

BOARD OF SELECTMEN

November 22, 2016

Needham Town Hall

Agenda

Note: Agenda subject to revision, start times are approximate and agenda items may be discussed at earlier or later times.

1.	6:00	Executive Session Exception 6
	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>
2.	7:00	Giving Tuesday Proclamation
3.	7:00	Tax Classification Hearing
4.	7:30	Cable Television RCN Renewal License Transfer Hearing - Continued
5.	7:35	Eversource West Roxbury to Needham Reliability Project • Kate Fitzpatrick, Town Manager • Tim McDonald, Director of Public Health
6.	7:55	Director of Public Works • 2016 Water Restriction Report • Downtown Improvement/Streetscape Project Update
7.	8:15	Town Manager • CPA Project Requests • FY2018 Budget Consultation: Best Practices & Budget Priorities and Capital Improvement Policies • Preliminary CIP FY2018
8.	8:30	Board Discussion • Minuteman School District Status • Committee Reports

APPOINTMENTS

1.	Council on Aging	Gary Crossen (term expires 6/30/2018) Mary Elizabeth Weadock (term expires 6/30/2019)
2.	Technology Advisory Board	Matthew Howell (term expires 6/30/2019)

CONSENT AGENDA *=Backup attached

1.*	Ratify a Special One Day Wines & Malt Beverages Only license for Amy Sinclair of Trip Advisor, who hosted an event for HSMIAI on November 16, 2016 from 3:00 p.m. to 7:00 p.m. The event was held at Trip Advisor, 400 1 st Avenue, Needham.
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2.	Approve and sign the integrated collective bargaining agreement between the Town of Needham and the Police Superior Officers Association dated July 1, 2016 through June 30, 2019.
3.*	Approve open session minutes of October 18, 2016 and November 9, 2016.
4.	Accept the gift of two Koralex II, American made polyester United States Flags from the Norfolk Lodge A.F. & A.M. for the Needham Town Common and the Needham Heights Common to use during the winter months.
5.*	Water & Sewer Abatement Order #1226.

GIVING TUESDAY PROCLAMATION

WHEREAS, Giving Tuesday was established as a national day of giving on the Tuesday following Thanksgiving; and

WHEREAS, Giving Tuesday is a celebration of philanthropy and volunteerism when people give whatever they are able to give; and

WHEREAS, Giving Tuesday is a day when citizens work together to share commitments, rally for favorite causes, build stronger communities, and consider the needs of others; and

WHEREAS, it is fitting and proper on Giving Tuesday, as on every day, to recognize the tremendous impact of philanthropy, volunteerism, and community service in the Town of Needham; and

WHEREAS, Giving Tuesday is an opportunity for encouraging Needham's residents and business community to serve others throughout this holiday season and beyond;

NOW, THEREFORE, the Board of Selectmen hereby proclaims November 29, 2016 as Giving Tuesday in the Town of Needham, and encourages all citizens to remember the many Needham-based non-profits when making their year-end contributions as we join together to give back to the community in any way that is personally meaningful.

Signed this 22nd day of November 2016

Matthew D. Borrelli, Chairman

Marianne B. Cooley, Vice Chairman

Daniel P. Matthews

John A. Bulian

Maurice P. Handel



MEETING DATE: 11 /22/2016

Agenda Item	Public Hearing Tax Classification
Presenter(s)	Board of Assessors Chip Davis, Director of Assessing

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will conduct a public hearing regarding the allocation of the fiscal year 2017 tax levy among the various classes of property in Town. Mr. Davis and the Board of Assessors will make a presentation about the certified valuation of property, and the public will have an opportunity to comment.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Move that the Board of Selectmen establish a residential factor of _____ for the purposes of setting the Fiscal Year 2017 tax rates.	
3.	BACK UP INFORMATION ATTACHED
a. Hearing Notice b. FY2017 Classification Hearing Package (under separate cover)	

LEGAL NOTICE

Town of Needham

Property Tax Classification Hearing

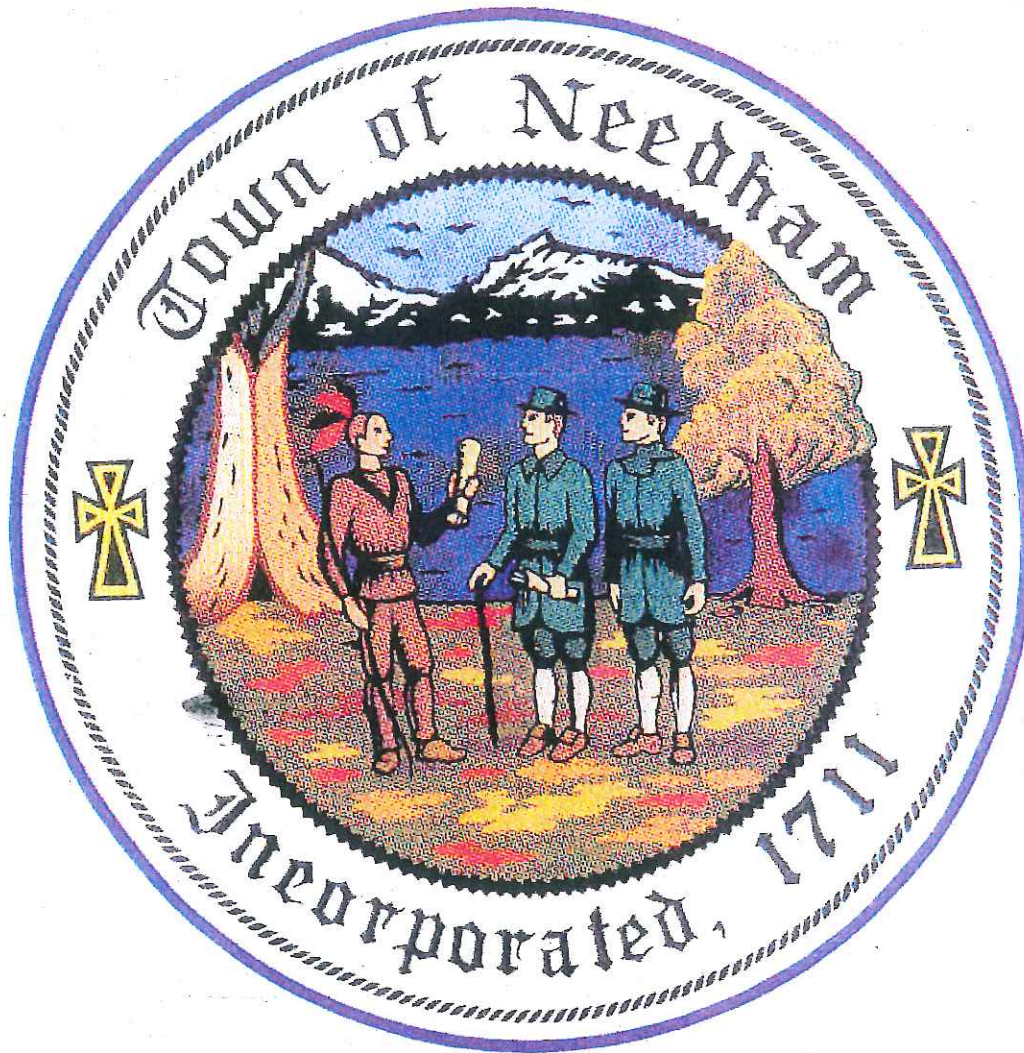
The Board of Selectmen will hold a Public Hearing at the Town Hall, 1471 Highland Ave. on Tuesday November 22, 2016 at 7:00 PM regarding the allocation of the FY2017 tax levy among the various classes of property in the town. This hearing, which is required by state law, will give interested citizens the opportunity to comment on local property tax policy as it will be applied during FY2017. All real estate in the Town is classified according to use.

The allocation of the burden of the tax levy may be adjusted between the Residential and Commercial/Industrial classes, within certain limits, by the Board of Selectmen. Relevant data and information will be provided at this hearing by the Assessors. All interested parties, and/or parties wishing to be heard will be afforded an opportunity to comment at this time. In addition, written comments to both Boards may be sent, by e-mail to selectmen@needhamma.gov or postal mail c/o Board of Selectmen, Town Hall, 1471 Highland Ave., Needham, MA 02492.

AD#34500143

Needham Times 11/10, 11/17/16

CLASSIFICATION
HEARING



FY - 2017
TUESDAY
NOVEMBER 22, 2016

[illegible]

TWG Town Stats

Year	Period	1-Fam % Change Prior Year	Condo % Change Prior Year	All % Change Prior Year
2016	Jan - Sep	-1.77%	-26.52%	1.85%
2015	Jan - Sep	5.55%	10.00%	3.85%
2014	Jan - Sep	5.39%	18.52%	6.85%
2013	Jan - Sep	13.58%	12.50%	11.45%
2012	Jan - Sep	1.59%	34.73%	2.40%
2011	Jan - Sep	3.86%	-13.49%	1.89%
2010	Jan - Sep	-0.31%	40.40%	2.99%
2009	Jan - Sep	-2.41%	-51.37%	-6.22%
2008	Jan - Sep	6.03%	23.88%	6.56%
2007	Jan - Sep	-6.01%	0.33%	-5.28%
2006	Jan - Sep	0.36%	-19.47%	-0.92%
2005	Jan - Sep	5.41%	53.01%	8.02%
2004	Jan - Sep	9.36%	-10.59%	9.61%
2003	Jan - Sep	9.90%	25.91%	9.80%
2002	Jan - Sep	5.12%	4.79%	8.28%
2001	Jan - Sep	11.34%	39.11%	7.38%
2000	Jan - Sep	23.34%	13.07%	23.92%
1999	Jan - Sep	8.43%	7.57%	9.46%
1998	Jan - Sep	6.13%	5.11%	7.09%
1997	Jan - Sep	3.33%	-0.85%	2.09%
1996	Jan - Sep	11.34%	10.33%	9.62%
1995	Jan - Sep	5.05%	4.80%	5.84%
1994	Jan - Sep	7.03%	18.99%	9.13%
1993	Jan - Sep	4.42%	-3.01%	2.12%
1992	Jan - Sep	2.00%	-24.22%	1.93%
1991	Jan - Sep	-10.00%	3.24%	-10.02%
1990	Jan - Sep	0.00%	-7.05%	-0.41%
1989	Jan - Sep	1.21%	1.61%	0.20%
1988	Jan - Sep	2.49%	5.57%	7.60%
1987	Jan - Sep	null%	null%	null%

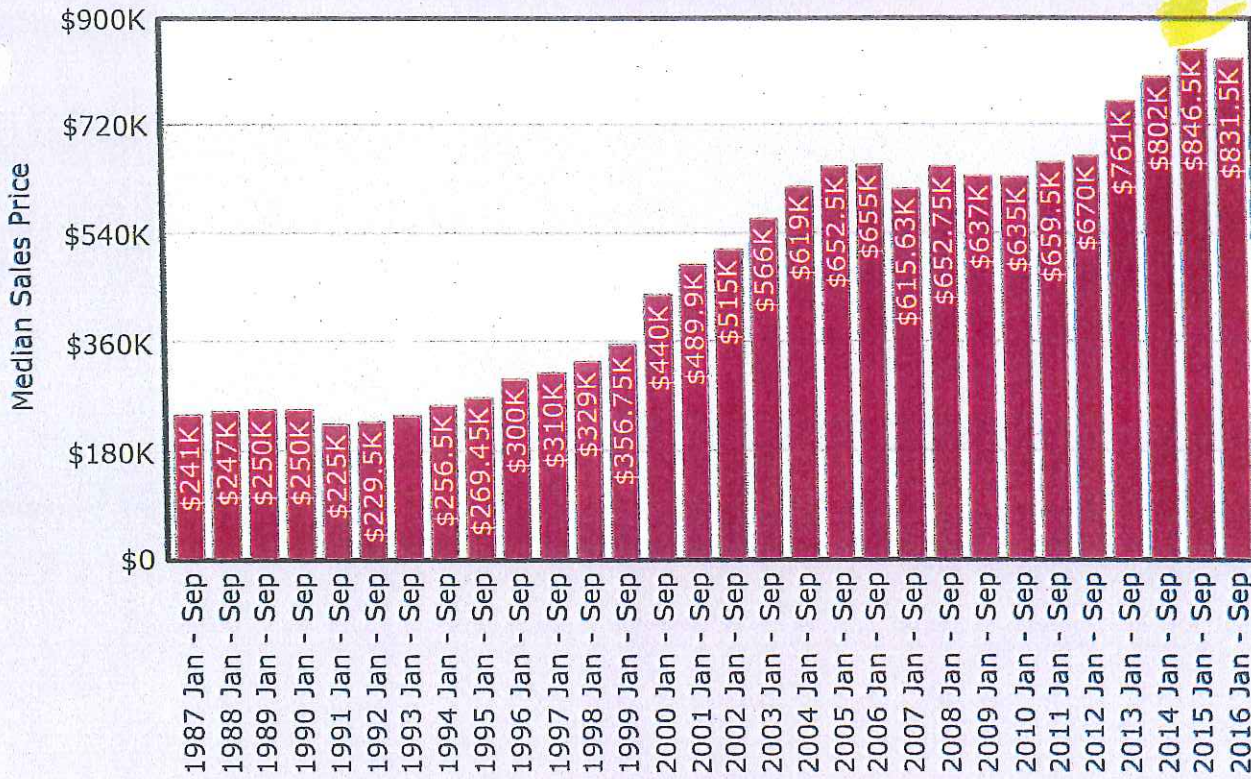
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TWG**Town Stats****Needham, MA - Median Sales Price - Year to Date**

Year	Period	1-Fam	Condo	All
2016	Jan - Sep	\$831,500	\$485,000	\$825,000
2015	Jan - Sep	\$846,500	\$660,000	\$810,000
2014	Jan - Sep	\$802,000	\$600,000	\$780,000
2013	Jan - Sep	\$761,000	\$506,250	\$730,000
2012	Jan - Sep	\$670,000	\$450,000	\$655,000
2011	Jan - Sep	\$659,500	\$334,000	\$639,628
2010	Jan - Sep	\$635,000	\$386,089	\$627,750
2009	Jan - Sep	\$637,000	\$275,000	\$609,550
2008	Jan - Sep	\$652,750	\$565,500	\$650,000
2007	Jan - Sep	\$615,625	\$456,500	\$610,000
2006	Jan - Sep	\$655,000	\$455,000	\$644,000
2005	Jan - Sep	\$652,500	\$565,000	\$650,000
2004	Jan - Sep	\$619,000	\$369,250	\$601,750
2003	Jan - Sep	\$566,000	\$413,000	\$549,000
2002	Jan - Sep	\$515,000	\$328,000	\$500,000
2001	Jan - Sep	\$489,900	\$313,000	\$461,750
2000	Jan - Sep	\$440,000	\$225,000	\$430,000
1999	Jan - Sep	\$356,750	\$199,000	\$347,000
1998	Jan - Sep	\$329,000	\$185,000	\$317,000
1997	Jan - Sep	\$310,000	\$176,000	\$296,000
1996	Jan - Sep	\$300,000	\$177,500	\$289,950
1995	Jan - Sep	\$269,450	\$160,875	\$264,500
1994	Jan - Sep	\$256,500	\$153,500	\$249,900
1993	Jan - Sep	\$239,650	\$129,000	\$229,000
1992	Jan - Sep	\$229,500	\$133,000	\$224,250
1991	Jan - Sep	\$225,000	\$175,500	\$220,000
1990	Jan - Sep	\$250,000	\$170,000	\$244,500
1989	Jan - Sep	\$250,000	\$182,900	\$245,500
1988	Jan - Sep	\$247,000	\$180,000	\$245,000
1987	Jan - Sep	\$241,000	\$170,500	\$227,700

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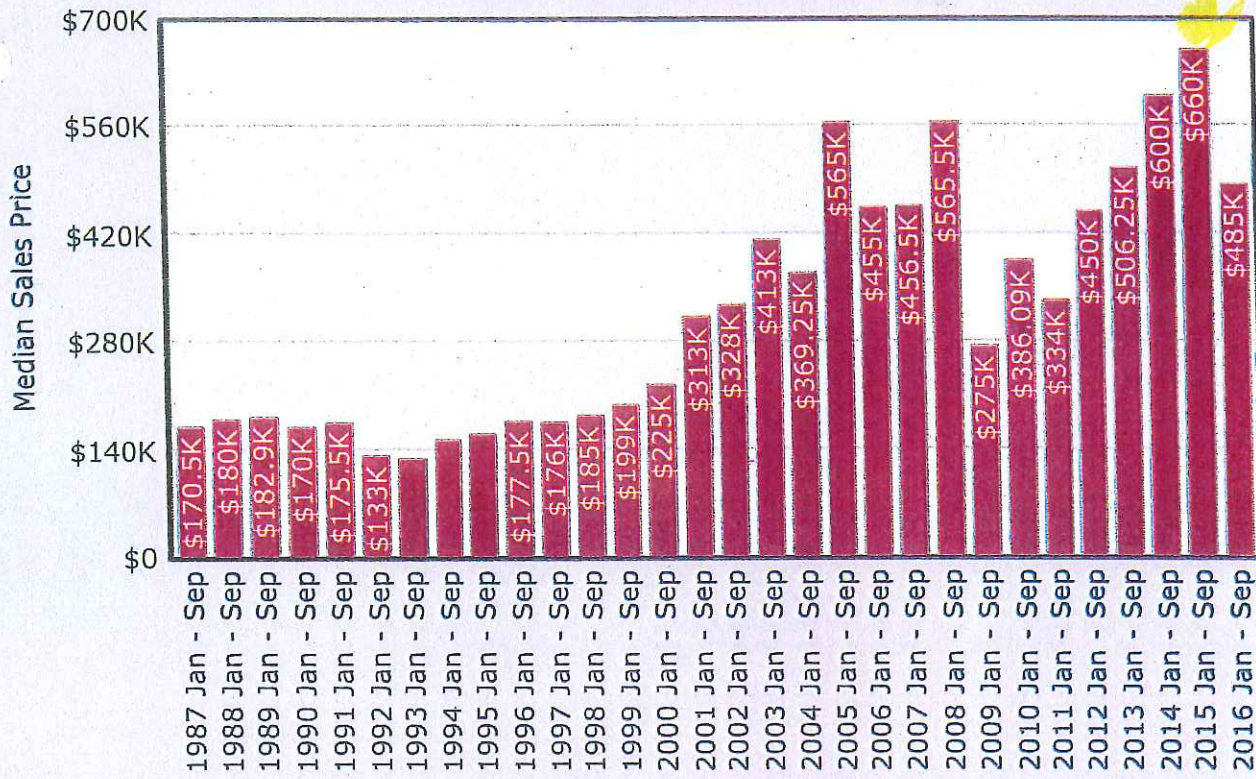
Needham, MA - Single Family
Median Sales Price for Year to Date



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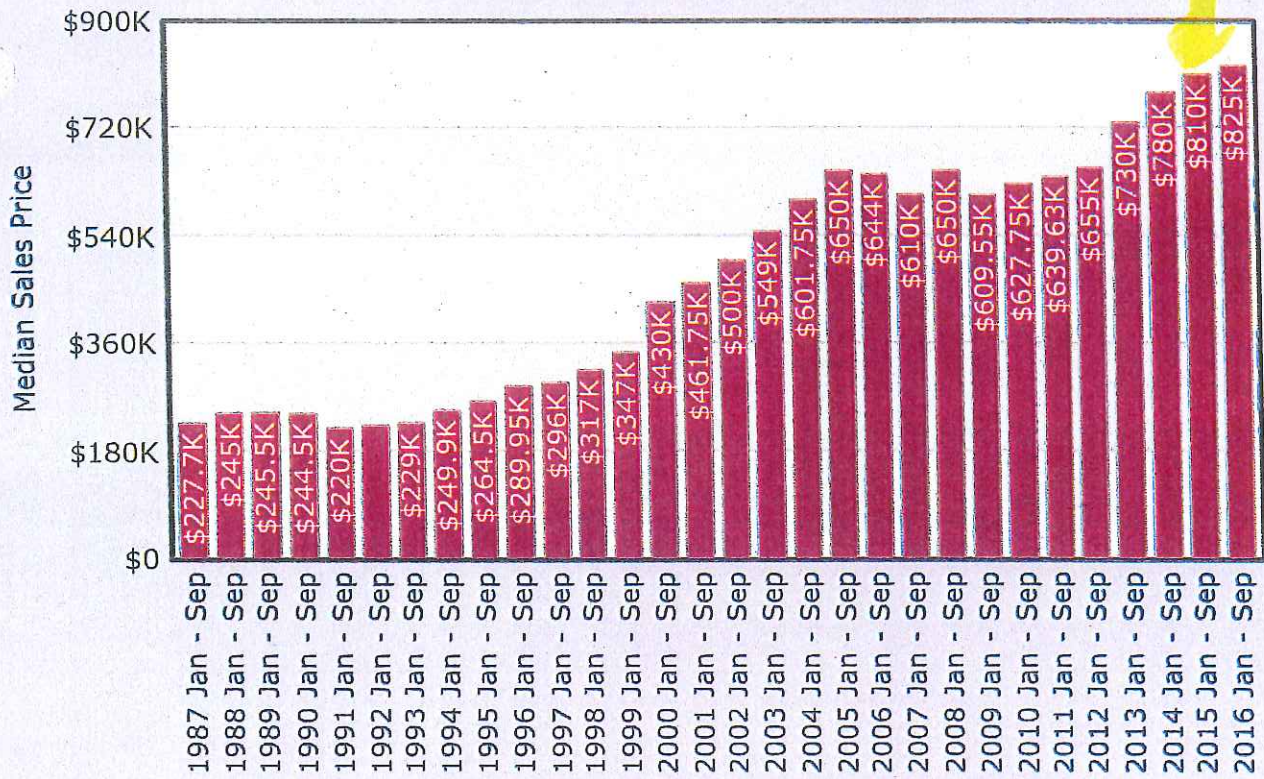
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Needham, MA - Condo
Median Sales Price for Year to Date



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Needham, MA - All Properties
Median Sales Price for Year to Date



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Tax Base Growth

FY 2017

TAX

\$111.54 \$23.02

RATES Residential Commercial

Allowable Valuation Tax Levy Growth

Residential

Single Family (101)	\$109,849,900	\$1,267,668
Condominium (102)	\$10,211,710	\$117,843
Two & Three Family (104 & 105)	\$1,439,600	\$16,613
Multi Family (111-125)	\$102,300	\$1,181
Vacant Land	\$3,894,400	\$44,941
Others (Mixed Use, 103, 109)	\$14,886,200	\$171,787

Total Residential

140,384,110 \$1,620,033

Commercial

\$20,273,419 \$466,694

Chapter 61, 61A, 61B

\$0

Total Commercial

\$20,273,419.00 \$466,694

Industrial

\$0 \$0

Personal Property

\$36,172,480 \$832,690

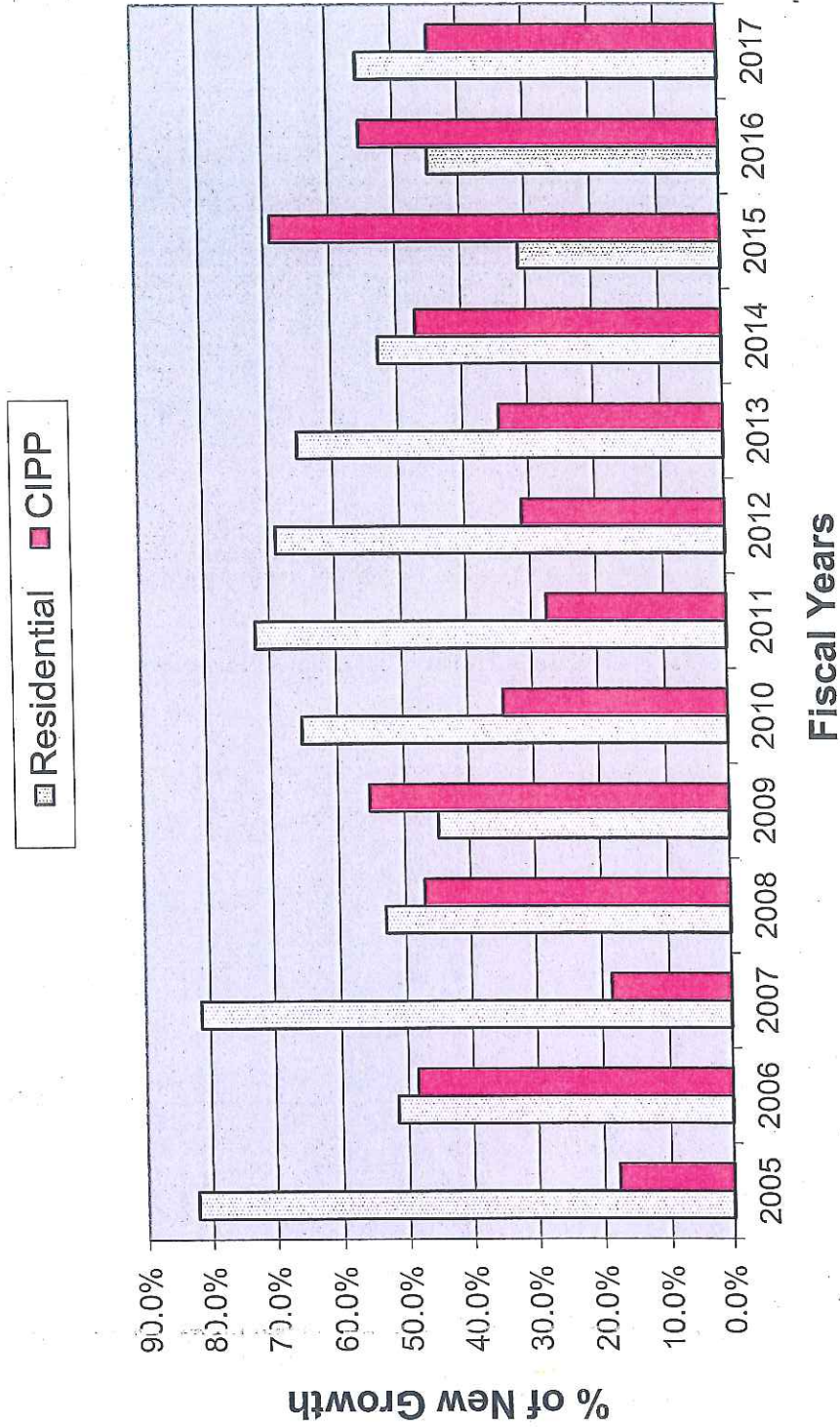
Total C.I.P.P.

\$56,445,899 \$1,299,385

Total New Growth

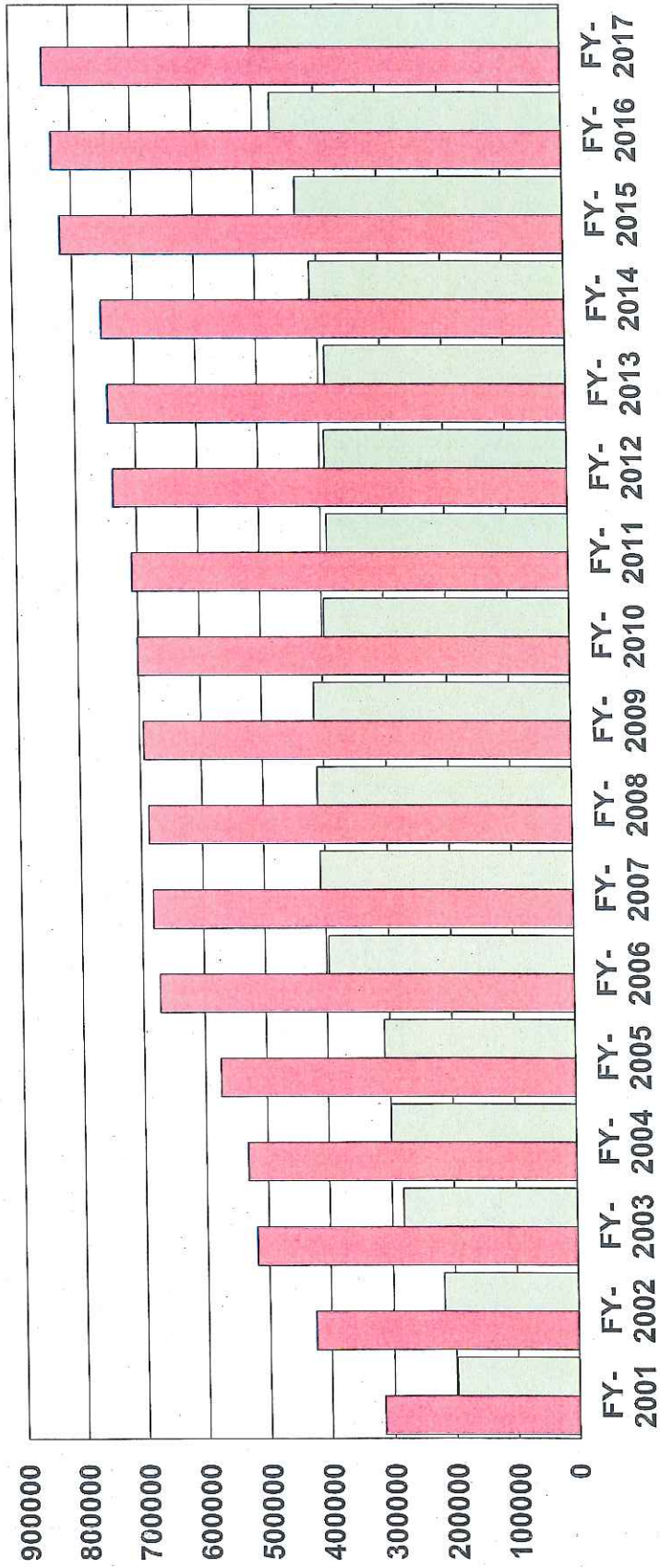
\$196,830,009 \$2,919,417

Residential vs. CIPP Growth FY 17

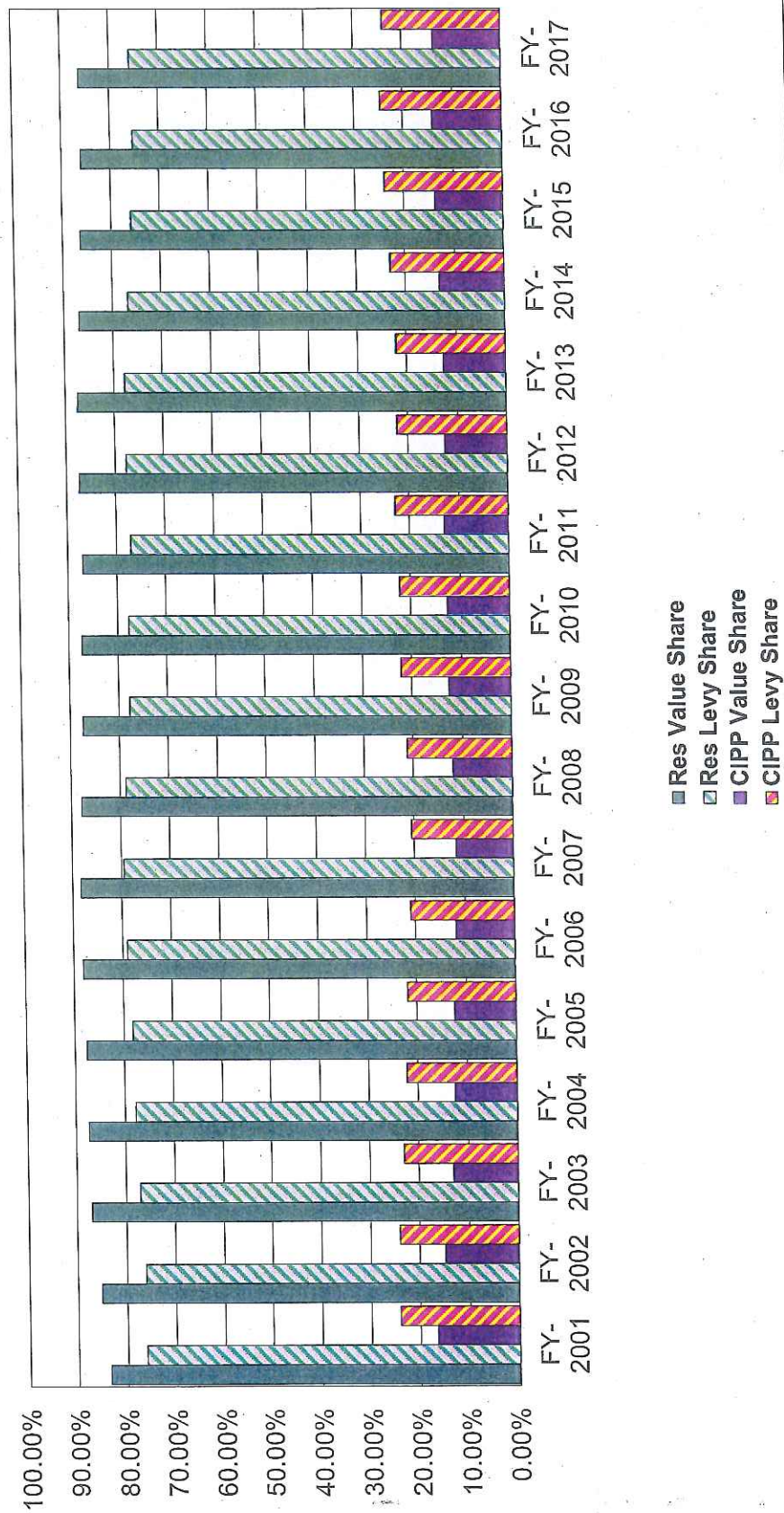


Average Valuation History

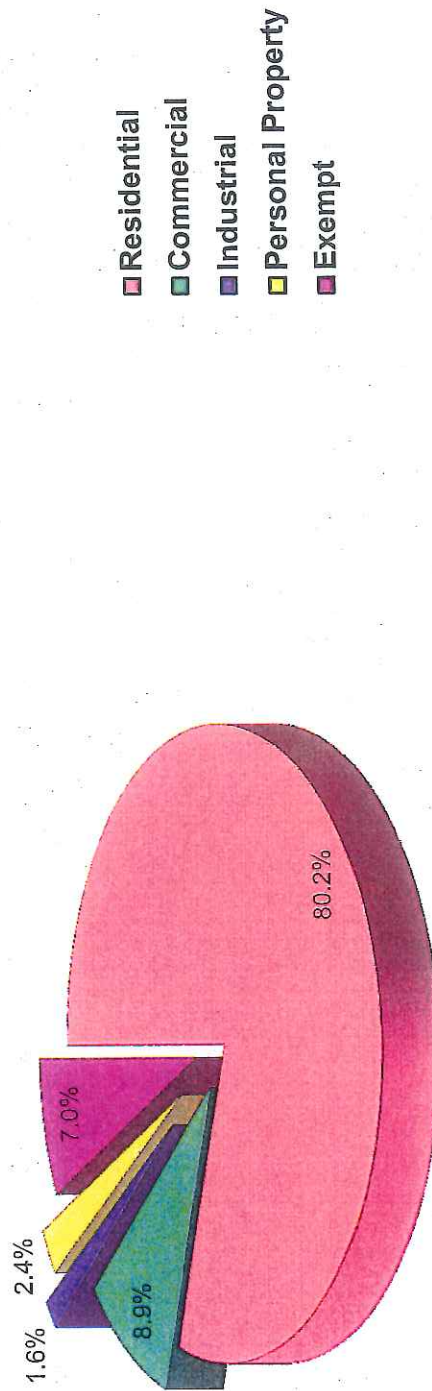
■ 1 FAMILY
□ CONDO



Value vs Levy Share



Value Distribution FY 17



Style/Sample#	Yr. Bt.	Liv Area	Lnd%Ac	FY 16 Bldg \$	FY 16 Lnd \$	FY 16 AV	FY 17 Bldg \$	FY 17 Lnd \$	FY 17 AV	%Chg AV '15>'16	%Chg AV '16>'17	Taxes '16	Taxes '17	%Chg Tax
1905	2413			183391	409613	533204	182252	409813	592065	0.0020	-0.0019	5846	7040	0.0284
Two Family-23			0.30											
Duplex-12	1967	2379	0.18	154742	367617	522358	154742	367617	522358	0.0000	0.0000	6028	6211	0.0303
Bungalow-13	1921	1440	0.33	153969	435569	589538	150362	435569	585931	-0.0065	-0.0061	5803	6967	0.0240
Colonial-220	1933	2177	0.38	254669	467490	722159	255145	467490	722635	0.0021	0.0007	8334	8592	0.0310
Conventional-21	1906	2073	0.26	210271	416843	627114	203219	416843	626062	-0.0014	-0.0017	7237	7444	0.0286
Cape-154	1945	1764	0.30	191540	442905	634445	191244	443410	634654	-0.0034	0.0003	7321	7546	0.0307
Garrison-107	1958	2164	0.38	252538	471472	611159	251789	471472	723261	0.0006	-0.0010	8355	8600	0.0293
Old Style-58	1913	1885	0.32	189917	421241	575613	188467	421241	609709	-0.0002	-0.0024	7053	7249	0.0279
Ranch-110	1952	1387	0.31	147790	427823	575613	149421	428205	577626	-0.0005	0.0035	6643	6868	0.0339
Raised RN-106	1963	1492	0.30	213141	442982	656123	213046	443605	656651	-0.0026	0.0008	7572	7808	0.0312
Split Level-66	1960	1562	0.31	218542	423365	641908	217247	423365	640612	-0.0011	-0.0020	7408	7617	0.0282
Overall Averages	1938	1885	0.31	197319	429738	627057	196630	429875	626506	-0.0010	-0.0009	7236	7449	0.0294
Total Single/2 Fam	8617													
Sample size	910									%Chg Tax FY 10-11	3.40%		%Chg Tax FY 16-17	2.94%
% Sample used in analysis	98%													
% Chg AV '05-'06	18%		% Chg AV '09-'10	-0.85%		% Chg AV '13-'14	1.1%			%Chg Tax FY 11-12	2.04%			
% Chg AV '06-'07	-1%		% Chg AV '10-'11	-0.07%		% Chg AV '14-'15	9.54%							
% Chg AV '07-'08	-0.80%		% Chg AV '11-'12	1.50%		% Chg AV '15-'16	-0.01%			%Chg Tax FY 12-13	2.95%			
% Chg AV '08-'09	-1.1%		% Chg AV '12-'13	-0.24%		% Chg AV '16-'17	2.86%			%Chg Tax FY 13-14	3.10%			
										%Chg Tax FY 14-15	6.30%			
										%Chg Tax FY 15-16	2.20%			

Exempt Property Report		FY 2017	
Class	Property Type	#	Total Exempt Value
Code			
039	Mixed Use with Partial Exemption	2	\$1,634,175
900's	Federal Property	9	\$7,104,200
920's	State Property	13	\$14,498,100
930's	Town Property	167	\$240,024,800
940's	Schools----Private	36	\$247,134,500
950's	Charitable Organizations	27	\$59,371,300
960's	Churches/Religious	29	\$70,158,800
970's	Housing Authority	77	\$53,170,000
Totals:		360	\$ 693,095,875

COMPUTATION OF FY 17 TAX RATE USING 175% CLASSIFICATION

Total Valuation	\$9,241,074,840	
Residential	\$7,970,766,680	86.2537%
C.I.P.P.	1,270,308,160	13.7463%
TOTAL	\$9,241,074,840	100.0000%
Tax Levy FY-2017	\$124,836,263.00	

Tax Rate -- No Classification

Single Rate	\$13.51
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Tax Rate -- 175% Classification

13.7463 X 1.75

24.0561%	C.I.P.P.
75.9439%	RESIDENTIAL
100.0000%	TOTAL
\$30,030,697	C.I.P.P. Levy
\$94,805,566	RESIDENTIAL Levy
\$124,836,263.00	Total

Commercial/Industrial	\$23.64
Residential	\$11.89

Estimated Residential Factor:

0.8804718

88.04718

Fiscal Year		Shift	Res	\$ Chg C/I	Effect of Tax Rates on "Average	Taxpayer"	Res	\$ Chg C/I	\$ Chg
					Fiscal Year	Shift			
					FY-2012	175.00%			
FY-2017		Average Valuation	\$843,912	\$1,200,000	Average Valuation		\$737,436	\$1,200,000	
		Change in VALUE over previous	1.58%	N/A	Change in VALUE over previous		4.13%	N/A	
		Tax Rate	\$11.89	\$23.64	Tax Rate		\$10.96	\$21.51	
		Taxes Paid	\$10,034.11	\$447	Taxes Paid		\$8,082.30	\$25,812.00	\$12
		Increase over	4.66%	2.69%	Increase over	FY 2011	4.70%	0.05%	
FY-2016		Average Valuation	\$830,791	1200000	Average Valuation		\$708,194	\$1,200,000	
		Change in VALUE over previous	1.50%	N/A	Change in VALUE over previous		1.06%	N/A	
		Tax Rate	11.54	23.02	Tax Rate		\$10.90	\$21.50	
		Taxes Paid	\$9,587.33	\$347	Taxes Paid		\$7,719.31	\$25,800.00	\$972
		Increase over	3.76%	2.58%	Increase over	FY 2010	4.62%	3.91%	
FY-2015		Average Valuation	\$818,442	\$1,200,000	Average Valuation		\$700,738	\$1,200,000	
		Change in VALUE over previous	8.69%	N/A	Change in VALUE over previous		1.05%	N/A	
		Tax Rate	\$11.29	\$22.44	Tax Rate		\$10.53	\$20.69	
		Taxes Paid	\$9,240.21	\$475	Taxes Paid		\$7,378.77	\$24,828.00	\$1,356
		Increase over	5.42%	-2.43%	Increase over	FY 2009	6.83%	5.78%	
FY-2014		Average Valuation	\$753,020	\$1,200,000	Average Valuation		\$693,458	\$1,200,000	
		Change in VALUE over previous	1.11%	N/A	Change in VALUE over previous		0.94%	N/A	
		Tax Rate	11.64	\$23.00	Tax Rate		\$9.96	\$19.56	
		Taxes Paid	\$8,765.15	\$349	Taxes Paid		\$6,906.84	\$23,472.00	\$768
		Increase over	4.15%	3.65%	Increase over	FY-2008	3.65%	3.38%	
FY-2013		Average Valuation	\$744,764	\$1,200,000	Average Valuation		\$686,971	\$1,200,000	
		Change in VALUE over previous	0.99%	N/A	Change in VALUE over previous		0.73%	N/A	
		Tax Rate	\$11.30	\$22.19	Tax Rate		\$9.70	\$18.92	
		Taxes Paid	\$8,415.83	\$334	Taxes Paid		\$6,663.62	\$22,704.00	\$900
		Increase over	4.13%	3.16%	Increase over	FY-2007	4.50%	4.13%	

Assessor's Report FY 17

The combination of a minor downward depreciation adjustment, as well as a slight deceleration in the skyrocketing residential real estate market that Needham has experienced over the last several years has kept the assessments level for the most part in the single family realm when comparing FY 16 to FY 17 values. It does appear that, should this market continue on its present course, upward adjustments to land values, driven by teardown sales, will be required to meet DOR statistical requirements in the next year or two.

Despite the fact that the chart in your handout appears to show that condo prices have fallen dramatically in calendar 2016, that is not really the case. The \$660,000 dollar median sale price of calendar 2015 was driven by the sales of numerous very high priced, newly constructed condo units. The result was a rise in the value of older condos throughout town, which basically rose with the tide. These smaller units are now selling for more than they did in the last year or two. An example of this is the two largest complexes in town, which have the

18

smallest units in terms of square footage and the lowest sale prices, but have increased in value while lowering the median sale price of condos units as a whole. It is likely that the sale of units in the \$800,000 to \$1,000,000, now under construction, will boost the median sale price again in calendar 2017.

Ongoing work at Needham Crossing is beginning to reflect an increase in rents for commercial office space that can only continue as high end office and hotel space replace some of the warehouse and R and D space that had previously existed. The imminent conclusion of the work now in progress on Route 128 will also play a role in this upward movement going forward.

The rapid growth of business personal property paused to catch its collective breath in FY 17 after a dramatic run up last year caused by the replacement of file cabinets and phone systems with high technology equipment in newly constructed facilities. This upward trend appears poised to get back on track as the old General Dynamic

facilities are replaced with hotels and several hundred thousand square feet of prime 21st century office space.

As always, the office processed thousands of auto excise bills in addition to processing numerous applications for Excise and Real Estate abatements, multiple statutory exemption requests and daily information requests from internal and external sources.

