Acting as PCAD Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of PCAD Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for PCAD Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for PCAD Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____

EXPLANATION OF LEAD INSPECTION / RISK ASSESSMENT REPORT FORM COLUMNS

This page provides general information needed to understand the lead inspection/risk assessment report. However, you should speak with the inspector/risk assessor before you start to do any work on your home.

SIDE Refers to A, B, C, or D side of the building or room. See the diagram on the cover sheet. The "A" side of the building or room is the side facing the street that gives the property its address (usually, it is the front of the building). Keeping your back to this street, from the "A" side move clockwise to the "B" side on your left, the "C" side opposite you, and the "D" side to the right. Numbering is from left to right.

LOCATION/ SURFACE Refers to the building component(s) being tested. Some surfaces may be made up of more than one part. For example, "Baseboard" may refer to four separate pieces of wood (one on each wall), but is still considered one surface.

LEAD The actual lead result. Each surface tested must have a result recorded in the "Lead" column.

- A number shows that the surface was tested with an XRF analyzer. A number equal to or greater than 1.0 mg/cm^2 is a dangerous level of lead.
- A "pos" or "neg" shows that the surface was tested with sodium sulfide. "Pos" means that there is a dangerous level of lead.
- "N/A" means that the inspector was not able to test the surface. The inspector must assume the surface contains lead and require it to be deleaded. Speak to the inspector about possible alternative testing options.
- "MET" or "MR" means that a metal surface was not tested. Metal handrails, metal window sills, and metal railing caps need to be deleaded if they test equal to or greater than 1.0 mg/cm^2, or are marked "MET" or "N/A". All other metal surfaces must be intact.
- For key to abbreviations like "COV", "VB", "VR" or "MR", "NC", "Tile", "DC", see the cover page.

TYPE OF HAZARD Not all lead paint must be deleaded. This column tells you IF and WHY a surface needs deleading. The deleading standards below may not apply for Interim Controls. Speak to your risk assessor for more information.

- "M/I" circled means that the surface is a moveable/impacted part of a window and must be deleaded in its entirety.
- "SF" circled indicates that there is a storm frame present which requires the blind stop and exterior sill be deleaded as interior moveable / impacted surfaces.
- "A/M" circled means that the surface is "accessible mouthable" and must be deleaded to a minimum of five feet high, four inches in from the edge or corner.
- "F" circled means that the surface is a "friction" surface and must be deleaded at all points of potential friction.
- "L" circled means that the surface is loose and must, at a minimum, be made intact. Loose leaded floors must be sealed with paint or similar coating and pass a dust wipe.
- If more than one choice is circled, the rules for deleading may change depending upon what method of deleading you choose. Speak to the inspector for more information.
- "N/A" means the inspector was unable to determine if the surface was a lead hazard. The person doing the deleading must check this surface and follow all the rules for deleading. Speak to the inspector for more information.
- If nothing is circled in the column, then it is likely the surface does not need deleading. Speak to the inspector for more information. Remember, this does not mean the entire surface is lead free, it just does not require deleading in its current condition.

URG HAZ? This column is completed during a risk assessment, which is an evaluation of a home's suitability for Interim Control. **Only a licensed risk assessor can do a risk assessment.** If "Y" is circled, then this surface is considered an "Urgent Lead Hazard" and deleading is required to qualify for Interim Control.

IC DATE The date the licensed risk assessor determines the surface meets the standards for Interim Control.

IC METH The deleading method or structural repair done to qualify the surface for Interim Control. Refer to the deleading codes key on the cover page.

DELEAD DATE The date that the lead inspector reinspects the surface and finds that it is in compliance.

DELEAD METH The method used to bring a surface into full compliance. Refer to codes in the Key on the report's cover page.

EXCLUDED SURFACES The amount of loose paint on a surface as measured by the lead inspector. "N/A" means that the inspector was not able to measure the loose paint, but has determined it is more than the cut-off for moderate risk making intact.

RULED OUT BOX Encapsulants only work well if the paint is in good condition. If the inspector sees that there are adhesion problems with eligible surfaces in a room, he/she will rule out encapsulation as a deleading method.

Paul Bateman | 3571 | RMA | 1/12/22 | Page 5 of 12

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic # | Signature | Date

Address of Property: 22 Seabeds Way | Apt. # 9 | City: Needham

ROOM # 1 - Living Rm

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	N.L	L N/A	Y				
A B C D	Chair Rail	.	L N/A	Y				
A B C D	Radiator	0.5	L N/A	Y				
	Floor	P.W	L ☐(dust) N/A	Y				
	Ceiling	0.1	L N/A	Y				
A B	Door	0.3	L N/A	Y				
C D	Door Edge	0.2	F L N/A	Y				
1 2	Door Casing	0.3	L N/A	Y				
3 4	Door Jamb	0.4	F L N/A	Y				
	Threshold	N.L	L N/A	Y				
A B	Door	N.L	L N/A	Y				
C D	Door Edge	N.L	F L N/A	Y				
1 2	Door Casing	0.1	L N/A	Y				
3 4	Door Jamb	0.3	F L N/A	Y				
	Threshold	N.L	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐(dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B	Fireplace	.	L N/A	Y				
C D	Mantle	.	L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bynum | 3571 | Paul Bynum | 1/12/21 | Page 6 Of 12

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Signature | Date

Address of Property: 22 Sea Lofts Way Apt. # 9 City: Newton

Kitchen

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	N-I	L N/A	Y				
A B C D	Chair Rail	.	L N/A	Y				
A B C D	Radiator	.	L N/A	Y				
	Floor	0.1	L ☐ (dust) N/A	Y				
	Ceiling	0.1	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐ (dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				
A B	Up Cab Frame	0.1	L N/A	Y				
C D	Up Cab Door	0.2	L N/A	Y				
	Up Cab Walls	0.1	L N/A	Y				
1 2	Up Cab Shlvs	0.2	L N/A	Y				
3 4	Supports	N-I	L N/A	Y				
		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B	Up Cab Frame	.	L N/A	Y				
C D	Up Cab Door	.	L N/A	Y				
	Up Cab Walls	.	L N/A	Y				
1 2	Up Cab Shlvs	.	L N/A	Y				
3 4	Supports	.	L N/A	Y				
A B	Up Cab Frame	.	L N/A	Y				
C D	Up Cab Door	.	L N/A	Y				
	Up Cab Walls	.	L N/A	Y				
1 2	Up Cab Shlvs	.	L N/A	Y				
3 4	Supports	.	L N/A	Y				
	Low Cab Fram	0.1	L N/A	Y				
A B	Low Cab Door	0.1	L N/A	Y				
C D	Low Cab Walls	0.1	L N/A	Y				
	Low Cab Shlvs	0.2	L N/A	Y				
1 2	Supports	N-I	L N/A	Y				
3 4	Drawers	0.1	L N/A	Y				
	Low Cab Fram	.	L N/A	Y				
A B	Low Cab Door	.	L N/A	Y				
C D	Low Cab Walls	.	L N/A	Y				
	Low Cab Shlvs	.	L N/A	Y				
1 2	Supports	.	L N/A	Y				
3 4	Drawers	.	L N/A	Y				
	Low Cab Fram	.	L N/A	Y				
A B	Low Cab Door	.	L N/A	Y				
C D	Low Cab Walls	.	L N/A	Y				
	Low Cab Shlvs	.	L N/A	Y				
1 2	Supports	.	L N/A	Y				
3 4	Drawers	.	L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bateman 3571 Paul BA 1/12/12 Page 7 Of 12

Inspector (print) Lic # Signature Date

Risk Assessor (print) Lic # Signature Date

Address of Property: 22 Seabed Dr Apt. # City: Needham

HALLWAY: Interior # FL1 or Common Hallway Front Rear Floor #

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
~~A~~ B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	~~Chair~~ Rail	0.2	L N/A	Y				
~~A~~ B C D	Radiator	0.5	L N/A	Y				
	Floor	CW	L ☐ (dust) N/A	Y				
	Ceiling	0.2	L N/A	Y				
A B	Door	0.1	L N/A	Y				
C D	Door Edge	0.2	F L N/A	Y				
1 2	Door Casing	0.3	L N/A	Y				
3 4	Door Jamb	0.4	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	0.3	L N/A	Y				
C D	Door Edge	0.2	F L N/A	Y				
1 2	Door Casing	0.4	L N/A	Y				
3 4	Door Jamb	0.5	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	0.1	L N/A	Y				
C D	Door Edge	0.3	F L N/A	Y				
1 2	Door Casing	0.4	L N/A	Y				
3 4	Door Jamb	0.4	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	0.1	L N/A	Y				
C D	Door Edge	0.2	F L N/A	Y				
1 2	Door Casing	0.4	L N/A	Y				
3 4	Door Jamb	N.C	F L N/A	Y				
	Closet Door	0.2	L N/A	Y				
A	Cl Door Edge	0.3	F L N/A	Y				
B	Cl Casing	0.4	L N/A	Y				
C	Closet Jamb	0.4	F L N/A	Y				
D	Closet Walls	0.1	L N/A	Y				
	Cl Baseboard	N.C	L N/A	Y				
1	Closet Pole	/	L N/A	Y				
2	Closet Shelf	/	L N/A	Y				
3	Cl Supports	/	L N/A	Y				
4	Closet Floor	CW	L ☐ (dust) N/A	Y				
	Closet Ceiling	0.1	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐ (dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				
A	Window Sill	0.2	M/I A/M L N/A	Y				
B	Win Apron	/	L N/A	Y				
C	Win Casing	/	L N/A	Y				
D	Header Stop	0.2	M/I L N/A	Y				
	Int Stops	0.1	M/I L N/A	Y				
1	Win Int Sash	VR	M/I L N/A	Y				
2	Exterior Sill	CW	M/I SF L N/A	Y				
3	Part Bead	VR	M/I L N/A	Y				
4	Blind Stop	VR	M/I SF L N/A	Y				
	Win Ext Sash	VR	M/I L N/A	Y				
A	Window Sill	0.3	M/I A/M L N/A	Y				
B	Win Apron	/	L N/A	Y				
C	Win Casing	/	L N/A	Y				
D	Header Stop	0.3	M/I L N/A	Y				
	Int Stops	0.2	M/I L N/A	Y				
1	Win Int Sash	VR	M/I L N/A	Y				
2	Exterior Sill	CW	M/I SF L N/A	Y				
3	Part Bead	VR	M/I L N/A	Y				
4	Blind Stop	VR	M/I SF L N/A	Y				
	Win Ext Sash	VR	M/I L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	/	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

COMMENTS / STRUCTURAL DEFECTS:

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bateman 3571 Paul Bateman 1/12/22 Page 8 Of 12

Inspector (print) Lic # Signature Date

Risk Assessor (print) Lic # Signature Date

Address of Property: 22 Sea beds Apt. # City: New Haven

STAIRCASE # 1 Common 1-2 Bldg 22

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	02	L N/A	Y				
A B C D	~~Chair Rail~~	0.1	L N/A	Y				
A B C D	Radiator	0.5	L N/A	Y				
	Floor	Ca	L ☐ (dust) N/A	Y				
	Ceiling	02	L N/A	Y				
A B	Door	0.1	L N/A	Y				
C D	Door Edge	0.1	F L N/A	Y				
1 2	Door Casing	0.3	L N/A	Y				
3 4	Door Jamb	02	F L N/A	Y				
	Threshold	N.I	L N/A	Y				
A B	Door	02	L N/A	Y				
C D	Door Edge	0.1	F L N/A	Y				
1 2	Door Casing	03	L N/A	Y				
3 4	Door Jamb	04	F L N/A	Y				
	Threshold		L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb		F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐ (dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	0.1	M/I A/M L N/A	Y				
B	Win Apron		L N/A	Y				
C	Win Casing		L N/A	Y				
D	Header Stop	0.1	M/I L N/A	Y				
	Int Stops	02	M/I L N/A	Y				
1	Win Int Sash	VR	M/I L N/A	Y				
2	Exterior Sill	Ca	M/I SF L N/A	Y				
3	Part Bead	VR	M/I L N/A	Y				
4	Blind Stop	VR	M/I SF L N/A	Y				
	Win Ext Sash	VR	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop		M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
	Newel Post		L N/A	Y				
	Railing Cap	02	A/M L N/A	Y				
	Handrail	0.1	A/M L N/A	Y				
	Balusters		L N/A	Y				
	Lower rail		L N/A	Y				
	Treads	Ca	F L N/A	Y				
	Risers	Ca	L N/A	Y				
	Stringer	02	L N/A	Y				
	Tread edge >5"		L N/A	Y				
	Landing floor	Ca	L ☐ (dust) N/A	Y				
	Floor Edge	Ca	L N/A	Y				
	Floor Casing		L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

COMMENTS / STRUCTURAL DEFECTS:

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bateman 3571 Paul Bk 1/12/22

Inspector (print) Lic # Signature Date

Risk Assessor (print) Lic# Signature Date / /

Address of Property: 22 Seabeds Way Apt. # City: Needham

EXTERIOR A Side

SIDE A	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Siding	C.W	L N/A	Y				
	Corner Boards	C.W	L N/A	Y				
	Lower Trim	.	L N/A	Y				
	Upper Trim	02	L N/A	Y				
	Win Above 5'	C.W	L N/A	Y				
	Porch Above 5'		L N/A	Y				
(A) 1 2 3 4	Storm Door		L N/A	Y				
	Strm Door Edge	.	F L N/A	Y				
	Door	01	L N/A	Y				
	Door Edge	03	F L N/A	Y				
	Door Casing	03	L N/A	Y				
	Door Jamb	04	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
	Kickplate		L N/A	Y				
A 1 2 3 4	Storm Door	.	L N/A	Y				
	Strm Door Edge	.	F L N/A	Y				
	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing	.	L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate		L N/A	Y				
A 1 2 3 4	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing	.	L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
A #	Window Sill	C.W	A/M L N/A	Y				
	Win Casing	C.W	L N/A	Y				
	Window Sash	V.C	L N/A	Y				
A #	Window Sill	C.W	A/M L N/A	Y				
	Win Casing	C.W	L N/A	Y				
	Window Sash	V.C	L N/A	Y				

SIDE A	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A #	Window Sill		A/M L N/A	Y				
	Win Casing	.	L N/A	Y				
	Window Sash	.	L N/A	Y				
A #	Cellar Win Sill		A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
A #	Cellar Win Sill		A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
A #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
A	Foundation	N.C	L N/A	Y				
	Bulkhead		L N/A	Y				
	Fences	.	L N/A	Y				
	Shutters		L N/A	Y				
A	Newel post	.	L N/A	Y				
	Railing Cap		A/M L N/A	Y				
	Handrail	05	A/M L N/A	Y				
	Balusters	.	L N/A	Y				
	Lower Rail	07	L N/A	Y				
	Treads	.	F L N/A	Y				
	Risers	.	L N/A	Y				
	Tread edge	.	L N/A	Y				
	Landing floor	N.C	L N/A	Y				
	Stringer		L N/A	Y				
	Lattice	.	L N/A	Y				
A	Drain Pipes	02	L N/A	Y				
	Elec Conduit	.	L N/A	Y				
	Oil Fill Pipe		L N/A	Y				
	Overhang Trim	.	L N/A	Y				
A	Lamp Post	.	L N/A	Y				
A		.	F M/I A/M L N/A	Y				
A		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 2880 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD
A				
A				
A				
A				

Soil Test Results (Must be less than 400 ppm for play area / 1200 ppm for bare soil)

LOCATION	AREA MEASUREMENT (Square Feet)	RESULT (PPM)	REMED DATE	REMED METH
Play Area				
Bare Soil				

Comments:

Paul Bateman | 3571 | Paul BA | 1/12/22 | Page 10 Of 12

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic# | Signature | Date 1/1

Address of Property: 22 Seabeds Way | Apt. # | City: Needham

EXTERIOR B Side

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
B	Siding	CO	L N/A	Y				
	Corner Boards	03	L N/A	Y				
	Lower Trim	/	L N/A	Y				
	Upper Trim	02	L N/A	Y				
	Win Above 5'	VR	L N/A	Y				
	Porch Above 5'	02	L N/A	Y				
B	Storm Door	/	L N/A	Y				
	Strm Door Edge	/	F L N/A	Y				
	Door	VR	L N/A	Y				
1 2	Door Edge	VR	F L N/A	Y				
3 4	Door Casing	02	L N/A	Y				
	Door Jamb	03	F L N/A	Y				
	Threshold	NC	L N/A	Y				
	Kickplate	/	L N/A	Y				
	Storm Door	/	L N/A	Y				
	Strm Door Edge	/	F L N/A	Y				
B	Door	VR	L N/A	Y				
1 2	Door Edge	VR	F L N/A	Y				
3 4	Door Casing	01	L N/A	Y				
	Door Jamb	01	F L N/A	Y				
	Threshold	NC	L N/A	Y				
	Kickplate	/	L N/A	Y				
	Door 03	/	/ L N/A	Y				
B	Door Edge	03	F L N/A	Y				
1 2	Door Casing	02	L N/A	Y				
3 4	Door Jamb	03	F L N/A	Y				
	Threshold	NC	L N/A	Y				
	Kickplate	/	L N/A	Y				
	Window Sill	CO	A/M L N/A	Y				
B	Win Casing	CO	L N/A	Y				
# 1	Window Sash	VR	L N/A	Y				
	Window Sill	CO	A/M L N/A	Y				
B	Win Casing	CO	L N/A	Y				
#	Window Sash	VR	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
	Window Sill	CO	A/M L N/A	Y				
B	Win Casing	CO	L N/A	Y				
# 3	Window Sash	VR	L N/A	Y				
	Cellar Win Sill	/	A/M L N/A	Y				
B	Cel Win Frame	/	L N/A	Y				
#	Cel Win Sash	/	L N/A	Y				
	Screen Frame	/	L N/A	Y				
	Cellar Win Sill	/	A/M L N/A	Y				
B	Cel Win Frame	/	L N/A	Y				
#	Cel Win Sash	/	L N/A	Y				
	Screen Frame	/	L N/A	Y				
	Cellar Win Sill	/	A/M L N/A	Y				
B	Cel Win Frame	/	L N/A	Y				
#	Cel Win Sash	/	L N/A	Y				
	Screen Frame	/	L N/A	Y				
	Foundation	NC	L N/A	Y				
B	Bulkhead	/	L N/A	Y				
	Fences	/	L N/A	Y				
	Shutters	/	L N/A	Y				
	Newel post	/	L N/A	Y				
	Railing Cap	/	A/M L N/A	Y				
	Handrail	/	A/M L N/A	Y				
B	Balusters	02	L N/A	Y				
	Lower Rail	02	L N/A	Y				
	Treads	/	F L N/A	Y				
	Risers	/	L N/A	Y				
	Tread edge	/	L N/A	Y				
	Landing floor	/	L N/A	Y				
	Stringer	/	L N/A	Y				
	Lattice	/	L N/A	Y				
	Drain Pipes	03	L N/A	Y				
B	Elec Conduit	/	L N/A	Y				
	Oil Fill Pipe	/	L N/A	Y				
	Overhang Trim	02	L N/A	Y				
B	Support Clmns	04	L N/A	Y				
B		/	F M/I A/M L N/A	Y				
B		/	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 2880 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD
B				
B				
B				
B				

Soil Test Results (Must be less than 400 ppm for play area / 1200 ppm for bare soil)

LOCATION	AREA MEASUREMENT (Square Feet)	RESULT (PPM)	REMED DATE	REMED METH
Play Area				
Bare Soil				

Comments:

Paul Bateman | 3571 | Paul Bateman | 1/12/12 | Page 11 of 12

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) 22 Seabeds Way | Lic# | Signature | Date 1/1

Address of Property: | Apt. # | City: Needham

EXTERIOR C Side

SIDE C	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
C	Siding	CW	L N/A	Y				
	Corner Boards	D.2	L N/A	Y				
	Lower Trim		L N/A	Y				
	Upper Trim	D.3	L N/A	Y				
	Win Above 5'	U.R	L N/A	Y				
	Porch Above 5'	D.2	L N/A	Y				
C 1 2 3 4	Storm Door	.	L N/A	Y				
	Strm Door Edge	.	F L N/A	Y				
	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing	.	L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
C 1 2 3 4	Storm Door		L N/A	Y				
	Strm Door Edge	.	F L N/A	Y				
	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing	.	L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
C 1 2 3 4	Door	.	L N/A	Y				
	Door Edge	.	F L N/A	Y				
	Door Casing		L N/A	Y				
	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Kickplate	.	L N/A	Y				
C # 1	Window Sill	CW	A/M L N/A	Y				
	Win Casing	CW	L N/A	Y				
	Window Sash	VR	L N/A	Y				
C # 2	Window Sill	CW	A/M L N/A	Y				
	Win Casing	CW	L N/A	Y				
	Window Sash	VR	L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 2880 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD
C				
C				
C				
C				

SIDE C	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
C # 3	Window Sill	CW	A/M L N/A	Y				
	Win Casing	CW	L N/A	Y				
	Window Sash	VR	L N/A	Y				
C #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash		L N/A	Y				
	Screen Frame	.	L N/A	Y				
C #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
C #	Cellar Win Sill	.	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
C	Foundation	NC	L N/A	Y				
	Bulkhead	.	L N/A	Y				
	Fences		L N/A	Y				
	Shutters	.	L N/A	Y				
C	Newel post	.	L N/A	Y				
	Railing Cap	.	A/M L N/A	Y				
	Handrail	.	A/M L N/A	Y				
	Balusters	.	L N/A	Y				
	Lower Rail	.	L N/A	Y				
	Treads	.	F L N/A	Y				
	Risers	.	L N/A	Y				
	Tread edge	.	L N/A	Y				
	Landing floor		L N/A	Y				
	Stringer	.	L N/A	Y				
	Lattice	.	L N/A	Y				
C	Drain Pipes	.	L N/A	Y				
	Elec Conduit		L N/A	Y				
	Oil Fill Pipe	.	L N/A	Y				
	Overhang Trim	.	L N/A	Y				
C	Support Clmns	D.3	L N/A	Y				
C		.	F M/I A/M L N/A	Y				
C		.	F M/I A/M L N/A	Y				

Soil Test Results (Must be less than 400 ppm for play area / 1200 ppm for bare soil)

LOCATION	AREA MEASUREMENT (Square Feet)	RESULT (PPM)	REMED DATE	REMED METH
Play Area				
Bare Soil				

Comments:

Paul Bateman 3571 [signature] 1/12/22 Page 1 of 12

Inspector (print) Lic # Signature Date

Risk Assessor (print) [illegible] Lic# Signature Date 1/1

Address of Property: 22 Seabeds Way Apt. # City: Needham

EXTERIOR D Side

SIDE D	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
D	Siding	CO	L N/A	Y				
	Corner Boards	02	L N/A	Y				
	Lower Trim	/	L N/A	Y				
	Upper Trim	0.3	L N/A	Y				
	Win Above 5'	UR	L N/A	Y				
	Porch Above 5'	02	L N/A	Y				
D 1 2 3 4	Storm Door	/	L N/A	Y				
	Strm Door Edge	.	F L N/A	Y				
	Door	UR	L N/A	Y				
	Door Edge	UR	F L N/A	Y				
	Door Casing	01	L N/A	Y				
	Door Jamb	02	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
	Kickplate	/	L N/A	Y				
D 1 2 3 4	Storm Door	/	L N/A	Y				
	Strm Door Edge	/	F L N/A	Y				
	Door	UR	L N/A	Y				
	Door Edge	UR	F L N/A	Y				
	Door Casing	0.3	L N/A	Y				
	Door Jamb	0.2	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
	Kickplate	/	L N/A	Y				
D 1 2 3 4	Door	0.4	L N/A	Y				
	Door Edge	0.4	F L N/A	Y				
	Door Casing	0.2	L N/A	Y				
	Door Jamb	0.3	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
	Kickplate	/	L N/A	Y				
D # 1	Window Sill	CO	A/M L N/A	Y				
	Win Casing	CO	L N/A	Y				
	Window Sash	UR	L N/A	Y				
D # 2	Window Sill	CO	A/M L N/A	Y				
	Win Casing	CO	L N/A	Y				
	Window Sash	UR	L N/A	Y				

SIDE D	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
D # 3	Window Sill	CO	A/M L N/A	Y				
	Win Casing	CO	L N/A	Y				
	Window Sash	UR	L N/A	Y				
D #	Cellar Win Sill	/	A/M L N/A	Y				
	Cel Win Frame	/	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
D #	Cellar Win Sill	/	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
D #	Cellar Win Sill	/	A/M L N/A	Y				
	Cel Win Frame	.	L N/A	Y				
	Cel Win Sash	.	L N/A	Y				
	Screen Frame	.	L N/A	Y				
D	Foundation	N.C	L N/A	Y				
	Bulkhead	.	L N/A	Y				
	Fences	0.4	L N/A	Y				
	Shutters	/	L N/A	Y				
D	Newel post	/	L N/A	Y				
	Railing Cap	0.3	A/M L N/A	Y				
	Handrail	02	A/M L N/A	Y				
	Balusters	03	L N/A	Y				
	Lower Rail	0.2	L N/A	Y				
	Treads	/	F L N/A	Y				
	Risers	/	L N/A	Y				
	Tread edge	/	L N/A	Y				
	Landing floor	03	L N/A	Y				
	Stringer	/	L N/A	Y				
	Lattice	/	L N/A	Y				
D	Drain Pipes	0.2	L N/A	Y				
	Elec Conduit	/	L N/A	Y				
	Oil Fill Pipe	/	L N/A	Y				
	Overhang Trim	02	L N/A	Y				
D	Support Clmns	0.2	L N/A	Y				
D		.	F M/I A/M L N/A	Y				
D		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 2880 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD
D				
D				
D				
D				

Soil Test Results (Must be less than 400 ppm for play area / 1200 ppm for bare soil)

LOCATION	AREA MEASUREMENT (Square Feet)	RESULT (PPM)	REMED DATE	REMED METH
Play Area				
Bare Soil				

Comments:

FUSS & O'NEILL

108 Myrtle Street, Suite 502, Quincy, MA 02171
t 617.282.4675; 800.286.2469; f 617.481.5885
www.fando.com

Lead Inspection / Risk Assessment

St.# 26 Street Name Seabeds Street Type Way Unit 15
City Needham Zip Code 02494

Owner Name: Needham Housing Authority
Owner Address: 28 Captain Robert Cook Drive
Contact Information: 1-413-733-6798
Client Name (if different from owner): Dietz & Co Architects
Client Address: 55 Francis B Murray St, Suite 201, Springfield

Number of Rooms in Unit: 4
Property Type:
- [ ] Single Family
- [x] Multi Family # of Units: 46
- [ ] Condominium # of Units:
- [ ] Day Care [ ] Other:

Key	Lead Column
COV	Covered
DC	Drop Ceiling
MET	Metal
MR	Metal Rep. Window
NA	Not Accessible
NC	No Coating
Tile	Tile (testing suggested)
VB	Vinyl Baseboard
VR	Vinyl Rep. Window

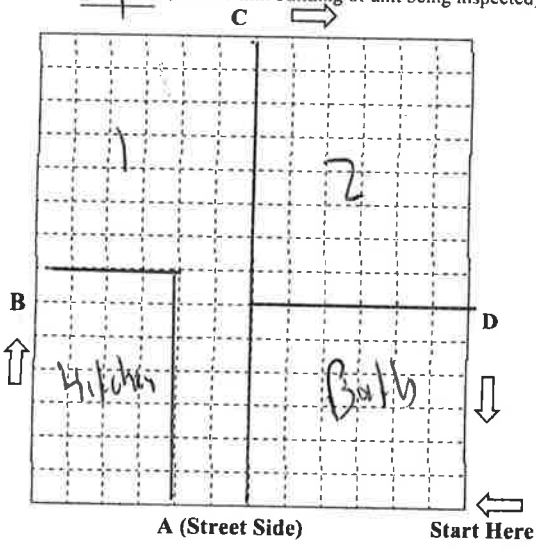
Key	Delead/IC Method Column	Key	Delead/IC Method Column
COV	Covered	REM	Removed
DIP	Dipped	REP	Replaced
ENC	Encapsulated	SCR	Scraped
INT	Intact	SFR	Storm Frame Removed
MI	*Made Intact*	*SLD*	*Sealed*
PRE	Prepared for Enc.	STP	Stripped
⊘	Component Does Not Exist	VR/MR	Vinyl/Metal Rep Window

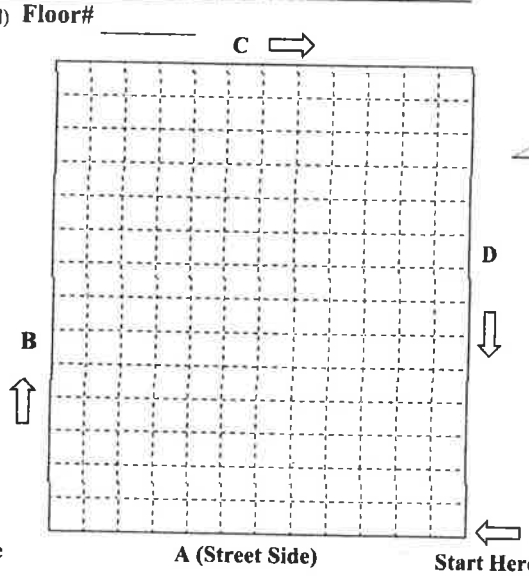
Laundry in Basement? [ ] Yes [x] No
Finished Space in Basement? [ ] Yes [x] No
Possible Pb Water Service Line
[ ] Yes [ ] No [x] Not Tested
Testing Method Used
Na_2S Expiration Date: / /
X-Ray Fluorescence
Model: RMD Serial # 1157

Comments / Notes:

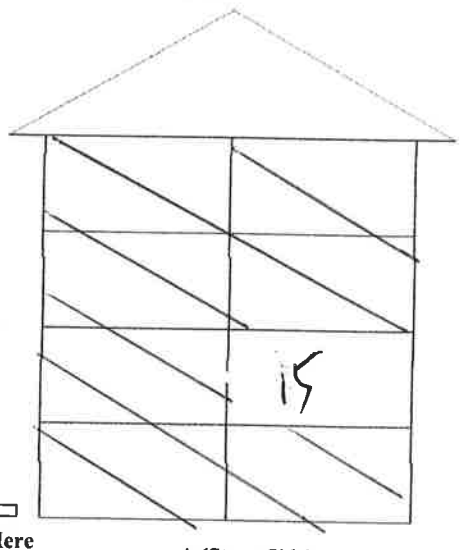
- [ ] Demarcation Lines
- [ ] Submitted for Compliance Evaluation

Floor# 1 (level within building of unit being inspected) Floor# _____





Property Diagram / Unit Labels



Pb (lead) equal to or greater than 1.0 mg/cm² with x-ray fluorescence or positive with Na_2S is **Dangerous.**

XRF Calibration Recorded in Log Book ☑ ✓ - Check off when complete
Address Verified through USPS ☑ ✓ - Check off when complete
Research on Lead Related History for Address ☑ ✓ - Check off when complete
www.state.ma.us dph clppp or 800-532-9571

Paul Bateman — Inspector's Name (print)
3571 — License #
Paul B/H — Signature
1/12/22 — Date

LI/RA - revised 06/17

Address: 26 Seabeds Way Apt# 15 City Needham Page 2 of 8

INSPECTION HISTORY

Determination 01/12/22 Lead Hazards? Y (N)
Inspector Name: Paul Bukunas, Lic# 3571
Signature [signature]

Comprehensive Initial Inspection Lead Hazards? Y N
Inspector Name:_____, Lic#_____
Signature_____

Comp Initial w/Partial PCAD Lead Hazards? Y N
Inspector Name:_____, Lic#_____
Signature_____

Addendum (add-on to Initial Inspection) Lead Hazards? Y N
Inspector Name:_____, Lic#_____
Signature_____

Addendum as Full Inspection Lead Hazards? Y N
Inspector Name:_____, Lic#_____
Signature_____

Walk Through for Ed/Consultation
Inspector Name:_____, Lic#_____
Signature_____

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection P F
Inspector Name:_____, Lic#_____
Signature_____

Visual Portion of Reocc. Reinspection P F
Inspector Name:_____, Lic#_____
Signature_____

Dust Taken for Reocc. Reinspection P F
Inspector Name:_____, Lic#_____
Signature_____

Dust Taken for Reocc. Reinspection P F
Inspector Name:_____, Lic#_____
Signature_____

Visual Portion of Final Reinspection P F
Inspector Name:_____, Lic#_____
Signature_____

Visual Portion of Final Reinspection P F
Inspector Name:_____, Lic#_____
Signature_____

Dust Taken for Final Reinsp. (No Reocc) P F
Inspector Name:_____, Lic#_____
Signature_____

Dust Taken for Final Reinsp. (No Reocc) P F
Inspector Name:_____, Lic#_____
Signature_____

INTERIM CONTROL

Visual Risk Assessment Urgent Pb. Hazards? Y N
R.A. Name:_____, Lic#_____
Signature_____

Dust Taken for Risk Assessment Urgent Pb. Hazards? Y N
R.A. Name:_____, Lic#_____
Signature_____

Visual Portion of Reinspection for Interim Control P F
R.A. Name:_____, Lic#_____
Signature_____

Dust Taken for Risk Assessment Reinsp. P F
R.A. Name:_____, Lic#_____
Signature_____

Visual Portion of Reinspection for Interim Control P F
R.A. Name:_____, Lic#_____
Signature_____

Dust Taken for Risk Assessment Reinsp. P F
R.A. Name:_____, Lic#_____
Signature_____

Risk Assessment Recertification Urgent Pb. Hazards? Y N
R.A. Name:_____, Lic#_____
Signature_____

Dust Taken for RA Recertification P F
R.A. Name:_____, Lic#_____
Signature_____

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD Lead Hazards? Y N
Inspector Name:_____, Lic#_____
Signature_____

Full Inspection Acting as PCAD Lead Hazards? Y N
Inspector Name:_____, Lic#_____
Signature_____

Visual Portion of PCAD Reinspection P F
Inspector Name:_____, Lic#_____
Signature_____

Dust Taken for PCAD Reinspection P F
Inspector Name:_____, Lic#_____
Signature_____

Dust Taken for PCAD Reinspection P F
Inspector Name:_____, Lic#_____
Signature_____

Address: 26 Seabeds Way Apt# 15 City Needham

INSPECTION HISTORY

Determination / Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Comprehensive Initial Inspection / Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Comp Initial w/Partial PCAD / Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Addendum (add-on to Initial Inspection) / Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Addendum as Full Inspection / Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Walk Through for Ed/Consultation		Inspector Name:_____, Lic#_____ Signature_____

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Reocc. Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Reocc. Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Reocc. Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Final Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Final Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name:_____, Lic#_____ Signature_____

INTERIM CONTROL

Visual Risk Assessment / Urgent Pb. Hazards?	Y / N	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment / Urgent Pb. Hazards?	Y / N	R.A. Name:_____, Lic#_____ Signature_____
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name:_____, Lic#_____ Signature_____
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name:_____, Lic#_____ Signature_____
Risk Assessment Recertification / Urgent Pb. Hazards?	Y / N	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for RA Recertification	P / F	R.A. Name:_____, Lic#_____ Signature_____

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD / Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Full Inspection Acting as PCAD / Lead Hazards?	Y / N	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of PCAD Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for PCAD Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for PCAD Reinspection	P / F	Inspector Name:_____, Lic#_____ Signature_____

EXPLANATION OF LEAD INSPECTION / RISK ASSESSMENT REPORT FORM COLUMNS

This page provides general information needed to understand the lead inspection/risk assessment report. However, you should speak with the inspector/risk assessor before you start to do any work on your home.

SIDE Refers to A, B, C, or D side of the building or room. See the diagram on the cover sheet. The "A" side of the building or room is the side facing the street that gives the property its address (usually, it is the front of the building). Keeping your back to this street, from the "A" side move clockwise to the "B" side on your left, the "C" side opposite you, and the "D" side to the right. Numbering is from left to right.

LOCATION/ SURFACE Refers to the building component(s) being tested. Some surfaces may be made up of more than one part. For example, "Baseboard" may refer to four separate pieces of wood (one on each wall), but is still considered one surface.

LEAD The actual lead result. Each surface tested must have a result recorded in the "Lead" column.

- A number shows that the surface was tested with an XRF analyzer. A number equal to or greater than 1.0 mg/cm^2 is a dangerous level of lead.
- A "pos" or "neg" shows that the surface was tested with sodium sulfide. "Pos" means that there is a dangerous level of lead.
- "N/A" means that the inspector was not able to test the surface. The inspector must assume the surface contains lead and require it to be deleaded. Speak to the inspector about possible alternative testing options.
- "MET" or "MR" means that a metal surface was not tested. Metal handrails, metal window sills, and metal railing caps need to be deleaded if they test equal to or greater than 1.0 mg/cm^2, or are marked "MET" or "N/A". All other metal surfaces must be intact.
- For key to abbreviations like "COV", "VB", "VR" or "MR", "NC", "Tile", "DC", see the cover page.

TYPE OF HAZARD Not all lead paint must be deleaded. This column tells you IF and WHY a surface needs deleading. The deleading standards below may not apply for Interim Controls. Speak to your risk assessor for more information.

- "M/I" circled means that the surface is a moveable/impacted part of a window and must be deleaded in its entirety.
- "SF" circled indicates that there is a storm frame present which requires the blind stop and exterior sill be deleaded as interior moveable / impacted surfaces.
- "A/M" circled means that the surface is "accessible mouthable" and must be deleaded to a minimum of five feet high, four inches in from the edge or corner.
- "F" circled means that the surface is a "friction" surface and must be deleaded at all points of potential friction.
- "L" circled means that the surface is loose and must, at a minimum, be made intact. Loose leaded floors must be sealed with paint or similar coating and pass a dust wipe.
- If more than one choice is circled, the rules for deleading may change depending upon what method of deleading you choose. Speak to the inspector for more information.
- "N/A" means the inspector was unable to determine if the surface was a lead hazard. The person doing the deleading must check this surface and follow all the rules for deleading. Speak to the inspector for more information.
- If nothing is circled in the column, then it is likely the surface does not need deleading. Speak to the inspector for more information. Remember, this does not mean the entire surface is lead free, it just does not require deleading in its current condition.

URG HAZ? This column is completed during a risk assessment, which is an evaluation of a home's suitability for Interim Control. **Only a licensed risk assessor can do a risk assessment.** If "Y" is circled, then this surface is considered an "Urgent Lead Hazard" and deleading is required to qualify for Interim Control.

IC DATE The date the licensed risk assessor determines the surface meets the standards for Interim Control.

IC METH The deleading method or structural repair done to qualify the surface for Interim Control. Refer to the deleading codes key on the cover page.

DELEAD DATE The date that the lead inspector reinspects the surface and finds that it is in compliance.

DELEAD METH The method used to bring a surface into full compliance. Refer to codes in the Key on the report's cover page.

EXCLUDED SURFACES The amount of loose paint on a surface as measured by the lead inspector. "N/A" means that the inspector was not able to measure the loose paint, but has determined it is more than the cut-off for moderate risk making intact.

RULED OUT BOX Encapsulants only work well if the paint is in good condition. If the inspector sees that there are adhesion problems with eligible surfaces in a room, he/she will rule out encapsulation as a deleading method.

Paul Butenas | 3571 | Paul QA | 11/2/22 | Page 5 Of 8

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Signature | Date

Address of Property: 26 Seabeds Way Bldg 26 Apt. # 15 City: Needham

Kitchen

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	01	L N/A	Y				
A B C D	Low Walls	02	L N/A	Y				
A B C D	Baseboards	N:C	L N/A	Y				
A B C D	Chair Rail	.	L N/A	Y				
A B C D	Radiator	.	L N/A	Y				
	Floor	CSV	L ☐ (dust) N/A	Y				
	Ceiling	01	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing		L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐ (dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				
A B	Up Cab Frame	01	L N/A	Y				
C D	Up Cab Door	02	L N/A	Y				
	Up Cab Walls	03	L N/A	Y				
1 2	Up Cab Shlvs	04	L N/A	Y				
3 4	Supports	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B	Up Cab Frame	.	L N/A	Y				
C D	Up Cab Door	.	L N/A	Y				
	Up Cab Walls	.	L N/A	Y				
1 2	Up Cab Shlvs	.	L N/A	Y				
3 4	Supports	.	L N/A	Y				
A B	Up Cab Frame	.	L N/A	Y				
C D	Up Cab Door	.	L N/A	Y				
	Up Cab Walls	.	L N/A	Y				
1 2	Up Cab Shlvs	.	L N/A	Y				
3 4	Supports	.	L N/A	Y				
	Low Cab Fram	01	L N/A	Y				
A B	Low Cab Door	03	L N/A	Y				
C D	Low Cab Walls	01	L N/A	Y				
	Low Cab Shlvs	05	L N/A	Y				
1 2	Supports	.	L N/A	Y				
3 4	Drawers	01	L N/A	Y				
	Low Cab Fram	.	L N/A	Y				
A B	Low Cab Door	.	L N/A	Y				
C D	Low Cab Walls	.	L N/A	Y				
	Low Cab Shlvs	.	L N/A	Y				
1 2	Supports	.	L N/A	Y				
3 4	Drawers	.	L N/A	Y				
	Low Cab Fram	.	L N/A	Y				
A B	Low Cab Door	.	L N/A	Y				
C D	Low Cab Walls	.	L N/A	Y				
	Low Cab Shlvs	.	L N/A	Y				
1 2	Supports	.	L N/A	Y				
3 4	Drawers	.	L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bateman 3571 Paul Bateman 1/21/24

Inspector (print) Lic # Signature Date

Risk Assessor (print) Lic # Signature Date

Address of Property: 26 Seabeds Way Apt. # 15 City: Needham

ROOM # 1

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	D1	L N/A	Y				
A B C D	Low Walls	D2	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail	/	L N/A	Y				
A B C D	Radiator	D5	L N/A	Y				
	Floor	D6	L ☐(dust) N/A	Y				
	Ceiling	D1	L N/A	Y				
A B	Door	D7	L N/A	Y				
C D	Door Edge	D1	F L N/A	Y				
1 2	Door Casing	D3	L N/A	Y				
3 4	Door Jamb	D4	F L N/A	Y				
	Threshold	/	L N/A	Y				
A B	Door	D1	L N/A	Y				
C D	Door Edge	D1	F L N/A	Y				
1 2	Door Casing	D3	L N/A	Y				
3 4	Door Jamb	D5	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb		F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	D1	L N/A	Y				
A	Cl Door Edge	D1	F L N/A	Y				
B	Cl Casing	/	L N/A	Y				
C	Closet Jamb	/	F L N/A	Y				
D	Closet Walls	D1	L N/A	Y				
	Cl Baseboard	N.C	L N/A	Y				
1	Closet Pole	/	L N/A	Y				
2	Closet Shelf	D1	L N/A	Y				
3	Cl Supports	D2	L N/A	Y				
4	Closet Floor	D6	L ☐(dust) N/A	Y				
	Closet Ceiling	D1	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops		M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B	Fireplace	.	L N/A	Y				
C D	Mantle	.	L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bateman 3571 Paul Bateman 1/12/22 Page 7 Of 8

Inspector (print) Lic # Signature Date

Risk Assessor (print) Lic # Signature Front Common Date / /

Address of Property: 26 Sea Birch Way Apt. # Stair City: Needham

STAIRCASE # Front Common

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail	.	L N/A	Y				
A B C D	Radiator	0.2	L N/A	Y				
	Floor	Cov	L ☐ (dust) N/A	Y				
	Ceiling	0.2	L N/A	Y				
A B	Door	0.3	L N/A	Y				
C D	Door Edge	0.2	F L N/A	Y				
1 2	Door Casing	0.4	L N/A	Y				
3 4	Door Jamb	0.5	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	0.2	L N/A	Y				
C D	Door Edge	0.1	F L N/A	Y				
1 2	Door Casing	0.3	L N/A	Y				
3 4	Door Jamb	0.4	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐ (dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	0.2	M/I A/M L N/A	Y				
B	Win Apron	\	L N/A	Y				
C	Win Casing	\ .	L N/A	Y				
D	Header Stop	0.1	M/I L N/A	Y				
	Int Stops	0.3	M/I L N/A	Y				
1	Win Int Sash	V.R	M/I L N/A	Y				
2	Exterior Sill	Cov	M/I SF L N/A	Y				
3	Part Bead	V.R	M/I L N/A	Y				
4	Blind Stop	V.R	M/I SF L N/A	Y				
	Win Ext Sash	V.R	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
	Newel Post	\	L N/A	Y				
	Railing Cap	0.2	A/M L N/A	Y				
	Handrail	0.1	A/M L N/A	Y				
	Balusters	\ .	L N/A	Y				
	Lower rail	\ .	L N/A	Y				
	Treads	Cov	F L N/A	Y				
	Risers	Cov	L N/A	Y				
	Stringer	0.3	L N/A	Y				
	Tread edge >5	\ .	L N/A	Y				
	Landing floor	Cov	L ☐ (dust) N/A	Y				
	Floor Edge	Cov	L N/A	Y				
	Floor Casing	\	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

COMMENTS / STRUCTURAL DEFECTS:

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Buterman | 3571 | Paul Buterman | 7/12/22 | Page 6 Of 8

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic # | Signature | Date

Address of Property: 26 Seabeds Way | Apt. # 20 | City: Needham

ROOM # 1 - Living

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail	/	L N/A	Y				
A B C D	Radiator	0.4	L N/A	Y				
	Floor	Cov	L ☐ (dust) N/A	Y				
	Ceiling	0.1	L N/A	Y				
A B	Door	0.5	L N/A	Y				
C D	Door Edge	0.4	F L N/A	Y				
1 2	Door Casing	0.3	L N/A	Y				
3 4	Door Jamb	0.3	F L N/A	Y				
	Threshold	/	L N/A	Y				
A B	Door	0.1	L N/A	Y				
C D	Door Edge	0.3	F L N/A	Y				
1 2	Door Casing	0.5	L N/A	Y				
3 4	Door Jamb	0.4	F L N/A	Y				
	Threshold	/	L N/A	Y				
A B	Door	/	L N/A	Y				
C D	Door Edge	/	F L N/A	Y				
1 2	Door Casing	/	L N/A	Y				
3 4	Door Jamb	/	F L N/A	Y				
	Threshold	/	L N/A	Y				
	Closet Door	/	L N/A	Y				
A	Cl Door Edge	/	F L N/A	Y				
B	Cl Casing	/	L N/A	Y				
C	Closet Jamb	/	F L N/A	Y				
D	Closet Walls	0.1	L N/A	Y				
	Cl Baseboard	N.C	L N/A	Y				
1	Closet Pole	/	L N/A	Y				
2	Closet Shelf	/	L N/A	Y				
3	Cl Supports	/	L N/A	Y				
4	Closet Floor	Cov	L ☐ (dust) N/A	Y				
	Closet Ceiling	0.1	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B	Fireplace	.	L N/A	Y				
C D	Mantle	.	L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

FUSS & O'NEILL

108 Myrtle Street, Suite 502, Quincy, MA 02171
t 617.282.4675; 800.286.2469; f 617.481.5885
www.fando.com

Lead Inspection / Risk Assessment

St.# 26 Street Name Seybolt Street Type Way Unit 20
City Needham Zip Code 02494

Owner Name: Needham Housing Authority
Owner Address: 28 Captain Robert Cook Drive
Contact Information: 1-413-733-6798
Client Name (if different from owner): Dietz & Co Architects
Client Address: 55 Frank B Murray ST, Suite 201, Springfield

Number of Rooms in Unit: 4
Property Type:
- ☐ Single Family
- ☒ Multi Family # of Units: 46
- ☐ Condominium # of Units:
- ☐ Day Care ☐ Other:

Key	Lead Column
COV	Covered
DC	Drop Ceiling
MET	Metal
MR	Metal Rep. Window
NA	Not Accessible
NC	No Coating
Tile	Tile (testing suggested)
VB	Vinyl Baseboard
VR	Vinyl Rep. Window

Key	Delead/IC Method Column	Key	Delead/IC Method Column
COV	Covered	REM	Removed
DIP	Dipped	REP	Replaced
ENC	Encapsulated	SCR	Scraped
INT	Intact	SFR	Storm Frame Removed
MI	*Made Intact*	SLD	Sealed
PRE	Prepared for Enc.	STP	Stripped
⊘	Component Does Not Exist	VR/MR	Vinyl/Metal Rep Window

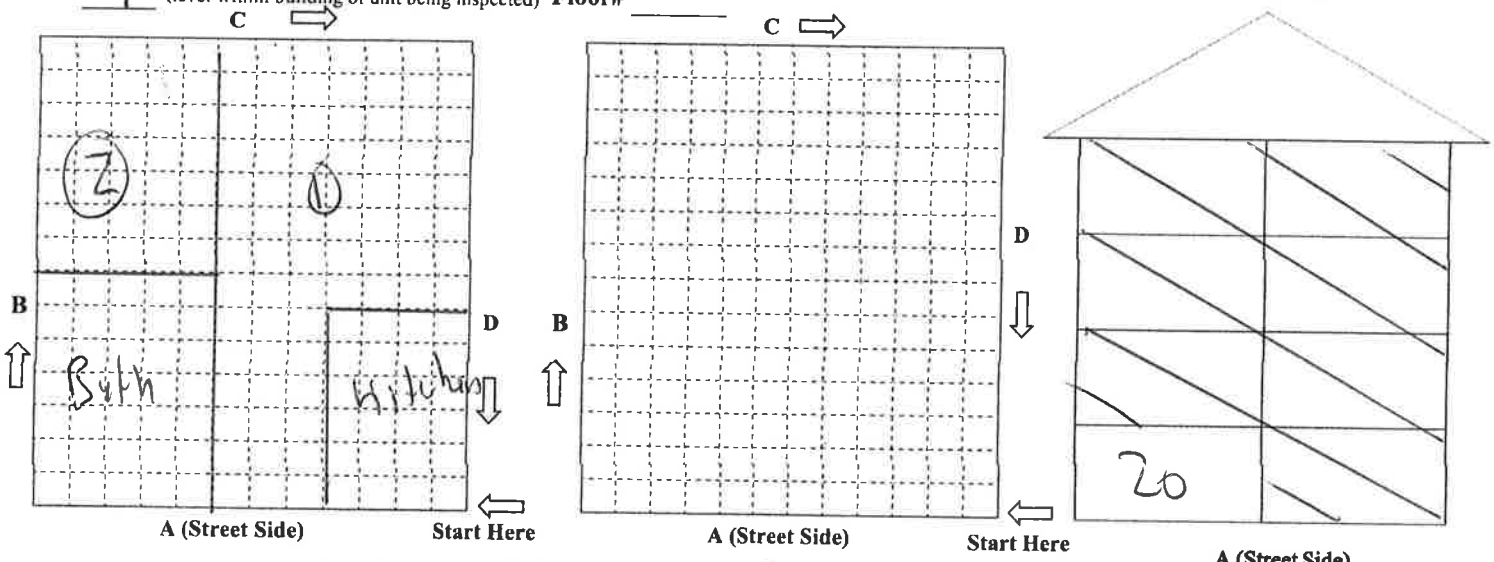
Laundry in Basement? ☐ Yes ☒ No
Finished Space in Basement? ☐ Yes ☒ No
Possible Pb Water Service Line ☐ Yes ☐ No ☒ Not Tested
Testing Method Used
Na_2S Expiration Date: / /
X-Ray Fluorescence
Model: RMD Serial # 1157

Comments / Notes:

☐ Demarcation Lines
☐ Submitted for Compliance Evaluation

Floor# 1 (level within building of unit being inspected) Floor# ____

Property Diagram / Unit Labels



Pb (lead) equal to or greater than 1.0 mg/cm² with x-ray fluorescence or positive with Na_2S is **Dangerous.**

XRF Calibration Recorded in Log Book ☑ ✓ - Check off when complete
Address Verified through USPS ☑ ✓ - Check off when complete
Research on Lead Related History for Address ☐ ✓ - Check off when complete
www.state.ma.us/dph/clppp or 800-532-9571

Paul Bidleman — Inspector's Name (print)
LI/RA - revised 06/17

3571 — License #

Paul Bidleman — Signature

1/12/22 — Date

Address: 26 Seabeds Way Apt# 20 City Needham Page 2 of 5

INSPECTION HISTORY

Determination		Inspector Name: Paul Bukunas, Lic# 3571
01122	Y / N (N)	Signature Paul M
Lead Hazards?		

