

BOARD OF SELECTMEN

November 27, 2018

Needham Town Hall

Agenda

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

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	Policeman's Memorial Project- "In Honor of Those Who Protect and Serve Needham" Paul Good, Needham Community Revitalization Trust Fund
2.	7:00	Public Hearing- Application for Pledge of License and Transfer for an All Alcoholic Beverage License for Bertucci's Francisco Guzman, Manager, Bertucci's Needham
3.	7:30	Continuation of Discussion from 10/23/2018: Consideration of Section 15 All Alcohol Licenses Board Discussion
4.	7:45	Town Manager - Community Preservation Fund Applications - Preliminary Capital Plan
5.	8:00	Board Discussion Committee Reports
6.	8:15	Executive Session: Exception 2- Contract Negotiations for Non-Union Personnel and Exception 6- Purchase, Exchange, Lease or Value of Real Property

APPOINTMENTS

1.	Cultural Council	Cathy Freedberg (term expires: 6/30/2021) Julia Gould (term expires: 6/30/2021)
2.	Commission on Disabilities	Carol Thomas (term expires: 6/30/2021)

CONSENT AGENDA *=Backup attached

1.	Accept the following donation made to the Needham Community Revitalization Trust Fund: \$1000 from the Petrini Corporation.
2.*	Approve Open Session minutes from November 13, 2018.
3.*	Water and Sewer Abatement Order #1264.
4.	Accept the following donation made to the Needham Park and Recreation Commission:

	Hillcrest Gardens donated landscaping improvements to Greene's Field in the park bench area on Great Plain Avenue. The estimated value of the donation is \$3,000.
5.	Accept a \$100 donation made to the Needham Aging Services Donation account from Susan Smolin, a Needham resident.



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

MEETING DATE: 11/27/2018

Agenda Item	Policeman's Memorial Project "In Honor of Those Who Protect and Serve Needham"
Presenter(s)	Paul Good, Needham Community Revitalization Trust Fund

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
In 2009, Mr. Good first presented the Board of Selectmen with a proposal for a Policeman's Memorial "In Honor of Those Who Protect and Serve Needham", which is an etched pedestal-mounted plaque, to be located at Haddock McLeod plaza. The plaque contains the images of Officers Haddock and McLeod and a reproduction of the Needham Times Special Edition newspaper from the day after the bank robbery in 1934. A recent donation to the Trust Fund has made this project come to life this year and Mr. Good will provide the background and an update on the project.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: That the Board of Selectmen endorse the placement of a policeman's memorial marker at the Haddock-McLeod plaza.	
3.	BACK UP INFORMATION ATTACHED
None.	



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

MEETING DATE: 11/27/2018

Agenda Item	Public Hearing – Application for Transfer for an All Alcoholic Beverage License for Bertucci's
Presenter(s)	Francisco Guzman, Manager, Bertucci's Needham

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town has received notice from the Alcoholic Beverages Control Commission (ABCC) that Bertucci's Restaurants, LLC d/b/a Bertucci's has applied for a pledge of license and a transfer of a license to sell all alcoholic beverages as a restaurant at 1257 Highland Avenue. In its review of the information submitted by Bertucci's, which included not only Needham, but 26 other MA cities and Towns, the ABCC states that it is satisfied that the transaction is consistent with the purposes of the law as provided in M.G.L. c. 138 and would not result in the individual corporate licenses being deemed to be out of compliance with the applicable statute.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Suggested Motion: That the Board vote to approve and sign the application from Bertucci's for a pledge of license and transfer of license to sell all alcoholic beverages as a restaurant at 1257 Highland Avenue and forward application to the ABCC for its approval.	
3.	BACK UP INFORMATION ATTACHED
a) Transmittal Letter from Legal Counsel & Letter from ABCC b) Monetary Transmittal Form c) Retail Application d) Certificate of Authorization e) Corporate Documents f) Proof of US Citizenship g) Sales Agreement – copy of bankruptcy documents h) Source of funds i) Proof of Legal Right to Occupy – Lease documents j) Legal Notice to Needham Times	

Devlin Law Offices, L.L.C.

PH: 617-514-2828
Fax: 617-514-2825

RECEIVED
TOWN OF NEEDHAM
BOARD OF SELECTMEN
jdevlin@devlinlawoffices.com
www.devlinlawoffices.com

2018 NOV -2 A 9:56

October 30, 2018

ATTN: Sandy Cincotta, License Administrator
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

RE: Transfer application for an Annual Restaurant All Alcoholic Beverages License of Bertucci's Restaurants, LLC d/b/a Bertucci's Brick Oven Ristorante ("Bertucci's")

Dear Ms. Cincotta:

I am writing on behalf of Bertucci's Restaurants, LLC (the "Applicant"), which is the new operating company that will be running the Bertucci's location in your community after a purchase through the bankruptcy court.

Per the letter you received from the Massachusetts Alcoholic Beverages Commission (the "ABCC"), a copy of which is also enclosed, the Applicant has been granted preliminary approval for a transfer and pledge of license relative to all 29 of the Massachusetts locations using the "inverted approval process". The current licensee, Bertucci's Restaurant Corp. (the "Debtor"), declared bankruptcy, and the Applicant was the successful bidder in bankruptcy and purchased the restaurant locations of the Debtor. The transaction includes the 29 remaining Bertucci's Brick Oven Ristorante restaurants in Massachusetts and 29 in other states. The transaction will not result in any change to the manager, operation or physical structure of the individual restaurant in your municipality, unless the same occurs in the normal course of business. The day-to-day supervision and control of the restaurant operations remain substantially unchanged.

Due to the size of the transaction, the ABCC has reviewed and investigated the applications and found that the transaction is in compliance with M.G.L. Chapter 138. Per the letter sent by the ABCC, you will not be required to send back any other forms, documents or information in connection with the application other than the LLA Form. **If you have any questions, you can call Investigator Jack Carey at 617-727-3065, ext. 736.**

Enclosed please find the following documents relative to the transaction for your records:

1. Letter from Ralph Sacramone, Executive Director of the Alcohol Beverage Control Commission (the "ABCC").

1 Harris Street
Suite 1
Newburyport, MA 01950

Clients/Bertucci's-Bankruptcy/Letter-All municipalities 5.17.18

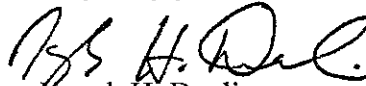
50 Congress Street
Suite 420
Boston, MA 02109

2. Monetary Transmittal Form.
3. Retail alcoholic beverages application.
4. CORI Request Forms for all officers/interest holders. (IN TOWN MGR OFFICE)
5. Certificate of Authorization.
6. Corporate Documents.
7. Proof of US Citizenship.
8. Sales Agreement - Copy of Bankruptcy Documents.
9. Source of Funds.
10. Proof of Legal Right to Occupy - Lease Documentation.

We would appreciate you putting this on your next available meeting schedule. We will call shortly hereafter to follow-up and see if you need us to attend the meeting, though we are anticipating from past experiences that many communities will not require it.

We look forward to speaking and working with you again. If you should have any questions with regards to this application, please feel free to call Mariel Cabot at extension 102.

Very truly yours,


Joseph H. Devlin



***Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
Telephone 617-727-3040
Facsimile: 617-727-1510***

Jean M. Lorizio, Esq.
Chairman

October 23, 2018

LOCAL BOARDS

Andover, Beverly, Boston, Braintree, Brockton, Cambridge, Canton, Chelmsford, Framingham, Hingham, Holliston, Lexington, Mansfield, Medford, Needham, Newton, N. Andover, N. Attleboro, Norwood, Peabody, Plymouth, Reading, Marlborough, Swampscott, Waltham, Westborough, and Woburn

The Alcoholic Beverages Control Commission ("Commission") has received a request from Bertucci's Restaurants, LLC d/b/a Bertucci's Restaurants for Transfer of License and Pledge of Collateral in the above-noted cities and towns.

Due to the magnitude of these transactions, the Commission has received the information and documents provided by the Licensee. The review was to determine whether the contemplated transaction is consistent with the provisions of M.G.L. c. 138. Based upon our review, we are satisfied that the transaction is consistent with the purposes of the law and would not result in the individual corporate licenses being deemed to be out of compliance with the applicable statute. Accordingly, this letter sets forth our recommended procedure for the processing of these applications.

Arrangements have been made for the Corporation to pay all of the \$200 application fees directly to the Commission. Therefore, no fee needs to be collected by the Local Licensing Authority.

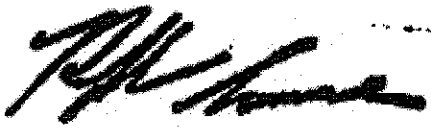
The Commission has reviewed and accepted copies of the following documents and instruments:

1. Application for a Transfer of License
2. Vote of the LLC;
3. Ownership Flow Chart
4. Copy of Sales Agreement
5. Bankruptcy Information
6. Source of Funds
7. Pledge Agreement

The applicant will contact you directly for processing the application. We will be processing this group filing differently than we have in the past due to the fact that these applications will be scanned into the new e-licensing system. You need to send in a complete application not just the Local Licensing Authority Review Record.

The local licensing authority should send in the whole packet of the application and not just the local licensing review record that was done in the past. Should you or your town/city solicitor have any questions or require information or assistance, please contact Investigator Jack Carey at (617) 727-3040, extension 736.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Ralph Sacramone', with a stylized, sweeping flourish at the end.

Ralph Sacramone
Executive Director

Cc: Frederick Mahony, Chief Investigator
Ryan Melville, Licensing Coordinator
Joseph H. Devlin



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA 02114
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION FOR A TRANSFER OF LICENSE

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: <https://www.paybill.com/mass/abcc/retail/>
PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL

EPAY CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME Bertucci's Restaurants, LLC

ADDRESS 1257 Highland Avenue

CITY/TOWN Needham

STATE MA

ZIP CODE 02492

For the following transactions (Check all that apply):

- | | | | |
|--|---|---|---|
| ☐ New License | ☐ Change of Location | ☐ Change of Class (i.e. Annual / Seasonal) | ☐ Change Corporate Structure (i.e. Corp / LLC) |
| ☒ Transfer of License | ☐ Alteration of Licensed Premises | ☐ Change of License Type (i.e. club / restaurant) | ☒ Pledge of Collateral (i.e. License/Stock) |
| ☐ Change of Manager | ☐ Change Corporate Name | ☐ Change of Category (i.e. All Alcohol/Wine, Malt) | ☐ Management/Operating Agreement |
| ☐ Change of Officers/
Directors/LLC Managers | ☐ Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | ☐ Issuance/Transfer of Stock/New Stockholder | ☐ Change of Hours |
| | | ☐ Other <input type="text"/> | ☐ Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS
TRANSMITTAL FORM ALONG WITH
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
239 CAUSEWAY STREET
BOSTON, MA 02241-3396



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street Boston, MA 02114
www.mass.gov/abcc

APPLICATION FOR A TRANSFER OF LICENSE

Municipality

1. TRANSACTION INFORMATION

- | | | |
|---|---|---|
| ☒ Transfer of License | ☐ Pledge of Inventory | ☐ Change of Class |
| ☐ Alteration of Premises | ☒ Pledge of License | ☐ Change of Category |
| ☐ Change of Location | ☐ Pledge of Stock | ☐ Change of License Type
(\$12 ONLY, e.g. "club" to "restaurant") |
| ☐ Management/Operating Agreement | ☐ Other <input type="text"/> | |

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

The current licensee (the "Debtor") declared bankruptcy, and the Applicant was the successful bidder in bankruptcy and purchased the restaurant locations of the Debtor. The transaction includes the 29 remaining Bertucci's Brick Oven Ristorante restaurants in Massachusetts.

2. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES

On-Premises-12

TYPE

\$12 Restaurant

CATEGORY

All Alcoholic Beverages

CLASS

Annual

3. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Current or Seller's License Number

77,000,015

FEIN

04-2844750

Entity Name

Bertucci's Restaurants, LLC

DBA

Bertucci's

Manager of Record

Francisco J. Guzman

Street Address

1257 Highland Avenue

Phone

(781) 449-3777

Email

cwills@bertuccis.com

Add'l Phone

Website

<https://www.bertuccis.com/>

4. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. If this application alters the current premises, provide the specific changes from the last approved description. You must also submit a floor plan.

6678 square feet of space in a regional mall with one kitchen, one bar, 3 dining rooms. One main entrance and one rear exit.

Total Sq. Footage

6678 (list: 5968)

Seating Capacity

130

Occupancy Number

141

Number of Entrances

1

Number of Exits

1

Number of Floors

1

APPLICATION FOR A TRANSFER OF LICENSE

5. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

Transferor Entity Name	Bertucci's Restaurant Corp.	By what means is the license being transferred?	Bankruptcy
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List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Brian K. Wright	CEO, President, Director	0%
Brian P. Connell	CFO, Treasurer, Secretary	0%
Christine A. Moscaritolo	Assistant Secretary	0%
Bertucci's Inc.	Stockholder	100%

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises(Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB	Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Thomas Avalone	9211 Point Cypress Drive, Orlando, FL 32836			LLC Manager, President	0%	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No
Bruce Hawkins	1585 Chestnut Avenue, Winter Park, FL 32789			Treasurer	0%	☐ Yes ☒ No	☒ Yes ☐ No	☐ Yes ☒ No
Jeffrey Sirolli	1886 Meeting Place, Orlando, FL32814			Secretary	0%	☐ Yes ☒ No	☒ Yes ☐ No	☐ Yes ☒ No
Brian Wright	272 Beechwood Street, Cohasset, MA 02025			CEO	0%	☐ Yes ☒ No	☒ Yes ☐ No	☒ Yes ☐ No

APPLICATION FOR A TRANSFER OF LICENSE

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

Name of Principal	Residential Address	SSN	DOB
Brian Connell	3 Patriot Lane, Whitman, MA 02382		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
CFO	0%	☐ Yes ☒ No	☒ Yes ☐ No
MA Resident			
☒ Yes ☐ No			
Name of Principal	Residential Address	SSN	DOB
Bertucci's Holdings, LLC	155 Otis Street, Northborough, MA 01532		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
LLC Member	100%	☐ Yes ☒ No	☒ Yes ☐ No
MA Resident			
☐ Yes ☒ No			
Name of Principal	Residential Address	SSN	DOB
Robert I. Earl	9754 Chestnut Ridge Drive, Windermere, FL 34786		
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
See Exhibit A	100% of upper tier	☐ Yes ☒ No	☒ Yes ☐ No
MA Resident			
☐ Yes ☒ No			

Additional pages attached? ☒ Yes ☐ No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.

☐ Yes ☒ No

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
See Exhibit B			

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
See Exhibit C			

APPLICATION FOR A TRANSFER OF LICENSE

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?

Yes ☒ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
	See Exhibit D		

7. CORPORATE STRUCTURE

Entity Legal Structure

LLC

Date of Incorporation May 29, 2018

State of Incorporation

Florida

Is the Corporation publicly traded? ☐ Yes ☒ No

8. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name Maloomian Properties

Landlord Phone 7814448798

Landlord Email

Landlord Address 1329 Highland Avenue, Needham, MA 02192

Lease Beginning Date 7,012,002

Rent per Month 15,474

Lease Ending Date 6,302,022

Rent per Year 185,688

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

9. APPLICATION CONTACT

The application contact is the person who the licensing authorities should contact regarding this application.

Name: Joseph H. Devlin

Phone: 617-514-2828 ext. 101

Title: Attorney

Email: jdevlin@devlinlawoffices.com

APPLICATION FOR A TRANSFER OF LICENSE

10. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	\$0.00
B. Purchase Price for Business Assets	\$26,000,000.00
C. Other (Please specify)	\$0.00
D. Total Cost	\$26,000,000.00

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
PHL Holdings LLC (PNC Bank Account)	\$7,000,000.00
Bertucci's Restaurants, LLC	\$6,000,000.00 - assumption of existing debt
Total	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
CIT Bank, N.A.	\$13,000,000.00	Term Loans	☐ Yes ☒ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

Of this \$26 million, \$6 million was existing debt in the form of gift cards and other liabilities that was assumed by Bertucci's Restaurants, LLC. Of the remaining \$20 million, \$13 million was in the form of a loan from CIT Bank NA to Bertucci's Restaurants, LLC. The remaining \$7 million of the purchase price was paid in cash. The cash was paid from a PNC Bank account held by PHL Holdings, LLC. PHL is the grandparent of Bertucci's Restaurants, LLC.

11. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☒ Yes ☐ No

Please indicate what you are seeking to pledge (check all that apply) ☒ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

CIT Bank, N.A.

12. MANAGER APPLICATION

A. MANAGER INFORMATION

Individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Francisco J. Guzman Date of Birth SSN

Residential Address 58 Garland St., Everett, MA 02149

Email beat104@beatucci.com Phone 857-928-5149

Please indicate how many hours per week you intend to be on the licensed premises 40

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? ☒ Yes ☐ No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship: US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

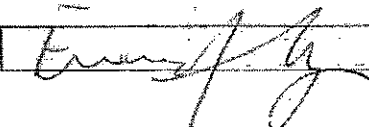
Start Date	End Date	Position	Employer	Supervisor Name
	Current		Bertucci's - Needham	
2007	2008	Manager	Uno Chicago Grill - Methuen	

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary, utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date 10-19-2018

APPLICANT'S STATEMENT

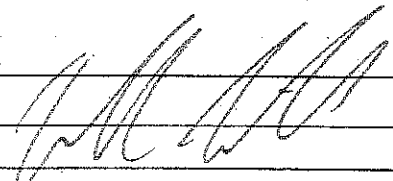
I, Jeffrey Siroily the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP member
Authorized Signatory

of Bertucci's Restaurants, LLC, hereby submit this application for transfer of license
Name of the Entity/Corporation Transaction(s) you are applying for

(hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statement and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises does not violate any requirement of the ABCC or other state law or local ordinances;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the Application information as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of, the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.

Signature: 

Date: 8/23/10

Title: Secretary

CORPORATE RESOLUTION

CERTIFICATE OF AUTHORITY

At a meeting of the managers/members of Bertucci's Restaurants, LLC, held on August 1, 2018:

On motion duly made and seconded, it was unanimously

VOTED: To appoint the managers listed in Exhibit B as its manager or principal representative, with as full authority and control of the premises described in the license of the corporation and of the conduct of the business therein relative to the sale of all (or wine and malt, as the case may be) alcoholic beverages as the licensee itself could in any way have exercised it as if it were a natural person, resident of the Commonwealth of Massachusetts, and that a copy of this vote duly certified by the clerk of the corporation and delivered to said manager or principal representative shall constitute the written authority required by Massachusetts General Laws Chapter 138.

On motion duly made and seconded, it was unanimously

VOTED: That the Secretary, Jeffrey Sirolly, is authorized on behalf of the corporation to apply to the local licensing authority for the municipalities listed on Exhibit B and the Alcoholic Beverages Control Commission for a transfer of an annual Restaurant all (or wine and malt, as the case may be) alcoholic beverages license at the locations listed on Exhibit B d/b/a Bertucci's Brick Oven Ristorante.

A TRUE COPY

ATTEST

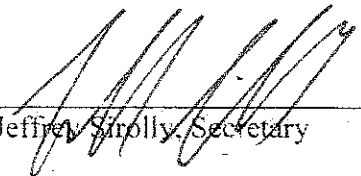

Jeffrey Sirolly, Secretary

Exhibit B
Massachusetts Locations and Managers

1. **Andover, Ma**
90 Main Street
Andover, Ma 01810
Eric Calhau, Manager
2. **Beverly, Ma**
27 Enon Street
Beverly, Ma 01915
Charles McLean, Manager
3. **Boston, MA**
Children's Hospital
1 Blackfan Circle
Boston, Ma 02215
Daniel Howell, Manager
4. **Boston, MA**
West Roxbury
683 VFW Parkway
W. Roxbury, Ma 02467
Daniel Howell, Manager
5. **Braintree, Ma**
412 Franklin Street
Braintree, Ma 02184
Timothy Neveu, Manager
6. **Brockton, Ma**
Rainbow Square – Unit 1
1285 Belmont Street
Brockton, Ma 02301
Alberto Barros, Manager
7. **Cambridge, MA**
Kendall Square
799 Main Street
Cambridge, Ma 02139
Cheryl Dasilva, Manager
8. **Cambridge, MA**
Alewife
Cambridge Park Drive
Cambridge, Ma 02140
Sam Campbell, Manager
9. **Canton, Ma**
Village Mall
95 Washington Street
Canton, Ma 02021
Christine Moreira, Manager

10. **Chelmsford, Ma**
14 Littleton Road/Rt. 110
Chelmsford, Ma 01824
Melissa Dougherty, Manager
11. **Framingham, Ma**
150 Worcester Road
Framingham, Ma 01702
Sam Gaucher, Manager
12. **Hingham, Ma**
90 Derby Street
Hingham, Ma 02043
Erin Landaverde, Manager
13. **Holliston, Ma**
414 Washington Street
Holliston, Ma 01746
Sharon Loguidice, Manager
14. **Lexington, Ma**
1777 Mass. Avenue
Lexington, Ma 02420
James Ross, Manager
15. **Mansfield Crossing, Ma**
280 School Street
Mansfield, Ma 02048
William Herren, Manager
16. **Medford, Ma**
4054 Mystic Valley Pkwy.
Medford, Ma 02155
Melissa Surber, Manager
17. **Needham, Ma**
1257 Highland Avenue
Needham, Ma 02492
Francisco Guzman, Manager
18. **Newton, Ma**
275 Centre Street
Newton, Ma 02458
Mike Emery, Manager
19. **N. Andover, Ma**
435 Andover Street
N. Andover, Ma 01845
Mary McGraw, Manager
20. **N. Attleboro, Ma**
999 S. Washington Street
N. Attleboro, Ma 02760
Ryan Lenhardt, Manager

21. **Norwood, Ma**
1405 Providence Hgwy.
Norwood, Ma 02062
Christina Fitzgibbon, Manager
22. **Peabody, Ma**
15 Newbury Street
W. Peabody, Ma 01960
Francisco Richiez, Manager
23. **Plymouth, Ma**
6 Plaza Way
Plymouth, Ma 02360
Richard Mooney, Manager
24. **Reading, Ma**
45 Walkers Brook Drive
Reading, Ma 01867
Steven Cutsumbis, Manager
25. **Solomon Pond, Ma**
Solomon Pond Mall
601 Donald Lynch Blvd.
Marlborough, Ma 01752
Christopher Parker, Manager
26. **Swampscott, Ma**
450 Paradise Road
Swampscott, Ma 01907
Bubacar Jallow, Manager
27. **Waltham, Ma**
475 Winter Street
Waltham, Ma 02451
Jose Rodriguez, Manager
28. **Westborough, Ma**
160 Turnpike Road – Rte 9
Westborough, Ma 01581
Sandra Ginsberg, Manager
29. **Woburn, Ma**
17 Commerce Way
Woburn, Ma 01801
Chris Squillaciotti, Manager

EXHIBIT A

LIST OF EXHIBITS

Transfer of an All Alcoholic Restaurant Application of Bertucci's Restaurants, LLC d/b/a Bertucci's Brick Oven Ristorante

Exhibit A

- A-1 Chart showing ownership structure of Bertucci's Restaurants, LLC
- A-2 Certificate of Organization of Bertucci's Restaurants, LLC
- A-3 Certificate of Organization of Bertucci's Holdings, LLC
- A-4 Certificate of Organization of PHL Holdings, LLC
- A-5 Certificate of Organization of OCS Consultants, Inc.

Exhibit B - MASSACHUSETTS LICENSES IN WHICH THE APPLICANT HAS AN INTEREST

Exhibit C - MASSACHUSETTS LICENSES IN WHICH THE APPLICANT HAS HAD AN INTEREST NO LONGER HELD

Exhibit D - SUSPENSIONS, REVOCATIONS OR CANCELLATIONS

Robert Earl ✓
Sole Shareholder

100%

OCS Consultants, INC., a FL
LLC
EIN: 59-3618140
Robert Earl – Manager, President
Thomas Avallone – Treasurer & Secretary

100%

PHL Holdings, LLC, a FL LLC
EIN: 47-1374131
Robert Earl – Manager, President
Thomas Avallone – Manager, Treasurer &
Secretary

100%

Bertucci's Holding, LLC, a FL
LLC
EIN: 36-4900918
Thomas Avallone – Manager, President
Bruce Hawkins – Treasurer
Jeffrey Sirolly – Secretary

100%

Bertucci's Restaurants, LLC, a
FL LLC
EIN: 83-0799571 ✓
Thomas Avallone – Manager, President
Bruce Hawkins – Treasurer
Jeffrey Sirolly – Secretary
Brian Wright – CEO
Brian Connell – CFO

EXHIBIT A-2

Title	Individual name	Address
REAL PROPERTY	THOMAS AVALLONE	4700 MILLENIA BLVD., STE 400 ORLANDO, FL 32839 USA



Consent



Confidential
Data



Merger
Allowed



Manufacturing

View filings for this business entity:

ALL FILINGS
Annual Report
Annual Report - Professional
Application For Registration
Certificate of Amendment
Certificate of Consolidation

[View filings](#)

Comments or notes associated with this business entity:

[New search](#)

F **The Commonwealth of Massachusetts**

William Francis Galvin
Secretary of the Commonwealth
One Ashburton Place, Room 1717, Boston, Massachusetts 02108-1512

Foreign Limited Liability Company
Application for Registration
(General Laws Chapter 156C, Section 48)

Federal Identification No.: 83-0799571

(1a) The exact name of the limited liability company:

Bertucci's Restaurants, LLC

(1b) If different, the name under which it proposes to do business in the Commonwealth of Massachusetts:

(2) The jurisdiction* where the limited liability company was organized:

Florida

(3) The date of organization in that jurisdiction: 5/29/2018

(4) The general character of the business the limited liability company proposes to do in the Commonwealth:

restaurant operations

(5) The business address of its principal office:

4700 Millenia Blvd., Ste 400
Orlando, FL 32839

(6) The business address of its principal office in the Commonwealth, if any:

(7) The name and business address, if different from principal office location, of each manager:

Thomas Avallone
4700 Millenia Blvd., Ste 400
Orlando, FL 32839

- (8) The name and business address of each person authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property recorded with a registry of deeds or district office of the land court:

NAME

ADDRESS

Thomas Avallone
4700 Millenia Blvd., Ste 400
Orlando, FL 32839

- (9) The name and street address of the resident agent in the Commonwealth:

CT Corporation System
155 Federal Street, Suite 700
Boston, MA 02110

- (10) The latest date of dissolution, if specified: _____

- (11) Additional matters:

Signed by (by at least one authorized signatory):


Thomas Avallone

I Shirley McGinnis Asst. Secretary 7-3-18 CT Corporation System
resident agent of the above limited liability company, consent to my appointment as resident agent pursuant to C.L. c156C § 48
(or attach resident agent's consent hereto).

* Attach a certificate of existence or good standing issued by an officer or agency properly authorized in home state.

ITALIAN
Bertucci's®
RESTAURANT

July 27, 2018

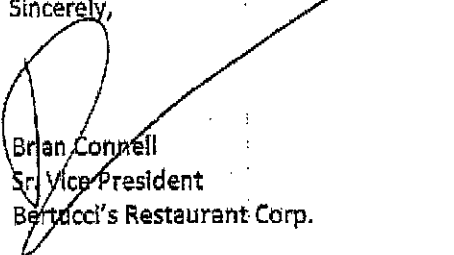
The Commonwealth of Massachusetts
William Francis Galvin
Secretary of the Commonwealth
One Ashburton Place, Room 1717
Boston, Massachusetts 02108-1512

RE: NAME CONSENT – Bertucci's Restaurants, LLC

To whom it may concern:

Bertucci's Restaurant Corp., a Massachusetts corporation ("Withdrawing Entity") has converted to Bertucci's Restaurants, LLC, a Florida limited liability company (the "Company"), effective June 21, 2018. Accordingly, the Company has the requisite consent and approval of Withdrawing Entity to use the name "Bertucci's Restaurants, LLC" in its registered name in Massachusetts.

Sincerely,

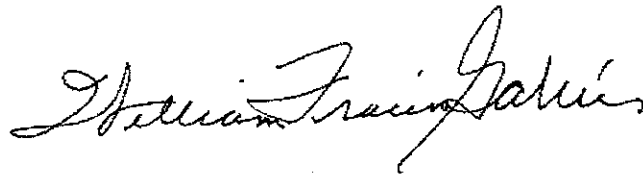


Brian Connell
Sr. Vice President
Bertucci's Restaurant Corp.

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are deemed to have been filed with me on:

July 27, 2018 12:46 PM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, stylized initial "W".

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

EXHIBIT A-3

**Electronic Articles of Organization
For
Florida Limited Liability Company**

L14000113696
FILED 8:00 AM
July 18, 2014
Sec. Of State
tcline

Article I

The name of the Limited Liability Company is:

PHL HOLDINGS, LLC

Article II

The street address of the principal office of the Limited Liability Company is:

4700 MILLENIA BLVD
STE 400
ORLANDO, FL. 32839

The mailing address of the Limited Liability Company is:

4700 MILLENIA BLVD
STE 400
ORLANDO, FL. 32839

Article III

The name and Florida street address of the registered agent is:

MICHAEL NEUKAMM
301 E. PINE STREET
STE 1400
ORLANDO, FL. 32802

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: MICHAEL NEUKAMM

Article IV

The name and address of person(s) authorized to manage LLC:

Title: MGR
THOMAS AVALLONE
4700 MILLENIA BLVD, STE 400
ORLANDO, FL. 32839

Title: MGR
ROBERT I EARL
4700 MILLENIA BLVD., STE 400
ORLANDO, FL. 32839

L14000113696
FILED 8:00 AM
July 18, 2014
Sec. Of State
tcline

Signature of member or an authorized representative

Electronic Signature: THOMAS AVALLONE

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.

EXHIBIT A-5

ARTICLES OF INCORPORATION

OF

OCS CONSULTANTS, INC.

EFFECTIVE DATE
01/01/00

FILED
99 DEC 20 AM 10:25
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

The undersigned, acting as the incorporator of OCS CONSULTANTS, INC., a Florida corporation (the "Corporation"), pursuant to Chapter 607 of the Florida Statutes, hereby forms a corporation for profit under the laws of the State of Florida and adopts the following Articles of Incorporation for the Corporation:

ARTICLE I - NAME

The name of the Corporation is OCS CONSULTANTS, INC. The mailing address of the Corporation shall be 8669 Commodity Circle, Orlando, Florida 32819-9003.

ARTICLE II - CORPORATE EXISTENCE

The Corporation will exist commencing on January 1, 2000.

ARTICLE III - DURATION

The Corporation shall exist perpetually.

ARTICLE IV - PURPOSE

The Corporation is organized for the purpose of transacting any or all lawful business for which corporations may be incorporated under Chapter 607, Florida Statutes.

ARTICLE V - CAPITAL STOCK

The maximum number of shares of capital stock that the Corporation is authorized to issue and have outstanding at any one time is One Thousand (1,000) shares of common stock having a par value of One Cent (\$.01) per share.

ARTICLE VI - INITIAL REGISTERED OFFICE AND AGENT

The street address of the initial registered office of the Corporation shall be:

201 E. Pine Street, Suite 1200
Orlando, Florida 32801

The name of the initial registered agent of the Corporation at that address shall be:

Byrd F. Marshall, Jr.

ARTICLE VII - INITIAL BOARD OF DIRECTORS

A. The Corporation shall have one (1) director initially. The number of directors may be either increased or diminished from time to time in accordance with the Bylaws, but shall never be less than one.

B. The name and address of the initial director of the Corporation is as follows:

<u>Name</u>	<u>Street Address</u>
Robert I. Earl	8669 Commodity Circle Orlando, FL 32819-9003

ARTICLE VIII - INCORPORATOR

The name and address of the person signing these Articles is:

Name

Address

Byrd F. Marshall, Jr.

201 East Pine Street, Suite 1200
Orlando, Florida 32801

ARTICLE IX - BYLAWS

The power to adopt, alter, amend or repeal Bylaws shall be vested in the Board of Directors and the shareholders.

ARTICLE X - AMENDMENT

The Corporation reserves the right to amend or repeal any provisions contained in these Articles of Incorporation, or any amendment hereto, and any right conferred upon the shareholders is subject to this reservation.

IN WITNESS WHEREOF, the undersigned incorporator has executed these Articles of Incorporation this 16th day of December, 1999.



Byrd F. Marshall, Jr.
Incorporator

CERTIFICATE OF ACCEPTANCE AS REGISTERED AGENT

The undersigned, having been named as registered agent for the above named Corporation, at the place designated in the foregoing Articles of Incorporation, hereby accepts such designation and agrees to act in such capacity, and I further agree to comply with the provisions of all statutes relative to the proper and complete performance of my duties as registered agent. I am familiar with, and accept the duties and obligations of, Section 607.0505 of the Florida Statutes.


Byrd F. Marshall, Jr.

FILED
99 DEC 20 AM 10:25
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

EXHIBIT B

Exhibit B

EXISTING LOCATIONS

Robert Earl, the ultimate, 100% owner of the licensee, is the founder and CEO of Planet Hollywood, which has locations in four states and three countries, chairman of the Planet Hollywood Resort & Casino in Las Vegas, which has locations in three countries, and chairman of Buca di Beppo Italian Restaurants, which has locations in 25 states and three countries. Other companies within the ownership chain of the applicant LLC may also hold licenses within the United States as well, however a complete list is not available.

Please see the attached list of Bertucci's restaurant locations.

Bertucci's Licenses (current)

	Restaurant Name	Street	City	State	Zip Code	Phone Number
2	Kendall Square	799 Main Street	Cambridge	MA	02138	617-661-8356
3	Holliston	414 Washington Street	Holliston	MA	01746	508-429-4571
8	Norwood	1405 Providence Highway	Norwood	MA	02062	781-762-4155
10	Woburn	17 Commerce Way	Woburn	MA	01801	781-933-1440
13	Hingham	90 Derby Street	Hingham	MA	02043	781-740-4405
15	Newton	275 Centre Street	Newton	MA	02458	617-244-4900
16	Braintree	412 Franklin Street	Braintree	MA	02184	781-849-3066
17	Alewife	5 Cambridge Park Drive	Cambridge	MA	02140	617-876-2200
18	Framingham	150 Worcester Road	Framingham	MA	01702	508-879-9161
19	Nashua	406 Amherst Street	Nashua	NH	03063	603-595-7244
20	Warwick	1946 Post Road	Warwick	RI	02886	401-732-4343
21	Peabody	15 Newbury Street	West Peabody	MA	01960	978-535-0969
22	North Andover	435 Andover Street	North Andover	MA	01845	978-685-4498
23	Salem	275 Rockingham Park BLVD	Salem	NH	03000	603-890-3434
25	West Roxbury	683 VFW Parkway	West Roxbury	MA	02467	617-327-0898
28	Waltham	475 Winter Street	Waltham	MA	02451	781-684-0650
30	Swampscott	450 Paradise Road	Swampscott	MA	01907	781-581-6588
31	Glastonbury	2882 Main Street	Glastonbury	CT	06033	860-633-2225
32	Darien	54 Post Road	Darien	CT	06820	203-655-4299
34	Medford	4054 Mystic Valley Parkway	Medford	MA	02155	781-396-9933
35	Andover	90 Main Street	Andover	MA	01810	978-470-3939
39	Newington	2929 Berlin Turnpike	Newington	CT	06111	860-666-1949
41	Mount Laurel	1220 Nixon Drive	Mt. Laurel	NJ	08054	856-273-0400
43	Huntingdon Valley	2190 County Line Road	Huntingdon Valley	PA	19006	267-282-4746
44	Melville	881 Walt Whitman Road	Melville	NY	11747	631-427-9700
45	Wayne	523 West Lancaster Avenue	Wayne	PA	19087	610-293-1700
48	Washington D.C.	2000 Pennsylvania Avenue, N.W.	Washington	DC	20006	202-296-2600
49	White Marsh	8130 Corporate Place	Baltimore	MD	21236	410-931-0900
50	Columbia	9081 Snowden River Parkway	Columbia	MD	21044	410-312-4800
53	Bel Air	12 Bel Air South Parkway	Bel Air	MD	21015	410-569-4600
59	Hazlet	2847 Highway 35	Hazlet	NJ	07730	732-264-2422
60	Avon	380 West Main Street, Rte. 44	Avon	CT	06001	860-676-1177
66	Timonium	1818 York Road	Timonium	MD	21093	410-561-7000
68	Langhorne	675 Middletown Road	Langhorne	PA	19047	215-752-9200
69	Lexington	1777 Massachusetts Avenue	Lexington	MA	02420	781-860-9000
70	Chelmsford	14 Littleton Road	Chelmsford	MA	01824	978-250-8800
72	Springfield	6525 Frontier Drive	Springfield	VA	22150	703-313-6700
87	Beverly	27 Enon Street	Beverly	MA	01915	978-927-6866
89	Solomon Pond	601 Donald Lynch BLVD	Marlboro	MA	01752	508-485-3636
90	Manchester	1500 South Willow St.	Manchester	NH	03106	603-668-6204

91	Plymouth Meeting	500 West Germantown Pike	Plymouth Meeting	PA	19462	610-397-0650
93	Marlton	515 North Route 73	Marlton	NJ	08053	856-988-8070
96	Westboro	160 Turnpike Road (Rte 9)	Westborough	MA	01581	508-898-3074
100	Canton	95 Washington Street	Canton	MA	02021	781-828-9901
104	Needham	1257 Highland Avenue	Needham	MA	02492	781-449-3777
105	Wilmington	3596 Concord Pike	Wilmington	DE	19803	302-529-0800
107	Brockton	1285 Belmont Street	Brockton	MA	02301	508-584-3080
109	Christiana	201 West Main Street	Newark	DE	19702	302-286-6600
121	Childrens Hospital	One Blackfan Circle	Boston	MA	02115	617-739-2492
122	Springfield Square	965 Baltimore Pike	Springfield	PA	19064	610-543-8079
126	Plymouth	6 Plaza Way	Plymouth	MA	02360	508-747-1187
127	Attleboro	999 South Washington Street	North Attleboro	MA	02760	508-699-2491
129	Mansfield Crossing	280 School Street	Mansfield	MA	02048	508-261-2371
130	Reading	45 Walkers Brook Drive	Reading	MA	01867	781-942-2001
131	Concordville	501 Byers Drive	Glen Mills	PA	19342	610-358-0127
135	Gloucester	625 Cross keys Road	Sicklerville	NJ	08081	856-740-9960
137	Montgomeryville	860 Bethlehem Pike	North Wales	PA	19454	267-498-5538
138	Bensalem	3617 Horizon Blvd	Feasterville-Trevose	PA	19053	267-983-5416

EXHIBIT C

Exhibit C

MASSACHUSETTS LICENSES IN WHICH THE APPLICANT HAS HAD AN INTEREST PREVIOUSLY HELD

Robert Earl, the ultimate, 100% owner of the licensee, is the founder and CEO of Planet Hollywood, which has locations in four states and three countries, chairman of the Planet Hollywood Resort & Casino in Las Vegas, which has locations in three countries, and chairman of Buca di Beppo Italian Restaurants, which has locations in 25 states and three countries. In Massachusetts, the prior company previously held the licenses in the attached list. A comprehensive list of previously held licenses is not available.

EXHIBIT D

Exhibit D
Bertucci's Corporation
Violations resulting in suspension or revocation

The Applicant's records indicate the following liquor violations within Massachusetts:

Newton, MA – 4/16/02: Service to a minor. Fine paid in lieu of suspension
Framingham, MA – 9/12/05: Suspension of License (9/26/05-9/28/05) Failure to Notify of Change of Manager.
Lexington, MA – 4/19/06: Service to a minor. First offense was a written warning.
Medford, MA – 8/27/09: Service to a minor. No suspension.
Taunton, MA – 6/29/13: Service to a minor. One day suspension.
North Attleboro – 2/19/17: Service to a minor. One day suspension.

A comprehensive list of violations outside of Massachusetts no longer exists. Robert Earl, the ultimate, 100% owner of the licensee, is the founder and CEO of Planet Hollywood, which has locations in four states and three countries, chairman of the Planet Hollywood Resort & Casino in Las Vegas, which has locations in three countries, and chairman of Buca di Beppo Italian Restaurants, which has locations in 25 states and three countries. The Applicant assumes there may have been some of those licenses suspended for violations of alcoholic beverages regulations, but upon information and belief, none have been cancelled or revoked.

PROOF OF US CITIZENSHIP

CERTIFIED TRANSCRIPT OF BIRTH
STATE OF NEW YORK
DEPARTMENT OF HEALTH

FULL NAME OF CHILD: **THOMAS AVALLONE**
DATE OF BIRTH: **September 22, 1958**
PLACE OF BIRTH: **Oyster Bay, New York**
MAIDEN NAME OF MOTHER: **MARY T. IDONE**
NAME OF FATHER: **JAMES J. AVALLONE**
DATE FILED: **September 26, 1958**
STATE FILE NO.: **137600**

This is to certify that the information concerning the birth of the above named person is a true and accurate transcription of the information recorded on the original certificate of birth on file with the New York State Department of Health.

Peter M. Carucci

Peter M. Carucci
Director, Vital Records Section

DATE February 15, 2007

Do not accept this transcript unless the raised seal of the New York State Department of Health is affixed thereon.

ANY ALTERATION VOIDS THIS TRANSCRIPT

ESTADO LIBRE ASOCIADO DE PUERTO RICO
(COMMONWEALTH OF PUERTO RICO)

DEPARTAMENTO DE SALUD
(DEPARTMENT OF HEALTH)
REGISTRO DEMOGRAFICO
(DEMOGRAPHIC REGISTRY)
CERTIFICACION DE NACIMIENTO
(CERTIFICATION OF BIRTH)

NUMERO DE CERTIFICADO (CERTIFICATE NUMBER)
152-61-04237-000000-001009

NOMBRE DEL INSCRITO (NAME OF REGISTRANT)
FRANCISCO JOSE GUZMAN MONPROFIT

DOMICILIO (DWELLING HOUSE)
BAYAMON, PUERTO RICO

FECHA NACIMIENTO (BIRTHDATE)
18 JUL 1961

FECHA INSCRIPCION (REGISTRATION DATE)
26 JUL 1961

LUGAR NACIMIENTO (BIRTHPLACE)
RIO PIEDRAS, PUERTO RICO

SEXO (SEX)
M

NOMBRE DEL PADRE (FATHER'S NAME)
BENITO GUZMAN

EDAD (AGE)
28

LUGAR NACIMIENTO DEL PADRE (FATHER'S BIRTHPLACE)
AGUAS BUENAS, PUERTO RICO

NOMBRE DE LA MADRE (MOTHER'S NAME)
MICHELE MONPROFIT

EDAD (AGE)
26

LUGAR NACIMIENTO DE LA MADRE (MOTHER'S BIRTHPLACE)
FRANCE

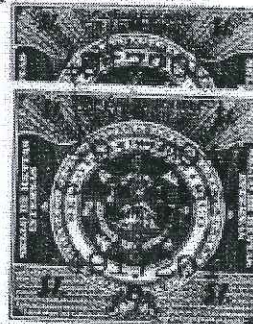
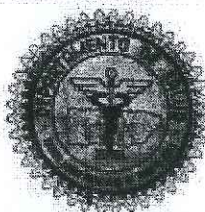
FECHA EXPEDICION (DATE ISSUED)
01 NOV 1990

ESTE ES UN ABSTRACTO DEL CERTIFICADO DE
NACIMIENTO OFICIALMENTE REGISTRADO EN EL
REGISTRO DEMOGRAFICO DE PUERTO RICO BAJO
LA AUTORIDAD CONFERIDA POR LA LEY 24 DEL
22 DE ABRIL DE 1901.

THIS IS AN ABSTRACT OF THE RECORD FILED
IN THE DEMOGRAPHIC REGISTRY OF PUERTO
RICO ISSUED UNDER THE AUTHORITY OF
LAW 24, APRIL 22, 1901.

7m cc
SECRETARIO DE SALUD
(SECRETARY OF HEALTH)

Ante M. J. ...
DIRECTOR REGISTRO DEMOGRAFICO
(STATE REGISTRAR)



ADVERTENCIA: Cualquier alteración o borradura cancela esta certificación.

WARNING: Any alteration or erasure voids this certification.

MALOOMIAN PROPERTIES

UNIT: 2
1257 Highland Avenue
Needham, Massachusetts

Lessee

Bertucci's Restaurant Corp.

The submission of this document for examination and negotiation does not constitute an offer to lease, or a reservation of, or option for the premises, and this document shall become effective and binding only upon the execution and delivery hereof by both Lessor and Lessee.

Maloomian Properties

Handwritten initials: JM and GP

LEASE

1. LAURENCE G. MALOOMIAN and DENNIS W. MALOOMIAN, Lessor, which expression shall include their heirs, successors, executors, and assigns, where the context so admits, does hereby lease to:

Bertucci's Restaurant Corp.
155 Otis Street
Northborough, MA 01532

a Massachusetts corporation Lessee, which expression shall include its successors, executors, assigns and administrators where the context so admits.

2. Lessee hereby leases the following described Premises: Unit numbered 2, comprising approximately 6,165 $\pm$ square feet, located at 1257 Highland Avenue, Needham, MA 02492, the "Building" as shown on the attached Exhibits A and B annexed hereto, together with the right to use in common, with others entitled thereto, the Common Areas and Common Facilities (as provided hereinafter and defined). It is the intention of the parties that only the lease of space is as indicated on Exhibit A with access and egress only. There is no basement space in this Lease. No provision is made for employee parking.
3. The Term of this Lease shall be for an original Term of fifteen (15) years commencing on July 1, 2002 and ending on June 30, 2017.
4. Lessee covenants to pay to Lessor without previous demand therefor and without any set-off or deductions whatsoever a minimum rent during the period 07/01/02 through 06/30/17 at the annual rate of \$154,200.00 payable in equal monthly installments on the first (1st) day of each month and every month throughout said period.
5. Lessee herein agrees to pay Lessor a late payment penalty charge of 5 % per month (or portion thereof) until paid on any payment due hereunder not received by Lessor within five (5) days of the payment due date.
6. If, in any year, during the Term of this Lease or any renewal, extension or modification thereof, Lessor pays or is liable for any real estate taxes (as that term is hereinafter defined), Lessee covenants and agrees to pay a Pro Rata Share (as that term is hereinafter defined) of said real estate taxes as additional rent. Lessee's Pro Rata Share of said taxes shall be 52.4 % of the taxes on the entire Property (as that term is hereinafter defined) as shown as Lot C on Exhibit B annexed hereto. The term "Real Estate Taxes" is defined as all taxes and assessments, special or otherwise, assessed upon or with respect to the ownership of and/or all other taxable interests in the Property imposed by Federal, State or Local Governmental Authority or any other taxing authority having jurisdiction over the Property. The term "Pro Rata Share" is defined as a percentage computed by dividing the square footage area

of the Premises by the total leaseable square footage area of the Building of which the Premises are a part. In the event that the square footage area of the Building is increased or decreased, Lessee's percentage will be appropriately adjusted. At Lessor's sole discretion, all basement area is either not included or is factored in the calculation of the total leaseable square footage area of the Building. The term "Property" (when used to depict real property) is defined as Land, Building and Improvements. Until advised otherwise, the basement area of the Building is not included in the calculation of the total leaseable square footage area of the Building.

Upon presentment by Lessor to Lessee of a statement showing Lessee's Pro Rata Share of the real estate taxes, Lessee shall pay said amount to Lessor as additional rent within fifteen (15) days prior to the time said taxes are due and payable to the taxing authority.

Lessee, at all times, shall be liable for and shall pay directly to the proper taxing authority, before delinquency, all taxes levied or assessed by any taxing authority on any leasehold interest or any personal property of any kind owned, installed, stored or used by Lessee in the Premises or on Lessee's right to occupy, or do business at the Premises which shall become a lien against the Lessor's interest in the Premises.

7. If, in any calendar year, during the Term of this Lease or any renewal, extension or modification thereof, there is an increase, over the previous calendar year, in the "Consumer Price Index, All Urban Consumers, for the City of Boston, All Items, 1982-84 = 100" (CPI) published by the United States Bureau of Labor Statistics, the minimum rent will be revised upward, annually, on the anniversary date of this Lease, by the same increase in the CPI, and Lessee herein agrees to pay Lessor said revised minimum rent without previous demand therefor and without any set-off or deduction whatsoever. In determining any increase in the CPI, it is herein agreed that the CPI for January of the first anniversary year of this Lease will be compared with the CPI for January of the year that this Lease commences, and if there is an increase, the minimum rent will be revised upward by the same increase on the anniversary date. In subsequent years, in determining any increase in the CPI, the CPI for January of the current anniversary year will be compared with the CPI for January of the preceding year.
8. Lessee agrees to pay as additional rent a Pro Rata Share of 52.4 % of the total expenses incurred by the Lessor for maintaining and operating in good order and repair the Common Areas and Facilities of the entire Property as shown on the attached Exhibit B and of which the Premises are a part. The term "Common Areas" is defined as those portions of the Property, as they may from time to time exist, which are, open generally to the public or to the tenants thereof, including without limitation walkways, parking areas, driveways, service areas, malls, landscaped areas, hallways, lobbies, stairways, lavatories, management office, and the like, or not open generally to the public or to the tenants thereof, including without limitation mechanical, electrical, utility, service, storage rooms and areas, and the like. The term "Common Facilities" is defined as all Lessor's equipment (except such

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equipment used exclusively by a tenant), systems and facilities within, or used in connection with the operation of the Property, or any part or parts thereof, including, without limitation, all pipes, wires, conduits, ducts, sanitary sewer, storm drains, gutters, drain pipes, signs, elevators, and air conditioning, heating, lighting, electrical, plumbing, alarm and fire sprinkler systems, including without limitation all of the same within the Premises, and within and on the Building of which the Premises are a part, and on or within the entire Property. Except for the number of parking spaces shown on Lot C on the attached Exhibit D, no representation is hereby made of the existence or continuance of any Common Area or Common Facility either as shown on Exhibits A and B or otherwise, all of which the Lessor reserves the right to alter, modify, enlarge, decrease, or discontinue, as Lessor, in its sole judgement, shall deem necessary or desirable.

Such maintenance and operating expenses shall include, without limitation, any and all expenses for the following:

- a) compensation and all fringe benefits, workmen's compensation insurance premiums and payroll taxes paid to, for, or with respect to all persons engaged in the operation, maintenance, repair, cleaning, or general upkeep of the Common Areas and Facilities;
- b) water, sewer, electric, gas and oil charges not separately chargeable to tenants;
- c) labor, materials and equipment for maintenance, cleaning, repairs and general upkeep;
- d) cleaning supplies, light bulbs, lavatory supplies, landscape material, and any other supplies;
- e) snow plowing and removal, sanding of ice, care and replenish of landscaping, and rubbish removal;
- f) payments under service contracts with independent contractors;
- g) premiums for any and all insurance carried by Lessor with respect to the Premises and to the Building and the Property of which the Premises are a part and to the Common Areas and Facilities;
- h) repair and depreciation of equipment used exclusively for the maintenance or cleaning of the Common Areas and Facilities;
- i) costs of capital improvements made during the Term of this Lease, amortized over the useful life of the improvement by Lessor with interest at Lessor's cost of funds on the unamortized amount, of any capital improvements which in Lessor's reasonable opinion will have the effect of reducing, or minimizing the increase in any component cost listed in this Paragraph 8; and the cost during the

Term of this Lease, amortized over the useful life of the improvement by Lessor with interest at Lessor's cost of funds on the unamortized amount, of any capital improvements which are necessary to keep the Premises, the Building and Property of which the Premises are a part and the Common Areas and Facilities in full compliance with all governmental regulations and rules applicable from time to time thereto; and

- j) management fee equal to 15% of the total expenses listed in this Paragraph 8 and, if applicable, Paragraphs 25, 27 and 28 herein.

Lessor, at Lessor's sole option, shall be paid and Lessee agrees to pay for such maintenance and operating expenses under any of the following methods or combinations thereof:

~~k) Lessor shall from time to time deliver a statement to Lessee showing Lessee's share of such maintenance and operating expenses for a defined period of time. Lessee shall pay to Lessor such amount on receipt of the statement.~~

~~l) Lessor shall from time to time deliver a statement to Lessee showing Lessee's share of such maintenance and operating expenses for a defined period of time where such expenses for such period must be prepaid by Lessor. Lessee shall pay to Lessor such amount on receipt of the statement.~~

m) Lessor shall from time to time, and at least annually, prepare a budget to estimate the total expenses for maintaining and operating the Common Areas and Facilities for Lessor's fiscal year. Commencing with the first day of the first month of this Lease, and on the first day of each month thereafter throughout the Term, Lessee shall pay to Lessor, on account toward Lessee's share of estimated total expenses, one-twelfth (1/12) of the total estimated amount which Lessee is required to pay to Lessor. Lessor shall deliver to Lessee within ninety (90) days after the close of each fiscal year a statement setting forth (i) the total expenses for maintaining and operating the Common Areas and Facilities for the fiscal year, (ii) the total amount of Lessee's share of these total expenses, and (iii) the total amount paid by Lessee to Lessor on account for the fiscal year. In the event such statement shows an underpayment by Lessee, Lessee shall pay to Lessor the amount of underpayment within ten (10) days of the receipt of such statement. In the event such statement shows an overpayment by Lessee, Lessor shall, at Lessor's option, either accompany such statement with a refund of the amount of overpayment or credit the amount of overpayment against payments next due hereunder, provided Lessee is not then in default in the performance of any of its obligations under this Lease.

