



CAPITAL IMPROVEMENT PLAN  
FY 2013—FY 2017

TOWN OF NEEDHAM  
JANUARY 3, 2012

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 FY2013-FY2017 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 20, 2011, the Board of Selectmen voted unanimously to endorse the FY2013 – FY2017 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

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**EXECUTIVE SUMMARY**

**PRIORITIZING ASSET PRESERVATION**

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. Table 1 shows the Town's investment in facilities and infrastructure over the past five years.

**Table 1  
Facility and Infrastructure Investment  
2008-2012**

Description	2008	2009	2010	2011	2012	Total	Five Year Average
Open Space	0	0	920,000	800,000	0	1,720,000	344,000
Municipal Facilities	180,000	7,760,000	18,204,837	548,000	8,150,000	34,842,837	6,968,567
Townwide Facilities and Community Services	291,500	1,870,000	556,291	455,600	622,500	3,795,891	759,178
Public Works Infrastructure Program	1,150,000	1,090,000	1,000,000	2,186,300	1,225,000	6,651,300	1,330,260
School Facilities	20,475,000	1,030,000	27,668,728	4,052,000	1,078,000	54,303,728	10,860,746
Drains, Sewer, and Water Infrastructure	2,956,800	4,322,500	2,533,300	1,483,800	8,269,500	19,565,900	3,913,180
<b>Total</b>	<b>25,053,300</b>	<b>16,072,500</b>	<b>50,883,156</b>	<b>9,525,700</b>	<b>19,345,000</b>	<b>120,879,656</b>	<b>24,175,931</b>

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The need for this level of investment in facilities and infrastructure is generally attributable to three factors. First, the Town is now 300 years old, so its infrastructure, much of which was first installed in the early part of the 20<sup>th</sup> century, is aging. Second, as a built-up community, the Town has a high number of streets and sidewalks to maintain. There are 138 +/- miles of roadway in Needham, which is a community of approximately 12.5 square miles. Similarly-sized communities that are less-developed (as defined by a roadway density ratio) will require less investment in capital and maintenance (including snow and ice removal). Table 2 shows several similarly sized and abutting communities with a range of roadway density ratios. While reliable data on miles of sidewalk is not readily available, it stands to reason that communities with higher roadway density ratios also have a higher number of sidewalks to maintain and clear of snow.

Third, the Town's population grew significantly in the years after the Second World War, from 12,445 in 1940 to 16,262 in 1950 to 25,793 in 1960, according to Town census records. As a result, investment in school buildings increased significantly in the 1950's and 1960's. In fact, with the exception of the High School, all of the school buildings currently in use were built in the same 10 year period from 1951 to 1960. Then, 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 3 shows the date of construction and most recent renovation or rebuilding (if any) of the School and Municipal buildings currently in use in Needham.

**Table 2**  
**Roadway Density in Comparable Communities**

Community	Square Miles	Road Miles	Roadway Density Ratio
Sherborn	16.89	55.70	3.30
Dover	15.16	62.26	4.11
Millis	12.17	51.74	4.25
Lincoln	14.56	62.60	4.30
Bedford	13.73	80.40	5.86
Ashland	12.41	79.11	6.37
Medway	11.16	73.90	6.62
Westwood	11.15	88.46	7.93
Dedham	10.50	106.40	10.13
Natick	14.88	154.53	10.39
Needham	12.50	138.14	11.05
Wellesley	10.05	130.16	12.95

Source: MMA Municipal Directory 2010 - 2011

**Table 3**  
**Construction of School and Municipal Buildings**  
**Currently in Use in the Town of Needham**

School Buildings	Year Constructed	Major Renovation Rebuild	Municipal Buildings	Year Constructed	Year Renovated or Rebuilt
Broadmeadow Elementary School	1951	2002	Town Hall	1902	2011
Eliot Elementary School	1955	2004	Public Library	1915	2006
High Rock School - Sixth Grade Center	1955	2009	Public Works/470 Dedham Avenue	1961	1966
Hillside Elementary School	1960	1968	Public Services Administration Building	2009	
Mitchell Elementary School	1951	1968	Police/Fire Station 1	1931	1989
Newman Elementary School	1960	1993	Fire Station 2	1906	
Pollard Middle School	1957	1992			
Needham High School	1930	2008			
Emery Grover School Administration	1898				

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The position of the Town with respect to its equipment and technology capital investment is also encouraging. Major categories of this capital spending include Public Safety vehicles and equipment, Public Works and Public Facilities vehicles and equipment, School and Townwide technology, and School copiers, furniture and musical equipment. Table 4 shows the Town's investment in these categories of capital spending for the five year period FY2008 through FY2012.

**Table 4**  
**Vehicles, Equipment and Technology Capital**  
**2008 to 2012**

Description	2008	2009	2010	2011	2012	Total	Five Year Average
<b>Equipment</b>	<b>1,241,235</b>	<b>448,061</b>	<b>1,083,681</b>	<b>1,364,903</b>	<b>729,763</b>	<b>4,867,643</b>	<b>973,529</b>
All Other Functions	25,000	43,500	25,000	68,000		161,500	32,300
Public Facilities & Works	1,081,200	352,511	977,000	1,189,253	610,063	4,210,027	842,005
Public Safety	58,700					58,700	11,740
Public School	76,335	52,050	81,681	107,650	119,700	437,416	87,483
<b>Technology</b>	<b>219,079</b>	<b>443,520</b>	<b>194,393</b>	<b>389,400</b>	<b>306,596</b>	<b>1,552,988</b>	<b>310,598</b>
All Other Functions			25,000	282,800	145,000	452,800	90,560
Public Facilities & Works		85,280				85,280	17,056
Public Safety	25,000	100,000		68,000	112,496	305,496	61,099
Public School	194,079	258,240	169,393	38,600	49,100	709,412	141,882
<b>Vehicles</b>	<b>804,123</b>	<b>862,427</b>	<b>635,133</b>	<b>743,334</b>	<b>1,067,500</b>	<b>4,112,517</b>	<b>822,503</b>
All Other Functions		14,000			52,000	66,000	13,200
Public Facilities	28,500			65,046	25,000	118,546	23,709
Public Safety	197,832	343,034	153,900	176,888	400,000	1,271,654	254,331
Public Works	577,791	505,393	481,233	501,400	590,500	2,656,317	531,263
<b>Total</b>	<b>2,264,437</b>	<b>1,754,008</b>	<b>1,913,207</b>	<b>2,497,637</b>	<b>2,103,859</b>	<b>10,533,148</b>	<b>2,106,630</b>

## **Financing Methods**

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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.

*Undesignated Fund Balance (or “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, it should not be relied upon 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 \$2,774,133 to be funded from General Fund revenue (of which \$1,813,865 is in the primary 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. The November 30, 2011 balance in the fund is \$561,540. This plan includes no projects to be funded from the Capital Improvement Fund.

*Capital Facility Stabilization Fund* – In 2007, the Town created a Capital Facility 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. The November 30, 2011 balance in the fund is \$733,924. This plan includes no projects to be funded from the Capital Facility Stabilization Fund.

*Retained Earnings* – Three of the Town’s operations – water, sewer, and solid waste – are accounted for as enterprise funds. The revenues and expenditures of these operations are not commingled with those generated by general fund operations. Generally, each enterprise will generate surplus funds on an annual basis. The Board of Selectmen’s retained earnings policies are included in Section 12. The policies contain reserve targets to ensure liquidity and stability of operations. Surplus funds

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above the target are considered available for appropriation. This plan includes \$1,661,100 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 \$2,560,000 in projects to be funded through General Fund debt, and no recommendation for debt financing in the enterprise funds.

*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 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.

## **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 FY2013 Capital Budget, which is recommended to the Finance Committee and ultimately Town Meeting for consideration. The projects presented for FY2014-FY2017 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 FY2013 capital budget is shown in Table 5.

The general fund cash capital recommendation is broken into two components – primary and secondary. Secondary cash



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capital is recommended only if additional revenue, not yet identified, becomes available. In several of the past few years, the Town has been fortunate in that we have been able to supplement the primary cash capital recommendation with funds held in the Reserve Fund for snow and ice removal that was not needed. For example, in fiscal year 2012, an additional \$80,000 in Tier 2 capital was appropriated at the May 9, 2011 Special Town Meeting.

Recurring requests for on-going programs and replacement schedules represent by far the largest portion of the available cash capital allocation – 75% of the “primary” category for fiscal year 2013. In collaboration with the Finance Committee, we continue to explore methods of increasing resources dedicated to cash capital needs.

**Table 5**  
**FY2012 Proposed Financing Plan**

<b>2012 Capital Recommendation Summary</b>	<b>Cash</b>	<b>Debt</b>	<b>Other</b>	<b>Total</b>
General Fund Tier 1 (Primary)	1,813,865	2,560,000	1,550,000	5,943,865
General Fund Tier 2 (Secondary)	960,268			960,268
Solid Waste Enterprise	175,200			175,200
Sewer Enterprise	647,100			647,100
Water Enterprise	838,800			838,800
<b>Total (all funds)</b>	<b>4,435,233</b>	<b>2,560,000</b>	<b>1,550,000</b>	<b>8,565,233</b>

The Capital Improvement Plan (CIP) is primarily a planning document. It is updated annually, and is subject to change as the needs of the community become more defined. Used effectively, the capital improvement planning process can provide advance project identification, evaluation, scope definition, design, public discussion, cost estimating, and financial planning. 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.

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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. 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 and allows the Town to borrow at a lower interest rate.

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; 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.

## **Project Summaries – Recommended Projects**

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### **GENERAL GOVERNMENT**

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

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

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The Town Manager's recommendation for Network Servers and Switches is \$30,000 in the primary cash capital category.

**DESKTOP VIRTUALIZATION (Request: \$130,000)**

This request is for virtualizing approximately 100 employee workstations by adding additional licenses and hardware. Licensing would also be purchased to enable certain users to access their workstations remotely. All of the applications used by employees (e.g. Microsoft Office, Adobe Acrobat, or Internet Explorer) are stored on servers controlled by the Information Technology Center (ITC). Any specific application is then served to the employee's desktop through the network. Because the applications are bundled in one location, the ITC Network Manager can more efficiently and productively roll-out upgrades, allowing for consistent versions of software. Virtualization will help make existing staff more productive and help to support the growing demands of the current workforce. Workstation Support is more streamlined because issues with applications served out to the workstations are managed in the ITC, and only serious hardware issues will need to be addressed at the employee workstation. The hardware that is used by employees at their desks can be replaced at a lower cost than current workstation hardware. *(Submitted by: Finance Department)*

The Town Manager's recommendation for Desktop Virtualization is \$130,000 in the primary cash capital category.

**PROPERTY ACQUISITION (Request: \$630,000)**

The acquisition of the property at 37-39 Lincoln Street will contribute to the availability of surface parking in the downtown, which is seen as critical for implementation of mixed use redevelopment goals. The parcel is immediately adjacent to the Chestnut Street/Lincoln Street municipal lot, and will add approximately 26 parking spaces. The net increase in parking spaces will be impacted by future redesign of the Chestnut Street/Lincoln Street parking lots and the on-going evaluation of the buddy parking system. In October, 2011 the Finance Committee approved a Reserve Fund Transfer request in the amount of \$25,000 to secure the property until an appropriation can be sought at the 2012 Annual Town Meeting. *(Submitted by: Board of Selectmen/Town Manager)*

The Town Manager's recommendation for Property Acquisition is \$630,000 in the primary debt financing category.

**PUBLIC SAFETY**

**DEPUTY CHIEF VEHICLE/C-3 (Request: \$35,000)**

This request is to replace a 2004 Ford sedan that is used daily by the Deputy Chief of Operations. Currently the car has over 56,000 miles of service, and at the time of replacement is estimated to have over 70,000 miles of service. At the time of replacement, the vehicle will be nine years old, up to two years beyond its scheduled replacement. A new vehicle will be

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purchased and put into service as C-1. The current C-1 will then be passed down to replace C-3. *(Submitted by: Fire Department)*

Unit	Division	Year	Description	Miles	Cost
C-3	Fire	2004	Crown Victoria/Replace with SUV	56,500	\$35,000

The Town Manager's recommendation for the Deputy Chief Vehicle is \$35,000 in the primary cash capital category.

**FIRE QUINT ENGINE/LADDER/E-3 (Request: \$750,000)**

This request is to replace Engine #3, which is a 1994 "Quint" model truck (combination pumper/ladder). At the time of replacement, this vehicle will be over 20 years old, two years past its scheduled replacement. This is a "front line" emergency response vehicle, and is a vital component of the Fire Department's emergency services operation. This is a versatile piece of apparatus that is capable of providing many functions at an emergency. To add to the versatility of this apparatus, the Fire Department will specify that the new vehicle be built so that it can be housed at either fire station. The current E-3 will only fit at Station 1. *(Submitted by: Fire Department)*

The Town Manager's recommendation for the Fire Quint Engine/Ladder is \$750,000 in the primary debt financing category.

**STRUCTURAL FIRE FIGHTING GEAR (Request: \$40,000)**

Structural firefighting protective gear has a recommended life expectancy of 10 years depending on exposure and wear. The Fire Department is requesting replacement of this gear for twenty (20) staff members who will be using gear that is over 11 years old at the time of replacement. *(Submitted by: Fire Department)*

The Town Manager's recommendation for the Structural Fire Fighting Gear is \$40,000 in the primary cash capital category.

## **PUBLIC SCHOOLS**

**SCHOOL COPIER REPLACEMENT (Request: \$97,570)**

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 46 copiers and 7 RISO duplicating machines. In FY2009, the School Department modified its methodology for predicting copier replacement to reflect the lifecycle analysis based on actual usage and model capacity. In previous fiscal years, a seven-year age along with frequent maintenance needs was used to determine the replacement cycle. When frequent maintenance occurred to a copier before the age of seven, it became a priority to be

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replaced. Using the lifecycle analysis, the School Department projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity, which may be more than seven years if the copier is lightly used, or less than seven years for heavily used machines. This analysis also reflects the redeployment of copiers around the district, as needed, to more closely match copier use with copy machine useful lives. *(Submitted by: Needham Public Schools)*

**SCHOOL FURNITURE, MUSICAL INSTRUMENTS, AND GRAPHIC ARTS EQUIPMENT (Request: \$57,630)**

The School Furniture Replacement Program began in fiscal year 2005 and is geared toward replacing furniture in school facilities which are not scheduled to undergo capital renovation/ addition projects in the near future (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 all four schools. The FY2013-FY2017 funding request begins the replacement of furniture in fair condition at these schools.

Fiscal year 2013 represents the eighth year of the musical equipment replacement cycle. The scheduled replacements in FY2013 are additional middle school percussion instruments, additional string instruments, and assorted elementary school Orff percussion instruments. The purpose of the program is to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are becoming increasingly costly to repair and maintain. Although students do purchase some of the less expensive instruments (clarinets, trumpets, etc.), a quality band and/or orchestra program needs to ensure balanced instrumentation to deliver the proper musical experience required by the curriculum.

Fiscal year 2013 is the first year of a request to establish an equipment replacement cycle for the Graphics Production Center at Needham High School. Although the Center received new equipment during the recent renovation at the High School, the School Department has determined that an ongoing source of funding is needed to sustain and update program equipment. During the summer of 2011, a complete inventory analysis of all equipment was completed. The equipment proposed for replacement in fiscal year 2013 includes a screen print dryer and wide format printer. *(Submitted by: Needham Public Schools)*

**INTERACTIVE WHITEBOARD TECHNOLOGY AND TECHNOLOGY REPLACEMENT (Total Request: \$672,800)**

This interactive whiteboard project would fund the purchase and installation of interactive technology (SMART and Mimio boards) at Needham schools. The \$148,300 in funding requested for interactive whiteboards includes the completion of the SMART Board purchase and installation at the Newman School to coincide with the return to the renovated building. Included in this purchase for Newman are 11 additional SMART Boards as well as the permanent installation of 23 existing boards and the purchase and installation of wall-mounted short throw projectors. In addition to the completion of Newman, interactive whiteboards will be added at Broadmeadow (1), Hillside (1), and Pollard (2) to advance the District's inventory towards its goal of full interactive whiteboard implementation for grades one through twelve.

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The School technology replacement program includes the replacement of 300 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle: 169 of these computers are for teachers and administrators throughout the district; 68 are for classroom computers at Broadmeadow, Eliot, Mitchell, and Newman; and at Pollard there is a cart with 30 laptops that is being replaced. Although the majority of the computers being purchased are for the elementary schools and Pollard, FY2013 represents the first year of replacement of computers and LCD projectors that have reached the end of their lifecycle at the High School. The replacement of the High School technology will be phased in over five years. Funding in FY2013 would support 75 teacher and administrator computers, included in the previous count of 169 teacher and administrator computers, as well as 33 student laptop computers in the library. Also included in the replacement cycle are 10 LCD projectors.

Beyond the 300 teacher, administrator, student, lab and laptop computers mentioned above, this request also includes the replacement of two district data servers that are housed at the ETC. 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. Also in this category is the replacement of eight UPS batteries that support critical servers throughout the district. Replacement of 19 printers across the district is also included within the technology replacement cycle. The request also includes funding for the impact of conversion to Lion, Apple's new operating system. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for Consolidated School Copiers, Musical Instruments and Equipment, and Technology is \$494,232 in the primary cash capital category and \$333,768 in the secondary cash capital category.

**EMERY GROVER RENOVATION/RELOCATION FEASIBILITY STUDY (Request: \$30,000)**

This funding will support a feasibility study of the renovation of Emery Grover and a lease/purchase alternative to the building renovation. The Emery Grover School Administration Building is in need of additional office and storage space as well as extensive repair and modernization. The Town Facilities Master Plan had estimated the renovation cost at \$11.4 million in 2008 dollars. The scope of the original renovation was to reorganize the layout of offices, make the building fully ADA accessible, remove remaining asbestos and lead paint, replace deteriorating systems, and allow for full utilization of all four floors. The feasibility study will include studying options in the marketplace as well as alternatives for the Emery Grover Building. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for the Emery Grover Feasibility Study is \$30,000 in the primary cash capital category.

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**PUBLIC WORKS**

**CORE FLEET (Request: \$315,000)**

The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2013 include:

Unit	Division	Year	Description	Miles	Cost
45	Engineering	2006	Ford E-150/8 Passenger Van	52,990	\$25,000
43	Highway	2007	Ford F-350/4WD Pick-up	51,354	\$52,000
39	Highway	1999	Ford F-350/One Ton Dump Truck	102,062	\$67,000
8	Highway	1996	IH S4900/6 Wheel Dump Truck	45,520	\$171,000

*(Submitted by: Department of Public Works)*

The Town Manager's recommendation for the Public Works Core Fleet is \$315,000 in the primary cash capital category.

**LARGE SPECIALTY EQUIPMENT (Request: \$271,500)**

Public Works specialty equipment consists of power-assisted equipment or other specialized tools used by the Department in the performance of its work. Unless circumstances require otherwise, the vehicles scheduled to be purchased in FY2013 include:

Unit	Division	Year	Description	Miles	Cost
181	Highway	1998	Elgin Pelican Sweeper	N/A	\$210,000
New	Parks	New	Groundmaster Mower	N/A	\$61,500

*(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Large Specialty Equipment is \$271,500 in the secondary cash capital category.

**SMALL SPECIALTY EQUIPMENT (Request: \$41,000)**

This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2013 includes:

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Unit	Division	Year	Description	Miles	Cost
254	Parks	1989	Brush Chipper	N/A	\$41,000

*(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Small Specialty Equipment is \$41,000 in the secondary cash capital category.

**SNOW AND ICE EQUIPMENT (Request: \$171,000)**

This request will provide funding for equipment used primarily in the Snow and Ice Program. Unless circumstances require otherwise, the vehicles and equipment proposed for replacement in FY2013 are as follows:

Unit	Division	Year	Description	Miles	Cost
8A	Highway	1988	10 Ft. Material Spreader	N/A	\$31,000
111	Highway	1995	Trackless Sidewalk Tractor	N/A	\$140,000

*(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Snow and Ice Equipment is \$31,000 in primary cash capital and \$140,000 in the secondary cash capital category.

**DPW COMPLEX RENOVATION PHASE 2 (Request: \$580,000)**

The recently completed Public Services Administration Building will alleviate space problems and air quality issues on the second floor of the current DPW Operations Building. However, deficiencies continue to exist throughout the building internally and with 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 both storage space for equipment and stormwater quality issues. DPW facilities are no longer exempt from NPDES stormwater requirements so the Town must work toward complying with stormwater discharge requirements. In 2009, Town Meeting approved \$42,000 for engineering and design for stormwater quality improvements on a portion of the DPW site. Construction for these improvements will be requested in FY2014. Completion of the DPW facility construction in the Phase II request will resolve these stormwater management issues. The work proposed for FY2013 in the phased project will be the removal of the existing snow trailer and construction of eight garage bays. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for the DPW Complex Renovation Phase 2 is \$580,000 in the primary debt financing category.



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**SALT STORAGE SHED RELOCATION (Request: \$1,550,000)**

The existing 1,200 ton salt storage building located at 470 Dedham Avenue will be removed from service. The building is 35 years old and in need of replacement. The current salt shed is also within the 100 foot buffer zone. The proposed new material storage building will hold 5,000 tons of material and will be located on the Town's Recycling & Transfer Station site on Central Avenue. The funding for the request includes site work and the construction of a 5,000 ton salt storage building. The new storage building will be large enough to hold all Snow and Ice materials, including salt, sand, salt-sand mix, and chemicals. (Submitted by: Department of Public Works)

The Town Manager's recommendation for the Salt Storage Shed Relocation is \$1,550,000 in alternative financing (Chapter 90).

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

*Street Resurfacing:* This program is essential to improve the structural and surface integrity of the Town's network 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. The requested street resurfacing funding in FY2013 is \$296,000.

*Traffic Signal & Intersection Improvements:* This program funds traffic signal improvements and intersection improvements and new traffic signal installations where none currently exist. No funding is proposed in FY2013 in this category.

*Combined Sidewalk Program:* This Program 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. The requested Combined Sidewalk Program funding in FY2013 is \$279,000.

*Storm Drain Capacity Improvements:* This program provides funding to improve roadway drainage capacity. The Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. Since the issuance of this report, numerous multi-unit developments have been built or planned in the Town. These developments incorporate new roads with drainage structures and roof or sump connections which are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and causes flooding in some areas. No funding is requested in this category for FY2013.

*Brooks and Culverts – Repair and Maintenance:* This program addresses the issue of flooded and poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms for many years. Prior funding has funded cleaning and debris removal. Recent flooding caused the failure of retaining walls. Brooks have

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become silted, allowing the overgrowth of vegetation that has impacted the level of the water flows and resulting in the loss of useable abutting property and flooded basements. Projects proposed for FY2013 include the continued wall repair along Rosemary Brook in the amount of \$25,000.

The Town Manager's recommendation for the Public Works Infrastructure Program is \$600,000 in the primary debt financing category.

## **PUBLIC FACILITIES**

### **CORE FLEET (Request \$50,318)**

The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2013 is a 2001 Ford F-450 Rack Body Truck that is primarily used for grounds keeping services, trash runs, moving School and Town property, and setting up the stage for the High School graduation.

Unit	Division	Year	Description	Miles	Cost
703	PFD	2001	Ford F-450/Grounds Rack Body Truck	50,952	\$50,318

*(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for the Public Facilities Core Fleet is \$50,318 in the primary cash capital category.

### **PUBLIC FACILITIES MAINTENANCE PROGRAM (Request: \$450,000)**

This project funds annual 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. Funding in fiscal year 2013 is intended for duct cleaning at the A & B Buildings of the High School, asbestos abatement at the Mitchell School, flooring replacement at the Broadmeadow School and the Library, and Xeriscaping at the High School. Additional work at the Hillside School will include remediation of flooding issues, upgrades to the boiler room, repair to the floor and stairs, and upgrading of AC units. At the Mitchell School, repairs to gutters and downspouts, fuel oil containment work (or conversion to natural gas), handrail upgrades, and egress analysis will be performed. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for the Public Facilities Maintenance Program is \$416,000 in the primary cash capital category and \$34,000 in the secondary cash capital category.

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**PUBLIC FACILITIES ENERGY EFFICIENCY UPGRADE IMPROVEMENTS (Request: \$34,815)**

The results of a recent energy efficiency upgrade study indicate that if the Town makes an initial investment for energy upgrades in the ten buildings identified in the study, the cost of these upgrades will be recovered through energy savings within five years. Projects proposed for FY2013 include replacing the exterior lighting at Hillside School. The lighting consists of high intensity discharge lamps and will be replaced with induction lighting. Similar work will be performed at the Mitchell School, along with improved insulation levels in the attic. *(Submitted by: Public Facilities Department)*

The Town Manager's recommendation for Energy Efficiency Upgrade Improvements is \$34,815 in the primary cash capital category.

**COMMUNITY SERVICES**

**ATHLETIC FACILITY IMPROVEMENTS (Request \$207,500)**

The Department of Public Works and Park and Recreation Departments 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. Projects planned for fiscal year 2013 include new fabric and repairs on both backstops and fencing at Claxton Field, installation of an irrigation system for Greene's Field, installation of bleachers and a bleacher pad for Claxton Diamond #2, installation of an irrigation system for Claxton Field, and installation of an irrigation system for the Pollard School multi-purpose field. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Athletic Facility Improvements is \$207,500 in the primary cash capital category.

**ROSEMARY TRAIL IMPROVEMENT DESIGN (Request \$50,000)**

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. The beginning section is in the most urgent need for restoration; however, there are other areas of concern, particularly along the steep stretch adjacent to the lake. A portion of this project will be completed by volunteers, and only the larger portions requiring construction will need to be performed by a contractor. At this time, the project is not eligible for CPA funding, but if proposed changes to the wording of the legislation are approved, this project would become eligible. This appropriation would fund the design and permitting phase of the project. It is anticipated that the construction portion will be in the \$100,000 range. *(Submitted by: Community Development and Park and Recreation)*

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The Town Manager's recommendation for Rosemary Trail Improvement Design is \$50,000 in the secondary cash capital category.

