

Executive Summary

Section 1

EXECUTIVE SUMMARY

The Recommended Capital Plan

The Town Charter requires that the Town Manager, after consultation with the Board of Selectmen, submit in writing to the Board of Selectmen a careful, detailed estimate of the recommended capital expenditures showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the Town. This plan includes the proposed FY2017 Capital Budget, which is recommended to the Finance Committee and ultimately to Town Meeting for consideration. The projects presented for FY2018-FY2021 reflect an assessment by municipal departments and the School Committee of future capital needs and are primarily shown for planning purposes. While many of these projects may ultimately be recommended for funding, the plan is a fluid one, and projects may be added and deleted from the list as circumstances change. The proposed financing plan for the recommended FY2017 capital budget is shown in Table 1.

The General Fund capital plan is financed primarily by cash and debt. Recurring requests for on-going programs and replacement schedules represent a significant portion of the available cash capital allocation – 44% of the General Fund cash financed category for fiscal year 2017. Excluding the Hillside School project, the amount of capital recommended to be financed by debt is low in comparison to recent years. The FY2017 – FY2021 Capital Plan reflects the Board of Selectmen’s priorities, including 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 creative financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.

Table 1
FY2017 Proposed Financing Plan

Fund	Cash	Debt	Total
General Fund	\$2,516,117	\$750,000	\$3,266,117
Community Preservation Fund	\$1,158,500		\$1,158,500
Solid Waste Enterprise	\$238,000	\$269,000	\$507,000
Sewer Enterprise	\$73,860		\$73,860
Water Enterprise	\$345,679		\$345,679
Total (all funds)	\$4,332,156	\$1,019,000	\$5,351,156

FY2017 Highlights

According to Section 2.2.2.2 of the General By-Laws of the Town of Needham, a capital expenditure is defined as the acquisition, construction, renovation, betterment, or improvement involving land, public buildings and facilities; water and sewer system laterals, mains and appurtenances; and equipment or vehicles; provided that the cost is \$25,000 or more and the improvement will have a useful life of five years or more; or any planning, feasibility, engineering or design study in preparation for such capital expense. Changes to the CIP include primarily the realignment of spending for traditional capital items with appropriate funding sources. Changes include:

- The transition of items that do not meet the capital expenditure definition (such as items that cost less than \$25,000 or that have a useful life of less than

five years) to the operating capital line of the appropriate department. For FY2017, this includes Network Hardware, Servers & Switches (\$30,000), Production Center Postage Machine (\$16,770), Bubbler Replacement Program (\$25,000), and School Technology with a Useful Life of Less than Five Years (\$340,700).

- The transition of the Public Works Infrastructure Program from a predominantly debt financed program to a cash-based program over five years (beginning in FY2016). The FY2017 Capital plan includes \$750,000 in debt financed Public Works Infrastructure.
- The consolidation of the General Fund and Enterprise Fund Fleet Replacement Program (beginning in FY2015). Over the next few years, the plan will include updated replacement schedule matrices. The goals of the fleet replacement program are: replacing vehicles before service delivery is negatively impacted, maximizing vehicle availability for all user departments, minimizing costs from vehicle downtime and emergency maintenance and operational costs, taking advantage of opportunities to implement new technology to achieve fuel conservation and reduced emissions, promoting safety, reliability and operational efficiencies, and enhancing the public image of the Town's fleet.

Capital Planning 101

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a multi-year tool used to coordinate the financing and timing of major public improvements for the Town of Needham. It contains a list of capital projects proposed for the Town within the next five years and reflects the recommendations of citizens, boards,

commissions, and staff from each of the Town departments. The CIP identifies each proposed project and presents a summary description, estimate of cost, method of financing, and a schedule of implementation. Capital planning helps ensure that the community is positioned to:

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

Operating Budget and Capital Budget

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

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

Financial Benefits of Capital Planning

Needham's capital planning initiatives have contributed to the successful achievement and maintenance of its AAA bond rating from Standard and Poor's. This bond rating places Needham in the top tier of communities in Massachusetts and allows the Town to borrow at a lower interest rate. Investors and bond rating agencies stress the value of a CIP for a municipality seeking to borrow funds. The absence of a rational, long-term planning instrument would weigh against the bond rating assigned to Needham by rating agencies and the result would be higher interest rates on bond issues and the diversion of tax dollars to pay for the interest on loans. Another financial benefit of the capital planning process is the avoidance of poorly timed projects. Good planning can ensure that capital improvement efforts are coordinated and costly duplication is avoided. In addition, significant savings can accrue to taxpayers when major capital financing is coordinated so that bond issues are sold infrequently, and at times during

the economic cycle when the Town can take advantage of low interest rates.

Development of the CIP

The process for preparing the FY2017 - FY2021 Capital Improvement Program and its associated FY2017 Capital Budget involves active participation by the Town Manager, Assistant Town Managers, and requesting departments. The Capital Budget is prepared in the context of a five-year determination of need by departments and the School Committee, in conjunction with the Town's overall financial capacity to affordably accommodate the required debt service payments. Projected debt service payments and budgetary impacts are forecast annually to help ensure affordability and sustainability of the Capital Improvement Program. The Town's Capital Improvement Policies provide guidance for assessing the capital needs of the Town. These policies, included in Section 9, define capital projects as those items requiring the expenditure of at least \$25,000 and having a useful life of more than five years. Recommended capital project requests are prioritized using the following criteria:

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

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

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

- *Late Summer* — Following Town Meeting, departments are provided with their previously submitted five year requests for review, update and the addition of the next fifth year. While requests for each year should remain the same as in the initial request, there are occasionally changed circumstances which necessitate alterations to the requests. This information is returned to the Town Manager and staff for review. Also in the summer, the Assistant Town Manager/Finance Director develops and presents a pro forma budget for the ensuing five year period. The pro forma budget is the basis for the determination of the amount of revenue available to support the CIP.
- *Autumn* — The Town Manager and staff meet with each department to gain a better understanding of each request. Members of the Board of Selectmen and Finance Committee and Community Preservation Committee Liaisons are invited to participate in these meetings.
- *Late Autumn/Early Winter* — The Assistant Town Manager/Finance updates the preliminary debt schedules and financial forecasts in order to provide context to the Capital Budget as well as the five-year Capital Improvement Plan, and the Town Manager presents the Board of Selectmen with a proposed five-year Plan.
- *January* – The Town Manager transmits the Capital Improvement Plan, along with any recommendations made by the Board of Selectmen, to the Finance Committee by the first Tuesday after the first Monday in January.
- *January/February* — The Finance Committee reviews each project in the capital budget and makes recommendations on items included in the Town Meeting Warrant.

- *May* — The capital budget is presented to Town Meeting for approval.

Financing of Capital Projects

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

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

Free Cash – Free Cash is a function of actual revenue collections in excess of estimates and expenditures less than appropriations. Because Free Cash cannot be relied upon as a recurring revenue source, the Town's practice is not to rely upon it as an operating revenue source. In this plan, we have continued the effort to minimize the Town's reliance on free cash to support on-going operations by limiting such use to no more than 2% of the prior year's appropriated departmental budgets, or the actual turn back, whichever is lower. The recommended plan includes \$2,464,117 to be funded from Free Cash.

Capital Improvement Fund – In 2004, the Town created a General Fund Cash Capital Equipment and Facility Improvement Fund (CIF). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital. The CIF may be used in future years to fund the acquisition of new equipment, the replacement of existing equipment, and building and facility improvements which cost less than \$250,000, for which the Town may borrow for a period of five years or more. Projects must be

included in the CIP in order to be eligible for funding through the CIF. This plan includes no projects to be funded from the Capital Improvement Fund.

Capital Facility Stabilization Fund – In 2007, the Town created a Capital Facility Stabilization Fund to allow the Town to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. For this purpose, capital facility refers to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager, including any Town-owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town. This plan includes no projects to be funded from the Capital Facility Stabilization Fund.

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

Debt Service Stabilization Fund – The November 2, 2015 Special Town Meeting approved the establishment of a Debt Service Stabilization Fund to set aside funds to be available as necessary to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs. The fund would

provide added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. All appropriations to and from the fund require Town Meeting action. This plan includes no projects to be financed through use of the Debt Service Stabilization Fund.

Retained Earnings – Three of the Town's operations – water, sewer, and solid waste – are accounted for as enterprise funds. The revenues and expenditures of these operations are not commingled with those generated by general fund operations. Generally, each enterprise will generate surplus funds on an annual basis. The Board of Selectmen's retained earnings policies are included in Section 9. The policies contain reserve targets to ensure liquidity and stability of operations. Surplus funds above the target are considered available for appropriation. This plan includes \$625,131 in funding from the enterprise fund retained earnings accounts for fiscal year 2017 (RTS - \$215,927, Sewer- \$63,525, Water - \$345,679).

Debt – The Board of Selectmen's debt management policies (Section 9) provide guidance in translating capital expenditures into annual debt service. Section 2 of this plan contains a graphic presentation of the Town's current debt service and a calculation of the Town's debt burden (annual debt service as a percent of total Town revenues). The figures used in calculating the debt burden are derived from the Town's long-term debt service schedule that is also included in Section 2. This plan includes a recommendation for \$750,000 in projects to be funded through General Fund

debt, and \$269,000 to be funded through Enterprise Fund debt in fiscal year 2017.

Community Preservation Fund – The Community Preservation Act (CPA) allows cities and towns to raise monies through a surcharge on the tax levy. These funds may then be used to acquire, create and preserve open space, acquire and preserve historic resources, create, preserve and support community housing, and acquire, create and preserve land for recreational use. The CPA also provides for matching funds from the Commonwealth. The CPA requires that each fiscal year Needham must spend, or set aside for later spending, at least 10% of the annual revenues in the Community Preservation Fund for each of three CPA target areas: open space (but not including land for recreational use), historic resources, and community housing. The remaining 70% may be appropriated at the Town's discretion as long as it is used for the three target areas or recreation. The statute also permits the Town to appropriate up to 5% of the annual revenue estimate for the administrative expenses of the Community Preservation Committee (CPC). Projects submitted for inclusion in the CIP that qualify for CPA funding are forwarded to the CPC for its consideration. This plan includes a recommendation for \$1,158,500 in projects contingent upon Community Preservation Funding in fiscal year 2017.

Other Available Funds – From time to time there are capital projects funded by cash for which the work has been completed, all the bills paid, and for which no other encumbrance remains. These funds are available for repurposing by Town Meeting. This plan includes \$52,000 in funding from Other Available Funds in the General Fund category and \$32,408 in Other Available Funds in the Enterprise Fund category in fiscal year 2017.

The CIP Is a Flexible Planning Tool

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

Investment in Real Property, Facilities and Infrastructure

Asset preservation is defined as committing necessary resources to preserve, repair, or adaptively re-use current assets. Expenditures for asset preservation are intended to keep the physical plant and infrastructure in reliable operating condition for their present use. While significant investment in many capital facilities is still required and, in some cases, overdue, the Town of Needham has made an extraordinary investment in public infrastructure during the past decade. The Town's success in this area is a direct result of continued and sustained focus on asset evaluation, needs assessment, careful planning, and prioritization. The need for this level of investment in facilities and infrastructure is generally attributable to three factors – the age of the community and its infrastructure and assets, the built environment and amount of lane miles of roadway, and the growth in school age population after the Second World

War that resulted in a building boom from 1951 to 1960. After the advent of Proposition 2 ½ in 1982, the community found it difficult to make necessary investment in its array of school facilities. This resulted in a need for complete replacement or rehabilitation of the entire system beginning in the mid-1990s and continuing today. Table 2 shows the Town's investment in facilities and infrastructure over the past five years.

**Table 2
Facility and Infrastructure Investment
2012 to 2016**

Description	2012	2013	2014	2015	2016	Total	Average
Municipal Facilities	\$8,075,000	\$40,000	\$2,771,500	\$105,779	\$90,000	\$11,082,279	\$2,748,070
Townwide Facilities and Community Services	\$622,500	\$1,247,315	\$951,828	\$750,219	\$3,513,323	\$7,085,185	\$892,966
Public Works Infrastructure Program	\$1,300,000	\$6,128,000	\$600,000	\$1,760,000	\$3,453,500	\$13,241,500	\$2,447,000
School Facilities	\$1,078,000	\$85,000	\$4,292,276	\$200,000	\$9,368,000	\$15,023,276	\$1,413,819
Drains, Sewer, and Water Infrastructure	\$8,269,500	\$1,079,300	\$7,670,900	\$1,283,050	\$2,320,500	\$20,623,250	\$4,575,688
Total Appropriations	\$19,345,000	\$8,579,615	\$16,286,504	\$4,099,048	\$18,745,323	\$67,055,490	\$12,077,543

Investment in Equipment, Technology and Fleet

The position of the Town with respect to its equipment and technology capital investment is also positive. Major categories of this capital spending include Public Safety, Public Works, and Public Facilities fleet and equipment,

School and Town-wide technology, and School copiers and equipment. Table 3 shows the Town's investment in these categories of capital spending for the five year period FY2012 through FY2016.

**Table 3
Equipment, Technology, & Fleet Capital
2012 – 2016**

Description	2012	2013	2014	2015	2016	Total	Average
All Other Functions			\$146,250		\$30,645	\$176,895	\$35,379
Public Facilities & Works	\$259,063	\$235,000	\$480,100	\$29,797	\$144,000	\$1,147,960	\$229,592
Public Safety		\$40,000	\$27,500			\$67,500	\$16,875
Public School	\$119,700	\$155,200	\$176,145	\$112,000	\$108,145	\$671,190	\$134,238
Equipment	\$378,763	\$430,200	\$829,995	\$141,797	\$282,790	\$2,063,545	\$416,084
All Other Functions	\$145,000	\$160,000	\$30,000	\$130,000	\$30,000	\$495,000	\$99,000
Public Facilities & Works				\$33,000	\$129,500	\$162,500	\$32,500
Public Safety	\$112,496			\$408,615		\$521,111	\$130,278
Public School	\$49,100	\$672,800	\$633,800	\$679,325	\$403,000	\$2,438,025	\$487,605
Technology	\$306,596	\$832,800	\$663,800	\$1,250,940	\$562,500	\$3,616,636	\$749,383
All Other Functions	\$52,000					\$52,000	\$10,400
Public Facilities & Works	\$966,500	\$895,618	\$1,011,000	\$343,572	\$1,146,902	\$4,363,592	\$872,718
Public Safety	\$400,000	\$785,000	\$94,242	\$248,267		\$1,527,509	\$305,502
Public School							
Fleet	\$1,418,500	\$1,680,618	\$1,105,242	\$591,839	\$1,146,902	\$5,943,101	\$1,188,620
Total Appropriations	\$2,103,859	\$2,943,618	\$2,599,037	\$1,984,576	\$1,992,192	\$11,623,282	\$2,354,087

Project Summaries – Recommended Projects for Fiscal Year 2017

GENERAL GOVERNMENT

There are no General Government projects recommended for fiscal year 2017.

PUBLIC SAFETY

POLICE & FIRE DEPARTMENT EXPANSION & RECONSTRUCTION FEASIBILITY STUDY

The Police/Fire Station ("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. Areas for review during the feasibility study in the Police Department include: locker space for female officers is not adequate to meet existing and future needs; the evidence and property storage space is not sufficient; interview space and interview recording requirements must be expanded and improved to comply with current standards; there is limited space available for members of the Department to meet with the public; space is insufficient for a combined public safety dispatch center; and holding cells do not meet standards. Areas for review in the Fire Department include: apparatus bays are too small for modern fire trucks; the maintenance garage is too small to perform routine maintenance work; certain areas are not accessible to the public; the existing office space is insufficient for the needs of administrative staff; and storage space is not sufficient. Files, plans and permits are split between two small unsecured basement spaces; and

the hose tower is no longer necessary due to modern day equipment. The study will include a review of the operational needs of both departments, facility assessment, assessment of spatial needs within existing/ expanded facility, an alternative study for demolition and rebuilding of a new facility, consideration of phasing/swing space, and a cost comparison of addition, renovation or rebuilding. *(Submitted by: Police Department)*

The Town Manager's recommendation for Police & Fire Expansion/Reconstruction Feasibility Study is \$90,000 in the cash capital category.

PUBLIC SCHOOLS

SCHOOL COPIER REPLACEMENT

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 FY2017 request will replace four copy machines. 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 that 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. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for School Copier Replacement is \$39,330 in the cash capital category.

SCHOOL FURNITURE

This request continues the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. As of FY2015, all furniture in poor condition has been replaced at these schools. The FY2017 funding request will continue the replacement of furniture in fair condition at these schools, and will allow for the purchase of furniture needed for enrollment growth. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for School Furniture is \$45,000 in the cash capital category.

TECHNOLOGY REPLACEMENT

This request is for funding to purchase School Department technology, including computers, printers, and servers. Also included in the request are funds for infrastructure upgrades to the School Department data network. The FY2017 request of \$648,450 represents a \$196,750 increase over the FY2017 projection submitted previously in the FY2016-2020 CIP. Of the \$648,450 requested, only \$307,750 meets the Town's definition of capital to be eligible for funding in the CIP. The \$196,750 increase requested in FY2017 consists of \$159,750 in hardware replacement, \$31,000 in elementary network wiring and \$6,000 in new Audio Visual equipment.

The FY2017-2021 School Technology request includes several changes from prior years. One change is the reconfiguration of the K-5 technology model from a desktop computer-based model to a digital device model. The

current model for technology is one teacher desktop computer and two to three student desktop computers per classroom, all of which are hard-wired to the network. In addition, classrooms in Grades 1-5 contain an interactive whiteboard (IWB). Most of the current student desktops are between five and ten years old and are not capable of running today's current web applications. The new elementary model classroom consists of a teacher laptop, three classroom Digital Learning Devices (DLDs) and an IWB. The DLDs would be connected to a wireless network. The new model includes one or two shared carts of DLDs per school for class project and school-wide testing purposes. The FY2017 CIP allocates \$178,000 to purchasing the DLD devices.

To support the new DLD technology model the elementary classrooms need access to a sufficient wireless network. The FY2017 CIP increase includes \$78,500 in funding for networking (\$31,000) and wireless hardware (\$47,500) for the Hillside and Mitchell Schools.

The FY2017-2021 School technology request reflects a plan for replacing IWBs throughout the District. While the industry standard replacement cycle is five years, the plan includes funds to maintain a six-year cycle, which requires the replacement of approximately 30 IWB/year. The average cost of replacing an IWB is \$5,000.

The FY2017-2021 request includes funds to implement a pilot 1 to 1 (BYOD) initiative at Needham High School at a cost of \$35,000 for 100 DLDs. There is \$35,000 in the FY2017 CIP request to purchase 100 DLDs to pilot 1 to 1 (BYOD) at the High School.

Finally, the District is proposing to change the replacement cycle for school technology, to remain consistent with the new DLD model. Currently, desktop devices are replaced on a seven-year (or more) cycle. The FY2017-FY2021 CIP

request reflects a shorter, three-year replacement cycle for DLDs (reflecting their shorter lifespan) and a four-year cycle for teacher laptops. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for School Technology Replacement is \$307,750 in the cash capital category.

HIGH SCHOOL CLASSROOM EXPANSION ALTERNATIVES FEASIBILITY STUDY

This project will provide funding to study classroom expansion alternatives at Needham High School. The District has determined that there is a need to add classroom space at Needham High School to support the anticipated student population increase above the design capacity of the school. Since 2008, several spaces at NHS have been repurposed to function as classrooms, however the number available is below the identified need. The October 2014 Special Town Meeting approved \$200,000 to subdivide two large classroom spaces into four classrooms. In addition, the School Committee has been evaluating several possible construction options, including the construction of six modular-type classrooms near the epicenter of the school and in close proximity to the academic core. In response to concerns about the overall cost and affordability of the proposed project, the School Department has requested \$50,000 to study possible alternatives involving the creation of administrative and storage space to enable further conversion of space within the academic areas to classroom use and/or the construction of classroom space in other areas of the building. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for High School Classroom Expansion Alternatives Feasibility Study is \$50,000 in the Tier 1 cash capital category.

POLLARD MIDDLE SCHOOL LOCKER REPLACEMENT

The current lockers at the Pollard school are too small to accommodate the storage needs of the modern student population. The width of the existing lockers is only 6" - the proposed replacement lockers are 12" wide. In FY2016, half of the lockers (600 units) were replaced. This funding will complete the locker replacement project at the Pollard School, which is not scheduled for renovation or reconstruction in the near term. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for Pollard Middle School Locker Replacement is \$41,157 in the cash capital category.

HIGH SCHOOL GYM UPGRADE

The High School A Gym was not included in the 2009 renovation project. The bleachers are beyond their useful life and are proposed for replacement in FY2017. The bleachers that are currently installed are difficult to maintain and use, requiring frequent repair. Future projects proposed for the A Gym include lighting replacement in FY2018, and flooring and equipment reconfiguration in FY2019 and FY2020. This gym is a high demand space and is in constant use by the Schools and community. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for High School Gym Upgrade is \$130,557 in the cash capital category.

PUBLIC WORKS

FUEL ISLAND RELOCATION & UPGRADE DESIGN

The Town is reliant on the fuel dispensing system at the DPW for the majority of its diesel vehicles and all of its gasoline vehicles. Currently DPW, Fire Department, School Department, and other Town vehicles rely on this filling station. As of September 1, 2013, the DPW filling location became the sole location for Police Department vehicles. The Police Department consumes a large volume of gasoline, and the new reliance on this station represents a dramatic increase over previous demand. The reasons for relocation and replacement of the system include the general age and condition of the station, the location of current station (including its proximity to wetlands and groundwater table, susceptibility to flooding, and compatibility with the potential expansion of the DPW operations building), inadequate access and maneuverability, and insufficient capacity. This funding request supports the design of the relocation and replacement of the gas/diesel island. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Fuel Island Relocation & Upgrade is \$131,000 in the cash capital category.

DRAIN SYSTEM IMPROVEMENTS – WATER QUALITY/ROSEMARY LAKE SEDIMENT REMOVAL ENGINEERING & DESIGN

The Town has been systematically addressing the quality of water contributing to Rosemary Lake to prevent additional pollutants from entering the water body. This request will remove the contaminants that have already entered the system over time. The Town is under a legal obligation to improve impaired water bodies. Rosemary Brook, which is

directly fed by Rosemary Lake, is one of five "Category Five" (impaired) water bodies in the Town. This project will support the dredging of Rosemary Lake. The sediment at the bottom of the Lake is impaired due to the accumulation of roadway pollutants. The Lake is suffering from low dissolved oxygen levels, nutrient loading (fertilizers), bacteria, and road contaminants, which are problematic to the ecosystem of the Lake and adjoining brook. The project will consist of removing the impaired sediment (estimated to be 15 inches thick) from the Lake. This project is being planned in conjunction with the Rosemary Recreation Complex renovation project, as the draining of the Lake to remove sediment may have a positive impact on the construction method selected for the replacement of the pool. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Drain System Improvements – Water Quality is \$118,000 contingent on Community Preservation Funding.

PUBLIC WORKS INFRASTRUCTURE PROGRAM

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

Street Resurfacing This program is essential to ensure the structural and surface integrity of the Town's 123 linear miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for

up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. The average useful life for asphalt paving is 15 years; target funding for street resurfacing in FY2017 is \$621,000.

Traffic Signal & Intersection Improvements This program funds traffic signal improvements and intersection improvements, and new traffic signal installations where none currently exist. No funding is targeted for this program in FY2017.

Sidewalk Program This Program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham, and more than half do not comply with current standards and require significant improvements including the installation of handicapped ramps. All sidewalk improvements must comply with Federal and State laws and construction standards. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair. The average useful life for asphalt sidewalk is over 30 years. Unless circumstances dictate otherwise, the target funding for the sidewalk program in FY2017 is \$404,000.

Storm Drain Capacity Improvements This program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan has 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. Since the issuance of the Stormwater Master Plan, numerous multi-unit developments have been built or are planned in the Town. 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. Unless circumstances dictate otherwise, FY2017 funding is targeted for Taylor Street / Central Avenue – Engineering (\$32,500) and Hunnewell Street/Ardmore Road Engineering, Design & Construction - \$437,500).

Storm Drain System Repairs This request is to replace drainage infrastructure within Town easements that are discovered through investigation work. This request is part of the Town's plan to identify and improve drainage throughout the Town. This funding will allow the Department to replace a badly damaged 100 foot section of 18" reinforced concrete drain pipe within a Town easement adjacent to 470 South Street. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. Unless circumstances dictate otherwise, FY2017 funding is targeted for 470 South Street/Construction (\$80,000) and for various locations to upgrade or repair the system (\$25,000).

Brooks and Culverts – Repair and Maintenance The increasing number of severe storms has resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The Brooks & Culverts Program will address poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. Such repairs require detailed investigation, plan of recommended improvements, design drawing and specifications, environmental permitting

and bidding of construction to be overseen by the Town's Engineering Division. This will eventually return the waterways to a condition that the DPW will be able to maintain. The 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 brooks and culverts. Unless circumstances dictate otherwise, FY2017 funding is planned for continued wall repair in various locations (\$100,000). *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for the Public Works Infrastructure Program is \$750,000 in the debt financing category and \$950,000 in the cash capital category.

PUBLIC FACILITIES

PUBLIC FACILITIES ENERGY EFFICIENCY UPGRADE IMPROVEMENTS

The Public Facilities Department completed an engineering study for energy upgrades at ten key buildings in 2011. An Energy Efficiency Upgrade Improvements plan was implemented after the results of the study illustrated that the Town's investment in selected and recommended energy upgrades would pay for themselves within 10 years. Unless circumstances dictate otherwise, fiscal year 2017 funding will be allocated to retro-commissioning the HVAC controls at the High School, and replacing parking lot HID lighting with LED lighting at the High Rock School, Public Safety Building, and the High School. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for the Public Facilities Energy Efficiency Upgrade Improvements is \$38,154 in the cash capital category.

COMMUNITY SERVICES

MEMORIAL PARK BUILDING & GROUNDS FEASIBILITY STUDY

This funding will support a full review of the Memorial Park Building and grounds, leading to recommendations for the renovation and/or reconstruction of the building to meet the current needs of the park and the community. The current facility has storage located on the lower level, and public restrooms accessed from the exterior. On the upper level, there are two meeting spaces, a kitchenette, restrooms and storage rooms. The 2014 Facilities Master Plan anticipated that community needs would likely require construction of a new building, with rooms directly related to the use of the park (meeting rooms, restrooms, concession, storage) as well as upper floor space to meet other community recreation needs. *(Submitted by: Memorial Park Trustees)*

The Town Manager's recommendation for Memorial Park Building & Grounds Feasibility Study is \$50,000 in the Cash Capital Category.

ATHLETIC FACILITY (MEMORIAL PARK) RECREATION IMPROVEMENTS

This project is intended to address drainage issues at Memorial Field Complex, by capturing storm water as it enters the field complex from the up-gradient surfaces at the High School. The goal is to capture as much of the water as possible before it reaches the playing fields below. Once captured, the storm water will be directed to perforated drainage pipes embedded in gravel within the lower parking lot. Under certain conditions, the existing draining system is overwhelmed, and the natural grass fields become water logged, leaving them in a weakened state and subject to disease and weed and insect infestation. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Memorial Park Recreation Improvements is \$490,500 contingent on Community Preservation Funding.

ROSEMARY RECREATION COMPLEX DESIGN

The Town of Needham has had a public outdoor swimming facility at Rosemary Lake since the 1930's. In the late 1960's, it was determined that the Lake did not meet water quality standards for swimming, so the pool was constructed as a temporary measure in 1972. The permit to allow the Town to perform routine annual maintenance will not be allowed after September 2016. The Park and Recreation Commission is recommending a facility with two seasonal pools – recreation and competition/fitness. The ideal building and site would have features for year round use. The Commission has been working with the PPBC and BH+A Architects to design the new facility. Initial work has developed the current concept for a seasonal pool with a building for pool functions and year-round programming space, as well as parking improvements. The additional design funds will carry the project through multiple permitting processes, the creation of construction documents, and construction oversight. *(Submitted by: Park & Recreation)*

The Town Manager's recommendation for Rosemary Pool Complex Renovation is \$550,000 contingent on Community Preservation Funding.

GENERAL FUND FLEET REPLACEMENT PROGRAM

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 200 vehicles,

trailers, and large specialized attachments. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (75). They comprise approximately 37 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively interchangeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town's base recurring costs. 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 40 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 high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. *(Submitted by: Multiple Departments)*

CORE FLEET REPLACEMENT

Unit/Division	Year	Replacement	Amount
120/Highway	2004	Utility Trailer	\$23,031
706/PFD	2006	Econoline Van	\$35,073
C2/Fire	2010	Ford Expedition	\$56,635
C3/Fire	2008	Ford Explorer	\$46,116
C43/Fire	2013	Ford Explorer	\$35,123
404/HHS	2004	Ford 350 Van	\$87,354

FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

Unit/Division	Year	Replacement	Amount
47/Highway	2007	10 Wheel Dump	\$223,109
70/Parks	2009	F550 Dump	\$68,363
71/Parks	2009	F550 Dump	\$68,363

FLEET REPLACEMENT - SNOW AND ICE EQUIPMENT

There are no Fleet Requests for this Category in FY2017.

The Town Manager's recommendation for General Fund Replacement is \$643,169 in the cash capital category.

RECYCLING/TRANSFER STATION (RTS) ENTERPRISE FUND

REFURBISH SWAP LOADER WITH ATTACHMENTS

This article will address two operational concerns at the RTS. The packer truck at the RTS is five years old – half of its estimated life – but requires numerous repairs due to the nature of the piece of equipment. The Town has had to rent a packer during down times, with corresponding delays in service. Additionally, there is a need for a more efficient watering system at the RTS to minimize the dust onsite and to aid in the composting process by keeping the compost wet in summer months so it can continue to process. These two needs can be addressed with the conversion of existing unit #5 (a 2011 Six Wheel Dump Truck) into a Swap Loader truck. Unit #5 will be converted and both a Packer body and water tank body will be purchased. This will increase the utilization of unit #5 and address the two pressing operational issues without the need to expand the RTS equipment inventory. The Swap Loader truck can be used with the proposed packer body while the existing Packer truck is being serviced or repaired, and can provide additional collection capacity during busy times of the year and during special events when additional trash pick-up is required. The proposed mobile water tank body will be utilized during those spring, summer and fall months when the compost area is dry and in need of dust control to prohibit dust from interfering with operations. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Refurbishing Swap Loader with Attachments is \$120,000 funded by RTS Retained Earnings.

FLEET REPLACEMENT – SPECIALIZED EQUIPMENT

Unit/Division	Year	Replacement	Amount
104/RTS	2007	Front-End Loader	\$269,000

(Submitted by: Department of Public Works)

The Town Manager's recommendation for Fleet Replacement – RTS is \$269,000 in the RTS Enterprise Fund debt financing category.

RTS PROPERTY IMPROVEMENTS

This article will fund improvements to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve functionality. FY2017 funding is proposed for the installation of anti-litter fencing (\$32,000) and the replacement of a retaining wall (\$36,000). The fencing project includes the installation of 850 linear feet of anti-litter fencing to reduce the amount of litter that is blown out of the facility onto the street and across Central Avenue to Claxton Field and the Town Forest. The fencing will significantly reduce or negate the need for staff to clean up Claxton Field or enter the wetlands to remove litter. The foundation walls at the rear of the transfer station are steep and held in place with an engineered Gabion retaining wall system (a wire mesh filled with rock). The wall is starting to fail as the wire mesh is coming apart. To repair the retaining wall and replace it with a new interlocking concrete block system, the existing Gabion system will be removed, the site prepared for the new wall, and new concrete installed. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for RTS Property Improvements is \$68,000 funded by RTS Retained Earnings.

RTS STORMWATER PLAN

The Recycling and Transfer Station (RTS) composting operation is presently operating pursuant to a Conservation Commission Negative Determination of Applicability (NDA). This NDA was put in place as a result of potential 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. In order to be compliant with the NDA this project will include the design of a silt detention basin at the compost area, the design of 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, design of the regrading of the materials processing area to ensure that all stormwater runoff is diverted from the wetlands, design of a stormwater management collection system for the proposed paving of the road behind the Salt Shed, and investigation and design of the drainage system adjacent to the Salt Shed. (Submitted by: Department of Public Works)

The Town Manager's recommendation for RTS Stormwater Plan is \$22,073 in Available Funds and \$27,927 funded by RTS Retained Earnings.

SEWER ENTERPRISE FUND

SEWER MAIN EXTENSION ZONE 1 & 2 DESIGN

There are eight homes with private septic systems in Needham that are within Massachusetts Department of Environmental Protection's Zone II areas. The Town has

prioritized the extension of the sewer system to allow these homes to connect as part of its aquifer protection mandate. 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 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 would potentially be affected by nearby septic systems. All three of Needham's wells are located in an area that is vulnerable to contamination from nearby septic systems, and extending the sewer main to allow access to homes within Zones I & II will reduce this risk. The sewer main ends at 827 Charles River Street, and the extension would run from 828 Charles River Street to Winding River Road and extend 712 feet up Winding River Road. This new sewer main will allow five homes that are currently on septic systems to connect to the Town sewer, subject to a betterment fee. FY2017 funding will support the design of 712 linear feet of 8" gravity sewer pipe installation and five sewer manholes. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Sewer Main Extension Zone 1 & 2 Design is 10,335 in available funds and \$63,525 to be funded by Sewer Retained Earnings.

WATER ENTERPRISE FUND

FIRE FLOW IMPROVEMENTS STUDY

The Water System Master Plan has identified fire flow adequacy as a priority improvement. A fire flow adequacy analysis was conducted under maximum daily demand that determined that the existing system is unable to meet the minimum 20 pounds per square inch of pressure (psi) in the higher elevations of Town – Tower Hill and Birds Hill. The

proposed feasibility study will provide options for meeting the minimum psi level in the most cost-effective manner. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Fire Flow Improvements Study is \$20,000 funded by Water Retained Earnings.

WATER SERVICE CONNECTIONS

The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior (at least one year) to a road reconstruction/paving project. If this project is not funded it leaves an element of the subsurface infrastructure susceptible to failure before the useful life of the reconstructed roadway has been realized. Prior appropriations are currently under contract with water service connection replacements estimated to be one and one half years ahead of the road resurfacing program. The FY2017 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule. System wide, there are approximately 1,100 services that still need to be replaced in the system. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Water Service Connections is \$200,000 funded by Water Retained Earnings.

WATER SYSTEM REHABILITATION PROGRAM DESIGN

Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement

ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, FY2017 funding is intended for engineering and design for a new 8" main for Alfreton Road from Highland Avenue to Webster Street (500 l.f.), engineering and design for a new 8" main on Bennington Street from High Street to Concord Street (650 l.f.), and engineering and design for a new 8" main on Country Way (1,200 l.f.). *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Water System Rehabilitation Design is \$82,000 to be funded by Water Retained Earnings.

ENTERPRISE FUND FLEET REPLACEMENT PROGRAM

CORE FLEET REPLACEMENT

<u>Unit/Division</u>	<u>Year</u>	<u>Replacement</u>	<u>Amount</u>
26/Water	2011	F150 to F250	\$43,679

(Submitted by: Department of Public Works)

The Town Manager's recommendation for Enterprise Fund Core Fleet Replacement is \$43,679 funded by Water Retained Earnings.

Capital Recommendations and Funding Sources

Section 2

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**FY2017
Capital Budget
Funding Recommendations**

Title	Code**	Submitting Department	2017 Department Request	Cash Capital	Debt	Operating Budget Expense	Hold	Note	Page
Fuel Island Relocation and Upgrade	PM	DPW/Garage	131,000	131,000					4-38
Permanent Message Boards	PM	DPW/Highway	72,000				72,000	Defer until 2018	3-42
Public Works Infrastructure Program	R	DPW/Highway	1,700,000	950,000	750,000				5-05
Replace 2004 UTILITY TRAILER (T-120)*	R	DPW/Highway	23,031	23,031					3-52
Replace 2007 INTERNATIONAL 7400 (U-47)*	R	DPW/Highway	223,109	223,109					3-52
Replace 2009 FORD F550 Dump Truck (U-70)*	R	DPW/Parks	68,363	68,363					3-52
Replace 2009 FORD F550 Dump Truck (U-71)*	R	DPW/Parks	68,363	68,363					3-52
Network Hardware, Servers & Switches	RQ	Finance	30,000			30,000		Move to Operating Budget	3-05
Replace 2008 FORD EXPLORER (C-3)*	R	Fire	46,119	46,119					3-52
Replace 2010 FORD EXPEDITION (C-2)*	R	Fire	56,635	56,635					3-52
Replace 2013 Ford Explorer (C-43)*	R	Fire	35,123	35,123					3-52
Replace 2004 Ford E350 VAN*	R	Human Services/C	87,353	87,353				Article 36 of 2011 ATM (COA Bus) \$52,000	3-52
Memorial Park Buildings and Grounds Feasibility Study	PM	Parks & Recreation	50,000	50,000					4-46
Police and Fire Department Expansion/ New Building Feasibility Study	PM	Police	90,000	90,000					4-01
Bubbler Replacements	NQ	Public Facilities	25,000			25,000		Move to Operating Budget	3-38
DPW Boiler Replacement 470 Dedham Avenue	PM	Public Facilities	384,850				384,850	On hold until the study is completed.	4-22

Town of Needham
Capital Improvement Plan
January 2016

**FY2017
Capital Budget
Funding Recommendations**

Title	Code**	Submitting Department	2017 Department Request	Cash Capital	Debt	Operating Budget Expense	Hold	Note	Page
Energy Efficiency Upgrade Improvements	P	Public Facilities	38,154	38,154					4-26
Pollard Locker Replacement	N	Public Facilities	41,157	41,157					4-36
Replace 2006 Ford Econ Van E250 (U-706)*	R	Public Facilities	35,073	35,073					3-52
Copier Replacement	R	Public Schools	39,330	39,330					3-30
Furniture	R	Public Schools	45,000	45,000					3-33
Production Center Postage Machine	PQ	Public Schools	16,770			16,770		Move to Operating Budget	3-25
Technology Replacement	RM	Public Schools	648,450	307,750		340,700		The balance (\$340,700) of the request qualifies as an operating budget expense.	3-35
High School A Gym Upgrade	PM	Public Schools	130,557	130,557					4-30
High School Classroom Expansion Alternatives Feasibility Study	N	Public Schools	50,000	50,000					4-07
Hillside School Option C3: New Building Hillside Site	PM	Public Schools	69,047,000				69,047,000	On hold until decisions are made by MSBA and various boards; funding would be a debt exclusion.	4-05
General Fund			73,182,437	2,516,117	750,000	412,470	69,503,850		

**FY2017
 Capital Budget
 Funding Recommendations**

Title	Code**	Submitting Department	2017 Department Request	Cash Capital	Debt	Operating Budget Expense	Hold	Note	Page
Athletic Facility and Public Recreation Improvements	PM	DPW	490,500	490,500					5-01
Drain System Improvements - Water Quality (EPA)	PM	DPW	118,000	118,000					5-03
Open Space Purchase	P	Parks & Recreation	1,000,000				1,000,000	No property has been identified for immediate purchase.	4-42
Renovations to Rosemary Pool Complex	PM	Parks & Recreation	550,000	550,000					4-44
Community Preservation Fund			2,158,500	1,158,500			1,000,000		
Refurbish Unit #5 - Swap-loader with Attachments	N	DPW/RTS	120,000	120,000					3-48
RTS Property Improvements	N	DPW/RTS	68,000	68,000					4-48
RTS Stormwater Plan	N	DPW/RTS	50,000	50,000				Article 42 of 2007 ATM (Drop Off Area Repairs) \$22,073	4-50
Replace 2008 CASE LOADER 821E*^	R	DPW/RTS	263,414		269,000				3-52
Recycling and Transfer Station Enterprise Fund			501,414	238,000	269,000				
Sewer Main Extension Zone I and II	M	DPW/Sewer	73,860	73,860				Article 69 of 2006 ATM (Sewer Education) \$10,335	5-21
Sewer Enterprise Fund			73,860	73,860					

**FY2017
 Capital Budget
 Funding Recommendations**

Title	Code**	Submitting Department	2017 Department Request	Cash Capital	Debt	Operating Budget Expense	Hold	Note	Page
Fire Flow Improvement Study	PM	DPW/Water	20,000	20,000					5-31
Service Connections	R	DPW/Water	200,000	200,000					5-37
Water System Rehabilitation	P	DPW/Water	82,000	82,000					5-42
Replace 2011 Ford F150*	R	DPW/Water	43,679	43,679					3-52
Water Enterprise Fund			345,679	345,679					
Total			76,261,890	4,332,156	1,019,000	412,470	70,503,850		

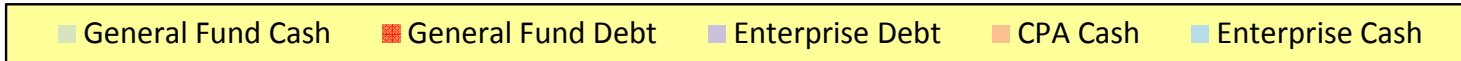
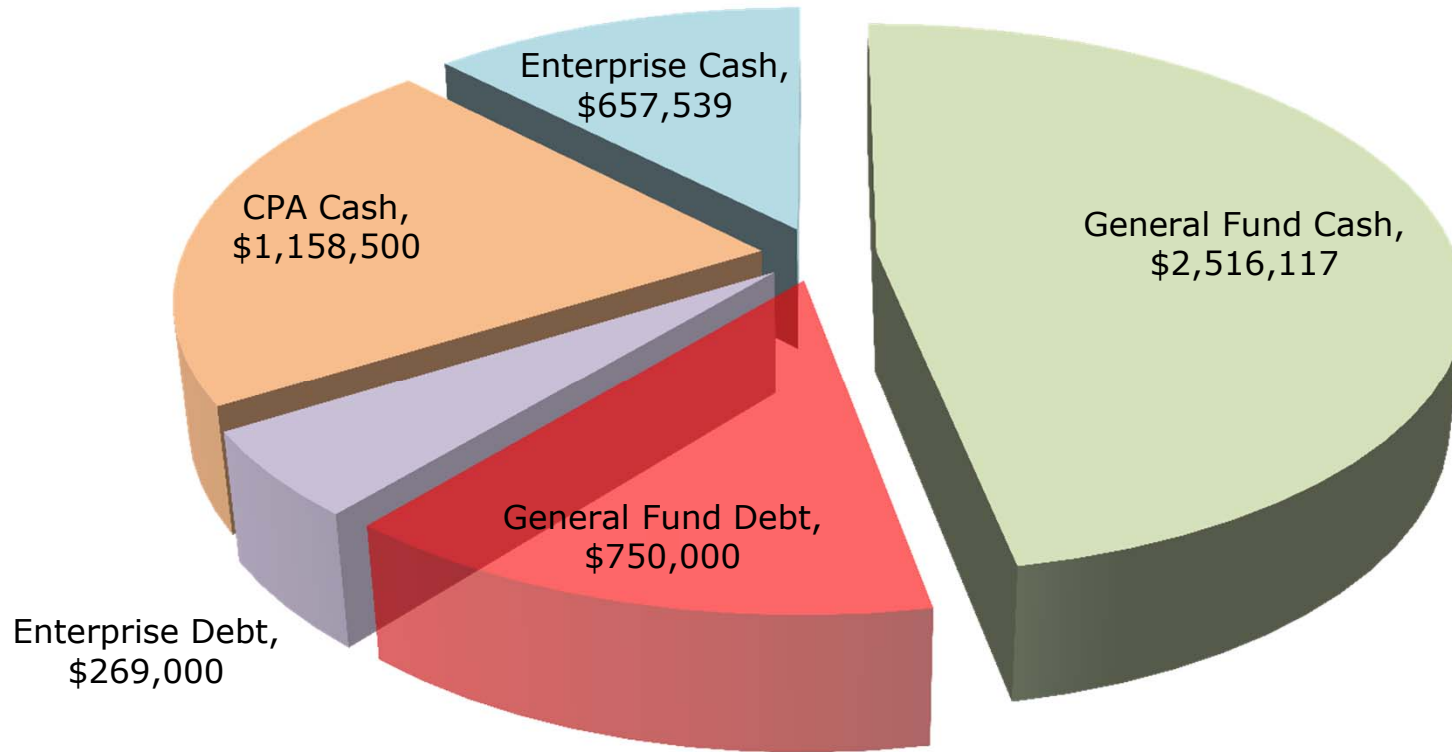
* The fleet requests were scaled back to just those vehicles which need to be replaced with new equipment.