9. Lessee agrees to pay as additional rent 66.6% of the total expenses incurred by Lessor for maintaining, including replacement, the existing pylon sign.

10. Security Deposit clause: intentionally omitted.

11. Lessee shall use the Premises only for the purpose of a casual dining restaurant. Lessor agrees herein that throughout the Term, or any extension thereof, so long as Lessee operates an Italian concept restaurant Lessor will not lease any premises within the Property to any Italian concept or pizza restaurant. Lessee acknowledges that there is currently three (3) non-competing casual dining restaurants on the Property.
12. Lessee acknowledges that no trade or occupation shall be conducted in the Premises or use made thereof which will be unlawful or contrary to any law or municipal by-law or ordinance in force in the Town of Needham or determined by, at Lessor's sole option, a court of law or an arbitrator to be improper, noisy or offensive. Lessor acknowledges that a Bertucci's restaurant is a permitted use hereunder and under the Town of Needham zoning by-laws.
13. Lessee shall not permit any use of the Premises which will make voidable any insurance on the Property of which the Premises are a part, or on the contents of said Property, or which shall be contrary to any law or regulation from time to time established by the New England Fire Rating Association, or any similar body succeeding to its powers. In the event that as a result of use of the Premises by Lessee any increase in insurance premiums results therefrom to Lessor, then in that event, Lessee shall, on demand, reimburse Lessor (and on demand all other tenants) all extra insurance premiums caused by Lessee's use of the Premises.
14. Lessee herein acknowledges that it has inspected the Premises and that the walls, ceiling, floor, carpeting and doors are in good order, repair and condition, and that the lighting, electrical, heating, plumbing and air conditioning systems are in good working order, repair and condition, and that the plate glass and other glass are whole. Lessee accepts the Premises in "as is" condition.
15. a) Following Lessee's construction of its improvements to the Premises, Lessee herein agrees to maintain the Premises in good condition, damage by fire and other casualty without the fault of Lessee, normal wear and tear and those specifically the responsibility of Lessor as set forth herein, only excepted, and whenever necessary, to repair to good order, repair and condition, or to replace with equal quality, the items listed in Paragraph 14 above. Lessee shall not permit the Premises, or the Building of which the Premises are a part, to be overloaded, damaged, stripped or defaced, nor suffer any waste. Lessee will not penetrate any interior or exterior wall or the roof of the Premises or the Building of which the Premises are a part.

b) Lessor herein agrees to maintain in good order and repair the exterior of the Property including roof, walls, foundation and load bearing elements, reasonable wear and tear and damage by fire and other casualty only excepted, unless such maintenance is required because of the negligence of Lessee, its agents, employees, invitees, licensees or contractors, in which event Lessee shall be responsible therefor. Subject to Paragraph 8 i above, Lessor shall be responsible for capital improvements to the Common Areas (including the parking lot) and Facilities.

16. Lessee shall construct a Bertucci's Restaurant in the Premises. Once such construction is completed, Lessee shall not make any structural alterations or additions to the Premises, or the Building of which the Premises are a part, or the Property. Lessee shall not decorate, paint or make any alteration of any kind to the exterior or the store front of the Premises. With the written permission of Lessor, which permission shall not be unreasonably withheld, Lessee may make non-structural alterations to the interior of the Premises. All such allowed alterations shall be at Lessee's expense and shall be in quality at least equal to the present construction. Any allowed alterations made by Lessee shall at the termination of this Lease become the property of the Lessor or be restored as provided hereinafter.

Lessee has no authority or power to cause or permit any lien or encumbrance of any kind whatsoever, whether created by act of Lessee, operation of law or otherwise, to attach to or be placed upon Lessor's title or interest in the Premises, or the Building of which the leased Premises are a part, or Property, and any and all liens and encumbrances created by Lessee shall attach to Lessee's interest only. Lessee shall not permit any mechanic's lien, or similar liens, to remain upon the Premises, or the Building of which the Premises are a part, or Property for labor and material furnished to Lessee or claimed to have been furnished to Lessee in connection with work of any character performed or claimed to have been performed at the direction of Lessee, and, in case of any such lien attaching or notice of any lien, shall cause any such lien to be released of record forthwith without cost to Lessor. In the event that such lien is not immediately released and removed, Lessor, at its sole option, may take all action necessary to release and remove such lien (without any duty to investigate the validity thereof) and Lessee shall promptly upon notice reimburse Lessor for all sums, costs and expenses (including attorney's fees) incurred by Lessor in connection with such lien.

17. Lessee shall not paint, place, or erect any exterior signs, awnings, decorations, aerials, poles satellite dishes or the like on any part of the Premises or on the Building of which the Premises are a part without the written permission of Lessor. Lessee shall not place or cause to be placed in or on any of the Common Areas any objects of any kind. Lessee shall not dispose of or place any rubbish in or on any of the Common Areas except in containers provided (if so provided) for that purpose by Lessor or, with lessor's approval, Lessee. Lessee will not park any truck or delivery vehicle of any kind (except on a transient basis) on the Property and will not park any motor vehicle on the Property overnight.
18. Lessee agrees herein that Lessee will not produce, store, employ for the accomplishment of any purpose, release or dispose of, intentionally or otherwise, any waste, material, product, substance, or combination thereof, in whatever form, which poses a present or potential threat to human health or safety, or the environment because of its quantity, concentration, physical, chemical, corrosive, flammable, reactive, toxic, infectious, or radioactive characteristics, either separately or in combination, within or on any part of the Premises, the Common Areas and Common Facilities, the Building of which the Premises are a part, or the entire

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Property as shown on the attached Exhibits A and B, and will indemnify Lessor against any and all claims for same from any individual, group(s) of individuals, entity, or Federal, State or Local Governmental Authority.

19. Lessor or agents of Lessor may, at reasonable times, enter to view the Premises and may remove exterior signs not approved and affixed as herein provided, and may show the Premises to others, and at any time within six (6) months before the expiration of the Term, may affix to any suitable part of the Premises a notice for letting or selling the Premises and keep the same so affixed without hindrance or molestation. In case of an emergency, such right of entry shall be immediate, whether Lessee is present at the time or not.
20. Pursuant to Lessor's right of access to the Premises, Lessor, or agents of Lessor, may retain pass keys to the Premises. Lessee shall not alter any lock or install any new lock on any door of the Premises without providing Lessor, or agents of Lessor, with keys to the altered or new locks.
21. Lessee shall not, without the prior written consent of Lessor, (i) assign, convey or mortgage this Lease or any interest hereunder; (ii) suffer to occur or permit to exist any assignment of this Lease, or any lien upon Lessee's interest, involuntarily or by operation of law or by sale of stock, merger or transfer of partnership interests by Lessee; (iii) assign or sublet the Premises or any part thereof, or (iv) permit the use of the Premises by any parties other than Lessee and its employees. Any such action on the part of Lessee shall be void and of no effect. Lessor's consent to any assignment or sublease or Lessor's election to accept any assignee or sublessee as the lessee hereunder and to collect rent from such assignee or sublessee shall not release Lessee or any subsequent lessee from any covenant or obligation under this Lease. Lessor's consent to any assignment or sublease shall not constitute a waiver of Lessor's right to withhold its consent to any future assignment or sublease.

At least ninety (90) days prior to any proposed assignment or sublease, Lessee shall submit to Lessor a statement seeking Lessor's consent and containing the name and address of the proposed assignee or sublessee, the terms of the proposed assignment or sublease and such financial and other information with respect to the proposed assignee or sublessee as Lessor reasonably may request. Lessor shall indicate its consent or non-consent within sixty (60) days of its receipt of said statement.

In addition to withholding its consent, Lessor shall have the additional right to terminate this Lease as to that portion of the Premises which Lessee seeks to assign or sublet, whether by requesting Lessor's consent thereto or otherwise. Lessor may exercise such right to terminate by giving written notice to Lessee at any time prior to Lessor's written consent to such assignment or sublease. In the event that Lessor exercises such right to terminate, Lessor shall be entitled to recover possession of such portion of the Premises on the latter of (i) the proposed date for possession by such assignee or sublessee, or (ii) ninety (90) days after the date of Lessor's notice of

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termination to Lessee and Lessor shall have the further right to re-configure the remaining portion of the Premises for the purpose of maintaining access thereto.

In the event that Lessor fails to exercise its termination right and its right to withhold its consent as set forth in this Paragraph, and in the event that Lessor consents to any assignment or sublease of any portion of the Premises, as a condition of Lessor's consent, if Lessor so elects to consent, Lessee shall pay to Lessor ninety percent (90%) of all profit derived by Lessee from such assignment or sublease. Lessee shall furnish Lessor with a sworn statement, certified by an independent certified public accountant, setting forth in detail the computation of profit (which computation shall be based upon generally accepted accounting principles), and Lessor, or its representatives, shall have access to the books, records and papers of Lessee in relation thereto, and to make copies thereof. All cash consideration and any rent in excess of that paid by Lessee hereunder realized by reason of such assignment or sublease shall be deemed an item of such profit. If a part of the consideration for such assignment or sublease shall be payable other than in cash, the payment to Lessor shall be payable in accordance with the foregoing percentage of the cash and other non-cash considerations in such form as is satisfactory to Lessor. Such percentage of Lessee's profits shall be paid to Lessor promptly by Lessee upon Lessee's receipt from time to time of periodic payments from such assignee or sublessee or at such other time as Lessee shall realize its profit from such assignment or sublease.

22. This Lease shall be subject and subordinate to any and all mortgages, deeds of trust and other instruments in the nature of a mortgage, now or at any time hereafter, a lien or liens on the Property of which the Premises are a part, and Lessee shall, when requested, execute and deliver, within ten (10) days, such written instruments as shall be necessary to show subordination of this Lease to said mortgages, deeds of trust or other such instruments in the nature of a mortgage. Lessee agrees, that, from time to time upon not less than ten (10) days prior request by Lessor, Lessee, or Lessee's duly authorized representative having knowledge of the following facts, will deliver to Lessor a statement in writing certifying (i) that this Lease is unmodified and in full force and effect, or, if there have been modifications, that the Lease as modified is in full force and effect; (ii) the dates to which rent and other charges have been paid; (iii) that to Lessee's knowledge Lessor is not in default under any provision of this Lease, or, if in default, the nature thereof in detail; and (iv) such further matters as may be required by Lessor, it being intended that such statement may be relied upon by any mortgage thereof or any purchaser of the Property or an interest therein. Lessee shall execute and deliver whatever other instruments may be reasonably required for such purposes.
23. Lessee shall save Lessor harmless from all loss and damage occasioned by the use or escape of water or by the bursting of pipes, as well as from any claim or damage resulting from not removing snow and ice from the roof of the Building or from the walkways and stairs bordering upon the Premises, or by any nuisance made or

suffered on the Premises. The removal of snow and ice from the said walkways and stairs shall be the responsibility of Lessee.

24. Lessee shall maintain with respect to the Premises and the Property, of which the Premises are a part, comprehensive public liability insurance in the amount of \$1,000,000.00 in companies qualified to do business in Massachusetts and in good standing therein insuring Lessor as well as Lessee against injury to persons or damage to property as provided. Lessee shall deposit with Lessor certificates for such insurance at or prior to the commencement of this Lease, and thereafter within thirty (30) days prior to the expiration of any such policies. All such insurance certificates shall provide that such policies shall not be cancelled without at least thirty (30) days prior written notice to each assured named therein and shall name Lessor, its employees, agents, partners and assigns as named additional assureds.
25. No hours or days of operation are designated for Lessee, however, all lessees serving the general public shall be open for business a minimum of eight (8) hours per day, five (5) days per week, and fifty (50) weeks per year. Hours and days of operation of any parking area lighting where such lighting is available is the sole authority of Lessor, or Lessor's designee, and Lessee herein must be guided accordingly in the establishment of such hours and days of operation where parking area lighting is required. Lessor agrees herein to operate such parking area lighting daily between dusk and 11:00 PM provided, however, if such lighting is required by Lessee at such times when Lessee is the sole lessee open for business, Lessee shall pay for such lighting during such times.
26. Lessor shall not be required to furnish any service to the Premises, including but not limited to heat, water, and power. Except when due to negligence of Lessor, Lessor shall not be liable for any failure of water supply or of any service by any utility; for injury to person (including death) or damage to property resulting from steam, gas, fumes, electricity, water, oil, chemicals, rain or snow which may flow or leak from any part of the Premises, or from any part of the Building of which the Premises are a part, or from any part of the entire Property as shown on the attached Exhibit B, or from any pipes, appliances or plumbing works, or from the street or subsurface, or from any other place; or for interference with light or other easements, however caused. Lessee shall pay all charges for water, sewer, electricity, gas, light, heat and other services or utilities used in or about or supplied to the Premises, and shall indemnify Lessor against liability on such account.
27. Pursuant to Paragraphs 26 and 8 herein, if in its use of the Premises Lessee shall require water service to the Premises, Lessor shall, at Lessee's sole expense, install a water line with a water metering device into the Premises, such device to measure Lessee's consumption of water in any unit of measure used by the governing authority. Lessee shall pay Lessor for (i) the cost of all such water consumption, and (ii) the cost of any and all sewer charges related to such water consumption on receipt of statement for same.

28. Pursuant to Paragraphs 17 and 8 herein, should Lessor, in Lessor's sole judgement, deem it necessary to increase rubbish removal service in any form or manner above such service as it now or may exist and such increased service is deemed necessary by Lessor, in its sole judgement, as a result of Lessee's use of the Premises, Lessee shall pay Lessor for any and all increased costs for such increased service on receipt of statement for same.
29. Lessor covenants that upon Lessee paying the rent and performing and observing all of Lessee's other lease obligations, Lessee may peaceably and quietly have, hold and enjoy the Premises throughout the Term.
30. Provided that Lessee shall keep, observe and perform all of the terms, covenants and conditions of this Lease on the part of Lessee to be kept, observed and performed hereunder and provided this Lease shall not have been prior terminated or canceled before the originally scheduled expiration date of the original Term and provided that Lessee shall never have at any time defaulted in the performance of any of Lessee's obligations under this Lease regardless of whether or not the default was corrected, Lessee shall have the right and option to extend the Term of this Lease for three (3) successive five (5) year Terms upon twelve (12) months notice, prior to the expiration date of the original Term, or any extension thereof, in writing to Lessor by Lessee. All other terms, covenants and conditions of this Lease shall remain in full force and effect.
31. Market Rent clause: intentionally omitted.
32. Nothing contained in this Lease shall be construed to create the relationship of principal and agent, joint venture, partnership or any relationship between the parties hereto other than the relationship of Lessor and Lessee.
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33. If at least ten (10) days prior to the last day for filing application for abatement of any real estate taxes, Lessor shall file an application for abatement of such real estate taxes, Lessor shall have the right, but at its own cost and expense, to file such application. If Lessor shall prosecute an application for abatement, Lessee will co-operate with Lessor and furnish any pertinent information reasonably required by Lessor for his prosecution of the application for abatement. If an abatement shall be obtained, the cost and expense (including the value of Lessor's time) of obtaining the same shall be the first charge upon the said abatement.
34. Lessor and Lessee both agree that they shall endeavor to obtain, in any insurance policy required by this Lease, or in any insurance policy obtained by Lessee relative to the Premises, a clause waiving rights of subrogation against the other.
35. Should a substantial portion of the Premises, or of the Building of which they are a part, or the Property be taken by eminent domain, either party may elect to terminate this Lease. Lessor reserves, and Lessee grants to Lessor, all rights which Lessee may have for damages or injury to the Premises for any taking by eminent domain, except

for damage to Lessee's property, or special awards made for loss of good will or moving expenses.

36. Paragraph 15 hereof notwithstanding, if the Premises or the Building of which the Premises are a part (including the Common Areas and Facilities) shall be damaged by fire or other casualty (except fires or other casualties resulting from Lessee's fault or neglect) and if such damage does not render all or a substantial portion (for the purposes of this Paragraph a substantial portion shall mean a portion which requires more than thirty (30) days for repair and restoration) of the Premises or the Building of which the Premises are a part untenable and provided, however, that the cost to repair and restore such damage is fully reimbursable to Lessor from insurance proceeds, then Lessor shall repair and restore the same with reasonable dispatch. In determining what constitutes reasonable dispatch, consideration shall be given to delays caused by adjustment of insurance, negotiation of contracts, litigation, strikes, and any other cause beyond Lessor's control. Lessor shall have no liability to Lessee, and Lessee shall not be entitled to terminate this Lease by virtue of any delays in completion of such repairs and restoration; rent, however, shall abate on those portions of the Premises as are, from time to time, untenable as a result of such damage. If any such damage renders all or a substantial portion of the Premises or the Building of which the Premises are a part or the entire Property as shown on the attached Exhibit B untenable, Lessor shall have the right to terminate this Lease as of the date of such damage (with appropriate proration of rent being made for Lessee's possession subsequent to the date of such damages of those tenantable portions of the Premises) upon giving written notice to the Lessee at any time within one hundred and twenty (120) days after the date of such damage. In the event the Premises or the Building of which the Premises are a part is damaged by fire or other casualty resulting from Lessee's failure or neglect, Lessor shall have no obligation to repair or restore the Premises or any part thereof and Lessee shall not be released from any of its obligations pursuant to Paragraph 15 hereunder including, without limitation, its duty to repair or restore the Premises and its liability to Lessor for damages caused by such fire or other casualty to the Premises and to the Building of which the Premises are a part and to the entire Property as shown on Exhibit B. Lessee hereby acknowledges that Lessor shall be entitled to the full proceeds of any insurance coverage, whether carried by Lessor or Lessee, for damage to the Premises or to the Building of which the Premises are a part, and further acknowledges that Lessor is under no obligation to insure Lessor's interest in the Premises or in the Building of which the Premises are a part or in the entire Property as shown on Exhibit B.

Notwithstanding anything to the contrary herein set forth, Lessor shall have no duty pursuant to this Paragraph to repair or restore any portion of the alterations, improvements or decorations in the Premises except to the extent that such alterations, improvements or decorations were provided by Lessor, at Lessor's cost, at the beginning of the original Term. If Lessee desires any other or additional repairs or restoration and if Lessor consents thereto, the same shall be done at Lessee's expense subject to all of the provisions of Paragraph 15 hereof. Lessee

acknowledges that Lessor shall be entitled to the full proceeds of any insurance coverage, whether carried by Lessor or Lessee, for damage to alterations, improvements or decorations provided by Lessor either directly or through an allowance to Lessee.

37. Upon the expiration of the Term of this Lease or any renewal, extension or modification thereof, or upon the termination of Lessee's right of possession, whether by lapse of time or otherwise, Lessee shall forthwith surrender the Premises, and all keys and locks thereto, to Lessor in good order, repair and condition, reasonable wear and tear excepted. Lessee shall remove all Lessee's trade fixtures, equipment and goods and effects from the Premises and shall repair any damage to the Premises and to the Building of which the Premises are a part and to the Common Areas and Facilities caused by any such removal. In the event of the Lessee's failure to remove any of Lessee's property from the Premises, Lessor is hereby authorized, without liability to Lessee for loss or damage thereto, and at the sole risk of Lessee, to remove and store any of the property at Lessee's expense, or to retain same under Lessor's control, or to sell at public or private sale, without notice, any and all of the property not so removed and apply the net proceeds of such sale to the payment of any sum due hereunder, or to destroy such property.
38. In the event Lessee remains in possession of the Premises after the expiration of the Term created hereunder, and without the execution of a new lease, Lessee, at the option of Lessor, shall be deemed to be occupying the Premises as a Lessee from month to month, at a monthly rental equal to twice the sum of (i) the monthly installment of minimum rent payable during the last month of the Term, and (ii) one-twelfth (1/12) of all items of additional rent payable or paid during the last lease year. Lessee shall not interpose any counterclaims other than any compulsory counterclaims in a summary proceeding or other action based on holdover.
39. If default shall be made in the payment of the rent or any installment thereof or in the payment of any other sum required to be paid by Lessee under this Lease or under the terms of any other agreement between Lessor and Lessee and such default shall continue for ten (10) days after written notice to Lessee, or if default shall be made in an observance or performance of any of the other covenants, terms or conditions in this Lease which Lessee is required to observe and perform and such default shall continue for ten (10) days after written notice to Lessee, or if a default involves a hazardous condition and is not cured by Lessee immediately upon written notice to Lessee, or if the interest of Lessee in this Lease shall be levied on under execution or other legal process, or if any voluntary petition in bankruptcy or for corporate reorganization or any similar relief shall be filed by Lessee, or if any involuntary petition in bankruptcy shall be filed against Lessee under any federal or state bankruptcy or insolvency act and shall not have been dismissed within thirty (30) days from the filing thereof, or if a receiver shall be appointed for Lessee or any of the property of Lessee by any court and such receiver shall not have been dismissed within thirty (30) days from the date of his appointment, or if Lessee shall make an assignment for the benefit of creditors, or if Lessee shall admit in writing Lessee's

inability to meet Lessee's debts as they mature, or if Lessee shall cease to occupy the Premises for a period of seven (7) days during the Term, then Lessor may treat the occurrence of any one or more of the foregoing events as a breach of this Lease, and thereupon at its option may, without notice or demand of any kind to Lessee or any other person, have any one or more of the following described remedies in addition to all other rights and remedies provided at law or in equity or elsewhere herein:

i) Lessor may terminate this Lease and the Term created hereby, in which event Lessor may forthwith repossess the Premises and be entitled to recover forthwith, in addition to any other sums or damages for which Lessee may be liable to Lessor, as liquidated damages a sum of money equal to the excess of the value of the rent provided to be paid by Lessee for the balance of the Term over the market rent (market rent as hereinbefore defined) value of the Premises, after deduction of all anticipated expenses of reletting, for said period. Should the market rent value of the Premises, after deduction of all anticipated expenses of reletting, for the balance of the Term exceed the value of the rent provided to be paid by Lessee for the balance of the Term, Lessor shall have no obligation to pay to Lessee the excess or any part thereof or to credit such excess or any part thereof against any other sums or damages for which Lessee may be liable to Lessor.

ii) Lessor may terminate Lessee's right of possession and may repossess the Premises by a forcible entry and detainer suit or by taking peaceful possession or otherwise, without terminating this Lease, in which event Lessor may, but shall be under no obligation to, relet the same or a portion thereof for the account of Lessee, for such rent and upon such terms as shall be satisfactory to Lessor. For the purpose of such reletting, Lessor is authorized to decorate, repair, restore or alter the Premises or a portion thereof. If Lessor shall fail to relet the Premises, Lessee shall pay to Lessor a sum equal to the amount of rent reserved in this Lease for the balance of the Term. If the Premises are relet and a sufficient sum shall not be realized from such reletting after paying all of the costs and expenses of all decoration, repairs, restoration, and alterations and the expenses of such reletting and of the collection of the rent accruing therefrom to satisfy the rent provided for in this Lease, Lessee shall pay to Lessor a sum equal to such insufficiency. Lessee shall not be entitled to any rents received by Lessor in excess of the rent provided for in this Lease. Lessee agrees that Lessor may file suit to recover any sums falling due under the terms of this Paragraph from time to time and that no suit or recovery of any portion due Lessor hereunder shall be any defense to any subsequent action brought for any amount not theretofore reduced to judgement in favor of Lessor.

iii) Lessor, without thereby waiving such default, may perform the same for the account and at the expense of Lessee, without notice in a case of emergency or in case of correction of a dangerous or hazardous condition, and in any other case if such default continues after ten (10) days from the date of the giving by Lessor to Lessee of written notice of intention so to do. Bills for any expense incurred by Lessor in connection with any such performance by Lessor for the account of Lessee, and shall be due and payable in accordance with the terms of said bills, and if not

paid when due, the amounts thereof shall immediately become due and payable as additional rent under this Lease.

~~iv) Lessee further waives the right to any notice to quit as may be specified under the Laws of the Commonwealth of Massachusetts enacted and now in force or which may hereafter be enacted, and agrees that five (5) days notice shall be sufficient in any case where a longer period may be statutorily specified.~~

John
CAR

v) Upon termination of Lessee's right of possession of the Premises it shall be lawful for any attorney as attorney for Lessee to file an agreement for entering in any competent Court an amicable action and judgement in eviction against Lessee and all persons claiming under Lessee for the recovery by Lessor of possession of the Premises, for which this Lease shall be his sufficient warrant, whereupon, if Lessor so desires, a writ of Execution or of Possession may issue forthwith, without any prior writ of proceedings whatsoever, and provided that if for any reason after such action shall have been commenced the same shall be determined and the possession of the Premises remain in or be restored to Lessee, Lessor shall have the right upon any subsequent default or defaults, or upon the termination of this Lease as hereinbefore set forth, to bring one or more amicable action or actions as hereinbefore set forth to recover possession of the Premises.

vi) Lessee hereby empowers any Prothonotary, Clerk of Court or attorney of any Court of Record to appear for Lessee in any and all actions which may be brought for rent and/or charges, payments, costs and expenses agreed to be paid by the Lessee hereunder and/or to sign for Lessee an agreement for entering in any competent Court an amicable action or actions for the recovery of rent or other charges, payments, costs and expenses, and in said suits or in said amicable action or actions to confess judgement against Lessee for all or any part of the rent specified in this Lease and then unpaid including, at Lessor's option, the rent for the entire unexpired balance of the Term of this Lease, and/or other charges, payments, costs and expenses agreed to be paid by the Lessee, and for interest and costs together with attorney's fees. Such authority shall not be exhausted by one exercise thereof, but judgement may be confessed as aforesaid from time to time as any said rent and/or other charges, payments, costs and expenses shall fall due or be in arrears, and such powers may be exercised as well after the expiration of the original Term and/or during any renewal, extension or modification of this Lease.

vii) In any amicable action of eviction and/or for rent in arrears, Lessor shall first cause to be filed in such action an affidavit made by Lessor's authorized representative setting forth the facts necessary to authorize the entry of judgement, of which facts such affidavit shall be conclusive evidence, and if a true copy of this Lease (and of the truth of the copy such affidavit shall be sufficient evidence) be filed in such action, it shall not be necessary to file the original as a warrant of attorney, any rule of Court, custom or practice to the contrary notwithstanding.

viii) In the event of any default as above set forth, the Lessor or anyone acting on Lessor's behalf, at Lessors option:

John
DP

a) may without notice or demand enter the Premises, breaking open locked doors if necessary to effect entrance, in ability to action for prosecution or damages for such entry or for the manner thereof, for the purpose of distraining or levying and for any other purposes, and take possession of and sell all goods and chattels at auction, on three (3) days notice served in person on the Lessee or left on the Premises and pay the said Lessor out of proceeds, and even if the rent be not due and unpaid, should the Lessee at any time remove or attempt to remove goods and chattels from the Premises without leaving enough thereon to meet the next periodical payment, Lessee authorizes the Lessor to follow for a period of ninety (90) days after such removal, take possession of and sell at auction upon like notice, sufficient of such goods to meet the proportion of rent accrued at the time of such removal; and the Lessee hereby releases and discharges the Lessor, and its agents, from all claims, actions, suits, damages, and penalties, for or by reason or on account of any entry distraint, levy, appraisement or sale; and/or

b) may enter the Premises and without demand proceed by distress and sale of the goods there found to levy the rent and/or other charges herein payable as rent, and all costs and officer's commissions, including watchmen's wages and sums chargeable to Lessor, and further including a sum equal to 5% of the amount of the levy as commissions to the constable or other person making the levy shall be paid by the Lessee, and in such case all costs, officer's commissions and other charges shall immediately attach and become part of the claim of Lessor for rent, and any tender of rent without said costs, commissions, and charges made after the issue of a warrant of distress shall not be sufficient to satisfy the claim of Lessor. Lessee hereby expressly waives in favor of Lessor the benefit of all laws now made or which, may hereafter be made regarding any limitation as to the goods upon which, or the time within which distress is to be made after removal of goods, and further relieves the Lessor of the obligations of providing or identifying such goods, it being the purpose and intent of this provision that all goods of Lessee whether upon the Premises or not, shall be liable to distress for rent. Lessee waives in favor of Lessor all rights under the Laws of the Commonwealth of Massachusetts enacted and now in force or which may hereafter be enacted, and authorizes the sale of any goods distrained for rent at any time after five (5) days from said distraint without any appraisement and/or condemnation thereof.

c) the Lessee further waives the right to issue a Writ of Replevin under the Laws of the Commonwealth of Massachusetts enacted and now in force or which may hereafter be enacted, for the recovery of any goods seized under a distress for rent or levy upon an execution for rent, damages or otherwise; all waivers hereinbefore mentioned are hereby extended to apply to any such act.

40. Lessee shall pay upon demand all Lessor's reasonable costs, charges and expenses including the fees and out-of-pocket expenses of counsel, agents and others retained by Lessor incurred in enforcing the Lessee's obligations hereunder or incurred by the

Lessor in any litigation, negotiation, or transaction in which the Lessee causes the Lessor without the Lessor's fault to become involved or concerned.

41. If any term or provision of this Lease, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.
42. One or more waivers of any covenant or condition by Lessor shall not be construed as a waiver of a subsequent breach of the same or any other covenant or condition, and the consent or approval by Lessor to or of any act by Lessee requiring Lessor's consent or approval shall not be construed to waive or render unnecessary Lessor's consent or approval to or of any subsequent similar act by Lessee.
43. No oral statement or prior written matter shall have any force or effect, all of which shall merge herein and be superseded hereby. No waiver of any provision of this agreement shall be effective unless in writing, signed by the waiving party.
44. a) Any notice from Lessor to Lessee relating to the Premises or to the occupancy thereof, shall be deemed duly served on the date such notice is received if mailed to Lessee by certified US mail, return receipt requested, postage prepaid, addressed to Lessee at such address as Lessee may from time to time advise in writing. Until advised otherwise, all such notices shall be sent to Lessee at the address given at the outset of this Lease.

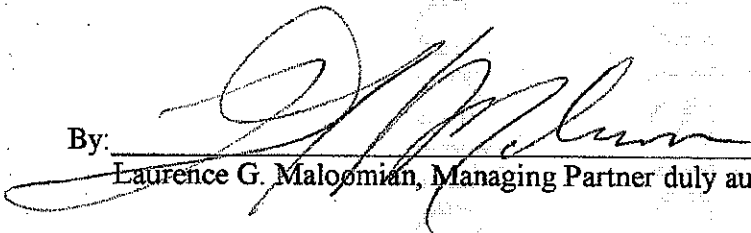
b) Any notice from Lessee to Lessor relating to the Premises or to the occupancy thereof, shall be deemed duly served on the date such notice is received if mailed to Lessor by certified US mail, return receipt requested, postage prepaid, addressed to Lessor at such address as Lessor may from time to time advise in writing. Until advised otherwise, all rent and notices shall be paid and sent to Lessor at: Maloomian Properties, 1329 Highland Avenue, Needham, MA 02492
45. No payment by Lessee, or acceptance by Lessor, of a lesser amount than shall be due from Lessee to Lessor shall be treated otherwise than as a payment on account. The acceptance by Lessor of a check for a lesser amount, with an endorsement or statement thereon or upon any letter accompanying such check, that such lesser amount is payment in full, shall be given no effect, and Lessor may accept such check without prejudice to any rights or remedies which Lessor may have against Lessee.
46. Lessee herein acknowledges that it has read this Lease, understands it, and agrees to it. Lessee further acknowledges herein that it has sought the advice of legal counsel relative to this Lease.

47. This instrument executed in duplicate is to be construed under the laws of the Commonwealth of Massachusetts, is to take effect as a sealed instrument and sets forth the entire transaction between the parties, is binding upon and inures to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns and may be canceled, modified or amended only by a written instrument executed by both the Lessor and the Lessee.

IN WITNESS WHEREOF, the parties hereto have executed this document at Needham, Massachusetts this 14th day of December, 2001.

LESSOR:

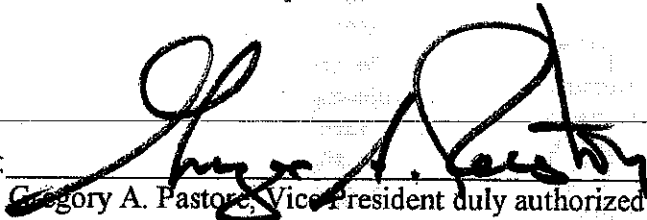
Laurence G. Maloomian &
Dennis W. Maloomian

By: 

Laurence G. Maloomian, Managing Partner duly authorized

LESSEE:

Bertucci's Restaurant Corp.

By: 

Gregory A. Pastore, Vice President duly authorized

ADDENDUM: Attached to the Lease dated 12/14/01 between Laurence G. Maloomian & Dennis W. Maloomian, Lessor, and Bertucci's Restaurant Corp., Lessee.

1. a) Either party to the Lease may terminate the Lease on or before March 31, 2002 if Lessee has not obtained free from appeal all licenses and permits necessary to operate a 130 seat Bertucci's Restaurant or if Peppercorn, Inc. has not obtained free from appeal all permits and licenses necessary to relocate the existing Wright Sea Food into the subdivided premises adjacent to the Premises as shown on Exhibit C attached hereto.

b) Notwithstanding the above, in the event that on or before March 31, 2002, Peppercorn, Inc. has not obtained free from appeal all such necessary permits and licenses and Lessee has obtained free from appeal all such necessary permits and licenses, Lessee may, at Lessee's sole option, lease the existing undivided Unit 2 comprising approximately 7,926 ± square feet by notifying Lessor of its intent to exercise this option on or before March 31, 2002. Should Lessee exercise this option, the minimum rent pursuant to Paragraph 4 of the Lease shall be revised to \$198,000.00 and Lessee's pro rata share pursuant to the Lease shall be revised to 67.4%.
2. a) Lessee shall reimburse Lessor for all utilities necessary (gas and electricity) to heat sufficiently the existing undivided premises to prevent freezing of the fire sprinkler system and plumbing for the period 01/01/02 through 04/15/02 or Lessee's date of occupancy or possession pursuant to Paragraph 3 below.

b) Lessee shall reimburse Lessor for the pro rata share of real estate taxes which pertain to the Premises for the period 01/01/02 through 06/30/02.
- c) Lessee's obligation to reimburse Lessor hereunder shall survive any termination pursuant to Paragraph 1 above.
3. In the event that Lessee takes possession of the Premises for the purpose of preparing the Premises for Lessee's use pursuant to Paragraph 11 of the Lease before the commencement of the original Term, Lessee agrees herein to be bound by all the terms and conditions of the Lease as of the date of such occupancy or possession and further agrees to pay as of such date any and all payments due under Paragraph 8 the Lease.
4. Lessee warrants and represents herein that Lessee has not dealt with any broker except Richard M. Gallivan with respect to the lease of the Premises and that there are no brokerage or similar fees or commissions due to anyone from Lessor as a result of this transaction and agrees herein to indemnify and defend Lessor against any and all claims for same.

5. Subject to Paragraph 21 of the Lease, if Lessee sells all or substantially all of its assets or stock, Lessor agrees herein that Lessor will not unreasonably withhold its consent to an assignment of the Lease to the purchaser of such assets or stock. It is recognized and agreed by Lessor and Lessee that Lessee's reputation, performance and financial position all relate to and in substantial measure comprise Lessor's security interest in the performance of the Lease. Lessee agrees herein that it would not be unreasonable for Lessor to withhold its consent if the purchaser's reputation, performance and financial position are not at least equal to Lessee's.
6. Construction of the Premises:
- a) Lessee hereby leases in "as is" condition the Premises.
 - b) Subject to Paragraph 16 of the Lease, Lessee shall, at its sole expense, demise the Premises as shown on Exhibit C attached hereto and relocate the existing circuit breaker panels into the demised Premises.
 - c) Subject to Paragraphs 15 and 16 of the Lease, construction of the Premises for Lessee's use pursuant to Paragraph 11 of the Lease shall be in accordance with plans and specifications prepared by Lessee at its sole expense and said plans and specifications shall need approval by Lessor in writing, which approval will not be unreasonably withheld or delayed. Said plans and specifications shall be in conformity with all applicable laws, zoning, building and health ordinances of the Town of Needham.
 - d) All such construction for any and all structural and non-structural reconstruction shall be done by and at the sole expense of Lessee and shall be in quality at least equal to the present construction.
 - e) Paragraph 15 of the Lease notwithstanding, in the event that Lessor gives Lessee permission to install upon the roof of the Building any HVAC system which may be necessary for Lessee's use pursuant to Paragraph 11 of the Lease, Lessee agrees herein to be solely responsible for any roof leakage or damage which is a result, directly or indirectly, of such HVAC installation. Lessee further agrees herein to use only Lessor's roofing contractor to penetrate or seal the roof for any such installation. Lessee will not do anything or allow anything to be done which will jeopardize Lessor's manufacturers warranty on the roof.
 - f) Lessee will relocate the existing main telephone panel from the basement to the Common Area as shown on Exhibit A attached hereto.
7. Signage:
- a) Lessee shall have the right to erect and maintain an exterior sign on the façade of the Premises facing the parking lot throughout the original Term of the Lease, and any extension thereto, provided, (i) Lessee conforms with all ordinances of the Town

of Needham or the appropriate local authority, and (ii) Lessee conforms with the specifications of Lessor as demonstrated by the presently existing signs of Lessor or other lessees of the shopping center.

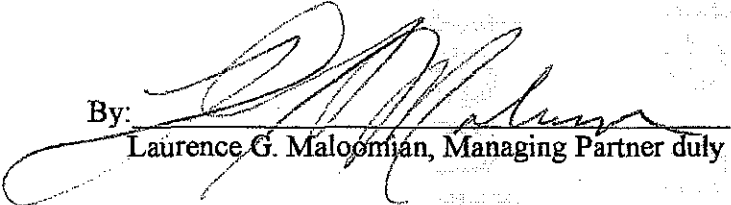
b) Subject to Paragraphs 8 and 9 of the Lease, as a Common Facility lessor currently has erected a free-standing internally illuminated pylon sign with spaces thereon reserved for the exclusive use of Units 2 and 3 as shown on Exhibit A attached hereto. Lessee may utilize the space on said sign reserved for Unit 2 provided that Lessee conforms with all ordinances of the Town of Needham or the appropriate local authority. Lessee shall at its sole expense install a new sign face in both sides of said sign. Lessee acknowledges herein that the source of electric power and the time clock for said sign is from and within the Premises and Lessee herein accepts sole responsibility for the expense and operation of said electric power and time clock.

12/14/01

Date

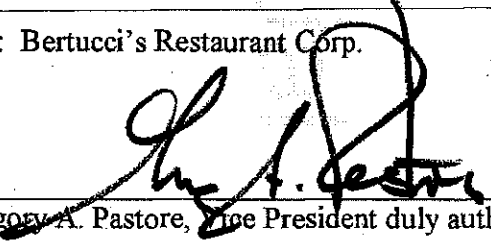
Lessor: Laurence G. Maloomian & Dennis W. Maloomian

By:


Laurence G. Maloomian, Managing Partner duly authorized

Lessee: Bertucci's Restaurant Corp.

By:

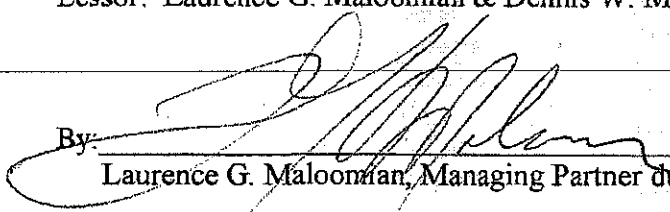

Gregory A. Pastore, Vice President duly authorized

SECOND ADDENDUM: Attached to the Lease dated December 14, 2001 between Laurence G. Maloomian & Dennis W. Maloomian, Lessor, and Bertucci's Restaurant Corp., Lessee.

1. Lessor shall keep for a period of twenty-four (24) months at its principal place of business sufficiently detailed records to permit verification of payments made to Lessor pursuant to Paragraphs 6, 8, 9, 25, 27 and 28 of the Lease. Such records shall be made available for inspection and audit by independent accountants designated by Lessee, at Lessee's sole expense, at Lessor's place of business from time to time during regular business hours, upon prior written notice to Lessor, but not more frequently than once per calendar year. Lessee's accountants shall inform Lessee only of the accuracy of such payments and, if any, of any overpayment to Lessor. In the event such inspection and audit reveals any overpayment to Lessor, Lessor, upon written notice from Lessee, shall pay Lessee the amount of any such overpayment within ten (10) days of receipt of such notice provided Lessee is not then in default in the performance of any of its obligations under the Lease, however, in no event shall Lessor be obligated to pay any such overpayment which occurred prior to twenty-four (24) months from the date notice of such overpayment was given.

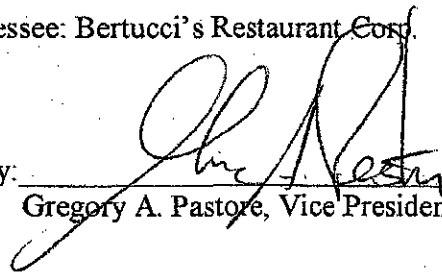
May 15, 2002
Date

Lessor: Laurence G. Maloomian & Dennis W. Maloomian

By: 

Laurence G. Maloomian, Managing Partner duly authorized

Lessee: Bertucci's Restaurant Corp.

By: 

Gregory A. Pastore, Vice President duly authorized

Maloomian Properties

First Amendment

THIS FIRST AMENDMENT TO LEASE AGREEMENT (the "Amendment") made as of September 1, 2016 (the "Effective Date"), between LGM Interests, LLC and DWM Interests, LLC, joint tenants-in-common d/b/a Maloomian Properties, collectively, ("Lessor") and Bertucci's Restaurant Corp., ("Lessee").

RECITALS:

WHEREAS, Lessor and Lessee have executed a certain Lease Agreement dated December 14, 2001 with an Addendum of same date and a second (2nd) Addendum dated May 15, 2002, (the "Lease") with respect to certain premises located at 1257 Highland Avenue, Needham, Massachusetts; and

WHEREAS, Lessee has expressed a desire to remain in the Premises beyond the original term of the Lease, and

WHEREAS, its defaults notwithstanding, Lessee has not exercised its option to extend pursuant to Paragraph 30 of the Lease, and

WHEREAS, Lessor and Lessee desire to modify certain terms of the Lease and to ratify and confirm the balance of the terms set forth therein.

NOW, THEREFORE, intending to be legally bound hereby, Lessor and Lessee do hereby mutually covenant, promise and agree as follows:

1. The recitals set forth above are incorporated in this Amendment by reference as though fully set forth herein.
2. Lessor and Lessee agree herein to extend the Term of the Lease pursuant to Paragraph 30 of the Lease. The Term of the Lease is hereby extended to June 30, 2022.
3. Paragraph 18 of the Lease is hereby deleted in its entirety and said Paragraph 18 is replaced by the following:
 - a) Lessee agrees herein that Lessee will not produce, store, employ for the accomplishment of any purpose, release or dispose of, intentionally or otherwise, any waste, material, product, substance, or combination thereof, in whatever form, which poses a present or potential threat to human health or safety, or the environment because of its quantity, concentration, physical, chemical, corrosive, flammable, reactive, toxic, infectious, or radioactive characteristics, either separately or in combination, within or on any part of the Premises, the Common Areas and Common Facilities, the Building of which the Premises are a part, or the entire Property as shown on the attached Exhibits A and B, and will indemnify Lessor against any and all claims for same from any individual, group(s) of individuals, entity, or Federal, State or Local Governmental Authority.

Maloomian Properties



b) Lessee further agrees herein that Lessee shall, at its sole cost and expense, take all actions necessary to prevent and eliminate the presence of mold and any conditions that reasonably could be expected to give rise to mold at or within the Premises (the "Mold Conditions"), including but not limited to observed or suspected instances of water damage, excess moisture, mold growth, mold or mildew odors or discoloration, or excess humidity. Lessee shall, at its sole cost and expense, regularly monitor the Premises for the presence of mold and Mold Conditions. If Lessee finds or suspects the presence of mold or Mold Conditions at the Premises, or if it receives any notice from a governmental agency of complaints regarding mold or the indoor air quality at the Premises, or if it receives a bona fide complaint from tenant(s) of the building of which the Premises are a part purported to be related to mold or indoor air quality, Lessee shall, at its sole cost and expense, (1) promptly notify Lessor in writing, (2) promptly undertake proper investigation, (3) if Lessee's investigation determines mold or Mold Conditions or other indoor air quality concern are present, promptly and properly take all action necessary to remediate the mold or Mold Conditions or other indoor air quality concern, (4) keep Lessor apprised of all actions taken pursuant to this paragraph and provide Lessor reasonable opportunity to inspect the Premises with regard to the actions taken pursuant to this paragraph, and (5) indemnify Lessor against any and all claims for same from any individual, group(s) of individuals, entity, or Federal, State or Local Governmental Authority.

In the event the presence of Mold Conditions is a direct result of water leakage into the Premises from the roof, exterior walls or building systems for which Lessor is responsible, and Lessee promptly notified Lessor in writing of such leakage and Lessor failed to repair the source of such leakage, Lessee shall not be responsible for the costs of such Mold Conditions remediation caused by such leakage.

4. Paragraph 31 of the Lease is hereby deleted in its entirety and said Paragraph 31 is replaced by the following:

Subject to Paragraph 30 herein, fifteen (15) years from the commencement of the Lease, or any renewal, extension or modification thereof, and provided that the Lease shall not have been prior terminated for any reason, and thereafter at five (5) year intervals for so long as the Lease shall be in effect, the minimum rent shall be compared with the Market Rent. In the event that the minimum rent is less than the Market Rent, Lessor shall have the right to revise upward the minimum rent to equal the Market Rent, and Lessee herein agrees to pay to Lessor said revised minimum rent without previous demand therefor and without any set-off or deduction whatsoever. The term "Market Rent" is defined as the annual net rent that other lessors are both demanding and receiving for similar retail premises in properties with similar buildings, improvements and locations, ^{in Chicago} or, the annual net rent that Lessor is both demanding and receiving for similar retail premises in this Property from unrelated third party tenants, ~~whichever is greater~~. Market Rent shall be determined by agreement between Lessor and Lessee, but if Lessor and Lessee are unable to agree upon the Market Rent at least nine (9) months prior to the date upon which the Market Rent is to take effect (the "Appraisal Date"), then the Market Rent shall be determined by appraisal made as hereinafter provided by a board of three (3) reputable independent commercial real estate appraisers, or brokers, each of whom

Maloomian Properties

shall have sufficient experience in the Needham retail lease market and each of whom is hereinafter referred to as "appraiser". Lessee and Lessor shall each appoint one such appraiser and the two appraisers so appointed shall appoint the third appraiser. The cost and expenses of each appraiser appointed separately by Lessee and Lessor shall be borne by the party who appointed the appraiser. The cost and expenses of the third appraiser shall be shared equally by Lessee and Lessor. Lessor and Lessee shall appoint their respective appraisers at least five (5) months prior to commencement of the period for which Market Rent is to be determined and shall designate the appraisers so appointed by notice to the other party. The two (2) appraisers so appointed and designated shall appoint the third appraiser within sixty days after Appraisal Date and shall designate such appraisers by notice to Lessor and Lessee. The board of three (3) appraisers shall determine the Rent of the space in question as of the commencement of the period to which the Market Rent shall apply and shall notify Lessor and Lessee of their determinations at least sixty (60) days prior to the commencement of such period. If the determinations of the Market Rent of any two (2) or all three (3) appraisers shall be identical in amount, said amount shall be deemed to be the Market Rent of the subject space. If the determinations of all three (3) appraisers shall be different in the amount, the average of the two values nearest in amount shall be deemed the Market Rent. The Market Rent of the subject space determined in accordance with the provisions of this Section shall be binding and conclusive on Lessee and Lessor.

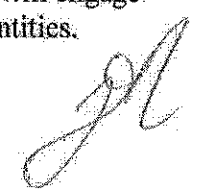
5. Paragraph 6 e) of the Addendum to the Lease is hereby deleted in its entirety and said Paragraph 6 e) is replaced by the following:

Paragraph 15 of the Lease notwithstanding, in the event that Lessor gives Lessee permission to install upon the roof of the Building any HVAC system or any other equipment which may be necessary for Lessee's use pursuant to Paragraph 11 of the Lease, Lessee agrees herein to be solely responsible for any roof leakage or damage which is a result, directly or indirectly, of such HVAC or equipment installation or the maintenance thereof. Pursuant to Paragraph 15 of the Lease, Lessee further agrees and acknowledges herein that Lessor shall not be responsible for any roof leakage or damage which is caused by the actions of the Lessee, including the installation and maintenance of its equipment. Lessee will not do anything or allow anything to be done which will jeopardize Lessor's manufacturer's roof warranty.

6. The SECOND ADDENDUM of the Lease is supplemented with the addition of the following Paragraph 2.

2. OFAC. Neither Lessor nor Lessee is, nor will either become, a person or entity with whom U.S. persons or entities are restricted from doing business under regulations of the Office of Foreign Asset Control ("OFAC") of the Department of the Treasury (including those named on OFAC's Specially Designated and Blocked Persons list) or under any statute, executive order (including the September 24, 2001, Executive Order Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism), or other governmental action and neither Lessor nor Lessee will engage in any dealings or transactions or be otherwise associated with such persons or entities.

Maloomian Properties



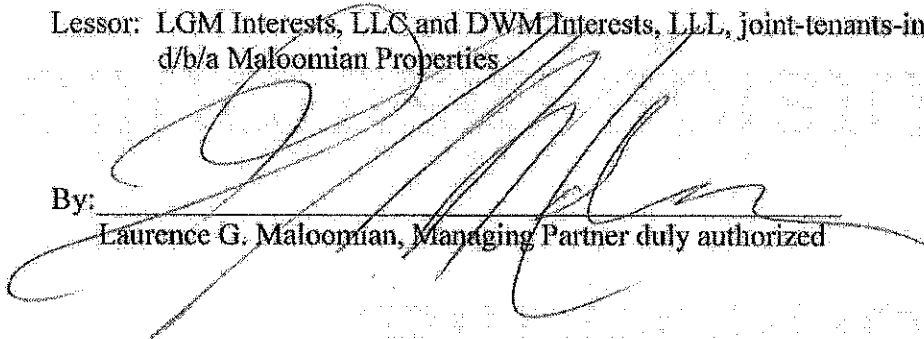
7. Terms not otherwise defined in this Amendment shall have the meaning provided in the Lease.

8. Except as otherwise provided herein, the terms of the Lease are unmodified and remain in full force and effect.

9. The covenants and agreements herein contained shall bind and inure to the benefit of Lessor and Lessee and their respective successors, subject to the provisions of the Lease.

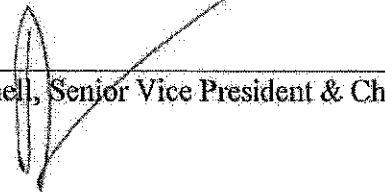
IN WITNESS WHEREOF, the parties hereto have executed this Amendment at Needham, Massachusetts this 15th day of August, 2016.

Lessor: LGM Interests, LLC and DWM Interests, LLL, joint-tenants-in-common
d/b/a Maloomian Properties

By: 

Laurence G. Maloomian, Managing Partner duly authorized

Lessee: Bertucci's Restaurant Corp.

By: 

Brian P Connell, Senior Vice President & Chief Financial Officer, duly authorized

Maloomian Properties



ASSIGNMENT AND ASSUMPTION OF LEASES

THIS ASSIGNMENT AND ASSUMPTION OF LEASES (this "Assignment") is made as of the 21st day of June, 2018, by and among Bertucci's Corporation, a Delaware corporation, Bertucci's Restaurant Corp., a Massachusetts corporation, Bertucci's, Inc., a Massachusetts corporation (such entity, together with Bertucci's Corporation and Bertucci's Restaurant Corp., each a "Seller" and, collectively, the "Sellers"), and Bertucci's Restaurants, LLC, a Florida limited liability company ("Buyer"), a wholly-owned subsidiary of Bertucci's Holding, LLC, a Florida limited liability company ("Holding"). Sellers and Buyer are referred to collectively herein as the "Parties."

WHEREAS, the Sellers and Holding are parties to that certain Asset Purchase Agreement, dated June 5, 2018 (the "Purchase Agreement"). Capitalized terms used but not otherwise defined herein have the meanings given to such terms in the Purchase Agreement;

WHEREAS, the execution and delivery of this Assignment is contemplated by Sections 2.5(a)(i)(E) and 2.5(a)(ii)(C) of the Purchase Agreement; and

WHEREAS, Sellers desire to assign, transfer, convey and deliver to Buyer, as an Affiliate of Holding, the Leases described in Schedule I attached hereto, including all amendments, modifications, and supplements thereto (each a "Lease" and, collectively, the "Leases"), and Buyer desires to accept an assignment of the Leases, together with all right, title, and interest of Sellers thereunder.