**DEFAZIO FIELD RE-SODDING (Request: \$90,000)**

This capital request is for field improvements at the DeFazio Complex. The Healy and Warner fields were seeded twice during the Field of Dreams project. After two seeding applications, the grass still did not fill in. As a result, the fields have taken almost entirely to weeds (large and smooth crabgrass and white clover). The best option to ensure safety and playability is to sod the fields with Kentucky Bluegrass, similar to what was done on the other two fields at DeFazio – Conroy and McLeod. (Submitted by: Department of Public Works)

The Town Manager's recommendation for DeFazio Field Re-sodding is \$90,000 in the secondary cash capital category.

**RECYCLING/TRANSFER STATION (RTS) ENTERPRISE FUND**

**LARGE SPECIALTY EQUIPMENT (Request: \$175,200)**

Public Works specialty equipment consists of power-assisted equipment or other specialized tools used by the Department in the performance of its work. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2013 include:

<u>Unit</u>	<u>Division</u>	<u>Year</u>	<u>Description</u>	<u>Miles</u>	<u>Cost</u>
53	RTS	1992	Roll-Off	65,012	\$175,200

(Submitted by: Department of Public Works)

The Town Manager's recommendation for RTS Large Specialty Equipment is \$175,200 in the primary cash capital category.

**SEWER ENTERPRISE FUND**

**SMALL SPECIALTY EQUIPMENT (Request \$34,000)**

This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2013 include:

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Unit	Division	Year	Description	Miles	Cost
170	Sewer	2000	Trailer Mounted 4" Pump	N/A	\$34,000

*(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Sewer Small Specialty Equipment core fleet is \$34,000 from Sewer Enterprise Fund Retained Earnings.

**CORE FLEET (Request \$31,100)**

The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2013 include:

Unit	Division	Year	Description	Miles	Cost
94	Sewer	2008	Ford F-250/2WD Pick-up Truck	66,125	\$33,100

*(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Sewer Core Fleet is \$31,100 from Sewer Enterprise Fund Retained Earnings.

**SEWER SYSTEM INFILTRATION AND INFLOW PROGRAM (Request: \$550,000)**

This program supports the identification and removal of Infiltration and Inflow (I/I) in existing sewer systems. The requested funding for FY2013 is for the evaluation of infiltration, which is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures. On the basis of volume of flow and knowledge of local sewer system overflows (SSO) or basement flooding, an order of priority has been established to determine the scheduling of the engineering, design and remediation work. The highest priorities relate to locations of known surcharging with sewage overflow or release or basement flooding. The remediation proceeds in stages starting with the preliminary engineering, followed by the rehabilitation design and concluding with the rehabilitation construction.

Work in prior years has been undertaken in Areas 11, 14, 19-1, 22, 3, 4, 30, 31, 2, 24, 21L, 1, 16. The priority was based on areas that had recorded the highest levels of infiltration. The field work was conducted in 1984, and supplemented in 1986 and 1987. The study results are now approaching 25 years old. The earliest repair work that was undertaken is approaching 20 years old, and the remaining sections identified in the original study show significantly less I/I per length of sewer main. There is a strong probability that the original high leakage areas are contributing greater amounts of infiltration than the remaining sections left to repair as identified in the original study. Therefore, the study must be updated at this time to ensure effective expenditure of Town resources to address current infiltration and inflow. The components of the first phase of the study will include engineering (\$240,000), permanent and portable flow meter installation (\$210,000), and rented flow

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meters (\$100,000). The components of a future phase of the evaluation will include engineering and closed circuit TV services. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for the Sewer System Infiltration and Inflow Program is \$550,000 from Sewer Enterprise Fund Retained Earnings.

**SEWER SCADA SYSTEM (Request: \$30,000)**

The Department's goal is to provide a communication and alarm system to replace the current system that is outdated and unreliable. Currently there is no linked communication between or among pump stations. The goal is to collect data from the nine sewage pumping stations, then communicate that data to a central location (likely the West Street Pump Station), allowing for efficient management and control of the sewer pumping operations. This system will alert the appropriate emergency response for on-call personnel to remotely access the system, making changes to pump stations as necessary. The current alarm call system uses an outdated verbatim call box at the four major sewage pumping stations and a light and siren system at the five smaller stations. The verbatim system is programmed to call the Police Department dispatcher when an alarm condition has occurred, who then alerts the Sewer Division on-call person. The five smaller stations rely on neighbors to call the Police Department when an alarm occurs. This funding is for a feasibility study to determine the best mode of communication for the SCADA system. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for the Sewer SCADA System is \$30,000 from Sewer Enterprise Fund Retained Earnings.

**WATER ENTERPRISE FUND**

**CORE FLEET (Request \$117,000)**

The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2013 include:

Unit	Division	Year	Description	Miles	Cost
1	Water	1999	Ford F-350/One Ton Dump Truck	67,128	\$67,000
2	Water	2000	Ford F-350/Utility Pick-up	91,719	\$50,000

*(Submitted by: Department of Public Works)*

The Town Manager's recommendation for the Water Core Fleet is \$117,000 from Water Enterprise Fund Retained Earnings.

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**FILTER MEDIA REPLACEMENT (Request: \$72,500)**

Filter media is used for manganese removal at the Charles River Water Treatment Facility. All four filters at the Treatment Facility were replaced with natural greensand in 2008. This program is intended to establish a five year replacement cycle for the replacement of the filter media, with a new synthetic product called Greensand Plus, a substitute for natural greensand. Greensand Plus is promoted as being able to withstand wider variations in operating conditions and therefore may reduce the frequency of media replacement, and reduce the need for the administration of potassium permanganate. The first year of funding for the five year cycle is fiscal year 2012. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Filter Media Replacement is \$72,500 from Water Enterprise Fund Retained Earnings.

**WATER SYSTEM REHABILITATION PROGRAM (Request: \$99,300)**

The annual Water System Rehabilitation Program draws from the recommendations of the Water System Master Plan. The master plan recommends that pipes 85 years or older be considered for replacement or relining. This list of older pipes is evaluated and prioritized, and then cross-referenced with work proposed for other utilities, road repairs, or reconstruction. Unless circumstances require otherwise, projects for FY2013 include engineering and design for the installation of a new eight inch pipe (2,500 linear feet) on Grant Street from Junction Street to Dedham Avenue. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Water System Rehabilitation is \$99,300 from Water Enterprise Fund Retained Earnings.

**WATER SERVICE CONNECTIONS (Request: \$200,000)**

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 to a road reconstruction/paving project. If the services 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 FY 2013 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)*

The Town Manager's recommendation for Water Service Connections is \$200,000 from Water Enterprise Fund Retained Earnings.

**WATER FIRE FLOW IMPROVEMENTS (Request: \$350,000)**

The Water System Master Plan has identified a category of improvements for high priority action. The St. Mary Pump Station has four pumps located within the facility that are designed to pump potable water from the MWRA to supplement the Town's demand for water. Only two pumps are operable at the station, resulting in operation at a capacity less than that which is permitted (6.5 million gallons per day). The current pump station is equipped with an emergency auxiliary motor; however, it is

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preferable to have a standby generator similar to other pumping stations and the Charles River Water Treatment Facility. This request will provide the necessary improvements to meet future water demands, and ensure that the station has emergency back-up electrical power. The preliminary design of the station has been completed. The DPW is preparing to seek proposals for selection of a designer for the final design and the Owner's Project Manager (OPM) services. The costs of OPM services were not originally included in the budget for the project budget. \$350,000 is being requested to cover the entire design and construction services for the OPM. A request for funding for the St. Mary Pump Station Improvement Project construction will be proposed for fiscal year 2014 at an expected amount of \$5,070,000. *(Submitted by: Department of Public Works)*

The Town Manager's recommendation for Water Fire Flow Improvements is \$350,000 from Water Enterprise Fund Retained Earnings.



# FY2013 Capital Recommendations By Funding Source

## Section 2

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**Fiscal Year 2013  
Proposed Capital Budget  
Funding Sources**

Title	Code	Group	FY2013 Submission	FY2013 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Alternative Funding Source	Tier 2 Cash Capital	Tier 2 Debt Financing	Comment	Department Submission See Page
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**General Fund Projects**

Desktop Virtualization	P	General Government	130,000	130,000	130,000						<b>5 - 03</b>
Network Hardware, Servers & Switches	R	General Government	30,000	30,000	30,000						<b>5 - 05</b>
Structural Firefighting Gear	P	Public Safety	40,000	40,000	40,000						<b>5 - 18</b>
Deputy Chief of Operations Vehicle	P	Public Safety	35,000	35,000	35,000						<b>5 - 20</b>
Fire Vehicle Quint	P	Public Safety	750,000	750,000		750,000					<b>5 - 20</b>
Graphic Arts Equipment	N	Public Schools	14,180							Consolidated all school equipment & technology requests as a single funding recommendation.	<b>5 - 27</b>
Copier Replacement	R	Public Schools	97,570							Consolidated all school equipment & technology requests as a single funding recommendation.	<b>5 - 29</b>
Technology Replacement	R	Public Schools	524,500							Consolidated all school equipment & technology requests as a single funding recommendation.	<b>5 - 32</b>
Whiteboard Technology	P	Public Schools	148,300							Consolidated all school equipment & technology requests as a single funding recommendation.	<b>5 - 35</b>
Furniture	R	Public Schools	28,450							Consolidated all school equipment & technology requests as a single funding recommendation.	<b>5 - 38</b>
Musical Equipment	R	Public Schools	15,000							Consolidated all school equipment & technology requests as a single funding recommendation.	<b>5 - 40</b>
Consolidated School Equipment & Technology Requests	PRN	Public Schools		828,000	494,232			333,768		See above	
Core Fleet	R	Public Works	315,000	315,000	315,000						<b>5 - 52</b>
Large Specialty Equipment	R	Public Works	271,500	271,500				271,500			<b>5 - 52</b>
Small Specialty Equipment	R	Public Works	41,000	41,000				41,000			<b>5 - 52</b>
Snow & Ice Equipment	R	Public Works	171,000	171,000	31,000			140,000			<b>5 - 52</b>
Core Fleet	R	Public Facilities	50,318	50,318	50,318						<b>5 - 60</b>

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**Fiscal Year 2013  
Proposed Capital Budget  
Funding Sources**

Title	Code	Group	FY2013 Submission	FY2013 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Alternative Funding Source	Tier 2 Cash Capital	Tier 2 Debt Financing	Comment	Department Submission See Page
Purchase of Real Property	N	General Government	630,000	630,000		630,000				The Finance Committee approved a reserve fund transfer request of \$25,000 as payment to hold the property until Town Meeting acts on the request.	6 - 01
School Administration Bldg Renovation/Relocation Study	P	Public Schools	30,000	30,000	30,000						6 - 03
Athletic Facility Improvements	P	Community Services	207,500	207,500	207,500						6 - 05
Salt Shed	P	Public Works	1,550,000	1,550,000			1,550,000				6 - 10
DeFazio Fields Re-Sodding	N	Community Services	90,000	90,000				90,000			6 - 12
Energy Efficiency Upgrades	N	Public Facilities	34,815	34,815	34,815						6 - 16
Public Facility Maintenance Program	R	Public Facilities	450,000	450,000	416,000			34,000			6 - 20
Cricket Field Building Improvements	P	Community Services	125,000							The feasibility study is now underway	6 - 35
Rosemary Camp Trail Improvement Engineering	P	Community Services	50,000	50,000				50,000			6 - 37
Storm Drain Discharge Improvements Water Quality	P	Public Works	68,500							Revised EPA Regulations Pending	7 - 01
Public Works Infrastructure Program	R	Public Works	600,000	600,000		600,000					7 - 04
DPW Complex Phase II	P	Public Works	580,000	580,000		580,000					8 - 10
<b>General Fund Totals</b>			<b>7,077,633</b>	<b>6,884,133</b>	<b>1,813,865</b>	<b>2,560,000</b>	<b>1,550,000</b>	<b>960,268</b>			

Notes

N = New submission with this CIP

P = Project has appeared in the previous CIP

R = Request is a regularly occurring capital expense.

I = Project submission is incomplete, no determination was made.

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**Fiscal Year 2013  
Proposed Capital Budget  
Funding Sources**

Title	Code	Group	FY2013 Submission	FY2013 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Alternative Funding Source	Tier 2 Cash Capital	Tier 2 Debt Financing	Comment	Department Submission See Page
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**Enterprise Fund Projects**

Construction Equipment	R	RTS	380,000							Request held pending review of the program.	5 - 69
Large Specialty Equipment	R	RTS	175,200	175,200	175,200						5 - 69

<b>RTS Enterprise Fund Totals</b>			<b>555,200</b>	<b>175,200</b>	<b>175,200</b>						
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Core Fleet	R	Sewer	33,100	33,100	33,100						5 - 73
Small Specialty Equipment	R	Sewer	34,000	34,000	34,000						5 - 73
SCADA System Upgrade Study	P	Sewer	30,000	30,000	30,000						7 - 13
Sewer System Rehabilitation Infiltration & Inflow Removal Programs	R	Sewer	550,000	550,000	550,000						7 - 15

<b>Sewer Enterprise Fund Totals</b>			<b>647,100</b>	<b>647,100</b>	<b>647,100</b>						
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Core Fleet	R	Water	117,000	117,000	117,000						5 - 80
Service Connections	R	Water	200,000	200,000	200,000						7 - 19
Fire Flow Improvements	P	Water	350,000	350,000	350,000						7 - 27
Filter Media Replacement	P	Water	72,500	72,500	72,500						7 - 29
Water System Rehabilitation Program	R	Water	99,300	99,300	99,300						7 - 33

<b>Water Enterprise Fund Totals</b>			<b>838,800</b>	<b>838,800</b>	<b>838,800</b>						
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<b>Enterprise Fund Totals</b>			<b>2,041,100</b>	<b>1,661,100</b>	<b>1,661,100</b>						
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Notes

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R = Request is a regularly occurring capital expense.

I = Project submission is incomplete, no determination was made.

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**Fiscal Year 2013  
Proposed Capital Budget  
Funding Sources**

Title	Code	Group	FY2013 Submission	FY2013 Proposed	Tier 1 Cash Capital	Tier 1 Debt Financing	Alternative Funding Source	Tier 2 Cash Capital	Tier 2 Debt Financing	Comment	Department Submission See Page
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**Extraordinary Capital Projects**

Open Space Purchase	P	Community Services	1,000,000							No parcel available for purchase at this time.	<b>8-16</b>
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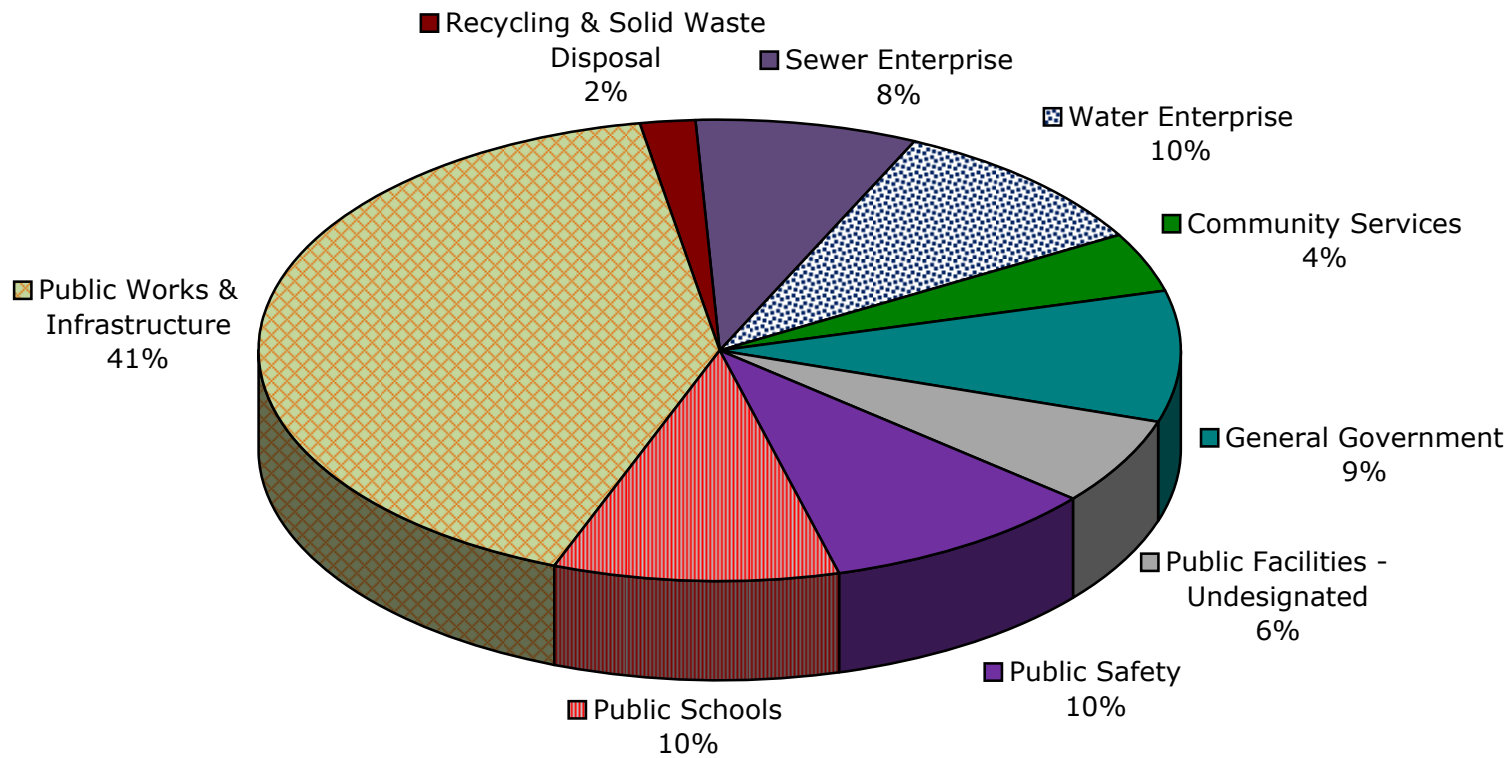
<b>Extraordinary Capital Totals</b>			<b>1,000,000</b>								
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Notes  
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 I = Project submission is incomplete, no determination was made.

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Proposed Funding - Excluding Extraordinary Capital						
All Funding Sources						
Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Proposed FY2013
<b>Current Year Requests</b>						<b>\$10,118,733</b>
<b>Cash</b>						
Cash	\$1,066,600	\$1,407,474	\$1,145,416	\$2,385,064	\$1,680,667	\$2,774,133
Retained Earnings	\$1,267,591	\$708,500	\$1,664,291	\$2,276,400	\$2,289,000	\$1,661,100
Other Available Funds	\$631,164	\$1,417,500	\$1,243,291	\$803,685	\$163,192	\$1,550,000
<b>Total - Cash</b>	<b>\$2,965,355</b>	<b>\$3,533,474</b>	<b>\$4,052,998</b>	<b>\$5,465,149</b>	<b>\$4,132,859</b>	<b>\$5,985,233</b>
<b>Debt</b>						
Operating Revenues	\$3,736,800	\$5,555,000	\$3,007,500	\$6,411,300	\$9,241,000	\$2,560,000
CPA Surcharge						
Debt Excluded						
<b>Total - Debt</b>	<b>\$3,736,800</b>	<b>\$5,555,000</b>	<b>\$3,007,500</b>	<b>\$6,411,300</b>	<b>\$9,241,000</b>	<b>\$2,560,000</b>
<b>Total Appropriations</b>	<b>\$6,702,155</b>	<b>\$9,088,474</b>	<b>\$7,060,498</b>	<b>\$11,876,449</b>	<b>\$13,373,859</b>	<b>\$8,545,233</b>

## FY2013 Proposed Capital



**Total**  
**\$8,545,233**

Town of Needham  
Capital Improvement Plan  
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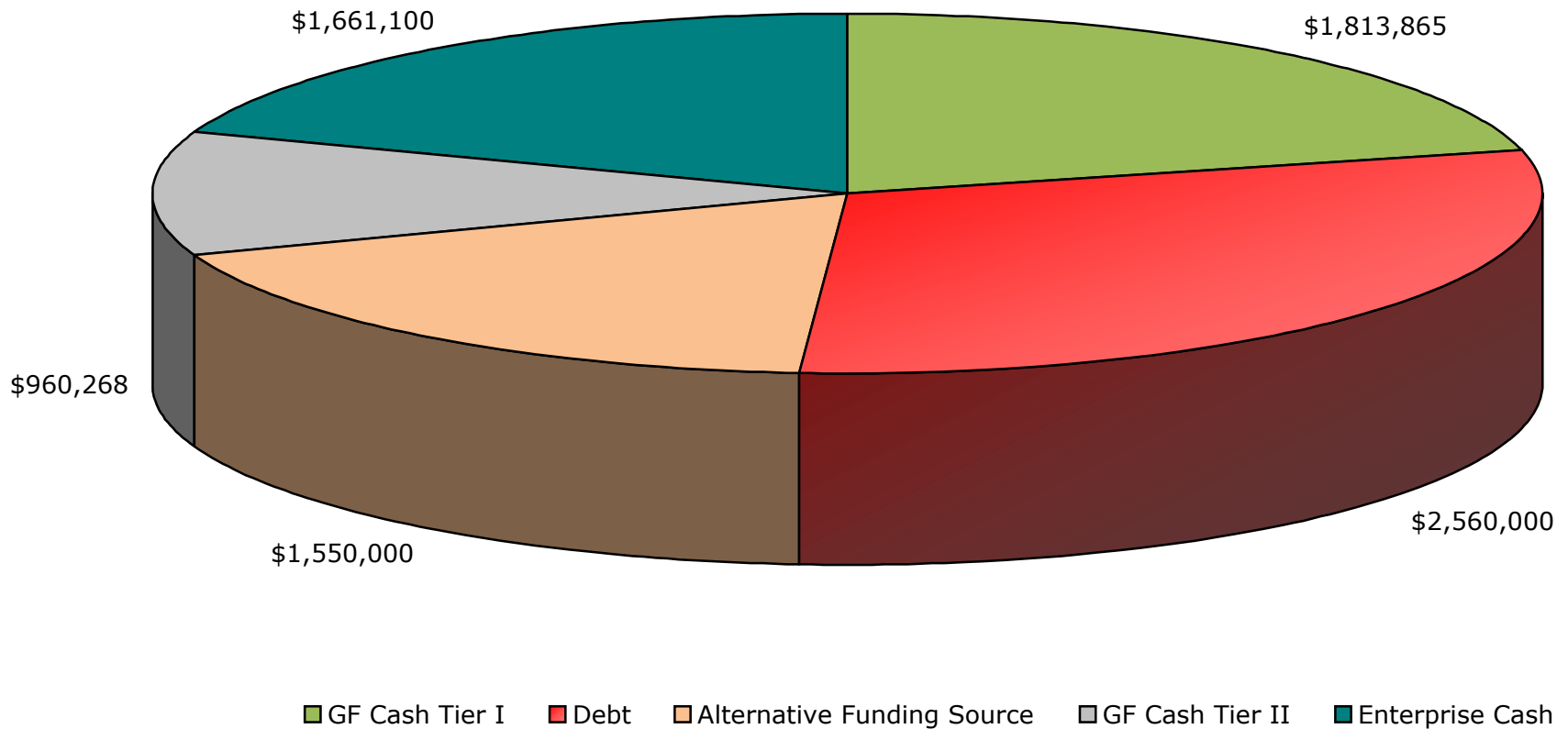
**All Proposed Capital  
All Funding Sources**

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Proposed FY2013
<b>Current Year Requests</b>						<b>\$10,118,733</b>
<b>Cash</b>						
Cash	\$1,066,600	\$3,907,474	\$2,244,536	\$2,385,064	\$1,703,859	\$2,774,133
Retained Earnings	\$1,267,591	\$708,500	\$1,664,291	\$2,276,400	\$2,289,000	\$1,661,100
Other Available Funds	\$631,164	\$1,417,500	\$6,999,917	\$803,685	\$163,192	\$1,550,000
<b>Total - Cash</b>	<b>\$2,965,355</b>	<b>\$6,033,474</b>	<b>\$10,908,744</b>	<b>\$5,465,149</b>	<b>\$4,156,051</b>	<b>\$5,985,233</b>
<b>Debt</b>						
Operating Revenues	\$3,736,800	\$11,780,000	\$7,107,500	\$6,411,300	\$17,292,808	\$2,560,000
CPA Surcharge			\$7,200,000			
Debt Excluded	\$20,475,000		\$27,412,128			
<b>Total - Debt</b>	<b>\$24,211,800</b>	<b>\$11,780,000</b>	<b>\$41,719,628</b>	<b>\$6,411,300</b>	<b>\$17,292,808</b>	<b>\$2,560,000</b>
<b>Total Appropriations</b>	<b>\$27,177,155</b>	<b>\$17,813,474</b>	<b>\$52,628,372</b>	<b>\$11,876,449</b>	<b>\$21,448,859</b>	<b>\$8,545,233</b>



## FY2013 Proposed Capital by Funding Source

**Total \$8,545,233**



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All Proposed General Fund Capital  
Funding Sources