Comprehensive Initial Inspection / Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Comp Initial w/Partial PCAD / Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Addendum (add-on to Initial Inspection) / Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Addendum as Full Inspection / Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Walk Through for Ed/Consultation		Inspector Name:, Lic# Signature

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection	P / F	Inspector Name:, Lic# Signature
Visual Portion of Reocc. Reinspection	P / F	Inspector Name:, Lic# Signature
Dust Taken for Reocc. Reinspection	P / F	Inspector Name:, Lic# Signature
Dust Taken for Reocc. Reinspection	P / F	Inspector Name:, Lic# Signature
Visual Portion of Final Reinspection	P / F	Inspector Name:, Lic# Signature
Visual Portion of Final Reinspection	P / F	Inspector Name:, Lic# Signature
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name:, Lic# Signature
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name:, Lic# Signature

INTERIM CONTROL

Visual Risk Assessment / Urgent Pb. Hazards?	Y / N	R.A. Name:, Lic# Signature
Dust Taken for Risk Assessment / Urgent Pb. Hazards?	Y / N	R.A. Name:, Lic# Signature
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name:, Lic# Signature
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name:, Lic# Signature
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name:, Lic# Signature
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name:, Lic# Signature
Risk Assessment Recertification / Urgent Pb. Hazards?	Y / N	R.A. Name:, Lic# Signature
Dust Taken for RA Recertification	P / F	R.A. Name:, Lic# Signature

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD / Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Full Inspection Acting as PCAD / Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Visual Portion of PCAD Reinspection	P / F	Inspector Name:, Lic# Signature
Dust Taken for PCAD Reinspection	P / F	Inspector Name:, Lic# Signature
Dust Taken for PCAD Reinspection	P / F	Inspector Name:, Lic# Signature

INSPECTION HISTORY

Determination Lead Hazards?	Y N	Inspector Name:_____, Lic#_____ Signature_____
Comprehensive Initial Inspection Lead Hazards?	Y N	Inspector Name:_____, Lic#_____ Signature_____
Comp Initial w/Partial PCAD Lead Hazards?	Y N	Inspector Name:_____, Lic#_____ Signature_____
Addendum (add-on to Initial Inspection) Lead Hazards?	Y N	Inspector Name:_____, Lic#_____ Signature_____
Addendum as Full Inspection Lead Hazards?	Y N	Inspector Name:_____, Lic#_____ Signature_____
Walk Through for Ed/Consultation		Inspector Name:_____, Lic#_____ Signature_____

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Reocc. Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Reocc. Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Reocc. Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Final Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Final Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Final Reinsp. (No Reocc)	P F	Inspector Name:_____, Lic#_____ Signature_____
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INTERIM CONTROL

Visual Risk Assessment Urgent Pb. Hazards?	Y N	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment Urgent Pb. Hazards?	Y N	R.A. Name:_____, Lic#_____ Signature_____
Visual Portion of Reinspection for Interim Control	P F	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment Reinsp.	P F	R.A. Name:_____, Lic#_____ Signature_____
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Dust Taken for Risk Assessment Reinsp.	P F	R.A. Name:_____, Lic#_____ Signature_____
Risk Assessment Recertification Urgent Pb. Hazards?	Y N	R.A. Name:_____, Lic#_____ Signature_____
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EXPLANATION OF LEAD INSPECTION / RISK ASSESSMENT REPORT FORM COLUMNS

This page provides general information needed to understand the lead inspection/risk assessment report. However, you should speak with the inspector/risk assessor before you start to do any work on your home.

SIDE Refers to A, B, C, or D side of the building or room. See the diagram on the cover sheet. The "A" side of the building or room is the side facing the street that gives the property its address (usually, it is the front of the building). Keeping your back to this street, from the "A" side move clockwise to the "B" side on your left, the "C" side opposite you, and the "D" side to the right. Numbering is from left to right.

LOCATION/ SURFACE Refers to the building component(s) being tested. Some surfaces may be made up of more than one part. For example, "Baseboard" may refer to four separate pieces of wood (one on each wall), but is still considered one surface.

LEAD The actual lead result. Each surface tested must have a result recorded in the "Lead" column.

- A number shows that the surface was tested with an XRF analyzer. A number equal to or greater than 1.0 mg/cm^2 is a dangerous level of lead.
- A "pos" or "neg" shows that the surface was tested with sodium sulfide. "Pos" means that there is a dangerous level of lead.
- "N/A" means that the inspector was not able to test the surface. The inspector must assume the surface contains lead and require it to be deleaded. Speak to the inspector about possible alternative testing options.
- "MET" or "MR" means that a metal surface was not tested. Metal handrails, metal window sills, and metal railing caps need to be deleaded if they test equal to or greater than 1.0 mg/cm^2, or are marked "MET" or "N/A". All other metal surfaces must be intact.
- For key to abbreviations like "COV", "VB", "VR" or "MR", "NC", "Tile", "DC", see the cover page.

TYPE OF HAZARD Not all lead paint must be deleaded. This column tells you IF and WHY a surface needs deleading. The deleading standards below may not apply for Interim Controls. Speak to your risk assessor for more information.

- "M/I" circled means that the surface is a moveable/impacted part of a window and must be deleaded in its entirety.
- "SF" circled indicates that there is a storm frame present which requires the blind stop and exterior sill be deleaded as interior moveable / impacted surfaces.
- "A/M" circled means that the surface is "accessible mouthable" and must be deleaded to a minimum of five feet high, four inches in from the edge or corner.
- "F" circled means that the surface is a "friction" surface and must be deleaded at all points of potential friction.
- "L" circled means that the surface is loose and must, at a minimum, be made intact. Loose leaded floors must be sealed with paint or similar coating and pass a dust wipe.
- If more than one choice is circled, the rules for deleading may change depending upon what method of deleading you choose. Speak to the inspector for more information.
- "N/A" means the inspector was unable to determine if the surface was a lead hazard. The person doing the deleading must check this surface and follow all the rules for deleading. Speak to the inspector for more information.
- If nothing is circled in the column, then it is likely the surface does not need deleading. Speak to the inspector for more information. Remember, this does not mean the entire surface is lead free, it just does not require deleading in its current condition.

URG HAZ? This column is completed during a risk assessment, which is an evaluation of a home's suitability for Interim Control. **Only a licensed risk assessor can do a risk assessment.** If "Y" is circled, then this surface is considered an "Urgent Lead Hazard" and deleading is required to qualify for Interim Control.

IC DATE The date the licensed risk assessor determines the surface meets the standards for Interim Control.

IC METH The deleading method or structural repair done to qualify the surface for Interim Control. Refer to the deleading codes key on the cover page.

DELEAD DATE The date that the lead inspector reinspects the surface and finds that it is in compliance.

DELEAD METH The method used to bring a surface into full compliance. Refer to codes in the Key on the report's cover page.

EXCLUDED SURFACES The amount of loose paint on a surface as measured by the lead inspector. "N/A" means that the inspector was not able to measure the loose paint, but has determined it is more than the cut-off for moderate risk making intact.

RULED OUT BOX Encapsulants only work well if the paint is in good condition. If the inspector sees that there are adhesion problems with eligible surfaces in a room, he/she will rule out encapsulation as a deleading method.

Paul Peterson | 3571 | Paul Peterson | 1/12/22 | Page 5 of 5

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic# | Signature | Date

Address of Property: 26 Seyon Way | Apt. # 20 | City: Needham

KITCHEN

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	N.U	L N/A	Y				
A B C D	Chair Rail	\	L N/A	Y				
A B C D	Radiator	\	L N/A	Y				
	Floor	0.2	L ☐ (dust) N/A	Y				
	Ceiling	0.2	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	.	L N/A	Y				
A	Cl Door Edge	.	F L N/A	Y				
B	Cl Casing	.	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	.	L N/A	Y				
	Cl Baseboard	.	L N/A	Y				
1	Closet Pole	.	L N/A	Y				
2	Closet Shelf	.	L N/A	Y				
3	Cl Supports	.	L N/A	Y				
4	Closet Floor	.	L ☐ (dust) N/A	Y				
	Closet Ceiling	.	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B	Up Cab Frame	0.1	L N/A	Y				
C D	Up Cab Door	0.0	L N/A	Y				
	Up Cab Walls	0.1	L N/A	Y				
1 2	Up Cab Shlvs	0.2	L N/A	Y				
3 4	Supports	\	L N/A	Y				
	Low Cab Fram	0.0	L N/A	Y				
A B	Low Cab Door	0.1	L N/A	Y				
C D	Low Cab Walls	0.2	L N/A	Y				
	Low Cab Shlvs	0.1	L N/A	Y				
1 2	Supports	0.0	L N/A	Y				
3 4	Drawers	.	L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				
			F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

FUSS & O'NEILL

108 Myrtle Street, Suite 502, Quincy, MA 02171
t 617.282.4675; 800.286.2469; f 617.481.5885
www.fando.com

Lead Inspection / Risk Assessment

St.# 40 Street Name Seaverns Street Type Way Unit 26
City Needham Zip Code 02494

Owner Name: Needham Housing Authority
Owner Address: 28 Captain Robert Cook Drive
Contact Information: 1-413-733-6798
Client Name (if different from owner): Dietz & Co Architects
Client Address: 55 Francis B Murray ST, Suite 201, Springfield

Number of Rooms in Unit: ____
Property Type:
- ☐ Single Family
- ☒ Multi Family # of Units: 46
- ☐ Condominium # of Units: ____
- ☐ Day Care ☐ Other: ____

Key	Lead Column
COV	Covered
DC	Drop Ceiling
MET	Metal
MR	Metal Rep. Window
NA	Not Accessible
NC	No Coating
Tile	Tile (testing suggested)
VB	Vinyl Baseboard
VR	Vinyl Rep. Window

Key	Delead/IC Method Column	Key	Delead/IC Method Column
COV	Covered	REM	Removed
DIP	Dipped	REP	Replaced
ENC	Encapsulated	SCR	Scraped
INT	Intact	SFR	Storm Frame Removed
MI	*Made Intact*	*SLD*	Sealed
PRE	Prepared for Enc.	STP	Stripped
☒	Component Does Not Exist	VR/MR	Vinyl/Metal Rep Window

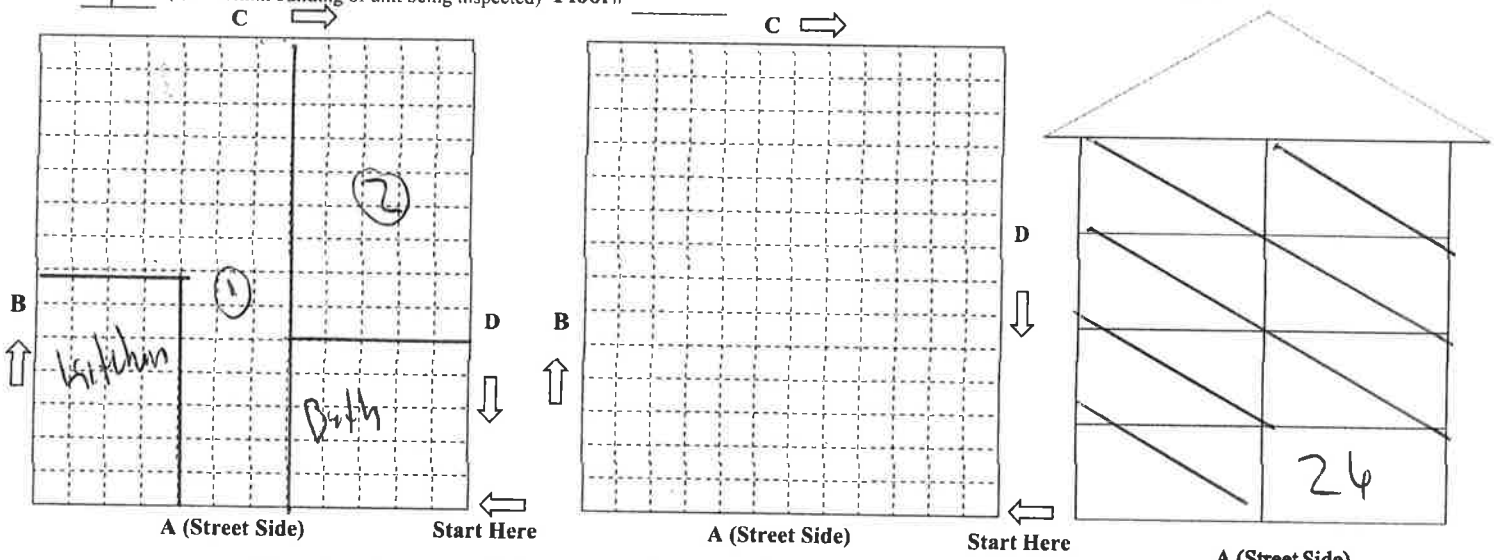
Laundry in Basement? ☐ Yes ☒ No
Finished Space in Basement? ☐ Yes ☒ No
Possible Pb Water Service Line ☐ Yes ☐ No ☒ Not Tested
Testing Method Used
Na_2S Expiration Date: / /
X-Ray Fluorescence
Model: RMD Serial # 1157

Comments / Notes:

☐ Demarcation Lines
☐ Submitted for Compliance Evaluation

Floor# 1 (level within building of unit being inspected) Floor# ____

Property Diagram / Unit Labels



Pb (lead) equal to or greater than 1.0 mg/cm² with x-ray fluorescence or positive with Na_2S is **Dangerous.**

XRF Calibration Recorded in Log Book ☑ ✓ - Check off when complete
Address Verified through USPS ☑ ✓ - Check off when complete
Research on Lead Related History for Address ☐ ✓ - Check off when complete
www.state.ma.us dph clppp or 800-532-9571

Paul Bateman — Inspector's Name (print)
3571 — License #
Paul B/A — Signature
1/12/22 — Date

LI/RA - revised 06/17

INSPECTION HISTORY

Determination		Inspector Name: Paul Bukunda, Lic# 3571
Φ 1 2 2 2	Y / (N)	Signature
Lead Hazards?		

Comprehensive Initial Inspection / Lead Hazards?	Y / N	Inspector Name:, Lic# / Signature
Comp Initial w/Partial PCAD / Lead Hazards?	Y / N	Inspector Name:, Lic# / Signature
Addendum (add-on to Initial Inspection) / Lead Hazards?	Y / N	Inspector Name:, Lic# / Signature
Addendum as Full Inspection / Lead Hazards?	Y / N	Inspector Name:, Lic# / Signature
Walk Through for Ed/Consultation		Inspector Name:, Lic# / Signature

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection	P / F	Inspector Name:, Lic# / Signature
Visual Portion of Reocc. Reinspection	P / F	Inspector Name:, Lic# / Signature
Dust Taken for Reocc. Reinspection	P / F	Inspector Name:, Lic# / Signature
Dust Taken for Rcocc. Reinspection	P / F	Inspector Name:, Lic# / Signature
Visual Portion of Final Reinspection	P / F	Inspector Name:, Lic# / Signature
Visual Portion of Final Reinspection	P / F	Inspector Name:, Lic# / Signature
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name:, Lic# / Signature
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name:, Lic# / Signature

INTERIM CONTROL

Visual Risk Assessment / Urgent Pb. Hazards?	Y / N	R.A. Name:, Lic# / Signature
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Visual Portion of Reinspection for Interim Control	P / F	R.A. Name:, Lic# / Signature
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name:, Lic# / Signature
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name:, Lic# / Signature
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name:, Lic# / Signature
Risk Assessment Recertification / Urgent Pb. Hazards?	Y / N	R.A. Name:, Lic# / Signature
Dust Taken for RA Recertification	P / F	R.A. Name:, Lic# / Signature

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD / Lead Hazards?	Y / N	Inspector Name:, Lic# / Signature
Full Inspection Acting as PCAD / Lead Hazards?	Y / N	Inspector Name:, Lic# / Signature
Visual Portion of PCAD Reinspection	P / F	Inspector Name:, Lic# / Signature
Dust Taken for PCAD Reinspection	P / F	Inspector Name:, Lic# / Signature
Dust Taken for PCAD Reinspection	P / F	Inspector Name:, Lic# / Signature

Address: 40 Seabeds Way Apt# 26 City Needham Page 2 of 7

INSPECTION HISTORY

Determination Lead Hazards?	Y N	Inspector Name:_____, Lic#_____ Signature_____
Comprehensive Initial Inspection Lead Hazards?	Y N	Inspector Name:_____, Lic#_____ Signature_____
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Addendum (add-on to Initial Inspection) Lead Hazards?	Y N	Inspector Name:_____, Lic#_____ Signature_____
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Dust Taken for Reocc. Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Reocc. Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Final Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of Final Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Final Reinsp. (No Reocc)	P F	Inspector Name:_____, Lic#_____ Signature_____
Dust Taken for Final Reinsp. (No Reocc)	P F	Inspector Name:_____, Lic#_____ Signature_____

INTERIM CONTROL

Visual Risk Assessment Urgent Pb. Hazards?	Y N	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment Urgent Pb. Hazards?	Y N	R.A. Name:_____, Lic#_____ Signature_____
Visual Portion of Reinspection for Interim Control	P F	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment Reinsp.	P F	R.A. Name:_____, Lic#_____ Signature_____
Visual Portion of Reinspection for Interim Control	P F	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for Risk Assessment Reinsp.	P F	R.A. Name:_____, Lic#_____ Signature_____
Risk Assessment Recertification Urgent Pb. Hazards?	Y N	R.A. Name:_____, Lic#_____ Signature_____
Dust Taken for RA Recertification	P F	R.A. Name:_____, Lic#_____ Signature_____

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD Lead Hazards?	Y N	Inspector Name:_____, Lic#_____ Signature_____
Full Inspection Acting as PCAD Lead Hazards?	Y N	Inspector Name:_____, Lic#_____ Signature_____
Visual Portion of PCAD Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____
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Dust Taken for PCAD Reinspection	P F	Inspector Name:_____, Lic#_____ Signature_____

EXPLANATION OF LEAD INSPECTION / RISK ASSESSMENT REPORT FORM COLUMNS

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TYPE OF HAZARD Not all lead paint must be deleaded. This column tells you IF and WHY a surface needs deleading. The deleading standards below may not apply for Interim Controls. Speak to your risk assessor for more information.

- "M/I" circled means that the surface is a moveable/impacted part of a window and must be deleaded in its entirety.
- "SF" circled indicates that there is a storm frame present which requires the blind stop and exterior sill be deleaded as interior moveable / impacted surfaces.
- "A/M" circled means that the surface is "accessible mouthable" and must be deleaded to a minimum of five feet high, four inches in from the edge or corner.
- "F" circled means that the surface is a "friction" surface and must be deleaded at all points of potential friction.
- "L" circled means that the surface is loose and must, at a minimum, be made intact. Loose leaded floors must be sealed with paint or similar coating and pass a dust wipe.
- If more than one choice is circled, the rules for deleading may change depending upon what method of deleading you choose. Speak to the inspector for more information.
- "N/A" means the inspector was unable to determine if the surface was a lead hazard. The person doing the deleading must check this surface and follow all the rules for deleading. Speak to the inspector for more information.
- If nothing is circled in the column, then it is likely the surface does not need deleading. Speak to the inspector for more information. Remember, this does not mean the entire surface is lead free, it just does not require deleading in its current condition.

URG HAZ? This column is completed during a risk assessment, which is an evaluation of a home's suitability for Interim Control. **Only a licensed risk assessor can do a risk assessment.** If "Y" is circled, then this surface is considered an "Urgent Lead Hazard" and deleading is required to qualify for Interim Control.

IC DATE The date the licensed risk assessor determines the surface meets the standards for Interim Control.

IC METH The deleading method or structural repair done to qualify the surface for Interim Control. Refer to the deleading codes key on the cover page.

DELEAD DATE The date that the lead inspector reinspects the surface and finds that it is in compliance.

DELEAD METH The method used to bring a surface into full compliance. Refer to codes in the Key on the report's cover page.

EXCLUDED SURFACES The amount of loose paint on a surface as measured by the lead inspector. "N/A" means that the inspector was not able to measure the loose paint, but has determined it is more than the cut-off for moderate risk making intact.

RULED OUT BOX Encapsulants only work well if the paint is in good condition. If the inspector sees that there are adhesion problems with eligible surfaces in a room, he/she will rule out encapsulation as a deleading method.

Paul Bykerman 3574 [signature] 1/12/24

Inspector (print) Lic # Signature Date

Risk Assessor (print) 40 Lic # Signature Date

Address of Property: 40 Seymour Apt. # 26 City: Newton

ROOM # 1 (one)

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail		L N/A	Y				
A B C	Radiator	0.5	L N/A	Y				
	Floor	Cov	L ☐(dust) N/A	Y				
	Ceiling	0.1	L N/A	Y				
A B	Door	N	L N/A	Y				
C D	Door Edge	N	F L N/A	Y				
1 2	Door Casing	0.1	L N/A	Y				
3 4	Door Jamb	0	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	0.3	L N/A	Y				
C D	Door Edge	0.4	F L N/A	Y				
1 2	Door Casing	0.1	L N/A	Y				
3 4	Door Jamb	0.3	F L N/A	Y				
	Threshold	.	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	0.1	L N/A	Y				
A	Cl Door Edge	0	F L N/A	Y				
B	Cl Casing		L N/A	Y				
C	Closet Jamb		F L N/A	Y				
D	Closet Walls	0.1	L N/A	Y				
	Cl Baseboard	N.C	L N/A	Y				
1	Closet Pole		L N/A	Y				
2	Closet Shelf	0.1	L N/A	Y				
3	Cl Supports	0.3	L N/A	Y				
4	Closet Floor	Cov	L ☐(dust) N/A	Y				
	Closet Ceiling	0.1	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B	Fireplace		L N/A	Y				
C D	Mantle	.	L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Burton | 3574 | Paul Ry | 1/12/18 | Page 6 Of 7

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic # | Signature | Date

Address of Property: 40 Seward Way | Apt. # 26 | City: Newton

ROOM # 2 Two

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	01	L N/A	Y				
A B C D	Low Walls	02	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail	/	L N/A	Y				
A B C D	Radiator	05	L N/A	Y				
	Floor	CW	L ☐(dust) N/A	Y				
	Ceiling	01	L N/A	Y				
A B	Door	01	L N/A	Y				
C D	Door Edge	02	F L N/A	Y				
1 2	Door Casing	02	L N/A	Y				
3 4	Door Jamb	03	F L N/A	Y				
	Threshold	/	L N/A	Y				
A B	Door	01	L N/A	Y				
C D	Door Edge	03	F L N/A	Y				
1 2	Door Casing	02	L N/A	Y				
3 4	Door Jamb	01	F L N/A	Y				
	Threshold	/	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge		F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	01	L N/A	Y				
A	Cl Door Edge	02	F L N/A	Y				
B	Cl Casing	/	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	01	L N/A	Y				
	Cl Baseboard	N.C	L N/A	Y				
1	Closet Pole	/	L N/A	Y				
2	Closet Shelf	03	L N/A	Y				
3	Cl Supports	04	L N/A	Y				
4	Closet Floor	CW	L ☐(dust) N/A	Y				
	Closet Ceiling	01	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	01	M/I A/M L N/A	Y				
B	Win Apron	/	L N/A	Y				
C	Win Casing	/	L N/A	Y				
D	Header Stop	02	M/I L N/A	Y				
	Int Stops	01	M/I L N/A	Y				
1	Win Int Sash	VM	M/I L N/A	Y				
2	Exterior Sill	CW	M/I SF L N/A	Y				
3	Part Bead	VM	M/I L N/A	Y				
4	Blind Stop	VM	M/I SF L N/A	Y				
	Win Ext Sash	VM	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B	Fireplace	.	L N/A	Y				
C D	Mantle	.	L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

Paul Bateman | 3571 | Pmd RA. | 1/12/21 | Page 7 Of 7

Inspector (print) | Lic # | Signature | Date

Risk Assessor (print) | Lic # | Signature | Date

Address of Property: 10 Seabeds-bray Apt. # Community Room City: Needham

ROOM # Community Room

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.1	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail	/	L N/A	Y				
A B C D	Radiator	0.5	L N/A	Y				
	Floor	Cov	L ☐ (dust) N/A	Y				
	Ceiling	0.1	L N/A	Y				
A B	Door	0.3	L N/A	Y				
C D	Door Edge	0.1	F L N/A	Y				
1 2	Door Casing	0.4	L N/A	Y				
3 4	Door Jamb	0.3	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	0.2	L N/A	Y				
C D	Door Edge	0.1	F L N/A	Y				
1 2	Door Casing	0.4	L N/A	Y				
3 4	Door Jamb	0.3	F L N/A	Y				
	Threshold	N.T	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	0.1	L N/A	Y				
A	Cl Door Edge	0.3	F L N/A	Y				
B	Cl Casing	/	L N/A	Y				
C	Closet Jamb	.	F L N/A	Y				
D	Closet Walls	0.1	L N/A	Y				
	Cl Baseboard	N.C	L N/A	Y				
1	Closet Pole	/	L N/A	Y				
2	Closet Shelf	/	L N/A	Y				
3	Cl Supports	/	L N/A	Y				
4	Closet Floor	Cov	L ☐ (dust) N/A	Y				
	Closet Ceiling	0.1	L N/A	Y				

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	0.1	M/I A/M L N/A	Y				
B	Win Apron	/	L N/A	Y				
C	Win Casing	/	L N/A	Y				
D	Header Stop	0.1	M/I L N/A	Y				
	Int Stops	0.1	M/I L N/A	Y				
1	Win Int Sash	VN	M/I L N/A	Y				
2	Exterior Sill	Cov	M/I SF L N/A	Y				
3	Part Bead	VN	M/I L N/A	Y				
4	Blind Stop	VN	M/I SF L N/A	Y				
	Win Ext Sash	VN	M/I L N/A	Y				
A	Window Sill	0.2	M/I A/M L N/A	Y				
B	Win Apron	/	L N/A	Y				
C	Win Casing	/	L N/A	Y				
D	Header Stop	0.0	M/I L N/A	Y				
	Int Stops	0.1	M/I L N/A	Y				
1	Win Int Sash	VN	M/I L N/A	Y				
2	Exterior Sill	Cov	M/I SF L N/A	Y				
3	Part Bead	VN	M/I L N/A	Y				
4	Blind Stop	VN	M/I SF L N/A	Y				
	Win Ext Sash	VN	M/I L N/A	Y				
A	Window Sill	0.1	M/I A/M L N/A	Y				
B	Win Apron	/	L N/A	Y				
C	Win Casing	/	L N/A	Y				
D	Header Stop	0.1	M/I L N/A	Y				
	Int Stops	0.1	M/I L N/A	Y				
1	Win Int Sash	VN	M/I L N/A	Y				
2	Exterior Sill	Cov	M/I SF L N/A	Y				
3	Part Bead	VN	M/I L N/A	Y				
4	Blind Stop	VN	M/I SF L N/A	Y				
	Win Ext Sash	VN	M/I L N/A	Y				
A B	Fireplace	.	L N/A	Y				
C D	Mantle		L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	/	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

FUSS & O'NEILL

108 Myrtle Street, Suite 502, Quincy, MA 02171
t 617.282.4675; 800.286.2469; f 617.481.5885
www.fando.com

Lead Inspection / Risk Assessment

St.# 46 Street Name Seabeds Street Type Way Unit 35
City Needham Zip Code 02494

Owner Name: Needham Housing Authority
Owner Address: 28 Captain Robert Cahill Drive
Contact Information: 1-413-733-6798
Client Name (if different from owner): Dietz & Co Architects
Client Address: 55 Frank B Murray St, Suite 201, Springfield

Number of Rooms in Unit: 4
Property Type:
- ☐ Single Family
- ☒ Multi Family # of Units: 46
- ☐ Condominium # of Units:
- ☐ Day Care ☐ Other:

Laundry in Basement? ☐ Yes ☒ No
Finished Space in Basement? ☐ Yes ☒ No
Possible Pb Water Service Line ☐ Yes ☐ No ☒ Not Tested
Testing Method Used
Na_2S Expiration Date: / /
X-Ray Fluorescence
Model: RMD Serial # 1157

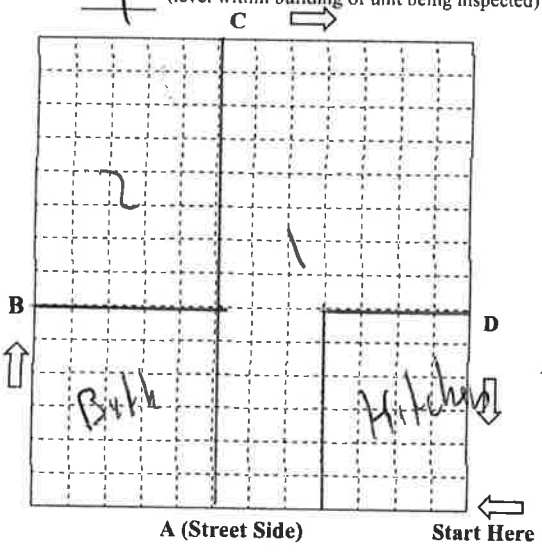
☐ Demarcation Lines
☐ Submitted for Compliance Evaluation

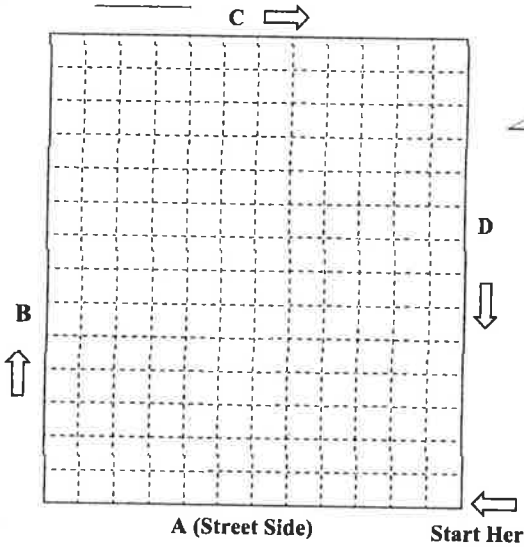
Key	Lead Column
COV	Covered
DC	Drop Ceiling
MET	Metal
MR	Metal Rep. Window
NA	Not Accessible
NC	No Coating
Tile	Tile (testing suggested)
VB	Vinyl Baseboard
VR	Vinyl Rep. Window

Key	Delead/IC Method Column	Key	Delead/IC Method Column
COV	Covered	REM	Removed
DIP	Dipped	REP	Replaced
ENC	Encapsulated	SCR	Scraped
INT	Intact	SFR	Storm Frame Removed
MI	*Made Intact*	SLD	Sealed
PRE	Prepared for Enc.	STP	Stripped
⊘	Component Does Not Exist	VR/MR	Vinyl/Metal Rep Window

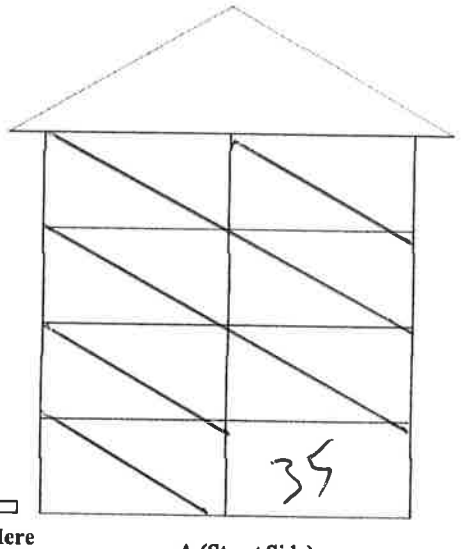
Comments / Notes:

Floor# 1 (level within building of unit being inspected) **Floor#** _____





Property Diagram / Unit Labels



Pb (lead) equal to or greater than 1.0 mg/cm² with x-ray fluorescence or positive with Na_2S is **Dangerous.**

XRF Calibration Recorded in Log Book ☑ ✓ - Check off when complete
Address Verified through USPS ☑ ✓ - Check off when complete
Research on Lead Related History for Address ☑ ✓ - Check off when complete
www.state.ma.us dph clppp or 800-532-9571

Paul Bateman — Inspector's Name (print)
3571 — License #
Paul B/h — Signature
1/12/22 — Date

LI/RA - revised 06/17

Address: 46 Seabeds Way Apt# 35 City Needham Page 2 of 5

INSPECTION HISTORY

Determination 01222 Lead Hazards?	Y / N (N)	Inspector Name: Paul Bateman, Lic# 3571 Signature Paul B
Comprehensive Initial Inspection Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Comp Initial w/Partial PCAD Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Addendum (add-on to Initial Inspection) Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Addendum as Full Inspection Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Walk Through for Ed/Consultation		Inspector Name:, Lic# Signature

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection	P / F	Inspector Name:, Lic# Signature
Visual Portion of Reocc. Reinspection	P / F	Inspector Name:, Lic# Signature
Dust Taken for Reocc. Reinspection	P / F	Inspector Name:, Lic# Signature
Dust Taken for Reocc. Reinspection	P / F	Inspector Name:, Lic# Signature
Visual Portion of Final Reinspection	P / F	Inspector Name:, Lic# Signature
Visual Portion of Final Reinspection	P / F	Inspector Name:, Lic# Signature
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name:, Lic# Signature
Dust Taken for Final Reinsp. (No Reocc)	P / F	Inspector Name:, Lic# Signature

INTERIM CONTROL

Visual Risk Assessment Urgent Pb. Hazards?	Y / N	R.A. Name:, Lic# Signature
Dust Taken for Risk Assessment Urgent Pb. Hazards?	Y / N	R.A. Name:, Lic# Signature
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name:, Lic# Signature
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name:, Lic# Signature
Visual Portion of Reinspection for Interim Control	P / F	R.A. Name:, Lic# Signature
Dust Taken for Risk Assessment Reinsp.	P / F	R.A. Name:, Lic# Signature
Risk Assessment Recertification Urgent Pb. Hazards?	Y / N	R.A. Name:, Lic# Signature
Dust Taken for RA Recertification	P / F	R.A. Name:, Lic# Signature

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Full Inspection Acting as PCAD Lead Hazards?	Y / N	Inspector Name:, Lic# Signature
Visual Portion of PCAD Reinspection	P / F	Inspector Name:, Lic# Signature
Dust Taken for PCAD Reinspection	P / F	Inspector Name:, Lic# Signature
Dust Taken for PCAD Reinspection	P / F	Inspector Name:, Lic# Signature

INSPECTION HISTORY

Determination — Lead Hazards? [Y/N] Inspector Name:_____, Lic#_____ Signature_____

Comprehensive Initial Inspection — Lead Hazards? [Y/N] Inspector Name:_____, Lic#_____ Signature_____

Comp Initial w/Partial PCAD — Lead Hazards? [Y/N] Inspector Name:_____, Lic#_____ Signature_____

Addendum (add-on to Initial Inspection) — Lead Hazards? [Y/N] Inspector Name:_____, Lic#_____ Signature_____

Addendum as Full Inspection — Lead Hazards? [Y/N] Inspector Name:_____, Lic#_____ Signature_____

Walk Through for Ed/Consultation — Inspector Name:_____, Lic#_____ Signature_____

REINSPECTION HISTORY

Visual Portion of Reocc. Reinspection [P/F] Inspector Name:_____, Lic#_____ Signature_____

Visual Portion of Reocc. Reinspection [P/F] Inspector Name:_____, Lic#_____ Signature_____

Dust Taken for Reocc. Reinspection [P/F] Inspector Name:_____, Lic#_____ Signature_____

Dust Taken for Reocc. Reinspection [P/F] Inspector Name:_____, Lic#_____ Signature_____

Visual Portion of Final Reinspection [P/F] Inspector Name:_____, Lic#_____ Signature_____

Visual Portion of Final Reinspection [P/F] Inspector Name:_____, Lic#_____ Signature_____

Dust Taken for Final Reinsp. (No Reocc) [P/F] Inspector Name:_____, Lic#_____ Signature_____

Dust Taken for Final Reinsp. (No Reocc) [P/F] Inspector Name:_____, Lic#_____ Signature_____

INTERIM CONTROL

Visual Risk Assessment — Urgent Pb. Hazards? [Y/N] R.A. Name:_____, Lic#_____ Signature_____

Dust Taken for Risk Assessment — Urgent Pb. Hazards? [Y/N] R.A. Name:_____, Lic#_____ Signature_____

Visual Portion of Reinspection for Interim Control [P/F] R.A. Name:_____, Lic#_____ Signature_____

Dust Taken for Risk Assessment Reinsp. [P/F] R.A. Name:_____, Lic#_____ Signature_____

Visual Portion of Reinspection for Interim Control [P/F] R.A. Name:_____, Lic#_____ Signature_____

Dust Taken for Risk Assessment Reinsp. [P/F] R.A. Name:_____, Lic#_____ Signature_____

Risk Assessment Recertification — Urgent Pb. Hazards? [Y/N] R.A. Name:_____, Lic#_____ Signature_____

Dust Taken for RA Recertification [P/F] R.A. Name:_____, Lic#_____ Signature_____

POST COMPLIANCE ASSESSMENT DETERMINATIONS

PCAD — Lead Hazards? [Y/N] Inspector Name:_____, Lic#_____ Signature_____

Full Inspection Acting as PCAD — Lead Hazards? [Y/N] Inspector Name:_____, Lic#_____ Signature_____

Visual Portion of PCAD Reinspection [P/F] Inspector Name:_____, Lic#_____ Signature_____

Dust Taken for PCAD Reinspection [P/F] Inspector Name:_____, Lic#_____ Signature_____

Dust Taken for PCAD Reinspection [P/F] Inspector Name:_____, Lic#_____ Signature_____

EXPLANATION OF LEAD INSPECTION / RISK ASSESSMENT REPORT FORM COLUMNS

This page provides general information needed to understand the lead inspection/risk assessment report. However, you should speak with the inspector/risk assessor before you start to do any work on your home.

SIDE Refers to A, B, C, or D side of the building or room. See the diagram on the cover sheet. The "A" side of the building or room is the side facing the street that gives the property its address (usually, it is the front of the building). Keeping your back to this street, from the "A" side move clockwise to the "B" side on your left, the "C" side opposite you, and the "D" side to the right. Numbering is from left to right.

LOCATION/ SURFACE Refers to the building component(s) being tested. Some surfaces may be made up of more than one part. For example, "Baseboard" may refer to four separate pieces of wood (one on each wall), but is still considered one surface.

LEAD The actual lead result. Each surface tested must have a result recorded in the "Lead" column.

- A number shows that the surface was tested with an XRF analyzer. A number equal to or greater than 1.0 mg/cm^2 is a dangerous level of lead.
- A "pos" or "neg" shows that the surface was tested with sodium sulfide. "Pos" means that there is a dangerous level of lead.
- "N/A" means that the inspector was not able to test the surface. The inspector must assume the surface contains lead and require it to be deleaded. Speak to the inspector about possible alternative testing options.
- "MET" or "MR" means that a metal surface was not tested. Metal handrails, metal window sills, and metal railing caps need to be deleaded if they test equal to or greater than 1.0 mg/cm^2, or are marked "MET" or "N/A". All other metal surfaces must be intact.
- For key to abbreviations like "COV", "VB", "VR" or "MR", "NC", "Tile", "DC", see the cover page.

TYPE OF HAZARD Not all lead paint must be deleaded. This column tells you IF and WHY a surface needs deleading. The deleading standards below may not apply for Interim Controls. Speak to your risk assessor for more information.

- "M/I" circled means that the surface is a moveable/impacted part of a window and must be deleaded in its entirety.
- "SF" circled indicates that there is a storm frame present which requires the blind stop and exterior sill be deleaded as interior moveable / impacted surfaces.
- "A/M" circled means that the surface is "accessible mouthable" and must be deleaded to a minimum of five feet high, four inches in from the edge or corner.
- "F" circled means that the surface is a "friction" surface and must be deleaded at all points of potential friction.
- "L" circled means that the surface is loose and must, at a minimum, be made intact. Loose leaded floors must be sealed with paint or similar coating and pass a dust wipe.
- If more than one choice is circled, the rules for deleading may change depending upon what method of deleading you choose. Speak to the inspector for more information.
- "N/A" means the inspector was unable to determine if the surface was a lead hazard. The person doing the deleading must check this surface and follow all the rules for deleading. Speak to the inspector for more information.
- If nothing is circled in the column, then it is likely the surface does not need deleading. Speak to the inspector for more information. Remember, this does not mean the entire surface is lead free, it just does not require deleading in its current condition.

URG HAZ? This column is completed during a risk assessment, which is an evaluation of a home's suitability for Interim Control. **Only a licensed risk assessor can do a risk assessment.** If "Y" is circled, then this surface is considered an "Urgent Lead Hazard" and deleading is required to qualify for Interim Control.

IC DATE The date the licensed risk assessor determines the surface meets the standards for Interim Control.

IC METH The deleading method or structural repair done to qualify the surface for Interim Control. Refer to the deleading codes key on the cover page.

DELEAD DATE The date that the lead inspector reinspects the surface and finds that it is in compliance.

DELEAD METH The method used to bring a surface into full compliance. Refer to codes in the Key on the report's cover page.

EXCLUDED SURFACES The amount of loose paint on a surface as measured by the lead inspector. "N/A" means that the inspector was not able to measure the loose paint, but has determined it is more than the cut-off for moderate risk making intact.

RULED OUT BOX Encapsulants only work well if the paint is in good condition. If the inspector sees that there are adhesion problems with eligible surfaces in a room, he/she will rule out encapsulation as a deleading method.

Paul Bateman 3571 Paul Bateman 1/12/21 Page 5 Of 8

Inspector (print) Lic # Signature Date

Risk Assessor (print) Lic # Signature Date

Address of Property: 46 Seabeds Way Apt. # 35 City: Newhaven

ROOM # 1 - Living

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A B C D	Up Walls	0.1	L N/A	Y				
A B C D	Low Walls	0.2	L N/A	Y				
A B C D	Baseboards	N.C	L N/A	Y				
A B C D	Chair Rail	/	L N/A	Y				
A B C D	Radiator	0.5	L N/A	Y				
	Floor	P.W	L ☐(dust) N/A	Y				
	Ceiling	0.1	L N/A	Y				
A B	Door	0.4	L N/A	Y				
C D	Door Edge	0.2	F L N/A	Y				
1 2	Door Casing	0.4	L N/A	Y				
3 4	Door Jamb	0.5	F L N/A	Y				
	Threshold	/	L N/A	Y				
A B	Door	N.C	L N/A	Y				
C D	Door Edge	N.C	F L N/A	Y				
1 2	Door Casing	0.1	L N/A	Y				
3 4	Door Jamb	0.1	F L N/A	Y				
	Threshold	N.C	L N/A	Y				
A B	Door	.	L N/A	Y				
C D	Door Edge	.	F L N/A	Y				
1 2	Door Casing	.	L N/A	Y				
3 4	Door Jamb	.	F L N/A	Y				
	Threshold	.	L N/A	Y				
	Closet Door	/	L N/A	Y				
A	Cl Door Edge	/	F L N/A	Y				
B	Cl Casing	/	L N/A	Y				
C	Closet Jamb	/	F L N/A	Y				
D	Closet Walls	0.1	L N/A	Y				
	Cl Baseboard	N.C	L N/A	Y				
1	Closet Pole	/	L N/A	Y				
2	Closet Shelf	0.1	L N/A	Y				
3	Cl Supports	0.1	L N/A	Y				
4	Closet Floor	P.W	L ☐(dust) N/A	Y				
	Closet Ceiling	0.1	L N/A	Y				

COMMENTS / STRUCTURAL DEFECTS:

EXCLUDED SURFACES: Surfaces listed in these boxes can only be made intact by a Deleader (MORE THAN 288 SQ. IN.)

SIDE	LOCATION	MEASURE: LOOSE PAINT	IC DATE	IC METHOD

SIDE	LOCATION/ SURFACE	LEAD	TYPE OF HAZARD	URG HAZ?	IC DATE	IC METH	DELEAD DATE	DELEAD METH
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A	Window Sill	.	M/I A/M L N/A	Y				
B	Win Apron	.	L N/A	Y				
C	Win Casing	.	L N/A	Y				
D	Header Stop	.	M/I L N/A	Y				
	Int Stops	.	M/I L N/A	Y				
1	Win Int Sash	.	M/I L N/A	Y				
2	Exterior Sill	.	M/I SF L N/A	Y				
3	Part Bead	.	M/I L N/A	Y				
4	Blind Stop	.	M/I SF L N/A	Y				
	Win Ext Sash	.	M/I L N/A	Y				
A B	Fireplace	.	L N/A	Y				
C D	Mantle	.	L N/A	Y				
A B C D	Win Above 5'	.	L N/A	Y				
	Ceiling Molding	.	L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				
		.	F M/I A/M L N/A	Y				

☐ Check the box if this ROOM is RULED OUT for encapsulation because there are 3 or more A/M surfaces with adhesion problems

CPC USE ONLY:
Application #: _____
Eligible: Y N

INITIAL ELIGIBILITY PROJECT APPLICATION FORM
DUE BY DECEMBER 1, 2022

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
www.needham.gov/CPC
Email Applications to:
Kristen Wright – kwright@needhamma.gov

1. **Applicant:** Needham Housing Authority **Submission Date:** 11/28/2022

2. **Applicant's Address, Phone Number, and Email:**
   21 Highland Circle
   Needham, MA 02494
   (781) 234-8452; smerritt@needhamhousing.org
   (339) 222-6187; chair@needhamhousing.org
   Contact Name:
   Stephen Merritt, Interim Executive Director
   Reg Foster, Chair of the Board of Commissioners

3. **Purpose**
   (Please select all the apply)
   - [ ] **Open Space**
   - [X] **Community Housing**
   - [ ] **Historic Preservation**
   - [ ] **Recreation**

4. **Project Name:**
   Seabeds/Cook Preservation Program -- Pre-Development

5. **Project Location/Street Address:**
   22 - 46 Seabeds Way *(4 buildings)*
   28 - 68 Capt. Robert Cook Drive *(7 buildings)*
   Needham, MA 02494

   Legal address:
   0 Evergreen Road
   (Parcel ID: 199/083.0-0011-0000.0)

6. **Property Ownership *(Control)*:** Needham Housing Authority

7. **Amount Requested:** **$ 240,308**

8. **Estimated Total Project Cost:** *(If Different)*

CPA-defined "Preservation" Repairs	$3,523,264*
All Other Repairs	$12,925,104*
Total Cost Preservation & Other Repairs	**$16,448,368***

9. **Critical Dates:** *(If Applicable)*
   Q1-Q2, 2023 -- Seabeds/Cook Repositioning Applications Approved
   Q3-Q4, 2023 -- Seabeds/Cook A/E Designer Services

**All numbers are direct cost estimates in 2022 dollars. They do not include mark-up for contingency, general conditions & future construction cost escalation.*

- **continued** -

CPC USE ONLY:
Application #: _____
Eligible: Y N

Project Name: Seabeds/Cook Preservation Program Pre-development

10. **Project Summary:** *(In 100 words or less provide a brief summer of the project)*

In the early 1980s NHA constructed two federally subsidized developments on ~10 acres of land in northern Needham:

- Seabeds Way -- 46 senior 1 BR apartments.
- Capt. Robert Cook Drive -- 30 family 2, 3 & 4 BR townhouses.

After 40+ years, the properties are in dire need of a major repairs. Preserving these deeply affordable units for the next 40+ years is a top goal of NHA's Preservation & Redevelopment Initiative (PRI).

NHA has completed Existing Conditions Reports by Dietz & Company, Architects for both Seabeds and Cook, with detailed findings, prioritzation and estimated direct costs of the major repairs needed:

Estimated Direct Cost of Repairs for:	Overall Rating of Property Condition	Priority 1 Critical (>3 yrs.)	Priority 2 Moderate (3-10 yrs.)	Priority 3 Long Range (10-20 yrs.)	TOTAL
Seabeds Way	FAIR	$4,351,190*	$1,041,160*	$3,061,760*	$8,454,110*
Capt. Robt Cook Dr.	POOR	$4,985,551*	$1,495,707*	$1,513,000*	$7,994,258*
Total		**$9,336,741***	**$2,536,867***	**$4,574,760***	**$16,448,368***
Seabeds per unit cost		$94k/unit	$22k/unit	$66k/unit	$182k/unit
Cook per unit cost		$145k/unit	$50k/unit	$50k/unit	$245k/unit

Working with our Cambridge Housing Authority development consultants, NHA has developed a strategy for obtaining the needed funding for repairs via the Dept. of Housing and Urban Development (HUD). NHA is submitting applications to HUD in December, 2022 that will substantially increase NHA's annual subsidy income from HUD, with approval expected by April, 2023. The increased annual subsidy income has a potential investment capital yield of up to $26.8 million to pay for the Seabeds/Cook Preservation Program: up to $11.7 million from Low Income Housing Tax Credits and up to $15.1 million from a permanent mortgage.

11. **Community Need:** *(In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)*

The Housing Plan Working Group is identifying preservation of existing affordable housing as a critical priority for the Town. The near-final draft of the Needham Housing Plan:

- Documents the Town's severe shortage of deeply affordable housing for individuals and families. Preserving the Seabeds Way and Captain Robert Cook units for the next 40+ years addresses this priority in part.
- Identifies NHA's PRI as a top development and preservation strategy for the Town to pursue.

This major project to preserve Seabeds Way and Captain Robert Cook housing meets the goals of the Needham Community Preservation Plan because:

- It addresses an urgent community need by preserving existing deeply affordable units;
- Has broad and strong support from other Town boards, committees and residents;
- CPA funding (~$240k) leverages a substantial amount of non-Needham funds (~$16.5m*) to achieve its objectives.

**All numbers are direct cost estimates in 2022 dollars. They do not include mark-up for contingency, general conditions & future construction cost escalation.*

CPC USE ONLY:
Application #: _____
Eligible: Y N

Project Name: Seabeds/Cook Preservation Program Pre-development

11. Eligibility for Funding: *(In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding).*

As stated in the Needham Community Preservation Plan and the Massachusetts Community Preservation Act (MGL Ch. 44b §5(b)2), CPA funding may be recommended for "...the acquisition, creation, **preservation** and support **of community housing**;... provided, however, that funds expended pursuant to this chapter... shall not be used for maintenance". Community Housing is defined as: ''low and moderate income housing for individuals and families, including low or moderate income senior housing." ***(emphasis added)***

As further clarified in an advisory opinion, Dept. of Housing and Community Development Public Housing Notice 2013-14 states "...the legislature's original intent for CPA was to spur the creation of additional affordable housing units in the Commonwealth, and with that in mind, CPA was passed with a specific prohibition on rehabilitation activities on existing community housing units." PHN 2013-14 goes on to state: "While activities classified as "rehabilitation" are not allowed, **'preservation' work on existing community housing resources is allowed**. In general, work that protects the housing structure (not residents) from future injury, harm or destruction is permitted under CPA." PHN 2013-14 then provides a **list of examples** related to existing community housing units that **DHCD believes can be classified as preservation and funded by CPA funding**:

- Building envelope and site work to preserve the structural integrity of the housing,
- Roof, siding and window replacements to assure the water tightness of the housing,
- Upgrading of dangerous electrical or plumbing services,
- Replacement of dangerous building systems which threaten the housing units,
- Installation of hard-wired smoke alarms, sprinklers and other bldg fire suppression systems.

Based on the Seabed and Cook Property Conditions Reports, Dietz & Co. Architects and CHA have identified a detailed list of repairs that meet the definition of **"preservation"** and thus are eligible for CPA funding. These eligible repairs amount to ~20% of the total estimated cost of the Seabeds repairs and ~23% of the total estimated cost of the Capt. Robt. Cook repairs. Total predevelopment costs are estimated to be $1,134,375. This application is for the $240,308 pro-rata portion of pre-development expenses that are eligible for CPA funding, calculated as follows:

	Est. Total Cost of Repairs	Est. Cost of "Preservation" Repairs	Percentage of Total Cost	Portion of the Total $1,134,375 Pre-Dev. Costs Eligible for CPA Funding
Seabeds	$8,454,110*	$1,692,700*	20%	$111,771
Cook	$7,994,258*	$1,830,564*	23%	$128,537
Totals	**$16,448,368***	**$3,523,264***	**21.2%**	**$240,308**

**All numbers are direct cost estimates in 2022 dollars. They do not include mark-up for contingency, general conditions & future construction cost escalation.*

Note: This application enables the Community Preservation Committee to review the request to access eligibility. <u>You shall be notified by January 1 of your eligibility.</u> If eligible you will be requested to supply additional information by February 1.