MassDOR - Massachusetts Department of Revenue
Division of Local Services
What If ... Scenario Worksheet for FY 2017

Needham - 199

CLASS	VALUE	%	Residential Exemption	0	# Eligible Parcels	Small Commercial Exemption	0
Residential	7,970,766,680	86.2337	0	0	Total Value of Eligible Parcels	0	0
Open Space	0	0.0000	86.2337	0	Res Parcel Count	0	0
Commercial	871,476,228	9.5170	0	0	Comm Exemption %	1,035,320,736	0
Industrial	15,844,508	1.6864	0	0	Total Comm Value Minus Exemption	0	0
Personal Property	23,987,080	0.25429	13.7463	0			
Total	9,241,074,496	100.0000					

Enter a Levy (estimated if necessary)
Levy 13.51
Single Tax Rate 1.75
Shift Range 1
Max Shift Allowed 1.96

Note: This table should be used for planning purposes only. Actual calculations may differ slightly due to rounding. For actual calculations, complete Recap

Note: This table should be used for planning purposes only. Actual calculations may differ slightly due to rounding. For actual calculations, complete Recap																														
Share Percentages										Levy Amounts										Estimated Tax Rates										
CIP Shift	Res Factor	Res SP	OS SP	Comm SP	Ind SP	PP SP	Total SP	Res LA	OS LA	Comm LA	Ind LA	PP LA	Total LA	Res ET	OS ET	Comm ET	Ind ET	PP ET	Total ET	Res ET	OS ET	Comm ET	Ind ET	PP ET	Total ET	OS ET	Res ET	Ind ET	PP ET	Total ET
1.0000	100.0000	86.2337	0.0000	9.5170	1.6864	2.5429	100.0000	107,675,869		11,880,710	2,105,280	3,174,405	124,836,263	13.51	0.00	0.00	13.51	13.51	13.51	0.00	124,836,263	13.51	13.51	13.51	0.00	124,836,263	13.51	13.51	13.51	13.51
1.0100	99.8406	86.1162	0.0000	9.6122	1.7033	2.5683	100.0000	107,504,265		11,999,517	2,126,332	3,206,149	124,836,263	13.49	0.00	0.00	13.49	13.49	13.49	0.00	124,836,263	13.49	13.49	13.49	0.00	124,836,263	13.49	13.49	13.49	13.49
1.0200	99.6813	85.9788	0.0000	9.7074	1.7202	2.5937	100.0000	107,332,661		12,118,324	2,147,385	3,237,683	124,836,263	13.47	0.00	0.00	13.47	13.47	13.47	0.00	124,836,263	13.47	13.47	13.47	0.00	124,836,263	13.47	13.47	13.47	13.47
1.0300	99.5219	85.8413	0.0000	9.8025	1.7370	2.6191	100.0000	107,161,057		12,237,831	2,168,438	3,269,637	124,836,263	13.44	0.00	0.00	13.44	13.44	13.44	0.00	124,836,263	13.44	13.44	13.44	0.00	124,836,263	13.44	13.44	13.44	13.44
1.0400	99.3625	85.7038	0.0000	9.8977	1.7539	2.6446	100.0000	106,989,453		12,355,938	2,189,491	3,301,381	124,836,263	13.42	0.00	0.00	13.42	13.42	13.42	0.00	124,836,263	13.42	13.42	13.42	0.00	124,836,263	13.42	13.42	13.42	13.42
1.0500	99.2031	85.5664	0.0000	9.9929	1.7708	2.6700	100.0000	106,817,849		12,474,745	2,210,544	3,333,125	124,836,263	13.40	0.00	0.00	13.40	13.40	13.40	0.00	124,836,263	13.40	13.40	13.40	0.00	124,836,263	13.40	13.40	13.40	13.40
1.0600	99.0438	85.4289	0.0000	10.0881	1.7876	2.6954	100.0000	106,646,245		12,593,555	2,231,596	3,364,869	124,836,263	13.38	0.00	0.00	13.38	13.38	13.38	0.00	124,836,263	13.38	13.38	13.38	0.00	124,836,263	13.38	13.38	13.38	13.38
1.0700	98.8844	85.2914	0.0000	10.1832	1.8045	2.7209	100.0000	106,474,641		12,712,360	2,252,648	3,396,613	124,836,263	13.36	0.00	0.00	13.36	13.36	13.36	0.00	124,836,263	13.36	13.36	13.36	0.00	124,836,263	13.36	13.36	13.36	13.36
1.0800	98.7250	85.1540	0.0000	10.2784	1.8213	2.7463	100.0000	106,303,037		12,831,167	2,273,702	3,428,357	124,836,263	13.34	0.00	0.00	13.34	13.34	13.34	0.00	124,836,263	13.34	13.34	13.34	0.00	124,836,263	13.34	13.34	13.34	13.34
1.0900	98.5657	85.0165	0.0000	10.3736	1.8382	2.7717	100.0000	106,131,433		12,949,974	2,294,755	3,460,101	124,836,263	13.32	0.00	0.00	13.32	13.32	13.32	0.00	124,836,263	13.32	13.32	13.32	0.00	124,836,263	13.32	13.32	13.32	13.32
1.1000	98.4063	84.8790	0.0000	10.4687	1.8551	2.7971	100.0000	105,959,829		13,068,781	2,315,808	3,491,845	124,836,263	13.29	0.00	0.00	13.29	13.29	13.29	0.00	124,836,263	13.29	13.29	13.29	0.00	124,836,263	13.29	13.29	13.29	13.29
1.1100	98.2469	84.7416	0.0000	10.5639	1.8719	2.8226	100.0000	105,788,226		13,187,588	2,336,860	3,523,589	124,836,263	13.27	0.00	0.00	13.27	13.27	13.27	0.00	124,836,263	13.27	13.27	13.27	0.00	124,836,263	13.27	13.27	13.27	13.27
1.1200	98.0875	84.6041	0.0000	10.6591	1.8888	2.8480	100.0000	105,616,622		13,306,395	2,357,913	3,555,333	124,836,263	13.25	0.00	0.00	13.25	13.25	13.25	0.00	124,836,263	13.25	13.25	13.25	0.00	124,836,263	13.25	13.25	13.25	13.25
1.1300	97.9282	84.4657	0.0000	10.7542	1.9057	2.8734	100.0000	105,445,018		13,425,202	2,378,966	3,587,077	124,836,263	13.23	0.00	0.00	13.23	13.23	13.23	0.00	124,836,263	13.23	13.23	13.23	0.00	124,836,263	13.23	13.23	13.23	13.23
1.1400	97.7688	84.3292	0.0000	10.8494	1.9225	2.8989	100.0000	105,273,414		13,544,009	2,400,019	3,618,821	124,836,263	13.21	0.00	0.00	13.21	13.21	13.21	0.00	124,836,263	13.21	13.21	13.21	0.00	124,836,263	13.21	13.21	13.21	13.21
1.1500	97.6094	84.1917	0.0000	10.9446	1.9394	2.9243	100.0000	105,101,810		13,662,816	2,421,072	3,650,565	124,836,263	13.19	0.00	0.00	13.19	13.19	13.19	0.00	124,836,263	13.19	13.19	13.19	0.00	124,836,263	13.19	13.19	13.19	13.19
1.1600	97.4501	84.0543	0.0000	11.0398	1.9563	2.9497	100.0000	104,930,206		13,781,624	2,442,124	3,682,309	124,836,263	13.16	0.00	0.00	13.16	13.16	13.16	0.00	124,836,263	13.16	13.16	13.16	0.00	124,836,263	13.16	13.16	13.16	13.16
1.1700	97.2907	83.9168	0.0000	11.1349	1.9731	2.9751	100.0000	104,758,602		13,900,431	2,463,177	3,714,053	124,836,263	13.14	0.00	0.00	13.14	13.14	13.14	0.00	124,836,263	13.14	13.14	13.14	0.00	124,836,263	13.14	13.14	13.14	13.14
1.1800	97.1313	83.7793	0.0000	11.2301	1.9900	3.0006	100.0000	104,586,998		14,019,238	2,484,230	3,745,797	124,836,263	13.12	0.00	0.00	13.12	13.12	13.12	0.00	124,836,263	13.12	13.12	13.12	0.00	124,836,263	13.12	13.12	13.12	13.12
1.1900	96.9720	83.6419	0.0000	11.3253	2.0069	3.0260	100.0000	104,415,394		14,138,045	2,505,283	3,777,541	124,836,263	13.10	0.00	0.00	13.10	13.10	13.10	0.00	124,836,263	13.10	13.10	13.10	0.00	124,836,263	13.10	13.10	13.10	13.10
1.2000	96.8126	83.5044	0.0000	11.4204	2.0237	3.0514	100.0000	104,243,790		14,256,852	2,526,336	3,809,285	124,836,263	13.08	0.00	0.00	13.08	13.08	13.08	0.00	124,836,263	13.08	13.08	13.08	0.00	124,836,263	13.08	13.08	13.08	13.08
1.2100	96.6532	83.3670	0.0000	11.5156	2.0406	3.0769	100.0000	104,072,186		14,375,659	2,547,388	3,841,030	124,836,263	13.06	0.00	0.00	13.06	13.06	13.06	0.00	124,836,263	13.06	13.06	13.06	0.00	124,836,263	13.06	13.06	13.06	13.06
1.2200	96.4938	83.2295	0.0000	11.6108	2.0574	3.1023	100.0000	103,900,582		14,494,466	2,568,441	3,872,774	124,836,263	13.04	0.00	0.00	13.04	13.04	13.04	0.00	124,836,263	13.04	13.04	13.04	0.00	124,836,263	13.04	13.04	13.04	13.04
1.2300	96.3345	83.0920	0.0000	11.7060	2.0743	3.1277	100.0000	103,728,978		14,613,273	2,589,494	3,904,518	124,836,263	13.02	0.00	0.00	13.02	13.02	13.02	0.00	124,836,263	13.02	13.02	13.02	0.00	124,836,263	13.02	13.02	13.02	13.02
1.2400	96.1751	82.9546	0.0000	11.8011	2.0912	3.1531	100.0000	103,557,374		14,732,080	2,610,547	3,936,262	124,836,263	12.99	0.00	0.00	12.99	12.99	12.99	0.00	124,836,263	12.99	12.99	12.99	0.00	124,836,263	12.99	12.99	12.99	12.99
1.2500	96.0157	82.8171	0.0000	11.8963	2.1080	3.1786	100.0000	103,385,770		14,850,887	2,631,600	3,968,006	124,836,263	12.97	0.00	0.00	12.97	12.97	12.97	0.00	124,836,263	12.97	12.97	12.97	0.00	124,836,263	12.97	12.97	12.97	12.97
1.2600	95.8564	82.6796	0.0000	11.9915	2.1249	3.2040	100.0000	103,214,166		14,969,695	2,652,652	3,999,750	124,836,263	12.95	0.00	0.00	12.95	12.95	12.95	0.00	124,836,263	12.95	12.95	12.95	0.00	124,836,263	12.95	12.95	12.95	12.95
1.2700	95.6970	82.5422	0.0000	12.0866	2.1418	3.2294	100.0000	103,042,562		15,088,502	2,673,705	4,031,494	124,836,263	12.93	0.00	0.00	12.93	12.93	12.93	0.00	124,836,263	12.93	12.93	12.93	0.00	124,836,263	12.93	12.93	12.93	12.93
1.2800	95.5376	82.4047	0.0000	12.1818	2.1586	3.2549	100.0000	102,870,959		15,207,309	2,694,758	4,063,238	124,836,263	12.91	0.00	0.00	12.91	12.91	12.91	0.00	124,836,263	12.91	12.91	12.91	0.00	124,836,263	12.91	12.91	12.91	12.91
1.2900	95.3782	82.2675	0.0000	12.2770	2.1755	3.2803	100.0000	102,699,355		15,326,116	2,715,811	4,094,982	124,836,263	12.88	0.00	0.00	12.88	12.88	12.88	0.00	124,836,263	12.88	12.88	12.88	0.00	124,836,263	12.88	12.88	12.88	12.88
1.3000	95.2189	82.1298	0.0000	12.3721	2.1924	3.3057	100.0000	102,527,751		15,444,923	2,737,916	4,126,726	124,836,263	12.86	0.00	0.00	12.86	12.86	12.86	0.00	124,836,263	12.86	12.86	12.86	0.00	124,836,263	12.86	12.86	12.86	12.86
1.3100	95.0595	81.9923	0.0000	12.4673	2.2092	3.3311	100.0000	102,356,147		15,563,730	2,757,916	4,158,470	124,836,263	12.84	0.00	0.00	12.84	12.84	12.84	0.00	124,836,263	12.84	12.84	12.84	0.00	124,836,263	12.84	12.84	12.84	12.84
1.3200	94.9001	81.8549	0.0000	12.5625	2.22																									

1.5100	91.8721	79.2431	0.0000	14.3707	2.5465	3.8997	100.0000	98.924.068	17.939.872	3.178.972	4.799.351	124.836.263	12.41	0.00	20.40	20.40	20.40	20.40
1.5200	91.7127	79.1056	0.0000	14.4659	2.5634	3.8551	100.0000	98.752.464	18.038.679	3.200.025	4.825.095	124.836.263	12.39	0.00	20.53	20.53	20.53	20.53
1.5300	91.5533	78.9681	0.0000	14.5611	2.5802	3.8906	100.0000	98.580.860	18.177.486	3.221.078	4.856.839	124.836.263	12.37	0.00	20.67	20.67	20.67	20.67
1.5400	91.3940	78.8307	0.0000	14.6562	2.5971	3.9160	100.0000	98.409.256	18.296.293	3.242.131	4.888.583	124.836.263	12.35	0.00	20.80	20.80	20.80	20.80
1.5500	91.2346	78.6932	0.0000	14.7514	2.6140	3.9414	100.0000	98.237.652	18.415.100	3.263.183	4.920.327	124.836.263	12.33	0.00	20.94	20.94	20.94	20.94
1.5600	91.0752	78.5557	0.0000	14.8466	2.6308	3.9669	100.0000	98.066.048	18.533.908	3.284.236	4.952.071	124.836.263	12.30	0.00	21.07	21.07	21.07	21.07
1.5700	90.9159	78.4183	0.0000	14.9417	2.6477	3.9923	100.0000	97.894.444	18.652.715	3.305.289	4.983.815	124.836.263	12.26	0.00	21.21	21.21	21.21	21.21
1.5800	90.7565	78.2808	0.0000	15.0369	2.6646	4.0177	100.0000	97.722.840	18.771.522	3.326.342	5.015.559	124.836.263	12.24	0.00	21.34	21.34	21.34	21.34
1.5900	90.5971	78.1433	0.0000	15.1321	2.6814	4.0431	100.0000	97.551.236	18.890.329	3.347.395	5.047.303	124.836.263	12.24	0.00	21.48	21.48	21.48	21.48
1.6000	90.4377	78.0059	0.0000	15.2273	2.6983	4.0686	100.0000	97.379.632	19.009.136	3.368.447	5.079.047	124.836.263	12.22	0.00	21.61	21.61	21.61	21.61
1.6100	90.2784	77.8684	0.0000	15.3224	2.7152	4.0940	100.0000	97.208.028	19.127.943	3.389.500	5.110.791	124.836.263	12.20	0.00	21.75	21.75	21.75	21.75
1.6200	90.1190	77.7310	0.0000	15.4176	2.7320	4.1194	100.0000	97.036.424	19.246.750	3.410.553	5.142.535	124.836.263	12.17	0.00	21.88	21.88	21.88	21.88
1.6300	89.9596	77.5935	0.0000	15.5128	2.7489	4.1449	100.0000	96.864.821	19.365.557	3.431.606	5.174.279	124.836.263	12.15	0.00	22.02	22.02	22.02	22.02
1.6400	89.8003	77.4560	0.0000	15.6079	2.7657	4.1703	100.0000	96.693.217	19.484.364	3.452.659	5.206.023	124.836.263	12.13	0.00	22.15	22.15	22.15	22.15
1.6500	89.6409	77.3186	0.0000	15.7031	2.7826	4.1957	100.0000	96.521.613	19.603.171	3.473.711	5.237.768	124.836.263	12.11	0.00	22.29	22.29	22.29	22.29
1.6600	89.4815	77.1811	0.0000	15.7983	2.7995	4.2211	100.0000	96.350.009	19.721.979	3.494.764	5.269.512	124.836.263	12.09	0.00	22.42	22.42	22.42	22.42
1.6700	89.3222	77.0436	0.0000	15.8934	2.8163	4.2466	100.0000	96.178.405	19.840.786	3.515.817	5.301.256	124.836.263	12.07	0.00	22.56	22.56	22.56	22.56
1.6800	89.1628	76.9062	0.0000	15.9886	2.8332	4.2720	100.0000	96.006.801	19.959.593	3.536.870	5.333.000	124.836.263	12.04	0.00	22.69	22.69	22.69	22.69
1.6900	89.0034	76.7687	0.0000	16.0838	2.8501	4.2974	100.0000	95.835.197	20.078.400	3.557.923	5.364.744	124.836.263	12.02	0.00	22.83	22.83	22.83	22.83
1.7000	88.8440	76.6313	0.0000	16.1790	2.8669	4.3229	100.0000	95.663.593	20.197.207	3.578.975	5.396.488	124.836.263	12.00	0.00	22.97	22.97	22.97	22.97
1.7100	88.6847	76.4938	0.0000	16.2741	2.8838	4.3483	100.0000	95.491.989	20.316.014	3.600.028	5.428.232	124.836.263	11.98	0.00	23.10	23.10	23.10	23.10
1.7200	88.5253	76.3563	0.0000	16.3693	2.9007	4.3737	100.0000	95.320.385	20.434.821	3.621.081	5.459.976	124.836.263	11.96	0.00	23.24	23.24	23.24	23.24
1.7300	88.3659	76.2189	0.0000	16.4645	2.9175	4.3991	100.0000	95.148.781	20.553.628	3.642.134	5.491.720	124.836.263	11.94	0.00	23.37	23.37	23.37	23.37
1.7400	88.2056	76.0814	0.0000	16.5596	2.9344	4.4246	100.0000	94.977.177	20.671.493	3.663.187	5.523.464	124.836.263	11.92	0.00	23.51	23.51	23.51	23.51
1.7500	88.0472	75.9439	0.0000	16.6548	2.9513	4.4500	100.0000	94.805.573	20.791.242	3.684.239	5.555.208	124.836.263	11.89	0.00	23.64	23.64	23.64	23.64



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

MEETING DATE: 11/22/2016

Agenda Item	Cable Television RCN Renewal License Transfer Hearing - Continued
Presenter(s)	Peter Epstein, Esquire, Epstein & August, LLP Cable Television Legal Counsel for Town of Needham
1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED TPG Capital has entered into an agreement to acquire RCN Telecom Services, LLC from Yankee Cable Partners, LLC, a subsidiary of ABRY Partners. RCN currently holds a Renewal License, dated July 10, 2012, to offer cable services in the Town. TPG will operate the RCN Renewal License under the ownership and indirect control of its affiliate, Radiate Holdings, L.P. At its meeting on November 9, 2016, the Board of Selectmen held a hearing as required by the regulations of the Massachusetts Division of Telecommunications and Cable ("DTC") at 207 CMR. 4.00 and Section 2.6(g) of the current RCN Renewal License. The Board voted to hold the record open for additional public comments until November 22, 2016. No comments have been received to date.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN <i>Suggested Motion:</i> That the Board of Selectmen, as statutory Issuing Authority, vote to grant the transfer of the RCN Cable Television Renewal License in Needham, dated July 10, 2012, operated by RCN Telecom Services of Massachusetts, LLC., from Yankee Cable Partners, LLC to TPG Capital, which will operate the Needham RCN Renewal License under the ownership and control of its affiliate, Radiate Holdings, L.P.
3.	BACK UP INFORMATION ATTACHED A.) Radiate/TPG Response to follow-up questions dated 11/17/16 * Any additional public comment received prior to the hearing will be forwarded under separate cover.

MINTZ LEVIN

Seth A. Davidson | 202 434 7447 | sadavidson@mintz.com

701 Pennsylvania Avenue, N.W.
Washington, D.C. 20004
202-434-7300
202-434-7400 fax
www.mintz.com

November 17, 2016

Via Email

Matthew Borrelli, Chair, Board of Selectmen
c/o Peter Epstein
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

RE: *Radiate Holdings, LP and Yankee Cable Partners, LLC – Application for
Franchise Authority Consent to Transfer of Control of RCN Telecom Services of
Massachusetts, LLC*

Dear Mr. Epstein:

I am writing to address certain questions raised during and following the November 9, 2016 hearing of the Town of Needham Board of Selectmen regarding the above-referenced Application for Transfer of Control. While certain of these questions are not directly related to the transferee's financial, managerial, technical and legal qualifications, we are providing the requested information in order to assist the Town in its prompt review and action on the pending Application.

Note that the responses to questions 10 and 11 contain confidential business information. The pages containing those responses have been marked confidential and should not be disclosed.

(1) Please specify the local personnel who will be responsible for managing and operating the Needham system under Radiate.

As indicated at the hearing, the experienced team from Patriot Media that currently manages the system under a contract with the current owner will continue to manage the system following the close of the transaction. Moreover, I can confirm that there is no intention to make changes in the local management and operational personnel. The following local personnel currently manage the Needham system and will continue to do so under Radiate:

- Jeff Carlson, Senior Vice President and General Manager
- Tom Steel, Vice President and Regulatory Counsel
- Pete Jablonsky, Director of Network Operations
- Paul Panagopoulos, Marketing Director
- Thomas Hamilton, Business Manager
- Peter Ficarra, Director of Commercial Sales

Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, P.C.

BOSTON | LONDON | LOS ANGELES | NEW YORK | SAN DIEGO | SAN FRANCISCO | STAMFORD | WASHINGTON

Mintz, Levin, Cohn, Ferris, Glovsky and Popeo, P.C.

Matthew Borrelli

November 17, 2016

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(2) Per Section III, Question #1 of the FCC Form 394, please certify in writing that Radiate has "...sufficient net liquid assets on hand or available from committed resources to consummate the transaction and operate the facilities for three months."

Attached is a statement by Michael LaGatta, Vice President of Radiate Holdings GP, LLC, the general partner of Radiate Holdings L.P., certifying that Radiate has sufficient net liquid assets on hand or available from committed resources to consummate the transaction and operate the facilities for three months.

(3) Please explain (i) why the Purchase Agreement in Exhibit 1 is heavily redacted and (ii) the nature and categories of those redactions.

Consistent with the instructions accompanying Section I, Part I, 2(a) of the applicants' FCC Form 394, the applicants have redacted "Confidential trade, business, pricing or marketing information, or other information not otherwise publicly available" from the copy of the Purchase Agreement.

Per your request, below is a list of all redactions made to the Purchase Agreement.

Exhibit A

1. RCN Detail Working Capital Positions. **Fully Redacted.**

Exhibit C

1. Yankee Parent Audited Consolidated Financial Statements

Fully Redacted. Consolidated Statements of Operations for the Years Ended December 31, 2015, 2014 and 2013

Fully Redacted. Consolidated Statements of Cash Flows for the Years Ended December 31, 2015, 2014 and 2013

Fully Redacted. Consolidated Statements of Members' Equity (Deficit) for the Years Ended December 31, 2015, 2014 and 2013

Notes to Consolidated Financial Statements. The **following were redacted:**

1. Significant components of property, plant and equipment as well as average estimated lives
2. Selling, General and Administrative Expenses
3. Stock-Based Compensation
4. Derivative Instruments and Hedging Activities
5. Company's assets and liabilities measured at fair value on a recurring basis

6. Charts listing intangible assets, other assets, long term liabilities, and long term debt
7. Descriptions and existence of Credit agreement, Bond Payable, Derivative Instruments And Hedging Activities, Management Services Agreement, Member's Equity And Stock Plans, Letters of Credit, Employee Benefit Plans, Commitments and Contingencies, Guarantees, Self-Insurance.

2. Yankee Parent Unaudited Consolidated Financial Statements

Fully Redacted. CAUTIONARY STATEMENT REGARDING FORWARD-LOOKING STATEMENTS

Fully Redacted. Unaudited Consolidated Statements of Income for the three months ended June 30, 2016 and 2015

Fully Redacted. Unaudited Consolidated Statements of Income for the six months ended June 30, 2016 and 2015

Fully Redacted. Unaudited Consolidated Statements of Cash Flows for the three months ended June 30, 2016 and 2015

Fully Redacted. Unaudited Consolidated Statements of Cash Flows for the six months ended June 30, 2016 and 2015

Fully Redacted. Unaudited Consolidated Statement of Members' Deficit as of June 30, 2016

Schedule I

2016 Capex Budget. (Certain words were redacted)

Additional Schedules to Membership Purchase Agreement

The headers were unredacted but the information in the following schedules was **redacted**. If parentheses are included then only what is within the parentheses was redacted:

- a. Schedule 3.4 - Financial Statements
- b. Schedule 3.5 - Consents and Requisite Governmental Approvals; No Violations, (Other consents)
- c. Schedule 3.6(a) - Material Contracts
- d. Schedule 3.7 - Absence of Changes
- e. Schedule 3.12 - Intellectual Property (some of the litigation listed here)
- f. Schedule 3.14 - Insurance
- g. Schedule 3.15 - Tax Matters [all but one line was redacted]
- h. Schedule 6.1 - Conduct of Business of the Company

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- i. Schedule 6.12 - Termination of Agreements
- j. Annex A – Customers
- k. Annex B - Video Programing Agreements

(4) Please explain the nature and current status of the liens listed in Schedule 1.1 to the Purchase agreement.

Schedule 1.1 to the Membership Interest Purchase Agreement attached to the FCC Form 394 lists several "Permitted Liens" with RCN Telecom Services of Massachusetts, LLC identified as the "Debtor." The following updates information regarding these liens:

FILE NUMBER AND FILE DATE	SECURED PARTY	DEBTOR	PURPOSE
20121096850 03/22/2012	Cummings Properties, LLC	RCN Telecom Services of Massachusetts, LLC (formerly known as RCN BecoCom, LLC)	Purpose: Commercial real estate property
200760416620 12/12/2007 201296428350 06/11/2012	Cummings Properties, LLC	RCN Telecom Services of Massachusetts, LLC (formerly known as RCN-BecoCom, LLC)	Purpose: Commercial real estate property
044060005256 01/18/2011	Commonwealth of Mass. Dept. of Revenue	RCN Telecom Services of Massachusetts, LLC (formerly known as RCN BecoCom, LLC)	Purpose: Sales Tax on Services
61631 /573 04/18/2013	Commonwealth of Mass Dept. of Unemployment Insurance	RCN Telecom Services of Massachusetts, LLC (formerly known as RCN BecoCom, LLC)	Purpose: Unemployment Insurance

(a) Please certify that the liens referenced in Schedule 1.1 of the Purchase Agreement have all been paid and that there are no other liens against RCN and/or ABRY. If so, what are they?

RCN certifies that Schedule 1.1 is the entire list of permitted liens against RCN, and that all of those liens have been paid.

(5) Please explain how the Board of Selectmen, as Issuing Authority, can make an informed decision about the transfer without complete and accurate financial information about the transferee, Radiate Holdings, LP.

The redacted financial information does not relate to the transferee and additional financial information beyond what was provided in the Form 394 with respect to the transferee is not necessary to provide assurances that the system will have sufficient funding to continue operations. The system is being acquired through a combination of bank loans and private equity, the details of which are described in the Form 394. Ongoing operations will be funded by the systems themselves, and as a backstop, the transferee has secured commitments for a five-year \$150 million senior secured revolving facility to support future liquidity needs of RCN.

(6) Please update the Issuing Authority about the status of the current RCN case that is before the Appellate Tax Board.

RCN is currently waiting for the Appellate Tax Board's final decision in the case.

(7) Please explain in detail the following statement in the September 7, 2016 cover letter to the Issuing Authority from RCN and Radiate: "Both companies believe that the transaction offers tremendous prospects for continued enhancements to the system and services available to cable customers in the Town of Needham." Please detail such "continued enhancements" and "services available".

As noted at the hearing, the transferor (and its parent company) has decided to exit the cable business. The sale of its cable properties, including RCN Telecom Services of Massachusetts, LLC, to the transferee will benefit customers in the Town of Needham by ensuring that certain enhancements to the Needham system that might not otherwise take place or be maintained if service was abandoned or if the system was sold to a different purchaser, will in fact be implemented. Moreover, the sale to transferee will ensure that the dominant provider of cable service to the community will continue to face aggressive competition and thus be spurred to make its own service improvements. An example of a significant service improvement that transferee will implement is the roll-out, scheduled for next year, of DOCSIS 3.1, which will provide customers with faster Internet speeds. Other service improvements that benefit customers and that will be continued by transferee include:

- Integrated Netflix service and access to other streaming video sites and apps through set top boxes;
- TV Everywhere;
- HD-quality PEG service;
- Excellent customer service that has led to RCN being named PC Magazine's Reader's Choice for Best ISP the past two years.

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(8) Please confirm that RCN is in compliance with Section 4.1 of the current Needham RCN Renewal License. How many requests for service pursuant to this requirement has RCN received from Needham residents? Of those requests, how many of such residents have actually received RCN service?

RCN is in compliance with Section 4.1 of the Needham cable license as amended. Our long history with Needham has allowed us to identify the areas in town where RCN service is not available. In all cases in which RCN has received a request for service at a location in Needham where it is not currently available, the cost of construction was significantly higher than the \$500 set out in the cable license as amended, and RCN has offered to provide service if the prospective subscriber agrees to pay the costs of construction in excess of that amount. The Town itself has not brought any service issues to RCN's attention related to compliance with this provision.

(9) Please certify that the \$150M line-of-credit referenced at last night's hearing is (1) for cable purposes and (2) for the instant transfer process.

TPG certifies that the revolving credit facility is being entered into in connection with the instant transfer process in order to support, if necessary, the general working capital needs of the Company from time to time following the closing of the transaction, including the funding of working capital needs as they related to the cable system. The line of credit will relate solely to the business and operations of RCN/Grande, which includes high speed data services, cable video services, voice phone services and other related services and equipment.

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CONFIDENTIAL

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CONFIDENTIAL

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We look forward to receiving Needham's approval and working with the Town in the future. For your convenience, attached is a copy of the draft resolution of approval that was included with the Form 394 filing.

If you have any further questions, please do not hesitate to contact me.

Sincerely,
/s/ Seth A. Davidson

Seth A. Davidson

cc: Tom Steel

CERTIFICATION

I, Michael LaGatta, hereby certify that:

- (a) I am Vice President of Radiate Holdings GP, LLC.
- (b) I am authorized to make this declaration on behalf of Transferee Radiate Holdings, L.P.
- (c) Transferee Radiate Holdings, L.P. and its subsidiaries have sufficient net liquid assets on hand or available from committed resources to consummate the transaction and operate the facilities for three months.

I declare under penalty of perjury that the foregoing is true and correct. Executed this ____ day of November, 2016.



Michael LaGatta
Vice President, Radiate Holdings GP, LLC

RESOLUTION NO. _____

**RESOLUTION APPROVING THE CHANGE OF INDIRECT CONTROL OF THE
FRANCHISEE UNDER THE CABLE TELEVISION FRANCHISE**

WHEREAS, RCN Telecom Services of Massachusetts, LLC (f/k/a RCN Becom LLC) ("Franchisee") owns, operates and maintains a cable television system (the "System") in the Town of Needham pursuant to a cable television franchise ("Franchise") granted by the governing body of the Town of Needham (the "Franchise Authority"), and Franchisee is the current duly authorized holder of the Franchise; and

WHEREAS, pursuant to a Membership Interest Purchase Agreement ("Agreement"), Radiate HoldCo, LLC ("Acquiror"), a Delaware limited liability company, and an indirect subsidiary of Radiate Holdings, L.P., a Delaware limited partnership, will purchase 100% of the membership interests of Yankee Cable Parent, LLC, a Delaware limited liability company, (which owns 100% of the ownership interests in Franchisee) from Yankee Cable Partners, LLC, a Delaware limited liability company, and, as a result, the indirect control of Franchisee will change (the "Change of Control");

WHEREAS, Franchisee and Acquiror have requested the consent of the Franchise Authority to the Change of Control in accordance with the requirements of the Franchise, have filed an FCC Form 394 with the Franchise Authority, and have provided the Franchise Authority with all information necessary to facilitate a decision by the Franchise Authority (the "Application"); and

WHEREAS, the Franchise Authority has reviewed the Application, examined the legal, financial and technical qualifications of Acquiror, followed all required procedures in order to consider and act upon the Application, considered the comments of all interested parties, and finds Acquiror to be suitable to indirectly control Franchisee.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The Franchise Authority hereby accepts the Application and consents to the Change of Control, all in accordance with the terms of the Franchise and applicable law.

SECTION 2. The Franchise Authority confirms that the Franchise is valid and outstanding and in full force and effect and there are no defaults under the Franchise. Subject to compliance with the terms of this Resolution, any action necessary with respect to the Change of Control has been duly and validly taken.

SECTION 3. This Resolution shall be deemed effective as of the date of its passage.

*not being used. Peter will
create letter to mail.*

This Resolution shall have the force of a continuing agreement with Franchisee and Acquiror, and Franchise Authority shall not amend or otherwise alter this Resolution without the consent of Franchisee and Acquiror.

PASSED, ADOPTED AND APPROVED this ____ day of _____, 2016.

____ of _____,

By: _____

Title: _____

ATTEST:

Title:



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

MEETING DATE: 11/22/2016

Agenda Item	Eversource West Roxbury to Needham Reliability Project
Presenter(s)	Kate Fitzpatrick, Town Manager Timothy McDonald, Director of Public Health

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
At its meeting on October 4th, the Board referred the subject matter relative to health concerns relating to the reliability project to the Board of Health for its consideration. Representatives of Eversource met with the Board of Health on November 10, 2016. Director McDonald will update the Board on those discussions.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Letter to the Board of Selectmen from the Board of Health dated November 14, 2016.	



NEEDHAM BOARD OF HEALTH



November 14, 2016

Town of Needham, Board of Selectmen
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Dear Chair Matthew Borrelli, Vice Chair Marianne Cooley, and Board of Selectmen Members,

At its meeting on October 4th, the Needham Board of Selectmen asked for the Board of Health to review materials and speak to representatives from Eversource, Inc., about the West Roxbury to Needham Reliability Project and any health effects that such a project might have on Needham and its residents. The Needham Board of Health is charged by the Massachusetts General Court to protect the public's health under its authority to make reasonable health regulations¹ and to "examine all nuisances, sources of filth and causes of sickness"².

The Board of Health, at its publicly posted and noticed meeting in the evening on Thursday November 10, 2016, met with representatives from Eversource, Epsilon Associates, Gradient Corporation, and others to discuss the project and its potential health impacts.

In advance of the meeting, the Board of Health and its staff members in the Public Health Division³ reviewed the Draft Environmental Impact Report, the Electrical and Magnetic Field (EMF) Modeling Analysis, and a handful of scientific studies and medical journal articles about EMF and health. The Board of Health also considered a late submission by Claire Fialkov, PhD, including a letter addressed to the Energy Facilities Siting Board and an email addressed to Selectmen Moe Handel about Dr. Fialkov's concerns and the shared concerns of Needham residents on Warren and Grant streets.

Following that research and analysis, as well as the discussion with the Public Health Division staff members and with the representatives from Eversource, Epsilon, and Gradient, the Needham Board of Health found that:

- Modeled EMF values "were all well below the health-based guidelines issued by the International Commission on Non Ionizing Radiation Protection ("ICNIRP") for continuous public exposure to EMFs."⁴
- The modeling "also demonstrated that EMF values at the ROW#3 edges were frequently modeled reduced for the With-Project circuit configurations, as compared to the Without-Project circuit configurations".⁵ Or, to put it more simply, the reliability project will likely reduce the measure EMFs along the project right-of-way.

¹ M.G.L. ch. 111, s.31, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section31>

² M.G.L. ch. 111, s.122, available at: <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section122>

³ Director Timothy Muir McDonald, Environmental Health Agent Tara Gurge, and Public Health Nurse Donna Carmichael.

⁴ Epsilon Associates, Inc. "W. Roxbury to Needham Reliability Project". *ESFB Analysis*. (2016) 5-56.

⁵ Ibid.

- The analysis further notes that “the project will contribute to *decreased* electric and magnetic fields at the edges of ROW #3 in West Roxbury and Needham, in particular for the portion of ROW #3 between the Valley Road area in Needham and the Needham Substation of Chestnut Street”⁶, and also that “the magnetic fields associated with the Project operation would be similar along both the Preferred Route and the Noticed Alternative Route.”⁷

Scientific research that is not specifically focused upon this project but rather on the health effects of EMF generally, has categorized power-line EMF as “possibly carcinogenic to humans, which, in the RF and EMF circumstances, refers to limited-to-inadequate evidence of cancer risk in humans.”⁸ It further notes that:

“Power-line EMF has been the focus of considerable research for more than three decades. Over this period of time, the focus has been primarily on the magnetic field component. The three major lines of investigation have involved epidemiology, laboratory animal studies, and biological mechanism studies. The scientific evidence currently accumulated does not support a clear and coherent picture whereby environmental levels of power-line EMF constitute a hazard to human health, primarily because animal studies and mechanistic investigations have not shown a consistent, deleterious effect of typical ambient power-line magnetic fields on biology.”⁹

Based upon the available evidence both specific to this project and upon scientific literature which explores the possible health effects of EMF in general, **the Needham Board of Health concludes that this project does not constitute a clear threat to the health and wellness of Needham residents along the project's planned route.**

The Board of Health is pleased to be of assistance in this matter, and offers its services to the Town in future hearings or public discussions to help residents understand the health impacts of the proposed project.

Thank you for your attention.

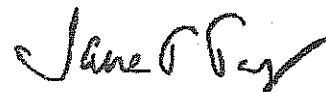
Sincerely,



Edward Cosgrove, PhD



Stephen Epstein, MD, MPP



Jane Fogg, MD, MPH

CC: Timothy Muir McDonald, Director of Public Health
Tara Gurge, Environmental Health Agent
Kate Fitzpatrick, Town Manager
Christopher Coleman, Assistant Town Manager/Director of Operations
Jack Lopes, Community Relations Specialist, Eversource

⁶ Ibid.

⁷ Ibid.

⁸ Valberg, Peter. “Electromagnetic Waves (EMF and RF) and Health Effects”. *Hamilton & Hardy's Industrial Toxicology*, 6th Edition. (2015) 6: 1069-1085. Page 1069.

⁹ Ibid, page 1072.



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

MEETING DATE: 11/22/2016

Agenda Item	2016 Water Restriction Report
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
	The 2016 Water Restriction on outdoor uses concluded on September 30, 2016. Due to the continued drought conditions in the northeast a greater restriction was adopted in later July. The combination of these efforts initially appears to have had a positive albeit slight impact yielding a reduction in consumption of approximately 35 million gallons. The production from the well field is about 12% less than 2015 offset by an increase of 8.1% from the MWRA. The DPW continued to monitor usage during restriction periods. For the season, nearly 1600 violation letters were issued.
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
	N/A
3.	BACK UP INFORMATION ATTACHED
	a. 2016 Water Restriction Violation – Warnings & Fires b. Needham Water Production & Precipitation Charts – Aug-Nov (to-date) c. MWRA Water Consumption Graphs through Oct. 2016 d. NOAA Drought Status & Precipitation Status Chart & Maps e. NOAA US Seasonal (winter) Drought Outlook

2016 WATER RESTRICTION VIOLATIONS

- 1,462 1ST VIOLATION LETTERS WARNING
- 92 2ND VIOLATION LETTERS \$50 FINES
- 13 3RD VIOLATION LETTERS \$200 FINE
- 3 4TH VIOLATION LETTERS \$300 FINE
- 1 5TH VIOLATION LETTER \$300 FINE

TOTAL VIOLATIONS 1,571

Report Period

Aug

2016

Town of Needham

Charles River Water Treatment Facility

Date	Well 1 Flow gallons	Well 2 Flow gallons	Well 3 Flow gallons	CRWTF Total Raw gallons	CRWTF (1) Total Finish gallons	MWRA (2) Flow gallons	Total (1&2) Flow gallons	Recycle Water gallons	Sewer Discharge gallons	precip
1	1,564,188	952,759	348,797	2,865,744	2,876,800	1,902,000	4,778,800	32,204	8,084	
2	1,584,144	964,531	354,116	2,902,791	2,908,195	2,492,000	5,400,195	30,847	8,057	0.29
3	1,575,517	919,969	346,044	2,841,531	2,851,707	485,000	3,336,707	31,825	8,034	
4	1,582,570	947,540	349,567	2,879,677	2,885,956	3,120,000	6,005,956	31,310	8,011	
5	1,575,600	938,204	363,355	2,877,158	2,884,757	2,613,000	5,497,757	5,703	32	
6	1,553,451	892,692	365,844	2,811,988	2,820,937	700,000	3,520,937	5,342	0	
7	1,553,608	870,619	363,968	2,788,195	2,810,193	846,000	3,656,193	6,619	0	
8	1,578,369	912,017	364,691	2,855,076	2,865,662	2,500,000	5,365,662	6,397	0	
9	1,610,340	923,519	351,362	2,885,221	2,892,741	3,622,000	6,514,741	33,813	8,049	
10	1,588,187	895,181	339,273	2,822,641	2,818,340	839,000	3,657,340	29,093	8,508	0.23
11	1,573,431	912,905	336,497	2,822,833	2,823,702	2,614,000	5,437,702	30,961	8,026	
12	1,579,928	927,241	353,976	2,861,145	2,860,839	2,607,000	5,467,839	30,739	8,055	
13	1,584,756	919,339	366,575	2,870,670	2,872,332	404,000	3,276,332	6,132	0	0.39
14	1,528,675	872,412	353,156	2,754,242	2,756,100	611,000	3,367,100	6,537	0	0.12
15	1,572,869	910,364	364,109	2,847,342	2,851,082	1,772,000	4,623,082	6,404	0	
16	1,585,639	922,670	363,399	2,871,708	2,875,097	2,847,000	5,722,097	7,031	0	0.05
17	1,579,769	869,944	352,274	2,801,988	2,805,331	932,000	3,737,331	32,221	8,048	
18	1,581,881	891,079	352,168	2,825,128	2,825,946	3,179,000	6,004,946	29,724	8,038	
19	1,571,360	910,467	358,727	2,840,553	2,846,421	2,617,000	5,463,421	32,114	8,005	
20	1,563,465	885,045	354,771	2,803,281	2,812,821	886,000	3,698,821	30,085	8,083	
21	1,556,418	869,086	357,168	2,782,672	2,793,420	780,000	3,573,420	7,365	0	
22	1,553,092	857,021	355,083	2,765,195	2,777,588	1,603,000	4,380,588	5,805	0	0.64
23	1,554,346	854,422	355,183	2,763,951	2,779,574	2,911,000	5,690,574	6,304	0	
24	1,553,026	860,957	354,239	2,768,221	2,785,872	1,035,000	3,820,872	6,943	0	
25	1,559,966	888,967	353,317	2,802,250	2,821,012	3,074,000	5,895,012	31,626	8,052	
26	1,563,055	939,978	112,941	2,615,974	2,623,789	2,602,000	5,225,789	30,701	8,013	
27	1,547,142	903,645	257,795	2,708,582	2,711,277	834,000	3,545,277	30,752	8,922	
28	1,545,269	887,884	353,138	2,786,291	2,790,109	878,000	3,668,109	30,888	8,042	
29	1,319,747	764,765	115,621	2,300,133	2,304,986	3,146,000	5,450,986	6,934	0	
30	1,592,401	931,506	0	2,523,907	2,519,324	3,810,000	6,329,324	6,699	0	
31	1,567,696	895,950	0	2,463,646	2,460,724	1,911,000	4,371,724	6,443	0	
Total	48,399,904	27,892,678	9,717,152	86,109,734	86,312,630	60,172,000	146,484,630	595,561	130,058	1.72

Town of Needham

Charles River Water Treatment Facility

Date	Well 1 Flow gallons	Well 2 Flow gallons	Well 3 Flow gallons	CRWTF Total Raw gallons	CRWTF (1) Total Finish gallons	MWRA (2) Flow gallons	Total (1&2) Flow gallons	Recycle Water gallons	Sewer Discharge gallons	precip
1	1,567,442	935,095	0	2,502,536	2,501,970	3,288,000	5,789,970	7,201	0	0.05
2	1,550,315	931,625	0	2,481,940	2,484,130	2,405,000	4,889,130	33,180	8,045	
3	1,548,407	931,037	0	2,479,444	2,484,144	779,000	3,263,144	33,188	8,332	
4	1,548,915	932,338	0	2,481,253	2,487,926	726,000	3,213,926	34,758	8,019	
5	1,555,024	954,930	0	2,509,954	2,513,682	1,858,000	4,371,682	32,184	8,038	0.30
6	1,555,385	934,653	0	2,490,038	2,493,827	2,486,000	4,979,827	7,028	0	0.07
7	1,567,924	893,002	0	2,460,926	2,465,599	817,000	3,282,599	5,548	0	
8	1,547,906	878,923	0	2,426,828	2,432,836	2,574,000	5,006,836	7,226	0	
9	1,569,446	912,001	0	2,481,447	2,488,626	2,108,000	4,596,626	6,133	0	
10	1,558,642	885,916	0	2,444,558	2,453,498	836,000	3,289,498	7,620	0	
11	1,551,522	862,449	0	2,413,971	2,421,836	764,000	3,185,836	31,765	8,054	0.11
12	1,551,569	888,856	0	2,440,098	2,446,111	2,029,000	4,475,111	30,434	8,031	
13	1,560,765	890,689	0	2,481,899	2,454,904	3,419,000	5,873,904	31,650	8,010	
14	1,555,712	908,115	0	2,503,070	2,468,271	1,303,000	3,771,271	42,144	8,033	
15	1,569,111	923,741	0	2,507,299	2,499,341	2,917,000	5,416,341	21,736	0	
16	1,563,683	924,102	0	2,483,932	2,483,894	2,044,000	4,527,894	4,910	0	
17	1,554,837	904,033	0	2,456,657	2,455,906	780,000	3,235,906	7,492	0	
18	1,545,362	882,232	0	2,426,357	2,424,909	1,099,000	3,523,909	7,492	0	
19	1,326,697	861,086	0	2,164,434	2,156,441	1,814,000	3,970,441	5,648	0	0.29
20	1,525,272	962,512	0	2,511,530	2,484,868	1,977,000	4,461,868	33,329	8,002	
21	1,499,925	934,413	0	2,458,251	2,432,256	769,000	3,201,256	31,533	8,012	
22	1,523,527	977,932	0	2,526,575	2,497,280	2,708,000	5,205,280	33,810	8,024	
23	1,534,710	923,310	0	2,480,879	2,455,477	1,625,000	4,080,477	29,988	8,040	0.20
24	1,529,950	864,207	0	2,393,220	2,387,805	347,000	2,734,805	6,413	0	
25	1,527,574	851,594	0	2,377,045	2,371,813	708,000	3,079,813	6,741	0	
26	1,520,414	916,324	0	2,436,569	2,432,022	1,555,000	3,987,022	7,699	0	
27	1,511,602	939,019	0	2,450,668	2,445,669	1,866,000	4,311,669	6,229	0	0.26
28	1,493,893	937,347	0	2,431,647	2,426,315	714,000	3,140,315	6,980	0	
29	1,484,334	909,524	0	2,395,754	2,389,890	1,001,000	3,390,890	7,152	434	
30	1,470,814	943,449	0	2,463,376	2,421,100	847,000	3,268,100	58,773	15,923	0.76
31							0			
Total	45,970,677	27,394,455	0	73,562,151	73,362,341	48,163,000	121,525,341	585,983	112,997	2.04

Report Period

Oct

2016

Town of Needham Charles River Water Treatment Facility

Date	Well 1 Flow gallons	Well 2 Flow gallons	Well 3 Flow gallons	CRWTF Total Raw gallons	CRWTF (1) Total Finish gallons	MWRA (2) Flow gallons	Total (1&2) Flow gallons	Recycle Water gallons	Sewer Discharge gallons	precip
1	1,512,257	969,797	0	2,492,377	2,472,132	1,768,000	4,240,132	22,284	7,970	0.61
2	1,464,902	949,909	0	2,436,292	2,414,712	0	2,414,712	32,807	7,974	
3	1,420,075	924,994	0	2,343,304	2,340,743	792,000	3,132,743	6,684	0	
4	1,503,586	880,333	0	2,381,961	2,378,185	1,031,000	3,409,185	5,745	0	
5	1,506,367	834,111	0	2,338,905	2,334,672	463,000	2,797,672	7,494	0	
6	1,501,785	914,346	0	2,410,403	2,406,985	1,663,000	4,069,985	5,029	0	
7	1,490,038	925,229	0	2,414,057	2,410,527	1,001,000	3,411,527	10,500	0	
8	1,486,817	922,322	0	2,425,800	2,403,926	346,000	2,749,926	29,921	7,956	
9	1,478,931	898,371	0	2,395,095	2,372,775	0	2,372,775	31,768	7,957	1.69
10	1,483,165	913,788	0	2,414,317	2,391,766	323,000	2,714,766	31,488	7,951	
11	1,484,439	992,793	0	2,493,488	2,471,993	1,106,000	3,577,993	31,614	7,834	
12	1,486,816	977,179	0	2,455,887	2,452,594	370,000	2,822,594	6,325	0	
13	1,483,477	1,004,685	0	2,480,820	2,477,120	1,157,000	3,634,120	7,209	0	
14	1,477,663	1,004,955	0	2,475,142	2,471,098	450,000	2,921,098	6,090	274	
15	1,467,809	1,002,379	0	2,462,444	2,458,216	381,000	2,839,216	5,869	0	
16	1,458,346	981,289	0	2,432,445	2,427,504	364,000	2,791,504	5,578	0	
17	1,457,724	989,836	0	2,465,293	2,437,791	924,000	3,361,791	33,806	7,926	
18	1,457,683	997,157	0	2,473,010	2,445,451	587,000	3,032,451	31,376	7,941	0.74
19	1,456,529	1,000,323	0	2,477,349	2,451,298	504,000	2,955,298	33,265	7,954	
20	1,470,466	993,616	0	2,483,642	2,455,215	583,000	3,038,215	32,073	8,409	0.23
21	1,490,407	994,458	0	2,479,982	2,473,001	454,000	2,927,001	7,534	0	1.80
22	1,350,514	899,166	0	2,242,901	2,236,192	0	2,236,192	6,472	0	0.10
23	1,478,634	960,643	0	2,440,443	2,433,330	0	2,433,330	8,649	0	
24	1,475,109	976,558	0	2,451,646	2,444,534	374,000	2,818,534	7,738	0	
25	1,470,187	992,169	0	2,463,020	2,455,930	495,000	2,950,930	8,354	0	
26	1,462,018	1,023,507	0	2,511,462	2,483,559	0	2,483,559	32,923	7,857	
27	1,456,666	1,017,235	0	2,499,101	2,471,705	475,000	2,946,705	31,073	7,840	0.76
28	1,449,659	1,009,116	0	2,484,894	2,459,646	0	2,459,646	32,515	7,888	0.28
29	1,445,669	1,003,564	0	2,470,597	2,447,417	0	2,447,417	29,930	7,890	
30	1,232,913	872,061	0	2,105,817	2,100,694	0	2,100,694	7,119	0	0.29
31	1,449,516	1,023,740	0	2,472,880	2,467,376	0	2,467,376	5,476	0	
Total	45,310,167	29,849,626	0	75,374,772	74,948,080	15,611,000	90,559,080	554,708	111,623	6.50

Town of Needham

Charles River Water Treatment Facility

Date	Well 1 Flow gallons	Well 2 Flow gallons	Well 3 Flow gallons	CRWTF Total Raw gallons	CRWTF (1) Total Finish gallons	MWRA (2) Flow gallons	Total (1&2) Flow gallons	Recycle Water gallons	Sewer Discharge gallons	precip
1	1,445,643	1,011,270	0	2,460,258	2,454,481	346,000	2,800,481	7,065	0	
2	1,282,216	948,175	0	2,232,876	2,227,322	0	2,227,322	6,186	0	
3	1,432,333	1,050,782	0	2,487,119	2,480,489	395,000	2,875,489	6,175	0	0.09
4	1,421,617	1,028,752	0	2,482,547	2,457,890	0	2,457,890	32,436	7,882	
5	1,422,872	939,383	0	2,395,330	2,371,040	0	2,371,040	30,565	7,899	
6	1,339,874	923,962	0	2,298,999	2,272,445	0	2,272,445	32,882	7,879	0.03
7	1,415,651	1,049,329	0	2,498,263	2,474,108	0	2,474,108	30,118	7,966	
8	1,421,686	1,059,998	0	2,491,306	2,493,032	0	2,493,032	5,876	0	
9	1,426,714	1,026,793	0	2,471,583	2,463,872	0	2,463,872	6,781	0	
10	1,429,647	993,782	0	2,446,705	2,437,822	0	2,437,822	8,255	0	
11	1,390,359	963,978	0	2,373,182	2,363,434	247,000	2,610,434	4,782	0	
12	1,309,007	904,776	0	2,224,826	2,215,672	0	2,215,672	5,097	0	
13	1,406,944	953,866	0	2,406,729	2,379,999	0	2,379,999	34,549	7,841	
14	1,404,470	998,393	0	2,445,493	2,417,787	0	2,417,787	31,209	7,857	
15	1,405,722	1,055,256	0	2,496,396	2,468,616	0	2,468,616	31,576	7,878	1.13
16							0			
17							0			
18							0			
19							0			
20							0			
21							0			
22							0			
23							0			
24							0			
25							0			
26							0			
27							0			
28							0			
29							0			
30							0			
31							0			
Total	20,954,755	14,908,495	0	36,211,608	35,978,006	988,000	36,966,006	273,552	55,203	1.25

Massachusetts Water Resources Authority MWRA Water Supplied (MGD)

Reporting Period: October 2016

ALL DATA SUBJECT TO CHANGE OR ADJUSTMENT PENDING ADDITIONAL MWRA AND COMMUNITY REVIEW

	Monthly (MGD)			YTD (MGD)			YTD System Share			Totals	
	Oct		Flow Change	YTD		Flow Change	Flow Share ¹		% Change in YTD Flow Share	Ave. Flow mgd	Flow Share ¹
	2016	2015		2016	2015		2016	2015			
Metro-System Customers											
Arlington	3.806	3.767	1.0%	4.118	4.026	2.3%	2.2%	2.1%	2.5%	3.927	2.1%
Belmont	2.057	2.201	-6.6%	2.323	2.310	0.5%	1.2%	1.2%	0.7%	2.232	1.2%
Boston (BWSC)	65.236	64.498	1.1%	66.429	66.415	0.0%	34.8%	34.7%	0.2%	65.321	35.2%
Brookline	5.095	5.638	-9.6%	5.404	5.797	-6.8%	2.8%	3.0%	-6.6%	5.561	3.0%
Canton (P)	1.973	1.674	17.8%	1.994	1.389	43.5%	1.0%	0.7%	43.8%	1.321	0.7%
Chelsea	3.166	3.226	-1.9%	3.300	3.382	-2.4%	1.7%	1.8%	-2.2%	3.326	1.8%
Dedham-Westwood W.D. (P)	0.086	0.007	1086.4%	0.264	0.185	42.9%	0.14%	0.10%	43.2%	0.155	0.1%
Everett	4.028	3.759	7.2%	3.966	3.955	0.3%	2.1%	2.1%	0.5%	3.905	2.1%
Framingham	5.822	5.856	-0.6%	6.296	6.686	-5.8%	3.3%	3.5%	-5.6%	6.439	3.5%
Leominster (P)	0.000	0.000	0.0%	0.000	0.000	0.0%	0.0%	0.0%	0.0%	0.000	0.0%
Lexington ²	4.963	5.037	-1.5%	5.885	6.214	-5.3%	3.1%	3.3%	-5.1%	5.800	3.1%
Lynn (LWSC) (P)	0.385	2.163	-82.2%	0.253	0.667	-62.1%	0.13%	0.35%	-62.0%	0.659	0.35%
Lynnfield W.D.	0.474	0.446	6.3%	0.611	0.537	13.8%	0.32%	0.28%	14.0%	0.508	0.27%
Malden	4.990	5.116	-2.5%	5.240	5.576	-6.0%	2.7%	2.9%	-5.8%	5.485	3.0%
Marblehead	1.721	1.737	-0.9%	1.998	1.956	2.1%	1.0%	1.0%	2.3%	1.848	1.0%
Marlborough (P)	3.993	3.810	4.8%	3.783	2.983	26.8%	2.0%	1.6%	27.1%	3.068	1.7%
Medford	4.689	4.912	-4.6%	4.945	5.173	-4.4%	2.6%	2.7%	-4.2%	5.076	2.7%
Melrose	1.914	2.103	-9.0%	2.258	2.390	-5.5%	1.2%	1.3%	-5.3%	2.301	1.2%
Milton	2.344	2.505	-6.4%	2.757	2.753	0.2%	1.4%	1.4%	0.4%	2.652	1.4%
Nahant	0.371	0.340	9.0%	0.427	0.392	8.9%	0.22%	0.21%	9.2%	0.376	0.20%
Needham (P)	0.460	0.509	-9.7%	1.000	0.925	8.1%	0.5%	0.5%	8.3%	0.820	0.4%
Newton	8.835	9.490	-6.9%	10.285	10.517	-2.2%	5.4%	5.5%	-2.0%	10.220	5.5%
Northborough (P)	0.887	0.860	3.2%	0.970	0.912	6.3%	0.5%	0.5%	6.6%	0.896	0.5%
Norwood	2.708	2.662	1.7%	2.901	2.986	-2.8%	1.5%	1.6%	-2.6%	2.883	1.6%
Peabody (P)	1.498	1.082	38.5%	1.506	1.299	15.9%	0.8%	0.7%	16.1%	1.189	0.6%
Quincy	8.914	9.005	-1.0%	9.511	9.521	-0.1%	5.0%	5.0%	0.1%	9.294	5.0%
Reading	1.461	1.470	-0.6%	1.749	1.730	1.1%	0.9%	0.9%	1.3%	1.665	0.9%
Revere	3.657	3.737	-2.1%	3.794	3.963	-4.3%	2.0%	2.1%	-4.1%	3.902	2.1%
Saugus	2.723	2.578	5.7%	3.097	3.014	2.7%	1.6%	1.6%	2.9%	2.914	1.6%
Somerville	5.818	6.071	-4.2%	6.169	6.067	1.7%	3.2%	3.2%	1.9%	6.044	3.3%
Southborough	0.891	0.909	-2.0%	1.163	1.121	3.8%	0.6%	0.6%	4.0%	1.048	0.6%
Stoneham	2.006	2.213	-9.3%	2.407	2.633	-8.6%	1.3%	1.4%	-8.4%	2.505	1.3%
Stoughton (P)	0.075	0.921	-91.9%	0.205	0.962	-78.7%	0.1%	0.5%	-78.7%	0.903	0.5%
Swampscott	1.356	1.423	-4.7%	1.505	1.510	-0.4%	0.8%	0.8%	-0.2%	1.447	0.8%
Wakefield (P)	1.693	1.288	31.4%	1.681	1.529	10.0%	0.9%	0.8%	10.2%	1.462	0.787%
Waltham	6.147	6.869	-10.5%	7.212	7.687	-6.2%	3.8%	4.0%	-6.0%	7.406	4.0%
Watertown	2.530	2.511	0.8%	2.638	2.663	-1.0%	1.4%	1.4%	-0.8%	2.597	1.4%
Wellesley (P)	0.954	0.465	105.1%	1.594	1.001	59.2%	0.8%	0.5%	59.6%	0.834	0.4%
Weston	1.839	1.747	5.3%	2.376	2.133	11.4%	1.2%	1.1%	11.6%	1.930	1.0%
Wilmington (P)	0.699	0.525	33.0%	0.697	0.649	7.3%	0.37%	0.34%	7.5%	0.555	0.30%
Winchester (P)	1.257	1.281	-1.9%	1.757	1.320	33.1%	0.9%	0.7%	33.4%	1.219	0.7%
Winthrop	1.189	1.199	-0.9%	1.254	1.326	-5.5%	0.7%	0.7%	-5.3%	1.297	0.7%
Woburn (P)	2.667	2.242	19.0%	3.061	2.897	5.7%	1.6%	1.5%	5.9%	2.648	1.4%
Subtotal Metro-System	177.374	179.852	-1.4%	190.783	191.153	-0.2%	100%	100%		185.640	100%
Chicopee Valley Aqueduct											
Chicopee	4.839	4.925	-1.8%	5.552	5.515	0.7%	68.7%	69.2%	-0.7%	5.329	69.7%
South Hadley FD #1	0.923	0.928	-0.6%	1.194	1.158	3.1%	14.8%	14.5%	1.8%	1.102	14.4%
Wilbraham	1.004	0.998	0.5%	1.329	1.296	2.6%	16.5%	16.3%	1.2%	1.209	15.8%
Subtotal CVA System	6.765	6.851	-1.3%	8.076	7.970	1.3%	100%	100%		7.640	100%
Other Revenue Supply											
Cambridge (P)	5.122	0.000	#DIV/0!	2.012	0.026	7656.8%				0.022	
Clinton ³	1.491	1.652	-9.7%	1.781	1.806	-1.4%				1.735	
Worcester (P)	10.730	0.000	#DIV/0!	1.965	0.000	#DIV/0!				0.001	
Other Revenue Customers ⁴	1.487	1.550	-4.0%	1.421	1.472	-3.4%				1.486	
Subtotal Other Revenue Supply ⁵	18.831	3.202	488.2%	7.179	3.304	117.3%				3.243	
Total Water Supplied											
Fully Supplied Metro Communities	160.749	163.026	-1.4%	172.018	174.435	-1.4%				169.911	
CVA Communities	6.765	6.851	-1.3%	8.076	7.970	1.3%				7.640	
Partially Supplied Communities	32.477	16.827	93.0%	22.741	16.744	35.8%				15.751	
Other Revenue Customers	2.979	3.202	-7.0%	3.202	3.278	-2.3%				3.221	
Total Water Supplied ⁶	202.970	189.905	6.9%	206.037	202.427	1.8%				196.522	

1) System share for each rate revenue community is the community's share of total MWRA water use for all rate revenue communities. System share for each Chicopee Valley Aqueduct (CVA) community is each CVA community's share of total MWRA water supplied to the CVA system. Water assessments for revenue communities are calculated by allocating the total annual water rate revenue requirement based on each community's share of flow. Water assessments for CVA communities are calculated by allocating the annual CVA rate revenue requirement based on each CVA community's share of CVA flow.

