

CAPITAL IMPROVEMENT PLAN FY2015 – FY2019



January 7, 2014
Town of Needham
Office of the Town Manager/Board of Selectmen



**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 FY2015-FY2019 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 17, 2013, the Board of Selectmen voted unanimously to endorse the FY2015 – FY2019 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 FY2015 Capital Budget, which is recommended to the Finance Committee and ultimately to Town Meeting for consideration. The projects presented for FY2016-FY2019 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 FY2015 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 2015. As one of its fiscal year 2014 – 2015 goals, the Board of Selectmen has committed to exploring options for increasing the amount of funds available for cash capital needs.

Table 1
FY2015 Proposed Financing Plan

Capital Recommendation Summary	Cash	Debt	Other	Total
General Fund Tier 1	\$2,467,260	\$800,000		\$3,267,260
General Fund Tier 2	\$448,703	\$900,000		\$1,348,703
General Fund Total	\$2,915,963	\$1,700,000	\$0	\$4,615,963
Community Preservation Fund	\$802,800			\$802,800
Solid Waste Enterprise	\$321,095			\$321,095
Sewer Enterprise	\$398,000			\$398,000
Water Enterprise	\$729,050			\$729,050
Total (all funds)	\$5,166,908	\$1,700,000	\$0	\$6,866,908

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 such as the new Senior Center will have an impact on the operating costs of those facilities once opened. 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

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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 FY2015 - 2019 Capital Improvement Program and its associated FY2015 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 handicapped accessibility standards;
- the project is necessary to protect the health and safety of people; the project is required to comply with State and/or Federal handicapped accessibility standards; 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.

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- *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 for inclusion 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. As such, the plan includes as much as \$2,915,963 to be funded from General Fund revenue (of which \$2,467,260 is in the Tier 1 cash capital category).

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.

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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 \$1,448,145 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 \$800,000 in projects to be funded through General Fund debt in the Tier 1 category and an additional \$900,000 in the Tier 2 category. The plan includes no projects proposed for funding 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 was approved at the May, 2004 Annual Town Meeting and by voters at the November 2, 2004 election. 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 Town of Needham 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

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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 \$802,800 in projects to be funded contingent upon Community Preservation Funding, of which \$621,150 is in the Tier 1 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 - \$104 Million Over Five 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 five years.

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Table 2
Facility and Infrastructure Investment
2010 to 2014

Description	2010	2011	2012	2013	2014	Total	Five Year Average
Open Space	920,000	800,000				1,720,000	344,000
Municipal Facilities	18,204,837	548,000	8,075,000	40,000	2,771,500	29,639,337	5,927,867
Townwide Facilities and Community Services	507,200	455,600	622,500	1,247,315	951,828	3,784,443	756,889
Public Works Infrastructure Program	1,000,000	2,186,300	1,300,000	6,128,000	600,000	11,214,300	2,242,860
School Facilities	27,668,728	4,052,000	1,078,000	85,000	4,292,276	37,176,004	7,435,201
Drains, Sewer, and Water Infrastructure	2,533,300	1,483,800	8,269,500	1,079,300	7,670,900	21,036,800	4,207,360
Total	50,834,065	9,525,700	19,345,000	8,579,615	16,286,504	104,570,884	20,914,177

Investment in Equipment, Technology, and Fleet - \$11.7 Million Over Five 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, furniture and musical equipment. Table 3 shows the Town's investment in these categories of capital spending for the five year period FY2010 through FY2014.

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Table 3
Equipment, Technology, and Fleet Capital
2010 to 2014

Description	2010	2011	2012	2013	2014	Total	Five Year Average
Equipment	238,681	799,603	378,763	430,200	829,995	2,677,242	535,448
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	1,730,116	346,023
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	640,376	128,075
Technology	194,393	389,400	306,596	832,800	663,800	2,386,989	477,398
All Other Functions	25,000	282,800	145,000	160,000	30,000	642,800	128,560
Public Facilities & Works	0	0	0	0	0	0	0
Public Safety	0	68,000	112,496	0	0	180,496	36,099
Public School	169,393	38,600	49,100	672,800	633,800	1,563,693	312,739
Fleet	1,361,233	1,161,746	1,418,500	1,680,618	1,105,242	6,727,339	1,345,468
All Other Functions	0	0	52,000	0	0	52,000	10,400
Public Facilities	0	65,046	25,000	50,318	33,600	173,964	34,793
Public Safety	35,000	30,000	400,000	785,000	94,242	1,344,242	268,848
Public Works	1,326,233	1,066,700	941,500	845,300	977,400	5,157,133	1,031,427
Total	1,794,307	2,350,749	2,103,859	2,943,618	2,599,037	11,791,570	2,358,314

Project Summaries – Recommended Projects

GENERAL GOVERNMENT

NETWORK HARDWARE SERVERS AND SWITCHES (Request: \$30,000)

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. Funding will also support the replacement of the spam filter, virus firewall, and internet filtering, and of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment may have a negative 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.

TECHNOLOGY SYSTEMS AND APPLICATIONS UPGRADE (Request: \$100,000)

This funding will support an update for the Town's Geographic Information System (GIS) including planimetric data and imagery. A Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. The GIS update will add changes and updates that have taken place throughout Needham and adjacent communities within 1000' feet of the Town's boundary between the spring 2009 flight and a proposed 2015 flight. The flight will also improve imagery to help in analysis of land use and development throughout Needham. The project will include updating infrastructure data (water, sewer, drain) as well as changes to the parcel data. The current data from the spring 2009 and any subsequent updates will be incorporated into the Town's public web GIS site. 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 important to have up to date data so these departments can plan, analyze, and display an accurate representation of the land base and infrastructure.

The Town Manager's recommendation for Technology Systems and Applications Upgrade is \$100,000 in the Tier 1 cash capital category.

PUBLIC SAFETY

PUBLIC SAFETY COMPUTER-AIDED DISPATCH SYSTEM (\$244,615)

This request is to replace the current Computer Aided Dispatch (CAD) application with an application that is designed to be run on an Intel style server. The current CAD application has been used by the Needham Police and Fire Departments since 1994 - initially installed on an IBM A/S 400 and currently operating on an IBM iSeries Blade Server that is nearing its end of life. The operating system is increasingly difficult to maintain in-house, and the style and interface of the current application - commonly known as "green screen" - makes it difficult for users to transition from standard windows based interfaces. It will be helpful for the Needham Police and Fire Departments to have an application that is widely used by other Public Safety agencies throughout the Commonwealth, to leverage local knowledge to help them use the application more effectively.

The Town Manager's recommendation for the Public Safety Computer-Aided Dispatch System is \$244,615 in the Tier 1 cash capital category.

WIRELESS MUNICIPAL RADIO MASTER FIRE BOX SYSTEM (\$164,000)

The long-term plan is to eliminate the older style fire alarm master boxes and install wireless radio master box systems where needed. All pole mounted fire alarm boxes (222) would be permanently removed. Building master boxes (129) would be replaced with radio box transmitters. The 129 master boxes are privately owned, and property owners pay the Town an annual monitoring fee of \$480. Privately owned buildings would not be required to change over to the new municipal system if they chose to use their own private alarm company. The aspects of the project include acquisition of the head-end equipment to be located within the fire dispatch center, and purchase and installation of radio boxes for 28 Town buildings. With this new system, the fire dispatch center will be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. Once the wireless system is complete, the Fire Department will evaluate the continued need for staffing and equipment in the Fire Alarm Division. *(Submitted by: Fire Department)*

The Town Manager's recommendation for the Wireless Municipal Radio Master Fire Box System is \$164,000 in the Tier 1 cash capital category.

FIRE ALARM CABLE REPLACEMENT (Request \$60,000)

This project is a companion to the wireless municipal radio master fire box system project. This request is to fund the replacement of all municipal fire alarm cables which cross Route 128 (I-95) during the construction of the "Add-A-Lane" project as it progresses through Needham. While the project will be conducted through Town appropriation, the costs may be reimbursed by the Commonwealth of Massachusetts. The cables being replaced are part of the municipal fire alarm system which provides service to all of the neighborhoods (both residential and commercial), and many of the buildings on the east side of Route 128. All of the cables that need to be replaced are either on the Kendrick Street Bridge or the Highland Avenue Bridge. If the wireless municipal radio master fire box system is installed prior to the construction phase of the Add-a-Lane

project in these two areas, replacement of the cables will not be necessary and the funds will be available for repurposing.

The Town Manager's recommendation for the Fire Alarm Cable Replacement is \$60,000 in the Tier 1 cash capital category.

PUBLIC SCHOOLS

SCHOOL COPIER REPLACEMENT (Request: \$30,320)

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 copiers. 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 re-deployed around the District, as needed, to match copier use with equipment capacity. The requested funding will support the replacement of five (5) copy machines. *(Submitted by: Needham Public Schools)*

SCHOOL FURNITURE, MUSICAL INSTRUMENTS, & FITNESS, PRODUCTION & GRAPHIC ARTS EQUIPMENT (Request: \$81,680)

Musical Equipment – In FY2005, 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 FY2014, has significantly improved the quality of musical instruments used by students. Beginning with FY2015, the focus of this request is shifted from inventory replacement to inventory expansion, particularly at the middle and high schools, where enrollment is growing and students need the 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. Unless circumstances dictate otherwise, fiscal year 2015 funding will support the acquisition of additional upright pianos for High School practice rooms, and expand the inventory of bass violins/cellos and low brass at the Pollard School, High Rock School and Needham High School.

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School Furniture - This purpose of this program is to continue 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. By FY2015, all furniture in poor condition will have been replaced at these schools.

Fitness Equipment - The Needham High School renovation project budget included 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. The manufacturer's estimated life cycle is five (5) years for treadmills, six (6) years for cross trainers, eight (8) years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven (5 - 7) for treadmills, nine (9) years for cross trainers, eight (8) years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2015 funding is planned for three spinning bikes and one treadmill.

Production Center - This request is to purchase a replacement mail meter and folder/stuffer/insert machine for the Needham Public Schools Production Office. The existing folder/stuffer/insert machine was purchased in 2004 and is nearing the end of its useful life, after a decade of heavy use.

High School Graphics Production Room - This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective service, and also provides hands-on educational training in the field of professional graphics and printing production for students. Unless circumstances dictate otherwise, the FY2015 funding is intended for purchase of a high capacity large print photo printer and a binder/spiraler. *(Submitted by: Needham Public Schools)*

INTERACTIVE WHITEBOARD TECHNOLOGY, 1:1 INITIATIVE, TECHNOLOGY INOVATION, AND TECHNOLOGY REPLACEMENT (Total Request: \$679,325)

Interactive Whiteboard Technology - This program funds the purchase and installation of whiteboard technology in the Needham schools.

School Department NPS 1:1 Initiative - This project continues the initiative begun in FY2013 to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High Schools. A portion of this funding will support the purchase of devices for Pollard students who are unable to provide their own devices. Funding also includes devices for secondary level teachers, the purchase of AppleCare+, and completes the preparation of the High Rock infrastructure to support 1:1.

Technology Innovation - The requested funding will support structured technology experimentation to help the Schools better identify and prepare for use and deployment of technology.

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Technology Replacement – This request is for funding to continue the School Department’s regular replacement cycle for technology devices, including computers, printers, and servers. The FY2015 request includes the replacement of 300 teacher, administrator, student, lab and laptop computers, which have reached or are functioning beyond the end of their seven-year lifecycle. A total of 39 of these computers are for teachers and administrators throughout the District. Another 261 are lab and classroom computers at Hillside, Mitchell, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY2015 represents the third year of the anticipated five-year timeframe to replace the High School computers. FY2015 costs also include additional hardware infrastructure to expand Internet Bandwidth, additional network infrastructure and servers at the Emery Grover School Administration Building, and replacement of failing SMART Boards and LCD projectors at District schools. *(Submitted by: Needham Public Schools)*

The Town Manager’s recommendation for Consolidated School Capital is \$791,325 in the Tier 1 cash capital category.

PUBLIC WORKS

GENERAL FUND SMALL SPECIALTY EQUIPMENT (Request: \$29,797)

Unit	Division	Year	Description – Existing	Description - Request	Hours	Cost
340	Parks & Forestry	2008	Mower	Same	580	\$8,114
352	Parks & Forestry	2008	Mower	Same	533	\$21,683

(Submitted by: Department of Public Works)

The Town Manager’s recommendation for Small Specialty Equipment is \$29,797 in the Tier 1 cash capital category.
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LARGE FORMAT SCANNER (Request: \$33,000)

This submission is for the purchase of a large format multi purpose color scanner/printer/copier that will allow the Engineering Division to replace and upgrade the existing large format monochrome scanner/printer/copier. The existing large format Monochrome scanner/copier/printer was purchased in FY2008 and has been used extensively by the Department of Public Works, Department of Public Facilities, Planning Department, Department of Public Health, and other departments as needed to reproduce and to electronically store large format plans and posters. The amount of use of the existing monochrome scanner/copier/printer has increased over the last several years. Parts have become worn down requiring more frequent replacement and services to keep the equipment operational; this machine has been down between 8 and 12 days over the last 2- years, impacting the Department’s ability to serve the public. This request is also for a color machine, because there have been increasing requests for the Engineering Division to produce full size color plans. The new large format multi purpose color

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scanner/printer/copier will serve as a backup plotter for the Engineering Division in case the Plotter purchased in 2005 requires work, and will be capable of making multiple color copies/scanned images for all departments that the Engineering Division supports. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Large Format Scanner is \$33,000 in the Tier 1 cash capital category.

CENTRAL AVENUE/ELIOT STREET ("COOKS") BRIDGE REPLACEMENT DESIGN (Request: \$900,000)

In the spring of 2013, this bridge was identified by the Commonwealth 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 was completed in the late summer of 2013 and indicates that further monitoring is necessary to determine what action needs to be taken with this bridge. The Town of Needham is in the process of engaging a consultant to monitor the bridge for a period of six months to determine the extent of the structural deficiency. It is possible that if the result of that monitoring indicates that the bridge is in need of major repair or replacement, the Town will need to perform engineering and design services in the summer 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 most costly option for repair/replacement, should both communities choose to take that option. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Central Avenue/Eliot Street Bridge Design is \$900,000 in the Tier 2 debt financing category.

DRAIN SYSTEM IMPROVEMENTS – WATER QUALITY (Request: \$80,000)

In 2003, the Environmental Protection Agency (EPA) issued a National Pollutant Discharge Elimination System (NPDES) Permit to the Town to upgrade the quality of the water discharged to the Charles River. A renewal permit is overdue and is expected in the current fiscal year. In compliance with the permit, the Town has completed a number of projects to improve stormwater discharge with a variety of methods at the Public Library, High School, Chestnut Street, High Rock School, and Lake Drive. This project will fund a watershed management plan. The Town is divided into four distinct watersheds. The goal of the plan is for the identification of sub-watersheds so that the Town can target different water quality treatment strategies depending on the conditions of each sub-region. The development of the plan will also identify the Town's storm drain capacity. Recent severe weather events, such as the Labor Day, 2013 storm, have highlighted the need for investment in a variety of strategies to reduce the incidence of flooding that creates both inconvenience and property damage for property owners and the Town. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Drain System Improvements – Water Quality is \$80,000 in the Tier 1 Cash capital category.

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DRAIN SYSTEM REPAIRS (Request: \$76,000)

This request is to fund design, engineering and wetlands consulting to replace ten 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 was 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 will subject the sewage pipes it supports 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 have resulted in flooding of the abutters of the brook, and will ensure the structural stability of the adjacent sewage pipes. It is expected that the cost of construction will be in the range of \$90,000. (*Submitted by: Department of Public Works*)

The Town Manager's recommendation for Drain System Repairs is \$76,000 in the Tier 1 Cash capital category.

PUBLIC WORKS INFRASTRUCTURE PROGRAM (Request: \$600,000)

Street Resurfacing - This purpose of this program is to improve the structural and surface integrity of the Town's miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work, such as asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs.

Traffic Signal & Intersection Improvements - This program funds traffic signal and intersection improvements, and new traffic signal installations.

Combined Sidewalk Program - This Program funding addresses 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.

Storm Drain Capacity Improvements - This program provides funding to improve roadway drainage capacity. The Town has identified and prioritized a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. These measures include installation of additional storm drains, and storm drain replacement, extension, and capacity increases.

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Brooks and Culverts – Repair and Maintenance - This repair and maintenance program was developed to address flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms.

Unless circumstances dictate otherwise, fiscal year 2015 funding will be directed to street resurfacing, sidewalk improvements, and storm drain capacity improvements. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for the Public Works Infrastructure Program is \$600,000, plus an additional \$200,000 is recommended in the Tier 1 debt financing category.

PUBLIC FACILITIES

PUBLIC FACILITIES MAINTENANCE PROGRAM (Request: \$482,000)

This project supports the annual maintenance of public buildings throughout the Town including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances dictate otherwise, fiscal year 2015 funding is proposed for duct cleaning at the High Rock School, Mitchell School, and Public Services Administration Building, asbestos abatement at the Pollard School, flooring replacement at the Eliot School, xeriscaping at Needham High School, and wood floor refinishing in various school buildings. Minor adjustments to the site configuration at the Pollard School are also planned. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for the Public Facilities Maintenance Program is \$482,000 in the Tier 1 cash capital category.

COMMUNITY SERVICES

ATHLETIC FACILITY IMPROVEMENTS (Request \$256,900)

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. This project will support drainage and soil improvements at Memorial Field. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Athletic Facility Improvements is \$256,900 in the Tier 1 cash capital category contingent on Community Preservation Funding.

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CRICKET FIELD BUILDING RENOVATIONS DESIGN (Request: \$181,650)

This funding will support the design and engineering of a renovation of the Cricket Field building. The building is currently used for Park and Recreation summer programs, Needham High Girls Soccer and Girls Lacrosse, storage for Park and Recreation programs; and storage for DPW Parks and Forestry. 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. In past years, the Town received donations for other projects at the park, totaling approximately \$200,000. Those projects include the rebuilding of the athletic fields, addition of new playground equipment, and a bubbler and garden with park benches

The Park and Recreation Commission completed a feasibility study of the Cricket Field building with the PPBC in March 2012. The study evaluated options including renovation of the building for current uses, renovation of the building for year-round use, construction of new building at same location, and construction of new building elsewhere on site. The final recommendations provided a range for renovation and a modular building at a different location at the park. (*Submitted by: Park and Recreation*)

The Town Manager's recommendation for Cricket Field Building Design is \$181,650 in the Tier 2 alternative funding category, contingent on Community Preservation Funding.

MILLS FIELD IMPROVEMENTS (Request: \$364,250)

Mills Field has been the location of several park improvements in the past four years including renovated tennis courts, new playground equipment, addition of high barrier fencing between the baseball diamond and tennis courts, irrigation work and replacement of backstop and outfield fencing. Fencing around the playground area has also been replaced. The purpose of the current project is to provide safety and aesthetic renovations to the park, including the creation of new parking areas; basketball improvements including an asphalt overlay to basketball court, striping, and replacement poles and backboards; replacement of current bathrooms with modular bathrooms; replacement of picnic tables and grills; and xeriscape gardening in appropriate locations. The ballfield will also be stripped and sodded, and drainage/water quality improvements will be incorporated. (*Submitted by: Department of Public Works*)

The Town Manager's recommendation for Mills Field Improvements is \$364,250 contingent on Community Preservation Funding.

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GENERAL FUND FLEET REPLACEMENT PROGRAM

CORE FLEET REPLACEMENT (Request: \$189,916)

Unit	Division	Year	Description – Existing	Description - Request	Miles	Cost
41	Parks & Forestry	2009	Ford F-350	Same	39,876	\$50,723
50	Parks & Forestry	2008	Ford F-150	Ford F-350	30,066	\$50,187
453	Building	2005	Ford Taurus	Ford Fusion	58,943	\$30,830
455	Building	2006	Ford Taurus	Ford Fusion	55,684	\$30,830
704	Public Facilities	2005	Ford E250 Cargo Van	Same	69,677	\$27,346

(Submitted by: Multiple Departments)

The Town Manager's recommendation for Core Fleet Replacement is \$189,916 in the Tier 1 cash capital category.
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FLEET REPLACEMENT - SPECIALIZED EQUIPMENT (\$433,009)

Unit	Division	Year	Description – Existing	Description - Request	Miles/Hours	Cost
R2	Fire	2005	Ford/Osage Ambulance	Same	51,400/8,050	\$186,607
7	Highway	2000	Dump Truck	Same	38,880/3812	\$169,366
73	Parks	2008	One Ton Dump Truck	Same	36,890	\$77,036

(Submitted by: Multiple Departments)

The Town Manager's recommendation for the Fleet Replacement – Specialized Equipment is \$186,607 in the Tier 1 cash capital category and \$246,402 in the Tier 2 cash capital category.

FLEET REPLACEMENT - SNOW AND ICE EQUIPMENT (Request: \$202,301)

Unit	Division	Year	Description – Existing	Description - Request	Miles	Cost
117	Highway	2000	Sidewalk Tractor	Same	4,240	\$171,021
7A	Highway	2000	Material Spreader	Same	n/a	\$31,280

(Submitted by: Department of Public Works)

The Town Manager's recommendation for Fleet Replacement Snow and Ice Equipment is \$202,301 in the Tier 2 cash capital category.

RECYCLING/TRANSFER STATION (RTS) ENTERPRISE FUND

TRANSFER STATION OFFICE TRAILER (Request: \$75,779)

The current working conditions for staff in the main office at the RTS are sub-standard. The supervisor's office is isolated from day-to-day operations and staff activity, making supervision and oversight challenging. The proximity of the main office to the tipping floor results in odors from transfer station building migrating into the office area, and the air filtration system in the main office is inadequate and incapable of ameliorating the odor problem. The facility has inadequate space for the office and customer reception area (current total combined space for both functions is 169 square feet) neither of which is ADA accessible. The plumbing in the staff restroom occasionally freezes in the winter, and restroom conditions are poor and not ADA compliant. This proposal is for the purchase and installation of a temporary 12' x 44' office trailer, to be situated to the Northeast of the transfer station building. The trailer will immediately improve working and operation conditions and will be placed so that it will not interfere with, and can be used during, future expansion of the transfer station building. The trailer will provide an improved customer reception area, improved office areas, and an ADA compliant restroom. The cost estimate includes the purchase price and setup costs for the trailer, and electrical, sewer, and water tie-ins. An evaluation of the entire facility will be conducted as part of the on-going facility master planning process. The acquisition of a trailer is a measure designed to immediately improve the working conditions of staff and enhance the user experience for the public. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Transfer Station Office Trailer is \$75,779 in the Tier 1 RTS cash capital category.

MESSAGE BOARD (Request: \$30,000)

Currently the Public Works Department has three 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 unavailable for non-emergency notices. This request will support a pilot program of permanently installed message boards to be used to communicate with residents in their cars and on the streets. These message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or a laptop, and will help to eliminate competition for the current message boards.

The Town Manager's recommendation for Permanent Message Board is \$30,000 in the Tier 1 RTS cash capital category.

SEWER ENTERPRISE FUND

SEWER ALARM SYSTEM UPGRADE (Request: \$258,000)

The Sewer Alarm system upgrade includes the implementation of a Supervisory Control & Data Acquisition (SCADA) System. The Town's Sewer SCADA system will collect data from various sensors from all of the sewer lift stations that will enable operators to efficiently manage and control the operations of the station from a central or remote location. The upgraded alarm system will provide dispatchers with more details about the type of alarm, which will enable them to better prepare the call person when responding. A request for the funding a study for the sewer alarm upgrade was approved at the May 2012 Annual Town Meeting and was completed in the fall of 2012. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Sewer Alarm System Upgrade is \$258,000 in the Tier 1 Sewer cash capital category.

SEWER PUMP STATION IMPROVEMENTS (Request: \$90,000)

This project will fund the replacement of a programmable logic controller (PLC) at the West Street Sewer Pump Station. The PLC receives input data from various sensors that is used for the automation of electromechanical processes within the pump station. The PLC also stores historical data. The station is currently operating with a back-up controller that is basic in design. It controls the on/off operations of the pump only. The controller does not record data (flows and alarms) and there is no digital display of the operations (wet well level, mode of operations, etc.). Replacement of the non-functioning PLC is an essential component of the SCADA system proposed for funding in FY2015. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Sewer Pump Station Improvements is \$90,000 in the Tier 1 Sewer cash capital category.

SEWER SERVICE CONNECTIONS (Request: \$50,000)

There are approximately 100 homes with access to sewer that are not connected to the Sewer System because the owner has chosen not to connect. The purpose of this request is to provide the lateral sewer line from the sewer main to the property line so that homeowners can connect should they choose to, or should their septic system fail. The lateral sewer lined are planned to be installed prior to road reconstruction/paving projects. The cost for these service installations are not typically included in road construction estimates, and, in the case of Chapter 90 Projects, the costs are not eligible for reimbursement. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Sewer Service Connections is \$50,000 in the Tier 1 Sewer cash capital category.

WATER ENTERPRISE FUND

WATER SYSTEM REHABILITATION PROGRAM (Request: \$91,000)

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. Fiscal year 2015 funding is planned for the engineering and design of a new eight inch pipe from Pleasant Street/Howland Street to Dedham Avenue(1,160 linear feet) and engineering and design of a new eight inch water pipe from Norfolk Street/Warren Street to Webster Street (1,300 linear feet). *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Water System Rehabilitation is \$91,000 in the Tier 1 Water cash capital category.
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FILTER MEDIA REPLACEMENT (Request \$238,050)

The filter media greensand is used for manganese removal at the Charles River Water Treatment Facility. Greensand must be replaced frequently and requires additional potassium inputs. A new product, Greensand Plus, is a synthetic alternative to natural greensand that can withstand wider variations in operating conditions and has an extended life. Further, Greensand Plus does not require additional potassium inputs. The Town completed the first of four conversions to Greensand Plus in FY2013. The second conversion was approved for FY2014. The greensand lasts for approximately 15 years so the next scheduled replacement is scheduled for FY2028. This request is for the final two years of conversion, and includes an allocation for repairing the exposed screen – a factor that was encountered in the first year of conversion. Replacing the media in two of the filters simultaneously will be more cost effective in terms of set up time and quicker avoidance of the need for potassium additives. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Filter Media Replacement is \$238,050 in the Tier 1 Water cash capital category.
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SERVICE CONNECTIONS (Request: \$200,000)

The purpose of this program is to remove old iron pipe water services that contain lead from the water distribution system. Old iron and lead water services are replaced prior to road reconstruction/paving projects. If the water service connections are not replaced, an element of the subsurface infrastructure is susceptible to failure before the useful life of the reconstructed roadway has been realized. The FY2015 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule. *(Submitted by: Department of Public Works)*

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The Town Manager's recommendation for Water Service Connections is \$200,000 in the Tier 1 Water cash capital category.

WATER SUPPLY DEVELOPMENT DESIGN (Request \$200,000)

Replacement of Well #3

In April 2013 the Town redeveloped Well #3 and restored 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 enabled the well to achieve up to 18 gallons per foot. Prior to the redevelopment, the yield of the well was 5 gallons per foot. Since this last redevelopment in April 2013, the well is already showing signs of losing capacity, and is pumping 15 gallons per foot as of September 2013. This well is the least productive of the three wells. While the Department originally proposed the development of a fourth well, the current request is to support the replacement of Well #3. The funding proposed for fiscal year 2015 will support the design and engineering of a replacement well, with a request for construction funding planned for fiscal year 2016. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Water Supply Development Design is \$200,000 in the Tier 1 Water cash capital category.

ENTERPRISE FUND FLEET REPLACEMENT PROGRAM

FLEET REPLACEMENT - SPECIALTY EQUIPMENT (Request: \$215,316)

Unit	Division	Year	Description - Existing	Description - Request	Miles/Hours	Cost
93	RTS	2004	Screener	Same	NA/4,370	\$215,316

(Submitted by: Department of Public Works)

The Town Manager's recommendation for Fleet Replacement - Specialty Equipment is \$215,316 in the Tier 1 RTS cash capital category.

FY2015 Capital Recommendations By Funding Source

Section 2

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**Fiscal Year 2015
Capital Budget
Funding Recommendations**

Title	Code	Group	FY2015 Submission	FY2015 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Tier 2 Cash Capital	Tier 2 Debt Financing	Deferred	Comment	Department Submission See Page
General Fund Projects											
Network Hardware, Servers & Switches	R	General	\$30,000	\$30,000	\$30,000						5-03
Technology Systems and Applications Upgrades	P	General	\$100,000	\$100,000	\$100,000						5-05
Fleet Replacement - Core	PM	General	\$28,918						\$28,918 Request is deferred		5-49
Fleet Replacement - Core	PM	Public Safety	\$61,660	\$61,660	\$61,660						5-49
Public Safety Computer Aided Dispatch System	P	Public Safety	\$244,615	\$244,615	\$244,615						5-07
Wireless Municipal Radio Master Fire Box System	P	Public Safety	\$164,000	\$164,000	\$164,000						5-11
Fleet Replacement - Ambulance	PM	Public Safety	\$186,607	\$186,607	\$186,607						5-49
Fire Alarm Cables	N	Public Safety	\$60,000	\$60,000	\$60,000						7-01
Fitness Equipment Replacement	R	Schools	\$14,810								5-14
School Department NPS 1:1 Initiative	PM	Schools	\$127,725								5-16
Interactive Whiteboard Technology	PM	Schools	\$24,600								5-19
School Department Technology Innovation	N	Schools	\$25,000								5-21
Technology Replacement	RM	Schools	\$502,000								5-23
Copier Replacement	R	Schools	\$30,320								5-27
Furniture	R	Schools	\$34,180								5-29
High School Graphics Production Room	P	Schools	\$8,350								5-32
Musical Equipment	R	Schools	\$15,000								5-34
Production Center Postage Machine and Folder Insertter	N	Schools	\$9,340								5-36
Consolidated School Equipment and Technology Capital Program	C	Schools		\$791,325	\$791,325					Consolidated all school equipment & technology requests as a single funding recommendation.	

