

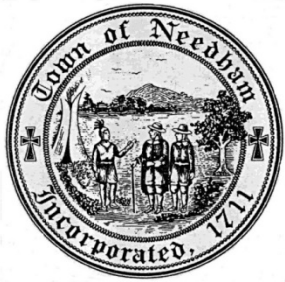


**CAPITAL
IMPROVEMENT
PLAN
FY 2016 –
FY 2020**

TOWN OF NEEDHAM



**OFFICE OF THE TOWN
MANAGER**



**TOWN OF NEEDHAM
TOWN HALL
1471 HIGHLAND AVENUE
NEEDHAM, MA 02492**

***Office of the
Board of Selectmen***

The Board of Selectmen is pleased to transmit the proposed FY2016-FY2020 Capital Improvement Plan (CIP), prepared by the Town Manager in accordance with the following provisions 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.”

This CIP is the proposed schedule for the expenditure of funds to build, replace, and maintain the public facilities used by the citizens of Needham. The Capital Budget is the first year of the CIP and will be reflected in Town Meeting Warrant Articles. At its meeting on December 23, 2014, the Board of Selectmen voted unanimously to endorse the FY2016 – FY2020 Capital Improvement Plan.

In your review of the Capital Plan, please keep in mind that the capital planning process is an ongoing, highly dynamic one in which future priorities may change as the needs of the Town and its financial condition changes.

Executive Summary

Section 1

EXECUTIVE SUMMARY

The Recommended Capital Plan

The Town Charter requires that the Town Manager, after consultation with the Board of Selectmen, submit in writing to the Board of Selectmen a careful, detailed estimate of the recommended capital expenditures showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the Town. This plan includes the proposed FY2016 Capital Budget, which is recommended to the Finance Committee and ultimately to Town Meeting for consideration. The projects presented for FY2017-FY2020 reflect an assessment by municipal departments and the School Committee of future capital needs and are primarily shown for planning purposes. While many of these projects may ultimately be recommended for funding, the plan is a fluid one, and projects may be added and deleted from the list as circumstances change. The proposed financing plan for the recommended FY2016 capital budget is shown in Table 1.

The general fund cash capital recommendation is broken into two components – Tier 1 and Tier 2. Tier 2 cash capital is recommended only if additional revenue, not yet identified, becomes available. Recurring requests for on-going programs and replacement schedules represent by far the largest portion of the available cash capital allocation – 69% of the General Fund Tier 1 category for fiscal year 2016. The FY2016 – FY2020 Capital Plan reflects the Board of Selectmen's priority of support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of creative financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.

Table 1
FY2016 Proposed Financing Plan

Capital Recommendation Summary	Cash	Debt	Other	Total
General Fund Tier 1	\$2,394,911	\$5,000,000		\$7,394,911
General Fund Tier 2	\$457,200	\$4,000,000		\$4,457,200
General Fund Total	\$2,852,111	\$9,000,000	\$0	\$11,852,111
Community Preservation Fund	\$3,037,000			\$3,037,000
Solid Waste Enterprise	\$0			\$0
Sewer Enterprise	\$670,500			\$670,500
Water Enterprise	\$1,162,104	\$635,000		\$1,797,104
Total (all funds)	\$7,721,715	\$9,635,000	\$0	\$17,356,715

FY2016 Highlights

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

- Transitioning items that do not meet the capital expenditure definition (such as items that cost less than \$25,000 or that have a useful life of less than five years) to the operating capital line of the appropriate department. For FY2016, this includes High School graphics equipment (\$9,900), School musical instruments (\$15,000), School fitness equipment (\$20,020), School interactive whiteboards (\$12,600), and the School 1:1 Devices (\$202,000).
- Transitioning the Public Facilities Maintenance Program (\$570,000) to a financial warrant article, given that the program supports maintenance activities, and many of the projects do not meet the capital expenditure test. This warrant article covers annual necessary maintenance of public buildings throughout the Town and School department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances require otherwise, the FY2016 program will fund duct cleaning at the Pollard School, Fire Station #2, and Broadmeadow School; xeriscape gardening at the High School; wood floor refinishing in various school buildings; asbestos abatement at the Pollard School; flooring replacement at the Pollard School; renovation of two restrooms at the Pollard School; repairs to the auditorium at the Pollard School, and replacement of a portion of the lockers at the Pollard School.
- Allocating sidewalk needs assessment (\$100,000) funding through a financial warrant article rather than in the cash capital article. This study, which would prioritize sidewalks for renovation and repair, would also identify opportunities for the removal of sidewalks in certain areas to allow the Town to target spending for the most critical sidewalk needs.
- Transitioning the Public Works Infrastructure Program from a predominantly debt financed program to a cash-based program over five years, beginning in FY2016. Because the program has been and will continue to be recommended annually, the annual debt service payments for infrastructure improvements – which by their nature are on a five year repayment schedule – tend to crowd out other large scale capital that would be recommended for funding through debt financing. Given the age of some of the Town's other capital assets, and the number of projects that are in the queue, it is prudent to assume that additional capital investment within the Town's tax levy supported debt will be required in the near term. Transitioning the Public Works Infrastructure program provides greater flexibility in that regard.

- The General Fund and Enterprise Fund Fleet Replacement Program was consolidated beginning in FY2015. Over the next few years, the plan will include updated replacement schedule matrices. The goals of the fleet replacement program are: replacing vehicles before service delivery is negatively impacted, maximizing vehicle availability for all user departments, minimizing costs from vehicle downtime and emergency maintenance and operational costs, taking advantage of opportunities to implement new technology to achieve fuel conservation and reduced emissions, promoting safety, reliability and operational efficiencies, and enhancing the public image of the Town's fleet.

Capital Planning 101

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a multi-year tool used to coordinate the financing and timing of major public improvements for the Town of Needham. It contains a list of capital projects proposed for the Town within the next five years and reflects the recommendations of citizens, boards, commissions, and staff from each of the Town departments. The CIP identifies each proposed project and presents a summary description, estimate of cost, method of financing, and a schedule of implementation. Capital planning helps ensure that the community is positioned to:

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

Operating Budget and Capital Budget

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

Notwithstanding the differences between the two, the operating and capital budgets are closely interwoven inasmuch as operating costs related to capital projects are estimated and incorporated into the operating budget. Many capital projects will have an impact on operating costs once constructed. Town practice is to project the net effect a capital project will have on the operating budget. While maintenance and repair costs may be lower in a new facility, it is often more costly to operate a larger and more modern facility. In addition, since many capital projects are financed through municipal debt, repayment of that debt

becomes part of the operating budget and is incorporated into the Town's forecasting models. The necessity to incur some degree of debt in order to finance the CIP carries with it the burden to effectively manage that debt within the Town's financial resources.

Financial Benefits of Capital Planning

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

Development of the CIP

The process for preparing the FY2016 - FY2020 Capital Improvement Program and its associated FY2016 Capital Budget involves active participation by the Town Manager, Assistant Town Managers, and requesting departments. The Capital Budget is prepared in the context of a five-year determination of need by departments and the School Committee, in conjunction with the Town's overall financial capacity to affordably accommodate the required debt service payments. Projected debt service payments and budgetary impacts are forecast annually to help ensure affordability and sustainability of the Capital Improvement Program. The Town's Capital Improvement Policies provide guidance for assessing the capital needs of the Town. These policies, included in Section 12, define capital projects as those items requiring the expenditure of at least \$25,000 and having a useful life of more than five years. Recommended capital project requests are prioritized using the following criteria:

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

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

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

- *Late Summer*—Following Town Meeting, departments are provided with their previously submitted five year requests for review, update and the addition of the next fifth year. While requests for each year should remain the same as in the initial

request, there are occasionally changed circumstances which necessitate alterations to the requests. This information is returned to the Town Manager and staff for review. Also in the summer, the Assistant Town Manager/Finance Director develops and presents a pro forma budget for the ensuing five year period. The pro forma budget is the basis for the determination of the amount of revenue available to support the CIP.

- *Autumn* —The Town Manager and staff meet with each department to gain a better understanding of each request. Finance Committee and Community Preservation Committee Liaisons are invited to participate in these meetings.
- *Late Autumn/Early Winter* — The Assistant Town Manager/Finance updates the preliminary debt schedules and financial forecasts in order to provide context to the Capital Budget as well as the five-year Capital Improvement Plan, and the Town Manager presents the Board of Selectmen with a proposed five-year Plan.
- *January* – The Town Manager transmits the Capital Improvement Plan, along with any recommendations made by the Board of Selectmen, to the Finance Committee by the first Tuesday after the first Monday in January.
- *January/February* – The Finance Committee reviews each project in the capital budget and makes recommendations on items included in the Town Meeting Warrant.
- *May* – The capital budget is presented to Town Meeting for approval.

Financing of Capital Projects

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

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

Free Cash – Free Cash is a function of actual revenue collections in excess of estimates and expenditures less than appropriations. Because Free Cash cannot be relied upon as a recurring revenue source, the Town's practice is not to rely upon it as an operating revenue source. In this plan, we have continued the effort to minimize the Town's reliance on free cash to support on-going operations by limiting such use to no more than 2% of the prior year's appropriated departmental budgets, or the actual turn back, whichever is lower. The recommended plan includes \$2,394,911 to be funded from Free Cash.

Capital Improvement Fund – In 2004, the Town created a General Fund Cash Capital Equipment and Facility Improvement Fund (CIF). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital. The CIF may be used in future years to fund the acquisition of new equipment, the replacement of existing equipment, and building and facility

improvements which cost less than \$250,000, for which the Town may borrow for a period of five years or more. Projects must be included in the CIP in order to be eligible for funding through the CIF. This plan includes no projects to be funded from the Capital Improvement Fund.

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

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

Retained Earnings – Three of the Town's operations – water, sewer, and solid waste – are accounted for as enterprise funds. The revenues and expenditures of these operations are not commingled with those generated by general fund operations. Generally, each enterprise will generate surplus funds on an annual basis. The Board of Selectmen's retained earnings policies are included in Section 12. The policies contain reserve targets to ensure liquidity and stability of operations. Surplus funds above the target are considered available for appropriation. This plan includes \$834,536 in funding from the enterprise fund retained earnings accounts.

Debt – The Board of Selectmen's debt management policies (Section 12) provide guidance in translating capital expenditures into annual debt service. Section 4 of this plan contains a graphic presentation of the Town's current debt service and a calculation of the Town's debt burden (annual debt service as a percent of total Town revenues). The figures used in calculating the debt burden are derived from the Town's long-term debt service schedule that is also included in Section 4. This plan includes a recommendation for \$5,000,000 in projects to be funded through General Fund debt in the Tier 1 category and an additional \$4,000,000 in the Tier 2 category. The plan also includes \$635,000 to be funded through Enterprise Fund debt.

Community Preservation Fund – The Community Preservation Act (CPA) allows cities and towns to raise monies through a surcharge on the tax levy. These funds may then be used to acquire, create and preserve open space, acquire and preserve historic resources, create, preserve and support community housing, and acquire, create and preserve land for recreational use. The CPA also provides for matching funds from the Commonwealth. The CPA requires that each fiscal year Needham must spend, or set aside for later spending, at least 10% of the annual revenues in the Community Preservation Fund for each of

three CPA target areas: open space (but not including land for recreational use), historic resources, and community housing. The remaining 70% may be appropriated at the Town's discretion as long as it is used for the three target areas or recreation. The statute also permits the Town to appropriate up to 5% of the annual revenue estimate for the administrative expenses of the Community Preservation Committee (CPC). Projects submitted for inclusion in the CIP that qualify for CPA funding are forwarded to the CPC for its consideration. This plan includes a recommendation for \$3,037,000 in projects contingent upon Community Preservation Funding.

Other Available Funds – From time to time there are capital projects funded by cash for which the work has been completed, all the bills paid, and for which no other encumbrance remains. These funds are available for repurposing by Town Meeting. This plan includes \$457,200 in funding from Other Available Funds in the General Fund category and \$298,068 in Other Available Funds in the Enterprise Fund category.

The CIP Is a Flexible Planning Tool

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

Investment in Real Property, Facilities and Infrastructure - \$108,669,932 Million Over Six Years

Asset preservation is defined as committing necessary resources to preserve, repair, or adaptively re-use current assets. Expenditures for asset preservation are intended to keep the physical plant and infrastructure in reliable operating condition for their present use. As noted in previous years, despite the most recent economic downturn and decades of financial uncertainty for municipal governments, the Town of Needham has made an extraordinary investment in public infrastructure during the past decade. While significant investment in many capital facilities is still required and, in some cases, overdue, the Town should be proud of this achievement. The Town's success in this area is a direct result of continued and sustained focus on asset evaluation, needs assessment, careful planning, and prioritization. Such prioritization of spending on infrastructure that is often "invisible" is the hallmark of a community that has refrained from diverting funding from the capital budget to fund operating budget programs and services that are needed and desired.

The need for this level of investment in facilities and infrastructure is generally attributable to three factors – the age of the

community and its infrastructure and assets, the built environment and amount of lane miles of roadway, and the growth in school age population after the Second World War that resulted in a building boom from 1951 to 1960. After the advent of Proposition 2 ½ in 1982, the community found it difficult to make necessary investment in its array of school facilities. This resulted in a need for complete replacement or rehabilitation of the entire system beginning in the mid-1990's and continuing today. Table 2 shows the Town's investment in facilities and infrastructure over the past six years.

Table 2
Facility and Infrastructure Investment
2010 to 2015

Description	2010	2011	2012	2013	2014	2015	Total	Average
Open Space	\$920,000	\$800,000	\$0	\$0	\$0	\$0	\$1,720,000	\$286,667
Municipal Facilities	\$18,204,837	\$548,000	\$8,075,000	\$40,000	\$2,771,500	\$105,779	\$29,745,116	\$4,957,519
Townwide Facilities and Community Services	\$507,200	\$455,600	\$622,500	\$1,247,315	\$951,828	\$750,219	\$4,534,662	\$755,777
Public Works Infrastructure Program	\$1,000,000	\$2,186,300	\$1,300,000	\$6,128,000	\$600,000	\$1,760,000	\$12,974,300	\$2,162,383
School Facilities	\$27,668,728	\$4,052,000	\$1,078,000	\$85,000	\$4,292,276	\$200,000	\$37,376,004	\$6,229,334
Drains, Sewer, and Water Infrastructure	\$2,533,300	\$1,483,800	\$8,269,500	\$1,079,300	\$7,670,900	\$1,283,050	\$22,319,850	\$3,719,975
Total	\$50,834,065	\$9,525,700	\$19,345,000	\$8,579,615	\$16,286,504	\$4,099,048	\$108,669,932	\$18,111,655

Investment in Equipment, Technology, and Fleet - \$13,776,146 Million Over Six Years

The position of the Town with respect to its equipment and technology capital investment is also positive. Major categories of this capital spending include Public Safety, Public Works, and Public Facilities fleet and equipment, School and Townwide technology, and School copiers and equipment. Table 3 shows the Town's investment in these categories of capital spending for the six year period FY2010 through FY2015.

Town of Needham
Capital Improvement Plan
January 2015

Table 3
Equipment, Technology, & Fleet Capital
2010 – 2015

Description	2010	2011	2012	2013	2014	2015	Total	Average
Equipment	238,681	\$799,603	\$378,763	\$430,200	\$829,995	\$141,797	\$2,819,039	\$480,065
All Other Functions	25,000	\$68,000	\$0	\$0	\$146,250		\$239,250	\$47,850
Public Facilities & Works	132,000	\$623,953	\$259,063	\$235,000	\$480,100	\$29,797	\$1,759,913	\$293,319
Public Safety	0	\$0	\$0	\$40,000	\$27,500		\$67,500	\$13,500
Public School	81,681	\$107,650	\$119,700	\$155,200	\$176,145	\$112,000	\$752,376	\$125,396
Technology	194,393	\$389,400	\$306,596	\$832,800	\$663,800	\$1,250,940	\$3,637,929	\$606,322
All Other Functions	25,000	\$282,800	\$145,000	\$160,000	\$30,000	\$130,000	\$772,800	\$128,800
Public Facilities & Works	0	\$0	\$0	\$0	\$0	\$33,000	\$33,000	\$5,500
Public Safety	0	\$68,000	\$112,496	\$0	\$0	\$408,615	\$589,111	\$98,185
Public School	169,393	\$38,600	\$49,100	\$672,800	\$633,800	\$679,325	\$2,243,018	\$373,836
Fleet	1,361,233	\$1,161,746	\$1,418,500	\$1,680,618	\$1,105,242	\$591,839	\$7,319,178	\$1,219,863
All Other Functions	0	\$0	\$52,000	\$0	\$0	\$0	\$52,000	\$8,667
Public Facilities & Works	1,326,233	\$1,131,746	\$966,500	\$895,618	\$1,011,000	\$343,572	\$5,674,669	\$945,778
Public Safety	35,000	\$30,000	\$400,000	\$785,000	\$94,242	\$248,267	\$1,592,509	\$265,418
Public School	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	1,794,307	\$2,350,749	\$2,103,859	\$2,943,618	\$2,599,037	\$1,984,576	\$13,776,146	\$2,306,249

Project Summaries – Recommended Projects for Fiscal Year 2016

GENERAL GOVERNMENT

NETWORK HARDWARE SERVERS AND SWITCHES

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

The Town Manager's recommendation for Network Hardware Services and Switches is \$30,000 in the Tier 1 cash capital category.

MAIL PROCESSING MACHINE REPLACEMENT

The mail processing machine replacement is for two pieces of equipment - folding/stuffing and mail - used by the Information Technology Center (ITC) to support multiple departments. The folding/stuffing machine is used almost daily for various tasks by the ITC in support of the Finance Department and in response to requests from external departments. The mail machine is used daily in support of multiple departments for postage and mailing.

The Town Manager's recommendation for Mail Processing Machine Replacement is \$30,645 in the Tier 1 cash capital category.

PUBLIC SAFETY

THERE ARE NO PUBLIC SAFETY CAPITAL REQUESTS FOR FISCAL YEAR 2016.

PUBLIC SCHOOLS

SCHOOL COPIER REPLACEMENT

In May 2003, Town Meeting authorized \$60,000 in first-year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 48 copy machines. The FY2016 request replaces four copy machines. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are redeployed around the District, as needed, to match copier use with equipment capacity. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for School Copier Replacement is \$62,740 in the Tier 1 cash capital category.

SCHOOL FURNITURE

This request continues the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard Schools. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. In FY2005, Town Meeting approved funding to begin the replacement of furniture in poor condition. By FY2015, all furniture in poor condition will have been replaced at these schools. The FY2016 funding request will continue with the replacement of furniture in fair condition at these schools and will allow for the purchase of furniture needed for enrollment growth. In addition, these funds would be used for new classroom furniture as needed. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for School Furniture is \$45,405 in the Tier 1 cash capital category.

TECHNOLOGY REPLACEMENT

The Technology Replacement Program includes the School Department's regular replacement cycle for technology devices, including computers, printers, and servers. The request includes:

Hardware Replacement The FY2016 request is \$222,000 for 226 replacement devices: 35 teacher and administrator computers and 191 lab/classroom computers at Broadmeadow, Mitchell, Newman, and the High School. The majority of the computers

being purchased will be deployed at the High School – FY2016 represents the second year of the anticipated five-year timeframe to replace the High School computers. The student stations will be replaced in critical lab locations.

Printer Replacement This portion of the request totals \$12,000 in FY2016. The School Department is in the process of changing its printer replacement strategy to incorporate fewer, more efficient and more cost effective printers. The Department has moved to a shared printing model for Pollard teachers and is planning to do the same for the Mitchell School. The FY2016 request includes the replacement of 36 printers throughout the District.

Interactive Whiteboard and Projector Replacements This is a new category of the technology replacement program. During the past year, the Department has experienced the failure of some of the early installations of LCD projectors and SMART Boards. Summer maintenance has revealed a significant number of possible failures that are still being assessed at Eliot, Hillside, Newman, Pollard and the High School. The FY2016 funding request for replacement is \$75,000.

Infrastructure Hardware Infrastructure hardware includes servers, network hardware (switches, UPSs) and wireless infrastructure. The server request for FY2016 is \$30,000 and includes the replacement of servers that have been running 24/7 for three and four years. The servers will be repurposed to less critical functions for two and three years respectively. The network hardware request includes \$27,000 in FY2016: \$5,000 for UPS replacements and upgrades, as well as funds to update switches. Last year, the District began to update its switches to accommodate growing Internet bandwidth requirements, completing the 1 GB to 10 GB upgrade at the core and the head end room. In FY2016, \$12,000 is allocated to complete the Eliot backup installation. In addition, there is a need to replace many of the switches around the district. Switches are typically installed as part of building projects and have not been included as part of the replacement cycle in the past. The request includes \$10,000 for this purpose. Finally, the request includes \$37,000 for the expansion of wireless infrastructure to support Internet functions at the Broadmeadow and Eliot elementary schools. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for School Technology Replacement is \$403,000 in the Tier 1 cash capital category.

HIGH SCHOOL CLASSROOM EXPANSION

This project requests funding to add classroom and cafeteria space at Needham High School to support the anticipated student population of over 1,700 students by September 2015. Enrollment is expected to remain at or over 1,700 students through FY2023. The existing capacity of the school is 1450. The preliminary concept for classroom expansion would include the installation of six new prefabricated classrooms, representing a total of approximately 5,600 s.f. of classroom space. The Permanent Public Building Committee is in the process of overseeing a feasibility study to determine the best plan for the installation of classrooms. The cafeteria project includes the expansion of the existing cafeteria and server area. The preliminary scope includes: adding 2,462 s.f. to the existing cafeteria space and creating an expanded seating area; reconfiguring the seating by replacing round tables with bench-style seats; reconfiguring table placement and installing

counters with moveable chairs around the periphery of the dining room; adding a sixth cash register and pushing the cash register lines out of the server area and into the dining room; reconfiguring the serving line to allow for better student flow; upgrading furnishings and fixtures in the dining room area; and installing a second walk-in freezer in the kitchen/storeroom area. All features of the High School classroom expansion project are subject to decisions made after the feasibility report is complete. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for High School Classroom Expansion is \$4,000,000 in the Tier 2 debt financing category and \$457,000 in the Tier 2 Other Available Funds – General Fund category dependent on the outcome of the feasibility study.

PUBLIC WORKS

FUEL SYSTEM SOFTWARE/HARDWARE UPGRADE

This project will improve the Town's fuel management system. The Town currently utilizes a fuel dispensing system ("Gasboy") that is outdated and requires manual entry and authentication by vehicle drivers. The current operating system is outdated and is no longer fully supported by the manufacturer. This upgrade of the fuel management system and software will provide more automated control of fuel. It will allow for quicker fueling by eliminating manual entry, reduce input errors, and will provide for more accurate reporting data of fuel usage. Additionally, hardware installed in late model equipment (1996 and newer) will automatically report vehicle information to the system for maintenance planning at the time of fueling, including: mileage, maximum vehicle speed, oil level and pressure, check engine light status, and any faults. The fuel system hardware can be removed and installed at a new location if deemed appropriate in the future, and the software is capable of managing multiple fueling locations. This upgrade will provide for the installation of 140 automotive modules into vehicles/equipment, 240 fuel keys for vehicles/equipment, new nozzles, fuel island controls and kiosk, and a hard and/or wireless data connection. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Fuel System Software/Hardware Upgrade is \$94,500 in the Tier 1 cash capital category.

MOBLIE COLUMN LIFT

This request would be to replace an existing permanently-mounted above ground automotive lift with a portable mobile four column lift. The existing 7,000 lb. two post automotive lift is unable to lift many vehicles and equipment serviced by the DPW. The lift is also outdated and in need of repairs. Parts are unavailable, and would need to be manufactured for needed repairs. The original lift was acquired second hand from a school program. A mobile four column lift will lift all the vehicles currently serviced, and will provide greater flexibility by allowing vehicles to be lifted on any flat surface. It can be used in any of the bays, and can be used to service vehicles in the DPW yard. This lift will come with additional jack stands so that vehicles can be raised, evaluated, and remain on those stands while waiting for parts. This will increase efficiency as vehicles will not need to be raised and lowered more than once in order to perform maintenance on multiple pieces of equipment. *(Submitted by:*

Department of Public Works)

The Town Manager's recommendation for a Mobile Column Lift is \$73,500 in the Tier 1 cash capital category.

CENTRAL AVENUE/ELLIOT STREET ("COOKS") BRIDGE REPLACEMENT RECONSTRUCTION

In the spring of 2013, the Central Avenue/Elliot Street ("Cooks") Bridge was identified by the state as having structural deficiencies. The Town of Needham and the City of Newton engaged a structural engineer to further evaluate the bridge. A report by the structural engineer completed in the late summer of 2013 indicated that further monitoring was necessary. The Town has been monitoring of the bridge for over a year and will continue monitoring the bridge until repairs are made to ensure the safety of all who use the bridge. The monitoring that was conducted over the past year has provided sufficient information for the Town to determine the type of repairs needed. While less extensive than the worst case scenario of a total replacement, the repairs will require that the bridge be shut down for a period of time. The construction estimate for the project is based on the cost of rehabilitation, which is referred to as the "root canal" approach. This will require supporting the structure, removing the asphalt and dirt interior of the bridge and the replacing it with concrete. This methodology also accounts for the need to preserve the historic nature of the bridge. The requested funding is for the total cost of the project; however, the Town expects that these costs will be shared equally with the City of Newton. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Central Avenue/Eliot Street Bridge reconstruction is \$4,000,000 in the Tier 1 debt financing category.

PUBLIC WORKS INFRASTRUCTURE PROGRAM

The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts. Each program is detailed below. Due to the additional need for drainage work related to the Labor Day storm in 2013, several components of the Public Works Infrastructure Program the have been reprioritized within the five year Capital Improvement Plan.

Street Resurfacing This program is essential to improve the structural and surface integrity of the Town's 123 linear miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. In the summer of 2014, the Town received additional funding from the Commonwealth (\$137,000) for crack filling and pothole repair which supplemented the Town's efforts in those areas. Target funding for street resurfacing in FY2016 is \$475,000.

Traffic Signal & Intersection Improvements This program funds traffic signal improvements and intersection improvements, and new traffic signal installations where none currently exist. No funding is targeted for this program in FY2016.

Sidewalk Program This Program funds improvements to the network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham, and more than half do not comply with current standards and require significant improvements including the installation of handicapped ramps. All sidewalk improvements must comply with Federal and State laws and construction standards. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair. Unless circumstances dictate otherwise, the target funding for the sidewalk program in FY2016 is \$225,000.

Storm Drain Capacity Improvements This program provides funding to improve roadway drainage capacity. The March 2002 Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. Since the issuance of the Stormwater Master Plan, numerous multi-unit developments have been built or are planned in the Town. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstances dictate otherwise, FY2016 funding is targeted for the Greendale Avenue area (engineering - \$120,000 and construction - \$350,000).

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. FY2016 funding is targeted for the replacement of ten feet of pipe underneath a culvert on Edgewater Drive, the replacement of a badly damaged 100 foot section of 18" reinforced concrete drain pipe within a Town easement adjacent to 470 South Street, and various small projects related to the Labor Day 2013 storm drainage remediation (\$203,500).
(Submitted by: Department of Public Works)

Brooks and Culverts – Repair and Maintenance The increasing number of severe storms has resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The conditions observed were significant. It is the intention of the DPW to expend capital funds to address the issue of poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. Such repairs require detailed investigation, plan of recommended improvements, design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will eventually return the waterways to a condition that the DPW will be able to maintain. The Environmental Protection Agency (EPA) is currently finalizing stronger requirements for

stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brooks and culverts. Unless circumstances dictate otherwise, FY2016 funding is planned for continued wall repair along Rosemary Brook (\$80,000).

The Town Manager's recommendation for the Public Works Infrastructure Program is \$1,000,000 in the Tier 1 debt financing category and \$453,500 in the Tier 1 cash capital category.

PUBLIC FACILITIES

PUBLIC FACILITIES ENERGY EFFICIENCY UPGRADE IMPROVEMENTS

The May, 2011 Special Town Meeting appropriated funding for an engineering study for energy upgrades at ten key buildings. The results of this study illustrate that the Town's investment in selected and recommended energy upgrades will pay for themselves within 10 years. Unless circumstances dictate otherwise, FY2016 funding is targeted for retro-commissioning the HVAC controls at the Eliot School and converting lighting to more energy efficient induction lighting at the Eliot School and at Fire Station #2. (*Submitted by: Public Facilities Department*)

The Town Manager's recommendation for the Public Facilities Maintenance Program is \$96,323 in the Tier 1 cash capital category.

COMMUNITY SERVICES

MILLS FIELD IMPROVEMENTS

The purpose of this project is to provide safety and aesthetic improvements to the park. These improvements include: creating new parking area at circular drive (approximately 20 spaces) and parking along Hampton Avenue (approximately 10 spaces), and adding an area of permeable pavers along existing parking on Ellis Street; improving the basketball court, including surface, lining, poles and backboards; adding a modular construction restroom building; replacing sod on the 60' diamond; replacing picnic tables, bike racks, and grills; and planting areas of xeriscape gardening. Prior projects already completed include: tennis court replacement, playground replacement, safety fencing between baseball and tennis, replacement of backstop and outfield fencing, addition of fencing around playground, painting of dugouts, and installation of batting cage and scoreboard. Mills Field is located in Needham Heights. Park amenities include a 60' baseball diamond, 4 tennis courts, the Needham Rockets playground donated by Parent Talk in honor of Needham astronaut Suni Williams, a full size basketball court, picnic area, and shaded open space used by many residents. The parking improvements will help ensure that neighbors are not

blocked from their driveways and emergency vehicles will have full access to the park. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Mills Field Improvements is \$510,000 contingent on Community Preservation Funding.

NEWMAN SCHOOL PLAYING FIELD RECONSTRUCTION

Representatives of the School Department, DPW, Conservation Department, and Park and Recreation Department worked with an engineering firm over the past year to develop design plans for the renovation of the athletic fields behind the Newman School, including two 60' diamonds and a large multi-purpose field. The reconstruction would involve elevating the level of the fields, the addition of drainage, a new irrigation system, backstops and fencing, a walking path around the fields, and other small amenities. The improved fields will drain appropriately into the adjacent wetlands, allowing for full use by the students at the Newman School, the afterschool programs, Needham High athletics, and youth sports organizations. The Newman school has the largest elementary school population. The outdoor areas are used for physical education and recess. Too often, the athletic field areas are not usable as they are too wet and do not drain properly. The improved fields will be available more often, and the walking path can be incorporated into the educational program and be used by residents and for special events, including Relay for Life. The field areas will be used by after school programs, including Needham High Athletic club teams such as Ultimate Frisbee and rugby. Youth organizations would have regular use for baseball, soccer or other sports that use diamonds or multi-purpose fields. Design work is also underway for improvements to the adjacent Eastman Conservation Area, and a funding request is being submitted separately. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Newman School Playing Field Renovation is \$1,527,000 contingent on Community Preservation Funding.

GENERAL FUND FLEET REPLACEMENT PROGRAM

The Town's fleet replacement program was established in FY2015. This represents a budget and schedule for the Town's rolling stock fleet of appropriately 200 vehicles, trailers, and large specialized attachments. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (75). They comprise approximately 37 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively interchangeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town's base recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles, and snow and ice equipment comprise of the other 40 percent of the fleet. These vehicles and equipment are just as integral to

Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. The vehicle replacement program will involve several components to be implemented over the course of FY2016 and beyond. *(Submitted by: Multiple Departments)*

CORE FLEET REPLACEMENT

Unit	Division	Year	Description – Existing	Description - Request	Miles	Cost
705	Public Facilities	2006	Ford Econ Van E250	Same or Similar	57,460	\$28,049

The Town Manager's recommendation for Core Fleet Replacement is \$28,049 in the Tier 1 cash capital category.

FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

Unit	Division	Year	Description – Existing	Description - Request	Miles/Hours	Cost
7	DPW-Highway	2000	International 4900 Dump	International 7300 Dump	43,414	\$219,746
49	DPW-Highway	2002	Volvo Tractor	International 7600 Multi-body Dump	98,562	\$269,930
73	DPW-Parks	2008	Ford F-350 Dump	Ford F-550	42,648	\$78,296
74	DPW-Parks	2008	Ford F-550 Dump	Ford F-550/Hook Loader	48,043	\$104,102
75	DPW-Parks	2008	Ford F-550 Dump	Ford F-550	37,353	\$78,296

The Town Manager's recommendation for the Fleet Replacement – Specialized Equipment is \$750,370 in the Tier 1 cash capital category.

FLEET REPLACEMENT - SNOW AND ICE EQUIPMENT

Unit	Division	Year	Description – Existing	Description - Request	Hours	Cost
106	DPW-Highway	2002	Sidewalk Tractor/Track	Same or Similar	1,017	\$152,912
117	Highway	2000	Sidewalk Tractor	Same or Similar	1,135	\$173,967

The Town Manager's recommendation for Fleet Replacement Snow and Ice Equipment is \$326,879 in the Tier 1 cash capital category.

RECYCLING/TRANSFER STATION (RTS) ENTERPRISE FUND

THERE ARE NO CAPITAL REQUESTS FOR THE RTS FOR FISCAL YEAR 2016.

SEWER ENTERPRISE FUND

SEWER SPECIALIZED EQUIPMENT

This request is for a new piece of equipment that will be used to clean sewer lines and drains in difficult to access or remote locations that cannot be reached by standard methods using existing equipment. This easement machine will attach to the existing vactor truck or jet truck and is able to jet clear sewers and drains that cannot be reached by the existing equipment. This would be used to perform preventative maintenance in areas that are not presently being reached by machinery and must be hand-serviced, and to respond more effectively to sewer back-ups. *(Submitted by: Department of Public Works)*

Unit	Division	Year	Description – Existing	Description - Request	Miles/Hours	Cost
New	Sewer	n/a	n/a	Easement Machine	n/a	\$70,500

The Town Manager's recommendation for the Sewer Fleet Replacement – Specialized Equipment is \$70,500 funded by Sewer Retained Earnings.

SEWER PUMP STATION IMPROVEMENTS

As part of the Wastewater System Master Plan, several of the wastewater pumping stations were evaluated to assess their physical condition and capacity, and to evaluate current and future flow projections. Canister pump stations at Lake Drive, Cooks Bridge (Milo Circle), Alden Rd and Reservoir "A" are each either at or beyond their design life. Constant maintenance and emergency shutoffs occur more frequently and require greater amounts of personnel time and emergency funds to keep running. FY2016 funding is targeted for engineering, design and construction of the Reservoir Street "A" Station (\$550,000). *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Sewer Pump Station Improvements is \$550,000: \$433,857 is proposed for funding by Sewer Retained Earnings, and \$116,143 by Other Available Funds – Sewer Enterprise.

SEWER SERVICE CONNECTIONS

There are 108 homes that have access to sewer mains, but which have no lateral connections to the street. These residents have chosen not to connect to the sewer system at this time. The purpose of this request is to provide the lateral sewer line from the sewer main to the property line so that the homeowners may connect should they choose to or should their septic systems fail. The lateral sewer line is to be installed at least one year prior to a road reconstruction/paving project. If the services are not replaced prior to roadway improvements, an element of the subsurface infrastructure remains susceptible to failure before the useful life of the reconstructed roadway has been realized. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Sewer Service Connections is \$50,000 funded by Sewer Retained Earnings.
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WATER ENTERPRISE FUND

MOBILE RECORD KEEPING DEVICES

This funding will support an upgrade in the manner in which the Department of Public Works conducts data collection, data retrieval, and work order completion in the field. The Department is presently working with updated Geographic Information System (GIS) and database software that will interact with portable devices to provide Department field staff on-site access to valuable data. The software will enable personnel to upload and update record drawings within hours as opposed to the months that it currently takes to update these same records. The mobile record-keeping devices will enable personnel to retrieve information at the scene of a job site rather than traveling to the Public Works Department to search out the information, thereby reducing response time. This will allow employees to more quickly locate shut off valves during an emergency situation that could have impacts on homeowners and business owners. Additionally, these devices will provide onsite access to work orders and records, such as the catch basin records, that will allow real time updating and retrieval of data. These devices will be placed in a pool, and staff who requires them to conduct their daily functions will sign them out as needed. This request is to purchase mobile devices and to scan existing drawings into the network for remote access. Project funding will support 12 devices (\$20,000) and scanning and coding (\$15,000). *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Mobile Record Keeping Devices is \$35,000 funded by Water Retained Earnings.
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WATER SUPPLY DEVELOPMENT

In April 2013, the Town redeveloped Well #3, restoring the yield of the well to approximately one third of its original capacity. The original capacity of the well was 50 gallons per foot, and the redevelopment brought the well up to 18 gallons per foot. (Prior to the redevelopment the yield of the well was as low as five gallons per foot). Since this last redevelopment in April 2013, the well is already showing signs of losing further capacity, and is pumping seven gallons per foot as of September 2014. Water supply development funds for FY2015 had been intended for the design and engineering of a new fourth well. Based on

the condition of Well #3, this funding has been redirected to the replacement of Well #3. The permitting process with the Massachusetts Department of Environmental Protection (DEP) for this replacement would be considerably shorter - approximately one year - rather than the seven to ten year process for establishing a new well. Once the capacity in Well #3 has been reestablished, planning for the fourth well will begin. The fourth well at the Charles River Well Field would provide reliability and redundancy while other wells are taken offline for routine maintenance or repair. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Water Supply Development Design is \$700,000 funded by Water Retained Earnings.

WATER SERVICE CONNECTIONS

The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced at least one year prior to a road reconstruction/paving project. If the services are not replaced prior to roadway improvements, an element of the subsurface infrastructure remains susceptible to failure before the useful life of the reconstructed roadway has been realized. Prior appropriations are currently under contract with water service connection replacements estimated to be one and a half years ahead of the road resurfacing program. The FY2016 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule. System wide, there are approximately 2,500 services that still need to be replaced. *(Submitted by: Department of Public Works)*

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

WATER SYSTEM REHABILITATION PROGRAM

The Town's water infrastructure is routinely analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement. Portions of the Town's water infrastructure are 75+ years old and approaching the end of their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a reliable supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, FY2016 funding will support the construction of new 8 inch water mains on Pleasant Street from Howland Street to Dedham Avenue (1,160 lf) and on Norfolk Street from Warren Street to Webster Street (1,300 lf). *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Water System Rehabilitation is \$820,500, of which \$635,000 is proposed to be funded through Water Enterprise Fund debt, \$181,925 from Other Available Funds – Water Enterprise, and \$3,575 from Water Retained Earnings.

ENTERPRISE FUND FLEET REPLACEMENT PROGRAM

CORE FLEET REPLACEMENT

Unit	Division	Year	Description – Existing	Description - Request	Miles/Hours	Cost
21	Water	2010	F-150 Pick-up	F-250 Pick-up	31,729	\$41,604

(Submitted by: Department of Public Works)

The Town Manager's recommendation for Enterprise Fund Core Fleet Replacement is \$41,604 funded by Water Retained Earnings.

FY16 Capital Recommendations By Funding Source

Section 2

Town of Needham
Capital Improvement Plan
January 2015

**FY2016
Capital Budget
Funding Recommendations**

Title	Code	Department	2016 Department Request	Cash Capital	Debt	Cash - Tier 2	Debt - Tier 2	Operating Budget	Special Warrant Article	Deferred	Note
Core Fleet Replacement	R	Finance	31,574							31,574	
Mail Processing Machines	P	Finance	30,645	30,645							
Network Hardware, Servers & Switches	R	Finance	30,000	30,000							
1:1 Initiative	MB	School	202,000					202,000			Move to operating budget
Copier Replacement	R	School	62,740	62,740							
Fitness Equipment Replacement	QB	School	20,020					20,020			Not Capital move to operating budget
Fleet Replacement Program	R	School	52,713							52,713	FY2016 request was withdrawn after the plan was submitted to the Board of Selectmen for consideration
Furniture	R	School	45,405	45,405							
High School Graphics Production Room	QB	School	9,900					9,900			Not Capital move to operating budget
Interactive Whiteboard Technology	MB	School	12,600					12,600			Not Capital move to operating budget
Musical Equipment	BG	School	15,000					15,000			Not Capital move to operating budget
Technology Replacement	R	School	403,000	403,000							
High School Classroom Expansion	MB	Public Facilities	4,457,200			457,200	4,000,000				Pending feasibility results
Fuel System Software/Hardware Upgrade	N	DPW	94,500	94,500							
Mobile Column Lifts	N	DPW	73,500	73,500							
Fuel Island Relocation and Upgrade at DPW Facility	MS	DPW	126,500							126,500	Actions depended upon Facility Master Plan

Town of Needham
Capital Improvement Plan
January 2015

**FY2016
Capital Budget
Funding Recommendations**

Title	Code	Department	2016 Department Request	Cash Capital	Debt	Cash - Tier 2	Debt - Tier 2	Operating Budget	Special Warrant Article	Deferred	Note
Cooks Bridge	M	DPW	4,000,000		4,000,000						
Public Works Infrastructure Program	M	DPW	1,453,500	453,500	1,000,000						
Sidewalk Needs Assessment	GB	DPW	100,000						100,000		Not capital; propose a SWA
Fleet Replacement Program	R	DPW	1,101,887	1,077,249						24,638	
Energy Efficiency Upgrade Improvements	P	Public Facilities	96,323	96,323							
Public Facilities Maintenance Program	BG	Public Facilities	570,000						570,000		Propose funding as a annual maintenance warrant article not true capital
Fleet Replacement Program	R	Public Facilities	28,049	28,049							
Cricket Field Building Renovations	MS	Parks & Recreation	700,000							700,000	Actions depended upon Facility Master Plan
DeFazio Permanent School	N	School	58,763,200							58,763,200	Actions depended upon Facility Master Plan
DeFazio Temporary Modular School	M	School	20,101,000							20,101,000	Actions depended upon Facility Master Plan
Hillside Elementary School Renovation	PM	School	55,904,600							55,904,600	Actions depended upon Facility Master Plan
General Fund			148,485,856	2,394,911	5,000,000	457,200	4,000,000	259,520	670,000	135,704,225	

Town of Needham
Capital Improvement Plan
January 2015

**FY2016
Capital Budget
Funding Recommendations**

Title	Code	Department	2016 Department Request	Cash Capital	Debt	Cash - Tier 2	Debt - Tier 2	Operating Budget	Special Warrant Article	Deferred	Note
Mills Field Improvements	M	DPW	510,000	510,000							CPA application pending
Newman School Fields Renovation	M	DPW	1,527,000	1,527,000							CPA application pending
Trail Improvement Project Newman Eastman Conservation	MS	Community Development	800,000							800,000	Pending additional review
Renovations to Rosemary Pool Complex	PM	Parks & Recreation	1,000,000	1,000,000							CPA application pending
Open Space Purchase	N	Parks & Recreation	1,000,000							1,000,000	No property has been identified for immediate purchase
Community Preservation Fund			4,837,000	3,037,000						1,800,000	
RTS Enterprise Fund No Requests											
Specialty Equipment	R	DPW - Sewer	70,500	70,500							
Sewer Pump Station Improvements	M	DPW - Sewer	550,000	550,000							Available Funding Source 1998 ATM Art 59 (\$116,143)
Sewer Service Connections	R	DPW - Sewer	50,000	50,000							
Sewer Enterprise Fund			670,500	670,500							

Town of Needham
Capital Improvement Plan
January 2015

**FY2016
Capital Budget
Funding Recommendations**

Title	Code	Department	2016 Department Request	Cash Capital	Debt	Cash - Tier 2	Debt - Tier 2	Operating Budget	Special Warrant Article	Deferred	Note
Mobile Record Keeping Devices GIS	PM	DPW - Water	35,000	35,000							
Fleet Replacement Program	R	Various	151,344	41,604						109,740	
Service Connections	R	DPW - Water	200,000	200,000							
Water Supply Development	PM	DPW - Water	700,000				700,000				
Water System Rehabilitation Program	R	DPW - Water	820,500	185,500	635,000						Available Funding Source Various Warrant Articles (\$181,925)
Water Enterprise Fund			1,906,844	462,104	635,000	700,000				109,740	
Total			155,900,200	6,564,515	5,635,000	1,157,200	4,000,000	259,520	670,000	137,613,965	

** Exclusive of any extraordinary capital recommendations

Code

B = Funding may be considered under the operating budget/special warrant article

C = Recommendation is combined with other requests

D = Recommendation is deferred or on hold pending other actions

E = Emergency approval

F = Funded appropriation outside the capital plan

G = Request may not qualify as capital submission

I = Project submission is incomplete or waiting additional information

M = Submission has been modified from previous submission

N = New submission with this CIP

P = Project request has appeared in previous CIP's

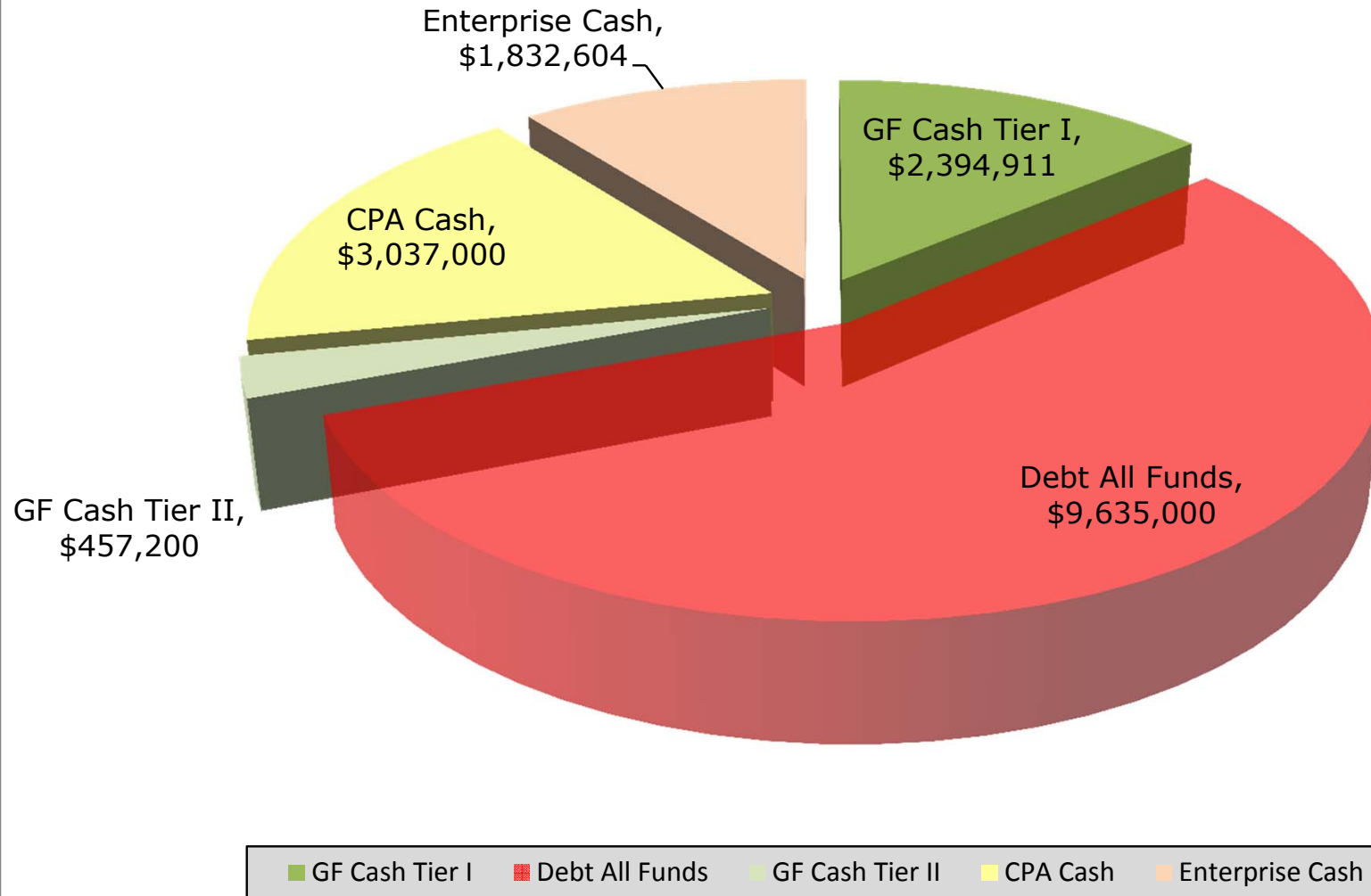
Q = Request does not qualify as a capital submission

R = Request is a regularly occurring capital expense

S = No recommendation; under study

U = Urgent request based on identified conditions

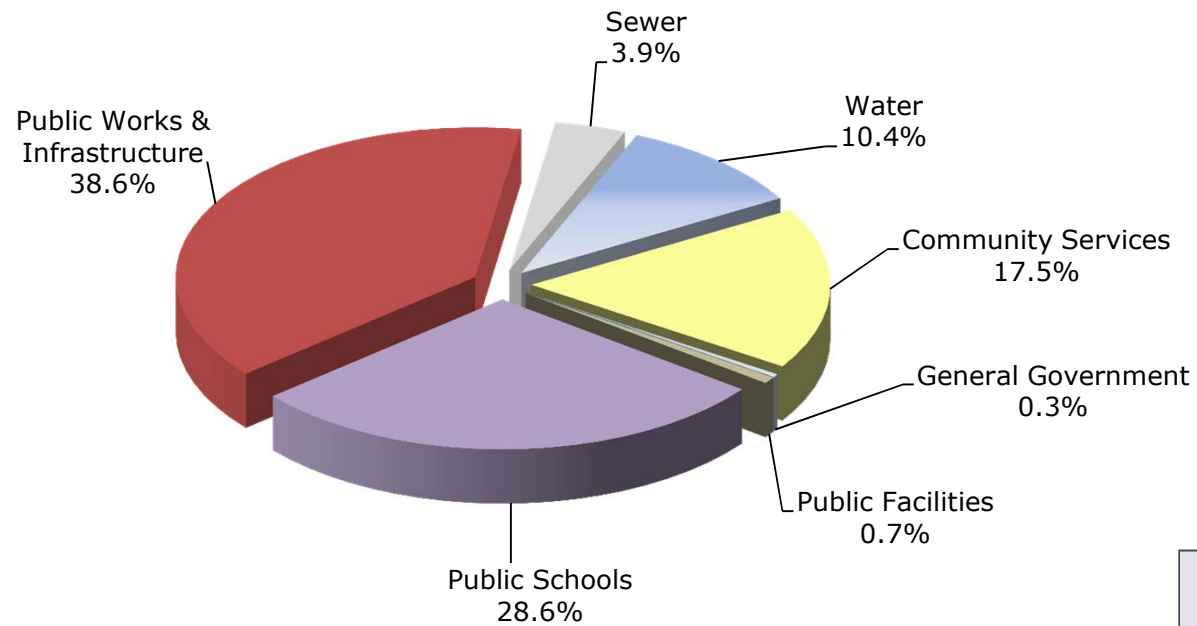
FY2016 Proposed Capital by Funding Source



Town of Needham
Capital Improvement Plan
January 2015

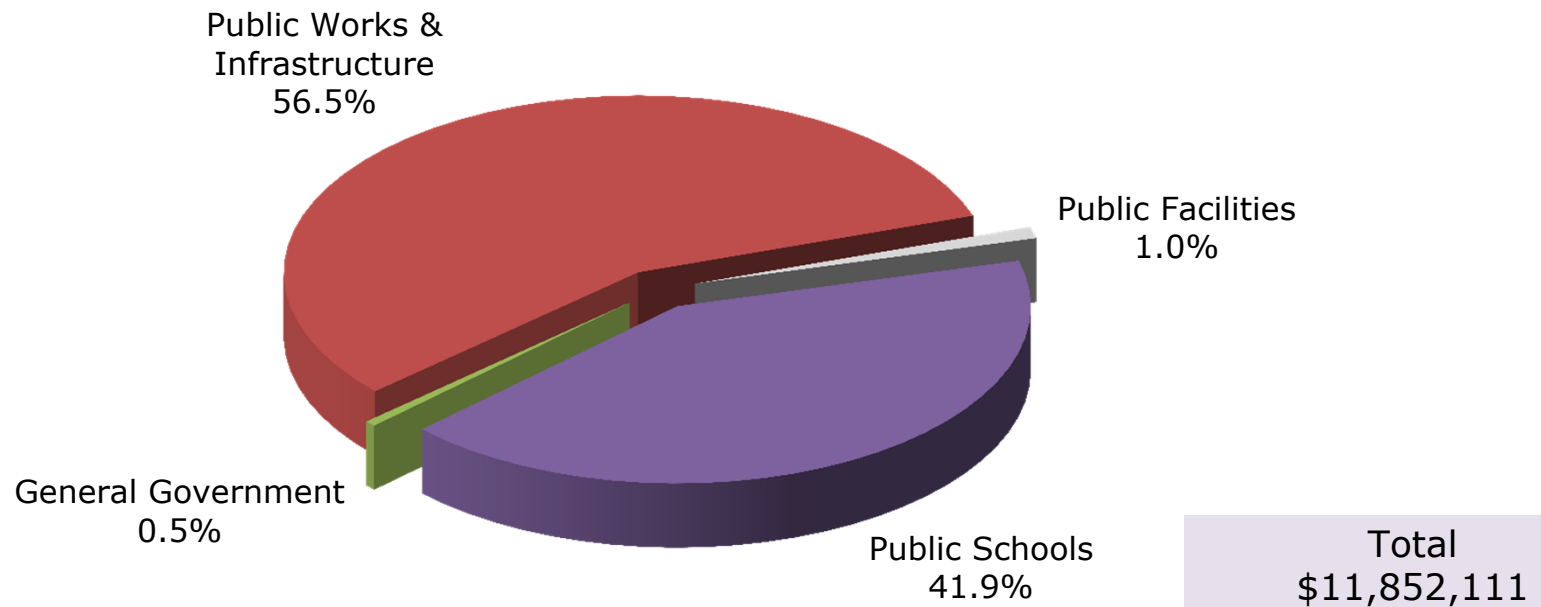
All Capital Funds Funding Sources							
Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Current Year Requests						\$155,900,200	\$17,356,715
Cash							
Cash	\$2,385,064	\$1,703,859	\$3,901,633	\$6,499,941	\$2,935,479		\$5,431,911
Retained Earnings	\$2,276,400	\$2,289,000	\$1,241,600	\$2,319,100	\$1,448,145		\$1,534,536
Other Available Funds	\$803,685	\$163,192	\$2,475,000	\$219,000			\$755,268
Total - Cash	\$5,465,149	\$4,156,051	\$7,618,233	\$9,038,041	\$4,383,624		\$7,721,715
Debt							
Operating Revenues	\$6,411,300	\$17,292,808	\$3,905,000	\$9,847,500	\$1,700,000		\$9,635,000
CPA Surcharge							
Debt Excluded							
Total - Debt	\$6,411,300	\$17,292,808	\$3,905,000	\$9,847,500	\$1,700,000		\$9,635,000
Total	\$11,876,449	\$21,448,859	\$11,523,233	\$18,885,541	\$6,083,624	\$155,900,200	\$17,356,715