2) Lexington supplies Bedford with partial MWRA water service.

3) The Town of Clinton receives up to 800 million gallons of water per year free of charge and is charged a flat wholesale rate per million gallons for water in excess of 800 million gallons per year.

4) Other Revenue Customers: D.C.R. (Parks & Pools), Stone Zoo, Deer Island WWTW and Department of Youth Services.

5) Other Revenue Customers are charged a flat wholesale rate per million gallons of water supplied.

6) This report includes only water supplied for which revenue is collected in accordance with existing user agreements. It does not include water utilized for system maintenance.

(P) Community is partially supplied by MWRA.

Question's regarding water supplied can be directed to David Liston @ (617) 305-5853 or Leo Norton @ (617) 788-2256.

9-Nov-16

Massachusetts Water Resources Authority

Water Supplied: Town of Needham

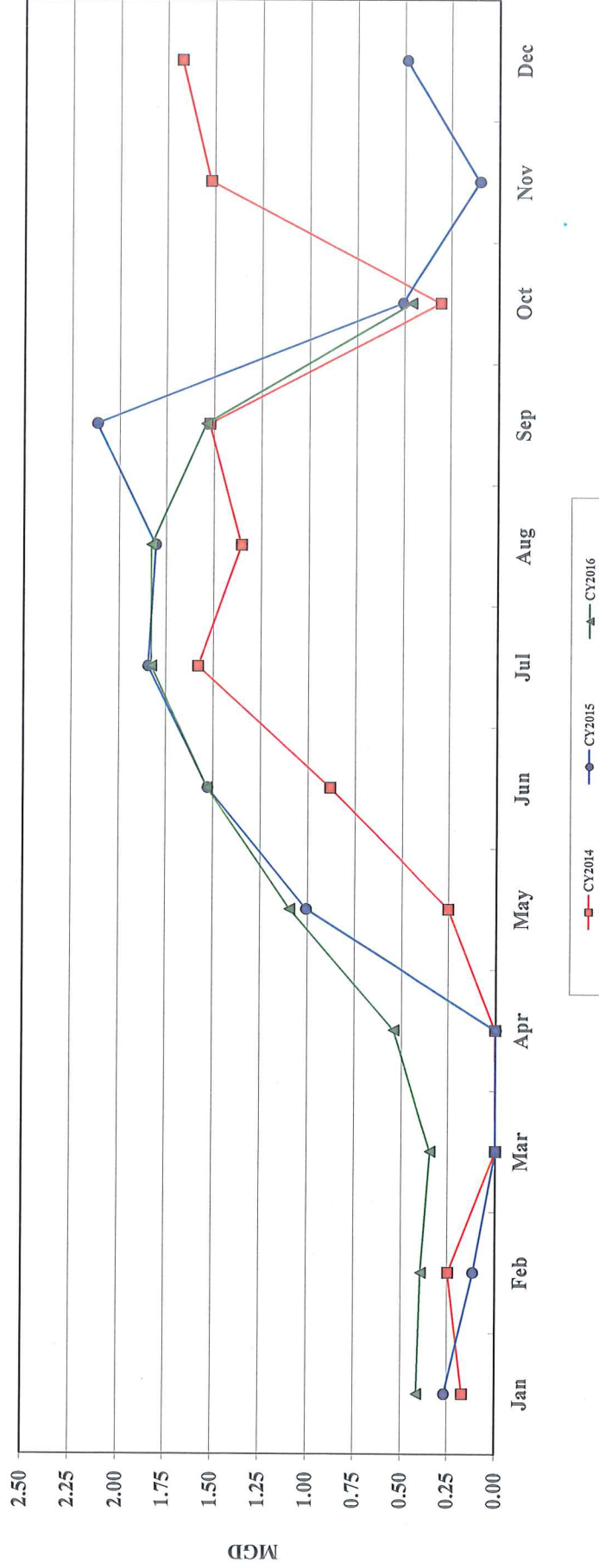
Share of Metro System Water Use		
Year to Date (YTD)		Annual
2016	2015	2015
0.52%	0.48%	0.44%

YTD CHANGES (CY16 vs. CY15)		
Water Supplied		Needham System Share
Metro System	Needham	
0.1%	8.1%	8.3%

MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Average	Annual Average
CY2014	0.171	0.248	0.000	0.003	0.252	0.882	1.581	1.354	1.525	0.306	1.521	1.674	0.634	0.796
CY2015	0.267	0.117	0.000	0.000	1.008	1.530	1.845	1.806	2.117	0.509	0.100	0.489	0.925	0.820
CY2016	0.414	0.393	0.346	0.543	1.095	1.531	1.828	1.828	1.542	0.460	0.000	0.000	1.000	1.000

MG	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Annual Total
CY2014	5.307	6.939	0.000	0.101	7.826	26.468	49.016	41.983	45.743	9.484	45.637	51.906	192.867	290.410
CY2015	8.288	3.272	0.000	0.000	31.241	45.905	57.198	55.990	63.522	15.789	3.014	15.170	281.205	299.389
CY2016	12.836	11.400	10.722	16.291	33.939	45.944	56.669	56.662	46.255	14.258	0.000	0.000	304.975	304.975

Needham Water Consumption



Massachusetts Water Resources Authority

Water Supplied: MWRA Fully Served Communities*

* Receive 100% MWRA Water Service

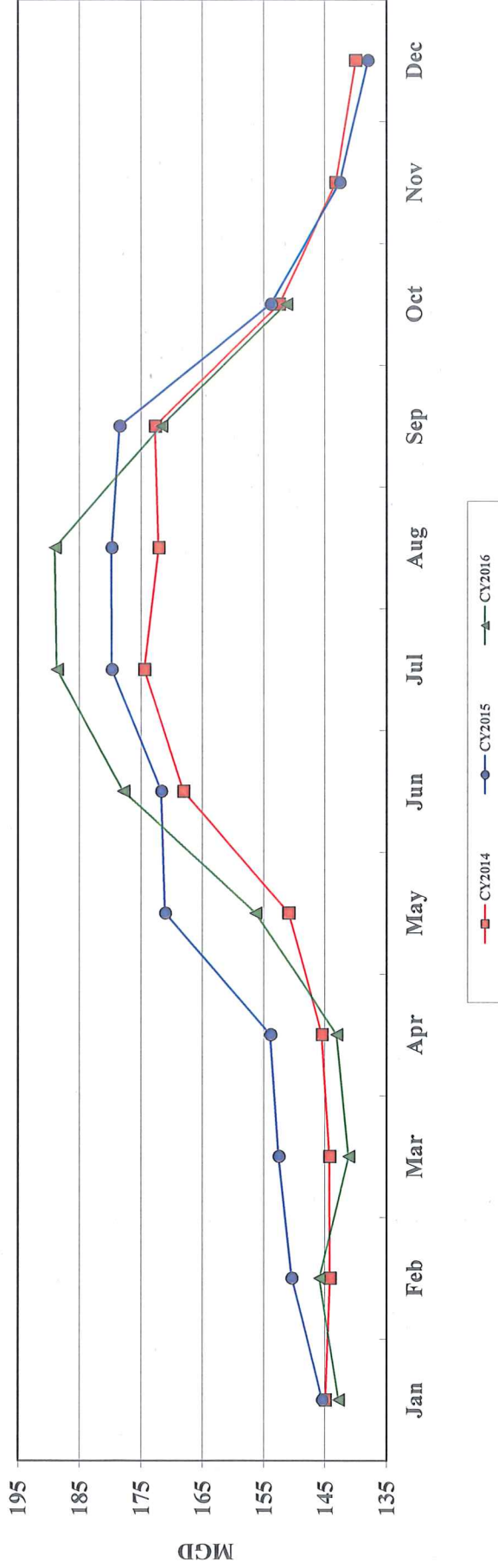
YTD CHANGES (CY16 vs. CY15)
Water Supplied
-1.5%

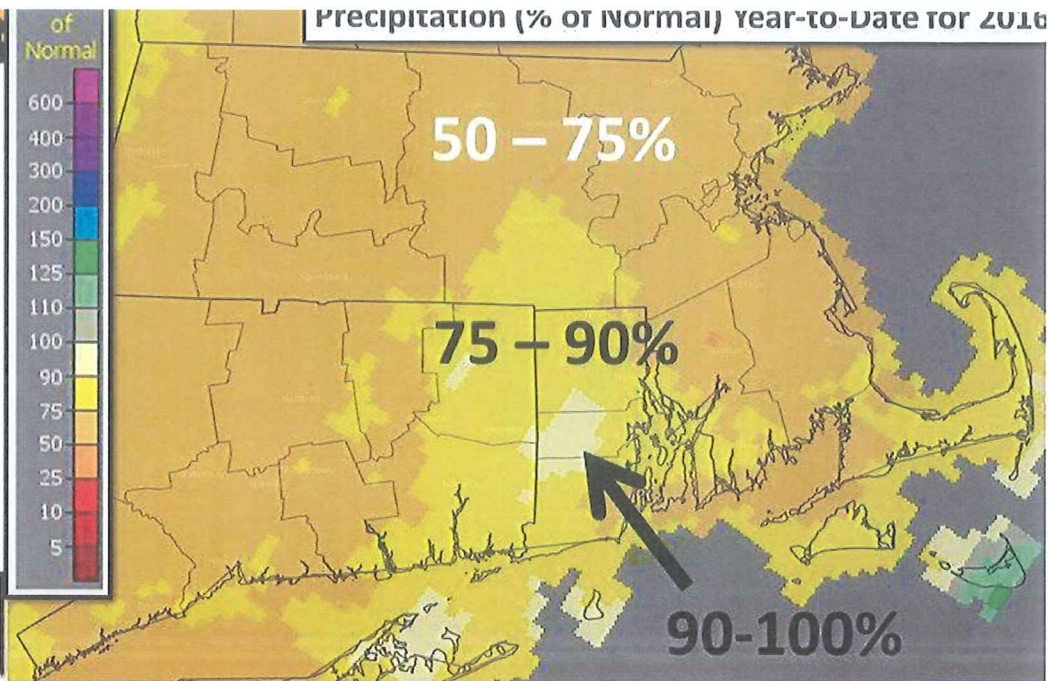
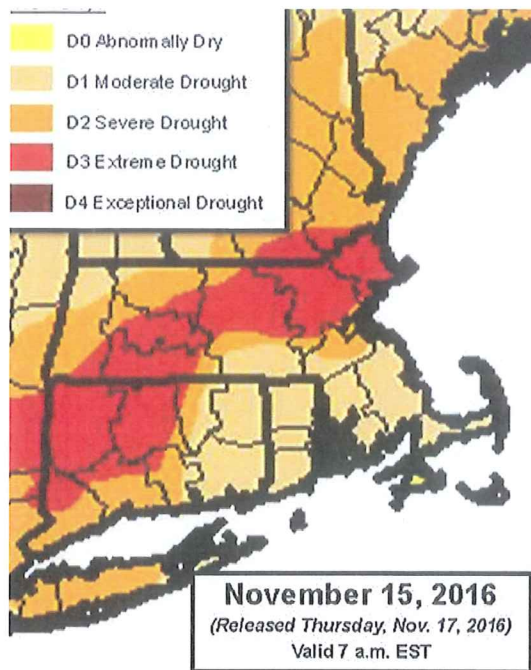
MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Average	Average
CY2014	144.952	144.193	144.251	145.510	150.994	168.049	174.461	172.119	172.696	152.513	143.221	139.960	157.049	154.461
CY2015	145.466	150.488	152.603	153.932	171.068	171.693	179.652	179.689	178.407	153.846	142.547	138.005	163.772	159.839
CY2016	142.802	145.930	141.117	143.104	156.336	177.803	188.663	188.986	171.658	151.374	0.000	0.000	160.841	160.841

MG	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Total
CY2014	4,493.498	4,037.400	4,471.778	4,365.293	4,680.819	5,041.483	5,408.299	5,335.689	5,180.887	4,727.900	4,296.634	4,338.762	47,743.046	56,378.442
CY2015	4,509.447	4,213.655	4,730.692	4,617.960	5,303.114	5,150.793	5,569.210	5,570.350	5,352.198	4,769.225	4,276.398	4,278.141	49,786.644	58,341.183
CY2016	4,426.874	4,231.969	4,374.642	4,293.123	4,846.430	5,334.082	5,848.546	5,858.579	5,149.726	4,692.580	0.000	0.000	49,056.549	49,056.549

Total Water Use: MWRA Core Communities

Arlington, Belmont, BWSC, Brookline, Chelsea, Everett, Framingham, Lexington, Malden, Medford, Melrose, Milton, Newton, Norwood, Quincy, Reading, Revere, Somerville, Stoneham, Waltham, Watertown, Winthrop





Locations	Precipitation Jan. 1 st , 2016 – Nov. 16 th , 2016	Difference (Deficit from 2015)
Boston, MA	28.30 (normally we should have: <u>38.09</u>)	-9.79 (-8.97) Since 1/1/15: -18.76
Hartford, CT	27.65 (normally we should have: <u>40.54</u>)	-12.89 (-6.64) Since 1/1/15: -19.53
Providence, RI	34.58 (normally we should have: <u>40.76</u>)	-6.18 (-6.35) Since 1/1/15: -12.53
Worcester, MA	34.61 (normally we should have: <u>42.22</u>)	-7.61 (-7.73) Since 1/1/15: -15.34



National Weather Service Climate Prediction Center

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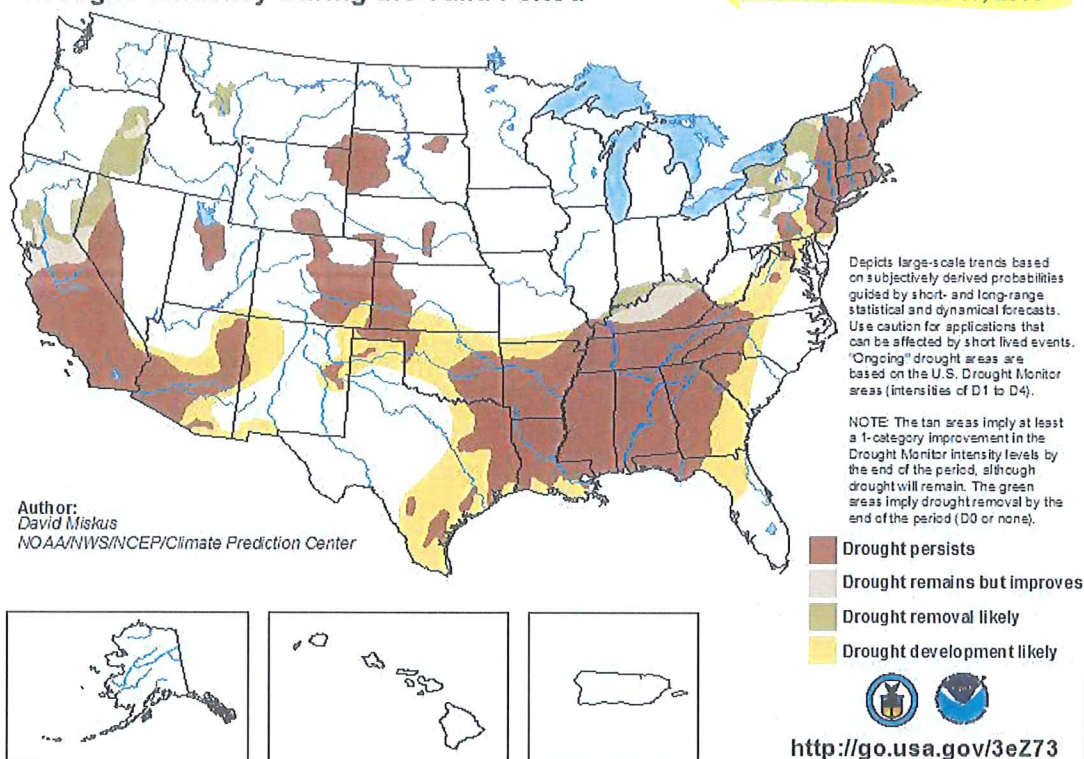
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U.S. Seasonal Drought Outlook

U.S. Seasonal Drought Outlook Valid for November 17 - February 28, 2017
Drought Tendency During the Valid Period Released November 17, 2016



<http://go.usa.gov/3eZ73>

(Click on image to enlarge)

[PDF Version of Seasonal Drought Outlook Graphic](#)

Latest Seasonal Assessment - Over the past 30-days, very dry and warm weather prevailed across much of the Nation east of the Rockies. Temperatures averaged at least 4 degF above normal across much of the lower 48 States, with anomalies of 8 to 12 degF in the northern two-thirds of the Plains. Most of the central High Plains and Southeast observed less than 25% of normal precipitation, with some locations observing no measurable rainfall. The exceptions to this were above-normal rainfall in the southern High Plains, parts of the Midwest, the eastern Great Lakes region, and portions of New England. In contrast, most of the western third of the U.S. reported surplus precipitation, except for parts of the Southwest. Not surprisingly, drought persisted or intensified across the Southeast, Tennessee Valley, lower Mississippi Valley, central Plains, and portions of the Northeast. Where surplus precipitation fell during the past 30 days, drought was improved or removed in the Northwest, a

southeastern Alaska and the leeward sides of Hawaii prompted D0 development.

The seasonal drought outlook valid from November 17, 2016 to February 28, 2017 is based on various precipitation forecasts at various time scales out through 90-days, including WPC's days 1-7 precipitation forecast, CPC's 6-10 and 8-14 day ERFs, Weeks 3-4, and 1- and 3-month outlooks. It is also based on dynamical climate model precipitation forecasts such as the NMME, IMME, CFS, and ECMWF, as well as statistical models, current soil moisture conditions, and climatology. It also considers typical effects of a La Niña on the U.S. during the cold season as weak La Niña conditions are present, but with only a 55% chance to persist during the winter 2016-17. The consensus expects La Niña to be short-lived, with ENSO-neutral favored beyond DJF.

Across the northern tier of the contiguous U.S., there is a general model consensus regarding a tilt toward above-median precipitation, especially in the DJF outlook. This would be expected during a La Niña event as frequent Pacific storm systems and accompanying upper-level troughs typically track across the northern third of the U.S. In the West, this expected pattern, combined with near-record October wetness in the Northwest and wet winter climatology in the Far West, should bring additional drought improvement or removal to southwestern Montana, eastern Oregon, northwestern Nevada, and northern California, although drought is forecast to persist farther south. With above-median winter precipitation also favored in the Great Lakes region and Ohio Valley, drought improvement is similarly forecast for western sections of Pennsylvania and New York where recent heavy rains have provided some drought reduction and primed the region for additional relief. Precipitation has been spottier farther east, and with no consistent guidance from the models, persistence was left in New England, eastern New York, and northern New Jersey; however, recent dryness to the south and La Niña composites and trends called for some development in the mid-Atlantic.

The southern third of the lower 48 States is predicted to tilt toward above-normal temperatures and sub-median precipitation, especially during the winter, favoring drought persistence or intensification. Combined with recent warmth and near-record dryness, areas of predicted drought development included the remaining non-drought areas of the Gulf Coast, extending westward into central Texas and the south-central Plains, and eastward into the Atlantic Piedmont. Southern and mid-Atlantic coast areas should remain drought free to the end of February due to copious rains from Hurricanes Matthew and Hermine. Drought expansion was also forecast for parts of the Southwest where the winter outlook tilts toward drier and warmer conditions, and D0 is already present. The only exception to the widespread dryness in the Southeast is improvement in the northern edge of the drought in the lower Ohio Valley (southern Indiana and northern Kentucky) where somewhat above-median winter precipitation is forecast.

Elsewhere, small areas of remaining drought in Hawaii (leeward sides of Kauai and Maui) are expected to improve or be removed by the end of February, although conditions may somewhat degrade first. The Hawaiian precipitation forecast favors above-median precipitation across the archipelago, consistent with the tendency for wet conditions when ENSO is neutral (which is expected by early 2017). In Alaska and Puerto Rico, the small remaining (non-drought) D0 areas were not expected to worsen during the winter, so no forecast was made.

Next Seasonal Drought Outlook issued: December 15, 2016 at 8:30 AM EST.

Seasonal Drought Outlook Discussion

NOAA/ National Weather Service
National Centers for Environmental Prediction
Climate Prediction Center
National Center for Weather and Climate Prediction
5830 University Research Court
College Park, Maryland 20740
Page Author: Climate Prediction Center Internet Team

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

MEETING DATE: 11/22/2016

Agenda Item	Downtown Improvement Project Update
Presenter(s)	Richard P. Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The work on the project is continuing during the overnight hours. The installation of curbing, light bases and conduit will continue through the month of December 2016.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
N/A	
3.	BACK UP INFORMATION ATTACHED
a. Set of Photos from Week of Nov 14 - Nov 18, 2016	











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

MEETING DATE: 11/22/2016

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will ask the Board to endorse applications for submittal to the Community Preservation Committee for projects on land under the Board's jurisdiction. Applications are due by December 1, 2016. Once all applications have been submitted, they will be presented to the Board at a future meeting for discussion. Many of the projects (and corresponding funding amounts) will continue to be refined leading up to the 2017 Annual Town Meeting. The Community Preservation Committee will consult with the Board prior to its public hearing during the winter of 2017.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: That the Board vote to endorse the following applications for submittal to the Community Preservation Committee for the FY2018 funding round: 1. Hillside School Walking Trails – Joint application with the School Committee as the Wellesley land is licensed by the Town. 2. Rosemary Lake Sediment Removal 3. Needham Accessible Reservoir Trail 4. Preservation of Open Space – Purchase of Land – Placeholder	
3.	BACK UP INFORMATION ATTACHED
a. CPA Applications	

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

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:** Needham Public Schools and Needham Board of Selectmen **Submission Date:** 11/15/16

2. **Applicant's Address, Phone Number and Email:**

1330 Highland Avenue
 Needham MA 02492

Contact Name:
 Dan Gutekanst & Kate Fitzpatrick
3. **Purpose:**
(Please select all that apply)
 - ☒ Open Space
 - ☐ Community Housing
 - ☐ Historic Preservation
 - ☒ Recreation

4. **Project Name:** Hillside School Walking Trails
5. **Project Location/Address/Ownership (Control):**
 Central Avenue, site of former Owens' Poultry Farm and lands under License with the Town of Wellesley (a.k.a. Wellesley Water Lands)

6. **Amount Requested:** \$ 210,000

7. **Estimated Total Project Cost (If Different):** \$ \$210,000

8. **Critical Dates: (If Applicable)**
 Survey and all phases of Design/Project Funding Year: FY18 (May 2017 ATM.) Construction: FY 18 through FY19. Completion: FY20 - timed prior to September 2019 opening date of new school.

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Hillside School Walking Trails

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

This is a project to construct a trail walk behind the new Hillside School to be constructed on Central Avenue. All or a portion of this project will be constructed on land owned by the Town of Wellesley, but which has been licensed to the Town of Needham for this purpose. This project, along with another project to design and build a playing field and adjacent walkways on the licensed land, are considered separate, but parallel projects to the Hillside School building project.

The PPBC is working with Parks and Recreation and the Conservation Department to explore opportunities to have some of the walking trails on the Wellesley-owned land constructed by the Student Conservation Association (SCA) (www.thesca.org/) in a project similar to those constructed in recent summers at Ridge Hill. If this is possible, the construction may be able to start as early as the summer of 2017.

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

The project is conceived as a component of the overall design of the Hillside School. The Central Avenue site abuts an expansive conservation area to the west toward Wellesley, including woods on the northwest side of the property, all of which offer a scenic, picturesque and attractive school setting. The design intent is to take full advantage of these natural areas for instructional purposes. Students will have opportunities to engage the water's edge and the habitats that exist there for the collection, examination and identification of native plant, animal and insect species. In addition, a nature trail is envisioned winding across a walkway or bridge beyond the former hen house through the hill at the back of the property. The trail will provide an overlook of the wetlands and could serve as an outdoor classroom for the school.

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.*

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

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

- | | |
|---|--|
| <p>1. Applicant: Park and Recreation
Town of Needham, DPW</p> | <p>Submission Date:</p> |
| <p>2. Applicant's Address, Phone Number and Email:</p> <p>500 Dedham Avenue
 Needham, MA 02492
 781-455-7550: adelgaizo@needhamma.gov
 Contact Name:
 Anthony DelGaizo, Town Engineer</p> | <p>3. Purpose:
<i>(Please select all that apply)</i></p> <p> ☒ Open Space
 ☐ Community Housing
 ☐ Historic Preservation
 ☐ Recreation </p> |
| <p>4. Project Name: Rosemary Lake Sediment Removal - Removal Activities</p> | |
| <p>5. Project Location/Address/Ownership (Control):</p> <p>178 Rosemary Street
 Needham, MA 02494
 Town of Needham, owner</p> | |
| <p>6. Amount Requested: \$ 2.1M</p> | |
| <p>7. Estimated Total Project Cost (If Different): \$ 1.95M</p> | |
| <p>8. Critical Dates: (If Applicable)</p> | |

Sediment sampling has been conducted in the lake and permitting activities including filings with the Conservation Commission, MEPA, and DEP. Additional sampling is needed to determine the contaminant levels. Permitting is anticipated to be approved by September 2017.

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Rosemary Lake Sediment Removal - Removal Activities

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

This project will be for the dredging and off-site management of impacted sediment from Rosemary Lake. There is sediment at the bottom of the lake that is impaired due to the accumulation of roadway pollutants from storm runoff water. The lake is suffering from low dissolved oxygen levels, nutrient loading (fertilizers), bacteria, and road contaminants, which are all problematic to the ecosystem of the lake and adjoining brook. This project will consist of removing the impacted sediment (0.5 to 5.5 feet in thickness) from the bottom of Rosemary Lake. Additional contaminants have been found in the sediment subsequent to the initial testing, requiring disposal at an out-of-state landfill facility. It is estimated that up to 30,000 cubic yards of sediment will be dredged.

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

The lake is located in the Charles River watershed which has a Total Maximum Daily Load (TMDL) for pathogens and phosphorus. Rosemary Brook, from the outlet of the lake to its confluence with the Charles River, is listed as an impaired water and is a Category 5 water body. Under the recent National Pollution Discharge Elimination System (NPDES) Permit, a program under the clean water act, Needham is required to undertake Best Management Practices (BMPs) to improve existing water quality in impaired waterbodies. Removal of impacted sediments will enhance one of Needham's natural resources by improving the water quality of the Lake, and thus the quality of Rosemary Brook.

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.*

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

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

- | | | | | | | | | | |
|---|---|-------------------------------------|------------|--------------------------|-------------------|--------------------------|-----------------------|-------------------------------------|------------|
| <p>1. Applicant: Board of Selectmen, Town Manager
Conservation Commission, Park & Recreation</p> <p>2. Applicant's Address, Phone Number and Email:</p> <p>Town Hall - 1471 Highland Avenue
Needham, MA 02492
kfitzpatrick@needhamma.gov</p> <p>Contact Name:
Kate Fitzpatrick</p> | <p>Submission Date: December 1, 2016</p> <p>3. Purpose:
<i>(Please select all that apply)</i></p> <table border="0"> <tr> <td>☒</td> <td>Open Space</td> </tr> <tr> <td>☐</td> <td>Community Housing</td> </tr> <tr> <td>☐</td> <td>Historic Preservation</td> </tr> <tr> <td>☒</td> <td>Recreation</td> </tr> </table> | ☒ | Open Space | ☐ | Community Housing | ☐ | Historic Preservation | ☒ | Recreation |
| ☒ | Open Space | | | | | | | | |
| ☐ | Community Housing | | | | | | | | |
| ☐ | Historic Preservation | | | | | | | | |
| ☒ | Recreation | | | | | | | | |
- 4. Project Name:** Needham Accessible Reservoir Trail
- 5. Project Location/Address/Ownership (Control):**
- 470-500 Dedham Avenue
Needham, MA 02492
The land is under the control of the Board of Selectmen.
- 6. Amount Requested:** \$ 860,000
- 7. Estimated Total Project Cost (If Different):** \$ 935,000
- 8. Critical Dates: (If Applicable)**

The proponents of the project have a goal of starting construction in the summer of 2017.

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Needham Accessible Reservoir Trail

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

This request is for the construction of a fully accessible perimeter trail around the Needham Reservoir. The trail will consist of a combination of wooden boardwalks and stone dust trails and will significantly upgrade an existing trail and provide access to the Reservoir to all members of the community. The trail has been designed in cooperation of Conservation Department and Park and Recreation Department staff, assisted by a professional consultant. The project has successfully been permitted through the Needham Conservation Commission and the Needham Planning Board.

The estimated cost of the project design is based on a cost estimate prepared by the project consultant and is based on recent comparable projects. A portion of the project, related to the closure of abandoned wells, will be paid for by other sources.

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

The improved trail will provide a unique resource to the town, by offering access to a safe and stable walking trail as well as fishing access to those of all abilities, including amenities for the sight impaired. By providing a fully accessible trail and fishing access, all members of the community, including those with disabilities, the elderly, and residents of all ages will be able to fully utilize and enjoy the unique beauty and history of the Needham Reservoir.

The improvements to the trail will also serve to preserve the sensitive wetland system that surrounds the reservoir by defining access points and discouraging encroachment into the sensitive portions of the property. The formal closure of the abandoned water wells also accomplishes a necessary action by the town.

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.*

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

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:** Town Manager, Selectmen, Conservation Commission, Park and Recreation **Submission Date:** 12/1/16

2. **Applicant's Address, Phone Number and Email:**

1471 Highland Avenue
 Needham, MA 02492
 (781) 455-7500
Contact Name:
 Kate Fitzpatrick, Town Manager
3. **Purpose:**
(Please select all that apply)
 - ☒ Open Space
 - ☐ Community Housing
 - ☐ Historic Preservation
 - ☒ Recreation

4. **Project Name:** Preservation of Open Space - Purchase of Land
5. **Project Location/Address/Ownership (Control):**
 To be determined

6. **Amount Requested:** \$ TBD

7. **Estimated Total Project Cost (If Different):** \$ 1,000,000

8. **Critical Dates: (If Applicable)**

- continued -

CPC USE ONLY:	
Application #	_____
Qualifies:	_____
Does not qualify:	_____

Project Name: Preservation of Open Space - Purchase of Land

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

The Town Manager/Board of Selectmen, the Park and Recreation Commission, and/or the Conservation Commission hold discussions throughout the year regarding the possible purchase of land or easements on private property. All three boards have developed a list of specific parcels that would be beneficial for acquisition. CPA funds have been used in the past to purchase two parcels on Carol Road and Brewster Road, as well as a parcel on Charles River Street, adjacent to Walker-Gordon Field.

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

No specific parcel has been identified at this time, but the request has been submitted, as opportunities often develop quickly.

Recent customer satisfaction surveys completed by Needham residents indicate strong support for the Town's open spaces and trails. The Town Manager and boards will continue to strive to provide access to land and trails through the purchase or donation of easements of lands.

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: 11/22/2016

Agenda Item	FY2018 Budget Consultation: Best Practices & Budget Priorities and Capital Improvement Policies
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will discuss the Board's annual statement of operating budget priorities, and will propose the inclusion of a statement of budgeting best practices. In addition, the Town Manager will ask the Board to consider a revision of the Capital Improvement Policies to include the newly created Debt Service Stabilization Fund.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Vote scheduled in December, 2016</i>	
3.	BACK UP INFORMATION ATTACHED
a. FY2018 Statement of Best Practices & Budget Priorities Draft b. Proposed Revision to the Capital Improvement Policies	

**Board of Selectmen
Fiscal Year 2017 Statement
Of Best Practices & Budget Priorities
Draft November 22, 2016**

Best Practices

In developing the FY2018 budget, the following best practices should be followed in order to produce a budget that preserves the Town's fiscal sustainability.

1. Current revenues must be sufficient to support current expenditures.
2. The Operating and Capital Budgets must be developed in conformance with the Town's comprehensive financial policies and must not be reliant on one-time revenue or unsustainable practices.
3. The five year Pro Forma budget must be updated on an annual basis to ensure that the underlying assumptions are adjusted based upon changing conditions and data.
4. Debt must not be used to fund on-going operating expenses, and will only be issued for capital improvements greater than \$250,000 with a useful life of five years or more.
5. The use of Free Cash to fund operations will be minimized by limiting such use to no more than 2% of the prior year's appropriated operating budget, or the actual turn back, whichever is lower.
6. Adequate contingency funds must be maintained.
7. Sufficient maintenance and replacement funds will be allocated to ensure that capital facilities and equipment are properly maintained.
8. The Operating and Capital Budgets must be resilient – allowing the Town to maintain existing service levels, withstand typical local and regional economic disruptions, and meet the demands of natural growth, decline, and change.
9. The Operating and Capital Budgets must be sustainable – meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Budget Priorities

The primary goal of the Board of Selectmen in consideration of the FY2018 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 FY2018:

1. Support for items that contribute to the achievement of the Townwide goals and objectives.
2. Support for a five to ten year plan for the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner.
3. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
4. Support for initiatives aimed at achieving greater coordination and efficiency among Town departments, and providing adequate resources to address identified service delivery and general administrative needs of the Town in a cost effective manner.

CAPITAL IMPROVEMENT POLICIES

A. General Provisions

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

B. Capital Improvement Fund (CIF)

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

C. Capital Facility Fund (CFF)

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

D. Athletic Facility Improvement Fund (AFIF)

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established an Athletic Facility Improvement Fund under Article 39 of the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities.
2. For the purpose of the fund, the term "athletic facility" shall refer to any Town-owned building, structure, pool, synthetic and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults and public school teams.

E. Debt Service Stabilization Fund

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a Debt Service Stabilization Fund to allow the Town, from time to time, by appropriation, to reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities.

Approved May 1991; Revised December 20, 2005; Revised May 11, 2010; Revised October 8, 2013; Revised December 6, 2016.-



MEETING DATE: 11/22/2016

Agenda Item	Preliminary FY2018 – FY2022 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance Christopher Coleman, Assistant Town Manager/Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
We will discuss with the Board the preliminary FY2018 cash capital and debt-financed project submissions. We will discuss the FY2019 – 2022 projects at your meeting on December 6th, and will seek final approval of the Capital Improvement Plan on December 20th 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 3, 2017).	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
a. Preliminary Capital Plan Recommendations FY2018 b. Capital Project Requests for Fiscal Years 2018 – 2022	

Town of Needham
Fiscal Year 2018 Requests
Preliminary Capital Funding Recommendations

Title	Code*	Department	Cat*	2018 Department Request	Cash	Debt	Alternative	Cash - Tier 2	Debt - Tier 2	Def/Not CIP	Note	Page
Non-Public Safety Data Center Servers and Storage Units	P	Finance	1	145,000	145,000							3
Fleet Replacement Program	R	Various	1	686,409	646,305					40,104	Other amounts reflected under the respective enterprise funds; some equipment to be funded through OB/grant	19
Public Safety Complex/Station #2	M	Town Manager	4	3,750,000	250,000				3,500,000		Total project estimate \$63,590,000; design funding Fall 2017; Town vote April 2018	27
Bunker Gear	N	Fire	1	167,872	167,872						Health and safety concerns - new five-year plan	35
School Technology Replacement	R	School	1	463,500	307,925			155,575			Request for FY2018 increased from prior year submission for FY2018	38
Full-Day Kindergarten Space Study	NG	School	2	50,000						50,000	Not capital may be a special warrant article	42
School Furniture	R	School	1	45,000	45,000							44
CPA Central Avenue School Walking Trails	N	School	2	210,000			210,000				CPA funding	46
Pollard Phased Improvements Feasibility Study	N	School	1	65,000						65,000		48
School Copier Replacement	R	School	1	46,790	46,790							50
High School Classroom Expansion	M	School	4	414,728					7,270,100		Feasibility study underway; possibly combine all identified High School improvements in a single appropriation	68
High School Chiller	N	Public Facilities	2	60,000					478,849		Current project estimate \$478,849 (include with HS Exp)	71
High School A Gym Upgrade	P	Public Facilities	2	182,000					276,000		Project scope change possible; current project estimate is \$276,000 (include with HS Exp)	73
High School Boiler Replacement	M	School	2	0					840,000		This is a FY2020 request; possibly include project with HS Exp; cost estimate \$840,000	75
Energy Efficiency Upgrade Improvements	M	Public Facilities	2	57,000	57,000						FY2019 (\$15,000) & FY2021 (\$100,000) requested amounts are not capital, may be funded as a special warrant article	77
Pollard Blue & Green Gym Upgrades	M	Public Facilities	2	45,000	45,000						Total project estimate \$829,610	79
Pollard Bathroom Upgrades	N	Public Facilities	2	650,000	650,000						Fund if the High School requests are consolidated	81
Fuel Island Relocation and Upgrade	M	DPW	2	1,320,000		1,320,000					Debt to be paid by GF & Enterprise Funds	95
DPW Seasonal Storage Facility @ RTS	M	Town Manager	2	550,000					550,000		Project estimate \$6,860,000 (percent paid by enterprise funds)	97
CPA Athletic Facility and Public Recreation Improvements	M	DPW	3	285,000			285,000				Cricket Field Improvements fund with CPA	99
Public Works Infrastructure Program	M	DPW	3	1,762,000	800,000	500,000		462,000				101
Specialty Equipment	M	DPW	1	30,000	30,000						Field Renovator; this purchase would be an addition to inventory, not a replacement	107

Town of Needham
Fiscal Year 2018 Requests
Preliminary Capital Funding Recommendations

Title	Code*	Department	Cat*	2018 Department Request	Cash	Debt	Alternative	Cash - Tier 2	Debt - Tier 2	Def/Not CIP	Note	Page
Time Clock System	N	DPW	1	72,000						72,000	May be submitted as a financial warrant article	109
Traffic Improvements	N	DPW	2	249,000	249,000							111
CPA Drain System Improvements – Water Quality (EPA)	M	DPW	3	2,400,000			2,400,000				Rosemary Lake sediment removal fund with CPA	130
CPA Rosemary Pool Complex Renovations	M	Park& Recreation	4	15,800,000		15,000,000	800,000				CPA Debt \$12M; General Fund Debt \$3M; balance to be determined based on the updated estimate.	162
CPA Trail Improvement Project - Needham Reservoir	M	Park& Recreation	3	925,000			925,000				\$75,000 is to be funded by the water enterprise, and balance from CPA	164
Open Space Purchase	M	Park& Recreation	3	1,000,000						1,000,000	No property has been identified for immediate purchase	166
Memorial Park Buildings and Grounds Improvements	M	Memorial Park	2	5,900,000						5,900,000	Feasibility study underway	180
General Fund				37,331,299	3,439,892	16,820,000	4,620,000	617,575	12,914,949	7,127,104		
Fleet Replacement Program	R	DPW - RTS	1	254,342	254,342						Replace Unit 67 and Unit 80	19
RTS Property Improvements	M	DPW - RTS	2	290,000	290,000						Funding is required to purchase the materials necessary to prevent the runoff from the materials processing area into the wetlands.	121
Transfer Station Floor Replacement	N	DPW - RTS	2	166,000	166,000						New request funding is necessary to address issues that could significantly impact operations.	124
RTS Enterprise Fund				710,342	710,342	0	0	0	0	0		
Sewer Pump Station Improvements	P	DPW - Sewer	3	590,000	590,000						Alden Road Station	132
Sewer Enterprise Fund				590,000	590,000	0	0	0	0	0		
Fleet Replacement Program	R	DPW - Water	1	64,074	64,074						Unit 20 and Unit 24	19
Water Service Connections	R	DPW - Water	3	200,000	200,000							142
Water Specialty Equipment	N	DPW - Water	1	132,000	132,000						Unit 115	144
Water Distribution System Improvements	M	DPW - Water	3	1,261,750	261,750	1,000,000					May be eligible for special financing through SRS or MWRA.	146
Water Enterprise Fund				1,657,824	657,824	1,000,000	0	0	0	0		

Town of Needham
Fiscal Year 2018 Requests
Preliminary Capital Funding Recommendations

Title	Code*	Department	Cat*	2018 Department Request	Cash	Debt	Alternative	Cash - Tier 2	Debt - Tier 2	Def/Not CIP	Note	Page
Total				40,289,465	5,398,058	17,820,000	4,620,000	617,575	12,914,949	7,127,104	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 actions.
E = Emergency approval
F = Funded appropriation outside the capital plan
I = Project submission is incomplete or waiting additional information.
M = Submission has been modified
N = New submission with this CIP.
O = Request does not qualify as capital, should be considered under the operating budget/special warrant article
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 Technology
2 = Building or Facility
3 = Infrastructure
4 = Extraordinary Capital Item

Capital Project Request

Project Title: **Town Offices Replacement Furniture**Fiscal Year: **2019**Purpose: **Acquisition**Classification: **Equipment/Furniture**Status: **New Request**Department: **Town Manager**Funding Source: **General Fund**

Partners:

Parameters**Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled replacement**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$50,000**Useful Life: **Between eight (8) and twelve (12) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$50,000	\$25,000	\$0		\$25,000	\$0
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$50,000	\$25,000	\$0	\$0	\$25,000	\$0

\$0

Capital Project Request

Project Title: **Town Offices Replacement Furniture**

Fiscal Year:

2019

Project Description and Considerations

Town Hall was renovated with new furniture when it re-opened in September, 2011. In FY2022, the furniture will be 10 years old and will need to start to be replaced, where applicable due to heavy wear and tear.

The Public Services Administration Building was opened as a new building with new furniture in February, 2010. In FY2022, the furniture will be 12 years old and the more worn and broken furniture will need to start to be replaced.

A furniture inventory, including current condition, has been done for the Town Hall and for the Public Services Administration Building and will be updated annually. It has been attached to this request.

In Fiscal Year 2019, furniture scheduled to be replaced would be the Town Hall's Board of Selectmen's conference table and chairs (to go around table) and as much of the poor and fair conditioned furniture as already established from the Public Services Administration Building.

In Fiscal Year 2022, furniture to be replaced will be as much of the stated "poorer condition" furniture as budget request would allow. Depending upon the condition of the furniture in out-lying years, this request may be repeated either annually or every other year.

FYI - replacement furniture prices at 2017 pricing: office task chairs \$700 each. 3 drawer regular file cabinets \$725 each. 15' wooden conference table \$8-10K , conference chairs \$350 each.

Capital Project Request

Project Title: **Non-Public Safety Data Center Servers and Storage Units**Fiscal Year: **2018**Purpose: **Acquisition**Classification: **Technology**Status: **New Request**Department: **Finance**Funding Source: **General Fund**

Partners:

ParametersResponse1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are **NOT** included?

No

2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?

No

3. Does the project support activities to produce new revenue for the Town?

No

4. Does this project require any permitting by any Town or State agency?

No

5. If funded, will additional permanent staff be required?

No

6. If funded, will the operating budget need to be increased to cover operating expenses?

No

7. If funded, will this project increase the operating expense for any other department?

No

8. If funded, will this project lower the requesting Department's operating costs?

No

9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?

No

10. If the project is **NOT** funded, will current Town revenue be reduced?

No

11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?

Yes

12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?

No

13. Is this a request in response to a Court, Federal, or State order?

No

14. Is this a request in response to a documented public health or safety condition?

No

15. Is this a request to improve or make repairs to extend the useful life of a building?

No

16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?