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**Fiscal Year 2015
Capital Budget
Funding Recommendations**

Title	Code	Group	FY2015 Submission	FY2015 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Tier 2 Cash Capital	Tier 2 Debt Financing	Deferred	Comment	Department Submission See Page
Fleet Replacement - Core	R	Facilities	\$27,346	\$27,346	\$27,346						5-49
Public Facilities Maintenance Program	R	Facilities	\$482,000	\$482,000	\$482,000						6-14
Large Format Scanner	N	Public Works	\$33,000	\$33,000	\$33,000						5-38
Small Specialty Equipment	R	Public Works	\$29,797	\$29,797	\$29,797						5-40
Fleet Replacement - Core	R	Public Works	\$100,910	\$100,910	\$100,910						5-49
Fleet Replacement - Snow & Ice Equipment	R	Public Works	\$202,301	\$202,301			\$202,301				5-49
Fleet Replacement - Specialized Equipment	R	Public Works	\$246,402	\$246,402			\$246,402				5-49
Fuel Island Relocation and Upgrade at DPW Facility	ND	Public Works	\$122,000						\$122,000	Funding is deferred while part of the Facility Master Plan update project.	6-06
Cooks Bridge	P	Public Works	\$900,000	\$900,000				\$900,000		Funding is contingent on the participation by the City of Newton.	7-03
Public Works Infrastructure Program	R	Public Works	\$600,000	\$800,000		\$800,000				Additional funding is possible due to the lower interest expense the Town incurred on other debt financed projects.	7-07
Drain System Improvements – Water Quality	P	Public Works	\$80,000	\$80,000	\$80,000						7-26
Drain System Repairs	NU	Public Works	\$76,000	\$76,000	\$76,000						7-29
General Fund Totals			\$4,566,881	\$4,615,963	\$2,467,260	\$800,000	\$448,703	\$900,000	\$150,918		

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**Fiscal Year 2015
Capital Budget
Funding Recommendations**

Title	Code	Group	FY2015 Submission	FY2015 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Tier 2 Cash Capital	Tier 2 Debt Financing	Deferred	Comment	Department Submission See Page
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Community Preservation Projects

Mills Field Improvements	PM	Community Services	\$364,250	\$364,250	\$364,250					Subject to the approval of CPC	6-01
Athletic Facility Improvements	RM	Community Services	\$256,900	\$256,900	\$256,900					Subject to the approval of CPC	6-03
Cricket Field Building Renovations	PS	Community Services	\$181,650	\$181,650			\$181,650			Subject to the approval of CPC	6-23

CPA Fund Totals			\$802,800	\$802,800	\$621,150		\$181,650				
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Enterprise Fund Projects

Fleet Replacement - Specialized Equipment	R	RTS	\$215,316	\$215,316	\$215,316						5-49
Message Board	PM	RTS	\$30,000	\$30,000	\$30,000						6-10
Transfer Station Office Trailer	NU	RTS	\$75,779	\$75,779	\$75,779						6-25

RTS Enterprise Fund Totals			\$321,095	\$321,095	\$321,095						
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Sewer Alarm System Upgrade	P	Sewer	\$258,000	\$258,000	\$258,000						7-19
Sewer Service Connections	R	Sewer	\$50,000	\$50,000	\$50,000						7-24
Sewer Pump Station Improvements	P	Sewer	\$90,000	\$90,000	\$90,000						7-31

Sewer Enterprise Fund Totals			\$398,000	\$398,000	\$398,000						
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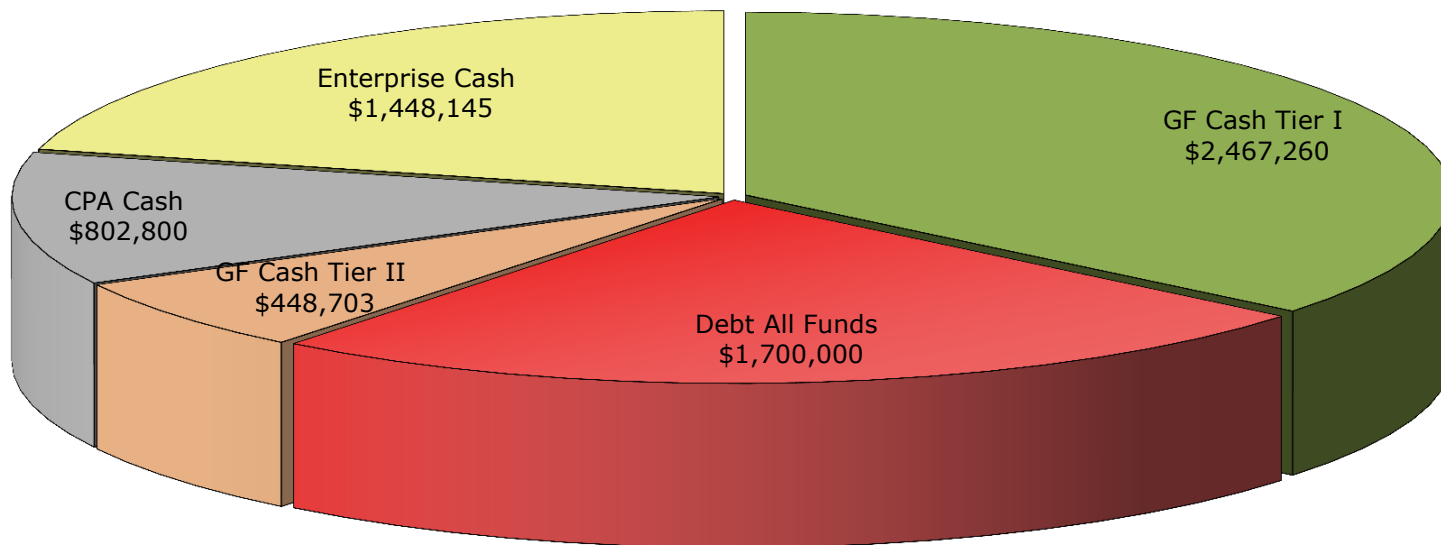
**Fiscal Year 2015
Capital Budget
Funding Recommendations**

Title	Code	Group	FY2015 Submission	FY2015 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Tier 2 Cash Capital	Tier 2 Debt Financing	Deferred	Comment	Department Submission See Page
Water Supply Development	P	Water	\$200,000	\$200,000	\$200,000						7-36
Service Connections	R	Water	\$200,000	\$200,000	\$200,000						7-38
Filter Media Replacement	R	Water	\$238,050	\$238,050	\$238,050						7-40
Water System Rehabilitation Program	P	Water	\$91,000	\$91,000	\$91,000						7-44
Water Enterprise Fund Totals			\$729,050	\$729,050	\$729,050						
Enterprise Fund Totals			\$1,448,145	\$1,448,145	\$1,448,145						

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

FY2015 Proposed Capital by Funding Source

Total \$6,866,908

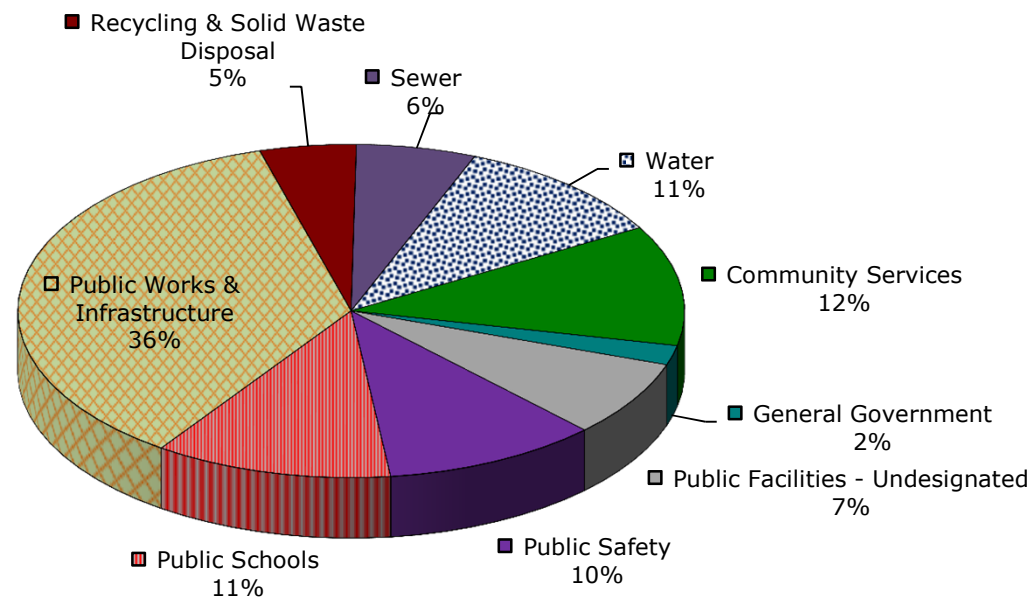


■ GF Cash Tier I ■ Debt All Funds ■ GF Cash Tier II ■ CPA Cash ■ Enterprise Cash

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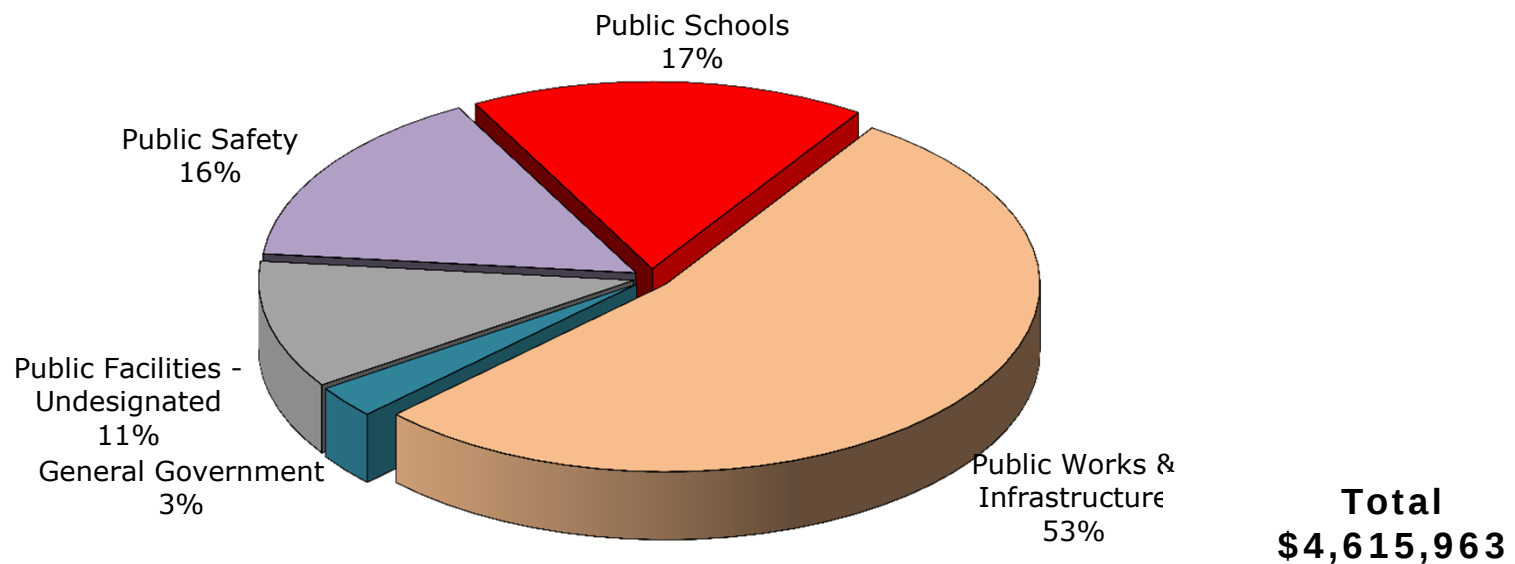
All Capital Funds Funding Sources							
Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
Current Year Requests						\$6,817,826	\$6,866,908
Cash							
Cash	\$2,244,536	\$2,385,064	\$1,703,859	\$3,901,633	\$6,499,941	\$3,869,681	\$3,718,763
Retained Earnings	\$1,664,291	\$2,276,400	\$2,289,000	\$1,241,600	\$2,319,100	\$1,448,145	\$1,448,145
Other Available Funds	\$6,999,917	\$803,685	\$163,192	\$2,475,000	\$219,000		
Total - Cash	\$10,908,744	\$5,465,149	\$4,156,051	\$7,618,233	\$9,038,041	\$5,317,826	\$5,166,908
Debt							
Operating Revenues	\$7,107,500	\$6,411,300	\$17,292,808	\$3,905,000	\$9,847,500	\$1,500,000	\$1,700,000
CPA Surcharge	\$7,200,000						
Debt Excluded	\$27,412,128						
Total - Debt	\$41,719,628	\$6,411,300	\$17,292,808	\$3,905,000	\$9,847,500	\$1,500,000	\$1,700,000
Total	\$52,628,372	\$11,876,449	\$21,448,859	\$11,523,233	\$18,885,541	\$6,817,826	\$6,866,908

FY2015 Proposed Capital by Function



Total
\$6,866,908

FY2015 Proposed Capital General Fund Only



Town of Needham
Capital Improvement Plan
January 2014

**General Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
Current Year Requests						\$4,566,881	\$4,615,963
Cash							
Taxation & Reserves	\$1,145,416	\$1,617,564	\$1,703,859	\$3,421,633	\$6,066,941	\$3,066,881	\$2,915,963
Other Available Funds	\$349,804	\$771,185	\$163,192	\$2,278,000	\$75,000		
Total - Cash	\$1,495,220	\$2,388,749	\$1,867,051	\$5,699,633	\$6,141,941	\$3,066,881	\$2,915,963
Debt							
Within the Annual Levy Limit	\$5,300,000	\$6,411,300	\$10,754,808	\$3,505,000	\$3,958,000	\$1,500,000	\$1,700,000
Excluded from the Levy Limit	\$27,412,128						
Total - Debt	\$32,712,128	\$6,411,300	\$10,754,808	\$3,505,000	\$3,958,000	\$1,500,000	\$1,700,000
Total	\$34,207,348	\$8,800,049	\$12,621,859	\$9,204,633	\$10,099,941	\$4,566,881	\$4,615,963

Town of Needham
Capital Improvement Plan
January 2014

**General Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
Taxation & Reserves							
Shift Commander Vehicle Replacement (C-2)	\$35,000						
Hillside School Replacement Doors & Install Additional Exterior Doors	\$81,600						
Technology & Electrical Infrastructure Study - Hillside and Mitchell	\$50,000						
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	\$25,000					
Library Technology Replacement Plan			\$25,000				

Town of Needham
Capital Improvement Plan
January 2014

**General Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
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		

Town of Needham
Capital Improvement Plan
January 2014

**General Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
Pollard Telephone System Replacement					\$53,000		
Public Works Garage Vehicle Service Lift					\$110,000		
Public Works Two-Way Radios					\$47,700		
100kW Portable Generator					\$61,250		
Building Energy Efficiency Improvements				\$34,815	\$113,078		
Fleet Replacement - Core (Fin)						\$28,918	
Geographic Information System Update						\$100,000	\$100,000
Network Hardware, Servers & Switches	\$25,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Fire Alarm Cables						\$60,000	\$60,000
Fleet Replacement - Ambulance						\$186,607	\$186,607
Fleet Replacement - Core (Bldg)					\$45,042	\$61,660	\$61,660
Public Safety Computer Aided Dispatch System						\$244,615	\$244,615
Wireless Master Fire Box System						\$164,000	\$164,000
School Department 1:1 Initiative					\$145,000	\$127,725	\$127,725
School Department Fitness Equipment Replacement					\$14,380	\$14,810	\$14,810
School Department Graphic Arts Equipment				\$14,180	\$8,270	\$8,350	\$8,350
School Department Interactive Whiteboard Technology				\$148,300		\$24,600	\$24,600
School Department Postage and Folding Machines						\$9,340	\$9,340
School Department Technology Innovation						\$25,000	\$25,000

Town of Needham
Capital Improvement Plan
January 2014

**General Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
School Department Technology Replacement	\$169,393	\$38,600	\$49,100	\$524,500	\$488,800	\$502,000	\$502,000
School Furniture & Musical Equipment	\$35,100	\$55,950	\$52,750	\$43,450	\$56,600	\$49,180	\$49,180
School Photocopier Replacement	\$46,581	\$51,700	\$66,950	\$97,570	\$59,620	\$30,320	\$30,320
Fleet Replacement - Core (DPW)	\$277,742	\$221,200	\$304,000	\$293,000	\$387,000	\$100,910	\$100,910
Fleet Replacement - Snow & Ice Equipment		\$298,000	\$165,000	\$159,000	\$210,300	\$202,301	\$202,301
Fleet Replacement - Specialty (DPW)						\$246,402	\$246,402
Fuel Island Relocation and Upgrade at DPW Facility						\$122,000	
Public Works Large Format Scanner						\$33,000	\$33,000
Public Works Small Specialty Equipment			\$64,500	\$42,000	\$130,800	\$29,797	\$29,797
Facilities Maintenance Program	\$400,000	\$321,402	\$400,000	\$450,000	\$465,750	\$482,000	\$482,000
Fleet Replacement - Core (PFD)		\$34,114	\$25,000	\$50,318	\$33,600	\$27,346	\$27,346
Drain System Improvements – Water Quality						\$80,000	\$80,000
Drain System Repairs						\$76,000	\$76,000
Other Available Funds							
Town Hall Project (Unexpended Articles)	\$26,513						
Newman School Oil Tank Removal (Newman Electrical System Funding)	\$125,000						
Needham Center (Chestnut Streetscape Improvements) (State Grant)		Funding Cut by State					
Traffic Meters (Parking Meter Fund)	\$42,000						
Athletic Facility Improvements (Unexpended Articles)	\$107,200						
Senior Center Feasibility Study (Unexpended Articles)	\$49,091						

Town of Needham
Capital Improvement Plan
January 2014

**General Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
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)					
Pollard School Design & Engineering for Newman Temporary Relocation (Unexpended Articles)		\$30,000					
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		

Town of Needham
Capital Improvement Plan
January 2014

**General Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
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							
Town Hall Project	\$4,100,000						
Kendrick Street Bridge Repair Design	\$125,000						
Stormwater Master Plan Drainage Improvements	\$200,000						
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				
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		

Town of Needham
Capital Improvement Plan
January 2014

**General Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
Pollard Boiler Replacement					\$800,000		
DPW Phase II (garage bays)#					\$1,100,000		
Cooks Bridge						\$900,000	\$900,000
Public Works Infrastructure Program	\$875,000	\$1,236,300	\$1,100,000	\$600,000	\$600,000	\$600,000	\$800,000
Debt Exclusions							
Newman School Renovations	\$27,412,128						

Notes

(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 2014

**Community Preservation Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
Current Year Requests						\$802,800	\$802,800
Cash							
Receipts & Reserves	\$1,099,120	\$767,500		\$480,000	\$433,000	\$802,800	\$802,800
Other Available Funds	\$6,650,113	\$32,500					
Total - Cash	\$7,749,233	\$800,000		\$480,000	\$433,000	\$802,800	\$802,800
Debt							
CPA Surcharge Supported	\$7,200,000						
Total - Debt	\$7,200,000						
Total	\$14,949,233	\$800,000		\$480,000	\$433,000	\$802,800	\$802,800

Town of Needham
Capital Improvement Plan
January 2014

**Community Preservation Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
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Community Preservation Receipts & Reserves

Town Hall Preservation Project	\$1,099,120						
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		
Trail Improvement Project - Newman Eastman					\$248,000		
Athletic Facility Improvements						\$256,900	\$256,900
Cricket Field Building Renovations						\$181,650	\$181,650
Mills Field Improvements					\$40,000	\$364,250	\$364,250

Other Available Funds

Town Hall Preservation Project	\$5,730,113						
Chapter 61A Land Map 217 Lot 11	\$445,000						
Chapter 61A Land Map 217 Lot 12	\$475,000						
Property Acquisition (174 Charles River St) CPC Admin Budget		\$32,500					

Community Preservation Debt

Town Hall Preservation Project	\$7,200,000						
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Notes

^ Subject to approval by the CPC

Town of Needham
Capital Improvement Plan
January 2014

**RTS Enterprise Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
Current Year Requests						\$321,095	\$321,095
Cash							
Receipts							
Reserves	\$136,609	\$235,000		\$175,200	\$108,100	\$321,095	\$321,095
Other Available Funds					\$144,000		
Total - Cash	\$136,609	\$235,000		\$175,200	\$252,100	\$321,095	\$321,095
Debt							
Fee Supported	\$230,000		\$238,000	\$400,000	\$324,400		
Total - Debt	\$230,000		\$238,000	\$400,000	\$324,400		
Total	\$366,609	\$235,000	\$238,000	\$575,200	\$576,500	\$321,095	\$321,095

Town of Needham
Capital Improvement Plan
January 2014

**RTS Enterprise Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
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Enterprise Fund Receipts

Enterprise Fund Reserves

Fleet Replacement - Core	\$26,609	\$139,200					
Message Board						\$30,000	\$30,000
Transfer Station Office Trailer						\$75,779	\$75,779
Fleet Replacement - Specialty Equipment	\$110,000	\$95,800		\$175,200	\$108,100	\$215,316	\$215,316

Other Available Funds

Transfer Trailers (Unexpended Article Balance)							
Waste Containers (Unexpended Article Balance)					\$34,000		
Large Specialty Equipment (Unexpanded Article Balance)					\$110,000		

Debt

Construction Equipment	\$230,000						
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 2014

Sewer Enterprise Fund Capital
Funding Sources

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
Current Year Requests						\$398,000	\$398,000
Cash							
Receipts							
Reserves	\$722,000	\$576,000	\$825,000	\$650,100	\$647,900	\$398,000	\$398,000
Other Available Funds				\$197,000			
Total - Cash	\$722,000	\$576,000	\$825,000	\$847,100	\$647,900	\$398,000	\$398,000
Debt							
Fee Supported	\$577,500		\$6,300,000				
Total - Debt	\$577,500		\$6,300,000				
Total	\$1,299,500	\$576,000	\$7,125,000	\$847,100	\$647,900	\$398,000	\$398,000

Town of Needham
Capital Improvement Plan
January 2014

**Sewer Enterprise Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
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Enterprise Fund Receipts

Enterprise Fund Reserves

Mobile High Capacity Pumps		\$200,000					
Fleet Replacement - Specialty Equipment	\$505,000	\$98,500	\$185,000				
Sewer Line Reconstruction				\$3,000			
Sewer Small Specialty Equipment	\$45,000			\$34,000			
Fleet Replacement - Core	\$122,000	\$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	\$90,000
Sewer SCADA System				\$30,000		\$258,000	\$258,000
Sewer Service Connections	\$50,000					\$50,000	\$50,000

Other Available Funds

Sewer Line Reconstruction (Unexpended Article Balance)				\$197,000			
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Debt

Wastewater Pump Station Reservoir "B" Design	\$577,500						
Wastewater Pump Station Reservoir "B" ***				\$6,300,000			

Notes

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

** Preliminary may be subsequently financed by Debt Exclusion

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

Town of Needham
Capital Improvement Plan
January 2014

**Water Enterprise Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
Current Year Requests						\$729,050	\$729,050
Cash							
Receipts							
Reserves	\$805,682	\$1,465,400	\$1,464,000	\$416,300	\$1,563,100	\$729,050	\$729,050
Other Available Funds							
Total - Cash	\$805,682	\$1,465,400	\$1,464,000	\$416,300	\$1,563,100	\$729,050	\$729,050
Debt							
Fee Supported	\$1,000,000				\$5,565,100		
Total - Debt	\$1,000,000				\$5,565,100		
Total	\$1,805,682	\$1,465,400	\$1,464,000	\$416,300	\$7,128,200	\$729,050	\$729,050

Town of Needham
Capital Improvement Plan
January 2014

**Water Enterprise Fund Capital
Funding Sources**

Description	Funded FY2010	Funded FY2011	Funded FY2012	Funded FY2013	Funded FY2014	Requested FY2015	Proposed FY2015
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Enterprise Fund Receipts

Enterprise Fund Reserves

Fire Hydrant Replacement Program	\$100,000	\$100,000					
Restoration of Charles River Treatment Facility Well			\$600,000				
Fleet Replacement - Specialty Equipment		\$147,500					
Water SCADA System Upgrade & Video Surveillance			\$40,000				
Water Small Specialty Equipment	\$45,000	\$12,600					
Fleet Replacement - Core	\$54,882	\$88,500	\$69,500	\$117,000			
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	\$238,050
Water Service Connections	\$200,000	\$200,000		\$200,000	\$160,000	\$200,000	\$200,000
Water Supply Development	\$75,000					\$200,000	\$200,000
Water System Rehabilitation Program	\$330,800	\$603,300	\$684,500	\$99,300	\$715,800	\$91,000	\$91,000

Other Available Funds

Debt

Water Distribution System Rehabilitation	\$1,000,000						
St Mary's Pump Station					\$5,565,100		

Five Year
Capital Submission Summary
And
Preliminary Out Year
Recommendations

Section 3

Town of Needham
Capital Improvement Plan
January 2014

Five Year Capital
Group and Classification
FY2015 - FY2019

Description	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Equipment & Technology												
General Fund	1,392,737	1,392,737	808,978	788,857	637,833	579,380	672,268	613,413	682,752	682,752	4,194,568	4,057,139
Community Preservation												
Recycling & Solid Waste Disposal												
Sewer Enterprise			67,235	67,235							67,235	67,235
Water Enterprise			45,000								45,000	
Total Equipment & Technology	1,392,737	1,392,737	921,213	856,092	637,833	579,380	672,268	613,413	682,752	682,752	4,306,803	4,124,374
Fleet Program												
General Fund	854,144	376,523	988,358	479,250	1,670,863	808,576	1,126,689	715,802	486,212	430,137	5,126,266	2,810,288
Community Preservation												
Recycling & Solid Waste Disposal	215,316	215,316	325,353	325,353	221,026	221,026	300,091	300,091	272,162	272,162	1,333,948	1,333,948
Sewer Enterprise					181,659	181,659	73,114	73,114	777,329	478,808	1,032,102	733,581
Water Enterprise			193,107	193,107	100,282	100,282			306,773	228,050	600,162	521,439
Total Fleet Program	1,069,460	591,839	1,506,818	997,710	2,173,830	1,311,543	1,499,894	1,089,007	1,842,476	1,409,157	8,092,478	5,399,256
Building & Facilities												
General Fund	1,406,800	482,000	6,134,155	955,823	1,080,560	747,060	1,715,472	925,472	1,182,165	913,165	11,519,152	4,023,520
Community Preservation		621,150		1,526,832								2,147,982
Recycling & Solid Waste Disposal	105,779	105,779									105,779	105,779
Sewer Enterprise												
Water Enterprise												
Total Buildings & Facilities	1,512,579	1,208,929	6,134,155	2,482,655	1,080,560	747,060	1,715,472	925,472	1,182,165	913,165	11,624,931	6,277,281

Town of Needham
Capital Improvement Plan
January 2014

Five Year Capital
Group and Classification
FY2015 - FY2019

Description	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Infrastructure & Land												
General Fund	1,716,000	1,016,000	7,837,500	1,497,500	1,598,000	1,430,000	3,720,500	1,400,000	1,789,400	1,400,000	16,661,400	6,743,500
Community Preservation				160,000				220,500		71,400		451,900
Recycling & Solid Waste Disposal												
Sewer Enterprise	398,000	398,000	383,000	383,000	50,000	50,000	472,060	472,060	542,400	542,400	1,845,460	1,845,460
Water Enterprise	729,050	729,050	1,520,500	1,020,500	347,500	240,000	1,503,750	999,750	2,475,500	236,500	6,576,300	3,225,800
Total Infrastructure & Land	2,843,050	2,143,050	9,741,000	3,061,000	1,995,500	1,720,000	5,696,310	3,092,310	4,807,300	2,250,300	25,083,160	12,266,660
Extraordinary												
General Fund	78,460,100		8,000,000		62,583,700				13,362,700		162,406,500	
Community Preservation												
Recycling & Solid Waste Disposal												
Sewer Enterprise												
Water Enterprise												
Total Extraordinary	78,460,100		8,000,000		62,583,700				13,362,700		162,406,500	
General Government & Land Use												
Equipment & Technology	130,000	130,000	60,645	60,645	30,000	30,000	50,000	50,000	50,000	50,000	320,645	320,645
Fleet Program	28,918										28,918	
Building & Facilities												
Infrastructure & Land												
General Government	158,918	130,000	60,645	60,645	30,000	30,000	50,000	50,000	50,000	50,000	349,563	320,645

Town of Needham
Capital Improvement Plan
January 2014

**Five Year Capital
Group and Classification
FY2015 - FY2019**

Description	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Public Safety												
Equipment & Technology	408,615	408,615							60,614	60,614	469,229	469,229
Fleet Program	248,267	248,267	104,408		86,471	86,471	206,895	206,895			646,041	541,633
Building & Facilities												
Infrastructure & Land	60,000	60,000									60,000	60,000
Public Safety	716,882	716,882	104,408		86,471	86,471	206,895	206,895	60,614	60,614	1,175,270	1,070,862
Public Schools												
Equipment & Technology	791,325	791,325	728,212	728,212	549,380	549,380	533,970	533,790	490,586	490,586	3,093,473	3,093,293
Fleet Program			52,710		287,974		195,565		56,075		592,324	
Building & Facilities			2,114,500		163,500	105,000	622,000	182,000	418,165	149,165	3,318,165	436,165
Infrastructure & Land												
Public Schools	791,325	791,325	2,895,422	728,212	1,000,854	654,380	1,351,535	715,790	964,826	639,751	7,003,962	3,529,458
Public Works												
Equipment & Technology	62,797	62,797	20,121		16,928		29,623	29,623	81,552	81,552	211,021	173,972
Fleet Program	549,613	100,910	726,990	375,000	1,264,313	690,000	693,910	478,588	430,137	430,137	3,664,963	2,074,635
Building & Facilities	122,000		1,171,500	360,500							1,293,500	360,500
Infrastructure & Land	1,656,000	956,000	7,677,500	1,497,500	1,598,000	1,430,000	3,500,000	1,400,000	1,718,000	1,400,000	16,149,500	6,683,500
Public Works	2,390,410	1,119,707	9,596,111	2,233,000	2,879,241	2,120,000	4,223,533	1,908,211	2,229,689	1,911,689	21,318,984	9,292,607

Town of Needham
Capital Improvement Plan
January 2014

Five Year Capital
Group and Classification
FY2015 - FY2019

Description	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Public Facilities - Undesignated												
Equipment & Technology												
Fleet Program	27,346	27,346	28,303	28,303	32,105	32,105	30,319	30,319			118,073	118,073
Building & Facilities	482,000	482,000	595,323	595,323	642,060	642,060	743,472	743,472	557,000	557,000	3,019,855	3,019,855
Infrastructure & Land												
Public Facilities - Undesignated	509,346	509,346	623,626	623,626	674,165	674,165	773,791	773,791	557,000	557,000	3,137,928	3,137,928
Community Services												
Equipment & Technology					41,525		58,675				100,200	
Fleet Program			75,947	75,947							75,947	75,947
Building & Facilities	802,800		2,252,832		275,000		350,000		207,000	207,000	3,887,632	207,000
Infrastructure & Land			160,000				220,500		71,400		451,900	
Community Services	802,800		2,488,779	75,947	316,525		629,175		278,400	207,000	4,515,679	282,947
General Fund												
Equipment & Technology	1,392,737	1,392,737	808,978	788,857	637,833	579,380	672,268	613,413	682,752	682,752	4,194,568	4,057,139
Fleet Program	854,144	376,523	988,358	479,250	1,670,863	808,576	1,126,689	715,802	486,212	430,137	5,126,266	2,810,288
Building & Facilities	1,406,800	482,000	6,134,155	955,823	1,080,560	747,060	1,715,472	925,472	1,182,165	913,165	11,519,152	4,023,520
Infrastructure & Land	1,716,000	1,016,000	7,837,500	1,497,500	1,598,000	1,430,000	3,720,500	1,400,000	1,789,400	1,400,000	16,661,400	6,743,500
Total General Fund Groups	5,369,681	3,267,260	15,768,991	3,721,430	4,987,256	3,565,016	7,234,929	3,654,687	4,140,529	3,426,054	37,501,386	17,634,447

Town of Needham
Capital Improvement Plan
January 2014

**Five Year Capital
Group and Classification
FY2015 - FY2019**

Description	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Extraordinary Capital												
Equipment & Technology												
Fleet Program												
Building & Facilities	77,460,100		8,000,000		62,583,700				13,362,700		161,406,500	
Infrastructure & Land	1,000,000										1,000,000	
Extraordinary Capital	78,460,100		8,000,000		62,583,700				13,362,700		162,406,500	
Community Preservation Act												
Equipment & Technology												
Fleet Program												
Building & Facilities		621,150		1,526,832							2,147,982	
Infrastructure & Land				160,000			220,500		71,400		451,900	
CPA		621,150		1,686,832			220,500		71,400		2,599,882	
Recycling & Solid Waste Disposal												
Equipment & Technology												
Fleet Program	215,316	215,316	325,353	325,353	221,026	221,026	300,091	300,091	272,162	272,162	1,333,948	1,333,948
Building & Facilities	105,779	105,779									105,779	105,779
Infrastructure & Land												
RTS Enterprise	321,095	321,095	325,353	325,353	221,026	221,026	300,091	300,091	272,162	272,162	1,439,727	1,439,727

Town of Needham
Capital Improvement Plan
January 2014

**Five Year Capital
Group and Classification
FY2015 - FY2019**

Description	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
Sewer Enterprise												
Equipment & Technology			67,235	67,235							67,235	67,235
Fleet Program					181,659	181,659	73,114	73,114	777,329	478,808	1,032,102	733,581
Building & Facilities												
Infrastructure & Land	398,000	398,000	383,000	383,000	50,000	50,000	472,060	472,060	542,400	542,400	1,845,460	1,845,460
Sewer Enterprise	398,000	398,000	450,235	450,235	231,659	231,659	545,174	545,174	1,319,729	1,021,208	2,944,797	2,646,236
Water Enterprise												
Equipment & Technology			45,000								45,000	
Fleet Program			193,107	193,107	100,282	100,282			306,773	228,050	600,162	521,439
Building & Facilities												
Infrastructure & Land	729,050	729,050	1,520,500	1,020,500	347,500	240,000	1,503,750	999,750	2,475,500	236,500	6,576,300	3,225,800
Water Enterprise	729,050	729,050	1,758,607	1,213,607	447,782	340,282	1,503,750	999,750	2,782,273	464,550	7,221,462	3,747,239
Total All Groups	85,277,926	5,336,555	26,303,186	7,397,457	68,471,423	4,357,983	9,583,944	5,720,202	21,877,393	5,255,374	211,513,872	28,067,571
Excluding Extraordinary	6,817,826	5,336,555	18,303,186	7,397,457	5,887,723	4,357,983	9,583,944	5,720,202	8,514,693	5,255,374	49,107,372	28,067,571

Town of Needham Capital Improvement Plan January 2014

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

FY2015 - FY2019

Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
General Government																			
Mail Processing Machines	P	Finance	1			30,645	30,645							30,645	30,645	30,645			5-01
Network Hardware, Servers & Switches	R	Finance	1	30,000	30,000	30,000	30,000	30,000	30,000	50,000	50,000	50,000	50,000	190,000	190,000	190,000			5-03
Technology Systems and Applications Upgrades	P	Finance	1	100,000	100,000									100,000	100,000	100,000			5-05
Total - General Government				130,000	130,000	60,645	60,645	30,000	30,000	50,000	50,000	50,000	50,000	320,645	320,645	320,645			
Cash Funding					130,000		60,645		30,000		50,000		50,000		320,645				
Debt Funding																			
Other Financial Source																			
Total - General Government					130,000		60,645		30,000		50,000		50,000		320,645				

