

BOARD OF SELECTMEN

November 25, 2014

Needham Town Hall

Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Recognize Retiring Fire Chief Paul Buckley
2.	7:00	Public Hearing: Application for a License to Store Propane Fuel Underground at 72 High Rock Street • John Flaherty, Osterman Propane
3.	7:10	Public Hearing – Sudbury Aqueduct Trail
4.	7:40	Sale of Notes • Dave Davison, Assistant Town Manager/Director of Finance
5.	7:50	DPW Project Update • Richard Merson, Director of Department of Public Works
6.	8:10	Town Manager • Preliminary FY16 – FY20 Capital Improvement Plan • FY2016 Community Preservation Projects • Town Manager Report
7.	8:20	Board Discussion • Committee Reports
8.	8:25	Executive Session Exception 2

CONSENT AGENDA *=Backup attached

1.	Accept the following donation made to the Needham Health Department's Gift of Warmth fund: \$250 from Copley Motorcars Corporation in Needham, and \$1,000 from the Needham Women's Club.
2.	Accept the following donations made to the Needham Health Department's Domestic Violence Action Committee: \$25 from Louise Condon Realty, Inc. of Needham, \$25 from Colin and Mary Coleman, residents of Needham, and \$25 from John and Janet Bulian, residents of Needham.
3.	Accept the following donation made to the Needham Fire Department's Student Awareness of Fire Education program: \$250 from the Needham Exchange Club.
4.*	Approve a Special One Day Wines & Malt Beverages License for Karen Calton, of St. Joseph Parish to hold its Saint Nicholas Day Dinner on Saturday, December 6, 2014 from 5:00 p.m. to 9:00 p.m. The event will be held at St. Joseph Parish, 90 Pickering Street, Needham.
5.	Accept the following donation made to New Year's Needham : \$500 from Innovative Distributing Concepts (Bin Ends), and \$250 from Brookline Bank.

6.*	Approve Minutes from November 12, 2014 meeting.
7.*	Water & Sewer Abatement Order No. 1188
8.	Accept donation made to the Park and Recreation Commission of two gift certificates for an up to 15lb. turkey from Roche Bros. Supermarkets for the annual Turkey Hunt special event.
9.*	Approve request for Masala Art to have extended operating hours on New Year's Eve, December 31, 2014 until 1:00 a.m. Last call will be 12:30 a.m., customers off premises at 1:00 a.m. and all staff will leave premises by 1:45 a.m.

**Certificate Of
Appreciation**

**From The
Town of Needham, Massachusetts
Board of Selectmen**

Awarded to:

PAUL BUCKLEY

**In recognition of 28 years of distinguished service to
the Town of Needham & the Needham Fire
Department, with 10 years of service as Fire Chief.
December 8, 1986 – December 12, 2014
Congratulations!**

Signed this 25th day of November 2014

John A. Bulian, Chairman

Maurice P. Handel, Vice Chairman

Matthew D. Borrelli, Clerk

Marianne B. Cooley

Daniel P. Matthews

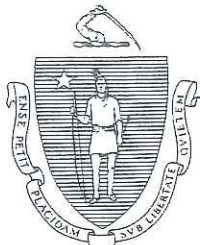


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/25/2014

Agenda Item	Public Hearing: Application for a License to Store Fuel Underground at 72 High Rock Street
Presenter(s)	John Flaherty, Osterman Propane

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Flaherty, of Osterman Propane, is requesting a license to store 1,000 gallons of propane underground on the property owned by Bhuren Patel, located at 72 High Rock Street, Needham, MA. The Town of Needham General By-laws (Section 4.3) requirement is that any amount of liquid petroleum gas in excess of 500 gallons on a property requires a license issued by the Board of Selectmen.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: That the Board of Selectmen vote to approve and authorize the Chairman to sign a license for John Flaherty, of Osterman Propane to store 1,000 gallons of propane underground on the property owned by Bhuren Patel, located at 72 High Rock Street with the following restrictions: 1. That the petitioner and each succeeding property owner agree to contract for an annual tank and plumbing compliance check making sure that the entire system is checked for leaks; and further, making sure that every element satisfies local regulations and industry standards with evidence of such a systems check sent to the Needham Fire Department and 2. the tank, with all its piping and equipment; and the system when installed will fully meet U.S., State, and local code regulations, specifications, and directives.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
1. Application / License Form / Map 2. Legal Notice 3. Certified Abutters List			



FP-2
(Rev. 05-2009)

The Commonwealth of Massachusetts
City/Town of Needham
License

Massachusetts General Law, Chapter 148 §13

☒ New License ☒ Amended License

GIS Coordinates

LAT.

LONG.

License Number

After notice and hearing, and in accordance with Chapter 148 of the Mass. General Laws,
a license is hereby granted to use the land herein described for the purposes described.

Location of Land: 72 High Rock St. Map 43 Parcel 03
Number, Street and Assessor's Map and Parcel ID

Owner of Land: Bhuren Patel

Address of Land Owner: 72 High Rock St.

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases. All tanks and containers are considered full for the purposes of licensing and permitting. (Attach additional pages if necessary.)

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
LP-Gas Propane	2.1	1000 GAL	1000 GAL	UST-06

LP-gas (Complete this section for the storage of LP-gas or propane)

- ❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: _____
List sizes and capacities of all aboveground containers used for storage _____
 - ❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: _____
List sizes and capacities of all underground containers used for storage 1-1000 gal tank, 1000 gal ug tank
- Total aggregate quantity of all LP-gas to be stored: 1000 GAL.

Fireworks (Complete this section for the storage of fireworks)

- ❖ Maximum amount (in pounds) of Class 1.3G: _____
 - ❖ Maximum amount (in pounds) of Class 1.4G: _____
 - ❖ Maximum amount (in pounds) of Class 1.4: _____
- Total aggregate quantity of all classes of fireworks to be stored: N/A

**THIS LICENSE OR A CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY
POSTED ON THE LAND FOR WHICH IT IS GRANTED.**

Explosives (Complete this section for the storage of explosives)

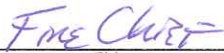
❖ Maximum amount (in pounds) of Class 1.1:	_____	Number of magazines used for storage:	_____
❖ Maximum amount (in pounds) of Class 1.2:	_____	Number of magazines used for storage:	_____
❖ Maximum amount (in pounds) of Class 1.3:	_____	Number of magazines used for storage:	_____
❖ Maximum amount (in pounds) of Class 1.4:	_____	Number of magazines used for storage:	_____
❖ Maximum amount (in pounds) of Class 1.5:	_____	Number of magazines used for storage:	_____
❖ Maximum amount (in pounds) of Class 1.6:	_____	Number of magazines used for storage:	_____

Licensing Authority Use:

This license is granted upon the condition that the licensed activity will comply with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts General Law, Chapter 148, and the Massachusetts Fire Code (527 CMR) as amended. The license holder may not store materials in an amount exceeding the capacities herein specified unless and until any amended license has been granted.

ADDITIONAL RESTRICTIONS:


Signature of Licensing Authority


Title


Date

THIS LICENSE OR A CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY
POSTED ON THE LAND FOR WHICH IT IS GRANTED.

TOWN OF NEEDHAM, MASSACHUSETTS

Building Inspection Department

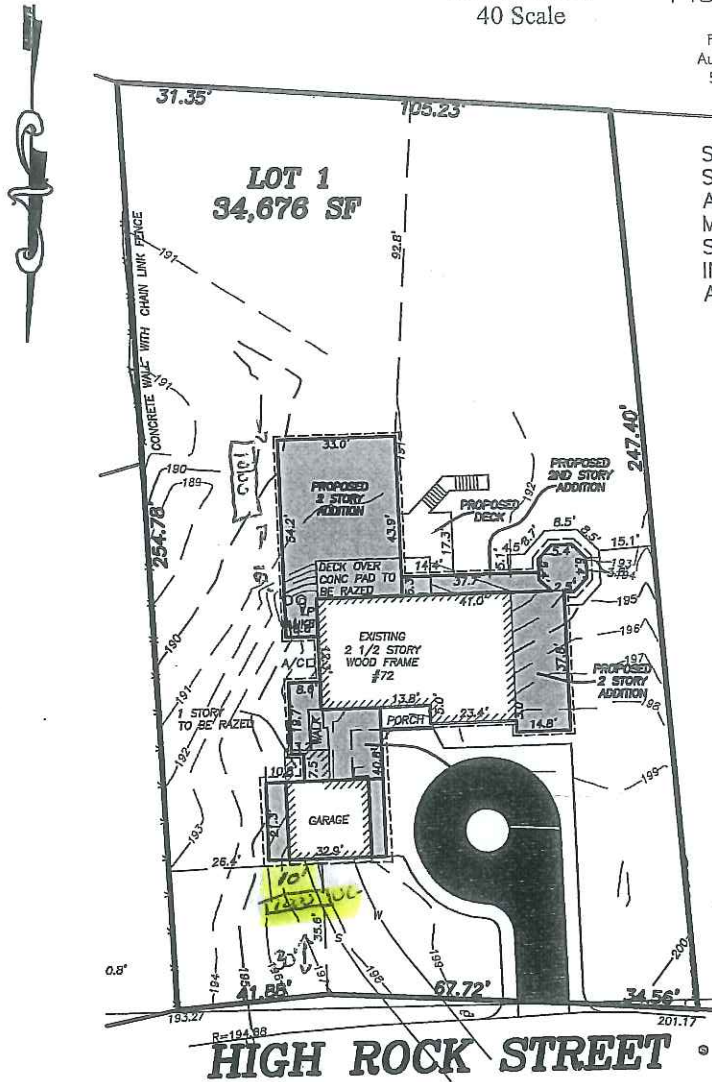
Assessor's Map & Parcel No. MAP 43 PARCEL 09
Building Permit No. _____ At No. 72 HIGH ROCK STREET
Lot Area 34,676 SF Zoning District SRA
Owner _____ Builder _____

PLOT PLAN
40 Scale

Field Resources, Inc.

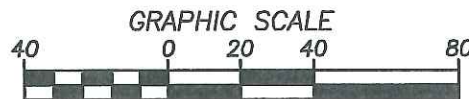
LAND SURVEYORS

P.O. Box 324 281 Chestnut Street
Auburn, MA 01501 Needham, MA 02492
508 832 4332 781 444 5936
fieldresources@hotmail.com



SEE ARCHITECTURAL DRAWINGS:
SCOPE CONSISTS OF SEVERAL
ADDITIONS TO EXISTING HOUSE ON
MOST EXTERIOR WALLS. EXISTING
STRUCTURE NOT BEING RAZED, BUT
INCORPORATED IN SCOPE OF
ADDITION.

HIGH ROCK STREET

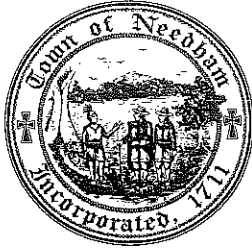


003-14

Note: Plot plans shall be drawn in accordance with Sections 7.2.1 and 7.2.2 of the Zoning By-Laws for the Town of Needham. All plot plans shall show existing structures and public utilities, including water mains, sewers, drains, gaslines, etc.; driveways, Flood Plain and Wetland Areas, lot dimensions, dimensions of proposed structures, sideline offsets and setback distances, (allowing for overhangs) and elevation of top of foundations and garage floor. For new construction, elevation of lot corners at street line and existing and approved street grades shall be shown for grading along lot line bordering streetline. For pool permits, plot plans shall also show fence surrounding pool with a gate, proposed pool and any accessory structures*, offsets from all structures and property lines, existing elevations at nearest house corners and pool corners, nearest storm drain catch basin (if any) and, sewage disposal system location in unsewered area.
(*Accessory structures may require a separate building permit - See Building Code)

I hereby certify that the information provided on this plan is accurately shown and correct as indicated.

The above is subscribed to and executed by me this 8TH day of MAY 2014
Name Bradley J. Simonelli, PLS Registered Land Surveyor No 47581
Address 281 CHESTNUT ST City NEEDHAM State MA Zip 02492 Tel No 781-444-5936
Approved _____ Director of Public Works Date _____
Approved _____ Building Inspector



**LEGAL NOTICE
Town of Needham
Board of Selectmen
Public Hearing**

Public Notice is hereby given that John Flaherty of Osterman Propane has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws, for a license to store 1,000 gallons of propane fuel in an underground tank at 72 High Rock Street, Needham, MA 02494.

Upon said application it is hereby ORDERED: That a Public Hearing be held at the office of the Board of Selectmen, Town Hall, 1471 Highland Avenue, Needham, MA, Tuesday, November 25, 2014 at 7:00 pm, at which time all persons interested may appear and be heard.

John A. Bulian
Maurice P. Handel
Matthew D. Borrelli
Marianne B. Cooley
Daniel P. Matthews

BOARD OF SELECTMEN

Dated: Needham Times, November 13, 2014

72 HIGH ROCK ST

<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>
199/043.0-0001-0000.0	54	HIGH ROCK ST	TOTTEN, SUSAN M.	54 HIGH ROCK ST	NEEDHAM	MA	02492
199/043.0-0002-0000.0	64	HIGH ROCK ST	COMISKEY, DANIEL C.	64 HIGH ROCK STREET	NEEDHAM	MA	02492
199/043.0-0003-0000.0	72	HIGH ROCK ST	PATEL, BHUREN H. & PATEL, PARSHAVI S.	72 HIGH ROCK ST	NEEDHAM	MA	02492
199/043.0-0004-0000.0	84	HIGH ROCK ST	JEPSKY, ANDREW S & HARRISON, TAMAR	84 HIGH ROCK ST	NEEDHAM	MA	02492
199/043.0-0005-0000.0	92	HIGH ROCK ST	GAUDETTE, STEPHEN C. & GAUDETTE, PATRICIA S.	92 HIGH ROCK ST	NEEDHAM	MA	02492
199/043.0-0009-0000.0	75	HIGH ROCK ST	HEDGES, GAIL B.	75 HIGH ROCK ST	NEEDHAM	MA	02492
199/043.0-0010-0000.0	41	HIGH ROCK ST	STRAKOSCH, GREGORY & STRAKOSCH, MARGARET	41 HIGH ROCK ST	NEEDHAM	MA	02492
199/043.0-0011-0000.0	33	HIGH ROCK ST	PANNOZZO, ANTHONY T & PANNOZZO, LORIANNE M	33 HIGH ROCK ST	NEEDHAM	MA	02492
199/043.0-0014-0000.0	91	HIGH ROCK ST	LAI, PETER SING ON & LAI, JUDY Y N.	91 HIGH ROCK STREET	NEEDHAM	MA	02492
199/043.0-0014-0002.0	71	LANTERN LN	BIEDRON, WILLIAM S & SPARROW, JEANNE M	71 LANTERN LN	NEEDHAM	MA	02492
199/043.0-0014-0003.0	60	LANTERN LN	TOCCL, DAVID F. + TOCCL, NANCY P.	60 LANTERN LANE	NEEDHAM	MA	02492
199/043.0-0030-0000.0	0	WARREN ST	PRYOR, JOHN & THALIA C/O FRIEDMAN, JAMES & HEATHER	465 WARREN STREET	NEEDHAM	MA	02492
199/203.0-0025-0000.0	40	HIGH ROCK ST	TU, JUN DANIEL & LIU, LI	40 HIGH ROCK ST	NEEDHAM	MA	02492
199/204.0-0023-0000.0	649	SOUTH ST	MITCHELL, CHRISTOPHER T & MITCHELL, SUSAN M	649 SOUTH ST	NEEDHAM	MA	02492
199/204.0-0024-0000.0	669	SOUTH ST	DARWIN, JOSHUA A. & DARWIN, SANDRA R.	669 SOUTH ST	NEEDHAM	MA	02492
199/204.0-0033-0000.0	0	WOODWORTH RD	SHAW, PAMELA W.	P O BOX 165	NEEDHAM	MA	02492

<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>
199/204.0-0034-0000.0	41	WOODWORTH RD	SIPP, THOMAS M & SIPP, SHARON G	41 WOODWORTH RD	NEEDHAM	MA	02492
199/204.0-0035-0000.0	27	WOODWORTH RD	TABORSKY, MARK A. TR & TABORSKY, CHRISTINA J TR	27 WOODWORTH RD	NEEDHAM	MA	02492
199/204.0-0036-0000.0	28	WOODWORTH RD	REDCO PROPERTIES LLC C/O ELSA H. REDDISH	8665 BAY COLONY DRIVE #1803	NAPLES	FL	34108

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
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/25/2014

Agenda Item	Public Hearing-Sudbury Aqueduct Trail
Presenter(s)	Kate Fitzpatrick, Town Manager Patty Carey, Director of Park & Recreation

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager and Ms. Carey will provide the Board with information about the proposed Sudbury Aqueduct Trail and will answer any questions from the Board and the public.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to authorize the Town Manager to submit an MWRA 8(m) permit application to allow the Town to participate in the Sudbury Aqueduct Trail Program.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below) a. Notice of Public Hearing b. MAPC Fact Sheet – Opening Aqueduct Trails to the Public c. MWRA 8(m) Permit Application d. Draft Aqueduct Trail East Section Map e. Draft Aqueduct Trail West Section Map			



Office of the
TOWN MANAGER

TOWN OF NEEDHAM
TOWN HALL
Needham, MA 02492-2669

TEL: (781) 455-7500
FAX: (781) 449-4569
TDD: (781) 455-7558

Public Hearing on Sudbury Aqueduct

The Board of Selectmen will hold a public hearing regarding the proposed pedestrian path on the Sudbury Aqueduct. The hearing will be held on Tuesday, November 25, 2014, at 7:10 pm at the Needham Town Hall, 1471 Highland Avenue, Needham.

A video describing the overall regional project (which extends from Newton to Framingham) can be viewed at

<http://www.youtube.com/watch?v=WLMxQIQh1e0&feature=youtu.be> .

A DRAFT map with proposed pedestrian path can be viewed on the Town's website at: www.needhamma.gov/hot.

The Board of Selectmen invites all residents and interested parties to attend and provide input regarding the proposed project. Written comments may also be submitted to the Board of Selectmen, c/o Needham Town Hall, 1471 Highland Avenue, Needham, MA or by email to selectmen@needhamma.gov.



METROPOLITAN AREA PLANNING COUNCIL

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email newsletter[SEARCH](#)

Opening aqueduct trails to the public

Project background

More than 40 miles of trails exist along the historic Weston, Sudbury, Cochituate, and Wachusett aqueducts. These aqueducts and reservoirs are part of an emergency backup system and are no longer in daily use for supplying water to the Greater Boston area, yet the land remained closed to the public for many years.

In July 1998, Massachusetts Water Resources Authority (MWRA), in cooperation with MAPC and the communities in Metro West, published a study on the feasibility of authorizing public access to retired aqueduct right of ways (ROW).

In the spring of 2012, MAPC revived the effort to open these trails to the public by working with the MWRA and municipalities.



[Watch our video on the aqueducts trail opening](#)

(<http://youtu.be/WLmxQJh1e0>)

MAPC's role



MAPC staff are providing technical assistance to the MWRA and communities along the aqueduct trails to help develop the planning and design changes necessary for making these trails available for public use. On October 22, 2012, a ribbon-cutting ceremony at the Weston Aqueduct in Framingham marked the first section of the trails officially opened to the public.

Natick, Newton, Wellesley, Weston, Southborough, and Northborough, have started or are near completion of the necessary application process for opening aqueduct trails. The towns of Berlin, Clinton, Marlborough, Needham, Sherborn, and Wayland, as well as several sections of Boston, also have MWRA aqueducts where trails will eventually be opened, after holding public hearings and signing a formal agreement

with the MWRA.

MAPC staff time for working with the communities on this project is funded through the [Middlesex Community Transformation Grant](#) (<http://mapc.org/resources/ctg>).

Questions?

For more information about the aqueducts trail project, contact Mariana Arcaya at marcava@mapc.org (<mailto:marcava@mapc.org>) or David Loutzenheiser at dloutzenheiser@mapc.org (<mailto:dloutzenheiser@mapc.org>).

Updated on Tue, 12/11/2012 - 3:12pm

**MASSACHUSETTS WATER RESOURCES AUTHORITY
APPLICATION FOR 8(m) PERMIT**

1. Applicant Owner Permit Issued To (Town or City, Utility Co. Owner of Property)

Name: Kate Fitzpatrick, Town Manager

Mailing Address: 1471 Highland Avenue, Needham, MA 02492

Telephone (include area code): 781-455-7500 ext. 0

Fax (include area code): 781-449-4569

2. Person to contact about this application (if other than the applicant):

Name: Patty Carey, Director of Park & Recreation

Mailing Address: 500 Dedham Avenue, Needham, MA 02492

Telephone (include area code): 781-455-7550 ext. 230

Fax (include area code): 781-453-2510

3. Location of the proposed work:

Street Address: Sudbury Aqueduct

City/Town: Needham

MWRA sewer line or waterline, section, nearest manhole: N/A

Deed Book and Page or Land Court Certificate (if known): N/A

4. Brief description of work to be performed:

4.1 General

The Sudbury Aqueduct winds through the Town of Needham in two sections, which will be referred to as the easterly and westerly sections. The "Sudbury Aqueduct Trail" will be a shared use recreation trail consisting of approximately 2.5 miles (7,300 linear feet on the easterly section and 5,700 linear feet on the westerly section) stretching from the Charles River at the City of Newton line and terminating at the Town of Needham and Town of Wellesley line on Great Plain Avenue.

The contemplated trail enters the Town of Needham from the City of Newton near the Charles River, and passes Hemlock Gorge and the terminus of Hamilton Place (not a crossing) to Reservoir Street. The trail will cross Reservoir Street, and will turn left and proceed down the sidewalk on the westerly side of Reservoir Street to the intersection of Central Avenue. The trail will turn right onto the sidewalk on the northerly side of

Central Avenue and proceed under Route 128/I95 to the intersection of St. Mary Street. The trail will cross St. Mary Street along the existing crosswalk at the mouth of Central Avenue, and turn right to proceed up the sidewalk on the westerly side of St. Mary Street. The trail will turn left onto the aqueduct property, proceeding to and across Cedar Street on a proposed trail crosswalk to Wellesley Avenue Extension (in Needham) where a sidewalk or pathway will be constructed. Through a crosswalk on Wellesley Avenue Extension, the trail continues into the property of the John Eliot School along a proposed sidewalk or pathway and meets the aqueduct property again. The trail continues into the Town of Wellesley, returning to the Town of Needham on the westerly side of Forest Street, and then into the Babson Campus. The proposed trail would run along the edge of a Babson parking lot, and then back onto the aqueduct, subject to discussion and agreement with officials at Babson College. The trail then runs past the terminus of Burrill Lane (not a crossing), and skirts the playing fields at Olin College. The proposed trail would run along the edge of the Olin parking lot and sidewalk system, subject to discussion and agreement with officials at Olin College. The trail would follow the Olin College sidewalk system to Great Plain Avenue, where the Town intends to construct a crosswalk across Great Plain Avenue at Stockdale Road. The trail will continue along the westerly side of Great Plain Avenue to Mary Chilton Road, where sidewalk improvements will be required to carry the trail to the aqueduct and into the Town of Wellesley.

4.2 Use Plan

This segment of the Sudbury Aqueduct Trail is intended for passive recreation only. The area requested will be used for low impact activity such as walking, jogging, cross country skiing, biking and snowshoeing restricted to the marked trail. No motorized vehicles will be on the path, with the exception of emergency vehicles.

4.3 Maintenance and Management

Trail conditions will be monitored and maintenance of the permitted areas will be provided by the Town of Needham Park & Recreation Department, the Department of Public Works--Parks & Forestry Division, the Town of Needham Trails Committee, and the Town of Needham Trail Stewards at a level suited to support the requested activity. This will include as required, downed brush and tree limb removal, signage, and sign maintenance. Street crossings will be added in areas where cross walks do not currently exist. Trail construction will not interfere with MWRA's continuation of existing mowing and land management practices.

Improvements that are contemplated to create the trail include:

- Identified crosswalk across Reservoir Street
- Sidewalk improvements on St. Mary Street
- Sidewalk or pathway along Wellesley Avenue Extension
- Identified crosswalk across Wellesley Avenue Extension
- Sidewalk or pathway along the Eliot School driveway
- Pathway or markings along the parking lot at Babson College
- Pathway or markings along the parking lot at Olin College
- Crosswalk with HP ramps across Great Plain Avenue at Stockdale Road

- Sidewalk improvements on Great Plain Avenue from Mary Chilton Road to the aqueduct.

4.4 Access Plan

Access to the Town of Needham portion of the Sudbury Aqueduct Trail will be from the following points:

- Newton/Echo Bridge
- Hemlock Gorge
- Reservoir Street
- St. Mary Street
- Cedar Street
- John Eliot School
- Forest Street
- Babson College
- Olin College
- Great Plain Avenue
- Town of Wellesley

It is anticipated that most of these access points and the trail will be available for emergency vehicle access, limited only by the topography and land cover of the right-of-way.

4.5 Safety and Emergency Response

The Needham Police and Fire Departments will work together to include the easterly and westerly sections of the Sudbury Aqueduct Trail in Needham as part of their current Safety and Emergency Response Plan. Appropriate personnel from both departments will be familiarized with the conditions and natural features of the trail alignment, the permit details, all access points and intended uses, and pertinent rules, regulations, and policies associated with the full extent of the trail alignment on both Needham and MWRA property. They will remain in contact with Needham Park and Recreation staff, users, and abutters; will respond to emergencies and stay informed on developing safety issues or trends. The goal is to use available public safety resources to keep the properties as a community asset, safe, free of crime, hazards, and disorder so that they add to the quality of community life.

4.6 Schedule:

Approximate Start Date: _____ Estimated Completion Date: _____

5. **Permits other than MWRA 8(m) Permit that need to be obtained before work can commence:**

Please attach available plans and specifications of work to be performed and any other information that would be helpful in reviewing this application.

6. Applicant Certification:

I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Applicant's Signature: _____ Date: _____

Print the name of the person whose signature is above: Kate Fitzpatrick

Corporate Title (if any): Town Manager, Town of Needham

TOWN OF NEEDHAM AQUEDUCT TRAIL NETWORK NEEDHAM SECTION SUDBURY EAST

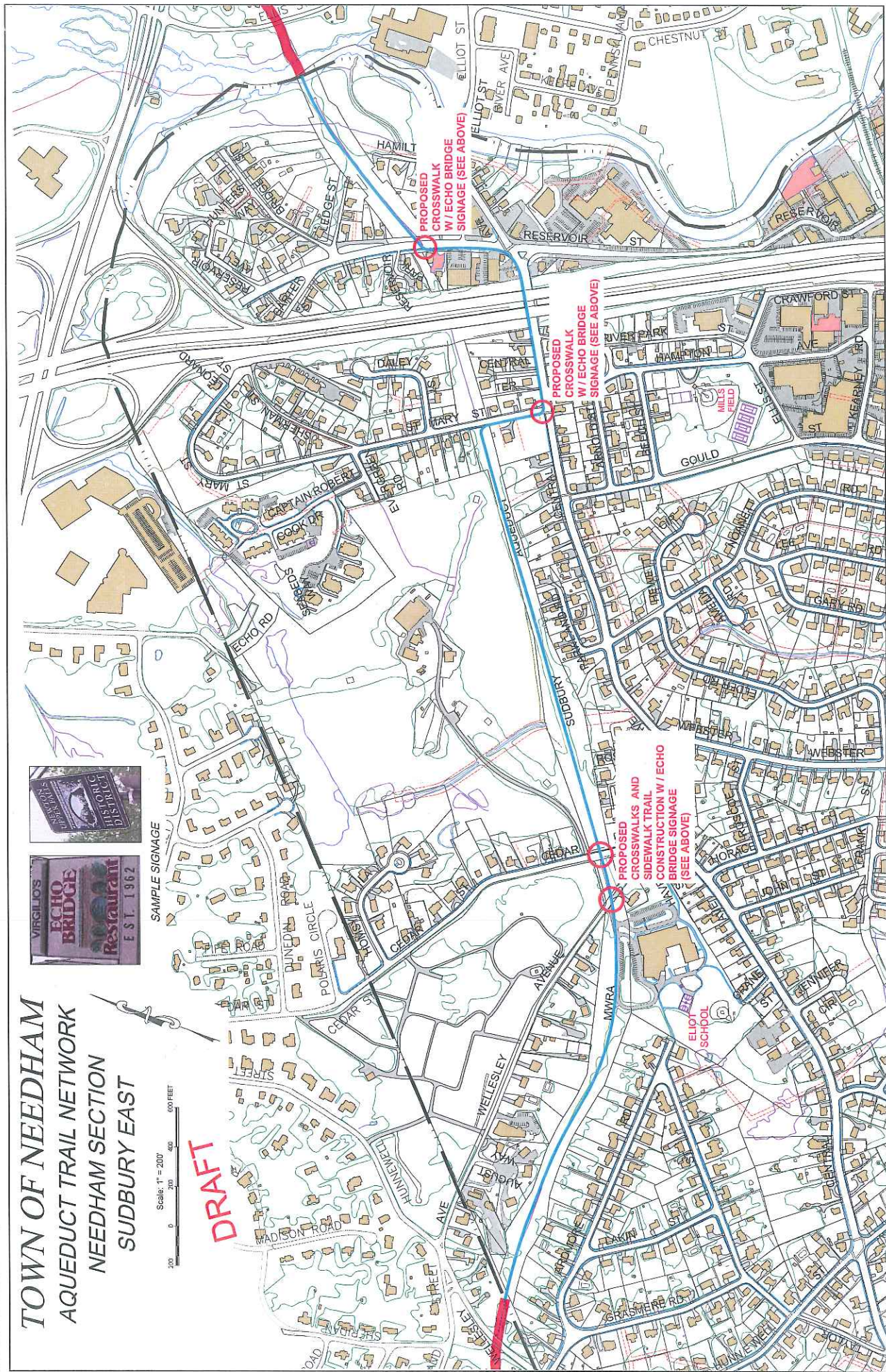


SAMPLE SIGNAGE

Scale: 1" = 200'

0 200 400 600 FEET

DRAFT

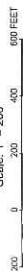


TOWN OF NEEDHAM AQUEDUCT TRAIL NETWORK NEEDHAM SECTION SUDBURY WEST

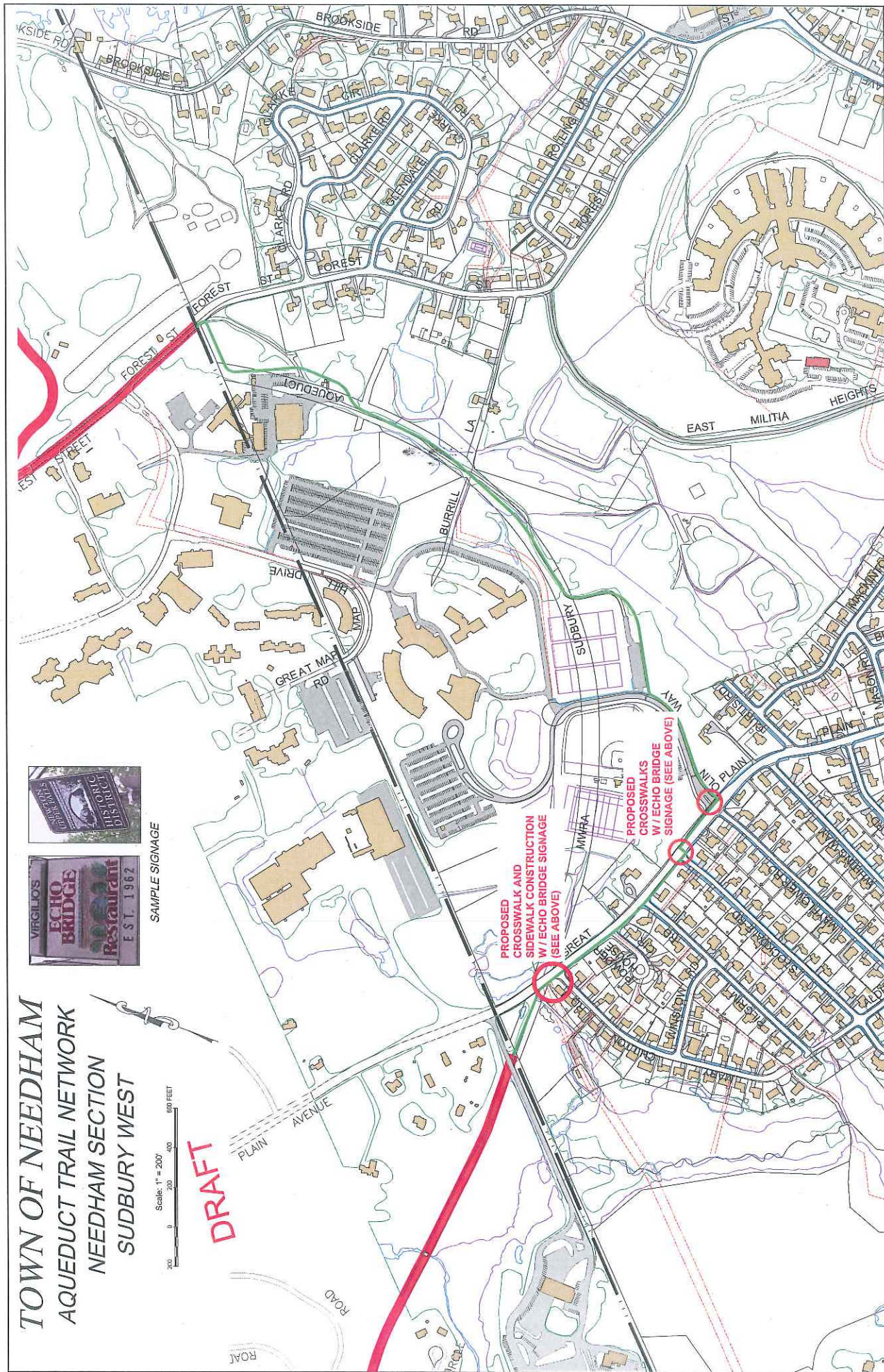


SAMPLE SIGNAGE

Scale: 1" = 200'



DRAFT





Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET

MEETING DATE: 11/25/2014

Agenda Item	Approval of Sale of Note
Presenter(s)	David Davison, Assistant Town Manager/Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
We will review the results of the bond anticipation note (BAN) sale with the Board.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motions: (please note there are FOUR motions to be acted upon by the Board)			
Motion A			
Move to approve the sale of a \$1,330,000 General Obligation Bond Anticipation Note of the Town dated December 1, 2014, payable April 15, 2015 (the "Notes"), to Century Subsidiary Investments Inc. III at par.			
Motion B			
Move that in connection with the marketing and sale of the Notes, the preparation and distribution of Notice of Sale and Preliminary Official Statement, dated November 14, 2014, as amended, and a final Official Statement, dated November 19, 2014, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.			
Motion C			
Move that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Note, as applicable, for the benefit of the holders of the Note from time to time.			
Motion D			
Move that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.			
3.	BACK UP INFORMATION	YES	NO
(Describe backup below)			
a. Cover Memo Dated November 20, 2014			
b. Preliminary Official Statement Dated November 14, 2014			

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Evelyn Poness, Treasurer/Collector;
Michelle Vaillancourt, Town Accountant
Date: November 20, 2014
Re: Debt Sale

The Town sold a \$1,330,000 bond anticipation note (BAN) on November 19, 2014. The Town received five bids for its Note. The lowest bidder was Century Bank which offered an interest rate of 0.35% with no premium which translates in a net interest cost (NIC) of 0.35%. The other four bids, all which included premiums, resulted in NIC's between 0.3955% and 0.9059%. Attached is a summary of the bids.

This BAN is to retire the Note that matures on December 1, 2014. The December 1, 2014 BAN was for \$1,607,000, of which \$277,000 will be paid off, and the balance rolled into this Note. The Note will mature on April 15, 2015 and the timing is such so that it will be included in the bond issue that will be done in the spring. We expect several other projects will be included in that bond issue. The proceeds of this Note relate to the Chestnut Street property purchase.

We did not need to meet with Standard and Poor's to review the Town's financial position because the amount of the Note was small, it is a roll-over of existing debt, and it has a short maturity. We will be speaking with the rating agency in the spring when we prepare for the bond sale.

The Board will be asked to approve the sale of the note. Upon approval, the Board will need to execute several documents that will be brought to the meeting by the Treasurer.

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

Town of Needham

Note Sale

\$1,330,000

Notice Date	11/14/2014
Date of Sale	11/19/2014
Date of Board Action	11/25/2014
Settlement	12/1/2014
Maturity	4/15/2015

Bidder	Amount	Rate	Interest	Premium	Net Interest	NIC
Century Bank	\$1,330,000	0.3500%	\$1,732.69	\$0.00	\$1,732.69	0.3500%
TD Securities	\$1,330,000	1.0000%	\$4,950.56	\$2,992.50	\$1,958.06	0.3955%
Jefferies LLC	\$1,330,000	1.0000%	\$4,950.56	\$2,980.00	\$1,970.56	0.3980%
Eastern Bank	\$1,330,000	0.4500%	\$2,227.75	\$9.90	\$2,217.85	0.4480%
Oppenheimer & Company	\$1,330,000	1.0000%	\$4,950.56	\$466.00	\$4,484.56	0.9059%

Prepared by Asst Town Manager/Director of Finance November 20, 2014

PRELIMINARY OFFICIAL STATEMENT AND NOTICE OF SALE DATED NOVEMBER 14, 2014

In the opinion of Edwards Wildman Palmer LLP, Bond Counsel, based upon an analysis of existing law and assuming, among other matters, compliance with certain covenants, interest on the Notes is excluded from gross income for federal income tax purposes under the Internal Revenue Code of 1986. Interest on the Notes is not a specific preference item for purposes of the federal individual or corporate alternative minimum taxes, although such interest is included in adjusted current earnings when calculating corporate alternative minimum taxable income. Under existing law, interest on the Notes is exempt from Massachusetts personal income taxes, and the Notes are exempt from Massachusetts personal property taxes. **The Town will designate the Notes as "qualified tax-exempt obligations" for purposes of section 265(b)(3) of the Internal Revenue Code of 1986, as amended.** Bond Counsel expresses no opinion regarding any other tax consequences related to the ownership or disposition of, or the accrual or receipt of interest on, the Notes. See "Tax Exemption" herein.

TOWN OF NEEDHAM, MASSACHUSETTS \$1,330,000 GENERAL OBLIGATION BOND ANTICIPATION NOTES

The Town of Needham, Massachusetts (the "Town") will receive telephone and electronic bids at First Southwest Company (617-619-4400) in the case of telephone bids and via **PARITY** in the case of electronic bids until 11:30 AM, Eastern Time, Wednesday, November 19, 2014, for the purchase of the following described General Obligation Bond Anticipation Notes (the "Notes").

\$1,330,000 General Obligation Bond Anticipation Notes (renewal) dated December 1, 2014 and payable April 15, 2015. Interest will be computed on a 30 day month, 360-day year basis (134/360).

Bids for the Notes may be submitted electronically via **PARITY** pursuant to this Notice of sale until 11:30 AM, Eastern Time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in **PARITY** conflict with this Notice of Sale, the terms of this Notice shall control. For further information about **PARITY**, potential bidders may contact the First Southwest Company or **PARITY** at (212) 404-8102.

Bids may be submitted for all or part of the Notes at a single or various rates of interest in multiples of one-hundredth (1/100) of one percent (1%). No bid for less than par and accrued interest to the date of delivery will be considered. The Notes will be awarded on the basis of lowest net interest cost to the Town.

An electronic bid made in accordance with this Notice of Sale shall be deemed an offer to purchase the Notes in accordance with the terms provided in this Notice of Sale and shall be binding upon the bidder as if made by a signed and sealed written bid delivered to the Town.

Any bidder who submits a winning bid by telephone in accordance with this Notice of Sale shall be required to provide written confirmation of the terms of the bid by faxing or e-mailing a completed, signed bid form to First Southwest Company by not later than 12:30 PM, Eastern Time, on the date of sale.

The award of the Notes to the winning bidder will not be effective until the bid has been approved by the Treasurer and the Board of Selectmen of the Town.

The Notes will be awarded on the basis of lowest net interest cost to the Town. Such cost will be determined by computing the total amount of interest payable on the Notes, at the rate or rates stated, from December 1, 2014 until the maturity of the Notes and deducting therefrom the sum, if any, by which the amount bid for the Notes exceeds the aggregate principal amount of the Notes. In the event a bidder offering a premium for the Notes is awarded a lesser amount of notes than bid, the premium shall be reduced proportionately. The right is reserved to reject any and all bids not complying with this Notice of Sale and, so far as permitted by law, to waive any irregularity with respect to any bid.

A successful bidder for all of the Notes may request that the Notes be issued in the form of one fully registered physical certificate, rather than in book-entry form through the facilities of The Depository Trust Company ("DTC"). The successful bidder seeking the issuance of the Notes in this manner shall bear any and all costs of any re-registration or transfer of Notes from time to time. Any bidder seeking to have the Notes issued in the form of fully registered physical certificates, rather than in book-entry form, shall indicate this preference to the Town at the time of the submission of the winning bid. The Town reserves the right to decline any request to issue the Notes in non-book entry form if it should determine, in its sole discretion, that issuing the Notes in this manner is not in its best interests.

On or prior to the date of delivery of the Notes, the successful bidder shall furnish to the Town a certificate acceptable to Bond Counsel to the effect that (a) as of November 19, 2014 (the "Sale Date"), the purchaser had offered or reasonably expected to offer all of the Notes to the general public (excluding bond houses, brokers, or similar persons acting in the capacity of underwriters or wholesalers) in a bona fide public offering at the price set forth in such certificate, plus accrued interest, if any, (b) such price represents the fair market price of the Notes as of the Sale Date, and (c) as of the date of such certificate, all of the Notes have been offered to the general public in a bona fide offering at the price set forth in such certificate, and at least 10% of the principal amount of the Notes actually has been sold to the general public at such price. To the extent the certifications described in the preceding sentence are not factually accurate with respect to the reoffering of the Notes, Bond Counsel should be consulted by the bidder as to alternative certifications that will be suitable to establish the "issue price" of the

Notes for federal tax law purposes. If the purchaser is purchasing the Notes for its own account and not on behalf of another party, and the purchaser does not presently intend to resell the Notes, the successful bidder will be required to so certify.

Principal of and interest on the Notes will be payable upon maturity in federal reserve funds at the U.S. Bank National Association, Boston, Massachusetts. The Notes will not be subject to redemption prior to maturity. The Notes will be issued by means of a book-entry system evidencing ownership, in principal amounts of \$1,000, or integral multiples thereof with transfer of the Notes on the records of DTC and its Participants pursuant to the rules and procedures adopted by DTC, unless the issuance of a fully registered note certificate is requested by the winning bidder and the issuance of such certificate is approved by the Town. (See Preliminary Official Statement, "Book-Entry Transfer System").

The purchaser(s) of the Notes will be furnished the opinion of Edwards Wildman Palmer LLP, Boston, Massachusetts approving the legality of the Notes. The opinion will also indicate that the Notes and the enforceability thereof may also be subject to the exercise of judicial discretion in appropriate cases. Payment of principal of and interest on the Notes is not limited to a particular fund or source of revenue nor is any lien or pledge for such payment created with respect to any such fund or source. The Notes will be valid and binding general obligations of the Town of Needham, Massachusetts, and unless paid from the bond proceeds in anticipation of which they are issued or from other sources, the principal of and interest on the Notes are payable from taxes which may be levied upon all taxable property in the Town subject to the limit imposed by Chapter 59, Section 21C of the General Laws.

In order to assist bidders in complying with the requirements of paragraph (b)(5)(i)(C) of Rule 15c2-12 promulgated by the Securities and Exchange Commission, the Issuer will undertake to provide notices of certain significant events. A description of this undertaking is set forth in the Preliminary Official Statement.

It shall be a condition of the successful bidder's obligation to accept delivery of and pay for the Notes that, contemporaneously with or before accepting Notes and paying therefore, it shall be furnished, without costs, with (a) the approving opinion of the firm of Edwards Wildman Palmer LLP, Boston, Massachusetts, with respect to the Notes, (b) a certificate in form satisfactory to said firm, dated as of the date of delivery such Notes and receipt of payment therefor, to the effect that there is no litigation pending, or to the knowledge of the signer or signers thereof, threatened affecting the validity of such Notes or the power of the Town to levy and collect taxes to pay them, and (c) a certificate of the Town Treasurer to the effect that, to the best of her knowledge and belief, both the Preliminary Official Statement as of the date of sale and the Final Official Statement as of the date of delivery of such Notes referred to below, do not contain any untrue statement of a material fact and do not omit to state a material fact necessary to make the statements made therein, in light of the circumstances under which they were made, not misleading.

It is anticipated that CUSIP identification numbers will be printed on the Notes. All expenses in relation to the printing of CUSIP numbers on said Notes shall be paid for by the Town, however, the Town assumes no responsibility for any CUSIP Service Bureau or other charge that may be imposed for the assignment of such number.

The Notes in definitive form will be delivered to The Depository Trust Company, or to the office of its custodial agent, or to the registered owner if a fully registered certificate is requested by the winning bidder and approved by the Town, on or about December 1, 2014, against payment to the Town in federal reserve funds.

Additional information concerning the Town of Needham and the Notes is contained in the Preliminary Official Statement dated November 14, 2014 to which prospective bidders are directed. The Preliminary Official Statement is provided for informational purposes, and is not a part of this Notice of Sale. The Preliminary Official Statement has been deemed final by the Town except for the omission of the reoffering prices, interest rates, and other terms of the Notes depending on such matters, and the identity of the underwriters, but is subject to change without notice and to completion or amendment in a Final Official Statement. Copies of the Preliminary Official Statement may be obtained from the First Southwest Company, 54 Canal Street, Suite 320, Boston, Massachusetts 02114 (Telephone: 617-619-4400). Within seven business days following the award of the Notes and receipt of necessary information from the successful bidder, 5 copies of the Final Official Statement will be made available to the successful bidder. Upon request, additional copies will be provided at the expense of the successful bidder.

TOWN OF NEEDHAM, MASSACHUSETTS
/s/ Ms. Evelyn M. Poness, Treasurer

November 14, 2014

**PRELIMINARY OFFICIAL STATEMENT
TOWN OF NEEDHAM, MASSACHUSETTS
\$1,330,000 GENERAL OBLIGATION BOND ANTICIPATION NOTES**

This Official Statement is provided for the purpose of presenting certain information relating to the Town of Needham, Massachusetts (the "Town") in connection with the sale of \$1,330,000 principal amount of General Obligation Bond Anticipation Notes (the "Notes"). The information contained herein has been furnished by the Town except information attributed to another governmental agency or official as the source.