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Requested FY2013	Proposed FY2013
<b>Current Year Requests</b>						<b>\$8,077,633</b>	<b>\$8,077,633</b>
<b>Cash</b>							
Taxation & Reserves	\$982,600	\$3,334,129	\$1,145,416	\$1,617,564	\$1,703,859	\$2,967,633	\$2,774,133
Other Available Funds	\$631,164	\$669,500	\$349,804	\$771,185	\$163,192	\$1,550,000	\$1,550,000
<b>Total - Cash</b>	<b>\$1,613,764</b>	<b>\$4,003,629</b>	<b>\$1,495,220</b>	<b>\$2,388,749</b>	<b>\$1,867,051</b>	<b>\$4,517,633</b>	<b>\$4,324,133</b>
<b>Debt</b>							
Within the Annual Levy Limit	\$1,100,000	\$8,155,000	\$5,300,000	\$6,411,300	\$10,754,808	\$3,560,000	\$2,560,000
Excluded from the Levy Limit	\$20,475,000		\$27,412,128				
<b>Total - Debt</b>	<b>\$21,575,000</b>	<b>\$8,155,000</b>	<b>\$32,712,128</b>	<b>\$6,411,300</b>	<b>\$10,754,808</b>	<b>\$3,560,000</b>	<b>\$2,560,000</b>
<b>Total Appropriations</b>	<b>\$23,188,764</b>	<b>\$12,158,629</b>	<b>\$34,207,348</b>	<b>\$8,800,049</b>	<b>\$12,621,859</b>	<b>\$8,077,633</b>	<b>\$6,884,133</b>

Town of Needham  
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All Proposed General Fund Capital  
Funding Sources

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Requested FY2013	Proposed FY2013
<b>Taxation &amp; Reserves</b>							
BAPERN Control Station	\$25,000						
Firefighting Protective Gear with Washing Machine	\$58,700						
Large Plan Copier	\$24,000						
Vehicle & Equipment Refurbishment Program	\$247,200						
HVAC Van	\$28,500						
Public Safety Application Hardware		\$100,000					
Broadmeadow School Data Room AC Upgrade	\$25,000						
Communications Archiving System		\$45,740					
Newman School Reconstruction Design and Engineering		\$350,000					
Pollard School Doors and Locks		\$175,000					
Geographic Information System		\$85,280					
DeFazio Field & Memorial Park Athletic Fields		\$1,500,000					
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			
Network Hardware, Servers & Switches			\$25,000	\$30,000			
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				\$117,000			
Pollard Middle School Condition Analysis				\$30,000			
School Furniture & Musical Equipment		\$52,050	\$35,100	\$55,950			
School Photocopier Replacement			\$46,581	\$51,700			
School Technology Replacement		\$212,500	\$169,393	\$38,600			
Brook and Culverts	\$50,000	\$60,000		\$25,000			
Stormwater Drain Discharge Improvements		\$40,000					
Athletic Facility 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		
Facilities Maintenance Program #	\$217,000	\$220,000	\$400,000	\$321,402			
Construction Equipment (tier 2)							
DPW Core Fleet Replacement	\$183,000	\$215,048	\$277,742	\$221,200	\$304,000	\$315,000	\$315,000

Town of Needham  
Capital Improvement Plan  
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All Proposed General Fund Capital  
Funding Sources

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Requested FY2013	Proposed FY2013
DPW Small Specialty Equipment	\$92,200	\$104,000					
Salt Storage Shed (Design)					\$75,000		
Closed Cab Mower/Blower					\$29,563		
Athletic Facility Improvements (Walker Gordon Facility)					\$137,500		
Library Collection Supplement	\$25,000	\$25,000	\$25,000	\$25,000			
Library Technology Replacement Plan					\$25,000		
Playground Structure Replacement (Walker-Gordon)					\$25,000		
Senior Transport Van					\$52,000		
Desktop Virtualization						\$130,000	\$130,000
Network Hardware, Servers & Switches					\$30,000	\$30,000	\$30,000
Firefighting Protective Gear						\$40,000	\$40,000
Operations Deputy Chief Vehicle (C-3)	\$32,000					\$35,000	\$35,000
Copier Replacement (tier 1 & 2)					\$66,950	\$97,570	\$97,570
Emery Grover Renovation/Relocation Feasibility						\$30,000	\$30,000
Furniture & Musical Equipment					\$52,750	\$43,450	\$43,450
Graphic Arts Equipment (tier 2)						\$14,180	\$14,180
Technology Replacement (tier 1 & 2)					\$49,100	\$524,500	\$524,500
Whiteboard Technology (tier 2)						\$148,300	\$148,300
DeFazio Field Sodding (tier 2)						\$90,000	\$90,000
Large Specialty Equipment (tier 2)						\$271,500	\$271,500
Small Specialty Equipment (tier 2)					\$64,500	\$41,000	\$41,000
Snow & Ice Equipment		\$124,511		\$298,000	\$165,000	\$171,000	\$31,000
Snow & Ice Equipment (tier 2)							\$140,000
Energy Efficiency Upgrade Improvements						\$34,815	\$34,815
Public Facilities Core Fleet Replacement				\$34,114	\$25,000	\$50,318	\$50,318
Public Facility Maintenance Program					\$400,000	\$450,000	\$416,000
Public Facility Maintenance Program (tier 2)							\$34,000
Athletic Facility Improvements						\$207,500	\$207,500
Trail Improvement Project - Rosemary Camp (tier 2)						\$50,000	\$50,000

Town of Needham  
Capital Improvement Plan  
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All Proposed General Fund Capital  
Funding Sources

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Requested FY2013	Proposed FY2013
<b>Other Available Funds</b>							
Police Chief's Vehicle (FY07 Budget Transfer)	\$25,250						
School Furniture & Musical Equipment (FY07 Budget Transfer)	\$33,300						
School Photocopier Replacement (FY07 Budget Transfer)	\$43,035						
School Technology Replacement (FY07 Budget Transfer)	\$194,079						
DPW Construction Equipment (FY07 Budget Transfer)	\$160,000						
DPW Snow & Ice Equipment (FY07 Budget Transfer)	\$135,000						
Fence Replacements at Parks (FY07 Budget Transfer)	\$40,500						
Town Hall Photocopier (FY08 Budget Transfer)		\$18,500					
Newman & Hillside Storage Sheds (FY08 Budget Transfer)		\$20,000					
Newman School Electrical Systems Improvements (FY08 Budget Transfer)		\$125,000					
Newman School Reconstruction Design and Engineering (FY08 Budget Transfer)		\$300,000					
Public Schools Delivery Van (FY08 Budget Transfer)		\$14,000					
Tennis Court (FY08 Budget Transfer)		\$150,000					
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		\$42,000			
Athletic Facility Improvements (Unexpended Articles)				\$107,200			
Senior Center Feasibility Study (Unexpended Articles)				\$49,091			
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		

Town of Needham  
Capital Improvement Plan  
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**All Proposed General Fund Capital  
Funding Sources**

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Requested FY2013	Proposed FY2013
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 Appropriate for Engineering Study for Energy Upgrades (FY11 Budget & Unexpended Articles)					\$80,000		
Cricket Field Building Renovations Feasibility (Unexpended Articles)					\$50,000		
New Senior Center at Needham Heights (Unexpended Articles)					\$10,000		
Salt Storage Shed (Chapter 90 SAN)					\$23,192		
						\$1,550,000	\$1,550,000

Town of Needham  
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All Proposed General Fund Capital  
Funding Sources

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Requested FY2013	Proposed FY2013
<b>Debt</b>							
Fire Ambulance (R-2)/EMS Reporting System		\$205,000					
Public Safety Building Roof		\$535,000					
Hillside & Mitchell School Parking/Play Area		\$160,000					
Municipal Parking Lot Improvements		\$105,000					
Public Services Administration Building		\$5,725,000					
Public Services Administration Building Design		\$500,000					
Street & Traffic Light Replacements		\$105,000					
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						\$630,000	\$630,000
Fire Engineer Quint						\$750,000	\$750,000
DPW Complex Phase II						\$580,000	\$580,000
Public Works Infrastructure Program	\$1,100,000	\$820,000	\$875,000	\$1,236,300	\$1,100,000	\$600,000	\$600,000
<b>Debt Exclusions</b>							
High Rock Elementary School Renovation and Expansion	\$19,688,000						
Pollard School Electrical & Technology Infrastructure	\$787,000						
Newman School Renovations			\$27,412,128				

Notes

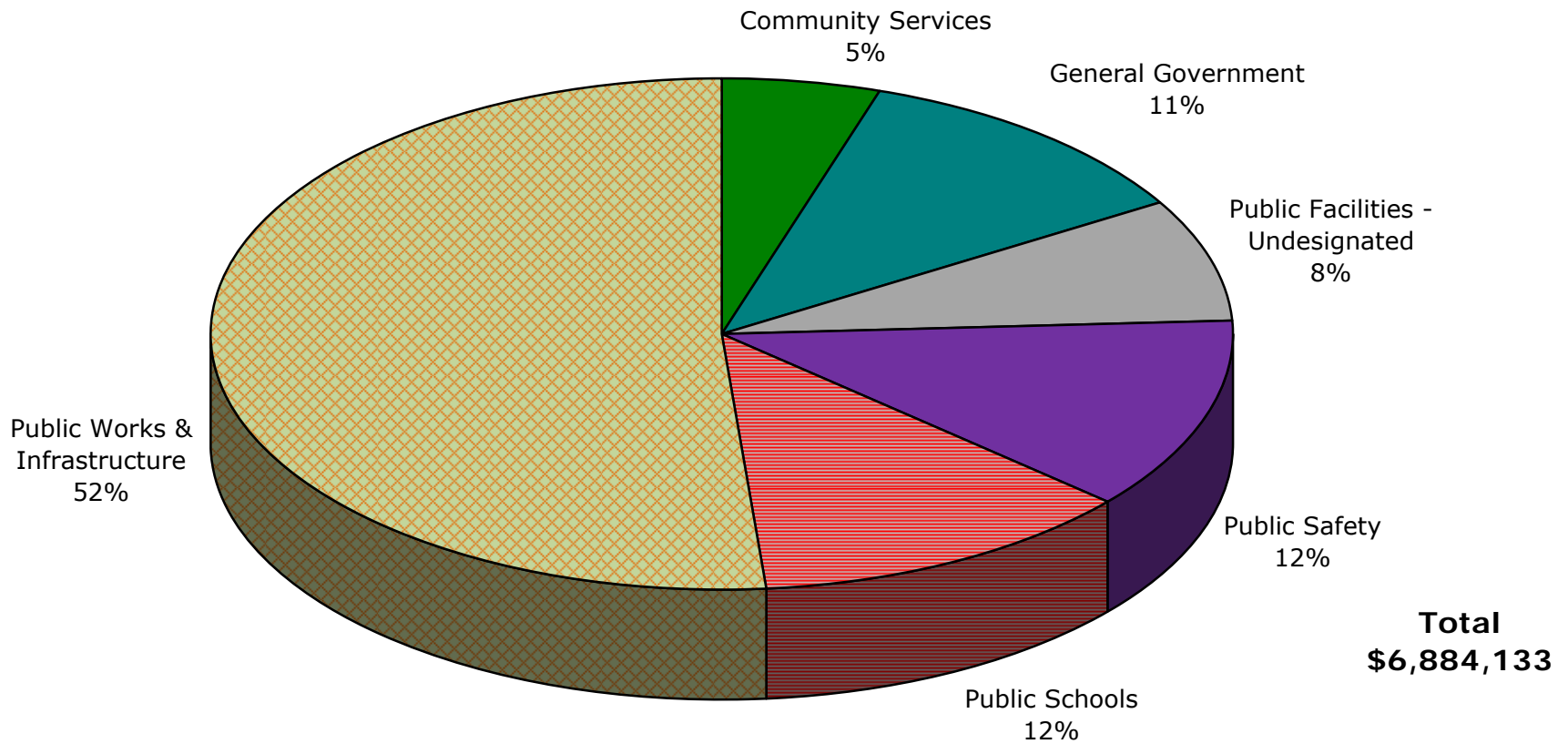
\* Some capital requests that are to be funded through debt did not include debt issuance costs, the proposed funding represents the addition of those expenses

\*\* Preliminary may be financed in part by debt exclusion and/or grants and donations

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

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

### FY2013 Proposed Capital General Fund





Town of Needham  
Capital Improvement Plan  
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**All Proposed Community Preservation Fund Capital  
Funding Sources**

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Proposed FY2013
<b>Current Year Requests</b>						
<b>Cash</b>						
Receipts & Reserves	\$84,000	\$252,000	\$1,099,120	\$767,500		
Other Available Funds		\$748,000	\$6,650,113	\$32,500		
<b>Total - Cash</b>	<b>\$84,000</b>	<b>\$1,000,000</b>	<b>\$7,749,233</b>	<b>\$800,000</b>		
<b>Debt</b>						
CPA Surcharge Supported			\$7,200,000			
<b>Total - Debt</b>			<b>\$7,200,000</b>			
<b>Total Appropriations</b>	<b>\$84,000</b>	<b>\$1,000,000</b>	<b>\$14,949,233</b>	<b>\$800,000</b>		

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

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Proposed FY2013
<b>Community Preservation Receipts &amp; Reserves</b>						
Open Space & Recreation Plan						
Ridge Hill Reservation Footbridge Repairs						
Town Hall Renovation Feasibility	\$50,000					
Park Fence Installation (Repairs & Addition)	\$12,000					
Water Bubbles	\$22,000					
Town Hall Preservation Project		\$252,000	\$1,099,120			
174 Charles River Street Property Purchase					\$767,500	
<b>Other Available Funds</b>						
Town Hall Preservation Project		\$748,000	\$5,730,113			
Chapter 61A Land Map 217 Lot 11			\$445,000			
Chapter 61A Land Map 217 Lot 12			\$475,000			
174 Charles River Street Property Purchase (CPC Admin Budget)					\$32,500	
<b>Community Preservation Debt</b>						
Town Hall Preservation Project			\$7,200,000			

Town of Needham  
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**All Proposed RTS Enterprise Fund Capital  
Funding Sources**

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Proposed FY2013
<b>Current Year Requests</b>						<b>\$555,200</b>
<b>Cash</b>						
Receipts						
Reserves	\$130,000	\$26,000	\$136,609	\$235,000		\$175,200
Other Available Funds						
<b>Total - Cash</b>	<b>\$130,000</b>	<b>\$26,000</b>	<b>\$136,609</b>	<b>\$235,000</b>		<b>\$175,200</b>
<b>Debt</b>						
Fee Supported	\$230,000	\$225,000	\$230,000		\$238,000	
<b>Total - Debt</b>	<b>\$230,000</b>	<b>\$225,000</b>	<b>\$230,000</b>		<b>\$238,000</b>	
<b>Total Appropriations</b>	<b>\$360,000</b>	<b>\$251,000</b>	<b>\$366,609</b>	<b>\$235,000</b>	<b>\$238,000</b>	<b>\$175,200</b>

Town of Needham  
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**All Proposed RTS Enterprise Fund Capital  
Funding Sources**

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Proposed FY2013
<b>Enterprise Fund Receipts</b>						
<b>Enterprise Fund Reserves</b>						
Drop Off Area Repairs	\$130,000					
Trommel Screener Accessories		\$26,000				
Core Fleet Replacement			\$26,609	\$139,200		
Large Specialty Equipment			\$110,000	\$95,800		\$175,200
<b>Other Available Funds</b>						
<b>Debt</b>						
RTS Construction Equipment	\$230,000					
Collection Packer Equipment		\$225,000				
Construction Equipment			\$230,000			
Skid Steer Loader					\$86,000	
Semi Tractor Replacement					\$152,000	

Town of Needham  
Capital Improvement Plan  
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**All Proposed Sewer Enterprise Fund Capital  
Funding Sources**

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Proposed FY2013
<b>Current Year Requests</b>						<b>\$647,100</b>
<b>Cash</b>						
Receipts						
Reserves	\$333,391		\$722,000	\$576,000	\$825,000	\$647,100
Other Available Funds						
<b>Total - Cash</b>	<b>\$333,391</b>		<b>\$722,000</b>	<b>\$576,000</b>	<b>\$825,000</b>	<b>\$647,100</b>
<b>Debt</b>						
Fee Supported	\$1,806,800	\$770,000	\$577,500		\$6,300,000	
<b>Total - Debt</b>	<b>\$1,806,800</b>	<b>\$770,000</b>	<b>\$577,500</b>		<b>\$6,300,000</b>	
<b>Total Appropriations</b>	<b>\$2,140,191</b>	<b>\$770,000</b>	<b>\$1,299,500</b>		<b>\$7,125,000</b>	<b>\$647,100</b>

Town of Needham  
Capital Improvement Plan  
January 2012

**All Proposed Sewer Enterprise Fund Capital  
Funding Sources**

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Proposed FY2013
<b>Enterprise Fund Receipts</b>						
<b>Enterprise Fund Reserves</b>						
Construction Equipment			\$160,000			
Sewer Service Connections			\$50,000			
Mobile High Capacity Pumps				\$200,000		
Sewer Large Specialty Equipment	\$310,000		\$345,000	\$98,500	\$185,000	
Sewer Core Fleet Replacement	\$23,391		\$122,000	\$52,500	\$65,000	\$33,100
Sewer SCADA System						\$30,000
Sewer Small Specialty Equipment			\$45,000			\$34,000
Sewer Systems Rehabilitation Infiltration & Inflow Removal Program				\$225,000	\$575,000	\$550,000
<b>Other Available Funds</b>						
<b>Debt</b>						
Sewer System Rehab - I/I Removal Program ***	\$1,806,800					
Sewer Pump Station Improvements - GPA Supplement		\$770,000				
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 2012

**All Proposed Water Enterprise Fund Capital  
Funding Sources**

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Proposed FY2013
<b>Current Year Requests</b>						<b>\$838,800</b>
<b>Cash</b>						
Receipts		\$321,345				
Reserves	\$804,200	\$682,500	\$805,682	\$1,465,400	\$1,464,000	\$838,800
Other Available Funds						
<b>Total - Cash</b>	<b>\$804,200</b>	<b>\$1,003,845</b>	<b>\$805,682</b>	<b>\$1,465,400</b>	<b>\$1,464,000</b>	<b>\$838,800</b>
<b>Debt</b>						
Fee Supported	\$600,000	\$2,630,000	\$1,000,000			
<b>Total - Debt</b>	<b>\$600,000</b>	<b>\$2,630,000</b>	<b>\$1,000,000</b>			
<b>Total Appropriations</b>	<b>\$1,404,200</b>	<b>\$3,633,845</b>	<b>\$1,805,682</b>	<b>\$1,465,400</b>	<b>\$1,464,000</b>	<b>\$838,800</b>

Town of Needham  
Capital Improvement Plan  
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**All Proposed Water Enterprise Fund Capital  
Funding Sources**

Description	Funded FY2008	Funded FY2009	Funded FY2010	Funded FY2011	Funded FY2012	Proposed FY2013
<b>Enterprise Fund Receipts</b>						
Water Construction Equipment		\$18,000				
Water Core Fleet		\$65,345				
Water Service Connections		\$200,000				
Water Small Specialty Equipment		\$38,000				
Fire Flow Improvements						
<b>Enterprise Fund Reserves</b>						
Water Supply Development			\$75,000			
Fire Hydrant Replacement Program	\$100,000		\$100,000	\$100,000		
Restoration of Charles River Treatment Facility Well					\$600,000	
Water Construction Equipment	\$130,000			\$147,500		
Water SCADA System Upgrade & Video Surveillance					\$40,000	
Water Small Specialty Equipment			\$45,000	\$12,600		
Filter Media Replacement					\$70,000	\$72,500
Water Core Fleet	\$124,200		\$54,882	\$88,500	\$69,500	\$117,000
Water Service Connections	\$200,000		\$200,000	\$200,000		\$200,000
Water System Fire Flow Improvements				\$313,500		\$350,000
Water System Rehabilitation Program	\$250,000	\$682,500	\$330,800	\$603,300	\$684,500	\$99,300
<b>Other Available Funds</b>						
<b>Debt</b>						
Water Storage Tank Repair & Paint	\$600,000	\$730,000				
14 inch Water Main Replacements ***		\$1,900,000				
Water Distribution System Rehabilitation			\$1,000,000			

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



Five Year  
Capital Submission Summary  
And  
Preliminary Out Year  
Recommendations

Section 3

Town of Needham  
Capital Improvement Plan  
January 2012

Five Year Capital  
Group and Classification  
FY2013 - FY2017

Description	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
<b>Equipment &amp; Technology</b>												
General Fund (Including CPA)	\$2,661,818	\$1,875,550	\$2,022,822	\$1,283,814	\$1,815,648	\$1,283,266	\$1,669,671	\$1,185,169	\$1,900,796	\$1,341,556	\$10,070,755	\$6,969,355
Recycling & Solid Waste Disposal	\$555,200	\$175,200	\$189,200	\$189,200	\$192,000	\$192,000	\$306,100		\$29,000	\$29,000	\$1,271,500	\$585,400
Sewer Enterprise	\$67,100	\$67,100	\$33,800	\$33,800	\$34,500	\$34,500	\$57,500	\$57,500	\$618,000	\$618,000	\$810,900	\$810,900
Water Enterprise	\$117,000	\$117,000			\$45,000		\$121,600	\$121,600	\$115,500	\$115,500	\$399,100	\$354,100
<b>Total Equipment &amp; Technology</b>	<b>\$3,401,118</b>	<b>\$2,234,850</b>	<b>\$2,245,822</b>	<b>\$1,506,814</b>	<b>\$2,087,148</b>	<b>\$1,509,766</b>	<b>\$2,154,871</b>	<b>\$1,364,269</b>	<b>\$2,663,296</b>	<b>\$2,104,056</b>	<b>\$12,552,255</b>	<b>\$8,719,755</b>
<b>Building &amp; Facilities</b>												
General Fund (Including CPA)	\$3,747,315	\$3,448,315	\$1,982,046	\$1,013,856	\$2,624,160	\$682,590	\$1,356,444	\$771,736	\$1,122,433	\$708,408	\$10,832,398	\$6,624,905
Recycling & Solid Waste Disposal												
Sewer Enterprise												
Water Enterprise												
<b>Total Buildings &amp; Facilities</b>	<b>\$3,747,315</b>	<b>\$3,448,315</b>	<b>\$1,982,046</b>	<b>\$1,013,856</b>	<b>\$2,624,160</b>	<b>\$682,590</b>	<b>\$1,356,444</b>	<b>\$771,736</b>	<b>\$1,122,433</b>	<b>\$708,408</b>	<b>\$10,832,398</b>	<b>\$6,624,905</b>
<b>Infrastructure</b>												
General Fund (Including CPA)	\$668,500	\$600,000	\$1,289,900	\$600,000	\$1,351,400	\$600,000	\$3,324,000	\$1,300,000	\$1,450,000	\$1,300,000	\$8,083,800	\$4,400,000
Recycling & Solid Waste Disposal												
Sewer Enterprise	\$580,000	\$580,000	\$600,000	\$600,000	\$652,400	\$652,400	\$2,878,000	\$2,878,000	\$395,000	\$395,000	\$5,105,400	\$5,105,400
Water Enterprise	\$721,800	\$721,800	\$6,765,800	\$6,765,800	\$1,266,500	\$1,266,500	\$4,224,250	\$764,250	\$3,220,000	\$1,130,000	\$16,198,350	\$10,648,350
<b>Total Infrastructure</b>	<b>\$1,970,300</b>	<b>\$1,901,800</b>	<b>\$8,655,700</b>	<b>\$7,965,800</b>	<b>\$3,270,300</b>	<b>\$2,518,900</b>	<b>\$10,426,250</b>	<b>\$4,942,250</b>	<b>\$5,065,000</b>	<b>\$2,825,000</b>	<b>\$29,387,550</b>	<b>\$20,153,750</b>
<b>Extraordinary</b>												
General Fund (Including CPA)	\$1,000,000		\$3,559,100		\$57,736,800		\$12,700,000		\$36,491,900		\$111,487,800	
Recycling & Solid Waste Disposal												
Sewer Enterprise												
Water Enterprise												
<b>Total Extraordinary</b>	<b>\$1,000,000</b>		<b>\$3,559,100</b>		<b>\$57,736,800</b>		<b>\$12,700,000</b>		<b>\$36,491,900</b>		<b>\$111,487,800</b>	

Town of Needham  
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**Five Year Capital  
Group and Classification  
FY2013 - FY2017**

Description	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
<b>General Government &amp; Land Use</b>												
Equipment & Technology	\$160,000	\$160,000	\$115,000	\$115,000	\$160,152	\$130,000	\$60,645	\$60,645	\$30,000	\$30,000	\$525,797	\$495,645
Building & Facilities	\$630,000	\$630,000									\$630,000	\$630,000
Infrastructure												
<b>General Government</b>	<b>\$790,000</b>	<b>\$790,000</b>	<b>\$115,000</b>	<b>\$115,000</b>	<b>\$160,152</b>	<b>\$130,000</b>	<b>\$60,645</b>	<b>\$60,645</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$1,155,797</b>	<b>\$1,125,645</b>
<b>Public Safety</b>												
Equipment & Technology	\$825,000	\$825,000	\$242,430	\$78,430	\$185,000	\$150,000	\$135,000	\$30,000	\$70,000	\$70,000	\$1,457,430	\$1,153,430
Building & Facilities												
Infrastructure												
<b>Public Safety</b>	<b>\$825,000</b>	<b>\$825,000</b>	<b>\$242,430</b>	<b>\$78,430</b>	<b>\$185,000</b>	<b>\$150,000</b>	<b>\$135,000</b>	<b>\$30,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$1,457,430</b>	<b>\$1,153,430</b>
<b>Public Schools</b>												
Equipment & Technology	\$828,000	\$494,232	\$793,500	\$542,092	\$607,730	\$563,200	\$689,600	\$582,098	\$765,180	\$480,940	\$3,684,010	\$2,662,562
Building & Facilities	\$30,000	\$30,000	\$433,511	\$433,511	\$100,000	\$100,000	\$151,938		\$105,000	\$105,000	\$820,449	\$668,511
Infrastructure												
<b>Public Schools</b>	<b>\$858,000</b>	<b>\$524,232</b>	<b>\$1,227,011</b>	<b>\$975,603</b>	<b>\$707,730</b>	<b>\$663,200</b>	<b>\$841,538</b>	<b>\$582,098</b>	<b>\$870,180</b>	<b>\$585,940</b>	<b>\$4,504,459</b>	<b>\$3,331,073</b>
<b>Public Works</b>												
Equipment & Technology	\$798,500	\$346,000	\$783,600	\$460,000	\$803,600	\$415,500	\$759,000	\$487,000	\$1,009,300	\$734,300	\$4,154,000	\$2,442,800
Building & Facilities	\$2,130,000	\$2,130,000			\$35,000	\$35,000	\$197,800	\$197,800			\$2,362,800	\$2,362,800
Infrastructure	\$668,500	\$600,000	\$1,289,900	\$600,000	\$1,351,400	\$600,000	\$3,324,000	\$1,300,000	\$1,450,000	\$1,300,000	\$8,083,800	\$4,400,000
<b>Public Works</b>	<b>\$3,597,000</b>	<b>\$3,076,000</b>	<b>\$2,073,500</b>	<b>\$1,060,000</b>	<b>\$2,190,000</b>	<b>\$1,050,500</b>	<b>\$4,280,800</b>	<b>\$1,984,800</b>	<b>\$2,459,300</b>	<b>\$2,034,300</b>	<b>\$14,600,600</b>	<b>\$9,205,600</b>
<b>Public Facilities - Undesignated</b>												
Equipment & Technology	\$50,318	\$50,318	\$27,227	\$27,227	\$24,566	\$24,566	\$25,426	\$25,426	\$26,316	\$26,316	\$153,853	\$153,853
Building & Facilities	\$484,815	\$450,815	\$575,535	\$540,345	\$583,960	\$547,590	\$611,706	\$573,936	\$642,433	\$603,408	\$2,898,449	\$2,716,094
Infrastructure												
<b>Public Facilities - Undesignated</b>	<b>\$535,133</b>	<b>\$501,133</b>	<b>\$602,762</b>	<b>\$567,572</b>	<b>\$608,526</b>	<b>\$572,156</b>	<b>\$637,132</b>	<b>\$599,362</b>	<b>\$668,749</b>	<b>\$629,724</b>	<b>\$3,052,302</b>	<b>\$2,869,947</b>