FY2024-03 DeFazio Playground Document Detail

- CPC Application
- Due Diligence responses
- FY2024-03 DeFazio Playground Presentation

CPC USE ONLY:
Application #: _____
Eligible: Y N

INITIAL ELIGIBILITY PROJECT APPLICATION FORM
DUE BY DECEMBER 1, 2022

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
www.needham.gov/CPC
Email Applications to:
Kristen Wright – kwright@needhamma.gov

1. **Applicant:** **Submission Date:** 12/01/2022

   Town of Needham - Park & Recreation Dept

2. **Applicant's Address, Phone Number, and Email:**

   178 Rosemary Street, Needham, MA 02494
   smulroy@needhamma.gov
   eolsen@needhamma.gov

   Contact Name:
   Stacey Mulroy & Ed Olsen

3. **Purpose**
   (Please select all the apply)
   - [x] **Open Space**
   - [ ] **Community Housing**
   - [ ] **Historic Preservation**
   - [x] **Recreation**

4. **Project Name:** DeFazio Playground Renovation - Design

5. **Project Location/Address:**

   380 Dedham Avenue, Needham, MA 02492

6. **Property Ownership *(Control)*:**

   Town of Needham - Park & Recreation Commission

7. **Amount Requested:** $ 35,000.00

8. **Estimated Total Project Cost:** *(If Different)* $ 435,000.00

9. **Critical Dates:** *(If Applicable)*

   Once funded, we would go out to bid in the Summer/Fall of 2023. Once the design is completed, we would come back to the Town and/or CPC for construction funding.

- **continued** -

CPC USE ONLY:
Application #: _____
Eligible: Y N

Project Name: DeFazio Playground Renovation - Design

10. Project Summary: *(In 100 words or less provide a brief summer of the project)*

In 2020, the Department conducted a playground assessment. The report provides a list of the needs that are essential to bring the play areas into compliance. The 2021 Playground Assessment can be found here.

The DeFazio Playground, "Tot Lot", was identified as a top priority for a renovation. The request for FY2024 is the design and engineering of a new playground. This design will include, but not be limited to, location, playground equipment, playground age groups, fencing, pathways and amenities such as benches, tables and shade. The design will look into needs for permitting or waivers by Conservation. Since the playground is located next to wetlands, it will include native plantings to further delineate the playground from wetlands and conservation land.

11. Community Need: *(In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)*

Playgrounds are an essential part of the Needham Community. DeFazio Tot Lot, as it is now, has been in existence for more than 25 years. It still appears on several “Best Playgrounds Near Me” lists. The renovation of this playground gives the Town an opportunity to offer more ADA pathways and elements to our children. So many of our playgrounds are not accessible by all and this is one step closer to giving our residents more options.

CPC USE ONLY:
Application #: _____
Eligible: Y N

Project Name: DeFazio Playground Renovation - Design

11. Eligibility for Funding: *(In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding).*

This project is the request for the renovation of a playground that is used for recreational purposes, which is a goal of Needham's Community Preservation Plan. This facility houses one playground and ample space for passive recreation. Since COVID, passive recreation has been in significant demand in Needham and this would improve an existing asset to allow it to continue to be used at a high volume.

Note: This application enables the Community Preservation Committee to review the request to access eligibility. You shall be notified by January 1 of your eligibility. If eligible you will be requested to supply additional information by February 1.

Needham CPA -- Application for Funding

Follow-up Questions

RECREATION

Application #: FY24-03 **Project Title:** **DeFazio Playground Renovation - Design**

CPC Liaison(s): **Jeanne McKnight, Peter Pingitore**

Applicant Information:

Organization:	Town of Needham – Park & Recreation Department
Contact Name, Title:	Stacey Mulroy, Director of Park & Recreation & Ed Olsen, Superintendent of Parks & Forestry
Address:	178 Rosemary Street, Needham, MA 02494
Phone #:	781-589-0960 781-389-7262
Email:	smulroy@needhamma.gov eolsen@needhamma.gov

Please insert at least a brief narrative answer on all applicable subjects. (If a question is not relevant to the project, please list N/A.) If more space is needed, feel free to attached appendices or make cross-reference to other documents provided to the Community Preservation Committee.

Project Details:

1. **Summarize the scope and/or concept of the project:**
   a. **Provide all design specifications and/or architectural plans applicable to the project.**
   The Town of Needham has 18 public playground locations: Broadmeadow (2), Cricket (1), DeFazio (1), Eliot (2), Greene's (1), Hillside (2), Mills (1), Mitchell (1), Newman (2), Perry (1), Riverside (1), Sunita Williams (2) and Walker-Gordon (1).

   In 2020, the Park and Recreation Department hired an outside consultant to do a comprehensive playground assessment that included 16 of our 18 playgrounds. The two playgrounds at Hillside were omited. The report provides a summary and recommendations for each site; categorizing each site using a 4-category ranking which relates to the current maintenance and safety status:

   >Compliant –Assessed as compliant. Continue with regular maintenance.
   > Good-Hazard Level 3
   > Fair-Hazard Level 2
   > Poor-Hazard Level 1

   The assessment includes a review of each individual playground with accompanying photographs and provide a general overall assessment of each site which will include the review of:

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

The final report provides a 'Status Grid' that will listthe needs that are essential to bring the play areas into compliance. The 2021 Playground Assessment can be found here: https://www.needhamma.gov/DocumentCenter/View/23498/MasterNeedhamAssessment?bidId=

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

b. List the names and addresses of project architects, contractors, and consultants.
To be determined in the bid process.

c. **Provide a project task plan and timeline.**
The ideal timeline would be to approve funding at Town Meeting, go to bid in July, begin design process in August and have a final decision on design by Fall 2023. The next steps would be to apply for construction funding in the FY2025 budget cycle. All of this will be dependent on the design firm's availability and the regulatory processes.

d. Describe any maintenance requirements and estimated yearly costs of maintenance for the completed project.
Each new and old playground will have a maintenance plan that includes High & Low Frequency inspections, assessments and audits when applicable. With PIP surfacing, there is significantly less cost related to yearly maintenance and upkeep.

2. List the anticipated project cost:

a. Provide a budget, with line itemization. This includes any funding requested previously, as well as any possible future funding requests.

i. We are requesting $35,00 for design funding
ii. In FY2025, we will be looking to request $200,00 - $400,000 for construction

b. Does this project leverage additional or multiple sources of public and/or private funding or assists in planning and development activities to facilitate such leverage? Please provide details.
We will look into Capital and CPC funding for this project. Fundraising will also be considered for additional funding if needed. More information will be available once the design is completed.

c. Indicate expenditures & funding (by municipal fiscal year):

Fiscal Year	**Total Project Estimated Expenditures**	**CPC Funds Requested**	**Other Funding Sources (Amount & Source)**
FY '24	$35,000	$35,000	N/A
FY '25	$200,000 - $400,000	$200,000 - $400,000	Dependent on final design
TOTAL:	$235,000 - $435,000	$235,000 - $435,000	Dependent on final design

3. **Supply detailed Project Information:**
    a. **Provide the deed and recorded plans, and maps or renderings of the subject property.**
    Attached

    b. **Provide inspection reports, existing conditions reports, 21E reports, and other environmental assessment reports.**
        i. https://www.needhamma.gov/DocumentCenter/View/23498/MasterNeedhamAssessment?bidId=

    c. **Provide details of any natural resource limitations (wetlands, floor plain, etc.) to which the property is subject.**
        i. Wetlands map attached.

    d. **Provide details of any zoning restrictions (i.e. district, dimensional, and use regulations as applicable to the property) to which the property is subject.**
        i. To be determined

    e. **Is the proposed project on the Select Board's capital priority list?**
        i. No, but it relates to Goal 1.7 and Goal 4

    f. **Is the proposed project on the capital priority list of the applicant?**
        i. Yes

    g. **Is there an urgency related to the timing of the project (including scheduling factors not controlled by the applicant)? Provide details.**
        i. Safety concerns at this playground requires urgency.

4. **Address CPA Application Evaluation Criteria:**
    a. **Summarize how the proposed project utilizes, preserves, protects, increases, and/or enhances recreational activities in Needham.**
        i. This project will both enhance and create a safer, more accessible recreation facility.

    b. **Explain how this project meets the General Factors for Consideration of the 2014 Needham Community Preservation Plan (i. e. applicable to any project)? Provide details.**
    This project is consistent with the goals of the Needham Community Preservation Plan. It is looking to preserve and enhance a recreational asset, the DeFazio Playground, as well improve ADA access. It satisfies federal, state, and local laws.
        - The project is consistent with the goals of the Town of Needham Community Preservation Plan.
        - The urgency of the project with particular consideration to those requests whose successful implementation is constrained by scheduling factors not controlled by the applicant.
        - The project is economically or otherwise reasonably feasible to implement and operate on a long-term basis.
        - The project satisfies federal, state and local laws to the extent applicable.

- The project leverages additional or multiple sources of public and/or private funding or assists in planning and development activities to facilitate such leverage may possibly be preferred.
- The project utilizes, preserves, protects, increases or enhances Town-owned open space, recreation, historic and/or housing assets.
- A project that benefits privately owned resources shall include permanent restrictions to ensure a public benefit.
- Awarding funds for the project is consistent with prudent long-term management of CPA funds.
- The project proponent has demonstrated to the reasonable satisfaction of The Committee the ability and competency to implement the project as proposed either by its record of successfully implementing similar projects or otherwise.
- The applicant has site control, or the written consent by the property owner (or relevant Town agency or board) to submit an application.
- The Committee prefers to bring projects to the Annual Town Meeting in May, though under special extraordinary circumstances that affect the project negatively, a project may be considered to be presented at a Special Town Meeting.
- CPA funding will enable the project.

c. Explain how the project addresses or supports the <u>Recreation Goals</u> articulated in the 2014 Needham CPA Plan (if any).

This project is looking to undertake improvements at the DeFazio Playground that would not only preserve the amenity and surrounding areas, but also enhance its recreational uses and increasing ADA accessibility to the facility.

- Preserve, increase and enhance recreational uses of and access to Needham's natural and recreational resources.

d. Explain how this project addresses the <u>Recreation Factors for Consideration</u> in the 2014 Needham CPA Plan (if any).

This project is increasing the usability, safety and accessibility of an existing playground. Not undertaking this project, it would only be a matter of time before the playground would have to be closed to the public.

- Provides additional athletic fields to meet the needs of the Town's growing demand.
- Encourages and develops more recreational access/use of open spaces (where appropriate) and natural resources.
- Encourages regional bike trails throughout Needham.
- Enhances resources for walking, hiking, cross-country skiing, bicycling, boating and fishing.
- Increases recreational uses of the Charles River.
- Acquires land to fulfill identified current and future recreational needs.
- Develops active recreational resources including playing fields, improved/new playgrounds, and improved handicapped access; also addresses adult senior and toddler recreational needs.

5. **Supporting documents:**
    a. **Please attach letters, references, studies, maps, statistics or any other documents which support the merits of the application.**
        i. https://www.needhamma.gov/DocumentCenter/View/23498/MasterNeedhamAssessment?bidId=

6. **Project Specific Questions:**
    a. **Please confirm that the location of the Tot Lot falls within the jurisdiction of the Park and Recreation Commission and not under the jurisdiction of the School Committee.**
        i. The location is under the jurisdiction of the Schools. See attached email from Superintendent and property map.

    b. **Would the DeFazio playground be considered for alternative use by the recently formed Active Recreation Assets Working Group? Is there an alternate site for this playground?**
        i. It will be considered for additional assets by the working group. There is no alternative site for this playground being considered.

    c. **The application indicated that the project fits the CPA criteria for an open space project. Please provide further explanation.**
        i. The playground project fits the criteria for a recreation project. The areas around the new proposed footprint could be considered for open space.

    d. ***Funding Request***
        ii. **What is the basis for the $35,000 design cost? Please provide any backup available.**
            1. This number was provided by speaking with various playground designers and vendors.
        iii. **What is the basis for the Total Project Cost? Please provide any backup available.**
            1. As in the question above, we spoke with various local playground designers and vendors. The variability on construction costs will depend on the footprint of the playground as well as the equipment chosen for the site.
        iv. **Does the estimate anticipate construction cost inflation up to the expected start date of the project?**
            1. Yes
        v. **What amount of the Total Project Cost does Park & Recreation intend to request funding for from the CPC.**
            1. Park and Recreation intends to request the full amount from CPC.

vi. **Does the amount requested include funds for a new wetland delineation, design of new wetlands interface/plantings, and full consideration of an ADA design?**

1. This answer will be based on the final design chosen, but we will certainly be including native plantings and ADA designs.

e. ***2020/2021 Playground Assessment***

i. **Please provide a copy of the 2020/2021 Playground Assessment report.**

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

ii. **The 2020/2021 Playground Assessment indicates various repairs and capital improvements that should be made to many of the Town's Playgrounds. Has Park & Recreation formally prioritized those needed capital improvements? If so, please provide that list.**

1. Attached

f. **Other than relying on the 2020/2021 Playground Assessment, please state the process by which Park & Recreation determined that it would request funding for this project at this time. (Example: Was it based on community input? What form?)**

i. The priority list was chosen was based on the playground assessment hazard levels, general safety and amount of use.

g. **Has the Park & Recreation Commission voted this project as the top priority for use of limited CPA funds?**

i. Yes

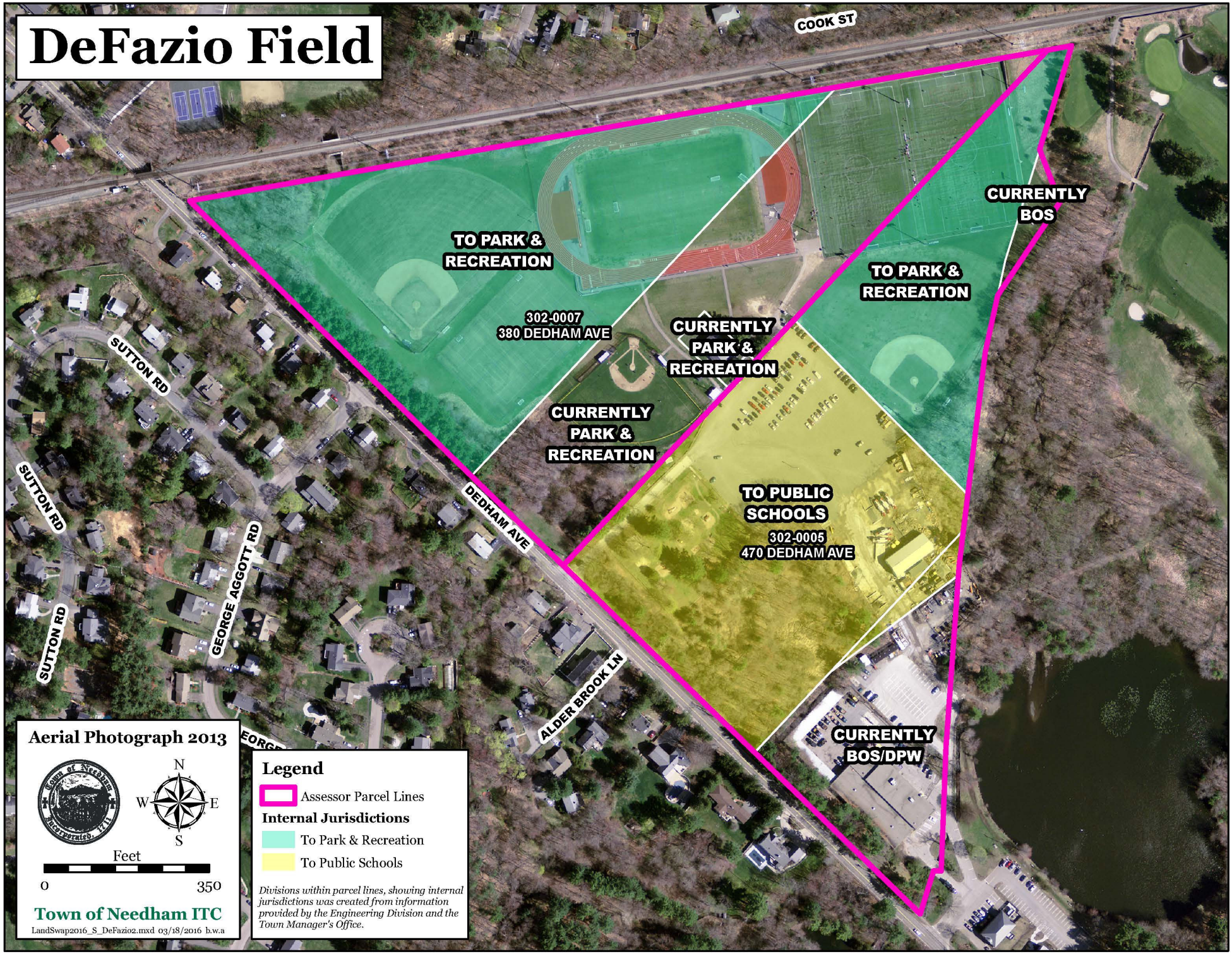
h. **Please provide an updated list of Park & Recreation projects for which CPC funding will be requested in the next 5 years.**

i. Attached

i. **The application indicated that the project is within 200' of the BVW line of wetlands. Please expand on the accommodations that need to be made. Will Conservation Commission approval be required to proceed with this project?**

i. Yes, the playground will be located to the top right corner of the fenced in area and the footprint of the playground will be smaller. This location creates a much larger buffer and delineation from the 200' BVW line.


380 DEDHAM AVE
470 DEDHAM AVE
0 DEDHAM AVE
0 DEDHAM AVE
DEDHAM AVE
379 DEDHAM AVE
391 DEDHAM AVE
397 DEDHAM AVE
17 ALDER BROOK LN
7 ALDER BROOK LN
409 DEDHAM AVE
415 DEDHAM AVE
21 ALDER BROOK LN
14 ALDER BROOK LN
20 ALDER BROOK LN
ALDER BROOK LN


DeFazio Field
COOK ST
TO PARK & RECREATION
302-0007
380 DEDHAM AVE
CURRENTLY PARK & RECREATION
CURRENTLY BOS
TO PARK & RECREATION
CURRENTLY PARK & RECREATION
TO PUBLIC SCHOOLS
302-0005
470 DEDHAM AVE
CURRENTLY BOS/DPW
SUTTON RD
SUTTON RD
SUTTON RD
GEORGE AGGOTT RD
DEDHAM AVE
ALDER BROOK LN
Aerial Photograph 2013
N
W
E
S
Feet
0
350
Town of Needham ITC
LandSwap2016_S_DeFazio2.mxd 03/18/2016 b.w.a
Legend
Assessor Parcel Lines
Internal Jurisdictions
To Park & Recreation
To Public Schools
Divisions within parcel lines, showing internal jurisdictions was created from information provided by the Engineering Division and the Town Manager's Office.

From: Daniel Gutekanst
To: Stacey Mulroy
Subject: Re: DeFazio Tot Lot
Date: Wednesday, January 25, 2023 6:34:28 PM
Attachments: image001.png

Go for it!

Dan Gutekanst
Superintendent of Schools
Needham Public Schools
1330 Highland Avenue, Needham, MA 02492
He/His/Him
781-455-0400 x11203
dan_gutekanst@needham.k12.ma.us

ATTENTION: If you speak a language other than English, language assistance services are available to you free of charge. Contact your child's school for assistance.
Chinese (Simplified): 请注意：如果您的母语不是英语，我们将免费提供您语言辅助服务 如需协助，请与您孩子 的学校联系
Spanish: ATENCION: Si usted habla un idioma que no sea el inglés, hay servicios de asistencia lingüística disponibles gratis. Contacte la escuela de su hijo para asistencia.
Russian: ВНИМАНИЕ: Если вы не говорите на английском языке, для вас доступны бесплатные языковые сервисы на вашем языке. Обратитесь за помощью в школу, в которой учится ваш ребенок.

On Wed, Jan 25, 2023 at 3:15 PM Stacey Mulroy <smulroy@needhamma.gov> wrote:

> Hi Dan,
>
> I am requesting design funds for the renovation of the DeFazio playground. It is currently under the School's jurisdiction, but it is our facility. I just wanted to check in and get permission to redo the playground before we get too ahead of ourselves. I am attaching a map so you can see what I am talking about.
>
> Thanks!
>
> Stacey
>
> ---
>
> Stacey Mulroy, CPRP, CPSI
>
> *She/Her/Hers* (What's this?)

Director, Needham Park & Recreation

O: 781.455.7930

C: 781.589.0960

E: smulroy@needhamma.gov

Rosemary Recreation Complex

178 Rosemary Street

Needham, MA 02494

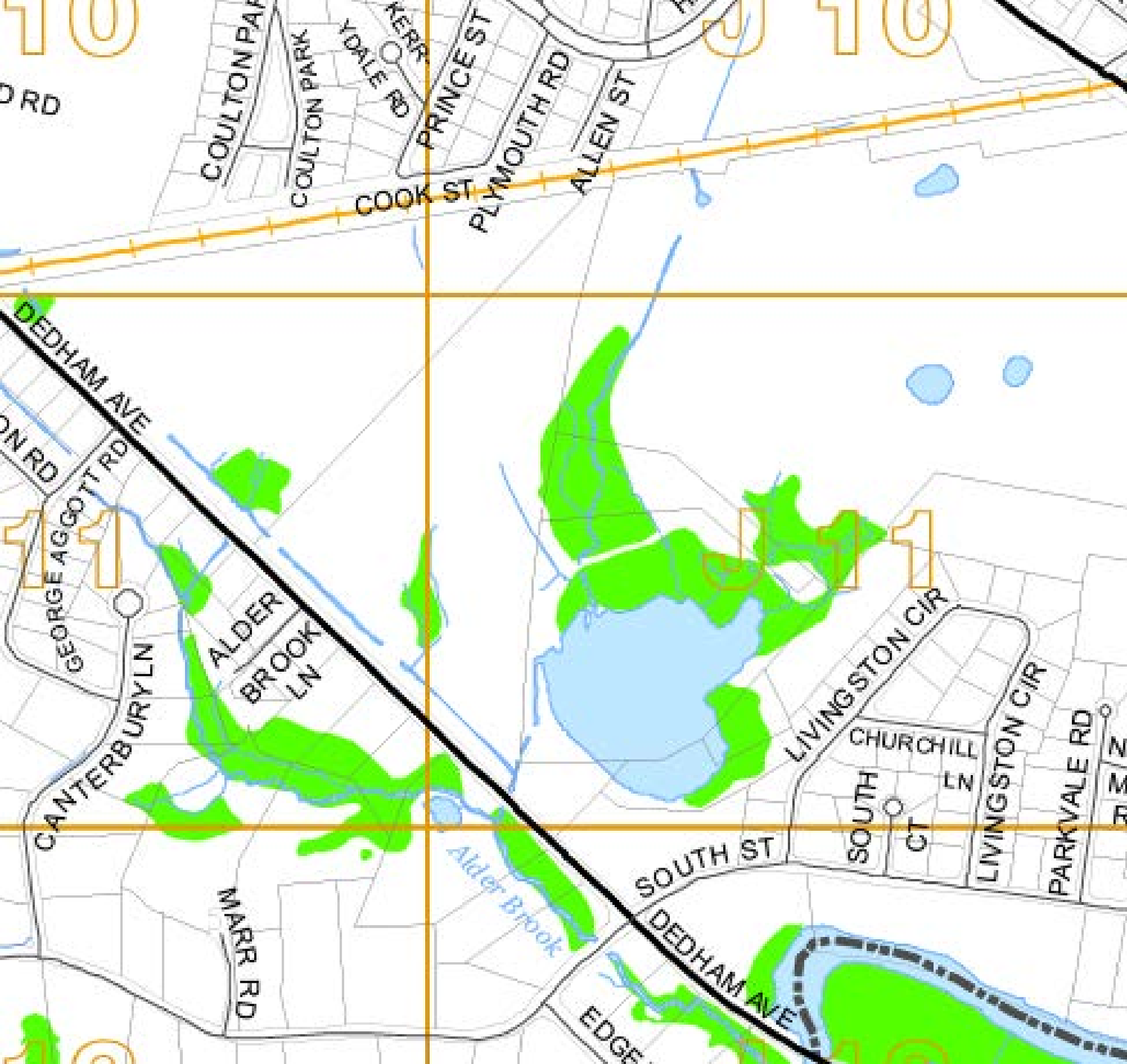
www.needhamma.gov/495/Park-Recreation



Park and Recreation Capital Project Requests	FY24		FY25		FY26		FY27		FY28		FY29		FY30		FY31		FY32		FY33	
	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.
Action Park Feasibility Study	$35,000																			
Athletic Fields Master Plan Study					$30,000															
Cricket Field Building Renovation - Feasibility									$75,000											
Cricket Field Building Renovation - Design											$180,000									
Cricket Field Building Renovation - Construction														$1,000,000						
Outdoor Court (High School Tennis) - Design																				
Outdoor Court (High School Tennis) - Construction				$1,500,000																
Outdoor Court - Design									$40,000				$40,000							
Outdoor Court - Construction												$550,000				$500,000				
Playground Project (DeFazio) - Design	$35,000																			
Playground Project (DeFazio) - Construction				$400,000																
Playground Project - Design					$35,000				$40,000				$40,000				$40,000			
Playground Project - Construction								$600,000				$600,000				$600,000				$600,000
Purchase of Open Space (placeholder)		$1,000,000		$1,000,000		$1,000,000		$1,000,000		$1,000,000		$1,000,000		$1,000,000		$1,000,000		$1,000,000		$1,000,000
Park Bathroom - Design																				
Park Bathroom - Construction																				
Skate Park - Feasibility																				
Skate Park - Design (not submitted)			$50,000																	
Skate Park - Construction (not submitted)						$350,000														
Pool Beach Project - Design	$100,000																			
Pool Beach Project - Construction				$750,000																

Capital Projects with Parks and Forestry/Engineering	FY24		FY25		FY26		FY27		FY28		FY29		FY30		FY31		FY32		FY33	
	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.	P/D	Const.
Park Fencing Improvements				$244,000																
Claxton Field Renovation: Consturction		$1,780,000																		
Walker Pond: Category 2 Improvements (Engineering)		$356,000																		
McLeod Field Renovation: Construction		$1,310,000																		

Future Projects																				
Dwight Field/Charles River Center: Desgin - Parks (Athletic Facility Improvements)																				
Dwight Field/Charles River Center: Construction - Parks (Athletic Facility Improvements)																				
Broadmeadow & Eliot Fields Renovation: Design - Parks (Athletic Facility Improvements)																				
Broadmeadow & Eliot Fields Renovation: Construction - Parks (Athletic Facility Improvements)																				
Asa Small Field Renovation							X	X												
Past Projects																				
Synthetic Track at DeFazio -Parks																				
Walker Pond: Category 1 Improvements - Engineering																				
Claxton Field Renovation: Design																				
McLeod Field Renovation: Design																				


COOK ST
COULTON PARK
COULTON PARK
YOALE RD
PRINCE ST
PLYMOUTH RD
ALLEN ST
DEDHAM AVE
GEORGE AGGOTT RD
ALDER BROOK LN
CANTERBURY LN
MARR RD
Alder Brook
SOUTH ST
SOUTH CT
CHURCHILL LN
LIVINGSTON CIR
LIVINGSTON CIR
PARKVALE RD
DEDHAM AVE
EDGE



Needham Park & Recreation's

DEFAZIO PLAYGROUND PROJECT

Playground Strategies

Identify

Using the 2021 Playground Assessment as a guide, identify the next playground with the most deficiencies and saftey concerns to renovate and/or replace

Improve

In addition to general improvements and upgrades, all future playground renovations will include PIP surfacing and other ADA & MAAB requirements.

Maintain

The Park & Recreation Department commits to creating a specific maintenance plan for all of our playgrounds including High & Low Frequency inspections, assessments and audits when applicable.



The Project

The average life of a playground is 15-20 years depending on usage. Needham has 18 separate playgrounds.

The DeFazio Playground was originally built in the late 60s/early 70s. The first major renovation was in 1992 and over the past 20+ years, there have been numerous upgrades, including the rainbow house, made by the Exchange Club.

This current playground is around 26 years old.




















INFANT MAZE

Modern Playground Feature Examples



PLANNING & BUDGET CYCLE

Stage 1
Summer 2022

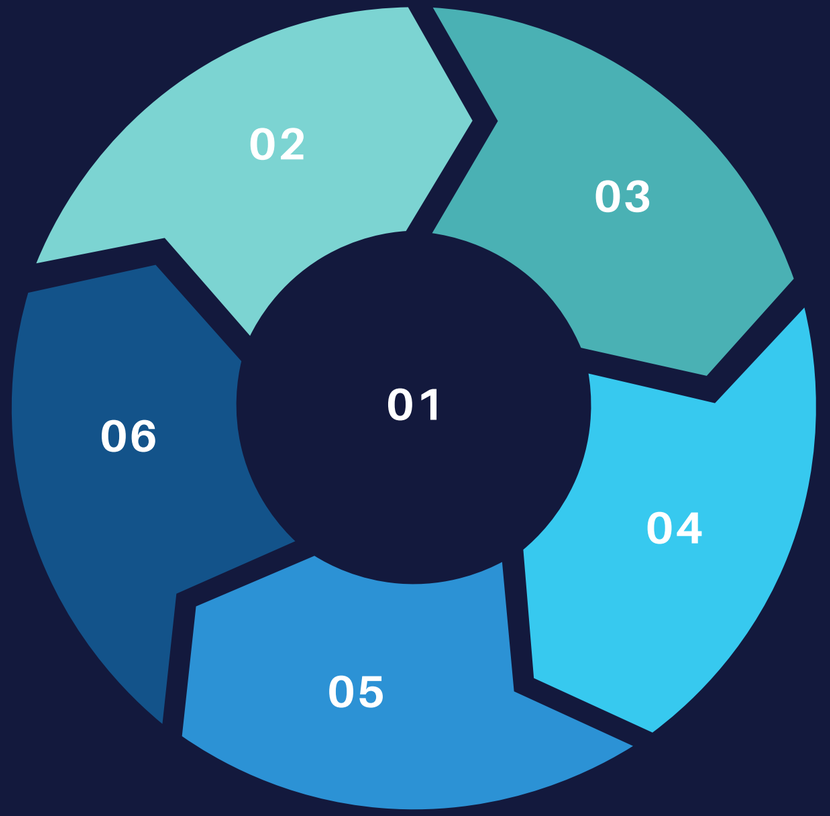
Identify the next playground for renovation or replacement

Stage 2
Fall 2022

Submit for design funding

Stage 3
Spring 2023

Funds awarded.
Post design bid documents



Stage 4
Summer 2023

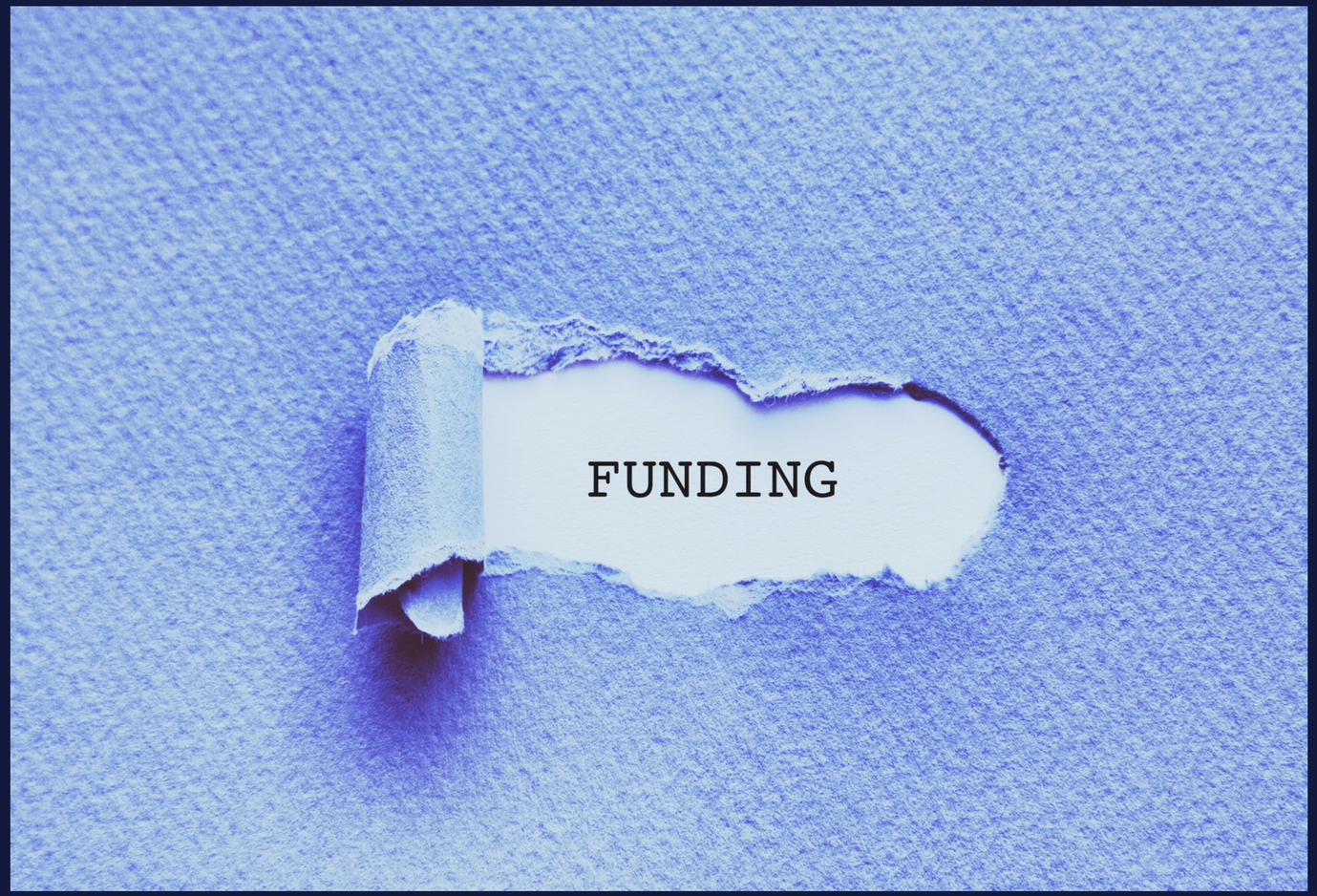
Award design.

Stage 5
Early Fall 2023

Work with designers on project scope, design & costs

Stage 6
Late Fall 2023

Choose final design and use documentation to apply for construction funds



$35,000

Design funds requested for the renovation of DeFazio Playground.

$200,000

Low end of the estimated budget for this playground project.

$400,000

HIgh end of the estimated budget for a full renovation project. Items could include: PIP surfacing, fencing and replacement of equipment.

Any Questions?

THANK YOU!

SELECT BOARD
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 03/28/2023

Agenda Item	~~FY2022 Financial Audit~~
Presenter(s)	~~Marcum LLP (Independent Auditors)~~ ---------- ~~David Davison, Assistant Town Manager/Director of Finance~~

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

Representatives of the audit firm Marcum LLP will update the Board as to their work and audit of the Town's general purpose financial statements for fiscal year 2022.

2.	**VOTE REQUIRED BY SELECT BOARD**

No Vote Required

3.	**BACK UP INFORMATION ATTACHED**

1. Information to be Provided Prior to the Meeting

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Approve Statements of Intent – Massachusetts School Building Authority
Presenter(s)	Kate Fitzpatrick, Town Manager

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

At its meeting on March 14, 2023 the Select Board discussed proposed Statements of Interest (SOI) to be filed with the Massachusetts School Building Authority with members of the School Committee and staff. A vote of the Board is required to allow the School Department to submit the SOIs.

2.	**VOTE REQUIRED BY SELECT BOARD**

Resolved: Having convened in an open meeting on March 28, 2023, prior to the SOI submission closing date, the Select Board of Needham, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 7, 2023 for the Pollard School located at 200 Harris Avenue, Needham MA 02492, which describes and explains the following deficiencies and the priority categories for which an application may be submitted to the Massachusetts School Building Authority in the future:

<u>Pollard School</u>
2. Elimination of existing severe overcrowding. The Pollard School is undersized for the current and projected student populations, in both the size and number of core educational spaces;
5. Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility. The Pollard School will be required to bring all of the existing envelope, structural and HVAC systems up to contemporary building and energy codes with a major addition/renovation project;
7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements. The educational program at the Pollard Middle School is impeded by the building's many deficiencies, including: the inadequate size and obsolete configuration of the educational spaces, particularly the science classrooms; the end-of-life condition of the modular classrooms; the deficiencies in many building systems; and the building's poor energy performance;

And hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Needham to filing an application for funding with the Massachusetts School Building Authority.

Resolved: Having convened in an open meeting on March 28, 2023, prior to the SOI submission closing date, the Select Board of Needham, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated April 7, 2023 for the Mitchell School located at 187 Brookline Street, Needham MA 02492, which describes and explains the following deficiencies and the priority categories for which an application may be submitted to the Massachusetts School Building Authority in the future:

Mitchell School
2. Elimination of existing severe overcrowding. The Mitchell School is undersized for the current and projected student populations, in both the size and number of core educational spaces;
7. Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements. The Mitchell School is in need of a comprehensive renovation/ replacement project, due to the age of the building, inaccessibility of the teaching spaces for disabled students and staff, noted deficiencies and/or end-of-life conditions in most building systems, and poor energy performance;

And hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Needham to filing an application for funding with the Massachusetts School Building Authority.

3.	**BACK UP INFORMATION ATTACHED**

a. Pollard School SOI 3/16/2023
b. Mitchell School SOI 3/16/2023

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2023 Statement of Interest

Thank you for submitting an FY 2023 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete if the District selected statutory priority 1 or priority 3**. If either of these priorities were selected, the District is required to mail the required supporting documentation to the MSBA, which is described below.

ADDITIONAL DOCUMENTATION FOR SOI STATUTORY PRIORITIES #1 AND #3: If a District selects Statutory priority #1 and/or priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects statutory priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects statutory priority #3, Prevention of a loss of accreditation, the SOI will not be considered complete unless and until a summary of the accreditation report focused on the deficiency as stated in this SOI is provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School Pollard Middle

Submission Date 3/15/2023

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- [x] The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- [x] The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- [x] The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- [x] The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- [x] Prior to the submission of the SOI, the district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- [x] Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- [x] The district hereby acknowledges that current vote documentation is required for all SOI submissions. The district will use the MSBA's vote template and the required votes will specifically reference the school name and the priorities for which the SOI is being submitted.
- [x] The district hereby acknowledges that it must upload all required vote documentation on the “Vote” tab, in the format required by the MSBA. All votes must be certified or signed and on city, town or district letterhead.
- [x] The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all required supporting documentation for statutory priority 1 and statutory priority 3. If statutory priority 1 is selected, your SOI will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If statutory priority 3 is selected, your SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency as stated in this SOI. The documentation noted above must be post-marked and submitted to the MSBA by the Core Program SOI filing period closure date.

LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR (E.g., Mayor, Town Manager, Board of Selectmen)

Chief Executive Officer *	**School Committee Chair**	**Superintendent of Schools**
(signature)	(signature)	(signature)
Date	Date	Date

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School Pollard Middle

Submission Date 3/15/2023

Note

The following Priorities have been included in the Statement of Interest:

1. ☐ Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. ☑ Elimination of existing severe overcrowding.
3. ☐ Prevention of the loss of accreditation.
4. ☐ Prevention of severe overcrowding expected to result from increased enrollments.
5. ☑ Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. ☐ Short term enrollment growth.
7. ☑ Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. ☐ Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

☑ I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI, which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA. All SOI vote documentation must be uploaded on the Vote Tab.

SOI Program: Core
Potential Project Scope: Renovation\ Addition
Is this a Potential Consolidation? No

Is this SOI the District Priority SOI? Yes
School name of the District Priority SOI: Pollard Middle

Is this part of a larger facilities plan? Yes

If "YES", please provide the following:
Facilities Plan Date: 11/19/2020
Planning Firm: Dore & Whittier Architects (DWA)

Please provide a brief summary of the plan including its goals and how the school facility that is the subject of this SOI fits into that plan:

The scope of this project is the renovation of and addition to the Pollard School, including: upgrading and replacing sections of the school that are obsolete and/or deficient according to current codes, as well as expanding and renovating core educational spaces, in order to provide the full range of programs consistent with state and approved local education requirements.

This project was identified in the 2020 School Master Plan Study (11/19/2020, Dore & Whittier Architects, DWA), which is available on the Needham Public Schools website (https://www.needham.k12.ma.us/departments/business__operations/facilities/master_planning) and as an attachment to this SOI. In addition, the Town's three recent master plans (the 5/15/1998- Townwide Comprehensive Facilities Study, Kaestle Boos Associates, Inc. (KBA), the 11/15/ 2006 – Facilities Master Plan – Town of Needham, DiNisco Design Partnership (DDP), and the 2014 Facilities Master Plan by HKT Architects) all identified the need to renovate and add to the Pollard School, as did a 2011 Comprehensive Facilities Assessment (8/22/2011, DWA).

The 2020 School Master Plan and 2011 Comprehensive Facilities Assessment examined the deficiencies of the typical classrooms, science classrooms, auditorium, gymnasiums, and administrative office spaces in great detail, and included evaluations by the following professional (A&E) disciplines: site (civil and landscape), architectural, structural, mechanical, electrical, plumbing, fire protection, hazardous materials and energy savings programs, with a cost analysis for both short-term and long-term improvements.

Although the Town has undertaken significant repair and maintenance of the Pollard School over the years through its Capital Improvement Planning (CIP) and budgeting processes, all plans agree that this building is in need of a comprehensive repair/addition project to address the following significant deficiencies: the age of the building (between 31 and 67 years), deficiencies in the size and number of core educational spaces (particularly the regular classrooms and science classrooms), the age of the temporary modular classrooms (now 21-years old), deficiencies in many building systems, and poor energy performance.

The Pollard School is considered a key lever in the multi-building plan described by the 2020 School Master Plan Study (DWA) to address the District’s goals of: a) remediating the deteriorating physical infrastructure and programmatic deficiencies of the Mitchell and Pollard Schools, including the end-of-life middle school modular classrooms; b) alleviating overcrowding and lack of adequate program space at the District’s two middle school facilities (High Rock and Pollard); c) mitigating the impact of construction on one or more generations of students; d) avoiding expensive building maintenance over time by completing renovations in a timely manner; e) avoiding expenditures for temporary facilities, to the extent possible; and f) providing for elementary enrollment capacity, including preparing Needham for Universal Preschool.

On April 5, 2022, the Needham School Committee voted Pollard as its priority school for renovation, in conjunction with this Master Plan, because: a) it makes possible the fastest resolution of the Pollard, High Rock and Mitchell building issues, as well as the best scale for the Mitchell site; b) it ensures that no single generation of students would experience multiple construction projects; and because c) it unlocks a project sequence that circumvents the need for costly temporary swing space and offers the most elementary classroom capacity for enrollment growth.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 20 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 22 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? Yes

If "YES", please provide the author and date of the District’s Master Educational Plan.

Several studies have occurred to document facility goals for the Pollard School, including the most recent School Master Plan by Dore & Whittier Architects (2020). The Town of Needham also updates its Facilities Master Plan about every decade. The 1998, 2006 and 2014 master plans all identified the need to renovate/replace the Pollard School to address building deficiencies. In addition, a Comprehensive Facilities Assessment (DWA, 2011) evaluated the long-term needs at Pollard School.

Is there overcrowding at the school facility? Yes

If "YES", please describe in detail, including specific examples of the overcrowding.

The building was designed for 45 classroom spaces, which vary approximately from 553 - 872 sq. ft. As enrollment has increased over the years, however, spaces have been converted to accommodate 40 regular education classrooms for core subject delivery and 22 classrooms for elective programs. These elective spaces include use of the Lecture Hall, Auditorium, Cafeteria, Library/Media Center, Computer Labs, Music Lab, and the 10 modular classrooms that were added in 2002 to accommodate the middle school population. The 10 modular classrooms are at the end of their useful life.

Overall, core academic spaces are about 23% smaller than the MSBA Space Summary guidelines for the 818 current enrollment (which is expected to increase to 901 by September, 2023.) The existing building (exclusive of the modular classrooms) is 139,524 gross square feet. This is about 9,000 gross square feet less than the MSBA guideline for a school of this enrollment. To make up for some of the space deficiency, the District added the 10 modular classrooms in 2002. Currently these classrooms serve as World Language and special education spaces. With these modular classrooms, the school is able to achieve an average student:teacher ratio of approximately 20 students. However, due to scheduling and physical space limitations, 2022/23 class sizes are as high as 24 students in math and english, and 25 students in social studies and science. Elective class size maximums are even higher at special areas, at: 25 for art, 30 for music, 23 for technology, 28 for wellness and 26 for world languages. In addition, many elective classes are held in shared spaces. For example, orchestra classes are held in the Lecture Hall; art classes are offered in a Science classroom; data science and health classes are held in open social studies or english classrooms, and other classes are placed in the Cafeteria, Library, or the Auditorium, when available.

In addition to overcrowding in the classrooms and hallways, the specialty classrooms are all undersized for the student population. The science classrooms are all smaller than the MSBA standard of 1440 sf. These rooms range in size from 661 sq. ft. to 1004 sq. ft. and cannot accommodate enough lab tables for the number of enrolled students. Although there are two gymnasium spaces, both are less than the MSBA guideline of 6000 sq.ft. In order to ensure that all students receive the required Physical Education (PE) curriculum, between 3-4 PE classes are scheduled concurrently in each of the gym spaces. Given class sizes ranging from 24 – 30 students, this means that there are between 75 - 120 students and 3-4 teachers in the gym spaces during a single class period, four times per day. As a result, students ‘sit out’ for approximately 33% of their class time, awaiting their turn to play. The locker rooms are undersized for the school and do not safely accommodate the number of students who are scheduled to use them during PE or the after-school middle school sports program. Similarly, no more than 20 students can occupy the adaptive PE center at once, which is smaller than many classes of 25+ students.

The common areas also are undersized for the student population. Approximately 5 years ago, the main office was relocated to the center of the building, in order to provide for better visibility of students and visitors. The new, main office space occupies a portion of the original Media Center. The current Media Center is now 2,749 sq. ft. and is approximately half the size of the MSBA guideline for this student population. The Kitchen and Cafeteria are approximately right sized to serve the current student body. Overcrowding can be felt in the congested hallways and staircases and circulation throughout the school. The Pollard School has only two staircases and one entrance and exit corridor from the modular classrooms to the main building. Finally, parking is insufficient and student arrival and drop-off is heavily congested. There are approximately 100 striped parking spaces on site, and although the 2011 site improvements reduced the parking deficiency on site, the project required a zoning variance, because a school of this size should have additional parking for about 65 cars. Harris Ave also experiences severe congestion at the beginning and end of the school day, when 17 buses drop off and pick up students, at the same time as parents are waiting on the street to drop off or pick up students. Fortunately, many students live within walking distance of

the school. The accessible vans drop off and pick up students at the lower lot, since there are insufficient spaces at the main entry drive.

Has the district had any recent teacher layoffs or reductions? Yes

If "YES", how many teaching positions were affected? 7
At which schools in the district? Broadmeadow Elementary, Sunita Williams Elementary, Mitchell Elementary and Newman Elementary
Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

FY23 teachers: 1.0 FTE Newman; 1.0 FTE Mitchell; 0.7 FTE Broadmeadow visual arts 0.7 FTE Williams visual arts; 0.13 FTE Mitchell visual arts teacher; 0.2 FTE Newman visual arts; 0.17 FTE Mitchell world language.

Has the district had any recent staff layoffs or reductions? Yes

If "YES", how many staff positions were affected? 5
At which schools in the district? Broadmeadow Elementary, Eliot Elementary, Sunita Williams Elementary, Newman Elementary and Needham
Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

FY23: 1.0 FTE Broadmeadow kindergarten TA; 0.8 FTE Sunita Williams COTA; 0.8 FTE Newman SLPA; 0.5 FTE Eliot TA, 1.0 FTE NHS permanent building substitute.

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

The teacher reductions in FY23 were made in response to enrollment/scheduling changes in the respective schools. The staff reductions were made to better reflect student support service requirements, including the conversion of paraprofessionals to certified teaching staff. The changes had no impact on program, class size, or curriculum.

Please provide a description of the local budget approval process for a potential capital project with theMSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District’s most recent budget approval process that resulted in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities).

The budget process begins in September/October, when the School Committee votes budget guidelines. The budget is developed in October-December, with a public hearing and budget review in December - January. The School Committee votes its final budget recommendation at the end of January and the Town Manager's balanced budget proposal (including the School Committee voted budget, if different) is due to the Finance Committee by January 31. The Finance Committee's recommendation, which must be voted by March 15, becomes the main motion at Town Meeting. Annual Town Meeting occurs during the first and second weeks of May, at which time the school budget is approved and funds are appropriated.. The fiscal year begins July 1. Planned budget reductions for FY24 include: the conversion of 7.4 FTE teaching assistants to 3.29 FTE certified special education teachers; the conversion of a 0.55 FTE occupational therapist position to a full-time certified occupational therapy assistant; the conversion of a 0.5 FTE psychologist position to a 0.5 FTE special education team chair; the reduction of 2.41 FTE vacant classroom and special area teachers to match enrollment projections/scheduling requirements; and the elimination of 0.35 FTE vacant clerical support positions. The aforementioned budget reductions do not have an impact on school facilities or class size. Generally, the changes strengthen the program overall by converting paraprofessional staff to certified teachers.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Pollard Middle School was constructed in 1956 (73,370 sq. ft.) with major additions/ renovations in 1968 (52,586 sq. ft.) and 1992 (8,471 sq. ft.) that nearly doubled the original size of the school. A series of additional renovations were completed in the 1990's including: handicapped accessibility renovations (1996); air balancing (1998) and HVAC / electrical system improvements (1999). In 2002, ten modular classrooms, toilets, and a corridor / ramp that connects the modular building to the lower level of the 1968 wing (totaling 12,797 sq. ft.) were added to the south of the existing building. The main school roof was replaced in 2011 as part of the MSBA Green Roof repair program. Parking was added adjacent to the sports fields with a driveway for buses to Dedham Ave in 2011-12, with some renovations to the modular classrooms. Boiler replacement was completed during the summer of 2013, as part of a strategic investment plan for energy efficiency renovations for the facility. Some student bathroom renovations were completed in 2019 and 2020.

The building has always functioned as a middle school, and at one time contained grades 6, 7 & 8. However, due to overcrowding, the 6th 9rade was moved to the newly-reconstructed High Rock School in 2009. The Pollard campus now serves the 7th and 8th grades, with 818 studentes (rising to 901 in SY 2023/24) utilizing all available space within the building.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

147224

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Pollard Middle School is located in a residential neighborhood of Needham, with a main entrance at 200 Harris Ave. It also has a west side entrance and parking area accessed from Glenwood Rd. The school is located on a 15.38 acre parcel of land in the south east section of Town, just east of RT 135 (Dedham Ave) and adjacent to DeFazio Park. The property is bound on the south side by Dedham Ave and the Massachusetts Bay Transportation Authority (MBTA) commuter rail line. A tunnel under the tracks provides access from the school property to DeFazio Park, a multi-field athletic complex. The west edge of the property abuts a densely populated neighborhood of single family homes. The east side of the school is bounded by a wooded area with residential homes just beyond the woods. The north side and front entrance abut Harris Avenue. The neighborhood is moderately dense with mostly single family homes. Harris Avenue is a wide boulevard with adjoining side streets. Access to the site is provided via Harris Avenue, Glenwood Road, and (for emergency use only) Dedham Avenue. The Pollard School is the only use on this parcel of land.

The building occupies about 16% of the site area, and sits in the northwest corner of the site. The building appears to be one story tall from the main entrance on Harris Ave. However, due to the land contours, the central and west wings are actually two stories tall as seen from the secondary entrance to the site. The southern side of the site is occupied by playing fields and a tennis court. The southwest corner of the site is a wooded wetland which drains through a culvert beneath the railroad embankment to the south. The Conservation Commission's jurisdictional control extends over the wetlands and to the areas within 100 ft. of the wetlands boundary, restricting development in this corner of the site. Other constraints to development on the playing fields include a 36" storm sewer line extending from the lower parking lot under the fields and through the pedestrian passage of the railroad embankment. If a new school building were constructed adjacent to the railroad embankment, the building envelope would require enhanced sound separation features from the train noise and vibration.