NOW, THEREFORE, in consideration of the promises and mutual agreements set forth in the Purchase Agreement, the Parties hereby agree as follows:

1. Assignment and Assumption of Lease. Pursuant to the Purchase Agreement, effective as of the date of this Assignment (the "Closing"), Sellers hereby assign, transfer, convey, and deliver to Buyer all of Sellers' respective estate, right, title and interest as tenant of the leasehold estate described under the Leases, and Buyer hereby accepts the assignment, transfer, conveyance and delivery of Sellers' respective estate, right, title and interest in, to and under such leasehold estate. Notwithstanding anything to the contrary contained herein, Sellers are not assigning, transferring, conveying or delivering to Buyer, and Buyer is not assuming, any Excluded Leases.
2. Assumption of Assumed Liabilities. Effective as of the Closing, Sellers hereby assign, and Buyer hereby assumes and agrees to pay, discharge, or perform when due, on or after the Closing, the Assumed Liabilities related to the Leases to the extent provided in the Purchase Agreement. For the avoidance of doubt, and without limiting the foregoing, Buyer does not assume, and hereby disclaims, all Liabilities of Sellers or of any predecessor or Affiliate of Sellers other than such Assumed Liabilities with respect to the Leases.
3. Conflict. The assignment and assumption of the Leases (and the Assumed Liabilities related thereto) made hereunder are made in accordance with, and subject to, the Purchase Agreement (including, without limitation, any surviving representations, warranties, covenants, and agreements contained therein), which are incorporated herein by reference.

In the event of a conflict between the terms and conditions of this Assignment and the terms and conditions of the Purchase Agreement, the terms and conditions of the Purchase Agreement shall govern, supersede, and prevail. Notwithstanding anything to the contrary in this Assignment, nothing herein is intended to, nor shall it, extend, amplify, or otherwise alter the representations, warranties, covenants, and obligations of the Parties contained in the Purchase Agreement or the survival thereof.

4. Notices. Any notice, request, or other document to be given hereunder to (i) the Sellers shall be given in the manner specified in Section 9.8 of the Purchase Agreement and (ii) to Buyer shall be given in the manner specified for Holding in Section 9.8 of the Purchase Agreement. Any Party may change its address for receiving notices, requests, and other documents by giving written notice of such change to the other Parties in the manner specified in Section 9.8 of the Purchase Agreement.
5. Severability. Whenever possible, each provision of this Assignment shall be interpreted in such manner as to be effective and valid under applicable Law, but if any provision of this Assignment is held to be prohibited by, or invalid under, applicable Law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provisions or the remaining provisions of this Assignment.
6. Enforceability. If any provision of this Assignment or the application of any such provision to any Person or circumstance shall be held invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other provision hereof.
7. Amendments. This Assignment may not be amended or modified except by an instrument in writing signed by, or on behalf of, Buyer and Sellers.
8. Further Assurances. Each of the Parties, without additional consideration, shall execute and deliver all such further documents and do such other things as the other Party may reasonably request to give full effect to this Assignment, including, without limitation, any other form of assignment agreement required in order to record this Assignment in the appropriate public records of the county in which the property encumbered by a Lease is located.
9. Counterparts; Facsimile and Electronic Signatures. This Assignment may be executed in one or more counterparts, each of which shall be deemed an original but all of which together will constitute one and the same instrument. This Assignment or any counterpart may be executed and delivered by facsimile copies or delivered by electronic communications by portable document format (.pdf), each of which shall be deemed an original.
10. Governing Law. This Assignment shall be governed by and construed in accordance with the internal Laws of the State of Delaware (without giving effect to the principles of conflicts of Laws thereof), except to the extent that the Laws of such state are superseded by the Bankruptcy Code. Without limiting any Party's right to appeal any Order of the Bankruptcy Court, the Parties agree that if any dispute arises out of or in connection with this Assignment, the Bankruptcy Court shall have exclusive personal and subject matter jurisdiction and shall be the exclusive venue to resolve any and all disputes relating to this

Assignment and the transactions contemplated hereby. Such court shall have sole jurisdiction over such matters and the parties affected thereby and Sellers and Buyer each hereby consent and submit to such jurisdiction; provided, however, that if the Sellers' chapter 11 cases shall have closed and cannot be reopened, the Parties agree to unconditionally and irrevocably submit to the exclusive jurisdiction of the United States District Court for the District of Delaware and any appellate court thereof, for the resolution of any such claim or dispute. The Parties hereby irrevocably waive, to the fullest extent permitted by applicable Law, any objection which they may now or hereafter have to the laying of venue of any such dispute brought in such court or any defense of inconvenient forum for the maintenance of such dispute. Each of the Parties agrees that a judgment in any such dispute may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by Law. In the event any such action, suit or proceeding is commenced, the Parties hereby agree and consent that service of process may be made, and personal jurisdiction over any Party hereto in any such action, suit or proceeding may be obtained, by service of a copy of the summons, complaint and other pleadings required to commence such action, suit or proceeding upon the Party in accordance with Section 4 of this Assignment.

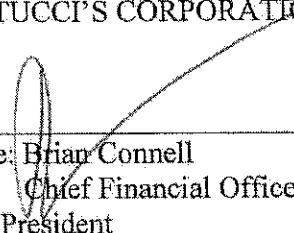
11. Third Party Beneficiaries and Obligations. This Assignment shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Nothing in this Assignment, express or implied, is intended to or shall confer upon any Person other than the Parties or their respective successors and permitted assigns, any rights, remedies, or liabilities under or by reason of this Assignment.
12. Recordation. Subject to the following sentence, this Assignment may be recorded in the appropriate public records of the county in which the property encumbered by a Lease is located. Sellers make no representation regarding the recordability of this Assignment, nor the Leases or related documents, and Sellers shall bear no liability for the failure of this Assignment, the Leases or related documents to be recorded. Buyer shall bear all costs and expenses in connection with recording this Assignment or any other related documents.
13. Entire Agreement. This Assignment, together with the Schedules attached hereto and the Purchase Agreement and the exhibits and the documents referred to in the Purchase Agreement, contain the entire understanding between the Parties with respect to the transactions contemplated hereby and supersede all prior agreements, understandings, representations and statements, oral or written, between the Parties on the subject matter hereof, which such prior agreements, understandings, representations and statements, oral or written, shall be of no further force or effect.

* * * * *

IN WITNESS WHEREOF, the Parties have executed this Assignment as of the date first above written.

SELLERS:

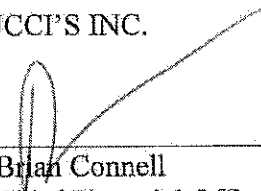
BERTUCCI'S CORPORATION

By: 

Name: Brian Connell

Title: Chief Financial Officer and Senior Vice President

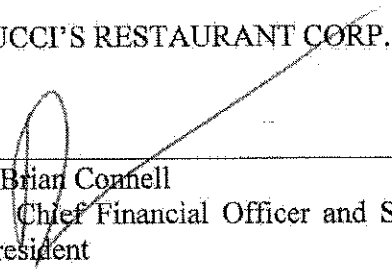
BERTUCCI'S INC.

By: 

Name: Brian Connell

Title: Chief Financial Officer and Senior Vice President

BERTUCCI'S RESTAURANT CORP.

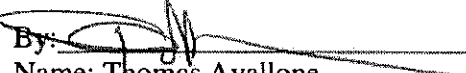
By: 

Name: Brian Connell

Title: Chief Financial Officer and Senior Vice President

BUYER:

BERTUCCI'S RESTAURANTS, LLC

By: 

Name: Thomas Avallone

Title: Manager

List of Schedules:
Schedule I - Leases

SCHEDULE I

Leases

1. Lease (Solomon Pond Mall, Marlborough, Massachusetts), dated March 14, 2014, by and between Mall at Solomon Pond, LLC, as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
2. Lease (Springfield, Virginia), dated June 28, 1994, by and between Frontier Joint Venture Limited Partnership (succeeded by Frontier Drive Metro Center, LP), as Landlord, and Bertucci's Restaurant Corp., as Tenant.
3. Shopping Center Lease (Springfield Square Central Shopping Center, Springfield Square, Pennsylvania), dated March 25, 2003, by and between Springfield Square Central, LP, as Landlord, and Bertucci's Restaurant Corp., as Tenant.
4. Lease (Swampscott, Massachusetts), dated August 27, 1991, by and between Andrew B. Rose and Mark Klamann, Trustees of Centercorp Swampscott Realty Trust, as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
5. Ground Lease (Timonium, Maryland), dated October 19, 1993, by and between York-Ridgely Joint Venture, as Lessor, and Bertucci's Restaurant Corp., Lessee, as amended.
6. Lease (Waltham, Massachusetts), dated November 27, 1991, by and between 475 Winter Street Limited Partnership (succeeded by Somerset Waltham LLC), as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
7. Lease (Warwick, Rhode Island), dated January 1, 1992, by and between Renaissance Development Corp. (succeeded by New England Parking, LLC), as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
8. Retail Lease (Washington, DC), dated April 2, 1993, by and between 2000 Pennsylvania Avenue, N.W., Inc. (succeeded by The George Washington University), as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
9. Lease Agreement (Wayne, Pennsylvania), dated September 5, 2003, by and between Penn Real Estate Group, Inc. (succeeded by 523 W. Lancaster, L.P.), as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
10. Lease (West Roxbury, Massachusetts), dated May 7, 1991, by and between Westbrook Village Realty Trust (succeeded by The Village at Chestnut Hill 2, LLC), as Landlord, and Bertucci's, Inc., and Tenant., as amended.
11. Indenture of Lease (Westborough, Massachusetts), dated January 12, 2000, by and between Hing Wah Realty Trust, as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.

12. Lease (White Marsh, Maryland), dated March 22, 1993, by and between Nottingham Village, Inc., as Landlord, and Bertucci's Restaurant Corp., as Tenant.
13. Lease (Wilmington, Delaware), dated November 12, 2001, by and between F.A. Associates, Inc., as Landlord, and Bertucci's Restaurant Corp., as Tenant.
14. Lease Agreement (Woburn, Massachusetts), dated March 24, 2004, by and between Theodore Gorchev, Lili Gorchev and Plamen Gorchev, Trustees of the 17 Commerce Way Realty Trust, as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
15. Sublease (Alewife, Massachusetts), dated November 29, 1989, by and between Alewife Commercial Associates, Inc., as Landlord, and Bertucci's Inc., as Tenant, as amended.
16. Lease (Andover, Massachusetts), dated July 22, 1992, by and between Charles I. Davison (succeeded by Trustee of 90 Main Street Realty Trust), as Lessor, and Bertucci's Restaurant Corp., as Lessee, as amended.
17. Indenture of Lease (Avon, Connecticut), dated November 19, 1993, by and between Avon Marketplace Limited Partnership (succeeded by Avon Marketplace Investors LLC), as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
18. Lease Agreement (Bel Air, Maryland), dated June 7, 1993, by and between Bel Air South Commercial LLC, as Lessor, and Bertucci's Restaurant Corp., as Lessee, as amended.
19. Assignment, Assumption and Amendment of Lease (Bensalem, Pennsylvania), dated June 6, 2011, by and among 99 West, Inc., as Assignor, Bertucci's Restaurant Corp., as Assignee, and Buck County Restaurant Row II, LP, pertaining to that certain Ground Lease, dated April 19, 2005 by and between Hampton Bucks County Associates, L.P. (Landlord's predecessor in interest) and Assignor.
20. Lease (Beverly, Massachusetts), dated February 12, 1998, by and between Win Properties, Inc., as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
21. Lease (Braintree, Massachusetts), dated July 27, 1989, by and between Widwood Estates of Braintree, Inc., as Landlord, and Bertucci's Inc., as Tenant, as amended.
22. Lease (Brockton, Massachusetts), dated November 24, 2001, by and between Stonehill 123 LLC, as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
23. Lease (Canton, Massachusetts), dated December 19, 2000, by and between Canton Village Nominee Trust (succeeded by OCW Retail Canton, LLC), as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
24. Lease (Chelmsford, Massachusetts), dated November 21, 1994, by and between James J. Mawn and Thomas M. Mawn Jr., Trustees of CLM Realty Trust, as Landlord, and Bertucci's, Inc., as Tenant, as amended.

25. Lease (Christiana, Delaware), dated March 19, 2002, by and between Christiana Town Center, LLC, as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
26. Amended and Restated Lease (Columbia, Maryland), dated May 19, 2003, by and between GE Capital Franchise Finance Corporation, as Lessor, and Bertucci's Restaurant Corp., as Lessee.
27. Lease Agreement (Concordville, Pennsylvania), dated September 25, 2007, by and between Concord Retail Partners, L.P., as Landlord, and Bertucci's Restaurant Corp., as Tenant.
28. Lease (Darien, Connecticut), dated June 2, 1992, by and between Irving Cook (succeeded by The Cook Family Limited Partnership), as Lessor, and Bertucci's Restaurant Corp., as Lessee, as amended.
29. Lease (Framingham, Massachusetts), dated March 28, 1990, by and between Triton Realty, Inc. (succeeded by Framingham-150 FR Realty Limited Partnership), as Landlord, and Bertucci's, Inc., as Tenant, as amended.
30. Lease (Glastonbury, Connecticut), dated February 12, 1992, by and between Griswold Mall Associates Limited Partnership, as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
31. Ground Lease Agreement (Gloucester, New Jersey), dated April 25, 2008, by and between BCC 18, LLC, as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
32. Shopping Center Ground Lease (Hazlet, New Jersey), dated October 21, 1993, by and between The Price Company, as Landlord, and Bertucci's Restaurant Corp., as Tenant.
33. Lease (Hingham, Massachusetts), dated December 1, 1986, by and between C.H.M. Trust, as Landlord, and Bertucci's of Brockton, Inc. (succeeded by Bertucci's Restaurant Corp.), as Tenant, as amended.
34. Commercial Lease (Holliston, Massachusetts), dated August 14, 1984, by and between Alan Joseph Strudas, Trustee of Strudas Realty Trust (succeeded by Joseph Gaied, Trustee of L.M.C. Realty Trust), as Landlord, and Bertucci's Pizza & Bocce, Inc. (succeeded by Bertucci's Restaurant Corp.), as Tenant, as amended.
35. Lease (Huntingdon Valley, Pennsylvania), dated May 7, 1993, by and between New Century Associates, as Landlord, and Bertucci's Restaurant Corp., as Tenant.
36. Lease (Kendall Square, Massachusetts), dated March 24, 2004, by and between John Pappas, as Trustee of 793-805 Main Street Realty Trust, as Lessor, and Bertucci's Restaurant Corp., as Lessee, as amended.

37. Ground Lease Agreement (Langhorne, Pennsylvania), dated July 19, 1994, by and between Lincoln Plaza Associates (succeeded by Lincoln Plaza Center, L.P.), as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
38. Commercial Lease (Lexington, Massachusetts), dated April 1994, by and between Joseph A. Trani, Hugo R. Maienza and James Stevens, Trustees of the 1775 Realty Trust (succeeded by 1775 Mass Ave LLC), as Lessor, and Bertucci's Restaurant Corp., as Lessee, as amended.
39. Indenture of Lease (Manchester, New Hampshire), dated October 30, 1997, by and between MNH Mall L.L.C., as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
40. Lease (Mansfield, Massachusetts), dated June 18, 2007, by and between Route 140 School Street LLC, as Landlord, and Bertucci's Restaurant Corp., as Tenant.
41. Lease (Marlton, New Jersey), dated January 29, 1998, by and between 485 Properties, LLC (succeeded by Greentree V, LLC), as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
42. Lease (Medford, Massachusetts), dated November 30, 1992, by and between Ralph Matarazzo, Trustee of Mystic Valley Parkway Trust, as Landlord, and Bertucci's Restaurant Corp., as Tenant.
43. Lease (Melville, New York), dated January 19, 1993, by and between Walt Whitman Road Associates, a Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
44. Ground Lease (Mt. Laurel, New Jersey), dated December 22, 1992, by and between East Gate Center Limited Partnership (succeeded by US MJW East Gate I, LLC), as Lessor, Bertucci's Restaurant Corp., as Lessee.
45. Lease (Nashua, New Hampshire), dated December 7, 1989, by and between D&H 402-A PAD, as Lessor, and Bertucci's, Inc., as Lessee, as amended.
46. Lease (Needham, Massachusetts), dated December 14, 2001, by and between Laurence G. Maloomian and Dennis W. Maloomian (succeeded by LGM Interests, LLC and DWM Interests, LLC), as Lessor, and Bertucci's Restaurant Corp., as Lessee.
47. Ground Lease (Newington, Connecticut), dated August 28, 1998, by and between Marc Capital Corporation, as Lessor, and Bertucci's Restaurant Corp., as Lessee, as amended.
48. Lease Agreement (North Andover, Massachusetts), dated April 16, 1991, by and between Thompson's Restaurant, Inc. of North Andover, as Landlord, and Bertucci's, Inc., as Tenant, as amended.
49. Indenture of Lease (Newton, Massachusetts), dated April 6, 1989, by and between Knapp Foods, Inc., as Landlord, and Bertucci's, Inc., and Tenant, as amended.

50. Lease (North Attleboro, Massachusetts), dated January 16, 2007, by and between Mayflower Emerald Square, LLC, as Landlord, and Bertucci's Restaurant Corp., as Tenant.
51. Lease (Norwood, Massachusetts), dated December 1, 1986, by and between The Country Manor Norwood Trust (succeeded by Norwood Country Manor, LLC), as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
52. Lease (Peabody, Massachusetts), dated May 19, 2003, by and between GE Capital Franchise Finance Corporation, as Lessor, and Bertucci's Restaurant Corp., as Lessee.
53. Shopping Center Ground Lease (Plymouth, Massachusetts), dated June 14, 2006, by and between Commerce Way Development Co., LLC, as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
54. Lease Agreement (Plymouth Meeting, Pennsylvania), dated December 22, 1997, by and between PR Plymouth Meeting Limited Partnership, as Landlord, and Bertucci's Restaurant Corp., as Tenant, as amended.
55. Lease (Reading, Massachusetts), dated July 2, 2007, by and between Newview Investments LLC, as Landlord, and Bertucci's Restaurant Corp., as Tenant.
56. Lease (Salem, New Hampshire), dated September 16, 2002, by and between Rocksal Mall, LLC (succeeded by Mall at Rockingham, LLC), as Landlord, and Bertucci's, Inc., as Tenant, as amended.
57. Lease (Northborough, Massachusetts), dated May 14, 2001, by and between PAM Realty Trust (succeeded by PAMJAM Realty, LLC) and Bertucci's Corporation, as Tenant, as amended.

LEGAL NOTICE

TOWN OF NEEDHAM

Application for a Pledge of License and Transfer of an All Alcoholic Liquor License

Notice is hereby given pursuant to Massachusetts General Laws, Chapter 138, that Bertucci's Restaurants, LLC d/b/a Bertucci's, Francisco Guzman, Manager, has applied for a pledge of license and the transfer of a license to sell alcoholic beverages of the following kind: All Alcoholic beverages as a Restaurant at 1257 Highland Avenue. The premise has 6,678 square feet of space in a regional mall with one kitchen, one bar and three dining areas. The dining areas will provide seating capacity for 130 patrons. There is one main entrance at the front of the building and one emergency exit at the rear of the building.

IT IS ORDERED that a public hearing be held for said application at the office of the Board of Selectmen acting as the Needham Licensing Authority located in the Town Hall, 1471 Highland Avenue on the 27th day of November 2018 at 7:00 o'clock p.m.

Board of Selectmen
Licensing Board for the Town of Needham
Needham Times, November 15, 2018



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

**MEETING DATE: 11/27/2018
Continued from 10/23/2018**

Agenda Item	Continuation of Discussion from 10/23/2018: Consideration of Section 15 All Alcohol Licenses
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
This is a continuation of the discussion started on October 23, 2018, where the Board discussed the applications submitted by Volante Farms and Gordon's Fine Wines of Needham to make a determination as to whether to issue the Town's final All Alcohol license under Section 15 and if so to whom. This continuation will allow for the questions that arose at the last meeting to be addressed.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> (pick one) a) That the Board of Selectmen approve the application for a change in License Category from Wine and Malt Beverages to All Alcohol Retail Package Store License under the Town of Needham Rules and Regulations Applicable to Package Stores for Volante Farms, David Volante, Manager, and to forward the approved Alcohol License application to the ABCC for approval. - or - b) That the Board of Selectmen approve the application for a new All Alcohol Retail Package Store License under the Town of Needham Rules and Regulations Applicable to Package Stores for Gordon's Fine Wines of Needham, Inc, d/b/a Gordon's Fine Wine David Gordon, Manager, and to forward the approved Alcohol License application to the ABCC for approval. - or - c) That the Board of Selectmen determines that the issuance of the last All Alcoholic Retail Package Store License for the Town of Needham is not in the Town's best interest and it NOT be issued to either applicant at this time. - or - d) That the Board of Selectmen delay the decision to approve the last All Alcoholic Retail Package Store License until _____.	
3.	BACK UP INFORMATION ATTACHED
(Describe backup below) a. Pertinent section of hearing minutes from October 23, 2018 b. Town of Needham ABCC Licenses - Section 15 c. Chapter 207 of the Acts of 2012	

Motion by Mr. Handel that the Board of Selectmen approve and sign a petition from Eversource Energy to install approximately 20 feet of conduit in Great Plain Avenue. This work is necessary to provide new underground electric service at 810 Great Plain Avenue, Needham.

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

7:07 p.m. Public Hearing: Change of Category Retail Package Store Wine and Malt Only to All Alcoholic Retail Package Store for Volante Farms, 292 Forest Street.

Public Hearing: New All Alcoholic Retail Package Store License for Gordon's Fine Wines of Needham, Inc. (77-79 Wexford Street)

Mr. Matthews said in conducting the public hearing it is his intention to combine testimony from both hearings to have a single record. He said discussion by the Board of Selectmen will be at the close of the public hearing, with any action the Board sees fit. Mr. Matthews said the reason for combining the public hearings is because Needham has a limited quota of package store licenses (eight total, six being All Alcohol). He stated Needham currently has 6 outstanding package store licenses (five All Alcohol, one wine and malt, currently held by Volante Farms). He noted only one All Alcohol license remains, therefore the Town cannot grant each applicant a license, as it would be a violation of the quota. Mr. Matthews stated the Board's options include granting either application, denying both applications, or some other action. He commented a fair volume of correspondence has been received for each applicant, which will be part of the record.

Mr. Matthews invited representatives from Volante Farms to the table for comment.

Dave Volante, Owner, 799 Central Avenue and Steve Volante, Owner, 809 Central Avenue appeared before the Board to discuss an application for a Change of License Category for a Retail Package Store License for Volante Farms from Wine and Malt beverages only to All Alcoholic beverages. Volante Farms has been licensed as a wine and malt only retail package store at its present location since February, 2013. Volante Farms is a one story building that has 320 square feet devoted to the display of alcoholic (currently wine and malt only) beverages. No change in the display area currently licensed for the sale of alcoholic beverages is planned for this requested change in Category.

Dave Volante explained the farm stand and greenhouse operates on 30 acres of land in Needham. He noted in 2012 a wine and malt application was submitted, commenting sales are not high volume, rather a convenience for customers. He stated working with local brewers was an easy fit, and over the last few years some of the brewers are now distilling gin and rum products sourcing local ingredients. He said Volante Farms is looking to carry three or four shelves of carefully selected product.

Steve Volante said they have partnered with two local breweries who are using their products to make beer. He noted using local ingredients is a nice touch.

Mr. Matthews asked the Volantes if they have spoken with counsel on the limitation in Needham's regulation on grocery stores.

Dave Volante said it is really up to the Board as to where Volante Farms falls within the definition of grocery store.

Mr. Matthews thanked Dave and Steve Volante for their comments, and invited representatives from Gordon's Fine Wines to the table.

Steven Miller, Attorney, Richard Gordon, Owner, and David Gordon, Proposed Manager appeared before the Board regarding an application for an All Alcoholic Retail Package Store License for Gordon's Fine Wines of Needham, Inc. d/b/a Gordon's Fine Wine. Gordon's is a new package store that will be located at 77-79 Wexford Street. The store will consist of 9,730 square feet all on one floor, with approximately 2,500-3,000 square feet that will be used for retail space and about 7,500 square feet that will be used for storage. There is one entrance located at the front and two exits located at the side and rear of the property.

Mr. Miller stated Gordon's has been in business for 85 years and currently operate stores in Waltham, Newton, and Boston, all without violations of any kind. He stated the focus of the Needham store will be more of a fine wine business.

Discussion ensued on the floor plan including storage and sales areas.

David Gordon said the business focuses on selling fine wine and has expanded greatly over the last six years to the point that more space is needed. He clarified nips, pints, half gallons of vodka, Fireball, beer, flavored vodka, flavored whiskey, cheap vodka, forties, Yellowtail, Woodbridge, or Josh will not be sold at the store. He said a high level of service will be provided, along with professional wine consultation. Mr. Gordon explained more about the business, saying people buy wine over the course of a month or two, then pick up purchases at the store. He commented storage is critical to growing the business. Mr. Gordon stated the proximity of the location to the highway will allow customers throughout New England to travel to the store, acknowledging he feels the store will become a destination for "the greatest fine wine program in New England." Mr. Gordon said the build out of the space will include a temperature controlled store room, tasting areas, consultative sales areas, and meeting rooms to host events. He said the store will be a catalyst for the growing area. He noted his strong roots in Needham and provided the Board a sample catalogue.

Mr. Matthews clarified in order for Gordon's to utilize an alcohol license at the Wexford Street location, a Zoning Board of Appeals permit is required. He asked whether an application has been submitted to the Zoning Board of Appeals.

Mr. Gordon said the application has been submitted and a public hearing is scheduled for November 15, 2018.

Mr. Matthews asked for comments from the Board.

Mr. Handel asked if the need is primarily for storage and whether there will be an active retail presence.

Mr. Miller said 2/3's of the space will be storage. Mr. Gordon said "yes," and explained the changing retail environment. He said he estimates two or three people per hour will come to the store, in addition to 15-20 people when there is a tasting event.

Mr. Borrelli said there are other liquor stores looking to fill the fine wine niche. He asked how the business serves the Needham community?

Mr. Gordon explained classes will be held for people to learn about wine and spirits, much like in their Waltham location which has a Fine Wine Culinary Center including a kitchen and seating for 35 people where programming was created for the local community.

Mr. Borrelli asked whether expanding the retail operation at the Needham location is anticipated in the long term.

Mr. Gordon said "I hope so."

Mr. Bulian asked how the concept differentiates from a package store.

Mr. Gordon explained the concept of great service and that customers will be "fitted" to the type of wine they like. He said the formula has worked well in Waltham and he hopes to do the same thing in Needham.

Ms. Cooley asked about email marketing and the issues coming before the Zoning Board of Appeals.

Mr. Gordon explained examples of the email programs are the brochure provided and on Gordon's website. He stated the zoning issues have to do with backing out onto a public street from a retail store and the possibility that an additional parking spot will be required.

Mr. Borrelli asked if deliveries will be made from the location?

Mr. Gordon said "yes, mainly in Newton, Needham, and Waltham."

Mr. Matthews opened the public hearing and invited public comment.

Betsy Heffernan, 99 Whitman Road said keeping a small town feel is important and the description of Gordon's Fine Wines is similar to Needham Center Fine Wines. She said she does not believe Gordon's is different and not sure Needham needs it.

Michael Niden, 79 Maple Street said as president of the Citizen's for the Preservation of Town Hall and founder/board member of the Great Hall Concert Series changes made a few years ago were done to make Needham's downtown a better place, with more foot traffic and better stores. He said he supported package stores years ago, but was surprised at the number of available licenses in Needham. He noted other comparable towns have three to five liquor licenses, not six. Mr. Niden said adding another license would greatly hurt the existing stores in the downtown, noting personalized service is already being offered. He stated allowing another store could force one or two existing shops to close, and a store on the outskirts of town would draw people away from downtown. Mr. Niden said he does not object to Volante's application, but is opposed to an All Alcohol license being issued to Gordon's.

Andrew Mann, 8 Woodledge Road said he enjoys fine wine and there is no offering of the fine wine experience in Needham. He said he supports a liquor license for Gordon's Fine Wine.

Jason Abrams, 160 Nardone Road supports the application for Gordon's Fine Wine and feels it will be a great addition to Needham.

Ben Rosen, 20 Stratford Road said Gordon's Fine Wine creates a great experience in their stores, and is not a typical package store. He said Gordon's would be a great addition to the Town.

Elizabeth Kaponya, 27 Highland Terrace said she is not enthusiastic having Gordon's in the neighborhood, and disputes the claim of two to three customers per hour. She suggested the Board visit the Waltham location to get an idea of traffic flow. Ms. Kaponya said the store would be high volume, would create more gridlock on the streets, and she is not sure adequate parking is available. However, she is enthusiastic about allowing Volante Farms an upgrade to their current liquor license, as they have been in Needham over 100 years.

Chris Lianos, owner, Needham Center Fine Wines reminded the Board of the difficult initial process for granting liquor licenses, and the time taken to understand the business model of the applicant. He said at that time, the Town did not want package stores or a big box store. Mr. Lianos suggested if a license is granted, square footage should be similar to the existing stores. He noted Reveler Craft Beer was given a license two years ago and he had no issues, as he felt they were not competing for business.

Artie Crocker, 17 Fairlawn Street said the issue boils down to the “feel” people want in Needham and “who we are” as a community. He referred to Bin Ends as a destination location off the highway, and Vino di Vino whose focus is fine wine. He commented Needham Fine Wines in the center of Town has a community feel and Volante Farms does not have the feel of a grocery store. Mr. Crocker said Volante Farms is an integral part of “who we are” as a community. He supports granting the license to Volante Farms.

Wendy Decker, 55 Grant Street said the proposal by Gordon’s sounds much like Needham Center Fine Wines, and the Town does not need it. She agrees with Mr. Crocker in that granting the license to Volante Farms would be positive, as they have supported the community for a long time.

Paul Turano, said he loves Volante Farms and has done business with Gordon’s for over 10 years doing “experience style” dinners. He said the Gordon’s concept is for a niche market with specialized clientele, and would not compete with current stores.

David Haddon, 10 Woodlawn Avenue said demand should be the driver. He said he feels there is no need and granting a sixth license would financially weaken the existing five stores. He said, however, he supports granting the license to Volante Farms because they are a long time Needham business and it would solve having to issue a sixth license without diluting the other five licenses. He commented most stores run along Highland Avenue, but Volante’s location serves the Wellesley side of Town.

Scott Linzmeyer, Owner Reveler Beverage Co., 250 Chestnut Street said Gordon’s is a fine operation, but is not appropriate for Needham. He said Volante is not competition for his business and has earned the license based on their pitch of the farm to table nature of the craft beer and spirits industry. Mr. Linzmeyer said granting the license to Volante Farms would be a great addition to Needham.

John Negoshian, 1101 South Street and land owner on Wexford Street stated the industrial park is changing and adding something like Gordon’s Fine Wine would be great. However, he said 10,000 square feet is a package store warehouse, which he does not want in Needham. Mr. Negoshian said the business would be too complex to control.

Mr. Matthews asked representatives from Gordon’s Fine Wine if the business will be another big box liquor store and how it will be different? He asked how can the Board of Selectmen be assured that the business model presented is the one that will be followed?

Steven Miller said any change to the floor plan would require Board of Selectmen approval. He said Gordon’s concept is very unique, pairing food and fine wine. David Gordon commented their customers receive a daily email customized to their

wishes and needs. He said customers can pick up their wine, take a class, and learn about wine. He said the Gordon business model is completely different from shops currently in Needham. Mr. Gordon said many of his customers are from Needham.

Mr. Matthews closed the public hearing and thanked each applicant for their presentation.

8:12 p.m. Consideration of Section 15 All Alcohol Licenses:

Mr. Matthews asked for Board comment.

Mr. Bulian commented he originally opposed liquor stores, but voters overwhelmingly supported liquor stores in Needham. He said while Volante Farms runs a very good business, it was never anticipated an All Alcohol License would be provided to a food store. He acknowledged he was ecstatic when Volante was granted a beer and wine license, however Needham regulation 9.5.5 says package store licenses issued to food stores should be limited to wine and malt beverages only. Mr. Bulian said he supports the regulation. Mr. Bulian said however, he is intrigued by the Gordon's Fine Wine concept. He stated he is not ready to make a decision tonight. He noted the many years it has taken for Needham to impart a mixed use concept in Needham Crossing/Wexford Street/Muzi Ford area. He noted apartments are being built, recognizing population growth. Mr. Bulian commented on possibly keeping the extra full license for Gordon's Fine Wine or some other use, noting development (commercial, residential, and retail) in Needham Crossing. He said the Town has yet to move on the retail component of Needham Crossing. He said he is interested in hearing comments from his colleagues, suggesting the Board consider continuing the public hearing to another night.

Mr. Handel agreed the Board needs to wait until there is specific language and approval for food sales. He stated he does not feel Volante Farms is a supermarket. Mr. Handel also commented on the ZBA decision regarding Gordon's Fine Wine. He said the Board carefully balanced, and was successful in granting licenses to provide for a local need and quality of town life. He said he does not want to alter the formula for granting licenses.

Mr. Borrelli said the initial process of granting licenses was difficult and decisions were based on filling a niche, either warehouse or specialty stores. He noted Gordon's participated in the original process, and he feels the new proposal is a warehouse with retail space. He said he feels Gordon's would pull business away from the downtown and would not be a great addition to Needham. He voiced concern about traffic and delivery. He said the concept of farm to distillery is intriguing and one he would like to have in Needham, noting times have evolved since originally granting alcohol licenses. Mr. Borrelli said it is important to help a local business. Mr. Borrelli concurred with continuing the public hearing until Town Counsel opines on the issue of supermarket/grocery store vs. farm.

Ms. Cooley agreed more information is needed for the Board to make its decision. She commented the issue of Volante Farms as a food store must be resolved. She said discussion has been interesting, particularly the distinction between wine/malt licenses and alcohol licenses. Ms. Cooley shares the concern about Gordon's becoming another package store, and is not fully convinced by what she has heard.

Mr. Matthews concurred with the Board to continue the hearing, commenting the initial process had a lot of debate, a home rule petition approved by Town Meeting, and a referendum vote by citizens. He said Needham has one All Alcohol license to grant unless the statute is changed, which is not easy to do. Discussion ensued on the framework of initial regulations as told to voters, particularly as it relates to food stores/convenience stores. He said from his point of view he would vote "no" to allow Volante Farms an All Alcohol license because the public was told grocery stores would be limited to beer/wine. He acknowledged Volante Farms is a unique business which includes a food store. Mr. Matthews commented on holding a license in reserve, demand, and fairness to existing businesses. He said granting a license would have to fill a different niche. He noted development in Needham Crossing now permits retail uses to serve the population that lives there. Mr. Matthews said the record will be held open for 21 days for additional written comment, suggesting Volante Farms and Gordon's could each address outstanding questions.

Mr. Handel said more information is needed regarding square footage of each location.

Motion by Mr. Handel that the Board of Selectmen vote to continue Public Hearing - Change of Category Retail Package Store Wine and Malt Only to All Alcoholic Retail Package Store for Volante Farms, 292 Forest Street, and Public Hearing - New All Alcoholic Retail Package Store License for Gordon's Fine Wines of Needham, Inc. (77-79 Wexford Street) to Tuesday, November 27, 2018 at 7:30 p.m., and to hold the record open 21 days for additional written comment.

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

8:40 p.m.

Town Manager:

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

1. MPO Annual Election October 31, 2018

The Board discussed items related to the Boston MPO Municipal Elections. Ms. Fitzpatrick recommended that the Board vote to authorize the submission of an absentee ballot.

Motion by Mr. Handel that the Board vote to submit an absentee ballot for Scott Galvin, Mayor of Woburn, Tom Maloney, Chair, Norwood Board of Selectmen, Ruthanne Fuller, Mayor of Newton, and Daniel Dunn, Chair, Arlington Board of Selectmen for the MPO election on October 31, 2018.

TOWN OF NEEDHAM ABCC LICENSES					
					Address
00036-PK-0770	Bin Ends	Innovative Distributing Concepts, LLC d/b/a Bin Ends	Package Store - All	Section 15	65 Crawford Street
00033-PK-0770	Needham Ctr Wine & Spirits	Lianos Liquors, Inc. d/b/a Needham Center Wine & Spirits	Package Store - All	Section 15	1013 Great Plain Avenue
00031-PK-0770	Needham Wine & Spirits	Needham Wine & Spirits, LLC d/b/a Needham Wine & Spirits	Package Store - All	Section 15	1257 Highland Avenue
00032-PK-0770	Vinodivino	vinodivino 3, LLC d/b/a vinodivino	Package Store - All	Section 15	922 Highland Avenue
00030-PK-0770	Volante Farms	Volante Farms, Inc.	Package Store - Wine & Malt	Section 15	292 Central Avenue
89042-PK-0770	Reveler	Reveler Beverage Company, LLC d/b/a Reveler Beverage	Package Store- All	Section 15	250 Chestnut Street

THE COMMONWEALTH OF MASSACHUSETTS

In the Year Two Thousand and Twelve

AN ACT RELATIVE TO AUTHORIZING THE TOWN OF NEEDHAM TO AUTHORIZE THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding section 11 of chapter 138 of the General Laws or any other general or special law to the contrary, the board of selectmen of the town of Needham shall cause to be placed on the ballot at a regular or special election the following question:-

"Shall the licensing authority in the town of Needham be authorized to grant licenses for both the sale of all alcoholic beverages in packages not to be drunk on the premises and the sale of wine and malt beverages in packages not to be drunk on the premises?"

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the board of selectmen. If a majority of the votes cast in answer to that question is in the affirmative, the town of Needham shall be taken to have authorized the granting of licenses for the sale of all alcoholic beverages not to be drunk on the premises and the sale of wine and malt beverages not to be drunk on the premises.

SECTION 2. The number of licenses shall be limited to 6. Beginning January 1, 2018 the number of licenses shall be limited to 8 but at no time shall there be in effect more than 6 licenses for the sale of all alcoholic beverages. The remaining licenses shall be limited to the sale of wines and malt beverages. The licensing authority may establish the days and hours during which the license may operate. Except as otherwise provided herein, such licenses shall be subject to the provisions of said chapter 138.

SECTION 3. This act shall take effect upon its passage.

House of Representatives, July 30, 2012.

Passed to be enacted,

Paul Donato, Speaker.

In Senate, July 30, 2012.

Passed to be enacted,

Heare Hing, President.

3 August, 2012.



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

MEETING DATE: 11/27/2018

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

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
The Town Manager will update the Board on the Town CPA project applications that have been submitted for consideration in FY2020 and ask the Board to endorse the submissions.	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
<i>Suggested Motion:</i> That the Board vote to endorse the CPA funding applications under its jurisdiction – Preservation of Open Space, Town Common Renovation, Passive Recreation Improvements – Dwight Field/Charles River Center, and Cricket Field Renovation.	
3.	BACK UP INFORMATION ATTACHED
a. Initial Eligibility Project Applications Forms for projects under the jurisdiction of the Board of Selectmen. b. Initial Eligibility Project Application Forms for projects under the jurisdiction of the Park & Recreation Commission (for information only).	

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

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 178 Rosemary Street
 Needham, MA 02494
www.needhamma.gov/CPC

1. **Applicant:** Town Manager, Select Board, Conservation Commission, Park & Recreation **Submission Date:** 12/1/18

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

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

4. **Project Name:** Preservation of Open Space - Purchase of Land

5. **Project Location/Address/Ownership** *(Control):*
 To be determined

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

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

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

- continued -

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

Project Name: Preservation of Open Space - Purchase of Land

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

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

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

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

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

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

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

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 500 Dedham Avenue, Town Hall
 Needham, MA 02492
 www.needhamma.gov/CPC

1. **Applicant:** Town Manager, DPW **Submission Date:** 11/08/18

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

Needham, MA 02494
3. **Purpose:**
(Please select all that apply)
 - ☒ Open Space
 - ☐ Community Housing
 - ☒ Historic Preservation
 - ☒ Recreation

- Contact Name:**
Edward Olsen

4. **Project Name:** Town Common Renovation
5. **Project Location/Address/Ownership** *(Control):*
Needham Downtown Town Common, Town of Needham

6. **Amount Requested:** \$ 117,000

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

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

This project requires coordinating with Farmer's Market, Town Hall Business, and the two Needham Business Association seasonal fairs.

- continued -

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

Project Name: Town Common Renovation

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

The scope of this project includes the design of the renovation of the Town Commons which includes the green space and hardscaped areas between the southern curb line of Garrity Way to the curb line of Great Plain Avenue to the south and from the curb lines of Chapel Street and Highland Avenue. Garrity Way and parking area are not included in this project. The Town Common shall be redesigned to maximize the current usage of space, complement Town Hall, enhance the "blue tree", and integrate with the new Downtown Streetscape Improvement Project. This project will install new sod, trees, plantings, low maintenance hardscape materials, and increase handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events.

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

The Town Common has long been used for a gathering spot for the community. It is used for informational gatherings including play area, shade rest area, and informal dining. Additionally, it is a formal meeting space for town gatherings including business fairs, vigils and memorial services and other community wide events. This area has received superficial maintenance, but the underlying infrastructure no longer supports the functionality of the space. The paths are in disrepair and are not aesthetically pleasing. The lawns and landscaping are showing signs of compaction and age. Trees planted on the property were not selected for their use in urbanized environments. All the improvements would be to address these deficiencies and make the space appropriate to the community uses it supports.

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

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

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 178 Rosemary Street
 Needham, MA 02494
www.needhamma.gov/CPC

1. **Applicant:** Town Manager's Office, DPW, Charles River Center **Submission Date:** 11/19/18

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

500 Dedham Ave
 Needham, MA 02492

Contact Name:
Edward Olsen
3. **Purpose:**
(Please select all that apply)

☒	Open Space
☐	Community Housing
☐	Historic Preservation
☒	Recreation

4. **Project Name:** Passive Recreation Improvements - Dwight Field/Charles River Center
5. **Project Location/Address/Ownership (Control):**

6. **Amount Requested:** \$ 35,000

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

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

- continued -

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

Project Name: Passive Recreation Improvements - Dwight Field/Charles River Center

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

This parcel is presently in disrepair and suffers from drainage issues. There are trees on site that are no longer viable creating safety concerns, and the ground cover has been eroded by stormwater. This park does not have good accessibility due to the elevation, and the park is presently accessed from the Charles River Center by several stairs. This project will include removing the existing ground covering, regrading the site, making drainage improvements, installing new turf, removing and pruning problematic trees, planting new trees, creating an accessible entrance into the park areas, and other site amenities. Site furniture will be installed for passive recreation including picnic tables and benches, a small covered pavilion, and other small recreational equipment that can be used by children whose siblings are playing. This funding is for design.

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

This space provides passive recreation to two different user groups. During the day, this space provides an area for peaceable interaction with nature to the participants of the Charles River Center. During weekends and evenings this area provides a recreation area for the Needham Little League in addition to the ball field. It is also frequented by those who live in the neighborhood as an amenity. This new area will have a shaded open area pavillion area for informal uses.

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

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

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM COMMUNITY PRESERVATION COMMITTEE

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

1. **Applicant:** Park & Recreation, Town Manager, DPW **Submission Date:** 11/08/18

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

500 Dedham Avenue
Needham, MA 02494

Contact Name:
Edward Olsen
3. **Purpose:**
(Please select all that apply)

☒	Open Space
☐	Community Housing
☐	Historic Preservation
☒	Recreation

4. **Project Name:** Cricket Field Renovation
5. **Project Location/Address/Ownership (Control):**
Hillside Ave., Needham MA, Park and Recreation, Town of Needham

6. **Amount Requested:** \$ 480,000

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

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

Construction to begin after spring sports season. Construction must be completed by the end of August so field can be available for Fall sports season.

- continued -

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

Project Name: Cricket Field Renovation

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

There is not a fully functioning irrigation system at this field, the current system was gifted to the Town over 15 years ago and is showing signs of age. When the existing irrigation system is in full operation, the sprinkler heads do not fully engage until several minutes of operation which is not an efficient use of water. The grading on this site is inconsistent and leads to localized drainage problems. All existing turf will be stripped and the top soil will be removed and stored on site. The whole site will then be sub-graded. And the top soil will be placed back on site and amended in place with sand, then blended for improved drainage. The site will then be laser graded to ensure that water slopes off the surface, and then sod will be laid. As part of the removal of turf and soil, the existing irrigation system will be abandoned in place and new water efficient irrigation system

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

Cricket field has long been used for active and passive recreation. This land was originally gifted to the Town for this express purpose. During the exploration of a relocated Hillside School, there was a popular community movement that clearly expressed their need to maintain this park for their neighborhood uses. This renovation will help this field be functional for future generations to enjoy this land. The current irrigation system does not allow for appropriate watering of the field, using more water than necessary to provide a safe playing surface. This renovation will provide better draining and irrigation will allow for a better playing surface.

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

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

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 178 Rosemary Street
 Needham, MA 02494
www.needhamma.gov/CPC

1. **Applicant:** Park & Recreation Commission **Submission Date:** 12/1/18

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

178 Rosemary Street
 Needham, MA 02494
 (781) 455-7930

Contact Name:
Patricia Carey, Director
3. **Purpose:**
(Please select all that apply)

☐	Open Space
☐	Community Housing
☐	Historic Preservation
☒	Recreation

4. **Project Name:** Rosemary Lake Projects
5. **Project Location/Address/Ownership (Control):**
178 Rosemary Street

6. **Amount Requested:** \$ 200,000

7. **Estimated Total Project Cost (If Different):** \$ 200,000

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

- continued -

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

Project Name: Rosemary Lake Projects

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

The Park and Recreation Commission's full vision of the Rosemary Lake space is to encourage outdoor use throughout the year. This project would replace the 30+ year old dock on the lake with one that can be utilized for canoes/kayaks, as well as some paddle boats to be donated by the Exchange Club. On the camp property side, after the current buildings are taken down, a picnic pavilion would be added in for Park and Recreation programs held on the lake, as well as trail users.

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

Rosemary Lake, the camp property and trails, as well as the Rosemary Recreation Complex can provide opportunities for trail walkers, outdoor education, boating, fishing, snow shoes or cross country skiing. Other trail amenities will be added to assist children with exploring. The lake and trails' central location makes it easy to access for many residents. Weather permitting, the lake is also a place for ice skating.

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

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

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 178 Rosemary Street
 Needham, MA 02494
www.needhamma.gov/CPC

- | | |
|---|---|
| <p>1. Applicant: Park & Recreation Commission</p> | <p>Submission Date: 12/1/18</p> |
| <p>2. Applicant's Address, Phone Number and Email:</p> <p>178 Rosemary Street
 Needham, MA 02494
 (781) 455-7930</p> <p>Contact Name:
 Patricia Carey, Director</p> | <p>3. Purpose:
 <i>(Please select all that apply)</i></p> <p> ☐ Open Space
 ☐ Community Housing
 ☐ Historic Preservation
 ☒ Recreation </p> |
| <p>4. Project Name: Playground Improvement Projects</p> | |
| <p>5. Project Location/Address/Ownership <i>(Control):</i></p> | |
| <p>6. Amount Requested: \$ 350,000</p> | |
| <p>7. Estimated Total Project Cost <i>(If Different):</i> \$ 700,000</p> | |
| <p>8. Critical Dates: <i>(If Applicable)</i></p> | |

- continued -

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

Project Name: Playground Improvement Projects

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

The Park and Recreation Department oversees playgrounds under the jurisdiction of the Park and Recreation Commission and the School Committee. The first phase of funding would add some ADA features at Greene's Field and Cricket Field, and begin the addition of poured-in-place pathways at some of the playgrounds. Discussions have also begun with two groups to look at raising funds to upgrade playgrounds at Perry Park (Parent Talk) and DeFazio Park (Women's Club).

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

The MA Architectural Access Board has drafted some updated regulations regarding pathways to accessible play features at playgrounds. This would require the installation of poured-in-place rubber pathways at playgrounds, similar to what has been done at Greene's Field and the new Mitchell playground. At Greene's Field, the toddler swings would be replaced with an ADA swing, and a new toddler swing would be installed. At Cricket Field, an ADA swing unit would be added to the site. Each neighborhood park should have activities for all abilities.

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

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

INITIAL ELIGIBILITY PROJECT APPLICATION FORM

DUE BY DECEMBER 1

TOWN OF NEEDHAM
COMMUNITY PRESERVATION COMMITTEE
 c/o Park & Recreation Department
 178 Rosemary Street
 Needham, MA 02494
www.needhamma.gov/CPC

- | | |
|---|---|
| <p>1. Applicant: Park & Recreation Commission</p> | <p>Submission Date: 12/1/18</p> |
| <p>2. Applicant's Address, Phone Number and Email:</p> <p>178 Rosemary Street
 Needham, MA 02494
 (781) 455-7930</p> <p>Contact Name:
 Patricia Carey, Director</p> | <p>3. Purpose:
 <i>(Please select all that apply)</i></p> <p> ☐ Open Space
 ☐ Community Housing
 ☐ Historic Preservation
 ☒ Recreation </p> |
| <p>4. Project Name: Cricket Field Fieldhouse</p> | |
| <p>5. Project Location/Address/Ownership (Control):</p> <p>Hillside Avenue
 Park and Recreation Commission</p> | |
| <p>6. Amount Requested: \$ 163,765</p> | |
| <p>7. Estimated Total Project Cost (If Different): \$ 818,824</p> | |
| <p>8. Critical Dates: (If Applicable)</p> | |

- continued -

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

Project Name: Cricket Field Fieldhouse

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

The fieldhouse at Cricket Field is in need of renovations, including making it accessible for all abilities. A ramp would need to be built to bring people from the athletic fields and playground areas up to the building, as well as from the on-street parking to the building. A feasibility study was completed in 2012 to look at options for seasonal or year-round use. This project is for renovations for seasonal use.

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

The goal of this project is to upgrade the building to ADA standards, and provide access to the restrooms for all that use the park, including the sports teams that use the two fields, and the families that use the park, playground and basketball court. The building, itself, is used for park storage, Needham High School sports in the fall and spring, and a Park and Recreation summer program. Portions of the project not related to outdoor park use would not be eligible for CPA construction funding.

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



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

MEETING DATE: 11/27/2018

Agenda Item	Preliminary FY2020 – FY2024 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance Christopher Coleman, Assistant Town Manager/Operations

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
We will discuss with the Board the preliminary FY2020 cash capital and debt-financed project submissions. We will discuss the FY2021 – 2024 projects at your meeting on December 4th, and will seek final approval of the Capital Improvement Plan on December 18th. In accordance with Section 20C of the Town Charter: “All boards, departments, committees, commissions and officers of the Town shall annually, at the request of the Town Manager, submit to him in writing a detailed estimate of the capital expenditures as defined by by-law, required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the ensuing four year period. The Town Manager, after consultation with the Board of Selectmen, shall submit in writing to the Board of Selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the Town. The Selectmen shall transmit a copy of the capital budget to the finance committee along with the Board of Selectmen’s recommendations relative thereto. The calendar dates on or before which the capital budget is to be submitted and transmitted shall be specified by by-law.” In accordance with section 2.2.2.1 of the General By-law, the Selectmen shall transmit the capital budget to the Finance Committee no later than the first Tuesday after the first Monday in January (Tuesday, January 8, 2019).	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
Discussion Only	
3.	BACK UP INFORMATION ATTACHED
a. Preliminary Capital Plan Recommendations FY2020 b. Submitted Capital Project Requests for Fiscal Years 2020 – 2024 (Please retain to refer back to for the December 4th and December 18th meetings).	