No

17. Is this a request to repair or otherwise improve public property which is **NOT** a building or infrastructure?

No

18. Will any other department be required to provide assistance in order to complete the project?

No

Primary Reason for the Request: **Obsolete/non-functioning**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$325,000**Useful Life: **More than five (5) years but less than eight (8) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$325,000	\$145,000	\$180,000			
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$325,000	\$145,000	\$180,000	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Non-Public Safety Data Center Servers and Storage Units**

Fiscal Year:

2018

Project Description and Considerations

FY18 \$145,000.00 Data Center 1 and Data Center 3 Hardware Replacement

FY19 \$180,000.00 Data Center 1 and Data Center 2 Hardware Replacement

This project is for the replacement of hardware within the three Town of Needham data centers. Phase I of the project will be the replacement of four servers, two storage units, and four switches. Phase II of the project will be the replacement of six servers, two storage units, and four switches. Data Center 1 is housed at the Town Hall, Data 2 is housed at the Public Services Administration Building, and Data Center 3 is housed at The Center at The Heights. Data Center 1 is the primary data center where the Town Departments access files and programs, the internet, and network and internet security takes place. The six servers at Town Hall are physical servers however three of them maintain and support upwards of 50 virtual servers with corresponding data maintained on the storage units. The other three are for specific software functions. The servers, storage unit, and switches at the Public Services Administration Building act as fail over in case of the Town Hall network and infrastructure going offline. The server and storage at The Center at The Heights is where backup data is housed and from there certain segments of the data are migrated off site using a Carbonite business account. All of the servers are Dell PowerEdge R400 - R700 series, the storage units are Dell EqualLogic PS4000 - PS6000 series, and the switches are Dell PowerConnect 8000 series. All replacements would be comparable to the current devices being used. The importance of this project is to maintain hardware at a level that will support the needs of the Town Departments and allow for the continued model developed for Business Continuity. Using the Dell EqualLogics allow ITC to automatically copy over data from Data Center 1 to Data Center 2. As equipment gets older it becomes harder and harder to maintain the same level of quality and performance when initially installed directly affecting the day to day operation of the Town. There are currently ITC operating budget dollars used for licensing for the both hardware and software maintenance and support.

Capital Project Request

Project Title: **Public Safety Data Center Servers and Storage Units**Fiscal Year: **2019**Purpose: **Acquisition**Classification: **Technology**Status: **New Request**Department: **Finance**Funding Source: **General Fund**Partners: **Public Safety**ParametersResponse

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$90,000**Useful Life: **More than five (5) years but less than eight (8) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$90,000	\$30,000		\$60,000		
Other Expenses	\$0					
TOTAL	\$90,000	\$30,000	\$0	\$60,000	\$0	\$0
\$0						

Capital Project RequestProject Title: **Public Safety Data Center Servers and Storage Units**

Fiscal Year:

2019**Project Description and Considerations**

FY19 \$30,000.00 Digital Video Recorder

FY21 \$60,000.00 Public Safety Computer Aided Dispatch (CAD) Hardware Replacement

This project request consists of two elements used by Public Safety. The first element, Digital Video Recorder, is used internally and externally by the Needham Police Department. There are multiple cameras within the Needham Police Department from the front entrance to the jail cells and throughout the multiple hallways and areas. There are also several cameras on the external structure of the Public Safety Building as well as Town Hall that are managed through the Digital Video Recording hardware from the Police Department. These devices are used for safety and security of the officers and any other individuals who may find themselves within the Needham Police Department. The second element of the project request is the replacement of Public Safety CAD hardware installed during the FY15 upgrade of the Public Safety CAD software. The software piece of the Public Safety CAD project was funded by a capital request while the hardware piece of the Public Safety CAD project, as well as the Digital Video Recorder equipment, was funded using State 911 Grant Funds. However during CY15 the State put a hold on all future funding of the 911 Grants. Because of the uncertainty of the funding from the State it is important to place this request out into the future. There are currently ITC operating budget dollars used for licensing for the both the Digital Video Recording item. Dollars for the Public Safety CAD hardware and software maintenance and support will be available through savings starting FY18 due to the ending of support for the replaced Sungard Public Safety modules.

Capital Project Request

Project Title: **Public Safety Mobile Devices** Fiscal Year: **2019**
 Purpose: **Acquisition** Classification: **Technology** Status: **Revised Request from the Prior CIP**
 Department: **Finance** Funding Source: **General Fund**
 Partners: **Public Safety**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled replacement**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$70,000**

Useful Life: **More than five (5) years but less than eight (8) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$70,000	\$35,000	\$35,000			
Other Expenses	\$0					
TOTAL	\$70,000	\$35,000	\$35,000	\$0	\$0	\$0
\$0						

Capital Project RequestProject Title: **Public Safety Mobile Devices**

Fiscal Year:

2019**Project Description and Considerations**

FY19 \$35,000.00 Public Safety Mobile Hardware Replacement

FY20 \$35,000.00 Public Safety Mobile Hardware Replacement

This project is for the replacement of laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during the the daily operations of either an individual or vehicle. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened military specification hardware manufactured for above normal use in more intensive environments than normal off the shelf hardware. The current hardware is a mix a Panasonic ToughBooks and ToughTablets. In the past the hardware was funded using State 911 Grant Funds. However during CY15 the State but a hold on all future funding of the 911 Grants. Because of the uncertainly of the funding from the State it is important to place this request out into the fututre. There are currently ITC operating budget dollars used for licensing for both hardware and software maintenance and support.

Capital Project Request

Project Title: **Center At The Heights Computer Lab Hardware / Software Replacement** Fiscal Year: **2020**
 Purpose: **Acquisition** Classification: **Technology** Status: **Revised Request from the Prior CIP**
 Department: **Finance** Funding Source: **General Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled replacement**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$50,000**

Useful Life: **More than five (5) years but less than eight (8) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$50,000	\$50,000				
Other Expenses	\$0					
TOTAL	\$50,000	\$50,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Center At The Heights Computer Lab Hardware / Software Replacement**

Fiscal Year:

2020**Project Description and Considerations**

FY 2020

The purpose of this request is to replace the hardware and upgrade software associated with the Center At The Heights (CATH) Computer Lab. This will include 20 desktops, 4 laptops, a server, switch, and firewall. Also being upgraded would be any software associated with the specific operation. Typically throughout other departments across the Town the Information Technology Center (ITC) looks at individual pieces of hardware and determines it's need for replacement. However since this equipment and software was purchased and installed at the same time as well as the nature of the use it will be better to keep the same make and models of hardware and software instead of mixing and matching. New models will be able to take advantage of upgraded operating systems and faster processors to better server the users of the Computer Lab. If the funding does not occur there is currently not sufficient funding in the ITC budget to cover the cost of replacing the added pieces of hardware. Outside of this request for replacement the move of the Council on Aging to the CATH more than double the number of computers for that department. That in itself will draw more funds from the ITC over time making it harder to use currently budgeted dollars for the replacement of hardware and software in the CATH Computer Lab.

Capital Project Request

Project Title: **Town Side Multi-Function Printer Devices**Fiscal Year: **2021**Purpose: **Acquisition**Classification: **Technology**Status: **New Request**Department: **Finance**Funding Source: **Revolving Fund**

Partners:

Parameters**Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$142,400**Useful Life: **Between eight (8) and twelve (12) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2021	2022	2023	2024	2025
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$142,400	\$35,600	\$35,600	\$35,600	\$35,600	
Other Expenses	\$0					
TOTAL	\$142,400	\$35,600	\$35,600	\$35,600	\$35,600	\$0

\$0

Capital Project RequestProject Title: **Town Side Multi-Function Printer Devices**

Fiscal Year:

2021**Project Description and Considerations**

FY21 \$30,000 Multiple MFP Copiers Hardware Replacement
 FY22 \$30,000 Multiple MFP Copiers Hardware Replacement
 FY23 \$30,000 Multiple MFP Copiers Hardware Replacement
 FY24 \$30,000 Multiple MFP Copiers Hardware Replacement

This project is for the replacement of multi-function printers throughout the four primary Town locations (Town Hall, Public Services Administration Building, Public Safety ,Center at The Heights) due to either being obsolete or part of a planned schedule replacement. In all there are nine of these devices between the buildings with only three of the devices not purchased during a capital project. Though several of these devices are currently over 5 years old only one has reached 50% of the anticipated life cycles for each model. Based on the current usage the expected life of these devices is between 10 and 12 years. During their replacement they would be replaced with devices similar in specifications. Due to the time out till replacement it is difficult to give an actual make and model that would be purchased. The current devices are listed below.

- 1) Public Services Administration Building, 1st Floor, Ricoh Aficio MP 7501
- 2) Public Services Administration Building, 2nd Floor, Ricoh Aficio MP 7500
- 3) Public Services Administration Building ,2nd Floor , Ricoh Aficio MP 8001
- 4) Town Hall, Lower Level, Ricoh Aficio MP 7501
- 5) Town Hall, 1st Floor, Ricoh Aficio MP 7501
- 6) Town Hall, Lower Level, Ricoh Pro 1357EX
- 7) Center at the Heights Copy Room RICOH MP C5503
- 8) Public Safety, Police, Konica Minolta Biz Hub 350
- 9) Public Safety, Fire, Konica Minolta Biz Hub 350

Capital Project Request

Project Title: **Revenue and General Ledger/Accounting Software Package Replacement** Fiscal Year: **2021**
 Purpose: **Acquisition** Classification: **Technology** Status: **New Request**
 Department: **Finance** Funding Source: **General Fund**
 Partners: **Treasurer's Office, Accounting Department, Finance Department, School Business Office, School Human Resources, Payrol, IT Services**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	Yes
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	Yes
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$1,100,000**

Useful Life: **Between eight (8) and twelve (12) years**

Budget Impact: **May increase annual operating expenses between \$5,001 and \$25,000**

Total New FTE's:

Project Budget Elements	Project Budget	2021	2022	2023	2024	2025
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$1,100,000	\$1,100,000				
Other Expenses	\$0					
TOTAL	\$1,100,000	\$1,100,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Revenue and General Ledger/Accounting Software Package Replacement**

Fiscal Year:

2021**Project Description and Considerations**

FY21 \$1,100,000 Revenue and General Ledger/Accounting Software Package Replacement

The Revenue and General Ledger/Accounting Software Package Replacement is a request to replace the current Revenue and General Ledger/Accounting Software Packages. The current Revenue Application was first purchased in 1996 and has gone through several versions since the original implementation. Its primary function is the collection of Real Estate and Personal Property Tax, Excise Tax, Utility Fees, and Miscellaneous Revenues collected among both Town and School Departments. There are other modules that are incorporated with the Revenue Package and these include Customer Information, Land /Parcel Management, and Cash Receipts. There has been a need for better reporting out of the Revenue package which is currently housed on an IBM piece of hardware. All of the specialized programming and process in the Revenue Application is done using COBOL which in combination with the IBM hardware is becoming more and more difficult for the Information Technology Center (ITC) to support. Migrating both the application and hardware to a non-IBM piece of hardware would bring that specific application and hardware into the business model currently in place in the ITC. The General Ledger/Accounting Software Package has been in place since FY14. The movement to a different vendor providing the General Ledger/Accounting Software Package has been both beneficial and troublesome at the same time. Though some reporting, requisition, and rollover processes have seen improvement the fact that the Revenue and General Ledger/Accounting packages are from two different vendors and hardware types has caused some problems. Most of those problems involve certain processes becoming more tedious and time consuming leading to delays in departments disseminating information. These processes range from revenue posting, cash reconciliation, bank account reconciliation, and personnel reporting. The complexity of the Town's payroll has also pushed the limits of the General Ledger/Accounting package leading to some confusion from certain employee groups about the line items on payroll checks and direct deposit notices. There may need to be additional cost increases for ongoing annual maintenance in comparison to the current Revenue and General Ledger/Accounting Software Packages. It is difficult to say the exact amount at this time but is anticipated these costs will be more due to the complex nature of the Town's business and the level of application needed. Also after implementation there may be situations that may require programming specialization which the vendor would supply. The planning and implementation for this project will involve multiple Town departments (Treasurer's Office, Accounting Office, Assessor's Office, Human Resources) as well as School departments (Business Office, Human Resources, Payroll, Information Technology Services).

Capital Project Request

Project Title: **Technology Systems and Applications Updates** Fiscal Year: **2022**
 Purpose: **Acquisition** Classification: **Technology** Status: **New Request**
 Department: **Finance** Funding Source: **Revolving Fund**
 Partners: **DPW Engineering**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$100,000**

Useful Life: **More than five (5) years but less than eight (8) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2022	2023	2024	2025	2026
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$100,000	\$100,000				
Other Expenses	\$0					
TOTAL	\$100,000	\$100,000	\$0	\$0	\$0	\$0
\$0						

Capital Project Request

Project Title: **Technology Systems and Applications Updates**

Fiscal Year:

2022**Project Description and Considerations**

FY22 \$100,000.00 Imagery and Planimetric Data Updates

1) Imagery and Planimetric Data Updates:

The Imagery and Planimetric Data Updates (previously titled Geographic Information Systems Upgrade) project is a request for a flight to update aerial imagery and then use that aerial imagery to update the Town's planimetric data. The aerial imagery and planimetric data is used across Town departments but it is most used by Public Works Engineering using computer aided design (CAD) software and the Information Technology Center Geographic Information System (GIS) Administrator using GIS software (ESRI, Inc) in support of multiple Town and School Departments. CAD and GIS are systems that use hardware and software for storage, retrieval, mapping, analysis, design, and planning. The planimetric data is the electronic representation of above ground physical structures and features. These physical structures and features are then associated with layers in CAD and geospatial information and databases in GIS which then allows for the different departments to use the planimetric data for needs specific to each department. The updated planimetric data will be incorporated into the Town's web GIS as well as secure web GIS sites accessed by DPW Divisions for viewing and querying as well as the Engineering Division using the data for planning and design projects. Because Water & Sewer, Planning, Conservation and other Town and School Departments use or request services specific to the planimetric data it is important to have up to date data so these departments can plan, analyze and display with as accurate a representation of the physical structures and features. Licensing costs to use the data through specific software are currently paid through the operating budget. The use of new planimetrics and imagery will not directly cause any increase to these costs.

Capital Project Request

Project Title: **Non-Public Safety Data Center Servers and Storage Units**Fiscal Year: **2023**Purpose: **Acquisition**Classification: **Technology**Status: **New Request**Department: **Finance**Funding Source: **General Fund**

Partners:

ParametersResponse1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are **NOT** included?

No

2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?

No

3. Does the project support activities to produce new revenue for the Town?

No

4. Does this project require any permitting by any Town or State agency?

No

5. If funded, will additional permanent staff be required?

No

6. If funded, will the operating budget need to be increased to cover operating expenses?

No

7. If funded, will this project increase the operating expense for any other department?

No

8. If funded, will this project lower the requesting Department's operating costs?

No

9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?

No

10. If the project is **NOT** funded, will current Town revenue be reduced?

No

11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?

Yes

12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?

No

13. Is this a request in response to a Court, Federal, or State order?

No

14. Is this a request in response to a documented public health or safety condition?

No

15. Is this a request to improve or make repairs to extend the useful life of a building?

No

16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?

No

17. Is this a request to repair or otherwise improve public property which is **NOT** a building or infrastructure?

No

18. Will any other department be required to provide assistance in order to complete the project?

No

Primary Reason for the Request: **Obsolete/non-functioning**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$325,000**Useful Life: **More than five (5) years but less than eight (8) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2023	2024	2025	2026	2027
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$325,000	\$145,000	\$180,000			
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$325,000	\$145,000	\$180,000	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Non-Public Safety Data Center Servers and Storage Units**

Fiscal Year:

2023**Project Description and Considerations**

FY23 \$145,000.00 Data Center 1 and Data Center 3 Hardware Replacement

FY24 \$180,000.00 Data Center 1 and Data Center 2 Hardware Replacement

This project is for the replacement of hardware within the three Town of Needham data centers. Phase I of the project will be the replacement of four servers, two storage units, and four switches. Phase II of the project will be the replacement of six servers, two storage units, and four switches. Data Center 1 is housed at the Town Hall, Data 2 is housed at the Public Services Administration Building, and Data Center 3 is housed at The Center at The Heights. Data Center 1 is the primary data center where the Town Departments access files and programs, the internet, and network and internet security takes place. The six servers at Town Hall are physical servers however three of them maintain and support upwards of 50 virtual servers with corresponding data maintained on the storage units. The other three are for specific software functions. The servers, storage unit, and switches at the Public Services Administration Building act as fail over in case of the Town Hall network and infrastructure going offline. The server and storage at The Center at The Heights is where backup data is housed and from there certain segments of the data are migrated off site using a Carbonite business account. All of the servers are Dell PowerEdge R400 - R700 series, the storage units are Dell EqualLogic PS4000 - PS6000 series, and the switches are Dell PowerConnect 8000 series. All replacements would be comparable to the current devices being used. The importance of this project is to maintain hardware at a level that will support the needs of the Town Departments and allow for the continued model developed for Business Continuity. Using the Dell EqualLogics allow ITC to automatically copy over data from Data Center 1 to Data Center 2. As equipment gets older it becomes harder and harder to maintain the same level of quality and performance when initially installed directly affecting the day to day operation of the Town. There are currently ITC operating budget dollars used for licensing for the both hardware and software maintenance and support.

Capital Project Request

Project Title: **Fleet Replacement Program** Fiscal Year: **2018**
 Purpose: **Acquisition** Classification: **Rolling Stock** Status: **Revised Request from the Prior CIP**
 Department: **Finance** Funding Source: **General Fund**
 Partners: **Public Work, Public Facilities, Public Safety, Health and Human Services; Needham Schools**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: Other (see below for information)

How was the Estimated Project Cost Determined: In-House Estimate

Estimated Project Cost: \$7,693,400

Useful Life: More than five (5) years but less than eight (8) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Total New FTE's:

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$7,693,400	\$1,004,825	\$2,252,146	\$1,959,162	\$521,855	\$1,955,412
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$7,693,400	\$1,004,825	\$2,252,146	\$1,959,162	\$521,855	\$1,955,412

\$0

Capital Project Request

Project Title: **Fleet Replacement Program**

Fiscal Year:

2018

Project Description and Considerations

The Town's fleet replacement program is funded through both the capital plan and the operating budget. A major equipment expense for the Town is rolling stock. The Town relies upon many types and sizes of vehicles in order to provide services, respond to emergencies, maintain public facilities, and improve the infrastructure in the community. The fleet replacement program consolidates all vehicles and special equipment attachments under one submission, but allocation of resources is looked at on a department by department basis rather than as one global replacement schedule. Needs and purposes for equipment differ significantly, and no department can do its work without the equipment. We classify the fleet program in three categories: core fleet (general purpose vehicles), special purpose/high value vehicles, and snow and ice equipment. The program is intended to centrally present and review the Town's rolling stock operations in order to ensure timely, cost effective, and high quality replacement of vehicles, maintenance, fueling, and short-term transportation. However, School Department and Police Department vehicles are not included in this request. The School Department vehicles are shown in a separate request. The Police Department vehicles are funded through the operating budget as many vehicles in the department do not meet the threshold to be considered part of the capital program. A majority of the Town's fleet maintenance and management is performed by the Garage Division of the Public Works Department. Other maintenance work is provided off-site by vendors due to factors such as specialized work, volume, or warranty.

Energy Efficiency

Managing and maintaining a fleet of more than 200 vehicles – from passenger vehicles to large heavy duty diesel trucks and tractors – involves some of the Town's most environmentally consequential choices. Considering the number of vehicles purchased and the thousands of gallons of fuel used, the fleet represents one of the Town's opportunities to meet its goal of environmentally responsible and sustainable operations.

The most obvious and substantial environmental impacts of the fleet for the Town are, of course, tailpipe emissions and fuel use. However, an environmentally superior fleet encompasses a number of other factors, only some of which are under the control of fleet operations. For example, the Town's ability to influence vehicle manufacturing is limited, even though the process involves huge amounts of material extraction, use of natural resources and is responsible for significant air and water pollution. The elements that the Town's fleet operations can control or influence to achieve a cleaner and greener fleet include the following:

- Fleet size
- Fuel use, type and amount
- Fueling procedures - preventing pollution from incidental fuel spills
- How vehicles are maintained, e.g. avoiding oil leaks, ensuring proper tire inflation, etc.
- Use of maintenance materials, e.g., alternatives to hydraulic fluids, or recycled anti-freeze
- Use of recycled oil, anti-freeze and, as appropriate, tires
- Use, storage and disposal of hazardous materials used in vehicle maintenance
- Vehicle type, e.g., fuel efficiency, size and availability of alternatives

The Town's fleet replacement program was established in FY2015. This represents a budget and schedule for the Town's rolling stock fleet of appropriately 220 vehicles, trailers, and large specialized attachments and the School Department fleet of 14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town's base recurring costs.

Capital Project RequestProject Title: **Fleet Replacement Program**

Fiscal Year:

2018**Supplemental Information**

The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet.

Specialized, high value vehicles, and snow and ice equipment comprise of the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned.

The vehicle replacement program will involve several components to be implemented over the course of FY2017 and beyond. The Town recently recieved a completed study of the Town's fleet by an independent consultant (Fleet Counselor Services), who was hire through a grant that was provided to the Town by MIIA, the Town's insurer. The purpose of the study was to review the Town's fleet replacement, utilization, and safety practices and copare them to Industry Best Practices. The intent and goal of the fleet replacement program is to: Replace vehicles before service delivery is impacted negatively; maximize vehicle availability for all user departments; minimize costs from vehicle downtime and emergency maintenance and operational costs; take advantage of opportunities to implement new technology to achieve fuel conservation and reduced emissions; promote safety, reliability and operational efficiencies; and enhance the public image of the Town's fleet.

The estimated cost of the identified replacements (including the school department) for core fleet, specialize equipment, and snow and ice equipment is \$7,693,399, which is down from the prior CIP five-year submission of \$8,106,774. The estimated core fleet replacement cost over the five year period is \$1,853,131 which is up from the prior CIP amount of \$1,671,837; specialized equipment is \$5,198,833 which is down from the prior CIP of \$5,597,674; and snow and ice equipment is \$641,436 which down from the prior amount of \$837,263.

Portion of this expenses would be funded by the applicable enterprise fund.

	2018	2019	2020	2021	2022
RTS	\$254,342	\$0	\$ 34,783	\$0	\$455,611
Sewer	\$0	\$0	\$609,249	\$ 60,046	\$643,923
Water	\$ 64,074	\$295,016	\$125,055	\$120,428	\$133,214

Specific Questions:

Question 6: If funded, will the operating budget need to be increased to cover operating expenses? Yes, as part of the fleet replacement program, there are recommendations to change some of the vehicles to a different types or increase the number of vehicles available for use. In those years where such a change is approved, there may be an increase in insurance, and perhaps specialized tools in order to better maintain the new equipment.

Question 7: If funded, will this project increase the operating expense for any other department? Increase costs may be incurred for any department that increases the number of vehicles used in the fleet. The Town's property and liability insurance budget will likely increase.

Question 18: Will any other department be required to provide assistance in order to complete the project? Yes, the Department of Public Works would take the lead on the procurement for most of the vehicles.

Primary Reason for the Request is a combination of scheduled and timely replacement of vehicles, increase to the fleet for improved operations (longer overall life of vehicles) an promotion of pool vehicle use.

FY2018 - FY2022 Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Fuel Type	Primary Purpose	Target Year*	2016 Total Estimated \$	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount
1	DPW Admin	2011	Ford Escape Hybrid	SUV	H	Supervisor vehicle; personnel transport	2019	\$28,524.00		31,625			
2	DPW Garage	2011	Ford F150 XL	Pick Up	G	Supervisor vehicle; personnel transport; equipment transport	2021	\$30,311.00				36,000	
3	DPW Garage	2012	Ford F450	Utility Truck	D	Vehicle field repairs; personnel transport; equipment transport	2022	\$57,812.17					71,066
4	DPW Garage	2006	Ford F350	Pick Up	D	Equipment Transport; Mechanic Vehicle for Snow & Ice Program	2019	\$50,557.17		56,054			
10	DPW Highway	2010	INTERNATIONAL 7400 Series	Dump Truck	D	Personnel transport; equipment transport including skidded sprayers, water tank, loam spreader, trailered heavy equipment, material transport	2020	\$208,275.00			239,000		
12	DPW Parks	2009	Ford Escape Hybrid	SUV	H	Supervisor vehicle used to travel between job sites; personnel transport; field safety inspections; personnel, equipment, & supply transport	2018	\$35,732.00	38,277				
14	DPW Water	2009	INTERNATIONAL 7400 Series	Dump Truck	D	transport for the water distribution maintenance program, including hauling dirt, stone, gravel, asphalt	2019	\$208,275.00		230,918			
15	DPW Admin	2008	Ford Taurus	Sedan	G	Personnel transport; supervisory in snow & ice program	2018	\$33,122.00	35,481				
17	DPW Sewer	2012	Ford F550	Dump Truck	D	Personnel, equipment, & supply transport for the sewer and drain maintenance program, including hauling dirt, stone, gravel, asphalt	2020	\$63,818.00			73,233		
19	DPW Sewer	2010	INTERNATIONAL 7400 Series	Dump Truck	D	Personnel, equipment, & supply transport for the sewer and drain maintenance program, including hauling dirt, stone, gravel, asphalt	2020	\$208,275.00			239,000		
20	DPW Water	2009	Ford Escape Hybrid	SUV	H	Supervisor vehicle used to travel between job sites; personnel transport; inspections; transport head tools	2018	\$32,420.00	34,729				
22	DPW Water	2009	Ford F450	Utility Truck	D	Water Meter Service Call Vehicle	2019	\$57,812.17		64,097			
23	DPW Sewer	2011	Ford F350	Utility Truck	G	Supervisor vehicle; personnel, equipment, & supply transport for the sewer pump station operations; equipped with crane to lift and	2021	\$50,557.17				60,046	
24	DPW Water	2009	Ford F150	Pick Up	G	Equipment Transport	2018	\$27,394.00	29,345				
25	DPW Water	2012	Ford F450	Utility Truck	D	Emergency response vehicle equipped with tools necessary for rapid response repairs work.	2022	\$57,812.17					71,066
26	DPW Water	2011	Ford F150	Pick Up	G	Personnel, equipment, & supply transport for the water distribution system; transport gate wrenches, hoses, hose monitors, cones	2021	\$40,775.00				48,428	
27	DPW Water	2011	Ford F150	Pick Up	G	Equipment Transport; Supplies Transport;	2021	\$30,311.00				36,000	
28	DPW Sewer	2001	Ford F350	Utility Truck	G	sewer drain maintenance program vehicle equipped with specialized rodder used to clear sewer and drains	2020	\$50,557.17			58,016		
29	DPW Sewer	2008	INTERNATIONAL 7400 Series	Jet Vac	D	sewer drain maintenance program vehicle equipped with specialized jet used to clear sewer and drains	2020	\$208,275.00			239,000		
30	DPW Water	2012	Ford F550	Dump Truck	D	personnel, equipment, & supply transport for the water distribution maintenance program, including hauling dirt, stone, gravel, asphalt	2020	\$63,818.00			73,233		
31	DPW Water	2011	Ford F150	Pick Up	G	Equipment Transport; Supplies Transport; Supervisor in Snow & Ice Program	2021	\$30,311.00				36,000	

FY2018 - FY2022 Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Fuel Type	Primary Purpose	Target Year*	2016 Total Estimated \$	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount
32	DPW Highway	2012	Ford F350	Pick Up	D	Supervisor vehicle; Personnel, equipment, & supply transport including specialty electronic tools and message boards; contractor	2022	\$40,775.00					50,123
37	DPW Sewer	2010	INTERNATIONAL 7500 Series	Vactor	D	Clean catch basins & utility pipes	2022	\$359,000.00					441,303
38	DPW Parks	2007	INTERNATIONAL IH 4300 Series	Truck	D	Utility tree work; netting, gutter, light pole, & flag work; tows wood chipper	2019	\$179,782.00		199,328			
39	DPW Highway	2012	Ford F550	Dump Truck	D	Personnel, equipment, & supply transport for the street and sidewalk maintenance program including transportation bobcats, sidewalks	2020	\$63,818.00			73,233		
40	DPW Water	2012	Ford F350	Pick Up	G	Emergency response vehicle equipped with tools necessary for rapid response repair work;	2022	\$50,557.17					62,148
43	DPW Highway	2012	Ford F350	Pick Up	D	Supervisor vehicle; Personnel, equipment, & supply transport including specialty electronic tools and message boards; contractor	2022	\$40,775.00					50,123
44	DPW Engineering	2011	Ford Escape Hybrid	SUV	H	Personnel transport; inspections	2019	\$28,524.00		31,625			
45	DPW Engineering	2012	FORD E150 VAN	Passenger Van	G	Personnel transport; surveying & inspections	2022	\$27,477.00					33,776
46	DPW Engineering	2011	Ford Escape Hybrid	SUV	H	Personnel transport; surveying & inspections	2019	\$28,524.00		31,625			
48	DPW Highway	2008	Ford F450	Utility Truck	G	Traffic control vehicle; Personnel transport; equipment transport including street signs, traffic signals, etc; making manhole markings	2018	\$78,005.00	83,561				
52	DPW Highway	2009	Ford Escape Hybrid	SUV	H	Supervisor vehicle used to travel between job sites; personnel transport; field safety inspections; personnel inspections; construction	2018	\$32,420.00	34,729				
55	DPW Highway	2011	Ford F550	Dump Truck	D	Personnel, equipment, & supply transport for the street and sidewalk maintenance program including transportation bobcats, sidewalks	2019	\$63,818.00		70,756			
56	DPW RTS	2010	Ford F150	Pick Up	G	Supervisor vehicle; personnel transport	2020	\$30,311.00			34,783		
57	DPW Highway	2012	Ford F350	Pick Up	D	Supervisor vehicle; Personnel, equipment, & supply transport including specialty electronic tools and message boards; contractor	2022	\$40,775.00					50,123
67	DPW RTS	2004	VERMEER GRINDER	Yellow Iron	D	Chipping & grinding brush; material processing	2018	\$40,221.00	43,086				
76	DPW Highway	2007	BOBCAT A300 SKID STEER	Equipment	D	construction work; Primary in Snow & Ice Program	2019	\$78,685.04		87,240			
80	DPW RTS	2010	INTERNATIONAL Truck	Truck	D	packer truck; removes msw & recycling from municipal buildings and properties	2018	\$197,210.00	211,256				
91	DPW RTS	2000	CONSTRUCTION SCALP TRUCK		G	Material Screening	2022	\$124,740.00					153,337
92	DPW Engineering	2012	FORD EXPLORER	SUV	G	Personnel transport; inspections; supervisor in snow & ice program	2020	\$33,450.00			38,385		
101	DPW Sewer	2010	CASE LOADER	Yellow Iron	D	Construction of sewer and drain pipe and sewer & drain maintenance; load material, move manholes, move material and steel plates; primary in Loader; road & sidewalk	2022	\$164,832.00					202,621
102	DPW Highway	2008	JOHN DEERE LOADER 544J	Equipment	D	construction; primary in snow & ice program	2020	\$158,150.00			181,481		

FY2018 - FY2022 Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Fuel Type	Primary Purpose	Target Year*	2016 Total Estimated \$	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount
107	DPW Highway	2008	CAMOPLAST SW4S	Yellow Iron	D	Primary Vehicle in Snow & Ice Program	2020	\$162,400.00			186,358		
113	DPW Highway	2008	CAMOPLAST SW4S	Yellow Iron	D	Primary vehicle in snow & ice program	2020	\$162,400.00			186,358		
121	DPW Highway	2007	Vermac UTILITY TRAILER	Trailer	E	Alerting Public of Projects & Events	2022	\$18,000.00					22,127
122	DPW Highway	2007	Vermac UTILITY TRAILER	Trailer	E	Alerting Public of Projects & Events	2022	\$18,000.00					22,127
124	DPW Highway	2009	ADDCO MINI UTILITY TRAILER	Trailer		Alerting Public of Projects & Events	2022	\$21,500.00					26,429
129	DPW Highway	2000	CUSTOM FLATBED TRAILER	Trailer		Trailer used to transport highway equipment and materials including bobcat, pavers, berm machines, etc. and loose materials	2018	\$11,217.00	12,016				
143	DPW RTS	2010	CASE LOADER	Yellow Iron	D	Rubbish processing; compost processing; primary in Snow & Ice Program	2022	\$245,900.00					302,274
151	DPW Water	2008	INGERSOLL RAND AIR COMPRESSOR	Trailer		Construction Work	2020	\$13,960.00			16,019		
164	DPW Water	2008	Trailer ATLAS Copco	Trailer MDT Generator	D	Providing portable power during power outages at pumping stations	2020	\$31,200.00			35,803		
168	DPW Parks	2010	GORMAN UTILITY TRAILER	Trailer	D	Pump used to empty Rosemary Pool and on fields during flood events	2022	\$30,674.00					37,706
181	DPW Highway	2012	Elgin PELICAN Sweeper	Equipment	D	Street Sweeping	2019	\$263,200.00		291,815			
182	DPW Highway	2010	FREIGHTLINER ELGIN CROSSWIND SWEEPER	Truck	D	Street Sweeping	2019	\$263,200.00		291,815			
183	DPW Parks	2007	GIANT UTILITY LEAF PICKER TRAILER	Trailer	G	Removes leaves from fields and parks	2019	\$25,557.00		28,336			
186	DPW Parks	2010	GIANT LEAF VAC TRAILER	Trailer		Equipment Transport	2022	\$22,188.00					27,275
256	DPW Parks	2008	TRAILER UTILITY	Trailer	D	Chips tree debris	2020	\$38,348.00			44,005		
301	DPW Parks	2009	FORD E150 VAN	Passenger Van		Pool	2019	\$27,477.00		30,464			
328	DPW Parks	1998	Cross County Utility Trailer 16"	Trailer		Hauls mowers, tractors, diamond renovators, sports goals, and other equipment, supplies, and materials as needed	2018	\$4,995.00	5,351				
336	DPW Parks	2011	TORO Lawnmower	Tractor		Mowing large fields	2018	\$92,181.00	98,747				
350	DPW Parks	2010	JOHN DEERE TRACTOR LOADER 4720	Yellow Iron	D	Loads loam, park soil, fertilizer, sod, and wood; attachments used for tilling, aeration, grooming, and fertilizing	2022	\$44,755.93					55,016
400	Building Inspector	2005	Ford Taurus	Sedan	G	Field Work	2022	\$24,420.00					30,018
404	Human Services COA	2012	Ford E350 VAN	Passenger Van (14 Persons)		Passenger Transport	2022	\$81,545.50					100,240

FY2018 - FY2022 Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Fuel Type	Primary Purpose	Target Year*	2016 Total Estimated \$	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount
452	Finance Assessing	2005	Ford Taurus	Sedan	G	Field Work	2019	\$32,252.00		35,758			
571	Police	2016	Ford Explorer	SUV	G		2018	\$30,380.00					
572	Police	2016	Ford Explorer	SUV			2018	\$30,380.00					
573	Police	2015	Ford Explorer K8A	SUV			2018	\$30,380.00					
574	Police	2016	Ford Explorer	SUV			2018	\$30,380.00					
581	Police Animal Control	2007	Ford F250	Utility Truck	G	Field Work	2018	\$41,020.00					
700	Facilities	2012	Ford Econ Van E250	Van	G	Electrician Vehicle; Equipment, Tools and Materials	2021	\$32,741.00				38,886	
704	Facilities	2005	Ford Econ Van E250	Van	G	HVAC Equipment, Tools, and Parts	2018	\$29,146.00	31,222				
707	Facilities	2008	Ford Econ Van E250	Van	G	HVAC Equipment, Tools, and Parts	2019	\$32,741.00		36,301			
712	Facilities	2011	Ford Econ Van E250	Van	G	Plumber Vehicle	2021	\$41,741.00				49,575	
713	Facilities	2012	Ford F450	Dump Truck	G	Grounds Work	2022	\$57,812.17					71,066
756	Facilities	2010	Ford F150	Pick Up	G	Field Work	2020	\$30,311.00			34,783		
Bus 14	School	2012	IC SCHOOL BUS	Mini Bus			2020	\$82,765.00			94,975		
C-01	Fire	2013	FORD EXPLORER	SUV	G	Command	2021	\$50,909.00				60,464	
C-06	Fire	2015	Ford F350	Pick Up	D	Emergency Response	2021	\$48,316.00				57,384	
C-42	Fire	2011	Ford Sedan	Sedan	G	Command	2020	\$35,787.00			41,066		
E-02	Fire	1999	E-ONE CYCLONE II FIRE TRUCK	Fire Truck	D	Emergency Response	2019	\$601,000.00		666,339			
PV	School Delivery	2008	Ford Econ Van	Van			2018	\$31,610.00	33,861				
R-02	Fire	2008	FORD E450 AMBULANCE	Ambulance	D	Emergency Response	2018	\$209,738.00	224,677				
RB	Fire	1967	GATOR RESCUE BOAT TRAILER	Trailer		Equipment Transport & Emergency Response	2018	\$21,225.00	22,737				
Van 1	School	2011	FORD E150 VAN	Passenger Van			2020	\$30,689.00			35,216		

FY2018 - FY2022 Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Fuel Type	Primary Purpose	Target Year*	2016 Total Estimated \$	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount
Van 10	School	2014	TOYOTA SIENNA	Van			2022	\$30,689.00					37,725
Van 2	School	2011	FORD E150 VAN	Passenger Van			2020	\$30,689.00			35,216		
Van 3	School	2011	FORD E150 VAN	Passenger Van			2018	\$30,689.00	32,875				
Van 4	School	2011	FORD E150 VAN	Passenger Van			2019	\$30,689.00		34,025			
Van 5	School	2011	FORD E150 VAN	Passenger Van			2019	\$30,689.00		34,025			
Van 6	School	2011	FORD E250 VAN	Passenger Van			2018	\$30,689.00	32,875				
Van 7	School	2012	FORD E250 VAN	Passenger Van			2021	\$41,708.00				49,536	
Van 8	School	2013	FORD E250 VAN	Passenger Van			2021	\$41,708.00				49,536	
Van 9	School	2014	TOYOTA SIENNA	Van			2022	\$30,689.00					37,725

Capital Project Request

Project Title: **Public Safety Complex/Station 2**Fiscal Year: **2017**Purpose: **Construction/Renovation**Classification: **Building**Status: **Revised Request from the Prior CIP**Department: **Town Manager**Funding Source: **General Fund**Partners: **Police, Fire, Public Facilities, Building Department, IT,****Parameters****Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	Yes
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Other (see below for information)**How was the Estimated Project Cost Determined: **Industry References**Estimated Project Cost: **\$63,590,000**Useful Life: **More than twenty-five (25) years**Budget Impact: **May increase annual operating expenses by more than \$100,000**Total New FTE's: **2**

Project Budget Elements	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility	\$140,000	\$140,000				
Design/Engineering	\$3,750,000		\$3,750,000			
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$59,700,000			\$59,700,000		
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$63,590,000	\$140,000	\$3,750,000	\$59,700,000	\$0	\$0

\$0

Capital Project Request	
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Project Title: Public Safety Complex/Station 2	Fiscal Year: 2017
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<u>Project Description and Considerations</u>
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The November 2, 2015 and February 10, 2016 Special Town Meetings approved funding for feasibility studies for the renovation or reconstructing of the Public Safety Building on Chestnut Street/School Street and Station 2 at the intersection of Highland Avenue and Webster Street.

The Police/Fire Station #1, originally built in 1931, was reconstructed in 1988 – 1989. The amount of space that was originally allocated within the building for the Police and Fire Departments is no longer sufficient to accommodate changes in operations, changing personnel needs, technology upgrades, and security improvements. The station is not fully accessible for individuals with limited mobility. Areas reviewed during the feasibility study in the Police Department included: insufficient locker space for female officers, evidence and property storage space, interview space and interview recording requirements, public meeting space needs, records storage, inadequate dispatch areas, patrol and administrative office space, report writing space and prisoner holding cells that do not meet state standards. The current prisoner booking area is unsafe due to its size and the setup of the room. The building lacks the ability to handle technology improvements due to available space needed while the roof continues to leak into the records /server room on the second floor. The current climate control only works sporadically throughout the building creating numerous temperature variations. Area reviewed in the Fire Department included apparatus bays that are too small for modern fire trucks; insufficient area for maintenance activities, minimal existing office space, and insufficient storage space. The study included a review of the operational needs of both departments, facility assessments, assessment of spatial needs within existing or an expanded facilities, alternatives analysis for demolition and rebuilding of new facilities, consideration of phasing/swing space, and a cost comparison of addition, renovation or rebuilding.

The feasibility study is nearing completion, and additional funding is requested in FY2018 to complete schematic design. Design Development/Construction Document funding in the amount of: \$2,350,000 (Station 1) and \$1,125,000 (Station 2) is also proposed for FY2018 at the fall, 2017 Special Town Meeting. Construction funding in the amount of: \$42,425,000 (station1) and \$17,275,000 (Station 2) is proposed for the 2018 Annual Town Meeting.

Project features continue to be refined and the design and construction estimates are subject to change.

- 4. Planning Board permitting will be required.
- 5. It is assumed that Station #2 will require the addition of .5 FTE custodian and Station #1 would require 1.5 FTE custodian.
- 7. Increases in building and grounds expenses, insurance and related costs will impact the PFD budget.
- 18. ITC assistance will be required.

Capital Project Request

Project Title: Police cruiser radio replacement

Fiscal Year: 2019

Purpose: Acquisition

Classification: Equipment/Furniture

Status: Revised Request from the Prior CIP

Department: Police

Funding Source: General Fund

Partners:

Parameters

Response

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	Yes
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: Obsolete/non-functioning

How was the Estimated Project Cost Determined: State Contract

Estimated Project Cost:

Useful Life: Between eight (8) and twelve (12) years

Budget Impact: The project should reduce the operating expenses

Total New FTE's:

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$80,563	\$80,563				
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$80,563	\$80,563	\$0	\$0	\$0	\$0

-\$80,563

Capital Project RequestProject Title: **Police cruiser radio replacement**

Fiscal Year:

2019**Project Description and Considerations**

The current police cruiser radio system has been in service for over nine years. This is the primary communication tool between the officers in the field and the police dispatch center. The eighteen radios are Motorola Astro Spectra series which are now discontinued by the manufacturer. While we currently do not have service agreements for the cruiser radios due to age of the radios, replacement parts will be increasingly difficult to acquire in the future. With this in mind, the department is proposing to replace 18 cruiser radios with a compatible radio system in FY 2019. At that time, these units will have been in service for fourteen years, which would be the end of their useful life cycle. The increase of \$9,652.00 over FY17 is the result of 11% adjustment /increase in the quote from the new state contract ITT57 MA State. This pricing reflects replacing our current fleet radios with the newer model.

Capital Project Request

Project Title: **Police Department Firearm Replacement** Fiscal Year: **2020**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Revised Request from the Prior CIP**
 Department: **Police** Funding Source: **General Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled replacement**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$31,000**

Useful Life: **Between eight (8) and twelve (12) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$26,000	\$26,000				
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$5,000	\$5,000				
TOTAL	\$31,000	\$31,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Police Department Firearm Replacement**

Fiscal Year:

2020**Project Description and Considerations**

The current service weapon of the Police Department is a Smith and Wesson M&P 40 caliber. The weapon is outfitted with night sights and has a 15 round capacity in each magazine. The current weapon was placed into service in 2009, replacing a weapon that was in service for eight years. Based on a study conducted by the FBI and research done by our firearms instructors we would replace the Smith and Wesson 40 caliber with a 9MM firearm (make and model to be determined). The cost includes the new firearm and holsters the other expense (\$5000.) is for the purchase of new ammunition. The department intends to purchase 52 weapons.

Capital Project Request

Project Title: **Police Use of Force Simulator** Fiscal Year: **2021**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Same Request from the Prior CIP**
 Department: Funding Source: **General Fund**
 Partners: **IT**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	no
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Public/employee health or safety**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$45,000**

Useful Life: **Between eight (8) and twelve (12) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2021	2022	2023	2024	2025
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$45,000	\$45,000				
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$45,000	\$45,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Police Use of Force Simulator**

Fiscal Year:

2021**Project Description and Considerations**

This request is for a comprehensive interactive Use-Of-Force training simulator which will provide a platform for realistic , stress- induced training . The system provide scenarios that enhance markmanship skills, but more importantly , they improve an officers decision making skills and the appropriate selection of force used. The simulator provides trainee's with the ability to practice posture, verbalization, soft hand skills, impact weapons, chemical spray and lethal force. They also provide a means for officers to practice skills in de-escalating a situation. Each trainee's scenario/reactions can be analyzed and reviewed for training purposes. The systems are portable and can be easily customized to meet the needs of the agency. The benefit of having an effective, realistic training program is to enhance public safety and reduce liability risks.

Capital Project Request

Project Title: **Bunker Gear**Fiscal Year: **2018**Purpose: **Acquisition**Classification: **Equipment/Furniture**Status: **New Request**Department: **Fire**Funding Source: **General Fund**Partners: **None****Parameters****Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	Yes
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Public/employee health or safety**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$322,665**Useful Life: **Between eight (8) and twelve (12) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$322,665	\$167,872	\$37,000	\$38,110	\$39,253	\$40,430
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$322,665	\$167,872	\$37,000	\$38,110	\$39,253	\$40,430

\$0

Capital Project Request

Project Title: **Bunker Gear**

Fiscal Year:

2018Project Description and Considerations

This request is for the purchase of a second set of Personal Protective Equipment, PPE ("bunker gear") for all fire line personnel in FY 2018. In the years to follow funding will be sought to continuously replace PPE over a five year period. The PPE requested includes boots, firefighting pants and coat. Our firefighting personnel regularly work in highly toxic environments caused by spills, chemical releases and the products of combustion. Numerous studies have found the number of carcinogens and other toxins associated with the fire ground to be extremely high. Further, the toxicity of these carcinogens appears to be much greater and more concentrated today, due to the wide spread use of synthetic and petroleum based building materials and furnishings found in modern construction. These unhealthy contaminants, chemicals, toxins and carcinogens adhere to our firefighter's "bunker gear", thus creating a lingering exposure concern for not only the firefighters wearing this equipment on a daily basis, but to members of the public they serve at any variety of calls for service. Recent research by NIOSH, CDC, National Fallen Firefighters Foundation and others clearly points to the increased risks of cancer due to firefighting and how wearing contaminated PPE adds to this risk. The following links may be helpful in understanding this research:

<http://firefightercancersupport.org/wp-content/uploads/2013/08/Taking-Action-against-Cancer-in-the-Fire-Service.pdf>

<http://www.cdc.gov/niosh/firefighters/ffCancerStudy.html>

<http://www.everyonegoeshome.com/wp-content/uploads/sites/2/2016/03/Cancer-Alliance-January-2015.pdf>

<http://www.cdc.gov/niosh/pgms/worknotify/pdfs/ff-cancer-factsheet-final.pdf>

Ignoring such research could be considered to negligent going forward.

Our Department has already taken measures to help reduce the risk of cancer, including outfitting each piece of apparatus with after action wipes to quickly remove carcinogens from responders skin while still in the field. However, current safety practices dictate that firefighters be issued two sets of PPE, so that once contaminated the equipment can be washed and dried in extractors and dryers designed specifically for that purpose. Our department has such equipment. A second set of PPE would allow for contaminated equipment to be washed, while allowing personnel to remain available to respond to calls. Research has found that wet PPE creates a breeding ground for unhealthy bacteria, as well, which is also harmful. Many communities within the MetroFire district, which Needham belongs to, have long issued firefighters two sets of PPE clothing so proper industrial hygiene can be accomplished. Others are in the process of doing so at this time. The supplemental field below has a list of communities within the MetroFire District and the number of PPE issued.

The guideline concerning the life span of this equipment is 10 years before replacement is required. Our current PPE ensembles are approaching this time frame for many of our members. Fortunately, with the number of recent and forthcoming new hires, about a third of the Department have been issued PPE within the past 5 years. No fire personnel have been issued a second set of PPE allowing them to properly maintain this equipment in a healthy manner. Once this initial set of additional firefighting gear is purchased, the Department will begin a planned rotational purchasing request annually, so that all firefighting PPE can be replaced within a 10 years schedule to ensure proper functioning and safety.

Fulfillment of this request will be greatly beneficial to the health and wellness of our personnel, as well as the public which we serve. In doing so, the exposure to occupational carcinogens will be reduced with the potential for a reduction in the number of our members contracting cancer from the work place. In turn this could result in a corresponding reduction in cancer related disability pensions saving funds in the future.

Capital Project Request

Project Title: **Bunker Gear**

Fiscal Year:

2018Supplemental Information

COMMUNITY	SETS	NOTES
Arlington	NR	
Belmont	1*	The Dept. is in the process of adding a second set.
Boston	2	
Braintree	NR	NR DENOTES NO RELPY
Brookline	2	
Burlington	2	
Cambridge	2	
Chelsea	2	
Dedham	2	
Everett	2	
Lexington	2	
Lynn	2	
Malden	2	
Massport	1	
Medford	2	
Melrose	1*	Some members have two sets currently. The Dept. is in process of procuring a second set for all at this time
Milton	2	
Needham	1	
Newton	2	
Peabody	2	
Quincy	2	
Randolph	2	
Reading	2	
Revere	2	
Saugus	2	
Somerville	2	
Stoneham	1	
Wakefield	1	
Waltham	1*	Procurement for a second set is currently underway.
Watertown	1	
Wellesley	1	
Weston	2	
Weymouth	1	
Winchester	1	
Winthrop	NR	
Woburn	1	

Capital Project Request

Project Title: **School Department Technology Request** Fiscal Year: **2018**
 Purpose: **Acquisition** Classification: **Technology** Status: **Revised Request from the Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **None**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	Yes
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Scheduled replacement**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$2,337,025**

Useful Life: **More than five (5) years but less than eight (8) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$2,337,025	\$463,500	\$292,000	\$565,500	\$556,325	\$459,700
Other Expenses	\$0					
TOTAL	\$2,337,025	\$463,500	\$292,000	\$565,500	\$556,325	\$459,700

\$0

Capital Project RequestProject Title: **School Department Technology Request**

Fiscal Year:

2018**Project Description and Considerations**

The FY18-22 CIP request is for funding to purchase School Department technology, including computers, printers, IWBs, servers, the schools' laptop carts and specialized instructional labs. It reflects the decision in FY17 to move Digital Learning Devices (DLDs) and staff laptops to the operating budget, as well the new classroom technology standard. A chart summarizing the five-year request is included on the next page.

The FY18-22 Capital Improvement Plan (CIP) for technology maintains a replacement cycle for District hardware, including desktops, printers, interactive whiteboards and projectors. The five-year plan totals \$2,337,025 and represents the replacement of school technology with a life cycle of five years or more. (In FY17, funding for devices with a lifespan of fewer than five years was shifted to the Operating Budget. These devices included Digital Learning Devices (DLDs) such as iPads and Chromebooks, and laptops.) The restructuring of the District's technology department in FY16 provided staff with the opportunity to institute an improved inventory system, to develop a technology profile for a variety of instructional and administrative spaces, and to more effectively project the quantities and respective costs of the technology remaining in the FY18-22 CIP request.