The site includes a bus drop-off loop and striped parking lot for 81 cars, split between lots on the east and west sides of the building. Additional parking is available in a small lot adjacent to (and accessed from) the east lot (14 spaces), and along the emergency access drive at the rear of the school (33 spaces). Handicap accessible spaces are provided in the front lot, however, access to the front door may exceed the allowable travel distance. Some, but not all, of the exterior pathways are accessible. Handicap accessible spaces are also located in the west parking area, accessible to the lower level entrance near the gymnasium, and along the emergency access road for access to the playfields.

The school and modular classrooms are “existing nonconforming”. Special permits and waivers were requested and granted in 2011, including a request for additional parking, modifications to pre-existing non-conforming transition area, pre-existing non-conforming site coverage, off street parking and number of parking spaces, parking illumination, size of parking spaces, landscape requirements in the parking area and the number of trees required in the parking area. Any major future project on this site will need to address the existing nonconforming conditions, as measured against the current Zoning By-laws and apply for additional special permits or waivers, as needed

The school has pedestrian sidewalk access from Harris Ave, Dedham Ave and grass pathway access from DeFazio Park. Improvements to these pathways would be required during a major renovation to meet current Massachusetts Architectural Access Board (MAAB) and Americans with Disabilities Act (ADA) requirements. The site walkways surrounding the building leading from Harris Ave to the playing fields are asphalt and are in generally poor condition. The pathway from the Harris Ave parking lot to the administration wing is not MAAB compliant, although repairs were made in 2014-15, because this is a primary handicapped access pathway to the school.

The Pollard School uses adjacent DeFazio Park for outdoor gym classes, however, it takes between 5-10 minutes to walk to the fields each way, which shortens the gym period time for specific instruction. The DeFazio fields are under the jurisdictional control of the Park & Recreation Commission and serve the entire Town, including several of the Needham High School sports teams. These fields are not available for school construction.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

Pollard Middle School, 200 Harris Ave, Needham, MA 02492.

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

Building Structure: The foundation beneath the 1956 original building is uninsulated cast-in-place concrete, with a 4" cast in-place uninsulated concrete slab on grade. There is minimal rigid insulation isolating the slab from the exterior. The structural frame of the original school included steel WF8 columns and open web steel joists, five feet on center, supporting a low-slope 1.5" steel deck roof. The 1968 two-story wing and 1992 addition have a two-story steel frame with HSS 6 x 6 columns supporting 27" steel girders and 16" steel beams and a 1.5" metal deck with cast in place concrete floor. The roof is framed with open web steel joists and 1.5" metal low-slope deck. The exterior steel frame on the oldest section of the school is generally exposed steel and the roof beams cantilever to form a roof overhang with no thermal break from the interior. Insulated metal soffit panels were added to the 1968 wing to enclose the cantilevered steel beams within the thermal envelope during the 2011 roof repair project. All of the exposed structural steel columns and beams require regular painting maintenance and some rusting may be compromising the structure after 65 years. Any repairs, renovations, additions, or changes of occupancy or use to the existing structure will need to conform to contemporary seismic and snow load design criteria. The capacity of the existing structure to support solar panels will also need to be assessed.

Building Envelope: The walls of this building are largely uninsulated and require an upgrade to meet contemporary energy codes. The building has a double-pane aluminum window wall system (EFCO type), which was installed in 1992 and is in fair to good condition, but at 30+ years in age, some windows are losing their seal and require

replacement. The end walls and gymnasium walls are constructed of 6" interior CMU block, 2.75" airspace and 4" exterior red brick with no insulation. The brick and mortar are generally in good repair. Settlement cracks and water staining require regular repair. Exterior wall louvers bring unconditioned outside air into each classroom through the unit ventilators. Some of the upper facade areas of the building have vertical tongue and groove cedar siding with gray stain in good condition but require regular repainting and repair. Portions of these walls have fiberglass batt insulation. Solid knee walls beneath the windows in most classrooms have 1" asphalt impregnated insulation board adhered to the exterior brick. The floor and wall system insulation was typical in the 1960's but does not meet contemporary energy codes. All exterior doors have been replaced with red aluminum insulated panel doors, with double-pane insulated vision glass panels and new egress hardware and are in good condition. Exterior stairs leading out of the gym should be replaced or reconstructed to solve water drainage problems that cause occasional flooding. Some of the exterior galvanized metal frame exit stairs from 1958 have rotted wood railings that require replacement. A major renovation project will trigger energy code upgrades and will likely require replacement or upgrade of the building envelope.

The modular classrooms have 4" wood frame walls with painted plasterboard interior, fiberglass-batt insulation, and vinyl horizontal exterior sheathing. The double-pane, double-hung, vinyl clad windows are operable in the modular classroom wing. The skirt around the crawl space beneath the modular classrooms has a cement board finish with Tyvek wrap installed over plywood with pressure-treated wood framing. Egress stairs from this area are made of pressure treated lumber. These 21-year old temporary classrooms have a maximum useful life of about twenty years, therefore demolition and replacement with permanent space will be required in any major renovation/ repair project.

Roof: The main building has a built-up asphalt sheeting roof with a white granular finish (Tremco system), with 6-8" of sloping insulation installed in 2011 as part of the roof project. Annual roof inspections identify continuing repairs. The four sloped skylight structures over the art rooms were replaced with translucent fiberglass insulating skylights (Kalwall System). Similar translucent fiberglass insulating clearstory windows were installed on the two roof monitors in the 1958 classroom wing. New roof drains, cap flashing, downspouts and gutters were also installed in 2011. This repair project provided an important upgrade to the energy efficiency of the building. The modular classrooms roof (not upgraded in 2002) is a black single ply EPDM rubber roof membrane with 1-3" of rigid insulation on a plywood deck on composite wood I-beams.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? NO
Year of Last Major Repair or Replacement:(YYYY) 1958
Description of Last Major Repair or Replacement:
Original walls. Exterior painting and minor repairs made on a periodic basis, as needed.

Roof Section A
Is the District seeking replacement of the Roof Section? NO
Area of Section (square feet) 140000
Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)
Main building: built-up asphalt sheeting roof with a white granular finish (Tremco system.)
Age of Section (number of years since the Roof was installed or replaced) 12
Description of repairs, if applicable, in the last three years. Include year of repair:
A new asphalt roof on the main building was installed in 2011, as part of an MSBA Green Roof project. New roof drains, cap flashing, downspouts and gutters were also installed in 2011. The new energy code may require full replacement or enhancement as part of a major renovation project.

Roof Section B
Is the District seeking replacement of the Roof Section? YES
Area of Section (square feet) 12385
Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)
Modular classrooms (2002): black single ply EPDM rubber roof membrane.
Age of Section (number of years since the Roof was installed or replaced) 21
Description of repairs, if applicable, in the last three years. Include year of repair:

Leaks patched as needed. These will be demolished in a major add/reno project.

Window Section A
Is the District seeking replacement of the Windows Section? YES
Windows in Section (count) 434
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
Aluminum windows with insulated glass and thermally-broken frames, typically with a fixed 3'x3' window above an awning 1'x3' window below.
Age of Section (number of years since the Windows were installed or replaced) 31
Description of repairs, if applicable, in the last three years. Include year of repair:
Aluminum frame double pane energy efficient windows were installed (1992) EFCO-type. New energy code requirements for the building envelope would likely require replacement during a major renovation.

Window Section B
Is the District seeking replacement of the Windows Section? YES
Windows in Section (count) 23
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
Double pane sliding aluminum windows
Age of Section (number of years since the Windows were installed or replaced) 21
Description of repairs, if applicable, in the last three years. Include year of repair:
The long-term plan is to demolish the modular classrooms and replace them with permanent construction.

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

Mechanical Systems
In 2013, the boilers in the upper boiler room were replaced with three high-efficiency, natural gas condenser boilers. The lower boiler room is rarely used because when operating, the pressure relief valves open due to improper pipe sizing in the original 1992 installation. The 20-year old underground storage tank (UST) was removed in 2013. General heating in the older classrooms is provided through inefficient finned-tube radiators in both floor-mount and ceiling-mount locations. Perimeter classrooms get outdoor air and heating from wall-mounted unit ventilators.. Although there is no central cooling system in place, some classrooms have roof-mounted split systems or window-mounted air-conditioning systems. The building has over 50 rooftop fans, which were installed in the 1990's, to improve indoor air quality throughout the school. The modular classroom wing has twelve gas-fired rooftop heating and cooling units that supply hot and cold air to the modular classroom spaces. A Barber-Coleman Network 8000 Microzone pneumatic DDC control system was installed in 1995 to control all the heating, ventilation and air conditioning (HVAC) systems within the building, including the modular classrooms. This control system is past the end of its useful life and should be replaced with an electronically actuated valve system during any major renovation. The entire mechanical system would be replaced during a major add/reno project.

Electrical Systems
The building is supplied by two electrical services. The main school service (upgraded in 1999) is a 2000 Amp, 208Y/120 Volt, three-phase, four-wire underground lateral to a transformer located in a vault, below grade. The switchboard is in good condition, with three 225 AMP spaces and one 400 Amp space for future expansion. The modular classroom service (installed in 2002), is an underground lateral to a pad mounted transformer, is rated 800 Amps at 208Y/120 Volt, three-phase, four-wire, and has no spare capacity. The electrical distribution system in the primary technology classrooms was enhanced in 1999, but otherwise is original to the phase of construction. Areas of the 1958 and 1968 building wings have original wiring that is approaching the end of its useful life. The building has an emergency generator rated at 125kVA/100W, at 208Y/120 Volt, 3 phase, 4-wire. Life safety and emergency egress lighting is illuminated with emergency battery units and LED exit signs.The school has a public address system, which operates through the phone system. The master clock system functions in only 50% to 70% of the rooms. The telephone system was replaced and the intercom system and bells were repaired in 2013. The

lighting within the classrooms is typically 2'x4', recessed flat prismatic lens type and the fixtures are in good condition. The balance of the lighting consists of 2'x4' and 2'x2' parabolic louvered fixtures. Corridor lighting is generally linear fluorescent fixtures either surface mounted or indirect, wall-slot type light cover. The lighting is functional and in fair to good condition throughout the school. The Town is in the process of replacing all existing light fixtures with LED lighting in all Town buildings.

Plumbing
The building is supplied with a 4" water service line coming to the building from Harris Ave. The water distribution system is contemporary to the phase of the building, with the exception of the hot water heater, which was converted to a high efficiency natural gas condenser hot water heater in 2013. The hot water heater connects with a mixing valve and circulating pump that maintains a constant water temperature supply to the building. The hot water piping appears to be insulated where exposed in the building. The cast iron, oakum and lead draining system is original to the phase of construction and therefore, the older sections are beyond the end of their useful life. The plumbing fixtures within the bathrooms also are largely original to the phase of construction, with wall mounted sinks, toilets and urinals. Some fixtures were replaced in 1996 during accessibility upgrades. However, ongoing phased renovations of some bathrooms are addressing deficiencies for MAAB compliance and accessibility that exist within the bathroom layouts that were noted in the 2011 report.

Fire Protection
The fire alarm system is an addressable system manufactured by FCI, and is in good condition. The building is partially equipped with an automatic sprinkler system added in 1992, and serves those spaces that were added or renovated at that time. The original 1956 building and most of the 1969 addition do not have automatic sprinklers. The modular classrooms have an independent automatic sprinkler system. Many of the larger spaces like the gymnasium and auditorium are lacking coverage. Any renovation will require adding sprinklers to the rest of the building in order to comply with contemporary code.

Boiler Section 1
Is the District seeking replacement of the Boiler? NO
Is there more than one boiler room in the School? YES
What percentage of the School is heated by the Boiler? 100
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Natural gas.
Age of Boiler (number of years since the Boiler was installed or replaced) 10
Description of repairs, if applicable, in the last three years. Include year of repair:
In 2013, the 20-year old dual fuel boilers in the upper boiler room were replaced with three high efficiency, natural gas condenser boilers. The domestic hot water heater also was replaced with high efficiency natural gas condenser hot water heaters. Fresh air intake and exhaust systems were added to improve combustion efficiency. Boiler operations were integrated with the building management system software and the system was programmed for energy efficient cycling of boilers. The underground oil storage tank was removed. The emergency generator fuel pump was installed in 2003. The lower boiler room has two unused 33-year old cast iron boilers. The entire mechanical system will likely need to be replaced in any major add/reno project due to the new energy codes and the Town and state goal of meeting net zero GHG emissions by 2050.

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES
Year of Last Major Repair or Replacement:(YYYY) 1995
Description of Last Major Repair or Replacement:
In 1995, the HVAC system was updated in the 1969 building and the cafeteria building, and was put on the building management system (BMS) for remote control. There were modifications to the system in 1999-2000, including exhaust fans and outlets. Rooftop units and exhaust fans were installed in 2006 and some were replaced in 2011 & 2020. In 2009, a Rentar fuel catalyst was installed, and the pneumatic devices were replaced with digital controls. During the COVID Pandemic all the mechanical systems were re-commissioned. Enhanced fresh air exchange rates in some classrooms required opening windows to achieve the designated amounts of fresh air. The Pandemic response exposed the many deficiencies of the existing HVAC systems, which require constant repairs to maintain the design airflow.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES
Year of Last Major Repair or Replacement:(YYYY) 2009
Description of Last Major Repair or Replacement:
In 2009, the electrical and technology infrastructure was upgraded. The 1998 study found that the service switchboard had been upgraded in the previous 10 years and was in excellent condition. New lighting was installed in 1995. Electrical outlets were installed in 2003, 2004, and 2005. In 2003 a closet was constructed and wired in the rear of the lecture hall to house data and port connections. The cafeteria AV closet was rewired and conduits were installed for data cables. Additional data lines were strung in 2004 and 2005. All the electrical systems in the modular classrooms are original to the 2002 construction, with minor upgrades in 2011.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Interior:
The flooring throughout the cafeteria, corridors and classrooms is Vinyl Composite Tile (VCT) and is well maintained and in good condition. The low-pile carpet in the Media Center and administrative offices is in good condition, but is in fair condition in the 1968 classroom wing. Bathroom floors are ceramic tile in good condition, except in sections of the locker room shower, which have delaminated from the concrete substrate and require replacement. The gymnasium floors are rubber flooring and the original floors were replaced in 2020. The floors in the utility areas are exposed concrete. Kitchen flooring is quarry tile in good condition. The Auditorium stage floor is wood and in good condition.

The wall finish system varies according to the phase of construction, but incorporates similar materials. Classrooms in the 1958 building have a combination of plaster and SGFT walls. Walls in the 1969 wing are a combination of concrete masonry unit (CMU) and sheetrock and are generally in good condition. Some of the corridor walls have hard-wood panels in good to fair condition. Multi-stall bathrooms are typically 20+ years old and in need of upgrades, with poor lighting, bowed ceiling tiles, chipped ceramic mosaic tile, rusting metal partitions, and sink/ counters that are in poor condition.

Most of the classrooms have dropped ceiling metal grids with 2'x4' Acoustic Ceiling Tile (ACT). The ACT in the administration area and a few of the classrooms in the 1958 wing are at a very low height of 7’-1/2” above finished floor (AFF), instead of the required 7’-6” AFF. Ceilings in the 1969 wing are in good condition. The kitchen has vinyl coated ceiling tile, which is in good condition. The Media Center/ Library and the main entry hall have exposed painted structural metal decks.

The interior doors throughout the building are typically wood and original to their date of construction. The oldest doors in the 1958 wing are in need of replacement, while the doors in the 1969 wing are in generally good condition. Many interior stairways have railings that were acceptable at the time of installation, but do not meet all current egress code and accessibility requirements.

Technology:
The building has Category 5 cabling to every classroom with many classrooms outfitted with smart boards and computers. There are four computer labs within the building, which function as teaching spaces for technology education. The following areas require upgrade: the Auditorium audio visual system; wireless access points in the Auditorium, the Lecture hall, the Cafeteria and gymnasia; the projection system in the Lecture Hall; upgrades to the soundfield systems in many classrooms; and technology upgrades in all science labs.

Hazardous Materials:
The Town has an ongoing plan for the assessment and remediation of hazardous materials in the school. Testing confirmed that floor tiles contain asbestos (ACM) and a program of phased remediation and replacement has been in place for the past decade. Asbestos in the hard joint insulation of heating pipes was removed as part of the boiler room upgrades, but ACM’s still remain in the utility tunnels. Interior caulking at wall seams is assumed to contain

asbestos and PCBs. The exterior and interior window framing and glazing caulking are assumed to contain ACM's and PCB's and will require abatement as a part of repair/ replacement. Other locations assumed to contain asbestos are door framing caulking, unit vent grill caulking, blackboard glue, underground waste water pipes, damp proofing on foundation wall, and thru-wall flashing. Tubes within light fixtures, exit signs, switches, and thermostats are assumed to contain mercury. The painted surfaces are assumed to contain lead. All of these materials would need to be remediated during a comprehensive repair or replacement project.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

As noted above, the majority of classrooms are undersized, compared to MSBA standards, can not accommodate actual class sizes (which often range from 22-25 students), and are inappropriate to the content area delivered. The building's deficiencies are acutely noticeable in the science classrooms, which range in size from 661 sq. ft. to 1004 sq. ft., and are well below the current MSBA standard of 1440 sq. ft. These classrooms can not accommodate enough lab tables for all enrolled students, lack adequate preparation rooms and storage space, and the built-in casework and plumbing fixtures are in poor condition. Improvements would likely trigger code-required upgrades throughout the building, such as the installation of a building-wide automatic sprinkler system; handicapped accessibility improvements; seismic and energy efficiency upgrades; as well as infrastructure upgrades to the plumbing, fire alarm and electrical systems. The lack of adequate science classrooms and facilities means that Pollard's students do not receive the type of science or engineering instruction expected at the middle school level. Tight spaces, inadequate or missing gas, water, and electrical utilities, crumbling classroom walls, tables, and cabinets mean that teachers avoid certain experiments and learning opportunities that would otherwise be available in more appropriate space. In addition, many elective classes are held in shared spaces that are not appropriate to the curricular content area. For example, orchestra classes are held in the Lecture Hall; art classes are offered in a Science classroom; data science and health classes are held in open social studies or english classrooms, and other classes are placed in the Cafeteria, Library, or the Auditorium, when available.

Moreover, the learning spaces do not reflect the District's "21st Century Learning" and equitable access goals. The traditional layout, undersized rooms and lack of breakout rooms, meeting spaces and collaboration areas do not lend themselves to project-based learning, team-teaching, interdisciplinary collaboration, and modern special education delivery methods.

Other programmatic deficiencies are found in the Auditorium, which is largely original to its construction in 1958. It is not large enough to accommodate a whole grade or the whole school for any activity. In addition, the lighting and sound equipment is outdated, not code compliant and not ADA accessible, and is in constant need of repair. Typically equipment is rented for theatrical productions held in the Auditorium. The HVAC (heat only) system is noisy and can interfere with performance acoustics. Sections of the auditorium seating are broken or missing, and the stage is in need of repair.

The gymnasia also lack sufficient space to fully accommodate the concurrent use by multiple sections of students (as is required by the schedule), which in turn limits the curriculum and requires students to 'sit out' for about 33% of their class time, in order to provide equitable 'movement time' for all students. (The School's goal is for students to be active at least 80% of their time in a physical education, PE, class.) In addition, much of the wall space is concrete and our climbing wall is not up to code, which could cause injury. Further when it rains, it often floods certain parts of the gym, and the drainage backs into the gym near the egress doors. In addition, there is no scoreboard in the Blue Gym, no spectator seating, no ability to add footholds or equipment for volleyball or other team sports, and the school's PA system (used for safety announcements) and clocks do not work in the gym. The Pollard School uses adjacent DeFazio Park for outdoor gym classes, however, it takes between 5-10 minutes to walk to the fields each way, which shortens the gym period time for specific instruction.

The school also has too few special education meeting spaces and conference/meeting rooms. Over the past several years, increasing numbers of students have required our Intensive Learning Center Program, creating the need for additional teaching and learning spaces that are restroom-equipped, and have break-out spaces, private counseling

areas, and therapeutic space. Our learning centers currently share spaces, which are used all day. During busy times, students often receive instruction in the Media Center, Cafeteria or the hallways. On a given day, between 15-20 students can be seen receiving assistance in the common hallways using a desk or table. Additionally, our parent meeting room was turned into a learning center and guidance office. As a result, preparation and meetings often occur in the hallways, the Media Center (if available), or the Main Office.

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

The building was designed for 45 classroom spaces, which vary approximately from 553 - 872 sq. ft. As enrollment has increased over the years, however, spaces have been converted to accommodate 40 regular education classrooms for core subject delivery and 22 classrooms for elective programs. These elective spaces include use of the Lecture Hall, Auditorium, Cafeteria, Library/Media Center, Computer Labs, Music Lab, and modular classrooms. Presently, there are 10 science rooms and 15 special education classrooms. The science classrooms range in size from 661- 1,004 sq. ft. and are smaller than the MSBA guideline of 1440 sq. ft. for science classrooms. Of the 10 science rooms, only seven are true science classrooms with the proper (but outdated) connections for water/sinks, gas lines and drainage for chemicals. The other three rooms, which are converted general classrooms, have mobile sinks and eye wash stations. The ten modular classrooms and associated spaces, which include two reading classrooms with small offices, four restrooms (male, female, and two all gender rooms, which are shared by staff and students), and a small break room, are at the end of their 20-year lifespan and are in need of replacement.

Pollard has two gymnasiums, one Media Center/Library (which was reduced in size to accommodate a new, centrally-located main office space), and two computer labs. The gymnasia (which include Gym #114 @ 5,785 sq. ft. and Gym #112 @ 5,050 sq. ft.) lack sufficient space to fully accommodate the concurrent use by multiple sections of students (as is required by the schedule). In addition, the concrete wall space and climbing wall are problematic, the gyms often flood when it rains, and lack amenities like scoreboards (Blue Gym), spectator seating, and a working clock/PA system. The modified Library/Media Center is now (2,749 sq. ft.) and undersized, compared to MSBA guidelines. The Auditorium is not large enough to accommodate an entire grade, or the whole school for any activity. In addition, the lighting and sound equipment is outdated, not code compliant and not ADA accessible, and is in constant need of repair.

The school also lacks the following spaces, which are important for educational programming and student support service needs. The school has no location for teachers to collaborate or plan/prepare. When displaced, the teachers will find space in the hallways. The school also lacks conference rooms for educators to meet with families or each other (IEP meetings, 504 meetings, cluster meetings, etc.) The lack of space for collaboration, planning and meetings, leads to inconsistent collaboration and teaming among teachers, to the detriment of students and program, overall. Additionally, the school lacks specific learning spaces for the English Language Learner (ELL) program, METCO program, and curriculum coordinators, so these functions occur in shared spaces and locations like the Library and Main Office. Finally, the school lacks modern science/ engineering/ technology spaces, as well as spaces for project-based learning, interdisciplinary work, lab spaces, music exploration, experiential education, and other classes. Finally, our nurse’s room and guidance do not contain smaller, personal spaces. It will be important to address the lack of lactation space for staff, our guidance counseling spaces, ELL services, METCO space, and dedicated Tier 2 and 3 learning spaces, which are now all shared.

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The school currently is over-crowded, particularly in the classroom and common space areas. Given the existing cluster configuration (consisting of five grade 7 clusters and five grade 8 clusters), class size often exceeds the

design capacity of 22 students. (The capacity of many smaller classrooms is less than this number.) As such, many classrooms are too small to accommodate a standard size class. Additionally, some science classrooms are too small to accommodate the required number of science tables for enrolled students and have non-functioning sinks. The science teachers have been forced to modify the curriculum, particularly science experimentation, due to the facility constraints. Additionally, the school has adapted to using a much higher classroom utilization rate, than is typically seen in a middle school. Twenty two of the classrooms/ teaching spaces are utilized 100% of our day. All other teaching spaces are utilized at 85% or more, with the exception of the two computer labs and Midilab (which have fluctuating utilization ranging from 50% of the day to 100% of the day.) Those classroom spaces at 100% utilization include the Library/Media Center, the Auditorium (used for daily Advisory, four teaching periods, community meetings, and other special events); the Lecture Hall (used for strings classes, alternative lunch space, and special events), and the gymnasia, which are used both for classes and lunch recess. (The use of the gyms for lunch recess is to reduce the number of students using the cafeteria and outdoor spaces at any one time.)

A number of non-traditional classrooms also are in use. For example, due to the lack of music rooms, the orchestra classes are held in the Pollard Lecture Hall, which is not ADA compliant. The Auditorium is used for all theater arts classes. However, these classes must move on a constant basis to allow the Auditorium to be used for large group events, such as cluster presentations. Art classes are offered in a science classroom. Data science and health classes are held in open social studies or english classrooms, and other classes are placed in the Cafeteria, Library, or the Auditorium, when available. Given the lack of space for guidance and special education services, the school is actively looking for alternative spaces for students, office, preparation, and transition spaces.

Given overcrowding in the gyms, the Wellness Department has modified the physical education curriculum to accommodate the number of students and space available. In our current situation, students often must wait and sit out for approximately one third of their class time, despite the 80% physical activity educational goal. Additionally, experiential education is taught in a typical classroom, even though the program requires a large activity space. The smaller classroom space limits programming in terms of activities and requires that classes be taken outside, when the weather is warm enough. Finally, given the limited size of the Adaptive PE Center, students are rotated into the space one group at a time to accommodate the number of students. Given the small locker rooms, teachers must supervise students in the gym locker rooms to the best of their abilities and continually remind students about the importance of appropriate behavior. The locker rooms lack appropriate space for LGBTQ students to change clothing, so students seeking privacy must use a restroom.

The limited size of the Cafeteria also has required the school to implement split lunches. This, in turn, means the school can not operate on a bell system. Teachers must rely on personal clocks/ laptops for guidance and are required to communicate via the phone system or email. Additionally many of our classrooms and spaces, especially those that have been converted to classrooms do not have a functioning speaker/ PA system, which is a safety concern.

Finally, the widespread use of shared and non-traditional spaces at the school mean that many teachers lack space to hold a preparation period, or collaborate with colleagues. As a result, teachers often work and meet in the Library (if available), hallways or other quiet nooks. The ubiquitous use of shared spaces also limits opportunities for co teaching, collaboration, and/or spontaneous ideas to emerge within the normal course of a day.

Over the next fifteen years, the Pollard student population is projected to grow and peak at 934 students. Additional enrollment growth will result in increased class size, the subdivision of existing modular classroom spaces, the conversion of non-traditional spaces to classrooms and/or traveling teachers.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The Town implemented a structured preventative maintenance program in 2009. This program provides for the quarterly and/or annual maintenance of HVAC, water heating, plumbing, electrical, and general maintenance

systems. The Town also funds an annual facility maintenance capital article to address the needs of smaller repairs such as duct cleaning, asbestos abatement, flooring replacement, and HVAC upgrades. The recent major capital repair projects include:

2011 - Roof replacement (MSBA Green Roof Project)
2011 - Parking lot improvements and minor modifications to modular classrooms
2013 - Boiler replacement project (high efficiency gas boilers)
2013 - Telephone system replacement
2014 - Gym floor repair
2016-2018 - Renovations to multi-user toilet rooms
2018-2020 - Replaced flooring in various areas of the school
2019-2021 - Renovations to both gymnasiums
2017-2021 - Locker replacement
2020 - Retro-commissioning of all mechanical systems / repairs/ replacements, HVAC repairs
2021-2022 - Upgraded lighting in all classrooms and hallways to LED
2021-2022 - Boiler repairs
2021-2022 - Roof repairs
2022 - Converted ventilator from pneumatic to DDC components in multiple classrooms, retrofitted and installed portable AC units in all classrooms
2022 - Wood floor refinishing
2023 - locker room retrofit

Priority 2

Question 1: Please describe the existing conditions that constitute severe overcrowding.

The school is currently over-crowded, particularly in our hallways, two staircases, restrooms, most classrooms, and common space areas, such as the Gymnasiums, Library, Cafeteria, Auditorium, Lecture Hall, and Adaptive PE Center.

Overall, core academic spaces are undersized by about 23% for the student population. The building was designed for 45 classroom spaces, which vary approximately from 553 - 872 sq. ft. As enrollment has increased over the years, however, spaces have been converted to accommodate 40 regular education classrooms for core subject delivery and 22 classrooms for elective programs. These elective spaces include use of the Lecture Hall, Auditorium, Cafeteria, Library/Media Center, Computer Labs, Music Lab, and modular classrooms. Presently, there are 10 science rooms and 15 special education classrooms. The science classrooms range in size from 661 - 1,004 sq. ft. and are smaller than the MSBA guideline of 1440 sq. ft. Due to scheduling and physical space limitations, 2022/23 class sizes are as high as 24 students in math and english, and 25 students in social studies and science. Elective class size maximums are even higher, at: 25 for art, 30 for music, 23 for technology, 28 for wellness and 26 for world languages. In addition, many elective classes are held in shared spaces. For example, orchestra classes are held in the Lecture Hall; art classes are offered in a Science classroom; data science and health classes are held in open social studies or english classrooms, and other classes are placed in the Cafeteria, Library, or the Auditorium, when available.

The gymnasia, Media Center/Library, Auditorium, Locker Rooms and Adaptive PE Center also are undersized for the student population. The two gymnasiums (which include Gym #114 @ 5,785 sq. ft. and Gym #112 @ 5,050 sq. ft.) lack sufficient space to fully accommodate the concurrent use by multiple sections of students (as is required by the schedule), with negative implications for student instruction. The Library/Media Center (2,747 sq. ft.) is smaller than the MSBA's recommended "2,680 sq. ft. for first 400 students plus 5.75 sq. ft. /student over 400." The Auditorium is not large enough to accommodate an entire grade, or the whole school for any activity. The locker rooms are undersized for the school and do not safely accommodate the number of students who are scheduled to use them during PE or the after-school middle school sports program. Similarly, no more than 20 students can occupy the Adaptive PE Center at once, which is smaller than many classes of 25+ students.

To accommodate the current student population in the Cafeteria, the School has implemented split lunches. As a result, Pollard can not work on a bell system. Thus, teachers must rely on personal clocks for guidance and our hallways are congested particularly the two small staircases which are required to access the gyms, cafe, lecture hall, and the modulars. Although we have 3-4 minutes reported as passing time, students are often late due to congestion and the "no bell" system.

Additionally, the school lacks a sufficient number of guidance, special education, and ELL spaces. Not only do we have shared learning centers and not enough space for our additional ILC students, but we also lack dedicated ELL space for English Language instruction for our non-English speaking students and the school lacks appropriate space for curriculum meetings, resource materials, or offices for the Literacy Specialist and Curriculum Coordinators. Due to shared classrooms, teachers also do not have a dedicated space for their preparation time and often use the hallways, a table in the cafe, or library if available for quiet space to plan, develop, and assess students.

Finally, the lack of administrative space is evidenced by the tight quarters that the administrative personnel occupy, and the use of the lobby space as additional work and copy layout space. Most of the

administrative offices and the two small conference rooms used for meetings are internalized and lack natural light.

Priority 2

Question 2: Please describe the measures the School District has taken to mitigate the problem(s) described above.

To mitigate classroom overcrowding, the school has added modular classrooms, implemented shared classrooms across the building, created additional teaching spaces through subdivision and the use of non-traditional teaching spaces, adapted to using a much higher classroom utilization rate than is typically seen in a middle school, and modified the curriculum and student schedule.

In 2002, modular classrooms were added, which increased the classroom capacity of the school by 10 classrooms. These classrooms, now 21 years old, have reached the end of their useful lives and must be replaced.

In addition, the school has implemented shared classrooms across the building. Most teachers share their teaching space and must find another location or remain in the class (while it is being instructed by a colleague) since there are no common planning spaces for teachers.

The school has also created additional teaching spaces by subdividing rooms and using non-traditional teaching spaces. To date, the school has created additional teaching spaces by subdividing the Principal's office, the Library, two modular classrooms, a computer lab, and guidance offices. Teachers travel between these spaces using a cart. Additionally, a number of non-traditional classrooms are in use. For example, due to the lack of music rooms, orchestra classes are held in the Pollard Lecture Hall- a space that is not ADA compliant, nor able to hold more than 50 students. The Pollard Auditorium, Library, and Cafe are also used for classes and after school activities, and these classes are moved on a constant basis to make the spaces available for other programs, lunch, or other large group presentations.

The school also has adapted to using a much higher classroom utilization rate, than is typically seen in a middle school. Twenty two of the classrooms/ teaching spaces are utilized 100% of our day. All other teaching spaces are utilized at 85% or more, with the exception of the two computer labs and Midilab (which have fluctuating utilization ranging from 50% of the day to 100% of the day.) Those classroom spaces at 100% utilization include the Library/Media Center, the Auditorium (used for daily Advisory, four teaching periods, community meetings, and other special events); the Lecture Hall (used for strings classes, alternative lunch space, and special events), and the gymnasia, which are used both for classes and lunch recess. (The use of the gyms for lunch recess is to reduce the number of students using the cafeteria and outdoor spaces at any one time.)

Finally, the school has modified the curriculum and adjusted student schedules. In the science classrooms, the tight spaces, inadequate or missing gas/ water/ electrical utilities, and the crumbling classroom walls, tables and cabinets mean that teachers avoid certain experiments and learning opportunities that otherwise would be available in more appropriate space. (Two of the ten science classrooms are traditional classroom spaces that have been converted using temporary rolling cart water stations.) In addition, the limited gymnasium space has required classes to be scheduled concurrently, and for teachers to modify the PE curriculum. Currently, the Pollard schedules 3-4 classes of physical education concurrently in the two gym spaces. Class sizes range from 24 – 30 students, and as a result, most PE classes have between 75 - 120 students and 3-4 teachers in the gyms during one class period, four times/day. Due to the lack of large activity spaces, experiential education is taught in a typical classroom, which limits what the teacher can do in terms of activities and requires that classes be taken outside, weather permitting. Finally, due to congestion in the halls and restrooms, Pollard has implemented "Hall Pass" to limit the number of students at any given restroom. The Hall Pass system requires teachers and administrators to supervise the hallways and to give students flexibility with late arrivals to classes. The school has also adjusted its schedule to reduce congestion (varying passing times, split lunches, thoughtful placement of teachers in classrooms, etc.…)

Finally, to accommodate the current student population, the school has implemented split lunches and will use the Cafeteria space when lunches are not occurring. The school has been unable to fully mitigate the lack of meeting rooms, teacher preparation space, and administrative space. Although the lobby has been utilized as additional work space, it does not offer privacy for meetings with students or other teachers. Offices are undersized and there is a lack of conference and meeting spaces. The School also is in need of additional guidance, ELL, and special education spaces to meet our students' needs.

Priority 2

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

As noted above, the majority of classrooms are undersized, compared to MSBA standards, can not accommodate actual class sizes (which often range from 22-25 students), and are inappropriate to the content area delivered. The building's deficiencies are acutely noticeable in the science classrooms, which range in size from 661 sq. ft. to 1004 sq. ft., and are well below the current MSBA standard of 1440 sq. ft. These classrooms can not accommodate enough lab tables for all enrolled students, lack adequate preparation rooms and storage space, and the built-in casework and plumbing fixtures are in poor condition. The lack of adequate science classrooms and facilities means that Pollard's students do not receive the type of science or engineering instruction expected at the middle school level. Tight spaces, inadequate or missing gas, water, and electrical utilities, crumbling classroom walls, tables, and cabinets mean that teachers avoid certain experiments and learning opportunities that would otherwise be available in more appropriate space. In addition, many elective classes are held in shared spaces that are not appropriate to the curricular content area. For example, orchestra classes are held in the Lecture Hall; art classes are offered in a Science classroom; data science and health classes are held in open social studies or english classrooms, and other classes are placed in the Cafeteria, Library, or the Auditorium, when available.

Other programmatic deficiencies are found in the Auditorium, which is largely original to its construction in 1958. It is not large enough to accommodate a whole grade or the whole school for any activity. In addition, the lighting and sound equipment is outdated, not code compliant and not ADA accessible, and is in constant need of repair. Typically equipment is rented for theatrical productions held in the Auditorium. The HVAC (heat only) system is noisy and can interfere with performance acoustics. Sections of the auditorium seating are broken or missing, and the stage is in need of repair.

The gymnasia also lack sufficient space to fully accommodate the concurrent use by multiple sections of students (as is required by the schedule), which in turn limits the curriculum and requires students to 'sit out' for about 33% of their class time, in order to provide equitable 'movement time' for all students. (The School's goal is for students to be active at least 80% of their time in a physical education, PE, class.) In addition, much of the wall space is concrete and our climbing wall is not up to code, which could cause injury. Further when it rains, it often floods certain parts of the gym, and the drainage backs into the gym near the egress doors. In addition, there is no scoreboard in the Blue Gym, no spectator seating, no ability to add footholds or equipment for volleyball or other team sports, and the school's PA system (used for safety announcements) and clocks do not work in the gym. The Pollard School uses adjacent DeFazio Park for outdoor gym classes, however, it takes between 5-10 minutes to walk to the fields each way, which shortens the gym period time for specific instruction.

The school also has too few special education meeting spaces and conference/meeting rooms. Over the past several years, increasing numbers of students have required our Intensive Learning Center Program, creating the need for additional teaching and learning spaces that are restroom-equipped, and have break-out spaces, private counseling areas, and therapeutic space. Our learning centers currently share spaces, which are used all day. During busy times, students often receive instruction in the Media Center, Cafeteria or the hallways. On a given day, between 15-20 students can be seen receiving assistance in the common hallways using a desk or table. Additionally, our parent meeting room was turned into a learning center and guidance office. As a result, preparation and meetings often occur in the hallways, the Media Center (if available), or the Main Office.

Please also provide the following:

Cafeteria Seating Capacity: 381

Number of lunch seatings per day: 4

Are modular units currently present on-site and being used for classroom space?: YES

If "YES", indicate the number of years that the modular units have been in use: 21

Number of Modular Units: 10

Classroom count in Modular Units: 10

Seating Capacity of Modular classrooms: 24

What was the original anticipated useful life in years of the modular units when they were installed?: 20

Have non-traditional classroom spaces been converted to be used for classroom space?: YES

If "YES", indicate the number of non-traditional classroom spaces in use: 10

Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters).:

Due to the lack of music rooms, orchestra classes are held in the Pollard Lecture Hall, which in turn, has limited the use of that space. The Pollard Auditorium and Library are used for classes; these are moved on a constant basis to make the spaces available for other large class/cluster presentations. The Principal's office was converted into an ELL teaching space and guidance office and at least 2 conference rooms were converted into classroom spaces. Finally, two former storage spaces are now being used as office spaces and students and teachers can often be found in the hallways at desks and tables completing work. Finally we have no dedicated space for deescalation of students, quieter lunch spaces, lactation spaces, or meeting space for teachers, students or parents/caregivers.

Please explain any recent changes to the district's educational program, school assignment polices, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters).:

During the 2019/20 School Year, the District opened the Sunita Williams Elementary School, to replace the aging Hillside School. The Williams School provided some needed capacity to address growing elementary enrollment, and now houses many of the District's elementary intensive learning center programs. Also in the 2019/20 School Year, the District introduced full-day kindergarten for residents. Previously, a half-day program had been provided, with a tuition-in afterschool enrichment program for interested families.

Additionally, in March of 2019, the School Committee approved policy #JFABC "Assignment of Elementary Students to School." This policy governs the registration of students who wish to attend a school other than the school in their assigned attendance area. It also addresses the enrollment of new students in the event of overcrowding, in the event of under-enrollment, when there is development of a new residential area, when a new school opens, or in other extenuating circumstances. Finally, it provided guidelines around the establishment of buffer zones, and the assignment of students within buffer zones.

There have been no recent changes to the school committee's class size policies.

What are the district's current class size policies (maximum of 500 characters)?:

School Committee Policy #IHB specifies that student/teacher ratios should be within the guidelines: 18-22 in Grades K 3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.

Priority 5

Question 1: Please provide a detailed description of the issues surrounding the school facility systems (e.g., roof, windows, boilers, HVAC system, and/or electrical service and distribution system) that you are indicating require repair or replacement. Please describe all deficiencies to all systems in sufficient detail to explain the problem.

The Pollard Middle School will be required to bring all of the existing envelope, structural, and HVAC systems up to contemporary building and energy codes with a major renovation/ addition project that exceeds 30% of the existing value of the building. The building deficiencies noted in this SOI will exceed that threshold and will require full compliance. In addition, Needham is a Green Community and adopted the Energy Stretch Code in 2018. The new 2023 Energy Stretch Code is therefore automatically adopted and applies to any new construction and major renovations. The Town of Needham Climate Action Plan Committee is also considering recommending that Needham adopt the Zero Net Energy Code.

Building Envelope

The first step in creating an energy code-compliant building is to improve the thermal performance of the building envelope by increasing the insulation value of the walls, windows, and roof. The Pollard Middle School was constructed in phases over the last 61 years. Each phase complied with the energy code in existence at the time of construction but falls short of the requirements of the current energy stretch code.

The 1956 single-story wing has an uninsulated slab on grade with little or no perimeter rigid insulation on the foundation. The interior concrete slab has no thermal break from the exterior. The exterior walls have minimal insulation. The single pane windows were replaced in 1992 with double pane insulating glass aluminum windows, but some of the 30+year-old windows are losing their seal and require replacement. About 60% of the exterior wall is glazed, which provides daylighting into the classrooms, but far exceeds the allowed glazing in a contemporary energy efficient school.

The structural steel columns are exposed on the exterior walls with little or no insulation on the interior. Likewise, the steel roof beams cantilever beyond the exterior wall with no thermal break to the interior space. The existing vertical wall would need to be completely redesigned and reconstructed to comply with the current energy code.
The existing roof on the whole building was replaced in 2011 as part of a MSBA Green Roof project. The 12-year-old Tremco three-ply, built-up roof system with rigid insulation has an average R-value of R-30. With annual maintenance, this has helped increase the building's energy efficiency, but the roof would likely need to be upgraded to meet contemporary codes during a major renovation. The structural steel frame would also need to be reviewed and likely braced and upgraded to comply with contemporary seismic loads.

The 1992 two story wing has a slightly improved thermal performance on the exterior wall, but still falls short, compared to contemporary energy codes. The solid wall areas have vertical tongue and groove exterior siding which requires regular painting and repairs. The walls typically have only three (3)-inches of fiberglass insulation. Insulation behind the unit ventilators that heat the space is only 1" fiber board. In this wing, the windows comprise approximately 50% of the exterior wall surface and are also 30+years old and approaching the end of their useful life. These walls would need to be redesigned to meet contemporary energy code insulation, air and moisture barrier systems.

The steel-framed pedestrian bridge that connects the two wings, constructed in 1992 and bridging the interior courtyard, is fully glazed on both sides and heated, but is not air-conditioned and therefore is typically too cold in the winter and too hot in the swing seasons. With no insulation under the floor deck, condensation can form on the floor and cause slippery, wet conditions at certain times of the year.

The gym and auditorium walls are uninsulated masonry walls constructed of 6" interior CMU block, a 2.75" air space, and 4" exterior brick. The brick and mortar are generally in good repair, but options will need to be studied for future energy code compliance. All solid exterior doors have been replaced with insulated aluminum panel doors or with double glazed windows in aluminum frames where part of the exterior window wall. The 21-year-old modular

classrooms are past their useful life and would be demolished and replaced with permanent construction in any major renovation/addition project.

Mechanical Systems

The cast iron oil-fired boilers that originally heated the building were replaced in 2013 with high-efficiency natural gas condensing boilers. The 20-year-old underground oil storage tank was removed at that time. Generally, heating in the older classrooms is provided through inefficient fin-tube radiators in floor mounted and ceiling mounted locations. Perimeter classrooms get outside air and heating from wall mounted unit ventilators. Although there is no central cooling system in place, some classrooms and office areas have roof-mounted split systems or window-mounted air conditioners. The building has over 50 rooftop fans, which were installed in the 1990's to improve indoor air quality. A barber-Coleman Network 8000 Microzone pneumatic DDC control system was installed in 1995 to control all the HVAC systems within the building. This control system is past the end of its useful life and must be replaced during any major renovation.

The deficiencies of this heating and cooling system became clear during the COVID 19 Pandemic. The Town re-commissioned all systems, but in many cases, the only way to achieve the recommended air changes per hour was to open windows. This deficiency constrained the use of certain rooms depending upon the weather each day. Energy efficiency was literally "thrown out the window" during this period to continue providing the necessary spaces for student learning.

A comprehensive renovation / addition would require a total redesign and replacement of these systems to meet the contemporary energy stretch code. Geothermal heating and air-sourced-heat pumps would need to be considered in any future major renovation. To target net zero - rooftop and canopy solar over parking areas would also need to be considered during a major renovation.

Electrical Systems

The building is supplied by two electrical services. The main school service (upgraded in 1999) is a 2000 Amp, 208Y/120 volt, three-phase, four-wire underground lateral to a transformer located in a vault, below grade. The switchboard is in good condition, with three 225 AMP spaces and one 400 Amp space for future expansion. The modular classroom service (installed in 2002), is an underground lateral to a pad mounted transformer, is rated 800 Amps at 208Y/120 Volt, three-phase, four-wire, and has no spare capacity. This would be repurposed in a major renovation when the modular classrooms are demolished and replaced with permanent classrooms.

The electrical distribution system in the primary technology classrooms was enhanced in 1999, but otherwise is original to the phase of construction. Areas of the 1958 and 1968 building wings have original wiring that is approaching the end of its useful life. The building has an emergency generator rated at 125kVA/100W, at 208Y/120 volt, 3-phase, 4-wire. Life safety and emergency egress lighting is illuminated with emergency battery units and LED exit signs. The school has a public address system, which operates through the phone system. The master clock system functions in only 50% to 70% of the rooms. The telephone system was replaced, and the intercom system and bells were repaired in 2013. The lighting within the classrooms is typically 2'x4', recessed flat prismatic lens type and the fixtures are in fair to good condition. The balance of the lighting consists of 2'x4' and 2'x2' parabolic louvered fixtures. Corridor lighting is generally linear fluorescent fixtures either surface mounted or indirect, wall-slot type light cover. The lighting is functional and in fair to good condition throughout the school. The town is in the process of replacing all existing light fixtures with LED lighting in all Town buildings. If the building were fully renovated electrical upgrades would be required to transition the HVAC systems into all-electric air-source heat pumps or ground sourced heat pumps.

Fire Sprinklers

The Pollard school has fire sprinklers in only about 40% of the total building. During a major renovation, the entire building would need to be brought up to the current fire protection code with sprinklers installed throughout the building. This would likely require a new independent water supply and upgrade to the central fire sprinkler room and fire alarm system.

Priority 5

Question 2: Please describe the measures the district has already taken to mitigate the problem/issues described in Question 1 above.

Needham has invested in building maintenance to keep the Pollard school operational over the decades.

As noted above, the building envelope has been upgraded with new, double-pane, energy efficient aluminum frame windows in 1992, but these are now over 31-years old and needing replacement. All the exterior steel frame doors have been replaced with insulated aluminum panel doors or aluminum frame with double glazed windows at primary entry points. The roof was replaced in 2011 with a new Tremco three-ply built-up roof and ridged isolation. Existing single pane glazed skylights and roof monitors were replaced with Kalwall translucent insulated skylights.

The mechanical systems were completely re-commissioned in 2020 to prepare the classrooms for the return of students following COVID protocols. The oil-fired cast iron boilers were replaced in 2013 with three high-efficiency natural gas condensing boilers. Programming rotates the burn times for each boiler to extend the useful life of the equipment. Two high-efficiency natural gas domestic hot water boilers were also installed in 2013. The rooftop exhaust fans receive annual repairs / replacement as needed.

Electrical and technology systems have received regular updates and repairs. However, the sections of the electrical system that are now 60+years old will require replacement during a major renovation.

Priority 5

Question 3: Please provide a detailed explanation of the impact of the problem/issues described in Question 1 above on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The infrastructure problems described above negatively impact the quality of the middle school educational program by limiting thermal comfort within many primary education spaces. The mitigation and repairs described in the answer to Question 2 have been effective in maintaining the status quo, but have not addressed the primary problem of overcrowding, the undersized classrooms, and insufficient program space identified in Priorities #2 and #7 of this SOI.

The under-insulated exterior walls create zones within many classrooms that are too cold in the winter or too warm in the early fall and late spring. These uncomfortable thermal conditions can constrain student learning and distract students during class. Although opening the windows helps with indoor air quality, this is not a solution that can be used year-round. The thermostatic controls within the standard classroom respond to temperature fluctuations but, typically are not designed to increase air flow when carbon dioxide levels increase. Elevated carbon dioxide levels can lead to drowsy, inattentive learners. These conditions have been addressed in newly designed schools within the District, but similar comprehensive upgrades to the HVAC and building maintenance (BMS) systems are required at Pollard.

Certain east and west-facing classrooms also are subject to solar glare in the morning and afternoon class periods. Interior blinds provide only a temporary solution to this problem, which could be addressed with a properly re-designed envelope system.

Priority 5

Question 4: Please describe how addressing the school facility systems you identified in Question 1 above will extend the useful life of the facility that is the subject of this SOI and how it will improve your district's educational program.

A comprehensive renovation of the building envelope and HVAC systems, which also reconfigures the interior walls and creates classrooms that meet MSBA standards, would provide the District with a modern 50-year old middle school facility.

Demolishing and replacing the "temporary' modular classrooms (that are now 21-years-old and at the end of their useful lives) with new, permanent classrooms, would allow the District to construct all new science classrooms and deliver a full, contemporary science curriculum at Pollard.

Please also provide the following:

Have the systems identified above been examined by an engineer or other trained building professional?:
YES

If "YES", please provide the name of the individual and his/her professional affiliation (maximum of 250 characters):
Dore & Whittier Architects (DWA) Comprehensive Facilities Assessment (2011), Master Plan (2020)

The date of the inspection: 11/19/2020

A summary of the findings (maximum of 5000 characters):

Overall Condition: The building is in good to fair condition overall as the Town has continued to maintain the building structure, systems & finishes. However, numerous areas of the building envelope have little to no thermal insulation creating an atypically low-performing building in terms of energy waste and thermal comfort.

Exterior: A majority of facility is built with uninsulated exterior wall systems of brick, block, storefront / spandrel panels, and wood siding. Windows throughout the building are largely insulated (two-pane) aluminum window system. The aluminum frames contribute to thermal bridging, as do exposed columns on the exterior of the building (a design feature.) Some windows have loose or broken sealants and soffit vents are in poor condition. As part of a comprehensive facility envelope upgrade / renovation project, the entire exterior fac¸ade, including the window system, should be redesigned to modulate thermal performance, daylighting, and interior comfort.

Roof: The roof assembly, exterior roof drain / leader assemblies, trim, and flashings were replaced in 2011 and appear to be in good condition with at least 10 years of useful life remaining. However, roofing at the modular classrooms was not replaced in 2011 and is at the end of its useful service life. This roof will require replacement if continued use of the modular classrooms is expected.

Mechanical Systems: In general, the mechanical systems are in good to fair condition. Many parts of the system are at or reaching the end of their serviceable life and will become more difficult and costly to repair over time. Except for the recently replaced (2015) gas-fired condensing boilers and gas-fired condensing domestic hot water heaters, the overall the building and its systems are not energy efficient, due to the building envelope and the age of the equipment.

Ventilation System: Ventilation in the building spaces is provided by indoor air-handling units (AHU's) manufactured by both "Trane" and "Carrier". The modular classroom HVAC systems are isolated from the building HVAC systems; twelve (12) Packaged DX gas-fired roof-mounted air handling units provide heating, ventilation, and air conditioning to the areas within the modular. All ventilation equipment has surpassed its expected service life of 20 years.

Cooling: The building does not have a central cooling system. Classroom 281 is the only regularly- occupied classroom provided with air conditioning, by means of an above-ceiling fan coil unit inclusive of a split DX coil and roof-mounted condenser. The modular classrooms all have rooftop DX cooling units that provide cooling to all modular classrooms. The non-air-conditioned learning spaces generally have poor air quality and lead to poor attendance and poor learning environments.