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Five Year Capital  
Group and Classification  
FY2013 - FY2017

Description	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
<b>Community Services</b>												
Equipment & Technology			\$61,065	\$61,065	\$34,600						\$95,665	\$61,065
Building & Facilities	\$472,500	\$207,500	\$973,000	\$40,000	\$1,905,200		\$395,000		\$375,000		\$4,120,700	\$247,500
Infrastructure												
<b>Community Services</b>	<b>\$472,500</b>	<b>\$207,500</b>	<b>\$1,034,065</b>	<b>\$101,065</b>	<b>\$1,939,800</b>		<b>\$395,000</b>		<b>\$375,000</b>		<b>\$4,216,365</b>	<b>\$308,565</b>
<b>General Fund</b>												
Equipment & Technology	\$2,661,818	\$1,875,550	\$2,022,822	\$1,283,814	\$1,815,648	\$1,283,266	\$1,669,671	\$1,185,169	\$1,900,796	\$1,341,556	\$10,070,755	\$6,969,355
Building & Facilities	\$3,747,315	\$3,448,315	\$1,982,046	\$1,013,856	\$2,624,160	\$682,590	\$1,356,444	\$771,736	\$1,122,433	\$708,408	\$10,832,398	\$6,624,905
Infrastructure	\$668,500	\$600,000	\$1,289,900	\$600,000	\$1,351,400	\$600,000	\$3,324,000	\$1,300,000	\$1,450,000	\$1,300,000	\$8,083,800	\$4,400,000
<b>Total General Fund Groups</b>	<b>\$7,077,633</b>	<b>\$5,923,865</b>	<b>\$5,294,768</b>	<b>\$2,897,670</b>	<b>\$5,791,208</b>	<b>\$2,565,856</b>	<b>\$6,350,115</b>	<b>\$3,256,905</b>	<b>\$4,473,229</b>	<b>\$3,349,964</b>	<b>\$28,986,953</b>	<b>\$17,994,260</b>
<b>Extraordinary Capital</b>												
Equipment & Technology												
Building & Facilities	\$1,000,000		\$3,559,100		\$57,736,800		\$10,700,000		\$36,491,900		\$109,487,800	
Infrastructure							\$2,000,000				\$2,000,000	
<b>Extraordinary Capital</b>	<b>\$1,000,000</b>		<b>\$3,559,100</b>		<b>\$57,736,800</b>		<b>\$12,700,000</b>		<b>\$36,491,900</b>		<b>\$111,487,800</b>	
<b>Recycling &amp; Solid Waste Disposal</b>												
Equipment & Technology	\$555,200	\$175,200	\$189,200	\$189,200	\$192,000	\$192,000	\$306,100		\$29,000	\$29,000	\$1,271,500	\$585,400
Building & Facilities												
Infrastructure												
<b>RTS Enterprise</b>	<b>\$555,200</b>	<b>\$175,200</b>	<b>\$189,200</b>	<b>\$189,200</b>	<b>\$192,000</b>	<b>\$192,000</b>	<b>\$306,100</b>		<b>\$29,000</b>	<b>\$29,000</b>	<b>\$1,271,500</b>	<b>\$585,400</b>
<b>Sewer Enterprise</b>												
Equipment & Technology	\$67,100	\$67,100	\$33,800	\$33,800	\$34,500	\$34,500	\$57,500	\$57,500	\$618,000	\$618,000	\$810,900	\$810,900
Building & Facilities												
Infrastructure	\$580,000	\$580,000	\$600,000	\$600,000	\$652,400	\$652,400	\$2,878,000	\$2,878,000	\$395,000	\$395,000	\$5,105,400	\$5,105,400
<b>Sewer Enterprise</b>	<b>\$647,100</b>	<b>\$647,100</b>	<b>\$633,800</b>	<b>\$633,800</b>	<b>\$686,900</b>	<b>\$686,900</b>	<b>\$2,935,500</b>	<b>\$2,935,500</b>	<b>\$1,013,000</b>	<b>\$1,013,000</b>	<b>\$5,916,300</b>	<b>\$5,916,300</b>

Town of Needham  
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**Five Year Capital  
Group and Classification  
FY2013 - FY2017**

Description	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One
<b>Water Enterprise</b>												
Equipment & Technology	\$117,000	\$117,000			\$45,000		\$121,600	\$121,600	\$115,500	\$115,500	\$399,100	\$354,100
Building & Facilities Infrastructure	\$721,800	\$721,800	\$6,765,800	\$6,765,800	\$1,266,500	\$1,266,500	\$4,224,250	\$764,250	\$3,220,000	\$1,130,000	\$16,198,350	\$10,648,350
<b>Water Enterprise</b>	<b>\$838,800</b>	<b>\$838,800</b>	<b>\$6,765,800</b>	<b>\$6,765,800</b>	<b>\$1,311,500</b>	<b>\$1,266,500</b>	<b>\$4,345,850</b>	<b>\$885,850</b>	<b>\$3,335,500</b>	<b>\$1,245,500</b>	<b>\$16,597,450</b>	<b>\$11,002,450</b>
<b>Total All Groups</b>	<b>\$10,118,733</b>	<b>\$7,584,965</b>	<b>\$16,442,668</b>	<b>\$10,486,470</b>	<b>\$65,718,408</b>	<b>\$4,711,256</b>	<b>\$26,637,565</b>	<b>\$7,078,255</b>	<b>\$45,342,629</b>	<b>\$5,637,464</b>	<b>\$164,260,003</b>	<b>\$35,498,410</b>
<b>Excluding Extraordinary</b>	<b>\$9,118,733</b>	<b>\$7,584,965</b>	<b>\$12,883,568</b>	<b>\$10,486,470</b>	<b>\$7,981,608</b>	<b>\$4,711,256</b>	<b>\$13,937,565</b>	<b>\$7,078,255</b>	<b>\$8,850,729</b>	<b>\$5,637,464</b>	<b>\$52,772,203</b>	<b>\$35,498,410</b>

Town of Needham  
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Five Year Capital Submissions  
Preliminary Recommendations Tier One - All Funding Sources  
FY2013 - FY2017

Title	Code*	Department	Cat*	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
<b>General Government</b>																			
Core Fleet Replacement	P	Finance	1					30,152						30,152					5 - 11
Desktop Virtualization	P	Finance	1	130,000	130,000									130,000	130,000	130,000			5 - 03
Election Equipment	P	Town Clerk	1			85,000	85,000							85,000	85,000	85,000			5 - 01
Geographic Information System Update	N	Finance	1					100,000	100,000					100,000	100,000	100,000			5 - 03
Mail Processing Machines	N	Finance	1							30,645	30,645			30,645	30,645	30,645			5 - 07
Network Hardware, Servers & Switches	R	Finance	1	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	150,000	150,000	150,000			5 - 05
Purchase of Real Property 37 - 39 Lincoln Street	N	BOS/TM	2	630,000	630,000									630,000	630,000		630,000		6 - 01
<b>Total - General Government</b>				<b>790,000</b>	<b>790,000</b>	<b>115,000</b>	<b>115,000</b>	<b>160,152</b>	<b>130,000</b>	<b>60,645</b>	<b>60,645</b>	<b>30,000</b>	<b>30,000</b>	<b>1,155,797</b>	<b>1,125,645</b>	<b>495,645</b>	<b>630,000</b>		
Cash Funding					160,000		115,000		130,000		60,645		30,000		495,645				
Debt Funding					630,000										630,000				
Other Financial Source																			
<b>Total - General Government</b>					<b>790,000</b>		<b>115,000</b>		<b>130,000</b>		<b>60,645</b>		<b>30,000</b>		<b>1,125,645</b>				

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

Town of Needham  
Capital Improvement Plan  
January 2012

Five Year Capital Submissions  
Preliminary Recommendations Tier One - All Funding Sources  
FY2013 - FY2017

Title	Code*	Department	Cat*	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
<b>Public Safety</b>																			
Brush/Utility Truck F350 (C-6)	P	Fire	1			45,000	45,000							45,000	45,000	45,000			5 - 20
Bucket Truck F450 (C-5)	ND	Fire	1							105,000				105,000					5 - 20
Core Fleet Replacement	N	Building	1			33,430	33,430							33,430	33,430	33,430			5 - 25
Deputy Chief Vehicle (C-3)	P	Fire	1	35,000	35,000									35,000	35,000	35,000			5 - 20
IBM Hardware Replacement - NPJ CAD	PM	Finance	1							30,000	30,000			30,000	30,000	30,000			5 - 09
Inspector's Vehicle (C-43)	P	Fire	1									30,000	30,000	30,000	30,000	30,000			5 - 20
Osage Rescue Ambulance (R-2)	P	Fire	1					150,000	150,000					150,000	150,000	150,000			5 - 20
Police Cruiser Video	PM	Police	1					35,000						35,000					5 - 13
Quint Ladder/Pump (E-3)	P	Fire	1	750,000	750,000									750,000	750,000	750,000			5 - 20
Shift Commander Vehicle (C-2)	P	Fire	1									40,000	40,000	40,000	40,000	40,000			5 - 20
Structural Firefighting Gear	P	Fire	1	40,000	40,000									40,000	40,000	40,000			5 - 18
Wireless Municipal Radio Master Fire Box System	S	Fire	1			164,000								164,000					5 - 15
<b>Total - Public Safety</b>				<b>825,000</b>	<b>825,000</b>	<b>242,430</b>	<b>78,430</b>	<b>185,000</b>	<b>150,000</b>	<b>135,000</b>	<b>30,000</b>	<b>70,000</b>	<b>70,000</b>	<b>1,457,430</b>	<b>1,153,430</b>	<b>403,430</b>	<b>750,000</b>		
Cash Funding					75,000		78,430		150,000		30,000				403,430				
Debt Funding					750,000										750,000				
Other Financial Source																			
<b>Total - Public Safety</b>					<b>825,000</b>		<b>78,430</b>		<b>150,000</b>		<b>30,000</b>		<b>70,000</b>		<b>1,153,430</b>				

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

Town of Needham  
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Five Year Capital Submissions  
Preliminary Recommendations Tier One - All Funding Sources  
FY2013 - FY2017

Title	Code*	Department	Cat*	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
<b>Public Schools</b>																			
Copier Replacement	RMC	School	1	97,570		80,450		52,990		70,505		48,820		350,335					5 - 29
Fitness Equipment Replacement	NC	School	1			14,380		14,810		20,020		13,110		62,320					5 - 48
Furniture	RMC	School	1	28,450		41,600		34,180		45,405		45,000		194,635					5 - 38
Graphic Arts Equipment	NC	School	1	14,180		8,270		8,450		11,910		7,660		50,470					5 - 27
Interactive Whiteboard Technology	MC	School	1	148,300		22,600		17,600						188,500					5 - 35
Musical Equipment	RC	School	1	15,000		15,000		15,000		15,000		15,000		75,000					5 - 40
Tablet Project	NC	School	1			146,000		62,000		85,000		16,000		309,000					5 - 43
Technology Replacement	RMC	School	1	524,500		465,200		402,700		389,100		335,350		2,116,850					5 - 32
<b>School Technology and Equipment</b>		<b>School</b>	<b>1</b>		494,232		542,092		563,200		582,098		480,940		2,662,562	2,662,562			
Vehicle Replacement	NI	School	1							52,660		284,240		336,900					5 - 46
Emery Grover Renovation/Relocation Feasibility	P	School	2	30,000	30,000									30,000	30,000	30,000			6 - 03
Emery Grover Roof	D	Public Facilities	2							151,938				151,938					6 - 23
High School A Gym Upgrade	N	Public Facilities	2									105,000	105,000	105,000	105,000	105,000			6 - 18
Pollard Boiler Replacement	N	Public Facilities	2			374,800	374,800	100,000	100,000					474,800	474,800	100,000	374,800		6 - 14
Pollard Telephone System Replacement	N	Public Facilities	2			58,711	58,711							58,711	58,711	58,711			6 - 27
<b>Total - Public Schools</b>				<b>858,000</b>	<b>524,232</b>	<b>1,227,011</b>	<b>975,603</b>	<b>707,730</b>	<b>663,200</b>	<b>841,538</b>	<b>582,098</b>	<b>870,180</b>	<b>585,940</b>	<b>4,504,459</b>	<b>3,331,073</b>	<b>2,956,273</b>	<b>374,800</b>		
Cash Funding					524,232		600,803		663,200		582,098		585,940		2,956,273				
Debt Funding							374,800									374,800			
Other Financial Source																			
<b>Total - Public Schools</b>					<b>524,232</b>		<b>975,603</b>		<b>663,200</b>		<b>582,098</b>		<b>585,940</b>		<b>3,331,073</b>				

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Five Year Capital Submissions  
Preliminary Recommendations Tier One - All Funding Sources  
FY2013 - FY2017

Title	Code*	Department	Cat*	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
<b>Public Works</b>																			
General Fund - Construction Equipment	R	DPW	1			42,600						93,600	93,600	136,200	93,600	93,600			5 - 52
General Fund - Core Fleet	R	DPW	1	315,000	315,000	460,000	460,000	415,500	415,500	487,000	487,000	325,200	325,200	2,002,700	2,002,700	2,002,700			5 - 52
General Fund - Large Specialty Equipment	R	DPW	1	271,500								447,000	172,000	718,500	172,000	172,000			5 - 52
General Fund - Small Specialty Equipment	R	DPW	1	41,000		105,000		71,100		119,000		107,000	107,000	443,100	107,000	107,000			5 - 52
General Fund - Snow & Ice Equipment	R	DPW	1	171,000	31,000	176,000		182,000		153,000		36,500	36,500	718,500	67,500	67,500			5 - 52
Message Boards	N D	DPW	1					135,000						135,000					5 - 51
Blue Tree Replacement	N	DPW	2					35,000	35,000					35,000	35,000	35,000			6 - 08
DPW Boiler Replacement	N	Public Facilities	2							197,800	197,800			197,800	197,800	197,800			6 - 25
DPW Phase II (portion under extraordinary)	P	DPW	2	580,000	580,000									580,000	580,000		580,000		8 - 10
Salt Storage Shed	P	DPW	2	1,550,000	1,550,000									1,550,000	1,550,000			1,550,000	6 - 10
Drain System Improvements - Water Quality (EPA)	PS	DPW	3	68,500		73,500		110,000		2,000,000		110,000		2,362,000					7 - 01
Public Works Infrastructure Program	R	DPW	3	600,000	600,000	1,216,400	600,000	1,241,400	600,000	1,324,000	1,300,000	1,340,000	1,300,000	5,721,800	4,400,000		4,400,000		7 - 04
<b>Total - Public Works</b>				<b>3,597,000</b>	<b>3,076,000</b>	<b>2,073,500</b>	<b>1,060,000</b>	<b>2,190,000</b>	<b>1,050,500</b>	<b>4,280,800</b>	<b>1,984,800</b>	<b>2,459,300</b>	<b>2,034,300</b>	<b>14,600,600</b>	<b>9,205,600</b>	<b>2,675,600</b>	<b>4,980,000</b>	<b>1,550,000</b>	
Cash Funding					346,000		460,000		450,500		684,800		734,300		2,675,600				
Debt Funding					1,180,000		600,000		600,000		1,300,000		1,300,000		4,980,000				
Other Financial Source					1,550,000										1,550,000				
<b>Total - Public Works</b>					<b>3,076,000</b>		<b>1,060,000</b>		<b>1,050,500</b>		<b>1,984,800</b>		<b>2,034,300</b>		<b>9,205,600</b>				

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

Town of Needham  
Capital Improvement Plan  
January 2012

Five Year Capital Submissions  
Preliminary Recommendations Tier One - All Funding Sources  
FY2013 - FY2017

Title	Code*	Department	Cat*	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page	
<b>Public Facilities</b>																				
Core Fleet	RMC	Public Facilities	1	50,318	50,318	27,227	27,227	24,566	24,566	25,426	25,426	26,316	26,316	153,853	153,853	153,853				5 - 60
Energy Efficiency Upgrade Improvements	NR	Public Facilities	2	34,815	34,815	109,785	109,785	101,960	101,960	112,706	112,706	125,933	125,933	485,199	485,199	485,199				6 - 16
Public Facilities Maintenance Program	RMC	Public Facilities	2	450,000	416,000	465,750	430,560	482,000	445,630	499,000	461,230	516,500	477,475	2,413,250	2,230,895	2,230,895				6 - 20
<b>Total - Public Facilities</b>				<b>535,133</b>	<b>501,133</b>	<b>602,762</b>	<b>567,572</b>	<b>608,526</b>	<b>572,156</b>	<b>637,132</b>	<b>599,362</b>	<b>668,749</b>	<b>629,724</b>	<b>3,052,302</b>	<b>2,869,947</b>	<b>2,869,947</b>				
Cash Funding									501,133		567,572		572,156		599,362		629,724		2,869,947	
Debt Funding																				
Other Financial Source																				
<b>Total - Public Facilities</b>									501,133		567,572		572,156		599,362		629,724		2,869,947	

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

Town of Needham  
Capital Improvement Plan  
January 2012

Five Year Capital Submissions  
Preliminary Recommendations Tier One - All Funding Sources  
FY2013 - FY2017

Title	Code*	Department	Cat*	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
<b>Community Services</b>																			
Van Replacement	P	Human Services	1			61,065	61,065							61,065	61,065	61,065			5 - 65
Vehicle Replacement	R	Health	1					34,600						34,600					5 - 63
Athletic Facility Improvements	R	DPW	2	207,500	207,500	158,000		1,475,200		245,000		275,000		2,360,700	207,500	207,500			6 - 05
Cricket Field Building Renovations	P	Parks & Recreation	2	125,000		600,000								725,000					6 - 35
Mills Field Improvements	P	Parks & Recreation	2			40,000	40,000	180,000						220,000	40,000	40,000			6 - 33
Sodding DeFazio Fields		DPW	2	90,000										90,000					6 - 12
Trail Improvement Project - Needham Reservoir	P	Community Development	2							50,000		100,000		150,000					6 - 29
Trail Improvement Project - Newman School	P	Community Development	2			75,000		200,000						275,000					6 - 31
Trail Improvement Project - Ridge Hill	N	Community Development	2					50,000		100,000				150,000					6 - 39
Trail Improvement Project - Rosemary Camp	P	Community Development	2	50,000		100,000								150,000					6 - 37
<b>Total - Community Services</b>				<b>472,500</b>	<b>207,500</b>	<b>1,034,065</b>	<b>101,065</b>	<b>1,939,800</b>		<b>395,000</b>		<b>375,000</b>		<b>4,216,365</b>	<b>308,565</b>	<b>308,565</b>			
Cash Funding					207,500		101,065								308,565				
Debt Funding																			
Other Financial Source																			
<b>Total - Community Services</b>					<b>207,500</b>		<b>101,065</b>								<b>308,565</b>				

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

General Fund Cash Funding - All Groups	1,813,865	1,922,870	1,965,856	1,956,905	2,049,964	9,709,460
General Fund Debt Funding - All Groups	2,560,000	974,800	600,000	1,300,000	1,300,000	6,734,800
General Fund Other Financial Source - All Groups	1,550,000					1,550,000
<b>Total General Fund</b>	<b>5,923,865</b>	<b>2,897,670</b>	<b>2,565,856</b>	<b>3,256,905</b>	<b>3,349,964</b>	<b>17,994,260</b>

Town of Needham  
Capital Improvement Plan  
January 2012

Five Year Capital Submissions  
Preliminary Recommendations Tier One - All Funding Sources  
FY2013 - FY2017

Title	Code*	Department	Cat*	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
<b>RTS Enterprise</b>																			
Construction Equipment	R	DPW - RTS	1	380,000										380,000					5 - 69
Core Fleet	R	DPW - RTS	1									29,000	29,000	29,000	29,000	29,000			5 - 69
Large Specialty Equipment	R	DPW - RTS	1	175,200	175,200	189,200	189,200	192,000	192,000	306,100				862,500	556,400	556,400			5 - 69
<b>Total - Recycling and Transfer Station Enterprise</b>				<b>555,200</b>	<b>175,200</b>	<b>189,200</b>	<b>189,200</b>	<b>192,000</b>	<b>192,000</b>	<b>306,100</b>		<b>29,000</b>	<b>29,000</b>	<b>1,271,500</b>	<b>585,400</b>	<b>585,400</b>			
Cash Funding					175,200		189,200		192,000				29,000		585,400				
Debt Funding																			
Other Financial Source																			
<b>Total - Recycling and Transfer Station Enterprise</b>					<b>175,200</b>		<b>189,200</b>		<b>192,000</b>				<b>29,000</b>		<b>585,400</b>				

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

Town of Needham  
Capital Improvement Plan  
January 2012

Five Year Capital Submissions  
Preliminary Recommendations Tier One - All Funding Sources  
FY2013 - FY2017

Title	Code*	Department	Cat*	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
<b>Sewer Enterprise</b>																			
Construction Equipment	R	DPW - Sewer	1																5 - 73
Core Fleet	R	DPW - Sewer	1	33,100	33,100	33,800	33,800	34,500	34,500					101,400	101,400	101,400			5 - 73
Large Specialty Equipment	R	DPW - Sewer	1									618,000	618,000	618,000	618,000	188,000	430,000		5 - 73
Small Specialty Equipment	R	DPW - Sewer	1	34,000	34,000					57,500	57,500			91,500	91,500	91,500			5 - 73
SCADA System Upgrade Study	PM	DPW - Sewer	3	30,000	30,000									30,000	30,000	30,000			7 - 13
Sewer Pump Station Improvements	PM	DPW - Sewer	3					602,400	602,400	2,828,000	2,828,000	345,000	345,000	3,775,400	3,775,400	947,400	2,828,000		7 - 11
Sewer Service Connections	R	DPW - Sewer	3					50,000	50,000	50,000	50,000	50,000	50,000	150,000	150,000	150,000			7 - 09
Sewer System Rehabilitation Infiltration & Inflow Removal Programs	RM	DPW - Sewer	3	550,000	550,000	600,000	600,000							1,150,000	1,150,000	1,150,000			7 - 15
<b>Total - Wastewater Enterprise</b>				<b>647,100</b>	<b>647,100</b>	<b>633,800</b>	<b>633,800</b>	<b>686,900</b>	<b>686,900</b>	<b>2,935,500</b>	<b>2,935,500</b>	<b>1,013,000</b>	<b>1,013,000</b>	<b>5,916,300</b>	<b>5,916,300</b>	<b>2,658,300</b>	<b>3,258,000</b>		
Cash Funding					647,100		633,800		686,900		107,500		583,000		2,658,300				
Debt Funding											2,828,000		430,000		3,258,000				
Other Financial Source																			
<b>Total - Wastewater Enterprise</b>					<b>647,100</b>		<b>633,800</b>		<b>686,900</b>		<b>2,935,500</b>		<b>1,013,000</b>		<b>5,916,300</b>				

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

Town of Needham  
Capital Improvement Plan  
January 2012

Five Year Capital Submissions  
Preliminary Recommendations Tier One - All Funding Sources  
FY2013 - FY2017