Of the \$2,337,025 amount, \$1,483,025 is allocated to replacing district hardware, \$513,000 is for infrastructure upgrades and \$341,000 is for new requests.

The \$1,483,025 hardware upgrade request includes the following: \$826,025 for desktop computers, printers, interactive whiteboards and projectors; \$603,000 for computer lab replacement and \$54,000 for NHS science lab replacement. Desktop computers have an assumed life of five years, the replacement cycle for which now includes all of the special education teacher computers, science center computers, nurse computers and preschool computers, which had not been part of the previous capital plan. Whiteboards are replaced after six years, although the industry-recommended replacement cycle is five years. In addition, \$603,000 is requested to replace computer labs around the District, including elementary computer labs and the Technology, Music, TV and Graphics Labs at NHS (at a cost of approximately \$40,500/lab.) Additionally, six of the Science Labs at NHS will be replaced, as well, for a total cost of \$54,000. The remaining science labs will not need to be replaced, given the proliferation of 1:1 technology at NHS.

An additional \$513,000 will be allocated to infrastructure upgrades, including servers, network hardware and cabling. The plan now incorporates \$242,000 for wireless access datapoints, which had not been part of prior capital requests.

Finally, \$341,000 is requested for the following new items:

- * \$40,000 to replace security camera systems at High Rock (FY18) and NHS (FY22), which had been maintained by Public Facilities in the past.
- * \$181,000 to replace/install audio visual projection systems in school auditoriums and gymnasiums.
- * \$120,000 to replace the NHS TV Studio, in a phased project between FY19-22.

The FY18 request is for \$463,500 and represents a \$155,575 increase over the FY18 projection included in the FY17-21 CIP. The \$463,500 request increase consists of \$310,500 in hardware replacement, \$61,000 in infrastructure improvements and \$92,000 in new requests. The hardware replacement budget of \$310,500 increases \$84,575 from the prior year and reflects the reallocation of funds away from whiteboard and desktop computer replacement to the replacement of computer labs at Broadmeadow, Eliot, Hillside and High Rock (for \$40,500/each), as well as replacement of the TV Lab at Needham High School (\$36,000.) The infrastructure budget of \$61,000 increases \$10,000 over the prior CIP to fund wireless access points, which were added as a new category under technology infrastructure. Finally, several new requests totaling \$92,000 are made for FY18: the replacement of the High Rock security camera system and keyless entry system (\$20,000), the installation of gymnasium video displays at two schools (Eliot and Hillside for \$6,000), the replacement of the 30-year old mobile PA system for use at graduation (\$30,000), the installation of an auditorium screen and a projection system at High Rock (\$25,000), a replacement screen at Pollard (\$6,000) and a projector and screen in the Pollard cafeteria (\$5,000.)

Capital Project Request

Project Title: **School Department Technology Request**

Fiscal Year:

2018Supplemental Information

FY18-22 School Technology Request Summary						DRAFT	
Replacement Costs							
Hardware	FY 18	FY 19	FY 20	FY 21	FY 22	5-Yr Total	
Broadmeadow	\$42,000	\$1,500	\$15,000	\$1,500	\$1,500	\$61,500	
Eliot	\$42,000	\$1,500	\$15,000	\$1,500	\$1,500	\$61,500	
Hillside	\$42,000	\$1,500	\$15,000	\$1,500	\$1,500	\$61,500	
Mitchell	\$1,500	\$1,500	\$15,000	\$42,000	\$1,500	\$61,500	
Newman	\$3,000	\$3,000	\$15,000	\$43,500	\$3,000	\$67,500	
High Rock	\$43,500	\$3,000	\$15,000	\$3,000	\$3,000	\$67,500	
Pollard	\$3,000	\$43,500	\$55,500	\$3,000	\$3,000	\$108,000	
NHS	\$40,500	\$4,500	\$69,000	\$211,500	\$126,000	\$451,500	
Emery Grover	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000	
Printers	\$0	\$0	\$22,000	\$22,825	\$42,700	\$87,525	
IWB & Proj.	\$90,000	\$80,000	\$80,000	\$80,000	\$110,000	\$440,000	
Hardware Totals	\$310,500	\$143,000	\$319,500	\$413,325	\$296,700	\$1,483,025	
Infrastructure	FY 18	FY 19	FY 20	FY 21	FY22	5-Yr Total	
Servers	\$21,000	\$30,000	\$30,000	\$30,000	\$30,000	\$141,000	
Network Hardware	\$25,000	\$20,000	\$20,000	\$20,000	\$20,000	\$105,000	
Wireless Infra. Data Cabling	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000	
Wireless Infra. Access Points	\$10,000	\$58,000	\$58,000	\$58,000	\$58,000	\$242,000	
Infrastructure Total	\$61,000	\$113,000	\$113,000	\$113,000	\$113,000	\$513,000	
Total	\$371,500	\$256,000	\$432,500	\$526,325	\$409,700	\$1,996,025	
IWB Costs	FY 18	FY 19	FY 20	FY 21	FY22	5-Yr Total	
Bmeadow	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000	
Eliot	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000	
Hillside	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	
Mitchell	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000	
Newman	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000	
High Rock	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$60,000	
Pollard	\$25,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$25,000.00	\$95,000	
NHS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$25,000.00	\$85,000	
IWB Total	\$90,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$110,000.00	\$440,000	
New Capital requests	FY 18	FY 19	FY 20	FY 21	FY22	5-Yr Total	
Security Cameras / Key Entry	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$40,000.00	
AV Gym Video Displays	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$18,000.00	
AV Mobile PA System	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	
AV Projection and Screens Auditorium / Cafeteria	\$36,000.00	\$0.00	\$7,000.00	\$0.00	\$0.00	\$43,000.00	
AV IWB K	\$0.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$90,000.00	
Audio Visual Auditorium / Cafeteria / Gym	\$73,000.00	\$6,000.00	\$103,000.00	\$0.00	\$0.00	\$182,000.00	

Capital Project Request

Project Title: **School Department Technology Request**

Fiscal Year:

2018

Audio Visual / Auditorium / Cafeteria / Gyms	\$72,000.00	\$6,000.00	\$103,000.00	\$0.00	\$0.00	
NHS TV Studio	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$120,000.00
New Capital Total	\$92,000.00	\$36,000.00	\$133,000.00	\$30,000.00	\$50,000.00	\$341,000.00
Grand Totals	\$463,500.00	\$292,000.00	\$565,500.00	\$556,325.00	\$459,700.00	\$2,337,025.00
<u>Vs. Planned Funding Technology Replacement</u>	\$307,925.00	\$282,500.00	\$347,500.00	\$177,050.00	N/A	<u>\$1,114,975.00</u>
Required Additional Funding	\$155,575.00	\$9,500.00	\$218,000.00	\$379,275.00	N/A	\$1,222,050.00

Capital Project Request

Project Title: **Full Day Kindergarten Space Study** Fiscal Year: **2018**
 Purpose: **Long Range Plan/Study** Classification: **Building** Status: **New Request**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **N/A**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$50,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$50,000	\$50,000				
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$50,000	\$50,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Full Day Kindergarten Space Study**

Fiscal Year:

2018**Project Description and Considerations**

This is a space planning study for Full Day Kindergarten, for the purposes of developing a plan for accommodating the Kindergarten population within the District's five elementary schools and swing space, as needed. In addition, the study would identify needed retrofits to the space, and develop a project budget and funding timeline for these improvements that is timed with a September 2019 (FY20) implementation date for Full Day Kindergarten in Needham.

According to a preliminary analysis completed in June 2015 (and updated in December 2015), up to five additional classrooms are likely to be needed in the year of initial implementation, to accommodate the projected population of Kindergarteners at an average class size of 20 students. These classrooms could be provided by re-purposing non-traditional space at each elementary school, such as art/music/world language/technology classrooms, or by re-using available space at either the Pollard Middle School modulars or the existing Hillside School. Based on the accelerated schedule for completing construction of the new Hillside School at Central Avenue, the existing Hillside will become vacant in September 2019, when the new school is completed. The purpose of the study is to determine what spaces should be used and where, and what modifications should be undertaken to these spaces, if any. A placeholder request to fund these needed modifications is requested as a separate capital request, entitled "Full Day Kindergarten Space Modifications."

Parameters Addressed:

Other Departmental Assistance: PPBC or Publi Facilities Project Management, Depending on Scope

Capital Project Request

Project Title: **School Furniture** Fiscal Year: **2018**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Revised Request from the Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled replacement**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$184,806**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$184,806	\$45,000	\$44,806	\$25,000	\$45,000	\$25,000
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$184,806	\$45,000	\$44,806	\$25,000	\$45,000	\$25,000

\$0

Capital Project Request

Project Title: **School Furniture**

Fiscal Year:

2018

Project Description and Considerations

This request continues the replacement cycle for school furniture in poor and fair condition at the Newman and Pollard schools. 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 FY18-FY21 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 FY22, the furniture request will be used exclusively to purchase new classroom furniture as necessary in all school buildings.

This request is revised from the prior year to add an FY22 funding request.

The anticipated replacement schedule is depicted below:

FY18-FY22 Funding Plan

<u>Funding Plan</u>	Request FY18	Request FY19	Request FY20	Request FY21	Request FY22	TOTAL
Hillside	-	-				-
Mitchell	-	-				-
Newman	15,873	19,806	10,000	25,000	-	70,679
Pollard	19,127	10,000				29,127
New Classrooms	10,000	15,000	15,000	20,000	25,000	85,000
	45,000	44,806	25,000	45,000	25,000	184,806

Capital Project Request

Project Title: **Central Ave. School Walking Trails**Fiscal Year: **2018**Purpose: **Construction**Classification: **Infrastructure**Status: **New Request**Department: **Needham Public Schools**Funding Source: **General Fund**Partners: **Parks & Recreation, Conservation Commission, DPW****Parameters****Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	Yes
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$210,000**Useful Life: **More than twenty-five (25) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$50,000	\$50,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$150,000	\$150,000				
Construction Management	\$10,000	\$10,000				
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$210,000	\$210,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Central Ave. School Walking Trails**

Fiscal Year:

2018

Project Description and Considerations

This is a project to construct a trail walk behind the new Hillside School to be constructed on Central Avenue. All or a portion of this project will be constructed on land owned by the Town of Wellesley, but which has been licensed to the Town of Needham for this purpose. The project, along with another project to design and build a playing field and adjacent walkways at the new school on the licensed land, is considered a separate, but parallel project to the Hillside School building project, that would be timed with the design of the building.

The PPBC is working with Parks and Forestry, and the Conservation Department to explore opportunities to have some of the walking trails on the Wellesley-owned land constructed by the Student Conservation Association (SCA) (www.thesca.org/) in a project similar to those constructed in recent summers at Ridge Hill. If this is possible, the cost of the project potentially could be less than the \$210,000 budget proposed above. In addition, if this project is managed by the Conservation Department it may also be possible to avoid a full survey of the Wellesley parcel.

Preliminary Project Schedule:

Schematic Design/Design Development/ Project Funding Year: FY18

Construction: FY19

New School Opens: September 2019 (FY20)

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

CPA: This project may be eligible for CPA funding.

Improvements: This is a project to improve land located at the Central Avenue site, some or all of which may be located on land licensed by the Town of Wellesley.

Other Departmental Assistance: PPBC Project Management

This project is intended to be a separate, but parallel project to the Hillside School building project. Permitting may be required by the following agencies : Conservation Commission and Planning. This project may be eligible for Community Preservation Act funding

Capital Project Request

Project Title: **Pollard Phased Improvements Feasibility Study** Fiscal Year: **2018**
 Purpose: **Long Range Plan/Study** Classification: **Building** Status: **New Request**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **N/A**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$65,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$65,000	\$65,000				
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$65,000	\$65,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Pollard Phased Improvements Feasibility Study**

Fiscal Year:

2018

Project Description and Considerations

This is a project to study the feasibility of phasing the Pollard Improvements project over multiple years, for the purpose of best addressing the needs of that facility in the most timely and economically feasible manner possible.

The Pollard Improvements Project is presented as a separate Capital Improvement Project Request, timed for initial funding in FY 27. This project is based on a 2011 facilities assessment completed by Dore & Whittier Architects, which identified approximately \$17.8 million in needed upgrades to the Pollard School. These were upgrades that could not be undertaken as part of the regular maintenance budget, due to their large scope and/or cost, and included: renovation and enlargement of the science and engineering classrooms, updates to the auditorium and reconfiguration of the administration area. The science classrooms are undersized compared to Massachusetts School Building Authority (MSBA) standards, do not have adequate prep rooms or storage spaces and include casework and plumbing fixtures that are in poor condition. The engineering classroom is a converted space that is not well-suited to delivery of the curriculum. The auditorium needs updating, including sound and lighting upgrades, in order to remain a suitable space for performing arts, guest lectures and assemblies. In addition, the administration space, which is located on the side of the building, is difficult for visitors to locate, doesn't allow school personnel to view visitors as they approach the building and is undersized by MSBA standards. Finally, the modular classrooms, constructed in 2002, are not designed as permanent, long-term facilities. They are constructed of inexpensive materials, in off site production style construction techniques and are not energy efficient. A long-term solution will be required within the next fifteen years. (The expected lifespan for modular classrooms is 20-25 years.)

Given the scope and cost of these upgrades, as well as the need to modernize other school facilities within the next ten year period (Hillside School, Mitchell School, Emery Grover Administration Building), the School Department has requested funding for these improvements beginning in FY27, with an expected completion year in September 2030 (FY31.) The placement of this project so far into the future defers these needed improvements by more than a decade, resulting in significantly increased cost and a lengthy period of unmet need.

The purpose of the feasibility study is to determine whether or not it would be possible to phase the project over multiple years with a goal of possibly accelerating completion of the project and reducing the overall project cost. The study should also look at the cost benefit of completing the science classrooms first to create swing space when the modular classrooms are demolished, examine strategies to maximize potential MSBA reimbursement for this project and, finally, estimate future need, based on long-term enrollment trends. In addition, some ongoing maintenance repair work may have reduced the scope of the overall project, such as the relocation of the administrative offices at Pollard, renovations to bathrooms and auditorium seating improvements.

Parameters Addressed:

Other Departmental Assistance: PPBC Project Management

Capital Project Request

Project Title: **School Copiers** Fiscal Year: **2018**
 Purpose: **Long Range Plan/Study** Classification: **Equipment/Furniture** Status: **Revised Request from the Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **None**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled replacement**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$370,060**

Useful Life: **More than five (5) years but less than eight (8) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$370,060	\$46,790	\$80,850	\$54,200	\$88,490	\$99,730
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$370,060	\$46,790	\$80,850	\$54,200	\$88,490	\$99,730

\$0

Capital Project RequestProject Title: **School Copiers**

Fiscal Year:

2018**Project Description and Considerations**

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 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 FY18-FY22 request replaces the following numbers of copy machines.

Fiscal Year	# of Copy Machines Replaced
FY17(Requested)	5
FY18(Requested)	5
FY19 (Requested)	6
FY20 (Requested)	7
FY21 (Requested)	5
FY22 (Requested)	7

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 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.

This request is revised from the prior CIP to reflect updated life cycle calculations, which have shifted replacement priorities.

Capital Project Request

Project Title: **School Copiers**

Fiscal Year:

2018Supplemental Information

Building	Location	Make	Model	Purchase Year	FY18	FY19	FY20	FY21	FY22	FY18	FY19	FY20	FY21	FY22
Administration	SECOND FLOOR	XEROX	5755APT	12/11/12	69%	81%	12%	24%	36%	-	10,850	-	-	-
Administration	Production Center	Konica	KM1025	9/1/15	63%	84%	105%	127%	148%	-	-	-	-	45,630
Administration	FIRST FLOOR	Konica	KM 754 e	2/26/14	16%	20%	24%	27%	4%	-	-	-	11,960	-
Administration	Production Center	XEROX	D125	12/11/12	65%	73%	8%	17%	25%	-	41,060	-	-	-
Broadmeadow	Teacher Lounge	Konica	KM 654 E	2/26/14	42%	51%	60%	69%	79%	-	-	-	-	6,980
Broadmeadow	Teachers Room	Konica	KM 654 E	10/15/14	13%	16%	19%	23%	3%	-	-	-	6,650	-
High School	Main Office	Konica	KM 364E	8/15/15	66%	83%	101%	18%	36%	-	-	6,330	-	-
Broadmeadow	ETC	XEROX	3550	4/1/12	9%	10%	11%	1%	2%	-	-	2,540	-	-
High School	Media	XEROX	3550	4/1/12	4%	5%	5%	5%	5%	-	-	-	-	-
High School	Athletics	Konica	KM 454E	8/23/16	68%	73%	78%	83%	88%	-	-	-	-	-
High School	Grade Level 301	XEROX	5135PT	11/15/11	16%	19%	21%	3%	5%	-	-	6,330	-	-
High School	Math/Sci Rm 205	XEROX	5775PT	11/15/11	75%	8%	16%	24%	32%	10,330	-	-	-	-
High School	World Lang 704	Konica	KM 654 e	2/26/14	42%	52%	62%	72%	81%	-	-	-	-	-
High School	Health Office 607	XEROX	WC3550 X	12/11/12	3%	4%	4%	5%	5%	-	-	-	-	-
High School	Janice's Office	XEROX	WC3550 X	12/11/12	19%	21%	24%	27%	30%	-	-	-	-	-
High School	Music	Konica	KM 654 E	8/23/16	19%	22%	25%	27%	30%	-	-	-	-	-
High School	PE	XEROX	WC3550 X	12/11/12	25%	30%	34%	38%	43%	-	-	-	-	-
High School	College 503	Konica	KM 364 e	2/26/14	15%	19%	22%	26%	30%	-	-	-	-	2,800
High School	Wrtnng Cntr	Konica	KM 454 e	2/26/14	26%	31%	36%	40%	45%	-	-	-	-	6,980
High School	SPED Rm 801	XEROX	5740APT	12/11/12	82%	97%	15%	30%	45%	-	6,030	-	-	-
High School	SS/English 703	Konica	KM 754 e	2/25/14	44%	52%	61%	69%	78%	-	-	-	-	15,180
High School	Eng/SS	Konica	KM 754 e	9/1/15	23%	28%	34%	39%	44%	-	-	-	-	-
High School	WL/305	XEROX	WC5740APT	12/11/12	30%	34%	37%	40%	44%	-	-	-	-	-
High School	Math/Sci	Konica	KM 754 e	9/1/15	23%	28%	33%	38%	43%	-	-	-	-	-
Hillside	Main Office	XEROX	5755APT	12/11/12	24%	32%	40%	8%	16%	-	-	11,390	-	-
Hillside	Downstairs	XEROX	5765PT	11/15/11	37%	41%	5%	9%	14%	-	6,030	-	-	-
Hillside	Main Office	Konica	KM 754E	2/25/14	68%	84%	99%	115%	15%	-	-	-	11,960	-
Mitchell	Back Door	Ricoh	MP8001	2008	53%	3%	6%	9%	12%	12,490	-	-	-	-
Mitchell	5th grade wing	XEROX	5765PT	11/15/11	32%	35%	38%	40%	43%	-	-	-	-	-
Mitchell	Front Office	Konica	KM654E	10/15/14	38%	48%	58%	68%	78%	-	-	-	-	6,980
Mitchell	Front Office	XEROX	5775PT	12/11/12	51%	50%	60%	8%	17%	-	-	12,770	-	-

Capital Project Request

Project Title: School Copiers										Fiscal Year: 2018				
Newman	Front Office	XEROX	5775P I	12/11/12	51%	59%	68%	8%	17%	-	-	13,770	-	-
Newman	Hall Outside Office	Konica	KM 654 E	8/23/16	39%	44%	50%	56%	61%	-	-	-	-	-
Newman	Hallway near caf	XEROX	5765PT	11/15/11	62%	10%	20%	31%	41%	12,490	-	-	-	-
Newman	Down Stairs Hall	XEROX	5755APT	12/11/12	61%	72%	83%	11%	23%	-	-	11,390	-	-
Newman	Main Office	XEROX	3550X	12/11/12	8%	10%	11%	2%	3%	-	-	2,450	-	-
Pollard	8th Grade Hallway	konica	KM 654 e	9/1/15	7%	9%	10%	12%	13%	-	-	-	-	-
Pollard	7th Grade work area	XEROX	5765PT	11/15/11	39%	6%	11%	17%	22%	5,740	-	-	-	-
Pollard	Main Office	Konica	KM 754E	2/25/14	68%	84%	99%	115%	15%	-	-	14,460	-	-
Pollard	Teacher's Lounge	Konica	KM 654E	10/15/14	31%	38%	45%	52%	59%	-	-	-	-	-
Pollard	Main Office	XEROX	WC5740APT	12/11/12	95%	12%	24%	36%	47%	5,740	-	-	-	-
Pollard	Media Coin-OP	XEROX	3550	4/1/12	4%	4%	5%	5%	5%	-	-	-	-	-
High Rock	Room 207	Konica	KM 654E	8/23/16	55%	59%	63%	67%	71%	-	-	-	-	-
High Rock	Main Office	Konica	KM 754E	10/15/14	37%	47%	56%	66%	76%	-	-	-	-	15,180
Eliot Elementary	Main Office	Konica	KM754 E	2/25/14	25%	31%	37%	43%	49%	-	-	-	-	-
Eliot Elementary	Room 151	Xerox	5765PT	11/15/11	48%	59%	11%	22%	34%	-	10,850	-	-	-
Eliot Elementary	Room 210	Xerox	5135PT	11/15/11	80%	91%	11%	21%	32%	-	6,030	-	-	-
Kase- Cong. Church	Main Office	Canon	IR2230	8/11/05	33%	35%	37%	39%	40%	-	-	-	-	-
Administration	Color Copier Producti	Xerox	Color 560	2/25/14	51%	62%	74%	85%	11%	-	-	-	43,460	-
Totals										46,790	80,850	54,200	88,490	99,730

Capital Project Request

Project Title: **School Document Management System**Fiscal Year: **2019**Purpose: **Acquisition**Classification: **Technology**Status: **Revised Request from the Prior CIP**Department: **Needham Public Schools**Funding Source: **General Fund**Partners: **N/A****Parameters****Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$178,800**Useful Life: **More than five (5) years but less than eight (8) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$36,100	\$36,100				
Other Expenses	\$142,700	\$70,300	\$72,400			
TOTAL	\$178,800	\$106,400	\$72,400	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **School Document Management System**

Fiscal Year:

2019**Project Description and Considerations**

This is a request to purchase and implement a document management system for the efficient storage and retrieval of school documents, including student files, financial and administrative information. The acquisition cost also includes the cost to convert existing paper-based records to electronic format.

The document management system provides electronic storage and retrieval, automated document indexing and networked access for group workflow and email capability. The acquisition cost is based on a 2015 purchase estimate of \$32,000 and \$125,000 cost of document conversion, escalated at a cost of 3%/year. The document conversion cost is based on approximately 856 cubic feet of documents (Human Resources, Special Education) and is phased over two years.

Project timing based on planned renovation/reconstruction of Emery Grover School Administration Building in FY21-22, and is timed to precede the relocation of staff to swing space in FY21 during construction. The project is revised to accelerate the timing by one year in order to address document management before Administration moves to swing space.

Capital Project Request

Project Title: **School Document Management System**Fiscal Year: **2019**Supplemental Information

Document Management Purchase & Document Conversion Expense

Emergy Grover Active Files	# Cabinets Small (1)	# Cabinets Large (2)	Cubic Feet	Calculated # Boxes	Calculated Pages	Box Pickup Service (3)	Scanning Service	Total Cost	
Human Resources	3	9	312	260	689,000	650	44,785	45,435	
Financial Operations	0	0	-	-	-	-	-	-	
Payroll	0	0	-	-	-	-	-	-	
Food Service	0	0	-	-	-	-	-	-	
Special Education	24	11	544	453	1,201,333	1,133	78,087	79,220	
Subtotal	27	20	856	713	1,890,333	1,783	122,872	124,655	
<u>Other Files</u>									
Financial Operations	0	0	-	-	-	-	-	-	Assume major storage is IV
Subtotal	0	0	-	-	-	-	-	-	
Grand total	27	20	856	713	1,890,333	1,783	122,872	124,655	
								125,000	

(1) Small: 1'W x 4'H x 2'D 8 Cubic Feet

(2) Small: 4'W x 4'H x 2'D 32 Cubic Feet

(3) Pickup estimate is \$2.50/box

(3) Estimated cost of prepping, scanning, indexing is \$0.05 - \$0.08/page. Estimate based on \$0.065/page mid-rate.

Conversion

1 Small Bankers Box = 1.2 Cubic Feet

1 Small Bankers Box = 2650 Pages

Document Management
Purchase & InstallationSoftware
AcquisitionPhased
ConversionPhased
Conversion

2015 Acquisition Cost	FY16	Doc Star	32,000	62,500	62,500	
x Escalation	FY17	3%	33,000	64,400	64,400	
x Escalation	FY18	3%	34,000	66,300	66,300	
x Escalation	FY19	3%	35,000	68,300	68,300	
x Escalation	FY20	3%	36,100	70,300	70,300	Conversion Completed
x Escalation	FY21	3%		72,400	72,400	Prior to EG Renovation

Capital Project Request

Project Title: **Renovate/Reconstruct Emery Grover Building at Highland Avenue Location** Fiscal Year: **2020**
 Purpose: **Construction** Classification: **Building** Status: **Same Request from the Prior CIP**
 Department: **Needham Public Schools** Funding Source: **Community Preservation Fund**
 Partners: **N/A**

<u>Parameters</u>	<u>Response</u>
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$14,724,500**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **May increase annual operating expenses between \$50,001 and \$100,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$1,494,100	\$1,494,100				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$11,156,600		\$11,156,600			
Construction Management	\$111,100	\$111,100				
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$611,800		\$611,800			
Technology Hardware/Software	\$0					
Other Expenses	\$1,320,900		\$1,320,900			
TOTAL	\$14,694,500	\$1,605,200	\$13,089,300	\$0	\$0	\$0

\$30,000

Capital Project RequestProject Title: **Renovate/Reconstruct Emery Grover Building at Highland Avenue Location**

Fiscal Year:

2020**Project Description and Considerations**

The 2005 Facilities Master Plan indicated that the Emery Grover School Administration Building is in need of additional office and storage space, as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility.

A feasibility study was conducted in August 2013 by DesignLAB Architects, which identified several options for the building, including: renovation of the existing building, the purchase/renovation of commercial property, and new construction on an alternate Town-owned parcel. This request is for the renovation of the existing Emery Grover building at its present location. Based on a preliminary budget developed by DesignLAB, the \$9.7 million total cost (2013 \$) could be reduced by Community Preservation Act funding of approximately 67% of construction and related soft costs. The budget includes funds to temporarily re-locate staff to swing space during construction.

Preliminary Project Schedule:

Feasibility Study: FY14 (\$30,000)

Design: FY20 (May '19 ATM)

Project Funding Year: FY21

Emery Grover Occupies Swing Space: FY21-FY22

Construction: FY21-FY22

New Building Opens: 9/2022 (FY23)

Project Budget:

The above referenced project budget excludes \$30,000 approved at May 2013 Annual Town Meeting for feasibility design. The "Other Expenses" category includes \$1,267,740 to occupy leased swing space for one year, while the building is being renovated, including moving expense, plus \$53,200 in legal expense. If, alternatively, the modernized Hillside School is used as swing space, the project budget could be reduced by the lease expense. (The project to modernize Hillside for use as swing space is presented separately.) All costs include 8 years of escalation to the mid-point of construction, using 6%/year (FY14-FY16) and 5.0%/year thereafter.

This project is revised from the previous request to reflect a 5% cost escalator for fiscal years starting FY17, based on advice from the PPBC. It is likely that the final design budget will need to include 2% construction management expense (compared to 1%), but that adjustment is not reflected above, in order to preserve the integrity of the source information.

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance expense by more than \$100,000/year. This placeholder estimate to be revised during design process.

Other Departmental Assistance: PPBC Project Management

Capital Project Request

Project Title: **Renovate/Reconstruct Emery Grover Building at Highland Avenue Location**

Fiscal Year:

2020Supplemental Information**Emery Grover Renovation Cost Estimated, Based on 2013 DesignLab Study**

21,235 SF Building		Feasibility	Construction	A/E	Constr Mgmt	Temporary	FF&E	Other	Total	Cost/SF	Less CPA	Net Cost
FY13 Project Cost (DesignLab)		30,000	7,339,550	982,906	73,120	834,000	402,500	35,000	9,697,076		8,350,000	1,347,076
TOTAL		30,000	7,339,550	982,906	73,120	834,000	402,500	35,000	9,697,076	\$457	8,350,000	1,347,076
		0%	76%	10%	1%	9%	4%	0%	100%			
6.00%	FY14 Cost Multiplier @ 6%	30,000	7,779,923	1,041,880	77,507	884,040	426,650	37,100	10,277,101	\$484	8,350,000	1,927,101
6.00%	FY15 Cost Multiplier @ 6%	30,000	8,246,718	1,104,393	82,158	937,082	452,249	39,326	10,891,927	\$513	8,350,000	2,541,927
6.00%	FY16 Cost Multiplier @ 6%	30,000	8,741,521	1,170,657	87,087	993,307	479,384	41,686	11,543,642	\$544	8,350,000	3,193,642
5.00%	FY17 Cost Multiplier @ 5%	30,000	9,178,598	1,229,190	91,441	1,042,973	503,353	43,770	12,119,324	\$571	8,350,000	3,769,324
5.00%	FY18 Cost Multiplier @ 5%	30,000	9,637,527	1,290,649	96,014	1,095,121	528,521	45,958	12,723,791	\$599	8,350,000	4,373,791
5.00%	FY19 Cost Multiplier @ 5%	30,000	10,119,404	1,355,182	100,814	1,149,877	554,947	48,256	13,358,480	\$629	8,350,000	5,008,480
5.00%	FY20 Cost Multiplier @ 5%	30,000	10,625,374	1,422,941	105,855	1,207,371	582,694	50,669	14,024,904	\$660	8,350,000	5,674,904
5.00%	FY21 Cost Multiplier @ 5%	30,000	11,156,643	1,494,088	111,148	1,267,740	611,829	53,203	14,724,649	\$693	8,350,000	6,374,649
8	TOTAL PROJECT COST	30,000	11,156,643	1,494,088	111,148	1,267,740	611,829	53,203	14,724,649	\$693	8,350,000	6,374,649
	TOTAL COST (ROUNDED)	30,000	11,156,600	1,494,100	111,100	1,267,700	611,800	53,200	14,724,500	\$693	8,350,000	6,374,500

Square Footage

21,235

Note - costs escalated at rates shown above, to midpoint of construction (FY21). There are 2 construction years, FY21 and FY22. EG opens FY23 (July 2022). FY14 is feasibility funding year; FY20 is SD/DD. CPA Funding is assumed at 67%.

Project Funding Schedule	FY14	FY20	FY21	Total
Pre-Design	30,000			30,000
Engineering & Design		1,494,100		1,494,100
Construction		111,100	13,089,300	13,200,400
Total	30,000	1,605,200	13,089,300	14,724,500

Capital Project Request

Project Title: **Full Day Kindergarten Space Modifications** Fiscal Year: **2020**
 Purpose: **Construction** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **N/A**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$50,000**

Useful Life: **Between eight (8) and twelve (12) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$20,000	\$20,000				
Technology Hardware/Software	\$0					
Other Expenses	\$30,000	\$30,000				
TOTAL	\$50,000	\$50,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Full Day Kindergarten Space Modifications**

Fiscal Year:

2020**Project Description and Considerations**

The School Committee has prioritized the implementation of Full-Day Kindergarten (FDK) in Needham. Based on a preliminary analysis completed in June 2015 (and updated in December 2015), up to five additional classrooms maybe needed in the year of initial implementation, to accommodate the projected population of Kindergarteners at an average class size of 20 students. These classrooms could be provided by re-purposing non-traditional space at each elementary school, such as art/music/world language/technology classrooms, or by re-using available space at either the Pollard Middle School modulars or the existing Hillside School. Based on the accelerated schedule for completing construction of the new Hillside School at Central Avenue, the existing Hillside will become vacant in September 2019, when the new school is completed.

The School Department has requested funding (through a separate capital request) for a space planning study that would identify the exact spaces needed for Full Day Kindergarten, and plan for any retrofits required to these spaces. This request is a companion to that study and provides a placeholder for the funding needed to implement the needed space modifications. The project includes a placeholder estimate of \$30,000 for repairs, to be expended as needed, plus \$20,000 to purchase placeholder Kindergarten furniture and play equipment. (The budgeted cost of furniture is \$5,000 per classroom.) Curriculum materials would be provided through the operating budget.

This project is revised from the prior CIP in order to time it with the scheduled opening of the Hillside School, the earliest date for which is September 2019, based on an accelerated project schedule. (Previously the funding year of this request was FY18.) In addition, the request has been renamed from its previous title of "Update Pollard Modulars for Full-Day Kindergarten," to recognize the other possible spaces that may be used for Full Day Kindergarten.

Parameters Addressed:

Project Costs Not Included: Operational cost of Full-Day Kindergarten implementation

Other Departmental Assistance: PPBC or Public Facilities Project Management, Depending on Scope

Capital Project Request

Project Title: **NHS Athletic Locker Reconfiguration & Addition** Fiscal Year: **2020**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Revised Request from the Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **N?A**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: Other (see below for information)

How was the Estimated Project Cost Determined: Industry References

Estimated Project Cost: \$45,200

Useful Life: More than twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Total New FTE's: 0

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$43,000	\$43,000				
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$2,200	\$2,200				
TOTAL	\$45,200	\$45,200	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **NHS Athletic Locker Reconfiguration & Addition**

Fiscal Year: **2020**

Project Description and Considerations

This request proposes to reconfigure and increase the number of student physical education lockers at NHS, to accommodate the increased student population. Currently, there are 508 lockers at NHS (269 in the boys' locker room and 239 in the girls' locker room.) The project will add 111 lockers in the boys' locker room and 104 lockers in the girls' locker room, for a new grand total of 723.

Currently, each locker room has small, medium and large lockers. The reconfiguration would remove the doors and frames from the medium and large lockers, and would create three new, small lockers from every two medium lockers, and three new small lockers from every one large locker. (The existing small lockers would remain unchanged.) This reconfiguration would yield 81 new boy's lockers and 80 new girls' lockers. Additionally, a new bank of 30 lockers would be added in the boys' locker room, and 24 new lockers will be added in the girls' locker room.

This project has been revised from the previous CIP to defer the funding year to FY20, in order to time this project with the classroom expansion improvements at NHS. The NHS Classroom Expansion request plans for construction to occur over two summers: Summer 2019 and Summer 2020. This request would allow for locker installation to occur during the 2019/20 school year vacation weeks and the Summer of 2020, in preparation for a September 2020 (FY21) opening.

Parameters Addressed:

Permanent Installation: The lockers will be permanently installed in the building.

Other Departmental Assistance: PFD Public Facilities Department

Capital Project Request

Project Title: NHS Athletic Locker Reconfiguration & Addition

Fiscal Year: 2020

Supplemental Information**NHS Locker Replacement
2015 Costs (Based on Vendor Estimate)**

			Feasibility	Construction*	A/E	5% Conting	Constr Mgnt	Total
			<u>-</u>	<u>33,705</u>	<u>-</u>	<u>1,685</u>	<u>-</u>	<u>35,390</u>
		FY14 Project Cost (D&W)	-	33,705	-	1,685	-	35,390
		TOTAL	-	33,705	-	1,685	-	35,390
			0%	95%	0%	5%	0%	100%
5.00%	FY16	Cost Multiplier	-	35,390	-	1,770	-	37,160
5.00%	FY17	Cost Multiplier	-	37,160	-	1,858	-	39,018
5.00%	FY18	Cost Multiplier	-	39,018	-	1,951	-	40,969
5.00%	FY19	Cost Multiplier	-	40,969	-	2,048	-	43,017
5.00%	FY20	Cost Multiplier	-	43,017	-	2,151	-	45,168
			<u>-</u>	<u>43,017</u>	<u>-</u>	<u>2,151</u>	<u>-</u>	<u>45,168</u>
5 Years		TOTAL PROJECT COST	-	43,017	-	2,151	-	45,168
		TOTAL COST (ROUNDED)	-	43,000	-	2,200	-	45,200

Capital Project Request

Project Title: **Sustain the Hillside School as Swing Space for Future Town Use** Fiscal Year: **2021**
 Purpose: **Construction** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **N/A**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **New function or service**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$18,960,500**

Useful Life: **Between twelve (12) and eighteen (18) years**

Budget Impact: **May increase annual operating expenses between \$50,001 and \$100,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2021	2022	2023	2024	2025
Planning/Feasibility	\$100,000	\$100,000				
Design/Engineering	\$2,607,400		\$2,607,400			
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$13,969,600			\$13,969,600		
Construction Management	\$651,900			\$651,900		
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$1,631,600			\$1,631,600		
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$18,960,500	\$100,000	\$2,607,400	\$16,253,100	\$0	\$0

\$0

Capital Project RequestProject Title: **Sustain the Hillside School as Swing Space for Future Town Use**Fiscal Year: **2021****Project Description and Considerations**

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 total replacement to address building deficiencies and modernize the learning environment. Several options for renovating/reconstructing this facility are presented in this Capital Improvement Program request.

This is a project to modernize the existing Hillside School for use as swing space for other school and Town projects, after the new Hillside school opens in September 2020 (FY21.) A potential schedule for use of this swing space is: Emery Grover Renovation (FY21-FY22 - prior to modernizing the building), Mitchell Renovation (FY27-FY28), Pollard Renovation (FY29-FY30.) This schedule assumes that modernization will take up to two years to complete, and that relocating the Emery Grover population to the Hillside school is preferable to leasing office space for use during that construction project.

This cost and scope of this project is based on the "Option A" 'base repair project estimate developed by Dore & Whittier Architects in 2014 and renovates the existing Hillside School to update all major building systems to comply with current codes and regulations. (It is the renovation option best described as the 'base repair' scenario for comparative purposes.) The scope of this option does NOT include adding modular classrooms to accommodate the Mitchell School population or a full grade of Pollard students. The Feasibility Study scope should update the above preliminary cost estimate to include the needed modular component, as well as a comparative analysis of the relative cost effectiveness of an alternate project to demolish the school and create modular swing space on this site.

This project is revised from prior years to reflect a July 2024 completion date and a 5% inflation escalator for fiscal years beginning FY17.

Preliminary Project Schedule:

Feasibility Design: FY21

Design: FY22

Override Ballot Question: FY22

Site Construction: FY23-FY24

Modernized Hillside Opens: July, 2024

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance expense by more than \$100,000/year, depending upon the scope of renovations required. This placeholder estimate to be revised during design process.

Extend Useful Life: See Project narrative above.

Other Departmental Assistance: PPBC Project Management

Capital Project Request

Project Title: Sustain the Hillside School as Swing Space for Future Town Use

Fiscal Year:

2021

Supplemental Information

Hillside School Modernization, Based on 2014 Dore & Whittier PreFeasibility Study
Option A, Repair Hillside School for 430 Students
Scheduled opening: July 2024 (FY25)

45,005 SF Building			Feasibility	Construction*	A/E	FF&E	Constr Mgnt	Total	Cost/SF
FY14 Project Cost (D&W)			-	8,835,814	1,649,200	1,032,000	412,300	11,929,314	
TOTAL			-	8,835,814	1,649,200	1,032,000	412,300	11,929,314	\$265
			0%	74%	14%	9%	3%	100%	
6.00%	FY15	Cost Multiplier @ 6%	-	9,365,963	1,748,152	1,093,920	437,038	12,645,073	\$281
6.00%	FY16	Cost Multiplier @ 6%	-	9,927,921	1,853,041	1,159,555	463,260	13,403,777	\$298
5.00%	FY17	Cost Multiplier @ 3.8%	-	10,424,317	1,945,693	1,217,533	486,423	14,073,966	\$313
5.00%	FY18	Cost Multiplier @ 3.8%	-	10,945,532	2,042,978	1,278,410	510,744	14,777,664	\$328
5.00%	FY19	Cost Multiplier @ 3.8%	-	11,492,809	2,145,127	1,342,330	536,282	15,516,548	\$345
5.00%	FY20	Cost Multiplier @ 3.8%	-	12,067,450	2,252,383	1,409,447	563,096	16,292,375	\$362
5.00%	FY21	Cost Multiplier @ 3.8%	100,000	12,670,822	2,365,002	1,479,919	591,251	17,206,994	\$382
5.00%	FY22	Cost Multiplier @ 3.8%	100,000	13,304,363	2,483,252	1,553,915	620,813	18,062,343	\$401
5.00%	FY23	Cost Multiplier @ 3.8%	100,000	13,969,581	2,607,415	1,631,611	651,854	18,960,461	\$421
9 Years	TOTAL PROJECT COST		100,000	13,969,581	2,607,415	1,631,611	651,854	18,960,461	\$421
	TOTAL COST (ROUNDED)		100,000	13,969,600	2,607,400	1,631,600	651,900	18,960,500	\$421

* Excludes modular temporary classrooms

Square Footage 45,005

Note - costs escalated at rates shown above, to midpoint of construction (FY23). There are 2 construction years, FY23 and FY24. Modernized Hillside opens July 2024 (FY25.) Mitchell moves to swing space FY23. FY21 is feasibility funding year; FY22 is schematic design & full funding year;

	FY24	FY25	FY26	
Feasibility	100,000			100,000
Arch/Engineering		2,607,400		2,607,400
Construction			16,253,100	16,253,100
	100,000	2,607,400	16,253,100	18,960,500

Capital Project Request

Project Title: **Needham High School Classroom Expansion** Fiscal Year: **2018**
 Purpose: **Construction** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **N/A**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$7,270,100**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$502,700	\$377,025	\$125,675			
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$6,283,400		\$6,283,400			
Construction Management	\$125,700	\$37,703	\$87,997			
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$44,100		\$44,100			
Technology Hardware/Software	\$0					
Other Expenses	\$314,200		\$314,200			
TOTAL	\$7,270,100	\$414,728	\$6,855,372	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Needham High School Classroom Expansion**Fiscal Year: **2018**

Project Description and Considerations

This project requests funding to add classroom 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 1,450.

The maximum number of students per classroom in the 2008 renovated and expanded NHS was 22. Currently 25% of the academic classrooms have class sizes of 25 or more. The MSBA standard for classroom utilization rate is 85%. Currently, the utilization rate is at 90%+. Since 2008, several spaces at NHS have been repurposed to function as classrooms, however the number available is below the need. Further, the repurposing has compromised the overall operation of the educational program. In October 2014, Special Town Meeting approved \$200,000 to subdivide two large classroom spaces into four classrooms. In May 2016, Annual Town Meeting approved an additional \$65,000 to conduct a feasibility study of classroom expansion alternatives at NHS. As of this writing, that feasibility study designer selection is currently underway.

This request is a placeholder for the design and construction funds needed to develop between 6-8 classroom spaces at Needham High School, pending the results of the ongoing feasibility study. The placeholder costs are based on earlier estimates developed by Drummey Rosane Anderson Architects (2013, Option G) of constructing 6 modular-type classrooms near the epicenter of the school and in close proximity to the academic core. These estimates, which were updated by the Permanent Public Building Department (2015), have been escalated according to the chart on the next page. The "Other Expenses" category represents owner's contingency costs.

The project is revised from prior CIP to reflect the construction schedule shown below and to reflect a 5% inflation factor. In addition, the original project costs have been escalated by 20%, to account for the loss of construction synergy resulting from decoupling the cafeteria and classroom projects, and to reflect the phased construction schedule over two summers.

The project schedule and funding below represent a conservative estimate of when the project could be completed, given the current completion schedule for the ongoing feasibility study: draft report issued early June 2017 with a final report delivered in late June, 2017. The resulting schedule is for a school to be completed in September 2020 (FY21.) An alternative scenario, in which the feasibility study is completed prior to 2017 Annual Town Meeting, could result in an accelerated schedule that opens the classrooms in September 2019 (FY20.) The alternative schedule, which has not been endorsed or confirmed by the PPBC, is presented below.

Preliminary Project Schedule:

Feasibility Design: FY17 (\$65,000)

Design: FY18 (November '17 STM)

Project Funding Year: FY19 (November '18 STM)

Contract Award: FY19 (December '18)

Construction Beginning Year: FY20 (Summer 2019) - FY21 (Summer 2020)

New Spaces Open: September 2020 (FY21)

Potential Alternative Schedule:

Feasibility Design: FY17 (\$65,000)

Design: FY18 (May '17 ATM)

Project Funding Year: FY19 (May '18 ATM, with emergency preamble)

Contract Award: FY18 (June '18)

Construction Beginning Year: FY19 (Summer 2018) - FY20 (Summer 2019)

New Spaces Open: September 2019 (FY20)

Project Budget:

The "Other Expenses" budget category represents owners' contingency.

Capital Project Request

Project Title: **Needham High School Classroom Expansion**Fiscal Year: **2018**Parameters Addressed:

Permitting: As required by Town Boards.

Operating Budget Increase: New classrooms spaces will involve changes to HVAC configuration that may increase building maintenance expense (within the Public Facilities Department) by a negligible amount.

Other Departmental Assistance: PPBC Project Management

**NHS Modular 6 Classroom Addition & Renovation
 DRA, Revised 4/21/15 by PPBC
 Scheduled opening: September 2020 (FY21)**

11,128 SF Building			Feasibility	Construction*	Other Constrttion	A/E	FF&E	Owner's Contingency	Construction Management	Total	Cost/SF
2016 Project Cost (PPBC)			-	4,275,205	-	342,017	30,000	213,760	85,504	4,946,486	
20% Cost Escalator			-	855,041	-	68,403	6,000	42,752	17,101	989,297	
2016 Project Cost (REVISED)			-	5,130,246	-	410,420	36,000	256,512	102,605	5,935,783	\$533
			0%	86%	0%	7%	1%	4%	2%	100%	
5.80%	FY17	Cost Multiplier	-	5,427,800	-	434,225	38,088	271,390	108,556	6,280,059	\$564
5.00%	FY18	Cost Multiplier	-	5,699,190	-	455,936	39,992	284,959	113,984	6,594,062	\$593
5.00%	FY19	Cost Multiplier	-	5,984,150	-	478,733	41,992	299,207	119,683	6,923,765	\$622
5.00%	FY20	Cost Multiplier	-	6,283,357	-	502,669	44,092	314,167	125,667	7,269,953	\$653
1 Years TOTAL PROJECT COST			-	6,283,357	-	502,669	44,092	314,167	125,667	7,269,953	\$653
TOTAL COST (ROUNDED)			-	6,283,400	-	502,700	44,100	314,200	125,700	7,270,100	\$653
Square Footage				11,128							
				30,000							
2016 Total Project Cost - Café & 6 Classrooms				5,811,722							
2016 Less Café Only				1,536,517							
2016 Net Project Cost - 6 Classrooms Only				4,275,205							
				-							
				342,017							
				30,000							
				213,760							
				85,504							
				4,946,486							

Capital Project Request

Project Title: **Replacement of Needham High School Chiller** Fiscal Year: **2018**
 Purpose: **Construction** Classification: **Equipment/Furniture** Status: **New Request**
 Department: **Public Facilities** Funding Source: **General Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$478,849**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$60,000	\$60,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$418,849		\$418,849			
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$478,849	\$60,000	\$418,849	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Replacement of Needham High School Chiller**

Fiscal Year:

2018**Project Description and Considerations**

This project will be to replace the chiller at the High School.

In FY 2016, the chiller at the High School stopped functioning. It is believed that this is due to the glycol level in the chiller being low. The glycol protects the chiller in the cold months from freezing. In the summer of 2016, Public Facilities rented a temporary chiller. In the summer of 2017, the department intends on continuing to rent a temporary chiller while a new chiller is designed.

In FY 2018, the design for the chiller will be required. The design is intended to include elements that will rectify the issues with the old chiller. In FY 2019, a new chiller will be installed at the High School.

4. Building and electrical permits will be required.

15. This request will modernize building components.

16. Building components will be permanently installed.

Capital Project Request

Project Title: **NHS A Gym Upgrades** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Public Facilities** Funding Source: **General Fund**
 Partners: **Needham Public Schools, NHS Athletics, Needham Booster Club**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	Yes
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$276,000**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$276,000	\$182,000	\$64,000	\$30,000		
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$276,000	\$182,000	\$64,000	\$30,000	\$0	\$0

\$0

Capital Project RequestProject Title: **NHS A Gym Upgrades**

Fiscal Year:

2018**Project Description and Considerations**

This request is to upgrade the Needham High School A Gym. The NHS A Gym was not part of the 2009 renovation.

In FY 2017, the bleachers are being replaced. The bleachers are beyond their useful life and are difficult to use. The replacement modern bleachers will streamline opening and closing; the bleacher design will accommodate the proposed FY 2019 floor replacement and re-alignment. The FY 2017 design cost is for the ceiling and lighting work slated for FY 2018.

In FY 2018, the lighting and ceiling will be replaced. The lighting is presently inadequate. The ceiling is a drop ceiling and ceiling tiles are frequently damaged. This project would include both the replacement of the ceiling and the lighting.

In FY 2019, the gym floor will be sanded and relined, resulting in shifting the court three feet to the left. The existing game lines painted on the floor do not allow for enough standing room. This project would also include relocating the two main baskets and backboards as well as replacing the basketball winch mechanisms with key operated raising hoops.

In FY 2020, the scoreboard and shot clocks will be replaced. The basketball scoreboard and shot clocks are beyond their useful life. The system is based on incandescent bulb technology, which is not energy efficient. The technology is also outdated. The replacement will include an electronic LED scoreboard and one set of shot clocks with wireless controls and technology.