Controls: The majority of the building's HVAC systems are monitored and controlled by a direct digital central building control system manufactured by "Barber Coleman Company". The main automatic temperature control (ATC) panel is located in the active boiler room. A pneumatic control system remains in operation, including an air compressor system in the hallway outside of the boiler room, building timeclocks, a number of zone thermostats, and about 50% of the valve & damper actuators. All DDC control components and systems appear to be in good working order, while the pneumatic control system is leaky, antiquated and un-reliable.

Electrical: All major electrical systems have been upgraded from the original 1950's vintage. The condition of the systems varies, depending on the date of the installation, but in general they are in fair condition and met the code at the time of the installation. However, several code compliant issues exist and should be addressed. The distribution system, in particular, has minimal spare capacity. The main service secondary conductors appear to be undersized for the 2000Amp main breaker.

Lighting: Interior lighting, in general, consists of fluorescent lamps with electronic ballasts. Lighting levels appear adequate for classrooms and offices. Fixtures are in fair to poor condition and are inefficient Building mounted sconces are installed at egress doors and HID flood lights are installed around the building for safety and security lighting. These lights are not dark sky compliant.

Life Safety Systems: The fire alarm system is an addressable system manufactured by FCI, lacks voice evacuation (now required in E use groups) and does not meet current codes. In addition, the building is not fully sprinklered; only about 40% of the school has fire sprinklers. During a major renovation, the entire building would need to be brought up to the current fire protection code with sprinklers installed throughout the building. This would likely require a new independent water supply and upgrade to the central fire sprinkler room and fire alarm system.

Priority 7

Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.

Program offerings at Pollard are diminished by the many building and design inefficiencies. As noted above, the academic classrooms are undersized, overused, and inadequate. Moreover, the small, subdivided classrooms; the inadequate spaces for teacher collaboration and planning; and the crumbling classroom walls, tables, and cabinets, all mean that teachers must limit the curriculum and the learning opportunities that would otherwise be available in more appropriate spaces. Art, science, performing arts, special education, technology, ELL, and other programs are unable to expand due to a lack of adequate and appropriate teaching or learning space. At the middle school level, these programs are essential for students, yet the school is unable to achieve its vision or mission of providing all students with excellent academic programming, nor can the school expand due to the many inefficiencies and inadequacies described.

Physical constraints have limited Pollard's ability to dedicate space for ELL instruction, to increase special education programming, and implement multi-tiered supports or interventions at Pollard. In addition, inadequate curriculum space has limited the ability of the K-12 Directors or Department Heads to meet with teachers and build a lending library of reference materials or for teacher teams to meet and collaborate as intended within our cluster model. Further, our student support services including OT, PT, SLP, BCBA, reading supports, ELL, and guidance all occupy shared spaces without conference rooms or smaller break out spaces for small group sessions.

The undersized common spaces, such as the gymnasia, Auditorium, Cafe, Lecture Hall and Library, all limit the academic program. As noted above, these spaces are too small to accommodate a grade level of students. Additionally, none are used for their intended purpose; all are shared by multiple classes, which limits their use for large gatherings or assemblies. As shared above, the Pollard Auditorium is not large enough to accommodate a whole grade for any activity, and the lighting and sound systems are in a constant state of disrepair. Finally, without a complete overhaul of the PA system/ loud speakers, the school lacks a way to respond to a safety concern on the campus.

The inadequate space available for curriculum instruction has compromised the professional development program for teachers. As previously noted, the teachers who participate in professional development workshops either are squeezed into too-small spaces, or rotated through a series of venues, neither of which are conducive to promoting effective teacher learning. Additionally, the limited available space constrains Needham's plans to increase collaboration among the professional as there are no teaching collaboration or workspaces.

The HVAC deficiencies, leaking roof and plumbing problems also create limitations for the educational program. The HVAC system, which has had multiple issues over the years, including the loss of heat and air conditioning on school days, and inadequate ventilation, has made teaching and learning difficult. These issues have resulted in staff grievances, school cancellations, and the relocation of classes. The constantly leaking roof has led to overcrowding, shared spaces, and mildew and mold concerns, especially with our library books. Finally, although the multi-user restrooms were updated in the past five years, none of the private restrooms, which are deemed *All Gender,* have been updated in more than 40 years. Plumbing issues are a constant in each of the restrooms, causing congestion for staff and students in the few restrooms that do work.

Finally, although improvements were made to the parking areas in 2018, the total parking provided on site (113 cars) is deficient, when compared with current zoning requirements by 66 cars and a staff of 135. This forces some teachers, traveling teachers and staff, and visitors to park on the surrounding streets during daytime visits and creates congestion on Harris Avenue at the start and end of the school day. The front driveway is not long enough

to accommodate all 17 buses, so the school is forced to double load the driveway during release time. This is considered a safety issue, as students must pass in front or between buses to access their assigned vehicle. Additionally there is no clear pathway for emergency vehicles while buses are stacked in the driveway. There are no dedicated visitor or medical emergency spaces.

Priority 7

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

To mitigate the lack of appropriate and appropriately-sized classroom space for core curriculum, the Pollard School has been required to increase class size, and convert/subdivide available space to create the required number of classrooms. Students have been squeezed into science and engineering classrooms, which do not all contain enough tables for enrolled students, or which are too small to conduct a full complement of engineering projects. As a result, science teachers have modified the existing curriculum, particularly experiments, to meet the space and equipment constraints of their classrooms. As previously noted, the science rooms are undersized, are lacking in adequate prep rooms or storage spaces, and are in poor condition. (Some classrooms have non-working sinks.) Similarly, the limitations of the engineering classrooms (including limited storage space) have limited the type and scope of student projects able to be accomplished in those classrooms..

Additionally, non-traditional spaces have been used for specialized instruction, which has limited the educational program in other ways. For example, due to the use of shared spaces, teachers are forced to find other locations to engage in collaboration or planning, while their assigned classroom is being used. Most, if not all classrooms, are used all periods, which compounds teachers' inability to collaborate, plan, and assess students in a private and thoughtful way. Our common spaces, such as the Cafeteria, Lecture Hall, Library and Auditorium are often used for classes, which are moved constantly to make these spaces available for presentations or large group programming. Specialized programming, such as ELL instruction, is conducted in the Library due to lack of dedicated space, where instruction is often interrupted by the activities of other students. Curriculum instruction and job-embedded professional development has been offered to teachers, but is often provided in the Cafeteria, where teachers are quite uncomfortable, and the space lacks technology, temperature control, or proper seating for professional development.

Finally, to mitigate the parking deficiencies, teachers and visitors must park on the surrounding streets, which creates congestion on Harris Avenue at the start and end of the school day. Additionally, buses must queue in a double line along the short driveway during release time, which is not ideal for safely loading students onto the buses.

Priority 7

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

To mitigate the lack of appropriate and appropriately-sized classroom space for core curriculum, the Pollard School has been required to increase class size, subdivide existing space and/or modify the existing curriculum, to the detriment of the educational program. Given the lack of additional classrooms, teachers have modified the existing curriculum, particularly experiments, to meet the existing facility constraints. Units are often designed with safety and facility conditions in mind, rather than promoting student interest or delivering the middle school programming. Similarly, most teachers have limited the type and scope of student projects to those which can be accomplished within the limited classroom and storage space of the classrooms. As enrollment increases, the quality of instruction will be further eroded as more students are squeezed into these spaces or as additional standard classrooms are converted into shared spaces.

Additionally, non-traditional spaces have been used for specialized instruction, which has limited the educational program in other ways. For example, the lack of a dedicated space for ELL instruction compromises the type of focused, 1:1 instruction, Multi-Tiered Level of Instruction that our multilingual students require. Additionally, due to the lack of available space,special education spaces are shared or public, thus compromising the program and confidentiality of our students.

Common spaces such as the Pollard Auditorium, the gymnasiums, the lecture hall, the Library, the Fitness Center, and the Lecture Hall are not large enough to accommodate a whole grade for any activity. Additionally, these spaces are scheduled at 80-100% usage every day, which causes shared spaces and congestion/ overcrowding through the building.

The inadequate space available for curriculum instruction has compromised the professional development program for teachers. As previously noted, the teachers who participate in professional development workshops either are squeezed into too-small spaces, or rotated through a series of venues, neither of which are conducive to promoting effective teacher learning. Additionally, the limited available space constrains Needham's plans to increase collaboration among the professional as there are no teaching collaboration or workspaces.

Finally, the HVAC deficiencies, leaking roof and plumbing problems negatively affect the educational program. The HVAC system, which has had multiple issues over the years, including the loss of heat and air conditioning on school days, and inadequate ventilation, has made teaching and learning even more difficult. These issues have resulted in staff grievances, school cancellations, and the relocation of classes. The constantly leaking roof has led to overcrowding, shared spaces, and mildew and mold concerns, especially with our library books. Finally, although the student (larger) restrooms were updated in the past five years, none of the private restrooms, which are deemed *All Gender,* have been updated in more than 40 years. Plumbing issues are a constant in each of the restrooms, causing congestion for staff and students in the few restrooms that do work.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer *	**School Committee Chair**	**Superintendent of Schools**
(signature)	(signature)	(signature)
Date	Date	Date

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

Next Steps to Finalize Submission of your FY 2023 Statement of Interest

Thank you for submitting an FY 2023 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete if the District selected statutory priority 1 or priority 3**. If either of these priorities were selected, the District is required to mail the required supporting documentation to the MSBA, which is described below.

ADDITIONAL DOCUMENTATION FOR SOI STATUTORY PRIORITIES #1 AND #3: If a District selects Statutory priority #1 and/or priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects statutory priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.
- If a District selects statutory priority #3, Prevention of a loss of accreditation, the SOI will not be considered complete unless and until a summary of the accreditation report focused on the deficiency as stated in this SOI is provided.

ADDITIONAL INFORMATION: In addition to the information required above, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact the MSBA at 617-720-4466 or SOI@massschoolbuildings.org.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School William Mitchell

Submission Date 3/15/2023

SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- [x] The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- [x] The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- [x] The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- [x] The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- [x] Prior to the submission of the SOI, the district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- [x] Prior to the submission of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- [x] The district hereby acknowledges that current vote documentation is required for all SOI submissions. The district will use the MSBA's vote template and the required votes will specifically reference the school name and the priorities for which the SOI is being submitted.
- [x] The district hereby acknowledges that it must upload all required vote documentation on the “Vote” tab, in the format required by the MSBA. All votes must be certified or signed and on city, town or district letterhead.
- [x] The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all required supporting documentation for statutory priority 1 and statutory priority 3. If statutory priority 1 is selected, your SOI will not be considered complete unless and until you provide the required engineering (or other) report, a professional opinion regarding the problem, and photographs of the problematic area or system. If statutory priority 3 is selected, your SOI will not be considered complete unless and until you provide a summary of the accreditation report focused on the deficiency as stated in this SOI. The documentation noted above must be post-marked and submitted to the MSBA by the Core Program SOI filing period closure date.

LOCAL CHIEF EXECUTIVE OFFICER/DISTRICT SUPERINTENDENT/SCHOOL COMMITTEE CHAIR (E.g., Mayor, Town Manager, Board of Selectmen)

Chief Executive Officer *	**School Committee Chair**	**Superintendent of Schools**
(signature)	(signature)	(signature)
Date	Date	Date

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School William Mitchell

Submission Date 3/15/2023

Note

The following Priorities have been included in the Statement of Interest:

1. ☐ Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2. ☑ Elimination of existing severe overcrowding.
3. ☐ Prevention of the loss of accreditation.
4. ☐ Prevention of severe overcrowding expected to result from increased enrollments.
5. ☐ Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6. ☐ Short term enrollment growth.
7. ☑ Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8. ☐ Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

SOI Vote Requirement

☑ I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI, which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA. All SOI vote documentation must be uploaded on the Vote Tab.

SOI Program: Core
Potential Project Scope: Potential New School
Is this a Potential Consolidation? No

Is this SOI the District Priority SOI? No
School name of the District Priority SOI: Pollard Middle

Is this part of a larger facilities plan? Yes

If "YES", please provide the following:
Facilities Plan Date: 11/19/2020
Planning Firm: Dore & Whittier Architects (DWA)

Please provide a brief summary of the plan including its goals and how the school facility that is the subject of this SOI fits into that plan:

The scope of this project is to renovate/replace the Mitchell School and increase its capacity for the purpose of addressing significant building deficiencies and overcrowding. This project has been identified in the School Master Plan by Dore & Whittier Architects (2020), which is available on the School Department's website (https://www.needham.k12.ma.us/departments/business__operations/facilities/master_planning), and as an attachment to this SOI. In addition, Mitchell School was identified in the Town's most recent facilities plans: the 2014 Facilities Master Plan by HKT Architects; the Facilities Master Plan – Town of Needham, DiNisco Design Partnership (11/15/ 2006, DDP); and the Town-wide Comprehensive Facilities Study, Kaestle Boos Associates, Inc. (5/15/1998, KBA). In addition, it was the subject of a 2011 Comprehensive Facilities Assessment- Mitchell & Hillside Schools, Dore & Whittier Architects Inc. (8/22/2011, DWA) and a Pre-Feasibility Study – Mitchell & Hillside Schools, (7/6/2012, DWA). The 2011 Comprehensive Facilities Assessment was updated by the 2020 School Master Play (DWA.) DWA subsequently updated its Master Plan document in 2022.

The Mitchell School is a high priority for a comprehensive building renovation/ or replacement project, due to the age of the building (70+ years), deficiencies in the size and number of core educational spaces (42%) under current Massachusetts School Building Authority (MSBA) standards for the permanent structure), inaccessibility of the teaching spaces for handicapped students and/or their parents, noted deficiencies and/or end-of-life conditions in most building systems, poor energy performance, and site constraints due to topography, wetlands and the current location of the facility. The 2020 Master Plan included updated evaluations of every aspect of the building by the following professional (A&E) disciplines: site (civil and landscape), architectural, structural, mechanical, electrical, plumbing, fire protection, hazardous materials and energy savings, with a cost analysis of short-term and long-term improvements. Although the Needham Public Schools has undertaken significant repair and maintenance of the building over the years through its Capital Improvement Planning (CIP) and budgeting processes, all plans agree that this aging facility is in need of total renovation and/or replacement. Additionally, the project seeks to address the building's undersized educational spaces. During the summers of 2014 and 2019, the Town invested in modular classrooms to temporarily reduce, but not permanently solve, the overcrowding problem. The 2014 project built a 7,000 sq.ft. modular building that is independent of the main building structure, for the purpose of avoiding triggering the codes that would require substantial upgrades to the existing building. The new modular building created four (4) new (kindergarten) classrooms, which allowed the District to implement a full day kindergarten program in September 2019. The 2019 project added a 3,500 sq. ft. independent modular classroom building to accommodate an art and a music classroom. This allowed the school to repurpose the existing art and music rooms into general classrooms and special education spaces. The second modular building is also detached from the existing school. The modular classroom additions are a temporary "band aid" that have helped to reduce some of the severe overcrowding at Mitchell (from being 42% undersized to an estimated 30% undersized, based on gross square feet of the building, compared to current MSBA standards) while the District awaits a more comprehensive repair and/or replacement of the school.

The Mitchell School is considered a key aspect of the multi-building plan described in the 2020 School Master Plan Study (DWA) to address the District's goals of: a) remediating the deteriorating physical infrastructure and programmatic deficiencies of the Mitchell and Pollard Schools, including the end-of-life middle school modular classrooms; b) alleviating overcrowding and lack of adequate program space at the District's two middle school facilities (High Rock and Pollard); c) mitigating the impact of construction on one or more generations of students; d) avoiding expensive building maintenance over time by completing renovations in a timely manner; e) avoiding expenditures for temporary facilities, to the extent possible; and f) providing for elementary enrollment capacity, including preparing Needham for Universal Preschool. This plan is described in the 2020 School Master Plan Study, referenced above.

Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 20 students per teacher

Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI:
22 students per teacher

Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District? Yes

If "YES", please provide the author and date of the District's Master Educational Plan.

Several studies have documented facility goals for the Mitchell School, including the most recent School Master Plan by Dore & Whittier Architects (2020). The Town of Needham also updates its Facilities Master Plan about every decade. The 1998, 2006 and 2014 master plans all identified the need to renovate/replace the Mitchell School to address overcrowding and building deficiencies. In addition, the building's deficiencies, and recommendations for remediation, have been documented in the fol

Is there overcrowding at the school facility? Yes

If "YES", please describe in detail, including specific examples of the overcrowding.

The Mitchell School, a four-section, 425-student K-5 school occupying 49,027 sq. ft. (excluding modular classrooms) is undersized by approximately 48%, compared to MSBA guidelines for gross square feet, based on enrollment. (When the modular classrooms totaling 9,900 sq. ft. are included, the deficit drops to about 36%.) As noted in the Comprehensive Facilities Assessment (DWA, 2011), specific educational spaces are undersized by the following percentages: 1948 wing classrooms (-18%), 1958 wing classrooms (-8%), library media center (-25%), cafetorium (-31%), kitchen (-60%), gymnasium (-10%). The only spaces that meet current MSBA guidelines are the two classrooms at the end of the 1968 wing and the detached, modular classrooms installed in 2014 and in 2019. As a comparison, the new Sunita Williams Elementary School (constructed in partnership with MSBA), which is a four-section K-5 facility serving 529 students, has a total gross square foot area of 94,000 sq.ft.

Additionally, there is a significant lack of remedial/tutorial and special education spaces. Small group instruction often occurs in corridors and former storage rooms. Currently, single offices and classrooms are shared by multiple teachers. For instance, occupational therapy (OT), physical therapy, speech and language therapy, and special education administration all share the same space. Students must walk through general education classrooms to access the guidance counselors and special education spaces which are located in a former entrance foyer. Special education parent meetings often occur in spaces that are shared by other service providers, which has created a confidentiality issue for the students being seen at that time. In addition, there is limited, shared space for gross motor activities, and OT services are often provided in the hallway. As a result, Mitchell is not able to house the OT equipment necessary for some students. Moreover, due to the shared use of space by service providers, special education, speech/language, and occupational therapy sessions often are interrupted or displaced by meetings. Finally, the undersized and inadequate spaces mean that, during the Massachusetts Comprehensive Assessment System (MCAS) administration windows, Mitchell lacks sufficient testing areas to accommodate students whose Individualized Education Plans (IEPs) require separate testing space.

Due to a lack of appropriate specialized program space, special area programming is delivered in a way that compromises the educational program. Less than half of the school's Physical Education (PE) classes can be scheduled in the undersized gym. The remaining classes take place in the classroom and the cafeteria. As a result, Mitchell does not have the same physical education program as the other elementary schools in Needham. For instance, Mitchell 4th and 5th graders do not have two consistent PE times per week as they do in other schools. This arrangement also limits the availability of the stage/cafeteria space for school wide events, or special joint classroom events that need larger spaces to only two afternoons per week. The stage is not handicapped-accessible, which limits student access and participation. PE classes are bothered by students queuing for lunch in the cafeteria, as well as by the noise from the kitchen, the motors from the vending machines and milk cooler, and the raising and lowering of tables by the custodian. In addition, the size and layout of the Media Center require technology and media classes to run simultaneously within the same space, with no sound separation and with limiting access to the library collection.

The kitchen also is undersized by approximately 60% and has limited functionality. There are two stovetop burners for the entire school, and the school lacks a mechanical dishwasher (as well as the capacity to add one.) Due to the

limited kitchen area, additional refrigerators and freezers were installed in the cafeteria space and some food prep occurs outside of the kitchen, as well. These deficiencies have limited the menu options for students.

Finally, there is inadequate space for administrative activities. The administrative suite is undersized by (-44%), compared to the MSBA guidelines. The Principal's Office is only accessible via an adjacent conference room, which is used several times per day for lunch groups, special education, reading, testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and visitors to the Principal's Office, must walk through and interrupt these meetings and testing situations. The overuse of the conference space also limits the Principal's access to the conference room for his own meetings with teacher teams, administrative teams, School Council, and parent groups.

Has the district had any recent teacher layoffs or reductions? Yes

If "YES", how many teaching positions were affected? 7
At which schools in the district? Broadmeadow Elementary, Sunita Williams Elementary, Mitchell Elementary and Newman Elementary
Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).

FY23 teachers: 1.0 FTE Newman; 1.0 FTE Mitchell; 0.7 FTE Broadmeadow visual arts 0.7 FTE Williams visual arts; 0.13 FTE Mitchell visual arts teacher; 0.2 FTE Newman visual arts; 0.17 FTE Mitchell world language.

Has the district had any recent staff layoffs or reductions? Yes

If "YES", how many staff positions were affected? 5
At which schools in the district? Broadmeadow Elementary, Eliot Elementary, Sunita Williams Elementary, Newman Elementary and Needham
Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).

FY23: 1.0 FTE Broadmeadow kindergarten TA; 0.8 FTE Sunita Williams COTA; 0.8 FTE Newman SLPA; 0.5 FTE Eliot TA, 1.0 FTE NHS permanent building substitute.

Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.

The teacher reductions in FY23 were made in response to enrollment/scheduling changes in the respective schools. The staff reductions were made to better reflect student support service requirements, including the conversion of paraprofessionals to certified teaching staff. The changes had no impact on program, class size, or curriculum.

Please provide a description of the local budget approval process for a potential capital project with theMSBA. Include schedule information (i.e. Town Meeting dates, city council/town council meetings dates, regional school committee meeting dates). Provide, if applicable, the District's most recent budget approval process that resulted in a budget reduction and the impact of the reduction to the school district (staff reductions, discontinued programs, consolidation of facilities).

The budget process begins in September/October, when the School Committee votes budget guidelines. The budget is developed in October-December, with a public hearing and budget review in December - January. The School Committee votes its final budget recommendation at the end of January and the Town Manager's balanced budget proposal (including the School Committee voted budget, if different) is due to the Finance Committee by January 31. The Finance Committee's recommendation, which is voted by March 15, becomes the main motion at Town Meeting. Annual Town Meeting occurs during the first and second weeks of May, at which time the school budget is approved and funds are appropriated. The fiscal year begins July 1. Planned budget reductions for FY24 include: the conversion of 7.4 FTE teaching assistants to 3.29 FTE certified special education teachers; the conversion of a 0.55 FTE occupational therapist position to a full-time certified occupational therapy assistant; the conversion of a 0.5 FTE psychologist position to a 0.5 FTE special education team chair; the reduction of 2.41 FTE vacant classroom and special area teachers to match enrollment projections/scheduling requirements; and the elimination of 0.35 FTE vacant clerical support positions. The aforementioned budget reductions do not have an impact on school facilities or class size. Generally, the changes strengthen the program overall by converting paraprofessional staff to certified teachers.

General Description

BRIEF BUILDING HISTORY: Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Mitchell Elementary School was originally constructed in 1948 as a one-story brick and steel frame elementary school with a pitched roof and an "I-shaped" floor plan. The original building included offices, one kindergarten classroom, seven general classrooms and a cafegymatorium. A full basement under the front of the building holds the boiler room and storage. In 1958, a series of additions were made that included: 1) eight classrooms on the east side of the existing building with two connecting corridors, creating an interior courtyard space, 2) a second Kindergarten room on the southwest corner and 3) a 2,400 sq. ft. gymnasium (approximately ½ the size of MSBA guideline for and elementary school gymnasium) on the NW corner of the original building. The 1968 addition included the library/ media center, toilet rooms and six classrooms to the northeast end of the 1958 wing. The 1958 and 1968 buildings were constructed with flat roofs.

To remediate the space shortage at Mitchell School on a temporary basis, the District installed four modular classrooms, which opened in Fall, 2014. These modular classrooms were constructed as an independent building structure to avoid triggering extensive code upgrades to the existing building including sprinklers, ADA compliance, and structural upgrades. In 2019, a second modular classroom building with two classrooms was added on the east side of the site. This building is also an independent building structure that serves art and music. Students must leave the main building to attend these classes several times a week.

TOTAL BUILDING SQUARE FOOTAGE: Please provide the original building square footage PLUS the square footage of any additions.

49027

SITE DESCRIPTION: Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Mitchell Elementary School is located in a residential area near the center of Town, with its primary address at 187 Brookline St. The 12.47-acre parcel has about 8.35 acres that are viable for the school building, parking and field uses. The site is about twice as long (1,100 ft.) in the east-west axis as it is wide (550 ft.) on the north-south axis. The school building sits roughly in the middle of the lot with a setback of 150 feet to Brookline Street and 120 feet to Tower Ave. The site has about 620 ft. of frontage onto Brookline St. and 45 ft. of frontage at a back entrance on the north side onto Tower Avenue. Each point of access has sidewalks, a car drop-off loop and parking, but there is no interconnecting road between the north and south sides. Emergency access to the east side is limited. Emergency access to the west side of the building is provided through the playground. The existing school parcel has a dense stand of trees on the east, where the land drops off by about 25 feet to a wetland area. On the west side of the building, adjacent to the playground, is an open playing field. At the edge of the open playing field, there is an adjacent Town-owned lot with a park called "Mitchell Woods," a heavily wooded parcel, which slopes 50 feet down to James Ave. The school is the only use on this parcel of land. The playfield is bordered by residential homes to the north and south.

The majority of students walk to the school, due to the proximity of houses to the school and the compactness of the Mitchell School District. The neighborhood is zoned as SRB single family residence-B, which allows for quarter acre lot sizes. As a result, it is one of the more densely populated single-family districts in Town.

The site has about 89 car parking spaces. There is a striped lot for 48 cars located on Brookline St. and an additional striped lot for 33 cars located at the rear entrance to the school and accessed from Tower Ave. (The back lot is used primarily by teachers.) Eight visitor spaces are available in the front of the building in the drop-off loop;

parking in these spaces is limited to non drop-off and pick-up times. Site traffic and circulation during drop-offs & pick-ups are not contained on the site, resulting in traffic back ups onto Brookline St. On-street parking is restricted near the school.

There is an 80 sq. ft. x 130 sq. ft. hard-surfaced play area adjacent to the 1948 wing on the west side of the building, with an adjacent paved basketball court located near the back parking lot. A playground with swings and play structures is adjacent to this play area and further, to the west, are two 60 ft. baseball diamonds in an open playing field.

Utilities serving the school come mainly from Brookline St. There is municipal water and sewer service including: a four-inch cast iron water main, a six-inch cement sewer from the original building, and a six-inch asbestos cement sewer from the 1968 addition. A two-inch gas line in Brookline Street was recently connected to the school to serve a relocated dual fuel (oil & gas) boiler. A twenty-year-old, double-walled underground 10,000-gallon oil storage tank is located within the planted circle at the front of the building, with iron oil supply piping to the basement boiler room.

ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)

William Mitchell Elementary School, 187 Brookline Street, Needham, MA 02492

BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).

The envelope of the building, including the structure and roof, is reaching the end of its useful life and does not meet contemporary energy code requirements.

Building Envelope:
The building envelope varies depending upon the phase of construction. There is little or no insulation within the walls and the exterior brick work is in fair condition with some areas in poor condition. The original structure shows the least deterioration, with a small amount of efflorescence and brick decay. The 1958 addition shows some efflorescence and fungal growth on the exterior and there is evidence of brick settlement and cracking in several locations. Deterioration of the exterior surface was observed in areas of the 1958 and 1968 additions. Repointing is needed in many areas. All of the window glazing within the building is single glazed and therefore very energy inefficient. Windows in the original building are steel sash with ‘hopper style’ venting at both the top and bottom of the window units. In the 1958 addition, the windows are a mix of steel frame and wood frame. Several of the wood windows are near the grade and show signs of wood rot. The 1968 wing metal frame windows have evidence of rust and are allowing water to enter some of the window frames. The building envelope is very energy inefficient, when compared to contemporary codes and energy standards. Comprehensive replacement of all windows and most walls would be required to meet contemporary energy codes.

Grills and vents around the school are damaged and are being replaced under the current maintenance plan, as these are affecting the performance of existing mechanical systems. Many exterior doors around the building have been replaced; however these new insulated fiberglass panel doors, which have been set within the existing metal frames, are in poor condition. Some of the remaining existing doors are original to the building and further replacement is required.

Building Structure:
1948 Building - The original building was constructed about four feet above grade, with a utility basement for boilers and storage at the front of the building and a crawl space beneath the rest of the building. Foundations are traditional, cast-in place concrete with interior concrete pilasters on footings and concrete walls around the perimeter of the structure. The ground floor structure consists of exterior masonry walls and eight-inch-wide flange steel columns and beams supporting roof framing of trusses with eight-inch and ten-inch steel purlins. The roof substrate has 1-½ inch wood planking spiked to the purlins and trusses. The exterior walls appear to be solid

brick with steel lintels supporting the brick veneer. 1958 Addition – The single-story wing has a flat roof. Foundations are traditional cast-in-place concrete with a four-inch cast-in-place concrete un-insulated floor slab. The roof framing is supported on steel columns both on the corridor and exterior. Twelve-inch girders and ten-inch-deep steel beams support fourteen-inch-deep open web steel joists thirty – inches on center with perlite on steel-tex decking. The exterior walls have curtain-wall with masonry to sill level consisting of various materials including solid brick and concrete breeze block. Masonry cavities vary from one-inch to two –inches, typically without any insulation. 1968 Addition – This single-story flat-roofed classroom section has traditional un-insulated cast-in-place concrete foundations and a four-inch uninsulated slab on grade. Steel columns and beams support open web steel joists at four feet on center and 1- ½ inch deep steel decking. The structural frame is in sound condition, but would not meet contemporary seismic code requirements. While the roof probably meets current loading requirements, any new rooftop equipment would require structural assessment prior to installation. The building was not designed for the addition of any future stories. Any major renovation would require lateral stabilization of the exterior and interior masonry walls to meet contemporary seismic codes and limit removal of any existing lateral bracing and walls within the structure.

Roof:
The 1948 building has a pitched roof with asphalt shingles, while both of the additions have flat, internally-drained roof systems with built-up roofing. The asphalt shingle roof is about twenty-six-years old, while the flat roof sections were replaced in 2007. There was approximately two to three inches of insulation above the ceiling in the original building, and an additional 6 to 8 inches of insulation were added in 2016 to improve energy efficiency and maintain better temperature control of these classrooms. The flat roof additions have only 2 inches of rigid insulation on top of the metal roof deck with built-up asphalt and gravel roofing materials. The rigid roof insulation thickness would need to triple in depth to meet contemporary codes.

Has there been a Major Repair or Replacement of the EXTERIOR WALLS? YES
Year of Last Major Repair or Replacement:(YYYY) 2001
Description of Last Major Repair or Replacement:
The exterior wood panels of the Mitchell school were painted in 2012. In 2000 and 2001, major structural repairs were made to the concrete block walls between Room 22 and 23 and Rooms 20 and 21.

Roof Section A
Is the District seeking replacement of the Roof Section? YES
Area of Section (square feet) 20664
Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)
1948 wing: Pitched roof with asphalt shingles
Age of Section (number of years since the Roof was installed or replaced) 26
Description of repairs, if applicable, in the last three years. Include year of repair:
The sloped roof was last replaced in 1997. It has exceeded the 20-year life expectancy.

Roof Section B
Is the District seeking replacement of the Roof Section? YES
Area of Section (square feet) 17280
Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)
1958 wing: flat, internally-drained roof systems with built-up asphalt and gravel roofing
Age of Section (number of years since the Roof was installed or replaced) 16
Description of repairs, if applicable, in the last three years. Include year of repair:
All flat roofing was replaced in 2007. The new roof has a life expectancy of 20 years and should be replaced in 2027.

Roof Section C
Is the District seeking replacement of the Roof Section? YES
Area of Section (square feet) 11083
Type of ROOF (e.g., PVC, EPDM, Shingle, Slate, Tar & Gravel, Other (please describe)
1969 wing: flat, internally-drained roof systems with built-up asphalt and gravel roofing

Age of Section (number of years since the Roof was installed or replaced) 16
Description of repairs, if applicable, in the last three years. Include year of repair:
All flat roofing was replaced in 2007. The new roof has a life expectancy of 20 years and should be replaced in 2027.

Window Section A
Is the District seeking replacement of the Windows Section? YES
Windows in Section (count) 76
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
1948 wing: steel sash with 'hopper style' venting; All windows single glazed
Age of Section (number of years since the Windows were installed or replaced) 75
Description of repairs, if applicable, in the last three years. Include year of repair:
Original windows.

Window Section B
Is the District seeking replacement of the Windows Section? YES
Windows in Section (count) 85
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
1958 wing: mix of steel frame and wood frame; All windows single glazed
Age of Section (number of years since the Windows were installed or replaced) 65
Description of repairs, if applicable, in the last three years. Include year of repair:
All windows in the gym were replaced in 2006 with polycarbonate windows. In 2012, the gym windows were replaced with thermal pane windows.

Window Section C
Is the District seeking replacement of the Windows Section? YES
Windows in Section (count) 18
Type of WINDOWS (e.g., Single Pane, Double Pane, Other (please describe))
1968 wing: metal frame; All windows single glazed
Age of Section (number of years since the Windows were installed or replaced) 55
Description of repairs, if applicable, in the last three years. Include year of repair:
Original windows

MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).

Generally speaking, all of the heating, ventilation and air conditioning (HVAC) systems (with the exception of those in the modular units) are in poor to fair condition and reaching the end of their useful lives. The electrical systems also are at capacity, are obsolete and are in need of replacement.

Mechanical Systems
The building is heated with two, cast iron, sectional-type HB Smith low-pressure steam boilers. One boiler was replaced in 1997; the second boiler is about 10-years older. In 2013, gas service was brought to the building and two salvaged dual fuel burners from the Pollard School were installed at Mitchell. The total capacity of both boilers is approximately 6,000 lbs/h of steam or 5,700 MBH. Natural gas is now the primary fuel source for the boilers, but #2 oil is still stored in a 30-year-old 10,000 gallon underground storage tank (UST) as a backup. Three fuel oil pumps remain with the associated oil supply piping. Heating distribution piping in the boiler room is about 21-years old, but the piping is original elsewhere in the building and is in fair to poor condition. Sections need to be replaced every year.

There is no central air conditioning system within the building. The classrooms get outdoor air and heating from the 1968 floor-mounted unit ventilators. General heating is provided by finned tube radiators and convectors along the perimeter walls of the building. The radiators and convectors are original to their phase of construction. The

1968 addition has a hot water hydronic loop, which serves the unit ventilators in that section of the building and uneven heating in the most remote spaces is an ongoing problem. Some classrooms have window-mounted air conditioners (AC), where windows have been removed. These air conditioners are in fair or good condition. There is no energy recovery system in the main building. Fresh air enters through the unit ventilators and is exhausted through vents on the corridor wall of each classroom to rooftop fans. The HVAC system in the two newer wings is controlled by a 30-year-old direct digital central building control system. A pneumatic control system operates the older zones of the building. All controls are in need of replacement. The modular classrooms have electric heat pumps that provide both heating and cooling.

Electrical Systems
The building is supplied by an underground electrical service with a 208Y/120 Volt, 3-phase, and 4-wire supply. In the basement, the electric service is split into a metered 400 Amp section and a metered 200 Amp and 100 Amp section. The panels and switches appear to be original. All panels are full and there are no empty circuits or spaces for new circuits. Certain circuits within the school trip the breakers during AC operation, and no expanded service to classrooms for enhanced technology is currently possible. The circuit breakers and main service are obsolete and unavailable, making maintenance impossible. Replacement of the primary electrical transformer, main circuit board and sub-panels is the only option during a renovation. Upgrades would require comprehensive replacement of the electrical service. The existing electrical service is not adequate to support the growing technology and HVAC needs of the school. Each set of modular classrooms has a new separate 200A electrical service with overhead wiring from Brookline St.

Other Systems:
The fire alarm system is a zoned analog type system manufactured by FCI, is in good condition and was updated in 2019. System components include outside beacon, Knox-box, pull stations, heat detectors, horn /strobes. The system in the main building does not have smoke detectors, only heat detectors, but is in good operating condition. The school has a public address system with an integrated bell, which operates throughout the building, and functions properly. A clock system is in place with 90% of the clocks functioning properly.

The lighting within most of the classrooms is surface-mounted 2-lamp 1ft x 4ft fluorescent light strips with prismatic lens placed in rows about 4 to 8 feet apart. The lighting is functional and in fair condition throughout the school. The modular classrooms have their own independent 600-amp electric service. New LED lighting was installed in 2020, as part of a town-wide energy savings program.

Boiler Section 1
Is the District seeking replacement of the Boiler? YES
Is there more than one boiler room in the School? YES
What percentage of the School is heated by the Boiler? 100
Type of heating fuel (e.g., Heating Oil, Natural Gas, Propane, Other)
Natural gas with backup Heating Oil
Age of Boiler (number of years since the Boiler was installed or replaced) 6
Description of repairs, if applicable, in the last three years. Include year of repair:
Oil tanks were replaced in 1992-1993. In 2009, Boiler Number 1 was replaced and the boilers, univents, and air handling units were upgraded to digital control. Also in 2009, the piping in crawl spaces and in the boiler room were insulated, exterior air leaks were sealed, and a Rentar catalyst unit was installed. In 2013, boiler burners converted to dual fuel oil and natural gas-fired units and hot water heaters replaced with natural gas-fired units.

Has there been a Major Repair or Replacement of the HVAC SYSTEM? YES
Year of Last Major Repair or Replacement:(YYYY) 1998
Description of Last Major Repair or Replacement:
Partial repair/replacement: Window air conditioning units are replaced as needed. The rooftop HVAC unit above the Media Center was replaced in 1998. Modular classroom equipment is all new in 2014 and 2019.

Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES

Year of Last Major Repair or Replacement:(YYYY) 2009
Description of Last Major Repair or Replacement:
In 2006, there was an electrical update that included all exit signs and emergency lighting, safety upgrades to several electric distribution panels, rewiring 1 main distribution circuit, rebuilding 1 flush wall mounted electrical sub-panel in the 1968 corridor, and replacing cafeteria fans. The kitchen was wired for a new convection oven in 2009. The intercom, clock, and bells were updated in 1997, and LED bulbs were installed in 2020. The media center was rewired in 2005. Modular classroom service is all new in 2014 and 2019.

BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).

Interior
The floor in the main corridor of the original 1949 building is 1ft x 1ft ceramic tile, is original to the building and in good condition. Classrooms and offices within this wing have Vinyl Composite Tile (VCT) flooring in good condition. The corridor and classroom flooring in the 1958 & 1968 additions are VCT and are well maintained. The low-pile carpet in the Media Center is in good condition. Carpet squares and area rugs are replaced as needed. Bathroom floors are ceramic tile, in good condition. The gymnasium floor is hardwood, in good condition. Many interior walls in the original wing are constructed of four inch steel stud with plaster finish, and are generally in good condition, except for a few locations with cracking or peeling, due to prior water damage. In the 1958 addition, the interior walls were constructed of structural concrete masonry unit (CMU) block walls. Because of the limited insulation within the exterior walls and single glazed windows, it can be uncomfortable to sit near the exterior walls in winter.

Most ceilings are in good condition, although water damage and staining from HVAC units is visible in certain areas. Glue-applied perforated ceiling tiles are installed in several of the original areas of the building and are in poor condition. Ceiling tiles in the school kitchen are not washable and therefore inappropriate for that location. The ceilings in the 1948 & 1958 corridors and classrooms have two-by-four tectum acoustical ceiling tiles.

The interior doors are largely original to their date of construction. Many doors lack the push / pull clearance and proper hardware to meet Americans with Disabilities Act (ADA)/ Massachusetts Architectural Access Board (MAAB) requirements. Few of the interior doors are fire rated, as would now be required, and several doors and sidelights contain wire glass. Many doors lack hardware to meet accessibility requirements. Extensive renovations to address door clearance and the replacement of all interior doors, frames and hardware would likely be required as a part of any major renovation.

Building codes have changed significantly since the original construction and subsequent additions to the Mitchell School. Although the building has several ramped access pathways into the building, not all of the spaces within the single-story building are accessible for people with disabilities. The Gymnasium and former kindergarten room are only accessible by stairs or by walking outside and around the building. The PE program is forced to use the stage in the Cafeteria twice per week, due to lack of available space in the building. This elevated platform has no ramp or lift access. Retrofits were completed in 2021 for one set of boys and girls' bathrooms to be compliant with ADA and MAAB criteria, but most restrooms still lack proper entrance clearances, stall sizes, grab bars, insulated pipes at the sinks, urinals at proper heights, dispensers at proper heights, entrance and turning radii clearances, pull side clearances at entry doors and the correct door hardware. Additionally a person entering the front door who is unable to climb steps would need to travel around the entire building to enter the administration office that is located adjacent to the front door, but at a higher level.

Technology
Technology distribution through the building has been retrofitted over the past two decades and is minimal in comparison to other modern classrooms in the District and current MSBA standards. Technology distribution is further constrained by the lack of/and improper location of many power receptacles, as well as the inability to add new power receptacles. White boards typically require rubber floor strips to hide power and technology cables and avoid creating a tripping hazard. The school does not have sufficient available space to have a full computer lab. Therefore, an area within the Media Center contains multiple computers for training, but this area has no sound

separating walls.

Hazardous Materials
Some floor tiles contain asbestos (ACM) and a program of phased remediation and replacement has been in place for the past decade. Hard joint insulation of heating pipes was found to contain asbestos in various locations. The asbestos has been remediated and removed from the boiler room, but ACM's still remain in the utility tunnels. The exterior and interior window framing and glazing caulking are assumed to contain ACM's and polychlorinated biphenyls (PCB's) and would require abatement as a part of repair / replacement. Other locations assumed to contain asbestos are wall and door framing caulking, unit vent/grill caulking, blackboard glue, underground waste water pipes, damp proofing on foundation wall, and thru-wall flashing. The painted surfaces are assumed to contain lead. All of these materials would need to be remediated during a comprehensive repair or replacement project.

PROGRAMS and OPERATIONS: Please provide a detailed description of the current grade structure and programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).

Students in Grades K-5 receive the regular elementary curriculum, including art, music, media, Spanish, technology and PE instruction. Special needs instruction is provided on an integrated and pull-out basis.

Due to lack of space, small group instruction often occurs in inappropriate locations, such as corridors and former storage rooms and shared spaces. Multiple teachers share special education classroom spaces. The use of shared space to hold parent meetings has created a confidentiality issue for the students being seen at that time. In addition, the school has only limited, shared space for gross motor activities and often has to provide services in the hallway. As a result, Mitchell is not able to house the OT equipment necessary for some students. This leads to inequity among buildings, with regard to OT services. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy, sessions often are interrupted or displaced by team meetings. The psychologist works in a 50 s.f. space next to the nurse's office and bathroom, where work is distracted by conversations and bathroom noises. Finally, the undersized and inadequate spaces mean that, during the MCAS administration windows, Mitchell lacks sufficient testing areas to accommodate students whose IEPs require separate testing space.

Due to the lack of appropriate specialized program space, PE and media/technology education are delivered in a way that compromises the educational program. Less than half of the school's PE classes can be scheduled in the undersized gym. The remaining classes take place in the classroom and the cafeteria. This arrangement creates scheduling issues with other specials, limits the availability of the stage/cafeteria space for school wide events, or special joint classroom events that need larger spaces to only two afternoons per week, and creates an inequity with regard to the delivery of PE curriculum throughout the District. Also, the stage is not handicapped-accessible, which limits student access and participation in both PE class and stage performances or activities. PE classes are bothered by children queuing for lunch in the cafeteria, as well as by the noise from the kitchen, the motors from the vending machines and milk cooler and the raising and lowering of tables by the custodian. The Media Center size is problematic because the limited size and layout require technology and media classes to run simultaneously within the same space with no sound separation.

Access to the Principal's Office is only via an adjacent conference room, which is used several times per day for lunch groups, special education, reading, testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and visitors to the Principal's Office, must walk through and interrupt these meetings and testing situations, and the lack of acoustical separation between the two spaces means those using the space outside the Principal's office can often hear the conversations that occur within the Principal's office The overuse of the conference space also limits the Principal's access to the conference room for his own meetings with teacher teams, administrative teams, School Council, and parent groups.

Finally, other building deficiencies have a negative impact on the educational program, including the inadequate

electrical system, which limits the ability to add technology, since there are no available circuits in any of the electrical panels, or to add hubs that make the building wireless. The heating system is insufficient, requiring children to wear coats in classrooms when the temperature drops below 68 degrees, and the intercom does not reach all areas of the school in an emergency. The lack of accessibility limits the full participation of students with mobility constraints, and the electrical and technology limits impact the ability to upgrade the building security systems.

The temporary modular classrooms are separate from the main school, requiring students to go outside to get to the music and art rooms and for kindergarteners in the modular classrooms to access the Gymnasium and the Cafeteria.

EDUCATIONAL SPACES: Please provide a detailed description of the Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, a description of the cafeteria, gym and/or auditorium and a description of the media center/library (maximum of 5000 characters).

The core educational spaces include the following:
Classrooms:
1958 wing (870 avg sq. ft.): 4 Grade 3, 1 Grade 4, 2 Grade 2, 1 Special Education
1948 wing (780 avg sq. ft.): 2 Grade 2, 4 Grade 1, 1 Grade 5 (Reading Room, & SPED Room) 1968 wing (980 avg sq. ft.): 3 Grade 4, 3 Grade 5

No science room
Four temporary modular classrooms opened in Fall 2014, each 1200 sq. ft. used for kindergarten. The 2019 modular classrooms, each 1200 sq. ft., are used for art and music.

Common Areas:
1 Gymnasium- 2400 sq. ft.
1 Cafeteria/Auditorium- 2400 sq. ft.; Stage 540 sq. ft., 1 Kitchen- 640 sq. ft.
1 Media Center
Student Support/Other Instructional:
2 Special Education/ Guidance/ Occupational Therapy
1 Nurse Suite -346 sq. ft.

Administration:
3 Administration
1 Teacher Break Room
1 Storage

CAPACITY and UTILIZATION: Please provide the original design capacity and a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).

The calculated capacity of the school is 272 students, based on the total area noted in the Comprehensive Facilities Assessment (DWA, 2011) and current MSBA Space Summary Guidelines. With the addition of the modular classrooms, the calculated capacity of the school is now approximately 300 students. The current enrollment is 425 students, creating a space deficiency of over 36%. As noted in the Assessment report, all of the existing educational spaces are undersized by the following percentages: 1948 Wing (-18%), 1958 wing (-8%), library media center (-25%), cafeteria (-31%), kitchen (-60%), gymnasium (-10%), and former art space (-53%.) The only spaces that meet current MSBA guidelines are two classrooms at the end of the 1968 wing, and the new classrooms in the modular classroom buildings.

The addition of modular classrooms in 2014 also allowed the school to repurpose spaces. One room housed speech

and language therapy, occupational therapy, behavioral therapy, and special education administration. The second room served as the music room until the 2019 modular building was constructed and was then repurposed to house literacy support, math support, ELL support, and the school psychologist. Additionally, the former undersized art room (which was originally a teacher workroom) was repurposed as a multi use space that supports special education, literacy support, math support, the afterschool program, a part-time music teacher, and conference / meeting space. The former occupational therapy / special education space was, in turn, repurposed to create three special education teaching spaces.

The administration has addressed the general lack of remedial/tutorial and special education spaces by using non-traditional and shared spaces for service delivery, such as corridors and storage rooms. The use of moveable partitions allows special educators to share the same space, while working with students at the same time. For instance, one room is currently shared by five different disciplines through the use of movable partitions. Similarly, partitions are used to screen off a classroom from students who walk through the room to access specialized education support and guidance located in a former entrance foyer between classrooms. The need for space for student lunch groups and testing during MCAS administration periods has been met by setting up tables and chairs in hallways and entrances. Guidance and other support services meet with students in the repurposed kindergarten room, but the office style dividers do not provide acoustical separation of the multiple specialties in this room.

The Media Center and Cafetorium are shared by multiple groups throughout the day. Staff must rearrange the cafetorium stage daily to accommodate the morning band classes, and the PE classes during the school day. Before-school string classes have been moved to the Media Center, which limits Media Center prep time and displaces the math groups that otherwise would meet in that space. The Media Center also is used for computer and media instruction, which run simultaneously with no sound separation. Currently, less than half of the school's PE classes can be scheduled in the undersized gym: the remaining classes must take place in the classroom and the cafeteria. This arrangement creates scheduling issues because staff need time to set up the cafeteria for lunch and then clean and setup for PE classes and after school activities. The combined use also limits the availability of the stage/cafeteria space for grade level events, or special joint classroom events that need larger spaces. PE is often scheduled as students are queuing for lunch in the Cafetorium, or as staff prepare meals in the kitchen (which opens to the Cafetorium.)

There is a general lack of storage space throughout the building. Many teacher materials have been moved to the basement, or are stored in hallways requiring additional prep time for classroom work. A storage shed was installed near the building, to store auditorium chairs, while the chair storage area is used for other furniture, pallets of paper and the school's snowblower.

MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).

The Town implemented a structured preventative maintenance program in 2009. This program provides for the quarterly and/or annual maintenance of HVAC, water heating, plumbing, electrical, and general maintenance systems. The Town also funds an annual facility maintenance capital article to address the needs of smaller repairs such as duct cleaning, asbestos abatement, flooring replacement, and HVAC upgrades.

A chronology of capital repairs to the facility follows:
1997 – The intercom, clock, and bells were updated
1998 – Hot water tank was installed
1999 – Master fire alarm panel was upgraded
2000, 2001 – Major structural repairs to concrete block exterior walls in some parts of the building 2004 – Rigid insulation was installed to resolve drafts
2004, 2005 – Window air conditioning units installed
2004, 2006 – Electrical updates.
2005 – Media Center was rewired

2007 – Flat roofing was replaced
2007 – Playground was re-patched and paved, and the rear entrance ramp and handrail were replaced
2009 – Boiler #1 was replaced and mechanical system was upgraded
2009 – Systemic plumbing corrections were made including installing low flow toilets
2009 - Asbestos was abated, floor tiles were replaced, and interior walls were painted
2012 – Exterior doors were replaced (the original frames remain)
2012 – All windows in the gym were replaced with polycarbonate windows
2013 - Replaced hot water heater with gas-fired unit, converted boiler burners to natural gas units, asbestos abatement and re-insulation.
2014 - A free standing, 7,000 sq. ft. modular building with four classrooms and bathrooms was installed.
2015 - Roof repairs; replaced window AC units.
2016- LED lighting in gym; window repairs in lobby; refinished all wood floors in building.
2017- Upgraded PA system throughout the building.
2018- Cafeteria LED lighting upgrades, wood floor refinishing, replaced lockers, replaced additional window AC units.
2019- A freestanding modular building with two classrooms (3,000 sq. ft.) for Art and Music was added; fire alarm system upgrades; phased window shade replacement; duct cleaning; roof repairs/ maintenance; steam trap repairs; boiler and HVAC repairs.
2020- Retro-commissioning and repair of all unit ventilators, fans and related HVAC equipment.
2021- Continued retro-commissioning and repairs to HVAC systems; continued LED light replacement; Heating system repairs.
2022- Six (6) Bathrooms updated; Created new Staff Bathroom; AC unit replacement; boiler repairs.
2023 - HVAC repairs.

A Comprehensive Facilities Assessment study was completed in 2011 for the Hillside, Mitchell, and Pollard Schools. An updated Facilities Assessment was completed in 2020. Ongoing maintenance is limited to those essential repairs, which are needed to extend the useful life of this facility, and are funded through the Town's five-year Capital Improvement Planning (CIP) and budgeting processes.

Priority 2

Question 1: Please describe the existing conditions that constitute severe overcrowding.

The Mitchell School, a four-section, 425-student K-5 school occupying 49,027 sq. ft. (excluding modular classrooms) is undersized by approximately 48%, compared to MSBA guidelines for gross square feet, based on enrollment. (When the modular classrooms totaling 9,900 sq. ft. are included, the deficit drops to about 37%.) As noted in the Comprehensive Facilities Assessment (DWA, 2011), specific educational spaces are undersized by the following percentages: 1948 Wing (-18%), 1958 Wing (-8%), Library/ Media Center (-25%), Cafetorium (-31%), Kitchen (-60%), Gymnasium (-10%). The only spaces that meet current MSBA standards are the two classrooms at the end of the 1968 wing and the modular classrooms installed in 2014 and in 2019. As a comparison, the new Sunita Williams Elementary School (constructed in partnership with MSBA), which has four-sections per grade K-5 serving 529 students, has a total area of 94,000 gross sq.ft.