^ Funding recommendation includes allowance for debt issuance

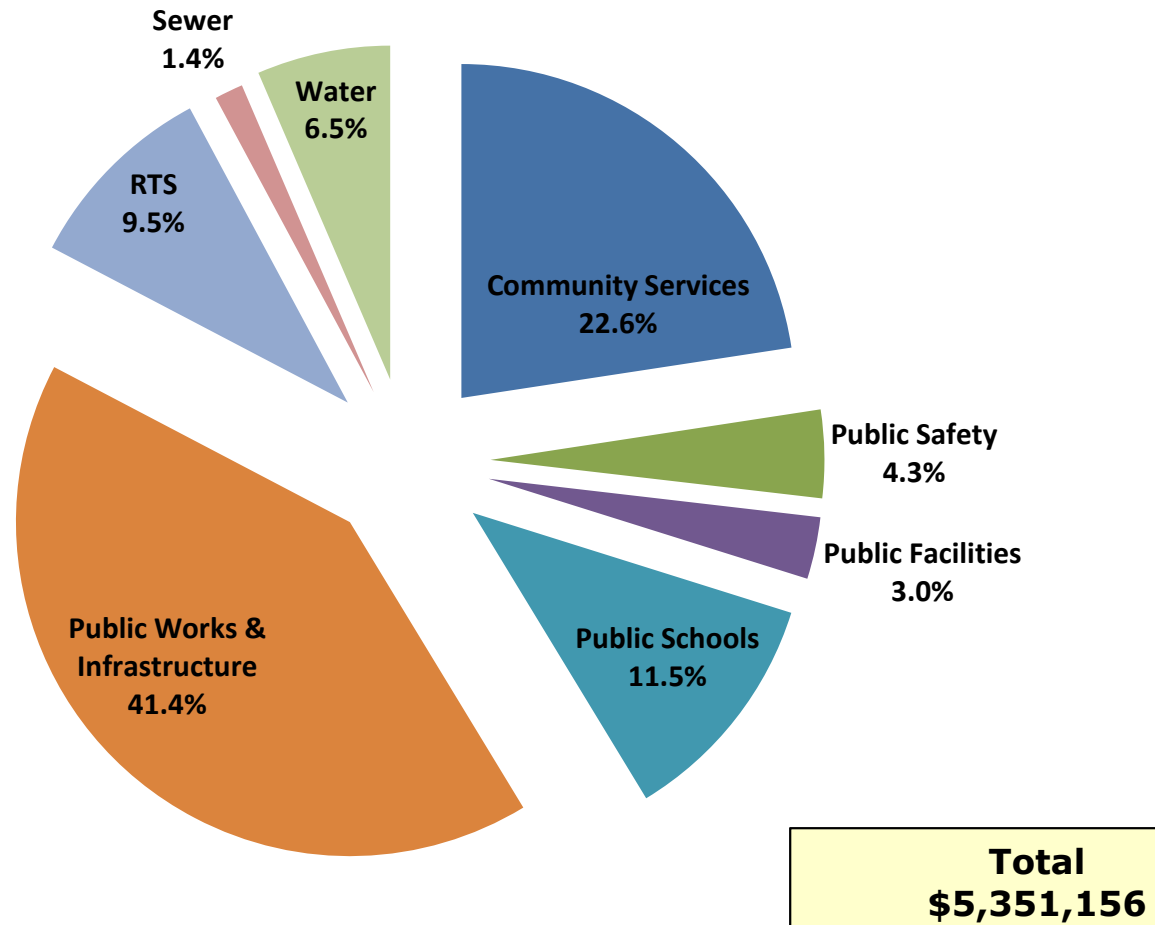
**** Code**

- 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

FY2017 Proposed Capital by Funding Source



FY2017 Proposed Capital by Function



Town of Needham
Capital Improvement Plan
January 2016

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations - All Funding Sources
FY2017 - FY2021**

Title	Code*	Function	Cat*	2017 Department Request	Tier One Recommendation	2018 Department Request	Tier One Recommendation	2019 Department Request	Tier One Recommendation	2020 Department Request	Tier One Recommendation	2021 Department Request	Tier One Recommendation	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
General Fund/Community Preservation Fund																			
Accounting and Revenue Software Package Replacement	N	General	1									1,100,000	1,100,000	1,100,000	1,100,000	1,100,000			3-01
Center at the Heights Computer Lab	P	Community	1							50,000	50,000			50,000	50,000	50,000			3-03
Network Hardware, Servers & Switches	R	General	1	30,000		50,000	25,000	75,000	35,000	75,000	45,000	75,000	45,000	305,000	150,000	150,000			3-05
Non-Public Safety Data Center Servers and Storage Units	NS	General	1			145,000		180,000						325,000					3-07
Public Safety Data Center Servers and Storage Units	NS	Public Safety	1					30,000				60,000		90,000					3-09
Public Safety Mobile Devices	PM	Public Safety	1					35,000	35,000	35,000	35,000			70,000	70,000	70,000			3-11
Multi-Function Printer Devices	N	General	1									35,600	35,600	35,600	35,600	35,600			3-15
Police Cruiser Radio Replacement	PM	Public Safety	1					70,911	70,911					70,911	70,911	70,911			3-17
Firearm Replacement	PM	Public Safety	1							30,160	30,160			30,160	30,160	30,160			3-19
Police Use-Of-Force Training Simulator	N	Public Safety	1									45,000	45,000	45,000	45,000	45,000			3-21
High School Athletic Locker Reconfiguration & Addition	N	Schools	1			41,000	41,000							41,000	41,000	41,000			3-23
Production Center Postage Machine	QB	Schools	1	16,770										16,770					3-25
School Document Management System	N	Schools	1							106,400		72,400	178,800	178,800	178,800	178,800			3-27
School Copier Replacement	MR	Schools	1	39,330	39,330	75,460	75,460	60,510	60,510	52,780	52,780	89,010	89,010	317,090	317,090	317,090			3-30
School Furniture	R	Schools	1	45,000	45,000	45,000	45,000	44,806	44,806	25,000	25,000	45,000	45,000	204,806	204,806	204,806			3-33
School Technology Replacement	BMR	Schools	1	648,450	307,750	645,375	307,925	645,200	282,500	649,700	347,500	649,500	177,050	3,238,225	1,422,725	1,422,725			3-35
Bubbler Replacement Program	NB	Facilities	1	25,000		25,000								50,000					3-38
Specialty Equipment	M	Public Works	1			30,000	30,000	76,500	76,500	73,000	73,000	163,000	163,000	342,500	342,500	342,500			3-40
Permanent Message Boards	PM	General	1	72,000		75,000	147,000	39,000	39,000					186,000	186,000	186,000			3-42
Library RFID Conversion Project	PS	Community	1			41,525		58,675						100,200					3-44
Public Playgrounds	PS	Community	1							600,000				600,000					3-46
Police and Fire Department Expansion/ New Building Feasibility Study	PM	Public Safety	2	90,000	90,000									90,000	90,000	90,000			4-01
Police/Fire Site Option 3- Stand Alone	PX	Public Safety	2							39,228,453				39,228,453					4-03
Hillside School Option J3: New Elementary School at Central Avenue Site	MX	Schools	2	69,047,000										69,047,000					4-05

Town of Needham
Capital Improvement Plan
January 2016

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations - All Funding Sources
FY2017 - FY2021**

Title	Code*	Function	Cat*	2017 Department Request	Tier One Recommendatio n	2018 Department Request	Tier One Recommendatio n	2019 Department Request	Tier One Recommendatio n	2020 Department Request	Tier One Recommendatio n	2021 Department Request	Tier One Recommendatio n	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
High School Classroom Expansion Alternatives Feasibility Study	N	Schools	2	50,000	50,000									50,000	50,000	50,000			4-07
High School Classroom Expansion	NSX	Schools	2			5,546,200								5,546,200					4-09
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location	PMX	Schools	2							1,410,600		12,463,200		13,873,800					4-14
Relocate School Administration to Public Safety Administration Building (PSAB)	PMX	Schools	2									1,118,200		1,118,200					4-17
Pollard Modular for Full-Day Kindergarten	NS	Schools	2			50,000								50,000					4-20
DPW Boiler Replacement 470 Dedham Avenue	MS	Facilities	2	384,850										384,850					4-22
Emery Grover Window Replacement	NS	Schools	2			249,350								249,350					4-24
Energy Efficiency Upgrade Improvements	PM	Facilities	2	38,154	38,154	34,263	34,263	26,593	26,593					99,010	99,010	99,010			4-26
Facility Assessment on the Broadmeadow and Eliot	N	Schools	2					85,165					85,165	85,165	85,165	85,165			4-28
High School A Gym Upgrade	M	Schools	2	130,557	130,557	182,000	182,000	64,000	64,000	30,000	30,000			406,557	406,557	406,557			4-30
High School Boiler Replacement	NS	Schools	2							840,000				840,000					4-32
Pollard Blue & Green Gym Upgrades	M	Schools	2			440,000	440,000	269,000	269,000	30,000	30,000			739,000	739,000	739,000			4-34
Pollard Locker Replacement	N	Schools	2	41,157	41,157									41,157	41,157	41,157			4-36
Fuel Island Relocation and Upgrade	M	Public Works	2	131,000	131,000	870,000	870,000							1,001,000	1,001,000	131,000	870,000		4-38
Cricketer Field Building Renovations	MS	Community	2					735,000						735,000					4-40
Rosemary Pool Complex Renovations	PMX	Community	2	550,000	550,000	9,600,000								10,150,000	550,000			550,000	4-44
Memorial Park Buildings and Grounds Improvements	PM	Community	2	50,000	50,000									50,000	50,000	50,000			4-46
Athletic Facility and Public Recreation Improvements	PM	Community	3	490,500	490,500	285,000	285,000	570,000	207,000	2,500,000	2,500,000	450,000		4,295,500	3,482,500			3,482,500	5-01
Drain System Improvements – Water Quality (EPA)	M	Public Works	3	118,000	118,000	2,000,000		118,000		250,000		1,000,000		3,486,000	118,000			118,000	5-03
Public Works Infrastructure Program	M	Public Works	3	1,700,000	1,700,000	1,550,000	1,300,000	1,650,000	1,300,000	1,700,000	1,300,000	2,125,000	1,300,000	8,725,000	6,900,000	5,400,000	1,500,000		5-05
Town Common Redesign	PM	Community	3			580,000	580,000							580,000	580,000			580,000	5-10
Athletic Fields Master Plan	N	Community	3									75,000		75,000					5-12
Trail Improvement Project - Rosemary Camp	M	Community	3			9,200	9,200	67,000	67,000	98,500	98,500			174,700	174,700			174,700	5-19
Open Space Purchase	I	Community	3	1,000,000										1,000,000					4-42

Town of Needham
Capital Improvement Plan
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**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations - All Funding Sources
FY2017 - FY2021**

Title	Code*	Function	Cat*	2017 Department Request	Tier One Recommendatio n	2018 Department Request	Tier One Recommendatio n	2019 Department Request	Tier One Recommendatio n	2020 Department Request	Tier One Recommendatio n	2021 Department Request	Tier One Recommendatio n	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
Trail Improvement Project - Needham Reservoir and Ridge Hill Loop	M	Community	3			1,200,000								1,200,000					5-16
* Refer to the last page for code and cat (category) descriptions																			
Equipment and Technology				876,550	392,080	1,173,360	671,385	1,315,602	644,227	1,697,040	658,440	2,334,510	1,878,460	7,397,062	4,244,592	4,244,592			
Buildings & Facilities				70,512,718	1,080,868	16,971,813	1,526,263	1,179,758	359,593	41,539,053	60,000	13,581,400	85,165	143,784,742	3,111,889	1,691,889	870,000	550,000	
Infrastructure & Land				3,308,500	2,308,500	5,624,200	2,174,200	2,405,000	1,574,000	4,548,500	3,898,500	3,650,000	1,300,000	19,536,200	11,255,200	5,400,000	1,500,000	4,355,200	
Fleet				643,169	643,169	1,255,825	690,000	1,140,480	1,387,661	461,893	690,000	1,317,585		4,818,952	3,410,830	2,712,830	698,000		
Totals				75,340,937	4,424,617	25,025,198	5,061,848	6,040,840	3,965,481	48,246,486	5,306,940	20,883,495	3,263,625	175,536,956	22,022,511	14,049,311	3,068,000	4,905,200	
General Fund Cash Funding - All Groups					2,516,117		2,817,648		2,743,481		2,708,440		3,263,625		14,049,311				
General Fund Debt Funding - All Groups					750,000		1,370,000		948,000						3,068,000				
Other Financial Source - All Groups					1,158,500		874,200		274,000		2,598,500				4,905,200				
Total General Fund Tier One Recommended					4,424,617		5,061,848		3,965,481		5,306,940		3,263,625		22,022,511				

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**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations - All Funding Sources
FY2017 - FY2021**

Title	Code*	Function	Cat*	2017 Department Request	Tier One Recommendation	2018 Department Request	Tier One Recommendation	2019 Department Request	Tier One Recommendation	2020 Department Request	Tier One Recommendation	2021 Department Request	Tier One Recommendation	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
Recycling and Transfer Station Enterprise																			
Refurbish Unit #5 - Swap loader with Attachments	NS	RTS	1	120,000	120,000									120,000	120,000	120,000			3-48
RTS Property Improvements	NU	RTS	2	68,000	68,000	250,000	250,000							318,000	318,000	68,000	250,000		4-48
RTS Stormwater Plan	NU	RTS	2	50,000	50,000	125,000	125,000							175,000	175,000	175,000			4-50

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

Equipment and Technology				120,000	120,000									120,000	120,000	120,000			
Buildings & Facilities				118,000	118,000	375,000	375,000							493,000	493,000	243,000	250,000		
Infrastructure & Land																			
Fleet				263,414	269,000			282,176	288,000	247,365	247,365	256,023		1,048,978	804,365	247,365	557,000		
Total - Recycling and Transfer Station Enterprise				501,414	507,000	375,000	375,000	282,176	288,000	247,365	247,365	256,023		1,661,978	1,417,365	610,365	807,000		
Cash Funding					238,000		125,000				247,365				610,365				
Debt Funding					269,000		250,000		288,000						807,000				
Other Financial Source																			
Total - Recycling and Transfer Station Enterprise					507,000		375,000		288,000		247,365			1,417,365					

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**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations - All Funding Sources
FY2017 - FY2021**

Title	Code*	Function	Cat*	2017 Department Request	Tier One Recommendation	2018 Department Request	Tier One Recommendation	2019 Department Request	Tier One Recommendation	2020 Department Request	Tier One Recommendation	2021 Department Request	Tier One Recommendation	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
Sewer Enterprise Fund																			
Sewer Main Extension Zone I and II	M	Sewer	3	73,860	73,860	492,400	492,400							566,260	566,260	566,260			5-21
Sewer Main Replacements	MS	Sewer	3							100,000		500,000		600,000					5-23
Sewer Pump Station Improvements	M	Sewer	3			590,000	590,000			630,000	630,000	345,000		1,565,000	1,220,000		1,220,000		5-25
Sewer Service Connections	R	Sewer	3			50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	200,000	200,000	200,000			5-27

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

Equipment and Technology																			
Buildings & Facilities																			
Infrastructure & Land				73,860	73,860	1,132,400	1,132,400	50,000	50,000	780,000	680,000	895,000	50,000	2,931,260	1,986,260	766,260	1,220,000		
Fleet						56,054	56,054	537,997	537,997	1,034,218	786,853			1,628,269	1,380,904	1,380,904			
Total - Sewer Enterprise				73,860	73,860	1,188,454	1,188,454	587,997	587,997	1,814,218	1,466,853	895,000	50,000	4,559,529	3,367,164	2,147,164	1,220,000		
Cash Funding				73,860		598,454		587,997		836,853		50,000		2,147,164					
Debt Funding						590,000				630,000				1,220,000					
Other Financial Source																			
Total - Sewer Enterprise				73,860		1,188,454		587,997		1,466,853		50,000		3,367,164					

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Water Enterprise Fund																			
Water Specialty Equipment	NS	Water	1			111,000								111,000					3-50
Birds Hill Water Tank	NS	Water	3					200,000						200,000					5-29
Fire Flow Improvement Study	N	Water	3	20,000	20,000									20,000	20,000	20,000			5-31
Fire Flow Improvements	M	Water	3			504,000		2,239,000						2,743,000					5-33
Water Main Replacements	PM	Water	3			400,000	400,000			4,000,000	4,000,000			4,400,000	4,400,000	400,000	4,000,000		5-35
Water Service Connections	R	Water	3	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	1,000,000	1,000,000			5-37
Water Distribution Study	NO	Water	3							200,000				200,000					5-39
Water System Rehabilitation Program	R	Water	3	82,000	82,000	801,750	399,750	36,500	36,500	375,000	375,000	97,000	97,000	1,392,250	990,250	990,250			5-42

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

Equipment and Technology						111,000								111,000					
Buildings & Facilities																			
Infrastructure & Land				302,000	302,000	1,905,750	999,750	2,675,500	236,500	4,775,000	4,575,000	297,000	297,000	9,955,250	6,410,250	2,410,250	4,000,000		
Fleet				43,679	43,679	126,810	126,810	305,341	305,341	45,469	45,469	35,063	35,063	556,362	556,362	556,362			
Total - Water Enterprise				345,679	345,679	2,143,560	1,126,560	2,980,841	541,841	4,820,469	4,620,469	332,063	332,063	10,622,612	6,966,612	2,966,612	4,000,000		
Cash Funding					345,679		1,126,560		541,841		620,469		332,063		2,966,612				
Debt Funding											4,000,000				4,000,000				
Other Financial Source																			
Total - Water Enterprise					345,679		1,126,560		541,841		4,620,469		332,063		6,966,612				

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**Five Year Capital Improvement Plan
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FY2017 - FY2021**

Title	Code*	Function	Cat*	2017 Department Request	Tier One Recommendation	2018 Department Request	Tier One Recommendation	2019 Department Request	Tier One Recommendation	2020 Department Request	Tier One Recommendation	2021 Department Request	Tier One Recommendation	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
General Fleet Program																			
Core Fleet - Building	R	Public Safety	4																3-52
Core Fleet - DPF	R	Facilities	4	35,073	35,073	36,301				36,000		91,557		198,931	35,073	35,073			3-52
Core Fleet - DPW Garage	R	Public Works	4			33,606								33,606					3-52
Core Fleet - DPW General	R	Public Works	4			125,339		38,385				35,063		198,787					3-52
Core Fleet - DPW Highway	R	Public Works	4			45,208		93,581				35,063		173,852					3-52
Core Fleet - DPW Parks	R	Public Works	4									122,446		122,446					3-52
Core Fleet - Finance Assessing	R	General	4			35,758								35,758					3-52
Core Fleet - Fire	R	Public Safety	4	137,877	137,877					42,504		121,973		302,354	137,877	137,877			3-52
Core Fleet - Human Services	R	Community	4	87,353	87,353									87,353	87,353	87,353			3-52
Core Fleet - School	RS	School	4																3-52
School Van Fleet	RS	School	4			109,749		52,220		54,048		81,122		297,139					3-52
Snow and Ice Equipment	R	Public Works	4			355,400		185,948				295,916		837,264					3-52
Specialized Equipment - DPW Garage	R	Public Works	4			64,097								64,097					3-52
Specialized Equipment - DPW General	R	Public Works	4																3-52
Specialized Equipment - DPW Highway	R	Public Works	4	246,140	246,140	214,374				247,365		313,447		1,021,326	246,140	246,140			3-52
Specialized Equipment - DPW Parks	R	Public Works	4	136,726	136,726	5,491		80,685		81,976		220,998		525,876	136,726	136,726			3-52
Specialized Equipment - Fire	R	Public Safety	4			230,502		689,661	698,000					920,163	698,000		698,000		3-52
Fleet Program Funding***							690,000		689,661		690,000				2,069,661	2,069,661			
Total - General Fund Fleet				643,169	643,169	1,255,825	690,000	1,140,480	1,387,661	461,893	690,000	1,317,585		4,818,952	3,410,830	2,712,830	698,000		
Cash Funding				643,169	643,169	1,255,825	690,000	1,140,480	689,661	461,893	690,000	1,317,585		3,501,367	2,712,830				
Debt Funding									698,000						698,000				
Other Financial Source																			
Total - General Fund Fleet				643,169	643,169	1,255,825	690,000	1,140,480	1,387,661	461,893	690,000	1,317,585		3,501,367	3,410,830				

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**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations - All Funding Sources
FY2017 - FY2021**

Title	Code*	Function	Cat*	2017 Department Request	Tier One Recommendatio n	2018 Department Request	Tier One Recommendatio n	2019 Department Request	Tier One Recommendatio n	2020 Department Request	Tier One Recommendatio n	2021 Department Request	Tier One Recommendatio n	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
Enterprise Fleet Program																			
Core Fleet	R	RTS	4																3-52
Specialized Equipment	R	RTS	4	263,414	269,000			282,176	288,000	247,365	247,365	256,023		1,048,978	804,365	247,365	557,000		3-52
Core Fleet	R	Sewer	4					38,385	38,385	48,428	48,428			86,813	86,813	86,813			3-52
Specialized Equipment	R	Sewer	4			56,054	56,054	499,612	499,612	985,790	738,425			1,541,456	1,294,091	1,294,091			3-52
Core Fleet	R	Water	4	43,679	43,679	56,054	56,054					35,063	35,063	134,796	134,796	134,796			3-52
Specialized Equipment	R	Water	4			70,756	70,756	305,341	305,341	45,469	45,469			421,566	421,566	421,566			3-52
Total - Enterprise Fleet***				307,093	312,679	182,864	182,864	1,125,514	1,131,338	1,327,052	1,079,687	291,086	35,063	3,233,609	2,741,631	2,184,631	557,000		

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**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations - All Funding Sources
FY2017 - FY2021**

Title	Code*	Function	Cat*	2017 Department Request	Tier One Recommendation	2018 Department Request	Tier One Recommendation	2019 Department Request	Tier One Recommendation	2020 Department Request	Tier One Recommendation	2021 Department Request	Tier One Recommendation	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
Equipment & Technology - All				996,550	512,080	1,284,360	671,385	1,315,602	644,227	1,697,040	658,440	2,334,510	1,878,460	7,628,062	4,364,592	4,364,592			
Fleet - All				950,262	955,848	1,438,689	872,864	2,265,994	2,518,999	1,788,945	1,769,687	1,608,671	35,063	8,052,561	6,152,461	4,897,461	1,255,000		
Buildings & Facilities - All				70,630,718	1,198,868	17,346,813	1,901,263	1,179,758	359,593	41,539,053	60,000	13,581,400	85,165	144,277,742	3,604,889	1,934,889	1,120,000	550,000	
Infrastructure & Land - All				3,684,360	2,684,360	8,662,350	4,306,350	5,130,500	1,860,500	10,103,500	9,153,500	4,842,000	1,647,000	32,422,710	19,651,710	8,576,510	6,720,000	4,355,200	
Other - All																			
TOTAL				76,261,890	5,351,156	28,732,212	7,751,862	9,891,854	5,383,319	55,128,538	11,641,627	22,366,581	3,645,688	192,381,075	33,773,652	19,773,452	9,095,000	4,905,200	

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**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations - All Funding Sources
FY2017 - FY2021**

Title	Code*	Function	Cat*	2017 Department Request	Tier One Recommendatio n	2018 Department Request	Tier One Recommendatio n	2019 Department Request	Tier One Recommendatio n	2020 Department Request	Tier One Recommendatio n	2021 Department Request	Tier One Recommendatio n	Five Year Request	Five Year Tier One	Cash	Debt	Other	Page
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** Exclusive of any extraordinary capital recommendations

- | | |
|--|-----------------------------|
| Code | Cat (Category) |
| B = Funding may be considered under the operating budget/special warrant article | 1 = Equipment or Technology |
| C = Recommendation is combined with other requests | 2 = Building or Facility |
| D = Recommendation is deferred or on hold pending other actions | 3 = Infrastructure |
| E = Emergency approval | 4 = Fleet |
| F = Funded appropriation outside the capital plan | |
| G = Request may not qualify as capital submission | |
| I = Project submission is incomplete or waiting additional information | |
| M = Submission has been modified from previous submission | |
| N = New submission with this CIP | |
| P = Project request has appeared in previous CIP's | |
| Q = Request does not qualify as a capital submission | |
| R = Request is a regularly occurring capital expense | |
| S = No recommendation; under study | |
| U = Urgent request based on identified conditions | |
| X = Extraordinary Capital Project | |

Red highlighted amounts indicate that all or portion of the funding may be funded by debt if recommended

**Provisional Capital Submissions
 No Recommendation**

Title	Cat*	Function	Target Year	Estimated Cost	Page
Technology Systems and Applications Updates	1	General	2022	\$100,000	3-13
Land Adjacent to Hillside School	2	Schools	2021	Unknown	4-12
Boat Launch on Charles River	2	Community	2018	Unknown	5-14
Town Facilities Security System	2	General	2022	Unknown	6-01
Fire Station II Renovations	2	Public Safety	2018	Unknown	6-03
Hillside School Option XXXX: Sustain Hillside School as Swing Space	2	Schools	2021	Unknown	6-05
Mitchell Elementary School Renovation	2	Schools	2024	\$77,204,100	6-07
Pollard School Improvements	2	Schools	2027	\$62,207,800	6-10
Emery Grover Roof Replacement	2	Schools	2022	\$159,035	6-15
Pollard School Locker Room Improvements	2	Schools	2022	Unknown	6-17
Bridge Repairs	3	Public Works	2018	Unknown	6-19
DeFazio Park Parking Lot & Tot Lot	3	Community	2020	\$10,000,000	6-21
DPW Complex	2	Public Works	2018	Unknown	6-23

**Provisional Capital Submissions
 No Recommendation**

Title	Cat*	Function	Target Year	Estimated Cost	Page
Survey Equipment	1	Public Works	2018	\$28,000	6-25
Time Clock System	1	General	2018	Unknown	6-27
Renovation of Buildings at Camp Property	2	Community	2019	\$250,000	6-29
Transfer Station Renovations and Expansion	2	RTS	2019	\$2,556,000	6-31
Sewer System Infiltration & Inflow Removal	3	Sewer	2018	Unknown	6-33
Irrigation Supply	3	Water	2018	Unknown	6-35
Water Supply Development	3	Water	2021	Unknown	6-37

Cat (Category)
 1 = Equipment or Technology
 2 = Building or Facility
 3 = Infrastructure

Town of Needham
 Capital Improvement Plan
 January 2016

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Current Year Requests						\$73,182,437	\$3,266,117
Cash							
Taxation & Reserves	\$1,703,859	\$3,421,633	\$6,066,941	\$2,667,260	\$2,432,606		\$2,464,117
Other Available Funds	\$163,192	\$2,278,000	\$75,000		\$320,305		\$52,000
Total - Cash	\$1,867,051	\$5,699,633	\$6,141,941	\$2,667,260	\$2,752,911		\$2,516,117
							\$335,994
Debt							
Within the Annual Levy Limit	\$10,754,808	\$3,505,000	\$3,958,000	\$1,700,000	\$5,100,000		\$750,000
Excluded from the Levy Limit					\$7,000,000		
Total - Debt	\$10,754,808	\$3,505,000	\$3,958,000	\$1,700,000	\$12,100,000		\$750,000
Total	\$12,621,859	\$9,204,633	\$10,099,941	\$4,367,260	\$14,852,911	\$73,182,437	\$3,266,117

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Taxation & Reserves							
Document Records Management System	\$90,000						
Public Safety Radio Base Station	\$112,496						
Salt Storage Shed (Design)	\$75,000						
Closed Cab Mower/Blower	\$29,563						
Fleet Replacement - Senior Transport Van	\$52,000						
Library Collection Supplement							
Library Technology Replacement Plan	\$25,000						
Playground Structure Replacement (Walker-Gordon)	\$25,000						
Walker Gordon Facility	\$137,500						
Desktop Virtualization		\$130,000					
Firefighting Protective Gear		\$40,000					
Fleet Replacement - (Fire) Deputy Chief Vehicle (C-3)		\$35,000					
Fleet Replacement - (Fire) Quint		\$750,000					
Emery Grover Renovation/Relocation Feasibility		\$30,000					
DeFazio Field Sodding		\$90,000					
DPW Garage Bay Design		\$40,000					
Fleet Replacement - Large Specialty Equipment		\$227,000					
Athletic Facility Improvements		\$192,500					

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Election Equipment			\$85,000				
Defibrillators			\$27,500				
Fleet Replacement - Brush/Utility (C-6)			\$49,200				
Police Station Underground Storage Tank Removal			\$28,500				
High School Radio System			\$37,275				
Hillside School Feasibility & Design			\$650,000				
Mitchell School Modular Classrooms			\$2,729,276				
Pollard Telephone System Replacement			\$53,000				
Public Works Garage Vehicle Service Lift			\$110,000				
Public Works Two-Way Radios			\$47,700				
100kW Portable Generator			\$61,250				
Fire Alarm Cables				\$60,000			
Fleet Replacement - Ambulance				\$186,607			
Fleet Replacement - Core (Bldg)			\$45,042	\$61,660			
Public Safety Computer Aided Dispatch System				\$244,615			
Wireless Master Fire Box System				\$164,000			
High School Reconfiguration Work				\$200,000			
School Department 1:1 Initiative			\$145,000	\$127,725			
School Department Fitness Equipment Replacement			\$14,380	\$14,810			

Town of Needham
Capital Improvement Plan
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**General Fund Capital
Current and Prior
Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
School Department Graphic Arts Equipment		\$14,180	\$8,270	\$8,350			
School Department Interactive Whiteboard Technology		\$148,300		\$24,600			
School Department Postage and Folding Machines				\$9,340			
School Department Technology Innovation				\$25,000			
Geographic Information System				\$100,000			
Public Works Large Format Scanner				\$33,000			
Public Works Small Specialty Equipment	\$64,500	\$42,000	\$130,800	\$29,797			
Facilities Maintenance Program	\$400,000	\$450,000	\$465,750	\$482,000			
Drain System Improvements – Water Quality				\$80,000			
Drain System Repairs				\$76,000			
Mail Processing Machines					\$30,645		
Fleet Replacement - Core (DPW)	\$304,000	\$293,000	\$387,000	\$100,910	\$750,370		
Fleet Replacement - Snow & Ice Equipment	\$165,000	\$159,000	\$210,300		\$326,879		
Fuel System Software/Hardware Upgrade					\$94,500		
Mobile Column Lifts					\$73,500		
Fire Station 2 Feasibility Study					\$37,695		
Network Hardware, Servers & Switches	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
School Department Furniture & Musical Equipment	\$52,750	\$43,450	\$56,600	\$49,180	\$45,405	\$45,000	\$45,000
School Department Photocopier Replacement	\$66,950	\$97,570	\$59,620	\$30,320	\$62,740	\$39,330	\$39,330

Town of Needham
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**General Fund Capital
Current and Prior
Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
School Department Technology Replacement	\$49,100	\$524,500	\$488,800	\$502,000	\$403,000	\$648,450	\$307,750
Fuel Island Relocation and Upgrade						\$131,000	\$131,000
Public Works Infrastructure Program					\$453,500	\$1,700,000	\$950,000
Building Energy Efficiency Improvements		\$34,815	\$113,078		\$96,323	\$38,154	\$38,154
Fleet Replacement - Core (PFD)	\$25,000	\$50,318	\$33,600	\$27,346	\$28,049	\$35,073	\$35,073
Permanent Message Boards						\$72,000	
Bubbler Replacements						\$25,000	
DPW Boiler Replacement 470 Dedham Avenue						\$384,850	
Fleet Replacement - Core (Fire)						\$137,877	\$137,877
Fleet Replacement - Core (HHS - COA)						\$87,353	\$35,353
Fleet Replacement - Specialty (DPW)						\$382,866	\$382,866
High School A Gym Upgrade						\$130,557	\$130,557
High School Classroom Expansion Alternatives Feasibility Study						\$50,000	\$50,000
Memorial Park Buildings and Grounds Feasibility Study						\$50,000	\$50,000
Police and Fire Department Expansion/ New Building Feasibility Study						\$90,000	\$90,000
Pollard Locker Replacement						\$41,157	\$41,157
Production Center Postage Machine						\$16,770	

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Other Available Funds							
Large Specialty Equipment (FY11 Budget)	\$80,000						
Appropriate for Engineering Study for Energy Upgrades (FY11 Budget & Unexpended Articles)	\$50,000						
Cricket Field Building Renovations Feasibility (Unexpended Articles)	\$10,000						
New Senior Center at Needham Heights (Unexpended Articles)	\$23,192						
Pollard Boiler Replacement Design (unexpended articles)		\$55,000					
Public Works Infrastructure Program (Unexpended Articles)		\$310,000					
Salt Storage Shed (Chapter 90 SAN)		\$1,913,000					
Property Acquisition (66-70 Chestnut Street) (FY14 Reserve Fund Transfer)			\$75,000				
DPW/Public Services Administration Building Location Feasibility Study (Unexpended Articles)					\$40,000		
Emery Grover School Administration Tank Replacement (Unexpended Articles)					\$73,000		
Hillside School Feasibility Study (Unexpended Articles)					\$45,000		
Fire Station 2 Feasibility Study (Unexpended Articles)					\$12,305		
High School Expansion Options (Unexpended Articles)					\$150,000		
Fleet Replacement - Core COA (Unexpended Article)							\$52,000

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Debt							
Emergency One Fire Engine (E-2)	\$400,000						
High School C Building Roof	\$320,000						
Pollard Interior & Exterior Improvement Phase I	\$758,000						
Booth Street Reconstruction Betterment	\$125,000						
New Senior Center at Needham Heights	\$8,051,808						
Property Acquisition (37-39 Lincoln)		\$630,000					
Property Acquisition (51 Lincoln)		\$1,100,000					
Property Acquisition (59 Lincoln/89 School)		\$1,175,000					
Property Acquisition (66-70 Chestnut Street)			\$1,458,000				
Pollard Boiler Replacement			\$800,000				
DPW Garage Bay			\$1,100,000				
Cooks Bridge				\$900,000	\$2,000,000		
Needham High School Cafeteria Expansion					\$2,100,000		
Public Works Infrastructure Program	\$1,100,000	\$600,000	\$600,000	\$800,000	\$1,000,000		\$750,000

**General Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Debt Exclusions							
Land Purchase for Hillside School Relocation ~						\$7,000,000	
Hillside Elementary School Project ****						\$69,047,000	

Notes

- * Some capital requests that are to be funded through debt did not include debt issuance costs, the proposed funding represents the addition of those expenses
- ** Preliminary may be financed in part by debt exclusion and/or grants and donations
- **** Decisions pending waiting on MSBA approval.
- ^ Subject to final recommendation by the BOS & PPBC
- ~ Planned debt exclusion vote for the fall of 2016

**Community Preservation Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Current Year Requests						\$2,158,500	\$1,158,500
Cash							
Receipts & Reserves		\$480,000	\$433,000	\$268,219	\$3,417,000		\$1,158,500
Other Available Funds							
Total - Cash		\$480,000	\$433,000	\$268,219	\$3,417,000		\$1,158,500
Debt							
CPA Surcharge Supported							
Total - Debt							
Total		\$480,000	\$433,000	\$268,219	\$3,417,000	\$2,158,500	\$1,158,500

**Community Preservation Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Greene's Field Playground Improvements		\$445,000					
Rail Trail Feasibility Study		\$35,000					
Newman Preschool Playground Surfacing			\$60,000				
Trail Improvement Project - Needham Reservoir			\$85,000				
Memorial Park Improvements				\$35,000			
Ridge Hill Reservation Footbridge Repairs				\$213,219			
Town Common Historic Redesign				\$20,000			
Mills Field Improvements			\$40,000		\$510,000		
Newman School Fields Renovation					\$1,527,000		
Open Space Purchase						\$1,000,000	
Renovations to Rosemary Pool Complex^					\$450,000	\$550,000	\$550,000
Trail Improvement Project - Newman Eastman			\$248,000		\$800,000		
Athletic Facility and Public Recreation Improvements^						\$490,500	\$490,500
Boat Launch Design					\$30,000		
Rail Trail Improvements					\$100,000		
Drain System Improvements - Water Quality (EPA) ^						\$118,000	\$118,000

Notes

^ Subject to approval by the CPC

**RTS Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Current Year Requests						\$501,414	\$507,000
Cash							
Receipts & Reserves		\$175,200	\$108,100	\$321,095			\$215,927
Other Available Funds			\$144,000				\$22,073
Total - Cash		\$175,200	\$252,100	\$321,095			\$238,000
Debt							
Fee Supported	\$238,000	\$400,000	\$324,400				\$269,000
Total - Debt	\$238,000	\$400,000	\$324,400				\$269,000
Total	\$238,000	\$575,200	\$576,500	\$321,095		\$501,414	\$507,000

**RTS Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Enterprise Fund Reserves							
Message Board				\$30,000			
Transfer Station Office Trailer				\$75,779			
Fleet Replacement - Specialty Equipment		\$175,200	\$108,100	\$215,316			
Refurbish Unit #5 - Swap-loader with Attachments						\$120,000	\$120,000
RTS Property Improvements						\$68,000	\$68,000
RTS Stormwater Plan						\$50,000	\$27,927
Other Available Funds							
Waste Containers (Unexpended Article Balance)			\$34,000				
Large Specialty Equipment (Unexpanded Article Balance)			\$110,000				
RTS Stormwater Plan (Unexpended Article Balance)							\$22,073
Debt							
Semi Tractor Replacement	\$152,000						
Skid Steer Loader	\$86,000						
RTS Soil Remediation		\$400,000					
Waste Handler			\$324,400				
Specialty Equipment*						\$263,414	\$269,000

Notes
 * Some capital requests that are to be funded through debt did not include debt issuance costs, the proposed funding represents the addition of those expenses
 ** Preliminary may be subsequently financed by Debt Exclusion
 *** Special financing/grants may be available through MWPAT or MWRA for this project

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**Sewer Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Current Year Requests						\$73,860	\$73,860
Cash							
Receipts & Reserves	\$825,000	\$650,100	\$647,900	\$398,000	\$554,357		\$63,525
Other Available Funds		\$197,000			\$116,143		\$10,335
Total - Cash	\$825,000	\$847,100	\$647,900	\$398,000	\$670,500		\$73,860
Debt							
Fee Supported	\$6,300,000						
Total - Debt	\$6,300,000						
Total	\$7,125,000	\$847,100	\$647,900	\$398,000	\$670,500	\$73,860	\$73,860

Town of Needham
Capital Improvement Plan
January 2016

**Sewer Enterprise Fund Capital
Current and Prior
Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Enterprise Fund Reserves							
Fleet Replacement - Specialty Equipment	\$185,000						
Sewer Line Reconstruction		\$3,000					
Fleet Replacement - Core	\$65,000	\$33,100	\$47,900				
Sewer Systems Rehabilitation Infiltration & Inflow Removal Program	\$575,000	\$550,000	\$600,000				
Sewer Pump Station Improvements (West Street)				\$90,000			
Sewer SCADA System		\$30,000		\$258,000			
Sewer Pump Station Improvements (Reservoir A)					\$433,857		
Sewer Service Connections				\$50,000	\$50,000		
Sewer Specialty Equipment		\$34,000			\$70,500		
Sewer Main Extension Zone I and II						\$73,860	\$63,525
Other Available Funds							
Sewer Line Reconstruction (Unexpended Article Balance)		\$197,000					
Sewer Pump Station Improvements (Unexpended Article Balance)					\$116,143		
Sewer Main Extension Zone I and II (Unexpended Article Balance)							\$10,335
Debt							
Sewer Pump Station (Reservoir B)	\$6,300,000						

Notes

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

** Preliminary may be subsequently financed by Debt Exclusion

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

**Water Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Current Year Requests						\$345,679	\$345,679
Cash							
Receipts & Reserves	\$1,464,000	\$416,300	\$1,563,100	\$729,050	\$980,179		\$345,679
Other Available Funds					\$181,925		
Total - Cash	\$1,464,000	\$416,300	\$1,563,100	\$729,050	\$1,162,104		\$345,679
Debt							
Fee Supported			\$5,565,100		\$635,000		
Total - Debt			\$5,565,100		\$635,000		
Total	\$1,464,000	\$416,300	\$7,128,200	\$729,050	\$1,797,104	\$345,679	\$345,679

**Water Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Enterprise Fund Reserves							
Water Small Specialty Equipment							
Water System Fire Flow Improvements							
Restoration of Charles River Treatment Facility Well	\$600,000						
Water SCADA System Upgrade & Video Surveillance	\$40,000						
Irrigation Supply Facility Design			\$80,000				
SCADA System Upgrade			\$435,000				
Water Small Specialty Equipment			\$57,300				
Filter Media Replacement	\$70,000		\$115,000	\$238,050			
Mobile Record Keeping Devices GIS					\$35,000		
Water Supply Development				\$200,000	\$700,000		
Fire Flow Improvement Study						\$20,000	\$20,000
Fleet Replacement - Core	\$69,500	\$117,000			\$41,604	\$43,679	\$43,679
Water Service Connections		\$200,000	\$160,000	\$200,000	\$200,000	\$200,000	\$200,000
Water System Rehabilitation Program	\$684,500	\$99,300	\$715,800	\$91,000	\$3,575	\$82,000	\$82,000
Other Available Funds							
Water System Rehabilitation Program (Unexpended Article Balances)					\$181,925		
Debt							
St Mary's Pump Station			\$5,565,100				

**Water Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Water System Rehabilitation Program						\$635,000	

Notes

- * Some capital requests that are to be funded through debt did not include debt issuance costs, the proposed funding represents the addition of those expenses
- ** Preliminary may be subsequently financed by Debt Exclusion
- *** Special financing/grants may be available through MWPAT or MWRA for this project
- **** Recommendation is inclusive of two years funding to allow for the Downtown redesign to proceed in a timely manner.