Title	Code*	Department	Cat*	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
<b>Water Enterprise</b>																			
Core Fleet	R	DPW - Water	1	117,000	117,000					121,600	121,600	115,500	115,500	354,100	354,100	354,100			5 - 80
Mobile Record Keeping Devices & GIS Software	N	DPW - Water	1					45,000						45,000					5 - 79
14 Inch Water Main Replacements	P	DPW - Water	3			340,000	340,000			3,460,000				3,800,000	340,000	340,000			7 - 31
Filter Media Replacement	P	DPW - Water	3	72,500	72,500	75,000	75,000	77,500	77,500			80,000	80,000	305,000	305,000	305,000			7 - 29
Fire Flow Improvements	P	DPW - Water	3	350,000	350,000	5,070,000	5,070,000	100,000	100,000	470,250	470,250	2,090,000		8,080,250	5,990,250	920,250	5,070,000		7 - 27
Irrigation Supply Facility Design	Q R	DPW - Water	3			30,000	30,000	84,000	84,000					114,000	114,000	114,000			7 - 25
New Well Development E&D	P	DPW - Water	3					250,000	250,000					250,000	250,000	250,000			7 - 23
SCADA System Upgrade	P	DPW - Water	3			335,000	335,000							335,000	335,000	335,000			7 - 21
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 - 19
Water System Rehabilitation Program	P	DPW - Water	3	99,300	99,300	715,800	715,800	555,000	555,000	94,000	94,000	850,000	850,000	2,314,100	2,314,100	1,598,300	715,800		7 - 33
<b>Total - Water Enterprise</b>				<b>838,800</b>	<b>838,800</b>	<b>6,765,800</b>	<b>6,765,800</b>	<b>1,311,500</b>	<b>1,266,500</b>	<b>4,345,850</b>	<b>885,850</b>	<b>3,335,500</b>	<b>1,245,500</b>	<b>16,597,450</b>	<b>11,002,450</b>	<b>5,216,650</b>	<b>5,785,800</b>		
Cash Funding				838,800		980,000		1,266,500		885,850		1,245,500		5,216,650					
Debt Funding						5,785,800								5,785,800					
Other Financial Source																			
<b>Total - Water Enterprise</b>				<b>838,800</b>	<b>838,800</b>	<b>6,765,800</b>	<b>6,765,800</b>	<b>1,311,500</b>	<b>1,266,500</b>	<b>4,345,850</b>	<b>885,850</b>	<b>3,335,500</b>	<b>1,245,500</b>	<b>16,597,450</b>	<b>11,002,450</b>				

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

TOTAL SUBMISSIONS - All Funds	\$9,118,733	\$12,883,568	\$7,981,608	\$13,937,565	\$8,850,729	\$52,772,203	Cash	18,169,810
TOTAL RECOMMENDED - All Funds **	\$7,584,965	\$10,486,470	\$4,711,256	\$7,078,255	\$5,637,464	\$35,498,410	Debt	15,778,600
							Other	1,550,000

\*\* 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.  
 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 Item

Town of Needham  
Capital Improvement Plan  
January 2012

Five Year Extraordinary Capital Submissions  
Preliminary Recommendations - All Funding Sources  
FY2013 - FY2017

Title	Code*	Department	Cat*	2013 Department Request	Tier One	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Department Submission See Page
<b>Extraordinary Capital Items</b>																			
DeFazio Park Parking Lot & Tot Lot	N	DPW	4							10,000,000				10,000,000					8 - 15
DPW Phase II	P	DPW	4					1,000,000		700,000		10,000,000		11,700,000					8 - 10
Hillside Elementary School Renovation	P	School	4					1,878,600				26,491,900		28,370,500					8 - 01
Mitchell Elementary School Renovation	P	School	4			1,733,100		26,714,100						28,447,200					8 - 04
New Elementary Early Education Center	M	School	4			1,826,000		28,144,100						29,970,100					8 - 07
Open Space Purchase	PI	Parks & Recreation	4	1,000,000										1,000,000					8 - 16
Rosemary Lake Water Quality	PS	DPW	4							2,000,000				2,000,000					8 - 14
<b>Total - Extraordinary Capital Items</b>				<b>1,000,000</b>		<b>3,559,100</b>		<b>57,736,800</b>		<b>12,700,000</b>		<b>36,491,900</b>		<b>111,487,800</b>					

**Code**

- B = Transfer request and possible funding to operating budget
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- 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.
- 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 Item

Town of Needham  
Capital Improvement Plan  
January 2012

**Provisional Capital Submissions  
No Recommendations**

Title	Department	Cat*	Target Year	Estimated Cost	Department Submission See Page
Artificial Turf Carpet Replacement	Public Works	2	2017	\$1,600,000	9 - 03
Athletic Fields Master Plan	Parks & Recreation	2	TBD	\$750,000	9 - 06
Improvements to Memorial Park Buildings and Grounds	Trustees of Memorial Park	2	TBD	Unknown	9 - 05
Irrigation Supply	Public Works - Water	3	TBD	Unknown	9 - 12
New Well	Public Works - Water	3	TBD	\$1,800,000	9 - 13
Police Station Expansion	Police Department	4	2017	\$2,750,000	9 - 01
Renovation of Buildings at Camp Property	Parks & Recreation	2	TBD	\$250,000	9 - 04
Renovations to Rosemary Pool	Parks & Recreation	4	TBD	\$3,000,000	9 - 07
Sewer Alarm System Upgrade	Public Works - Sewer	3	TBD	Unknown	9 - 09
Sewer System Infiltration & Inflow Removal	Public Works - Sewer	3	TBD	Unknown	9 - 10
Town Facilities Security System	Multiple Departments	1	TBD	Unknown	9 - 02
Transfer Station Renovations	Public Works - RTS	4	TBD	\$2,200,000	9 - 08
Zone I and Zone II Sewer Extensions	Public Works - Sewer	3	TBD	Unknown	9 - 11

**Cat (Category)**

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



# Debt Schedules

## Section 4

Town of Needham  
Capital Improvement Plan  
January 2012  
Debt Service to Revenue  
Issued, Authorized and Proposed for FY2013  
FY2013 - FY2017

Description	2012	2013	2014	2015	2016	2017
<b>Revenue</b>						
<b>General Fund Within the Levy *</b>	<b>\$105,783,637</b>	<b>\$109,229,844</b>	<b>\$112,789,910</b>	<b>\$116,467,631</b>	<b>\$120,266,930</b>	<b>\$124,191,862</b>
General Fund Excluded from Levy **	\$6,716,342	\$6,761,768	\$7,754,159	\$7,367,195	\$7,025,050	\$6,814,900
CPA Revenue - Local	\$1,625,000	\$1,673,750	\$1,723,963	\$1,775,681	\$1,828,952	\$1,883,820
CPA Revenue - State Estimate	\$417,271	\$318,500	\$328,055	\$337,897	\$348,034	\$358,475
CPA Revenue	\$2,042,271	\$1,992,250	\$2,052,018	\$2,113,578	\$2,176,985	\$2,242,295
RTS Revenue	\$1,473,674	\$1,503,147	\$1,533,210	\$1,563,874	\$1,595,152	\$1,627,055
Sewer Revenue	\$7,714,308	\$7,868,594	\$8,025,966	\$8,186,485	\$8,350,215	\$8,517,219
Water Revenue	\$5,232,738	\$5,337,393	\$5,444,140	\$5,553,023	\$5,664,084	\$5,777,365
<b>Total Revenue</b>	<b>\$128,962,969</b>	<b>\$132,692,996</b>	<b>\$137,599,404</b>	<b>\$141,251,788</b>	<b>\$145,078,417</b>	<b>\$149,170,697</b>
<b>Debt Service</b>						
<b>General Debt (Table I)</b>	<b>\$3,121,297</b>	<b>\$3,231,127</b>	<b>\$3,411,750</b>	<b>\$3,201,366</b>	<b>\$3,265,065</b>	<b>\$2,963,111</b>
CPA Debt (Table II)	\$300,000	\$550,000	\$710,432	\$671,938	\$645,788	\$631,213
RTS Debt (Table III)	\$150,000	\$150,000	\$99,800	\$56,000	\$53,000	\$0
Sewer Debt (Table IV)	\$1,350,000	\$1,400,000	\$1,450,000	\$1,481,737	\$1,274,403	\$1,223,640
Water Debt (Table V)	\$1,550,000	\$1,550,000	\$1,232,938	\$1,208,640	\$1,048,391	\$1,024,777
Gross Excluded Debt (Table VI)	\$7,461,723	\$7,507,149	\$8,499,540	\$8,112,576	\$7,770,431	\$7,560,281
<b>Total Debt Service</b>	<b>\$13,933,020</b>	<b>\$14,388,276</b>	<b>\$15,404,460</b>	<b>\$14,732,257</b>	<b>\$14,057,078</b>	<b>\$13,403,022</b>
Total Debt Service to Total Revenue	10.8%	10.8%	11.2%	10.4%	9.7%	9.0%
Total Debt Service to Total Revenue (less MSBA) ***	10.3%	10.3%	10.7%	10.0%	9.2%	8.5%
<b>General Debt Service to General Revenue</b>	<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>2.7%</b>	<b>2.7%</b>	<b>2.4%</b>

\* FY2013 - FY2017 revenue is based on the August 2011 Five-Year Pro Forma modified based on current estimates.

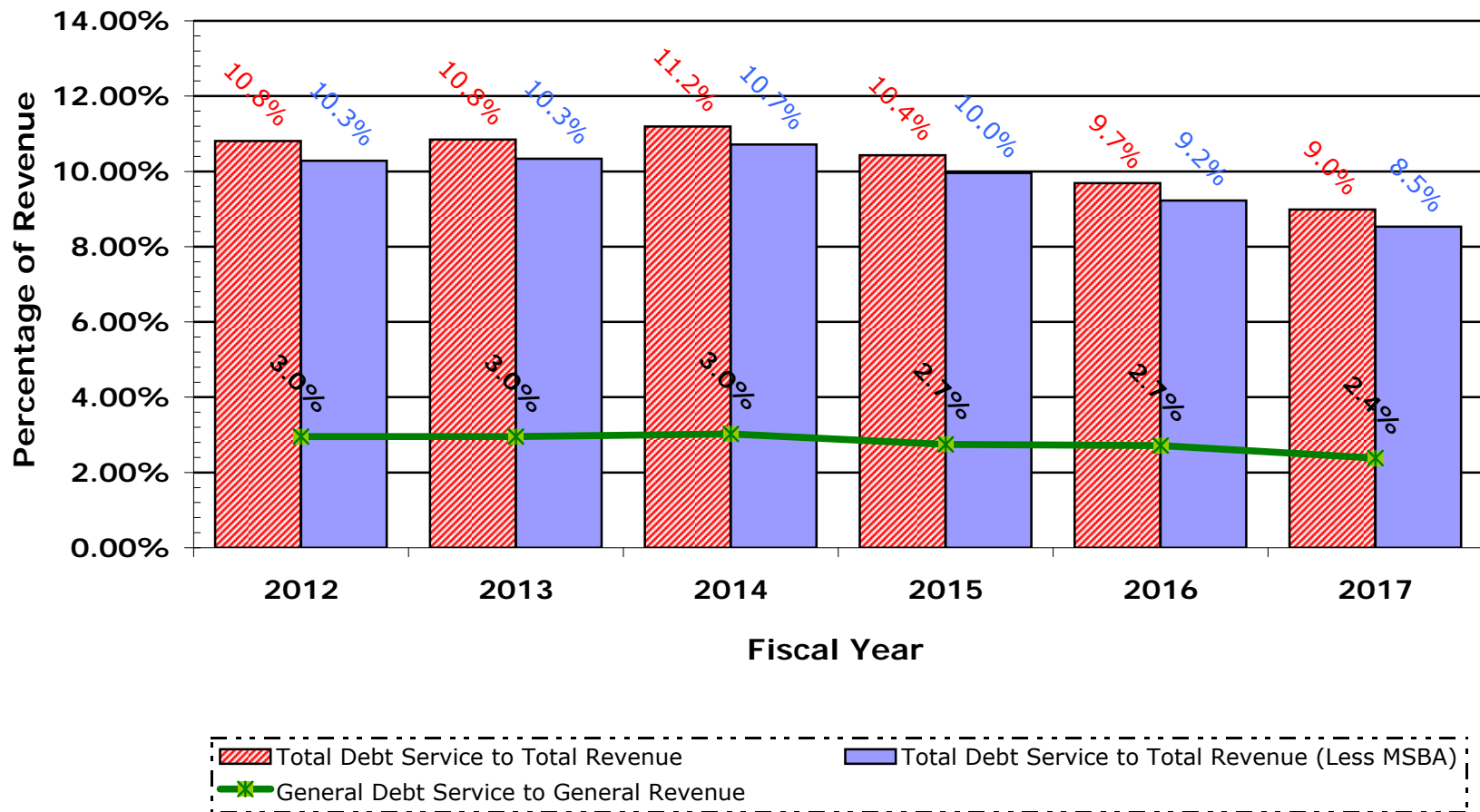
\*\* Excludes Massachusetts School Building Assistance (MSBA) Revenue

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

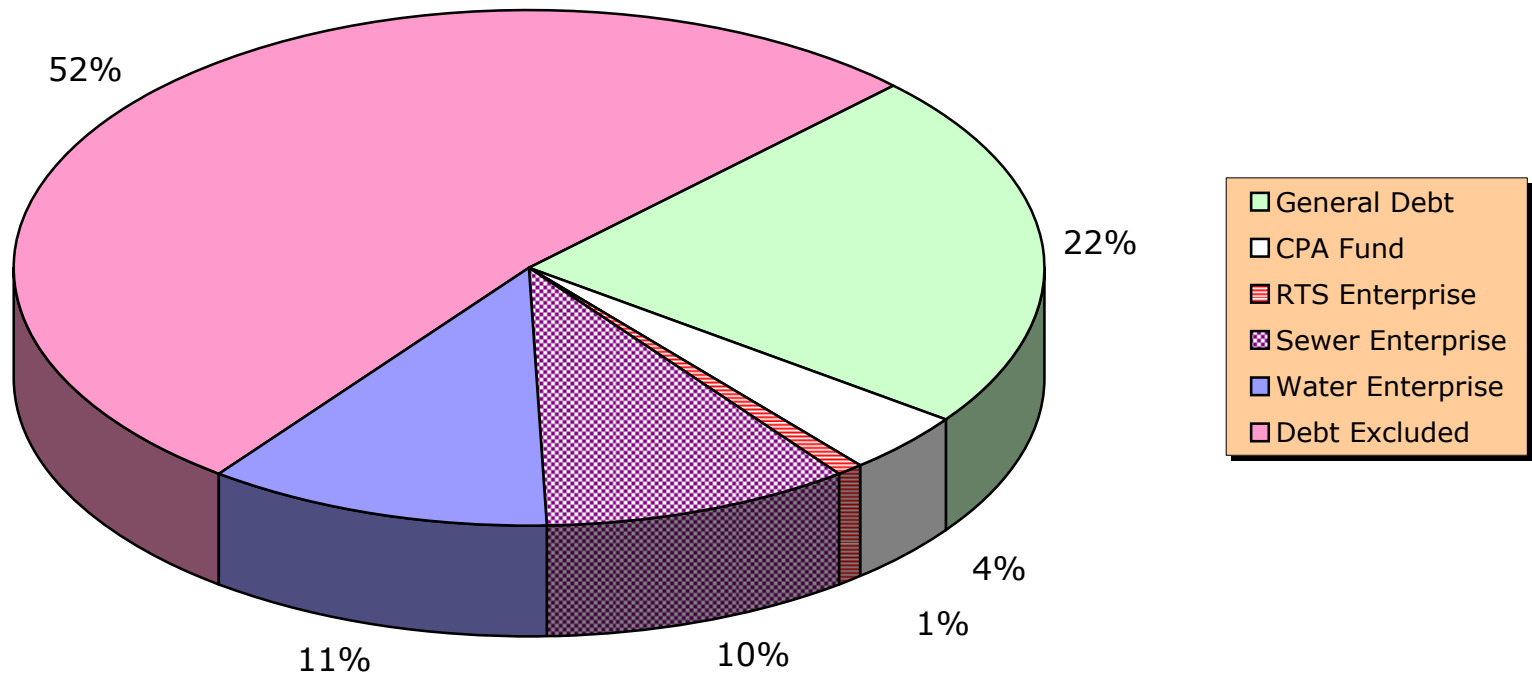
Town of Needham  
Capital Improvement Plan  
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### Debt Service as a Percentage of Revenue



**FY2012 Debt Service  
Share of Total**



**Projected Gross Debt Service  
\$13,933,020**

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Table I  
General Fund Capital Projects  
Proposed Funding by Debt  
FY2013

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2012	2013	2014	2015	2016	2017
<b>General Fund Within the Levy</b>									
Purchase of Real Estate	\$630,000	20	6.00%			\$69,300	\$67,410	\$65,520	\$63,630
Fire Engine Quint	\$750,000	5	6.00%			\$172,500	\$186,000	\$177,000	\$168,000
DPW Complex Phase II	\$580,000	10	6.00%			\$17,400	\$94,800	\$91,200	\$87,600
Public Works Infrastructure Program	\$600,000	5	6.00%			\$138,000	\$148,800	\$141,600	\$134,400
<b>Projected New General Fund Debt Service#</b>	<b>\$2,560,000</b>					<b>\$397,200</b>	<b>\$497,010</b>	<b>\$475,320</b>	<b>\$453,630</b>
<b>General Fund Debt</b>									
Authorized & Issued (refer to schedule)				\$2,405,135	\$2,304,734	\$1,818,650	\$1,509,576	\$1,106,625	\$885,221
Authorized Not Yet Issued & Short Term Costs Proposed				\$716,162	\$926,393	\$1,195,900	\$1,194,780	\$1,683,120	\$1,624,260
						\$397,200	\$497,010	\$475,320	\$453,630
<b>Total General Fund Debt Service Within the Levy</b>				<b>\$3,121,297</b>	<b>\$3,231,127</b>	<b>\$3,411,750</b>	<b>\$3,201,366</b>	<b>\$3,265,065</b>	<b>\$2,963,111</b>
<b>General Fund Within the Levy Revenue *</b>				<b>\$105,783,637</b>	<b>\$109,229,844</b>	<b>\$112,789,910</b>	<b>\$116,467,631</b>	<b>\$120,266,930</b>	<b>\$124,191,862</b>
<b>Debt Service % of General Fund Revenue</b>				<b>3.0%</b>	<b>3.0%</b>	<b>3.0%</b>	<b>2.7%</b>	<b>2.7%</b>	<b>2.4%</b>

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Table II  
CPA Capital Projects  
Proposed Funding by Debt  
FY2013

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2012	2013	2014	2015	2016	2017
<b>CPA Fund Debt</b>									
No New Authorizations Proposed for FY2013									
<b>Projected New CPA Fund Debt Service</b>									
<b>CPA Fund Debt</b>									
Authorized & Issued				\$283,960	\$438,249	\$398,113	\$391,638	\$384,188	\$377,713
Authorized Not Yet Issued & Short Term Costs Proposed				\$16,040	\$111,751	\$312,320	\$280,300	\$261,600	\$253,500
<b>Total CPA Fund Debt Service</b>				<b>\$300,000</b>	<b>\$550,000</b>	<b>\$710,432</b>	<b>\$671,938</b>	<b>\$645,788</b>	<b>\$631,213</b>

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Table III  
Recycling & Solid Waste Disposal Capital Projects  
Proposed Funding by Debt  
FY2013

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2012	2013	2014	2015	2016	2017
<b><u>Recycling &amp; Solid Waste Disposal Enterprise (RTS)</u></b>									
No New Authorizations Proposed for FY2013									
<b>Projected New RTS Debt Service</b>									
<b>RTS Enterprise Fund Debt</b>									
Authorized & Issued (refer to schedule)				\$94,350	\$87,550	\$40,800			
Authorized Not Yet Issued & Short Term Costs Proposed				\$55,650	\$62,450	\$59,000	\$56,000	\$53,000	
<b>Total RTS Debt Service</b>				<b>\$150,000</b>	<b>\$150,000</b>	<b>\$99,800</b>	<b>\$56,000</b>	<b>\$53,000</b>	



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Table IV  
Sewer Fund Capital Projects  
Proposed Funding by Debt  
FY2013

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2012	2013	2014	2015	2016	2017
<b>Sewer Enterprise</b>									
No New Authorizations Proposed for FY2013									
<b>Projected New Sewer Debt Service</b>									
<b>Sewer Enterprise Fund Debt</b>									
Authorized & Issued (refer to schedule)				\$1,142,889	\$1,120,158	\$1,051,628	\$844,537	\$652,053	\$616,140
Authorized Not Yet Issued & Short Term Costs Proposed				\$207,111	\$279,842	\$398,372	\$637,200	\$622,350	\$607,500
<b>Total Sewer Debt Service</b>				<b>\$1,350,000</b>	<b>\$1,400,000</b>	<b>\$1,450,000</b>	<b>\$1,481,737</b>	<b>\$1,274,403</b>	<b>\$1,223,640</b>

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Table V  
Water Fund Capital Projects  
Proposed Funding by Debt  
FY2013

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2012	2013	2014	2015	2016	2017
<b>Water Enterprise</b>									
No New Authorizations Proposed for FY2013									
<b>Projected New Water Debt Service</b>									
<b>Water Enterprise Fund Debt</b>									
Authorized & Issued (refer to schedule)				\$1,447,699	\$1,114,820	\$945,938	\$933,640	\$785,391	\$773,777
Authorized Not Yet Issued & Short Term Costs Proposed				\$102,301	\$435,181	\$287,000	\$275,000	\$263,000	\$251,000
<b>Total Water Debt Service</b>				<b>\$1,550,000</b>	<b>\$1,550,000</b>	<b>\$1,232,938</b>	<b>\$1,208,640</b>	<b>\$1,048,391</b>	<b>\$1,024,777</b>

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Table VI  
Capital Projects  
Proposed Funding by Debt Exclusion  
FY2013

Project	Amount	Years	Bond Rate	Estimated Debt Service Schedule					
				2012	2013	2014	2015	2016	2017
<b>General Fund Debt Excluded</b>									
No New Authorizations Proposed for FY2013									
<b>Projected New General Fund Debt Service Excluded</b>									
<b>General Fund Debt Excluded</b>									
Authorized & Issued (refer to schedule)				\$7,125,407	\$6,807,149	\$6,594,640	\$6,435,976	\$6,143,631	\$5,983,281
Authorized Not Yet Issued & Short Term Costs Proposed				\$336,316	\$700,000	\$1,904,900	\$1,676,600	\$1,626,800	\$1,577,000
<b>Total General Fund Excluded Debt Service</b>				<b>\$7,461,723</b>	<b>\$7,507,149</b>	<b>\$8,499,540</b>	<b>\$8,112,576</b>	<b>\$7,770,431</b>	<b>\$7,560,281</b>
<b>Projected SBA Payments/Other Adjustments</b>				<b>\$745,381</b>	<b>\$745,381</b>	<b>\$745,381</b>	<b>\$745,381</b>	<b>\$745,381</b>	<b>\$745,381</b>
<b>Net General Fund Excluded Debt Service *</b>				<b>\$6,716,342</b>	<b>\$6,761,768</b>	<b>\$7,754,159</b>	<b>\$7,367,195</b>	<b>\$7,025,050</b>	<b>\$6,814,900</b>

\* Before other offsets and credits

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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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Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
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**GENERAL FUND WITHIN THE LEVY LIMIT - AUTHORIZED & ISSUED**

Title V Loans - MWPAT T5-97-1027 - R	May-97	\$85,894	Dec-99	Aug-19	(see note)	\$7,055.69	\$6,794.15	\$6,529.60	\$6,265.04	\$5,922.75	\$5,662.92	\$15,365
Stormwater - MWPAT 98-92 (Restructured)	May-98	\$364,979	Sep-01	Aug-19	(see note)	\$34,505.81	\$33,750.23	\$32,889.07	\$35,649.55	\$34,152.24	\$32,701.87	\$89,590
Road Improvement Program	May-05	\$468,400	Dec-05	Feb-15	3.48%	\$11,460.00	\$11,110.00	\$10,750.00	\$10,380.00			
Road, Bridges, Sidewalks and Intersection Improvement	May-08	\$820,000	Jun-09	Jun-13	2.40%	\$213,200.00	\$209,100.00					
Public Services Administration Building (Series I)	Oct-08	\$4,000,000	Dec-09	Aug-26	3.16%	\$344,325.00	\$339,525.00	\$334,725.00	\$329,925.00	\$325,125.00	\$319,125.00	\$2,718,038
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$165,000	Dec-09	Aug-13	2.00%	\$42,000.00	\$41,200.00	\$40,400.00				
Public Safety Building Roof	May-08	\$350,000	Jun-10	Dec-14	2.20%	\$75,600.00	\$73,850.00	\$72,100.00	\$70,700.00			
Public Services Administration Building (Series II)	Oct-08	\$1,000,000	Jun-10	Dec-24	3.07%	\$86,137.50	\$84,637.50	\$83,137.50	\$81,937.50	\$85,606.25	\$84,062.50	\$648,725
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$530,000	Jun-10	Dec-13	2.31%	\$142,850.00	\$134,550.00	\$131,300.00				
Public Services Administration Building (Series III)	Oct-08	\$125,000	Oct-10	Apr-14	2.10%	\$21,200.00	\$20,800.00	\$10,200.00				
Town Hall Project (Series I)	May-09	\$2,500,000	Oct-10	Apr-17	2.24%	\$341,250.00	\$335,250.00	\$326,250.00	\$320,250.00	\$314,250.00	\$307,500.00	
Road, Bridges, Sidewalks and Intersection Improvement	May-09	\$180,000	Oct-10	Apr-13	2.11%	\$31,500.00	\$30,900.00					
Public Services Administration Building (Series IV)	Oct-08	\$28,500	Jun-11	Oct-11	3.00%	\$28,785.00						
Stormwater Drainage Improvements	May-09	\$5,000	Jun-11	Oct-11	3.00%	\$5,050.00						
Kendrick Street Bridge Design (Series II)	May-09	\$15,000	Jun-11	Oct-11	3.00%	\$15,150.00						
Road, Bridges, Sidewalks and Intersection Improvement	May-10	\$500,000	Jun-11	Oct-14	2.68%	\$134,583.33	\$133,125.00	\$130,000.00	\$126,875.00			
Senior Center Design	Nov-10	\$350,000	Jun-11	Oct-13	2.55%	\$155,875.00	\$128,375.00	\$75,750.00				

