

BOARD OF SELECTMEN

December 20, 2011

Needham Town Hall

Revised Agenda

	6:45	Informal Meeting with Citizens
1.	7:00	Public Hearing- NSTAR Great Plain Avenue Maureen Carroll, NSTAR
2.	7:05	Town Manager - Final Approval of Tax Recapitulation Documents - Final Approval – FY2013 – 2017 Capital Improvement Plan - FY2013 Budget Consultation
3.	7:30	Board Discussion - Sale of Alcohol for Consumption off Premises - Committee Reports
4.	8:00	Executive Session Exception 3 and 6

APPOINTMENTS

1.	Needham Cultural Council	Walter McDonough (6/30/2014)
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CONSENT AGENDA *=Backup attached

1.	Accept the following donations made to the Needham Public Library for the period October 7, 2011- December 8, 2011: Nancy D’Amico donated a copy of the CD <i>My Private Affair: A Live Jazz Recording</i> (\$15.00); Needham Author Barry Ahern gave the library a copy of his first novel, <i>Birthright</i> (\$16.00); Melissa Silk gave the Children’s Room a large supply of children’s book jackets. They will be used for posters and craftwork (no price); Former Needham resident Sharon Slaton Howell sent the library a copy of her new book, <i>Sitting on a Rock, Thinking</i> (\$20.00); Minuteman Press donated a supply of bookmarks and blocks of paper to the library (\$25.00); Google donated a large number of red, one-sided metal book trucks to the Minuteman Library Network. Needham was able to obtain nine of them. (\$2,250.00); Gail Hedges donated 9 books on health (\$362.05); Bonnie & Ross Seider donated a copy of <i>Shelter: Where Harvard Meets the Homeless</i> , in honor of their son, the book’s author, Scott Seider, of whom they are very proud. (\$18.00); The Friends of the Needham Library donated \$28,500 for the purchase of databases, books, and audiovisual materials; Keith McClelland donated 10% of the selling price (\$27.50) of a painting he sold that had been on display in the library.
2.*	Approve minutes of the November 7, 2011, November 29, 2011, December 2, 2011, and December 6, 2011 meetings.
3.	Approve for calendar year 2012 requests for a license addendum to allow for the premises to have designated waiting areas for the service of alcoholic or wine and malt beverages only to those patrons who are waiting to dine (Section 3.1 of Needham Regulations for the Sale of Alcoholic Beverages) for each of the following

	establishments (subject to receipt of required completed paperwork): ▪ Cerritos, Inc. d/b/a Acapulco's Mexican Family Restaurant ▪ Banyan Tree, LLC d/b/a The Rice Barn ▪ Bertucci's Restaurant Corporation d/b/a Bertucci's Brick Oven Pizzeria ▪ Gibbous Moon, Inc d/b/a The Center Café Needham ▪ Mount Blue Two, LLC d/b/a Blue on Highland ▪ New Garden, Inc. d/b/a New Garden Restaurant ▪ Not Your Average Joe's Inc. d/b/a Not Your Average Joe's ▪ Petit Robert Needham, LLC d/b/a Petit Robert Bistro ▪ Fusion Cuisine, Inc. d/b/a Gari ▪ SAI Restaurants, Inc. d/b/a Masala Art ▪ Tian Long, Inc. d/b/a Fuji Steak House ▪ Tu y Yo Mexican Cuisine ▪ Village Fish of Needham, Inc. d/b/a The Village Fish
4.	Approve for calendar year 2012 requests for license renewals of Restaurant – All Alcoholic Licenses for the following establishments (subject to receipt of required completed paperwork): ▪ Mandarin Gourmet, Inc. d/b/a Mandarin Cuisine Locus
5.	Approve for calendar year 2012 request for Innholder – All Alcoholic License Renewal for HST Lessee Needham, LLC d/b/a Sheraton Needham Hotel
6.	Approve for calendar year 2012 requests for license renewals of Restaurant – Wine and Malt Beverage Licenses for the following establishments (subject to receipt of required completed paperwork) : ▪ Arisco LLC d/b/a Acropolis ▪ PII Restaurant, Inc. d/b/a Pacini's Italian Eatery ▪ Bickford's Family Restaurants, Inc. d/b/a Bickford's Family Restaurant ▪ Asillem, LLC d/b/a Stone Hearth Pizza Co. ▪ Spiga LLC ▪ A and Z Burgers, LLC d/b/a Wild Willy's
7.	Approve for calendar year 2012 requests for license renewals of Club – All Alcoholic Beverage Licenses for the following establishments (subject to receipt of required completed paperwork) : ▪ The Needham Golf Club ▪ Village Club Building Assoc. Inc. ▪ Lt. Manson Carter Post #2498 V.F.W. of U.S.
8.	Approve for calendar year 2012 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork): ▪ Arisco LLC d/b/a Acropolis, 1257 Highland Avenue ▪ Cerritos, Inc. d/b/a Acapulco's Mexican Family Restaurant ▪ Acorns Bakery & Café, Inc. ▪ Bagels' Best, Inc. d/b/a Bagels' Best Café ▪ Bertucci's Restaurant Corp. d/b/a Bertucci's Brick Oven Pizzeria ▪ Beth Israel Deaconess – Glover Café ▪ Bickford's Family Restaurants, Inc. d/b/a Bickford's Family Restaurant ▪ Mount Two Blue, LLC d/b/a Blue on Highland ▪ C & D Management, Inc. d/b/a Brothers Pizza & Restaurant ▪ Café Fresh Bagel ▪ 1095, LLC d/b/a Comella's Restaurant ▪ The Simpson Corp. d/b/a Cutler Lake Café

	▪ Delops, Inc. d/b/a D'Angelo Sandwich Shop ▪ Your Other Oven, Inc. d/b/a Domino's Pizza ▪ New Hong Kong IV, Inc. d/b/a Dragon Chef Restaurant ▪ Chestnut Street Donuts d/b/a Dunkin Donuts ▪ Fred's Coffee Shop d/b/a Dunkin Donuts ▪ Highland Avenue Donuts, Inc. d/b/a Dunkin Donuts ▪ Julian's Cheesecake, Inc. d/b/a Finagle A Bagel ▪ Select Group, Inc. d/b/a Fresco Restaurant ▪ Tian Long, Inc. d/b/a Fuji Steak House ▪ Fusion Cusine d/b/a Gari ▪ Gibbous Moon, Inc. d/b/a The Center Café Needham ▪ Three Sons, Inc. d/b/a Kosta's Pizza & Seafood ▪ Lizzy's Ice Cream LLC d/b/a Lizzy's Ice Cream ▪ Mandarin Gourmet, Inc. d/b/a Mandarin Cuisine Locus ▪ SAI Restaurants, Inc. d/b/a Masala Art ▪ McDonald's Restaurant – Needham ▪ D & L Enterprises, Inc. d/b/a Mighty Subs ▪ The Needham Golf Club, Inc. ▪ International Needham House of Pizza d/b/a Needham House of Pizza ▪ New Garden Inc. d/b/a New Garden Restaurant ▪ Select Pizza d/b/a Nicholas' Pizza ▪ Not Your Average Joe's, Inc. d/b/a Not Your Average Joe's ▪ PII Restaurant, Inc. d/b/a Pacini's Italian Eatery ▪ Boston Bread LLC d/b/a Panera ▪ Petit Robert Needham LLC d/b/a Petit Robert Bistro ▪ Pronti Bistro Inc. d/b/a Pronti Bistro ▪ Banyan Tree, LLC d/b/a The Rice Barn ▪ HST Lessee Needham LLC d/b/a Sheraton Needham Hotel ▪ Spiga, LLC ▪ Starbucks Coffee Company ▪ Asillem LLC d/b/a Stone Hearth Pizza ▪ Yeat Inc. d/b/a Sweet Basil ▪ H & B Pizza, Inc. d/b/a Sweet Tomatoes Pizza ▪ J & J Pizza, Inc. d/b/a Town House of Pizza ▪ Treat LLC d/b/a Treat Cupcake Bar ▪ Tu y Yo II, LLC d/b/a Tu y Yo, Mexican Cuisine ▪ Lt. Manson Carter Post 2498 V.F.W. of U.S. ▪ Village Club Building Assoc. Inc. ▪ The Village Fish of Needham, Inc. d/b/a Midtown Smoke House & Grill ▪ A and Z Burgers LLC d/b/a Wild Willy's ▪ Paraskevi Tsoutsoplides d/b/a Sweet Corner
9.	Approve for calendar year 2012 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork): ▪ HST Lessee Needham LLC d/b/a Sheraton Needham Hotel – Innkeeper ▪ Olin College – Lodging License ▪ Babson College – Lodging License ▪ HST Lessee Needham LLC d/b/a Sheraton Needham Hotel – Public Entertainment on Sunday ▪ 7-Eleven – Special Permit (24 hr. retail sale of food) ▪ Yeat Inc. d/b/a Sweet Basil – Special Permit (Carry In Beer/Wine)

	▪ HST Lessee Needham LLC d/b/a Sheraton Needham Hotel – Weekday Entertainment ▪ Mount Blue Two, LLC d/b/a Blue on Highland – Weekday Entertainment ▪ Mount Blue Two, LLC d/b/a Blue on Highland – Sunday Entertainment ▪ Gibbous Moon Inc. d/b/a The Center Café Needham – Weekday Entertainment ▪ Asillem LLC d/b/a Stone Hearth Pizza Co. – Weekday Entertainment
10.	Approve for calendar year 2012 the following requests for Class I & Class II Used Car Dealer Licenses: ▪ Auto International Ltd.- Class II ▪ Beth –L Auto Sales – Class II ▪ Center Automotive – Class II ▪ Copley Motorcars – Class II ▪ R&R Automotive – Class II ▪ Muzi Chevrolet GEO – Class I ▪ Muzi Motors, Inc. – Class I
11.	Accept donation made to the Needham Community Revitalization Trust Fund from the following residents: Edward & Carol De Lemos- \$250.00.
12.	Approve semiannual payment of all alcoholic licenses for fiscal year 2012, with 60% due and payable immediately and 40% and payable on June 1, 2012.
13.	Sign the Application for Recertification so that the Town of Needham will be recertified, as achieving standards set forth by The National Arbor Day Foundation, as a Tree City USA for 2011. (complete application on file in Selectmen Office)
14.	Accept gift of twenty-five \$10 Power Cards from the Needham Business Association for the town to thank volunteers.
15.*	Approve requests for one day special Wine & Malt beverage licenses from Thomas M. Harkins of the Needham Exchange Club to hold their bi-monthly meetings on January 5 th , February 2 nd , and February 16 th at the Charles River Center, 59 E Militia Heights, Needham from 5:30 pm to 9:30 pm.
16.*	Water & Sewer Abatement Order No. 1135
17.	Accept donations made to the Needham Health Department's Gift of Warmth from the following: \$200 from Shahin S. Sagafi, 16 Surrey Lane; and \$2000 from The Congregational Church of Needham, 1154 Great Plain Avenue.
18.	Accept donation of NBA Power Cards, valued at \$500 made to The Needham Health Department's Travelling Meals Program from the Needham Business Association.
19.*	Approve request from Bill Gallagher of the Needham Running Club to hold its annual New Year's Day race on January 1, 2012 from 9:00 a.m. to 12:00 p.m.

Board of Selectmen

AGENDA FACT SHEET for December 20, 2011

Agenda Item: Public Hearing: NSTAR Petition for Great Plain Avenue
Presenter(s): Maureen Carroll, NSTAR

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

NSTAR requests permission to install approximately 33 feet of conduit at Pole 11/17 on Great Plain Avenue, Needham. This work is necessary to provide underground electric service for a new home at 1362 Great Plain Avenue.

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

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: Move that the Board of Selectmen approve and sign petition from NSTAR to install approximately 33 feet of conduit at Pole 11/17 on Great Plain Avenue, Needham. This work is necessary to provide underground electric service for a new home at 1362 Great Plain Avenue.

3. BACK UP INFORMATION ATTACHED:

- a. Letter of Application
- b. Petition
- c. Order
- d. Petition Plan
- e. Notice Sent to Abutters
- f. List of Abutters

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____



200 Calvary Street
Waltham, Massachusetts 02453

November 16, 2011

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192

#1362
RE: Great Plain Ave
Needham, MA
W.O. #1851647

C:DPW 11/17/2011

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to install approximately 33'± feet of conduit at pole 11/17 on Great Plain Ave, Needham.

This work is necessary to provide new underground electric service for new house @ #1362 Great Plain Ave.

Your prompt attention to this matter is appreciated. If you have any questions please call Maureen Carroll at (617) 369-6421.

Sincerely,

A handwritten signature in black ink, appearing to read "William D. Lemos".

William D. Lemos-Supervisor
Rights & Permits

WDL/aw
Attachments

OK TO
proceed
TMM, Engr.
12/5/11
OK DPW Director
Rpm
12/7/11

**PETITION OF NSTAR ELECTRIC COMPANY FOR LOCATION FOR
CONDUITS
AND MANHOLES**

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

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

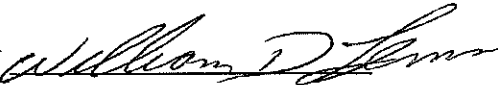
WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Revised November 16, 2011**, and filed herewith, under the following public way or ways of said Town:

Great Plain Ave - Southeasterly @ pole 11/17 approximately 125'± feet south of
Abbott Street a distance of about 33'± feet - conduit

(WO. 1851647)

NSTAR ELECTRIC COMPANY

BY



William D. Lemos

Rights & Permits, Supervisor

Dated this 16th day of November 2011

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2011

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Great Plain Ave - Southeasterly @ pole 11/17 approximately 125'± feet south of
Abbott Street a distance of about 33'± feet - conduit

(WO. 1851647)

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A. Debenedictis, Revised November 16, 2011** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2011 at _____ in said Town.

1	_____	
2	_____	Board of Selectmen
3	_____	the Town of
4	_____	NEEDHAM
5	_____	

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2011 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

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



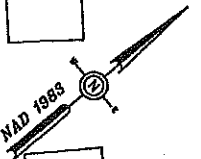
APPROX. PT.
OF PICKUP

ABBOTT ST

GREAT PLAIN

AVE

CUSTOMER TO INSTALL
1-2" PVC PIPE
SCHEDULE 40 NO CONCRETE



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC & GAS CORPORATION NOR ITS AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW, YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD NSTAR ELECTRIC & GAS CORPORATION HARMLESS FROM ANY SUCH LOSS OR INJURY. THE INFORMATION DOES NOT REPRESENT A SURVEY, MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSURED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO ADAPT THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

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

C#	Ward #	Work Order #	Surveyed by	Structures by	Plotted by	Approved	P#
		1851647	NSTAR	TO	LM	A. DEBENEDECIS	
				Showing PROPOSED CUSTOMER CONDUIT LOCATION			
				NEEDHAM			
				Plan of GREAT PLAIN AVE			
				GIS SERVICES 1163 MASSACHUSETTS AVE DORCHESTER, MASS 02126			
				Scale	1"=40'	Date	NOVEMBER 7, 2011
				SHEET	1 of 1	REVISED 11/16/11	





NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on December 20, 2011** upon petition of NSTAR dated November 16, 2011 to install approximately 33 feet conduit at pole 11/17, Great Plain Avenue, Needham. This work is necessary to provide new underground electric service for a new home, 1362 Great Plain Avenue. A public hearing is required and abutters should be notified.

Maurice Handel
Gerald A. Wasserman
Daniel P. Matthews
John A. Bulian
James G. Healy

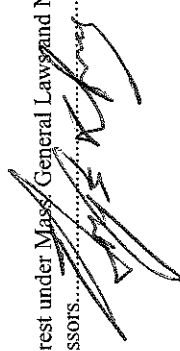
BOARD OF SELECTMEN

Dated: December 9, 2011

1362 GREAT PLAIN AVE

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>		
					<u>OWNER CITY</u>	<u>State</u>	<u>OWNER ZIP</u>
199/128.0-0068-0000.0	1351	GREAT PLAIN AVE	WOOTEN-HARE, ELEANOR, TR BROTHERS, SANDRA J., TR	18115 STATE ROAD 1	SPENCERVILLE	IN	46788
199/128.0-0069-0000.0	1357	GREAT PLAIN AVE	DEFILLIPO, PAUL	1357 GREAT PLAIN AVENUE	NEEDHAM	MA	02492
199/128.0-0070-0000.0	1365	GREAT PLAIN AVE	WALTERS, GEORGE A + WALTERS, JOAN M	1365 GREAT PLAIN AVE	NEEDHAM	MA	02492
199/142.0-0070-0000.0	1370	GREAT PLAIN AVE	MACLEOD, CHERYL	1370 GREAT PLAIN AVENUE	NEEDHAM	MA	02492
199/142.0-0071-0000.0	1362	GREAT PLAIN AVE	NEEDHAM BANK C/O GPA DEVELOPMENT, LLC	PO BOX 583	NEEDHAM	MA	02494
199/142.0-0072-0000.0	1360	GREAT PLAIN AVE	SOCOPY, SHARON ANN	1360 GREAT PLAIN AVE	NEEDHAM	MA	02492
199/142.0-0074-0000.0	1352	GREAT PLAIN AVE	TOWN OF NEEDHAM SEWER DEPT-PUMPING STA	1471 HIGHLAND AVE	NEEDHAM	MA	02492

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



Board of Selectmen

AGENDA FACT SHEET for 12/20/2011

Agenda Item: Property Tax Classification

Presenter(s): Kate Fitzpatrick, Town Manager
David Davison, Assistant Town Manager/Finance
Chip Davis, Administrative Assessor

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Board held the required public hearing regarding property tax classification on December 6, 2011 after which the Board voted to approve a residential factor of .8911528 (effectively continuing the same shift as in previous years). The Department of Revenue (DOR) had not yet certified the new growth valuation so the Board could not sign the certification and confirmatory pages of the tax recapitulation at the time of the vote. The Board will be asked to execute the various pages that will be brought to the meeting. DOR advises that this signing be done during public session even though the Board had already taken action at the public hearing.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: That the Board of Selectmen vote to confirm the residential factor of .8911528 and approve and sign the fiscal year 2012 Tax Recapitulation Forms.

3. BACK UP INFORMATION ATTACHED:

None

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Prepared by kpf

Board of Selectmen

AGENDA FACT SHEET for 12/20/2011

Agenda Item: Final FY2013 -2017 Capital Improvement Plan

Presenter(s): Kate Fitzpatrick, Town Manager
Dave Davison, Assistant Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

We will present the Board with our final recommendations for the FY2013 – 2017 Capital Improvement Plan.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: That the Board endorse the FY2013 – FY2017 Capital Improvement Plan as presented (or, as presented with the following recommendations...) for transmittal to the Finance Committee.

3. BACK UP INFORMATION ATTACHED:

- a. Five Year Capital Submissions/Recommendations/All Funding Sources
- b. Town Manager's Capital Funding Recommendations FY2013

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Five Year Capital Submissions Preliminary Recommendations: Tier One - All Funding Sources																		
Title	Code*	Department	Group	Cat	Funding Years	Department Submitted	FY 2013 - FY 2017							Five Year Request	Preliminary Five Year Total			
							2013 Department Request	Tier One	Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request			Tier One		
General Government																		
Network Hardware, Servers & Switches	R	Finance	15	General	1	2012	2016	\$150,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	150,000	150,000	
Desktop Virtualization	P	Finance	15	General	1	2013		\$130,000	130,000							130,000	130,000	
Property Acquisition	N	Town Manager	10	General	2	2013		\$630,000	630,000							630,000	630,000	
Voting Electronic Equipment	P	Town Clerk	12	General	1	2014		\$85,000		85,000						85,000	85,000	
Core Fleet - General	P	Finance	15	General	1	2015		\$30,152			30,152					30,152	0	
Geographic Information System Update	N	Finance	15	General	1	2015		\$100,000			100,000					100,000	100,000	
Mail Processing Machines	P	Finance	15	General	1	2016		\$30,645				30,645				30,645	30,645	
Total - General Government								\$1,155,797	790,000	790,000	115,000	115,000	160,152	130,000	60,645	30,000	1,155,797	
Cash Funding									160,000		115,000		130,000		60,645	30,000	495,645	
Debt Funding									630,000		0		0		0	0	630,000	
Other Financial Source									0		0		0		0	0	0	
Total - General Government									790,000		115,000		130,000		60,645	30,000	1,125,645	
Tier 2/Deferred/Not Recommended^										0		30,152		0		0	30,152	
Total - General Government									0	790,000	0	115,000	0	160,152	0	30,000	0 1,155,797	
* Refer to the last page for code and cat (category) descriptions																		
Public Safety																		
Deputy Chief Vehicle (C-3)	P	Fire	21	Public	1	2013		\$35,000	35,000								35,000	
Quint Ladder/Pump (E-3)	P	Fire	21	Public	1	2013		\$750,000	750,000								750,000	
Structural Firefighting Gear	P	Fire	21	Public	1	2013		\$40,000	40,000								40,000	
Brush/Utility Truck (F30) (C-6)	P	Fire	21	Public	1	2014		\$45,000		45,000							45,000	
Building Core Fleet	R	Building	22	Public	1	2014		\$33,430		33,430							33,430	
Wireless Municipal Radio Master Fire Box System	S	Fire	21	Public	1	2014		\$164,000		164,000							164,000	
Disaster Rescue Ambulance (R-2)	P	Fire	21	Public	1	2015		\$150,000			150,000						150,000	
Police Cruiser Video	PM	Police	20	Public	1	2015		\$35,000			35,000						35,000	
Bucket Truck (F450 (C-5)	ND	Fire	21	Public	1	2016		\$105,000				105,000					105,000	
IBM Hardware Replacement - NPD CAD	PM	Finance	15	Public	1	2016		\$30,000				30,000					30,000	
Inspector's Vehicle (C-43)	P	Fire	21	Public	1	2017		\$30,000							30,000		30,000	
Shift Commander Vehicle (C-2)	P	Fire	21	Public	1	2017		\$40,000							40,000		40,000	
Total - Public Safety								\$1,457,430	825,000	825,000	242,430	78,430	150,000	135,000	70,000	70,000	1,457,430 1,153,430	
Cash Funding									75,000			78,430		150,000		70,000	403,430	
Debt Funding									750,000		0	0	0	0	0	0	750,000	
Other Financial Source									0		0	0	0	0	0	0	0	
Total - Public Safety									825,000		78,430		150,000		30,000	70,000	1,153,430	
Tier 2/Deferred/Not Recommended^									0		164,000		35,000		105,000	0	304,000	
Total - Public Safety									0	825,000	0	242,430	0	145,000	0	70,000	0 1,457,430	
Refer to the last page for code and cat (category) descriptions																		

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY 2013 - FY 2017

Title	Code*	Department	Group	Cat	Funding Years	Department Submitted	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Preliminary Five Year Tier One
Public Schools																	
Copiers	RMC	School	Public Schools	1	2013 2017	\$350,335	97,570		80,450		52,990		70,505		48,920		350,335
Furniture	RMC	School	Public Schools	1	2013 2017	\$194,635	28,460		41,600		34,150		45,405		45,000		194,635
Graphic Arts Equipment	MQC	School	Public Schools	1	2013 2017	\$50,470	14,180		8,270		8,450		11,910		7,660		50,470
Interactive Whiteboard Technology	MC	School	Public Schools	1	2013 2015	\$188,500	148,300		22,600		17,600		0		0		188,500
Musical Equipment	RMC	School	Public Schools	1	2013 2017	\$75,000	15,000		15,000		15,000		15,000		15,000		75,000
Technology Replacement	RMC	School	Public Schools	1	2013 2017	\$2,116,850	524,500		455,200		402,700		389,100		335,350		2,116,850
High School Fitness Equipment	NQ	School	Public Schools	1	2014 2017	\$62,320	0		14,380		14,810		20,020		13,110		62,320
Tablet Project	MCP	School	Public Schools	1	2014 2017	\$399,000	0		146,000		62,000		85,000		15,000		399,000
School Technology and Equipment																	
School Vehicle Replacement	NI	School	Public Schools	2	2013 2017	\$336,900	0		0		0		52,660		284,240		336,900
Emergency Renovation/Relocation	P	School	Public Schools	2	2013 2016	\$30,000	30,000										30,000
Emergency Grover Roof	D	Public Facilities	Public Facilities	2	2016	\$151,938							151,938				151,938
High School A Gym Upgrade	N	Public Facilities	Public Facilities	2	2017	\$105,000	0		0		0		0		105,000		105,000
Pellard Boiler Replacement	N	Public Facilities	Public Facilities	2	2014 2015	\$474,800			374,800		100,000						474,800
Pellard Telephone System Replacement	N	Public Facilities	Public Facilities	2	2014	\$58,711			58,711								58,711
Total - Public Schools						\$4,504,459	855,000	524,232	1,227,011	975,603	707,730	663,200	844,538	582,098	870,180	585,940	4,504,459
Cash Funding								524,232		300,803		663,200		582,098		585,940	2,666,273
Debt Funding										674,800							674,800
Other Financial Source																	
Total - Public Schools								524,232		975,603		663,200		582,098		585,940	3,331,073
Tier 2(Deferred/Not Recommended)								333,766		251,408		44,530		259,440		284,240	1,173,386
Total - Public Schools							0	855,000	0	1,227,011	0	707,730	0	844,538	0	870,180	4,504,459