All Capital Funds Funding Sources							
Description	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Funded FY2016	Requested FY2017	Proposed FY2017
Current Year Requests						\$76,261,890	\$5,351,156
Cash							
Cash	\$1,703,859	\$3,901,633	\$6,499,941	\$2,935,479	\$5,849,606		\$3,622,617
Retained Earnings	\$2,289,000	\$1,241,600	\$2,319,100	\$1,448,145	\$1,534,536		\$625,131
Other Available Funds	\$163,192	\$2,475,000	\$219,000		\$618,373		\$84,408
Total - Cash	\$4,156,051	\$7,618,233	\$9,038,041	\$4,383,624	\$8,002,515		\$4,332,156
Debt							
Operating Revenues	\$17,292,808	\$3,905,000	\$9,847,500	\$1,700,000	\$5,735,000		\$1,019,000
CPA Surcharge							
Debt Excluded					\$7,000,000		
Total - Debt	\$17,292,808	\$3,905,000	\$9,847,500	\$1,700,000	\$12,735,000		\$1,019,000
Total	\$21,448,859	\$11,523,233	\$18,885,541	\$6,083,624	\$20,737,515	\$76,261,890	\$5,351,156

**Debt Service to Revenue
Issued, Authorized and Proposed
FY2017 - FY2021**

Description	2016	2017	2018	2019	2020	2021
Revenue						
General Fund Within the Levy *	\$131,743,698	\$135,335,715	\$143,867,412	\$150,341,446	\$157,106,811	\$164,176,617
General Fund Excluded from Levy **	\$6,075,282	\$5,856,862	\$5,750,488	\$5,537,491	\$5,296,880	\$4,226,212
CPA Revenue	\$2,630,514	\$2,654,750	\$2,647,512	\$2,748,117	\$2,852,546	\$2,960,943
RTS Revenue	\$942,252	\$962,058	\$982,360	\$1,029,609	\$1,131,518	\$1,129,360
Sewer Revenue	\$7,527,780	\$7,261,405	\$7,358,637	\$7,600,132	\$7,351,658	\$7,635,511
Water Revenue	\$5,469,152	\$5,567,131	\$5,445,903	\$5,528,768	\$5,077,472	\$5,646,894
Total Revenue	\$154,388,678	\$157,637,922	\$166,052,312	\$172,785,563	\$178,816,884	\$185,775,538
Debt Service						
General Debt (Table I)	\$4,139,883	\$4,060,071	\$3,479,282	\$3,429,086	\$3,227,418	\$3,091,765
CPA Debt (Table II)	\$464,438	\$456,313	\$449,163	\$441,494	\$430,525	\$416,675
RTS Debt (Table III)	\$150,000	\$150,000	\$150,000	\$176,440	\$257,020	\$233,000
Sewer Debt (Table IV)	\$1,500,000	\$1,082,931	\$1,025,700	\$1,108,872	\$698,117	\$815,631
Water Debt (Table V)	\$1,550,000	\$1,550,000	\$1,328,344	\$1,308,270	\$751,461	\$1,212,734
Gross Excluded Debt (Table VI)	\$6,869,980	\$6,645,455	\$6,445,636	\$6,232,639	\$5,992,028	\$4,921,360
Total Debt Service	\$14,674,301	\$13,944,769	\$12,878,125	\$12,696,801	\$11,356,569	\$10,691,165
Total Debt Service to Total Revenue	9.5%	8.8%	7.8%	7.3%	6.4%	5.8%
Total Debt Service to Total Revenue (less MSBA)	9.0%	8.4%	7.4%	7.0%	6.0%	5.4%
General Debt Service to General Revenue	3.1%	3.0%	2.4%	2.3%	2.1%	1.9%

* FY2017 - FY2021 revenue is based on the September 15, 2015 Pro Forma

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

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

Debt Service as a Percentage of Revenue

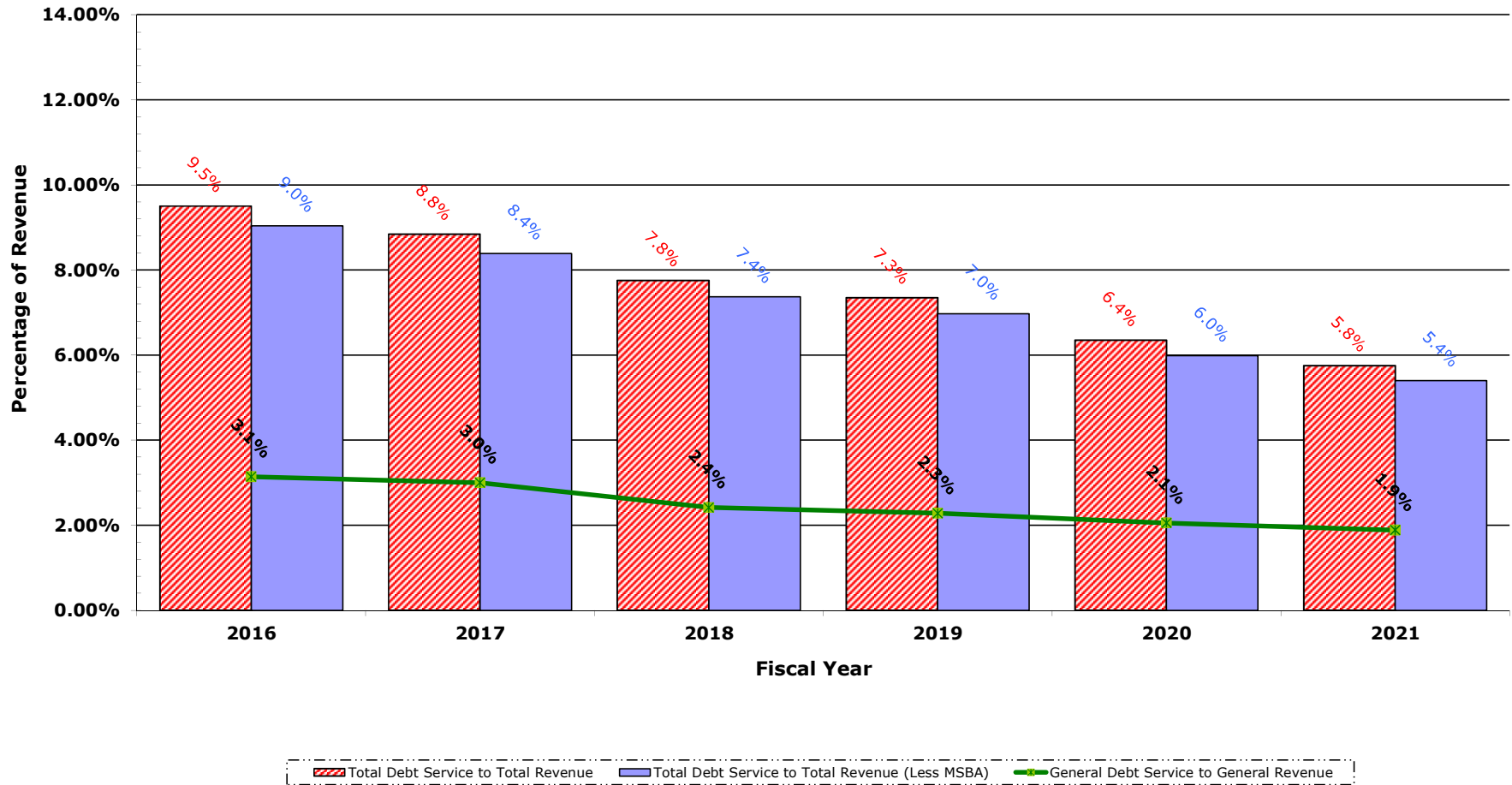


Table I
General Fund Capital Projects
Proposed Funding by Debt
FY2017

Project	Amount	Years	Bond Rate	Budget	Estimated Debt Service Schedule				
				2016	2017	2018	2019	2020	2021
General Fund Within the Levy									
Public Works Infrastructure Program	\$750,000	5	6.00%			\$195,000	\$186,000	\$177,000	\$168,000
Public Works Infrastructure Program (2018)	\$500,000	5	6.00%				\$130,000	\$124,000	\$118,000
Public Works Infrastructure Program (2019)	\$250,000	5	6.25%					\$65,625	\$62,500
Fuel Island Relocation(2018)	\$870,000	5	6.00%				\$227,200	\$216,700	\$206,200
Fire Speciality Fleet (2019)	\$698,000	4	6.25%					\$218,625	\$207,688
Rosemary Pool Project (Actual Amount Not Yet Determined)									
Projected New General Fund Debt Service#	\$3,068,000					\$195,000	\$543,200	\$801,950	\$762,388
General Fund Debt									
Authorized & Issued (refer to schedule)				\$3,473,134	\$3,173,327	\$2,452,782	\$2,028,886	\$1,602,968	\$1,541,378
Authorized Not Yet Issued & Short Term Costs Proposed				\$666,749	\$886,744	\$831,500	\$857,000	\$822,500	\$788,000
						\$195,000	\$543,200	\$801,950	\$762,388
Total General Fund Debt Service Within the Levy				\$4,139,883	\$4,060,071	\$3,479,282	\$3,429,086	\$3,227,418	\$3,091,765
General Fund Within the Levy Revenue *				\$131,743,698	\$135,335,715	\$143,867,412	\$150,341,446	\$157,106,811	\$164,176,617
Debt Service % of General Fund Revenue				3.1%	3.0%	2.4%	2.3%	2.1%	1.9%

Table II
CPA Capital Projects
Proposed Funding by Debt
FY2017

Project	Amount	Years	Bond Rate	Budget	Estimated Debt Service Schedule					
				2016	2017	2018	2019	2020	2021	
CPA Fund Debt										
No New Authorizations Proposed for FY2017										
Rosemary Pool Project (Actual Amount Not Yet Determined)										
Projected New CPA Fund Debt Service										
CPA Fund Debt										
Authorized & Issued				\$464,438	\$456,313	\$449,163	\$441,494	\$430,525	\$416,675	
Authorized Not Yet Issued & Short Term Costs Proposed										
Total CPA Fund Debt Service				\$464,438	\$456,313	\$449,163	\$441,494	\$430,525	\$416,675	

Table III
Recycling & Solid Waste Disposal Capital Projects
Proposed Funding by Debt
FY2017

Project	Amount	Years	Bond Rate	Budget	Estimated Debt Service Schedule				
				2016	2017	2018	2019	2020	2021
Recycling & Solid Waste Disposal Enterprise (RTS)									
RTS Speciality Fleet (Loader)	\$269,000	4	6.00%			\$86,140	\$81,940	\$77,740	\$62,540
RTS Speciality Fleet (2019)	\$288,000	4	6.00%					\$89,280	\$84,960
RTS Property Improvements (2018)	\$250,000	5	6.00%				\$65,000	\$62,000	\$59,000
Projected New RTS Debt Service	\$807,000					\$86,140	\$146,940	\$229,020	\$206,500
RTS Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$105,000	\$97,775	\$25,500			
Authorized Not Yet Issued & Short Term Costs				\$45,000	\$52,225	\$38,360	\$29,500	\$28,000	\$26,500
Proposed						\$86,140	\$146,940	\$229,020	\$206,500
Total RTS Debt Service				\$150,000	\$150,000	\$150,000	\$176,440	\$257,020	\$233,000

Table IV
Sewer Fund Capital Projects
Proposed Funding by Debt
FY2017

Project	Amount	Years	Bond Rate	Budget	Estimated Debt Service Schedule				
				2016	2017	2018	2019	2020	2021
Sewer Enterprise									
No New Authorizations Proposed for FY2017									
Sewer Pump Station Improvements (2018)	\$590,000	5	6.00%				\$155,400	\$148,200	\$141,000
Sewer Pump Station Improvements (2020)	\$630,000	5	6.25%						\$169,375
Projected New Sewer Debt Service	\$1,220,000						\$155,400	\$148,200	\$310,375
Sewer Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$1,083,252	\$1,082,931	\$1,025,700	\$953,472	\$549,917	\$505,256
Authorized Not Yet Issued & Short Term Costs Proposed				\$416,748			\$155,400	\$148,200	\$310,375
Total Sewer Debt Service				\$1,500,000	\$1,082,931	\$1,025,700	\$1,108,872	\$698,117	\$815,631

Table V
Water Fund Capital Projects
Proposed Funding by Debt
FY2017

Project	Amount	Years	Bond Rate	Budget	Estimated Debt Service Schedule					
				2016	2017	2018	2019	2020	2021	
Water Enterprise										
No New Authorizations Proposed for FY2017										
Water Main Replacement (2020)	\$4,000,000	20	7.00%							\$480,000
Projected New Water Debt Service	\$4,000,000									\$480,000
Water Enterprise Fund Debt										
Authorized & Issued (refer to schedule)				\$1,128,551	\$1,101,933	\$1,081,034	\$1,072,150	\$526,531	\$533,994	
Authorized Not Yet Issued & Short Term Costs Proposed				\$421,449	\$448,067	\$247,310	\$236,120	\$224,930	\$198,740	\$480,000
Total Water Debt Service				\$1,550,000	\$1,550,000	\$1,328,344	\$1,308,270	\$751,461	\$1,212,734	

Table VI
Capital Projects
Proposed Funding by Debt Exclusion
FY2017

Project	Amount	Years	Bond Rate	Budget	Estimated Debt Service Schedule					
				2016	2017	2018	2019	2020	2021	
General Fund Debt Excluded										
Hillside School (Actual Amount Not Yet Determined)										
Projected New General Fund Debt Service Excluded										
General Fund Debt Excluded										
Authorized & Issued (refer to schedule)				\$6,869,980	\$6,645,455	\$6,445,636	\$6,232,639	\$5,992,028	\$4,921,360	
Authorized Not Yet Issued & Short Term Costs										
Proposed										
Total General Fund Excluded Debt Service				\$6,869,980	\$6,645,455	\$6,445,636	\$6,232,639	\$5,992,028	\$4,921,360	
Projected SBA Payments/Other Adjustments				\$794,698	\$788,593	\$695,148	\$695,148	\$695,148	\$695,148	
Net General Fund Excluded Debt Service *				\$6,075,282	\$5,856,862	\$5,750,488	\$5,537,491	\$5,296,880	\$4,226,212	

* Before other offsets and credits

**Previously Approved Debt Funded Capital
 Open Authorizations
 Balances Not Yet Issued**

Approved	Project	Authorized	Balance
2009	Water Main Improvements	\$1,900,000	\$74,869
2010	Sewer Pump Station Reservoir B Design	\$577,500	\$5,197
2010	Stormwater Master Plan Drainage Improvements	\$200,000	\$42,000
2012	Senior Center Construction	\$8,051,808	\$33,808
2012	Sewer Pump Station Reservoir B	\$6,300,000	\$187,219
2013	Soil Remediation at RTS	\$400,000	\$158,000
2014	DPW Complex - Garage Bays	\$1,100,000	\$10,000
2014	St Mary's Pumping Station	\$5,565,100	\$965,100
2015	Central Avenue/Elliot Street Bridge	\$900,000	\$650,000
2015	Public Works Infrastructure Program	\$800,000	\$220,000
2016	Central Avenue/Elliot Street Bridge	\$2,000,000	\$2,000,000
2016	High School Cafeteria Construction	\$2,100,000	\$2,100,000
2016	Owens Farm Land Purchase	\$7,000,000	\$7,000,000
2016	Public Works Infrastructure Program	\$1,000,000	\$1,000,000
2016	Water System Rehabilitation Program	\$635,000	\$635,000

**Open Authorizations
Balances Not Yet Issued**

Approved	Project	Authorized	Balance
Total		\$38,529,408	\$15,081,193

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

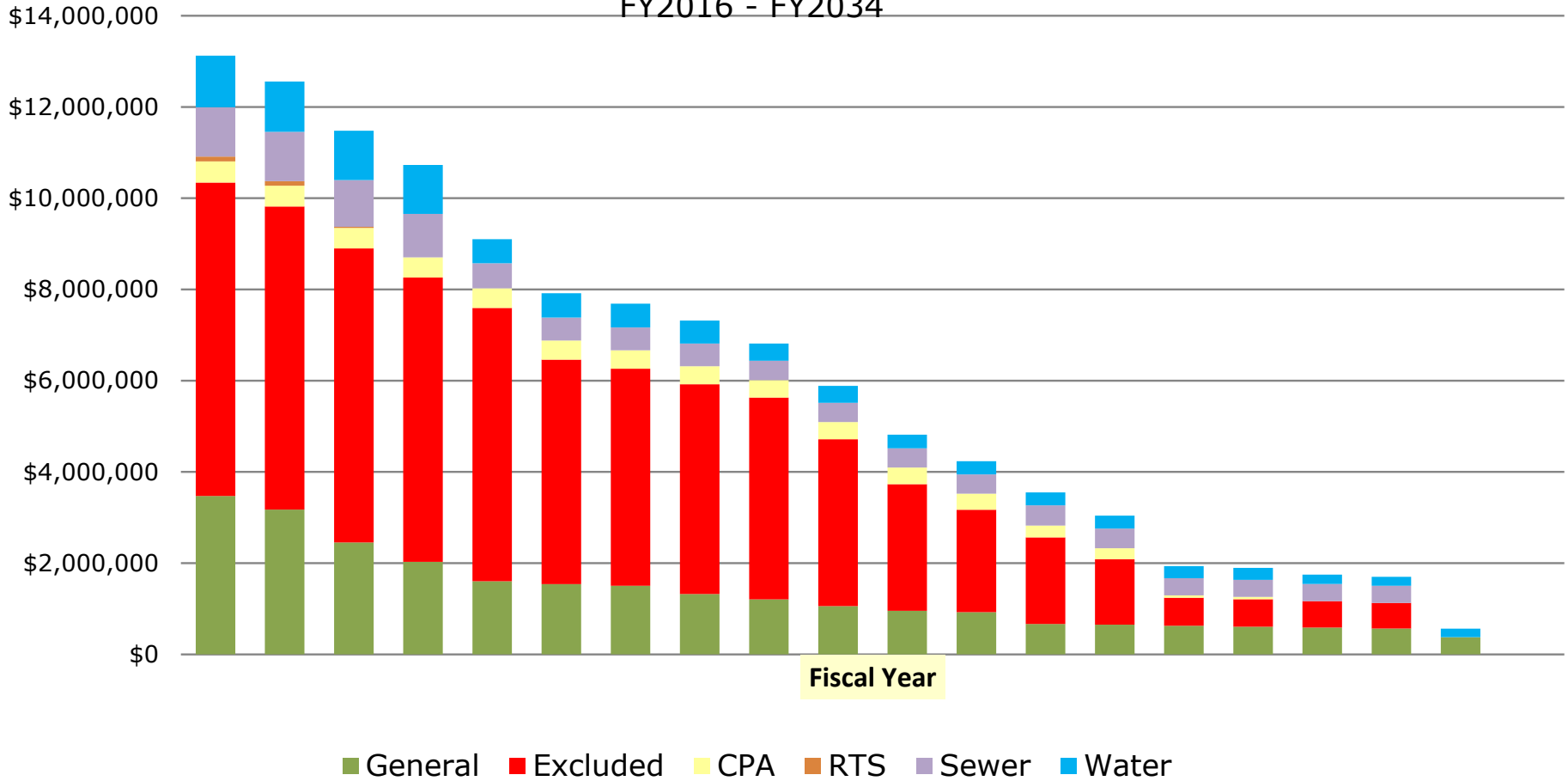
**Town of Needham
 Current Long Term Debt Service Obligations
 Inclusive of the April 2015 Bond Issue**

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2016	\$3,473,133.75	\$6,869,980.00	\$464,437.50	\$105,000.00	\$1,083,252.25	\$1,128,551.30	\$13,124,354.80
2017	\$3,173,327.31	\$6,645,455.00	\$456,312.50	\$97,775.00	\$1,082,930.90	\$1,101,933.11	\$12,557,733.82
2018	\$2,452,781.92	\$6,445,636.25	\$449,162.50	\$25,500.00	\$1,025,700.33	\$1,081,034.09	\$11,479,815.09
2019	\$2,028,886.17	\$6,232,638.75	\$441,493.75		\$953,472.34	\$1,072,149.64	\$10,728,640.65
2020	\$1,602,968.22	\$5,992,027.50	\$430,525.00		\$549,916.96	\$526,531.18	\$9,101,968.86
2021	\$1,541,377.52	\$4,921,360.00	\$416,675.00		\$505,256.32	\$533,993.60	\$7,918,662.44
2022	\$1,503,438.77	\$4,757,817.50	\$405,040.63		\$501,272.93	\$520,993.56	\$7,688,563.39
2023	\$1,323,593.77	\$4,598,137.50	\$395,256.26		\$497,240.95	\$503,022.42	\$7,317,250.90
2024	\$1,205,680.02	\$4,422,945.00	\$384,906.26		\$424,559.50	\$377,413.08	\$6,815,503.86
2025	\$1,058,977.52	\$3,659,085.00	\$374,762.51		\$423,230.66	\$368,595.41	\$5,884,651.10
2026	\$956,002.52	\$2,776,560.00	\$364,681.26		\$421,802.39	\$296,002.26	\$4,815,048.43
2027	\$924,584.39	\$2,245,600.00	\$354,306.26		\$420,276.63	\$289,632.26	\$4,234,399.54
2028	\$667,601.26	\$1,896,217.50	\$259,996.88		\$443,252.24	\$283,785.00	\$3,550,852.88
2029	\$649,915.64	\$1,434,918.75	\$241,637.50		\$430,929.00	\$283,288.06	\$3,040,688.95
2030	\$626,611.27	\$615,257.50	\$51,812.50		\$374,907.65	\$267,663.04	\$1,936,251.96

Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the April 2015 Bond Issue

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2031	\$607,438.76	\$600,698.75	\$50,625.00		\$374,987.84	\$261,387.51	\$1,895,137.86
2032	\$587,577.50	\$579,397.50			\$375,070.14	\$206,775.00	\$1,748,820.14
2033	\$567,080.00	\$561,845.00			\$375,154.05	\$195,650.00	\$1,699,729.05
2034	\$377,800.00					\$184,600.00	\$562,400.00
2035							

Current Total Annual Long Term Debt Service By Category FY2016 - FY2034



Town of Needham
Capital Improvement Plan
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Town of Needham Schedule of Issued Long Term Debt Service

Project	TM Vote	Amount Issued	Final Maturity	Average Rate	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service
					2016	2017	2018	2019	2020	2021	2022 - 2026	After 2026
Central Ave & Elliot Street Bridge Design	14-May-14	\$250,000	15-Nov-18	3.67%	\$70,677.08	\$68,437.50	\$66,250.00	\$63,750.00				
DPW Complex - Garage Bays	13-May-13	\$800,000	15-May-24	2.09%	\$94,800.00	\$93,200.00	\$91,600.00	\$90,000.00	\$88,400.00	\$86,800.00	\$250,800.00	
Fire Engine	11-May-11	\$400,000	15-Jul-16	2.72%	\$104,500.00	\$101,500.00						
Kendrick Street Bridge Repair	12-May-10	\$750,000	01-Aug-21	2.21%	\$85,687.50	\$84,187.50	\$82,687.50	\$81,187.50	\$79,593.75	\$77,812.50	\$75,937.50	
Parking Lot Improvement (Marked Lee)	05-May-08	\$100,000	01-Aug-16	2.00%	\$20,600.00	\$20,200.00						
Pollard School Boiler Replacement	13-May-13	\$95,000	15-May-18	2.00%	\$26,400.00	\$25,900.00	\$20,400.00					
Pollard School Boiler Replacement	13-May-13	\$565,000	15-Jul-21	3.22%	\$84,350.00	\$82,250.00	\$80,150.00	\$78,050.00	\$75,950.00	\$73,500.00	\$71,050.00	
Pollard School Roof Replacement	10-Nov-10	\$1,000,000	01-Oct-15	2.80%	\$203,000.00							
Pollard School Roof Replacement	10-Nov-10	\$725,000	15-Jul-22	3.67%	\$94,625.00	\$92,375.00	\$90,125.00	\$82,600.00	\$79,800.00	\$77,000.00	\$145,600.00	
Property Acquisition - 37-39 Lincoln Street	16-May-12	\$25,000	15-May-18	2.00%	\$5,300.00	\$5,200.00	\$5,100.00					
Property Acquisition - 37-39 Lincoln Street	16-May-12	\$605,000	01-Nov-32	3.39%	\$47,700.00	\$46,800.00	\$45,750.00	\$44,550.00	\$43,350.00	\$42,300.00	\$198,000.00	\$237,000.00
Property Acquisition - 51 Lincoln Street	13-Nov-12	\$150,000	15-May-18	2.00%	\$42,200.00	\$36,400.00	\$35,700.00					
Property Acquisition - 51 Lincoln Street	13-Nov-12	\$950,000	01-Nov-32	3.39%	\$77,825.00	\$76,325.00	\$74,575.00	\$72,575.00	\$70,575.00	\$68,825.00	\$307,300.00	\$355,500.02
Property Acquisition - 59 Lincoln Street & 89 School Street	14-May-12	\$117,500	15-May-18	2.00%	\$31,700.00	\$31,100.00	\$25,500.00					
Property Acquisition - 59 Lincoln Street & 89 School Street	14-May-12	\$1,005,000	01-Nov-32	3.39%	\$79,500.00	\$78,000.00	\$76,250.00	\$74,250.00	\$72,250.00	\$70,500.00	\$330,000.00	\$395,000.00
Property Acquisition - 66 - 70 Chestnut Street	04-Nov-13	\$1,330,000	15-Nov-33	3.35%	\$118,970.83	\$113,400.00	\$110,950.00	\$108,150.00	\$105,350.00	\$102,550.00	\$470,750.00	\$627,025.00
Property Acquisition 59 Lincoln Street & 89 School Street	14-May-12	\$52,500	15-Jul-32	2.93%	\$4,390.00	\$4,300.00	\$4,210.00	\$4,105.00	\$3,985.00	\$3,865.00	\$16,655.00	\$15,302.50
Public Services Administration Building	27-Oct-08	\$20,000	01-Nov-16	2.95%	\$5,225.00	\$5,075.00						
Public Services Administration Building	27-Oct-08	\$100,000	15-Jul-22	3.69%	\$12,750.00	\$12,450.00	\$12,150.00	\$11,800.00	\$11,400.00	\$11,000.00	\$20,800.00	

Town of Needham
Capital Improvement Plan
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Town of Needham Schedule of Issued Long Term Debt Service

Project	TM Vote	Amount Issued	Final Maturity	Average Rate	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service
					2016	2017	2018	2019	2020	2021	2022 - 2026	After 2026
Public Services Administration Building	27-Oct-08	\$4,000,000	01-Aug-26	3.16%	\$325,125.00	\$319,125.00	\$312,525.00	\$306,225.00	\$299,325.00	\$292,125.00	\$1,293,637.50	\$214,200.00
Public Services Administration Building	27-Oct-08	\$1,000,000	01-Dec-24	3.07%	\$85,606.25	\$84,062.50	\$82,356.25	\$80,487.50	\$78,537.50	\$86,437.50	\$320,906.25	
Public Works Infrastructure Program	07-May-12	\$210,000	15-May-18	2.00%	\$58,100.00	\$52,000.00	\$51,000.00					
Public Works Infrastructure Program	13-May-13	\$100,000	15-May-18	2.00%	\$26,500.00	\$26,000.00	\$25,500.00					
Public Works Infrastructure Program	07-May-12	\$190,000	15-Nov-18	3.67%	\$53,714.58	\$52,012.50	\$50,350.00	\$48,450.00				
Public Works Infrastructure Program	13-May-13	\$500,000	15-Nov-18	3.60%	\$141,354.17	\$136,875.00	\$132,500.00	\$127,500.00				
Public Works Infrastructure Program	12-May-14	\$580,000	15-Nov-18	3.67%	\$163,970.83	\$158,775.00	\$153,700.00	\$147,900.00				
Road, Bridges, Sidewalks and Intersection Improvement Program	03-May-10	\$120,000	15-Jul-16	3.13%	\$41,800.00	\$40,600.00						
Road, Bridges, Sidewalks and Intersection Improvement Program	02-May-11	\$350,000	15-Jul-16	3.13%	\$120,175.00	\$116,725.00						
Road, Bridges, Sidewalks and Intersection Improvement Program	03-May-10	\$306,500	15-Jul-17	2.72%	\$73,450.00	\$71,350.00	\$10,150.00					
Road, Bridges, Sidewalks and Intersection Improvement Program	02-May-11	\$600,000	15-Jul-17	2.82%	\$129,000.00	\$125,400.00	\$121,800.00					
Road, Bridges, Sidewalks and Intersection Improvement Program	03-May-10	\$129,000	15-May-18	2.00%	\$31,800.00	\$31,200.00	\$30,600.00					
Road, Bridges, Sidewalks and Intersection Improvement Program	02-May-11	\$150,000	15-May-18	2.00%	\$42,200.00	\$36,400.00	\$35,700.00					
Senior Center (Series I)	07-Nov-11	\$1,000,000	01-Nov-32	3.38%	\$83,831.26	\$77,256.26	\$75,506.26	\$73,506.26	\$71,506.26	\$69,756.26	\$326,281.30	\$371,240.67
Senior Center (Series II)	07-Nov-11	\$5,050,000	15-Jul-33	3.54%	\$413,875.00	\$406,225.00	\$398,575.00	\$390,925.00	\$383,275.00	\$374,350.00	\$1,734,550.00	\$2,307,500.00
Senior Center (Series III)	07-Nov-11	\$1,050,500	15-May-34	2.83%	\$80,400.00	\$79,300.00	\$78,200.00	\$77,100.00	\$76,000.00	\$74,900.00	\$347,300.00	\$460,450.00
Stormwater - MW PAT 98-92	06-May-98	\$364,979	01-Aug-19 (see note)		\$34,152.24	\$32,701.87	\$31,149.37	\$29,874.01	\$28,566.79			
Street & Traffic Light Improvements	19-May-08	\$25,000	01-Nov-17	3.34%	\$5,425.00	\$5,275.00	\$5,100.00					
Title V Loans	01-May-97	\$85,894	01-Aug-19 (see note)		\$5,922.75	\$5,662.92	\$5,391.28	\$5,119.64	\$4,853.91			

Town of Needham
Capital Improvement Plan
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Town of Needham Schedule of Issued Long Term Debt Service					Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2016	2017	2018	2019	2020	2021	2022 - 2026	After 2026	
Town Hall Project (Series I)	18-May-09	\$2,500,000	01-Apr-17	2.24%	\$314,250.00	\$307,500.00							
Town Hall (Series III)	18-May-09	\$385,000	01-Aug-26	2.63%	\$32,281.26	\$31,781.26	\$31,281.26	\$30,781.26	\$30,250.01	\$29,656.26	\$138,125.05	\$25,390.63	
Total General Fund Debt Service Within the Levy Limit					\$3,473,133.75	\$3,173,327.31	\$2,452,781.92	\$2,028,886.17	\$1,602,968.22	\$1,541,377.52	\$6,047,692.60	\$5,008,608.82	
Town Hall (Series II)	18-May-09	\$3,500,000	01-Oct-28	3.36%	\$280,887.50	\$276,012.50	\$272,112.50	\$267,968.75	\$260,900.00	\$251,150.00	\$1,160,321.92	\$607,515.64	
Town Hall (Series III)	18-May-09	\$1,225,000	01-Aug-26	2.63%	\$103,300.00	\$101,700.00	\$100,100.00	\$98,500.00	\$96,800.00	\$94,900.00	\$442,000.00	\$81,250.00	
Town Hall (Series IV)	18-May-09	\$970,000	15-Jul-30	2.80%	\$80,250.00	\$78,600.00	\$76,950.00	\$75,025.00	\$72,825.00	\$70,625.00	\$322,325.00	\$269,612.50	
Total Community Preservation Act Debt Service					\$464,437.50	\$456,312.50	\$449,162.50	\$441,493.75	\$430,525.00	\$416,675.00	\$1,924,646.92	\$958,378.14	
Soil Remediation	13-Nov-12	\$140,000	01-Nov-17	3.31%	\$32,200.00	\$26,375.00	\$25,500.00						
Construction Equipment	06-May-13	\$210,000	15-May-17	2.00%	\$72,800.00	\$71,400.00							
Total RTS Enterprise Debt Service					\$105,000.00	\$97,775.00	\$25,500.00						
MWPAT 97-13	28-Oct-96	\$67,700	01-Aug-18	(see note)	\$6,451.53	\$6,288.05	\$6,106.89	\$6,150.00					
MWPAT 97-33	28-Oct-96	\$180,300	01-Aug-18	(see note)	\$17,019.98	\$16,720.92	\$16,208.29	\$16,195.00					
MWPAT 97-63	05-May-97	\$1,019,778	01-Aug-18	(see note)	\$96,382.43	\$94,916.69	\$91,683.46	\$91,840.00					
MWPAT 98-10	05-May-97	\$130,200	01-Aug-18	(see note)	\$12,320.71	\$12,114.16	\$11,683.18	\$11,685.00					
West Street Force Main	01-May-98	\$568,400	01-May-19	3.98%	\$70,032.50	\$67,632.50	\$70,232.50	\$67,600.00					
West Street Pumping Station	01-May-98	\$1,252,300	01-May-19	3.98%	\$146,669.00	\$151,669.00	\$149,269.00	\$147,680.00					
Sewer Pump Station Richardson Drive	13-Nov-02	\$200,000	01-Apr-16	2.00%	\$15,337.50								
Sewer Pump Station - GPA	11-May-05	\$500,000	01-Jun-19	3.17%	\$57,187.50	\$56,000.00	\$54,000.00	\$52,000.00					
Sewer Rehabilitation - Rte 128 Area	07-Nov-05	\$320,000	01-Aug-28	3.39%	\$22,312.50	\$21,937.50	\$21,525.00	\$21,131.25	\$20,700.00	\$20,250.00	\$93,825.00	\$63,800.00	

Town of Needham
Capital Improvement Plan
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Town of Needham Schedule of Issued Long Term Debt Service					Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2016	2017	2018	2019	2020	2021	2022 - 2026	After 2026	
Sewer Rehabilitation - Rte 128 Area	07-Nov-05	\$145,000	01-Dec-19	2.59%	\$16,706.25	\$16,350.00	\$15,956.25	\$15,525.00	\$10,150.00				
Sewer Rehabilitation - Rte 128 Area	07-Nov-05	\$500,000	15-Nov-22	4.00%	\$129,166.67	\$122,500.00	\$118,000.00	\$109,100.00	\$105,300.00	\$77,000.00	\$145,600.00		
Sewer System Rehabilitation I/I (MWRA)	16-May-07	\$57,613	15-Nov-15		\$11,522.50								
Sewer System Rehabilitation I/I (MWRA)	16-May-07	\$220,990	15-Feb-17		\$44,198.00	\$44,198.00							
Sewer Pump Station GPA	19-May-08	\$550,000	01-Aug-28	3.36%	\$42,800.00	\$42,050.00	\$41,225.00	\$40,437.50	\$39,575.00	\$33,750.00	\$156,375.00	\$106,400.00	
Sewer Pump Station Design (Reservoir B)	04-May-09	\$90,000	15-Jul-17	2.79%	\$21,200.00	\$15,675.00	\$15,225.00						
Sewer Pump Station Reservoir B - MWPAT	07-Nov-11	\$6,034,290	15-Jan-33	2.15%	\$373,945.18	\$374,005.59	\$374,065.92	\$374,128.59	\$374,191.96	\$374,256.32	\$1,872,306.43	\$2,624,377.55	
Sewer Pump Station Reservoir B - MWPAT	07-Nov-11	\$78,491	15-Jan-18	2.15%		\$40,873.49	\$40,519.84						
Total Sewer Enterprise Debt Service					\$1,083,252.25	\$1,082,930.90	\$1,025,700.33	\$953,472.34	\$549,916.96	\$505,256.32	\$2,268,106.43	\$2,794,577.55	
Water System Rehabilitation - Rte 128 Area	15-May-06	\$212,000	01-Jun-19	3.16%	\$22,875.00	\$22,400.00	\$21,600.00	\$20,800.00					
Water Storage Tank Rehabilitation	19-May-08	\$655,000	01-Jun-19	3.16%	\$74,343.76	\$72,800.00	\$70,200.00	\$67,600.00					
Water Service Connections	01-May-06	\$55,000	01-Aug-19	2.51%	\$5,612.50	\$5,487.50	\$5,350.00	\$5,218.75	\$5,075.00				
Water System Rehabilitation - Rte 128 Area	15-May-06	\$100,000	01-Aug-28	3.41%	\$7,437.50	\$7,312.50	\$7,175.00	\$7,043.75	\$6,900.00	\$6,750.00	\$31,275.00	\$21,400.00	
Water Distribution System	18-May-09	\$400,000	01-Dec-24	3.02%	\$32,281.25	\$31,687.50	\$31,031.25	\$30,312.50	\$29,562.50	\$28,812.50	\$106,968.75		
MWPAT Water DWS-08-24	19-May-08	\$765,335	15-Jul-30	2.00%	\$49,405.29	\$49,347.11	\$49,289.34	\$49,229.64	\$49,168.68	\$49,106.10	\$244,557.98	\$242,805.87	
St Mary's Pump Station	13-May-13	\$1,995,000	15-May-34	2.85%	\$148,775.00	\$146,775.00	\$144,775.00	\$142,775.00	\$140,775.00	\$138,775.00	\$662,375.00	\$914,500.00	
Water Treatment Facility	20-May-96	\$1,710,000	01-May-19	3.98%	\$207,193.00	\$202,593.00	\$201,393.00	\$204,360.00					
Water Treatment Facility	17-Nov-97	\$1,994,300	01-May-19	3.98%	\$237,210.50	\$236,610.50	\$239,210.50	\$240,760.00					
Water Main Improvements	19-May-08	\$400,000	15-Nov-20	3.95%	\$55,633.33	\$53,400.00	\$52,000.00	\$50,400.00	\$48,800.00	\$47,200.00	\$172,800.00		