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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 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
Town Hall (Series III)	May-09	\$385,000	Oct-11	Aug-26	2.63%		\$46,522.42	\$33,281.26	\$32,781.26	\$32,281.26	\$31,781.26	\$285,484
Parking Lot Improvement (Marked Lee)	May-08	\$100,000	Oct-11	Aug-16	2.00%		\$22,372.22	\$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%		\$94,747.40	\$88,687.50	\$87,187.50	\$85,687.50	\$84,187.50	\$397,219
Mitchell School Roof	Nov-06	\$580,000	Jun-07	Nov-11	4.31%	\$117,443.75						
Hillside & Mitchell Schools Paving Work	May-08	\$90,000	Nov-08	Aug-11	3.46%	\$30,525.00						
Pollard School Repairs	Nov-10	\$325,000	Jun-11	Oct-13	2.81%	\$155,666.67	\$152,750.00	\$25,250.00				
Pollard School Roof Replacement	Nov-10	\$1,000,000	Jun-11	Oct-15	2.80%	\$220,333.33	\$219,000.00	\$214,000.00	\$209,000.00	\$203,000.00		
Pollard School Parking and Access	Mar-11	\$702,200	Jun-11	Oct-14	2.68%	\$190,638.67	\$186,375.00	\$182,000.00	\$177,625.00			
<b>GENERAL FUND DEBT SERVICE - WITHIN THE LEVY LIMIT</b>						<b>\$2,405,135</b>	<b>\$2,304,734</b>	<b>\$1,818,650</b>	<b>\$1,509,576</b>	<b>\$1,106,625</b>	<b>\$885,221</b>	<b>\$4,154,421</b>

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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 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
<b>GENERAL FUND DEBT EXCLUDED FROM THE LEVY LIMIT - AUTHORIZED &amp; ISSUED</b>												
Library Project (Series I)	May-03	\$11,000,000	Dec-04	Dec-19	3.90%	\$1,084,562.50	\$1,056,037.50	\$1,026,493.75	\$994,912.50	\$962,312.50	\$929,712.50	\$2,583,431
Library Project (Series II)	May-03	\$750,000	Dec-05	Feb-15	3.59%	\$102,955.00	\$99,805.00	\$91,565.00	\$93,420.00			
High School (Series I)	May-03	\$10,000,000	Nov-06	May-26	4.01%	\$865,875.00	\$845,250.00	\$823,250.00	\$801,250.00	\$779,250.00	\$757,250.00	\$5,516,625
Broadmeadow School	May-00	\$14,000,000	Nov-03	Nov-23	4.09%	\$1,066,100.00	\$1,040,725.00	\$1,013,600.00	\$985,600.00	\$957,600.00	\$929,600.00	\$5,671,400
Eliot School	May-00	\$5,500,000	Jun-05	Jun-25	3.82%	\$408,893.76	\$399,793.76	\$390,693.76	\$421,593.76	\$411,093.76	\$399,843.76	\$2,624,000
High Rock School - Designs	Nov-06	\$45,000	Dec-07	Jun-12	3.28%	\$10,325.00						
High Rock & Pollard School Projects	May-07	\$600,000	Dec-07	Jun-12	3.28%	\$154,875.00						
High Rock School - Designs	Nov-06	\$480,000	Jun-08	Dec-26	3.91%	\$39,781.25	\$38,968.75	\$38,156.25	\$37,343.75	\$36,531.25	\$35,562.50	\$300,063
High Rock & Pollard School Projects	May-07	\$1,120,000	Jun-08	Dec-26	3.91%	\$94,675.00	\$92,725.00	\$90,775.00	\$88,825.00	\$86,875.00	\$84,550.00	\$693,750
High School (Series IIA)	May-03	\$9,000,000	Jun-08	Dec-24	3.89%	\$800,562.50	\$783,337.50	\$766,112.50	\$748,887.50	\$731,662.50	\$711,125.00	\$4,906,925
High School (Series IIB)	Feb-05	\$2,000,000	Jun-08	Dec-26	3.91%	\$167,081.25	\$163,668.75	\$160,256.25	\$156,843.75	\$153,431.25	\$149,362.50	\$1,260,263
High Rock & Pollard School Projects (Series III)	May-07	\$5,000,000	Nov-08	Aug-27	4.69%	\$459,350.00	\$450,075.00	\$440,800.00	\$430,862.50	\$420,262.50	\$409,662.50	\$3,662,206
High School (Series III)	Feb-05	\$3,850,000	Jun-09	Jun-28	3.42%	\$310,650.00	\$306,550.00	\$297,450.00	\$292,950.00	\$288,200.00	\$283,450.00	\$2,544,450
High Rock & Pollard School Projects (Series IV)	May-07	\$10,500,000	Dec-09	Aug-28	3.35%	\$846,137.50	\$835,037.50	\$823,937.50	\$812,837.50	\$801,737.50	\$787,862.50	\$8,072,456
Newman School HVAC Design and Engineering (Series I)	May-09	\$225,000	Jun-10	Dec-14	2.20%	\$48,600.00	\$47,475.00	\$46,350.00	\$45,450.00			
Newman School Extraordinary Repairs (Series I)	Nov-09	\$1,000,000	Jun-10	Dec-19	2.62%	\$121,500.00	\$119,000.00	\$116,500.00	\$114,500.00	\$112,375.00	\$110,000.00	\$313,375
High Rock & Pollard School Projects (Series V)	May-07	\$60,000	Oct-10	Apr-12	1.76%	\$30,600.00						

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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 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
Newman School Extraordinary Repairs (Series II)	Nov-09	\$675,000	Oct-10	Apr-14	2.07%	\$106,000.00	\$104,000.00	\$51,000.00				
Newman School Extraordinary Repairs (Series III)	Nov-09	\$5,000,000	Jun-11	Oct-28	3.35%	\$406,883.33	\$424,700.00	\$417,700.00	\$410,700.00	\$402,300.00	\$395,300.00	\$4,011,750
<b>EXCLUDED DEBT</b>						<b>\$7,125,407</b>	<b>\$6,807,149</b>	<b>\$6,594,640</b>	<b>\$6,435,976</b>	<b>\$6,143,631</b>	<b>\$5,983,281</b>	<b>\$42,160,694</b>

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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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Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
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**CPA FUND DEBT - AUTHORIZED & ISSUED**

Town Hall (Series II)	May-09	\$3,500,000	Jun-11	Oct-28	3.36%
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\$283,960.42	\$296,487.50	\$291,612.50	\$286,737.50	\$280,887.50	\$276,012.50	\$2,819,969
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Town Hall (Series III)	May-09	\$1,225,000	Oct-11	Aug-26	2.63%
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	\$141,761.67	\$106,500.00	\$104,900.00	\$103,300.00	\$101,700.00	\$913,550
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<b>CPA DEBT</b>						
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<b>\$283,960</b>	<b>\$438,249</b>	<b>\$398,113</b>	<b>\$391,638</b>	<b>\$384,188</b>	<b>\$377,713</b>	<b>\$3,733,519</b>
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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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Debt Service 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
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**RTS FUND DEBT FEE SUPPORTED - AUTHORIZED & ISSUED**

Collection Packer	May-08	\$125,000	Dec-09	Aug-12	2.00%
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\$41,200.00	\$40,400.00					
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Construction Equipment (FE Loader)	May-09	\$165,000	Oct-10	Apr-14	2.29%
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\$53,150.00	\$47,150.00	\$40,800.00				
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<b>RTS DEBT SERVICE</b>					
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\$94,350	\$87,550	\$40,800				
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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 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
<b>SEWER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED &amp; ISSUED</b>												
MWPAT 95-01 - RESTRUCTURED	May-91	\$310,656	Aug-01	Feb-15	(see note)	\$32,109.80	\$32,080.28	\$32,060.89	\$32,021.36			
Sewer - WEST STREET FORCE MAIN	May-98	\$881,800	Jun-99	Jun-19	4.83%	\$67,237.50	\$70,100.00	\$67,700.00	\$70,250.00	\$72,500.00	\$69,500.00	\$139,750
Sewer - WEST STREET PUMPING STATION	May-98	\$1,939,000	Jun-99	Jun-19	4.83%	\$154,152.50	\$154,165.00	\$153,885.00	\$153,250.00	\$152,250.00	\$156,000.00	\$306,500
Sewer - MWPAT 97-13 (Restructured)	Oct-96	\$67,700	Nov-04	Aug-18	(see note)	\$6,406.31	\$6,557.67	\$6,508.77	\$6,536.80	\$6,451.53	\$6,288.05	\$12,257
Sewer - MWPAT 97-33 (Restructured)	Oct-96	\$180,300	Nov-04	Aug-18	(see note)	\$17,194.08	\$17,592.86	\$17,426.84	\$17,374.13	\$17,019.98	\$16,720.92	\$32,403
MWPAT 97-63 (Restructured 2)	May-97	\$1,019,778	Nov-04	Aug-18	(see note)	\$97,016.78	\$99,729.25	\$98,416.74	\$98,250.26	\$96,382.43	\$94,916.69	\$183,523
Sewer - MWPAT 98-10 (Restructured)	May-97	\$130,200	Nov-04	Aug-18	(see note)	\$12,388.11	\$12,792.53	\$12,594.41	\$12,566.64	\$12,320.71	\$12,114.16	\$23,368
Sewer System Rehab - I/I Work	May-03	\$425,000	Jun-05	Jun-14	3.14%	\$44,200.00	\$42,800.00	\$41,400.00				
Sewer Pump Station - Great Plain Ave.	May-05	\$484,550	Dec-05	Feb-15	3.59%	\$62,840.00	\$60,915.00	\$58,935.00	\$51,900.00			
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$2,000,000	Jun-07	Nov-22	4.35%	\$141,781.25	\$142,637.50	\$138,387.50	\$134,012.50	\$129,262.50	\$124,262.50	\$586,019
Sewer Pump Station - GPA	May-05	\$500,000	Jun-09	Jun-19	3.17%	\$61,500.00	\$60,500.00	\$59,500.00	\$58,375.00	\$57,187.50	\$56,000.00	\$106,000
Sewer System Rehabilitation I/I	May-07	\$725,000	Jun-10	Jun-14	2.35%	\$154,062.50	\$151,162.50	\$148,262.50				
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$320,000	Dec-09	Aug-28	3.39%	\$28,762.50	\$28,362.50	\$27,962.50	\$22,612.50	\$22,312.50	\$21,937.50	\$241,231
Sewer Pump Station GPA	May-08	\$550,000	Dec-09	Aug-28	3.36%	\$45,200.00	\$44,600.00	\$44,000.00	\$43,400.00	\$42,800.00	\$42,050.00	\$417,763
MWRA Loan Sewer Pump Station Richardson Drive	Nov-02	\$215,710	Feb-10	Feb-15		\$43,142.00	\$43,142.00	\$43,142.00	\$43,142.00			
MWRA Loan Sewer System Rehabilitation I/I	May-07	\$283,305	May-10	May-15		\$56,661.00	\$56,661.00	\$56,661.00	\$56,661.00			
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$145,000	Jun-10	Dec-19	2.59%	\$18,075.00	\$17,700.00	\$17,325.00	\$17,025.00	\$16,706.25	\$16,350.00	\$41,631

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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 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
Sewer Pump Station Richardson Drive	Nov-02	\$200,000	Oct-10	Apr-16	2.00%	\$16,687.50	\$16,387.50	\$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	\$11,522.50	\$11,522.50		
Sewer System Rehab - I/I Work	May-03	\$95,000	Jun-11	Oct-12	3.00%	\$46,700.00	\$50,750.00					
Sewer Rehabilitation - Rte 128 Area	Nov-05	\$25,000	Jun-11	Oct-11	3.00%	\$25,250.00						
<b>SEWER DEBT SERVICE</b>						<b>\$1,142,889</b>	<b>\$1,120,158</b>	<b>\$1,051,628</b>	<b>\$844,537</b>	<b>\$652,053</b>	<b>\$616,140</b>	<b>\$2,090,446</b>

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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 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
<b>WATER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED &amp; ISSUED</b>												
Water Treatment Facility	May-96	\$2,665,000	Jun-99	Jun-19	4.83%	\$212,182.50	\$210,295.00	\$208,095.00	\$210,500.00	\$212,250.00	\$208,500.00	\$419,500
Water Treatment Facility	Nov-97	\$3,090,000	Jun-99	Jun-19	4.83%	\$243,302.50	\$245,465.00	\$247,065.00	\$243,000.00	\$243,500.00	\$243,500.00	\$494,750
Water Systems - Broadmeadow Street	Nov-00	\$257,304	Jul-01	Aug-11	ZERO	\$25,730.40						
Water System Rehab - Warren Street Area	May-05	\$413,500	Dec-05	Feb-15	3.60%	\$51,945.00	\$50,370.00	\$53,750.00	\$51,900.00			
Water Service Connections	May-06	\$50,000	Jun-07	Nov-11	4.31%	\$10,212.50						
Water System Rehabilitation - Rte 128 Area	May-06	\$1,500,000	Jun-07	Nov-22	4.32%	\$178,693.75	\$148,912.50	\$144,662.50	\$140,287.50	\$135,537.50	\$130,537.50	\$764,281
Water System Rehabilitation - Webster	May-03	\$100,000	Dec-07	Jun-12	3.28%	\$25,812.50						
Water System Design	May-01	\$25,000	Dec-07	Jun-12	3.28%	\$5,162.50						
Water Service Connections	May-06	\$100,000	Dec-07	Jun-12	3.28%	\$25,812.50						
Water Storage Tank Rehabilitation	May-07	\$600,000	Dec-07	Jun-12	3.28%	\$185,850.00						
Water System Rehabilitation - Rte 128 Area	May-06	\$230,000	Nov-08	Aug-12	3.48%	\$57,887.50	\$55,962.50					
Water System Rehabilitation - Rte 128 Area	May-06	\$212,000	Jun-09	Jun-19	3.16%	\$28,637.50	\$23,157.50	\$22,777.50	\$23,350.00	\$22,875.00	\$22,400.00	\$42,400
Water Storage Tank Rehabilitation	May-08	\$655,000	Jun-09	Jun-19	3.16%	\$81,012.50	\$79,692.50	\$78,372.50	\$75,887.50	\$74,343.76	\$72,800.00	\$137,800
Water Service Connections	May-06	\$55,000	Dec-09	Aug-19	2.51%	\$6,012.50	\$5,912.50	\$5,812.50	\$5,712.50	\$5,612.50	\$5,487.50	\$15,644
Water System Rehabilitation - Rte 128 Area	May-06	\$100,000	Dec-09	Aug-28	3.41%	\$7,837.50	\$7,737.50	\$7,637.50	\$7,537.50	\$7,437.50	\$7,312.50	\$80,544
Water System Rehabilitation - Rte 128 Area	May-06	\$165,000	Jun-10	Dec-14	2.22%	\$37,600.00	\$36,725.00	\$30,900.00	\$30,300.00			
Water Main Improvements	May-08	\$185,000	Jun-10	Dec-14	2.20%	\$42,850.00	\$36,925.00	\$36,050.00	\$35,350.00			

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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 2012	Debt Service 2013	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	After 2017
Water Distribution System Rehab (Chapel & May) (Pickerin	May-09	\$400,000	Jun-10	Dec-24	3.02%	\$39,962.50	\$39,212.50	\$38,462.50	\$37,862.50	\$32,281.25	\$31,687.50	\$226,688
Water Distribution System Rehab (Chapel & May) (Pickerin	May-09	\$300,000	Oct-10	Apr-15	1.85%	\$21,800.00	\$21,400.00	\$20,800.00	\$20,400.00			
Water Distribution System Rehab (Chapel & May) (Pickerin	May-09	\$204,300	Jun-11	Oct-12	3.00%	\$107,843.00	\$101,500.00					
Water Main Improvements	May-08	\$849,815	Jul-10	Jul-30	2.00%	\$51,552.25	\$51,552.10	\$51,552.70	\$51,552.76	\$51,552.99	\$51,552.10	\$721,736
<b>WATER DEBT SERVICE</b>						<b>\$1,447,699</b>	<b>\$1,114,820</b>	<b>\$945,938</b>	<b>\$933,640</b>	<b>\$785,391</b>	<b>\$773,777</b>	<b>\$2,903,342</b>
<b>TOTAL</b>						<b>\$12,499,441</b>	<b>\$11,872,660</b>	<b>\$10,849,768</b>	<b>\$10,115,367</b>	<b>\$9,071,888</b>	<b>\$8,636,132</b>	<b>\$55,042,421</b>

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. Under the program the Town usually pays less than it borrows from the Trust.

Town of Needham  
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**Town of Needham  
Current Long Term Debt Service Obligations  
Inclusive of the October 2011 Bond Issue**

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2012	\$2,405,134.75	\$7,125,407.09	\$283,960.42	\$94,350.00	\$1,142,889.33	\$1,447,699.40	\$12,499,440.99
2013	\$2,304,733.92	\$6,807,148.76	\$438,249.17	\$87,550.00	\$1,120,158.09	\$1,114,819.60	\$11,872,659.54
2014	\$1,818,649.93	\$6,594,640.01	\$398,112.50	\$40,800.00	\$1,051,628.15	\$945,937.70	\$10,849,768.29
2015	\$1,509,575.85	\$6,435,976.26	\$391,637.50		\$844,537.19	\$933,640.26	\$10,115,367.06
2016	\$1,106,625.00	\$6,143,631.26	\$384,187.50		\$652,053.40	\$785,390.50	\$9,071,887.66
2017	\$885,221.05	\$5,983,281.26	\$377,712.50		\$616,139.82	\$773,777.10	\$8,636,131.73
2018	\$545,390.66	\$5,817,775.01	\$372,212.50		\$603,875.57	\$770,421.53	\$8,109,675.27
2019	\$533,674.91	\$5,620,025.01	\$366,468.75		\$591,101.25	\$761,190.21	\$7,872,460.13
2020	\$521,126.96	\$5,394,562.51	\$357,700.00		\$181,912.50	\$210,852.58	\$6,666,154.55
2021	\$486,031.26	\$4,322,843.76	\$346,050.00		\$136,856.25	\$225,208.32	\$5,516,989.59
2022	\$473,687.51	\$4,179,656.26	\$336,615.63		\$132,475.00	\$219,052.84	\$5,341,487.24
2023	\$386,762.51	\$4,042,506.26	\$329,031.26		\$128,025.00	\$212,796.30	\$5,099,121.33
2024	\$375,318.76	\$3,893,906.26	\$320,881.26		\$50,100.00	\$84,127.86	\$4,724,334.14
2025	\$338,981.26	\$3,070,318.76	\$312,387.51		\$48,700.00	\$83,077.42	\$3,853,464.95
2026	\$253,856.26	\$2,170,125.00	\$303,406.26		\$47,200.00	\$57,452.87	\$2,832,040.39
2027	\$239,590.63	\$1,589,800.00	\$294,131.26		\$45,600.00	\$57,252.84	\$2,226,374.73

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**Town of Needham**  
**Current Long Term Debt Service Obligations**  
**Inclusive of the October 2011 Bond Issue**

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2028		\$1,253,375.00	\$205,934.38		\$68,500.00	\$57,051.97	\$1,584,861.35
2029		\$805,800.00	\$188,700.00		\$56,100.00	\$61,752.87	\$1,112,352.87
2030						\$51,552.15	\$51,552.15
2031						\$51,552.42	\$51,552.42
2032							

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**Open Authorizations  
Balances Not Yet Issued**

Approved	Project	Authorized	Balance
2001	Rosemary Pool Complex - Design	\$100,000	\$72,500
2003	Parking Lot Dedham Avenue	\$180,000	\$9,500
2003	Water Pumping Station Design - St. Mary's St.	\$300,000	\$180,000
2004	Sewer System Rehab - I/I Work	\$1,000,000	\$13,000
2006	Ridge Hill Rehabilitation	\$126,875	\$104,600
2006	Water System Rehabilitation (Warren Street)	\$913,500	\$30,000
2006	Rte 128 Sewer Main Relocation	\$3,500,000	\$90,000
2007	Water System Improvements (Rte 128 Area)	\$3,000,000	\$735,000
2007	Mitchell School Roof Repair	\$700,000	\$11,400
2008	High Rock and Pollard School Project	\$20,475,000	\$274,000
2008	Sewer System Rehabilitation I/I Work	\$1,806,800	\$280,150
2009	Municipal Parking Lot Improvements	\$105,000	\$5,000
2009	Public Safety Building Roof	\$535,000	\$61,500
2009	Street & Traffic Light Improvements	\$105,000	\$25,000
2009	Wastewater Pump Station at GPA	\$770,000	\$33,000
2009	Water Main Improvements	\$1,900,000	\$600,294



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**Open Authorizations  
Balances Not Yet Issued**

Approved	Project	Authorized	Balance
2009	Water Storage Tank Cleaning & Painting	\$730,000	\$75,000
2009	Public Services Administration Bldg	\$5,725,000	\$294,000
2010	Sewer Pump Station Design Reservoir B	\$577,500	\$575,497
2010	Stormwater Master Plan Drainage Improvements	\$200,000	\$160,000
2010	Kendrick Street Bridge Design	\$125,000	\$35,000
2010	RTS Front End Loader	\$230,000	\$45,000
2010	Town Hall (CPA Portion)	\$14,029,233	\$2,459,000
2010	Town Hall (GF Portion)	\$4,126,513	\$865,000
2010	Water Distribution System Rehabilitation	\$1,000,000	\$80,000
2010	Newman School Extraordinary Repairs	\$26,962,128	\$20,269,128
2011	Public Works Infrastructure Improvement Program	\$1,236,300	\$556,300
2011	Kendrick Street Bridge Repair	\$850,000	\$100,000
2011	Pollard School Roof Repair	\$3,500,000	\$2,250,000
2011	Senior Center Feasibility & Design	\$500,000	\$150,000
2011	Pollard School Parking & Access Improvements	\$758,000	\$55,800
2012	Public Works Infrastructure Improvement Program	\$1,100,000	\$1,100,000

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

Approved	Project	Authorized	Balance
2012	Booth Street	\$125,000	\$125,000
2012	Fire Engine	\$400,000	\$400,000
2012	Needham High School Roof	\$320,000	\$240,000
2012	RTS Construction Equipment	\$86,000	\$86,000
2012	RTS Semi-Tractor Equipment	\$152,000	\$152,000
2012	Senior Center Construction	\$8,051,808	\$8,051,808
2012	Sewer Pump Station Reservoir B	\$6,300,000	\$6,300,000
<b>Total</b>		<b>\$112,601,657</b>	<b>\$46,949,477</b>

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  
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FY2013 - FY2017**

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Core Fleet - DPW	DPW	Public Works	5 - 52
Core Fleet - General Government	Finance	General Government	5 - 11
Core Fleet - Public Facilities	Public Facilities	Public Facilities	5 - 60
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**Five Year Department Submissions  
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FY2013 - FY2017**

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**Five Year Department Submissions  
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FY2013 - FY2017**

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<b>Alphabetical by Title (sort)</b>			
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Intentionally Blank

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Department Capital Request CIP-DCR						
Title	Election Equipment	Department	Town Clerk/Board of Registrars			
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 <b>insufficient</b> 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 <b>existing</b> 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?						