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

Preliminary

FY2013 - FY2017 CIP Recommendations

Preliminary

Five Year Capital Submissions Preliminary Recommendations Tier One - All Funding Sources FY 2013 - FY 2017																	
Title	Code*	Department	Group	CR	Funding Years	Department Submitted	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Five Year Request	Preliminary Five Year Tier One
Public Works																	
Construction Equipment - General	R	DPW	Public Works	1	2013 2017	\$136,200	0		42,600						93,600	136,200	93,600
Core Fleet - General	R	DPW	Public Works	1	2013 2017	\$2,002,700	315,000	315,000	460,000	460,000	415,500	415,500	487,000	487,000	325,200	2,002,700	2,002,700
Large Specialty Equipment - General	R	DPW	Public Works	1	2013 2017	\$718,500	271,500								447,000	718,500	172,000
Small Specialty Equipment - General	R	DPW	Public Works	1	2013 2017	\$443,100	41,000		105,000		71,100		119,000		107,000	443,100	107,000
Snow & Ice Equipment	R	DPW	Public Works	1	2013 2017	\$718,500	171,000	31,000	176,000		182,000		153,000		36,500	718,500	67,500
DeFazio Fields Re-Seeding	N	DPW	Community Services	25	2013	\$90,000	90,000		0					0		90,000	0
DPW Phase II (portion under extraordinary)	P	DPW	Public Works	2	2013	\$580,000	580,000	580,000								580,000	580,000
Salt Storage Shed	P	DPW	Public Works	2	2013	\$1,550,000	1,550,000	1,550,000								1,550,000	1,550,000
Public Works Infrastructure Program	R	DPW	Public Works	3	2013 2017	\$5,721,800	600,000	600,000	1,216,400	600,000	1,241,400	600,000	1,324,000	1,300,000	1,340,000	5,721,800	4,400,000
Storm Drain Discharge Improvements	PS	DPW	Public Works	3	2013 2016	\$2,362,000	68,500		73,500		110,000		2,000,000		110,000	2,362,000	0
Water Quality (EPA)																	0
Message Boards	N	DPW	Public Works	1	2015	\$135,000					135,000					135,000	0
Blue Tree Replacement	N	DPW	Community Services	2	2015	\$35,000					35,000					35,000	35,000
EPA Stormwater Maintenance Equipment	NS	DPW	Public Works	1	2016	\$235,000							235,000			235,000	0
DPW Boiler Replacement	N	Public Facilities	28	Public Facilities	2	2016	\$197,800						197,800	197,800		197,800	197,800
Total - Public Works						\$14,925,600	3,687,000	3,076,000	2,073,500	1,060,000	2,190,000	1,050,500	4,515,800	1,984,800	2,459,300	14,925,600	9,205,600
Cash Funding								346,000		460,000		450,500		884,800	734,300		2,675,600
Debt Funding								1,180,000		600,000		600,000		1,300,000	1,300,000		4,900,000
Other Financial Source								1,550,000		0		0		0	0		1,550,000
Total - Public Works								3,076,000		1,060,000		1,050,500		1,984,800	2,034,300		9,205,600
Tier 2/Deferred/Not Recommended^								611,000		1,043,500		1,139,500		2,531,000	425,000		5,720,000
Total - Public Works							0	3,687,000	0	2,073,500	0	2,190,000	0	4,515,800	0	2,459,300	0 14,925,600
Public Facilities																	
Core Fleet	RM	Public Facilities	28	Public Facilities	1	2013 2017	\$153,653	50,318	27,227	27,227	24,566	24,566	25,426	25,426	26,316	153,653	153,653
Public Facilities Maintenance Program	RM	Public Facilities	28	Public Facilities	2	2013 2017	\$2,413,250	450,000	465,750	430,560	482,000	445,630	499,000	461,230	516,500	477,475	2,413,250
Energy Efficiency Upgrade	NR	Public Facilities	28	Public Facilities	2	2013 2013	\$485,196	34,815	109,785	109,785	101,960	101,960	112,706	112,706	125,933	485,196	485,196
Total - Public Facilities						\$3,052,302	535,133	501,133	602,762	587,572	608,526	572,156	637,132	599,362	668,749	629,724	3,052,302
Cash Funding								501,133		587,572		572,156		599,362	629,724		2,869,947
Debt Funding										0		0		0	0		0
Other Financial Source								0		0		0		0	0		0
Total - Public Facilities								501,133		587,572		572,156		599,362	629,724		2,869,947
Tier 2/Deferred/Not Recommended^								34,000		35,190		36,376		37,770	39,025		182,355
Total - Public Facilities							0	535,133	0	602,762	0	608,526	0	637,132	0	668,749	0 3,052,302

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

FY2013 - FY2017 CIP Recommendations

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY 2013 - FY 2017

Title	Code*	Department	Group	Cat	Funding Years	Department Submitted	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Indicative Five Year Tier One
Community Services																		
Athletic Facility Improvements	R	DPW	25	Community Services	2013 2017	\$2,360,700	207,500	207,500	158,000		1,475,200		245,000		275,000		2,360,700	207,500
Cricket Field Building Renovations	S	Parks & Recreation	34	Community Services	2013 2014	\$725,000	125,000		600,000								725,000	0
Trail Improvement Project - Rosemary Camp	P	Community Development	18	Community Services	2013	\$150,000	50,000		100,000								150,000	0
Senior Transport Vans	P	Human Services	30	Community Services	1 2014	\$61,065			61,065								61,065	61,065
Mills Field Improvements	P	Community Development	34	Community Services	2 2014 2015	\$220,000			40,000		180,000						220,000	40,000
Trail Improvement Project - Newman School	P	Community Development	18	Community Services	2014 2015	\$275,000			75,000		200,000						275,000	0
One Fleet - Health	R	Health	Community Services	1 2015		\$54,600					34,600						34,600	0
Trail Improvement Project - Ridge Hill	PI	Community Development	18	Community Services	2 2015 2016	\$150,000	0	0	0	0	50,000	0	100,000	0			150,000	0
Trail Improvement Project - Needham Reservoir	PI	Community Development	18	Community Services	2 2016 2017	\$150,000							50,000		100,000		150,000	0
Total - Community Services						\$4,126,365	382,500	207,500	1,034,065	101,065	1,939,800	0	395,000	0	375,000	0	4,126,365	306,565
Cash Funding								207,500		101,065							308,565	
Debt Funding								0		0							0	
Other Financial Source								0		0							0	
Total - Community Services								207,500		101,065							308,565	
Tier 2/Deferred/Not Recommended*							175,000		933,000		1,939,800					395,000	3,817,800	
Total - Community Services							0	382,500	0	1,034,065	0	1,939,800	0	395,000	0	375,000	0	4,126,365
* Refer to the last page for code and cat (category) descriptions																		
Cash Funding - All Groups							1,813,845		1,622,870		1,955,856					1,956,905	2,049,954	9,409,460
Debt Funding - All Groups							2,560,000		1,274,800		600,000					1,300,000	1,300,000	7,034,800
Other Financial Source - All Groups							1,550,000		0		0					0	0	1,550,000
Total General Fund							5,923,845		2,897,670		2,555,856					3,256,905	3,349,954	17,994,260
Tier 2/Deferred/Not Recommended** - All Groups							1,153,768		2,397,098		3,225,352					3,226,210	1,123,265	11,227,693
Total - All Groups							0	7,077,633	0	5,294,768	0	5,791,208	0	6,585,115	0	4,473,229	0	29,221,953

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY 2013 - FY 2017

Title	Code*	Department	Group	Cat	Funding Years	Department Submitted	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Five Year Request	Preliminary Five Year Tier One
RTS Enterprises																	
Construction Equipment - RTS	R	DPW - RTS	- RTS	1	2013 2017	\$380,000	380,000	0	0	0	0	0	0	0	0	380,000	0
Core Fleet - RTS	R	DPW - RTS	RTS	1	2013 2017	\$0	0	0	0	0	0	0	0	0	0	0	0
Large Specialty Equipment - RTS	R	DPW - RTS	RTS	1	2013 2017	\$4862,500	175,200	175,200	189,200	189,200	192,000	192,000	306,100	306,100	0	862,500	556,400
Total - Recycling and Transfer Station Enterprises						\$1,242,500	555,200	175,200	189,200	189,200	192,000	192,000	306,100	306,100	0	1,242,500	556,400
Cash Funding								175,200	189,200	189,200	192,000	192,000	0	0	0	0	556,400
Debt Funding								0	0	0	0	0	0	0	0	0	0
Other Financial Source								0	0	0	0	0	0	0	0	0	0
Total - Recycling and Transfer Station Enterprises							175,200	189,200	189,200	192,000	192,000	306,100	306,100	0	0	862,500	556,400
Tier 2/Deferred/Not Recommended^							380,000	0	0	0	0	0	0	0	0	0	380,000
Total - Recycling and Transfer Station Enterprises							0	555,200	0	189,200	0	192,000	0	306,100	0	0	1,242,500

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

Sewer Enterprise																	
Core Fleet - Sewer	R	DPW - Sewer	Sewer	1	2012 2016	\$101,400	33,100	33,100	33,800	33,800	34,500	34,500	0	0	0	101,400	0
Large Specialty Equipment - Sewer	R	DPW - Sewer	Sewer	1	2012 2016	\$618,000	0	0	0	0	0	0	0	0	0	618,000	0
Wastewater Pump Station Improvements	P	DPW - Sewer	Sewer	3	2012 2016	\$2,590,000	262,000	0	2,640,000	262,000	0	2,640,000	0	0	0	3,580,000	3,580,000
Construction Equipment - Sewer	R	DPW - Sewer	Sewer	1	2013 2017	0	0	0	0	0	0	0	0	0	0	0	0
Small Specialty Equipment - Sewer	R	DPW - Sewer	Sewer	1	2013 2017	\$91,500	34,000	34,000	0	0	0	0	57,500	57,500	0	91,500	91,500
Sewer SCADA System	PM	DPW - Sewer	Sewer	3	2013	\$30,000	30,000	30,000	0	0	0	0	0	0	0	30,000	30,000
Sewer System Rehabilitation Infiltration & Inflow Removal Programs	R	DPW - Sewer	Sewer	3	2013 2017	\$1,150,000	550,000	550,000	600,000	600,000	0	0	0	0	0	1,150,000	1,150,000
Sewer Service Connections	R	DPW - Sewer	Sewer	3	2015 2016	\$150,000	0	0	0	0	0	0	50,000	50,000	50,000	150,000	150,000
Total - Wastewater Operations & Infrastructure						\$5,720,900	909,100	647,100	3,273,800	895,800	84,500	2,724,500	440,500	440,500	1,013,000	5,720,900	5,720,900
Cash Funding								647,100	895,800	895,800	84,500	2,724,500	440,500	440,500	583,000	2,650,900	2,650,900
Debt Funding								0	0	0	0	2,640,000	0	0	430,000	3,070,000	3,070,000
Other Financial Source								0	0	0	0	0	0	0	0	0	0
Total - Wastewater Operations & Infrastructure							647,100	895,800	895,800	895,800	84,500	2,724,500	440,500	440,500	1,013,000	5,720,900	5,720,900
Tier 2/Deferred/Not Recommended^							262,000	0	2,378,000	2,378,000	-2,640,000	0	0	0	0	0	0
Total - Wastewater Operations & Infrastructure							0	909,100	0	3,273,800	0	64,500	0	440,500	0	1,013,000	0

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

Five Year Capital Submissions

FY 2013 - FY 2017																	
Title	Code*	Department	Group	Off.	Funding Years	Department Submitted	2013 Department Measure	Tier One	2014 Department Request		2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Onestop Request	Tier One	Primary Five Year Request
Water Enterprise																	
Water SCADA System Upgrade & Video Surveillance	P	DPW - Water	Water	2	2012	2013	\$235,000		335,000	335,000							335,000
Core Fleet - Water	R	DPW - Water	Water	1	2013	2017	\$354,100	117,000			0	0	121,600	131,600	115,500		354,100
Fiber Media Replacement	P	DPW - Water	Water	3	2013	2017	\$205,000	72,500	75,000	75,000	77,500	77,500	0	0	80,000	80,000	305,000
Water Service Connections	R	DPW - Water	Water	3	2013	2017	\$1,600,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
Water System Fire Flow Improvements	P	DPW - Water	Water	3	2013	2017	\$6,090,250	350,000			100,000	5,070,000	470,250	570,250	2,090,000	0	8,080,250
Water System Rehabilitation Program	P	DPW - Water	Water	3	2013	2017	\$2,314,100	99,300	99,300	715,800	555,000	555,000	94,000	94,000	850,000		2,314,100
Irrigation Supply Facility Design	P	DPW - Water	Water	3	2014	2015	\$114,000		30,000	30,000	84,000	84,000					114,000
Water System Improvements 14 inch Main Replacements	P	DPW - Water ##	Water	3	2014	2016	\$3,800,000		340,000	340,000			3,460,000				3,800,000
Laptops and GIS	N	DPW - Water	Water	1	2015		\$45,000				45,000					45,000	0
Water Supply Development EMD	P	DPW - Water	Water	3	2015		\$250,000				250,000	250,000				250,000	250,000
Total - Water Operations & Infrastructure							\$16,597,450	838,800	838,800	6,765,800	1,695,000	1,311,500	6,236,500	4,345,050	985,050	1,245,500	16,597,450
Cash Funding								938,800			980,000		1,166,500		985,050	1,245,500	5,216,650
Debt Funding										715,800		5,070,000		0	0	0	5,765,800
Other Financial Source								0	0	0	0	0		0	0	0	0
Total - Water Operations & Infrastructure								938,800		1,695,000		6,236,500		985,050		1,245,500	11,002,450
Tier 2(Deferred/Not Recommended)*								0		5,070,000		-4,825,000		3,360,000		2,090,000	5,995,000
Total - Water Operations & Infrastructure								0	838,800	0	6,765,800	0	1,311,500	0	4,345,050	0	16,597,450

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

- B = Transfer request and possible funding to operating budget
- C = Recommendation is combined with other requests
- D = Recommendation is deferred or can hold pending other actions.
- E = Emergency approval
- F = Funding approval outside the capital plan
- G = Project submission is incomplete or waiting additional information.
- H = Submission has been modified
- I = New submission with this CIP
- J = Project request has appeared in previous CIP's.
- K = Request does not require capital submission
- L = Request is not required for capital expenses.
- M = No evaluation, under study

Cat (Category)

- Cat (Category)**
 1 = Equipment or Technology
 2 = Building or Facility
 3 = Infrastructure
 4 = Extraordinary Capital Item

Fiscal Year 2013
Town Manager's Capital Funding Preliminary Recommendations

Department	Project	Page	FY2013			Tier 1			Alternative Funding Source	Tier 2		Deferred		Comment
			Capital	Cash Capital	Debt Financing	Cash Capital	Debt Financing			Cash Capital	Debt Financing	Cash Capital	Debt Financing	
Town Manager/Board of Selectmen	Purchase of Real Property	1	630,000		630,000									\$25,000 RFT 10/05/2011
Finance	Servers & Switches	3	30,000	30,000										
Finance	Desktop Virtualization	5	130,000	130,000										
Community Development	Rosemary Camp Trail Improvement Engineering	7	50,000							50,000				
Community Development	Purchase of Open Space	9	1,000,000											
Fire	Deputy Chief of Operation Vehicle (C-3)	11	35,000	35,000									1,000,000	Nothing has been identified at this time
Fire	Quint (E-3)	11	750,000		750,000									
Needham Public Schools	Copier Replacement	15	97,570	66,782						30,788				
Needham Public Schools	Graphic Arts Equipment	20	14,180							14,180				
Needham Public Schools	Instrument and Furniture Replacement	22	43,450	43,450										
Needham Public Schools	Technology Replacement	27	524,500	384,000						140,500				
Needham Public Schools	Whiteboard Technology	30	148,300							148,300				
Needham Public Schools	School Administration Bldg Renovation/Relocation Study	33	30,000	30,000										
Fire	Structural Firefighting Gear	35	40,000	40,000										
Park & Recreation	Cricketer Field Building Improvements	37	125,000									125,000		A feasibility study is now underway
Public Facilities	Core Fleet	39	50,318	50,318										
Public Facilities	Facility Maintenance Program	42	450,000	416,000						34,000				
Public Facilities	Energy Efficiency Upgrades	45	34,815	34,815										
Public Works	DPW Complex	47	580,000		580,000									

Fiscal Year 2013
Town Manager's Capital Funding Preliminary Recommendations

Department	Project	Page	FY2013		Tier 1		Alternative Funding Source	Tier 2		Deferred		Comment
			Capital	Cash Capital	Cash Capital	Debt Financing		Cash Capital	Debt Financing	Cash Capital	Debt Financing	
Public Works	Athletic Facility Improvements	50	207,500	207,500								
Public Works	Core Fleet	53	315,000	315,000								
Public Works	Large Specialty Equipment	53	271,500					271,500				
Public Works	Small Specialty Equipment	53	41,000					41,000				
Public Works	Snow & Ice Equipment	53	171,000	31,000				140,000				
Public Works	Sodding DeFazio Fields	53	90,000					90,000				
Public Works	Storm Drain Discharge Improvements – Water Quality (EPA)	62	68,500							68,500		EPA regulations pending
Public Works	Public Works Infrastructure Program	65	600,000			600,000						
Public Works	Salt Shed	70	1,550,000				1,550,000					
General Fund Total			8,077,633	1,813,865		2,560,000	1,550,000	960,268		193,500	1,000,000	
RTS	Construction Equipment	73	380,000								380,000	Review ongoing
RTS	Large Specialty Equipment	73	175,200	175,200								
RTS Enterprise Fund Total			555,200	175,200							380,000	
Sewer	Small Specialty Equipment	76	34,000	34,000								
Sewer	Core Fleet	76	33,100	33,100								
Sewer	Infiltration and Inflow	80	550,000	550,000								
Sewer	SCADA System	84	30,000	30,000								
Sewer Enterprise Fund Total			647,100	647,100								

Fiscal Year 2013
Town Manager's Capital Funding Preliminary Recommendations

Department	Project	Page	FY2013 Capital	Tier 1		Alternative Funding Source	Tier 2		Deferred		Comment
				Cash Capital	Debt Financing		Cash Capital	Debt Financing	Cash Capital	Debt Financing	
Water	Core Fleet	86	117,000	117,000							
Water	Filter Media	89	72,500	72,500							
Water	Fire Flow Improvements	91	350,000	350,000							
Water	Connections	94	200,000	200,000							
Water	Water System Rehabilitation	96	99,300	99,300							
Water Enterprise Fund Total			838,800	838,800							
Total			10,118,733	3,474,965	2,560,000	1,550,000	960,268		193,500	1,380,000	

Intentionally Blank

Department Capital Request CIP-DCR					
Title	Purchase of Real Property 37 – 39 Lincoln Street	Department	Board of Selectmen/Town Manager		
Parameters					
			YES	NO	NA
1.	Is this a stand-alone capital request?		X		
2.	Is this a multi-year capital replacement/upgrade request?			X	
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?			X	
8.	Is this a request to purchase technology or wireless communication system?			X	
9.	Is this a request to purchase vehicles or other rolling stock?			X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?				
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?		X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?		X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?		X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X	
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X	
24.	Does the request support activities to produce new revenue for the Town?		X		
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X	
26.	Have other non-capital investment options been explored before submitting this request?				X
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X	
28.	If applicable, will the items being replaced be retained by the Town?				X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X	
30.	Are there any appendix forms with this funding request?			X	

Department Capital Request CIP-DCR										
Title	Purchase of Real Property 37 – 39 Lincoln Street				Department		Board of Selectmen/Town Manager			
Useful Life	V	Primary Reason		I	Operating Budget Impact				C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2013	\$630,000		Intangibles				Acquisition Cost		\$600,000	
FY2014			Equipment							
FY2015			Design & Engineering							
FY2016			Construction Expenses		\$30,000					
FY2017			Other Expenses*		\$600,000					
Total	\$ 630,000		Total		\$ 630,000		Total		\$ 600,000	
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The acquisition of this parcel will contribute to the availability of surface parking in the downtown, which is seen as critical for implementation of mixed use redevelopment goals. The parcel is immediately adjacent to the Chestnut Street/Lincoln Street municipal lot, and will add approximately 26 parking spaces. The net increase in parking spaces will be impacted by future redesign of the Chestnut Street/Lincoln Street parking lots and the on-going evaluation of the buddy parking system. In October, 2011 the Finance Committee approved a Reserve Fund Transfer request in the amount of \$25,000 to secure the property until an appropriate can be sought at the 2012 Annual Town Meeting.										

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

Department Capital Request CIP-DCR										
Title	Network Hardware, Servers, Switches, Replacement /Upgrades				Department		Information Technology Center			
Useful Life	I	Primary Reason		3	Operating Budget Impact		C			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2013	30,000		Intangibles							
FY2014	30,000		Equipment	150,000						
FY2015	30,000		Design & Engineering							
FY2016	30,000		Construction Expenses							
FY2017	30,000		Other Expenses*							
Total	\$150,000		Total	\$150,000		Total		\$ 0		
Attached Schedules		CF	CX	LS	SI	SS				
Description and Justification										
The request is to replace older servers, application and data, with newer, faster, and more energy efficient models including hardware to install virtualization software. This can also include the replacement of the spam filter, virus firewall, and internet filtering. The request would also be for replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches would be better able to take advantage of the Town fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment can have an effect on email, financial applications, internet access, and data accessibility.										