Additionally, there is a significant lack of remedial/tutorial and special education spaces. Small group instruction often occurs in corridors and former storage rooms. Currently, single offices and classrooms are shared by multiple teachers. For instance, occupational therapy, speech and language therapy, and special education administration all share the same space. Students must walk through general education classrooms to access the guidance counselors and special education spaces. Special education parent meetings often occur in spaces that are shared by other service providers, which has created a confidentiality issue for the students being seen at that time. In addition, there is limited, shared space for gross motor activities, and OT services are often provided in the hallway. As a result, Mitchell is not able to house the OT equipment necessary for some students. This leads to inequity among the other elementary schools in the district with regard to OT services. Moreover, due to the shared use of space by service providers, special education, speech/language, and occupational therapy sessions often are interrupted or displaced by meetings. Finally, the undersized and inadequate spaces mean that, during the Massachusetts Comprehensive Assessment System (MCAS) administration windows, Mitchell lacks sufficient testing areas to accommodate students whose Individualized Education Plans (IEPs) require separate testing space.

Due to a lack of appropriate specialized program space, special area programming is delivered in a way that compromises the educational program. Less than half of the school's PE classes can be scheduled in the undersized gym. The remaining classes take place in the classroom (requiring disruption to the classroom arrangement as furniture and student work must be moved to allow space for the PE activity) and in the cafeteria. This arrangement limits the availability of the stage/cafeteria space to only two afternoons per week. The stage is not handicapped-accessible, which limits student access and participation. PE classes are bothered by students queuing for lunch in the cafeteria, by the noise from the kitchen as staff prepares meals, by the motors from the vending machines and milk cooler (which are located within the cafeteria space due to a lack of kitchen space), and by the raising and lowering of tables by the custodians as they prep for lunch. The schedule requires that technology and media classes occur at the same time but the size and layout of the Media Center offer no sound separation between these spaces.

The kitchen is undersized by approximately 60% and has limited functionality making meal prep difficult. There are two stovetop burners for the entire school, and the school lacks a mechanical dishwasher (as well as the capacity to add one.) Due to the limited kitchen area, additional refrigerators and freezers were installed in the cafeteria space and some food prep occurs in the cafeteria (outside of the kitchen space.) The kitchen deficiencies have limited the menu options for students.

Finally, there is inadequate space for administrative needs. The administrative suite is undersized by (-44%), compared to the MSBA guidelines. The Principal's Office is only accessible via an adjacent conference room, which is used several times per day for lunch groups, special education, reading, testing and assessment,

parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and visitors to the Principal's Office, must walk through and interrupt these meetings and testing situations. The overuse of the conference space also limits the Principal's access to the conference room for his own meetings with teacher teams, administrative teams, School Council, and parent groups.

Priority 2

Question 2: Please describe the measures the School District has taken to mitigate the problem(s) described above.

To help with overcrowding, the District constructed a temporary modular classroom building on the paved playground space adjacent to the school during the summer of 2014. These modular classrooms accommodate four kindergarten classrooms. In 2019, a second modular classroom building was added to the front of the school, adjacent to the entrance driveway. This second building houses two classrooms serving art and music. These additional classrooms have helped to reduce the calculated space deficiency from an estimated 48% to 37%, compared to MSBA guidelines.

The addition of modular classrooms in 2014 also freed up spaces that could be repurposed as shared space. One room housed speech and language therapy, occupational therapy, behavioral therapy, and special education administration. The second room served as the music room until the 2019 modular building was constructed and was then repurposed to house literacy support, math support, ELL support, and the school psychologist. Additionally, the former undersized art room (which was originally a teacher workroom) was repurposed as a multi use space that supports special education, literacy support, math support, the afterschool program, a part-time music teacher, and conference / meeting space. The former occupational therapy / special education space was, in turn, repurposed to create three special education teaching spaces.

The administration has addressed the general lack of remedial/tutorial and special education spaces by using non-traditional and shared spaces for the delivery of services. These spaces include corridors, stair landings, and repurposed storage rooms. The use of moveable partitions allows special educators to share the same space while working with students. For instance, one room is currently shared by four different disciplines through the use of movable partitions. As a result, there are students receiving speech and language and occupational therapy services in the same room that do not have access to a quiet and distraction-free environment to receive those services, as would normally be expected. Individuals must also pass through this room and the SLP and OT services areas to get to special education administration, further compounding the issue. Similarly, In general classrooms where students need to pass through the classroom to access special education services and guidance, movable partitions are used to provide privacy to the student and reduce interruption in the classroom. The need for space for student lunch groups and testing during MCAS administration periods has been met by setting up tables and chairs in hallways and entrances.

Additionally, the Media Center and Cafetorium are shared by multiple groups throughout the day. Staff must rearrange the stage daily to accommodate the morning band classes, followed by PE classes and then band classes again the next morning. Before-school string classes have been moved to the Media Center, which limits Media Center prep time and displaces the math groups that otherwise would meet in that space. The Media Center also is used concurrently for computer and media instruction, which run simultaneously with no sound separation. Additionally, since less than half of the school's PE classes can be scheduled in the undersized gym, the remaining classes must take place in the classroom and the cafeteria. This arrangement limits the availability of the stage/cafeteria space for school wide events, or special joint classroom events that need larger spaces to only two afternoons per week. PE often happens as students are queuing for lunch in the Cafetorium, or as staff prepare meals in the kitchen (which opens to the Cafetorium.) The Media Center size is problematic because the limited size and specific layout require technology and media classes to run simultaneously within the same space, with no sound separation and with limiting access to the library collection.

Additionally, the media center and Cafetorium are shared by multiple groups throughout the day. Staff must rearrange the Cafetorium stage daily to accommodate Staff must rearrange the stage daily to accommodate the morning band classes,

Finally, to mitigate the lack of storage, many teacher materials have been moved to the basement, or are stored in hallways or mechanical/electrical spaces. In addition, a storage shed was installed near the building, to store auditorium chairs.

Priority 2

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

The lack of sufficient space and deficiencies of the facility have created disruptions and compromises to the educational program at Mitchell School.

As noted above, classrooms are undersized and small group instruction is often delivered in stairways, corridors and former storage rooms. The dual use of the core spaces often results in compromised educational programs, and /or creates conditions that are not conducive to learning. Due to space constraints, Mitchell does not have the same physical education program as the other elementary schools in Needham. For instance, Mitchell 4th and 5th graders do not have two consistent PE times per week as they do in other schools. Given the small size of the gym and PE classes being held in the cafeteria, activities need to be eliminated or modified for all grades K-5. In addition, PE instruction is partially delivered in general education classrooms and in the cafeteria. The use of a classroom for PE limits the type of PE activities provided, and disrupts the classroom environment. (Furniture must be moved to provide space for PE, and the time needed to move furniture and student work reduces the amount of instructional time available.) The stage and gym are not accessible, which limits student access and participation. The use of the stage for band and PE class requires the gym teacher or other staff to move equipment off and on the stage for the gym classes. The use of the Media Center for simultaneous technology and media education creates a congested and noisy learning environment, which is distracting for students, and limits access to the library collection.

Additionally, there is a significant lack of remedial/tutorial and special education space. Mitchell is the only elementary school in Needham without a learning center space to support special education programming. The front office has been partitioned to provide space for students in mental health and behavioral crises. Students needing a higher level of support are assigned to other school or out-of-district collaboratives. Speech and language therapy, occupational therapy, behavioral therapy, and special education parent meetings all happen in one room. Given the requirements of confidentiality, the availability of these services is limited by the constraints of the space. Small group instruction occurs in places which lack privacy and are distracting to students. The fact that classrooms are used as passageways to other spaces, also creates disruption to the learning environment. The use of shared office space for parent meetings has created a confidentiality issue for the students being seen at that time. Finally, the use of hallways and entrances for MCAS testing is not an environment conducive to focus, concentration and student performance.

Finally, building deficiencies hamper effective administration of the building. As noted above, there is inadequate space for storage and administrative meetings, lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. The Principal's conference room doubles as an entrance way to the Principal's Office, as well as a space for meetings. The lack of appropriate meeting space leads to disruption and over scheduling of the conference room. It also limits the Principal’s access to the space for his own meetings with teacher teams, the Teacher Support Team (TST) team, School Council, and parent groups.

Please also provide the following:

Cafeteria Seating Capacity: 176

Number of lunch seatings per day: 6

Are modular units currently present on-site and being used for classroom space?: YES

If "YES", indicate the number of years that the modular units have been in use: 9

Number of Modular Units: 6

Classroom count in Modular Units: 6

Seating Capacity of Modular classrooms: 22

What was the original anticipated useful life in years of the modular units when they were installed?: 20

Have non-traditional classroom spaces been converted to be used for classroom space?: YES

If "YES", indicate the number of non-traditional classroom spaces in use: 3

Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters).:

Yes. PE classes are delivered in the cafeteria or classrooms twice per week, due to the lack of space and the presence of three PE teachers in one small gymnasium. In addition, the lack of remedial/tutorial and special education spaces has resulted in the use of non-traditional spaces for small group instruction, such as corridors, stair landings, former entrance ways, and former storage rooms. The Media Center has dual use for technology class and media/library use.

Please explain any recent changes to the district's educational program, school assignment polices, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters).:

During the 2019/20 School Year, the District opened the Sunita Williams Elementary School, to replace the aging Hillside School. The Williams School provided some needed capacity to address growing elementary enrollment, and now houses many of the District's elementary intensive learning center programs. Also in the 2019/20 School Year, the District introduced full-day kindergarten for residents. Previously, a half-day program had been provided, with a tuition-in afterschool enrichment program for interested families.

In March of 2019, the School Committee approved policy #JFABC "Assignment of Elementary Students to School." This policy governs the registration of students who wish to attend a school other than the school in their assigned attendance area. It also addresses the enrollment of new students in the event of overcrowding, in the event of under-enrollment, when there is development of a new residential area, when a new school opens, or in other extenuating circumstances. Finally, it provided guidelines around the establishment of buffer zones, and the assignment of students within buffer zones.

There have been no recent changes to the school committee's class size policies.

What are the district's current class size policies (maximum of 500 characters)?:

School Committee Policy #IHB specifies that student/teacher ratios should be within the guidelines: 18-22 in Grades K 3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.

Priority 7

Question 1: Please provide a detailed description of the programs not currently available due to facility constraints, the state or local requirement for such programs, and the facility limitations precluding the programs from being offered.

The physical constraints of the Mitchell School have impeded the educational program in a variety of ways.

As previously noted, classrooms are undersized, the number and configuration of spaces are problematic, and there is a significant lack of small group instruction space for remedial/ tutorial and special education. Some small group spaces are only accessible by walking through general classrooms, which creates disruption in the learning environment and comprises the privacy of students receiving support. Occupational therapy has inadequate space for gross motor activities. The school lacks a performance space, which limits student access to creative arts and other school-wide educational programming. There is no dedicated computer lab, due to space constraints, and the size and configuration of the Media Center are problematic.

Deficiencies in the electrical system also cause periodic blackouts, which disrupt educational programming for students. As previously noted, the electrical system is largely original to the building, with no empty circuits. Overloads, created during AC operation, cause the circuits to trip and for portions of the school to lose electricity. The circuit breakers and main service are obsolete and unavailable, making maintenance difficult and costly. The lack of and improper location of power receptacles in classrooms and throughout the building, limit the expansion of technology. The electrical system and most other building systems are nearing the end of their useful lives. The modular classrooms required a new independent electrical service, so as not to over tax the existing school.

The Gymnasium is only accessible by stairs or by walking outside and around the building. The PE program is forced to use the Cafeteria and the stage, which does not have a ramp or lift access. Students with mobility issues who need to access reading, math ELL, or psychological services must walk outside and around the building. The main office is not directly accessible from the front entrance. Individuals with mobility issues need to walk the entire interior perimeter of the school to access the main office and would need to exit the building and walk outside, regardless of weather, to re-enter at the levels of the gym, reading, math, ELL, or psychology. The general lack of accessibility results in a significant increase in out-of-class time for students with disabilities who need to access these areas of the building. In addition, classrooms and restrooms lack proper push / pull clearances at entrances.

Priority 7

Question 2: Please describe the measures the district has taken or is planning to take in the immediate future to mitigate the problem(s) described above.

The Mitchell School has taken measures to mitigate many of the deficiencies noted above, but has not been able to address all problem areas.

To accommodate growing enrollment, the District constructed additions to the School in 1958 and 1968, which added classrooms, a gymnasium and a library. To accommodate more recent enrollment growth, full day kindergarten and the increase in special education service, four temporary modular classrooms were constructed in Fall 2014, and an additional two modular classrooms were constructed in 2019. However, despite these additions, teaching and learning continues in a school building that is approximately 42% undersized for its population, and where many spaces need to be shared to accommodate program needs. Future enrollment growth would likely require increases in class size, and/or moving music instruction back to the stage, so that the existing music room could be used as a general classroom. To accommodate enrollment, the District has also used movable partitions to create private teaching spaces in stairways, corridors and to subdivide larger rooms. Former storage rooms and an entrance foyer have been outfitted with tables and chairs to allow for one on one tutoring and small group work. Service providers share program offices, which also are used for parent meetings and administration conference areas double as teaching spaces

Due to a lack of common space, the Gymnasium, Cafeteria/Auditorium and Media Centers all are put to dual use, which often leads to scheduling conflicts and reduced content delivery as setup and breakdown time for each program needs to be accounted for. The lack of a dedicated technology lab has been partially mitigated by the use of the Media Center for instruction, however, the lack of acoustical separation makes this a difficult environment for dual instruction .

The lack of administrative and storage space has been only partially mitigated by the shared use of conference space (such as the Principal's conference room), and the use of hallways for student work. Hallways, decommissioned bathrooms, and the basement are also used for storage.

The school has not been able, however, to mitigate deficiencies in many of the building systems The Comprehensive Facilities Assessment and 2020 School Master Plan both indicated that a comprehensive repair/ addition project would be needed to address the following significant deficiencies: the age of the building (70+ years), deficiencies in the size and number of core educational spaces, inaccessibility to bathrooms and certain academic and core classroom spaces, end-of-life conditions in most building systems, poor energy performance, site constraints, and lack of compliance with contemporary building codes, such as automatic sprinklers, seismic structural design and roof snow loading. The reports recommended a comprehensive renovation/addition project to address these needs, as well as the associated code-related upgrades that would be triggered, including life safety, energy efficiency, and accessibility improvements.

Priority 7

Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.

Although Mitchell is able to provide its educational program, the deficiencies of the facility and the resulting mitigating measures taken by staff have had a negative impact on the educational program for students.

Despite the fact that the building was enlarged in 1958, 1968, 2014 and 2019, the building remains undersized for its population. As previously noted, the calculated capacity of the school is 311 students, based on the total area noted in the Comprehensive Facilities Assessment (DWA, 2011) and classroom count. The current enrollment is 425 students, creating a space deficiency of over 42% (use consistent % here) (or 36% with the modulars.) As noted in the Assessment report, all of the existing educational spaces are undersized by the following percentages: 1948 wing (- 18%), 1958 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%), and former art room (-53%.) The only spaces that are within 10% of the current MSBA guidelines are two classrooms at the end of the 1968 wing and the new classrooms in the modular buildings.

The dual use of common space also has created conflicts between program areas and disruptions for students. The stage is used for gym instruction, which limits the availability of the stage/ cafeteria for school-wide or special joint classroom events. The stage is not handicapped accessible, which limits student access, and makes it difficult for the gym teacher to move equipment on and off the Stage. PE classes are bothered by the noise from the kitchen, the motors from the vending machines and milk cooler and the raising and lowering of tables by the custodian. The necessary placement of freezers, coolers, and kitchen storage in the cafetorium space limits the use of the space for both PE and the performing arts. During assemblies and performances the freezers, coolers, tables, etc. need to be unplugged and removed from the space due to both the disruptive sound of the equipment and the physical restrictions of the space. Use of the Media Center also is problematic, because the size and configuration require technology and media classes to run simultaneously within the same space, with no acoustical separation. Before-school strings classes also have been moved to the Media Center, which limits Media Center prep time and displaces math groups that otherwise would meet in the Media Center.

The use of non-traditional spaces to conduct small group instruction creates space, but does not create a learning environment that is conducive to focus, concentration and student performance. As previously noted, remedial/tutorial and special education instruction often occurs in stairways, corridors and storage rooms. Partitions are used to cordon off areas of some classrooms to permit access to the adjacent reading and small group instruction rooms, which creates disruption in the classroom environment. Tables and chairs are set up in hallways and entrances provide locations for student lunch groups to meet, or for MCAS testing, but are not ideal locations for either of these activities.

Service providers also share office space, creating confidentiality issues among themselves, students and parents. For instance, the reading teachers, math teachers, English language learner teacher, and the school psychologist share office space. Special education parent meetings often occur in shared spaces, where confidential information is being discussed. Moreover, due to the shared use of space by service providers, special education, speech/language, and occupational therapy sessions are often interrupted or displaced by meetings. Occupational therapists often must provide gross motor activities in the hallway. The lack of dedicated space for OT means that the Mitchell School is not able to house the OT equipment that would be ideal for some students, which leads to inequity among buildings, with regard to OT services. Services for students with visual and hearing impairments take place exclusively in the hallways or outside in good weather.

Finally, the lack of administrative office space and inaccessibility of the Principal's Office has created disruption for administrative personnel. The Principal's Office is only accessible via an adjacent conference room. This conference room is used by lunch groups, special education, reading testing and assessment, parent/teacher conferences, team meetings and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, administrative teams, School Council and parent groups and creates privacy issues regarding principal meetings.

CERTIFICATIONS

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

Chief Executive Officer *	**School Committee Chair**	**Superintendent of Schools**
(signature)	(signature)	(signature)
Date	Date	Date

* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter. Please note, in districts where the Superintendent is also the Local Chief Executive Officer, it is required for the same person to sign the Statement of Interest Certifications twice.

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	American Rescue Plan Act Funding
Presenter(s)	Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED

The Town Manager will provide the Board with an update on ARPA spending, commitments, grants, and projects, and will recommend that the Board approve certain transfers within spending categories.

The first proposed amendment is to fund a temporary assignment for a Sustainability Coordinator to assist the Climate Action Planning Committee in developing the Town's Climate Action Plan, and to provide initial assistance in the implementation of a plan. Proposed funding is for approximately 18 months in the amount of $145,000.

The Board discussed the proposal at its meeting on February 28, 2023 and met with the chair of the Climate Action Planning Committee at its meeting on March 14, 2023.

The Town Manager will also recommend that the Board approve an application for County funding for a second project at Walker Pond – a replacement of the outlet structure and a new headwall at one of the existing outfalls.

2. VOTE REQUIRED BY SELECT BOARD

Suggested Motion: That the Board approve the updated ARPA Proposal Budget dated March 28, 2023 to include a temporary Sustainability Coordinator assignment and a second Walker Pond application for County funding.

3. BACK UP INFORMATION ATTACHED

a. ARPA Proposal Budget with Expended Balances dated March 28, 2023

ARPA Proposal Budget with Expended Balance

Category	Description	State/County	Budget	Adjusted Budget	Total Expended	Available	Encumbered
COVID-19 Direct Impact	Contact Tracers	State	$60,000.00	$23,910.00	$23,910.00	$0.00	
	Epidemiologist	State	$140,000.00	$216,077.47	$85,134.16	$130,943.31	$130,943.31
	Public Health Nurse	State	$160,000.00	$279,083.00	$102,969.00	$176,114.00	$176,114.00
	Mental & Behavioral Health Staffing	State	$190,000.00	$265,548.00	$94,352.77	$171,195.23	$171,195.23
	Mental & Behavioral Health Services	State	$190,000.00	$48,350.75	$42,725.75	$5,625.00	$5,625.00
	COVID-19 Test Kits for School Staff and residents of limited means and those in high risk groups	State	$229,800.00	$229,800.00	$229,800.00	$0.00	
	Other - Rentals	State	$4,246.00	$4,246.00	$4,246.00	$0.00	
	Other - Town COVID-19 Test Kits	State	$2,984.78	$2,984.78	$2,984.78	$0.00	
	Other - Not yet assigned	State	$92,969.22	$0.00	$0.00	$0.00	
	Subtotal		**$1,070,000.00**	**$1,070,000.00**	**$586,122.46**	**$483,877.54**	**$483,877.54**
Ventilation Upgrades	Library Chiller	State	$0.00	$369,000.00	$0.00	$369,000.00	
	Subtotal		**$0.00**	**$369,000.00**	**$0.00**	**$369,000.00**	
Technology Improvements	Support for Hybrid Meetings, Communications & Remote Work	State	$175,000.00	$175,000.00	$18,570.58	$156,429.42	$0.00
	NeoGov E-Forms Module	State	$31,613.48	$31,613.48	$17,567.61	$14,045.87	$14,045.87
	Other - Not yet assigned	State	$68,386.52	$68,386.52	$0.00	$68,386.52	$0.00
	Subtotal		**$275,000.00**	**$275,000.00**	**$36,138.19**	**$238,861.81**	**$14,045.87**
Economic Development	Grant Program	State	$460,000.00	$445,000.00	$375,979.14	$69,020.86	$11,520.86
	Public Art	State	$20,000.00	$20,000.00	$1,500.00	$18,500.00	$0.00
	Other - Rental of Tents	State	$18,725.00	$18,725.00	$18,725.00	$0.00	$0.00
	Other - Not yet assigned	State	$1,275.00	$16,275.00	$0.00	$16,275.00	$0.00
	Subtotal		**$500,000.00**	**$500,000.00**	**$396,204.14**	**$103,795.86**	**$11,520.86**
Water/Sewer/Drains	Temp Project Manager	State	$500,000.00	**$471,336.60**	$0.00	$326,336.60	$0.00
	Rosemary Sluice Gate Replacement/NPDES Stormwater	State	$600,000.00	$600,000.00	$0.00	$600,000.00	$32,000.00
	Other - Not yet assigned	State	$340,336.60	$0.00	$0.00	$0.00	$0.00
			$1,440,336.60	**$1,071,336.60**	**$0.00**	**$926,336.60**	**$32,000.00**
		State total	**$3,285,336.60**	**$2,916,336.60**	**$1,018,464.79**	**$1,752,871.81**	**$541,444.27**
Infrastructure*	Town Reservoir Clean-up Construction	County	$2,070,000.00	$2,070,000.00	$0.00	$2,070,000.00	$0.00
	Walker Pond Category 2 Construction	County	$356,000.00	$356,000.00	$0.00	$356,000.00	$356,000.00
	Walker Pond Outlet	**County**	**$0.00**	**$400,000.00**	**$0.00**	$400,000.00	$0.00
	128 Sewer Interceptor Project Design	County	$0.00	$0.00	$0.00	$0.00	$0.00
	128 Sewer Interceptor Project Construction	County	$0.00	$0.00	$0.00	$0.00	$0.00
	South St Water Main Construction	County	$0.00	$0.00	$0.00	$0.00	$0.00
	Allowance for Water/Sewer/Drains	County	$3,487,848.40	$3,087,848.40	$0.00	$3,087,848.40	$0.00
	Subtotal	County total	**$5,913,848.40**	**$5,913,848.40**	**$0.00**	**$5,913,848.40**	**$356,000.00**
	Grand Total		**$9,199,185.00**	**$9,199,185.00**	**$1,018,464.79**	**$8,180,720.21**	**$897,444.27**

updated 3/28/2023

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Outdoor Space Use Policy
Presenter(s)	Myles Tucker, Support Services Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
Staff will present to the Board a draft Outdoor Space Use Policy for Board input and discussion.	
2.	**VOTE REQUIRED BY BOARD OF SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
1. Draft Outdoor Space Use Policy	

Town of Needham Select Board

Policy Number:	SB-LIC-002
Policy:	Outdoor Space Use Permits
Date Approved:	
Date Revised:	
Approved:	_____Chair, Select Board

Section 1. Purpose and Scope

The purpose of this policy is to establish a process and application criteria for permitting use of outdoor spaces under the jurisdiction of the Select Board. The current list of outdoor spaces governed by this policy are below, and this list may be expanded if additional spaces come under the jurisdiction of the Select Board:

- Town Common
- Needham Heights Common (Avery Square)
- Amity Path (Needham Accessible Reservoir Trail)
- Eaton Plaza

The Select Board will consider these guiding principles for permitting use of outdoor space:

- Foster quality, accessible, and welcoming public spaces that facilitate civic engagement for residents and visitors to include use for community events
- Provide equitable opportunities for residents and non-profit groups in Needham to host community events
- Maintain safety and comfort of residents and visitors attending community events or enjoying the outdoor space while an event is occurring
- Balance the use of space for community events with municipal programming and maintenance operations

Section 2. Policy

Space Use Permits ("Permits") shall only be granted for community events that are free and open to the public. Applicants may not sell goods or services at permitted events.

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Permits shall only be required for planned events where the anticipated number of attendees is greater than 30. Permits shall not be required for vigils, small events (e.g. a birthday party), or other impromptu gatherings.

The Town Manager (or designee) shall be the approval authority for Permits.

Section 3. Procedures

Applicants for Permits shall:

- Apply no later than 30 (thirty) calendar days prior to the date of the requested event
- Provide a certificate of liability insurance naming the Town of Needham as an additionally insured party in the amount of $1 million/$1 million.
- Provide a proposed layout for the community event (this may be hand drawn)
- Inform the Town of any electrical requirements for the event (availability will be based on the requested space, layout of the community event, staff availability, and status of infrastructure)
- Provide all equipment for community event (e.g. tables, chairs, tents, etc.), to include relevant and required permitting/licensing
- Attend to all displays during the permitted event and ensure removal of any display which may otherwise be unattended in accordance with Select Board Policy SB-DIS-001 (Displays on Town Property)
- Provide for the removal of all equipment and refuse (i.e., "carry-in, carry-out") used or created during the event
- Coordinate with the Department of Health and Human Services and receive appropriate approval should the applicant wish to serve or provide food or beverage
- Coordinate with the Office of the Town Manager to apply for a One Day Special License should the applicant wish to provide alcohol, which per Town Alcohol Regulations requires Select Board approval

The Office of the Town Manager shall:

- Develop, publish, and maintain a Permit application
- Coordinate with and receive sign-off from the Needham Police and Fire Departments to coordinate safety details
- Coordinate with and receive sign-off from the Needham Department of Public Works to ensure that the request (to include equipment brought by the applicant) is consistent with the maintenance and use requirements of the requested space, does not conflict with projected maintenance activities, and for facilitation of any requests for electricity
- Provide the Needham Police, Fire, and Public Works Departments notice of approved Permits
- Should the Permit be approved, provide the applicant the Permit prior to the event

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Section 4. Fees

There shall be no fees associated with the application for or issuance of Permits.

However, applicants may be charged fees associated with any necessary safety details or other required services related to the nature of the event (e.g. health permits for food service).

Section 5. Exceptions

The Town Manager may make exceptions to this policy when determined that it is in the best interest of the Town to do so.

This policy shall not apply to municipal events.

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Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Town Alcohol Regulations – Proposed Revisions
Presenter(s)	Myles Tucker, Support Services Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Board will discuss of proposed revisions to the Town Alcohol Regulations, following public input at its last regularly scheduled meeting.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A – Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**

1. Draft Revision of Town Alcohol Regulations 3/7/2023 – Clean
2. Board of Health Presentation at 3/14/2023 Select Board Meeting
3. Board of Health Letter to the Select Board 3/14/2023

TOWN OF NEEDHAM

REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES

[insert table of contents]

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Licensing Authority: Select Board ***Revision Date: 07/26/2022***

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

I. TYPES OF LICENSES TO BE GRANTED IN NEEDHAM

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

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

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

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

1.4 Club and Veterans' Organization All Alcoholic Beverages: issued to qualified applicant Clubs existing under Chapter 180 of Massachusetts General Laws and Veterans' Organizations duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts to sell all alcoholic beverages under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.12; 11/8/88 election)

1.5 Special Event: issued to qualified applicants of non-profit status to sell all alcoholic beverages; or to sell wine and malt beverages only; or to qualified applicants of for-profit status to sell wine and malt beverages only under the applicable regulations of

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

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

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

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

II. COMPLIANCE

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

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

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

This section shall apply to any and all alcoholic beverages licenses issued by the Select Board.

3.1 Hours of Operation

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

3.1.2 *On-Premises Consumption*

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

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

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

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

3.1.3 *Off-Premises Consumption*

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

3.1.4 *Adjustments*

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

3.1.5 *Employees and Staff*

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

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

3.2 Payment of Charges and Taxes

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

3.3 Filing and Application Requirements (excludes Special Event Licenses)

3.3.1 *Application for New and Transfer of License*.

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

a. Proof of insurance;
b. All fees;
c. Completed and unexpired alcohol awareness training certificate for proposed managers of record;
d. Copies of any other license issued by the Town of Needham and the ABCC to them for use at the proposed licensed premises, including, but not limited to G.L. c.138, §19C, §19D, §22; and
e. Any additional information the Select Board shall request.

3.3.2 *Application for Renewed License*

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

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

3.3.3 *Abutter Notification*

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

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3.3.4 *Insurance*

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

3.3.5 *Fees*

All license fees of the Board are incorporated in these rules and regulations as Attachment I, Schedule of Town of Needham Liquor License Fees. These fees shall be non-refundable.

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

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

3.3.6 *Floorplans and Signage*

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

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

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

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

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

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

3.4 Management and Trainings (excludes Special Event Licenses)

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

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

3.4.2 *Employee Roster*

A current employee roster shall be available upon request to the Town for all licensed establishments. An updated employee roster shall be provided to the Town within 45 days of the hiring of a new employee subject to the training requirements of 3.4.3.

3.4.3 *Trainings*

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

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

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

3.5 General and Miscellaneous Provisions

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

3.5.2 No Licensee shall sell alcoholic beverages in any part of the premises not specified on its license or such other license issued by the ABCC. No change of such area or location shall be made without prior written approval of the

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

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

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

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

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

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

3.5.8 Service of alcoholic beverages shall be by a bartender/server/wait person (applicable to on premise Licensees only, including Farmer Series Pouring Permittees).

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

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

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

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

3.5.13 The Licensee shall request proof of identification prior to any alcohol sale and confirm the authenticity of the identification card through the use of a digital card scanner.

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

4.1 Cocktail lounges are permitted with the approval of the Select Board but limited to approved areas by the Select Board with appropriate identification of the specific location documented by the Inspector of Buildings.

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

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

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

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

5.1 Purpose

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

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

5.2 Common Victualler’s License

No alcohol license will be issued to any Applicant unless such Applicant is the Licensee named in a common victualler's license and has operated a restaurant for the twelve-month period immediately preceding the filing of an application.

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5.3 Food Service

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

5.4 Fire Safety Inspections

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

5.5 Bar Service

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

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

5.6 Reporting

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

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VI. RULES AND REGULATIONS APPLICABLE TO CLUBS AND VETERANS ORGANIZATIONS

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

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

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

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

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

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

VII. RULES AND REGULATIONS APPLICABLE TO SPECIAL EVENT LICENSES

7.1 Hours of Sale

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

7.2 Notice

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

7.3 Eligibility

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

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

7.5 Application

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

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

7.6 Conditions

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

7.7 Alcohol Training

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

VIII. RULES AND REGULATIONS APPLICABLE TO PACKAGE STORES

8.1 General Provisions

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

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

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

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

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

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

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

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

8.2 Deliveries

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

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

a) Deliveries must be made during the operating hours of the store.
b) Deliveries shall be made by persons no less than 21 years of age.
c) A copy of Off-Premises Transportation Permit, license to deliver issued by the ABCC, shall accompany application at time of submittal.

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

8.3 Sample Tastings

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

8.4 Food Store Alcohol License Requirements

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

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

8.4.2 Regular sales and operation of the food store must continue during all times when the sales of wine and malt beverages are permitted.

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8.4.3 Package store licenses issued to food stores shall be limited to wine and malt beverages only.

IX. RULES AND REGULATIONS APPLICABLE TO FARMER SERIES POURING PERMITTEES

9.1 Applicants

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

9.2 Purpose

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

9.3 Water Station

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

9.4 Occupancy

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

9.5 Food Service

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

X. VIOLATIONS

10.1 Violations

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

10.2 Suggested Orders

Except as provided in Section 10.3, the suggested orders listed below shall be a guide for the Select Board. The Board, in its discretion, may impose an order that is more lenient or more severe than suggested by the guidelines when the facts surrounding a violation so warrant. The suggested order shall not be construed as to limit the Select Board's ability to consider alternative dispositions, further conditions on a license, or alternative sanctions (e.g., rolling back service hours or non-punitive written warnings).

Offense	**Suggested Order**
1st Offense	One to five day suspension
2nd Offense	Six to ten day suspension
3rd Offense	Ten days to 30 day suspension
4th Offense	Revocation

In determining the appropriate action in any given case, the Select Board shall consider the violation, the facts of the case, other relevant factors including the Licensee's prior record, and aggravating or mitigating circumstances.

10.3 Compliance Checks

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

Offense	**Suggested Order**
1st Offense	Suspension of one day to be held in abeyance.
2nd Offense	One to two day suspension.

3rd Offense	Three to five days.
4th Offense	Five to ten days. Licensee shall be required as a condition of the license to provide the Board with a satisfactory written plan, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license, to assure that a further offence will not occur.
5th Offense	Minimum ten (10) day suspension. Based on relevant circumstances as determined by the Board, the Board may order a longer suspension of any length, imposition of conditions on or other modifications of the license, disqualification of the manager of record, or compulsory initiation by the Licensee of transfer of ownership to a responsible party to be approved by the Board.

10.4. Training

All employees involved in the improper sale of alcohol shall complete another training course in accordance with Section 3.4.3, notwithstanding when the course was last completed. The new training shall be completed within 30 days of the issuance of the Select Board's decision and proof of completion shall be provided to the Select Board.

10.5 Prior Violations

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

10.6 Hearings

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

10.6.2 A Licensee may waive its right to hearing, and the Board in such cases may make findings and act without hearing on recommendation of the Town Manager. The Board may, however, require that a hearing be

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held notwithstanding such a waiver, in which case the Licensee shall have notice of hearing and an opportunity to be heard before action is taken on modification, suspension, revocation, nonrenewal or cancellation of a license, except that Select Board may under emergency circumstances as allowed by Law suspend the license pending hearing.

10.7 Notice of Suspension

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

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

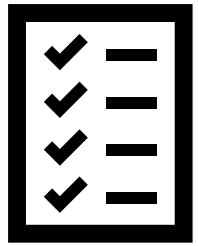
SELECT BOARD

ACTING AS

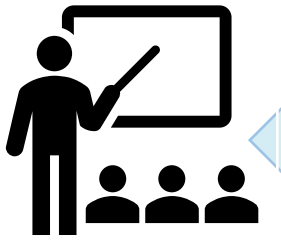
NEEDHAM LICENSING BOARD

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Alcohol Compliance



Alcohol Compliance Checks



Training and Intervention Procedures (TIPS)

Needham Public Health
Prevent. Promote. Protect.

Alcohol Compliance Summary | 2017 - 2022

business	license type	May2017 TIPS	Nov2017 TIPS	Nov2018 cc	June2019 cc	Oct2019 cc	dec2021 cc	jan2022 TIPS	april2022 cc	june2022 TIPS	nov2022 TIPS	dec2022 cc
3 Squares (now closed)					Fail		NA	NA	NA	NA	NA	NA
Bertucci's	On-premise				Fail		Pass	0	Pass	0	0	Fail
Bin Ends	Off-premise	1					Fail	6	Pass	0	0	Pass
Blue on Highland	On-premise	2					Pass	0	Pass	0	0	Pass
Cappella	On-premise						Fail	0	Pass	0	0	Fail
The Center Cafe (now closed)		2										
Cook Needham	On-premise						Fail	4	Pass	0	0	Fail
French Press Bakery	On-premise						Not open	0	Pass	0	0	Fail
Fuji Steakhouse	On-premise	2					Fail	1	Pass	0	0	Pass
Gari	On-premise	2					Pass	0	Pass	0	0	Pass
Gordons Fine Wines	Off-premise						Not open for business yet		Not open for business yet	0	0	Not open for business yet
Hearth Pizzeria	On-premise						Fail	2	Pass	0	0	Pass
Hungry Coyote	On-premise						Fail	1	Suspended license	0	3	Suspended license
Latina Kitchen and Bar	On-premise						Pass	0	Fail	0	0	Pass
Little Spoon	On-premise						Not open for business yet		Pass	0	1	Fail
Mandarin Cuisine	On-premise	1			Fail		Pass	0	Pass	1	0	Pass
Masala Art	On-premise						Pass	0	Pass	0	0	Pass
Needham Fine Wines	Off-premise						Pass	0	Fail	0	0	Fail
Needham Golf Club	On-premise						Not open	0	Pass	0	0	Not accessible

Alcohol Compliance Summary | 2017 - 2022

business	license type	May2017 TIPS	Nov2017 TIPS	Nov2018 cc	June2019 cc	Oct2019 cc	dec2021 cc	jan2022 TIPS	april2022 cc	june2022 TIPS	nov2022 TIPS	dec2022 cc
Needham Wine & Spirits	Off-premise						Pass	0	Pass	0	1	Pass
Ray's New Garden	On-premise				Fail		Fail	2	Fail	0	1	Pass
Pancho's Taqueria	On-premise						Fail	0	Pass	0	0	Fail
Residence Inn	On-premise				Fail	Fail	Fail	0	Not open	0	0	Pass
Reveler Beverage	Off-premise						Pass	2	Fail	1	0	Fail
Rice Barn	On-premise	1	1				Fail	2	Pass	0	0	Not open
Sheraton Needham	On-premise				Fail		Not open	0	Not open	0	0	Fail
Spiga	On-premise						Pass	0	Pass	0	0	Pass
The Farmhouse	On-premise						Pass	0	Pass	0	5	Pass
Homewood Suites	On-premise				Fail		Not open	0	Not open	0	0	Not open
The James	On-premise						Fail	2	Pass	0	0	Pass
The Needham General Store	Off-premise						Pass	0	Fail	2	0	Pass
V.F.W.	On-premise	3					Not open	2	Not open	2	2	Pass
Village Club	On-premise						Not accessible	1	Not accessible	0	0	Not open
Vinodivino	Off-premise				Pass		Pass	0	Pass	0	0	Fail
Volante Farms	On-premise						Pass	1	Pass	3	0	Pass

Totals	May2017 TIPS	Nov2017 TIPS	Nov2018 cc	June2019 cc	Oct2019 cc	dec2021 cc	jan2022 TIPS	april2022 cc	june2022 TIPS	nov2022 TIPS	dec2022 cc
	13 attendees	1 attendee	8 failures	7 failures	1 failure	11 failures	26 attendees (2sessions)	5 failures	9 attendees	13 attendees	10 failures

Alcohol Compliance Checks

Compliance check	Sales to minor violations	Businesses checked	% of sales violations
November 2018	8	26	30.7%
June 2019	7	26	26.9%
October 2019	1	28	3.6%
December 2021	11	26	42.3%
April 2022	5	26	19.2%
December 2022	10	28	35.7%

Checks were conducted on a weekday, between 4:30 – 8:00pm.

Alcohol Compliance Checks: Underage Operatives

- Two underage operatives recruited per check*
- 19 – 20 years of age
- In-state and out-of-state residents (2021-22)
- Presented their own I.D. when proof of age requested*

* With the exception of first check conducted in 2018

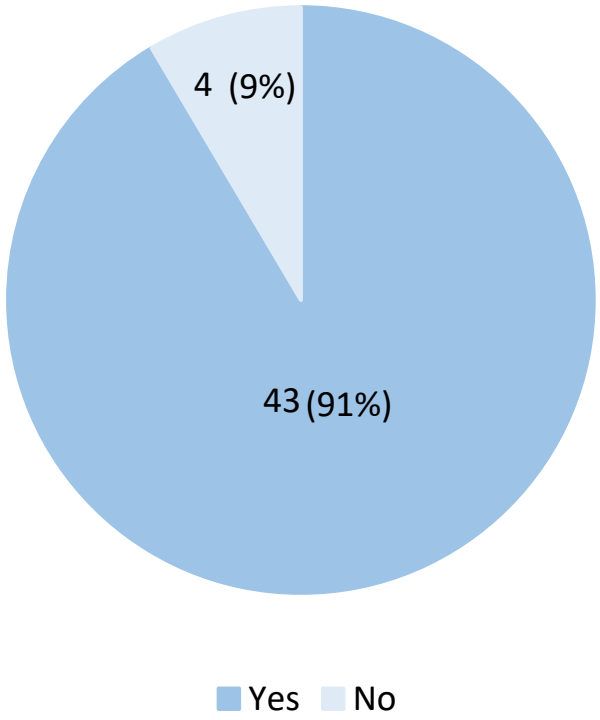
Training and Intervention Procedures for Servers (TIPS)

- In 2022, 48 Needham alcohol licensee staff attended in-person TIPS.
- Overall, employees who attended TIPS did not sell to an underage operative in a subsequent compliance check.*

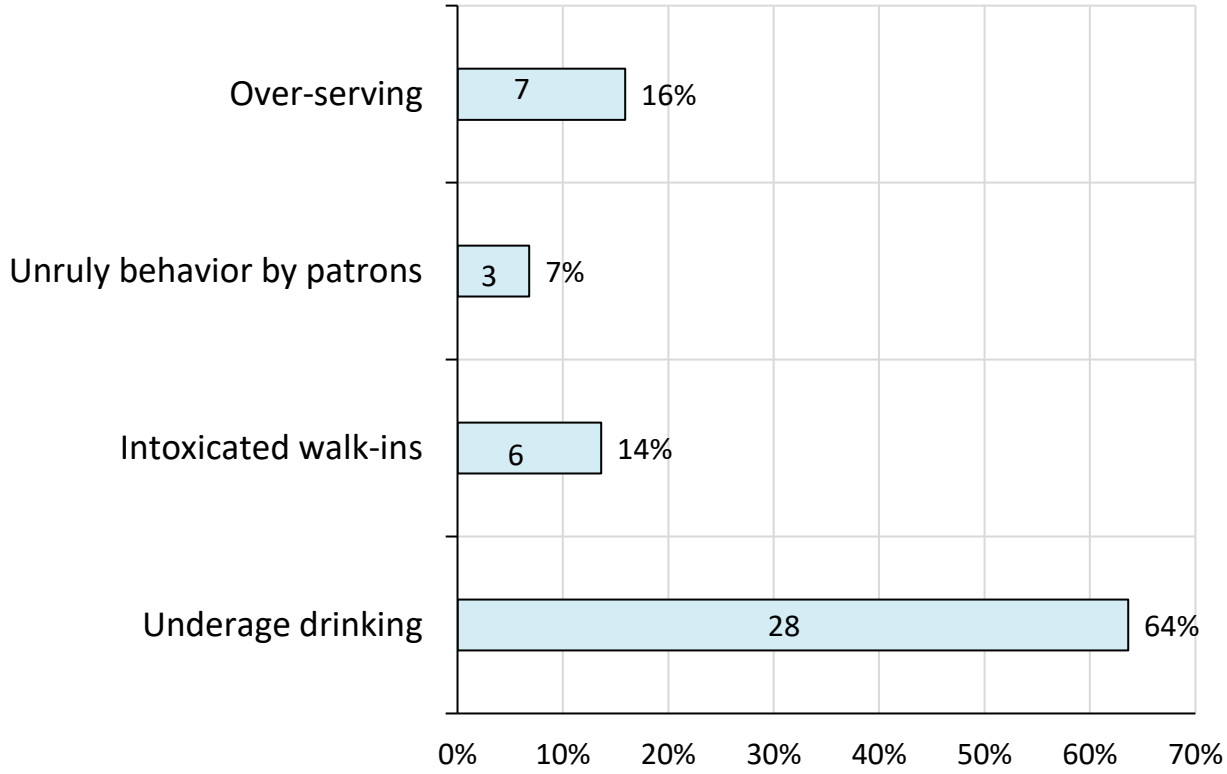
*One person who attended TIPS in 2022 was identified as selling to an operative in a subsequent compliance check reports.

Official TIPS Survey results: 2022 Trainings*

Do you believe alcohol server training should be required by law?



At your organization, the biggest alcohol-related concern is:



*Data includes participants from Dedham

Tracking the Data

- Our process is evolving

- There were variations in the process and data collection from 2017-2022
  - Difficult to compare recent & historical data
- Moving forward:
  - Consistent process + expansion of data collection =
  - Ability to identify trends over time



Alcohol regulations: comparing defined penalties

Town	Offense #1	Offense #2	Offense #3	Offense #4	Offense #5	Offense #6
Needham	Written warning or 1 day suspension	1-3 day suspension	3-5 day suspension, public hearing required.	5-10 day suspension, public hearing required.Licensee required to provide the Board with satisfactory written plan, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license, to assure that a further offense will not occur.	10 day min. suspension, public hearing required. Based on relevant circumstances as determined by the Board, the Board may order a longer suspension of any length, imposition of conditions on or other modifications of the license, disqualification of the manager of record, compulsory initiation by the licensee of transfer of ownership to a responsible party to be approved by the Board, non-renewal, or revocation of the license.	
Natick	Currently, these are not clearly defined in any documents. The Select Board is currently updating alcohol policies including penalties. Maybe done early 2023					
Dedham	Written warning to 3 day suspension	3-6 day suspension	7-10 day suspension	10 day suspension to revocation	10 day suspension to revocation	
Walpole	Warning up to a 2 day suspension	Warning up to a 3 day suspension	Warning up to a (7) day suspension	Warning up to a 2 week suspension or Revocation		
Medway	Written warning	1 day suspension	3 day suspension	6 day suspension		
Framingham	1-3 day suspension	4-6 day suspension	7-15 day suspension	16-30 day suspension	31 day to 1 year suspension or revocation, regardless of amount of penalty suspended	revocation of license for remaining period of current license and one year beyond
Ashland	1-3 day suspension	4-6 day suspension	7-15 day suspension	16-30 day suspension	31 days to 1 year suspension, or revocation, regardless of amount of penalty suspended	revocation of license for remaining period of current license and one year beyond

Alcohol regulations: comparing defined penalties

Town	Offense #1	Offense #2	Offense #3	Offense #4	Offense #5	Offense #6
Braintree	From warning up to a 1-3 day suspension, served on consecutive days	from warning up to a 4-7 day suspension, served on consecutive days	30-day suspension to be served on 30 consecutive days	Show Cause hearing to revoke license		
Stoughton	1 day suspension	5 day suspension	7 day suspension	revocation of license		
Franklin	3-5 day suspension, 1-3 days to be served, with balance held in abeyance for 2 years	5-7 day suspension, 3-5 days to be served, with balance held in abeyance for 3 years	7-10 day suspension, 5-7 days to be served, with balance held in abeyance for 5 years			
Wellesley	1-3 day suspension	3-7 day suspension	7-12 day suspension	revocation of license		
Foxboro	Letter of reprimand and/or suspension up 3 days or both	3 -10 days suspension	10 to 30 day suspension	Revocation of license		
Medford	1-3 day suspension. Roll back in hours: Warning to 7 days	3-14 day suspension. Roll back in hours: 7 days to 21 days	14-30 day suspension Roll back in hours: 21 days to 35 days	30 days to revocation. Roll back in hours: 35 days to permanent		
Melrose	Warning to 2 consecutive day suspension	3-7 consecutive day suspension	10 or more consecutive day or revocation of license	10 or more consecutive day or revocation of license	10 or more consecutive day or revocation of license	
Wakefield	Warning to two consecutive days' suspension of license.	3-7 consecutive days' suspension of license	7 or more consecutive days' suspension or revocation of license	7 or more consecutive days' suspension or revocation of license	7 or more consecutive days' suspension or revocation of license	

Town	Link to alcohol regulations
Needham	http://ma-needham.civicplus.com/DocumentCenter/View/845/BOS_Alcohol_Regs_08182020?bidId=
Natick	https://www.natickma.gov/DocumentCenter/View/7887/General-On-Premises-Rules-and-Regs#:~:text=
Dedham	Regulations obtained from Asst. Town Manager; not yet available on town website.
Walpole	https://www.walpole-ma.gov/sites/g/files/vyhlif1381/f/uploads/2021_policies_procedures_manual.pdf
Medway	https://www.townofmedway.org/sites/g/files/vyhlif8006/f/uploads/liquor_policy-final_amended_11-3-14.pdf
Framingham	https://www.framinghamma.gov/DocumentCenter/View/44254/FINAL-Amended-and-Restated-Rev-8-Framingham-Rules-Regulations-Governing-Alcoholic-Beverages-Board-Approved-121321?bidId=
Ashland	https://www.ashlandmass.com/DocumentCenter/View/1650/Board-of-Selectmen-Alcohol-Policy-
Braintree	https://braintreema.gov/DocumentCenter/View/372/Policies-and-Regulations-Governing-Liquor-Licenses-Rev-Jun-2011-PDF
Stoughton	https://ecode360.com/12491273
Franklin	https://ecode360.com/10433492
Wellesley	https://www.wellesleyma.gov/DocumentCenter/View/26439/Proposed-Modifications-to-Alcohol-Regulations-Clean-Copy---Updated-11222021-PDF
Foxboro	https://cdn5-hosted.civiclive.com/UserFiles/Servers/Server_15207780/File/Boards%20and%20Committees/Board%20of%20Selectmen/Alcohol%20Regulations.pdf
Medford	https://www.medfordma.org/boards-commissions/license-commission/liquor-licenses
Melrose	https://www.cityofmelrose.org/sites/g/files/vyhlif3451/f/uploads/melrose_liquor_licensing_rules_regulations_amended_3-30-15.pdf
Wakefield	https://ecode360.com/28531896?highlight=revocable&searchId=35249188818407725#28531896

NEEDHAM BOARD OF HEALTH

Prevent. Promote. Protect.

March 14, 2023

Dear Chair Marianne Cooley, Vice Chair Marcus Nelson, and Needham Select Board Members,

The Needham Board of Health is charged by the Massachusetts General Court to protect the public's health under its authority to make reasonable health regulations[1] and to "examine all nuisances, sources of filth and causes of sickness."[2] Although the Board of Health does not issue alcohol licenses as we do with tobacco, we appreciate the opportunity to provide feedback on the proposed revisions to the Town of Needham alcohol regulations.

Research shows that reducing access and availability to tobacco and alcohol has resulted in significantly reduced underage use and excessive adult use, which enhances health and safety. The Board of Health and Public Health Division staff members have implemented a multi-faceted approach to underage tobacco prevention. The Board of Health's multi-faceted approach to underage tobacco use prevention was grounded in a regulation change to raise the minimum purchase age to 21 and limit tobacco permits. In addition, strategies included retailer license training, quarterly compliance checks, and clear and defined penalties for tobacco sales to minor violations. Taken together, this comprehensive program had a well-documented effect of reducing tobacco use among Needham youth and adults. [3]

There is evidence that the harmful use of alcohol is a causal factor in more than 200 disease and injury conditions. [4] Additionally, fatal crashes involving drinking drivers are more common in Massachusetts than nationwide: in 2020, 32.4% of fatal crashes compared to 28% of crashes nationwide.[5]

"The Community Preventive Services Task Force, working under the auspices of the CDC, similarly recommends as effective, evidence-based approaches availability strategies that include regulating the number and concentration of alcohol retailers in an area and maintaining limits on days and hours when alcohol may be sold. Complementary strategies include licensee trainings and compliance checks." [5]

[1] M.G.L. Ch. 111, s.31, available at: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section31
[2] M.G.L. Ch. 111, s.122, available at: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section122
[3] Kessel Schneider, S., Buka, S. L., Dash, K., Winickoff, J. P., & O'Donnell, L. (2016). Community reductions in youth smoking after raising the minimum tobacco sales age to 21. *Tobacco control*, *25*(3), 355–359. https://doi.org/10.1136/tobaccocontrol-2014-052207
[4] WHO. Global Status Report on Alcohol and Health 2018. Geneva, Switzerland: WHO Press, 2018, p. vii. https://apps.who.int/iris/bitstream/handle/10665/274603/9789241565639-e…. Accessed December 8, 2020.
[5] Jernigan, D. H., & Zhou, X. (2022). Alcohol, Health and Safety in Massachusetts. *Boston University School of Public Health Department of Health Law, Policy, and Management*.