The Notes

The Notes will be dated December 1, 2014 and will be payable by U.S. Bank National Association, Boston, Massachusetts, or its successor, as Paying Agent, on April 15, 2015. The Notes will bear interest payable at maturity, calculated on the basis of 30 day months and on a 360-day year, at the rate or rates determined upon their sale in accordance with the Notice of Sale dated November 14, 2014. The Notes will be issued by means of a book-entry-only system, evidencing ownership of the Notes in principal amounts of \$1,000, or integral multiples thereof, with transfers of ownership effected on the records of The Depository Trust Company (DTC), unless the delivery of a fully registered physical note certificate is requested by the winning bidder of the Notes and the issuance of such certificate is approved by the Town. (See "Book-Entry Transfer System" herein.)

Authorization of the Notes and Use of Proceeds

The following table sets forth the principal amounts, purposes, statutory references and other relevant details for the current offering of Notes.

This Issue	Purpose	Amount Originally Authorized	Date of Authorization	Bond Anticipation Notes Outstanding	Law Cite	Article
1,330,000	Chestnut Street Land Acquisition	1,458,000	11/4/2013	1,458,000	Ch. 44 s. 7(3)	22
<u>\$ 1,330,000</u>				<u>\$ 1,458,000</u>		

(1) Payable April 15, 2015. The Town will paydown a portion of the maturing notes with revenue funds.

Tax Exemption

In the opinion of Edwards Wildman Palmer LLP, Bond Counsel to the Town ("Bond Counsel"), based upon an analysis of existing laws, regulations, rulings, and court decisions, and assuming, among other matters, compliance with certain covenants, interest on the Notes is excluded from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986 (the "Code"). Bond Counsel is of the further opinion that interest on the Notes is not a specific preference item for purposes of the federal individual or corporate alternative minimum taxes, although Bond Counsel observes that such interest is included in adjusted current earnings when calculating corporate alternative minimum taxable income. In the opinion of Bond Counsel, the Notes will be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code. Bond Counsel expresses no opinion regarding any other federal tax consequences arising with respect to the ownership or disposition of, or the accrual or receipt of interest on, the Notes.

The Code imposes various requirements relating to the exclusion from gross income for federal income tax purposes of interest on obligations such as the Notes. Failure to comply with these requirements may result in interest on the Notes being included in gross income for federal income tax purposes, possibly from the date of original issuance of the Notes. The Town has covenanted to comply with such requirements to ensure that interest on the Notes will not be included in federal gross income. The opinion of Bond Counsel assumes compliance with these requirements.

Bond Counsel is also of the opinion that, under existing law, interest on the Notes is exempt from Massachusetts personal income taxes, and the Notes are exempt from Massachusetts personal property taxes. Bond Counsel has not opined as to other Massachusetts tax consequences arising with respect to the Notes. Prospective Noteholders should be aware, however, that the Notes are included in the measure of Massachusetts estate and inheritance taxes, and the Notes and the interest thereon are included in the measure of certain Massachusetts corporate excise and franchise taxes. Bond

Counsel expresses no opinion as to the taxability of the Notes or the income therefrom or any other tax consequences arising with respect to the Notes under the laws of any state other than Massachusetts.

To the extent the issue price of the Notes is less than the amount to be paid at maturity of such Notes (excluding amounts stated to be interest and payable at least annually over the term of such Notes), the difference constitutes "original issue discount," the accrual of which, to the extent properly allocable to each owner thereof, is treated as interest on the Notes which is excluded from gross income for federal income tax purposes and is exempt from Massachusetts personal income taxes. For this purpose, the issue price of the Notes is the first price at which a substantial amount of the Notes is sold to the public (excluding bond houses, brokers, or similar persons or organizations acting in the capacity of underwriters, placement agents or wholesalers). The original issue discount with respect to any maturity of the Notes accrues daily over the term to maturity of such Notes on the basis of a constant interest rate compounded semiannually (with straight-line interpolations between compounding dates). The accruing original issue discount is added to the adjusted basis of such Notes to determine taxable gain or loss upon disposition (including sale, redemption, or payment on maturity) of such Notes. Noteholders should consult their own tax advisors with respect to the tax consequences of ownership of Notes with original issue discount, including the treatment of purchasers who do not purchase such Notes in the original offering to the public at the first price at which a substantial amount of such Notes is sold to the public.

Notes purchased, whether at original issuance or otherwise, for an amount greater than the stated principal amount to be paid at maturity of such Notes, or, in some cases, at the earlier redemption date of such Notes ("Premium Notes"), will be treated as having amortizable note premium for federal income tax purposes and Massachusetts personal income tax purposes. No deduction is allowable for the amortizable note premium in the case of obligations, such as the Premium Notes, the interest on which is excluded from gross income for federal income tax purposes. However, a Noteholder's basis in a Premium Note will be reduced by the amount of amortizable note premium properly allocable to such Noteholder. Holders of Premium Notes should consult their own tax advisors with respect to the proper treatment of amortizable note premium in their particular circumstances.

Bond Counsel has not undertaken to determine (or to inform any person) whether any actions taken (or not taken) or events occurring (or not occurring) after the date of issuance of the Notes may adversely affect the value of, or the tax status of interest on, the Notes.

Prospective Noteholders should be aware that from time to time legislation is or may be proposed which, if enacted into law, could result in interest on the Notes being subject directly or indirectly to federal income taxation, or otherwise prevent Noteholders from realizing the full benefit provided under current federal tax law of the exclusion of interest on the Notes from gross income. To date, no such legislation has been enacted into law. However, it is not possible to predict whether any such legislation will be enacted into law.

Further, no assurance can be given that pending or future legislation, including amendments to the Code, if enacted into law, or any proposed legislation, including amendments to the Code, or any future judicial, regulatory or administrative interpretation or development with respect to existing law, will not adversely affect the market value and marketability of, or the tax status of interest on, the Notes. Prospective holders of the Notes are urged to consult their own tax advisors with respect to any such legislation, interpretation or development.

Although Bond Counsel is of the opinion that interest on the Notes is excluded from gross income for federal income tax purposes and is exempt from Massachusetts personal income taxes, the ownership or disposition of, or the accrual or receipt of interest on, the Notes may otherwise affect the federal or state tax liability of a Noteholder. Among other possible consequences of ownership or disposition of, or the accrual or receipt of interest on, the Notes, the Code requires recipients of certain social security and certain railroad retirement benefits to take into account receipts or accruals of interest on the Notes in determining the portion of such benefits that are included in gross income. The nature and extent of all such other tax consequences will depend upon the particular tax status of the Noteholder or the Noteholder's other items of income, deduction or exclusion. Bond Counsel expresses no opinion regarding any such other tax consequences, and Noteholders should consult with their own tax advisors with respect to such consequences.

Book-Entry Transfer System

This section shall only apply to the Notes, if they are issued in book-entry form through the facilities of The Depository Trust Company, New York, New York ("DTC"), will act as securities depository for the Notes. The Notes will be issued as fully-registered securities registered in the name of Cede & Co. (DTC's partnership nominee) or such other name as may be requested by an authorized representative of DTC. One fully registered Note certificate will be issued for each interest rate, each in the aggregate principal amount bearing such interest rate, and will be deposited with DTC.

DTC, the world's largest depository, is a limited-purpose trust company organized under the New York Banking Law, a "banking organization" within the meaning of the New York Banking Law, a member of the Federal Reserve System, a

"clearing corporation" within the meaning of the New York Uniform Commercial Code, and a "clearing agency" registered pursuant to the provisions of Section 17A of the Securities Exchange Act of 1934. DTC holds and provides asset servicing for over 3.5 million issues of U.S. and non-U.S. equity, corporate and municipal debt issues, and money market instruments (from over 100 countries) that DTC's participants ("Direct Participants") deposit with DTC. DTC also facilitates the post-trade settlement among Direct Participants of sales and other securities transactions in deposited securities, through electronic computerized book-entry transfers and pledges between Direct Participants' accounts. This eliminates the need for physical movement of securities certificates. Direct Participants include both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations. DTC is a wholly-owned subsidiary of The Depository Trust & Clearing Corporation ("DTCC"). DTCC is the holding company for DTC, National Securities Clearing Corporation and Fixed Income Clearing Corporation, all of which are registered clearing agencies. DTCC is owned by the users of its regulated subsidiaries. Access to the DTC system is also available to others such as both U.S. and non-U.S. securities brokers and dealers, banks, trust companies, and clearing corporations that clear through or maintain a custodial relationship with a Direct Participant, either directly or indirectly ("Indirect Participants"). DTC has a rating of AA+ from Standard & Poor's. The DTC Rules applicable to its Participants are on file with the Securities and Exchange Commission. More information about DTC can be found at www.dtcc.com.

Purchases of securities deposited with DTC must be made by or through Direct Participants, which will receive a credit for such securities on DTC's records. The ownership interest of each actual purchaser of each security deposited with DTC ("Beneficial Owner") is in turn to be recorded on the Direct and Indirect Participants' records. Beneficial Owners will not receive written confirmation from DTC of their purchase. Beneficial Owners are, however, expected to receive written confirmations providing details of the transaction, as well as periodic statements of their holdings, from the Direct or Indirect Participant through which the Beneficial Owner entered into the transaction. Transfers of ownership interests in securities deposited with DTC are to be accomplished by entries made on the books of Direct and Indirect Participants acting on behalf of Beneficial Owners. Beneficial Owners will not receive certificates representing their ownership interests in securities deposited with DTC, except in the event that use of the book-entry system for such securities is discontinued.

To facilitate subsequent transfers, all securities deposited by Direct Participants with DTC are registered in the name of DTC's partnership nominee, Cede & Co., or such other name as may be requested by an authorized representative of DTC. The deposit of securities with DTC and their registration in the name of Cede & Co. or such other DTC nominee do not effect any change in beneficial ownership. DTC has no knowledge of the actual Beneficial Owners of the securities deposited with it; DTC's records reflect only the identity of the Direct Participants to whose accounts such securities are credited, which may or may not be the Beneficial Owners. The Direct and Indirect Participants will remain responsible for keeping account of their holdings on behalf of their customers.

Conveyance of notices and other communications by DTC to Direct Participants, by Direct Participants to Indirect Participants, and by Direct Participants and Indirect Participants to Beneficial Owners will be governed by arrangements among them, subject to any statutory or regulatory requirements as may be in effect from time to time.

Neither DTC nor Cede & Co. (nor such other DTC nominee) will consent or vote with respect to securities deposited with it unless authorized by a Direct Participant in accordance with DTC's MMI Procedures. Under its usual procedures, DTC mails an Omnibus Proxy to the Town as soon as possible after the record date. The Omnibus Proxy assigns Cede & Co.'s consenting or voting rights to those Direct Participants to whose accounts the securities are credited on the record date (identified in a listing attached to the Omnibus Proxy).

Principal and interest payments on securities deposited with DTC will be made to Cede & Co., or such other nominee as may be requested by an authorized representative of DTC. DTC's practice is to credit Direct Participants' accounts upon DTC's receipt of funds and corresponding detail information from the issuer of such securities or its paying agent, on the payable date in accordance with their respective holdings shown on DTC's records. Payments by Participants to Beneficial Owners will be governed by standing instructions and customary practices, as is the case with securities held for the accounts of customers in bearer form or registered in "street name," and will be the responsibility of such Participant and not of DTC (nor its nominee), the issuer of such securities or its paying agent, subject to any statutory or regulatory requirements as may be in effect from time to time. Payment of principal and interest to Cede & Co. (or such other nominee as may be requested by an authorized representative of DTC) is the responsibility of the issuer of such securities or its paying agent, disbursement of such payments to Direct Participants will be the responsibility of DTC, and disbursement of such payments to the Beneficial Owners will be the responsibility of Direct and Indirect Participants.

DTC may discontinue providing its services as depository with respect to the securities held by it at any time by giving reasonable notice to the issuer of such securities or its paying agent. Under such circumstances, in the event that a successor depository is not obtained, physical certificates are required to be printed and delivered.

The Town may decide to discontinue use of the system of book-entry-only transfers through DTC (or a successor securities depository). In that event, physical certificates will be printed and delivered to the Beneficial Owners.

The information in this section concerning DTC and DTC's book-entry system has been obtained from sources that the Town believes to be reliable, but the Town takes no responsibility for the accuracy thereof.

Security and Remedies

Full Faith and Credit. General obligation bonds and notes of a Massachusetts city or town constitute a pledge of its full faith and credit. Payment is not limited to a particular fund or revenue source. Except for "qualified bonds" as described above (see "**TYPES OF OBLIGATIONS - Serial Bonds and Notes**" under "**INDEBTEDNESS**" below) and setoffs of state distributions as described below (see "**State Distributions**" below), no provision is made by the Massachusetts statutes for priorities among bonds and notes and other general obligations, although the use of certain moneys may be restricted.

Tax Levy. The Massachusetts statutes direct the municipal assessors to include annually in the tax levy for the next fiscal year "all debt and interest charges matured and maturing during the next fiscal year and not otherwise provided for [and] all amounts necessary to satisfy final judgments". Specific provision is also made for including in the next tax levy payments of rebate amounts not otherwise provided for and payment of notes in anticipation of federal or state aid, if the aid is no longer forthcoming.

The total amount of a tax levy is limited by statute. However, the voters in each municipality may vote to exclude from the limitation any amounts required to pay debt service on indebtedness incurred before November 4, 1980. Local voters may also vote to exempt specific subsequent bond issues from the limitation. (See "**Tax Limitations**" Under "**PROPERTY TAXATION**" below.) In addition, obligations incurred before November 4, 1980 may be constitutionally entitled to payment from taxes in excess of the statutory limit.

Except for taxes on the increased value of certain property in designated development districts which may be pledged for the payment of debt service on bonds issued to finance economic development projects within such districts, no provision is made for a lien on any portion of the tax levy to secure particular bonds or notes or bonds and notes generally (or judgments on bonds or notes) in priority to other claims. Provision is made, however, for borrowing to pay judgments, subject to the General Debt Limit. (See "**DEBT LIMITS**" below.) Subject to the approval of the State Director of Accounts for judgments above \$10,000, judgments may also be paid from available funds without appropriation and included in the next tax levy unless other provision is made.

Court Proceedings. Massachusetts cities and towns are subject to suit on their general obligation bonds and notes and courts of competent jurisdiction have power in appropriate proceedings to order payment of a judgment on the bonds or notes from lawfully available funds or, if necessary, to order the city or town to take lawful action to obtain the required money, including the raising of it in the next annual tax levy, within the limits prescribed by law. (See "**Tax Limitations**" under "**PROPERTY TAXATION**" below.) In exercising their discretion as to whether to enter such an order, the courts could take into account all relevant factors including the current operating needs of the city or town and the availability and adequacy of other remedies. The Massachusetts Supreme Judicial Court has stated in the past that a judgment against a municipality can be enforced by the taking and sale of the property of any inhabitant. However, there has been no judicial determination as to whether this remedy is constitutional under current due process and equal protection standards.

Restricted Funds. Massachusetts statutes also provide that certain water, gas and electric, community antenna television system, telecommunications, sewer, parking meter and passenger ferry fee, community preservation and affordable housing receipts may be used only for water, gas and electric, community antenna television system, telecommunications, sewer, parking, mitigation of ferry service impacts, community preservation and affordable housing purposes, respectively; accordingly, moneys derived from these sources may be unavailable to pay general obligation bonds and notes issued for other purposes. A city or town that accepts certain other statutory provisions may establish an enterprise fund for a utility, health care, solid waste, recreational or transportation facility and for police or fire services; under those provisions any surplus in the fund is restricted to use for capital expenditures or reduction of user charges. In addition, subject to certain limits, a city or town may annually authorize the establishment of one or more revolving funds in connection with use of certain revenues for programs that produce those revenues; interest earned on a revolving fund is treated as general fund revenue. A city or town may also establish an energy revolving loan fund to provide loans to owners of privately-held property in the city or town for certain energy conservation and renewable energy projects, and may borrow to establish such a fund. The loan repayments and interest earned on the investment of amounts in the fund shall be credited to the fund. Also, the annual allowance for depreciation of a gas and electric plant or a community antenna television and telecommunications system is restricted to use for plant or system renewals and improvements, for nuclear decommissioning costs, and costs of contractual commitments, or, with the approval of the State Department of Telecommunications and Energy, to pay debt incurred for plant or system reconstruction or renewals. Revenue bonds and notes issued in anticipation of them may be secured by a prior lien on specific revenues. Receipts from industrial users in connection with industrial revenue financings are also not available for general municipal purposes.

State Distributions. State grants and distributions may in some circumstances be unavailable to pay general obligation bonds and notes of a city or town in that the State Treasurer is empowered to deduct from such grants and distributions the amount of any debt service paid on "qualified bonds" (See "Serial Bonds and Notes" under "TYPES OF OBLIGATIONS" below) and any other sums due and payable by the city or town to The Commonwealth of Massachusetts (the "Commonwealth") or certain other public entities, including any unpaid assessments for costs of any public transportation authority (such as the Massachusetts Bay Transportation Authority ("MBTA") or a regional transit authority) of which it is a member, for costs of the Massachusetts Water Resources Authority ("MWRA") if the city or town is within the territory served by the Authority, for any debt service due on obligations issued to the Massachusetts School Building Authority ("MSBA"), or for charges necessary to meet obligations under the Commonwealth's Water Pollution Abatement or Drinking Water Revolving Loan Programs, including such charges imposed by another local governmental unit that provides wastewater collection or treatment services or drinking water services to the city or town.

If a city or town is (or is likely to be) unable to pay principal or interest on its bonds or notes when due, it is required to notify the State Commissioner of Revenue. The Commissioner shall in turn, after verifying the inability, certify the inability to the State Treasurer. The State Treasurer shall pay the due or overdue amount to the paying agent for the bonds or notes, in trust, within three days after the certification or one business day prior to the due date (whichever is later). This payment is limited, however, to the estimated amount otherwise distributable by the Commonwealth to the city or town during the remainder of the fiscal year (after the deductions mentioned in the foregoing paragraph). If for any reason any portion of the certified sum has not been paid at the end of the fiscal year, the State Treasurer shall pay it as soon as practicable in the next fiscal year to the extent of the estimated distributions for that fiscal year. The sums so paid shall be charged (with interest and administrative costs) against the distributions to the city or town.

The foregoing does not constitute a pledge of the faith and credit of the Commonwealth. The Commonwealth has not agreed to maintain existing levels of state distributions, and the direction to use estimated distributions to pay debt service may be subject to repeal by future legislation. Moreover, adoption of the annual appropriation act has sometimes been delayed beyond the beginning of the fiscal year and estimated distributions which are subject to appropriation may be unavailable to pay local debt service until they are appropriated.

Bankruptcy. Enforcement of a claim for payment of principal or interest on general obligation bonds or notes would be subject to the applicable provisions of Federal bankruptcy laws and to the provisions of other statutes, if any, hereafter enacted by the Congress or the State legislature extending the time for payment or imposing other constraints upon enforcement insofar as the same may be constitutionally applied. Massachusetts municipalities are not generally authorized by the Massachusetts General Laws to file a petition for bankruptcy under Federal Bankruptcy laws. In cases involving significant financial difficulties faced by a single city, town or regional school district, the Commonwealth has enacted special legislation to permit the appointment of a fiscal overseer, finance control board or, in the most extreme cases, a state receiver. In a limited number of these situations, such special legislation has also authorized the filing of federal bankruptcy proceedings, with the prior approval of the Commonwealth. In each case where such authority was granted, it expired at the termination of the Commonwealth's oversight of the financially distressed city, town or regional school district. To date, no such filings have been approved or made.

Opinion of Bond Counsel

The unqualified approving opinion as to the validity of the Notes will be rendered by Edwards Wildman Palmer LLP, Boston, Massachusetts, Bond Counsel. The opinion will be dated the date of the original delivery of the Notes and will speak only as of such date.

Bond counsel are not passing upon and do not assume any responsibility for the accuracy or adequacy of the information contained herein other than matters set forth as the opinion of bond counsel, and make no representation that they have independently verified the same.

Bank Eligibility

The Notes will be designated as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

Financial Advisory Services of First Southwest Company

First Southwest Company, Boston, Massachusetts serves as financial advisor to the Town of Needham.

Disclosure of Significant Events

In order to assist underwriters in complying with the requirements of paragraph (b)(5)(i)(C) of Rule 15c2-12 promulgated by the Securities and Exchange Commission (the "Rule") applicable to municipal securities having a stated maturity of 18 months or less, the Town will covenant for the benefit of the owners of the Notes to file with the Municipal Securities Rulemaking Board (the "MSRB"), notices of the occurrence of any of the following events with respect to the Notes within ten business days of such occurrence: (a) principal and interest payment delinquencies; (b) non-payment related defaults, if material; (c) unscheduled draws on debt service reserves reflecting financial difficulties; (d) unscheduled draws on credit enhancements reflecting financial difficulties; (e) substitution of credit or liquidity providers, or their failure to perform; (f) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determination of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes; (g) modifications to rights of owners of the Notes, if material; (h) optional contingent or unscheduled calls of bonds, if material; (i) defeasances; (j) release, substitution or sale of property securing the repayment of the Notes, if material; (k) ratings changes on the Notes; (l) bankruptcy, insolvency, receivership or similar event of the Town; (m) the consummation of a merger, consolidation, or acquisition involving the Town or the sale of all or substantially all of the assets of the Town, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and (n) appointment of a successor or additional trustee or the change of name of a trustee, if material.

The covenant will be included in a Significant Events Disclosure Certificate to be executed by the signers of the Notes and incorporated by reference in the Notes. The sole remedy available to the owners of the Notes for the failure of the Town to comply with any provision of the certificate shall be an action for specific performance of the Town's obligations under the certificate and not for money damages; no other person shall have any right to enforce any provision of the certificate.

For the past five years, the Town has never failed to comply in all material respects with any previous undertakings to provide annual reports or notices of significant events in accordance with the Rule.

TOWN OF NEEDHAM, MASSACHUSETTS

General

The Town of Needham is located in Norfolk County, 10 miles southwest of Boston. It is bordered on the west and northwest by the Town of Wellesley, on the north and northeast by the City of Newton, on the east by the West Roxbury section of the City of Boston, on the southeast by the Town of Dedham, and on the south by the Towns of Westwood and Dover. Needham has a population of approximately 28,886 and occupies a land area of 12.6 square miles. Established as a town in 1711, Needham is governed by a limited form of town meeting and by a five-member Board of Selectmen. School affairs are administered by a seven-member School Committee and a Superintendent of Schools.

PRINCIPAL TOWN OFFICIALS

<u>Title</u>	<u>Name</u>	<u>Selection/Term</u>	<u>Term Expires</u>
Selectman, Chairman	John A. Bulian	Elected	2015
Selectman, Vice-Chair	Maurice P. Handel	Elected	2015
Selectman, Clerk	Matthew D. Borrelli	Elected	2017
Selectman	Marianne B. Cooley	Elected	2017
Selectman	Daniel P. Matthews	Elected	2016
Town Manager	Kate Fitzpatrick	Appointed	2016
Director of Finance	David Davison	Appointed	Indefinite
Treasurer/Collector	Evelyn M. Poness	Appointed	Indefinite
Town Accountant	Michelle Vaillancourt	Appointed	Indefinite
Town Clerk	Theodora K. Eaton	Elected	2016
Town Counsel	David S. Tobin	Appointed	Indefinite
Superintendent of Schools	Daniel E. Gutekanst	Appointed	2015

Municipal Services

The Town provides general governmental services for the territory within its boundaries, including police and fire protection, collection, disposal, and recycling of solid waste, public education in grades kindergarten through twelve, water, sewers, streets and recreation. Technical education in grades 9 through 12 is provided by the Minuteman Regional Vocational Technical School District.

The Town has implemented a mandatory recycling program in accordance with Section 8H of Chapter 40 of the Massachusetts General Laws. Under this program, begun in fiscal 1991, the Town recycles newspaper, mixed paper, glass, corrugated cardboard, aluminum and steel cans, returnable bottles, clothing, used motor oil, plastic containers and yard waste. The Town's practice has been to introduce new items to the recycling program each year in order to reduce the flow of solid waste tonnage.

Gas and electric services are provided by established private utilities.

The Town's Public Works Department provides water supply, treatment and distribution and sewage collection, to substantially all commercial, industrial and residential users in the Town. In addition certain water and sewer services are provided by the MWRA. See "INDEBTEDNESS - Overlapping Debt".

The principal services provided by Norfolk County are a jail and house of correction and registry of deeds. For additional information on Counties see "INDEBTEDNESS - Overlapping Debt".

Education

The Town currently operates 1 pre-school, 5 elementary schools, 2 middle schools (High Rock and Pollard), and a senior high school. Total capacity is sufficient to meet current enrollment. The Town's capital plan reflects the need for further renovations. The Town has recently completed the construction and/or reconstruction of 3 elementary schools, the middle school, and the high school. A portion of the debt service on such borrowings has been exempted from the limits of Proposition 2 1/2. The following table sets forth the trend in public school enrollments. This does not include pre-school or out of district students.

PUBLIC SCHOOL ENROLLMENTS - OCTOBER 1,

	Actual					
	2009	2010	2011	2012	2013	2014
Elementary (Pre-K and K-5)	2,617	2,585	2,568	2,601	2,613	2,604
Middle/Junior High(6-8)	1,183	1,261	438	1,313	1,317	1,312
Senior High(9-12)	1,490	1,412	1,522	1,562	1,606	1,631
Totals	5,290	5,258	4,528	5,476	5,536	5,547

The Town is a member of the Minuteman Regional Vocational Technical School District, which is located in Lexington, and includes 16 member towns.

Industry and Commerce

Needham is a residential suburb of Boston, located within the Boston Standard Metropolitan Statistical Area. As the table below indicates, the Town's economy has a diverse mix of manufacturing, services, and commercial trades.

Due to the reclassification the U.S. Department of Labor now uses the North American Industry Classification System (NAICS) as the basis for the assignment and tabulation of economic data by industry.

Industry	Calendar Year Average				
	2009	2010	2011	2012	2013
Construction	754	686	689	607	681
Manufacturing	994	950	974	905	845
Trade, Transportation and Utilities	2,266	2,128	2,198	2,104	2,171
Information	1,534	1,355	1,063	1,159	1,351
Financial Activities	1,236	1,273	1,278	1,423	1,372
Professional and Business Services	5,144	5,021	5,096	5,280	5,735
Education and Health Services	4,457	4,511	4,741	5,277	5,643
Leisure and Hospitality	933	1,197	1,241	1,143	1,214
Other Services	801	847	879	921	867
Total Employment	18,119	17,968	18,159	18,819	19,879
Number of Establishments	1,295	1,370	1,405	1,381	1,383
Average Weekly Wages	\$ 1,574	\$ 1,659	\$ 1,675	\$ 1,698	\$ 1,656
Total Wages	\$ 1,514,865,471	\$ 1,583,284,580	\$ 1,612,703,181	\$ 1,696,831,400	\$ 1,747,794,340

Source: Massachusetts Department of Education and Training. Data based upon place of employment, not place of residence.

The following table sets forth the largest employers in Needham, exclusive of the Town itself.

LARGEST EMPLOYERS

Name	Product/Function	No. of Employees Approximate
Parametric Technology Corp.	Software Development	1,000+
Coca Cola Of Boston	Bottling & Distributing	500-999
Bitpipe Inc.	Information Technology	250-499
Charles River Associates	Consulting	250-499
Community Newspaper Co.	Publishing	250-499
Dialogic Inc.	Wireless Communications	250-499
Newton Tab	Publishing	250-499
North Hill Living Care Center	Retirement Center	250-499
WCVB Channel 5	Television	250-499
Briarwood Healthcare	Health Care	100-249
Olin College of Engineering	Education	100-249
Partners Community Health Care	Health Care	100-249
Beth Israel Deaconess Hospital	Health Care	100-249

SOURCE: Individual Employers listed.

Needham Crossing (formerly the Needham Business Center) is a multi-million dollar business park located approximately 3 miles northeast of downtown Needham. The business park offers proximity to both Routes 9 and 128 (Interstate 95). Needham Crossing receives a consistent demand for space from both local and outside industry. The business park originally contained primarily warehouses and offices and now, over 20 years later, is a site for both manufacturing and research. Present occupants include Coca Cola and a Sheraton Hotel. Construction of a 100,000 square foot Marriott Residence Inn hotel has completed and it is open for business.

A state highway project is currently underway to widen Route 95/128 through Needham. The project will expand the highway from three lanes to four lanes and add an additional ramp in Needham. The project is expected to be completed by 2016, and the Town anticipates that the roadway improvement will have an overall positive effect and economic benefit for the Needham Business Center, as well as the community.

Labor Force, Employment and Unemployment

According to the Massachusetts Department of Employment and Training preliminary data, in August 2014, the Town had a total labor force of 14,844 of which 14,227 were employed and 617 or 4.2% were unemployed as compared with 5.8% for the Commonwealth and 6.1% for the United States (unadjusted).

The following table sets forth the Town's average labor force and unemployment rates for each of the last five calendar years and the unemployment rate for the Commonwealth and country as a whole for the same period.

Calendar Year	Town of Needham				Massachusetts	United States
	Labor Force	Employment	Unemployment		Unemployment	Unemployment
			Rate		Rate	Rate
2013	14,423	13,736	4.8	%	7.1	7.4
2012	14,424	13,786	4.4		6.7	7.8
2011	14,242	13,555	4.8		6.8	8.9
2010	14,250	13,418	5.8		8.3	9.4
2009	14,234	13,350	6.2		9.3	10.1

SOURCE: Mass. Department of Employment and Training, Federal Reserve Bank of Boston and U.S. Bureau of Labor Statistics. Data based upon place of residence, not place of employment. Monthly data for Town are unadjusted.

Building Permits

The following table sets forth the number of building permits issued and the estimated dollar value of new construction and alterations for calendar years 2009 through 2014. Permits are filed for both private constructions as well as for Town projects.

BUILDING PERMITS

Calendar Year	New Construction				Additions/Alterations				Totals	
	Residential		Non-Residential		Residential		Non-Residential		No.	Value
	No.	Value	No.	Value	No.	Value	No.	Value		
2014	128	\$ 55,233,407	2	\$ 7,098,527	866	\$ 34,165,215	117	\$ 56,433,250	1,113	\$ 152,930,399
2013	104	43,260,044	9	87,468,435	901	29,704,213	254	37,865,698	1,268	198,298,390 (1)
2012	65	29,309,250	6	70,092,432	933	45,019,656	198	40,324,037	1,202	184,745,375 (2)
2011	87	35,456,868	2	10,065,007	1,065	29,860,259	170	44,925,785 (3)	1,324	120,307,919 (4)
2010	107	33,088,039	9	9,595,896	892	28,827,786	94	21,936,216	1,102	93,447,937
2009	113	22,712,299	12	6,602,782	650	21,728,991	104	4,740,806	879	55,784,878 (5)

SOURCE: Report of the Building Inspector.

- (1) Includes Trip Advisor (\$34.5 million office building and \$13.2 million parking garage), 865 Central Ave. North Hill (\$25 million), Beth Israel Hospital (\$2.2 million) and 50 Dedham Ave (\$3.4 million).
- (2) Includes Senior Center (\$5,548,000) and Charles River Pump Station (\$5,391,706) and one new non-residential building permit for the Marriott Residence Inn Motel, (\$9.4 million).
- (3) Includes Town Hall and High School.
- (4) Includes Pollard Middle School (\$3,842,500), Hillside Elementary School (\$31,524) and Newman Elementary School (\$18,014,745).
- (5) Includes Public Services Administration Building (\$4,083,000).

Transportation

The principal highways serving the Town are State Routes 9, 135 and 128 (I-95). There are three exits off Interstate 95 that provide direct access to Needham. A project is currently underway to widen Route 128 through Needham. This add-a-lane project is expected to be completed by 2016. The MBTA provides commuter rail service on a regular basis to Boston. There are four commuter rails stops physically located in Needham: Needham Heights, Needham Center, Needham Junction and Hersey. The MBTA also provides bus service between Needham and Boston, as well as to Watertown Square. Established trucking lines provide competitive service locally and to long distance points. The Town is within commuting distance of the airport facilities of Boston's Logan International Airport, the Norwood Municipal Airport, and Hanscom Field in Bedford, Massachusetts.

Population and Income

The table below illustrates the Town's changes in median age, median family income, and per capita income according to the federal census.

POPULATION AND INCOME

	Needham	Massachusetts	United States
Median Age:			
2010	43.0	39.1	37.2
2000	40.8	36.5	35.3
1990	38.6	33.6	32.9
1980	35.1	31.2	30.9
Median Family Income:			
2010	\$114,365	\$81,165	\$51,144
2000	107,570	61,664	50,046
1990	69,515	44,367	35,225
1980	31,793	21,166	19,908
Per Capita Income:			
2010	\$57,716	\$33,966	\$27,334
2000	44,549	25,952	21,587
1990	27,935	17,224	14,420
1980	11,580	7,459	7,313

SOURCE: Federal Bureau of the Census.

On the basis of the 2010 Federal census, the Town has a population density of approximately 2,290 persons per square mile.

POPULATION TRENDS

<u>2010</u>	<u>2000</u>	<u>1990</u>	<u>1980</u>	<u>1970</u>
28,886	28,911	27,557	27,901	29,748

SOURCE: Federal Census.

PROPERTY TAXATION

Tax Levy Computation

The principal tax of Massachusetts cities and towns is the tax on real and personal property. The amount to be levied in each year is the amount appropriated or required by law to be raised for municipal expenditures less estimated receipts from other sources and less appropriations voted from funds on hand. The total amount levied is subject to certain limits prescribed by law; for a description of those limits see "Tax Limitations" below.

The estimated receipts for a fiscal year from sources other than the property tax may not exceed the actual receipts during the preceding fiscal year from the same sources unless approved by the State Commissioner of Revenue. Excepting special funds the use of which is otherwise provided for by law, the deduction for appropriations voted from funds on hand for a fiscal year cannot exceed the "free cash" as of the beginning of the prior fiscal year as certified by the State Director of Accounts plus up to nine months' collections and receipts on account of earlier years' taxes after that date. Subject to certain adjustments, free cash is surplus revenue less uncollected overdue property taxes from earlier years.

Although an allowance is made in the tax levy for abatements (see "Abatements and Overlay" below) no reserve is generally provided for uncollectible real property taxes. Because some of the levy is inevitably not collected, this creates a cash deficiency which may or may not be offset by other items (see "Taxation to Meet Deficits" below).

The table below illustrates the manner in which the tax levy was determined for the following fiscal years.

TAX LEVY COMPUTATION

	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Fiscal 2014
Total Appropriations(1)	\$ 132,000,100	\$ 130,345,271	\$ 133,196,506	\$ 141,800,888	\$ 151,203,653
Additions:					
State & County Assessments	1,068,405	1,080,311	1,198,244	1,238,429	1,273,564
Overlay Reserve	960,626	1,584,557	2,135,466	1,876,905	2,151,633
Other Additions	162,602	109,559	176,784	74,736	508,749
Total Additions	2,191,633	2,774,427	3,510,494	3,190,070	3,933,946
Gross Amount to be Raised	134,191,733	133,119,698	136,707,000	144,990,958	155,137,599
Deductions:					
Local Estimated Receipts: (2)	33,381,188	25,683,741	26,968,184	27,362,876	29,353,230
State Aid:					
Current Year	8,456,131	8,972,394	9,323,654	10,059,745	10,296,504
Available Funds (3)	1,376,871	1,823,780	788,442	1,759,346	1,344,380
Free Cash Used to Reduce Tax Rate	3,145,416	3,566,037	3,380,269	5,366,720	8,135,372
Total Deductions	46,359,606	40,045,952	40,460,549	44,548,687	49,129,486
Net Amount to be Raised	\$ 87,832,127	\$ 93,073,746	\$ 96,246,451	\$ 100,442,271	\$ 106,008,113

(1) Includes additional appropriations from taxation voted subsequent to adoption of the annual budget but prior to setting of the tax rate.

(2) Includes CPA surcharge tax and state matching funds.

(3) Transfers from other available funds, generally made as an offset to a particular appropriation item.

Assessed Valuations and Tax Levies

Property is classified for the purpose of taxation according to its use. The legislature has in substance created three classes of taxable property: (1) residential real property, (2) open space land, and (3) all other (commercial, industrial and personal property). Within limits, cities and towns are given the option of determining the share of the annual levy to be borne by each of the three categories. The share required to be borne by residential real property is at least 50 per cent of its share of the total taxable valuation; the effective rate for open space must be at least 75 per cent of the effective rate for residential real property; and the share of commercial, industrial and personal property must not exceed 175 percent of their share of the total valuation. A city or town may also exempt up to 20 percent of the valuation of residential real property (where used as the taxpayer's principal residence) and up to 10 percent of the valuation of commercial real property (where occupied by certain small businesses). Property may not be classified in a city or town until the State Commissioner of Revenue certifies that all property in the city or town has been assessed at its fair cash value. Such certification must take place every three years, or pursuant to a revised schedule as may be issued by the Commissioner.

Related statutes provide that certain forest land, agricultural or horticultural land (assessed at the value it has for these purposes) and recreational land (assessed on the basis of its use at a maximum of 25 percent of its fair cash value) are all to be taxed at the rate applicable to commercial property. Land classified as forest land is valued for this purpose at five percent of fair cash value but not less than ten dollars per acre.

In order to determine appropriate relative values for the purposes of certain distributions to and assessments upon cities and towns, the Commissioner of Revenue biennially makes a redetermination of the fair cash value of the taxable property in each municipality. This is known as the "equalized value". See "Debt Limits under INDEBTEDNESS" below.

A revaluation of all real and personal property in the Town to full and fair cash value was completed for use in fiscal year 2012.

The following table sets forth the trend in the Town's assessed valuations, tax levies, and tax levies per capita.

Fiscal Year	Real Estate Valuation	Personal Property Valuation	Total Assessed Valuation	Tax Levy	Tax Levy Per Capita(1)
2014	\$ 7,886,696,905	\$ 182,036,090	\$ 8,068,732,995	\$ 106,008,113	\$ 3,670
2013	7,746,219,400	177,770,530	7,923,989,930	100,442,271	3,477
2012 (2)	7,672,492,080	160,657,470	7,833,149,550	96,246,451	3,332
2011	7,409,432,738	166,825,350	7,576,258,088	93,071,746	3,222
2010	7,282,261,953	149,501,950	7,431,763,903	87,832,127	3,041

(1) 2010 Federal Census.

(2) Revaluation year.

The table below sets forth the trend of the Town's tax rates for different classes of property for the following fiscal years:

Fiscal Year	Tax Rate per \$1,000 Valuation	
	Residential Property	Commercial, Industrial & Personal Property
2014	\$11.64	\$22.99
2013	11.30	22.18
2012	10.95	21.50
2011	10.90	21.50
2010	10.53	20.68

Classification of Property

The following is a breakdown of the Town's assessed valuation in fiscal years 2012, 2013 and 2014.

Property Type	2012 (1)		2013		2014	
	Amount	% of Total	Amount	% of Total	Amount	% of Total
Residential	\$6,840,404,198	87.3 %	\$6,922,042,800	87.4 %	\$7,003,705,577	86.8 %
Commercial	710,846,482	9.1	703,067,800	8.9	741,516,228	9.2
Industrial	121,241,400	1.5	121,108,800	1.5	141,475,100	1.8
Personal	160,657,470	2.1	177,770,530	2.2	182,036,090	2.3
Total Real Estate	<u>\$7,833,149,550</u>	<u>100.0 %</u>	<u>\$7,923,989,930</u>	<u>100.0 %</u>	<u>\$8,068,732,995</u>	<u>100.0 %</u>

(1) Revaluation year.

LARGEST TAXPAYERS

The following table lists the ten largest taxpayers in the Town based upon assessed valuation for fiscal 2014. All of the largest taxpayers are current in their tax payments.

Name	Nature of Business	Total Assesed Valuation for Fiscal 2014	% of Total Assessed Value
Digital 128 First Avenue, LLC	Data Storage Facility	\$81,153,000	1.02 %
Lofts at Charges River Landing	Residential Apartments Complex	70,862,700	0.89
General Dynamics C4 Systems, Inc.	Data Communications	55,331,400	0.70
Babson College	Higher Education	45,150,000	0.57
BP 140 Kendrick Street Property	Software Design	44,164,100	0.56
Intercontinental Fund III	Office Complex	24,886,200	0.31
Digital Cabot, LLC	Data Storage Facility	23,343,200	0.29
Starwood Needham CMBS	Hotel	22,874,700	0.29
Coca-Cola Bottling Co.	Bottling & Distributing	21,223,000	0.27
Teacher's Insurance & Annuity	Office Complex	18,348,700	0.23
Total		<u>\$407,337,000</u>	<u>5.14 %</u>

State Equalized Valuation

In order to determine appropriate relative values for the purposes of certain distributions to and assessments upon cities and towns, the Commissioner of Revenue biennially makes a redetermination of the fair cash value of the taxable property in each municipality. This is known as the "equalized value".

The following table sets forth the trend in equalized valuations of the Town of Needham.

January 1,	State Equalized Valuation	% Change
2014 (Proposed)	\$8,293,426,000	1.9 %
2012	8,141,495,500	5.3
2010	7,730,432,400	1.2
2008	7,637,636,300	4.5
2006	7,307,708,400	16.3
2004	6,285,224,900	22.3
2002	5,139,824,700	28.7

Abatements and Overlay

The Town is authorized to increase each tax levy by an amount approved by the State Commissioner of Revenue as an "overlay" to provide for tax abatements. If abatements are granted in excess of the applicable overlay, the resultant "overlay deficit" is required to be added to the next tax levy. An abatement granted after a tax payment has been made is accounted for as a refund on the books of the Town. Abatements are granted where exempt real or personal property has been assessed or where taxable real or personal property has been overvalued or disproportionately valued. The assessors may also abate uncollectible personal property taxes. They may abate real and personal property taxes on broad grounds (including inability to pay) with the approval of the State Commissioner of Revenue. But uncollected real property taxes are ordinarily not written off until they become municipal "tax titles" by purchase at the public sale or by taking, at which time the tax is written off in full by reserving the amount of the tax and charging surplus.

The following table sets forth the amount of the overlay reserve for the last five fiscal years and the amounts of abatements and exemptions granted as of June 30, 2014.

Fiscal Year	Net Tax Levy (1)	Overlay Reserve		Abatements and Exemptions Granted Through June 30, 2014
		Dollar Amount	As a % of Net Levy	
2014	\$ 103,856,480	\$ 2,151,633	2.07 %	\$ 226,897
2013	98,565,366	1,876,905	1.90	422,323
2012	94,110,985	2,135,466	2.27	320,189
2011	91,487,189	1,584,557	1.73	306,902
2010	86,871,501	960,626	1.11	319,158

(1) Tax levy prior to addition of overlay reserve.

Tax Collections

The Town has accepted a statute providing for quarterly tax payments. Under that statute, preliminary tax payments are due on August 1 and November 1 with payment of the actual tax bill (after credit is given for the preliminary payments) installments on February 1 and May 1 if actual tax bills are mailed by December 31. Interest accrues on delinquent taxes at the rate of 14 percent per annum. Real property (land and buildings) is subject to a lien for the taxes assessed upon it, subject to any paramount federal lien and subject to bankruptcy and insolvency laws. (In addition, real property is subject to a lien for certain unpaid municipal charges or fees.) If the property has been transferred, an unenforced lien expires on the fourth December 31 after the end of the fiscal year to which the tax relates. If the property has not been transferred by the fourth December 31, an unenforced lien expires upon a later transfer of the property. Provision is made, however, for continuation of the lien where it could not be enforced because of a legal impediment. The persons against whom real or personal property taxes are assessed are personally liable for the tax (subject to bankruptcy and insolvency laws). In the case of real property, this personal liability is effectively extinguished by sale or taking of the property as described below.

The following table compares the Town's net tax collections with its net (gross tax levy less overlay reserve for abatements) tax levies for the current and each of the previous five fiscal years, exclusive of the surcharge of property tax levied under the CPA.

Fiscal Year	Gross Tax Levy (2)	Overlay Reserve for Abatements	Net Tax Levy	Collections During Fiscal Year Payable (1)		Collections as of 6/30/2014 (2)(3)	
				Dollar Amount	% of Net Levy	Dollar Amount	% of Net Levy
2014	\$ 106,008,113	\$ 2,151,633	\$ 103,856,480	\$ 104,450,422	100.57 %	\$ 104,450,422	100.57 %
2013	100,442,271	1,876,905	98,565,366	99,107,154	100.55	99,454,593	100.90
2012	96,246,451	2,135,466	94,110,985	94,677,572	100.60	95,250,780	101.21
2011	93,071,746	1,584,557	91,487,189	91,812,299	100.36	92,147,798	100.72
2010	87,832,127	960,626	86,871,501	86,254,089	99.29	87,105,055	100.27

(1) Actual dollar collections, net of refunds. Does not include abatements, proceeds of tax titles or tax possessions attributable to each levy or other non-cash credits.

(2) Exclusive of the property tax levied under the Community Preservation Act.

(3) Collections for the current fiscal year are comparable to previous fiscal years.

Tax Titles and Possessions

Massachusetts law permits a municipality either to sell by public sale (at which the municipality may become the purchaser) or to take real property for non-payment of taxes. In either case the property owner can redeem the property by paying the unpaid taxes, with interest and other charges, but if the right of redemption is not exercised within six months (which may be extended an additional year in the case of certain installment payments) it can be foreclosed by petition to the Land Court.

Upon foreclosure, a tax title purchased or taken by the municipality becomes a "tax possession" and may be held and disposed of in the same manner as other land held for municipal purposes. Uncollectible real property taxes are ordinarily not written off until they become municipal tax titles by purchase at the public sale or by taking, at which time the tax is written off in full by reserving the amount of tax and charging surplus.

The table below sets forth the amount of tax titles and possessions and deferred taxes outstanding at the end of the following fiscal years.

<u>Fiscal Year</u>	<u>Total Tax Titles and Possessions</u>	<u>Deferred Taxes</u>
2014	\$ 1,184,252	\$ 537,255
2013	1,016,567	619,572
2012	904,840	561,509
2011	938,247	538,488
2010	801,305	591,918

Sale of Tax Receivables

Cities and towns are authorized to sell delinquent property tax receivables by public sale or auction, either individually or in bulk. The town does not expect to utilize this option at the present time.

Taxation to Meet Deficits

As noted elsewhere (see "Abatements and Overlay" above) overlay deficits, i.e. tax abatements in excess of the overlay included in the tax levy to cover abatements, are required to be added to the next tax levy. It is generally understood that revenue deficits, i.e. those resulting from non-property tax revenues being less than anticipated, are also required to be added to the tax levy (at least to the extent not covered by surplus revenue).

Amounts lawfully expended since the prior tax levy and not included therein are also required to be included in the annual tax levy. The circumstances under which this can arise are limited since municipal departments are generally prohibited from incurring liabilities in excess of appropriations except for major disasters, mandated items, contracts in aid of housing and renewal projects and other long-term contracts. In addition, utilities must be paid at established rates and certain established salaries, e.g. civil service, must legally be paid for work actually performed, whether or not covered by appropriations.