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Building Management System Upgrade	M	Buildings	1	392,000	392,000	392,000								P - 44
Center at the Heights Computer Lab	P	Community	1	50,000	50,000	50,000								P - 14
Permanent Message Boards	M	Community	1	228,000										P - 46
Library Furniture	P	Community	1	278,882	112,960	112,960								P - 53
Library RFID Conversion	P	Community	1	327,200										P - 55
Library Technology	N	Community	1	171,680	30,000				30,000				Was not in the CIP last year.	P - 58
Public Playgrounds	M	Community	1	700,000	350,000			350,000					CPA application to be submitted.	P - 60
Fleet Refurbishment	N	Fleet	1	300,000										P - 51
Town Offices Replacement Furniture	P	General	1	50,000	25,000	25,000								P - 2
GIS Technology Systems and Application Updates	M	General	1	100,000										P - 16
High Availability Firewalls	N	General	1	75,000										P - 18
Multi-Function Printer Devices	P	General	1	106,800	35,600	35,600								P - 30
Non-Public Safety Data Center Servers and Storage Units	P	General	1	325,000										P - 20
Revenue Application Software Package	P	General	1	1,100,000										P - 32
Town Building Switching	N	General	1	60,000										P - 4

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Town Internet Control, Analysis and Reporting	N	General	1	75,000										P - 6
Wireless Hardware Infrastructure	N	General	1	175,000										P - 10
Specialty Equipment - Loader Mounted Snow Blower (H)	M	Highway	1	192,000										P - 49
Specialty Equipment - Unit 334 Specialty Mower (PF)	M	Parks	1	38,000										P - 49
Specialty Equipment - Unit 351 Tractor (PF)	M	Parks	1	68,000	68,000	68,000								P - 49
Public Safety Data Center Servers and Storage Units	M	Public Safety	1	200,000										P - 22
Public Safety Desktops, Printers and Peripherals	N	Public Safety	1	200,000	200,000	200,000							Part of the Public Safety building project.	P - 24
Public Safety Mobile Devices	M	Public Safety	1	135,000	35,000	35,000								P - 26
Town Building Security and Traffic Cameras	N	Public Safety	1	300,000										P - 12
Town Wide Video Projection and Smart TV	N	Public Safety	1	145,000										P - 8
Automated External Defibrillators Replacement	P	Public Safety	1	27,836										P - 34
Firearm Replacement	M	Public Safety	1	31,630										P - 36
Police and Fire Mobile and Portable Radios	N	Public Safety	1	617,550	617,550	617,550							Part of the Public Safety building project.	P - 38
Personal Protective Equipment	P	Public Safety	1	217,120	43,424	43,424								P - 42
Public Safety Fitness Equipment	N	Public Safety	1	83,613	83,613						83,613		Part of the Public Safety building project; possible alternative funding source.	P - 40

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Public Works Mobile Devices	N	Public Works	1	50,000										P - 28
High School Locker Reconfiguration & Addition	N	Schools	1	50,000	50,000	37,500		12,500					High School Café Design (Art 39 of the 2015 ATM) \$10K; Town Hall Stairs (Art 4 of the 2017 STM) \$2.5K	P - 70
Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems	N	Schools	1	60,000	60,000						60,000		Possible alternative funding source.	P - 78
Newman Preschool Playground Custom Shade Shelter	M	Schools	1	69,200	69,200	69,200								P - 68
School Copier Replacement	R	Schools	1	345,960	135,520	52,470			83,050					P - 65
School Document Management System	M	Schools	1	187,700										P - 72
School Furniture	R	Schools	1	145,000	35,000	35,000								P - 63
School Technology Replacement	R	Schools	1	2,496,825	632,350	632,350								P - 75
Daley Building Upgrades	N	Buildings	2	50,000										P - 106
DPW Boiler Replacement 470 Dedham Avenue	M	Buildings	2	510,000	50,000			50,000					DPW Complex Improvements (Art 42 of the 2013 ATM) \$9.5K; Town Hall Stairs (Art 4 of the 2017 STM) \$40.5K The funding is for design work.	P - 104
Energy Efficiency Upgrade Improvements	M	Buildings	2	457,000	57,000			57,000					Town Hall Stairs (Art 4 of the 2017 STM) \$57K	P - 97
CATH Generator	N	Community	2	287,500										P - 110
Center at the Heights Space Utilization Study	I	Community	2	75,000										P - 108
Library Space Planning	NB	Community	2	60,000	60,000						60,000		Possible alternative funding source.	P - 114

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Cricket Field Building Renovation	M	Community	2	982,589	163,765						163,765		Subject to CPC approval for consideration; application to be submitted	P - 116
DPW Complex	M	Public Works	2	40,441,000	3,062,000							3,062,000		P - 81
Recycling Center and Transfer Station Employee Trailer	I	Recycling & Solid Waste	2											P - 112
Emery Grover Roof Replacement	M	Schools	2	235,000										P - 100
Emery Grover Window Replacement	M	Schools	2	398,000										P - 102
Facility Assessment for Sustainable Building Management	M	Schools	2	150,000	100,000	100,000								P - 95
Hillside School Boiler Upgrade	M	Schools	2	232,000	12,000							12,000		P - 83
Mitchell School Restroom Upgrades	M	Schools	2	737,000	67,000	67,000								P - 93
Newman School Gym Floor	N	Schools	2	275,000	275,000	275,000								P - 91
Pollard School Air Conditioning Upgrade	M	Schools	2	1,225,000										P - 89
Pollard School Blue & Green Gym Score Boards	M	Schools	2	30,000	30,000	30,000								P - 87
Pollard School Locker Room Retrofit	M	Schools	2	690,000										P - 85
Broadmeadow School Technology Room Conversion	N	Schools	2	213,100										P - 137
Eliot Modular Classrooms	N	Schools	2	4,037,900										P - 134
Eliot School Technology Room Conversion	N	Schools	2	179,300										P - 131

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Mitchell Elementary School Renovation	M	Schools	2	112,524,200										P - 122
Pollard School Improvements	M	Schools	2											P - 118
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location	M	Schools	2	19,348,500										P - 128
Renovate/Reconstruct Hillside as Swing Space for School Construction	M	Schools	2	28,474,900	100,000							100,000		P - 125
School Master Plan Supplement	N	Schools	2	125,000	125,000	125,000								P - 140
Town Common Historic Redesign and Beautification	M	Community	3	1,023,000	117,000			117,000					CPA Application Submitted	P - 159
Athletic Facility and Public Recreation Improvements	M	Community	3	5,631,500	2,950,000			2,980,000	70,000				AFIF \$2.5M for Turf Project; CPA \$480K for Cricket Field Project ; \$70K Claxton Project)	P - 153
Passive Recreation Improvements (Dwight Field/Charles River Center)	N	Community	3	385,000	35,000						35,000		CPA application to be submitted; was not in the CIP last year.	P - 157
Athletic Fields Master Plan	GM	Community	3	75,000										P - 166
Boat Launch on Charles River	I	Community	3											P - 168
Open Space Land Purchase	P	Community	3	1,000,000	1,000,000							1,000,000	No Project	P - 172
Outdoor Basketball Courts	M	Community	3	135,000										P - 174
Rosemary Lake Camp and Trail	P	Community	3	200,000	200,000			200,000					CPA application to be submitted.	P - 170
Public Works Infrastructure Program	M	Highway	3	13,492,050	2,169,550	2,169,550								P - 144
Traffic Improvements	P	Highway	3	250,000	50,000	50,000								P -

**Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations**

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Asa Small Field Renovation	I	Parks	3											P - 151
Recycling and Transfer Station Property Improvements	M	Recycling & Solid Waste	3	945,500	295,000	295,000								P - 161
Harris Avenue Parking Lot (Pollard School)	P	Schools	3	525,000										P - 142
Sewer Main Replacements	P	Sewer	3	10,950,000										P - 176
Sewer Pump Station Improvements	M	Sewer	3	4,345,500	630,000			630,000						P - 178
Sewer System Infiltration & Inflow Removal	M	Sewer	3	1,600,000	1,600,000		800,000	800,000					MWRA program, Retained Earnings, I&I Account	P - 180
Drain System Improvements – Water Quality (EPA)	M	Stormwater	3	2,278,000	25,000				25,000					P - 182
Charles River Water Treatment Plant HVAC Upgrades	I	Water	3											P - 185
Fire Flow Improvements	I	Water	3	2,940,000										P - 187
Water Distribution Study	IQB	Water	3	230,000										P - 189
Water Distribution System Improvements	M	Water	3	6,148,500	4,791,500		4,500,000	291,500						P - 191
Water Service Connections	R	Water	3	600,000										P - 195
Water Supply Development	M	Water	3	1,693,000										P - 196
Replace Unit 700 2012 Ford Econ Van E250	C	Buildings	4	48,461										P - 199
Replace Unit 705 2006 Ford Econ Van E250	C	Buildings	4	37,060	37,060	37,060								P - 199

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Replace Unit 707 2008 Ford Econ Van E250	C	Buildings	4	45,239										P - 199
Replace Unit 712 2011 Ford Econ Van E250	C	Buildings	4	46,822										P - 199
Replace Unit 713 2012 Ford F450 Dump Truck	L	Buildings	4	84,163										P - 199
Replace Unit 715 Addition to Fleet	C	Buildings	4	43,709	43,709	43,709								P - 199
Replace Unit 720 2009 Ford Escape Hybrid	C	Buildings	4	34,243										P - 199
Replace Unit 756 2010 Ford F150	C	Buildings	4	39,700										P - 199
Replace Unit 404 2012 Ford E350 VAN (14 Passengers)	C	Community	4	93,575										P - 199
Replace Unit 45 2012 FORD E150 VAN	C	Engineering	4	45,656										P - 199
Replace Unit 92 2012 Ford Explorer	C	Engineering	4	41,550	41,550	41,550								P - 199
Replace Unit 2 2010 Ford F150 XL	C	Fleet	4	37,060	37,060	37,060								P - 199
Replace Unit 3 2012 Ford F450	L	Fleet	4	78,567										P - 199
Replace Unit 452 2013 Ford Taurus	L	General	4	38,305										P - 199
Replace Unit 10 2010 International 7400 Dump Truck	L	Highway	4	269,978										P - 199
Replace Unit 102 2008 John Deere Loader 544J	L	Highway	4	252,140	252,140	252,140								P - 199
Replace Unit 107 2008 Camoplast Sidewalk Plow Tractor	X	Highway	4	178,571	178,571	178,571								P - 199

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Replace Unit 108 2011 Trackless Tractor	X	Highway	4	197,985										P - 199
Replace Unit 112 2011 Prinoth (Sidewalk Tractor)	L	Highway	4	245,967										P - 199
Replace Unit 113 2008 Camoplast Sidewalk Plow Tractor	L	Highway	4	184,821										P - 199
Replace Unit 121 2007 Vermac Utility Trailer (Electronic Message Board)	L	Highway	4	17,213										P - 199
Replace Unit 122 2007 Vermac Utility Trailer (Electronic Message Board)	L	Highway	4	17,213										P - 199
Replace Unit 181 2012 Elgin Pelican Sweeper	L	Highway	4	313,169	313,169				313,169				Unit 182 was funded for Replacement FY2019; Warrant showed it as unit 181.	P - 199
Replace Unit 259 2010 Hudson Trailer	L	Highway	4	3,354										P - 199
Replace Unit 32 2012 Ford F350	CL	Highway	4	68,349										P - 199
Replace Unit 39 2012 Ford F550 Dump Truck	L	Highway	4	73,233										P - 199
Replace Unit 43 2012 Ford F350	CL	Highway	4	66,407										P - 199
Replace Unit 57 2012 Ford F350	CL	Highway	4	63,804	63,804	63,804								P - 199
Replace Unit 9 INTERNATIONAL 7400 Dump Truck	L	Highway	4	287,978										P - 199
Replace Unit 186 2010 Gaint Leaf Vacuum Trailer	L	Parks	4	26,623										P - 199
Replace Unit 254 2013 Bandit Brush Chipper	L	Parks	4	73,183										P - 199
Replace Unit 256 2008 Utility Trailer (Chipper)	L	Parks	4	64,936	64,936	64,936								P - 199

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Replace Unit 350 2010 John Deere Loader	L	Parks	4	67,245										P - 199
Replace Unit 38 2007 International 4300 Bucket Truck	L	Parks	4	274,434	274,434	274,434								P - 199
Replace Unit 710 2008 Leaf Utility Trailer	C	Parks	4	8,077										P - 199
Replace Unit 1996 HAZ HAZMAT TRAILER	L	Public Safety	4											P - 199
Replace Unit C-01 2017 Ford Explorer	C	Public Safety	4	47,733										P - 199
Replace Unit C-02 2016 Chevrolet Tahoe	C	Public Safety	4	54,357										P - 199
Replace Unit C-03 2013 Ford Explorer	C	Public Safety	4	47,733										P - 199
Replace Unit C-06 2015 Ford F350	C	Public Safety	4	68,750										P - 199
Replace Unit C-42 2013 Ford Explorer	C	Public Safety	4	35,249	35,249	35,249								P - 199
Replace Unit L-01 2004 Sutphen Quint Ladder Truck	L	Public Safety	4	1,348,060										P - 199
Replace Unit R-01 2016 Ford E450 Ambulance	L	Public Safety	4	350,322										P - 199
Replace Unit R-02 2017 Ford E450 Ambulance	L	Public Safety	4	362,584										P - 199
Replace Unit R-03 2008 Ford E450 Ambulance	L	Public Safety	4	350,322										P - 199
Replace Unit R-04 2006 Ford E450 Ambulance	L	Public Safety	4	362,584										P - 199
Replace Unit 400 2005 Ford Taurus	C	Public Safety	4	35,441										P - 199

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Replace Unit 453 2016 Ford Focus	C	Public Safety	4	37,966										P - 199
Replace Unit 454 2014 Ford Fusion	L	Public Safety	4	37,966										P - 199
Replace Unit 455 2016 Ford Focus	L	Public Safety	4	37,966										P - 199
Replace Unit 456 1014 Ford Fusion	L	Public Safety	4	37,966										P - 199
Replace Unit 457 2006 Ford Taurus	C	Public Safety	4	33,085	33,085	33,085								P - 199
Replace Unit 34 2001 Mack Tractor Trailer	L	Recycling & Solid Waste	4	182,172										P - 199
Replace Unit 36 2014 Warren Utility Trailer (Open-Top Trailer)	L	Recycling & Solid Waste	4	79,281										P - 199
Replace Unit 5 2011 International 7400 Dump Truck	L	Recycling & Solid Waste	4	247,365										P - 199
Replace Unit 56 2010 Ford F150	C	Recycling & Solid Waste	4	50,332	50,332	50,332								P - 199
Replace Unit 91 2000 CONSTRUCTION SCALP TRUCK	L	Recycling & Solid Waste	4	143,142										P - 199
Replace Unit Bus 1 2017 Blue Bird 202 School Bus	C	Schools	4	90,264										P - 199
Replace Unit Bus 14 2012 IC Mini School Bus	C	Schools	4	81,942	81,942	81,942								P - 199
Replace Unit Bus 2 2017 Blue Bird 202 School Bus	C	Schools	4	90,264										P - 199
Replace Unit Van 1 2011 Ford E150 Van	C	Schools	4	38,388	38,388	38,388								P - 199
Replace Unit Van 10 2015 Toyota Sienna Van	C	Schools	4	50,483										P - 199

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Replace Unit Van 2 2011 Ford E150 Van	C	Schools	4	38,388	38,388	38,388								P - 199
Replace Unit Van 7 2012 Ford E250 Van	C	Schools	4	48,776										P - 199
Replace Unit Van 8 2013 Ford E250 Van	C	Schools	4	48,776										P - 199
Replace Unit Van 9 2014 Toyota Sienna Van	C	Schools	4	50,483										P - 199
Replace Unit 101 2010 Case Loader	L	Sewer	4	280,921										P - 199
Replace Unit 103 2012 John Deere Backhoe	L	Sewer	4	149,723										P - 199
Replace Unit 11 2013 Ford Explorer	C	Sewer	4	41,618										P - 199
Replace Unit 168 2010 Gorman Utility Trailer	L	Sewer	4	35,199										P - 199
Replace Unit 17 2012 Ford F550 Dump Truck	L	Sewer	4	73,233										P - 199
Replace Unit 19 2010 International 7400 Dump Truck	L	Sewer	4	268,830										P - 199
Replace Unit 23 2011 Ford F350 Utility Truck	C	Sewer	4	56,054										P - 199
Replace Unit 29 2008 International 7400 Jet Vac Truck	L	Sewer	4	321,268	321,268							321,268	Postponed by request	P - 199
Replace Unit 35 1999 International 4900 6-Wheel Dump Truck (with Catch Basin Cleaner)	C	Sewer	4	201,487	201,487			201,487					Sewer Retained Earnings	P - 199
Replace Unit 37 2010 International 7500 Vactor	L	Sewer	4	398,030										P - 199
Replace Unit 151 2008 Utility Trailer Ingersoll Rand Air Compressor	C	Water	4	16,580										P - 199

Town of Needham
Fiscal Year 2020
Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
Replace Unit 164 2008 Atlas Copco Trailer (Generator)	L	Water	4	37,056										P - 199
Replace Unit 25 2012 Ford F450 Utility Truck	L	Water	4	96,907										P - 199
Replace Unit 260 2009 Felling Utility Trailer (Roller)	L	Water	4	29,672										P - 199
Replace Unit 261 2010 Hudson Trailer HD10	L	Water	4	5,121										P - 199
Replace Unit 30 2012 Ford F550 Dump Truck	L	Water	4	136,811										P - 199
Replace Unit 31 2011 Ford F150	C	Water	4	44,118										P - 199
Replace Unit 324 2006 Construction Utility Trailer (Excavation Equipment)	L	Water	4	7,854										P - 199
Replace Unit 40 Ford F350	C	Water	4	68,349										P - 199
Grand Total				286,585,796	23,096,604	6,788,252	5,300,000	5,689,487	521,219		402,378	4,495,268		

Town of Needham

Fiscal Year 2020

Preliminary Capital Funding Recommendations

Title	Code *	Function	Cat *	5 Year Request	2020 Department Request	Free Cash	Debt	Other	Cash - Tier 2	Debt - Tier 2	Alternative - Tier 2	Def/Not CIP	Note	Page
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General Fund/CPA/Other				255,809,965	15,552,349	6,788,252		3,766,500	521,219		402,378	4,174,000		
Sewer Enterprise Fund				18,721,863	2,752,755		800,000	1,631,487				321,268		
Water Enterprise Fund				12,053,968	4,791,500		4,500,000	291,500						
Grand Total				286,585,796	23,096,604	6,788,252	5,300,000	5,689,487	521,219		402,378	4,495,268		
Equipment & Technology			1	10,174,996	3,025,217	2,406,054		362,500	113,050		143,613			
Buildings & Facilities			2	211,737,989	4,101,765	597,000		107,000			223,765	3,174,000		
Infrastructure & Land			3	54,447,050	13,863,050	2,514,550	5,300,000	5,018,500	95,000		35,000	1,000,000		
Fleet			4	10,225,761	2,106,572	1,270,648		201,487	313,169			321,268		
TOTAL				286,585,796	23,096,604	6,788,252	5,300,000	5,689,487	521,219		402,378	4,495,268		

Code
B = Funding may be considered under the operating budget/special warrant article
C = Core Fleet
D = Recommendation is deferred or on hold pending other actions
E = Emergency approval
F = Funded appropriation outside the capital plan
G = Request may not qualify as capital submission
L = Specialized Fleet Equipment
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

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

FY2020 Funding Source	GF Tier One	CPA Tier One	Sewer Tier One	Water Tier One	Tier One Total
Operating Budget					
AFIF Stabilization	\$2,500,000				\$2,500,000
CPA Resources		\$1,147,000			\$1,147,000
Free Cash	\$6,788,252				\$6,788,252
Retained Earnings			\$1,631,487	\$291,500	\$1,922,987
Unexpended Prior Capital Project	\$119,500				\$119,500
Debt			\$800,000	\$4,500,000	\$5,300,000
Balance	\$9,407,752	\$1,147,000	\$2,431,487	\$4,791,500	\$17,777,739

Intentionally Blank

Department Capital Submission

Capital Project Request									
Project Title: Town Offices Replacement Furniture						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Equipment	Status:	New Request				
Department:	Town Manager			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$50,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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		\$50,000	\$25,000		\$25,000		\$0		
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$50,000	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Town Offices Replacement Furniture

Fiscal Year: 2020

Project Description and Considerations

Town Hall was renovated with new furniture when it re-opened in September, 2011. The furniture which receives the heaviest use is beginning to show wear and tear and needs to be replaced. The same situation is true for the Public Services Administration Building. It was opened as a new building with new furniture in February, 2010.

A furniture inventory, including current condition, has been done for the Town Hall and for the Public Services Administration Building and will be updated annually. In Fiscal Year 2019, the Town Hall's Board of Selectmen's conference table and chairs (to go around table) and some of the office and common area furniture in fair condition was replaced. Unfortunately the price for quality furniture (not the highest, but still sturdy) proved to absorb most of the appropriation, with the rest of the funds being used for some replacement furniture in Town Hall and at the Public Services Administration Building.

This request for \$25,000 in Fiscal Year 2020 should allow for the purchase of replacement furniture not able to be purchased in FY2019, including replacement of tattered audience chairs in the much used Powers Hall at Town Hall and the wobbly conference tables in the Public Services Administration Building. The tables in the Charles River Conference room are inadequate to fit the oft changing physical layout of the room. Many of the meetings held in that room require different physical layouts and the current table inventory does not allow for flexibility in floorplan. Depending upon the condition of the furniture in out-lying years, this request may be repeated either annually or every other year.

FYI - replacement furniture prices at 2019 pricing: office task chairs \$830 each. 3 drawer regular file cabinets \$725 each. conference tables \$1,500 each, conference chairs \$650 each, sled chairs in Powers Hall \$500 each.

Department Capital Submission

Capital Project Request									
Project Title: Town Building Switching					Fiscal Year: 2024				
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Not Applicable	
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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$60,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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		\$60,000					\$60,000		
Other Expenses		\$0							
TOTAL	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Town Building Switching

Fiscal Year: 2024

Project Description and Considerations

Switching is an important aspect of the communications between the multiple building supported by the ITC. This request is for upgrading and replacing switching between the Town Hall, Public Services Administration Building, and the Center at The Heights. Because of the increased data transfer speeds between the buildings, currently at 10GB, it is important to maintain the current level of switching. Many of the current switches within these buildings are two to three years old so the replacement of them will be important in the years out. There is annual licensing and maintenance for this product which is currently maintained in the ITC budget. Those dollars would be used for annual licensing and maintenance of the updated hardware.

Department Capital Submission

Capital Project Request									
Project Title: Town Internet Control, Analysis, and Reporting						Fiscal Year: 2022			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						No			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						Not Applicable			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						Not Applicable			
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?						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?						Not Applicable			
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			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$75,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	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	\$75,000			\$75,000					
Other Expenses	\$0								
TOTAL	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Town Internet Control, Analysis, and Reporting

Fiscal Year: 2022

Project Description and Considerations

Currently the Town is using a combination of hardware and software to manage and maintain the basic flow of access to the internet. The request would upgrade firewalls and software to help ITC better control, analyze, and report on the traffic that currently takes place. There is an increased interest and demand for cyber security across all levels of industry and how to better defend from unwanted attacks and this request would assist the ITC in maintaining and increasing the level of security from where the Town is currently.

Department Capital Submission

Capital Project Request									
Project Title: Town Wide Video Projection and Smart TV Replacement						Fiscal Year: 2022			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						No			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						Not Applicable			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						Not Applicable			
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?						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?						Not Applicable			
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			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$145,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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		\$145,000			\$50,000	\$40,000	\$55,000		
Other Expenses		\$0							
TOTAL		\$145,000	\$0	\$0	\$50,000	\$40,000	\$55,000	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Town Wide Video Projection and Smart TV Replacement

Fiscal Year:

2022

Project Description and Considerations

FY22 \$50,000 Town Wide Video Projection and Smart TV Replacement

Building Location and Device Type

- 1) Town Hall - Select Board Room
 - a. Projector
- 2) Town Hall - Great Plain Room
 - a. Projector
- 3) Town Hall - Highland Room
 - a. Projector

FY23 \$40,000 Town Wide Video Projection and Smart TV Replacement

Building Location and Device Type

- 1) Center at The Heights - Multi-purpose Room 1st Floor
 - a. Projector
- 2) Center at The Heights - Computer Lab
 - a. Smart TV
- 3) Center at The Heights - Multi-purpose Room 2nd Floor (1 of 2)
 - a. Projector
- 4) Center at The Heights - Multi-purpose Room 2nd Floor (2 of 2)
 - a. Projector

FY24 \$55,000 Town Wide Video Projection and Smart TV Replacement

Building Location and Device Type

- 1) Public Services Administration Building - Charles River Room
 - a. Projector
- 2) Rosemary Recreation Complex - Multi-purpose Room
 - a. Projector
- 3) Rosemary Recreation Complex - Health Department Conference Room
 - a. Smart TV
- 4) Rosemary Recreation Complex - Park and Recreation Conference Room
 - a. Smart TV

Across the Town there are video projectors and Smart TVs that have been included in the base construction of the building. This request is to replace those devices over a period of several years starting in FY22. Many of the devices are over 5 years old and have issues with resolution compatibility with attached devices. Also a review of certain rooms, for example the Select Board Room, will be made at the time to determine if there is a better way to display videos and imagery within the space. Based on cost comparison at the time of replacement some projectors may be replaced with Smart TVs based on the need of the departments that would make use of them.

Department Capital Submission

Capital Project Request									
Project Title: Wireless Hardware Infrastructure Upgrade						Fiscal Year: 2024			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						No			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						Not Applicable			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						Not Applicable			
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?						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?						Not Applicable			
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			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$175,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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		\$175,000					\$175,000		
Other Expenses		\$0							
TOTAL	\$175,000	\$0	\$0	\$0	\$0	\$0	\$175,000	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Wireless Hardware Infrastructure Upgrade

Fiscal Year:

2024

Project Description and Considerations

FY24 \$175,000 Wireless Hardware Infrastructure Upgrade

This request is for the replacement and upgrade of the wireless access points (WAPs) installed across multiple buildings. Currently the Town has wireless access available in multiple buildings throughout Town. These buildings include Town Hall, Public Services Administration Building, The Center at The Heights, Publics Safety (NPD/Station 1), the Rosemary Recreation Complex, and soon to include the Memorial Field House. Part of the hardware included with this upgrade is a controller that is designed to manage the WAPs. The inclusion of the wireless infrastructure and hardware was part of the original construction and there was no previous capital request for any replacement or upgrade. Moving into the future the older WAP's will not be compatible with any updated controller software making it necessary to upgrade the WAPs. Annual licensing for the wirleess controller and WAPs are currently part of the ITC operating budget.. There are currently ITC operating budget dollars used for licensing for the both hardware and software maintenance and support. . Those dollars would be used for annual licensing and maintenance of the updated hardware.

Department Capital Submission

Capital Project Request									
Project Title: Town Building Security and Traffic Cameras Replacement						Fiscal Year: 2024			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						No			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						Not Applicable			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						Not Applicable			
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?						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?						Not Applicable			
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			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$300,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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		\$300,000					\$300,000		
Other Expenses		\$0							
TOTAL		\$300,000	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Town Building Security and Traffic Cameras Replacement

Fiscal Year:

2024

Project Description and Considerations

FY24 \$300,000 Town Traffic and Security Cameras Replacement

This request is for the replacement and upgrade of traffic and security cameras. Traffic cameras are currently located at two intersections downtown, Great Plain at Chapel and Chestnut, Great Plain at Highland and Dedham. Security cameras are located across the Town at multiple buildings and locations. Each building with security cameras also maintains a Digital Video Recorder which are currently backed up to a storage unit in the Town Hall server room. The cameras at all of the buildings are high resolution cameras used for maintaining the security of the buildings and properties. This hardware also has a five year life cycle and in the future better resolution. Currently used at the traffic intersection are low resolution traffic control cameras. It is anticipated that in the future traffic control cameras will also be high resolution which will better help control traffic.

Department Capital Submission

Capital Project Request					
Project Title: Center At The Heights Computer Lab Hardware / Software Replacement				Fiscal Year: 2020	
Purpose:	Acquisition	Classification:	Technology	Status:	Same Request from the Prior CIP
Department:	Finance			Funding Source:	General Fund
Partners:					
Parameters				Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?					No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No
3. Does the project support activities to produce new revenue for the Town?					No
4. Does this project require any permitting by any Town or State agency?					No
5. If funded, will additional permanent staff be required?					No
6. If funded, will the operating budget need to be increased to cover operating expenses?					No
7. If funded, will this project increase the operating expense for any other department?					No
8. If funded, will this project lower the requesting Department's operating costs?					No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No
10. If the project is NOT funded, will current Town revenue be reduced?					No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No
13. Is this a request in response to a Court, Federal, or State order?					No
14. Is this a request in response to a documented public health or safety condition?					No
15. Is this a request to improve or make repairs to extend the useful life of a building?					No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No
18. Will any other department be required to provide assistance in order to complete the project?					No
Primary Reason for the Request: Scheduled replacement					
How was the Estimated Project Cost Determined:		In-House Estimate		Estimated Project Cost: \$50,000	
Useful Life:	More than five (5) years but less than eight (8) years				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000				
Total New FTE's:	0				

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

Department Capital Submission

Capital Project Request	
Project Title: Center At The Heights Computer Lab Hardware / Software Replacement	Fiscal Year: 2020
<u>Project Description and Considerations</u>	
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 its 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 of the equipment, 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 serve 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.	

Department Capital Submission

Capital Project Request			
Project Title: GIS Technology Systems and Applications Updates		Fiscal Year: 2023	
Purpose:	Acquisition	Classification: Technology	Status: Revised Request from the Prior CIP
Department:	Finance	Funding Source: Revolving Fund	
Partners:	DPW Engineering		
Parameters		Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?		No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?		No	
3. Does the project support activities to produce new revenue for the Town?		No	
4. Does this project require any permitting by any Town or State agency?		No	
5. If funded, will additional permanent staff be required?		No	
6. If funded, will the operating budget need to be increased to cover operating expenses?		No	
7. If funded, will this project increase the operating expense for any other department?		No	
8. If funded, will this project lower the requesting Department's operating costs?		No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?		No	
10. If the project is NOT funded, will current Town revenue be reduced?		No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?		No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?		No	
13. Is this a request in response to a Court, Federal, or State order?		No	
14. Is this a request in response to a documented public health or safety condition?		No	
15. Is this a request to improve or make repairs to extend the useful life of a building?		No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?		No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?		No	
18. Will any other department be required to provide assistance in order to complete the project?		No	
Primary Reason for the Request: Operational efficiency			
How was the Estimated Project Cost Determined: In-House Estimate		Estimated Project Cost: \$100,000	
Useful Life: More than five (5) years but less than eight (8) years			
Budget Impact: Negligible impact on the annual operating expenses less than \$5,000			
Total New FTE's: 			

Project Budget Elements	Project Budget	2023	2024	2025	2026	2027
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$100,000	\$100,000				
Other Expenses	\$0					
TOTAL	\$100,000	\$100,000	\$0	\$0	\$0	\$0

\$0

Department Capital Submission

Capital Project Request			
Project Title:	GIS Technology Systems and Applications Updates	Fiscal Year:	2023
Project Description and Considerations			

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.

There was revision to this CIP in that the starting fiscal year was changed from 2022 to 2023. This CIP request is a recurring request with the most recent fulfillment of the request happening in Fiscal Year 2015. The initial phase of the Imagery and Planimetric Data Updates is to fly the Town and collect imagery which is then used to collect planimetric data. However due to a heavy snow fall during the winter of 2014 - 2015 that left substantial snow on the ground in the spring of 2015 the flight did not take place. The flight was rescheduled for the spring of 2016 but due to technical problems with the flight that took place in the spring of 2016 the imagery deliverables did not take place. The flight did take place in the spring 2017 and imagery deliverables were available in the Fall of 2017 with finalizing of resolution and data delivery happening in the late Winter into 2018. Imagery is currently available on the Town's public web GIS, <https://www.mapsonline.net/needhamma/index.html>. Currently there is in development an RFP for the development of the Planimetric data with plans of delivery in the Spring of 2019. Because of the initial delay in the flight and then the issues with the subsequent flight it was decided to push the next flight for imagery and collection of planimetric data out one year which is reflected in the fiscal year request.

Department Capital Submission

Capital Project Request									
Project Title: High Availability Firewalls					Fiscal Year: 2022				
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Not Applicable	
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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$75,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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		\$75,000			\$75,000				
Other Expenses		\$0							
TOTAL	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: High Availability Firewalls

Fiscal Year:

2022

Project Description and Considerations

FY22 \$75,000 High Availability Firewalls

Currently the Town uses multiple firewalls to control traffic and access to different networks managed by the ITC. The meaning of high availability is that there are multiple firewalls per network in case of a failure of the single piece of hardware. These firewalls are used to separate out the current water SCADA network, the downtown traffic intersection network, and the municipal working network. These firewalls also allow the ITC to give external access to employees and consultants who are working away from Town hall and need to work within any of these specific networks. The Town has migrated to a 10GB network which increases the cost of these pieces of hardware. All of the current hardware is close to five years old and should be part of the five year replacement cycle. This request will have them closer to eight years old when they are replaced. There is annual licensing and maintenance for this product which is currently maintained in the ITC budget. Those dollars would be used for annual licensing and maintenance of the updated hardware.

Department Capital Submission

Capital Project Request					
Project Title: Non-Public Safety Data Center Servers and Storage Units				Fiscal Year: 2023	
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?					Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No
13. Is this a request in response to a Court, Federal, or State order?					No
14. Is this a request in response to a documented public health or safety condition?					No
15. Is this a request to improve or make repairs to extend the useful life of a building?					No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No
18. Will any other department be required to provide assistance in order to complete the project?					No
Primary Reason for the Request: Obsolete/non-functioning					
How was the Estimated Project Cost Determined: In-House Estimate				Estimated Project Cost: \$325,000	
Useful Life: More than five (5) years but less than eight (8) years					
Budget Impact: Negligible impact on the annual operating expenses less than \$5,000					
Total New FTE's:					

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

\$0

Department Capital Submission

Capital Project Request		
Project Title:	Non-Public Safety Data Center Servers and Storage Units	Fiscal Year: 2023

Project Description and Considerations

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

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

This project is for the replacement of hardware within the three Town of Needham data centers. Phase I of the project, which will take place in the fiscal year 20223), will be the replacement of servers, storage units, and switches. Phase II of the project will also be the replacement of servers, storage units, and 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 servers at Town Hall are physical servers however three of them maintain and support upwards of 80 virtual servers with corresponding data maintained on the storage units. The others 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 Code42 business account.

Previously the Information Technology Center (ITC) has reviewed the data center design as described above to determine if shifting to a hyper-converged environment would be financially viable moving forward based on the fiscal year dollar requests in previous years. After speaking to several vendors it was determined that the cost of this architecture was too costly for use by the Town. The ITC is now looking into reducing the number of data centers from the current 3 to 2 during the next refresh of hardware (FY23). If an update this year to a third CIP, Public Safety Data Center Servers and Storage Units, for FY21 is accepted then the data centers at the Public Services Administration Building and the Center at The Heights would not be used in their current configuration. The primary data centers would continue to be the Town Hall and then the Public Safety server room would act as the second data center. The ITC will be investigating an offsite option for cloud backup to support business continuity and disaster recovery. The goal is to find a solution that minimizes the amount of technology hardware needed as well as building space which in the long run will lessen the financial burden on ITC and any future buildings where ITC maintains and supports technology. ITC uses a five year replacement model for infrastructure hardware.

The importance of this project is to maintain hardware at a level that will support the needs of the Town Departments as well as either continuing or changing the model developed for Business Continuity. As equipment gets older it becomes harder and harder to maintain the same level of quality and performance when initially installed directly affecting the day to day operation of the Town. There are currently ITC operating budget dollars used for licensing for the both hardware and software maintenance and support. Those dollars would be used for annual licensing and maintenance of the updated hardware.

Department Capital Submission

Capital Project Request					
Project Title: Public Safety Data Center Servers and Storage Units			Fiscal Year: 2021		
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: Obsolete/non-functioning					
How was the Estimated Project Cost Determined:			In-House Estimate Estimated Project Cost: \$200,000		
Useful Life: More than five (5) years but less than eight (8) years					
Budget Impact: Negligible impact on the annual operating expenses less than \$5,000					
Total New FTE's: 					

Project Budget Elements	Project Budget	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	\$200,000	\$200,000				
Other Expenses	\$0					
TOTAL	\$200,000	\$200,000	\$0	\$0	\$0	\$0
\$0						

Department Capital Submission

Capital Project Request			
Project Title:	Public Safety Data Center Servers and Storage Units	Fiscal Year:	2021

Project Description and Considerations

FY21 \$200,000.00 Public Safety Computer Data Center Servers and Storage Units

The cost adjustment to the requests, from \$60,000 to \$200,000, is part of a plan by the ITC to maintain and upgrade current data centers. Servers, storage, and switches would be purchased to mimic the current infrastructure design so that the hardware for FY 2024 would not need to be purchased. This would create a second data center in the Public Safety Building which would replace the data center at the Public Services Administration Building and the Center at The Heights. The five year cycle of replacement used by the ITC would push the replacement date for this hardware out to FY 2026. A portion of this request would be a hardware refresh of Public Safety CAD hardware installed during the FY15 upgrade of the Public Safety CAD software. This is the \$60,000 portion as described in last years request. 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 was funded using State 911 Grant Funds. Because of the uncertainty of the funding from the State it is important to include this hardware as part of the infrastructure upgrade and redesign. Annual licensing for the Public Safety CAD as well as hardware support and licensing are currently part of the ITC operating budget as is other software specific to operating systems, switching, and security.

Department Capital Submission

Capital Project Request									
Project Title: Public Safety Desktops, Printers, and Peripherals						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:	Police Department Fire Department PPBC			Useful Life:	More than five (5) years but less than eight (8) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						No			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						Not Applicable			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						Not Applicable			
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?						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?						Not Applicable			
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			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$200,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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		\$200,000	\$200,000						
Other Expenses			\$0						
TOTAL		\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Public Safety Desktops, Printers, and Peripherals

Fiscal Year: 2020

Project Description and Considerations

This request is to fill those locations within the new public safety building where there is currently any technology hardware. There is an estimated ninety (90) desktops and laptops that will need to be added to the ITC inventory. The majority of this hardware is located on the Fire side of Public Safety where there are few if any devices available for the offices. Often times offices of both Police and Fire are sharing and waiting for others to finish their work. There are no available desktops or laptops for officers to use for online training or meetings. Throughout each of the Public Safety buildings offices will be outfitted with this hardware. This request also includes purchasing of printers because with the larger buildings it becomes more difficult to centralize printing. The different administrative offices will have the ability to print, copy, and scan however currently areas like dispatch there is shared printing with officers coming off the road. The new police dispatch area will be separate and more secure than present and the officers will be entering the building from a much further distance. Other peripherals could include additional monitors, keyboards, mice, or other devices to help with conducting day to day office work.

Department Capital Submission

Capital Project Request					
Project Title: Public Safety Mobile Devices				Fiscal Year: 2020	
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: \$135,000	
Useful Life: More than five (5) years but less than eight (8) years					
Budget Impact: Negligible impact on the annual operating expenses less than \$5,000					
Total New FTE's:					

Project Budget Elements	Project Budget	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	\$135,000	\$35,000		\$50,000	\$50,000	
Other Expenses	\$0					
TOTAL	\$135,000	\$35,000	\$0	\$50,000	\$50,000	\$0
\$0						

Department Capital Submission

Capital Project Request			
Project Title:	Public Safety Mobile Devices	Fiscal Year:	2020

Project Description and Considerations

FY20 \$35,000 Public Safety Mobile Devices
FY22 \$50,000 Public Safety Mobile Device
FY23 \$50,000 Public Safety Mobile Device

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 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 of Panasonic ToughBooks and ToughTablets. In the past the hardware was funded using State 911 Grant Funds. Because of the uncertainty of the funding from the State it is important to place this within the capital request. There are currently ITC operating budget dollars used for licensing for both hardware and software maintenance and support.

The FY20 request for \$35,000 is a continuance from the previous fiscal year when \$35,000 was also requested. The total for Public Safety Mobile Device replacement is \$70,000 for both FY19 and FY20. The \$50,000 seen in FY22 and FY23 represent the replacement of the mobile devices purchased starting in FY19. Typically a five year time frame for replacement is used by the ITC but it has been observed over the past several years that the mobile devices used in the field have a much shorter life span. Even though the hardware purchased is designed for more intense environments than normal the day to day usage by the officers in their vehicle is proving difficult to keep and maintain over a five year lifespan. The reason for the \$15,000 dollar increase is primarily due to the need to have extra hardware on hand for replacement when a piece of hardware needs to be removed from a Public Safety vehicle. Each vehicle is a rolling office and the officers need to be able to access information through this hardware twenty-four hours a day, seven days a week. There are currently ITC operating budget dollars used for licensing of the both hardware and software maintenance and support. Those dollars would be used for annual licensing and maintenance of the updated hardware.

Department Capital Submission

Capital Project Request					
Project Title: Public Works Mobile Devices		Fiscal Year: 2023			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request
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: \$50,000	
Useful Life: More than five (5) years but less than eight (8) years					
Budget Impact: Negligible impact on the annual operating expenses less than \$5,000					
Total New FTE's: 					

Project Budget Elements	Project Budget	2023	2024	2025	2026	2027
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$50,000	\$50,000				
Other Expenses	\$0					
TOTAL	\$50,000	\$50,000	\$0	\$0	\$0	\$0
\$0						

Department Capital Submission

Capital Project Request			
Project Title:	Public Works Mobile Devices	Fiscal Year:	2023

Project Description and Considerations

FY23 \$50,000 Public Works Mobile Device

This project is for the replacement of laptops and tablets that are used by the Department of Public Works. The hardware is used to access multiple applications during the daily operations of either an individual or vehicle. The hardware communicates with multiple applications depending on what division within Public Works is using the equipment. The devices themselves are a mixture of of the shelf devices and hardened military specification hardware manufactured for above normal use in more intensive environments . The current hardware is a mix of Android and Microsoft tablets as well as Panasonic ToughBooks purchased with previous CIP and operating capital dollars. This request would pull all those dollars into one request allowing for consistent purchase and replacement. There are currently ITC operating budget dollars used for licensing for both hardware and software maintenance and support.

Department Capital Submission

Capital Project Request					
Project Title: Town Side Multi-Function Printer Devices				Fiscal Year: 2020	
Purpose:	Acquisition	Classification:	Technology	Status:	Same Request from the Prior CIP
Department:	Finance			Funding Source:	Revolving Fund
Partners:					
Parameters				Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?					No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No
3. Does the project support activities to produce new revenue for the Town?					No
4. Does this project require any permitting by any Town or State agency?					No
5. If funded, will additional permanent staff be required?					No
6. If funded, will the operating budget need to be increased to cover operating expenses?					No
7. If funded, will this project increase the operating expense for any other department?					No
8. If funded, will this project lower the requesting Department's operating costs?					No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No
10. If the project is NOT funded, will current Town revenue be reduced?					No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No
13. Is this a request in response to a Court, Federal, or State order?					No
14. Is this a request in response to a documented public health or safety condition?					No
15. Is this a request to improve or make repairs to extend the useful life of a building?					No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No
18. Will any other department be required to provide assistance in order to complete the project?					No
Primary Reason for the Request: Obsolete/non-functioning					
How was the Estimated Project Cost Determined: In-House Estimate				Estimated Project Cost: \$106,800	
Useful Life: Between eight (8) and twelve (12) years					
Budget Impact: Negligible impact on the annual operating expenses less than \$5,000					
Total New FTE's: 					

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$106,800	\$35,600	\$35,600	\$35,600		
Other Expenses	\$0					
TOTAL	\$106,800	\$35,600	\$35,600	\$35,600	\$0	\$0
\$0						

Department Capital Submission

Capital Project Request			
Project Title:	Town Side Multi-Function Printer Devices	Fiscal Year:	2020

Project Description and Considerations

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 six years old, with one over eight, only one has reached 50% of the anticipated life cycles for each model according to the manufacturer estimated cycles per year. Based on the current usage the expected life of these devices is between ten and twelve years however the manufacturer of these devices does not guarantee the availability of parts or consumables past seven years. The cycle for replacement of these multi-function printers would be seven 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.

The revision to this request is that the fiscal year of start was moved forward two years from fiscal year 2021 to fiscal year 2019. The movement forward request was made, after conversation with the Town Manager, because of the increase of device downtime which required maintenance causing time lost waiting for printing projects as well as the issue, as noted above, with the lack of availability of parts and consumables from the manufacturer past seven years. More frequently, OEM consumables and parts have been replaced with refurbished and third party parts which in some case have not worked with the older multi-function printers. By fiscal year 2019 the age of the majority of these devices will range from five to eight years with the remaining three to four years old. The process of determining which devices will be replaced will be based on the age of the machine and the overall amount of use.

- 1) Public Services Administration Building, 2nd Floor, Ricoh Aficio MP 7500
- 2) Public Services Administration Building, 1st Floor, Ricoh Aficio MP 7501 / Replaced FY19
- 3) Public Services Administration Building , 2nd Floor , Ricoh Aficio MP 8001
- 4) Town Hall, Lower Level, Ricoh Aficio MP 7501 / Replaced FY19
- 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

Department Capital Submission

Capital Project Request			
Project Title: Revenue Application Software Package		Fiscal Year: 2021	
Purpose: Acquisition	Classification: Technology	Status:	Same Request from the Prior CIP
Department: Finance	Funding Source:		General Fund
Partners: Treasurer's Office, Accounting Department, Finance Department, School Business Office, School Human Resources, Payrol, IT Services			
Parameters		Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?		No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?		No	
3. Does the project support activities to produce new revenue for the Town?		Yes	
4. Does this project require any permitting by any Town or State agency?		No	
5. If funded, will additional permanent staff be required?		No	
6. If funded, will the operating budget need to be increased to cover operating expenses?		Yes	
7. If funded, will this project increase the operating expense for any other department?		No	
8. If funded, will this project lower the requesting Department's operating costs?		No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?		Yes	
10. If the project is NOT funded, will current Town revenue be reduced?		No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?		Yes	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?		No	
13. Is this a request in response to a Court, Federal, or State order?		No	
14. Is this a request in response to a documented public health or safety condition?		No	
15. Is this a request to improve or make repairs to extend the useful life of a building?		No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?		No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?		No	
18. Will any other department be required to provide assistance in order to complete the project?		Yes	
Primary Reason for the Request: Operational efficiency			
How was the Estimated Project Cost Determined: In-House Estimate		Estimated Project Cost: \$1,100,000	
Useful Life: Between eight (8) and twelve (12) years			
Budget Impact: May increase annual operating expenses between \$5,001 and \$25,000			
Total New FTE's: 			

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

Department Capital Submission

Capital Project Request			
Project Title:	Revenue Application Software Package	Fiscal Year:	2021

Project Description and Considerations

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 processes in the Revenue Application are 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 improvements, 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).

Department Capital Submission

Capital Project Request									
Project Title: Replacement of AED (Automated External Defibrillators)						Fiscal Year: 2023			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Police			Supports:	Public Safety				
Partners:	N/A			Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?								Total New FTE's:	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								Yes	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$32,108	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$23,940				\$23,940			
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$8,168	\$0			\$3,896			\$4,272
TOTAL	\$32,108	\$0	\$0	\$0	\$0	\$27,836	\$0	\$0	\$4,272
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Replacement of AED (Automated External Defibrillators)

Fiscal Year:

2023

Project Description and Considerations

This purchase is to replace all of the current AED equipment. Some of the current equipment in use is sixteen years old and at the end of its useful life cycle. We intend to purchase the same model that is carried by the Needham Fire Department allowing the equipment to be interchangeable when fire personnel arrive. We will be purchasing 12 AED at a cost of \$1,995.00 per unit. The additional \$3896.00 is to purchase 12 hard shell, watertight carrying cases and one training unit.

The AED's come with a 3 year warranty. It is our intention that after year three we would purchase maintenance program for all 12 AED at a cost of \$356.00 per unit or \$4272. This maintenance package would include all software and program upgrades replacement of batteries and pads. This cost would be included in the operating budget on a year to year basis. This is the same program that the fire department currently utilizes.

Department Capital Submission

Capital Project Request									
Project Title: Police Department Firearm Replacement						Fiscal Year: 2021			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Police			Supports:	Public Safety				
Partners:				Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$36,630	How was the Project Cost Determined:		Industry References					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility			\$0						
Design/Engineering			\$0						
Land/ROW Acquisition			\$0						
Site Preparation			\$0						
Construction			\$0						
Construction Management			\$0						
Equipment		\$31,630		\$31,630					
Furniture, Fixtures, and Equipment			\$0						
Technology Hardware/Software			\$0						
Other Expenses		\$5,000		\$5,000					
TOTAL		\$36,630	\$0	\$36,630	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Police Department Firearm Replacement

Fiscal Year: 2021

Project Description and Considerations

The current service weapon of the Police Department is a Smith and Wesson M&P 40 caliber. The weapon is outfitted with night sights and has a 15 round capacity in each magazine. The current weapon was placed into service in 2009, replacing a weapon that was in service for eight years. Based on a study conducted by the FBI and research done by our firearms instructors we would replace the Smith and Wesson 40 caliber with a 9MM firearm (make and model to be determined). The cost includes the purchase of the new firearms and holsters. The other expense (\$5000.) is for the purchase of new 9mm ammunition. The department intends to purchase 55 weapons.

Department Capital Submission

Capital Project Request									
Project Title: Police and Fire Mobile and Portable Radios						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Police			Supports:	Public Safety				
Partners:	Fire Department EOC			Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$617,550	How was the Project Cost Determined:		Industry References					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$617,550	\$617,550							
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$617,550	\$617,550	\$0	\$0	\$0	\$0	\$0	\$0	
\$0									

FY2020

Department Capital Submission

Capital Project Request

Project Title: Police and Fire Mobile and Portable Radios

Fiscal Year: 2020

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 now discontinued by the manufacturer. While we currently do not have service agreements for the cruiser radios due to age of the radios, replacement parts will be increasingly difficult to acquire in the future. With this in mind, the department is proposing to replace 20 cruiser radios with a compatible radio system in FY 2020. At that time, these units will have been in service for fourteen years, which would be the end of their useful life cycle.

The current police portable radios have been in service for nine years and is approaching the end of its useful life cycle. The portable radios are used for officer safety and the main means of communication between headquarters and the officer in the field that is outside his/her cruiser. The current model XTS 2500 is no longer manufactured by Motorola and may be difficult to maintain as we integrate the new communication equipment. I am requesting seventy five portable radios to outfit sworn and non-sworn personnel which would include animal control, parking enforcement, dispatchers and special detail workers.

The Fire Department is looking to replace or add 16 new portables and two mobile radios for the apparatus. The sixteen portable radios would replace older radios that are at the end of their useful lifecycle and to outfit each seat on the equipment with a portable radio. The portable radio is the primary communication tool with dispatch and the command vehicle when firefighters are outside the equipment or inside structures. The two mobile radios are to replace the current mobile radios that are at the end of their useful lifecycle.

Currently the EOC has equipment that has been handed down from the police and fire equipment that has been outdated for several years. Emergency Management is looking to purchase six portable radios to assist in emergency management related incidents. The purchase of the new radios would ensure compatibility with the current proposed public safety communication system.

The cost of this request is a quote from Motorola that includes the cruiser/apparatus radios, portable radios and all equipment needed to operate. The quote was established as part of the ongoing public safety and communication construction project.

Department Capital Submission

Capital Project Request									
Project Title: Public Safety Fitness Equipment					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Equipment	Status:	New Request				
Department:	Fire			Supports:	Public Safety				
Partners:	Police			Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$83,613	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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		\$83,613	\$83,613						
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$83,613	\$83,613	\$0	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Public Safety Fitness Equipment

Fiscal Year:

2020

Project Description and Considerations

This request is to provide fitness and exercise equipment to be installed in the new Public Safety Building and Fire Station 2. The equipment will be used by Fire and Police personnel to maintain fitness and health during their careers. Public safety personnel are considered to be industrial athletes, as the performance of their duties is physical at times to a level not dissimilar to that of professional athletes. It is mission critical that public safety personnel maintain a functional level of fitness and having well equipped fitness facilities at each station will help ensure this level of readiness. There is a real and ongoing cost benefit in maintaining the health and fitness of our personnel. Occupational injuries result in lost time, wages and in some cases lead to disability retirement costing significant sums of money. Strength and cardio conditioning can significantly reduce the number of occupational injuries over time, as well as reduce their associated costs.

The request includes funding for Cardio, strength training and conditioning equipment and accessories. A complete list is as follows:

CARDIO EQUIPMENT:(4) Treadmills (Commercial Grade) Life Fitness; (2) Step Mills Stairmaster ; (2) Ellipticals Life Fitness ; (2) Concept 2 Rowers Concept 2 Model D; (2) Spin Style Bikes Kieser; (1) Airdyne Bike Assault Airbike; (2) Wahoo Snap Bicycle Trainors Wahoo Kickr Snap.

Public Safety Bldg. :\$28,450

Fire Station 2: \$18,256

STRENGTH EQUIPMENT : (2) Power Racks with Platforms Rogue Moster Lite ; (1) 1750 Cable Crossover w/ pulldown & row assemblies Nautilus ; Dumbbells 10 -120 Lbs Life Fitness; (3) Adjustable Benches X-Mark XM; (1) Bench Press Body-Solid ; Bumper plates and Iron plates Vulcan Alpha Bumper; EZ Curl Bar;(2) X-Mark Olympic EZ Curl Bar; Reverse Hyper Extension Rogue; Preacher Curls X-Mark XM; 1 Hex Bar X-Mark; Dumbbell/Plates/Barbell Storage; Pull up Bar; Bands TRX TRX Pro4 .

Public Safety Bldg.: \$14,263

Fire Station 2: \$17,314

CONDITIONING EQUIPMENT Kettle Bells Set Rogue 4 pairs of different weight ; TRX with Wall mounts; TRX Builder Bundle ;Plyo Box Rogue Flat Pack 3; Rogue Gymnastic Wood Rings; Medicine Balls .

Public Safety Bldg.: \$1,107

Fire Station 2: \$1,107

ACCESSORIES: Rogue Echo Timer ; Rollers (2 Foam, 1 Foam PVC. 1 PVC); 2 Yoga Balls Everlast Burst Resistent; 2 BOSU Balls Bosu Elite Balance Trainer.