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

Town of Needham Capital Improvement Plan January 2014

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

FY2015 - FY2019

Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
Public Safety																			
Public Safety Computer Aided Dispatch Replacement	P	Finance	1	244,615	244,615									244,615	244,615	244,615			5-07
Police Cruiser Radio Replacement	N	Police	1									60,614	60,614	60,614	60,614	60,614			5-09
Wireless Municipal Radio Master Fire Box System	P	Fire	1	164,000	164,000									164,000	164,000	164,000			5-11
Fire Alarm Cables (add-a-lane)	NU	Fire	3	60,000	60,000									60,000	60,000	60,000			7-01
Total - Public Safety				468,615	468,615							60,614	60,614	529,229	529,229	529,229			
Cash Funding					468,615								60,614		529,229				
Debt Funding																			
Other Financial Source																			
Total - Public Safety					468,615								60,614		529,229				

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

Town of Needham Capital Improvement Plan January 2014

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

FY2015 - FY2019																					
Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page		
Public Schools																					
High School Radio System	Y	School	1																		
Fitness Equipment Replacement	R	School	1	14,810	14,810	20,020		13,110		15,450		16,670		80,060					5-14		
1:1 Initiative	PM	School	1	127,725	127,725	68,897		37,000		29,000				262,622					5-16		
Interactive Whiteboard Technology	PM	School	1	24,600	24,600	12,600								37,200					5-19		
Technology Innovation	P	School	1	25,000	25,000	25,000		25,000		25,000		25,000		125,000					5-21		
Technology Replacement	R	School	1	502,000	502,000	471,050		335,350		349,100		287,500		1,945,000					5-23		
Copier Replacement	R	School	1	30,320	30,320	60,340		55,400		43,420		96,310		285,790					5-27		
Furniture	R	School	1	34,180	34,180	45,405		45,000		45,000		44,806		214,391					5-29		
High School Graphics Production Room	PQ	School	1	8,350	8,350	9,900		6,750		12,000		5,300		42,300					5-32		
Musical Equipment	R	School	1	15,000	15,000	15,000		15,000		15,000		15,000		75,000					5-34		
Production Center Postage Machine and Folder Inserter	N	School	1	9,340	9,340			16,770						26,110					5-36		
School Technology and Equipment		School	1	791,325	791,325	728,212	728,212	549,380	549,380	533,970	533,790	490,586	490,586	3,093,473	3,093,293	3,093,293					
Broadmeadow and Eliot Schools Facility Assessment	N	Public Facilities	2									85,165	85,165	85,165	85,165	85,165			6-17		
High School A Gym Upgrade	PM	Public Facilities	2					105,000	105,000	182,000	182,000	64,000	64,000	351,000	351,000	351,000			6-19		
Pollard Blue & Green Gym Upgrades	MS	Public Facilities	2					58,500		440,000		269,000		767,500					6-21		
High School Classroom Expansion	NS	Public Facilities	2			2,114,500								2,114,500					8-13		
Total - Public Schools				791,325	791,325	2,842,712	728,212	712,880	654,380	1,155,970	715,790	908,751	639,751	6,411,638	3,529,458	3,529,458					
Cash Funding				791,325			728,212			654,380			715,790			639,751			3,529,458		
Debt Funding																					
Other Financial Source																					
Total - Public Schools				791,325			728,212			654,380			715,790			639,751			3,529,458		

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

Town of Needham Capital Improvement Plan January 2014

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

FY2015 - FY2019																			
Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
Public Works																			
Large Format Scanner	N	DPW	1	33,000	33,000									33,000	33,000	33,000			5-38
Small Specialty Equipment	RO	DPW	1	29,797	29,797	20,121		16,928		29,623	29,623	81,552	81,552	178,021	140,972	140,972			5-40
Fuel Island Relocation and Upgrade at DPW Facility	NS	DPW	2	122,000		811,000								933,000					6-06
DPW Boiler Replacement 470 Dedham Avenue	PM	Public Facilities	2			360,500	360,500							360,500	360,500	360,500			6-08
Message Boards^	PM	DPW	3			130,000								130,000					6-10
Cooks Bridge	PD	DPW	3	900,000		6,000,000								6,900,000					7-03
Sidewalk Needs Assessment	NO	DPW	3			50,000								50,000					7-05
Public Works Infrastructure Program^	R	DPW	3	600,000	800,000	1,250,000	1,250,000	1,400,000	1,350,000	1,500,000	1,400,000	1,600,000	1,400,000	6,350,000	6,200,000	6,200,000			7-07
Drain System Improvements – Water Quality (EPA)	PS	DPW	3	80,000	80,000	79,000	79,000	118,000		2,000,000		118,000		2,395,000	159,000	159,000			7-26
Drain System Repairs	NU	DPW	3	76,000	76,000	168,500	168,500	80,000	80,000					324,500	324,500	324,500			7-29
Total - Public Works				1,840,797	1,018,797	8,869,121	1,858,000	1,614,928	1,430,000	3,529,623	1,429,623	1,799,552	1,481,552	17,654,021	7,217,972	1,017,972	6,200,000		
Cash Funding				218,797		608,000		80,000		29,623		81,552			1,017,972				
Debt Funding				800,000		1,250,000		1,350,000		1,400,000		1,400,000			6,200,000				
Other Financial Source																			
Total - Public Works				1,018,797		1,858,000		1,430,000		1,429,623		1,481,552			7,217,972				

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

Town of Needham
Capital Improvement Plan
January 2014

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

FY2015 - FY2019

Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
Public Facilities																			
Energy Efficiency Upgrade Improvements	PM	Public Facilities	2			96,323	96,323	125,560	125,560	205,472	205,472			427,355	427,355	427,355			6-12
Public Facilities Maintenance Program	R	Public Facilities	2	482,000	482,000	499,000	499,000	516,500	516,500	538,000	538,000	557,000	557,000	2,592,500	2,592,500	2,592,500			6-14
Total - Public Facilities				482,000	482,000	595,323	595,323	642,060	642,060	743,472	743,472	557,000	557,000	3,019,855	3,019,855	3,019,855			
Cash Funding				482,000		595,323		642,060		743,472		557,000			3,019,855				
Debt Funding																			
Other Financial Source																			
Total - Public Facilities				482,000		595,323		642,060		743,472		557,000			3,019,855				

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

Town of Needham Capital Improvement Plan January 2014

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

FY2015 - FY2019

Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
Community Services																			
RFID Conversion Project	NS	Library	1					41,525		58,675				100,200					5-42
Athletic Facility Improvements	RM	DPW	2	256,900	256,900	1,526,832	1,526,832	275,000		350,000		207,000	207,000	2,615,732	1,990,732	207,000		1,783,732	6-03
Mills Field Improvements	PM	DPW	2	364,250	364,250									364,250	364,250			364,250	6-01
Cricket Field Building Renovations	PS	Parks & Recreation	2	181,650		726,000								907,650					6-23
Trail Improvement Project - Newman Eastman Conservation	PM	Community Development	3							220,500	220,500			220,500	220,500			220,500	7-12
Trail Improvement Project - Needham Reservoir and Ridge Hill Loop	PM	Community Development	3			160,000	160,000							160,000	160,000			160,000	7-14
Trail Improvement Project - Rosemary Camp	PM	Parks & Recreation	3									71,400	71,400	71,400	71,400			71,400	7-17
Total - Community Services				802,800	621,150	2,412,832	1,686,832	316,525		629,175	220,500	278,400	278,400	4,439,732	2,806,882	207,000		2,599,882	
Cash Funding													207,000		207,000				
Debt Funding																			
Other Financial Source					621,150		1,686,832				220,500		71,400						2,599,882
Total - Community Services					621,150		1,686,832				220,500		278,400		2,806,882				

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

General Fund Cash Funding - All Groups	2,090,737	1,992,180	1,406,440	1,538,885	1,595,917	8,624,159
General Fund Debt Funding - All Groups	800,000	1,250,000	1,350,000	1,400,000	1,400,000	6,200,000
General Fund Other Financial Source - All Groups	621,150	1,686,832		220,500	71,400	2,599,882
Total General Fund	3,511,887	4,929,012	2,756,440	3,159,385	3,067,317	17,424,041

Town of Needham
Capital Improvement Plan
January 2014

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

FY2015 - FY2019																			
Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
RTS Enterprise																			
Message Boards^	PM	DPW	2	30,000	30,000									30,000	30,000	30,000			6-10
Transfer Station Office Trailer	NU	DPW - RTS	2	75,779	75,779									75,779	75,779	75,779			6-25
Total - Recycling and Transfer Station Enterprise				105,779	105,779									105,779	105,779	105,779			
Cash Funding				105,779											105,779				
Debt Funding																			
Other Financial Source																			
Total - Recycling and Transfer Station Enterprise				105,779											105,779				

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

Town of Needham Capital Improvement Plan January 2014

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

FY2015 - FY2019

Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
Sewer Enterprise																			
Small Specialty Equipment	R	DPW - Sewer	1			67,235	67,235							67,235	67,235	67,235			5-45
Sewer Alarm System Upgrade	P	DPW - Sewer	3	258,000	258,000									258,000	258,000	258,000			7-19
Sewer Main Extension Zone I and II	PM	DPW - Sewer	3							73,860	73,860	492,400	492,400	566,260	566,260	566,260			7-21
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			7-24
Sewer Pump Station Improvements	PM	DPW - Sewer	3	90,000	90,000	333,000	333,000			348,200	348,200			771,200	771,200	771,200			7-31
Total - Wastewater Enterprise				398,000	398,000	450,235	450,235	50,000	50,000	472,060	472,060	542,400	542,400	1,912,695	1,912,695	1,912,695			
Cash Funding					398,000		450,235		50,000		472,060		542,400		1,912,695				
Debt Funding																			
Other Financial Source																			
Total - Wastewater Enterprise					398,000		450,235		50,000		472,060		542,400		1,912,695				

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

Town of Needham Capital Improvement Plan January 2014

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

FY2015 - FY2019

Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
Water Enterprise																			
Mobile Record Keeping Devices GIS	ND	DPW - Water	1			45,000								45,000					5-47
14 Inch Water Main Replacements	P	DPW - Water	3							400,000	400,000			400,000	400,000	400,000			7-34
Water Supply Development	PM	DPW - Water	3	200,000	200,000	500,000								700,000	200,000	200,000			7-36
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			7-38
Filter Media Replacement	PM	DPW - Water	3	238,050	238,050									238,050	238,050	238,050			7-40
Fire Flow Improvements	PMD	DPW - Water	3					107,500		504,000		2,239,000		2,850,500					7-42
Water System Rehabilitation Program	R	DPW - Water	3	91,000	91,000	820,500	820,500	40,000	40,000	399,750	399,750	36,500	36,500	1,387,750	1,387,750	1,387,750			7-44
Total - Water Enterprise				729,050	729,050	1,565,500	1,020,500	347,500	240,000	1,503,750	999,750	2,475,500	236,500	6,621,300	3,225,800	3,225,800			
Cash Funding					729,050		1,020,500		240,000		999,750		236,500		3,225,800				
Debt Funding																			
Other Financial Source																			
Total - Water Enterprise					729,050		1,020,500		240,000		999,750		236,500		3,225,800				

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

TOTAL SUBMISSIONS - All Funds	\$5,748,366	\$16,796,368	\$3,713,893	\$8,084,050	\$6,672,217	\$41,014,894	Cash	13,868,433
TOTAL RECOMMENDED - All Funds **	\$4,744,716	\$6,399,747	\$3,046,440	\$4,631,195	\$3,846,217	\$22,668,315	Debt	6,200,000
							Other	2,599,882

** Exclusive of any extraordinary capital recommendations

Town of Needham Capital Improvement Plan January 2014

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

FY2015 - FY2019

Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
General Fleet Program																			
Core Fleet - Building	R	Building	1	61,660	61,660									61,660	61,660	61,660			5-49
Core Fleet - DPW	R	DPW	1	100,910	100,910	162,972		30,022		215,322		152,506		661,732	100,910	100,910			5-49
Snow & Ice Equipment - DPW	R	DPW	1	202,301				190,968		197,652		34,054		624,975					5-49
Specialized Equipment - DPW	R	DPW	1	246,402		564,018		1,043,323		280,936		243,577		2,378,256					5-49
Core Fleet - Finance	R	Finance	1	28,918										28,918					5-49
Core Fleet - Fire	R	Fire	1					86,471	86,471					86,471	86,471	86,471			5-49
Specialized Equipment - Fire	R	Fire	1	186,607	186,607	104,408				206,895	206,895			497,910	393,502	393,502			5-49
Core Fleet - Human Services	R	Human Services	1			75,947	75,947							75,947	75,947	75,947			5-49
Core Fleet - DPF	R	Public Facilities	1	27,346	27,346	28,303	28,303	32,105	32,105	30,319	30,319			118,073	118,073	118,073			5-49
Core Fleet - School	PS	School	1			52,710		78,345		91,440		56,075		278,570					5-49
Specialized Equipment - School	PS	School	1					209,629		104,125				313,754					5-49
Fleet Program Funding							375,000		690,000		478,588		430,137		1,973,725	1,973,725			
Total - General Fund Fleet				854,144	376,523	988,358	479,250	1,670,863	808,576	1,126,689	715,802	486,212	430,137	5,126,266	2,810,288	2,810,288			
Cash Funding					376,523		479,250		808,576		715,802		430,137		2,810,288				
Debt Funding																			
Other Financial Source																			
Total - General Fund Fleet					376,523		479,250		808,576		715,802		430,137		2,810,288				

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

Cash CIP Including Fleet	2,467,260		2,471,430		2,215,016		2,254,687		2,026,054		11,434,447	
Debt CIP Including Fleet	800,000		1,250,000		1,350,000		1,400,000		1,400,000		6,200,000	
Other CIP Including Fleet	621,150		1,686,832				220,500		71,400		2,599,882	
General Fund Including Fleet	5,369,681	3,888,410	15,768,991	5,408,262	4,987,256	3,565,016	7,234,929	3,875,187	4,140,529	3,497,454	37,501,386	20,234,329

Town of Needham Capital Improvement Plan January 2014

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

FY2015 - FY2019

Title	Code *	Department	Cat*	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
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Enterprise Fleet Program																			
Core Fleet	R	DPW - RTS	1					31,519	31,519					31,519	31,519	31,519			5-49
Specialized Equipment	R	DPW - RTS	1	215,316	215,316	325,353	325,353	189,507	189,507	300,091	300,091	272,162	272,162	1,302,429	1,302,429	1,302,429			5-49
Specialized Equipment	R	DPW - Sewer	1					181,659	181,659	73,114	73,114	777,329	478,808	1,032,102	733,581	254,773	478,808		5-49
Core Fleet	R	DPW - Water	1			122,103	122,103	100,282	100,282					222,385	222,385	222,385			5-49
Specialized Equipment	R	DPW - Water	1			71,004	71,004					306,773	228,050	377,777	299,054	299,054			5-49
Total - Enterprise Fleet				215,316	215,316	518,460	518,460	502,967	502,967	373,205	373,205	1,356,264	979,020	2,966,212	2,588,968	2,110,160	478,808		
Cash Funding				215,316		193,107		502,967		373,205		500,212			1,784,807				
Debt Funding						325,353						478,808			804,161				
Other Financial Source																			
Total - Enterprise Fleet				215,316		518,460		502,967		373,205		979,020			2,588,968				

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

RTS CIP Including Fleet	321,095	321,095	325,353	325,353	221,026	221,026	300,091	300,091	272,162	272,162	1,439,727	1,439,727
Sewer CIP Including Fleet	398,000	398,000	450,235	450,235	231,659	231,659	545,174	545,174	1,319,729	1,021,208	2,944,797	2,646,276
Water CIP Including Fleet	729,050	729,050	1,758,607	1,213,607	447,782	340,282	1,503,750	999,750	2,782,273	464,550	7,221,462	3,747,239
Total Enterprise CIP	1,448,145	1,448,145	2,534,195	1,989,195	900,467	792,967	2,349,015	1,845,015	4,374,164	1,757,920	11,605,986	7,833,242

** Exclusive of any extraordinary capital recommendations

Code

B = Transfer request and possible funding to operating budget

C = Recommendation is combined with other requests

D = Recommendation is deferred or on hold pending other actions

E = Emergency approval

F = Funded appropriation outside the capital plan

I = Project submission is incomplete or waiting additional information

M = Submission has been modified

N = New submission with this CIP

O = Request does not qualify as capital, should be considered under the operating budget/special warrant article

P = Project request has appeared in previous CIP's

Q = Request does not qualify as a capital submission

R = Request is a regularly occurring capital expense

S = No recommendation; under study

U = Urgent request based on identified conditions

Cat (Category)

1 = Equipment or Technology

2 = Building or Facility

3 = Infrastructure

4 = Extraordinary Capital

Town of Needham Capital Improvement Plan January 2014

Five Year Extraordinary Capital Submissions Preliminary Recommendations - All Funding Sources

FY2015 - FY2019																
Title	Code *	Department	Cat *	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	2019 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Department Submission See Page
Extraordinary Capital																
Emery Grover School Administration	PM	School	4									13,362,700		13,362,700		8-01
Modular School	N	School	4	21,729,000										21,729,000		8-04
Hillside Elementary School Renovation	PM	School	4	55,731,100										55,731,100		8-07
Mitchell Elementary School Renovation	PM	School	4					62,583,700						62,583,700		8-10
Renovations to Rosemary Pool Complex	PM	Parks & Recreation	4			8,000,000								8,000,000		8-18
Open Space Purchase	N	Parks & Recreation	4	1,000,000										1,000,000		8-16
Total - Extraordinary Capital				78,460,100		8,000,000		62,583,700				13,362,700		162,406,500		

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

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

Town of Needham
Capital Improvement Plan
January 2014

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	9-11
Bridge Repairs	Public Works - Engineering	3	TBD	\$5,000,000	9-06
DeFazio Park Parking Lot & Tot Lot	Public Works	4	TBD	\$10,000,000	9-18
DPW Complex Phase II	Public Works	4	TBD	\$15,083,900	9-07
Emery Grover Roof Replacement	Public Facilities	2	TBD	\$150,000	9-08
Improvements to Memorial Park Buildings and Grounds	Trustees of Memorial Park	2	TBD	Unknown	9-14
Irrigation Supply	Public Works - Water	3	TBD	Unknown	9-21
Parcel Acquisition	Board of Selectmen	3	TBD	Unknown	9-01
Police and Fire Department (headquarters) Expansion Study	Multiple Departments	4	2017	\$90,000	9-02
Pollard School Improvements	School	4	TBD	Unknown	9-05
Pollard School Locker Room Improvements	School	2	TBD	Unknown	9-09
Public Playgrounds	Park & Recreation	2	TBD	\$600,000	9-13
Radio Repeater Building Replacement (Hillcrest Rd.)	Multiple Departments	2	TBD	\$230,000	9-04

Town of Needham
Capital Improvement Plan
January 2014

Provisional Capital Submissions
No Recommendations

Title	Department	Cat*	Target Year	Estimated Cost	Department Submission See Page
Renovation of Buildings at Camp Property	Park & Recreation	2	TBD	\$250,000	9-12
Sewer System Infiltration & Inflow Removal	Public Works - Sewer	3	TBD	Unknown	9-19
Town Facilities Security System	Multiple Departments	1	TBD	\$30,000	9-03
Transfer Station Expansion Recycling Area	Public Works - RTS	2	TBD	Unknown	9-15
Transfer Station Renovations	Public Works - RTS	2	TBD	Unknown	9-16

Cat (Category)

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

Debt Schedules

Section 4

Town of Needham
Capital Improvement Plan
January 2014

Debt Service to Revenue
Issued, Authorized and Proposed for FY2015
FY2015 - FY2019

Description	2014	2015	2016	2017	2018	2019
Revenue						
General Fund Within the Levy *	\$116,541,117	\$119,380,110	\$123,489,432	\$127,203,739	\$131,099,947	\$135,228,494
General Fund Excluded from Levy **	\$7,320,928	\$6,780,026	\$6,212,881	\$6,035,371	\$5,853,192	\$6,330,133
CPA Revenue	\$2,626,139	\$2,124,102	\$2,177,204	\$2,231,634	\$2,287,425	\$2,344,611
RTS Revenue	\$1,514,144	\$1,529,285	\$1,544,578	\$1,560,024	\$1,575,624	\$1,591,381
Sewer Revenue	\$7,595,965	\$7,671,925	\$7,748,644	\$7,826,130	\$7,904,392	\$7,983,436
Water Revenue	\$5,560,785	\$5,616,393	\$5,672,557	\$5,729,282	\$5,786,575	\$5,844,441
Total Revenue	\$141,159,078	\$143,101,840	\$146,845,296	\$150,586,181	\$154,507,155	\$159,322,494
					3.1%	3.1%
Debt Service						
General Debt (Table I)	\$3,470,211	\$3,636,947	\$3,669,875	\$3,363,056	\$2,626,760	\$2,404,165
CPA Debt (Table II)	\$711,000	\$475,763	\$464,438	\$456,313	\$449,163	\$441,494
RTS Debt (Table III)	\$150,000	\$150,000	\$137,860	\$127,175	\$121,440	\$90,080
Sewer Debt (Table IV)	\$1,500,000	\$1,500,000	\$1,272,702	\$1,196,948	\$1,133,976	\$1,099,915
Water Debt (Table V)	\$1,550,000	\$1,550,000	\$1,537,066	\$1,502,596	\$1,476,382	\$1,444,291
Gross Excluded Debt (Table VI)	\$8,016,076	\$7,475,174	\$6,908,029	\$6,730,519	\$6,548,340	\$6,330,133
Total Debt Service	\$15,397,287	\$14,787,884	\$13,989,970	\$13,376,606	\$12,356,060	\$11,810,076
Total Debt Service to Total Revenue	10.9%	10.3%	9.5%	8.9%	8.0%	7.4%
Total Debt Service to Total Revenue (less MSBA) ***	10.5%	9.9%	9.1%	8.5%	7.6%	7.0%
General Debt Service to General Revenue	3.0 %	3.0 %	3.0 %	2.6 %	2.0 %	1.8 %

* FY2015 - FY2019 revenue is based on the September 2013 Five-Year Pro Forma.

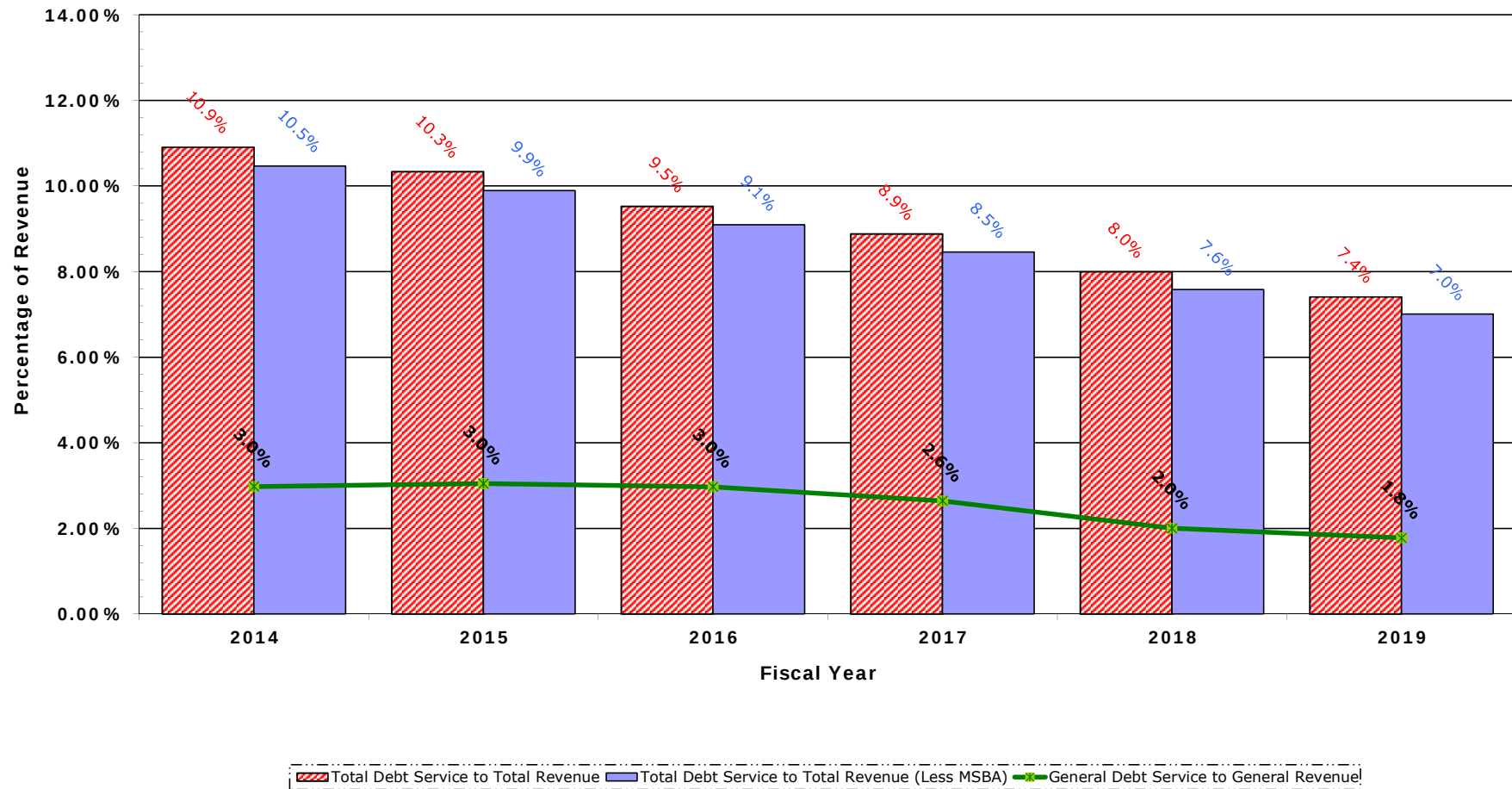
** Excludes Massachusetts School Building Assistance (MSBA) Revenue.

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

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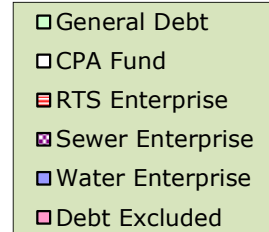
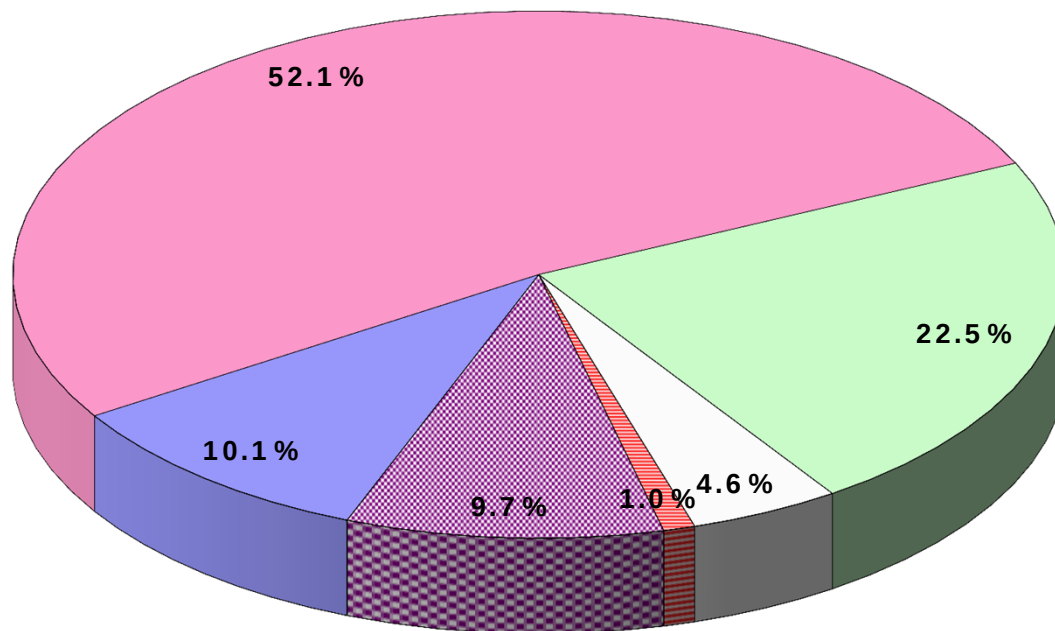
Town of Needham
Capital Improvement Plan
January 2014

Debt Service as a Percentage of Revenue



Town of Needham
Capital Improvement Plan
January 2014

**FY2014 Debt Service
Share of Total**



Projected Gross Debt Service
\$15,397,287

Town of Needham
Capital Improvement Plan
January 2014

Table I
General Fund Capital Projects
Proposed Funding by Debt
FY2015

				Estimated Debt Service Schedule					
Project	Amount	Years	Bond Rate	2014	2015	2016	2017	2018	2019
General Fund Within the Levy									
Public Works Infrastructure Program	\$800,000	5	6.00%			\$208,000	\$198,400	\$188,800	\$179,200
Cooks Bridge	\$900,000	5	6.00%			\$234,000	\$223,200	\$212,400	\$201,600
Projected New General Fund Debt Service #	\$1,700,000					\$442,000	\$421,600	\$401,200	\$380,800
General Fund Debt									
Authorized & Issued (refer to schedule)				\$2,588,836	\$2,960,072	\$2,485,046	\$2,227,127	\$1,539,732	\$1,366,036
Authorized Not Yet Issued & Short Term Costs				\$881,375	\$676,875	\$742,828	\$714,328	\$685,828	\$657,328
Proposed						\$442,000	\$421,600	\$401,200	\$380,800
Total General Fund Debt Service Within the Levy				\$3,470,211	\$3,636,947	\$3,669,875	\$3,363,056	\$2,626,760	\$2,404,165
General Fund Within the Levy Revenue *				\$116,541,117	\$119,380,110	\$123,489,432	\$127,203,739	\$131,099,947	\$135,228,494
Debt Service % of General Fund Revenue				3.0 %	3.0 %	3.0 %	2.6 %	2.0 %	1.78 %

Town of Needham
Capital Improvement Plan
January 2014

Table II
CPA Capital Projects
Proposed Funding by Debt
FY2015

					Estimated Debt Service Schedule				
Project	Amount	Years	Bond Rate	2014	2015	2016	2017	2018	2019
CPA Fund Debt									
No New Authorizations Proposed for FY2015									
Projected New CPA Fund Debt Service									
CPA Fund Debt									
Authorized & Issued				\$487,906	\$473,263	\$464,438	\$456,313	\$449,163	\$441,494
Authorized Not Yet Issued & Short Term Costs				\$223,094	\$2,501				
Proposed									
Total CPA Fund Debt Service				\$711,000	\$475,763	\$464,438	\$456,313	\$449,163	\$441,494

Town of Needham
Capital Improvement Plan
January 2014

Table III
Recycling & Solid Waste Disposal Capital Projects
Proposed Funding by Debt
FY2015

				Estimated Debt Service Schedule					
Project	Amount	Years	Bond Rate	2014	2015	2016	2017	2018	2019
<u>Recycling & Solid Waste Disposal Enterprise (RTS)</u>									
No New Authorizations Proposed for FY2015									
Projected New RTS Debt Service									
RTS Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$73,993	\$33,100	\$32,200	\$26,375	\$25,500	
Authorized Not Yet Issued & Short Term Costs				\$76,007	\$116,900	\$105,660	\$100,800	\$95,940	\$90,080
Proposed									
Total RTS Debt Service				\$150,000	\$150,000	\$137,860	\$127,175	\$121,440	\$90,080

Town of Needham
Capital Improvement Plan
January 2014

Table IV
Sewer Fund Capital Projects
Proposed Funding by Debt
FY2015

					Estimated Debt Service Schedule				
Project	Amount	Years	Bond Rate	2014	2015	2016	2017	2018	2019
<u>Sewer Enterprise</u>									
No New Authorizations Proposed for FY2015									
Projected New Sewer Debt Service									
Sewer Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$1,495,300	\$1,282,149	\$1,089,108	\$1,047,610	\$990,638	\$962,577
Authorized Not Yet Issued & Short Term Costs				\$4,700	\$217,851	\$183,594	\$149,338	\$143,338	\$137,338
Proposed									
Total Sewer Debt Service				\$1,500,000	\$1,500,000	\$1,272,702	\$1,196,948	\$1,133,976	\$1,099,915

Town of Needham
Capital Improvement Plan
January 2014

Table V
Water Fund Capital Projects
Proposed Funding by Debt
FY2015

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2014	2015	2016	2017	2018	2019
<u>Water Enterprise</u>									
No New Authorizations Proposed for FY2015									
Projected New Water Debt Service									
Water Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$943,901	\$931,549	\$783,243	\$771,572	\$768,158	\$758,867
Authorized Not Yet Issued & Short Term Costs				\$606,099	\$618,451	\$753,824	\$731,024	\$708,224	\$685,424
Proposed									
Total Water Debt Service				\$1,550,000	\$1,550,000	\$1,537,066	\$1,502,596	\$1,476,382	\$1,444,291