Cities and towns are authorized to appropriate sums, and thus to levy taxes, to cover deficits arising from other causes, such as "free cash" deficits arising from a failure to collect taxes. This is not generally understood, however, and it has not been the practice to levy taxes to cover free cash deficits. Except to the extent that such deficits have been reduced or eliminated by subsequent collections of uncollected taxes (including sales of tax titles and tax possessions), lapsed appropriations, non-property tax revenues in excess of estimates, other miscellaneous items or funding loans authorized by special act, they remain in existence.

Tax Limitations

Chapter 59, Section 21C of the General Laws, also known as "Proposition 2½", imposes two separate limits on the annual tax levy of a city or town.

The primary limitation is that the tax levy cannot exceed 2½ percent of the full and fair cash value. If a city or town exceeds the primary limitation, it must reduce its tax levy by at least 15 percent annually until it is in compliance, provided that the reduction can be reduced in any year to not less than 7½ percent by majority vote of the voters, or to less than 7½ percent by two-thirds vote of the voters.

For cities and towns at or below the primary limit, a secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding fiscal year as determined by the State Commissioner of Revenue by more than 2½ percent, subject to exceptions for property added to the tax rolls or property which has had an increase, other than as part of a general revaluation, in its assessed valuation over the prior year's valuation.

This "growth" limit on the tax levy may be exceeded in any year by a majority vote of the voters, but an increase in the secondary or growth limit under this procedure does not permit a tax levy in excess of the primary limitation, since the two limitations apply independently. In addition, if the voters vote to approve taxes in excess of the "growth" limit for the purpose of funding a stabilization fund, such increased amount may only be taken into account for purposes of calculating the maximum levy limit in each subsequent year if the board of selectmen of a town or the city council of a city votes by a two-thirds vote to appropriate such increased amount in such subsequent year to the stabilization fund.

The applicable tax limits may also be reduced in any year by a majority vote of the voters.

The State Commissioner of Revenue may adjust any tax limit "to counterbalance the effects of extraordinary, non-recurring events which occurred during the base year".

The statute further provides that the voters may exclude from the taxes subject to the tax limits and from the calculation of the maximum tax levy (a) the amount required to pay debt service on bonds and notes issued before November 4, 1980, if the exclusion is approved by a majority vote of the voters, and (b) the amount required to pay debt service on any specific subsequent issue for which similar approval is obtained. Even with voter approval, the holders of the obligations for which unlimited taxes may be assessed do not have a statutory priority or security interest in the portion of the tax levy attributable to such obligations. It should be noted that Massachusetts General Laws Chapter 44, Section 20 requires that the taxes excluded from the levy limit to pay debt service on any such bonds and notes be calculated based on the true interest cost of the issue. Accordingly, the Department of Revenue limits the amount of taxes which may be levied in each year to pay debt service on any such bonds and notes to the amount of such debt service, less a pro rata portion of any original issue premium received by the city or town that was not applied to pay costs of issuance.

Voters may also exclude from the Proposition 2½ limits the amount required to pay specified capital outlay expenditures or for the city or town's apportioned share for certain capital outlay expenditures by a regional governmental unit. In addition, the city council of a city, with the approval of the mayor if required, or the board of selectmen or the town council of a town may vote to exclude from the Proposition 2½ limits taxes raised in lieu of sewer or water charges to pay debt service on bonds or notes issued by the municipality (or by an independent authority, commission or district) for water or sewer purposes, provided that the municipality's sewer or water charges are reduced accordingly.

In addition, Proposition 2½ limits the annual increase in the total assessments on cities and towns by any county, district, authority, the Commonwealth or any other governmental entity (except regional school districts, the MWRA and certain districts for which special legislation provides otherwise) to the sum of (a) 2½ percent of the prior year's assessments and (b) "any increases in costs, charges or fees for services customarily provided locally or for services subscribed to at local option". Regional water districts, regional sewerage districts and regional veterans districts may exceed these limitations under statutory procedures requiring a two-thirds vote of the district's governing body and either approval of the local appropriating authorities (by two-thirds vote in districts with more than two members or by majority vote in two-member districts) or approval of the registered voters in a local election (in the case of two-member districts). Under Proposition 2½ any State law to take effect on or after January 1, 1981 imposing a direct service or cost obligation on a city or town will become effective only if accepted or voluntarily funded by the city or town or if State funding is provided. Similarly, State rules or regulations imposing additional costs on a city or town or laws granting or increasing local tax exemptions are to take effect only if adequate State appropriations are provided. These statutory provisions do not apply to costs resulting from judicial decisions.

The Town of Needham has been in full compliance with Proposition 2½ since its inception. The Town has voted to override Proposition 2½ for operating purposes and to exclude debt service on several occasions for capital projects. Most recently, the Town approved general overrides in 2003 (\$2,459,318), 2006 (\$597,370), 2007 (\$1,128,670) and 2009 (\$1,887,929). In addition, the Town voted to exclude \$15,700,000 principal and the interest thereon for library renovation and expansion, \$62,000,000 principal and the interest thereon for high school renovation and expansion, \$21,000,000 principal and the interest thereon for the High Rock and Pollard School projects, and \$27,412,128 principal and the interest thereon for the Newman School renovation project.

Unused Levy Capacity (1)

	Fiscal Year				
	2014	2013	2012	2011	2010
Primary Levy Limit (2)	\$ 201,718,325	\$ 198,099,748	\$ 195,828,739	\$ 189,406,452	\$ 185,794,098
Prior Fiscal Year Levy Limit	93,756,886	89,636,531	85,836,102	82,052,951	76,202,247
2.5% Levy Growth	2,343,970	2,240,913	2,146,015	2,051,324	1,905,056
New Growth (3)	2,825,025	1,879,442	1,654,414	1,731,827	1,870,805
Overrides	-	-	-	-	1,887,929
Growth Levy Limit	98,925,881	93,756,886	89,636,531	85,836,102	81,866,037
Debt Exclusions	7,109,986	6,705,439	6,626,235	7,255,895	6,004,469
Capital Expenditure Exclusions	-	-	-	-	-
Other Adjustments	-	-	-	-	-
Tax Levy Limit	106,035,867	100,462,325	96,262,766	93,091,997	87,870,506
Tax Levy	106,008,113	100,442,271	96,246,451	93,071,746	87,832,127
Unused Levy Capacity (4)	27,754	20,054	16,315	20,251	38,379
Unused Primary Levy Capacity (5)	\$ 102,792,444	\$ 104,342,862	\$ 106,192,208	\$ 103,570,350	\$ 103,928,061

(1) Source: Massachusetts Department of Revenue.

(2) 2.5% of assessed valuation.

(3) Allowed increase for new valuations (or required reduction) - certified by the Department of Revenue.

(4) Tax Levy Limit less Tax Levy.

(5) Primary Levy Limit less Growth Levy Limit.

Community Preservation Act

The Massachusetts Community Preservation Act (the "CPA") permits cities and towns that accept its provisions to levy a surcharge on its real property tax levy, dedicate revenue (other than state or federal funds), and to receive state matching funds for (i) the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, open space, and affordable housing and (ii) the acquisition, preservation, rehabilitation and restoration of historic resources. The provisions of the CPA must be accepted by the voters of the city or town at an election after such provisions have first been accepted by either a vote of the legislative body of the city or town or an initiative petition signed by 5% of its registered voters.

A city or town may approve a surcharge of up to 3% (but not less than 1% under certain circumstances) and may make an additional commitment of funds by dedicating revenue other than state or federal funds, provided that the total funds collected do not exceed 3% of the real property tax levy, less any exemptions adopted (such as an exemption for low-income individuals and families and for low and moderate-income senior citizens, an exemption for \$100,000 of the value of each taxable parcel of residential real property or \$100,000 of the value of each taxable parcel of class three, commercial property, and class four, industrial property as defined in Chapter 59, Section 2A of the General Laws, and an exemption for commercial and industrial properties in cities and towns with classified tax rates). In the event that the municipality shall no longer dedicate all or part of the additional funds to community preservation, the surcharge on the real property tax levy of not less than 1% shall remain in effect, provided that any such change must be approved pursuant to the same process as acceptance of the CPA. The surcharge is not counted in the total taxes assessed for the purpose of determining the permitted levy amount under Proposition 2½ (see "Tax Limitations" under "PROPERTY TAXATION" above). A city or town may revoke its acceptance of the provisions of the CPA at any time after 5 years from the date of such acceptance and may change the amount of the surcharge or the exemptions to the surcharge at any time, including reducing the surcharge to 1% and committing additional municipal funds as outlined above, provided that any such revocation or change must be approved pursuant to the same process as acceptance of the CPA.

Any city or town that accepts the provisions of the CPA will receive annual state matching grants to supplement amounts raised by its surcharge and dedication of revenue. The state matching funds are raised from certain recording and filing fees of the registers of deeds. Those amounts are deposited into a state trust fund and are distributed to cities and towns

that have accepted the provisions of the CPA, which distributions are not subject to annual appropriation by the state legislature. The amount distributed to each city and town is based on a statutory formula and the total state distribution made to any city or town may not exceed 100% of the amount raised locally by the surcharge on the real property tax levy.

The amounts raised by the surcharge on taxes, the dedication of revenue and received in state matching funds are required to be deposited in a dedicated community preservation fund. Each city or town that accepts the provisions of the CPA is required to establish a community preservation committee to study the community preservation needs of the community and to make recommendations to the legislative body of the city or town regarding the community preservation projects that should be funded from the community preservation fund. Upon the recommendations of the committee, the legislative body of the city or town may appropriate amounts from the fund for permitted community preservation purposes or may reserve amounts for spending in future fiscal years, provided that at least 10% of the total annual revenues to the fund must be spent or set aside for open space purposes, 10% for historic resource purposes and 10% for affordable housing purposes.

The CPA authorizes cities and towns that accept its provisions to issue bonds and notes in anticipation of the receipt of surcharge and dedicated revenues to finance community preservation projects approved under the provisions of the CPA. Bonds and notes issued under the CPA are general obligations of the city or town and are payable from amounts on deposit in the community preservation fund. In the event that a city or town revokes its acceptance of the provisions of the CPA, the surcharge shall remain in effect until all contractual obligations incurred by the city or town prior to such revocation, including the payment of bonds or notes issued under the CPA, have been fully discharged.

The Town has accepted the Act and set the surcharge rate at 2%. The Town implemented the program in fiscal year 2006 and is utilizing revenues to pay for a variety of municipal projects, including a \$19.2 million town hall preservation/restoration project financed, in part, with bonds in 2011 and 2012.

Community Preservation Fund Revenues

<u>Fiscal Year</u>	<u>Property Tax</u>	<u>State Contribution</u>	<u>Total</u>
2014	\$ 1,739,641	\$ 886,498	\$ 2,626,139
2013	1,697,455	437,167	2,134,622
2012	1,614,398	417,271	2,031,669
2011	1,566,385	401,199	1,967,584
2010	1,472,781	481,111	1,953,892

Pledged Taxes

Taxes on the increased value certain property in designated development districts may be pledged for the payment of costs of economic development projects within such districts and may therefore be unavailable for other municipal purposes. (See "Tax Increment Financing for Development Districts" below).

TOWN FINANCES

Budget and Appropriation Process

Town Meeting: The annual appropriations of the Town are ordinarily made at the annual meeting, which takes place in May. Appropriations may also be voted at special meetings. The Town has a finance committee, which submits reports and recommendations on proposed expenditures at town meetings.

The school budget is limited to the total amount appropriated by the city council or town meeting, but the school committee retains full power to allocate the funds appropriated. State legislation known as the Education Reform Act of 1993, as amended, imposes certain minimum expenditure requirements on municipalities with respect to funding for education. The requirements are determined on the basis of formulas affected by various measures of wealth and income, enrollments, prior levels of local spending and state aid, and other factors. In each fiscal year, the Town has appropriated at least the minimum expenditure requirement imposed by the Act.

The Town meeting may at any time vote to transfer any amount previously appropriated to any other authorized use by law, and, under certain circumstances and subject to certain limits and requirements, the selectmen of a town, with the concurrence of the finance committee, may transfer amounts appropriated for the use of any department to any other appropriation for the same department or to any other department.

Water and sewer department expenditures are generally included in the budgets adopted by city councils and town meetings but electric and gas department funds may be appropriated by the municipal light boards. Under certain legislation any city or town which accepts the legislation may provide that the appropriation for the operating costs of any department may be offset, in whole or in part, by estimated receipts from fees charged for services provided by the department. It is assumed that this general provision does not alter the pre-existing power of an electric or gas department to appropriate its own receipts.

Enterprises: Beginning with the fiscal 1996 budget, water and sewer operations are accounted for in separate enterprise accounts. Beginning with the fiscal 1999 budget solid waste operations are accounted for in a separate enterprise account.

Mandatory Items: Mandatory items, such as state and county assessments, the overlay for abatements, abatements in excess of overlays, principal and interest not otherwise provided for and final judgments are included in the tax levy whether or not included in the budget.

Revenues: Revenues are not required to be set forth in the budget but estimated non-tax revenues are taken into account by the assessors in fixing the tax levy. (See "PROPERTY TAXATION--Tax Levy Computation".)

Budget Trends

The following table sets forth the trend in operating budgets for fiscal years 2011 through 2015, as voted at the town meeting. As such, said budgets reflect neither revenues nor certain mandatory items.

BUDGET COMPARISON (1)

	Fiscal 2011	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015
General Government	\$3,539,581	\$3,625,375	\$3,807,723	\$3,943,011	\$4,036,311
Land Use and Development	343,203	369,378	385,926	411,156	423,211
Public Safety	11,812,664	12,030,242	12,145,898	13,027,952	13,714,066
Education(2)	46,483,339	48,999,008	51,892,719	54,729,548	58,854,499
Public Works & Facilities	12,822,796	12,790,755	12,916,949	13,313,148	13,497,982
Health & Human Services	1,024,791	1,026,923	1,077,278	1,187,497	1,247,688
Culture & Recreation	1,889,547	1,918,356	1,945,917	1,994,757	2,073,654
Employee Benefits(3)	18,177,878	18,402,953	19,778,577	20,523,425	21,095,270
Other Operating Expenses	955,000	1,177,000	1,266,000	1,017,550	1,247,252
Debt Service(4)	11,379,319	10,843,572	11,288,276	12,108,851	11,587,884
Reserve Fund	1,251,363	1,059,763	1,199,821	1,373,243	1,464,490
Total Expenditures	<u>\$109,679,481</u>	<u>\$112,243,325</u>	<u>\$117,705,084</u>	<u>\$123,630,138</u>	<u>\$129,242,307</u>

(1) Budget reflects only the amount appropriated by Town Meeting and thus does not include overlay or State assessments.

(2) Includes regional vocational school assessment.

(3) Includes pension and OPEB funding.

(4) Includes debt excluded from Proposition 2½ as well as estimated debt service on authorized and unissued debt.

Revenues

Property Taxes: Property taxes are the major source of revenue for the Town. The total amount levied is subject to certain limits prescribed by law; for a description of those limits see "PROPERTY TAXATION-- Tax Limitations" above. The table below sets forth the amount of property tax revenue for the following fiscal years:

<u>Fiscal Year</u>	<u>Property Taxes</u>
2014	\$ 105,364,496
2013	99,390,107
2012	95,268,408
2011	92,580,193
2010	86,639,841

State Aid: The Town's state aid entitlement is based upon a number of different formulas, and while said formulas might indicate that a particular amount of state aid is owed, the amount of state aid actually paid is limited to the amount appropriated by the state legislature. The state annually estimates state aid but actual payments may vary from the estimate. The table below sets forth the amount of state aid revenue for the following fiscal years:

<u>Fiscal Year</u>	<u>State Aid</u>
2015 (est)	\$ 9,966,189
2014	9,647,448
2013	9,212,185
2012	8,542,051
2011	8,332,661

Motor Vehicle Excise: An excise is imposed on the registration of motor vehicles (subject to exemptions) at the rate of \$25 per \$1,000 of valuation. The excise is collected by and for the benefit of the municipality in which the motor vehicle is customarily kept. Valuations are determined by a statutory formula based on manufacturer's list price and year of manufacture. Bills not paid when due bear interest at 12 percent per annum. Provision is also made after notice to the owner, for suspension of the owner's operating license or registration by the registrar of motor vehicles. The state annually estimates state aid but actual payments may vary from the estimate. The table below sets forth the amount of motor vehicle excise tax revenue for the following fiscal years:

<u>Fiscal Year</u>	<u>Motor Vehicle Excise</u>
2014	\$ 4,923,980
2013	4,620,449
2012	4,357,996
2011	4,256,790
2010	3,879,790

Water and Sewer Rates and Services: The Town's Public Works Department provides water and sewer services, accounted for as enterprise funds, to all commercial, industrial and residential users within the Town and charges them on the basis of metered consumption. Water and sewer rates are set by the Board of Selectmen. In fiscal year 2011, water and sewer revenues totaled \$14,833,214 and expenditures totaled \$12,048,070 including debt service, retirement costs and overhead. In fiscal year 2012, water and sewer revenues totaled \$13,819,336, which includes \$469,610 general fund receipt, and expenditures totaled \$13,112,987 including debt service, retirement costs and overhead. The Town has an ascending block rate schedule ranging from \$2.50 to \$4.40 per 100 cubic feet for water and from \$7.70 to \$9.70 per 100 cubic feet for sewer. Water irrigation rates range from \$4.85 to \$5.34 per 100 cubic feet for water. The Town has not raised water and sewer rates since 2006. In fiscal year 2013, water and sewer revenues totaled \$14,923,190, which includes \$493,392 general funds, and expenditures totaled \$13,682,552 including debt service, retirement costs and overhead. In fiscal year 2014, water and sewer revenues totaled \$15,183,031 including \$858,439 general funds, and expenditures totaled \$14,196,763 including debt service, retirement costs and overhead.

Local Options Meals Tax: On November 2, 2009, the Town adopted the local meals excise tax to be effective January 1, 2010. In fiscal year 2010, the local meals excise tax is a 0.75% tax on the gross receipts of a vendor from the sale of restaurant meals. The tax is paid by the vendor to the State Commissioner of Revenue, who in turn pays the tax to the municipality in which the meal was sold. The table below sets forth the amount of local option meals tax revenue for the following fiscal years:

<u>Fiscal Year</u>	<u>Local Option Meals Tax</u>
2014	\$ 471,830
2013	443,716
2012	404,409
2011	393,957

Room Occupancy Tax: Under this tax, local governments may tax the provision of hotel, motel lodging house rooms and bed and breakfast rooms at a rate not to exceed six percent (6%) of the cost of renting such rooms. The tax is paid by the operator of each establishment to the State Commissioner of Revenue, who in turn pays the tax back to the municipality in which the rooms are located in quarterly distributions. On November 2, 2009, the Town adopted an increase in the room occupancy tax to 6% to be effective January 1, 2010. The table below sets forth the amount of room occupancy tax revenue for the following fiscal years:

<u>Fiscal Year</u>	<u>Room Occupancy Tax</u>
2014	\$ 816,498
2013	539,026
2012	454,378
2011	408,883

Interest and Dividends: Fiscal year 2010 interest and dividends totaled \$496,885. Fiscal year 2011 interest and dividends totaled \$275,705. Fiscal year 2012 interest and dividends totaled \$103,130. Fiscal year 2013 interest and dividends totaled \$84,802. Fiscal year 2014 interest and dividends totaled \$77,523.

State Distributions

In addition to grants for specified capital purposes (some of which are payable over the life of the bonds issued for the projects), the Commonwealth provides financial assistance to cities and towns for current purposes. Payments to cities and towns are derived primarily from a percentage of the State's personal income, sales and use, and corporate excise tax receipts, together with the net receipts from the State Lottery. A municipality's state aid entitlement is based on a number of different formulas, of which the "schools" and "lottery" formulas are the most important. Both of the major formulas tend to provide more state aid to poorer communities. The formulas for determining a municipality's state aid entitlement are subject to amendment by the state legislature and, while a formula might indicate that a particular amount of state aid is owed, the amount of state aid actually paid is limited to the amount appropriated by the state legislature. The state annually estimates state aid, but the actual state aid payments may vary from the estimate.

In the fall of 1986, both the State Legislature (by statute, repealed as of July 1, 1999) and the voters (by initiative petition) placed limits on the growth of state tax revenues. Although somewhat different in detail, each measure essentially limited the annual growth in state tax revenues to an average rate of growth in wages and salaries in the Commonwealth over the three previous calendar years. If not amended, the remaining law could restrict the amount of state revenues available for state aid to local communities.

State School Building Assistance Program

Under its school building assistance program, the Commonwealth of Massachusetts provides grants to cities, towns and regional school districts for school construction projects. Until July 26, 2004, the State Board of Education was responsible for approving grants for school projects and otherwise administering the program. Grant amounts ranged from 50% to 90% of approved project costs. Municipalities generally issued bonds to finance the entire project cost, and the Commonwealth disbursed the grants in equal annual installments over the term of the related bonds.

Pursuant to legislation which became effective on July 26, 2004, the state legislature created the MSBA to finance and administer the school building assistance program. The MSBA assumed all powers and obligations of the Board of Education with respect to the program. In addition to certain other amounts, the legislation dedicates a portion of Commonwealth sales tax receipts to the MSBA to finance the program.

Projects previously approved for grants by the State Board of Education are entitled to receive grant payments from the MSBA based on the approved project cost and reimbursement rate applicable under the prior law. The MSBA has paid and is expected to continue to pay the remaining amounts of the grants for such projects either in annual installments to reimburse debt service on bonds issued by the municipalities to finance such projects, or as lump sum payments to contribute to the defeasance of such bonds.

Projects on the priority waiting list as of July 1, 2004 are also entitled to receive grant payments from the MSBA based on the eligible project costs and reimbursement rates applicable under the prior law. With limited exceptions, the MSBA is required to fund the grants for such projects in the order in which they appeared on the waiting list. Grants for any such projects that have been completed or substantially completed have been paid and are expected to continue to be paid by the MSBA in lump sum payments, thereby eliminating the need for the MSBA to reimburse interest expenses that would otherwise be incurred by the municipalities to permanently finance the MSBA's share of such project costs. Interest on debt issued by municipalities prior to July 1, 2004 to finance such project costs, and interest on temporary debt until receipt of the grant, is included in the approved costs of such projects. Grants for any such projects that have not yet commenced or that are underway have been and are expected to continue to be paid by the MSBA as project costs are incurred by the municipality pursuant to a project funding agreement between the MSBA and the municipality, eliminating the need for the municipality to borrow even on a temporary basis to finance the MSBA's share of the project costs in most cases.

The range of reimbursement rates for new project grant applications submitted to the MSBA on or after July 1, 2007 has been reduced to between 40% and 80% of approved project costs. The MSBA promulgated regulations with respect to the application and approval process for projects submitted after July 1, 2007. The MSBA pays grants for such projects as project costs are incurred pursuant to project funding agreements between the MSBA and the municipalities. None of the interest expense incurred on debt issued by municipalities to finance their portion of the costs of new projects are included in the approved project costs eligible for reimbursement.

Investment of Town Funds

Investments of funds of cities and towns, except for trust funds, are generally restricted by Massachusetts General Laws Chapter 44, §55. That statute permits investments of available revenue funds and bond and note proceeds in term deposits and certificates of deposits of banks and trust companies, in obligations issued or unconditionally guaranteed by the federal government or an agency thereof with a maturity of not more than one year, in repurchase agreements with a maturity of not more than 90 days secured by federal or federal agency securities, in participation units in the Massachusetts Municipal Depository Trust ("MMDT"), or in shares in SEC-registered money market funds with the highest possible rating from at least one nationally recognized rating organization.

MMDT is an investment pool created by the Commonwealth. The State Treasurer is the sole trustee, and the funds are managed under contract by an investment firm under the supervision of the State Treasurer's office. According to the State Treasurer the MMDT's investment policy is designed to maintain an average weighted maturity of 90 days or less and is limited to high-quality, readily marketable fixed income instruments, including U.S. Government obligations and highly-rated corporate securities with maturities of one year or less.

MMDT funds, unless otherwise provided by the donor, may be invested in accordance with §54 of Chapter 44, which permits a broader range of investments than §55, including any bonds or notes that are legal investments for savings banks in the Commonwealth. The restrictions imposed by §54 and §55 do not apply to city and town retirement systems.

A breakdown of the Town's investments may be obtained from the Town Treasurer.

Annual Audits

The Town's financial statements have been audited annually. Copies of audit reports are available at the office of the Town Accountant of the Town of Needham. The Town's financial statements are audited by Melanson, Heath & Company, P.C., Nashua, New Hampshire. A copy of the fiscal 2013 audit is attached hereto as Appendix A.

The attached report speaks only as of its date, and only to the matters expressly set forth therein. The auditors have not been engaged to review this Official Statement or to perform audit procedures regarding the post-audit period, nor have

the auditors been requested to give their consent to the inclusion of their report in Appendix A. Except as stated in their report, the auditors have not been engaged to verify the financial information set out in Appendix A and are not passing upon and do not assume responsibility for the sufficiency, accuracy or completeness of the financial information presented in that appendix.

Financial Statements

Set forth on the following pages are Governmental Funds Balance Sheets for fiscal years ended June 30, 2013, June 30, 2012 and June 30, 2011, the Statement of Revenues, Expenditures and Changes in Fund Balance for the fiscal year ended June 30, 2013, 2012 and June 30, 2011 and a Comparative Statement of Revenues, Expenditures and Changes in Fund Balance--General Fund, for fiscal years ended June 30, 2009 and June 30, 2010. All said financial statements have been extracted from the Town's audited financial statements.

TOWN OF NEEDHAM, MASSACHUSETTS

GOVERNMENTAL FUNDS

AS OF JUNE 30, 2013 (1)

	General	Community Preservation Fund	Senior Center Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and Cash Equivalents	\$ 18,265,436	\$ -	\$ 2,150,773	\$ 10,514,923	\$ 30,931,132
Investments	17,064,150	5,756,285	-	2,141,813	24,962,248
Receivables:					
Property Taxes	3,262,683	10,891	-	-	3,273,574
Excises	737,908	-	-	-	737,908
Departmental	978,294	-	-	7,015	985,309
Intergovernmental	7,453,818	-	-	1,007,626	8,461,444
Other	66,900	-	-	-	66,900
Total Assets	<u>\$ 47,829,189</u>	<u>\$ 5,767,176</u>	<u>\$ 2,150,773</u>	<u>\$ 13,671,377</u>	<u>\$ 69,418,515</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES					
Liabilities:					
Warrants and Accounts Payable	\$ 2,200,633	\$ -	\$ 745,361	\$ 665,717	\$ 3,611,711
Accrued liabilities	3,130,387	138	-	125,164	3,255,689
Refunds payable	344,885	-	-	-	344,885
Notes payable	-	-	6,500,000	4,017,125	10,517,125
Other Liabilities	199,824	-	-	-	199,824
Total Liabilities	<u>5,875,729</u>	<u>138</u>	<u>7,245,361</u>	<u>4,808,006</u>	<u>17,929,234</u>
Deferred Inflows of Resources	12,357,601	10,891	-	7,015	12,375,507
Fund Balance:					
Nonspendable	-	-	-	188,478	188,478
Restricted	1,076,293	5,756,147	-	7,553,134	14,385,574
Committed	6,638,948	-	-	2,312,078	8,951,026
Assigned	6,730,461	-	-	-	6,730,461
Unassigned	15,150,157	-	(5,094,588)	(1,197,334)	8,858,235
Total Fund Balances	<u>29,595,859</u>	<u>5,756,147</u>	<u>(5,094,588)</u>	<u>8,856,356</u>	<u>39,113,774</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 47,829,189</u>	<u>\$ 5,767,176</u>	<u>\$ 2,150,773</u>	<u>\$ 13,671,377</u>	<u>\$ 69,418,515</u>

(1) Extracted from the audited financial statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
GOVERNMENTAL FUNDS
AS OF JUNE 30, 2012 (1)

	General	Community Preservation Fund	Newman School Repaid Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and Cash Equivalents	\$ 13,884,305	\$ -	\$ -	\$ 7,374,046	\$ 21,258,351
Investments	13,363,633	4,339,413	-	1,858,981	19,562,027
Due to Newman School Fund	4,289,304	-	-	-	4,289,304
Receivables:					
Property Taxes	3,178,645	16,655	-	-	3,195,300
Excises	578,901	-	-	-	578,901
Departmental	820,241	-	-	14,054	834,295
Intergovernmental	8,199,192	-	448,832	384,592	9,032,616
Other	54,182	-	-	-	54,182
Total Assets	\$ 44,368,403	\$ 4,356,068	\$ 448,832	\$ 9,631,673	\$ 58,804,976
LIABILITIES AND FUND BALANCES					
Liabilities:					
Warrants and Accounts Payable	\$ 1,912,497	\$ 2,443	\$ 1,054,973	\$ 1,084,293	\$ 4,054,206
Due to General Fund	-	-	4,289,304	-	4,289,304
Deferred Revenue	12,562,923	16,655	-	14,066	12,593,644
Taxes collected in advance	3,102	-	-	-	3,102
Accrued Liabilities	3,213,014	135	-	115,741	3,328,890
Refunds Payable	846,316	-	-	-	846,316
Notes Payable	-	-	4,734,200	3,580,800	8,315,000
Other Liabilities	206,141	-	-	4,585	210,726
Total Liabilities	18,743,993	19,233	10,078,477	4,799,485	33,641,188
Fund Balance:					
Nonspendable	-	-	-	188,478	188,478
Restricted	448,175	4,336,835	-	7,307,657	12,092,667
Committed	5,744,220	-	-	1,542,872	7,287,092
Assigned	8,585,173	-	-	-	8,585,173
Unassigned	10,846,842	-	(9,629,645)	(4,206,819)	(2,989,622)
Total Fund Balances	25,624,410	4,336,835	(9,629,645)	4,832,188	25,163,788
Total Liabilities and Fund Balances	\$ 44,368,403	\$ 4,356,068	\$ 448,832	\$ 9,631,673	\$ 58,804,976

(1) Extracted from the audited financial statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
GOVERNMENTAL FUNDS
AS OF JUNE 30, 2011 (1)

	General	Community Preservation Fund	Town Hall Renovation Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and Cash Equivalents	\$ 9,263,369	\$ -	\$ 2,480,536	\$ 14,768,394	\$ 26,512,299
Investments	14,882,578	2,719,038	-	1,865,078	19,466,694
Receivables:					
Property Taxes	2,925,803	11,549	-	-	2,937,352
Excise	605,881	-	-	-	605,881
Departmental	717,079	-	-	10,243	727,322
Intergovernmental	8,944,580	-	-	430,957	9,375,537
Other	66,825	-	-	-	66,825
Total Assets	\$ 37,406,115	\$ 2,730,587	\$ 2,480,536	\$ 17,074,672	\$ 59,691,910
LIABILITIES AND FUND BALANCES					
Liabilities:					
Warrants and Accounts Payable	\$ 863,943	\$ -	\$ 611,192	\$ 2,222,059	\$ 3,697,194
Deferred Revenue	13,059,635	11,549	-	11,011	13,082,195
Taxes collected in advance	187,504	-	-	-	187,504
Accrued Liabilities	1,899,084	687	-	106,712	2,006,483
Refunds Payable	343,257	-	-	-	343,257
Other Liabilities	113,989	-	-	4,585	118,574
Total Liabilities	16,467,412	12,236	611,192	2,344,367	19,435,207
Fund Balance:					
Nonspendable	-	-	-	188,478	188,478
Restricted	500,990	2,718,351	1,869,344	13,047,777	18,136,462
Committed	5,214,132	-	-	1,534,534	6,748,666
Assigned	6,359,633	-	-	-	6,359,633
Unassigned	8,863,948	-	-	(40,484)	8,823,464
Total Fund Balances	20,938,703	2,718,351	1,869,344	14,730,305	40,256,703
Total Liabilities and Fund Balances	\$ 37,406,115	\$ 2,730,587	\$ 2,480,536	\$ 17,074,672	\$ 59,691,910

(1) Extracted from the audited financial statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
AS OF JUNE 30, 2013 (1)

REVENUES:	General	Community Preservation Fund	Senior Center Fund	Nonmajor Governmental Funds	Total Governmental Funds
Property Taxes	\$ 99,970,554	\$ 1,697,565	\$ -	\$ -	\$ 101,668,119
Excise Taxes	4,620,449	-	-	-	4,620,449
Penalties, Interest & Other Taxes	1,330,634	2,429	-	-	1,333,063
Charges for Services	887,648	-	-	5,762,393	6,650,041
Departmental	851,889	-	-	-	851,889
Licenses and Permits	1,869,446	-	-	-	1,869,446
Intergovernmental	22,193,047	437,167	-	5,619,279	28,249,493
Investment Income	161,042	40,751	-	268,009	469,802
Fines and Forfeitures	220,952	-	-	-	220,952
Contributions	-	-	-	917,571	917,571
Other	479,326	-	-	64,425	543,751
Total Revenues	<u>\$ 132,584,987</u>	<u>\$ 2,177,912</u>	<u>\$ -</u>	<u>\$ 12,631,677</u>	<u>\$ 147,394,576</u>
EXPENDITURES:					
General Government	4,718,884	208,600	-	56,941	4,984,425
Public Safety	13,445,757	-	-	209,889	13,655,646
Education	69,546,442	-	-	9,927,443	79,473,885
Public Works	6,498,065	-	-	22,451	6,520,516
Maintenance	8,043,322	-	5,473,672	10,396,722	23,913,716
Health and Human Services	1,191,925	-	-	325,825	1,517,750
Culture and Recreation	2,112,052	-	-	588,124	2,700,176
Employee Benefits	8,742,496	-	-	-	8,742,496
Other	480,929	-	-	-	480,929
Debt Service					-
Principal	7,117,979	-	-	-	7,117,979
Interest	2,339,358	-	-	-	2,339,358
Intergovernmental	1,181,083	-	-	-	1,181,083
Total Expenditures	<u>125,418,292</u>	<u>208,600</u>	<u>5,473,672</u>	<u>21,527,395</u>	<u>152,627,959</u>
Excess (Deficiency) of Revenues Over Expenditures	7,166,695	1,969,312	(5,473,672)	(8,895,718)	(5,233,383)
Other Financing Sources (Uses)					
Issuance of Bonds	-	-	1,000,000	16,959,000	17,959,000
Bond Premium	811,162	-	-	-	811,162
Transfers In	2,402,361	-	267,500	5,403,459	8,073,320
Transfers out	(6,408,769)	(550,000)	-	(701,344)	(7,660,113)
Total Other Financing Sources - Net	<u>(3,195,246)</u>	<u>(550,000)</u>	<u>1,267,500</u>	<u>21,661,115</u>	<u>19,183,369</u>
Net Change in Fund Balances	3,971,449	1,419,312	(4,206,172)	12,765,397	13,949,986
Fund Balances, at Beginning of Year	25,624,410	4,336,835	(888,416)	(3,909,041)	25,163,788
Fund Balances, at End of Year	<u>\$ 29,595,859</u>	<u>\$ 5,756,147</u>	<u>\$ (5,094,588)</u>	<u>\$ 8,856,356</u>	<u>\$ 39,113,774</u>

(1) Extracted from the audited financial statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
AS OF JUNE 30, 2012 (1)

	General	Community Preservation Fund	Town Hall Renovation Fund	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:					
Property Taxes	\$ 95,321,535	\$ 1,619,595	\$ -	\$ -	\$ 96,941,130
Excise Taxes	4,357,996	-	-	-	4,357,996
Penalties, Interest & Other Taxes	1,253,898	2,225	-	-	1,256,123
Charges for Services	937,946	-	-	5,781,445	6,719,391
Departmental	654,886	-	-	-	654,886
Licenses and Permits	1,950,768	-	-	-	1,950,768
Intergovernmental	20,983,554	417,271	6,067,548	6,481,766	33,950,139
Investment Income	257,434	52,255	-	12,535	322,224
Fines and Forfeitures	235,632	-	-	-	235,632
Contributions	-	-	-	482,130	482,130
Other	625,721	-	-	79,912	705,633
Total Revenues	<u>\$ 126,579,370</u>	<u>\$ 2,091,346</u>	<u>\$ 6,067,548</u>	<u>\$ 12,837,788</u>	<u>\$ 147,576,052</u>
EXPENDITURES:					
General Government	4,488,463	172,862	-	71,279	4,732,604
Public Safety	13,408,932	-	-	69,349	13,478,281
Education	66,722,685	-	-	10,350,310	77,072,995
Public Works	5,567,194	-	-	79,832	5,647,026
Maintenance	7,414,663	-	19,884,378	13,230,234	40,529,275
Health and Human Services	1,218,079	-	-	323,466	1,541,545
Culture and Recreation	2,043,808	-	-	899,221	2,943,029
Employee Benefits	7,725,321	-	-	-	7,725,321
Other	455,170	-	-	-	455,170
Debt Service					
Principal	7,203,678	-	-	-	7,203,678
Interest	2,659,206	-	-	-	2,659,206
Intergovernmental	1,165,155	-	-	-	1,165,155
Total Expenditures	<u>120,072,354</u>	<u>172,862</u>	<u>19,884,378</u>	<u>25,023,691</u>	<u>165,153,285</u>
Excess (Deficiency) of Revenues					
Over Expenditures	6,507,016	1,918,484	(13,816,830)	(12,185,903)	(17,577,233)
Other Financing Sources (Uses)					
Issuance of Bonds	-	-	-	2,460,000	2,460,000
Issuance of Refunded Debt	10,995,000	-	-	-	10,995,000
Payment to Refunding Escrow Agent	(11,065,000)	-	-	-	(11,065,000)
Bond Premium	207,238	-	-	-	207,238
Transfers In	2,500,159	-	276,005	2,594,553	5,370,717
Transfers out	(4,458,706)	(300,000)	-	(724,931)	(5,483,637)
Total Other Financing Sources - Net	<u>(1,821,309)</u>	<u>(300,000)</u>	<u>276,005</u>	<u>4,329,622</u>	<u>2,484,318</u>
Net Change in Fund Balances	4,685,707	1,618,484	(13,540,825)	(7,856,281)	(15,092,915)
Fund Balances, at Beginning of Year					
as Reclassified	20,938,703	2,718,351	3,911,180	12,688,469	40,256,703
Fund Balances, at End of Year	<u>\$ 25,624,410</u>	<u>\$ 4,336,835</u>	<u>\$ (9,629,645)</u>	<u>\$ 4,832,188</u>	<u>\$ 25,163,788</u>

(1) Extracted from the audited financial statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
AS OF JUNE 30, 2011(1)

REVENUES:	General	Community Preservation Fund	Town Hall Renovation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Property Taxes	\$ 93,024,263	\$ 1,564,254	\$ -	\$ -	\$ 94,588,517
Excise Taxes	4,256,790	-	-	-	4,256,790
Penalties, Interest & Other Taxes	1,230,729	2,653	-	-	1,233,382
Charges for Services	946,196	-	-	5,506,410	6,452,606
Departmental	842,350	-	-	-	842,350
Licenses and Permits	1,441,264	-	-	-	1,441,264
Intergovernmental	20,712,707	401,199	-	6,523,234	27,637,140
Investment Income	164,820	36,536	-	338,487	539,843
Fines and Forfeitures	260,862	-	-	-	260,862
Contributions	-	-	-	423,032	423,032
Other	130,218	-	-	32,748	162,966
Total Revenues	\$ 123,010,199	\$ 2,004,642	\$ -	\$ 12,823,911	\$ 137,838,752
EXPENDITURES:					
General Government	4,376,308	740,075	-	149,499	5,265,882
Public Safety	14,331,213	-	-	105,004	14,436,217
Education	64,720,506	-	-	9,747,801	74,468,307
Public Works	5,956,425	-	-	39,377	5,995,802
Maintenance	7,961,342	-	8,591,910	7,833,374	24,386,626
Health and Human Services	1,205,738	-	-	370,447	1,576,185
Culture and Recreation	2,078,044	-	-	707,447	2,785,491
Employee Benefits	7,069,136	-	-	-	7,069,136
Debt Service					-
Principal	8,426,975	-	-	-	8,426,975
Interest	2,579,079	-	-	-	2,579,079
Intergovernmental	1,099,885	-	-	-	1,099,885
Total Expenditures	119,804,651	740,075	8,591,910	18,952,949	148,089,585
Excess (Deficiency) of Revenues Over Expenditures	3,205,548	1,264,567	(8,591,910)	(6,129,038)	(10,250,833)
Other Financing Sources (Uses)					
Issuance of Bonds	-	-	6,000,000	9,349,697	15,349,697
Bond Premium	302,525	-	-	-	302,525
Operating Transfers In	1,807,490	-	-	2,066,564	3,874,054
Operating Transfers Out	(2,846,999)	-	-	(315,616)	(3,162,615)
Total Other Financing Sources - Net	(736,984)	-	6,000,000	11,100,645	16,363,661
Net Change in Fund Balances	2,468,564	1,264,567	(2,591,910)	4,971,607	6,112,828
Beginning Fund Balance	18,470,139	1,453,784	4,461,254	9,758,698	34,143,875
Ending Fund Balance	20,938,703	2,718,351	1,869,344	14,730,305	40,256,703

(1) Extracted from the audited financial statements of the Town.

TOWN OF NEEDHAM, MASSACHUSETTS
COMPARATIVE STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GENERAL FUND (1)

	June 30,		
	2008	2009	2010
REVENUES:			
Property Taxes, net of Prov. For Abate.	\$ 77,308,742	\$ 81,525,742	\$ 87,242,948
Motor Vehicle Excise	4,392,444	4,129,367	3,879,790
Intergovernmental	18,600,195	19,172,726	19,337,306
Interest and Dividends	1,269,189	718,000	497,129
Departmental and Other	993,553	920,588	974,413
Charges for Services	846,261	948,713	958,007
Licenses and Permits	2,086,461	1,192,088	1,150,532
Fines and Forfeitures	253,127	264,567	250,588
Penalties, Interest & Other Income	649,643	713,231	813,967
Contributions	-	-	-
Other	298,934	67,043	96,818
Total Revenues	<u>\$ 106,698,549</u>	<u>\$ 109,652,065</u>	<u>\$ 115,201,498</u>
EXPENDITURES:			
General Government	3,756,182	4,157,763	4,072,409
Public Safety	13,185,701	13,559,276	14,199,625
Education	56,049,800	58,723,273	62,159,816
Public Works	4,968,015	5,751,399	5,248,762
Building Maintenance	6,770,648	7,468,136	7,288,825
Human Services	1,009,242	1,115,610	1,168,426
Culture and Recreation	1,912,175	1,955,017	2,003,985
Employee Benefits	6,897,381	6,911,134	6,863,095
Other	1,032,441	-	-
State and County Assessment	-	-	1,064,984
Debt Service	7,283,298	8,361,650	6,636,977
Intergovernmental	-	1,043,179	2,422,598
Total Expenditures	<u>102,864,883</u>	<u>109,046,437</u>	<u>113,129,502</u>
Excess (Deficiency) of Revenues Over Expenditures	3,833,666	605,628	2,071,996
Other Financing Sources (Uses)			
Refunding	-	-	-
Bond Premium	109,318	207,033	244,378
Payments to Escrow	-	-	-
Operating Transfers In	1,709,696	1,735,496	1,942,584
Operating Transfers Out	(4,442,527)	(5,961,813)	(3,381,509)
Total Other Financing Sources - Net	<u>(2,623,513)</u>	<u>(4,019,284)</u>	<u>(1,194,547)</u>
Excess (Deficiency) of Revenues and Other Sources over Expenditures and Other Uses	1,210,153	(3,413,656)	877,449
Beginning Fund Balance	<u>15,476,037</u>	<u>16,686,190</u>	<u>13,272,534</u>
Ending Fund Balance	<u>\$16,686,190</u>	<u>\$13,272,534</u>	<u>\$14,149,983</u>

(1) Extracted from the audited financial statements of the Town.

Free Cash and Unassigned/Undesignated General Fund Balances

Under Massachusetts law an amount known as "free cash" is certified as of the beginning of each fiscal year by the State Bureau of Accounts and this, together with certain subsequent tax receipts, is used as the basis for subsequent appropriations from available funds, which are not required to be included in the annual tax levy. Subject to certain adjustments, free cash is surplus revenue (or, in the Town's case, Unreserved Fund Balance) less uncollected and overdue property taxes from prior years.

The following table sets forth the trend in free cash as certified by the Bureau of Accounts as well as the Unassigned/Undesignated General Fund balance.

Fiscal Year	Free Cash (July 1)	Unassigned/Undesignated General Fund Balance
2013	\$ 2,153,808	\$ 15,150,157
2012	5,366,720	10,846,842 (1)
2011	5,380,269 (2)	8,863,948 (1)
2010	3,568,037	6,184,718
2009	3,145,416	6,140,369

- (1) Due to the changes in GASB fund balance reporting practices, Unassigned General Fund Balance includes Stabilization Fund Balances.
- (2) The Town's Free Cash increased due to several one-time factors, insurance recoveries, investment income earned on some temporary higher cash balances resulting from several school projects, and favorable trends with the Town's health insurance program.

Stabilization Fund

The Town maintains a stabilization fund, which is accounted for in the Trust Funds. Funded by an appropriation, the Stabilization Fund plus interest income may be appropriated at an annual or special town meeting for any purpose. The following table sets forth the trend in Stabilization Fund balance.

Fiscal Year	Stabilization Fund Balance (June 30)
2014	\$ 3,815,322
2013	3,729,614
2012	3,718,000
2011	3,656,504
2010	3,628,348

Capital Improvement Fund

The Town continues to provide additional funding to its newly established capital improvement fund, which helps ensure the replacement of capital equipment, however there were no draws on the Town's Stabilization Fund to support any operating or capital expenditures. Effective as of December 31, 2010, the balance in the capital improvement fund was \$560,238. The following table sets forth the trend in Capital Improvement Fund balance.

Fiscal Year	Capital Improvement Fund Balance (June 30)
2014	\$ 650,177
2013	648,940
2012	649,000
2011	597,549
2010	561,002

Capital Facility Fund

The newly established Capital Facilities Fund exists primarily to fund building improvements. The following table sets forth the trend in Capital Facility Fund balance.

<u>Fiscal Year</u>	<u>Capital Facility Fund Balance (June 30)</u>
2014	\$ 1,295,691
2013	1,293,383
2012	1,150,251
2011	733,221

Athletic Facility Fund

In fiscal year 2013, the Town created a stabilization fund to cover the costs of the eventual replacement of the Town's artificial turf fields. The Town appropriated \$283,133 to the Fund in fiscal year 2013 and appropriated an additional \$901,333 for fiscal year 2014.