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

Department Capital Request CIP-DCR										
Title	Technology Systems and Applications Upgrades				Department	Information Technology Center				
Useful Life	II	Primary Reason		3	Operating Budget Impact		D			
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013	130,000	Intangibles		65,000						
FY2014		Equipment		65,000						
FY2015	100,000	Design & Engineering		100,000						
FY2016		Construction Expenses								
FY2017		Other Expenses*								
Total		\$230,000		Total	\$230,000		Total	\$		
Attached Schedules					CF	CX	LS	SI	SS	
Description and Justification										
1) <u>Desktop Virtualization</u> : This request is for virtualizing approximately 100 employee workstations by adding additional licenses and hardware. Licensing would also be purchased to give high end users the ability to login from home and still access their workstation. The technology behind this is that all of the applications used by the employee, i.e. Microsoft Office, Adobe Acrobat, or Internet Explorer as examples, are stored on servers located in the ITC. Any specific application is then served to employee's desktop through the network. The servers delivering the applications have been customized to be more robust than a typical off-the-shelf server so that there are enough resources within the server to run the applications that are being served to the employees' workstations. Because the application are bundled in one location it allows the ITC Network Manager to more efficiently and productively roll out upgrades allowing for consistent versions of software. With limitations on the increase of permanent FTEs, virtualization will eliminate the need to request to hire additional support staff to support the growing demands of the current workforce. There is also an added benefit in that Workstation Support is more streamlined because issues with applications served out to the workstations are managed in the ITC and only serious hardware issues would need to be addressed at the employee workstation. The hardware that is used by the employee at their desk can be easily replaced at half the cost or better than current workstation hardware. ITC sees this as an important element in the day-to-day functions of ITC in the future.										
2) <u>Geographic Information System Update</u> : The Geographic Information System (GIS) update is a request for updated planimetric data as well as imagery. A Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. The GIS Administrator has finalized the Needham parcel delineation as well as the planimetric data collected in the Spring 2009 flyover. The GIS update would add any additional changes and updates that have taken place throughout Needham and adjacent communities within 1000' feet of the Town's boundary between the Spring 2009 flight and a 2015 flight. The flight would also improve imagery to help in analysis of land use and development throughout Needham. The GIS update would also include updating infrastructure data (water, sewer, drain) as well as changes to the parcel data. The current data from the Spring 2009 and any subsequent updates will be incorporated into an internet accessible site for viewing and querying the GIS data. This site is scheduled for completion in the first quarter of 2012. Because many departments, Engineering, Water & Sewer, Planning and other Town and School Departments, use the GIS data on a regular basis it is very important to have up to date data so these departments can plan with, analyze with and display with as accurate a representation of the land base and infrastructure										

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

Department Capital Request CIP-DCR									
Title	Trail Improvement Project – Rosemary Camp Property				Department	Conservation /Park & Recreation			
Useful Life	V	Primary Reason		1	Operating Budget Impact		C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013	\$50,000	Intangibles							
FY2014	\$100,000	Equipment							
FY2015		Design & Engineering		\$50,000					
FY2016		Construction Expenses		\$100,000					
FY2017		Other Expenses*							
Total	\$ 150,000	Total		\$150,000	Total		\$		
Attached Schedules									
Description and Justification									
The Trails Master Plan has outlined several projects, and this is one of the first major improvement projects that is being moved forward for funding. The trail system that begins in the parking lot at Rosemary Pool and extends through the camp property and over to Nehoiden Street is used on a daily basis by residents in the area. The beginning section is the most urgent need for restoration, but there are other areas of concern, particularly along the steep stretch adjacent to the lake. Some projects would be completed by volunteers, so that only the large construction projects will need to be performed by a contractor. At this time, the project is not eligible for CPA funding, but if the proposed changes to the wording of the legislation are approved, this project would become eligible.									

Extraordinary Capital Project CIP-XCP Long Form									
Title	Purchase of Open Space				Fiscal Year	2013			
Requester	Conservation Commission, Park & Recreation Commission, Board of Selectmen								
Location	unknown				Project Category	L			
Funding	Community Preservation Fund	CPA Eligible	Yes	X	No	Initial Submission	annual		
Partners	Possible CPA and grant opportunities								
Project Description	Without much notice, opportunities to purchase private land to add to the open space inventory surface each year. In particular, some opportunities arise during discussions of the development of private land. This project request is to keep all aware of the possibility, in the near future, of a purchase moving forward. Unexpectedly, in FY 2010, the purchase of two parcels of land on Carol Road and Brewster Drive, as well as a parcel on Charles River Street, adjacent to Walker-Gordon Field were all funded through CPA funds. It is possible that some purchases would relate to easements, as opposed to full ownership of the land. The Open Space and Recreation Plan reflects the goal of making additional purchases, especially in areas of Town without current open space to retain open areas, or to create access to other parcels, including connections to the Charles River. The purchase of parcels adjacent to current open space is also a high priority. Some parcels may require improvements. Under the current CPA legislation, parcels purchased with CPA funds are eligible for improvement funds from CPA. The CPA indicates how the value of the property is determined..								
Anticipated Result	Achieve goals from the Open Space and Recreation Plan, including access to open space parcels.								
Alternatives	Various Town boards discuss opportunities with landowners throughout the year, and some easements are donated or restrictions are put in place. These funds would be utilized for unexpected purchases, or for negotiated easements that might have a financial consideration.								
Purpose	Timeline		Method to Determine Cost			Project Budget			
Acquisition	X		Consultant	A, D, & E					
New Construction Addition		Feasibility	Industry References	Site Development		\$1,000,000			
Reconstruction or Repair Order		Design/Permitting	In-House	General Contractor					
Court, Federal or State		Construction Phase	Other	Project Management					
Health or Safety		Close Out Process		F, F, & E					
New Technology		Total Project Duration		Technology					
Performance Measure				Other*					
Estimated Useful Life→				Total Budget			\$1,000,000		
Project Funding Schedule									
	Year 1	Year 2	Year 3		Year 4		Total		
Pre Design Costs	\$1,000,000								
Engineering & Design Costs									
Construction Costs									
Close Out Costs									

Extraordinary Capital Project CIP-XCP Long Form									
Title	Purchase of Open Space			Fiscal Year		2013			
Total	\$1,000,000								
Project Manager Title→	Director of Conservation OR Director of Park & Recreation								
Operational Budget Considerations									
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									
Will other Town department's resources be needed to successfully complete the project at the requested amount?									
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									
Will additional staff be required if the request is approved?									
As Permanent Employees?									
Independent Contractors?									
Does the request include or require new or additional technology?									
Does the request support activities that produce revenue for the Town?									
If the request is not approved will existing Town revenues be negatively impacted?									
All "YES" responses must be explained under the Other Considerations section									
Operating Budget Impact→									
Other Considerations									
As a particular parcel of land or easement cannot be identified at this time, the information provided is general. Surveys have indicated a desire to protect open space and provide access to trails, so this appears to be a high priority project for residents, when funding sources are available. The purchase of land or an easement will require assistance from Town Counsel. When a parcel becomes available for review, it will be important to determine whether Town departments could handle any increased work-load associated with the parcel.									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation		Second Year of Operation		Third Year of Operation				
Personnel (new)	FTE #		FTE #		FTE #				
Salaries and Wages									
Indirect Personnel Cost		%		%		%			
Other Personnel Costs									
Sub Total of Personnel Costs									
Services									
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs									
GRAND TOTAL									
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project									
Revenue Source(s)	First Year of Operation		Second Year of Operation		Third Year of Operation				
1									
2									
3									

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

Department Capital Request CIP-DCR										
Title	5 Year Vehicle / Apparatus Replacement				Department		Fire			
Useful Life	III	Primary Reason		5	Operating Budget Impact		C			
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013	785,000.	Intangibles								
FY2014	45,000.	Equipment		1,155,000						
FY2015	150,000.	Design & Engineering								
FY2016	105,000.	Construction Expenses								
FY2017	70,000.	Other Expenses*								
Total	\$ 1,155,000.		Total	\$ 1,155,000		Total				
Attached Schedules		CF	X	CX	LS	X	SI	SS		
Description and Justification										
This request is in line with the fire department established vehicle/apparatus replacement plan. All of the requests are either due or past due for replacement in the year which they are requested. Due to the fact that these are all emergency response vehicles (Except C-5) it is imperative that the department adhere to its scheduled replacement program as closely as possible. The following descriptions are listed in the same order as the requests are: Additionally, 17,500. has been added in the equipment line of Costs Components. This amount represents the cost associated with replacing the mobile radio unit in each vehicle as they are replaced at a cost of 2,500. each. The are a total of seven vehicles included in this 5 year request. (E-3) (FY13, \$750,000.)This request is to replace Engine #3, which is a 1994 "Quint" model truck (Combination Pumper/Ladder). At the time of replacement the vehicle will be 20+ years old, two years past scheduled replacement. This is a "front line" emergency response vehicle, and is a vital component of the fire department emergency services operation. This is a very versatile piece of apparatus that is capable of providing many functions at an emergency. To add to the versatility of this apparatus, the fire department would request that a new vehicle be built so that it could be housed at either fire station. The current E-3 will only fit into Station 1. Because of the importance of the dependability of this vehicle in emergency situations, the fire department must adhere to the scheduled replacement program. (C-3) (FY13, \$35,000.)This request is to replace a 2004 Ford sedan that is used daily by the Deputy Chief of Operations. Currently the car has over 56,000 miles of service, and at the time of replacement is estimated to have approximately 70,000+ miles of service. Also, at the time of replacement the car will be 8-9 years old, up to 2 years beyond scheduled replacement. A new vehicle would be purchased and put into service as C-1. The current C-1 would then be passed down to replace C-3.										

Department Capital Request CIP-DCR			
Title	5 Year Vehicle / Apparatus Replacement	Department	Fire
(C-6) (FY14, \$45,000.) This request is to replace a 2004 Ford pick-up truck, with a utility body. The truck functions primarily as a brush fire truck, but it also has many other uses. In the winter months the modular brush unit and water tank is removed, and the truck is used to transport various materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, hazardous materials trailer, mass decontamination trailer, and the Health Department Emergency Dispensing Trailer. Presently, this truck has over 26,000 miles of service on it, and at the time of replacement mileage is estimated to be approximately 45,000. (R-2) (FY15, \$150,000.) This request is to replace a 2005 Ford/Osage Rescue Ambulance. The vehicle currently has over 44,000 miles of emergency service, and at time of replacement mileage is estimated to be over 70,000. The ambulance also has over 6,800 hours of run time. The vehicle/apparatus replacement plan calls for replacing the ambulances every 8-10 years depending on use and condition. At the time of scheduled replacement R-2 will be 10 years old. This ambulance is the back-up unit for multiple calls (which have been increasing), and it is put into use as the frontline ambulance every Saturday through Sunday. This ambulance also supports services which produce significant revenue for the Town, and if it is placed out of service for maintenance reasons that revenue is forfeited to a mutual aid ambulance. **NOTE** The estimated replacement cost for this Rescue/Ambulance in FY15 would be \$170,000. We have estimated a trade-in value of \$20,000. bringing the request to \$150,000. (C-5) (FY16, \$ 105,000.) This request is to replace a 2001 Ford F450 Bucket Truck. The truck is used primarily by the fire alarm division to maintain the municipal fire alarm system overhead wires on telephone poles. This truck currently has over 43,000 miles, and at time of replacement is estimated to have 70,000 miles. The vehicle apparatus replacement schedule calls for replacing this vehicle in 15 years from time of purchase which is 2016. This truck also supports services which produce significant revenue for the Town. Current estimates to replace the truck at today's prices are approximately 85,000. with a 5% annual inflation factor added. (C-2) (FY17, \$40,000.) This request is to replace a 2010 Ford Expedition, Shift Commander vehicle. The vehicle currently has over 16,000 miles, and at time of replacement is estimated to have 58,000 miles. This vehicle is an emergency response vehicle that responds to all emergency incidents, and carries a multitude of emergency supplies, as well as, technology and information to support all types of incidents. Because of the importance of the dependability of this vehicle in emergency situations, we need to adhere to our scheduled replacement program (6-7 years). The estimated cost of replacement is based on information received from the manufacturer's vendor, who is currently on the State Bid List. (C-43) (FY17, \$30,000.) This request is to replace a 2007 Ford 500 (sedan), Inspectors vehicle. The car currently has over 43,000 miles, and at time of replacement is estimated to have approximately 90,000 miles of service. Although this car is			

Department Capital Request CIP-DCR			
Title	5 Year Vehicle / Apparatus Replacement	Department	Fire
used primarily for non-emergency services, it does respond to certain emergency calls and all fires. At the time of requested replacement this vehicle will be 8-10 years old. If this vehicle is not replaced then maintenance and service costs will increase significantly. Additionally, because this vehicle responds to certain emergency incidents, if it is not replaced with a dependable vehicle then liability exposure will also increase. Additionally, this vehicle supports services which produce significant revenue to the Town through permitting and inspections.			

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

Department Capital Request CIP-DCR										
Title	School Copier Replacement				Department	School Department				
Useful Life	II	Primary Reason		3	Operating Budget Impact		C			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C			
FY2013	\$97,570		Intangibles							
FY2014	\$80,450		Equipment	\$350,335						
FY2015	\$52,990		Design & Engineering							
FY2016	\$70,505		Construction Expenses							
FY2017	\$48,820		Other Expenses*							
Total	\$ 350,335		Total	\$ 350,335		Total	\$			
Attached Schedules										
Description and Justification										
					LS		SI	SS		

In May 2003, Town Meeting authorized \$60,000 in first-year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 46 copiers and 7 RISO duplicating machines. Since FY04, the following copy machines have been replaced throughout the district:

Fiscal Year	# Of Copy /RISO Machines Replaced
FY04	9
FY05	6
FY06	8
FY07	4
FY08	4
FY09	1
FY10	5*
FY11	5
FY12 (Estimated)	11
FY13 (Requested)	8
FY14 (Requested)	9
FY15 (Requested)	6
FY16 (Requested)	5
FY17 (Requested)	3

*Two of the copiers purchased in FY10 were funded from the High Rock construction budget.

Copy machine purchases are made utilizing State Contract. The contract allows the vendor to reduce the contract price by accepting a trade in of out-dated copy machines. Additionally, the State contract allows vendors to offer up to 3 years of free maintenance to purchasers.

Department Capital Request CIP-DCR			
Title	School Copier Replacement	Department	School Department
Without ongoing support from the capital budget, the copy machine fleet (for both office and teaching staff) will age, fall into disrepair, and be removed from the schools, without a replacement.			
In FY2009, the School Department modified its methodology for predicting copier replacement, to reflect the lifecycle analysis based on actual usage and model capacity. In previous fiscal years, a 7-year age along with frequent maintenance needs was used to determine the replacement cycle. When frequent maintenance occurred to a copier before the age of seven, it became a priority to be replaced. Using the lifecycle analysis, we project when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity, which may be more than seven years if the copier is lightly used, or less than seven years for heavily used machines. This analysis also reflects the redeployment of copiers around the district, as needed, to more closely match copier use with copy machine useful lives. Attachment A predicts the % useful life expired for each copier – replacement years occur at 100%+, or when total capacity is reached. Attachment B presents the associated cost of replacing the copiers identified for replacement.			

[illegible]

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

Department Capital Request CIP-DCR									
Title	NHS Graphic Arts Equipment Replacement				Department	School Department			
Useful Life	II, IV	Primary Reason	3	Operating Budget Impact					C
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses					Column C
FY2013	\$14,180	Intangibles							
FY2014	\$8,270	Equipment	\$50,470						
FY2015	\$8,450	Design & Engineering							
FY2016	\$11,910	Construction Expenses							
FY2017	\$7,660	Other Expenses*							
Total	\$50,470	Total	\$50,470	Total	\$				
Attached Schedules									
Description and Justification									
This request is to establish an equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program not only provides convenient, cost effective, but most importantly, provides excellent hands on educational training in the field of professional graphics and printing production for our students enrolled in the 3rd Year Graphics class (Production Printing) as well as working as summer interns in the program. Although the Center received new equipment during the recent renovation at the high school, it has become evident that an ongoing source of funding is needed to sustain and update program equipment. The purchase/ replacement cost of much of the equipment is such that it cannot be easily sustained via the normal revolving account finances. During the summer of 2011, a complete inventory analysis of all equipment was completed. (See attached.) A five-year equipment replacement plan is presented below. The specific equipment to be replaced may change from year to year, in response to unexpected equipment breakdown or program changing program needs. FY13: Screen Print Dryer, Wide Format Printer FY14: Vinyl Cutter – Heavy Duty, Thermal Transfer Press, Flash Dryer, Paper Joggin Machine FY15: Vinyl Cutter – 24”, Saddle Stitch Stapler, Binder/Spireler, Comb Binder FY16: Paper Drill (Heavy Duty), Screen Exposure Unit FY17: Tower Collator w/Booklet Maker, Padding Machine									

Department Capital Request CIP-DCR					
Title	School Musical Instrument Replacement (FY2012-2014) Musical Instrument Inventory Expansion (FY2015-2025)	Department	School Department	YES	NO NA
Parameters					
1.	Is this a stand-alone capital request?			X	
2.	Is this a multi-year capital replacement/upgrade request?			X	
3.	Is this a request in response to a documented public health or safety condition?				
4.	Is this a request in response to a Court, Federal, or State order?				X
5.	Is this a request for a study or long range plan?				X
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?				X
8.	Is this a request to purchase technology or wireless communication system?				X
9.	Is this a request to purchase vehicles or other rolling stock?				X
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X
18.	Will the requested project increase the annual operating costs for ANY department?				X
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X
21.	Will additional permanent staff be required if the request is approved?				X
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?				X
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X
24.	Does the request support activities to produce new revenue for the Town?				X
25.	If the request is not approved will existing Town revenue sources be negatively impacted?				X
26.	Have other non-capital investment options been explored before submitting this request?			X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X
28.	If applicable, will the items being replaced be retained by the Town?				X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
30.	Are there any appendix forms with this funding request?				

Department Capital Request CIP-DCR									
Title	School Musical Instrument Replacement (FY2012-2014) Musical Instrument Inventory Expansion (FY2015-2025)			Department	School Department				
Useful Life	V	Primary Reason	3	Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
FY2013	\$15,000	Intangibles							
FY2014	\$15,000	Equipment	\$75,000						
FY2015	\$15,000	Design & Engineering							
FY2016	\$15,000	Construction Expenses							
FY2017	\$15,000	Other Expenses*							
Total	\$ 75,000	Total	\$75,000	Total	\$				
Description and Justification									
In FY05, Town Meeting allocated \$15,000 in first-year funding of a ten-year replacement cycle for school musical instruments (of \$15,000/year). The purpose of the request was to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are becoming increasingly costly to repair and maintain. There are no funds available within the School Department's operating budget to replace these costly assets. Although students <i>do</i> purchase some of the less expensive instruments (clarinets, trumpets, etc), a quality band and/or orchestra program needs to ensure balanced instrumentation to deliver the proper musical experience required by the curriculum. Additionally, balanced instrumentation allows our student performing groups to showcase their talents in an appropriate quality manner in local, state and national music festivals, where they compete with and are compared to their peers. For example, the lack of quality violas, cellos and string basses in our inventory results in our orchestras having few if any of these instruments. This results in not being able to perform a good deal of the music that our students need to experience in the proper manner. Upright pianos are needed in all music rooms, practice rooms and performance facilities to enable choral groups to have proper accompaniments, and to allow small student ensembles and individuals to pursue their music education studies with proper acoustic reinforcement. The Grand Pianos at our Broadmeadow and Newman Schools are used constantly for performances and educational activities. Since both of these spaces are showcase community gathering spaces, and are of large size, we need to maintain at least Baby Grand pianos in these spaces as we already have at Eliot and the HS Auditorium. We are now entering year 8 of the replacement cycle. As a result, we are beginning to see an improvement in the quality of musical instruments our students are able to use. The scheduled replacements in FY13, FY14 and FY15 are: - FY12: Replace additional middle school percussion instruments, additional string instruments, and assorted elementary school Orff percussion instruments. - FY13: Replace the grand piano (FPA-245) in the Broadmeadow School Performance Center. - FY14: Replace the grand piano (FPA-234) in the Newman School Auditorium <u>Beginning in FY15</u>, we propose that the purpose of this article be shifted from the 'replacement' of musical instruments to the 'expansion' of the musical equipment inventory. This is due both to population growth in the program (our largest classes will begin entering the middle schools and high school, where they will need the larger size instruments in the Brass and String families.) In addition, we need to expand our inventory of trombones and cellos, since these are not allowed on school buses and thus we must provide a school instrument for these students to use in the classroom. The proposed schedule for									

Department Capital Request CIP-DCR			
Title	School Musical Instrument Replacement (FY2012-2014) Musical Instrument Inventory Expansion (FY2015-2025)	Department	School Department
Inventory expansion is: - FY15: Increase inventory at the middle and high schools, with three to six bass violins/cellos, four trombones and two tubas. - FY16: Expand inventory at the middle and high schools with five French horns, two tubas and one bass violin. - FY17: Expand inventory of instruments throughout the District with six violins, six violas, three double reeds and three low brass. The proposed schedule for replacement/ expansion is preliminary; the actual instruments purchased may vary, based on changing student needs.			

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

Department Capital Request CIP-DCR																																																																																																																																																																						
School Furniture Replacement					Department		School Department																																																																																																																																																															
Title	Useful Life			II	Primary Reason		3	Operating Budget Impact		C																																																																																																																																																												
Requested Funding Years & Amounts	Column A			Costs Components		Column B		*Other Expenses		Column C																																																																																																																																																												
FY2013	\$28,450			Intangibles																																																																																																																																																																		
FY2014	\$41,600			Equipment		\$194,635																																																																																																																																																																
FY2015	\$34,180			Design & Engineering																																																																																																																																																																		
FY2016	\$45,405			Construction Expenses																																																																																																																																																																		
FY2017	\$45,000			Other Expenses*																																																																																																																																																																		
Total	\$ 194,635			Total		\$ 194,635		Total		\$																																																																																																																																																												
Attached Schedules																																																																																																																																																																						
Description and Justification																																																																																																																																																																						
There are no budgeted funds within the regular school operating budget to replace aging school furniture and fixtures. In FY05, Town Meeting approved first year funding of \$20,500 to replace furniture in school facilities, which are not scheduled to undergo capital renovation/ addition projects in the near future (Hillside, Mitchell, Newman and Pollard). In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. This request would provide ongoing funding for regular replacement.																																																																																																																																																																						
By FY15, all furniture in 'poor' condition will have been replaced at all four schools. The FY13-FY17 funding request begins the replacement of furniture in fair condition at these schools. Based on an inventory analysis, we estimate that all furniture in fair condition will have been replaced by FY19. The funding request for the five-year period is depicted in the charts below.																																																																																																																																																																						
# Items in Poor Condition to be Replaced by Age <table><thead><tr><th></th><th>#</th><th>30-40</th><th>20-29</th><th>10-19</th><th>0-9</th><th>#</th><th>TOTAL</th></tr></thead><tbody><tr><td>Hillside (FY10,12)</td><td>10</td><td>109</td><td>26</td><td>2</td><td>147</td><td></td><td></td></tr><tr><td>Mitchell (FY11,12,15)</td><td>21</td><td>143</td><td>87</td><td>1</td><td>252</td><td></td><td></td></tr><tr><td>Newman (FY13-15)</td><td>123</td><td>216</td><td>205</td><td>0</td><td>544</td><td></td><td></td></tr><tr><td>Pollard (FY12)</td><td>36</td><td>50</td><td>11</td><td>0</td><td>97</td><td></td><td></td></tr><tr><td></td><td>190</td><td>518</td><td>329</td><td>3</td><td>1,040</td><td></td><td></td></tr></tbody></table> # Items in Fair Condition to be Replaced by Age <table><thead><tr><th></th><th>#</th><th>30-40</th><th>20-29</th><th>10-19</th><th>0-9</th><th>#</th><th>TOTAL</th></tr></thead><tbody><tr><td>Hillside (FY15-17)</td><td></td><td></td><td></td><td>23</td><td>131</td><td>0</td><td>154</td></tr><tr><td>Mitchell (FY16-17)</td><td></td><td></td><td></td><td>114</td><td>38</td><td>0</td><td>152</td></tr><tr><td>Newman (FY18-19)</td><td></td><td></td><td>0</td><td>0</td><td>186</td><td>25</td><td>211</td></tr><tr><td>Pollard (FY17-18)</td><td></td><td>4</td><td>38</td><td>142</td><td>4</td><td>188</td><td></td></tr><tr><td></td><td></td><td>4</td><td>175</td><td>497</td><td>29</td><td>705</td><td></td></tr></tbody></table> FY13-FY17 Funding Plan <table><thead><tr><th></th><th>Funded FY10</th><th>Funded FY11</th><th>Funded FY12</th><th>Request FY13</th><th>Request FY14</th><th>Request FY15</th><th>Request FY16</th><th>Request FY17</th><th>FY13-FY17 TOTAL</th></tr></thead><tbody><tr><td>Hillside</td><td>23,100</td><td>-</td><td>5,470</td><td>-</td><td>-</td><td>10,570</td><td>14,425</td><td>3,840</td><td>28,835</td></tr><tr><td>Mitchell</td><td>-</td><td>-</td><td>5,080</td><td>-</td><td>-</td><td>5,605</td><td>30,980</td><td>4,700</td><td>41,285</td></tr><tr><td>Newman</td><td>-</td><td>40,950</td><td>-</td><td>28,450</td><td>41,600</td><td>18,005</td><td>-</td><td>0</td><td>88,055</td></tr><tr><td>Pollard</td><td>-</td><td>-</td><td>27,200</td><td>-</td><td>-</td><td>-</td><td>-</td><td>36,460</td><td>36,460</td></tr><tr><td></td><td>23,100</td><td>40,950</td><td>37,750</td><td>28,450</td><td>41,600</td><td>34,180</td><td>45,405</td><td>45,000</td><td>194,635</td></tr></tbody></table>												#	30-40	20-29	10-19	0-9	#	TOTAL	Hillside (FY10,12)	10	109	26	2	147			Mitchell (FY11,12,15)	21	143	87	1	252			Newman (FY13-15)	123	216	205	0	544			Pollard (FY12)	36	50	11	0	97				190	518	329	3	1,040				#	30-40	20-29	10-19	0-9	#	TOTAL	Hillside (FY15-17)				23	131	0	154	Mitchell (FY16-17)				114	38	0	152	Newman (FY18-19)			0	0	186	25	211	Pollard (FY17-18)		4	38	142	4	188				4	175	497	29	705			Funded FY10	Funded FY11	Funded FY12	Request FY13	Request FY14	Request FY15	Request FY16	Request FY17	FY13-FY17 TOTAL	Hillside	23,100	-	5,470	-	-	10,570	14,425	3,840	28,835	Mitchell	-	-	5,080	-	-	5,605	30,980	4,700	41,285	Newman	-	40,950	-	28,450	41,600	18,005	-	0	88,055	Pollard	-	-	27,200	-	-	-	-	36,460	36,460		23,100	40,950	37,750	28,450	41,600	34,180	45,405	45,000	194,635
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Department Capital Request CIP-DCR					
Title	School Department Technology Replacement Request	Department	School Department	YES	NO
Parameters					
1.	Is this a stand-alone capital request?				
2.	Is this a multi-year capital replacement/upgrade request?			X	
3.	Is this a request in response to a documented public health or safety condition?				X
4.	Is this a request in response to a Court, Federal, or State order?				X
5.	Is this a request for a study or long range plan?				X
6.	Is this a request to purchase office or school equipment (other than technology)?				X
7.	Is this a request to purchase specialty equipment?				X
8.	Is this a request to purchase technology or wireless communication system?			X	
9.	Is this a request to purchase vehicles or other rolling stock?				X
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X
18.	Will the requested project increase the annual operating costs for ANY department?				X
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X
21.	Will additional permanent staff be required if the request is approved?				X
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?				X
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X
24.	Does the request support activities to produce new revenue for the Town?				X
25.	If the request is not approved will existing Town revenue sources be negatively impacted?				X
26.	Have other non-capital investment options been explored before submitting this request?				X
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X
28.	If applicable, will the items being replaced be retained by the Town?				X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
30.	Are there any appendix forms with this funding request?				X

Department Capital Request CIP-DCR									
Title	School Department Technology Replacement Request				Department	School Deaprtment			
Useful Life	II	Primary Reason	6	Column B	*Other Expenses	Column C			
Requested Funding Years & Amounts	Column A	Costs Components							
FY2013		\$524,500	Intangibles						
FY2014		\$465,200	Equipment						
FY2015		\$402,700	Design & Engineering						
FY2016		\$389,100	Construction Expenses						
FY2017		\$335,350	Other Expenses*						
Total	\$ 2,116,850	Total	\$ 2,116,850		Total	\$ 0			
Attached Schedules									
		CF		CX		LS		SI	SS
Description and Justification									

The request includes the replacement of 300 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. 169 of these computers are for teachers and administrators throughout the district. 68 are for classroom computers at Broadmeadow, Eliot, Mitchell, and Newman. At Pollard there is a cart with 30 laptops that is being replaced.