This gym is a high demand space for utilization by the community. There is potential for the Needham Booster Club and NHS Athletics to contribute to this project

4. Building & electrical permits will be required.

8. Energy efficiency upgrades will reduce energy costs, but PFD no longer is responsible for energy.

15. This request will modernize building components, thereby maximizing the usefulness of the building.

16. Bleachers, lighting, and gym components will be permanently installed.

Capital Project Request

Project Title: **Needham High School Boiler Replacement** Fiscal Year: **2020**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Public Facilities** Funding Source: **General Fund**
 Partners: **Needham Public Schools**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	Yes
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$840,000**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **The project should reduce the operating expenses**

Total New FTE's:

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$100,800	\$100,800				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$739,200	\$739,200				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$840,000	\$840,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Needham High School Boiler Replacement**Fiscal Year: **2020****Project Description and Considerations**

This request is to remove all four existing cast iron units and replace with three high efficiency gas fired condensing units. The replacement boilers will be complete with controls suitable for connection to the Town's Building Management System and have burners with full modulation. The existing domestic hot water heater will also be replaced.

The new boiler system will be designed for natural gas and will increase the energy efficiency of the heating system at the High School. It will give the High School the ability to utilize more than two boilers at a time. The Town will pursue rebates with the utilities. Based on experience at the Pollard & Newman Schools, energy savings of 15-20% are expected.

4. Building & electrical permits will be required.

8. Energy efficiency upgrades will reduce energy costs, which are no longer handled by PFD.

15. This request will modernize the heating and hot water systems, thereby maximizing the usefulness of the building.

16. The boiler will be permanently installed at NHS.

Capital Project Request

Project Title: **Energy Efficiency Upgrades** Fiscal Year: **2018**
 Purpose: **Construction** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Public Facilities** Funding Source: **General Fund**
 Partners: **Building Occupants**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	Yes
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$230,000**

Useful Life: **Between twelve (12) and eighteen (18) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$170,000	\$57,000	\$8,000	\$5,000	\$100,000	
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$60,000		\$7,000	\$53,000		
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$230,000	\$57,000	\$15,000	\$58,000	\$100,000	\$0

\$0

Capital Project Request

Project Title: **Energy Efficiency Upgrades**

Fiscal Year:

2018**Project Description and Considerations**

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.

Recent Projects Include:

In 2016 the department completed numerous energy efficient lighting upgrades, including: Broadmeadow School exterior lighting and gym lighting, High Rock School exterior lighting, Needham High School exterior lighting, Eliot School gym lighting, Needham Library exterior lighting, Pollard School gym lighting, and PSAB exterior lighting.

The department was able to do additional energy efficiency upgrades for the Eliot School cafe and auditorium lighting, the High School B gym lighting, the Hillside School gym lighting, and the Pollard School auditorium lighting.

In FY2017, the department will complete energy efficient lighting upgrades at the Mitchell School gym and the DPW garage. The initial plan had been to perform re-commissioning on the HVAC controls at the Eliot School but due to conflicts over the summer, the work was postponed one year. The funds were used to complete the work above.

In FY2018, the department intends to install on-demand ventilation on air handlers in the mechanical room, and re-commission building HVAC controls at the Eliot School.

In FY2019, the department intends to re-commission the HVAC controls at Needham High School and install bi-lighting systems in the hallways at the High Rock School.

In FY2020, the department intends to replace the existing air conditioners with efficient units and install a tandem lighting system in the hallway at the Pollard School.

In FY2021, the department intends to do an additional energy efficiency study. The original study was only focused on 10 buildings that had some age. This study will focus on buildings that were not addressed in the original study, including Town Hall, PSAB, Newman, Center at the Heights, in addition to the original buildings that will not be undergoing renovation shortly. The improvement in technologies necessitates that this study be conducted approximately every 10 years.

The original study included Fire Station #2 and the Public Safety Building. While the Town has done some of the energy efficiency upgrades, additional upgrades are on hold pending a renovation of these buildings.

- 4. Building, electrical, and plumbing permits will be required.
- 8. Energy efficiency upgrades will reduce energy costs, but which is no longer included in PFD's budget.
- 15. This request will modernize building components.
- 16. Building components will be permanently installed.

Capital Project Request

Project Title: **Pollard Blue and Green Gym Upgrades** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Public Facilities** Funding Source: **General Fund**
 Partners: **Needham Public Schools**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$829,610**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$45,000	\$45,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$784,610		\$754,610	\$30,000		
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$829,610	\$45,000	\$754,610	\$30,000	\$0	\$0

\$0

Capital Project RequestProject Title: **Pollard Blue and Green Gym Upgrades**

Fiscal Year:

2018**Project Description and Considerations**

The Pollard Gym was identified in the Feasibility Study conducted in 2011 as in need of upgrades and has additionally been identified by the Director of Athletics as in need of improvement. These improvements consist of replacing the present rubber flooring with another material that is specifically ideal for basketball use, upgrading lighting, and installing mats along the side of the gym for safety. Lighting upgrades were completed under the energy efficiency request in FY 2016.

In FY 2018 this project would design the replacement of the flooring in both the both the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both School and Community basketball groups because of its size. The design will investigate handicap accessibility issues, play safety, and basketball use and will determine the best type of flooring to install given restriction in these spaces. This may include replacing with rubber flooring.

In FY 2019 work will be done to improve the functionality and safety of both gyms. This will be the construction phase of replacing the flooring. The type of flooring will depend on the results from the design phase. Additionally, in the Blue Gym, the siding would be removed and replaced. The Blue Gym will also be painted to brighten the room. Backboards and winch mechanisms on the basketball hoops would be replaced and winch mechanisms would be installed on hoops that do not have winches currently. Padding would also be installed behind all backboards. In the Green Gym, two sections of pull out seating approximately 15x15 each would be installed in order to accommodate classes.

In FY 2020 the scoreboards in both gyms will be removed and replaced, and shot clocks will be installed in the Green Gym. The basketball scoreboard and shot clocks in both gyms are beyond their useful life and the technology is outdated. The current system is based on incandescent bulb technology which is not energy efficient. The replacement will include an electronic LED scoreboard and one set of shot clocks with wireless controls and technology in each gym

4. Building & electrical permits will be required.

15. This request will modernize building components, thereby maximizing the usefulness of the building.

16. Flooring, lockers, and wall coverings will be permanently installed.

Capital Project Request

Project Title: **Pollard Bathrooms**Fiscal Year: **2018**Purpose: **Construction**Classification: **Building**Status: **New Request**Department: **Public Facilities**Funding Source: **General Fund**Partners: **School Department****Parameters****Response**

- | | |
|--|-----|
| 1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request? | No |
| 2. Are there recommendations or costs identified by other departments which are NOT factored into the request? | No |
| 3. Does the project support activities to produce new revenue for the Town? | No |
| 4. Does this project require any permitting by any Town or State agency? | Yes |
| 5. If funded, will additional permanent staff be required? | No |
| 6. If funded, will the operating budget need to be increased to cover operating expenses? | No |
| 7. If funded, will this project increase the operating expense for any other department? | No |
| 8. If funded, will this project lower the requesting Department's operating costs? | No |
| 9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted? | No |
| 10. If the project is NOT funded, will current Town revenue be reduced? | No |
| 11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset? | No |
| 12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)? | No |
| 13. Is this a request in response to a Court, Federal, or State order? | No |
| 14. Is this a request in response to a documented public health or safety condition? | No |
| 15. Is this a request to improve or make repairs to extend the useful life of a building? | Yes |
| 16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use? | Yes |
| 17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure? | No |
| 18. Will any other department be required to provide assistance in order to complete the project? | No |

Primary Reason for the Request: **Scheduled replacement**How was the Estimated Project Cost Determined: **Hired Consultant**Estimated Project Cost: **\$650,000**Useful Life: **Between eighteen (18) and twenty-five (25) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$50,000	\$50,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$600,000	\$600,000				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$650,000	\$650,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Pollard Bathrooms**

Fiscal Year:

2018**Project Description and Considerations**

The Public Facilities Department engaged a consultant in FY 16 to design bathrooms at the Pollard School. There are four sets of boy and girl bathrooms at the school that are need of a renovation. The Town constructed the first of the four bathrooms in FY17. This request is to complete the work started on the first set of bathrooms in the remaining bathrooms. The improvements that were made include new fixtures, new tiles, new layout and open doors, new ADA compliant stalls, and other features to modernize the bathroom facilities. These renovations have been well received by the building occupants.

It is intended that the remaining bathrooms will be renovated in one or two summers, depending on what is achievable in one year. They will be combined together to achieve the greatest efficiency and savings.

4. This work will require a building permit.

15. This request will modernize building components, thereby maximizing the usefulness of the building. This will also bring the bathrooms up to code and ADA/MAAB compliance

16. Fixtures will be permanently installed.

Capital Project Request

Project Title: **Pollard Locker Room Retrofit** Fiscal Year: **2021**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Public Facilities** Funding Source: **General Fund**
 Partners: **Needham Public Schools**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **No Estimate Has Been Determined**

Estimated Project Cost: **\$378,107**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2021	2022	2023	2024	2025
Planning/Feasibility	\$0					
Design/Engineering	\$61,232	\$61,232				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$316,875		\$316,875			
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$378,107	\$61,232	\$316,875	\$0	\$0	\$0
\$0						

Capital Project RequestProject Title: **Pollard Locker Room Retrofit**Fiscal Year: **2021****Project Description and Considerations**

This request is to retrofit the locker rooms at the Pollard Middle School. This project would include installing new lockers, replacing existing tile and bathroom fixtures, and painting.

Retrofitting the locker rooms will make the space more functional. Many lockers are broken and there is a need for additional lockers due to larger class sizes. Tile flooring is starting to crack in places and will need replacing before becoming a safety hazard. General maintenance such as painting and replacing bathroom fixtures will also improve the current appearance.

In FY 2021, the department will work to get a design for the locker room retrofit. The construction on the locker room will be done in FY 2022.

4. Building, electrical, & plumbing permits will be required.

15. This request is necessary to extend the life of the building.

16. Flooring, lockers, fixtures, etc. will be permanently installed.

Capital Project Request

Project Title: **Facility Assessment for Sustainable Building Management** Fiscal Year: **2019**
 Purpose: **Long Range Plan/Study** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Public Facilities** Funding Source: **General Fund**
 Partners: **Needham Public Schools**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$85,165**

Useful Life: **Between eight (8) and twelve (12) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$85,165	\$85,165				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$85,165	\$85,165	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Facility Assessment for Sustainable Building Management**

Fiscal Year:

2019**Project Description and Considerations**

This is a request for the assessments of public buildings throughout the Town and School Department in order to fully determine the condition of the facility and to identify repair and replacement needs and costs. We will use the results of the facility assessments to dictate future projects for Facilities Maintenance Articles.

In FY 19 the department requests that a facility assessment be done on the Broadmeadow and Eliot Elementary Schools. Both buildings will be approaching the age of 20 years old and may require upgrades beyond general maintenance. An assessment would be done on facility conditions including HVAC systems, plumbing, roofing, and boilers in order to create a plan to address the facility needs.

We will evaluate other buildings as they approach their individual 20 year marks to see if they require any upgrades. This will be used to keep up maintenance and upgrades on all public buildings as they age and require more than average maintenance. It will assist the department in prioritizing projects deemed necessary or useful by the assessments. The assessments will be useful in creating and maintaining sustainable buildings.

This was previously submitted.

Capital Project Request

Project Title: **Building Management System Upgrade**Fiscal Year: **2020**Purpose: **Construction**Classification: **Technology**Status: **Informational Only Details Incomplete**Department: **Public Facilities**Funding Source: **General Fund**Partners: **ITC, School Department**ParametersResponse1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are **NOT** included in this request?

No

2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?

No

3. Does the project support activities to produce new revenue for the Town?

No

4. Does this project require any permitting by any Town or State agency?

No

5. If funded, will additional permanent staff be required?

No

6. If funded, will the operating budget need to be increased to cover operating expenses?

No

7. If funded, will this project increase the operating expense for any other department?

No

8. If funded, will this project lower the requesting Department's operating costs?

No

9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?

No

10. If the project is **NOT** funded, will current Town revenue be reduced?

No

11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?

No

12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?

No

13. Is this a request in response to a Court, Federal, or State order?

No

14. Is this a request in response to a documented public health or safety condition?

No

15. Is this a request to improve or make repairs to extend the useful life of a building?

No

16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?

No

17. Is this a request to repair or otherwise improve public property which is **NOT** a building or infrastructure?

No

18. Will any other department be required to provide assistance in order to complete the project?

Yes

Primary Reason for the Request: **Operational efficiency**How was the Estimated Project Cost Determined: **Industry References**Estimated Project Cost: **\$322,000**Useful Life: **Between eight (8) and twelve (12) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$322,000	\$102,000	\$126,000	\$94,000		
Other Expenses	\$0					
TOTAL	\$322,000	\$102,000	\$126,000	\$94,000	\$0	\$0

\$0

Capital Project Request

Project Title: **Building Management System Upgrade**

Fiscal Year:

2020

Project Description and Considerations

The Town maintains a Building Management System on the school's server to manage the heating and cooling in all major facilities in Town. All of the buildings constructed since 2009, with the exception of the Newman, are on the same system called Control Suite, LON works. These systems consist of internal sensors in the HVAC components and a backend software product that allows Public Facilities staff to review and diagnose HVAC issues remotely as well as on-site. This system is critical to the maintenance of healthy air temperatures in the building.

The IT department for the Town would like to upgrade and standardize all of the BMS so that we are only utilizing and maintaining one system. A part of the Newman School will need to remain on a separate system due to the devices that were installed at the time of renovation. A retrofit would be necessary to completely migrate it to the new software. This will allow for greater standardization. It will change the manner of how HVAC data is communicated. Currently there are computer interfaces talking to devices within the building and then communicating this information to an outside computer for management. This new software would create a virtualized environment where the software would only be on the back end and no longer on the devices. This will rid us of unnecessary redundancy and help improve tracking. This will also allow all of the Town's buildings to integrate with the Town's afterhours permitting system which will reduce time for staff to input irregular schedules and ensure appropriate temperature for afterhours events. Additionally, the Town's IT department would like the system to be migrated to the Town's network, and the standardization will assist in this process.

This proposal is a phased approach to replacing the Front End of the BMS system so that all the buildings in Town will be on one system. It is proposed that this system will be the SmartStruxure Building Management System.

In FY2020, the Town will upgrade the Front End Software and complete the conversion of the Pollard, Broadmeadow, Library, Mitchell, and Eliot. These are the oldest BMS systems in Town and it is possible in the future, the control panel for these systems will no longer be serviced.

In FY2021, the Town will upgrade the High School and the Newman School. The High School has the most sophisticated HVAC system in Town and therefore is the most expensive to convert.

In FY2022, the Town will upgrade the Town Hall, High Rock, PSAB, Hillside, and Center at the Heights. If the Hillside is no longer being occupied at this time, it will not be converted.

18. The request will require assistance from the IT department.

Capital Project Request

Project Title: **Emery Grover Roof Replacement** Fiscal Year: **2022**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Future Request Details Incomplete**
 Department: **Public Facilities** Funding Source:
 Partners: **Needham Public Schools, Community Preservation Committee**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$159,035**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2022	2023	2024	2025	2026
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$159,035	\$159,035				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$159,035	\$159,035	\$0	\$0	\$0	\$0
\$0						

Capital Project RequestProject Title: **Emery Grover Roof Replacement**Fiscal Year: **2022****Project Description and Considerations**

This request is to replace the existing roof at the Emery Grover Building. The existing slate roof at the Emery Grover is over 100 years old. It poses a continual maintenance problem and is beyond the expected 75 year life span of this roof type. In the Spring of 2010, leaks in the roof caused damage to flooring materials. These circumstances forced the Department to reprioritize its summer asbestos abatement work and caused interruption to the operations of the building .

A new environmentally conscious material that mimics the aesthetics of slate, but is composed of recycled rubber from tires will be used to replace this roof. This material would reduce the cost of installation by over one third and would reduce the cost of maintenance. The anticipated lifespan of this material is 50 years. If slate material is required the cost of this installation would be \$237,537.

Replacing this roof will increase the energy efficiency of this building and will decrease leaks and the cost of repair and inconvenience to the occupants.

This project is pending the results of the Emery Grover feasibility study.

4. Building permits will be required.

12. This project may be eligible for CPA funding.

15. This request is necessary to extend the life of the building.

16. Roofing will be permanently installed.

Capital Project Request

Project Title: **Emery Grover Partial Window Replacement** Fiscal Year: **2019**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Informational Only Details Incomplete**
 Department: **Public Facilities** Funding Source: **Community Preservation Fund**
 Partners: **Needham Public Schools, Community Preservation Committee**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	Yes
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$309,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$309,000	\$309,000				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$309,000	\$309,000	\$0	\$0	\$0	\$0
\$0						

Capital Project RequestProject Title: **Emery Grover Partial Window Replacement**Fiscal Year: **2019****Project Description and Considerations**

This request is to replace the eight arched windows on the front of the Emery Grover Building. A prominent feature of the building, the existing windows are beyond their expected life span. They are inefficient resulting in occupant discomfort and needless energy usage for heating and cooling. Replacing these windows will increase the energy efficiency of this building. The anticipated lifespan of the replacement windows is 50 years.

This project may be eligible for CPA funds.

4. Building permits will be required.

8. Energy efficiency upgrades will reduce energy costs, which are no longer handled by PFD.

12. This project may be eligible for CPA funding.

15. This request is necessary to extend the life of the building.

16. Windows will be permanently installed.

Capital Project Request

Project Title: **DPW Boiler Replacement – 470 Dedham Ave** Fiscal Year: **2019**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Informational Only Details Incomplete**
 Department: **Public Facilities** Funding Source: **General Fund**
 Partners: **DPW**

Parameters

Response

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	Yes
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$400,000**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$34,000	\$34,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$366,000	\$366,000				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$400,000	\$400,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **DPW Boiler Replacement – 470 Dedham Ave**

Fiscal Year:

2019**Project Description and Considerations**

The request to replace the DPW boiler with two (2) high efficiency condensing boilers is based on both the need for redundancy in the heating season and the desire to improve energy efficiency. The boiler at the DPW was installed in 1961 and is past its useful life. This piece of equipment has required a number of repairs in order to maintain it in working order. Significant repairs were necessary in FY 2010 and FY 2012 at costs of \$60,000 and \$25,000 respectively; \$4,180 was spent on repairs in FY 2015. A new boiler will improve the energy efficiency of heating the DPW, and installing two units will ensure that if one unit needs repair during the heating season the building will have sufficient heat to prevent the pipes from freezing.

The new boiler will be designed for natural gas and will increase the energy efficiency of the heating systems at the DPW. This project may be eligible for energy efficiency rebates to offset the cost of buying a more efficient model.

There is an estimated 15-20% energy cost savings based on savings realized at the Pollard & Newman schools, which underwent similar boiler upgrades.

4. Plumbing and electrical permits will be required.

8. Upgrading to an energy efficient boiler will reduce heating costs, but those are no longer under PFD's budget.

15. The existing boiler at 470 Dedham Ave is outdated, inefficient, and requires frequent repair. This upgrade will ensure that the building is appropriately heated.

16. Public Facilities is in support of this request.

Capital Project Request

Project Title: **Fuel Station Relocation and Upgrade** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Facility** Status: **Revised Request from the Prior CIP**
 Department: **Public Works** Funding Source: **General Fund**
 Partners: **Public Facilities, Police, Fire, School Dept, COA, Assessors, Building**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$1,451,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's:

Project Budget Elements	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility	\$0					
Design/Engineering	\$131,000	\$131,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$1,320,000		\$1,320,000			
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$1,451,000	\$131,000	\$1,320,000	\$0	\$0	\$0
\$0						

Capital Project RequestProject Title: **Fuel Station Relocation and Upgrade**Fiscal Year: **2017****Project Description and Considerations**

Currently DPW, Fire Department, School Department, and other Town vehicles rely on this filling station. Beginning in September 2013, all Police Department vehicles rely on this filling station as well. The Police Department consumes a large volume of gasoline, and the Department's reliance on this station represents a dramatic increase in use. This funding request reflects the anticipated costs of relocation of the fuel station, demolition of the existing station, installation of a new station, and demolition of the "old" salt shed. The fueling station will be located on property transferred to the jurisdiction of the School Committee but remaining under the control of the DPW. The station is relocatable.

The fuel station is proposed for replacement and relocation based on: general age, condition, location, environmental concerns (e.g. proximity to wetlands, proximity to groundwater table, threat of algae contamination, and susceptibility to flooding), access and maneuverability, capacity, and compatibility with the proposed expansion of the DPW Operations Building at 470 Dedham Avenue.

Design funding in the amount of \$131,000 was approved at the 2016 Annual Town Meeting, and construction funding will be sought at the 2017 Annual Town Meeting. The 2015 Annual Town Meeting approved funding for the upgrade of the Town's fuel management software. This software allows for greater reporting, accountability, and flexibility and can be utilized with a new fuel station.

While the funding source is listed as General Fund, enterprise funding may also be recommended.

- 4. Conservation Commission, and Planning Board permitting may be required.
- 16. Above ground tanks will be installed at location. They may be relocated should the facility be moved.
- 18. Undetermined at this time, but experience shows that assistance from ITC is required for projects of this type.

Capital Project Request

Project Title: **DPW Seasonal Storage Facility @ RTS** Fiscal Year: **2018**
 Purpose: **Design/Engineering** Classification: **Building** Status: **Informational Only Details Incomplete**
 Department: **Public Works** Funding Source: **General Fund**
 Partners: **PPBC**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	Yes
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$6,860,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$550,000	\$550,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$6,310,000		\$6,310,000			
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$6,860,000	\$550,000	\$6,310,000	\$0	\$0	\$0
\$0						

Capital Project RequestProject Title: **DPW Seasonal Storage Facility @ RTS**

Fiscal Year:

2018**Project Description and Considerations**

The on-going DPW relocation feasibility study determined that approximately 14,000 s.f. of storage space required to fulfill the DPW operations programming needs cannot fit on the existing site (470/484 Dedham Avenue). Weston & Sampson evaluated many options and locations, recommending that a seasonal storage facility be constructed in a remote location consisting of a building of approximately 7,000 s.f. and covered storage (canopy) of another 7,000 s.f. After reviewing recommendations with the PPBC and Board of Selectmen,. Weston & Sampson has recommended that the facility be located at the RTS. Locating the seasonal storage building at the RTS will necessitate the relocation of the "materials processing area" to the currently unused acreage adjacent to the site. Design funding is proposed for FY2018 and construction funding for FY2019.

While the funding source is listed as General Fund, enterprise funding may also be recommended. Project features continue to be refined and the design and construction estimates are subject to change.

- 4. Conservation Commission , Planning Board and/or DEP permitting may be required.
- 7. Construction of the new building will impact building and grounds and insurance costs.
- 17. Work proposed for the relocation of the materials processing area is primarily site work,
- 18. Undetermined at this time, but experience shows that assistance from ITC is often required for this type of project.

Capital Project Request

Project Title: **Athletic Facility and Public Recreation Improvements** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Revised Request from the Prior CIP**
 Department: **Public Works - Parks and Forestry** Funding Source: **Community Preservation Fund**
 Partners: **Park and Recreation**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Scheduled replacement**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$3,939,234**

Useful Life: **Between twelve (12) and eighteen (18) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$255,701	\$31,000	\$207,000			\$17,701
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$3,683,533	\$254,000	\$363,000	\$2,500,000	\$450,000	\$116,533
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$3,939,234	\$285,000	\$570,000	\$2,500,000	\$450,000	\$134,234

\$0

Capital Project RequestProject Title: **Athletic Facility and Public Recreation Improvements**

Fiscal Year:

2018**Project Description and Considerations**

The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new or total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for multi-use fields and ball diamonds.

FY18 - Cricket Field – Drainage and field renovation for Field #2, irrigation renovation for both fields, Engineering & Construction

FY19 - Claxton Field – Upgrade field lighting system to more energy efficient lights: Construction

Turf Field Replacement at DeFazio & Memorial Park – remove the existing turf carpet, regrade, and install new artificial field turf: Engineering

FY20 - Turf Field Replacement at DeFazio & Memorial Park – remove the existing turf carpet, regrade, and install new artificial field turf: Construction

FY21 - McLeod Field - drainage repair, amend soils, and install new sod: Construction

FY22 - Softball Skin Renovation Claxton 1 & 2: Design & Construction

ADDITIONAL FUTURE PROJECTS:

DeFazio Drain Pipe - the project involves construction of a structural lining within an existing 42" drain pipe crossing McLeod Field at the DeFazio complex

Avery Field – improve parking (DPW road project)

Broadmeadow School Diamond #1 expand infield skin and irrigation adjustment, drainage for diamond #2

DeFazio Complex – install walking path with protective netting to DeFazio #1

High Rock Fields– new backstop, player benches, perimeter fencing

Perry Park – new backstop, player benches, player fencing

Dwight Field – improve player bench areas and overall fencing

DeFazio Tot-Lot – improve fencing

Construction of new athletic fields (locations - TBD)

4. Conservation Commission permitting can be satisfied by preparing the pipe and the installation of hay bales and sedimentation barriers and Planning Board filing may be required.

12. All items except for Turf Fields are eligible for Community Preservation Funds.

14. Several sink holes have developed in the past seven years due to the DeFazio drain pipe being crushed.

18. The Department of Public Works will be partnering with Park and Recreation on each of these projects.

Capital Project Request

Project Title: **Public Works Infrastructure Program**Fiscal Year: **2018**Purpose: **Construction/Renovation**Classification: **Infrastructure**Status: **Revised Request from the Prior CIP**Department: **Public Works**Funding Source: **General Fund**

Partners:

Parameters**Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled replacement**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$9,957,063**Useful Life: **Between twelve (12) and eighteen (18) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$678,000	\$228,000		\$190,000		\$260,000
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$9,279,063	\$1,534,000	\$2,025,000	\$1,490,500	\$2,771,513	\$1,458,050
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$9,957,063	\$1,762,000	\$2,025,000	\$1,680,500	\$2,771,513	\$1,718,050

\$0

Capital Project RequestProject Title: **Public Works Infrastructure Program**

Fiscal Year:

2018**Project Description and Considerations**

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 approximately 279 lane miles of accepted streets. The Town targets 17 lane miles per year to get a desired life cycle of 15 to 20 years. 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.

The Town targets roads with a PCI of below 70 for resurfacing or specialized treatment. The Town targets a PCI of 60 or below for repair/renovation. The Town's goal is to maintain its roadway network at an average PCI rating of 75.

The funding for FY 2018 has increased from the prior year's submission to address the overall Pavement Condition Index (PCI) which was 67 in the Fall of 2014.

The cost per lane mile for resurfacing in FY 2017 is \$78,000 or more per lane mile. A basic asphalt overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$60,000 per lane mile.

The average useful life for asphalt paving is 15 years.

FY18 - \$800,000

FY19 - \$820,000

FY20 - \$840,500

FY21 - \$861,513

FY22 - \$883,050

Capital Project RequestProject Title: **Public Works Infrastructure Program**

Fiscal Year:

2018**Supplemental Information****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.

FY18 - Highland Avenue @ West Street, Engineering & Design \$128,000

FY19 - Highland Avenue @ West Street, Construction - \$505,000

FY20 - Great Plain Avenue @ Greendale Avenue, Engineering & Design \$110,000

FY21- Great Plain Avenue @ Greendale Avenue, Construction \$643,000

FY22 - Central Ave @ Great Plain Ave, Engineering & Design \$160,000

Sidewalk Program:

This Program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair.

Fiscal year 2017 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$242,888 per mile (\$46.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$269,280 per mile (\$51.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments.

FY18 - \$484,000

FY19 - \$300,000

FY20 - \$450,000

FY21- \$382,000

FY22 - \$500,000

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.

Capital Project Request

Project Title: **Public Works Infrastructure Program**

Fiscal Year: **2018**

Due to extensive drainage repairs that were required on Greendale Ave, funds for FY 17 were diverted from Ardmore Road & Hunnewell Street to complete that project, and that project is being requested again for FY 18.

FY18 - Ardmore Rd. & Hunnewell St. or Other Prioritized Projects - Engineering & Design \$100,000

FY19 - Ardmore Rd. & Hunnewell St. or Other Prioritized Projects - Construction \$350,000

FY20 - Concord St. & Burnside Rd. or Other Prioritized Projects - Engineering & Design \$80,000

FY21 - Concord St. & Burnside Rd. or Other Prioritized Projects - Construction \$510,000

FY22 - TBD or Other Prioritized Projects - Engineering & Design \$100,000

Future Areas to be considered, but not yet prioritized:

Carey Road (area 2) - Engineering \$42,800

Carey Road (area 2) - Construction \$156,800

Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) - Engineering \$41,800

Lower Hunnewell St. Drainage improvements, Engineering & Construction 305,000

Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) - Construction

Oak St. (Area 8), Mackintosh Ave. (Areas 3 & 7), Oxbow Rd. (Area 9) and West St. (Area 11)

Fairfield St. and Elmwood Rd. (Area 5)

Storm Drain System Repairs:

This Program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. This project will provide funding over five years for the Drains Division to address small projects related to the Labor Day 2013 storm drainage remediation.

FY18 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - Construction \$50,000

FY19 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - Construction \$50,000

FY20 - No Funding Request

FY21 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - Construction \$75,000

FY22 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - Construction \$75,000

Brooks and Culverts – Repair and Maintenance:

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.

Capital Project RequestProject Title: **Public Works Infrastructure Program**Fiscal Year: **2018**

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.

FY18 - Culvert at Meadowbrook Rd. - Construction \$200,000

FY19 - No Funding Request

FY20 - Continued wall repair along Rosemary Brook - Construction \$200,000

FY21 - Meredith Circle - Engineering & Construction \$300,000

FY22 - No Funding Request

Future Projects include, but are not limited to, the following locations:

Winding River Road

Locust Lane

Fuller Brook Avenue

Oxbow Road

Webster & Howland Streets

Brookside Road & Forest Street

Chestnut Street & Carriage Lane

Emerson Place

Pennsylvania Avenue

Elder Road

Roadway Reconstruction

Request for full road reconstruction. This differs from the road rehabilitation program because it requires more complete design and construction. Rehabilitation similar to a house renovation whereas reconstruction is similar to a knock-down and rebuild. Roads do not just consist of the top layer of asphalt, it is a complete system that has its own foundation. The Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles and overhead utilities. The physical conditions of roads to be considered for this article would be shape, foundation and traffic volume. This relates to the historic nature of how the Town has evolved historically with roads being constructed as opposed to being designed. This is a multi-year process requiring surveying, designing, utility evaluation and construction.

Some of the roads that may be targeted for reconstruction include:

Marked Tree Road

Nehoiden Street

Kingsbury Street

Sections of Central Avenue

Webster Street from Dedham Avenue to South Street

Capital Project Request

Project Title: **Public Works Infrastructure Program**Fiscal Year: **2018****Bridge Repairs**

Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. This Program is essential to improve the structural and/or surface integrity of all bridges throughout Needham. Capital Project costs will include surveying, engineering evaluation, design, and repair or reconstruction. Bridges are one of the infrastructure assets whose value and depreciation are now tracked under the GASB 34 Program.

Massachusetts Department of Transportation issued a report on Newell's Bridge which is on Central Ave to Dover, which indicated that the bridge is deficient and in need of repair. The Town will work with Dover to determine how to address these deficiencies.

Cooks (Elliot) Bridge - Central Ave to Newton Upper Falls presently under construction with construction to be completed by May 2017.

Other Bridges (all were recently reconstructed)

Fisher's Bridge, South St to Dover

Pierce's Bridge, Charles River St. to Dover and So. Natick

Kendrick Bridge to Newton

No funding requested at this time.

4. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repair and roadway reconstruction.

14. Nehoiden St. and Marked Tree Rd. documentation being a safety issue from School Safety Committee.

Summary Table

	Street Resurfacing		Traffic Signal & Intersection Improvements			Sidewalk Program		Storm Drain Capacity Improvements			Storm Drain System Repair		Brooks & Culverts		Total		
	Const.	CPR	Engin.	Const.	CPR	Const.	CRP	Engin.	Const.	CPR	Const.	CPR	Const.	CPR	Engin.	Const.	Total
2018	\$ 800,000	CP-1-2016	\$ 128,000		CP-2-2016	\$ 484,000	CP-3-2016	\$ 100,000		CP-4-2016	\$ 50,000	CP-5-2016	\$ 200,000	CP-6-2016	\$ 228,000	\$ 1,534,000	\$ 1,762,000
2019	\$ 820,000	CP-67-2016		\$ 505,000	CP-75-2016	\$ 300,000	CP-79-2016		\$ 350,000	CP-83-2016	\$ 50,000	CP-87-2016			\$ -	\$ 2,025,000	\$ 2,025,000
2020	\$ 840,500	CP-68-2016	\$ 110,000		CP-76-2016	\$ 450,000	CP-80-2016	\$ 80,000		CP-84-2016			\$ 200,000	CP-92-2016	\$ 190,000	\$ 1,490,500	\$ 1,680,500
2021	\$ 861,513	CP-69-2016		\$ 643,000	CP-77-2016	\$ 382,000	CP-81-2016		\$ 510,000	CP-85-2016	\$ 75,000	CP-89-2016	\$ 300,000	CP-93-2016	\$ -	\$ 2,771,513	\$ 2,771,513
2022	\$ 883,050	CP-74-2016	\$ 160,000		CP-78-2016	\$ 500,000	CP-82-2016	\$ 100,000		CP-86-2016	\$ 75,000				\$ 260,000	\$ 1,458,050	\$ 1,718,050
Total	\$ 4,205,063		\$ 1,546,000			\$ 2,116,000		\$ 1,140,000			\$ 250,000		\$ 700,000		\$ 678,000	\$ 9,279,063	\$ 9,957,063

Capital Project Request

Project Title: **DPW Specialty Equipment**Fiscal Year: **2018**Purpose: **Acquisition**Classification: **Heavy Equipment**Status: **Revised Request from the Prior CIP**Department: **Public Works**Funding Source: **General Fund**

Partners:

Parameters**Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled replacement**How was the Estimated Project Cost Determined: **Industry References**Estimated Project Cost: **\$385,000**Useful Life: **Between eight (8) and twelve (12) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$385,000	\$30,000	\$72,000	\$80,000	\$163,000	\$40,000
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$385,000	\$30,000	\$72,000	\$80,000	\$163,000	\$40,000

\$0

Capital Project RequestProject Title: **DPW Specialty Equipment**

Fiscal Year:

2018**Project Description and Considerations****Replacement for FY 18:**

New – Parks & Forestry – Field Renovator - Renovates baseball diamonds - will be the 2nd field renovator in the fleet which is more appropriate for the acreage that Parks & Forestry maintains; de-weed clay skins, makes clay skins look fresh and play worthy

Replacement for FY 19:

Unit #344 - Parks & Forestry - Specialty Mower - Performs 2nd cut on the marquees fields, large machine

Replacement for FY 20

Unit # 351 – Parks & Forestry - (Tractor) - Multi-use utility equipment

Replacement for FY 21

New - Highway - Loader mounted snow blower - clearing gutter lines, parking lots, loading trucks

Replacement for FY 22

Unit #334 - Parks & Forestry - Specialty Mower - Performs 2nd cut on the marquees fields, small machine

The change from the prior year submission is that the Tractor (#351) and the Specialty Mower (#344) were switched.

Capital Project Request

Project Title: **Time Clock System** Fiscal Year: **2018**
 Purpose: **Acquisition** Classification: **Technology** Status: **Revised Request from the Prior CIP**
 Department: **Public Works** Funding Source: **General Fund**
 Partners: **Public Facilities Operations, Human Resource, ITC**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?	Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	Yes
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$72,000**

Useful Life: **More than five (5) years but less than eight (8) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$72,000	\$72,000				
Other Expenses	\$0					
TOTAL	\$72,000	\$72,000	\$0	\$0	\$0	\$0
\$0						

Capital Project RequestProject Title: **Time Clock System**

Fiscal Year:

2018**Project Description and Considerations**

The Town does not currently have a time clock system that tracks the hours of the staff. This project is to implement a time clock system to track the hours of the staff who work for the DPW and PFD, with the understanding that this program may be extended to other staff throughout the Town. This system will integrate with the Town's accounts payable software to facilitate the processing of payroll. It will allow staff to "punch-in" at the beginning and the end of their shifts to ensure that payroll records are accurate and resolve discrepancies currently found in the paper system. It will reduce the current double entry system where the division generates a manual time card and then this time card is entered into our payroll system. This system should be properly sourced so that it may be used with other bargaining groups and/or non-represented employees should it be deemed appropriate.

Employee Licensing \$2,400 - includes free support and free upgrades

Hardware Support \$2,940 - includes hardware trouble shooting and firmware updates

This will be a time clock system for NIPEA and BCTIA employees that will integrate with the Infinite Visions payroll system.

Costs:

Hardware & Software

Annual Maintenance Costs

Installation & Training

1. The ITC needs to identify if there will be any additional costs with other vendors such as Active Directory.
2. The ITC budget will have to be increased to accommodate the licensing.
7. The ITC budget will have to be increased to accommodate the licensing.
11. There would be software licensing.
18. Information Technology Center and Human Resources will be required to provide assistance in order to complete the project.

Capital Project Request

Project Title: **Traffic Improvements** Fiscal Year: **2018**
 Purpose: **Construction** Classification: **Infrastructure** Status: **New Request**
 Department: **Public Works - Engineering** Funding Source: **General Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	Yes
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Public/employee health or safety**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$449,000**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **May increase annual operating expenses between \$5,001 and \$25,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$449,000	\$249,000	\$50,000	\$50,000	\$50,000	\$50,000
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$449,000	\$249,000	\$50,000	\$50,000	\$50,000	\$50,000

\$0

Capital Project RequestProject Title: **Traffic Improvements**

Fiscal Year:

2018**Project Description and Considerations**

This Article will allow for the funding of projects that are recommended by the Traffic Management Advisory Committee (TMAC). These recommendations include items such as permanent speed monitoring devices, traffic calming measures, and school zone enhancements. These items are not presently included in the Department of Public Works operating budget. The \$50,000 annual request will support one or two TMAC construction related requests per year such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations or sign and/or pavement markings.

FY18 Cedar Street and Central Avenue Intersection Improvements (\$199,000)

This project was recommended by the Safe Routes to School Study that was done for the Eliot School. The project will improve the safety for vehicles and pedestrians crossing at the intersection by relocating curbing and sidewalk areas. This will shorten the distance of the cross-walk and allow the crossing guard to have better control over traffic flow and pedestrian crossings.

Examples of Previous TMAC Requests

- Flashing LED pedestrian signs and school zone signs for Eliot School
- Handicap ramps and cross-walks at various locations
- Children playing signs

Examples of Potential Future TMAC Projects

- Granit curb installation on Paul Revere Rd.
- Advisory curve signs with speed tabs on Forest St.
- Traffic signal timing adjustments at Great Plain Ave. and Central Ave.

4. Depending on recommendation from TMAC there may be permitting requirements with Conservation Commission, Planning Board, Zoning Board of Appeals and Building Department.

6. The maintenance budget for the Highway Division will need to be increased so that improvements can be maintained. The cost of maintenance will vary based on the type of improvement made. This can vary from \$100-\$1,000 annually.

7. If electricity is required for any of these improvements then the Needham Light, Electric, and Gas Program budget may be increased to fund the electricity costs.

14. This request is in response to the recommendations by the Traffic Management Advisory Committee (TMAC) and Safe Routes to School report.

16. Improvements under this article could include signage, signaling, curbing, or other traffic calming measures that will be permanently installed at the determined locations.

Capital Project Request

Project Title: **Asa Small Field Renovation** Fiscal Year: **2019**
 Purpose: **Construction** Classification: **Infrastructure** Status: **New Request**
 Department: **Public Works - Parks and Forestry** Funding Source: **General Fund**
 Partners: **Park and Recreation, Needham Youth Sports Groups**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled replacement**

How was the Estimated Project Cost Determined: **Prior Projects**

Estimated Project Cost: **\$141,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$141,000	\$141,000				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$141,000	\$141,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Asa Small Field Renovation**

Fiscal Year:

2019**Project Description and Considerations**

This project will address field deficiencies on the Asa Small ball diamond at the DeFazio complex. The project will include striping, regrading, amending soils, new baseball skin surface and new irrigation system. The field conditions were not addressed as part of the Field of Dreams project. This project may include additional amenities funded by user groups including field lights, score board, bleachers and an increased sized batting cage.

4. This project may require permitting from Conservation Commission, Planning Board, Zoning Board of Appeals and Building Department.

12. This project may be eligible for Community Preservation funds under Recreation.

Capital Project Request

Project Title: **Permanent Message Boards** Fiscal Year: **2019**
 Purpose: **Acquisition** Classification: **Technology** Status: **Revised Request from the Prior CIP**
 Department: **Public Works - Engineering** Funding Source: **General Fund**
 Partners: **Town Manager's Office**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	Yes
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **New function or service**

How was the Estimated Project Cost Determined: **Prior Projects**

Estimated Project Cost: **\$224,000**

Useful Life: **Between eight (8) and twelve (12) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$224,000	\$87,000	\$90,000	\$47,000		
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$224,000	\$87,000	\$90,000	\$47,000	\$0	\$0

\$0

Capital Project Request	
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Project Title: **Permanent Message Boards**Fiscal Year: **2019****Project Description and Considerations**

In support of the Board of Selectmen's goals this request is for up to seven (7) permanently installed message boards to communicate with residents. This will alleviate competition for the current message boards. The new message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or a laptop. There will be minimal operating costs, including a data plan to allow for remote updates and electricity for each location.

Currently the Public Works Department has 3 mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and are often not available for non-emergency notices.

In the May 2014 Annual Town Meeting funding was approved for a pilot program at the RTS. This message board was installed in the Spring of 2016 and the Town is establishing policies for the use of this board.

The increase in cost from prior years submission is a reflection of the actual costs of the board, which the Town opted for a double sided board, and the stone wall that serves both an aesthetic and structural function.

FY19 - Two Message Boards

Proposed Locations:

Public Safety Building

Fire Station #2

South St @ Dedham Ave

Central Ave @ Great Plain Ave

Greendale Ave @ Great Plain Ave

4. Conservation Commission permitting may be required for some locations. Depending on the location a building permit and Design Review Board Approval may be required.

6. There will be minimal operating costs for these boards which included cellular service for remote programming and electricity.

16. These message boards will be permanently installed at the chosen location.

17. This request is to improve public property by installing informational message boards.

18. The Town Manager's Office will assist in the programming of these message boards.

Capital Project Request

Project Title: **Town Common Historic Redesign and Beautification** Fiscal Year: **2019**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Revised Request from the Prior CIP**
 Department: **Public Works - Parks and Forestry** Funding Source: **Community Preservation Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$600,300**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$600,300	\$600,300				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$600,300	\$600,300	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Town Common Historic Redesign and Beautification**

Fiscal Year:

2019**Project Description and Considerations**

The Town is presently completing an internal design process for the Town Common. This will include improved hardscape, landscaping, amenities, tree plantings, and utility improvements that are consistent with the historic nature of the common as well as the improvements being made in the downtown streetscape improvement project.

This will include improving the landscaping with new sod, trees, and plantings. The hardscape services will be upgraded to a more low maintenance and handicapped accessible materials. The pathways and landscaping will be adjusted to become more aesthetically and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events. This work will complement the new Town Hall and enhance the new "blue" tree.

This project has been pushed back one year to allow for the Downtown Streetscape Improvements to be completed.

4. This project may be subject to Planning Board review.

12. This project is being evaluated for eligibility of Community Preservation Funds through the category of Historic Preservation.

Capital Project Request

Project Title: **DPW Complex** Fiscal Year: **2020**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Public Works** Funding Source: **General Fund**
 Partners: **PPBC, Building**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined:

Estimated Project Cost: \$37,950,000

Useful Life: **More than twenty-five (25) years**

Budget Impact: **May increase annual operating expenses between \$5,001 and \$25,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$2,950,000		\$2,950,000			
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$35,000,000				\$35,000,000	
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$37,950,000	\$0	\$2,950,000	\$0	\$35,000,000	\$0
\$0						

Capital Project RequestProject Title: **DPW Complex**Fiscal Year: **2020****Project Description and Considerations**

The Public Services Administration Building (PSAB, 500 Dedham Ave) was occupied by the DPW in November 2011, eliminating the space problems and air quality issues experienced on the second floor of the DPW Operations Building. However, significant deficiencies continue to exist throughout the 470 Dedham Avenue building internally and the DPW site externally. Operations and maintenance staff are located in this facility. The poor condition of the current building, unmet equipment and vehicle storage, stormwater quality issues require a solution.

At the 2015 Annual Town Meeting, the sum of \$40,000 was appropriated for a feasibility study for the appropriate location(s) for a facility to provide the various DPW services. Weston and Sampson was engaged to develop a DPW building program and site features capable of cost effectively and efficiently supporting the services offered by the DPW. The study included inspection of existing facilities, identification of deficiencies, interviews with staff, identification of current and future needs, development of conceptual alternatives, evaluation of preferred sites, and a recommendation for phased reconstruction of the 470/484 Dedham Avenue parcel with associated construction of an off-season storage facility to accommodate that portion of the DPW program that does not fit on Dedham Avenue.

The proposed layout includes demolition of the existing DPW structures at 470 and 484 Dedham Avenue, and construction of a new consolidated public works facility. Related projects include replacement of the fuel island, demolition of the existing fuel island, and demolition of the "old" salt shed. That project is proposed for FY2018 and is included in the CIP as a separate request. Additionally, construction of a seasonal storage building and relocation of the material processing area at the RTS is proposed. Design of that project is proposed for FY2018, also under a separate CIP submittal. Construction of the DPW operations facility will be the final phase of the DPW Complex improvements.

While funding for the reconstruction project at 470/484 Dedham Avenue is listed as General Fund, enterprise funding may also be recommended. Project features continue to be refined and the design and construction estimates are subject to change.

4. The project will require Planning, Conservation, and possibly DEP permitting.
7. Construction of the new building will impact building and grounds and insurance costs.
18. Undetermined at this time but experience shows that assistance from ITC is required for projects of this type.

Capital Project Request

Project Title: **RTS Property Improvements** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Facility** Status: **Revised Request from the Prior CIP**
 Department: **Public Works - RTS** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$523,100**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$513,100	\$290,000	\$103,100			\$120,000
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$10,000		\$10,000			
TOTAL	\$523,100	\$290,000	\$113,100	\$0	\$0	\$120,000

\$0

Capital Project RequestProject Title: **RTS Property Improvements**Fiscal Year: **2018****Project Description and Considerations**

This article will be used to fund improvements to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function.

FY 18

Materials to organize the Materials Processing Area and Composting Area

The RTS receives and stores various construction materials both generated from Town projects and paying customers at its Materials Processing Area (MPA). In 2014 it was determined that the MPA was in need of better organization due to the inflow of various materials and its proximity to wetlands. Much of the material stored on site has become commingled and difficult to separate, resulting in materials that are difficult to reuse or market. Given that the Materials Processing Area is now accepting additional aggregate material and will be conducting an annual rock crushing operation, an opportunity exists to develop this area to better store, categorize and utilize materials in a manner that is conducive to limiting or negating adverse impacts to the adjacent wetlands. To bring better organization to the Materials Processing Area and ensure the operations do not adversely impact the wetlands, the RTS will need to purchase approximately 10,000 square feet of block face made up of interlocking precast concrete blocks that will be delivered and installed at the site in accordance with an engineering plan to create 10 material storage bins with dimensions of 25' wide x 30' deep x 10' tall.

The funding for FY 2018 has increased from the prior year's submission after the department solicited a revised quote this year.

If the seasonal storage is moved to the Materials Processing Area, the blocks are modular and can be disassembled and reassembled at a different location.

FY19

This is for the purchase and installation of 300 jersey barriers that will be used to create a barrier between the composting operation and the wetlands. This needs to be done in order for the Town to be compliant with the Negative Determination of Applicability from the Conservation Commission in 2014. The cost referenced is for the purchase of new jersey barriers and transportation. It is possible that the Town may be able to procure used jersey barriers at little or no cost but that will require the Town pay the cost of transportation, which is approximately \$10,000.

FY22

This is for the purchase and installation of two 18' x 10' panels to extend the existing scale which is 40 feet and insufficient to take the accurate weight of the Town's 100 yard open top containers and contractor's larger vehicles. Right now, the Town uses approximate values for these materials but the extended scale will accurately determine the weights of the materials being shipped out of or dropped off at the RTS. Additionally, the current scale is 9 years old as of 2016 and it requires annual maintenance due to excessive wear.

Capital Project RequestProject Title: **RTS Property Improvements**

Fiscal Year:

2018**Supplemental Information****Future Projects**

The Recycling and Transfer Station has grown organically over the years and currently includes seven separate buildings:

- Transfer station building with customer reception area has been abandoned and is currently being used as storage due to lack of ADA compliance, insufficient barrier to the transfer station, deteriorated bathroom facility and areas with mold.
- A new office trailer that is temporary in nature has been installed in front of the transfer station building. This is a temporary solution.
- 3-Bay garage used for surplus paint and equipment storage and Re-use-it area
- Employee break trailer with storage and restroom are not ADA compliant
- REX building garage with Superintendent office and restroom are not ADA compliant. It is not properly insulated or heated.
- Surplus paint reuse shed and hazardous waste locker
- 40 foot trailer for storage
- 12 foot trailer for storage

Some of the limitations of the current facility include:

- Superintendent's office is isolated from the day-to-day operations and staff activity, making supervision and oversight challenging
- No shower facilities on site for staff working in extremely dirty environment
- Limited secure storage for valuable inventory such as PAYT trash bags
- Employee lunch/break room is in donated second-hand trailer located in isolated area of facility

Looking to the future, in order to improve efficiency and oversight of operations, provide adequate working conditions, and provide secure storage, new quarters at the RTS are desperately needed. The new area would combine the functions of five separate storage buildings into one facility attached to the existing transfer station building. The new facility would include: customer service area, staff office, superintendent office, employee lunch/break room, meeting room, restroom, shower facilities, and secure storage area all in a single facility. The new facility would most likely be a three-story addition to the existing transfer station building consisting of secure storage and shower/locker room on the ground level, customer reception and office area on the first floor, and meeting room and employee break room on the second floor. A May 2014 Annual Town Meeting Warrant approved funding for a temporary office trailer to provide adequate customer service, office, and restroom facilities and to bring the superintendent's office into the main operations area. This trailer is intended to be temporary and will be situated so as not to interfere with potential transfer station expansion.

4. This project may have to go to the Planning Board for Site Plan Review and may be subject to Conservation Commission permitting requirements.
16. The scale is a below ground device and will permanently be installed at the RTS.
18. The Conservation Department will be required to provide assistance in order to complete the project.