Town of Needham
Capital Improvement Plan
January 2014

Table VI
Capital Projects
Proposed Funding by Debt Exclusion
FY2015

				Estimated Debt Service Schedule					
Project	Amount	Years	Bond Rate	2014	2015	2016	2017	2018	2019
General Fund Debt Excluded									
No New Authorizations Proposed for FY2015									
Projected New General Fund Debt Service Excluded									
General Fund Debt Excluded									
Authorized & Issued (refer to schedule)				\$7,437,305	\$7,212,673.76	\$6,908,029	\$6,730,519	\$6,548,340	\$6,330,133
Authorized Not Yet Issued & Short Term Costs				\$578,771	\$262,500				
Proposed									
Total General Fund Excluded Debt Service				\$8,016,076	\$7,475,174	\$6,908,029	\$6,730,519	\$6,548,340	\$6,330,133
Projected SBA Payments / Other Adjustments				\$695,148	\$695,148	\$695,148	\$695,148	\$695,148	
Net General Fund Excluded Debt Service *				\$7,320,928	\$6,780,026	\$6,212,881	\$6,035,371	\$5,853,192	\$6,330,133

* Before other offsets and credits

Town of Needham
Capital Improvement Plan
January 2014

**Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the December 2013 Bond Issue**

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2014	\$2,588,836.24	\$7,437,304.59	\$487,906.25	\$73,992.92	\$1,495,300.47	\$943,901.21	\$13,027,241.68
2015	\$2,960,072.11	\$7,212,673.76	\$473,262.50	\$33,100.00	\$1,282,149.38	\$931,548.72	\$12,892,806.47
2016	\$2,485,046.26	\$6,908,028.76	\$464,437.50	\$32,200.00	\$1,089,107.84	\$783,242.80	\$11,762,063.16
2017	\$2,227,127.31	\$6,730,518.76	\$456,312.50	\$26,375.00	\$1,047,610.25	\$771,572.11	\$11,259,515.93
2018	\$1,539,731.92	\$6,548,340.01	\$449,162.50	\$25,500.00	\$990,637.72	\$768,158.09	\$10,321,530.24
2019	\$1,366,036.17	\$6,330,132.51	\$441,493.75		\$962,576.83	\$758,867.14	\$9,859,106.40
2020	\$1,333,218.22	\$6,081,221.26	\$430,525.00		\$553,325.19	\$208,468.68	\$8,606,758.35
2021	\$1,277,127.52	\$5,018,153.76	\$416,675.00		\$508,204.69	\$222,762.35	\$7,442,923.32
2022	\$1,244,688.77	\$4,852,011.26	\$405,040.63		\$503,757.81	\$216,543.56	\$7,222,042.03
2023	\$1,070,343.77	\$4,694,631.26	\$395,256.26		\$499,240.78	\$210,222.42	\$6,869,694.49
2024	\$957,930.02	\$4,521,538.76	\$384,906.26		\$421,247.30	\$81,488.08	\$6,367,110.42
2025	\$902,402.52	\$3,754,678.76	\$374,762.51		\$419,777.34	\$80,370.41	\$5,531,991.54
2026	\$803,477.52	\$2,838,185.00	\$364,681.26		\$418,205.89	\$54,677.26	\$4,479,226.93
2027	\$776,109.39	\$2,245,600.00	\$354,306.26		\$416,532.90	\$54,407.26	\$3,846,955.81
2028	\$522,726.26	\$1,896,217.50	\$259,996.88		\$439,358.34	\$54,135.00	\$3,172,433.98
2029	\$508,290.64	\$1,434,918.75	\$241,637.50		\$426,882.18	\$58,763.06	\$2,670,492.13

Town of Needham
Capital Improvement Plan
January 2014

Town of Needham
Current Long Term Debt Service Obligations
Inclusive of the December 2013 Bond Issue

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2030	\$488,411.27	\$615,257.50	\$51,812.50		\$370,704.37	\$48,488.04	\$1,574,673.68
2031	\$473,088.76	\$600,698.75	\$50,625.00		\$370,624.90	\$48,412.51	\$1,543,449.92
2032	\$457,077.50	\$579,397.50			\$370,543.71		\$1,407,018.71
2033	\$440,430.00	\$561,845.00			\$370,460.79		\$1,372,735.79
2034	\$255,000.00						\$255,000.00
2035							

Town of Needham
Capital Improvement Plan
January 2014

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
<u>GENERAL FUND WITHIN THE LEVY LIMIT - AUTHORIZED & ISSUED</u>												
Title V Loans - MWPAT T5-97-1027 - R	May-97	\$85,894	Dec-99	Aug-19	(see note)	\$6,529.60	\$6,265.04	\$5,922.75	\$5,662.92	\$5,391.28	\$5,119.64	\$4,854
Stormwater - MWPAT 98-92	May-98	\$364,979	Sep-01	Aug-19	(see note)	\$32,889.07	\$35,649.55	\$34,152.24	\$32,701.87	\$31,149.37	\$29,874.01	\$28,567
Road Improvement Program	May-05	\$468,400	Dec-05	Feb-15	3.48%	\$10,750.00	\$10,380.00					
Public Services Administration Building (Series I)	Oct-08	\$4,000,000	Dec-09	Aug-26	3.16%	\$334,725.00	\$329,925.00	\$325,125.00	\$319,125.00	\$312,525.00	\$306,225.00	\$2,099,288
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$165,000	Dec-09	Aug-13	2.00%	\$40,400.00						
Public Safety Building Roof	May-08	\$350,000	Jun-10	Dec-14	2.20%	\$72,100.00	\$70,700.00					
Public Services Administration Building (Series II)	Oct-08	\$1,000,000	Jun-10	Dec-24	3.07%	\$83,137.50	\$81,937.50	\$85,606.25	\$84,062.50	\$82,356.25	\$80,487.50	\$485,881
Roads, Bridges, Sidewalks & Intersection Program	May-09	\$530,000	Jun-10	Dec-13	2.31%	\$131,300.00						
Public Services Administration Building (Series III)	Oct-08	\$125,000	Oct-10	Apr-14	2.10%	\$10,200.00						
Town Hall Project (Series I)	May-09	\$2,500,000	Oct-10	Apr-17	2.24%	\$326,250.00	\$320,250.00	\$314,250.00	\$307,500.00			

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Roads, Bridges, Sidewalks & Intersection Program	May-10	\$500,000	Jun-11	Oct-14	2.68%	\$130,000.00	\$126,875.00					
Senior Center Design	Nov-10	\$350,000	Jun-11	Oct-13	2.55%	\$75,750.00						
Town Hall (Series III)	May-09	\$385,000	Oct-11	Aug-26	2.63%	\$33,281.26	\$32,781.26	\$32,281.26	\$31,781.26	\$31,281.26	\$30,781.26	\$223,422
Parking Lot Improvement (Marked Lee)	May-08	\$100,000	Oct-11	Aug-16	2.00%	\$21,400.00	\$21,000.00	\$20,600.00	\$20,200.00			
Kendrick Street Bridge Repair	May-10	\$750,000	Oct-11	Aug-21	2.21%	\$88,687.50	\$87,187.50	\$85,687.50	\$84,187.50	\$82,687.50	\$81,187.50	\$233,344
Public Services Administration Bldg.	Oct-08	\$100,000	Oct-12	Jul-22	3.69%	\$14,025.00	\$13,000.00	\$12,750.00	\$12,450.00	\$12,150.00	\$11,800.00	\$43,200
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	\$52,500	Oct-12	Jul-32	2.93%	\$5,421.25	\$4,465.00	\$4,390.00	\$4,300.00	\$4,210.00	\$4,105.00	\$39,808
Roads, Bridges, Sidewalks & Intersection Program	May-10	\$306,500	Oct-12	Jul-17	2.72%	\$90,222.50	\$80,250.00	\$73,450.00	\$71,350.00	\$10,150.00		
Roads, Bridges, Sidewalks & Intersection Program	May-11	\$600,000	Oct-12	Jul-17	2.82%	\$138,300.00	\$132,000.00	\$129,000.00	\$125,400.00	\$121,800.00		
Fire Engine	May-11	\$400,000	Oct-12	Jul-16	2.72%	\$111,500.00	\$107,000.00	\$104,500.00	\$101,500.00			

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Public Services Administration Bldg.	Oct-08	\$20,000	Jun-13	Nov-16	2.95%	\$5,412.92	\$5,375.00	\$5,225.00	\$5,075.00			
Senior Center (Series I)	Nov-11	\$1,000,000	Jun-13	Nov-32	3.38%	\$86,759.43	\$85,481.26	\$83,831.26	\$77,256.26	\$75,506.26	\$73,506.26	\$838,784
Property Acquisition - 59 Lincoln Street & 89 School Street	May-12	\$1,005,000	Jun-13	Nov-32	3.39%	\$82,098.75	\$81,000.00	\$79,500.00	\$78,000.00	\$76,250.00	\$74,250.00	\$867,750
Property Acquisition - 37-39 Lincoln Street	May-12	\$605,000	Jun-13	Nov-32	3.39%	\$51,272.92	\$48,600.00	\$47,700.00	\$46,800.00	\$45,750.00	\$44,550.00	\$520,650
Property Acquisition - 51 Lincoln Street	Nov-12	\$950,000	Jun-13	Nov-32	3.39%	\$75,654.79	\$79,325.00	\$77,825.00	\$76,325.00	\$74,575.00	\$72,575.00	\$802,200
Street & Traffic Light Improvements	May-08	\$25,000	Jun-13	Nov-17	3.34%	\$5,581.25	\$5,575.00	\$5,425.00	\$5,275.00	\$5,100.00		
Roads, Bridges, Sidewalks & Intersection Program	May-10	\$120,000	Dec-13	Jul-16	3.13%		\$43,677.78	\$41,800.00	\$40,600.00			
Roads, Bridges, Sidewalks & Intersection Program	May-11	\$350,000	Dec-13	Jul-16	3.13%		\$130,697.50	\$120,175.00	\$116,725.00			
Senior Center (Series II)	Nov-11	\$5,050,000	Dec-13	Jul-33	3.54%		\$443,451.94	\$413,875.00	\$406,225.00	\$398,575.00	\$390,925.00	\$4,799,675
Pollard School Repairs	Nov-10	\$325,000	Jun-11	Oct-13	2.81%	\$25,250.00						

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Pollard School Roof Replacement	Nov-10	\$1,000,000	Jun-11	Oct-15	2.80%	\$214,000.00	\$209,000.00	\$203,000.00				
Pollard School Parking and Access	Mar-11	\$702,200	Jun-11	Oct-14	2.68%	\$182,000.00	\$177,625.00					
Pollard School Roof Replacement	Nov-10	\$725,000	Oct-12	Jul-22	3.67%	\$103,937.50	\$96,500.00	\$94,625.00	\$92,375.00	\$90,125.00	\$82,600.00	\$302,400
Pollard School Boiler Replacement	May-13	\$565,000	Dec-13	Jul-21	3.22%		\$94,097.78	\$84,350.00	\$82,250.00	\$80,150.00	\$78,050.00	\$220,500

GENERAL FUND DEBT SERVICE - WITHIN THE LEVY LIMIT

\$2,588,836	\$2,960,072	\$2,485,046	\$2,227,127	\$1,539,732	\$1,366,036	\$11,510,322
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GENERAL FUND DEBT EXCLUDED FROM THE LEVY LIMIT - AUTHORIZED & ISSUED

Library Project (Series II)	May-03	\$750,000	Dec-05	Feb-15	3.59%	\$91,565.00	\$93,420.00					
High School (Series I)	May-03	\$10,000,000	Nov-06	May-26	4.01%	\$823,250.00	\$801,250.00	\$779,250.00	\$757,250.00	\$735,250.00	\$713,250.00	\$4,068,125
Eliot School	May-00	\$5,500,000	Jun-05	Jun-25	3.82%	\$390,693.76	\$421,593.76	\$411,093.76	\$399,843.76	\$388,593.76	\$352,343.76	\$1,883,063
High Rock School - Designs	Nov-06	\$480,000	Jun-08	Dec-26	3.91%	\$38,156.25	\$37,343.75	\$36,531.25	\$35,562.50	\$34,562.50	\$33,531.25	\$231,969
High Rock & Pollard School Projects	May-07	\$1,120,000	Jun-08	Dec-26	3.91%	\$90,775.00	\$88,825.00	\$86,875.00	\$84,550.00	\$82,150.00	\$79,675.00	\$531,925

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
High School (Series IIA)	May-03	\$9,000,000	Jun-08	Dec-24	3.89%	\$766,112.50	\$748,887.50	\$731,662.50	\$711,125.00	\$689,925.00	\$668,062.50	\$3,548,938
High School (Series IIB)	Feb-05	\$2,000,000	Jun-08	Dec-26	3.91%	\$160,256.25	\$156,843.75	\$153,431.25	\$149,362.50	\$145,162.50	\$140,831.25	\$974,269
High Rock & Pollard School Projects (Series III)	May-07	\$5,000,000	Nov-08	Aug-27	4.69%	\$440,800.00	\$430,862.50	\$420,262.50	\$409,662.50	\$398,731.25	\$387,137.50	\$2,876,338
High School (Series III)	Feb-05	\$3,850,000	Jun-09	Jun-28	3.42%	\$297,450.00	\$292,950.00	\$288,200.00	\$283,450.00	\$275,450.00	\$267,450.00	\$2,001,550
High Rock & Pollard School Projects (Series IV)	May-07	\$10,500,000	Dec-09	Aug-28	3.35%	\$823,937.50	\$812,837.50	\$801,737.50	\$787,862.50	\$772,600.00	\$758,031.25	\$6,541,825
Newman School HVAC Design and Engineering (Series I)	May-09	\$225,000	Jun-10	Dec-14	2.20%	\$46,350.00	\$45,450.00					
Newman School Extraordinary Repairs (Series I)	Nov-09	\$1,000,000	Jun-10	Dec-19	2.62%	\$116,500.00	\$114,500.00	\$112,375.00	\$110,000.00	\$107,375.00	\$104,500.00	\$101,500
Newman School Extraordinary Repairs (Series II)	Nov-09	\$675,000	Oct-10	Apr-14	2.07%	\$51,000.00						
Newman School Extraordinary Repairs (Series III)	Nov-09	\$5,000,000	Jun-11	Oct-28	3.35%	\$417,700.00	\$410,700.00	\$402,300.00	\$395,300.00	\$389,700.00	\$383,750.00	\$3,238,300
Broadmeadow School (refunding bond)	May-00	\$8,400,000	Jun-12	Nov-23	3.00%	\$939,450.00	\$914,325.00	\$886,300.00	\$857,150.00	\$828,300.00	\$801,325.00	\$3,541,950

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Library Project (refunding bond)	May-03	\$6,510,000	Jun-12	Dec-19	3.00%	\$996,481.25	\$964,025.00	\$933,750.00	\$902,000.00	\$870,550.00	\$830,475.00	\$796,775
Newman School Extraordinary Repairs (Series IV)	Nov-09	\$9,000,000	Oct-12	Jul-32	2.82%	\$777,285.00	\$700,660.00	\$689,360.00	\$675,800.00	\$662,240.00	\$646,420.00	\$7,448,780
Newman School Extraordinary Repairs (Series V)	Nov-09	\$2,200,000	Jun-13	Nov-32	3.39%	\$169,542.08	\$178,200.00	\$174,900.00	\$171,600.00	\$167,750.00	\$163,350.00	\$1,909,050
EXCLUDED DEBT						\$7,437,305	\$7,212,674	\$6,908,029	\$6,730,519	\$6,548,340	\$6,330,133	\$39,694,355
CPA FUND DEBT - AUTHORIZED & ISSUED												
Town Hall (Series II)	May-09	\$3,500,000	Jun-11	Oct-28	3.36%	\$291,612.50	\$286,737.50	\$280,887.50	\$276,012.50	\$272,112.50	\$267,968.75	\$2,279,888
Town Hall (Series III)	May-09	\$1,225,000	Oct-11	Aug-26	2.63%	\$106,500.00	\$104,900.00	\$103,300.00	\$101,700.00	\$100,100.00	\$98,500.00	\$714,950
Town Hall (Series IV)	May-09	\$970,000	Oct-12	Jul-30	2.80%	\$89,793.75	\$81,625.00	\$80,250.00	\$78,600.00	\$76,950.00	\$75,025.00	\$735,388
CPA DEBT						\$487,906	\$473,263	\$464,438	\$456,313	\$449,163	\$441,494	\$3,730,225

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
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RTS FUND DEBT FEE SUPPORTED - AUTHORIZED & ISSUED

Construction Equipment	May-09	\$165,000	Oct-10	Apr-14	2.29%	\$40,800.00						
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Soil Remediation	Nov-12	\$140,000	Jun-13	Nov-17	3.31%	\$33,192.92	\$33,100.00	\$32,200.00	\$26,375.00	\$25,500.00		
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RTS DEBT SERVICE						\$73,993	\$33,100	\$32,200	\$26,375	\$25,500		
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SEWER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED

MWPAT 95-01 - (Restructured)	May-91	\$310,656	Aug-01	Feb-15	(see note)	\$32,060.89	\$32,021.36					
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Sewer - West Street Force Main	May-98	\$881,800	Jun-99	Jun-19	4.83%	\$67,700.00	\$70,250.00	\$72,500.00	\$69,500.00	\$71,500.00	\$68,250.00	
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Sewer - West Street Pump Station	May-98	\$1,939,000	Jun-99	Jun-19	4.83%	\$153,885.00	\$153,250.00	\$152,250.00	\$156,000.00	\$154,250.00	\$152,250.00	
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Sewer - MWPAT 97-13 (Restructured)	Oct-96	\$67,700	Nov-04	Aug-18	(see note)	\$6,508.77	\$6,536.80	\$6,451.53	\$6,288.05	\$6,106.89	\$6,150.00	
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Sewer - MWPAT 97-33 (Restructured)	Oct-96	\$180,300	Nov-04	Aug-18	(see note)	\$17,426.84	\$17,374.13	\$17,019.98	\$16,720.92	\$16,208.29	\$16,195.00	
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MWPAT 97-63 (Restructured 2)	May-97	\$1,019,778	Nov-04	Aug-18	(see note)	\$98,416.74	\$98,250.26	\$96,382.43	\$94,916.69	\$91,683.46	\$91,840.00	
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Sewer - MWPAT 98-10 (Restructured)	May-97	\$130,200	Nov-04	Aug-18	(see note)	\$12,594.41	\$12,566.64	\$12,320.71	\$12,114.16	\$11,683.18	\$11,685.00	
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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Sewer System Rehab - I/I Work	May-03	\$425,000	Jun-05	Jun-14	3.14%	\$41,400.00						
Sewer Pump Station - Great Plain Ave.	May-05	\$484,550	Dec-05	Feb-15	3.59%	\$58,935.00	\$51,900.00					
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$2,000,000	Jun-07	Nov-22	4.35%	\$138,387.50	\$134,012.50	\$129,262.50	\$124,262.50	\$119,737.50	\$115,637.50	\$350,644
Sewer Pump Station - Great Plain Ave.	May-05	\$500,000	Jun-09	Jun-19	3.17%	\$59,500.00	\$58,375.00	\$57,187.50	\$56,000.00	\$54,000.00	\$52,000.00	
Sewer System Rehabilitation I/I	May-07	\$725,000	Jun-10	Jun-14	2.35%	\$148,262.50						
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$320,000	Dec-09	Aug-28	3.39%	\$27,962.50	\$22,612.50	\$22,312.50	\$21,937.50	\$21,525.00	\$21,131.25	\$198,575
Sewer Pump Station - Great Plain Ave.	May-08	\$550,000	Dec-09	Aug-28	3.36%	\$44,000.00	\$43,400.00	\$42,800.00	\$42,050.00	\$41,225.00	\$40,437.50	\$336,100
Sewer Pump Station Richardson Dr (MWRA)	Nov-02	\$215,710	Feb-10	Feb-15		\$43,142.00	\$43,142.00					
Sewer System Rehabilitation I/I (MWRA)	May-07	\$283,305	May-10	May-15		\$56,661.00	\$56,661.00					
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$145,000	Jun-10	Dec-19	2.59%	\$17,325.00	\$17,025.00	\$16,706.25	\$16,350.00	\$15,956.25	\$15,525.00	\$10,150

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Sewer Pump Station Richardson Drive	Nov-02	\$200,000	Oct-10	Apr-16	2.00%	\$15,937.50	\$15,637.50	\$15,337.50				
Sewer System Rehabilitation I/I (MWRA)	May-07	\$57,613	Nov-10	Nov-15		\$11,522.50	\$11,522.50	\$11,522.50				
Sewer System Rehabilitation I/I (MWRA)	May-07	\$220,990	Feb-12	Feb-17		\$44,198.00	\$44,198.00	\$44,198.00	\$44,198.00			
Sewer Pump Station Reservoir B - Design	May-09	\$90,000	Oct-12	Jul-17	2.79%	\$22,675.00	\$21,700.00	\$21,200.00	\$15,675.00	\$15,225.00		
Sewer Pump Station Reservoir B	Nov-11	\$6,034,290	Dec-12	Jul-30	2.00%	\$376,799.32	\$371,714.19	\$371,656.44	\$371,597.43	\$371,537.15	\$371,475.58	\$5,193,397
SEWER DEBT SERVICE						\$1,495,300	\$1,282,149	\$1,089,108	\$1,047,610	\$990,638	\$962,577	\$6,088,866
<u>WATER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED</u>												
Water Treatment Facility	May-96	\$2,665,000	Jun-99	Jun-19	4.83%	\$208,095.00	\$210,500.00	\$212,250.00	\$208,500.00	\$209,500.00	\$210,000.00	
Water Treatment Facility	Nov-97	\$3,090,000	Jun-99	Jun-19	4.83%	\$247,065.00	\$243,000.00	\$243,500.00	\$243,500.00	\$248,000.00	\$246,750.00	
Water System Rehab - Warren Street Area	May-05	\$413,500	Dec-05	Feb-15	3.60%	\$53,750.00	\$51,900.00					
Water System Rehabilitation - Rte 128 Area	May-06	\$1,500,000	Jun-07	Nov-22	4.32%	\$144,662.50	\$140,287.50	\$135,537.50	\$130,537.50	\$126,012.50	\$121,912.50	\$516,356

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Water System Rehabilitation - Rte 128 Area	May-06	\$212,000	Jun-09	Jun-19	3.16%	\$22,777.50	\$23,350.00	\$22,875.00	\$22,400.00	\$21,600.00	\$20,800.00	
Water Storage Tank Rehabilitation	May-08	\$655,000	Jun-09	Jun-19	3.16%	\$78,372.50	\$75,887.50	\$74,343.76	\$72,800.00	\$70,200.00	\$67,600.00	
Water Service Connections	May-06	\$55,000	Dec-09	Aug-19	2.51%	\$5,812.50	\$5,712.50	\$5,612.50	\$5,487.50	\$5,350.00	\$5,218.75	\$5,075
Water System Rehabilitation - Rte 128 Area	May-06	\$100,000	Dec-09	Aug-28	3.41%	\$7,637.50	\$7,537.50	\$7,437.50	\$7,312.50	\$7,175.00	\$7,043.75	\$66,325
Water System Rehabilitation - Rte 128 Area	May-06	\$165,000	Jun-10	Dec-14	2.22%	\$30,900.00	\$30,300.00					
Water Main Improvements	May-08	\$185,000	Jun-10	Dec-14	2.20%	\$36,050.00	\$35,350.00					
Water Distribution System Rehab (Chapel & May) (Pickering & GPA)	May-09	\$400,000	Jun-10	Dec-24	3.02%	\$38,462.50	\$37,862.50	\$32,281.25	\$31,687.50	\$31,031.25	\$30,312.50	\$165,344
Water Distribution System Rehab (Chapel & May) (Pickering & GPA)	May-09	\$300,000	Oct-10	Apr-15	1.85%	\$20,800.00	\$20,400.00					
MWPAT Water DWS-08-24 (amended 06/06/2012)	May-08	\$765,335	Jun-12	Jul-30	2.00%	\$49,516.21	\$49,461.22	\$49,405.29	\$49,347.11	\$49,289.34	\$49,229.64	\$585,639
WATER DEBT SERVICE						\$943,901	\$931,549	\$783,243	\$771,572	\$768,158	\$758,867	\$1,338,739

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate
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TOTAL

Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
\$13,027,242	\$12,892,806	\$11,762,063	\$11,259,516	\$10,321,530	\$9,859,106	\$62,362,507

Note: Massachusetts Water Pollution Abatement Trust (MWPAT) loans include many communities and multiple loans and are frequently restructured by the Trust. The program provides grants and other financial assistance which in effect results in low or no interest rate loan.

Town of Needham
Capital Improvement Plan
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**Open Authorizations
Balances Not Yet Issued**

Approved	Project	Authorized	Balance
2001	Rosemary Pool Complex - Design	\$100,000	\$42,500
2006	Water System Rehabilitation (Warren Street)	\$913,500	\$30,000
2008	Sewer System Rehabilitation I/I Work	\$1,806,800	\$338,092
2009	Wastewater Pump Station at GPA	\$770,000	\$18,000
2009	Water Main Improvements	\$1,900,000	\$600,294
2009	Public Services Administration Bldg.	\$5,725,000	\$49,000
2010	Stormwater Master Plan Drainage Improvements (Latarn & Gayland)	\$200,000	\$157,000
2010	Sewer Pump Station Reservoir B - Design	\$577,500	\$50,497
2010	Town Hall (CPA Portion)	\$14,029,233	\$1,210,000
2010	Town Hall (GF Portion)	\$4,126,513	\$465,000
2010	Newman School Extraordinary Repairs	\$26,962,128	\$456,447
2011	Road, Bridges, Sidewalks and Intersection Improvement Program	\$1,236,300	\$129,800
2012	Road, Bridges, Sidewalks and Intersection Improvement Program	\$1,100,000	\$150,000
2012	RTS Construction Equipment	\$86,000	\$12,000
2012	RTS Large Specialty Equipment - Semitractor	\$152,000	\$152,000

Town of Needham
Capital Improvement Plan
January 2014

**Open Authorizations
Balances Not Yet Issued**

Approved	Project	Authorized	Balance
2012	Senior Center Construction	\$8,051,808	\$1,434,308
2012	Sewer Pump Station Reservoir B	\$6,300,000	\$265,710
2013	Public Works Infrastructure Program	\$600,000	\$400,000
2013	Property Acquisition - 59 Lincoln Street & 89 School Street	\$1,175,000	\$117,500
2013	Property Acquisition - 37-39 Lincoln Street	\$630,000	\$25,000
2013	Soil Remediation at RTS	\$400,000	\$218,000
2013	Property Acquisition - 51 Lincoln Street	\$1,100,000	\$150,000
2014	RTS Construction Equipment (Waste Handler)	\$324,400	\$324,400
2014	Pollard School Boiler Replacement	\$800,000	\$235,000
2014	Public Works Infrastructure Program	\$600,000	\$600,000
2014	DPW Complex - Garage Bays	\$1,100,000	\$1,100,000
2014	St Mary's Pumping Station	\$5,565,100	\$5,565,100
2014	Property Acquisition - 66 - 70 Chestnut Street	\$1,458,000	\$1,458,000
Total		\$87,789,282	\$15,753,648

Town of Needham
Capital Improvement Plan
January 2014

**Open Authorizations
Balances Not Yet Issued**

Approved	Project	Authorized	Balance
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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.

Equipment & Technology Submissions

Section 5

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

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Mail Processing Machines	Finance	General Government	5-01
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Capital Improvement Plan
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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
Capital Improvement Plan
January 2014

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		Intangibles			Enter description				
Year 2	30,645	Equipment	30,645		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 2014

Department Capital Request CIP-DCR									
Title	Network Hardware, Servers, Switches, Replacement/Upgrades	Department	Information Technology Center	Fiscal Year	2015				
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
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January 2014

Department Capital Request CIP-DCR									
Title	Network Hardware, Servers, Switches, Replacement/Upgrades			Department	Information Technology Center			Fiscal Year	2015
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	190,000		Enter description			
Year 3	30,000		Design & Engineering			Enter description			
Year 4	50,000		Construction Expenses			Enter description			
Year 5	50,000		Other Expenses*			Enter description			
Column A Total	\$190,000		Column B Total	\$190,000		Column C Total			
Equipment Schedule									
Yes No NA									
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 50 virtual servers maintained on the current hardware and that number is expected to increase.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Technology Systems and Applications Upgrades	Department	Information Technology Center	Fiscal Year	2015				
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	1	Primary Reason	3	Operating Budget Impact	C				

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Technology Systems and Applications Upgrades			Department	Information Technology Center			Fiscal Year	2015
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 GIS update would add any additional changes and updates that have taken place throughout Needham and adjacent communities within 1000' feet of the Town's boundary between the Spring 2009 flight and a 2015 flight. The flight would also 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 2009 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. This site has been available for more than one year. 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 with, analyze with and display with as accurate a representation of the land base and infrastructure									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Public Safety Computer Aided Dispatch Replacement	Department	Information Technology Center	Fiscal Year	2015				
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					

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Public Safety Computer Aided Dispatch Replacement				Department	Information Technology Center		Fiscal Year	2015
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
Year 1	244,615	Intangibles		103,420	Consultant, Implementation, Training Services		35,8000		
Year 2		Equipment		37,962	Conversion Services		48,620		
Year 3		Design & Engineering			Annual Maintenance (included in initial costs)		18,813		
Year 4		Construction Expenses			Enter description				
Year 5		Other Expenses*			Enter description				
Column A Total	\$244,615	Column B Total		\$141,382	Column C Total		\$103,223		
Equipment Schedule									
		Yes		No		NA			
Description and Justification									
This request is to replace the current Sungard Public Safety Computer Aided Dispatch (CAD) application with a new application that is designed to be run on an Intel style of server. The current CAD application has been used by the Needham Police and Fire Departments since 1994 initially installed on an IBM A/S 400 and recently transitioned to an IBM iSeries Blade Server Center. The current CAD application is designed to run on the IBM iSeries Blade Center OS/400 V5R4 operating system which is nearing its end of life. There is also a concern that being able to support the operating system in-house is becoming more of an issue each year. The style and interface of the current application is commonly known as "green screen" making it difficult for officers to transition from standard windows based interfaces. Also based upon initial assessments there may be cost saving to the operating budget because of lower maintenance costs on a new CAD application. Some savings may come in that a new CAD application may eliminate the need for multiple applications currently being used by the Needham Police and Fire Departments because they are included modules within a new CAD application. These include the current scheduling application and the image booking application. There is also a desire for the Needham Police and Fire Departments to have an application that is widely used by other Public Safety agencies throughout the Commonwealth. Currently the Needham Police and Fire Departments are not aware of other Public Safety agencies that use the Sungard Public Safety CAD application. With the hopes of procuring an application used by other Commonwealth Public Safety agencies the Needham Police and Fire Departments and Needham Public Safety in general could better leverage local knowledge to use the application more effectively.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

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
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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		60,614		Enter description			
Year 3			Design & Engineering				Enter description			
Year 4			Construction Expenses				Enter description			
Year 5	60,614		Other Expenses*				Enter description			
Column A Total	60,614		Column B Total		60,614		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.										
FY2015-FY2018 Version										

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Wireless Municipal Radio Master Box Fire Alarm System	Department	Fire	Fiscal Year	2015				
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 2014

Department Capital Request CIP-DCR									
Title	Wireless Municipal Radio Master Box Fire Alarm System				Department	Fire		Fiscal Year	2015
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
Year 1	\$164,000.	Intangibles			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	\$164,000.	Column B Total			Column C Total		\$164,000.		
Equipment Schedule	Yes	☐	No	☐	NA	☒	X		
Description and Justification									
This request would eliminate the older style fire alarm master boxes and replace (some) with a newer style wireless radio master box system. All telephone pole mounted fire alarm boxes (222) would be removed permanently, and sold for the highest price. Building master boxes (129) would be replaced with a radio box transmitter (over time). The 129 master boxes are privately owned, but pay the Town an annual monitoring fee of \$480. (which totals \$61,920.) *NOTE* Billing would stay the same, however, privately owned buildings would not be required to change over to this municipal system if they chose to use their own private alarm company (which must be UL Listed/FM Approved). Of the \$164,000. requested for this project, \$52,000. would be for the head-end equipment to be located within the fire dispatch center. An additional \$112,000. would be to purchase radio boxes for 28 town buildings at approximately \$4,000. each. This cost would be for the box and installation at each town building. With this new system, the fire dispatch center would be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. These wireless boxes could replace telephone lines that the Town may be paying a monthly or annual fee to monitor. *NOTE* This could be phased in over a two or three year period to reduce the financial impact on one fiscal year. As for increases in operating budgets for other departments: It is possible that the Legal Department would have to draft a contract for the private buildings depending on the type of services provided by the system. A wireless system is much more reliable in storm conditions when often times overhead lines are out of service. The long-range plan would be to reduce Fire Department personnel in the Fire Alarm Division (one FTE). Once the wireless									