FY2016 Proposed Capital by Function



Total
\$17,356,715

FY2016 Proposed Capital General Fund Only



Town of Needham
Capital Improvement Plan
January 2015

**General Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Current Year Requests						\$148,485,856	\$11,852,111
Cash							
Taxation & Reserves	\$1,617,564	\$1,703,859	\$3,421,633	\$6,066,941	\$2,667,260		\$2,394,911
Other Available Funds	\$771,185	\$163,192	\$2,278,000	\$75,000			\$457,200
Total - Cash	\$2,388,749	\$1,867,051	\$5,699,633	\$6,141,941	\$2,667,260		\$2,852,111
Debt							
Within the Annual Levy Limit	\$6,411,300	\$10,754,808	\$3,505,000	\$3,958,000	\$1,700,000		\$9,000,000
Excluded from the Levy Limit							
Total - Debt	\$6,411,300	\$10,754,808	\$3,505,000	\$3,958,000	\$1,700,000		\$9,000,000
Total	\$8,800,049	\$12,621,859	\$9,204,633	\$10,099,941	\$4,367,260	\$148,485,856	\$11,852,111

Town of Needham
Capital Improvement Plan
January 2015

**General Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Taxation & Reserves							
Financial Application Hardware	\$150,000						
Fire Inspection Vehicle (C-42)	\$30,000						
Public Safety Building AC Replacement	\$48,000						
Public Safety Communication Systems	\$68,000						
Pollard Interior & Exterior Improvement Phase I (funding appropriated to the FY 2011 School Budget)	\$117,000						
Pollard Middle School Condition Analysis	\$30,000						
Brook and Culverts	\$25,000						
Stormwater Drain Discharge Improvements							
Claxton Field Building Roof Replacement	\$30,598						
Memorial Park Bleachers	\$43,000						
Document Records Management System		\$90,000					
Public Safety Radio Base Station		\$112,496					
Salt Storage Shed (Design)		\$75,000					
Closed Cab Mower/Blower		\$29,563					
Library Collection Supplement	\$25,000						
Library Technology Replacement Plan		\$25,000					
Playground Structure Replacement (Walker-Gordon)		\$25,000					
Senior Transport Van		\$52,000					
Walker Gordon Facility		\$137,500					
Desktop Virtualization			\$130,000				
Fire Deputy Chief Vehicle (C-3)			\$35,000				
Fire Engineer Quint			\$750,000				
Firefighting Protective Gear			\$40,000				
Emery Grover Renovation/Relocation Feasibility			\$30,000				
DeFazio Field Sodding			\$90,000				
DPW Garage Bay Design			\$40,000				
Large Specialty Equipment			\$227,000				
Athletic Facility Improvements			\$192,500				
Election Equipment				\$85,000			
Defibrillator				\$27,500			
Fleet Replacement - Brush/Utility (C-6)				\$49,200			
Police Station Underground Storage Tank Removal				\$28,500			
High School Radio System				\$37,275			
Hillside School Feasibility & Design				\$650,000			
Mitchell School Modular Classrooms				\$2,729,276			
Pollard Telephone System Replacement				\$53,000			

Town of Needham
Capital Improvement Plan
January 2015

**General Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Public Works Garage Vehicle Service Lift				\$110,000			
Public Works Two-Way Radios				\$47,700			
100kW Portable Generator				\$61,250			
Building Energy Efficiency Improvements			\$34,815	\$113,078			
Geographic Information System Update					\$100,000		
Network Hardware, Servers & Switches	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000		
Fire Alarm Cables					\$60,000		
Fleet Replacement - Ambulance					\$186,607		
Fleet Replacement - Core (Bldg)				\$45,042	\$61,660		
Public Safety Computer Aided Dispatch System					\$244,615		
Wireless Master Fire Box System					\$164,000		
Needham High School Reconfiguration Work					\$200,000		
School Department 1:1 Initiative				\$145,000	\$127,725		
School Department Fitness Equipment Replacement				\$14,380	\$14,810		
School Department Graphic Arts Equipment			\$14,180	\$8,270	\$8,350		
School Department Interactive Whiteboard Technology			\$148,300		\$24,600		
School Department Postage and Folding Machines					\$9,340		
School Department Technology Innovation					\$25,000		
School Department Technology Replacement	\$38,600	\$49,100	\$524,500	\$488,800	\$502,000		
School Furniture & Musical Equipment	\$55,950	\$52,750	\$43,450	\$56,600	\$49,180		
School Photocopier Replacement	\$51,700	\$66,950	\$97,570	\$59,620	\$30,320		
Fleet Replacement - Specialty (DPW)					\$33,000		
Public Works Large Format Scanner					\$29,797		
Public Works Small Specialty Equipment		\$64,500	\$42,000	\$130,800			
Facilities Maintenance Program	\$321,402	\$400,000	\$450,000	\$465,750	\$482,000		
Fleet Replacement - Core (PFD)	\$34,114	\$25,000	\$50,318	\$33,600	\$27,346		
Drain System Improvements - Water Quality					\$80,000		
Drain System Repairs					\$76,000		
Core Fleet Replacement (Finance)						\$31,574	
Mail Processing Machines						\$30,645	\$30,645
Network Hardware, Servers & Switches						\$30,000	\$30,000
1:1 Initiative						\$202,000	
Copier Replacement						\$62,740	\$62,740
Fitness Equipment Replacement						\$20,020	
Fleet Replacement Program (School)						\$52,713	
Furniture						\$45,405	\$45,405
High School Graphics Production Room						\$9,900	
Interactive Whiteboard Technology						\$12,600	

Town of Needham
Capital Improvement Plan
January 2015

**General Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Musical Equipment						\$15,000	
Technology Replacement						\$403,000	\$403,000
Fleet Replacement - Core (DPW)	\$221,200	\$304,000	\$293,000	\$387,000	\$100,910	\$775,008	\$750,370
Fleet Replacement - Snow & Ice Equipment	\$298,000	\$165,000	\$159,000	\$210,300		\$326,879	\$326,879
Fuel Island Relocation and Upgrade at DPW Facility						\$126,500	
Fuel System Software/Hardware Upgrade						\$94,500	\$94,500
Mobile Column Lifts						\$73,500	\$73,500
Public Works Infrastructure Program						\$453,500	\$453,500
Sidewalk Needs Assessment						\$100,000	
Energy Efficiency Upgrade Improvements						\$96,323	\$96,323
Fleet Replacement Program						\$28,049	\$28,049
Public Facilities Maintenance Program						\$570,000	
Cricket Field Building Renovations						\$700,000	
Other Available Funds							
Police Chief's Vehicle (FY07 Budget Transfer)							
School Furniture & Musical Equipment (FY07 Budget Transfer)							
School Photocopier Replacement (FY07 Budget Transfer)							
School Technology Replacement (FY07 Budget Transfer)							
DPW Construction Equipment (FY07 Budget Transfer)							
DPW Snow & Ice Equipment (FY07 Budget Transfer)							
Fence Replacements at Parks (FY07 Budget Transfer)							
Town Hall Photocopier (FY08 Budget Transfer)							
Newman & Hillside Storage Sheds (FY08 Budget Transfer)							
Newman School Electrical Systems Improvements (FY08 Budget Transfer)							
Microsoft Office Upgrade (FY10 Budget Transfer)	\$60,000						
Hillside and Mitchell Condition Assessment (Unexpended Articles)	\$50,000						
Pollard School Design & Engineering for Newman Temporary Relocation (Other School Funds)	(2)						

Town of Needham
Capital Improvement Plan
January 2015

**General Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Pollard School Design & Engineering for Newman	\$30,000						
Temporary Relocation (Unexpended Articles)							
School Technology Replacement (School Budget)	(2)						
Brook and Culverts (FY10 Budget Transfer)	\$75,000						
DPW Small Specialty Equipment (FY10 Budget Transfer)	\$92,500						
Large Specialty Equipment (FY10 Budget Transfer)	\$223,500						
Stormwater Drain Discharge Improvements (FY10 Budget Transfer)	\$42,000						
Public Facilities Core Fleet Replacement (FY10 Budget Transfer)	\$30,932						
Public Facilities Small Specialty Equipment (FY10 Budget Transfer)	\$20,853						
Athletic Facility Improvements (FY10 Budget Transfer)	\$103,600						
Library Technology Replacement Plan (FY10 Budget Transfer)	\$42,800						
Technology Replacement (School Budget)		(2)					
Large Specialty Equipment (FY11 Budget)		\$80,000					
Appropriate for Engineering Study for Energy Upgrades (FY11 Budget & Unexpended Articles)		\$50,000					
Cricket Field Building Renovations Feasibility (Unexpended Articles)		\$10,000					
New Senior Center at Needham Heights (Unexpended Articles)		\$23,192					
Pollard Boiler Replacement Design (unexpended articles)			\$55,000				
Public Works Infrastructure Program (Unexpended Articles)			\$310,000				
Salt Storage Shed (Chapter 90 SAN)			\$1,913,000				
Property Acquisition (66-70 Chestnut Street) (FY14 Reserve Fund Transfer)				\$75,000			
Debt							
Pollard Interior & Exterior Improvement Phase I	\$325,000						
Pollard Repairs/Upgrades Phase II	\$3,500,000						
Kendrick Street Bridge Repair	\$850,000						
New Senior Center Design	\$500,000						
Emergency One Fire Engine (E-2)		\$400,000					
High School C Building Roof		\$320,000					

Town of Needham
Capital Improvement Plan
January 2015

**General Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Pollard Interior & Exterior Improvement Phase I		\$758,000					
Booth Street Reconstruction Betterment		\$125,000					
New Senior Center at Needham Heights		\$8,051,808					
Property Acquisition (37-39 Lincoln)			\$630,000				
Property Acquisition (51 Lincoln)			\$1,100,000				
Property Acquisition (59 Lincoln/89 School)			\$1,175,000				
Property Acquisition (66-70 Chestnut Street)				\$1,458,000			
Pollard Boiler Replacement				\$800,000			
DPW Phase II (garage bays)#				\$1,100,000			
Cooks Bridge					\$900,000	\$4,000,000	\$4,000,000
Public Works Infrastructure Program	\$1,236,300	\$1,100,000	\$600,000	\$600,000	\$800,000	\$1,000,000	\$1,000,000
Needham High School Classroom Expansion						\$4,457,200	\$4,000,000
Debt Exclusions							
DeFazio Permanent School ****						\$58,763,200	
DeFazio Temporary Modular School ****						\$20,101,000	
Hillside Elementary School Renovation ****						\$55,904,600	

Notes

**** Although shown as requested for FY2016, the actual requested project has not yet been determined by the School Committee and PPBC.

(2) School Committee noted that its operating budget surplus would be used to fund this equipment

Portion of the debt will be paid by sewer and water enterprise funds.

Town of Needham
Capital Improvement Plan
January 2015

**Community Preservation Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Current Year Requests						\$4,837,000	\$3,037,000
Cash							
Receipts & Reserves	\$767,500		\$480,000	\$433,000	\$268,219		\$3,037,000
Other Available Funds	\$32,500						
Total - Cash	\$800,000		\$480,000	\$433,000	\$268,219		\$3,037,000
Debt							
CPA Surcharge Supported							
Total - Debt							
Total	\$800,000		\$480,000	\$433,000	\$268,219	\$4,837,000	\$3,037,000

Town of Needham
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**Community Preservation Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Community Preservation Receipts & Reserves							
Property Acquisition (174 Charles River St)	\$767,500						
Greene's Field Playground Improvements			\$445,000				
Rail Trail Feasibility Study			\$35,000				
Newman Preschool Playground Surfacing				\$60,000			
Trail Improvement Project - Needham Reservoir				\$85,000			
Memorial Park Improvements					\$35,000		
Ridge Hill Reservation Footbridge Repairs					\$213,219		
Town Common Historic Redesign					\$20,000		
Mills Field Improvements^				\$40,000		\$510,000	\$510,000
Newman School Fields Renovation^						\$1,527,000	\$1,527,000
Open Space Purchase						\$1,000,000	
Renovations to Rosemary Pool Complex^						\$1,000,000	\$1,000,000
Trail Improvement Project - Newman Eastman				\$248,000		\$800,000	
Other Available Funds							
Property Acquisition (174 Charles River St) CPC							
Admin Budget	\$32,500						

Community Preservation Debt

Notes

^ Subject to approval by the CPC

Town of Needham
Capital Improvement Plan
January 2015

**RTS Enterprise Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Current Year Requests							
Cash							
Receipts							
Reserves	\$235,000		\$175,200	\$108,100	\$321,095		
Other Available Funds				\$144,000			
Total - Cash	\$235,000		\$175,200	\$252,100	\$321,095		
Debt							
Fee Supported		\$238,000	\$400,000	\$324,400			
Total - Debt		\$238,000	\$400,000	\$324,400			
Total	\$235,000	\$238,000	\$575,200	\$576,500	\$321,095		

Town of Needham
Capital Improvement Plan
January 2015

**RTS Enterprise Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Enterprise Fund Receipts							
Enterprise Fund Reserves							
Fleet Replacement - Core	\$139,200						
Message Board					\$30,000		
Transfer Station Office Trailer					\$75,779		
Fleet Replacement - Specialty Equipment	\$95,800		\$175,200	\$108,100	\$215,316		
Other Available Funds							
Waste Containers (Unexpended Article Balance)				\$34,000			
Large Specialty Equipment (Unexpanded Article Balance)				\$110,000			
Debt							
Semi Tractor Replacement		\$152,000					
Skid Steer Loader		\$86,000					
RTS Soil Remediation			\$400,000				
Waste Handler				\$324,400			

Town of Needham
Capital Improvement Plan
January 2015

**Sewer Enterprise Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Current Year Requests						\$670,500	\$670,500
Cash							
Receipts							
Reserves	\$576,000	\$825,000	\$650,100	\$647,900	\$398,000		\$554,357
Other Available Funds			\$197,000				\$116,143
Total - Cash	\$576,000	\$825,000	\$847,100	\$647,900	\$398,000		\$670,500
Debt							
Fee Supported		\$6,300,000					
Total - Debt		\$6,300,000					
Total	\$576,000	\$7,125,000	\$847,100	\$647,900	\$398,000	\$670,500	\$670,500

Town of Needham
Capital Improvement Plan
January 2015

**Sewer Enterprise Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Enterprise Fund Receipts							
Enterprise Fund Reserves							
Mobile High Capacity Pumps	\$200,000						
Fleet Replacement - Specialty Equipment	\$98,500	\$185,000					
Sewer Line Reconstruction			\$3,000				
Fleet Replacement - Core	\$52,500	\$65,000	\$33,100	\$47,900			
Sewer Systems Rehabilitation Infiltration & Inflow Removal Program	\$225,000	\$575,000	\$550,000	\$600,000			
Sewer Pump Station Improvements (West Street)					\$90,000		
Sewer SCADA System			\$30,000		\$258,000		
Sewer Pump Station Improvements (Reservoir A)						\$550,000	\$433,857
Sewer Service Connections					\$50,000	\$50,000	\$50,000
Sewer Specialty Equipment			\$34,000			\$70,500	\$70,500
Other Available Funds							
Sewer Line Reconstruction (Unexpended Article Balance)			\$197,000				
Sewer Pump Station Improvements (Unexpended Article Balance)							\$116,143
Debt							
Sewer Pump Station (Reservoir B) ***		\$6,300,000					

Notes

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

Town of Needham
Capital Improvement Plan
January 2015

**Water Enterprise Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Current Year Requests						\$1,906,844	\$1,797,104
Cash							
Receipts							
Reserves	\$1,465,400	\$1,464,000	\$416,300	\$1,563,100	\$729,050		\$980,179
Other Available Funds							\$181,925
Total - Cash	\$1,465,400	\$1,464,000	\$416,300	\$1,563,100	\$729,050		\$1,162,104
Debt							
Fee Supported				\$5,565,100			\$635,000
Total - Debt				\$5,565,100			\$635,000
Total	\$1,465,400	\$1,464,000	\$416,300	\$7,128,200	\$729,050	\$1,906,844	\$1,797,104

Town of Needham
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**Water Enterprise Fund Capital
Funding Sources**

Description	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Funded FY2015	Requested FY2016	Proposed FY2016
Enterprise Fund Receipts							
Enterprise Fund Reserves							
Fire Hydrant Replacement Program	\$100,000						
Fleet Replacement - Specialty Equipment	\$147,500						
Restoration of Charles River Treatment Facility Well		\$600,000					
Water SCADA System Upgrade & Video Surveillance		\$40,000					
Water Small Specialty Equipment	\$12,600						
Water System Fire Flow Improvements	\$313,500						
Irrigation Supply Facility Design				\$80,000			
SCADA System Upgrade				\$435,000			
Water Small Specialty Equipment				\$57,300			
Filter Media Replacement		\$70,000		\$115,000	\$238,050		
Fleet Replacement - Core	\$88,500	\$69,500	\$117,000			\$151,344	\$41,604
Mobile Record Keeping Devices GIS						\$35,000	\$35,000
Water Service Connections	\$200,000		\$200,000	\$160,000	\$200,000	\$200,000	\$200,000
Water Supply Development					\$200,000	\$700,000	\$700,000
Water System Rehabilitation Program	\$603,300	\$684,500	\$99,300	\$715,800	\$91,000	\$820,500	\$3,575
Other Available Funds							
Water System Rehabilitation Program (Unexpended Article Balances)							\$181,925
Debt							
St Mary's Pump Station				\$5,565,100			
Water System Rehabilitation Program							\$635,000

Five Year
Capital Submission Summary
And
Preliminary Out Year
Recommendations

Section 3

Town of Needham
Capital Improvement Plan
January 2015

**Five Year Capital
Group and Classification
FY2016 - FY2020**

Description	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Equipment & Technology												
General Fund	999,310	739,790	1,338,660	566,030	1,054,703	787,253	964,921	677,951	1,013,770	725,600	5,371,364	3,496,624
Community Preservation												
Recycling & Solid Waste Disposal												
Sewer Enterprise	70,500	70,500									70,500	70,500
Water Enterprise	35,000	35,000									35,000	35,000
Total Equipment & Technology	1,104,810	845,290	1,338,660	566,030	1,054,703	787,253	964,921	677,951	1,013,770	725,600	5,476,864	3,602,124
Fleet Program												
General Fund (includes unallocated)	1,214,223	1,105,298	1,723,352	814,016	1,164,718	890,472	479,485	690,000	1,267,875	1,297,358	5,849,653	4,797,144
Community Preservation												
Recycling & Solid Waste Disposal												
Sewer Enterprise					72,200		554,561		1,054,309	471,305	1,681,070	471,305
Water Enterprise	151,344	41,604	95,910		147,695		329,528		38,353	38,353	762,830	79,957
Total Fleet Program	1,365,567	1,146,902	2,043,012	1,003,523	1,666,733	1,172,592	1,611,190	937,616	2,532,365	1,978,844	9,218,867	6,239,477
Building & Facilities												
General Fund	141,718,823	96,323	11,973,060	289,060	89,298,572	387,472	1,535,000	64,000	4,055,000		248,580,455	836,855
Community Preservation		1,000,000		276,000		285,000						1,561,000
Recycling & Solid Waste Disposal												
Sewer Enterprise												
Water Enterprise												
Total Buildings & Facilities	141,718,823	1,096,323	11,973,060	565,060	89,298,572	672,472	1,535,000	64,000	4,055,000		248,580,455	2,397,855

Town of Needham
Capital Improvement Plan
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**Five Year Capital
Group and Classification
FY2016 - FY2020**

Description	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Infrastructure & Land												
General Fund	9,390,500	5,453,500	2,138,000	1,355,000	3,558,800	1,300,000	1,834,000	1,250,000	2,043,800	1,250,000	18,965,100	10,608,500
Community Preservation		2,037,000		515,000								2,552,000
Recycling & Solid Waste Disposal												
Sewer Enterprise	600,000	600,000	123,860	123,860	1,132,400	542,400	50,000	1,132,400	680,000	50,000	2,586,260	2,448,660
Water Enterprise	1,720,500	1,020,500	427,900	320,400	1,401,750	999,750	236,500	638,500	4,775,000	4,575,000	8,561,650	7,554,150
Total Infrastructure & Land	11,711,000	9,111,000	2,689,760	2,314,260	6,092,950	2,842,150	2,120,500	3,020,900	7,498,800	5,875,000	30,113,010	23,163,310
General Government & Land Use												
Equipment & Technology	60,645	60,645	30,000	30,000	100,000	100,000	50,000	50,000	225,000	175,000	465,645	415,645
Fleet Program	31,574										31,574	
Building & Facilities												
Infrastructure & Land												
General Government	92,219	60,645	30,000	30,000	100,000	100,000	50,000	50,000	225,000	175,000	497,219	415,645
Public Safety												
Equipment & Technology							63,039	63,039	29,000	29,000	92,039	92,039
Fleet Program			124,016	124,016	200,472	200,472			607,358	607,358	931,846	931,846
Building & Facilities												
Infrastructure & Land												
Public Safety			124,016	124,016	200,472	200,472	63,039	63,039	636,358	636,358	1,023,885	1,023,885

Town of Needham
Capital Improvement Plan
January 2015

**Five Year Capital
Group and Classification
FY2016 - FY2020**

Description	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Public Schools												
Equipment & Technology	770,665	511,145	1,148,660	536,030	925,080	657,630	776,226	489,256	759,770	521,600	4,380,401	2,715,661
Fleet Program	52,713		188,805		91,435		56,073		60,984		450,010	
Building & Facilities	139,226,000		163,500	163,500	88,198,100	182,000	333,000	64,000	900,000		228,820,600	409,500
Infrastructure & Land												
Public Schools	140,049,378	511,145	1,500,965	699,530	89,214,615	839,630	1,165,299	553,256	1,720,754	521,600	233,651,011	3,125,161
Public Works												
Equipment & Technology	168,000	168,000	160,000		29,623	29,623	75,656	75,656			433,279	273,279
Fleet Program	1,101,887	1,077,249	1,295,847		843,338		423,412		564,677		4,229,161	1,077,249
Building & Facilities	126,500		1,218,000								1,344,500	
Infrastructure & Land	5,553,500	5,453,500	1,623,000	1,355,000	3,550,000	1,300,000	1,768,000	1,250,000	1,950,000	1,250,000	14,444,500	10,608,500
Public Works	6,949,887	6,698,749	4,296,847	1,355,000	4,422,961	1,329,623	2,267,068	1,325,656	2,514,677	1,250,000	20,451,440	11,959,028
Public Facilities - Undesignated												
Equipment & Technology												
Fleet Program	28,049	28,049	31,941		29,473				34,856		124,319	28,049
Building & Facilities	666,323	96,323	715,560	125,560	815,472	205,472	632,000		655,000		3,484,355	427,355
Infrastructure & Land												
Public Facilities - Undesignated	694,372	124,372	747,501	125,560	844,945	205,472	632,000		689,856		3,608,674	455,404

Town of Needham
Capital Improvement Plan
January 2015

**Five Year Capital
Group and Classification
FY2016 - FY2020**

Description	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Community Services												
Equipment & Technology												
Fleet Program			82,743								82,743	
Building & Facilities	1,700,000		9,876,000		285,000		570,000		2,500,000		14,931,000	
Infrastructure & Land	3,837,000		515,000		8,800		66,000		93,800		4,520,600	
Community Services	5,537,000		10,473,743		293,800		636,000		2,593,800		19,534,343	
General Fund												
Equipment & Technology	999,310	739,790	1,338,660	566,030	1,054,703	787,253	964,921	677,951	1,013,770	725,600	5,371,364	3,496,624
Fleet Program (includes unallocated)	1,214,223	1,105,298	1,723,352	814,016	1,164,718	890,472	479,485	690,000	1,267,875	1,297,358	5,849,653	4,797,144
Building & Facilities	141,718,823	96,323	11,973,060	289,060	89,298,572	387,472	1,535,000	64,000	4,055,000		248,580,455	836,855
Infrastructure & Land	9,390,500	5,453,500	2,138,000	1,355,000	3,558,800	1,300,000	1,834,000	1,250,000	2,043,800	1,250,000	18,965,100	10,608,500
Total General Fund Groups	153,322,856	7,394,911	17,173,072	3,024,106	95,076,793	3,365,197	4,813,406	2,681,951	8,380,445	3,272,958	278,766,572	19,739,123
Community Preservation Act												
Equipment & Technology												
Fleet Program												
Building & Facilities		1,000,000		276,000		285,000						1,561,000
Infrastructure & Land		2,037,000		515,000								2,552,000
CPA		3,037,000		791,000		285,000						4,113,000

Town of Needham
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**Five Year Capital
Group and Classification
FY2016 - FY2020**

Description	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Recycling & Solid Waste Disposal												
Equipment & Technology												
Fleet Program			223,750	189,507	282,120	282,120	247,616	247,616	171,828	171,828	925,314	891,071
Building & Facilities												
Infrastructure & Land												
RTS Enterprise			223,750	189,507	282,120	282,120	247,616	247,616	171,828	171,828	925,314	891,071
Sewer Enterprise												
Equipment & Technology	70,500	70,500									70,500	70,500
Fleet Program					72,200		554,561		1,054,309	471,305	1,681,070	471,305
Building & Facilities												
Infrastructure & Land	600,000	600,000	123,860	123,860	1,132,400	542,400	50,000	1,132,400	680,000	50,000	2,586,260	2,448,660
Sewer Enterprise	670,500	670,500	123,860	123,860	1,204,600	542,400	604,561	1,132,400	1,734,309	521,305	4,337,830	2,990,465
Water Enterprise												
Equipment & Technology	35,000	35,000									35,000	35,000
Fleet Program	151,344	41,604	95,910		147,695		329,528		38,353	38,353	762,830	79,957
Building & Facilities												
Infrastructure & Land	1,720,500	1,020,500	427,900	320,400	1,401,750	999,750	236,500	638,500	4,775,000	4,575,000	8,561,650	7,554,150
Water Enterprise	1,906,844	1,097,104	523,810	320,400	1,549,445	999,750	566,028	638,500	4,813,353	4,613,353	9,359,480	7,669,107
Total All Groups	155,900,200	12,199,515	18,044,492	4,448,873	98,112,958	5,474,467	6,231,611	4,700,467	15,099,935	8,579,444	293,389,196	35,402,766

Town of Needham
Capital Improvement Plan
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Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2016 - FY2020

Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
General Government																			
Network Hardware, Servers & Switches	R	Finance	1	30,000	30,000	30,000	30,000	50,000	50,000	50,000	50,000	75,000	75,000	235,000	235,000	235,000			5-01
Mail Processing Machines	P	Finance	1	30,645	30,645									30,645	30,645	30,645			5-03
Mobile Device Systems and Applications	N	Finance	1					50,000	50,000					50,000	50,000	50,000			5-05
Technology Systems and Applications Upgrades	N	Finance	1									100,000	100,000	100,000	100,000	100,000			5-07
Center at the Heights Computer Lab	NG	Finance	1									50,000		50,000					5-09
Total - General Government				60,645	60,645	30,000	30,000	100,000	100,000	50,000	50,000	225,000	175,000	465,645	415,645	415,645			
Equipment and Technology				60,645	60,645	30,000	30,000	100,000	100,000	50,000	50,000	225,000	175,000	465,645	415,645				
Buildings & Facilities																			
Infrastructure & Land																			
Other																			
Cash Funding					60,645		30,000		100,000		50,000		175,000		415,645				
Debt Funding																			
Other Financial Source																			
Total - General Government					60,645		30,000		100,000		50,000		175,000		415,645				

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

Town of Needham
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Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2016 - FY2020

Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
Public Safety																			
Police Cruiser Radio Replacement	M	Police	1							63,039	63,039			63,039	63,039	63,039			5-13
Firearm Replacement	N	Police	1									29,000	29,000	29,000	29,000	29,000			5-15
Total - Public Safety										63,039	63,039	29,000	29,000	92,039	92,039	92,039			
Equipment and Technology										63,039	63,039	29,000	29,000	92,039	92,039				
Buildings & Facilities																			
Infrastructure & Land																			
Other																			
Cash Funding										63,039		29,000			92,039				
Debt Funding																			
Other Financial Source																			
Total - Public Safety										63,039		29,000			92,039				

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

Town of Needham
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Five Year Capital Submissions
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FY2016 - FY2020

Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
Public Schools																			
Furniture	R	School	1	45,405	45,405	45,000	45,000	45,000	45,000	44,806	44,806	25,000	25,000	205,211	205,211	205,211			5-17
1:1 Initiative	MB	School	1	202,000		561,000		225,000		250,000		200,000		1,438,000					5-19
Interactive Whiteboard Technology	MB	School	1	12,600				50,000	50,000					62,600	50,000	50,000			5-23
Musical Equipment	BG	School	1	15,000		15,000		15,000		15,000		15,000		75,000					5-26
Technology Replacement	R	School	1	403,000	403,000	451,700	451,700	513,000	513,000	360,200	360,200	450,300	450,300	2,178,200	2,178,200	2,178,200			5-28
High School Graphics Production Room	QB	School	1	9,900		6,750		12,000		5,300		6,000		39,950					5-34
Copier Replacement	R	School	1	62,740	62,740	39,330	39,330	49,630	49,630	84,250	84,250	46,300	46,300	282,250	282,250	282,250			5-37
Fitness Equipment Replacement	QB	School	1	20,020		13,110		15,450		16,670		17,170		82,420					5-39
Production Center Postage Machine and Folder Inserter	Q	School	1			16,770								16,770					5-41
High School A Gym Upgrade	M	Public Facilities	2			105,000	105,000	182,000	182,000	64,000	64,000	30,000		381,000	351,000	351,000			6-09
High School Boiler Replacement	NS	Public Facilities	2									840,000		840,000					6-11
Pollard Blue & Green Gym Upgrades	M	Public Facilities	2			58,500	58,500	440,000		269,000		30,000		797,500	58,500	58,500			6-13
High Rock School Conversion	N	School	2					3,770,000						3,770,000					8-01
Temporary Modular School	M	School	2	20,101,000										20,101,000					8-05
Defazio Permanent School	N	School	2	58,763,200										58,763,200					8-08
Hillside Elementary School Renovation	PM	School	2	55,904,600										55,904,600					8-12
High School Classroom Expansion	M	Public Facilities	2	4,457,200										4,457,200					8-16
School Administration Relocation	N	School	2					6,537,100						6,537,100					8-20
Emery Grover Building Renovation	PM	School	2					13,089,000						13,089,000					8-24
Mitchell Elementary School Renovation	PM	School	2					64,180,000						64,180,000					8-27
Total - Public Schools				139,996,665	511,145	1,312,160	699,530	89,123,180	839,630	1,109,226	553,256	1,659,770	521,600	233,201,001	3,125,161	3,125,161			
Equipment and Technology				770,665	511,145	1,148,660	536,030	925,080	657,630	776,226	489,256	759,770	521,600	4,380,401	2,715,661				
Buildings & Facilities				139,226,000		163,500	163,500	88,198,100	182,000	333,000	64,000	900,000		228,820,600	409,500				
Infrastructure & Land																			
Other																			
Cash Funding					511,145		699,530		839,630		553,256		521,600		3,125,161				
Debt Funding																			
Other Financial Source																			
Total - Public Schools					511,145		699,530		839,630		553,256		521,600		3,125,161				

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

Town of Needham
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Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2016 - FY2020

Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
Public Works																			
Fuel System Software/Hardware Upgrade	N	DPW	1	94,500	94,500									94,500	94,500	94,500			5-43
Mobile Column Lifts	N	DPW	1	73,500	73,500									73,500	73,500	73,500			5-45
Message Boards	M	DPW	1			160,000								160,000					5-47
Specialty Equipment	M	DPW	1					29,623	29,623	75,656	75,656			105,279	105,279	105,279			5-49
Fuel Island Relocation and Upgrade at DPW Facility	MS	DPW	2	126,500		839,500								966,000					6-01
DPW Boiler Replacement 470 Dedham Avenue	MS	Public Facilities	2			378,500								378,500					6-15
Cooks Bridge	M	DPW	3	4,000,000	4,000,000									4,000,000	4,000,000	4,000,000			7-06
Drain System Improvements - Water Quality (EPA)	MS	DPW	3			118,000		2,000,000		118,000		250,000		2,486,000					7-08
Sidewalk Needs Assessment	GB	DPW	3	100,000										100,000					7-13
Public Works Infrastructure Program	M	DPW	3	1,453,500	1,453,500	1,505,000	1,355,000	1,550,000	1,300,000	1,650,000	1,250,000	1,700,000	1,250,000	7,858,500	6,608,500	4,108,500	2,500,000		7-15
Total - Public Works				5,848,000	5,621,500	3,001,000	1,355,000	3,579,623	1,329,623	1,843,656	1,325,656	1,950,000	1,250,000	16,222,279	10,881,779	4,381,779	6,500,000		
Equipment and Technology				168,000	168,000	160,000		29,623	29,623	75,656	75,656			433,279	273,279				
Buildings & Facilities				126,500		1,218,000								1,344,500					
Infrastructure & Land				5,553,500	5,453,500	1,623,000	1,355,000	3,550,000	1,300,000	1,768,000	1,250,000	1,950,000	1,250,000	14,444,500	10,608,500				
Other																			
Cash Funding					621,500		605,000		829,623		1,075,656		1,250,000		4,381,779				
Debt Funding					5,000,000		750,000		500,000		250,000				6,500,000				
Other Financial Source																			
Total - Public Works					5,621,500		1,355,000		1,329,623		1,325,656		1,250,000		10,881,779				

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

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Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2016 - FY2020

Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
Public Facilities																			
Energy Efficiency Upgrade Improvements	P	Public Facilities	2	96,323	96,323	125,560	125,560	205,472	205,472					427,355	427,355	427,355			6-03
Public Facilities Maintenance Program	BG	Public Facilities	2	570,000		590,000		610,000		632,000		655,000		3,057,000					6-06
Total - Public Facilities				666,323	96,323	715,560	125,560	815,472	205,472	632,000		655,000		3,484,355	427,355	427,355			
Equipment and Technology																			
Buildings & Facilities				666,323	96,323	715,560	125,560	815,472	205,472	632,000		655,000		3,484,355	427,355				
Infrastructure & Land																			
Other																			
Cash Funding					96,323		125,560		205,472						427,355				
Debt Funding																			
Other Financial Source																			
Total - Public Facilities					96,323		125,560		205,472						427,355				

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

Town of Needham
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Five Year Capital Submissions
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FY2016 - FY2020

Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
Community Services																			
Rosemary Pool Complex Renovations	PM	Parks & Recreation	2	1,000,000	1,000,000	9,600,000								10,600,000	1,000,000			1,000,000	6-17
Cricket Field Building Renovations	MS	Parks & Recreation	2	700,000										700,000					6-19
Town of Needham Athletic Facility & Public Recreation Improvements	MS	DPW	2			276,000	276,000	285,000	285,000	570,000		2,500,000		3,631,000	561,000			561,000	6-21
Trail Improvement Project - Newman Eastman Conservation	MS	Parks & Recreation	3	800,000										800,000					7-01
Trail Improvement Project - Needham Reservoir and Ridge Hill Loop	M	Community Development	3			515,000	515,000							515,000	515,000			515,000	7-03
Mills Field Improvements	M	DPW	3	510,000	510,000									510,000	510,000			510,000	7-11
Trail Improvement Project - Rosemary Camp	MS	Parks & Recreation	3					8,800		66,000		93,800		168,600					7-22
Newman School Fields Renovation	M	DPW	3	1,527,000	1,527,000									1,527,000	1,527,000			1,527,000	8-31
Open Space Purchase	N	Parks & Recreation	3	1,000,000										1,000,000					8-34
Total - Community Services				5,537,000	3,037,000	10,391,000	791,000	293,800	285,000	636,000		2,593,800		19,451,600	4,113,000			4,113,000	
Equipment and Technology																			
Buildings & Facilities				1,700,000	1,000,000	9,876,000	276,000	285,000	285,000	570,000		2,500,000		14,931,000	1,561,000				
Infrastructure & Land				3,837,000	2,037,000	515,000	515,000	8,800		66,000		93,800		4,520,600	2,552,000				
Other																			
Cash Funding																			
Debt Funding																			
Other Financial Source					3,037,000		791,000		285,000						4,113,000				
Total - Community Services					3,037,000		791,000		285,000						4,113,000				

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

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Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
General Fleet Program																			
Core Fleet - Finance	R	Finance	1	31,574										31,574					5-58
Core Fleet - Fire	R	Fire	1			124,016	124,016					41,088	41,088	165,104	165,104	165,104			5-58
Core Fleet - School	RS	School	1	25,067										25,067					5-11
School Van Fleet	RS	School	1	27,646		188,805		91,435		56,073		60,984		424,943					5-11
Specialized Equipment - Fire	R	Fire	1					200,472	200,472			566,270	566,270	766,742	766,742	200,472	566,270		5-58
Core Fleet - Building	R	Building	1																5-58
Core Fleet - DPW Garage	R	DPW	1					33,089						33,089					5-58
Core Fleet - DPW General	R	DPW	1					153,674		41,375				195,049					5-58
Core Fleet - DPW Highway	R	DPW	1					48,165		99,702				147,867					5-58
Core Fleet - DPW Parks	R	DPW	1			32,607						47,975		80,582					5-58
Snow and Ice Equipment	R	DPW	1	326,879	326,879	273,719		355,205		169,536				1,125,339	326,879	326,879			5-58
Specialized Equipment - DPW Garage	R	DPW	1					79,969						79,969					5-58
Specialized Equipment - DPW General	R	DPW	1																5-58
Specialized Equipment - DPW Highway	R	DPW	1	514,314	489,676	629,230		167,745				342,010		1,653,299	489,676	489,676			5-58
Specialized Equipment - DPW Parks	R	DPW	1	260,694	260,694	360,291		5,491		112,799		174,692		913,967	260,694	260,694			5-58
Core Fleet - DPF	R	Public Facilities	1	28,049	28,049	31,941		29,473				34,856		124,319	28,049	28,049			5-58
Core Fleet - Human Services	R	Human Services	1			82,743								82,743					5-58
Fleet Program Funding***							690,000		690,000		690,000		690,000		2,760,000	2,760,000			5-58
Total - General Fund Fleet				1,214,223	1,105,298	1,723,352	814,016	1,164,718	890,472	479,485	690,000	1,267,875	1,297,358	5,849,653	4,797,144	4,230,874	566,270		
Cash Funding				1,214,223	1,105,298	1,723,352	814,016	1,164,718	890,472	479,485	690,000	1,267,875	1,297,358	5,849,653	4,797,144				
Debt Funding																			
Other Financial Source																			
Total - General Fund Fleet				1,214,223	1,105,298	1,723,352	814,016	1,164,718	890,472	479,485	690,000	1,267,875	1,297,358	5,849,653	4,797,144				

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

Cash CIP Including Fleet	2,394,911		2,274,106		2,865,197		2,431,951		3,272,958		13,239,123	
Debt CIP Including Fleet	5,000,000		750,000		500,000		250,000				6,500,000	
Other CIP Including Fleet	3,037,000		791,000		285,000						4,113,000	
General Fund Including Fleet	153,322,856	10,431,911	17,173,072	3,815,106	95,076,793	3,650,197	4,813,406	2,681,951	8,380,445	3,272,958	278,766,572	23,852,123

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Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
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Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
RTS Enterprise																			
Total - Recycling and Transfer Station Enterprise																			
Equipment and Technology																			
Buildings & Facilities																			
Infrastructure & Land																			
Other																			
Cash Funding																			
Debt Funding																			
Other Financial Source																			
Total - Recycling and Transfer Station Enterprise																			

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

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Preliminary Recommendations Tier One - All Funding Sources
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Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
Sewer Enterprise																			
Specialty Equipment	R	DPW - Sewer	1	70,500	70,500									70,500	70,500	70,500			5-54
Sewer Pump Station Improvements	MS	DPW - Sewer	3	550,000	550,000			590,000			590,000	630,000		1,770,000	1,140,000	1,140,000			7-24
Sewer Service Connections	R	DPW - Sewer	3	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	250,000	250,000	250,000			7-26
Sewer Main Extension Zone I and II	M	DPW - Sewer	3			73,860	73,860	492,400	492,400		492,400			566,260	1,058,660	1,058,660			7-28
Total - Wastewater Enterprise				670,500	670,500	123,860	123,860	1,132,400	542,400	50,000	1,132,400	680,000	50,000	2,656,760	2,519,160	2,519,160			
Equipment and Technology				70,500	70,500									70,500	70,500				
Buildings & Facilities																			
Infrastructure & Land				600,000	600,000	123,860	123,860	1,132,400	542,400	50,000	1,132,400	680,000	50,000	2,586,260	2,448,660				
Other																			
Cash Funding					670,500		123,860		542,400		1,132,400		50,000		2,519,160				
Debt Funding																			
Other Financial Source																			
Total - Wastewater Enterprise					670,500		123,860		542,400		1,132,400		50,000		2,519,160				

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

Town of Needham
Capital Improvement Plan
January 2015

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2016 - FY2020

Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
Water Enterprise																			
Mobile Record Keeping Devices GIS	PM	DPW - Water	1	35,000	35,000									35,000	35,000	35,000			5-56
Water Supply Development	PM	DPW - Water	3	700,000										700,000					7-31
Water Service Connections	R	DPW - Water	3	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	1,000,000	1,000,000			7-34
Water System Rehabilitation Program	R	DPW - Water	3	820,500	820,500	120,400	120,400	801,750	399,750	36,500	438,500	375,000	375,000	2,154,150	2,154,150	1,519,150	635,000		7-36
Water Main Replacements	PM	DPW - Water	3					400,000	400,000			4,000,000	4,000,000	4,400,000	4,400,000	400,000	4,000,000		7-40
Fire Flow Improvement Study	N	DPW - Water	3			107,500								107,500					7-42
Water Distribution Study	NO	DPW - Water	3									200,000		200,000					7-44
Total - Water Enterprise				1,755,500	1,055,500	427,900	320,400	1,401,750	999,750	236,500	638,500	4,775,000	4,575,000	8,596,650	7,589,150	2,954,150	4,635,000		
Equipment and Technology				35,000	35,000									35,000	35,000				
Buildings & Facilities																			
Infrastructure & Land				1,720,500	1,020,500	427,900	320,400	1,401,750	999,750	236,500	638,500	4,775,000	4,575,000	8,561,650	7,554,150				
Other																			
Cash Funding					420,500		320,400		999,750		638,500		575,000		2,954,150				
Debt Funding					635,000								4,000,000		4,635,000				
Other Financial Source																			
Total - Water Enterprise					1,055,500		320,400		999,750		638,500		4,575,000		7,589,150				

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

Town of Needham
Capital Improvement Plan
January 2015

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2016 - FY2020

Title	Code*	Department	Cat*	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	2020 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Page
Enterprise Fleet Program																			
Core Fleet	R	DPW - RTS	1			31,970								31,970					5-58
Specialized Equipment	R	DPW - RTS	1			191,780	189,507	282,120	282,120	247,616	247,616	171,828	171,828	893,344	891,071	361,335	529,736		5-58
Core Fleet	R	DPW - Sewer	1							41,374		68,369		109,743					5-58
Specialized Equipment	R	DPW - Sewer	1					72,200		513,187		985,940	471,305	1,571,327	471,305	471,305			5-58
Core Fleet	R	DPW - Water	1	72,493	41,604	95,910		63,823						232,226	41,604	41,604			5-58
Specialized Equipment	R	DPW - Water	1	78,851				83,872		329,528		38,353	38,353	530,604	38,353	38,353			5-58
Total - Enterprise Fleet***				151,344	41,604	319,660	189,507	502,015	282,120	1,131,705	247,616	1,264,490	681,486	3,369,214	1,442,333	912,597	529,736		
Cash Funding					41,604		189,507						681,486		912,597				
Debt Funding									282,120		247,616				529,736				
Other Financial Source																			
Total - Enterprise Fleet***					41,604		189,507		282,120		247,616		681,486		1,442,333				

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

RTS CIP Including Fleet			223,750	189,507	282,120	282,120	247,616	247,616	171,828	171,828	925,314	891,071
Sewer CIP Including Fleet	670,500	670,500	123,860	123,860	1,204,600	542,400	604,561	1,132,400	1,734,309	521,305	4,337,830	2,990,465
Water CIP Including Fleet	1,906,844	1,097,104	523,810	320,400	1,549,445	999,750	566,028	638,500	4,813,353	4,613,353	9,359,480	7,669,107
Total Enterprise CIP	2,577,344	1,767,604	871,420	633,767	3,036,165	1,824,270	1,418,205	2,018,516	6,719,490	5,306,486	14,622,624	11,550,643

TOTAL SUBMISSIONS - All Funds	\$155,900,200		\$18,044,492		\$98,112,958		\$6,231,611		\$15,099,935		\$293,389,196		Cash	19,058,760	
TOTAL RECOMMENDED - All Funds **	\$12,199,515		\$4,448,873		\$5,474,467		\$4,700,467		\$8,579,444		\$35,402,766		Debt	12,231,006	
** Exclusive of any extraordinary capital recommendations													Other	4,113,000	

Equipment & Technology - All	1,104,810	845,290	1,338,660	566,030	1,054,703	787,253	964,921	677,951	1,013,770	725,600	5,476,864	3,602,124
Fleet - All	1,365,567	1,146,902	2,043,012	1,003,523	1,666,733	1,172,592	1,611,190	937,616	2,532,365	1,978,844	9,218,867	6,239,477
Buildings & Facilities - All	141,718,823	1,096,323	11,973,060	565,060	89,298,572	672,472	1,535,000	64,000	4,055,000		248,580,455	2,397,855
Infrastructure & Land - All	11,711,000	9,111,000	2,689,760	2,314,260	6,092,950	2,842,150	2,120,500	3,020,900	7,498,800	5,875,000	30,113,010	23,163,310
Other - All												
TOTAL	155,900,200	12,199,515	18,044,492	4,448,873	98,112,958	5,474,467	6,231,611	4,700,467	15,099,935	8,579,444	293,389,196	35,402,766

** Exclusive of any extraordinary capital recommendations

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

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

Town of Needham
Capital Improvement Plan
January 2015

Provisional Capital Submissions
No Recommendations

Title	Department	Cat*	Target Year	Estimated Cost	Department Submission See Page
Athletic Fields Master Plan	Park & Recreation	2	TBD	\$75,000	9-16
Bridge Repairs	Public Works - Engineering	3	TBD	\$5,000,000	9-03
Camp Property Renovations	Park & Recreation	2	TBD	\$250,000	9-14
Canoe Launch	Park & Recreation	2	TBD	Unknown	9-17
DeFazio Park Parking Lot & Tot Lot	Public Works	3	TBD	\$10,000,000	9-04
DPW Complex	Public Works	2	TBD	TBD	9-05
Emery Grover Roof Replacement	Public Facilities	2	TBD	\$150,000	9-10
Farley Pond Loop Trail	Community Development	3	TBD	\$15,000	9-15
Library RFID	Library	1	TBD	\$100,200	9-12
Memorial Park Buildings and Grounds	Trustees of Memorial Park	2	TBD	\$8,000,000	9-18
Pollard School Improvements	School	2	2014	\$12,847,035	9-02
Pollard School Locker Room Improvements	School	2	TBD	Unknown	9-11
Public Playgrounds	Park & Recreation	2	TBD	\$600,000	9-13
Radio Repeater Building Replacement (Hillcrest Rd.)	Multiple Departments	2	TBD	\$230,000	9-01
Sign Shop	Public Works - Highway	1	TBD	\$35,000	9-07

Town of Needham
Capital Improvement Plan
January 2015

Provisional Capital Submissions
No Recommendations

Title	Department	Cat*	Target Year	Estimated Cost	Department Submission See Page
Street Signs	Public Works - Highway	3	TBD	\$45,000	9-06
Survey Equipment	Public Works - Engineering	1	TBD	\$35,000	9-08
Town Common Redesign and Beautification	Public Works - Parks	2	TBD	\$500,000	9-09
Transfer Station Expansion Recycling Area	Public Works - RTS	2	TBD	Unknown	9-19
Transfer Station Renovations	Public Works - RTS	2	TBD	\$2,500,000	9-20
Sewer System Infiltration & Inflow Removal	Public Works - Sewer	3	TBD	Unknown	9-21
Sewer Main Replacement	Public Works - Sewer	3	2020	\$600,000	9-23
Fire Flow Improvements	Public Works - Water	3	2018	\$2,743,000	9-24
Irrigation Supply	Public Works - Water	3	TBD	Unknown	9-25

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

Debt Schedules

Section 4

Town of Needham
Capital Improvement Plan
January 2015

Debt Service to Revenue
Issued, Authorized and Proposed for FY2016
FY2016 - FY2020