Although the majority of the computers being purchased are for the elementary schools and Pollard, FY '13 is the first year we begin replacing computers and LCD projectors that have reached the end of their lifecycle at the High School. The replacement of the High School technology will be phased in over five years. In FY '13 we will replace 75 teacher and administrator computers, included in the previous count of 169 teacher and administrator computers, as well as 33 student laptop computers in the library. Also included in the replacement cycle are 10 LCD projectors.

Beyond the 300 teacher, administrator, student, lab and laptop computers mentioned above, this request also includes the replacement of two district data servers that are housed at the ETC. These servers have been running 24/7 for three and four years and will be repurposed to less critical function for two and three years respectively. Also in this category is the replacement of 8 UPS batteries that support critical servers throughout the district. Replacement of 19 printers across the district is also included within the technology replacement cycle.

One factor that will dramatically increase the cost of the replacement cycle is the impact of Lion, Apple's new operating system. Beginning at some point in the next few months, all Apple computers purchased will be required to run the Lion operating system. Current versions of our software packages will no longer be able to be used and new software will need to be purchased. At this point although we do not know the full magnitude of this situation and have only provided a preliminary estimate of cost. Estimates for mandatory computer memory upgrades are \$8,800, upgrade of Microsoft Office for current computer inventory will be about \$50,000 and the combination of operating system and iWork licensing upgrades will be about \$75,000. We will also need to analyze the use and impact on hundreds of software packages owned by the District. A placeholder amount of \$20,000 was allocated for this first year. As we go forward and replace eMacs,

Department Capital Request CIP-DCR							
Title	School Department Technology Replacement Request				Department	School Deaprtment	
which can't be upgraded to Lion, we will need to purchase replacement software licenses on these machines as well. Despite the many unknowns, we thought it was important to include some initial projections at this point.							
A multi-year cost breakout is as follows:							
Project	FY 13	FY 14	FY 15	FY 16	FY 17	FY13-FY17	
Bmeadow	\$19,800	\$0	\$0	\$29,700	\$29,700	\$79,200	
Eliot	\$15,400	\$34,400	\$0	\$2,200	\$29,700	\$81,700	
Hillside	\$2,200	\$31,900	\$31,900	\$31,900	\$6,600	\$104,500	
Mitchell	\$28,600	\$2,200	\$32,200	\$31,900	\$18,700	\$113,600	
Newman	\$53,900	\$30,800	\$41,800	\$48,400	\$29,700	\$204,600	
HR w/ 1:1	\$0	\$0	\$4,800	\$0	\$75,900	\$80,700	
Pollard w/ 1:1	\$82,500	\$70,400	\$4,400	\$1,100	\$59,400	\$217,800	
NHS w/ 1:1	\$127,300	\$184,900	\$190,000	\$135,600	\$11,000	\$648,800	
E.Grover	\$12,600	\$11,200	\$11,200	\$11,200	\$11,200	\$57,400	
Printers	\$9,200	\$31,400	\$16,400	\$30,100	\$5,450	\$92,550	
Servers	\$28,000	\$38,000	\$40,000	\$37,000	\$38,000	\$181,000	
OS /Software	\$145,000	\$30,000	\$30,000	\$30,000	\$20,000	\$255,000	
TOTALS - With 1:1	\$524,500	\$465,200	\$402,700	\$389,100	\$335,350	\$2,116,850	

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

Department Capital Request CIP-DCR											
Title	School Department Interactive Whiteboard Technology (SMART and Mimio)					Department		School Department			
Useful Life		II	Primary Reason		6	Operating Budget Impact		C			
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2013	\$148,300		Intangibles								
FY2014	\$22,600		Equipment		\$148,300						
FY2015	\$17,600		Design & Engineering								
FY2016	\$0		Construction Expenses								
FY2017	\$0		Other Expenses*								
Total	\$188,500		Total		\$148,300		Total		\$		
Attached Schedules			CF		CX	LS		SI		SS	
Description and Justification											

This project requests funding to purchase and install interactive technology (SMART and Mimio boards) at Needham schools.

The \$148,300 in funding requested for interactive whiteboards includes the completion of the SMART Board purchase and installation at the Newman School to coincide with the return to the renovated building. Included in this purchase for Newman are 11 additional SMART Boards as well as the permanent installation of 23 existing boards and the purchase and installation of wall mounted short throw projectors. In addition to the completion of Newman, interactive whiteboards will be added at Broadmeadow (1), Hillside (1), and Pollard (2) to advance the district inventory towards its goal of full interactive whiteboard implementation for grades one through twelve.

The multi-year project budget is presented on the chart on the next page.

Department Capital Request CIP-DCR								
Title	School Department Interactive Whiteboard Technology (SMART and Mimio)				Department	School Department		
IWB Costs	FY 13	FY 14	FY 15	FY 16	FY 17			
Bmeadow	\$2,800	\$2,800	\$2,800	\$0	\$0			
Eliot	\$0	\$0	\$0	\$0	\$0			
Hillside	\$4,200	\$4,200	\$0	\$0	\$0			
Mitchell	\$0	\$5,600	\$2,800	\$0	\$0			
Newman	\$137,300	\$0	\$0	\$0	\$0			
High Rock	\$0	\$0	\$0	\$0	\$0			
Pollard	\$4,000	\$10,000	\$12,000	\$0	\$0			
NHS	\$0	\$0	\$0	\$0	\$0			
TOTALS	\$148,300	\$22,600	\$17,600	\$0	\$0			

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

Department Capital Request CIP-DCR										
Title	Emery Grover School Administration Building Renovation / Relocation Feasibility Study				Department		School Department			
Useful Life	N / A	Primary Reason		3	Operating Budget Impact		C			
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013	\$30,000	Intangibles								
FY2014		Equipment								
FY2015		Design & Engineering		\$30,000						
FY2016		Construction Expenses								
FY2017		Other Expenses*								
Total		\$ 30,000	Total	\$ 30,000	Total	\$				
Attached Schedules				CF	CX	LS	SI	SS		
Description and Justification										
The School Department requests \$30,000 to commission a feasibility study of a lease/purchase alternative to the building renovation contemplated in the 2005 Town Facilities Master Plan for the Emery Grover School Administration Building. The Emery Grover School Administration Building is in need of additional office and storage space as well as extensive repair and modernization. The Town Facilities Master Plan had identified an \$11.4 Million (2008 \$) budget cost to renovate the building. The scope of the original renovation was to reorganize the layout of offices, make the building fully ADA accessible, remove remaining asbestos, lead paint, and replace deteriorating systems, including: windows, HVAC, electrical and plumbing and allowing for full utilization of all four floors. A preliminary analysis suggests that in 2014, a comparable property could be leased or purchased for \$5.0 - \$5.5 Million, which is substantially less than the \$11.4 Million preliminary renovation cost. Additional savings could be achieved if portions of a newly-purchased building were sublet to other groups. The feasibility study will include studying options in the marketplace as well as alternatives for the Emery Grover Building.										

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

Department Capital Request CIP-DCR											
Title		Structural Firefighting Gear (Clothing)					Department		Fire		
Useful Life		II	Primary Reason		1	Operating Budget Impact					
Requested Funding Years & Amounts		Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2013		40,000.		Intangibles							
FY2014				Equipment							
FY2015				Design & Engineering							
FY2016				Construction Expenses							
FY2017				Other Expenses*							
Total		\$ 40,000.		Total		\$		Total		\$	
Attached Schedules											
Description and Justification											
The structural firefighting protective gear has a recommended life expectancy of 10 years depending on exposure and wear. The fire department is requesting replacing this gear for twenty (20) of the personnel, who will be using gear that is 11+ years old at the time of replacement. With the wide variety of exposures that firefighters deal with on a daily basis, the fire department feels that this is a high priority request. It is imperative that this protective gear retains its integrity. If the gear is not purchased and provided it could lead to increased liability and exposure issues for the Town. If the fire department fails to replace worn or damaged gear, then the Firefighters could be unnecessarily subjected to hazards, resulting in injuries that were preventable.											

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

Department Capital Request CIP-DCR									
Cricket Field Building Renovations				Department		Park and Recreation			
Title	Useful Life	IV	Primary Reason	1	Operating Budget Impact	D			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C		
FY2013	\$125,000		Intangibles						
FY2014	\$600,000		Equipment						
FY2015			Design & Engineering	\$125,000					
FY2016			Construction Expenses	\$600,000					
FY2017			Other Expenses*						
Total	\$725,000		Total	\$725,000		Total	\$		
Attached Schedules									
Description and Justification									
Park and Recreation has begun a feasibility study of the Cricket Field building with PPBC. The study will look at (1) renovation of the building for current uses; (2) renovation of the building for year-round use; (3) construction of new building at same location; (4) construction of new building elsewhere on site. The design costs would also include a survey that is required for a building permit.									
The building is currently used for (a) Park and Recreation summer program; (b) Needham High Girls Soccer and Girls Lacrosse; (c) storage for Park and Recreation programs; and (d) storage for DPW Parks and Forestry. It is hoped that the building could be utilized for small year-round programs and that public restrooms for those using the playgrounds or athletic fields would be available. The chosen option would also create an accessible building, and site work would add appropriate accessible parking.									
The 1964 wood structure building is approximately 1,250 square feet. Without renovations, it will become more difficult to use it for the summer program, which would also be a loss of revenue as it isn't likely another site in Town would be available to accommodate the program. With year-round programming, additional revenue would be generated to hopefully help offset the additional energy costs.									
Donations have been made for other projects at the park, totaling about \$200,000. Those projects include the rebuilding of the athletic fields, addition of new playground equipment, and a bubbler and garden with park benches.									

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

Department Capital Request CIP-DCR										
Title	Department of Public Facilities – Core Fleet				Department		Public Facilities / Operations			
Useful Life	I	Primary Reason		5	Operating Budget Impact		C			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C			
FY2013	50,318		Intangibles							
FY2014	27,227		Equipment	153,853						
FY2015	24,566		Design & Engineering							
FY2016	25,426		Construction Expenses							
FY2017	26,316		Other Expenses*							
Total	\$ 153,853		Total	\$153,853		Total	\$			
Attached Schedules			CF	X	CX	LS	SI	SS		
Description and Justification										
The request for FY 2013 is for the replacement of one vehicle currently within the Department’s Fleet.										
This request is for the replacement of a 2001 Ford F450 Rack Body Truck that is primarily used for grounds keeping services, trash runs, moving school and town property, and setting up the stage for the High School graduation. The current vehicle has an odometer reading of over fifty thousand miles and is due for replacement as it is currently beyond industry standards for the vehicle replacement schedule. There are currently stress cracks in the body of this vehicle. This vehicle has also had mechanical problems, which have been addressed, but will be more costly in the future.										

Capital Schedule
Schedule CF
Core Fleet

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017					
	A = Vehicle Attachment									\$	50,318	\$	27,227	\$	24,566	\$	25,426	\$	26,316
	B = Bus																		
	M = Motorcycle																		
	P = Passenger Vehicle																		
	T = Truck																		
	TR = Trailer																		
	Q = Tractor																		
	X = Non Wheeled (or track) Equipment																		
	Z = Other																		
1	PFD	T	703	2001	Ford, F450	Grounds - Rack Body Truck	15,000	G	50,952	\$	50,318								
2	PFD	T	702	2001	Ford, F250	Carpenter Pick-up with Cab	8,800	G	57,566		\$	27,227							
3	PFD	Z	704	2005	Ford, E250	HVAC Tech Van	8,600	G	57,460			\$	24,566						
4	PFD	Z	705	2006	Ford, E250	Delivery Van	8,600	G	19,036				\$	25,426					
5	PFD	Z	706	2006	Ford, E250	Glazier Van	8,600	G	25,264					\$				26,316	
6																			

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

Department Capital Request CIP-DCR									
Title	Public Facilities Maintenance Program				Department	Department of Public Facilities/Operations			
Useful Life	I	Primary Reason		5	Operating Budget Impact		C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2013	450,000		Intangibles						
FY2014	465,750		Equipment	241,325					
FY2015	482,000		Design & Engineering	361,988					
FY2016	499,000		Construction Expenses	1,809,937					
FY2017	516,500		Other Expenses*						
Total	\$ 2,413,250		Total	\$ 2,413,250		Total	\$		
Attached Schedules		CF	CX	LS	SI	SS			
Description and Justification									
This warrant article covers annual necessary maintenance of public buildings throughout the town and school department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades.									
In FY 12 this fund was used for asbestos abatement and flooring replacement at the Pollard School, flooring replacement at the Broadmeadow school, duct cleaning at the Eliot, Library, Fire Station #2, and Public Safety Building, exterior painting at the High School and Memorial Park, wood floor refinishing, a storage space in the Hillside School, and a new domestic hot water heater at the Hillside School.									
For years FY 13 –FY 17 this fund will be used primarily for minor upgrades at the Hillside, Mitchell, and Pollard schools based on the results from the feasibility study conducted by the PBBC. Additionally, an energy upgrade study that was conducted in the Fall of 2011 will have additional recommendations that may be performed under this article. Smaller recommendations from this study will be addressed under this article, while larger recommendations will be addressed under an additional Capital Article to be submitted in FY 14.									
FY 13 will have duct cleaning at the A & B Buildings of the High School. Asbestos Abatement at Mitchell School. Flooring replacement at Broadmeadow School and Library. Xeriscaping at the High School. At the Hillside School work will be conducted to deal with flooding issues, upgrades to the boiler room, repair floor and stairs, and upgrading AC units. At the Mitchell School repairs to gutters and downspouts, fuel oil containment work or conversion to natural gas, handrail upgrades, and egress analysis.									
FY 14 will have duct cleaning at the C & D Buildings of the High School. Asbestos Abatement at Hillside and Mitchell. Flooring replacement at Eliot. Xeriscaping at the High School. At the Hillside School work will be conducted to deal with flooding issues. At the Pollard School work to provide containment for fuel oil, create accessible routes to and from the building, and replace water fountains.									
FY 15 will have duct cleaning at High Rock and Mitchell Schools. Asbestos Abatement at Pollard School. Flooring replacement at Eliot. Xeriscaping at the High School. Pollard School makes minor adjustments to site configuration for improved site circulation.									

Department Capital Request CIP-DCR			
Title	Public Facilities Maintenance Program	Department	Department of Public Facilities/Operations
FY 16 will have duct cleaning at the Pollard School and Public Services Administration Buildings. Xeriscaping at the High School. Asbestos Abatement at Pollard. Flooring replacement at Pollard.			
FY 17 will have duct cleaning at the Hillside and Broadmeadow Schools and Fire Station #2. Flooring replacement at Pollard. Xeriscaping at the High School.			

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

Department Capital Request CIP-DCR											
Title	Energy Efficiency Upgrades				Department	Public Facilities / Operations					
Useful Life	I	Primary Reason		4	Operating	Budget Impact	B				
Requested Funding Years & Amounts	Column A		Costs Components		Column B	*Other Expenses	Column C				
FY2013	\$34,815		Intangibles								
FY2014	\$109,785		Equipment								
FY2015	\$101,960		Design & Engineering								
FY2016	\$112,706		Construction Expenses		\$485,199						
FY2017	\$125,933		Other Expenses*								
Total	\$485,199		Total		\$485,199	Total	\$				
Attached Schedules											
				CF	CX	LS	SI	SS			
Description and Justification											
In the 2011 May Special Town Meeting Article 6 approved funding for an Engineering Study for Energy Upgrades. This study was conducted in August and September of 2011 and results were issued in October 2011. The results of this study illustrate that if the Town make an initial investment for energy upgrades into the ten buildings identified in the study, the costs of these upgrades will pay for themselves within five years											

Extraordinary Capital Project CIP-XCP Long Form											
Title	DPW Complex Phase II (470 Dedham Avenue)					Fiscal Year	2013-2017				
Requester	Public Works- Administration										
Location	470 Dedham Ave						Project Category				
Funding	GF, WEF, SEF						Yes	No	X		FY08
Partners											
Project Description	Phase II engineering and construction - garage space for DPW equipment										
Anticipated Result	Storage and garage space for Public Works and stormwater improvements										
Alternatives											
Purpose	Timeline					Method to Determine Cost			Project Budget		
Acquisition						Consultant	A, D, & E	1,100,000			
New Construction	x	Feasibility				Industry References	Site Development				
Reconstruction or Repair	x	Design/Permitting	18	In-House		x	General Contractor	11,180,000			
Court, Federal or State Order		Construction Phase	30	Other			Project Management				
Health or Safety		Close Out Process	3				F, F, & E				
New Technology		Total Project Duration	48				Technology				
Performance Measure							Other*				
Estimated Useful Life→				V			Total Budget	12,280,000			
Project Funding Schedule											
	Year 1	Year 2	Year 3	Year 4	Total						
Pre Design Costs											
Engineering & Design Costs	100,000	1,000,000				1,100,000					
Construction Costs	480,000		700,000			11,180,000					
Close Out Costs											
Total	580,000	1,000,000	700,000	10,000,000	12,280,000						
Project Manager Title→											
Operational Budget Considerations											
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?											
Will other Town department's resources be needed to successfully complete the project at the requested amount?											
Will the requested project require an increase in the next fiscal year operating budget for ANY department?											
Will additional staff be required if the request is approved?											
As Permanent Employees?											
Independent Contractors?											
Does the request include or require new or additional technology?											
Does the request support activities that produce revenue for the Town?											
If the request is not approved will existing Town revenues be negatively impacted?											
All "YES" responses must be explained under the Other Considerations section											
Operating Budget Impact→											
none											

Extraordinary Capital Project CIP-XCP Long Form									
Title	DPW Complex Phase II (470 Dedham Avenue)				Fiscal Year		2013-2017		
Other Considerations									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation		Second Year of Operation		Third Year of Operation				
Personnel (new)	FTE #		FTE #		FTE #				
Salaries and Wages									
Indirect Personnel Cost		%		%		%			
Other Personnel Costs									
Sub Total of Personnel Costs									
Services									
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs									
GRAND TOTAL									
Revenue Source(s)		First Year of Operation		Second Year of Operation		Third Year of Operation			
1									
2									
3									
4									
5									
TOTAL									
Explanations									
The recently completed Public Services Administration Building (PSAB, 500 Dedham Ave), when occupied by the DPW in November 2011, will alleviate the space problems and air quality issues on the second floor of the current DPW Operations Building. However, deficiencies continue to exist throughout the building internally and the DPW site externally. Ultimately the expansion and renovation of the DPW Operations Building (470 Dedham Ave) and site, referred to as DPW Phase II, will be required to address both storage space for equipment and stormwater quality issues.									
In 2006, the DPW was made aware that municipal DPW facilities were no longer exempt under a Federal highway act from NPDES stormwater requirements regulating transportation facilities. All municipal DPW facilities are now required to comply with stormwater discharge requirements (quality). In 2009, Town Meeting approved \$42,000 for engineering and design for stormwater quality improvements on a portion of the DPW site. Construction for these improvements will be requested in FY 2014 in a separate CIP request. The remainder of the DPW site must be addressed. The lack of storage space is the primary contributor to the water quality issues due to exposure to the weather. Completion of the DPW facility construction in the Phase II request will resolve these stormwater management issues.									