Capital Project Request

Project Title: **Transfer Station Floor Replacement**Fiscal Year: **2018**Purpose: **Construction**Classification: **Infrastructure**Status: **New Request**Department: **Public Works - RTS**Funding Source: **Enterprise Fund**

Partners:

Parameters**Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**How was the Estimated Project Cost Determined: **Hired Consultant**Estimated Project Cost: **\$166,000**Useful Life: **Between eight (8) and twelve (12) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$166,000	\$166,000				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$166,000	\$166,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Transfer Station Floor Replacement**

Fiscal Year:

2018**Project Description and Considerations**

The Municipal Solid Waste (MSW) transfer building was built in 1998. The concrete floor has not been replaced since it was constructed and it is in very poor condition. The current condition is the result of heavy equipment operating across the surface each working day since the building was constructed, which has slowly eroded the concrete and exposed rebar in many places. The protruding rebar is a safety hazard to both staff and residents dropping off trash on the MSW tip floor, as it could impale someone. Furthermore, the ruts in the concrete floor are a tripping hazard to both RTS staff and those in the building unloading trucks or personal vehicles.

Due to the existing poor condition of the concrete floor, it is recommended that the entire MSW tip floor be completely replaced. This will require the floor to be jackhammered, the existing rebar removed and the ground surface prepared for new rebar and concrete. The dimensions of the MSW transfer building floor are 40 feet by 56 feet, eight inches (approximately 2,260 square feet). The longer this project is delayed, the more dangerous the conditions will become. The floor was targeted for repair several years ago, however it was never replaced. It is past the point where the floor can be ground and coated with a layer of concrete.

It is important to note that the poor condition of the MSW tip floor is not the result of the failure of several of the roof purlins that occurred in the spring of 2016.

4. This project will require permitting by the Building Department.

15. The building is almost 20 years old and the concrete floor is well past its designed lifespan. Full replacement at this stage is necessary.

Capital Project Request

Project Title: **RTS Horizontal Grinder (Tracked)** Fiscal Year: **2019**
 Purpose: **Acquisition** Classification: **Heavy Equipment** Status: **Informational Only Details Incomplete**
 Department: **Public Works - RTS** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	Yes
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **Industry References**

Estimated Project Cost: **\$819,000**

Useful Life: **Between eight (8) and twelve (12) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$819,000	\$819,000				
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$819,000	\$819,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **RTS Horizontal Grinder (Tracked)**

Fiscal Year:

2019**Project Description and Considerations**

The RTS has had in its inventory a Vermeer horizontal grinder for more than 10 years. This grinder is unsafe, does not operate consistently and is slated to be disposed of given its condition.

To provide the staff with the necessary equipment to ensure seamless operations at the compost operation, a new tracked (not wheeled) horizontal grinder is necessary. The grinder will provide the staff the means to control the inflow of brush, limbs and logs which will provide for considerably more square footage by negating the need to store huge amounts of the aforementioned materials on site which take up lots of necessary space at the present time. Having a new grinder will allow these materials to be processed at least weekly, freeing up valuable space for the layout of more windrows. The new grinder will play a significant role in both the efficiency of increased productivity of operation.

The new grinder will also provide the necessary equipment in the event of a catastrophic wind or storm event. Should (or when) such an event occur in town, having a horizontal grinder on site that is sized to handle both the day to day operations of the compost area AND provide the processing power to handle copious amounts of local construction demolition from a catastrophic storm is prudent planning and will provide the Town flexibility to deal with this debris in a timely fashion.

The grinder will assist in the more efficient layout of the RTS' composting site. Having the grinder on site will allow for better control of incoming brush, limbs and logs and keep open and clear valuable square footage that can be used for the layout of additional compost windrows.

6 & 9. The costs to service the grinder are presently not in the budget.

Capital Project Request

Project Title: **RTS Stormwater Plan** Fiscal Year: **2019**
 Purpose: **Construction/Renovation** Classification: **Facility** Status: **Revised Request from the Prior CIP**
 Department: **Public Works - RTS** Funding Source: **Enterprise Fund**
 Partners: **Conservation Commission**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Legal/regulatory requirement**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$138,600**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$138,600	\$138,600				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$138,600	\$138,600	\$0	\$0	\$0	\$0
\$0						

Capital Project RequestProject Title: **RTS Stormwater Plan**

Fiscal Year:

2019**Project Description and Considerations**

The Recycling and Transfer Station (RTS) composting operation is presently under a July 2014 Conservation Commission Negative Determination of Applicability (NDA). This NDA was put in place due as a result of adverse impacts to the wetlands from the compost operations. The NDA calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations.

At the May 2016 Annual Town Meeting, funding was approved for the design phase of this project and budgetary numbers for the construction phase of this project will not be available for the FY 2018 Capital process. The funding for FY 2019 has increased from the prior year's submission because this request was pushed out a year.

In order to be compliant with the NDA this project will fund the following scope, including but not limited to:

- The construction of a sediment removal structure at the compost area
- A new detention basin at the base of the landfill that will control stormwater runoff from the Materials Processing Area and the road behind the Salt Shed
- The regrading of the materials processing area; this regrading will require all stormwater runoff to be shifted away from the wetlands
- The stormwater management collection system for the proposed paving of the road behind the Salt Shed;
- The drainage adjacent to the salt shed, and pending investigation determine a solution, and design if appropriate

4. This project will have to go to the Planning Board for Site Plan Review and will be subject to Conservation Commission permitting requirements.

Capital Project Request

Project Title: **Drain System Improvements - Water Quality (EPA)** Fiscal Year: **2018**
 Purpose: **Construction** Classification: **Infrastructure** Status: **Revised Request from the Prior CIP**
 Department: **Public Works - Drains** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Legal/regulatory requirement**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$3,768,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$118,000		\$118,000			
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$3,650,000	\$2,400,000		\$250,000	\$1,000,000	
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$3,768,000	\$2,400,000	\$118,000	\$250,000	\$1,000,000	\$0

\$0

Capital Project RequestProject Title: **Drain System Improvements - Water Quality (EPA)**

Fiscal Year:

2018**Project Description and Considerations**

The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge to address the discharge of pollutants through stormwater into the Charles River Basin and other water bodies. Incorporated into this 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 identified in the MOU.

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 was submitted in April 2016 and will take effect July 1, 2017. This request for funding increased from the previous year because during the design process, it was determined that the depth of the sediment that needs to be removed is greater than what was originally determined. This has increased the cubic yardage of sediment product that needs to be disposed.

FY18 - Rosemary Lake Sediment Removal - Construction \$2,400,000

FY19 - The Town Reservoir Sediment Removal - Design/Engineering \$118,000

FY20 - Action Items from Watershed Management Plan funded in FY15 Items TBD - Design and Construction \$250,000

FY21 - The Town Reservoir Sediment Removal - Construction \$1,000,000

4. Conservation Commission, State and Federal permitting may be required for dredging.

12. Yes, this a project for which an Initial Eligibility Project Application may be filed with the Community Preservation Committee.

Capital Project Request

Project Title: **Sewer Pump Station Improvements/Replacement** Fiscal Year: **2018**
 Purpose: **Construction** Classification: **Infrastructure** Status: **Revised Request from the Prior CIP**
 Department: **Public Works - Sewer** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$4,935,500**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$531,000	\$91,000		\$95,000	\$345,000	
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$4,404,500	\$499,000		\$535,000		\$3,370,500
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$4,935,500	\$590,000	\$0	\$630,000	\$345,000	\$3,370,500

\$0

Capital Project RequestProject Title: **Sewer Pump Station Improvements/Replacement**

Fiscal Year:

2018**Project Description and Considerations**

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), and Alden Rd 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 18 Alden Rd - Design/Engineering and Construction \$590,000

FY19 No Funding Requested \$0

FY20 Lake Dr - Design/Engineering and Construction \$630,000

FY21 Cooks Bridge - Design/Engineering \$345,000

FY22 Cooks Bridge - Construction \$3,370,500

4. Conservation Commission permitting may be required for site work.

Capital Project Request

Project Title: **Sewer Main Extensions in Zone I and II** Fiscal Year: **2019**
 Purpose: **Construction** Classification: **Infrastructure** Status: **Same Request from the Prior CIP**
 Department: **Public Works - Sewer** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	Yes
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Public/employee health or safety**
 How was the Estimated Project Cost Determined: **In-House Estimate** Estimated Project Cost: **\$510,000**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**
 Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$510,000	\$510,000				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$510,000	\$510,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Sewer Main Extensions in Zone I and II**

Fiscal Year:

2019**Project Description and Considerations**

There are eight homes in Needham that need to be prioritized for sewer service connection because they are within Massachusetts Department of Environmental Protection's (MassDEP) Zone II areas. These homes are being looked at as part of a future sewer main extension/service connections project.

The Zone I and Zone II aquifer protection area for the Charles River Well No. 1 encompasses an area that includes private septic systems. Zone I, as defined by MassDEP includes land within the protective four hundred (400) foot radius around an existing or potential public water supply well or well field. Zone II includes the area of an aquifer that, given the most severe pumping and recharge conditions that can be realistically anticipated, would potentially be affected by nearby septic systems. It is bounded by the groundwater divides which result from pumping the well and by the contact of the aquifer with less permeable materials such as till or bedrock. (Note: these private systems predate the Zone I and II requirements by MassDEP and Needham Zoning Bylaws, Section 3.4.6 (b)).

All three of Needham's wells are located in an area that is vulnerable to contamination from nearby septic systems. Extending the sewer main will enable access to homes within Zones I & II and reduce the risk of contamination.

The sewer main ends at 827 Charles River St., the sewer main extension would run from 828 Charles River St. to Winding River Rd. and extend 712 feet up Winding River Rd. The new sewer main will pick up 5 homes that are on septic, 4 of which are on Winding River Rd. These improvements would be subject to a betterment fee. This may also include the installation of an additional prefabricated sewer pump station for these locations.

Monies requested are based on 712 linear feet of 8" gravity sewer pipe installation at a cost of \$200 per linear foot, which includes the installation of five sewer manholes; the cost estimate for this station based on other similar projects is \$350,000; and design and engineering costs of 15% of total project. It is feasible that another option for this project exists in which gravity sewer may be run through easements, which may result in an overall decrease in the cost of this project.

FY19 Construction \$510,000

Additional operating budget funds will be required after this project is constructed in order to operate the new main which include electrical and maintenance costs of the pumps, mechanicals seals, valves, wet cleanings, and other maintenance costs. These costs are not anticipated to exceed \$1,000 in 2015 dollars.

4. Conservation Commission permitting may be required for site work; Board of Health permitting for septic system abandonment.

Capital Project Request

Project Title: **Sewer Main Replacement** Fiscal Year: **2019**
 Purpose: **Construction** Classification: **Infrastructure** Status: **Revised Request from the Prior CIP**
 Department: **Public Works - Sewer** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$600,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$100,000	\$100,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$500,000		\$500,000			
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$600,000	\$100,000	\$500,000	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Sewer Main Replacement**

Fiscal Year: **2019**

Project Description and Considerations

The Town of Needham completed it's Facilities Master Plan in 2015. This plan and the subsequent DPW Feasibility Study has identified Parcel 74 on Greendale Ave. as a viable option for transition space and limited storage facility. In order to facilitate the construction of a building on this property, a new or relined sewer line will be necessary. Additionally, the existing sewer line has been determined to be in the process of deteriorating and in need of replacement.

This request is for replacing or relining 1,209 feet of 18 inch reinforced concrete pipe gravity sewer main running through Town property in the right of way from Greendale Ave. near Cheney St. towards Route 128. This is the total length of pipe that runs through the right of way to the first manhole on Rt. 128.

4. MWRA permitting may be required for repair work.

Capital Project Request

Project Title: **Sewer Service Connections**Fiscal Year: **2019**Purpose: **Construction**Classification: **Infrastructure**Status: **Revised Request from the Prior CIP**Department: **Public Works - Sewer**Funding Source: **Enterprise Fund**

Partners:

Parameters**Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$200,000**Useful Life: **More than twenty-five (25) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000	
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0

\$0

Capital Project RequestProject Title: **Sewer Service Connections**

Fiscal Year:

2019**Project Description and Considerations**

There are 108 homes with access to sewer that are not connected to the Town 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 homeowners 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.

There was no funding request for FY 2017 so the division can re-evaluate the intention of this article. The funding for this article was initially requested for the installation of sewer lateral lines in roads that were anticipated to be renovated in the near future, so should the homeowner choose to convert to Town sewer, the lateral would be available.

The reality has been that when homeowners have decided to go onto Town sewer it has been when their house has been sold, and with the high number of tear downs, the location of the sewer laterals the Town has installed are no longer beneficial for the new house's layout.

Past projects

2013 - installed 14 new sewer laterals (408.5' of pipe)

2014 - No appropriation was requested

2015 - installed sewer laterals as part of the Great Plain Ave sewer replacement

2016 - installed sewer laterals as part of the Great Plain Ave sewer replacement

Capital Project Request

Project Title: **Sewer System Inflow & Infiltration Removal** Fiscal Year: **2019**
 Purpose: **Construction** Classification: **Infrastructure** Status: **Informational Only Details Incomplete**
 Department: **Public Works - Sewer** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$2,000,000**

Useful Life:

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$2,000,000	\$500,000	\$500,000	\$500,000	\$500,000	
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$2,000,000	\$500,000	\$500,000	\$500,000	\$500,000	\$0

\$0

Capital Project RequestProject Title: **Sewer System Inflow & Infiltration Removal**

Fiscal Year:

2019**Project Description and Considerations**

In 2016, the Town completed a study that identified areas of inflow and infiltration removal in areas around town over the next ten years. This study was delayed due to low ground water that made I/I harder to detect. The Town has been undertaking I/I projects using funding from developments. In future years, funding from private developments will be appropriated at Town Meeting.

The Town of Needham, along with numerous other communities, is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems.

Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired.

Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. The inflow removal program is being presented separately from the infiltration removal program. Much of this work could address inflow to include extending or expanding the storm drain system to accept groundwater from household sump pumps. Needham's most significant problem is believed to be from these private sources. The program will initiate with an education and information campaign to inform and prepare the homeowners as to the nature of the problem. The cost impacts to the community, the legal implications, the likely solutions, the responsibilities of the homeowner, and the potential enforcement actions by the Town, the Massachusetts Water Resource Authority (MWRA), the DEP and the Environmental Protection Agency (EPA) will need to be communicated. The preliminary engineering will likely take the form of smoke testing and flooded dye testing to determine any direct or indirect interconnections between the sewer and the storm drain system. It also includes a door-to-door investigation of households to determine where violations are occurring. Typical violations include, but are not limited to, sump pumps or open clean-outs where non-sanitary flow is discharging directly to the sewer system as well as foundation drains, yard drains, roof leaders and other cross connections.

Cost Benefits of Program:

- Failure to do any mitigation in any of the MWRA communities will cause the overall costs for all participating communities to increase.
- The failure of the Town of Needham to address its I/I while neighboring communities reduce theirs will increase the percentage of the cost to Needham.
- When Needham decreases its I/I the same or better than other participating communities its percentage of cost will stay the same or decrease.
- The Town must keep up with its I/I mitigation in order to avoid disproportionate increases in cost and to comply with MassDEP's administrative order.

Future Projects:

Subarea	Total Pipe Length (feet)	Total Inspection Length (feet)	Inspection Length with Infiltration (feet)	Observed Infiltration (gpd)	Observed Infiltration Remaining (gpd)	Construction Cost to Remove Observed Infiltration	\$/gal
15	32,068	3,760	1,519	41,940	41,940	\$ 28,575.00	\$ 0.68
12	27,673	4,177	1,061	38,232	38,232	\$ 34,200.00	\$ 0.89
13	21,108	3,116	863	10,440	10,440	\$ 14,800.00	\$ 1.42
30	8,925	898	114	360	360	\$ 550.00	\$ 1.53
29	5,033	1,188	492	7,920	7,920	\$ 17,050.00	\$ 2.15
26	34,183	2,445	811	14,220	14,220	\$ 31,475.00	\$ 2.21
28	4,829	563	91	2,880	2,880	\$ 6,700.00	\$ 2.33
21	54,696	12,008	5,270	56,520	56,520	\$ 139,116.75	\$ 2.46
3	3,340	1,219	627	10,440	10,440	\$ 27,550.00	\$ 2.64
22	69,844	19,912	5,214	73,620	73,620	\$ 220,962.00	\$ 3.00

Capital Project Request

Project Title: **Water Service Connections** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Revised Request from the Prior CIP**
 Department: **Public Works - Water** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	Yes
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$1,000,000**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$1,000,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$1,000,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000

\$0

Capital Project RequestProject Title: **Water Service Connections**Fiscal Year: **2018****Project Description and Considerations**

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. System wide, there are approximately 1,220 services that still need to be replaced in the system. Approximately 70 services should be able to be replaced with the FY18 budget request of \$200,000.

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

CY 2014 - 152

CY 2015 - 110

14. Old iron pipe water services in the water distribution system that may contain lead is a documented public health or safety condition.

Capital Project Request

Project Title: **Specialty Equipment**Purpose: **Acquisition**Classification: **Heavy Equipment**Status: **New Request**Fiscal Year: **2018**Department: **Public Works - Water**Funding Source: **Enterprise Fund**

Partners:

ParametersResponse

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled replacement**How was the Estimated Project Cost Determined: **Industry References**Estimated Project Cost: **\$132,000**Useful Life: **Between eight (8) and twelve (12) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$132,000	\$132,000				
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$132,000	\$132,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Specialty Equipment**

Fiscal Year:

2018**Project Description and Considerations**

Updated quotes were obtained from a few vendors and the cost has increased from the initial submission to reflect those updated quotes.

Unit # 115 (2008)

The current excavator is used for the water/sewer/drains projects including responding to emergencies. At the time of the requested replacement, the excavator will be 10 years old. The replacement will be an upgraded version of the existing piece of equipment which will make operations more efficient as it will be able to:

- Dig deeper to replace catch basins
- Dig whole bottom length of water pipe at proper depth because of a longer reach
- Install larger precast structures and move steel road plates because of an increased lifting power

The current piece of equipment is used in the repair and replacement of water mains and services, drain manholes and drain pipe, and sewer manholes and sewer pipe. The anticipated make and model will be a Komatsu PC88MR-10 or equivalent with a 12 year lifecycle.

Capital Project Request

Project Title: **Water Distribution System Improvements** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Revised Request from the Prior CIP**
 Department: **Public Works - Water** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Scheduled Replacement**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$6,813,750**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$593,500	\$460,000	\$36,500		\$97,000	
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$6,220,250	\$801,750		\$4,975,000		\$443,500
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$6,813,750	\$1,261,750	\$36,500	\$4,975,000	\$97,000	\$443,500

\$0

Capital Project Request

Project Title: **Water Distribution System Improvements**Fiscal Year: **2018**Project Description and Considerations

The Town is combining all Water Distribution System Improvements into one article for simplicity. All requests made under this article will be to make improvements to the distribution system for water.

Water System Rehabilitation

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 of 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 may require a permit from the Conservation Commission.

FY18

Alfreton Rd./Highland Ave to Webster St. (145 unlined) – Construction

Bennington St./High St. to Concord St. (unlined) – Construction

\$399,750

Country Way/ Replace (1,200 lf) of 8" main (unlined) -Construction

\$402,000

FY19

Thorpe Rd./Webster St. to End New 8" (330lf) - Eng. & Design

Mills Rd./ Sachem Rd. to Davenport Ave. New 8" (500lf) - Eng. & Design

Mayo Ave. Harris Ave. to Great Plain Ave. New 8" (1060lf) - Eng. & Design

\$36,500

FY20

Thorpe Rd./ Mills Rd./ Mayo Ave. (unlined) -Construction

Mills Rd./ Sachem Rd. to Davenport Ave. New 8" (500lf) -Construction

Mayo Ave. Harris Ave. to Great Plain Ave. New 8" (1060lf) (unlined) -Construction

\$375,000

FY21

Kingsbury St. / Oakland Ave. to Webster St. 8" (1,500lf) - Eng. & Design

Oakland Ave. / May St. to Highland Ave. 8" (1,100lf) - Eng. & Design

\$97,000

Capital Project Request

Project Title: **Water Distribution System Improvements**Fiscal Year: **2018**Supplemental Information

FY22

Kingsbury St. / Oakland Ave. to Webster St. 8" 1,500lf - Construction
 Oakland Ave. / May St. to Highland Ave. 8" 1,1,00lf (unlined) - Construction
 \$443,500

Water Main Replacement

This request is to replace a total of 11,500 linear feet of 14" water main. The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The water quality in areas serviced by this line is a concern as the lining of these pipes breaks down over time causing discoloration in the water. In 2008, the Town began addressing areas served by this type of piping which at the time was approximately 19,000 linear feet extending from Charles River Street, to Pine Street, to Central Avenue, to Marked Tree Road and a section between Oak Street and Chestnut Street, to School Street.

In 2008, the 14" water main was relined from the Charles River Water Treatment Facility to Grove Street. In 2010, the second phase of this project replaced the 14" water main with a new 16" water main extending from Grove Street to Central Avenue.

The current project will be replacing a 14" water main with a new 16" water main. This project includes replacing the pipe and reconstructing the road.

FY 2018

Funding is proposed for the design of the remaining 11,500 linear feet of water main to be replaced from the intersection of Pine St. to Marked Tree Rd. to Oak St., and Maple St.

Engineering and Design: \$460,000

FY 2020

Funding is proposed for the construction of the remaining water main.

Construction: \$4,600,000

The cost has increased from last years submission because the Engineering division has reviewed current construction and engineering costs and has determined that the original amount submitted is insufficient to complete the project as specified. The cost is \$400/linear foot of pipe with a 20% contingency in FY 2016 dollars. This cost was determined based on recent bids. The engineering is estimated to be 10% of the cost, which is lower than our normal engineering estimate percentage due to the simplicity of the project.

State Revolving Fund Funding may be available for this project and the Public Works Department will submit an application.

Future Projects:

Fenton Rd./West St. to Pershing Rd. - Engineering & Design
 Greenough St./Pine Grove St. to Avery St. - Engineering & Design
 Pine Grove St., Hillside Ave. to exiting 8" - Engineering & Design
 Tower Ave./Greendale Ave. to Lexington Ave. 800 lf of 12" - Engineering & Design
 Rosemary Pond Water Main Replacement - Engineering & Design

4. Conservation Commission permitting may be required for site work.

Capital Project Request

Project Title: **Birds Hill Water Tank Improvements**Fiscal Year: **2019**Purpose: **Design/Engineering**Classification: **Infrastructure**Status: **Same Request from the Prior CIP**Department: **Public Works - Water**Funding Source: **Enterprise Fund**

Partners:

ParametersResponse

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Public/employee health or safety**How was the Estimated Project Cost Determined: **Industry References**Estimated Project Cost: **\$200,000**Useful Life: **Between eighteen (18) and twenty-five (25) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$25,000	\$25,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$175,000	\$175,000				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$200,000	\$200,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Birds Hill Water Tank Improvements**

Fiscal Year: **2019**

Project Description and Considerations

The purpose of the water tank located at Birds Hill is to maintain proper operating system pressure of the Town's municipal water distribution system. The method used for filling the tank is through one central pipe at the bottom of the tank. This is also how the tank is drained. The movement of water is all predominately at the bottom of the tank. This tank has a 100 ft. diameter foundation and it is 45 ft. in elevation. The intention of this request is to install a mixing valve that will move water throughout the tank. This movement will assist in maintaining chlorine levels inside the tank. This will assure improved water quality.

16. The mixing valve will be permanently installed at the Birds Hill Tank.

Capital Project Request

Project Title: **Fire Flow Improvements Design & Construction** Fiscal Year: **2019**
 Purpose: **Construction** Classification: **Infrastructure** Status: **Informational Only Details Incomplete**
 Department: **Public Works - Water** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	
14. Is this a request in response to a documented public health or safety condition?	
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined:

Estimated Project Cost: **\$2,840,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact:

Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$522,000	\$522,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$2,318,000		\$2,318,000			
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$2,840,000	\$522,000	\$2,318,000	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Fire Flow Improvements Design & Construction**

Fiscal Year: **2019**

Project Description and Considerations

The Department is requesting a feasibility study to investigate possible options to increase water pressure in the Tower Hill and Birds Hill areas. The goal is to create a high pressure zone in those two areas, potentially supplied by water booster stations. The FY19 and FY20 estimates provided are based upon a water system report and may be altered pending the completion of a feasibility study.

In 2016, the Town received funding for a feasibility study .

Capital Project Request

Project Title: **Water Supply Development** Fiscal Year: **2019**
 Purpose: **Construction** Classification: **Infrastructure** Status: **Informational Only Details Incomplete**
 Department: **Public Works - Water** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$3,160,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact:

Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$460,000	\$460,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$2,700,000			\$2,700,000		
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$3,160,000	\$460,000	\$0	\$2,700,000	\$0	\$0

\$0

Capital Project RequestProject Title: **Water Supply Development**

Fiscal Year:

2019**Project Description and Considerations****Proposed Well #4**

This project would be to install a fourth well at the Charles River Well Field that will provide for reliability and redundancy while other wells are taken offline for routine maintenance or repair. The Well Field is presently at full capacity when all three wells are operational. This fourth well would allow the Town to continue to operate to its full capacity. Previously, when the system was at peak demand and a well was taken offline, the Town had to rely on MWRA water source to meet its daily demands. This redundant well will allow the Town to be more independent even during routine maintenance periods. A feasibility study was completed in FY 2011 that supports the development of an additional well in the Town's existing well field.

Capital Project Request

Project Title: **Water Distribution Study** Fiscal Year: **2020**
 Purpose: **Design/Engineering** Classification: **Infrastructure** Status: **Same Request from the Prior CIP**
 Department: **Public Works - Water** Funding Source: **Enterprise Fund**
 Partners:

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Public/employee health or safety**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$200,000**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$200,000	\$200,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$200,000	\$200,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Water Distribution Study**

Fiscal Year:

2020**Project Description and Considerations**

This study will provide for an analysis of the Town's water infrastructure. This is partially driven by recommendations that were made in the current master plan that was conducted in 1998, which is coming to its completion of recommendations. Since the last time that the Town studied its water infrastructure, Needham Crossing, formally the 128 Business Park, has significantly changed with more dense development and different industries and uses.

This request is for developing a new 20 year master plan that will include the following:

- Conduct a thorough asset inventory of the system and conduct a hydraulic analysis.
- Prioritize the rehabilitation and replacement of the asset information related to condition, performance, replacement values, failure modes, probability of failure, and criticality.
- Develop a new 20 year forecast for projected growth.
- Developing an annual estimate of needed reserves and an annual budget.
- Implement the asset management plan.
- Review and revise the current asset management plan.

The purpose of this water distribution study is to evaluate the existing water distribution system and determine the following:

- Identify any deficiencies that exist and determine what repairs should be made to ensure that the system can provide the required flow and pressure.
- Using growth projections from the Town's planning and zoning maps, estimate where and when future growth will occur.
- Using these growth projections, analyze the water system and determine the capacity of the water source, storage, and distribution system.
- Once the capacity is determined, decisions can be made as to when aspects of the water system should be further developed, upsized, or replaced.

Capital Project Request

Project Title: **Library Furniture**Fiscal Year: **2019**Purpose: **Acquisition**Classification: **Equipment/Furniture**Status: **New Request**Department: **Library**Funding Source: **General Fund**

Partners:

Parameters**Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Scheduled replacement**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$284,240**Useful Life: **Between eight (8) and twelve (12) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$284,240	\$45,320	\$97,920	\$84,000	\$57,000	
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$284,240	\$45,320	\$97,920	\$84,000	\$57,000	\$0

#VALUE!

Capital Project RequestProject Title: **Library Furniture**

Fiscal Year:

2019**Project Description and Considerations**

The "new" library has been open to the public for more than ten years, and, due to heavy use, the furniture is beginning to show wear and tear. Both public and staff computer chairs are slowly breaking and the covering on the arms is splitting. For staff members, the computer chair is their desk chair. As staff chairs break, a public computer chair has been taken from the public computers and moved into a staff office. Some of the mesh on the Community Room stackable mesh chairs is unravelling, the backs are separating from the frames, and food has been caught in the mesh and proven unable to be removed. The forty-two cloth public arm chairs are showing the ravages of heavy use, particularly the arms of the chairs. The thirty-eight leather public arm chairs are also beginning to show wear.

The prices listed in this request were obtained from manufacturer's websites.

29 Public computer chairs @ \$380 each	\$24,070
25 Staff computer chairs @ \$850 each	\$21,250
160 Community Room Audience stackable chairs @ \$612 each	\$97,920
42 Public lounge chairs (cloth) @ \$2,000 each	\$84,000
38 Public lounge chairs (leather) @ \$1,500 each	\$57,000
Total	\$284,240

1. The services of a design consultant may be needed
16. All furniture would be installed at the library
18. Public Facilities personnel may be needed to help move furniture

Capital Project Request

Project Title: **Library RFID Conversion Project**Fiscal Year: **2019**Purpose: **Acquisition**Classification: **Technology**Status: **Revised Request from the Prior CIP**Department: **Library**Funding Source: **General Fund**

Partners:

Parameters**Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**How was the Estimated Project Cost Determined: **Industry References**Estimated Project Cost: **\$121,975**Useful Life: **Between eight (8) and twelve (12) years**Budget Impact: **May increase annual operating expenses between \$5,001 and \$25,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$127,200	\$127,200				
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$127,200	\$127,200	\$0	\$0	\$0	\$0

-\$5,225

Capital Project Request

Project Title: **Library RFID Conversion Project**

Fiscal Year:

2019

Project Description and Considerations

RFID, Radio Frequency Identification, is the technology toward which libraries are migrating, as a means to increase efficiency and to cut down on repetitive action tasks. The advantages of the system include:

1. Reduction in the time necessary to check in and check out library materials (In FY16, the library checked in and out more than 1,000,000 items--129,938 checkouts were done by customers on self-checkout).
2. Information can be read faster from the RFID tags than from barcodes
3. The items in a stack can be read at the same time, as opposed to barcodes that must be read one at a time. Checking a stack of materials in and out reduces repetitive action tasks, saving time and helping to avoid repetitive stress syndrome in employees
4. Patron self-checkout is simplified--patrons do not have to carefully line up a barcode with a laser beam
5. Opens the possibility of electronic inventorying, item searching, and shelf order checking

There are forty-three Minuteman Library Network libraries. Currently (fall 2016) twelve Minuteman libraries are using RFID; four libraries are placing RFID tags in materials (the first step in migrating to RFID); and four more have expressed interest. The current thinking and discussions at Minuteman committee meetings is that, eventually, all Minuteman libraries will move to RFID. The libraries that are now operating with RFID have formed a "service" group for interlibrary loan service. Requests from these libraries go automatically to the other RFID libraries (they are the larger libraries in the system), where items are found and requests filled faster than at the non-RFID libraries. In FY16, Needham requested 66,390 items from other libraries for the use of Needham residents. Needham sent 61,613 items to other libraries. With an RFID system that includes a portable scanner, these items could have been retrieved faster from the library's shelves, increasing the efficiency of a library employee.

RFID System Cost:

RFID tags:	150,000 books @ \$0.16 each	\$24,000		
	35,000 media @ \$0.63	\$22,050	Total	\$46,050
Conversion Stations:				
	2 @ \$11,178 each			\$22,356
Staff Station Equipment:				
	4 Staff Stations (Circulation Desk) @ \$4,895 each	\$19,580		
	1 Portable Scanner @ \$5,200	\$5,200	Total	\$24,780
Sel-Checkout Equipment:				
	3 Self-Checkout Stations @ \$6,860 each			\$20,580
Software:				
	4 Staff Stations @ \$266 each	\$1,064		
	3 Self-Checkout Stations @ \$2,540 each	\$7,620	Total	\$8,684
Installation and Training:				
	Pre-Installation Site Survey	\$1,500		
	Remote Configuration/Training	\$750		
	On-Site Training (per day)	\$2,500	Total	\$4,750
Total Project Cost:				\$127,200

Capital Project RequestProject Title: **Library RFID Conversion Project**

Fiscal Year:

2019**Supplemental Information**

6. The operating budget will need to be increased for the yearly cost of RFID tags:

Books:	10,500 @ \$0.16 each	\$1,680		
Media:	3,200 @ \$0.63 each	\$2,016		
			Total	\$3,696

and software licensing:

4 staff stations @ \$266 each	\$1,064			
3 self-checkout stations @\$2,540	\$7,620			
			Total	\$8,684

Total yearly operating budget increases \$12,380

11. Annual licensing listed under #6

16. All equipment will be installed at the library.

Capital Project Request

Project Title: **Rosemary Recreation Complex** Fiscal Year: **2018**
 Purpose: **Construction** Classification: **Facility** Status: **Revised Request from the Prior CIP**
 Department: **Park and Recreation** Funding Source: **Community Preservation Fund**
 Partners: **Public Facilities-Construction; PPBC; Health and Human Services**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	Yes
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	Yes
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	Yes
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	Yes
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	Yes
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Scheduled replacement**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$15,800,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **May increase annual operating expenses between \$25,001 and \$50,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$14,930,000	\$14,930,000				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$382,000	\$382,000				
Technology Hardware/Software	\$110,000	\$110,000				
Other Expenses	\$378,000	\$378,000				
TOTAL	\$15,800,000	\$15,800,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Rosemary Recreation Complex**

Fiscal Year:

2018**Project Description and Considerations**

This project received design funds at two prior Town Meetings: FY'15 \$450,000 and FY'16 \$550,000. Both appropriations were awarded from the Community Preservation Fund.

The Project Budget Elements were determined from an April 2016 cost estimate, overseen by consultant BH+A. Construction costs include the estimate for constructing pools, building and site work, as well as the contingency. Other expenses include the fees and expenses.

The Park and Recreation Commission, PPBC, Public Facilities-Construction Department, and Park and Recreation Department underwent a year-long feasibility study of Rosemary Pool and the site in 2013. The study was conducted by Weston & Sampson, with public input throughout the process. The Park and Recreation Commission voted to replace the outdoor pool on the Rosemary site, and renovate the building to accommodate year-round use, and recreate the parking areas to accommodate more vehicles, as well as year-round use. The Park and Recreation Commission's goal is to have the site be used year-round.

In Summer 2015, BH+A was hired to design the new facility. This process included public input on the options for the site and the final design choices are currently in the permitting stages with local and state agencies. It is unknown if additional requirements made by any permitting agency will impact the project.

Rosemary Pool closed on August 26, 2016 and will not re-open. If this funding request is approved, the construction would begin in June 2017, with a goal of having a new facility for Summer 2018. If construction funds are not approved, there will be no outdoor public swimming facility. If the new facility was not built at the site, the Town would be required to remove the current structure and restore the banks on the lake, which has been estimated to cost about \$2 million.

Draining the lake for maintenance will no longer be needed with a new two pool option. The building will have bathhouse functions on the lower level. The second level will be operated separately, with a multi-purpose room for programs and office space for the Park and Recreation Department and the Health Department. The parking lot will require stormwater management improvements, create more parking opportunities than currently available, and be able to be used year-round. The entrance roadway will be resituated on the site, to decrease the slope. The portions of the facility that are related to outdoor recreation are eligible for funding consideration under the Community Preservation Act. These would include the pools, the site work and parking, and the functions of the building related to the outdoor pool. Indoor recreation opportunities are not eligible for CPA funding.

As this is written, the project is in the permitting stage with Conservation Commission and Planning Board.

Capital Project Request

Project Title: **Trail Improvement Project: Reservoir Trail** Fiscal Year: **2018**
 Purpose: **Construction** Classification: **Infrastructure** Status: **Revised Request from the Prior CIP**
 Department: **Park and Recreation** Funding Source:
 Partners: **Conservation, DPW, Town Manager**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	Yes
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **New function or service**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$925,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$825,000	\$825,000				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$40,000	\$40,000				
Technology Hardware/Software	\$0					
Other Expenses	\$60,000	\$60,000				
TOTAL	\$925,000	\$925,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Trail Improvement Project: Reservoir Trail**

Fiscal Year:

2018**Project Description and Considerations**

This project budget is based on an August 2016 estimate from BETA. The funding source for the well closing still needs to be determined, so that portion of the project is shown as "Other." Funding options are under discussion with DPW.

Funding was received in FY2014 for the design of the Reservoir Trail project, through CPA funds, and the contract for the design was awarded in October 2014 to BETA. The project has been permitted and received an Order of Conditions from the Needham Conservation Commission under the Massachusetts Wetlands Protection Act and the Needham Wetlands Protection Bylaw. The request for an amendment to the Special Permit for the Public Services Administration Building (PSAB) has been approved by the Needham Planning Board. Two public sessions were held during the design phase, and a presentation was made to the Needham Commission on Disabilities. The input from all sessions was incorporated into the design.

This request is for the construction funds to create a handicap accessible perimeter trail, with boardwalks, around the Needham Reservoir. The development of an accessible trail around one of the Town's important amenities - the Needham Reservoir - was a key priority identified in the Town's Trails Master Plan. It is an asset to the relatively new PSAB and intended improvements to the adjacent 470 Dedham Avenue. The Eastman Conservation Trail, recently rebuilt at the Newman School, is accessible but only available outside of school hours, so the Reservoir Trail will have more hours of use, plus have closer parking. The Reservoir Trail will also include assistance for visually impaired, and provide an accessible fishing dock.

The two decommissioned water supply wells are located within the trail area. The existing fence and concrete will be removed, the areas excavated and regraded.

In 1890, the Town of Needham acquired the property including and surrounding the Needham Reservoir for water supply purposes. Groundwater extraction wells operated on the property until the 1940's and the reservoir was decommissioned as a water supply source in 1995. The property is under the jurisdiction of the Board of Selectmen. Prior to the building of PSAB, the trail had minimal use, but with more open access, it has become a popular location for fishing and walking. The dirt road, in place to access the wells is eroding in places and impassable during wet conditions. The southerly section has inconsistent routes, partially due to wet areas, creating damage to the wetland resource areas. Public education will be added throughout the trail related to the history of the reservoir and the natural environment within which it exists.

The constructed trail will require regular maintenance, some of which can be handled through the Trails Steward program, with volunteers, or in some cases with the Parks and Forestry Division. These maintenance activities might require increases in the annual budget of the Division.

Capital Project Request

Project Title: **Purchase of Open Space** Fiscal Year: **2018**
 Purpose: **Acquisition** Classification: **Land** Status: **Revised Request from the Prior CIP**
 Department: **Park and Recreation** Funding Source: **Community Preservation Fund**
 Partners: **Conservation Commission, Board of Selectmen**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: Other (see below for information)

How was the Estimated Project Cost Determined: In-House Estimate

Estimated Project Cost: \$1,000,000

Useful Life: More than twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Total New FTE's: 0

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$1,000,000	\$1,000,000				
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Purchase of Open Space**

Fiscal Year:

2018**Project Description and Considerations**

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. This request is a "place holder" in the event a parcel that benefits the community becomes available.

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 which would be submitted as separate capital improvement projects. 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.

The Town Manager and Town Counsel would need to be involved in discussions, deliberations and negotiations.

Capital Project Request

Project Title: **Rosemary Lake Camp Property and Trail**Fiscal Year: **2019**Purpose: **Design/Engineering**Classification: **Facility**Status: **Revised Request from the Prior CIP**Department: **Park and Recreation**Funding Source: **Community Preservation Fund**Partners: **Conservation Department****Parameters****Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	Yes
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	Yes
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**How was the Estimated Project Cost Determined: **In-House Estimate**Estimated Project Cost: **\$250,000**Useful Life: **Between eighteen (18) and twenty-five (25) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$250,000	\$250,000				
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$250,000	\$250,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Rosemary Lake Camp Property and Trail**

Fiscal Year:

2019

Project Description and Considerations

Two former CIP requests are being combined together into one request...the Rosemary Trail project and the Rosemary Camp Property buildings. This project is still under review for scope.

The Rosemary Trail project was initially developed within the Trails Master Plan and is the fourth of four major trail projects to be moved forward. The original scope and estimates was developed in 2008 by Beals+Thomas, and they updated the estimate in subsequent years. The scope has been altered to meet the current plans of the property. The entrance to the trail from the Rosemary parking lot will be repaired during the Rosemary Recreation Complex project. It is recommended that projects along the trail be combined into a group of projects for the Student Conservation Association, including rebuilding a bridge crossing the brook. The final project would involve improvements on the cart path to alleviate wet conditions, particularly when an emergency vehicle needs to access the property. The trail will not be ADA accessible.

The Rosemary Camp Property building project was holding a place in the event the summer program location at Ridge Hill was no longer available for use. Since that time, the Rosemary Recreation Complex project has moved forward and will have an indoor location for use by the summer program. Due to the on-going vandalism, it is now recommended that the shelter building and two latrines be demolished. In place of the shelter, an open air picnic shelter would be built, with picnic tables installed on the concrete base to minimize vandalism. This area would be available for use by trail walkers as well as any programs offered by Park and Recreation or other Needham organizations. Past vandalism has included use of flammable materials, a danger to nearby homes.

Permits would be required from the Conservation Commission for the trail work, and demolition permits would be required, as well as for the installation of a pre-fab shelter for the picnic area.

On-going maintenance can primarily be done by volunteers, with minor assistance from DPW Parks and Forestry.

Capital Project Request

Project Title: **Boat Launch on Charles River** Fiscal Year: **2019**
 Purpose: **Construction** Classification: **Infrastructure** Status: **Same Request from the Prior CIP**
 Department: **Park and Recreation** Funding Source: **Community Preservation Fund**
 Partners: **Conservation Department, Town Manager**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	Yes
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	Yes
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost:

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Boat Launch on Charles River**

Fiscal Year:

2019**Project Description and Considerations**

The Town of Needham is adjacent to a major state resource - the Charles River. It creates about 2/3rds of the Town's border, with the City of Newton, the City of Boston, the Town of Dedham, and the Town of Dover, our neighbors on the other side of the river.

CPC funds of \$30,000 have been awarded to design an improved boat launch into the Charles River on Town-owned property on South Street, near the intersection of Dedham Avenue, but we have not started the formal design process as this is written. One of the on-call engineer firms will be chosen to work with Park and Recreation/Conservation departments on this project. There is an existing unimproved launch for canoes and kayaks, with a circular driveway and parking for 10-12 vehicles. There is pedestrian access, only, to the river.

The intention is to keep the launch in its natural setting, but create a more consistent access on a pervious path, and possibly creating the ability for vehicles to back up to the launch area with their boats.

At a minimum, permits would be required from the Needham Conservation Commission.

A project estimate can be provided once the designer is able to provide options and the Town chooses a scope of work.

Capital Project Request

Project Title: **Public Playgrounds** Fiscal Year: **2020**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Same Request from the Prior CIP**
 Department: **Park and Recreation** Funding Source: **Community Preservation Fund**
 Partners: **School Department**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	Yes
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	Yes
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Public/employee health or safety**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$600,000**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **The project should reduce the operating expenses**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$600,000	\$600,000				
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$600,000	\$600,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Public Playgrounds**

Fiscal Year:

2020**Project Description and Considerations**

The Town of Needham has 19 public playground locations: Broadmeadow (2), Eliot (2), Hillside (2), Mitchell (1), Newman (3), Claxton, Cricket, DeFazio, Greene's, Mills, Perry, Riverside, Rosemary Pool, and Walker-Gordon.

Hillside and Mitchell have the oldest school-site playgrounds. The new school replacing Hillside will have new playground equipment installed as part of the project. Mitchell's equipment will be maintained until such time that the school is renovated or rebuilt. The Rosemary Pool equipment will be removed during construction and not replaced at this time.

Broadmeadow's Grade 1-5 and Kindergarten playgrounds were installed in 2002 and will likely need upgrades in upcoming years. Eliot's two playgrounds were installed in 2004 and appear to be in excellent condition. Newman's Grade 1-5 and Kindergarten playgrounds were installed in 2012 and are in excellent condition. The Preschool playground received a poured-in-place surface in 2013. Its equipment was originally purchased in 1998 and moved to the Newman site in 2004. It is in good condition, but will need some refreshing. An improvement recommended for Broadmeadow and Eliot would be the installation of poured-in-place pathways. Though the current wood fiber surfacing is considered ADA compliant, the MA Architectural Board may be creating a new ruling that will require other options for pathways. The addition of poured-in-place pathways reduces the wear and tear on the wood fiber surfacing, requiring less material to be installed a few times a year.

For the non-school playgrounds, all sites are in very good to excellent condition. Greene's Field's equipment was installed new in 2013, with a major donation from residents of over \$180,000. The Exchange Club has "adopted" DeFazio and Claxton, adding improvements over several years. Parent Talk has "adopted" Cricket, Perry and Mills, with new playgrounds installed between 2001-2007. Riverside received new equipment in 2007 as part of the nearby Charles River Landing project. Walker-Gordon was replaced in 2013 as part of the park reconstruction project. Cricket will have ADA improvements completed when the park building is renovated.

The school projects will require consultation with the School Department, insuring their educational goals are met with any new structures.

The estimate was made in-house, based on recent projects completed in Needham and informal discussions with playground and surfacing companies.

Capital Project Request

Project Title: **Public Playgrounds**

Fiscal Year:

2020Supplemental Information

PLAYGROUND	TYPE OF STRUCTURE	YEAR	ESTIMATED COST OF EQUIPMENT AT INSTALLATION	NOTES
Broadmeadow	Metal and plastic	2002	\$80,000	Fair/Good condition; company not responsive on repairs
Broadmeadow-Kindergarten	Metal and plastic	2002	<i>With above</i>	Fair/Good condition
Claxton	Metal and plastic	1994 2007	\$10,000 \$18,000	Excellent condition
Cricket	Metal and plastic	2005	\$40,000	Excellent condition
DeFazio	Metal and plastic; one wood house	1997- 1999	\$23,000	Excellent condition; some older pieces from earlier renovations in good condition
Eliot	Metal and plastic	2004	\$80,000	Excellent condition
Eliot-Kindergarten	Metal and plastic	2004	<i>With above</i>	Excellent condition
Greene's	Metal and plastic	2013	\$280,000	Excellent condition
Hillside	Metal and plastic	1995 2011	\$40,000 \$30,000	Very Good condition
Hillside-Kindergarten	Metal and plastic; coated wood	2001	\$12,000	Good condition

Capital Project Request

Project Title: **Public Playgrounds**

Fiscal Year:

2020

Mills	Metal and plastic	2007	\$40,000	Excellent condition
Mitchell	Metal and plastic	1998	\$40,000	Good condition
Newman	Metal and plastic	2012	\$275,000	Excellent condition
Newman-Kindergarten	Metal and plastic	2012	(included in above cost)	Excellent condition
Newman-Preschool	Metal and plastic	1998-2004	\$25,000	Good condition
Rebecca Perry	Metal and plastic; wooden house	2001	\$40,000	Excellent condition
Riverside	Metal and plastic	2007	\$40,000	Excellent condition
Rosemary Pool	Metal and plastic	2006	\$8,000	Good condition
Walker-Gordon	Metal and plastic	2012	\$15,000	Excellent condition

Capital Project Request

Project Title: **Cricket Field Building Renovation** Fiscal Year: **2020**
 Purpose: **Design/Engineering** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Park and Recreation** Funding Source: **General Fund**
 Partners: **PPBC; Public Facilities-Construction; DPW**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	Yes
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	Yes
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$772,000**

Useful Life: **Between eighteen (18) and twenty-five (25) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$154,000	\$154,000				
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$618,000		\$618,000			
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$772,000	\$154,000	\$618,000	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Cricket Field Building Renovation**

Fiscal Year:

2020**Project Description and Considerations**

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 of approximately \$30,000 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.

Any portion of the project related to outdoor recreation would be eligible for CPA funding, but indoor recreation is not eligible. Permits would be required from the Needham Health Department and the Planning Board. The costs do not include any unanticipated requirements of the permits. At some point, without renovation, the building will not be available for use by Park and Recreation for its summer program or by Needham High School Athletics. The loss of the summer program location would lead to a loss in revenue. Costs to use Cricket Field would increase for Needham High Athletics.

Currently, the building's restrooms are only used by Park and Recreation's summer program, as well as the Needham High teams. No other park user has access to the restrooms, so creating restrooms that are available to the park will increase the cost for cleaning by an outside firm.

Capital Project Request

Project Title: **Athletic Fields Master Plan** Fiscal Year: **2021**
 Purpose: **Long Range Plan/Study** Classification: **Land** Status: **Same Request from the Prior CIP**
 Department: **Park and Recreation** Funding Source: **Community Preservation Fund**
 Partners: **DPW Parks and Forestry Division**

Parameters

Response

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **Operational efficiency**

How was the Estimated Project Cost Determined: **In-House Estimate**

Estimated Project Cost: **\$75,000**

Useful Life: **More than five (5) years but less than eight (8) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Total New FTE's: **0**

Project Budget Elements	Project Budget	2021	2022	2023	2024	2025
Planning/Feasibility	\$75,000	\$75,000				
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$0					
Other Expenses	\$0					
TOTAL	\$75,000	\$75,000	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Athletic Fields Master Plan**

Fiscal Year:

2021**Project Description and Considerations**

The Park and Recreation Commission has been working with user groups to determine how athletic fields are being used and how best to schedule the athletic fields to provide optimal use without jeopardizing the maintenance plan. The organizations and the Commission need to do some additional work together before the scope of a master plan can be created.

Renovations have occurred at several parks, and some school sites will be improved in upcoming years. The study would help the Commission determine whether new athletic fields are needed to accommodate the need and provide feasibility studies on possible locations for new athletic fields.

The ability for the Town to maintain current athletic facilities, along with any possible new facilities, would be included within the study.

This project may appropriate to submit for a warrant article as opposed to a capital request.

Capital Project Request

Project Title: **Improvements to Memorial Park Building and Grounds** Fiscal Year: **2018**
 Purpose: **Construction** Classification: **Building** Status: **Informational Only Details Incomplete**
 Department: **Memorial Park** Funding Source: **General Fund**
 Partners: **Board of Selectmen, Park and Recreation Commission, and Town Departments**

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	Yes
6. If funded, will the operating budget need to be increased to cover operating expenses?	Yes
7. If funded, will this project increase the operating expense for any other department?	Yes
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**

How was the Estimated Project Cost Determined: **Hired Consultant**

Estimated Project Cost: **\$5,900,000**

Useful Life: **More than twenty-five (25) years**

Budget Impact: **May increase annual operating expenses between \$25,001 and \$50,000**

Total New FTE's: **0.25**

Project Budget Elements	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility	\$0					
Design/Engineering	\$500,000					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$5,000,000					
Construction Management	\$100,000					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$200,000					
Technology Hardware/Software	\$25,000					
Other Expenses	\$75,000					
TOTAL	\$5,900,000	\$0	\$0	\$0	\$0	\$0

\$0

Capital Project RequestProject Title: **Improvements to Memorial Park Building and Grounds**

Fiscal Year:

2018**Project Description and Considerations**

This is a general submission which may be followed with additional information from the Trustees of Memorial Park, project partners, and Town staff.