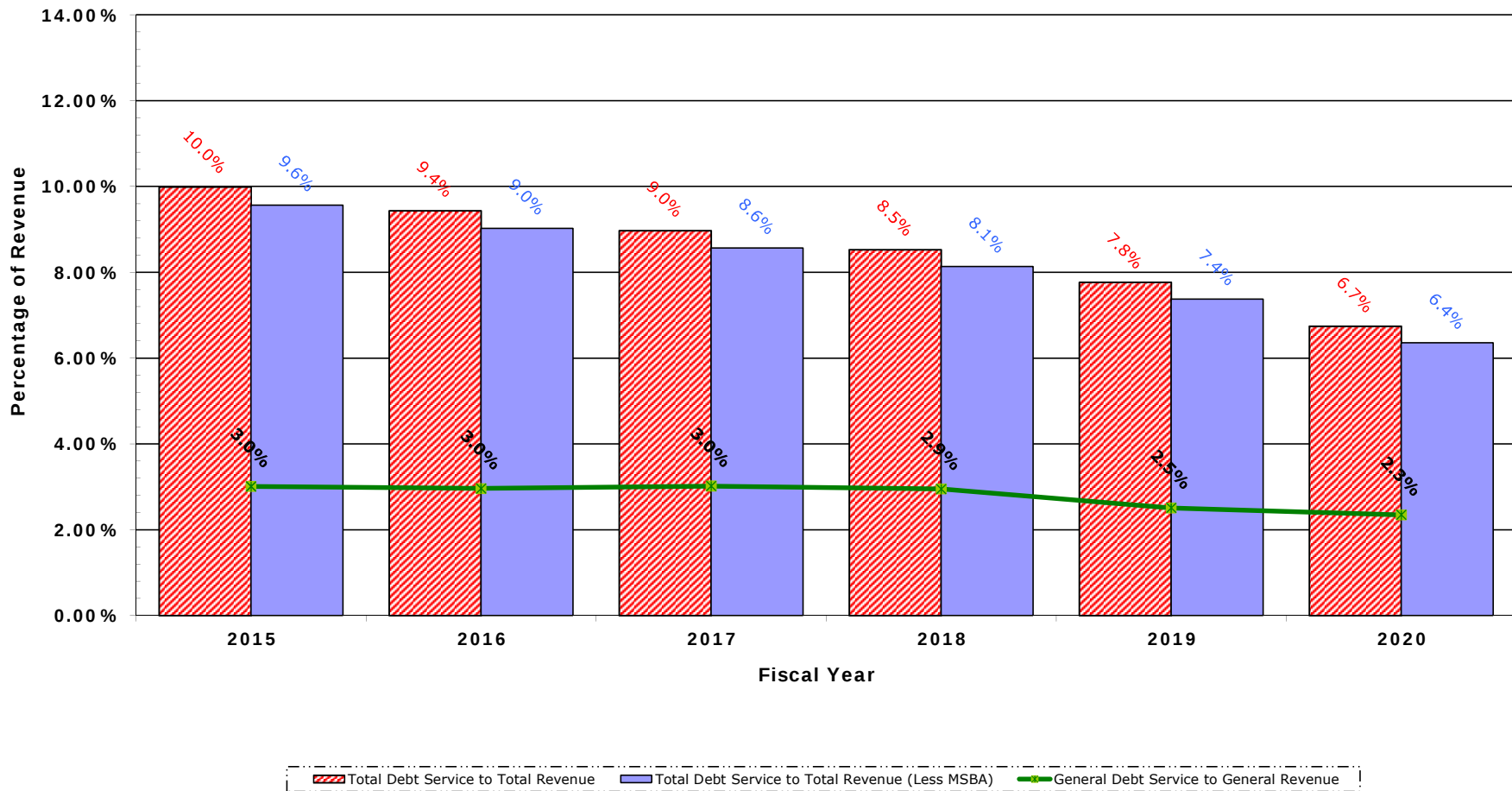
Description	2015	2016	2017	2018	2019	2020
Revenue						
General Fund Within the Levy *	\$124,854,599	\$130,082,176	\$133,984,641	\$138,004,181	\$142,144,306	\$146,408,635
General Fund Excluded from Levy **	\$6,659,026	\$6,212,881	\$6,035,371	\$5,853,192	\$5,634,985	\$5,386,073
CPA Revenue	\$2,537,099	\$2,439,113	\$2,526,489	\$2,621,233	\$2,719,529	\$2,821,511
RTS Revenue	\$998,794	\$1,011,279	\$1,023,920	\$1,036,719	\$1,049,678	\$1,062,799
Sewer Revenue	\$7,536,115	\$7,630,316	\$7,725,695	\$7,822,267	\$7,920,045	\$8,019,045
Water Revenue	\$5,441,990	\$5,510,015	\$5,578,890	\$5,648,626	\$5,719,234	\$5,790,724
Total Revenue	\$148,027,623	\$152,885,779	\$156,875,007	\$160,986,217	\$165,187,776	\$169,488,788
Debt Service						
General Debt (Table I)	\$3,757,947	\$3,851,834	\$4,043,252	\$4,070,282	\$3,565,211	\$3,436,343
CPA Debt (Table II)	\$475,763	\$464,438	\$456,313	\$449,163	\$441,494	\$430,525
RTS Debt (Table III)	\$150,000	\$150,000	\$148,375	\$114,000	\$74,000	\$30,100
Sewer Debt (Table IV)	\$1,500,000	\$1,500,000	\$1,148,820	\$1,086,918	\$1,055,010	\$646,104
Water Debt (Table V)	\$1,550,000	\$1,550,000	\$1,546,057	\$1,462,243	\$1,359,918	\$802,350
Gross Excluded Debt (Table VI)	\$7,354,174	\$6,908,029	\$6,730,519	\$6,548,340	\$6,330,133	\$6,081,221
Total Debt Service	\$14,787,884	\$14,424,300	\$14,073,335	\$13,730,945	\$12,825,765	\$11,426,644
Total Debt Service to Total Revenue	10.0%	9.4%	9.0%	8.5%	7.8%	6.7%
Total Debt Service to Total Revenue (less M	9.6%	9.0%	8.6%	8.1%	7.4%	6.4%
General Debt Service to General Reven	3.0 %	3.0 %	3.0 %	2.9 %	2.5 %	2.3 %

* FY2016 - FY2020 revenue is based on the Preliminary Facility Financing Summary December 2014

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

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

Debt Service as a Percentage of Revenue



Town of Needham
Capital Improvement Plan
January 2015

Table I
General Fund Capital Projects
Proposed Funding by Debt
FY2016

				Estimated Debt Service Schedule					
Project	Amount	Years	Bond Rate	2015	2016	2017	2018	2019	2020
<u>General Fund Within the Levy</u>									
Public Works Infrastructure Program	\$1,000,000	5	6.00%			\$260,000	\$248,000	\$236,000	\$224,000
Central Avenue/Elliot Street Bridge	\$4,000,000	20	6.00%			\$60,000	\$440,000	\$428,000	\$416,000
High School Classroom Expansion	\$4,000,000	10	6.00%			\$240,000	\$640,000	\$616,000	\$592,000
Projected New General Fund Debt Service#	\$9,000,000					\$560,000	\$1,328,000	\$1,280,000	\$1,232,000
General Fund Debt									
Authorized & Issued (refer to schedule)				\$3,421,564	\$2,924,446	\$2,643,827	\$1,939,032	\$1,533,136	\$1,497,618
Authorized Not Yet Issued & Short Term Costs Proposed				\$336,383	\$927,388	\$839,425	\$803,250	\$752,075	\$706,725
						\$560,000	\$1,328,000	\$1,280,000	\$1,232,000
Total General Fund Debt Service Within the Levy				\$3,757,947	\$3,851,834	\$4,043,252	\$4,070,282	\$3,565,211	\$3,436,343
General Fund Within the Levy Revenue *				\$124,854,599	\$130,082,176	\$133,984,641	\$138,004,181	\$142,144,306	\$146,408,635
Debt Service % of General Fund Revenue				3.0 %	3.0 %	3.0 %	2.9 %	2.5 %	2.3 %

Town of Needham
Capital Improvement Plan
January 2015

Table II
CPA Capital Projects
Proposed Funding by Debt
FY2016

				Estimated Debt Service Schedule					
Project	Amount	Years	Bond Rate	2015	2016	2017	2018	2019	2020
<u>CPA Fund Debt</u>									
No New Authorizations Proposed for FY2016									
Projected New CPA Fund Debt Service									
CPA Fund Debt									
Authorized & Issued				\$473,263	\$464,438	\$456,313	\$449,163	\$441,494	\$430,525
Authorized Not Yet Issued & Short Term Costs Proposed				\$2,501					
Total CPA Fund Debt Service				\$475,763	\$464,438	\$456,313	\$449,163	\$441,494	\$430,525

Town of Needham
Capital Improvement Plan
January 2015

Table III
Recycling & Solid Waste Disposal Capital Projects
Proposed Funding by Debt
FY2016

				Estimated Debt Service Schedule					
Project	Amount	Years	Bond Rate	2015	2016	2017	2018	2019	2020
<u>Recycling & Solid Waste Disposal Enterprise (RTS)</u>									
No New Authorizations Proposed for FY2016									
Projected New RTS Debt Service									
RTS Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$107,102	\$105,000	\$97,775	\$25,500		
Authorized Not Yet Issued & Short Term Costs Proposed				\$42,898	\$45,000	\$50,600	\$88,500	\$74,000	\$30,100
Total RTS Debt Service				\$150,000	\$150,000	\$148,375	\$114,000	\$74,000	\$30,100

Town of Needham
Capital Improvement Plan
January 2015

Table IV
Sewer Fund Capital Projects
Proposed Funding by Debt
FY2016

				Estimated Debt Service Schedule					
Project	Amount	Years	Bond Rate	2015	2016	2017	2018	2019	2020
Sewer Enterprise									
No New Authorizations Proposed for FY2016									
Projected New Sewer Debt Service									
Sewer Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$1,279,724	\$1,083,348	\$1,043,820	\$986,918	\$960,010	\$556,104
Authorized Not Yet Issued & Short Term Costs				\$220,276	\$416,652	\$105,000	\$100,000	\$95,000	\$90,000
Proposed									
Total Sewer Debt Service				\$1,500,000	\$1,500,000	\$1,148,820	\$1,086,918	\$1,055,010	\$646,104

Town of Needham
Capital Improvement Plan
January 2015

Table V
Water Fund Capital Projects
Proposed Funding by Debt
FY2016

				Estimated Debt Service Schedule					
Project	Amount	Years	Bond Rate	2015	2016	2017	2018	2019	2020
<u>Water Enterprise</u>									
Water System Rehabilitation	\$635,000	10	6.00%			\$103,100	\$99,200	\$95,300	\$91,400
Projected New Water Debt Service	\$635,000					\$103,100	\$99,200	\$95,300	\$91,400
Water Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$1,070,430	\$920,671	\$905,551	\$896,037	\$890,012	\$349,244
Authorized Not Yet Issued & Short Term Costs				\$479,570	\$629,329	\$537,406	\$467,006	\$374,606	\$361,706
Proposed						\$103,100	\$99,200	\$95,300	\$91,400
Total Water Debt Service				\$1,550,000	\$1,550,000	\$1,546,057	\$1,462,243	\$1,359,918	\$802,350

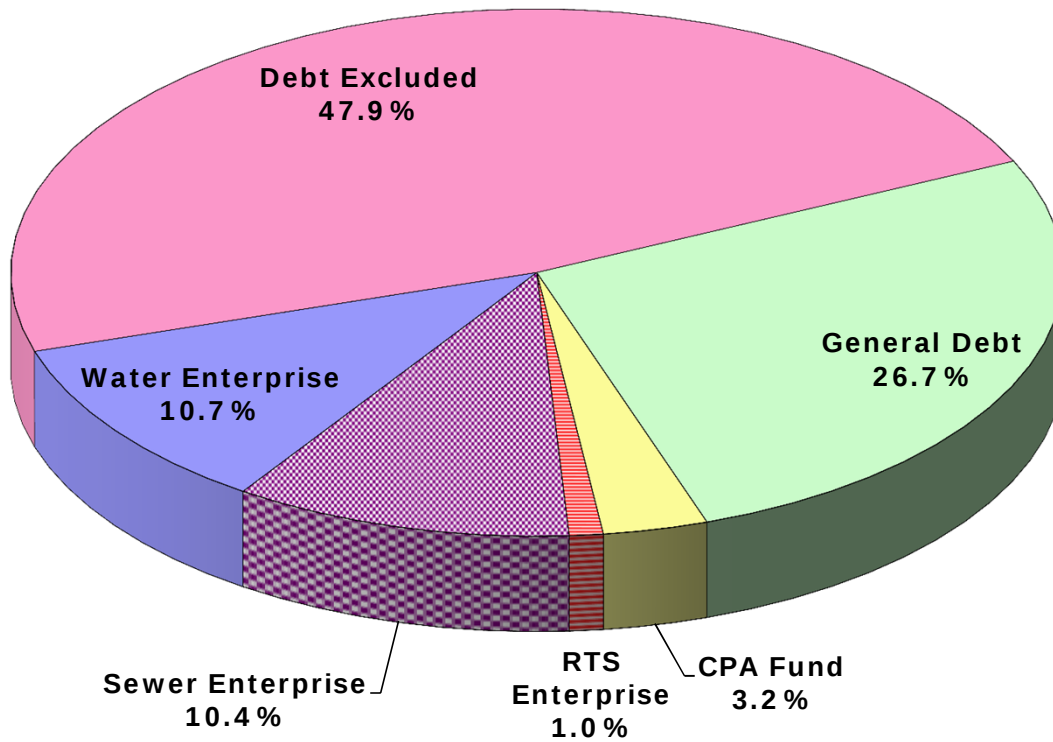
Town of Needham
Capital Improvement Plan
January 2015

Table VI
Capital Projects
Proposed Funding by Debt Exclusion
FY2016

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2015	2016	2017	2018	2019	2020
<u>General Fund Debt Excluded</u>									
No New Authorizations Proposed for FY2016									
Projected New General Fund Debt Service Excluded									
General Fund Debt Excluded Authorized & Issued (refer to schedule)				\$7,212,674	\$6,908,029	\$6,730,519	\$6,548,340	\$6,330,133	\$6,081,221
Authorized Not Yet Issued & Short Term Costs				\$141,500					
Proposed									
Total General Fund Excluded Debt Service				\$7,354,174	\$6,908,029	\$6,730,519	\$6,548,340	\$6,330,133	\$6,081,221
Projected SBA Payments / Other Adjustments				\$695,148	\$695,148	\$695,148	\$695,148	\$695,148	\$695,148
Net General Fund Excluded Debt Service *				\$6,659,026	\$6,212,881	\$6,035,371	\$5,853,192	\$5,634,985	\$5,386,073

* Before other offsets and credits

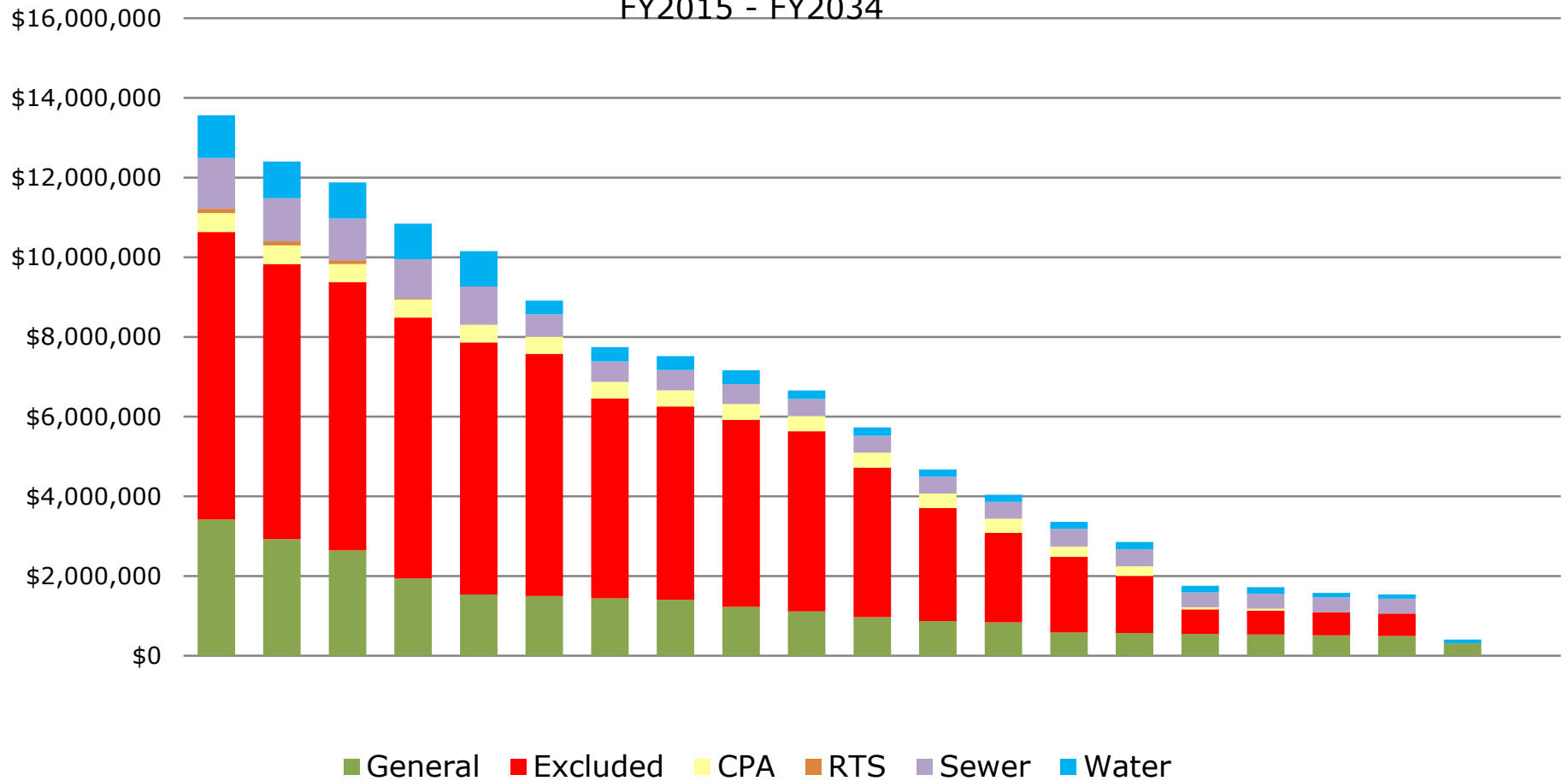
**FY2016
Debt Service
Share of Total**



- General Debt
- CPA Fund
- ▨ RTS Enterprise
- ▨ Sewer Enterprise
- ▨ Water Enterprise
- ▨ Debt Excluded

**Projected Gross Debt Service
\$14,424,301**

Current Total Annual Long Term Debt Service By Category FY2015 - FY2034



**Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the June 2014 Bond Issue**

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2015	\$3,421,563.57	\$7,212,673.76	\$473,262.50	\$107,101.67	\$1,279,723.93	\$1,070,429.51	\$13,564,754.94
2016	\$2,924,446.26	\$6,908,028.76	\$464,437.50	\$105,000.00	\$1,083,348.08	\$920,671.30	\$12,405,931.90
2017	\$2,643,827.31	\$6,730,518.76	\$456,312.50	\$97,775.00	\$1,043,819.91	\$905,550.61	\$11,877,804.09
2018	\$1,939,031.92	\$6,548,340.01	\$449,162.50	\$25,500.00	\$986,917.99	\$896,036.59	\$10,844,989.01
2019	\$1,533,136.17	\$6,330,132.51	\$441,493.75		\$960,009.84	\$890,012.14	\$10,154,784.41
2020	\$1,497,618.22	\$6,081,221.26	\$430,525.00		\$556,104.46	\$349,243.68	\$8,914,712.62
2021	\$1,438,827.52	\$5,018,153.76	\$416,675.00		\$511,112.57	\$361,537.35	\$7,746,306.20
2022	\$1,403,688.77	\$4,852,011.26	\$405,040.63		\$506,797.93	\$353,318.56	\$7,520,857.15
2023	\$1,226,643.77	\$4,694,631.26	\$395,256.26		\$502,415.95	\$344,997.42	\$7,163,944.66
2024	\$1,111,530.02	\$4,521,538.76	\$384,906.26		\$424,559.50	\$214,263.08	\$6,656,797.62
2025	\$967,627.52	\$3,754,678.76	\$374,762.51		\$423,230.66	\$210,645.41	\$5,730,944.86
2026	\$867,452.52	\$2,838,185.00	\$364,681.26		\$421,802.39	\$182,452.26	\$4,674,573.43
2027	\$838,834.39	\$2,245,600.00	\$354,306.26		\$420,276.63	\$179,682.26	\$4,038,699.54
2028	\$584,126.26	\$1,896,217.50	\$259,996.88		\$443,252.24	\$176,760.00	\$3,360,352.88
2029	\$568,365.64	\$1,434,918.75	\$241,637.50		\$430,929.00	\$178,738.06	\$2,854,588.95
2030	\$547,161.27	\$615,257.50	\$51,812.50		\$374,907.65	\$165,813.04	\$1,754,951.96

Town of Needham
Capital Improvement Plan
January 2015

Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the June 2014 Bond Issue

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2031	\$530,088.76	\$600,698.75	\$50,625.00		\$374,987.84	\$162,237.51	\$1,718,637.86
2032	\$512,327.50	\$579,397.50			\$375,070.14	\$110,325.00	\$1,577,120.14
2033	\$493,930.00	\$561,845.00			\$375,154.05	\$106,825.00	\$1,537,754.05
2034	\$306,750.00					\$98,325.00	\$405,075.00
2035							

Town of Needham
Capital Improvement Plan
January 2015

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE					DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2015	2016	2017	2018	2019	2020	After 2020
DPW Complex - Garage Bays	13-May-13	\$800,000	15-May-24	2.09%	\$95,625.56	\$94,800.00	\$93,200.00	\$91,600.00	\$90,000.00	\$88,400.00	\$337,600.00
Fire Engine	11-May-11	\$400,000	15-Jul-16	2.72%	\$107,000.00	\$104,500.00	\$101,500.00				
Kendrick Street Bridge Repair	12-May-10	\$750,000	01-Aug-21	2.21%	\$87,187.50	\$85,687.50	\$84,187.50	\$82,687.50	\$81,187.50	\$79,593.75	\$153,750.00
Parking Lot Improvement (Marked Lee)	05-May-08	\$100,000	01-Aug-16	2.00%	\$21,000.00	\$20,600.00	\$20,200.00				
Pollard School Boiler Replacement	13-May-13	\$95,000	15-May-18	2.00%	\$26,810.28	\$26,400.00	\$25,900.00	\$20,400.00			
Pollard School Boiler Replacement	13-May-13	\$565,000	15-Jul-21	3.22%	\$94,097.78	\$84,350.00	\$82,250.00	\$80,150.00	\$78,050.00	\$75,950.00	\$144,550.00
Pollard School Parking and Access	14-Mar-11	\$702,200	01-Oct-14	2.68%	\$177,625.00						
Pollard School Roof Replacement	10-Nov-10	\$1,000,000	01-Oct-15	2.80%	\$209,000.00	\$203,000.00					
Pollard School Roof Replacement	10-Nov-10	\$725,000	15-Jul-22	3.67%	\$96,500.00	\$94,625.00	\$92,375.00	\$90,125.00	\$82,600.00	\$79,800.00	\$222,600.00
Property Acquisition - 37-39 Lincoln Street	16-May-12	\$25,000	15-May-18	2.00%	\$10,476.39	\$5,300.00	\$5,200.00	\$5,100.00			
Property Acquisition - 37-39 Lincoln Street	16-May-12	\$605,000	01-Nov-32	3.39%	\$48,600.00	\$47,700.00	\$46,800.00	\$45,750.00	\$44,550.00	\$43,350.00	\$477,300.00
Property Acquisition - 51 Lincoln Street	13-Nov-12	\$150,000	15-May-18	2.00%	\$42,858.33	\$42,200.00	\$36,400.00	\$35,700.00			
Property Acquisition - 51 Lincoln Street	13-Nov-12	\$950,000	01-Nov-32	3.39%	\$79,325.00	\$77,825.00	\$76,325.00	\$74,575.00	\$72,575.00	\$70,575.00	\$731,625.02
Property Acquisition - 59 Lincoln Street & 89 School Street	14-May-12	\$117,500	15-May-18	2.00%	\$34,739.03	\$31,700.00	\$31,100.00	\$25,500.00			
Property Acquisition - 59 Lincoln Street & 89 School Street	14-May-12	\$1,005,000	01-Nov-32	3.39%	\$81,000.00	\$79,500.00	\$78,000.00	\$76,250.00	\$74,250.00	\$72,250.00	\$795,500.00
Property Acquisition 59 Lincoln Street & 89 School Street	14-May-12	\$52,500	15-Jul-32	2.93%	\$4,465.00	\$4,390.00	\$4,300.00	\$4,210.00	\$4,105.00	\$3,985.00	\$35,822.50
Public Safety Building Roof	19-May-08	\$350,000	01-Dec-14	2.20%	\$70,700.00						

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TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE					DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2015	2016	2017	2018	2019	2020	After 2020
Public Services Administration Bldg.	27-Oct-08	\$20,000	01-Nov-16	2.95%	\$5,375.00	\$5,225.00	\$5,075.00				
Public Services Administration Bldg.	27-Oct-08	\$100,000	15-Jul-22	3.69%	\$13,000.00	\$12,750.00	\$12,450.00	\$12,150.00	\$11,800.00	\$11,400.00	\$31,800.00
Public Services Administration Building (Series I)	27-Oct-08	\$4,000,000	01-Aug-26	3.16%	\$329,925.00	\$325,125.00	\$319,125.00	\$312,525.00	\$306,225.00	\$299,325.00	\$1,799,962.50
Public Services Administration Building (Series II)	27-Oct-08	\$1,000,000	01-Dec-24	3.07%	\$81,937.50	\$85,606.25	\$84,062.50	\$82,356.25	\$80,487.50	\$78,537.50	\$407,343.75
Public Works Infrastructure Program	07-May-12	\$210,000	15-May-18	2.00%	\$59,001.67	\$58,100.00	\$52,000.00	\$51,000.00			
Public Works Infrastructure Program	13-May-13	\$100,000	15-May-18	2.00%	\$26,905.56	\$26,500.00	\$26,000.00	\$25,500.00			
Public Works Infrastructure Program	03-May-10	\$500,000	01-Oct-14	2.68%	\$126,875.00						
Public Works Infrastructure Program	02-May-11	\$350,000	15-Jul-16	3.13%	\$130,697.50	\$120,175.00	\$116,725.00				
Public Works Infrastructure Program	03-May-10	\$120,000	15-Jul-16	3.13%	\$43,677.78	\$41,800.00	\$40,600.00				
Public Works Infrastructure Program	02-May-11	\$600,000	15-Jul-17	2.82%	\$132,000.00	\$129,000.00	\$125,400.00	\$121,800.00			
Public Works Infrastructure Program	03-May-10	\$306,500	15-Jul-17	2.72%	\$80,250.00	\$73,450.00	\$71,350.00	\$10,150.00			
Public Works Infrastructure Program	02-May-11	\$150,000	15-May-18	2.00%	\$42,858.33	\$42,200.00	\$36,400.00	\$35,700.00			
Public Works Infrastructure Program	03-May-10	\$129,000	15-May-18	2.00%	\$41,458.17	\$31,800.00	\$31,200.00	\$30,600.00			
Road Improvement Program	09-May-05	\$468,400	15-Feb-15	3.48%	\$10,380.00						
Senior Center (Series I)	07-Nov-11	\$1,000,000	01-Nov-32	3.38%	\$85,481.26	\$83,831.26	\$77,256.26	\$75,506.26	\$73,506.26	\$71,506.26	\$767,278.23
Senior Center (Series II)	07-Nov-11	\$5,050,000	15-Jul-33	3.54%	\$443,451.94	\$413,875.00	\$406,225.00	\$398,575.00	\$390,925.00	\$383,275.00	\$4,416,400.00
Senior Center (Series III)	07-Nov-11	\$1,050,500	15-May-34	2.83%	\$80,758.14	\$80,400.00	\$79,300.00	\$78,200.00	\$77,100.00	\$76,000.00	\$882,650.00

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TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE					DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2015	2016	2017	2018	2019	2020	After 2020
Stormwater - MWPAT 98-92	06-May-98	\$364,979	01-Aug-19	(see note)	\$35,649.55	\$34,152.24	\$32,701.87	\$31,149.37	\$29,874.01	\$28,566.79	
Street & Traffic Light Improvements	19-May-08	\$25,000	01-Nov-17	3.34%	\$5,575.00	\$5,425.00	\$5,275.00	\$5,100.00			
Title V Loans	01-May-97	\$85,894	01-Aug-19	(see note)	\$6,265.04	\$5,922.75	\$5,662.92	\$5,391.28	\$5,119.64	\$4,853.91	
Town Hall (Series I)	18-May-09	\$2,500,000	01-Apr-17	2.24%	\$320,250.00	\$314,250.00	\$307,500.00				
Town Hall (Series III)	18-May-09	\$385,000	01-Aug-26	2.63%	\$32,781.26	\$32,281.26	\$31,781.26	\$31,281.26	\$30,781.26	\$30,250.01	\$193,171.94
TOTAL GENERAL FUND DEBT SERVICE WITHIN THE LEVY					\$3,421,563.57	\$2,924,446.26	\$2,643,827.31	\$1,939,031.92	\$1,533,136.17	\$1,497,618.22	\$11,397,353.94
Town Hall (Series II)	18-May-09	\$3,500,000	01-Oct-28	3.36%	\$286,737.50	\$280,887.50	\$276,012.50	\$272,112.50	\$267,968.75	\$260,900.00	\$2,018,987.56
Town Hall (Series III)	18-May-09	\$1,225,000	01-Aug-26	2.63%	\$104,900.00	\$103,300.00	\$101,700.00	\$100,100.00	\$98,500.00	\$96,800.00	\$618,150.00
Town Hall (Series IV)	18-May-09	\$970,000	15-Jul-30	2.80%	\$81,625.00	\$80,250.00	\$78,600.00	\$76,950.00	\$75,025.00	\$72,825.00	\$662,562.50
TOTAL COMMUNITY PRESERVATION FUND DEBT SERVICE					\$473,262.50	\$464,437.50	\$456,312.50	\$449,162.50	\$441,493.75	\$430,525.00	\$3,299,700.06
Construction Equipment (Waste Handler)	06-May-13	\$210,000	15-May-17	2.00%	\$74,001.67	\$72,800.00	\$71,400.00				
Soil Remediation	13-Nov-12	\$140,000	01-Nov-17	3.31%	\$33,100.00	\$32,200.00	\$26,375.00	\$25,500.00			
TOTAL RTS ENTERPRISE FUND DEBT SERVICE					\$107,101.67	\$105,000.00	\$97,775.00	\$25,500.00			
MWPAT 95-01	01-May-91	\$310,656	01-Feb-15	(see note)	\$32,021.36						
MWPAT 97-63	05-May-97	\$1,019,778	01-Aug-18	(see note)	\$98,250.26	\$96,382.43	\$94,916.69	\$91,683.46	\$91,840.00		
MWRA Loan Sewer Pump Station Richardson Drive	13-Nov-02	\$215,710	15-Feb-15		\$43,142.00						
MWRA Loan Sewer System Rehabilitation I/I	16-May-07	\$283,305	15-May-15		\$56,661.00						

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TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE					DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2015	2016	2017	2018	2019	2020	After 2020
Sewer - MWPAT 97-13	28-Oct-96	\$67,700	01-Aug-18	(see note)	\$6,536.80	\$6,451.53	\$6,288.05	\$6,106.89	\$6,150.00		
Sewer - MWPAT 97-33	28-Oct-96	\$180,300	01-Aug-18	(see note)	\$17,374.13	\$17,019.98	\$16,720.92	\$16,208.29	\$16,195.00		
Sewer - MWPAT 98-10	05-May-97	\$130,200	01-Aug-18	(see note)	\$12,566.64	\$12,320.71	\$12,114.16	\$11,683.18	\$11,685.00		
Sewer - West Street Force Main (Refunding Bond)	01-May-98	\$568,400	01-May-19	3.98%	\$67,232.50	\$70,032.50	\$67,632.50	\$70,232.50	\$67,600.00		
Sewer - West Street Pumping Station (Refunding Bond)	01-May-98	\$1,252,300	01-May-19	3.98%	\$151,669.00	\$146,669.00	\$151,669.00	\$149,269.00	\$147,680.00		
Sewer Pump Station - GPA	11-May-05	\$500,000	01-Jun-19	3.17%	\$58,375.00	\$57,187.50	\$56,000.00	\$54,000.00	\$52,000.00		
Sewer Pump Station - Great Plain Ave.	11-May-05	\$484,550	15-Feb-15	3.59%	\$51,900.00						
Sewer Pump Station Reservior B	04-May-09	\$90,000	15-Jul-17	2.79%	\$21,700.00	\$21,200.00	\$15,675.00	\$15,225.00			
Sewer Pump Station - Great Plain Ave.	19-May-08	\$550,000	01-Aug-28	3.36%	\$43,400.00	\$42,800.00	\$42,050.00	\$41,225.00	\$40,437.50	\$39,575.00	\$296,525.00
Sewer Pump Station Reservior B	07-Nov-11	\$6,034,290	15-Jan-33	2.15%	\$373,887.24	\$373,945.18	\$374,005.59	\$374,065.92	\$374,128.59	\$374,191.96	\$4,870,940.30
Sewer Pump Station Richardson Drive	13-Nov-02	\$200,000	01-Apr-16	2.00%	\$15,637.50	\$15,337.50					
Sewer Rehabilitation - Rte 128 Area	07-Nov-05	\$145,000	01-Dec-19	2.59%	\$17,025.00	\$16,706.25	\$16,350.00	\$15,956.25	\$15,525.00	\$10,150.00	
Sewer Rehabilitation - Rte 128 Area	07-Nov-05	\$2,000,000	15-Nov-22	4.35%	\$134,012.50	\$129,262.50	\$124,262.50	\$119,737.50	\$115,637.50	\$111,487.50	\$239,156.25
Sewer Rehabilitation - Rte 128 Area	07-Nov-05	\$320,000	01-Aug-28	3.39%	\$22,612.50	\$22,312.50	\$21,937.50	\$21,525.00	\$21,131.25	\$20,700.00	\$177,875.00
Sewer System Rehabilitation I/I (MWRA)	16-May-07	\$57,613	15-Nov-15		\$11,522.50	\$11,522.50					
Sewer System Rehabilitation I/I (MWRA)	16-May-07	\$220,990	15-Feb-17		\$44,198.00	\$44,198.00	\$44,198.00				
TOTAL SEWER ENTERPRISE FUND DEBT SERVICE					\$1,279,723.93	\$1,083,348.08	\$1,043,819.91	\$986,917.99	\$960,009.84	\$556,104.46	\$5,584,496.55

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TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE					DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2015	2016	2017	2018	2019	2020	After 2020
MWPAT Water DWS-08-24	19-May-08	\$765,335	15-Jul-30	2.00%	\$49,461.22	\$49,405.29	\$49,347.11	\$49,289.34	\$49,229.64	\$49,168.68	\$536,469.95
St Mary's Pump Station	13-May-13	\$1,995,000	15-May-34	2.85%	\$148,377.29	\$148,775.00	\$146,775.00	\$144,775.00	\$142,775.00	\$140,775.00	\$1,715,650.00
Water Distribution System	18-May-09	\$300,000	01-Apr-15	1.85%	\$20,400.00						
Water Distribution System	18-May-09	\$400,000	01-Dec-24	3.02%	\$37,862.50	\$32,281.25	\$31,687.50	\$31,031.25	\$30,312.50	\$29,562.50	\$135,781.25
Water Main Improvements	19-May-08	\$185,000	01-Dec-14	2.20%	\$35,350.00						
Water Service Connections	01-May-06	\$55,000	01-Aug-19	2.51%	\$5,712.50	\$5,612.50	\$5,487.50	\$5,350.00	\$5,218.75	\$5,075.00	
Water Storage Tank Rehabilitation	19-May-08	\$655,000	01-Jun-19	3.16%	\$75,887.50	\$74,343.76	\$72,800.00	\$70,200.00	\$67,600.00		
Water System Rehab - Warren Street Area	11-May-05	\$413,500	15-Feb-15	3.60%	\$51,900.00						
Water System Rehabilitation - Rte 128 Area	15-May-06	\$165,000	01-Dec-14	2.22%	\$30,300.00						
Water System Rehabilitation - Rte 128 Area	15-May-06	\$212,000	01-Jun-19	3.16%	\$23,350.00	\$22,875.00	\$22,400.00	\$21,600.00	\$20,800.00		
Water System Rehabilitation - Rte 128 Area	15-May-06	\$1,500,000	15-Nov-22	4.32%	\$140,287.50	\$135,537.50	\$130,537.50	\$126,012.50	\$121,912.50	\$117,762.50	\$398,593.75
Water System Rehabilitation - Rte 128 Area	15-May-06	\$100,000	01-Aug-28	3.41%	\$7,537.50	\$7,437.50	\$7,312.50	\$7,175.00	\$7,043.75	\$6,900.00	\$59,425.00
Water Treatment Facility (Refunding Bond)	17-Nov-97	\$1,994,300	01-May-19	3.98%	\$237,510.50	\$237,210.50	\$236,610.50	\$239,210.50	\$240,760.00		
Water Treatment Facility (Refunding Bond)	20-May-96	\$1,710,000	01-May-19	3.98%	\$206,493.00	\$207,193.00	\$202,593.00	\$201,393.00	\$204,360.00		
TOTAL WATER ENTERPRISE FUND DEBT SERVICE					\$1,070,429.51	\$920,671.30	\$905,550.61	\$896,036.59	\$890,012.14	\$349,243.68	\$2,845,919.95

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TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE					DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2015	2016	2017	2018	2019	2020	After 2020
Broadmeadow School (refunding bond)	01-May-00	\$8,400,000	01-Nov-23	3.00%	\$914,325.00	\$886,300.00	\$857,150.00	\$828,300.00	\$801,325.00	\$771,225.00	\$2,770,725.00
Eliot School	01-May-00	\$5,500,000	01-Jun-25	3.82%	\$421,593.76	\$411,093.76	\$399,843.76	\$388,593.76	\$352,343.76	\$341,343.76	\$1,541,718.80
High Rock & Pollard School Projects	16-May-07	\$1,120,000	01-Dec-26	3.91%	\$88,825.00	\$86,875.00	\$84,550.00	\$82,150.00	\$79,675.00	\$77,125.00	\$454,800.00
High Rock & Pollard School Projects (Series III)	16-May-07	\$5,000,000	01-Aug-27	4.69%	\$430,862.50	\$420,262.50	\$409,662.50	\$398,731.25	\$387,137.50	\$375,212.50	\$2,501,125.00
High Rock & Pollard School Projects (Series IV)	16-May-07	\$10,500,000	01-Aug-28	3.35%	\$812,837.50	\$801,737.50	\$787,862.50	\$772,600.00	\$758,031.25	\$742,075.00	\$5,799,750.00
High Rock School Designs	01-Nov-06	\$480,000	01-Dec-26	3.91%	\$37,343.75	\$36,531.25	\$35,562.50	\$34,562.50	\$33,531.25	\$32,468.75	\$199,500.00
High School (Series I)	12-May-03	\$10,000,000	01-May-26	4.01%	\$801,250.00	\$779,250.00	\$757,250.00	\$735,250.00	\$713,250.00	\$641,250.00	\$3,426,875.00
High School (Series IIA)	12-May-03	\$9,000,000	01-Dec-24	3.89%	\$748,887.50	\$731,662.50	\$711,125.00	\$689,925.00	\$668,062.50	\$645,537.50	\$2,903,400.00
High School (Series IIB)	07-Feb-05	\$2,000,000	01-Dec-26	3.91%	\$156,843.75	\$153,431.25	\$149,362.50	\$145,162.50	\$140,831.25	\$136,368.75	\$837,900.00
High School (Series III)	07-Feb-05	\$3,850,000	01-Jun-28	3.42%	\$292,950.00	\$288,200.00	\$283,450.00	\$275,450.00	\$267,450.00	\$259,450.00	\$1,742,100.00
Library Project (refunding bond)	07-May-03	\$6,510,000	01-Dec-19	3.00%	\$964,025.00	\$933,750.00	\$902,000.00	\$870,550.00	\$830,475.00	\$796,775.00	
Library Project (Series II)	07-May-03	\$750,000	15-Feb-15	3.59%	\$93,420.00						
Newman School (Series I)	02-Nov-09	\$1,000,000	01-Dec-19	2.62%	\$114,500.00	\$112,375.00	\$110,000.00	\$107,375.00	\$104,500.00	\$101,500.00	
Newman School (Series III)	02-Nov-09	\$5,000,000	01-Oct-28	3.35%	\$410,700.00	\$402,300.00	\$395,300.00	\$389,700.00	\$383,750.00	\$373,600.00	\$2,864,700.00
Newman School (Series IV)	02-Nov-09	\$9,000,000	15-Jul-32	2.82%	\$700,660.00	\$689,360.00	\$675,800.00	\$662,240.00	\$646,420.00	\$628,340.00	\$6,820,440.00
Newman School (Series V)	02-Nov-09	\$2,200,000	01-Nov-32	3.39%	\$178,200.00	\$174,900.00	\$171,600.00	\$167,750.00	\$163,350.00	\$158,950.00	\$1,750,100.00
Newman School HVAC Design and Engineering	11-May-09	\$225,000	01-Dec-14	2.20%	\$45,450.00						
TOTAL EXCLUDED FROM LEVY LIMIT DEBT SERVICE					\$7,212,673.76	\$6,908,028.76	\$6,730,518.76	\$6,548,340.01	\$6,330,132.51	\$6,081,221.26	\$33,613,133.80

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TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE					DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	TM Vote	Amount Issued	Final Maturity	Average Rate	2015	2016	2017	2018	2019	2020	After 2020
TOTAL					\$13,564,754.94	\$12,405,931.90	\$11,877,804.09	\$10,844,989.01	\$10,154,784.41	\$8,914,712.62	\$56,740,604.30

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

Approved	Project	Authorized	Balance
2001	Rosemary Pool Complex - Design	\$100,000	\$7,500
2008	Sewer System Rehabilitation I/I Work	\$1,806,800	\$338,092
2009	Public Services Administration Bldg.	\$5,725,000	\$49,000
2009	Water Main Improvements	\$1,900,000	\$600,294
2010	Sewer Pump Station Reservoir B - Design	\$577,500	\$45,197
2010	Stormwater Master Plan Drainage Improvements (Latern & Gayland)	\$200,000	\$157,000
2010	Town Hall	\$14,029,233	\$1,210,000
2010	Town Hall	\$4,126,513	\$465,000
2012	RTS Construction Equipment	\$86,000	\$12,000
2012	RTS Large Specialty Equipment - Semitractor	\$152,000	\$152,000
2012	Senior Center Construction	\$8,051,808	\$383,808
2012	Sewer Pump Station Reservoir B	\$6,300,000	\$265,710
2013	Public Works Infrastructure Program	\$600,000	\$190,000
2013	Soil Remediation at RTS	\$400,000	\$168,000
2014	DPW Complex - Garage Bays	\$1,100,000	\$300,000

**Open Authorizations
Balances Not Yet Issued**

Approved	Project	Authorized	Balance
2014	Pollard School Boiler Replacement	\$800,000	\$140,000
2014	Property Acquisition - 66 - 70 Chestnut Street	\$1,458,000	\$1,330,000
2014	Public Works Infrastructure Program	\$600,000	\$500,000
2014	RTS Construction Equipment (Waste Handler)	\$324,400	\$89,400
2014	St Mary's Pumping Station	\$5,565,100	\$3,505,100
2015	Central Avenue/Elliot Street Bridge	\$900,000	\$900,000
2015	Public Works Infrastructure Program	\$800,000	\$800,000
Total		\$55,602,354	\$11,608,101

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

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Equipment & Technology Submissions

Section 5

**Five Year Department Submissions
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FY2015 - FY2019**

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Copier Replacement	Needham Public Schools	Public Schools	5-37
DPW Fuel Software and Hardware Upgrade	DPW	Fleet Maintenance	5-43
Firearm Replacement	Police	Public Safety	5-15
Fitness Equipment Replacement	Needham Public Schools	Public Schools	5-39
Fleet Replacement Capital Program	Various	Various	5-58
Furniture Replacement/New Classrooms	Needham Public Schools	Public Schools	5-17
High School Graphics Equipment Replacement	Needham Public Schools	Public Schools	5-34
Interactive Whiteboard	Needham Public Schools	Public Schools	5-23
Library RFID Conversion Project	Needham Public Library	Needham Public Library	5-51
Mail Processing Machines Replacement	Finance	General Government	5-3
Mobile Column Lifts	DPW	Fleet Maintenance	5-45
Mobile Device Systems and Applications	Finance	General Government	5-5
Mobile Record-Keeping Devices and G.I.S. Software	DPW	Water	5-56
Musical Instruments Inventory Expansion	Needham Public Schools	Public Schools	5-26
Network Hardware, Servers, Switches, Replacement/Upgrades	Finance	General Government	5-1
Permanent Message Boards	DPW	Fleet Maintenance	5-47
Police Cruiser Radio Replacement	Police	Public Safety	5-13
Production Center Postage Machine	Needham Public Schools	Public Schools	5-41
School Department NPS 1:1 Initiative	Needham Public Schools	Public Schools	5-19
School Department Technology Replacement	Needham Public Schools	Public Schools	5-28
School Department Vehicle Replacement	Needham Public Schools	Public Schools	5-11
Specialty Equipment - DPW	DPW	Public Works	5-49
Specialty Equipment - Sewer	DPW	Sewer	5-54
Technology Systems and Applications Upgrades	Finance	General Government	5-7
Capital Request Code Key			5-78

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Network Hardware, Servers, Switches, Replacement/Upgrades			Department	Information Technology Center			Fiscal Year	2016
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1		30,000	Intangibles			Enter description			
Year 2		30,000	Equipment		235,000	Enter description			
Year 3		50,000	Design & Engineering			Enter description			
Year 4		50,000	Construction Expenses			Enter description			
Year 5		75,000	Other Expenses*			Enter description			
Column A Total		\$235,000	Column B Total		\$235,000	Column C Total			
Equipment Schedule		Yes	No	NA	X				
Description and Justification									
The request is to replace older servers, both application and data, with newer, faster, and more energy efficient models including hardware to install virtualization software. This can also include the replacement of the spam filter, virus firewall, and internet filtering. The request would also be for replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches would be better able to take advantage of the Town fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment can have an effect on email, financial applications, internet access, data accessibility, and backups between the Town's datacenters. The reason for the \$20,000 increase in FY2018 is that though the Information Technology Center has reduced the number of physical servers required for day to day operation the dollar value of the individual hardware required for virtualization has increased. The servers are more robust and the required attached storage, which uses internal logic or applications to move data between the primary and redundant data centers, help the Information Technology Center work more efficiently with backups, server maintenance, and server deployment. The Information Technology Center currently has a working virtual server farm of over 55 virtual servers maintained on the current hardware and that number is expected to increase. The \$25,000 increase in FY2020 is primarily due to applications coming online over the previous fiscal year and upcoming fiscal year that are requiring more storage of information. Applications such as Infinite Visions and the upcoming Public Safety Computer Aided Dispatch are storing more and more information to be readily available for consumption. Also driving the demand for more storage is continued growth in email users as well the use of the redundant data centers within the Town. ITC has continued to investigate the use of off site storage but the cost has proven to costly for the size and accessibility of data.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
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Department Capital Request CIP-DCR									
Title	Mail Processing Machines Replacement			Department	Information Technology Center			Fiscal Year	2016
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1	30,645		Intangibles	30,645		Enter description			
Year 2			Equipment			Enter description			
Year 3			Design & Engineering			Enter description			
Year 4			Construction Expenses			Enter description			
Year 5			Other Expenses*			Enter description			
Column A Total	\$30,645		Column B Total	\$30,645		Column C Total			
Equipment Schedule			Yes		No		NA	X	
Description and Justification									
The mail processing machines request is for the replacement of two pieces of equipment, folding/stuffing and mail, used by the ITC's to support multiple departments. The folding/stuffing machine is used almost daily for various tasks by the ITC in support of the Finance Department as well as request from external departments. The mail machine is used daily in support of multiple departments for postage and mailing.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Mobile Device Systems and Applications	Department	Information Technology Center	Fiscal Year	2018				
Parameters					YES	NO	NA		
1.	Is this a multi-year capital replacement/upgrade request?						X		
2.	Is this a request in response to a documented public health or safety condition?						X		
3.	Is this a request in response to a Court, Federal, or State order?						X		
4.	Is this a request for a study or long range plan?						X		
5.	Is this a request to purchase office or school equipment (other than technology)?						X		
6.	Is this a request to purchase specialty equipment?						X		
7.	Is this a request to purchase technology or wireless communication system?			X					
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X		
9.	Is this a request to improve or make repair to extend the useful life of a public building?						X		
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X		
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X		
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X		
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?						X		
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X		
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X		
16.	If approved, will this request increase the operating expense for any other department?			X					
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X		
18.	If approved, will additional permanent staff be required?						X		
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X					
20.	If approved, will this request lower the requesting department's operating costs?						X		
21.	Does the request support activities to produce new revenue for the Town?			X					
22.	If the request is not funded will existing Town revenue sources be negatively impacted?						X		
23.	Have other non-capital investment options been explored before submitting this request?						X		
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X		
25.	If applicable, will the items being replaced be retained by the Town?								X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?						X		
27.	Are there any appendix forms with this funding request?						X		
Useful Life		Primary Reason		Operating Budget Impact					

Town of Needham
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Department Capital Request CIP-DCR										
Title	Mobile Device Systems and Applications				Department	Information Technology Center			Fiscal Year	2018
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
Year 1	50,000		Intangibles		20,000					
Year 2			Equipment		30,000					
Year 3			Design & Engineering							
Year 4			Construction Expenses							
Year 5			Other Expenses*							
Column A Total	\$50,000		Column B Total	\$50,000		Column C Total				
Equipment Schedule			Yes	☐	No	☒	NA	☐		
Description and Justification										
This request is for purchasing mobile devices, such as tablets, to use by Town employees for processes outside of a department's office. There has been continued interest and question by Town departments on taking advantage of mobile devices to make tasks more efficient. There are tasks throughout the departments that take employees out of buildings where when the employee completes the task they either fill out paper forms, in the field or at their desk, to be either filed away or entered into a database. The purpose of the mobile device would be for the employee to complete the task using the mobile device while entering information pertaining to the task directly into a database or form. There are processes within almost every department that require an employee to leave the office for a specific task. The Town is in the preliminary stages of obtaining a grant in conjunction with Arlington that will employ a third party to determine what processes within a department can benefit from the use of a mobile device. ITC has been looking at several options for hardware. These options run from expensive hardened devices such as Panasonic Toughpads, mid-priced devices similar to the Dell Venue 11, and lower priced devices such as the Samsung Galaxy Tab 4. It may also be possible in some instances to take advantage of currently distributed smartphones to enter data. There will be the potential for some software purchase specifically software to control and lock down the use of any mobile device distributed by ITC. As to ongoing costs each device will require a mobile connection that has a monthly expense. For a department to have access to and use a mobile device that specific department will have to cover the annual cost.										
FY2016-FY2020 Version										

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR									
Title	Technology Systems and Applications Upgrades	Department	Information Technology Center	Fiscal Year	2020				
Parameters					YES	NO	NA		
1.	Is this a multi-year capital replacement/upgrade request?						X		
2.	Is this a request in response to a documented public health or safety condition?						X		
3.	Is this a request in response to a Court, Federal, or State order?						X		
4.	Is this a request for a study or long range plan?						X		
5.	Is this a request to purchase office or school equipment (other than technology)?						X		
6.	Is this a request to purchase specialty equipment?						X		
7.	Is this a request to purchase technology or wireless communication system?			X					
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X		
9.	Is this a request to improve or make repair to extend the useful life of a public building?						X		
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X		
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X		
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X		
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?						X		
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?								X
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X		
16.	If approved, will this request increase the operating expense for any other department?						X		
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X		
18.	If approved, will additional permanent staff be required?						X		
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?						X		
20.	If approved, will this request lower the requesting department's operating costs?						X		
21.	Does the request support activities to produce new revenue for the Town?						X		
22.	If the request is not funded will existing Town revenue sources be negatively impacted?						X		
23.	Have other non-capital investment options been explored before submitting this request?						X		
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X					
25.	If applicable, will the items being replaced be retained by the Town?						X		
26.	Does this request qualify for funding from Community Preservation Act (CPA)?						X		
27.	Are there any appendix forms with this funding request?						X		
Useful Life	1	Primary Reason	3	Operating Budget Impact			C		

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR									
Title	Technology Systems and Applications Upgrades			Department	Information Technology Center		Fiscal Year	2020	
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses		Column C			
Year 1	100,000	Intangibles		Enter description					
Year 2		Equipment		Enter description					
Year 3		Design & Engineering	100,000	Enter description					
Year 4		Construction Expenses		Enter description					
Year 5		Other Expenses*		Enter description					
Column A Total	\$100,000	Column B Total	\$100,000	Column C Total					
Equipment Schedule									
		Yes	☐	No	☐	NA	☒		
Description and Justification									
1) <u>Geographic Information System Update:</u> The Geographic Information System (GIS) update is a request for updated planimetric data as well as imagery. A Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. The flight would improve imagery to help in analysis of land use and development throughout Needham. The GIS update would also include updating infrastructure data (water, sewer, drain) as well as changes to the parcel data. The current data from the Spring 2015 and any subsequent updates will be incorporated into the Town's web GIS site for viewing and querying of the current and updated GIS data. Because many departments, such as Engineering, Water & Sewer, Planning, Conservation and other Town and School Departments, use the GIS data on a regular basis it is very important to have up to date data so these departments can plan, analyze and display with as accurate a representation of the land base and infrastructure. Licensing costs to use the data through specific software is currently paid through the operating budget. The use of new planimetrics and imagery will not directly cause any increase to these costs.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Center At The Heights Computer Lab Hardware/Software Replacement	Department	Information Technology Center	Fiscal Year	2020				
Parameters					YES	NO	NA		
1.	Is this a multi-year capital replacement/upgrade request?						X		
2.	Is this a request in response to a documented public health or safety condition?						X		
3.	Is this a request in response to a Court, Federal, or State order?						X		
4.	Is this a request for a study or long range plan?						X		
5.	Is this a request to purchase office or school equipment (other than technology)?						X		
6.	Is this a request to purchase specialty equipment?						X		
7.	Is this a request to purchase technology or wireless communication system?			X					
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X		
9.	Is this a request to improve or make repair to extend the useful life of a public building?						X		
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X		
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X		
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X		
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?						X		
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X		
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X		
16.	If approved, will this request increase the operating expense for any other department?						X		
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X		
18.	If approved, will additional permanent staff be required?						X		
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X					
20.	If approved, will this request lower the requesting department's operating costs?						X		
21.	Does the request support activities to produce new revenue for the Town?						X		
22.	If the request is not funded will existing Town revenue sources be negatively impacted?			X					
23.	Have other non-capital investment options been explored before submitting this request?						X		
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X		
25.	If applicable, will the items being replaced be retained by the Town?						X		
26.	Does this request qualify for funding from Community Preservation Act (CPA)?						X		
27.	Are there any appendix forms with this funding request?						X		
Useful Life		I	Primary Reason		5	Operating Budget Impact			C