Extraordinary Capital Project CIP-XCP Long Form		
Title	DPW Complex Phase II (470 Dedham Avenue)	Fiscal Year 2013-2017
The work proposed for FY 2013 under this request will be the removal of the existing snow trailer and construction of the 8 garage bays. The work addresses part of the storage space needs for DPW equipment and will provide for vehicle coverage out of the elements. The current DPW facility is over 50 years old. With modifications, it will continue to be used well into the future. The major building systems including electrical, plumbing, and HVAC are all original and are in need of replacement. The remainder of the current open vehicle storage area is proposed to be covered. FY 13- Remove snow trailer and build 8 garage bays for DPW related operations and storage. FY 14- Design the proposed DPW facility expansion proposed in FY 16. FY 15- Move gas/diesel island in preparation for DPW facility expansion. FY 16- Construction of the DPW facility expansion. FY 17 - No work planned		

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

Department Capital Request CIP-DCR										
Title	Athletic Facility Improvements				Department	Public Works / Park and Recreation				
Useful Life	III	Primary Reason	5	Operating Budget Impact	D					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2013	\$207,500	Intangibles								
FY2014	\$158,000	Equipment								
FY2015	\$1,475,200	Design & Engineering	\$258,000							
FY2016	\$245,000	Construction Expenses	\$2,102,700							
FY2017	\$275,000	Other Expenses*								
Total	\$2,360,700	Total	\$2,360,700	Total	\$					
Attached Schedules										
Description and Justification										
The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new or total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for multi-use fields and ball diamonds.										
FY 2013										
- New fabric and repairs are needed on both backstops and fencing at Claxton Field - Irrigation system for Greene's Field - Bleachers and bleacher pad for Claxton Diamond #2 - Irrigation system for Claxton Field - Irrigation system for Pollard multi-use field - Engineering and Design: \$25,000; Construction: \$182,500										
FY 2014										
Total renovation of the athletic fields behind the Newman School. This would include diamonds #1 and #2 and the multi-use field. The reconstruction would involve elevating the level of the fields, the addition of drainage, new irrigation, fencing and player benches etc. Engineering: \$158,000										
FY 2015										
Total renovation of the athletic fields behind the Newman School. This would include diamonds #1 and #2 and the multi-use field. The reconstruction would involve elevating the level of the fields, the addition of drainage, new irrigation, fencing and player benches etc. Newman fields are currently at the water table, resulting in an inability to use the fields for the majority of playing seasons, in the spring or the fall. This has resulted in overuse of other fields, making the Newman fields available during the spring and fall sports										

Department Capital Request CIP-DCR			
Title	Athletic Facility Improvements	Department	Public Works / Park and Recreation
	seasons will benefit sports organizations and improve conditions and playability on the other fields.		
	Construction: \$1,475,200		
<u>FY 2016</u>	Renovation and repairs of Greene's Field, Mitchell School and Hillside School - field renovations, irrigation systems for Mitchell and Hillside, fencing, player benches, basketball court renovations Engineering: \$45,000 Design and Construction: \$200,000		
<u>FY 2017</u>	Cricket Field – Drainage, irrigation, and field renovation for Field #2 Engineering: \$30,000 Design and Construction: \$245,000		
	<u>ADDITIONAL FUTURE PROJECTS:</u>		
	- Avery Field – improved parking (DPW road project), irrigation & bubbler - Broadmeadow School Diamond #1 – install grass infield and irrigation adjustment, drainage for diamond #2 - Claxton Field – Upgrade field lighting system to more energy efficient lights - DeFazio Complex – renovation of parking lot, walking path with protective netting to DeFazio #1 - High Rock Fields– new backstop, player benches, perimeter fencing - Perry Park – new irrigation, basketball court renovation <u>Construction of new athletic fields (locations - TBD)</u>		

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

Department Capital Request CIP-DCR																						
Title		General Fund Vehicles & Equipment					Department		Public Works													
Useful Life		I		Primary Reason		V		Operating Budget Impact		C												
Requested Funding Years & Amounts		Column A		Costs Components		Column B		*Other Expenses		Column C												
FY2013		\$798,500		Intangibles																		
FY2014		\$783,600		Equipment		\$4,019,000																
FY2015		\$668,600		Design & Engineering																		
FY2016		\$759,000		Construction Expenses																		
FY2017		\$1,009,300		Other Expenses*																		
Total		\$4,019,000		Total		\$		Total		\$												
Attached Schedules		CF		X		CX		X		LS		X		SI		X		SS		X		
Description and Justification																						
The DPW core fleet consists of vehicles that are used for a variety of tasks, such as, engineering, surveying, inspections, transportation for Parks and Forestry and Highway Divisions, and small construction trucks to haul asphalt, street sweepings, brush, trees, gravel, etc.																						
The construction equipment consists of asphalt rollers for Highway Division paving operations.																						
The large specialty equipment includes two street sweepers, an aerial lift truck, and a large mower. The large mower is a new specialized piece of equipment that will allow the Parks and Forestry Division to save time and be more efficient in mowing. It also raises the playability of the sports fields.																						
The Snow and Ice equipment consists of material spreaders, which attach to large dump trucks, and sidewalk tractors.																						
Small specialty consists of mowers, leaf blowers, aerators, brush chipper used by the Parks and Forestry Division. Other equipment operated by the Highway Division are message boards and traffic monitor.																						

Capital Schedule
Schedule SS
Small Specialty Equipment

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment													
B = Bus													
M = Motorcycle													
P = Passenger Vehicle													
T = Truck													
TR = Trailer													
Q = Tractor													
X = Non Wheeled (or track) Equipment													
Z = Other													
D = Diesel													
E = Electric													
G = Gasoline													
H = Hybrid													
M = Manual													
P = Propane													

1	DPW - P	Z	254	1989 Morbark Eeger Beaver	Brush Chipper	D	2353*	\$	41,000	\$	71,100	\$	107,000
2	DPW - P	Z	186	1963 Good Roads	Leaf Collector	G		\$	30,000				
3	DPW - P	Q	303	1985 Ford 1710	Tractor	D	2749*	\$	47,000				
4	DPW - P	Z	356	1985 Scott 18-6	Aerator			\$	28,000				
5	DPW - H	Z	121	2007 Ver-mac	Message Board	3500	E			\$		\$	53,500
6	DPW - H	Z	122	2007 Ver-mac	Message Board	3500	E					\$	53,500
7	DPW - P	Q	351	2002 John Deere 4410	Tractor	D	1319*	\$	51,000				
8	DPW - P	Z	352	2008 Kubota ZD331	Mower	D	334*	\$	20,100				
9	DPW - H	Z	120	2004 Solar	Message Board		E			\$	39,000		
10	DPW - H	Z	128	2002 PSC SMTM	Traffic Monitor		E			\$	58,000		
11	DPW - P	Z	333	2008 Kubota ZD331	Mower	D	412*	\$	22,000				
12													

Capital Schedule

Schedule SI

Snow and Ice Removal Equipment

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other														
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane														
1	DPW - H	X	8	A	1988 Swenson EV-10-SS	10 Ft. Material Spreader				\$ 31,000				
2	DPW - H	Q	111		1995 Trackless MTV	Sidewalk Tractor (Wheel)		D	2221*	\$ 140,000				
3	DPW - H	X	6	A	2000 Tarrant HLH2Y10	Material Spreader				\$ 33,000				
4	DPW - H	Q	116		1998 Bombardier SW48	Sidewalk Tractor (Track)	5490	D	3609*	\$ 143,000				
5	DPW - H	X	7	A	2000 Tarrant HLH2Y10	Material Spreader				\$ 34,000				
6	DPW - H	Q	117		2000 Bombardier SW48	Sidewalk Tractor (Track)	5700	D	3884	\$ 148,000				
7	DPW - H	Q	106	A	2002 Trackless MTV	Sidewalk Tractor (Wheel)		D	927*	\$ 153,000				
8	DPW - H	X	47	A	1994 Tarrant Highlander	Material Spreader				\$ 36,500				
9														
10														

Capital Schedule
Schedule LS
Large Specialty Equipment

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017	
									\$	271,500	\$	-	\$	447,000
									D = Diesel					
									E = Electric					
									G = Gasoline					
									H = Hybrid					
									M = Manual					
									P = Propane					
A = Vehicle Attachment														
B = Bus														
M = Motorcycle														
P = Passenger Vehicle														
T = Truck														
TR = Trailer														
Q = Tractor														
X = Non Wheeled (or track) Equipment														
Z = Other														

1	DPW - H	Z	181	1998 Elgin Pelican	Sweeper		D	24242	\$	210,000						
2	DPW - P	Z	NEW	Groundsmaster 4500E	Mower		D		\$	61,500						
3	DPW - P	T	38	2007 IH 4300	50' Aerial Lift		D	14163					\$	172,000		
4	DPW - H	Z	182	2010 Elgin Crosswind	Vacuum Sweeper		D	1625					\$	275,000		
5																
6																
7																

Capital Schedule
Schedule CF
Core Fleet

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017						
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									\$	315,000	\$	460,000	\$	415,500	\$	487,000	\$	325,200	
1	DPW - E	Van	45	2006 Ford E-150	8 Passenger Van	7000	G	52990	\$	25,000									
2	DPW - H	T	43	2007 Ford F-350	4WD Pick-Up	11000	D	51354	\$	52,000									
3	DPW - H	T	39	1999 Ford F-350	One Ton Dump Truck	12500	D	102062	\$	67,000									
4	DPW - H	T	8	1996 IH S4900	Large Six Wheel Dump Truck	35000	D	45520	\$	171,000									
5	DPW - G	T	4	2006 Ford F-350	4WD Pick-Up	10700	D	28592		\$	61,000								
6	DPW - P	T	50	2008 Ford F-150	2WD Pickup Truck	6800	G	22930		\$	30,000								
7	DPW - P	T	65	2008 Ford F-350	4WD Pick-Up	10600	D	34577		\$	54,000								
8	DPW - H	T	66	2007 Ford F-550	One Ton Dump Truck	17950	D	43205		\$	69,000								
9	DPW - P	T	72	2007 Ford F-550	One Ton Dump Truck	17950	D	37785		\$	69,000								
10	DPW - H	T	6	2000 IH S4900	Large Six Wheel Dump Truck	35000	D	38078		\$	177,000								
11	DPW - A	P	15	2008 Ford Taurus	Sedan		G	33621			\$	34,500							
12	DPW - P	T	41	2009 Ford F-350	4WD Pick-Up	10600	D	24352			\$	55,000							

Capital Schedule
Schedule CF
Core Fleet

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017					
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									\$	315,000	\$	460,000	\$	415,500	\$	487,000	\$	325,200
13	DPW - H	T	48	2008 Ford F-450	4WD Enclosed Utility Body	16000	G	31947		\$	74,000							
14	DPW - P	T	73	2008 Ford F-350	One Ton Dump Truck	13000	D	25999		\$	72,000							
15	DPW - H	T	7	2000 IH S4900	Six Wheel Dump Truck	35000	D	34215		\$	180,000							
16	DPW - H	P	52	2009 Ford Escape Hybrid	Utility Vehicle	4880	H	16129		\$	41,000							
17	DPW - P	P	12	2009 Ford Escape Hybrid	Utility Vehicle	4880	H	9198		\$	39,000							
18	DPW - G	T	2	2010 Ford F-150	2WD Pickup Truck	6700	G	1764		\$	27,000							
19	DPW - P	T	74	2008 Ford F-550	4WD One Ton Dump Truck	17950	D	23444		\$	74,000							
20	DPW - P	T	75	2008 Ford F-550	4WD One Ton Dump Truck	17950	D	18420		\$	74,000							
21	DPW - H	T	49	2002 Volvo VHD64B	Ten Wheel Dump Truck	60332	D	85750		\$	232,000							
22	DPW - P	P	301	2009 Ford E-150	Van	8520	G	21384		\$	26,500							
23	DPW -P	T	70	2009 Ford F-550	4WD One Ton Dump Truck	17950	D	14543		\$	76,600							
24	DPW -P	T	71	2009 Ford F-550	4WD One Ton Dump Truck	17950	D	13646		\$	76,600							

Capital Schedule
Schedule CF
Core Fleet

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017					
	A = Vehicle Attachment								\$	315,000	\$	460,000	\$	415,500	\$	487,000	\$	325,200
	B = Bus																	
	M = Motorcycle																	
	P = Passenger Vehicle																	
	T = Truck																	
	TR = Trailer																	
	Q = Tractor																	
	X = Non Wheeled (or track) Equipment																	
	Z = Other																	

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

Department Capital Request CIP-DCR									
Title	Drain System Improvements – Water Quality (EPA)				Department	Sewer - Drains			
Useful Life	V	Primary Reason	2	Operating Budget Impact					C
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses					Column C
FY2013	\$ 68,500	Intangibles							
FY2014	\$ 73,500	Equipment							
FY2015	\$ 110,000	Design & Engineering	\$ 286,500						
FY2016	\$ 2,000,000	Construction Expenses	\$ 2,073,500						
FY2017	\$ 110,000	Other Expenses*							
Total	\$ 2,362,000	Total	\$ 2,362,000	Total					\$
Attached Schedules									
		CF	CX	LS	SI				SS
Description and Justification									
In 1995 the DPW was under order from the EPA to embark on a stormwater discharge investigation for all illicit discharges to the Charles River. Illicit discharges identified in this investigation were pursued and improvements undertaken to eliminate them in 1996 and 1997. This investigation resulted in the Town entering into a Memorandum of Understanding (MOU) with the EPA to commence a Town-wide investigation and to the development of a Stormwater Master Plan. This Master Plan was completed in 2002. Incorporated into this Stormwater Master Plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged to the Charles River in Needham. Further investigation and sampling continues year to year.									
When the 2003 EPA NPDES Stormwater Discharge Permit took effect, it incorporated several requirements identified in the MOU. There were a number of projects proposed to manage stormwater quality effectively. The second permit to be issued by the EPA is overdue and is expected in the current fiscal year.									
Past projects completed to improve stormwater discharge with a variety of methods are									
• Town Library • High School • Chestnut Street Reconstruction • High Rock School • Lake Drive									
Design completed, awaiting construction									
• DPW Drainage improvements • Sportsmen’s Pond/Rosemary Glen									
FY13 – Water Shed Management Plan \$68,500									
FY14 - DPW Facility SWMP, Construction \$73,500									

Department Capital Request CIP-DCR			
Title	Drain System Improvements – Water Quality (EPA)	Department	Sewer - Drains
FY15 – Rosemary Lake Sediment Removal – Engineering & Design \$110,000 The DPW is investigating whether the Rosemary project is eligible for Community Preservation funding.			
FY16 – Rosemary Lake Sediment Removal – Construction \$1,000,000 to \$2,000,000			
FY17 - Sportsmen's Pond/Rosemary Glen - Engineering & Design \$110,000			

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

Department Capital Request CIP-DCR										
Title	Public Works Infrastructure Program				Department	Public Works				
Useful Life	3	Primary Reason		5	Operating Budget Impact		C			
Requested Funding Years & Amounts	Column A		Costs Components		Column B	*Other Expenses		Column C		
FY2013	\$ 600,000		Intangibles			Borrowing Cost		\$ 80,000		
FY2014	\$ 1,216,400		Equipment							
FY2015	\$ 1,241,400		Design & Engineering		\$ 254,800					
FY2016	\$ 1,324,000		Construction Expenses		\$ 5,387,000					
FY2017	\$ 1,340,000		Other Expenses*		\$ 80,000					
Total	\$5,721,800		Total		\$ 5,721,800		Total	\$ 87,800		
Attached Schedules					CF	CX	LS	SI	SS	
Street Resurfacing:										
This program is essential to improve the structural and surface integrity of the Town’s 123 linear miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs.										
Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb usually placed with the paving operation better defines the edge of road, improves drainage and protects the shoulder from erosion.										
The requested street resurfacing funding in FY13 is \$296,000, FY14 is \$456,000, FY15 is \$200,000, FY16 is \$320,000 and FY17 is \$400,000. The average useful life for asphalt paving is 15 years; the proposed 5 year capital request is \$1,672,000.										
Traffic Signal & Intersection Improvements:										
The costs are estimated by Engineering and require conceptual scope of work for project level costs that have not yet been determined. This program will fund Traffic Signal Improvements & Intersection Improvements and new traffic signal installations where none currently exist.										
FY13 – No funding requested										
FY14 – Great Plain Avenue @ Greendale Avenue, this intersection has been identified as requiring intersection improvements and potentially the replacement of traffic signals, Engineering & Design - \$88,400.										
FY15 – Great Plain Avenue @ Greendale Avenue, Construction - \$540,000										
FY16 – Forest Street @ Central Avenue, Engineering & Design - \$135,000										

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
FY17 – Forest Street @ Central Avenue, Construction - \$320,000			
Future Intersection to be considered but not yet prioritized: Highland Avenue @ West Street			
The average useful life is 25 years; the proposed 5 year capital request is \$1,083,400.			
Combined Sidewalk Program: This Program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair. Fiscal year 2012 contract pricing to reconstruct one mile of asphalt sidewalk including handicapped ramps is \$200,000 per mile (\$38/lf). Contract pricing to install a mile of granite curb with minor drainage improvements is \$237,000 per mile (\$45/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments. The requested Combined Sidewalk Program funding in FY13 is \$279,000, FY14 is \$552,000, FY15 is \$450,000, FY16 is \$575,000, FY17 is \$500,000. The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$2,356,000. Sidewalks to be considered, but not yet prioritized: Harris Avenue from Dedham Avenue to Bradford Street (both sides). Linden Street from Sylvan Road to High Rock Street (one side). High Street from Webster Street to Greendale Avenue (one side). Harris Avenue from Bradford Street to Coulton Park (both sides), Grant Street from Dedham Avenue to Junction Street (one side), Lincoln Street from School Street to Garfield Street (both sides) and Marked Tree Road from Central Avenue to Great Plain Avenue. Enslin Road (one side), Doane Avenue (one side), Grosvenor Road (one side), May Street from Webster Street to Highland Avenue (both sides), May Street from Garden Street to Nehoiden Street (one side) Garden Street from Webster Street to Highland Avenue (both sides) and Oak Street from Chestnut Street to Marked Tree Road (both sides). Rosemary Street from Hillside Road to Parish Road (one side), Pinewood Road (one side), Ellicott Street (one side), Powers Street from Webster Street to Ellicott Street (one side), Edgewood Street (one side), Holmes Street from Page Street to Washington Avenue (one side) and Pickering Street from Great Plain Avenue to May Street (both sides).			
Storm Drain Capacity Improvements: This program provides funding to improve roadway drainage capacity. The March 2002 Stormwater Master Plan, identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have			

Department Capital Request CIP-DCR		
Title	Public Works Infrastructure Program	Department Public Works
been prioritized within the plan. The funding request also includes but is not limited to the installation of additional storm drains and to replace, increase capacity and extend storm drains on Manning Street, Hoover Road, Concord Road and Burnside Road. Since the issuance of this report numerous multi-unit developments have been built or planned in the Town of Needham. These developments incorporate new roads with drainage structures and roof or sump connections which are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and causes flooding in some areas. FY13 - No Funding requested FY14 - No Funding requested FY15 - Taylor Street / Central Avenue - Engineering \$31,400 FY16 - No Funding requested FY17 - Taylor Street / Central Avenue - Construction \$174,000 The average useful life is 60 years; the proposed 5 year capital request is \$205,400. Future Areas to be considered, but not yet prioritized: Carey Road (area 2) - Engineering \$42,800 Carey Road (area 2) - Construction \$156,800 Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) - Eng. 41,800 Lower Hunnewell Drainage improvements Eng. & Construction 305,000 Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) - Construction Concord St., Greendale Ave., Woodbine Cir. System (Area 4) - Eng. 100,000 Oak St. (Area 8), Mackintosh Ave. (Areas 3 & 7), Oxbow Rd. (Area 9), West St. (Area 11) Fairfield St., Elmwood Rd. (Area 5)		
Brooks and Culverts - Repair and Maintenance: The severe storms of October 1996, June 1998, June 2006, July 2008 and March 2010 have resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The conditions observed were significant. The DPW has developed a repair and maintenance program which is a combination of contracted work and use of town forces. It is the intention of the DPW to expend Capital Funds to address the issue of flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms for many years. Prior funding has funded cleaning and debris removal. Flooding in March 2010 has caused the failure of retaining walls, loss of soils behind the walls, and brooks have become silted allowing the overgrowth of vegetation that has impacted the level of the water flows. This neglect has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain.		

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brook and culverts to avoid fines from the EPA. FY13 – Continued wall repair along Rosemary Brook - Construction \$25,000. FY14 – Continued wall repair along Rosemary Brook – Construction \$100,000. FY15 - No Funding requested. FY16 - Continued wall repair along Rosemary Brook – Construction \$100,000. FY17 – Wall repairs at various locations to be determined – Construction \$100,000. The annual funding request is \$100,000 Future Projects include, but are not limited to, the following locations: Winding River Locust Lane Fuller Brook Oxbow Road Webster & Howland Streets Brookside Road & Forest Street Chestnut Street & Carriage Lane Emerson Place Pennsylvania Avenue Prior projects funded include: Cleaning of Hurd Brook and culverts, from Central Avenue to the Wellesley line and a portion of Alder Brook. FY09 - Brook cleaning from Chestnut Street to Maple Street was completed FY11 - MBTA culvert replacement FY12 – Rosemary Brook at Mallard Road, Perry Gorge			

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

Department Capital Request CIP-DCR									
Title	Salt Storage Shed			Department		Public Works			
Useful Life	V	Primary Reason		3 & 5	Operating Budget Impact		D		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013	\$1,550,000	Intangibles							
FY2014		Equipment							
FY2015		Design & Engineering							
FY2016		Construction Expenses		\$ 1,550,000					
FY2017		Other Expenses*							
Total	\$ 1,550,000	Total		\$ 1,550,000	Total		\$		
Attached Schedules		CF	CX	LS	SI	SS			
Description and Justification									
The existing 1,200 ton salt storage building located at 470 Dedham Avenue will be removed from service. The building is 35 years old and beyond its useful life and is in need of replacement. The current salt shed is also within the 100 foot buffer zone.									
The proposed new material storage building will hold 5,000 tons of material and will be located on the Town’s Recycling & Transfer Station site on Central Avenue. The funding for the request includes site work and the construction of a 5,000 ton Salt Storage Building. The new Storage Building will be large enough to hold all Snow and Ice materials, including salt, sand, salt-sand mix, and chemicals.									

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

Department Capital Request CIP-DCR									
Title	Vehicles & Equipment				Department	Public Works - RTS			
Useful Life	I	Primary Reason		V	Operating Budget Impact		C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C		
FY2013	\$ 555,200		Intangibles						
FY2014	\$ 189,200		Equipment	\$ 1,271,500					
FY2015	\$ 192,000		Design & Engineering						
FY2016	\$ 306,100		Construction Expenses						
FY2017	\$ 29,000		Other Expenses*						
Total	\$ 1,271,500		Total	\$ 1,271,500		Total	\$		
Attached Schedules		CF	CX	LS	SI	SS			
Description and Justification									
The RTS core fleet consists of one pick-up truck.									
The construction equipment request consists of a waste handler. The waste handler is a stationary unit used to move and crush trash around the facility. The waste handler will allow for the removal of metals, which can be sold for revenue, prior to loading of trailers for disposal with Wheelabrator. The waste handler is also gentler on the tipping floor, allowing for a longer life cycle before the floor needs to be replaced.									
The large specialty equipment includes two roll-off trailers, a wood grinder, and a trommel screener. The roll-offs are used to move the trash and recycling materials around the RTS yard.									