Tax Increment Financing for Development Districts

Under recent legislation, cities and towns are authorized to establish development districts to encourage increased residential, industrial and commercial activity. All or a portion of the taxes on growth in assessed value in such districts may be pledged and used solely to finance economic development projects pursuant to the city or town's development program for the district. This includes pledging such "tax increments" for the payment of bonds issued to finance such projects. As a result of any such pledge, tax increments raised from new growth properties in development districts are not available for other municipal purposes. Tax increments are taken into account in determining the total taxes assessed for the purpose of calculating the maximum permitted tax levy under Proposition 2½ (see "Tax Limitations" under "PROPERTY TAXATION" above.)

Although not a development district as defined above, in December 2012, the Town established a tax increment district in connection with the relocation of Trip Advisors LLC, an internet based travel agency, with approximately 450 employees to Needham from Newton, Massachusetts. The economic opportunity area was created pursuant to Chapter 23A of the Massachusetts General Laws in conjunction with the Massachusetts Office of Business Development's Economic Assistance Coordinating Council. The 13-year agreement exempts 76% of Trip Advisors' growth in assessed value for the first five years and exempts 1% of the growth in years 6 through 13.

INDEBTEDNESS

Authorization Procedure and Limitations

Serial bonds and notes are authorized by a two-thirds vote of the town meeting. Provision is made for a referendum on the borrowing authorization if there is a timely filing of a petition bearing the requisite number of signatures. Refunding bonds and notes are authorized by the selectmen. Borrowings for some purposes require State administrative approval.

When serial bonds or notes have been authorized, bond anticipation notes may be issued by the officers authorized to issue the serial bonds or notes. Temporary debt in anticipation of the revenue of the fiscal year in which the debt is incurred or in anticipation of authorized federal and state aid generally may be incurred by the treasurer with the approval of the selectmen.

Debt Limits

General Debt Limit. The General Debt Limit of a city or town consists of a Normal Debt Limit and a Double Debt Limit. The Normal Debt Limit is 5 percent of the valuation of taxable property as last equalized by the State Department of Revenue. A city or town can authorize debt up to this amount without state approval. It can authorize debt up to twice this amount (the Double Debt Limit) with the approval of the state Municipal Finance Oversight Board ("MFOB") composed of the State Treasurer, the State Auditor, the Attorney General and the Director of Accounts.

There are many categories of general obligation debt which are exempt from and do not count against the General Debt Limit. Among others, these exempt categories include revenue anticipation notes and grant anticipation notes; emergency loans; loans exempted by special laws; certain school bonds, sewer bonds, solid waste disposal facility bonds and economic development bonds supported by tax increment financing; and subject to special debt limits, bonds for water (limited to 10 percent of equalized valuation), housing, urban renewal and economic development (subject to various debt limits), and electric, gas, community antenna television systems, and telecommunications systems (subject to a separate limit). Revenue bonds are not subject to these debt limits. The General Debt Limit and the special debt limit for water bonds apply at the time the debt is authorized. The other special debt limits generally apply at the time the debt is incurred.

Revenue Anticipation Notes. The amount borrowed in each fiscal year by the issue of revenue anticipation notes is limited to the tax levy of the prior fiscal year, together with the net receipts in the prior fiscal year from the motor vehicle excise and certain payments made by the Commonwealth in lieu of taxes. The fiscal year ends on June 30. Notes may mature in the following fiscal year, and notes may be refunded into the following fiscal year to the extent of the uncollected, unabated current tax levy and certain other items, including revenue deficits, overlay deficits, final judgments and lawful unappropriated expenditures, which are to be added to the next tax levy, but excluding deficits arising from a failure to collect taxes of earlier years. (See "Taxation to Meet Deficits" under "PROPERTY TAXATION" above.) In any event, the period from an original borrowing to its final maturity cannot exceed one year.

Types of Obligations

General Obligations. Massachusetts cities and towns are authorized to issue general obligation indebtedness of these types:

Serial Bonds and Notes. These are generally required to be payable in annual principal amounts beginning no later than the end of the next fiscal year commencing after the date of issue and ending within the terms permitted by law. A level debt service schedule, or a schedule that provides for a more rapid amortization of principal than level debt service, is permitted. The principal amounts of certain economic development bonds supported by tax increment financing may be payable in equal, diminishing or increasing amounts beginning within 5 years after the date of issue. The maximum terms of serial bonds and notes vary from one year to 40 years, depending on the purpose of the issue. The maximum terms permitted are set forth in the statutes. In addition, for many projects, the maximum term may be determined in accordance with useful life guidelines promulgated by the State Department of Revenue. Serial bonds and notes may be issued for the purposes set forth in the statutes. In addition, serial bonds and notes may be issued for any other public work improvement or asset not specifically listed in the Statutes that has a useful life of at least 5 years. Bonds or notes may be made callable and redeemed prior to their maturity, and a redemption premium may be paid. Refunding bonds or notes may be issued subject to the maximum applicable term measured from the date of the original bonds or notes and must produce present value savings over the debt service of the refunded bonds. Generally, the first required annual payment of principal of the refunding bonds cannot be later than the first principal payment of any of the bonds or notes being refunded thereby, however, principal payments made before the first principal payment of any of the bonds or notes being refunded thereby may be in any amount.

Serial bonds may be issued as "qualified bonds" with the approval of the state MFOB, subject to such conditions and limitations (including restrictions on future indebtedness) as may be required by the MFOB. Qualified bonds may mature not less than 10 nor more than 30 years from their dates and are not subject to the amortization requirements described above. The State Treasurer is required to pay the debt service on qualified bonds and thereafter to withhold the amount of the debt

service paid by the State from state aid or other state payments; administrative costs and any loss of interest income to the State are to be assessed upon the city or town.

Tax Credit Bonds or Notes. Subject to certain provisions and conditions, the officers authorized to issue bonds or notes may designate any duly authorized issue of bonds or notes as "tax credit bonds" to the extent such bonds and notes are otherwise permitted to be issued with federal tax credits or other similar subsidies for all or a portion of the borrowing costs. Tax credit bonds may be made payable without regard to the annual installments required by any other law, and a sinking fund may be established for the payment of such bonds. Any investment that is part of such a sinking fund may mature not later than the date fixed for payment or redemption of the applicable bonds.

Bond Anticipation Notes. These generally must mature within two years of their original dates of issuance but may be refunded from time to time for a period not to exceed five years from their original dates of issuance, provided that for each year that the notes are refunded beyond the second year they must be paid in part from revenue funds in an amount at least equal to the minimum annual payment that would have been required if the bonds had been issued at the end of the second year. For certain school projects, however, notes may be refunded from time to time for a period not to exceed seven years without having to pay any portion of the principal of the notes from revenue funds. The maximum term of bonds issued to refund bond anticipation notes is measured (except for certain school projects) from the date of the original issue of the notes.

Revenue Anticipation Notes. These are issued to meet current expenses in anticipation of taxes and other revenues. They must mature within one year but, if payable in less than one year, may be refunded from time to time up to one year from the original date of issue. The Town has not issued revenue anticipation notes during the past twenty fiscal years.

Grant Anticipation Notes. These are issued for temporary financing in anticipation of federal grants and state and county reimbursements. Generally, they must mature within two years but may be refunded from time to time as long as the municipality remains entitled to the grant or reimbursement.

Revenue Bonds. Cities and towns may issue revenue bonds for solid waste disposal facilities, for projects financed under the Commonwealth's Water Pollution Abatement or Drinking Water Revolving Loan Programs and for certain economic development projects supported by tax increment financing. In addition, cities and towns having electric departments may issue electric revenue bonds, and notes in anticipation of such bonds, subject to the approval of the State Department of Telecommunications and Energy.

DIRECT DEBT SUMMARY (1) As of June 30, 2014

Long-Term Debt Outstanding:			
Within the General Debt Limit:			
Schools	\$	56,366,000	
Sewers & Drains		9,061,131	
Other Inside General		28,671,000	
Recycling & Transfer Station		210,000	
Total Within the General Debt Limit			\$ 94,308,131
Outside the General Debt Limit:			
Water		6,587,712	
Sewer		712,300	
Other Outside General		28,430	
Total Outside the General Debt Limit			<u>7,328,442</u>
Total Bonded Debt			<u>101,636,574</u>
Short-Term Debt Outstanding:			
Bond Anticipation Notes Outstanding (2)		1,607,000	
Less:			
To Be Retired with Revenue Funds		<u>(277,000)</u>	
Total Short-Term Debt Outstanding (3)			<u>1,330,000</u>
Total Direct Debt			<u><u>\$ 102,966,574</u></u>

(1) Principal amount only. Excludes lease and installment purchase obligations, overlapping debt, unfunded pension liability and other post-employment benefits liability.

(2) Payable December 1, 2014.

(3) This issue, payable April 15, 2015.

Debt Ratios

The following table sets forth debt as a percentage of assessed valuation and per capita debt at the end of the following fiscal years. The table considers the principal amount of general obligation bonds of the Town. The table does not deduct anticipated state grant payments applicable to the principal amount of outstanding bonds or debt that may be supported in whole, or part, by non-tax revenues.

Fiscal Year End	General Obligation Bonds Outstanding	Population (2010 Federal Census)	Local Assessed Valuation	Per Capita Debt	Debt as a % of Assessed Valuation
2014	\$ 101,636,574	28,886	\$ 8,068,732,995	\$ 3,519	1.26 %
2013	100,315,626	28,886	7,923,989,930	3,473	1.27
2012	85,101,441	28,886	7,833,149,500	2,946	1.09
2011	91,953,197	28,886	7,576,258,088	3,183	1.21
2010	85,433,027	28,886	7,431,763,903	2,958	1.15

Principal Payments by Purpose

The following table sets forth the principal payments by purpose for the Town's outstanding bonds as of June 30, 2014.

GENERAL OBLIGATION BONDS Principal Payments by Purpose as of June 30, 2014

Fiscal Year	General	School	Water	Sewer	Recycling & Transfer Station	Total (1)
2015	\$ 3,524,810	\$ 4,852,000	\$ 859,835	\$ 1,048,003	\$ 70,000	\$ 10,354,648
2016	3,202,724	4,617,000	735,535	880,941	70,000	9,506,200
2017	3,162,724	4,402,000	746,249	868,257	70,000	9,249,230
2018	2,502,724	4,382,000	763,978	841,217	-	8,489,920
2019	2,117,724	4,322,000	785,722	839,399	-	8,064,845
2020	2,107,724	4,262,000	273,480	460,506	-	7,103,710
2021	1,328,000	4,147,000	294,253	398,739	-	6,167,992
2022	1,328,000	4,132,000	295,043	404,906	-	6,159,949
2023	1,253,000	4,057,000	295,848	411,207	-	6,017,055
2024	1,238,000	3,967,000	171,669	342,644	-	5,719,313
2025	1,123,000	3,337,000	172,506	349,222	-	4,981,728
2026	1,047,000	2,533,000	148,361	355,942	-	4,084,303
2027	1,042,000	2,033,000	149,233	362,809	-	3,587,042
2028	722,000	1,753,000	150,121	394,825	-	3,019,946
2029	712,000	1,348,000	156,029	391,993	-	2,608,022
2030	522,000	558,000	146,953	344,317	-	1,571,270
2031	522,000	558,000	147,898	351,800	-	1,579,698
2032	472,000	553,000	100,000	359,446	-	1,484,446
2033	472,000	553,000	100,000	367,258	-	1,492,258
2034	300,000	-	95,000	-	-	395,000
TOTAL	\$ 28,699,430	\$ 56,366,000	\$ 6,587,712	\$ 9,773,431	\$ 210,000	\$ 101,636,574

(1) \$58,874,430 principal and \$13,887,134 interest has been voted exempt from Proposition 2½.

Debt Service Requirements

The following table sets forth the required principal and interest payments on outstanding general obligation bonds of the Town as of June 30, 2014, including debt service subsidies expected to be received from the MSBA and Massachusetts Water Pollution Abatement Trust.

GENERAL OBLIGATION DEBT As of June 30, 2014 (1)

Fiscal Year	Outstanding		Less MSBA	Less MWPAT	Total	Cumulative % Retired
	Principal	Interest	Subsidies	Subsidies	Net Debt Service	
2015	\$ 10,354,648	\$ 3,200,402	\$ (695,148)	\$ (62,190)	\$ 12,797,711	10.2 %
2016	9,506,200	2,890,453	(695,148)	(57,718)	11,643,787	19.5
2017	9,249,230	2,619,731	(695,148)	(54,353)	11,119,460	28.6
2018	8,489,920	2,346,672	(695,148)	(49,722)	10,091,722	37.0
2019	8,064,845	2,081,997	(695,148)	(45,857)	9,405,837	44.9
2020	7,103,710	1,803,525	(695,148)	(9,583)	8,202,504	51.9
2021	6,167,992	1,571,312	(695,148)	-	7,044,156	58.0
2022	6,159,949	1,354,391	(695,148)	-	6,819,192	64.0
2023	6,017,055	1,140,868	(695,148)	-	6,462,775	70.0
2024	5,719,313	931,969	(695,148)	-	5,956,134	75.6
2025	4,981,728	744,218	-	-	5,725,946	80.5
2026	4,084,303	585,800	-	-	4,670,103	84.5
2027	3,587,042	447,727	-	-	4,034,769	88.0
2028	3,019,946	337,027	-	-	3,356,973	91.0
2029	2,608,022	243,750	-	-	2,851,772	93.6
2030	1,571,270	181,440	-	-	1,752,711	95.1
2031	1,579,698	137,287	-	-	1,716,984	96.7
2032	1,484,446	91,584	-	-	1,576,030	98.1
2033	1,492,258	44,945	-	-	1,537,203	99.6
2034	395,000	10,075	-	-	405,075	100.0
Total	<u>\$ 101,636,574</u>	<u>\$ 22,765,173</u>	<u>\$ (6,951,480)</u>	<u>\$ (279,423)</u>	<u>\$ 117,170,844</u>	

(1) \$58,874,430 principal and \$13,887,134 in interest has been voted exempt from Proposition 2½.

Authorized Unissued Debt and Prospective Financing

The Town has the following authorized unissued debt:

Amount	Purpose	Original Authorization
\$ 17,500	Recreation Plans	\$ 100,000
30,000	Water (1)	913,500
25,000	Sewer Mains (1)	3,500,000
338,093	Sewer (1)	1,806,800
600,294	Water Mains (1)	1,900,000
18,000	Sewer Pump Station (1)	770,000
64,000	Administration Building	5,725,000
50,497	Sewer Pump Station (1)	577,500
157,000	Drainage (1)	200,000
1,675,000	Town Hall Renovations	11,300,000
320,179	Newman School Repairs (2)	26,962,128
65,000	Pollard School Roof	3,500,000
12,000	RTS Construction Equipment	86,000
152,000	Semi-Tractor Purchase	152,000
383,808	Senior Center Construction	8,051,808
265,710	Sewer Pump Station (1)	6,300,000
190,000	Streets, Sidewalks & Brook Wall	600,000
168,000	Soil Remediation & Removal	400,000
114,400	RTS Construction Equipment	324,400
440,000	Pollard School Boiler Replacement	1,100,000
500,000	Infrastructure Improvements	600,000
300,000	DPW Facility Remodeling	1,100,000
3,570,100	Water (1)	5,565,100
1,458,000	Chestnut Street Land Acquisition	1,458,000
<u>\$ 10,914,581</u>		

- (1) Debt service on water and sewer authorizations is expected to be paid entirely from the Water and Sewer Enterprise Fund.
(2) Debt service on these projects has been exempted from the limits of Proposition 2 ½.

Overlapping Debt

The Town is a member of the MWRA, the MBTA and the Minuteman Regional Vocational Technical School District. The following table sets forth the outstanding bonded debt, exclusive of temporary loans in anticipation of bonds or current revenue, of Norfolk County, the MWRA, the MBTA and the Minuteman Regional Vocational Technical School District, and the Town's estimated gross share of such debt and the estimated fiscal year 2014 dollar assessment for each.

Overlapping Entity	Outstanding Debt	Needham's Estimated Share (1)	Fiscal 2015 Dollar Assessment (2)
Norfolk County (3)	\$ 12,625,000	6.500 %	\$ 383,296
Massachusetts Water Resources Authority (4)			
Water	2,111,387,000	0.625	695,884
Sewer	3,998,585,000	1.337	3,708,059
Massachusetts Bay Transportation Authority (5)	5,499,988,000	0.510	624,938
Minuteman Regional Vocational Technical School District (6)	-	N/A	

- (1) Estimated share based on debt service only.
(2) Estimated dollar assessment based upon total net operating expenses, inclusive (where applicable) of debt service.
(3) SOURCE: Norfolk County Treasurer. Debt as of June 30, 2014. County expenses including debt service on county bonds are assessed upon the cities and towns within the county in proportion to their taxable valuation as last equalized by the State Commissioner of Revenue. Amounts shown are based on the most recent equalized valuations. Legislation was enacted in 1997 abolishing the county governments of Franklin and Middlesex Counties as of July 1, 1997, with their assets, functions, debts and other obligations being assumed by the Commonwealth. The legislation also abolished the county governments of Hampden and Worcester counties as of July 1, 1998. Legislation enacted in 1998 abolished the county governments of

Hampshire, Essex and Berkshire counties as of January 1, 1999, July 1, 1999 and July 1, 2000, respectively. The legislation also requires the state secretary for administration and finance to establish a plan to recover the Commonwealth's expenditures for the liabilities and other debts assumed and paid by the Commonwealth on behalf of an abolished county. Unless these provisions are changed by further legislation, the state treasurer shall assess upon each city and town within the jurisdiction of an abolished county an amount not exceeding or equal to the county tax paid by each such city and town for the fiscal year immediately prior to the abolishment of the county until such expenditures by the Commonwealth are recovered. It is possible that similar legislation will be sought to provide for the abolishment of county government in all the remaining counties.

- (4) SOURCE: MWRA. Debt as of June 30, 2014. The MWRA provides wholesale drinking water services in whole or in part to 48 cities, towns and special purpose entities and provides wastewater, collection and treatment services to 43 cities, towns and special purpose entities. Under its enabling legislation, as amended, the MWRA may borrow up to \$6.1 billion for its corporate purposes. Its obligations are secured by revenues of the MWRA. The MWRA assesses member cities, towns and special purpose entities, which continue to provide direct retail water and sewer services to users. The cities, towns and special purpose entities collect fees from the users to pay all or part of the assessments; some municipalities levy property taxes to pay part of the amounts assessed upon them.
- (5) SOURCE: MBTA. Debt as of June 30, 2014. The MBTA was created in 1964 to finance and operate mass transportation facilities within the greater Boston metropolitan area. Under its enabling act, the MBTA is authorized to issue bonds for capital purposes, other than refunding bonds, and for certain specified purposes to an outstanding amount, which does not exceed the aggregate principal amount of \$3,556,300,000. In addition, pursuant to certain of the Commonwealth's transportation bond bills, the MBTA is authorized to issue additional bonds for particular capital projects. The MBTA also is authorized to issue bonds of the purpose of refunding bonds. Under the MBTA's enabling act debt service, as well as other operating expenses of the MBTA, are to be financed by a dedicated revenue stream consisting of the amounts assessed on the cities and towns of the MBTA and a dedicated portion of the statewide sales tax. The amount assessed to each city and town is based on its weighted percentage of the total population of the authority as provided in the enabling act. The aggregate amount of such assessments is generally not permitted to increase by more than 2.5 percent per year.
- (6) SOURCE: Minuteman Regional Vocational Technical School District. Debt as of June 30, 2014. Towns may organize regional school districts to carry out general or specialized educational functions. Pursuant to special laws a number of cities may also participate in regional school districts, primarily for vocational education. The operating expenses and debt service of regional school districts are apportioned among the member municipalities in accordance with the agreements establishing the districts subject to the provisions of the Education Reform Act of 1993.

Contractual Obligations

Municipal contracts are generally limited to currently available appropriations. A city or town generally has authority to enter into contracts for the exercise of any of its corporate powers for any period of time deemed to serve its best interest, but generally only when funds are available for the first fiscal year; obligations for succeeding fiscal years generally are expressly subject to availability and appropriation of funds. Municipalities have specific authority in relatively few cases to enter long-term contractual obligations that are not subject to annual appropriation, including contracts for refuse disposal and sewage treatment and disposal. Municipalities may also enter into long-term contracts in aid of housing and renewal projects. There may be implied authority to make other long-term contracts required to carry out authorized municipal functions, such as contracts to purchase water from private water companies.

Municipal contracts relating to solid waste disposal facilities may contain provisions requiring the delivery of minimum amounts of waste and payments based thereon and requiring payments in certain circumstances without regard to the operational status of the facilities.

Municipal electric departments have statutory power to enter into long-term contracts for joint ownership and operation of generating and transmission facilities and for the purchase or sale of capacity, including contracts requiring payments without regard to the operational status of the facilities. The Town does not have an electric light department.

Pursuant to the Home Rule Amendment to the Massachusetts Constitution, cities and towns may also be empowered to make other contracts and leases.

The Town currently has a twenty year contract expiring June 30, 2028 for transportation and disposal of solid waste. The tipping fee rate is \$74.81 per ton as of July 1, 2013 for fiscal year 2014. The amount for this contract in fiscal 2013 was \$606,543 and \$595,396 in fiscal 2014. The amount budgeted for fiscal year 2015 is \$640,513.

RETIREMENT PLAN

The Massachusetts General Laws provide for the establishment of contributory retirement systems for state employees, for teachers and for county, city and town employees other than teachers. Teachers are assigned to a separate statewide teachers' system and not to the city and town systems. For all employees other than teachers, this law is subject to acceptance in each city and town. Substantially all employees of an accepting city or town are covered. If a town has a population of less than 10,000 when it accepts the statute, its non-teacher employees participate through the county system and its share of the county cost is proportionate to the aggregate annual rate of regular compensation of its covered employees. In addition to the contributory systems, cities and towns provide non-contributory pensions to a limited number of employees, primarily persons who entered service prior to July 1, 1937 and their dependents. The Public Employee Retirement Administration Commission ("PERAC") provides oversight and guidance for and regulates all state and local retirement systems.

The obligations of a city or town, whether direct or through a county system, are contractual legal obligations and are required to be included in the annual tax levy. If a city or town, or the county system of which it is a member, has not established a retirement system funding schedule as described below, the city or town is required to provide for the payment of the portion of its current pension obligations which is not otherwise covered by employee contributions and investment income. "Excess earnings," or earnings on individual employees' retirement accounts in excess of a predetermined rate, are required to be set aside in a pension reserve fund for future, not current, pension liabilities. Cities and towns may voluntarily appropriate to their system's pension reserve fund in any given year up to five percent of the preceding year's tax levy. The aggregate amount in the fund may not exceed ten percent of the equalized valuation of the city or town.

If a city or town, or each member city and town of a county retirement system, has accepted the applicable law, it is required to annually appropriate an amount sufficient to pay not only its current pension obligations, but also a portion of its future pension liability. The portion of each such annual payment allocable to future pension obligations is required to be deposited in the pension reserve fund. The amount of the annual city or town appropriation for each such system is prescribed by a retirement system funding schedule which is periodically reviewed and approved by PERAC. Each system's retirement funding schedule is designed to reduce the unfunded actuarial pension liability of the system to zero by not later than June 30, 2030, with annual increases in the scheduled payment amounts of not more than 4.5 percent. The funding schedule must provide that the payment in any year of the schedule is not less than 95 percent of the amount appropriated in the previous fiscal year. City, town and county systems which have an approved retirement funding schedule receive annual pension funding grants from the Commonwealth for the first 16 years of such funding schedule.

Pursuant to recent legislation, a system (other than the state employees' retirement system and the teachers' retirement system) which conducts an actuarial valuation as of January 1, 2009, or later, may establish a revised schedule which reduces the unfunded actuarial liability to zero by not later than June 30, 2040, subject to certain conditions. If the schedule is so extended under such provisions and a later updated valuation allows for the development of a revised schedule with reduced payments, the revised schedule shall be adjusted to provide that the appropriation for each year shall not be less than that for such year under the prior schedule, thus providing for a shorter schedule rather than reduced payments.

City, town and county systems may choose to participate in the Pension Reserves Investment Trust Fund (the "PRIT Fund"), which receives additional state funds to offset future pension costs of participating state and local systems. If a local system participates in the PRIT Fund, it must transfer ownership and control of all assets of its system to the Pension Reserves Investment Management Board, which manages the investment and reinvestment of the PRIT Fund. Cities and towns with systems participating in the PRIT Fund continue to be obligated to fund their pension obligations in the manner described above. The additional state appropriations to offset future pension liabilities of state and local systems participating in the PRIT Fund are required to total at least 1.3 percent of state payroll. Such additional state appropriations are deposited in the PRIT Fund and shared by all participating systems in proportion to their interests in the assets of the PRIT Fund as of July 1 for each fiscal year.

Cost-of-living increases for each local retirement system may be granted and funded only by the local system, and only if it has established a funding schedule. Those statutory provisions are subject to acceptance by the local retirement board and approval by the local legislative body, which acceptance may not be revoked.

The Town has its own retirement system, the Needham Contributory Retirement System ("NCRS"), a cost-sharing, multi-employer defined benefit public employee retirement system. The pension plan provides pension benefits, deferred allowances, and death and disability benefits. Substantially all employees of the Town are members of the NCRS, except teachers and administrators under contract employed by the school department, who are members of the Commonwealth of Massachusetts Teachers Contributory Retirement System, to which the Town does not contribute.

The following table sets forth the trend in the Town's pension appropriations to NCRS:

<u>Year Ending</u>	<u>Contributory</u>	<u>Non-Contributory</u>
June 30, 2015 (budgeted)	\$ 5,621,400	\$ 34,800
June 30, 2014	5,420,454	34,100
June 30, 2013	4,997,421	33,400
June 30, 2012	4,722,775	32,700
June 30, 2011	4,552,978	59,400
June 30, 2010	4,271,094	89,000
June 30, 2009	4,121,326	119,000
June 30, 2008	3,979,000	117,000

The unfunded actuarial accrued liability of the System as of January 1, 2014 was approximately \$57,749,760. The System is currently 71.53% funded according to the last actuarial study. The Town's current funding schedule amortizes the unfunded actuarial accrued liability to zero by 2030 as shown below.

<u>Fiscal Year End</u>	<u>Amortization of Unfunded Actuarial Accrued Liability (with interest)</u>	<u>Total Plan Cost</u>
2015	\$ 3,926,101	\$ 5,621,400
2016	4,395,178	6,149,812
2017	4,911,848	6,727,894
2018	5,480,708	7,360,316
2019	5,727,909	7,673,303
2020	5,985,664	7,999,147
2021	6,255,019	8,338,974
2022	6,536,495	8,693,388
2023	6,830,638	9,063,022
2024	7,138,016	9,448,533
2025	7,459,227	9,850,612
2026	7,794,892	10,269,975
2027	8,145,662	10,707,373
2028	8,512,217	11,163,588
2029	8,895,267	11,639,436
2030	9,295,554	12,135,769
2031		2,939,623

The foregoing data do not include the retirement system costs or liabilities of any larger entity, such as the county.

For additional information see Appendix A.

Other Post-Employment Benefits (OPEB)

In addition to pension benefits, cities and towns may provide retired employees with health care and life insurance benefits. The portion of the cost of such benefits paid by cities or towns is generally provided on a pay-as-you-go basis. For the last five years, the Town has been appropriating its Annual Required Cost (ARC) to the OPEB fund and pays the annual healthcare costs from the fund.

The following table sets forth the trend in OPEB appropriations.

<u>Fiscal Year</u>	<u>OPEB Contribution</u>
June 30, 2015	\$ 4,930,038
June 30, 2014	4,727,462
June 30, 2013	4,523,887
June 30, 2012	3,906,275
June 30, 2011	3,626,375
June 30, 2010	3,446,556

(1) Represents the Annual Required Contributions (ARC). The Town appropriated additional amounts of \$500,000 and \$400,000 in fiscal years, 2012 and 2013, respectively.

The Governmental Accounting Standards Board ("GASB") Statement Nos. 43 and 45 require public sector entities to report the future costs of non-pension, post-employment benefits in their financial statements. These accounting standards do not require pre-funding the payment of these costs as the liability for such costs accrues, but the basis applied by the standards for measurement of costs and liabilities for these benefits is conservative if they continue to be funded on a pay-as-you-go basis and will result in larger yearly cost and liability accruals than if the cost of such benefits were pre-funded in a trust fund in the same manner as traditional pension benefits. Cities and towns that choose to self-insure all or a portion of the cost of the health care benefits they provide to employees and retirees may establish a trust fund for the purpose of paying claims. In addition, cities and towns may establish a trust fund for the purpose of pre-funding other post-employment benefits liability in the same manner as traditional pension benefits.

The Town was required to implement the new GASB reporting requirements for other post-employment benefits beginning in fiscal year 2009. The Town has hired an outside firm which has completed the actuarial valuation of its post-employment benefit liability. The total liability for the Town is \$46,848,062 as of July 1, 2013 (net of the balance in the OPEB Trust Fund). The ARC in fiscal year 2013 is \$4,523,887. The actuarial assumptions included an 8% investment rate of return and an initial annual healthcare cost trend rate of 7% which decreases to a 4.5% long term rate for all healthcare benefits after five years.

In fiscal year 2002 the Town began funding its post-retirement health insurance liability. The approximate balance in the OPEB Trust Fund as of August 31, 2014 was \$18,269,336.

EMPLOYEE RELATIONS

The Town employs approximately 1,144 full-time equivalent employees (FTE), 781 FTE's employed by the School Department, 87 by the Public Works Department, 57 by the Police Department, 72 by the Fire Department, 56 by Public Facilities, and the balance by various other Town Departments. Town employees (other than managerial and confidential employees) are entitled to join unions and bargain collectively on questions of wages, hours and other terms and conditions of employment. Approximately 800 Town employees are represented by unions including public works, general government, police, fire, teachers, and school administrators. The police patrolman and the superior officers' contracts expire on June 30, 2015. The public works union contract expires June 30, 2017 and the firefighters' contract expires on June 30, 2016. The building maintenance and custodial contracts expire on June 30, 2015. The teachers' union contract expires August 31, 2016 and the administrators' union contract expires on June 30, 2016. The cafeteria workers contract expires on June 30, 2017. The assistants & specialists and secretarial & clerical contracts all expire on June 30, 2016. The other Town union contract expires on June 30, 2018.

LITIGATION

At present there are various cases pending in various courts throughout the Commonwealth in which the Town is a defendant. In the opinion of the Town, none of the pending litigation is likely to result, either individually or in the aggregate, in final judgments against the Town that would materially affect its financial position or its ability to pay its obligations.

TOWN OF NEEDHAM, MASSACHUSETTS
/s/ Ms. Evelyn M. Poness, Treasurer

November 14, 2014



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/25/2014

Agenda Item	DPW Projects Update
Presenter(s)	Richard Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The DPW will present an update on a number of construction and design projects throughout Town as well as community projects and other projects affecting the community.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	☐ YES	☒ NO
3.	BACK UP INFORMATION ATTACHED	☒ YES	☐ NO
(Describe backup below)			
1. DPW Project Status Report			

DPW PROJECT STATUS REPORT

Constructions Projects

16 inch Replacement Water Main – Oak St/Chestnut St/School St
Gayland Rd/Surrey Lane Storm Drain Installation
Sidewalk/Curbing/HP Ramp Construction – Powers St, Nehoiden St/May St & Lewis St.
Traffic Signal LED Upgrades
Off Leash Dog Park
St. Mary Pump Water Station Construction (PPBC Project) Support
Charles River Well #3 Redevelopment
CRWTF Filter Media Replacement
Hill St. Water Main Replacement (Town Forces)
Continuing Storm Drainage Improvements
Purchasing 2 Electric Vehicles (Building Dept) via Grant

Design Projects

Downtown Improvement Project
Central Ave/Elliot St Bridge Project
Highland Ave/Second Ave Improvements
Watershed Management Study
Memorial Park Drainage
Pleasant St & Norfolk St Water Main Replacement
Charles River Well #3 Replacement
Irrigation Well Study
Town Common Study
Mills Field Improvement Project Support
Newman Field & Eastman Conservation Trail Project Support
Bay Colony Rail Trail Support
MWRA Aqueduct Trail Support

Community Projects

Facility Master Plan Support
Landfill Solar Project Support
MDOT – Route 128/I-95 Add-a-Lane Project
MDOT – Highland Ave/Needham St Turn-back Project



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/25/2014

Agenda Item	Preliminary FY16 – FY20 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
	We will discuss with the Board the preliminary FY2016 cash capital and debt-financed project submissions. We will discuss the FY2017 – 2020 projects at your meeting on December 9th, and will seek final approval of the Capital Improvement Plan on December 23rd. In accordance with Section 20C of the Town Charter: “All boards, departments, committees, commissions and officers of the town shall annually, at the request of the town manager, submit to him in writing a detailed estimate of the capital expenditures as defined by by-law, required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the ensuing four year period. The Town Manager, after consultation with the board of selectmen, shall submit in writing to the board of selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the town. The selectmen shall transmit a copy of the capital budget to the finance committee along with the board of selectmen’s recommendations relative thereto. The calendar dates on or before which the capital budget is to be submitted and transmitted shall be specified by by-law.” In accordance with section 2.2.2.1 of the General By-law, the Selectmen shall transmit the capital budget to the Finance Committee no later than the first Tuesday after the first Monday in January (Tuesday, January 7, 2013).		
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Capital Project Recommendations for Fiscal Year 2016			

Town of Needham

Fiscal Year 2016

Preliminary Capital Funding Requests

Title	Code *	Department	Cat**	2016 Department Request	Cash	Debt	Alternative	Cash - Tier 2	Debt - Tier 2	Deferred	Note	Page
A Core Fleet Replacement	R	Finance	1	31,574								125
A Mail Processing Machines	P	Finance	1	30,645	30,645							3
A Network Hardware, Servers & Switches	R	Finance	1	30,000	30,000							1
C 1:1 Initiative	PM	School	1	202,000			202,000				Move to Operating Budget	7
C Copier Replacement	R	School	1	62,740	62,740							33
C Fitness Equipment Replacement	PQ	School	1	20,020			20,020					39
C Fleet Replacement Program	R	School	1	52,712								67
C Furniture	R	School	1	45,405	45,405							5
C High School Graphics Production Room	PQ	School	1	9,900			9,900					30
C Interactive Whiteboard Technology	PQ	School	1	12,600			12,600					11
C Musical Equipment	Q	School	1	15,000			15,000					14
C Technology Replacement	RM	School	1	403,000	403,000							16
C High School Classroom Expansion	NS	Public Facilities	2	4,457,200				457,200	4,000,000		Pending feasibility results	63
C DeFazio Permanent School	NS	School	4	58,763,200						58,763,200	Next actions depended upon FFP and MSBA	55
C DeFazio Temporary Modular School	MS	School	4	20,101,000						20,101,000	Next actions depended upon FFP and MSBA	52
C Hillside Elementary School Renovation	PMS	School	4	55,904,600						55,904,600	Next actions depended upon FFP and MSBA	59
D Fuel System Software/Hardware Upgrade	N	DPW	1	94,500	94,500							80
D Mobile Column Lifts	N	DPW	1	73,500	73,500							84
D Fuel Island Relocation and Upgrade at DPW Facility	NS	DPW	2	126,500						126,500	Next actions depended upon FFP	79
D Cooks Bridge	PM	DPW	3	4,000,000		4,000,000						70
D Drain System Repairs	NU	DPW	3	203,500	203,500							75

Town of Needham

Fiscal Year 2016

Preliminary Capital Funding Requests

	Title	Code *	Department	Cat*	2016 Department Request	Cash	Debt	Alternative	Cash - Tier 2	Debt - Tier 2	Deferred	Note	Page
D	Public Works Infrastructure Program	R	DPW	3	1,250,000		1,250,000						88
D	Sidewalk Needs Assessment	NO	DPW	x	100,000			100,000				Not capital propose FWA	86
D	Fleet Replacement Program	R	DPW		1,101,887								125
E	Energy Efficiency Upgrade Improvements	P	Public Facilities	2	96,323	96,323							96
E	Public Facilities Maintenance Program	M	Public Facilities	2	570,000			570,000				Propose funding as a annual maintenance warrant article	99
E	Fleet Replacement Program	R	Public Facilities	1	28,049								125
F	Crickit Field Building Renovations	PS	Parks & Recreation	2	700,000						700,000	Next actions depended upon FFP	102
F	Mills Field Improvements	PM	DPW	2	510,000			510,000				CPA application pending	82
F	Newman School Fields Renovation	M	DPW	2	1,527,000			1,527,000				CPA application pending	94
F	Trail Improvement Project - Newman Eastman Conservation	PM	Community Development	2	800,000						800,000	Pending additional review	
F	Open Space Purchase	P	Parks & Recreation	4	1,000,000						1,000,000	No property has been identified for immediate purchase	106
F	Renovations to Rosemary Pool Complex	PM	Parks & Recreation	4	1,000,000			1,000,000				CPA application pending	104
X	Fleet Replacement Program	R	Various	1		1,182,648					31,574	Overall request list is being evaluated	125
	General Fund				153,322,855	2,222,261	5,250,000	3,966,520	457,200	4,000,000	137,426,874		
S	Specialty Equipment	R	DPW - Sewer	1	70,500	70,500							112
S	Sewer Pump Station Improvements	PM	DPW - Sewer	3	550,000	550,000							108
S	Sewer Service Connections	R	DPW - Sewer	3	50,000	50,000							110
	Seer Enterprise Fund				670,500	670,500	0	0	0	0	0		0

**Town of Needham
Fiscal Year 2016**

Preliminary Capital Funding Requests

Title	Code *	Department	Cat**	2016 Department Request	Cash	Debt	Alternative	Cash - Tier 2	Debt - Tier 2	Deferred	Note	Page
W Mobile Record Keeping Devices GIS	PM	DPW - Water	1	35,000	35,000							117
W Service Connections	R	DPW - Water	3	200,000	200,000							119
W Water Supply Development	PM	DPW - Water	3	700,000				700,000			Funding depended upon FY2016 MWRA Assessment	114
W Water System Rehabilitation Program	P	DPW - Water	3	820,500	820,500							121
Fleet Replacement Program	R	Various	1	151,344	151,344							125
Water Enterprise Fund				1,906,844	1,206,844	0	0	700,000	0	0		0
Total				155,900,199	4,099,605	5,250,000	3,966,520	1,157,200	4,000,000	137,426,874		0

Code

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

Cat (Category)

1 = Equipment or Tech
2 = Building or Facility
3 = Infrastructure
4 = Extraordinary Capital

Groups

A = General Government
B = Public Safety
C = Education
D = Public Works
E = Public Facilities
F = General Government
R = Public Safety
S = Sewer
W = Water
X = Various

Department Capital Request CIP-DCR					
Title	Mail Processing Machines Replacement	Department	Information Technology Center	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO
2.	Is this a request in response to a documented public health or safety condition?				X
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?			X	
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?			X	
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X	
23.	Have other non-capital investment options been explored before submitting this request?				X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	[1]	Primary Reason	[5]	Operating Budget Impact	[6]

Department Capital Request CIP-DCR													
Title	Mail Processing Machines Replacement			Department	Information Technology Center	Fiscal Year	2016						
Years & Amounts	Components												
Year 1	30,645	Intangibles			30,645	Enter description							
Year 2		Equipment				Enter description							
Year 3		Design & Engineering				Enter description							
Year 4		Construction Expenses				Enter description							
Year 5		Other Expenses*				Enter description							
Column A Total	\$30,645	Column B Total			\$30,645	Column C Total							
Equipment Schedule													
<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>NA</td> <td>X</td> </tr> </table>										Yes	No	NA	X
Yes	No	NA	X										
Description and Justification The mail processing machines request is for the replacement of two pieces of equipment, folding/stuffing and mail, used by the ITC's to support multiple departments. The folding/stuffing machine is used almost daily for various tasks by the ITC in support of the Finance Department as well as request from external departments. The mail machine is used daily in support of multiple departments for postage and mailing.													

FY2015-FY2018 Version

Department Capital Request CIP-DCR					
Title	Network Hardware, Servers, Switches, Replacement/Upgrades	Department	Information Technology Center	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO NA
2.	Is this a request in response to a documented public health or safety condition?			X	
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?				X
7.	Is this a request to purchase technology or wireless communication system?			X	
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?				X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	1	Primary Reason	3	Operating Budget Impact	3

Department Capital Request CIP-DCR													
Title	Network Hardware, Servers, Switches, Replacement/Upgrades			Department	Information Technology Center	Fiscal Year	2016						
Years & Amounts	Components												
Year 1	30,000	Intangibles					Enter description						
Year 2	30,000	Equipment			235,000		Enter description						
Year 3	50,000	Design & Engineering					Enter description						
Year 4	50,000	Construction Expenses					Enter description						
Year 5	75,000	Other Expenses*					Enter description						
Column A Total	\$235,000	Column B Total			\$235,000		Column C Total						
Equipment Schedule													
<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>NA</td> <td>X</td> </tr> </table>										Yes	No	NA	X
Yes	No	NA	X										
Description and Justification													
The request is to replace older servers, both 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, data accessibility, and backups between the Town's datacenters. The reason for the \$20,000 increase in FY2018 is that though the Information Technology Center has reduced the number of physical servers required for day to day operation the dollar value of the individual hardware required for virtualization has increased. The servers are more robust and the required attached storage, which uses internal logic or applications to move data between the primary and redundant data centers, help the Information Technology Center work more efficiently with backups, server maintenance, and server deployment. The Information Technology Center currently has a working virtual server farm of over 55 virtual servers maintained on the current hardware and that number is expected to increase. The \$25,000 increase in FY2020 is primarily due to applications coming online over the previous fiscal year and upcoming fiscal year that are requiring more storage of information. Applications such as Infinite Visions and the upcoming Public Safety Computer Aided Dispatch are storing more and more information to be readily available for consumption. Also driving the demand for more storage is continued growth in email users as well the use of the redundant data centers within the Town. ITC has continued to investigate the use of off site storage but the cost has proven to costly for the size and accessibility of data.													

FY2015-FY2018 Version

Department Capital Request CIP-DCR					
Title	School Furniture Replacement/New Classrooms	Department	School Department	Fiscal Year	2016
Parameters					
		YES	NO	NA	
1.	Is this a multi-year capital replacement/upgrade request?				
2.	Is this a request in response to a documented public health or safety condition?	X			
3.	Is this a request in response to a Court, Federal, or State order?				
4.	Is this a request for a study or long range plan?				
5.	Is this a request to purchase office or school equipment (other than technology)?	X			
6.	Is this a request to purchase specialty equipment?	X			
7.	Is this a request to purchase technology or wireless communication system?				
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				
9.	Is this a request to improve or make repair to extend the useful life of a public building?				
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				
12.	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?				
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				
16.	If approved, will this request increase the operating expense for any other department?				
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				
18.	If approved, will additional permanent staff be required?				
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?	X			
20.	If approved, will this request lower the requesting department's operating costs?				
21.	Does the request support activities to produce new revenue for the Town?				
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				
23.	Have other non-capital investment options been explored before submitting this request?	X			
24.	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)?				
25.	If applicable, will the items being replaced be retained by the Town?				
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				
27.	Are there any appendix forms with this funding request?				
Useful Life	II	Primary Reason	3	Operating Budget Impact	C

Department Capital Request CIP-DCR											
Title	School Furniture Replacement/New Classrooms			Department	School Department		Fiscal Year	2016			
Requested Funding Years & Amounts	Column A	Column B	Costs Components	Column B	*Other Expenses	Column C					
Year 1	\$45,405		Intangibles								
Year 2	\$45,000		Equipment	205,211							
Year 3	\$45,000		Design & Engineering								
Year 4	\$44,806		Construction Expenses								
Year 5	\$25,000		Other Expenses*								
Column A Total	205,211		Column B Total	205,211	Column C Total						
Equipment Schedule											
	Yes	X	No	NA							
Description and Justification											
This request continues the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use.											
In FY05, Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor condition. By FY15, all furniture in 'poor' condition will have been replaced at these schools. The FY16-FY19 funding request will continue with the replacement of furniture in fair condition at these schools and will allow for the purchase of furniture needed for enrollment growth. In addition, these funds would be used for new classroom furniture as needed. Starting in FY20, the furniture request will be exclusively for funding to purchase new classroom furniture as necessary in all school buildings.											
The schedules below identify the number of items to be replaced at each school in poor and fair condition, as well as the anticipated cost of replacement.											
FY16-FY20 Funding Plan											
Funding Plan	Funded FY11	Funded FY12	Funded FY13	Request FY14	Request FY15	Request FY16	Request FY17	Request FY18	Request FY19	Request FY20	FY16-FY20 TOTAL
Hillside	-	5,470	-	-	10,570	14,425	3,840	-	-	-	18,265
Mitchell	40,950	5,080	-	-	5,605	30,980	4,700	-	-	-	35,680
Newman	-	-	28,450	41,600	18,005	-	0	25,873	44,806	-	70,679
Pollard	-	27,200	-	-	-	-	36,460	19,127	-	-	55,587
District	-	-	-	-	-	-	-	-	-	25,000	25,000
	40,950	37,750	28,450	41,600	34,180	45,405	45,000	45,000	44,806	25,000	205,211
FY2016-FY2020 Version											

Department Capital Request CIP-DCR					
Title	School Department NPS 1:1 Initiative	Department	School Department	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 funded is the current operating budget sufficient to cover the operating costs of the requested project?				X
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X
24.	Does the request support activities to produce new revenue for the Town?				X
25.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
26.	Have other non-capital investment options been explored before submitting this request?				X
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X
28.	If applicable, will the items being replaced be retained by the Town?				X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
30.	Are there any appendix forms with this funding request?				x

Department Capital Request CIP-DCR										
School Department NPS 1:1 Initiative				Department		School Department				
Title	Useful Life		Primary Reason	Column B	*Other Expenses	Operating Budget Impact	Column C			
Requested Funding Years & Amounts	Column A	Costs Components								
FY2016	\$202,000	Intangibles								
FY2017	\$561,000	Equipment		\$1,438,000						
FY2018	\$225,000	Design & Engineering								
FY2019	\$250,000	Construction Expenses								
FY2020	\$200,000	Other Expenses*								
Total	\$1,438,000	Total		\$1,438,000	Total	\$				
Attached Schedules										
Description and Justification										
1 to 1 Initiative Update										
We are pleased to report that we have adopted a model for our 1 to 1 initiative at the middle school level. In support of the program recommendations made by the Superintendent's appointed 1:1 Personalized Learning Committee, the School Committee voted a program model in February 2014. We have <i>launched iPads for High Rock: Enhanced Teacher and Learning</i> at the beginning of this school year. Each year High Rock students will begin their middle school experience with an iPad they will use all three years. The program will continue to move forward as long as 85% of families provide are willing to provide an iPad meeting the minimum criteria for their child.										
FY16 Costs:										
The FY16 request is for \$202,000, which includes \$52,000 to continue the 1 to 1 program at High Rock at an 85% participation threshold, plus a placeholder amount of \$150,000 to expand the program to a different threshold level at the middle schools, going forward. Although there has been no decision to change the threshold amount, this placeholder is provided in response to requests that the School Department consider such a change. The \$150,000 amount represents a conservative scenario in which the participation threshold were lowered to 25%, or that 25% of parents would continue to bring a device to school. (At that level, funding would be needed to provide the remaining 75% of devices, 400, including 340 for student use, plus 60 maintenance spares.) Discussion about whether to adjust the threshold, and what to adjust it to, will continue throughout the budget process.										
The \$52,000 base request includes \$50,000 to purchase loaner devices and maintenance spares for next year's High Rock sixth graders. The additional \$2,000 for a locking shelf system that can store the iPads while students are in physical										

Department Capital Request CIP-DCR			
School Department NPS 1:1 Initiative		Department	School Department
Title	education classes at Pollard. The \$52,000 request represents a \$16,897 reduction from the \$68,897 amount previously identified for FY16. The original \$68,897 was earmarked for secondary level teachers. During FY16, all Pollard teachers will receive an iPad for use for the next three years and we will not need the money for Pollard or High School teachers. FY17 – FY20 Costs: We have identified the projected costs of the NPS 1:1 Initiative for five years. The costs for FY17 – FY20 total \$1,236,000 and expand the program to all secondary level students. The request amount includes: • Launching a 1 to 1 initiative for the High School, beginning in FY17. We expect the device to be a laptop. There is still much planning and outreach that will be part of this process in FY15 and FY16. There is also more work to be done regarding the decision about a proscribed device versus a student-choice model. At the high school level, we may launch our program for all four grades simultaneously because of the heterogeneous classes. We have included a placeholder of \$361,000 in FY17 to support the purchase of "loaner laptops" and spares for 15% of the Needham High School student population. Again, this is just a placeholder, since we do not know the projected model. • Continued funding for the 1 to 1 program at High Rock, at the 85% participation level. This participation level requires that the District provide loaner devices for up to 15% of the students, as well as having a number of repair spares. Funding for each of the four years is \$50,000, thereby totaling \$200,000. In addition, we have also added funding for the replacement of teacher iPads for the middle school level. We expect that a device will last three years and have included a total of \$75,000 funding; \$25,000 for the replacement of High Rock teacher iPads in FY18 and \$50,000 for Pollard teachers in FY19. • An ongoing placeholder amount of \$150,000 per year, to expand the program to a different threshold level at the middle schools, going forward. Although there has been no decision to change the threshold amount, this placeholder is provided in response to requests that the School Department consider such a change. The table on the next page outlines the anticipated multi-year costs.		