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Center At The Heights Computer Lab Hardware/Software Replacement				Department	Information Technology Center		Fiscal Year	2020
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1	\$50,000		Intangibles	\$20,000					
Year 2			Equipment	\$30,000					
Year 3			Design & Engineering						
Year 4			Construction Expenses						
Year 5			Other Expenses*						
Column A Total	\$50,000		Column B Total	\$50,000		Column C Total			
Equipment Schedule									
		Yes	☐	No	☒	NA	☐		
Description and Justification									
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 upgrade would be any software associated with the specific operation. Typically throughout other departments across the Town the Information Technology Center (ITC) looks at individual pieces of hardware and determines it need for replacement however since this equipment and software was purchased and installed at the same time as well as the nature of the use it will be better to keep the same make and models of hardware and software instead of mixing and matching. New models will be able to take advantage of upgraded operating systems and faster processers to better server the users of the Computer Lab. If the funding does not occur there is currently not sufficient funding in the ITC budget to cover the cost of replacing the added pieces of hardware. Outside of this request for replacement the move of the Council on Aging to the CATH more than double the number of computers for that department. That in itself will draw more funds from the ITC over time making it harder to use currently budgeted dollars for the replacement of hardware and software in the CATH Computer Lab.									
FY2016-FY2020 Version									

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

**Department Capital Request
CIP-DCR**

Title	School Department Vehicle Replacement			Department	School Department			Fiscal Year	2016
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1		\$52,712	Intangibles						
Year 2		\$188,805	Equipment		\$450,008				
Year 3		\$91,435	Design & Engineering						
Year 4		\$56,073	Construction Expenses						
Year 5		\$60,984	Other Expenses*						
Column A Total		\$450,008	Column B Total		\$450,008	Column C Total			

Equipment Schedule

Yes

X

No

NA

Description and Justification

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

**Capital Schedule
Schedule CF
Core Fleet**

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

FY2016-FY2020 Version

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Police Cruiser Radio Replacement	Department	Police	Fiscal Year	2019				
Parameters					YES	NO	NA		
1.	Is this a multi-year capital replacement/upgrade request?						X		
2.	Is this a request in response to a documented public health or safety condition?				X				
3.	Is this a request in response to a Court, Federal, or State order?						X		
4.	Is this a request for a study or long range plan?						X		
5.	Is this a request to purchase office or school equipment (other than technology)?						X		
6.	Is this a request to purchase specialty equipment?						X		
7.	Is this a request to purchase technology or wireless communication system?						X		
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X		
9.	Is this a request to improve or make repair to extend the useful life of a public building?						X		
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X		
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X		
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X		
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?						X		
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X		
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X		
16.	If approved, will this request increase the operating expense for any other department?						X		
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X		
18.	If approved, will additional permanent staff be required?						X		
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?						X		
20.	If approved, will this request lower the requesting department's operating costs?						X		
21.	Does the request support activities to produce new revenue for the Town?						X		
22.	If the request is not funded will existing Town revenue sources be negatively impacted?						X		
23.	Have other non-capital investment options been explored before submitting this request?						X		
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X		
25.	If applicable, will the items being replaced be retained by the Town?						X		
26.	Does this request qualify for funding from Community Preservation Act (CPA)?						X		
27.	Are there any appendix forms with this funding request?						X		
Useful Life	111	Primary Reason	3	Operating Budget Impact		c			

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Police Cruiser Radio Replacement			Department	Police			Fiscal Year	2019
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1		Intangibles		Enter description					
Year 2		Equipment	63,039	Enter description					
Year 3		Design & Engineering		Enter description					
Year 4		Construction Expenses		Enter description					
Year 5	63,039	Other Expenses*		Enter description					
Column A Total	63,039	Column B Total	63,039	Column C Total					
Equipment Schedule									
	Yes	☐	No	☒	NA	☐			
Description and Justification									
The current police cruiser radio system has been in service for over eight years. This is the primary communication tool between the officers in the field and the police dispatch center .The eighteen radios are Motorola Astro Spectra series which are in the process of being discontinued by the manufacturer. While we currently have service agreements, replacement parts will be increasing difficult to acquire in the future. With this in mind, the department is proposing to replace the eighteen cruiser radios with a compatible radio system in FY 2019. At that time, these units will have been in service for fourteen years, which would be the end of their useful life cycle. The increase of \$2,425 over FY15 is the result of a 4% inflation adjustment.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Police Department Firearm Replacement	Department	Police Department	Fiscal Year	2020				
Parameters					YES	NO	NA		
1.	Is this a multi-year capital replacement/upgrade request?						X		
2.	Is this a request in response to a documented public health or safety condition?						X		
3.	Is this a request in response to a Court, Federal, or State order?						X		
4.	Is this a request for a study or long range plan?						X		
5.	Is this a request to purchase office or school equipment (other than technology)?						X		
6.	Is this a request to purchase specialty equipment?				X				
7.	Is this a request to purchase technology or wireless communication system?						X		
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X		
9.	Is this a request to improve or make repair to extend the useful life of a public building?						X		
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X		
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X		
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X		
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?						X		
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X		
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X		
16.	If approved, will this request increase the operating expense for any other department?						X		
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X		
18.	If approved, will additional permanent staff be required?						X		
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?				X				
20.	If approved, will this request lower the requesting department's operating costs?						X		
21.	Does the request support activities to produce new revenue for the Town?						X		
22.	If the request is not funded will existing Town revenue sources be negatively impacted?						X		
23.	Have other non-capital investment options been explored before submitting this request?						X		
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X				
25.	If applicable, will the items being replaced be retained by the Town?						X		
26.	Does this request qualify for funding from Community Preservation Act (CPA)?						X		
27.	Are there any appendix forms with this funding request?						X		
Useful Life	II	Primary Reason	5	Operating Budget Impact		C			

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Police Department Firearm Replacement			Department	Police Department			Fiscal Year	2020
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C	
Year 1			Intangibles		Enter description				
Year 2			Equipment	29,000	Enter description				
Year 3			Design & Engineering		Enter description				
Year 4			Construction Expenses		Enter description				
Year 5	29,000		Other Expenses*		Enter description				
Column A Total			Column B Total		Column C Total				
Equipment Schedule									
	Yes	☒	No	☐	NA	☐	☐	☐	
Description and Justification									
The current service weapon of the Police Department is a Smith and Wesson M&P 40 caliber. The weapon is outfitted with night sights and has a 15 round capacity in each magazine. The current weapon was placed into service in June of 2009, replacing a weapon that was in service for eight years. The current weapon is scheduled to be replaced and /or upgraded in FY2020.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

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

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

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

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Department Capital Request CIP-DCR						
Title	School Department NPS 1:1 Initiative			Department	School Department	
NPS 1:1 Initiative	FY 16	FY 17	FY 18	FY 19	FY 20	5-Yr Total
MS Teacher iPads	\$0	\$0	\$25,000	\$50,000	\$0	\$75,000
HR Student iPads @ 15%	\$52,000	\$50,000	\$50,000	\$50,000	\$50,000	\$252,000
HR Student iPads - Additional to 75%	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
NHS Student laptops	\$0	\$361,000	\$0	\$0	\$0	\$361,000
TOTALS	\$202,000	\$561,000	\$225,000	\$250,000	\$200,000	\$1,438,000
FY2014-FY2018 Version						

Town of Needham
Capital Improvement Plan
January 2015

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

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

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

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	School Musical Instrument Inventory Expansion			Department	School Department			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C		
Year 1	\$15,000	Intangibles			Enter description				
Year 2	\$15,000	Equipment	\$75,000		Enter description				
Year 3	\$15,000	Design & Engineering			Enter description				
Year 4	\$15,000	Construction Expenses			Enter description				
Year 5	\$15,000	Other Expenses*			Enter description				
Column A Total	\$75,000	Column B Total	\$75,000		Column C Total				
Equipment Schedule	Yes	☐	No	☒	NA	☐			
Description and Justification									
In FY05, Town Meeting allocated funds to begin a ten-year replacement cycle for old and heavily used school musical instruments, including band and orchestra instruments, as well as pianos. The plan, which ended in FY14, has significantly improved the quality of musical instruments used by students, thus improving the quality of our music educational experiences and results. Beginning FY15, the focus of this request shifted from inventory replacement to inventory expansion, particularly at the middle and high schools, where program enrollment is growing and students need larger-sized instruments in the brass and string families. The need for additional instruments to meet enrollment growth is compounded by several other factors. Since students are prohibited from transporting large instruments on school buses, there is a need to provide additional instruments for classroom use, particularly cellos, basses, and large wind and percussion instruments. Additionally, there is a need to provide upright acoustic pianos in all music rooms, practice rooms and performance facilities, to enable choral groups to have proper accompaniments and to allow small student ensembles. The new, ten-year inventory expansion plan (through FY2024) includes the following purchases in FY16-FY19; along with the beginning of some projected needed replacements in FY20. Actual purchases may vary, based on changing student needs or school requirements. FY16 – Additional upright pianos for High School practice rooms; Expand inventory of French Horns, tubas, cello/bass at Pollard, High Rock and Needham High School. FY17 – Expand inventory of euphoniums, bassoons, violas and percussion at the middle and high schools. FY18 – Expand inventory of trombones, oboes, violas and percussion instruments at the middle and high schools. FY19 – Expand inventory of trombones, bassoons, cellos and percussion instruments at the middle and high schools. FY20 – Begin replacement cycle of instruments purchased prior to FY05, as needed.									
FY2015-FY2018 Version									

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR																																											
Title	School Department Technology Replacement				Department		School Department																																				
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C																																				
FY2016	\$403,000	Intangibles																																									
FY2017	\$451,700	Equipment		\$2,178,200																																							
FY2018	\$513,000	Design & Engineering																																									
FY2019	\$360,200	Construction Expenses																																									
FY2020	\$450,300	Other Expenses*																																									
Total	\$2,178,200	Total		\$2,178,200	Total		\$																																				
Equipment Schedule	Yes		No		NA																																						
Description and Justification																																											
This request is for funding to continue the School Department's regular replacement cycle for technology devices, including computers, printers, and servers. The request includes: Hardware Replacement. This portion of the request totals \$222,000 in FY16 and \$1,389,200 over the five-year period and replaces 1,511 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. The FY16 request is for 226 replacement devices and is depicted in the table below. The 226 devices include: 35 teacher and administrator computers and 191 are lab/ classroom computers at Broadmeadow, Mitchell, Newman, and the High School. The majority of the computers being purchased will be deployed at the High School - FY16 represents the second year of the anticipated five-year timeframe to replace the High School computers. The student stations will be replaced in critical lab locations. The request also incorporates a \$35,200 cost reduction at Newman, since fewer computers are needed to achieve the current model for student computers/classroom. The chart below identifies the number of computers being replaced at each school. The chart also illustrates the split between administrator/teacher computers and student computers.																																											
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>School</th> <th>Bdmdw</th> <th>Eliot</th> <th>Hillside</th> <th>Mitchell</th> <th>Newman</th> <th>High Rock</th> <th>Pollard</th> <th>NHS</th> <th>Emery Grover</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Computer Replacements</td> <td>25</td> <td>2</td> <td>29</td> <td>29</td> <td>12</td> <td>0</td> <td>0</td> <td>121</td> <td>8</td> <td>226</td> </tr> <tr> <td>Admin/ Student</td> <td>0/25</td> <td>2/0</td> <td>2/27</td> <td>3/26</td> <td>2/10</td> <td>0/0</td> <td>0/0</td> <td>18/103</td> <td>8/0</td> <td>35/191</td> </tr> </tbody> </table>											School	Bdmdw	Eliot	Hillside	Mitchell	Newman	High Rock	Pollard	NHS	Emery Grover	Total	Computer Replacements	25	2	29	29	12	0	0	121	8	226	Admin/ Student	0/25	2/0	2/27	3/26	2/10	0/0	0/0	18/103	8/0	35/191
School	Bdmdw	Eliot	Hillside	Mitchell	Newman	High Rock	Pollard	NHS	Emery Grover	Total																																	
Computer Replacements	25	2	29	29	12	0	0	121	8	226																																	
Admin/ Student	0/25	2/0	2/27	3/26	2/10	0/0	0/0	18/103	8/0	35/191																																	
The anticipated schedule of device replacement appears below:																																											

**Department Capital Request
CIP-DCR**

Title	School Department Technology Replacement					Department	School Department
RE Counts	FY 16	FY 17	FY 18	FY 19	FY20	Total	
Bmeadow	25	26	41	61	18	171	
Eliot	2	25	38	40	14	119	
Hillside	29	25	30	18	2	104	
Mitchell	29	23	5	23	26	106	
Newman	12	0	46	45	49	152	
High Rock	0	58	88	102	0	248	
HR w/ 1:1	0	62	51	0	0	113	
Pollard	60	54	81	45	75	315	
Pollard w/ 1:1	0	54	51	19	45	169	
NHS	222	44	0	0	108	374	
NHS w/ 1:1	121	311	0	0	108	540	
E.Grover	8	8	5	8	8	37	
TOTALS	387	263	334	342	300	1,626	
1:1 TOTALS	226	534	267	214	270	1,511	

- Replacement of NHS Television Studio. The NHS TV studio is an integral part of the High School curriculum and the Superintendent’s Spotlight program. The bulk of the studio and control room equipment was passed on from the Needham Channel when they completed an upgrade about ten years ago. Due to the age and currency of the equipment, we have marked \$120,000 as a placeholder to replace this equipment in FY18.
- Printer Replacement. This portion of the request totals \$12,000 in FY16 and \$50,000 over the five-year period. We are working on changing our printer replacement strategy to incorporate fewer, more efficient and cost effective printers. We have moved to a shared printing model for Pollard teachers and are about to do the same for Mitchell. We will also benefit from less expensive ink/wax/toner supplies.

Many of the printers purchased as part of the High School building project have failed or are failing and are in need of replacement. As we plan for these replacements, we are selecting more cost effective printers and are trying to expand the shared printing model, where possible. The FY16 request includes the replacement of 36 printers throughout the District. These include printers for Broadmeadow, Eliot, Newman, Pollard and the High School. The original request was for \$30,100. We have reduced this cost to \$12,000 and will distribute the difference to a more even amount in subsequent years.

- Operating System Upgrades. The prior FY15-19 capital plan called for \$90,000 to replace the operating systems of

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

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January 2015

**Department Capital Request
CIP-DCR**

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

The specific details of the FY16 request appear below:

	RE CPU	\$	RE CPU	\$	RE CPU	\$	RE Printers	\$	RE Proj/IWB	\$	Infra. Hdwe	Total
	ADMIN/ TEACHER		LABS/LAPTOPS (STUDENTS)		CLASSROOM (STUDENTS)							
Bmeadow	0	\$0	0	\$0	25	\$29,700	2	\$900	0	\$0	\$20,000	\$50,600
Eliot	2	\$2,200	0	\$0	0	\$0	2	\$600	3	\$15,000	\$17,000	\$34,800
Hillside	2	\$2,200	0	\$0	27	\$29,700	2	\$600	0	\$0	\$0	\$32,500
Mitchell	3	\$3,300	0	\$0	26	\$28,600	1	\$600	0	\$0	\$0	\$32,500
Newman	2	\$2,200	0	\$0	10	\$11,000	4	\$1,200	0	\$0	\$0	\$14,400
High Rock	0	\$0	0	\$0	0	\$0	2	\$600	0	\$0	\$0	\$600
Pollard	0	\$0	60	\$72,000	0	\$0	2	\$1,200	2	\$10,000	\$0	\$83,200
Pollard w/ 1:1	0	\$0	0	\$0	0	\$0	2	\$1,200	2	\$10,000	\$0	\$11,200
NHS	18	\$21,600	173	\$190,300	30	\$0	21	\$6,300	10	\$50,000	\$0	\$268,200
NHS w/ 1:1	18	\$21,600	73	\$80,300	30	\$0	21	\$6,300	10	\$50,000	\$0	\$158,200
Admin. EG	8	\$11,200	0	\$0	0	\$0	0	\$0	0	\$0	\$0	\$11,200
District/etc	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$57,000	\$57,000
Total	35	\$42,700	233	\$262,300	118	\$99,000	36	\$12,000	15	\$75,000	\$94,000	\$585,000
Total w/ 1:1	35	\$42,700	73	\$80,300	118	\$99,000	36	\$12,000	15	\$75,000	\$94,000	\$403,000

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

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Department Capital Request CIP-DCR						
Title	School Department Technology Replacement			Department		School Department
RE Costs	FY 16	FY 17	FY 18	FY 19	FY20	5-Yr Total
Hardware						
Bmeadow	\$29,700	\$29,700	\$45,100	\$69,800	\$19,800	\$194,100
Eliot	\$2,200	\$29,700	\$44,000	\$49,500	\$15,400	\$140,800
Hillside	\$31,900	\$6,600	\$33,000	\$19,500	\$2,200	\$93,200
Mitchell	\$31,900	\$18,700	\$5,500	\$25,300	\$28,600	\$110,000
Newman	\$13,200	\$29,700	\$50,700	\$49,500	\$53,900	\$197,000
High Rock	\$0	\$67,000	\$96,800	\$112,200	\$0	\$276,000
HR w/ 1:1	\$0	\$63,000	\$30,000	\$0	\$0	\$93,000
Pollard	\$72,000	\$59,400	\$89,100	\$54,000	\$82,500	\$357,000
Pollard w/ 1:1	\$0	\$59,400	\$56,100	\$21,000	\$82,500	\$219,000
NHS	\$211,900	\$44,000	\$0	\$0	\$127,300	\$383,200
NHS w/ 1:1	\$101,900	\$44,000	\$0	\$0	\$127,300	\$273,200
Admin/EG	\$11,200	\$19,900	\$12,600	\$12,600	12,600	\$68,900
Replace NHS Television Studio	\$0	\$0	\$120,000	\$0	\$0	\$120,000
Printers	\$12,000	\$12,000	\$10,000	\$8,000	\$8,000	\$50,000
IWB & Proj.	\$75,000	\$70,000	\$60,000	\$60,000	\$60,000	\$325,000
Hardware	\$491,000	\$386,700	\$566,800	\$460,400	\$410,300	\$2,315,200
Hardware	\$309,000	\$382,700	\$467,000	\$315,200	\$410,300	\$1,884,200
Infrastructure						
Servers	\$30,000	\$15,000	\$21,000	\$30,000	\$25,000	\$121,000
Network Hdwe.	\$27,000	\$25,000	\$25,000	\$15,000	\$15,000	\$107,000
Wireless Infra.	\$37,000	\$29,000	\$0	\$0	\$0	\$66,000
Infra. Sub-Total	\$94,000	\$69,000	\$46,000	\$45,000	\$40,000	\$294,000
TOTALS	\$585,000	\$455,700	\$612,800	\$505,400	\$450,300	\$2,609,200
1 to 1 TOTALS	\$403,000	\$451,700	\$513,000	\$360,200	\$450,300	\$2,178,200
FY2015-FY2019 Version						

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	High School Graphics Equipment Replacement			Department	School Dept (Fine & Perf. Arts)			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses			Column C		
Year 1	\$9,900	Intangibles		Enter description					
Year 2	\$6,750	Equipment	\$39,950	Enter description					
Year 3	\$12,000	Design & Engineering		Enter description					
Year 4	\$5,300	Construction Expenses		Enter description					
Year 5	\$6,000	Other Expenses*		Enter description					
Column A Total	\$39,950	Column B Total	\$39,950	Column C Total					
Equipment Schedule									
		Yes	☐	No	☒	NA	☐		
Description and Justification									
In May 2012, Town Meeting authorized funding for a planned replacement/purchase cycle of the equipment used in the Graphics Production Center at the High School. The Graphics Production program offers convenient, cost-effective printing and production services for the School Department and School Community, and provides hands-on educational training in the field of professional graphics and printing production for Needham High School students enrolled in the 3rd Year Graphics class (Production Printing.) Given the high cost of replacing the program's specialized equipment, some of which was purchased new during the High School renovation and some of which pre-dates the renovation, the funding provided by the capital budget has been an important means of sustaining a modern graphic arts program. Although the Graphics Production program charges fees for the printing services it provides to the school community, those fees are insufficient to cover the cost of replacing large or expensive pieces of equipment. Production program revenues are used to cover the cost of supplies and pay the cost of summer student interns who work at the program. Over the summer of 2011, a five-year equipment replacement plan was developed following a complete inventory analysis of Graphics Production equipment. The following pieces of equipment have been replaced since FY13: wide format printer (FY13), printers and binders (FY14) and a high-capacity large print photo printer (FY15.) The FY16-20 request reflects the need to upgrade the program's ability to provide high-end, large size photographic printing									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR					
Title	High School Graphics Equipment Replacement	Department	School Dept (Fine & Perf. Arts)	Fiscal Year	2016
and adds 3D production capabilities. The specific equipment requests in each year may change, if equipment breaks down unexpectedly or program needs change.					
Year 1 (FY16) \$9,900 - Paper Drill (Heavy Duty) \$7,000 - Screen Exposure Unit \$2,900 Year 2 (FY17) \$6,750 - Tower Collator w/Booklet Maker \$6,000 - Padding Machine \$ 750 Year 3 (FY18) \$12,000 - Folder/Collator/Binder \$12,000 Year 4 (FY19) \$5,300 - Screen frames light proof cabinet \$2,300 3D Printer – high capacity \$3,000 Year 5 (FY20) \$6,000 3D Printer – high capacity \$3,000 - Updated 2D printers \$3,000					
FY2015-FY2018 Version					

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR																							
Title	Copier Replacement			Department	School Department		Fiscal Year	2016															
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C																		
Year 1	\$62,740	Intangibles																					
Year 2	\$39,330	Equipment	\$282,250																				
Year 3	\$49,630	Design & Engineering																					
Year 4	\$84,250	Construction Expenses																					
Year 5	\$46,300	Other Expenses*																					
Column A Total	\$282,250	Column B Total	\$282,250	Column C Total																			
Equipment Schedule	Yes	X	No		NA																		
Description and Justification																							
In May 2003, Town Meeting authorized \$60,000 in first-year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 48 copy machines. The FY16 – FY20 request replaces the following numbers of copy machines: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Fiscal Year</th> <th style="width: 40%;"># of Copy Machines Replaced</th> </tr> </thead> <tbody> <tr> <td>FY15 (Estimated)</td> <td style="text-align: center;">4</td> </tr> <tr> <td>FY16 (Requested)</td> <td style="text-align: center;">4</td> </tr> <tr> <td>FY17 (Requested)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>FY18 (Requested)</td> <td style="text-align: center;">4</td> </tr> <tr> <td>FY19 (Requested)</td> <td style="text-align: center;">9</td> </tr> <tr> <td>FY20 (Requested)</td> <td style="text-align: center;">4</td> </tr> </tbody> </table> Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers, which are heavily used, are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity.										Fiscal Year	# of Copy Machines Replaced	FY15 (Estimated)	4	FY16 (Requested)	4	FY17 (Requested)	5	FY18 (Requested)	4	FY19 (Requested)	9	FY20 (Requested)	4
Fiscal Year	# of Copy Machines Replaced																						
FY15 (Estimated)	4																						
FY16 (Requested)	4																						
FY17 (Requested)	5																						
FY18 (Requested)	4																						
FY19 (Requested)	9																						
FY20 (Requested)	4																						
FY2016-FY2020 Version																							

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR							
Title	Production Center Postage Machine	Department	School Department	Fiscal Year	2017		
Parameters					YES	NO	NA
1.	Is this a multi-year capital replacement/upgrade request?				X		
2.	Is this a request in response to a documented public health or safety condition?					X	
3.	Is this a request in response to a Court, Federal, or State order?					X	
4.	Is this a request for a study or long range plan?					X	
5.	Is this a request to purchase office or school equipment (other than technology)?				X		
6.	Is this a request to purchase specialty equipment?				X		
7.	Is this a request to purchase technology or wireless communication system?					X	
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					X	
9.	Is this a request to improve or make repair to extend the useful life of a public building?					X	
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					X	
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X	
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?					X	
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?					X	
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?					X	
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?					X	
16.	If approved, will this request increase the operating expense for any other department?					X	
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?					X	
18.	If approved, will additional permanent staff be required?					X	
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?				X		
20.	If approved, will this request lower the requesting department's operating costs?					X	
21.	Does the request support activities to produce new revenue for the Town?					X	
22.	If the request is not funded will existing Town revenue sources be negatively impacted?					X	
23.	Have other non-capital investment options been explored before submitting this request?				X		
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?					X	
25.	If applicable, will the items being replaced be retained by the Town?					X	
26.	Does this request qualify for funding from Community Preservation Act (CPA)?					X	
27.	Are there any appendix forms with this funding request?					X	
Useful Life	II	Primary Reason	3	Operating Budget Impact		C	

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Production Center Postage Machine			Department	School Department			Fiscal Year	2017
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses			Column C		
Year 1	\$0	Intangibles							
Year 2	\$16,770	Equipment	\$16,770						
Year 3	\$0	Design & Engineering							
Year 4	\$0	Construction Expenses							
Year 5	\$0	Other Expenses*							
Column A Total	\$16,770	Column B Total	\$16,770	Column C Total					
Equipment Schedule									
Yes No X NA									
Description and Justification									
This request is to purchase a replacement postage meter machine for the Needham Public Schools Production Office. The Pitney Bowes postage meter (purchased in 2007) will complete ten years of service in FY17, when it is scheduled for replacement. This postage meter is critical to the operation of the District Production Center/Mail Room.									
FY2016-FY2020 Version									

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

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

Department Capital Request CIP-DCR									
Title	Mobile Column Lifts			Department	Public Works – Fleet Maintenance			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C		
Year 1	73,500	Intangibles							
Year 2		Equipment	73,500						
Year 3		Design & Engineering							
Year 4		Construction Expenses							
Year 5		Other Expenses*							
Column A Total	\$73,500	Column B Total	\$73,500		Column C Total				
Equipment Schedule									
		Yes		No		NA	x		
Description and Justification									
This request would be to replace an existing permanently mounted above ground automotive lift with a portable mobile four column lift. The existing 7,000 lb two post automotive lift is unable to lift the majority of vehicles and equipment serviced by the DPW. The lift is also outdated and in need of repairs, and parts are unavailable, and would need to be manufactured for the repair. The original lift was acquired second hand from a school program. A mobile four column lift will lift all the vehicles currently serviced, and will provide greater flexibility by allowing vehicles to be lifted on any flat surface. It can be used in any of the bays, and can be used to service vehicles in the DPW yard. This lift will come with additional jack stands so that vehicles can be raised, evaluated, and remain on those stands while waiting for parts. This will increase efficiency as vehicles will not need to be raised and lowered more than once in order to perform maintenance on multiple pieces of equipment.									
FY2016-FY2020 Version									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Permanent Message Boards	Department	Public Works	Fiscal Year	2017				
Parameters					YES	NO	NA		
1.	Is this a multi-year capital replacement/upgrade request?						X		
2.	Is this a request in response to a documented public health or safety condition?						X		
3.	Is this a request in response to a Court, Federal, or State order?						X		
4.	Is this a request for a study or long range plan?						X		
5.	Is this a request to purchase office or school equipment (other than technology)?						X		
6.	Is this a request to purchase specialty equipment?			X					
7.	Is this a request to purchase technology or wireless communication system?			X					
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X					
9.	Is this a request to improve or make repair to extend the useful life of a public building?						X		
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X		
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X		
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X		
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?						X		
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X		
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X		
16.	If approved, will this request increase the operating expense for any other department?						X		
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X		
18.	If approved, will additional permanent staff be required?						X		
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?						X		
20.	If approved, will this request lower the requesting department's operating costs?						X		
21.	Does the request support activities to produce new revenue for the Town?						X		
22.	If the request is not funded will existing Town revenue sources be negatively impacted?						X		
23.	Have other non-capital investment options been explored before submitting this request?						X		
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X		
25.	If applicable, will the items being replaced be retained by the Town?						X		
26.	Does this request qualify for funding from Community Preservation Act (CPA)?						X		
27.	Are there any appendix forms with this funding request?						X		
Useful Life	III	Primary Reason	4	Operating Budget Impact		C			

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Permanent Message Boards			Department	Public Works			Fiscal Year	2017
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C		
Year 1	\$160,000	Intangibles			Enter description				
Year 2		Equipment	104,000		Enter description				
Year 3		Design & Engineering			Enter description				
Year 4		Construction Expenses	56,000		Enter description				
Year 5		Other Expenses*			Enter description				
Column A Total	160,000	Column B Total	\$160,000		Column C Total				
Equipment Schedule									
		Yes	☐	No	☐	NA	☐	X	☐
Description and Justification									
In support of the Board of Selectman's goals this request is for up to seven permanently installed message boards to be used to communicate with residents. This will alleviate competition for the current message boards. The new message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or a laptop. There will be minimal operating costs, including a data plan to allow for remote updates and electricity for each location. Currently the Public Works Department has 3 mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and are often not available for non-emergency notices. In the May 2014 Annual Town Meeting funding was approved a pilot for this program at the RTS. This pilot message board will be installed during FY 2015. <u>Proposed Locations:</u> Public Safety Building Fire Station #2 South St @ Dedham Ave Central St @ Great Plain Ave Greendale Ave @ Great Plain Ave									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR							
Title	Specialty Equipment	Department	Department of Public Works	Fiscal Year	2018		
Parameters					YES	NO	NA
1. Is this a multi-year capital replacement/upgrade request?					X		
2. Is this a request in response to a documented public health or safety condition?						X	
3. Is this a request in response to a Court, Federal, or State order?						X	
4. Is this a request for a study or long range plan?						X	
5. Is this a request to purchase office or school equipment (other than technology)?						X	
6. Is this a request to purchase specialty equipment?					X		
7. Is this a request to purchase technology or wireless communication system?						X	
8. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							X
9. Is this a request to improve or make repair to extend the useful life of a public building?						X	
10. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
12. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
13. Are there recommendations or costs identified by other departments that are NOT factored into the request?						X	
14. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
15. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
16. If approved, will this request increase the operating expense for any other department?						X	
17. If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X	
18. If approved, will additional permanent staff be required?						X	
19. If approved, is the current operating budget sufficient to cover the operating costs of the requested project?						X	
20. If approved, will this request lower the requesting department's operating costs?						X	
21. Does the request support activities to produce new revenue for the Town?						X	
22. If the request is not funded will existing Town revenue sources be negatively impacted?						X	
23. Have other non-capital investment options been explored before submitting this request?						X	
24. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
25. If applicable, will the items being replaced be retained by the Town?						X	
26. Does this request qualify for funding from Community Preservation Act (CPA)?						X	
27. Are there any appendix forms with this funding request?						X	
Useful Life	I-II	Primary Reason	5	Operating Budget Impact		C	

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR									
Title	Specialty Equipment			Department	Department of Public Works		Fiscal Year	2018	
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses		Column C			
Year 1	29,623	Intangibles		Enter description					
Year 2	75,656	Equipment	105,279	Enter description					
Year 3		Design & Engineering		Enter description					
Year 4		Construction Expenses		Enter description					
Year 5		Other Expenses*		Enter description					
Column A Total	\$105,279	Column B Total	\$105,279	Column C Total					
Equipment Schedule									
		Yes	☐	No	☒	NA	☐		
Description and Justification									
<u>Replacement for FY 18:</u> Unit #335 – Parks & Forestry – Field Renovator (\$29,623) - Renovates baseball diamonds <u>Replacement for FY 19:</u> Unit # 351 – Parks & Forestry - Tractor (\$75,656) - Multi-use utility equipment									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR							
Title	Library RFID Conversion Project	Department	Library	Fiscal Year	2017		
Parameters					YES	NO	NA
1. Is this a multi-year capital replacement/upgrade request?					X		
2. Is this a request in response to a documented public health or safety condition?						X	
3. Is this a request in response to a Court, Federal, or State order?						X	
4. Is this a request for a study or long range plan?						X	
5. Is this a request to purchase office or school equipment (other than technology)?						X	
6. Is this a request to purchase specialty equipment?					X		
7. Is this a request to purchase technology or wireless communication system?					X		
8. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					X		
9. Is this a request to improve or make repair to extend the useful life of a public building?						X	
10. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
12. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
13. Are there recommendations or costs identified by other departments that are NOT factored into the request?						X	
14. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
15. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
16. If approved, will this request increase the operating expense for any other department?						X	
17. If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X	
18. If approved, will additional permanent staff be required?						X	
19. If approved, is the current operating budget sufficient to cover the operating costs of the requested project?						X	
20. If approved, will this request lower the requesting department's operating costs?						X	
21. Does the request support activities to produce new revenue for the Town?						X	
22. If the request is not funded will existing Town revenue sources be negatively impacted?						X	
23. Have other non-capital investment options been explored before submitting this request?					X		
24. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
25. If applicable, will the items being replaced be retained by the Town?							X
26. Does this request qualify for funding from Community Preservation Act (CPA)?						X	
27. Are there any appendix forms with this funding request?						X	
Useful Life	III	Primary Reason	4	Operating Budget Impact		C	

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR										
Title	Library RFID Conversion Project				Department	Library			Fiscal Year	2017
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
Year 1	41,525	Intangibles								
Year 2	58,675	Equipment		100,200						
Year 3		Design & Engineering								
Year 4		Construction Expenses								
Year 5		Other Expenses*								
Column A Total	100,200	Column B Total		100,200	Column C Total					
Equipment Schedule										
	Yes	X	No	NA						
Description and Justification										
RFID, Radio Frequency Identification, is the technology toward which libraries are migrating, as a means to increase efficiency and to cut down on repetitive action tasks. The advantages of the system include: - Reduction in the time necessary to check in and check out library materials (in FY14 the library checked in and out more than 1,000,000 items—131,851 checkouts were done by customers on self-checkout) - Information can be read faster from the RFID tags than from barcodes - The items in a stack can be read at the same time, as opposed to barcodes that must be read one at a time. Checking a stack in and out reduces repetitive action tasks, saving time and helping to avoid repetitive stress syndrome in employees - Patron self-checkout is simplified—patrons do not have to carefully line up a barcode with a laser beam - Opens possibility of electronic inventorying, item searching and shelf order checking Currently (fall 2014) eight Minuteman libraries are using RFID; eight libraries are placing RFID tags in materials (the first step in migrating to RFID); and nine more have expressed interest. The current thinking and discussions at Minuteman committee meetings is that eventually all Minuteman libraries will move to RFID. The libraries that are now operating with RFID have formed a “service” group for interlibrary loan service. Requests from these libraries go automatically to the other 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 FY14 Needham requested 62,979 items from other libraries for the use of Needham residents. Needham sent 67,779 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 (the number of items being requested by libraries increases every year).										

Town of Needham
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Department Capital Request CIP-DCR					
Title	Library RFID Conversion Project	Department	Library	Fiscal Year	2017
Costs for Year 1:					
¾ or RFID tags:					
Books—16,875					
Media—13,650					
Total: 30,525					
2 Conversion Stations @ 4,000 each: 8,000					
1 Reader for Circulation Desk: 1,500					
1 Portable Scanner: 1,500					
Total for year 1: 41,525					
Costs for Year 2:					
¼ of RFID tags:					
Books—5,625					
Media—4,550					
Total: 10,175					
3 Readers for Circulation Desk @ 1,500 each 4,500					
2 Self-Check Stations @ 22,000 each 44,000					
Total for year 2: 58,675					
Total Project Cost:			100,200		
FY2016-FY2020 Version					

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

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

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

Town of Needham
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Department Capital Request CIP-DCR									
Title	Mobile Record-Keeping Devices and G.I.S. Software			Department	Public Works – Water & Public Works – General Fund			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	35,000	Intangibles		Scan Drawings	15,000				
Year 2		Equipment	20,000	Enter description					
Year 3		Design & Engineering		Enter description					
Year 4		Construction Expenses		Enter description					
Year 5		Other Expenses*	15,000	Enter description					
Column A Total	\$35,000	Column B Total	\$35,000	Column C Total	\$15,000				
Equipment Schedule									
		Yes	☐	No	☐	NA	☐	X	☐
Description and Justification									
This request is to upgrade the manner in which the Department of Public Works conducts data collection, data retrieval, and work order completion in the field. The Water and Sewer Division inspects new construction and repair work. The Department is presently working with updated Geographic Information System (GIS) and database software that will interact with portable devices to provide Department field staff on-site access to valuable data. The software will enable the division to upload and update record drawings within hours as opposed to the months that it currently takes to update these same records. The mobile record-keeping devices will enable personnel to retrieve information at the scene of a job site rather than traveling to the Public Works Department to search out the information, reducing response time. This will allow employees to more quickly locate shut off valves during an emergency situation that could have impacts on homeowners and business owners. Additionally, these devices will provide onsite access to work orders and records, such as the catch basin records, that will allow real time updating and retrieval of data. These devices will be placed in a pool in which staff that requires them to conduct their daily functions will sign them out This request is to purchase mobile devices and scan in and add existing drawings into the network for remote access. The operating budget will have to be increased for licensing fees and additional data plans. Water Division: \$15,000 for scanning and coding & \$6,500 which will cover the cost of 4 devices General Fund: \$13,500 which will cover the cost of 8 devices									
FY2015-FY2018 Version									

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

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Department Capital Request CIP-DCR									
Title	Fleet Replacement Capital Program				Department	Various		Fiscal Year	2016
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses	Column C	
Year 1	\$1,312,854		Intangibles						
Year 2	\$1,739,523		Equipment		\$8,589,843				
Year 3	\$1,545,825		Design & Engineering						
Year 4	\$1,555,117		Construction Expenses						
Year 5	\$2,436,524		Other Expenses*						
Column A Total	\$8,589,843		Column B Total	\$8,589,843		Column C Total			
Equipment Schedule		Yes	X	No		NA			
Description and Justification									
The Town's fleet replacement program is funded through both the capital plan and the operating budget. A major equipment expense for the Town is rolling stock. The Town relies upon many types and sizes of vehicles in order to provide services, respond to emergencies, maintain public facilities, and improve the infrastructure in the community. The fleet replacement program consolidates all vehicles and special equipment attachments under one submission, but allocation of resources is looked at on a department by department basis rather than as one global replacement schedule. Needs and purposes for equipment differ significantly, and no department can do its work without the equipment. We classify the fleet program in three categories: core fleet (general purpose vehicles), special purpose/high value vehicles, and snow and ice equipment. The program is intended to centrally present and review the Town's rolling stock operations in order to ensure timely, cost effective, and high quality replacement of vehicles, maintenance, fueling, and short-term transportation. However, School Department and Police Department vehicles are not included in this request. The School Department vehicles are shown in a separate request. The Police Department vehicles are funded through the operating budget as many vehicles in the department do not meet the threshold to be considered part of the capital program. A majority of the Town's fleet maintenance and management is performed by the Garage Division of the Public Works Department. Other maintenance work is provided off-site by vendors due to factors such as specialized work, volume, or warranty. Energy Efficiency Managing and maintaining a fleet of more than 200 vehicles – from passenger vehicles to large heavy duty diesel trucks and									

Department Capital Request CIP-DCR					
Title	Fleet Replacement Capital Program	Department	Various	Fiscal Year	2016
tractors – involves some of the Town’s most environmentally consequential choices. Considering the number of vehicles purchased and the thousands of gallons of fuel used, the fleet represents one of the Town’s opportunities to meet its goal of environmentally responsible and sustainable operations. The most obvious and substantial environmental impacts of the fleet for the Town are, of course, tailpipe emissions and fuel use. However, an environmentally superior fleet encompasses a number of other factors, only some of which are under the control of fleet operations. For example, the Town’s ability to influence vehicle manufacturing is limited, even though the process involves huge amounts of material extraction, use of natural resources and is responsible for significant air and water pollution. The elements that the Town’s fleet operations can control or influence to achieve a cleaner and greener fleet include the following: • Fleet size • Fuel use, type and amount • Fueling procedures - preventing pollution from incidental fuel spills • How vehicles are maintained, e.g. avoiding oil leaks, ensuring proper tire inflation, etc. • Use of maintenance materials, e.g., alternatives to hydraulic fluids, or recycled anti-freeze • Use of recycled oil, anti-freeze and, as appropriate, tires • Use, storage and disposal of hazardous materials used in vehicle maintenance • Vehicle type, e.g., fuel efficiency, size and availability of alternatives The Town’s fleet replacement program was established in FY15. This represents a budget and schedule for the Town’s rolling stock fleet of appropriately 200 vehicles, trailers, and large specialized attachments. General purpose vehicles include pickup trucks, a variety of sedans, SUV’s, vans, and police vehicles (75). They comprise approximately 37 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town’s base recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles, and snow and ice equipment comprise of the other 40 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned.					

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Department Capital Request CIP-DCR					
Title	Fleet Replacement Capital Program	Department	Various	Fiscal Year	2016
The vehicle replacement program will involve several components to be implemented over the course of FY16 and beyond. The intent and goal of the fleet replacement program is to: Replacing vehicles before service delivery is impacted negatively; maximizing vehicle availability for all user departments; minimizing costs from vehicle downtime and emergency maintenance and operational costs; taking advantage of opportunities to implement new technology to achieve fuel conservation and reduced emissions; promoting safety, reliability and operational efficiencies; and enhancing the public image of the Town's fleet.					
FY2016-FY2020 Version					

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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
Building Inspector	454	2014	Ford Fusion	3,330	G	Field Work	2024
Building Inspector	456	2014	Ford Fusion	3,330	G	Field Work	2024
Building Inspector	400	2005	Ford Taurus	4,684	G	Field Work	
Building Inspector	453	2005	Ford Taurus	4,684	G	Field Work	
Building Inspector	455	2006	Ford Taurus	4,684	G	Field Work	
Community Development	802	2005	Ford Ranger	4,600	G	Field Work; Pool Vehicle	
DPW	124	2009	ADDCO MINI UTILITY TRAILER	1,800		Alerting Public of Projects & Events	
DPW	125	2012	ADDCO MINI UTILITY TRAILER	18,000		Alerting Public of Projects & Events	
DPW	152	2010	ATLAS-Copco UTILITY TRAILER (Air Compressor)	Not Available		Equipment Transport	
DPW	156	2011	Baker ROBINSON 10" WATER PUMP Trailer	14,000		Portable Pump	
DPW	254	2013	BANDIT BRUSH CHIPPER	6,800		Grounds Work	
DPW	202	1982	BEAN HYDRAULIC SPRAYER	Not Available		Grounds Work	
DPW	76	2007	BOBCAT A300 SKID STEER	8,673	D	construction work; Primary in Snow & Ice Program	2017
DPW	116	1998	BOMBARDIER SW48	5,490	D	Primary Vehicle in Snow & Ice Program	

Town of Needham
Capital Improvement Plan
January 2015

Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
DPW	117	2001	BOMBARDIER SW48	5,700	D	Primary Vehicle in Snow & Ice Program	2016
DPW	107	2008	CAMOPLAST SW4S	6,790	D	Primary Vehicle in Snow & Ice Program	2017
DPW	113	2008	CAMOPLAST SW4S	6,790	D	Primary Vehicle in Snow & Ice Program	2018
DPW	123	2009	CARMATE UTILITY TRAILER	2,990		Emergency Response	
DPW	101	2010	CASE LOADER	31,690	D	Construction; Primary in Snow & Ice Program	2020
DPW	143	2010	CASE LOADER	29,800	D	Moves Rubbish from Tipping Floor to Trailers; Snow & Ice Program	2019
DPW	104	2008	CASE LOADER 821E	29,322	D	Rubbish Processing; Snow & Ice Program	2018
DPW	324	2006	CONST UTILITY TRAILER	13,800		Utility Trailer	
DPW	330	2000	CONST UTILITY TRAILER	12,000		Equipment Transport	
DPW	91	2000	CONSTRUCTION SCALP TRUCK	23,000	G	Material Screening	2017
DPW	322	2008	Cross County Utility Trailer	8,050		Equipment Transport	2028
DPW	321	2008	Cross County Utility Trailer 14"	2,900		Equipment Transport	2028
DPW	328	1998	Cross County Utility Trailer 16"	Not Available		Utility Trailer	2018

Town of Needham
Capital Improvement Plan
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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
DPW	331	2004	Cross County Utility Trailer 16"	2,290		Equipment Transport	2024
DPW	332	2009	Cross County Utility Trailer 16"	Not Available		Equipment Transport	2029
DPW	129	2000	CUSTOM FLATBED TRAILER	10,000		Utility Trailer	2018
DPW	181	2012	Elgin PELICAN Sweeper	Not Available	D	Street Sweeping	2022
DPW	260	2009	FELLING UTILITY TRAILER	30,000		Equipment Transport	2029
DPW	45	2012	FORD E150 VAN	8,520	G	Field Work	2018
DPW	301	2009	FORD E150 VAN	8,520		Pool	2017
DPW	1	2011	Ford Escape Hybrid	4,880	H	Operations	2018
DPW	12	2009	Ford Escape Hybrid	4,880	H	Inspections and Field Work	2021
DPW	20	2009	Ford Escape Hybrid	4,880	H	Inspections and Field Work	2021
DPW	44	2011	Ford Escape Hybrid	4,720	H	Inspections and Field Work	2018
DPW	46	2011	Ford Escape Hybrid	4,720	H	Inspections and Field Work	2018
DPW	52	2009	Ford Escape Hybrid	4,880	H	Inspections and Field Work	2021

Town of Needham
Capital Improvement Plan
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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
DPW	11	2013	FORD EXPLORER	6,160	G	Inspections; Supervisor in Snow & Ice Program	2019
DPW	92	2012	FORD EXPLORER	6,160	G	Inspections; Supervisor in Snow & Ice Program	2019
DPW	21	2010	Ford F150	6,700	G	Equipment Transport; Secondary in Snow & Ice Program	2016
DPW	24	2009	Ford F150	6,700	G	Equipment Transport	2016
DPW	26	2011	Ford F150	7,050	G	Equipment Transport; Supplies Transport;	2017
DPW	27	2011	Ford F150	7,050	G	Equipment Transport; Supplies Transport;	2017
DPW	31	2011	Ford F150	7,200	G	Equipment Transport; Supplies Transport; Supervisor in Snow & Ice Program	2017
DPW	50	2008	Ford F150	6,800	G	Equipment Transport; Supervisor in Snow & Ice Program	2021
DPW	56	2010	Ford F150	6,700	G	Operations	2017
DPW	811	2007	Ford F150	6,700		Pool Vehicle	
DPW	2	2011	Ford F150 XL	6,700	G	Equipment Transport	2018
DPW	94	2014	Ford F250	10,000	D	Equipment Transport; Supervisor in Snow & Ice Program	2020
DPW	4	2006	Ford F350	10,700	D	Equipment Transport; Mechanic Vehicle for Snow & Ice Program	

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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
DPW	23	2011	Ford F350	13,300	G	Equipment Transport; Primary in Snow & Ice Program	2018
DPW	28	2001	Ford F350	11,200	G	Equipment Transport	2020
DPW	32	2012	Ford F350	Not Available	D	Equipment Transport; Snow & Ice Program	2019
DPW	40	2012	Ford F350	13,300	G	Equipment Transport; Primary in Snow & Ice Program	2018
DPW	41	2009	Ford F350	10,600	D	Equipment Transport; Supervisor in Snow & Ice Program	2021
DPW	43	2012	Ford F350	10,800	D	Equipment Transport; Primary in Snow & Ice Program	2019
DPW	57	2012	Ford F350	10,800	D	Equipment Transport; Primary in Snow & Ice Program	2018
DPW	65	2015	Ford F350	10,800		Equipment Transport; Supervisor in Snow & Ice Program	2022
DPW	843	2007	Ford F350	11,100		Pool Vehicle	
DPW	73	2008	FORD F350 DRWSUP	13,000	D	Equipment Transport; Construction Work	2016
DPW	832	2005	FORD F350 SRWSUP	11,200		Pool Vehicle	
DPW	865	2008	FORD F350 SRWSUP	10,600	D	Pool Vehicle	2020
DPW	3	2012	Ford F450	16,500	D	Equipment Transport	2018

Town of Needham
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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
DPW	22	2009	Ford F450	16,500	D	Water Meter Service Call Vehicle	2016
DPW	25	2012	Ford F450	16,500	D	Equipment Transport	2019
DPW	48	2008	Ford F450	16,000	G	Equipment Transport; Traffic Maintenance; Primary in Snow & Ice Program	2017
DPW	17	2012	Ford F550	18,000	D	Equipment Transport; Primary in Snow & Ice Program	2019
DPW	30	2012	Ford F550	18,000	D	Equipment Transport; Material Transport; Primary in Snow & Ice Program	2018
DPW	39	2012	Ford F550	18,000	D	Equipment Transport; Primary in Snow & Ice Program	2018
DPW	55	2011	Ford F550	18,000	D	Equipment Transport; Primary in Snow & Ice Program	2018
DPW	66	2007	Ford F550	17,950	D	Equipment Transport; Primary in Snow & Ice Program	2015
DPW	72	2007	Ford F550	17,950	D	Equipment Transport; Supports Chipping Operation; Primary in Snow & Ice Program	2015
DPW	75	2008	Ford F550	17,950	D	Equipment Transport; Primary in Snow & Ice Program	2016
DPW	70	2009	FORD F550 DRWSUP	17,950	D	Equipment Transport; Material Transport; Primary in Snow & Ice Program	2017
DPW	71	2009	FORD F550 DRWSUP	17,950	D	Equipment Transport; Material Transport; Primary in Snow & Ice Program	2017
DPW	74	2008	FORD F550 DRWSUP	17,950	D	Equipment Transport; Primary in Snow & Ice Program	2016

Town of Needham
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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
DPW	15	2008	Ford Taurus	5,160	G	Supervisory; Snow & Ice Program	2021
DPW	303	1985	FORD TRACTOR 1710	Not Available		Construction Work	
DPW	16	2014	FREIGHTLINER Box Truck	19,500	G	Subterranean Pipe inspection	2020
DPW	182	2010	FREIGHTLINER ELGIN CROSSWIND SWEEPER	33,000	D	Street Sweeping	2017
DPW	61	2013	GENIE Forklift	11,716		Operations Equipment	2023
DPW	186	2010	GIANT LEAF VAC TRAILER	4,800		Equipment Transport	
DPW	183	2007	GIANT UTILITY LEAF PICKER TRAILER	12,000	G	Leaf Collection	2019
DPW	252	1976	GILSON CEMENT MIXER	Not Available		Construction Work	
DPW	168	2010	GORMAN UTILITY TRAILER	3,353	D	Providing Portable Pumping	2020
DPW	259	2010	HUDSON TRAILER	4,500		Equipment Transport	
DPW	261	2009	HUDSON TRAILER HD10	4,500		Equipment Transport	
DPW	151	2008	INGERSOLL RAND AIR COMPRESSOR	2,310		Construction Work	
DPW	7	2000	INTERNATIONAL 4900 Series	35,000	D	Equipment Transport; Material Transport; Primary in Snow & Ice Program	2016

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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
DPW	808	1996	INTERNATIONAL 4900 Series	35,000	D	Construction Work; Secondary	
DPW	837	1999	INTERNATIONAL 4900 Series	35,000	D	Clean Catch Basins; Secondary	
DPW	53	2013	INTERNATIONAL 5600 Rolloff	74,000	D	Movement of Roll Off Containers	2023
DPW	6	2015	International 7300 Series	40,000	D	Equipment Transport; Material Transport; Primary in Snow & Ice Program	2021
DPW	5	2011	INTERNATIONAL 7400 Series	40,000	D	Material Transport; Primary in Snow & Ice Program	2021
DPW	8	2014	INTERNATIONAL 7400 Series	40,000	D	Construction Work	2024
DPW	9	2012	INTERNATIONAL 7400 Series	40,000	D	Construction Work	2022
DPW	10	2010	INTERNATIONAL 7400 Series	40,000	D	Equipment Transport; Primary in Snow & Ice	2020
DPW	14	2009	INTERNATIONAL 7400 Series	64,000	D	Material Transport; Equipment Transport; Primary in Snow & Ice Program	2019
DPW	19	2010	INTERNATIONAL 7400 Series	40,000	D	Equipment Transport; Primary in Snow & Ice Program	2020
DPW	29	2008	INTERNATIONAL 7400 Series	44,000	D	Clear Drains & Pipes	2020
DPW	42	2014	INTERNATIONAL 7400 Series	72,000	D	Movement of Roll Off Containers	2024
DPW	47	2007	INTERNATIONAL 7400 Series	64,000	D	Equipment Transport; Primary in Snow & Ice Program	2017

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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
DPW	37	2010	INTERNATIONAL 7500 Series	66,000	D	Clean Catch Basins & Utility Pipes	2019
DPW	38	2007	INTERNATIONAL IH 4300 Series	35,000	D	Utility Tree Work	2017
DPW	80	2010	INTERNATIONAL Truck	35,000	D	Removes Rubbish from Schools & Town Buildings	2020
DPW	103	2012	JOHN DEERE BACKHOE	18,550	D	Construction Work	
DPW	102	2008	JOHN DEERE LOADER 544J	28,500	D	Construction; Primary in Snow & Ice Program	2018
DPW	133	2001	JOHN DEERE TRACTOR BACKHOE LOADER 310SG	16,500	D	Excavating/Backfilling; Primary in Snow & Ice Program	
DPW	350	2010	JOHN DEERE TRACTOR LOADER 4720	Not Available	D	Multi-use Utility Equipment	2019
DPW	34	2001	MACK TRACTOR	Not Available	D	RTS Operations	
DPW	842	1999	MACK TRACTOR	62,060	D	RTS Operations; Secondary	
DPW	193	2011	MAGNUM LIGHT TOWER	1,620		Field Work	
DPW	198	1999	MAGNUM LIGHT TOWER LT 4Z	3,500			
DPW	93	2004	McCloskey Brothers TROMMEL SCREEN 512R	21,000	D	Possessing of Compost	2025
DPW	323	2010	PACE UTILITY TRAILER	2,990		Equipment Transport	