Capital Schedule
Schedule CX
Construction Equipment

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										380,000				
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane														
1	RTS	Q	105	1998	Caterpillar 963B	Waste Handler		D	3946*	380,000				
2														
3														
4														

Capital Schedule
Schedule LS
Large Specialty Equipment

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment														
B = Bus														
M = Motorcycle														
P = Passenger Vehicle														
T = Truck														
TR = Trailer														
Q = Tractor														
X = Non Wheeled (or track) Equipment														
Z = Other														
D = Diesel														
E = Electric														
G = Gasoline														
H = Hybrid														
M = Manual														
P = Propane														
1	RTS	T	53	1992	Mack RD690SX	Roll Off	73760	D	65012.7	175,200	189,200	192,000	306,100	
2	RTS	T	42	1999	Mack RD688S	Roll Off	62060	D	73423.3	189,200				
3	RTS	X	93	2004	MCB 512R	Trommel Screener	21000	D	6659*	192,000				
4	RTS	Z	67	2004	Vermeer	Wood Grinder	D	2279*		306,100				
5														

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

Department Capital Request CIP-DCR												
Title		Vehicle and Equipment Replacement				Department		Public Works - Sewer				
Useful Life		I		Primary Reason	5	Operating Budget Impact					C	
Requested Funding Years & Amounts	Column A	Costs Components			Column B	*Other Expenses	Column C					
FY2013		\$67,100	Intangibles									
FY2014		\$33,800	Equipment			\$810,900						
FY2015		\$34,500	Design & Engineering									
FY2016		\$57,500	Construction Expenses									
FY2017		\$618,000	Other Expenses*									
Total		\$810,900	Total		\$ 810,900	Total					\$	
Attached Schedules			CF	X	CX	LS	X	SI	SS	X		
Description and Justification												
The vehicles being replaced over the next five years for the Sewer Enterprise Fund for core fleet are pick up trucks used to travel to construction sites and the sewage pumping stations.												
The large specialty equipment are the catch basin cleaner and the vactor truck. The catch basin cleaner is used to clean the over 3,000 catch basins in Town at least twice per year. The vactor truck is used to flush all sewer and drain lines, clean all sewer station wet wells, and clean catch basins.												
The small specialty equipment consists of a 4 inch pump used to pump water from flooded areas and an easement jetting machine, which is a small track machine designed to access sewer manholes in difficult terrain areas and perform routine maintenance on the sewer lines												

Capital Schedule
Schedule CF
Core Fleet

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other														
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane										33,100	33,800	34,500		
1 Sewer	T	11		2007	Ford F-150	2WD Pickup Truck	6700	G	48,370		33,800			
2 Sewer	T	94		2008	Ford F-250	2WD Pickup Truck	9200	G	66,125	33,100				
3 Sewer	P	15		2008	Ford Escape Hybrid	4WD Utility Vehicle		H	33,621			34,500		
4														

Capital Schedule
Schedule SS
Small Specialty Equipment

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment													
B = Bus													
M = Motorcycle													
P = Passenger Vehicle													
T = Truck													
TR = Trailer													
Q = Tractor													
X = Non Wheeled (or track) Equipment													
Z = Other													
D = Diesel													
E = Electric													
G = Gasoline													
H = Hybrid													
M = Manual													
P = Propane													
									34,000	57,500			

1	Sewer	Z	170	2000	Godwin/Trailer Mounted	4" Pump	D	1456*	34,000	
2	Sewer	X	new piece	2016 TBD		Easement Jetter	D	(Hr.)	57,500	
3										

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

Department Capital Request CIP-DCR										
Title	Sewer System Inflow & Infiltration Removal				Department		Public Works-Sewer			
Useful Life	V	Primary Reason		2	Operating Budget Impact		N/A			
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2013	\$ 550,000		Intangibles				CCTV work		\$500,000	
FY2014	\$ 600,000		Equipment		\$ 310,000					
FY2015	\$ 0		Design & Engineering		\$ 340,000					
FY2016	\$ 0		Construction Expenses							
FY2017	\$ 0		Other Expenses*		\$500,000					
Total	\$ 1,150,000		Total		\$ 1,150,000		Total		\$ 500,000	
Attached Schedules			CF	CX	LS	SI	SS			
Description and Justification										

The Town of Needham, along with numerous other communities, is under Administrative Orders from the DEP to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system thru deteriorated pipe or manhole structures that by definition need to be repaired. As a result of this order, I/I studies have been undertaken to determine the locations and volumes of I/I entering the sanitary sewer system. The I/I analysis (1985 & 1989) and the Sewer System Evaluation Survey (SSES) (1991) have identified, by flow measurement, the areas of the collection system which are contributing high volumes of I/I to the system. On the basis of volumes of flow and knowledge of local sewer system overflows (SSO) or basement flooding, an order of priority has been established to determine the scheduling of the engineering, design and remediation work. The highest priorities relate to locations of known surcharging with sewage overflow or release or basement flooding. The remediation proceeds in stages starting with the preliminary engineering, followed by the rehabilitation design and concluding with the rehabilitation construction.

Work in prior years has been undertaken in Areas 11, 14, 19-1, 22, 3, 4, 30, 31, 2, 24, 21L, 1, 16. The priority was based on areas that the I/I analysis had recorded the highest levels of infiltration. The field work was conducted in 1984, and supplemented in 1986 and 1987. The study results are now approaching 25 years old. The earliest repair work that was undertaken is approaching 20 years old, and the remaining sections identified in the original study show significantly less I/I per length of sewer main. There is a strong probability that the original high leakage areas are contributing greater amounts of infiltration than the remaining sections left to repair identified in the original study. The study must be updated at this time to effectively expend resources to address current infiltration and inflow. The components of the first phase of the study will include engineering (\$240,000), permanent and portable flow meter installation (\$210,000), and rented flow meters (\$100,000). The components of the second phase will include engineering (\$100,000) and closed circuit TV services (\$500,000).

INFILTRATION

The work to date has focused on infiltration removal. This program will continue as an infiltration removal effort. A separate program is being presented for Inflow removal

Department Capital Request CIP-DCR			
Title	Sewer System Inflow & Infiltration Removal	Department	Public Works-Sewer
<u>Previously Funded Areas</u>			
FY08 - Engineering, Design & Construction (Various Locations) Infiltration Construction - Area 2, 24 & 21(L) Area 22(Prelim. Design - Infiltration)	1,740,300 <u>66,500</u> 1,806,800		
FY09 and FY10 No funding requested			
FY11 - Area 16 and 22 Started	155,000		
FY12 - Area 16 - Area 22 - Construction (continuation)	575,000		
<u>Proposed Funded Areas</u>			
FY13 - Phase I I/I Feasibility Study and Cost Benefit Analysis	550,000		
FY 14 - Phase II I/I Townwide System Master Plan	600,000		
FY 15 - FY17 Area Determined by Study			
<u>INFLOW</u>			
Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. The inflow removal program is being presented separately from the infiltration removal program. Much of this work could address inflow to include extending or expanding the storm drain system to accept groundwater from household sump pumps. Needham's most significant problem is believed to be from these private sources. The program will initiate with an education and information campaign to inform and prepare the homeowners as to the nature of the problem. The cost impacts to the community, the legal implications, the likely solutions and the responsibilities of the homeowner and the potential enforcement actions by the Town, the MWRA, the DEP and the EPA will need to be communicated. The preliminary engineering will likely take the form of smoke testing and flooded dye testing to determine any direct or indirect interconnections between the sewer and the storm drain system. It also includes a door-to-door investigation of households to determine where violations are occurring. Typical violations include, but are not limited to, sump pumps or open clean-outs where non-sanitary flow is discharging directly to the sewer system as well as foundation drains, yard drains, roof leaders and other cross connections.			

Department Capital Request CIP-DCR			
Title	Sewer System Inflow & Infiltration Removal	Department	Public Works-Sewer
<u>Previously Funded Areas</u>			
FY09 and FY10 – No funding requested			
FY11 – Area 19-1 Study	70,000		
<u>Proposed Funded Areas</u>			
FY13 –No Funding Requested	0		
Beginning in FY 1996, the MWRA assessment included a component that reflects the volume of wastewater discharged. The total I/I has been measured to be as much as 60% of Needham's total wastewater flow. Normal daily wastewater volume is approximately 3.0 million gallons per day (mgd) with peak I/I; the volume can exceed a rate of 15.0mgd. These spikes are attributable to the inflow component and can total as much as 300 mgd annually in a typical rainfall year. The remaining 75% is flow that occurs throughout the year as infiltration and can approach 1 billion gallons per year. This is approximately 25% of the total I/I in the system			

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

Department Capital Request CIP-DCR										
Title		Sewer Alarm System Upgrade			Department		Public Works-Sewer			
Useful Life		III	Primary Reason	4	Operating Budget Impact					C
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C			
FY2013		\$ 30,000	Intangibles							
FY2014			Equipment							
FY2015			Design & Engineering		\$ 30,000					
FY2016			Construction Expenses							
FY2017			Other Expenses*							
Total		\$ 30,000	Total		\$ 30,000	Total				\$
Attached Schedules										
			CF		CX		LS		SI	SS
Description and Justification										
This request was formerly for a sewer Supervisory Control and Data Acquisition (SCADA) system. The goal is to provide a communication and alarm system to improve the current system that is outdated and unreliable. Currently there is no linked communication between or among pump stations. The goal is to collect data from the nine sewage pumping stations, then communicate that data to a central location (West Street Pump Station), allowing for efficient management and control of the sewer pumping operations. This system will alert the appropriate emergency response for on-call personnel to remotely access the system making changes to pump stations as necessary. The current alarm call system uses either an outdated Verbatim call box at the four major sewage pumping stations or a light and siren system at the five smaller stations. The Verbatim system is programmed to call the Police Department dispatcher when an alarm condition has occurred, who then alerts the Sewer Division on-call person. The five smaller stations rely on the neighbors to call the Fire/Police Department when an alarm occurs.										
FY13 Study to determine the best mode of communication for the SCADA system. \$ 30,000										
<u>Future Projects:</u>										
To be determined after the study is complete.										

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

Department Capital Request CIP-DCR												
Title	Vehicle and Equipment Replacement					Department		Public Works - Water				
Useful Life	I	Primary Reason		5	Operating Budget Impact						C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C			
FY2013	\$117,000		Intangibles									
FY2014	\$0		Equipment		\$354,100							
FY2015	\$0		Design & Engineering									
FY2016	\$121,600		Construction Expenses									
FY2017	\$115,500		Other Expenses*									
Total	\$354,100		Total		\$354,100		Total		\$			
Attached Schedules		CF		X	CX	LS	SI	SS	X			
Description and Justification												
The vehicles being replaced over the next five years for the Water Enterprise Fund are all core fleet. They are pick up trucks used to travel to and from construction sites, the Charles River Water Treatment Facility, St. Mary pump station, storage tanks, and meter reading.												

Capital Schedule
Schedule CF
Core Fleet

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane														
										\$ 117,000	\$ -	\$ -	\$ 121,600	\$ 115,500

1	Water	T	30	1999	Ford F-350	One Ton Dump Truck	12500 D		67128	\$ 67,000				
2	Water	T	40	2000	Ford F-350	Utility Pick Up	12500 D		91719	\$ 50,000				
3	Water	T	24	2009	Ford F-150	2WD Pick Up	6700 G		24968				\$ 23,000	
4	Water	P	20	2009	Ford Escape Hybrid	Utility Vehicle	4880 H		12907			\$ 40,100		
5	Water	T	21	2010	Ford F-150	2WD Pick Up	6700 G		11212			\$ 27,000		
6	Water	T	22	2009	Ford F-450	Enclosed Utility Body	16500 D		31220			\$ 54,500		
7	Water	T	26	2010	Ford F-150	2WD Pick Up	7050 G		6377			\$ 29,000		
8	Water	T	27	2010	Ford F-150	2WD Pick Up	7050 G		5311			\$ 29,000		
9	Water	T	31	2010	Ford F-150	4WD Pick Up	7200 G		4304			\$ 34,500		
10														
11														
12														

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

Department Capital Request CIP-DCR										
Title	Filter Media Replacement				Department		Public Works-Water			
Useful Life	I	Primary Reason		5	Operating Budget Impact		C			
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2013	\$72,500		Intangibles							
FY2014	\$75,000		Equipment							
FY2015	\$77,500		Design & Engineering							
FY2016			Construction Expenses		\$305,000					
FY2017	\$80,000		Other Expenses*							
Total	\$305,000		Total		\$ 305,000		Total		\$	
Attached Schedules				CF	CX	LS	SI	SS		
Description and Justification										
The filter media (greensand) is used for manganese removal at the Charles River Water Treatment Facility.										
All four filters at the Treatment Facility were replaced with natural greensand in 2008. This program is intended to establish a five year replacement cycle for the replacement of the filter media, with a new synthetic product called Greensand Plus, a substitute for natural greensand. Greensand Plus is promoted as being able to withstand wider variations in operating conditions and therefore may reduce the frequency of media replacement, and reduce the need for potassium permanganate. The cost savings would be less than \$5,000 per year.										
FY 2012 is the first year of funding for this program (\$70,000).										

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

Department Capital Request CIP-DCR										
Fire Flow Improvements					Department		Public Works - Water			
Title	Useful Life	V	Primary Reason	4	Operating	Budget Impact	C			
Requested Funding Years & Amounts	Column A			Costs Components	Column B		*Other Expenses	Column C		
FY2013				Intangibles						
FY2014				Equipment						
FY2015				Design & Engineering		\$ 920,250				
FY2016				Construction Expenses		\$ 7,160,000				
FY2017				Other Expenses*						
Total		\$ 8,080,250		Total		\$ 8,080,250		Total		\$
Attached Schedules										
Description and Justification										

The Water System Master Plan has identified a category of improvements for high priority action:

1) St. Mary pump station has 4 pumps located within the facility that are designed to pump potable water from the MWRA intended to supplement the Town's demand for water. Only two pumps are operable at the station, resulting in less capacity than permitted (permitted 6.5 million gallons per day (mgd)). The current pump station is equipped with an emergency auxiliary motor. It preferable to have a standby generator similar to other pumping stations and the Charles River Water Treatment Facility. This request will provide the necessary improvements to meet future water demands, and ensure the station has emergency back-up electrical power.

The preliminary design of the station has been completed. The DPW is preparing to seek proposals for selection of a designer for the final design and the Owner's Project Manager (OPM) services. The costs of OPM services were not originally included in the budget for the project budget. \$350,000 is being requested to cover the entire design and construction services for the OPM.

2) A fire flow adequacy analysis was conducted under maximum daily demand that determined the system is unable to meet the minimum 20 pounds per square inch of pressure (psi) in the higher elevations of Town: Tower Hill and Birds Hill Areas. In other words, the system is unable to provide enough pressure for fire protection during periods of high demand in the higher elevations of Town. In order to meet the minimum 20 psi, the DPW is requesting funding for a feasibility study and engineering cost analysis to analyze and propose a cost-effective solution to the low pressure areas. The goal is to create a high pressure zone in those two areas, potentially supplied by water booster stations.

FY13 – St. Mary Pump Station improvements/OPM services - \$ 350,000

FY14 – St. Mary Pump Station improvements/construction - \$ 5,070,000

FY15 - Bird's Hill Tank high service area & Dunster Road Tank high service area / feasibility study - \$ 100,000

FY16 - Bird's Hill Tank high service area & Dunster Road Tank high service area / engineering, design - \$ 470,250

FY17 - Bird's Hill Tank high service area & Dunster Road Tank high service area / construction - \$ 2,090,000

Department Capital Request CIP-DCR			
Title	Fire Flow Improvements	Department	Public Works - Water

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

Department Capital Request CIP-DCR									
Title		Water Service Connections			Department		Public Works-Water		
Useful Life		V	Primary Reason	3	Operating Budget Impact				C
Requested Funding Years & Amounts		Column A	Costs Components	Column B	*Other Expenses				Column C
FY2013		200,000	Intangibles						
FY2014		200,000	Equipment						
FY2015		200,000	Design & Engineering						
FY2016		200,000	Construction Expenses	1,000,000					
FY2017		200,000	Other Expenses*						
Total		\$ 1,000,000	Total	\$ 1,000,000	Total				\$
Attached Schedules		CF	CX	LS	SI			SS	
Description and Justification									
The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior (at least one year) to a road reconstruction/paving project. If this project is not funded it leaves an element of the subsurface infrastructure susceptible to failure before the useful life of the reconstructed roadway has been realized. Prior appropriations are currently under contract with water service connection replacements estimated to be one and a half years ahead of the road resurfacing program. The FY 2013 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule.									

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

Department Capital Request CIP-DCR										
Title		Water System Rehabilitation Program				Department		Public Works-Water		
Useful Life		V		Primary Reason		3,5		Operating Budget Impact		C
Requested Funding Years & Amounts		Column A		Costs Components		Column B		*Other Expenses		Column C
FY2013		\$ 99,300		Intangibles						
FY2014		\$ 715,800		Equipment						
FY2015		\$555,000		Design & Engineering		\$ 193,300				
FY2016		\$ 94,000		Construction Expenses		\$ 2,120,800				
FY2017		\$ 850,000		Other Expenses*						
Total		\$ 2,314,100		Total		\$ 2,314,100		Total		\$
Attached Schedules		CF		CX		LS		SI		SS
Previously Funded Projects										
FY12 Lincoln St. – Construction - \$684,500 Funding is being diverted to the Highland Avenue Water Main from Gould Street to Webster Street, due to pending MASSDOT road project										
Future Projects										
FY13 Grant St./Junction St. to Dedham Ave. – New 8’ (2500 lf) – Eng. & Design \$99,300										
FY14 Grant St. – New 8’ (2500 lf) - Construction \$715,800										
FY15 Lincoln St. – Construction - \$555,000 (The requested appropriation is the balance only needed to complete the project originally funded in FY 12)										
FY16 Pleasant St./Howland St. to Dedham Ave. – New 8” (1160 lf) – Eng. & Design \$94,000 Norfolk St./Warren St. to Webster St. – New 8” (1300 lf) – Eng. & Design										
FY17										

Department Capital Request CIP-DCR			
Title	Water System Rehabilitation Program	Department	Public Works-Water
Pleasant St./Howland St. to Dedham Ave. – New 8” (1160 lf) – Construction Norfolk St./Warren St. to Webster St. – New 8” (1300 lf) – Construction		\$850,000	
<u>Future Projects after FY17</u>			
Alfreton Rd./ Highland Ave. to Webster St. New 8” (500 lf) - Eng. & Design			
Bennington St. / High St. to Concord St. New 8” (650 lf) - Eng. & Design			
Alfreton Rd./Highland Ave to Webster – Construction			
Bennington St./High St. to Concord St. – Construction			
Thorpe Rd./Webster St. to End New 8” (330lf) – Eng. & Design			
Mills Rd./ Sachem Rd. to Davenport Ave. New 8” (500lf) – Eng. & Design			
Mayo Ave. Harris Ave to Great Plain Ave New 8” (1060lf) – Eng. & Design			
Thorpe Rd./ Mills Rd./ Mayo Ave. – Construction			
Kingsbury St. / Oakland Ave. to Webster St. – Eng. & Design			
Oakland Ave. / May St. to Highland Ave. - Eng. & Design			
Fenton Rd. / West St. to Pershing Rd. - Eng. & Design			
Greenough St. / Pine Grove St. to Avery St. – Eng. & Design			
Pine Grove St. Hillside Ave to existing 8” - Eng. & Design			

Board of Selectmen

AGENDA FACT SHEET for 12/20/2011

Agenda Item: Fiscal Year 2013 Budget Consultation

Presenter(s): Kate Fitzpatrick, Town Manager
Dave Davison, Assistant Town Manager/Finance

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

We will discuss with the Board the Townwide Expense spending requests for the FY2013 Operating Budget, and the proposed budget priorities for FY2013.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

- a. Proposed Budget Priorities
- b. Comparison of Spending Requests to August 16, 2011 Pro Forma Budget
- c. Departmental and Townwide Spending Requests forwarded under separate cover

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

**Proposed Board of Selectmen Statement
on FY2013 Operating Budget Priorities
December 20, 2011**

The primary goal of the Board of Selectmen in consideration of the FY2013 operating budget is the maintenance and optimization of existing Town services given the availability of revenue for appropriation. In addition, the Board's priorities for FY2013 include:

1. Support for items that contribute to the achievement of the Board's goals and objectives for FY2012.
2. Support for initiatives that contribute to the preservation of existing Town assets.
3. Support for initiatives that contribute to sustainability, such as reducing energy use and planning for ongoing, long term balance of foreseeable revenues and financial commitments.
4. Support for initiatives aimed at achieving greater coordination and efficiency among departments and providing adequate resources to address the general administrative needs of the Town.
5. Promote initiatives that contribute to the long-term economic vitality of Needham.
6. Support the stewardship of existing land and resources, including expansion of town-owned open space for both active and conservation uses.
7. Promote initiatives that contribute to the appearance of the Town.

Town of Needham Line Detail								
Compared to ProForma	FY2012	FY2013	FY2013	FY2013	FY2013	FY2013	FY2013	PF
	Amended 11/7/2011	DSR2 Request	DSR4 Request	Total Request	\$ change from FY2012	% Change over FY2012	8/16/2011 ProForma	Variance
Town Wide Expense								
Casualty, Liability and Self Insurance Program	525,000	525,000		525,000			537,758	(12,758)
Debt Service - General Fund	10,843,572	11,288,276		11,288,276	444,704	4.1%	11,293,795	(5,519)
Employee Benefits and Employer Assessments	10,109,724	10,860,556		10,860,556	750,832	7.4%	10,886,887	(26,331)
Retirement Assessments	4,755,475	5,030,821		5,030,821	275,346	5.8%	4,930,117	100,704
Retiree Insurance Program & Insurance Liability Fund	3,906,275	4,523,887		4,523,887	617,612	15.8%	4,498,115	25,772
Classification, Performance and Settlements	202,000	291,700		291,700	89,700	44.4%	208,868	82,832
Reserve Fund	1,166,524	1,333,364		1,333,364	166,840	14.3%	1,385,474	(52,110)
Group Total	31,508,570	33,853,604		33,853,604	2,345,034	7.4%	33,741,014	112,590

Town of Needham Line Detail								
Compared to ProForma	FY2012 Amended 11/7/2011	FY2013 DSR2 Request	FY2013 DSR4 Request	FY2013 Total Request	FY2013 \$ change from FY2012	FY2013 % Change over FY2012	FY2013 8/16/2011 ProForma	PF Variance
Finance Committee								
Personnel	28,382	30,289		30,289	1,907			
Expenses	1,075	1,075		1,075				
Operating Capital								
Total	29,457	31,364		31,364	1,907	6.5%	30,476	888
General Government Group	3,625,375	3,733,832		3,733,832	108,457	3.0%	3,798,287	(64,455)
Planning Department								
Personnel	232,476	238,982		238,982	6,506			
Expenses	16,460	16,460		16,460				
Operating Capital								
Total	248,936	255,442		255,442	6,506	2.6%	257,473	(2,031)
Community Development								
Personnel	108,584	118,626		118,626	10,042			
Expenses	11,858	11,858		11,858				
Operating Capital								
Total	120,442	130,484		130,484	10,042	8.3%	124,531	5,953
Land Use & Development Group	369,378	385,926		385,926	16,548	4.5%	382,004	3,922

Town of Needham									
Line Detail									
Compared to ProForma		FY2012 Amended 11/7/2011	FY2013 DSR2 Request	FY2013 DSR4 Request	FY2013 Total Request	FY2013 \$ change from FY2012	FY2013 % Change over FY2012	FY2013 8/16/2011 ProForma	PF Variance
Police Department									
Personnel		4,859,711	4,842,392		4,842,392	(17,319)			
Expenses		239,858	280,835		280,835	40,977			
Operating Capital		125,891	200,000		200,000	74,109			
Total		5,225,460	5,323,227		5,323,227	97,767	1.9%	5,411,121	(87,894)
Fire Department									
Personnel		6,095,891	6,079,147		6,079,147	(16,744)			
Expenses		240,683	253,965		253,965	13,282			
Operating Capital									
Total		6,336,574	6,333,112		6,333,112	(3,462)	-0.1%	6,558,489	(225,377)
Building Inspector									
Personnel		440,113	453,719	6,900	460,619	20,506			
Expenses		28,095	28,940	2,018	30,958	2,863			
Operating Capital									
Total		468,208	482,659	8,918	491,577	23,369	5.0%	484,423	7,154
Public Safety Group		12,030,242	12,138,998	8,918	12,147,916	117,674	1.0%	12,454,033	(306,117)
Minuteman		562,637	758,878		758,878	196,241	34.9%	562,637	196,241
Needham Public Schools		48,501,371	51,264,825		51,264,825	2,763,454	5.7%	50,464,870	799,955

Town of Needham Line Detail Compared to ProForma	FY2012	FY2013	FY2013	FY2013	FY2013	FY2013	FY2013	PF
	Amended 11/7/2011	DSR2 Request	DSR4 Request	Total Request	\$ change from FY2012	% Change over FY2012	8/16/2011 ProForma	Variance
Department of Public Works								
Personnel	3,041,684	3,123,223		3,123,223	81,539			
Expenses	1,322,295	1,416,915	37,000	1,453,915	131,620			
Operating Capital	6,700	6,500		6,500	(200)			
Snow and Ice Budget	400,000	410,000		410,000	10,000			
Total	4,770,679	4,956,638	37,000	4,993,638	222,959	4.7%	4,918,153	75,485
Municipal Parking Program								
Program Total	55,000	55,000		55,000			56,337	(1,337)
Municipal Lighting Program								
Program Total	256,000	256,000		256,000			262,221	(6,221)
Public Works Group	5,081,679	5,267,638	37,000	5,304,638	222,959	4.4%	5,236,711	67,927
Department of Public Facilities								
Personnel	3,058,620	3,173,675	9,318	3,182,993	124,373			
Expenses	4,666,935	4,607,203		4,607,203	(59,732)			
Operating Capital								
Total	7,725,555	7,780,878	9,318	7,790,196	64,641	0.8%	8,117,203	(327,007)
Public Facilities Group	7,725,555	7,780,878	9,318	7,790,196	64,641	0.8%	8,117,203	(327,007)
Health Department								
Personnel	385,301	406,722	6,160	412,882	27,581			
Expenses	76,829	77,054	11,500	88,554	11,725			
Operating Capital								
Total	462,130	483,776	17,660	501,436	39,306	8.5%	477,482	23,954