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Web: www.needhamma.gov/health

The 2021 Needham MetroWest Adolescent Health Survey (MWAHS) results for Needham High School students show:

1) 19% report binge drinking in the past month, compared to 15% of their peers in the MetroWest region (26 cities and towns surveyed since 2006);
2) 16% of Needham 9th grade students and 48% of Needham 12th grade students used alcohol in the past 30 days;
3) 61% of Needham 11th graders and 69% of Needham 12th graders have used alcohol at least once

Our hope is to enlist the Select Board as a partner to build a similar, comprehensive program around alcohol access in Needham; implemented thoughtfully, such a program would enhance the health and safety of residents of all ages.

There are several areas in the proposed alcohol regulations that are of concern to the Board of Health:

1. **Violations**
   Sections 10.1 – 10.3

   The Board of Health recognizes there are multiple conditions that constitute a violation of the License. As such, we recommend this section lists the violations as defined by the terms and conditions of the License and that a specific penalty be defined for each violation type.

   The penalties should mandate a set response (e.g. 3-day suspension) and as such limit penalty variability and leniency. All suspensions should be imposed consecutively, rather than a five-day suspension spread across multiple weeks, for example. The Board of Health also urges the Select Board to switch the defaults. Rather than allowing the Select Board to mitigate a penalty or impose a stiffer penalty, we urge you to establish a specific penalty and afford the Select Board the ability to mitigate that penalty by taking action to lessen the terms. By making the default outcome the established penalty, it makes clear that only in extraordinary circumstances will the Select Board take action to lessen the penalty.

   The Board of Health has identified the defined penalties of nearby communities and learned that most communities impose more stringent penalties than those indicated in the proposed alcohol regulations. This information can be found on page 6 below.

   We believe stricter penalties will incentivize Licensee compliance and thereby reduce the likelihood of health and safety harms to Needham residents.

   We request that the Select Board change the word “may” to “shall” in the sentence under Section 10.1, Violations.

Training
Section 10.4

Employees who commit a sales-to-minor violation during a compliance check should not be allowed to serve or sell alcohol until they have repeated an approved, ***in-person***, training course.

2. **Expanded availability**
   Section 3.1

There is a very large body of public health research documenting that the more available alcohol is, the more people will drink, and the more there will be problems connected with their drinking. Policies that govern where, when and how alcohol is available – including the number, placement and density of alcohol outlets, the days and times of sale - affect the extent and severity of alcohol problems a population will experience. [3]

While the Board of Health is committed to working collaboratively with the Select Board on ensuring Town regulations that serve the best interests of the residents and community, the Board of Health is unable to support the expanded availability of alcohol. At this time, the Select Board should not expand the hours at which alcohol is served or for sale in the community, nor should the Select Board issue additional alcohol licenses until the regular and reliable compliance of existing licensees is assured.[1]

Needham data from 2018 to 2022 related to alcohol compliance check violations, listed below, calls attention to the chronic rate of sales to minor violations. Detailed information on the Needham alcohol compliance data can be found in the attached document.

[1] And ideally demonstrated over the course of multiple compliance checks.
[3] Kessel Schneider, S., Buka, S. L., Dash, K., Winickoff, J. P., & O'Donnell, L. (2016). Community reductions in youth smoking after raising the minimum tobacco sales age to 21. *Tobacco control*, *25*(3), 355–359. https://doi.org/10.1136/tobaccocontrol-2014-052207

Alcohol Compliance Checks

Compliance check	Sales to minor violations	Businesses checked	% of sales violations
November 2018	8	26	30.7%
June 2019	7	26	26.9%
October 2019	1	28	3.6%
December 2021	11	26	42.3%
April 2022	5	26	19.2%
December 2022	10	28	35.7%

Checks were conducted on a week day, between 4:30 – 8:00pm.

Needham Public Health Division, 2/16/2023

The Board of Health appreciates your review of this letter and looks forward to discussing the positions outlined above.

The Board of Health is pleased to be of assistance in this matter and offers its services to the Town in future hearings or public discussions to help residents understand the health impacts of the proposed changes to the Needham Alcohol Regulations.

Thank you for your support and advocacy on behalf of all Needham residents.

Sincerely,
The Needham Board of Health

Kathleen Ward Brown, ScD Edward Cosgrove, PhD Stephen Epstein, MD, MPP

Tejal Gandhi, MD, MPH Robert Partridge, MD, MPH

CC: Timothy McDonald, Director of Health & Human Services, Town of Needham
Page 6: 2 charts - Alcohol Compliance: Comparing Defined Penalties

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References:

1. M.G.L. ch. 111, s.31, available at: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section31
2. M.G.L. ch. 111, s.122, available at: https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section122
3. Kessel Schneider, S., Buka, S. L., Dash, K., Winickoff, J. P., & O'Donnell, L. (2016). Community reductions in youth smoking after raising the minimum tobacco sales age to 21. *Tobacco control*, *25*(3), 355–359. https://doi.org/10.1136/tobaccocontrol-2014-052207
4. WHO. Global Status Report on Alcohol and Health 2018. Geneva, Switzerland: WHO Press, 2018, p. vii. https://apps.who.int/iris/bitstream/handle/10665/274603/9789241565639-e....
5. Jernigan, D. H., & Zhou, X. (2022). Alcohol, Health and Safety in Massachusetts. *Boston University School of Public Health Department of Health Law, Policy, and Management*.

*Page 6: 2 charts **below** - Alcohol Compliance: Comparing Defined Penalties*. These charts can also be viewed in the *Alcohol Compliance* document, dated 2/16/23, provided under separate cover.

Alcohol regulations: comparing defined penalties

Town	Offense #1	Offense #2	Offense #3	Offense #4	Offense #5	Offense #6
Needham	Written warning or 1 day suspension	1-3 day suspension	3-5 day suspension, public hearing required.	5-10 day suspension, public hearing required. Licensee required to provide the Board with satisfactory written plan, under signature of the manager of record and any person or entity holding more than a 10% ownership interest in the license, to assure that a further offense will not occur.	10 day min. suspension, public hearing required. Based on relevant circumstances as determined by the Board, the Board may order a longer suspension of any length, imposition of conditions on or other modifications of the license, disqualification of the manager of record, compulsory initiation by the licensee of transfer of ownership to a responsible party to be approved by the Board, non-renewal, or revocation of the license.	
Natick	Currently, these are not clearly defined in any documents. The Select Board is currently updating alcohol policies including penalties. Maybe done early 2023					
Dedham	Written warning to 3 day suspension	3-6 day suspension	7-10 day suspension	10 day suspension to revocation	10 day suspension to revocation	
Walpole	Warning up to a 2 day suspension	Warning up to a 3 day suspension	Warning up to a (7) day suspension	Warning up to a 2 week suspension or Revocation		
Medway	Written warning	1 day suspension	3 day suspension	6 day suspension		
Framingham	1-3 day suspension	4-6 day suspension	7-15 day suspension	16-30 day suspension	31 day to 1 year suspension or revocation, regardless of amount of penalty suspended	revocation of license for remaining period of current license and one year beyond
Ashland	1-3 day suspension	4-6 day suspension	7-15 day suspension	16-30 day suspension	31 days to 1 year suspension, or revocation, regardless of amount of penalty suspended	revocation of license for remaining period of current license and one year beyond

Needham Public Health Division, 2/16/2023

Alcohol regulations: comparing defined penalties

Town	Offense #1	Offense #2	Offense #3	Offense #4	Offense #5	Offense #6
Braintree	From warning up to a 1-3 day suspension, served on consecutive days	from warning up to a 4-7 day suspension, served on consecutive days	30-day suspension to be served on 30 consecutive days	Show Cause hearing to revoke license		
Stoughton	1 day suspension	5 day suspension	7 day suspension	revocation of license		
Franklin	3-5 day suspension, 1-3 days to be served, with balance held in abeyance for 2 years	5-7 day suspension, 3-5 days to be served, with balance held in abeyance for 3 years	7-10 day suspension, 5-7 days to be served, with balance held in abeyance for 5 years			
Wellesley	1-3 day suspension	3-7 day suspension	7-12 day suspension	revocation of license		
Foxboro	Letter of reprimand and/or suspension up 3 days or both	3-10 days suspension	10 to 30 day suspension	Revocation of license		
Medford	1-3 day suspension. Roll back in hours: Warning to 7 days	3-14 day suspension. Roll back in hours: 7 days to 21 days	14-30 day suspension Roll back in hours: 21 days to 35 days	30 days to revocation. Roll back in hours: 35 days to permanent		
Melrose	Warning to 2 consecutive day suspension	3-7 consecutive day suspension	10 or more consecutive day or revocation of license	10 or more consecutive day or revocation of license	10 or more consecutive day or revocation of license	
Wakefield	Warning to two consecutive days' suspension of license.	3-7 consecutive days' suspension of license	7 or more consecutive days' suspension or revocation of license	7 or more consecutive days' suspension or revocation of license	7 or more consecutive days' suspension or revocation of license	

Needham Public Health Division, 2/16/2023

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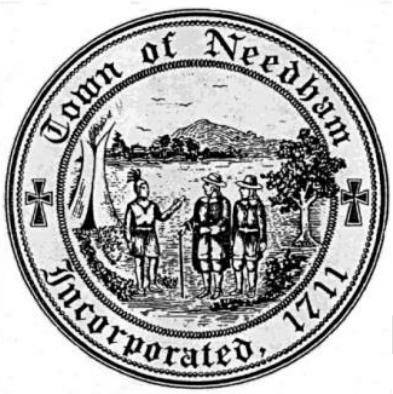
Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Annual Town Meeting Warrant
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Town Manager will discuss proposed changes to the Annual Town Meeting Warrant.	
2.	**VOTE REQUIRED BY SELECT BOARD**
Suggested Motion: That the Board vote to amend the 2023 Annual Town Meeting Warrant	
3.	**BACK UP INFORMATION ATTACHED**
a. Draft Annual Town Meeting Warrant dated 3.24.2023	

TOWN OF NEEDHAM



DRAFT 3.24.2023

ANNUAL TOWN MEETING WARRANT

Election: Tuesday, April 11, 2023

Business Meeting: Monday, May 1, 2023

7:30 p.m.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

DRAFT 3.24.2023

Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Annual Town Meeting.

WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 11, 2023
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	Center at the Heights, 300 Hillside Avenue
Precinct B	-	Center at the Heights, 300 Hillside Avenue
Precinct C	-	Newman School Gymnasium, 1155 Central Avenue
Precinct D	-	Newman School Gymnasium, 1155 Central Avenue
Precinct E	-	Needham Golf Club, 49 Green Street
Precinct F	-	Rosemary Recreation Complex, 178 Rosemary Street
Precinct G	-	Rosemary Recreation Complex, 178 Rosemary Street
Precinct H	-	Needham Golf Club, 49 Green Street
Precinct I	-	Town Hall, Powers Hall, 1471 Highland Avenue
Precinct J	-	Town Hall, Powers Hall, 1471 Highland Avenue

on TUESDAY, THE ELEVENTH DAY OF APRIL 2023

from seven o'clock in the forenoon until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

Two Members of the Select Board for Three Years;
One Assessor for Three Years;
One Assessor for Two Years;
Two Members of School Committee for Three Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – Veteran) for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park and Recreation Commission for Three Years;
Two Constables for Three Years.

Eight Town Meeting Members from Precinct A for Three Years;
One Town Meeting Members from Precinct A for One Year;
Eight Town Meeting Members from Precinct B for three Years;
Eight Town Meeting Members from Precinct C for Three Years;

DRAFT 3.24.2023

One Town Meeting Member from Precinct C for One Year;
Eight Town Meeting Members from Precinct D for Three Years.
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
One Town Meeting Member from Precinct I for One Year;
Eight Town Meeting Members from Precinct J for Three Years.

and you are also required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on MONDAY, THE FIRST DAY OF MAY 2023 at seven thirty o'clock in the afternoon, then and there to act upon the following articles, viz:

Warrant for the Annual Town Meeting
Monday, May 1, 2023, at 7:30 p.m. at Needham Town Hall

ARTICLE 2: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 3: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2023, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	$77,610
Town Clerk with 6 years of service in that position	$116,802 (1)
Select Board, Chair	$1,800
Select Board, Others	$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of $10,513, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed $80,326. The annual salary of $116,801.85 includes compensation for seven (7) weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $17,139. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $17,139; or take any other action relative thereto.

INSERTED BY: Personnel Board

DRAFT 3.24.2023

FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information: In accordance with Massachusetts General Law Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories: newly elected Town Clerk and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Select Board have remained unchanged since 1977.

FINANCE ARTICLES

ARTICLE 4: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for the purpose of funding the Needham Property Tax Assistance Program, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Property Tax Assistance Program helps elderly and disabled taxpayers in need. This appropriation complements donations by private parties to the "Voluntary Tax Relief Program" authorized by statute. The goal of the Select Board is to set a target annual appropriation for the Property Tax Assistance Program at least equal to the amount of private contributions to the voluntary program during the preceding fiscal year. The voluntary fund received $16,345 in fiscal year 2022.

ARTICLE 5: APPROPRIATE FOR PUBLIC FACILITIES MAINTENANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,000,000 for the purpose of funding the Public Facilities Maintenance Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that $300,000 be transferred from Free Cash and that $700,000 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

DRAFT 3.24.2025

Article Information: This recurring warrant article funds the annual maintenance of public buildings throughout the Town and School Department, including, but not limited to, asbestos abatement, duct cleaning, painting, electrical and mechanical systems, HVAC, lighting, flooring, carpentry work, and other repairs and upgrades.

ARTICLE 6: APPROPRIATE FOR SMALL REPAIR GRANT PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $50,000 for the purpose of funding the Small Repair Grant Program, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Overlay Surplus; or take any other action relative thereto.

INSERTED BY: Affordable Housing Trust
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Small Repair Grant Program provides financial assistance to low- and moderate-income Needham residents to make repairs and alterations to their homes for health and safety reasons. Up to $5,000 in grant funding is available per participant, and applications will be evaluated and prioritized based on the extent of the health and safety problems and the financial need of the applicants. Eligible applicants must be 60 years or older, or have a disability, with incomes at or below 80% of area median income. Eligible work items include minor plumbing or electrical work, light carpentry, doorbell switches, window or door repairs or replacements, railing repairs, broken or clogged gutters or downspouts, step or porch improvements, work on locks, smoke/CO detectors, weather stripping, bathroom grab bars, raised toilets, and hand-held shower heads, among others.

ARTICLE 7: APPROPRIATE FOR COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and/or transfer and appropriate the sum of $250,000 for the purpose of funding the Compensated Absences Fund, to be spent under the direction of the Town Manager and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to fund the Town's employee sick and vacation leave liability. Upon retirement, certain employees are compensated for a portion of their unused sick leave. All employees are entitled to payment of unused vacation leave upon termination of Town service. The Town has been taking steps to reduce or eliminate sick leave buy-back programs for all classes of employees, although an unfunded liability remains. The balance in the fund as of XX was $XX.

ARTICLE 8: APPROPRIATE FOR OUTSIDE RECRUITMENT SERVICES

To see if the Town will vote to raise and/or transfer and appropriate the sum of $60,000 for the purpose of funding outside recruitment services, to be spent under the direction of the Town Manager, and to meet this appropriation that $28,500 be transferred from Overlay Surplus and $31,500 be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board

DRAFT 3/24/2023

FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: These funds would support targeted recruitment for high-level vacancies within Town government. Given the structural changes in the labor market since the pandemic and the decision of numerous retirement-eligible managers to leave the workforce, outside assistance has been vital to hiring managers for recent vacancies.

ARTICLE 9: APPROPRIATE FOR TEMPORARY STAFFING SERVICES

To see if the Town will vote to raise and/or transfer and appropriate the sum of $40,000 for the purpose of funding temporary staffing services, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: These funds would 7be used for short-term, temporary assistance to fill unexpected vacancies in critical staff positions while the formal hiring process takes place. Such funds approved by the 2020 Town Meeting were critical in supporting Town departments impacted by vacancies caused by worker illness, lateral promotions, military activation, and other unexpected situations.

ARTICLE 10: APPROPRIATE FOR TOWN-OWNED LAND SURVEYS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $100,000 for the purpose of funding surveys of Town-owned land, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Over the past 300 years, the Town has acquired land that has never been surveyed or has incomplete surveys. In recent years, when the Town has begun the design process for construction on such parcels, survey data has been unavailable or incorrect, resulting in delays and added costs to projects. This funding will allow the Town to conduct land surveys, including title research, field work, analysis, installation of bounds or markers, drafting work, and recording of completed plans. Areas scheduled to be surveyed in FY2024 include, but are not limited to, the Dedham Avenue parking lot, Vesta Park, and Hatfield Park.

ARTICLE 11: APPROPRIATE FOR FLEET REFURBISHMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $300,000 for Fleet refurbishment, to be spent under the direction of the Town Manager, and to meet this appropriation that $150,000 be transferred from Free Cash and $150,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

DRAFT 3.24.2023

Article Information: In FY2018, the Fleet Division implemented a refurbishment program for Fleet assets and related components. The goal of this program is to extend the life cycle of the vehicles, increase operational safety, and eventually reduce reactive maintenance. The funding requests are spread out to allow the Fleet Division time to plan multiple repairs at once, follow procurement practices, and have the work completed. Rehabilitation work includes corrosion abatement, treatment, and refinishing, replacing corroded chassis, air brake tanks or brake valves, rebuilding primary components, replacing suspension and brakes, updating lighting and reflective striping, and other life-cycling extending repairs.

ARTICLE 12: APPROPRIATE THE FY2024 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from Free Cash in the amount of $3,597,105 from Overlay Surplus in the amount of $500,000, from amounts Reserved for Debt Exclusion Offsets in the amount of $27,668, and $1,078,631to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 5 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as shown on pages XXX

ARTICLE: 13: APPROPRIATE THE FY2024 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2024, under the provisions of M.G.L. Chapter 44, Section 53F ½: and to meet this appropriation that $8,564,773 be raised from Sewer Enterprise Fund receipts, and that $500,000 be transferred from Sewer Enterprise Fund Retained Earnings, and that $810,358 be raised from the Tax Levy and transferred to the Sewer Enterprise Fund; or take any other action relative thereto.

DRAFT 3.24.2023

Sewer Enterprise
FY2024

Line #	Description	FY2022 Expended	FTE	FY2023 Current Budget	FTE	FY2024 Recommended	FTE
201A	Salary & Wages	$887,688	11.0	$1,080,247	11.0	$1,144,544	11.0
201B	Expenses	$437,215		$770,691		$823,367	
201C	Capital Outlay	$44,600		$51,000		$65,000	
201D	MWRA Assessment	$6,614,690		$6,760,857		$7,197,220	
201E	Debt Service	$603,693		$610,000		$610,000	
202	Reserve Fund	Transfers Only		$35,000		$35,000	
TOTAL		**$8,587,886**	**11.0**	**$9,307,795**	**11.0**	**$9,875,131**	**11.0**
FY2024 Budget Percentage Change from FY2023 Budget							6.1%

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 14: APPROPRIATE THE FY2024 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2024, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Water Enterprise
FY2024

Line #	Description	FY2022 Expended	FTE	FY2023 Current Budget	FTE	FY2024 Recommended	FTE
301A	Salary & Wages	$1,229,013	17.0	$1,503,306	17.0	$1,598,687	17.0
301B	Expenses	$1,126,065		$1,361,349		$1,564,469	
301C	Capital Outlay	$28,715		$0		$53,605	
301D	MWRA Assessment	$1,670,433		$1,464,186		$1,886,141	
301E	Debt Service	$849,218		$1,250,000		$1,250,000	
302	Reserve Fund	Transfers Only		$75,000		$75,000	
TOTAL		**$4,903,443**	**17.0**	**$5,653,841**	**17.0**	**$6,427,902**	**17.0**
FY2024 Budget Percentage Change from FY2023 Budget							13.7%

and to meet this appropriation that said sum be raised from Water Enterprise Fund receipts; or take any other action relative thereto.

INSERTED BY: Select Board & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

ARTICLE 15: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter, or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided, or to be provided by the Commonwealth of Massachusetts through the Massachusetts Department of Transportation; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. The preliminary Chapter 90 allocation for fiscal year 2024 is $ 909,058. Unless circumstances require otherwise, this Chapter 90 allocation will be directed towards additional infrastructure projects, such as intersection improvements, roadway reconstruction of Marked Tree Road, sidewalk improvements, and the design and construction of the downtown infrastructure improvement project.

ARTICLE 16: SET THE ANNUAL DEPARTMENT REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to fix the maximum amount that may be spent during fiscal year 2024 beginning on July 1, 2023 for the revolving funds established in the Town's General By-Laws for certain departments, boards, committees, agencies, or officers in accordance with Massachusetts General Law Chapter 44, Section 53E½, or take any other action relative thereto.

Revolving Fund	Department, Board, Committee, Agency, or Officer	FY2023 Spending Limit	FY2024 Spending Limit
Public Facility Use	Public Works Department	$250,000	$250,000
Tree Replacement	Public Works Department	$25,000	$25,000

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Revolving Fund	Department, Board, Committee, Agency, or Officer	FY2023 Spending Limit	FY2024 Spending Limit
School Transportation	School Committee	$819,000	$819,000
Home Composting	Public Works Department	$3,000	$3,000
Water Conservation	Public Works Department	$10,000	$10,000
Immunization Program	Health and Human Services Department	$25,000	$125,000
Traveling Meals	Health and Human Services Department	$75,000	$100,000
Needham Transportation Program	Health and Human Services Department	$60,000	$10,000
Aging Services Programs	Health and Human Services Department	$90,000	$75,000
Youth Services Programs	Health and Human Services Department	$25,000	$5,000
Memorial Park Activities	Memorial Park Trustees	$4,100	$4,100

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INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The purpose of this article is to set the annual spending limit for the various revolving funds that are established by Town By-Law in accordance with MGL Chapter 44 Section 53E1/2. The law requires that the Town Meeting shall, on or before July 1 of each fiscal year, vote on the limit for each revolving fund established under this law the total amount that may be expended during the fiscal year. The law provides also that the limit on the amount that may be spent from a revolving fund may be increased with the approval of the Select Board and Finance Committee should the revolving activity exceed the spending limit, but only until the next Annual Town Meeting.

ZONING/LAND USE ARTICLES

ARTICLE 17: AMEND ZONING BY-LAW – ACCESSORY 3-CAR GARAGE USE IN SINGLE RESIDENCE B, GENERAL RESIDENCE, BUSINESS AND INDUSTRIAL DISTRICTS

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. In Section 6.1, Accessory Uses, Subsection 6.1.2, by deleting from the first sentence of the first paragraph the words "and in the Single Residence B, General Residence, Business and Industrial districts garage space for not more than two (2) cars" so that the sentence shall now read as follows:

   "There shall be permitted as an accessory use on residential property in the Single Residence A, Rural Residence – Conservation, and Institutional districts garage space for not more than three (3) cars."

2. In Section 6.1, Accessory Uses, Subsection 6.1.2, by adding a new second and third paragraph to read as follows:

   "There shall be permitted as an accessory use on two-family residential property in the General Residence and Business districts garage space for not more than two (2) cars per dwelling unit.

   There shall be permitted as an accessory use on single-family residential property in the Single Residence B, General Residence, Business and Industrial districts garage space for not more than three (3) cars, provided that the third garage shall be designed and located as follows:

   the garage-space door shall be on the façade of a dwelling, which façade faces a side lot line, or the rear lot line, or if the dwelling is on a corner lot, does not face the street or way toward which the front entry door of the dwelling is oriented, for purposes of this Section 6.1.2 referred to as the front façade; or

   the garage-space door shall be on the front façade of a dwelling, provided (i) that the garage is set back at least five (5) feet from the portion of the front façade of the dwelling that has the longest length, and (ii) the length of all garage spaces on the front façade of the dwelling does not exceed 50% of the total length of the front façade of the dwelling, or (iii) the garage is located in the basement of the dwelling and accessed by means of a ramp; or

   the additional garage space shall be located in an accessory building where the accessory building is separate from and set back at least five (5) feet from the portion of the front façade of the principal structure that has the longest length."

3. In Section 6.1, Accessory Uses, Subsection 6.1.2, by ordering the second paragraph as paragraph four and revising the first sentence of said paragraph to read as follows (new language underlined):

   "Upon application the Board of Appeals may issue a Special Permit for (i) one additional garage space per lot in the Single Residence A, Rural Residence – Conservation, and Institutional districts for a total of four (4) garage spaces, or (ii) one additional garage space per lot in the Single Residence B, General Residence, Business and Industrial districts for a total of three (3) garage spaces, notwithstanding that the garage-space door is not permitted under the paragraph above, provided that the premises in question are reasonably adaptable to such use and will allow proper layout thereof (including adequate separation of buildings or structures and open areas from adjacent premises), and provided further that the proposed use;

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will not alter the character of the premises in which it is located,

will not have a material adverse effect on the value of the land and buildings or structures in the neighborhood, or on the amenities thereof, and

will not produce noise, odors or glare observable at the lot lines in amounts clearly detrimental to the normal use of adjacent property."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS:

Article Explanation: Presently in the Single Residence B, General Residence, Business and Industrial districts, single family residential property is permitted to contain, as an accessory use, garage space for up to two (2) cars by-right with one (1) additional garage space (total three (3) garage spaces) permitted by Special Permit. Under the terms of the amendment, garage space for up to three (3) cars would now be permitted by-right in the above-named districts on single-family residential property as an accessory use provided such third car garage space is designed and located as follows: (1) the garage-space door is located on the façade of the dwelling which faces a side lot line, or the rear lot line, or if the dwelling is on a corner lot, does not face the street or way toward which the front entry door of the dwelling is oriented; or (2) the garage-space door is located on the front façade of a dwelling, under the following conditions (i) the garage is set back at least five feet from the portion of the front façade of the dwelling that has the longest length, and (ii) the length of all garage spaces on the front façade of the dwelling does not exceed 50% of the total length of the front façade of the dwelling, or (iii) the garage is located in the basement of the dwelling and accessed by means of a ramp; or (3) the additional third garage space is located in an accessory building where the accessory building is separate from and set back at least five feet from the portion of the front façade of the principal structure that has the longest length. A third car garage space not meeting the above described design terms would be required to seek a Special Permit from the Zoning Board of Appeals.

ARTICLE 18: AMEND ZONING BY-LAW – ACCESSORY DWELLING UNITS (ADUs)

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.1 Intent, by revising the Subsection to read as follows (new language underlined):

   "The intent and purpose of this section is to permit accessory dwelling units (ADUs) in single-family dwellings or in buildings accessory to single-family dwellings for occupancy by (a) an Owner (as defined in this section 3.15.2) or (b) Family (as so defined) of an Owner of the property or (c) Caregiver (as so defined) to an Owner of the property or a Family member of an Owner or (d) a Lessee (as so defined) of an Owner who resides in the ADU or the principal dwelling unit, all subject to the standards and procedures hereinafter set forth. It is also the intent to assure that the single-family character of the neighborhood will be maintained and that the ADU remains subordinate to the principal use of the property as a single-family detached dwelling."

2. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.2 Definitions, by revising subparagraphs (a), (b) (c) and (d) to read as follows (new language underlined):

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"(a) Accessory dwelling unit (ADU) is an apartment in a single-family detached dwelling or in a building that is accessory to a single-family detached dwelling, which apartment is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. This unit shall be subordinate in size to the principal dwelling unit on a lot and shall be constructed to maintain the appearance and essential character of a single-family dwelling or a single-family dwelling with an accessory building.

(b) "Caregiver" shall mean an adult who regularly looks after an elderly, chronically ill or disabled Owner who needs assistance with activities of daily living or an Owner's Family member who needs such assistance and for whom the property is such elderly, chronically ill or disabled person's primary residence, or an adult employed by an Owner to provide childcare to one or more of an Owner's Family members.

(c) "Family" as a capitalized word, for the purpose of specifying, pursuant to Section 3.15.3.1 who may occupy the dwelling unit that is not Owner occupied, shall mean persons who are related to an Owner, Caregiver or Lessee, by blood, adoption or marriage, and who are related to such Owner, Caregiver or Lessee as follows: spouse, parent, sibling, child, grandchild, grandparent, aunt, uncle or a spouse or child of any such resident person."

(d) "Owner" shall mean a person who holds record title to the property directly or indirectly and for whom the property is such Owner's primary residence. Indirect ownership includes but is not limited to a beneficiary of a trust holding record title to the property and a majority owner of the voting stock of a corporation or the membership units of a limited liability company holding record title to the property."

3. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.2 Definitions, by adding a new subparagraph (e) to read as follows:

"(e) "Lessee" shall mean a person or persons who has entered into a written lease with the Owner as lessor permitting occupancy of the ADU or the principal dwelling unit for a period of time of at least six months by the Lessee and Family of the Lessee, which lease shall prohibit the Lessee from (i) subleasing, (ii) assigning the lease, or (iii) offering housing accommodations on a short-term basis using an on-line venue such as Airbnb or by any other means to persons who are not Family of the Lessee, provided further that the Owner shall have filed a copy of such lease with the Building Commissioner as a pre-condition of the issuance of an occupancy permit for the ADU, whether to be occupied by the Owner or the Lessee."

4. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.3 Use Regulations, by revising the section heading to read as follows (new language underlined):

"3.15.3.1 Use Regulations for ADU within a Single-family Dwelling"

5. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.3.1 Use Regulations for ADU within a Single-family Dwelling, by revising the first sentence to read as follows:

"An ADU within a single-family detached dwelling shall be permitted under the following use regulations:"

6. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.3.1 Use Regulations for ADU within a Single-family Dwelling, by revising subparagraphs (c), (d) (f), (g) and (h) to read as follows (new language underlined):

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"(c) Occupancy of the unit that is not Owner-occupied shall be limited to a member or members of the Owner's Family or a Caregiver and such Caregiver's Family or a Lessee and such Lessee's Family; provided that occupancy of the principal dwelling unit and the ADU combined shall be limited to five persons who are not Family of the Owner and occupancy of the ADU shall be limited to three persons.

(d) The size of the ADU shall be limited to 900 square feet of living space and shall have no more than one bedroom.

(f) Adequate provisions for the proper disposal of sewage and waste generated by the ADU shall be in accordance with Board of Health requirements, and the proper disposal of stormwater shall be in accordance with the Needham Stormwater By-Law as administered by the Director of Public Works, if applicable based on the size of any addition to the principal dwelling or an accessory building to accommodate the ADU.

(g) Compliance with the ingress and egress provisions of the Massachusetts State Building Code, applicable to dwelling units, shall be required. To the extent possible, exterior entrances and access ways to an ADU shall not detract from the single-family appearance of the dwelling. Where there are two or more existing entrances on the front façade of a dwelling and modifications are made to any entrance to provide access to an ADU, or a new entrance is constructed on the front façade of a dwelling to provide such access, the result shall be that the entrance to the principal dwelling unit appears to be the principal entrance to the dwelling and the entrance to the ADU appears to be secondary, so that the ADU entrance shall not detract from the single-family appearance of the property. An interior door way shall be provided between the principle dwelling unit and the ADU as a means of access for purposes of emergency response. All stairways to additional floors shall be enclosed within the exterior walls of the structure.

(h) The owner of record shall be responsible for submitting an ADU application to the Building Commissioner. Floor plans of the ADU and principal dwelling unit, along with a certified site plan, shall also be submitted with the application to the Building Commissioner."

7. In Section 3.15 Accessory Dwelling Units (ADUs), Subsection 3.15.3.1 Use Regulations within a Single-family Dwelling, by deleting subparagraphs (j) and (k).

8. In Section 3.15 Accessory Dwelling Units (ADUs), by adding a new Section 3.15.3.2 Use Regulations for ADU within an Accessory Building, a new Section 3.15.3.3 Maintenance of Appearance of Single-family Property, and a new Section 3.15.3.4 Occupancy and Enforcement to read as follows:

"3.15.3.2 Use Regulations for ADU within an Accessory Building

An ADU within an accessory building on the same lot as a single-family detached dwelling may be permitted upon the issuance of a Special Permit by the Board of Appeals under the use regulations of Section 3.15.3.1 (b), (c), (d), (e), (f) and (i) and under the following additional use regulations:

(a) There shall be no more than one ADU on a lot and no more than one additional accessory building larger than 200 sq. ft.

(b) Compliance with the ingress and egress provisions of the Massachusetts State Building Code, applicable to dwelling units, shall be required for an ADU within an accessory building.

(c) The owner of record shall be responsible for submitting an ADU application to the Building Commissioner. Floor plans of the ADU and the accessory building that it is to be within or added to, along with a certified plot plan showing the location and dimensions of the primary building and all accessory buildings on the premises, both existing and proposed, shall be submitted with the application to the Building Commissioner.

(d) Any accessory building used as an ADU must comply with all current requirements of the Zoning By-Law applicable to accessory structures in the district in which the property is located, or be a lawfully preexisting nonconforming structure as of the effective date of this By-Law; provided that lawfully preexisting nonconforming structures may not be structurally altered in a manner that increases any existing nonconformity.

(e) A residential lot that is lawfully nonconforming with respect to minimum lot area and/or minimum frontage may contain an accessory building used as an ADU, provided that such accessory building complies with section (d) above.

(f) Notwithstanding any exception contained in the definition of Floor Area Ratio in Section 4.2, for purposes of this Section any finished habitable basement in an accessory building with an ADU shall count towards the maximum allowable 900 square feet of living space.

3.15.3.3 Maintenance of Appearance of Single-family Property

It is the intent of Section 3.15 as specified in Section 3.15.1 to assure that the single-family character of the neighborhood will be maintained and that the ADU remains subordinate to the principal use of the property as a single-family detached dwelling. Pursuant to the definition of Accessory Dwelling Unit (ADU) in Section 3.15.2, an ADU shall be constructed to maintain the appearance and essential character of a single-family dwelling or a single-family dwelling with an accessory building. Pursuant to the regulation at 3.15.3.1 (g), to the extent possible, exterior entrances and access ways to an ADU shall not detract from the single-family appearance of the principal dwelling and where there are two or more existing entrances on the front façade of the principal dwelling and modifications are made to any such entrance to provide access to an ADU, or a new entrance is constructed on the front façade of a dwelling to provide such access, the result shall be that the entrance to the principal dwelling unit appears to be the principal entrance to the dwelling and the entrance to the ADU appears to be secondary.

The Building Commissioner shall not deny a building permit or occupancy permit for an Accessory Dwelling Unit within a Single-family Building under Section 3.15.3.1 solely due to concern that the above-referenced standards are not met, unless the Building Commissioner requests and obtains an advisory report as to the issue of compliance with these standards from the Design Review Board established under Section 7.7.2 of this By-Law.

3.15.3.4 Occupancy and Enforcement

(a) Occupancy of the ADU shall not take place without proof of a recorded Special Permit, if required by Section 3.15.3.2, and an occupancy permit issued by the Building Commissioner. The initial occupancy permit shall remain in force provided that (i) there is no violation of any provision of this Zoning By-Law or the Massachusetts State Building Code or the conditions of any Special Permit, variance or other zoning relief applicable to the premises, and (ii) that

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ownership of the premises is not changed unless, in anticipation of a change in ownership, the prospective owner files an acknowledgement that the unit to be occupied by said prospective owner shall be said owner's primary residence and evidence that the other unit is to be occupied by a Family member, Caretaker or Lessee of the prospective owner, and such acknowledgement and evidence is satisfactory to the Building Commissioner, and (iii) the Owner files with the Building Commissioner in the month of January of each year after the anniversary of the issuance of the occupancy permit, a certification that the unit occupied by the Owner continues to be said Owner's primary residence, together with evidence that the other unit is occupied by a Family member, Caretaker or Lessee of the Owner, and such certification and evidence is satisfactory to the Building Commissioner. Furthermore, at any time upon written request from the Building Commissioner, the Owner will provide evidence that the ADU and the principal dwelling unit are being occupied in accordance with the By-Law. In the event the Owner fails to comply with the requirements in (i) above or fails to provide the acknowledgement required by (ii) above or the certification required by (iii) above or fails to provide such evidence to the Building Commissioner within thirty (30) days of a written request, the Building Commissioner may revoke the occupancy permit for the ADU, and if the ADU is within an accessory building pursuant to Section 3.15.3.2 the Building Commissioner may also revoke the Special Permit for the ADU.

(b) In the case that the ADU is in violation of the terms of this By-Law or the lawful use of such unit has expired or been terminated, the Building Commissioner may, in addition to other remedies, order the removal of any one or more of the provisions that create a separate dwelling unit, such as living, sleeping, cooking and eating."

9. In Section 7.7.2 Design Review Board, Subsection 7.7.2.2 Authority and Specific Powers, by adding after the first sentence of the second paragraph a new sentence to read as follows:

"The Design Review Board shall review requests from the Building Commissioner, as required under Section 3.15.3.3 of the By-Law."

10. In Section 7.7.2 Design Review Board, Subsection 7.7.2.2 Authority and Specific Powers, by revising the second sentence of the third paragraph to read as follows (new language underlined:

"Such advisory reports of the Design Review Board shall be transmitted to the Building Commissioner and applicant in all other instances as described in the two paragraphs above for "Minor Projects" under Site Plan Review, building permits in all non-residential districts, requests from the Building Commissioner under Section 3.15.3.3 and sign permits."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: Article 19 seeks to amend Needham's current Accessory Dwelling Units (ADUs) zoning By-Law provisions by expanding the circumstances under which ADU's would be permitted in Town with the goal of further diversifying the Town's housing stock through the production of additional smaller, more affordable housing units.

Background

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The October 2019 Special Town Meeting approved a zoning By-Law amendment to permit the creation of ADUs in single-family homes by Special Permit of the Board of Appeals subject to specified standards and procedures. The By-Law limited the units to single-family homes where the units are occupied "by the Owner; Family members related to the Owner by blood, adoption or marriage (spouse, parent, sibling, child, or a spouse of such persons); and Caregivers of Family members who look after an older, chronically ill or disabled Owner who needs assistance with activities of daily living or a Family member who needs such assistance." The By-Law also defined the ADU as "an apartment in a single-family detached dwelling that is a second, self-contained dwelling unit and a complete, separate housekeeping unit containing provisions for living, sleeping, cooking and eating. The ADU must be subordinate in size to the principal dwelling unit on a lot and constructed to maintain the appearance and essential character of the single-family dwelling.". Over the course of approximately three years, twelve ADUs have been permitted as of March 2023.

Major provisions of the current By-Law include the following: (1) ADUs are available by Special Permit from the Board of Appeals, good for 3 years, renewable by Special Permit. If there is a new owner of the home, they have to go through the Special Permitting process to keep the ADU. (2) At least one of the units (the primary residence or the ADU) must be owner-occupied and occupancy of the second residence must be limited to a member of the owner's family or a caregiver and such caregiver's family. (3) No more than five persons who are not family members of the owner can live in the primary residence and the ADU combined. (4) There can be no more than one ADU on a lot, and it must be located within the single-family detached dwelling and not in a separate building. (5) To the extent possible, exterior entrances and access ways shall not detract from the single-family appearance of the dwelling. No stairs for access to upper floors of the ADU shall be on the outside. There must be an interior doorway between each living unit for safety purposes in an emergency. (6) The size of the ADU is limited to 900 square feet, and it can have no more than one bedroom and occupancy of the ADU is limited to three persons. (7) Off-street parking must be provided with at least one parking space per dwelling unit.

<u>Amendment Description</u>

Article 19 proposes the following changes to the current use and permitting framework of the By-Law: (1) Allows ADUs in a single-family dwellings by-right rather than by Special Permit, while still requiring that the building and design guidelines contained in the current By-Law be met. ADUs located in a single-family dwelling will continue to be required to meet all zoning dimensional requirements for a single-family home as specified in the underlying zoning district. Needham homeowners who want to add an ADU to their home under the current By-Law must obtain a Special Permit, which involves considerable and unnecessary time for both the applicant and the Zoning Board of Appeals. Review of proposed building plans for attached or interior ADUs by the Building Commissioner should suffice to ensure compliance with the By-Law both dimensionally and in terms of maintaining the general appearance of a single-family dwelling. In circumstances where the Building Commissioner is in doubt as to compliance with the above-noted design guidelines, the By-Law further provides for the issuance of an advisory report as to the issue of compliance from the Design Review Board upon the Building Commissioner's request. (2) Expands the residency requirements of an ADU as contained in the definition of "Caregiver" to include "an adult employed by an Owner to provide childcare to one or more of an Owner's Family members" for use by example of a Nanny or Au-Pair, etc. (3) Expands the residency requirements of an ADU as contained in the definition of "Family" to include "a grandparent, aunt or uncle". (4) Allows a homeowner to rent the ADU with a minimum 6-month written lease, subject to owner occupancy of the property. The minimum 6-month lease term is designed to prevent short-term high frequency leases. (5) Increases the size limit for an ADU from a maximum of 850 square feet of living space to a maximum of 900 square feet of living space.

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Additionally, Article 19 would allow ADUs in detached accessory buildings on the same lot as a single-family detached dwelling upon the issuance of a Special Permit by the Board of Appeals subject to the following conditions. (1) There shall be no more than one ADU on a lot and no more than one additional accessory building larger than 200 square feet. (2) Compliance with the ingress and egress provisions of the Massachusetts State Building Code, applicable to dwelling units, shall be required for an ADU within an accessory building. (3) The owner of record shall be responsible for submitting an ADU application to the Building Commissioner. Floor plans of the ADU and the accessory building that it is to be within or added to, along with a certified plot plan showing the location and dimensions of the primary building and all accessory buildings on the premises, both existing and proposed, shall be submitted with the application to the Building Commissioner. (4) Any accessory building used as an ADU must comply with all current requirements of the Zoning By-Law applicable to accessory structures in the district in which the property is located or be a lawfully preexisting nonconforming structure as of the effective date of this By-Law; provided that lawfully preexisting nonconforming structures may not be structurally altered in a manner that increases any existing nonconformity. In the residential districts, such stand-alone accessory detached ADU units are required to be setback a minimum of five (5) feet from the side and rear lot lines of the lot unless the structure exceeds fifteen (15) feet in height in which case the setback must comply with the underlying district's increased rear or side setback requirements. A minimum distance of ten (10) feet is required between the ADU detached dwelling and any other structure or building on the lot. (5) A residential lot that is lawfully nonconforming with respect to minimum lot area and/or minimum frontage may contain an accessory building used as an ADU, provided that such accessory building complies with item (4) above. (6) Any finished basement in an accessory building with an ADU shall count towards the maximum allowable 900 square feet of living space. The purpose of the Special Permit requirement for a detached ADU is a) to provide notice to abutters, and, b) to provide an opportunity for the Board of Appeals to evaluate impacts within the scope of the Special Permit criteria set out in Section 7.5.2.1 of the By-Law as a result of the construction and use of the ADU.

Finally, the article establishes occupancy and enforcement standards. Occupancy of the detached ADU shall not take place without proof of a recorded Special Permit and an occupancy permit issued by the Building Commissioner. The initial occupancy permit shall remain in force provided that (1) there is no violation of any provision of this Zoning By-Law or the Massachusetts State Building Code or the conditions of any Special Permit, variance or other zoning relief applicable to the premises, and (2) that ownership of the premises is not changed unless, in anticipation of a change in ownership, the prospective owner files an acknowledgement that the unit to be occupied by said prospective owner shall be said owner's primary residence and evidence that the other unit is to be occupied by a Family member, Caretaker or Lessee of the prospective owner, and such acknowledgement and evidence is satisfactory to the Building Commissioner, and (3) the Owner files with the Building Commissioner in the month of January of each year after the anniversary of the issuance of the occupancy permit, a certification that the unit occupied by the Owner continues to be said Owner's primary residence, together with evidence that the other unit is occupied by a Family member, Caretaker or Lessee of the Owner and a copy of any current lease, and such certification and evidence is satisfactory to the Building Commissioner. Furthermore, at any time upon written request from the Building Commissioner, the Owner will provide evidence that the ADU and the principal dwelling unit are being occupied in accordance with the By-Law. In the event the Owner fails to comply with the above requirements the Building Commissioner within thirty (30) days of a written request may revoke the occupancy permit for the ADU, and if the ADU is within an accessory building may also revoke the Special Permit for the ADU.

<u>Public Policy Objective</u>

ADUs provide a number of important benefits to the community while diversifying the housing stock and allowing Needham to be part of a regional effort to contribute to the urgent need for additional smaller, more affordable housing unit production. As documented in the December 2022 Needham Housing Plan,

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Needham's housing is increasingly less affordable without a sufficient range of housing choices that offer smaller unit sizes with more affordable rental costs for employees, new residents or families, or for existing, mostly senior, residents. While the current By-Law which limited occupancy to family members or caregivers promoted greater housing diversity in the community by allowing small apartments in existing dwellings, enabling extended family members to live together, and also providing opportunities for live-in support for people with disabilities, much more can be accomplished. The goal of this amendment is to now expand this opportunity to a larger population base so that more local housing needs can be met.

It is anticipated that the proposed amendment could address the following local housing needs: (1) ADUs could provide additional, affordable studio and one-bedroom rentals, by expanding the housing opportunities for older adults and other residents to remain in their homes, young adults who want to stay in or return to Needham, employees of Needham businesses, and potential newcomers to the Needham community. (2) ADUs could allow homeowners to stay in their homes by providing needed rental income to assist with housing costs including taxes, utilities and other housing expenses. (3) Homeowners of small homes that cannot easily be enlarged could benefit from ADU income by converting a smaller building on their lot, such as a detached garage, into an ADU. (4) ADUs could provide additional housing while maintaining existing single-family neighborhoods. (5) Owners will be responsible landlords because they must reside in the property and always provide emergency egress freely through the main unit from the ADU. (6) ADU occupants can provide important services for the owner such as snow removal or errands for older adults or babysitting for families for example. Furthermore, ADUs are encouraged by the Massachusetts Executive Office of Energy and Environmental Affairs and advocated for by the Needham Council on Aging, Board of Health and Department of Public Health and Human Services.

ADUs are allowed in many Massachusetts communities. For example, of the 100 cities and towns in the Metropolitan Area Planning Council (MAPC) region outside the City of Boston, 37 allow a homeowner to create an accessory apartment and rent it to persons other than family members or caregivers. Moreover, in the last decade, almost half of the 100 Boston-area municipalities have adopted either a master plan or a housing production plan that recommends allowing ADUs with fewer restrictions. For example, Belmont and Hudson voted to allow ADUs unrestricted to relatives. Arlington, Carlisle, Dedham, Lexington, Lincoln, Newton, Wayland, Wellesley and Weston, and other municipalities voted to allow ADUs in detached structures. Burlington, Bedford, and Acton, among other towns, allow ADUs by-right. Most recently, Wellesley's Town Meeting voted to adopt an ADU By-Law without any residency restrictions, allowing both attached and detached ADUs by right with a maximum unit size of 900 square feet.

ARTICLE 19: AMEND ZONING BY-LAW – CORRECTIVE ZONING AMENDMENTS

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. Amend the Needham Zoning By-Law by replacing all references to "Building Inspector" with "Building Commissioner" where it appears in the By-Law.

2. Amendment Section 3.15 Accessory Dwelling Units (ADU's) by renumbering the section as Section 3.16 Accessory Dwelling Units (ADU's) and by further renumbering the subsections numerically.

3. Amend Section 5.1.2 Required Parking, by deleting in the first sentence of the second paragraph the words ", 2nd Edition," and inserting the words "the most recent edition of" after the words "recommendations based on" so that sentence now reads as follows (new language underlined):

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"In the event that the Building Inspector is unable to determine if a particular use relates to any use within the table of 'Required Parking' (Section 5.1.2), the Planning Board shall recommend to the Building Inspector a reasonable number of spaces to be provided based on the expected parking needs of occupants, users, guests, or employees of the proposed business, with said recommendations based on the most recent edition of the ITE Parking Generation Manual or an alternative technical source determined by the Planning Board to be equally or more applicable."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: Over the years Town Meeting has approved numerous inserts and other changes to the Zoning By-Law. Unfortunately, when those changes occurred, not all references were changed as required. This article would update the reference made to Section 3.15 Accessory Dwelling Units to Section 3.16 Accessory Dwelling Units. Additionally, the article would update the title of "Building Inspector" to "Building Commissioner" as currently used and as it appears throughout the Zoning By-Law. Lastly, the reference to the ITE Parking Generation Manual would be updated from "2nd Edition" to "the most recent edition".

ARTICLE 20: AMEND ZONING BY-LAW – SINGLE RESIDENCE B AND GENERAL RESIDENCE SIDE SETBACK

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

1. Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.1 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures on Lots Created by Deed or Plan Endorsed or Recorded Prior to January 9, 1986 and Not Including New Construction, footnote (e) by revising footnote (e) to now read as follows:

   " (e) The minimum side yard setback is 14 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 14 feet, provided that any additional length of structure in the side yard in excess of 32 linear feet must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 12 feet, provided that any additional length of structure in excess of 32 linear feet must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2-foot offset, regardless of an increased side setback."

2. Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.2 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures, on Lots Created by Deed or Plan, Endorsed or Recorded on or After January 9, 1986 and Not Including New Construction, footnote (a) by revising footnote (a) to now read as follows:

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" (a) The minimum side yard setback is 14 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 14 feet, provided that any additional length of structure in the side yard in excess of 32 linear feet must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 12 feet, provided that any additional length of structure in excess of 32 linear feet must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2-foot offset, regardless of an increased side setback."

3. Amend Section 4.2, Dimensional Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, and Institutional Districts, Subsection 4.2.3 Table of Regulations for Rural Residence-Conservation, Single Residence A, Single Residence B, and General Residence Districts, for Buildings and Structures Created Through New Construction on any Lot, footnote (a) by revising footnote (a) to now read as follows:

" (a) The minimum side yard setback is 14 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 14 feet, provided that any additional length of structure in the side yard in excess of 32 linear feet must be offset an additional 2 feet. Notwithstanding the above, the minimum side yard setback requirement for all buildings and structures on any lot that contains less than 80 feet of frontage shall be 12 feet as measured parallel to the side lot line, and a maximum of 32 linear feet of structure may be built at or farther back from 12 feet, provided that any additional length of structure in excess of 32 linear feet must be offset an additional 2 feet. In no case shall a side wall extension extend more than 32 linear feet without a 2-foot offset, regardless of an increased side setback."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS:

Article Explanation: This article clarifies the side yard setback requirement in the Single Residence B and General Residence districts for both conforming lots and lots that have less than 80 feet of frontage as adopted by Town Meeting in May of 2017. The goal of the amendment is to ensure that a 2-foot offset is provided after 32 linear feet of sidewall at the side yard irrespective of whether a building's placement is at the district's minimum side yard setback requirement or a distance in excess of said requirement. Such was the intent when the article was presented in May of 2017 with the policy goal of reducing some of the negative effects of building massing along the side line.

The present side yard setback provisions for the Single Residence B and General Residence districts are as follows. The present situation for the conforming lot is a side yard setback of 14 feet in conjunction with a stepped side line setback that works as follows: If you build the side of the house along the setback line, it can be extended for a distance of only 32 feet at the 14-foot setback line. Any additional length must be set back an additional two feet. So, 32 feet of the house could be located 14 feet from the side lot line, the remainder would have to be at least 16 feet back from that line. As relates to the nonconforming lot (for frontage only), a side yard setback of 12 feet is currently required in conjunction with a stepped side line setback that works as follows: If you build the side of the house along the setback line, it can be extended for a distance of only 32 feet at the 12-foot setback line. Any additional length must be set back an additional two feet. So, 32 feet of the house could be located 12 feet from the side lot line, the remainder would have to be at least 14 feet back from that line.

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The proposed amendment makes clear that the above-noted 2-foot off-set provision, designed to break-up building massing along the side line, is to be applied universally irrespective of a building's placement at a distance in excess of a districts minimum side yard setback requirement.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 21: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to Massachusetts General Law Chapter 44B from the estimated fiscal year 2024 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	$ 2,227,522
C. Community Housing Reserve	$477,817
D. Historic Resources Reserve	$0
E. Open Space Reserve	$477,817

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Town Meeting and voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the Community Preservation Committee (CPC) and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occ during the year. The CPC has voted to increase the amount set aside in the Community Housing Reserve to a minimum of 20% of the estimated revenue for the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Fund.