Town of Needham
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Town of Needham Schedule of Issued Long Term Debt Service					Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2016	2017	2018	2019	2020	2021	2022 - 2026	After 2026	
St Mary's Pump Station	13-May-13	\$1,700,000	15-Nov-33	3.36%	\$152,637.50	\$145,500.00	\$142,350.00	\$138,750.00	\$135,150.00	\$131,550.00	\$603,750.00	\$794,075.00	
Water System Rehabilitation - Rte 128 Area	15-May-06	\$638,000	15-Nov-22	4.00%	\$135,146.67	\$128,020.00	\$116,660.00	\$114,900.00	\$111,100.00	\$131,800.00	\$244,300.00		
Total Water Enterprise Debt Service					\$1,128,551.30	\$1,101,933.11	\$1,081,034.09	\$1,072,149.64	\$526,531.18	\$533,993.60	\$2,066,026.73	\$1,972,780.87	
High Rock School - Designs	01-Nov-06	\$480,000	01-Dec-26	3.91%	\$36,531.25	\$35,562.50	\$34,562.50	\$33,531.25	\$32,468.75	\$31,500.00	\$142,500.00	\$25,500.00	
High Rock & Pollard School Projects	16-May-07	\$1,120,000	01-Dec-26	3.91%	\$86,875.00	\$84,550.00	\$82,150.00	\$79,675.00	\$77,125.00	\$74,800.00	\$323,900.00	\$56,100.00	
High School (Series IIA)	12-May-03	\$9,000,000	01-Dec-24	3.89%	\$731,662.50	\$711,125.00	\$689,925.00	\$668,062.50	\$645,537.50	\$625,000.00	\$2,278,400.00		
High School (Series IIB)	07-Feb-05	\$2,000,000	01-Dec-26	3.91%	\$153,431.25	\$149,362.50	\$145,162.50	\$140,831.25	\$136,368.75	\$132,300.00	\$598,500.00	\$107,100.00	
High Rock & Pollard School Projects (Series III)	16-May-07	\$5,000,000	01-Aug-27	4.69%	\$420,262.50	\$409,662.50	\$398,731.25	\$387,137.50	\$375,212.50	\$362,625.00	\$1,592,500.00	\$546,000.00	
High School (Series III)	07-Feb-05	\$3,850,000	01-Jun-28	3.42%	\$288,200.00	\$283,450.00	\$275,450.00	\$267,450.00	\$259,450.00	\$253,450.00	\$1,167,500.00	\$321,150.00	
High Rock & Pollard School Projects (Series IV)	16-May-07	\$10,500,000	01-Aug-28	3.35%	\$801,737.50	\$787,862.50	\$772,600.00	\$758,031.25	\$742,075.00	\$720,500.00	\$3,330,250.00	\$1,749,000.00	
Newman School Extraordinary Repairs (Series I)	02-Nov-09	\$1,000,000	01-Dec-19	2.62%	\$112,375.00	\$110,000.00	\$107,375.00	\$104,500.00	\$101,500.00				
Newman School Extraordinary Repairs (Series III)	02-Nov-09	\$5,000,000	01-Oct-28	3.35%	\$402,300.00	\$395,300.00	\$389,700.00	\$383,750.00	\$373,600.00	\$359,600.00	\$1,660,975.00	\$844,125.00	
Broadmeadow School (Refunding Bond)	01-May-00	\$8,400,000	01-Nov-23	3.00%	\$886,300.00	\$857,150.00	\$828,300.00	\$801,325.00	\$771,225.00	\$741,425.00	\$2,029,300.00		
Library Project (Refunding Bond)	07-May-03	\$6,510,000	01-Dec-19	3.00%	\$933,750.00	\$902,000.00	\$870,550.00	\$830,475.00	\$796,775.00				
Newman School Extraordinary Repairs (Series IV)	02-Nov-09	\$9,000,000	15-Jul-32	2.82%	\$689,360.00	\$675,800.00	\$662,240.00	\$646,420.00	\$628,340.00	\$610,260.00	\$2,794,220.00	\$3,415,960.00	
Newman School Extraordinary Repairs (Series V)	02-Nov-09	\$2,200,000	01-Nov-32	3.39%	\$174,900.00	\$171,600.00	\$167,750.00	\$163,350.00	\$158,950.00	\$155,100.00	\$726,000.00	\$869,000.00	
Elliot School	01-May-00	\$2,562,000	15-Nov-24	3.94%	\$379,174.17	\$359,405.00	\$346,840.00	\$314,400.00	\$304,400.00	\$294,400.00	\$1,063,500.00		
High School	12-May-03	\$4,775,000	15-Nov-25	3.97%	\$773,120.83	\$712,625.00	\$674,300.00	\$653,700.00	\$589,000.00	\$560,400.00	\$2,507,000.00		
Total Excluded General Fund Debt Service					\$6,869,980.00	\$6,645,455.00	\$6,445,636.25	\$6,232,638.75	\$5,992,027.50	\$4,921,360.00	\$20,214,545.00	\$7,933,935.00	

Town of Needham
 Capital Improvement Plan
 January 2016

Town of Needham Schedule of Issued Long Term Debt Service					Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service	Debt Service
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2016	2017	2018	2019	2020	2021	2022 - 2026	After 2026
Total Long Term Debt Service					\$13,124,354.80	\$12,557,733.82	\$11,479,815.09	\$10,728,640.65	\$9,101,968.86	\$7,918,662.44	\$32,521,017.68	\$18,668,280.38

Equipment & Technology Submissions

Section 3

**Five Year Department Submissions
Section Index
FY2017 - FY2021**

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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**

<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?	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**

Project Budget Elements	Prior Request	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	\$0	\$1,100,000	\$1,100,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project 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: **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?	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**

Project Budget Elements	Prior Request	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	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project 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: **Network Hardware, Servers, Switches, Replacement/Upgrades** Fiscal Year: **2017**
 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?	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: **\$305,000**
 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**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
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		\$305,000	\$30,000	\$50,000	\$75,000	\$75,000	\$75,000
Other Expenses		\$0					
TOTAL	\$0	\$305,000	\$30,000	\$50,000	\$75,000	\$75,000	\$75,000

\$0

Capital Project Request

Project Title: **Network Hardware, Servers, Switches, Replacement/Upgrades**

Fiscal Year: **2017**

Project Description and Considerations

FY17 \$30,000.00 Network Switches, Servers, Hardware
FY18 \$50,000.00 Network Switches, Servers, Hardware
FY19 \$75,000.00 Network Switches, Servers, Hardware
FY20 \$75,000.00 Network Switches, Servers, Hardware
FY21 \$75,000.00 Network Switches, Servers, Hardware

The request is to replace older servers, both application and data, with newer, faster, and more energy efficient models including hardware to install virtualization software. This can also include the replacement of the spam filter, virus firewall, and internet filtering. The request would also be for replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches would be better able to take advantage of the Town fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment can have an effect on email, financial applications, internet access, data accessibility, and backups between the Town's datacenters.

The reason for the \$20,000 increase in FY2018 is that though the Information Technology Center has reduced the number of physical servers required for day to day operation the dollar value of the individual hardware required for virtualization has increased. The servers are more robust and the required attached storage, which uses internal logic or applications to move data between the primary and redundant data centers, help the Information Technology Center work more efficiently with backups, server maintenance, and server deployment. The Information Technology Center currently has a working virtual server farm of over 55 virtual servers maintained on the current hardware and that number is expected to increase. The \$25,000 increase in FY2020 is primarily due to applications coming online over the previous fiscal year and upcoming fiscal year that are requiring more storage of information. Applications such as Infinite Visions and the upcoming Public Safety Computer Aided Dispatch are storing more and more information to be readily available for consumption. Also driving the demand for more storage is continued growth in email users as well the use of the redundant data centers within the Town. ITC has continued to investigate the use of off site storage but the cost has proven to costly for the size and accessibility of data.

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:

<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?	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**

Project Budget Elements	Prior Request	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	\$0	\$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 EqualLogis 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 effecting 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**

<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?	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**

Project Budget Elements	Prior Request	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	\$0	\$90,000	\$30,000	\$0	\$60,000	\$0	\$0
\$0							

Capital Project Request

Project 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**

Project Budget Elements	Prior Request	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	\$0	\$70,000	\$35,000	\$35,000	\$0	\$0	\$0

\$0

Capital Project Request

Project 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 uncertainty 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: **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**

Project Budget Elements	Prior Request	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	\$0	\$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: **Town Side Multi-Function Printer Devices** Fiscal Year: **2021**
 Purpose: **Acquisition** Classification: **Technology** Status: **New Request**
 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?	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: **\$160,800**
 Useful Life: **Between eight (8) and twelve (12) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	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	\$0	\$142,400	\$35,600	\$35,600	\$35,600	\$35,600	\$0

\$18,400

Capital Project Request

Project 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: **Police Cruiser Radio Replacement** Fiscal Year: **2019**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Unfunded Request from 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?	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: **Industry References** Estimated Project Cost: **\$70,911**
 Useful Life: **Between eight (8) and twelve (12) years**
 Budget Impact: **The project should reduce the operating expenses**

Project Budget Elements	Prior Request	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	\$63,039	\$70,911	\$70,911				
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$63,039	\$70,911	\$70,911	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project 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 in the process of being discontinued by the manufacturer. While we currently have service agreements, replacement parts will be increasingly difficult to acquire in the future. With this in mind, the department is proposing to replace the eighteen 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 \$7,872 over FY16 is the result of a 4% inflation adjustment for FY 17,18 and 19.

Capital Project Request

Project Title: **Police Department Firearm Replacement** Fiscal Year: **2020**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Unfunded Request from 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?	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: **\$30,160**
 Useful Life: **Between eight (8) and twelve (12) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	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		\$30,160	\$30,160				
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$30,160	\$30,160	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project 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 June of 2009, replacing a weapon that was in service for eight years. The Department intends to purchase 52 weapons.

Capital Project Request

Project Title: **Police Use-Of-Force Training Simulator** Fiscal Year: **2021**
 Purpose: **Acquisition** Classification: **Technology** Status: **New Request**
 Department: **Police** 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?	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**

Project Budget Elements	Prior Request	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		\$45,000	\$45,000				
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Police Use-Of-Force Training 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: **NHS Athletic Locker Reconfiguration & Addition** Fiscal Year: **2017**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status:
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **None**

<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?	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: **Estimated Project Cost: \$41,000**

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

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

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$41,000		\$41,000			
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$41,000	\$0	\$41,000	\$0	\$0	\$0

Capital Project Request

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

Fiscal Year: **2017**

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's 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.

The overall schedule of this project would be timed with classroom expansion improvements at NHS.

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

	Feasibility	Construction*	A/E	5% Conting	Constr Mgnt	Total
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 @ 6%	-	35,390	-	1,770	-	37,160
5.00% FY17 Cost Multiplier @ 3.8%	-	37,160	-	1,858	-	39,018
5.00% FY18 Cost Multiplier @ 3.8%	-	39,018	-	1,951	-	40,969
<u>3 Years</u> TOTAL PROJECT COST	-	39,018	-	1,951	-	40,969
TOTAL COST (ROUNDED)	-	39,000	-	2,000	-	41,000

Capital Project Request

Project Title: **Production Center Postage Machine** Fiscal Year: **2017**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Unfunded Request from 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?	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: **\$16,770**
 Useful Life: **Between eight (8) and twelve (12) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment	\$16,770	\$16,770	\$16,770				
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$16,770	\$16,770	\$16,770	\$0	\$0	\$0	\$0

Capital Project Request

Project Title: **Production Center Postage Machine**

Fiscal Year: **2017**

Project Description and Considerations

This request is to purchase a replacement postage meter machine for the Needham Public Schools Production Center. The Pitney Bowest postage meter (purchased in 2007) will complete ten years of service in FY17, when it is scheduled for replacement. This postage machine is critical to the operation of the District Production Center/Mail Room.

Capital Project Request

Project Title: **School Document Management System** Fiscal Year: **2020**
 Purpose: **Acquisition** Classification: **Technology** Status: **New Request**
 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?	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: **Operational efficiency**
 How was the Estimated Project Cost Determined: **Hired Consultant** Estimated Project Cost: **\$0**
 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**

Project Budget Elements	Prior Request	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		\$36,100	\$36,100				
Other Expenses		\$142,700	\$70,300	\$72,400			
TOTAL	\$0	\$178,800	\$106,400	\$72,400	\$0	\$0	\$0

Capital Project Request

Project Title: **School Document Management System**

Fiscal Year: **2020**

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, 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 FY22, and is timed to precede the relocation of staff to swing space in FY22 during construction.

Capital Project Request

Project Title: **School Document Management System**

Fiscal Year: **2020**

Document Management Purchase & Document Conversion Expense

Emery Grover	# 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	
Other Files									
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 & Installation	Software Acquisition	Phased Conversion	Phased 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	Prior to EG Renovation

Capital Project Request

Project Title: **School Copiers** Fiscal Year: **2017**
 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**

<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?	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: **\$317,090**
 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**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment	\$282,250	\$317,090	\$39,330	\$75,460	\$60,510	\$52,780	\$89,010
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$282,250	\$317,090	\$39,330	\$75,460	\$60,510	\$52,780	\$89,010

Capital Project Request

Project Title: **School Copiers**

Fiscal Year: **2017**

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 FY17 -FY21 request replaces the following numbers of copy machines.

Fiscal Year	# of Copy Machines Replaced
FY16 (Estimated)	4
FY17 (Requested)	5
FY18 (Requested)	6
FY19 (Requested)	6
FY20 (Requested)	5
FY21 (Requested)	5

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.

A detailed replacement schedule appears below.

Town of Needham
Capital Improvement Plan
January 2016

Capital Project Request

Project Title: School Copiers

Fiscal Year: 2017

Supplemental Information

Location	Department	Make	Model	Purchase Year	Serial #	FY17 Pro	FY18 Pro	FY19 Pro	FY20 Pro	FY21 Pro	FY17 Pro	FY18 Pro	FY19 Pro	FY20 Pro	FY21 Pro
						Status Used Life Model	Status Used Life Model	Status Used Life Model	Status Used Life Model	Status Used Life Model					
Administration	SECOND FLOOR	XEROX	5755APT	12/11/12	XEH071610	94%	107%	119%	131%	45%					12,560
Administration	Production Center	Konica	KM1025	9/1/15		39%	52%	65%	78%	91%					
Administration	FIRST FLOOR	Konica	KM 754 e	2/26/14	A55V017000437	15%	18%	20%	23%	25%					
Administration	Production Center	XEROX	D125	12/11/12	BG0961761	118%	134%	56%	72%	87%	27,560				
Broadmeadow	Teacher Lounge	Konica	KM 654 E	2/26/14	ASYN017000666	70%	83%	95%	108%	121%					6,180
Broadmeadow	Teachers Room	Konica	KM 654 E	10/15/14	A5YN017002947	10%	13%	15%	18%	20%					
High School	Main Office	Konica	KM 364E	8/15/15		36%	48%	60%	72%	84%					
ED TECH Center/ Brm ETC	ETC	XEROX	3550	4/1/12	VMA551975	13%	15%	16%	18%	21%					
ED TECH Center/HS	Media	XEROX	3550	4/1/12	VMA551940	7%	7%	8%	9%	11%					
High School	Athletics	Ricoh	MP3350	7/2/09	M6395201183	79%	56%	59%	63%	66%	5,090				
HIGH SCHOOL	Grade Level 301	XEROX	5135PT	11/15/11	VXW024972	19%	21%	23%	24%	26%					
HIGH SCHOOL	Math/Sci Rm 205	XEROX	5775PT	11/15/11	XEL557067	135%	149%	65%	79%	93%	11,960				
High School	World Lang 704	Konica	KM 654 e	2/26/14	A55V017000859	47%	55%	64%	72%	81%					
HIGH SCHOOL	Health Office 607	XEROX	WC3550 X	12/11/12	VMA565441	5%	5%	6%	6%	7%					
HIGH SCHOOL	Main Office 502	XEROX	WC3550 X	12/11/12	VMA565442	35%	40%	45%	50%	15%				2,540	
HIGH SCHOOL	Music	Ricoh	MP6001	7/4/09	V6905400944	82%	38%	44%	50%	57%	5,090				
HIGH SCHOOL	PE	XEROX	WC3550 X	12/11/12	VMA565424	39%	44%	50%	55%	60%					
HIGH SCHOOL	College 503	Konica	KM 364 e	2/26/14	A61F011002480	15%	17%	20%	23%	25%					
HIGH SCHOOL	Wrtng Cntr	Konica	KM 454 e	2/26/14	A6IE011002384	45%	54%	62%	71%	79%					
HIGH SCHOOL	SPED Rm 801	XEROX	5740APT	12/11/12	XEH0714177	109%	123%	52%	66%	80%	5,340				
HIGH SCHOOL	SS/English 703	Konica	KM 754 e	2/25/14	A55V017000522	67%	79%	91%	103%	115%					16,050
High School - English	Eng/SS	Konica	KM 754 e	9/1/15		24%	32%	40%	48%	56%					
High School - World Language	WL/305	XEROX	VC5740APT	12/11/12	XEH0715011	36%	39%	42%	45%	48%					6,180
High School - Math/Science	Math/Sci	Konica	KM 754 e	9/1/15		25%	33%	42%	50%	58%					
Hillside	Main Office	XEROX	5755APT	12/11/12	SEH0714111	97%	110%	47%	59%	72%	11,390				
Hillside	Downstairs	XEROX	5765PT	11/15/11	XEL556756	60%	66%	72%	29%	35%			5,610		
Hillside	Main Office	Konica	KM 754E	2/25/14	A55V17000391	92%	110%	128%	146%	39%				12,560	
Mitchell (New - 8-2010)	Back Door	Ricoh	MP8001	2008	V7105500131	88%	93%	48%	53%	57%	13,870				
Mitchell	5th grade wing	XEROX	5765PT	11/15/11	XEL556717	53%	58%	63%	68%	28%				12,560	
Mitchell (Moved from front office -	Front Office	Konica	KM654E	10/15/14	A5YN017002903	34%	43%	52%	60%	69%					
Newman	Front Office	XEROX	5775PT	12/11/12	XEL567317	73%	82%	91%	35%	44%			14,560		
Newman	Hall Outside Office	XEROX	5765PT	11/15/11	XEL560585	116%	53%	65%	78%	91%	10,850				
Newman	Hallway near caf	XEROX	5765PT	11/15/11	XEL623990N	103%	115%	127%	43%	55%			14,560		
Newman	Down Stairs Hall	XEROX	5755APT	12/11/12	XEH071606	69%	77%	86%	94%	35%			12,560		
Science Center	Main Office	XEROX	3550X	12/11/12	VMA565420	10%	12%	13%	15%	16%					
Pollard Middle School	Teachers Lounge	Konica	KM 654 e	9/1/15		8%	10%	13%	15%	18%					
Pollard Middle School	7th Grade work an	XEROX	5765PT	11/15/11	XEL557058	40%	43%	46%	25%	28%			5,610		
Pollard Middle School	Main Office	Konica	KM 754E	2/25/14	A55V017000391	77%	90%	104%	35%	49%			14,560		
Pollard Middle School	Teacher's Lounge	Konica	KM654E	10/15/14	A5YN017002903	42%	53%	64%	74%	85%					
Pollard	Main Office	XEROX	VC5740APT	12/11/12	XEH0714447	151%	169%	77%	96%	114%	5,340				
ED TECH Center/POL	Media Coin -OP	XEROX	3550	4/1/12	VMA551371	8%	9%	11%	12%	14%					
High Rock - From PBCC	Room 207	Ricoh	MP8001	2009	V7195400317	77%	44%	49%	53%	58%	13,210				
High Rock - From PBCC	Main Office	Konica	KM 754E	10/15/14	A5YN017002903	33%	41%	49%	58%	66%					
Eliot Elementary	Main Office	Konica	KM754 E	2/25/14	A55V017000713	19%	22%	26%	30%	34%					
Eliot Elementary	Room 151	Xerox	5765PT	11/15/11	XEL557272	40%	44%	48%	53%	57%					13,190
Eliot Elementary	Room 210	Xerox	5135PT	11/15/11	VXW024527	127%	140%	153%	61%	74%			5,610		
Kase- Cong. Church	Main Office	Canon	IR2230	8/11/05	KJC06680	49%	30%	32%	34%	35%	5,090				
Administration	Color Copier Prox	Xerox	Color 560	2/25/14	XEL23552	54%	64%	73%	83%	92%					47,410
						39,330	75,460	60,510	52,780	89,010					

Capital Project Request

Project Title: **School Furniture** Fiscal Year: **2017**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Revised Request from the Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners:

<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?	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: **\$204,806**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment	\$205,211	\$204,806	\$45,000	\$45,000	\$44,806	\$25,000	\$45,000
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$205,211	\$204,806	\$45,000	\$45,000	\$44,806	\$25,000	\$45,000

\$0

Capital Project Request

Project Title: **School Furniture**

Fiscal Year: **2017**

Project Description and Considerations

This request continues the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use.

In FY05, Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor condition. By FY15, all furniture in 'poor' condition will have been replaced at these schools. The FY17-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.

The anticipated replacement schedule is depicted below:

FY17-FY21 Funding Plan

<u>Funding Plan</u>	<u>Request FY17</u>	<u>Request FY18</u>	<u>Request FY19</u>	<u>Request FY20</u>	<u>Request FY21</u>	<u>FY17-FY21 TOTAL</u>
Hillside	3,840	-	-			3,840
Mitchell	4,700	-	-			4,700
Newman	0	15,873	19,806	10,000	25,000	70,679
Pollard	26,460	19,127	10,000			55,587
New Classrooms	10,000	10,000	15,000	15,000	20,000	70,000
	45,000	45,000	44,806	25,000	45,000	204,806

Capital Project Request

Project Title: **School Department Technology Request** Fiscal Year: **2017**
 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?	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?	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: **Scheduled replacement**
 How was the Estimated Project Cost Determined: **Industry References** Estimated Project Cost: **\$3,238,225**
 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**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
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	\$2,178,200	\$3,238,225	\$648,450	\$645,375	\$645,200	\$649,700	\$649,500
Other Expenses		\$0					
TOTAL	\$2,178,200	\$3,238,225	\$648,450	\$645,375	\$645,200	\$649,700	\$649,500

Capital Project Request

Project Title: **School Department Technology Request**

Fiscal Year: **2017**

Project Description and Considerations

This request is for funding to purchase School Department technology, including computers, printers, and servers. Also included in the request are funds for infrastructure upgrades to the School Department data network.

A chart summarizing the five-year request is included on the next page. The FY17 request of \$648,450.00 represents a \$196,750 increase to the FY17 projection submitted previously in the FY16-20 CIP. The \$196,750 increase consists of \$159,750 in hardware replacement, \$31,000 in elementary network wiring and \$6000 in new Audio Visual equipment.

The FY17-21 CIP request includes several important changes from prior years.

One significant change is the reconfiguration of the K-5 technology model from a desktop computer-based model to a digital device model. The current model for technology is one teacher desktop computer and two to three student desktop computers per classroom, all of which are hard-wired to the network. In addition, classrooms in Grades 1-5 contain an interactive whiteboard (IWB). Most of the current student desktops are between five and ten years old and are not capable of running today's current web applications. The new elementary model classroom consists of a teacher laptop, three classroom Digital Learning Devices (DLDs) and an IWB. The DLDs would be either an iPad or ChromeOS device, and would be connected to a wireless network. In addition, the new model includes one or two shared carts of DLDs per school for class project and school-wide testing purposes. This change reflects the need to provide mobile, on-demand technology that uses web-based learning. The new model also moves away from the expensive and financially unsustainable replacement cycle for student desktop computers, to a less costly replacement cycle for DLDs. The FY17 CIP allocates \$178,000 to purchasing the DLD devices.

To support the new DLD technology model and keep pace with today's digital learning environment, the elementary classrooms need a robust wireless network. Prior CIP requests have partially addressed this issue. Hillside and Mitchell have been left out of the planning for wireless networking in the past due to the potential for funding through building project monies. Since the schedule for these building projects is beyond five years, we need to address the networking needs of these buildings. The FY17 CIP increase includes \$78,500 in funding for networking (\$31,000) and wireless hardware (\$47,500) for these two buildings.

Additionally, the FY17-21 CIP reflects a more realistic budget for replacing IWBs throughout the District. The industry recommended replacement cycle is 5 years. This projected plan includes funds to maintain a 6-year cycle, which requires the replacement of approximately 30 IWB/year on average. The average cost of replacing an IWB is \$5,000.

Additionally, the FY17-21 CIP includes funds to implement a 1 to 1 (BYOD) initiative at Needham High School. Over the last two years, the High School has been studying this change. The CIP request includes \$35,000 in FY17 to pilot 1 to 1 (BYOD) at the NHS and \$126,000 to phase the implementation over two years, FY18-FY19. This implementation assumes that the district would purchase 20% of the student devices for the 'borrow pool.' There is \$35,000 in the FY17 CIP request to purchase 100 DLDs to pilot 1 to 1 (BYOD) at the High School.

Finally, the District is proposing to change the replacement cycle for school technology, to remain consistent with the new DLD model. Currently, desktop devices are replaced on a 7-year (or more) cycle. The FY17-FY21 CIP request reflects a shorter, 3-year replacement cycle for DLDs (reflecting their shorter lifespan) and a four-year cycle for teacher laptops. It is important to note that the DLDs used in the District's 1 to 1 initiatives reduce the number of student desktop computers but have not reduced the overall CIP request. This is due to the cost of purchasing loaner BYOD DLDs for students on a three-year replacement cycle. As noted above, IWBs are replaced on a 6-year cycle.

The FY17-21 capital request continues to request replacement of the NHS Television Studio in FY18, at a cost of \$160,000, which represents an increase of \$40,000 from the previous estimate of \$120,000.

Capital Project Request

Project Title: **School Department Technology Request**

Fiscal Year: **2017**

Supplemental Information

FY17-21 School Technology Request Summary

Hardware	FY 17	FY 18	FY 19	FY 20	FY21	5-Yr Total
Broadmeadow	\$33,500	\$32,000	\$35,250	\$33,500	\$71,000	\$205,250
Eliot	\$32,000	\$14,000	\$35,250	\$51,500	\$53,000	\$185,750
Hillside	\$32,000	\$47,750	\$35,250	\$51,500	\$53,000	\$219,500
Mitchell	\$32,000	\$14,000	\$35,250	\$51,500	\$53,000	\$185,750
Newman	\$50,000	\$49,250	\$35,250	\$74,000	\$86,750	\$295,250
High Rock	\$105,250	\$4,500	\$4,500	\$29,000	\$31,500	\$174,750
Pollard	\$53,750	\$27,000	\$4,500	\$7,500	\$67,500	\$160,250
NHS	\$65,000	\$209,250	\$209,250	\$52,500	\$85,500	\$621,500
Emery Grover	\$12,200	\$7,200	\$34,200	\$17,200	\$7,200	\$78,000
Printers	\$34,250	\$8,425	\$16,500	\$16,500	\$18,050	\$93,725
IWB & Proj.	\$45,000	\$150,000	\$145,000	\$215,000	\$80,000	\$635,000
<u>Projection and Screens</u>	<u>\$6,000</u>	<u>\$31,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$37,000</u>
Subtotal Hardware	\$500,950	\$594,375	\$590,200	\$599,700	\$606,500	\$2,891,725
Infrastructure	FY 17	FY 18	FY 19	FY 20	FY21	5-Yr Total
Servers	\$15,000	\$21,000	\$30,000	\$25,000	\$18,000	\$109,000
Network Hardware	\$72,500	\$25,000	\$20,000	\$20,000	\$20,000	\$157,500
<u>Wireless Infra. Data Cabling</u>	<u>\$60,000</u>	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$80,000</u>
Subtotal Infrastructure	\$147,500	\$51,000	\$55,000	\$50,000	\$43,000	\$346,500
Grand Totals	\$648,450	\$645,375	\$645,200	\$649,700	\$649,500	\$3,238,225
<u>vs. FY16-20 Capital Technology Request</u>	<u>\$451,700</u>	<u>\$513,000</u>	<u>\$360,200</u>	<u>\$450,300</u>	<u>\$0</u>	<u>\$1,775,200</u>
Required Additional Funding	\$196,750	\$132,375	\$285,000	\$199,400	\$649,500	\$1,463,025
	43.56%	25.80%	79.12%	44.28%	100.00%	82.41%

Breakout of Requested Increases	FY 17	FY 18	FY 19	FY 20	FY21	5-Yr Total
Projection and Screens	\$6,000	\$31,000	\$0	\$0		\$37,000
Servers	\$0	\$0	\$0	\$0		\$0
Network Hardware	\$47,500	\$0	\$5,000	\$5,000		\$57,500
Wireless Infrastructure	\$31,000	\$5,000	\$5,000	\$5,000		\$46,000
IWB & Proj.	-\$25,000	\$90,000	\$85,000	\$155,000		\$305,000
Replace NHS Television Studio	\$0	\$40,000	\$0	\$0		\$40,000
Printers	\$22,250	-\$1,575	\$8,500	\$8,500		\$37,675
NHS 1:1	\$35,000	\$63,000	\$63,000	\$0		\$161,000
<u>Replacement Technology</u>	<u>\$80,000</u>	<u>-\$95,050</u>	<u>\$118,500</u>	<u>\$25,900</u>		<u>\$129,350</u>
Subtotal Proposed Increases	\$196,750	\$132,375	\$285,000	\$199,400		\$813,525

Breakdown Total Request by Replacement Cycle	FY 17	FY 18	FY 19	FY 20	FY21	5-Yr Total
DLD & Laptop Technology (Replacement Cycle < 5 Years)	\$340,700	\$337,450	\$362,700	\$302,200	\$472,450	\$1,815,500
<u>Capital Technology (Replacement Cycle >= 5 Years)</u>	<u>\$307,750</u>	<u>\$307,925</u>	<u>\$282,500</u>	<u>\$347,500</u>	<u>\$177,050</u>	<u>\$1,422,725</u>
Grand Total	\$648,450	\$645,375	\$645,200	\$649,700	\$649,500	\$3,238,225

Capital Project Request

Project Title: **Bubbler Replacement Program** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Equipment/Furniture** Status: **New Request**
 Department: **Public Facilities** Funding Source: **General Fund**
 Partners: **Park & Recreation, Parks & Forestry, Water & Sewer**

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)? | 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: **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**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$50,000	\$25,000	\$25,000			
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$50,000	\$25,000	\$25,000	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Bubbler Replacement Program**

Fiscal Year: **2017**

Project Description and Considerations

This request is for a bubbler replacement pilot program to be implemented over a two year period beginning in FY 2017. The proposal is to replace 4 to 6 bubblers per year at a cost of \$25,000.00. There are currently thirty-two bubblers at thirty locations throughout the Town; eleven bubblers are currently in need of replacement. Under the replacement program pilot, a group comprised of officials from various departments will identify which locations should be supported and determine the appropriate bubbler for each location.

- 4. Plumbing permits will be required.
- 16. Bubbler locations that will be supported, the new units will be permanently installed.
- 18. Park & Recreation, Parks & Forestry and Water & Sewer.

Capital Project Request

Project Title: **DPW Specialty Equipment** Fiscal Year: **2018**
 Purpose: **Acquisition** Classification: **Heavy Equipment** Status: **Unfunded Request from 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?	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: **\$382,500**
 Useful Life: **Between eight (8) and twelve (12) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	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	\$105,279	\$382,500	\$30,000	\$76,500	\$73,000	\$163,000	\$40,000
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$105,279	\$382,500	\$30,000	\$76,500	\$73,000	\$163,000	\$40,000
\$0							

Capital Project Request

Project Title: **DPW Specialty Equipment**

Fiscal Year: **2018**

Project Description and Considerations

Replacement for FY 18:

Unit #335 – Parks & Forestry – Field Renovator (\$30,000) - Renovates baseball diamonds

Replacement for FY 19:

Unit # 351 – Parks & Forestry - Tractor (\$76,500) - Multi-use utility equipment

Replacement for FY 20

Unit #344 - Parks & Forestry - Specialty Mower (\$73,000) - Performs 2nd cut on the marquees fields (mowing patterns) large machine

Replacement for FY 21

New - Loader mounted snow blower (\$163,000) - clearing gutterlines, parking lots, loading trucks

Replacement for FY 22

Unit #334 - Parks & Forestry - Specialty Mower (\$40,000) - Performs 2nd cut on the marquees fields (mowing patterns) small machine

Capital Project Request

Project Title: **Permanent Message Boards** Fiscal Year: **2017**
 Purpose: **Acquisition** Classification: **Technology** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** 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?	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: **Industry References** Estimated Project Cost: **\$186,000**
 Useful Life: **Between eight (8) and twelve (12) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment	\$160,000	\$186,000	\$72,000	\$75,000	\$39,000		
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$160,000	\$186,000	\$72,000	\$75,000	\$39,000	\$0	\$0
\$0							

Capital Project Request

Project Title: **Permanent Message Boards**

Fiscal Year: **2017**

Project Description and Considerations

In support of the Board of Selectman’s goals this request is for up to seven permanently installed message boards to be used 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 a pilot for this program at the RTS.

- FY17 - Two Message Board
- FY18 - Two Message Board
- FY19 - One Message Board

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: **Library RFID Conversion Project** Fiscal Year: **2018**
 Purpose: **Long Range Plan/Study** Classification: **Technology** Status: **Revised Request from the Prior CIP**
 Department: **Library** Funding Source: **General Fund**
 Partners: **Technology**

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?	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: **In-House Estimate** Estimated Project Cost: **\$100,200**
 Useful Life: **Between eight (8) and twelve (12) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	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	\$100,200	\$100,200	\$41,525	\$58,675			
Other Expenses		\$0					
TOTAL	\$100,200	\$100,200	\$41,525	\$58,675	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Library RFID Conversion Project**

Fiscal Year: **2018**

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:

- Reduction in the time necessary to check in and check out library materials (In FY15 the library checked in and out more than 1,000,000 items--129,112 checkouts were done by customers on self-checkout)
- Information can be read faster from the RFID tags than from barcodes
- 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 in and out reduces repetitive action tasks, saving time and helping to avoid repetitive stress syndrome in employees
- Patron self-checkout is simplified--patrons do not have to carefully line up a barcode with a laser beam
- Opens possibility of electronic inventorying, item searching, and shelf order checking

Currently (Fall 2015) eight Minuteman libraries are using RFID; eight libraries are placing RFID tags in materials (the first step in migrating to RFID); and nine 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 RDIF libraries (they are the larger libraraies in the system), where items are found and requests filled faster than at the non-RFID libraries. In FY15 Needham requested 60,595 items from other libraries for the use of Needhdam residents. Needhdam sent 63,120 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.

Costs for Year 1:

3/4 of RFID tags:			
Books--16,875			
Media--13,650	Total:	30,525	
2 Conversion Stations @ 4,000 each:		8,000	
1 Reader for Circulation Desk:		1,500	
1 Portable Scanner		1,500	Total for Year 1: 41,525

Costs for Year 2:

1/4 of RFID tags:			
Books--5,625			
Media--4,550	Total:	10,175	
3 Readers for Circulation Desk @1,500 each		4,500	
2 Self-Check Stations @22,000 each		44,000	Total for Year 2: 58,675

Total Project Cost: 100,200

Capital Project Request

Project Title: **Public Playgrounds** Fiscal Year: **2020**
 Purpose: **Construction/Renovation** Classification: **Equipment/Furniture** Status: **Revised 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?	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?	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: **\$600,000**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility		\$0					
Design/Engineering		\$0					
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	\$0	\$600,000	\$600,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project 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. Both schools are under consideration for renovation/construction, and the playground projects will be included in those plans. The Rosemary Pool playground replacement will be included in the construction project. If DeFazio is chosen as the new site for the Hillside School, the current tot-lot will be removed for parking and a new playground area will be established.

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.

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.

Capital Project Request

Project Title: **Refurbish Unit #5 - Swaploader with Attachments** Fiscal Year: **2017**
 Purpose: **Acquisition** Classification: **Heavy Equipment** Status: **New Request**
 Department: **Public Works** 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?	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?	Yes
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: **New function or service**
 How was the Estimated Project Cost Determined: **Industry References** Estimated Project Cost: **\$120,000**
 Useful Life: **Between eight (8) and twelve (12) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
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		\$120,000	\$120,000				
TOTAL	\$0	\$120,000	\$120,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Refurbish Unit #5 - Swaploader with Attachments**

Fiscal Year: **2017**

Project Description and Considerations

There are presently two areas in which the Recycling and Transfer Station (RTS) is deficient operationally, and that require additional heavy equipment in order to rectify. The packer truck at the RTS is only 5 years old, which is at half of its estimated life, but requires numerous repairs due to the nature of the piece of equipment. The Town has had to rent a packer during down times, with delays in service in order to compensate. Additionally, there is a need for a more efficient watering system at the RTS to minimize the dust on site and aid in the composting process by keeping the compost wet in summer months so it can continue to process.

These two needs can be addressed with the conversion of the existing unit #5 (a 2011 Six Wheel Dump Truck) into a Swap Loader truck. Unit #5 will be converted and both a Packer body and water tank body will be purchased. This will increase the utilization of unit #5 and address these two issues without need to expand the RTS' equipment inventory. The Swap Loader truck can be used with the proposed packer body while the existing Packer truck is being serviced or repaired, as well as provide additional collection capacity during busy times of the year and during special events where additional trash pick-ups are required. The proposed mobile water tank body will be utilized during those spring, summer and fall months when the compost area is dry and in need of dust control to prohibit dust from interfering with operations and creating an unhospitable environment for staff.

17. This will improve the utilization of an existing piece of equipment.

Capital Project Request

Project Title: **Specialty Equipment** Fiscal Year: **2018**
 Purpose: **Acquisition** Classification: **Heavy Equipment** Status: **New Request**
 Department: **Public Works** 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?	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: **\$111,000**
 Useful Life: **Between eight (8) and twelve (12) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	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		\$111,000	\$111,000				
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$111,000	\$111,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Specialty Equipment**

Fiscal Year: **2018**

Project Description and Considerations

Unit # 115 (2008)

The current excavator is used for the water/sewer/drains projects including responding to emergencies. It is presently 10 years old and does not meet the needs of the Water division. The replacement will be an upgraded version of the existing piece of equipment and will be able to lift heavy objects including steel plates and manholes. 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.

Capital Project Request

Project Title: **Fleet Replacement Program** Fiscal Year: **2017**
 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

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?	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: Scheduled replacement
 How was the Estimated Project Cost Determined: In-House Estimate Estimated Project Cost: \$8,106,774
 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

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment	\$7,456,003	\$8,106,774	\$950,265	\$1,438,690	\$2,320,201	\$1,788,946	\$1,608,671
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$7,456,003	\$8,106,774	\$950,265	\$1,438,690	\$2,320,201	\$1,788,946	\$1,608,671

\$0

Capital Project Request

Project Title: **Fleet Replacement Program**

Fiscal Year: **2017**

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 200 vehicles, trailers, and large specialized attachments. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (75). They comprise approximately 37 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 Request

Project Title: **Fleet Replacement Program**

Fiscal Year: **2017**

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 40 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 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 \$8,106,774. The CIP submission last year did not include the school vehicles. The estimated core fleet replacement cost over the five year period is \$1,671,837; specialized equipment is \$5,597,674; and snow and ice equipment is \$837,263.

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

	2017	2018	2019	2020	2021
RTS	\$263,414	\$0	\$282,176	\$ 247,365	\$0
Sewer	\$0	\$ 56,054	\$537,997	\$1,034,218	\$0
Water	\$ 43,679	\$126,810	\$305,341	\$ 45,469	\$35,063

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.