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR					
Title	Wireless Municipal Radio Master Box Fire Alarm System	Department	Fire	Fiscal Year	2015
system is completed an outside vendor could be used to maintain the wireless boxes, which are low maintenance. The current costs of cable, hardware and much of the overtime would be reduced or eliminated. In fact, implementing a wireless radio system may eliminate the need for the department to operate its own bucket truck, which could impact the vehicle replacement capital funding request. The fire dispatch center would be responsible for monitoring all of the signals transmitted through the wireless system. Our existing head-end equipment is approximately 20 years old and will need replacement in the next few years at a cost of approximately \$35,000. This cost is included in this request, however, if the request is not approved or funded the equipment will still need to be replaced in two to three years. Additionally, a wireless system would eliminate the need to replace all of the fire alarm cables which currently cross Route 128 (Interstate 95), which will be a major undertaking with the upcoming widening of the highway (the "Add-a Lane" project). Lastly, the Public Facilities Department is currently spending approximately \$4,000. annually to monitor intrusion alarms at all Town buildings. This service could be provided through the new wireless system at no cost if approved.					
FY2015-FY2018 Version					

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR							
Title	Fitness Equipment Replacement	Department	School Department	Fiscal Year	2015		
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
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Department Capital Request CIP-DCR									
Title	Fitness Equipment Replacement			Department	School Department		Fiscal Year	2015	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
Year 1	\$14,810	Intangibles			Enter description				
Year 2	\$20,020	Equipment		\$80,060	Enter description				
Year 3	\$13,110	Design & Engineering			Enter description				
Year 4	\$15,450	Construction Expenses			Enter description				
Year 5	\$16,670	Other Expenses*			Enter description				
Column A Total	\$80,060	Column B Total		\$80,060	Column C Total				
Equipment Schedule	Yes	X	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 FY15-19 request would replace the following: FY15 – 3 spinning bikes, 1 treadmill FY16 – 5 spinning bikes, 1 treadmill FY17 – 1 recumbent bike, 4 spinning bikes FY18 – 2 cross trainers FY19 – 3 spinning bikes, 1 treadmill									
FY2015-FY2018 Version									

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			
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			
FY2015	\$127,725	Intangibles								
FY2016	\$68,897	Equipment		\$262,622						
FY2017	\$37,000	Design & Engineering								
FY2018	\$29,000	Construction Expenses								
FY2019	\$0	Other Expenses*								
Total	\$ 262,622	Total		\$ 262,622	Total		\$			
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
This project continues the initiative begun in FY13 to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High Schools. The FY15 request completes the preparation of the High Rock infrastructure to support 1:1. Additional funding has been added in FY17-18 to begin the expansion of wireless infrastructure at Broadmeadow, Eliot and Newman. Pilot Update: While we work towards our implementation plans for a 1:1 at the secondary level, we continue to build capacity with secondary teachers and students. At Pollard, Cluster 8-3 teachers are in their second year using iPads with their students. We are also expanding our rollout to Cluster 7-5 and to approximately 40 special education students and teachers at High Rock. The teachers and students of the High School Greater Boston Project course are piloting the use of iPads to assess their efficacy. Teachers will receive ongoing professional development and support around pedagogy and effective integration of iPads and technology in a 1:1 environment. Over the course of the year, we will gather and analyze data based on the evaluation metrics developed through our work with Boston College and the MassCUE Evaluation Team. We will share this feedback with the community and provide opportunities for education and conversation about the Pilot and moving forward. FY15 Costs: The FY 2015 Request includes \$127,725 for funding of the NPS 1:1 Initiative. The amount represents an increase of \$71,725 over the projected FY15 cost. As we expect to implement at one middle school grade level for the 2014 – 2015 school year, \$66,082 of this increase is for the purchase of devices to support students who are unable to provide their own device. The request still includes devices for secondary level teachers as we continue to prepare for implementation. The cost has										

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	
increased by \$5,643, to \$45,643, in order to include the purchase of AppleCare+. Going forward all devices will be purchased with AppleCare+.						
FY16 – FY19 Projected Costs:						
We have identified the projected cost of the NPS 1:1 Initiative for five years. The costs for FY16 – FY19 total \$134,897. Of this amount, \$68,897 is for the purchase of iPads for the remaining teachers at the middle school level. The devices originally planned for FY17 have been shifted to FY16 to effectively accommodate the implementation plan. The cost of AppleCare+ has increased the cost of teacher devices by \$8,910. We expect to begin the expansion of the wireless infrastructure at Broadmeadow, Eliot and Newman beginning in FY17. 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 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.						
We had initially projected the High Rock expansion to take place in FY17 but have moved it earlier in anticipation of an alternative 1:1 implementation schedule. Upon completion of the High Rock expansion, our network infrastructure will be in place to support 1:1 at the secondary levels. As previously mentioned, for each year, we have included devices to accommodate the increased number of participating teachers. We have also built in the cost of devices for a population of students that may not be able to afford their own device.						
The table below outlines the anticipated multi-year costs.						
NPS 1:1 Initiative	FY 15	FY 16	FY 17	FY 18	FY 19	TOTAL
Bdmdw Wireless	\$0	\$0	\$20,000	\$10,000	\$0	\$30,000
Eliot Wireless	\$0	\$0	\$17,000	\$7,000	\$0	\$24,000
Newman Wireless	\$0	\$0	\$0	\$12,000	\$0	\$12,000
Pollard Wireless Infra.	\$0	\$0	\$0	\$0	\$0	\$0
NHS Wireless Infra.	\$0	\$0	\$0	\$0	\$0	\$0
HR Wireless	\$16,000	\$0	\$0	\$0	\$0	\$16,000
Devices (iPads)	\$111,725	\$68,897	\$0	\$0	\$0	\$180,622
TOTALS	\$127,725	\$68,897	\$37,000	\$29,000	\$0	\$262,622
FY2014-FY2018 Version						

Town of Needham
Capital Improvement Plan
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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
Capital Improvement Plan
January 2014

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		
FY2015	\$24,600	Intangibles							
FY2016	\$12,600	Equipment		\$37,200					
FY2017	\$0	Design & Engineering							
FY2018	\$0	Construction Expenses							
FY2019	\$0	Other Expenses*							
Total	\$ 37,200	Total		\$ 37,200	Total		\$		
Equipment Schedule	Yes	X	No		NA				
Description and Justification									
This request funds the continued purchase and installation of interactive whiteboards for Grades 1-12, throughout the District. The FY 2015 Request includes funding to install interactive whiteboard technology at Broadmeadow (3) and Pollard (5). We continue to use SMART Boards and short-throw projectors or Epson Bright Link projectors.									
IWB Costs	FY 15	FY 16	FY 17	FY 18	FY 19	TOTAL			
Bmeadow	\$12,600	\$8,400	\$0	\$0	\$0	\$21,000			
Eliot	\$0	\$0	\$0	\$0	\$0	\$0			
Hillside	\$0	\$0	\$0	\$0	\$0	\$0			
Mitchell	\$0	\$0	\$0	\$0	\$0	\$0			
Newman	\$0	\$0	\$0	\$0	\$0	\$0			
High Rock	\$0	\$0	\$0	\$0	\$0	\$0			
Pollard	\$12,000	\$4,200	\$0	\$0	\$0	\$16,200			
NHS	\$0	\$0	\$0	\$0	\$0	\$0			
TOTALS	\$24,600	\$12,600	\$0	\$0	\$0	\$37,200			
FY2015-FY2019 Version									

Town of Needham
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Department Capital Request CIP-DCR						
Title	School Department Technology Innovation	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
January 2014

Department Capital Request CIP-DCR									
Title	School Department Technology Innovation				Department	School Department			
Useful Life	I	Primary Reason		7	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2015	\$25,000		Intangibles						
FY2016	\$25,000		Equipment	\$125,000					
FY2017	\$25,000		Design & Engineering						
FY2018	\$25,000		Construction Expenses						
FY2019	\$25,000		Other Expenses*						
Total	\$ 125,000		Total	\$ 125,000		Total		\$	
Equipment Schedule		Yes	X	No		NA			
Description and Justification									
This is a continued request for "technology innovation" funds. One of the limitations we face is that our technology purchases are fixed and do not provide for financial resources to evaluate and experiment with emerging technologies. The funds received are earmarked for the replacement cycle, as guided by the constraints of our Technology Plan. This does not allow us to be flexible or forward thinking. The arena of available technology continues to evolve and expand. As educators it is incumbent upon us as to determine what fosters student learning and achievement in our District. The intent of these requested funds is to afford us this opportunity. A model wherein we experiment on a small scale is useful for assessment and for building capacity of staff. For FY15, and the next four years, we are requesting \$25,000 annually for structured experimentation. Appropriate planning would involve the Director of Technology and Innovation, building principals and administrators as well as instructional staff. This innovation would help us better identify and prepare our use and deployment of technology.									
FY2014-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

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		

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	School Department Technology Replacement			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	
FY2015	\$502,000		Intangibles						
FY2016	\$471,050		Equipment	\$1,945,000					
FY2017	\$335,350		Design & Engineering						
FY2018	\$349,100		Construction Expenses						
FY2019	\$287,500		Other Expenses*						
Total	\$ 1,945,000		Total	\$ 1,945,000		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 requested costs for FY17 and FY18 are the same as presented in last year’s CIP Technology Request, however, the costs for FY15 and FY16 have increased. The FY15 request increases by \$99,300 for additional hardware infrastructure to expand Internet Bandwidth (\$56,000), additional network infrastructure and servers at the Emery Grover School Administration Building and \$40,000 toward the replacement of failing SMART Boards and LCD projectors at District schools. FY16 costs increase by \$81,950 to purchase infrastructure hardware that is needed to support the PARCC online assessments. It is possible that adjustments may be required throughout the life of the plan, but cannot be identified at this time. This five-year CIP Technology Request assumes the successful implementation of a 1:1 portable device initiative and the middle and high schools. The FY15 (first year) request includes: ▪ The replacement of 300 teacher, administrator, student, lab and laptop computers, which have reached or are functioning beyond the end of their seven-year lifecycle. A total of 39 of these computers are for teachers and administrators throughout the District. Another 261 are lab and classroom computers at Hillside, Mitchell, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY15 represents the third year of the anticipated five-year timeframe to replace the High School computers. ▪ The replacement of four school-based servers, and six district data servers that are housed at the ETC. In addition, there are five replacement servers and file sharing/backup servers at Emery Grover. These servers have been running 24/7 for three and four years and will be repurposed to less critical functions for two and three years respectively. We have also included \$8,000 to be used for network infrastructure upgrades and wireless access points for Emery Grover.									

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR																																																																																														
Title	School Department Technology Replacement	Department	School Department																																																																																											
The current wired and wireless infrastructure is insufficient. This category also includes the replacement of 8 UPS batteries that support critical servers throughout the District.																																																																																														
▪ The upgrade of the network infrastructure to support increased bandwidth requirements of the upcoming PARCC online assessments. The requirements have been identified by PARCC in the last year. The hardware that is required includes switch upgrades from 1 GB to 10GB in the Head End Room at Broadmeadow and at the Core. The firewall needs to be upgraded in conjunction with the switch upgrades as well. ▪ During this past year, we began to experience the failure of some of our early LCD projector and SMART Board installations. The real lifecycle is still unclear, but we have begun to build in funds for replacement. • The replacement of 14 printers across the District is also included. We continue to work towards a shared printing model across the District with the objective of increased efficiency and economy. ▪ Ongoing funding of \$30,000 to analyze the impact of the recent operating system conversion to Apple’s new operating system, Lion, on the hundreds of software packages owned by the District. We expect that current versions of our software will no longer be able to be used with the new operating system, which all new Apple computers will be required to run, and which now must be adopted District-wide.																																																																																														
An anticipated device replacement schedule appears below:																																																																																														
<table><tr><th>RE Counts</th><th>FY 15</th><th>FY 16</th><th>FY 17</th><th>FY 18</th><th>FY 19</th></tr><tr><td>Bmeadow</td><td>0</td><td>25</td><td>26</td><td>41</td><td>61</td></tr><tr><td>Eliot</td><td>0</td><td>2</td><td>25</td><td>38</td><td>40</td></tr><tr><td>Hillside</td><td>29</td><td>29</td><td>6</td><td>30</td><td>18</td></tr><tr><td>Mitchell</td><td>29</td><td>29</td><td>17</td><td>5</td><td>23</td></tr><tr><td>Newman</td><td>36</td><td>44</td><td>25</td><td>46</td><td>45</td></tr><tr><td>High Rock</td><td>3</td><td>0</td><td>58</td><td>88</td><td>102</td></tr><tr><td>HR w/ 1:1</td><td>3</td><td>0</td><td>62</td><td>51</td><td>0</td></tr><tr><td>Pollard</td><td>124</td><td>60</td><td>54</td><td>81</td><td>45</td></tr><tr><td>Pollard w/ 1:1</td><td>4</td><td>1</td><td>54</td><td>51</td><td>19</td></tr><tr><td>NHS</td><td>235</td><td>220</td><td>44</td><td>0</td><td>0</td></tr><tr><td>NHS w/ 1:1</td><td>192</td><td>121</td><td>11</td><td>0</td><td>0</td></tr><tr><td>E.Grover</td><td>7</td><td>8</td><td>8</td><td>5</td><td>8</td></tr><tr><td>TOTALS</td><td>463</td><td>417</td><td>263</td><td>334</td><td>342</td></tr><tr><td>1:1 TOTALS</td><td>300</td><td>259</td><td>234</td><td>267</td><td>214</td></tr></table>					RE Counts	FY 15	FY 16	FY 17	FY 18	FY 19	Bmeadow	0	25	26	41	61	Eliot	0	2	25	38	40	Hillside	29	29	6	30	18	Mitchell	29	29	17	5	23	Newman	36	44	25	46	45	High Rock	3	0	58	88	102	HR w/ 1:1	3	0	62	51	0	Pollard	124	60	54	81	45	Pollard w/ 1:1	4	1	54	51	19	NHS	235	220	44	0	0	NHS w/ 1:1	192	121	11	0	0	E.Grover	7	8	8	5	8	TOTALS	463	417	263	334	342	1:1 TOTALS	300	259	234	267	214
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The anticipated cost of planned replacements is summarized below:																																																																																														

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR						
Title	School Department Technology Replacement		Department	School Department		
RE Costs	FY 15	FY 16	FY 17	FY 18	FY 19	TOTAL
Bmeadow	\$0	\$29,700	\$29,700	\$45,100	\$69,800	\$174,300
Eliot	\$10,000	\$2,200	\$29,700	\$44,000	\$49,500	\$135,400
Hillside	\$34,200	\$31,900	\$6,600	\$33,000	\$19,500	\$125,200
Mitchell	\$31,900	\$31,900	\$18,700	\$5,500	\$25,300	\$113,300
Newman	\$41,200	\$48,400	\$29,700	\$50,700	\$49,500	\$219,500
High Rock	\$4,400	\$0	\$67,000	\$96,800	\$112,200	\$280,400
HR w/ 1:1	\$4,400	\$0	\$75,900	\$56,100	\$0	\$136,400
Pollard	\$152,600	\$69,100	\$59,400	\$89,100	\$54,000	\$424,200
Pollard w/ 1:1	\$9,400	\$1,100	\$59,400	\$56,100	\$21,000	\$147,000
NHS	\$278,000	\$246,600	\$44,000	\$0	\$0	\$568,600
NHS w/ 1:1	\$200,000	\$135,600	\$11,000	\$0	\$0	\$346,600
Admin/EG	\$10,600	\$11,200	\$11,200	\$6,000	\$12,600	\$51,600
Printers	\$5,300	\$30,100	\$5,450	\$2,600	\$7,800	\$51,250
Servers	\$61,000	\$37,000	\$38,000	\$40,000	\$32,500	\$208,500
Infra. Hdwe.	\$64,000	\$81,950	\$0	\$0	\$0	\$145,950
OS /Software	\$30,000	\$30,000	\$20,000	\$10,000	\$0	\$90,000
TOTALS	\$723,200	\$650,050	\$359,450	\$422,800	\$432,700	\$2,588,200
1:1 TOTALS	\$502,000	\$471,050	\$335,350	\$349,100	\$287,500	\$1,945,000
FY2015-FY2019 Version						

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR							
Title	School Copier Replacement	Department	School Department	Fiscal Year	2015		
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 2014

Department Capital Request CIP-DCR																							
Title	School Copier Replacement				Department	School Department			Fiscal Year	2015													
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C																
Year 1	\$30,320	Intangibles			Enter description																		
Year 2	\$60,340	Equipment		\$285,790	Enter description																		
Year 3	\$55,400	Design & Engineering			Enter description																		
Year 4	\$43,420	Construction Expenses			Enter description																		
Year 5	\$96,310	Other Expenses*			Enter description																		
Column A Total	\$285,790	Column B Total		\$285,790	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 FY15 – FY19 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: 50%;">Fiscal Year</th> <th style="width: 50%;"># of Copy Machines Replaced</th> </tr> </thead> <tbody> <tr><td>FY14 (Estimated)</td><td style="text-align: center;">8</td></tr> <tr><td>FY15 (Requested)</td><td style="text-align: center;">5</td></tr> <tr><td>FY16 (Requested)</td><td style="text-align: center;">5</td></tr> <tr><td>FY17 (Requested)</td><td style="text-align: center;">6</td></tr> <tr><td>FY18 (Requested)</td><td style="text-align: center;">6</td></tr> <tr><td>FY19 (Requested)</td><td style="text-align: center;">7</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	FY14 (Estimated)	8	FY15 (Requested)	5	FY16 (Requested)	5	FY17 (Requested)	6	FY18 (Requested)	6	FY19 (Requested)	7
Fiscal Year	# of Copy Machines Replaced																						
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FY2015-FY2018 Version																							

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR							
Title	School Furniture Replacement	Department	School Department	Fiscal Year	2015		
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	3II	Operating Budget Impact		C	

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR																																																																																	
Title	School Furniture Replacement				Department	School Department		Fiscal Year	2015																																																																								
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C																																																																										
Year 1	\$34,180	Intangibles			Enter description																																																																												
Year 2	\$45,405	Equipment		\$214,391	Enter description																																																																												
Year 3	\$45,000	Design & Engineering			Enter description																																																																												
Year 4	\$45,000	Construction Expenses			Enter description																																																																												
Year 5	\$44,806	Other Expenses*			Enter description																																																																												
Column A Total	\$214,391	Column B Total		\$214,391	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. 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. <table border="1" style="width: 45%; border-collapse: collapse;"> <caption># Items in Fair Condition to be Replaced by Age</caption> <thead> <tr> <th></th> <th>30-40</th> <th>20-29</th> <th>10-19</th> <th>0-9</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Hillside</td> <td>0</td> <td>23</td> <td>131</td> <td>0</td> <td>154</td> </tr> <tr> <td>Mitchell</td> <td>0</td> <td>114</td> <td>38</td> <td>0</td> <td>152</td> </tr> <tr> <td>Newman</td> <td>0</td> <td>0</td> <td>186</td> <td>25</td> <td>211</td> </tr> <tr> <td>Pollard</td> <td>4</td> <td>38</td> <td>142</td> <td>4</td> <td>188</td> </tr> <tr> <td></td> <td>4</td> <td>175</td> <td>497</td> <td>29</td> <td>705</td> </tr> </tbody> </table> <table border="1" style="width: 45%; border-collapse: collapse;"> <caption># Items in Poor Condition to be Replaced by Age</caption> <thead> <tr> <th></th> <th>30-40</th> <th>20-29</th> <th>10-19</th> <th>0-9</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Hillside</td> <td>10</td> <td>109</td> <td>26</td> <td>2</td> <td>147</td> </tr> <tr> <td>Mitchell</td> <td>21</td> <td>143</td> <td>87</td> <td>1</td> <td>252</td> </tr> <tr> <td>Newman</td> <td>123</td> <td>216</td> <td>205</td> <td>0</td> <td>544</td> </tr> <tr> <td>Pollard</td> <td>36</td> <td>50</td> <td>11</td> <td>0</td> <td>97</td> </tr> <tr> <td></td> <td>190</td> <td>518</td> <td>329</td> <td>3</td> <td>1,040</td> </tr> </tbody> </table>											30-40	20-29	10-19	0-9	TOTAL	Hillside	0	23	131	0	154	Mitchell	0	114	38	0	152	Newman	0	0	186	25	211	Pollard	4	38	142	4	188		4	175	497	29	705		30-40	20-29	10-19	0-9	TOTAL	Hillside	10	109	26	2	147	Mitchell	21	143	87	1	252	Newman	123	216	205	0	544	Pollard	36	50	11	0	97		190	518	329	3	1,040
	30-40	20-29	10-19	0-9	TOTAL																																																																												
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Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR												
Title	School Furniture Replacement					Department	School Department				Fiscal Year	2015
FY15-FY19 Funding Plan												
<u>Funding Plan</u>	Funded FY10	Funded FY11	Funded FY12	Funded FY13	Request FY14	Request FY15	Request FY16	Request FY17	Request FY18	Request FY19	FY15-FY19 TOTAL	
Hillside	23,100	-	5,470	-	-	10,570	14,425	3,840	-	-	28,835	
Mitchell	-	40,950	5,080	-	-	5,605	30,980	4,700	-	-	41,285	
Newman	-	-	-	28,450	41,600	18,005	-	0	25,873	44,806	88,684	
Pollard	-	-	27,200	-	-	-	-	36,460	19,127	-	55,587	
	23,100	40,950	37,750	28,450	41,600	34,180	45,405	45,000	45,000	44,806	214,391	
FY2015-FY2018 Version												

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR						
Title	High School Graphic Arts Equipment Replacement	Department	School Department	Fiscal Year	2015	
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
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	High School Graphic Arts Equipment Replacement			Department	School Department		Fiscal Year	2015	
Requested Funding Years & Amounts	Column A	Costs Components		Column B		*Other Expenses	Column C		
Year 1	\$8,350	Intangibles				Enter description			
Year 2	\$9,900	Equipment		\$42,300		Enter description			
Year 3	\$6,750	Design & Engineering				Enter description			
Year 4	\$12,000	Construction Expenses				Enter description			
Year 5	\$5,300	Other Expenses*				Enter description			
Column A Total	\$42,300	Column B Total		\$42,300		Column C Total			
Equipment Schedule									
	Yes	X	No		NA				
Description and Justification									
This request continues the equipment replacement cycle established in FY13 for equipment used in the Graphics Production Center at Needham High School. This program provides convenient, cost effective printing and production services for the School Department and Town, as well as hands-on educational training in the field of professional graphics and printing production for students enrolled in the 3rd Year Graphics class (Production Printing.) Although the Center received new equipment during the recent renovation at the High School, the equipment is specialized in nature and expensive to replace and, as such, can not easily be maintained within the normal revolving account finances. As such, an ongoing source of funding is required to establish a regular replacement program. During the summer of 2011, a complete inventory analysis of all equipment was completed. The anticipated equipment replacement schedule for FY15-19 is presented below, although annual purchases may change in response to unexpected equipment breakdowns or changing program needs. FY15: High Capacity Large Print Photo Printer (\$2,750), Binder/Spireler (\$5,600) FY16: Heavy Duty Paper Drill (\$7,000), Screen Exposure Unit (\$2,900) FY17: Tower Collator w/Booklet Maker (\$6,000), Padding Machine (\$750) FY18: Folder/ Collator/ Binder (\$12,000) FY19: Screen Frames Light Proof Cabinet (\$2,300), High Capacity 3-D Printer (\$3,000)									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR							
Title	School Musical Instrument Inventory Expansion	Department	School Department	Fiscal Year	2015		
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-IV	Primary Reason	7	Operating Budget Impact		C	

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	School Musical Instrument Inventory Expansion	Department	School Department	Fiscal Year	2015				
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. Beginning FY15, the focus of this request is shifted from inventory replacement to inventory expansion, particularly at the middle and high schools, where enrollment is growing and students need the 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 FY15-FY19: FY15 – Additional upright pianos for High School practice rooms, expand inventory of bass violins/cellos and low brass at Pollard, High Rock and Needham High School. FY16 – Increase inventory of French horns, tubas, bass violin at the middle and high schools. 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. Note that at times, the actual instruments purchased may be adjusted based on changing student needs as children enter the program.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR						
Title	Production Center Postage Machine and Folder Inserters Replacement	Department	School Department	Fiscal Year	2015	
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 2014

Department Capital Request CIP-DCR									
Title	Production Center Postage Machine and Folder Inserter Replacement				Department	School Department		Fiscal Year	2015
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
Year 1	\$9,340	Intangibles			Enter description				
Year 2	\$0	Equipment		\$26,110	Enter description				
Year 3	\$16,770	Design & Engineering			Enter description				
Year 4	\$0	Construction Expenses			Enter description				
Year 5	\$0	Other Expenses*			Enter description				
Column A Total	\$26,110	Column B Total		\$26,110	Column C Total				
Equipment Schedule	Yes	X	No		NA				
Description and Justification									
This request is to purchase a replacement mail meter and folder/stuffer/inserter machine for the Needham Public Schools Production Office. The existing folder/stuffer/inserter machine was purchased in 2004 and is nearing the end of its useful life, after a decade of heavy use. The Pitney Bowes postage meter (purchased in 2007) will complete ten years of service in FY17, when it is scheduled for replacement. Both of these machines are critical to the operation of the District Production Center/Mail Room.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Large Format Scanner/Printer/Copier	Department	Public Works	Fiscal Year	2015				
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	4	Operating Budget Impact	C				

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Large Format Scanner/Printer/Copier			Department	Public Works			Fiscal Year	2015
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
Year 1	33,000	Intangibles			3 Year Maintenance Service Agreement		5,000		
Year 2		Equipment		28,000	Enter description				
Year 3		Design & Engineering			Enter description				
Year 4		Construction Expenses			Enter description				
Year 5		Other Expenses*		5,000	Enter description				
Column A Total	\$33,000	Column B Total		\$33,000	Column C Total		\$5,000		
Equipment Schedule									
		Yes	☐	No	☐	NA	☒		
Description and Justification									
This submission is for the purchase of a large format multi purpose color scanner/printer/copier with a 3-year maintenance and service agreement that will allow the Engineering Division to replace and upgrade the existing large format monochrome scanner/printer/copier. The existing large format Monochrome scanner/copier/printer was purchased in FY 2008 and has been extensively used by the Department of Public Works, Department of Public Facilities, Planning Department, Department of Public Health, and other departments as needed to reproduce and to electronically store large format plans and posters. The amount of use of the existing monochrome scanner/copier/printer has increased over the last several years. Parts have become worn down requiring more frequent replacement and services to keep the equipment operational; this machine has been down between 8 and 12 days over the last 2- years, impacting the Department's ability to serve the public. This request is also for a color machine, because there have been increasing requests for the Engineering Division to produce full size color plans. The new large format multi purpose color scanner/printer/copier will serve as a backup plotter for the Engineering Division in case the Plotter purchased in 2005 requires work and will be capable of making multiple color copies/scanned images for all Departments the Engineering Division supports.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR										
Title	Small Specialty Equipment	Department	Department of Public Works	Fiscal Year	2015					
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	I-II	Primary Reason	5	Operating Budget Impact		C				

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Small Specialty Equipment			Department	Department of Public Works			Fiscal Year	2015
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses			Column C		
Year 1	29,797	Intangibles		Enter description					
Year 2	20,121	Equipment	178,021	Enter description					
Year 3	16,928	Design & Engineering		Enter description					
Year 4	29,623	Construction Expenses		Enter description					
Year 5	81,552	Other Expenses*		Enter description					
Column A Total	\$178,021	Column B Total	\$178,021	Column C Total					
Equipment Schedule Yes No ☒ NA									
Description and Justification									
<u>Replacement for FY 2015:</u> Unit #340 – Parks & Forestry – Mower (\$8,114) - Grass cutting for pocket parks Unit # 352 – Parks & Forestry – Mower (\$21,683) -Mid area grass cutting <u>Replacement for FY 16:</u> Unit # 333 – Parks & Forestry – Mower (\$20,121) -Mid area grass cutting <u>Replacement for FY 17:</u> Unit #134 – Highway - Sidewalk Roller (\$16,928) - Asphalt pavement roller <i>(Scheduled to be replaced in FY 16, but pushed back to FY 17 due to good condition)</i> <u>Replacement for FY 18:</u> Unit #335 – Parks & Forestry – Field Renovator (\$29,623) - Renovates baseball diamonds <u>Replacement for FY 19:</u> Unit #337 – Parks & Forestry – Sod Cutter (\$5,896) - Cuts sod Unit # 351 – Parks & Forestry - Tractor (\$75,656) - Multi-use utility equipment									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

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 2014

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				Enter description			
Year 2		58,675	Equipment			100,200	Enter description			
Year 3			Design & Engineering				Enter description			
Year 4			Construction Expenses				Enter description			
Year 5			Other Expenses*				Enter description			
Column A Total		100,200	Column B Total			100,200	Column C Total			
Equipment Schedule										
		Yes	☒	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 FY13 the library checked in and out more than 1,000,000 items—121,879 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 2013) eight Minuteman libraries are using RFID; five libraries are placing RFID tags in materials (the first step in migrating to RFID); and five 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 FY13 Needham requested 61,865 items from other libraries for the use of Needham residents. Needham sent 68,448 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										

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Department Capital Request CIP-DCR					
Title	Library RFID Conversion Project	Department	Library	Fiscal Year	2017
libraries increases every year).					
Costs for Year 1:					
¾ of RFID tags:					
Books—16,875					
Media—13,650					
		Total:	30,525		
2 conversion stations @ 4,000 each:			8,000		
1 reader for Circulation Desk:			1,500		
1 portable scanner			1,500		
Total for year 1			41,525		
Costs for Year 2:					
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		
FY2015-FY2018 Version					

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Department Capital Request CIP-DCR									
Title	Small Specialty Equipment	Department	Public Works - Sewer	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	I-II	Primary Reason	5	Operating Budget Impact	C				

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Department Capital Request CIP-DCR										
Title	Small 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	67,235		Intangibles				Enter description			
Year 2			Equipment		67,235		Enter description			
Year 3			Design & Engineering				Enter description			
Year 4			Construction Expenses				Enter description			
Year 5			Other Expenses*				Enter description			
Column A Total	\$67,235		Column B Total		\$67,235		Column C Total			
Equipment Schedule										
Yes No ☒ NA										
Description and Justification										
New Unit - Easement Machine (\$67,235) – Clean sewer easements that are not accessible by truck.										
FY2015-FY2018 Version										

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Department Capital Request CIP-DCR									
Title	Mobile Record-Keeping Devices and G.I.S. Software			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	1-2		Primary Reason	IV		Operating Budget Impact	C		

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Department Capital Request CIP-DCR										
Title	Mobile Record-Keeping Devices and G.I.S. Software				Department	Public Works – Water			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
Year 1	45,000	Intangibles			Software Upgrade		15,000			
Year 2		Equipment		30,000	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	\$45,000	Column B Total		\$45,000	Column C Total		\$15,000			
Equipment Schedule										
		Yes	☐	No	☐	NA	☐	X	☐	
Description and Justification										
This request is to upgrade the manner that the Water and Sewer Division inspects new construction and repair work. It will provide updated GIS software that will interact with portable devices to provide Water and Sewer employee's on-site access to valuable data. The updated GIS 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 spending time traveling to the DPW to search out the information. This will allow employees to utilize on-site data to locate shut off valves during an emergency situation that could have impacts on homeowners and business owners. This information is currently stored at the DPW building and requires DPW staff to travel back and forth from the site of the emergency to the DPW offices in order to perform a thorough investigation. These devices will reduce the amount of travel and response time in these situations. 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. This request will purchase three devices and provide for an upgrade of the existing GIS software. The operating budget will have to be increased for licensing fees and additional data plans. This program will serve as a Pilot for the DPW's usage of mobile devices in the field.										
FY2015-FY2018 Version										

Town of Needham
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Department Capital Request CIP-DCR							
Title	Fleet Replacement Program	Department	Town Wide	Fiscal Year	2015		
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 Program			Department	Town Wide			Fiscal Year	2015
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1		1,069,460	Intangibles						
Year 2		1,506,820	Equipment		8,185,948				
Year 3		2,267,297	Design & Engineering						
Year 4		1,499,893	Construction Expenses						
Year 5		1,842,478	Other Expenses*						
Column A Total		8,185,948	Column B Total		8,185,948	Column C Total			
Equipment Schedule	Yes	☒	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. A majority of the Town's fleet maintenance and management is performed by the Garage Division of the Public Works Department. Other maintenance work is provided off-site by vendors due to factors such as specialized work, volume, or warranty. Energy Efficiency Managing and maintaining a fleet of more than 200 vehicles – from passenger vehicles to large heavy duty diesel trucks and tractors – involves some of the Town's most environmentally consequential choices. Considering the number of vehicles purchased and the thousands of gallons of fuel used, the fleet represents one of the Town's opportunities to meet its goal of environmentally responsible and sustainable operations. The most obvious and substantial environmental impacts of the fleet for the Town are, of course, tailpipe emissions and fuel use. However, an environmentally superior fleet encompasses a number of other factors, only some of which are under the control of									

Town of Needham
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Department Capital Request CIP-DCR					
Title	Fleet Replacement Program	Department	Town Wide	Fiscal Year	2015
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 will be established in FY15. This represents a budget and schedule for the Town's rolling stock fleet of appropriately 200 vehicles and large specialized attachments. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, and vans, and police vehicles. They comprise 45 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town's base recurring costs. Specialized, high value vehicles, and snow and ice equipment comprise 55 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. The vehicle replacement program will involve several components to be implemented over the course of FY15 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. The individual departments submitted their equipment replacement requests for the next five years which breaks out to be \$1,565,278 for core fleet replacements, \$5,902,229 for specialized and high dollar value equipment replacements, and \$718,441 for snow and ice removal equipment.					
FY2015-FY2018 Version					