Public Safety Bldg.: \$2,009

Fire Station 2: \$1,107

Total Pub Safety Bldg: \$45,829

Total Sta 2 \$37,784

Department Capital Submission

Capital Project Request									
Project Title: Ongoing Personal Protective Equipment, PPE ("bunker gear") Replacement Program					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Fire			Supports:	Public Safety				
Partners:	Board of Selectmen; Finance Committee			Useful Life:	More than eight (8) years				
Parameters				Response					
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?				No					
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?				No					
3. Does this project require any permitting by any Town or State agency?				No					
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?				No					
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?				No					
6. If funded, will additional permanent staff be required?				Total New FTE's:					
7. If funded, will the operating budget need to be increased to cover operating expenses?				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					
19. If funded, will this project increase the operating expense for any other department?				No					
Project Cost:	\$303,968	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2019	2020	2021	2022	2023	2024	2025
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment	\$303,968	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL	\$303,968	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424
\$0									

Department Capital Submission

Capital Project Request

Project Title: Ongoing Personal Protective Equipment, PPE ("bunker gear") Replacement Program

Fiscal Year:

2020

Project Description and Considerations

This request is to replace Personal Protective Equipment, PPE ("bunker gear") for 20% of all firefighting personnel on an annual basis. This is to ensure the life span of the equipment does not exceed the 10 year guideline. Ensembles issued prior to the recent purchase of a second set of PPE are approaching this time frame for many of our members. Fortunately, with the number of recent and forthcoming new hires, about a third of the Department have been issued PPE within the past 5 years. All fire personnel are in the process of being issued a second set of PPE allowing them to properly maintain this equipment in a healthy manner.

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

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

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

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

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

Ignoring such research could be considered to negligent going forward.

Our Department has taken additional measures to help reduce the risk of cancer, including outfitting each piece of apparatus with after action wipes to quickly remove carcinogens from responders skin while still in the field. However, current safety practices dictate that firefighters be issued two sets of PPE, so that once contaminated the equipment can be washed in extractors and dried in dryers designed specifically for that purpose. Maintaining a second set of PPE allows for contaminated equipment to be washed and dried properly, while allowing personnel to remain available to respond to calls. Research has found that wet PPE creates a breeding ground for unhealthy bacteria, as well, which is also harmful.

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

Department Capital Submission

Capital Project Request									
Project Title: Building Management System Upgrade					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Technology	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	ITC, School Department			Useful Life:	More than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$392,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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		\$392,000	\$392,000						
Other Expenses		\$0							
TOTAL		\$392,000	\$392,000	\$0	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Building Management System Upgrade

Fiscal Year: 2020

Project Description and Considerations

The Town maintains a Building Management System (BMS) on the School's server to manage the heating, ventilation, and air conditioning (HVAC) in all major facilities throughout Town. This system consists of internal sensors in the HVAC components and a backend software product that allow Building Maintenance staff to review and diagnose HVAC issues remotely and on site. This system is critical to the maintenance of healthy air temperature within the buildings.

Project Summary

- Currently, the Town has three separate BMS systems. All of the buildings constructed since 2003, with the exception of the Newman, are on Schneider products. Buildings constructed between 2003 and 2007 are on ControlSuite, which is a legacy system that will cease to be supported in the near future. ControlSuite requires manual schedule adjustments for all after school activities and vacations. Buildings constructed between 2007 and 2015 are on the LON system, which is a customized product only supported by one vendor, and is no longer an industry standard. The Newman is on a standalone proprietary system that has limited interface with the LON system. Since there are multiple systems in place, there are communications issues that require utilizing different vendors to diagnose and fix a problem. All construction after 2015 has been outfitted with Struxureware. By standardizing the BMS to Struxureware, staff would receive better data on the HVAC systems. The existing system is housed within a School building on the School's network, even though Town staff are required to maintain and access it.
- This request is to upgrade and standardize all of the existing BMS so that the Town is only using and maintaining one system. The system will work with all of the controls in all buildings, with the exception of the Newman, which will require a conversion of the controls in order for this new system to communicate. The new system will simplify the hardware and software in each building, and be more user friendly for staff. This will allow integration with the afterhours permitting system, freeing up staff time required for inputting irregular schedules to ensure appropriate temperatures for afterhours events. The BMS system would be able to be migrated to the Town's network. The current plan is to replace the front end of the BMS system to the SmartStruxure Building Management System. This is the system that the new addition at the NHS, the Mitchell Modulares, and the Rosemary Complex have recently installed and the new Williams School will have when it opens.

Changes from Prior Submission Year

- This request was not funded in FY'19 and is being resubmitted in FY20. The three year project has been consolidated into one year. There is a \$70,000 increase based on the one year delay and an updated quote.

Clarification of Questions

Supports Other: Supports building infrastructure.

4. The request will require assistance from the IT Department.
5. This is a Building Maintenance request.
18. The School Department will be involved.

Department Capital Submission

Capital Project Request									
Project Title: Permanent Message Boards					Fiscal Year: 2021				
Purpose:	Acquisition	Classification:	Technology	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Engineering			Supports:	General Government				
Partners:	Town Manager's Office, ITC			Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Yes	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$228,000	How was the Project Cost Determined:			Current Contract				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$228,000		\$54,000	\$56,000	\$58,000	\$60,000		
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL	\$228,000	\$0	\$54,000	\$56,000	\$58,000	\$60,000	\$0	\$0	

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Permanent Message Boards

Fiscal Year: 2021

Project Description and Considerations

In support of the Board of Selectmen's goals, this request is for permanently installed message boards to communicate with residents.

Project Summaries

Currently the Public Works Department has 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 related notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and often not available for non-emergency notice.

This project 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 laptop. There will be minimal operating costs, including a data plan to allow for remote updates and electricity for each location. This funding will fund one message board per year.

Central Avenue at Great Plain Avenue

- This is a gateway into the Town of Needham and a message board installed at this location would provide information to drivers and pedestrians leaving and entering the Town.
- One double sided message board will be permanently installed at this location.

Public Safety Building, School Street and Chestnut Street

- This building is positioned near a gateway into the Town of Needham and near the business center. There may be public safety information specific to these departments that could be viewed on a message board at this location.
- One message board will be permanently installed at this location.

Fire Station #2

- This building is positioned near a gateway into the Town of Needham and near the business center. There may be public safety information specific to these departments that could be viewed on a message board at this location.
- One message board will be permanently installed at this location.

Greendale Avenue at Great Plain Avenue

- This is a gateway into the Town of Needham and a message board installed at this location would provide information to drivers and pedestrians leaving and entering the Town.
- One double sided message board will be permanently installed at this location.

Department Capital Submission

Capital Project Request

Project Title: Permanent Message Boards

Fiscal Year: 2021

Supplemental Information

Changes from Prior Year Submission

- This project was pushed out until FY21 as the Town is still piloting the use of the message board installed at the RTS in the spring of 2016.
- Funding for message boards may be part of the Police and Fire Station Project.

Clarification of Questions

3. Conservation Commission permitting may be required for some locations. Depending on the location, a building permit and Design Review Board Approval may be required.
4. ITC will add the new message boards to the existing programming software.
7. There will be minimal operating costs for these boards which include cellular service for remote programming and electricity.
16. These message boards will be permanently installed at the chosen locations.
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.
19. There may be additional software maintenance costs for ITC.

Department Capital Submission

Capital Project Request									
Project Title: DPW Specialty Equipment					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Garage			Supports:	Transportation Network				
Partners:				Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$298,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$298,000	\$68,000	\$192,000	\$38,000				
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL	\$298,000	\$68,000	\$192,000	\$38,000	\$0	\$0	\$0	\$0	
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: DPW Specialty Equipment

Fiscal Year:

2020

Project Description and Considerations

This request is for all large equipment that fits the definition of capital but is not included in the rolling stock. These pieces of equipment are not plated.

Project Summaries

Unit 351 –Parks & Forestry Tractor - FY20

- This piece of equipment moves and places materials such as park soil, mulch, and loam. It is also used to pick up wood, stump grindings, and log debris. The tractor has a three-way attachment that is used in over-seeding, field tilling, and synthetic turf grooming. This unit is part of the Snow & Ice Program.

New Unit # TBD – Highway Loader Mounted Snow Blower - FY21

- This new piece of equipment (addition to the Fleet) will be used to clear gutter lines, parking lots, and loading trucks.

Unit 334 – Parks & Forestry Specialty Mower - FY22

- This small mower performs a second cut on highly maintained baseball fields. It has floating cutting decks that provide a higher quality cut and playing surface, it also lessens the amount of scalping and mower damage to the field compared to the large area mowers. Since this machine has a lighter footprint than the large area mowers, it is able to cut fields even after heavy rains.

Changes from Prior Year Submission

- The replacement request for Unit 351 decreased because the division removed the aerator attachment on the revised quote.
- The loader mounted snow blower request increased based on a revised quote for a larger auger.
- The replacement request for Unit 334 decreased based on the updated quote.

Department Capital Submission

Capital Project Request									
Project Title: Fleet Refurbishment								Fiscal Year: 2021	
Purpose:	Construction	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Garage			Supports:	Transportation Network				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$300,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$300,000		\$150,000		\$150,000			
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL	\$300,000	\$0	\$150,000	\$0	\$150,000	\$0	\$0	\$0	
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Fleet Refurbishment

Fiscal Year: 2021

Project Description and Considerations

In FY18, the Fleet Division implemented a refurbishment program for all large equipment. The goal of this program is to extend the life-cycles of the vehicles, increase operational safety, and eventually reduce reactive maintenance. The funding requests are spread out to allow the Fleet Division time to plan multiple repairs at once, follow procurement practices, and have the work completed.

Project Summary

- To accomplish these extended life-cycles, the Fleet Division must invest additional resources into the planned maintenance of this equipment.
- Rehabilitation work includes corrosion abatement, treatment and refinishing, replacing corroded chassis, air brake tanks or brake valves, rebuilding primary components, replacing suspension and brakes, and updating lighting and reflective striping.

Changes from Prior Year Submission

- The Fleet Division decreased the amount and decided to delay until FY21 before requesting funding due to a lag in qualified vehicles for refurbishment. The vehicles that are 9-12 years old are not worth refurbishing. Vehicles should be 6-8 years old to be considered for refurbishment. There is also a lack of vendors who perform this type of work, so procuring these services has been an issue.

Department Capital Submission

Capital Project Request									
Project Title: Library Furniture					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Library			Supports:	Culture and Leisure				
Partners:				Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$278,882	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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		\$278,882	\$112,960	\$82,740	\$83,182				
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$278,882	\$112,960	\$82,740	\$83,182	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Library Furniture

Fiscal Year:

2020

Project Description and Considerations

This request is for the second year of a four-year plan to replace library furniture. The first year of the project was granted in FY2019.

The "new" library has been open to the public for more than twelve years, and, due to heavy use, the furniture is beginning to show wear and tear. Some of the mesh on the Community Room stackable mesh chairs is unravelling, the backs are separating from the frames, and food has been caught in the mesh and proven unable to be removed. The forty-two cloth public arm chairs are showing the ravages of heavy use, particularly the arms of the chairs. The thirty-eight leather public arm chairs are also beginning to show wear.

The prices listed in this request were obtained from manufacturer's websites.

160 Community Room audience stackable chairs @ \$706 each	\$112,960
42 Public lounge chairs (cloth) @\$1,970 each	82,740
38 Public lounge chairs (leather) @ \$2,189 each	83,182
Total	\$278,882

1, The services of a design consultant may be needed

16. All furniture would be installed at the library

18. Public Facilities personnel may be needed to help move furniture

Department Capital Submission

Capital Project Request									
Project Title:		Library RFID				Fiscal Year:		2020	
Purpose:	Acquisition	Classification:	Technology	Status:	Amended request from the prior CIP				
Department:	Library			Supports:	Culture and Leisure				
Partners:				Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								Yes	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$327,200	How was the Project Cost Determined:			Industry References				
Budget Impact:	May increase annual operating expenses between \$25,001 and \$50,000								
Project Budget Elements		Project Budget	2020	2021	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		\$313,766		\$313,766					
Technology Hardware/Software		\$8,684		\$8,684					
Other Expenses		\$4,750		\$4,750					
TOTAL	\$327,200	\$0	\$327,200	\$0	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Library RFID

Fiscal Year:

2020

Project Description and Considerations

RFID, Radio Frequency Identification, is the technology toward which libraries are migrating, as a means to increase efficiency and to cut down on repetitive action tasks. The advantages of the system include:

1. Reduction in the time necessary to check in and out library materials (in FY18 the library checked in and out more than 1,000,000 items)
2. Information can be read faster from the RFID tags than from barcodes.
3. The items in a stack can be read at the same time, as opposed to barcodes that must be read one at a time. checking a stack of materials in and out reduces repetitive action tasks, saving time and helping to avoid repetitive stress syndrome in employees
4. Patron self-checkout is simplified--patrons do not have to carefully line up a barcode with a laser beam
5. Opens the possibility of electronic inventorying, item searching, and shelf order checking

There are forty-one Minuteman Library Network libraries. Currently, thirteen Minuteman libraries are using RFID; three libraries are placing RFID tags in materials (the first step in migrating to RFID); and four more have expressed interest. The current thinking and discussions at Minuteman committee meetings is that, eventually, all Minuteman libraries will move to RFID. The libraries that are now operating with RFID have formed a "service" group for interlibrary loan service. Requests from these libraries go automatically to the other RFID libraries (they are the larger libraries in the system), where items are found and requests filled faster than at the non-RFID libraries. In FY18, Needham requested 63,599 items from other libraries for the use of Needham residents. Needham sent 61,189 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.

Further system investigation and observation at RFID libraries has shown that, for the RFID system to function at a peak level of efficiency, it must include an automated sorting system. In this system, materials are placed on conveyor-type equipment where the RFID tag is read and the item automatically drops into a predetermined bin of like materials. The divide can include one bin for items that are on reserve; one for items that belong to another library; one for a library's nonfiction books; one for a library's fiction books; one for a library's children's books; plus many other useful divisions. The cost for a 15-bin system has been included below.

RFID System Cost:

RFID tags:	150,000 books @ \$0.16 each	\$24,000		
	35,000 media @ \$0.63 each	\$22,050	Total	\$46,050
Conversion Stations:				
	2 @ \$11,178 each		Total	\$22,356
Staff Station Equipment:				
	4 Staff Stations (Circulation Desk) @ \$4,895 each	\$19,580		
	1 Portable Scanner @ \$5,200	\$5,200	Total	\$24,780
Self-checkout Equipment:				
	3 Self-Checkout Stations @ \$6,860 each		Total	\$20,580
Software:	4 Staff Stations @ \$266 each	\$1,064		
	3 Self-Checkout Stations @ \$2,450 each	\$7,620	Total	\$8,684
Sorting System	15 bin automated sorting system	\$200,000	Total	\$200,000
Installation and Training:				
	Pre-Installation site survey	\$1,500		

Department Capital Submission

Capital Project Request

Project Title: Library RFID

Fiscal Year:

2020

Supplemental Information

Total Project Cost \$327,200

1. The Circulation Desk area and adjacent lounge area would have to be reconfigured

7. The Yearly Operating Budget would have to be increased for the cost of RFID tags:

Books: 12,000 @ \$0.16 each \$1,920

Media 3,400 @ \$.63 each \$3,142

Total \$4,062

and software licensing:

4 stff stations @ \$266 each \$1,064

3 self-checkout stations @ \$2,540 \$7,620 Total \$8,684

and 15 bin sorty system maintenance \$17,000 Total \$17,000

Total yearly operating budget increases: \$29,746

11. Annual licensing listed under #7

16 All equipment will be installed at the library

Department Capital Submission

Capital Project Request									
Project Title: Library Technology Plan					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Library			Supports:	Culture and Leisure				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$171,680	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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	\$171,680	\$30,000	\$48,500	\$26,280	\$36,500	\$30,400			
Other Expenses	\$0								
TOTAL	\$171,680	\$30,000	\$48,500	\$26,280	\$36,500	\$30,400	\$0	\$0	
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Library Technology Plan

Fiscal Year:

2020

Project Description and Considerations

This is a request that will fund five years of the library's FY2018-FY2029 Technology Plan.

FY20--Replace 20 staff computers (Circulation 7; Children's 5; Reference 3; Technical Services 3, Administration 2) @ \$1,500 each = \$30,000

FY21--Replace 29 public computers (Adult 20; Young Adult 4; Children's 4; Community Room 1) @ \$1,500 each = \$43,500
 Replace 2 Self-Check computers @ \$2,500 each = \$5,000
 \$48,500

FY22--Replace Program Specialist's 2 computers @ \$3,500 each = \$7,000
 Replace 16 barcode scanners (Circulation 6; Children's 5; Reference 5) @\$312.50 each= \$5,000
 Replace 24 receipt printers (circulation 10; Children's 6; Reference 5; Technical Services 3))@ \$345 each = \$8,280
 Replace four staff computers (Archives; Assistant Director; Reference Supervisor; Circulation Assistant) @ \$1,500 each = \$6,000
 \$26,280

FY23--Replace Server = \$12,000
 Replace 15 Public Catalog Computers @ \$700 each = \$10,500
 Replace 5 UPS (Server; 2 Tel/Data Closets; Community Room; Wireless) @ \$200 each = \$1,000
 Replace large format printer \$1,000
 Replace Microfilm Machine \$12,000
 \$36,500

FY24--Replace 20 staff computers (Circulation 7; Children's 5; Reference 3; Technical Services 3; Administration 2) @ \$1,500 each = \$30,000
 Replace Wireless Printer \$400
 \$30,400

Department Capital Submission

Capital Project Request									
Project Title: Public Playgrounds					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	School Department			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								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?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$700,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$700,000	\$350,000	\$350,000					
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$700,000	\$350,000	\$350,000	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Public Playgrounds

Fiscal Year: 2020

Project Description and Considerations

The Town of Needham has 18 public playground locations: Broadmeadow (2), Eliot (2), Hillside (2), Mitchell (1), Newman (3), Claxton, Cricket, DeFazio, Greene's, Mills, Perry, Riverside, and Walker-Gordon. With the addition of two locations at the Williams School, there will be 20. A list follows, under Supplemental Information.

Hillside has the oldest school playground equipment. It was updated in 2011, and will be able to remain in use for neighbors and visitors to the site, unless there are conflicts with future uses of the school site. It is recommended that the Hillside-Kindergarten playground be removed. The Mitchell School is currently replacing their playground, and adding features for Kindergarten age. If the future school plans require a new location for playgrounds, this equipment can be relocated. The Williams School will have new playground equipment installed as part of the construction project.

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 wood fiber surfacing is currently considered ADA compliant, the MA Architectural Access Board may be creating a new ruling that will require other options for pathways, with the predominate recommendation that pathways be poured-in-place rubber. The addition of poured-in-place pathways reduces the wear and tear on the wood fiber surfacing, requiring less material to be installed a few times a year.

For the non-school playgrounds, all sites are in very good to excellent condition. Greene's Field's equipment was installed new in 2013, with a major donation from residents of over \$180,000. An ADA adaption is needed for swings, which also includes the addition of some poured-in-place pathway surfacing. Some funds are available for this project, but this project would help supplement the cost. There is also a request to add an ADA swing at Cricket. The Exchange Club has "adopted" DeFazio and Claxton, adding improvements over several years, and the Women's Club has reached out to offer support for upgrades. Parent Talk has "adopted" Cricket, Perry and Mills, with new playgrounds installed between 2001-2007. The Parent Talk Board would like consideration for upgrades at Perry Park. Riverside received new equipment in 2007 as part of the nearby Charles River Landing project. Walker-Gordon was replaced in 2013 as part of the park reconstruction project. Cricket will have ADA improvements completed when the park building is renovated.

The school projects will require consultation with the School Department, insuring their educational goals are met with any new structures. The estimate was made in-house, based on recent projects completed in Needham and informal discussions with playground and surfacing companies. Currently, the cost range for poured-in-place pathways, including installation and crushed stone base is \$30-40 per square foot, depending on site and scope.

Department Capital Submission

Capital Project Request

Project Title: Public Playgrounds

Fiscal Year:

2020

Supplemental Information

PLAYGROUND	MANUFACTURER	YEAR	SURFACING	CURRENT CONDITIONS/FUNDING
Broadmeadow	Miracle	2002	Fiber	fair/good; financed PPBC/PTC donations
Broadmeadow-Kindergarten	Miracle	2002	Fiber	fair/good; financed PPBC/PTC donations
Claxton	Landscape Structures	1994/2007	Fiber/tile	very good; Exchange Club donations
Cricket	Landscape Structures	2005	Fiber	very good; Parent Talk donations
DeFazio	Landscape Structures	1997/1999	Fiber	good; Exchange Club donations
Eliot	Landscape Structures	2004	Fiber	very good; financed PPBC/PTC donations
Eliot-Kindergarten	Landscape Structures	2004	Fiber	very good; financed PPBC/PTC donations
Greene's	Landscape Structures	2013	Fiber/PIP	excellent; CPA/donations
Hillside	Landscape Structures	1995/2011	Fiber	very good; PTC donations
Hillside-Kindergarten	Kompan	2001	Fiber	good; RCN payment/PTC donations
Mills	Landscape Structures	2007	Fiber/tile	very good; Parent Talk donations
Mitchell	Landscape Structures	2008	Fiber	excellent; School Department
Newman	Landscape Structures	2012	syn grass	excellent; PPBC/PTC/Town
Newman-Kindergarten	Landscape Structures	2012	syn grass	excellent; PPBC/PTC/Town
Newman-Preschool	Landscape Structures	1998/2004	PIP	very good; PTC donations/CPC
Rebecca Perry	Landscape Structures	2001	Fiber	very good; Parent Talk donations
Riverside	Landscape Structures	2004/2007	Fiber	very good; Hanover Company
Walker-Gordon	Landscape Structures	2013	Fiber	excellent; Town
Williams	Landscape Structures	2019	PIP	excellent; PPBC
Williams-Kindergarten	Landscape Structures	2019	PIP	excellent; PPBC

loose surfaces = wood fiber

unitary surfaces = poured in place rubber (PIP); synthetic grass; rubber tiles

Department Capital Submission

Capital Project Request									
Project Title: School New and Replacement Furniture						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	None			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$154,000	How was the Project Cost Determined:							
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$145,000	\$35,000	\$35,000	\$25,000	\$25,000	\$25,000		
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$145,000	\$35,000	\$35,000	\$25,000	\$25,000	\$25,000	\$0	\$0
\$9,000		FY2020							

Department Capital Submission

Capital Project Request

Project Title: School New and Replacement Furniture

Fiscal Year: 2020

Project Description and Considerations

In FY05 Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY15, all furniture in 'poor' condition was replaced in the schools. The FY20-FY24 funding request will continue with the replacement of furniture in fair condition at Pollard, provide funding for new new classroom furniture as needed, and will address targeted furniture needs at Eliot and Mitchell Schools. A breakdown of the funding request is found below:

FY20: \$35,000

* \$9,000 to replace student desks in Grades 1 and 2 with tables.

* \$16,000 to reconfigure the Mitchell School music room into four offices (for literacy, math, ELL and psychology.) Starting with the FY 19/20 School Year, music will be held in one of the two new modular classrooms under construction on that campus.

* \$10,000 to continue the replacement of furniture at Pollard Middle School in 'fair' condition

FY21: \$35,000

* \$10,000 to conclude the replacement of furniture at Pollard Middle School in 'fair' condition

* \$25,000 to purchase new classroom furniture as needed for new enrollment or replacement purposes.

FY22 - FY24: \$25,000/year

* \$25,000 to purchase new classroom furniture as needed for new enrollment or replacement purposes.

The anticipated furniture replacement schedule is depicted below:

Funding Plan	Request FY20	Request FY21	Request FY22	Request FY23	Request FY24	TOTAL
Eliot Furniture	\$9,000					\$9,000
Mitchell Music Room Reconfiguration	\$16,000					\$16,000
Pollard	\$10,000	\$10,000	\$0	\$0	\$0	\$20,000
New Classrooms		<u>\$25,000</u>	<u>\$25,000</u>	<u>\$25,000</u>	<u>\$25,000</u>	<u>\$100,000</u>
Total	\$35,000	\$35,000	\$25,000	\$25,000	\$25,000	\$145,000

This request is revised from the prior year to add targeted funding for Eliot and Mitchell in FY20, spread the replacement of Pollard furniture in 'fair' condition over FY20 and FY21 (instead of just FY20), and defer new classroom furniture funding to FY21 and beyond.

Department Capital Submission

Capital Project Request									
Project Title: School Copiers					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	None			Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?								Total New FTE's:	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$345,960	How was the Project Cost Determined:		Industry References					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$345,960	\$135,520	\$37,600	\$73,990	\$41,200	\$57,650			
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$345,960	\$135,520	\$37,600	\$73,990	\$41,200	\$57,650	\$0	\$0	
\$0								FY2020	

Department Capital Submission

Capital Project Request

Project Title: School Copiers

Fiscal Year:

2020

Project Description and Considerations

In May of 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 45 copy machines. The FY20-FY24 request replaces the following numbers of copy machines.

Fiscal Year	#of Copy Machines Replaced		
FY20 (Requested)	11	FY23 (Requested)	5
FY21 (Requested)	4	FY24 (Requested)	4
FY22 (Requested)	6		

Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. As a result, copiers which are heavily used, are replaced more frequently than copiers that are lightly used. An eight-year maximum is assumed for most machines (up from seven years in the prior CIP), 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 can be re-deployed around the District as needed, to better match projected usage with equipment capacity.

This request is revised from the prior CIP to reflect updated life cycle calculations (based on copier usage and current condition), which have shifted replacement priorities in some cases. Notable trends from the previous capital plan include:

* Heavier usage of copiers, District-wide. The FY20 request includes four copiers, which were previously programmed for replacement in later years, but which have been accelerated to FY20 based on heavy usage: Production Center Color Copier (@ 139% useful life in FY20), NHS Math/Science (@ 134%), NHS English/Social Studies (@ 130%), and Broadmeadow Teachers' Lounge (@ 145%.) Last year, we estimated the following FY20 usage rates and replacement years for these machines: Production 67% in FY20 and replaced in FY21; Math/Science 64% in FY20 and replaced in FY23; English/Social Studies @ 57% in FY20 and replaced in FY22; and Broadmeadow Teacher's Lounge at 59% in FY20 and replaced in FY21.

* The need to replace older machines purchased in 2011 and 2012, which will be eight years old in FY20 and increasingly difficult to service. The FY20 request reflects the replacement of five smaller machines, previously programmed in out years, which have been moved to FY20: Broadmeadow ETC, NHS Health Office, NHS Bookkeeper Office, NHS Grade Level Office, and Science Center.

Building	Location	Make	Model	Purchase Year	FY20	FY21	FY22	FY23	FY24	FY20	FY21	FY22	FY23	FY24	Age at Repl'm't
Administration	2nd Floor	Konica	658E	2018	12%	23%	35%	47%	59%						
Administration	Production Center	Konica	KM1025	2015	126%	26%	52%	78%	104%	24,120				29,330	4
Administration	1st Floor	Konica	KM454E	2017	92%	104%	12%	25%	37%		5,840				3
Administration	Production Center	XEROX	D125	2012	10%	20%	31%	41%	51%						
Broadmeadow	Teachers' Lounge	Konica	KM 654 E	2014	145%	21%	43%	64%	85%	13,690					5
Broadmeadow	Teachers' Room	Konica	KM 654 E	2014	49%	57%	66%	8%	16%			7,420			7
NHS	Main Office	Konica	KM 364E	2015	106%	111%	6%	11%	17%		5,840				5
Broadmeadow	ETC	XEROX	3550	2012	34%	4%	8%	12%	17%	2,040					7
NHS	Athletics	Konica	KM 454E	2016	57%	70%	84%	97%	111%					6,760	7
NHS	Math/Sci Rm 205	Konica	KM654E	2017	22%	32%	43%	54%	65%						
NHS	World Lang 704	Konica	KM 654 e	2014	61%	81%	101%	20%	40%			12,130			7
NHS	Health Office 607	XEROX	WC3550 X	2012	9%	1%	2%	3%	3%	2,040					7
NHS	Bookkeeper Office	XEROX	WC3550 X	2012	55%	5%	11%	16%	21%	2,040					7

Department Capital Submission

Capital Project Request														
Project Title: School Copiers										Fiscal Year:		2020		

Supplemental Information

Building	Location	Make	Model	Purchase Year	FY20	FY21	FY22	FY23	FY24	FY20	FY21	FY22	FY23	FY24	Age at Repl'm't
NHS	Music	Konica	KM 654 E	2016	28%	35%	43%	50%	57%						
NHS	College 503	Konica	KM 364 e	2014	49%	56%	62%	69%	7%				6,440		8
NHS	Media Center	Konica	KM 454 e	2014	34%	36%	39%	41%	2%				6,440		8
NHS	Sped 801	Konica	458E	2018	11%	23%	34%	45%	57%						
NHS	SS/English 703	Konica	KM 754 e	2014	97%	107%	118%	11%	21%			12,130			7
NHS	Eng/SS	Konica	KM 754 e	2015	130%	25%	51%	25%	51%	Move from Hillside		15,090			6
NHS	Grade Level	XEROX	5775PT	2011	94%	2%	4%	6%	8%	5,560					8
NHS	Math/Sci	Konica	KM 754 e	2015	134%	25%	50%	75%	101%	13,690					4
Hillside	Main Office	XEROX	5755APT	2012	66%	13%	25%	38%	50%	Bldg Project					7
Hillside	Downstairs	XEROX	5765PT	2011	63%	6%	12%	18%	24%	Bldg Project					8
Hillside	Main Office	Konica	KM 754E	2014	108%	17%	35%	52%	69%	Bldg Project					5
Mitchell	Back Hallway	Konica	KM 654E	2017	18%	27%	35%	44%	53%						
Mitchell	Front Office	Konica	KM654E	2014	141%	163%	22%	45%	67%		14,370				6
Newman	Front Office	XEROX	5775PT	2012	103%	10%	20%	29%	39%	6,730					7
Newman	Hall Outside Office	Konica	KM 654 E	2016	65%	80%	96%	111%	16%				7,790		6
Newman	Hallway Near Café	Konica	KM 654 E	2017	20%	29%	39%	49%	59%						
Newman	Down Stairs Hall	Konica	558E	2018	11%	22%	34%	45%	56%						
Science Center	Science Center	XEROX	3550X	2012	22%	2%	5%	7%	9%	2,040					7
Pollard	8th Grade Hallway	konica	KM 654 e	2015	97%	120%	143%	23%	46%			15,090			6
Pollard	Modulars	Konica	KM 754 e	2014	32%	37%	42%	47%	5%				7,790		8
Pollard	Main Office	Konica	KM 754E	2014	146%	16%	32%	49%	65%	13,690					5
Pollard	7th Grade Work Area	Konica	KM654E	2014	105%	119%	14%	28%	43%		11,550				6
Pollard	Teachers Lounge	Konica	KM454 E	2017	20%	30%	40%	50%	60%					8,180	6
Pollard	Media Coin -OP	XEROX	3550	2012	13%	14%	15%	16%	18%						
High Rock	Room 207	Konica	KM 654E	2016	54%	67%	81%	94%	108%					13,380	7
High Rock	Main Office	Konica	KM 754E	2014	90%	103%	117%	13%	26%			12,130			7
Eliot	Main Office	Konica	KM754 E	2014	66%	76%	86%	96%	10%				12,740		8
Eliot	Room 151	Konica	658E	2018	8%	17%	25%	33%	42%						
Eliot	Room 210	Konica	458E	2018	12%	23%	35%	47%	59%						
Kase- Cong. Church	Main Office	XEROX	WC3550 X	2012	54%	57%	60%	63%	66%						
Administration	Production Center/ Color	Xerox	Color 560	2014	139%	21%	43%	64%	85%	49,880					5
Totals										135,520	37,600	73,990	41,200	57,650	

Department Capital Submission

Capital Project Request									
Project Title: Newman Preschool Playground Custom Shade Shelter						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Parks & Recreation; DPW			Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$109,200	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$18,600	\$18,600							
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$50,600	\$50,600							
TOTAL	\$69,200	\$69,200	\$0	\$0	\$0	\$0	\$0	\$0	
\$40,000								FY2020	

Department Capital Submission

Capital Project Request

Project Title: Newman Preschool Playground Custom Shade Shelter

Fiscal Year:

2020

Project Description and Considerations

The Newman Preschool playground is situated in a part of the school that has constant sunlight. As a result, access to the playground is limited to cloudy days or to mild weather, given that there is no available shade on the playground and temperatures climb rapidly on sunny days. About half of the children who attend the preschool are identified as having special needs, and many struggle with their social-emotional skills. A custom shade shelter would increase the students' comfort and access to the playground, which in turn would create more meaningful social opportunities for them during their day. It is also worth noting that this impacts the program year round, as the preschool runs a summer program for students who require year-round special education services.

This request is for a custom shade shelter to be built over the center section of the playground. The quoted structure consists of five steel columns and three triangular 'sail style' canopy tops, of the type depicted in the picture below, which would be permanently installed in the preschool playground. This structure would provide the shade necessary for students and staff to remain outside during recess periods. The quoted purchase and installation cost is \$97,162, which is considerably higher than a previous estimate (of \$43,000 in 2017), due to the need for a certified installer. Offsetting revenue of \$40,000 can be contributed toward project costs from the current fund balance in the School Preschool Revolving Fund, for a net request of \$57,162 (2018 \$.) The estimated FY20 net cost of \$69,200 includes an annual inflation adjustment of 10% (per PPBC.) Permitting would be required.

The assistance of Parks & Recreation/DPW would be needed to bid the project.

Offsetting revenue of \$40,000 can be contributed toward project costs from the current fund balance in the School Preschool Revolving Fund.



PreK Custom Shade Shelter

NA	Equipment	Installation	Total
FY18 Project Cost (Vendor)	26,162	71,000	97,162
Less Funding Offset (Fees)	(10,800)	(29,200)	(40,000)
TOTAL	15,362	41,800	57,162
	27%	73%	100%
10.00% FY19 Cost Multiplier	16,898	45,980	62,878
10.00% FY20 Cost Multiplier	18,588	50,578	69,166
2 Years TOTAL PROJECT COST	18,588	50,578	69,166
TOTAL COST (ROUNDED)	18,600	50,600	69,200

Department Capital Submission

Capital Project Request									
Project Title: NHS Athletic Locker Reconfiguration & Addition						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Public Facilities			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$50,000	How was the Project Cost Determined:		Industry References					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$50,000	\$50,000							
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	
\$0								FY2020	

Department Capital Submission

Capital Project Request

Project Title: NHS Athletic Locker Reconfiguration & Addition

Fiscal Year:

2020

Project Description and Considerations

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

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

This project was included in a prior CIP and aggregated for funding with the other components of the Needham High School renovation project. Unfortunately, due to project-related funding constraints, this portion of the project was dropped for future funding at a later date.

This request has been revised from the previous CIP to reflect the following cost escalator factors: 6%/year (FY16), 5.0%/year (FY17-18), and 10.0%/year (FY19-20,) based on PPBC advice. This request would allow for locker installation to occur during the summer of 2020, in preparation for a September 2020 (FY21) opening.

Parameters Addressed:

Building Improvements: The PFD Public Facilities Department supports this request.

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

Other Departmental Assistance: PFD Public Facilities Department

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%
6.00%	FY16 Cost Multiplier	-	35,727	-	1,786	-	37,514
5.00%	FY17 Cost Multiplier	-	37,514	-	1,876	-	39,389
5.00%	FY18 Cost Multiplier	-	39,389	-	1,969	-	41,359
10.00%	FY19 Cost Multiplier	-	43,328	-	2,166	-	45,495
10.00%	FY20 Cost Multiplier	-	47,661	-	2,383	-	50,044
5 Years	TOTAL PROJECT COST	-	47,661	-	2,383	-	50,044
	TOTAL COST (ROUNDED)	-	47,700	-	2,400	-	50,000

Department Capital Submission

Capital Project Request									
Project Title: School Document Management System					Fiscal Year:				
Purpose:	Acquisition	Classification:	Technology	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$187,700	How was the Project Cost Determined:							
Budget Impact:									
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$187,700			\$187,700				
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL	\$187,700	\$0	\$0	\$187,700	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: School Document Management System

Fiscal Year:

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 covert existing paper-based records to electronic format.

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

Project timing based on planned renovation/reconstruction of Emery Grover School Administration Building, and the anticipated move of staff to temporary swing space in August 2022 (FY23). The project is timed precede the relocation of staff to swing space in FY22. The project is revised from the prior year to defer funding from FY20 to FY22, based on the revised Emery Grover construction schedule.

Parameters Addressed:

Technology: The School Instructional Technology Department is in support of this request.

Department Capital Submission

Capital Project Request

Project Title: School Document Management System

Fiscal Year:

Supplemental Information

Document Management Purchase & Document Conversion Expense

Emergy Grover Active Files	# Cabinets Small (1)	# Cabinets Large (2)	Cubic Feet	Calculated # Boxes	Calculated Pages	Box Pickup Service (3)	Scanning Service	Total Cost
Human Resources	3	9	12	260	689,000	50	4,785	5,435
Financial Operations	0	0						
Payroll	0	0						
Food Service	0	0						
Special Education	24	11	544	53	1,201,333	133	8,087	9,220
Subtotal	27	20	556	13	1,890,333	1783	22,872	24,655

Other Files

Financial Operations	0	0							Assume major storage is IV
Subtotal	0	0							

Grand Total	27	20	556	13	1,890,333	1783	22,872	24,655	25,000
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(1) Small: 1' W x 3' H x 2' D 8 Cubic Feet

(2) Small: 2' W x 3' H x 2' D 32 Cubic Feet

(3) Pickup Estimate is \$2.50/box

(3) Estimated Cost of Prepping, Scanning, Indexing is \$0.05 to \$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

Document Conversion

Total Cost

2015 Acquisition Cost	FY16	DocStar	2,000	25,000	57,000
Escalation	FY17	3%	3,000	28,800	61,800
Escalation	FY18	3%	4,000	32,700	66,700
Escalation	FY19	3%	5,000	36,700	71,700
Escalation	FY20	3%	6,100	40,800	76,900
Escalation	FY21	3%	7,200	45,000	82,200
Escalation	FY22	3%	8,300	49,400	87,700

Conversion Year Prior to Aug 22 Move to Swing Space

87,700

Department Capital Submission

Capital Project Request									
Project Title: School Department Technology Request						Fiscal Year:			
Purpose:	Acquisition	Classification:	Technology	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:			No
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$2,496,825	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	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	\$2,496,825	\$632,350	\$556,575	\$490,150	\$422,000	\$395,750			
Other Expenses	\$0								
TOTAL	\$2,496,825	\$632,350	\$556,575	\$490,150	\$422,000	\$395,750	\$0	\$0	
\$0								FY2020	

Department Capital Submission

Capital Project Request

Project Title: School Department Technology Request

Fiscal Year:

Project Description and Considerations

The FY20-24 CIP request funds the purchase of School Department technology, including desktop computers, printers, interactive white boards (IWBs), specialized instructional labs, projectors, video displays, security cameras and electronic door access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. This request reflects the School Department's classroom technology standard and the decision in FY17 to move devices with a lifespan of less than five years (Digital Learning Devices, or DLDs, and staff laptops) to the operating budget. A chart summarizing the five-year (FY20-24) request is included on the next page.

The FY20-24 Capital Improvement Plan (CIP) for school technology totals \$2,496,825 and includes \$1,931,825 for school hardware replacement and \$565,000 for school technology infrastructure. Highlights of the FY20-24 CIP include:

- * \$90,000 for the purchase of IWB's for Kindergarten classrooms throughout the District, timed to coincide with the implementation of Full-Day Kindergarten in FY20. This component was included in the prior year's CIP plan.
- * \$56,000 to provide additional electronic key door access controllers at Broadmeadow Elementary School (4), Eliot Elementary School (2), Pollard Middle School (2), Needham High School (4) and Emery Grover (4.) This is a new component of the school technology capital plan and is needed to maintain secure access to our school buildings by eliminating the security risk that is introduced by the current practice of propping doors open.
- * The reallocation of \$60,000 in funds previously budgeted at the Hillside School (and now not needed due to the Sunita Williams construction project) toward other technology needs, including the installation of a large screen projector in the Eliot Performance Center (\$28,000) and the replacement of the High School TV studio (\$30,000.)

The FY20 request is for \$632,350, an increase of \$66,250 from the FY20 projection included in the FY19-23 CIP. The \$632,350 total request includes \$519,350 for hardware and \$113,000 for infrastructure replacement. While the infrastructure component is unchanged from the prior CIP, the hardware replacement component increases \$66,250 to meet the following needs:

- * Reallocate \$17,750 from Hillside desktop computer and printer replacement toward the purchase of the large screen projector in the Eliot Performance Center (\$28,000), mentioned above.
- * Reallocate \$8,100 formerly budgeted for computer lab replacement at Pollard to the purchase of hard drives for Pollard lab computers.
- * Install \$56,000 in new electronic key door access controllers at Broadmeadow Elementary School (4), Eliot Elementary School (2), Pollard Middle School (2), Needham High School (4) and Emery Grover (4), described above.

The FY20-24 CIP increases \$446,200 over the prior CIP, to add a new fifth year to the plan (@ \$395,750) and provide \$50,450 in net new funding during the first four years for electronic door access controllers (\$56,000.) As noted above, \$60,000 in funds previously allocated for Hillside hardware replacement were allocated toward the installation of a large screen projector in the Eliot Performance Center (\$28,000) and the replacement of the High School TV studio (\$30,000.) A summary of changes from the prior year is presented on the next page.

Department Capital Submission

Capital Project Request

Project Title: School Department Technology Request

Fiscal Year:

Supplemental Information

Summary	FY20	FY20	FY20	FY21	FY21	FY21	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY20-24
All Hardware (Including New Requests)	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Lab Computers	54,100	46,000	(8,100)	202,500	202,500	-	162,000	162,000	-	202,500	162,000	(40,500)	40,500	613,000
Science Lab Computers	54,000	54,000	-	-	-	-	-	-	-	-	-	-	-	54,000
TV Studio Computers	30,000	-	(30,000)	30,000	-	(30,000)	30,000	-	(30,000)	-	36,000	36,000	-	36,000
Graphics Lab Computers	-	-	-	-	-	-	-	-	-	-	-	-	44,000	44,000
Desktop Computers	123,000	108,000	(15,000)	108,000	106,500	(1,500)	22,500	21,000	(1,500)	22,500	21,000	(1,500)	21,000	277,500
Printers	22,000	19,250	(2,750)	22,825	20,075	(2,750)	42,700	37,650	(5,050)	-	-	-	-	76,975
IWB - Gr 1-12	80,000	80,000	-	80,000	80,000	-	110,000	110,000	-	90,000	90,000	-	80,000	440,000
IWB - Kindergarten	90,000	90,000	-	-	-	-	-	-	-	-	-	-	-	90,000
Door Access Controllers	-	56,000	56,000	-	-	-	-	-	-	-	-	-	-	56,000
Gym/ Performance Center Projection /Screen	-	28,000	28,000	-	-	-	-	-	-	-	-	-	18,000	46,000
Hard Drives for Pollard Lab Computers	-	8,100	8,100	-	-	-	-	-	-	-	-	-	-	8,100
NHS TV Studio	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	-	-	30,000	120,000
Security Cameras	-	-	-	-	4,500	4,500	20,000	16,500	(3,500)	-	-	-	49,250	70,250
Subtotal	453,100	519,350	66,250	443,325	443,575	250	387,200	377,150	(10,050)	315,000	309,000	(6,000)	282,750	1,931,825
Summary	FY20	FY20	FY20	FY21	FY21	FY21	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY20-24
Infrastructure	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Servers	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	30,000	-	30,000	150,000
Network Hardware	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	20,000	-	20,000	100,000
Wireless Infra. Data Cabling	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	5,000	-	5,000	25,000
Wireless Infra. Access Points	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	58,000	-	58,000	290,000
Subtotal	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Summary	FY20	FY20	FY20	FY21	FY21	FY21	FY22	FY22	FY22	FY23	FY23	FY23	FY24	FY20-24
Grand Total	Prior	New	Change	Prior	New	Change	Prior	New	Change	Prior	New	Change	New	Total
Hardware	453,100	519,350	66,250	443,325	443,575	250	387,200	377,150	(10,050)	315,000	309,000	(6,000)	282,750	1,931,825
Infrastructure	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	113,000	-	113,000	565,000
Grand Total	566,100	632,350	66,250	556,325	556,575	250	500,200	490,150	(10,050)	428,000	422,000	(6,000)	395,750	2,496,825

Department Capital Submission

Capital Project Request									
Project Title: Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems						Fiscal Year: 2020			
Purpose:	Construction	Classification:	Equipment	Status:	New Request				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:				Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:			No
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$60,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$60,000	\$60,000							
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
\$0								FY2020	

Department Capital Submission

Capital Project Request

Project Title: Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems

Fiscal Year:

2020

Project Description and Considerations

This project is to conduct a needs assessment/ feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School (NHS) Auditoriums. These auditoriums are venues for student and community group productions. The theatrical equipment currently installed in these venues, however, is old and not adequate for contemporary musical or theatrical productions. Although some issues are unique to particular venues, some common deficiencies in the audio systems include:

- * speakers, which are poorly placed, insufficient in number and/or non-functioning, thereby impairing the audience's ability to hear what is happening clearly on stage from all seats.
- * sound boards, which are old (analog), partially non-functioning and/or not at a standard that is necessary for a modern musical or theatrical production.
- * amplification equipment (such as wireless receivers and microphones), which are insufficient in number and/or broken.

The lighting systems also include light fixtures that are partially non-functioning, and uncoordinated with sound delivery.

Although the need and vision for these spaces has not yet been fully assessed, school parents and community groups already have engaged in fundraising for equipment upgrades. Pollard parents have written a Needham Education Foundation (NEF) grant and received community donations to obtain funding for lighting system upgrades in the Pollard Auditorium, the component parts of which are expected to cost approximately \$15,000. This portion of the project will be undertaken in FY19 from grant and donated funds, leaving the audio system upgrades for a future funding year. Other groups have discussed fundraising for the NHS Auditorium as well.

This study would be important for informing future fundraising and directing capital planning efforts for these spaces.

Parameters:

Technology: The School Technology Department supports this request.

Departmental Assistance: PPBC

Department Capital Submission

Capital Project Request

Project Title: Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems

Fiscal Year:

2020

Supplemental Information

Auditorium A/V Upgrade

NA

2018 Pollard Auditorium A/V System Upgrade
 2018 Newman Auditorium A/V System Upgrade
 2018 NHS Auditorium A/V System Upgrade
 TOTAL

Equipment & Install	Less NEF Grant	Less Local Donations	NET CIP	Equipment & Install	Equipment & Install
194,000	9,032	4,505	180,463	203,000	
-	-	-	-	-	162,000
194,000	9,032	4,505	180,463	203,000	162,000
203,700	9,032	4,505	190,163	213,150	170,100
213,885	9,032	4,505	200,348	223,808	178,605
				234,998	187,535
-	-	-	-	-	196,912
213,885	9,032	4,505	200,348	234,998	196,912
213,900	9,000	4,500	200,300	235,000	196,900

5.00% FY20 Cost Multiplier
 5.00% FY21 Cost Multiplier
 5.00% FY22 Cost Multiplier
5.00% FY23 Cost Multiplier

TOTAL PROJECT COST
 TOTAL COST (ROUNDED)

Department Capital Submission

Capital Project Request									
Project Title: DPW Complex								Fiscal Year: 2020	
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Highway				Supports:	Other (see below for information)			
Partners:	PPBC				Useful Life:	More than twenty-five (25) years			
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								Yes	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	1.5	Yes	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$40,441,000	How was the Project Cost Determined:			Hired Consultant				
Budget Impact:	May increase annual operating expenses between \$5,001 and \$25,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$3,062,000	\$3,062,000						
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$37,379,000			\$37,379,000				
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$40,441,000	\$3,062,000	\$0	\$37,379,000	\$0	\$0	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: DPW Complex

Fiscal Year: 2020

Project Description and Considerations

Project Summary

- The current DPW Operations Building at 470 Dedham Avenue is over 50 years old. To continue using this facility, the major building systems including electrical, plumbing, and HVAC require replacement as well as a structural upgrade for seismic events. Deficiencies exist throughout the building and the DPW site. The poor condition of the current building, unmet equipment and vehicle storage, and stormwater quality issues require a solution. Ultimately, the expansion and renovation of the DPW Operations Building and site will be required to address the need for stormwater quality mitigation as well as storage and maintenance considerations.
- In FY15, Town Meeting approved funding for a feasibility study for the appropriate location(s) for a facility to provide various DPW services. Weston & Sampson completed this study in October of 2016, which evaluated the current facility program needs and options for the location of various DPW operations. The Weston & Sampson study determined that the full garage needs could not be met on the existing site. It concluded the project should be implemented in three phases. The final result will address the needs of a modernized DPW facility and organization, including providing shelter for Town equipment which will increase the service life, and resolve any existing stormwater and wastewater management issues at the current location.

Phase I – Temporary Fuel Island - Completed

Phase II – Seasonal Storage Building – In Progress

Phase III A – Public Works Facility (North)

Phase III B – Public Works Facility (South)

Changes from Prior Year Submission

- Escalation rates increased to 8% because of current economic conditions and tariffs.

Clarification of Questions

This request supports culture and leisure, public safety, transportation network, and utilities.

2. There are costs for technology, maintenance, etc. that may not be included in this request.
3. Conservation Commission and Building permitting may be required.
4. Technology will be necessary for a DPW Facility.
5. This request is for a DPW Facility.
6. It may facilitate the addition of maintenance staff.
7. There may be additional expenses to maintain the building.
15. This will be to extend the useful life of the DPW Facility.
18. This will require input from all fuel users, technology, facilities construction, and Building Maintenance.

Department Capital Submission

Capital Project Request									
Project Title: Upgrade Boiler #1 at Hillside						Fiscal Year: 2020			
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	School Department			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$232,000	How was the Project Cost Determined:		Industry References					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$12,000	\$12,000						
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$220,000		\$220,000					
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$232,000	\$12,000	\$220,000	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Upgrade Boiler #1 at Hillside

Fiscal Year: 2020

Project Description and Considerations

Project Summary

- The Hillside School currently has two cast iron boilers to heat the building. Boiler #1 has a leak that needs to be repaired. The existing boilers were installed during the renovation in 1998 and are at their 20 year life cycle. A study conducted in 2011 indicated that they should only last for a few more years without major issues. Due to the age of the boilers, many of the parts necessary for continued maintenance are no longer manufactured, so repairing the boilers is becoming increasingly more difficult. Even though the student population of the Hillside will be moving to the new Williams School, the building will still be in regular use as a swing space. The boilers are still necessary to prevent the building from freezing and causing major damage.
- Boiler #1 will be removed and taken apart. The salvageable parts will be kept to provide spare parts for Boiler #2. Boiler #1 will be replaced with a high efficiency condensing boiler.

Changes from Prior Year Submission

- FY 20 costs increased by \$1,000 based on revised estimate for design.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. This request will require a Building Permit.

5. This is a Building Maintenance request.

15. Upgrading the boiler will help to keep the building in use in the future.

16. The boiler will be permanently installed at the school.

18. Assistance from the School Department will be required.

Department Capital Submission

Capital Project Request									
Project Title: Pollard Locker Room Retrofit						Fiscal Year: 2021			
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	Needham Public Schools			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$690,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$60,000		\$60,000					
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$630,000			\$630,000				
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$690,000	\$0	\$60,000	\$630,000	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Pollard Locker Room Retrofit

Fiscal Year:

2021

Project Description and Considerations

Project Summary

- The current locker room layout at the Pollard Middle School is no longer conducive to the needs of the Athletic Department. The school is offering more varied sports programs, including sports with large equipment like field hockey sticks that need to be stored during the day. The existing lockers are all the same size and do not fit much of the sports equipment, leading to the either being carried around all day or left outside of lockers. The current layout also has blind spots in the locker rooms that pose a safety hazard. The flooring is starting to crack in places due to age. The bathrooms and showers are outdated as well.
- The division will work with a consultant for the design of retrofitting the locker room in order to make the space more functional for its current usage. Once a design has been decided on, lockers of varying sizes will be installed to accommodate the needs of the students, the flooring will be repaired, the showers, bathroom fixtures, and lighting will be updated and the room will be painted.

Clarification of Questions

Supports Other: Supports building infrastructure.