Fleet Replacement Schedule Target Years 2017 - 2022

Town of Needham
Capital Improvement Plan
January 2016

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
400	Building Inspector	2005	Ford Taurus	Sedan	4,684	G	Field Work	2022					
1	DPW Admin	2011	Ford Escape Hybrid	SUV	4,880	H	Supervisor vehicle; personnel transport	2018		31,625			
2	DPW Garage	2011	Ford F150 XL	Pick Up	6,700	G	Supervisor vehicle; personnel transport; equipment transport	2018		33,606			
3	DPW Garage	2012	Ford F450	Utility Truck	16,500	D	Vehicle field repairs; personnel transport; equipment transport	2018		64,097			
5	DPW RTS	2011	INTERNATIONAL 7400 Series	Dump Truck	40,000	D	Compost & misc. materials transport; primary in snow & ice program	2021					256,023
6	DPW Highway	2015	International 7300 Series	Dump Truck	40,000	D	Personnel transport; equipment transport including skidded sprayers, water tank, loam spreader, trailered heavy equipment; material transport including asphalt, loam, gravel, emulsion, etc.; primary in snow & ice program	2021					242,381
9	DPW Highway	2012	INTERNATIONAL 7400 Series	Dump Truck	40,000	D	Construction Work	2022					
10	DPW Highway	2010	INTERNATIONAL 7400 Series	Dump Truck	40,000	D	Personnel transport; equipment transport including skidded sprayers, water tank, loam spreader, trailered heavy equipment; material transport including asphalt, loam, gravel, emulsion, etc.; primary in snow & ice program	2020				247,365	
11	DPW Sewer	2013	FORD EXPLORER	SUV	6,160	G	Personnel transport; water, sewer, & drain pipe inspections; supervisor in snow & ice program	2019			38,385		
12	DPW Parks	2009	Ford Escape Hybrid	SUV	4,880	H	Supervisor vehicle used to travel between job sites; personnel transport; field safety inspections; transport hand tools used to take soil tests	2021					35,063
14	DPW Water	2009	INTERNATIONAL 7400 Series	Dump Truck	64,000	D	Personnel, equipment, & supply transport for the water distribution maintenance program, including hauling dirt, stone, gravel, asphalt, pipes & drain components; primary in snow & ice program	2019			239,000		
15	DPW Admin	2008	Ford Taurus	Sedan	5,160	G	Personnel transport; supervisory in snow & ice program	2021					35,063
16	DPW Sewer	2014	FREIGHTLINER Box Truck	Box Truck	19,500	G	Subterranean pipe inspection; carries a substantial amount video inspection equipment necessary to view installed pipe condition	2020				235,244	

Fleet Replacement Schedule Target Years 2017 - 2022

Town of Needham
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Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
17	DPW Sewer	2012	Ford F550	Dump Truck	18,000	D	Personnel, equipment, & supply transport for the sewer and drain maintenance program, including hauling dirt, stone, gravel, asphalt, pipes & drain components; primary in snow & ice program	2019			73,233		
19	DPW Sewer	2010	INTERNATIONAL 7400 Series	Dump Truck	40,000	D	Personnel, equipment, & supply transport for the sewer and drain maintenance program, including hauling dirt, stone, gravel, asphalt, pipes & drain components; primary in snow & ice program	2020				247,365	
20	DPW Water	2009	Ford Escape Hybrid	SUV	4,880	H	Supervisor vehicle used to travel between job sites; personnel transport; inspections; transport hand tools	2021					35,063
23	DPW Sewer	2011	Ford F350	Utility Truck	13,300	G	Supervisor vehicle; personnel, equipment, & supply transport for the sewer pump station operations; equipped with crane to lift and transport pumps and fittings. primary in snow & ice program	2018		56,054			
25	DPW Water	2012	Ford F450	Utility Truck	16,500	D	Emergency response vehicle equipped with tools necessary for rapid response repairs work. supervisor vehicle; personnel, equipment, & supply transport for the water distribution maintenance program hauling pumps, gate wrenches, bars, and tow cement mixer, light tower, generator, compressor, etc.; primary in snow & ice program	2019			66,341		
26	DPW Water	2011	Ford F150	Pick Up	7,050	G	Personnel, equipment, & supply transport for the water distribution system; transport gate wrenches, hoses, hose monsters, cones, barrels, hand tools, and other items as needed; primary in the Snow & Ice	2017	43,679				
27	DPW Water	2011	Ford F150	Pick Up	7,050	G	Equipment Transport; Supplies Transport;	2022					
28	DPW Sewer	2001	Ford F350	Utility Truck	11,200	G	sewer drain maintenance program vehicle equipped with specialized rodder used to clear sewer and drains	2020				60,046	

Fleet Replacement Schedule Target Years 2017 - 2022

Town of Needham
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Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
29	DPW Sewer	2008	INTERNATIONAL 7400 Series	Jet Vac	44,000	D	sewer drain maintenance program vehicle equipped with specialized jet used to clear sewer and drains	2020				247,365	
30	DPW Water	2012	Ford F550	Dump Truck	18,000	D	personnel, equipment, & supply transport for the water distribution maintenance program, including hauling dirt, stone, gravel, asphalt, pipes & drain components; primary in snow & ice program;	2018		70,756			
31	DPW Water	2011	Ford F150	Pick Up	7,200	G	Equipment Transport; Supplies Transport; Supervisor in Snow & Ice Program	2022					
32	DPW Highway	2012	Ford F350	Pick Up	Not Available	D	Supervisor vehicle, Personnel, equipment, & supply transport including specialty electronic tools and message boards; contractor inspections; snow & ice program	2019			46,790		
37	DPW Sewer	2010	INTERNATIONAL 7500 Series	Vactor	66,000	D	Clean catch basins & utility pipes	2019			426,379		
38	DPW Parks	2007	INTERNATIONAL IH 4300 Series	Truck	35,000	D	Utility tree work; netting, gutter, light pole, & flag work; tows wood chipper	2021					220,998
39	DPW Highway	2012	Ford F550	Dump Truck	18,000	D	Personnel, equipment, & supply transport for the street and sidewalk maintenance program including transporting bobcats, sidewalk paver, berm machine, grinder, compactor, compressor, and hand tools, transports materials including asphalt, gravel, loam, etc.; emergency response vehicle; Primary in snow & ice program	2018		70,756			
40	DPW Water	2012	Ford F350	Pick Up	13,300	G	Emergency response vehicle equipped with tools necessary for rapid response repair work; supervisor vehicle; personnel, equipment, & supply transport for the water distribution maintenance program hauling pumps, gate wrenches, bars, and tow cement mixer, light tower, generator, compressor, etc.; primary in snow & ice program	2018		56,054			

Fleet Replacement Schedule Target Years 2017 - 2022

Town of Needham
Capital Improvement Plan
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Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
41	DPW Parks	2009	Ford F350	Pick Up	10,600	D	Supervisor vehicle; personnel, equipment, & material transport for the maintenance of public shade trees; tows trailers and sprayer, transports saws, ladders, and other tools used to prune and inspect trees; supervisor in snow & ice program	2021					50,123
43	DPW Highway	2012	Ford F350	Pick Up	10,800	D	Supervisor vehicle; Personnel, equipment, & supply transport including specialty electronic tools and message boards; contractor inspections; snow & ice program	2019			46,790		
44	DPW Engineering	2011	Ford Escape Hybrid	SUV	4,720	H	Personnel transport; inspections	2018		31,625			
45	DPW Engineering	2012	FORD E150 VAN	Passenger Van	8,520	G	Personnel transport; surveying & inspections	2018		30,464			
46	DPW Engineering	2011	Ford Escape Hybrid	SUV	4,720	H	Personnel transport; surveying & inspections	2018		31,625			
47	DPW Highway	2007	INTERNATIONAL 7400 Series	Dump Truck	64,000	D	Personnel transport; equipment transport including skidded sprayers, water tank, loam spreader, trailered heavy equipment; material transport including asphalt, loam, gravel, emulsion, etc.; primary in snow & ice program	2017	223,109				
48	DPW Highway	2008	Ford F450	Utility Truck	16,000	G	Traffic control vehicle; Personnel transport; equipment transport including street signs, traffic signals, posts, parking meters, markings, barrel & barricades; emergency response vehicle; primary in snow & ice program	2021					71,066
50	DPW Parks	2008	Ford F150	Pick Up	6,800	G	Supervisor vehicle; personnel, equipment, & material transport for the maintenance of public shade trees; tows trailers and sprayer, transports saws, ladders, and other tools used to prune and inspect trees; supervisor in snow & ice program	2021					37,260
52	DPW Highway	2009	Ford Escape Hybrid	SUV	4,880	H	Supervisor vehicle used to travel between job sites; personnel transport; field safety inspections; pavement inspections; construction inspections	2021					35,063

Fleet Replacement Schedule Target Years 2017 - 2022

Town of Needham
Capital Improvement Plan
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Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
55	DPW Highway	2011	Ford F550	Dump Truck	18,000	D	Personnel, equipment, & supply transport for the street and sidewalk maintenance program including transporting bobcats, sidewalk paver, berm machine, grinder, compactor, compressor, and hand tools, transports materials including asphalt, gravel, loam, etc.; emergency response vehicle; primary in snow & ice	2018		70,756			
56	DPW RTS	2010	Ford F150	Pick Up	6,700	G	Supervisor vehicle; personnel transport	2022					
57	DPW Highway	2012	Ford F350	Pick Up	10,800	D	Supervisor vehicle, Personnel, equipment, & supply transport including specialty electronic tools and message boards; contractor inspections; snow & ice program	2018		45,208			
65	DPW Parks	2015	Ford F350	Pick Up	10,800		Equipment Transport; Supervisor in Snow & Ice Program	2022					
66	DPW Highway	2015	Ford F550	Dump Truck	19,500			2022					
67	DPW RTS	2004	VERMEER GRINDER	Yellow Iron	38,500	D	Chipping & grinding brush; material processing	2022					
70	DPW Parks	2009	FORD F550 DRWSUP	Dump Truck	17,950	D	Personnel, equipment, & material transport for the maintenance of town parks fields, and tree work; hauls sand fertilizer, soil grass clippings, wood chips, brush, wood, and trash; tows trailers for mowing equipment, ball diamond work, leaf collectors & chippers; primary in snow & ice program	2017	68,363				
71	DPW Parks	2009	FORD F550 DRWSUP	Dump Truck	17,950	D	Personnel, equipment, & material transport for the maintenance of town parks fields, and tree work; hauls sand fertilizer, soil grass clippings, wood chips, brush, wood, and trash; tows trailers for mowing equipment, ball diamond work, leaf collectors & chippers; primary in snow & ice program	2017	68,363				
72	DPW Parks	2015	Ford F550	Dump Truck	18,000			2022					
76	DPW Highway	2007	BOBCAT A300 SKID STEER	Equipment	8,673	D	construction work; Primary in Snow & Ice Program	2021					96,724

Fleet Replacement Schedule Target Years 2017 - 2022

Town of Needham
Capital Improvement Plan
January 2016

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
80	DPW RTS	2010	INTERNATIONAL TRUCK	Truck	35,000	D	packer truck; removes msw & recycling from municipal buildings and properties	2020				247,365	
91	DPW RTS	2000	CONSTRUCTION SCALP TRUCK		23,000	G	Material Screening	2022					
92	DPW Engineering	2012	FORD EXPLORER	SUV	6,160	G	Personnel transport; inspections; supervisor in snow & ice program	2019			38,385		
94	DPW Sewer	2014	Ford F250	Pick Up	10,000	D	Emergency response vehicle equipped with tools necessary for rapid response repairs work. supervisor vehicle; personnel, equipment, & supply transport for the sewer & drain maintenance program hauling pumps, gate wrenches, bars, and tow cement mixer, light tower, generator, compressor, etc.; primary in snow & ice	2020				48,428	
101	DPW Sewer	2010	CASE LOADER	Yellow Iron	31,690	D	Construction of sewer and drain pipe and sewer & drain maintenance; load material, move manholes, move material and steel plates; primary in snow & ice program	2020				195,769	
102	DPW Highway	2008	JOHN DEERE LOADER 544J	Equipment	28,500	D	Loader; road & sidewalk construction; primary in snow & ice program	2018		175,344			
103	DPW Sewer	2012	JOHN DEERE BACKHOE	Yellow Iron	18,550	D	Construction Work	2022					
104	DPW RTS	2008	CASE LOADER 821E	Yellow Iron	29,322	D	MSW processing; compost processing; primary in snow & ice program	2017	263,414				
107	DPW Highway	2008	CAMOPLAST SW4S	Yellow Iron	6,790	D	Primary Vehicle in Snow & Ice Program	2022					
108	DPW Highway	2011	TRACKLESS TRACTOR	Equipment	6,200	D	Primary vehicle in snow & ice program; roadside mowing	2019			185,948		
111	DPW Highway	2013	TRACKLESS TRACTOR	Equipment	6,200		Snow and Ice Removal	2021					199,192
113	DPW Highway	2008	CAMOPLAST SW4S	Yellow Iron	6,790	D	Primary vehicle in snow & ice program	2018		180,056			
120	DPW Highway	2004	TRAIL UTILITY TRAILER	Trailer	1,400	E	Alerting public of projects & events	2017	23,031				
121	DPW Highway	2007	Vermac UTILITY TRAILER	Trailer	3,500	E	Alerting Public of Projects & Events	2022					
122	DPW Highway	2007	Vermac UTILITY TRAILER	Trailer	3,500	E	Alerting Public of Projects & Events	2022					
124	DPW Highway	2009	ADDCO MINI UTILITY TRAILER	Trailer	1,800		Alerting Public of Projects & Events	2022					
129	DPW Highway	2000	CUSTOM FLATBED TRAILER	Trailer	10,000		Trailer used to transport highway equipment and materials including bobcat, pavers, berm machines, etc. and large materials	2018		72,862			

Fleet Replacement Schedule Target Years 2017 - 2022

Town of Needham
Capital Improvement Plan
January 2016

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
134	DPW Highway	2006	Whacker Pavement Roller	Roller	Not Available	G	Asphalt Pavement Roller	2022					
143	DPW RTS	2010	CASE LOADER	Yellow Iron	29,800	D	Rubbish processing; compost processing; primary in Snow & Ice Program	2019			282,176		
164	DPW Water	2008	Trailer ATLAS Copco	Trailer MDT Generator	7,000	D	Providing portable power during power outages at pumping stations	2020				37,056	
168	DPW Parks	2010	GORMAN UTILITY TRAILER	Trailer	3,353	D	Pump used to empty Rosemary Pool and on fields during flood events	2020				36,431	
181	DPW Highway	2012	Elgin PELICAN Sweeper	Equipment	Not Available	D	Street Sweeping	2022					
182	DPW Highway	2010	FREIGHTLINER ELGIN CROSSWIND	Truck	33,000	D	Street Sweeping	2022					
183	DPW Parks	2007	GIANT UTILITY LEAF PICKER TRAILER	Trailer	12,000	G	Removes leaves from fields and parks	2019			29,327		
256	DPW Parks	2008	TRAILER UTILITY	Trailer	6,800	D	Chips tree debris	2020				45,545	
301	DPW Parks	2009	FORD E150 VAN	Passenger Van	8,520		Pool	2022					
328	DPW Parks	1998	Cross County Utility Trailer 16"	Trailer	Not Available		Hauls mowers, tractors, diamond renovators, sports goals, and other equipment, supplies, and materials as needed	2018		5,491			
336	DPW Parks	2011	TORO Lawnmower	Tractor	5,966		Mowing large fields	2022					
350	DPW Parks	2010	JOHN DEERE TRACTOR LOADER 4720	Yellow Iron	Not Available	D	Loads loam, park soil, fertilizer, sod, and wood; attachments used for tilling, aeration, grooming, and fertilizing	2019			51,358		
700	Facilities	2012	Ford Econ Van E250	Van	8,600	G	Electrician Vehicle; Equipment, Tools and Materials	2021					40,247
706	Facilities	2006	Ford Econ Van E250	Van	8,600	G	Glazer Vehicle; Glass Transport and Repair	2017	35,073				
707	Facilities	2008	Ford Econ Van E250	Van	8,600	G	HVAC Equipment, Tools, and Parts	2018		36,301			
712	Facilities	2011	Ford Econ Van E250	Van	8,600	G	Plumber Vehicle	2021					51,310
713	Facilities	2012	Ford F450	Dump Truck	16,500	G	Grounds Work	2022					
756	Facilities	2010	Ford F150	Pick Up	6,900	G	Field Work	2020				36,000	
452	Finance Assessing	2005	Ford Taurus	Sedan	4,684	G	Field Work	2018		35,758			
C-01	Fire	2013	FORD EXPLORER	SUV	Not Available	G	Command	2021					62,580
C-02	Fire	2010	FORD EXPEDITION	SUV	8,000	G	Emergency Response	2017	56,635				
C-03	Fire	2008	FORD EXPLORER	SUV	6,270	G	Emergency Response	2017	46,119				
C-06	Fire	2015	Ford F350	Pick Up	14,000	D	Emergency Response	2021					59,393
C-42	Fire	2011	Ford Sedan	Sedan	5,460	G	Command	2020				42,504	

Fleet Replacement Schedule Target Years 2017 - 2022

Town of Needham
Capital Improvement Plan
January 2016

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
C-43	Fire	2013	Ford Explorer	Sedan	Not Available	G	Field Work and Incident Response	2017	35,123				
E-02	Fire	1999	E-ONE CYCLONE II FIRE TRUCK	Fire Truck	42,500	D	Emergency Response	2019			689,661		
HAZ	Fire	1996	HAZMAT TRAILER	Trailer	Not Available		Emergency Response	2022					
R-01	Fire	2008	FORD E450 AMBULANCE	Ambulance	14,500	D	Emergency Response	2018		206,360			
RB	Fire	1967	GATOR RESCUE BOAT TRAILER	Trailer	Not Available		Equipment Transport & Emergency Response	2018		24,142			
402	Human Services COA	2004	Ford E350 VAN	Passenger Van (8	9,400	G	Passenger Transport	2017	87,354				
404	Human Services COA	2012	Ford E350 VAN	Passenger Van (14	12,500		Passenger Transport	2022					
Bus 2	School	2011	BLUE BIRD 303 SCHOOL BUS	School Bus	29,000			2018					
Van 10	School	2014	TOYOTA SIENNA	Van	5,995			2021					40,561
Van 2	School	2011	FORD E150 VAN	Passenger Van	8,520			2018		36,583			
Van 4	School	2011	FORD E150 VAN	Passenger Van	8,520			2018		36,583			
Van 5	School	2011	FORD E150 VAN	Passenger Van	8,520			2018		36,583			
Van 7	School	2012	FORD E250 VAN	Passenger Van	8,900			2019			52,220		
Van 8	School	2013	FORD E250 VAN	Passenger Van	8,900			2020				54,048	
Van 9	School	2014	TOYOTA SIENNA	Van	5,995			2021					40,561

Building & Facility Submissions

Section 4

**Five Year Department Submissions
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FY2017 - FY2021**

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Capital Project Request

Project Title: **Police and Fire Department Expansion/ New Building Feasibility Study** Fiscal Year: **2017**
 Purpose: **Design/Engineering** Classification: **Building** Status: **Unfunded Request from Prior CIP**
 Department: **Police** Funding Source: **General Fund**
 Partners: **Public Facilities Department, Building Department**

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? | 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? | Yes |

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

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

Estimated Project Cost: **\$90,000**

Useful Life: **Less than five (5) years**

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

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility	\$90,000	\$90,000	\$90,000				
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	\$90,000	\$90,000	\$90,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Police and Fire Department Expansion/ New Building Feasibility Study**

Fiscal Year: **2017**

Project Description and Considerations

Police & Fire headquarters, 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 department has not sufficiently provided for changes in operations, personnel ,technology and security. Among the major concerns that exist at this time are:

Police

1. Female locker space is not adequate to meet existing and future needs.
2. Evidence and property storage space is not sufficient.
3. Interview space and interview recording requirements must be expanded and improved.
4. Limited public meeting space
5. Separate police and fire dispatch areas (should be combined into one public safety dispatch center to improve efficiency)
6. Holding cells do not meet standards

Fire

1. Apparatus bays are too small for modern fire trucks
2. Rear maintenance garage too small to perform maintenance work.
3. Dispatch center is not accessible to the public
4. Existing office space is not sufficient for the needs of the administrative staff
5. Storage space is not sufficient. Files, plans and permits are split between two small unsecured basement spaces.
6. Hose tower is no longer necessary due to modern day equipment

Further discussion of these issues has taken place to evaluate the needs of both departments. Senior members of both agencies have met with Town personnel to obtain an estimate on the cost of a feasibility study. The scope of the study should include a review of the operational needs of both departments, a facility assessment, assessment of spatial needs within existing/ expanded facility, an alternative study for demolition and rebuilding of a new facility, considerations for phasing/swing space, and a cost comparison of addition, renovation or rebuilding.

At this time, the project is scheduled for a feasibility study in FY2017. It is estimated that the feasibility assessment would cost \$90,000

Capital Project Request

Project Title: **Police/Fire Site Option 3- Stand Alone** Fiscal Year: **2020**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **New Request**
 Department: **Police** Funding Source:
 Partners: **Public Facilities, Building Department, Fire/Police, IT,**

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?	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?	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: **\$39,228,453**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$39,228,453	\$39,228,453				
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$39,228,453	\$39,228,453	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Police/Fire Site Option 3- Stand Alone**

Fiscal Year: **2020**

Project Description and Considerations

The Police and Fire Department Headquarters Building, at the intersection of Chestnut and School Streets, was originally built in 1930 with additions in 1989 to accommodate expanded operations for both departments. This very restricted site was significantly improved in 2014 following acquisition of contiguous property to accommodate parking for department owned and personnel vehicles. The building organization does not reflect current police and fire operational needs, and is undersized for vehicles, equipment, personnel and vital records storage.

The design and funding cycle for a new Police and Fire Headquarters will begin in 2017. Various options were considered with the preferred option, a stand-alone facility located in approximately the same location as the existing structure, being selected. This option provides for phased construction of the fire apparatus bays so that the apparatus equipment remains in a location that best serves the emergency response times for the portion of the Town. The new facility will ultimately include appropriately sized rooms to accommodate modern equipment, prisoner processing that protects officers and detainees, evidence storage, shared meeting and training rooms, storage for records and files, emergency operations center, administrative and support spaces for staff and a shared dispatch center for both departments.

Capital Project Request

Project Title: **Hillside School Option J3: New Elementary School at Central Avenue Site** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **New Request**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **MSBA**

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? | 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: **\$69,047,000**

Useful Life:

Budget Impact:

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$8,856,749	\$8,856,749				
Land/ROW Acquisition		\$7,000,000	\$7,000,000				
Site Preparation		\$0					
Construction		\$47,604,877	\$47,604,877				
Construction Management		\$2,214,187	\$2,214,187				
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$1,032,000	\$1,032,000				
Technology Hardware/Software		\$0					
Other Expenses		\$2,339,187	\$2,339,187				
TOTAL	\$0	\$69,047,000	\$69,047,000	\$0	\$0	\$0	\$0

Capital Project Request

Project Title: **Hillside School Option J3: New Elementary School at Central Avenue Site**

Fiscal Year: **2017**

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. The Town of Needham received an invitation to partner with the Massachusetts School Building Authority on a feasibility study in July 2014.

This is a project to construct a new, 96,025 s.f., three-story K-5 elementary school on the Central Avenue site to accommodate a 430-student population. This project option fully achieves the educational program, but does not fully achieve the site and facility goals. Although separation of buses and parent vehicles is achieved, only the minimum number of parking spaces (90) are achieved, while the zoning target number of spaces (118) are not. Site restrictions limit opportunities for competition-sized play fields, although there are opportunities for green play areas, hardscaped play areas and a play structure near the Cafeteria. In addition, the existing wetlands could be a valuable instructional resource, pending permission for use from the neighboring Town of Wellesley, which owns the parcel.

This project would be conducted in conjunction with the MSBA, and would require the acquisition of the Central Avenue site at Special Town Meeting in November, 2015, the total cost of which is not included here. The project costs and schedule were developed by Dore & Whittier, July 2015.

Preliminary Project Schedule:

Feasibility Study: 4/15-12/15

Schematic Design: 1/16-6/16 (or 7/16 NPS)

Preparation for Ballot Question: 8/16-10/16

Override Ballot Question: 11/16

Special Town Meeting to Approve Funding for Detailed Design & Construction Funding: 11/16

Project Funding Agreement: 12/16-1/17

Bid Documents/ Procurement: 1/17-3/18

Construction: 4/18-6/20

New School Opens: 9/20 (FY21)

Project Budget:

The aforementioned project budget EXCLUDES \$650,000 approved at May 2014 Annual Town Meeting for feasibility design and \$45,000 in additional schematic design funds to be requested at November 2015 Special Town Meeting (STM). The budget INCLUDES the cost of acquiring the Central Avenue site, which is estimated at \$7,000,000. Finally, the budget EXCLUDES the cost of modernizing the old Hillside School to maintain the site as swing space for future projects. (This project is presented separately in the CIP.)

The "Other Expenses" budget category represents owner's contingency (\$2,214,187), plus \$125,000 in moving expense, to relocate school property and furnishings to the new site.

All costs include 4 years of escalation to the mid-point of construction. Construction cost/SF = \$468/SF. Total costs/SF = \$654/SF, excluding moving expense.

The preliminary MSBA reimbursement rate for this project is 32.47%.

Capital Project Request

Project Title: **NHS Classroom Expansion Alternatives Feasibility Study** Fiscal Year: **2017**
 Purpose: **Design/Engineering** Classification: **Building** Status: **New Request**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners:

<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?	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)?	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: **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**

<u>Project Budget Elements</u>	<u>Prior Request</u>	<u>Project Budget</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Planning/Feasibility		\$50,000	\$50,000				
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0		TBD			
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0

Capital Project Request

Project Title: **NHS Classroom Expansion Alternatives Feasibility Study**

Fiscal Year: **2017**

Project Description and Considerations

This project requests funding to study classroom expansion alternatives at Needham High School (NHS.)

There is a need 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 design 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 addition, Drummey Rosane Anderson Architects (2013) has studied options to provide additional classroom space at NHS. Several possible construction options were studied, with a preferred option (Option G) adding 6 modular-type classrooms near the epicenter of the school and in close proximity to the academic core. The overall cost of this project (in 2016 \$) is approximately \$5.2 million.

In response to concerns about the overall cost and affordability of the proposed project, the School Department requests \$50,000 to study possible alternatives involving the creation of administrative and storage space to enable further conversion of space within the academic areas to classroom use and/or the construction of classroom space in other areas of the building. If successful, a funding request for construction funds would be made in FY18.

Preliminary Project Schedule:

Feasibility/Design: FY17

Project Funding Year (Including Schematic Design): FY18

New Spaces Open: 9/2018 (FY19)

Project Budget:

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

Parameters Addressed:

Omitted Costs: Construction Cost

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.

Improve Building: See Narrative.

Other Departmental Assistance: PPBC Project Management

Capital Project Request

Project Title: **Needham High School Classroom Expansion** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **New Request**
 Department: **Needham Public Schools** Funding Source: **General 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?	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?	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: **Hired Consultant** Estimated Project Cost: **\$5,546,200**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering		\$339,500	\$339,500				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$4,827,300	\$4,827,300				
Construction Management		\$96,500	\$96,500				
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$41,500	\$41,500				
Technology Hardware/Software		\$0					
Other Expenses		\$241,400	\$241,400				
TOTAL	\$0	\$5,546,200	\$5,546,200	\$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.

This request is to create six new classrooms to provide additional classroom space and to reclaim some of the repurposed spaces. Although several possible construction options were studied, the preferred option (Option G) would add classrooms near the epicenter of the school and in close proximity to the academic core. The classroom expansion would be constructed utilizing largely off-site modular construction to restrict the time schedule to the 10-week Summer 2017 vacation period and minimize disruption to the site. The permanent construction would consist of steel frame with steel deck and concrete slabs; interior finishes matching those in much of the existing spaces and an exterior wall of aluminum windows and a vented brick and metal clip system. Color and texture would match the predominant brick masonry. Design and construction of the prefabricated classrooms would begin in FY17, with a September 2017 project completion date.

Preliminary project costs were provided by Drummey Rosane Anderson Architects (2013) and updated by the Permanent Public Building Department (2015), and have been escalated according to the chart on the next page. The "Other Expenses" category represents owner's contingency costs.

Preliminary Project Schedule:

Schematic Design: FY15
Project Funding Year: FY18
New Spaces Open: 9/2018 (FY19)

Project Budget

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

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

Capital Project Request

Project Title: **Needham High School Classroom Expansion**

Fiscal Year: **2018**

Supplemental Information

**NHS Modular 6 Classroom Addition & Renovation
 DRA, 2015
 Scheduled opening: September 2017 (FY18)**

11,128 SF Building			Feasibility	Construction*	Other Construction	A/E	FF&E	Owner's Contingency	Construction Management	Total	Cost/SF
2016 Project Cost (DRA)			-	3,168,926	1,297,914	327,051	40,000	232,532	93,013	5,159,436	
TOTAL			-	3,168,926	1,297,914	327,051	40,000	232,532	93,013	5,159,436	\$464
			0%	61%	25%	6%	1%	5%	2%	100%	
5.80%	FY17	Cost Multiplier @ 5.8%	-	3,352,724	1,297,914	327,051	40,000	232,532	93,013	5,343,234	\$480
3.80%	FY18	Cost Multiplier @ 3.8%	-	3,480,127	1,347,235	339,479	41,520	241,368	96,547	5,546,277	\$498
1	Years	TOTAL PROJECT COST	-	3,480,127	1,347,235	339,479	41,520	241,368	96,547	5,546,277	\$498
		TOTAL COST (ROUNDED)	-	3,480,100	1,347,200	339,500	41,500	241,400	96,500	5,546,200	\$498

* Inflation adjustment of 5.8% applied to base construction cost only.

Capital Project Request

Project Title: **Purchase of Land Adjacent to Hillside School** Fiscal Year: **2021**
 Purpose: **Acquisition** Classification: **Land** Status: **Future Request Details Incomplete**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **None**

<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?	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?	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: **Operational efficiency**
 How was the Estimated Project Cost Determined: **No Estimate Has Been Determined** Estimated Project Cost:
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

<u>Project Budget Elements</u>	<u>Prior Request</u>	<u>Project Budget</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0	TBD				
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 Request

Project Title: **Purchase of Land Adjacent to Hillside School**

Fiscal Year: **2021**

Project Description and Considerations

This project is to purchase up to two properties adjacent to the Hillside School, for the purpose of facilitating a proposed Hillside addition/renovation project at the site (Hillside School Option B1), or to sustain Hillside School as swing space for future Town construction projects, including renovation of the Mitchell and Pollard schools. Both of these projects are separately identified within the CIP and both require an expansion to the Hillside site. The proposed project to sustain Hillside School as swing space for future construction projects requires the purchase of land, in order to accommodate the temporary classrooms that would be needed to house the Mitchell and Pollard populations.

The exact purchase price is not yet determined and would result from negotiation between the Town and selling property owners .

The proposed project year is 2017 to coincide with the Hillside School project schedule.

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 \$10 0,000/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: **2020**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Needham Public Schools** Funding Source: **Community Preservation Fund**
 Partners: **None**

<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?	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: **\$13,903,800**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **May increase annual operating expenses by more than \$100,000**

Project Budget Elements	Prior Request	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$30,000	\$0					
Design/Engineering	\$1,759,000	\$1,410,600	\$1,410,600				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$11,300,000	\$10,533,500		\$10,533,500			
Construction Management		\$104,900		\$104,900			
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$577,700		\$577,700			
Technology Hardware/Software		\$0					
Other Expenses		\$1,247,100		\$1,247,100			
TOTAL	\$13,089,000	\$13,873,800	\$1,410,600	\$12,463,200	\$0	\$0	\$0

Capital Project Request

Project 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 between 50-60% of construction and related soft costs, for a net cost of \$4.8 million. The budget includes funds to temporarily re-locate staff to swing space during construction.

Preliminary Project Schedule:

Feasibility Study: FY14

Schematic Design: FY20

Project Funding Year: FY21

Emery Grover Occupies Swing Space: FY21-FY22

Construction: FY21-FY22

New Building Opens: 9/2022 (FY23)

Project Budget:

The aforementioned project budget excludes \$30,000 approved at May 2013 Annual Town Meeting for feasibility design. The "Other Expenses" category includes \$1,196,900 to occupy leased swing space for one year, while the building is being renovated, including moving expense, plus \$50,200 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 3.8%/year thereafter. Total costs/SF = \$655/SF.

The prior CIP was based on similar costs, advanced at a rate of 7.5%/year in FY14, 6%/year in FY15 and FY16 and 3.8%/year thereafter through FY 19.

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: **2020**

Supplemental Information

Emery Grover Renovation Cost Estimated, Based on 2013 DesignLab Study

21,235 SF Building		Feasibility	Construction	A/E	Constr Mgnt	Temporary	FF&E	Other	Total	Cost/SF	Less CPA	Net Cost
FY13 Project Cost (DesignLab)		<u>30,000</u>	<u>7,339,550</u>	<u>982,906</u>	<u>73,120</u>	<u>834,000</u>	<u>402,500</u>	<u>35,000</u>	<u>9,697,076</u>		<u>4,941,346</u>	<u>4,755,730</u>
TOTAL		30,000	7,339,550	982,906	73,120	834,000	402,500	35,000	9,697,076	\$457	4,941,346	4,755,730
		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	5,237,827	5,039,274
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	5,552,096	5,339,830
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	5,885,222	5,658,420
3.80%	FY17 Cost Multiplier @ 3.8%	30,000	9,073,699	1,215,142	90,396	1,031,053	497,601	43,270	11,981,161	\$564	6,108,861	5,872,300
3.80%	FY18 Cost Multiplier @ 3.8%	30,000	9,418,500	1,261,317	93,831	1,070,233	516,509	44,914	12,435,305	\$586	6,340,997	6,094,307
3.80%	FY19 Cost Multiplier @ 3.8%	30,000	9,776,403	1,309,247	97,397	1,110,902	536,137	46,621	12,906,706	\$608	6,581,955	6,324,751
3.80%	FY20 Cost Multiplier @ 3.8%	30,000	10,147,906	1,358,999	101,098	1,153,116	556,510	48,392	13,396,021	\$631	6,832,069	6,563,952
3.80%	FY21 Cost Multiplier @ 3.8%	30,000	10,533,527	1,410,641	104,940	1,196,935	577,657	50,231	13,903,930	\$655	7,091,688	6,812,242
3.80%	FY22 Cost Multiplier @ 3.8%	30,000	10,933,801	1,464,245	108,928	1,242,418	599,608	52,140	14,431,139	\$680	7,361,172	7,069,967
3.80%	FY23 Cost Multiplier @ 3.8%	30,000	11,349,285	1,519,886	113,067	1,289,630	622,393	54,121	14,978,383	\$705	7,640,897	7,337,486
3.80%	FY24 Cost Multiplier @ 3.8%	30,000	11,780,558	1,577,642	117,363	1,338,636	646,044	56,178	15,546,421	\$732	7,931,251	7,615,170
3.80%	FY25 Cost Multiplier @ 3.8%	<u>30,000</u>	<u>12,228,219</u>	<u>1,637,592</u>	<u>121,823</u>	<u>1,389,504</u>	<u>670,594</u>	<u>58,313</u>	<u>16,136,045</u>	<u>\$760</u>	<u>8,232,638</u>	<u>7,903,407</u>
12	TOTAL PROJECT COST	30,000	12,228,219	1,637,592	121,823	1,389,504	670,594	58,313	16,136,045	\$760	8,232,638	7,903,407
	TOTAL COST (ROUNDED)	30,000	12,228,200	1,637,600	121,800	1,389,500	670,600	58,300	16,136,000	\$760	8,232,600	7,903,400

Capital Project Request

Project Title: **Relocate School Administration to Public Safety Administration Building (PSAB)** Fiscal Year: **2021**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Unfunded Request from Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **None**

<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?	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)?	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: **\$8,237,000**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2021	2022	2023	2024	2025
Planning/Feasibility		\$0					
Design/Engineering	\$869,400	\$1,118,200	\$1,118,200				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$5,399,000	\$6,150,200		\$6,150,200			
Construction Management		\$279,600		\$279,600			
Equipment		\$0					
Furniture, Fixtures, and Equipment	\$268,700	\$599,600		\$599,600			
Technology Hardware/Software		\$0					
Other Expenses		\$89,400		\$89,400			
TOTAL	\$6,537,100	\$8,237,000	\$1,118,200	\$7,118,800	\$0	\$0	\$0

Capital Project Request

Project Title: **Relocate School Administration to Public Safety Administration Building (PSAB)**

Fiscal Year: **2021**

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.

The Townwide Master Planning Group has identified the relocation of the school administration to the current Public Safety Administration Building (PSAB) on Dedham Avenue as a possible alternative to renovating the existing school administration building. (A proposed project to renovate the existing Emery Grover School Administration Building is presented separately.) This project assumes that DPW operations are re-located elsewhere in the Town prior to FY22.

The relocation project would include light renovations to PSAB, refurbishment of the Pump Station as a meeting room with connector to the main building, demolition of the Department of Public Works (DPW) building and salt/sand building currently located on the site, and reconstruction of the DPW storage shed at a new location. Construction costs (including associated architectural/engineering expense, and construction management cost) are based on the 2014 HKT Master Plan estimate, advanced for 8 years through FY22 at a rate of 6% for FY15 and FY16, and at 3.8%/year, thereafter. In addition, \$60,000 in moving expense and \$402,500 in FF&E expense (2013\$) are added, based on the 2013 DesignLab estimate of renovating the Emery Grover Building at the Highland Avenue site. These costs also are escalated through FY22, at the aforementioned inflation rates.

Preliminary Project Schedule:

Schematic Design: FY21

Project Funding Year: FY21

Emery Grover Occupies Swing Space: FY22

Construction: FY22

New Building Opens: 9/2022 (FY23)

Project Budget:

The "Other Expenses" budget category represents the cost of relocating Emery Grover staff to the new location.

The prior CIP cost of renovating/replacing the Hillside School reflects the HKT construction estimate escalated to FY19, and excluded both moving and FF&E expense. The previous scheduled opening date was 9/19 (FY20.)

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.

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management

Capital Project Request

Project Title: **Relocate School Administration to Public Safety Administration Building (PSAB)**
Supplemental Information

Fiscal Year: **2021**

Emery Grover Renovation to PSAB, Based on 2013 DesignLab Study

25,277 SF Building		Construction (1)	A/E (1)	Constr Mgmt (1)	FF&E (2)	Moving (2)	Total	Cost/SF
FY14 Project Cost (HKT)		<u>4,376,185</u>	<u>795,670</u>	<u>198,918</u>	<u>402,500</u>	<u>60,000</u>	<u>5,833,273</u>	
TOTAL		4,376,185	795,670	198,918	402,500	60,000	5,833,273	\$231
		75%	14%	3%	7%	1%	100%	
6.00%	FY14 Cost Multiplier @ 6%	-	-	-	426,650	63,600	490,250	\$19
6.00%	FY15 Cost Multiplier @ 6%	4,638,756	843,410	210,853	452,249	67,416	6,212,684	\$246
6.00%	FY16 Cost Multiplier @ 6%	4,917,081	894,015	223,504	479,384	71,461	6,585,445	\$261
3.80%	FY17 Cost Multiplier @ 3.8%	5,103,931	927,987	231,997	497,601	74,176	6,835,692	\$270
3.80%	FY18 Cost Multiplier @ 3.8%	5,297,880	963,251	240,813	516,509	76,995	7,095,448	\$281
3.80%	FY19 Cost Multiplier @ 3.8%	5,499,199	999,854	249,964	536,137	79,921	7,365,075	\$291
3.80%	FY20 Cost Multiplier @ 3.8%	5,708,169	1,037,849	259,462	556,510	82,958	7,644,948	\$302
3.80%	FY21 Cost Multiplier @ 3.8%	5,925,079	1,077,287	269,322	577,657	86,110	7,935,456	\$314
3.80%	FY22 Cost Multiplier @ 3.8%	<u>6,150,232</u>	<u>1,118,224</u>	<u>279,556</u>	<u>599,608</u>	<u>89,383</u>	<u>8,237,003</u>	<u>\$326</u>
9	TOTAL PROJECT COST	6,150,232	1,118,224	279,556	599,608	89,383	8,237,003	\$326
	TOTAL COST (ROUNDED)	6,150,200	1,118,200	279,600	599,600	89,400	8,237,000	\$326

(1) Based on HKT Master Plan Estimate, 2013, Total \$5,370,773. Includes Light Reno to PSAB, Convert Pump Stn to Meeting Room & Connector
 (2) Based on Design Lab Renovation of Emery Grover at Highland Avenue, 2013

Capital Project Request

Project Title: **Update Pollard Modulares for Full-Day Kindergarten** Fiscal Year: **2018**
 Purpose: **Design/Engineering** Classification: **Building** Status: **New Request**
 Department: **Needham Public Schools** Funding Source: **General 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?	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**

Project Budget Elements	Prior Request	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		\$20,000	\$20,000				
Technology Hardware/Software		\$0					
Other Expenses		\$30,000	\$30,000				
TOTAL	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Update Pollard Modulars for Full-Day Kindergarten**

Fiscal Year: **2018**

Project Description and Considerations

The School Committee has prioritized the implementation of Full-Day Kindergarten in Needham. Based on a recent study completed by the School Department, the implementation of Full-Day Kindergarten would require up to 7 additional classrooms over the next five years, beyond those provided by the Hillside Renovation Project, based on projected enrollment. It is possible that four of these classrooms could be provided at the Pollard School, using the modular classroom and bathroom spaces, which were retrofitted to accommodate Newman elementary students several years ago.