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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
DPW	157	2012	PP&P 6" WATER PUMP Trailer	5,792		Portable Pump	
DPW	112	2011	Prinoth	Not Available	D	Snow and Ice Removal	2026
DPW	159	2012	PUMP UTILITY Trailer	5,500		Equipment Transport	
DPW	58	2011	STECO REFUSE TRAILER	80,000		Trash Disposal	
DPW	59	2009	STECO REFUSE TRAILER	80,000		Trash Disposal	
DPW	60	2012	STECO REFUSE TRAILER	80,000		Trash Disposal	
DPW	63	2010	STECO REFUSE TRAILER	80,000		Trash Disposal	
DPW	64	2013	STECO REFUSE TRAILER	80,000		Trash Disposal	
DPW	90	2007	STECO REFUSE TRAILER	80,000		Trash Disposal	
DPW	165	2012	TAYLOR Generator Trailer	7,000		Portable Generator	
DPW	106	2002	TRACK MTV VDIESEL TRACTOR	5,360	D	Primary Vehicle in Snow & Ice Program	2016
DPW	108	2011	TRACKLESS TRACTOR	6,200	D	Primary Vehicle in Snow & Ice Program	2019
DPW	111	2013	TRACKLESS TRACTOR	6,200		Snow and Ice Removal	2021

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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
DPW	62	1992	TRAIL KING TRAILER	10,000		Equipment Transport	
DPW	120	2004	TRAIL UTILITY TRAILER	1,400	E	Alerting Public of Projects & Events	2016
DPW	164	2008	Trailer ATLAS Copco	7,000	D	Providing Portable Power	2020
DPW	256	2008	TRAILER UTILITY	6,800	D	Chipping Brush	2020
DPW	121	2007	Vermac UTILITY TRAILER	3,500	E	Alerting Public of Projects & Events	2017
DPW	122	2007	Vermac UTILITY TRAILER	3,500	E	Alerting Public of Projects & Events	2017
DPW	67	2004	VERMEER GRINDER	38,500	D	Chipping & Grinding Brush; Material Processing	2017
DPW	253	2010	VERMEER STUMP CUTTER	4,200	D	Stump Grinding	2019
DPW	49	2002	VOLVO TRUCK	60,332	D	Construction; Material Transport; Primary in Snow & Ice Program	2016
DPW	160	2013	WACH Utility Trailer-VAC	7,000		Equipment Transport	
DPW	36	2014	WARREN UTILITY Trailer	68,000		Trash Disposal	
DPW	134	2006	Whacker Pavement Roller	Not Available	G	Asphalt Pavement Roller	2017
DPW	145	2011	Work sport PACE UTILITY TRAILER	2,990		Equipment Transport	

Town of Needham
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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
Facilities	UNA	1988	Big Tex Utility Trailer	Not Available		Equipment Transport	
Facilities	700	2012	Ford Econ Van E250	8,600	G	Electrician Vehicle; Equipment, Tools and Materials	2021
Facilities	704	2005	Ford Econ Van E250	8,600	G	HVAC Equipment, Tools, and Parts	2015
Facilities	705	2006	Ford Econ Van E250	8,600	G	Delivery Van	2016
Facilities	706	2006	Ford Econ Van E250	8,600	G	Glazer Vehicle; Glass Transport and Repair	2017
Facilities	707	2008	Ford Econ Van E250	8,600	G	HVAC Equipment, Tools, and Parts	2018
Facilities	712	2011	Ford Econ Van E250	8,600	G	Plumber Vehicle	2021
Facilities	709	2002	Ford F150	6,050	G	Fieldwork; Craftsworker	2015
Facilities	756	2010	Ford F150	6,900	G	Field Work	2020
Facilities	701	2014	Ford F250	10,000	G	Carpenter Vehicle; Equipment, Tools and Materials	2024
Facilities	702	2001	Ford F250	8,800	G	Field Work/Pool Vehicle	2017
Facilities	703	2001	Ford F450	15,000	G	Grounds Work will be downsized and used for HVAC	2015
Facilities	713	2012	Ford F450	16,500	G	Grounds Work	2022

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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
Facilities	710	2008	LEAF UTILITY TRAILER	2,000		Equipment Transport	2028
Finance	452	2005	Ford Taurus	4,684	G	Field Work	2016
Fire	E-02	1999	E-ONE CYCLONE II FIRE TRUCK	42,500	D	Emergency Response	2020
Fire	E-04	2005	E-ONE CYCLONE II FIRE TRUCK	42,700	D	Emergency Response	2021
Fire	FOAM	2010	FOAM FIRE TRAILER	10,000	G	Equipment Transport	2025
Fire	C-43	2007	Ford 500	Not Available	G	Field Work and Incident Response	2017
Fire	R-01	2008	FORD E450 AMBULANCE	14,500	D	Emergency Response	2018
Fire	R-02	2006	FORD E450 AMBULANCE	14,050	D	Emergency Response	2015
Fire	C-02	2010	FORD EXPEDITION	8,000	G	Emergency Response	2017
Fire	C-01	2013	FORD EXPLORER	Not Available	G	Command	2021
Fire	C-03	2008	FORD EXPLORER	6,270	G	Emergency Response	2017
Fire	C-06	2015	Ford F350	14,000	D	Emergency Response	2021
Fire	C-05	2001	Ford F450	16,000	D	Field Work and Repairs	

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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
Fire	C-42	2011	Ford Sedan	5,460	G	Command	2020
Fire	RB	1967	GATOR RESCUE BOAT TRAILER	Not Available		Equipment Transport & Emergency Response	2018
Fire	HAZ	1996	HAZMAT TRAILER	Not Available		Emergency Response	2021
Fire	MDU	2003	INTERNATIONAL DECONTAMINATIONAL TRAVEL TRAILER	7,000		Emergency Response	2028
Fire	E-03	2014	KME Fire Engine	56,500	D	Emergency Response	2029
Fire	E-01	2013	KOVATCH PANTHER FIRE TRUCK	47,000	D	Emergency Response	2028
Fire	FAT	1969	ROWE FIRE ALARM TRAILER	Not Available		Equipment Transport	NA
Fire	L-01	2004	SUTPHEN QUINT LADDER TRUCK	61,500	D	Emergency Response	2024
Health	403	2006	HAUL UTILITY TRAILER	2,980		Incident Response	
Human Services	402	2004	Ford E350 VAN	9,400		Passenger Transport	2017
Human Services	404	2012	Ford E350 VAN	12,500		Passenger Transport	2022
Police		2007	CARRY UTILITY TRAILER	2,000			
Police	577	2011	Ford Crown Victoria	4,011	G		

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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
Police	579	2010	Ford Crown Victoria	4,005	G		
Police	587	2013	Ford Edge SE	3,933	G		
Police	571	2014	FORD EXPLORER	6,300	G		
Police	572	2014	FORD EXPLORER	6,300	G		
Police	573	2014	FORD EXPLORER	6,300	G		
Police	574	2014	FORD EXPLORER	6,300	G		
Police	582	2013	FORD EXPLORER	6,300	G		
Police	583	2013	FORD EXPLORER	4,005	G		
Police	584	2013	FORD EXPLORER	6,300	G		
Police	585	2014	FORD EXPLORER	6,300	G		
Police	588	2001	Ford F150	Not Available	G		
Police	581	2007	Ford F250	Not Available	G	Field Work	
Police	575	2014	Ford Taurus	4,058	G		

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Dept	Unit #	Year	Make/Model	GVW	Fuel Type	Primary Purpose	Target Year*
Department Order by Make							
Police	576	2011	Ford Taurus	4,086	G		
Police	578	2013	Ford Taurus	4,217	G		
Police	580	2013	Ford Taurus	4,217	G		
Police	590	2009	Ford Taurus	Not Available	G		
Police	MCI	2013	HARLEY DAVIDSON MOTORCYCLE	809	G	Field Work	
Police	128	2013	SAM TRAILOR MSN0257	700		Field Work	

Capital Request Code Key

Project Category:

- B** = Building
- F** = Facility (seasonal buildings and active sites, e.g., beach, fields or park)
- I** = Infrastructure, e.g., road, bridge, and sidewalks, drainage systems, sewer laterals or systems, water supply distribution systems
- L** = Land purchase or improvements (trails)

Useful Life:

- I** = more than five (5) years but less than eight (8) years
- II** = between eight (8) and twelve (12) years
- III** = between twelve (12) and eighteen (18) years
- IV** = between eighteen (18) and twenty-five (25) years
- V** = more than twenty-five (25) years.

Primary Reason:

- 1** = public/employee health or safety
- 2** = legal requirement
- 3** = obsolete/non-functioning
- 4** = operational efficiency
- 5** = scheduled replacement
- 6** = supports performance measure
- 7** = new function or service
- 8** = other

Operating Budget Impact:

- A.** The project will generate revenue to offset costs in full.
- B.** The project will reduce operating cost.
- C.** The project is estimated to result in less than \$5,000 in increased operating expenditures.
- D.** The project is estimated to result in less than \$25,000 in increased operating expenditures.
- E.** The project is estimated to result in less than \$50,000 in increased operating expenditures.
- F.** The project is estimated to result in more than \$50,001 in increased operating expenditures.

Building & Facility Submissions

Section 6

**Five Year Department Submissions
Section Index
FY2015 - FY2019**

Title	Department	Group	Page
Alphabetical by Title (sort)			
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Town of Needham Athletic Facility & Public Recreation Improvement	Park & Recreation	Community Services	6-21
Capital Request Code Key			6-24

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

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR									
Title	Fuel Island Relocation and Upgrade			Department	Public Works			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	126,500	Intangibles		Enter description					
Year 2	839,500	Equipment		Enter description					
Year 3		Design & Engineering	126,500	Enter description					
Year 4		Construction Expenses	839,500	Enter description					
Year 5		Other Expenses*		Enter description					
Column A Total	\$966,000	Column B Total	\$966,000	Column C Total					
Equipment Schedule	Yes	No	NA	X					
Description and Justification									
The Town is reliant on the fuel dispensing system at the DPW for the majority of its diesel vehicles and all of its gasoline vehicles. Currently DPW, Fire Department, School Department, and other Town vehicles rely on this filling station. As of September 1, 2013, this is also the sole filling location for the Police Department. The Police Department consumes a large volume of gasoline, and their new reliance on this station represents a dramatic increase over past demand. This funding request reflects the anticipated costs of relocation and necessary upgrades to the system. The reasons for relocation and replacement: 1. General age, condition, and location of current station a. Concerns about increased usage as Town-wide fuel depot 2. Environmental concerns with current station a. Proximity to wetlands b. Proximity to groundwater table c. Susceptibility to flooding 3. Improved access and maneuverability of new station 4. Improved capacity of new station 5. Compatibility with potential expansion of the DPW Operations Building at 470 Dedham Ave Year 1 - FY 16- Design the relocation and replacement of the gas/diesel island. Year 2 - FY 17- Move and upgrade gas/diesel island.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2015

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

**Department Capital Request
CIP-DCR**

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

Department Capital Request
CIP-DCR

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

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR										
Title	Public Facilities Maintenance Program			Department	Public Facilities Operations			Fiscal Year	2016	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
Year 1	570,000		Intangibles							
Year 2	590,000		Equipment	305,700						
Year 3	610,000		Design & Engineering	458,550						
Year 4	632,000		Construction Expenses	2,292,750						
Year 5	655,000		Other Expenses*							
Column A Total	3,057,000		Column B Total	3,057,000		Column C Total				
Equipment Schedule		Yes		No	X	NA				
Description and Justification										
This warrant article covers annual necessary maintenance of public buildings throughout the town and school department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. In FY 13 this fund was used for flooring replacement at the Eliot, Library, Hillside, and Broadmeadow, asbestos abatement and stairwell flooring work at the Hillside, exterior painting at the Mitchell, motion sensor installation for lighting at the Pollard, duct cleaning at the NHS in the A & B buildings, wood floor refinishing in various school buildings, pump, exhaust fan, and oil containment work at the Hillside & Mitchell, window AC unit upgrade at the Hillside, installation of an awning at the Mitchell, LED exterior light conversion at the Newman, and xeriscaping at the Webster St entrance of NHS. FY 14 will have duct cleaning at the C & D Buildings of the High School. Asbestos Abatement at Hillside and Mitchell. Flooring replacement at Eliot and Broadmeadow. Xeriscaping at the High School. At the Hillside School work will be conducted to deal with flooding issues. At the Pollard School work to provide containment for fuel oil, create accessible routes to and from the building, and replace water fountains. With the natural gas line installation down Brookline St, and the replacement of the Pollard boilers, the Mitchell school will have the existing boilers converted to natural gas using remaining parts from the old Pollard boilers. FY 15 will have duct cleaning at High Rock School, Mitchell School, and Public Services Administration Building. Asbestos Abatement at Pollard School. Flooring replacement at Eliot. Xeriscaping at the High School. Wood floor refinishing in various school buildings. Pollard School makes minor adjustments to site configuration for improved site circulation.										

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR							
Title	NHS A Gym Upgrades	Department	Public Facilities Operations	Fiscal Year	2017		
Parameters					YES	NO	NA
1. Is this a multi-year capital replacement/upgrade request?					X		
2. Is this a request in response to a documented public health or safety condition?						X	
3. Is this a request in response to a Court, Federal, or State order?						X	
4. Is this a request for a study or long range plan?						X	
5. Is this a request to purchase office or school equipment (other than technology)?						X	
6. Is this a request to purchase specialty equipment?					X		
7. Is this a request to purchase technology or wireless communication system?						X	
8. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					X		
9. Is this a request to improve or make repair to extend the useful life of a public building?					X		
10. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
12. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
13. Are there recommendations or costs identified by other departments that are NOT factored into the request?						X	
14. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
15. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
16. If approved, will this request increase the operating expense for any other department?						X	
17. If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X	
18. If approved, will additional permanent staff be required?						X	
19. If approved, is the current operating budget sufficient to cover the operating costs of the requested project?					X		
20. If approved, will this request lower the requesting department's operating costs?						X	
21. Does the request support activities to produce new revenue for the Town?						X	
22. If the request is not funded will existing Town revenue sources be negatively impacted?						X	
23. Have other non-capital investment options been explored before submitting this request?						X	
24. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
25. If applicable, will the items being replaced be retained by the Town?						X	
26. Does this request qualify for funding from Community Preservation Act (CPA)?						X	
27. Are there any appendix forms with this funding request?						X	
Useful Life	III	Primary Reason	3	Operating Budget Impact	C		

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	NHS A Gym Upgrades				Department	Public Facilities Operations		Fiscal Year	2017
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C
Year 1	105,000		Intangibles						
Year 2	182,000		Equipment						
Year 3	64,000		Design & Engineering		45,729				
Year 4	30,000		Construction Expenses		335,280				
Year 5			Other Expenses*						
Column A Total	381,000		Column B Total	381,000		Column C Total			
Equipment Schedule		Yes		No	X	NA			
Description and Justification									
This request is to upgrade the NHS A Gym. The NHS A Gym was not part of the 2009 renovation. The bleachers are beyond their useful life and are being requested to be replaced in FY 2017. The bleachers that are currently at the High School are difficult to maintain and use, requiring frequent repair. The lighting is presently inadequate and this is being requested to be replaced in FY 2018. The ceiling is a drop ceiling and ceiling tiles are frequently damaged. This project would include both the replacement of the ceiling and the lighting. The existing game lines painted on the floor do not allow for enough standing room and is being requested to be sanded and relined in FY 2019 in order to reposition the floor 3 feet to the left. This project would also include relocating the two main baskets and backboards and replacing the basketball winch mechanisms with key operated raising hoops. The basketball scoreboard and shot clocks in both the A Gym and B gym are beyond their useful life and are being requested to be replaced in FY 2020. The system is based on incandescent bulb technology which is not energy efficient. The technology is also outdated. The replacement will include an electronic LED scoreboard and one set of shot clocks with wireless controls and technology. This gym is a high demand space for utilization by the community. There is potential for the Needham Booster Club and NHS Athletics to contribute to this project									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR						
Title	Needham High School Boiler Replacement	Department	Public Facilities Operations	Fiscal Year	2020	
Parameters				YES	NO	NA
1.	Is this a multi-year capital replacement/upgrade request?				X	
2.	Is this a request in response to a documented public health or safety condition?				X	
3.	Is this a request in response to a Court, Federal, or State order?				X	
4.	Is this a request for a study or long range plan?				X	
5.	Is this a request to purchase office or school equipment (other than technology)?				X	
6.	Is this a request to purchase specialty equipment?				X	
7.	Is this a request to purchase technology or wireless communication system?				X	
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
9.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X	
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X	
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
16.	If approved, will this request increase the operating expense for any other department?				X	
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X	
18.	If approved, will additional permanent staff be required?				X	
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?				X	
20.	If approved, will this request lower the requesting department's operating costs?			X		
21.	Does the request support activities to produce new revenue for the Town?				X	
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X	
23.	Have other non-capital investment options been explored before submitting this request?				X	
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
25.	If applicable, will the items being replaced be retained by the Town?				X	
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
27.	Are there any appendix forms with this funding request?				X	
Useful Life	III	Primary Reason	3	Operating Budget Impact		B

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR										
Title	Needham High School Boiler Replacement				Department	Public Facilities Operations			Fiscal Year	2020
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
Year 1	840,000		Intangibles							
Year 2			Equipment							
Year 3			Design & Engineering		100,800					
Year 4			Construction Expenses		739,200					
Year 5			Other Expenses*							
Column A Total	840,000		Column B Total		840,000		Column C Total			
Equipment Schedule		Yes		No		NA	X			
Description and Justification										
This request is to remove all four existing cast iron units and replace with three high efficiency gas fired condensing units. The replacement boilers will be complete with controls suitable to connection to the Town BMS system and burners with full modulation. The existing domestic hot water heater will also be replaced. The new boiler system will be designed for natural gas and will increase the energy efficiency of the heating system at the High School.										
FY2016-FY2020 Version										

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR							
Title	Pollard Blue and Green Gym Upgrades	Department	Public Facilities Operations	Fiscal Year	2017		
Parameters					YES	NO	NA
1. Is this a multi-year capital replacement/upgrade request?					X		
2. Is this a request in response to a documented public health or safety condition?						X	
3. Is this a request in response to a Court, Federal, or State order?						X	
4. Is this a request for a study or long range plan?						X	
5. Is this a request to purchase office or school equipment (other than technology)?						X	
6. Is this a request to purchase specialty equipment?						X	
7. Is this a request to purchase technology or wireless communication system?						X	
8. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
9. Is this a request to improve or make repair to extend the useful life of a public building?					X		
10. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
12. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
13. Are there recommendations or costs identified by other departments that are NOT factored into the request?						X	
14. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
15. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
16. If approved, will this request increase the operating expense for any other department?						X	
17. If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X	
18. If approved, will additional permanent staff be required?						X	
19. If approved, is the current operating budget sufficient to cover the operating costs of the requested project?					X		
20. If approved, will this request lower the requesting department's operating costs?					X		
21. Does the request support activities to produce new revenue for the Town?						X	
22. If the request is not funded will existing Town revenue sources be negatively impacted?						X	
23. Have other non-capital investment options been explored before submitting this request?						X	
24. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
25. If applicable, will the items being replaced be retained by the Town?						X	
26. Does this request qualify for funding from Community Preservation Act (CPA)?						X	
27. Are there any appendix forms with this funding request?						X	
Useful Life	III	Primary Reason	3	Operating Budget Impact	C		

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Pollard Blue and Green Gym Upgrades			Department	Public Facilities Operations			Fiscal Year	2017
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	58,500	Intangibles							
Year 2	440,000	Equipment							
Year 3	269,000	Design & Engineering	95,700						
Year 4	30,000	Construction Expenses	701,800						
Year 5		Other Expenses*							
Column A Total	797,500	Column B Total	797,500		Column C Total				
Equipment Schedule									
	Yes		No		NA				
Description and Justification									
The Pollard Gym was identified in the Feasibility Study conducted in 2011 as in need of upgrade and has additionally been identified by the Director of Athletics as in need of improvement. These improvements consist of replacing the present rubber flooring with another material that is specifically ideal for basketball use, upgrading lighting, and installing mats along the side of the gym for safety. In FY 2017 the lighting in the gym will be upgraded. Presently the lumens produced from the lighting in these gyms is not adequate to light the space. Additionally the new lighting will be more efficient than the existing lighting In FY 2018 this project would replace the flooring only in the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both School and Community basketball groups based on its size. The rubber flooring would be replaced by a new type of rubber flooring that would have the same bounce as wood flooring for basketball use, but does not have the handicapped accessible issues that using wood flooring would present. In FY 2019 work would be done to improve the functionality and safety of both gyms. In the Blue Gym, the siding would be removed and replaced and painting would be done to brighten the room. Backboards and winch mechanisms on the basketball hoops would be replaced and winch mechanisms would be installed on hoops that already do not have winches. Padding would also be installed behind all backboards. In the Green Gym, two sections of pull out seating approximately 15x15 each would be installed in order to accommodate classes. In FY 2020 the scoreboards in both gyms will be removed and replaced and shot clocks will be installed in the Green Gym. The basketball scoreboard and shot clocks in both gyms are beyond their useful life and the technology is outdated. The current system is based on incandescent bulb technology which is not energy efficient. The replacement will include an electronic LED scoreboard and one set of shot clocks with wireless controls and technology in each gym.									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR							
Title	DPW Boiler Replacement – 470 Dedham Ave	Department	Public Facilities Operations	Fiscal Year	2017		
Parameters					YES	NO	NA
1. Is this a multi-year capital replacement/upgrade request?						X	
2. Is this a request in response to a documented public health or safety condition?						X	
3. Is this a request in response to a Court, Federal, or State order?						X	
4. Is this a request for a study or long range plan?						X	
5. Is this a request to purchase office or school equipment (other than technology)?						X	
6. Is this a request to purchase specialty equipment?						X	
7. Is this a request to purchase technology or wireless communication system?						X	
8. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
9. Is this a request to improve or make repair to extend the useful life of a public building?				X			
10. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
12. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
13. Are there recommendations or costs identified by other departments that are NOT factored into the request?						X	
14. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
15. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
16. If approved, will this request increase the operating expense for any other department?						X	
17. If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X	
18. If approved, will additional permanent staff be required?						X	
19. If approved, is the current operating budget sufficient to cover the operating costs of the requested project?						X	
20. If approved, will this request lower the requesting department's operating costs?				X			
21. Does the request support activities to produce new revenue for the Town?						X	
22. If the request is not funded will existing Town revenue sources be negatively impacted?						X	
23. Have other non-capital investment options been explored before submitting this request?						X	
24. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
25. If applicable, will the items being replaced be retained by the Town?						X	
26. Does this request qualify for funding from Community Preservation Act (CPA)?						X	
27. Are there any appendix forms with this funding request?						X	
Useful Life	III	Primary Reason	3	Operating Budget Impact		B	

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	DPW Boiler Replacement – 470 Dedham Ave			Department	Public Facilities Operations			Fiscal Year	2017
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
Year 1	378,500	Intangibles							
Year 2		Equipment							
Year 3		Design & Engineering		37,850					
Year 4		Construction Expenses		340,650					
Year 5		Other Expenses*							
Column A Total	378,500	Column B Total		378,500	Column C Total				
Equipment Schedule									
		Yes	☐	No	☐	NA	☒		
Description and Justification									
The request to replace the DPW boiler with two (2) high efficiency condensing boilers is based on both the need for redundancy in the heating season and to improve energy efficiency. The boiler at the DPW was installed in the 1961 and is past its useful life. This piece of equipment has required a number of repairs in order to maintain it in working order. A new boiler will improve the energy efficiency of heating the DPW and installing two units will ensure that if one unit needs repair during the heating season the building will have sufficient heat to prevent the pipes from freezing. The new boiler will be designed for natural gas and will increase the energy efficiency of the heating systems at the DPW. This project should be eligible for NStar energy efficiency rebates to offset the cost of buying a more efficient model.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Rosemary Pool Renovation			Department	Park and Recreation			Fiscal Year	2016
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1		1,000,000	Intangibles		1,000,000	Related soft costs			900,000
Year 2		9,600,000	Equipment		500,000				
Year 3			Design & Engineering		1,000,000				
Year 4			Construction Expenses		7,200,000				
Year 5			Other Expenses*		900,000				
Column A Total		10,600,000	Column B Total		10,600,000	Column C Total			900,000
Equipment Schedule									
	Yes		No		NA		X		
Description and Justification									
This information has been updated with assistance from Public Facilities-Construction, following a year-long study undertaken by Weston & Sampson, and a review within the Facilities Master Plan. The permit to drain Rosemary Lake for pool maintenance will expire in September 2018. It is unlikely that the DEP will approve a permit for spring draining, so the current pool would not be able to re-open, as the MA Department of Public Health standards for public swimming pools would not be met without appropriate cleaning/painting in the spring. The Park and Recreation Commission reviewed four major options, all of which eliminate the need to drain the pool every spring. They have chosen to rebuild the pool close to its original size so that current programming can be maintained, and additional programming added. The initial work in the design phase would need to help determine whether the new pool would be rebuilt in its current location or be moved higher on the lot. The preferred option for the building is one that maintains the structure, but reconfigures the lower level for summer pool functions, and creates a programming space on the upper level, with a preference to have the upper level available year-round. The parking lot would need to include stormwater improvements, and be enhanced to provide more appropriate parking spaces. The desired plan would create opportunities for the site to be used throughout the year, when the pool is closed for the season.									
FY2016-FY2020 Version									

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Cricket Field Building Renovation			Department	Park and Recreation			Fiscal Year	2016
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1	\$700,000		Intangibles						
Year 2			Equipment						
Year 3			Design & Engineering	\$140,000					
Year 4			Construction Expenses	\$560,000					
Year 5			Other Expenses*						
Column A Total	\$700,000		Column B Total	\$700,000		Column C Total			
Equipment Schedule									
			Yes		No		NA	X	
Description and Justification									
Park and Recreation completed a feasibility study of the Cricket Field building with PPBC in March 2012. The study looked at (1) renovation of the building for current uses; (2) renovation of the building for year-round use; (3) construction of new building at same location; (4) construction of new building elsewhere on site. For the renovation options, code upgrades, including ADA, are included. Extensive work on the grounds is also required for accessibility. "Option 1 Modified" is used for the request, which is an update of the current layout for seasonal use only and a septic field. Option 1, without modifications, or a new modular building would be more than \$100,000 of additional costs. The design costs would also include a survey that is required for a building permit. The original estimate was created in 2012, with a 10% contingency. It is recommended to escalate the estimate by 5% annually, or review if a significant period of time passes. The numbers in this request have therefore been increased from the original estimate. The design/engineering costs were based on 20% of total project estimate. The building is currently used for (a) Park and Recreation summer program; (b) Needham High Girls Soccer and Girls Lacrosse; (c) storage for Park and Recreation programs; and (d) storage for DPW Parks and Forestry. It is hoped that the building could be utilized for these purposes, and that public restrooms for those using the playgrounds or athletic fields would be available. The chosen option would also create an accessible building, and site work would add appropriate accessible parking. Approval of a new septic system as opposed to a sewer system would help reduce the cost of construction. The 1964 wood structure building is approximately 1,250 square feet. Without renovations, it will become more difficult to use it for the summer program, which would also be a loss of revenue as it isn't likely another site in Town would be available to accommodate the program. Donations have been made for other projects at the park, totaling about \$200,000. Those projects include the rebuilding of the athletic fields, addition of new playground equipment, and a bubbler and garden with park benches.									
FY2016-FY2020 Version									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR						
Title	Town of Needham Athletic Facility & Public Recreation Improvements	Department	Public Works / Park & Recreation	Fiscal Year	2017	
Parameters				YES	NO	NA
1.	Is this a multi-year capital replacement/upgrade request?			X		
2.	Is this a request in response to a documented public health or safety condition?				X	
3.	Is this a request in response to a Court, Federal, or State order?				X	
4.	Is this a request for a study or long range plan?				X	
5.	Is this a request to purchase office or school equipment (other than technology)?				X	
6.	Is this a request to purchase specialty equipment?				X	
7.	Is this a request to purchase technology or wireless communication system?				X	
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
9.	Is this a request to improve or make repair to extend the useful life of a public building?				X	
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X	
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
16.	If approved, will this request increase the operating expense for any other department?				X	
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?			X		
18.	If approved, will additional permanent staff be required?				X	
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?				X	
20.	If approved, will this request lower the requesting department's operating costs?				X	
21.	Does the request support activities to produce new revenue for the Town?				X	
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				X	
23.	Have other non-capital investment options been explored before submitting this request?				X	
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
25.	If applicable, will the items being replaced be retained by the Town?				X	
26.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
27.	Are there any appendix forms with this funding request?				X	

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Town of Needham Athletic Facility & Public Recreation Improvements				Department	Public Works/Park & Recreation		Fiscal Year	2017
Useful Life	III	Primary Reason			5	Operating Budget Impact			E
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C
Year 1	276,000		Intangibles				Enter description		
Year 2	285,000		Equipment				Enter description		
Year 3	570,000		Design & Engineering		238,000		Enter description		
Year 4	2,500,000		Construction Expenses		3,393,000		Enter description		
Year 5			Other Expenses*				Enter description		
Column A Total	\$3,631,000		Column B Total		\$3,631,000		Column C Total		
Equipment Schedule									
		Yes	☐	No	☐	NA	☒		
Description and Justification									
The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new or total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for multi-use fields and ball diamonds. In FY 2015 the Town approved funding for a feasibility study to improve the field quality and drainage at Memorial Park fields. This study was initiated in the Fall of 2014. <u>FY 2017</u> - Strip, amend soil and re-sod Memorial field: \$276,000 Construction: \$200,000 Drainage Improvements: \$76,000 <u>FY 2018</u> - Cricket Field – Drainage, and field renovation for Field #2, irrigation renovation for both fields: \$285,000 Engineering: \$31,000 Design and Construction: \$254,000 <u>FY 2019</u> - Claxton Field – Upgrade field lighting system to more energy efficient lights: \$363,000									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR					
Title	Town of Needham Athletic Facility & Public Recreation Improvements	Department	Public Works/Park & Recreation	Fiscal Year	2017
Turf Field Replacement at DeFazio & Memorial Park – remove the existing turf carpet, regrade, and install new artificial field turf: Engineering \$207,000					
<u>FY 2020</u>					
Turf Field Replacement at DeFazio & Memorial Park – remove the existing turf carpet, regrade, and install new artificial field turf – Construction \$2,500,000					
<u>ADDITIONAL FUTURE PROJECTS:</u>					
- Avery Field – improve parking (DPW road project) - Broadmeadow School Diamond #1 expand infield skin and irrigation adjustment, drainage for diamond #2 - DeFazio Complex – install walking path with protective netting to DeFazio #1 - High Rock Fields– new backstop, player benches, perimeter fencing - Perry Park – new backstop, player benches, player fencing - Dwight Field – improve player bench areas and overall fencing - DeFazio Tot-Lot – improve fencing					
<u>Construction of new athletic fields (locations - TBD)</u>					
FY2015-FY2018 Version					

Capital Request Code Key

Project Category:

- B** = Building
- F** = Facility (seasonal buildings and active sites, e.g., beach, fields or park)
- I** = Infrastructure, e.g., road, bridge, and sidewalks, drainage systems, sewer laterals or systems, water supply distribution systems
- L** = Land purchase or improvements (trails)

Useful Life:

- I** = more than five (5) years but less than eight (8) years
- II** = between eight (8) and twelve (12) years
- III** = between twelve (12) and eighteen (18) years
- IV** = between eighteen (18) and twenty-five (25) years
- V** = more than twenty-five (25) years.

Primary Reason:

- 1** = public/employee health or safety
- 2** = legal requirement
- 3** = obsolete/non-functioning
- 4** = operational efficiency
- 5** = scheduled replacement
- 6** = supports performance measure
- 7** = new function or service
- 8** = other

Operating Budget Impact:

- A.** The project will generate revenue to offset costs in full.
- B.** The project will reduce operating cost.
- C.** The project is estimated to result in less than \$5,000 in increased operating expenditures.
- D.** The project is estimated to result in less than \$25,000 in increased operating expenditures.
- E.** The project is estimated to result in less than \$50,000 in increased operating expenditures.
- F.** The project is estimated to result in more than \$50,001 in increased operating expenditures.

Infrastructure Submissions

Section 7

**Five Year Department Submissions
Section Index
FY2015 - FY2019**

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Capital Request Code Key			7-46

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR										
Title	Trail Improvement Project: Newman Eastman Conservation				Department	School Department/Conservation/ Park & Recreation			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C			
Year 1	\$800,000	Intangibles								
Year 2		Equipment								
Year 3		Design & Engineering								
Year 4		Construction Expenses	\$800,000							
Year 5		Other Expenses*								
Column A Total	\$800,000	Column B Total	\$800,000		Column C Total					
Equipment Schedule		Yes	No	NA	X					
Description and Justification										
Design funds were already approved for this project, in conjunction with the design of the Newman athletic fields. The design of the updated and improved trail system is underway. The cost estimate is based on the current draft design, as prepared by the design consultant. The trail system in the Thomas W. Eastman Conservation Education Study Area is on land behind the Newman School and is utilized as part of the curriculum of the Needham Public Schools and its Science Center. The improvement of this trail is also a first step in the proposed future connection to the trails at the Carol/Brewster property. The ability to access the Carol/Brewster property (and its potential for educational use) from the Newman School would be a great addition to the Science Center's curriculum.										
FY2016-FY2020 Version										

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR							
Title	Trail Improvement Project: Reservoir Trail and Ridge Hill Loop	Department	Conservation/Park & Recreation	Fiscal Year	2017		
Parameters					YES	NO	NA
1.	Is this a multi-year capital replacement/upgrade request?					X	
2.	Is this a request in response to a documented public health or safety condition?					X	
3.	Is this a request in response to a Court, Federal, or State order?					X	
4.	Is this a request for a study or long range plan?					X	
5.	Is this a request to purchase office or school equipment (other than technology)?					X	
6.	Is this a request to purchase specialty equipment?					X	
7.	Is this a request to purchase technology or wireless communication system?					X	
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					X	
9.	Is this a request to improve or make repair to extend the useful life of a public building?					X	
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					X	
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X		
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?					X	
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?					X	
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?					X	
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?					X	
16.	If approved, will this request increase the operating expense for any other department?					X	
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?					X	
18.	If approved, will additional permanent staff be required?					X	
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?				X		
20.	If approved, will this request lower the requesting department's operating costs?					X	
21.	Does the request support activities to produce new revenue for the Town?					X	
22.	If the request is not funded will existing Town revenue sources be negatively impacted?					X	
23.	Have other non-capital investment options been explored before submitting this request?				X		
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?					X	
25.	If applicable, will the items being replaced be retained by the Town?						X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				X		
27.	Are there any appendix forms with this funding request?					X	
Useful Life	V	Primary Reason	1	Operating Budget Impact		C	

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR										
Title	Trail Improvement Project: Reservoir Trail and Ridge Hill Loop				Department	Conservation/Park & Recreation			Fiscal Year	2017
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
Year 1	\$515,000		Intangibles							
Year 2			Equipment							
Year 3			Design & Engineering							
Year 4			Construction Expenses		\$515,000					
Year 5			Other Expenses*							
Column A Total	\$515,000		Column B Total		\$515,000		Column C Total			
Equipment Schedule			Yes		No		NA	X		
Description and Justification										
Funding was received in FY2014 for the design of the Reservoir Trail project, through CPA funds and the contract for the design work was awarded in October 2014. As this is written, the design is not complete, so the construction estimate is preliminary, based on input from the design consultant. It will be important to schedule construction in relation to other projects that may be underway at the site in upcoming years. Reservoir Trail Construction This request is for the construction of a handicap accessible perimeter trail (with boardwalks) around the Needham Reservoir. The development of an accessible trail around one of the Town's important amenities – the Needham Reservoir – was a key priority identified in the Town's Trail Master Plan. The proposal dovetails nicely with the construction of the Public Services Administration Building and the associated improvements to the parcel on Dedham Avenue. Furthermore, as Needham does not currently have a handicapped accessible trail, this project would also provide a unique recreational opportunity for those with mobility challenges. In addition to an accessible fishing dock, the conceptual design incorporates the closure of two decommissioned water supply wells. By incorporating the well closures, the project will address two separate goals and, hopefully, realize environmental benefits and cost savings. In 1890, the Town of Needham acquired the property including and surrounding the Needham Reservoir for water supply purposes. Groundwater extraction wells operated on the property until the 1940's and the reservoir was decommissioned as a water supply source in 1995. The property is under the jurisdiction of the Board of Selectmen and the water supply use has not changed since the property was purchased. What has changed is that pedestrian use of the property – primarily by nearby residents and by employees from the abutting Department of Public Works – has increased. While an ad hoc, dirt road (constructed decades ago to provide access to the wells) exists along the northern edge of the reservoir, the road is eroding in places and is impassible during wet conditions in others. The remainder of										

Town of Needham
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Department Capital Request CIP-DCR					
Title	Trail Improvement Project: Reservoir Trail and Ridge Hill Loop	Department	Conservation/Park & Recreation	Fiscal Year	2017
the reservoir perimeter (beyond the last well) is used less frequently; however, those who do walk the southerly portion of the property have blazed their own, inconsistent routes through and over existing shrubs and herbaceous plants in an effort to keep their feet dry. Additionally, some direct abutters to the property have constructed their own "paths" directly to the water's edge. One reason to construct a formal trail system at this location is to preserve the sensitive wetland system that surrounds the reservoir. In order to protect the functions and values of this area (including but not limited to wildlife habitat, storm damage prevention, and pollution prevention) it is necessary to keep pedestrians – who cannot reasonably be excluded from using this property – to a predefined and appropriate space. Creating a functional, dry and obvious trail around the reservoir will address the haphazard and detrimental routes that are developing and will discourage encroachment into the vegetated portions of the property. Furthermore, replacing the outdated access drive with a solid, non-erodible surface will decrease the potential sediment loads to both the surrounding wetlands and the reservoir. The trail will also provide opportunities for public education about the history of the reservoir and the natural environment within which it exists. Ridge Hill Loop Construction This project would create a large turn-around for the northernmost extension of the Esker Trail and connect two branching trails, while ensuring that visitors to Ridge Hill do not enter onto adjacent private property. Almost all of the work will be done by volunteers, but a small contingency (\$15,000) has been placed in this request in the event that a private or not-for-profit contractor is needed to provide assistance in the completion of this trail segment.					
FY2016-FY2020 Version					

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

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

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

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Department Capital Request CIP-DCR									
Title	Drain System Improvements – Water Quality (EPA)			Department	Public Works – Drains			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1		Intangibles		Enter description					
Year 2	118,000	Equipment		Enter description					
Year 3	2,000,000	Design & Engineering	261,000	Enter description					
Year 4	118,000	Construction Expenses	2,225,000	Enter description					
Year 5	250,000	Other Expenses*		Enter description					
Column A Total	\$2,486,000	Column B Total	\$2,486,000	Column C Total					
Equipment Schedule									
Equipment Schedule		Yes	☐	No	☐	NA	☐	X	☐
Description and Justification									
The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge, and to the development of a Stormwater Master Plan to address the discharge of pollutants through stormwater into the Charles River Basin and other water bodies. This Master Plan was completed in 2002. Incorporated into this Stormwater Master Plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged into the Charles River in Needham. This request is to support action items listed in the Stormwater Master Plan. . When the 2003 EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit took effect, it incorporated several requirements identified in the MOU. There were a number of projects proposed to manage stormwater quality effectively. The second permit to be issued by the EPA is overdue and is expected in the current fiscal year. Past projects completed to improve stormwater discharge with a variety of methods are: - Town Library - High School - Chestnut Street Reconstruction - High Rock School - Lake Drive Design completed, awaiting construction - DPW Building (470 Dedham Ave) Drainage improvements The Watershed Management plan was approved for design in the May 2014 Town Meeting. Design work was initiated in the Summer of 2014. The Sportsman Pond water quality issues, low dissolved oxygen, which had previously been submitted on this form will be addressed by the Sportsman's Club. FY16 – No Request									

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

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

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

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

Town of Needham
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Department Capital Request CIP-DCR									
Title	Sidewalk Needs Assessment			Department	Public Works			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C		
Year 1	100,000	Intangibles			Enter description				
Year 2		Equipment			Enter description				
Year 3		Design & Engineering	100,000		Enter description				
Year 4		Construction Expenses			Enter description				
Year 5		Other Expenses*			Enter description				
Column A Total	\$100,000	Column B Total	\$100,000		Column C Total				
Equipment Schedule	Yes	☐	No	☐	NA	☐	X		
Description and Justification									
The Traffic Management Advisory Committee (TMAC) has received a number of requests to consider improving pedestrian safety conditions and school walking routes in remote areas of Town. Additionally, the Department of Public Works intends to perform a sidewalk analysis to determine locations where additional sidewalks may be required, and other areas that may be over served by an excess of sidewalks that require maintenance. The Department's goal is to maintain the same or reduce the linear footage of sidewalk throughout the Town. In 2016, this submission is proposing an analysis of the sidewalks within the Town to determine the best course of action in terms of adding or removing sidewalks. Sidewalks that have been identified for consideration for improvements include but are not limited to: - Forest St - Nehoiden St - Marked Tree Road - Warren St - High Rock St - Dedham Ave - Central Ave Once the study has been completed a submission for sidewalk construction and estimates will be made.									
FY2015-FY2018 Version									

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

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Department Capital Request CIP-DCR									
Title	Public Works Infrastructure Program			Department	Public Works			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	1,453,500	Intangibles		Borrowing Costs – 2%	145,000				
Year 2	1,505,000	Equipment							
Year 3	1,550,000	Design & Engineering	569,000						
Year 4	1,650,000	Construction Expenses	7,144,500						
Year 5	1,700,000	Other Expenses*	145,000						
Column A Total	\$7,858,500	Column B Total	\$7,858,500	Column C Total	\$145,000				
Equipment Schedule									
	Yes		No		NA				
Description and Justification									
The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts. Each program is detailed below. Due to the additional need for drainage work related to the Labor Day storm in 2013 the Traffic Signal & Intersection Improvement requests have been delayed two years. The FY 16 existing Storm Drain Capacity Improvement request has been delayed one year, and the Street Resurfacing and Sidewalk Program has been reduced throughout all five years of the request. Street Resurfacing: This program is essential to improve the structural and surface integrity of the Town's 123 linear miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion. In the summer of 2014 a grant was offered for crack filling and pot hole repair as a result the winter storms in 2014. Winter Rapid Road Recovery Program granted the Town approximately \$137 thousand dollars, some of which was appropriated towards street resurfacing work normally funded through this article.									

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Department Capital Request CIP-DCR					
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year	2016
FY16 - \$450,000 FY17 - \$400,000 FY18 - \$580,000 FY19 - \$563,000 FY20 - \$806,000 The average useful life for asphalt paving is 15 years; the proposed 5 year capital request is \$2,799,000. Traffic Signal & Intersection Improvements: The costs are estimated by Engineering and require conceptual scope of work for project level costs that have not yet been determined. This program will fund Traffic Signal Improvements & Intersection Improvements and new traffic signal installations where none currently exist. FY16 – No Funding requested FY17 – No Funding requested FY18 - Highland Avenue @ West Street, Engineering & Design - \$128,000 FY19 – Highland Avenue @ West Street, Construction - \$505,000 FY20 – Great Plain Avenue @ Greendale Avenue, this intersection has been identified as requiring intersection improvements and potentially the replacement of traffic signals, Engineering & Design - \$110,000 The average useful life is 25 years; the proposed 5 year capital request is \$743,000 Out Years FY21 – Great Plain Avenue @ Greendale Avenue, Construction - \$643,000 FY22 – Central Ave @ Great Plain Ave, Engineering & Design - \$160,000 Future intersections under consideration: Dedham Ave/South Central/Webster Central/West 4th Ave/Kendrick Central/Great Plain					

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Department Capital Request CIP-DCR					
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year	2016
Sidewalk Program: This Program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair. Calendar year 2015 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$237,000 per mile (\$45.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$260,040 per mile (\$49.25/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments. FY16 - \$225,000 FY17 - \$404,000 FY18 - \$484,000 FY19 - \$300,000 FY20 - \$450,000 The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$1,863,000. Storm Drain Capacity Improvements: This program provides funding to improve roadway drainage capacity. The March 2002 Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. This funding request also includes but is not limited to the installation of additional storm drains and the replacement and extension of drains on Manning Street, Hoover Road, Concord Road and Burnside Road with larger capacity drains. Since the issuance of the 2002 Stormwater Master Plan numerous multi-unit developments have been built or planned in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. FY16 - Greendale Ave. (Reserved for projects related to Labor Day 2013 Flooding) - Eng. \$120,000; Const. \$350,000 FY17 - Taylor Street / Central Avenue - Engineering \$32,500 TBD (Reserved for projects related to Labor Day 2013 Flooding) - Eng. \$100,000; Const. \$337,500 FY18 - Taylor Street / Central Avenue - Construction \$180,000 FY19 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - Const. \$200,000 FY20 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - Const. \$200,000					

Department Capital Request CIP-DCR					
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year	2016
The average useful life is 60 years; the proposed 5 year capital request is \$1,520,000. Future Areas to be considered, but not yet prioritized: - Carey Road (area 2) – Engineering \$42,800 - Carey Road (area 2) – Construction \$156,800 - Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Eng. 41,800 - Lower Hunnewell Drainage improvements Eng. & Construction 305,000 - Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Construction - Concord St., Greendale Ave., Woodbine Cir. System (Area 4) – Eng. 100,000 - Oak St. (Area 8), Mackintosh Ave. (Areas 3 & 7), Oxbow Rd. (Area 9), West St. (Area 11) - Fairfield St., Elmwood Rd. (Area 5) Storm Drain System Repairs: This program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. The first project is the replacement of 10 feet of pipe underneath a culvert on Edgewater Drive. This pipe is particularly problematic. It is over 100 years of age, and is plugged-up and degraded beyond remediation. This pipe is presently supporting two sewage pipes, one that is in service, and one that is abandoned in place. The drainage pipe and one of the active sewage pipes are all uncovered due to erosion and the drainage pipe is providing the structural foundation for the sewage pipes. Should the drainage pipe be compromised, it would make the sewage pipes it supports also subject to failure. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. Additionally, this drainage pipe needs to be constructed under the existing sewage pipes adding to the difficulty of this replacement. This repair will resolve drainage issues in the area that has resulted in flooding of the abutters of the brook, and will ensure the structural stability of the adjacent sewage pipes. The second project is to replace a badly damaged 100 foot section of 18" reinforced concrete drain pipe within a Town easement adjacent to 470 South Street. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. In the May 2014 Town Meeting funded the design and wetland consulting for the Edgewater Area Culvert. The design work was initiated in the Fall of 2014. Additionally, this project will provide funding over four years for the Drains division to address small projects related to the Labor Day 2013 storm drainage remediation.					