Department Capital Request CIP-DCR							
Title	School Department NPS 1:1 Initiative	Department			School Department		
		FY 16	FY 17	FY 18	FY 19	FY 20	5-Yr Total
NPS 1:1 Initiative							
MS Teacher iPads		\$0	\$0	\$25,000	\$50,000	\$0	\$75,000
HR Student iPads @ 15%		\$52,000	\$50,000	\$50,000	\$50,000	\$50,000	\$252,000
HR Student iPads - Additional to 75%		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
NHS Student laptops		\$0	\$361,000	\$0	\$0	\$0	\$361,000
TOTALS		\$202,000	\$561,000	\$225,000	\$250,000	\$200,000	\$1,438,000

Department Capital Request CIP-DCR				
Title	School Department Interactive Whiteboards		Department	
	Parameters		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 funded is the current operating budget sufficient to cover the operating costs of the requested project?			X	
23. If the requested project is funded, will it reduce the requesting department's operating costs?				X
24. Does the request support activities to produce new revenue for the Town?				X
25. If the request is not funded will existing Town revenue sources be negatively impacted?				X
26. Have other non-capital investment options been explored before submitting this request?				X
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X
28. If applicable, will the items being replaced be retained by the Town?				X
29. Does this request qualify for funding from Community Preservation Act (CPA)?				X
30. Are there any appendix forms with this funding request?				X

Department Capital Request CIP-DCR																	
School Department Interactive Whiteboards					Department		School Department										
Title	Useful Life	I	Primary Reason	3	Operating Budget Impact	C											
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C												
FY2016	\$12,600	Intangibles															
FY2017	\$0	Equipment	\$62,600														
FY2018	\$50,000	Design & Engineering															
FY2019	\$0	Construction Expenses															
FY2020	\$0	Other Expenses*															
Total	\$ 62,600	Total	\$ 62,600	Total	\$												
Equipment Schedule																	
<table border="1"> <thead> <tr> <th>Yes</th> <th>X</th> <th>No</th> <th>NA</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Yes	X	No	NA				
Yes	X	No	NA														
Description and Justification																	
This request funds the continued purchase and installation of interactive whiteboards for Grades One through Twelve, throughout the District. The FY 2016 Request includes funding for the installations at Broadmeadow (1) and Pollard (2) and will complete the installation of interactive whiteboards for grades one through twelve. We have continued with SMART Boards and short-throw projectors or Epson Bright Link projectors. There has been ongoing interest in the installation of interactive whiteboards and projection for Kindergarten classrooms. We have set a placeholder of \$50,000 in the FY18 Capital request for Broadmeadow, Elliot, Hillside and Newman. Mitchell has received interactive whiteboards for kindergarten classrooms as part of the modular project. These installations will help us identify the best use of interactive technology with kindergarten students. As indicated in the technology replacement section of this request, we have identified failing interactive whiteboard and projector technology installations. Accordingly, we are now including a replacement allowance in our technology capital request. The chart on the net page breaks out the five-year request:																	

Department Capital Request CIP-DCR									
School Department Interactive Whiteboards				Department		School Department			
Title				FY 16	FY 17	FY 18	FY 19	FY 20	5-Yr Total
TWB Costs									
Bmeadow				\$8,400	\$0	\$15,000	\$0	\$0	\$23,400
Eliot				\$0	\$0	\$10,000	\$0	\$0	\$10,000
Hillside				\$0	\$0	\$10,000	\$0	\$0	\$10,000
Mitchell				\$0	\$0	\$0	\$0	\$0	\$0
Newman				\$0	\$0	\$15,000	\$0	\$0	\$15,000
High Rock				\$0	\$0	\$0	\$0	\$0	\$0
Pollard				\$4,200	\$0	\$0	\$0	\$0	\$4,200
NHS				\$0	\$0	\$0	\$0	\$0	\$0
TOTALS				\$12,600	\$0	\$50,000	\$0	\$0	\$62,600
FY2015-FY2019 Version									

Department Capital Request CIP-DCR				
Title	School Musical Instrument Inventory Expansion	Department	School Department	Fiscal Year
Parameters				2016
				YES NO NA
1.	Is this a multi-year capital replacement/upgrade request?			X
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			X
4.	Is this a request for a study or long range plan?			X
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	III-IV	Primary Reason	7	Operating Budget Impact
				C

Department Capital Request CIP-DCR									
Title	School Musical Instrument Inventory Expansion	Department	School Department	Fiscal Year	2016				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	\$15,000	Intangibles		Enter description					
Year 2	\$15,000	Equipment	\$75,000	Enter description					
Year 3	\$15,000	Design & Engineering		Enter description					
Year 4	\$15,000	Construction Expenses		Enter description					
Year 5	\$15,000	Other Expenses*		Enter description					
Column A Total	\$75,000	Column B Total	\$75,000	Column C Total					
Equipment Schedule	Yes	No	NA						
Description and Justification									
In FY05, Town Meeting allocated funds to begin a ten-year replacement cycle for old and heavily used school musical instruments, including band and orchestra instruments, as well as pianos. The plan, which ended in FY14, has significantly improved the quality of musical instruments used by students, thus improving the quality of our music educational experiences and results. Beginning FY15, the focus of this request shifted from inventory replacement to inventory expansion, particularly at the middle and high schools, where program enrollment is growing and students need larger-sized instruments in the brass and string families. The need for additional instruments to meet enrollment growth is compounded by several other factors. Since students are prohibited from transporting large instruments on school buses, there is a need to provide additional instruments for classroom use, particularly cellos, basses, and large wind and percussion instruments. Additionally, there is a need to provide upright acoustic pianos in all music rooms, practice rooms and performance facilities, to enable choral groups to have proper accompaniments and to allow small student ensembles. The new, ten-year inventory expansion plan (through FY2024) includes the following purchases in FY16-FY19; along with the beginning of some projected needed replacements in FY20. Actual purchases may vary, based on changing student needs or school requirements. FY16 – Additional upright pianos for High School practice rooms; Expand inventory of French Horns, tubas, cello/bass at Pollard, High Rock and Needham High School. FY17 – Expand inventory of euphoniums, bassoons, violas and percussion at the middle and high schools. FY18 – Expand inventory of trombones, oboes, violas and percussion instruments at the middle and high schools. FY19 – Expand inventory of trombones, bassoons, cellos and percussion instruments at the middle and high schools. FY20 – Begin replacement cycle of instruments purchased prior to FY05, as needed.									

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

Department Capital Request CIP-DCR							
Title	School Department Technology Replacement			Department		School Department	
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C		
FY2016	\$403,000	Intangibles					
FY2017	\$451,700	Equipment	\$2,178,200				
FY2018	\$513,000	Design & Engineering					
FY2019	\$360,200	Construction Expenses					
FY2020	\$450,300	Other Expenses*					
Total	\$2,178,200	Total	\$2,178,200	Total	\$		
Equipment Schedule							
		Yes	No	NA			
Description and Justification							

This request is for funding to continue the School Department's regular replacement cycle for technology devices, including computers, printers, and servers. The request includes:

- Hardware Replacement. This portion of the request totals \$222,000 in FY16 and \$1,389,200 over the five-year period and replaces 1,511 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. The FY16 request is for 226 replacement devices and is depicted in the table below. The 226 devices include: 35 teacher and administrator computers and 191 are lab/ classroom computers at Broadmeadow, Mitchell, Newman, and the High School. The majority of the computers being purchased will be deployed at the High School - FY16 represents the second year of the anticipated five-year timeframe to replace the High School computers. The student stations will be replaced in critical lab locations. The request also incorporates a \$35,200 cost reduction at Newman, since fewer computers are needed to achieve the current model for student computers/classroom. The chart below identifies the number of computers being replaced at each school. The chart also illustrates the split between administrator/teacher computers and student computers.

School	Bdmdw	Elliot	Hillside	Mitchell	Newman	High Rock	Pollard	NHS	Emery Grover	Total
Computer Replacements	25	2	29	29	12	0	0	121	8	226
Admin/Student	0/25	2/0	2/27	3/26	2/10	0/0	0/0	18/103	8/0	35/191

The anticipated schedule of device replacement appears below:

Department Capital Request CIP-DCR									
Title	School Department Technology Replacement						Department		
							School Department		
RE Counts	FY 16	FY 17	FY 18	FY 19	FY 20	Total			
Bmeadow	25	26	41	61	18	171			
Eliot	2	25	38	40	14	119			
Hillside	29	25	30	18	2	104			
Mitchell	29	23	5	23	26	106			
Newman	12	0	46	45	49	152			
High Rock	0	58	88	102	0	248			
HR w/ 1:1	0	62	51	0	0	113			
Pollard	60	54	81	45	75	315			
Pollard w/ 1:1	0	54	51	19	45	169			
NHS	222	44	0	0	108	374			
NHS w/ 1:1	121	311	0	0	108	540			
E.Grover	8	8	5	8	8	37			
TOTALS	387	263	334	342	300	1,626			
1:1 TOTALS	226	534	267	214	270	1,511			

- Replacement of NHS Television Studio. The NHS TV studio is an integral part of the High School curriculum and the Superintendent's Spotlight program. The bulk of the studio and control room equipment was passed on from the Needham Channel when they completed an upgrade about ten years ago. Due to the age and currency of the equipment, we have marked \$120,000 as a placeholder to replace this equipment in FY18.
- Printer Replacement. This portion of the request totals \$12,000 in FY16 and \$50,000 over the five-year period. We are working on changing our printer replacement strategy to incorporate fewer, more efficient and cost effective printers. We have moved to a shared printing model for Pollard teachers and are about to do the same for Mitchell. We will also benefit from less expensive ink/wax/toner supplies.
- Many of the printers purchased as part of the High School building project have failed or are failing and are in need of replacement. As we plan for these replacements, we are selecting more cost effective printers and are trying to expand the shared printing model, where possible. The FY16 request includes the replacement of 36 printers throughout the District. These include printers for Broadmeadow, Eliot, Newman, Pollard and the High School. The original request was for \$30,100. We have reduced this cost to \$12,000 and will distribute the difference to a more even amount in subsequent years.
- Operating System Upgrades. The prior FY15-19 capital plan called for \$90,000 to replace the operating systems of

Department Capital Request CIP-DCR		
Title	School Department Technology Replacement	School Department
	Department	
computers across the District. This request, \$30,000 of which was scheduled for FY16, has been removed from the capital plan because Apple no longer charges for operating system upgrades. These upgrades will be provided for free, going forward. - Interactive Whiteboard and Projector Replacements. This is a new category of the technology replacement request. During the past year, we have experienced the failure of some of the early installations of LCD projectors and SMART Boards. Summer maintenance has revealed a significant number of possible failures that we are still assessing. These are located at Eliot, Hillside, Newman, Pollard and the High School. Based on these findings and an analysis of our inventory, \$75,000 is requested in FY16, and \$325,000 over the five-year period to replace whiteboards and projectors. - Infrastructure Hardware. "Infrastructure hardware" is a new designation of the technology replacement request and replaces the previous category of "servers". It separates the costs for servers, network hardware (switches, UPSs) and now includes wireless infrastructure costs. The hope is that this provides a clearer understanding of our plan and attention to our continued development of a robust infrastructure. The server request of includes the replacement of servers that have been running 24/7 for three and four years. The servers will be repurposed to less critical function for two and three years respectively. The cost of replacing three servers in FY16 is \$30,000, which is \$7,000 less than projected in the FY15 request. The five-year cost of server replacement is \$121,000. The network hardware request includes \$27,000 in FY16 and \$107,000 over the five year period, and includes \$5,000/yr for UPS replacements and upgrades, as well as funds to update switches. Last year, we began to update our switches to accommodate our growing Internet bandwidth requirements. We completed the 1 GB to 10 GB upgrade at the core and the head end room. Instead of completing the remaining building upgrades as originally planned, we are spreading these out FY16 through FY18. Instead of spending \$89,150 in FY16, we will be spending \$12,000 to complete the Eliot installation which is our backup location. The overall costs for this work are significantly lower than originally estimated. In addition, there is a need to replace many of the switches around the district. Switches are typically installed as part of building projects and have not been included as part of our replacement cycle in the past. We need to plan for replacement as they are reaching end of life and will need to be upgraded. We have included a modest amount of \$10,000 in our FY16 Request. It is critical that these switches, typically purchases as part of building projects, that have a funding source for replacement. This is an investment in our infrastructure. - Wireless Infrastructure (formerly included in the 1:1 request.) We have now completed the wireless infrastructure		

Department Capital Request CIP-DCR												
School Department Technology Replacement							School Department					
Title	Department											
installation to support a 1 to 1 environment at each of the secondary schools. We must now attend to the need for wireless at the elementary schools. We are eager to provide mobile devices for use by elementary students and staff. However, we must provide wireless infrastructure to support Internet functions on these devices. We have adjusted the expansion of the wireless infrastructure at Broadmeadow, Eliot and Newman to begin in FY17 instead of FY16. The cost of \$37,000 now appears in FY16. This two-phased approach includes additional data wiring at both Broadmeadow and Eliot; Newman was completed in conjunction with the Newman Repair Project. The second phase (totaling \$29,000) is for the installation of the wireless access points and is relevant for all three schools. We expect all aspects of the infrastructure preparation for Hillside and Mitchell to be addressed in the respective building projects.												
The specific details of the FY16 request appear below:												
	RE CPU ADMIN/ TEACHER	\$	RE CPU LABS/LAPTOPS (STUDENTS)	\$	RE CPU CLASSROOM (STUDENTS)	\$	RE Printers	\$	RE Proj./TWB	\$	Infra. Hdwe	Total
Breadow	0		0	\$0	25	\$29,700	2	\$900	0	\$0	\$20,000	\$50,600
Eliot	2	\$2,200	0	\$0	0	\$0	2	\$600	3	\$15,000	\$17,000	\$34,800
Hillside	2	\$2,200	0	\$0	27	\$29,700	2	\$600	0	\$0	\$0	\$32,500
Mitchell	3	\$3,300	0	\$0	26	\$28,600	1	\$600	0	\$0	\$0	\$32,500
Newman	2	\$2,200	0	\$0	10	\$11,000	4	\$1,200	0	\$0	\$0	\$14,400
High Rock	0	\$0	0	\$0	0	\$0	2	\$600	0	\$0	\$0	\$600
Pollard	0	\$0	60	\$72,000	0	\$0	2	\$1,200	2	\$10,000	\$0	\$83,200
Pollard w/ 1:1	0	\$0	0	\$0	0	\$0	2	\$1,200	2	\$10,000	\$0	\$11,200
NHS	18	\$21,600	173	\$190,300	30	\$0	21	\$6,300	10	\$50,000	\$0	\$268,200
NHS w/ 1:1	18	\$21,600	73	\$80,300	30	\$0	21	\$6,300	10	\$50,000	\$0	\$158,200
Admin. EG	8	\$11,200	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$11,200
District/ETC	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$57,000	\$57,000
Total	35	\$42,700	233	\$262,300	118	\$99,000	36	\$12,000	15	\$75,000	\$94,000	\$585,000
Total w/ 1:1	35	\$42,700	73	\$80,300	118	\$99,000	36	\$12,000	15	\$75,000	\$94,000	\$403,000

A breakout of the FY16-20 request appears on the next page.

The specific details of the FY16 request appear below:

A breakout of the FY16-20 request appears on the next page.

Department Capital Request CIP-DCR							
Title	School Department Technology Replacement				Department		School Department
	FY 16	FY 17	FY 18	FY 19	FY 20	5-Yr Total	
RE Costs							
Hardware							
Bmeadow	\$29,700	\$29,700	\$45,100	\$69,800	\$19,800	\$194,100	
Eliot	\$2,200	\$29,700	\$44,000	\$49,500	\$15,400	\$140,800	
Hillside	\$31,900	\$6,600	\$33,000	\$19,500	\$2,200	\$93,200	
Mitchell	\$31,900	\$18,700	\$5,500	\$25,300	\$28,600	\$110,000	
Newman	\$13,200	\$29,700	\$50,700	\$49,500	\$53,900	\$197,000	
High Rock	\$0	\$67,000	\$96,800	\$112,200	\$0	\$276,000	
HR w/ 1:1	\$0	\$63,000	\$30,000	\$0	\$0	\$93,000	
Pollard	\$72,000	\$59,400	\$89,100	\$54,000	\$82,500	\$357,000	
Pollard w/ 1:1	\$0	\$59,400	\$56,100	\$21,000	\$82,500	\$219,000	
NHS	\$211,900	\$44,000	\$0	\$0	\$127,300	\$383,200	
NHS w/ 1:1	\$101,900	\$44,000	\$0	\$0	\$127,300	\$273,200	
Admin/EG	\$11,200	\$19,900	\$12,600	\$12,600	12,600	\$68,900	
Replace NHS Television Studio	\$0	\$0	\$120,000	\$0	\$0	\$120,000	
Printers	\$12,000	\$12,000	\$10,000	\$8,000	\$8,000	\$50,000	
IWB & Proj.	\$75,000	\$70,000	\$60,000	\$60,000	\$60,000	\$325,000	
Hardware	\$491,000	\$386,700	\$566,800	\$460,400	\$410,300	\$2,315,200	
Hardware	\$309,000	\$382,700	\$467,000	\$315,200	\$410,300	\$1,884,200	
Infrastructure							
Servers	\$30,000	\$15,000	\$21,000	\$30,000	\$25,000	\$121,000	
Network Hdwe.	\$27,000	\$25,000	\$25,000	\$15,000	\$15,000	\$107,000	
Wireless Infra.	\$37,000	\$29,000	\$0	\$0	\$0	\$66,000	
Infra. Sub-Total	\$94,000	\$69,000	\$46,000	\$45,000	\$40,000	\$294,000	
TOTALS	\$585,000	\$455,700	\$612,800	\$505,400	\$450,300	\$2,609,200	
1 to 1 TOTALS	\$403,000	\$451,700	\$513,000	\$360,200	\$450,300	\$2,178,200	



Educational Technology Center
Needham Public Schools

To: Dan Gutekanst, Superintendent
Anne Gulati, Director of Financial Operations

From: Deb Gammerman, Director of Technology and Innovation

RE: FY 2015/16 – FY 2019/20 CIP Technology Request

Date: September 19, 2014

We continue to be in the midst of rapid technological changes coupled with an ongoing increase in the demand for technology to support District instructional and administrative needs. Technology is integral to all aspects of our work inclusive of data reporting, information systems to support administrative and instructional functions, online testing to measure student growth and curriculum resources. To that end, we are focused on the creation of a school environment that promotes connectivity and flexibility and can support this expanding demand. To address these needs, the School Department's technology request is focused on the continued development of a robust infrastructure and the replacement of hardware. It is our objective to provide the relevant and necessary devices for classrooms, schools and administrative services. This model, which has and will continue to evolve, may include computers, tablets, interactive whiteboards and projectors and other emerging technologies. As a district, we aspire to leverage technology as a means to support these needs.

As we plan ahead, it is important to take stock of what we have accomplished with the support of our capital request and the challenges that lie ahead.

Accomplishments:

- Through the work of the 1 to 1 Personalized Learning Committee and acceptance by the School Committee, we have identified and implemented a 1 to 1 program model for our middle school students beginning in the sixth grade. Through a partnership of 85% of High Rock families providing an iPad and the District providing loaners for the remaining 15%, we are focused on providing enhanced teaching and personalized learning experiences for our students throughout their middle school years. We have begun this year with a focus on student organization and study skills. These students will continue to use their iPads in both 7th and 8th grades. We continue to work with High Rock and Pollard teachers to help them prepare and adopt this shift in pedagogy.
- We are also focused on identifying a 1 to 1 program for our high school students and have been working to determine the appropriate device. Last year we piloted iPads with

the Greater Boston Project students. We have also been using laptops at the High School. The findings from the Greater Boston Project student and teacher surveys indicate that a laptop is the preferred device for High School students. We will continue to evaluate and synthesize this data in order to identify and plan for a 1 to 1 for FY16 – FY17 at Needham High School. There is a great deal of work to do to publish and share this data with stakeholders of the community so that we can have the support we need for a program. We will use the FY15 school year to build this support.

- Our wireless network capacity has been expanded to support a 1:1 environment at High Rock, Pollard and Needham High School. The expansion at High Rock was completed this past summer in preparation for our 1 to 1 iPad rollout.
- One of the most important, but least visible, components of our capital is our network infrastructure. In order to meet the growing demands throughout the district, we must have a robust, stable infrastructure. We have begun or completed a number of projects to support this growth for future years. One of the driving forces is the demand for increased Internet capacity. We will need to continue this expansion to support our 1 to 1 initiatives and the extensive and expanding Internet hosted resources, such as information systems, student testing and curriculum materials.

To evaluate this we look at our internal needs as well as the requirements provided by state and national guidelines. We have increased our bandwidth significantly in the past three years, from a 20 Mbps connection to a 600 Mbps connection. Based on guidelines provided by the state, based on our staff and student populations, the expectation is that we achieve a 6 Gbps connection. To meet the needs along the we have implemented a core switch upgrade and a corresponding upgrade to the firewall. Between FY16 and FY18 we will complete switch upgrades at each of the schools. We have also upgraded the firewall in FY15.

- The functions of many of our servers have been combined and virtualized in order to increase efficiency and provide better redundancy. Our move from First Class to Gmail for electronic mail will reduce spending on servers that support the First Class system and backups.
- We have moved to a shared printing model at Pollard that we expect to decrease printing costs and increase efficiency. We have replaced approximately 40 inkjet printers with 14 black and white laser printers. These new printers are faster, are more cost efficient and require less maintenance. We are implementing a similar printer replacement project at the Mitchell School this year.

Challenges Ahead:

- We continue to work towards the replacement of our technology hardware that has reached or is beyond the end of life. It has been difficult to keep up with our seven-year replacement cycle since much of our technology was funded by building projects at Broadmeadow, Eliot, High Rock and the High School. We are also finding that the state guideline of a five year replacement cycle would be a better goal as the technology is now changing so rapidly that the old technology is difficult to support. Furthermore,

demand continues to spiral because of the important administrative and instructional resources as well as the impact of growing enrollments.

- We know that one impact of our middle school 1 to 1 initiative will be a reduction in the number of student computers at both High Rock and Pollard. For example, we will not be replacing all of the High Rock and Pollard laptop carts. However, we need to evaluate what we need for computer labs at the middle schools level as well as what we need to support special education students. This will be a process for us for the entire secondary level.
- We recognize the need for mobile technology such as iPads at the elementary level. We must identify the best use of iPads at the elementary level. In addition, we must address the wireless infrastructure needs at the elementary in order to support these needs. We have planned for the infrastructure needs at Broadmeadow, Eliot and Newman. These were initially requested for FY17 and FY18, but due to the urgency, are being requested in FY16 and FY17. We had assumed that the wireless infrastructure for Hillside and Mitchell would be accomplished through the building projects. However, given the potential length of the project cycle, we may need to implement some interim solutions. While there is some capacity to do this at Mitchell, Hillside's infrastructure presents challenges that make it extraordinarily difficult.
- We have many interactive whiteboard and projector installations that are failing. We did not have the data we needed to anticipate these items reaching end of life. As such, we are trying to develop a plan to attend to these failures. In addition, the cost of new installations has increased as previous wiring specs have become obsolete and incompatible with our current wiring (VGA has been replaced by HDMI).

These are very exciting times as we think about the reality and potential of technology. At the same time, there is much to be mindful of as we move forward.

Technology Request

With the aforementioned thoughts in mind, this memo outlines the distribution of monies that comprise the FY16 CIP Technology Request. For the purposes of this memo, and the associated CIP forms, the capital request is organized into three categories: Technology Replacement, Interactive Whiteboards, and the NPS 1:1 Initiative. We have removed the category and funding for Technology Innovation. We have eliminated the former Technology and Innovation request of \$25,000 from the capital plan.

The memo outlines what is in the request and also identifies the various changes. The attached summary chart shows replacement cycle expenses by year. The Technology Replacement section has been further divided into two categories: hardware and infrastructure. Hardware replacement includes computers, printers, projectors and interactive whiteboards (new) for all nine District buildings. The infrastructure category includes technology that supports our hardware and software systems. This pertains to network hardware such as switches, the firewall, new and replacement UPSs and the wired and wireless infrastructure. Please note that the wireless infrastructure costs that were previously listed in the "NPS 1:1 Initiative" category have been moved to infrastructure hardware. Please also note that the charts and tables reflect costs and quantities representing the technology program both *with* and *without* the 1:1 initiative at the secondary level. The specifics of the request are addressed in the respective sections.

The table below summarizes the FY16-FY20 capital request by category.

Five-Year Technology Request	FY 16	FY 17	FY 18	FY 19	FY 20	5-Yr Total
Technology Replacement	\$403,000	\$451,700	\$513,000	\$360,200	\$450,300	\$2,178,200
Interactive Whiteboards	\$12,600	\$0	\$50,000	\$0	\$0	\$62,600
NPS 1:1 Initiative	\$202,000	\$561,000	\$225,000	\$250,000	\$200,000	\$1,438,000
Total Cost	\$617,600	\$1,012,700	\$788,000	\$610,200	\$650,300	\$3,678,800

FY16-FY20 CIP TECHNOLOGY REPLACEMENT

The FY16-20 Technology Replacement request is for \$2,178,200. The FY16-19 portion of the request totals \$1,727,900, which is \$284,900 more than last year's projection for these years. The major changes are summarized below:

- The NHS TV studio is an integral part of the High School curriculum and the Superintendent's Spotlight program. The bulk of the studio and control room equipment was passed on from the Needham Channel when they completed an upgrade about ten years ago. Due to the age and currency of the equipment, we have marked \$120,000 as a placeholder to replace this equipment in FY18.
- Interactive whiteboards and projectors have been begun to fail and are doing so more quickly than anticipated. The FY17 - FY20 request includes \$265,000 for the replacement of interactive whiteboard and projector technology throughout the District.
- Beginning in FY13 we had included funds for operating system (OS) and software upgrades. However, Apple OS upgrades are now free and we no longer need the \$30,000 included for FY17 - FY19.
- An additional \$39,000 reduction in High Rock technology replacement costs due to the 1 to 1 initiative. Please note we are expecting additional adjustments to Pollard's inventory beyond what is already identified as we move forward. We are still learning what is needed for technology labs and special education students.

The major components of the technology replacement request include hardware replacement and infrastructure replacement. A summary of each component appears below.

Hardware:

Computer Replacements:

This portion of the request totals \$222,000 in FY16 and \$1,389,200 over the five-year period and replaces 1,511 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. The FY16 request is for 226 devices, including: 35 teacher and administrator computers and 191 are lab/ classroom computers at Broadmeadow, Mitchell, Newman, and the High School. The majority of the computers being purchased will be deployed at the High School - FY16 represents the second year of the anticipated five-year timeframe to replace the High School computers.

There has been a \$30,000 reduction is due to the removal of "OS/Software" category that had been implemented to accommodate the impact of Apple operating system upgrades. This is no longer necessary as Apple no longer charges for operating system upgrades.

NHS TV Studio Replacement:

The NHS TV studio is an integral part of the High School curriculum and the Superintendent's Spotlight program. The bulk of the studio and control room equipment was passed on from the Needham Channel when they completed an upgrade about ten years ago. Due to the age and currency of the equipment, we have marked \$120,000 as a placeholder to replace this equipment in FY18.

Printer Replacements:

Printer Replacement. This portion of the request totals \$12,000 in FY16 and \$50,000 over the five-year period. We are working on changing our printer replacement strategy to incorporate fewer, more efficient and cost effective printers. We have moved to a shared printing model for Pollard teachers and are about to do the same for Mitchell. We will also benefit from less expensive ink/wax/toner supplies. In addition, many of the printers purchased as part of the High School building project have failed or are failing and are in need of replacement. As we plan for these replacements, we are selecting more cost effective printers and are trying to expand the shared printing model, where possible.

Interactive Whiteboard and Projector Replacements:

This is a new category of the technology replacement request. During the past year, we have experienced the failure of some of the early installations of LCD projectors and SMART Boards. Summer maintenance has revealed a significant number of possible failures that we are still assessing. These are located at Eliot, Hillside, Newman, Pollard and the High School. Based on these findings and an analysis of our inventory, \$75,000 is requested in FY16, and \$325,000 over the five-year period to replace whiteboards and projectors.

Infrastructure Hardware

"Infrastructure hardware" is a new designation of the Technology Replacement request and replaces the previous category of "servers". It separates costs for servers, switches, UPSs and now includes wireless infrastructure costs. The hope is that this provides a clearer understanding of our plan and attention to our continued development of a robust infrastructure.

Servers

The server request of includes the replacement of servers that have been running 24/7 for three and four years. The servers will be repurposed to less critical function for two and three years respectively. The cost of replacing three servers in FY16 is \$30,000, which is \$7,000 less than projected in the FY15 request. The five-year cost of server replacement is \$121,000.

Network Hardware

The network hardware request totals \$27,000 in FY16 and \$107,000 over the five year period, and includes \$5,000/yr for UPS replacements and upgrades, as well as funds to update switches.

Last year, we began to update our switches to accommodate our growing Internet bandwidth requirements. We completed the 1 GB to 10 GB upgrade at the core and the head end room. Instead of completing the remaining building upgrades as originally planned, we are spreading these out FY16 through FY18. Instead of spending \$89,150 in FY16, we will be spending \$12,000 to complete the Eliot installation which is our backup location. The overall costs for this work are significantly lower than originally estimated.

In addition, there is a need to replace many of the switches around the district. Switches are typically installed as part of building projects and have not been included as part of our replacement cycle in the past. We need to plan for replacement as they are reaching end of life and will need to be upgraded. We have included a modest amount of \$10,000 in our FY16 Request. It is critical that these switches, typically purchases as part of building projects that have a funding source for replacement. This is an investment in our infrastructure.

Wireless Infrastructure (formerly included in the 1:1 request)

We have now completed the wireless infrastructure installation to support a 1 to 1 environment at each of the secondary schools. We must now attend to the need for wireless at the elementary schools. We are eager to provide mobile devices for use by elementary students and staff. However, we must provide wireless infrastructure to support Internet functions on these devices. We have adjusted the expansion of the wireless infrastructure at Broadmeadow, Eliot and Newman to begin in FY17 instead of FY16. The cost of \$37,000 now appears in FY16. This two-phased approach includes additional data wiring at both Broadmeadow and Eliot; Newman was completed in conjunction with the Newman Repair Project. The second phase (totaling \$29,000) is for the installation of the wireless access points and is relevant for all three schools. We expect all aspects of the infrastructure preparation for Hillside and Mitchell to be addressed in the respective building projects.

FY16-FY20 CIP TECHNOLOGY NEW EQUIPMENT (SMART Boards and Epson BrightLinks)

This request funds the continued purchase and installation of interactive whiteboards for Grades One through Twelve, throughout the District. The FY 2016 Request includes funding for the installations at Broadmeadow (1) and Pollard (2) and will complete the installation of interactive whiteboards for grades one through twelve. We have continued with SMART Boards and short-throw projectors or Epson Bright Link projectors.

There has been ongoing interest in the installation of interactive whiteboards and projection for Kindergarten classrooms. We have set a placeholder of \$50,000 in the FY18 capital request for Broadmeadow, Eliot, Hillside and Newman. Mitchell has received interactive whiteboards for kindergarten classrooms as part of the modular project. These installations will help us identify the best use of interactive technology with kindergarten students.

As indicated in the technology replacement section of this request, we have identified failing interactive whiteboard and projector technology installations. Accordingly, we are now including a replacement allowance in our technology capital request.

FY16-FY20 CIP TECHNOLOGY NPS 1:1 INITIATIVE

1 to 1 Initiative Update

We are pleased to report that we have adopted a model for our 1 to 1 initiative at the middle school level. In support of the program recommendations made by the Superintendent's appointed 1:1 Personalized Learning Committee, the School Committee voted a program model in February 2014. We have *launched iPads for High Rock: Enhanced Teacher and Learning* at the beginning of this school year. Each year High Rock students will begin their middle school experience with an iPad they will use all three years. The program will continue to move forward as long as 85% of families provide are willing to provide an iPad meeting the minimum criteria for their child.

FY16 Costs:

The FY16 request is for \$202,000, which includes \$52,000 to continue the 1 to 1 program at High Rock at an 85% participation threshold, plus a placeholder amount of \$150,000 to expand the program to a different threshold level at the middle schools, going forward. Although there has been no decision to change the threshold amount, this placeholder is provided in response to requests that the School Department consider such a change. The \$150,000 amount represents a conservative scenario in which the participation threshold would be lowered to 25%, or said differently, that 25% of parents would continue to bring a device to school. (At that level, funding would be needed to provide the remaining 75% of devices, or 400, including 340 for student use, plus 60 maintenance spares.) Discussion about whether to adjust the threshold, and what to adjust it to, will continue throughout the budget process.

FY17 – FY20 Costs:

We have identified the projected costs of the NPS 1:1 Initiative for five years. The costs for FY17 – FY20 total \$1,236,000 and expand the program to all secondary level students. The request amount includes:

- Launching a 1 to 1 initiative for the High School, beginning in FY17. We expect the device to be a laptop. There is still much planning and outreach that will be part of this process in FY15 and FY16. There is also more work to be done regarding the decision about a proscribed device versus a student-choice model. At the high school level, we may launch our program for all four grades simultaneously because of the heterogeneous classes. We have included a placeholder of \$361,000 in FY17 to support the purchase of "loaner laptops" and spares for 15% of the Needham High School student population. Again, this is just a placeholder, since we do not know the projected model.
- Continued funding for the 1 to 1 program at High Rock, at the 85% participation level. This participation level requires that the District provide loaner devices for up to 15% of the students, as well as having a number of repair spares. Funding for each of the four years is \$50,000, thereby totaling \$200,000. In addition, we have also added funding for the replacement of teacher iPads for the middle school level. We expect that a device will last three years and have included a total of \$75,000 funding; \$25,000 for the replacement of High Rock teacher iPads in FY18 and \$50,000 for Pollard teachers in FY19.
- An ongoing placeholder amount of \$150,000 per year, to expand the program to a

different threshold level at the middle schools, going forward. Although there has been no decision to change the threshold amount, this placeholder is provided in response to requests that the School Department consider such a change.

FY16-FY20 GRAND TOTAL SCHOOL TECHNOLOGY REQUEST

A chart summarizing the FY16-20 school technology request appears below.

FY16-20 School Technology Request Summary						
RE Costs	FY 16	FY 17	FY 18	FY 19	FY 20	5-Yr Total
Hardware						
Bmeadow	\$29,700	\$29,700	\$45,100	\$69,800	\$19,800	\$194,100
Eliot	\$2,200	\$29,700	\$44,000	\$49,500	\$15,400	\$140,800
Hillside	\$31,900	\$6,600	\$33,000	\$19,500	\$2,200	\$93,200
Mitchell	\$31,900	\$18,700	\$5,500	\$25,300	\$28,600	\$110,000
Newman	\$13,200	\$29,700	\$50,700	\$49,500	\$53,900	\$197,000
High Rock	\$0	\$67,000	\$96,800	\$112,200	\$0	\$276,000
HR w/ 1:1	\$0	\$63,000	\$30,000	\$0	\$0	\$93,000
Pollard	\$72,000	\$59,400	\$89,100	\$54,000	\$82,500	\$357,000
Pollard w/ 1:1	\$0	\$59,400	\$56,100	\$21,000	\$82,500	\$219,000
NHS	\$211,900	\$44,000	\$0	\$0	\$127,300	\$383,200
NHS w/ 1:1	\$101,900	\$44,000	\$0	\$0	\$127,300	\$273,200
Admin/EG	\$11,200	\$19,900	\$12,600	\$12,600	\$12,600	\$68,900
Replace NHS Television Studio	\$0	\$0	\$120,000	\$0	\$0	\$120,000
Printers	\$12,000	\$12,000	\$10,000	\$8,000	\$8,000	\$50,000
IWB & Proj.	\$75,000	\$70,000	\$60,000	\$60,000	\$60,000	\$325,000
Hardware	\$491,000	\$386,700	\$566,800	\$460,400	\$410,300	\$2,315,200
Hardware	\$309,000	\$382,700	\$467,000	\$315,200	\$410,300	\$1,884,200
Infrastructure						
Servers	\$30,000	\$15,000	\$21,000	\$30,000	\$25,000	\$121,000
Network Hdwe.	\$27,000	\$25,000	\$25,000	\$15,000	\$15,000	\$107,000
Wireless Infra.	\$37,000	\$29,000	\$0	\$0	\$0	\$66,000
Infra. Sub-Total	\$94,000	\$69,000	\$46,000	\$45,000	\$40,000	\$294,000
TOTALS	\$585,000	\$455,700	\$612,800	\$505,400	\$450,300	\$2,609,200
1 to 1 TOTALS	\$403,000	\$451,700	\$513,000	\$360,200	\$450,300	\$2,178,200
NPS 1:1 Initiative	FY 16	FY 17	FY 18	FY 19	FY 20	5-Yr Total
MS Teacher iPads	\$0	\$0	\$25,000	\$50,000	\$0	\$75,000
HR Student iPads @ 15%	\$52,000	\$50,000	\$50,000	\$50,000	\$50,000	\$252,000
HR Student iPads - Additional to 75%	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
NHS Student laptops	\$0	\$361,000	\$0	\$0	\$0	\$361,000
TOTALS	\$202,000	\$561,000	\$225,000	\$250,000	\$200,000	\$1,438,000
IWB Costs	FY 16	FY 17	FY 18	FY 19	FY 20	5-Yr Total
Bmeadow	\$8,400	\$0	\$15,000	\$0	\$0	\$23,400
Eliot	\$0	\$0	\$10,000	\$0	\$0	\$10,000
Hillside	\$0	\$0	\$10,000	\$0	\$0	\$10,000
Mitchell	\$0	\$0	\$0	\$0	\$0	\$0
Newman	\$0	\$0	\$15,000	\$0	\$0	\$15,000
High Rock	\$0	\$0	\$0	\$0	\$0	\$0
Pollard	\$4,200	\$0	\$0	\$0	\$0	\$4,200
NHS	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS	\$12,600	\$0	\$50,000	\$0	\$0	\$62,600
Gr. Total w/ 1:1	\$617,600	\$1,012,700	\$788,000	\$610,200	\$650,300	\$3,678,800

Department Capital Request CIP-DCR					
Title	High School Graphics Equipment Replacement	Department	School Dept (Fine & Perf. Arts)	Fiscal Year	FY2016
Parameters				YES	NO NA
1.	Is this a multi-year capital replacement/upgrade request?			X	
2.	Is this a request in response to a documented public health or safety condition?				X
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?			X	
6.	Is this a request to purchase specialty equipment?				X
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?			X	
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X	
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	II	Primary Reason	4	Operating Budget Impact	

Department Capital Request CIP-DCR									
Title	High School Graphics Equipment Replacement			Department	School Dept (Fine & Perf. Arts)	Fiscal Year	FY2016		
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses			Column C		
Year 1	\$9,900	Intangibles		Enter description					
Year 2	\$6,750	Equipment	\$39,950	Enter description					
Year 3	\$12,000	Design & Engineering		Enter description					
Year 4	\$5,300	Construction Expenses		Enter description					
Year 5	\$6,000	Other Expenses*		Enter description					
Column A Total	\$39,950	Column B Total	\$39,950	Column C Total					
Equipment Schedule									
Yes		No		X		NA			
Description and Justification									
In May 2012, Town Meeting authorized funding for a planned replacement/purchase cycle of the equipment used in the Graphics Production Center at the High School. The Graphics Production program offers convenient, cost-effective printing and production services for the School Department and School Community, and provides hands-on educational training in the field of professional graphics and printing production for Needham High School students enrolled in the 3rd Year Graphics class (Production Printing.) Given the high cost of replacing the program's specialized equipment, some of which was purchased new during the High School renovation and some of which pre-dates the renovation, the funding provided by the capital budget has been an important means of sustaining a modern graphic arts program. Although the Graphics Production program charges fees for the printing services it provides to the school community, those fees are insufficient to cover the cost of replacing large or expensive pieces of equipment. Production program revenues are used to cover the cost of supplies and pay the cost of summer student interns who work at the program. Over the summer of 2011, a five-year equipment replacement plan was developed following a complete inventory analysis of Graphics Production equipment. The following pieces of equipment have been replaced since FY13: wide format printer (FY13), printers and binders (FY14) and a high-capacity large print photo printer (FY15.) The FY16-20 request reflects the need to upgrade the program's ability to provide high-end, large size photographic printing									

Department Capital Request CIP-DCR				
Title	High School Graphics Equipment Replacement	Department	School Dept (Fine & Perf. Arts)	Fiscal Year
and adds 3D production capabilities. The specific equipment requests in each year may change, if equipment breaks down unexpectedly or program needs change.				
Year 1 (FY16)	\$9,900			FY2016
• Paper Drill (Heavy Duty)				
• Screen Exposure Unit				
Year 2 (FY17)	\$6,750			
• Tower Collator w/Booklet Maker				
• Padding Machine				
Year 3 (FY18)	\$12,000			
• Folder/Collator/Binder				
Year 4 (FY19)	\$5,300			
• Screen frames light proof cabinet				
• 3D Printer – high capacity				
Year 5 (FY20)	\$6,000			
• 3D Printer – high capacity				
• Updated 2D printers				
FY2015-FY2018 Version				

Department Capital Request CIP-DCR					
Title	Copier Replacement	Department	School Department	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO
2.	Is this a request in response to a documented public health or safety condition?			X	
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?			X	
6.	Is this a request to purchase specialty equipment?				X
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?			X	
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?			X	
Useful Life	II	Primary Reason	5	Operating Budget Impact	C

Department Capital Request CIP-DCR																							
Title	Copier Replacement		Department	School Department		Fiscal Year	2016																
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C																		
Year 1	\$62,740	Intangibles																					
Year 2	\$39,330	Equipment	\$282,250																				
Year 3	\$49,630	Design & Engineering																					
Year 4	\$84,250	Construction Expenses																					
Year 5	\$46,300	Other Expenses*																					
Column A Total	\$282,250	Column B Total	\$282,250	Column C Total																			
Equipment Schedule																							
Description and Justification																							
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 48 copy machines. The FY16 – FY20 request replaces the following numbers of copy machines:																							
<table><tr><th>Fiscal Year</th><th># of Copy Machines Replaced</th></tr><tr><td>FY15 (Estimated)</td><td>4</td></tr><tr><td>FY16 (Requested)</td><td>4</td></tr><tr><td>FY17 (Requested)</td><td>5</td></tr><tr><td>FY18 (Requested)</td><td>4</td></tr><tr><td>FY19 (Requested)</td><td>9</td></tr><tr><td>FY20 (Requested)</td><td>4</td></tr></table>										Fiscal Year	# of Copy Machines Replaced	FY15 (Estimated)	4	FY16 (Requested)	4	FY17 (Requested)	5	FY18 (Requested)	4	FY19 (Requested)	9	FY20 (Requested)	4
Fiscal Year	# of Copy Machines Replaced																						
FY15 (Estimated)	4																						
FY16 (Requested)	4																						
FY17 (Requested)	5																						
FY18 (Requested)	4																						
FY19 (Requested)	9																						
FY20 (Requested)	4																						
Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers, which are heavily used, are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity.																							
FY2016-FY2020 Version																							