This is a project to perform a minor additional modifications to the Pollard modulars to accommodate the temporary use of those spaces for full-day Kindergarten. 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. All work would be performed in the Summer of 2017.

Parameters Addressed:

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

Other Departmental Assistance: Public Facilities Department

Capital Project Request

Project Title: **DPW Boiler Replacement – 470 Dedham Ave** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Revised Request from the Prior CIP**
 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?	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: **\$384,850**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$37,850	\$32,134	\$32,134				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$340,650	\$352,716	\$352,716				
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$378,500	\$384,850	\$384,850	\$0	\$0	\$0	\$0

\$0

Capital Project Request

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

Fiscal Year: **2017**

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 the 1961 and is past its useful life. This piece of equipment has required a number of repairs in order to maintain it in working order. 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 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.

Estimated 15-20% energy cost savings based on savings realized at Pollard & Newman school which underwent similar boiler upgrades.

4. Plumbing and electrical permits will be required.

8. Upgrading to an energy efficient boiler will reduce heating costs.

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: **Emery Grover Partial Window Replacement** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **New Request**
 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?	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: **\$249,350**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$249,350	\$249,350				
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$249,350	\$249,350	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Emery Grover Partial Window Replacement**

Fiscal Year: **2018**

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.

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: **Energy Efficiency Upgrades** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Public Facilities** Funding Source: **General Fund**
 Partners: **Police Department; Fire Department**

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?	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: **\$99,009**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$64,103	\$14,238	\$5,723	\$4,526	\$3,989		
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$320,516	\$84,771	\$32,431	\$29,737	\$22,604		
Construction Management		\$0					
Equipment	\$42,736	\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$427,355	\$99,009	\$38,154	\$34,263	\$26,593	\$0	\$0
\$0							

Capital Project Request

Project Title: **Energy Efficiency Upgrades**

Fiscal Year: **2017**

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.

In 2012 the department tackled some of the low cost items, most notably the installation of vendor misers on the vending machines throughout Town. This device powers down vending machines when no one is in the area, and then powers them back on when motion is detected.

In 2013 the department tackled additional low cost items as well as some more costly items at the Hillside and Mitchell. These items include upgrading the exterior lighting in both buildings to more energy efficient lighting and tightening up the building envelope in both buildings. Design issues have prevented the department from addressing the insulation in the Mitchell Attic, as the solution to those issues would be more costly than the payoff of those improvements. Additionally the Pollard exterior lighting was upgraded.

In 2014 the department tackled some of the more involved projects in the Eliot and Broadmeadow, which will upgrade the already modern buildings and improve their energy usage. Some of these items included retro commissioning the HVAC system in the Broadmeadow, installing motion sensors for the lighting in the Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings.

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

In 2017, 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 2018, the department intends to replace the existing air conditioners with efficient units at the Pollard School, re-commission the HVAC controls at Needham High School, and install bi-lighting systems in the hallways at the High Rock School.

In 2019, the department intends to install a tandem lighting system in the hallway at the Pollard School.

THIS PLAN ASSUMES THAT WORK WILL BE DONE ON FIRE STATION #2 AND THE PUBLIC SAFETY BUILDING IN THE NEXT FIVE YEARS.

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

8. Energy efficiency upgrades will reduce energy costs.

15. This request will modernize building components.

16. Building components will be permanently installed.

Capital Project Request

Project Title: **Facility Assessment on the Broadmeadow and Eliot** 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?	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**

Project Budget Elements	Prior Request	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	\$0	\$85,165	\$85,165	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Facility Assessment on the Broadmeadow and Eliot**

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.

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.

This was previously submitted.

Capital Project Request

Project Title: **NHS A Gym Upgrades** Fiscal Year: **2017**
 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? | 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: **\$406,557**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$45,729	\$27,300	\$27,300				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$335,280	\$379,257	\$103,257	\$182,000	\$64,000	\$30,000	
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$381,009	\$406,557	\$130,557	\$182,000	\$64,000	\$30,000	\$0

\$0

Capital Project Request

Project Title: **NHS A Gym Upgrades**

Fiscal Year: **2017**

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 will be replaced. The bleachers are beyond their useful life and are difficult to use. The proposed replacement modern bleachers will streamline opening and closing; bleacher design will accommodate the proposed FY 2019 floor replacement and re-alignment. The FY 2017 design cost are 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 and 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 and 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.

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: **Unfunded Request from 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?	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**

Project Budget Elements	Prior Request	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility		\$0					
Design/Engineering	\$100,800	\$100,800	\$100,800				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$739,200	\$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	\$840,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project 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 BMS 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. Based on experience at the Pollard & Newman, savings of 15-20% are expected.

4. Building & electrical permits will be required.

8. Energy efficiency upgrades will reduce energy costs.

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: **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?	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: **\$739,000**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering	\$95,700	\$52,800	\$52,800				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$701,800	\$686,200	\$387,200	\$269,000	\$30,000		
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$797,500	\$739,000	\$440,000	\$269,000	\$30,000	\$0	\$0
\$0							

Capital Project Request

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

In FY 2018 this project would replace the flooring only in the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both School and Community basketball groups because of its size. The rubber flooring would be replaced by a new type of rubber flooring that would have the same bounce as wood flooring for basketball use, but does not have the handicapped accessible issues that using wood flooring presents.

In FY 2019 work would be done to improve the functionality and safety of both gyms. In the Blue Gym, the siding would be removed and replaced and painting would be done 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.
- 8. Energy efficiency upgrades will reduce energy costs.
- 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 Locker Replacement** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **New Request**
 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?	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 infr: q	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: **Prior Projects** Estimated Project Cost: **\$41,157**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$41,157	\$41,157				
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$41,157	\$41,157	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Pollard Locker Replacement**

Fiscal Year: **2017**

Project Description and Considerations

This request is to replace the lockers at the Pollard Middle School.

The current lockers at the Pollard school are too small to accommodate the storage needs of the modern student. The width of the existing lockers is only 6"; the proposed replacement lockers are 12" wide.

In FY 2016, half of the lockers (600 units) were replaced at a cost of \$33,138, which included materials and labor. The price was the result of a competitive bidding process. The amount requested for FY 2017 is based on the FY 2016 cost, plus a 20% contingency, and inflated by 3.5%. Past work was done using the Public Facilities Maintenance Program.

4. Building permits will be required.

15. This request is necessary to modernize the building, thereby extending the life of the building.

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

Capital Project Request

Project Title: **Fuel Island Relocation and Upgrade** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Unfunded Request from 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?	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?	No

Primary Reason for the Request: **Obsolete/non-functioning**
 How was the Estimated Project Cost Determined: **In-House Estimate** Estimated Project Cost: **\$1,001,000**
 Useful Life: **Between twelve (12) and eighteen (18) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$126,500	\$131,000	\$131,000				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$839,500	\$870,000		\$870,000			
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$966,000	\$1,001,000	\$131,000	\$870,000	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Fuel Island 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. As of September 1, 2013, this is also the sole filling location for the Police Department. The Police Department consumes a large volume of gasoline, and their new reliance on this station represents a dramatic increase over past demand. This funding request reflects the anticipated costs of relocation and necessary upgrades to the system.

The reasons for relocation and replacement:

- General age, condition, and location of current station
 - Concerns about increased usage as Town-wide fuel depot
- Environmental concerns with current station
 - Proximity to wetlands
 - Proximity to groundwater table
 - Susceptibility to flooding
- Improved access and maneuverability of new station
- Improved capacity of new station
- Compatibility with potential expansion of the DPW Operations Building at 470 Dedham Ave

Year 1 - FY 17- Design the relocation and replacement of the gas/diesel island.

Year 2 - FY 18- Move and upgrade gas/diesel island

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 island. Additionally, this software can be utilized to manage multiple fueling sites, should that be deemed necessary.

4. Conservation Commission permitting may be required. Building permit may be required.

16. Above ground tanks will be installed at location. They may be relocated should the facility be moved.

Capital Project Request

Project Title: **Cricket Field Building Renovation** Fiscal Year: **2019**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Unfunded Request from Prior CIP**
 Department: **Park and Recreation** Funding Source: **General Fund**
 Partners: **PPBC, Public Facilities-Construction**

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?	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)?	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: **Obsolete/non-functioning**
 How was the Estimated Project Cost Determined: **Hired Consultant** Estimated Project Cost: **\$735,000**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2019	2020	2021	2022	2023
Planning/Feasibility		\$0					
Design/Engineering		\$147,000	\$147,000				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$588,000	\$588,000				
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$735,000	\$735,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Cricket Field Building Renovation**

Fiscal Year: **2019**

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 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.

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: **Purchase of Open Space** Fiscal Year: **2017**
 Purpose: **Acquisition** Classification: **Land** Status: **Unfunded Request from 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?	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**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
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	\$0	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Purchase of Open Space**

Fiscal Year: **2017**

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 and deliberations.

Capital Project Request

Project Title: **Rosemary Pool Renovation** Fiscal Year: **2017**
 Purpose: **Design/Engineering** Classification: **Facility** Status: **Partially Funded Request**
 Department: **Park and Recreation** Funding Source: **Community Preservation Fund**
 Partners: **Public Facilities-Construction; PPBC**

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?	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: **\$10,150,000**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **May increase annual operating expenses between \$5,001 and \$25,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$550,000	\$550,000				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$7,200,000		\$7,200,000			
Construction Management		\$0					
Equipment		\$500,000		\$500,000			
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$1,900,000		\$1,900,000			
TOTAL	\$0	\$10,150,000	\$550,000	\$9,600,000	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Rosemary Pool Renovation**

Fiscal Year: **2017**

Project Description and Considerations

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. As program decisions are still being made as this is written, there is not an official update on the estimate to construct the new facility, so the information replicates last year's submission and the Facilities Master Plan.

In Summer 2015, BH+A was hired to design the new facility. At the request of some residents, the Commission asked to review the options to determine whether it is possible to prepare the site for the possible addition of a year-round competitive pool. As this is written, BH+A has spent the past three months providing information on the options, to guide the Park and Recreation Commission and the PPBC on determining the option that works best at the site. Part of that review has included informal discussions with permitting agencies. Once the pool option is determined, schematic design work will begin on the pool(s), building and parking. This request for funds is for additional design funds to continue to move the project forward. The construction funds will be requested at the May 2017 Annual Town Meeting.

Permits will likely be required from Needham Conservation, MA DEP, Army Corps of Engineers, Needham Health Department, Planning Board, and Zoning Board of Appeals. As this project has not gone through permitting, it is unknown if there will be additional requirements added that would increase costs.

The permit to drain Rosemary Lake annually in order to maintain the pool will expire in September 2016. The DEP has informally indicated that they will not renew the permit. The existing pool will not be able to operate once it can no longer receive permits from DEP or the Health Department under the state guidelines for public pools. If a new pool 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 pool option. Concepts are being reviewed on the creation of two small pools rather than one large pool. The preferred concept for the building is to move the bathhouse functions to the lower level, move the filter system(s) to another part of the site, winterize the building to create year-round programming space on the upper level, and relocate storage for the facility and the department, within the site. The parking lot will require stormwater management improvements, create more parking opportunities than currently available, and be able to be used year-round. The site would have additional recreation opportunities, with options under review including a spray park and a basketball court.

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 pool(s), 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.

Capital Project Request

Project Title: **Improvements to Memorial Park Buildings and Grounds** Fiscal Year: **2017**
 Purpose: **Design/Engineering** Classification: **Building** Status: **Revised Request from the Prior CIP**
 Department: **Town Manager** Funding Source: **General Fund**
 Partners: **Trustees of Memorial Park**

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?	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?	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?	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: **Operational efficiency**
 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**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
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	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Improvements to Memorial Park Buildings and Grounds**

Fiscal Year: **2017**

Project Description and Considerations

The purpose of these funds is to assist the Trustees of Memorial Park with a full review of their current building, and determine whether it can be renovated or rebuilt to meet current needs of the park and the community.

The Trustees of Memorial Park have requested that the building located at the park be renovated and improved to provide additional space for other needs. Currently, it has storage located on the lower level, as well as some public restrooms accessed from the exterior. On the upper level, an addition to the original building, there are two meeting spaces, a kitchenette, restrooms and storage rooms.

The 2014 Facilities Master Plan includes a possible project for the building, estimated at \$5.9 million in 2014 dollars. It is anticipated that it would likely be a new building, with rooms directly related to the use of the park (meeting rooms, restrooms, concession, storage) as well as upper floor space to meet other community recreation needs. Some funding for this project has been put aside in the Athletic Facilities Fund.

Additional projects to be completed: (a) replacement of retaining wall along Highland Avenue and within the parking lot; (b) addition of park benches, particularly in the area along Highland Avenue with red maples; (c) illumination of the two flag poles with solar lighting system; and (d) possible improvements to the parking lot.

Projects already completed include: major renovation of athletic fields; relocation of memorials and addition of new memorial; revised parking layout to increase number of spaces. Work on the garden area is anticipated, as well as some additional work on the baseball diamond.

The sections of the building that would be renovated to meet the needs of the outdoor park uses would likely be eligible for CPA funding. The sections of the building not directly related to the specific park uses would not likely be eligible for CPA funds, as the recreation funds are intended to be used for outdoor recreation purposes.

The feasibility study of the Memorial Park building would likely include the following: program update and definition of space requirements; assessment of existing building systems; review of drawings and other existing Town data; conceptual design options (renovation or reconstruction); code review; conceptual geotechnical/structural assessment; MEP/FP/Tel/Data assessment; civil engineering assessment of drainage and access; emergency power needs assessment; cost estimates; project meetings and coordination with Town officials; presentation to PPBC; outline of next steps including permitting and phasing requirements; project schedule and/or phasing with prioritized list of repairs and improvements and/or construction.

Capital Project Request

Project Title: **RTS Property Improvements** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Facility** Status: **New Request**
 Department: **Public Works** 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? | 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: **Industry References** Estimated Project Cost: **\$318,000**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$68,000	\$68,000				
Construction Management		\$0					
Equipment		\$250,000		\$250,000			
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$318,000	\$68,000	\$250,000	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **RTS Property Improvements**

Fiscal Year: **2017**

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 17:

Anti-Litter Fence - \$32,000

This will include the purchasing and installation of 850 linear feet of anti-litter fencing that will be installed at the RTS to reduce the amount of litter that is blown out of the facility onto the street and across the street Claxton field area and Town Forest. The fencing will significantly reduce or negate the need for staff to clean up Claxton Field or enter the wetlands to remove litter.

Replace existing Gabion Retaining Wall behind RTS with concrete block wall - \$36,000

The foundation walls at the rear of the transfer station are steep and held in place with an engineered Gabion retaining wall system (a wire mesh filled with rock). The wall is starting to fail due to the wire mesh coming apart. To repair the retaining wall and replace with a new interlocking concrete block system, the existing Gabion system would have to be removed, the site prepared for the new wall, new concrete blocks purchased and delivered to the RTS and put into place by RTS staff.

FY 18

Materials to organize the Materials Processing Area and Composting Area - \$250,000

The RTS accepts and stores various construction materials both generated from Town projects and received by 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 composting area is surrounded on its western boundary by wetlands. The Conservation Commission is requiring that the perimeter of the site be surrounded with a barrier system that will limit any encroachment of the operations into the composting area. The barrier system will be comprised of approximately 280-300 concrete barriers ("Jersey barriers") that will be provided at no cost to the Town from the Massachusetts Department of Transportation. However, the Town will be required to pay the cost of transportation.

4. This project may have to go to the Planning Board for Site Plan Review and may be subject to Conservation Commission permitting requirements

Capital Project Request

Project Title: **RTS Stormwater Plan** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Facility** Status: **New Request**
 Department: **Public Works** 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?	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?	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: **In-House Estimate** Estimated Project Cost: **\$175,000**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$50,000	\$50,000				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$125,000		\$125,000			
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$175,000	\$50,000	\$125,000	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **RTS Stormwater Plan**

Fiscal Year: **2017**

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.

In order to be compliant with the NDA this project will fund the following scope, including but not limited to:

- Design a silt detention basin at the compost area in compliance with the NDA
- Design 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;
- Design the regrading of the materials processing area; this regrading will require that all stormwater runoff be shifted away from the wetlands
- Design the stormwater management collection system for the proposed paving of the road behind the Salt Shed;
- Investigate the drainage adjacent to the salt shed, and pending investigation determine a solution, and design if appropriate

3. The compost area generates revenue in several fashions. It accepts yard waste from contractors for a fee. It accepts food waste from restaurants and businesses for a fee. It produces compost that is sells to businesses for a fee.

4. This project may have to go to the Planning Board for Site Plan Review and may be subject to Conservation Commission permitting requirements.

Infrastructure Submissions

Section 5

**Five Year Department Submissions
Section Index
FY2017 - FY2021**

Title	Department	Group	Page
Alphabetical by Title (sort)			
Athletic Facility and Public Recreation Improvements	DPW	Parks	5-01
Athletic Fields Master Plan	Park & Recreation	Community Services	5-12
Birds Hill Water Tank Improvements	DPW	Water	5-29
Boat Launch on Charles River	Park & Recreation	Community Services	5-14
Drain System Improvements - Water Quality (EPA)	DPW	Drains	5-03
Fire Flow Improvements - Design & Construction	DPW	Water	5-33
Fire Flow Improvements - Feasibility Study	DPW	Water	5-31
Public Works Infrastructure Program	DPW	Public Works	5-05
Sewer Main Extensions in Zone I and II	DPW	Sewer	5-21
Sewer Main Replacement	DPW	Sewer	5-23
Sewer Pump Station Improvements/Replacement	DPW	Sewer	5-25
Sewer Service Connections	DPW	Sewer	5-27
Town Common Historic Redesign and Beautification	DPW	Public Works	5-10
Trail Improvement Project: Reservoir Trail	Park & Recreation	Community Services	5-16
Trail Improvement: Rosemary Camp Property Trail	Park & Recreation	Community Services	5-19
Water Distribution Study	DPW	Water	5-39
Water Main Replacement	DPW	Water	5-35
Water Service Connections	DPW	Water	5-37
Water System Rehabilitation	DPW	Water	5-42

Capital Project Request

Project Title: **Athletic Facility and Public Recreation Improvements** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** 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? | 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: **\$4,295,500**
 Useful Life: **Between twelve (12) and eighteen (18) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$238,000		\$31,000	\$207,000		
Design/Engineering	\$238,000	\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$3,393,000	\$4,008,800	\$441,800	\$254,000	\$363,000	\$2,500,000	\$450,000
Construction Management		\$48,700	\$48,700				
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$3,631,000	\$4,295,500	\$490,500	\$285,000	\$570,000	\$2,500,000	\$450,000

\$0

Capital Project Request

Project Title: **Athletic Facility and Public Recreation Improvements**

Fiscal Year: **2017**

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.

In FY 2015 the Town approved funding for a feasibility study to improve the field quality and drainage at Memorial Park fields. This study was initiated in the Fall of 2014.

FY17 - Drainage Remediation at Memorial Park: \$490,500

Construction Oversight (Engineering): \$48,700

Construction: \$121,100

Drainage Improvements: \$320,700

FY18 - Cricket Field – Drainage and field renovation for Field #2, irrigation renovation for both fields: \$285,000

Engineering: \$31,000

Design and Construction: \$254,000

FY19 - Claxton Field – Upgrade field lighting system to more energy efficient lights: \$363,000

Turf Field Replacement at DeFazio & Memorial Park – remove the existing turf carpet, regrade, and install new artificial field turf:

Engineering \$207,000

FY20 - Turf Field Replacement at DeFazio & Memorial Park – remove the existing turf carpet, regrade, and install new artificial field turf –

Construction \$2,500,000

FY21 - McLeod Field - drainage repair, amend soils, and install new sod - Construction \$450,000

ADDITIONAL FUTURE PROJECTS:

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. Planning board filing may be required.

12. All items except for Turf Fields are eligible for Community Preservation Funds.

18. The Department of Public Works will be partnering with Park and Recreation on each of these projects.

Capital Project Request

Project Title: **Drain System Improvements - Water Quality (EPA)** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from 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? | 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: **\$3,486,000**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility	\$261,000	\$0					
Design/Engineering		\$236,000	\$118,000		\$118,000		
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$2,225,000	\$3,250,000		\$2,000,000		\$250,000	\$1,000,000
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$2,486,000	\$3,486,000	\$118,000	\$2,000,000	\$118,000	\$250,000	\$1,000,000
\$0							

Capital Project Request

Project Title: **Drain System Improvements - Water Quality (EPA)**

Fiscal Year: **2017**

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 is overdue and is expected in the current fiscal year.

Past projects completed to improve stormwater discharge with a variety of methods are:

Town Library
High School
Chestnut Street Reconstruction
High Rock School
Lake Drive
Broadmeadow School
Eliot School

Design completed, awaiting construction
DPW Building (470 Dedham Ave) Drainage improvements

The Watershed Management plan was approved for design in the May 2014 Town Meeting. Design work was initiated in the Summer of 2014 and will be completed in December of 2015.

FY17 – Rosemary Lake Sediment Removal – Engineering & Design \$118,000

The DPW is investigating whether the Rosemary project is eligible for Community Preservation funding.

FY18 – Rosemary Lake Sediment Removal – Construction \$1,000,000 to \$2,000,000

FY19 – The Town Reservoir Sediment Removal – Engineering & Design \$118,000

The DPW is investigating whether the Reservoir project is eligible for Community Preservation funding.

FY20 – Action Items from Watershed Management Plan funded in FY 15 – Items TBD, Design & Construction \$250,000

FY21 – The Town Reservoir Sediment Removal – Construction \$1,000,000

Future Projects

DPW Facility SWMP, Construction \$79,000

The Sportsman Pond water quality issues, low dissolved oxygen, which had previously been submitted on this form will be addressed by the Sportsman’s Club.

4. Conservation Commission, State and Federal permitting may be required for dredging.

Capital Project Request

Project Title: **Public Works Infrastructure Program** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from 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?	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: **\$8,725,000**
 Useful Life: **Between twelve (12) and eighteen (18) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$569,000	\$370,500	\$132,500	\$128,000		\$110,000	
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$7,144,500	\$8,354,500	\$1,567,500	\$1,422,000	\$1,650,000	\$1,590,000	\$2,125,000
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses	\$145,000	\$0					
TOTAL	\$7,858,500	\$8,725,000	\$1,700,000	\$1,550,000	\$1,650,000	\$1,700,000	\$2,125,000

\$0

Capital Project Request

Project Title: **Public Works Infrastructure Program**

Fiscal Year: **2017**

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 123 linear miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs.

Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion.

In the summer of 2015 a grant was offered for crack filling and pot hole repair as a result the winter storms in 2015. Winter Recovery Assistance Program granted the Town approximately \$137 thousand dollars of which \$45 thousand was appropriated towards street resurfacing with balance going to crack sealing.

The funding for FY 2017 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 Town targets roads with a PCI of below 70 for resurfacing/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 80.

FY17 - \$621,000

FY18 - \$608,000

FY19 - \$595,000

FY20 - \$840,000

FY21 - \$725,000

The average useful life for asphalt paving is 15 years; the proposed 5 year capital request is \$3,389,000.

Capital Project Request

Project Title: **Public Works Infrastructure Program**

Fiscal Year: **2017**

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.

FY17 – No Funding requested

FY18 - Highland Avenue @ West Street, Engineering & Design - \$128,000

FY19 – Highland Avenue @ West Street, Construction - \$505,000

FY20 – Great Plain Avenue @ Greendale Avenue, this intersection has been identified as requiring intersection improvements and potentially the replacement of traffic signals, Engineering & Design - \$110,000

FY21 – Great Plain Avenue @ Greendale Avenue, Construction - \$643,000

The average useful life is 25 years; the proposed 5 year capital request is \$1,386,000.

Out Years

FY22 – Central Ave @ Great Plain Ave, Engineering & Design - \$160,000

Future intersections under consideration:

Dedham Ave/South

Central/Webster

Central/West

4th Ave/Kendrick

Central/Great Plain

Sidewalk Program:

This Program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair.

Calendar year 2016 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$237,000 per mile (\$45.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$260,040 per mile (\$49.25/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments.

FY17 - \$404,000

FY18 - \$484,000

FY19 - \$300,000

FY20 - \$450,000

FY21 - \$382,000

Capital Project Request

Project Title: **Public Works Infrastructure Program**

Fiscal Year: **2017**

The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$2,020,000.

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.

- FY17 - Taylor Street / Central Avenue or Other Prioritized Projects – Engineering \$32,500
Ardmore & Hunnewell or Other Prioritized Projects – Eng. \$100,000; Const. \$337,500
- FY18 – Taylor Street / Central Avenue or Other Prioritized Projects – Construction \$180,000
- FY19 – TBD (Reserved for projects related to Labor Day 2013 Flooding) – Const. \$200,000
- FY20 – TBD (Reserved for projects related to Labor Day 2013 Flooding) – Const. \$200,000
- FY21 – No Funding requested

The average useful life is 60 years; the proposed 5 year capital request is \$1,050,000.

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) – Eng. 41,800
- Lower Hunnewell Drainage improvements Eng. & Construction 305,000
- Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Construction
- Concord St., Greendale Ave., Woodbine Cir. System (Area 4) – Eng. 100,000
- Oak St. (Area 8), Mackintosh Ave. (Areas 3 & 7), Oxbow Rd. (Area 9), West St. (Area 11)
- Fairfield St., Elmwood Rd. (Area 5)

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.

The fiscal 2017 project is to replace a badly damaged 100 foot section of 18" reinforced concrete drain pipe within a Town easement adjacent to 470 South Street. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project.

In the May 2015 Town Meeting funded the design and wetland consulting for the South St area. The design work was initiated in the fall of 2015. Additionally, this project will provide funding over four years for the Drains division to address small projects related to the Labor Day 2013 storm drainage remediation.

Capital Project Request

Project Title: **Public Works Infrastructure Program**

Fiscal Year:

2017

FY17 – 470 South St – Const. \$80,000

TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$25,000

FY18 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$50,000

FY19 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$50,000

FY20 – No Funding requested

FY21 – TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$75,000

The proposed 5 year capital request is \$280,000.

Brooks and Culverts – Repair and Maintenance:

The severe storms of October 1996, June 1998, June 2006, July 2008 and March 2010 have resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The conditions observed were significant. It is the intention of the DPW to expend Capital Funds to address the issue of poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding in March 2010 caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain.

The Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brook and culverts to avoid fines from the EPA.

FY17 – Wall repairs at various locations to be determined – Construction \$100,000.

FY18 – Culvert at Meadowbrook Rd – Construction \$100,000

FY19 – No Funding Requested

FY20 – Continued wall repair along Rosemary Brook – Construction \$100,000

FY21 – Meredith Circle– Engineering & Construction \$300,000

The proposed 5 year capital request is \$600,000

Future Projects include, but are not limited to, the following locations:

Winding River

Locust Lane

Fuller Brook

Oxbow Road

Webster & Howland Streets

Brookside Road & Forest Street

Chestnut Street & Carriage Lane

Emerson Place

Pennsylvania Avenue

Elder Road

4. Conservation Commission permitting may be required for drainage repairs, and brooks and culvert repair.

Capital Project Request

Project Title: **Town Common Historic Redesign and Beautification** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** 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: **\$580,000**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$580,000	\$580,000				
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$580,000	\$580,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Town Common Historic Redesign and Beautification**

Fiscal Year:

2018

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.

4. This project may be subject to Planning Board review.

12. This project is being evaluated for eligibility for Community Preservation Funds through the category of Historic Preservation.

Capital Project Request

Project Title: **Athletic Fields Master Plan** Fiscal Year: **2021**
 Purpose: **Long Range Plan/Study** Classification: **Land** Status: **Future Request Details Incomplete**
 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?	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**

Project Budget Elements	Prior Request	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	\$0	\$75,000	\$75,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project 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. 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.

Capital Project Request

Project Title: **Boat Launch on Charles River** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Future Request Details Incomplete**
 Department: **Park and Recreation** Funding Source: **Community Preservation Fund**
 Partners: **Town Manager, 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?	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**

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering	\$30,000	\$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	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Boat Launch on Charles River**

Fiscal Year: **2018**

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.

CPC funds 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. 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.

Permits would be required from the Needham Conservation Commission and the MA DEP.

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: **Trail Improvement Project: Reservoir Trail** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from Prior CIP**
 Department: Park and Recreation Funding Source: **Community Preservation Fund**
 Partners: Conservation

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?	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: **\$1,200,000**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering	\$85,000	\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$1,200,000	\$1,200,000				
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$85,000	\$1,200,000	\$1,200,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Trail Improvement Project: Reservoir Trail**

Fiscal Year: **2018**

Project Description and Considerations

Funding was received in FY2014 for the design of the Reservoir Trail project, through CPA funds and the contract for the design work was awarded in October 2014. As this is written, the design is well underway, but not complete. The consultant has prepared the cost estimate, based on the current design and other similar projects which are currently under construction, within the Town of Needham.

This request is for the construction of a handicap accessible perimeter trail (with boardwalks) around the Needham Reservoir. The development of an accessible trail around one of the Town's important amenities – the Needham Reservoir – was a key priority identified in the Town's Trail Master Plan. The proposal dovetails nicely with the construction of the Public Services Administration Building and the associated improvements to the parcel on Dedham Avenue. Furthermore, as Needham does not currently have a handicapped accessible trail, this project would also provide a unique recreational opportunity for those with mobility challenges. In addition to an accessible fishing dock, the conceptual design incorporates the closure of two decommissioned water supply wells. By incorporating the well closures, the project will address two separate goals and, hopefully, realize environmental benefits and cost savings.

In 1890, the Town of Needham acquired the property including and surrounding the Needham Reservoir for water supply purposes. Groundwater extraction wells operated on the property until the 1940's and the reservoir was decommissioned as a water supply source in 1995. The property is under the jurisdiction of the Board of Selectmen and the water supply use has not changed since the property was purchased. What has changed is that pedestrian use of the property – primarily by nearby residents and by employees from the abutting Department of Public Works – has increased. While an ad hoc, dirt road (constructed decades ago to provide access to the wells) exists along the northern edge of the reservoir, the road is eroding in places and is impassible during wet conditions in others. The remainder of the reservoir perimeter (beyond the last well) is used less frequently; however, those who do walk the southerly portion of the property have blazed their own, inconsistent routes through and over existing shrubs and herbaceous plants in an effort to keep their feet dry. The proposed trail upgrades will significantly improve public property that is NOT a building or infrastructure.

Additionally, some direct abutters to the property have constructed their own "paths" directly to the water's edge.

One reason to construct a formal trail system at this location is to preserve the sensitive wetland system that surrounds the reservoir. In order to protect the functions and values of this area (including but not limited to wildlife habitat, storm damage prevention, and pollution prevention) it is necessary to keep pedestrians – who cannot reasonably be excluded from using this property – to a predefined and appropriate space. Creating a functional, dry and obvious trail around the reservoir will address the haphazard and detrimental routes that are developing and will discourage encroachment into the vegetated portions of the property. Furthermore, replacing the outdated access drive with a solid, non-erodible surface will decrease the potential sediment loads to both the surrounding wetlands and the reservoir. The trail will also provide opportunities for public education about the history of the reservoir and the natural environment within which it exists.

In previous CIP forms, this project also included considerations for funding of the "Ridge Hill Loop Construction." This project was completed separately in 2015 through the Student Conservation Association project, funded by CPC. As such, this component is no longer included in this request.

The project will require permitting under the Massachusetts Wetlands Protection Act and the Needham Wetlands Protection Bylaw through a filing with the Needham Conservation Commission. Additionally, the project will require an amendment to an existing Special Permit issued for the Public Services Administration Building (PSAB) through a filing with the Needham Planning Board. The project also may require permitting through the Massachusetts Office of Dam Safety.

If funded and constructed, the trail will require regular maintenance, anticipated to be undertaken by the Needham Parks and Forestry Division. These maintenance activities may require increases in the annual budget of the Division.

Capital Project Request

Project Title: **Trail Improvement Project: Reservoir Trail**

Fiscal Year: **2018**

Supplemental Information

The current cost estimate of \$1,200,000 includes all components of the future trail, including some elements that are likely to be funded from non-CPC sources. The following is a breakdown of project elements and potential separate sources of funding:

1. Trail Amenities (fishing platforms with rails, trail kiosks, benches, rope walk for the visually impaired, braille signage, interpretive panels, wildlife habitat features) – public/private grants (\$60,000 estimate)
2. Parking and Walkway Improvements at PSAB (expansion of up to 10 parking spaces and upgrading of existing walkways to meet accessibility requirements) – DPW budget (\$60,000 estimate)
3. Well Closure – Water & Sewer Budget (\$50,000 estimate)

It should be noted that the cost estimate of \$1,200,000 is significantly higher than previous cost estimates that were in the range of \$515,000. The primary reason for the increased cost is the permitting requirement (emanating from the Massachusetts Department of Environmental Protection) that all trail construction within wetland resources be constructed using helical pile methods to avoid and/or minimize wetland impacts.

An Initial Eligibility Project Application will be filed with the Community Preservation Committee to obtain funding for eligible portions of the project.

The completion of the project is anticipated to be a collaboration of numerous departments, including Park & Recreation, Conservation, and the Department of Public Works.

Capital Project Request

Project Title: **Trail Improvement: Rosemary Camp Property Trail** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Land** Status: **Unfunded Request from Prior CIP**
 Department: **Park and Recreation** Funding Source: **Community Preservation Fund**
 Partners: **Conservation Department**

<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?	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?	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: **\$174,700**
 Useful Life: **Between twelve (12) and eighteen (18) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$9,200	\$9,200				
Design/Engineering		\$67,000		\$67,000			
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$98,500			\$98,500		
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$174,700	\$9,200	\$67,000	\$98,500	\$0	\$0
\$0							

Capital Project Request

Project Title: **Trail Improvement: Rosemary Camp Property Trail**

Fiscal Year: **2018**

Project Description and Considerations

The Trails Master Plan has outlined several projects, and this is one of the major improvement projects that is being moved forward for funding. The original estimate was developed in 2008 and updated by the consultant in September 2012. A 5% increase has been added in subsequent years.

The trail system that begins in the parking lot at Rosemary Pool and extends through the camp property and over to Nehoiden Street is used on a daily basis by residents in the area. The beginning section is the most urgent need for restoration, but there are other areas of concern, particularly along the steep stretch adjacent to the lake. Some projects would be completed by volunteers, so that only the large construction projects will need to be performed by a contractor. Under the revised legislation, this project is now eligible for CPA funding. A pre-feasibility study was added to insure that the original trail and any other options have been fully vetted. Permitting costs are included in the design phase.

Park and Recreation has a separate project for the Rosemary Pool complex being requested, so this project would be coordinated with any future renovations at Rosemary Lake and Pool. As the trail head is within the pool parking lot, some improvements would need to be completed under the Pool project. The Pool Complex was partially funded with federal Land and Water Conservation funds, and access to the property for residents is an important component to the rules related to funding. It is the goal of the Park and Recreation Commission to have community access to all public parcels surrounding Rosemary Lake.

Permitting would be required by Conservation Commission and MA DEP.

Trail projects are a collaboration between Conservation and Park and Recreation departments.

Capital Project Request

Project Title: **Sewer Main Extensions in Zone I and II** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** 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?	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: **\$566,260**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$73,860	\$73,860	\$73,860				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$492,400	\$492,400		\$492,400			
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$566,260	\$566,260	\$73,860	\$492,400	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Sewer Main Extensions in Zone I and II**

Fiscal Year: **2017**

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, and extending the sewer main to allow access to homes within Zones I & II will greatly reduce this risk.

The sewer main ends at 827 Charles River St, the sewer main extension would run from 828 Charles River St to Winding River Road 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.

FY17 Engineering & Design	\$73,860
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FY18 Construction	\$492,400
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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: **2020**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Revised Request from the Prior CIP**
 Department: **Public Works** 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?	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**

Project Budget Elements	Prior Request	Project Budget	2020	2021	2022	2023	2024
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	\$0	\$600,000	\$100,000	\$500,000	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Sewer Main Replacement**

Fiscal Year: **2020**

Project Description and Considerations

The Town of Needham is in the final phases of completing a Facilities Master Plan. This plan has a building located on Parcel 74 on Greendale Ave. 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 Street towards Route 128. This is the total length of pipe that runs through the right of way to the first man hole on Rt. 128.

Cost Estimate:

FY 2020 - \$100,000 Engineering

FY 2021 - \$500,000 Construction

4. MWRA permitting may be required for repair work.

Capital Project Request

Project Title: **Sewer Pump Station Improvements/Replacement** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from 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?	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**

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering	\$265,000	\$531,000	\$91,000		\$95,000	\$345,000	
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$1,504,500	\$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	\$1,769,500	\$4,935,500	\$590,000	\$0	\$630,000	\$345,000	\$3,370,500
\$0							

Capital Project Request

Project 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 – Engineering, Design, & Construction	\$590,000
FY 19 No Funding Requested	\$0
FY 20 Lake Drive – Engineering, Design & Construction	\$630,000
FY 21 Cooks Bridge - Engineering & Design	\$345,000
FY 22 Cooks Bridge - Construction	\$3,370,500

4. Conservation Commission permitting may be required for site work.

Capital Project Request

Project Title: **Sewer Service Connections** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** 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?	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**

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$250,000	\$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	\$250,000	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0

\$0

Capital Project Request

Project Title: **Sewer Service Connections**

Fiscal Year: **2018**

Project Description and Considerations

There are 108 homes with access to sewer that are not connected to the Sewer System because they have chosen not to. The purpose of this request is to provide the lateral sewer line from the sewer main to the property line so that the homeowner can connect should they choose to or should their septic system fail. The lateral sewer line is to be added prior (at least one year) to a road reconstruction/paving project. The cost for these service installations are typically not included in road construction estimates. In the case of Chapter 90 Projects, these are not considered as a reimbursement eligible expense. These expenses are included in local road reconstruction estimates. There is a corresponding request for water service connections.

There is no funding request for FY 2017 so the division can reevaluate 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

Capital Project Request

Project Title: **Birds Hill Water Tank Improvements** Fiscal Year: **2019**
 Purpose: **Design/Engineering** Classification: **Infrastructure** Status: **New Request**
 Department: **Public Facilities** 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?	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**

Project Budget Elements	Prior Request	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	\$0	\$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 100ft diameter foundation and it is 45ft 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 permanently installed at the Birds Hill Tank.

Capital Project Request

Project Title: **Fire Flow Improvements - Feasibility Study** Fiscal Year: **2017**
 Purpose: **Design/Engineering** Classification: **Infrastructure** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** 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? | 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: **\$20,000**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility	\$107,200	\$20,000	\$20,000				
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	\$107,200	\$20,000	\$20,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Fire Flow Improvements - Feasibility Study**

Fiscal Year: **2017**

Project Description and Considerations

Description and Justification

The Water System Master Plan has identified fire flow adequacy as an improvement for high priority action.

A fire flow adequacy analysis was conducted under maximum daily demand that determined the system is unable to meet the minimum 20 pounds per square inch of pressure (psi) in the higher elevations of Town: Tower Hill and Birds Hill Areas. This will address water pressure concerns in high elevation areas during high demand that have been raised by residents in these areas.

In order to meet the minimum 20 psi, the DPW is requesting funding for a feasibility study and engineering cost analysis to analyze and propose a cost-effective solution to the low pressure areas. The goal is to create a high pressure zone in those two areas, potentially supplied by water booster stations.

FY17- Bird's Hill Tank high service area & Dunster Road Tank high service area / feasibility study - \$ 20,000

Capital Project Request

Project Title: **Fire Flow Improvements - Design & Construction** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Future Request Details Incomplete**
 Department: **Public Works** 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?
2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?
3. Does the project support activities to produce new revenue for the Town?
4. Does this project require any permitting by any Town or State agency?
5. If funded, will additional permanent staff be required?
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?
8. If funded, will this project lower the requesting Department's operating costs?
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?
10. If the project is **NOT** funded, will current Town revenue be reduced?
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?
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?
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?

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

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

Estimated Project Cost: **\$2,743,000**

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

Budget Impact:

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering		\$504,000	\$504,000				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$2,239,000		\$2,239,000			
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$2,743,000	\$504,000	\$2,239,000	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Fire Flow Improvements - Design & Construction**

Fiscal Year: **2018**

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 FY18 and FY19 estimates provided are based upon a 1999 water system report and may be altered pending the completion of a feasibility study.

FY18 - Bird's Hill Tank high service area & Dunster Road Tank high service area / engineering, design - \$ 504,000

FY19 - Bird's Hill Tank high service area & Dunster Road Tank high service area / construction - \$ 2,239,000

Capital Project Request

Project Title: **Water Main Replacement** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** 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?	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: **\$4,400,000**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering	\$400,000	\$400,000	\$400,000				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$4,000,000	\$4,000,000			\$4,000,000		
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$4,400,000	\$4,400,000	\$400,000	\$0	\$4,000,000	\$0	\$0

\$0

Capital Project Request

Project Title: **Water Main Replacement**

Fiscal Year: **2018**

Project Description and Considerations

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.

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 Street to Marked Tree to Oak St, and Maple St.