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Department Capital Request CIP-DCR					
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year	2016
FY 16 – Edgewater Area Culvert – Const. \$90,000 470 South St – Design & Wetland Consulting - \$78,500 TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$35,000 FY 17 – 470 South St – Const. \$80,000 TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$25,000 FY 18 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$50,000 FY 19 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$50,000 The proposed 5 year capital request is \$408,500. Brooks and Culverts – Repair and Maintenance: The severe storms of October 1996, June 1998, June 2006, July 2008 and March 2010 have resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The conditions observed were significant. It is the intention of the DPW to expend Capital Funds to address the issue of poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding in March 2010 caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain. The Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brook and culverts to avoid fines from the EPA. FY16 - Continued wall repair along Rosemary Brook – Construction \$80,000. FY17 – Wall repairs at various locations to be determined – Construction \$100,000. FY18 – Culvert at Meadowbrook Rd – Construction \$100,000 FY19 – No Funding Requested FY20 – Continued wall repair along Rosemary Brook – Construction \$100,000 The proposed 5 year capital request is \$380,000 Future Projects include, but are not limited to, the following locations: Winding River					

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Department Capital Request CIP-DCR					
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year	2016
Locust Lane Fuller Brook Oxbow Road Webster & Howland Streets Brookside Road & Forest Street Chestnut Street & Carriage Lane Emerson Place Pennsylvania Avenue Elder Road Meredith Circle Prior projects funded include: Cleaning of Hurd Brook and culverts, from Central Avenue to the Wellesley line and a portion of Alder Brook. FY09 - Brook cleaning from Chestnut Street to Maple Street was completed FY11 - MBTA culvert replacement FY12 - Rosemary Brook at Mallard Road, Perry Gorge FY13 - Portion of Rosemary Brook					
FY2016-FY2020 Version					

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Department Capital Request CIP-DCR							
Title	Trail Improvement Project: Rosemary Camp Property Trail	Department	Park and Recreation/Conservation	Fiscal Year	2018		
Parameters					YES	NO	NA
1. Is this a multi-year capital replacement/upgrade request?					X		
2. Is this a request in response to a documented public health or safety condition?						X	
3. Is this a request in response to a Court, Federal, or State order?						X	
4. Is this a request for a study or long range plan?						X	
5. Is this a request to purchase office or school equipment (other than technology)?						X	
6. Is this a request to purchase specialty equipment?						X	
7. Is this a request to purchase technology or wireless communication system?						X	
8. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
9. Is this a request to improve or make repair to extend the useful life of a public building?						X	
10. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					[]	X	[]
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X		
12. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?					[]	X	[]
13. Are there recommendations or costs identified by other departments that are NOT factored into the request?					[]	X	[]
14. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?					[]	X	[]
15. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?					[]	X	[]
16. If approved, will this request increase the operating expense for any other department?					[]	X	[]
17. If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?					[]	X	[]
18. If approved, will additional permanent staff be required?					[]	X	[]
19. If approved, is the current operating budget sufficient to cover the operating costs of the requested project?					X		
20. If approved, will this request lower the requesting department's operating costs?					[]	X	[]
21. Does the request support activities to produce new revenue for the Town?					[]	X	[]
22. If the request is not funded will existing Town revenue sources be negatively impacted?					[]	X	[]
23. Have other non-capital investment options been explored before submitting this request?					X		
24. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?					[]	X	[]
25. If applicable, will the items being replaced be retained by the Town?					[]		X
26. Does this request qualify for funding from Community Preservation Act (CPA)?					X		
27. Are there any appendix forms with this funding request?					[]	X	[]
Useful Life	III	Primary Reason	1	Operating Budget Impact		C	

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Department Capital Request CIP-DCR									
Title	Trail Improvement Project: Rosemary Camp Property Trail			Department	Park and Recreation/Conservation			Fiscal Year	2018
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1	8,800		Intangibles						
Year 2	66,000		Equipment						
Year 3	93,800		Design & Engineering	74,800					
Year 4			Construction Expenses	93,800					
Year 5			Other Expenses*						
Column A Total	168,600		Column B Total	168,600		Column C Total			
Equipment Schedule									
Equipment Schedule			Yes		No		NA		
Description and Justification									
The Trails Master Plan has outlined several projects, and this is one of the major improvement projects that is being moved forward for funding. The original estimate was developed in 2008 and updated by the consultant in September 2012. A 5% increase has been added in subsequent years. The trail system that begins in the parking lot at Rosemary Pool and extends through the camp property and over to Nehoiden Street is used on a daily basis by residents in the area. The beginning section is the most urgent need for restoration, but there are other areas of concern, particularly along the steep stretch adjacent to the lake. Some projects would be completed by volunteers, so that only the large construction projects will need to be performed by a contractor. Under the revised legislation, this project is now eligible for CPA funding. A pre-feasibility study was added to insure that the original trail and any other options have been fully vetted. Permitting costs are included in the design phase. Park and Recreation has a separate project for the Rosemary Pool complex being requested, so this project would be coordinated with any future renovations at Rosemary Lake and Pool. As the trail head is within the pool parking lot, some improvements would need to be completed under the Pool project. The Pool Complex was partially funded with federal Land and Water Conservation funds, and access to the property for residents is an important component to the rules related to funding.									
FY2016-FY2020 Version									

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

Town of Needham
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Department Capital Request CIP-DCR																					
Title	Sewer Pump Station Improvements/Replacement			Department	Public Works – Sewer			Fiscal Year	2016												
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C														
Year 1	550,000	Intangibles			Enter description																
Year 2	0	Equipment			Enter description																
Year 3	590,000	Design & Engineering		265,500	Enter description																
Year 4		Construction Expenses		1,504,500	Enter description																
Year 5	630,000	Other Expenses*			Enter description																
Column A Total	\$1,770,000	Column B Total		\$1,770,000	Column C Total																
Equipment Schedule	Yes	☐	No	☐	NA	☐	X														
Description and Justification																					
As part of the Wastewater System Master Plan, several of the wastewater pumping stations were evaluated to assess their physical condition and capacity, and to evaluate current and future flow projections. The Master Plan recommended that at least 7 of the 9 stations be upgraded. Canister pump stations at Lake Drive, Cooks Bridge (Milo Circle), Alden Rd and Reservoir "A" are each either at or beyond their design life. Constant maintenance and emergency shutoffs occur more frequently and require greater amounts of personnel time and emergency funds to keep running. Alden Road Pump Station was originally constructed in the mid- 1950's as a pneumatic ejection station, and converted in the 1970's to a built in place wet well/dry well type station with vertical flooded suction sewage pumps. There are no alarms with the exception of a local red light alarm for high wet well level. The pump's outdated electrical control panels are located below grade level adjacent to the pumps, which if flooded, poses a severe threat to personnel as well as equipment. The station has heat, but no dehumidifier or ventilation. Problems have also occurred with roots and rags clogging pumps. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">FY 16 Reservoir St. "A" – Engineering, Design & Construction</td> <td style="width: 40%; text-align: right;">\$550,000</td> </tr> <tr> <td>FY 18 Alden Rd – Engineering, Design, & Construction</td> <td style="text-align: right;">\$590,000</td> </tr> <tr> <td>FY 20 Lake Drive – Engineering, Design & Construction</td> <td style="text-align: right;">\$630,000</td> </tr> <tr> <td colspan="2"><u>Out Years:</u></td> </tr> <tr> <td>FY 21 Cooks Bridge - Engineering & Design</td> <td style="text-align: right;">\$345,000</td> </tr> <tr> <td>FY 22 Cooks Bridge - Construction</td> <td style="text-align: right;">\$3,370,500</td> </tr> </table>										FY 16 Reservoir St. "A" – Engineering, Design & Construction	\$550,000	FY 18 Alden Rd – Engineering, Design, & Construction	\$590,000	FY 20 Lake Drive – Engineering, Design & Construction	\$630,000	<u>Out Years:</u>		FY 21 Cooks Bridge - Engineering & Design	\$345,000	FY 22 Cooks Bridge - Construction	\$3,370,500
FY 16 Reservoir St. "A" – Engineering, Design & Construction	\$550,000																				
FY 18 Alden Rd – Engineering, Design, & Construction	\$590,000																				
FY 20 Lake Drive – Engineering, Design & Construction	\$630,000																				
<u>Out Years:</u>																					
FY 21 Cooks Bridge - Engineering & Design	\$345,000																				
FY 22 Cooks Bridge - Construction	\$3,370,500																				
FY2015-FY2018 Version																					

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

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

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Department Capital Request CIP-DCR							
Title	Sewer Main Extensions in Zone I and II	Department	Public Works-Sewer	Fiscal Year	2017		
Parameters					YES	NO	NA
1.	Is this a multi-year capital replacement/upgrade request?					X	
2.	Is this a request in response to a documented public health or safety condition?				X		
3.	Is this a request in response to a Court, Federal, or State order?					X	
4.	Is this a request for a study or long range plan?					X	
5.	Is this a request to purchase office or school equipment (other than technology)?					X	
6.	Is this a request to purchase specialty equipment?					X	
7.	Is this a request to purchase technology or wireless communication system?					X	
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					X	
9.	Is this a request to improve or make repair to extend the useful life of a public building?					X	
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X		
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X	
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?					X	
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?					X	
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X		
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?					X	
16.	If approved, will this request increase the operating expense for any other department?					X	
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				X		
18.	If approved, will additional permanent staff be required?					X	
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?					X	
20.	If approved, will this request lower the requesting department's operating costs?					X	
21.	Does the request support activities to produce new revenue for the Town?					X	
22.	If the request is not funded will existing Town revenue sources be negatively impacted?					X	
23.	Have other non-capital investment options been explored before submitting this request?					X	
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?					X	
25.	If applicable, will the items being replaced be retained by the Town?					X	
26.	Does this request qualify for funding from Community Preservation Act (CPA)?					X	
27.	Are there any appendix forms with this funding request?					X	
Useful Life	V	Primary Reason	1	Operating Budget Impact		C	

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Department Capital Request CIP-DCR									
Title	Sewer Main Extensions in Zone I and II			Department	Public Works-Sewer		Fiscal Year	2017	
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses		Column C			
Year 1	73,860	Intangibles		Enter description					
Year 2	492,400	Equipment		Enter description					
Year 3		Design & Engineering	73,860	Enter description					
Year 4		Construction Expenses	492,400	Enter description					
Year 5		Other Expenses*		Enter description					
Column A Total	\$566,260	Column B Total	\$566,260	Column C Total					
Equipment Schedule									
		Yes	☐	No	☐	NA	☒		
Description and Justification									
There are eight homes in Needham that need to be prioritized for sewer service connection because they are within Massachusetts Department of Environmental Protection's (MassDEP) Zone II areas. These homes are being looked at as part of a future sewer main extension/ service connections project. The Zone I and Zone II aquifer protection area for the Charles River Well No. 1 encompasses an area that includes private septic systems. Zone I, as defined by MassDEP includes land within the protective four hundred (400) foot radius around an existing or potential public water supply well or well field. Zone II includes the area of an aquifer that, given the most severe pumping and recharge conditions that can be realistically anticipated, would potentially be affected by nearby septic systems. It is bounded by the groundwater divides which result from pumping the well and by the contact of the aquifer with less permeable materials such as till or bedrock. (Note: these private systems predate the Zone I and II requirements by MassDEP and Needham Zoning Bylaws, Section 3.4.6 (b)). All three of Needham's wells are located in an area that is vulnerable to contamination from nearby septic systems, and extending the sewer main to allow access to homes within Zones I & II will greatly reduce this risk. The sewer main ends at 827 Charles River St, the sewer main extension would run from 828 Charles River St to Winding River Road and extend 712 feet up Winding River Rd. The new sewer main will pick up 5 homes that are on septic, 4 of which are on Winding River Rd. These improvements would be subject to a betterment fee. This may also include the installation of an additional prefabricated sewer pump station for these locations. Monies requested are based on 712 linear feet of 8" gravity sewer pipe installation at a cost of \$200 per linear foot, which includes the installation of five sewer manholes; the cost estimate for this station based on other similar projects is \$350,000; and design and engineering costs of 15% of total project. It is feasible that another option for this project exists in which gravity sewer may be run									

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January 2015

Department Capital Request CIP-DCR					
Title	Sewer Main Extensions in Zone I and II	Department	Public Works-Sewer	Fiscal Year	2017
through easements, which may result in an overall decrease in the cost of this project.					
FY17	Engineering & Design				\$73,860
FY18	Construction				\$492,400
Additional operating budget funds will be required after this project is constructed in order to operate the new main which include electrical and maintenance costs of the pumps, mechanicals seals, valves, wet cleanings, and other maintenance costs. These costs are not anticipated to exceed \$1,000 in 2014 dollars.					
FY2015-FY2018 Version					

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR																									
Title	Water Service Connections			Department	Public Works – Water			Fiscal Year	2016																
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C																				
Year 1	200,000	Intangibles		Enter description																					
Year 2	200,000	Equipment		Enter description																					
Year 3	200,000	Design & Engineering		Enter description																					
Year 4	200,000	Construction Expenses	1,000,000	Enter description																					
Year 5	200,000	Other Expenses*		Enter description																					
Column A Total	1,000,000	Column B Total	1,000,000	Column C Total																					
Equipment Schedule																									
Yes		No		NA		X																			
Description and Justification																									
The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior (at least one year) to a road reconstruction/paving project. If this project is not funded it leaves an element of the subsurface infrastructure susceptible to failure before the useful life of the reconstructed roadway has been realized. Prior appropriations are currently under contract with water service connection replacements estimated to be one and a half years ahead of the road resurfacing program. The FY2016 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule. System wide, there are approximately 2,500 services that still need to be replaced in the system.																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Year</th> <th style="width: 80%;">Number of Services Replaced</th> </tr> </thead> <tbody> <tr><td>CY 2007</td><td>126</td></tr> <tr><td>CY 2008</td><td>170</td></tr> <tr><td>CY 2009</td><td>174</td></tr> <tr><td>CY 2010</td><td>17</td></tr> <tr><td>CY 2011</td><td>145</td></tr> <tr><td>CY 2012</td><td>102</td></tr> <tr><td>CY 2013</td><td>200</td></tr> </tbody> </table>										Year	Number of Services Replaced	CY 2007	126	CY 2008	170	CY 2009	174	CY 2010	17	CY 2011	145	CY 2012	102	CY 2013	200
Year	Number of Services Replaced																								
CY 2007	126																								
CY 2008	170																								
CY 2009	174																								
CY 2010	17																								
CY 2011	145																								
CY 2012	102																								
CY 2013	200																								
FY2015-FY2018 Version																									

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Water System Rehabilitation Program			Department	Public Works – Water		Fiscal Year	2016	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C		
Year 1	820,500		Intangibles			Enter description			
Year 2	120,400		Equipment			Enter description			
Year 3	801,750		Design & Engineering	156,900		Enter description			
Year 4	36,500		Construction Expenses	1,997,250		Enter description			
Year 5	375,000		Other Expenses*			Enter description			
Column A Total	\$2,154,150		Column B Total	\$2,154,150		Column C Total			
Equipment Schedule									
		Yes	☐	No	☐	NA	☒		
Description and Justification									
Under the Water System Rehabilitation Program, the Town's water infrastructure is continually analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Country Way has been added from the prior year's submission due to the frequency of water main breaks at this location. <u>FY16</u> Pleasant St./Howland St. to Dedham Ave. – New 8" (1160 lf) – Construction \$820,500 Norfolk St./Warren St. to Webster St. – New 8" (1300 lf) – Construction <u>FY17</u> Alfreton Rd./ Highland Ave. to Webster St. New 8" (500 lf) - Eng. & Design \$40,000 Bennington St. / High St. to Concord St. New 8" (650 lf) - Eng. & Design Country Way/ (1,200 lf) of 8" main - Eng. & Design \$80,400 <u>FY18</u> Alfreton Rd./Highland Ave to Webster – Construction \$399,750 Bennington St./High St. to Concord St. – Construction Country Way/ Replace (1,200 lf) of 8" main -Construction \$402,000									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR					
Title	Water System Rehabilitation Program	Department	Public Works – Water	Fiscal Year	2016
<u>FY19</u>					
Thorpe Rd./Webster St. to End New 8" (330lf) – Eng. & Design				\$36,500	
Mills Rd./ Sachem Rd. to Davenport Ave. New 8" (500lf) – Eng. & Design					
Mayo Ave. Harris Ave to Great Plain Ave New 8" (1060lf) – Eng. & Design					
<u>FY20</u>					
Thorpe Rd./ Mills Rd./ Mayo Ave. – Construction				\$375,000	
Mills Rd./ Sachem Rd. to Davenport Ave. New 8" (500lf) – Construction					
Mayo Ave. Harris Ave to Great Plain Ave New 8" (1060lf) – Construction					
<u>Previously Funded Projects – Completed</u>					
2007	Charles River St 14" Water Main Cleaning & Relining			\$348,509	
2008	Construction Engineering Services Dunster Water Tank			\$46,000	
2008	Construction/Inspection/Engineering Services Phase I 14" Water Main Cleaning & Relining Charles River St			\$77,600	
2009	Chapel St & May St Engineering Design			\$93,500	
2009	16" Water Main/Remove & Replace on Charles River St (Grove to Marked Tree)			\$807,661	
2009	Pickering St. 8" Water Main Replacement/Engineering & Design			\$69,300	
2009	16" Water Main Construction Engineer Services DWRF #3157			\$150,940	
2009	Chapel/May Water Main Replacement			\$690,860	
2010	Pickering St & Garden Street St Water Main Construction			\$521,338	
2012	Highland Ave Water Main Replacement Webster to Sachum Rd Design			\$29,300	
2012	Highland Ave Water Main Replacement, Webster to Muzi Ford, Const.			\$519,628	
2012	Lincoln St Water Main Replacement Design			\$23,125	
2012	16" Water Main Replacement Design (Chestnut & Oak)			\$29,300	
2013	Grant St./Junction St. to Dedham Ave. – New 8' (2500 lf) – Eng. & Design			\$33,000	
2014	Grant St. – New 8' (2500 lf) - Construction			\$376,693	
2014	Lincoln St. – Construction			\$410,113	
2014	16" Water Main @ School St, Chestnut St, & Oak St – Construction			\$685,188 (contract)	
2014	Pleasant St./Howland St. to Dedham Ave. – New 8" (1160 lf) – Eng. & Design			\$36,900 (contract)	
2014	Norfolk St./Warren St. to Webster St. – New 8" (1300 lf) – Eng. & Design			\$39,600 (contract)	
2014	School St.			\$15,000 (contract)	
<u>Future Projects after FY20:</u>					
<u>FY21</u>					
Kingsbury St. / Oakland Ave. to Webster St. 8" (1,500lf) – Eng. & Design				\$43,000	
Oakland Ave. / May St. to Highland Ave. 8" (1,1,00lf)- Eng. & Design					

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR							
Title	Water Main Replacement	Department	Public Works - Water	Fiscal Year	2018		
Parameters					YES	NO	NA
1.	Is this a multi-year capital replacement/upgrade request?				☒	☐	☐
2.	Is this a request in response to a documented public health or safety condition?				☐	☒	☐
3.	Is this a request in response to a Court, Federal, or State order?				☐	☒	☐
4.	Is this a request for a study or long range plan?				☐	☒	☐
5.	Is this a request to purchase office or school equipment (other than technology)?				☐	☒	☐
6.	Is this a request to purchase specialty equipment?				☐	☒	☐
7.	Is this a request to purchase technology or wireless communication system?				☐	☒	☐
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				☐	☒	☐
9.	Is this a request to improve or make repair to extend the useful life of a public building?				☐	☒	☐
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				☒	☐	☐
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				☐	☒	☐
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				☐	☒	☐
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				☐	☒	☐
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				☐	☒	☐
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				☐	☒	☐
16.	If approved, will this request increase the operating expense for any other department?				☐	☒	☐
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?				☐	☒	☐
18.	If approved, will additional permanent staff be required?				☐	☒	☐
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?				☒	☐	☐
20.	If approved, will this request lower the requesting department's operating costs?				☐	☒	☐
21.	Does the request support activities to produce new revenue for the Town?				☐	☒	☐
22.	If the request is not funded will existing Town revenue sources be negatively impacted?				☐	☒	☐
23.	Have other non-capital investment options been explored before submitting this request?				☐	☒	☐
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				☐	☒	☐
25.	If applicable, will the items being replaced be retained by the Town?				☐	☒	☐
26.	Does this request qualify for funding from Community Preservation Act (CPA)?				☐	☒	☐
27.	Are there any appendix forms with this funding request?				☐	☒	☐
Useful Life	M	Primary Reason	3,5	Operating Budget Impact		C	

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Water Main Replacement			Department	Public Works - Water			Fiscal Year	2018
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses			Column C		
Year 1	400,000	Intangibles							
Year 2		Equipment							
Year 3	4,000,000	Design &Engineering	400,000						
Year 4		Construction Expenses	4,000,000						
Year 5		Other Expenses*							
Column A Total	\$4,400,000	Column B Total	\$4,400,000	Column C Total					
Equipment Schedule									
		Yes		No		NA	X		
Description and Justification									
This request is to replace a total of 11,500 linear feet of 14" water main. The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The water quality in areas serviced by this line is a concern as the lining of these pipes breaks down over time causing discoloration in the water. In 2008, the Town began addressing areas served by this type of piping which at the time was approximately 19,000 linear feet extending from Charles River Street, to Pine Street, to Central Avenue, to Marked Tree Road and a section between Oak Street and Chestnut Street, to School Street. In 2008, the 14" water main was relined from the Charles River Water Treatment Facility to Grove Street. In 2010, the second phase of this project replaced the 14" water main with a new 16" water main extending from Grove Street to Central Avenue. This project includes replacing the pipe and reconstructing the road. FY 2018 Funding is proposed for the design of the remaining 11,500 linear feet of water main to be replaced from the intersection of Pine Street, Oak St, and Maple St. Engineering and Design: \$400,000 FY 2020 Funding is proposed for the construction of the remaining water main. Construction: \$4,000,000 State Revolving Fund Funding may be available for this project and the Public Works Department will submit an application.									
FY2016-FY2020 Version									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR							
Title	Fire Flow Improvements – Feasibility Study	Department	Public Works – Water	Fiscal Year	2017		
Parameters					YES	NO	NA
1. Is this a multi-year capital replacement/upgrade request?					X		
2. Is this a request in response to a documented public health or safety condition?						X	
3. Is this a request in response to a Court, Federal, or State order?						X	
4. Is this a request for a study or long range plan?						X	
5. Is this a request to purchase office or school equipment (other than technology)?						X	
6. Is this a request to purchase specialty equipment?						X	
7. Is this a request to purchase technology or wireless communication system?						X	
8. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
9. Is this a request to improve or make repair to extend the useful life of a public building?						X	
10. Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?					X		
11. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X	
12. Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
13. Are there recommendations or costs identified by other departments that are NOT factored into the request?						X	
14. Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
15. Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
16. If approved, will this request increase the operating expense for any other department?						X	
17. If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X	
18. If approved, will additional permanent staff be required?						X	
19. If approved, is the current operating budget sufficient to cover the operating costs of the requested project?					X		
20. If approved, will this request lower the requesting department's operating costs?						X	
21. Does the request support activities to produce new revenue for the Town?						X	
22. If the request is not funded will existing Town revenue sources be negatively impacted?						X	
23. Have other non-capital investment options been explored before submitting this request?						X	
24. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
25. If applicable, will the items being replaced be retained by the Town?						X	
26. Does this request qualify for funding from Community Preservation Act (CPA)?						X	
27. Are there any appendix forms with this funding request?						X	
Useful Life	V	Primary Reason	4	Operating Budget Impact		C	

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Fire Flow Improvements – Feasibility Study			Department	Public Works – Water			Fiscal Year	2017
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses		Column C			
Year 1	107,500	Intangibles		Enter description					
Year 2		Equipment		Enter description					
Year 3		Design & Engineering	107,500	Enter description					
Year 4	0	Construction Expenses		Enter description					
Year 5	0	Other Expenses*		Enter description					
Column A Total	\$107,500	Column B Total	\$107,500	Column C Total					
Equipment Schedule									
		Yes	☐	No	☐	NA	☒		
Description and Justification									
The Water System Master Plan has identified fire flow adequacy as an improvement for high priority action. A fire flow adequacy analysis was conducted under maximum daily demand that determined the system is unable to meet the minimum 20 pounds per square inch of pressure (psi) in the higher elevations of Town: Tower Hill and Birds Hill Areas. This will address water pressure concerns in high elevation areas during high demand that have been raised by residents in these areas. In order to meet the minimum 20 psi, the DPW is requesting funding for a feasibility study and engineering cost analysis to analyze and propose a cost-effective solution to the low pressure areas. The goal is to create a high pressure zone in those two areas, potentially supplied by water booster stations. The FY17 estimate provided based upon a 1999 water system report and may be altered pending the completion of a feasibility study. FY17- Bird's Hill Tank high service area & Dunster Road Tank high service area / feasibility study - \$ 107,500									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Water Distribution Study	Department	Public Works - Water	Fiscal Year	2020				
Parameters					YES	NO	NA		
1.	Is this a multi-year capital replacement/upgrade request?						X		
2.	Is this a request in response to a documented public health or safety condition?						X		
3.	Is this a request in response to a Court, Federal, or State order?						X		
4.	Is this a request for a study or long range plan?						X		
5.	Is this a request to purchase office or school equipment (other than technology)?						X		
6.	Is this a request to purchase specialty equipment?						X		
7.	Is this a request to purchase technology or wireless communication system?						X		
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X		
9.	Is this a request to improve or make repair to extend the useful life of a public building?						X		
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X					
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						X		
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X		
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?						X		
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X		
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X		
16.	If approved, will this request increase the operating expense for any other department?						X		
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X		
18.	If approved, will additional permanent staff be required?						X		
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?			X					
20.	If approved, will this request lower the requesting department's operating costs?						X		
21.	Does the request support activities to produce new revenue for the Town?						X		
22.	If the request is not funded will existing Town revenue sources be negatively impacted?						X		
23.	Have other non-capital investment options been explored before submitting this request?						X		
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X		
25.	If applicable, will the items being replaced be retained by the Town?						X		
26.	Does this request qualify for funding from Community Preservation Act (CPA)?						X		
27.	Are there any appendix forms with this funding request?						X		
Useful Life	M	Primary Reason	3,5	Operating Budget Impact			C		

Town of Needham
Capital Improvement Plan
January 2015

Department Capital Request CIP-DCR									
Title	Water Distribution Study				Department	Public Works - Water		Fiscal Year	2020
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	200,000	Intangibles							
Year 2		Equipment							
Year 3		Design &Engineering	200,000						
Year 4		Construction Expenses							
Year 5		Other Expenses*							
Column A Total	\$200,000	Column B Total	\$200,000	Column C Total					
Equipment Schedule									
	Yes		No		NA		X		
Description and Justification									
This study will provide for an analysis of the Town's water infrastructure. This is partially driven by recommendations that were made in the current master plan that was conducted in 1998, which is coming to its completion of recommendations. Since the last time that the Town studied its water infrastructure, Needham Crossing, formally the 128 Business Park, has significantly changed with more dense development and different industries and uses. This request is for developing a new 20 year master plan that will include the following: - Conduct a thorough asset inventory of the system and conduct a hydraulic analysis. - Prioritize the rehabilitation and replacement of the asset information related to condition, performance, replacement values, failure modes, probability of failure, and criticality. - Develop a new 20 forecast for projected growth. - Developing an annual estimate of needed reserves and an annual budget. - Implement the asset management plan. - Review and revise the current asset management plan. The purpose of this water distribution study is to evaluate the existing water distribution system and determine the following: - Identify any deficiencies that exist and determine what repairs should be made to ensure that the system can provide the required flow and pressure. - Using growth projections from the Town's planning and zoning maps, estimate where and when future growth will occur. - Using these growth projections, analyze the water system and determine the capacity of the water source, storage, and distribution system. Once the capacity is determined, decisions can be made as to when aspects of the water system should be further developed, upsized, or replaced.									
FY2016-FY2020 Version									

Capital Request Code Key

Project Category:

- B** = Building
- F** = Facility (seasonal buildings and active sites, e.g., beach, fields or park)
- I** = Infrastructure, e.g., road, bridge, and sidewalks, drainage systems, sewer laterals or systems, water supply distribution systems
- L** = Land purchase or improvements (trails)

Useful Life:

- I** = more than five (5) years but less than eight (8) years
- II** = between eight (8) and twelve (12) years
- III** = between twelve (12) and eighteen (18) years
- IV** = between eighteen (18) and twenty-five (25) years
- V** = more than twenty-five (25) years.

Primary Reason:

- 1** = public/employee health or safety
- 2** = legal requirement
- 3** = obsolete/non-functioning
- 4** = operational efficiency
- 5** = scheduled replacement
- 6** = supports performance measure
- 7** = new function or service
- 8** = other

Operating Budget Impact:

- A.** The project will generate revenue to offset costs in full.
- B.** The project will reduce operating cost.
- C.** The project is estimated to result in less than \$5,000 in increased operating expenditures.
- D.** The project is estimated to result in less than \$25,000 in increased operating expenditures.
- E.** The project is estimated to result in less than \$50,000 in increased operating expenditures.
- F.** The project is estimated to result in more than \$50,001 in increased operating expenditures.

Extraordinary Capital Submissions

Section 8

**Five Year Department Submissions
Section Index
FY2015 - FY2019**

Title	Department	Group	Page
Alphabetical by Title (sort)			
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Capital Request Code Key			8-36

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP								
Title	Conversion of High Rock School to Elementary Use					Fiscal Year	2016	
	High Rock Reconstruction - PPBC 2014 Scheduled Completion: February 2020							
		Feasibility	Construction*	A/E	FF&E	Other Soft	Contingency	Total
	FY 2014 Project Cost (D&W)	-	1,800,000	600,000	-	-	600,000	3,000,000
	TOTAL	-	1,800,000	600,000	-	-	600,000	3,000,000
		0%	60%	20%	0%	0%	20%	100%
	FY15 Cost Multiplier @ 6%	-	1,908,000	636,000	-	-	636,000	3,180,000
	FY16 Cost Multiplier @ 6%	-	2,022,480	674,160	-	-	674,160	3,370,800
	FY17 Cost Multiplier @ 3.8%	-	2,099,334	699,778	-	-	699,778	3,498,890
	FY18 Cost Multiplier @ 3.8%	-	2,179,109	726,370	-	-	726,370	3,631,848
	FY19 Cost Multiplier @ 3.8%	-	2,261,915	753,972	-	-	753,972	3,769,858
	TOTAL COST (ROUNDED)	-	2,261,900	754,100	-	-	754,000	3,770,000
	Project Funding Schedule		FY18	FY19	FY20	Total		
	Pre-Design Costs					-		
	Engineering & Design		754,100			754,100		
	Construction		3,015,900			3,015,900		
Close Out Costs		-	-	-	-			
Total		3,770,000	-	-	3,770,000			
Anticipated Result								
Alternatives								
Purpose		Timeline		Method to Determine Cost		Project Budget		
Acquisition				Consultant	X	A, D, & E	\$754,100	
New Construction Addition		Feasibility		Industry References		Site Development	Included in Above	
Reconstruction or Repair	X	Design/Permitting	FY18	In-House		General Contractor	\$3,015,900	
Court, Federal or State Order		Construction Phase	FY19-FY20	Other		Project Management	Included in Above	
Health or Safety		Close Out Process	FY20			F, F, & E	Included in Above	
New Technology		Total Project Duration	3 Years			Technology	Included in Above	
Performance Measure						Other		
Estimated Useful Life→						Total Budget	\$3,770,000	

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP												
Title	Conversion of High Rock School to Elementary Use						Fiscal Year	2016				
Project Funding Schedule												
Cost Type	Year 1		Year 2		Year 3		Year 4		Total			
Pre Design												
Acquisition												
Engineering & Design						\$754,100				\$754,100		
Construction						\$3,015,900				\$3,015,900		
Soft Cost												
Close Out												
Total						\$3,770,000				\$3,770,000		
Project Manager Title→												
Operational Budget Considerations										YES	NO	
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?										☒	☐	
Will other Town department's resources be needed to successfully complete the project at the requested amount?										☒	☐	
Will the requested project require an increase in the next fiscal year operating budget for ANY department?										☒	☐	
Will additional staff be required if the request is approved?										☐	☒	
As Permanent Employees?										☐	☐	
As Independent Contractors?										☐	☐	
Does the request include or require new or additional technology?										☒	☐	
Does the request support activities that produce revenue for the Town?										☐	☒	
If the request is not approved will existing Town revenues be negatively impacted?										☒	☐	
<i>All "YES" responses must be explained under the Other Considerations section</i>												
Operating Budget Impact→												
Other Considerations												
See separate capital project request for construction of a new, permanent school at DeFazio Park. PPBC will manage all phases of this project. New technology will be included in the FF&E budget. Aging, overcrowded school could negatively impact property tax receipts. Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.												
Operating and Maintenance Expenditure Detail Estimates												
Description	First Year of Operation				Second Year of Operation				Third Year of Operation			
Personnel (new)	FTE #				FTE #				FTE #			
Salaries and Wages												
Indirect Personnel Cost			%				%				%	
Other Personnel Costs												
Sub Total of Personnel Costs												
Services												
Supplies and Materials												
Equipment												
Sub Total of Non-Personnel Costs												

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP				
Title	Conversion of High Rock School to Elementary Use	Fiscal Year	2016	
GRAND TOTAL				
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project				
	Revenue Source(s)	First Year of Operation	Second Year of Operation	Third Year of Operation
2				
2				
3				
4				
5				
TOTAL				
Explanations				
[]				
FY2016-FY2020 Version				

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP									
Title	DeFazio Park Temporary Modular School					Fiscal Year		2016	
	DeFazio Temporary Modular Classrooms - Dore & Whittier DeFazio PreFeasibility Study (2012) Two Story Modular Classroom Purchase, 500 Students Scheduled opening: September 2018 56,296 SF								
		Feasibility	Construction*	A/E	FF&E	Other Soft	Contingency	Total	Cost/SF
	FY 2014 Project Cost (D&W)	-	12,766,599	957,495	-	957,495	2,553,320	17,234,908	\$306
	TOTAL	-	12,766,599	957,495	-	957,495	2,553,320	17,234,908	\$306
		1%	69%	8%	3%	8%	10%	100%	
	FY15 Cost Multiplier @ 6%	-	13,532,594	1,014,944	-	1,014,944	2,706,519	18,269,002	\$325
	FY16 Cost Multiplier @ 6%	-	14,344,550	1,075,841	-	1,075,841	2,868,910	19,365,143	\$344
	FY17 Cost Multiplier @ 3.8%	-	14,889,643	1,116,723	-	1,116,723	2,977,929	20,101,018	\$357
	TOTAL COST (ROUNDED)	-	14,889,600	1,116,700	-	1,116,700	2,977,900	20,101,000	\$357
	Project Funding Schedule		FY14	FY17*	FY16	Total			
	Pre-Design Costs (Nov 2013)		-			-			
	Engineering & Design		1,000,000	116,700		1,116,700			
	Construction			18,984,300		18,984,300			
	Close Out Costs		-	-	-	-			
	Total		1,000,000	19,101,000	-	20,101,000			
	* April 2016 Override								
	Anticipated Result								
Alternatives									
Purpose		Timeline		Method to Determine Cost		Project Budget			
Acquisition				Consultant	X	A, D, & E		\$1,116,700	
New Construction Addition		Feasibility		Industry References		Site Development		Included in Above	
Reconstruction or Repair	X	Design/Permitting	FY16	In-House		General Contractor		\$18,984,300	
Court, Federal or State Order		Construction Phase	FY17-FY18	Other		Project Management		Included in Above	
Health or Safety		Close Out Process	FY18			F, F, & E		Included in Above	
New Technology		Total Project Duration	3 Years			Technology		Included in Above	
Performance Measure						Other			
Estimated Useful Life→							Total Budget	\$20,101,000	
Project Funding Schedule									
Cost Type	Year 1		Year 2		Year 3		Year 4		Total
Pre Design									
Acquisition									
Engineering & Design		\$1,000,000		\$116,700					\$1,116,700
Construction				\$18,984,300					\$18,984,300
Soft Cost									

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP												
Title	DeFazio Park Temporary Modular School						Fiscal Year	2016				
Close Out												
Total	\$1,000,000		\$19,101,000					\$20,101,000				
Project Manager Title->												
Operational Budget Considerations										YES	NO	
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?										X		
Will other Town department's resources be needed to successfully complete the project at the requested amount?										X		
Will the requested project require an increase in the next fiscal year operating budget for ANY department?										X		
Will additional staff be required if the request is approved?											X	
As Permanent Employees?												
As Independent Contractors?												
Does the request include or require new or additional technology?										X		
Does the request support activities that produce revenue for the Town?											X	
If the request is not approved will existing Town revenues be negatively impacted?										X		
<i>All "YES" responses must be explained under the Other Considerations section</i>												
Operating Budget Impact->												
Other Considerations												
See separate capital project request for construction of a renovated Hillside School (optional.) PPBC will manage all phases of this project. New technology will be included in the FF&E budget. Aging, overcrowded school could negatively impact property tax receipts. Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.												
Operating and Maintenance Expenditure Detail Estimates												
Description	First Year of Operation				Second Year of Operation				Third Year of Operation			
Personnel (new)	FTE #				FTE #				FTE #			
Salaries and Wages												
Indirect Personnel Cost	%				%				%			
Other Personnel Costs												
Sub Total of Personnel Costs												
Services												
Supplies and Materials												
Equipment												
Sub Total of Non-Personnel Costs												
GRAND TOTAL												
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project												
Revenue Source(s)	First Year of Operation				Second Year of Operation				Third Year of Operation			
1												
2												
TOTAL												
Explanations												

Town of Needham
Capital Improvement Plan
January 2015

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

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP									
Title	DeFazio Park Permanent School					Fiscal Year		2016	
	New Grade 6 School Defazio Field, Based on 2012 Dore & Whittier PreFeasibility Study Scheduled opening: September 2019 Option 1A.2a: New Construction								
	83,200 SF Building	Feasibility	Construction*	A/E	FF&E	Other Soft	Contingency	Total	Cost/SF
	FY 2014 Project Cost (D&W)	650,000	31,301,000	3,912,775	1,051,200	3,912,775	7,825,250	48,653,000	\$577
	TOTAL	650,000	31,301,000	3,912,775	1,051,200	3,912,775	7,825,250	48,653,000	\$577
		1%	64%	8%	2%	8%	16%	100%	
	FY15 Cost Multiplier @ 6%	650,000	33,179,060	4,147,542	1,114,272	4,147,542	8,294,765	51,533,180	\$619
	FY16 Cost Multiplier @ 6%	650,000	35,169,804	4,396,394	1,181,128	4,396,394	8,792,451	54,586,171	\$656
	FY17 Cost Multiplier @ 3.8%	650,000	36,506,256	4,563,457	1,226,011	4,563,457	9,126,564	56,635,745	\$681
	FY18 Cost Multiplier @ 3.8%	650,000	37,893,494	4,736,868	1,272,600	4,736,868	9,473,373	58,763,204	\$706
	TOTAL COST (ROUNDED)	650,000	37,893,500	4,736,900	1,272,600	4,736,900	9,473,400	58,763,200	\$706
	* Excludes \$3.6M Modular Lease								
	Project Funding Schedule		FY14	FY17*	FY16	Total			
	Pre-Design Costs (Nov 2013)		650,000			650,000			
	Engineering & Design			4,736,900		4,736,900			
	Construction			53,376,300		53,376,300			
Close Out Costs		-	-	-	-				
Total		650,000	58,113,200	-	58,763,200				
* April 2016 Override									
Anticipated Result									
Alternatives									
Purpose		Timeline		Method to Determine Cost		Project Budget			
Acquisition				Consultant	X	A, D, & E	\$5,386,900		
New Construction Addition		Feasibility		Industry References		Site Development	Included in Above		
Reconstruction or Repair	X	Design/Permitting	FY16	In-House		General Contractor	\$53,376,300		
Court, Federal or State Order		Construction Phase	FY17-FY19	Other		Project Management	Included in Above		
Health or Safety		Close Out Process	FY19			F, F, & E	Included in Above		
New Technology		Total Project Duration	5 Years			Technology	Included in Above		
Performance Measure						Other			
Estimated Useful Life→						Total Budget	\$58,763,200		

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP											
Title	DeFazio Park Permanent School						Fiscal Year		2016		
Project Funding Schedule											
Cost Type	Year 1		Year 2		Year 3		Year 4		Total		
Pre Design									\$650,000		
Acquisition											
Engineering & Design					\$4,736,900				\$4,736,900		
Construction					\$53,376,300				\$53,376,300		
Soft Cost											
Close Out											
Total					\$58,113,200				\$58,763,200		
Project Manager Title→											
Operational Budget Considerations										YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?										☒	☐
Will other Town department's resources be needed to successfully complete the project at the requested amount?										☒	☐
Will the requested project require an increase in the next fiscal year operating budget for ANY department?										☒	☐
Will additional staff be required if the request is approved?										☐	☒
As Permanent Employees?										☐	☐
As Independent Contractors?										☐	☐
Does the request include or require new or additional technology?										☒	☐
Does the request support activities that produce revenue for the Town?										☐	☒
If the request is not approved will existing Town revenues be negatively impacted?										☒	☐
<i>All "YES" responses must be explained under the Other Considerations section</i>											
Operating Budget Impact→											
Other Considerations											
See separate capital project request for conversion of the High Rock School. PPBC will manage all phases of this project. New technology will be included in the FF&E budget. Aging, overcrowded school could negatively impact property tax receipts. Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.											
Operating and Maintenance Expenditure Detail Estimates											
Description	First Year of Operation			Second Year of Operation			Third Year of Operation				
Personnel (new)	FTE #			FTE #			FTE #				
Salaries and Wages											
Indirect Personnel Cost	%			%			%				
Other Personnel Costs											
Sub Total of Personnel Costs											
Services											
Supplies and Materials											

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Extraordinary Capital Project CIP-XCP					
Title		DeFazio Park Permanent School		Fiscal Year	
		2016			
Equipment					
Sub Total of Non-Personnel Costs					
GRAND TOTAL					
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project					
Revenue Source(s)		First Year of Operation	Second Year of Operation	Third Year of Operation	
1	Possible MSBA @ 32.47%	\$19,080,410			
2					
3					
4					
5					
TOTAL					
Explanations					
FY2016-FY2020 Version					

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

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Extraordinary Capital Project CIP-XCP									
Title	Hillside Elementary School Renovation/ Replacement					Fiscal Year		2016	
	Hillside Project Cost Estimated, Based on 2012 Dore & Whittier PreFeasibility Study Scheduled opening: September 2020 Option 1A.2a: New Construction								
	80,650 SF Building	Feasibility	Construction*	A/E	FF&E	Other Soft	Contingency	Total	Cost/SF
	FY 2014 Project Cost (D&W)	650,000	30,370,400	3,796,120	1,168,800	3,796,120	4,555,560	44,337,000	\$542
	FY 2014 Env'tl Remediation (D&W)	-	801,000	-	-	-	-	801,000	
	TOTAL	650,000	31,171,400	3,796,120	1,168,800	3,796,120	4,555,560	45,138,000	\$542
		1%	69%	8%	3%	8%	10%	100%	
	FY15 Cost Multiplier @ 6%	650,000	33,041,684	4,023,887	1,238,928	4,023,887	4,828,894	47,807,280	\$593
	FY16 Cost Multiplier @ 6%	650,000	35,024,185	4,265,320	1,313,264	4,265,320	5,118,627	50,636,717	\$628
	FY17 Cost Multiplier @ 3.8%	650,000	36,355,104	4,427,403	1,363,168	4,427,403	5,313,135	52,536,212	\$651
	FY18 Cost Multiplier @ 3.8%	650,000	37,736,598	4,595,644	1,414,968	4,595,644	5,515,034	54,507,888	\$676
	FY19 Cost Multiplier @ 3.8%	650,000	39,170,589	4,770,278	1,468,737	4,770,278	5,724,605	56,554,488	\$701
	TOTAL COST (ROUNDED)	650,000	39,170,600	4,770,400	1,468,700	4,770,300	5,724,600	56,554,600	\$701
	* Excludes \$3.6M Modular Lease								
	Project Funding Schedule		FY14	FY17*	FY16	Total			
	Pre-Design Costs (Nov 2013)		650,000			650,000			
	Engineering & Design			4,770,400		4,770,400			
	Construction			51,134,200		51,134,200			
	Close Out Costs		-	-	-	-			
	Total		650,000	55,904,600	-	56,554,600			
	* April 2016 Override								
Anticipated Result									
Alternatives									
Purpose		Timeline		Method to Determine Cost		Project Budget			
Acquisition				Consultant	X	A, D, & E		\$5,420,400	
New Construction Addition		Feasibility	FY15	Industry References		Site Development		Included in Above	
Reconstruction or Repair	X	Design/Permitting	FY15 -FY16	In-House		General Contractor		\$49,665,500	
Court, Federal or State Order		Construction Phase	FY17-FY20	Other		Project Management		Included in Above	
Health or Safety		Close Out Process	FY20			F, F, & E		\$1,468,700	
New Technology		Total Project Duration	6 Years			Technology		Included in Above	

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Extraordinary Capital Project CIP-XCP												
Title		Hillside Elementary School Renovation/ Replacement						Fiscal Year		2016		
Performance Measure								Other				
Estimated Useful Life→								Total Budget		\$56,554,600		
Project Funding Schedule												
Cost Type	Year 1		Year 2		Year 3		Year 4		Total			
Pre Design	\$650,000								\$650,000			
Acquisition							\$4,770,400		\$4,770,400			
Engineering & Design							\$51,134,200		\$51,134,200			
Construction												
Soft Cost												
Close Out												
Total	\$650,000						\$55,904,600		\$56,554,600			
Project Manager Title→												
Operational Budget Considerations										YES	NO	
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?										☒	☐	
Will other Town department's resources be needed to successfully complete the project at the requested amount?										☒	☐	
Will the requested project require an increase in the next fiscal year operating budget for ANY department?										☒	☐	
Will additional staff be required if the request is approved?										☐	☒	
As Permanent Employees?										☐	☐	
As Independent Contractors?										☐	☐	
Does the request include or require new or additional technology?										☒	☐	
Does the request support activities that produce revenue for the Town?										☐	☒	
If the request is not approved will existing Town revenues be negatively impacted?										☒	☐	
<i>All "YES" responses must be explained under the Other Considerations section</i>												
Operating Budget Impact→												
Other Considerations												
See separate capital project request for construction of modular classroom facilities (optional.) PPBC will manage all phases of this project. New technology will be included in the FF&E budget. Aging, overcrowded school could negatively impact property tax receipts. Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.												
Operating and Maintenance Expenditure Detail Estimates												
Description	First Year of Operation			Second Year of Operation			Third Year of Operation					
Personnel (new)	FTE #			FTE #			FTE #					
Salaries and Wages												
Indirect Personnel Cost	%			%			%					
Other Personnel Costs												
Sub Total of Personnel Costs												

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Extraordinary Capital Project CIP-XCP				
Title	Hillside Elementary School Renovation/ Replacement		Fiscal Year	2016
Services				
Supplies and Materials				
Equipment				
Sub Total of Non-Personnel Costs				
GRAND TOTAL				
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project				
Revenue Source(s)	First Year of Operation	Second Year of Operation	Third Year of Operation	
1 MSBA @ 32.47% - Construction	\$18,363,280			
2				
3				
4				
5				
TOTAL				
Explanations				
[]				
FY2016-FY2020 Version				

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

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Extraordinary Capital Project CIP-XCP							
Title	NHS Classroom & Cafeteria Expansion				Fiscal Year	2016	
	NHS Expansion Project Scheduled Opening FY17						
		Construction	A/E	FF&E	Other Soft	Contingency	Total
	FY 2014 Project Cost (PPBC)	3,002,800	290,224	236,520	165,000	450,420	4,144,964
	TOTAL	3,002,800	290,224	236,520	165,000	450,420	4,144,964
	High Rock Project Proration	72%	6%	3%	4%	12%	100%
	FY15 Cost Multiplier @ 6%	3,182,968	307,637	250,711	174,900	477,445	4,393,662
	FY16 Cost Multiplier @ 6%	3,373,946	326,096	265,754	185,394	506,092	4,657,282
	TOTAL COST (ROUNDED)	3,373,900	326,100	265,800	185,400	506,100	4,657,300
		Modular Classrooms	Classroom Modifications	Cafeteria Renovations	Design, A&E, Soft Costs	FF&E	Total
	FY 2014 Project Cost (PPBC)	1,932,000	345,000	1,176,220	494,644	197,100	4,144,964
	TOTAL	1,932,000	345,000	1,176,220	494,644	197,100	4,144,964
	High Rock Project Proration	72%	6%	3%	4%	12%	100%
	FY15 Cost Multiplier @ 6%	2,047,920	365,700	1,246,793	524,323	208,926	4,393,662
	FY16 Cost Multiplier @ 6%	2,170,795	387,642	1,321,601	555,782	221,462	4,657,282
	TOTAL COST (ROUNDED)	2,170,800	387,600	1,321,600	555,800	221,500	4,657,300
		Project Funding Schedule	FY15	FY16	FY17	Total	
		Engineering & Design		326,100		326,100	
		Project Mgmt & Other Soft		691,500		691,500	
		Construction	200,000	3,173,800		3,373,800	
		FF&E		265,800		265,800	
		Close Out Costs	-	-	-	-	
		Total	200,000	4,457,200	-	4,657,200	
Anticipated Result	Expanded classroom and cafeteria/server capacity at NHS.						
Alternatives	N/A, due to occupancy limits and anticipated enrollment						

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Extraordinary Capital Project CIP-XCP									
Title	NHS Classroom & Cafeteria Expansion					Fiscal Year		2016	
Purpose	Timeline			Method to Determine Cost		Project Budget			
Acquisition	☐	☐	☐	Consultant	☒	A, D, & E	\$326,100		
New Construction Addition	☐	Feasibility		Industry References	☐	Site Development	Included in Above		
Reconstruction or Repair	☒	Design/Permitting	FY16	In-House	☐	General Contractor	\$3,373,800		
Court, Federal or State Order	☐	Construction Phase	FY16-FY17	Other	☐	Project Management	\$691,500		
Health or Safety	☐	Close Out Process			☐	F, F, & E	\$265,800		
New Technology	☐	Total Project Duration	2 Years		☐	Technology	Included in Above		
Performance Measure	☐				☐	Other			
Estimated Useful Life→						Total Budget	\$4,657,200		
Project Funding Schedule									
Cost Type	Year 1		Year 2		Year 3		Year 4		Total
Pre Design									
Acquisition									
Engineering & Design			\$326,100						\$326,100
Construction	\$200,000		\$3,439,600						\$3,639,600
Soft Cost			\$691,500						\$691,500
Close Out									
Total	\$200,000		\$4,457,200						\$4,657,200
Project Manager Title→									
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?								☒	☐
Will other Town department's resources be needed to successfully complete the project at the requested amount?								☒	☐
Will the requested project require an increase in the next fiscal year operating budget for ANY department?								☒	☐
Will additional staff be required if the request is approved?								☐	☒
As Permanent Employees?								☐	☐
As Independent Contractors?								☐	☐
Does the request include or require new or additional technology?								☒	☐
Does the request support activities that produce revenue for the Town?								☐	☒
If the request is not approved will existing Town revenues be negatively impacted?								☒	☐
<i>All "YES" responses must be explained under the Other Considerations section</i>									
Operating Budget Impact→									
Other Considerations									
PPBC will manage all phases of this project. Aging, overcrowded school could negatively impact property tax receipts. Some classroom conversion will be funded from the Public Facilities Department's regular maintenance budget.									

Town of Needham
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Extraordinary Capital Project CIP-XCP											
Title	NHS Classroom & Cafeteria Expansion						Fiscal Year	2016			
Operating and Maintenance Expenditure Detail Estimates											
Description	First Year of Operation			Second Year of Operation			Third Year of Operation				
Personnel (new)	FTE #			FTE #			FTE #				
Salaries and Wages											
Indirect Personnel Cost			%			%			%		
Other Personnel Costs											
Sub Total of Personnel Costs											
Services											
Supplies and Materials											
Equipment											
Sub Total of Non-Personnel Costs											
GRAND TOTAL											
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project											
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation				
1 NPS Food Service Funds			\$220,000								
2											
3											
4											
5											
TOTAL											
Explanations											
FY2016-FY2020 Version											

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Extraordinary Capital Project CIP-XCP										
Title	Relocate School Administration to PSAB						Fiscal Year	2018		
Requestor	Needham Public Schools									
Location	1330 Highland Avenue, Needham						Project Category	B		
Funding	General Fund	CPA Eligible	Yes	X	No		Initial Submission	2016		
Partners										
Project Description	The 2005 Facilities Master Plan indicated that the Emery Grover School Administration Building is in need of additional office and storage space as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility. The Townwide Master Planning Group has identified the relocation of the school administration to the current Public Safety Administration Building (PSAB) on Dedham Avenue as a possible alternative to renovating the existing school administration building. (A proposed project to renovate the Emery Grover School Administration Building is presented separately.) The relocation project would include light renovations to PSAB (\$1,469,948), refurbishment of the Pump Station as a meeting room with connector to the main building (\$1,323,000), demolition of the Department of Public Works (DPW) building currently located on the site (\$1,373,625) and the construction of additional parking (\$1,035,450.) Project costs are expressed in 2014 \$, advanced at a rate of 6% for FY15 and FY16, and at 3.8%/year, thereafter. A cost summary is presented below.)									

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Extraordinary Capital Project CIP-XCP								
Title	Relocate School Administration to PSAB					Fiscal Year	2018	
	Relocation School Administration to PSAB, Based on HKT Master Plan Scenario at DPW							
	25,277 SF Building	Feasibility	Construction	A/E (Soft)	Site Costs	FF&E	Total	Cost/SF
	FY 2014 Project Cost (HKT)	-	3,853,350	691,743	443,089	213,841	5,202,023	
	TOTAL	-	3,853,350	691,743	443,089	213,841	5,202,023	\$206
		0%	74%	13%	9%	4%	100%	
				51%	33%	16%		
	FY15 Cost Multiplier @ 6%	-	4,084,551	733,247	469,674	226,671	5,514,144	\$218
	FY16 Cost Multiplier @ 6%	-	4,329,624	777,242	497,855	240,272	5,844,993	\$231
	FY17 Cost Multiplier @ 3.8%	-	4,494,150	806,778	516,773	249,402	6,067,103	\$240
	FY18 Cost Multiplier @ 3.8%	-	4,664,927	837,435	536,411	258,879	6,297,653	\$249
	FY19 Cost Multiplier @ 3.8%	-	4,842,195	869,258	556,794	268,717	6,536,963	\$259
	TOTAL COST (ROUNDED)	-	4,842,200	869,400	556,800	268,700	6,537,100	\$259
	Project Funding Schedule				FY18	FY19	Total	
	Engineering & Design				869,400		869,400	
	Construction					5,667,700	5,667,700	
	Close Out Costs				-	-	-	
	Total				869,400	5,667,700	6,537,100	
Anticipated Result	Renovated school administration building.							
Alternatives	The purchase/renovation of commercial property, or new construction on an alternate Town-owned parcel.							
Purpose		Timeline		Method to Determine Cost		Project Budget		
Acquisition				Consultant	X	A, D, & E	\$869,400	
New Construction Addition		Feasibility		Industry References		Site Development	\$556,800	
Reconstruction or Repair	X	Design/Permitting	FY18	In-House		General Contractor	\$4,842,200	
Court, Federal or State Order		Construction Phase	FY19-20	Other		Project Management	Included in Above	
Health or Safety		Close Out Process				F, F, & E	\$268,700	
New Technology		Total Project Duration	3 Years			Technology	Included in Above	
Performance Measure						Other		
Estimated Useful Life→						Total Budget	\$6,537,100	
Project Funding Schedule								
Cost Type	Year 1		Year 2		Year 3		Year 4	
Pre Design								

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Extraordinary Capital Project CIP-XCP											
Title	Relocate School Administration to PSAB						Fiscal Year		2018		
Acquisition											
Engineering & Design						\$869,400					\$869,400
Construction											\$5,667,700
Soft Cost											
Close Out											
Total						\$869,400					\$6,537,100
Project Manager Title→											
Operational Budget Considerations										YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?										☐	☒
Will other Town department's resources be needed to successfully complete the project at the requested amount?										☒	☐
Will the requested project require an increase in the next fiscal year operating budget for ANY department?										☒	☐
Will additional staff be required if the request is approved?										☐	☒
										☐	☐
As Permanent Employees?										☐	☐
As Independent Contractors?										☐	☐
Does the request include or require new or additional technology?										☒	☐
Does the request support activities that produce revenue for the Town?										☐	☒
If the request is not approved will existing Town revenues be negatively impacted?										☐	☒
<i>All "YES" responses must be explained under the Other Considerations section</i>											
Operating Budget Impact→											
Other Considerations											
PPBC will manage all phases of this project. New technology may be included in the FF&E budget. Potential increase in facility maintenance/operations when older, non-functioning building systems are replaced with up-to-date systems.											
Operating and Maintenance Expenditure Detail Estimates											
Description	First Year of Operation			Second Year of Operation			Third Year of Operation				
Personnel (new)	FTE #			FTE #			FTE #				
Salaries and Wages											
Indirect Personnel Cost			%			%			%		
Other Personnel Costs											
Sub Total of Personnel Costs											
Services											
Supplies and Materials											
Equipment											
Sub Total of Non-Personnel Costs											
GRAND TOTAL											
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project											
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation				
1											

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Extraordinary Capital Project CIP-XCP									
Title		Relocate School Administration to PSAB					Fiscal Year		2018
2									
3									
4									
5									
TOTAL									
Explanations									
Although the sale of the existing school administration building is a potential revenue source for this project, no decisions have been made on the disposition of this facility.									
FY2016-FY2020 Version									

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Extraordinary Capital Project CIP-XCP									
Title	Emery Grover School Administration Building Renovation					Fiscal Year		2018	
Requestor	Needham Public Schools								
Location	1330 Highland Avenue, Needham					Project Category		B	
Funding	General Fund	CPA Eligible	Yes	X	No	Initial Submission		2014	
Partners									
Project Description	The 2005 Facilities Master Plan indicated that the Emery Grover School Administration Building is in need of additional office and storage space as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility. A feasibility study was completed in August 2013 by designLAB architects, which identified several options for the building, including: renovation of the existing building, the purchase/renovation of commercial property, and new construction on an alternate Town-owned parcel. This request is for the renovation of the existing Emery Grover building at its present location. Based on a preliminary budget developed by designLAB, the \$9.7 million total cost of the project (2013\$), could be reduced by Community Preservation Act funding of between 50-60% of construction and related soft costs, for a net cost of \$4.9 million. The budget includes funds to temporarily re-locate staff to leased swing space during construction. For purposes of this request, costs are advanced at 7.5% in FY14, 6% per year in FY15 and FY16, and 3.8%/year thereafter to the anticipated start date. A cost summary is presented below.)								