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Capital Request
Purchase

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Building	Location	Make	Model	Year	FY16	FY17	FY18	FY19	FY20
Administration	SECOND FLOOR	XEROX	5755APT	12/11/12		\$0	\$0	\$0	\$12,560
Administration	Production Center	Xerox	P4127	11/15/2011	\$25,000	\$0	\$0	\$0	\$0
Administration	FIRST FLOOR	Konica	KM 754 e	8/26/10	\$0	\$0	\$0	\$0	\$0
Administration	Production Center	XEROX	D125	12/11/12	\$0	\$0	\$27,560	\$0	\$0
Broadmeadow	Teacher Lounge	Konica	KM654e	8/30/06	\$0	\$0	\$0	\$0	\$0
Broadmeadow	Teachers Room	Canon	IR5065	1/30/08	\$0	\$0	\$0	\$0	\$0
Broadmeadow	Main Office	Xerox	5765PT	11/15/2011	\$0	\$0	\$0	\$11,960	\$0
Broadmeadow	ETC	Xerox	3550	4/1/2012	\$0	\$0	\$0	\$0	\$0
High School	Media	Xerox	3550	4/1/12	\$0	\$0	\$0	\$0	\$0
High School	Athletics	Ricoh	MP3350	2009	\$0	\$5,090	\$0	\$0	\$0
High School	Grade Level 301	Xerox	5135PT	11/15/2011	\$0	\$0	\$0	\$0	\$0
High School	Math/Sci Rm 205	Xerox	5775PT	11/15/2011	\$0	\$0	\$0	\$11,960	\$0
High School	World Lang 704	Konica	KM 654 e	8/31/06	\$0	\$0	\$0	\$0	\$0
High School	Health Office 607	XEROX	WC3550	12/11/2012	\$0	\$0	\$0	\$0	\$0
High School	Main Office 502	XEROX	WC3550	12/11/2012	\$0	\$0	\$0	\$2,420	\$0
High School	Music	Ricoh	MP6001	2011	\$0	\$5,090	\$0	\$0	\$0
High School	PE	XEROX	WC3550	12/11/2012	\$0	\$0	\$0	\$0	\$0
High School	College 503	Konica	KM 364 e	7/26/2005	\$0	\$0	\$0	\$0	\$0
High School	Wrtnng Cntr	Konica	KM 454 e	7/26/2005	\$0	\$0	\$0	\$0	\$0
High School	METCO 608	Canon	IR3025	2007	\$0	\$0	\$0	\$0	\$0
High School	SPED Rm 801	XEROX	5740APT	12/11/2012	\$0	\$0	\$5,340	\$0	\$0
High School	SS/English 703	Konica	KM 754 e	1/30/2008	\$0	\$0	\$0	\$0	\$0
High School	Eng/SS	XEROX	WC5740A	12/11/12	\$12,580	\$0	\$0	\$0	\$0
High School	WL/305	XEROX	WC5740A	12/11/12	\$0	\$0	\$0	\$0	\$0
High School	Math/Sci	XEROX	5740PT	12/11/12	\$12,580	\$0	\$0	\$0	\$0
Hillside	Main Office	XEROX	5755APT	12/11/12	\$0	\$0	\$11,390	\$0	\$0
Hillside	Downstairs	Xerox	5765PT	11/15/2011	\$0	\$0	\$0	\$5,610	\$0
Hillside	Main Office	Konica	KM 754E	8/31/2006	\$0	\$0	\$0	\$0	\$0
Mitchell	Main Office	Ricoh	MP8001	2008	\$0	\$0	\$0	\$0	\$15,290
Mitchell	5th grade wing	Xerox	5765PT	11/15/2011	\$0	\$0	\$0	\$0	\$12,560
Mitchell	Back Door	Canon	IR5065	2011	\$0	\$0	\$0	\$0	\$0
Newman	Front Office	XEROX	5775PT	12/11/2012	\$0	\$0	\$0	\$14,560	\$0
Newman	Hall Outside Office	Xerox	5765PT	11/15/2011	\$0	\$10,850	\$0	\$0	\$0
Newman	Hallway near caf	Xerox	5765PT	11/15/11	\$0	\$0	\$0	\$0	\$5,890
Newman	Down Stairs Hall	XEROX	5755APT	12/11/2012	\$0	\$0	\$0	\$11,960	\$0
Newman	Science Center	XEROX	3550X	12/11/2012	\$0	\$0	\$0	\$0	\$0
Pollard	8th Grade Hallway	Ricoh	MP8001	2011	\$12,580	\$0	\$0	\$0	\$0

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Capital Request
Purchase

DRAFT***

Building	Location	Make	Model	Year	FY16	FY17	FY18	FY19	FY20
Pollard	7th Grade work area	Xerox	5765PT	11/15/11	\$0	\$0	\$0	\$5,610	\$0
Pollard	Main Office	Konica	KM 754E	2009	\$0	\$0	\$0	\$14,560	\$0
Pollard	Teacher's Lounge	Canon	IR5065	1/30/08	\$0	\$0	\$0	\$0	\$0
Pollard	Main Office	XEROX	WC5740A	12/11/12	\$0	\$0	\$5,340	\$0	\$0
Pollard	Media Coin -OP	Xerox	3550	4/1/12	\$0	\$0	\$0	\$0	\$0
High Rock	Room 207	Ricoh	MP8001	2009	\$0	\$13,210	\$0	\$0	\$0
High Rock	Main Office	Ricoh	MP8000	2009	\$0	\$0	\$0	\$0	\$0
Eliot Elementary	Main Office	Konica	KM754 E	2/11	\$0	\$0	\$0	\$0	\$0
Eliot Elementary	Room 151	Xerox	5765PT	11/15/11	\$0	\$0	\$0	\$0	\$0
Eliot Elementary	Room 210	Xerox	5135PT	11/15/11	\$0	\$0	\$0	\$5,610	\$0
Kase- Cong. Church	Main Office	Canon	IR2230	8/11/2005	\$0	\$5,090	\$0	\$0	\$0
Administration	Color Copier Produc	Xerox	Color 560	2014	\$0	\$0	\$0	\$0	\$0
Totals					\$62,740	\$39,330	\$49,630	\$84,250	\$46,300
									\$282,250

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Capital Request

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Building	Location	Make	Model	Year	Purchase						
					FY16	FY17	FY18	FY19	FY20	FY21	FY22
Administration	SECOND FLOOR	XEROX	5755APT	12/11/12	59%	69%	79%	88%	98%	30%	40%
Administration	Production Center	Xerox	P4127	39400	138%	87%	99%	112%	125%	138%	87%
Administration	FIRST FLOOR	Konica	KM 754 e	8/26/10	16%	20%	25%	30%	34%	39%	43%
Administration	Production Center	XEROX	D125	12/11/12	91%	108%	124%	41%	58%	75%	91%
Broadmeadow	Teacher Lounge	Konica	KM654e	8/30/06	51%	65%	80%	95%	110%	125%	21%
Broadmeadow	Teachers Room	Canon	IR5065	1/30/08	18%	20%	21%	22%	24%	25%	26%
Broadmeadow	Main Office	Xerox	5765PT	39400	86%	98%	109%	121%	40%	51%	63%
Broadmeadow	ETC	Xerox	3550	39538	12%	14%	16%	18%	20%	24%	26%
High School	Media	Xerox	3550	4/1/12	6%	7%	8%	9%	10%	12%	13%
High School	Athletics	Ricoh	MP3350	2009	90%	96%	55%	61%	67%	73%	78%
High School	Grade Level 301	Xerox	5135PT	39400	19%	22%	24%	27%	29%	32%	34%
High School	Math/Sci Rm 205	Xerox	5775PT	39400	95%	106%	118%	130%	48%	60%	72%
High School	World Lang 704	Konica	KM 654 e	8/31/06	33%	42%	52%	61%	71%	80%	90%
High School	Health Office 607	XEROX	WC3550 >	39792	3%	4%	5%	5%	6%	6%	7%
High School	Main Office 502	XEROX	WC3550 >	39792	20%	23%	27%	31%	9%	13%	16%
High School	Music	Ricoh	MP6001	2011	79%	86%	33%	41%	48%	56%	63%
High School	PE	XEROX	WC3550 >	39792	27%	32%	37%	41%	46%	51%	56%
High School	College 503	Konica	KM 364 e	37097	12%	16%	19%	23%	26%	30%	33%
High School	Wrtng Cntr	Konica	KM 454 e	37097	30%	39%	47%	56%	65%	74%	82%
High School	METCO 608	Canon	IR3025	2007	13%	13%	13%	13%	13%	13%	13%
High School	SPED Rm 801	XEROX	5740APT	39792	85%	100%	116%	38%	54%	69%	85%
High School	SS/English 703	Konica	KM 754 e	38015	54%	69%	85%	100%	116%	132%	22%
High School	Eng/SS	XEROX	WC5740A	12/11/12	286%	128%	180%	233%	286%	338%	391%
High School	WL/305	XEROX	WC5740A	12/11/12	59%	69%	79%	90%	100%	110%	28%
High School	Math/Sci	XEROX	5740PT	12/11/12	252%	113%	159%	206%	252%	298%	344%
Hillside	Main Office	XEROX	5755APT	12/11/12	84%	100%	115%	37%	53%	68%	84%
Hillside	Downstairs	Xerox	5765PT	39400	50%	57%	64%	70%	77%	84%	91%
Hillside	Main Office	Konica	KM 754E	37498	34%	44%	53%	63%	73%	83%	93%
Mitchell	Main Office	Ricoh	MP8001	2008	71%	87%	103%	119%	134%	55%	71%
Mitchell	5th grade wing	Xerox	5765PT	39400	48%	54%	60%	66%	72%	24%	30%
Mitchell	Back Door	Canon	IR5065	2011	30%	32%	34%	36%	38%	39%	41%
Newman	Front Office	XEROX	5775PT	39792	59%	70%	80%	91%	27%	37%	48%
Newman	Hall Outside Office	Xerox	5765PT	39400	92%	105%	40%	53%	66%	79%	92%
Newman	Hallway near caf	Xerox	5765PT	11/15/11	66%	75%	85%	94%	104%	29%	38%
Newman	Down Stairs Hall	XEROX	5755APT	39792	70%	82%	95%	108%	31%	44%	57%
Newman	Science Center	XEROX	3550X	39792	6%	7%	8%	9%	10%	12%	13%
Pollard	8th Grade Hallway	Ricoh	MP8001	2011	127%	59%	73%	86%	100%	113%	127%
Pollard	7th Grade work area	Xerox	5765PT	11/15/11	74%	85%	96%	107%	30%	41%	52%
Pollard	Main Office	Konica	KM 754E	2009	66%	86%	105%	124%	27%	47%	66%
Pollard	Teacher's Lounge	Canon	IR5065	1/30/08	25%	25%	26%	26%	27%	27%	27%
Pollard	Main Office	XEROX	WC5740A	12/11/12	169%	201%	233%	73%	105%	137%	169%
Pollard	Media Coin -OP	Xerox	3550	4/1/12	6%	7%	8%	9%	10%	12%	13%

***DRAFT

Capital Request

DRAFT***

Building	Location	Make	Model	Purchase		FY16	FY17	FY18	FY19	FY20	FY21	FY22
				Year								
High Rock	Room 207	Ricoh	MP8001	2009		71%	77%	40%	45%	50%	56%	61%
High Rock	Main Office	Ricoh	MP8000	2009		66%	78%	90%	101%	113%	125%	136%
Eliot Elementary	Main Office	Konica	KM754 E	38758		20%	28%	36%	44%	52%	61%	69%
Eliot Elementary	Room 151	Xerox	5765PT	11/15/11		35%	40%	45%	50%	55%	60%	15%
Eliot Elementary	Room 210	Xerox	5135PT	11/15/11		85%	95%	105%	115%	45%	55%	65%
Kase- Cong. Church	Main Office	Canon	IR2230	37113		59%	62%	29%	33%	36%	39%	42%
Administration	Color Copier Produc	Xerox	Color 560	2014		27%	33%	40%	47%	53%	60%	67%

Department Capital Request CIP-DCR				
Title	Fitness Equipment Replacement	Department	School Department	Fiscal Year
Parameters				2016
				YES NO NA
1.	Is this a multi-year capital replacement/upgrade request?			X
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			
4.	Is this a request for a study or long range plan?			X
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	III	Primary Reason	5	Operating Budget Impact
				C

Department Capital Request CIP-DCR									
Title	Fitness Equipment Replacement			Department	School Department		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Costs Components		Column B		*Other Expenses	Column C		
Year 1	\$20,020	Intangibles							
Year 2	\$13,110	Equipment		\$82,420					
Year 3	\$15,450	Design & Engineering							
Year 4	\$16,670	Construction Expenses							
Year 5	\$17,170	Other Expenses*							
Column A Total	\$82,420	Column B Total		\$82,420	Column C Total				
Equipment Schedule									
	Yes	No	NA						
Description and Justification									
The Needham High School renovation project purchased a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. An inventory of fitness equipment at both schools is attached to this document, as is a plan for replacing that equipment over the 2013-2025 period. The manufacturer's estimated life cycle is 5 years for treadmills, 6 years for cross trainers, 8 years for recumbent and upright bikes, 23 years for rowing machines and 25 years for circuit training equipment. The requested replacement cycle is based on a longer replacement cycle of: 5-7 years for treadmills, 9 years for cross trainers, 8 years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. An annual inflation factor of 3% is used to inflate FY12 manufacturers' prices, for costing purposes. The FY16-20 request would replace the following: FY16 - 5 spinning bikes, 1 treadmill FY17 - 1 recumbent bike, 4 spinning bikes FY18 - 2 cross trainers FY19 - 3 spinning bikes, 1 treadmill FY20 - 3 spinning bikes, 1 treadmill									
FY2016-FY2020 Version									

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Capital Request

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Year	Item	Quantity	Unit Price	Shipping estimated at 10%	Shipping quoted cost	Total per unit	Sub Total	Annual Total	Annual w/ 3% Inflation Factor	Cumulative Inflation Factor
2014	Spinning Bikes	3	1,542.65	154.27	0.00	1,696.92	5,090.75			
	Treadmills	1	7,699.00	769.90	401.61	8,870.51	8,870.51			
ANNUAL TOTAL								\$13,961.26	\$14,380.00	103.00%
2015	Spinning Bikes	3	1,542.65	154.27	0.00	1,696.92	5,090.75			
	Treadmills	1	7,699	769.90	401.61	8,870.51	8,870.51			
ANNUAL TOTAL								\$13,961.26	\$14,810.00	106.09%
2016	Spinning bike	5	1,319.00	131.90	439.83	1,890.73	9,453.65			
	Treadmills	1	7,699.00	769.90	401.61	8,870.51	8,870.51			
ANNUAL TOTAL								\$18,324.16	\$20,020.00	109.27%
2017	Recumbent Bikes	1	3,499.00	349.90	235.09	4,083.99	4,083.99			
	Spinning bike	4	1,319.00	131.90	439.83	1,890.73	7,562.92			
ANNUAL TOTAL								\$11,646.91	\$13,110.00	112.55%
2018	Cross-Trainers	2	5699	569.90	394.56	6,663.46	13,326.92			
ANNUAL TOTAL								\$13,326.92	\$15,450.00	115.93%
2019	Spinning Bikes	3	1,542.65	154.27	0.00	1,696.92	5,090.75			
	Treadmills	1	7,699.00	769.90	401.61	8,870.51	8,870.51			
ANNUAL TOTAL								\$13,961.26	\$16,670.00	119.41%
2020	Spinning Bikes	3	1,542.65	154.27	0.00	1,696.92	5,090.75			
	Treadmills	1	7699	769.90	401.61	8,870.51	8,870.51			
ANNUAL TOTAL								\$13,961.26	\$17,170.00	122.99%
2021	Spinning bike	5	1,319.00	131.90	439.83	1,890.73	9,453.65			
	Treadmills	1	7,699.00	769.90	401.61	8,870.51	8,870.51			
ANNUAL TOTAL								\$18,324.16	\$23,210.00	126.68%
2022	Recumbent Bikes	2	3,499.00	349.90	235.09	4,083.99	8,167.98			
	Spinning bike	4	1,319.00	131.90	439.83	1,890.73	7,562.92			
ANNUAL TOTAL								\$15,730.90	\$20,530.00	130.48%
2023	Cross-Trainers	2	5699	569.90	394.56	6,663.46	13,326.92			
ANNUAL TOTAL								\$13,326.92	\$17,910.00	134.39%
2024	Lifefitness (the equipment has been averaged out - range is from \$2400 currently to \$4000.									
	Squat	1	3200	320.00		3,520.00	3520			
	Chest press	1	3200	320.00		3,520.00	3520			
	Bicep curl	1	3200	320.00		3,520.00	3520			
	Seated leg curl	1	3200	320.00		3,520.00	3520			
	Leg extention	1	3200	320.00		3,520.00	3520			
	Tricept press	1	3200	320.00		3,520.00	3520			
	Shoulder press	1	3200	320.00		3,520.00	3520			
ANNUAL TOTAL								\$24,640.00	34110	138.42%
2025	Lifefitness (the equipment has been averaged out - range is from \$2400 currently to \$4000.									
	Seated row	1	3200	320.00		3,520.00	3520			
	Military Press	1	3200	320.00		3,520.00	3520			
	Arm Curl	1	3200	320.00		3,520.00	3520			
	Ab crunch	1	3200	320.00		3,520.00	3520			
	Lat Pull Down	1	3200	320.00		3,520.00	3520			
	Con D Rower	1	1,200.00	120.00	0.00	1,320.00	1,320.00			
	Keiser Leg Press	1	7,315.00	731.50		8,046.50	8,046.50			
ANNUAL TOTAL								\$26,966.50	38450	142.58%
2026	Keiser Infinity Acc Kit	3	307.65	30.77	0.00	338.42	1,015.25			
	Upright Bikes	3	3,299.00	329.90	235.09	3,863.99	11,591.97			
	Compressor	1	2,240.00	224.00		2,464.00	2,464.00			
	LC W/RNGE	1	5,090.00	509.00		5,599.00	5,599.00			
ANNUAL TOTAL								\$20,670.22	30350	146.85%
2027	Keiser Equipment									
	Biaxial Chest	1	5,195.00	519.50		5,714.50	5,714.50			
	Military Press	1	4,290.00	429.00		4,719.00	4,719.00			
	Arm Curl	1	4,180.00	418.00		4,598.00	4,598.00			
	Triceps	1	4,180.00	418.00		4,598.00	4,598.00			

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Year	Item	Quantity	Unit Price	Shipping estimated at 10%	Shipping quoted cost	Total per unit	Sub Total	Annual Total	Annual w/ 3% Inflation Factor	Cumulative Inflation Factor
	Biaxial Upper Back	1	5,045.00	504.50		5,549.50	5,549.50			
ANNUAL TOTAL								\$25,179.00	38090	151.26%
2028 Keiser Equipment										
	Performance Trainers	6	3,535.00	353.50		3,888.50	23,331.00			
	Base Floor Mount	3	135	13.50		148.50	445.50			
	6-Pk Frame	1	1095	109.50		1,204.50	445.5			
ANNUAL TOTAL								\$24,222.00	37740	155.80%
2029 Keiser Equipment										
	Standing Hip	1	4,980.00	498.00		5,478.00	5,478.00			
	Functional trainer Plat	3	4,045.00	404.50		4,449.50	13,348.50			
	L E W/RNGE	1	5045	504.50		5,549.50	5549.5			
ANNUAL TOTAL								\$24,376.00	39120	160.47%
2030 Keiser Equipment										
	Seated Butterfly	1	5,155.00	515.50		5,670.50	5,670.50			
	Infinity Accessory Kit	3	307.65	30.77		338.42	1,015.25			
	Technology adaptation	2	700.00	70.00		770.00	1,540.00			
	Abdominal Plat	1	4,290.00	429.00		4,719.00	4,719.00			
	Lower Back	1	4,290.00	429.00		4,719.00	4,719.00			
	Lat Pull Down	1	4,765.00	476.50		5,241.50	5,241.50			
ANNUAL TOTAL								\$22,905.25	37860	165.28%
<i>This concludes total replacement of equipment and begins a second cycle of replacement.</i>										
2031 Spinning Bikes										
		24	1,542.65	154.27	0.00	1,696.92	40,725.96			
ANNUAL TOTAL								\$40,725.96	69330	170.24%
2032 Treadmills										
		5	7,699.00	769.90	401.61	8,870.51	44,352.55			
ANNUAL TOTAL								\$44,352.55	77770	175.35%
2033 Cross-Trainers										
	Con D Rower	4	5,699.00	569.90		6,268.90	25,075.60			
		3	999	99.90		1,098.90	3,296.70			
ANNUAL TOTAL								\$28,372.30	51240	180.61%
2034 Recumbent Bikes										
	Upright Bikes	3	3,499.00	349.90		3,848.90	11,546.70			
		3	3,299.00	329.90		3,628.90	10,886.70			
ANNUAL TOTAL								22,433.40	41730	186.03%
2035										

* these are place holders for future budget consideration and are therefore incomplete.

Wellness Department Fitness Equipment Inventory and Replacement Cycle

Inventory of Fitness Equipment at Needham High School and Pollard Middle School

ITEM Num	Location	Model/Description	Serial #	Unit Price	Original Purchase Yr	Manufacturers Suggested Replacement Date	Man Sgst Rplcmt make/model
CARDIO EQUIPMENT (Needham High School)							
TREADMILL 95TI - DOMLX-01	High School	95T INSPIRE BASE W 7" LCD CONSOLE MODEL - 95T. TREADMILL BASE DOM - 4 HP AC-HR/NC. 07DT-DOMXX-01R NC7-INCH LCD TREADMILL CONSOLE DOM	TWT 113384	7,699.	2008	2013	newest comparable model 7,930 + 401.61 shipping
TREADMILL 95TI - DOMLX-01	High School	95T INSPIRE BASE W 7" LCD CONSOLE MODEL - 95T. TREADMILL BASE DOM - 4 HP AC-HR/NC. 07DT-DOMXX-01R NC7-INCH LCD TREADMILL CONSOLE DOM	TWT 113959	7,699.	2008	2013	newest comparable model 7,930 + 401.61 shipping
TREADMILL 95TI - DOMLX-01	High School	95T INSPIRE BASE W 7" LCD CONSOLE MODEL - 95T. TREADMILL BASE DOM - 4 HP AC-HR/NC. 07DT-DOMXX-01R NC7-INCH LCD TREADMILL CONSOLE DOM	TWT 113347	7,699.	2008	2013	newest comparable model 7,930 + 401.61 shipping
TREADMILL 95TI - DOMLX-01	High School	95T INSPIRE BASE W 7" LCD CONSOLE MODEL - 95T. TREADMILL BASE DOM - 4 HP AC-HR/NC. 07DT-DOMXX-01R NC7-INCH LCD TREADMILL CONSOLE DOM	TWT 113758	7,699.	2008	2013	newest comparable model 7,930 + 401.61 shipping
TREADMILL 95TI - DOMLX-01	HIGH SCHOOL	95T INSPIRE BASE W 7" LCD CONSOLE MODEL - 95T. TREADMILL BASE DOM - 4 HP AC-HR/NC. 07DT-DOMXX-01R NC7-INCH LCD TREADMILL CONSOLE DOM	TWT 113387	7,699.	2008	2013	newest comparable model 7,930 + 401.61 shipping
CROSS TRAINER 95XI-DOMXX-01	HIGH SCHOOL	95X INSPIRE CROSS-TRAINER 7"-95X CROSS TRAINER BASE-HR 07DN-ALLXX-01R NC 7-INCH LCD BIKE/CT CONSOLE	XTM 105299	5,699	2008	2014	newest comparable model 5,870 + 394.56 shipping
CROSS TRAINER 95XI-DOMXX-01	HIGH SCHOOL	95X INSPIRE CROSS-TRAINER 7"-95X CROSS TRAINER BASE-HR 07DN-ALLXX-01R NC 7-INCH LCD BIKE/CT CONSOLE	XTM 105287	5,699	2008	2014	newest comparable model 5,870 + 394.56 shipping
CROSS TRAINER 95XI-DOMXX-01	HIGH SCHOOL	95X INSPIRE CROSS-TRAINER 7"-95X CROSS TRAINER BASE-HR 07DN-ALLXX-01R NC 7-INCH LCD BIKE/CT CONSOLE	XTM 105286	5,699	2008	2014	newest comparable model 5,870 + 394.56 shipping
CROSS TRAINER 95XI-DOMXX-01	HIGH SCHOOL	95X INSPIRE CROSS-TRAINER 7"-95X CROSS TRAINER BASE-HR 07DN-ALLXX-01R NC 7-INCH LCD BIKE/CT CONSOLE	XTM 105298	5,699	2008	2014	newest comparable model 5,870 + 394.56 shipping

Wellness Department Fitness Equipment Inventory and Replacement Cycle

RECUMBENT BIKE 95RA-DOMXX-01	HIGH SCHOOL	95R ACHIEVE RECUMBENT BIKE LED – 95R RECUMBENT LIFECYCLE BASE – HR/LED BIKE/CT CONSOLE DOM/RECUMBENT LIFECYCLE HANDLEBARS W/CONTACT HR	ARL 101783	3,499	2008	2016	shipping newest comparable model 3,604 + 235.09 shipping
RECUMBENT BIKE 95RA-DOMXX-01	HIGH SCHOOL	95R ACHIEVE RECUMBENT BIKE LED – 95R RECUMBENT LIFECYCLE BASE – HR/LED BIKE/CT CONSOLE DOM/RECUMBENT LIFECYCLE HANDLEBARS W/CONTACT HR	ARL 101819	3,499	2008	2016	shipping newest comparable model 3,604 + 235.09 shipping
RECUMBENT BIKE 95RA-DOMXX-01	HIGH SCHOOL	95R ACHIEVE RECUMBENT BIKE LED – 95R RECUMBENT LIFECYCLE BASE – HR/LED BIKE/CT CONSOLE DOM/RECUMBENT LIFECYCLE HANDLEBARS W/CONTACT HR	ARL 101813	3,499	2008	2016	shipping newest comparable model 3,604 + 235.09 shipping
UPRIGHT BIKE 95CA-DOMXX-01	HIGH SCHOOL	95C ACHIEVE UPRIGHT BIKE LED – 95C UPRIGHT LIFECYCLE BASE – HR/LED BIKE/CT CONSOLE DOM	ALX 102551	3,299	2008	2016	shipping newest comparable model 3,398 + 235.09 shipping
UPRIGHT BIKE 95CA-DOMXX-01	HIGH SCHOOL	95C ACHIEVE UPRIGHT BIKE LED – 95C UPRIGHT LIFECYCLE BASE – HR/LED BIKE/CT CONSOLE DOM	ALX 102552	3,299	2008	2016	shipping newest comparable model 3,398 + 235.09 shipping
UPRIGHT BIKE 95CA-DOMXX-01	HIGH SCHOOL	95C ACHIEVE UPRIGHT BIKE LED – 95C UPRIGHT LIFECYCLE BASE – HR/LED BIKE/CT CONSOLE DOM	ALX 102556	3,299	2008	2016	shipping newest comparable model 3,398 + 235.09 shipping
SABC AB CRUNCH	HIGH SCHOOL	SIGNATURE AB CRUNCH – SABC FRAME – PLT/SABC UPH ROY			2008		shipping newest comparable model
CONCEPT II ROWING MACHINES (Needham High School)							
CONCEPT 2 ROWING MACHINE CONC-D	HIGH SCHOOL	MODEL D ROWER	3001103 59	999.	2008	2021	shipping newest comparable model
CONCEPT 2 ROWING MACHINE CONC-D	HIGH SCHOOL	MODEL D ROWER	3001079 60	999.	2008	2021	shipping newest comparable model
CONCEPT 2 ROWING MACHINE	HIGH SCHOOL	Older model here for over 17 years		unknown	Unknown (over 17 yrs)	2012	shipping newest comparable model
KEISER CIRCUIT EQUIPMENT (Needham High School)							
Keiser 001030P	HIGH SCHOOL	COMPRESSOR-115V/60 10 GAL-PLAT		2,075.	2008	2023	shipping newest comparable model
Keiser 002531PP	HIGH SCHOOL	A-300 LEG PRESS-PLAT-PWR	080917-13729	6,845.	2008	2023	shipping newest comparable model

Wellness Department Fitness Equipment Inventory and Replacement Cycle

Keiser 001621PP	HIGH SCHOOL	A-250 MILITARY PRESS-PLAT-PWR	080805- 11071	4,045.	2008	2023	newest comparable model
Keiser 002821PP	HIGH SCHOOL	A-250 LOWER BACK-PLAT-PWR	080804- 11006	4,045.	2008	2023	newest comparable model
Keiser 002121PP	HIGH SCHOOL	A-250 LAT PULL DOWN-PLAT-PWR	080806- 11156	4,485.	2008	2023	newest comparable model
Keiser 002235PP	HIGH SCHOOL	A-350 SEATED BUTTERFLY-PLAT-PWR	080808- 11282	4,845.	2008	2023	newest comparable model
Keiser 002035PP	HIGH SCHOOL	A-350 BIAXIAL UPPER BACK-PLAT-PWR	080904- 12925	4,745.	2008	2023	newest comparable model
Keiser 002721PP	HIGH SCHOOL	A-250 ABDOMINAL-PLAT-PWR	080804- 10969	4,045.	2008	2023	newest comparable model
Keiser 001531PP	HIGH SCHOOL	A-300 SQUAT-PLAT-PWR	080909- 12952	5,185.	2008	2023	newest comparable model
Keiser 002621PP	HIGH SCHOOL	A-300 STANDING HIP-PLAT-PWR	080919- 13849	4,685.	2008	2023	newest comparable model
Keiser 001335PP	HIGH SCHOOL	A-350 BIAXIAL CHEST-PLAT-PWR	080403- 05152	4,885.	2008	2023	newest comparable model
Keiser 001222PP	HIGH SCHOOL	A-250 L.C. W/RNGE LTR-PLAT-PWR	080805- 11099	4,785.	2008	2023	newest comparable model
Keiser 001122PP	HIGH SCHOOL	A-250 L.E. W/RNGE LTR-PLAT-PWR	080731- 10841	4,785.	2008	2023	newest comparable model
Keiser 001721PP	HIGH SCHOOL	A-250 ARM CURL-PLAT-PWR	080408- 05330	3,945.	2008	2023	newest comparable model
Keiser 001921PP	HIGH SCHOOL	A-250 TRICEPS-PLAT-PWR	080806- 1163	3,945.	2008	2023	newest comparable model
Keiser 003020PP	HIGH SCHOOL	FUNCTIONAL TRAINER	080908- 13118	3,825.	2008	2023	newest comparable model
Keiser 003020PP	HIGH SCHOOL	FUNCTIONAL TRAINER	080912- 13476	3,825.	2008	2023	newest comparable model
Keiser 003020PP	HIGH SCHOOL	FUNCTIONAL TRAINER	080908- 13119	3,825.	2008	2023	newest comparable model
Keiser 003010PP 1	HIGH SCHOOL	PERFORMANCE TRAINER-PLAT-PWR (6-PK)	080919- 13856	3,345	2008	2023	newest comparable model
Keiser 003010PP 2	HIGH SCHOOL	PERFORMANCE TRAINER-PLAT-PWR (6-PK)	080919- 13854	3,345	2008	2023	newest comparable model
Keiser 003010PP 3	HIGH SCHOOL	PERFORMANCE TRAINER-PLAT-PWR (6-PK)	080919- 13853	3,345	2008	2023	newest comparable model
Keiser 003010PP 4	HIGH SCHOOL	PERFORMANCE TRAINER-PLAT-PWR (6-PK)	080919- 13855	3,345	2008	2023	newest comparable model
Keiser 003010PP 5	HIGH SCHOOL	PERFORMANCE TRAINER-PLAT-PWR (6-PK)	080917- 13742	3,345	2008	2023	newest comparable model
Keiser	HIGH SCHOOL	PERFORMANCE TRAINER-PLAT-PWR (6-PK)	080917- 13742	3,345	2008	2023	newest comparable model

Wellness Department Fitness Equipment Inventory and Replacement Cycle

003010PP 6	HIGH SCHOOL	Reebok Tomahawk	13741	2006	model newest comparable model
Reebok Tomahawk Spinning Bike 1			TF0055 SC-06C		
Reebok Tomahawk Spinning Bike 2	HIGH SCHOOL	Reebok Tomahawk	TF02181 C-06H	2006	newest comparable model
Reebok Tomahawk Spinning Bike 3	HIGH SCHOOL	Reebok Tomahawk	TF02078 C-06H	2006	newest comparable model
Reebok Tomahawk Spinning Bike 4	HIGH SCHOOL	Reebok Tomahawk	TF02116 C-06H	2006	newest comparable model
Reebok Tomahawk Spinning Bike 5	HIGH SCHOOL	Reebok Tomahawk	TF02185 C-06H	2006	newest comparable model
Reebok Tomahawk Spinning Bike 6	HIGH SCHOOL	Reebok Tomahawk	TF02201 C-06H	2006	newest comparable model
Reebok Tomahawk Spinning Bike 7	HIGH SCHOOL	Reebok Tomahawk	TF02010 C-06H	2006	newest comparable model
Reebok Tomahawk Spinning Bike 8	HIGH SCHOOL	Reebok Tomahawk	TF00442 C-06C	2006	newest comparable model
Reebok Tomahawk Spinning Bike 9	HIGH SCHOOL	Reebok Tomahawk	TF02202 C-06H	2006	newest comparable model
Reebok Tomahawk Spinning Bike 10	HIGH SCHOOL	Reebok Tomahawk	TF02252 C-06H	2006	newest comparable model
Reebok Tomahawk Spinning Bike 11	HIGH SCHOOL	Reebok Tomahawk	TF02450 C-061	2006	newest comparable model
Reebok Tomahawk Spinning Bike (NO #)	HIGH SCHOOL	Reebok Tomahawk	TF02091 C-06H	2006	newest comparable model
Reebok Tomahawk Spinning Bike 13	HIGH SCHOOL	Reebok Tomahawk	TF02249 C-06H	2006	newest comparable model
Reebok Tomahawk Spinning Bike 14	HIGH SCHOOL	Reebok Tomahawk	TF02467 C-061	2006	newest comparable model
Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02060 C-06H	2006	newest comparable model

Wellness Department Fitness Equipment Inventory and Replacement Cycle

Spinning Bike 15 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02132 C-06H	2006		newest comparable model
Spinning Bike 16 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02196 C-06H	2006		newest comparable model
Spinning Bike 17 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02188 C-06H	2006		newest comparable model
Spinning Bike 18 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02465 C-06I	2006		newest comparable model
Spinning Bike 19 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02183 C-06H	2006		newest comparable model
Spinning Bike 20 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02458 C-06I	2006		newest comparable model
Spinning Bike 21 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02124 C-06H	2006		newest comparable model
Spinning Bike 22 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02099 C-06H	2006		newest comparable model
Spinning Bike 23 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02100 C-06H	2006		newest comparable model
Spinning Bike 24 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02081 C-06H	2006		newest comparable model
Spinning Bike 25 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk		2006		newest comparable model
Spinning Bike 26 Reebok Tomahawk	HIGH SCHOOL	MISSING BIKE	TF02451 C-06I	2006		newest comparable model
Spinning Bike 27 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02079 C-06H	2006		newest comparable model
Spinning Bike 28 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02089 C-06H	2006		newest comparable model
Spinning Bike 29 Reebok Tomahawk	HIGH SCHOOL	Reebok Tomahawk	TF02189 C-06H	2006		newest comparable model

Wellness Department Fitness Equipment Inventory and Replacement Cycle

Spinning Bike 30	HIGH SCHOOL	LF/LEMOND REVMASTER EXC BIKE	LF35070 90 309096	1,369.	2010		newest comparable model
Life Fitness Spinning Bike	HIGH SCHOOL	LF/LEMOND REVMASTER EXC BIKE	LF35070 70 309097	1,369.	2010		newest comparable model
Life Fitness Spinning Bike	HIGH SCHOOL	LF/LEMOND REVMASTER EXC BIKE	LF 3507090 208593	1,369.	2010		newest comparable model
Life Fitness Circuit	(Pollard Middle School)						
TCAB-LF	POLLARD	STRENGTH CIRCUIT AB CRUNCH-TCA FRAME PLT/TCAB UPH BLK			2009	2015	newest comparable model
TCABB-LF	POLLARD	STRENGTH CIRCUIT AB CURL BENCH-TCABB FRAME PLT/TCABB UPH BLK			2009	2015	newest comparable model
TCBC-LF	POLLARD	STRENGTH CIRCUIT BICEPS CURL-TCC FRAME PLT/TCBC UPH BLK			2009	2015	newest comparable model
TCCP-LF	POLLARD	STRENGTH CIRCUIT CHEST PRESS - TCCP FRAME PLT/TCCP UPH BLK			2009	2015	newest comparable model
TCLC-LF	POLLARD	STRENGTH CIRCUIT SEATED LEG CURL-TCCLC FRAME PLT/TCCLC UPH BLK			2009	2015	newest comparable model
TCLE-LF	POLLARD	STRENGTH CIRCUIT LEG EXTENSION-TCLE FRAME PLT/TCLE UPH BLK			2009	2015	newest comparable model
TCPD-LF	POLLARD	STRENGTH CIRCUIT LAT PULDOWN - TCPD FRAME PLT/TCPD UPH BLK			2009	2015	newest comparable model
TCRW-LF	POLLARD	STRENGTH CIRCUIT SEATED ROW-TCRW, FRAME PLT/TCRW UPH BLK			2009	2015	newest comparable model
TCSP-LF	POLLARD	STRENGTH CIRCUIT SHOULDER PRESS-TCSP FRAME PLT/TCSP UPH BLK			2009	2015	newest comparable model
TCTP-LF	POLLARD	STRENGTH CIRCUIT TRICEPTS PRESS-TCTP FRAME PLT/TCTP BLK			2009	2015	newest comparable model

**Extraordinary Capital Project
CIP-XCP**

Title		Conversion of High Rock School to Elementary Use				Fiscal Year	2016
Requestor	Needham Public Schools						
Location	380 Dedham Avenue, Needham					Project Category	B
Funding	General Fund	CPA Eligible	Yes	No	X	Initial Submission	2016
Partners	N/A						
		The Hillside and Mitchell Schools are in need of renovation/reconstruction. In 2013, the Needham Public Schools submitted Statements of Interest to the Massachusetts School Building Authority (MSBA) for the purpose of initiating a construction project at each school. (Separate capital project requests have been submitted for those two projects.) Due to the existing site constraints at the Hillside, an alternate renovation option is to build a permanent school at another site. This scenario involves constructing a new sixth grade center at the DeFazio Park site and converting the existing High Rock School to elementary use. (The High Rock School was designed for long-term use as an elementary school and could be converted to that purpose from its present secondary school assignment.) The cost of building a permanent new school at DeFazio Park is presented in a separate request. DeFazio Park is considered the most likely location for a new permanent school, based on the results of the "DeFazio Park Site Development Study," completed by Dore & Whittier Architects as part of a Hillside and Mitchell School Pre-Feasibility Study, completed in 2012. Project timing is based on the following schedule, which occurs in conjunction with the Hillside project schedule: FY16 – Debt Exclusion Override (April 2016) FY18 – Town Meeting appropriates for schematic design (November 2017); Design & Permitting Completed (Apr. 2018 – June 2018) FY19 – Bid documents developed (July 2018 – June 2019) FY18 – Construction (July 2019 – Dec. 2019) FY20 – New School Opens (April 2020) Project costs are based on a preliminary project budget of \$3.0 million, developed by the Permanent Public Building Committee in 2014. Advancing this estimated cost to 2019 using a 6% escalator in FY15 and FY16, and a 3.8% escalator thereafter, results in a \$3.8 million project cost.					
Project Description							

Extraordinary Capital Project CIP-XCP									
Title	Conversion of High Rock School to Elementary Use					Fiscal Year		2016	
	High Rock Reconstruction - PPBC 2014 Scheduled Completion: February 2020								
	Feasibility		Construction*		A/E	FF&E	Other Soft	Contingency	Total
	-		1,800,000		600,000	-	-	600,000	3,000,000
	-		1,800,000		600,000	-	-	600,000	3,000,000
	0%		60%		20%	-	0%	20%	100%
	-		1,908,000		636,000	-	-	636,000	3,180,000
	-		2,022,480		674,160	-	-	674,160	3,370,800
	-		2,099,334		699,778	-	-	699,778	3,498,890
	-		2,179,109		726,370	-	-	726,370	3,631,848
	-		2,261,915		753,972	-	-	753,972	3,769,858
	-		2,261,900		754,100	-	-	754,000	3,770,000
	TOTAL COST (ROUNDED)								
	Project Funding Schedule								
	Pre-Design Costs		754,100		754,100				
	Engineering & Design		3,015,900		3,015,900				
Construction									
Close Out Costs									
Total		3,770,000		3,770,000					
Anticipated Result									
Alternatives									
Purpose	Timeline		Method to Determine Cost			Project Budget			
Acquisition			Consultant		X	A, D, & E		\$754,100	
New Construction		Feasibility	Industry References			Site Development		Included in Above	
Addition									
Reconstruction or Repair	X	Design/Permitting	FY18 In-House			General Contractor		\$3,015,900	
Court, Federal or State Order		Construction Phase	FY19-FY20 Other			Project Management		Included in Above	
Health or Safety		Close Out Process	FY20			F, F, & E		Included in Above	
New Technology		Total Project Duration	3 Years			Technology		Included in Above	
Performance Measure						Other			
Estimated Useful Life→						Total Budget		\$3,770,000	
Project Funding Schedule									
Cost Type	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design									
Acquisition									
Engineering & Design			\$754,100		\$754,100				

Extraordinary Capital Project CIP-XCP									
Title	Conversion of High Rock School to Elementary Use			Fiscal Year		2016			
Construction				\$3,015,900					\$3,015,900
Soft Cost									
Close Out									
Total				\$3,770,000					\$3,770,000
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?									
As 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									
See separate capital project request for construction of a new, permanent school at DeFazio Park. PPBC will manage all phases of this project.									
New technology will be included in the FF&E budget.									
Aging, overcrowded school could negatively impact property tax receipts.									
Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.									
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				
2									
2									
3									
4									
5									
TOTAL									

Extraordinary Capital Project CIP-XCP									
Title	DeFazio Park Temporary Modular School					Fiscal Year		2016	
Requestor	Needham Public Schools					Project Category		B	
Location	380 Dedham Avenue, Needham					Initial Submission		2015	
Funding	General Fund	CPA Eligible	Yes	No	X				
Partners	N/A								
Project Description	The Hillside and Mitchell Schools are in need of renovation/reconstruction. In 2013, the Needham Public Schools submitted Statements of Interest to the Massachusetts School Building Authority (MSBA) for the purpose of initiating a construction project at each school. (Separate capital project requests have been submitted for those two projects.) Due to existing site constraints, renovating/reconstructing these schools at their present sites will require moving students to swing space, while the buildings are under construction. DeFazio Park is considered one of the possible locations that could house a temporary modular elementary school for 500 students, based on the results of the "DeFazio Park Site Development Study," completed by Dore & Whittier Architects in 2012 as part of a Hillside and Mitchell School Pre-Feasibility Study. This request is for the construction of a temporary modular school for 500 students at DeFazio Park, based on "Option 1 – Two Story Modular Purchase." The school would include classrooms, special education spaces, art and music rooms, a library, a cafeteria and activity room and an administration area. The two-story structure also would include a central stair and elevator. Estimated costs include the installation of an underground stormwater management system, the installation of a 5,000 s.f. gravel wetland, the relocation of the existing playground, pavement for the parking area and the construction of the school facility. The estimated costs assume that the modular units would be purchased, given the anticipated duration of the two construction projects and potential need for swing space for future Town projects, including future Pollard displacement. (The Hillside project would displace children for two years, FY19 and FY20, before the new school would be opened in September 2020. The Mitchell project would displace children in FY22 and FY23, with the new school opening in September 2023.) Project timing is based on the following schedule, which occurs in conjunction with the Hillside project schedule: FY16 – Town Meeting appropriates for schematic design (May 2015); Design & Permitting Completed (July 2015 – Mar. 2016) FY16 – Debt Exclusion Override (April 2016) FY17 – Design & Construction budget appropriated (May 2016); Modular Contract Award/Order Placed (July 2016); Modular Prefabrication (July 2016-June 2017); Site Construction (April 2017 – June 2017) FY18 – Modular Classroom Installation (July 2017 – June 2018); FY19 – Modular Classrooms Open September 2018 Project costs are based on a preliminary project budget of \$17.2 million for a 56,296 s.f. two-story temporary modular school suitable for 500 students, developed by Dore & Whittier Architects in 2012 and updated in 2014. Advancing this estimated cost to 2017 using a 6% escalator in FY15 and FY16, and a 3.8% escalator thereafter, results in a \$20.1 million project cost, or \$357/sf.								

Extraordinary Capital Project CIP-XCP										
Title	DeFazio Park Temporary Modular School					Fiscal Year		2016		
	DeFazio Temporary Modular Classrooms - Dore & Whittier DeFazio PreFeasibility Study (2012) Two Story Modular Classroom Purchase, 500 Students Scheduled opening: September 2018									
	56,296 SF									
	Feasibility		Construction*		A/E		FF&E		Other Soft	
	-		12,766,599		957,495		-		957,495	
	-		12,766,599		957,495		-		957,495	
	1%		69%		8%		3%		8%	
	-		13,532,594		1,014,944		-		1,014,944	
	-		14,344,550		1,075,841		-		1,075,841	
	-		14,889,643		1,116,723		-		1,116,723	
	-		14,889,600		1,116,700		-		1,116,700	
TOTAL COST (ROUNDED)									20,101,000	
Project Funding Schedule									Total	
		FY14		FY17*		FY16				
		-		116,700		-		1,116,700		
		1,000,000		18,984,300		-		18,984,300		
		-		-		-		-		
		1,000,000		19,101,000		-		20,101,000		
									* April 2016 Override	
Anticipated Result										
Alternatives										
Purpose	Timeline		Method to Determine Cost			Project Budget				
Acquisition				Consultant		X	A, D, & E		\$1,116,700	
New Construction Addition		Feasibility		Industry References			Site Development		Included in Above	
Reconstruction or Repair	X	Design/Permitting	FY16	In-House			General Contractor		\$18,984,300	
Court, Federal or State Order		Construction Phase	FY17-FY18	Other			Project Management		Included in Above	
Health or Safety		Close Out Process	FY18				F, F, & E		Included in Above	
New Technology		Total Project Duration	3 Years				Technology		Included in Above	
Performance Measure							Other			
Estimated Useful Life→							Total Budget		\$20,101,000	
Project Funding Schedule										
Cost Type		Year 1	Year 2	Year 3	Year 4	Total				
Pre Design										
Acquisition										
Engineering & Design		\$1,000,000	\$116,700			\$1,116,700				
Construction			\$18,984,300			\$18,984,300				
Soft Cost										
Close Out										
Total		\$1,000,000	\$19,101,000 ⁹³			\$20,101,000				
Project Manager Title→						November 21, 2014				
Operational Budget Considerations										
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?										
						YES	NO			
						X				

Extraordinary Capital Project CIP-XCP									
Title	DeFazio Park Temporary Modular School			Fiscal Year		2016			
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?									
As 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									
See separate capital project request for construction of a renovated Hillside School (optional.) PPBC will manage all phases of this project. New technology will be included in the FF&E budget. Aging, overcrowded school could negatively impact property tax receipts. Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.									
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									
TOTAL									
Explanations									

Extraordinary Capital Project CIP-XCP									
Title	DeFazio Park Permanent School				Fiscal Year		2016		
Requestor	Needham Public Schools						Project Category		B
Location	380 Dedham Avenue, Needham						Initial Submission		2015
Funding	General Fund	CPA Eligible	Yes	No	X				
Partners	N/A								
Project Description	The Hillside and Mitchell Schools are in need of renovation/reconstruction. In 2013, the Needham Public Schools submitted Statements of Interest to the Massachusetts School Building Authority (MSBA) for the purpose of initiating a construction project at each school. (Separate capital project requests have been submitted for those two projects.) Due to the existing site constraints at the Hillside School, an alternate renovation option is to build a permanent school at another site. This project constructs a new sixth grade center at the DeFazio Park site and converts the existing High Rock School to elementary use. (The High Rock School was designed for long-term use as an elementary school and can be converted to that purpose from its present secondary school assignment.) The cost of converting the High Rock School is presented as a separate request. DeFazio Park is considered the most likely location for a new permanent school, based on the results of the "DeFazio Park Site Development Study," completed by Dore & Whittier Architects as part of a Hillside and Mitchell School Pre-Feasibility Study, completed in 2012. This request is for the construction of a new permanent school DeFazio Park, based on "Option 3 – New 6th Grade School DeFazio Field." The scope of the project also would include an increase in the width of the DeFazio entrance drive, relocation of the playground, an increase in the number of parking spaces to 250 and the installation of a gravel wetland for drainage purposes. There are no swing space requirements associated with this option. Project timing is based on the following schedule, which occurs in conjunction with the Hillside project schedule: FY16 – Town Meeting appropriates for schematic design (May 2015); Design & Permitting Completed (Jan. 2015 – Mar. 2016) FY16 – Debt Exclusion Override (April 2016) FY17 – Design & Construction budget appropriated (May 2016); Bid documents developed (April 2016 – March 2017); FY18 – Construction (April 2017 – June 2019) FY20 – New School Opens September 2019 Project costs are based on a preliminary project budget of \$48.7 million for an 83,200 s.f. three-story school suitable for 438 students, developed by Dore & Whittier Architects in 2012 and updated in 2014. Advancing this estimated cost to 2018 using a 6% escalator in FY15 and FY16, and a 3.8% escalator thereafter, results in a \$58.8 million project cost, or \$698/sf.								