Engineering and Design: \$400,000

FY 2020

Funding is proposed for the construction of the remaining water main.

Construction: \$4,000,000

State Revolving Fund Funding may be available for this project and the Public Works Department will submit an application.

Capital Project Request

Project Title: **Water Service Connections** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** 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?	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:
 Budget Impact:

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$1,000,000	\$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	\$1,000,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
\$0							

Capital Project Request

Project Title: **Water Service Connections**

Fiscal Year: **2017**

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. Prior appropriations are currently under contract with water service connection replacements estimated to be one and a half years ahead of the road resurfacing program. The FY2017 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule. System wide, there are approximately 1,100 services that still need to be replaced in the system.

<u>Year</u>	<u>Number of Services Replaced</u>
CY 2007	126
CY 2008	170
CY 2009	174
CY 2010	17
CY 2011	145
CY 2012	102
CY 2013	200
CY 2014	152

Capital Project Request

Project Title: **Water Distribution Study** Fiscal Year: **2020**
 Purpose: **Design/Engineering** Classification: **Infrastructure** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** 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?	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:
 Budget Impact:

Project Budget Elements	Prior Request	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility		\$0					
Design/Engineering	\$200,000	\$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	\$200,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project 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: **Water System Rehabilitation** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** 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?	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: **\$1,392,250**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact:

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$156,900	\$215,500	\$82,000		\$36,500		\$97,000
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$1,997,250	\$1,176,750		\$801,750		\$375,000	
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$2,154,150	\$1,392,250	\$82,000	\$801,750	\$36,500	\$375,000	\$97,000

\$0

Capital Project Request

Project Title: **Water System Rehabilitation**

Fiscal Year: **2017**

Project Description and Considerations

Under the Water System Rehabilitation Program, the Town’s water infrastructure is continually analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town’s water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants.

Country Way may require a permit from the Conservation Commission.

FY17

Alfreton Rd./ Highland Ave. to Webster St. New 8” (500 lf) - Eng. & Design	\$40,000
Bennington St. / High St. to Concord St. New 8” (650 lf) - Eng. & Design	
Country Way/Replace (1,200 lf) of 8” main - Eng. & Design	\$42,000

FY18

Alfreton Rd./Highland Ave to Webster (145 unlined) – Construction	\$399,750
Bennington St./High St. to Concord St. (unlined) – Construction	
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	\$36,500
Mills Rd./ Sachem Rd. to Davenport Ave. New 8” (500lf) – Eng. & Design	
Mayo Ave. Harris Ave to Great Plain Ave New 8” (1060lf) – Eng. & Design	

FY20

Thorpe Rd./ Mills Rd./ Mayo Ave. (unlined) – Construction	\$375,000
Mills Rd./ Sachem Rd. to Davenport Ave. New 8” (500lf) – Construction	
Mayo Ave. Harris Ave to Great Plain Ave New 8” (1060lf) (unlined)– Construction	

FY21

Kingsbury St. / Oakland Ave. to Webster St. 8” (1,500lf) – Eng. & Design	\$97,000
Oakland Ave. / May St. to Highland Ave. 8” (1,1,00lf)- Eng. & Design	

Capital Project Request

Project Title: **Water System Rehabilitation**

Fiscal Year: **2017**

Supplemental Information

Future Projects after FY21:

FY22

Kingsbury St. / Oakland Ave. to Webster St. 8" (1,500lf) – Construction	\$443,500
Oakland Ave. / May St. to Highland Ave. 8" (1,100lf) (unlined) - Construction	

Fenton Rd. / West St. to Pershing Rd. - Eng. & Design
Greenough St. / Pine Grove St. to Avery St. – Eng. & Design
Pine Grove St. Hillside Ave to existing 8" - Eng. & Design
High St./Webster St to Greendale Ave 1,400' of 8" – Eng. & Design
Tower Ave./Greendale Ave to Lexington Ave. 800' of 12" – Eng. & Design

4. Conservation Commission permitting may be required for site work.

Provisional Capital Submissions

Section 6

**Five Year Department Submissions
Section Index
FY2017 - FY2021**

Title	Department	Group	Page
Alphabetical by Title (sort)			
Bridge Repairs	DPW	Public Works	6-19
DeFazio Park Parking Lot and Tot Lot Improvements	DPW	Drains	6-21
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Hillside School Option XXXX: Sustain Hillside School as Swing Space	Public Schools	Public Schools	6-05
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Town Facilities Security System	Police	Public Safety	6-01
Transfer Station Building Renovation and Expansion	DPW	RTS	6-31
Water Supply Development	DPW	Water	6-37

Capital Project Request

Project Title: **Town Facilities Security System** Fiscal Year: **2022**
 Purpose: **Long Range Plan/Study** Classification: **Technology** Status: **Future Request Details Incomplete**
 Department: **Police** Funding Source: **General Fund**
 Partners: **IT Department, Public Facilities**

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? | 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? | 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? | 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: **Public/employee health or safety**
 How was the Estimated Project Cost Determined: **Industry References** Estimated Project Cost: **TBD**
 Useful Life: **Between twelve (12) and eighteen (18) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	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		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

#VALUE!

Capital Project Request

Project Title: **Town Facilities Security System**

Fiscal Year: **2022**

Project Description and Considerations

This is a proposal to upgrade security at Town facilities and properties, including building exteriors, athletic fields, parks, and Rosemary Pool and water treatment facilities. The objective is to increase security at Town assets and safeguard Town properties, preventing vandalism, or identifying those responsible for damage. Current Town systems, within the police department, include a technical platform upon which the proposed security system should be structured.

Development of this system is a long term project.

Equipment needs at each facility should be assessed. The Recycling Transfer Station is proposed as a potential trial location .

The security system at Needham High School and High Rock School should be considered part of this system. Security coverage at all school properties should also be given consideration.

In FY2013, the Police Department obtained an estimate on the installation of a security system at the RTS. The system involved the installation of cameras and all wiring along with a multi channel recorder. The system would be networkable and would allow the Town to integrate the system into their wired network. It would be programmed and configured to allow the police department or Town to access the system remotely. The estimated cost for the installation of the system at the RTS is \$30,000

Capital Project Request

Project Title: **Fire Department Station II Renovations** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Future Request Details Incomplete**
 Department: **Fire** Funding Source: **General Fund**
 Partners: **Developer Funding (partial), Facilities, Finance, Engineering, ITC, Building...**

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?	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?	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?	Yes

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

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

Estimated Project Cost: **TBD**

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

Budget Impact: **May increase annual operating expenses by more than \$100,000**

Project Budget Elements	Prior Request	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		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0

#VALUE!

Capital Project Request

Project Title: **Fire Department Station II Renovations**

Fiscal Year:

2018

Project Description and Considerations

The intent of this project is to renovate Fire Station II due to physical and functional obsolescence, as well as add additional apparatus bays and living space to accommodate future anticipated needs to the Needham Heights service area. These additions will allow a second full-time ambulance and associated staff to be housed at Station II, thereby providing better servicing of the Needham Heights area. It is anticipated that residential growth in Needham Heights, especially on the eastside of Route I-95, will soon overtax the EMS system currently dispatched from the Station I location at 88 Chestnut Street. Without placing a full time ambulance at Station II, all areas of the Town will suffer from insufficient response capabilities.

Parameter Question Responses

- 1.) At this time all costs are unknown and to be determined.
- 3.) Additional revenue may be gained by ambulance transport and service fees for incidents we are not capturing at this time with a single ambulance.
- 4.) It is assumed that building, electrical, plumbing and other permitting will be required to complete this project.
- 5.) Increase of staffing is likely, in order to adequately staff an additional ambulance.
- 6.) Additions to the operating budget are likely to fund salaries of additional personnel as well as, maintenance, heating, electrical costs, etc.
- 7.) Building Facilities Department may have increased costs due to any additions which will require on-going maintenance.
- 15.) Repairing and adding to the current Station II building will add a significant amount of time to both its functional and physical life.
- 16.) This project will require the purchase of various apparatus and equipment including but not limited to; kitchen, HVAC, furniture and other associated items.
- 17.) It is likely other departments will be needed to provide assistance such as Public Facilities, Engineering, Building, etc..

Capital Project Request

Project Title: **Hillside School Option XXXX: Sustain Hillside School as Swing Space** Fiscal Year: **2021**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Future Request Details Incomplete**
 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? | 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: **Obsolete/non-functioning**

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

Estimated Project Cost: **TBD**

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

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

Project Budget Elements	Prior Request	Project Budget	2021	2022	2023	2024	2025
Planning/Feasibility		\$0		TBD			
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 Request

Project Title: **Hillside School Option XXXX: Sustain Hillside School as Swing Space**

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 (FY25-FY26), 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 construction. (It is possible that leased office space may be preferable for administrative swing space.)

The cost of this project currently is under development and is complicated by the fact that full accessibility upgrades will be required if the cost of the modernization work exceeds 30% or more of the appraised value of the building (\$4,013,200.) This 30% threshold is \$1,203,960. In addition, the building must be upgraded to meet current seismic codes if renovations, additions or alterations of the existing building exceed 50% of the aggregate area of the building. It is very likely that the cost and scope of modernizing the building, in combination with repairs done over the past five years, will trigger both of these upgrades. According to a preliminary estimate by Dore & Whittier Architects (2015), priority "A" and "B" renovations total \$1,213,472, which exceed the threshold. In addition, other renovations may be required to ensure that the building can be used as swing space through 2025 or longer and which also may require a construction schedule longer than one year. These additional renovations include: replacing domestic water distribution system and installing a new hydronic system; removing the AC window units, installing a new water service and sprinkler system to meet fire safety requirements; complete bathroom renovations, installing an elevator to access the library space and provide connection between floors; retrofitting the lighting system; replacing windows. None of these renovations would add parking spaces or improve access to the school site.

The architect has been asked to provide an estimate of modernizing the school, assuming full ADA and seismic upgrades are required. In addition, the cost of adding modular classrooms to accommodate the Mitchell school population and a full grade of Pollard students will be analyzed, as will the cost of making the space flexible enough to 'fit' both office and classroom use. Finally, the architect will be asked to estimate the relative cost effectiveness of an alternate project to demolish the school and create modular swing space on this site.

Preliminary Project Schedule:

Feasibility Design: FY21

Schematic Design: FY22

Site Construction: FY23-FY24

Modernized Hillside Opens: July, 2024

Project Budget:

TBD

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

Capital Project Request

Project Title: **Mitchell School Renovation** Fiscal Year: **2024**
 Purpose: **Construction/Renovation** Classification: **Equipment/Furniture** Status: **Unfunded Request from Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **MSBA**

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?	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?	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?	Yes

Primary Reason for the Request: **Obsolete/non-functioning**
 How was the Estimated Project Cost Determined: **Hired Consultant** Estimated Project Cost: **\$77,204,100**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **May increase annual operating expenses between \$50,001 and \$100,000**

Project Budget Elements	Prior Request	Project Budget	2024	2025	2026	2027	2028
Planning/Feasibility	\$650,000	\$650,000	\$650,000				
Design/Engineering	\$5,515,100	\$10,633,100		\$10,633,100			
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$50,738,700	\$61,140,600			\$61,140,600		
Construction Management	\$5,515,100	\$2,658,300			\$2,658,300		
Equipment		\$0					
Furniture, Fixtures, and Equipment	\$1,761,100	\$2,122,100			\$2,122,100		
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$64,180,000	\$77,204,100	\$650,000	\$10,633,100	\$65,921,000	\$0	\$0

Capital Project Request

Project Title: **Mitchell School Renovation**

Fiscal Year: **2024**

Project Description and Considerations

Constructed in 1950, the Mitchell Elementary School has undergone several additions over the past 50 years, but is in need of total renovation/replacement to address building deficiencies and modernize the learning environment. This request would bring the Mitchell facility to a level of modernization comparable to that of the Hillside School, which is in the midst of an ongoing renovation project. The Town of Needham has submitted Statements of Interest to the MSBA to partner with the Town in renovating this school, but has not yet received an invitation to move forward with construction.

This is a project to renovate/replace the Mitchell School and is contingent upon the MSBA agreeing to partner with the Town in completing this project. It is possible that a modified project scope could be considered. Final decisions will be made upon project acceptance and a feasibility study, completed jointly with the MSBA. Project costs are based on a 2014 update of a 2012 Dore & Whittier Pre-feasibility estimate for an 82,227 s.f. 503-student school (Option 1A.3, New Construction), plus \$650,000 for pre-feasibility design.

Preliminary Project Schedule:

Feasibility Study: FY25

Schematic Design/Design Development/ Project Funding Year: FY26

Mitchell Moves to Swing Space: FY27

Construction: FY27 & FY28

New School Opens: September 2028 (FY29)

Project Budget:

Project budget costs exclude the cost of swing space, which is described in a separate capital request, either in the form of renovating the Hillside School for use as swing space, or the cost of constructing a temporary school at DeFazio Park. Project costs are based on a 2012 Dore & Whittier Pre-feasibility estimate of \$39,543,000 for an 82,227 s.f. 503-student school (Option 1A.3, New Construction), plus \$650,000 for pre-feasibility design. The Dore & Whittier costs, developed in 2012, were updated in 2014 and escalated for 14 years to FY27 (the mid-point of construction) at an effective annual interest rate of 6%/year (FY15-16), 3.8%/year thereafter. Construction cost/SF = \$939/SF.

The preliminary estimated MSBA reimbursement rate for this project is 32.47%.

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 \$10,000/year. This placeholder estimate to be revised during design process.

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management

Capital Project Request

Project Title: **Mitchell School Renovation**

Fiscal Year: **2024**

Supplemental Information

**Mitchell School Renovation/ Replacement, Based on 2014 Dore & Whittier PreFeasibility Study
 Option 1A.2a, New School Construction for 503 Students, Updated 2014
 Scheduled opening: September 2023 (FY24)**

82,227 SF Building		Feasibility	Construction*	A/E	FF&E	Constr Mgmt	Total	Cost/SF
FY14 Project Cost (D&W)		<u>650,000</u>	<u>34,781,640</u>	<u>6,048,928</u>	<u>1,207,200</u>	<u>1,512,232</u>	<u>44,200,000</u>	
TOTAL		650,000	34,781,640	6,048,928	1,207,200	1,512,232	44,200,000	\$538
		1%	79%	14%	3%	3%	100%	
6.00%	FY15 Cost Multiplier @ 6%	650,000	36,868,538	6,411,864	1,279,632	1,602,966	46,813,000	\$569
6.00%	FY16 Cost Multiplier @ 6%	650,000	39,080,651	6,796,576	1,356,410	1,699,144	49,582,780	\$603
3.80%	FY17 Cost Multiplier @ 3.8%	650,000	40,565,715	7,054,845	1,407,953	1,763,711	51,442,226	\$626
3.80%	FY18 Cost Multiplier @ 3.8%	650,000	42,107,213	7,322,929	1,461,456	1,830,732	53,372,330	\$649
3.80%	FY19 Cost Multiplier @ 3.8%	650,000	43,707,287	7,601,201	1,516,991	1,900,300	55,375,779	\$673
3.80%	FY20 Cost Multiplier @ 3.8%	650,000	45,368,164	7,890,046	1,574,637	1,972,512	57,455,358	\$699
3.80%	FY21 Cost Multiplier @ 3.8%	650,000	47,092,154	8,189,868	1,634,473	2,047,467	59,613,962	\$725
3.80%	FY21 Cost Multiplier @ 3.8%	650,000	48,881,656	8,501,083	1,696,583	2,125,271	61,854,593	\$752
3.80%	FY22 Cost Multiplier @ 3.8%	650,000	50,739,159	8,824,124	1,761,053	2,206,031	64,180,367	\$781
3.80%	FY23 Cost Multiplier @ 3.8%	650,000	52,667,247	9,159,441	1,827,973	2,289,860	66,594,521	\$810
3.80%	FY24 Cost Multiplier @ 3.8%	650,000	54,668,602	9,507,500	1,897,436	2,376,875	69,100,413	\$840
3.80%	FY25 Cost Multiplier @ 3.8%	650,000	56,746,009	9,868,785	1,969,539	2,467,196	71,701,528	\$872
3.80%	FY26 Cost Multiplier @ 3.8%	650,000	58,902,357	10,243,799	2,044,381	2,560,950	74,401,487	\$905
3.80%	FY27 Cost Multiplier @ 3.8%	<u>650,000</u>	<u>61,140,647</u>	<u>10,633,063</u>	<u>2,122,068</u>	<u>2,658,266</u>	<u>77,204,043</u>	<u>\$939</u>
14 Years	TOTAL PROJECT COST	650,000	61,140,647	10,633,063	2,122,068	2,658,266	77,204,043	\$939
	TOTAL COST (ROUNDED)	650,000	61,140,600	10,633,100	2,122,100	2,658,300	77,204,000	\$939

Capital Project Request

Project Title: **Pollard School Improvements** Fiscal Year: **2027**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Unfunded Request from Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **MSBA**

<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?	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 to improve 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: **\$62,207,800**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **May increase annual operating expenses by more than \$100,000**

Project Budget Elements	Prior Request	Project Budget	2027	2028	2029	2030	2031
Planning/Feasibility		\$650,000	\$650,000		Station II Renovations		
Design/Engineering		\$8,490,700		\$8,490,700			
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$48,821,700			\$48,821,700		
Construction Management		\$2,122,700			\$2,122,700		
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$2,122,700			\$2,122,700		
TOTAL	\$0	\$62,207,800	\$650,000	\$8,490,700	\$53,067,100	\$0	\$0

Capital Project Request

Project Title: **Pollard School Improvements**

Fiscal Year: **2027**

Project Description and Considerations

In 2011, a facilities assessment was conducted of the Mitchell, Hillside and Pollard Schools. This assessment identified repair projects that should be undertaken to extend the useful life of these school buildings. It also identified, in summary fashion, the need for programmatic improvements at the Pollard Middle School, for the purpose of adapting Pollard to the "21st Century Learning" environment. This environment reflects changes in education that have occurred over the past 50 years, including technology integration, project-based learning, team-teaching, multi-disciplinary collaboration and special education delivery methods. Dore & Whittier, the architects who conducted the facilities assessment, concluded that a detailed programmatic study be undertaken, in order to understand the full scope of the programmatic improvements needed and to ensure that any future renovation/improvement project be comprehensive enough to meet both the facility maintenance and programmatic needs of the school for the next several decades.

Many of the improvements identified in the facilities assessment have been, or will be, completed through the regular maintenance program. These include: bathroom renovation; interior door replacement; installation of LED exit signs; roof repair; installation of new gas main on Harris Ave.; replacement of the telephone, PA and clock systems; replacement of the paved walkway from the parking lot to the building; water fountain replacement; demolition of the condemned bridge; auditorium seating replacement; gym flooring replacement; removal of remaining VCT and VAT flooring in the 1958 wing; water heater replacement; removal and abatement of the fuel oil tank; boiler replacement; classroom lighting replacement; asbestos abatement.

Other identified improvements, however, will not be undertaken as part of the regular maintenance budget. These include: renovation and enlargement of the science and engineering classrooms, updates to the auditorium and reconfiguration of the administration area. The science classrooms are undersized from Massachusetts School Building Authority (MSBA) standards, do not have adequate prep rooms or storage spaces and include casework and plumbing fixtures that are in poor condition. The engineering classroom is a converted space that is not well-suited to delivery of the curriculum. The auditorium needs updating, including sound and lighting upgrades, in order to remain a suitable space for performing arts, guest lectures and assemblies. In addition, the administration space, which is located on the side of the building, is difficult for visitors to locate, doesn't allow school personnel to view visitors as they approach the building and is undersized by MSBA standards. Finally, the modular classrooms, constructed in 2002, are not designed as permanent, long-term facilities. They are constructed of inexpensive materials, in fast-production style construction techniques and are not energy efficient. A long-term solution will be required within the next fifteen years. (The expected lifespan for modular classrooms is 20-25 years.)

This request is for funds to repair/renovate the Pollard Middle School to address identified deficiencies and meet programmatic needs. The projected cost was developed by Needham Public Schools, based on improvements identified in the Condition Assessment, which Public Facilities does NOT expect to undertake from its regular maintenance budget. These projects include the following: Replace Doors (#1.03 \$113,880), Renovate Exit Corridors Near Band Room (#1.17 \$131,400), Remove Borrowed Lights in 1958 Building (#2.02, \$47,085), Sprinkler Remaining Building (#2.03, \$1,620,600), New Science Classroom Addition Option 3 (#3.01.3, \$6,745,200), Relocate Administration & Convert Existing Administration to Classroom (#3.02, \$1,423,500), Renovate Multi-Stall Toilet Rooms Near Auditorium (#3.03, \$952,650), Renovate Auditorium (HVAC, Light, Flooring, Seating) (#3.08, \$2,392,575), Replace Existing Signage (#4.05, \$4,380), Upgrade Elevator Controls (#4.07, \$43,800), Accessibility Improvements to Choral Room & Lecture Hall (#4.08, \$19,710), Sell or Demolish Modular Classrooms (#5.1, \$9,855), Replace Water Distribution Piping (#5.15, \$416,100), Replace Classroom Sinks (#5.17, \$76,650), Remove Pneumatic Control System & Replace with Electronic (#5.19, \$697,515), Replace Classroom Unit Ventilators & Repairs to Roof (#5.21, \$660,285), In Core & Assembly Areas & Replace with VAV Heat/Cool RTUs (#5.22, \$1,018,350), Electrical Service Upgrade (#5.24, \$996,450), Replace Fire Alarm Control Panels (#5.25, \$48,180), Replace PA System Head End (#5.26, \$52,000), New Site Drainage Structures & Pipe (#5.28, \$181,770), and Provide New Sewer & Water Line Connections (#5.29, \$153,300.) The cost of item #3.01.3 is based on "Science Option 3," which constructs a 14,500 s.f. science wing addition to the school. A Statement of Interest will be filed with the MSBA to initiate a dialog about this facility. It is possible that a modified project scope could be considered. Final decisions will be made upon project acceptance and a feasibility study, completed jointly with the MSBA.

Capital Project Request

Project Title: **Pollard School Improvements**

Fiscal Year: **2027**

Supplemental Information

Preliminary Project Schedule:

Feasibility Study: FY27

Schematic Design/Project Funding Year: FY28

Construction: FY29-30

Preliminary Budget:

Project costs based on Dore & Whittier Facilities Assessment, 2014. Costs escalated at 6%/year (FY15 & FY16), and 3.8%/year, thereafter. The preliminary MSBA reimbursement rate for this project is 32.47%.

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.

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management

Capital Project Request

Project Title: **Pollard School Improvements**

Fiscal Year: **2027**

**Pollard Improvements
 Dore & Whittier, Comprehensive Facilities Assessment, 2014**

From Condition Assessment - Pollard Long-Term Improvements

1.03	Replace Corridor/Doors w Fire Rated Doors	113,880
1.17	Renovate Exit Corridors Near Band Room	131,400
2.02	Remove Borrowed Lites in 1958 Building	47,085
2.03	Sprinkler Remaining Building	1,620,600
3.01.3	New Science Classroom Addition (Option 3)	6,745,200
3.02	Relocate Admin, Convert Existing Admin to Classrooms	1,423,500
3.03	Multi-Stall Toilet Rooms Near Auditorium	952,650
3.08	Renovate Auditorium AHVAC, Lighting, Flooring, Seating	2,392,575
4.05	Replace Existing Signage	4,380
4.07	Upgrade Elevator Controls	43,800
4.08	Accessibility Improvements to Choral Room & Lecture Hall	19,710
5.1	Sell or Demolish Modular Classrooms; Regrade Area	9,855
5.15	Replace Water Distribution Piping	416,100
5.17	Replace Classrom Sinks	76,650
5.19	Remove Pneumatic Control System & Replace with Electronic	697,515
5.21	Replace Classroom Unit Ventilators, Repairs to Roof	660,285
5.22	In Core & Assembly Areas, Replace with VAV Heat/Cool RTUs	1,018,350
5.24	Electrical Service Upgrade	996,450
5.25	Replace Fire Alarm Control Panels	48,180
5.26	Replace PA System Head End	52,000
5.28	New Site Drainage Structures & Pipe	181,770
5.29	Provide New Server & Water Line Connections	153,300

Subtotal Condition Assessment Cost 17,805,235

General Conditions Allowance 1,780,524 10% of construction
 Escalation to Mid Point of Construction 16,151,211 15 Yrs to 2029

Subtotal A Construction 35,736,969

Bonds 357,370 1% of Subtotal A
 Insurance 357,370 1% of Subtotal A

Subtotal B Construction 36,451,709

Fee 534,157 3% of Condition Assessment Cost
 Design & Pricing 5,467,756 15% of Subtotal B

Total Construction Cost 42,453,622

Project Contingency - Construction 6,368,043 15% of Total Construction
 Project Contingency - Owner 2,122,681 5% of Total Construction

Subtotal Contingency 8,490,724

Soft Cost (OPM, A/E, Survey, etc) 10,613,406 25% of Total Construction

FF&E -

Total 61,557,752

Assume
 Feasibility - 1 year
 Design - 1 year
 Construction - 2 Years

Assume
 Feasibility Funding Year - FY27
 Project Funding Year - FY28
 Midpt of Constr - FY29 (15 Years Escalation)

6.00% FY15 & FY16
3.80% Afterward

Capital Project Request

Project Title: **Pollard School Improvements**

Fiscal Year: **2027**

Summary

Construction Cost	42,453,622	
Project Contingency	8,490,724	
Soft Cost	10,613,406	
FF&E	-	
Total	61,557,752	(Excluding Feasibility)

	<u>Total</u>	<u>Rounded Total</u>
Feasibility	650,000	650,000
Schematic Design	8,490,724	8,490,700
Construction	48,821,666	48,821,700
Owners Project Contingency (Other)	2,122,681	2,122,700
Construction Management	2,122,681	2,122,700
Total	62,207,752	62,207,800

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**

<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?	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**

Project Budget Elements	Prior Request	Project Budget	2022	2023	2024	2025	2026
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$150,000	\$159,035	\$159,035				
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$150,000	\$159,035	\$159,035	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project 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 this roof caused damage to flooring materials that forced the Department to reprioritize its summer asbestos abatement work and caused interruption to the operations of 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: **Pollard Locker Room Retrofit** Fiscal Year: **2022**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Future Request Details Incomplete**
 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?	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:
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	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		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Pollard Locker Room Retrofit**

Fiscal Year: **2022**

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.

- 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: **Bridge Repairs** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Future Request Details Incomplete**
 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?	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	
3. Does the project support activities to produce new revenue for the Town?	
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	
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?	
8. If funded, will this project lower the requesting Department's operating costs?	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	
10. If the project is NOT funded, will current Town revenue be reduced?	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	
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?	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: **\$5,000,000**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	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		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$5,000,000							

Capital Project Request

Project Title: **Bridge Repairs**

Fiscal Year: **2018**

Project Description and Considerations

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 the Newell's Bridge which is on Central Ave to Dover 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 (Eliot) Bridge – Central Ave to Newton Upper Falls –presently under design with construction beginning in the March of 2016.

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

Capital Project Request

Project Title: **DeFazio Park Parking Lot and Tot Lot Improvements** Fiscal Year: **2020**
 Purpose: **Construction/Renovation** Classification: **Facility** Status: **Future Request Details Incomplete**
 Department: **Public Works** Funding Source: **General 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?	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	
3. Does the project support activities to produce new revenue for the Town?	
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	
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?	
8. If funded, will this project lower the requesting Department's operating costs?	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	
10. If the project is NOT funded, will current Town revenue be reduced?	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	
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: **\$10,000,000**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	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		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$10,000,000							

Capital Project Request

Project Title: **DeFazio Park Parking Lot and Tot Lot Improvements**

Fiscal Year: **2020**

Project Description and Considerations

This project is to create paved parking for DeFazio Park and Tot Lot.

These improvements will decrease pollutants entering the Reservoir and wetland and bring the Town into compliance with our Memorandum of Understanding (MOU) with the U.S. Environmental Protection Agency (EPA) and our National Pollutant Discharge Elimination System permit (NPDES).

In the spring of 2012 the DeFazio parking lot was scarified, graded, and resurfaced with stone chips as a temporary solution. The parking lot is heavily used resulting in numerous and large depressions on the surface. During heavy rains, gravel and dirt run into the nearby reservoir which has resulted in deposits of sand and silt into nearby wetlands. The project will improve the entrance to the parking lot near the Tot Lot to improve child safety between the Tot Lot and the playing fields, and create a buffer for the wetlands. Stormwater quality features will be installed to improve stormwater before it enters into the stream and the reservoir.

This project may be impacted by potential developments at the DeFazio complex, and its future is uncertain.

Capital Project Request

Project Title: **DPW Complex** Fiscal Year: **2018**
 Purpose: **Design/Engineering** Classification: **Building** Status: **Future Request 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?	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	
3. Does the project support activities to produce new revenue for the Town?	
4. Does this project require any permitting by any Town or State agency?	Yes
5. If funded, will additional permanent staff be required?	
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?	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?	
10. If the project is NOT funded, will current Town revenue be reduced?	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	
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: **Obsolete/non-functioning**
 How was the Estimated Project Cost Determined: **Hired Consultant** Estimated Project Cost: **\$50,000,000**
 Useful Life: **More than twenty-five (25) years**
 Budget Impact: **May increase annual operating expenses between \$5,001 and \$25,000**

Project Budget Elements	Prior Request	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		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$50,000,000							

Capital Project Request

Project Title: **DPW Complex**

Fiscal Year: **2018**

Project Description and Considerations

This project has been postponed pending the Town's Facility Master Plan update and feasibility study to be conducted by the PPBC.

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, deficiencies continue to exist throughout the building internally and the DPW site externally. The poor condition of the current building, unmet equipment and vehicle storage, stormwater quality issues require a solution. Ultimately, the expansion and renovation of the DPW Operations Building (470 Dedham Ave) and site, referred to as DPW Phase II, will be required to address the need for stormwater quality mitigation as well as storage and maintenance considerations.

In 2006, the DPW was made aware that municipal DPW facilities were no longer exempt from National Pollutant Discharge Elimination System (NPDES) stormwater requirements regulating public works facilities under the Federal Highway Act. All municipal DPW facilities are now required to comply with stormwater discharge requirements (quality). In 2009, Town Meeting approved \$42,000 for engineering and design for stormwater quality improvements on a portion of the DPW site.

In FY13 Town Meeting approved funding for a feasibility study of the proposed DPW storage garage with funds approved and construction of a 6 bay garage in FY14. The work addresses part of the storage space needs for DPW equipment and will provide for vehicle coverage out of the elements.

In FY15 Town Meeting approved \$40,000 for a feasibility study for the appropriate location(s) for a facility to provide the various DPW services. This study will evaluate the current facility and other options for the location of various DPW operations. The current DPW building is over 50 years old. To continue using this facility, the major building systems including electrical, plumbing, and HVAC require replacement. The feasibility study resolving these issues may involve the relocation of DPW services, renovation of the existing building, replacing the existing building, and providing other services in different locations throughout Town. The final result will address the needs of a modern DPW organization, including providing shelter for Town equipment which will increase the service life, and resolve any existing stormwater management issues at the current location.

Capital Project Request

Project Title: **Survey Equipment** Fiscal Year: **2018**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Future Request Details Incomplete**
 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?
2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?
3. Does the project support activities to produce new revenue for the Town?
4. Does this project require any permitting by any Town or State agency?
5. If funded, will additional permanent staff be required?
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?
8. If funded, will this project lower the requesting Department's operating costs?
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?
10. If the project is **NOT** funded, will current Town revenue be reduced?
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?
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?
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?

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

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

Estimated Project Cost: **\$28,000**

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

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

Project Budget Elements	Prior Request	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		\$28,000	\$28,000				
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$28,000	\$28,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Survey Equipment**

Fiscal Year: **2018**

Project Description and Considerations

The proposed purchase of new survey equipment will allow the Engineering Division to replace and update the existing total station.

The existing Total station was purchased more than 10-years ago and has been extensively used by the Department of Public works in support of multiple Capital and operation projects. Parts have become worn down requiring more frequent service calls to make the equipment operational and accurate; newer equipment and software will allow for more efficient and accurate surveying.

Capital Project Request

Project Title: **Time Clock System** Fiscal Year: **2018**
 Purpose: **Acquisition** Classification: **Technology** Status: **Future Request Details Incomplete**
 Department: **Public Works** Funding Source: **General Fund**
 Partners: **School Department, 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?
2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?
3. Does the project support activities to produce new revenue for the Town?
4. Does this project require any permitting by any Town or State agency?
5. If funded, will additional permanent staff be required?
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?
8. If funded, will this project lower the requesting Department's operating costs?
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?
10. If the project is **NOT** funded, will current Town revenue be reduced?
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?
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?
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?

Primary Reason for the Request:

How was the Estimated Project Cost Determined:

Estimated Project Cost:

Useful Life:

Budget Impact:

Project Budget Elements	Prior Request	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		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Time Clock System**

Fiscal Year: **2018**

Project Description and Considerations

In the 2015-2017 agreement with the Needham Independent Public Employees Association (NIPEA) there contained language that would allow the time to utilize time clocks for the staff of that collective bargaining union. The Town requires a software and hardware solution that would interact with the accounting software Infinite Visions, that is used for payroll, and provide secure transactions.

Capital Project Request

Project Title: **Renovations of Camp Property Buildings** Fiscal Year: **2019**
 Purpose: **Construction/Renovation** Classification: **Building** Status: **Future Request Details Incomplete**
 Department: **Park and Recreation** 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?	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?	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: **In-House Estimate** Estimated Project Cost: **\$250,000**
 Useful Life: **Between twelve (12) and eighteen (18) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	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	\$0	\$250,000	\$250,000	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Renovations of Camp Property Buildings**

Fiscal Year: **2019**

Project Description and Considerations

Due to the difficulty in securing summer program space, an alternate site for a program would be the Camp Property on Rosemary Lake. In order to prepare the site for use, the following projects would be needed: (a) replace 2 latrines with environmentally-friendly, accessible restroom facility; (b) update activity building interior; (c) restore electrical service, replace electrical wiring, and install lights; (d) update water service; (e) create accessibility to activity building; (f) furnish building; (g) add portable dock at lake; (h) improve landscape to maximize participant safety and accessibility, and protect environment. Efforts would be made to apply for grants or private funding to supplement Town funding.

A pre-feasibility study has been included in the request for funding for the Rosemary trails at the camp property, and this project would be discussed with that study.

If the renovation of the Rosemary Pool building includes programming space, the camp property buildings could be removed from the site, so the costs related to the project would be reduced, and would only be needed for demolition. The current buildings are frequently vandalized, and are not easy to access, so the preferred program location is at Rosemary Pool.

Permitting would be required by Needham Conservation Commission, MA DEP, Planning Board, and Health Department.

Capital Project Request

Project Title: **Transfer Station Building Renovation and Expansion** Fiscal Year: **2019**
 Purpose: **Construction/Renovation** Classification: **Facility** Status: **Future Request Details Incomplete**
 Department: **Public Works** Funding Source: **Enterprise 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?
2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?
3. Does the project support activities to produce new revenue for the Town?
4. Does this project require any permitting by any Town or State agency?
5. If funded, will additional permanent staff be required?
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?
8. If funded, will this project lower the requesting Department's operating costs?
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?
10. If the project is **NOT** funded, will current Town revenue be reduced?
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?
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?
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?

Primary Reason for the Request: **Obsolete/non-functioning**
 How was the Estimated Project Cost Determined: **Hired Consultant** Estimated Project Cost: **\$2,556,000**
 Useful Life: **Between eighteen (18) and twenty-five (25) years**
 Budget Impact:

Project Budget Elements	Prior Request	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

\$2,556,000

Capital Project Request

Project Title: **Transfer Station Building Renovation and Expansion**

Fiscal Year:

2019

Project Description and Considerations

The Recycling and Transfer Station has grown organically over the years and currently includes seven separate buildings:

- Transfer station building with customer reception area, staff office, and restroom – not ADA compliant
- 3-Bay garage used for surplus paint and equipment storage and Re-use-it area
- Employee break trailer with storage and restroom – not ADA compliant
- REX building garage with Superintendent office and restroom – not ADA compliant
- Surplus paint reuse shed and hazardous waste locker
- 40' trailer for storage
- 12' trailer for storage

Some of the limitations of the current facility include:

- Supervisor's office is isolated from the day-to-day operations and staff activity, making supervision and oversight challenging.
- Condition of transfer station reception area, office, and restroom is sub-par
- Total area of customer reception area and office area for two staff is 13' x 15'
- Plumbing in transfer station restroom occasionally freezes in the winter
- 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 facilities 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.

Capital Project Request

Project Title: **Sewer System Inflow & Infiltration Removal** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Future Request Details Incomplete**
 Department: **Public Works** 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?
2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?
3. Does the project support activities to produce new revenue for the Town?
4. Does this project require any permitting by any Town or State agency?
5. If funded, will additional permanent staff be required?
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?
8. If funded, will this project lower the requesting Department's operating costs?
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?
10. If the project is **NOT** funded, will current Town revenue be reduced?
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?
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?
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?

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

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

Estimated Project Cost:

Useful Life:

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

Project Budget Elements	Prior Request	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		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Sewer System Inflow & Infiltration Removal**

Fiscal Year: **2018**

Project Description and Considerations

A study to determine which areas will be worked on was requested for FY 13 and FY 14 with results expected by 2015. This project has been delayed due to low rain amounts over the past few years. Without a sufficient water table, it is not possible to accurately study inflow and infiltration in the Town's sewer system.

Areas for Infiltration and Inflow removal design and construction will be determined by the study for the next 10 years. 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.

Capital Project Request

Project Title: **Irrigation Supply** Fiscal Year: **2018**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Future Request Details Incomplete**
 Department: **Public Works** 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?
2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?
3. Does the project support activities to produce new revenue for the Town?
4. Does this project require any permitting by any Town or State agency?
5. If funded, will additional permanent staff be required?
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?
8. If funded, will this project lower the requesting Department's operating costs?
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?
10. If the project is **NOT** funded, will current Town revenue be reduced?
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?
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?
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?

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

How was the Estimated Project Cost Determined:

Estimated Project Cost:

Useful Life:

Budget Impact:

Project Budget Elements	Prior Request	Project Budget	2018	2019	2020	2021	2022
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$80,000	\$0					
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Irrigation Supply**

Fiscal Year: **2018**

Project Description and Considerations

Funding for a feasibility study was approved at the 2013 ATM to determine if the Needham Reservoir/Dedham Avenue can be used to supply non-potable water for irrigation of the Golf Course, DeFazio Complex and Pollard fields. The study is currently on-going. To date, the consultant has recommended that the Town not pursue the Dedham Ave wells for an irrigation water supply for the following reasons;

The presence of the existing wells within wetlands and the resulting wetlands permit requirements will be significantly cumbersome and could negate the feasibility of well reactivation.

The well facilities being over 100 years old are unlikely to be in adequate condition for reactivation. Substantial cost could be expended to assess these facilities, just to confirm their inadequacy and non-viability from a wetland permit standpoint.

The applicability of the Water Management Act (WMA) relative to the establishment of an irrigation supply using these wells is unclear and requires discussion with MassDEP.

Currently we are exploring options for possible irrigation wells on both DeFazio and Golf Course properties. If feasible, then design and construction funding will be requested. Construction costs cannot be determined at this time.

Capital Project Request

Project Title: **Water Supply Development** Fiscal Year: **2021**
 Purpose: **Construction/Renovation** Classification: **Infrastructure** Status: **Future Request Details Incomplete**
 Department: **Public Works** Funding Source:
 Partners:

Parameters

Response

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are **NOT** included?
2. Are there recommendations or costs identified by other departments which are **NOT** factored into the request?
3. Does the project support activities to produce new revenue for the Town?
4. Does this project require any permitting by any Town or State agency?
5. If funded, will additional permanent staff be required?
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?
8. If funded, will this project lower the requesting Department's operating costs?
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?
10. If the project is **NOT** funded, will current Town revenue be reduced?
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?
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?
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?

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

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

Estimated Project Cost:

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

Budget Impact:

Project Budget Elements	Prior Request	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		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0							

Capital Project Request

Project Title: **Water Supply Development**

Fiscal Year: **2021**

Project Description and Considerations

Proposed Well #4 – Future Project

This project would be to install a fourth well at the Charles River Well Field that will provide for reliability and redundancy while other wells are taken offline for routine maintenance or repair. The Well Field is presently at full capacity when all three wells are operational. This fourth well would allow the Town to continue to operate to its full capacity. Previously, when the system 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.