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

5. This is a Building Maintenance request.

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

16. All components will be permanently installed.

18. This request will require assistance from the School Department.

Department Capital Submission

Capital Project Request									
Project Title: Pollard Blue and Green Gym Upgrades					Fiscal Year: 2020				
Purpose:	Construction	Classification:		Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	Needham Public Schools			Useful Life:	More than eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$30,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$30,000	\$30,000						
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Pollard Blue and Green Gym Upgrades

Fiscal Year:

2020

Project Description and Considerations

Project Summary

- In FY19, the Town received funding for the design and construction of upgrades for both the Blue and Green gyms at the Pollard Middle School. These upgrades plan to replace the rubber flooring that is not conducive to basketball, but is also not ADA/MAAB accessible. Additionally, the siding will be replaced, the gyms painted, backboards and winch mechanisms on the basketball hoops will be replaced or installed if not there, and padding will be added behind the backboards. In the Green gym, two sections of pull-out seating will be installed to accommodate classes. After those upgrades are made, the existing scoreboards will still remain. The existing scoreboards and shot clocks are beyond their useful life and the technology is outdated. They also contain incandescent bulbs, which are not energy efficient.
- The scoreboards in both gyms will be replaced with updated, electronic LED scoreboards. Shot clocks will be installed that have wireless controls and technology.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building and electrical permits will be required.

5. This is a Building Maintenance request.

8. Energy efficiency upgrades will reduce energy costs, but these are no longer included in Building Maintenance's budget.

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

16. Flooring and wall coverings will be permanently installed.

18. This request will require assistance from the School Department and the Athletics Department.

Department Capital Submission

Capital Project Request									
Project Title: Pollard AC Upgrades					Fiscal Year: 2021				
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	School Department			Useful Life:	More than twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?				Total New FTE's:	0	No			
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$1,225,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	May increase annual operating expenses between \$5,001 and \$25,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$100,000		\$100,000					
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$1,125,000			\$550,000	\$575,000			
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$1,225,000	\$0	\$100,000	\$550,000	\$575,000	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Pollard AC Upgrades

Fiscal Year:

2021

Project Description and Considerations

Project Summary

- The Pollard Middle School only has supplemental AC in one third of the building. The comfort and temperature of the educational learning space is an important aspect of school maintenance, especially with school starting in August. Some of the classrooms have very little refuge from direct sunlight, adding to the heat and humidity issues during the warmer months. A lack of temperature and humidity control throughout the building can cause lasting damage to the building. The Pollard is also underutilized during the summer for programming because of the lack of AC, adding strain to other schools.
- This request would look at the possibilities for adding AC to the rest of the building. It would evaluate roof top units and split systems with regards to their efficiency and the process of installing it. Once the best option for the Town is determined, the AC would be added to the Pollard.

Changes from Prior Year Submission

- This request has been pushed forward a year, with the design now in FY21 at the request of the School Department.

Clarification of Questions

Supports Other: Supports building infrastructure.

5. This is a Building Maintenance request.

18. Assistance will be required from the School Department.

19. The building is currently not air conditioned. Installing air conditioning throughout the building will increase energy costs, which are handled by the Needham ELG.

Department Capital Submission

Capital Project Request									
Project Title: Newman Gym Floor Repairs					Fiscal Year: 2020				
Purpose:	Construction	Classification:	Building	Status:	New Request				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	School Department			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$275,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$275,000	\$275,000						
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$275,000	\$275,000	\$0	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Newman Gym Floor Repairs

Fiscal Year: 2020

Project Description and Considerations

Project Summary

- The floors at the Newman gym are original to the building. Over the years, they have been subject to buckling. This buckling has accelerated in the past 2-3 years, making the conditions in the gym potentially unsafe. This problem will continue to get worse. Due to the presence of asbestos containing materials in the subfloor, temporary repairs are not possible.
- Design for this project will come from existing resources due to the emergent nature of the problem and the need for a replacement in the summer of 2019. The existing flooring will be removed, the asbestos containing materials will be safely abated, and new wood sports flooring will be installed.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building permits will be needed.

5. This is a Building Maintenance request.

14. The flooring presents a tripping hazard.

15. This will extend the useful life of the gym.

Department Capital Submission

Capital Project Request									
Project Title: Mitchell Restroom Upgrades					Fiscal Year: 2020				
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	School Department			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$737,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$67,000	\$67,000						
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$670,000		\$670,000					
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$737,000	\$67,000	\$670,000	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Mitchell Restroom Upgrades

Fiscal Year:

2020

Project Description and Considerations

Project Summary

- There are currently six restrooms at the Mitchell that are not ADA/MAAB accessible. Many of the existing plumbing fixtures are 40 to 60 years old. The current stalls are not the proper size and do not have grab bars. The urinals and dispensers are not set at the proper height. The sinks do not have insulated pipes. The restrooms do not have the minimum clearance necessary at the entrance nor do they have the appropriate turning radius.
- The existing restrooms would be upgraded to meet ADA/MAAB requirements. This request would also look at providing two additional Staff Only accessible restrooms. In the existing restrooms, the fixtures would be replaced with water saving fixtures. The existing restrooms would also be reconfigured increasing the entranceways and turning circle radius to be ADA accessible. The door hardware and stalls would be upgraded to be the proper size, set at the proper height, and include grab bars. The first phase would be the design, followed by the construction component. The Town will apply for an ADA compliance grant, if available, to offset the cost of this project.

Update from Prior Year Submission

- This request has been pushed up a year, with the design request in FY20 at the request of the School Department, due to the condition of the restrooms.
- The Town received an updated quote that was \$77,000 higher than last year's submission, which is inline with the rising cost of construction.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building and electrical permits will be required.

5. This is a Building Maintenance request.

15. This request will improve the bathrooms and extend their usage.

16. All fixtures will be permanently installed.

18. Assistance will be required from the School Department.

Department Capital Submission

Capital Project Request									
Project Title: Facility Assessment for Sustainable Building Management						Fiscal Year: 2020			
Purpose:	Feasibility Study	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	Needham Public Schools			Useful Life:	More than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$150,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$150,000	\$100,000				\$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		\$150,000	\$100,000	\$0	\$0	\$0	\$50,000	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Facility Assessment for Sustainable Building Management

Fiscal Year:

2020

Project Description and Considerations

Project Summary

As buildings age, a facility assessment helps to guide major repairs and upgrades that are required to ensure the buildings remain sustainable.

Broadmeadow and Eliot Schools- FY 20

- The Broadmeadow and Eliot Elementary Schools are approaching 20 years old and may require upgrades beyond general maintenance. Many of the systems within the buildings, including heating, ventilation, and air conditioning (HVAC), boilers, and plumbing, are reaching the end of their useful life.
- A facility assessment will be conducted on the Broadmeadow and Eliot Schools to determine the condition of the facility and to identify any major repairs and replacement needs. The assessment will consider HVAC systems, plumbing, roofing, and boilers, in order to create a plan to address future needs.

Library - FY 24

- The Library is approaching 20 years old and may require upgrades beyond general maintenance. Many of the systems within the building, including HVAC, boilers, and plumbing, are reaching the end of their useful life.
- A facility assessment will be conducted on the Library to determine the condition of the facility and to identify any major repairs and replacement needs. The assessment will consider HVAC systems, plumbing, roofing, and boilers, in order to create a plan to address future needs.

Changes from Prior Year Submission

- This article was not funded in FY19 and is being resubmitted in FY20.

Clarification of Questions

Supports Other: Supports building infrastructure.

5. This is a Building Maintenance request.

15. This study is anticipated to make recommendations that will extend the life of the building in a sustainable way.

18. Assistance will be required from the School Department and the Library.

Department Capital Submission

Capital Project Request									
Project Title: Energy Efficient Upgrades					Fiscal Year: 2020				
Purpose:	Construction	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	Building Occupants			Useful Life:	More than twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$457,000	How was the Project Cost Determined:			Hired Consultant				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$457,000	\$57,000	\$100,000	\$100,000	\$100,000	\$100,000		
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL	\$457,000	\$57,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Energy Efficient Upgrades

Fiscal Year:

2020

Project Description and Considerations

This article is to continuously make energy efficient upgrades throughout Town and School buildings

Project Summary

- In 2011, the Town conducted an engineering study for energy upgrades on the 10 oldest buildings. The results of this study showed that by making an initial investment in recommended energy upgrades, the cost of these upgrades will pay for themselves within 10 years. The division has continued to make upgrades each year.

Lighting Improvements at the Pollard

- The existing lighting at the Pollard is inefficient. This was a recommendation of the 2011 study.
- Bi-lighting will be installed throughout the building hallways to improve lighting. This consists of delamping the hallway lamp fixtures in the to two lamp fixtures along with reflectors and disconnecting alternate single lamp fixtures in the hallway and installing occupancy sensors in the hallways so as to implement Tandem lighting across the building. Tandem lighting would consist of series of ceiling-mounted occupancy controls that would turn off alternate light fixtures post detecting un-occupancy for a pre-programmed duration of time.

Retrocommissioning High Rock HVAC

- Heating and cooling at the High Rock has been inconsistent since the building was opened. Many spaces have been repurposed from the original design and the HVAC system was not altered to accommodate those changes. For example, there is a large classroom with a temporary subdividing wall. The HVAC was designed to function optimally with the wall open but the wall is now permanently closed.
- The retrocommissioning will evaluate the existing systems and make recommendations for rebalancing and reconfiguring if necessary.

Energy Efficiency Study

- The existing energy efficiency study recommendations have been exhausted. Technologies have improved and changed for energy efficiency. Buildings that were not originally evaluated due to their age are now eligible for possible upgrades. This study will produce recommendations for future improvements to be funded out of the operating budget or this article.

Retrocommissioning High School HVAC

- This is the largest and most complex building in the Town's inventory. It has had phased renovations of varying sizes, including large additions, repurposing of spaces, reconfigurations, etc.
- To make sure that the building HVAC system is well integrated, including the 2018 addition, this retrocommissioning will look at rebalancing the building and ensuring that the HVAC is performing efficiently.

Department Capital Submission

Capital Project Request

Project Title: Energy Efficient Upgrades

Fiscal Year:

2020

Supplemental Information

Funding Schedule

Project	FY 20	FY 21	FY 22	FY 23	FY 24
Lighting Improvements at the Pollard	\$7,000				
Retrocomissioning High Rock HVAC	\$50,000				
Energy Efficiency Study		\$100,000			
Retrocomissioning NHS HVAC			\$100,000		
Future Projects				\$100,000	\$100,000

Changes from Prior Submission

- The retrocommissioning of the HVAC at the High Rock was added due to need, causing an increase in the FY20 request.

Clarification of Questions

Supports Other: Supports building infrastructure.

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

5. This is a Building Maintenance request.

8. Energy efficiency upgrades will reduce energy costs, but these are no longer included in Building Maintenance's budget.

15. This request will modernize building components.

16. Building components will be permanently installed.

18. This request will require cooperation from the occupants of the building(s) being addressed.

Department Capital Submission

Capital Project Request									
Project Title: Emery Grover Roof Replacement					Fiscal Year: 2021				
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	School Department, Community Preservation Committee			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$235,000	How was the Project Cost Determined:		Industry References					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$15,000		\$15,000					
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$220,000			\$220,000				
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL	\$235,000	\$0	\$15,000	\$220,000	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Emery Grover Roof Replacement

Fiscal Year: 2021

Project Description and Considerations

Project Summary

- The existing roof at the Emery Grover School Administration building is slate and is over 100 years old. The life expectancy of a slate roof is 75 years, so this roof is well beyond that and poses continual maintenance problems. The roof has serious leakage problems, which have historically caused significant damage to the flooring and interruption to the building.
- This roof will be replaced with a new environmentally conscious material that mimics the aesthetics of slate, but is composed of recycled rubber from tires. This material would reduce the cost of installation and maintenance. This project is pending the results of the Emery Grover feasibility study.

Change from Prior Year Submission

- The price has increased slightly due to inflation.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building permits will be required.

5. This is a Building Maintenance request.

8. Energy efficiency upgrades will reduce energy costs, which are no longer handled by the Building Maintenance Division.

12. This project may be eligible for CPA funding.

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

16. The roof will be permanently installed.

18. This request will require assistance from the School Department.

Department Capital Submission

Capital Project Request									
Project Title: Emery Grover Partial Window Replacement						Fiscal Year: 2021			
Purpose:	Design/Engineering	Classification:	Building	Status:	Informational Only Details Incomplete				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	Needham Public Schools, Community Preservation Committee			Useful Life:	More than twenty-five (25) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						Yes			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						No			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						Yes			
6. If funded, will additional permanent staff be required?				Total New FTE's:	0	No			
7. If funded, will the operating budget need to be increased to cover operating expenses?						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?						Yes			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$398,000	How was the Project Cost Determined:		Industry References					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$30,000		\$30,000					
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$368,000			\$368,000				
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$398,000	\$0	\$30,000	\$368,000	\$0	\$0	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Emery Grover Partial Window Replacement

Fiscal Year: 2021

Project Description and Considerations

Project Summary

- The eight arched windows on the front of the Emery Grover School Administration building are beyond their expected life span. They are inefficient, resulting in occupant discomfort and needless energy usage in order to maintain the heating and cooling in the building. Replacing these windows will increase energy efficiency.
- The plan is to remove and replace the eight arched windows with custom, energy efficient arched windows.

Changes from Prior Year Submission

- This request has been pushed back to FY21 in order to allow additional time for the Town to determine the future of the building. If a major renovation is not planned for this facility, then this repair is being recommended. The price has increased slightly due to inflation.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building permits will be required.

5. This is a Building Maintenance request.

8. Energy efficiency upgrades will reduce energy costs, but those are no longer included in Building Maintenance's budget.

12. This project may be eligible for CPA funding.

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

16. The windows will be permanently installed.

18. This request will require assistance from the School Department.

Department Capital Submission

Capital Project Request									
Project Title: DPW Boiler Replacement - 470 Dedham Ave						Fiscal Year: 2020			
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:				Useful Life:	More than eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$510,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$50,000	\$50,000						
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$460,000		\$460,000					
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$510,000	\$50,000	\$460,000	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: DPW Boiler Replacement - 470 Dedham Ave

Fiscal Year:

2020

Project Description and Considerations

Project Summary

- The boiler at the DPW garage was installed in 1961 and is past its useful life. It has required a number of significant repairs recently in order to keep it working. The Town has had to bring in a temporary boiler during the winter season to maintain heat in the facility while the boiler was down, as there is no redundancy in the heating system. Due to its age and style, it is not energy efficient. Based on previous projects of a similar nature, there is an estimated 15-20% energy cost savings.
- The existing boiler will be removed and replaced with two high efficiency condensing boilers that use natural gas to gain redundancy. This will ensure that should anything happen to one boiler, the building will still have sufficient heat to keep the pipes from freezing. This will also make the building more energy efficient. The design will also include addressing the heat piping throughout the building.

Changes from Prior Year Submission

- This request has been pushed back a year in order to give the Town additional time to determine the future of the DPW building.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Plumbing and electrical permits will be required.

5. This is a Building Maintenance request.

8. Upgrading to an energy efficient boiler will reduce heating costs, but those are no longer included in Building Maintenance's budget.

15. This request will extend the life of the building.

16. The boiler will be permanently installed at this location.

Department Capital Submission

Capital Project Request									
Project Title: Daley Building Upgrades					Fiscal Year: 2024				
Purpose:	Feasibility Study		Classification:	Building		Status:	New Request		
Department:	Public Works - Building Maintenance					Supports:	Other (see below for information)		
Partners:						Useful Life:	More than twenty-five (25) years		
Parameters							Response		
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							No		
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No		
3. Does this project require any permitting by any Town or State agency?							Yes		
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?							Yes		
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?							Yes		
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?							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		
19. If funded, will this project increase the operating expense for any other department?							No		
Project Cost:	\$50,000		How was the Project Cost Determined:			In-House Estimate			
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$50,000					\$50,000			
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Daley Building Upgrades

Fiscal Year:

2024

Project Description and Considerations

Project Summary

- The Daley Building is utilized by Building Maintenance trades staff and supervisors as a shop. This building was originally constructed as a warehouse for the School Department, and additions have been constructed over the years. It has been retrofitted for trades work stations, but the design of the building is not conducive to utilize the space as such. The height and location of the loading dock prevents it from being used as such. Vehicles often get stuck in inclement weather because the loading dock is at an incline. The existing bathroom is insufficiently small and does not contain a shower facility. Staff based out of this building regularly handle materials that would require them to use a shower. The ceilings are too high for trades and office space use. Two supervisors are based out of this building and are often competing with the shop noises and dust. All eleven trades are required to track their work through a web based work order system, SchoolDude, and research parts on a computer and there is not an appropriate space to do so. The building is not currently tied into the Town sewage system and has a septic tank. All eight of the heavy overhead doors are manually operated. The existing electrical service is undersized for the building's use. The existing lighting system is outdated, not energy efficient, and insufficient, causing safety hazards because of the type of work being done in the building. None of the floor drains are operational, causing slippery floor conditions. The building does not have a sufficient number of exhaust fans to remove fumes when vehicles are in the building or when work is being done in the building. There is an existing break room for staff to take their lunch, but it does not include a sink or a window. The driveway and parking lot are in poor condition, causing even more problems for the number of vehicles in and out of there daily.
- The plan is to conduct a feasibility study to determine how to better utilize the existing space. Significant upgrades would be considered, with a focus on possible reconfigurations to provide a better working environment.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. The feasibility study could lead to construction that may trigger Planning Board, Building Department, and Conservation approval.

4. There will be some technology upgrades necessary.

5. This is a Building Maintenance request.

15. This request is primarily to extend the life of the building or identify alternatives.

Department Capital Submission

Capital Project Request									
Project Title: CATH Space Utilization Study						Fiscal Year: 2023			
Purpose:	Feasibility Study	Classification:	Building	Status:	Informational Only Details Incomplete				
Department:	Public Works - Building Maintenance			Supports:	Community Services				
Partners:	Health and Human Services, Council on Aging			Useful Life:	More than five (5) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$75,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$75,000				\$75,000			
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$75,000	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: CATH Space Utilization Study

Fiscal Year:

2023

Project Description and Considerations

Project Summary

- The Center at the Heights (CATH) building has increased programming and usage as well as extended its hours of operation since opening. Some current concerns are that the outdoor deck on the second floor and the restaurant-grade kitchen are not utilized to their full potential, and that the parking is inadequate.
- Funding is requested for a space utilization study and assessment of the building needs at the CATH. The study would focus on program, office, and clinical spaces within the building to ensure optimal utilization and program flexibility for participants. The study would also look at the current configuration of the outdoor deck with regards to usage, enhancing and expanding the utilization of the restaurant-grade kitchen, and a thorough review of parking and building access challenges.

Changes from Prior Submission Year

- The price has increased based on an updated quote from a consultant.

Clarification of Questions

5. This is a Building Maintenance request.

15. This request is to improve the usage of the existing space and possibly improve it, depending on the results of the feasibility study.

18. Assistance will be required from the Council on Aging and the Department of Health and Human Services.

Department Capital Submission

Capital Project Request									
Project Title: CATH Generator					Fiscal Year: 2023				
Purpose:	Design/Engineering	Classification:	Building	Status:	New Request				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:				Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$287,500	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$37,500				\$37,500			
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		\$287,500	\$0	\$0	\$0	\$37,500	\$250,000	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: CATH Generator

Fiscal Year:

2023

Project Description and Considerations

Project Summary

- The Center at the Heights (CATH) was not built with an emergency generator. During the construction of the building, there was an ice storm that caused a power outage. The Town realized that there was no place for people to gather with an emergency backup generator that was not in use during the day, either because of school or office occupancy. The CATH was noted as an ideal place for this function, as it could provide a shelter and warming space in addition to the restaurant-grade kitchen. After it was constructed, a portable generator was added to the building. The existing portable generator requires a manual transfer switch to switch the electric load to run off of the generator. It does not support the entire building. It is also currently located in an inconvenient location, taking up a parking space in a parking lot that is already in high demand.
- The portable generator at the CATH will be removed and a permanent generator will be installed that has the capacity to carry the entire building. It will be installed in a more appropriate location. It will include an automatic transfer switch so that if the power goes out, the generator would automatically kick on instead of requiring staff to manually make the switch. The existing portable generator will be relocated to the Library and the connection will be reconfigured to be able to hook it up with a manual transfer switch.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Would require Planning Board approval and Building Permits.

5. This is a Building Maintenance request.

7. Preventative maintenance, repairs on generator, and fuel will have to be included in operating expenses.

16. The generator will be permanently installed.

18. This project will need to be coordinated with the Department of Health and Human Services.

Department Capital Submission

Capital Project Request									
Project Title: RTS Employee Trailer					Fiscal Year: 2024				
Purpose:	Acquisition	Classification:	Building	Status:	Informational Only Details Incomplete				
Department:	Public Works - RTS			Supports:	Utilities				
Partners:				Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:		How was the Project Cost Determined:							
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: **RTS Employee Trailer**

Fiscal Year: **2024**

Project Description and Considerations

This informational request is for a new employee trailer at the Recycling and Transfer Station (RTS) to replace the existing one, which is a donated, second-hand trailer.

Project Summary

- The current employee trailer is over 15 years old. It is in poor condition and does not meet the space needs of the staff. It has frequent issues with the heating and cooling systems, and the electrical system is substandard. It is not ADA compliant, nor does it have adequate storage space. There is only one small bath facility that does not have a shower.
- This project will include the installation of a new employee trailer in a more centrally located area of the facility and it shall be ADA accessible. The trailer will provide appropriate working conditions for all RTS staff, including shower facilities and laundry. The plumbing for this new employee trailer poses a significant cost in terms of reconfiguring the sewer at the RTS.

Clarification of Questions

3. This project will have to go to the Planning Board for Site Plan Review and will be subject to Conservation Commission permitting requirements.
4. The technology in the current employee trailer includes cable television. The RTS will communicate with ITC in terms of technology needed in the new employee trailer.
5. The RTS will communicate with the Building Maintenance Division to discuss future cleaning service requirements.

Department Capital Submission

Capital Project Request									
Project Title: Library Space Planning Consultant						Fiscal Year:			
Purpose:	Feasibility Study	Classification:	Building	Status:	New Request				
Department:	Library				Supports:	Culture and Leisure			
Partners:	PPBC				Useful Life:	Between twelve (12) and eighteen (18) years			
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$60,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$60,000	\$60,000						
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		\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Library Space Planning Consultant

Fiscal Year:

Project Description and Considerations

The library trustees desire to hire a professional library space planner to determine if the library's interior space could be better arranged to accommodate the many students and tutors that use the library's study rooms and study areas. In the afternoons, during the school year, the library is packed with students, tutors, and other people using the three study rooms, the row of carrels, and the many four-seat tables. The trustees are also interested in updating the furniture and exploring a set-up that would allow the library to use an automatic materials handler that would check in and sort returned materials.

15. A space-use rearrangement that replaces worn and chipped furniture with new and up-to-date items and creates a more efficient use of space will improve and increase the usefulness of the library's space and extend the library's life as a study and work place.

18. PPBC could possibly become involved.

Department Capital Submission

Capital Project Request									
Project Title: Cricket Field Building Renovation					Fiscal Year: 2020				
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	PPBC; Public Facilities-Construction; DPW; Health Division; School Department			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters					Response				
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?					No				
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No				
3. Does this project require any permitting by any Town or State agency?					Yes				
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?					No				
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?					No				
6. If funded, will additional permanent staff be required?				Total New FTE's:		No			
7. If funded, will the operating budget need to be increased to cover operating expenses?					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?					No				
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					Yes				
13. Is this a request in response to a Court, Federal, or State order?					No				
14. Is this a request in response to a documented public health or safety condition?					No				
15. Is this a request to improve or make repairs to extend the useful life of a building?					Yes				
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No				
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No				
18. Will any other department be required to provide assistance in order to complete the project?					Yes				
19. If funded, will this project increase the operating expense for any other department?					No				
Project Cost:	\$982,589	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	May increase annual operating expenses between \$5,001 and \$25,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$163,765	\$163,765						
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$818,824		\$818,824					
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$982,589	\$163,765	\$818,824	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Cricket Field Building Renovation

Fiscal Year:

2020

Project Description and Considerations

Park and Recreation completed a feasibility study of the Cricket Field building with PPBC in March 2012. The study looked at (1) renovation of the building for current uses; (2) renovation of the building for year-round use; (3) construction of new building at same location; (4) construction of new building elsewhere on site. For the renovation options, code upgrades, including ADA, are included. Extensive work on the grounds is also required for accessibility. "Option 1 Modified" is used for the request, which is an update of the current layout for seasonal use only and a septic field. Option 1, without modifications, or a new modular building would be more than \$100,000 of additional costs. The design costs would also include a survey that is required for a building permit.

Since the 2012 study, Park and Recreation now has an indoor programming space at the Rosemary Recreation Complex. The Cricket building is still needed for a summer program site as well as interior space for Needham High School sports, but some of the interior features can be simplified reducing the cost of construction.

The original estimate was created in 2012 by consultant Bargmann Hendrie + Archetype, Inc. , with a 10% contingency. It is recommended to escalate the estimate by 5% annually, or review if a significant period of time passes. The numbers in this request have therefore been increased from the original estimate. The design/engineering costs were based on 20% of total project estimate.

The building is currently used for (a) Park and Recreation summer program; (b) Needham High Girls Soccer and Girls Lacrosse; (c) storage for Park and Recreation programs; and (d) storage for DPW Parks and Forestry. It is hoped that the building could be utilized for these purposes, and that public restrooms for those using the playgrounds or athletic fields would be available. The chosen option would also create an accessible building, and site work would add appropriate accessible parking. Approval of a new septic system as opposed to a sewer system would help reduce the cost of construction. The 1964 wood structure building is approximately 1,250 square feet. Without renovations, it will become more difficult to use it for the summer program, which would also be a loss of revenue of approximately \$30,000 as it isn't likely another site in Town would be available to accommodate the program. Donations have been made for other projects at the park, totaling about \$200,000. Those projects include the rebuilding of the athletic fields, addition of new playground equipment, and a bubbler and garden with park benches.

Any portion of the project related to outdoor recreation would be eligible for CPA funding, but indoor recreation is not eligible. Permits would be required from the Needham Health Department and the Planning Board. The costs do not include any unanticipated requirements of the permits. At some point, without renovation, the building will not be available for use by Park and Recreation for its summer program or by Needham High School Athletics. The loss of the summer program location would lead to a loss in revenue. Costs to use Cricket Field would increase for Needham High Athletics.

Currently, the building's restrooms are only used by Park and Recreation's summer program, as well as the Needham High teams. No other park user has access to the restrooms, so creating restrooms that are available to the park will increase the cost for cleaning by an outside firm as additional days would be needed for cleaning.

Department Capital Submission

Capital Project Request									
Project Title: Pollard School Improvements					Fiscal Year: 2027				
Purpose:	Construction		Classification:	Building		Status:	Same Request from the Prior CIP		
Department:	Needham Public Schools					Supports:	Public Education		
Partners:	Massachusetts School Building Authority; PPBC					Useful Life:	More than twenty-five (25) years		
Parameters							Response		
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes		
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No		
3. Does this project require any permitting by any Town or State agency?							Yes		
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?							Yes		
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?							Yes		
6. If funded, will additional permanent staff be required?						Total New FTE's:	No		
7. If funded, will the operating budget need to be increased to cover operating expenses?							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		
19. If funded, will this project increase the operating expense for any other department?							Yes		
Project Cost:	\$101,239,500		How was the Project Cost Determined:		Hired Consultant				
Budget Impact:	May increase annual operating expenses by more than \$100,000								
Project Budget Elements		Project Budget	2020	2021	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
\$101,239,500									FY2020

Department Capital Submission

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 exist 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 Server & 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.

Preliminary Project Schedule:

Feasibility Study: FY27

Schematic Design/Project Funding Year: FY28

Pollard Moves to Swing Space: FY29

Construction: FY29-30

Department Capital Submission

Capital Project Request			
Project Title:	Pollard School Improvements	Fiscal Year:	2027

Supplemental Information

Preliminary Budget:

Project costs based on Dore & Whittier Facilities Assessment, 2014. The total project cost is updated to reflect the following cost escalator factors: 6%/year (FY14-FY16), 5.0%/year (FY17-18), 10.0%/year (FY19-20), and 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.

Building Improvements: The PPBC and Public Facilities Department support this request.

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; Public Facilities Maintenance & Custodial.

Operating Budget Increase for Another Department: See above.

Pollard Improvements

Dore & Whittier, Comprehensive Facilities Assessment, 2014

From Condition Assessment - Pollard Long-Term Improvements

	Construction
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 Classroom 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 Sewer & Water Line Connections	153,300
Subtotal Condition Assessment Cost	17,805,235

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)

Department Capital Submission

Capital Project Request					
Project Title:	Pollard School Improvements			Fiscal Year:	2027
General Conditions Allowance	1,780,524	10% of construction	6.00%	FY15 & FY16	
Escalation to Mid Point of Construction	39,099,618	15 Yrs to 2029	5.00%	FY17 & FY18	
Subtotal A Construction	58,685,376		10.00%	FY19 & FY20	
			8.00%	After FY20	
Bonds	586,854	1% of Subtotal A			
Insurance	586,854	1% of Subtotal A			
Subtotal B Construction	59,859,084				
Fee	534,157	3% of Condition Assessment Cost			
Design & Pricing	8,978,863	15% of Subtotal B			
Total Construction Cost	69,372,103				
Project Contingency - Construction	10,405,816	15% of Total Construction			
Project Contingency - Owner	3,468,605	5% of Total Construction			
Subtotal Contingency	13,874,421				
Soft Cost (OPM, A/E, Survey, etc)	17,343,026	25% of Total Construction			
FF&E	-				
Total	100,589,550				
<u>Summary</u>					
Construction Cost	69,372,103				
Project Contingency	13,874,421				
Soft Cost	17,343,026				
FF&E	-				
Total	100,589,550	(Excluding Feasibility)			
	Total	Rounded Total			
Feasibility	650,000	650,000			
Schematic Design	13,874,421	13,874,400			
Construction	79,777,919	79,777,900			
Owners Project Contingency (Other)	3,468,605	3,468,600			
Construction Management	3,468,605	3,468,600			
Total	101,239,550	101,239,500			

Department Capital Submission

Capital Project Request									
Project Title: Renovate Mitchell Elementary School						Fiscal Year: 2021			
Purpose:	Construction	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Massachusetts School Building Authority; PPBC			Useful Life:	More than twenty-five (25) years				
Parameters									Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									No
3. Does this project require any permitting by any Town or State agency?									Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									Yes
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									Yes
6. If funded, will additional permanent staff be required?									Total New FTE's: 4 Yes
7. If funded, will the operating budget need to be increased to cover operating expenses?									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
19. If funded, will this project increase the operating expense for any other department?									Yes
Project Cost:	\$112,524,200	How was the Project Cost Determined:			Hired Consultant				
Budget Impact:	May increase annual operating expenses by more than \$100,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$650,000		\$650,000					
Design/Engineering		\$15,538,900				\$15,538,900			
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$89,349,500				\$89,349,500			
Construction Management		\$3,884,700				\$3,884,700			
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$3,101,100				\$3,101,100			
Other Expenses		\$0							
TOTAL		\$112,524,200	\$0	\$650,000	\$0	\$111,874,200	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request			
Project Title:	Renovate Mitchell Elementary School	Fiscal Year:	2021

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 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. During construction, the school would need to occupy swing space at Hillside School.

A possible schedule for the Mitchell Elementary School Renovation project is shown below, based on Needham's experience with the Hillside Renovation Project with MSBA. A parallel project to update the Hillside Elementary School as swing space is presented separately. The total cost of the project may vary from the existing estimates, based on the combined scope and MSBA's participation in the Mitchell project development.

Potential Schedule

Submit SOI to MSBA (FY20) Feb 20 Apr 20
MSBA Board Meeting to Vote SOI (FY21) Apr 20 Aug 20
Feasibility (FY21-22) Oct 20 STM
Funding Oct 20 STM
Bidding Feasibility Oct 20 Dec 20
Designer Selection w/ MSBA Jan 21 Mar 21
Feasibility Study Mar 21 Jun 22
PDP Mar 21 Aug 21
PSR Sept 21 Jan 22
MSBA Board Meeting to Accept Feasibility Jan 22
Schematic Design Mitchell (FY22-23)
Schematic Design Jan 22 Jun 22
DRT Review Feb 22
MSBA/DESE Review May 22 Jun 22
Submit Schematic Design to MSBA Jun 22
Needham Boards Approve Schematic Design Jun 22 July 22
MSBA Board Meeting July 22

Project Funding (FY23)
Submit Ballot Question to Secretary of State Aug 22
Special Town Meeting Oct 22
Override Ballot Question Nov 22
Project Funding Agreement Nov 22 Dec 22
Design Development (FY23)
Design Development & Review Dec 22 June 23
MSBA Review & Approval May 23 Jun 23
Construction Documents (FY24-FY24)
60% Construction Documents Developed Jul 23 Oct 23
60% Submittal to MSBA Oct 23
90% Construction Documents Developed Nov 23 Jan 24
90% Submittal to MSBA Jan 24
Completion of Construction Docs Mar 24
Bidding Documents/Procurement (FY24-FY25) Apr 24 July 25
Construction (FY25-27) Aug 24 Aug 26
New Building Opens (FY27) Sept 26

This project has been updated to reflect the following cost escalator factors: 6%/year (FY14-FY16), 5.0%/year (FY17-18), 10.0%/year (FY19-20), and 8%/year thereafter.

Parameters Addressed:

Project Costs Not Included: Cost of Design and Construction of Combined Project.

Permitting: As required by Town Boards.

Technology: The School IT Department is in support of this request. The estimated project cost includes an FF&E budget for this new facility, including classroom technology.

Building Improvements: The PPBC and Public Facilities Department support this request.

FTE: Estimate 2.0 Additional Custodians; 2.0 Additional Crossing Guards, Similar to Hillside.

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

Department Capital Submission

Capital Project Request

Project Title: Renovate Mitchell Elementary School

Fiscal Year:

2021

Supplemental Information

Parameters Addressed:

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management; Public Facilities Maintenance & Custodial.

Operating Budget Increase for Another Department: See above.

This project is revised from the previous request to reflect a 10% cost escalator for FY19 and FY20 (due to construction labor market trends and tariffs) and 8% thereafter, based on advice from the PPBC.

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 2026 (FY27)

82,227 SF Building		Feasibility	Construction*	A/E	FF&E	Constr Mgmt	Total	Cost/SF
<u>FY14 Project Cost (D&W) - Mitchell</u>		<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	650,000	36,868,538	6,411,864	1,279,632	1,602,966	46,813,000	\$569
6.00%	FY16 Cost Multiplier	650,000	39,080,651	6,796,576	1,356,410	1,699,144	49,582,780	\$603
5.00%	FY17 Cost Multiplier	650,000	41,034,683	7,136,404	1,424,230	1,784,101	52,029,419	\$633
5.00%	FY18 Cost Multiplier	650,000	43,086,417	7,493,224	1,495,442	1,873,306	54,598,390	\$664
10.00%	FY19 Cost Multiplier	650,000	47,395,059	8,242,547	1,644,986	2,060,637	59,993,229	\$730
10.00%	FY20 Cost Multiplier	650,000	52,134,565	9,066,802	1,809,485	2,266,700	65,927,552	\$802
8.00%	FY21 Cost Multiplier	650,000	56,305,330	9,792,146	1,954,244	2,448,036	71,149,756	\$865
8.00%	FY22 Cost Multiplier	650,000	60,809,757	10,575,517	2,110,583	2,643,879	76,789,736	\$934
8.00%	FY23 Cost Multiplier	650,000	65,674,537	11,421,559	2,279,430	2,855,390	82,880,915	\$1,008
8.00%	FY24 Cost Multiplier	650,000	70,928,500	12,335,284	2,461,784	3,083,821	89,459,389	\$1,088
8.00%	FY25 Cost Multiplier	650,000	76,602,780	13,322,106	2,658,727	3,330,527	96,564,140	\$1,174
8.00%	FY26 Cost Multiplier	650,000	82,731,003	14,387,875	2,871,425	3,596,969	104,237,271	\$1,268
8.00%	<u>FY27 Cost Multiplier</u>	<u>650,000</u>	<u>89,349,483</u>	<u>15,538,905</u>	<u>3,101,139</u>	<u>3,884,726</u>	<u>112,524,253</u>	<u>\$1,368</u>
13 Years	TOTAL PROJECT COST	650,000	89,349,483	15,538,905	3,101,139	3,884,726	112,524,253	1,368
	TOTAL COST (ROUNDED)	650,000	89,349,500	15,538,900	3,101,100	3,884,700	112,524,300	\$1,368

* Excludes modular temporary classrooms

Square Footage 82,227

	FY21	FY23	FY24
Feasibility	650,000		650,000
Arch/Engineering		15,538,900	15,538,900
Construction	0	89,349,500	89,349,500
Construction Management		3,884,700	3,884,700
<u>FF&E</u>		<u>3,101,100</u>	<u>3,101,100</u>
Total	650,000	111,874,200	- 112,524,200

Department Capital Submission

Capital Project Request									
Project Title: Renovate Hillside Elementary School as Swing Space for School Construction Projects						Fiscal Year: 2020			
Purpose:	Construction	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	PPBC			Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	4	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$28,599,900	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	May increase annual operating expenses by more than \$100,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$225,000	\$100,000						\$125,000	
Design/Engineering	\$3,922,800		\$3,922,800						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$21,016,700			\$21,016,700					
Construction Management	\$980,700			\$980,700					
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$2,454,700			\$2,454,700					
Other Expenses	\$0								
TOTAL	\$28,599,900	\$100,000	\$3,922,800	\$24,452,100	\$0	\$0	\$0	\$125,000	
\$0								FY2020	

Department Capital Submission

Capital Project Request

Project Title: Renovate Hillside Elementary School as Swing Space for School Construction Projects

Fiscal Year: 2020

Project Description and Considerations

This is a project to modernize the existing Hillside School for use as swing space for other school projects, after the new Sunita Williams Elementary School opens in September 2020 (FY21.) A potential schedule for use of this facility as swing space is: Use A Emery Grover Renovation (Aug '22 - July '24), Use B Mitchell Renovation (Aug '24 - June '26), and Use C Pollard Renovation (Aug '28 - Aug '29.) This schedule assumes that modernization will occur in multiple phases, with minor interior modifications occurring for the Emery Grover occupation, and more substantial modifications occurring to accommodate the Mitchell and Pollard School populations.

Given the long time-line and design variables associated with this project, the potential project schedule below reflects interim uses A (Emery Grover) and B (Mitchell School) only. The overall project cost also is a placeholder, based on the "Option A" 'Base Repair' project estimate developed by Dore & Whittier Architects in 2014, which updates all major building systems to comply with current codes and reulgations. The scope, timeline and budget of a final project would depend on the outcome of the feasibility studies below and could take various forms. (For example, an alternate project could tear down the facility and construct a modular classrooms campus.) The scope of the 'Option A' base repair budget does NOT include adding the modular classrooms that would be needed to accommodate the Mitchell School population or a full grade of Pollard students. The Feasibility Study scope should include a comparative analysis of the relative cost effectiveness of an alternate project to demolish the school and create modular swing space on this site, should reflect the smallest renovation scope possible, and should include the needed modular component.

This project is revised from prior years to reflect the timeline below and the following cost escalators: 6%/year (FY14-FY16). 5.0%/year (FY17-18). 10.0%/year (FY19-20). and 8%/year thereafter Potential Schedule

Feasibility/Funding for Interim Uses A & B (FY20) May 19 ATM
Funding for Detailed Design (FY21) May 20 ATM
Design/Bidding May 20 Aug 20
Schematic Design for Interim Uses (Phases A, B, C) Sept 20 Mar 21
Funding for Construction Interim Use A (FY22) May 21 ATM
Detailed Design & Bidding Phase A May 21 Oct 22
Interim Use B School Administration Construction/Repairs Nov 21 May 22
Move School Administration to Hillside June 22 July 22
School Administration Occupies Hillside Aug 22 July 24

Funding for Construction Interim Use B (FY23) Oct 22 ATM
Design/Development/Exterior/Modulars Jan 23 June 23
Construction Documents/Exterior/Modulars July 23 Oct 23
Bidding Nov 23 Dec 23
Exterior Construction Jan 24 Aug 24
Modular Relocation & Interior Renovation June 24 Aug 24
Feasibility/Funding for Interim Use C (FY26) May 25 ATM
Mitchell School Occupies Hillside Sept 24 July 26
Remaining Schedule and Budget to be Determined by Feasibility Study

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

Technology: The School Instructional Technology Department is in support of this request. The estimated project cost includes an FF&E budget for this new facility, including classroom technology.

Building Improvements: The PPBC supports this request.

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

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management; Public Facilities Maintenance & Custodial.

Operating Budget Increase for Another Department: See above.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance by more than \$100,000/year. This is a placeholder estimate.

Department Capital Submission

Capital Project Request

Project Title: Renovate Hillside Elementary School as Swing Space for School Construction Projects

Fiscal Year:

2020

Supplemental Information

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

45,005 SF Building		Feasibility	Construction*	A/E	FF&E	Constr Mgmt	Total	Cost/SF
FY14 Project Cost (D&W)		225,000	8,835,814	1,649,200	1,032,000	412,300	12,154,314	\$270.07
TOTAL		225,000	8,835,814	1,649,200	1,032,000	412,300	12,154,314	\$270.07
		2%	73%	14%	8%	3%	100%	
6.00%	FY15 Cost Multiplier		9,365,963	1,748,152	1,093,920	437,038	12,645,073	\$280.97
6.00%	FY16 Cost Multiplier		9,927,921	1,853,041	1,159,555	463,260	13,403,777	\$297.83
5.00%	FY17 Cost Multiplier		10,424,317	1,945,693	1,217,533	486,423	14,073,966	\$312.72
5.00%	FY18 Cost Multiplier		10,945,532	2,042,978	1,278,410	510,744	14,777,664	\$328.36
10.00%	FY19 Cost Multiplier		12,040,086	2,247,276	1,406,251	561,819	16,255,431	\$361.19
10.00%	FY20 Cost Multiplier	100,000	13,244,094	2,472,003	1,546,876	618,001	17,980,974	\$399.53
8.00%	FY21 Cost Multiplier	100,000	14,303,622	2,669,763	1,670,626	667,441	19,411,452	\$431.32
8.00%	FY22 Cost Multiplier	100,000	15,447,912	2,883,345	1,804,276	720,836	20,956,368	\$465.65
8.00%	FY23 Cost Multiplier	100,000	16,683,745	3,114,012	1,948,618	778,503	22,624,877	\$502.72
8.00%	FY24 Cost Multiplier	100,000	18,018,444	3,363,133	2,104,507	840,783	24,426,868	\$542.76
8.00%	FY25 Cost Multiplier	100,000	19,459,920	3,632,184	2,272,868	908,046	26,373,017	\$586.00
8.00%	FY26 Cost Multiplier	225,000	21,016,713	3,922,758	2,454,697	980,690	28,599,858	\$635.48
9 Years	TOTAL PROJECT COST	225,000	21,016,713	3,922,758	2,454,697	980,690	28,599,858	\$502.72
	TOTAL COST (ROUNDED)	225,000	21,016,700	3,922,800	2,454,700	980,700	28,599,900	\$635.48

* Excludes modular temporary classrooms

Square Footage 45,005

	FY20	FY21	FY23	FY26	Total
Feasibility	100,000			125,000	225,000
Arch/Engineering		3,922,800			3,922,800
Construction			21,016,700		21,016,700
Construction Management			980,700		980,700
FF&E	0	-	2,454,700	0	2,454,700
Total	100,000	3,922,800	24,452,100	125,000	28,599,900

Department Capital Submission

Capital Project Request									
Project Title: Renovate/Reconstruct Emery Grover Building at Highland Avenue Location						Fiscal Year: 2021			
Purpose:	Construction	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Community Preservation Fund; PPBC			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:			
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$19,348,500	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	May increase annual operating expenses by more than \$100,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$1,967,300		\$1,967,300						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$14,690,000			\$14,690,000					
Construction Management	\$146,300		\$146,300						
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$805,600			\$805,600					
Technology Hardware/Software	\$0								
Other Expenses	\$1,739,300			\$1,739,300					
TOTAL	\$19,348,500	\$0	\$2,113,600	\$17,234,900	\$0	\$0	\$0	\$0	
\$0								FY2020	

Department Capital Submission

Capital Project Request			
Project Title:	Renovate/Reconstruct Emery Grover Building at Highland Avenue Location	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. Emery Grover is on the National Register of Historic Buildings.

This request is for the renovation of the existing Emery Grover building at its present location. Pending Special Town Meeting funding approval in October, 2018, a feasibility study will be conducted to evaluate the various alternatives for completing this project, including: 1) full renovation and addition; 2) complete demolition and new construction; 3) preservation of one or more facades with new construction behind and 4) the sale and relocation of School District administration to leased/purchased space. The study will determine the structure's suitability for school needs, will provide recommendations for programmatic or zoning needs, will address temporary relocation requirements and cost, and will identify how each alternative is categorized with regard to CPA funding and any required local, state and national approvals.

A preliminary budget and schedule for a renovation project is presented below, based on a pre-feasibility study performed in 2013 by DesignLAB Architects. The budget assumes that the building will be reconstructed at its current location and that Community Preservation Act funding would cover approximately 67% of construction and related soft costs. It also includes funds to temporarily re-locate staff to swing space during construction. The construction schedule would be delayed by approximately one year if full demolition of the existing structure were required.

Preliminary Project Schedule:

Pre-Feasibility Study: FY14

Feasibility Study: FY19 (Oct '18 STM) - Jan '19 - April '20

Design Funding: FY21 (May '20 ATM)

Design: Jun '20 - Dec '21

Construction Funding: FY22 (Oct '21 STM)

Bidding: Jan '22 - May '22

Emery Grover Occupies Swing Space: Aug '22 (Move-In) - June '24

Construction: Aug '22 - June '24 (24 Months)

New Building Opens: (FY25) July '24

Project Budget:

The above referenced project budget excludes \$30,000 approved at May 2013 Annual Town Meeting and \$130,000 to be requested at October 2018 Special Town Meeting for feasibility design. The "Other Expenses" category includes \$1,669,200 to occupy leased swing space for one year, while the building is being renovated, plus \$70,100 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 escalation to the mid-point of construction, using 6%/year (FY14-FY16), 5.0%/year (FY17-18), 10.0%/year (FY19-20), and 8%/year thereafter.

This project is revised from the previous request to reflect an August '22 move in date to Hillside swing space, based upon the current Police/Fire use of the existing Hillside building, and to reflect a 10% cost escalator for FY19 and FY20 (due to construction labor market trends and tariffs) and 8% thereafter, based on advice from the PPBC. It is likely that the final design budget will need to include 2% construction management expense (compared to 1%), but that adjustment is not reflected above, in order to preserve the integrity of the source information.

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

Department Capital Submission

Capital Project Request

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

Fiscal Year: 2021

Supplemental Information

Building Improvements: The PPBC and Public Facilities Department support this request.

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.

CPC: Funding application to be submitted.

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management

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.

Emery Grover Renovation Cost Estimated, Based on 2013 DesignLab Study

21,235 SF Building	Feasibility	Construction	A/E	Constr Mgmt	Temporary	FF&E	Other	Total	Cost/SF	Less CPA @ 67%	Net Cost
FY13 Project Cost (DesignLab)	-	7,339,550	982,906	73,120	834,000	402,500	35,000	9,667,076		8,350,000	1,317,076
TOTAL	-	7,339,550	982,906	73,120	834,000	402,500	35,000	9,667,076	\$455	8,350,000	1,317,076
	0%	76%	10%	1%	9%	4%	0%	100%			
6.00% FY14 Cost Multiplier @ 6%	-	7,779,923	1,041,880	77,507	884,040	426,650	37,100	10,247,101	\$483	8,350,000	1,897,101
6.00% FY15 Cost Multiplier @ 6%	-	8,246,718	1,104,393	82,158	937,082	452,249	39,326	10,861,927	\$512	8,350,000	2,511,927
6.00% FY16 Cost Multiplier @ 6%	-	8,741,521	1,170,657	87,087	993,307	479,384	41,686	11,513,642	\$542	8,350,000	3,163,642
5.00% FY17 Cost Multiplier @ 5%	-	9,178,598	1,229,190	91,441	1,042,973	503,353	43,770	12,089,324	\$569	8,350,000	3,739,324
5.00% FY18 Cost Multiplier @ 5%	-	9,637,527	1,290,649	96,014	1,095,121	528,521	45,958	12,693,791	\$598	8,350,000	4,343,791
10.00% FY19 Cost Multiplier @ 10%	-	10,601,280	1,419,714	105,615	1,204,633	581,373	50,554	13,963,170	\$658	8,350,000	5,613,170
10.00% FY20 Cost Multiplier @ 10%	-	11,661,408	1,561,685	116,176	1,325,097	639,510	55,610	15,359,487	\$723	8,350,000	7,009,487
8.00% FY21 Cost Multiplier @ 8%	-	12,594,321	1,686,620	125,470	1,431,105	690,671	60,058	16,588,245	\$781	8,350,000	8,238,245
8.00% FY22 Cost Multiplier @ 8%	-	13,601,867	1,821,550	135,508	1,545,593	745,925	64,863	17,915,305	\$844	8,350,000	9,565,305
8.00% FY23 Cost Multiplier @ 8%	-	14,690,016	1,967,274	146,349	1,669,240	805,599	70,052	19,348,529	\$911	8,350,000	10,998,529
8 TOTAL PROJECT COST	-	14,690,016	1,967,274	146,349	1,669,240	805,599	70,052	19,348,529	\$911	8,350,000	10,998,529
TOTAL COST (ROUNDED)	-	14,690,000	1,967,300	146,300	1,669,200	805,600	70,100	19,348,500	\$911	8,350,000	10,998,500

Square Footage 21,235

Note - costs escalated at rates shown above, to midpoint of construction (FY23). FY14 & FY19 are feasibility funding years.

Project Funding Schedule	FY14	FY19	FY21	FY22	FY14-22 Total
Pre-Design	30,000	130,000			-
Engineering & Design			1,967,300		1,967,300
Construction	0	-		14,690,000	14,690,000
Construction Management			146,300		146,300
FF&E				805,600	805,600
Other	0	-	-	1,739,300	1,739,300
Total	30,000	130,000	2,113,600	17,234,900	19,348,500
			Plus Feasibility Design:		160,000
					19,508,500

Department Capital Submission

Capital Project Request									
Project Title: Eliot School Technology Room Conversion						Fiscal Year: 2021			
Purpose:	Construction	Classification:	Building	Status:	New Request				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Public Facilities			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:			
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$179,300	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$28,500		\$28,500						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$108,100		\$108,100						
Construction Management	\$7,100		\$7,100						
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$35,600		\$35,600						
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$179,300	\$0	\$179,300	\$0	\$0	\$0	\$0	\$0	
\$0								FY2020	

Department Capital Submission

Capital Project Request	
Project Title: Eliot School Technology Room Conversion	Fiscal Year: 2021
<u>Project Description and Considerations</u>	
The School Committee is planning for the implementation of Full-Day Kindergarten (FDK) in September, 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed. These modifications include the conversion of a technology lab at the Eliot School to a classroom. According to the analysis, the additional classroom will be needed in September, 2019, however, this request would complete that conversion in September, 2021. The same analysis also called for the construction of up to six modular classrooms at that school, which are presented in a separate capital request. This project is to provide funding to convert the existing technology lab at Eliot Elementary School to a classroom to meet that need. Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20), and 8%/year thereafter. <u>Preliminary Project Schedule:</u> Funding for Detailed Design & Construction: FY21 (Oct '20 - STM) Detailed Design & Bidding: Nov '20 - May '21 Construction: June '21 - Aug '21 New Classroom Opens: (FY22) - Sept '21 <u>Parameters Addressed:</u> Permitting: As required by Town Boards. Technology: The School Instructional Technology Department is in support of this request. The estimated cost includes an FF&E budget for this project, including classroom technology. Building Improvements: The Public Facilities Department supports this request. Other Departmental Assistance: Public Facilities.	