ARTICLE 22: APPROPRIATE TO COMMUNITY PRESERVATION FUND SUPPLEMENT

To see if the Town will vote to raise and/or transfer an additional sum pursuant to Massachusetts General Law Chapter 44B to set aside $33,732 for future appropriation to the Historic Resources Reserve, $33,732

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to the Open Space Reserve, and $67,464 to the Community Housing Reserve, and that to meet this appropriation that $134,928 be transferred from the fiscal year 2023 CPA General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: During fiscal year 2022 and fiscal year 2023, the Town received additional state matching funds, and as a result the appropriations to the reserve categories were insufficient to satisfy the 10% requirement. This article ensures that the reserves are funded at the legally required amount.

ARTICLE 23: APPROPRIATE FOR NEEDHAM HOUSING AUTHORITY SEABEDS COOK PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $240,308 for the Needham Housing Authority Seabeds Cook Preservation Project, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Community Housing Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The Needham Housing Authority (NHA) is requesting funding for pre-development costs to address the repairs needed at the properties located at Seabeds Way and Captain Robert Cook Drive. Both of these properties have deeply affordable housing.

ARTICLE 24: APPROPRIATE FOR DEFAZIO PLAYGROUND DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for the Needham DeFazio Playground Design, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the FY2023 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The requested funding would support the design of a new "tot lot" at DeFazio. The design will include the location, playground equipment, playground age groups, fencing, pathways, and amenities.

CAPITAL ARTICLES

ARTICLE 25: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

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To see if the Town will vote to raise and/or transfer and appropriate the sum of $5,936,607 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Community	Action Sports Park Feasibility Study	$35,000	
Community	Center at the Heights Generator	$250,000	
Community	Mcleod Field Renovation	$1,310,000	
Community	Video Projection Equipment Rosemary Recreation Complex	$55,000	
General	Public Facility Replacement Furniture (Town Offices)	$40,000	
General	Telephone System Replacement	$50,000	
General	Town Building Switches	$130,000	
Public Safety	LIFEPAK 15 Defibrillator/Monitor	$30,185	
Public Safety	Personal Protective Equipment	$51,030	
Public Works	Recycling and Transfer Station Property Improvements	$135,000	
Schools	School Copiers	$69,379	
Schools	School Furniture	$25,000	
Schools	School Technology	$460,750	
Stormwater	NPDES Support Projects	$260,000	
Transportation Network	Traffic Improvements	$50,000	
Utilities	Energy Efficiency Upgrades	$250,000	
Multiple	Fleet Program	$2,735,263	
		$5,936,607	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Action Sports Park Feasibility Study
This funding request is for a feasibility study relative to a potential Action Sports Park. Over the past two years, the Park & Recreation Commission and Park & Recreation Department have received numerous requests from residents for various amenities to be added to the Town. The Park & Recreation Commission

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along with the Needham Select Board have created a Working Group to take a wholistic look at all locations, current amenities, and ongoing requests from the residents. The Active Recreation Assets Working Group will serve in an advisory capacity to guide the Town in space planning for the future of active recreational opportunities in Needham. The feasibility study will look at both action sports complex and pickleball court options.

Center at the Heights Generator

This funding would support the construction of a new permanent generator to be installed at the Center at the Heights (CATH). The CATH has been designated as an appropriate location for a shelter and warming space (including a restaurant-grade kitchen) to support residents in need during an emergency. The CATH was not designed or built with an emergency generator. A portable generator has been in place at the building, which is insufficient as it does not support the full electrical load of the building and must be manually activated. The design was funded in FY2023. The new generator, when installed, will have the capacity to supply the entire building with emergency power and will be installed in a more appropriate location. It will also include an automatic transfer switch, eliminating the need for staff to manually operate the generator in case of the loss of power.

McLeod Field Renovation

The Departments of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, 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. Since McLeod Field was renovated in 2009, there have been several drainage issues related to the 4-foot drainpipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used and has caused the field to fail prematurely. The design for this full renovation was funded in FY2022.Over the course of several public meetings between residents and Town staff, the decision was made to convert the field from a baseball field to a softball field to better serves community needs.

Video Projection Equipment Rosemary Recreation Complex

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

Public Facility Replacement Furniture

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

Telephone System Replacement

The Town's existing telephone system is outdated and no longer supported. This funding would support the investigation of alternative means of telephone communication, including voice over internet protocol

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(VOIP) and cloud-based solutions. An investigation could include an analysis and a trial case of a new technology.

Town Building Switches

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

Lifepak 15 Defibrillator Monitor

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

Personal Protective Equipment

This funding request will replace Personal Protective Equipment (PPE) – known as "bunker gear" – for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10-year guideline. All line personnel now have two sets of PPE available. By having a second set of PPE, fire personnel are able to clean one set after an incident while remaining in service for other emergencies. Properly maintaining PPE helps ensure its expected longevity and can significantly reduce long term health risks faced by personnel.

Recycling and Transfer Station Property Improvements

This funding will support ventilation repairs to the recycling and transfer station building. The project would include repairing and/or replacing the existing eight air vents in both the tipping floor and loading pit area. The vents are responsible for pulling dust and particulate matter up and out through the roofs but are currently not operating correctly.

School Copiers

This funding request is to replace eight copiers in the following locations: Eliot School (2), High School (1), Mitchell School (1), Newman School (2), and Sunita Williams School (2). School photocopiers in all school buildings are used both by administrative and teaching staff. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. The average life cycle is calculated at seven years, although planned replacement ages range from five to nine years, depending on use. It is important to replace machines regularly, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis also assumes that copiers are re-deployed around the District as needed, to better match projected usage with equipment capacity.

School Furniture

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This funding request is a recurring capital item to replace furniture in poor and fair condition and to provide new classroom future as needed for new enrollment or replacement purposes.

School Technology

This funding request is a recurring capital item to fund the School Department technology replacement program. This program funds replacement of desktop computers, printers, classroom audio visual devices, specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2024 School Technology request includes $347,750 for hardware and $113,000 for infrastructure replacement.

NPDES Support Projects

The Town's Permit authorizes the discharge only of clean stormwater and/or stormwater that does not cause or contribute to an exceedance of water quality standards. The Permit also requires that pollutants in MS4 stormwater discharges be reduced to the maximum extent practicable. Needham is also subject to a Total Maximum Daily Load (TMDL) requirement for phosphorus and pathogens. All stormwater discharges from urbanized areas must reduce the amount of phosphorus discharging to waterbodies and the tributaries thereto by 55% and pathogens must be eliminated and/or reduced to the maximum extend practicable using enhanced structural and non-structural practices. Needham has five Water Quality Limited Waters impaired by turbidity, nutrients, organic enrichment, flow dissolved oxygen, priority organics, noxious aquatic plants, exotic species, oil and grease, taste, odor, color, suspended solids, and causes unknown. The five waterbodies impaired are: Alder Brook, Charles River (South Natick Dam to Chestnut Street), Charles River (Chestnut Street to Water Dam), Fuller Brook, and Rosemary Brook. All five waterbodies are classified as Category 5 Waters.

This funding would allow the Town to evaluate watershed area number four. This evaluation will include known flooding areas, identifying potential illicit discharge detection and elimination locations, recommendations for potential improvements, advise on the phosphorous control plan, and education and public outreach areas. It will address designing improvements previously identified in watershed area number two, including the reduction of impervious areas, proposing drainage, and retrofitting infiltration practices. Funding may be used for additional or alternative watershed areas, as necessary.

Traffic Improvements

This funding request supports projects recommended by the Traffic Management Advisory Committee (TMAC). The annual request will support one or two TMAC construction-related projects per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations, sign and/or pavement markings, or pedestrian improvements. The goal of the TMAC is to ensure the safety of pedestrians, motorists, and bicyclists. TMAC construction-related projects are not presently funded through the Department of Public Works operating budget.

Energy Efficiency Upgrades

In 2011, the Town conducted an engineering study for energy upgrades on the ten oldest buildings. The results of this study guided the Town's investment in energy efficiency over the past decade. This funding would allow the Town to replace boiler #3 at Needham High School. The existing boiler is out of service due to poor condition. This new boiler would be better suited for summertime reheat functions, utilizing less energy. This new boiler would allow the Town to increase the heating capacity of the larger boilers more efficiently. It would also be better suited during the shoulder season.

Fleet Program

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General Fund Core Fleet Replacement

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

General Fund Fleet Replacement – Specialized Equipment

UNIT	EXISTING	DIVISION	YEAR	REPLACEMENT	AMOUNT
9	International 7400 Series	DPW Highway	2012	Heavy Duty Truck Class 8 Large Dump	347,431
41	Ford F-250	DPW Parks	2016	Work Truck Class 3	92,216
53	International S600 Roll Off	DPW RTS	2013	Work Truck Class 6	337,155
66	Ford F-550	DPW Highway	2015	Work Truck Class 5	142,050
68	Addition to Fleet	DPW Engineering	N/A	Pick-Up	99,410
73	Ford F-550	DPW Parks	2016	Work Truck Class 5	142,050
75	Ford F-550 Dump Truck	DPW Parks	2016	Work Truck Class 5	142,050
90	Specter Refuse Trailer	DPW RTS	2016	Specialty Trailer	120,797
259	Hudson Trailer	DPW Highway	2010	Trailer	OB
323	Pace Utility Trailer	DPW Highway	2010	Trailer	OB
L01	Sutphen Quint Ladder Truck	Fire	2004	Fire Ladder Truck	2,000,000
R03	Ford E450 Ambulance	Fire	2016	Ambulance (Renumber as R01)	498,951
112	Prinoth	DPW Highway	2011	Sidewalk Plow	206,561

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ARTICLE 26: APPROPRIATE FOR FIRE LADDER TRUCK

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,000,000 for the acquisition of a Fire Department ladder truck, to be spent under the direction of the Town Manager, and to meet this appropriation that $700,000 be transferred from Overlay Surplus and $1,300,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 27: APPROPRIATE FOR ROOFTOP UNIT REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $9,000,000 for the replacement of rooftop units at the Broadmeadow and Eliot Schools, including the payment of costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding request will support the construction phase of a project to replace the current roof top units (RTUs) at the Broadmeadow and Eliot Schools. The current units (five units at the Broadmeadow and four units at the Eliot) are past the end of their useful life and are becoming increasingly inefficient, ineffective at dehumidifying, and costly to maintain. They do not feature industry standard energy recovery mechanisms that reduce energy costs. Additionally, some of the existing RTUs at these locations have compressors that run on an obsolete refrigerant called "R22", which is no longer produced in the U.S. and cannot be imported due to its environmental impact, resulting in costly supply challenges. The RTUs also have furnaces that are starting to fail and need to be replaced. The HVAC systems' connection to the existing boilers compromises efficiency, particularly during the summer. The boilers help reheat overcooled dehumidified air coming in from the RTUs, but the current boilers are not designed for this purpose due to their larger size. In the summer, the systems use large amounts of energy to sustain the reheating than would be required by smaller, dedicated boilers. The feasibility and design funding for this project was awarded in FY2023.This funding would allow for the replacement of RTUs at both schools with more appropriate RTUs.

ARTICLE 28: APPROPRIATE FOR QUIET ZONE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,340,000 for the Quiet Zone design and construction project, including the payment of costs incidental or related thereto, to be spent under the direction of the Town Manager, and to meet this appropriation that the Treasurer, with the

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approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This funding request will fund the design phase of the work necessary to apply for a Quiet Zone designation from the MBTA. A Quiet Zone designation waives the requirement for trains to signal their horn at crossings because of their enhanced train safety infrastructure. The work will include upgrades to the crossings at West Street, Rosemary Street, May Street, and Oak Street. Additional upgrades may be included at the Great Plain Avenue crossing, which could utilize supplemental funding through Chapter 90 allocations. If upgrades are required at the crossing at the golf course, this work would be included under this allocation. The upgrades will include quad-gates, two gates that lower on each side of the railroad crossing, and vehicle and pedestrian detection systems. Preliminary construction work may be included prior to the full construction funding request.

ARTICLE 29: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,581,500 for the Public Works Infrastructure Program, to be spent under the direction of the Town Manager, and to meet this appropriation that $581,500 be transferred from Overlay Surplus and $2,000,000 be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. Unless circumstances dictate the funds are intended to be spent as follows:

STREET RESURFACING The Town aims to resurface 17 lane miles per year. The cost per lane mile for resurfacing in fiscal year 2022 is $94,500 or more per lane mile. A basic overlay at 1.5 inches with asphalt berm curb and casting adjustments is $90,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately $7.40 per square yard. Target funding for street resurfacing in fiscal year 2024 is $1,285,000.

SIDEWALK PROGRAM Fiscal year 2023 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be $418,750 per mile ($79.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be $380,200 per mile ($72.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments. Target funding for the sidewalk program in fiscal year 2024 is $855,000.

GUARDRAIL Many of the Town's guardrails are noncompliant and the department is preparing a plan to upgrade existing guardrails to make them both compliant and aesthetically pleasing. In fiscal year 2023, the Town will address the guardrail on Central Avenue between the Dover town line and Fisher Street. There is existing guardrail that has failed, and decorative guardrail that is unsafe. The decorative guardrail will be replaced as part of the Central Avenue/Centre Street bridge project. Other existing guardrail will be replaced with new, code compliant guardrail and areas without a guardrail will have a guardrail

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installed. In addition, the guardrail on Farley Pond Lane needs to be replaced. The existing guardrail has failed, and safety protocols necessitate a guardrail due to the proximity of Farley Pond to Farley Pond Lane. The existing guard rail will be replaced with a new, code compliant guardrail, and areas without a guardrail will have guardrail installed. Target funding for guardrail improvements for fiscal year 2024 is $220,000.

BROOKS & CULVERTS Aging drainage infrastructure including poorly draining brooks, streams, waterways, and culverts throughout the Town have been damaged by heavy rains/storms. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of usable abutting property and flooded basements. Unless circumstances require otherwise, FY2024 funding is proposed for improvements to Rosemary Brook. The section of the brook to be addressed has sediment, vegetation, and eroded banks that cause flow capacity and water quality issues. Target funding for brooks and culverts in FY2024 is $221,500

ARTICLE 30: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $584,641 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Sewer	Cooks Bridge Sewer Pump Station	$54,000	
Sewer	Fleet Replacement Program	$400,641	
Sewer	Sewer System Infiltration and Inflow	$130,000	
		$584,641	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Cooks Bridge Sewer Pump Station
This funding request would allow the Town to conduct a feasibility study to evaluate potential locations for the replacement pump station, as well as the possibility of switching to a gravity system. The current canister-style pump station at Cooks Bridge is beyond its designated life cycle and requires constant maintenance.

Fleet Replacement Program

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

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Sewer System Infiltration and Inflow
Since 2016, the Town has been undertaking projects identified in a study that are targeted at inflow and infiltration removal from the sewer systems. This funding would allow the Town to replace the existing sewer flow monitoring system throughout Town. The currently system is past its useful life and would be replaced with a more modern system requiring less maintenance.

ARTICLE 31: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $771,133 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Group	Description	Recommended	Amendment
Water	Charles River Water Treatment Plant HVAC Upgrades	$34,000	
Water	Water Supply Development	$595,500	
Water	Fleet Replacement Program	$142,133	
		$771,633	

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

Charles River Water Treatment Plant HVAC Upgrades
This funding would allow the Town to design an upgrade to the existing heating, ventilation, and air conditioning (HVAC) system at the Charles River Water Treatment Plant. The design would look to update the existing equipment and boilers, address the inefficient layout of the boiler room, include a dehumidification system, and upgrade equipment to be more energy efficient.

Water Supply Development
The Charles River Well Field currently has three wells operating when at full capacity. The Town uses MWRA water to compensate when there is an increased need or reduction in production. This funding request would allow for the design of a fourth, redundant well. A fourth well would allow the Town to maximize the water taken out from the well field during periods of routine or unforeseen maintenance.

Fleet Replacement Program

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

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ARTICLE 32: APPROPRIATE FOR WATER SYSTEM DISTRIBUTION IMPROVEMENTS – SOUTH STREET

To see if the Town will vote to raise and/or transfer and appropriate the sum of $6,500,000 for Water System Distribution Improvements – South Street, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under Massachusetts General Law Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pi, water break history, and adequacy of water flow to fire hydrants. This funding would allow for the construction phase of the 16" water main replacement located at South Street from Charles River Street to Chestnut Street. The design phase was funded in FY2022.

ARTICLE 33: RESCIND DEBT AUTHORIZATION

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Mitchell School Restroom Upgrades	2020 ATM (June)	23	$676,700	$200,000
Total				$200,000

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost-saving measures, and/or favorable bids.

TOWN RESERVE ARTICLES

ARTICLE 34: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

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To see if the Town will vote to raise, and/or transfer and appropriate the sum of $33,533 to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of XX was $XX.

GENERAL ARTICLES & CITIZENS PETITIONS

ARTICLE 35: STORMWATER STABILIZATION FUND

To see if the Town will vote to establish a Stormwater Stabilization Fund in accordance with the fourth paragraph of M.G.L. Chapter 40, Section 5 which allows the dedication, without further appropriation, of 100% of the Community Stormwater Mitigation Assessments collected into the fund for stormwater maintenance, repair, and improvement program, effective for fiscal year 2024 beginning on July 1, 2023; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Explanation: The Select Board is considering a proposal to establish a stormwater stabilization fund as a repository for funds raised to address the capital costs associated with compliance with the National Pollutant Discharge Elimination System (NPDES) program. The Board will consider implementation of a Community Stormwater Mitigation Assessment that would apply to all parcels that have impervious cover, including residential, commercial, non-for-profit and tax-exempt properties. Monies collected as part of the mitigation assessment would be deposited directly into the Stormwater Stabilization Fund to be used for NPDES compliance only. The Select Board will hold a hearing prior to making a decision on whether to implement a Community Stormwater Mitigation Assessment and, if, so, what the proposed assessment would be.

ARTICLE 36: TOWN HALL SATURDAY HOURS

To see if the Town will vote, pursuant to Massachusetts General Law Chapter 41, Section 110A, that Town Hall remain closed on Saturdays, for the purpose of allowing the last day of voter registration, which under

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Chapter 92 of the Acts of 2022 is ten days prior to any such election, to occur on a Friday; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 37: AMEND GENERAL BY-LAWS – NON-CRIMINAL DISPOSITIONS

To see if the Town will vote to amend the General By-laws by:

1. Deleting the following language from Section 2.2.5.1.1:

   Whoever violates the provisions of this subsection 2.2.5.2.1 shall be subject to a fine of not exceeding twenty dollars ($20.00) for each offense under the non-criminal process authorized by MGL Chapter 40, Section 21D. Each day on which the violation continues shall be considered a separate offense.

2. Deleting the following language from Section 2.2.5.1.4:

   Whoever violates the provisions of Sub-section 2.2.5.1.4 shall be subject to a fine not exceeding one hundred dollars ($100.00) each day being a separate offense.

3. Deleting the following language from Section 2.5.2:

   Any person who violates any provision of Sub-section 2.5.2 shall be punished by a fine not exceeding two hundred dollars ($200.00) for each offense.

4. Deleting the following language from Section 2.5.3:

   Any person who violates sub-section 2.5.3 Sale of Cigarettes by Machine shall be punished by a fine not exceeding two hundred ($200.00) dollars for each offense. Each sale in violation of sub-section 2.5.3 shall be considered a separate offense.

5. Deleting Section 2.11.5.9 in its entirety, and inserting in its place the following:

   In the event of a demolition of an historically significant building in violation of this by-law, the person or persons responsible for the demolition including, but not limited to, the owners, tenants, developers, or contractors, shall each be subject to a fine as provided for in Section 8. Each day that the building is not restored to its condition immediately prior to the said demolition, and the demolition permit is not issued, shall be a separate offense, up to a maximum of 183 days.

6. Deleting Section 3.1.8.1 in its entirety and inserting in its place the following:

   3.1.8.1 No person shall place any snow or ice on a sidewalk or street.

7. Deleting Section 3.1.8.2 in its entirety and inserting in its place the following:

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3.1.8.2 No owner, owner, tenant, occupant, proprietor, manager, agent, board, trust, or other entity having charge of property used wholly or in part for (a) a commercial purpose (including without limitation as a store, restaurant, bank, gym, theater, childcare facility or office); (b) a hospital or medical establishment; (c) a place of worship; (d) multi-family housing containing three (3) or more dwelling units on a lot; or (e) any other use open to the public, or to a particular membership or clientele, shall allow snow or ice to remain on a sidewalk abutting, on, or within its property for more than five hours between sunrise and sunset. If, by reason of weather conditions the snow and ice is evenly spread over a sidewalk and frozen and therefore difficult to remove, it may remain until it can more easily be removed; provided that while the snow and ice remain, the entity in charge shall keep the sidewalk in safe condition by sanding or otherwise.

8. Deleting Section 3.1.15 in its entirety.

9. Deleting Section 3.2.4 in its entirety, and renumbering the remaining subsection in Section 3.2 in appropriate numerical order to account for said deletion.

10. Deleting Section 3.4.4 in its entirety.

11. Deleting Section 3.5.7 in its entirety.

12. Deleting the following language from Section 3.6.1.1:

Any person who refuses to post such signs or mark the pavement as ordered by the Fire Chief or violates any of the provisions of sub-section 3.6.1 shall be punishable by a fine of not less than ten dollars ($10.00), nor more than fifty dollars ($50.00) for each and every noncompliance or violation.

13. Deleting Section 3.7.3 in its entirety and inserting in its place the following:

3.7.3 Complaints. The animal control officer is hereby authorized to seek a complaint against the owner or keeper of a dog who is found to have violated the provisions of sub-sections 3.7.1, 3.7.2, 3.7.4, 3.7.5, 3.7.6, 3.7.7 or 3.7.8, and impose fines as provided in Section 8.

14. Deleting Subsection 3.7.9.3 in its entirety.

15. Deleting the following language from Section 3.8.1;

The penalty for a violation of this regulation shall be a $50 fine.

16. Deleting the following language from Section 3.9.5;

If within a reasonable period of time after this thirty (30) days have elapsed, the violation has yet to be remedied, the enforcement officer may issue a second written violation notice with a fine of fifty ($50.00) dollars. If within a reasonable period of time after sixty (60) days have elapsed since the issuance of the first notice of violation, the violation has still not been remedied, the enforcement officer may issue a third written violation with a fine of one hundred ($100.00) dollar, plus an additional ten ($10.00 dollars per day beginning on the 76th day following issuance of the first notice of violation and continuing thereafter until the violation is fully remedied/cured.

17. Deleting Section 4.1.4 in its entirety and inserting in its place the following;

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In addition to the requirement that a dog shall be duly licensed as required by law, the owner of a dog not licensed on or before April 30th in any year shall be subject to fines as stated in Section 8.

18. Deleting the following language from Section 4.2.2:

Any person violating Section 4.2 shall be subject to a penalty not exceeding twenty dollars ($20) for each offense.

19. Deleting the following language from Section 4.2.4;

Any person who violates any of the provisions of Sub-section 4.2.4 shall be punished by a fine of not more than twenty dollars ($20.00) for each offense.

20. Deleting Section 8.2.2 in its entirety, and inserting in its place the following:

8.2.2 Non-criminal Disposition. Any person violating any provision of these General By-Laws may be penalized by a non-criminal disposition as provided in M.G.L. Chapter 40, Section 21D. The non-criminal method of disposition may also be used for violations of any rule or regulation of any municipal officer, board or department which is subject to a specific penalty.

Without intending to limit the generality of the foregoing, it is the intention of this provision that the following specific penalties are to be included within the scope of this sub-section, that the specific penalties as listed herein shall apply in such cases, and that in addition to the municipal personnel listed for each section, if any, police officers shall in all cases be considered enforcing persons for the purpose of this provision; and each day on which any violation exists shall be deemed to be a separate offense. Notwithstanding the schedule of fines set forth below, the appropriate enforcing entity may issue a verbal or written warning in lieu of an initial penalty.

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Reference	Disposition	Penalty	Frequency	Enforcement Entity
2.2.5.1.1	Failure to Display Street Number or Obstructing a Street Number	$20	Per Day	Fire Chief or designee / Building Commissioner or Designee
2.2.5.1.4	Occupying a Street Without Permit or Unsafely Occupying a Street	$300	Per Day	DPW Director or Designee
2.2.5.1.6	Failure to Maintain a Clearance at an Intersection	$50	Per Day	Town Engineer or Building Inspector for initial penalty, Town Engineer for Appeals
2.2.5.4	Violating Trench Safety By-Law	$100	Per Offence	DPW Director or Designee
2.2.5.5.	Violating Water Disposal By-Law	$10, $50, $200, $300 (Subsequent)	Per Offence	DPW Director or Designee
2.2.5.6	Violating Private Way By-Law	$50	Per Offence	Fire Chief or Designee
2.5.1	Improper Transport of Refuse	$50	Per Offence	Director of Health of Health and Human Services or Designee
2.5.2	Disposal of Refuse or Garbage on Public Land without a Permit	$200	Per Offence	Director of Health of Health and Human Services or Designee
2.5.3	Sale of Cigarettes by Machine	$200	Per Offence	Director of Health of Health and Human Services or Designee
2.11.5.9	Demolition of a Historic Building without a Permit	$300	Per Day	Building Commissioner or Designee
3.1.1	Allowing Livestock to Graze or Roam on Public Lands or Sidewalks	$50	Per Offence	Any Sworn Police Officer
3.1.10	Use of Marijuana on Public Land, to include Roads	$50	Per Offence	Any Sworn Police Officer
3.1.11	Hawking and Peddling without a License	$50	Per Offence	Any Sworn Police Officer
3.1.12	Discharge of Water from Private Land in a Manner Endangering a Sidewalk or Public Way	$50	Per Offence	Any Sworn Police Officer / DPW Director or Designee
3.1.13	Discharge of a Bow and Arrow on Public Lands without Select Board Consent	$50	Per Offence	Any Sworn Police Officer
3.1.2	Obstructing a Sidewalk without Permit	$50	Per Offence	Any Sworn Police Officer / DPW Director or Designee
3.1.3	Coasting (Use of a Motorized Scooter) in Public Streets	$50	Per Offence	Any Sworn Police Officer

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3.1.4	Using a Motor Vehicle, Wagon, or Sled on a Public Footpath or Sidewalk	$50	Per Offence	Any Sworn Police Officer
3.1.5	Use of a Bicycle on a Sidewalk in Needham Square or Needham Heights Business District	$50	Per Offence	Any Sworn Police Officer
3.1.6	Discharge of Firearms or Explosives on Public Property without a License	$50	Per Offence	Any Sworn Police Officer
3.1.7	Dealing in Secondhand Merchandise without a License	$50	Per Offence	Any Sworn Police Officer
3.1.8.1	Failure to Remove Snow from Sidewalk Abutting Commercial Property within Five Hours of Sunrise	$50	Per Offence	Any Sworn Police Officer / DPW Director or Designee
3.1.8.2	Placement Snow or Ice into a Sidewalk or Public Way	$50	Per Offence	Any Sworn Police Officer / DPW Director or Designee
3.1.9	Consumption of Alcoholic Beverages on Public Property without Permission of Governing Body	$50	Per Offence	Any Sworn Police Officer
3.2.4	Sale of Food (to include Alcoholic Beverages) Between Midnight and 6 AM without a Special Permit	$200	Per Day and Per Sale	Any Sworn Police Officer
3.3.4	False Actuation of a Burglar Alarm	$25, $50, $100 (Subsequent)	Per Offence	Any Sworn Police Officer
3.4.4	Parking in Handicapped Space	$100	Per Offence	Any Sworn Police Officer
3.5.7	Abandonment of Motor Vehicle	$50	Upon misdemeanor conviction	Any Sworn Police Officer
3.6.1.1	Parking in Fire Lane	$50	Per Offence	Any Sworn Police Officer
3.6.2.4	False Actuation of a Fire Alarm	$100	Per Offence (in excess of 3 per year)	Any Sworn Police Officer
3.7.1	Allowing a Dog to be Off-Leash on an Unauthorized Public Space	$25, $50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.2	Allowing a Dog to Barking Excessively or Engage in Other Behavior which Disturbs the Peace and Quiet of a Neighborhood	$25, $50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.4	Failure to Restrain and Muzzle a Dog after Ordered by the Animal Control Officer	$25, $50 (Subsequent)	Per Offence	Any Sworn Police Officer

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3.7.5	Allowing a Dog to be Found Uncontrollable by Select Board	$25, $50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.6.	Bringing a Dog (Leashed or Unleashed) to Memorial Park or DeFazio Fields	$25, $50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.7	Failure to Remove Pet Waste, Failure to Carry Pet Waste Bags while Accompanying a Pet on Public Areas, or Disposing of Pet Waste in any Receptacle Other Than a Trash Barrel	$25, $50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.8	Use of an Off-Leash Area without Proper Permits or in Violation of Rules of Off-Leash Area	$25, $50 (Subsequent)	Per Offence	Any Sworn Police Officer
3.7.9.3	Failure to Vaccinate a Dog, Cat, or Ferret Over Six-Months Old	$100	Per Offence	Any Sworn Police Officer
3.8.1	Violation of the Noise Regulation By-Law	$50	Per Offence	Building Commissioner or Designee
3.9.5	Violation of the Nuisance By-Law	$0, $50, $100 (Subsequent)	Every 30 days up to 60 days, then every 15 days	Director of Health of Health and Human Services or Designee
4.1.4	Failure to License a Dog	$50	Per Offence	Any Sworn Police Officer
4.1.4	Allow an Unspayed and Unleashed Female Dog to Roam while in "Heat"	$50	Per Offence	Any Sworn Police Officer
4.2.2	Operating a Taxi without a Permit	$50	Per Offence	Any Sworn Police Officer
4.2.4	Parking in Taxi Stand	$20	Per Offence	Any Sworn Police Officer
4.3.2	Removing Underground Fuel Tanks without a Permit	$200	Per Offence	Fire Chief or Designee
4.3.3	Failure to Obtain a Required Fire Department License	$200	Per Offence	Fire Chief or Designee
5.6.1	Violation of the Sign By-Law	$50	Per Offence	Building Commissioner or Designee
6.11	Violations of the Wetlands By-Laws	Up to $300	Per Offence	Conservation Agent
7	Violations of the Stormwater Regulation By-Law	$50, $100 (Subsequent)	Per Day, after 15 days	DPW Director or Designee
8.2.2.7	Violations of the Board of Health By-Laws	$50, $100, $200, $300 (Subsequent)	Per Offence	Director of Health of Health and Human Services or Designee
NOTE: Enforcement entity may choose to issue a verbal or written warning to a violator before assessing a penalty.				

Or take any other action related thereto.

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INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: This article seeks to address administrative issues resulting from the serial nature of Town General By-Law (GBL) updates, specifically related to non-criminal dispositions, their penalties, and intended enforcement entities. As currently adopted, the GBL contains several errors, primarily: mismatches between individual by-law text and the penalty summary section of the BGL; by-laws with no clearly defined penalties; by-laws with conflicting enforcement entities; by-laws with no stated enforcement entities; and combinations of the above errors.

To address these errors and prevent the likelihood of similar errors occurring following future any future amendment, this article seeks to amend the GBL by removing references to penalties and enforcement entities from the text of individual by-laws. All penalties and enforcement entities are proposed to be placed in a revised summary section, that will take the form of a table. To deconflict and rectify existing errors, omissions, and conflicts in the GBL, relevant Town entities reviews and discussed the penalties to ensure that the penalty and enforcement entity listed in the proposed amended penalty summary was correct, practical, and matched the intent of each by-law as originally passed.

ARTICLE 38: AMEND GENERAL BY-LAWS – TRANSPORTATION COMMITTEE

To see if the Town will vote to amend the General By-laws by deleting Section 2.7.1 in its entirety, and renumbering the remaining sections within Section 2.7 in numerical order to account for said deletion; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 39: AMEND GENERAL BY-LAWS/CONSTABLES, COMMISSIONERS OF TRUST FUNDS, & BOARD OF ASSESSORS

To see if the Town will vote to amend the General By-laws by deleting from Section 1.9 (Election of Officers) subsections (f), (g) and (h) in their entirety, and to re-letter the remaining subsections contained in Section 1.9.1 in appropriate alphabetical order, provided, however, that this amendment of the General By-laws shall not become effective before the effective date of the special legislation referred to in Article __, approving the corresponding changes to the Town Charter.

or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

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ARTICLE 40: AMEND CHARTER/CONSTABLES, COMMISSIONERS OF TRUST FUNDS, & BOARD OF ASSESSORS

To see if the Town will vote to authorize the Select Board to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Town Manager approves amendments to the bill before enactment by the General Court; and provided further that the Town Manager is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Chapter 403 of the acts of 1971, as most recently amended by chapter 277 of the acts of 2022, is hereby further amended by deleting from Section 19 subsections (iii) and (iv) in their entirety and to renumber the remaining subsections contained in Section 19 in appropriate numerical order.

SECTION 2. Chapter 403 of the acts of 1971, as most recently amended by chapter 277 of the acts of 2022, is hereby further amended by deleting from the first paragraph of Section 7, subsection (e), the phrase "and the commissioners of trust funds."

SECTION 3. Chapter 403 of the acts of 1971, as most recently amended by chapter 277 of the acts of 2022, is hereby further amended by striking out Section 20(b) and inserting in place thereof the following:

(b) The Select Board shall appoint a town counsel, members of the board of appeals, election officers, registrars of voters, members of the historic commission, conservation commission, commission on disabilities, members of the board of assessors, commissioners of trust funds, constables and, except as provided in section 19, all other boards, committees and commissions for whom no other method of selection is provided in this charter or by-law.

SECTION 4. This act shall take effect upon passage.

or take any other action relative thereto.

INSERTED BY:
FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE 41: CITIZENS PETITION

To see if the Town will vote to amend the General By-laws by adding a new Section 3.12 to read as follows:

SECTION 3.12: PLASTIC BAGS

3.12.1 Definitions.

The following words shall, unless the context clearly requires otherwise, have the following meanings:

(a) "Department" means the Town of Needham Public Health Department.

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(b) “Health Agent” shall mean the Director of Health and Human Services or his/her designee.

(c) "Checkout bag” means a carryout bag provided by a retail establishment to a customer at the point of sale for the purpose of transporting groceries, prepared food, or retail goods. “Checkout bag” shall not include:

(i) a paper bag provided by a pharmacy to a customer purchasing a prescription medication;

(ii) a bag without handles in which loose produce or products are placed by a consumer to deliver such items to the point of sale or checkout area of a retail establishment;

(iii) a bag without handles that is used to protect items from damaging or contaminating other items, (e.g. raw meats, wine bottles);

(iv) laundry or dry-cleaner bags;

(v) plastic newspaper sleeves;

(vi) a bag used solely to contain live animals, such as fish or insects sold in a pet store or bait shop;

(vi) a bag used to contain unwrapped food, (e.g. deli meats).

(d) "Recyclable Paper Bag" means a paper bag that is 100% recyclable and contains at least 40% post-consumer recycled content, and displays in a visible manner on the outside of the bag (1) the word “recyclable” or a symbol identifying the bag as recyclable and (2) a label identifying the bag as being made from post-consumer recycled content and the percentage of post-consumer recycled content in the bag.

(e) "Reusable Checkout Bag" means (1) a sewn bag with handles that are stitched and not heat fused that is (2) specifically designed and manufactured for at least 175 uses and that (3) can carry 25 pounds over a distance of 300 feet; (4) is made of either (a) natural fibers (such as cotton, hemp, linen) or other machine washable fabric; or (b) made of plastic other than high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), polypropylene, etc. that is durable, non-toxic, and generally considered a food grade material.

.

(f) "Retail Establishment" shall mean any business facility that sells goods directly to the consumer whether for or not for profit in the Town of Needham including, but not limited to retail stores, restaurants, pharmacies, food or ice cream truck, convenience, grocery stores, supermarket, liquor stores, seasonal and temporary businesses.

(g) “Single-Use Plastic Checkout Bags” shall mean those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non-woven polypropylene fabric) that is not a Reusable Checkout Bag.

3.12.2 Regulated Conduct.

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(a) No Retail Establishment in the Town of Needham shall provide or sell a Single-Use Plastic Checkout Bag to a customer.

(b) If any Retail Establishment provides or sells a Checkout Bag to customers, the bags must be one of the following:

1. Recyclable Paper Bag; or
2. Reusable Checkout Bag.

(c) Each Retail Establishment as defined herein shall comply with this section.

3.12.3 Effective Date.

This by-law shall take effect on January 1, 2024 for Retail Establishments with retail space of 3,500 square feet or larger, or with at least two locations under the same name within the Town of Needham with retail space that totals 3,500 square feet or larger. This by-law shall take effect on July 1, 2024 for all Retail Establishments less than 3,500 square feet.

3.12.4 Penalties and Enforcement.

(a) Needham Public Health Department and its Health Agent shall have the authority to administer and enforce this by-law.

(b) Fines. Any Retail Establishment which violates any provision of this section will be liable for a fine as follows: First offense, warning; second offense, $100.00; third offense, $200.00; fourth and subsequent offenses, $300.00. Each day a violation occurs shall constitute a separate offense. Multiple violations on the same day shall constitute a single offense.

3.12.5 Regulations.

The Needham Public Health Department may adopt and amend rules and regulations to effectuate the purposes of this by-law.

3.12.6 Severability.

Each separate provision of this section shall be deemed independent of all other provisions herein, and if any provision of this section be declared to be invalid by the Attorney General or a court of competent jurisdiction, the remaining provisions of this section shall remain valid and enforceable.

Or take any other action relative thereto.

INSERTED BY: Robert Fernandez, et.al.
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 42: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially

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to act upon all appropriations asked for or proposed by the Select Board, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Select Board

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least seven days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 14th day of February 2023.

Marianne B. Cooley, Chair
Marcus A. Nelson, Vice Chair
Kevin J. Keane, Clerk
Matthew D. Borrelli, Member
Heidi Frail, Member

Select Board of Needham

A true copy,
ATTEST _____ 2023
Constable (month) (day)

DRAFT 3.24.2023

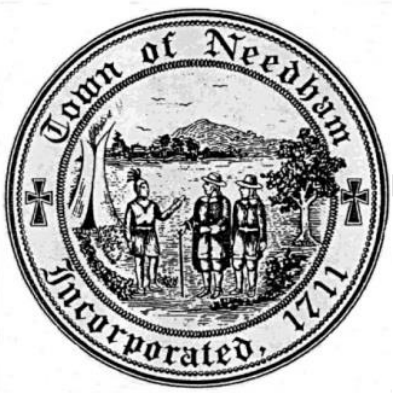
Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Close May 8, 2023 Special Town Meeting
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Board is scheduled to close the warrant for the May 8, 2023 Special Town Meeting.	
2.	**VOTE REQUIRED BY SELECT BOARD**
Suggested Motion: That the Board vote to close the warrant for the May 8, 2023 Special Town Meeting.	
3.	**BACK UP INFORMATION ATTACHED**
a. Draft Special Town Meeting Warrant 3.24.2023	

TOWN OF NEEDHAM



SPECIAL TOWN MEETING WARRANT

DRAFT 3.24.2023

MONDAY, MAY 8, 2023

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE

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Additional information on particular warrant articles will be made available from time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the qualified Town Meeting Members of the Town of Needham to meet in the Needham Town Hall on:

MONDAY, THE EIGHTH DAY OF MAY 2023

At 7:30 in the afternoon, then and there to act upon the following articles:

HUMAN RESOURCE ARTICLES

ARTICLE 1: FUND COLLECTIVE BARGAINING AGREEMENT – NEEDHAM FIRE UNION

To see if the Town will vote to fund the cost of items contained in a collective bargaining agreement between the Town and the Needham Fire Union by authorizing the Town Manager to transfer a sum necessary to fund the cost items contained in the agreement from the fiscal year 2023 Classification, Performance, and Settlements line to the appropriate lines in the Operating Budget for fiscal year 2023 and fiscal year 2024; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE 2: HOME RULE PETITION TO EXEMPT FIRE DEPARTMENT FROM CIVIL SERVICE

To see if the Town will vote to authorize the Select Board to petition the General Court for special legislation to exempt the Fire Department from chapter 31 of the General Laws, the Massachusetts Civil Service Law; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Town Manager approves amendments to the bill before enactment by the General Court; and provided further that the Town Manager is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

DRAFT 5.4.2023

AN ACT EXEMPTING ALL POSITIONS IN THE FIRE DEPARTMENT OF THE TOWN OF NEEDHAM FROM THE CIVIL SERVICE LAW

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, all positions in the fire department of the town of Needham, shall be exempt from chapter 31 of the General Laws.

SECTION 2. This act shall not impair the civil service status of a person holding a position described in section 1 on the effective date of this act.

SECTION 3. Notwithstanding section 2, no appointment or promotion made after the effective date of this act shall be subject to chapter 31 of the General Laws.

SECTION 4. This act shall take effect upon its passage.

Or to take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

FINANCE ARTICLES

ARTICLE 3: AMEND THE FY2023 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2023 Operating Budget adopted under Article 10 of the 2022 Annual Town Meeting and Amended under Article 3 of the October 24, 2022 Special Town meeting by deleting the amounts of money appropriated under some of the line items and appropriating the new amounts as follows:

Line Item	Appropriation	Changing From	Changing To
9	Classification, Performance, Settlements		
10	Reserve Fund		

or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT:

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Article Information:

RESERVE ARTICLES

ARTICLE 4: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. The 2004 Annual Town Meeting under Article 58 approved the creation of Capital Improvement Stabilization Fund for the purpose of setting aside funds for time-sensitive and critical capital items at times when ordinary funding sources are limited or not available. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The balance in the fund as of XX was XX.

ARTICLE 5: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Facility Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2007 Annual Town Meeting under Article 10 approved the creation of the Capital Facility Fund, as part of the Town's planning strategy for

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addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, 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. The balance in the fund as of X was X.

ARTICLE 6: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Athletic Facility Improvement Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be raised from the Tax Levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a two-thirds vote appropriate from the fund. The 2012 Annual Town Meeting approved the creation of the Athletic Facility Improvement Fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities and associated structures, particularly at Memorial Park and DeFazio Park. The balance in the fund as of XX was $XX.

ARTICLE 7: APPROPRIATE TO DEBT SERVICE STABILIZATION FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Debt Service Stabilization Fund as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that a sum be transferred from Free Cash and that said sum be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: Massachusetts General Law Chapter 40, Section 5B, allows the Town to create one or more stabilization funds for different purposes. A stabilization fund is a special reserve fund into which monies may be appropriated and reserved for later appropriation for any lawful municipal purpose. Monies accumulated in a stabilization fund carry forward from one fiscal year to another. Interest earned from the investment of monies in the stabilization fund remains with that fund. Town Meeting by majority vote may appropriate into the fund and by a

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two-thirds vote appropriate from the fund. The Debt Service Stabilization Fund (DSSF) was approved under Article 14 of the November 2, 2015 Special Town Meeting. The intent of this fund is to set aside funds to be available, when necessary, to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs, particularly over the next five years. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund may also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. The recommended appropriation to the Fund for FY2024 is $XX. The amount appropriated into the Fund will stay with the fund and will be used to manage the Town's reliance on debt. The balance in the fund as of XX was $XX.

GENERAL ARTICLES

ARTICLE 8: AMEND TOWN CHARTER – PERSONNEL BOARD

To see if the Town will vote to authorize the Select Board to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Town Manager approves amendments to the bill before enactment by the General Court; and provided further that the Town Manager is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 20B of chapter 403 of the acts of 1971, as most recently amended by chapter 277 of the acts of 2022, is hereby further amended by striking out clause (v) and inserting in place thereof the following:

"(v) shall adopt rules and regulations establishing a human resources system, subject to the approval of the select board and in consultation with the human resources advisory committee, as necessary; provided however, that such human resources system shall make use of modern concepts of human resources management and shall include, but not be limited to: (a) a method of administration; (b) human resources policies indicating the rights, obligations and benefits of employees; (c) a classification plan; (d) a compensation plan; (e) a method of recruiting and selecting employees based on merit principles; (f) a centralized record keeping system; (g) disciplinary and grievance procedures; (h) a professional development and training program; and (i) such other elements as deemed necessary; provided further, that all town agencies and positions shall be subject to the rules and regulations adopted under this clause, excluding employees of the school department and as otherwise provided in chapter 150E of the General Laws."

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SECTION 2: Section 21 of said chapter 403, as so amended, is hereby further amended by striking out the words "personnel board" in clause (ii) and inserting in place thereof the words "human resources advisory committee."

SECTION 3. This act shall take effect upon passage.

Or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE 9: AMEND GENERAL BY-LAW/PERSONNEL BOARD

To see if the Town will vote to amend its General By-laws by deleting wherever they appear the words "Personnel Board" and replacing them with the words "Human Resources Advisory Committee"; provided, however, that this amendment of the General By-laws shall not become effective before the effective date of the special legislation referred to in Article 8, approving the related changes to the Town Charter; or take any other action relative thereto.
Or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:
PERSONNEL BOARD RECOMMENDS THAT:

Article Information:

ARTICLE 10: PUBLIC, EDUCATIONAL, AND GOVERNMENT (PEG) ACCESS AND CABLE RELATED FUND ACCEPTANCE

To see if the Town will accept General Laws Chapter 44, Section 53F¾, which establishes a special revenue fund known as the Public, Educational, and Governmental (PEG) Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year 2024, which begins on July 1, 2023 or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

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Article Information: The Town needs to amend the process by which the Needham Channel receives revenues from the cable companies. Currently the cable companies make payment directly to the Needham Channel. The State requires the Town to receive the monies directly and then make payment to the Needham Channel. Those monies include fees collected from customers by the cable companies in connection with the franchise and in support of public, educational and government (PEG) programming; the Needham Channel provides these services. In addition to those monies, there are other payments required under the cable licensing agreements to provide services, facilities, and equipment for the Needham Channel, to deliver cable television programming to Town buildings. Under state law, cable companies also pay the Town an annual license fee, which is based on the number of cable customers. Massachusetts General Law Chapter 44, Section 53F3/4, allows the Town to create a separate revenue account to be known as the "PEG Access and Cable Related Fund", into which may be deposited funds received in connection with a franchise agreement between the cable companies and the Town. Creation of such a fund would align the Town with the practices prescribed by the Massachusetts Department of Revenue.

ARTICLE 11: APPROPRIATE FOR PUBLIC, EDUCATIONAL, AND GOVERNMENT (PEG) PROGRAMMING

To see if the Town will vote to raise and/or transfer and appropriate a sum for the purpose of funding and supporting public, educational and government (PEG) programming provided by the Needham Channel, said sum to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The purpose of this article is to appropriate funds to make payments to the Needham Channel during fiscal year 2024. Because of the timing with the receipt of the funds, the Town must identify an alternative funding source for the year and the Town will effectively be reimbursed by the payments received from the cable companies. The cable companies make payment quarterly based on their collections. The Town would pay out no more than what is received from the cable companies. The payments to the Needham Channel would not occur until after the payments are received from the cable companies each quarter.

ARTICLE 12: ESTABLISH OPIOID STABILIZATION FUND

To see if the Town will vote to establish an Opioid Settlement Stabilization Fund in accordance with the fourth paragraph of M.G.L. Chapter 40, Section 5 which allows the dedication, without further appropriation, of 100% of the monies received by the Town related to the opioid settlement and credited to the fund for opioid recovery and mitigation programs, effective for fiscal year 2024 beginning on July 1, 2023; or take any other action relative thereto.

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INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information:

ARTICLE 13: APPROPRIATE TO OPIOID STABILIZATIO FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $217,288 to the Opioid Settlement Stabilization Fund, as provided under the provisions of Massachusetts General Law Chapter 40, Section 5B, as further amended by Section 22 of Chapter 218 of the Acts of 2016, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Select Board
FINANCE COMMITTEE RECOMMENDS THAT:

Article Information: The appropriation amount is equal to that which the Town has received during FY2023 which would be before the creation of the special stabilization fund (previous article) and therefore must be appropriated by Town Meeting specifically to the fund to ensure the monies are reserved for the intended purposes.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 28th day of March 2023.

Marianne B. Cooley, Chair
Marcus A. Nelson, Vice Chair
Kevin Keane, Clerk
Matthew D. Borrelli, Member
Heidi Frail, Member

Select Board of Needham

A TRUE COPY
Attest:
Constable:

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Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 03/28/2023

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
The Town Manager will update the Board on issues not covered on the agenda.	
2.	**VOTE REQUIRED BY SELECT BOARD**
N/A	
3.	**BACK UP INFORMATION ATTACHED**
None	

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Ballot Questions
Presenter(s)	Board Discussion

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
Board members will discuss the two ballot questions placed before voters on the April 11th, 2023 Town Election.	
2.	**VOTE REQUIRED BY SELECT BOARD**
Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
1. Specimen Ballot	

SPECIMEN BALLOT

Penalty for willfully defacing, tearing down, removing or destroying a list of candidates or specimen ballot.

FINE NOT TO EXCEED ONE HUNDRED DOLLARS.

BALLOT QUESTIONS

Question 1. Shall The Town of Needham Remove the Chief of Police and Police Department from Civil Service?

Shall the acceptance by the Town of Needham of Chapter 39 of the Acts of 1924, entitled "An Act placing the chief of police and members of the police department of the Town of Needham under civil service," be revoked?

Fair and Concise Summary

The Chief of Police and the members of the Police Department were placed within the Massachusetts civil service system when the Town voted at the March 8, 1926 Annual Town Election to accept Chapter 39 of the Acts of 1924, An Act Placing the Chief of Police and Members of the Police Department of the Town of Needham Under the Civil Service.

The Town and the Needham Police Union recently reached agreement to remove the Police Department from civil service, to allow for the use of a more efficient, locally created recruitment system, to select candidates based on criteria in addition to exam scores, to expand the pool of available candidates, and to allow the Town to hire the most qualified candidates. Upon removal from civil service, a human resources policy will govern hiring of entry level officers, and the collective bargaining agreement will replace the promotional process.

The May 9, 2022 Special Town Meeting voted to support the removal of the Police Department from the civil service system. Massachusetts General Laws c. 4, §4B states that a town may revoke its acceptance of a law in the same manner that the law was originally accepted. Accordingly, withdrawing the Police Department from civil service requires approval of the voters on the official ballot of the Town.

A yes vote on Question 1 would remove the Chief of Police and the Members of the Police Department from civil service and provide local control over the recruitment and promotion of personnel.

A no vote on Question 1 would result in no change to the civil service status of the Chief of Police or Police Department and the recruitment and promotion of personnel would remain under state regulation and control.

YES ○

NO ○

Question 2. Shall The Town of Needham grant additional licenses for the Sale of all alcoholic beverages?

Shall an act passed by the General Court in the year 2022, entitled 'An Act authorizing the town of Needham to grant additional licenses for the sale of all alcoholic beverages not to be drunk on the premises' be accepted?

Fair and Concise Summary

The Select Board licenses establishments that sell alcohol for off premises consumption (a/k/a package stores). The Select Board's authority to issue package store licenses comes from Chapter 207 of the Acts of 2012, a special act that applies exclusively to Needham. Chapter 207 allows the Select Board to issue a maximum of eight package store licenses in Town, and all eight have already been issued.

In towns where liquor licensing is not covered by a special act, Massachusetts General Laws c.138, §17 allows for one All Alcohol package store license and one Wine and Malt Only package store license for every 5,000 residents of the town. Based on Needham's population, switching to the quota system in Massachusetts General Laws c.138, §17 would allow the Select Board to issue seven All Alcohol package store licenses and seven Wine and Malt Only package store licenses.

The October 25, 2021 Special Town Meeting voted unanimously to petition for new special legislation switching Needham to the General Laws c.138, §17 quota system; this special legislation has now passed, but requires approval of the voters in order to become effective. If approved, the available licenses would change as follows:

Type of License	Existing Licenses	Standard ch. 138 Licenses	Change
All Alcohol	6	7	+1
Wine & Malt	2	7	+5
Total	8	14	+6

A yes vote on Question 2 would amend Chapter 207 to authorize the Select Board to issue the number of package store licenses generally allowed by General Laws c.138, §17.

A no vote on Question 2 would not amend said Chapter 207 and make no change to the number of package store licenses that the Select Board may issue.

YES ○

NO ○

585

VOTE BOTH SIDES OF BALLOT

Select Board
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 3/28/2023

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	**BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED**
Board members may report on the progress and / or activities of their Committee assignments.	
2.	**VOTE REQUIRED BY SELECT BOARD**
Discussion Only	
3.	**BACK UP INFORMATION ATTACHED**
None	