Major Public Facilities

Section 7

**Significant Public Facilities
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Significant Public Facilities

Needham High School

609 Webster Street

Assessed Value: \$48,715,600
 Parcel ID: Map 226 Block 10
 Lot Size: 14 acres
 Original Construction: 1930; reconstruction in 2008

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
A Gym Upgrade	130,557	182,000	64,000	30,000		406,557
Athletic Locker Reconfiguration & Addition		41,000				41,000
Boiler Replacement				840,000		840,000
Class Room Expansion		5,546,200				5,546,200
Class Room Expansion Alternatives Study	50,000					50,000
Totals	180,557	5,769,200	64,000	870,000	-	6,883,757

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
C Building Roof	320,000					320,000
Program Room Configuration Changes				200,000		200,000
Class Room Expansion					150,000	150,000
Cafeteria Expansion					2,100,000	2,100,000
Totals	320,000	-	-	200,000	2,250,000	2,770,000

Other significant maintenance/repairs in Calendar Year 2015 included:

- Repaired parking pole lights
- Painted balconies on the back side of the building
- Repaired lighting in the gym
- Subdivided and improved rooms 707 and 728, including painting, repairing leaks, and installing clocks, phones, intercoms, and folding wall
- Retrofitted exterior lighting to LED lighting
- Repointed and sealed the grand stairwell
- Replaced the emergency phone and repaired the emergency lights, installed hoistway door restrictors and replaced missing hand rail
- Replaced the sprinkler elbow and reset the system
- Cleaned all parts and assembled motor for overhaul blower
- Replaced combustion heads on all four boilers

- Replaced #5 circulating pump
- Repaired boilers #2 and #3
- Disconnected and relocated kitchen ice maker in the Athletics Department, reworked electrical for both the ice maker and the Athletics Department
- Troubleshoot and tuned boilers
- Painted balconies on the back side of the school
- Repaired phones in multiple rooms
- Repaired motor
- Shut down and winterized the chiller
- Grinded down wall for monument plaque
- Replaced shingles on the roof of C building
- Removed interior wall in room 608
- Repaired six parking lot lights, one small pole light, and one walk way light
- Repaired damaged guard rail
- Installed electrical service for new drying cabinet in the Graphic Arts Room
- Repaired RTU-9
- Replaced combustion heads and swirlers on boilers 1, 2, 3, and 4
- Moved light bank and relocated outlets, cable, and other devices to install folding wall
- Installed two fountains with bottle filling stations

Other significant maintenance/repairs in Calendar Year 2014 included:

- Mounted a 4'x6' plaque in main lobby
- Replaced broken lights in A gym
- Installed crash bars on doors to the auditorium
- Created new reception desk in front lobby
- Upgraded the CCTV monitoring system
- Power washed and re-pointed exterior
- Installed electric univent in room 602
- Replaced the gas fired domestic hot water heater
- Installed carpet in the lobby area
- Replaced outside stairway with new concrete stairs
- Upgraded heating controls on boilers
- Installed two dietic entrematic devices on two door openers in order to make door #1 and #12 handicap accessible
- Repaired flooring and replaced built in carpet entry mat in A Gym and B Gym
- Repurposed room 101 to be a robotics lab

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired exterior doors and upgraded hardware on doors

- Installed analog cameras in loading dock area and kitchen
- Replaced damaged gutters and downspout on the front and rear of the building
- Repaired bleachers in A gym to make operational
- Installed new heaters on the chiller
- Cleaned and sealed the stone work on the walls in the main lobby
- Repaired all pole lights and walkway lights in the parking lot
- Built two separate office spaces within the Guidance Suite
- Refinished floors in A gym and band room
- Converted copy room into the a new conference room
- Duct cleaning in the C, D, and E buildings
- Poured new concrete on 9 ramps and installed new detectable warnings
- Replaced circulating pump in boiler room
- Installed access control on door 15
- Replaced flooring in room 608 and 608A

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Replace C building roof

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

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

William F Pollard Middle School

200 Harris Avenue

Assessed Value: \$18,570,200
 Parcel ID: Map 35 Block 1
 Lot Size: 26.57 acres
 Original Construction: 1957; reconstruction in 1992; modular classrooms installed in 2002

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Blue & Green Gym Upgrades		440,000	269,000	30,000		739,000
Locker Replacement	41,157					41,157
Modular for Full-Day Kindergarten		50,000				50,000
Upgraded Facility (Pending for 2027)						-
Totals	41,157	490,000	269,000	30,000	-	830,157

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
Boiler Replacement		55,000	800,000			855,000
Interior & Exterior Improvements	758,000					758,000
Telephone System			53,000			53,000
Totals	758,000	55,000	853,000	-	-	1,666,000

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced lights in gym with LED high bay lights
- Removed and replaced 452 lockers
- Repaired broken lighting
- Installed 3 additional spot lights in the auditorium
- Completed asbestos monitoring and air sampling, as well as asbestos abatement and tile replacement
- Removed and replaced heating and AC systems in rooms 278 and 281
- Replaced a sprinkler head and a sprinkler feeder pipe
- Painted the back wall of the auditorium
- Performed cleaning of ductwork in HVAC system
- Fixed heat exchange problem
- Conducted asbestos abatement and tile replacement on the floor
- Disconnected 16 electrical floor mounted boxes and replaced breaker #14
- Painted the bare concrete areas of the Auditorium floor
- Painted the exterior wood trim on the front of the school
- Removed and replaced heating and air conditioning systems

Other significant maintenance/repairs in Calendar Year 2014 included:

- Installed new countertops and cabinets in room 208
- Removed asbestos flooring and replaced with new tile flooring
- Installed two door access control systems
- Replaced handrail near loading dock
- Pressure washed the north exterior wall of the modular classrooms
- Converted exterior flood lights from HID lights to LED lights
- Replaced four exhaust fans
- Installed and programmed a new Master Clock System
- Constructed wall and installed new door in order to form an additional classroom in room 212
- Replaced tile flooring in room 100
- Connected two domestic hot water pumps to the building automation and time scheduling system

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced air handling units and exhaust fans
- Replaced sump pumps
- Repaired boiler #2
- Repaired intercom system and bells
- Replaced phone system
- Painted walls in Blue Gym and Green Gym
- Converted room 227 into two separate rooms
- Installed insulation in both gyms
- Repaired rubber flooring in both gyms
- Repaired wall padding in both gyms
- Replaced all rear outdoor light poles with new induction lighting
- Replaced all water cooler fountains
- Repaired sidewalk and walkway

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed new sink in classroom 210
- Converted classroom 210 to an engineering classroom
- Installed Sentricon termite control
- Upgraded kitchen from pneumatic to electronic heating control
- Retrofitted heat valves in 12 office areas
- Restored phone service to the modular classrooms
- Converted bathrooms in modular classrooms to standard fixtures
- Repaired boiler (section replacement)
- Installed motion sensors
- Installed new sink faucets in girls' restroom

- Removed and replaced urinals in boys' restroom
- Installed drain piping for 4 new serving tables
- Replaced 3 exterior light pole ballasts and lamps
- Installed boosters for fire alarm panel
- Replaced carpet in classrooms 227 and 132 with VCT
- Installed 2 new coils in café UV's
- Removed wall dividers in blue gym and replaced with flexible partitions in both blue & green gym
- Installed new sinks, drain lines, faucets, and water lines in classroom 251
- Restored modular classroom M6 and M7 back to original condition prior to Newman at Pollard

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

- Converted classroom to science room, installing counter, sink and extending water and drain service
- Converted Art classroom to Wood Working classroom, upgrading electrical service and installed counters and cabinets
- Asbestos abatement in rooms 260 and 200 (Administrative Offices)
- Carpet installed in rooms 260 and 200 (Administrative Offices)
- Remove VCT tile and installed cushioned flooring in the weight room

- Installed Rentar Fuel Catalyst to reduce oil consumption
- Cleaned all duct work
- Painted a number of corridors, bathrooms and boys locker room
- Replaced all exterior doors and locks
- Refinished Auditorium Stage floor
- Roof repairs

Newman Elementary School

1155 Central Avenue

Assessed Value: \$28,810,100
 Parcel ID: Map 216 Block 21
 Lot Size: 60.7 acres
 Original Constructions: 1961 as a Junior High School; reopened in 1993 as an Elementary School; major systems upgrade in 2012

Identified Future Capital Projects Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
Preschool Playground			60,000			60,000
Totals	-	-	60,000	-	-	60,000

Other significant maintenance/repairs in Calendar Year 2015 included:

- Installed programmable time clock
- Fixed lights on the canopy over the entrance to the school
- Replaced lights in gym with LED high bay lights
- Repaired ramp and stairs leading to the courtyard
- Repaired drain system for the two Camus boilers
- Reattached and better secured shelving unit in room 222
- Removed, repaired, and reinstalled pumps
- Repaired Newman control
- Replaced combustion air actuator on domestic PVI hot water heater and replaced amplifier

Other significant maintenance/repairs in Calendar Year 2014 included:

- Connected domestic hot water pumps to the building automation system

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced floor in the media center
- Installed new condensing unit for the science center animal room
- Secured the window curtain on the bridge

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Refinished gym floor

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed new AC compressor in the administration area.
- Replaced 3 sections in boiler # 1 & 3 sections in boiler #2
- Cleaned all sections in boiler #1 & #2
- Refinished the floor in the gym
- Interior painting
- Installed domestic hot water pump
- Replaced solid gym divider with flexible divider
- Replaced shaft and bearing in fan room # 5
- Continued evaluation of 10,000 gallon underground storage tank and surrounding soils

Other significant maintenance/repairs in Calendar Year 2009 included:

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

Mitchell Elementary School

187 Brookline Street

Assessed Value: \$7,870,800
 Parcel ID: Map 56 Block 1
 Lot Size: 12.47 acres
 Original Construction: 1951; addition constructed in 1968

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
New Facility (Pending for 2024)						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
Modular Classrooms			2,729,276			2,729,276
Totals	-	-	2,729,276	-	-	2,729,276

Other significant maintenance/repairs in Calendar Year 2015 included:

- Painted the front, left side, and rear of the school
- Repaired windows in lobby
- Repaired air conditioning unit
- Repaired steam weld
- Conducted asbestos abatement
- Replaced batteries and booster for the fire alarm as well as signal service

Other significant maintenance/repairs in Calendar Year 2014 included:

- Performed cleaning of ductwork in HVAC system
- Upgraded electrical wiring and panel in the kitchen and wired new range and steamer
- Installed new fence in courtyard

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired granite steps at main entrance
- Installed occupancy sensors in all bathrooms
- Installed new induction lights in the parking lot
- Installed new awning over rear door
- Painted all door frames and hallways
- Asbestos abatement and re-insulation
- Boiler room upgrade
- Removed oil fired domestic hot water heater and replaced with natural gas fired unit

- Converted boiler burners to natural gas units

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed motion detector light switches in all bathrooms, storage rooms and small meeting rooms
- Repaired stairs in the kindergarten area
- Refinished the floors in gym, cafeteria and stage
- Interior painting
- Added additional graphics to the Building Management System

Other significant maintenance/repairs in Calendar Year 2009 included:

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

Hillside Elementary School

28 Glen Gary Road

Assessed Value: \$7,860,500
 Parcel ID: Map 102 Block 1
 Lot Size: 24.6 acres
 Original Construction: 1960; addition constructed in 1968; modular classrooms installed in 1996

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
New Facility	62,047,000					62,047,000
Totals	62,047,000	-	-	-	-	62,047,000

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
New Facility - Feasibility and Design			650,000		45,000	695,000
Land Acquisition					7,000,000	7,000,000
Totals	-	-	650,000	-	7,045,000	7,695,000

Other significant maintenance/repairs in Calendar Year 2015 included:

- Installed Lexan guards on railings to both the gym and cafeteria to close gaps in stairwell
- Installed a dedicated circuit for the special education classroom
- Installed insulated shades in all classrooms
- Repaired the flooring in the portable's boys' bathroom
- Repaired a steam leak on the boiler system
- Repaired a water main break
- Conducted asbestos abatement
- Installed insulated shades in Rooms 10 and 10A
- Repaired piping and put the systems back together for both boilers and condensate system; tuned and tested fire boilers

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired boiler #1 in order to bring back online
- Replace floor tiles in modular classrooms and hallway
- Installed single door access control system

Other significant maintenance/repairs in Calendar Year 2013 included

- Installed Lexan guards on railings to close gaps in stairwell
- Removed existing carpet and installed VCT flooring in Kindergarten classroom
- Upgraded the boiler room
- Installed fob access system on exterior door

- Replaced outdoor lights with induction lighting and LED lighting

Other significant maintenance/repairs in Calendar Year 2012 included

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

- Converted pneumatic HV control system to digital HV control system and added to the Building Management System (stimulus funding)
- Replaced heating coil in cafeteria air handling unit
- Replaced heating coil in room 10
- Refinished gym floor
- Install new bathroom stalls in three girls bathrooms and 3 boys bathrooms
- Refurbished flag pole
- Replaced two condensate pumps
- Cleaned duct work

Other significant maintenance/repairs in Calendar Year 2009 included:

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

- Replaced exterior doors
- Installed fence around dumpsters
- Caulked all exterior openings and AC units
- Installed covers over AC units for winter

Broadmeadow Elementary School

120 Broad Meadow Road

Assessed Value: \$13,193,900
 Parcel ID: Map 13 Block 3
 Lot Size: 11.2 acres
 Original Construction: 1951; reconstruction and addition in 2002

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Facility Assessment*			42,583			42,583
Totals	-	-	42,583	-	-	42,583

*multiple facilities the amount is a portion of the total

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced combustion chamber on RTU 3
- Repaired elevator by installing a new electronic door and repairing heat detector in hoist way on elevator
- Performed cleaning of ductwork in HVAC system
- Retrofitted exterior lighting to LED lighting
- Replaced lights in gym with LED high bay lights
- Replaced the top pipe on the fence around the garden

Other significant maintenance/repairs in Calendar Year 2014 included:

- Created a reception area desk in the ETC office
- Installed two door access control systems
- Replaced the ignition controls on two boilers
- Upgraded interior lighting – replaced all standard switches with sensor/motion detection switches
- Installed a new exhaust fan in kindergarten room
- Retro- commissioned the HVAC system
- Removed and replaced floor tiles in the main lobby area

Other significant maintenance/repairs in Calendar Year 2013 included:

- Installed occupancy sensors in all bathrooms
- Installed airphone system on exterior door
- Replaced flooring in hallways and various classrooms

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed main compressor in RTU 3
- Replaced the flooring in rooms 55, 56, 60, 61 and the cafeteria
- Cleaned entire air handling system (duct cleaning)
- Refinished gym floor and stairs in Performance Center
- Replaced three circulator pumps for the domestic hot water system
- Interior painting

Other significant maintenance/repairs in Calendar Year 2009 included:

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

John Eliot Elementary School

135 Wellesley Avenue

Assessed Value: \$11,798,700
 Parcel ID: Map 91 Block 19
 Lot Size: 7.9 acres
 Original Construction: 1955; replaced in 2004

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Facility Assessment*			42,582			42,582
Totals	-	-	42,582	-	-	42,582

*multiple facilities the amount is a portion of the total

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2015 included:

- Retrofitted exterior lighting to LED lighting
- Replaced lights in gym with LED high bay lights
- Installed compressor for RTU 1
- Repaired ballast and lamps in four parking lot pole lights and three walkway lights
- Repaired air conditioning circuit for RTU 1 and RTU 2
- Investigated Cold Room

Other significant maintenance/repairs in Calendar Year 2014 included:

- Replaced motor on the ductless split unit
- Replaced fence along the driveway
- Wired and programmed the boiler controls for better energy efficiency
- Installed two door access control systems
- Repaired boiler #2 to bring back online

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced expansion tank for the domestic boiler
- Replaced flooring in hallways
- Replaced exterior lighting control panel

Other significant maintenance/repairs in Calendar Year 2012 included

- Installed airphone system on main entrance

- Replaced/repaired flooring in hallways
- Installed padding behind basketball nets

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

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

High Rock School

77 Sylvan Road

Assessed Value: \$12,285,800
 Parcel ID: Map 133 Block 41
 Lot Size: 8.75 acres
 Original Constructions: 1955; reconstruction and addition in 2009

Identified Future Capital Projects Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced damaged pole light
- Converted parking lot lighting to LED lighting
- Repaired John Deere tractor

Other significant maintenance/repairs in Calendar Year 2014 included:

- Installed guardrails and new fencing in upper parking lot
- Performed cleaning of ductwork in the HVAC system
- Replaced controller on boiler #1

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced cracked glass over main entrance door
- Installed new aluminum fence
- Repaired all outdoor lights

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2009 included:

- Installed a 2.34 KW Solar Array

Emery Grover

1330 Highland Avenue

Assessed Value: \$2,025,400
 Parcel ID: Map 53 Block 2
 Lot Size: 1.06 acres
 Finished Square Feet: 14,742
 Original Construction: 1898

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Renovate/Reconstruct Facility				1,410,600	12,463,200	13,873,800
Window Replacement		249,350				249,350
Totals	-	249,350	-	1,410,600	12,463,200	14,123,150

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
School Administration Building Study		30,000				30,000
Underground Oil Tank Removal & Replacement					73,000	73,000
Totals	-	30,000	-	-	73,000	103,000

Other significant maintenance/repairs in Calendar Year 2015 included:

- Repaired roof, including numerous leaks in roof
- Abated stair treads and replaced with new treads
- Removed underground storage tank
- Installed new above ground double walled tank
- Moved temporary fuel tanks to the right of present location
- Patched the cement on exterior side stairs
- Conducted asbestos abatement

Other significant maintenance/repairs in Calendar Year 2014 included:

- Painted hallways and offices on both floors
- Replaced fencing and gate around dumpster in the parking lot
- Replaced stair treads on interior stairways

Other significant maintenance/repairs in Calendar Year 2013 included:

- Installed insulation in the attic
- Installed awning over door entrance
- Replaced deteriorated metal cornices on roof
- Repaired brick archways on building

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed new indoor and outdoor units for heat pump system and adjusted system for dehumidification

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

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

Town Hall

1471 Highland Avenue

Assessed Value: \$9,197,900
 Parcel ID: Map 51 Block 1
 Lot Size: 1.23 acres
 Original Construction: 1902; reconstruction and addition in 2011

Identified Future Capital Projects Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced door

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired the Voltape Bird Control System on the roof
- Repaired and repainted columns in Powers Hall auditorium

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired automatic temperature controls

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Put back in service October 2011

Other significant maintenance/repairs in Calendar Year 2010 included:

- Taken out of service February 2010

Department of Public Works/Operations

470 Dedham Avenue

Assessed Value: \$2,932,200 (DPW Building)
 Parcel ID: Map 302 Block 5
 Lot Size: 17.7 acres
 Original Constructions: 1960; addition in 1966

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Boiler Replacement	384,850					384,850
Fuel Island Relocation	131,000	870,000				1,001,000
Facility Improvements (Pending Results of Study)						-
Totals	515,850	870,000	-	-	-	1,385,850

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
Facility Improvements Garage Bays		40,000	1,100,000			1,140,000
Garage Lift			110,000			110,000
DPW/Public Services Administration Building Location Feasibility Study*					20,000	20,000
Totals	-	40,000	1,210,000	-	20,000	1,270,000

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2015 included:

- Installed lighting in sidewalk bays
- Repaired boiler
- Replaced stay bolts
- Removed asbestos on insulation from the piping for the modine heater over the generator area in the garage
- Changed the door and frame for door #2
- Reinstalled insulation and exterior metal sheeting on the boiler

Other significant maintenance/repairs in Calendar Year 2014 included:

- Installed new shower valves in men’s restroom
- Installed a new door to the garage office
- Replaced VFD in boiler motor
- Added additional lighting hardware outside of building

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired block column which was damaged

- Replaced expansion tank #2 in boiler room

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repaired and re-tubed boiler in boiler room
- Replaced expansion tank #1 in boiler room
- Changed cores on office doors on second floor

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

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

Public Services Administration Building

500 Dedham Avenue

Assessed Value: \$5,254,700
 Parcel ID: Map 302 Block 3
 Lot Size: 2.67 acres
 Original Constructions: 2009

Identified Future Capital Projects Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
DPW/Public Services Administration Building Location Feasibility Study*					20,000	20,000
Totals	-	-	-	-	20,000	20,000

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2015 included:

- Converted exterior lighting to LED lighting
- Repaired Schweiss Doors
- Removed and replaced Seimens soft start and reprogrammed all safety settings for the fire alarm

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired seams in the linoleum flooring in the hallways
- Performed cleaning of ductwork in the HVAC system

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Repainted office spaces for new occupants

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Recycling & Transfer Station

1407 Central Avenue

Assessed Value: \$2,329,300 (RTS Buildings)
 Parcel ID: Map 308 Block 2
 Lot Size: 22 acres
 Original Construction: 1988

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Facility Upgrades and Improvements	68,000	250,000	2,556,000			2,874,000
Stormwater Plan	50,000	125,000				175,000
Totals	118,000	375,000	2,556,000	-	-	3,049,000

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
Message Board				30,000		30,000
RTS Soil Remediation		400,000				400,000
Transfer Station Office Trailer				75,779		75,779
Totals	-	400,000	-	105,779	-	505,779

Other significant maintenance/repairs in Calendar Year 2015 included:

- Removed and replaced 3' of sheetrock and insulation in all office and bathroom areas

Other significant maintenance/repairs in Calendar Year 2014 included:

- Replaced eight roof mounted exhaust fans
- Replaced all exterior lights with induction lighting in order to be more energy efficient
- Re-lamped all interior lights

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced flooring in the main office
- Repaired track on overhead door #2
- Repaired center column

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Salt Shed (New Facility)

1407 Central Avenue

Assessed Value: \$1,606,200 (Salt Shed)
 Parcel ID: Map 308 Block 2
 Lot Size: 22 acres
 Original Construction: 2013

Identified Future Capital Projects Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
Salt Shed Relocation	75,000					75,000
New Salt Shed		1,913,000				1,913,000
Totals	75,000	1,913,000	-	-	-	1,988,000

Other significant maintenance/repairs in Calendar Year 2015 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2014 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Morse-Bradley House/Ridge Hill

461-463 Charles River Street

Assessed Value: \$2,931,100
 Parcel ID: Map 306 Block 1
 Lot Size: 223.1 acres
 Original Construction: 1907 and 1929

Identified Future Capital Projects Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2015 included:

- Repaired slate roof
- Installed six LED high bay lights
- Replaced all fixtures

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired two broken windows
- Constructed two kiosks

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired damaged roof on the garage

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Installed alarm system
- Installed downspouts and drains

Other significant maintenance/repairs in Calendar Year 2010 included:

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

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

Assessed Value: \$3,078,000 (88 Chestnut Street/99 School Street)
 \$1,588,200 (707 Highland Ave)
 Parcel ID: Map 47 Block 56 (88 Chestnut Street)
 Map 70 Block 5 (707 Highland Avenue)
 Lot Size: 1.04 acres (88 Chestnut Street/99 School Street)
 1 acre (707 Highland Avenue)
 Original Construction: 1931 (88 Chestnut Street/99 School Street); renovation in 1989
 1906 (707 Highland Avenue)

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Public Safety Building Replacement Feasibility	90,000					90,000
Public Safety Building Replacement				39,228,453		39,228,453
Fire Station 2 Replacement (Pending Results of Study)						-
Totals	90,000	-	-	39,228,453	-	39,318,453

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
Underground Storage Tank Removal			28,500			28,500
Fire Station 2 Feasibility Study					50,000	50,000
Totals	-	-	28,500	-	50,000	78,500

Other significant maintenance/repairs in Calendar Year 2015 included:

- Fire Station 1 & Police Station
 - Repaired leaks on walls and roof defects
 - Installed karnak and mesh to leave watertight
 - Installed two additional recessed lighting in the police server room
 - Inspected and repaired all masonry joints and flashing around chimney
 - Installed a split unit in the Server Room at the Police Station and completed electrical work
- Fire station 2
 - Replaced batteries, pull stations, and flow and pressure switch for sprinkler system

Other significant maintenance/repairs in Calendar Year 2014 included:

- Fire Station 1 & Police Station
 - Removed and replaced five shower stalls on the fire side.

- Repaired boiler in order to bring it back online
- Fire station 2
 - Replaced fourteen windows on the second floor level as part of the energy efficiency upgrades

Other significant maintenance/repairs in Calendar Year 2013 included:

- Fire Station 1 & Police Station
 - Repaired chair lifts
 - Installed 10 new toilets in jail cells
 - Installed new induction lighting in parking lot
- Fire station 2
 - Installed new faucets in kitchen

Other significant maintenance/repairs in Calendar Year 2012 included:

- Fire Station 1 & Police Station
 - Installed air compressor and auto condensate drain in the garage
 - Furnished and installed a copper chimney cap and screening
 - Replaced parking lot pole
 - Replaced voltage regulator and adjusting potentiometer
 - Installed new sink
 - Installed sentricon termite system
 - Painted exterior of Police station
 - Replaced section in overhead door in garage
 - Renovated kitchen
 - Repaired door #1 on Police side
 - Replaced all showerheads
 - Painted interior of stairwell in fire station
- Fire Station 2
 - Replaced main doors in apparatus bay
 - Replaced spiral duct and low voltage wiring
 - Cleaned gutters and repaired parts of the roofs
 - Sanded and painted exterior doors, trim, and handrails

Other significant maintenance/repairs in Calendar Year 2011 included:

- Fire Station 1 & Police Station
 - Repaired overhead doors
 - Repaired several exterior lights
 - Repaired Plymovent exhaust system in garage
 - Cleaned duct work and abated mold

- Replaced chiller and air handler
- Fire Station 2
 - Replaced boiler with condensing boiler
 - Cleaned duct work
 - Repaired Plymovent exhaust system in garage
 - Replaced 8 windows in building
 - Repaired overhead doors
 - Replaced gas stove and microwave in kitchen

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

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

Daley Building

257 R Webster Street

Assessed Value: \$998,600
 Parcel ID: Map 70 Block 29
 Lot Size: .92 acres
 Original Construction: 1960

Identified Future Capital Projects Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2015 included:

- Completed various roof repairs
- Repaired masonry block walls

Other significant maintenance/repairs in Calendar Year 2014 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

- Roof repairs

Needham Public Library 1139 Highland Avenue

Assessed Value: \$13,772,800
 Parcel ID: Map 226 Block 55
 Lot Size: 1.05
 Original Construction: 1915; reconstruction and addition in 2006

Identified Future Capital Projects Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2015 included:

- Improved the library's chiller by installing 3 new contractors for #1 compressor, recharging the system, and pressure testing circuit 2
- Replaced heat valve on ERU 3
- Assisted with installation of new equipment and demo in the Library community room
- Repaired leaks in Library archive room, skylight, conference room, and hallway
- Replaced 8 failed valve bodies
- Rehung fan powered box in children's room
- Cleaned exterior windows
- Repaired elevators by replacing telescopic twin post packing, adding cat oil to heads, resinking, and replacing oil injectors
- Required lighting circuitry and relocated three low voltage switches
- Repaired the air conditioning unit in the achieve room
- Demolished four wall hung closets and carriers in first floor women's room and installed rough and finished plumbing for four new Gerberit wall hung concealed tank water closets
- Replaced one of the sewage ejector pumps
- Fixed chiller circuit #2
- Converted exterior lighting to LED lighting
- Replaced CPU panel
- Changed pressure transducer, replaced flow switch, and troubleshot problems on the chiller

Other significant maintenance/repairs in Calendar Year 2014 included:

- Installed lettering of clear printed names on balustrade
- Repaired compressor on chiller
- Replaced handicap door operator
- Replaced station cards and updated Samsung phone system
- Repaired damaged sheetrock in conference room
- Reset capstone wall, repaired ramp, and repaired stone pavers outside of the entrance to the building
- Repaired exterior concrete stairs
- Repaired book drop doors
- Painted exterior of front entrance

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired all lighting throughout building
- Installed new capstone in stone knee wall outside of building

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repaired clock facing Highland Avenue

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2009 included:

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

Senior Center (New Building)

300 Hillside Avenue

Assessed Value: \$5,508,600
 Parcel ID: Map 99 Block 14
 Lot Size: 1.64 acres
 Original Construction: 2013

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
New Senior Center	8,075,000					8,075,000
Totals	8,075,000	-	-	-	-	8,075,000

Other significant maintenance/repairs in Calendar Year 2015 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2014 included:

- Installed new AED holders
- Installed six hoods for the Mitsubishi roof top units

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Rosemary Pool Complex

Rosemary Street

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

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Pool Replacement	550,000	9,600,000				10,150,000
Totals	550,000	9,600,000	-	-	-	10,150,000

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
Pool Replacement Feasibility					450,000	450,000
Totals	-	-	-	-	450,000	450,000

Other significant maintenance/repairs in Calendar Year 2015 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired showers and sinks that were leaking in the women’s restroom
- Installed new screens in windows
- Installed new diving board and new pedestal mount

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced door knobs with new ADA compliant handsets
- Repaired wooden deck
- Repaired block wall

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

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

Memorial Park

Assessed Value: \$913,100
 Parcel ID: Map 226 Block 30
 Lot Size: 13.08 acres
 Original Construction: 1985

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Drainage Improvements	490,500					490,500
Improvements to Memorial Park Buildings and Grounds Feasibility	50,000					50,000
New Facility (Pending Results of Study)						-
Totals	540,500	-	-	-	-	540,500

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
Memorial Park Improvements				35,000		35,000
Totals	-	-	-	35,000	-	35,000

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced heat detector and strobe
- Replaced heat detector in football storage room 5
- Replaced one horn strobe on second floor
- Replaced fire alarm control panel and changed all devices to an addressable style
- Removed urinal and replaced with pedestal sink in first level unisex restroom

Other significant maintenance/repairs in Calendar Year 2014 included:

- Water sealed the wood stairs at Memorial Park
- Installed new water heater at Memorial Park Field House
- Changed locks and door hardware on both doors at Memorial Park

Other significant maintenance/repairs in Calendar Year 2013 included:

- Installed new gas furnaces at Memorial Park

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

- Repainted traffic markings

Other significant maintenance/repairs in Calendar Year 2009 included:

- No significant repairs

Chestnut Street Annex (reserved for public safety expansion)

66 Chestnut Street

Assessed Value: \$1,294,400
 Parcel ID: Map 47 Block 57
 Lot Size: .58 acres
 Original Construction: Purchased 12/18/2013

Identified Future Capital Projects Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2015 included:

- Removed sign from property

Other significant maintenance/repairs in Calendar Year 2014 included:

- No significant repairs

Needham Parks

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

Identified Future Capital Projects						
Project	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Artificial Turf Carpet Replacement				2,500,000		2,500,000
Athletic Facility Improvements					450,000	450,000
Claxton Field Improvements			363,000			363,000
Cricket Building and Field Improvements		285,000	735,000			1,020,000
DeFazio Park Parking Lot & Tot Lot				10,000,000		10,000,000
Playground Improvements Townwide				600,000		600,000
Renovation of Buildings at Camp Property			250,000			250,000
Reservoir and Ridge Hill Trails		1,200,000				1,200,000
Rosemary Camp		9,200	67,000	98,500		174,700
Totals	-	1,494,200	1,415,000	13,198,500	450,000	16,557,700

Five Year Capital Appropriation Summary						
Project	FY2012	FY2013	FY2014	FY2015	FY2016	Total
Athletic Facility Improvements	162,500	192,500				355,000
Cricket Building	10,000					10,000
DeFazio Resodding		90,000				90,000
Greene's Field Improvements		445,000				445,000
Mills Field Improvements			40,000		510,000	550,000
Newman School Fields					1,527,000	1,527,000
Newman School Trail			248,000		800,000	1,048,000
Rail Trail Improvements					100,000	100,000
Reservoir and Ridge Hill Trails			85,000			85,000
Totals	172,500	727,500	373,000	-	2,937,000	4,210,000

Other significant maintenance/repairs in Calendar Year 2015 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2014 included:

- Replaced locks and door hardware on restroom doors at Claxton Field

Other significant maintenance/repairs in Calendar Year 2013 included:

- Installed two new toilets in women's bathroom at Cricket Field

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2009 included:

- No significant repairs

Glossary

Section 8

GLOSSARY

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

Account - A classification of appropriation by type of expenditure.

Accounting Period – A period of time (e.g., one month, one year) where the Town determines its financial position and results of operations.

Accrual Basis - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Actuarial - A person or methodology that makes determinations of required contributions to achieve future funding levels by addressing risk and time.

ADA - Americans with Disabilities Act

Athletic Facility Improvement Fund - This fund was created at the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town to reserve funds for the renovation and reconstruction of the Town's athletic facilities, with particular emphasis on the turf fields installed at the Memorial Park and DeFazio Field.

American Reinvestment and Recovery Act - The American Recovery and Reinvestment Act of 2009, abbreviated ARRA or Federal Stimulus, is an economic stimulus package enacted by Congress in February 2009. The Act includes federal tax cuts, expansion of unemployment benefits and other social welfare provisions, and domestic spending in education, health care, and infrastructure, including the energy sector.

Appropriation – A legal authorization granted by Town Meeting to expend money and incur obligations for specific public purposes.

ARRA - See American Reinvestment and Recovery Act

Assessment – The official valuation of property for purposes of taxation.

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

Balanced Budget – A budget is balanced when planned funds or total revenues equal planned expenditures, that is, total

outlays or disbursements, for a fiscal year.

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

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

Bond Anticipation Note (BAN) – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. Notes are retired from proceeds from the bond issue to which they are related and/or from a cash payment and/or Town appropriation.

Capital Budget - A plan for capital expenditures for projects to be included during the first year of the capital improvement plan.

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

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

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

Capital Improvement Plan (CIP) – A financial planning and management tool that identifies public facility and equipment requirements and schedules them for funding and implementation.

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

Cash Basis - A basis of accounting under which transactions are recognized only when cash changes hands.

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

Cherry Sheet - Originally printed on a cherry-colored form, this document reflects all Commonwealth charges, distributions and reimbursements to a city or town as certified by the state Director of the Bureau of Accounts.

Collective Bargaining - The process of negotiations between the Town and bargaining units (unions) regarding the salary and fringe benefits of town employees.

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

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

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

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

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

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

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

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

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

Department - A service providing entity of the town government.

Division - A budgeted sub-unit of a department.

Encumbrance – The setting aside of funds to meet known obligations.

Enterprise Fund – A municipal fund established for the operation of a municipal utility, health care, recreational, or transportation facility whereby the operations are fully funded by the fees associated with that enterprise rather than by the tax levy. The "surplus" or retained earnings generated by the operation of the enterprise remain with the fund to offset future

capital improvements, extraordinary maintenance expenses, or to reduce future fees and charges of the fund.

Expenditure Account Code - An expenditure classification according to the type of item purchased or service obtained, for example, regular compensation, energy expense, communications, educational supplies, and vehicle equipment.

Fiscal Year - The twelve-month financial period used by the Town beginning July 1 and ending June 30 of the following calendar year. The Town's fiscal year is numbered according to the year in which it ends.

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

Formula Grant - Federal funding for which the allocation methodology is strictly determined in federal statute or regulation, and for which a government agency prepares a single application and receives subsequent years' allocation without re-application.

Free Cash - Free cash is the amount of the General Fund unassigned fund balance that may be used as a source to fund appropriations. The Massachusetts Department of Revenue certifies the amount of "free cash" resulting from closing the financial books as of June 30, the end of the fiscal year. Free cash may only be used after the certification process by the Department of Revenue is complete. For example, the July 1, 2012 certified amount may be used to fund supplemental appropriations voted during fiscal year 2013, or applied as a revenue source to support the fiscal 2014 appropriations that may be voted in the spring of 2013.

Fringe Benefits - Employee-related costs other than salary, e.g., insurance and retirement costs.

Full Faith and Credit - A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.

Full-time Equivalent Position (FTE) - A concept used to group together part-time positions into full-time units.

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources with all related liabilities, obligations, reserves, and equities that are segregated for specific activities or objectives. Among the fund types used by the Town are General, Special Revenue, Capital Projects, Trust, and Enterprise.

FY - Fiscal Year

GASB - This refers to the Governmental Accounting Standards Board which is currently the source of generally accepted accounting principles (GAAP) used by state and local governments in the United States. It is a private, non-governmental organization. The GASB has issued Statements, Interpretations, Technical Bulletins, and Concept Statements defining GAAP for

state and local governments since 1984.

GASB 34 – GASB Statement Number 34 set new GAAP requirements for reporting major capital assets, including infrastructure such as roads, bridges, water and sewer facilities, and dams. The Town of Needham has implemented the Governmental Accounting Standards Board's (GASB) Statement Number 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments, financial reporting model. This standard changed the entire reporting process for local governments, requiring new entity-wide financial statements, in addition to the current fund statements and other additional reports such as Management Discussion and Analysis.

GASB 45 – The Town of Needham's financial statements are required to implement Governmental Accounting Standards Board (GASB) Statement Number 45 for other post employment benefits (OPEBs) including health care, life insurance, and other non-pension benefits offered to retirees. This new standard addresses how local governments should account for and report their costs related to post employment health care and other non-pension benefits, such as the Town's retiree health benefit. Historically, the Town's cost was funded on a pay-as-you-go basis. GASB 45 requires that the Town accrue the cost of the retiree health insurance and other post employment benefits during the period of employees' active employment, while the benefits are being earned, and disclose the unfunded actuarial accrued liability in order to accurately account for the total future cost of post employment benefits and the financial impact on the Town. This funding methodology mirrors the funding approach used for pension/retirement benefits. The Town has established Fund and annually appropriates the required contribution based on updated reports. The Fund will allow the Town to capture long-term investment returns and make progress towards reducing the unfunded liability.

Generally Accepted Accounting Principles (GAAP) - The basic principles of accounting and reporting applicable to state and local governments, including the use of the modified accrual or accrual basis of accounting, as appropriate, for measuring financial position and operating results. These principles must be observed to provide a basis of comparison for governmental units.

General Fund - The fund into which the general (non-earmarked) revenues of the municipality are deposited and from which money is appropriated to pay the general expenses of the municipality.

General Obligation Bonds – Bonds for the payment of which the full faith and credit of the issuing government are pledged.

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

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

Levy Limit – Property tax levy limits that constrain the total amount of revenue that can be raised from the property tax. In

Massachusetts, the levy limit is governed by Proposition 2½.

Mandate – A requirement from a higher level of government that a lower level government perform a task in a particular way or in conformance with a particular standard.

Massachusetts Water Pollution Abatement Trust (MWPAT) - A statewide revolving fund that commenced operations in 1990 to address necessary environmental actions outlined in the Federal Clean Water Act.

Massachusetts Water Resources Authority (MWRA) - The Massachusetts Water Resources Authority is a Massachusetts public authority established by an act of the Legislature in 1984 to provide wholesale water and sewer services to 2.5 million people in 61 metropolitan Boston communities. The Town of Needham disposes all wastewater through the MWRA system and purchases drinking water as needed from the MWRA during the year.

Modified Accrual Basis - The accrual basis of accounting adapted to the governmental fund type, wherein only current assets and current liabilities are generally reported on fund balance sheets and the fund operating statements present financial flow information. Revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for a few specific exceptions. All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting.

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

Official Statement - The municipal equivalent of a bond prospectus.

Operating Budget - A budget making appropriations for the ordinary maintenance or administration of activities for the fiscal year.

Operating Equipment - Equipment that has a life expectancy of more than one year and a value of less than \$25,000 dollars. Equipment with a useful life of five or more years and a value greater than \$25,000 dollars is capital equipment.

Overlay Surplus - Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. At the end of each fiscal year, unused overlay surplus is “closed” out to fund balance, in other words, it becomes a part of Free Cash (see Undesignated Fund Balance).

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

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

Pay-As-You-Use – A term used to describe the financial policy of a government which finances its capital outlays from borrowing proceeds and pays for capital assets over their useful life.

Performance Measure - An indicator of progress toward a goal or strategy. Measures can be defined for identifying output, work or service quality, efficiency, effectiveness, and productivity.

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

Provisional Capital – A capital request that is submitted by a department to identify a future need or obligation, but the department is not in the position to provide the necessary details so that the request can be evaluated.

Reserve Fund - An amount set aside annually by a vote of Town Meeting to provide a funding source for extraordinary or unforeseen expenditures. Only the Finance Committee can authorize transfers from the reserve fund. Any balance remaining in the reserve fund at the end of the fiscal year is "closed" out to fund balance and ceases to be available.

Special Revenue Fund - Used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or sources for major capital projects) that are legally restricted to expenditures for specific purposes. A special revenue fund is accounted for in the same manner as a General Fund.

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

Technology Infrastructure - The hardware and software that support information requirements, including computer workstations and associated software, network and communications equipment, and system-wide devices.

Town Meeting - Town Meeting is both an event and a governmental body. As an event, it is a gathering of a Town's representative Town Meeting Members (TMM), and is referred to as "the Town Meeting." As a governmental body, it is the legislative body for the Town of Needham, and is referred to simply as "Town Meeting."

Trust Funds - Funds held by the Town in a fiduciary role, to be expended for the purposes specified by the donor.

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

Warrant - The warrant lists a Town Meeting's time, place, and agenda. A warrant is also known as a warning. A Town Meeting's action is not valid unless the subject was listed on the warrant.

Appendices

Section 9

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

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.

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

DEBT MANAGEMENT POLICIES

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

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

RETAINED EARNINGS POLICY FOR WATER AND SEWER ENTERPRISE FUNDS

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

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

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

Liquidity Method

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

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

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

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

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

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

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

RETAINED EARNINGS POLICY FOR THE SOLID WASTE ENTERPRISE FUND

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

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

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

Liquidity Method

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

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

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

the Department of Public Works and the Director of Finance.

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

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

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

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

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

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