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Department Capital Request CIP-DCR									
Title	Election Equipment				Department	Town Clerk/Board of Registrars			
Useful Life	IV	Primary Reason		3	Operating Budget Impact			C5	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2013			Intangibles						
FY2014	\$85,000		Equipment	\$85,000					
FY2015			Design & Engineering						
FY2016			Construction Expenses						
FY2017			Other Expenses*						
<b>Total</b>	<b>\$ 85,000</b>		Total	<b>\$ 85,000</b>		Total	<b>\$</b>		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The purpose of replacing the Accuvote Electronic Voting System is to update and replace the Town's current voting system purchased in 1994. These machines and the black plastic ballot boxes that hold the machines are currently 15 years old and are beginning to require more and more frequent repairs. There are currently 11 Accuvote machines – one for each of the ten precincts plus one spare machine. Both the read heads and scanner cannot be upgraded due to the age of the equipment. The new Accuvote Voting Machines will have more features. The ballot boxes will be smaller making storage more convenient and accessibility at the polls will be easier. Absentee voters will no longer require special marking pens in order to vote thus making voting easier. Within the next couple of years all the machines will be handicapped accessible. Last year's OSX Voting Machine is no longer a viable product. The new DS200 Voting Machine is the next generation Optical Scan voting equipment. The DS200 will have a paper ballot and the memory cards have been replaced with memory sticks. It is waiting approval from the federal government and then will seek approval with the Elections Division of the Secretary of the Commonwealth. LHS Associates, Inc. believes this new voting equipment will be available by the middle of calendar year 2012. These new machines are currently assessed at approximately \$7,500 each. I will keep you updated as more information becomes available.</p>									

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Department Capital Request CIP-DCR					
Title	Technology Systems and Applications Upgrades	Department	Information Technology Center		
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 <b>insufficient</b> 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 <b>existing</b> 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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<b>Department Capital Request CIP-DCR</b>									
Title	<b>Technology Systems and Applications Upgrades</b>				Department	<b>Information Technology Center</b>			
Useful Life	<b>II</b>		Primary Reason	<b>3</b>		Operating Budget Impact	<b>D</b>		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C		
FY2013	130,000		Intangibles	65,000					
FY2014			Equipment	65,000					
FY2015	100,000		Design & Engineering	100,000					
FY2016			Construction Expenses						
FY2017			Other Expenses*						
<b>Total</b>	<b>\$230,000</b>		<b>Total</b>	<b>\$230,000</b>		<b>Total</b>	<b>\$</b>		
Attached Schedules	CF		CX		LS		SI		SS
<b>Description and Justification</b>									
<p>1) <u>Desktop Virtualization</u>: This request is for virtualizing approximately 100 employee workstations by adding additional licenses and hardware. Licensing would also be purchased to give high end users the ability to login from home and still access their workstation. The technology behind this is that all of the applications used by the employee, i.e. Microsoft Office, Adobe Acrobat, or Internet Explorer as examples, are stored on servers located in the ITC. Any specific application is then served to employee's desktop through the network. The servers delivering the applications have been customized to be more robust than a typical off-the-shelf server so that there are enough resources within the server to run the applications that are being served to the employees' workstations. Because the application are bundled in one location it allows the ITC Network Manager to more efficiently and productively roll out upgrades allowing for consistent versions of software. With limitations on the increase of permanent FTEs, virtualization will eliminate the need to request to hire additional support staff to support the growing demands of the current workforce. There is also an added benefit in that Workstation Support is more streamlined because issues with applications served out to the workstations are managed in the ITC and only serious hardware issues would need to be addressed at the employee workstation. The hardware that is used by the employee at their desk can be easily replaced at half the cost or better than current workstation hardware. ITC sees this as an important element in the day-to-day functions of ITC in the future.</p> <p>2) <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 Administrator has finalized the Needham parcel delineation as well as the planimetric data collected in the Spring 2009 flyover. 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 an internet accessible site for viewing and querying the GIS data. This site is scheduled for completion in the first quarter of 2012. Because many departments, Engineering, Water &amp; Sewer, Planning 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</p>									

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Department Capital Request CIP-DCR					
Title	Network Hardware, Servers, Switches, Replacement/Upgrades	Department	Information Technology Center		
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	<b>Network Hardware, Servers, Switches, Replacement/Upgrades</b>					Department	<b>Information Technology Center</b>				
Useful Life	<b>I</b>		Primary Reason	<b>3</b>		Operating Budget Impact	<b>C</b>				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2013	30,000	Intangibles									
FY2014	30,000	Equipment	150,000								
FY2015	30,000	Design & Engineering									
FY2016	30,000	Construction Expenses									
FY2017	30,000	Other Expenses*									
<b>Total</b>	<b>\$150,000</b>	<b>Total</b>	<b>\$150,000</b>	<b>Total</b>	<b>\$ 0</b>						
Attached Schedules	CF	CX	LS	SI	SS						
Description and Justification											
<p>The request is to replace older servers, 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, and data accessibility.</p>											

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Department Capital Request CIP-DCR					
Title	Mail Processing Machines Replacement	Department	Information Technology center		
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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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<b>Department Capital Request CIP-DCR</b>										
Title	<b>Mail Processing Machines Replacement</b>					Department	<b>Information Technology center</b>			
Useful Life	<b>I</b>		Primary Reason	<b>5</b>		Operating Budget Impact	<b>C</b>			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C			
FY2013			Intangibles							
FY2014			Equipment	30,645						
FY2015			Design & Engineering							
FY2016	30,645		Construction Expenses							
FY2017			Other Expenses*							
<b>Total</b>	<b>\$30,645</b>		<b>Total</b>	<b>\$30,645</b>		<b>Total</b>	<b>\$</b>			
Attached Schedules	CF		CX		LS		SI		SS	
<b>Description and Justification</b>										
<p>The mail processing machines request is for the replacement of two pieces of equipment, folding/stuffing and mail, used in departmental daily support of 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.</p>										

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Department Capital Request CIP-DCR					
Title	IBM Hardware Replacement - NPD CAD	Department	Information Technology Center		
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 <b>insufficient</b> 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 <b>existing</b> 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	IBM Hardware Replacement - NPD CAD					Department	Information Technology Center				
Useful Life	I		Primary Reason	5		Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2013			Intangibles			Consultant & Implementation Services	2,000				
FY2014			Equipment	28,000							
FY2015			Design & Engineering								
FY2016	30,000		Construction Expenses								
FY2017			Other Expenses*	2,000							
<b>Total</b>	<b>\$30,000</b>		<b>Total</b>	<b>\$30,000</b>		<b>Total</b>	<b>\$2,000</b>				
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>This request is for hardware to replace the current Needham Police Department IBM and Intel blade servers, tape backup, and upgrade or increase the blade center storage. The change to the IBM Blade Center has allowed for a significant decrease in funding request for the CAD hardware. In previous funding requests anywhere from \$60,000 - \$70,000 was required to purchase hardware. However with the blade center the IBM and Intel servers used are significantly less expensive. The blade center is basically a chassis that holds multiple servers. Resources such as power and cooling are shared between the servers that are installed into the chassis. This then requires less space, energy, and overall cooling of the hardware.</p>											

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Department Capital Request CIP-DCR					
Title	Core Fleet Replacement	Department	Finance 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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	Core Fleet Replacement					Department	Finance Department			
Useful Life	II		Primary Reason	5		Operating Budget Impact	C			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C			
FY2013			Intangibles							
FY2014			Equipment	30,152						
FY2015	30,152		Design & Engineering							
FY2016			Construction Expenses							
FY2017			Other Expenses*							
<b>Total</b>	<b>\$30,152</b>		<b>Total</b>	<b>\$ 30,152</b>		<b>Total</b>	<b>\$</b>			
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
<p>Current vehicle will have been in service for 10 years with approximately 40,000 miles of stop and go driving over this period. This acquisition will allow the office to continue not only DOR mandated cyclical inspections, but sales, building permit and personal property inspections and digital photo updating as well. Increased mobility for personal property/Commercial/Industrial Data Collector will also cut down on reliance on outside vendor that has in the past been used to gather information necessary to producing personal property billing file on an annual basis. Use of marked Town of Needham vehicle will also serve to put residents visited by office personnel more at ease as to their identities. Purchase of a "Green" vehicle, type to be determined at a future date depending on experience gained in the interim by other departments, will undoubtedly save on fuel in the long run as well as reducing the department's "carbon footprint". The plan at this time is to purchase a hybrid vehicle. There may be an increased operating cost to maintain. The indentified vehicle for purchase at this time is a Ford Fusion hybrid. The current list price for this vehicle is \$28,700.</p>										

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Department Capital Request CIP-DCR						
Title	Police In-Cruiser Video	Department	Police 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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	<b>Police In-Cruiser Video</b>					Department	<b>Police Department</b>			
Useful Life	<b>II</b>		Primary Reason	<b>7</b>		Operating Budget Impact	<b>C</b>			
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2013		Intangibles								
FY2014		Equipment	35,000							
FY2015	35,000	Design & Engineering								
FY2016		Construction Expenses								
FY2017		Other Expenses*								
<b>Total</b>	<b>\$ 35,000</b>	<b>Total</b>	<b>\$ 35,000</b>	<b>Total</b>	<b>\$</b>					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p><b>Police Cruiser Video</b> - This is a request for in-cruiser digital video cameras, also known as "dash cams" for five police cruisers. Utilization of such equipment is expected to improve the performance of citizen contacts by police and to equip the administration with a tool for providing a more thorough review of patrol activities.</p>										

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Department Capital Request CIP-DCR					
Title	<b>Wireless Municipal Radio Master Box Fire Alarm System</b>	Department	<b>FIRE</b>		
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	<b>Wireless Municipal Radio Master Box Fire Alarm System</b>				Department	<b>FIRE</b>				
Useful Life	<b>V</b>	Primary Reason		<b>4</b>	Operating Budget Impact			<b>B</b>		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2013			Intangibles							
FY2014	164,000		Equipment	164,000						
FY2015			Design & Engineering							
FY2016			Construction Expenses							
FY2017			Other Expenses*							
<b>Total</b>	<b>\$ 164,000.</b>		<b>Total</b>	<b>\$ 164,000</b>		<b>Total</b>				
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>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).</p> <p>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.</p> <p>Explanation for significant increase in funding request: The original request was for a system which is no longer UL or FM approved for public reporting systems. Although it still may be available, using a system which is not listed as approved would expose the Town to possible liabilities in the case of a system failure. There are several approved systems available on the market, and we have solicited estimated costs based on our existing equipment and what upgrades would be necessary. Additionally, the original request was to install the system in only 15 municipal buildings, and we are now proposing installing the system in all 28 municipal buildings. *NOTE* This could be phased in over a two or three year period to reduce the financial impact on one fiscal year.</p>										

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Department Capital Request CIP-DCR			
Title	<b>Wireless Municipal Radio Master Box Fire Alarm System</b>	Department	<b>FIRE</b>
<p>Although available grant funding has been significantly reduced and at the same time has become much more competitive, we will continue to pursue that option to fund this request.</p> <p>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.</p> <p>A wireless system is much more reliable in storm conditions when often times overhead lines are out of service.</p> <p>The long-range plan would be to reduce Fire Department personnel in the Fire Alarm Division (one FTE). Once the wireless 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.</p> <p>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.</p> <p>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).</p> <p>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.</p>			



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Department Capital Request CIP-DCR								
Title	Structural Firefighting Gear	Department	Fire					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	Structural Firefighting Gear					Department	Fire				
Useful Life	II	Primary Reason			1	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2013	40,000.		Intangibles								
FY2014			Equipment		40,000						
FY2015			Design & Engineering								
FY2016			Construction Expenses								
FY2017			Other Expenses*								
Total											
	<b>\$ 40,000.</b>		Total		<b>\$40,000</b>		Total		<b>\$</b>		
Attached Schedules											
	CF		CX		LS		SI		SS		
Description and Justification											
<p>The structural firefighting protective gear has a recommended life expectancy of 10 years depending on exposure and wear. The fire department is requesting replacing this gear for twenty (20) of the personnel, who will be using gear that is 11+ years old at the time of replacement.</p> <p>With the wide variety of exposures that firefighters deal with on a daily basis, the fire department feels that this is a high priority request. It is imperative that this protective gear retains its integrity.</p> <p>If the gear is not purchased and provided it could lead to increased liability and exposure issues for the Town. If the fire department fails to replace worn or damaged gear, then the Firefighters could be unnecessarily subjected to hazards, resulting in injuries that were preventable.</p>											

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Department Capital Request CIP-DCR								
Title	5 Year Vehicle / Apparatus Replacement	Department	Fire					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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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<b>Department Capital Request CIP-DCR</b>											
Title	<b>5 Year Vehicle / Apparatus Replacement</b>					Department	<b>Fire</b>				
Useful Life	<b>III</b>		Primary Reason	<b>5</b>		Operating Budget Impact	<b>C</b>				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2013	785,000	Intangibles									
FY2014	45,000	Equipment	1,155,000								
FY2015	150,000	Design & Engineering									
FY2016	105,000	Construction Expenses									
FY2017	70,000	Other Expenses*									
<b>Total</b>	<b>\$ 1,155,000</b>	<b>Total</b>	<b>\$ 1,155,000</b>	<b>Total</b>							
Attached Schedules	CF	<b>X</b>	CX		LS	<b>X</b>	SI		SS		
<b>Description and Justification</b>											
<p>This request is in line with the fire department established vehicle/apparatus replacement plan. All of the requests are either due or past due for replacement in the year which they are requested. Due to the fact that these are all emergency response vehicles (Except C-5) it is imperative that the department adhere to its scheduled replacement program as closely as possible. The following descriptions are listed in the same order as the requests are:</p> <p>Additionally, 17,500. has been added in the equipment line of Costs Components. This amount represents the cost associated with replacing the mobile radio unit in each vehicle as they are replaced at a cost of 2,500. each. The are a total of seven vehicles included in this 5 year request.</p> <p>(E-3) (FY13, \$750,000.)This request is to replace Engine #3, which is a 1994 "Quint" model truck (Combination Pumper/Ladder). At the time of replacement the vehicle will be 20+ years old, two years past scheduled replacement. This is a "front line" emergency response vehicle, and is a vital component of the fire department emergency services operation. This is a very versatile piece of apparatus that is capable of providing many functions at an emergency. To add to the versatility of this apparatus, the fire department would request that a new vehicle be built so that it could be housed at either fire station. The current E-3 will only fit into Station 1. Because of the importance of the dependability of this vehicle in emergency situations, the fire department must adhere to the scheduled replacement program.</p> <p>(C-3) (FY13, \$35,000.)This request is to replace a 2004 Ford sedan that is used daily by the Deputy Chief of Operations. Currently the car has over 56,000 miles of service, and at the time of replacement is estimated to have approximately 70,000+ miles of service. Also, at the time of replacement the car will be 8-9 years old, up to 2 years beyond scheduled replacement. A new vehicle would be purchased and put into service as C-1. The current C-1 would then be passed down to replace C-3.</p> <p>(C-6) (FY14, \$45,000.)This request is to replace a 2004 Ford pick-up truck, with a utility body. The truck functions primarily as a brush fire truck, but it also has many other uses. In the winter months the modular brush unit and water tank is removed, and the truck is used to transport various materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, hazardous materials trailer, mass decontamination trailer, and the Health Department Emergency Dispensing Trailer. Presently, this truck has over 26,000 miles of service on it, and at the time of replacement mileage is estimated to be approximately 45,000.</p>											

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Department Capital Request CIP-DCR			
Title	5 Year Vehicle / Apparatus Replacement	Department	Fire
<p>(R-2) (FY15, \$150,000.) This request is to replace a 2005 Ford/Osage Rescue Ambulance. The vehicle currently has over 44,000 miles of emergency service, and at time of replacement mileage is estimated to be over 70,000. The ambulance also has over 6,800 hours of run time. The vehicle/apparatus replacement plan calls for replacing the ambulances every 8-10 years depending on use and condition. At the time of scheduled replacement R-2 will be 10 years old. This ambulance is the back-up unit for multiple calls (which have been increasing), and it is put into use as the frontline ambulance every Saturday through Sunday. This ambulance also supports services which produce significant revenue for the Town, and if it is placed out of service for maintenance reasons that revenue is forfeited to a mutual aid ambulance.</p> <p><b>**NOTE**</b> The estimated replacement cost for this Rescue/Ambulance in FY15 would be \$170,000. We have estimated a trade-in value of \$20,000, bringing the request to \$150,000.</p> <p>(C-5) (FY16, \$ 105,000.) This request is to replace a 2001 Ford F450 Bucket Truck. The truck is used primarily by the fire alarm division to maintain the municipal fire alarm system overhead wires on telephone poles. This truck currently has over 43,000 miles, and at time of replacement is estimated to have 70,000 miles. The vehicle apparatus replacement schedule calls for replacing this vehicle in 15 years from time of purchase which is 2016. This truck also supports services which produce significant revenue for the Town. Current estimates to replace the truck at today's prices are approximately 85,000. with a 5% annual inflation factor added.</p> <p>(C-2) (FY17, \$40,000.) This request is to replace a 2010 Ford Expedition, Shift Commander vehicle. The vehicle currently has over 16,000 miles, and at time of replacement is estimated to have 58,000 miles. This vehicle is an emergency response vehicle that responds to all emergency incidents, and carries a multitude of emergency supplies, as well as, technology and information to support all types of incidents. Because of the importance of the dependability of this vehicle in emergency situations, we need to adhere to our scheduled replacement program (6-7 years). The estimated cost of replacement is based on information received from the manufacturer's vendor, who is currently on the State Bid List.</p> <p>(C-43) (FY17, \$30,000.) This request is to replace a 2007 Ford 500 (sedan), Inspectors vehicle. The car currently has over 43,000 miles, and at time of replacement is estimated to have approximately 90,000 miles of service. Although this car is used primarily for non-emergency services, it does respond to certain emergency calls and all fires. At the time of requested replacement this vehicle will be 8-10 years old. If this vehicle is not replaced then maintenance and service costs will increase significantly. Additionally, because this vehicle responds to certain emergency incidents, if it is not replaced with a dependable vehicle then liability exposure will also increase. Additionally, this vehicle supports services which produce significant revenue to the Town through permitting and inspections.</p>			

Town of Needham  
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**Capital Schedule  
 Schedule CF  
 Core Fleet**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									35,000	-	-	-	70,000
									D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane				
Fire	P	C-3	2004	Ford Crown Victoria	Deputy of Ops. Vehicle	NA	G	56,500	35,000				
Fire	P	C-2	2010	Ford Expedition SUV	Command Vehicle - Deputy	NA	G	17,000					40,000
Fire	P	C-43	2007	Ford 500 Sedan	Fire Inspector Vehicle	NA	G	43,500					30,000

Town of Needham  
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**Capital Schedule  
 Schedule LS  
 Large Specialty Equipment**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									750,000	45,000	150,000	105,000	-
Fire	T	Engine 3	1994	E-One Quint	Fire Engine & Ladder	48,250	D	42,600	750,000				
Fire	T	C-6	2004	Ford F-350 Utility	Utility/Brush Truck	9,700	D	26,500		45,000			
Fire	T	Rescue 2	2005	Ford E-450	Rescue Ambulance	9,450	D	44,500			150,000		
Fire	T	C-5	2001	Ford F-450	Aerial Bucket Truck	15,000	D	43,400				105,000	

Town of Needham  
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Department Capital Request CIP-DCR						
Title	Core Fleet Replacement	Department	Building 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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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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<b>Department Capital Request CIP-DCR</b>											
Title	<b>Core Fleet Replacement</b>					Department	<b>Building Department</b>				
Useful Life	<b>II</b>		Primary Reason	<b>4</b>		Operating Budget Impact	<b>C</b>				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2013			Intangibles			Fire Extinguisher	\$50				
FY2014	\$33,430		Equipment	\$32,336		First Aid Kit	\$20				
FY2015			Design & Engineering			Reflective Triangles	\$15				
FY2016			Construction Expenses			Two-Way Radio	\$1,009				
FY2017			Other Expenses*	\$1,094							
<b>Total</b>	<b>\$ 33,430</b>		<b>Total</b>	<b>\$ 33,430</b>		<b>Total</b>	<b>\$1,094</b>				
<b>Attached Schedules</b>											
	CF	<b>x</b>	CX		LS		SI		SS		
<b>Description and Justification</b>											
Unit #456 a 2002 Sedan, this is a request to replace with a Hybrid. The sedan has served in this capacity for 10 years. The Hybrid replacement will have a two-way radio communication system and safety lights used when responding to emergency. The Public Works Garage will assist with this purchase and provide the maintenance.											

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Department Capital Request CIP-DCR								
Title	NHS Graphic Arts Equipment 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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	NHS Graphic Arts Equipment Replacement				Department	School Department			
Useful Life	II, IV	Primary Reason		3	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013	\$14,180	Intangibles							
FY2014	\$8,270	Equipment		\$50,470					
FY2015	\$8,450	Design & Engineering							
FY2016	\$11,910	Construction Expenses							
FY2017	\$7,660	Other Expenses*							
<b>Total</b>	<b>\$50,470</b>	<b>Total</b>		<b>\$50,470</b>	<b>Total</b>				<b>\$</b>
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>This request is to establish an equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program not only provides convenient, cost effective, but most importantly, provides excellent hands on educational training in the field of professional graphics and printing production for our students enrolled in the 3<sup>rd</sup> Year Graphics class (Production Printing) as well as working as summer interns in the program.</p> <p>Although the Center received new equipment during the recent renovation at the high school, it has become evident that an ongoing source of funding is needed to sustain and update program equipment. The purchase/ replacement cost of much of the equipment is such that it cannot be easily sustained via the normal revolving account finances.</p> <p>During the summer of 2011, a complete inventory analysis of all equipment was completed. (See attached.) A five-year equipment replacement plan is presented below. The specific equipment to be replaced may change from year to year, in response to unexpected equipment breakdown or program changing program needs.</p> <p>FY13: Screen Print Dryer, Wide Format Printer  FY14: Vinyl Cutter – Heavy Duty, Thermal Transfer Press, Flash Dryer, Paper Joggin Machine  FY15: Vinyl Cutter – 24", Saddle Stitch Stapler, Binder/Spireler, Comb Binder  FY16: Paper Drill (Heavy Duty), Screen Exposure Unit  FY17: Tower Collator w/Booklet Maker, Padding Machine</p>									

Town of Needham  
Capital Improvement Plan  
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Department Capital Request CIP-DCR						
Title	School Copier 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 approved is the current operating budget <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR																																							
Title	School Copier Replacement				Department	School Department																																	
Useful Life	II	Primary Reason		3	Operating Budget Impact			C																															
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C																															
FY2013	\$97,570		Intangibles																																				
FY2014	\$80,450		Equipment	\$350,335																																			
FY2015	\$52,990		Design & Engineering																																				
FY2016	\$70,505		Construction Expenses																																				
FY2017	\$48,820		Other Expenses*																																				
<b>Total</b>	<b>\$ 350,335</b>		<b>Total</b>	<b>\$ 350,335</b>		<b>Total</b>	<b>\$</b>																																
Attached Schedules	CF		CX		LS		SI		SS																														
Description and Justification																																							
<p>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 46 copiers and 7 RISO duplicating machines. Since FY04, the following copy machines have been replaced throughout the district:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Fiscal Year</th> <th style="text-align: left;"># Of Copy/RISO Machines Replaced</th> </tr> </thead> <tbody> <tr><td>FY04</td><td>9</td></tr> <tr><td>FY05</td><td>6</td></tr> <tr><td>FY06</td><td>8</td></tr> <tr><td>FY07</td><td>4</td></tr> <tr><td>FY08</td><td>4</td></tr> <tr><td>FY09</td><td>1</td></tr> <tr><td>FY10</td><td>5*</td></tr> <tr><td>FY11</td><td>5</td></tr> <tr><td>FY12 (Estimated)</td><td>11</td></tr> <tr><td>FY13 (Requested)</td><td>8</td></tr> <tr><td>FY14 (Requested)</td><td>9</td></tr> <tr><td>FY15 (Requested)</td><td>6</td></tr> <tr><td>FY16 (Requested)</td><td>5</td></tr> <tr><td>FY17 (Requested)</td><td>3</td></tr> </tbody> </table> <p>*Two of the copiers purchased in FY10 were funded from the High Rock construction budget.</p> <p>Copy machine purchases are were made utilizing State Contract. The contract allows the vendor to reduce the contract price by accepting a trade in of out-dated copy machines. Additionally, the State contract allows vendors to offer up to 3 years of free maintenance to purchasers.</p>										Fiscal Year	# Of Copy/RISO Machines Replaced	FY04	9	FY05	6	FY06	8	FY07	4	FY08	4	FY09	1	FY10	5*	FY11	5	FY12 (Estimated)	11	FY13 (Requested)	8	FY14 (Requested)	9	FY15 (Requested)	6	FY16 (Requested)	5	FY17 (Requested)	3
Fiscal Year	# Of Copy/RISO Machines Replaced																																						
FY04	9																																						
FY05	6																																						
FY06	8																																						
FY07	4																																						
FY08	4																																						
FY09	1																																						
FY10	5*																																						
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FY12 (Estimated)	11																																						
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FY17 (Requested)	3																																						

Town of Needham  
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Department Capital Request CIP-DCR			
Title	School Copier Replacement	Department	School Department
<p>Without ongoing support from the capital budget, the copy machine fleet (for both office and teaching staff) will age, fall into disrepair, and be removed from the schools, without a replacement.</p> <p>In FY2009, the School Department modified its methodology for predicting copier replacement, to reflect the lifecycle analysis based on actual usage and model capacity. In previous fiscal years, a 7-year age along with frequent maintenance needs was used to determine the replacement cycle. When frequent maintenance occurred to a copier before the age of seven, it became a priority to be replaced. Using the lifecycle analysis, we project when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity, which may be more than seven years if the copier is lightly used, or less than seven years for heavily used machines. This analysis also reflects the redeployment of copiers around the district, as needed, to more closely match copier use with copy machine useful lives. Attachment A predicts the % useful life expired for each copier – replacement years occur at 100%+, or when total capacity is reached. Attachment B presents the associated cost of replacing the copiers identified for replacement.</p>			

Town of Needham  
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Department Capital Request CIP-DCR								
Title	School Department Technology Replacement Request	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	School Department Technology Replacement Request				Department	School Department			
Useful Life	II	Primary Reason		6	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C		
FY2013	\$524,500		Intangibles						
FY2014	\$465,200		Equipment	\$2,116,850					
FY2015	\$402,700		Design & Engineering						
FY2016	\$389,100		Construction Expenses						
FY2017	\$335,350		Other Expenses*						
<b>Total</b>	<b>\$ 2,116,850</b>		<b>Total</b>	<b>\$ 2,116,850</b>		<b>Total</b>	<b>\$ 0</b>		
Attached Schedules									
		CF		CX		LS		SI	SS
Description and Justification									
<p>The request includes the replacement of 300 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. 169 of these computers are for teachers and administrators throughout the district. 68 are for classroom computers at Broadmeadow, Eliot, Mitchell, and Newman. At Pollard there is a cart with 30 laptops that is being replaced.</p> <p>Although the majority of the computers being purchased are for the elementary schools and Pollard, FY '13 is the first year we begin replacing computers and LCD projectors that have reached the end of their lifecycle at the High School. The replacement of the High School technology will be phased in over five years. In FY '13 we will replace 75 teacher and administrator computers, included in the previous count of 169 teacher and administrator computers, as well as 33 student laptop computers in the library. Also included in the replacement cycle are 10 LCD projectors.</p> <p>Beyond the 300 teacher, administrator, student, lab and laptop computers mentioned above, this request also includes the replacement of two district data servers that are housed at the ETC. These servers have been running 24/7 for three and four years and will be repurposed to less critical function for two and three years respectively. Also in this category is the replacement of 8 UPS batteries that support critical servers throughout the district. Replacement of 19 printers across the district is also included within the technology replacement cycle.</p> <p>One factor that will dramatically increase the cost of the replacement cycle is the impact of Lion, Apple's new operating system. Beginning at some point in the next few months, all Apple computers purchased will be required to run the Lion operating system. Current versions of our software packages will no longer be able to be used and new software will need to be purchased. At this point although we do not know the full magnitude of this situation and have only provided a preliminary estimate of cost. Estimates for mandatory computer memory upgrades are \$8,800, upgrade of Microsoft Office for current computer inventory will be about \$50,000 and the combination of operating system and iWork licensing upgrades will be about \$75,000. We will also need to analyze the use and impact on hundreds of software packages owned by the District. A placeholder amount of \$20,000 was allocated for this first year. As we go forward and replace eMacs,</p>									



Town of Needham  
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**Department Capital Request  
CIP-DCR**

<b>Title</b>	<b>School Department Technology Replacement Request</b>	<b>Department</b>	<b>School Department</b>
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which can't be upgraded to Lion, we will need to purchase replacement software licenses on these machines as well. Despite the many unknowns, we thought it was important to include some initial projections at this point.