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP									
Title	Emery Grover School Administration Building Renovation					Fiscal Year		2018	
	Emery Grover Renovation Cost Estimated, Based on 2013 DesignLAB Study								
	21,235 SF Building	Feasibility	Construction	A/E (Soft)	Site Costs	FF&E	Total	Cost/SF	CPA
	FY 2013 Project Cost (DesignLab)	30,000	7,128,550	1,302,026	834,000	402,500	9,697,076		4,941,346
	TOTAL	30,000	7,128,550	1,302,026	834,000	402,500	9,697,076	\$457	4,941,346
		0%	74%	13%	9%	4%	100%		
	FY14 Cost Multiplier @ 7.5%	30,000	7,663,191	1,399,678	896,550	432,688	10,424,357	\$491	5,311,947
	FY15 Cost Multiplier @ 6%	30,000	8,122,983	1,483,659	950,343	458,649	11,045,633	\$520	5,630,664
	FY16 Cost Multiplier @ 6%	30,000	8,610,362	1,572,678	1,007,364	486,168	11,706,571	\$551	5,968,504
	FY17 Cost Multiplier @ 3.8%	30,000	8,937,555	1,632,440	1,045,643	504,642	12,150,281	\$572	6,195,307
	FY18 Cost Multiplier @ 3.8%	30,000	9,277,183	1,694,473	1,085,378	523,818	12,610,851	\$594	6,430,728
	FY19 Cost Multiplier @ 3.8%	30,000	9,629,715	1,758,863	1,126,622	543,724	13,088,924	\$616	6,675,096
	TOTAL COST (ROUNDED)	30,000	9,629,700	1,759,000	1,126,600	543,700	13,089,000	\$616	6,675,100
	Project Funding Schedule		FY13	FY18	FY19	Total	Total	Total	
	Pre-Design Costs (Nov 2013)		30,000			30,000			
	Engineering & Design			1,759,000		1,759,000			
	Construction				11,300,000	11,300,000	CPA Share @51% *	6,675,100	
	Close Out Costs		-	-	-	-	Needham Share	6,413,900	
	Total		30,000	1,759,000	11,300,000	13,089,000	-	13,089,000	
Anticipated Result	Renovated school administration building.								
Alternatives	The purchase/renovation of commercial property, or new construction on an alternate Town-owned parcel.								
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition					Consultant	X	A, D, & E		\$1,789,000
New Construction Addition		Feasibility		FY13	Industry References		Site Development		\$1,126,600
Reconstruction or Repair	X	Design/Permitting		FY18	In-House		General Contractor		\$9,629,700
Court, Federal or State Order		Construction Phase		FY19-20	Other		Project Management		Included in Above
Health or Safety		Close Out Process					F, F, & E		\$543,700
New Technology		Total Project Duration		3 Years			Technology		Included in Above
Performance Measure							Other		
Estimated Useful Life→							Total Budget		\$13,089,000
Project Funding Schedule									
Cost Type	Year 1		Year 2		Year 3		Year 4		Total
Pre Design									\$30,000
Acquisition									
Engineering & Design					\$1,759,000				\$1,759,000

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP											
Title	Emery Grover School Administration Building Renovation						Fiscal Year		2018		
Construction							\$11,300,000		\$11,300,000		
Soft Cost											
Close Out											
Total						\$1,759,000	\$11,300,000		\$13,089,000		
Project Manager Title→											
Operational Budget Considerations										YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?										☐	☒
Will other Town department's resources be needed to successfully complete the project at the requested amount?										☒	☐
Will the requested project require an increase in the next fiscal year operating budget for ANY department?										☒	☐
Will additional staff be required if the request is approved?										☐	☒
As Permanent Employees?										☐	☐
As Independent Contractors?										☐	☐
Does the request include or require new or additional technology?										☒	☐
Does the request support activities that produce revenue for the Town?										☐	☒
If the request is not approved will existing Town revenues be negatively impacted?										☐	☒
<i>All "YES" responses must be explained under the Other Considerations section</i>											
Operating Budget Impact→											
Other Considerations											
PPBC will manage all phases of this project. New technology will be included in the FF&E budget. Potential increase in facility maintenance/operations when older, non-functioning building systems are replaced with up-to-date systems.											
Operating and Maintenance Expenditure Detail Estimates											
Description	First Year of Operation			Second Year of Operation			Third Year of Operation				
Personnel (new)	FTE #			FTE #			FTE #				
Salaries and Wages											
Indirect Personnel Cost		%			%			%			
Other Personnel Costs											
Sub Total of Personnel Costs											
Services											
Supplies and Materials											
Equipment											
Sub Total of Non-Personnel Costs											
GRAND TOTAL											
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project											
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation				
1 CPA (50-60% Construction & Soft Costs)			\$6,675,100								
2											
3											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP									
Title	Mitchell Elementary School Renovation/ Replacement					Fiscal Year		2018	
Requestor	Needham Public Schools								
Location	187 Brookline Street, Needham					Project Category		B	
Funding	General Fund	CPA Eligible	Yes		No	X	Initial Submission	2014	
Partners	Massachusetts School Building Authority (MSBA)								
Project Description	Mitchell School is the oldest elementary school in Needham. Constructed in 1950, the building has undergone several additions over the past 50 years, but is in need of additional renovation/repairs 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 Eliot School. This request preliminarily assumes the construction of a new facility on the Mitchell site (Option 1A.3.) It is possible that a modified project scope could be considered. Final decisions will be made following a feasibility study, conducted jointly with the MSBA. FY17 – Statement of Interest submitted to MSBA (March 2017) FY18 – MSBA Project Review (Sept. 2017- June 2018); Special Town Meeting Appropriates Feasibility Design Funds (November, 2017); MSBA Invitation to Enter Eligibility Period (Dec. 2017); MSBA 270-Day Eligibility Period (Dec. 2017 – Sept. 2018) FY19/20 – Invitation to Enter Feasibility Stage (July, 2018); OPM & Designer Selection (July – Dec., 2018); Feasibility Study Completed (Jan. 2019 – June 2019); Schematic Design (July 2019 - Mar. 2020) FY20 - Debt Exclusion Override (April 2020); Project Funding Agreement (April 2020 – June 2020) FY21/FY22 – Hillside Design & Construction Budget Appropriated (May 2020); Bid Documents Developed (July 2020 – Dec. 2021) FY22/FY23 – Project Bidding (Jan 2022-June 2022); Contract Award (June 2022); Construction (July 2022-June 2024) FY25 – Hillside Opens September 2024 Project costs are based on a preliminary budget of \$44.2 million for an 82,227 s.f. new construction building with a capacity of 503 students, developed by Dore & Whittier Architects for a pre-feasibility study conducted in 2012 and updated in 2014, plus \$650,000 for feasibility design. The preliminary budget reflects Pre-Feasibility Study Option 1A.3. Advancing this estimated cost to FY23 at 6%/year in FY15 and FY16, and 3.8%/year thereafter, results in a \$64.2 million project cost, or \$781/sf. An estimated reimbursement rate of 32.47% is assumed for this project, based on the Hillside project rate. This rate results in an estimated reimbursement amount of \$20.8 million. A cost summary is presented below. A separate project to construct modular classroom facilities at DeFazio Park is submitted as a stand-alone project. This modular classroom project would occur in conjunction with a project to re-construct Hillside School and would provide swing space for students during construction of both schools.								

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP									
Title	Mitchell Elementary School Renovation/ Replacement				Fiscal Year		2018		
	Mitchell Project Cost Estimated, Based on 2012 Dore & Whittier PreFeasibility Study Scheduled opening: September 2022								
	82,227 SF Building	Feasibility	Construction*	A/E	FF&E	Other Soft	Contingency	Total	Cost/SF
	FY 2014 Project Cost (D&W)	650,000	30,244,640	3,780,580	1,207,200	3,780,580	4,536,696	44,199,696	
	TOTAL	650,000	30,244,640	3,780,580	1,207,200	3,780,580	4,536,696	44,199,696	\$538
	High Rock Project Proration		72%	6%	3%	4%	12%	100%	
	FY15 Cost Multiplier @ 6%	650,000	32,059,318	4,007,415	1,279,632	4,007,415	4,808,898	46,812,678	\$569
	FY16 Cost Multiplier @ 6%	650,000	33,982,878	4,247,860	1,356,410	4,247,860	5,097,432	49,582,438	\$603
	FY17 Cost Multiplier @ 3.8%	650,000	35,274,227	4,409,278	1,407,953	4,409,278	5,291,134	51,441,871	\$626
	FY18 Cost Multiplier @ 3.8%	650,000	36,614,647	4,576,831	1,461,456	4,576,831	5,492,197	53,371,962	\$649
	FY19 Cost Multiplier @ 3.8%	650,000	38,006,004	4,750,751	1,516,991	4,750,751	5,700,901	55,375,397	\$673
	FY20 Cost Multiplier @ 3.8%	650,000	39,450,232	4,931,279	1,574,637	4,931,279	5,917,535	57,454,962	\$699
	FY21 Cost Multiplier @ 3.8%	650,000	40,949,341	5,118,668	1,634,473	5,118,668	6,142,401	59,613,550	\$725
	FY22 Cost Multiplier @ 3.8%	650,000	42,505,416	5,313,177	1,696,583	5,313,177	6,375,812	61,854,165	\$752
	FY23 Cost Multiplier @ 3.8%	650,000	44,120,622	5,515,078	1,761,053	5,515,078	6,618,093	64,179,924	\$781
	TOTAL COST (ROUNDED)	650,000	44,120,600	5,515,100	1,761,100	5,515,100	6,618,100	64,180,000	\$781
	* Excludes \$6,200,000 modular classroom expenses								
	Project Funding Schedule		FY18	FY21*	FY22	Total			
	Pre-Design Costs (Nov 2015)		650,000			650,000			
	Engineering & Design			5,515,100		5,515,100			
	Construction			58,014,900		58,014,900			
Close Out Costs		-	-	-	-				
Total		650,000	63,530,000	-	64,180,000				
* April 2020 Override									
Anticipated Result									
Alternatives									
Purpose		Timeline		Method to Determine Cost		Project Budget			
Acquisition				Consultant	X	A, D, & E		\$6,165,100	
New Construction Addition		Feasibility	FY18	Industry References		Site Development		Included in Above	
Reconstruction or Repair	X	Design/Permitting	FY18-FY19	In-House		General Contractor		\$58,014,900	
Court, Federal or State Order		Construction Phase	FY20-FY23	Other		Project Management		Included in Above	

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP												
Title	Mitchell Elementary School Renovation/ Replacement						Fiscal Year		2018			
Health or Safety				Close Out Process		FY23			F, F, & E	Included in Above		
New Technology				Total Project Duration		6 Years			Technology	Included in Above		
Performance Measure									Other			
Estimated Useful Life→								Total Budget	\$64,180,000			
Project Funding Schedule												
Cost Type	Year 1			Year 2			Year 3			Year 4		
Pre Design							\$650,000					
Acquisition												
Engineering & Design										\$5,515,100		
Construction										\$58,014,900		
Soft Cost												
Close Out												
Total							\$650,000			\$64,180,000		
Project Manager Title→												
Operational Budget Considerations										YES	NO	
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?											X	
Will other Town department's resources be needed to successfully complete the project at the requested amount?										X		
Will the requested project require an increase in the next fiscal year operating budget for ANY department?										X		
Will additional staff be required if the request is approved?											X	
										As Permanent Employees?		
										As Independent Contractors?		
Does the request include or require new or additional technology?										X		
Does the request support activities that produce revenue for the Town?											X	
If the request is not approved will existing Town revenues be negatively impacted?										X		
<i>All "YES" responses must be explained under the Other Considerations section</i>												
Operating Budget Impact→												
Other Considerations												
See separate capital project request for construction of modular classroom facilities (optional.) PPBC will manage all phases of this project. New technology will be included in the FF&E budget. Aging, overcrowded school could negatively impact property tax receipts. Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.												
Operating and Maintenance Expenditure Detail Estimates												
Description	First Year of Operation				Second Year of Operation				Third Year of Operation			
Personnel (new)	FTE #				FTE #				FTE #			
Salaries and Wages												
Indirect Personnel Cost	% %				% %				% %			
Other Personnel Costs												
Sub Total of Personnel Costs												

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP					
Title	Mitchell Elementary School Renovation/ Replacement			Fiscal Year	2018
Services					
Supplies and Materials					
Equipment					
Sub Total of Non-Personnel Costs					
GRAND TOTAL					
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project					
Revenue Source(s)		First Year of Operation	Second Year of Operation	Third Year of Operation	
1	MSBA @ 32.47% - Construction	\$20,839,246			
2					
3					
4					
5					
TOTAL					
Explanations					
FY2016-FY2020 Version					

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP											
Title	Newman School Fields Renovation						Fiscal Year	2016			
Requestor	Superintendent of Parks & Forestry and Director of Park & Recreation										
Location	Newman Elementary School, 1155 Central Ave						Project Category		F		
Funding	General Fund		CPA Eligible		Yes	X	No	Initial Submission		FY2013	
Partners	Newman Elementary School, Needham High School Athletics, Various User Groups										
Project Description	Total renovation of the athletic fields behind the Newman School. This would include diamonds #1 and #2 and the multi-use field. The reconstruction would involve elevating the level of the fields, the addition of drainage, new irrigation, fencing and player benches etc.										
Anticipated Result	Fully functional fields at the Newman School for school and community use.										
Alternatives	Leave fields as they presently are which would not allow for regular seasonal use as they are subject to flooding.										
Purpose		Timeline			Method to Determine Cost		Project Budget				
Acquisition					Consultant	X	A, D, & E		N/A		
New Construction Addition			Feasibility		Industry References		Site Development				
Reconstruction or Repair	X		Design/Permitting		In-House		General Contractor		1,527,000		
Court, Federal or State Order			Construction Phase	1 year	Other		Project Management				
Health or Safety			Close Out Process				F, F, & E				
New Technology			Total Project Duration				Technology				
Performance Measure							Other				
Estimated Useful Life→							Total Budget		1,527,000		
Project Funding Schedule											
Cost Type	Year 1		Year 2		Year 3		Year 4		Total		
Pre Design											
Acquisition											
Engineering & Design											
Construction	1,527,000								1,527,000		
Soft Cost											
Close Out											
Total	1,527,000								1,527,000		
Project Manager Title→			Superintendent of Parks & Forestry								
Operational Budget Considerations										YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?											X
Will other Town department's resources be needed to successfully complete the project at the requested amount?											X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?										X	
Will additional staff be required if the request is approved?											X
As Permanent Employees?											X
As Independent Contractors?											X
Does the request include or require new or additional technology?											X

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP											
Title	Newman School Fields Renovation						Fiscal Year	2016			
Does the request support activities that produce revenue for the Town?								X			
If the request is not approved will existing Town revenues be negatively impacted?										X	
<i>All "YES" responses must be explained under the Other Considerations section</i>											
Operating Budget Impact->								E			
Other Considerations											
Operating and Maintenance Expenditure Detail Estimates											
Description	First Year of Operation			Second Year of Operation			Third Year of Operation				
Personnel (new)	FTE #			FTE #			FTE #				
Salaries and Wages											
Indirect Personnel Cost		%			%			%			
Other Personnel Costs											
Sub Total of Personnel Costs											
Services			31,000			32,000			33,000		
Supplies and Materials											
Equipment											
Sub Total of Non-Personnel Costs			31,000			32,000			33,000		
GRAND TOTAL			31,000			32,000			33,000		
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project											
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation				
1											
2											
3											
4											
5											
TOTAL											
Explanations											
Newman fields are currently at the water table, resulting in an inability to use the fields for the majority of playing seasons, in the spring or the fall. This has resulted in the overuse of other fields. Making the Newman fields fully functional during the spring and fall sports seasons will benefit sports organizations and improve conditions and playability on the other fields. - Construction: \$1,526,832 This project is being engineered and designed in FY 2014. Anticipated increase to the operating budget: \$32,420 in Fiscal FY 16 Dollars - Fertilizer, Seed, and Plant Protectants \$22,686 - Cultural Practices \$9,734											

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP			
Title	Newman School Fields Renovation	Fiscal Year	2016
<u>Newman Fields Proposed Schedule</u> Design & Engineering Winter of 2013/2014 MAY ATM 2016 – Seek Construction Funding Summer of 2016 – Construction]			
FY2016-FY2020 Version			

Town of Needham
Capital Improvement Plan
January 2015

Extraordinary Capital Project CIP-XCP											
Title	Purchase of Open Space						Fiscal Year	2016			
Requestor	Conservation Commission/Park & Recreation Commission/Board of Selectmen										
Location	To be determined						Project Category				
Funding	Community Preservation Fund	CPA Eligible	Yes		No		Initial Submission		Annual		
Partners	Possible CPA and/or grant										
Project Description	Without much notice, opportunities to purchase private land to add to the open space inventory surface each year. In particular, some opportunities arise during discussions of the development of private land. This project request is to keep all aware of the possibility, in the near future, of a purchase moving forward. Unexpectedly, in FY 2010, the purchase of two parcels of land on Carol Road and Brewster Drive, as well as a parcel on Charles River Street, adjacent to Walker-Gordon Field were all funded through CPA funds. It is possible that some purchases would relate to easements, as opposed to full ownership of the land. The Open Space and Recreation Plan reflects the goal of making additional purchases, especially in areas of Town without current open space to retain open areas, or to create access to other parcels, including connections to the Charles River. The purchase of parcels adjacent to current open space is also a high priority. Some parcels may require improvements. Under the current CPA legislation, parcels purchased with CPA funds are eligible for improvement funds from CPA. The CPA indicates how the value of the property is determined.										
Anticipated Result	Achieve goals from the Open Space and Recreation Plan, including acquisition of and access to open space parcels.										
Alternatives	Various Town boards discuss opportunities with landowners throughout the year, and some easements are donated or restrictions are put in place. These funds would be utilized for unexpected purchases, or for negotiated easements that might have a financial consideration.										
Purpose		Timeline			Method to Determine Cost			Project Budget			
Acquisition	☒				Consultant			A, D, & E			
New Construction Addition	☐	Feasibility			Industry References			Site Development			
Reconstruction or Repair	☐	Design/Permitting			In-House			General Contractor			
Court, Federal or State Order	☐	Construction Phase			Other			Project Management			
Health or Safety		Close Out Process						F, F, & E			
New Technology		Total Project Duration						Technology			
Performance Measure								Other			
Estimated Useful Life→								Total Budget			
Project Funding Schedule											
Cost Type	Year 1		Year 2		Year 3		Year 4		Total		
Pre Design											
Acquisition	\$1,000,000										
Engineering & Design											
Construction											
Soft Cost											
Close Out											
Total	\$1,000,000										
Project Manager Title→		Matt Varrell, Patty Carey									

Town of Needham
Capital Improvement Plan
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Extraordinary Capital Project CIP-XCP														
Title		Purchase of Open Space								Fiscal Year			2016	
Operational Budget Considerations												YES	NO	
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?												X		
Will other Town department's resources be needed to successfully complete the project at the requested amount?												X		
Will the requested project require an increase in the next fiscal year operating budget for ANY department?													X	
Will additional staff be required if the request is approved?													X	
As Permanent Employees?													X	
As Independent Contractors?													X	
Does the request include or require new or additional technology?													X	
Does the request support activities that produce revenue for the Town?													X	
If the request is not approved will existing Town revenues be negatively impacted?													X	
<i>All "YES" responses must be explained under the Other Considerations section</i>														
Operating Budget Impact→														
Other Considerations														
Operating and Maintenance Expenditure Detail Estimates														
Description		First Year of Operation				Second Year of Operation				Third Year of Operation				
Personnel (new)		FTE #				FTE #				FTE #				
Salaries and Wages														
Indirect Personnel Cost		%				%				%				
Other Personnel Costs														
Sub Total of Personnel Costs														
Services														
Supplies and Materials														
Equipment														
Sub Total of Non-Personnel Costs														
GRAND TOTAL														
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project														
Revenue Source(s)		First Year of Operation				Second Year of Operation				Third Year of Operation				
1														
2														
3														
4														
5														
TOTAL														
Explanations														
FY2016-FY2020 Version														

Capital Request Code Key

Project Category:

- B** = Building
- F** = Facility (seasonal buildings and active sites, e.g., beach, fields or park)
- I** = Infrastructure, e.g., road, bridge, and sidewalks, drainage systems, sewer laterals or systems, water supply distribution systems
- L** = Land purchase or improvements (trails)

Useful Life:

- I** = more than five (5) years but less than eight (8) years
- II** = between eight (8) and twelve (12) years
- III** = between twelve (12) and eighteen (18) years
- IV** = between eighteen (18) and twenty-five (25) years
- V** = more than twenty-five (25) years.

Primary Reason:

- 1** = public/employee health or safety
- 2** = legal requirement
- 3** = obsolete/non-functioning
- 4** = operational efficiency
- 5** = scheduled replacement
- 6** = supports performance measure
- 7** = new function or service
- 8** = other

Operating Budget Impact:

- A.** The project will generate revenue to offset costs in full.
- B.** The project will reduce operating cost.
- C.** The project is estimated to result in less than \$5,000 in increased operating expenditures.
- D.** The project is estimated to result in less than \$25,000 in increased operating expenditures.
- E.** The project is estimated to result in less than \$50,000 in increased operating expenditures.
- F.** The project is estimated to result in more than \$50,001 in increased operating expenditures.

Provisional Capital Submissions

Section 9

**Five Year Department Submissions
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FY2015 - FY2019**

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Street Sign Inventory	DPW	Highway	9-6
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Town of Needham
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Future Capital Project CIP-FCP											
Title	Radio Equipment/Repeater Building Replacement (Hillcrest Rd.)										
Department	Fire, Police, DPW, Schools										
Location	Hillcrest Rd. (at base of water tower)										
Estimated Project Cost	\$230,000.	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
This future request is to replace the failing building at the base of the water tower on Hillcrest Rd. The building houses radio equipment and related support components for the radios and antennas used by the following departments: Fire, Police, DPW and Schools (including the school buses). The new building would contain all of the same with the back-up generator in a separate room for noise control purposes. Additionally, water testing and metering equipment would now be housed at this location. The current building, which is built with cement blocks, is deteriorating and has several water leaks both in the walls and the roof. There has also been damage to the building and contents from animals (rodents), and the steel entrance door has heavy rust and rot. We have not been able to find records of when the structure was built, but it appears it was most likely in the late 1960s or early 1970s. Representatives from each of the departments who use the building have met several times to discuss what is actually needed, and have met with one vendor to secure cost estimates. The estimate from the one vendor was used to develop the dollar amount in this request. As this project was not previously included in the five year capital plan, it is expected that it will not be done for several years, which would most likely have an impact on the pricing. We will also research the possibility of grant funding, and see what other funding programs might be available. It has also been determined that the new building should be larger than the existing building to allow for future additional equipment, which could possibly include private antenna and communications equipment. Private equipment may be a source of revenue for the Town. The current building size is 8'X10' and the proposed replacement building would be up to 10'X18' to allow for the added water department equipment, placing the back-up power generator in a separate room, as well as possible expansion space. If this building is not replaced, or significantly rebuilt, continuing damage to the communications equipment could cause a major void(s) in public safety radio signals and the ability to communicate during emergencies. There is also concern of electrical problems due to water and rodent damage to the electrical wiring in the building. In the meantime, it is recommended that the Public Facilities Department investigate what maintenance issues the current building needs, and take steps to have those issues completed.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Pollard School Improvements										
Department	School Department										
Location	200 Harris Avenue										
Estimated Project Cost	\$12,847,035 (2014\$)	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
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. Some of the programmatic improvements identified by Dore & Whittier 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 for 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 ten years. (The expected lifespan for modular classrooms is 20 years.) This request is for funds to repair/renovate or reconstruct the Pollard Middle School to address identified needs and meet programmatic needs. The projected cost was developed by Dore & Whittier, 2014, 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.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Bridge Repairs										
Department	DPW - Engineering										
Location	Various throughout Town										
Estimated Project Cost	1,000,000 – 5,000,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No	
Project Summary											
Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. This program is essential to improve the structural and/or surface integrity of all bridges throughout Needham. Capital Project costs will include surveying, engineering evaluation, design, and repair or reconstruction. Bridges are one of the infrastructure assets whose value and depreciation are now tracked under the GASB 34 program. <u>Cooks (Eliot) Bridge</u> – Central Ave to Newton Upper Falls –there is presently a CIP request in for construction in FY 2016. <u>Other Bridges</u> Lyon's Bridge, Greendale Ave to Dedham Dedham Ave Bridge to Dedham Newell's Bridge, Central Ave to Dover Fisher's Bridge, South St to Dover Pierce's Bridge, Charles River St. to Dover and So. Natick Kendrick Bridge to Newton											
FY2014-FY2018 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	DeFazio Park Parking Lot and Tot Lot Improvements										
Department	Public Works - Drains										
Location	380 Dedham Ave										
Estimated Project Cost	\$10,000,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
This project is to create paved parking for DeFazio Park and Tot Lot. These improvements will decrease pollutants entering the Reservoir and wetland and bring the Town into compliance with our Memorandum of Understanding (MOU) with the U.S. Environmental Protection Agency (EPA) and our National Pollutant Discharge Elimination System permit (NPDES). In the spring of 2012 the DeFazio parking lot was scarified, graded, and resurfaced with stone chips as a temporary solution. The parking lot is heavily used resulting in numerous and large depressions on the surface. During heavy rains, gravel and dirt run into the nearby reservoir which has resulted in deposits of sand and silt into nearby wetlands. The project will improve the entrance to the parking lot near the Tot Lot to improve child safety between the Tot Lot and the playing fields, and create a buffer for the wetlands. Stormwater quality features will be installed to improve stormwater before it enters into the stream and the reservoir. This project may be impacted by potential developments at the DeFazio complex, and its future is uncertain.											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	DPW Complex										
Department	Department of Public Works										
Location	TBD										
Estimated Project Cost	\$20-50 Million	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
This project has been postponed pending the Town's Facility Master Plan update. The recently completed Public Services Administration Building (PSAB, 500 Dedham Ave) was occupied by the DPW since November 2011, eliminating the space problems and air quality issues experienced on the second floor of the DPW Operations Building. However, deficiencies continue to exist throughout the building internally and the DPW site externally. The poor condition of the current building, unmet equipment and vehicle storage, stormwater quality issues require a solution. Ultimately, the expansion and renovation of the DPW Operations Building (470 Dedham Ave) and site, referred to as DPW Phase II, will be required to address the need for storage as well as the stormwater quality issues. In 2006, the DPW was made aware that municipal DPW facilities were no longer exempt from National Pollutant Discharge Elimination System (NPDES) stormwater requirements regulating transportation facilities under the Federal Highway Act. All municipal DPW facilities are now required to comply with stormwater discharge requirements (quality). In 2009, Town Meeting approved \$42,000 for engineering and design for stormwater quality improvements on a portion of the DPW site. This work has been completed, and construction for these improvements was being funded by Town meeting for FY 2014. In FY13 Town Meeting approved \$40,000 for a feasibility study of the proposed DPW storage garage. The work that was approved for FY14 under this request is for the construction of the 6 garage bays. The work addresses part of the storage space needs for DPW equipment and will provide for vehicle coverage out of the elements. The current DPW facility is over 50 years old. With modifications, it will continue to be used well into the future. The major building systems including electrical, plumbing, and HVAC are all original and are in need of replacement. The remainder of the current open vehicle storage area is proposed to be covered. The remaining portions of the DPW site must be addressed. The lack of vehicle and equipment storage is the primary contributor to the water quality issues. Completion of the DPW facility construction in the Phase II request will resolve these stormwater management issues. Additionally, by providing shelter from the elements, the service life of vehicles and equipment can be extended.											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Street Sign Inventory										
Department	Department of Public Works - Highway										
Location	Town-wide										
Estimated Project Cost	\$45,000	Alternative Funding Source	Yes	X	No		CPA Eligible	Yes		No	X
Project Summary											
This would be a town-wide analysis of all street signs. This is largely in response to the Manual on Uniform Traffic Control Devices (MUTCD) most recent revisions requiring a level of retroreflectivity in specific street signs in June 2014. The Town is presently only replacing signs on an as needed basis. This study would include an inventory of all signs, their compliance with the retroreflectivity requirement, their compliance with other MUTCD requirements height, size, placement, legibility, etc, and make recommendations on a replacement plan. This inventory will be able to be updated by Town employees as changes are made once the inventory is done. May use Ch 90 or operating budget for funding, depending on urgency.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Sign Shop										
Department	Department of Public Works - Highway										
Location	Engineering - TBD										
Estimated Project Cost	35,000	Alternative Funding Source	Yes		No	x	CPA Eligible	Yes		No	x
Project Summary											
The proposed purchase of sign shop equipment and materials will allow for the preparation of signs on demand. Last year, the turnaround to receive ordered signs was several months, delaying installations in newly regulated traffic areas, and in the typical updates of faded signs throughout town. It is expected that after the purchase of the sign shop, the DPW will make almost all of the signs for the town. A sign shop consist of: Cutting machines (including a computer), software, sheet metal and stock of common sign shapes, storage racks and an assembly station.											
FY2016-FY2020 Version											

Town of Needham
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January 2015

Future Capital Project CIP-FCP											
Title	Survey Equipment										
Department	Department of Public Works										
Location	Engineering										
Estimated Project Cost	35,000	Alternative Funding Source	Yes		No	x	CPA Eligible	Yes		No	x
Project Summary											
The proposed purchase of new survey equipment will allow the Engineering Division to replace and update the existing total station. The existing Total station was purchased more than 10-years ago and has been extensively used by the Department of Public works in support of multiple Capital and operation projects. Parts have become worn down requiring more frequent service calls to make the equipment operational and accurate; newer equipment and software will allow for more efficient and accurate surveying.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Town Common Historic Redesign & Beautification										
Department	Public Works – Parks & Forestry										
Location	1471 Highland Ave										
Estimated Project Cost	\$500,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No	
Project Summary											
The Town is presently undergoing an internal design process for the Town Common. This will include improved hardscape, landscaping, amenities, tree plantings, and utility improvements, that are consistent with the historic nature of the common as well as the improvements being made in the downtown streetscape improvement project.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Emery Grover Roof Replacement										
Department	Department of Public Facilities/Operations										
Location	1330 Highland Ave										
Estimated Project Cost	150,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No	
Project Summary											
This request is to replace the existing roof at the Emery Grover Building. The existing slate roof at the Emery Grover is over 100 years old. It poses a continual maintenance problem and is way beyond the expected 75 year life span of this roof type. In the spring of 2010 leaks in this roof caused damage to flooring materials that forced the Department to reprioritize its summer asbestos abatement work and caused interruption to the operations of this building over the summer. A new environmentally conscious material that mimics the aesthetics of slate, but is composed of recycled rubber from tires will be used to replace this roof. This material would reduce the cost of installation by over one third and would reduce the cost of maintenance. The anticipated lifespan of this material is 50 years. If slate material is required the cost of this installation would be \$237,537. Replacing this roof will increase the energy efficiency of this building and will decrease leaks and the cost of repair and inconvenience to the occupants. This project is pending the results of the Emery Grover feasibility study.											
FY2014-FY2018 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Pollard Locker Room Retrofit										
Department	Public Facilities Operations										
Location	Pollard Middle School										
Estimated Project Cost		Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
This request is to retrofit the locker rooms at the Pollard Middle School. This project would include installing new lockers, replacing existing tile and bathroom fixtures, and painting. Retrofitting the locker rooms will make the space more functional. Many lockers are broken and there is a need for additional lockers due to larger class sizes. Tile flooring is starting to crack in places and will need replacing before becoming a safety hazard. General maintenance such as painting and replacing bathroom fixtures will also improve the current appearance.											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Library RFID Conversion Project										
Department	Library										
Location	1139 Highland Avenue, Needham, MA 02494										
Estimated Project Cost	100,200	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
RFID, <u>R</u>adio <u>F</u>requency <u>I</u>dentification is a technology for identifying, checking in, and checking out library materials. RFID tags are placed on the materials and then the tags are read electronically. When items are checked in or out, the scanner/reader keeps track of the status of the materials. Project Cost: RFID tags: Books—150,000 @ .15 each = 22,500 Media-- 28,000 @ .65 each = 18,200 Total; RFID Tag Cost: 40,700 2 Conversion Stations @ 4,000 each: 8,000 4 Readers for Circulation Desk @ 1,500 each: 6,000 1 Portable Scanner: 1,500 2 Self-Check Stations @ 22,000 each 44,000 Total Project Cost: 100,200 Per Year Cost that will need to be added to library budget: RFID Tags: Books—13,500 @ .15 each = 2,025 Media— 4,000 @ .65 each = 2,600 Total Yearly Cost 4,625											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Public Playgrounds										
Department	Park and Recreation										
Location	Various Locations										
Estimated Project Cost	\$600,000	Alternative Funding Source	Yes	X	No		CPA Eligible	Yes	X	No	
Project Summary											
The Town of Needham has 19 public playground locations: Broadmeadow (2), Eliot (2), Hillside (2), Mitchell (1), Newman (3), Claxton, Cricket, DeFazio, Greene's, Mills, Perry, Riverside, Rosemary Pool, and Walker-Gordon. Hillside and Mitchell have the oldest school-site playgrounds. Both schools are under consideration for renovation/construction, and the playground projects will be included in those plans. Broadmeadow's Grade 1-5 and Kindergarten playgrounds were installed in 2002 and will likely need upgrades in upcoming years. Eliot's two playgrounds were installed in 2004 and appear to be in excellent condition. Newman's Grade 1-5 and Kindergarten playgrounds were installed in 2012 and are in excellent condition. The Preschool playground received a poured-in-place surface in 2013. Its equipment was originally purchased in 1998 and moved to the Newman site in 2004. It is in good condition, but will need some refreshing. An improvement recommended for Broadmeadow and Eliot would be the installation of poured-in-place pathways. Though the current wood fiber surfacing is considered ADA compliant, the MA Architectural Board may be creating a new ruling that will require other options for pathways. For the non-school playgrounds, all sites are in very good to excellent condition. Greene's Field's equipment was installed new in 2013, with a major donation from residents of over \$180,000. The Exchange Club has "adopted" DeFazio and Claxton, adding improvements over several years. Parent Talk has "adopted" Cricket, Perry and Mills, with new playgrounds installed between 2001-2007. Riverside received new equipment in 2007 as part of the nearby Charles River Landing project. Walker-Gordon was replaced in 2013 as part of the park reconstruction project. It is likely that DeFazio and Rosemary Pool will be renovated if there are major renovations at those sites. Cricket will have ADA improvements completed when the park building is renovated.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Renovations of Camp Property Buildings										
Department	Park and Recreation										
Location	Camp Property – adjacent to Rosemary Lake, off Pennsylvania Avenue										
Estimated Project Cost	\$250,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No	
Project Summary											
Due to the difficulty in securing summer program space, an alternate site for a program would be the Camp Property on Rosemary Lake. In order to prepare the site for use, the following projects would be needed: (a) replace 2 latrines with environmentally-friendly, accessible restroom facility; (b) update activity building interior; (c) restore electrical service, replace electrical wiring, and install lights; (d) update water service; (e) create accessibility to activity building; (f) furnish building; (g) add portable dock at lake; (h) improve landscape to maximize participant safety and accessibility, and protect environment. Efforts would be made to apply for grants or private funding to supplement Town funding. A pre-feasibility study has been included in the request for funding for the Rosemary trails at the camp property, and this project would be discussed with that study. If the renovation of the Rosemary Pool building includes programming space, the camp property buildings could be removed from the site, so the costs related to the project would be reduced, and would only be needed for demolition.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Trails Improvements: Farley Pond Loop										
Department	Conservation										
Location	Farley Pond Conservation Area										
Estimated Project Cost	\$15,000	Alternative Funding Source	Yes	X	No		CPA Eligible	Yes	X	No	
Project Summary											
This proposed loop trail is identified in the Town of Needham Trails Master Plan and would create a circuit for the Farley Pond Trail. The Farley Pond Trail has several small bootleg trails that lead to abutting private property. The proposed loop trail would create a turnaround for users seeking a short circuit off of South Street or for users from the Town Forest. It would require some vegetative clearing and one or more structures for stream/wetland crossing. Although this is an internal loop trail that does not connect to any other trail connections, the Farley Pond Loop Trail is a high priority for the new trails because creation of the loop would provide an immediate benefit to the Town Forest, Boy Scout Property and Farley Pond users. Although it is possible that portions of the work may be done by volunteers, a contingency has been requested in the event that a private or not-for-profit contractor is needed to provide assistance in the completion of this trail segment.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Athletic Fields Master Plan										
Department	Park and Recreation										
Location	Various parks										
Estimated Project Cost	\$75,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No	
Project Summary											
The Park and Recreation Commission has been working with user groups to determine how athletic fields are being used and how best to schedule the athletic fields to provide optimal use without jeopardizing the maintenance plan. Renovations have occurred at several parks, and some school sites will be improved in upcoming years. The study would help the Commission determine whether new athletic fields are needed to accommodate the need and provide feasibility studies on possible locations for new athletic fields. The ability for the Town to maintain current athletic facilities, along with any possible new facilities, would be included within the study.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Canoe Launch										
Department	Park and Recreation										
Location	South Street – Dedham Avenue										
Estimated Project Cost	TBD	Alternative Funding Source	Yes	X	No		CPA Eligible	Yes	X	No	
Project Summary											
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. \ There is an existing access point to the river for canoes and kayaks on South Street, near the intersection with Dedham Avenue. There is a circular driveway, creating parking access for approximately 10-12 vehicles. There is pedestrian access, only, to the river. The initial request for design funds, approximately \$30,000, would be utilized to work on a plan that kept the natural setting, but created more consistent access on a pervious path, and possibly creating the ability for vehicles to back up to the launch area with their boats. This project would require permits through the Conservation Commission and DEP.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Improvements to Memorial Park Buildings and Grounds										
Department	Trustees of Memorial Park (submitted on their behalf by Director of Park and Recreation)										
Location	Memorial Park – 92 Rosemary Street										
Estimated Project Cost	\$8,000,000	Alternative Funding Source	Yes	X	No		CPA Eligible	Yes	X	No	
Project Summary											
Various improvements have been completed at Memorial Park in recent years, with the major renovation of the athletic fields being the most prominent. In 2014, a new memorial was added to the park, commemorating the Needham residents who have lost their lives in wars or conflicts, starting with the Revolutionary War. The section of the park with the memorials was redesigned and the remaining memorials were moved. The Facilities Master Plan includes a possible project for the building, estimated at \$5.9 million in 2014 dollars. It is anticipated that it would likely be a new building, with rooms directly related to the use of the park (meeting rooms, restrooms, concession, storage) as well as upper floor space to meet other community recreation needs. Additional projects to be completed: (a) replacement of retaining wall along Highland Avenue and within the parking lot; (b) addition of park benches, particularly in area along Highland Avenue with red maples; (c) illumination of the two flag poles with solar lighting system; and (d) other improvements to the athletic fields. Some of the projects, or portions of projects, may be eligible for CPA funding.											
FY2016-FY2020 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Expansion of RTS Additional Recycling Area										
Department	DPW - RTS										
Location	Recycling and Transfer Station, 1421 Central Ave.										
Estimated Project Cost	TBD	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
Funds are being sought to design and expand the "Additional Recycling Area," currently located to the West of the new salt shed, to allow for the orderly drop off, collection, and processing of materials for reuse and recycling. This is necessary make the Additional Recycling Area more efficient, attractive, and allow for the collection of additional materials. Materials currently being collected includes: automotive fuel, books, bottles & cans with deposits, clothing or other textiles, household items, paint, appliance, automotive batteries, batteries, cell phones, computers, electronic devices, fluorescent lamps, medical sharps, mercury containing devices, monitors (CRTs), printer, fax, and copier cartridges, propane tanks, scrap metal, TV's, and Tires. The proposal includes expanding the existing Additional Recycling Area approximately to the North, putting in place a block retaining wall, and purchasing additional roll-off and shipping containers. The additional space will allow the Town to be responsive to future public requests for material processing as recycling technology improves. Proposed new materials to be accepted include: - Upholstered furniture for recycling (vendor: Conigliaro Industries, Framingham) - Mattresses for recycling (vendor: Conigliaro Industries, Framingham) - Carpeting (vendor: Conigliaro Industries, Framingham) - Styrofoam for recycling (vendor: ReFoamIt, Leominster) - Reusable building materials (vendor: Habitat for Humanity/Boston Building Materials Resource Center) - Bicycles (vendor: Bikes not Bombs) - Durable medical equipment (vendor) - Rigid plastic (vendor: EL Harvey)											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2015

Future Capital Project CIP-FCP											
Title	Transfer Station Building Renovation and Expansion										
Department	DPW - RTS										
Location	Recycling and Transfer Station, 1421 Central Ave.										
Estimated Project Cost	2.5 Million	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
The Recycling and Transfer Station has grown organically over the years and currently includes seven separate buildings: - Transfer station building with customer reception area, staff office, and restroom – not ADA compliant 3-Bay garage used for surplus paint and equipment storage and Re-use-it area - Employee break trailer with storage and restroom – not ADA compliant - REX building garage with Superintendent office and restroom – not ADA compliant - Surplus paint reuse shed and hazardous waste locker 40' trailer for storage 12' trailer for storage Some of the limitations of the current facility include: - Supervisor's office is isolated from the day-to-day operations and staff activity, making supervision and oversight challenging. - Condition of transfer station reception area, office, and restroom is sub-par - Total area of customer reception area and office area for two staff is 13' x 15' - Plumbing in transfer station restroom occasionally freezes in the winter - No shower facilities on site for staff working in extremely dirty environment - Limited secure storage for valuable inventory such as PAYT trash bags - Employee lunch/break room is in donated second-hand trailer located in isolated area of facility Looking to the future, in order to improve efficiency and oversight of operations, provide adequate working conditions, and provide secure storage, new quarters at the RTS are desperately needed. The new area would combine the functions of five separate storage buildings into one facility attached to the existing transfer station building. The new facility would include: customer service area, staff office, superintendent office, employee lunch/break room, meeting room, restroom, shower facilities, and secure storage area all in a single facility. The new facilities would most likely be a three-story addition to the existing transfer station building consisting of secure storage and shower/locker room on the ground level, customer reception and office area on the first floor, and meeting room and employee break room on the second floor. A May 2014 Annual Town Meeting Warrant approved funding for a temporary office trailer to provide adequate customer service, office, and restroom facilities and to bring the superintendent's office into the main operations area. This trailer is intended to be temporary and will be situated so as not to interfere with potential transfer station expansion.											
FY2015 - FY2019 Version											

Future Capital Project CIP-FCP											
Title	Sewer System Inflow & Infiltration Removal										
Department	Public Works - Sewer										
Location	Various										
Estimated Project Cost	TBD	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
A study to determine which areas will be worked on was requested for FY 13 and FY 14 with results expected by 2015. This project has been delayed due to low rain amounts over the past few years. Without a sufficient water table, it is not possible to accurately study inflow and infiltration in the Town's sewer system. Areas for Infiltration and Inflow removal design and construction will be determined by the study for the next 10 years. The Town of Needham, along with numerous other communities, is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. The inflow removal program is being presented separately from the infiltration removal program. Much of this work could address inflow to include extending or expanding the storm drain system to accept groundwater from household sump pumps. Needham's most significant problem is believed to be from these private sources. The program will initiate with an education and information campaign to inform and prepare the homeowners as to the nature of the problem. The cost impacts to the community, the legal implications, the likely solutions, the responsibilities of the homeowner, and the potential enforcement actions by the Town, the Massachusetts Water Resource Authority (MWRA), the DEP and the Environmental Protection Agency (EPA) will need to be communicated. The preliminary engineering will likely take the form of smoke testing and flooded dye testing to determine any direct or indirect interconnections between the sewer and the storm drain system. It also includes a door-to-door investigation of households to determine where violations are occurring. Typical violations include, but are not limited to, sump pumps or open clean-outs where non-sanitary flow is discharging directly to the sewer system as well as foundation drains, yard drains, roof leaders and other cross connections. <u>Cost Benefits of Program:</u> 1) Failure to do any mitigation in any of the MWRA communities will cause the overall costs for all participating communities to increase. 2) The failure of the Town of Needham to address its I/I while neighboring communities reduce there's will increase the percentage of the cost to Needham.											

Future Capital Project CIP-FCP	
Title	Sewer System Inflow & Infiltration Removal
3)	When Needham decreases its I/I the same or better than other participating communities its percentage of cost will stay the same or decrease.
4)	The overall cost to operate the MWRA sewer system tends to increase. The portion of the cost attributed to Needham decreases in percentage but increases in total dollars.
5)	The Town must keep up with its I/I mitigation in order to avoid disproportionate increases in cost and to comply with the MassDEP's administrative order.

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Future Capital Project CIP-FCP											
Title	Sewer Main Replacement										
Department	Public Works – Sewer										
Location	Greendale Ave										
Estimated Project Cost	600,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
The Town of Needham is in the final phases of completing a Facilities Master Plan. This plan has a building located on Parcel 74 on Greendale Ave. In order to facilitate the construction of a building on this property, a new or relined sewer line will be necessary. Additionally, the existing sewer line has been determined to be in the process of deteriorating and in need of replacement. This request is for replacing or relining 1,209 feet of 18 inch reinforced concrete pipe gravity sewer main running through Town property in the right of way from Greendale Ave near Cheney Street towards Route 128. This is the total length of pipe that runs through the right of way to the first man hole on Rt. 128. Cost Estimate: FY 2020 - \$100,000 Engineering FY 2021 - \$500,000 Construction											
FY2016-FY2020 Version											

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Future Capital Project CIP-FCP											
Title	Fire Flow Improvements										
Department	Public Works – Water										
Location	Birds Hill & Tower Hill										
Estimated Project Cost	2,743,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
The Department is requesting a feasibility study to investigate possible options to increase water pressure in the Tower Hill and Birds Hill areas. The goal is to create a high pressure zone in those two areas, potentially supplied by water booster stations. The FY17 and FY18 estimates provided are based upon a 1999 water system report and may be altered pending the completion of a feasibility study. FY18 - Bird's Hill Tank high service area & Dunster Road Tank high service area / engineering, design - \$ 504,000 FY19 - Bird's Hill Tank high service area & Dunster Road Tank high service area / construction - \$ 2,239,000											
FY2016-FY2020 Version											

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Future Capital Project CIP-FCP											
Title	Irrigation Supply										
Department	Public Works - Water										
Location	Reservoir/ 486 Dedham Ave										
Estimated Project Cost	To be determined	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
Funding for a feasibility study was approved at the 2013 ATM to determine if the Needham Reservoir/Dedham Avenue can be used to supply non-potable water for irrigation of the Golf Course, DeFazio Complex and Pollard fields. The study is currently on-going. To date, the consultant has recommended that the Town not pursue the Dedham Ave wells for an irrigation water supply for the following reasons; 1. The presence of the existing wells within wetlands and the resulting wetlands permit requirements will be significantly cumbersome and could negate the feasibility of well reactivation. 2. The well facilities being over 100 years old are unlikely to be in adequate condition for reactivation. Substantial cost could be expended to assess these facilities, just to confirm their inadequacy and non-viability from a wetland permit standpoint. 3. The applicability of the WMA relative to the establishment of an irrigation supply using these wells is unclear and requires discussion with MassDEP. Currently we are exploring options for possible irrigation wells on both DeFazio and Golf Course properties. If feasible, then design and construction funding will be requested. Construction costs cannot be determined at this time.											
FY2015 - FY2019 Version											

Capital Request Code Key

Project Category:

- B** = Building
- F** = Facility (seasonal buildings and active sites, e.g., beach, fields or park)
- I** = Infrastructure, e.g., road, bridge, and sidewalks, drainage systems, sewer laterals or systems, water supply distribution systems
- L** = Land purchase or improvements (trails)

Useful Life:

- I** = more than five (5) years but less than eight (8) years
- II** = between eight (8) and twelve (12) years
- III** = between twelve (12) and eighteen (18) years
- IV** = between eighteen (18) and twenty-five (25) years
- V** = more than twenty-five (25) years.

Primary Reason:

- 1** = public/employee health or safety
- 2** = legal requirement
- 3** = obsolete/non-functioning
- 4** = operational efficiency
- 5** = scheduled replacement
- 6** = supports performance measure
- 7** = new function or service
- 8** = other

Operating Budget Impact:

- A.** The project will generate revenue to offset costs in full.
- B.** The project will reduce operating cost.
- C.** The project is estimated to result in less than \$5,000 in increased operating expenditures.
- D.** The project is estimated to result in less than \$25,000 in increased operating expenditures.
- E.** The project is estimated to result in less than \$50,000 in increased operating expenditures.
- F.** The project is estimated to result in more than \$50,001 in increased operating expenditures.