Department Capital Submission

Capital Project Request

Project Title: Eliot School Technology Room Conversion

Fiscal Year:

2021

Supplemental Information

Eliot School Technology Room Conversion

900 sf	Feasibility	Construction*	A/E	FF&E	Constr Mgnt	Total	\$/ sf
FY18 Project Cost (D&W)	-	91,000	24,000	30,000	6,000	151,000	167.78
TOTAL	-	91,000	24,000	30,000	6,000	151,000	167.78
	0%	60%	16%	20%	4%	100%	
10.00% FY19 Cost Multiplier @ 5%	-	91,000	24,000	30,000	6,000	151,000	167.78
10.00% FY20 Cost Multiplier @ 5%	-	100,100	26,400	33,000	6,600	166,100	184.56
8.00% FY21 Cost Multiplier @ 5%	-	108,108	28,512	35,640	7,128	179,388	199.32
3 Years TOTAL PROJECT COST	-	108,108	28,512	35,640	7,128	179,388	199.32
TOTAL COST (ROUNDED)	-	108,100	28,500	35,600	7,100	179,400	199.33

* Excludes modular temporary classrooms

	FY20	FY21	Total
Feasibility	-	-	-
Arch/Engineering		28,500	28,500
Construction		108,100	108,100
Construction Management		7,100	7,100
FF&E	0	35,600	35,600
Total	-	179,300	179,300

D&W Estimated Cost (including escalation)	164,500
Less Escalation	(13,500)
Subtotal	151,000

Department Capital Submission

Capital Project Request									
Project Title: Eliot Modular Classrooms					Fiscal Year: 2021				
Purpose:	Construction	Classification:	Building	Status:	New Request				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	PPBC			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$4,037,900	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	May increase annual operating expenses between \$25,001 and \$50,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$556,700		\$556,700						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$3,266,300			\$3,266,300					
Construction Management	\$12,800			\$12,800					
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$202,100			\$202,100					
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$4,037,900	\$0	\$556,700	\$3,481,200	\$0	\$0	\$0	\$0	
\$0								FY2020	

Department Capital Submission

Capital Project Request	
Project Title: Eliot Modular Classrooms	Fiscal Year: 2021
<u>Project Description and Considerations</u>	
The School Committee is planning for the implementation of Full-Day Kindergarten (FDK) in September, 2019, as well as the potential for significant enrollment growth in the Eliot neighborhood resulting from new development. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications would be needed to accommodate the projected number of classrooms needed under those assumptions. These modifications include the conversion of a technology lab to a classroom and the installation of six modular classrooms at the Eliot School. This request would install six modular classrooms at the school. (The lab conversion project is presented as a separate capital request.) The modular classrooms (in combination with the lab conversion) would allow the school to meet the following projected need for classrooms: one additional classroom by 2020/21; two classrooms by FY2023/24; four classrooms by 2025/26; five classrooms by 2026/27, and a total of seven classrooms by 2029/30. Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20), and 8%/year thereafter. <u>Preliminary Project Schedule:</u> Funding for Detailed Design: FY21 (May '20 ATM) Detailed Design & Bidding: June '20 - Apr '21 Funding for Construction: FY22 (May '21 ATM) Site Work/ Construction: June '21 - Aug '23 (24 Months, Due to Tight Site) New Classrooms Open: (FY24) - Sept '23 <u>Parameters Addressed:</u> Permitting: As required by Town Boards. Technology: The School Instructional Technology Department is in support of this request. The estimated project cost includes an FF&E budget for this new facility, including classroom technology. Operating Budget Increase: Utilities. This placeholder estimate to be revised during design. Other Departmental Assistance: PPBC Project Management Operating Budget Increase: Utilities. This placeholder estimate to be revised during design process.	

Department Capital Submission

Capital Project Request

Project Title: Eliot Modular Classrooms

Fiscal Year:

2021

Supplemental Information

Eliot School Modular Classrooms (6 @ 1,200 sf/each) & Renovation of Existing Technology Lab

10,000 sf	Construction (1)	A/E (2)	FF&E	Constr Mgnt (3)	Total	Cost/SF
FY18 Project Cost (D&W) - Combined	2,515,500	437,250	180,000	15,500	3,148,250	314.83
<u>Less Tech Room Conversion - Separate</u>	<u>91,000</u>	<u>24,000</u>	<u>30,000</u>	<u>6,000</u>	<u>151,000</u>	<u>167.78</u>
TOTAL	2,424,500	413,250	150,000	9,500	2,997,250	147.05
10.00% FY19 Cost Multiplier @ 5%	2,545,725	433,913	157,500	9,975	3,147,113	314.71
10.00% FY20 Cost Multiplier @ 5%	2,800,298	477,304	173,250	10,973	3,461,824	346.18
8.00% FY21 Cost Multiplier @ 5%	3,024,321	515,488	187,110	11,850	3,738,770	373.88
<u>8.00% FY22 Cost Multiplier @ 5%</u>	<u>3,266,267</u>	<u>556,727</u>	<u>202,079</u>	<u>12,798</u>	<u>4,037,871</u>	<u>403.79</u>
4 Years TOTAL PROJECT COST	3,266,267	556,727	202,079	12,798	4,037,871	403.79
TOTAL COST (ROUNDED)	3,266,300	556,700	202,100	12,800	4,037,900	403.79

(1) Construction includes site, modulares, renovation construction cost and contingencies

(2) A/E includes soft costs and 80% of owners' direct costs (less FF&E.)

(3) Construction management includes 20% of owners' direct costs (less FF&E.)

	FY21	FY22	Total
Fesibility			-
Arch/Engineering	556,700		556,700
Construction		3,266,300	3,266,300
Construction Management		12,800	12,800
<u>FF&E</u>	<u>-</u>	<u>202,100</u>	<u>202,100</u>
	556,700	3,481,200	4,037,900

	Modulars	Tech Room
D&W Estimated Cost (including escalati	3,728,750	164,500
<u>Less Escalation</u>	<u>(580,500)</u>	<u>(13,500)</u>
Subtotal	3,148,250	151,000

Department Capital Submission

Capital Project Request									
Project Title: Broadmeadow School Technology Room Conversion						Fiscal Year: 2022			
Purpose:	Construction	Classification:	Technology	Status:	New Request				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Public Facilities			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$213,100	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$33,900			\$33,900					
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$128,400			\$128,400					
Construction Management	\$8,500			\$8,500					
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$42,300			\$42,300					
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$213,100	\$0	\$0	\$213,100	\$0	\$0	\$0	\$0	
\$0								FY2020	

Department Capital Submission

Capital Project Request

Project Title: Broadmeadow School Technology Room Conversion

Fiscal Year: 2022

Project Description and Considerations

The School Committee is planning for the implementation of Full-Day Kindergarten (FDK) in September, 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed. These modifications include the conversion of a technology lab at the Broadmeadow School to a classroom, effective for the 2022/23 School Year.

This project is to provide funding to convert the existing technology lab at Broadmeadow Elementary School to a classroom to meet that need. Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20), and 8%/year thereafter.

Preliminary Project Schedule:

Funding for Detailed Design & Construction: FY22 (Oct '21 STM)

Detailed Design & Bidding: Nov '21 - May '22

Construction: June '22 - Aug '22

New Classroom Opens: (FY23) - Sept '22

Parameters Addressed:

Permitting: As required by Town Boards.

Technology: The School Instructional Technology Department is in support of this request. The estimated cost includes an FF&E budget for this project, including classroom technology.

Building Improvements: The Public Facilities Department supports this request.

Other Departmental Assistance: Public Facilities.

Department Capital Submission

Capital Project Request

Project Title: Broadmeadow School Technology Room Conversion

Fiscal Year:

2022

Supplemental Information

Broadmeadow School Technology Room Conversion

900 sf	Feasibility	Construction*	A/E	FF&E	Constr Mgnt	Total	Cost/SF
FY18 Project Cost (D&W)	-	91,000	24,000	30,000	6,000	151,000	167.78
TOTAL	-	91,000	24,000	30,000	6,000	151,000	167.78
	0%	60%	16%	20%	4%	100%	

10.00%	FY19 Cost Multiplier	-	100,100	26,400	33,000	6,600	166,100	184.56
10.00%	FY20 Cost Multiplier	-	110,110	29,040	36,300	7,260	182,710	203.01
8.00%	FY21 Cost Multiplier	-	118,919	31,363	39,204	7,841	197,327	219.25
8.00%	FY22 Cost Multiplier	-	128,432	33,872	42,340	8,468	213,113	236.79
4 Years	TOTAL PROJECT COST	-	128,432	33,872	42,340	8,468	213,113	236.79
	TOTAL COST (ROUNDED)	-	128,400	33,900	42,300	8,500	213,100	236.78

	FY20	FY21	FY22	Total
Fesibility	-			-
Arch/Engineering			33,900	33,900
Construction			128,400	128,400
Construction Management			8,500	8,500
FF&E	0	-	42,300	42,300
	-	-	213,100	213,100

D&W Estimated Cost (including escalation)	164,500
Less Escalation	(13,500)
Subtotal	151,000

Department Capital Submission

Capital Project Request									
Project Title: School Master Plan Supplement					Fiscal Year: 2020				
Purpose:	Design/Engineering	Classification:	Building	Status:	New Request				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	PPBC			Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$125,000	How was the Project Cost Determined:							
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$125,000	\$125,000							
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	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	
\$0								FY2020	

Department Capital Submission

Capital Project Request	
Project Title: School Master Plan Supplement	Fiscal Year: 2020
<u>Project Description and Considerations</u>	
Capital planning for the School Department has grown increasingly complex, given the pressing needs of accommodating Full-Day Kindergarten, providing capacity for a growing enrollment and repairing and renovating aging facilities. These needs have made it extremely difficult to prioritize from among the capital needs on the planning horizon: including a Mitchell Elementary School renovation to address building age/deficiencies; a recommended project to install up to six modular classrooms at the Eliot Elementary School to accommodate projected enrollment growth in that District; a small-scale retrofit to the Broadmeadow and Eliot Elementary Schools to provide needed capacity for Full Day Kindergarten, and a Pollard Renovation project to replace the modular classrooms (now at the end of their useful life), modernize spaces and provide enrollment capacity. In addition, the need to provide swing space for these projects and the potential use of the existing Hillside Elementary School on Glen Gary Road to meet this need, present intermediate scheduling and planning challenges. (These challenges are made more acute by the need to schedule around the planned use of this space as temporary headquarters for police/fire during renovation of their facility, and the fact that different retrofits will likely be needed to accommodate each use.) Meeting these various needs within available resources and reasonable timeframes will require the School Department to carefully consider all of the possibilities and options for prioritizing and scheduling building projects going forward. This request is for a master planning study of school facilities in FY20. The proposed study would develop recommendations for long-range school capital plans under different enrollment scenarios/ trajectories and the practical considerations of aging buildings. Potential recommendations could involve other buildings and/or non-building solutions like redistricting. The proposed study would complement the Needham 2025 effort, for which funding will requested at the October 2018 Special Town Meeting, and would provide an informational resource for the next Town-wide Master Planning Cycle. The purpose of the Needham 2025 study is to gain a better understanding of the impact of commercial and residential growth on the Town's infrastructure, including but not limited to: traffic, transportation, water, sewer, drains, roads and bridges, and school facilities, and to identify options for managing that impact. The Needham 2025 study, which is expected to be completed in FY19, will provide a general framework for more detailed master planning activities to be conducted in each area, which this study would be an example of. The in-depth analysis of school facility needs that could be provided for in this study also would be a valuable information resource for future Town-wide master planning efforts. Finally, the proposed study could complement, or even incorporate, the objectives of the Pollard Phased Improvements Feasibility Study, for which \$65,000 in funding was obtained in FY19. The purpose of that study, which has not yet been undertaken, was to determine whether or not it would be possible to phase the Pollard renovation project over multiple years with the goal of accelerating completion of the project and reducing the overall project cost. A particular emphasis was the Pollard modular classrooms, which are nearing the end of their useful life, but which are needed to meet the current program of studies for the projected enrollment. The study also was to look at the cost benefit of completing the science classrooms first to create swing space when the modular classrooms are demolished, examine strategies to maximize potential MSBA reimbursement for this project and, finally, estimate future need, based on long-term enrollment trends. In addition, some ongoing maintenance repair work may have reduced the scope of the overall project, such as the relocation of the administrative offices at Pollard, renovations to bathrooms and auditorium seating improvements. <u>Parameters Addressed:</u> Other Departmental Assistance: PPBC Project Management	

Department Capital Submission

Capital Project Request									
Project Title: Harris Ave Parking Lot					Fiscal Year: 2023				
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Informational Only Details Incomplete				
Department:	Public Works - Building Maintenance			Supports:	Transportation Network				
Partners:	School Department			Useful Life:	More than twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$525,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$25,000				\$25,000			
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		\$525,000	\$0	\$0	\$0	\$25,000	\$500,000	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Harris Ave Parking Lot

Fiscal Year:

2023

Project Description and Considerations

Project Summary

- The Pollard Middle School parking lot, located on Harris Avenue, is currently made up of two areas. The large, main parking lot is to the left and the area to the right is a temporary, paved bike parking lot that was converted to a temporary paved parking lot. It was not constructed with the intention of supporting automotive vehicles. Both parking lots suffer from structural deficiencies and lack of drainage. Additionally, there is need for more staff and visitor parking as a result of increased student population, as well as increased educational requirements. Currently, visitors park in the bus loop after hours or along the road.
- The first phase of this project is to design parking lot upgrades with the intention of capturing additional space where possible and repairing structural deficiencies to make the parking lot more sustainable. Construction is the second phase. This project will include the addition of drainage structures in compliance with the Town's National Pollution Discharge Elimination System (NPDES) permit.

Clarification of Questions

3. This request may be subject to Planning Review, Conservation Commission, Street Opening Permits, and Building Permits.
5. This is a Building Maintenance request.
16. The parking lot will be permanently installed.
18. This request will require support from Highway and the School Department.

Department Capital Submission

Capital Project Request									
Project Title: Public Works Infrastructure Program					Fiscal Year: 2020				
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Highway			Supports:	Transportation Network				
Partners:				Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$13,492,050	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$802,500	\$100,000	\$83,000	\$150,000	\$269,500	\$200,000		
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$12,689,550	\$2,069,550	\$2,332,000	\$2,128,000	\$3,255,000	\$2,905,000		
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL	\$13,492,050	\$2,169,550	\$2,415,000	\$2,278,000	\$3,524,500	\$3,105,000	\$0	\$0	

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year:

2020

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. This program consists of multiple categories, each with their own sub-projects.

Project Summaries

Street Resurfacing

- The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 15 to 20 years. Specialized surface treatments can be applied within this period of time to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI of under 70 for resurfacing and specialized treatment, under 60 for repair and renovation.
- 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. Installing a monolithic asphalt berm curb and/or granite curbing better defines the edge of the road, improves drainage, and protects the shoulder from erosion. The cost per lane mile for resurfacing in FY19 is \$84,500 or more per lane mile. A basic asphalt overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$65,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$5 per square yard.

Roadway Reconstruction

- The Town has 279 lane miles of accepted road that require maintenance. Road resurfacing may be the appropriate treatment to extend the useful life of a road, but conditions may require that a total reconstruction of the road is necessary to address structural issues within the road including drainage, grade, and subsurface material construction. This differs from the road rehabilitation program, as it requires more complete design and construction. Rehabilitation is similar to a house renovation whereas reconstruction is similar to a knock-down and rebuild. Roads do not just consist of the top layer of asphalt; they are complete systems that have their own foundation.
- The Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles, and overhead utilities. The physical condition of the road to be evaluated for improvement includes shape, foundation, and traffic volume. The roads being addressed are deficient in one or more of the areas listed. This relates to the nature of how the Town has evolved historically, with roads being constructed as opposed to being designed. This is a multi-year process which requires surveying, designing, utility evaluation, and construction.

Department Capital Submission

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year:

2020

Supplemental Information

Marked Tree

- The road condition is very poor due to age and utility work. The electric and gas work has been completed in recent years. The Town is finishing up a capital improvement project in this roadway for the water system. This road has asphalt curbing that is past its useful life and falling apart. The private properties that are connected to the road have some topographical challenges where there is a pitch to the driveways that is not ideal. There are sight distance concerns due to the curvature of the road. The road is only 20 feet wide and is used as a cut-through road.
- The work will widen the road, improve sidewalk width, install granite curbing, and make grading adjustments to lower road height for better access to private properties and provide better drainage. Reconstruction work will follow complete streets principals.

Sidewalk Program

- This program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 130 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 Town conducted a study to create a sidewalk condition index. The conclusions of that study identified 80 miles of sidewalk in a condition that would warrant reconstruction. 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. FY19 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$232,320 per mile (\$44.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$274,560 per mile (\$52.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Intersection Improvements

- Traffic signals, intersections, and signage require upgrades and reevaluation as infrastructure ages, technology improves, and methods of transportation change. The Engineering Division reviews intersections based on requests identified need from the Highway Division, and traffic patterns and infrastructure changes that put pressure on various intersections throughout Town.

Highland Avenue at West Street

- At this intersection there is aging traffic control infrastructure, with reliability issues. Traffic control signals have been damaged by several car accidents. The traffic control signals only have one timer, which allows for only one traffic pattern regardless of the time of day. This does not allow for the efficient flow of traffic for the intersection. This area is also less aesthetically pleasing.
- This work will include installing a new traffic signal system with modern technology that will better control the flow of traffic through the intersection, reducing back-ups of traffic. It will also follow the same aesthetic design principals as the downtown improvements. This intersection redesign will comply with complete streets principals.

Department Capital Submission

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year: 2020

Central Avenue at Great Plain Avenue

- There have been struggles with bringing appropriate traffic flow through the intersection since it was constructed in the 1990s due to property size limitations. There is a historic property on one corner that limits the design. The existing intersection design does not provide the ideal traffic patterns for multiple modes of transportation.
- This project will include geometric improvements and replacement/improvement of the traffic signal system. Installing a new traffic signal system that will include modern technology will better control the flow of traffic through the intersection, reducing back-ups of traffic. The layout of the intersection will be improved to increase traffic flow. This intersection redesign will comply with complete streets principals.

Bridge Repairs

- Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs.

Newell's Bridge

- Massachusetts Department of Transportation (MassDOT) issued a report on Newell's Bridge on Central Avenue to Dover, which indicated that the bridge is deficient and in need of repair. The Town will work with Dover to determine how to address these deficiencies. This bridge is on the MassDOT's Accelerated Bridge Program which is a state funding source for bridge repairs. Prior to receiving funding it is possible that the bridge's capacity may be down-graded at the next bridge inspection.
- If the bridge is downgraded, the Town will need to perform an evaluation of the bridge with its own engineering consultant. This is a stone arch bridge that is structurally supported by the contact of the stones that support the bridge. The evaluation of the bridge will include installing monitoring devices on the bridge to determine if the support structure is moving and by how much. If there is no capacity change of the bridge, then this funding will be redirected to street resurfacing.

Storm Drain Capacity Improvements

- The March 2002 Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Locations for improvements have been prioritized within the plan. Since the issuance of the 2002 Stormwater Master Plan, numerous multi-unit developments have been built or 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.

Ardmore Road and Hunnewell Street or Other Prioritized Projects

- Replace existing 12" drain pipe with a larger drain pipe to improve capacity for stormwater.

Concord Street and Burnside Road or Other Prioritized Projects

- Construct a new drain that will be connected to the recently extended Greendale Avenue drain project to provide capacity for stormwater.

Department Capital Submission

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year: 2020

Storm Drain System Repairs

- This program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. This project will provide funding for the Drains Division to address small projects related to the Labor Day 2013 storm drainage remediation.

470 South Street

- The existing concrete pipe is plugged with roots.
- Remove and replace with plastic pipe that is more resistant to root intrusion.

Brooks and Culverts

- There are aging draining infrastructures that require repair including 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 usable 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) has finalized stronger requirements for stormwater and permitting under the National Pollution Discharge Elimination System (NPDES) permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improving the water quality of brook and culverts to avoid fines from the EPA.

Rosemary Brook

- The section of the brook being addressed has sediment, vegetation, and eroded banks that cause flow capacity and water quality issues.
- Remove sediment and vegetation and repair and/or replace failing walls.

Alder Brook

- This is a category 5 impaired water body under NDPS. Category 5 is worst rating a water body can receive from the EPA. It required cleaning that will remove the phosphorus contaminated sediment and improve water quality.
- Remove sediment and vegetation, and repair/replace failing walls/culverts.

Guardrail

- Many of the Town's guardrails are noncompliant and DPW is preparing a plan internally to systematically upgrade existing guardrails to make them both compliant and aesthetically pleasing.

Department Capital Submission

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year:

2020

447 Dedham Avenue to Town Line

- The decorative guardrail that was installed over 40 years ago is not code compliant. The current guardrail does not meet state guidelines.
- This will replace the existing guardrail with a replacement option that will be selected which will be aesthetically pleasing, compliant, and safe. If Newell Bridge is not replaced prior to this project, this funding will be redirected to the Needham Dover line, as that guardrail is in worse condition.

Funding Schedule

Category	Project	FY 20		FY 21		FY 22		FY 23		FY 24	
		D & E	Const.	D & E	Const.	D & E	Const.	D & E	Const.	D & E	Const.
Street Resurfacing			\$924,550		\$957,000		\$990,000		\$1,025,000		\$1,060,000
Roadway Reconstruction						\$150,000			\$1,500,000		
Sidewalk Program			\$512,500		\$525,000		\$540,000		\$555,000		\$570,000
Intersection Improvements	Highland Ave at West St				\$575,000						
Intersection Improvements	Central Ave at Great Plain Ave							\$166,000			\$1,200,000
Bridge Repair	Newell's Bridge	\$100,000									
Storm Drain Capacity Improvements	Ardmore Rd & Hunnewell St		\$362,500								
Storm Drain Capacity Improvements	Concord St and Burnside Rd			\$83,000			\$523,000				
Storm Drain Capacity Improvements	TBD							\$103,500			
Storm Drain System Repairs	470 South St		\$270,000								
Storm Drain System Repairs	TBD				\$75,000		\$75,000		\$75,000		\$75,000
Brooks & Culverts	Rosemary Brook				\$200,000						
Brooks & Culverts	Alder Brook									\$200,000	
Guardrail									\$100,000		

Department Capital Submission

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year:

2020

Future Projects

Intersection Improvements

Great Plain Avenue at Greendale Avenue, Kendrick Street at Third Avenue, and Kendrick Street at Fourth Avenue.

Storm Drain Capacity Improvements

Carey Road (Area 2), Lower Hunnewell Street Drainage Improvements, Oak Street (Area 8), Mackintosh Avenue (Areas 3 & 7), Oxbow Road (Area 9), and West Street (Area 11), and Fairfield Street and Elmwood Road (Area 5).

Brooks & Culverts

Winding River Road, Locust Lane, Fuller Brook Avenue, Oxbow Road, Webster and Howland Streets, Brookside Road and Forest Street, Chestnut Street and Carriage Lane, Emerson Place, Pennsylvania Avenue, and Elder Road.

Roadway Reconstruction

Nehoiden Street, Kingsbury Street (received an interim full width overlay patch in CY16), Sections of Central Avenue, Webster Street from Dedham Avenue to South Street (received an interim full width overlay patch in CY16).

Guardrail

Central Avenue, Hillside Avenue at Rosemary Street, various locations along Rosemary Street, various locations along Dedham Avenue, High Rock Street at Warren Street, South Street at Dedham Avenue, South Street near Farley Pond Road, Brookline Street at Mitchell School, Greendale Avenue at railroad bridge, Perry Drive, Coulton Park, Harris Avenue, Charles River Street, Central Avenue at Dover town line, multiple locations along Great Plain Avenue, Pilgrim Road, Cartwright Road, Ivy Road, Marshall Street, West Street, Abbott Street, Carter Street, Pershing Road, Chapel Street lot, Oak Knoll Terrace, Blake Street, Highland Avenue near Fire Station #2, Fisher Street near railroad tracks, Parkland Road, and Brookside Road.

Clarification of Questions

3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repair, and roadway reconstruction.
14. The School Safety Committee documented safety issues on Nehoiden Street and Marked Tree Road.
19. A potential increase in electrical costs from traffic signals may require additional budget funds from the Needham Electric Light and Gas Program.

Department Capital Submission

Capital Project Request									
Project Title: Asa Small Field Renovation					Fiscal Year: 2024				
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Informational Only Details Incomplete				
Department:	Public Works - Parks and Forestry			Supports:	Culture and Leisure				
Partners:	Park and Recreation, Needham Youth Sports Groups			Useful Life:	More than twenty-five (25) years				
Parameters					Response				
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?					No				
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No				
3. Does this project require any permitting by any Town or State agency?					Yes				
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?					No				
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?					No				
6. If funded, will additional permanent staff be required?					Total New FTE's:	0	No		
7. If funded, will the operating budget need to be increased to cover operating expenses?					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				
19. If funded, will this project increase the operating expense for any other department?					No				
Project Cost:		How was the Project Cost Determined:							
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	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	
\$0									

FY2020

Department Capital Submission

Capital Project Request

Project Title: Asa Small Field Renovation

Fiscal Year: 2024

Project Description and Considerations

Project Summary

- This project will address the field deficiencies on the Asa Small ball diamond at the DeFazio complex that were not included in the scope of work for the Field of Dreams project. This has been on the Little League priority list for several years. The Town recently completed a minor infield renovation.
- The Town will hire a contractor to strip the existing turf, regrade the field, amend soils, replace the baseball skin surface, and install a new irrigation system. This project may include additional amenities such as field lights, a score board, bleachers, and a larger batting cage that will be funded by user groups. The Parks & Forestry Division will work with the user groups to identify any value added items.

Changes from Prior Year Submission

- The Parks & Forestry Division changed the status of this request to informational and pushed it to FY24 because Little League is undergoing a restructuring in leadership and the priority of projects may change as a result.

Clarification of Questions

3. This project may require permitting from the Conservation Commission, Planning Board, Zoning Board of Appeals, and Building Department.
12. This project may be eligible for Community Preservation funds under Recreation.

Department Capital Submission

Capital Project Request									
Project Title: Athletic Facility and Public Recreation Improvements						Fiscal Year: 2020			
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Parks and Forestry			Supports:	Culture and Leisure				
Partners:	Park and Recreation			Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$5,631,500	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$239,500	\$70,000	\$62,500	\$107,000				
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$5,392,000	\$2,880,000	\$550,000	\$570,000	\$1,102,000	\$290,000		
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$5,631,500	\$2,950,000	\$612,500	\$677,000	\$1,102,000	\$290,000	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Athletic Facility and Public Recreation Improvements

Fiscal Year:

2020

Project Description and Considerations

The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds.

Project Summaries

Turf Field Replacement at DeFazio Field and Memorial Park

- Artificial turf ages and over time compacts, creating a harder surface for playing. Each year, an impact (g-max) test is performed on all artificial turf fields in Town. The most recent test shows that these fields are approaching the end of their useful life.
- The Town will hire a contractor to remove the existing turf carpet, regrade, and install new artificial field turf. This needs to be done during the summer (off-season) so it can be made available for fall sports.

Cricket Field

- There is not a fully functioning irrigation system at this field, the current system was gifted to the Town over 15 years ago and is showing signs of age. When the existing irrigation system is in full operation, the sprinkler heads do not fully engage until several minutes of operation which is not an efficient use of water. The grading on this site is inconsistent and leads to localized drainage problems.
- All existing turf will be stripped and the top soil will be removed and stored on site. The whole site will then be sub-graded. And the top soil will be placed back on site and amended in place with sand, then blended for improved drainage. The site will then be laser graded to ensure that water slopes off the surface, and then sod will be laid. As part of the removal of turf and soil, the existing irrigation system will be abandoned in place and new water efficient irrigation system will be installed.

Claxton Field

These two projects do not need to be coordinated as they affect different areas of the field.

Field Lighting

- The field currently has metal halide field lights that require increasing maintenance as they age. Metal halide is one of the least efficient lighting types currently available, the bulbs have a short life span that require frequent replacements, and they light an area as opposed to a focused directional light.
- This project will address upgrading the field lighting system to more energy efficient lights. The project will evaluate the lighting needs of the field and make recommendations for improvement. The construction of these lights will be done in the fall season to prepare for the following spring softball season.

Department Capital Submission

Capital Project Request

Project Title: Athletic Facility and Public Recreation Improvements

Fiscal Year:

2020

Supplemental Information

Softball Skin Renovation Fields 1 & 2

- Softball fields have the entire infield as clay skin, unlike baseball diamonds which is a combination of skin and turf; this makes the grading of the skins very important as any imperfections will cause puddling. The current fields were constructed on a closed landfill that was not properly graded due to site conditions, settling of materials, and age. After heavy rains, there is puddling on the skin which can lead to frequent field closures.
- This project will remove the existing skin clay material, evaluate the conditions below the skin, and make amendments and regrade as necessary. Proper drainage materials will be brought in, laser graded, and clay skins will be replaced.

McLeod Field

- Since the field was renovated in 2009, there has been several drainage issues related to the 4' drain pipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used. These sink holes appear after large rain events that wash out the materials from underneath the field.
- Currently there are several methodologies that vary in terms of invasiveness and cost to address this issue that will be vetted out in design. This will address both the 4' drain and the subsurface of the field that has been eroded by storm water events. The budget proposed is for one of the more invasive approaches to ensure there is sufficient funding to return the field to operation.

Broadmeadow and Eliot Fields

- Both the Broadmeadow and Eliot School fields are showing signs of age due to inappropriate subsurface materials which impact the health of the turf and have made it difficult to provide a suitable playing surface at these fields. Additionally, this problem at the Broadmeadow is exacerbated by the physical location that has surface drainage from neighboring areas draining into the field.
- All existing turf will be stripped and the top soil will be removed and stored on site. The whole site will be sub-graded and the top soil will be placed back on site and amended in place with sand, then blended for improved drainage. The site will then be laser graded to ensure that water slopes off the surface, and then sod will be laid. At the Broadmeadow, there may be additional storm water capturing systems to be designed to alleviate the excessive flooding problem. These will be vetted out during the design process.

Town-Wide Fencing Improvements

DeFazio Tot Lot

- The perimeter chain link fencing is showing age, including rust and damage. Improvements have been delayed on this fence due to the uncertain nature of the site. With the new Facilities Master Plan being completed, this facility is envisioned to be used well into the future and the fence should be replaced.
- The existing posts will be evaluated and those that are suitable will be reused. The chain link fabric will be disposed of and replaced in kind.

DeFazio Complex

- Various fencing structures including perimeter fencing, backstops, and players benches are showing age and use. These fields are in very high use and receive the most wear and tear, which may cause the life cycle of the fencing and related structures to be shortened.

Department Capital Submission

Capital Project Request

Project Title: Athletic Facility and Public Recreation Improvements

Fiscal Year: 2020

- The existing posts will be evaluated and those that are suitable will be reused. The chain link fabric will be disposed of and replaced in kind.

Funding Schedule

Project	FY 20		FY 21		FY 22		FY 23	FY 24
	D & E	Const.	D & E	Const.	D & E	Const.	D & E	Const.
Turf Carpet Replacment		\$2,500,000						
Cricket's Field - Renovation		\$380,000						
Claxton Field - Lights	\$70,000			\$550,000				
Claxton Field - Fields			\$17,500			\$120,000		
McCloud Field -Renovation			\$45,000			\$450,000		
Broadmeadow & Eliot Fields - Renovation					\$107,000		\$1,102,000	
Various Fencing Improvements								\$290,000

Changes from Prior Year Submission

- Claxton lighting was not funded in FY19 and has since been broken down into two components (Design and Construction) and resubmitted for FY20 and FY21.
- McLeod Field Design increased by \$10,000 based on the complexity of design.

Future Projects

- Needham Heights Common Renovation - design of sidewalks, irrigation, landscape improvements, hardscape, electrical and lighting, park benches
- DeFazio Complex - install walking path with protective netting to DeFazio #1
- Charles River Water Treatment Plant - mitigation of red pines tree stand in the well fields
- Hillside and Mitchell - renovation of fields
- Nike, Ridge Hill, and Hillside - construction of new athletic fields
- DeFazio Complex - track resurfacing
- High Rock Field - fencing

Clarification of Questions

- Conservation Commission permitting and Planning Board filing may be required.
- All items except for Turf Fields are eligible for Community Preservation Funds.
- The Department of Public Works will be partnering with Park and Recreation.

Department Capital Submission

Capital Project Request									
Project Title: Passive Recreation Improvements - Dwight Field/Charles River Center						Fiscal Year: 2020			
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	New Request				
Department:	Public Works - Parks and Forestry			Supports:	Culture and Leisure				
Partners:	Charles River Center			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$385,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$35,000	\$35,000							
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$350,000		\$350,000						
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$385,000	\$35,000	\$350,000	\$0	\$0	\$0	\$0	\$0	
\$0									

FY2020

Department Capital Submission

Capital Project Request

Project Title: Passive Recreation Improvements - Dwight Field/Charles River Center

Fiscal Year:

2020

Project Description and Considerations

The Parks and Forestry Division and Charles River Center are presenting a plan to make substantial improvements to the Town-owned quarter acre passive recreation area behind the Charles River Center on Dwight Road, adjacent to the baseball diamond at Dwight Field. This area is frequently used by participants in Charles River Center programming and residents of Charles River properties. During baseball season, the park is used by families who have children participating in the baseball programs.

Project Summary

- This parcel is presently in disrepair and suffers from drainage issues. There are trees on site that are no longer viable, creating safety concerns, and the ground cover has been eroded by stormwater. This park does not have good accessibility due to the elevation and the park is presently accessed from the Charles River Center by several stairs.
- This project will include removing the existing ground covering, regrading the site, making drainage improvements, installing new turf, removing and pruning problematic trees, planting new trees, creating an accessible entrance into the park areas, and other site amenities. Additionally, site furniture will be installed for passive recreation including picnic tables and benches, a small covered pavilion similar to what was installed at Greene's Field, and other small recreational equipment that can be used by children whose siblings are playing baseball. There will be a focus on low maintenance installations to reduce reoccurring costs. This will require some additional grass mowing, but it should take minimal time due to the connection to the field.

Clarification of Questions

12. This should meet the eligibility requirements CPA funding under the recreational category.

Department Capital Submission

Capital Project Request									
Project Title: Town Common Historic Redesign and Beautification						Fiscal Year: 2020			
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Parks and Forestry			Supports:	Culture and Leisure				
Partners:	Town Manager, ITC			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$1,023,000	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$117,000	\$117,000						
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$906,000		\$906,000					
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$1,023,000	\$117,000	\$906,000	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Town Common Historic Redesign and Beautification

Fiscal Year:

2020

Project Description and Considerations

The Town completed an internal design process for the Town Common and drafted a scope of service which includes improved hardscape, landscaping, amenities, tree plantings, and utility upgrades that are consistent with the historic nature of the Common and the new Downtown Streetscape Improvement Project.

Project Summary

- The Town Common shall be redesigned to maximize the current usage of space, complement Town Hall, enhance the "blue tree", and integrate with the new Downtown Streetscape Improvement Project.
- This project will install new sod, trees, plantings, low maintenance hardscape materials, and increase handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events.

Changes from Prior Year Submission

- The FY20 request for design funding increased based on a revised scope of service and quote from an engineering firm.

Clarification of Questions

3. This project may be subject to Planning Board review.
4. ITC will need to be involved for Wi-Fi and electrical connectivity.
12. This project is being evaluated for eligibility of Community Preservation Funds under the category of Historic Preservation.
18. The Town Manager's Office will be involved.

Department Capital Submission

Capital Project Request									
Project Title: RTS Property Improvements					Fiscal Year: 2020				
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - RTS			Supports:	Utilities				
Partners:	Public Facilities Construction, Building Maintenance			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$945,500	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$18,975		\$18,975					
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$926,525	\$295,000	\$382,525	\$124,500	\$124,500			
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$945,500	\$295,000	\$401,500	\$124,500	\$124,500	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request	
Project Title: RTS Property Improvements	Fiscal Year: 2020
<u>Project Description and Considerations</u>	
<u>Project Summaries</u> 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. Fencing Improvements • Presently the RTS is accessible to the public after hours. This fencing will minimize public access and increase security. • This is for the purchase and installation of two new chain link gates and a chain link fence with privacy slats in the same location as the current security fencing at the RTS. Fabric Structures for Open Top Containers • The RTS uses 100-yard open top containers to haul trash and recyclables. During the winter, the loaded trailers are left outside and the loads of trash or recyclables inside the containers often freeze, making the trailers impossible to empty until the loads thaw. Containers cannot be tarped in the event of snow due to safety concerns about having the snow shoveled by staff or the driver from the tarps if they were covering the load of trash or recyclables. • The plan is to purchase and install a fabric covered storage facility for four containers to prevent precipitation from accumulating. To minimize freezing of loads and to allow containers to be covered at all times when full, a 65' x 70' fabric covered steel skeletal structure would be built over the existing 2 concrete pads on which four 100-yard open top containers are parked. Jersey Barriers • In 2014 the Town received a Negative Determination of Applicability from the Conservation Commission that required the separation of the composting operations from the wetlands. • This request is to purchase and install 300 jersey barriers that will be used to create a barrier between the composting operation and the wetlands. Expansion of Scale • The extended scale will accurately determine the weights of materials being shipped out of or dropped off at the RTS. Presently, the Town uses approximate values for these materials. • This is for the purchase and installation of two 18' x 10' panels to extend the existing scale which is 40 feet and insufficient to take the accurate weight of the Town's 100 yard open top containers and contractor's larger vehicles.	

Department Capital Submission

Capital Project Request			
Project Title:	RTS Property Improvements	Fiscal Year:	2020

Supplemental Information

Stormwater Improvements

- The RTS composting operation is presently under a July 2014 Conservation Commission Negative Determination of Applicability (NDA). This NDA was put in place 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. This project will assist the Town in complying with the 2016 NPDES MS4 Permit.

Area 1

- The construction of a sediment removal structure at the compost area.

Area 3

- 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.

Area 2

- The stormwater management collection system for the proposed paving of the road behind the salt shed.

Funding Schedule

Project	FY 20	FY 21		FY 22	FY 23
	Const.	D & E	Const.	Const.	Const.
Fencing Improvements	\$45,000				
Covered Storage for Open Top Containers		\$18,975	\$107,525		
Jersey Barriers				\$124,500	
Extension of Scale					\$124,500
Stormwater Improvements Area 1 & 3	\$250,000				
Stormwater Improvements Area 2			\$275,000		

Changes from Prior Year Submission

- The cost of the fencing for FY20 has increased over the prior year due to increased materials costs and an increase in the length of the fence.
- Addition of fabric structure in FY21 as a result of freezing MSW loads being rejected from Wheelabrator.
- Jersey barriers pushed out from FY 21 to FY22 to allow for the funding of the fabric structure.
- Extension of scale was pushed out from FY22 to FY23 to allow for the funding of the fabric structure.
- Merged the RTS Stormwater Plan into this request. This work must be coordinated and staged with other work occurring at the facility and the timing of the funding between these programs is key for the success of both programs.

Department Capital Submission

Capital Project Request			
Project Title:	RTS Property Improvements	Fiscal Year:	2020
<u>Future Projects</u> <i>Area 4</i> The re-grading of the materials processing area; this re-grading will require all stormwater runoff to be shifted away from the wetlands. Replace 3,000 gallon diesel fuel tank. <i>RTS Building Improvements</i> The Recycling and Transfer Station has grown organically over the years and currently includes seven separate buildings: 1. Transfer station building with customer reception area has been abandoned and is currently being used as storage due to lack of ADA compliance, insufficient barrier to the transfer station, deteriorated bathroom facility, and areas with mold. 2. A new office trailer that is temporary in nature has been installed in front of the transfer station building. This is a temporary solution. 3. 3-Bay garage used for surplus paint and equipment storage and Re-use-it area 4. Employee break trailer with storage and restroom are not ADA compliant 5. REX building garage with Superintendent Office and restroom are not ADA compliant. The garage is not properly insulated or heated. 6. Surplus paint reuse shed and hazardous waste locker 7. 12 foot storage container Some of the limitations of the current facility include: - Superintendent's office is isolated from the day-to-day operations and staff activity, making supervision and oversight challenging - No shower facilities on site for staff working in extremely dirty environment - Limited secure storage - Employee lunch/break room is in a donated second-hand trailer located in isolated area of facility Looking to the future, in order to improve efficiency and oversight of operations, provide adequate working conditions, and provide secure storage, new quarters at the RTS are desperately needed. The new area would combine the functions of five separate storage buildings into one facility attached to the existing transfer station building. The new facility would include: customer service area, staff office, superintendent office, employee lunch/break room, meeting room, restroom, shower facilities, and secure storage area all in a single facility. The new facility would most likely be a three-story addition to the existing transfer station building consisting of secure storage and shower/locker room on the ground level, customer reception and office area on the first floor, and meeting room and employee break room on the second floor. A May 2014 Annual Town Meeting Warrant approved funding for a temporary office trailer to provide adequate customer service, office, and restroom facilities and to bring the superintendent's office into the main operations area. This trailer is intended to be temporary and is situated so as not to interfere with potential transfer station expansion.			

Department Capital Submission

Capital Project Request			
Project Title:	RTS Property Improvements	Fiscal Year:	2020

Clarification of Questions

- 3. This project may have to go to the Planning Board for Site Plan Review and may be subject to Conservation Commission permitting requirements.
- 5. This project involves building improvements to the Transfer Station Building and Roof. The RTS has communicated with Building Maintenance and this division supports the request.
- 15. This is a request to improve or make repairs to extend the useful life of the Transfer Station Building and Roof.
- 16. The scale is a below ground device and will be permanently installed at the RTS.
- 18. The Conservation Department will be required to provide assistance in order to complete the project.

Department Capital Submission

Capital Project Request									
Project Title: Athletic Fields Master Plan						Fiscal Year: 2024			
Purpose:	Feasibility Study	Classification:	Land	Status:	Same Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	DPW Parks and Forestry Division; School Department			Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						No			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						No			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						No			
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?						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			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$75,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$75,000					\$75,000		
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$75,000	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Athletic Fields Master Plan

Fiscal Year: 2024

Project Description and Considerations

The Park and Recreation Commission has been working with user groups to determine how athletic fields are being used and how best to schedule the athletic fields to provide optimal use without jeopardizing the maintenance plan. The organizations and the Commission need to do some additional work together before the scope of a master plan can be created.

Renovations have occurred at several parks, and some school sites will be improved in upcoming years. The study would help the Commission determine whether new athletic fields are needed to accommodate the need and provide feasibility studies on possible locations for new athletic fields. The new Williams School will add a small multi-purpose field into the inventory. It will be a synthetic surface, but will not be large enough for multiple group use.

The ability for the Town to maintain current athletic facilities, along with any possible new facilities, would be included within the study.

This project may be appropriate to submit for a warrant article as opposed to a capital request.

The project has been moved out to a later year, while it waits for additional field improvements to be completed. DPW Parks and Forestry will need to be involved as they are responsible for maintenance of athletic fields.

Department Capital Submission

Capital Project Request									
Project Title: Boat Launch on Charles River					Fiscal Year: 2021				
Purpose:	Construction	Classification:	Land	Status:	Same Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	Conservation Department; Town Manager			Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:		How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	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
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Boat Launch on Charles River

Fiscal Year: 2021

Project Description and Considerations

The Town of Needham is adjacent to a major state resource - the Charles River. It creates about 2/3rds of the Town's border, with the City of Newton, the City of Boston, the Town of Dedham, and the Town of Dover, our neighbors on the other side of the river.

CPC funds of \$30,000 have been awarded to design an improved boat launch into the Charles River on Town-owned property on South Street, near the intersection of Dedham Avenue, but we have not started the formal design process as this is written, so there isn't a construction estimate. One of the on-call engineer firms will be chosen to work with Park and Recreation/Conservation departments on this project. As this is an outdoor recreation project, it is eligible for CPA funds.

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 previous path, and possibly creating the ability for vehicles to back up to the launch area with their boats. Depending on the final design, it is hoped that maintenance will be minimal.

At a minimum, permits would be required from the Needham Conservation Commission.

A project estimate can be provided once the designer is able to provide options and the Town chooses a scope of work. Until a design is in place, it is not known whether there would be any maintenance or staffing costs related to operation.

Though design is funded, the project has not moved forward as Conservation and Park & Recreation staff have needed to concentrate on other projects. The Conservation Department is partnering on this project.

Department Capital Submission

Capital Project Request									
Project Title: Rosemary Lake, Camp Property, Trail						Fiscal Year: 2020			
Purpose:	Construction	Classification:	Land	Status:	Amended Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	DPW, Conservation Department			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						Yes			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						No			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						No			
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?						No			
8. If funded, will this project lower the requesting Department's operating costs?						No			
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No			
10. If the project is NOT funded, will current Town revenue be reduced?						No			
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No			
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						Yes			
13. Is this a request in response to a Court, Federal, or State order?						No			
14. Is this a request in response to a documented public health or safety condition?						No			
15. Is this a request to improve or make repairs to extend the useful life of a building?						No			
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						Yes			
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						Yes			
18. Will any other department be required to provide assistance in order to complete the project?						Yes			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$200,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$200,000	\$200,000							
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Rosemary Lake, Camp Property, Trail

Fiscal Year: 2020

Project Description and Considerations

The Park and Recreation Commission's vision for Rosemary Lake and the Recreation Complex is that it be a place for year-round outdoor recreation. All Town-owned parcels around the lake are now consolidated and a special permit was placed on the property for the building of the pools and complex, so permits are likely needed from the Planning Board, as well as from Conservation Commission for any parts of the project within their jurisdiction. The projects would also be coordinated with DPW's sediment removal project.

Funding has been provided to remove the buildings at the camp property. The goal is to replace the large building with a picnic shelter for programs and other visitors. Some benches would also be added along the trails. Floating docks will be added to both sides of the lake, with a larger dock on the pool side to accommodate paddle boats to be donated by the Exchange Club. Some minor improvements will be made to the trails. In 2018, the Student Conservation Association rebuilt the bridge over the stream. An Eagle Scout has built two outdoor boat racks to hold the department's canoes and kayaks during the summer season. Additional kayaks will be donated or purchased, and a revolving fund program for use of the boats will be created. As was done at the Needham Accessible Reservoir Trail, small features will be added throughout the trails to encourage children's exploration.

Current estimate is based on informal discussions with vendors, must more formal estimates are in the process of being developed.

The current floating dock on the pool side is approximately 30 years old. Access is down a set of stairs. The Conservation Commission will be asked to consider permitting an adjacent location that is easier to access for people of all abilities.

As this is an outdoor recreation project, it is eligible for CPA funding. Volunteers will be sought to help maintain the trail system, including through the Trail Steward program.

Department Capital Submission

Capital Project Request									
Project Title: Purchase of Open Space					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Land	Status:	Same Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	Board of Selectmen, Conservation Commission			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$1,000,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$1,000,000	\$1,000,000						
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Purchase of Open Space

Fiscal Year:

2020

Project Description and Considerations

At the time of this submission, a specific parcel is not known to be available for purchase.

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. It is possible that some purchases would relate to easements, as opposed to full ownership of the land.

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. A conservation restriction would need to be placed on the property, under CPA requirements.

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.

It is hoped that the cost of appraisal and purchase of conservation restriction can be included in the overall budget for purchase.

The Town Manager and Town Counsel would need to be involved in discussions, deliberations and negotiations.

Department Capital Submission

Capital Project Request									
Project Title: Outdoor Basketball Courts					Fiscal Year: 2022				
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	DPW			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?								Total New FTE's:	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								Yes	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$135,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$30,000			\$30,000				
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$105,000			\$105,000				
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$135,000	\$0	\$0	\$135,000	\$0	\$0	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Outdoor Basketball Courts

Fiscal Year:

2022

Project Description and Considerations

The Town has outdoor basketball courts located at parks, including Mills Field, Greene's Field, Riverside Park, Perry Park; and half basketball courts at Cricket Field and Walker-Gordon Field.

Full or half courts are also located at Broadmeadow, Eliot, Hillside, Mitchell , Newman and High Rock, with a new court anticipated at the Williams School.

The Mills Field courts are ready for renovation, new backboards, and striping. The Perry Park courts can be painted, but cannot be rebuilt at the same location due to the former school's foundation. Riverside and Cricket would have minor repairs.

The Park and Recreation Commission is viewing the locations of basketball courts, to determine if a new set is needed in a new location. The design costs are to assist with the scope of work needed for repairs, or creation of a new court at a location where one doesn't currently exist.

DPW will provide guidance on the project scope, likely Parks & Forestry, Highway and Engineering.

As this is an outdoor recreation project, it is eligible for CPA funding.

The Park and Recreation Commission requested moving this project up a year from FY'23 to FY'22. It has been increased by 5%.

Department Capital Submission

Capital Project Request									
Project Title: Sewer Main Replacement						Fiscal Year: 2021			
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Sewer			Supports:	Utilities				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						Yes			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						No			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						No			
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?						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			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$10,950,000	How was the Project Cost Determined:		Industry References					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$1,950,000		\$1,950,000					
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$9,000,000				\$9,000,000			
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$10,950,000	\$0	\$1,950,000	\$0	\$9,000,000	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Sewer Main Replacement

Fiscal Year:

2021

Project Description and Considerations

This article is to address the Greendale Avenue/Route 128 sewer interceptor from Cheney Street to Great Plain Avenue.

Project Summary

- The existing sewer line is deteriorating and in need of rehabilitation/replacement in order to remain functional.
- The plan is to replace or reline the 12,000 feet (2.25 miles) of 18 inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way, to Great Plain Avenue. This work will be on an interceptor sewer. An interceptor sewer is a trunk sewer that collects and conveys waste water from numerous sewer lines. In FY23, the Town plans to replace the sewer under Route 128 at Great Plain Avenue using horizontal directional drilling in order to avoid major disruptions to the roadway traffic.

Changes from Prior Year Submission

- The Town received funding for a feasibility study in FY19 but has not yet engaged an engineering firm. Funding for design will not be requested until the feasibility study is underway.

Clarification of Questions

3. Massachusetts Department of Transportation (MassDOT) permitting may be required for repair work.

Department Capital Submission

Capital Project Request									
Project Title:		Sewer Pump Station Improvements/Replacement				Fiscal Year:		2020	
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Sewer			Supports:	Utilities				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						Yes			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						No			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						No			
6. If funded, will additional permanent staff be required?				Total New FTE's:	0	No			
7. If funded, will the operating budget need to be increased to cover operating expenses?						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			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$4,345,500	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$440,000	\$95,000		\$345,000				
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$3,905,500	\$535,000			\$3,370,500			
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$4,345,500	\$630,000	\$0	\$345,000	\$3,370,500	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Sewer Pump Station Improvements/Replacement

Fiscal Year: 2020

Project Description and Considerations

Project Summary

- The Town maintains 9 sewer pump stations at elevations below the gravity system. Without these stations, sewage would not enter the Town's sewerage system at these locations. As part of the Wastewater System Master Plan, several wastewater pumping stations were evaluated to assess physical condition, capacity, and the current as well as future flow projections.

Lake Drive

- The pump station at this location is beyond its useful life and requires constant maintenance. The pumps are failing more frequently due to electrical or mechanical issues and require more personnel time and emergency funds to keep the station running.
- The plan is to replace the existing canister pump station with a new canister pump station.

Cooks Bridge

- The pump station at this location is beyond its useful life and requires constant maintenance. The pumps are failing more frequently due to electrical or mechanical issues and require more personnel time and emergency funds to keep the station running. The capacity of the pump must be upgraded to handle the volume of sewage at this location. The controls on the existing pump station are located outside of the building.
- The plan is to replace the existing canister pump station with a new canister pump station. The controls on the replacement pump station will be relocated to inside the building.

Funding Schedule

Project	FY20		FY22	FY23
	D&E	Const.	D&E	Const.
Lake Drive	\$95,000	\$535,000		
Cooks Bridge			\$345,000	\$3,370,500

Future Projects

- Warren Street

Clarification of Questions

- Conservation Commission permitting may be required for site work.

Department Capital Submission

Capital Project Request									
Project Title: Sewer System Inflow & Infiltration Removal					Fiscal Year: 2020				
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Sewer			Supports:	Utilities				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters					Response				
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									
No									
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									
No									
3. Does this project require any permitting by any Town or State agency?									
No									
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									
No									
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									
No									
6. If funded, will additional permanent staff be required?				Total New FTE's:	0				
No									
7. If funded, will the operating budget need to be increased to cover operating expenses?									
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									
19. If funded, will this project increase the operating expense for any other department?									
No									
Project Cost:	\$1,600,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$1,600,000	\$1,600,000						
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$1,600,000	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Sewer System Inflow & Infiltration Removal

Fiscal Year:

2020

Project Description and Considerations

In 2016, the Town completed a study that Inflow and Infiltration (I/I) removal in areas around Town over the next ten years. The Town has been undertaking I/I projects using funding from private developments. In future years, funding from private developments will be appropriated at Town Meeting.

Project Summary

- The Town of Needham is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Failure to address I/I will increase the percentage of costs to the Town. If the Town decreases I/I in comparison to participating communities, its percentage of costs will remain level or decrease.
- The Town has implemented an inflow/infiltration removal program and will address inflow separately from infiltration.

Infiltration

- Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. The pipes are aging, causing infiltration. The Town pays to treat and dispose of sewage.
- The Town will develop a design to remove the remaining identified infiltration. Once a design is determined, the Town will remove infiltration as identified in the 2016 BETA report. Various methods used to remove identified infiltration include: replacing sewer manholes, lining sewer mains, replacing sewer mains and services, and testing and sealing joints.

Future Projects

Inflow

- Inflow is defined as clean, non-septic water that is introduced into the system. This water is ground water or rain water, typically being removed by residential sump pumps draining basements directly into the Town's sewerage system.

Department Capital Submission

Capital Project Request									
Project Title:		Drain System Improvements - Water Quality (EPA)				Fiscal Year:		2020	
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Drains			Supports:	Utilities				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						Yes			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						No			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						No			
6. If funded, will additional permanent staff be required?				Total New FTE's:	0	No			
7. If funded, will the operating budget need to be increased to cover operating expenses?						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			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$2,278,000	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$278,000	\$25,000	\$253,000					
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$2,000,000			\$2,000,000				
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$2,278,000	\$25,000	\$253,000	\$2,000,000	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

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

Fiscal Year:

2020

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 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 Town. This request is to support action items identified in the MOU. In 2003, the EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage Permit took effect. It incorporated several requirements identified in the existing Town's MOU. In April 2016, the second permit issued by the EPA was submitted and went into effect July 1, 2018. This article addresses some of the requirements for NPDES.