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S = Similar Type

**Town of Needham
Fleet Replacement Program**

Unit #	Department	Veh Year	Make/Model	Vehicle Type	More	GVW	Year Request	2013 Estimated Cost	Replace Type	FY15 Funding Amount	FY16 Funding Amount	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount
453	Building	2005	Ford Taurus	Sedan		4,684	2015	\$28,780	Ford Fusion	\$30,830				
455	Building	2006	Ford Taurus	Sedan		4,684	2015	\$28,780	Ford Fusion	\$30,830				
15	DPW Admin	2008	Ford Taurus	Sedan		5,160	2016	\$27,495	S		\$30,484			
1	DPW Admin	2011	Ford Escape Hybrid	SUV		4,880	2018	\$36,073					\$42,844	
121	DPW Engineering	2007	Vermac UTILITY TRAILER	Trailer	Message Board	3,500	2017	\$25,054				\$28,750		
122	DPW Engineering	2007	Vermac UTILITY TRAILER	Trailer	Message Board	3,500	2017	\$25,054				\$28,750		
44	DPW Engineering	2011	Ford Escape Hybrid	SUV		4,720	2018	\$36,073					\$42,844	
46	DPW Engineering	2011	Ford Escape Hybrid	SUV		4,720	2018	\$36,073					\$42,844	
92	DPW Engineering	2012	FORD EXPLORER	SUV		6,160	2019	\$29,364						\$36,096
4	DPW Garage	2006	FORD F350	Pick Up		10,700	2016	\$47,350	S		\$52,498			
2	DPW Garage	2011	Ford F150 XL	Pick Up	2WD	6,700	2018	\$27,467	s				\$32,622	
7	DPW Highway	2000	INTERNATIONAL 4900 Series	Dump Truck	Dump Truck	35,000	2015	\$158,105	I-7300	\$169,366				
117	DPW Highway	2000	BOMBARDIER SIDEWALK PLOW SW48	Yellow Iron	Sidewalk Plow	5,700	2015	\$159,650	S	\$171,021				
7A	DPW Highway	2000	Tarrant	Attachment	Spreader		2015	\$29,200	S	\$31,280				
49	DPW Highway	2002	VOLVO TRUCK	Tractor		60,332	2016	\$175,156	S		\$194,199			
52	DPW Highway	2009	Ford Escape Hybrid	SUV		4,880	2016	\$36,073			\$39,995			
106	DPW Highway	2002	TRACK MTV VDIESEL TRACTOR	Yellow Iron	Sidewalk Plow	5,360	2016	\$128,750			\$142,747			
120	DPW Highway	2004	TRAIL UTILITY TRAILER	Trailer	Message Board (Solar Tech)	1,400	2016	\$28,029			\$31,076			
47	DPW Highway	2007	INTERNATIONAL 7400 Series	Dump Truck	Dump Truck	64,000	2017	\$158,605	s			\$182,003		
48	DPW Highway	2008	Ford F450	Utility Truck	Utility Truck Traffic Maintenance	16,000	2017	\$64,041				\$73,489		
76	DPW Highway	2007	BOBCAT A300 SKID STEER	Equipment	Skid Steer Loader	8,673	2017	\$82,123				\$94,238		
107	DPW Highway	2008	CAMOPLAST SIDEWALK PLOW SW4S	Yellow Iron	Sidewalk Plow	6,790	2017	\$166,417				\$190,968		
182	DPW Highway	2010	FREIGHTLINER ELGIN CROSSWIND SWEEPER	Truck	Vacuum Sweeper	33,000	2017	\$227,288				\$260,818		
55	DPW Highway	2011	Ford F550	Dump Truck	Dump Truck	18,000	2018	\$66,868					\$79,418	
57	DPW Highway	2012	Ford F350 4WD	Pick Up		10,800	2018	\$45,608					\$54,168	
102	DPW Highway	2008	JOHN DEERE LOADER 544J	Equipment	Front End Loader	28,500	2018	\$155,721					\$184,948	

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S = Similar Type

**Town of Needham
Fleet Replacement Program**

Unit #	Department	Veh Year	Make/Model	Vehicle Type	More	GVW	Year Request	2013 Estimated Cost	Replace Type	FY15 Funding Amount	FY16 Funding Amount	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount
113	DPW Highway	2008	CAMOPLAST SIDEWALK PLOW SW4S	Yellow Iron	Sidewalk Plow	6,790	2018	\$166,417					\$197,652	
129	DPW Highway	2000	CUSTOM FLATBED TRAILER	Trailer	Utility Flatbed	10,000	2018	\$7,984	s				\$9,482	
32	DPW Highway	2012	Ford F350	Pick Up			2019	\$47,350						\$58,205
43	DPW Highway	2012	Ford F350	Pick Up		10,800	2019	\$47,350						\$58,205
108	DPW Highway	2011	TRACKLESS TRACTOR	Equipment		6,200	2019	\$106,337						\$130,715
47A	DPW Highway	1994	Tarrant	Attachment	Spreader		2017	\$18,500	S			\$21,229		
837A	DPW Sewer	1999	Stedt	Attachment	Basin Cleaner		2017	\$62,950	S			\$72,237		
49A	DPW Highway	2008	Tarrant	Attachment	Spreader		2019	\$27,703	S					\$34,054
41	DPW Parks	2009	Ford F350	Pick Up		10,600	2015	\$46,850	S	\$50,187				
50	DPW Parks	2008	Ford F150	Pick Up	4WD	6,800	2015	\$47,350	F350	\$50,723				
73	DPW Parks	2008	FORD F350 DRWSUP	Dump Truck	One Ton	13,000	2015	\$71,914	(NOTE) F550	\$77,036				
12	DPW Parks	2009	Ford Escape Hybrid	SUV		4,880	2016	\$36,073	S		\$39,995			
74	DPW Parks	2008	FORD F550 DRWSUP	Dump Truck	One Ton	17,950	2016	\$88,389			\$97,998			
75	DPW Parks	2008	FORD F550 Dump Truck	Dump Truck		17,950	2016	\$88,389			\$97,998			
38	DPW Parks	2007	INTERNATIONAL IH 4300 Series	Truck	50' Aerial Lift	35,000	2017	\$150,253				\$172,419		
70	DPW Parks	2009	FORD F550 DRWSUP	Dump Truck	One Ton	17,950	2017	\$88,389				\$101,428		
71	DPW Parks	2009	FORD F550 DRWSUP	Dump Truck	One Ton	17,950	2017	\$88,389				\$101,428		
301	DPW Parks	2009	FORD E150 VAN	Passenger Van		8,520	2017	\$26,163				\$30,022		
328	DPW Parks	1998	Cross County Utility Trailer 16"	Trailer	Utility		2018	\$5,968	s				\$7,088	
183	DPW Parks	2007	GIANT UTILITY LEAF PICKER TRAILER	Trailer		12,000	2019	\$24,710						\$30,375
253	DPW Parks	2010	VERMEER STUMP CUTTER	Yellow Iron		4,200	2019	\$45,658						\$56,125
350	DPW Parks	2010	JOHN DEERE TRACTOR LOADER 4720	Yellow Iron	Loader		2019	\$21,446						\$26,362
93	DPW RTS	2004	McCloskey Brothers TRAMMEL SCREEN 512R	Equipment	Trommel Screen	21,000	2015	\$201,000	S	\$215,316				
67	DPW RTS	2004	VERMEER GRINDER	Yellow Iron	Wood Grinder	38,500	2016	\$293,450			\$325,353			
56	DPW RTS	2010	Ford F150	Pick Up	2WD	6,700	2017	\$27,467	s			\$31,519		
91	DPW RTS	2000	CONSTRUCTION SCALP TRUCK			23,000	2017	\$165,145				\$189,507		

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S = Similar Type

**Town of Needham
Fleet Replacement Program**

Unit #	Department	Veh Year	Make/Model	Vehicle Type	More	GVW	Year Request	2013 Estimated Cost	Replace Type	FY15 Funding Amount	FY16 Funding Amount	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount
104	DPW RTS	2008	CASE LOADER 821E	Yellow Iron	Front End Loader	29,322	2018	\$252,668	s				\$300,091	
143	DPW RTS	2010	CASE LOADER	Yellow Iron		29,800	2019	\$221,404	s					\$272,162
837	DPW Sewer	1999	INTERNATIONAL 4900 Series	Dump Truck	Dump Truck (Catch Basin Cleaner)	35,000	2017	\$158,305	I-7300			\$181,659		
23	DPW Sewer	2011	FORD F350	Utility Truck	Cab & Chassis	13,300	2018	\$61,560					\$73,114	
17	DPW Sewer	2012	FORD F550 4WD	Dump Truck	Dump Truck	18,000	2019	\$88,389						\$108,652
19	DPW Sewer	2010	INTERNATIONAL 7400 Series	Dump Truck	Dump Truck	40,000	2019	\$154,458	s					\$189,869
37	DPW Sewer	2010	INTERNATIONAL 7500 Series	Vactor	Sewer Vactor	66,000	2019	\$389,510	s					\$478,808
20	DPW Sewer (water)	2009	Ford Escape Hybrid	SUV		4,880	2016	\$36,073	S		\$39,995			
21	DPW Water	2010	Ford F150	Pick Up		6,700	2016	\$46,590	F350		\$51,655			
22	DPW Water	2009	Ford F450	Utility Truck	Utility Truck	16,500	2016	\$64,041	S		\$71,004			
24	DPW Water	2009	Ford F150	Pick Up		6,700	2016	\$27,467	S		\$30,453			
26	DPW Water	2011	Ford F150	Pick Up	XL	7,050	2017	\$27,467	s			\$31,519		
27	DPW Water	2011	Ford F150	Pick Up	XL	7,050	2017	\$27,467	s			\$31,519		
31	DPW Water	2011	Ford F150	Pick Up	4WD	7,200	2017	\$32,456	s			\$37,244		
14	DPW Water	2009	INTERNATIONAL 7400 Series	Dump Truck	Dump Truck	64,000	2019	\$177,219	s					\$217,847
25	DPW Water	2012	Ford F450	Utility Truck	Utility Truck	16,500	2019	\$64,041						\$78,723
324	DPW Water	2006	CONST UTILITY TRAILER	Trailer	Flatbed	13,800	2019	\$8,300						\$10,203
704	Facilities	2005	Ford Econ Van E250	Van	HVAC	8,600	2015	\$25,528	S	\$27,346				
705	Facilities	2006	Ford Econ Van E250	Van	Delivery	8,600	2016	\$25,528	S		\$28,303			
706	Facilities	2006	Ford Econ Van E250	Van	Glazing	8,600	2017	\$27,978	S			\$32,105		
707	Facilities	2008	Ford Econ Van E250	Van		8,600	2018	\$25,528	S				\$30,319	
452	Finance	2005	Ford Taurus	Sedan		4,684	2015	\$26,995	Ford Fusion	\$28,918				
R-02	Fire	2006	FORD E450 AMBULANCE	Ambulance	Rescue	14,050	2015	\$174,200	S	\$186,607				
C-05	Fire	2001	Ford F450	Utility Truck	Aerial Bucket Truck	16,000	2016	\$94,170	S		\$104,408			
C-02	Fire	2010	FORD EXPEDITION	SUV		8,000	2017	\$42,430	S			\$48,689		
C-43	Fire	2007	Ford 500 Sedan	Sedan			2017	\$32,925	S			\$37,782		

Town of Needham
Capital Improvement Plan
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S = Similar Type

**Town of Needham
Fleet Replacement Program**

Unit #	Department	Veh Year	Make/Model	Vehicle Type	More	GVW	Year Request	2013 Estimated Cost	Replace Type	FY15 Funding Amount	FY16 Funding Amount	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount
R-01	Fire	2008	FORD E450 AMBULANCE	Ambulance	Rescue	14,500	2018	\$174,200	S				\$206,895	
402	Human Services COA	2004	FORD E350 VAN	Passenger Van	8 Seats	9,400	2016	\$68,500	S		\$75,947			
708	School	2008	Ford Econ Van	Delivery Van		9,000	2016	\$0	S		\$25,065			
Van 1	School	2011	FORD E150 VAN	Passenger Van		8,520	2016	\$0	S		\$27,645			
Bus 1	School	2011	BLUE BIRD SCHOOL BUS	School Bus		29,000	2017	\$0	S			\$99,164		
Bus 14	School	2012	IC SCHOOL BUS	School Bus		25,500	2017	\$0	S			\$110,465		
Van 3	School	2011	FORD E150 VAN	Passenger Van		8,520	2017	\$0	S			\$29,030		
Van 6	School	2011	FORD E250 VAN	Passenger Van		8,900	2017	\$0	S			\$49,315		
Bus 2	School	2011	BLUE BIRD SCHOOL BUS	School Bus		29,000	2018	\$0	S				\$104,125	
Van 2	School	2011	FORD E150 VAN	Passenger Van		8,520	2018	\$0	S				\$30,480	
Van 4	School	2011	FORD E150 VAN	Passenger Van		8,520	2018	\$0	S				\$30,480	
Van 5	School	2011	FORD E150 VAN	Passenger Van		8,520	2018	\$0	S				\$30,480	
Van 7	School	2012	FORD E250 VAN	Passenger Van		8,900	2019	\$0	S					\$56,075
Total								6,586,190		1,069,460	1,506,820	2,267,297	1,499,893	1,842,478
General Fund								4,061,713		854,143	988,360	1,764,331	1,126,688	486,214
RTS Enterprise								1,161,134		215,316	325,353	221,026	300,091	272,162
Sewer Enterprise								852,222		-	-	181,659	73,114	777,329
Water Enterprise								511,121		-	193,107	100,282	-	306,773

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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Transfer Station Office Trailer	DPW	RTS	6-25

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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	364,250	Design & Engineering								
FY2016		Construction Expenses	364,250							
FY2017		Other Expenses*								
Total	\$364,250	Total	\$364,250	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 pavers (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 have been identified since the prior year's 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. <u>Proposed Schedule</u> Design & Engineering Winter of 2013/2014 Fall STM 2014 – Seek Construction Funding Summer of 2015 – Construction										

Town of Needham
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Department Capital Request CIP-DCR							
Title	Athletic Facility & Public Recreation Improvements	Department	Public Works/Park & Recreation	Fiscal Year	2015		
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	D		

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Department Capital Request CIP-DCR									
Title	Athletic Facility & Public Recreation Improvements			Department	Public Works/Park & Recreation			Fiscal Year	2015
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C		
Year 1	256,900		Intangibles			Enter description			
Year 2	1,526,832		Equipment			Enter description			
Year 3	275,000		Design & Engineering	237,000		Enter description			
Year 4	350,000		Construction Expenses	2,378,732		Enter description			
Year 5	207,000		Other Expenses*			Enter description			
Column A Total	\$2,615,732		Column B Total	\$2,615,732		Column C Total			
Equipment Schedule									
Yes No NA X									
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. <u>FY 2015</u> - Strip, Amend soil and re-sod Memorial field: \$256,900 Construction: \$193,000 Drainage Improvements: \$63,900 <u>FY 2016</u> - 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. 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. <i>Anticipated increase to the operating budget: \$31,000/yr.</i> <i>\$20,000 for fertilizer and seed & plant protectants (\$4,000/acre)</i> <i>\$11,000 for topdressing and other cultural practices (\$2,200/acre)</i>									

Town of Needham
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Department Capital Request CIP-DCR					
Title	Athletic Facility & Public Recreation Improvements	Department	Public Works/Park & Recreation	Fiscal Year	2015
<u>Newman Fields Proposed Schedule</u> Design & Engineering Winter of 2013/2014 MAY ATM 2015 – Seek Construction Funding Summer of 2015 – Construction <u>FY 2017</u> - Cricket Field – Drainage, and field renovation for Field #2, irrigation renovation for both fields: \$275,000 Engineering: \$30,000 Design and Construction: \$245,000 <u>FY 2018</u> Claxton Field – Upgrade field lighting system to more energy efficient lights: \$350,000 <u>FY 2019</u> Turf Field Replacement at DeFazio & Memorial Park – removing the existing turf carpet, regrading, and installing new artificial field turf: Engineering \$207,000 <u>ADDITIONAL FUTURE PROJECTS:</u> - Turf Field Replacement at DeFazio & Memorial Park – removing the existing turf carpet, regrading, and installing new artificial field turf – Construction - Avery Field – improved parking (DPW road project) - Broadmeadow School Diamond #1] expand infield skin and irrigation adjustment, drainage for diamond #2 - DeFazio Complex 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 – improvements to player bench areas and overall fencing improvement - DeFazio Tot-Lot – fencing improvements <u>Construction of new athletic fields (locations - TBD)</u>					
FY2015-FY2018 Version					

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR									
Title	Fuel Island Relocation and Upgrade at DPW Facility	Department	Public Works	Fiscal Year	2015				
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			

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Department Capital Request CIP-DCR									
Title	Fuel Island Relocation and Upgrade at DPW Facility				Department	Public Works		Fiscal Year	2015
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
Year 1	122,000	Intangibles		Enter description					
Year 2	811,000	Equipment		Enter description					
Year 3		Design & Engineering	122,000	Enter description					
Year 4		Construction Expenses	811,000	Enter description					
Year 5		Other Expenses*		Enter description					
Column A Total	\$933,000	Column B Total	\$933,000	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. In addition, the current software used for dispensing fuel is outdated and no longer supported, making data retrieval cumbersome. 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 b. The software and hardware used for the tracking and maintenance of the current fuel system are no longer supported 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 15- Design the relocation and replacement of the gas/diesel island. Year 2 - FY 16- Move and upgrade gas/diesel island.									
FY2015-FY2018 Version									

Town of Needham
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January 2014

Department Capital Request CIP-DCR									
Title	DPW Boiler Replacement – 470 Dedham Ave	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	III	Primary Reason	3	Operating Budget Impact		B			

Town of Needham
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Department Capital Request CIP-DCR									
Title	DPW Boiler Replacement – 470 Dedham Ave			Department	Public Facilities Operations			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses		Column C			
Year 1	360,500	Intangibles							
Year 2		Equipment							
Year 3		Design & Engineering	30,000						
Year 4		Construction Expenses	330,500						
Year 5		Other Expenses*							
Column A Total	360,500	Column B Total	360,500	Column C Total					
Equipment Schedule									
		Yes	☐	No	☐	NA	☐	X	☐
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
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Department Capital Request CIP-DCR									
Title	Permanent Message Boards	Department	Public Works	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	III	Primary Reason	4	Operating Budget Impact	C				

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Permanent Message Boards				Department	Public Works		Fiscal Year	2019
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									
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 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 in their cars and on the streets. These message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or a laptop. This will eliminate competition for the current message boards among construction projects and community events. There will be minimal operating costs, including a data plan to allow for remote updates and electricity for each location. <u>Proposed Locations:</u> Public Safety Building Fire Station #2 South St @ Dedham Ave Central St @ Great Plain Ave Greendale Ave @ Great Plain Ave RTS									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
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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?					☒	☐	☐	☐	
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	I-V	Primary Reason	4	Operating Budget Impact		B			

Town of Needham
Capital Improvement Plan
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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.									
FY2015-FY2018 Version									

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Department Capital Request CIP-DCR										
Title	Public Facilities Maintenance Program	Department	Public Facilities Operations	Fiscal Year	2015					
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	I	Primary Reason	5	Operating Budget Impact		C				

Town of Needham
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Department Capital Request CIP-DCR									
Title	Public Facilities Maintenance Program			Department	Public Facilities Operations			Fiscal Year	2015
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1		482,000	Intangibles						
Year 2		499,000	Equipment		259,250				
Year 3		516,500	Design & Engineering		388,875				
Year 4		538,000	Construction Expenses		1,944,375				
Year 5		557,000	Other Expenses*						
Column A Total		2,592,500	Column B Total		2,592,500	Column C Total			
Equipment Schedule									
		Yes	☐	No	☒	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. 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.									

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Department Capital Request CIP-DCR					
Title	Public Facilities Maintenance Program	Department	Public Facilities Operations	Fiscal Year	2015
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. FY 18 will have duct cleaning at the Newman and Town Hall. Wood floor refinishing in various school buildings. 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.					
FY2015-FY2018 Version					

Town of Needham
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Department Capital Request CIP-DCR									
Title	Facility Assessment on the Broadmeadow and Eliot	Department	Public Facilities Operations	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	I-V	Primary Reason	4	Operating Budget Impact	C				

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Department Capital Request CIP-DCR									
Title	Facility Assessment on the Broadmeadow and Eliot				Department	Public Facilities Operations		Fiscal Year	2019
Requested Funding Years & Amounts	Column A	Costs Components		Column B		*Other Expenses		Column C	
Year 1	85,165	Intangibles			Enter description				
Year 2		Equipment			Enter description				
Year 3		Design & Engineering		85,165	Enter description				
Year 4		Construction Expenses			Enter description				
Year 5		Other Expenses*			Enter description				
Column A Total	85,165	Column B Total		85,165	Column C Total				
Equipment Schedule	Yes	☐	No	☒	NA	☐			
Description and Justification									
This warrant article covers assessments of public buildings throughout the Town and school department in order to fully determine the condition of the facility and to identify repair and replacement needs and costs. In FY 19 the department requests a facility assessment be done on the Broadmeadow and Eliot Elementary Schools. Both buildings will be approaching the age of 20 years old and will require upgrades beyond general maintenance. An assessment would be done on facility conditions including HVAC systems, plumbing, roofing, and boilers in order to create a plan to address the facility needs.									
FY2015-FY2018 Version									

Town of Needham
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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				

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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			Enter description			
Year 2	182,000		Equipment			Enter description			
Year 3	64,000		Design & Engineering	42,120		Enter description			
Year 4			Construction Expenses	308,880		Enter description			
Year 5			Other Expenses*			Enter description			
Column A Total	351,000		Column B Total	351,000		Column C Total			
Equipment Schedule									
		Yes	☐	No	☒	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. 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 In the out years we have plans to replace siding and install a new scoreboard and new shot clock.									
FY2015-FY2018 Version									

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Department Capital Request CIP-DCR										
Title	Pollard Blue & 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	

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Department Capital Request CIP-DCR									
Title	Pollard Blue & 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	92,100						
Year 4		Construction Expenses	675,400						
Year 5		Other Expenses*							
Column A Total	767,500	Column B Total	767,500	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 the out years we have plans to remove and replace the scoreboards in both gyms and install shot clocks in the Green Gym.									
FY2015-FY2018 Version									

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January 2014

Department Capital Request CIP-DCR									
Title	Cricket Field Building Renovations	Department	Park and Recreation	Fiscal Year	2015				
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 2014

Department Capital Request CIP-DCR									
Title	Cricket Field Building Renovations				Department	Park and Recreation		Fiscal Year	2015
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1		181,650	Intangibles			Enter description			
Year 2		726,000	Equipment			Enter description			
Year 3			Design & Engineering		181,650	Enter description			
Year 4			Construction Expenses		726,000	Enter description			
Year 5			Other Expenses*			Enter description			
Column A Total		907,650	Column B Total		908,250	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. The final recommendations gave a range for renovation and a modular building at a different location at the park. For the renovation options, code upgrades, including ADA, are included. Extensive work on the grounds is also required for accessibility. Option 1 is used for the request, which is an update of the current layout for seasonal use only. Option 1A reduces some of the changes of the layout, for an estimate of \$611,000. A new modular building would be in a similar price range as Option 1. 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 5%. 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.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Transfer Station Office Trailer	Department	DPW – RTS	Fiscal Year	2015				
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?									
Useful Life		Primary Reason	1, 3	Operating Budget Impact		C			

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR										
Title	Transfer Station Office Trailer				Department	DPW – RTS			Fiscal Year	2015
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
Year 1	\$75,779	Intangibles			Enter description					
Year 2		Equipment		\$52,015	Enter description					
Year 3		Design & Engineering		9,885	Enter description					
Year 4		Construction Expenses		\$13,879	Enter description					
Year 5		Other Expenses*			Enter description					
Column A Total	\$75,779	Column B Total		\$75,779	Column C Total					
Equipment Schedule										
		Yes	☐	No	☐	NA	☒	X		
Description and Justification										
The current working conditions for staff in the main office at the RTS are sub-standard. Limitations of the current facility include: - Supervisor's office is isolated from day-to-day operations and staff activity, making supervision and oversight challenging. - Proximity of the main office to the tipping floor results in odors from transfer station building migrating into the office area. The air filtration system in the main office is inadequate and incapable of ameliorating the odor problem. - Inadequate space for office and customer reception area (current total combined space for both functions is 169 square feet) - Plumbing in restroom occasionally freezes in the winter. - Customer reception area is too small to be ADA compliant. - Restroom conditions are poor and not ADA compliant. This proposal is for the purchase and installation of a temporary 12' x 44' office trailer, to be situated to the Northeast of the transfer station building. The trailer will immediately improve working and operation conditions and will be placed so that it will not interfere with, and can be used during, future expansion of the transfer station building. The trailer will provide an improved customer reception area, improved office areas, and an ADA compliant restroom. The cost estimates include the purchase price and setup costs for the trailer, and electrical, sewer, and water tie-ins. An additional annual cost of \$4000 will be required for the annual budget to fund the cost of operating this trailer for electricity. An additional future form is being submitted related to this request, which proposes an expansion of the entire transfer station facility. This will be pending the town's Facility Master Plan study. The acquisition of a trailer is a measure designed to immediately improve the working conditions of staff and enhance the user experience for the public.										
FY2015-FY2018 Version										

Infrastructure Submissions

Section 7

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

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Town of Needham
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January 2014

Department Capital Request CIP-DCR						
Title	Replace Fire Alarm Cables for Add-A-Lane Project	Department	Fire	Fiscal Year	2015	
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 2014

Department Capital Request CIP-DCR									
Title	Replace Fire Alarm Cables for Add-A-Lane Project				Department	Fire		Fiscal Year	2015
Useful Life	V		Primary Reason		1		Operating Budget Impact		C
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1	\$60,000.		Intangibles			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	\$60,000.		Column B Total			Column C Total		\$60,000.	
Equipment Schedule	Yes		No		NA	X			
Description and Justification									
This request is to fund replacing all the municipal fire alarm cables which cross Route 128 (I-95) during the construction of the "Add-A-Lane" project as it progresses through Needham. *NOTE* Any and all costs expended by the Town of Needham will be reimbursed by the Commonwealth of Massachusetts through a Force Account. However, it is the responsibility of the utilities (in this case the Needham Fire Department) to complete the required work and submit documentation to receive reimbursement. Meaning, that we will need to go out to bid for the work, contract for it and pay for the work in phases as it progresses. The cables being replaced are part of the municipal fire alarm system which provides service to all of the neighborhoods (both residential and commercial), and many of the buildings on the east side of Route 128. All of the cables which need to be replaced are either on the Kendrick St. bridge or the Highland Ave. bridge. The requested funding would cover the costs of the cable replacement at both locations. However, it may not occur at the same time due to the construction schedule, and therefore a portion of the funds expended may be reimbursed before another section of cables is replaced. Either way, all of the money spent from this funding request will be reimbursed. Lastly, the State has not finalized the construction schedule for this highway expansion project which is why we have requested the funds for an entire five fiscal years. Even when the schedule is finalized, the project will likely span at least two fiscal years.									
FY2015-FY2018 Version									

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Cooks Bridge – Repair / Replacement	Department	Public Works	Fiscal Year	2015				
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 2014

Department Capital Request CIP-DCR										
Title	Cooks Bridge – Repair / Replacement				Department	Public Works			Fiscal Year	2015
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C			
Year 1	900,000	Intangibles			Enter description					
Year 2	6,000,000	Equipment			Enter description					
Year 3		Design & Engineering		900,000	Enter description					
Year 4		Construction Expenses		6,000,000	Enter description					
Year 5		Other Expenses*			Enter description					
Column A Total	6,900,000	Column B Total	6,900,000		Column C Total					
Equipment Schedule										
		Yes	☐	No	☐	NA	☐	X	☐	
Description and Justification										
Cooks (Eliot) 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 was 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 is in the process of engaging a consultant to monitor the bridge for a period of six months to determine the extent of the structural deficiencies. It is possible that if the result of that monitoring indicates that the bridge is in need of major repair or replacement that the Town will need to perform engineering and design services in the Summer 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 most costly option for repair/replacement, should both communities choose to take that option. The budgetary figures are also for the total cost of design/engineering and construction. The Town fully believes that these costs will be shared with the City of Newton.										
FY2015-FY2018 Version										

Town of Needham
Capital Improvement Plan
January 2014

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

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR									
Title	Sidewalk Needs Assessment				Department	Public Works		Fiscal Year	2016
Useful Life	III	Primary Reason			7	Operating Budget Impact			C
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1	50,000		Intangibles			Enter description			
Year 2			Equipment			Enter description			
Year 3			Design & Engineering	50,000		Enter description			
Year 4			Construction Expenses			Enter description			
Year 5			Other Expenses*			Enter description			
Column A Total	\$50,000		Column B Total	\$50,000		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
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR										
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year	2015					
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					

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR										
Title	Public Works Infrastructure Program				Department	Public Works			Fiscal Year	2015
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
Year 1	600,000	Intangibles			Enter description					
Year 2	1,250,000	Equipment			Enter description					
Year 3	1,400,000	Design & Engineering		254,000	Enter description					
Year 4	1,500,000	Construction Expenses		6,096,000	Enter description					
Year 5	1,600,000	Other Expenses*			Enter description					
Column A Total	\$6,350,000	Column B Total		\$6,350,000	Column C Total					
Equipment Schedule	Yes	☐	No	☐	NA	☐	X			
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. 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 usually placed with the paving operation better defines the edge of road, improves drainage and protects the shoulder from erosion. FY15 - \$400,000 FY16 - \$473,500 FY17 - \$400,000 FY18 - \$600,000 FY19 - \$700,000 The average useful life for asphalt paving is 15 years; the proposed 5 year capital request is \$2,573,500. Roads to be considered, but not yet prioritized:										

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Department Capital Request CIP-DCR					
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year	2015
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. FY15 –No Funding Requested - Project deferred to FY16 FY16 - Highland Avenue @ West Street, Engineering & Design - \$119,000 FY17 – Highland Avenue @ West Street, Construction - \$471,000 FY18 – Great Plain Avenue @ Greendale Avenue, this intersection has been identified as requiring intersection improvements and potentially the replacement of traffic signals, Engineering & Design - \$102,500 FY19 – Great Plain Avenue @ Greendale Avenue, Construction - \$600,000 The average useful life is 25 years; the proposed 5 year capital request is \$1,292,500 Future Years – Dedham Ave Combined 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 2014 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$195,000 per mile (\$36.93/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$240,000 per mile (\$45.45/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments. FY15 - \$200,000 FY16 - \$525,000 FY17 - \$429,000 FY18 - \$517,500 FY19 - \$300,000 The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$2,021,500. Storm Drain Capacity Improvements:					

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Department Capital Request CIP-DCR					
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year	2015
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 this report 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. FY15 – No Funding Requested - Project deferred to FY16 FY16 – Taylor Street / Central Avenue – Engineering \$32,500 FY17 - No Funding requested FY18 – Taylor Street / Central Avenue – Construction \$180,000 FY19 – No Funding requested The average useful life is 60 years; the proposed 5 year capital request is \$212,500. 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) 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					

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Department Capital Request CIP-DCR					
Title	Public Works Infrastructure Program	Department	Public Works	Fiscal Year	2015
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. 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. FY15 - No Funding requested. FY16 - Continued wall repair along Rosemary Brook – Construction \$100,000. FY17 – Wall repairs at various locations to be determined – Construction \$100,000. FY18 – Culvert at Meadowbrook Rd – Construction \$100,000 FY 19 – No Funding Requested The proposed 5 year capital request is \$300,000 Future Projects include, but are not limited to, the following locations: Winding River Locust Lane Fuller Brook Oxbow Road Webster & Howland Streets Brookside Road & Forest Street Chestnut Street & Carriage Lane Emerson Place Pennsylvania Avenue Elder Road 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					
FY2015-FY2018 Version					

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Department Capital Request CIP-DCR									
Title	Trail Improvement Project: Newman Eastman Conservation	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		

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Department Capital Request CIP-DCR										
Title	Trail Improvement Project: Newman Eastman Conservation				Department	Conservation / Park & Recreation			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
Year 1		Intangibles			Enter description					
Year 2	\$220,500	Equipment			Enter description					
Year 3		Design & Engineering			Enter description					
Year 4		Construction Expenses		\$220,500	Enter description					
Year 5		Other Expenses*			Enter description					
Column A Total	\$220,500	Column B Total		\$220,500	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. As the design is not complete, this request is based on an estimate updated in September 2012 by the Trails Master Plan consultant, with a 5% increased added. The trail system in the Eastman Conservation land behind the Newman School is utilized as part of the curriculum of the Needham Public Schools and its Science Center. It is also hoped that this project will allow the new trails at the Carol/Brewster property to be connected. The Carol/Brewster property has been set up with educational components that would be a great addition to the Science Center's curriculum. The estimate was reviewed in September 2012 by the Trails Master Plan consultant. Design and permitting estimates also include assistance from a structural engineer for bridges and walkways within the wetland areas. With the recent purchase of the Carol/Brewster properties, the trail built on those properties will now be able to be officially connected with those in the Eastman Conservation area.										
FY2015-FY2018 Version										

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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	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	Trail Improvement Project: Reservoir Trail and Ridge Hill Loop				Department	Conservation / Park & Recreation			Fiscal Year	2016
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C			
Year 1	\$160,000	Intangibles			Enter description					
Year 2		Equipment			Enter description					
Year 3		Design & Engineering			Enter description					
Year 4		Construction Expenses		\$160,000	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										
Funding was received in FY'14 for the design of this project, through CPA funds. As this is written, the design is not complete, so the construction estimate is still based on the updated estimate from the Trails Master Plan consultant. It will be important to schedule construction in relation to other projects that may be done 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 problems. In addition, a fishing dock that is accessible would be installed. The estimated cost has been reviewed in September 2012 by the consultants who provided the original estimate in the Trails Master Plan, and the fishing dock estimate was added into the trail project. The estimated construction costs are also preliminary and presume that the project would be executed by a private contractor. 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										

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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	2016
wells) exists along the northern edge of the reservoir, the road is eroding in places and is impassible during wet conditions in others. The remainder of the reservoir perimeter (beyond the last well) is used less frequently; however, those who do walk the southerly portion of the property have blazed their own, inconsistent routes through and over existing shrubs and herbaceous plants in an effort to keep their feet dry. 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. 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 insuring 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 has been placed in this request in the event that a contractor is needed to provide some assistance in order to complete the trail section.					
FY2015-FY2018 Version					

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Department Capital Request CIP-DCR									
Title	Trail Improvement Project: Rosemary Camp Property	Department	Park and Recreation	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				Department	Park and Recreation			Fiscal Year	2018
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C			
Year 1	8,400	Intangibles			Enter description					
Year 2	63,000	Equipment			Enter description					
Year 3	89,250	Design & Engineering		71,400	Enter description					
Year 4		Construction Expenses		89,250	Enter description					
Year 5		Other Expenses*			Enter description					
Column A Total	160,650	Column B Total		160,650	Column C Total					
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 was added. 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 is studying the future of the Rosemary Pool complex, so this project would be coordinated with any future renovations at Rosemary Lake and Pool. 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.										
FY2015-FY2018 Version										

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Department Capital Request CIP-DCR					
Title	Sewer Alarm System Upgrade	Department	Public Works-Sewer		
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	

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Department Capital Request CIP-DCR										
Title	Sewer Alarm System Upgrade				Department	Public Works-Sewer				
Useful Life	III	Primary Reason		4	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2014			Intangibles							
FY2015	258,000		Equipment							
FY2016			Design & Engineering	68,000						
FY2017			Construction Expenses	190,000						
FY2018			Other Expenses*							
Total	\$ 258,000		Total	\$258,000		Total	\$			
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
The Sewer Alarm system upgrade includes the implementation of a Supervisory Control & Data Acquisition (SCADA) System. The Town's Sewer SCADA system will collect data from various sensors from all of the sewer lift stations that will enable operators to efficiently manage and control the operations of the station from a central or remote location. The upgraded alarm system will give dispatchers more details about the type of alarm, which will enable them to better prepare the call person when responding. A request for the funding a study for the sewer alarm upgrade was approved at the May 2012 Annual Town Meeting and was completed in the Fall of 2012. The FY15 cost estimate is for the implementation of the new SCADA system. The operating budget will need to be increased negligibly to account for a radio license, should the Town choose to have its own frequency, which is the recommended course of action at this time.										
FY2014-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	

Town of Needham
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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
Useful Life	V		Primary Reason		1		Operating Budget Impact		C
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	X			
Description and Justification									
There are eight homes in Needham that need to be prioritized for sewer service connection because they are within DEP's 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, which includes that area of an aquifer which contributes water to an existing well under the most severe pumping and recharge conditions that can be or realistically anticipated (180 days of pumping at safe yield, with no recharge from precipitation). 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.									