Town of Needham Line Detail									
Compared to ProForma		FY2012 Amended 11/7/2011	FY2013 DSR2 Request	FY2013 DSR4 Request	FY2013 Total Request	FY2013 \$ change from FY2012	FY2013 % Change over FY2012	FY2013 8/16/2011 ProForma	PF Variance
Human Services									
Personnel		493,873	510,811		510,811	16,938			
Expenses		70,370	77,205		77,205	6,835			
Operating Capital									
Total		564,243	588,016		588,016	23,773	4.2%	583,406	4,610
Commission on Disabilities									
Personnel									
Expenses		550	550		550				
Operating Capital									
Total		550	550		550			563	(13)
Historical Commission									
Personnel									
Expenses		1,050	1,050		1,050				
Operating Capital									
Total		1,050	1,050		1,050			1,076	(26)
Needham Public Library									
Personnel		1,073,225	1,071,967	42,487	1,114,454	41,229			
Expenses		292,061	294,526	16,975	311,501	19,440			
Operating Capital									
Total		1,365,286	1,366,493	59,462	1,425,955	60,669	4.4%	1,409,946	16,009
Parks and Recreation Department									
Personnel		440,395	453,499		453,499	13,104			
Expenses		110,875	107,875		107,875	(3,000)			
Operating Capital									
Total		551,270	561,374		561,374	10,104	1.8%	569,378	(8,004)

Town of Needham									
Line Detail									
Compared to ProForma		FY2012 Amended 11/7/2011	FY2013 DSR2 Request	FY2013 DSR4 Request	FY2013 Total Request	FY2013 \$ change from FY2012	FY2013 % Change over FY2012	FY2013 8/16/2011 ProForma	PF Variance
Memorial Park Personnel Expenses Operating Capital		750	750		750				
Total		750	750		750			768	(18)
Community Services Group		2,945,279	3,002,009	77,122	3,079,131	133,852	4.5%	3,042,619	36,512
Department Budgets		80,841,516	84,332,984	132,358	84,465,342	3,623,826	4.5%	84,058,364	406,978
Town Wide Expense Group		31,508,570	33,853,604		33,853,604	2,345,034	7.4%	33,741,014	112,590
Total General Fund Operating Budget		112,350,086	118,186,588	132,358	118,318,946	5,968,860	5.3%	117,799,378	519,568

Town of Needham									
Line Detail									
Compared to ProForma		FY2012 Amended 11/7/2011	FY2013 DSR2 Request	FY2013 DSR4 Request	FY2013 Total Request	FY2013 \$ change from FY2012	FY2013 % Change over FY2012	FY2013 8/16/2011 ProForma	PF Variance
Board of Selectmen & Town Manager									
Personnel		646,680	670,928		670,928	24,248			
Expenses		156,433	156,433		156,433				
Operating Capital									
Total		803,113	827,361		827,361	24,248	3.0%	829,548	(2,187)
Town Clerk and Board of Registrars									
Personnel		279,390	296,301		296,301	16,911			
Expenses		38,290	45,552		45,552	7,262			
Operating Capital									
Total		317,680	341,853		341,853	24,173	7.6%	353,389	(11,536)
Town Counsel									
Personnel		68,664	70,039		70,039	1,375			
Expenses		230,000	230,000		230,000				
Operating Capital									
Total		298,664	300,039		300,039	1,375	0.5%	334,362	(34,323)
Personnel Board									
Personnel		600	600		600				
Expenses		11,000	11,000		11,000				
Operating Capital									
Total		11,600	11,600		11,600			11,888	(288)
Finance Department									
Personnel		1,385,756	1,437,620		1,437,620	51,864			
Expenses		741,605	746,495		746,495	4,890			
Operating Capital		37,500	37,500		37,500				
Total		2,164,861	2,221,615		2,221,615	56,754	2.6%	2,238,624	(17,009)

Board of Selectmen

AGENDA FACT SHEET for 12/20/2011

Agenda Item: Sale of Alcohol for Consumption off Premises

Presenter(s): Board Discussion

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Board will discuss feedback received at the December 6th public hearing and the proposal to allow sale of alcohol off-premises in Needham. Town Counsel David Tobin will be available should you have any questions about legal issues.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES (NO) (circle one)

3. BACK UP INFORMATION ATTACHED:

a. None

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Administrator	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Board of Selectmen

AGENDA FACT SHEET for 12/20/2011

Agenda Item: Committee Reports

Presenter(s): Board Discussion

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Board members will report on the progress and / or activities of their Committee assignments.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

None

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

BOARD OF SELECTMEN

* MINUTES *

November 7, 2011

6:45 p.m. A special meeting of the Board of Selectmen was convened by Chairman Maurice Handel at the Town Hall. Present were Mr. Jerry Wasserman, Mr. Dan Matthews, Mr. John Bulian, Mr. James Healy, and Town Manager Kate Fitzpatrick.

6:45 p.m. Town Meeting Preparation

Article 6 – Collective Bargaining Agreement - Police Superior Officers

Motion: Mr. Wasserman moved that the Board withdraw Article 6. Mr. Bulian seconded the motion. Unanimous: 5 – 0.

Article 9 – Amend the FY 2012 Operating Budget

Motion: Mr. Healy moved that the Board vote to support Article 9 as amended. Mr. Bulian seconded the motion. Unanimous: 5 – 0.

Article 2 – Layout of Reservoir Street Article 15 – Appropriate for Reservoir B Pumping Station

The Board discussed the concept of discussing Articles 2 and 15 together and voting them separately.

Motion: Mr. Wasserman moved that the Board recommend that Articles 2 and 15 be discussed together and voted separately. Mr. Bulian seconded the motion.

After further discussion, Mr. Wasserman withdrew his motion.

Article 8 – Stretch Energy Code

Mr. Healy raised the question of the timing of the Stretch Code vote, noting that not all of the elements of the Green Communities Act have been clarified, and that the consultant's report is not complete. He asked the Board to consider delaying the article. Mr. Matthews agreed. Mr. Wasserman, Mr. Bulian and Mr. Handel said that they preferred to proceed as planned.

Article 14 – Appropriate for New Senior Center

The Board discussed a possible motion to move the Senior Center appropriation to an earlier time on the warrant. After discussion as to whether or not to take a position, the Board agreed that Town Meeting should decide on the changed placement of the article.

7:00 p.m. Proclamation for Needham Market

Motion: Mr. Matthews moved that the Board vote to approve and sign the proclamation for Needham Market. Mr. Bulian seconded the motion. Unanimous: 5 – 0.

Motion: Mr. Bulian moved that the Board adjourn its meeting contemporaneously with the conclusion of Town Meeting for that evening. Mr. Wasserman seconded the motion. Unanimous: 5-0.

The Town Meeting adjourned for the evening at 11:53.

**Town of Needham
Board of Selectmen
Minutes for November 29, 2011
Needham Town Hall**

- 6:45 p.m. Informal Meeting with Citizens
Lev Rozman expressed concern about the environmental health of his home at 300 Second Avenue and asked for help from the Board of Selectmen. The Town agreed to contact Public Health.
- 7:00 p.m. Call to Order
A meeting of the Board of Selectmen was convened by Chairman Maurice P. Handel. Those present were Gerald A. Wasserman, Daniel P. Matthews, John A. Bulian, James G. Healy, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.
- 7:00 p.m. Introduction of Police Lieutenant
Phil Droney, Police Chief appeared before the Board to introduce newly promoted Police Lieutenant Matt Forbes. The Board congratulated Lieutenant Forbes on his new position.
- 7:00 p.m. Introduction of Police Sergeant
Phil Droney, Police Chief appeared before the Board to introduce newly promoted Police Sergeant Tim Dooher. The Board congratulated Sergeant Dooher on his new position.
- 7:00 p.m. Introduction of Police Officers
Phil Droney, Police Chief appeared before the Board to introduce five Police Officers who have recently graduated from the Police Academy: Robert Peck, Vincent Turco, Anthony Frongillo, Roger Noll, and Michael Lamb. Chief Droney mentioned all five live in Needham and are graduates of Needham High School.
- Mr. Matthews recognized the individual achievement of each officer and said the new officers are the "face of the Town".
- Mr. Healy congratulated Lieutenant Forbes and Sergeant Dooher on their appointments. He congratulated the five new Police Officers, and noted the military and community service of each Officer. He asked the new Officers to instill confidence in the youth and young adults of Needham, as the Police Force is a fantastic example and mentor for the youth of the Town.
- The Board welcomed the Officers to the Police Department and wished them well in their new positions.

7:15 p.m. Continuation of Public Hearing: Verizon and NSTAR Petitions for Webster Street
Ellen Joy, Verizon Communications and Maureen Carroll, NSTAR appeared before the Board to discuss separate petitions to request permission to install approximately 125 feet of conduit at pole 2/32 on Webster Street. The petitions are necessary to provide service to six new units on Putnam Street. These requests are in place of the original joint petition to move the pole.

Ms. Joy said after further study of the original proposal it was agreed upon that the project could be completed by running the conduit from the pole entirely underground within the roadway.

Mr. Handel asked for public comment. No comments were made.

Motion by Mr. Wasserman that the Board of Selectmen approve and sign petition from Verizon to install approximately 125 feet of conduit at pole 2/32 on Webster Street in Needham.

Motion by Mr. Wasserman that the Board of Selectmen approve and sign petition from NSTAR to install approximately 125 feet of conduit at pole 2/32 on Webster Street in Needham.

The petition is necessary to provide service to six new units on Putnam Street.

Second: Mr. Bulian. Unanimously approved 5-0.

7:15 p.m. Consent Agenda and Appointments
Motion by Mr. Bulian that the Board of Selectmen vote to accept the Consent Agenda and Appointments as presented.

APPOINTMENTS

1. Contributory Retirement Board Kate Fitzpatrick (term expires: 11/6/2014)

CONSENT AGENDA

1. Approve request from Rabbi Mendel Krinsky from the Chabad Jewish Center to hold a Menorah lighting ceremony on the Town Common on Wednesday, December 21, 2011 at 6:00 p.m.
2. Ratify a One Day Special Wines & Malt Beverages License from Sandra Rizkallah of Plugged In Teen Band Program to hold a "Blues, Brews, and BBQ" event on Friday, November 18, 2011 from 7:00pm to 11:00pm at The Village Club, 83 Morton Street, Needham.
3. Accept the following donations received to the Needham Cultural Council to help support New Year's Needham 2012: Roche Bros.- \$3,000.00; Needham Women's Club- \$1,000.00; Briarwood Healthcare- \$1,000.00; Needham Exchange Club- \$1,000.00; Condon Realty- \$500.00; Dedham Savings- \$500.00; Needham Bank-

\$250.00; Middlesex Bank- \$250.00

4. Approve request from the Needham Business Association to have “meter-free” parking in Needham Center and Needham Heights from November 26, 2011 through New Year’s Day.
5. Accept the following donations received to the Needham Health Department’s Gift of Warmth Fund: Needham Women’s Club-\$1000; Mr. & Mrs. H.T. Sagafi-\$200; First Baptist Church in Needham- \$1000 ; and Rabbi Carl M. Perkins-\$100
6. Accept the following donations received to the Needham Cultural Council for New Year’s Needham- Beth Israel Deaconess-Needham \$1,000; and Petrini Corp.- \$250.
7. Ratify proclamation honoring Thomas J. Leary, Chief of Police
8. Approve the relocation of the polling place for precincts C and D from the Newman School to the High Rock School during the period that the Newman School is under construction.
9. Approve Minutes from October 25, 2011 meeting.
10. Approve Water & Sewer Abatement #1133.

Second: Mr. Wasserman. Unanimously approved 5-0.

7:20 p.m. Public Hearing – Transfer of All Alcoholic Beverages License Petit Needham, LLC d/b/a Petit Robert Bistro Needham located at 45 Chapel Street.
Raji D. Spencer appeared before the Board requesting a transfer of license to sell All Alcoholic beverages as a restaurant located at 45 Chapel Street from Petit Robert Needham.

Motion by Mr. Bulian that the Board of Selectmen vote to approve the applications for a transfer of an All Alcohol License under the Town of Needham Regulations For The Sale of Alcoholic Beverages in Restaurants and Function Rooms with a Seating capacity of Not Less than 100 Persons for Petit Needham, LLC d/b/a Petit Robert Bistro Needham, Raji D. Spencer, including waivers of the Town of Needham Regulations for the Sale of Alcoholic Beverages, Section 3.1 and 7.3 and to forward the approved Alcohol License Transfer application to the ABCC for an approval.

Second: Mr. Wasserman. Unanimously approved 5-0.

7:20 p.m. Public Hearing – Transfer of Wine and Malt Beverages License PII Restaurant d/b/a Pacini’s located at 1185 Highland Avenue.
Anthony Petrakis, proposed Manger appeared before the Board requesting a transfer of license to sell wine and malt liquor from PII Restaurant, Inc., Maher Hathout, Manager to Needham Pacini’s Corp with Mr. Petrakis, proposed manager.

Motion by Mr. Bulian that the Board of Selectmen approve the application for a transfer of Wine and Malt Alcoholic Beverage license under the Town of Needham Rules and Regulations Applicable To The Sale of Wine and Malt Beverages in a Restaurant with a Seating Capacity of Less than 100 Persons

for PII Restaurant, Inc. d/b/a Pacini's, Anthony Petrakis, Manager, and forward the approved application to the ABCC for an approval of the liquor license.

Second: Mr. Wasserman. Unanimously approved 5-0.

7:20 p.m.

Change of Manager, Bickford's Family Restaurants:

Goffredo D'Addieco, Proposed Manager appeared before the Board to discuss a request by Bickford's for a change in manager. A review indicates Mr. D'Addieco meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol.

Motion by Mr. Bulian that the Board of Selectmen approve and sign an application for a Change in Manager to Goffredo D'Addieco for Bickford's Family Restaurants, 669-73 Highland Avenue, Needham and to forward this application to the ABCC for approval.

Second: Mr. Wasserman. Unanimously approved 5-0.

Mr. Matthews reminded Mr. Spencer, proposed manager of Petit Robert, Mr. Petrakis, proposed manager of Pacini's, and Mr. D'Addieco proposed new manager of Bickford's of Needham's historically dry status and of their personal responsibility to uphold rules and regulations of the Town's liquor laws.

7:25 p.m.

Commission on Disabilities

Elaine Saunders, Co-Chair, Jeanie Martin, Co-Chair, and Karen Pierce, Assistant Director of Park and Recreation/COD Liaison appeared before the Board with an update on the work of the Commission, and to discuss the Commission's methodology in determining grant recommendations.

Ms. Saunders said the Commission works closely with other entities to provide accessibility to municipal buildings and businesses. Ms. Saunders referenced a listing of grants awarded to community organizations that increase awareness and educate people about disabilities. She stated grants are not given to individuals, only to organizations.

Mr. Healy said some comments have been received concerning the handicapped parking outside Town Hall on Garrity Way. Some seniors, he said, have found it difficult to maneuver into the designated handicapped parking spaces. Mr. Healy asked whether the Commission on Disabilities could work with the Town on the issue and whether handicapped parking could be moved across the Way for easier access.

Mr. Bulian noted his agreement with Mr. Healy but cautioned the Way is sometimes used by drivers as a cut through which could be dangerous.

Ms. Fitzpatrick said it makes logical sense to move the spaces.

Mr. Bulian questioned whether the fine for parking in a handicapped parking space could be increased. He said he is amazed at the number of drivers who take advantage of handicapped parking spaces for convenience. He said handicapped parking spaces must be maintained for the people who need them. Ms. Saunders said the current fine is \$100 and that Needham has historically had a lower fine than other Towns in the area. Mr. Davison said the Town is intending to complete a review of the entire parking fine structure and expects to have recommendations for the Board in the spring.

Mr. Matthews said he would be interested to know the number of violations annually, whether there is abuse of the placard, and reiterated that people need to respect the rule. Mr. Davison noted the Town does not have a large number of violations as many times people do have a placard but just forgot to display it.

Mr. Matthews noted that grant recommendations will be presented to the Board and listed on the Consent Agenda for the Board's consideration. Mr. Healy clarified that State law requires the Board of Selectmen approve all grants.

8:00 p.m.

Town Manager

Kate Fitzpatrick, Town Manager appeared before the Board with 4 items to discuss:

1. Memorandum of Understanding Needham Bank/Eaton Square

Mr. Healy recused himself from discussion as he is a member of the Advisory Council for the Needham Bank.

Ms. Fitzpatrick told the Board the Town and Needham Bank have developed a Memorandum of Understanding guiding the implementation of Eaton Square Parking Lot project. She said Special Town Meeting on November 7, 2011 approved the abandonment and discontinuation of Eaton Square and asked for the Board's support.

Motion by Mr. Wasserman that the Board approve and authorize the Town Manager to sign the Memorandum of Understanding between the Town and Needham Bank, dated November 7, 2011.

Second: Mr. Bulian. Approved 4-0.

2. Determination of Unique Status/Lincoln Street Property

Ms. Fitzpatrick stated the 2013-2017 Capital Improvement Plan includes a proposal to purchase the property at 37-39 Lincoln Street for the purposes of expanding the Chestnut Street/Lincoln Street parking lot. She said in October 2011 the Finance Committee approved a Reserve Fund Transfer in the amount of \$25,000 to allow the Town to secure rights to purchase the property until an appropriation can be sought at the 2012 Annual Town Meeting. She said in order for the project to move forward, the Board must determine the property is unique in its location and under the State's procurement law the Board can determine that

advertising will not benefit the Town's interest because of the unique qualities of the parcel.

Motion by Mr. Healy that the Board vote to determine that, in the case of the proposed acquisition of 37-39 Lincoln Street, advertising will not benefit the Town's interest because of the unique qualities of the location of the property needed. This determination is made on the basis that the property abuts the Chestnut Street/Lincoln Street parking lot and the property will be used for parking lot expansion.

Second: Mr. Wasserman. Unanimously approved 5-0.

Mr. Bulian said that while he will support the motion, he is not as clear cut in supporting the acquisition of the property at this time. He acknowledged that while there is a need for more parking spaces, he asked that the Town embark upon a downtown parking proposal that does not require demolishing properties to address parking needs in the downtown area. Mr. Bulian said that while there is an interest by the Board to act on this parcel, he is not convinced it is the right thing to do at this time.

Mr. Matthews agrees with Mr. Bulian, that it may be time to revisit the issue of structured parking in the downtown area. He stated he is in favor of purchasing the property.

Mr. Wasserman is in favor of purchasing the property and agrees it is important to have a plan for downtown parking.

Mr. Healy said the motion is simple and it should be moved forward.

3. Fiscal Year 2013 Budget Consultation

Ms. Fitzpatrick discussed with the Board the preliminary departmental spending requests for the FY2013 Operating Budget. She said generally speaking, the departments are not in expansion mode, rather in maintaining core services and current assets. She reviewed her memorandum to the Board dated November 25, 2011 outlining Department Spending Request Status Report (General Fund). She noted the Town Clerk's office will hold 3 elections in FY2013, including a presidential election. Ms. Fitzpatrick commented the Finance Department increases are primarily due to salary increases and the number and costs associated with software licenses. She also said the budget request for the Minuteman School Assessment is 34.9% higher than FY2012. She said this is based on projected increases in the School budget, the number of Needham students attending Minuteman, and a one-time special capital assessment for the Trades Hall remediation. She stated the Town's enrollment has continued to increase with 31 full time students, up from 24 last year, and 15 the year prior. Ms. Fitzpatrick commented a change in the FY2013 DPW operating budget is that resources needed to maintain existing park assets have been incorporated into the base budget rather than separated as a "new program or service". She said the

budget includes increases for topdressing, seed, consulting services for field renovation planning, and fencing. She commented on ways to reduce energy consumption and costs. She commented on library services, and that the Park and Recreation Department continue to evaluate and respond to concerns and requests raised by residents relative to athletic facilities, trails, playgrounds, and dog parks.

Mr. Healy commented on revenue generated from field use and noted the possibility of increasing the field use fee. He said it is good to look at the fee, particularly regarding athletic groups who may be accumulating substantial resources beyond their regular operating budgets. Mr. Healy feels there should be opportunities for some groups to give back to the Town which is giving them the asset for them to do business. The Board agreed more discussion should occur.

8:50 p.m. Preliminary FY2013-2017 Capital Improvement Plan

Ms. Fitzpatrick, Town Manager and Dave Davison discussed with the Board the preliminary FY2013 cash capital and debt-financing project submissions. She said the FY2014-2017 projects will be discussed at the Board's meeting on December 6, 2011, with final approval of the Capital Improvement Plan at the Board's meeting on December 20, 2011. Ms. Fitzpatrick reviewed the "Fiscal Year 2013 Town Manager's Capital Funding Preliminary Recommendations" detailing recommended capital expenditures dated November 25, 2011.

9:10 p.m. Board Discussion:
Committee Reports

No Committee Reports were made.

9:10 p.m. Adjourn:

Motion by Mr. Healy that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of November 29, 2011.

Second: Mr. Bulian. Unanimously approved: 5-0.

BOARD OF SELECTMEN
*** MINUTES ***

December 2, 2011

1:00 p.m.

Chairman Maurice Handel convened a special meeting of the Board of Selectmen at the Town Hall. Present were Mr. Jerry Wasserman, Mr. Dan Matthews, Mr. John Bulian and Town Manager Kate Fitzpatrick.

Town Meeting

The Board agreed that, unless otherwise necessary, the Warrant for the fall Special Town Meeting should be developed with a goal that Special Town Meeting be completed in one night. Town Meeting Members should be advised that it is always possible that the meeting may last two nights. The Board agreed that the fall Special Town Meeting warrant should be limited to necessary budget adjustments, and issues, such as funding of settled collective bargaining agreements and capital project funding for the upcoming construction season, that are time-sensitive. It was also agreed that issues such as zoning should continue to be scheduled for the May Town Meeting unless there is a compelling reason to make an exception for purposes of timing.

The Board discussed the location for the 2012 Annual Town Meeting. Because of the Newman construction and a play scheduled for Pollard School, the Board members agreed that the Town Hall is the best site for this meeting. The Board asked the Town Manager to consult with the Moderator to see if he has any concerns prior to a final decision.

The Board discussed the placement of articles in the Annual Town Meeting Warrant. The Board agreed to change the order for the 2012 Annual Town Meeting as a pilot program. The order of articles will be the human resources articles, financial warrant articles, operating budgets, zoning articles, general articles, and capital. It was agreed that articles submitted by petition would be placed in the category to which the subject relates, or failing that, in the general articles section.

Board Role in Representing the Community/Town

The Board agreed that it can often be helpful for the Town Manager to include a member of the Board when she and her staff are meeting with State officials, but made it clear that it should be the Town Manager's decision as to whether to do that in any specific instance. In any case, the Town Manager should inform and consult with the Chair regarding such meetings. The Town

Manager will provide appropriate information to the Board about meetings or other non-routine communications with State or other agencies.

Working with Constituents and Town Staff

The Board discussed the role of Board members in contacting Town staff directly rather than working through the Town Manager. It was generally agreed that any significant concerns should be brought to the attention of the Town Manager, and the more serious the issue or complaint, the more important is the need to work through the Town Manager. Contacting staff directly can have unintended consequences, and may hinder the Town Manager's ability to address the issue or solve the problem.

The Board's Role in Community Events

The Board agreed that at least annually, the Town Manager and the Board should scan the calendar for the coming year to determine whether there are any milestones or other events that should be the subject of a ceremony or event sponsored by the Board of Selectmen.

The Board agreed that with respect to events under the control of the Board of Selectmen, the Chair will ensure that all Board members have an appropriate role. The Board agreed that with respect to events not under the control of the Board of Selectmen, the Chairman will represent the Board. If the non-Board sponsored event organizers wish that the entire Board participate in the event, the Chair will attempt to assure that Board members have an appropriate role. The Board will encourage non-Board sponsored event organizers to consult with the Board sufficiently prior to the event to allow for planning.

Board Agendas

The Board discussed the informal session from 6:45 to 7:00 p.m. The Board agreed to change the practice for the informal session and to require that petitioners make an appointment and provide the general topic prior to the night of the meeting. It was agreed that at least initially, those who appear without an appointment will be heard, and will be told about the new policy.

The Board agreed that it is not productive to have departments and/or committees make routine presentations on an annual basis. It was agreed that departments and committees are encouraged to make presentations if and when such presentations will enhance the work of the department or committee, if affirmative action is

required by the Board, or if the information to be provided contributes to the work of the Board of Selectmen.