Project Summary

60 Wildwood Drive Pond Analysis

- The pond at 60 Wildwood Drive is suffering from eutrophication. Eutrophication is when the pond has heavy plant decay and sediment accumulation, along with other issues, that are damaging to the pond. This can result in loss of aquatic life, decreased water transparency, and water treatment problems. Eutrophication is considered a pollution problem and this analysis will help to identify the various issues associated with it.
- The Town will conduct a feasibility study to determine the best way to address the problem.

The Town Reservoir Sediment Removal

- The sediment at the bottom of the reservoir is contaminated and must be removed. This is a category 5 impaired water body under NDPES. Category 5 is worst rating a water body can receive from the EPA.
- The Town will engage a designer to determine the best way to remove the sediment.

Funding Schedule

Project	FY20	FY21	FY22
	D&E	D&E	Const.
60 Wildwood Drive Pond Analysis	\$25,000		
Town Reservoir Sediment Removal		\$253,000	\$2,000,000

Changes from Prior Year Submission

- The request for 60 Wildwood Drive Pond Analysis was not funded in FY19 and is being resubmitted in FY20.
- The increase in FY21 and FY22 is due to an updated quote.

Department Capital Submission

Capital Project Request

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

Fiscal Year:

2020

Supplemental Information

Future Projects

Action Items from Watershed Management Plan funded in FY15

Clarification of Questions

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

12. Yes, this a project for which an Initial Eligibility Project Application may be filed with the Community Preservation Committee.

Department Capital Submission

Capital Project Request									
Project Title: Charles River Water Treatment Plant HVAC Upgrades						Fiscal Year: 2022			
Purpose:	Design/Engineering	Classification:	Building	Status:	Informational Only Details Incomplete				
Department:	Public Works - Water			Supports:	Other (see below for information)				
Partners:	Public Works - Building Maintenance			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:		How was the Project Cost Determined:							
Budget Impact:									
Project Budget Elements		Project Budget	2020	2021	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
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Charles River Water Treatment Plant HVAC Upgrades

Fiscal Year:

2022

Project Description and Considerations

Project Summary

- The Charles River Water Treatment Plant is almost 20 years old. The heating, ventilation, and air conditioning (HVAC) controls are at the end of their useful life. Some of the controls are no longer supported by the manufacturer, making repairs and maintenance difficult. In addition to the HVAC controls, the boilers are also approaching the end of their useful lives. Many of the parts needed to maintain the boilers are no longer manufactured. The existing boilers are inefficient. The setup of the boiler room makes it incredibly difficult to reach some of the equipment that is in need of repair. The domestic hot water heater is also reaching the end of its useful life and is rusting due to cycling.
- The boiler room and entire HVAC system will be reviewed by an outside engineer to determine the best plan to upgrade the outdated equipment and better utilize the existing space. The equipment at the Charles River Water Treatment Plant will be analyzed to determine what the best equipment given space constraints. Any major construction changes will be determined with this plan.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. This request may require building permits.

4. This request may require support from ITC.

5. This request will require support from Building Maintenance.

15. This request will improve the HVAC in the building.

16. The updates will be permanently installed.

Department Capital Submission

Capital Project Request									
Project Title: Fire Flow Improvements					Fiscal Year: 2021				
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Informational Only Details Incomplete				
Department:	Public Works - Water			Supports:	Utilities				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters					Response				
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?					No				
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No				
3. Does this project require any permitting by any Town or State agency?					No				
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?					No				
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?					No				
6. If funded, will additional permanent staff be required?				Total New FTE's:	0	No			
7. If funded, will the operating budget need to be increased to cover operating expenses?					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				
19. If funded, will this project increase the operating expense for any other department?					No				
Project Cost:	\$2,940,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$540,000		\$540,000					
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$2,400,000			\$2,400,000				
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$2,940,000	\$0	\$540,000	\$2,400,000	\$0	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Fire Flow Improvements

Fiscal Year:

2021

Project Description and Considerations

In 2016, the Town received funding for a feasibility study which explored the issue of water pressure in the Tower Hill and Birds Hill areas. The preliminary draft of the feasibility study was completed in 2017. A final meeting is needed to select the appropriate approach. This article addresses these issues.

Project Summary

- An outside consultant recommended that the Town improve water pressure in the Tower Hill and Birds Hill areas.
- The goal is to create a high pressure zone in both areas, potentially supplied by water booster stations. The Town is currently working on solidifying a plan to move forward.

Changes from Prior Year Submission

- The design/engineering request has been pushed to FY21 and the construction request has been pushed to FY22 to allow for a detailed analysis of the final report from the feasibility study. The estimates provided are based upon a water system report and may be altered, depending upon which option the Town decides to pursue.

Clarification of Questions

14. The water pressure in these areas has the potential to be a public health or safety concern, specifically for the Fire Department.

Department Capital Submission

Capital Project Request									
Project Title:		Water Distribution Study				Fiscal Year:		2024	
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Informational Only Details Incomplete				
Department:	Public Works - Water			Supports:	Utilities				
Partners:				Useful Life:	More than eighteen (18) years				
Parameters					Response				
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?					No				
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No				
3. Does this project require any permitting by any Town or State agency?					No				
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?					No				
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?					No				
6. If funded, will additional permanent staff be required?					Total New FTE's:	0	No		
7. If funded, will the operating budget need to be increased to cover operating expenses?					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				
19. If funded, will this project increase the operating expense for any other department?					No				
Project Cost:	\$230,000	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$230,000					\$230,000		
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		\$230,000	\$0	\$0	\$0	\$0	\$230,000	\$0	\$0
\$0									FY2020

Department Capital Submission

Capital Project Request

Project Title: Water Distribution Study

Fiscal Year:

2024

Project Description and Considerations

This article is for a study to provide an analysis of the Town's existing water infrastructure.

Project Summary

- The current master plan was conducted in 1998 and the Town is coming to its completion of the recommendations. Since the last time the Town studied its water infrastructure, Needham Crossing, formerly the 128 Business Park, has significantly changed with more dense development and different industries and uses. This new water distribution study is to evaluate the existing water distribution system to identify any deficiencies that exist and determine what repairs should be made to ensure that the system can provide the required flow and pressure.
- The new 20 year master plan 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
 - Develop an annual estimate of needed reserves and an annual budget
 - Implement the asset management plan
 - Review and revise the current asset management plan

Changes from Prior Year Submission

- This request is being pushed out a year to FY24 and remaining informational to allow the Town to evaluate future conditions. The increase in cost is due to inflation.

Department Capital Submission

Capital Project Request									
Project Title: Water Distribution System Improvements					Fiscal Year: 2020				
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Water			Supports:	Utilities				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?				Total New FTE's:	0	No			
7. If funded, will the operating budget need to be increased to cover operating expenses?								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	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$6,148,500	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$196,500	\$49,500	\$42,000		\$105,000			
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$5,952,000	\$4,742,000	\$330,000	\$405,000		\$475,000		
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$6,148,500	\$4,791,500	\$372,000	\$405,000	\$105,000	\$475,000	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Water Distribution System Improvements

Fiscal Year:

2020

Project Description and Considerations

Project Summaries

- Portions of the Town's water infrastructure are over 75 years old and are approaching the end of their useful life. In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants.

Bennington Street/High Street to Concord Street

- The 8" water main constructed in 1926 is at the end of its useful life.
- Dig and replace 650 linear feet of 8" water main and services. The process includes: installing temporary bypass piping, digging and removing existing pipe, installing replacement pipe, installing temporary trench patch, and overlaying asphalt gutter to gutter, including sewerage and drainage castings and roadway markings.

Country Way

- The water main constructed between 1961 and 1965 has a history of breakage that has accelerated it in the replacement program.
- Dig and replace 1,200 linear feet of 8" water main. The process includes: installing temporary bypass piping, digging and removing existing pipe, installing replacement pipe, installing temporary trench patch, and overlaying asphalt gutter to gutter, including sewerage and drainage castings and roadway markings.

Alder Brook Lane

- The water services are lead lined. There is a 2" water main that is aging and connecting new water services to the aging pipe may compromise the pipe.
- Remove and replace all lead services and replace 340 linear feet of 2" pipe with 6" pipe. This will include the installation of a fire hydrant at the end of Alder Brook Lane, installation of a temporary trench patch, and overlay of asphalt gutter to gutter.

Thorpe Road/Webster Street to Manning Street

- The water main constructed between 1923 and 1953 is coming to the end of its useful life.
- Design and replace 330 linear feet of 8" pipe.

Mills Road/Sachem Road to Davenport Avenue

- The water main constructed in 1896 is coming to the end of its useful life.
- Design and replace 500 linear feet of 8" pipe.

Mayo Avenue/Harris Avenue to Great Plain Avenue

- The water main constructed in 1913 is coming to the end of its useful life.
- Design and replace 1,060 linear feet of 8" pipe.

Department Capital Submission

Capital Project Request

Project Title: Water Distribution System Improvements

Fiscal Year:

2020

Kingsbury Street/Oakland Avenue to Webster Street

- The water main constructed in 1892 and 1965 is coming to the end of its useful life.
- Design and replace 1,500 linear feet of 8" pipe.

Oakland Avenue/May Street to Highland Avenue

- The water main constructed in 1893 is coming to the end of its useful life.
- Design and replace 1,100 linear feet of 8" pipe.

Emerson Place (dead end)

- The water main constructed in between 1946 and 1954 is coming to the end of its useful life and has a history of breakage.
- Replace 130 linear feet of 2" pipe with 6" pipe.

Rosemary

- There is a water main that is currently located under the lake, making leaks difficult to detect and repairs difficult to conduct. The water main needs to be relocated.
- The 8" water main under the lake will be removed and relocated to Rosemary Street.

Clark Circle

- There are currently two dead end water mains at this location. Redesigning and rehabilitating the water main will improve water quality at this location.
- The plan is to design and install 300 linear feet of 8" pipe in order to connect two dead end water mains in a loop.

Failing Lined Transmission Water Mains (locations below)

- The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The lining of these pipes breaks down over time, causing discoloration in the water and concern for the water quality in the areas serviced by this line. The Town began addressing this issue in 2008, when there was approximately 19,000 linear feet of piping in need of replacement. During this first phase, piping was replaced extending from Charles River Street to Pine Street and a section between Oak Street and Chestnut Street to School Street. Additionally, the 14" water main was relined from the Charles River Water Treatment Facility to Grove Street. The second phase of this project began in 2010 with the replacement of the 14" water main line extending from Grove Street to Central Avenue with a new 16" water main. In FY16, the Town replaced the water main in Oak Street from Maple Street to Chestnut Street and in Chestnut Street from Oak Street to School Street. This project is to replace the remainder of existing pipe.
- The Town will replace a total of 5,500 linear feet of 14" water main with a new 16" water main from the intersection of Pine Street to Marked Tree Road to High Rock Street. This project will include replacing the pipe and reconstruction of the road.

Department Capital Submission

Capital Project Request

Project Title: Water Distribution System Improvements

Fiscal Year:

2020

Funding Schedule

Project	FY20		FY21		FY22	FY23	FY24
	D&E	Const.	D&E	Const.	Const.	D&E	Const.
Bennington Street/High Street to Concord Street		\$430,000					
Country Way		\$430,000					
Alder Brook Lane		\$82,000					
Thorpe Road/Webster Street to Manning Street; Mills Road/Sachem Road to Davenport Avenue; Mayo Avenue/Harris Avenue to Great Plain Avenue			\$42,000		\$405,000		
Kingsbury Street/Oakland Avenue to Webster Street; Oakland Avenue/May Street to Highland Avenue						\$105,000	\$475,000
Rosemary	\$49,500			\$330,000			
Water Main Replacement		\$3,800,000					

Changes from Prior Year Submission

- All of the water system rehabilitation projects have been pushed out a year and costs have been inflated.
- The project at Alder Brook Lane was added into FY20 for \$82,000 because there are lead line services off of an old pipe.
- The project at Rosemary was added in FY20 for \$49,500 because the Town is draining the lake for the last time during the summer of 2019, making it difficult to detect leaks moving forward.

Future Projects

- Fenton Road/West Street to Pershing Road
- Greenough Street/Pine Grove Street to Avery Street
- Pine Grove Street, Hillside Avenue to exiting 8"
- Tower Avenue/Greendale Avenue to Lexington Avenue 800lf of 12"
- Rosemary Pond Water Main Replacement
- Gage Street 8" (320')
- Holland Terrace 6" (260')
- Fairlawn 6" (270')
- Marked Tree from High Rock to Central Ave
- Central Ave from High Rock to Pine Street (5500')
- South Street from Charles River to Chestnut Street (7000')

Clarification of Questions

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

Department Capital Submission

Capital Project Request									
Project Title:		Water Service Connections				Fiscal Year:		2022	
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Water			Supports:	Utilities				
Partners:				Useful Life:	More than eighteen (18) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						No			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						No			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						No			
6. If funded, will additional permanent staff be required?				Total New FTE's:	0	No			
7. If funded, will the operating budget need to be increased to cover operating expenses?						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			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:	\$600,000	How was the Project Cost Determined:		Current Contract					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$600,000			\$200,000	\$200,000	\$200,000		
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL	\$600,000	\$0	\$0	\$200,000	\$200,000	\$200,000	\$0	\$0	
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Water Service Connections

Fiscal Year:

2022

Project Description and Considerations

Project Summary

- There are old iron pipe water services that may contain lead and need to be removed. System wide, there are approximately 1,000 services that still need to be replaced in the system. Each calendar year has seen the replacement of additional services, as indicated below:
 - CY07 – 126
 - CY08 – 170
 - CY09 – 174
 - CY10 – 17
 - CY11 – 145
 - CY12 – 102
 - CY13 – 200
 - CY14 – 152
 - CY15 – 110
 - CY16 – 12*
 - CY17 – 140
 - CY18 – 99 (as of September 2018)

**Decrease in services replaced due to the contracted vendor being released from their contract and the Town rebidding the work.*
- Total and partial lead services are replaced at least one year prior to a road reconstruction/paving project. Each year, additional services are removed and replaced.

Changes from Prior Year Submission

- The funding request is being pushed up to FY22 because the replacements have been occurring at a faster rate than anticipated.

Clarification of Questions

- Old iron pipe water services in the water distribution system that may contain lead is a documented public health or safety condition.

Department Capital Submission

Capital Project Request									
Project Title: Water Supply Development								Fiscal Year: 2021	
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Water			Supports:	Utilities				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$1,693,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$433,000		\$433,000					
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$1,260,000				\$1,260,000			
Construction Management		\$0							
Equipment		\$0							
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$1,693,000	\$0	\$433,000	\$0	\$1,260,000	\$0	\$0	\$0
\$0		FY2020							

Department Capital Submission

Capital Project Request

Project Title: Water Supply Development

Fiscal Year:

2021

Project Description and Considerations

Project Summary

- The Charles River Well Field has three wells, allowing it to operate at full capacity. Whenever one of the wells is taken offline for routine maintenance and repairs, the Town has to rely on MWRA water to meet its daily demands. With an additional fourth well, the Town would be able to take a well offline and continue to operate at its full capacity, allowing for more independence during maintenance periods.
- This funding request is for both the design/engineering and the construction phases. The design/engineering phase includes DEP and Conservation permitting, exploration and test wells program, and the design of a pitless well with appurtenance. The construction phase is for the installation of a well approximately 100' deep with control, pump, and electrical included. There would be no changes to the Town's MWRA withdrawal permit.

Changes from Prior Year Submission

- This request is being pushed back to FY21 to give the Town time to determine the implications of the permit withdrawal. Mass DEP had a withdrawal permit for the Town's wells, which gave them jurisdiction to mandate a water restriction, even though the Town gets supplemental water from MWRA. The Town chose to give up its withdrawal permit and remove it from the jurisdiction of Mass DEP. The Town needs to confirm that creating a redundant well will not force the Town to again enter into a withdrawal permit and be subject to the Mass DEP jurisdiction. The increase in cost is due to inflation.

Clarification of Questions

3. This project requires permitting from DEP and Conservation.
7. The operating budget will need to be increased in order to cover increased monitoring and maintenance expenses associated with having an additional well.
16. The well equipment is intended to be permanently installed at the location of its use.

Department Capital Submission

Capital Project Request									
Project Title: Fleet Replacement Program					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Finance			Supports:	Other (see below for information)				
Partners:	Building, Fire, Health and Human Services, Police, Public Works, and the School Department			Useful Life:	Varies between 6 and 20 years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?								Total New FTE's:	0
7. If funded, will the operating budget need to be increased to cover operating expenses?								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?								Not Applicable	
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)?								Not Applicable	
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	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$10,225,761	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	May increase annual operating expenses between \$5,001 and \$25,000								
Project Budget Elements		Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility		\$0							
Design/Engineering		\$0							
Land/ROW Acquisition		\$0							
Site Preparation		\$0							
Construction		\$0							
Construction Management		\$0							
Equipment		\$10,225,761	\$2,106,572	\$2,071,403	\$2,594,627	\$1,127,048	\$2,326,111		
Furniture, Fixtures, and Equipment		\$0							
Technology Hardware/Software		\$0							
Other Expenses		\$0							
TOTAL		\$10,225,761	\$2,106,572	\$2,071,403	\$2,594,627	\$1,127,048	\$2,326,111	\$0	\$0

\$0

FY2020

Department Capital Submission

Capital Project Request

Project Title: Fleet Replacement Program

Fiscal Year:

2020

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, the Police Department vehicles are not included in this request. Generally, 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. The Needham Public Schools fleet replacement program is funded through the capital process, but the School Department does from time to time acquire additional vehicles outside of the capital process and Town Meeting votes. A majority of the Town's fleet maintenance and management is performed by the Fleet 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.

Managing and maintaining a fleet of more than 230 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, 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 approximately 239 vehicles, trailers, and large specialized attachments and the School Department fleet of vans and buses. General purpose vehicles include pickup trucks, a variety of police vehicles, school buses, sedans, SUV's, and vans (98). They comprise approximately 41 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.

Specialized, high value vehicles, and snow and ice equipment comprise of the other 34 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.

Continue on to the Next Page

Department Capital Submission

Capital Project Request

Project Title: Fleet Replacement Program

Fiscal Year: 2020

Supplemental Information

The estimated cost of the identified replacements (including the school department) for core fleet, specialize equipment, and snow and ice equipment is \$10,225,761 which is up from the prior CIP five-year submission of \$8,284,433 . The change is due to the addition of fiscal year 2024 and increased cost estimates for some specialized equipment, most notably fire apparatus, and several vehicles which should be replaced in FY2020 or FY2021 which is earlier than planned (for example unit 2) or were not funded in the previous year (units 38, 181, and 457). We have offset some of the cost by delaying the replacement of several vehicles which were scheduled for replacement in FY2020 (units 10, 17, 19, 30, 39, 164, and 756). The estimated core fleet replacement cost over the five year period is \$2,022,387 which is down from the prior CIP amount of \$2,385,803; specialized equipment is \$7,143,890 which is up significantly from the prior CIP amount of \$5,548,947 ; and snow and ice equipment is \$1,059,484 which also up from the prior amount of \$328,346. The FY2020 request is for vehicles that have been identified to be replaced based on, condition, functionality, usability, or cost of maintenance. The vehicles identified for replacement in FY2021 and beyond are based on industry recommended replacement schedules. However, the schedule is adjusted annually based on the actual condition of the vehicles, the serviceability of the vehicles, demands on the equipment, and financial resources.

Specific Questions:

Question 3: Does this project require any permitting by any Town or State agency? All vehicles which travel the public roadways must be registered through the Massachusetts Department of Motor Vehicles.

Question 7: 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 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 11: Is specialized training or annual licensing required that the Town will need to pay in order to use the asset? Yes, some vehicles require a commercial driver's license to operate. Other vehicles have specialized equipment which requires period training and demonstrations on the proper use of the equipment.

Question 18: Will any other department be required to provide assistance in order to complete the project? Yes, the various requesting departments must assist in the final assessment of the vehicle to be replaced, procurement of the new vehicle, and the discontinuation or transfer of the current vehicle. The vehicle may be retained as a pool vehicle for the department, transferred to another department, auctioned or traded, or otherwise disposed.

Question 19: 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 commercial and vehicle insurance expense could increase.

The total request consists of both General and Enterprise Fund assets of which the portion that relates to an enterprise fund would be paid by the applicable enterprise fund. The table below summarizes the amount that would be paid from enterprise funds if approved.

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Department Capital Submission

Capital Project Request

Project Title: Fleet Replacement Program

Fiscal Year: 2020

Supplemental Information

Fund	Approved FY2019	Request FY2020	Request FY2021	Request FY2022	Request FY2023	Request FY2024	5 Year Request
General Fund	\$1,821,605	\$1,583,817	\$1,284,426	\$1,915,298	\$1,031,794	\$2,141,595	\$7,956,930
RTS Enterprise	\$377,471	Discontinued					\$0
Sewer Enterprise	\$132,111	\$522,755	\$735,005	\$377,262	\$41,618	\$149,723	\$1,826,363
Water Enterprise	\$355,048	\$0	\$51,972	\$302,067	\$53,636	\$34,793	\$442,468
Total	\$2,686,235	\$2,106,572	\$2,071,403	\$2,594,627	\$1,127,048	\$2,326,111	\$10,225,761

	Approved FY2019	Request FY2020	Request FY2021	Request FY2022	Request FY2023	Request FY2024	5 Year Request
General Fund							
Core Fleet - Town	7	8	6	7	2	4	27
Core Fleet - Schools	2	3	2	2	2		9
Specialized	3	2	2	7	2	4	17
Trailers	1	1	1	1		2	5
Snow and Ice	1	2	1		2		5
RTS Enterprise							
Core Fleet	2						0
Specialized	1						0
Sewer Enterprise							
Core Fleet	2		1		1		2
Specialized		2	2	2		1	7
Trailers				1			1
Water Enterprise							
Core Fleet			1	1			2
Specialized	2			2			2
Trailers			1		2	2	5
Total	21	18	17	23	11	13	82

Department Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
2	DPW Fleet	2010	Ford F150 XL	Pick Up	Fleet Supervisory Vehicle	37,060				
3	DPW Fleet	2012	Ford F450	Utility Truck	Fleet Field Service Truck; Snow & Ice Vehicle (Mechanic)			78,567		
5	DPW RTS	2011	INTERNATIONAL 7400 Serie	Dump Truck	RTS All-Purpose Utility Vehicle; Snow & Ice Vehicle (Primary)				247,365	
9	DPW Highway	2012	INTERNATIONAL 7400 Serie	Dump Truck	Highway Material & Equipment Transport; Snow & Ice Vehicle (Primary)					287,978
10	DPW Highway	2010	INTERNATIONAL 7400 Serie	Dump Truck	Highway Material & Equipment Transport; Snow & Ice Vehicle (Primary)			269,978		
11	DPW Sewer	2013	FORD EXPLORER	SUV	Sewer Backflow Inspection Vehicle; Snow & Ice Vehicle (Supervisory)				41,618	
17	DPW Sewer	2012	Ford F550	Dump Truck	Sewer Material Transport (Excavation); Snow & Ice Vehicle (Primary)			73,233		
19	DPW Sewer	2010	INTERNATIONAL 7400 Serie	Dump Truck	Sewer Heavy Material Transport (Excavation); Snow & Ice Vehicle (Primary)			268,830		
23	DPW Sewer	2011	Ford F350	Utility Truck	Sewer Personnel & Supply Transport (Pump Station Maintenance); Snow & Ice Vehicle (Primary)		56,054			
25	DPW Water	2012	Ford F450	Utility Truck	Water Personnel & Supply Transport (Excavation); Snow & Ice Vehicle (Primary)			96,907		
29	DPW Sewer	2008	INTERNATIONAL 7400 Serie	Jet Vac	Sewer Maintenance Vehicle (Jet Truck)	321,268				
30	DPW Water	2012	Ford F550	Dump Truck	Water Material Transport (Excavation); Snow & Ice Vehicle (Primary)			136,811		
31	DPW Water	2011	Ford F150	Pick Up	Water Supervisory Vehicle (General); Snow & Ice Vehicle (Supervisory)		44,118			
32	DPW Highway	2012	Ford F350	Pick Up	Highway Supervisory Vehicle; Snow & Ice Vehicle (Supervisory)			68,349		
34	DPW RTS	2001	MACK TRACTOR	Tractor	RTS Equipment Transport (Trailer/Screens)					182,172

Department Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
35	DPW Sewer	1999	INTERNATIONAL 4900 Serie 6 Wheel Dumi		Sewer Maintenance Vehicle (Catch Basin Cleaner); Snow & Ice Vehicle (Secondary)	201,487				
36	DPW RTS	2014	WARREN UTILITY Trailer	Trailer	RTS Equipment Trailer (Open-Top Containers)					79,281
37	DPW Sewer	2010	INTERNATIONAL 7500 Serie Vactor		Sewer Maintenance Vehicle (Vactor)		398,030			
38	DPW Parks	2007	INTERNATIONAL IH 4300 Se Truck		P&F Forestry Maintenance Vehicle (Aerial Lift Truck)	274,434				
39	DPW Highway	2012	Ford F550	Dump Truck	Highway Personnel and Supply Transport; Snow & Ice Vehicle (Primary)			73,233		
40	DPW Water	2012	Ford F350	Pick Up	Water Supervisory Vehicle (Excavation); Snow & Ice Vehicle (Primary)			68,349		
43	DPW Highway	2012	Ford F350	Pick Up	Highway Supervisory Vehicle; Snow & Ice Vehicle (Supervisory)			66,407		
45	DPW Engineering	2012	FORD E150 VAN	Passenger Van	Engineering Surveying Vehicle			45,656		
56	DPW RTS	2010	Ford F150	Pick Up	RTS Supervisory Vehicle	50,332				
57	DPW Highway	2012	Ford F350	Pick Up	Highway Supervisory Vehicle; Snow & Ice Vehicle (Supervisory)	63,804				
58	DPW RTS	2011	STECO REFUSE TRAILER	Trailer	RTS Equipment Trailer (Open-Top Containers)		Operating Budget			
60	DPW RTS	2012	STECO REFUSE TRAILER	Trailer	RTS Equipment Trailer (Open-Top Containers)		Operating Budget			
64	DPW RTS	2013	STECO REFUSE TRAILER	Trailer	RTS Equipment Trailer (Open-Top Containers)		Operating Budget			
91	DPW RTS	2000	CONSTRUCTION SCALP TRUCK		RTS Material Processing Vehicle (Scalper Screen)			143,142		
92	DPW Engineering	2012	FORD EXPLORER	SUV	Engineering Surveying Vehicle; Snow & Ice Vehicle (Supervisory)	41,550				

Department Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
101	DPW Sewer	2010	CASE LOADER	Yellow Iron	Sewer Construction Vehicle (Loader); Snow & Ice Vehicle (Primary)		280,921			
102	DPW Highway	2008	JOHN DEERE LOADER 544J	Equipment	Highway Construction Vehicle (Loader); Snow & Ice Vehicle (Primary)	252,140				
103	DPW Sewer	2012	JOHN DEERE BACKHOE	Yellow Iron	Sewer Construction Vehicle (Backhoe Loader); Snow & Ice Vehicle (Primary)					149,723
107	DPW Highway	2008	CAMOPLAST SW4S	Yellow Iron	Snow & Ice Vehicle (Sidewalk)	178,571				
108	DPW Highway	2011	TRACKLESS TRACTOR	Yellow Iron	Highway Maintenance Vehicle (Mower); Snow & Ice Vehicle (Primary)				197,985	
112	DPW Highway	2011	Prinoth	Yellow Iron	Snow & Ice Vehicle (Sidewalk)				245,967	
113	DPW Highway	2008	CAMOPLAST SW4S	Yellow Iron	Snow & Ice Vehicle (Sidewalk)		184,821			
121	DPW Highway	2007	Vermac UTILITY TRAILER	Trailer	Highway Equipment Trailer (Electronic Message Board)			17,213		
122	DPW Highway	2007	Vermac UTILITY TRAILER	Trailer	Highway Equipment Trailer (Electronic Message Board)			17,213		
123	Police	2009	CARMATE UTILITY TRAILER	Trailer	Highway Equipment Trailer					
145	DPW RTS	2011	Work sport PACE UTILITY TF Trailer		RTS Equipment Transport (Water Cannon)				-	
151	DPW Water	2008	INGERSOLL RAND AIR COMI Trailer Compr		Water Equipment Trailer (Air Compressor)				16,580	
164	DPW Water	2008	Trailer ATLAS Copco	Trailer MDT G	Water Equipment Trailer (Generator)				37,056	
168	DPW Sewer	2010	GORMAN UTILITY TRAILER	Trailer	Water Equipment Trailer (Pump)			35,199		
181	DPW Highway	2012	Elgin PELICAN Sweeper	Equipment	Highway Maintenance Vehicle (Sweeper)	313,169				

Department Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
186	DPW Parks	2010	GIANT LEAF VAC TRAILER	Trailer	P&F Equipment Trailer (Leaf Vac)			26,623		
254	DPW Parks	2013	BANDIT BRUSH CHIPPER	Equipment	P&F Equipment Trailer (Chipper)				73,183	
256	DPW Parks	2008	TRAILER UTILITY	Trailer	P&F Equipment Trailer (Chipper)	64,936				
259	DPW Highway	2010	HUDSON TRAILER	Trailer	Highway Equipment Trailer (Pavement Roller)		3,354			
260	DPW Water	2009	FELLING UTILITY TRAILER	Trailer	Water Equipment Trailer (Roller)					29,672
261	DPW Water	2009	HUDSON TRAILER HD10	Trailer	Water Equipment Trailer (Excavator)					5,121
324	DPW Water	2006	CONST UTILITY TRAILER	Trailer	Water Equipment Trailer (Excavation Equipment)		7,854			
350	DPW Parks	2010	JOHN DEERE TRACTOR LOA Yellow Iron		P&F All-Purpose Maintenance Vehicle (Utility Tractor)			67,245		
400	Building Inspector	2005	Ford Taurus	Sedan	Field work			35,441		
404	Health and Human Services	2012	Ford E350 VAN	Passenger Van	Passenger Transport			93,575		
452	Finance Assessing	2013	Ford Taurus	Sedan	Field Work site visits for appraisal work				38,305	
453	Building Inspector	2016	Ford Focus	Sedan	Field work					37,966
454	Building Inspector	2014	Ford Fusion	Sedan	Field work					37,966
455	Building Inspector	2016	Ford Focus	Sedan	Field work					37,966
456	Building Inspector	2014	Ford Fusion	Sedan	Field work					37,966

Department Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
457	Building Inspector	2006	Ford Taurus	Sedan	Field work	33,085				
573	Police	2018	Ford Explorer	SUV	Front Line Cruiser				Operating Bdgt	
577	Police	2016	Ford Explorer	SUV	Command Unit for all emergency units within Town			Operating Bdgt		
589	Police	2019	Fleet Increase Request		Front Line Cruiser			Operating Bdgt		
700	DPW Building Maintenance	2012	Ford Econ Van E250	Van	Facilities Supply & Equipment Transport (Electrical)				48,461	
705	DPW Building Maintenance	2006	Ford Econ Van E250	Van	Facilities Supervisory Vehicle	37,060				
707	DPW Building Maintenance	2008	Ford Econ Van E250	Van	Facilities Supply & Equipment Transport (HVAC)		45,239			
710	DPW Parks	2008	LEAF UTILITY TRAILER	Trailer	Facilities Equipment Trailer (Leaf Vac)					8,077
712	DPW Building Maintenance	2011	Ford Econ Van E250	Van	Facilities Supply & Equipment Transport (Plumbing)			46,822		
713	DPW Building Maintenance	2012	Ford F450	Dump Truck	Facilities Heavy Field Service Vehicle					84,163
715	DPW Building Maintenance		Fleet Increase Request		Plumbing Operations	43,709				
720	DPW Building Maintenance	2009	Ford Escape Hybrid	SUV	Shift Supervisor Vehicle		34,243			
756	DPW Building Maintenance	2010	Ford F150	Pick Up	Facilities Supervisory Vehicle			39,700		
Bus 1	School	2017	BLUE BIRD 303 SCHOOL BU	School Bus	Pupil Transport				90,264	
Bus 14	School	2012	IC SCHOOL BUS	Mini Bus	Pupil Transport	81,942				

Department Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
Bus 2	School	2017	BLUE BIRD 303 SCHOOL BU	School Bus	Pupil Transport				90,264	
C-01	Fire	2017	FORD EXPLORER	SUV	Manager		47,733			
C-02	Fire	2016	Chevrolet TAHOE	SUV	Command Vehicle		54,357			
C-03	Fire	2013	FORD EXPLORER	SUV	Manager		47,733			
C-06	Fire	2015	Ford F350	Pick Up	Emergency Response		68,750			
C-42	Fire	2013	Ford Explorer	Sedan	Field Work, Inspections and Incident Response	35,249				
HAZ	Fire	1996	HAZMAT TRAILER	Trailer	Emergency Response				-	
L-01	Fire	2004	SUTPHEN QUINT LADDER TI	Fire Truck	Emergency Response					1,348,060
R-01	Fire	2016	FORD E450 AMBULANCE	Ambulance	Emergency Response		350,322			
R-02	Fire	2017	FORD E450 AMBULANCE	Ambulance	Emergency Response			362,584		
R-03	Fire	2008	FORD E450 AMBULANCE	Ambulance	Emergency Response		350,322			
R-04	Fire	2006	FORD E450 AMBULANCE	Ambulance	Emergency Response			362,584		
Van 1	School	2011	FORD E150 VAN	Passenger Van	Pupil Transport	38,388				
Van 10	School	2015	TOYOTA SIENNA	Van	Pupil Transport			50,483		
Van 2	School	2011	FORD E150 VAN	Passenger Van	Pupil Transport	38,388				

Department Capital Submission

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
Van 7	School	2012	FORD E250 VAN	Passenger Van	Pupil Transport		48,776			
Van 8	School	2013	FORD E250 VAN	Passenger Van	Pupil Transport		48,776			
Van 9	School	2014	TOYOTA SIENNA	Van	Pupil Transport			50,483		

Color Code

Green = Core Fleet Vehicles

Tan = Specialized or Heavy Vehicles

Blue = Snow and Ice Operation Vehicles

Purple = School Vehicles



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

MEETING DATE: 11/27/2018

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED
<i>Board members will report on the progress and / or activities of their Committee assignments.</i>	
2.	VOTE REQUIRED BY BOARD OF SELECTMEN
3.	BACK UP INFORMATION ATTACHED
(Describe backup below)	
None	

**Town of Needham
Board of Selectmen
Minutes for November 13, 2018
Needham Town Hall
Selectmen's Chamber**

- 6:45 p.m. Informal Meeting with Citizens:
David and Sarah Miller, 95 Dana Place, and Steve and Sophia Buckley, 1049 Highland Avenue, as well as concerned neighbors spoke with the Board about continued MBTA train idling. Ms. Miller said she thought the issue had been solved, however after 15 months nightly train idling has resumed. She presented the Board data as to the harmful effects of noise/vibrations and air quality, and asked an environmental impact study be completed by the Town. She asked for the Board's support. The Board told neighbors it continues trying to remedy the situation. Mr. Bulian suggested Needham's Board of Health become involved, as the issue is intolerable. Ms. Fitzpatrick said she met with MBTA representatives, presented a series of questions regarding the issue, and expects a reply shortly from the MBTA.
- 7:00 p.m. The public portion of the Board of Selectmen meeting of November 13, 2018, was convened by Chairman Daniel P. Matthews.
- 7:00 p.m. Introduce Director of Conservation:
Lee Newman, Director of Planning & Community Development appeared before the Board to introduce Debora Anderson, the newly appointed Director of Conservation.
- Ms. Newman said Ms. Anderson has been a Conservation Specialist with the Town for eight years and holds a degree in wildlife biology. She said she has been actively engaged in several Town projects including the Rosemary Pool and Recreation Complex, trails at the PSAB building, and wetlands flagging for development of the new Sunita Williams Elementary School. Ms. Newman said she is pleased to promote someone from within who is committed to Needham. Ms. Anderson said she is excited to start her new position, hoping to continue making positive contributions to the Town. The Board congratulated Ms. Anderson.
- 7:02 p.m. Appointments and Consent Agenda:
Motion by Mr. Bulian that the Board vote to approve the Appointments and Consent Agenda as presented.

APPOINTMENTS

- | | |
|--|---|
| 1. Local Emergency Planning Committee | See List at end of agenda.
All terms expire 6/30/2021. |
|--|---|

CONSENT AGENDA

1. Accept the following donations made to the Needham Community Revitalization Trust Fund: \$100 from Gregg Clickstein, \$100 from Louise Condon, and \$100 from Harry Carey, Jr.
2. Accept a \$200 donation made to the Needham Health Department's Gift of Warmth Fund from Shahin Soli Sagafi.
3. Accept the following donations made to the Needham Aging Services Account; \$200- Suzanne Roklan; \$40- Mary & Richard Johnson; and \$19 from Fitzroy Danglad.
4. Accept a donation of a Ping Pong Table to the Needham Aging Services from Margaret Robbins, a Needham resident. The table is valued at \$200.
5. Accept the following gifts received by the Needham Public Library for the period of July 1, 2018, to October 31, 2018: Maureen Fitzgerald donated the following puzzles: Smithsonian Hope Diamond (\$11.00), Marinas, Finnmark, Norway (\$15.00), Haberdashery Heaven (\$23.00), Saturday Evening Post Busy Lunch Counter (\$9.00), and Pomegranate, Mike Wilks, The Letter P (\$18.00); Deborah Bassett gave the library a copy of the transcript of her father, long-time Needham resident, Norman Fay's official accounting of the activities of the 30th Division, Artillery during World War II. The book will be added to the library's Archives Collection (priceless); Faith Crisley donated a copy of Women I've Undressed by Hollywood designer Orry-Kelly (\$27.00); Lu-Ann Caron-Leslie gave the library a copy of Boston Boy: A Greyhound Journey (\$26.00); Maureen Davison donated copies of the following new books: House of Broken Angels by Luis Alberto Urrea (\$27.00); The Sun Does Shine by Anthony Ray Hinton (\$26.99); Little Fires Everywhere by Celeste Ng (\$27.00); Kate Fitzpatrick donated a New Yorker cover puzzle, Shelved (\$16.99); Ellen Moskowitz gave the library eight Brio trains (\$20.00); Library Page Mary Lou Pierron arranged a grant from the Sisters of Loretto for a \$3,000.00 donation for the purchase of World Language books; Emily Rude gave the library two puzzles for the circulating collection: Brunswick and the Golden Isles of Georgia, and Cape Cod, Massachusetts; The following people made donations in Memory of Emily M. Salaun: Lois and Bill Bacon (\$25.00); Sandra E. Jaszek (\$50.00); Ann MacFate (\$50.00); Friends of the Needham Public Library (\$150.00); Tom Harkins (\$20.00); The following people made donations in memory of Cheryl Anne Miller Smith: Ann MacFate (\$50.00), and Tom Harkins (\$20.00); John T. Timmerman donated the following DVDs in memory of Robert T. Timmerman, Sr: Churchill: The Finest Hours (\$50.00), and Darkest Hour (\$15.00); The Needham Anime Club gave the library a \$500.00 donation for the purchase of electronic games for the Community Room; Gerard Clifford donated a copy of R. Bruce Hoadley's book, Understanding Wood (\$44.95); The following people made donations in memory of Roma Jean Brown: Lois and Bill Bacon (\$25.00), Ann MacFate (\$50.00), Linda and Paul Shaughnessy (\$50.00), Friends of the Needham Public Library (\$150.00), Beverly and Walter Pavasaris (\$100.00), Tom Harkins (\$20.00); Norfolk County Register of Deeds William P. O'Donnell sent the library a copy of the publication, 225th Anniversary Commemoration: Notable Land Records Project; Rick Hardy donated a copy of the Farnsworth Art

Museum's N.C. Wyeth: Poems of American Patriotism (from the exhibition) (\$40.00); Keith McClelland gave the library a copy of his sister Ginger Bolton's latest book, Goodbye Cruller World (\$15.95); Leigh Rudikoff gave the library a copy of Divorcing a Narcissist: Rebuilding after the Storm by Tina Swithin (\$14.00); Nancy Herbstman donated \$27.86; and Friends Gallery Exhibitor Marguerite Swartz sold a painting and donated a 10% commission to the library for the purchase of a book on art (\$13.00).

6. Water and Sewer Abatement Order #1263.
7. Approve Open Session minutes of October 23, 2018 and Executive Session minutes of October 9, 2018.
8. Approve request from Rabbi Mendel Krinsky from the Chabad Jewish Center to hold a Menorah lighting ceremony on the Town Common on Monday, December 3, 2018 starting at 6:00 pm. Garrity Way cannot be accessed until 5:00 pm. Festivities include use of a Needham Fire Truck to dispense gelt to the attendees. (Pending approval of the Needham Fire and Police.)
9. Approve a request from The James to extend its liquor license on December 31, 2018 until 1:00 a.m. The Police Department has approved this request.

LEPC APPOINTEES	REP LEVEL		
Dennis Condon	Primary	Eddie Sullivan	Secondary
John Schlittler	Primary	Tiffany Zike	Secondary
Timothy McDonald	Primary	Debbie Anderson	Primary
John Regan	Primary	Shane Marchand	Secondary
Marc Mandel	Primary	Robert Lewis	Secondary
Barry Dulong	Primary	Tatiana Swanson	Secondary
Richard Merson	Primary	Christopher Coleman	Secondary
David Davison	Primary	Pam Sullivan	Secondary
Kate Fitzpatrick	Primary	Justin McCullen	Secondary
Barbara Singer	Primary	Rebecca Ping	Tertiary
Dale Wise	Primary	Tara Gurge	Tertiary
Wolfgang Floitgraf	Primary	Carys Lustig	Tertiary
John Kraemer	Secondary	Michelle Vaillancourt	Tertiary
Donald Anastasi	Secondary	Sandy Cincotta	Tertiary
		Keith Ford	Tertiary

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

7:02 p.m. Public Hearing: Application for a License to Store Fuel Aboveground at 585 Central Avenue:
Hank Haff, Sr. Construction Manager, Building Design & Construction and Don Maver, Bacon Construction appeared before the Board requesting a license for the Town of Needham to install (4) 1,000 gallon tanks that will store 4,000 gallons of propane fuel aboveground at 585 Central Avenue, Needham, MA for the new Sunita Williams Elementary School that is under construction.

Mr. Maver explained the tanks will hold propane surrounded by jersey barriers and a six foot chain link fence, piped underground into a window to a heater inside the building. He said the use is temporary so construction can continue through the winter.

Ms. Fitzpatrick said all paperwork is in order and that the Town's two fire inspectors are in the audience to answer questions.

Ms. Borrelli asked when gas service to the building will be completed and if there is anything the Town can do to help? Mr. Maver said the gas company recently installed the gas meter, and as soon as the system is hooked up and signed off on by the plumbing inspector natural gas could be used. Mr. Borrelli surmised the four propane tanks will be used as backup until the natural gas system is completed. Mr. Maver concurred.

Mr. Matthews invited public comment.

Andrew Newman, 8 Cefalo Road suggested engineering plans for future projects be submitted to abutters. He commented temporary use of tanks was not disclosed, and it would be a good result if the tanks were never used. He commented on jersey barriers, trucks being a potential safety hazard, and that he hopes the fire department carefully reviewed the piping system.

Motion by Mr. Handel that the Board of Selectmen vote to approve and authorize the Chairman to sign a license for the Town of Needham to install (4) 1,000 gallon tanks that will store 4,000 gallons of propane fuel aboveground at 585 Central Avenue, Needham, MA for the new Sunita L. Williams Elementary School that is under construction.

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

7:13 p.m.

Continuation of Public Hearing for the Removal of One (1) Public Shade Tree at 195 Harris Avenue, Needham, MA

Edward Olsen, Tree Warden, Parks & Forestry reminded the Board this public hearing is a continuation of the hearing started on October 9, 2018, as there were questions which arose at the last meeting which needed to be addressed.

Ann Roman, homeowner respectfully requested to remove a Public Shade Tree. This tree will be negatively affected by the proposed installation of a new water service line to this property. The existing lead lined service dates back to 1924. The Tree Warden does not object to the removal of the tree. Furthermore, if this hearing is approved the Town will plant two (2) trees along the grass berm to replace this single invasive species.

Mr. Borrelli asked whether the new trees to be planted are better than the Norway Maple tree? Mr. Olsen explained the invasive properties of the Norway Maple tree. He said the species has a low value and could be replaced with two trees with a higher value due to esthetics and characteristics.

Mr. Matthews noted the Norway Maple tree is now banned in several states. He said no town in Massachusetts would plant a Norway Maple tree because of the invasive concerns.

Ms. Roman explained the tree has been a problem since 1994 when it was planted, with roots affecting her driveway and sewer system. She said it is too expensive and impossible for her to continually clear roots from sewer pipes. She said her garden is ruined because of roots and diminished sun from the large tree canopy.

Karen Riccardelli, Mrs. Roman's daughter showed a Powerpoint presentation. Photos of Mrs. Roman's home, the tree, garden, lawn, roots lifting sidewalk pavement, and roots invading sewer pipes in her basement were viewed. Ms. Riccardelli implored the Board vote to remove the Norway Maple tree and replace it with two ornamental trees.

Mr. Handel asked how many similar situations exist in Needham and the anticipated demand for replacing the Norway Maple? Mr. Olsen said hundreds of Norway Maple trees exist, and all tree hearings are treated individually. Discussion ensued on newly planted trees and expected growth over 3-5 years. Mr. Handel said he is starting to be persuaded, however continues to have grave reservations about setting a precedent.

Mr. Borrelli said he understands it is a quality of life issue and Ms. Roman has been persuasive in her argument. He concurred with Mr. Handel about setting a precedent.

Mr. Bulian agrees with the concern of setting a precedent. He questioned future building on the property and wondered, hypothetically, what would happen if a builder might want to remove the newly planted trees to reposition a driveway. Mr. Olsen said it is a fair question, but the new trees would be planted further down the street.

Ms. Cooley said the decision making process leading to discussion about removing the tree for lead line service replacement was flawed. She said the best way forward is to remove the tree and replant 2 new trees.

Mr. Matthews invited public comment. No comments were heard.

Mr. Handel said he came to the hearing prepared not to support removal of the tree. However, he said the argument he heard is compelling enough and he has changed his mind and will now support removing the tree. Mr. Handel reiterated his concern with setting a precedent, as there are many Norway Maple trees in Needham.

Mr. Matthews agreed the process has been a long haul and was flawed. He concurred with setting a precedent, commenting on the importance of a consistent

approach in the future. Mr. Matthews said in this particular case, the resident owned the property before the tree was planted and that fairness is required.

Motion by Mr. Borrelli that under M.G.L. Ch. 87 the Board vote to approve and sign the Public Shade Tree Hearing form for the removal of one 18-inch Norway Maple tree in front berm of 195 Harris Avenue.

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

Ms. Cooley said the process of lead line replacement must be prioritized.

7:48 p.m.

Regional Transportation Update:

Monica Tibbits-Nutt, Executive Director, 128 Business Council appeared before the Board with an update on the regional transportation system. She referred to a survey focusing on residents and employees of Needham and Newton, and showed a PowerPoint presentation discussing the current and future trends in regional transportation. Ms. Tibbits-Nutt commented on modes of public transit options including the commuter rail, the "T", bike path, and the Needham shuttle (operating over 20 years.) She noted ridership has increased on the Needham shuttle and a second bus was added due to demand, anticipating a third bus will be added within the year. Discussion ensued on transportation mode preferences for work, play, evenings, and weekends, as well as the origin and destination. It was noted over 1,300 people responded to the survey. Ms. Tibbits-Nutt said based on data, public transportation options are not meeting the needs of residents and employees of Needham. She commented many of the traffic issues in Newton and Needham are from within each community, not due to people coming from Boston. Discussion continued regarding TNC (Transportation Network Companies) data including Uber and Lyft showing significant usage (124K trips for Needham and over 1M trips for Newton in 2017), noting most trips are one person traveling within the communities and therefore part of the congestion issue. Ms. Tibbits-Nutt said the main issue is how to get people to consider a different mode of transportation because the only system showing an increase in ridership are private shuttles open to the public. She said better bicycle and pedestrian options are needed, while infrastructure for buses, including dedicated bus lanes must be considered in order to reverse trends.

Mr. Handel asked how a small municipality can address the issue. Ms. Tibbits-Nutt said giving high capacity vehicles an opportunity to get thru intersections ahead of cars, as well as "queue jumps," and changing the direction of some lanes during morning and evening commutes would help.

Mr. Bulian said there are a variety of challenges, noting a dramatically increasing population and the use of WAZE which brings cars into neighborhoods not previously travelled. He commented until the government and MASS DOT make mass transportation a priority, the situation will not change.

Ms. Tibbits-Nutt acknowledged intra-community transportation and changing the direction of traffic is the only option for alleviating traffic congestion.

Mr. Matthews said everyone agrees massive infrastructure improvement is required, but priorities and revenue can only go so far. He said the information is very helpful.

The Board thanked Ms. Tibbits-Nutt for the update.

8:21 p.m. Pedestrian Safety: Preliminary Recommendations for High-Risk Crosswalk Locations

Kate Fitzpatrick, Town Manager and Rick Merson, Director of Public Works appeared before the Board to discuss the consulting engineer's preliminary recommendations for 11 high-risk crosswalk locations and course of action for the next few months. She noted Denise Garlick, State Representative was helpful in securing \$200,000 in the FY2019 state budget for pedestrian safety improvements, as well as an additional \$185,000 in Chapter 90 funds from the legislature. Ms. Fitzpatrick referred to the preliminary study completed in October 2018 showing a map of the top high-risk crosswalk locations. She said the consultant recommended installation of Rectangular Rapid Flashing Beacons, and increased lighting at the top sites.

Discussion ensued on the Highland Avenue at Memorial Field Stairs site and the uniqueness of the location, as well as traffic calming efforts to lower speed.

Mr. Borrelli commented the area from Chestnut Street to Linden Street is a mess, saying there must be a better way for people to cross the street. He also mentioned street lighting, yield markers, and sign fatigue. He acknowledged signs must be visible, but not overdone. Ms. Fitzpatrick commented on the LED conversion project scheduled for the next few months. Mr. Borrelli asked about phasing the improvements.

Mr. Bulian said he favors a "hawk signal," which flashes yellow, then turns red in some locations.

Ms. Cooley asked about signs powered by solar. She said she has noticed the signs on Great Plain Avenue at North Hill Avenue do not work first thing in the morning when children are crossing, noting the winter season when there is less light makes it worse. Mr. Merson said consideration will be given for locations requiring hard wiring.

8:40 p.m. Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with one item to discuss:

1. Town Manager's Report

Ms. Fitzpatrick said the “Walk Aware” and “Heads Up, Phones Down” campaign reminding people to walk safely began with the distribution of reusable shopping bags through the Community Council. She said Green Needham is working with a high school group to distribute the bags at the supermarkets and many areas around Town.

Ms. Fitzpatrick reported the Home Rule Petition for changing the name of the Board of Selectmen to Select Board is now House Bill 4948. She asked the Board vote to allow her to write a letter on their behalf to State Senators about the importance of the name change.

Motion by Mr. Handel that the Board of Selectmen vote to allow the Town Manager to prepare and send a letter on behalf of the Board of Selectmen regarding the importance of House Bill 4948 to State Senators and to ask for their support.

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

Ms. Fitzpatrick commented she is hopeful the bill is passed by December 31, 2018, otherwise the bill will need to be re-filed.

8:43 p.m. Board Discussion:

1. Committee Reports

No Committee Reports were made.

8:44p.m. Adjourn:

Motion by Mr. Handel that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of Tuesday, November 13, 2018.

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

A list of all documents used at this Board of Selectmen meeting are available at:
<http://www.needhamma.gov/Archive.aspx?AMID=99&Type=&ADID=>

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

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

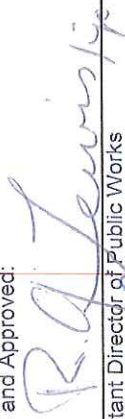
WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

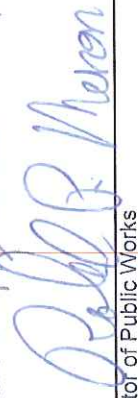
WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	-\$105.20
Water Irrigation:	-\$687.60
Water Admin Fees	\$0.00
Sewer Sales:	-\$100.08
Transfer Station Charges:	\$0.00
Total Abatement:	-\$892.88

Order #: 1264

Read and Approved:


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

11/27/18

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

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read
DB	Wong	Joseph	22639	8824	205	Greendale Avenue	\$0.00	-\$105.20	-\$100.08	-\$205.28	ACC	N
DB	Taslim	Mohammad E.	7425	18688	46	Cedar Springs Lane	-\$687.60	\$0.00	\$0.00	-\$687.60	ACC	N

Total: -\$892.88

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

Legend:

O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
 TWN = Town Project caused damage to private property
 EC = Extenuating Circumstances
 Equip = Equipment Malfunction
 UEW = Unexplained water loss
 ACC = Accidental Water Loss
 BP = Billing Period beyond 100 days
 COA = Council on Aging