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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
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 of a pump station similar in size to Lake Drive Pump Station at \$350,000; and design and engineering costs of 15% of total 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.					
FY2015-FY2018 Version					

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Department Capital Request CIP-DCR									
Title	Sewer Service Connections	Department	Public Works – Sewer	Fiscal Year	2015				
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 Service Connections				Department	Public Works – Sewer			Fiscal Year	2015
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										
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 installed (408.5' of pipe)										
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	2015		
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	V	Primary Reason	2	Operating Budget Impact	C		

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR										
Title	Drain System Improvements – Water Quality (EPA)				Department	Public Works – Drains			Fiscal Year	2015
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses		Column C			
Year 1	80,000	Intangibles			Enter description					
Year 2	79,000	Equipment			Enter description					
Year 3	118,000	Design & Engineering		316,000	Enter description					
Year 4	2,000,000	Construction Expenses		2,079,000	Enter description					
Year 5	118,000	Other Expenses*			Enter description					
Column A Total	\$2,395,000	Column B Total	\$2,395,000		Column C Total					
Equipment Schedule										
		Yes	☐	No	☐	NA	☐	X	☐	
Description and Justification										
In 1995, the DPW was under order from the EPA to embark on a stormwater discharge investigation for all illicit discharges to the Charles River. Illicit discharges identified in this investigation were pursued and corrective actions were undertaken to eliminate them beginning in 1996 and 1997. This investigation resulted in the Town entering into a Memorandum of Understanding (MOU) with the EPA to commence a Town-wide investigation, and to the development of a Stormwater Master Plan. 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. Further investigation and sampling continues year to year. When the 2003 EPA 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 Drainage improvements • Sportsmen's Pond/Rosemary Glen										

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Department Capital Request CIP-DCR					
Title	Drain System Improvements – Water Quality (EPA)	Department	Public Works – Drains	Fiscal Year	2015
FY15 – Water Shed Management Plan \$80,000 FY16 - DPW Facility SWMP, Construction \$79,000 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 - Sportsmen’s Pond/Rosemary Glen - Engineering & Design \$118,000 <u>Future Years</u> -Sportsmen’s Pond/Rosemary Glen - Construction \$621,000					
FY2015-FY2018 Version					

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR							
Title	Drain System Repairs– Repair Infrastructure	Department	Public Works – Drains	Fiscal Year	2015		
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
Department Capital Request
January 2014
CIP-DCR

Town of Needham Capital Improvement Plan Department Capital Request January 2014 CIP-DCR										
Title	Drain System Repairs– Repair Infrastructure				Department	Public Works – Drains			Fiscal Year	2015
Useful Life	5		Primary Reason		3		Operating Budget Impact			C
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
Year 1	76,000		Intangibles				Wetland Consulting		82,000	
Year 2	168,500		Equipment				Enter description			
Year 3	80,000		Design & Engineering		72,500		Enter description			
Year 4			Construction Expenses		170,000		Enter description			
Year 5			Other Expenses*		82,000		Enter description			
Column A Total	\$324,500		Column B Total		\$324,500		Column C Total		\$82,000	
Equipment Schedule										
		Yes	☐	No	☐	NA	☐	X		
Description and Justification										
This request is to replace drainage infrastructure within Town easements that are discovered through investigation work. This request is part of the Town's plan to identify and improve drainage throughout the Town. The first project is the replacement of 10 feet of pipe underneath a culvert on Edgewater Drive. This pipe is particularly problematic. It is over 100 years of age, and is plugged-up and degraded beyond remediation. This pipe is presently supporting two sewage pipes, one that is in service, and one that is abandoned in place. The drainage pipe and one of the active sewage pipes are all uncovered due to erosion and the drainage pipe is providing the structural foundation for the sewage pipes. Should the drainage pipe be compromised, it would make the sewage pipes it supports also subject to failure. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. Additionally, this drainage pipe needs to be constructed under the existing sewage pipes adding to the difficulty of this replacement. This repair will resolve drainage issues in the area that has resulted in flooding of the abutters of the brook, and will ensure the structural stability of the adjacent sewage pipes. The second project is to replace a badly damaged 100 foot section of 18" reinforced concrete drain pipe within a Town easement adjacent to 470 South Street. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. FY15 – Edgewater Area Culvert - Design & Wetland Consulting \$76,000 FY16 – Edgewater Area Culvert - Construction \$90,000. 470 South Street, Design & Wetland Consulting \$78,500 FY17 – 470 South Street, Construction \$80,000										
FY2015-FY2018 Version										

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Department Capital Request CIP-DCR						
Title	Sewer Pump Station Improvements/Replacement	Department	Public Works – Sewer	Fiscal Year	2015	
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
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Department Capital Request CIP-DCR									
Title	Sewer Pump Station Improvements/Replacement				Department	Public Works – Sewer		Fiscal Year	2015
Useful Life	V		Primary Reason		4		Operating Budget Impact		C
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C
Year 1	90,000		Intangibles				Enter description		
Year 2	333,000		Equipment				Enter description		
Year 3	0		Design & Engineering		102,180		Enter description		
Year 4	348,200		Construction Expenses		669,020		Enter description		
Year 5	0		Other Expenses*				Enter description		
Column A Total	\$771,200		Column B Total		\$771,200		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 10 stations be upgraded. These included major improvements and replacement of the Reservoir St. "B" Station (this is the 2nd oldest station in the system). The station has been designed and construction began in the Spring of 2012. The Kendrick St. Station had been renovated to accommodate some of the initial redevelopment currently underway in the New England business district and the 350 residential units at 300 Second Avenue (Charles River Landing) tributary to this station. The West Street Station was completed 2000. The Great Plain Avenue Station was completed in 2010. Canister pump stations at Lake Drive, Cooks Bridge (Milo Circle), Warren Street 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, 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 equipment. The station has heat, but no dehumidifier or ventilation. Problems have also occurred with roots and rags clogging pumps.									

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Department Capital Request CIP-DCR					
Title	Sewer Pump Station Improvements/Replacement	Department	Public Works – Sewer	Fiscal Year	2015
The schedule for the CIP has been adjusted based on the changing needs of these stations. The schedule for improvement/replacement has been extended to better accommodate appropriate work levels. Additionally, in 2012 repairs were made to Cooks Bridge that will extend the life of the station allowing the work to be pushed back from FY15/FY16. The West St Pump Station has been added to the FY 15 submission due to the need to replace a programmable logistic controller (PLC). The PLC received input data from various sensors that is used for the automation of electromechanical processes within the pump station. The PLC also stores important data. The station is currently operating with a back-up controller that is basic in design. It controls the on/off operations of the pump only. The controller does not record data (flows and alarms) and there is no digital display of the operations (wet well level, mode of operations, etc.).					
FY15	West St – PLC Replacement				\$90,000
FY 16	Reservoir St. "A" – Engineering, Design & Construction				\$333,000
FY 18	Alden Rd – Engineering, Design, & Construction				\$348,200
<u>Out Years:</u>					
FY 20	Lake Drive – Engineering, Design & Construction				\$382,500
FY 21	Cooks Bridge - Engineering & Design				\$345,000
FY 22	Cooks Bridge - Construction				\$3,370,500
FY2015-FY2018 Version					

Town of Needham
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Department Capital Request CIP-DCR						
Title	14 inch Water Main Replacement	Department	Public Works-Water			
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	14 inch Water Main Replacement							Department	Public Works-Water					
Useful Life	V		Primary Reason			3,5		Operating Budget Impact				C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses			Column C				
FY2014			Intangibles											
FY2015			Equipment											
FY2016			Design & Engineering			400,000								
FY2017			Construction Expenses											
FY2018		400,000	Other Expenses*											
Total														
	\$400,000		Total			\$400,000		Total						
Attached Schedules														
	CF			CX			LS			SI		SS		
Description and Justification														
This request it 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 and Central Avenue to the intersection of School Street and Chestnut Street. Engineering and Design: \$400,000 FY 2020 Funding is proposed for the construction of the remaining water main. Construction: \$4,000,000 SRF Funding may be available for this project and Public Works will submit an application to complete the project.														
FY2014-FY2018 Version														

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR						
Title	Water Supply Development	Department	Public Works-Water			
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	

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Department Capital Request CIP-DCR													
Title	Water Supply Development						Department	Public Works-Water					
Useful Life	V		Primary Reason		4		Operating Budget Impact				B		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C				
FY2014			Intangibles										
FY2015	200,000		Equipment										
FY2016	500,000		Design & Engineering		200,000								
FY2017			Construction Expenses		500,000								
FY2018			Other Expenses*										
Total													
	\$700,000		Total		\$700,000		Total		\$				
Attached Schedules													
		CF		CX		LS		SI		SS			
Description and Justification													
Replacement of Well # 3 In April 2013 the Town redeveloped Well # 3 and was able to restore the yield of the well to approximately one third of its original capacity. The original capacity of the well was 50 gallons per foot, and the redevelopment was able to bring the well up to 18 gallons per foot. Prior to the redevelopment the yield of the well was 5 gallons per foot, and this had been redeveloped in 2009. Since this last redevelopment in April 2013, the well is already showing signs of losing further capacity, and is pumping 15 gallons per foot as of September 2013. This well is the least productive of the three wells. The Water & Sewer Division is recommending that this funding request, that had initially been submitted for the development of a fourth well be redirected to the replacement of Well #3. The permitting process with MassDEP for this replacement, rather than the establishment of a new well, would be considerably shorter, 1-2 years, rather than the 7-10 year process for establishing a new well. The funding for FY 15 would be for the design and engineering of a replacement well, and the funding for FY 16 would be for the construction of that well. Proposed Well #4 – Future Project This project would be to install a fourth well at the Charles River Well Field that will provide for reliability and redundancy while other wells are taken offline for routine maintenance or repair. The Well Field is presently at full capacity when all three wells are operational. This fourth well would allow the Town to continue to operate to its full capacity. Previously, when the system as at peak demand and a well was taken offline, the Town had to rely on MWRA water source to meet its daily demands. This redundant well will allow the Town to be more 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. The development of a fourth well should be delayed until Well #3 is replaced.													
FY2014-FY2018 Version													

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Department Capital Request CIP-DCR							
Title	Water Service Connections	Department	Public Works – Water	Fiscal Year	2015		
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
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Department Capital Request CIP-DCR																							
Title	Water Service Connections				Department	Public Works – Water		Fiscal Year	2015														
Useful Life		V	Primary Reason		3	Operating Budget Impact			C														
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 FY 2014 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>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> </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
Year	Number of Services Replaced																						
CY 2007	126																						
CY 2008	170																						
CY 2009	174																						
CY 2010	17																						
CY 2011	145																						
CY 2012	102																						
FY2015-FY2018 Version																							

Town of Needham
Capital Improvement Plan
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Department Capital Request CIP-DCR						
Title	Filter Media Replacement	Department	Public Works – Water	Fiscal Year	2015	
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
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Department Capital Request CIP-DCR									
Title	Filter Media Replacement				Department	Public Works – Water		Fiscal Year	2015
Useful Life	III	Primary Reason			3	Operating Budget Impact			C
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
Year 1	238,050		Intangibles			Enter description			
Year 2			Equipment			Enter description			
Year 3			Design & Engineering			Enter description			
Year 4			Construction Expenses	238,050		Enter description			
Year 5			Other Expenses*			Enter description			
Column A Total	\$238,050		Column B Total	\$238,050		Column C Total			
Equipment Schedule									
		Yes	☐	No	☐	NA	☐	X	☐
Description and Justification									
The filter media greensand is used for manganese removal at the Charles River Water Treatment Facility. Greensand must be replaced frequently and requires additional potassium inputs. A new product, Greensand Plus, is a synthetic alternative to natural greensand that can withstand wider variations in operating conditions and has an extended life. Further, Greensand Plus does not require additional potassium inputs. The Town completed the first of four conversions to Greensand Plus in FY13. The second conversion was approved for FY14. The greensand lasts for approximately 15 years so the next scheduled replacement will be around FY 2028. It was discovered at the time of installation that there were additional costs for repairing the exposed screen that had not been originally factored in to this request. The Water Division is requesting to combine the funding requests for the two remaining filters because of the time required to stage each filter media replacement. Replacing the media in two of the filters simultaneously will save money in set up time and purchases of potassium additives. FY 14 Original Estimate was \$75,000 FY 14 Revised Estimate & Appropriation \$115,000 based on actual bid results FY 15 Estimated Cost per Filter Replacement \$119,025									
FY2015-FY2018 Version									

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Department Capital Request CIP-DCR							
Title	Fire Flow Improvements	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		

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Department Capital Request CIP-DCR									
Title	Fire Flow Improvements				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	504,000	Equipment			Enter description				
Year 3	2,239,000	Design & Engineering		427,575	Enter description				
Year 4	0	Construction Expenses		2,422,925	Enter description				
Year 5	0	Other Expenses*			Enter description				
Column A Total	\$2,850,500	Column B Total		\$2,850, 500	Column C Total				
Equipment Schedule									
		Yes	☐	No	☐	NA	☐	X	☐
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 and FY18 estimates provided are 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 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									
FY2015-FY2018 Version									

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Department Capital Request CIP-DCR							
Title	Water System Rehabilitation Program	Department	Public Works – Water	Fiscal Year	2015		
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	V	Primary Reason	3, 5	Operating Budget Impact	C		

Town of Needham
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Department Capital Request CIP-DCR																																																
Title	Water System Rehabilitation Program			Department	Public Works – Water			Fiscal Year	2015																																							
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C																																								
Year 1	91,000		Intangibles			Enter description																																										
Year 2	820,500		Equipment			Enter description																																										
Year 3	40,000		Design & Engineering	167,500		Enter description																																										
Year 4	399,750		Construction Expenses	1,220,250		Enter description																																										
Year 5	36,500		Other Expenses*			Enter description																																										
Column A Total	\$1,387,750		Column B Total	\$1,387,750		Column C Total																																										
Equipment Schedule																																																
			Yes	☐	No	☐	NA	☐	X																																							
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. Previously Funded Projects - Completed <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">2007</td> <td style="width: 80%;">Charles River St 14" Water Main Cleaning & Relining</td> <td style="width: 10%; text-align: right;">\$348,509</td> </tr> <tr> <td>2008</td> <td>Construction Engineering Services Dunster Water Tank</td> <td style="text-align: right;">\$46,000</td> </tr> <tr> <td>2008</td> <td>Construction/Inspection/Engineering Services Phase I 14" Water Main Cleaning & Relining Charles River St</td> <td style="text-align: right;">\$77,600</td> </tr> <tr> <td>2009</td> <td>Chapel St & May St Engineering Design</td> <td style="text-align: right;">\$93,500</td> </tr> <tr> <td>2009</td> <td>16" Water Main/Remove & Replace on Charles River St (Grove to Marked Tree)</td> <td style="text-align: right;">\$807,661</td> </tr> <tr> <td>2009</td> <td>Pickering St. 8" Water Main Replacement/Engineering & Design</td> <td style="text-align: right;">\$69,300</td> </tr> <tr> <td>2009</td> <td>16" Water Main Construction Engineer Services DWRP #3157</td> <td style="text-align: right;">\$150,940</td> </tr> <tr> <td>2009</td> <td>Chapel/May Water Main Replacement</td> <td style="text-align: right;">\$690,860</td> </tr> <tr> <td>2010</td> <td>Pickering St & Garden Street St Water Main Construction</td> <td style="text-align: right;">\$521,338</td> </tr> <tr> <td>2012</td> <td>Highland Ave Water Main Replacement Webster to Sachum Rd Design</td> <td style="text-align: right;">\$29,300</td> </tr> <tr> <td>2012</td> <td>Highland Ave Water Main Replacement, Webster to Muzi Ford, Const.</td> <td style="text-align: right;">\$519,628</td> </tr> <tr> <td>2012</td> <td>Lincoln St Water Main Replacement Design</td> <td style="text-align: right;">\$23,125</td> </tr> <tr> <td>2012</td> <td>16" Water Main Replacement Design (Chestnut & Oak)</td> <td style="text-align: right;">\$29,300</td> </tr> </table>										2007	Charles River St 14" Water Main Cleaning & Relining	\$348,509	2008	Construction Engineering Services Dunster Water Tank	\$46,000	2008	Construction/Inspection/Engineering Services Phase I 14" Water Main Cleaning & Relining Charles River St	\$77,600	2009	Chapel St & May St Engineering Design	\$93,500	2009	16" Water Main/Remove & Replace on Charles River St (Grove to Marked Tree)	\$807,661	2009	Pickering St. 8" Water Main Replacement/Engineering & Design	\$69,300	2009	16" Water Main Construction Engineer Services DWRP #3157	\$150,940	2009	Chapel/May Water Main Replacement	\$690,860	2010	Pickering St & Garden Street St Water Main Construction	\$521,338	2012	Highland Ave Water Main Replacement Webster to Sachum Rd Design	\$29,300	2012	Highland Ave Water Main Replacement, Webster to Muzi Ford, Const.	\$519,628	2012	Lincoln St Water Main Replacement Design	\$23,125	2012	16" Water Main Replacement Design (Chestnut & Oak)	\$29,300
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Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR					
Title	Water System Rehabilitation Program	Department	Public Works – Water	Fiscal Year	2015
2013	Grant St./Junction St. to Dedham Ave. – New 8’ (2500 lf) – Eng. & Design			\$33,000	
In-Progress	Grant St. – New 8’ (2500 lf) - Construction			\$498,914 (Contract)	
In-Progress	Lincoln St. – Construction			\$382,304 (Contract)	
In-Progress	16” Water Main @ School St, Chestnut St, & Oak St – Eng. & Design			\$11,800 (Contract)	
<u>FY15</u>					
	Pleasant St./Howland St. to Dedham Ave. – New 8” (1160 lf) – Eng. & Design		\$91,000		
	Norfolk St./Warren St. to Webster St. – New 8” (1300 lf) – Eng. & Design				
<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				
<u>FY18</u>					
	Alfreton Rd./Highland Ave to Webster – Construction		\$399,750		
	Bennington St./High St. to Concord St. – Construction				
<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>Future Projects after FY19:</u>					
<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				

Town of Needham
Capital Improvement Plan
January 2014

Department Capital Request CIP-DCR					
Title	Water System Rehabilitation Program	Department	Public Works – Water	Fiscal Year	2015
<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					
<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					

Extraordinary Capital Submissions

Section 8

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

Title	Department	Group	Page
Alphabetical by Title (sort)			
Emery Grover School Administration Building Renovation	Needham Public Schools	Public Schools	8-01
High School Classroom Expansion/Reconfiguration	Needham Public Schools	Public Schools	8-13
Hillside Elementary School Renovation	Needham Public Schools	Public Schools	8-07
Mitchell Elementary School Renovation/Replacement	Needham Public Schools	Public Schools	8-10
Modular School	Needham Public Schools	Public Schools	8-04
Open Space Purchase	Parks & Recreation	Community Services	8-16
Renovations to Rosemary Pool	Parks & Recreation	Community Services	8-18

Town of Needham
Capital Improvement Plan
January 2014

Extraordinary Capital Project CIP-XCP									
Title	Emery Grover School Administration Building Renovation					Fiscal Year		2019	
Requestor	Needham Public Schools								
Location	1330 Highland Avenue, Needham					Project Category		B	
Funding	General Fund	CPA Eligible	Yes	X	No	Initial Submission		FY14	
Partners	None								
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 \$4.7 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 5% per year to the anticipated start date. A cost summary is presented below.								

Town of Needham
Capital Improvement Plan
January 2014

Extraordinary Capital Project CIP-XCP										
Title	Emery Grover School Administration Building Renovation					Fiscal Year		2019		
	Emery Grover Project Cost Estimated, Based on 2013 DesignLAB Study Scheduled opening: September 2019									
	80,650 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 @ 5%	30,000	7,484,978	1,367,127	875,700	422,625	10,180,430	\$479	5,188,413	
	FY15 Cost Multiplier @ 5%	30,000	7,859,226	1,435,484	919,485	443,756	10,687,951	\$503	5,447,834	
	FY16 Cost Multiplier @ 5%	30,000	8,252,188	1,507,258	965,459	465,944	11,220,849	\$528	5,720,226	
	FY17 Cost Multiplier @ 5%	30,000	8,664,797	1,582,621	1,013,732	489,241	11,780,391	\$555	6,006,237	
	FY18 Cost Multiplier @ 5%	30,000	9,098,037	1,661,752	1,064,419	513,703	12,367,911	\$582	6,306,549	
	FY19 Cost Multiplier @ 5%	30,000	9,552,939	1,744,839	1,117,640	539,388	12,984,806	\$611	6,621,876	
	FY20 Cost Multiplier @ 5%	30,000	10,030,586	1,832,081	1,173,522	566,358	13,632,547	\$642	6,952,970	
	TOTAL PROJECT COST	30,000	10,030,586	1,832,081	1,173,522	566,358	13,632,547	\$642	6,952,970	
	TOTAL COST (ROUNDED)	30,000	10,030,600	1,832,200	1,173,500	566,400	13,632,700	\$642	6,953,000	
	Project Funding Schedule		FY13	FY20	Total					
	Pre-Design Costs (Nov 2013)		30,000			30,000				
	Engineering & Design			1,832,200		1,832,200				
	Construction			11,770,500		11,770,500	6,953,000	CPA Share @51% *		
	Close Out Costs		-	-	-	-	6,679,700	Needham Share		
	Total		30,000	13,602,700	-	13,632,700	13,632,700			
	Square Footage		21,235							
	Anticipated Result									
Alternatives										
Purpose		Timeline		Method to Determine Cost		Project Budget				
Acquisition				Consultant		A, D, & E	\$1,862,200			
New Construction Addition	Feasibility	FY13	Industry References		Site Development	\$1,173,500				
Reconstruction or Repair	Design/Permitting	FY19	In-House		General Contractor	\$10,030,600				
Court, Federal or State Order	Construction Phase	FY20-21	Other		Project Management	See Above				
Health or Safety	Close Out Process				F, F, & E	\$566,400				
New Technology	Total Project Duration	3-4 Years			Technology	See Above				
Performance Measure					Other					
Estimated Useful Life→					Total Budget	\$13,632,700				
Project Funding Schedule										
Cost Type	Year 1	Year 2	Year 3	Year 4	Total					
Pre Design					\$30,000					
Acquisition										
Engineering & Design					\$1,832,200					
Construction					\$11,770,500					
Soft Cost										

Town of Needham
Capital Improvement Plan
January 2014

Extraordinary Capital Project CIP-XCP									
Title	Emery Grover School Administration Building Renovation					Fiscal Year	2019		
Close Out									
Total									\$13,632,700
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									
PPBC will manage the 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 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	To Be Determined								
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% Constr & Soft Costs)	\$6,953,000								
TOTAL									
Explanations									
FY2015-FY2019 Version									

Town of Needham
Capital Improvement Plan
January 2014

Extraordinary Capital Project CIP-XCP								
Title	Temporary Modular School						Fiscal Year	2015
Requestor	Needham Public Schools							
Location	TBD						Project Category	B
Funding	General Fund	CPA Eligible	Yes		No		Initial Submission	FY15
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 both the Hillside and Mitchell schools, renovating/reconstructing these schools will require moving students off site, while the buildings are under construction. This is a placeholder request for a temporary modular elementary school for 500 students, 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 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 an elevator. Estimated costs include the installation of an underground stormwater management system, the installation of a 5,000 sq. ft. 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 Townwide projects. (The Hillside Project would displace children for two years, FY18 and FY19, before the new school would be opened in September 2019. The Mitchell Project would displace children in FY20 and FY21, before the new school would be opened in September 2021.)							
	Project timing is based on the following schedule, which occurs in conjunction with the Hillside Project schedule: FY15 – Town Meeting Appropriates for Schematic Design (May. 2014); OPM & Designer Selection (July – Sept., 2014) FY15/FY16 – Design and Permitting Completed (Oct. 2014 – Dec. 2015) FY16 – Debt Exclusion Override (Apr. 2016) FY17 - Design & Construction Budget Appropriated (May 2016); Modular Contract Award/ Order Placed (July 2016); Site Contract Award (Nov. 2016); Modular and Site Construction/ Modular Installation (July 2016 – Aug. 2017) FY18 – Modular Classrooms Open September 2017							
	Project costs are based on a preliminary project budget of \$17.0 million for a 56,296 s.f. two-story temporary modular school suitable for 500 students, developed by Dore & Whittier Architects in 2012. Advancing this estimated cost to FY17 at 5%/year, results in a \$21.73 million project cost, or \$386/sf.							

Town of Needham
Capital Improvement Plan
January 2014

Extraordinary Capital Project CIP-XCP									
Title	Temporary Modular School					Fiscal Year		2015	
	DeFazio Modular School Project Cost Estimated, Based on 2012 Dore & Whittier DeFazio PreFeasibility Study Scheduled opening: September 2017								
	80,650 SF Building	Feasibility	Construction *	A / E	FF&E	Other Soft	Contingency	Total	Cost /SF
	FY 2012 Project Cost (D&W)	-	12,160,884	2,432,177	-	-	2,432,177	17,025,238	
	TOTAL	-	12,160,884	2,432,177	-	-	2,432,177	17,025,238	\$302
		0%	71%	14%	0%	0%	14%	100%	
	FY13 Cost Multiplier @ 5%	-	12,768,928	2,553,786	-	-	2,553,786	17,876,500	\$318
	FY14 Cost Multiplier @ 5%	-	13,407,375	2,681,475	-	-	2,681,475	18,770,325	\$333
	FY15 Cost Multiplier @ 5%	-	14,077,743	2,815,549	-	-	2,815,549	19,708,841	\$350
	FY16 Cost Multiplier @ 5%	-	14,781,631	2,956,326	-	-	2,956,326	20,694,283	\$368
	FY17 Cost Multiplier @ 5%	-	15,520,712	3,104,143	-	-	3,104,143	21,728,997	\$386
	TOTAL PROJECT COST	-	15,520,712	3,104,143	-	-	3,104,143	21,728,997	\$386
	TOTAL COST (ROUNDED)	-	15,520,700	3,104,200	-	-	3,104,100	21,729,000	\$386
	Project Funding Schedule		FY15	FY17	FY16	Total			
	Pre-Design Costs (Nov 2013)		-			-			
	Engineering & Design		2,000,000	1,104,200		3,104,200			
	Construction			18,624,800		18,624,800			
	Close Out Costs		-	-	-	-			
Total		2,000,000	19,729,000	-	21,729,000				
Square Footage		56,296							
Anticipated Result	Temporary Modular School								
Alternatives									
Purpose		Timeline		Method to Determine Cost		Project Budget			
Acquisition				Consultant	X	A, D, & E		\$3,104,200	
New Construction Addition	X	Feasibility	FY13	Industry References		Site Development		Included Above	
Reconstruction or Repair		Design/Permitting	FY15-FY16	In-House		General Contractor		\$18,624,800	
Court, Federal or State Order		Construction Phase	FY17	Other		Project Management		Included Above	
Health or Safety		Close Out Process	FY17			F, F, & E		Included Above	
New Technology		Total Project Duration				Technology		Included Above	
Performance Measure						Other			
Estimated Useful Life→						Total Budget		\$21,729,000	
Project Funding Schedule									
Cost Type		Year 1	Year 2	Year 3		Year 4		Total	
Pre Design									
Acquisition									
Engineering & Design		\$2,000,000	\$1,104,200					\$3,104,200	
Construction			\$18,624,800					\$18,624,800	
Soft Cost									
Close Out									

Town of Needham
Capital Improvement Plan
January 2014

Extraordinary Capital Project CIP-XCP									
Title		Temporary Modular School				Fiscal Year		2015	
Total		\$2,000,000		\$19,729,000				\$21,729,000	
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 Hillside & Mitchell School Renovation/Reconstruction projects. PPBC will manage the all phases of this project. New technology will be included in the FF&E budget. Aging, overcrowded schools could negatively impact property tax receipts. Potential increase in facility maintenance/operational expenses, with addition of temporary modular school.									
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		To Be Determined							
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 NA									
TOTAL									
Explanations									
FY2015-FY2019 Version									

Town of Needham
Capital Improvement Plan
January 2014

Extraordinary Capital Project CIP-XCP								
Title	Hillside Elementary School Renovation / Replacement						Fiscal Year	2015
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, with modular classrooms leased for a two-year period to house students during the construction phase (Option 1A.2c.) 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. Project timing is based on the following schedule: FY13 – Statement of Interest Submitted to MSBA (Mar. 2013); FY14 - MSBA Project Review (Sept.-Dec., 2013); MSBA Invitation to Enter Eligibility Period (Jan.-Feb., 2014); MSBA 270-Day Eligibility Period (Feb. 2014 - Oct. 2014) FY15 – Town Meeting Appropriates for Feasibility Design (May. 2014); Invitation to Enter Feasibility Stage (June, 2014); OPM & Designer Selection (July – Oct., 2014) FY15/FY16 - Feasibility Study Completed (Nov. 2014 – Oct. 2015) FY16 – Debt Exclusion Override (Apr. 2016) FY17 - Design & Construction Budget Appropriated (May 2016); Schematic Design/Bid Documents Developed (June 2016 – Mar. 2017) FY17-FY19 – Project Bidding (Mar.- Apr., 2017); Contract Award (May 2017); Construction (July 2017 – July 2019) FY20 – Hillside Opens September 2019 Project costs are based on a preliminary project budget of \$39.5 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, plus \$650,000 for feasibility design. (The preliminary project budget reflects Pre-Feasibility Study Option 1A.2c, excluding the \$3.6 million modular classroom expense.) 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 at 5%/year, results in a \$56.4 million project cost, or \$699/sf. Needham could receive MSBA funding for this project at \$22.6 million (40% of project costs, excluding modular expense.) 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 the Hillside Elementary School Renovation and would provide swing space for students during construction that could also be used to house Mitchell students, when that school is renovated. The submission of the modular classrooms as a stand-alone project is in lieu of the \$3.6 million modular classroom lease expenses identified in the preliminary Hillside project budget.							