Role of the Board in the Budget Process

The Board asked the Town Manager to provide information about the choices and trade-offs made during the budget process. It was agreed that after the Town Manager's draft executive budget is prepared, the Board will participate with the Town Manager, Finance Committee, and School Committee in the discussion of options for balancing the budget. The Board will continue to refine its process for setting priorities and providing guidance to the Town Manager on priorities for the operating and capital improvement budgets.

Board Goals and On-going Projects

The Board asked the Town Manager to develop a recommendation for the implementation of an off-leash dog area in the Town. The Board agreed that because of other commitments work on the project should not be expected to begin until after the 2012 Annual Town Meeting.

4:00 p.m.

Motion: Mr. Matthews moved that the meeting be adjourned. The motion was seconded by Mr. Bulian. Unanimous: 4-0.

**Town of Needham
Board of Selectmen
Minutes for December 6, 2011
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens: Marshall Ingwerson, 121 Pine Street spoke with the Board regarding his concern for safety during the hunting season.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Maurice P. Handel. Those present were Gerald A. Wasserman, Daniel P. Matthews, John A. Bulian, James G. Healy, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Consent Agenda and Appointments:
Motion by Mr. Matthews that the Board of Selectmen vote to accept the Consent Agenda and Appointments:

CONSENT AGENDA *=Backup attached

1. Accept the following donations received to the Needham Health Department's Domestic Violence Action Committee: \$201 from SERV at Olin College, 1000 Olin Way, Needham.
- 2.* Water and Sewer Abatement Order # 1134.

Mr. Matthews recognized Nick Tatar, Assistant Dean of Student Life and Olin College, and asked the Board approve a Certificate of Appreciation for the creative vision and civic pride resulting from a Lego replica of Town Hall as part of the Town of Needham's 300th birthday celebration.

Second: Mr. Bulian. Unanimously approved 5-0.

7:00 p.m. Public Hearing - Property Tax Classification:
Chip Davis, Administrative Assessor, Dave Davision, Assistant Town Manager/Finance Director, and members of the Board of Assessors appeared before the Board to discuss the certified valuation of property. Damon Borrelli, Chairman, Board of Assessors provided a general overview of the residential and commercial property values. He said that the real estate market in Needham remains stable, and is better than most communities in the area. He stressed that the Town has not seen significant devaluation of properties, but noted pockets of weakness balanced by strong pockets of growth. He noted the importance of the triennial year, commenting the Department of Revenue conducted a review of the Town's policies and procedures and found no significant issues. Mr. Borrelli said Needham has 8,800 properties, and as a result of new cost tables installed by the Massachusetts Department of Revenue, 2.9% will see some change in their property valuation. Mr. Borrelli said some adjustments were made to high end residential properties reflecting the strength of the market, and a reduction of

valuations of some larger condominium complexes. Mr. Borrelli said the commercial sector is stable, and noted stability and improvement in office vacancy rates. He commented that the recent re-zoning of the NEBC and the Add-A-Lane project will likely further improve the situation. Mr. Borrelli said there is growth among business personal property, primarily the result of the change in the way business is conducted. Mr. Borrelli said the estimated residential factor being voted upon is 0.8911528 and stressed the “driver” is the new cost tables being used in connection with the production of properties.

Mr. Handel opened the public hearing. No public comments were made.

Motion by Mr. Matthews that the Board of Selectmen establish a residential factor of 0.8911528 for the purposes of setting the fiscal year 2012 tax rates. Second: Mr. Wasserman. Unanimously approved 5-0.

7:15 p.m. Change in Manager, The Needham Golf Club:
The Needham Golf Club, 49 Green Street, has requested a change in manager. Brenda Budge, proposed Manager appeared before the Board. Mr. Handel noted a review indicates Ms. Budge meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol.

Mr. Healy recused himself from discussion as he is a social member of the Needham Golf Club.

Motion by Mr. Matthews that the Board of Selectmen approve and sign an application for a Change in Manager to Brenda Budge for the Needham Golf Club, 49 Green Street, Needham and to forward this application to the ABCC for approval. Second: Mr. Bulian. Approved 4-0.

Mr. Matthews reminded Ms. Budge of Needham’s historically dry status. He told Ms. Budge she has an obligation to the public and emphasized when taking on the management of an alcoholic beverage license she is personally liable for the service. He welcomed Ms. Budge to the Town and wished her well in her new position.

7:20 p.m. Needham Tercentennial Report:
Bill Tilburg and Valerie Herman, Co-chairs, and members of the Needham 300 Committee appeared before the Board with a final report on the tercentennial celebration. Mr. Handel read a statement thanking the Committee for all its work. He said in recognition of the work of the Committee the Town will place an engraved plaque on the walkway behind Town Hall. Mr. Tilburg thanked the Selectmen and all the members of the Needham 300 Committee. Mr. Tilburg presented the Board with a sketch done by local artist, Mr. Haff, as well as workbook including artwork done by Needham students. Mr. Tilburg also

presented the Town a print of the painting the of home of Julia Baker by N.C. Wyath.

Mr. Matthews commented on Needham Night at the Pops, saying it was a highlight for him since he had never been to the Pops. Mr. Bulian said he especially enjoyed the fly-over on July 4th, as well as the taking of the aerial photo. Mr. Healy said the events were not only a celebration of the Town, but a celebration of the people showing great volunteerism and civic involvement.

7:45 p.m.

Public Hearing - Retail Sale of Alcoholic Beverages:

Dave Tobin, Town Counsel, Elizabeth Grimes, Council of Economic Advisors, Damon Borrelli, Council of Economic Advisors, and Phil Droney, Police Chief appeared before the Board. Mr. Handel said the public hearing is to receive resident input on the possibility of allowing the retail sale of alcohol in Needham. He said no change is being contemplated regarding the sale of alcohol in restaurants, nor are taverns being considered. The hearing he said, is specifically to gather information on what is commonly called "package sales" which can include both beer and wine or a full range of alcoholic beverages. The hearing, he said, is in response to a recommendation from the Council of Economic Advisors that the matter be explored. Mr. Tobin discussed the legal framework for allowing the sale of alcohol, and Mr. Borelli and Ms. Grimes discussed economic research. Chief Droney noted that allowing the sale of alcohol would impact law enforcement.

Mr. Handel opened the public hearing.

Lance Brown, 18 Webster Street, is in favor of having liquor stores in Needham. He feels the stores can be done tastefully.

Glenn Orenstein, 131 Taylor Street, favors relaxing the regulations to allow the sale of wine and beer in supermarkets. He is not in favor of allowing package stores in Needham.

Jeff Kristeller, 138 Elmwood Road, favors allowing package stores in Town. He said the greatest benefit to the Town is not economic, rather one of convenience for residents.

Todd Glaskin, 1092 Highland Avenue, is in favor of allowing package stores and the sale of beer and wine. He feels too much money is being spent in other towns and he is alarmed at the number of store front vacancies in Needham.

Margaret Murphy, 88 Edgewater Drive, favors allowing package stores in Needham. She said she prefers a shorter trip and keeping the real estate tax money in Needham. She suggests allowing a package store in the Industrial Park. She said it would be important to get good store operators.

Samual Graves, 94 Warren Street, is against allowing package stores in Needham. He said there are other ways to fill vacant stores. He moved to Needham 25 years ago and found it an attractive aspect that the Town did not sell alcohol.

David Bergman, 192 Central Avenue, is in favor of allowing package stores in Town, and feels a full service store should be considered. He is concerned about Wegman's opening in Newton which will compete with supermarkets in Needham. He commented problems occur in all towns, but cooperation and vigilance are required in making sure people are of age.

Ann Keegan, 111 Nehoiden Street, is opposed to liquor stores in Needham. She said the youth are more important than convenience and revenue. She commented incredible gains have been made with the creation of the Needham Coalition for Youth Substance Abuse Prevention, and allowing liquor stores would be a set back. She feels the Town needs to work together for the children of Needham.

Maryalice Stamer, 2 Talbot Drive, Medfield, Director of School Health Services, Needham Public Schools asked that the health and safety of the children in Needham be a priority. She said the efforts of the schools, partnered with the Needham Coalition for Youth Substance Abuse Prevention, recognizes the importance of healthy parent role models and education of the risks associated with alcohol consumption. She asked the Board to consider access and availability from alcohol retailers in Needham and the potential consequences and injuries from underage drinking and car accidents.

Rich Mullin, 410 Webster Street, is opposed to package stores in Needham. He is concerned with substance abuse and that giving increased availability and access to alcohol can lead to problems. He feels Needham should not be working towards allowing the sale of alcohol in Town.

Jennifer Kirby, 566 Great Plain Avenue, Co-President High Rock Pollard PTC is opposed to allowing retail package stores in Needham. She said allowing package stores is a foreseeable risk for the youth of Needham. Ms. Kirby mentioned a recent parenting conference held at Pollard focusing on risk avoidance and raising resilient children. She quoted statistics from the 2010 Metrowest Adolescent Survey and mentioned 15.5% of 7th and 8th graders who took the survey had ridden in a car with an adult who had been drinking and driving. She is concerned about what other types of businesses may come to Needham if the Town allows the retail sale of alcohol.

Kathy Freedburg, 112 Jarvis Circle, Town Meeting member, member of the Needham Coalition for Youth Substance Abuse Prevention, is against allowing the retail sale of alcohol in Needham. She said reducing the likelihood that underage children have access and availability to alcohol is important and it should be considered a public health issue.

Jennifer Cohen, 75 Peacedale Road, high school social worker, said statistics about teen substance abuse are real. She said the issue comes down to “want” vs. “need”. She said the need really lies in protecting children and that the decision for her children will be made by the community, not within her own home. She said the Board has an added burden of responsibility and asked they not be swayed by “want” which is an easier option, but that the “needs” of the children must come first.

Florence Graves, 94 Warren Street, is against the retail sale of alcohol in Needham. She said there are problems with binge drinking and alcoholism and that children questioned at the recent parenting conference said it is very difficult to get alcohol in Needham. She said it is a positive that alcohol is not available in Needham. She commented on brain science and how destructive alcohol can be to a teenager.

Karen Mullen, 410 Webster Street, is against allowing the retail sale of alcohol in Needham. She is worried about what the change would do to the community. She feels reducing the chance for substance abuse among teenagers by limiting access to alcohol is very important. She commented she does not understand how allowing the sale of alcohol in Needham could be a good thing for youth. She feels it is a public health issue and the benefits do not outweigh the costs. She said she was attracted to Needham years ago because it is a dry Town.

Jeff Heller, 1092 Central Avenue supports lifting the prohibition against alcohol sales in Needham. He said he does not believe it is an issue of the children. He commented if limiting the sale of alcohol in Needham was effective in helping the children, then why do statistics show substance abuse in Needham on the same norm as other communities. He said parents need to model appropriate use of alcohol.

Kathy Beagan, 18 Upland Road is against the sale of alcohol in Town. She said she moved to Needham because it is a family oriented town, with emphasis on children. She feels the atmosphere in Town would change if alcohol is sold.

Greg Igo, 22 Sterling Road is against the retail sale of alcohol in Needham. He feels that allowing the sale of alcohol would be a “break even” economically for the Town. He is concerned the convenience for adults to purchase alcohol would also be a convenience for youth.

Carol Urwitz, 164 Greendale Avenue, Town Meeting member feels the revenue aspect is not a priority. She said actions speak louder than words, and children should be taught responsible behavior and that there are choices. Ms. Urwitz is in favor of allowing retail stores in Needham.

Kristen Cutler, 15 Concord Street, supports allowing alcohol stores in Needham.

Sarah Libbey, 20 Linden Street, is against the sale of alcohol stores in Needham. Her main concern is the impact it would have on the youth of the Town. She feels there would be no impact to surrounding businesses because of liquor stores.

Suzanne Nissen, 16 Homsy Lane, believes travelling to other towns to buy liquor is not a hardship and that opening package stores will only make Needham appear seedy. She is not in favor of allowing liquor stores in Needham.

Resident, 772 Great Plain Avenue, is in favor of allowing package stores in Town. He feels there would be opportunities for jobs and for more people to be in the center of Town. He commented that if his child were binge drinking, he would be failing as a parent.

Michael Beagan, 18 Upland Road does not support allowing retail sale of alcohol in Needham. He feels any economic benefit to the Town would be negated by enforcement, and that there is a direct correlation between access and availability.

Melanie Karp, 133 Aletha Road is against allowing the retail sale of alcohol in Needham. She believes availability of alcohol would severely impact the youth of the Town.

Carol Read, Program Director, Needham Coalition Youth Substance Abuse Prevention said that the goal of the Coalition is to reduce youth substance use and to support youth to be healthy in mind, body, and spirit. She said that there are proven risks and protective factors that a community provides.

Eric Bailey, 64 Hillside Avenue, Town Meeting member supports the proposed change. He feels it is important to “shop Needham first”. He commented you do not have to be a youth to abuse alcohol and people over the age of 21 should be able to purchase liquor in Needham.

Michael Niden, 24 Gage Street, Town Meeting member supports allowing the retail sale of alcohol as it is economically good for the Town. He feels the youth in Town will travel to surrounding towns to purchase liquor.

John Commando, 903 Webster Street, Town Meeting member supports the retail sale of alcohol in Needham. He pointed out that for the past 2 years people could purchase wine at a winery in Town and there were no issues. He also said that allowing restaurants to sell alcohol became an economic boom for the Town even though there was opposition. Mr. Commando feels monitoring the use of alcohol should begin in the home and restricting the sale of alcohol will not deter youth.

Michael Miller, 33 William Street, said as a physician the biggest health issue facing young adults is substance abuse, with alcohol being the most abused substance. He feels it is a disservice to make it easier for youth to obtain alcohol.

He said Needham's dry town status is attractive to families and would not want the Town to lose its character. He said the Town has an opportunity to demonstrate to youth that there are other ways to stimulate the Needham economy than by allowing the sale of addictive substances.

Ilisa Aronow, 8 Alfreton Road is against the retail sale of alcohol in Needham. She feels responsibility begins at home and that Needham's dry town status makes the Town special. She commented by changing the rules now sends the wrong message to the youth of Needham.

David Libbey, 20 Linden Street, Needham High School senior, member of SADD, is against the retail sale of alcohol in Needham. He feels drinking would begin at a younger age if the Town allowed the sale of alcohol, and that parents need to be good role models on how to drink moderately and how to be social without drinking.

Bill Zoppo, 330 Nehoiden Street, supports the retail sale of alcohol because of the economic benefits for the Town. He said the Town needs to fill the store fronts and utilize the commercial areas to increase tax revenue.

Joel Golden, 22 Edwardel Road, Town Meeting member said as a physician he is very aware of the ravages of alcohol and that he is probably one of the few undecided residents. He commented there are benefits and problems, and allowing alcohol sales would increase the vibrancy of the downtown. He is concerned with the potential social costs. He asked for information or evidence of any dry towns in the Commonwealth that have a lower rate of underage drinking.

Kevin Plunkett, 204 Hillcrest Road, said he is in favor of allowing the retail sale of alcohol in Needham, but has listened to compelling arguments against not allowing the sale of alcohol and is now undecided. He said more information is needed on the social and economic impact on a town.

Mr. Handel closed the public hearing and asked for comments from the Selectmen.

Mr. Healy reserved comment for a later time as he needs to think about what the public has said.

Mr. Wasserman said great points were made both for and against, he is still undecided whether or not allowing the retail sale of alcohol would be good for the Town. He said more data is necessary before making a decision.

Mr. Matthews thanked the audience for their comments. He commented the key issue is the convenience and preference of the residents. Any decision, he said, is not made by the Board but by referendum by the citizens. He said in terms of having package stores in the downtown to fill store fronts is probably not an

argument for the issue. He commented he was persuaded by Chief Droney's comments about enforcement issues. He said he has not heard anything from the public hearing that would materially increase the access that young people have to alcohol. Mr. Matthews said ultimately the question is based on the need in each particular instance. The final decision he said is made by the citizenry. Mr. Bulian said the example set at home is paramount to the way children conduct themselves as they get older. Mr. Bulian said he is concerned and disgusted with the number of deaths on the Nation's highways due to alcohol. Mr. Bulian said he is at odds with the issue in that he likes the culture of a dry town, but also understands people have to have a vote.

Mr. Wasserman clarified the decision to put the question on the ballot has not been made. He said the Selectmen have decisions that need to be made before the process moves forward either way. He invited residents who have concerns to contact the Selectmen.

Mr. Handel said this is an issue that may divide the Town. He said it is important to learn from other communities who have gone from dry to allowing package sales and what they experienced. He thanked everyone for their input.

9:30 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 3 items to discuss:

1. Fiscal Year 2013 Budget Consultation/Budget Priorities

Ms. Fitzpatrick reminded the Board it adopted a statement on Operating Budget Priorities in FY2012 and said it may wish to consider updating the statement for fiscal year 2013. She said the primary goal of the Board is the maintenance of existing Town services given the availability of revenue for appropriation. Ms. Fitzpatrick reviewed the Board of Selectment Statement on FY2012 Operating Budget Priorities dated December 7, 2010.

Mr. Healy asked for clarification on the process of setting the Operating Budget Priorities and an explanation of Budget Priority #5. Mr. Healy said he would want more information on what type of Operating Budget monies were to be used for Priority #5. Ms. Fitzpatrick suggested drafting a new version of Operating Budget Priorities with input from the Selectmen for discussion at the next Board meeting.

Mr. Wasserman suggests in future years the Operating Budget Priorities should be developed in June, rather than December, after the budget is settled. He said that they should be departmental. Mr. Wasserman suggests changing the document to include an evaluation of existing services.

2. Review of the Preliminary FY2013-2017 Capital Improvement Plan

Ms. Fitzpatrick discussed with the Board the five year Capital Improvement Plan, including the FY2013 proposals discussed on November 29th and preliminary recommended funding for FY2014-2017. Ms. Fitzpatrick reviewed six categories of capital requests as listed on “FY2013-FY2017 CIP Recommendations” dated December 3, 2011.

3. Town Manager Report

Ms. Fitzpatrick told the Board some members of the community are concerned with safety while walking in the woods during hunting season. Ms. Fitzpatrick said that while there have not been many complaints in the past, there have been several this year and the Town is taking a closer look at current regulations. She commented the police department have developed a press release reminding residents of safety tips while walking in the woods. Ms. Fitzpatrick stated the current Town by-law allows for hunting on private property and certain public property, with the exception of bow hunting. She said the Board of Selectmen will take up the issue of bow hunting at a future meeting.

9:40 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of December 6, 2011.

Second: Mr. Wasserman. Approved 4-0. Mr. Healy left the meeting at 9:30 p.m.

**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Thomas M. Harkins		
Event Manager Address	24 MAYST Needham 02492		
Event Manager Phone Number	781 444-0496		
Organization Representing (if applicable)	EXCHANGE CLUB OF NEEDHAM		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	☒ Non-profit ☐ For profit ☐ Proof of non-profit status is attached Form of Proof: <u>on file</u>		
Name of Event	DINNER MEETING		
Date of Event	1-5-12; 2-2-12; 2-16-12		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	5:30	TO: 9:30
Are tickets being sold in advance for this event?	☐ YES \$	/per ticket	☒ NO
Is there an admission fee for this event?	☐ YES \$	/per ticket	☒ NO
Are you using dues collected to purchase alcohol for this event?	☐ YES	☒ NO	
How many people are you expecting at this event?	65		
Name & address of event location. Please attach proof of permission to use this facility.			
Charles River Center Melita Hyatt Drive 02492			
Who will be serving the alcohol to your guests?			
Marty Malone			
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).			
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.			
purchase			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (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))			
Event Manager Signature:			Date:
[Signature]			12-16-11

MEMBERS' HANDBOOK

Our sixty-fourth year

**Needham
Exchange
Club**



*Community Service
in Needham
since 1947*

www.needhamexchangeclub.org

www.needhamexchangeclub.org

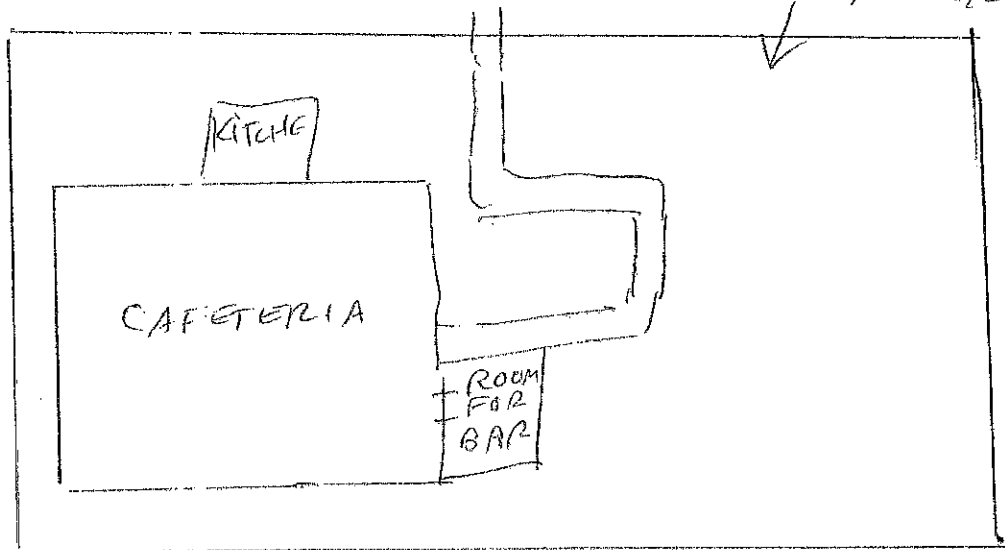
2010-2011

EXHIBIT III

STREET (E. MILITIA HTS. RD.)

PARKING

FIRST FLOOR



Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
(cc: TOWN COMPTROLLER)

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	\$1,472.65
Water Irrigation:	\$672.06
Water Service:	\$0.00
Sewer Sales:	\$3,424.20
Transfer Station Charges:	\$0.00
Total Abatement:	\$5,568.91

Order #: 1135

Read and Approved: 12/16/2011


DPW Office Manager


Director of Public Works

For the Board of Selectmen

Date: 12/20/2011

**Town of Needham
Water Sewer Billing System
Adjustment Form**

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
LM	Mullin	Richard	21963	7734	131	Paul Revere	\$0.00	\$37.60	\$54.35	\$91.95	Equip	N
LM							\$0.00	\$105.75	\$249.45	\$355.20	COA	N
LM							\$0.00	\$105.75	\$249.45	\$355.20	COA	N
LM	Savage	Robert	13303	2152	153	Tudor	\$0.00	\$56.25	\$126.00	\$182.25	UEW	N
LM	Leacock	Connie	33377	1986	778	Greendale	\$0.00	\$440.85	\$974.25	\$1,415.10	Equip., OI	N
DC	Ryan	Michael	30541	1894	517	Grove St.	\$213.60	\$0.00	\$0.00	\$213.60	Equip	N
LM	Jensen	Jeffrey	22387	18234	154	Bridle Trail	(\$58.74)	\$44.00	\$98.45	\$83.71	P.F.	N
LM	Basson	Craig	35343	23932	60	Stonecrest	\$517.20	\$491.15	\$1,032.10	\$2,040.45	Prog.	-
LM							\$0.00	\$105.75	\$249.95	\$355.70	COA	N
LM	Katz	Jeffrey	35577	16064	92	Henderson	\$0.00	\$0.00	\$17.35	\$17.35	Leak	N
LM	Francesconi	Mark	23931	4530	5	George Aggott	\$0.00	\$85.55	\$372.85	\$458.40	Billing	N
Total:										\$5,568.91		

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:

O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
O.E. Error = Over estimation was issued
Leak = Leak in house or at spigot that caused loss of water, with proof of repair
O.E. = High estimation of consumption to have customer respond to meter upgrade/exchange request
TWN = Town Project caused damage to private property
Equip = Equipment Malfunction
Prog. = Meters programmed incorrectly causing reading to be transferred incorrectly to billing system
UE = Under estimated during town wide estimate
UEW = Unexplained water loss
P.F. = Pool Fill
M.R.E = Meter Reading Error
Billing = Steps were charged incorrectly
COA = Council On Aging