The Memorial Park Building was included in the Townwide Facilities Study planning update completed in 2014. The study presumed a complete renovation of the current Memorial Park Building, which would make the building fully handicap accessible, and would be designed and constructed in accordance with the new building code. The facility would be part of an overall plan that enhances programs and promotes synergy among the other nearby Town facilities. The building would be seen as a service point for High School athletics and other community activities, while keeping the focus on the site and its history. The estimated project cost is \$5.9 million (2014). Depending on the actual design and amount of activity that would be generated at the new facility an increase in operating expenses is to be expected. However, it is still too early in the process to calculate an estimate of those costs.

A recent facility financing plan summary assumed that the project would be funded by a combination of General Fund debt (\$2-million), CPA funds, other one-time General Fund monies, and some limited outside resources, yet to be determined. The feasibility study for this project was funded at the 2016 Annual Town Meeting, and is under the charge of the PPBC.



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

MEETING DATE: 11/22/2016

Agenda Item	Minuteman School District Status
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Board will discuss the status of the Minuteman School District and the notification provided by the Town of Belmont of its intent to withdraw from the District in accordance with the Regional Agreement.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> that the Board vote to take no action on the notice of the intent to withdraw from the Minuteman Regional Vocational Technical School District received from the Town of Belmont.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. October 28, 2016 Letter from the Minuteman Regional School Committee b. October 24, 2016 letter from the Belmont Town Clerk to the Minuteman School Committee, c. Certification of Vote - Article 1 of the October 19, 2016 Belmont Special Town Meeting	



MINUTEMAN
A REVOLUTION IN LEARNING

October 28, 2016

Theodora Eaton, Town Clerk
Town of Needham
Town Hall 1471 Highland Ave.
Needham, MA 02492

Dear Ms. Eaton:

Pursuant to Section IX(A) of the Minuteman Regional Vocational Technical School District Agreement ("the Regional Agreement"), I write to notify you that, on October 26, 2016, the Minuteman Regional School Committee received a notice of withdrawal from the Town of Belmont, stating Belmont's desire to withdraw from the Minuteman Regional Vocational Technical School District ("the District"). This notice of withdrawal was sent in accordance with Sections IV(I) and IX(A) of the Regional Agreement, after: (1) a majority of voters in Belmont voted against the District incurring debt for the construction of a new school in the district-wide election held on September 20, 2016, and; (2) Belmont's Town Meeting voted by more than a two-thirds (2/3) majority, on October 19, 2016, to seek to withdraw from the District. A copy of Belmont's notice of withdrawal is attached to this letter.

In accordance with Section IX(A) of the Regional Agreement, Belmont's withdrawal from the District will be allowed only if it is approved by a majority of the District's other member communities. Under the Regional Agreement, a member community will be deemed to have approved Belmont's withdrawal from the District unless, within sixty (60) days following October 26, 2016, the legislative body of the member community votes *disapproval* of Belmont's requested withdrawal.

Please feel free to contact Superintendent Edward Bouquillon, who would be happy to provide any further information which you or other Town officials might desire in connection with this matter. Thank you for your cooperation.

Sincerely,

David Horton, Secretary
Minuteman Regional School Committee

cc: Town Administrator
Enclosure



TOWN OF BELMONT
TOWN CLERK'S OFFICE
455 CONCORD AVENUE
BELMONT, MASSACHUSETTS 02478

ELLEN O'BRIEN CUSHMAN
TOWN CLERK

TEL. (617) 993-2600
FAX (617) 993-2601

October 24, 2016

VIA USPS EXPRESS MAIL

Jeffrey W. Stulin, Chairperson
Minuteman Regional Vocational Technical School Committee
758 Marrett Road
Lexington, MA 02421

Re: Notice of Withdrawal of the Town of Belmont

Dear Mr. Stulin:

I write to provide the Minuteman Regional Vocational Technical School Committee with notice, pursuant to Section IV(I) and IX(A) of the Regional Agreement, amended as of March 11, 2016, of the Town of Belmont's desire to withdraw from the Minuteman Regional Vocational Technical School District (the "District").

On September 20, 2016, a majority of voters in Belmont voted against the District incurring debt for the construction of a new school in an election held pursuant to G.L. c. 71, § 16(n). Within sixty (60) days of that election, on October 19, 2016 at a duly-called Special Town Meeting, the legislative body for the Town of Belmont voted by more than a two-thirds (2/3rds) majority to seek to withdraw from the District. I have attached the certification of that vote to this letter.

Please acknowledge receipt of this Notice pursuant to Section IX(A) in the minutes of the next Regional School Committee meeting. We look forward to continuing to work with you to effectuate the Town of Belmont's withdrawal from the District.

Best regards,

Ellen Cushman
Belmont Town Clerk

**BELMONT, MASSACHUSETTS
SPECIAL TOWN MEETING
OCTOBER 19, 2016**

CERTIFICATION OF VOTES

**ARTICLE 1: WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL
DISTRICT**

MOVED: That the Town withdraw from the Minuteman Regional Vocational School (the "District") pursuant to Sections IV(l) and IX of the 2016 Amended Regional Agreement for the District, as amended March 11, 2016, and to authorize the Board of Selectmen and other appropriate Town officials to all take such actions as may be necessary and appropriate to accomplish the withdrawal so authorized, or take any other action relative thereto.

The Motion was adopted by a vote of more than a two thirds (2/3rds) majority (172 Yes; 66 No) at the Special Town Meeting held October 19, 2016 at the Chenery Middle School Auditorium; in accordance with Town of Belmont Representative Town Meeting Act of 1926, as amended, Section 8, this vote shall not be operative until the expiration of seven days, exclusive of Sundays and holidays, from the dissolution of the meeting.

A True Copy, Attest:


Ellen O'Brien Cushman, Town Clerk
Belmont, MA

October 24, 2016
Date



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

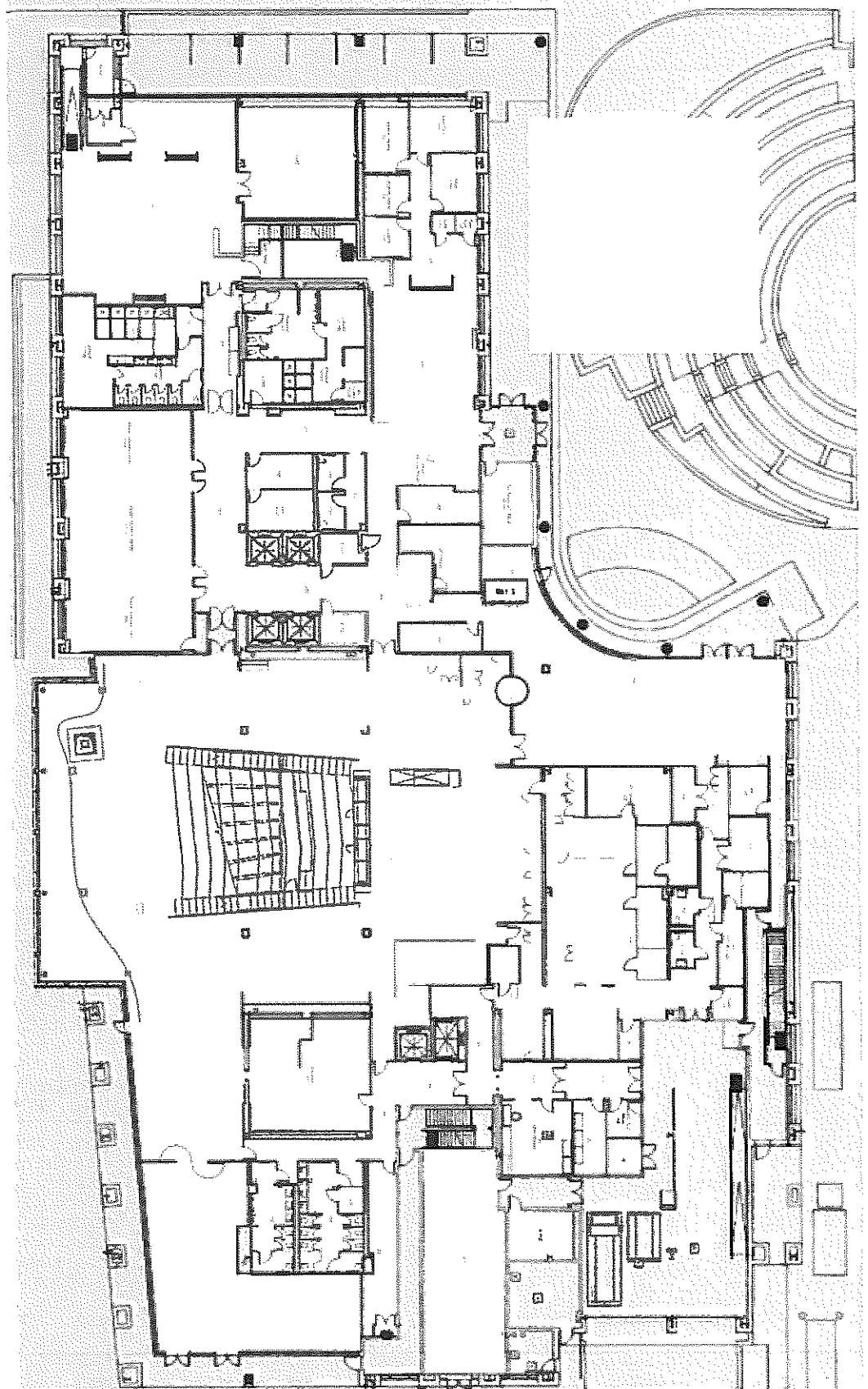
MEETING DATE: 11/22/2016

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
3.	BACK UP INFORMATION ATTACHED
(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)	Amy Sinclair		
Event Manager Address	400 1st Ave		
Event Manager Phone Number	978 494 3013		
Organization Representing (if applicable)	Trip Advisor		
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	HSMAI		
Date of Event	11/16/16		
License is for Sale of:			
☒ Wines & Malt Beverages Only			
☐ All Alcoholic Beverages (for non-profit groups only)			
Requested Time for Liquor License	FROM:	3	TO: 7
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?	40		
Name & address of event location. Please attach proof of permission to use this facility.			
400 1st Ave Needham MA			
Who will be serving the alcohol to your guests?			
Amy Sinclair			
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).			
Amy Sinclair			
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.			
Served Alcohol			
☒ I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date: 10/14/16
Amy Sinclair			



**Town of Needham
Board of Selectmen
Minutes for October 18, 2016
Selectmen's Chamber
Needham Town Hall**

6:00 p.m. Executive Session:
A meeting of the Board of Selectmen was convened by Chairman Matthew D. Borrelli. Those present were Maurice P. Handel, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.

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

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

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

6:45 p.m. The Board returned to open session.

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

7:00 p.m. Public Hearing - Lightower Fiber Networks at 100 2nd Avenue:
Robert Walls, Lightower Fiber Networks representative and Mark Pavone, Phoenix Communications representative appeared before the Board requesting permission to lay and maintain underground conduit, with cables placed therein under the surface of the following public way or private ways: from pole 14 2nd Avenue to place approximately 150' of (1) 4" sch40 pvc conduit to #100 2nd Avenue. Mr. Walls said this work is necessary to provide fiber optic service to 100 2nd Avenue.

Ms. Fitzpatrick confirmed all paperwork is in order and reiterated the work is necessary to provide fiber optic service to Atrius Health, 100 Second Avenue, Needham.

Mr. Borrelli invited public comment. No comments were made.

Mr. Borrelli asked for Board comment. No comments were made.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Lightower Fiber Networks for permission to lay and maintain underground conduit, with cables placed therein under the surface of the

following public way or private ways: from pole 14 2nd Avenue to place approximately 150' of (1) 4" sch40 pvc conduit to #100 2nd Avenue. This work is necessary to provide fiber optic service to Atrius Health, 100 2nd Avenue, Needham.

Second: Bulian. Unanimously approved 5-0.

7:02 p.m.

Public Hearing - Eversource Energy:

Karen Johnson, Eversource Energy representative appeared before the Board requesting permission to install conduit at 4 locations in the Town of Needham.

1. 43 Gage Street

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Borrelli invited public comment. No comments were made.

Mr. Borrelli asked for Board comment. No comments were made.

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install about 8 feet of conduit in Gage Street. This work is necessary to provide underground electric service to 43 Gage Street, Needham.

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

2. 80 Maple Street

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Borrelli invited public comment. No comments were made.

Mr. Borrelli asked for Board comment. No comments were made.

Motion by Mr. Bulian that the Board of Selectmen approve and sign a petition from Eversource Energy to install about 8 feet of conduit in Maple Street. This work is necessary to provide underground electric service to 80 Maple Street, Needham.

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

3. 50 Winfield Street

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Borrelli invited public comment. No comments were made.

Mr. Borrelli asked for Board comment. No comments were made.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install about 9 feet of conduit in Winfield Street.

This work is necessary to provide underground electric service to 50 Winfield Street, Needham.

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

4. 147 Tower Avenue

Ms. Fitzpatrick indicated all paperwork is in order.

Mr. Borrelli invited public comment. No comments were made.

Mr. Borrelli asked for Board comment. No comments were made.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install about 6 feet of conduit in Tower Avenue. This work is necessary to provide underground electric service to 147 Tower Avenue, Needham.

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

7:06 p.m.

Construction Related Traffic and Project Update:

Rick Merson, Director of Public Works and John Schlittler, Chief of Police appeared before the Board with an update on construction-related traffic concerns, upcoming deadlines and projects, and steps the Town of Needham is taking to improve traffic flow.

Mr. Borrelli gave a brief background saying several calls and emails have been received from citizens regarding traffic related issues in the vicinity of the Needham/Newton town line and Kendrick Street.

Mr. Merson explained several anticipated changes occurred in the traffic pattern due to construction and the opening of the south ramp at Kendrick Street. He commented Needham and Newton are communicating to help facilitate traffic in the area during construction. He said proposed changes will address lane assignments, congestion over the bridge across the Charles River, and traffic signal controls. Mr. Merson reviewed an aerial picture of the pavement marking plan at Kendrick Street/Nahanton Street. He commented the timeframe of the changes depend on the procurement process, weather, and that the City of Newton is ready to make the changes.

Discussion ensued on details of striping and lane assignments.

Chief Schlitter said police detail is in the area to monitor the situation until the changes occur.

Ms. Cooley asked where can residents report a concern? Mr. Merson said See-Click-Fix and Facebook are monitored, and phone calls are routed to the person attending bi-monthly meetings with the MassDOT. Ms. Fitzpatrick said concerns

received by the Board of Selectmen and Town Manager are also forwarded to MassDOT.

Mr. Bulian clarified it appears changes will take place before the winter. He said the bridge striping is wrong and better signage is needed.

Mr. Merson commented improvements are also anticipated at the 3rd Avenue/Kendrick Street traffic signal.

Mr. Merson also provided a brief update on the Eliot Street bridge project and construction at the Highland Avenue/Route 128 interchange. He said information is available on the Town website as to road closures and detours, particularly occurring on the first weekend in November. He commented work on the Eliot Street bridge is on schedule and that he is pleased with the progress.

Ms. Cooley asked when the bridge over Route 128 will come down? She commented many people seem interested in watching the demolition suggesting, perhaps, through the Needham Channel.

Mr. Bulian asked for clarification on the closure of Highland Avenue/Route 128 on Friday, November 4th. Mr. Merson said closures will occur after rush hour. Mr. Bulian said MBTA service on the Needham line will be suspended from Thursday, November 10 through Sunday, November 13. He suggested bus service should be provided by the MBTA.

Ms. Fitzpatrick asked Mr. Merson to comment on the Streetscape project currently underway in downtown Needham.

Mr. Merson said work on the project continues at night, and curbing will be installed very soon. He said installation of new sidewalks will most likely be done during daytime hours.

7:35 p.m.

Public Hearing - Noise By-law:

Mr. Borrelli commented the intent of the meeting is for the Board to discuss the possibility of expanding the hours of the existing Noise By-law, General By-law 3.8.1, which states: "Except in an emergency, construction activity conducted pursuant to a building permit, which causes noise that extends beyond the property line, shall be limited to the hours of 7 a.m. to 8 p.m. unless authorized by rules or regulations adopted by the Board of Selectmen. The penalty for violation of this regulation shall be a \$50 fine." He clarified the intent of the public hearing is expand the restriction, not to expand the hours of noise activity in the Town.

Mr. Borrelli said the issue is tougher than it appears, and asked for Board comment.

Ms. Cooley asked Ms. Fitzpatrick to clarify the number of fines issued and the perception that there have been very few complaints to the Town.

Ms. Fitzpatrick said there are many complaints, with many issues resolved by the Building Commissioner. In instances when the Building Commissioner is not working (i.e. weekends), Ms. Fitzpatrick said the police will attempt to resolve the issue if there are not other pressing matters. Ms. Fitzpatrick said not many fines have been issued.

Mr. Borrelli commented many emails were received describing different situations, some very troubling, and he said it is important to hear from the public. Mr. Borrelli reiterated approval is required by Town Meeting to make changes.

Mr. Borrelli opened the public hearing.

Elizabeth Kaponya, 27 Highland Terrace said homes in her neighborhood about the industrial zone and are affected by noise. She said a \$50 fine is not a constraint, but a cost of doing business. She suggested higher fines. Ms. Kaponya suggested instituting a requirement that builders who repeatedly break the time rules must provide police detail in front of the construction site to make sure workers do not enter the site before 7 a.m. She told the Board of the constant noise from the construction site at 100 Second Avenue, including at 4:30 a.m. when debris was being thrown into dumpsters. She explained dumpsters have been arriving at 5:30 a.m. for over 2 months creating a lot of noise. Ms. Kaponya gave the Board copies of her emails to the Town.

Beth Vandelinder, 40 Edgewater Lane asked the Board of Selectmen consider expanding the scope beyond construction. She commented on the many pool parties in her neighborhood and the number of complaints she has made to the Police Department. She gave the Board copies of regulations in surrounding towns, as well as examples of expanded noise regulations used in Boston. Ms. Vandelinder agreed the fines are not a deterrent, and explained other towns have higher fines and that the Town of Lexington treats noise violations as a misdemeanor, as well as assessing a fine. Ms. Vandelinder said it is reasonable to treat noise from a party differently than construction noise.

Chief Schlittler commented on noise from music, saying "disturbing the peace" also would cover noise outside the by-law, noting 'disturbing the peace' really talks about time, place, and manner. He said "disturbing the peace" is a criminal offense. He commented the police department receives many 'disturbing the peace' complaints, which are addressed. He commented most 'disturbing the peace' offenses are thrown out of court.

Jill Kahn-Boesel, 44 Brookline Street commented the 7 a.m. start time is broken all the time in her neighborhood. She said the noise, while not egregious, is bothersome to retirees in the neighborhood. Ms. Kahn-Boesel suggested a start time of 8 a.m. and fines starting at \$250 with incremental increases. She noted most crews leave a job site by 4 p.m.

Mr. Matthews asked whether the current by-law has a civil “disturbing the peace” category? Chief Schlittler said “No, it does not.” Mr. Matthews said criminalizing ordinary misbehavior may make it harder to get the result that people want, whereas if the police could issue a ticket, it would be another tool to use. Mr. Matthews said he is not in favor of issuing fines, but rather making sure people know and comply with the rules. He said there is a sense some businesses simply violate the law because it is just a \$50 fine. He commented if that is happening, the Town must deal with those businesses in another way. Mr. Matthews said there are two types of noise: construction noise and landscaping noise, and suggested defining each type of noise.

Mr. Borrelli suggested the possibility of shutting down a job site after 3 violations.

Valerie Kistler, 28 Fairview Road commented on the many new homes in her neighborhood. She said she has not had a problem with people working outside the current hours, but agrees 8 a.m. is a more reasonable start time. She noted the use of pile drivers to breakup stone ledge. She said she prefers no work be done on the weekends, acknowledging prolonged projects. Ms. Kistler said the stop time has not been a problem, but said she would not want to go past 8 p.m.

Maria Ronzinski, resident said jackhammering cracked her foundation. She said 8 a.m. is a better start time and is against anything later than 6 p.m. and no weekends, as she feels it is an infringement on her right to enjoy the suburbs and her property.

Priscilla Murray, 58 Curve Street said she agrees with 8 a.m. to 6 p.m., and no construction weekends or holidays is reasonable. She commented there is a problem with enforcement of current regulations. Ms. Murray said vibration from breaking of ledge is tormenting. She said fines should be increased to \$500 and that she feels helpless.

Mary MacMahon, 89 Warren Street supports an 8 a.m. construction start time and lawn care component described by Mr. Matthews. She agreed fines must be increased.

Jill Kahn-Boesel, 44 Brookline Street suggested residents need to know what to do when there is an issue, and asked the Board to post procedures in the paper or on the Town website.

Mr. Borrelli suggested using the See-Click-Fix app as a way for residents to report issues.

Mr. Borrelli closed the public hearing.

Ms. Cooley said she likes the idea of using See-Click-Fix, also builders must be accountable suggesting they alert abutters as part of a notification process.

Mr. Bulian said the issue is on-going, and the Board of Selectmen and Police should do a better job enforcing current rules. He commented he likes the idea of working through the Building Department encouraging builders to work within specific hours. He commented landscape noise is seasonable but people also must be able to work. He said it is a balance.

Mr. Handel commented it is important the Town aggressively enforce the rules. He said the issue of ledge must be addressed.

Mr. Borrelli said the landscaping issue is a slippery slope. He commented a review of fines and weekend hours is necessary and certain types of site work (ledge) should not commence until a certain time.

Mr. Matthews encouraged neighborly discussion. He suggested a civil "disturbing the peace" by-law. He commented on ledge, saying 7 a.m. is too early a start time during the week and is willing to consider a later start time on weekends. He said he would consider 8 a.m start time, suggesting more staff for early morning compliance enforcement through the Building Department. He said he wants to know how other communities deal with the issue.

Ms. Cooley commented the See-Click-Fix option provides a time stamp, address, and tracking of the issue.

Ms. Fitzpatrick said the Town has had staff in early to deal with repeat complaints. She acknowledged some residents suffer in silence and it would be nice to find a remedy.

Mr. Handel asked how many complaints are received in a week or month? He said the Curve Street situation is one example of where many residents are affected.

Mr. Borrelli commented on general noise and wonders how other towns handle the situation. He agreed with Mr. Matthews suggestions.

Mr. Handel suggested handling each noise issue separately, as each requires clarity at Town Meeting.

Mr. Borrelli said the Board will continue to accept additional emails and phone calls to the Town Manager's office. He thanked residents for their input.

8:25 p.m.

Sewer Rate Relief:

Dave Davison, Assistant Town Manager/Director of Finance told the Board the Commonwealth has monies available for sewer rate relief for FY2017 which the Town can apply. He said each year that the program has been offered, the Town has filed an application. He said the application requires the Town Manager and Board of Selectmen signatures in order to submit.

**Motion by Mr. Handel that the Board support and sign the sewer rate relief application to be filed with the Commonwealth and that that Board approves applying the proceeds of the grant, if any, as a credit against the sewer bill.
Second: Ms. Cooley. Unanimously approved 5-0.**

8:27 p.m.

Appointments and Consent Agenda:

Motion by Mr. Handel that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS: No Appointments were made at this meeting.

CONSENT AGENDA

- 1. Approve Sewer System Impact Program Regulations dated October 18, 2016. Notice of the proposed regulation was advertised in the Needham Times on September 1, September 8, and September 15, 2016.**
- 2. Sign the State Election Warrant scheduled for November 8, 2016.**
- 3. Accept the following donations made to Needham Youth Services for its "A Conversation" program: \$500 from The Needham Women's Club, and \$50 from Molly Kerrigan, a Needham resident.**
- 4. Approve a Special One Day Wines & Malt Beverages Only License for Amy Sinclair of Trip Advisor to host an event for Needham Steps Up on Wednesday, November 2, 2016 from 4:00 p.m. to 9:00 p.m. The event will be held at Trip Advisor, 400 1st Avenue, Needham.**
- 5. Approve a Special One Day Wines & Malt Beverages Only License for Amy Sinclair of Trip Advisor to host an event for World Education on Friday, October 28, 2016 from 4:00 p.m. to 9:00 p.m. The event will be held at Trip Advisor, 400 1st Avenue, Needham.**
- 6. Accept the \$344.18 donation for the Needham Off-Leash Dog Area gift account from various online donors made on the Needham Dog Park website.**
- 7. Approve a Common Victualler license for BoonyBunz Inc. d/b/a BoonyBunz Bakery & Café, located at 1056 Great Plain Avenue, Needham.**
- 8. Approve a Special One Day Wines & Malt Beverages Only License for Robert Timmerman of Needham Knights of Columbus to hold a Trivia Night Benefit for Fisher House-Boston on Thursday, November 10, 2016 from 6:30 p.m. to 11:00 p.m. The event will be held at the Needham Knights of Columbus, 1211 Highland Avenue, Needham.**
- 9. Water and Sewer Abatement Order #1224**
- 10. Approve request from the Needham Business Association to hold Annual Blue Tree Ceremony on Saturday, December 3, 2016 at 4:30 p.m. in Avery Square and Blue Tree festivities at the Town Common at 5:00 p.m. Approval also includes use of Garrity Way from 1:00 p.m. to 5:00 p.m.**
- 11. Approve request from the Needham Business Association to have "meter-free" parking in Needham Center and Needham Heights from November 26, 2016 through January 2, 2017.**

12. Approve a Special One Day Wines & Malt Beverages License from Robin Peters Schell, of the Needham High School Class of 1980 to hold its Wine & Beer Tasting Reunion event on Saturday, November 26, 2016 from 5:00 p.m. to 11:00 p.m. The event will be held at the Needham Historical Society, 1147 Central Avenue, Needham.
13. Approve Open Session minutes of September 12, 2016, September 29, 2016, October 4, 2016, October 5, 2016 and Executive Session minutes of August 16, 2016, September 20, 2016, and October 4, 2016.
14. Accept the following donations made to the Needham Public Library from April 29, 2016 – October 14, 2016: Sharon Howell gave the library a copy of her latest book, Dylan: A Love Story (\$15.99); Marina Palmiero gave the library an original Giovanni Castano oil painting that was owned by her late mother, Elvira Castano Palmiero; Late trustee Mary H. Dickert left the library \$1,000.00; The Needham Lions Club donated \$500.00 that will be used to purchase large print books; Ann MacFate donated \$250.00 in memory of Irene MacFate for large print books; Kenneth Lundell gave the library two books on wedding speeches: Wedding Speeches by Sam Siv (\$9.00) and Father of the Bride: Speech and Duties by John Bowden (\$14.99); John and Sharon Howell gave the library a copy of The Bible: New Living Translation (\$69.99); Ford Peckham donated the following books to the library: In memory of Jane A. Howard: Your Country, My Country: A Unified History of the United States and Canada by Robert Bothwell (\$34.95) and In memory of Major R.N. Peckham, USAF (Ret.): Syria: The Fall of the House of Assad by David W. Lesch (\$28.00); Lisa Vergara gave the library a copy of Birds of Prey by Paul Frost (\$100.00); Barbara Kochaniak donated \$100.00 for the purchase of children's books, in honor of the library's 100th anniversary at Highland and Rosemary; Richard Marshall donated 93 DVD cases (\$93.00); Kate Savage gave the library three DVDs of the Great Courses' How Great Science Fiction Works (\$199.00); Narinder K. Mehta gave the library a copy of his latest book, Ace Your Job Search in 5 Steps (\$11.95); Claire Blum gave the library a copy of Isaac Bashevis Singer's story The Last Demon in honor of Kayla Blum's 24th birthday (\$5.00); Bud Burnham donated \$279.00, commission from the sale of his paintings that were displayed in the Friends' Gallery; Sharon Slaton Howell sent the library an updated copy of her book, When We're Up Against It (\$8.00); Needham Author Susanna Hayes gave the library a copy of her new book, Bury the Victims (\$17.00); The Friends of the Library donated a copy of Past President Catherine Marengi's book, Glad Farm (\$20.99); John James Laracy donated \$20.00 to purchase a nonfiction book-on-CD; Leonore Burke donated the funds to purchase Black & Decker's Complete Photo Guide to Home Repair, 4th edition, in memory of Albert Lazuk (\$15.00); and Shirley Pratt gave the library copy of Maria Costantino's book, The Life and Works of Frank Lloyd Wright (\$25.00).

15. Grant permission for the following residents to hold block parties:

Name	Address	Party Location	Party Date	Party Rain Date	Time
Ratify - Michael McHugh	25 Blacksmith	25 Blacksmith	10/15/16	N/A	3pm-8pm

Drive

Drive

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

8:27 p.m.

Town Manager:

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

1. Liquor License Regulation Update

Mr. Borrelli commented on the possibility of amending the Town of Needham Regulations for the sale of Alcoholic Beverage, Section 4.4.3.2 to allow the Board greater flexibility in pro-rating license fees. He said he supports the idea, however the language of the regulation needs additional study and suggested the Board defer discussion. The Board agreed to defer discussion.

2. Intervener Status

Ms. Fitzpatrick updated the Board on the filing as an Intervener by the October 11, 2016 deadline with regard to the Eversource Reliability Project. She stated that while the Article was withdrawn from the October 5, 2016 Special Town Meeting warrant for an easement at the gravel pit, the Town filed as an Intervener by the October 11, 2016 deadline. She said the Town is waiting to hear whether intervener status has been granted. She reiterated no deadline extension was required for additional comments from the public and that the Energy Facility Siting Board will take comments at any time. She said she expects a public hearing will be held to consider the Community Host Agreement, should the project move forward. She commented the Needham Health Department and Board of Health are available to answer questions. She said the Town will work with Eversource Energy regarding mitigation, along with a public hearing prior to any Special Town Meeting on the granting of the easement. Ms. Fitzpatrick said she expects a draft Community Host Agreement in early 2017.

8:30 p.m.

Board Discussion:

1. MPO Election

Motion by Mr. Bulian that the Board vote to authorize Moe Handel to cast ballots for Cheryl Tully Stoll, Chair, Framingham Board of Selectmen, Michael Rosenberg, Chair, Bedford Board of Selectmen, Joseph A. Curtatone, Mayor of Somerville, and Joseph C. Sullivan, Mayor of Braintree at the MPO election on October 26, 2016.

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

2. Committee Reports

No Committee Reports were made.

8:32 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of October 18, 2016.

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

A list of all documents used at this Board of Selectmen meeting are available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

**Town of Needham
Board of Selectmen
Minutes for November 9, 2016
Needham Town Hall**

6:00 p.m. Executive Session:
A meeting of the Board of Selectmen was convened by Chairman Matthew D. Borrelli. Those present were Maurice P. Handel, Marianne B. Cooley, Daniel P. Matthews, John A. Bulian, Town Manager Kate Fitzpatrick. Recording Secretary Mary Hunt joined the meeting at 6:45 p.m.

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

Exception 6 - To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

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

6:45 p.m. The Board returned to Open Session.

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

7:00 p.m. Veterans Day Proclamation:
Ms. Cooley read a proclamation recognizing Friday, November 11, 2016 as Veterans Day in the Town of Needham.

Motion by Ms. Cooley that the Board of Selectmen of the Town of Needham, do hereby recognize Friday, November 11, 2016 as Veterans Day and ask all citizens of the Town to join in appropriate observance of those who have served to preserve the principles of justice, freedom, and democracy.

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

7:03 p.m. Public Hearing: Comcast Corporation - 1040 Great Plain Avenue
Manuel Furtado, Comcast Corporation representative appeared before the Board requesting permission to install approximately 128 feet of conduit in roadway from existing Vault in Sidewalk in front of 53 Chestnut Street to property line at Keith's Way (paper road) as described in plans.

Ms. Fitzpatrick confirmed all paperwork is in order.

Mr. Borrelli invited public comment. No comments were made.

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Comcast Corporation to install approximately 128 feet of conduit in roadway from existing Vault in Sidewalk in front of 53 Chestnut Street to PL @ Keith's Way (paper road) as described in the attached plan. This work is necessary to provide service at 1040 Great Plain Avenue, Needham.
Second: Mr. Bulian. Unanimously approved 5-0.

7:03 p.m. **Appointments and Consent Agenda:**
Motion by Mr. Bulian that the Board of Selectmen vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS - No Appointments were made at this meeting.

CONSENT AGENDA

- 1. Accept donations made to the Needham Cultural Council's NeedArts fund from the following people for its Winter Arts Festival: \$45 from Lauren Giardina, \$45 from Deniz Ozaslan Sikora, \$45 from Barbara Reynolds, \$45 from Stephanie Lederman, \$45 from James Cook, \$45 from Geraldine M. Daigler, \$45 from Sophie Schaffer, \$45 from Sylvia Y. Quiroga, \$45 from Chia L. Chan, \$45 from Adi Sky, \$45 from Needham Art Association, \$45 from Inga Puzikov, \$45 from Judith S. Ogilvie, \$45 from Jordan M Fuller, \$45 from Candace L. Sidner, \$45 from Nancy G. Van Broekhoven, \$45 from Edward M. Bruckner, \$45 from Barbara D Brownell, \$45 from Elise M. Miller, \$45 from Mary Murphy Hensley, \$45 from Judith Lynn Silverstein, \$45 from Susan C. Goldman, \$45 from Anne E.G. Nydam, \$45 from Gail Fischer, \$45 from Donna DeMaria, \$45 from Joanne Ellman, \$45 from Robert Y. Larsen, \$45 from Berline L. Chao, and \$45 from Samuel M. Behar.**
- 2. Ratify a Special One Day Wines & Malt Beverages Only license for Amy Sinclair of Trip Advisor, who hosted a UMass Alumni event on November 3, 2016 from 4:00 p.m. to 9:00 p.m. The event was held at Trip Advisor, 400 1st Avenue, Needham.**
- 3. Accept the following donations made to the Needham Community Revitalization Trust fund: \$1200 from Eaton Funeral Home for the Eaton Traffic Control Box Wrap and \$100 from Needham Lights for Banner Showcase Program.**
- 4. Water and Sewer Abatement Order #1225.**
- 5. Accept a \$250 donation made to the Needham Health Department's Substance Abuse Prevention & Education Program from Steve Scherneck, a Needham resident.**

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

7:04 p.m. **Cable Television RCN Renewal License Transfer Hearing:**
Peter Epstein, Esquire, Epstein & August, LLP, Cable Television Legal Counsel for the Town of Needham and Michael Greis, Chair, Cable Advisory Committee appeared before the Board to discuss the Renewal License Transfer.

Mr. Epstein said he is conducting the required public hearing on behalf of the Board of Selectmen in its role as statutory issuing authority. He said the hearing is being conducted pursuant to requirements of regulations of the Massachusetts Division of Telecommunications and Cable ("DTC") at 207 CMR. He commented the Town of Needham published notice of the hearing in the Boston Globe and the Needham Times, and confirmed a video and audio recording is being made of the hearing.

Mr. Epstein said the hearing is an opportunity for the Town to question representatives of Yankee Cable Partners, LLC, a subsidiary of ABRY Partners. RCN currently holds the Renewal License, dated July 10, 2012, to offer cable services in the Town. TPG Capital will operate the RCN Renewal License under the ownership and indirect control of its affiliate Radiate Holdings, L.P. He said after the Board of Selectmen concludes the public hearing phase, it will have until January 11, 2017 to render a decision on Yankee and Radiant's transfer request.

Jeff Carlson, General Manager and Vice President, RCN and Ari Moskowitz, Attorney, Mintz Levin representing Radiant Holdings, L.P. appeared before the Board to answer questions. Mr. Epstein said 4 criteria that the State requires the Board of Selectmen consider when rendering its decision include the financial capability, management experience, technical expertise, and the legal ability of Radiate Holdings, L.P. to operate the Needham system under the cable TV renewal license.

Mr. Moskowitz explained the history TPG Capital, the parent company of Radiate Holdings, L.P., a private equity investor with approximately \$73 billion in assets under management. Mr. Epstein said additional information is available in Form 394. Mr. Moskowitz said the aggregate purchase price for Yankee Cable Partners is \$1.6 billion. He confirmed TPG Capital and Radiate Holdings L.P. have no plans to increase rates on subscribers as a result of the transaction, and that TPG Capital plans to maintain current management and operation. Mr. Epstein asked for a statement in writing that the Town can continue to expect to deal with Mr. Tom Steel, Vice President and Regulatory Counsel, RCN Telecom Services, LLC. Mr. Moskowitz also confirmed Radiate Holdings has the management experience to assume control of the Needham cable system. He reiterated a full commitment maintaining the current management structure at RCN. Discussion ensued on the infrastructure of wireless service. Mr. Moskowitz explained Radiate Holdings, L.P. has the legal ability to operate the cable system under the current RCN license, reiterating the same company currently legally allowed to operate in Massachusetts will continue to do so. Mr. Moskowitz explained the closing conditions are primarily regulatory approvals and said the effective date of assigning closing ownership is anticipated to be during the first quarter of 2017. Discussion ensued regarding the current terms and conditions of the renewal license. Mr. Epstein noted much of the merger agreement between Yankee Cable Partners, LLC and Radiate Holdings L.P. is heavily redacted and asked Mr. Carlson and Mr. Moskowitz to certify for the record that such omitted information is not germane to

the Board of Selectmen's consideration of Form 394. Mr. Moskowitz confirmed the redacted information is not germane and all of the information removed falls under one of the FCC's allowable provisions for redaction. Discussion continued regarding several Department of Revenue liens as referenced in Schedule 1.1 of the merger agreement. Mr. Epstein asked Mr. Moskowitz to certify no other possible problematic liens remain. Mr. Moskowitz said he will confirm there are no other liens as part of the follow-up from the hearing.

Michael Greis asked for further details of the transaction. Mr. Moskowitz said additional details will be provided as part of the follow-up.

Mr. Epstein asked Mr. Carlson and Mr. Moskowitz to explain why the Board of Selectmen should approve the Form 394 for request for transfer of control of the system in Needham from Yankee Cable Partners LLC to Radiate Holding, L.P.? Mr. Moskowitz said TPG Capital is well financed, with no changes to the current management and customer service operation that RCN is known for. He commented enhancements to the current system and the extra resources of TPG Capital will provide will help ensure that RCN remains competitive with larger providers in the area.

Mr. Epstein asked the Board if it had any questions. No questions were asked.

Mr. Borrelli invited public comment. No comments were made.

Mr. Epstein said the public hearing will be continued for 13 days for receipt of follow-up written testimony and response. He asked anyone with questions to please submit them to the Board of Selectmen no later than November 22, 2016.

Motion by Mr. Handel that the Board vote to hold the record open for additional public comments until November 22, 2016.

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

7:51 p.m. Richard P. Merson, DPW Director appeared before the Board with two items to discuss:

1. Sign Notice of Traffic Regulation - Great Plain Avenue

Mr. Merson told the Board the Traffic Management Advisory Committee (TMAC) received a request from residents on Great Plain Avenue near Marked Tree Road asking that a 2 hour parking zone be established to prevent all-day parking on the south side of Great Plain Avenue from Marked Tree Road to a point opposite Marshall Street. The TMAC recommended that a two hour parking zone be established on the south side of Great Plain Avenue between Marked Tree Road and a point opposite Marshall Street.

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Traffic Regulation Permit #P16-11-09 for Great Plain Avenue, Time Limited

**in Designated Places, South side from Marked Tree Road to a point opposite Marshall Street - 2 Hour Parking, 9:00 a.m. to 3:00 p.m., Monday - Friday.
Second: Mr. Bulian. Unanimously approved 5-0.**

2. Sign Notice of Tow-Away Zone Regulation

Mr. Merson, at the request of the Town Manager, asked that Section 5 "General Prohibition Towing Zones" located in the Tow-Away Zone Regulations section of the Town's Traffic Rules and Regulations be amended by adding the following:

"i. Upon any way in such a manner as to impede road construction operations where properly posted".

Motion by Mr. Handel that the Board vote to approve and sign the Notice of Tow-Away Zone Regulation Permit #TZ16-11-09 for Section 5, General Prohibition Zones, amended by adding "i. Upon any way in such a manner as to impede road construction operations where properly posted".

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

7:52 p.m.

Town Manager:

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

1. Traffic Control Box Wrap - Oak and Chestnut Streets

Ms. Fitzpatrick presented and asked the Board's approval for a traffic control box wrap project, located at the corner of Oak and Chestnut Streets. She said the artistic cover theme for this wrap created by Needham artist Mary Hensley.

Motion by Mr. Bulian that the Board approve the traffic control wrap project for the corner of Oak and Chestnut Streets with the presented design.

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

8:00 p.m.

Public Hearing: Regulation of Food Trucks and Food Carts

Mr. Borrelli gave a brief background regarding the subject of Food Trucks/Carts in the Town of Needham. He said the Board of Selectmen wish to gather input from interested parties on the subject of Food Trucks/Carts in the Town of Needham. He outlined a list of topics for discussion.

Mr. Borrelli invited public comment.

Dave DiCicco, 24 Mellen Street, on behalf of the Park and Recreation Commission, said the Commission is not opposed to having food trucks at parks if appropriate safety guidelines are put in place. He said trash, lighting, and permitting is of concern. He noted some parks and fields in Town have limited parking and access, and are therefore not appropriate for food trucks/carts. Mr. DiCicco said food trucks/carts cannot compete with concession stand sales that support various groups. Mr. DiCicco indicated the Park and Rec Commission is interested in hearing from the public and from sport groups who use the fields.

Mr. Handel asked whether any zoning issues needed to be resolved prior to approving food trucks/carts in Needham?

Kate Fitzpatrick, Town Manager said both zoning and general by-laws could be impacted. She said the general by-laws currently restrict hawkers and peddlers from schools and fields in active use, which would need to be addressed and may cause a ripple effect on other Town events.

Mr. Matthews commented reviewing regulations requires looking at many items. He said it may be best to break out and prioritize items, beginning with existing rules that keep private food vendors away from playing fields and recreational areas. He said he senses the public is interested in having food vendors at fields, particularly at larger events. He said the issue needs to be vetted to find out what the public and different stakeholders really want, which may be different at various parks and fields. He said the patchwork of rules and regulations must be reconciled so the public and vendors know exactly what the rules apply. He said it is important to first address the question of food service at larger events at or adjacent to public parks.

Mr. Borrelli invited public comments.

Joshua Levy, 42 Village Lane favors food trucks at parks, fields, and in the downtown business districts. He said he believes food trucks are a sub-set of the types of foods offered by traditional restaurants. He said there should be some "give and take."

Doug Fox, 43 Marked Tree Road said citizen's are underserved and urged the Board of Selectmen to find the "perfect option" for food trucks in the downtown. He said food trucks would be a big hit for children. He commented Needham Junior Football is very interested in having food trucks/carts at the field after practices.

Mr. Borrelli asked for Board comment.

Mr. Bulian said while he is not opposed to food trucks/carts in the downtown, he is concerned about using metered parking spaces. He commented places exist in the downtown that do not have parking meters and could be explored as an option. He said the logical place for food trucks will be in Needham Crossing.

Mr. Handel said the issues include how to deal with parks and sporting events, as well as proximity to businesses and the consumption of available parking. He concurred with Mr. Bulian in not consuming high value parking spaces in the heart of the downtown, noting there may be a way to accomplish the goal of getting variety that does not affect other businesses in the downtown. He commented on the difference between food trucks and food carts.

Mr. Borrelli said it is important to protect businesses in the downtown who pay higher taxes and overhead. He said it is problematic for traditional restaurants to compete with food trucks, but acknowledged there may be a way to have a limited service option that would not compete. Mr. Borrelli said there is an openness for food trucks at parks, Rosemary Pool, and/or Claxton Field.

Mr. Matthews commented he has reservations about food trucks in the downtown. He said policies in the business district that control the fixed location restaurants are based on things like the prohibition on drive through establishments, different service requirements, and sometimes high cost conveniences for the public, but which do not make money for the business. He said he feels that by having food trucks in public ways in the downtown does not protect the fixed location businesses. Mr. Matthews said one approach is to start by trying to work through rules for food trucks at playing fields or events, then revisit the issue after gaining some experience. Mr. Matthews reiterated the Town has more than 50 food vendors with a lot of variety, who provide food service to the public. He said food offered by food trucks is no different than food options already available.

Paul Good, 30 Walnut Street, on behalf of the Needham Business Association, said the NBA is concerned especially when an attempt is being made to revitalize the downtown and to support merchants. He said the NBA is not against food trucks, but does not believe downtown Needham is an appropriate location. He said allowing food trucks in the downtown would add another level of hardship for restaurants owners.

Joshua Levy, 42 Village Lane said consumers should decide what variety they want, not regulations prescribing how much variety is necessary.

Mr. Matthews reiterated fixed location restaurants can serve anything that can be sold from a food truck, but food trucks have the advantage of being able to park in a highly visible part of the public way and offer something that looks a lot like a drive through service, which is prohibited. The Town intentionally highly restricts, regulates, and taxes fixed location restaurants in order to pay for other services (i.e. roads and schools), where food trucks have lower overhead because of compliance costs.

Marty Jacobs, 36 Mayo Avenue commented if the Board is of the mind to make substantive changes, he would like to have input into the way regulations are drafted.

Doug Fox, 43 Marked Tree Road commented the reason Needham needs revitalization is because of a lack of foot traffic which has led to many empty store fronts. He pointed out food trucks are proven to be a great revitalization tool for downtown areas, and there is data showing food trucks actually help fill vacant storefronts leading to more vibrant restaurant communities.

Mr. Handel said the point is competition for prime parking spaces adversely affects all businesses if foot traffic is there for a food truck/cart that is consuming two prime parking spaces. He said looking for a solution for the food truck industry is concerning. Mr. Handel noted his conversation with a food truck vendor in Boston who told him the preference is to be located in the city rather than suburban areas where there is not enough foot traffic to support food trucks.

Ms. Cooley commented food trucks may be a possibility for children on early release days from school.

Mr. Borrelli closed the public hearing.

Mr. Borrelli reiterated he believes there is a desire to have food trucks/carts at certain locations. He suggested making a plan and to invite vendor participation. He also suggested the possibility of a food cart on Pickering Street, on a pilot basis, that is not a direct competitor with local business. He noted a public hearing would be held to gather input from business owners.

Mr. Matthews agreed with Mr. Borrelli's comments, but details need to be worked out with Park and Rec, Memorial Park Trustees, and the general question of having food service available at parks during events, and under what terms, conditions, and/or restrictions. Mr. Borrelli agreed, adding he would like to see a "food truck day" at one of the fields.

Mr. Bulian said he likes the plan, and suggested food trucks at Needham Crossing.

Mr. Handel said the Town has had good experience with a food cart in the downtown. He said he is not adverse to experimenting on another similar site where there isn't a private/public conflict.

Mr. Bulian and Ms. Cooley concurred with comments made by Mr. Handel.

Discussion ensued on rules and regulations, and reaching the goal of having food trucks at either DeFazio or Memorial Park.

8:48 p.m.

Proposed Revision - Regulation for the Sale of Alcoholic Beverages:
Kate Fitzpatrick, Town Manager recommended that the Board consider revising the Town of Needham Regulations for the Sale of Alcoholic Beverages by:

1. Requiring the same training requirements for on premise sale of alcohol as off premise sales;
2. Consolidate training requirements together under Section IV - General Rules and Regulations Applicable to Holders of Licenses to Sell Alcoholic Beverages within the Towns; and
3. Amend initial license pro-rata provisions to be based on time of occupancy.

Motion by Mr. Handel that the Board of Selectmen vote to approve amendments to the Town of Needham Regulation for the Sale of Alcoholic Beverages under Sections IV and IX effective November 9, 2016.

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

8:52 p.m.

Board Discussion:

1. Minuteman School District Status

Mr. Matthews updated the Board on the status of the Minuteman project. He mentioned the setback from the Town of Belmont which voted against the project, and petitioned to withdraw from the district in three years. He said the question was asked whether other member towns should exercise their right to block Belmont from exiting the district. He said the consensus view was the remaining towns should take no action and allow Belmont to complete the withdrawal. He suggested the Board of Selectmen vote to recommend no action on the proposed withdrawal of the Town of Belmont from the district.

Motion by Mr. Matthews that the Board of Selectmen vote to recommend no action by the Town of Needham on the application of the Town of Belmont to withdraw from the Minuteman School District based on its recent Town Meeting action.

Second: Mr. Bulian.

Ms. Fitzpatrick said all the Town Clerks in the district received a letter from the Minuteman School District and the Town of Belmont certifying the actions of the Town Meeting.

Ms. Cooley asked whether it makes sense to wait to vote the motion until after the Board of Selectmen's meeting on Monday, November 14, 2016 with other constituents in town.

Mr. Matthews said there is no reason not to wait to vote the motion at another meeting. He agreed, and said Ms. Cooley is making a good point.

Mr. Matthews asked that his motion be tabled and voted at the next Board of Selectmen meeting on November 22, 2016.

9:05 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of November 9, 2016.

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

A list of all documents used at this Board of Selectmen meeting are available at:

<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

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:	-\$334.10
Water Irrigation:	-\$349.60
Water Admin Fees	\$0.00
Sewer Sales:	-\$865.10
Transfer Station Charges:	\$0.00
Total Abatement:	-\$1,548.80

Order #: 1226

Read and Approved:


Assistant Director of Public Works

11/19/2016


Director of Public Works

For the Board of Selectmen

Date: 11/22/16

**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
DB	Roch Bialski	David	33519	23304	117	BOOTH STREET	-\$349.60	\$0.00	\$0.00	-\$349.60	ACC	N
DB	Goldstein	Jeff & Tracy	18925	11290	30	Lynn Road	\$0.00	-\$25.40	-\$23.15	-\$48.55	ACC	N
JO	Council on Aging (3)						\$0.00	-\$308.70	-\$841.95	-\$1,150.65	COA	N

Total: -\$1,548.80

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