Extraordinary Capital Project CIP-XCP									
Title	Defazio Park Permanent School	Fiscal Year	2016						
Construction		\$53,376,300		\$53,376,300					
Soft Cost									
Close Out									
Total				\$58,113,200	\$58,763,200				
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?									
As 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									
See separate capital project request for conversion of the High Rock School. PPBC will manage all phases of this project. New technology will be included in the FF&E budget. Aging, overcrowded school could negatively impact property tax receipts. Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.									
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 Possible MSBA @ 32.47%	\$19,080,410								
2									

Extraordinary Capital Project CIP-XCP				
Title	DeFazio Park Permanent School	Fiscal Year	2016	
3				
4				
5				
TOTAL				
Explanations				
FY2016-FY2020 Version				

**Extraordinary Capital Project
CIP-XCP**

Title	Hillside Elementary School Renovation/ Replacement						Fiscal Year	2016
Requestor	Needham Public Schools							
Location	28 Glen Gary Road, Needham						Project Category	B
Funding	General Fund		CPA Eligible		Yes	No	X	2006
Partners	Massachusetts School Building Authority (MSBA)							
Project Description	Constructed in 1960, the Hillside Elementary School has undergone both addition and renovation (with modulars) over the past 40 years, but is in need of additional total replacement to address building deficiencies and modernize the learning environment. This request would bring the Hillside facility to a level of modernization comparable to that of the Eliot School. This request preliminarily assumes the construction of a new facility on the Hillside site. Given the environmental and access issues associated with the Hillside site, however, it is possible that the Hillside School could be relocated or an alternative project scope considered. Final decisions will be made following a feasibility study, conducted jointly with the MSBA. FY13 – Statement of Interest submitted to MSBA (March 2013) FY14 – MSBA Project Review (Sept. 2013 – June, 2013); Special Town Meeting Appropriates Feasibility Design Funds (November, 2013); MSBA Invitation to Enter Eligibility Period (Dec. 2013); MSBA 270-Day Eligibility Period (Dec. 2013 – Sept. 2014) FY15 – Invitation to Enter Feasibility Stage (July, 2014); OPM & Designer Selection (July – Dec., 2014) FY15/FY16 – Feasibility Study Completed (Jan. 2015 – June 2015); Schematic Design (July 2015 - Mar. 2016) FY16 - Debt Exclusion Override (April 2016); Project Funding Agreement (April 2016 – June 2016) FY17 – Hillside Design & Construction Budget Appropriated (May 2016); Bid Documents Developed (July 2016 – Dec. 2017) FY18-FY19 – Project Bidding (Jan 2018-Apr. 2018); Contract Award (Apr. 2018); Construction (July 2018-June 2020) FY21 – Hillside Opens September 2020 Project costs are based on a preliminary budget of \$43.7 million for an 80,650 s.f. new construction building with a capacity of 487 students, developed by Dore & Whittier Architects for a pre-feasibility study conducted in 2012 and updated in 2014, plus \$650,000 for feasibility design. The preliminary budget reflects Pre-Feasibility Study Option 1A.2a. Additionally, \$801,000 is added for environmental remediation at the site, based on estimates provided by Dore & Whittier's "Pre-Feasibility Study Environmental Evaluation" (October, 2012.) Advancing this estimated cost to FY19 (using a 6% escalator in FY15 and FY16 and an 3.8%/year escalator thereafter), results in a \$56.6 million project cost, or \$701/sf. The approved MSBA reimbursement rate for this project is 32.47%, or an estimated \$18.4 million. A cost summary is presented below. A separate project to create swing space by constructing modular classroom facilities at DeFazio Park is submitted as a stand-alone project. (This facility also could be used as swing space for the Mitchell Renovation Project, as well.) An alternate project to construct a new permanent school at DeFazio and convert the High Rock School back to elementary use is presented separately.							

Extraordinary Capital Project CIP-XCP

Title	Hillside Elementary School Renovation/ Replacement					Fiscal Year		2016	
Hillside Project Cost Estimated, Based on 2012 Dore & Whittier PreFeasibility Study Scheduled opening: September 2020 Option 1A.2a: New Construction									
80,650 SF Building									
FY 2014 Project Cost (D&W)									
FY 2014 Env'tl Remediation (D&W)									
TOTAL									
FY15 Cost Multiplier @ 6%									
FY16 Cost Multiplier @ 6%									
FY17 Cost Multiplier @ 3.8%									
FY18 Cost Multiplier @ 3.8%									
FY19 Cost Multiplier @ 3.8%									
TOTAL COST (ROUNDED)									
* Excludes \$3.6M Modular Lease									
Project Funding Schedule									
Pre-Design Costs (Nov 2013)									
Engineering & Design									
Construction									
Close Out Costs									
Total									
* April 2016 Override									
Anticipated Result									
Alternatives									
Purpose									
Timeline									
Method to Determine Cost									
Project Budget									
Acquisition									
New Construction									
Addition									
Reconstruction or Repair									
Court, Federal or State Order									
Health or Safety									
New Technology									
Performance Measure									
Estimated Useful Life→									

**Extraordinary Capital Project
CIP-XCP**

Title	Hillside Elementary School Renovation/ Replacement				Fiscal Year	2016
Project Funding Schedule						
Cost Type	Year 1	Year 2	Year 3	Year 4	Total	
Pre Design	\$650,000				\$650,000	
Acquisition				\$4,770,400	\$4,770,400	
Engineering & Design				\$51,134,200	\$51,134,200	
Construction						
Soft Cost						
Close Out						
Total	\$650,000			\$55,904,600	\$56,554,600	
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?						
As 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						
See separate capital project request for construction of modular classroom facilities (optional.) PPBC will manage all phases of this project. New technology will be included in the FF&E budget. Aging, overcrowded school could negatively impact property tax receipts. Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.						
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						

Extraordinary Capital Project CIP-XCP									
Title		NHS Classroom & Cafeteria Expansion				Fiscal Year		2016	
Requestor	Needham Public Schools						Project Category		B
Location	700 Webster Street, Needham						Initial Submission		2014
Funding	General Fund	CPA Eligible		Yes	No	X			
Partners									
This project requests funding to add classroom and cafeteria space at Needham High School to support the anticipated student population of over 1,700 students by September 2015. Enrollment is expected to remain at or over 1,700 students through FY23. The existing capacity of the school is 1450. The classroom expansion component includes reconfiguration of four existing classrooms and the installation of six new modular classrooms at Needham High School. The classroom reconfiguration includes \$100,000 to convert a language lab and a writing lab to classroom space (requiring the purchase of a mobile technology solution for both spaces) and \$200,000 to subdivide two large multipurpose rooms (#707 and 728) with wall partitions to create four classroom spaces. The modular classroom component includes the installation of six 933 s.f. prefabricated classrooms, representing a total of 5,600 s.f. of classroom space. The six classrooms would be installed within the inner courtyard space, stacked in three levels of two classrooms each, corresponding to three existing floors of the NHS building. The modular units would be lifted into place via crane, and connected to the building through a narrow connector (of approximately 6ft. by 50 ft.) The cost of constructing the prefabricated classrooms and connector is estimated at \$300/sf. The cafeteria project proposes to expand the existing cafeteria and servery area. The scope includes: adding 2,462 s.f. to the existing cafeteria space and creating an expanded seating area (that pushes out the building envelope into the current patio area); reconfiguring the seating by replacing round tables with bench-style seats; reconfiguring table placement and installing counters with moveable chairs around the periphery of the dining room; adding a sixth cash register and pushing the cash register lines out of the servery area and into the dining room; reconfiguring the serving line to allow for better student flow; upgrading furnishings and fixtures in the dining room area; and installing a second walk-in freezer in the kitchen/storeroom area. The proposed project schedule is for classroom subdivision to occur during the summer of 2015, funded by an October 2014 Special Town Meeting request. Design and construction of the prefabricated classrooms and cafeteria renovations would begin in FY16, with a September 2016 project completion date. Preliminary project costs were provided by Drummey Rosane Anderson Architects (2013), have been updated by the Permanent Public Building Department (2014), and have been escalated according to the chart on the next page. The Massachusetts Department of Elementary and Secondary Education has approved the use of \$220,000 toward overall project design and upgrades to the existing cafeteria space and FF&E.									
Project Description									

Extraordinary Capital Project CIP-XCP						
Title	NHS Classroom & Cafeteria Expansion			Fiscal Year		2016
NHS Expansion Project Scheduled Opening FY17						
		Construction	A/E	FF&E	Other Soft	Contingency
	FY 2014 Project Cost (PPBC)	3,002,800	290,224	236,520	165,000	450,420
	TOTAL	3,002,800	290,224	236,520	165,000	450,420
	High Rock Project Proration	72%	6%	3%	4%	12%
	FY15 Cost Multiplier @ 6%	3,182,968	307,637	250,711	174,900	477,445
	FY16 Cost Multiplier @ 6%	3,373,946	326,096	265,754	185,394	506,092
	TOTAL COST (ROUNDED)	3,373,900	326,100	265,800	185,400	506,100
		Modular Classrooms	Classroom Modifications	Cafeteria Renovations	Design, A&E, Soft Costs	FF&E
	FY 2014 Project Cost (PPBC)	1,932,000	345,000	1,176,220	494,644	197,100
Project Funding Schedule	TOTAL	1,932,000	345,000	1,176,220	494,644	197,100
	High Rock Project Proration	72%	6%	3%	4%	12%
	FY15 Cost Multiplier @ 6%	2,047,920	365,700	1,246,793	524,323	208,926
	FY16 Cost Multiplier @ 6%	2,170,795	387,642	1,321,601	555,782	221,462
	TOTAL COST (ROUNDED)	2,170,800	387,600	1,321,600	555,800	221,500
		FY15	FY16	FY17	Total	
	Engineering & Design		326,100		326,100	
	Project Mgmt & Other Soft		691,500		691,500	
	Construction	200,000	3,173,800		3,373,800	
	FF&E		265,800		265,800	
Anticipated Result	Close Out Costs	-	-	-	-	
	Total	200,000	4,457,200	-	4,657,200	
	Expanded classroom and cafeteria/server capacity at NHS.					
Alternatives	N/A, due to occupancy limits and anticipated enrollment					
Purpose	Timeline			Method to Determine Cost		
				Project Budget		
Acquisition				Consultant	A, D, & E	\$326,100
New Construction		Feasibility		Industry	Site Development	Included in Above

Extraordinary Capital Project
CIP-XCP

Title	NHS Classroom & Cafeteria Expansion				Fiscal Year	2016
Addition				References		
Reconstruction or Repair	X	Design/Permitting	FY16	In-House	General Contractor	\$3,373,800
Court, Federal or State Order		Construction Phase	FY16-FY17	Other	Project Management	\$691,500
Health or Safety		Close Out Process			F, F, & E	\$265,800
New Technology		Total Project Duration	2 Years		Technology	Included in Above
Performance Measure					Other	
Estimated Useful Life→					Total Budget	\$4,657,200
Project Funding Schedule						
Cost Type	Year 1	Year 2	Year 3	Year 4	Total	
Pre Design						
Acquisition						
Engineering & Design						\$326,100
Construction	\$200,000	\$3,439,600				\$3,639,600
Soft Cost		\$691,500				\$691,500
Close Out						
Total	\$200,000	\$4,457,200				\$4,657,200
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?						
As 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						
ppBC will manage all phases of this project. Aging, overcrowded school could negatively impact property tax receipts. Some classroom conversion will be funded from the Public Facilities Department's regular maintenance budget.						
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						

Extraordinary Capital Project CIP-XCP				
Title	NHS Classroom & Cafeteria Expansion	Fiscal Year	2016	
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 NPS Food Service Funds	\$220,000			
2				
3				
4				
5				
TOTAL				
Explanations				
[]				
FY2016-FY2020 Version				

Department Capital Request CIP-DCR				
Title	School Department Vehicle Replacement	Department	School Department	Fiscal Year
Parameters				
				2016
				YES NO NA
1. Is this a multi-year capital replacement/upgrade request?				X
2. Is this a request in response to a documented public health or safety condition?				X
3. Is this a request in response to a Court, Federal, or State order?				X
4. Is this a request for a study or long range plan?				X
5. Is this a request to purchase office or school equipment (other than technology)?				X
6. Is this a request to purchase specialty equipment?				X
7. Is this a request to purchase technology or wireless communication system?				X
8. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9. Is this a request to improve or make repair to extend the useful life of a public building?				X
10. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12. 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
13. Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15. 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
16. If approved, will this request increase the operating expense for any other department?				X
17. If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18. If approved, will additional permanent staff be required?				X
19. If approved, is the current operating budget sufficient to cover the operating costs of the requested project?				X
20. If approved, will this request lower the requesting department's operating costs?				X
21. Does the request support activities to produce new revenue for the Town?				X
22. If the request is not funded will existing Town revenue sources be negatively impacted?				X
23. Have other non-capital investment options been explored before submitting this request?				X
24. 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
25. If applicable, will the items being replaced be retained by the Town?				X
26. Does this request qualify for funding from Community Preservation Act (CPA)?				X
27. Are there any appendix forms with this funding request?				X
Useful Life	11	Primary Reason	5	Operating Budget Impact
				E

Department Capital Request CIP-DCR						
Title	School Department Vehicle Replacement		Department	School Department	Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses	Column C
Year 1	\$52,712	Intangibles				
Year 2	\$188,805	Equipment	\$450,008			
Year 3	\$91,435	Design & Engineering				
Year 4	\$56,073	Construction Expenses				
Year 5	\$60,984	Other Expenses*				
Column A Total	\$450,008	Column B Total		\$450,008	Column C Total	
Equipment Schedule			Yes	X	No	NA
Description and Justification						

This request is to provide funds for the ongoing replacement of School Department vehicles. A listing of school vehicles appears below, with anticipated replacement years and costs listed. Several of these vehicles have a dedicated funding source, which can be applied to reduce the overall cost of this replacement cycle request. Buses 1 and 2 can be replaced from Kindergarten After School Enrichment (KASE) Program fee revenues.

Capital Schedule
Schedule CF
Core Fleet

Dept	Unit #	Year of MFG	Make & Model	Description	FY2016	FY2017	2018	2019	2020	FY16-20 Total	2021	FY16-21 Total
School	Bus 1	2011	Blue Bird 303 Bus	School Bus		\$ 99,164				\$ 99,164		\$ 99,164
School	Bus 2	2011	Blue Bird 303 Bus	School Bus			\$ 104,123			\$ 104,123		\$ 104,123
School	Bus 14	2012	IC Integrated CE S Bus	Minibus with Lift		\$ 110,464				\$ 110,464		\$ 110,464
School	Van 1	2011	Ford 1250/ E1B Van	School Passenger Van	\$ 27,646					\$ 27,646		\$ 27,646
School	Van 2	2011	Ford 1250/ E1B Van	School Passenger Van			\$ 30,479			\$ 30,479		\$ 30,479
School	Van 3	2011	Ford 1250/ E1B Van	School Passenger Van				\$ 29,028		\$ 29,028		\$ 29,028
School	Van 4	2011	Ford 1250/ E1B Van	School Passenger Van		\$ 29,028				\$ 29,028		\$ 29,028
School	Van 5	2011	Ford 1250/ E1B Van	School Passenger Van			\$ 30,479			\$ 30,479		\$ 30,479
School	Van 6	2011	Ford 1250/ E1B Van	School Passenger Van				\$ 30,479		\$ 30,479		\$ 30,479
School	Van 7	2012	Ford E250/ E2E Van	School Passenger Van		\$ 49,314				\$ 49,314		\$ 49,314
School	Van 8	2013	Ford E250/ E2E Van	School Passenger Van				\$ 56,073		\$ 56,073		\$ 56,073
School	Van 9	2014	Ford E250/ E2E Van	School Passenger Van					\$ 60,984	\$ 60,984		\$ 60,984
School	Van 10	2013	Ford E250/ E2E Van	School Passenger Van							\$ 46,429	\$ 46,429
School	Mail	2008	Ford EcoVan, E250	School Cargo Van	\$ 25,067					\$ 25,067		\$ 25,067
					\$ 52,712	\$ 287,970	\$ 195,560	\$ 56,073	\$ 60,984	\$ 653,299	\$ 92,857	\$ 746,157
Total Project Cost					FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY16-20 TL	FY 2021	FY16-21 TL
					\$ 52,712	\$ 287,970	\$ 195,560	\$ 56,073	\$ 60,984	\$ 653,299	\$ 92,857	\$ 746,157
Less Offsetting Revenue:												
KASE Program Funds					\$ -	\$ (99,165)	\$ (104,125)	\$ -	\$ -	\$ (203,290)	\$ -	\$ (203,290)
Net Funding Request					\$ 52,712	\$ 188,805	\$ 91,435	\$ 56,073	\$ 60,984	\$ 450,008	\$ 92,857	\$ 542,866
FY2016-FY2020 Version												

Tier	School Department CIP Requests	FY15	FY16 Request	FY17 Request	FY18 Request	FY19 Request	FY20 Request	Five Year Request
	Technology & Equipment Replacement							
I	Technology Replacement Cycle	502,000	403,000	451,700	513,000	360,200	450,300	2,178,200
I	School Department 1:1 Initiative	127,725	202,000	561,000	225,000	250,000	200,000	1,438,000
I	Interactive Whiteboards	24,600	12,600	0	50,000	0	0	62,600
I	Technology Innovation	25,000	0	0	0	0	0	0
I	School Copier Replacement	30,320	62,740	39,330	49,630	84,250	46,300	282,250
I	School Musical Instrument Replacement	15,000	15,000	15,000	15,000	15,000	15,000	75,000
I	School Furniture Replacement/New Classrooms	34,180	45,405	45,000	45,000	44,806	25,000	205,211
I	School Vehicle Replacement	0	52,712	188,805	91,435	56,073	60,984	450,009
I	Graphic Arts Equipment Replacement	8,350	9,900	6,750	12,000	5,300	6,000	39,950
I	Production Center Equipment Replacement	9,340	0	16,770	0	0	0	16,770
I	Wellness Equipment Replacement	14,810	20,020	13,110	15,450	16,670	17,170	82,420
	Subtotal	791,325	823,377	1,337,465	1,016,515	832,299	820,754	4,830,410
	Facilities Construction and Renovation							
II	Hillside Renovation	650,000	0	55,904,600	0	0	0	55,904,600
II	DeFazio Park Temporary Modular School	0	1,000,000	19,101,000	0	0	0	20,101,000
II	Mitchell Renovation	0	0	0	650,000	0	0	650,000
II	Mitchell Modular Classrooms	2,729,276	0	0	0	0	0	0
II	NHS Classroom Expansion/ Reconfiguration	200,000	4,547,200	0	0	0	0	4,547,200
II	Emery Grover Renovation	0	0	0	1,759,000	11,300,000	0	13,059,000
II	Pollard School Renovation	0	0	0	0	0	0	0
	Subtotal	3,579,276	5,547,200	75,005,600	2,409,000	11,300,000	0	94,261,800
	Grand Total	4,370,601	6,370,577	76,343,065	3,425,515	12,132,299	820,754	99,092,210
	Alternative Projects							
II	DeFazio Park Permanent School (Alternate)	0	0	58,113,200	0	0	0	58,113,200
II	Convert High Rock to Elementary Use (Alternate)	0	0	0	3,770,000	0	0	3,770,000
II	Relocate School Administration to PSAB (Alternate)	0	0	0	869,400	5,667,700	0	6,537,100

Department Capital Request CIP-DCR					
Title	Cooks Bridge – Repair/Replacement	Department	Public Works	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO NA
2.	Is this a request in response to a documented public health or safety condition?			X	
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?				X
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?			X	
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X	
27.	Are there any appendix forms with this funding request?				X
Useful Life	V	Primary Reason	[1]	Operating Budget Impact	[d]

Department Capital Request CIP-DCR									
Title	Cooks Bridge – Repair/Replacement			Department	Public Works		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Costs Components		Column B		*Other Expenses	Column C		
Year 1	4,000,000	Intangibles				Enter description			
Year 2		Equipment				Enter description			
Year 3		Design & Engineering				Enter description			
Year 4		Construction Expenses			4,000,000	Enter description			
Year 5		Other Expenses*				Enter description			
Column A Total	4,000,000	Column B Total			4,000,000	Column C Total			
Equipment Schedule									
		Yes	No	NA	X				
Description and Justification									
Cooks (Elliot St) Bridge – Central Ave to Newton Upper Falls									
In the spring of 2013 this bridge was identified by the state as having structural deficiencies. Upon receiving this information, the Town of Needham and the City of Newton engaged a structural engineer to further evaluate the bridge. A report by the structural engineer completed in the late summer of 2013 has indicated that further monitoring is necessary to determine what action needs to be taken with this bridge. The Town of Needham has engaged a consultant to monitor the bridge for a period of six months to determine the extent of the structural deficiencies.									
It is possible that the Town will need to perform engineering and design services in the Fall/Winter of 2014, with construction to follow, in order to ensure the safety of this bridge. The budgetary figure indicated for design and engineering is based on the cost for rehabilitation which is referred to as the "root canal option" which would require supporting the structure, removing the asphalt and dirt interior of the bridge and the replace it with concrete. This is more cost effective than a total replacement. The budgetary figure comes from the initial study conducted in 2013. The construction funding is the total cost of the project. The Town fully believes that these costs will be shared with the City of Newton.									
Funding for engineering was approved in the May 2014 Annual Town Meeting. The Town is still awaiting the results of the bridge monitoring to determine the best method of addressing deficiencies with this bridge. The Town anticipates that the cost for design will be split with the City of Newton. It is still anticipated that construction funding will be necessary for FY 2016.									
FY2015-FY2018 Version									

Department Capital Request CIP-DCR					
Title	Drain System Improvements – Water Quality (EPA)	Department	Public Works – Drains	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO NA
2.	Is this a request in response to a documented public health or safety condition?			X	
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?			X	
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?				X
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?			X	
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	V	Primary Reason	2	Operating Budget Impact	d

Department Capital Request CIP-DCR										
Title	Drain System Improvements - Water Quality (EPA)	Department	Public Works - Drains	Fiscal Year	2016					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
Year 1		Intangibles		Enter description						
Year 2	118,000	Equipment		Enter description						
Year 3	2,000,000	Design & Engineering	261,000	Enter description						
Year 4	118,000	Construction Expenses	2,225,000	Enter description						
Year 5	250,000	Other Expenses*		Enter description						
Column A Total	\$2,486,000	Column B Total	\$2,486,000	Column C Total						
Equipment Schedule										
Yes No NA X										
Description and Justification										
The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge, and to the development of a Stormwater Master Plan to address the discharge of pollutants through stormwater into the Charles River Basin and other water bodies. 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 into the Charles River in Needham. This request is to support action items listed in the Stormwater Master Plan. When the 2003 EPA National Pollutant Discharge Elimination System (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 Building (470 Dedham Ave) Drainage improvements The Watershed Management plan was approved for design in the May 2014 Town Meeting. Design work was initiated in the Summer of 2014. The Sportsman Pond water quality issues, low dissolved oxygen, which had previously been submitted on this form will be addressed by the Sportsman's Club.										
FY16 - No Request										

Department Capital Request CIP-DCR				
Title	Drain System Improvements – Water Quality (EPA)	Department	Public Works – Drains	Fiscal Year
				2016
FY17 – Rosemary Lake Sediment Removal – Engineering & Design \$118,000 The DPW is investigating whether the Rosemary project is eligible for Community Preservation funding. FY18 – Rosemary Lake Sediment Removal – Construction \$1,000,000 to \$2,000,000 FY19 - The Town Reservoir Sediment Removal – Engineering & Design \$118,000 The DPW is investigating whether the Reservoir project is eligible for Community Preservation funding. FY20 – Action Items from Watershed Management Plan funded in FY 15 – Items TBD, Design & Construction \$250,000 <u>Future Projects</u> The Town Reservoir Sediment Removal – Construction \$1,000,000 DPW Facility SWMP, Construction \$79,000				
FY2015-FY2018 Version				

Department Capital Request CIP-DCR				
Title	Drain System Repairs- Repair Infrastructure	Department	Public Works - Drains	Fiscal Year
				2016
Parameters				
1.	Is this a multi-year capital replacement/upgrade request?			YES NO NA
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			
4.	Is this a request for a study or long range plan?			
5.	Is this a request to purchase office or school equipment (other than technology)?			
6.	Is this a request to purchase specialty equipment?			
7.	Is this a request to purchase technology or wireless communication system?			
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			
9.	Is this a request to improve or make repair to extend the useful life of a public building?			
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			
12.	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?			
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			
16.	If approved, will this request increase the operating expense for any other department?			
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			
18.	If approved, will additional permanent staff be required?			
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			
20.	If approved, will this request lower the requesting department's operating costs?			
21.	Does the request support activities to produce new revenue for the Town?			
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			
23.	Have other non-capital investment options been explored before submitting this request?			
24.	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)?			
25.	If applicable, will the items being replaced be retained by the Town?			
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			
27.	Are there any appendix forms with this funding request?			
Useful Life	V	Primary Reason	3	Operating Budget Impact
				C

Department Capital Request CIP-DCR													
Title	Drain System Repairs- Repair Infrastructure			Department	Public Works - Drains		Fiscal Year	2016					
Requested Funding Years & Amounts	Column A	Column B	Costs Components		Column B	*Other Expenses		Column C					
Year 1	203,500		Intangibles			Wetland Consulting		41,000					
Year 2	105,000		Equipment			Enter description							
Year 3	50,000		Design & Engineering		37,500	Enter description							
Year 4	50,000		Construction Expenses		330,000	Enter description							
Year 5			Other Expenses*		41,000	Enter description							
Column A Total	\$408,500		Column B Total		\$408,500	Column C Total		\$41,000					
Equipment Schedule													
<table border="1"> <tr> <td>Yes</td> <td>No</td> <td>NA</td> <td>X</td> </tr> </table>										Yes	No	NA	X
Yes	No	NA	X										
Description and Justification													
This request is to replace drainage infrastructure within Town easements that are discovered through investigation work. This request is part of the Town's plan to identify and improve drainage throughout the Town. The first project is the replacement of 10 feet of pipe underneath a culvert on Edgewater Drive. This pipe is particularly problematic. It is over 100 years of age, and is plugged-up and degraded beyond remediation. This pipe is presently supporting two sewage pipes, one that is in service, and one that is abandoned in place. The drainage pipe and one of the active sewage pipes are all uncovered due to erosion and the drainage pipe is providing the structural foundation for the sewage pipes. Should the drainage pipe be compromised, it would make the sewage pipes it supports also subject to failure. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. Additionally, this drainage pipe needs to be constructed under the existing sewage pipes adding to the difficulty of this replacement. This repair will resolve drainage issues in the area that has resulted in flooding of the abutters of the brook, and will ensure the structural stability of the adjacent sewage pipes. The second project is to replace a badly damaged 100 foot section of 18" reinforced concrete drain pipe within a Town easement adjacent to 470 South Street. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. In the May 2014 Town Meeting funded the design and wetland consulting for the Edgewater Area Culvert. The design work was initiated in the Fall of 2014. Additionally, this project will provide funding over four years for the Drains division to address small projects related to the Labor Day 2013 storm drainage remediation. FY16 - Edgewater Area Culvert - Construction \$90,000 470 South Street - Design & Wetland Consulting \$78,500 Various location to upgrade or repair the system - Construction \$35,000 FY17 - 470 South Street - Construction \$80,000 Various location to upgrade or repair the system - Construction \$25,000													

Department Capital Request CIP-DCR				
Title	Drain System Repairs- Repair Infrastructure	Department	Public Works - Drains	Fiscal Year 2016
FY18 - Various location to upgrade or repair the drainage system - Construction			\$50,000	
FY19 - Various location to upgrade or repair the drainage system - Construction			\$50,000	
FY2015-FY2018 Version				

Department Capital Request CIP-DCR				
Title	Fuel Island Relocation and Upgrade	Department	Public Works	Fiscal Year
				2016
Parameters				
1.	Is this a multi-year capital replacement/upgrade request?			YES NO NA
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			X
4.	Is this a request for a study or long range plan?			X
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	III	Primary Reason	34	Operating Budget Impact
				Id

Department Capital Request CIP-DCR																					
Title	Fuel Island Relocation and Upgrade			Department	Public Works	Fiscal Year	2016														
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C																
Year 1	126,500	Intangibles		Enter description																	
Year 2	839,500	Equipment		Enter description																	
Year 3		Design & Engineering	126,500	Enter description																	
Year 4		Construction Expenses	839,500	Enter description																	
Year 5		Other Expenses*		Enter description																	
Column A Total	\$966,000	Column B Total	\$966,000	Column C Total																	
Equipment Schedule																					
<table border="1"> <thead> <tr> <th colspan="2">Description and Justification</th> <th>Yes</th> <th>No</th> <th>NA</th> <th>X</th> </tr> </thead> <tbody> <tr> <td colspan="2">The Town is reliant on the fuel dispensing system at the DPW for the majority of its diesel vehicles and all of its gasoline vehicles. Currently DPW, Fire Department, School Department, and other Town vehicles rely on this filling station. As of September 1, 2013, this is also the sole filling location for the Police Department. The Police Department consumes a large volume of gasoline, and their new reliance on this station represents a dramatic increase over past demand. This funding request reflects the anticipated costs of relocation and necessary upgrades to the system.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Description and Justification		Yes	No	NA	X	The Town is reliant on the fuel dispensing system at the DPW for the majority of its diesel vehicles and all of its gasoline vehicles. Currently DPW, Fire Department, School Department, and other Town vehicles rely on this filling station. As of September 1, 2013, this is also the sole filling location for the Police Department. The Police Department consumes a large volume of gasoline, and their new reliance on this station represents a dramatic increase over past demand. This funding request reflects the anticipated costs of relocation and necessary upgrades to the system.					
Description and Justification		Yes	No	NA	X																
The Town is reliant on the fuel dispensing system at the DPW for the majority of its diesel vehicles and all of its gasoline vehicles. Currently DPW, Fire Department, School Department, and other Town vehicles rely on this filling station. As of September 1, 2013, this is also the sole filling location for the Police Department. The Police Department consumes a large volume of gasoline, and their new reliance on this station represents a dramatic increase over past demand. This funding request reflects the anticipated costs of relocation and necessary upgrades to the system.																					
The reasons for relocation and replacement: - General age, condition, and location of current station - Concerns about increased usage as Town-wide fuel depot - Environmental concerns with current station - Proximity to wetlands - Proximity to groundwater table - Susceptibility to flooding - Improved access and maneuverability of new station - Improved capacity of new station - Compatibility with potential expansion of the DPW Operations Building at 470 Dedham Ave																					
Year 1 - FY 16- Design the relocation and replacement of the gas/diesel island. Year 2 - FY 17- Move and upgrade gas/diesel island.																					

Department Capital Request CIP-DCR					
Title	DPW Fuel Software and Hardware Upgrade	Department	Public Works – Fleet Maintenance.	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO NA
2.	Is this a request in response to a documented public health or safety condition?				X
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?			X	
7.	Is this a request to purchase technology or wireless communication system?			X	
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?				X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	II	Primary Reason	3, 4	Operating Budget Impact	C

Department Capital Request CIP-DCR									
Title	DPW Fuel Software and Hardware Upgrade			Department	Public Works – Fleet Maintenance.		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Costs Components		Column B		*Other Expenses		Column C	
Year 1	94,500	Intangibles							
Year 2		Equipment		63,100					
Year 3		Design & Engineering		9,000					
Year 4		Construction Expenses		22,400					
Year 5		Other Expenses*							
Column A Total	\$94,500	Column B Total		\$94,500		Column C Total			
Equipment Schedule									
Description and Justification									
This project will improve the Town's fuel management system. The Town currently utilizes a fuel dispensing system "Gasboy" that is out dated and requires manual entry and authentication by vehicle drivers. The current operating system is outdated and is no longer fully supported by the manufacturer. This upgrade of the fuel management system and software will provide more automated control of fuel. It will allow for quicker fueling by eliminating manual entry, reduce input errors, and will provide for more accurate reporting data of fuel usage. Additionally, hardware installed in late model equipment (1996 and newer, On Board Diagnostics equipped) will report at the time of fueling vehicle information to the system for maintenance planning, including: • mileage • max vehicle speed, oil level & pressure, check engine light status and faults Hardware can be removed and installed at a new location if deemed appropriate. Software is capable of managing multiple fueling locations. This upgrade will provide for the installation of 140 automotive modules into vehicles/equipment, 240 fuel keys for vehicles/equipment, new nozzles, fuel island controls and kiosk, and a hard and/or wireless data connection.									
FY2016-FY2020 Version									

Department Capital Request CIP-DCR				
Title	Mills Field Improvements	Department	Public Works/Park and Recreation	
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	Mills Field Improvements			Department		Public Works/Park and Recreation			
Useful Life	IV	Primary Reason		1	Operating Budget Impact		C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013		Intangibles							
FY2014		Equipment							
FY2015		Design & Engineering							
FY2016	510,000	Construction Expenses		510,000					
FY2017		Other Expenses*							
Total	\$510,000	Total		\$510,000	Total		\$		
Attached Schedules									
Description and Justification									
Mills Field has been the location of several park improvements in the past four years including renovated tennis courts, new playground equipment, the addition of a high barrier fence between baseball diamond and tennis courts, replacement of a backstop and outfield fencing, and fencing around the playground area has been replaced.									
The purpose of this project is to provide safety and aesthetic improvements to the park. These improvements include: (a) create new parking areas at circular drive (24 spaces), along Hampton Avenue (10-12 spaces), and along Ellis St with permeable surfacing (27 spaces); (b) add asphalt overlay to basketball court, stripe, and replace poles and backboards; (c) replace bathroom at Mills Field with modular bathrooms; (d) replace picnic tables and grills; (e) add Xeriscape gardening in appropriate locations; and (f) strip and sod the ball field.									
Park and Recreation has worked with DPW to develop this scope of work.									
Additional costs and items were added in the Division's FY 2015-2020 submission. These items include: (a) \$14,000 for a water quality tank, \$6,000 for infiltration, \$30,000 for landscaping, \$30,000 for the addition of Ellis St parking to the project, and \$20,000 for complementary planning board requirements; (b) now includes improved surfacing, which increases the cost by \$15,000 (c) has been added to this project and this has increased the cost by \$46,500.									
The addition of permeable pavers or non-trackable permeable surfacing will increase the cost of this project between \$90,000 and \$132,000. The budget has been increased to include the most expensive option.									
This project was originally proposed for funding in FY 2014, but due to other financial and operating considerations has been pushed back one year and all costs have been inflated by 3.5% to account for a one year delay in construction.									
Proposed Schedule									
Design & Engineering Winter of 2013/2014									
May ATM 2015 – Seek Construction Funding									
Summer of 2015 – Construction									

Department Capital Request CIP-DCR					
Title	Mobile Column Lifts	Department	Public Works – Fleet Maintenance	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO
2.	Is this a request in response to a documented public health or safety condition?			X	X
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?			X	
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?				X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	III	Primary Reason	1	Operating Budget Impact	C

Department Capital Request CIP-DCR									
Title	Mobile Column Lifts	Department	Public Works – Fleet Maintenance	Fiscal Year	2016				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	73,500	Intangibles							
Year 2		Equipment	73,500						
Year 3		Design & Engineering							
Year 4		Construction Expenses							
Year 5		Other Expenses*							
Column A Total	\$73,500	Column B Total	\$73,500	Column C Total					
Equipment Schedule									
Yes No NA X									
Description and Justification This request would be to replace an existing permanently mounted above ground automotive lift with a portable mobile four column lift. The existing 7,000 lb two post automotive lift is unable to lift the majority of vehicles and equipment serviced by the DPW. The lift is also outdated and in need of repairs, and parts are unavailable, and would need to be manufactured for the repair. The original lift was acquired second hand from a school program. A mobile four column lift will lift all the vehicles currently serviced, and will provide greater flexibility by allowing vehicles to be lifted on any flat surface. It can be used in any of the bays, and can be used to service vehicles in the DPW yard. This lift will come with additional jack stands so that vehicles can be raised, evaluated, and remain on those stands while waiting for parts. This will increase efficiency as vehicles will not need to be raised and lowered more than once in order to perform maintenance on multiple pieces of equipment.									

Department Capital Request CIP-DCR					
Title	Sidewalk Needs Assessment	Department	Public Works	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO NA
2.	Is this a request in response to a documented public health or safety condition?			X	
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?			X	
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?				X
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?				X
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?				X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	III	Primary Reason	7	Operating Budget Impact	10

Department Capital Request CIP-DCR									
Title	Sidewalk Needs Assessment				Department	Public Works	Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	100,000	Intangibles		Enter description					
Year 2		Equipment		Enter description					
Year 3		Design & Engineering	100,000	Enter description					
Year 4		Construction Expenses		Enter description					
Year 5		Other Expenses*		Enter description					
Column A Total	\$100,000	Column B Total	\$100,000	Column C Total					
Equipment Schedule									
Yes No NA X									
Description and Justification The Traffic Management Advisory Committee (TMAC) has received a number of requests to consider improving pedestrian safety conditions and school walking routes in remote areas of Town. Additionally, the Department of Public Works intends to perform a sidewalk analysis to determine locations where additional sidewalks may be required, and other areas that may be over served by an excess of sidewalks that require maintenance. The Department's goal is to maintain the same or reduce the linear footage of sidewalk throughout the Town. In 2016, this submission is proposing an analysis of the sidewalks within the Town to determine the best course of action in terms of adding or removing sidewalks. Sidewalks that have been identified for consideration for improvements include but are not limited to: • Forest St • Nehoiden St • Marked Tree Road • Warren St • High Rock St • Dedham Ave • Central Ave Once the study has been completed a submission for sidewalk construction and estimates will be made.									

Department Capital Request CIP-DCR					
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO NA
2.	Is this a request in response to a documented public health or safety condition?			X	
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?				X
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?				X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	III	Primary Reason	5	Operating Budget Impact	C

Department Capital Request CIP-DCR									
Title	Public Works Infrastructure Program			Department	Public Works		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Costs Components		Column B		*Other Expenses		Column C	
Year 1	1,250,000	Intangibles				Borrowing Costs – 2%		145,000	
Year 2	1,400,000	Equipment							
Year 3	1,500,000	Design & Engineering		490,500					
Year 4	1,600,000	Construction Expenses		6,814,500					
Year 5	1,700,000	Other Expenses*		145,000					
Column A Total	\$7,450,000	Column B Total		\$7,450,000		Column C Total		\$145,000	
Equipment Schedule									
Description and Justification									
The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts. Each program is detailed below.									
Due to the additional need for drainage work related to the Labor Day storm in 2013 the Traffic Signal & Intersection Improvement requests have been delayed two years. The FY 16 existing Storm Drain Capacity Improvement request has been delayed one year, and the Street Resurfacing and Sidewalk Program has been reduced throughout all five years of the request.									
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 better defines the edge of road, improves drainage and protects the shoulder from erosion.									
In the summer of 2014 a grant was offered for crack filling and pot hole repair as a result the winter storms in 2014. Winter Rapid Road Recovery Program granted the Town approximately \$137 thousand dollars, some of which was appropriated towards street resurfacing work normally funded through this article.									

Department Capital Request CIP-DCR				
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year 2016
FY16 - \$450,000 FY17 - \$400,000 FY18 - \$580,000 FY19 - \$563,000 FY20 - \$806,000				
The average useful life for asphalt paving is 15 years; the proposed 5 year capital request is \$2,799,000. 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. FY16 – No Funding requested FY17 – No Funding requested FY18 - Highland Avenue @ West Street, Engineering & Design - \$128,000 FY19 – Highland Avenue @ West Street, Construction - \$505,000 FY20 – Great Plain Avenue @ Greendale Avenue, this intersection has been identified as requiring intersection improvements and potentially the replacement of traffic signals, Engineering & Design - \$110,000 The average useful life is 25 years; the proposed 5 year capital request is \$743,000 Out Years FY21 – Great Plain Avenue @ Greendale Avenue, Construction - \$643,000 FY22 – Central Ave @ Great Plain Ave, Engineering & Design - \$160,000 Future intersections under consideration: Dedham Ave/South Central/Webster Central/West 4th Ave/Kendrick Central/Great Plain				
Sidewalk Program: This Program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 160				

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
		Fiscal Year	2016
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. Calendar year 2015 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$237,000 per mile (\$45.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$260,040 per mile (\$49.25/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments. FY16 - \$225,000 FY17 - \$404,000 FY18 - \$484,000 FY19 - \$300,000 FY20 - \$450,000 The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$1,863,000. Storm Drain Capacity Improvements: This program provides funding to improve roadway drainage capacity. The March 2002 Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. This funding request also includes but is not limited to the installation of additional storm drains and the replacement and extension of drains on Manning Street, Hoover Road, Concord Road and Burnside Road with larger capacity drains. Since the issuance of the 2002 Stormwater Master Plan numerous multi-unit developments have been built or planned in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. FY16 - Greendale Ave. (Reserved for projects related to Labor Day 2013 Flooding) - Eng. \$120,000; Const. \$350,000 FY17 - Taylor Street / Central Avenue - Engineering \$32,500 TBD (Reserved for projects related to Labor Day 2013 Flooding) - Eng. \$100,000; Const. \$337,500 FY18 - Taylor Street / Central Avenue - Construction \$180,000 FY19 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - Const. \$200,000 FY20 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - Const. \$200,000 The average useful life is 60 years; the proposed 5 year capital request is \$1,520,000. Future Areas to be considered, but not yet prioritized: Carey Road (area 2) - Engineering \$42,800 Carey Road (area 2) - Construction \$156,800			

Department Capital Request CIP-DCR				
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year 2016
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, July 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. It is the intention of the DPW to expend Capital Funds to address the issue of poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding in March 2010 caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of 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. The 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. FY16 – Continued wall repair along Rosemary Brook – Construction \$80,000. FY17 – Wall repairs at various locations to be determined – Construction \$100,000. FY18 – Culvert at Meadowbrook Rd – Construction \$100,000 FY19 – No Funding Requested FY20 – Continued wall repair along Rosemary Brook – Construction \$100,000 The proposed 5 year capital request is \$380,000 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				

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
Emerson Place Pennsylvania Avenue Elder Road Meredith Circle			
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 FY13 - Portion of Rosemary Brook			
Fiscal Year			
2016			
FY2016-FY2020 Version			

Extraordinary Capital Project CIP-XCP									
Title	Newman School Fields Renovation				Fiscal Year		2016		
Requestor	Superintendent of Parks & Forestry and Director of Park & Recreation				Project Category		F		
Location	Newman Elementary School, 1155 Central Ave				Initial Submission		FY2013		
Funding	General Fund				CPA Eligible	Yes	X	No	
Partners	Newman Elementary School, Needham High School Athletics, Various User Groups								
Project Description	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.								
Anticipated Result	Fully functional fields at the Newman School for school and community use.								
Alternatives	Leave fields as they presently are which would not allow for regular seasonal use as they are subject to flooding.								
Purpose	Timeline				Method to Determine Cost		Project Budget		
Acquisition					Consultant	X	A, D, & E		N/A
New Construction Addition			Feasibility		Industry References		Site Development		
Reconstruction or Repair	X		Design/Permitting		In-House		General Contractor		1,527,000
Court, Federal or State Order			Construction Phase	1 year	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		1,527,000		
Project Funding Schedule									
Cost Type	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design									
Acquisition									
Engineering & Design									
Construction	1,527,000				1,527,000				
Soft Cost									
Close Out									
Total	1,527,000				1,527,000				
Project Manager Title→	Superintendent of Parks & Forestry				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?									
As 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?									

**Extraordinary Capital Project
CIP-XCP**

Title		Newman School Fields Renovation				Fiscal Year		2016	
All "YES" responses must be explained under the Other Considerations section									
Operating Budget Impact→									
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		31,000		32,000				33,000	
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs		31,000		32,000				33,000	
GRAND TOTAL		31,000		32,000				33,000	
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project									
Revenue Source(s)		First Year of Operation		Second Year of Operation		Third Year of Operation			
1									
2									
3									
4									
5									
TOTAL									
Explanations									

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 the overuse of other fields. Making the Newman fields fully functional during the spring and fall sports seasons will benefit sports organizations and improve conditions and playability on the other fields.

- Construction: \$1,526,832

This project is being engineered and designed in FY 2014.