Town of Needham
Capital Improvement Plan
January 2014

Extraordinary Capital Project CIP-XCP									
Title	Hillside Elementary School Renovation / Replacement						Fiscal Year	2015	
	Hillside Project Cost Estimated, Based on 2012 Dore & Whittier PreFeasibility Study Scheduled opening: September 2019								
	80,650 SF Building	Feasibility	Construction *	A / E	FF&E	Other Soft	Contingency	Total	Cost / SF
	FY 2012 Project Cost (D&W)	650,000	25,855,250	3,682,000	1,168,800	3,681,663	4,418,288	39,456,000	
	FY 2012 Env'tl Remediation (D&W)	-	801,000	-	-	-	-	801,000	
	TOTAL	650,000	26,656,250	3,682,000	1,168,800	3,681,663	4,418,288	40,257,000	\$499
		2%	66%	9%	3%	9%	11%	100%	
	FY13 Cost Multiplier @ 5%	650,000	27,989,063	3,866,099	1,227,240	3,865,746	4,639,202	42,237,350	\$524
	FY14 Cost Multiplier @ 5%	650,000	29,388,516	4,059,404	1,288,602	4,059,033	4,871,163	44,316,718	\$549
	FY15 Cost Multiplier @ 5%	650,000	30,857,941	4,262,375	1,353,032	4,261,985	5,114,721	46,500,053	\$577
	FY16 Cost Multiplier @ 5%	650,000	32,400,838	4,475,493	1,420,684	4,475,084	5,370,457	48,792,556	\$605
	FY17 Cost Multiplier @ 5%	650,000	34,020,880	4,699,268	1,491,718	4,698,838	5,638,980	51,199,684	\$635
	FY18 Cost Multiplier @ 5%	650,000	35,721,924	4,934,231	1,566,304	4,933,780	5,920,928	53,727,168	\$666
	FY19 Cost Multiplier @ 5%	650,000	37,508,021	5,180,943	1,644,619	5,180,469	6,216,975	56,381,026	\$699
	TOTAL PROJECT COST	650,000	37,508,021	5,180,943	1,644,619	5,180,469	6,216,975	56,381,026	\$699
	TOTAL COST (ROUNDED)	650,000	37,508,000	5,181,000	1,644,600	5,180,500	6,217,000	56,381,100	\$699
	* Excludes \$3.6M Modular Lease								
	Project Funding Schedule								
			FY15	FY17	FY16	Total			
	Pre-Design Costs (Nov 2013)		650,000			650,000			
	Engineering & Design			5,181,000		5,181,000			
	Construction			50,550,100		50,550,100		22,552,440	MSBA Share @ 40%
	Close Out Costs		-	-	-	-		33,828,660	Needham Share @ 60%
Total		650,000	55,731,100	-	56,381,100		56,381,100		
* Excludes \$3.6M Modular Lease									
Square Footage		80,650							
Anticipated Result									
Alternatives									
Purpose		Timeline		Method to Determine Cost		Project Budget			
Acquisition				Consultant	X	A, D, & E		\$5,831,000	
New Construction Addition		Feasibility	FY15-FY16	Industry References		Site Development		Included in Above	
Reconstruction or Repair	X	Design/Permitting	FY17	In-House		General Contractor		\$48,906,100	
Court, Federal or State Order		Construction Phase	FY17-FY19	Other		Project Management		Included in Above	
Health or Safety		Close Out Process	FY20			F, F, & E		\$1,644,000	
New Technology		Total Project Duration	7 Years			Technology		Included in Above	
Performance Measure						Other			
Estimated Useful Life→						Total Budget		\$56,381,100	
Project Funding Schedule									
Cost Type	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design	\$650,000				\$650,000				
Acquisition									
Engineering & Design			\$5,181,000		\$5,181,000				
Construction			\$50,550,100		\$50,550,100				
Soft Cost									

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Extraordinary Capital Project CIP-XCP									
Title	Hillside Elementary School Renovation / Replacement					Fiscal Year		2015	
Close Out									
Total		\$650,000		\$55,731,100				\$56,381,100	
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?								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. PPBC will manage the 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	To Be Determined								
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 @ 40% - Construction	\$22,552,440 (Reimbursement)								
TOTAL									
Explanations									
FY2015-FY2019 Version									

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Extraordinary Capital Project CIP-XCP								
Title	Mitchell Elementary School Renovation / Replacement						Fiscal Year	2017
Requestor	Needham Public Schools							
Location	187 Brookline Street, Needham						Project Category	B
Funding	General Fund	CPA Eligible	Yes		No	X	Initial Submission	F14
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 additional 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, with modular classrooms leased for a two-year period to house students during the construction phase (Option 1A.2c.) 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. Project timing is based on the following schedule: FY15 – Statement of Interest Submitted to MSBA (Mar. 2015); FY16 - MSBA Project Review (Sept.-Dec., 2015); MSBA Invitation to Enter Eligibility Period (Jan.-Feb., 2016); MSBA 270-Day Eligibility Period (Feb. 2016 - Oct. 2017) FY17 – Town Meeting Appropriates for Feasibility Design (May. 2016); Invitation to Enter Feasibility Stage (June, 2016); OPM & Designer Selection (July – Oct., 2016) FY17/FY18 - Feasibility Study Completed (Nov. 2016 – Oct. 2017) FY18 – Debt Exclusion Override (Apr. 2018) FY19 - Design & Construction Budget Appropriated (May 2018); Schematic Design/Bid Documents Developed (June 2018 – Mar. 2019) FY19-FY21 – Project Bidding (Mar.- Apr., 2019); Contract Award (May 2019); Construction (July 2019 – July 2021) FY22 – Hillside Opens September 2021 Project costs are based on a preliminary project budget of \$39.9 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, plus \$650,000 for feasibility design. (The preliminary project budget reflects Pre-Feasibility Study Option 1A.2c, excluding the \$6.2 million modular classroom expense.) Advancing this estimated cost to FY21 at 5%/year, results in a \$62.6 million project cost, or \$761/sf. Needham could receive MSBA funding for this project at \$25.0 million (40% of project costs, excluding modular expense.) 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 the Hillside Elementary School Renovation and would provide swing space for students during construction of both schools. The submission of the modular classrooms as a stand-alone project is in lieu of the \$6.2 milliion modular classroom lease expenses identified in the preliminary Mitchell project budget.							

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Extraordinary Capital Project CIP-XCP									
Title	Mitchell Elementary School Renovation / Replacement						Fiscal Year	2017	
	Mitchell Project Cost Estimated, Based on 2012 Dore & Whittier PreFeasibility Study Scheduled opening: September 2021								
	82,227 SF Building	Feasibility	Construction *	A / E	FF&E	Other Soft	Contingency	Total	Cost / SF
	FY 2012 Project Cost (D&W)	650,000	25,882,425	4,010,303	1,207,200	4,010,708	4,812,364	40,573,000	
	TOTAL	650,000	25,882,425	4,010,303	1,207,200	4,010,708	4,812,364	40,573,000	\$493
	High Rock Project Proration		72%	6%	3%	4%	12%	100%	
	FY13 Cost Multiplier @ 5%	650,000	27,176,546	4,210,818	1,267,560	4,211,243	5,052,982	42,569,150	\$518
	FY14 Cost Multiplier @ 5%	650,000	28,535,374	4,421,359	1,330,938	4,421,806	5,305,631	44,665,108	\$543
	FY15 Cost Multiplier @ 5%	650,000	29,962,142	4,642,427	1,397,485	4,642,896	5,570,913	46,865,863	\$570
	FY16 Cost Multiplier @ 5%	650,000	31,460,249	4,874,548	1,467,359	4,875,041	5,849,459	49,176,656	\$598
	FY17 Cost Multiplier @ 5%	650,000	33,033,262	5,118,276	1,540,727	5,118,793	6,141,931	51,602,989	\$628
	FY18 Cost Multiplier @ 5%	650,000	34,684,925	5,374,190	1,617,763	5,374,732	6,449,028	54,150,638	\$659
	FY19 Cost Multiplier @ 5%	650,000	36,419,171	5,642,899	1,698,652	5,643,469	6,771,479	56,825,670	\$691
	FY20 Cost Multiplier @ 5%	650,000	38,240,130	5,925,044	1,783,584	5,925,642	7,110,053	59,634,454	\$725
	FY21 Cost Multiplier @ 5%	650,000	40,152,136	6,221,296	1,872,763	6,221,924	7,465,556	62,583,676	\$761
	TOTAL PROJECT COST	650,000	40,152,136	6,221,296	1,872,763	6,221,924	7,465,556	62,583,676	761
	TOTAL COST (ROUNDED)	650,000	40,152,100	6,221,300	1,872,800	6,221,900	7,465,600	62,583,700	\$761
	* Excludes \$6,200,000 modular classroom expenses								
	Project Funding Schedule		FY17	FY19	FY20	Total			
	Pre-Design Costs (Nov 2015)		650,000			650,000			
	Engineering & Design			6,221,300		6,221,300			
	Construction			55,712,400		55,712,400		25,033,480	MSBA Share @ 40%
	Close Out Costs		-	-	-	-		37,550,220	Needham Share @ 60%
	Total		650,000	61,933,700	-	62,583,700		62,583,700	
					62,583,700				
Square Footage		82,227							
Anticipated Result									
Alternatives									
Purpose		Timeline		Method to Determine Cost		Project Budget			
Acquisition				Consultant	X	A, D, & E		\$6,871,300	
New Construction Addition		Feasibility	FY17-FY18	Industry References		Site Development		Included in Above	
Reconstruction or Repair	X	Design/Permitting	FY19	In-House		General Contractor		\$53,839,600	
Court, Federal or State Order		Construction Phase	FY19-FY21	Other		Project Management		Included in Above	
Health or Safety		Close Out Process	FY22			F, F, & E		\$1,872,800	
New Technology		Total Project Duration	7 Years			Technology		Included in Above	
Performance Measure						Other		Included in Above	
Estimated Useful Life→						Total Budget		\$62,583,700	
Project Funding Schedule									
Cost Type	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design			\$650,000		\$650,000				
Acquisition									
Engineering & Design					\$6,221,300				
Construction					\$55,712,400				
Soft Cost									

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Extraordinary Capital Project CIP-XCP									
Title	Mitchell Elementary School Renovation / Replacement					Fiscal Year		2017	
Close Out									
Total					\$650,000				\$62,583,700
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. PPBC will manage the 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	To Be Determined								
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 @ 40% - Construction	\$25,033,480 (Reimbursement)								
TOTAL									
Explanations									
FY2015-FY2019 Version									

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Extraordinary Capital Project CIP-XCP									
Title	NHS Classroom Expansion / Reconfiguration						Fiscal Year	2016	
Requestor	School Department								
Location	1330 Highland Avenue, Needham						Project Category	B	
Funding	General Fund	CPA Eligible	Yes	X	No		Initial Submission		
Partners									
Project Description	This project is to request funding to reconfigure four existing classrooms and install six new modular classrooms at Needham High School to support an anticipated increase in enrollment of 137 students by September 2015. In that year, enrollment is anticipated to be 1,744, based on the November 2012 Future School Needs Committee Report. Anticipated enrollment is expected to remain at or over 1700 students through FY23. The existing capacity of the school is 1450. The overall request is divided into two components. The first request is for \$408,500 to reconfigure approximately four existing spaces to immediate classroom use, to accommodate the incoming students in September 2015 (FY16). The reconfiguration request includes \$108,500 to convert a language lab and a writing lab to classroom space (requiring the purchase of a mobile technology solution for both spaces) and \$300,000 to install moveable wall in two large rooms that will be subdivided to create two classroom spaces each (#707 and 728.) (The moveable walls require structural bracing to support the weight of the partitions.) The second component is \$1,706,000 to install six 800 sf modular classrooms in the inner courtyard space in Fall of 2016 (FY17), per the attached conceptual diagram. The six classrooms will be stacked in two levels of three classroom each, corresponding to two existing floors of the NHS building. They 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 construction for the modular classrooms is estimated at \$200/sf, while the more complicated modular connection is estimated to cost \$300/sf. The cost estimates were provided by Drummey Rosane Anderson Architects, 2013 and have been escalated as follows:								

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Extraordinary Capital Project CIP-XCP							
Title	NHS Classroom Expansion / Reconfiguration			Fiscal Year	2016		
	NHS Classroom Reconfiguration Scheduled FY16						
	Purchase Options	Modular Construction	Modular A / E	Classroom Reconfiguration	Reconfig A / E	Technology	Total
	2013 Project Cost	1,432,500	114,600	270,000	30,000	108,500	1,955,600
	TOTAL	1,432,500	114,600	270,000	30,000	108,500	1,955,600
	2014 Cost Escalation @ 5%	71,625	5,730	-	-	N/A	
	2015 Cost Escalation @ 5%	75,206	6,017	-	-	N/A	
	2016 Project Cost	1,579,331	126,347	270,000	30,000	108,500	2,114,178
	TOTAL	1,579,500	126,500	270,000	30,000	108,500	2,114,500
	Project Funding Schedule	FY15	FY16	FY17	FY18	FY19	Total
	Engineering & Design	-	156,500	-	-	-	156,500
	Construction	-	1,849,500	-	-	-	1,849,500
	FF&E	-	108,500	-	-	-	108,500
	Total	-	2,114,500	-	-	-	2,114,500
	Anticipated Result						
	Alternatives						
Purpose	Timeline		Method to Determine Cost		Project Budget		
Acquisition			Consultant	X	A, D, & E	\$156,500	
New Construction Addition	Feasibility		Industry References		Site Development	\$0	
Reconstruction or Repair	X	Design/Permitting	FY16	In-House	General Contractor	\$1,849,500	
Court, Federal or State Order		Construction Phase	FY17	Other	X	Project Management	Included Above
Health or Safety		Close Out Process			F, F, & E	\$0	
New Technology		Total Project Duration			Technology	\$108,500	
Performance Measure					Other	\$0	
Estimated Useful Life→					Total Budget	\$2,114,500	
Project Funding Schedule							
Cost Type	Year 1	Year 2	Year 3	Year 4	Total		
Pre Design	\$0						
Acquisition	\$0						
Engineering & Design	\$156,500						
Construction	\$1,958,000						
Soft Cost	Included Above						
Close Out							
Total	\$2,114,500						
Project Manager Title→							

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Extraordinary Capital Project CIP-XCP									
Title	NHS Classroom Expansion / Reconfiguration				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?			
						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->						Unknown			
Other Considerations									
The modular classrooms will require electricity to heat and light and therefore, will increase the overall electricity consumption at NHS. Extent of increase unknown. The PPBC will manage this project.									
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	Unknown Utilities (Electrical)								
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs									
GRAND TOTAL	Unknown Utilities (Electrical)								
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 N/A									
2									
3									
4									
5									
TOTAL									
Explanations									
FY2015-FY2019 Version									

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Extraordinary Capital Project CIP-XCP											
Title	Purchase of Open Space						Fiscal Year		2015		
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 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→											
Operational Budget Considerations									YES	NO	
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									☒	☐	

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Extraordinary Capital Project CIP-XCP												
Title	Purchase of Open Space	Fiscal Year	2015									
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												
FY2015-FY2019 Version												

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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 2014

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			Intangibles							
Year 2			Equipment							
Year 3			Design & Engineering							
Year 4			Construction Expenses							
Year 5			Other Expenses*							
Column A Total		\$8,000,000	Column B Total		\$8,000,000	Column C Total				
Equipment Schedule										
	Yes	☐	No	☐	NA	☒	X			
Description and Justification										
The feasibility study for the future of Rosemary Pool is nearing completion as this request is written. The requested funding is a rough estimate as no option has been chosen, but the project has been submitted to insure that all are aware of the important time frame. 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. The study has looked at four major options for the Pool. All options would eliminate the need to drain the pool every spring. The options are: (a) building a new pool outside of the lake, with a possible option for year-round facility; (b) a major renovation within the current structure; (c) minor renovations to be eligible to receive permits from DEP and MA Dept of Public Health; and (d) removal of the pool, with an alternate option to make improvements to restore swimming in the lake. In addition to the pool options, the study looks at renovations to the building, from minor code improvements, to seasonal renovations, to adaptation of the building into a four-season programming building. The parking lot options include stormwater improvements, with minor improvements to significant improvements.										
FY2015-FY2018 Version										

Provisional Capital Submissions

Section 9

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

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Town of Needham
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Future Capital Project CIP-FCP											
Title	Property Acquisition										
Department	Office of the Town Manager/Board of Selectmen										
Location	Undetermined										
Estimated Project Cost	Undetermined	Alternative Funding Source	Yes		No		CPA Eligible	Yes		No	
Project Summary											
The Town has identified various parcels for potential acquisition to enhance municipal and school services, and complement existing recreation and/or open space. When parcels become available, the Town reviews the relative value of each parcel to determine whether acquisition is advisable. Some parcels may be eligible for CPA funding. 											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2014

Future Capital Project CIP-FCP											
Title	Police and Fire Department Expansion										
Department	Police										
Location	99 School Street										
Estimated Project Cost	90,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
Police & Fire headquarters, originally built in 1931 was reconstructed twenty five years ago (1988 – 1989). The amount of space that was originally allocated within the building for the police and fire department has not sufficiently provided for changes in personnel, adjustments in operational methods and security requirements. Among the major concerns that exist at this time are: Police 1. Female locker space is not adequate to meet existing and future needs. 2. Evidence and property storage space is not sufficient. 3. Interview space and interview recording requirements must be expanded and improved. 4. Limited public meeting space 5. Separate police and fire dispatch areas (should be combined into one public safety dispatch center) 6. Holding cells do not meet standards Fire 1. Apparatus bays are too small for modern fire trucks 2. Rear maintenance garage too small to perform maintenance work. 3. Dispatch center is not accessible to the public 4. Existing office space is not sufficient for the needs of the administrative staff 5. Storage space is not sufficient. Files, plans and permits are split between two small unsecured basement spaces. 6. Hose tower is no longer necessary due to modern day equipment Since last year further discussion of these issues has taken place to further evaluate the needs of both departments. Senior members of both departments have met with town personnel to obtain an estimate on the cost of a feasibility study. The scope of the study should include a review of the operational needs of both departments, a facility assessment, assessment of spatial needs within existing/ expanded facility, an alternative study for demolition and rebuilding of a new facility, considerations for phasing/swing space, and a cost comparison of addition, renovation or rebuilding. At this time, the project is scheduled for a feasibility study in FY2017. It is estimated that the feasibility assessment would cost \$90,000											

Town of Needham
Capital Improvement Plan
January 2014

Future Capital Project CIP-FCP											
Title	Town Facilities Security System										
Department	Park and Recreation, Police, Public Facilities, Public Works, IT										
Location	Various Parks, Public Facilities and Buildings										
Estimated Project Cost	30,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
This is a proposal to upgrade security at town facilities and properties, including building exteriors, athletic fields, parks, and Rosemary pool. The objective is to increase security at town assets and safeguard town properties, preventing vandalism, or identifying those responsible for damage. Current town systems, within the police department, include a technical platform upon which the proposed security system should be structured. Development of this system is a long term project. Equipment needs at each facility should be assessed. The Recycling Transfer Station is proposed as a potential trial location The security system at Needham High School and High Rock School should be considered part of this system. Security coverage at all school properties should also be given consideration. In FY2013, the Police Department obtained an estimate on the installation of a security system at the RTS. The system involved the installation of cameras and all wiring along with a multi channel recorder. The system would be networkable and would allow the Town to integrate the system into their wired network. It would be programmed and configured to allow the police department or Town to access the system remotely. The estimated cost for the installation of the system at the RTS is \$30,000											

Town of Needham
Capital Improvement Plan
January 2014

Future Capital Project CIP-FCP											
Title	Radio 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	☒	CPA Eligible	Yes	☐	No	☒
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.											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2014

Future Capital Project CIP-FCP											
Title	Pollard School Improvements										
Department	School Department										
Location	200 Harris Avenue										
Estimated Project Cost	TBD	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 included renovation and enlargement of the science and engineering classrooms, updates to the auditorium and reconfiguration of the administration area. The science classrooms are undersized 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. It is anticipated that a Statement of Interest will be filed with the MSBA to initiate a dialog about this facility.											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2014

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 design/engineering of this bridge for FY 15. <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
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Future Capital Project CIP-FCP											
Title	DPW Complex Phase II (470 Dedham Avenue)										
Department	Department of Public Works										
Location	470 Dedham Ave										
Estimated Project Cost	15,083,900	Alternative Funding Source	Yes		No	☒	CPA Eligible	Yes		No	☒
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 until 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. 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 2014

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 2014

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 2014

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	☒	CPA Eligible	Yes		No	☒
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											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
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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	☒	CPA Eligible	Yes	☒	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. 											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2014

Future Capital Project CIP-FCP											
Title	Renovation of Buildings at Camp Property										
Department	Park and Recreation										
Location	Camp Property – adjacent to Rosemary Lake, off of Pennsylvania Avenue										
Estimated Project Cost	\$250,000	Alternative Funding Source	Yes		No	☒	CPA Eligible	Yes	☒	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.											
FY2015 - FY2019 Version											

Town of Needham
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January 2014

Future Capital Project CIP-FCP											
Title	Public Playgrounds										
Department	Park and Recreation										
Location	Various locations										
Estimated Project Cost	\$600,000	Alternative Funding Source	Yes		No	☒	CPA Eligible	Yes	☒	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. 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. Greene's Field has undergone major reconstruction through CPC funding, and new playground equipment valued at \$180,000 has been donated by residents. 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.											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2014

Future Capital Project CIP-FCP											
Title	Improvements to Memorial Park Buildings and Grounds										
Department	Trustees of Memorial Park (submitted by Park and Recreation Director on their behalf)										
Location	Memorial Park – 92 Rosemary Street										
Estimated Project Cost		Alternative Funding Source	Yes	☒	No		CPA Eligible	Yes	☒	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. 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) creation of handicap access to second floor of the building. Residents and organizations have been donating improvements to the concession room, with plans to do some final projects in the upcoming year. A committee is also looking at the possibility of adding a memorial with a listing of names of all Needham residents who gave their lives during wars and conflicts, starting with the Revolutionary War. This project would also make some additional improvements to the memorial area. Some of the projects may be eligible for CPA funding.											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2014

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	☒	CPA Eligible	Yes		No	☒
Project Summary											
The "Additional Recycling Area" at the RTS is in need of a complete overhaul to make it more efficient, attractive, and allow for the collection of additional materials which currently 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. 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. 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: not sure of name) - Rigid plastic (vendor: EL Harvey or other recycling vendor)											
FY2015 - FY2019 Version											

Town of Needham
Capital Improvement Plan
January 2014

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	TBD	Alternative Funding Source	Yes		No	☒	CPA Eligible	Yes		No	☒
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.											

Town of Needham
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January 2014

Future Capital Project CIP-FCP	
Title	Transfer Station Building Renovation and Expansion
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 FY15 CIP has been submitted 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	

Town of Needham
Capital Improvement Plan
January 2014

Future Capital Project CIP-FCP											
Title	DeFazio Park Parking Lot and Tot Lot Improvements										
Department	Public Works - Sewer										
Location	380 Dedham Ave										
Estimated Project Cost	\$10,000,000	Alternative Funding Source	Yes		No	☒	CPA Eligible	Yes		No	☒
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 2014

Future Capital Project CIP-FCP											
Title	Sewer System Inflow & Infiltration Removal										
Department	Public Works - Sewer										
Location	Various										
Estimated Project Cost		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 2014. 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 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 thru deteriorated pipe or manhole structures that by definition 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 and the responsibilities of the homeowner and the potential enforcement actions by the Town, the MWRA, the DEP and the 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.											

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Future Capital Project CIP-FCP	
Title	Sewer System Inflow & Infiltration Removal
2)	The failure of the Town of Needham to address it's I/I while neighboring communities reduce there's will increase the percentage of the cost to Needham.
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	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 scheduled to begin the Fall of 2013. If feasible, then design and construction funding will be requested. Construction costs cannot be determined at this time.											
FY2015 - FY2019 Version											

Overview of the Major Public Facilities

Section 10

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Significant Public Facilities

Needham High School

609 Webster Street

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

Identified Future Capital Projects Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
A Gym Upgrade			105,000	182,000	64,000	351,000
High School Class Room Expansion		2,114,500				2,114,500
Totals	-	2,114,500	105,000	182,000	64,000	2,465,500

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
C Building Roof			320,000			320,000
						-
Totals	-	-	320,000	-	-	320,000

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

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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

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- 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

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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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Blue & Green Gym Upgrades			58,500	440,000	269,000	767,500
Totals	-	-	58,500	440,000	269,000	767,500

Five Year Capital Appropriation Summary						
Project	FY2010	FY2011	FY2012	FY2013	FY2014	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 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

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Abated asbestos flooring and installed new tile
- Installed new front sign
- Repaired several exterior lights
- Installed split air conditioning system in room 209
- replaced Victaulic couplings with welded pipe over Boiler #1 and Boiler #2
- Installed drain, water feed, sink, and fixtures in room 288 for new science classroom
- Rekeyed interior of building
- Installed insulation on roof drains

Other significant maintenance/repairs in Calendar Year 2010 included:

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

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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: \$19,154,600
 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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
Facility Reconstruction	27,412,128					27,412,128
Oil Tank Removal	125,000					125,000
Preschool Playground					60,000	60,000
Totals	27,537,128	-	-	-	60,000	27,597,128

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

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Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Refinished gym floor

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed new AC compressor in the administration area.
- Replaced 3 sections in boiler # 1 & 3 sections in boiler #2
- Cleaned all sections in boiler #1 & #2
- Refinished the floor in the gym
- Interior painting
- Installed domestic hot water pump
- Replaced solid gym divider with flexible divider
- Replaced shaft and bearing in fan room # 5
- Continued evaluation of 10,000 gallon underground storage tank and surrounding soils

Other significant maintenance/repairs in Calendar Year 2009 included:

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

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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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
New Facility			62,583,700			62,583,700
						-
Totals	-	-	62,583,700	-	-	62,583,700

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	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

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

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- Replaced 13 exterior windows in the gym

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed motion detector light switches in all bathrooms, storage rooms and small meeting rooms
- Repaired stairs in the kindergarten area
- Refinished the floors in gym, cafeteria and stage
- Interior painting
- Added additional graphics to the Building Management System

Other significant maintenance/repairs in Calendar Year 2009 included:

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

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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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
New Facility	55,731,100					55,731,100
						-
Totals	55,731,100	-	-	-	-	55,731,100

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
Condition Assessment *		25,000				25,000
Door Replacements	81,600					81,600
New Facility - Feasibility and Design					650,000	650,000
Totals	81,600	25,000	-	-	650,000	756,600

*multiple facilities amount is an allocated portion

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

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- 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

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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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Broadmeadow and Eliot Facility Assessment*					42,583	42,583
Totals	-	-	-	-	42,583	42,583

*multiple facilities amount is an allocated portion

Five Year Capital Appropriation Summary						
Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
						-
Totals	-	-	-	-	-	-

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

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- 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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Broadmeadow and Eliot Facility Assessment*					42,583	42,583
Totals	-	-	-	-	42,583	42,583

*multiple facilities amount is an allocated portion

Five Year Capital Appropriation Summary						
Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
						-
Totals	-	-	-	-	-	-

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

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Other significant maintenance/repairs in Calendar Year 2012 included

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

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

High Rock School

77 Sylvan Road

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

Identified Future Capital Projects Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
						-
Totals	-	-	-	-	-	-

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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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
School Administration Building Renovation					13,362,700	13,362,700
Totals	-	-	-	-	13,362,700	13,362,700

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
School Administration Building Study				30,000		30,000
Totals	-	-	-	30,000	-	30,000

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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

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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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
Renovation & Addition Project	18,155,746					18,155,746
Totals	18,155,746	-	-	-	-	18,155,746

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

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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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Boiler Replacement		360,500				360,500
Facility Improvements					15,083,900	15,083,900
Fuel Island Relocation	122,000	811,000				933,000
Totals	122,000	1,171,500	-	-	15,083,900	16,377,400

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	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 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

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- 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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
						-
Totals	-	-	-	-	-	-

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:

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- 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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Transfer Station Office Trailer	75,779					75,779
Message Board	30,000					30,000
Totals	105,779	-	-	-	-	105,779

Five Year Capital Appropriation Summary						
Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
RTS Soil Remediation				400,000		400,000
						-
Totals	-	-	-	400,000	-	400,000

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

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- 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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
						-
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	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 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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
						-
Totals	-	-	-	-	-	-

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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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Public Safety Building Expansion Study			90,000			90,000
						-
Totals	-	-	90,000	-	-	90,000

Five Year Capital Appropriation Summary						
Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
Rooftop AC Unit		48,000				48,000
Underground Storage Tank Removal					28,500	28,500
Totals	-	48,000	-	-	28,500	76,500

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Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- Fire Station 1 & Police Station
 - Repaired overhead doors
 - Repaired several exterior lights
 - Repaired Plymovent exhaust system in garage
 - Cleaned duct work and abated mold
 - Replaced chiller and air handler
- Fire Station 2
 - Replaced boiler with condensing boiler
 - Cleaned duct work

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- Repaired Plymovent exhaust system in garage
- Replaced 8 windows in building
- Repaired overhead doors
- Replaced gas stove and microwave in kitchen

Other significant maintenance/repairs in Calendar Year 2010 included:

- Repaired police and fires station overhead doors
- Exterior sprinkler repair at both station # 1 & station # 2
- Repaired natural gas line at station # 2
- Cleaned out gas/oil separator at Station # 1

Other significant maintenance/repairs in Calendar Year 2009 included:

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

Daley Building

257 R Webster Street

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

Identified Future Capital Projects Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

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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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
						-
Totals	-	-	-	-	-	-

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

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- 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

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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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
Feasibility Study	49,091					49,091
New Senior Center		500,000	8,075,000			8,575,000
Totals	49,091	500,000	8,075,000	-	-	8,624,091

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	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Renovation and Reconstruction		8,000,000				8,000,000
						-
Totals	-	8,000,000	-	-	-	8,000,000

Five Year Capital Appropriation Summary Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2013 included:

- Replaced door knobs with new ADA compliant handsets

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- Repaired wooden deck
- Repaired block wall

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Other significant maintenance/repairs in Calendar Year 2009 included:

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

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Needham Parks

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

Identified Future Capital Projects						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Artificial Turf Carpet Replacement			2,000,000			2,000,000
Athletic Facility Improvements	256,900	1,526,832	275,000	350,000	207,000	2,615,732
Cricket Building	181,650	726,000				907,650
DeFazio Park Parking Lot & Tot Lot					10,000,000	10,000,000
Mills Field Improvements	364,250					364,250
Newman School Trail				220,500		220,500
Reservoir and Ridge Hill Trails		160,000				160,000
Rosemary Camp					71,400	71,400
Totals	802,800	2,412,832	2,275,000	570,500	10,278,400	16,339,532

Five Year Capital Appropriation Summary						
Project	FY2010	FY2011	FY2012	FY2013	FY2014	Total
Athletic Facility Improvements	107,200	103,600	162,500	192,500		565,800
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
Memorial Park		43,000				43,000
Mills Field Improvements					40,000	40,000
Newman School Trail					248,000	248,000
Reservoir and Ridge Hill Trails					85,000	85,000
Totals	107,200	177,198	172,500	727,500	373,000	1,557,398

Other significant maintenance/repairs in Calendar Year 2013 included:

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

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- Replaced all exterior doors at Memorial Park
- Repainted awning on exterior of Memorial Park

Other significant maintenance/repairs in Calendar Year 2010 included:

- Repainted traffic markings

Other significant maintenance/repairs in Calendar Year 2009 included:

- No significant repairs

Glossary

Section 11

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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.

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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

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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.

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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.

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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-

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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

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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 2 ½ - 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.

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

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

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

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

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

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

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

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

Appendices

Section 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.

Note: The FY2014 CIF funding target is \$750,000.

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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.

Note: The FY2014 CFF funding target is \$1,500,000.

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.

Note: The FY2014 AFIF funding target is \$900,000.

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

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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

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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