Overview of the Major Public Facilities

Section 10

Significant Public Facilities

Needham High School

609 Webster Street

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

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
A Gym Upgrade		105,000	182,000	64,000	30,000	381,000
High School Class Room Expansion	4,457,200					4,457,200
High School Boiler Replacement					840,000	840,000
Totals	4,457,200	105,000	182,000	64,000	870,000	5,678,200

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
C Building Roof		320,000				320,000
High School Configuration Changes					200,000	200,000
						-
Totals	-	320,000	-	-	200,000	520,000

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

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

William F Pollard Middle School

200 Harris Avenue

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

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Blue & Green Gym Upgrades		58,500	440,000	269,000	30,000	797,500
General Facility Improvements					12,847,035	12,847,035
						-
Totals	-	58,500	440,000	269,000	12,877,035	13,644,535

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Boiler Replacement			55,000	800,000		855,000
Condition Analysis	30,000					30,000
Design & Engineering for Newman Relocation	30,000					30,000
Interior & Exterior Improvements	442,000	758,000				1,200,000
Roof Design and Replacement	3,500,000					3,500,000
Telephone System				53,000		53,000
Totals	4,002,000	758,000	55,000	853,000	-	5,668,000

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced air handling units and exhaust fans
- Replaced sump pumps

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

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed new sink in classroom 210
- Converted classroom 210 to an engineering classroom
- Installed Sentricon termite control
- Upgraded kitchen from pneumatic to electronic heating control
- Retrofitted heat valves in 12 office areas
- Restored phone service to the modular classrooms
- Converted bathrooms in modular classrooms to standard fixtures
- Repaired boiler (section replacement)
- Installed motion sensors
- Installed new sink faucets in girls' restroom
- Removed and replaced urinals in boys' restroom
- Installed drain piping for 4 new serving tables
- Replaced 3 exterior light pole ballasts and lamps
- Installed boosters for fire alarm panel
- Replaced carpet in classrooms 227 and 132 with VCT
- Installed 2 new coils in café UV's
- Removed wall dividers in blue gym and replaced with flexible partitions in both blue & green gym
- Installed new sinks, drain lines, faucets, and water lines in classroom 251
- Restored modular classroom M6 and M7 back to original condition prior to Newman at Pollard

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Abated asbestos flooring and installed new tile
- Installed new front sign
- Repaired several exterior lights

- Installed split air conditioning system in room 209
- replaced Victaulic couplings with welded piper over Boiler #1 and Boiler #2
- Installed drain, water feed, sink, and fixtures in room 288 for new science classroom
- Rekeyed interior of building
- Installed insulation on roof drains

Other significant maintenance/repairs in Calendar Year 2010 included:

- Replaced the skirt under the modular classrooms
- Reactivated AHU-5
- Installed sink and extended water and drain service for room 286
- Installed motion light switches in all rest rooms, storage areas and small meeting rooms
- Asbestos abatement in various areas
- Stripped and reconstructed girls bathroom
- Rebuilt heating circulator pump
- Replaced heating circulator pump
- Interior painting

Other significant maintenance/repairs in Calendar Year 2009 included:

- Converted classroom to science room, installing counter, sink and extending water and drain service
- Converted Art classroom to Wood Working classroom, upgrading electrical service and installed counters and cabinets
- Asbestos abatement in rooms 260 and 200 (Administrative Offices)
- Carpet installed in rooms 260 and 200 (Administrative Offices)
- Remove VCT tile and installed cushioned flooring in the weight room
- Installed Rentar Fuel Catalyst to reduce oil consumption
- Cleaned all duct work
- Painted a number of corridors, bathrooms and boys locker room
- Replaced all exterior doors and locks
- Refinished Auditorium Stage floor
- Roof repairs

Newman Elementary School

1155 Central Avenue

Assessed Value: \$28,810,100
Parcel ID: Map 216 Block 21
Lot Size: 60.7 acres
Original Constructions: 1961 as a Junior High School; reopened in 1993 as an Elementary School; major systems upgrade in 2012

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Preschool Playground				60,000		60,000
						-
Totals	-	-	-	60,000	-	60,000

Other significant maintenance/repairs in Calendar Year 2014 included:

- Connected domestic hot water pumps to the building automation system

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced floor in the media center
- Installed new condensing unit for the science center animal room
- Secured the window curtain on the bridge

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repair windows in classrooms 118 and 219
- Repaired pole lights in the parking lot
- Replaced damaged angle on the elevator car

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Refinished gym floor

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed new AC compressor in the administration area.
- Replaced 3 sections in boiler # 1 & 3 sections in boiler #2
- Cleaned all sections in boiler #1 & #2

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- Refinished the floor in the gym
- Interior painting
- Installed domestic hot water pump
- Replaced solid gym divider with flexible divider
- Replaced shaft and bearing in fan room # 5
- Continued evaluation of 10,000 gallon underground storage tank and surrounding soils

Other significant maintenance/repairs in Calendar Year 2009 included:

- Painted hallways, stairwells, and band room
- Evaluated 10,000 gallon underground oil storage tank and surrounding soils
- Refinished Gym and Auditorium Stage floor
- Installed new HVAC control compressor
- Installed Rentar Fuel Catalyst to reduce oil consumption
- Replace 28' of 8" steam pipe between the east wing and west wing
- Replace sidewalk due to steam pipe project
- Replaced 6 boiler sections in the number two boiler
- Installed new steamer and kettle in kitchen
- Roof repairs

Mitchell Elementary School

187 Brookline Street

Assessed Value: \$7,870,800
Parcel ID: Map 56 Block 1
Lot Size: 12.47 acres
Original Construction: 1951; addition constructed in 1968

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
New Facility			64,180,000			64,180,000
						-
Totals	-	-	64,180,000	-	-	64,180,000

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Condition Assessment*	25,000					25,000
Modular Classrooms				2,729,276		2,729,276
						-
Totals	25,000	-	-	2,729,276	-	2,754,276

*multiple facilities amount is an allocated portion

Mitchell Elementary School (continued)

187 Brookline Street

Other significant maintenance/repairs in Calendar Year 2014 included:

- Performed cleaning of ductwork in HVAC system
- Upgraded electrical wiring and panel in the kitchen and wired new range and steamer
- Installed new fence in courtyard

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired granite steps at main entrance
- Installed occupancy sensors in all bathrooms
- Installed new induction lights in the parking lot
- Installed new awning over rear door
- Painted all door frames and hallways
- Asbestos abatement and re-insulation
- Boiler room upgrade
- Removed oil fired domestic hot water heater and replaced with natural gas fired unit
- Converted boiler burners to natural gas units

Other significant maintenance/repairs in Calendar Year 2012 included:

- Grouped exterior lights together
- Installed induction lights in place of existing wall packs
- Replaced motors on boiler room exhaust fan
- Installed new grease trap in kitchen
- Replaced doors and changed out locks
- Painted exterior of school
- Completed exhaust fan work and oil containment work
- Replaced 13 exterior windows in the gym

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Refinished wood floors in gym and cafeteria
- Installed lighting motion sensors throughout the entire building
- Weeded and mulched
- Replaced louvers and installed cages on exterior of building

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed motion detector light switches in all bathrooms, storage rooms and small meeting rooms
- Repaired stairs in the kindergarten area

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- Refinished the floors in gym, cafeteria and stage
- Interior painting
- Added additional graphics to the Building Management System

Other significant maintenance/repairs in Calendar Year 2009 included:

- Installed new electrical service for new kitchen refrigerator and freezer
- Replaced boiler number two
- Installed Rentar Fuel Catalyst to reduce oil consumption
- Asbestos abatement in eleven classrooms and school administration area
- Installed VCT tile in all abated areas
- Installed twelve low flow toilets (MWRA Grant)
- Cleaned all duct work
- Replaced electrical service from building to parking lot lights
- Refinished Cafeteria, Stage and Gym floors
- Painted two class rooms, principles office, nurses office and stage ceiling
- Installed covers over AC units for the winter
- Converted pneumatic heating controls to digital controls and added to Building Management System

Hillside Elementary School

28 Glen Gary Road

Assessed Value: \$7,860,500
 Parcel ID: Map 102 Block 1
 Lot Size: 24.6 acres
 Original Construction: 1960; addition constructed in 1968; modular classrooms installed in 1996

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
New Facility	55,904,600					55,904,600
						-
Totals	55,904,600	-	-	-	-	55,904,600

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Condition Assessment *	25,000					25,000
New Facility - Feasibility and Design				650,000		650,000
						-
Totals	25,000	-	-	650,000	-	675,000

*multiple facilities amount is an allocated portion

Hillside Elementary School (continued)

28 Glen Gary Road

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired boiler #1 in order to bring back online
- Replace floor tiles in modular classrooms and hallway
- Installed single door access control system

Other significant maintenance/repairs in Calendar Year 2013 included

- Installed Lexan guards on railings to close gaps in stairwell
- Removed existing carpet and installed VCT flooring in Kindergarten classroom
- Upgraded the boiler room
- Installed fob access system on exterior door
- Replaced outdoor lights with induction lighting and LED lighting

Other significant maintenance/repairs in Calendar Year 2012 included

- Replaced all window AC units with Energy Star Rated units
- Replaced pump and did oil containment work
- Replaced flooring

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Replaced domestic hot water heater
- Installed storage area in gym/auditorium on stage
- Weeded and mulched
- Replaced grease trap in cafeteria kitchen
- Rebuilt steam traps throughout the school
- Installed lighting motion sensors throughout the entire building
- Refinished gym wood flooring

Other significant maintenance/repairs in Calendar Year 2010 included:

- Converted pneumatic HV control system to digital HV control system and added to the Building Management System (stimulus funding)
- Replaced heating coil in cafeteria air handling unit
- Replaced heating coil in room 10
- Refinished gym floor
- Install new bathroom stalls in three girls bathrooms and 3 boys bathrooms
- Refurbished flag pole
- Replaced two condensate pumps

- Cleaned duct work

Other significant maintenance/repairs in Calendar Year 2009 included:

- Removed and replaced decks and stairs for modular class rooms
- Replaced main water valve and secondary hot and cold water valves
- Replace four large exhaust fans
- Installed two AC's, including electrical service
- Replaced all faucet fixtures in bathrooms and class rooms
- Installed second Rentar Fuel Catalyst to reduce oil consumption
- Painted interior fire doors, interior door casings, selected hallway areas
- Refinished Gym floor
- Replaced light lenses
- Replaced bathroom stalls in one bathroom
- Replaced exterior doors
- Installed fence around dumpsters
- Caulked all exterior openings and AC units
- Installed covers over AC units for winter

Broadmeadow Elementary School

120 Broad Meadow Road

Assessed Value: \$13,193,900
Parcel ID: Map 13 Block 3
Lot Size: 11.2 acres
Original Construction: 1951; reconstruction and addition in 2002

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2014 included:

- Created a reception area desk in the ETC office
- Installed two door access control systems
- Replaced the ignition controls on two boilers
- Upgraded interior lighting – replaced all standard switches with sensor/motion detection switches

- Installed a new exhaust fan in kindergarten room
- Retro- commissioned the HVAC system
- Removed and replaced floor tiles in the main lobby area

Other significant maintenance/repairs in Calendar Year 2013 included:

- Installed occupancy sensors in all bathrooms
- Installed airphone system on exterior door
- Replaced flooring in hallways and various classrooms

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed LED bulbs in performance center and hallway
- Replaced water temperature sensor in generator room
- Installed 42 new clocks and new master unit
- Installed new airphone system
- Installed new exhaust fans on the roof
- Replaced flooring in music room
- Installed new diffuser in room 113
- Replaced condenser fans on RTU 4

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Replaced two compressors in RTU 3
- Replaced mixed air damper in RTU 5
- Replaced main breaker in RTU 2
- Repaired fence that was damaged during winter storm
- Replaced flooring in entrance way, performance, and rooms 4, 35, and 36
- Repaired several exterior lights
- Weeded and mulched

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed main compressor in RTU 3
- Replaced the flooring in rooms 55, 56, 60, 61 and the cafeteria
- Cleaned entire air handling system (duct cleaning)
- Refinished gym floor and stairs in Performance Center
- Replaced three circulator pumps for the domestic hot water system
- Interior painting

Other significant maintenance/repairs in Calendar Year 2009 included:

- Install split AC unit in head end room
- Replaced the motor, for the supply fan on RTU 2
- Painted selected hallway areas and bathrooms
- Replaced three way heat valve in Air Handling ceiling unit in gym

John Eliot Elementary School

135 Wellesley Avenue

Assessed Value: \$11,798,700
Parcel ID: Map 91 Block 19
Lot Size: 7.9 acres
Original Construction: 1955; replaced in 2004

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2014 included:

- Replaced motor on the ductless split unit
- Replaced fence along the driveway
- Wired and programmed the boiler controls for better energy efficiency
- Installed two door access control systems
- Repaired boiler #2 to bring back online

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced expansion tank for the domestic boiler
- Replaced flooring in hallways
- Replaced exterior lighting control panel

Other significant maintenance/repairs in Calendar Year 2012 included

- Installed airphone system on main entrance
- Replaced/repaired flooring in hallways
- Installed padding behind basketball nets

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Weeded and mulched
- Repaired fence that was damaged during winter storm
- Repair several exterior lights
- Replaced actuator and fixed damper in RTU 3
- Cleaned duct work

Other significant maintenance/repairs in Calendar Year 2010 included:

- Replaced all the seals in boiler #1
- Repaired marmolium flooring in the cafeteria and lobby area.
- Refinished gym and stage floors
- Replaced main breaker in electrical room
- Repainted traffic markings

Other significant maintenance/repairs in Calendar Year 2009 included:

- Replaced the control drive for the supply fan for RTU 3
- Repaired flooring in Performance Center

High Rock School

77 Sylvan Road

Assessed Value: \$12,285,800
Parcel ID: Map 133 Block 41
Lot Size: 8.75 acres
Original Constructions: 1955; reconstruction and addition in 2009

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Convert to an Elementary School			3,770,000			3,770,000
						-
Totals	-	-	3,770,000	-	-	3,770,000

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2014 included:

- Installed guardrails and new fencing in upper parking lot
- Performed cleaning of ductwork in the HVAC system

- Replaced controller on boiler #1

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced cracked glass over main entrance door
- Installed new aluminum fence
- Repaired all outdoor lights

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repaired 6 pole lights in the upper parking lot
- Relined parking lot

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Repair several exterior lights
- Weeded and mulched
- Refinished wood floor on stage
- Repaired fence that was damaged during winter storm
- Repaired domestic hot water heater

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2009 included:

- Installed a 2.34 KW Solar Array

Emery Grover

1330 Highland Avenue

Assessed Value: \$2,025,400
Parcel ID: Map 53 Block 2
Lot Size: 1.06 acres
Finished Square Feet: 14,742
Original Construction: 1898

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
School Administration Building Renovation			13,089,000			13,089,000
						-
Totals	-	-	13,089,000	-	-	13,089,000

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
School Administration Building Study			30,000			30,000
						-
Totals	-	-	30,000	-	-	30,000

Other significant maintenance/repairs in Calendar Year 2014 included:

- Painted hallways and offices on both floors
- Replaced fencing and gate around dumpster in the parking lot
- Replaced stair treads on interior stairways

Other significant maintenance/repairs in Calendar Year 2013 included:

- Installed insulation in the attic
- Installed awning over door entrance
- Replaced deteriorated metal cornices on roof
- Repaired brick archways on building

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed new indoor and outdoor units for heat pump system and adjusted system for dehumidification

Other significant maintenance/repairs in Calendar Year 2011 included:

- Reconstructed bathroom in basement
- Repaired to gutters and downspouts
- Removed all knob and tube wiring
- Removed finish floor, wall panels, and sub floor in ETC. Insulated walls, installed wall panels and sub floor, and finished floor.

Other significant maintenance/repairs in Calendar Year 2010 included:

- Asbestos abatement in several areas
- Installed rug in all abated areas (Administrative Areas)
- Removed and replaced floor and build outs along exterior foundation wall of ETC office
- Install vapor barrier throughout ETC office, insulated and reconstructed build outs along foundation walls
- Repoint bricks around the ETC office
- Repair and replace the gutters and down spouts on the north side of the building
- Installed new handrails in entrance
- Repainted traffic markings

Other significant maintenance/repairs in Calendar Year 2009 included:

- Asbestos abatement in several areas
- Installed rug in all abated areas (Administrative Areas)
- Exterior Painting
- Painted selected interior spaces
- Install covers over all AC's which cannot be removed
- Installed Rentar Fuel Catalyst to reduce oil consumption
- Upgraded electrical service in the production center

Town Hall

1471 Highland Avenue

Assessed Value: \$9,197,900
Parcel ID: Map 51 Block 1
Lot Size: 1.23 acres
Original Construction: 1902; reconstruction and addition in 2011

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired the Voltage Bird Control System on the roof
- Repaired and repainted columns in Powers Hall auditorium

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired automatic temperature controls

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Put back in service October 2011

Other significant maintenance/repairs in Calendar Year 2010 included:

- Taken out of service February 2010

Department of Public Works / Operations

470 Dedham Avenue

Assessed Value: \$2,932,200 (DPW Building)
Parcel ID: Map 302 Block 5
Lot Size: 17.7 acres
Original Constructions: 1960; addition in 1966

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Boiler Replacement		378,500				378,500
Facility Improvements		25,000,000				25,000,000
Fuel Island Relocation	126,500	839,500				966,000
						-
Totals	126,500	26,218,000	-	-	-	26,344,500

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Energy Supply Conversion	250,000					250,000
Facility Improvements Garage Bays			40,000	1,100,000		1,140,000
Garage Lift				110,000		110,000
						-
Totals	250,000	-	40,000	1,210,000	-	1,500,000

Other significant maintenance/repairs in Calendar Year 2014 included:

- Installed new shower valves in men's restroom
- Installed a new door to the garage office
- Replaced VFD in boiler motor
- Added additional lighting hardware outside of building

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired block column which was damaged
- Replaced expansion tank #2 in boiler room

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repaired and re-tubed boiler in boiler room
- Replaced expansion tank #1 in boiler room
- Changed cores on office doors on second floor

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Repaired exterior brick
- Repaired boiler
- Glazed and painted exterior of windows
- Reconfigured building to storage space

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed additional exterior back lot lighting for DPW employees
- Contracted with utility to have natural gas main brought to Water Building and DPW
- Converted oil fired burner to natural gas fired burner
- Clean out oil water separator at the DPW building
- Install new down spouts at Water Building
- Installed two urinals and flushometers in the Water Building
- Install new furnace at the Charles River Water Treatment Plant

Other significant maintenance/repairs in Calendar Year 2009 included:

- Repaired main boiler vessel
- Replace HVAC control compressor
- Installed Rentar Fuel Catalyst to reduce oil consumption
- Constructed Men's and Women's bathrooms in Water Building
- Installed new high efficiency propane heating system in Water Building
- Install water meter test bench in St. Mary's Pump Station
- Enrolled emergency generator at the Charles River Water Treatment Facility, in Demand Response program

Public Services Administration Building

500 Dedham Avenue

Assessed Value: \$5,254,700
Parcel ID: Map 302 Block 3
Lot Size: 2.67 acres
Original Constructions: 2009

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired seams in the linoleum flooring in the hallways
- Performed cleaning of ductwork in the HVAC system

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Repainted office spaces for new occupants

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Recycling & Transfer Station

1407 Central Avenue

Assessed Value: \$2,329,300 (RTS Buildings)
Parcel ID: Map 308 Block 2
Lot Size: 22 acres
Original Construction: 1988

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Facility Upgrades and Improvements					2,500,000	2,500,000
						-
Totals	-	-	-	-	2,500,000	2,500,000

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Drop Off Area Repair						-
RTS Soil Remediation			400,000			400,000
Transfer Station Office Trailer					75,779	75,779
Message Board					30,000	30,000
						-
Totals	-	-	400,000	-	105,779	505,779

Other significant maintenance/repairs in Calendar Year 2014 included:

- Replaced eight roof mounted exhaust fans
- Replaced all exterior lights with induction lighting in order to be more energy efficient
- Re-lamped all interior lights

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced flooring in the main office
- Repaired track on overhead door #2
- Repaired center column

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed steel barricade for the electrical switches in the garage
- Repaired damaged conduit
- Evaluated all overhead doors

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed AC in Superintendents office
- Repaired service power to overhead door
- Replaced overhead doors

Salt Shed (New Facility)

1407 Central Avenue

Assessed Value: \$1,606,200 (Salt Shed)
Parcel ID: Map 308 Block 2
Lot Size: 22 acres
Original Construction: 2013

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Salt Shed Relocation		75,000				75,000
New Salt Shed			1,913,000			1,913,000
						-
Totals	-	75,000	1,913,000	-	-	1,988,000

Other significant maintenance/repairs in Calendar Year 2014 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Morse-Bradley House / Ridge Hill

461-463 Charles River Street

Assessed Value: \$2,931,100
Parcel ID: Map 306 Block 1
Lot Size: 223.1 acres
Original Construction: 1907 and 1929

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired two broken windows
- Constructed two kiosks

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired damaged roof on the garage

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Installed alarm system
- Installed downspouts and drains

Other significant maintenance/repairs in Calendar Year 2010 included:

- Install 5/8" AC plywood to protect hard wood floors
- Winterized Plumbing
- Install new downspouts

Public Safety Buildings

88 Chestnut Street/99 School Street/707 Highland Avenue

Assessed Value: \$3,078,000 (88 Chestnut Street/99 School Street)
\$1,588,200 (707 Highland Ave)
Parcel ID: Map 47 Block 56 (88 Chestnut Street)
Map 70 Block 5 (707 Highland Avenue)
Lot Size: 1.04 acres (88 Chestnut Street/99 School Street)
1 acre (707 Highland Avenue)
Original Construction: 1931 (88 Chestnut Street/99 School Street); renovation in 1989
1906 (707 Highland Avenue)

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Public Safety Building Expansion			38,700,000			38,700,000
						-
Totals	-	-	38,700,000	-	-	38,700,000

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Rooftop AC Unit	48,000					48,000
Underground Storage Tank Removal				28,500		28,500
						-
Totals	48,000	-	-	28,500	-	76,500

Other significant maintenance/repairs in Calendar Year 2014 included:

- Fire Station 1 & Police Station
 - o Removed and replaced five shower stalls on the fire side.
 - o Repaired boiler in order to bring it back online
- Fire station 2
 - o Replaced fourteen windows on the second floor level as part of the energy efficiency upgrades

Other significant maintenance/repairs in Calendar Year 2013 included:

- Fire Station 1 & Police Station
 - o Repaired chair lifts
 - o Installed 10 new toilets in jail cells
 - o Installed new induction lighting in parking lot
- Fire station 2
 - o Installed new faucets in kitchen

Other significant maintenance/repairs in Calendar Year 2012 included:

- Fire Station 1 & Police Station
 - o Installed air compressor and auto condensate drain in the garage
 - o Furnished and installed a copper chimney cap and screening
 - o Replaced parking lot pole
 - o Replaced voltage regulator and adjusting potentiometer
 - o Installed new sink
 - o Installed sentricon termite system
 - o Painted exterior of Police station
 - o Replaced section in overhead door in garage
 - o Renovated kitchen
 - o Repaired door #1 on Police side
 - o Replaced all showerheads
 - o Painted interior of stairwell in fire station
- Fire Station 2
 - o Replaced main doors in apparatus bay
 - o Replaced spiral duct and low voltage wiring
 - o Cleaned gutters and repaired parts of the roofs
 - o Sanded and painted exterior doors, trim, and handrails

Other significant maintenance/repairs in Calendar Year 2011 included:

- Fire Station 1 & Police Station
 - o Repaired overhead doors
 - o Repaired several exterior lights
 - o Repaired Plymovent exhaust system in garage
 - o Cleaned duct work and abated mold
 - o Replaced chiller and air handler
- Fire Station 2
 - o Replaced boiler with condensing boiler
 - o Cleaned duct work
 - o Repaired Plymovent exhaust system in garage
 - o Replaced 8 windows in building
 - o Repaired overhead doors
 - o Replaced gas stove and microwave in kitchen

Other significant maintenance/repairs in Calendar Year 2010 included:

- Repaired police and fire station overhead doors
- Exterior sprinkler repair at both station # 1 & station # 2

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- Repaired natural gas line at station # 2
- Cleaned out gas/oil separator at Station # 1

Other significant maintenance/repairs in Calendar Year 2009 included:

- Completed repairs to police and fire station overhead doors
- Roof repairs
- Replaced roof on Public Safety Building
- Replaced carpeting in all administrative spaces in police station
- Painted all administrative spaces in police station
- Repaired natural gas leak in Fire Station #2
- Upgraded one main electrical service panel in Fire Station #2

Daley Building

257 R Webster Street

Assessed Value: \$998,600
Parcel ID: Map 70 Block 29
Lot Size: .92 acres
Original Construction: 1960

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2014 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Repaired overhead doors
- Repaired security alarm system
- Repaired exterior masonry on northeast corner of building

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed Burner Booster (pilot) to reduce fuel oil consumption

Other significant maintenance/repairs in Calendar Year 2009 included:

- Roof repairs

Needham Public Library

1139 Highland Avenue

Assessed Value: \$13,772,800
Parcel ID: Map 226 Block 55
Lot Size: 1.05
Original Construction: 1915; reconstruction and addition in 2006

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2014 included:

- Installed lettering of clear printed names on balustrade
- Repaired compressor on chiller
- Replaced handicap door operator
- Replaced station cards and updated Samsung phone system
- Repaired damaged sheetrock in conference room
- Reset capstone wall, repaired ramp, and repaired stone pavers outside of the entrance to the building
- Repaired exterior concrete stairs
- Repaired book drop doors
- Painted exterior of front entrance

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired all lighting throughout building
- Installed new capstone in stone knee wall outside of building

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repaired clock facing Highland Avenue
- Removed and replaced cork flooring on second and first floor
- Upgraded controls on boiler #1
- Repaired pole lights in parking lot
- Repaired and improved handicapped door opener at rear entrance
- Replaced first floor window panel in children's room
- Repaired chiller – roof
- Repaired mortar on corner stones
- Repaired broken glass partition on 2nd floor
- Installed film and railings on glass balustrades

Other significant maintenance/repairs in Calendar Year 2011 included:

- Repaired Boiler #1 & # 2
- Repaired some exterior lighting
- Repaired cork flooring in main level
- Cleaned duct work

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2009 included:

- Installed low volume ventilation system in Children's Room
- Removed the Wave in the Children's Room
- Patched and paint walls in Children's Room
- Installed cove base in Children's Room

Senior Center (New Building)

300 Hillside Avenue

Assessed Value: \$5,508,600
Parcel ID: Map 99 Block 14
Lot Size: 1.64 acres
Original Construction: 2013

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
New Senior Center	500,000	8,075,000				8,575,000
						-
Totals	500,000	8,075,000	-	-	-	8,575,000

Other significant maintenance/repairs in Calendar Year 2014 included:

- Installed new AED holders
- Installed six hoods for the Mitsubishi roof top units

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Rosemary Pool Complex

Rosemary Street

Assessed Value: \$3,573,000
Parcel ID: Map 225 Blocks 01;02;03;31
Lot Size: 36.49 acres Includes camp and lake (lake equals 11.8 acres +/- camp equals 19 acres +/-)
Original Construction: Camp 1942, Pool 1960, and Buildings 1972

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Renovation and Reconstruction	1,000,000	9,600,000				10,600,000
						-
Totals	1,000,000	9,600,000	-	-	-	10,600,000

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired showers and sinks that were leaking in the women's restroom
- Installed new screens in windows
- Installed new diving board and new pedestal mount

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced door knobs with new ADA compliant handsets
- Repaired wooden deck
- Repaired block wall

Other significant maintenance/repairs in Calendar Year 2012 included:

- Replaced all showerheads
- Replaced old hot water heaters with new energy efficient hot water heaters

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

- Replacement of two major pumps: lift pump and circulation pump

Other significant maintenance/repairs in Calendar Year 2009 included:

- Replaced two exterior doors and two handicapped doors

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- DPW replaced a leaking pipe
- DPW did all the pool prep work including replacing deck boards
- Replaced light fixtures in filter room, underground storage, concession room, and handicap bathrooms
- Rebuilt center dock
- Replaced the fencing and gate around the DE pit
- Installed covering over stairs

Memorial Park

Assessed Value: \$913,100
Parcel ID: Map 226 Block 30
Lot Size: 13.08 acres
Original Construction: 1985

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
New Facility					8,000,000	8,000,000
						-
Totals	-	-	-	-	8,000,000	8,000,000

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Memorial Park Improvements	43,000					43,000
Memorial Park Improvements					35,000	35,000
						-
Totals	43,000	-	-	-	35,000	78,000

Other significant maintenance/repairs in Calendar Year 2014 included:

- Water sealed the wood stairs at Memorial Park
- Installed new water heater at Memorial Park Field House
- Changed locks and door hardware on both doors at Memorial Park

Other significant maintenance/repairs in Calendar Year 2013 included:

- Installed new gas furnaces at Memorial Park

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Replaced all exterior doors at Memorial Park

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- Repainted awning on exterior of Memorial Park

Other significant maintenance/repairs in Calendar Year 2010 included:

- Repainted traffic markings

Other significant maintenance/repairs in Calendar Year 2009 included:

- No significant repairs

Needham Parks

Assessed Value: Multiple
Parcel ID: Multiple
Lot Size: Multiple
Original Construction: Multiple

Identified Future Capital Projects						
Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Artificial Turf Carpet Replacement		2,000,000				2,000,000
Athletic Facility Improvements		276,000	285,000	570,000	2,500,000	3,631,000
Cricket Building	700,000					700,000
DeFazio Park Parking Lot & Tot Lot					10,000,000	10,000,000
Mills Field Improvements	510,000					510,000
Newman School Fields	1,527,000					1,527,000
Newman School Trail	800,000					800,000
Renovation of Buildings at Camp Property					250,000	250,000
Reservoir and Ridge Hill Trails		515,000				515,000
Rosemary Camp			8,800	66,000	93,800	168,600
Totals	3,537,000	2,791,000	293,800	636,000	12,843,800	20,101,600

Five Year Capital Appropriation Summary						
Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
Athletic Facility Improvements	103,600	162,500	192,500			458,600
Claxton Roof	30,598					30,598
Cricket Building		10,000				10,000
DeFazio Resodding			90,000			90,000
Greene's Field Improvements			445,000			445,000
Mills Field Improvements				40,000		40,000
Newman School Trail				248,000		248,000
Reservoir and Ridge Hill Trails				85,000		85,000
Totals	134,198	172,500	727,500	373,000	-	1,407,198

Needham Parks (continued)

Other significant maintenance/repairs in Calendar Year 2014 included:

- Replaced locks and door hardware on restroom doors at Claxton Field

Other significant maintenance/repairs in Calendar Year 2013 included:

- Installed two new toilets in women's bathroom at Cricket Field

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2009 included:

- No significant repairs

Chestnut Street Annex (reserved for public safety expansion)

66 Chestnut Street

Assessed Value: \$1,294,400
Parcel ID: Map 47 Block 57
Lot Size: .58 acres
Original Construction: Purchased 12/18/2013

Identified Future Capital Projects Project	FY2016	FY2017	FY2018	FY2019	FY2020	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2011	FY2012	FY2013	FY2014	FY2015	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2014 included:

- No significant repairs

Glossary

Section 11

GLOSSARY

Provided below are some of the commonly used terms in budget and capital planning and fiscal and debt management.

Account - A classification of appropriation by type of expenditure.

Accounting Period – A period of time (e.g., one month, one year) where the Town determines its financial position and results of operations.

Accrual Basis - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Actuarial - A person or methodology that makes determinations of required contributions to achieve future funding levels by addressing risk and time.

ADA - Americans with Disabilities Act

Athletic Facility Improvement Fund - This fund was created at the 2012 Annual Town Meeting. The purpose of this fund is to allow the Town to reserve funds for the renovation and reconstruction of the Town's athletic facilities, with particular emphasis on the turf fields installed at the Memorial Park and DeFazio Field.

American Reinvestment and Recovery Act - The American Recovery and Reinvestment Act of 2009, abbreviated ARRA or Federal Stimulus, is an economic stimulus package enacted by Congress in February 2009. The Act includes federal tax cuts, expansion of unemployment benefits and other social welfare provisions, and domestic spending in education, health care, and infrastructure, including the energy sector.

Appropriation – A legal authorization granted by Town Meeting to expend money and incur obligations for specific public purposes.

ARRA - See American Reinvestment and Recovery Act

Assessment – The official valuation of property for purposes of taxation.

Available Funds – Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds, overlay surplus, and retained earnings.

Balanced Budget – A budget is balanced when planned funds or total revenues equal planned expenditures, that is, total

outlays or disbursements, for a fiscal year.

Betterment (Special Assessment) – Whenever part of a community benefits from a public improvement, or betterment (e.g., water, sewer, sidewalks, etc.), special property taxes may be assessed to the property owners of that area to reimburse the governmental entity for all, or part, of the costs it incurred in completing the project. Each property parcel receiving the benefit is assessed a proportionate share of the cost which may be paid in full, or apportioned over a period of up to 20 years.

Bond – A written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

Bond Anticipation Note (BAN) – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. Notes are retired from proceeds from the bond issue to which they are related and/or from a cash payment and/or Town appropriation.

Capital Budget - A plan for capital expenditures for projects to be included during the first year of the capital improvement plan.

Capital Exclusion – A *temporary* increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require 2/3 vote of the entire Board of Selectmen and a majority vote in a town-wide election. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

Capital Facility Stabilization Fund - This fund was created at the 2007 Annual Town Meeting. The purpose of this fund is to allow the Town to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. For this purpose, capital facility refers to any building or structure which is located on Town property and is under the jurisdiction of the Town Manager, including any Town owned building, structure, room, or space within a building, facility, park or plaza, open space, driveway, landscaped area, or other physical improvements under the administrative control of the Town.

Capital Improvement Fund – This fund was created at the 2004 Annual Town Meeting. The purpose of this Fund is to allow the Town to reserve funds for the acquisition of new equipment and/or the replacement of existing equipment (for which the Town may borrow money for a period of five years or more), and/or for building/facility improvements with a cost of less than \$250,000 (for which the Town may borrow money for a period of five years or more). Only general fund capital that has been recommended in the Capital Improvement Plan (CIP) is eligible for funding in this manner.

Capital Improvement Plan (CIP) – A financial planning and management tool that identifies public facility and equipment requirements and schedules them for funding and implementation.

Capital Project – Major, non-recurring expenditure involving one or more of the following: acquisition of land for a public purpose; construction of or addition to a facility such as a public building, water or sewer lines, play field, etc.; rehabilitation or repair of a building, facility, or equipment, provided the cost is \$25,000 or more and the improvement will have a useful life of five years or more; purchase of equipment costing \$25,000 or more, with a useful life of five years or more; and any planning, engineering, or design study related to an individual capital project.

Cash Basis - A basis of accounting under which transactions are recognized only when cash changes hands.

Chapter 90 – Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities, through the Transportation Bond Issue, for highway construction, preservation and improvement projects that create or extend the life of capital facilities; routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population and level of employment. Municipalities receive Chapter 90 reimbursement only for pre-approved projects.

Cherry Sheet - Originally printed on a cherry-colored form, this document reflects all Commonwealth charges, distributions and reimbursements to a city or town as certified by the state Director of the Bureau of Accounts.

Collective Bargaining - The process of negotiations between the Town and bargaining units (unions) regarding the salary and fringe benefits of town employees.

Community Preservation Act (CPA) – Enacted as Massachusetts General Laws Chapter 44B in 2000, CPA permits cities and towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund. The local program is funded by a local surcharge up to 3 percent on real property tax bills and funds from the state generated from registry of deeds fees. The voters of Needham approved a 2 percent surcharge effective July 1, 2005.

Community Preservation Fund - A special revenue fund established pursuant to Massachusetts General Laws Chapter 44B to receive all monies collected to support a community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

Conservation Fund – The Town may appropriate money to a conservation fund. This money may be expended by the Conservation Commission for lawful conservation purposes as described in Massachusetts General Laws Chapter 40 Section 8C. The money may also be expended by the Conservation Commission for damages arising from an eminent domain taking provided that the taking was approved by two-thirds vote of Town Meeting.

Contingent Appropriation – An appropriation that authorizes spending for a particular purpose only if subsequently approved in a voter referendum. Under Massachusetts General Laws Chapter 59 Section 21C (m), towns may make appropriations from the tax levy, available funds or borrowing, contingent upon the subsequent passage of a Proposition 2½ override or exclusion question for the same purpose. If initially approved at an annual Town Meeting, voter approval of the contingent appropriation must occur by certain date after the Town Meeting dissolves. The question may be placed before the voters at more than one election, but if not approved by the applicable deadline, the appropriation is null and void.

Debt Exclusion – A *temporary* increase in the Town's levy limit (and possibly the levy ceiling) to exclude the payment of debt from the limits of Proposition 2½. The debt service is added to the levy limit for the life of the debt only. To place a debt exclusion question on the ballot requires a 2/3 vote of the entire Board of Selectmen. The debt exclusion question requires a majority vote by voters for passage.

Debt Exclusion Offset – Other funds that are used to reduce the amount of the debt paid by the tax levy. An example is a bond premium which is the difference between the market price of a bond and its face value. A premium will occur when the bond's stated interest rate is set higher than the true interest cost (the market rate). Additions to the levy limit for debt exclusion are restricted to the true interest cost incurred to finance the excluded project. Premiums received at the time of sale must be offset against the stated interest cost in computing the debt exclusion. If receipt of the premium and the payment of interest at maturity of an excluded debt occur in different fiscal years, reservation of the premium for future year's debt service is required at the end of the fiscal year when the premium was received.

Debt Limit – The maximum amount of gross or net debt that is legally permitted under State Law.

Debt Policy – Part of an overall capital financing policy that provides evidence of a commitment to meet infrastructure needs through a planned program of future financing. The Town of Needham has debt policies that have been developed in consultation with the Finance Committee and reviewed and approved by the Board of Selectmen.

Debt Service – The amount paid annually to cover the cost of both principal and interest on a debt issuance until its retirement.

Department - A service providing entity of the town government.

Division - A budgeted sub-unit of a department.

Encumbrance – The setting aside of funds to meet known obligations.

Enterprise Fund – A municipal fund established for the operation of a municipal utility, health care, recreational, or transportation facility whereby the operations are fully funded by the fees associated with that enterprise rather than by the tax levy. The "surplus" or retained earnings generated by the operation of the enterprise remain with the fund to offset future

capital improvements, extraordinary maintenance expenses, or to reduce future fees and charges of the fund.

Expenditure Account Code - An expenditure classification according to the type of item purchased or service obtained, for example, regular compensation, energy expense, communications, educational supplies, and vehicle equipment.

Fiscal Year - The twelve-month financial period used by the Town beginning July 1 and ending June 30 of the following calendar year. The Town's fiscal year is numbered according to the year in which it ends.

Fixed Assets - Assets of a long-term character, which are intended to continue to be held or used, such as land, building, and improvements other than buildings, machinery, and equipment.

Formula Grant - Federal funding for which the allocation methodology is strictly determined in federal statute or regulation, and for which a government agency prepares a single application and receives subsequent years' allocation without re-application.

Free Cash - Free cash is the amount of the General Fund unassigned fund balance that may be used as a source to fund appropriations. The Massachusetts Department of Revenue certifies the amount of "free cash" resulting from closing the financial books as of June 30, the end of the fiscal year. Free cash may only be used after the certification process by the Department of Revenue is complete. For example, the July 1, 2012 certified amount may be used to fund supplemental appropriations voted during fiscal year 2013, or applied as a revenue source to support the fiscal 2014 appropriations that may be voted in the spring of 2013.

Fringe Benefits - Employee-related costs other than salary, e.g., insurance and retirement costs.

Full Faith and Credit - A pledge of the general taxing power for the payment of debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or full faith and credit bonds.

Full-time Equivalent Position (FTE) - A concept used to group together part-time positions into full-time units.

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources with all related liabilities, obligations, reserves, and equities that are segregated for specific activities or objectives. Among the fund types used by the Town are General, Special Revenue, Capital Projects, Trust, and Enterprise.

FY - Fiscal Year

GASB - This refers to the Governmental Accounting Standards Board which is currently the source of generally accepted accounting principles (GAAP) used by state and local governments in the United States. It is a private, non-governmental organization. The GASB has issued Statements, Interpretations, Technical Bulletins, and Concept Statements defining GAAP for

state and local governments since 1984.

GASB 34 – GASB Statement Number 34 set new GAAP requirements for reporting major capital assets, including infrastructure such as roads, bridges, water and sewer facilities, and dams. The Town of Needham has implemented the Governmental Accounting Standards Board's (GASB) Statement Number 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments, financial reporting model. This standard changed the entire reporting process for local governments, requiring new entity-wide financial statements, in addition to the current fund statements and other additional reports such as Management Discussion and Analysis.

GASB 45 – The Town of Needham's financial statements are required to implement Governmental Accounting Standards Board (GASB) Statement Number 45 for other post employment benefits (OPEBs) including health care, life insurance, and other non-pension benefits offered to retirees. This new standard addresses how local governments should account for and report their costs related to post employment health care and other non-pension benefits, such as the Town's retiree health benefit. Historically, the Town's cost was funded on a pay-as-you-go basis. GASB 45 requires that the Town accrue the cost of the retiree health insurance and other post employment benefits during the period of employees' active employment, while the benefits are being earned, and disclose the unfunded actuarial accrued liability in order to accurately account for the total future cost of post employment benefits and the financial impact on the Town. This funding methodology mirrors the funding approach used for pension/retirement benefits. The Town has established Fund and annually appropriates the required contribution based on updated reports. The Fund will allow the Town to capture long-term investment returns and make progress towards reducing the unfunded liability.

Generally Accepted Accounting Principles (GAAP) - The basic principles of accounting and reporting applicable to state and local governments, including the use of the modified accrual or accrual basis of accounting, as appropriate, for measuring financial position and operating results. These principles must be observed to provide a basis of comparison for governmental units.

General Fund - The fund into which the general (non-earmarked) revenues of the municipality are deposited and from which money is appropriated to pay the general expenses of the municipality.

General Obligation Bonds – Bonds for the payment of which the full faith and credit of the issuing government are pledged.

Infrastructure – The underlying foundation or basic framework of an organization or system, e.g., roads, bridges, buildings, land, and natural resources.

Lease-Purchase Agreements – Contractual agreements which are termed "leases," but which in substance amount to purchase contracts in which the financing is provided by an outside party.

Levy Limit – Property tax levy limits that constrain the total amount of revenue that can be raised from the property tax. In

Massachusetts, the levy limit is governed by Proposition 2½.

Mandate – A requirement from a higher level of government that a lower level government perform a task in a particular way or in conformance with a particular standard.

Massachusetts Water Pollution Abatement Trust (MWPAT) - A statewide revolving fund that commenced operations in 1990 to address necessary environmental actions outlined in the Federal Clean Water Act.

Massachusetts Water Resources Authority (MWRA) - The Massachusetts Water Resources Authority is a Massachusetts public authority established by an act of the Legislature in 1984 to provide wholesale water and sewer services to 2.5 million people in 61 metropolitan Boston communities. The Town of Needham disposes all wastewater through the MWRA system and purchases drinking water as needed from the MWRA during the year.

Modified Accrual Basis - The accrual basis of accounting adapted to the governmental fund type, wherein only current assets and current liabilities are generally reported on fund balance sheets and the fund operating statements present financial flow information. Revenues are recognized when they become both measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for a few specific exceptions. All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting.

Note Payable – In general, an unconditional written promise signed by the maker to pay a certain sum in money on demand or at a fixed or determinable time either to the bearer or to the person designated therein.

Official Statement - The municipal equivalent of a bond prospectus.

Operating Budget - A budget making appropriations for the ordinary maintenance or administration of activities for the fiscal year.

Operating Equipment - Equipment that has a life expectancy of more than one year and a value of less than \$25,000 dollars. Equipment with a useful life of five or more years and a value greater than \$25,000 dollars is capital equipment.

Overlay Surplus - Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. At the end of each fiscal year, unused overlay surplus is “closed” out to fund balance, in other words, it becomes a part of Free Cash (see Undesignated Fund Balance).

Override - A permanent increase of the Town's levy limit (but not the levy ceiling) when a majority of voters in an election approve such an override. The override amount becomes part of the levy base when setting the next year's levy limit. To place an Override question on the ballot requires a majority vote of the Board of Selectmen.

Pay-As-You-Go – A term used to describe the financial policy of a government which finances all of its capital outlay from current revenues rather than by borrowing. A government which pays for some improvements from current revenues and others by borrowing is said to be on a partial or modified pay-as-you-go basis.

Pay-As-You-Use – A term used to describe the financial policy of a government which finances its capital outlays from borrowing proceeds and pays for capital assets over their useful life.

Performance Measure - An indicator of progress toward a goal or strategy. Measures can be defined for identifying output, work or service quality, efficiency, effectiveness, and productivity.

Proposition 2½ - That measure which limits municipal property taxes to 2½ percent of the community's full and fair cash value (levy ceiling), and which limits the amount of revenue a municipality can raise through property taxes (levy limit) to 2½ percent each year, plus a factor for new growth. A municipality may exceed its levy limit in two ways: override or debt exclusion.

Provisional Capital – A capital request that is submitted by a department to identify a future need or obligation, but the department is not in the position to provide the necessary details so that the request can be evaluated.

Reserve Fund - An amount set aside annually by a vote of Town Meeting to provide a funding source for extraordinary or unforeseen expenditures. Only the Finance Committee can authorize transfers from the reserve fund. Any balance remaining in the reserve fund at the end of the fiscal year is "closed" out to fund balance and ceases to be available.

Special Revenue Fund - Used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or sources for major capital projects) that are legally restricted to expenditures for specific purposes. A special revenue fund is accounted for in the same manner as a General Fund.

Stabilization Fund – Massachusetts General Laws Chapter 40, Section 5B allows a municipality to appropriate annually to such fund an amount to be raised in the preceding fiscal year; the aggregate amount in the fund shall not exceed ten percent of the equalized valuation of the municipality. The Treasurer shall be custodian of the fund and may invest the proceeds legally; any interest earned shall remain with the fund. The Stabilization Fund may be appropriated by Town Meeting. The appropriation may be used for any lawful purpose.

Technology Infrastructure - The hardware and software that support information requirements, including computer workstations and associated software, network and communications equipment, and system-wide devices.

Town Meeting - Town Meeting is both an event and a governmental body. As an event, it is a gathering of a Town's representative Town Meeting Members (TMM), and is referred to as "the Town Meeting." As a governmental body, it is the legislative body for the Town of Needham, and is referred to simply as "Town Meeting."

Trust Funds - Funds held by the Town in a fiduciary role, to be expended for the purposes specified by the donor.

Uniform Procurement Act – Enacted in 1990, Massachusetts General Laws Chapter 30B establishes uniform procedures for local government to use when contracting for supplies, equipment, services and real estate. The act is implemented through the Office of the Inspector General.

Warrant - The warrant lists a Town Meeting's time, place, and agenda. A warrant is also known as a warning. A Town Meeting's action is not valid unless the subject was listed on the warrant.

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Appendices

Section 12

- A. Capital Improvement Policies
- B. Debt Management Policies
- C. Retained Earnings Policy for Water & Sewer Enterprise Funds
- D. Retained Earnings Policy for Solid Waste Enterprise Funds

CAPITAL IMPROVEMENT POLICIES

A. General Provisions

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

B. Capital Improvement Fund (CIF)

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

C. Capital Facility Fund (CFF)

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

D. Athletic Facility Improvement Fund (AFIF)

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

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

DEBT MANAGEMENT POLICIES

1. Proceeds from long-term debt will not be used for current, ongoing operations.
2. The Town will strive to limit total debt service, including debt exclusions and self-supporting debt, to ten percent (10%) of gross revenues.
3. The Town will allocate or reserve three percent (3%) of projected General Fund revenue (e.g. property taxes less debt exclusions, state aid, and local receipts) for debt service.
4. The Town will limit annual increases in debt service to a level that will not materially jeopardize the Town's credit rating.
5. For those previously authorized bonded projects with residual balances, the Town Manager shall propose the reallocation of these balances for other capital projects in conformance with MGL Chapter 44, Section 20.
6. For those previously authorized projects funded with available revenue (tax levy or reserves), that have residual balances in excess of \$5,000, the Town Manager shall propose the reallocation of these balances for other future capital projects in conformance with MGL Chapter 44, Section 33B. This practice will avoid abnormally inflating general fund surplus with one-time receipts.
7. For those previously authorized projects funded with available revenue (tax levy or reserves), with residual balances of less than \$5,000, the Assistant Town Manager/Finance Director may authorize the Town Accountant to close these balances to the appropriate fund surplus.
8. The Town will attempt to limit bond sales in any calendar year to \$10,000,000 in order to maintain bank qualifications and thereby receive lower interest rates on bonded debt.
9. Long-term borrowing will be confined to capital improvements too expensive to be financed from current revenues. In general, the Town will attempt to finance purchases costing less than \$100,000 with operating revenues.
10. Bonds will be paid back within a period not to exceed the expected useful life of the capital project.
11. To the extent practicable, user fees will be set to cover the capital costs of enterprise type services or activities - whether purchased on a pay-as-you-go basis or through debt financing - to avoid imposing a burden on the property tax levy.
12. Ongoing communications with bond rating agencies will be maintained, and a policy of full disclosure on every financial report and bond prospectus will be followed.

Approved May 1991; Revised December 1998, April 7, 2009

RETAINED EARNINGS POLICY FOR WATER AND SEWER ENTERPRISE FUNDS

It shall be the policy of the Board of Selectmen to maintain a level of unreserved retained earnings sufficient to address the financing of: working capital; revenue shortfalls; unanticipated increases in MWRA wastewater assessments; and unanticipated and emergency expenditures.

Unreserved retained earnings are cumulative surplus funds, as certified by the Massachusetts Department of Revenue, that are available for appropriation by Town Meeting to support any capital expense of the enterprise or to reduce user charges.

The rationale for, and the calculation of, unreserved retained earnings to be maintained by the Town are described below and are referred to as the "Liquidity Method" and the "Credit Quality Method." Retained earnings targets shall be calculated using both methods, and shall be set using the method which represents the higher number in any given year. Under the Liquidity Method, the total amount of retained earnings to be maintained shall be equal to 80 percent of the sum of the following individual calculations. The factor of 80 percent is based on the assumption that the likelihood of all factors occurring in one fiscal year is small; therefore there is no need to maintain one hundred percent of the calculated level of retained earnings. Under the Credit Quality Method, the total amount of retained earnings should not be less than fifteen percent of the operating revenue of the most recent audited fiscal year.

Liquidity Method

Working Capital: For those periods where monthly expenses exceed available cash, the water and sewer enterprises must have access to working capital to finance operations. In the absence of retained earnings, operations would require the use of General Fund cash which would reduce General Fund cash available for investment, and consequently reduce General Fund Revenue. To avoid the use of General Fund cash as working capital for the water or sewer operations, retained earnings shall be maintained at a level to provide sufficient working capital to finance the operations of these enterprise funds. The amount retained for this purpose shall be equal to the average of the largest monthly operating deficit of the prior three years.

Consumption Contingency: Annual water and sewer revenue is a function of the amount of water purchased by customers. If, in any year, purchases are less than projected, a revenue shortfall will occur. Retained earnings shall be maintained at a level sufficient to offset any loss in revenue due to unanticipated decreases in purchases. That level shall be equal to the difference of the consumption used for rate making purposes versus the lowest level of consumption for the prior six fiscal years, multiplied by the current sewer rates and water rates shown as Step 3 of the Town's step rate structure. Step 3 is selected as it generally represents the point at which discretionary purchases of water begin. The scenario envisioned here is a wet year in which customers will not need to make discretionary purchases of water.

MWRA Assessment Mitigation: The Town's MWRA wastewater assessment is levied on a fiscal year basis, yet it is a function of the volume of effluent discharged into the MWRA system in the prior calendar year. The Town's wastewater system is subject to high levels of infiltration and inflow (I/I) given its age. Infiltration and inflow can substantially increase the volume of effluent

discharged into the MWRA system. Following a year in which high levels of I/I occur, the Town's MWRA assessment will increase at a rate that substantially exceeds the average increase for all MWRA members. An increase of this magnitude can adversely affect rates charged to Town customers. Consequently, retained earnings shall be maintained at a level sufficient to mitigate rate increases needed to fund large increases in the Town's assessment. That level shall be equal to the largest annual amount - for the prior six year period - by which the average rate of increase in assessments for all MWRA members exceeds the rate of increase in the Town's assessment, multiplied by the most current MWRA assessment.

Unanticipated Budgetary Fluctuation: Retained earnings shall be maintained at a level sufficient to fund unanticipated or emergency capital or operating expenditures. It shall be a goal to maintain an amount equal to 6% of the annual sewer operating budget and 10% of the annual water-operating budget.

Restoration of Depleted Retained Earnings: If, in any year, retained earnings fall below the targets established by this policy, it shall be the policy of the Board of Selectmen to set future rates to restore retained earnings to the target level over the following three year period.

Adopted by the Needham Board of Selectmen on April 20, 1999; revised June 6, 2003, revised January 12, 2010

RETAINED EARNINGS POLICY FOR THE SOLID WASTE ENTERPRISE FUND

It shall be the policy of the Board of Selectmen to maintain a level of unreserved retained earnings sufficient to address the financing of: working capital; unanticipated and emergency expenditures; revenue shortfalls; depreciation expense; pollution control surcharges; and unanticipated increases in the recycling costs.

Unreserved retained earnings are cumulative surplus funds, as certified by the Massachusetts Department of Revenue. In proposing the annual Solid Waste Disposal/Recycling operating budget, the Board of Selectmen shall recommend to Town Meeting the use of retained earnings that are available for appropriation by Town Meeting to support any capital expense of the enterprise or to reduce user charges, or both, as provided by State Law.

The rationale for, and the calculation of, unreserved retained earnings to be maintained by the Town are described below and are referred to as the "Liquidity Method" and the "Credit Quality Method." Retained earnings targets shall be calculated using both methods, and shall be determined using the method which represents the higher number in any given year. Under the Liquidity Method, the total amount of retained earnings to be maintained shall be equal to 80 percent of the sum of the individual calculations for working capital, unanticipated and emergency expenditures, revenue shortfalls, pollution control surcharges, and, unanticipated increases in the recycling costs and 100 percent of cumulative depreciation expense net any amounts appropriated for equipment replacement. The factor of 80 percent is based on the assumption that the likelihood of all factors occurring in one fiscal year is small; therefore there is no need to maintain one hundred percent of the calculated level of retained earnings. The use of a factor of 100 percent for depreciation expense is based on the assumption that all of these funds will be needed for equipment replacement. Under the Credit Quality Method, the total amount of retained earnings should not be less than fifteen percent of the operating revenue of the most recent audited fiscal year.

Liquidity Method

Working Capital: For those periods where monthly expenses exceed available cash, the RTS enterprise must have access to working capital to finance operations. In the absence of retained earnings, operations may require the use of General Fund cash which would reduce General Fund cash available for investment, and consequently reduce General Fund Revenue. To avoid the use of General Fund cash as working capital for the RTS operation, retained earnings shall be maintained at a level to provide sufficient working capital to finance the operations of this enterprise fund. The amount retained for this purpose shall be equal to the average of the largest cumulative monthly operating deficit of the prior three years.

Further, any general fund support of the RTS enterprise fund shall be made on a 1/12 basis throughout the fiscal year to preclude the RTS fund's use of general fund cash before the need truly exists.

Reserve for Unanticipated and Emergency Expenditures: Retained earnings shall be maintained at a level sufficient to fund unanticipated or emergency capital or operating expenditures as recommended to the Board of Selectmen annually by the Director of the Department of Public Works and the Director of Finance.

Reserve for Revenue Shortfall: Annual RTS revenue is, in part, a function of the amount of solid waste disposed of by Town residents. If, in any year, the amount disposed is less than projected, a revenue shortfall may occur. Retained earnings shall be maintained at a level sufficient to offset any loss in revenue due to unanticipated decreases in disposal.

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Reserve for Depreciation Expense: Annually, the Director of Finance shall procure from the Director of Public Works, an inventory of all capital equipment used to support the operation of the RTS. This list shall be comprised of those pieces of equipment that cost \$50,000 or less and will include the purchase price and estimated useful life of each piece. Based on this information, the annual depreciation expense for each piece shall be calculated and revenues shall be raised to finance this expense. At the end of each fiscal year, the amount of revenue raised to offset depreciation expense shall constitute a reservation of retained earnings for the future replacement of capital equipment and shall be added to existing reservations attributable to prior years' depreciation. The purpose of this policy is to limit annual increases or decreases in RTS fees to fund small capital replacement.

Reserve for Pollution Control Surcharge - The Town's contract with Wheelabrator/Millbury for the tipping of solid waste contains a provision that allows Wheelabrator/Millbury to impose a pollution control surcharge on the Town to recoup the costs of installing pollution control equipment required by state and federal regulatory agencies. Retained earnings shall be maintained at a level needed to finance one year of pollution control surcharges imposed on the Town. Based on a surcharge imposed in FY92, that level shall be calculated annually at an amount equal to 3% of the current tipping fee multiplied by the tonnage tipped at the Wheelabrator Facility in the prior fiscal year.

Reserve for Unanticipated Increases in the Recycling Market - Notwithstanding any contract the Town may have for the collection and disposal of recyclable material collected at the RTS, the volatile nature of the recycling market poses the possibility that any contractor with whom the Town has an agreement could go out of business on short notice, leaving no alternative but to pay current market prices for disposal of recyclables. This exposure shall be calculated annually by the Directors of Public Works and Finance and shall be based on a comparison of costs reflected in any of the Town's active recycling contracts and the spot market for tipping and hauling at the time of this annual assessment. The amount of the exposure shall be recommended to the Board of Selectmen as a reservation of retained earnings.

Restoration of depleted Retained Earnings: If, in any year, retained earnings fall below the targets established by this policy, it shall be the policy of the Board of Selectmen to set future rates to restore retained earnings to the target level over the following three year period.

Approved by the Needham Board of Selectmen November, 1999; revised January 12, 2010