Anticipated increase to the operating budget: \$32,420 in Fiscal FY 16 Dollars

- Fertilizer, Seed, and Plant Protectants \$22,686
- Cultural Practices \$9,734

Newman Fields Proposed Schedule
Design & Engineering Winter of 2013/2014
MAY ATM 2016 – Seek Construction Funding
Summer of 2016 – Construction

Department Capital Request CIP-DCR					
Title	Energy Efficiency Upgrades	Department	Public Facilities Operations	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO NA
2.	Is this a request in response to a documented public health or safety condition?			X	
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?				X
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?			X	
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?				X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	I-V	Primary Reason	4	Operating Budget Impact	B

Department Capital Request CIP-DCR									
Title	Energy Efficiency Upgrades			Department	Public Facilities Operations		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C		
Year 1	96,323	Intangibles							
Year 2	125,560	Equipment	42,736						
Year 3	205,472	Design & Engineering	64,103						
Year 4		Construction Expenses	320,516						
Year 5		Other Expenses*							
Column A Total	427,355	Column B Total	427,355		Column C Total				
Equipment Schedule									
Yes									
No									
NA									
X									
Description and Justification									
The 2011 May Special Town Meeting approved Article 6 to fund an Engineering Study for Energy Upgrades. This study was conducted on 10 key buildings in August and September of 2011 and the results were issued in October of 2011. The results of this study illustrate that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within 10 years. In 2012 the department tackled some of the low cost items, most notably the installation of vendor misers on the vending machines throughout Town. This device powers down vending machines when no one is in the area, and then powers them back on when motion is detected. In 2013 the department intends to tackle additional low cost items as well as some more costly items at the Hillside and Mitchell in order to maximize the life of those measures. These items include upgrading the exterior lighting in both buildings to more energy efficient lighting and tightening up the building envelope in both buildings. Design issues have prevented the department from addressing the insulation in the Mitchell Attic, as the solution to those issues would be more costly than the payoff of those improvements. In 2014 the department intends to tackle some of the more involved projects in the Eliot and Broadmeadow, which will upgrade the already modern buildings and improve their energy usage. Some of these items include retro commissioning the HVAC system in the Broadmeadow, installing motion sensors for the lighting in the Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings. In 2016 the department intends to retro-commission the HVAC controls in the Eliot and convert the lighting to more energy efficient induction lighting in both the Eliot and Fire Station #2.									

Department Capital Request CIP-DCR				
Title	Energy Efficiency Upgrades	Department	Public Facilities Operations	Fiscal Year 2016
In 2017 the department intends to retro-commission the HVAC controls in the High School and replace the parking lot HID lighting with LED lighting at the High Rock, Public Safety Building, and the High School. The LED lighting in the parking lot will be more energy efficient. In 2018 department intends to install an energy management system at both the Public Safety Building and Fire Station #2. The current inefficient boiler at the Public Safety building will be replaced during the same year in order to tie the new boiler into the energy management system. The department also intends to finish replacing the external windows at Fire Station 2 by completing the first floor with replacement windows.				
FY2016-FY2020 Version				

Department Capital Request CIP-DCR					
Title	Public Facilities Maintenance Program	Department	Public Facilities Operations	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO
2.	Is this a request in response to a documented public health or safety condition?			X	
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?				X
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?				X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	I	Primary Reason	5	Operating Budget Impact	C

Department Capital Request CIP-DCR									
Title	Public Facilities Maintenance Program			Department	Public Facilities Operations		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses		Column C			
Year 1	570,000	Intangibles							
Year 2	590,000	Equipment	305,700						
Year 3	610,000	Design & Engineering	458,550						
Year 4	632,000	Construction Expenses	2,292,750						
Year 5	655,000	Other Expenses*							
Column A Total	3,057,000	Column B Total	3,057,000	Column C Total					
Equipment Schedule	Yes	No	X	NA					
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 13 this fund was used for flooring replacement at the Eliot, Library, Hillside, and Broadmeadow, asbestos abatement and stairwell flooring work at the Hillside, exterior painting at the Mitchell, motion sensor installation for lighting at the Pollard, duct cleaning at the NHS in the A & B buildings, wood floor refinishing in various school buildings, pump, exhaust fan, and oil containment work at the Hillside & Mitchell, window AC unit upgrade at the Hillside, installation of an awning at the Mitchell, LED exterior light conversion at the Newman, and xeriscaping at the Webster St entrance of NHS.									
FY 14 will have duct cleaning at the C & D Buildings of the High School. Asbestos Abatement at Hillside and Mitchell. Flooring replacement at Eliot and Broadmeadow. Xeriscaping at the High School. At the Hillside School work will be conducted to deal with flooding issues. At the Pollard School work to provide containment for fuel oil, create accessible routes to and from the building, and replace water fountains. With the natural gas line installation down Brookline St, and the replacement of the Pollard boilers, the Mitchell school will have the existing boilers converted to natural gas using remaining parts from the old Pollard boilers.									
FY 15 will have duct cleaning at High Rock School, Mitchell School, and Public Services Administration Building. Asbestos Abatement at Pollard School. Flooring replacement at Eliot. Xeriscaping at the High School. Wood floor refinishing in various school buildings. Pollard School makes minor adjustments to site configuration for improved site circulation.									

Department Capital Request CIP-DCR			
Title	Public Facilities Maintenance Program	Department	Public Facilities Operations
		Fiscal Year	2016
FY 16 will have duct cleaning at the Pollard School, Fire Station #2, and Broadmeadow School. Xeriscaping at the High School. Wood floor refinishing in various school buildings. Asbestos Abatement at Pollard. Flooring replacement at Pollard. Renovation of two restrooms at the Pollard. Repairs to the Auditorium at the Pollard. Replacement of a portion of the lockers at the Pollard. FY 17 will have duct cleaning at the Hillside School, Public Safety Building, Library, and Eliot. Flooring replacement at Pollard. Xeriscaping at the High School. Wood floor refinishing in various school buildings. Renovation of two restrooms at the Pollard. Replacement of a portion of the lockers at the Pollard. FY 18 will have duct cleaning at the Newman and Town Hall. Wood floor refinishing in various school buildings. Renovation of two restrooms at the Pollard. Replacement of a portion of the lockers at the Pollard. FY 19 will have duct cleaning at the A, B, C, D, & E Buildings of the High School. Wood floor refinishing in various school buildings. Facility assessment for the Broadmeadow and the Eliot. Renovation of two restrooms at the Pollard. FY 20 will have duct cleaning at the Pollard School, Fire Station #2, and Broadmeadow School. Wood floor refinishing in various school buildings. Renovation of two restrooms at the Pollard.			
FY2016-FY2020 Version			

Department Capital Request CIP-DCR				
Title	Cricket Field Building Renovation	Department	Park and Recreation	Fiscal Year
Parameters				2016
				YES NO NA
1.	Is this a multi-year capital replacement/upgrade request?			
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			X
4.	Is this a request for a study or long range plan?			X
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	IV	Primary Reason	I	Operating Budget Impact
				A

Department Capital Request CIP-DCR									
Title	Cricket Field Building Renovation			Department	Park and Recreation		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Costs Components		Column B		*Other Expenses	Column C		
Year 1	\$700,000	Intangibles							
Year 2		Equipment							
Year 3		Design & Engineering		\$140,000					
Year 4		Construction Expenses		\$560,000					
Year 5		Other Expenses*							
Column A Total	\$700,000	Column B Total		\$700,000		Column C Total			
Equipment Schedule									
Description and Justification									
Park and Recreation completed a feasibility study of the Cricket Field building with PPBC in March 2012. The study looked at (1) renovation of the building for current uses; (2) renovation of the building for year-round use; (3) construction of new building at same location; (4) construction of new building elsewhere on site. For the renovation options, code upgrades, including ADA, are included. Extensive work on the grounds is also required for accessibility. "Option 1 Modified" is used for the request, which is an update of the current layout for seasonal use only and a septic field. Option 1, without modifications, or a new modular building would be more than \$100,000 of additional costs. The design costs would also include a survey that is required for a building permit. The original estimate was created in 2012, with a 10% contingency. It is recommended to escalate the estimate by 5% annually, or review if a significant period of time passes. The numbers in this request have therefore been increased from the original estimate. The design/engineering costs were based on 20% of total project estimate. The building is currently used for (a) Park and Recreation summer program; (b) Needham High Girls Soccer and Girls Lacrosse; (c) storage for Park and Recreation programs; and (d) storage for DPW Parks and Forestry. It is hoped that the building could be utilized for these purposes, and that public restrooms for those using the playgrounds or athletic fields would be available. The chosen option would also create an accessible building, and site work would add appropriate accessible parking. Approval of a new septic system as opposed to a sewer system would help reduce the cost of construction. 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. 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.									
FY2016-FY2020 Version									

Department Capital Request CIP-DCR				
Title	Rosemary Pool Renovation	Department	Park and Recreation	Fiscal Year
Parameters				2016
				YES NO NA
1.	Is this a multi-year capital replacement/upgrade request?			X
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			X
4.	Is this a request for a study or long range plan?			X
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	10	Primary Reason	1	Operating Budget Impact
				10

Department Capital Request CIP-DCR									
Title	Rosemary Pool Renovation		Department	Park and Recreation		Fiscal Year	2016		
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C		
Year 1	1,000,000	Intangibles	1,000,000		Related soft costs		900,000		
Year 2	9,600,000	Equipment	500,000						
Year 3		Design & Engineering	1,000,000						
Year 4		Construction Expenses	7,200,000						
Year 5		Other Expenses*	900,000						
Column A Total	10,600,000	Column B Total	10,600,000		Column C Total		900,000		
Equipment Schedule									
Description and Justification									
This information has been updated with assistance from Public Facilities-Construction, following a year-long study undertaken by Weston & Sampson, and a review within the Facilities Master Plan.									
The permit to drain Rosemary Lake for pool maintenance will expire in September 2018. It is unlikely that the DEP will approve a permit for spring draining, so the current pool would not be able to re-open, as the MA Department of Public Health standards for public swimming pools would not be met without appropriate cleaning/painting in the spring.									
The Park and Recreation Commission reviewed four major options, all of which eliminate the need to drain the pool every spring. They have chosen to rebuild the pool close to its original size so that current programming can be maintained, and additional programming added. The initial work in the design phase would need to help determine whether the new pool would be rebuilt in its current location or be moved higher on the lot. The preferred option for the building is one that maintains the structure, but reconfigures the lower level for summer pool functions, and creates a programming space on the upper level, with a preference to have the upper level available year-round. The parking lot would need to include stormwater improvements, and be enhanced to provide more appropriate parking spaces. The desired plan would create opportunities for the site to be used throughout the year, when the pool is closed for the season.									
FY2016-FY2020 Version									

**Extraordinary Capital Project
CIP-XCP**

Title		Purchase of Open Space		Fiscal Year		2016	
Requestor	Conservation Commission/Park & Recreation Commission/Board of Selectmen						
Location	To be determined			Project Category			
Funding	Community Preservation Fund	CPA Eligible	Yes	No	Initial Submission	Annual	
Partners	Possible CPA and/or grant						
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 acquisition of and 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	
	Feasibility	Design/Permitting	Consultant Industry References	In-House	Other	Project Budget
Acquisition	☒					A, D, & E
New Construction Addition	☐					Site Development
Reconstruction or Repair	☐					General Contractor
Court, Federal or State Order	☐					Project Management
Health or Safety	☐					F, F, & E
New Technology	☐					Technology
Performance Measure	☐					Other
Estimated Useful Life→						Total Budget

Cost Type	Project Funding Schedule				Total
	Year 1	Year 2	Year 3	Year 4	
Pre Design					
Acquisition	\$1,000,000				
Engineering & Design					
Construction					
Soft Cost					
Close Out					
Total	\$1,000,000				
Project Manager Title→	Matt Varrell, Patty Carey				

Operational Budget Considerations		YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?		☒	

2016

Department Capital Request CIP-DCR				
Title	Sewer Pump Station Improvements/Replacement	Department	Public Works – Sewer	Fiscal Year
				2016
Parameters				
1.	Is this a multi-year capital replacement/upgrade request?			YES NO NA
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			X
4.	Is this a request for a study or long range plan?			X
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	V	Primary Reason	4	Operating Budget Impact
				C

Department Capital Request CIP-DCR									
Title	Sewer Pump Station Improvements/Replacement		Department	Public Works – Sewer		Fiscal Year	2016		
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses	Column C			
Year 1	550,000	Intangibles			Enter description				
Year 2	0	Equipment			Enter description				
Year 3	590,000	Design & Engineering	265,500		Enter description				
Year 4		Construction Expenses	1,504,500		Enter description				
Year 5	630,000	Other Expenses*			Enter description				
Column A Total	\$1,770,000	Column B Total	\$1,770,000		Column C Total				
Equipment Schedule									
Description and Justification									
As part of the Wastewater System Master Plan, several of the wastewater pumping stations were evaluated to assess their physical condition and capacity, and to evaluate current and future flow projections. The Master Plan recommended that at least 7 of the 9 stations be upgraded.									
Canister pump stations at Lake Drive, Cooks Bridge (Milo Circle), Alden Rd and Reservoir "A" are each either at or beyond their design life. Constant maintenance and emergency shutoffs occur more frequently and require greater amounts of personnel time and emergency funds to keep running.									
Alden Road Pump Station was originally constructed in the mid- 1950's as a pneumatic ejection station, and converted in the 1970's to a built in place wet well/dry well type station with vertical flooded suction sewage pumps. There are no alarms with the exception of a local red light alarm for high wet well level. The pump's outdated electrical control panels are located below grade level adjacent to the pumps, which if flooded, poses a severe threat to personnel as well as equipment. The station has heat, but no dehumidifier or ventilation. Problems have also occurred with roots and rags clogging pumps.									
FY 16	Reservoir St. "A" – Engineering, Design & Construction				\$550,000				
FY 18	Alden Rd – Engineering, Design, & Construction				\$590,000				
FY 20	Lake Drive – Engineering, Design & Construction				\$630,000				
Out Years:									
FY 21	Cooks Bridge - Engineering & Design				\$345,000				
FY 22	Cooks Bridge - Construction				\$3,370,500				
FY2015-FY2018 Version									

Department Capital Request CIP-DCR				
Title	Sewer Service Connections	Department	Public Works – Sewer	Fiscal Year
				2016
Parameters				
1.	Is this a multi-year capital replacement/upgrade request?			YES NO NA
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			X
4.	Is this a request for a study or long range plan?			X
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	VI	Primary Reason	IV	Operating Budget Impact
				IC

Department Capital Request CIP-DCR									
Title	Sewer Service Connections			Department	Public Works – Sewer	Fiscal Year	2016		
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	50,000	Intangibles		Enter description					
Year 2	50,000	Equipment		Enter description					
Year 3	50,000	Design & Engineering		Enter description					
Year 4	50,000	Construction Expenses	250,000	Enter description					
Year 5	50,000	Other Expenses*		Enter description					
Column A Total	\$250,000	Column B Total	\$250,000	Column C Total					
Equipment Schedule									
Yes No NA X									
Description and Justification There are 108 homes with access to sewer that are not connected to the Sewer System because they have chosen not to. The purpose of this request is to provide the lateral sewer line from the sewer main to the property line so that the homeowner can connect should they choose to or should their septic system fail. The lateral sewer line is to be added prior (at least one year) to a road reconstruction/paving project. The cost for these service installations are typically not included in road construction estimates. In the case of Chapter 90 Projects, these are not considered as a reimbursement eligible expense. These expenses are included in local road reconstruction estimates. There is a corresponding request for water service connections. Past projects • 2013 – installed 14 new sewer laterals (408.5' of pipe) • 2014 – no appropriation was requested • 2015 – \$50,000 appropriated, will fund connections of 5-6 homes									
FY2015-FY2018 Version									

Department Capital Request CIP-DCR				
Title	Specialty Equipment	Department	Public Works - Sewer	Fiscal Year
				2016
Parameters				
1.	Is this a multi-year capital replacement/upgrade request?			YES NO NA
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			X
4.	Is this a request for a study or long range plan?			X
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	I-II	Primary Reason	5	Operating Budget Impact
				C

Department Capital Request CIP-DCR									
Title	Specialty Equipment	Department	Public Works - Sewer	Fiscal Year	2016				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	70,500	Intangibles		Enter description					
Year 2		Equipment	70,500	Enter description					
Year 3		Design & Engineering		Enter description					
Year 4		Construction Expenses		Enter description					
Year 5		Other Expenses*		Enter description					
Column A Total	\$70,500	Column B Total	\$70,500	Column C Total					
Equipment Schedule									
Yes No ☒ NA									
Description and Justification This request is for a new piece of equipment that will be used to clean sewer lines and drains in difficult to access or remote locations that cannot be reached by standard methods using existing equipment. This easement machine will attach to the existing tractor truck or jet truck and is able to travel out to easements in order to jet clear sewers and drains that cannot be reached by the existing equipment. This would be used to perform preventative maintenance in areas that are not presently being reached by machinery and must be hand serviced, and to respond more effectively to sewer back-ups. New Unit - Easement Machine - Clean sewer easements that are not accessible by truck.									
FY2015-FY2018 Version									

Department Capital Request CIP-DCR					
Title	Water Supply Development	Department	Public Works - Water	Fiscal Year	2016
Parameters					
1.	Is this a multi-year capital replacement/upgrade request?			YES	NO NA
2.	Is this a request in response to a documented public health or safety condition?				X
3.	Is this a request in response to a Court, Federal, or State order?				X
4.	Is this a request for a study or long range plan?				X
5.	Is this a request to purchase office or school equipment (other than technology)?				X
6.	Is this a request to purchase specialty equipment?				X
7.	Is this a request to purchase technology or wireless communication system?				X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X
15.	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
16.	If approved, will this request increase the operating expense for any other department?				X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X
18.	If approved, will additional permanent staff be required?				X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X	
20.	If approved, will this request lower the requesting department's operating costs?				X
21.	Does the request support activities to produce new revenue for the Town?				X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X
23.	Have other non-capital investment options been explored before submitting this request?				X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?				X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X
27.	Are there any appendix forms with this funding request?				X
Useful Life	V	Primary Reason	4	Operating Budget Impact	B

Department Capital Request CIP-DCR									
Title	Water Supply Development			Department	Public Works - Water		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses		Column C			
Year 1	700,000	Intangibles							
Year 2		Equipment							
Year 3		Design & Engineering							
Year 4		Construction Expenses	700,000						
Year 5		Other Expenses*							
Column A Total	700,000	Column B Total	700,000	Column C Total					
Equipment Schedule									
		Yes	No	NA	X				
Replacement of Well #3									
In April 2013 the Town redeveloped Well # 3 and was able to restore the yield of the well to approximately one third of its original capacity. The original capacity of the well was 50 gallons per foot, and the redevelopment was able to bring the well up to 18 gallons per foot. Prior to the redevelopment the yield of the well was 5 gallons per foot, and this had been redeveloped in 2009. Since this last redevelopment in April 2013, the well is already showing signs of losing further capacity, and is pumping 7 gallons per foot as of September 2014. The Water & Sewer Division is recommending that this funding request, initially been submitted for the development of a fourth well, be redirected to the replacement of Well #3. The permitting process with the Massachusetts Department of Environmental Protection (MassDEP) for this replacement would be considerably shorter, approximately 1 year, rather than the 7-10 year process for establishing a new well. The funding for FY 15 is for the design and engineering of a replacement well, which is starting in the Fall of 2014, and the funding for FY 16 would be for the construction of that well. Proposed Well #4 – Future Project This project would be to install a fourth well at the Charles River Well Field that will provide for reliability and redundancy while other wells are taken offline for routine maintenance or repair. The Well Field is presently at full capacity when all three wells are operational. This fourth well would allow the Town to continue to operate to its full capacity. Previously, when the system as at peak demand and a well was taken offline, the Town had to rely on MWRA water source to meet its daily demands. This redundant well will allow the Town to be more									

Department Capital Request CIP-DCR				
Title	Water Supply Development	Department	Public Works - Water	Fiscal Year 2016
Independent even during routine maintenance periods. A feasibility study was completed in FY 2011 that supports the development of an additional well in the Town's existing well field.				
FY2016-FY2020 Version				

Department Capital Request CIP-DCR				
Title	Mobile Record-Keeping Devices and G.I.S. Software	Department	Public Works – Water & Public Works – General Fund	Fiscal Year
Parameters				2016
				YES NO NA
1.	Is this a multi-year capital replacement/upgrade request?			X
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			X
4.	Is this a request for a study or long range plan?			X
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	1-2	Primary Reason	IV	Operating Budget Impact
				10

Department Capital Request CIP-DCR									
Title	Mobile Record-Keeping Devices and G.I.S. Software	Department	Public Works - Water & Public Works - General Fund	Fiscal Year	2016				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	35,000	Intangibles		Scan Drawings	15,000				
Year 2		Equipment	20,000	Enter description					
Year 3		Design & Engineering		Enter description					
Year 4		Construction Expenses		Enter description					
Year 5		Other Expenses*	15,000	Enter description					
Column A Total	\$35,000	Column B Total	\$35,000	Column C Total	\$15,000				
Equipment Schedule									
		Yes	No	NA	X				
Description and Justification									
This request is to upgrade the manner in which the Department of Public Works conducts data collection, data retrieval, and work order completion in the field. The Water and Sewer Division inspects new construction and repair work. The Department is presently working with updated Geographic Information System (GIS) and database software that will interact with portable devices to provide Department field staff on-site access to valuable data. The software will enable the division to upload and update record drawings within hours as opposed to the months that it currently takes to update these same records. The mobile record-keeping devices will enable personnel to retrieve information at the scene of a job site rather than traveling to the Public Works Department to search out the information, reducing response time. This will allow employees to more quickly locate shut off valves during an emergency situation that could have impacts on homeowners and business owners. Additionally, these devices will provide onsite access to work orders and records, such as the catch basin records, that will allow real time updating and retrieval of data. These devices will be placed in a pool in which staff that requires them to conduct their daily functions will sign them out This request is to purchase mobile devices and scan in and add existing drawings into the network for remote access. The operating budget will have to be increased for licensing fees and additional data plans. Water Division: \$15,000 for scanning and coding & \$6,500 which will cover the cost of 4 devices General Fund: \$13,500 which will cover the cost of 8 devices									

Department Capital Request CIP-DCR				
Title	Water Service Connections	Department	Public Works – Water	Fiscal Year
				2016
Parameters				
1.	Is this a multi-year capital replacement/upgrade request?			YES NO NA
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			X
4.	Is this a request for a study or long range plan?			
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	V	Primary Reason	3	Operating Budget Impact
				C

Department Capital Request CIP-DCR									
Title	Water Service Connections			Department	Public Works - Water		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses		Column C			
Year 1	200,000	Intangibles		Enter description					
Year 2	200,000	Equipment		Enter description					
Year 3	200,000	Design & Engineering		Enter description					
Year 4	200,000	Construction Expenses	1,000,000	Enter description					
Year 5	200,000	Other Expenses*		Enter description					
Column A Total	1,000,000	Column B Total	1,000,000	Column C Total					
Equipment Schedule									
Yes No NA X									
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 FY2016 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule. System wide, there are approximately 2,500 services that still need to be replaced in the system.									

Year	Number of Services Replaced
CY 2007	126
CY 2008	170
CY 2009	174
CY 2010	17
CY 2011	145
CY 2012	102
CY 2013	200

Department Capital Request CIP-DCR				
Title	Water System Rehabilitation Program	Department	Public Works – Water	Fiscal Year
				2016
Parameters				
1.	Is this a multi-year capital replacement/upgrade request?			YES NO NA
2.	Is this a request in response to a documented public health or safety condition?			X
3.	Is this a request in response to a Court, Federal, or State order?			X
4.	Is this a request for a study or long range plan?			X
5.	Is this a request to purchase office or school equipment (other than technology)?			X
6.	Is this a request to purchase specialty equipment?			X
7.	Is this a request to purchase technology or wireless communication system?			X
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X
12.	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
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X
15.	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
16.	If approved, will this request increase the operating expense for any other department?			X
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X
18.	If approved, will additional permanent staff be required?			X
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X
20.	If approved, will this request lower the requesting department's operating costs?			X
21.	Does the request support activities to produce new revenue for the Town?			X
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X
23.	Have other non-capital investment options been explored before submitting this request?			X
24.	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
25.	If applicable, will the items being replaced be retained by the Town?			X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X
27.	Are there any appendix forms with this funding request?			X
Useful Life	V	Primary Reason	3, 5	Operating Budget Impact
				d

Department Capital Request CIP-DCR									
Title	Water System Rehabilitation Program			Department	Public Works – Water		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A	Column B	Costs Components	*Other Expenses		Column C			
Year 1	820,500		Intangibles	Enter description					
Year 2	120,400		Equipment	Enter description					
Year 3	801,750	156,900	Design & Engineering	Enter description					
Year 4	36,500	1,997,250	Construction Expenses	Enter description					
Year 5	375,000		Other Expenses*	Enter description					
Column A Total	\$2,154,150	\$2,154,150	Column B Total	Column C Total					
Equipment Schedule									
YesNoNA									
Description and Justification									
Under the Water System Rehabilitation Program, the Town's water infrastructure is continually analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Country Way has been added from the prior year's submission due to the frequency of water main breaks at this location. FY16 Pleasant St./Howland St. to Dedham Ave. – New 8” (1160 lf) – Construction \$820,500 Norfolk St./Warren St. to Webster St. – New 8” (1300 lf) – Construction FY17 Alfreton Rd./ Highland Ave. to Webster St. New 8” (500 lf) - Eng. & Design \$40,000 Bennington St. / High St. to Concord St. New 8” (650 lf) - Eng. & Design \$80,400 Country Way/ (1,200 lf) of 8” main - Eng. & Design FY18 Alfreton Rd./Highland Ave to Webster – Construction \$399,750 Bennington St./High St. to Concord St. – Construction \$402,000 Country Way/ Replace (1,200 lf) of 8” main -Construction									

Department Capital Request CIP-DCR				
Title	Water System Rehabilitation Program	Department	Public Works – Water	Fiscal Year
FY19				2016
Thorpe Rd./Webster St. to End New 8" (330lf) – Eng. & Design			\$36,500	
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				
FY20				
Thorpe Rd./ Mills Rd./ Mayo Ave. – Construction			\$375,000	
Mills Rd./ Sachem Rd. to Davenport Ave. New 8" (500lf) – Construction				
Mayo Ave. Harris Ave to Great Plain Ave New 8" (1060lf) – Construction				
Previously Funded Projects – Completed				
2007	Charles River St 14" Water Main Cleaning & Relining			\$348,509
2008	Construction Engineering Services Dunster Water Tank			\$46,000
2008	Construction/Inspection/Engineering Services Phase I 14" Water Main Cleaning & Relining Charles River St			\$77,600
2009	Chapel St & May St Engineering Design			\$93,500
2009	16" Water Main/Remove & Replace on Charles River St (Grove to Marked Tree)			\$807,661
2009	Pickering St. 8" Water Main Replacement/Engineering & Design			\$69,300
2009	16" Water Main Construction Engineer Services DWRP #3157			\$150,940
2009	Chapel/May Water Main Replacement			\$690,860
2010	Pickering St & Garden Street St Water Main Construction			\$521,338
2012	Highland Ave Water Main Replacement Webster to Sachum Rd Design			\$29,300
2012	Highland Ave Water Main Replacement, Webster to Muzi Ford, Const.			\$519,628
2012	Lincoln St Water Main Replacement Design			\$23,125
2012	16" Water Main Replacement Design (Chestnut & Oak)			\$29,300
2013	Grant St./Junction St. to Dedham Ave. – New 8' (2500 lf) – Eng. & Design			\$33,000
2014	Grant St. – New 8' (2500 lf) – Construction			\$376,693
2014	Lincoln St. – Construction			\$410,113
2014	16" Water Main @ School St, Chestnut St, & Oak St – Construction			\$685,188 (contract)
2014	Pleasant St./Howland St. to Dedham Ave. – New 8" (1160 lf) – Eng. & Design			\$36,900 (contract)
2014	Norfolk St./Warren St. to Webster St. – New 8" (1300 lf) – Eng. & Design			\$39,600 (contract)
2014	School St.			\$15,000 (contract)
Future Projects after FY20:				
FY21				
Kingsbury St. / Oakland Ave. to Webster St. 8" (1,500lf) – Eng. & Design			\$43,000	
Oakland Ave. / May St. to Highland Ave. 8" (1,100lf)– Eng. & Design				

Department Capital Request CIP-DCR				
Title	Water System Rehabilitation Program	Department	Public Works – Water	Fiscal Year
FY22				
Kingsbury St. / Oakland Ave. to Webster St. 8" (1,500lf) – Construction			\$443,500	2016
Oakland Ave. / May St. to Highland Ave. 8" (1,1,00lf) - Construction				
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				
High St./Webster St to Greendale Ave 1,400' of 8" – Eng. & Design			\$443,500	2016
Tower Ave./Greendale Ave to Lexington Ave. 800' of 12" – Eng. & Design				
FY2015-FY2018 Version				



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/25/2014

Agenda Item	Community Preservation Projects
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will update the Board on the status of previously funded and proposed CPA projects, and recommend Board approval of CPA project applications for the 2015 Annual Town meeting.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	__NO
<i>Suggested Motion:</i> That the Board vote to endorse an application for Community Preservation funding for canoe launch improvement design, and to authorize the Town Manager to submit an application for supplemental funding for the Rail Trail construction project, if needed, for funding at the 2015 Annual Town Meeting.			
	BACK UP INFORMATION ATTACHED	YES	__NO
a. Initial Eligibility Project Application Form – Canoe Launch Improvements			

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM COMMUNITY PRESERVATION COMMITTEE

c/o Park & Recreation Department
500 Dedham Avenue, Town Hall
Needham, MA 02492
www.needhamma.gov/CPC

1. **Applicant:** Park & Recreation Commission, **Submission Date:** 12/1/14
Board of Selectmen, Town Manager
2. **Applicant's Address, Phone Number and Email:** 3. **Purpose:**
(Please select all that apply)
- 500 Dedham Avenue
Needham, MA 02492
- Contact Name: Cindy Chaston, Chairman
- ☐ Open Space
☐ Community Housing
☐ Historic Preservation
☐ Recreation
4. **Project Name: Design:** Canoe Launch Improvements
5. **Project Location/Address/Ownership (Control):**
South Street/Dedham Avenue
Park and Recreation Commission
6. **Amount Requested:** \$ 30,000
7. **Estimated Total Project Cost (If Different):** \$ TBD
8. **Critical Dates: (If Applicable)**

- continued -

Project Name: Design: Canoe Launch Improvements

9. Project Summary: In 100 words or less provide a brief summary of the project:

The purpose of this project is to design improvements to the existing canoe launch area on South Street, at the intersection with Dedham Avenue. The goal is to have the area remain in its natural state, but design improvements to make it easier to access the Charles River with canoes/kayaks, as well as add benches or picnic tables, and proper signage.

10. Community Need: In 100 words or less provide a brief statement of the need for and the benefits to the community.

The Charles River is about 2/3rds of the Town of Needham's border with neighboring towns and is a major asset to the community. The Town's Open Space and Recreation Plan states as one of its major goals, "Expand access, promote awareness and support responsible stewardship of Needham's natural resources." Within that goal is an objective to expand access to and along the Charles River. This project would create better access to the river on land currently owned by the Town, for canoes and kayaks who can head towards Newton or Dedham, but also for people who would like to fish in the river. The MA Division of Conservation and Recreation has a small launch area at Red Wing Bay which is over near the border with Dover and will be adjacent to the future rail trail path.

The Park and Recreation Commission has had a long-term goal to improve access to the Charles River, and the Selectmen have recently set a goal to establish an easier to use canoe launch area.

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



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/25/2014

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
At this time, the Town Manager will update the Board on issues not covered on agenda, as needed.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
none			



**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/25/2014

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

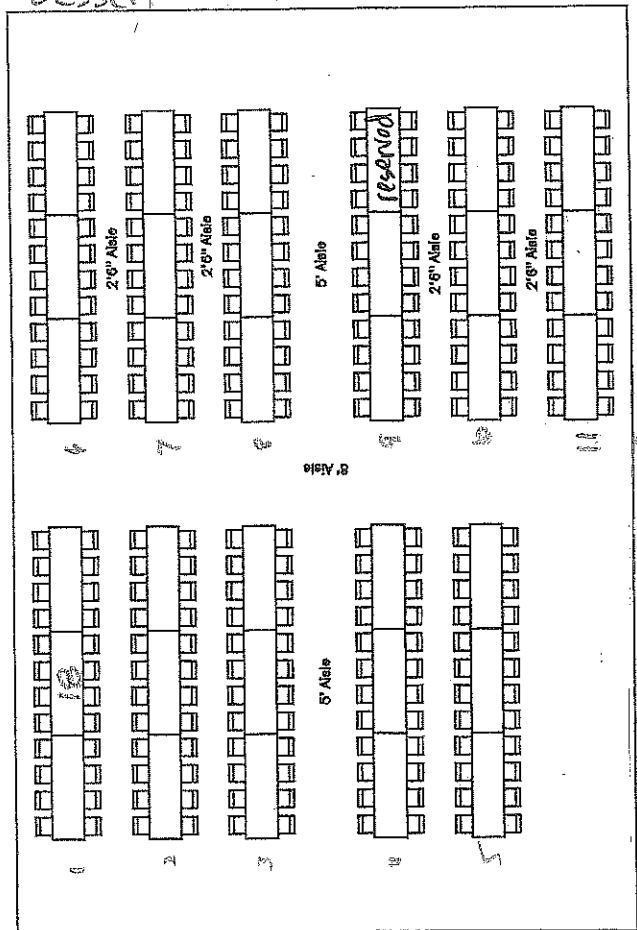
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<i>Board members will report on the progress and / or activities of their Committee assignments.</i>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
None			

**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)	Karen Calton		
Event Manager Address	1382 Highland Ave. Needham, MA 02492		
Event Manager Phone Number	781-444-4459 x 114		
Organization Representing (if applicable)	St. Joseph Parish		
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: _____		
Name of Event	Saint Nicholas Day Dinner		
Date of Event	December 6, 2014		
License is for Sale of:			
☒ Wines & Malt Beverages Only ☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	5:00 pm	TO: 9:00 pm
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?	250		
Name & address of event location. Please attach proof of permission to use this facility.			
90 Pickering St. Needham, MA			
Who will be serving the alcohol to your guests?			
Bartender through Simply Serving Catering / Roche Bros.			
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).			
Bartender through Simply Serving Catering / Roche Bros.			
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.			
Guests will purchase a ticket and take ticket to bar to redeem ^{for} drink.			
☒ 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:	Karen L. Calton		Date: 11/12/2014

Dessert

STALLS

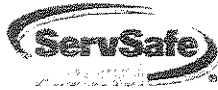


88

BAR

Buffet

DOOR



ID NO. 7828850

CARD NO. 9040422

ServSafe Alcohol® CERTIFICATE

CAROLA KATES

Card expires three years from the date of the examination. Local laws apply.

DATE OF EXAMINATION

5/7/2012



Student Name	CAROLA KATES
Class Number	518823
Exam Date	5/7/2012
Expiration Date	5/7/2015

**Town of Needham
Board of Selectmen
Minutes for November 12, 2014
Selectmen's Chamber
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens: No Activity.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman John A. Bulian. Those present were Maurice P. Handel, Matthew D. Borrelli, Daniel P. Matthews, Marianne B. Cooley, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Center at the Heights Update:
Colleen Schaller, Co-Chair, COA, Carol deLemos, Co-Chair, COA, and Jamie Brenner Gutner, Executive Director, COA appeared before the Board with an update on the operations of the Center at the Heights approximately one year after the opening of the facility.

Ms. Gutner told the Board it has been an interesting year in the new building on Hillside Avenue and she is amazed by all the accomplishments of the staff and COA Board. Ms. Gutner stated in November 2013, when the new senior center opened, there were twenty-five programs. She said as of October 2014, after one year in the new space, there are over sixty-three programs available to the public. She said all of the case management and social services programs are being offered, as well transportation including over 8,000 rides throughout Town. She noted the handbook has been revised and hopes it will be on the Town website in the near future. Ms. Gutner said new initiatives, including a screened home contractor program and a snow removal list are planned for the future. She said growth continues with facility tours and new people coming through the doors everyday. Ms. Gutner said the new weight room is very active.

Ms. Schaller said she is concerned about staff being stressed due to all of the programming. She stated the last year has been an incredible experience.

Ms. deLemos said many tours of the facility have been given, and people ask if there is an age minimum. She also commented many people ask if you have to be a resident to use the facility. Ms. deLemos also agreed the current staff is very stressed.

Ms. Gutner said the COA will be looking to hire an Administrative person to support the current staff. She said there are many opportunities to expand programming, but there is a capacity issue and an Administrative Assistant is needed.

Kate Fitzpartick, Town Manager said a half-time custodian is also being sought.

Mr. Handel asked about reaching out to un-served seniors.

Ms. Gutner said un-served and unmet needs will always be considered, and a survey may be helpful in the future. She said outreach efforts are continuous with emails, phone calls.

Mr. Bulian recognized Carol deLemos as the Needham recipient of the Newton-Needham Chamber of Commerce Community Service award to be given at the annual breakfast on November 13, 2014.

The Board thanked Ms. Gutner, Ms. Schaller, and Ms. deLemos for the update.

7:35 p.m. Order of Taking of Real Property - A Portion of 280 Hillside Avenue:
David Tobin, Town Counsel appeared before the Board asking they accept and sign an agreement which will allow the Town to acquire by gift, purchase, or Eminent Domain a portion of land from 280 Hillside Avenue for the purpose of maintaining a sidewalk as part of the public way. Town Meeting members unanimously voted at the November 4, 2013 Special Town Meeting to authorize the Board of Selectmen to take this action.

Motion by Mr. Handel that the Board vote to accept and sign agreement to acquire for a fee a portion of 280 Hillside Avenue for the purposes of maintaining a sidewalk as part of the public way.
Second: Mr. Borrelli. Unanimously approved 5-0.

7:38 p.m. Appointments and Consent Agenda:
Motion by Mr. Borrelli that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

CONSENT AGENDA

- 1. Accept the following donations made to Needham Youth Services to sponsor Needham Youth Services QPR training program: \$30 from Peter and Alison Atallah, \$30 from Evelyn Alberding, and \$50 from Julia Ragland, all Needham residents.**
- 2. Accept donations made to the Needham Community Revitalization Trust Fund : \$100 from Monica Graham; \$1,200 from Beth Israel Deaconess Hospital; \$3,894.99 from The Lorraine T. Welsh Trust**
- 3. Accept a \$36 donation made to the Needham Police Department's Car Safety Seat Installation Program from Lindsay M. Oberman, a resident of Waban, MA.**
- 4. In accordance with Section 20 C of the Town Charter, approve the Town Manager's appointment of Dennis X. Condon as Fire Chief.**

5. **Accept donation of \$250 honorarium payment by North Hill for the speaker at the November 6th Human Rights Are Local Community Forum to be held at Olin College, which is sponsored by the Needham Human Rights Committee.**
6. **Accept the following donation made to the Needham Health Department's Gift of Warmth fund: \$250 from Shahin Sagafi, a Waltham resident.**
7. **Accept the following donation made to the Needham Health Department's Domestic Violence Action Committee: \$50 from Ann MacFate, a Needham resident.**
8. **Approve special banners and hanging request from Paul Good, Needham Community Revitalization Trust Fund, for the new Google eCity of Massachusetts banners and new Experience Local Banners, which will be hung on the smaller banner poles on Chapel Street.**
9. **Approve September 10, 2014 Executive Session minutes, October 22, 2014 minutes, October 28, 2014 Executive Session minutes, October 28, 2014 minutes, and July 29, 2014 minutes.**
10. **Water and Sewer Abatement Order #1187.**
11. **Accept donation made to New Years Needham : \$ 5,000 from Trip Advisor**
12. **Approve a Special One Day All Alcoholic Beverages license request from Kimberly McCollum of New Year's Needham to hold its New Year's Needham Countdown party on December 31, 2014 from 9:00 p.m. to 12:15 a.m. in Powers Hall at Needham Town Hall. Approval is contingent upon receiving the TIPS or Serve Safe certifications of the bartenders for the evening.**
13. **Approve special banner and hanging request from Paul Good, Needham Community Revitalization Trust Fund, for Needham Lights Banner (event combining Blue Tree Lighting, Holiday Stroll & Luminary Lights Dec 6 -7). Banners will be hung from acceptance through the event dates.**

Second: Ms. Cooley. Unanimously approved 5-0.

Mr. Borrelli noted the appointment of Dennis Condon as Fire Chief by the Town Manager. He said Chief Condon will appear before the Board on December 9, 2014 for a formal discussion.

7:40 p.m.

Town Manager:

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

1. Fiscal Year 2016 Budget Consultation/Budget Priorities
Kate Fitzpatrick, Town Manager and Dave Davison, Assistant Town Manager/Finance discussed the Board's annual statement of operating budget priorities. Ms. Fitzpatrick referred to "Proposed Board of Selectmen Statement of FY2015 Operating Budget Priorities" dated January 14, 2014. Ms. Fitzpatrick outlined seven primary considerations of the Board to maintain and optimize existing Town services, keeping in mind the availability of revenue for appropriation.

Ms. Fitzpatrick asked the Board for suggestions on items they may want to clarify, add, or remove in time for the next Selectmen's meeting on November 25, 2014.

2. Facility Master Plan Update

Ms. Fitzpatrick discussed preliminary findings of the Facility Working Group and referred to the "Master Plan Timeline." She stated the PPBC will hold a public hearing on November 24, 2014 at the Needham Public Library for residents to view the presentation and make comments.

Ms. Fitzpatrick said discussion over the next six months will focus on reconstruction and possible site of the Hillside School at DeFazio Park, and how it may impact functions of the DPW. She also commented on other proposed projects, including work at Needham High School and Rosemary Pool.

Ms. Cooley commented on the concern by Boards about the overall cost of the projects. She noted if the Town can avoid building a temporary school it is beneficial to the Plan and shows residents that the Board is thinking carefully about how their dollars are spent.

Mr. Bulian concurred and said the Board of Selectmen, Finance Committee, School Committee, and Town Meeting are sensitive to the cost and debt the Town carries.

7:45 p.m. Board Discussion:

1. Committee Reports

No Reports were made.

7:45 p.m. **Executive Session - Exception 3 (potential litigation):**

Motion by Mr. Handel that the Board of Selectmen vote to enter into Executive Session.

Exception 3 - To discuss strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares. Not to return to open session prior to adjournment.

Second: Mr. Borrelli. Mr. Bulian polled the Board. Unanimously approved 5-0.

Mr. Bulian said the next Board of Selectmen meeting is Tuesday, November 25, 2014.

Note: The meeting adjourned at 8:15 p.m.

**Proposed Board of Selectmen Statement
Of FY2015 Operating Budget Priorities**

January 14, 2014

The primary goal of the Board of Selectmen in consideration of the FY2015 operating budget is the maintenance and optimization of existing Town services. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities for FY2015:

1. Support for items that contribute to the achievement of the Board's goals and objectives.
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 in the most cost effective manner
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
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

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: -\$331.59

Water Irrigation: -\$442.50

Water Admin Fees: \$0.00

Sewer Sales: -\$639.03

Transfer Station Charges: \$0.00

Total Abatement: -\$1,413.12

Order #: 1188

Read and Approved:

11/20/2014

Assistant Director of Public Works

11/20/14

Director of Public Works

For the Board of Selectmen

Date: 11/25/14

**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
JO	Council on Aging (1)	James	20735	11074	335	Central Avenue	\$0.00	-\$110.55	-\$256.35	-\$366.90	COA	N
DB	O'Leary						-\$442.50	-\$221.04	-\$382.68	-\$1,046.22	ACC	N

Total: **-\$1,413.12**

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.
 TWN = Town Project caused damage to private property
 EC = Extenuating Circumstances
 Equip = Equipment Malfunction
 UEW = Unexplained water loss
 ACC = Accidental Water Loss
 BP = Billing Period beyond 100 days
 COA = Council on Aging



MASALA ART®

the art of blending spices

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
2014 NOV 20 7 34



Masala Art

990 Great Plain Avenue, Needham, MA 02492

p. 781.449.4050, f. 781.449.4420

November 20, 2014

Board of Selectman
Town of Needham
1471 Highland Avenue
Needham, MA 02492
Phone: 781-455-7500
Fax: 781.449-4569

Dear Sir/Madam,

Sai Restaurants, Inc. (d/b/a Masala Art) would like to host a special New Year's Event on the evening December 31, 2014 which would include food, bar and dancing. Our current liquor license allows us to serve until 12:00 A.M.

We would like to request an extension until 1:00 A.M. on New Year's Eve in order to host our New Year's celebration for our guests and continue with the service of food and liquor until 1:00 A.M. (January 1, 2015). Our last sale for alcohol will be at 1:00 A.M. We will subsequently have guests leave no later than 1:30 A.M. and schedule our cleanup to conclude no later than 2:30 A.M.

In order for us to host this event and market the event properly, we would like to obtain the proper approval from the town as soon as possible, as the execution of this event is contingent on your approval.

Thank you for your consideration. If you have any questions, please feel free to call me at (617) 230-2100 or email me at vinodkapoor1@gmail.com.

Sincerely,

VINOD KAPOOR
President,
Sai Restaurant, Inc.

Sandy Cincotta

From: Phil Droney
Sent: Thursday, November 20, 2014 5:13 PM
To: Sandy Cincotta; John Kraemer
Cc: Nikki Witham
Subject: RE: Masala Art Request

Sandy, I feel more comfortable with last years approved hours. Last drinks ordered at 12:30AM and the restaurant closes at 1:00AM. Phil

From: Sandy Cincotta
Sent: Thursday, November 20, 2014 5:02 PM
To: Phil Droney; John Kraemer
Cc: Nikki Witham
Subject: Masala Art Request

Hi Chief,

Masala Art has submitted a request for extended hours for New Year's eve. The chart below indicates what was requested last year, what was approved last year and what is being requested this year. (I've attached the letter for this year.) Although the letter requests that clean up will conclude at 2:30 am, upon a quick discussion with Mr. Kapoor he will amend his request to contents in the below chart. Mr. Kapoor asks that we consider allowing them to serve until 1:00 am as many of its patrons show up around 11:00 pm. He said that he could have all of his employees out 15 minutes after the patrons leave. The cleaning crew is separate (and not his restaurant staff).

Requested 2013	Approved 2013	Requested 2014
Last Call: 12:45 AM	Last Call: 12:30 AM	Last Call: 1:00 AM
Restaurant Closed: 1:00 AM	Restaurant Closed: 1:00 AM	Restaurant Closed: 1:30 AM
Staff Gone: 1:45 AM	Staff Gone: 1:45 AM	Staff Gone: 1:45 am

I'd like to get this on the BOS Consent Agenda tomorrow (for vote next week), if possible. Please let me know your concerns and suggestions.

Regards,
Sandra J. Cincotta
Support Services Manager
OFFICE OF THE TOWN MANAGER
TOWN OF NEEDHAM
(781) 455-7500 extension 204



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Like us on Facebook: Town of Needham