A multi-year cost breakout is as follows:

<b>Project</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY13-FY17</b>
Bmeadow	\$19,800	\$0	\$0	\$29,700	\$29,700	\$79,200
Eliot	\$15,400	\$34,400	\$0	\$2,200	\$29,700	\$81,700
Hillside	\$2,200	\$31,900	\$31,900	\$31,900	\$6,600	\$104,500
Mitchell	\$28,600	\$2,200	\$32,200	\$31,900	\$18,700	\$113,600
Newman	\$53,900	\$30,800	\$41,800	\$48,400	\$29,700	\$204,600
HR w/ 1:1	\$0	\$0	\$4,800	\$0	\$75,900	\$80,700
Pollard w/ 1:1	\$82,500	\$70,400	\$4,400	\$1,100	\$59,400	\$217,800
NHS w/ 1:1	\$127,300	\$184,900	\$190,000	\$135,600	\$11,000	\$648,800
E.Grover	\$12,600	\$11,200	\$11,200	\$11,200	\$11,200	\$57,400
Printers	\$9,200	\$31,400	\$16,400	\$30,100	\$5,450	\$92,550
Servers	\$28,000	\$38,000	\$40,000	\$37,000	\$38,000	\$181,000
OS /Software	\$145,000	\$30,000	\$30,000	\$30,000	\$20,000	\$255,000
<b>TOTALS - With 1:1</b>	<b>\$524,500</b>	<b>\$465,200</b>	<b>\$402,700</b>	<b>\$389,100</b>	<b>\$335,350</b>	<b>\$2,116,850</b>

Town of Needham  
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Department Capital Request CIP-DCR						
Title	School Department Interactive Whiteboard Technology (SMART and Mimio)	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?					X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?		X			

Town of Needham  
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Department Capital Request CIP-DCR										
Title	<b>School Department Interactive Whiteboard Technology (SMART and Mimio)</b>				Department	<b>School Department</b>				
Useful Life	<b>II</b>	Primary Reason	<b>6</b>	Operating Budget Impact	<b>C</b>					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2013	\$148,300	Intangibles								
FY2014	\$22,600	Equipment	\$148,300							
FY2015	\$17,600	Design & Engineering								
FY2016	\$0	Construction Expenses								
FY2017	\$0	Other Expenses*								
<b>Total</b>	<b>\$ 188,500</b>	<b>Total</b>	<b>\$ 148,300</b>	<b>Total</b>	<b>\$</b>					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>This project requests funding to purchase and install interactive technology (SMART and Mimio boards) at Needham schools.</p> <p>The \$148,300 in funding requested for interactive whiteboards includes the completion of the SMART Board purchase and installation at the Newman School to coincide with the return to the renovated building. Included in this purchase for Newman are 11 additional SMART Boards as well as the permanent installation of 23 existing boards and the purchase and installation of wall mounted short throw projectors. In addition to the completion of Newman, interactive whiteboards will be added at Broadmeadow (1), Hillside (1), and Pollard (2) to advance the district inventory towards its goal of full interactive whiteboard implementation for grades one through twelve.</p> <p>The multi-year project budget is presented on the chart on the next page.</p>										

Town of Needham  
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Department Capital Request CIP-DCR																																																																	
Title	School Department Interactive Whiteboard Technology (SMART and Mimio)			Department	School Department																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IWB Costs</th> <th style="text-align: center;">FY 13</th> <th style="text-align: center;">FY 14</th> <th style="text-align: center;">FY 15</th> <th style="text-align: center;">FY 16</th> <th style="text-align: center;">FY 17</th> </tr> </thead> <tbody> <tr> <td>Bmeadow</td> <td style="text-align: right;">\$2,800</td> <td style="text-align: right;">\$2,800</td> <td style="text-align: right;">\$2,800</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Eliot</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Hillside</td> <td style="text-align: right;">\$4,200</td> <td style="text-align: right;">\$4,200</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Mitchell</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$5,600</td> <td style="text-align: right;">\$2,800</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Newman</td> <td style="text-align: right;">\$137,300</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>High Rock</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Pollard</td> <td style="text-align: right;">\$4,000</td> <td style="text-align: right;">\$10,000</td> <td style="text-align: right;">\$12,000</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>NHS</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td><b>TOTALS</b></td> <td style="text-align: right;"><b>\$148,300</b></td> <td style="text-align: right;"><b>\$22,600</b></td> <td style="text-align: right;"><b>\$17,600</b></td> <td style="text-align: right;"><b>\$0</b></td> <td style="text-align: right;"><b>\$0</b></td> </tr> </tbody> </table>						IWB Costs	FY 13	FY 14	FY 15	FY 16	FY 17	Bmeadow	\$2,800	\$2,800	\$2,800	\$0	\$0	Eliot	\$0	\$0	\$0	\$0	\$0	Hillside	\$4,200	\$4,200	\$0	\$0	\$0	Mitchell	\$0	\$5,600	\$2,800	\$0	\$0	Newman	\$137,300	\$0	\$0	\$0	\$0	High Rock	\$0	\$0	\$0	\$0	\$0	Pollard	\$4,000	\$10,000	\$12,000	\$0	\$0	NHS	\$0	\$0	\$0	\$0	\$0	<b>TOTALS</b>	<b>\$148,300</b>	<b>\$22,600</b>	<b>\$17,600</b>	<b>\$0</b>	<b>\$0</b>
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Newman	\$137,300	\$0	\$0	\$0	\$0																																																												
High Rock	\$0	\$0	\$0	\$0	\$0																																																												
Pollard	\$4,000	\$10,000	\$12,000	\$0	\$0																																																												
NHS	\$0	\$0	\$0	\$0	\$0																																																												
<b>TOTALS</b>	<b>\$148,300</b>	<b>\$22,600</b>	<b>\$17,600</b>	<b>\$0</b>	<b>\$0</b>																																																												

Town of Needham  
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Department Capital Request CIP-DCR								
Title	School Furniture 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 approved is the current operating budget <b>insufficient</b> 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 <b>existing</b> 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	School Furniture Replacement				Department	School Department					
Useful Life	II		Primary Reason		3	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2013	\$28,450		Intangibles								
FY2014	\$41,600		Equipment		\$194,635						
FY2015	\$34,180		Design & Engineering								
FY2016	\$45,405		Construction Expenses								
FY2017	\$45,000		Other Expenses*								
<b>Total</b>	<b>\$ 194,635</b>		<b>Total</b>		<b>\$ 194,635</b>		<b>Total</b>		<b>\$</b>		
Attached Schedules			CF		CX		LS	X	SI	SS	
Description and Justification											
<p>There are no budgeted funds within the regular school operating budget to replace aging school furniture and fixtures. In FY05, Town Meeting approved first year funding of \$20,500 to replace furniture in school facilities, which are not scheduled to undergo capital renovation/ addition projects in the near future (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. This request would provide ongoing funding for regular replacement.</p> <p>By FY15, all furniture in 'poor' condition will have been replaced at all four schools. The FY13-FY17 funding request begins the replacement of furniture in fair condition at these schools. Based on an inventory analysis, we estimate that all furniture in fair condition will have been replaced by FY19. The funding request for the five-year period is depicted in the charts below.</p>											
# Items in Poor Condition to be Replaced by Age					# Items in Fair Condition to be Replaced by Age						
	#	#	#	#	#		#	#	#		
	30-40	20-29	10-19	0-9	TOTAL		30-40	20-29	10-19	0-9	TOTAL
Hillside (FY10,12)	10	109	26	2	147	Hillside (FY15-17)	0	23	131	0	154
Mitchell (FY11,12,15)	21	143	87	1	252	Mitchell (FY16-17)	0	114	38	0	152
Newman (FY13-15)	123	216	205	0	544	Newman (FY18-19)	0	0	186	25	211
Pollard (FY12)	36	50	11	0	97	Pollard (FY17-18)	4	38	142	4	188
	<b>190</b>	<b>518</b>	<b>329</b>	<b>3</b>	<b>1,040</b>		<b>4</b>	<b>175</b>	<b>497</b>	<b>29</b>	<b>705</b>
<b>FY13-FY17 Funding Plan</b>											
<b>Funding Plan</b>	<b>Funded FY10</b>	<b>Funded FY11</b>	<b>Funded FY12</b>	<b>Request FY13</b>	<b>Request FY14</b>	<b>Request FY15</b>	<b>Request FY16</b>	<b>Request FY17</b>	<b>FY13-FY17 TOTAL</b>		
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	88,055		
Pollard	-	-	27,200	-	-	-	-	36,460	36,460		
	<b>23,100</b>	<b>40,950</b>	<b>37,750</b>	<b>28,450</b>	<b>41,600</b>	<b>34,180</b>	<b>45,405</b>	<b>45,000</b>	<b>194,635</b>		

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Department Capital Request CIP-DCR						
Title	School Musical Instrument Replacement (FY2012-2014) Musical Instrument Inventory Expansion (FY2015-2025)	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 approved is the current operating budget <b>insufficient</b> 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 <b>existing</b> 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?					

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Department Capital Request CIP-DCR									
Title	<b>School Musical Instrument Replacement (FY2012-2014) Musical Instrument Inventory Expansion (FY2015-2025)</b>				Department	<b>School Department</b>			
Useful Life	<b>V</b>	Primary Reason		<b>3</b>	Operating Budget Impact			<b>C</b>	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C		
FY2013	\$15,000		Intangibles						
FY2014	\$15,000		Equipment	\$75,000					
FY2015	\$15,000		Design & Engineering						
FY2016	\$15,000		Construction Expenses						
FY2017	\$15,000		Other Expenses*						
<b>Total</b>	<b>\$ 75,000</b>		<b>Total</b>	<b>\$75,000</b>		<b>Total</b>		<b>\$</b>	
Attached Schedules		CF		CX		LS		SI	SS
Description and Justification									
<p>In FY05, Town Meeting allocated \$15,000 in first-year funding of a ten-year replacement cycle for school musical instruments (of \$15,000/year). The purpose of the request was to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are becoming increasingly costly to repair and maintain.</p> <p>There are no funds available within the School Department's operating budget to replace these costly assets. Although students <i>do</i> purchase some of the less expensive instruments (clarinets, trumpets, etc), a quality band and/or orchestra program needs to ensure balanced instrumentation to deliver the proper musical experience required by the curriculum. Additionally, balanced instrumentation allows our student performing groups to showcase their talents in an appropriate quality manner in local, state and national music festivals, where they compete with and are compared to their peers. For example, the lack of quality violas, cellos and string basses in our inventory results in our orchestras having few if any of these instruments. This results in not being able to perform a good deal of the music that our students need to experience in the proper manner. Upright pianos are needed in all music rooms, practice rooms and performance facilities to enable choral groups to have proper accompaniments, and to allow small student ensembles and individuals to pursue their music education studies with proper acoustic reinforcement. The Grand Pianos at our Broadmeadow and Newman Schools are used constantly for performances and educational activities. Since both of these spaces are showcase community gathering spaces, and are of large size, we need to maintain at least Baby Grand pianos in these spaces as we already have at Eliot and the HS Auditorium.</p> <p>We are now entering year 8 of the replacement cycle. As a result, we are beginning to see an improvement in the quality of musical instruments our students are able to use. The scheduled replacements in FY13, FY14 and FY15 are:</p> <ul style="list-style-type: none"> <li>▪ FY12: Replace additional middle school percussion instruments, additional string instruments, and assorted elementary school Orff percussion instruments.</li> <li>▪ FY13: Replace the grand piano (FPA-245) in the Broadmeadow School Performance Center.</li> <li>▪ FY14: Replace the grand piano (FPA-234) in the Newman School Auditorium</li> </ul> <p><u>Beginning in FY15</u>, we propose that the purpose of this article be shifted from the 'replacement' of musical instruments to the 'expansion' of the musical equipment inventory. This is due both to population growth in the program (our largest classes will begin entering the middle schools and high school, where they will need the larger size instruments in the Brass and String families.) In addition, we need to expand our inventory of trombones and cellos, since these are not allowed on school buses and thus we must provide a school instrument for these students to use in the classroom. The proposed schedule for</p>									



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Department Capital Request CIP-DCR			
Title	School Musical Instrument Replacement (FY2012-2014) Musical Instrument Inventory Expansion (FY2015-2025)	Department	School Department
<p>inventory expansion is:</p> <ul style="list-style-type: none"> <li>▪ FY15: Increase inventory at the middle and high schools, with three to six bass violins/cellos, four trombones and two tubas.</li> <li>▪ FY16: Expand inventory at the middle and high schools with five French horns, two tubas and one bass violin.</li> <li>▪ FY17: Expand inventory of instruments throughout the District with six violins, six violas, three double reeds and three low brass.</li> </ul> <p>The proposed schedule for replacement/ expansion is preliminary; the actual instruments purchased may vary, based on changing student needs.</p>			

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Department Capital Request CIP-DCR						
Title	School Department Tablet Project Introduction	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	School Department Tablet Project Introduction				Department	School Department			
Useful Life	II	Primary Reason		6	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2013	\$0		Intangibles						
FY2014	\$146,000		Equipment	\$309,000					
FY2015	\$62,000		Design & Engineering						
FY2016	\$85,000		Construction Expenses						
FY2017	\$16,000		Other Expenses*						
<b>Total</b>	<b>\$ 309,000</b>		<b>Total</b>	<b>\$ 309,000</b>		<b>Total</b>		<b>\$ 0</b>	
Attached Schedules									
			CF			CX			LS
					SI			SS	
Description and Justification									
<p>As a result of FY '12 capital funds, this year we will be introducing tablet technology in a pilot program at Pollard. We will use this year with participating grade eight teachers as well as students, and administrators to gather data about how and whether instruction happens differently in the classroom. During the 2011-2012 school year, we will engage the Pollard parent community and invite them to see what is happening in the classroom, hear about what we are learning, and explore with them the financial considerations associated with moving toward a 1:1 model. Additionally, it will enable us to examine the possibility of making our technology capital replacement costs more sustainable, and to look at the possibility of effecting additional cost savings in operating costs in other areas (e.g. graphing calculators, "clickers" ebooks, etc.).</p> <p>For FY 2013 we are not requesting additional funds for the pilot project. Upon review of circumstances, including a leadership transition at Pollard, we believe that it is best to extend the Pollard pilot for an additional year. A second year will allow us to gradually expand the number of teachers involved as well as provide additional opportunities for teacher professional development. It will be beneficial to gather and analyze data into a second year to determine success as well as continue the conversation with the parent community. As previously intended, we will include in this dialog an assessment of the parent community's willingness and ability to support a tablet purchase for grade 8 in the following year. If successful, we will have learned a great deal of how to best use tablets for teaching and learning. We will also have laid the foundation for a possible 1:1 implementation in the following year, 2013 - 2014, at Pollard.</p> <p>This request for capital projects anticipated costs for five years assuming a successful pilot at Pollard for grade 8 and a subsequent rollout for the secondary level. We will assess the viability of this model for grades 6 and 7 but have included cost projections for a 6 - 12 implementation. Assuming success of the pilot, at minimum, however, it would be a grade 8 - 12 rollout. Please note that the rollout timeframe is subject to change, based on our findings.</p>									

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**Department Capital Request  
 CIP-DCR**

<b>Title</b>	<b>School Department Tablet Project Introduction</b>	<b>Department</b>	<b>School Department</b>
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Please see the attached table that outlines the timeline for a 6 - 12 implementation:

<b>Projected 1:1 Implementation Costs</b>					
<b>Cost Description</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
Pollard Wireless	\$0	\$0	\$22,000	\$45,000	\$0
NHS Wireless	\$0	\$106,000	\$0	\$0	\$0
High Rock Wireless	\$0	\$0	\$0	\$0	\$16,000
Devices	\$0	\$40,000	\$40,000	\$40,000	\$0

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Department Capital Request CIP-DCR						
Title	School Department Vehicle 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 approved is the current operating budget <b>insufficient</b> 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 <b>existing</b> 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	School Department Vehicle Replacement					Department	School Department			
Useful Life	II	Primary Reason			3, 4	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2013	\$0		Intangibles							
FY2014	\$0		Equipment		\$336,900					
FY2015	\$0		Design & Engineering							
FY2016	\$52,660		Construction Expenses							
FY2017	\$284,240		Other Expenses*							
<b>Total</b>	<b>\$ 336,900</b>		Total		<b>\$336,900</b>	Total			<b>\$</b>	
Attached Schedules		CF	<b>X</b>	CX		LS		SI		SS
Description and Justification										
<p>This request is to provide an ongoing funding source for school core fleet replacement. The two KASE buses have a dedicated funding source, outside of the capital plan. They are identified on this capital request, however, to document the asset replacement cycle.</p> <p>The school core fleet includes the following vehicles, with replacement years noted:            2 71-Passenger School Buses (KASE Program) – FY17 and FY18            1 30-Passenger Mini-Bus, with Wheel Chair Lift – FY17            5 8-Passenger Vans for Student Transport – FY16 (2), FY17 (1), FY18 (2)            1 8-Passenger Van for Student Transport, with Wheel Chair Lift – FY17            1 Production Center Cargo Van – FY18</p> <p>The KASE Program budget can provide the required funding to replace the two KASE buses (\$99,165 in FY17 and \$104,125 in FY18.) These offsetting revenue sources reduce the amount of the capital plan funding required in FY17 to \$237,735.</p>										

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Department Capital Request CIP-DCR						
Title	Fitness Equipment 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 approved is the current operating budget <b>insufficient</b> 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 <b>existing</b> 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	Fitness Equipment Replacement				Department	School Department					
Useful Life	V	Primary Reason		3	Operating Budget Impact			C			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C			
FY2013	\$0		Intangibles								
FY2014	\$14,380		Equipment	\$ 62,320							
FY2015	\$14,810		Design & Engineering								
FY2016	\$20,020		Construction Expenses								
FY2017	\$13,110		Other Expenses*								
<b>Total</b>	<b>\$ 62,320</b>		<b>Total</b>	<b>\$ 62,320</b>		<b>Total</b>		<b>\$</b>			
Attached Schedules											
		CF		CX		LS		SI		SS	<b>X</b>
Description and Justification											
<p>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.</p> <p>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.</p> <p>The FY13-17 request would replace the following:  FY13 - N/A  FY14 - 3 spinning bikes, 1 treadmill  FY15 - 3 spinning bikes, 1 treadmill  FY16 - 5 spinning bikes, 1 treadmill  FY17 - 1 recumbent bike, 4 spinning bikes</p>											



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Department Capital Request CIP-DCR								
Title	Message Boards	Department	Public Works					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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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<b>Department Capital Request CIP-DCR</b>											
Title	<b>Message Boards</b>					Department	<b>Public Works</b>				
Useful Life	<b>III</b>		Primary Reason	<b>7</b>		Operating Budget Impact	<b>C</b>				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2013			Intangibles								
FY2014			Equipment	\$ 110,000							
FY2015	\$ 135,000		Design & Engineering								
FY2016			Construction Expenses	\$ 25,000							
FY2017			Other Expenses*								
<b>Total</b>	<b>\$ 135,000</b>		<b>Total</b>	<b>\$ 135,000</b>		<b>Total</b>	<b>\$</b>				
Attached Schedules	CF		CX		LS		SI		SS		
<b>Description and Justification</b>											
<p>Currently the Public Works Department has 3 mobile message boards that are used for large construction projects. These message boards are removed from the projects and relocated to various sites in Town when requested to notify residents and commuters. The existing message boards are difficult to maneuver, time consuming to program and are often not available for non-emergency notices. Public Works is proposing 4 message boards to supplement the current boards. These proposed boards would be permanently located at designated locations around town. The message boards would have the capacity to be programmed remotely simultaneously from a town work station or a laptop.</p>											

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Department Capital Request CIP-DCR							
Title	General Fund Vehicles & Equipment	Department	Public Works				
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	General Fund Vehicles & Equipment					Department	Public Works				
Useful Life	I	Primary Reason			V	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2013	\$798,500		Intangibles								
FY2014	\$783,600		Equipment		\$4,019,000						
FY2015	\$668,600		Design & Engineering								
FY2016	\$759,000		Construction Expenses								
FY2017	\$1,009,300		Other Expenses*								
Total											
Total	\$4,019,000		Total		\$		Total		\$		
Attached Schedules											
	CF	X	CX	X	LS	X	SI	X	SS	X	
<b>Description and Justification</b>											
<p>The DPW core fleet consists of vehicles that are used for a variety of tasks, such as, engineering, surveying, inspections, transportation for Parks and Forestry and Highway Divisions, and small construction trucks to haul asphalt, street sweepings, brush, trees, gravel, etc.</p> <p>The construction equipment consists of asphalt rollers for Highway Division paving operations.</p> <p>The large specialty equipment includes two street sweepers, an aerial lift truck, and a large mower. The large mower is a new specialized piece of equipment that will allow the Parks and Forestry Division to save time and be more efficient in mowing. It also raises the playability of the sports fields.</p> <p>The Snow and Ice equipment consists of material spreaders, which attach to large dump trucks, and sidewalk tractors.</p> <p>Small specialty consists of mowers, leaf blowers, aerators, brush chipper used by the Parks and Forestry Division. Other equipment operated by the Highway Division are message boards and traffic monitor.</p>											

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**Capital Schedule  
Schedule CF  
Core Fleet**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other  D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane									315,000	460,000	415,500	487,000	325,200
DPW - E	Van	45	2006	Ford E-150	8 Passenger Van	7000	G	52,990	25,000				
DPW - H	T	43	2007	Ford F-350	4WD Pick-Up	11000	D	51,354	52,000				
DPW - H	T	39	1999	Ford F-350	One Ton Dump Truck	12500	D	102,062	67,000				
DPW - H	T	8	1996	IH S4900	Large Six Wheel Dump Trucl	35000	D	45,520	171,000				
DPW - G	T	4	2006	Ford F-350	4WD Pick-Up	10700	D	28,592		61,000			
DPW - P	T	50	2008	Ford F-150	2WD Pickup Truck	6800	G	22,930		30,000			
DPW - P	T	65	2008	Ford F-350	4WD Pick-Up	10600	D	34,577		54,000			
DPW - H	T	66	2007	Ford F-550	One Ton Dump Truck	17950	D	43,205		69,000			
DPW - P	T	72	2007	Ford F-550	One Ton Dump Truck	17950	D	37,785		69,000			
DPW - H	T	6	2000	IH S4900	Large Six Wheel Dump Trucl	35000	D	38,078		177,000			
DPW - A	P	15	2008	Ford Taurus	Sedan		G	33,621			34,500		
DPW - P	T	41	2009	Ford F-350	4WD Pick-Up	10600	D	24,352			55,000		
DPW - H	T	48	2008	Ford F-450	4WD Enclosed Utility Body	16000	G	31,947			74,000		
DPW - P	T	73	2008	Ford F-350	One Ton Dump Truck	13000	D	25,999			72,000		
DPW - H	T	7	2000	IH S4900	Six Wheel Dump Truck	35000	D	34,215			180,000		
DPW - H	P	52	2009	Ford Escape Hybrid	Utility Vehicle	4880	H	16,129				41,000	
DPW - P	P	12	2009	Ford Escape Hybrid	Utility Vehicle	4880	H	9,198				39,000	

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**Capital Schedule  
 Schedule CF  
 Core Fleet**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane									315,000	460,000	415,500	487,000	325,200
DPW - G	T	2	2010	Ford F-150	2WD Pickup Truck	6700	G	1,764				27,000	
DPW - P	T	74	2008	Ford F-550	4WD One Ton Dump Truck	17950	D	23,444				74,000	
DPW - P	T	75	2008	Ford F-550	4WD One Ton Dump Truck	17950	D	18,420				74,000	
DPW - H	T	49	2002	Volvo VHD64B	Ten Wheel Dump Truck	60332	D	85,750				232,000	
DPW - P	P	301	2009	Ford E-150	Van	8520	G	21,384					26,500
DPW -P	T	70	2009	Ford F-550	4WD One Ton Dump Truck	17950	D	14,543					76,600
DPW -P	T	71	2009	Ford F-550	4WD One Ton Dump Truck	17950	D	13,646					76,600
DPW -H	T	47	2002	IH S7400	Large Six Wheel Dump Trucl	35000	D	25,878					145,500

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**Capital Schedule  
 Schedule CX  
 Construction Equipment**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other							D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane			42,600			93,600
DPW - H	Z	131	2000	Dynapac CC122	Roller (Street)	6950	D	775*		42,600			
DPW - H	Z	134	2006	Wacker	Roller (Sidewalk)		D	524*					93,600

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**Capital Schedule  
 Schedule LS  
 Large Specialty Equipment**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	Plate #	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										271,500				447,000
DPW - H	Z	181	1998	Elgin Pelican	Sweeper	M6445		D	24,242	210,000				
DPW - P	Z	NEW		Groundsmaster 4500D	Mower			D		61,500				
DPW - P	T	38	2007	IH 4300	50' Aerial Lift	M6419		D	14,163					172,000
DPW - H	Z	182	2010	Elgin Crosswind	Vacuum Sweeper	M6446		D	1,625					275,000



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**Capital Schedule  
Schedule SI  
Snow and Ice Removal Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										171,000	176,000	182,000	153,000	36,500
DPW - H	X	8	A	1988	Swenson EV-10-SS	10 Ft. Material Spreader				31,000				
DPW - H	Q	111		1995	Trackless MTV	Sidewalk Tractor (Wheel)		D	2221*	140,000				
DPW - H	X	6	A	2000	Tarrant HLH2Y10	Material Spreader					33,000			
DPW - H	Q	116		1998	Bombardier SW48	Sidewalk Tractor (Track)	5490	D	3609*		143,000			
DPW - H	X	7	A	2000	Tarrant HLH2Y10	Material Spreader						34,000		
DPW - H	Q	117		2000	Bombardier SW48	Sidewalk Tractor (Track)	5700	D	3884			148,000		
DPW - H	Q	106	A	2002	Trackless MTV	Sidewalk Tractor (Wheel)		D	927*				153,000	
DPW - H	X	47	A	1994	Tarrant Highlander	Material Spreader								36,500

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**Capital Schedule  
 Schedule SS  
 Small Specialty Equipment**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									41,000	105,000	71,100	119,000	107,000
DPW - P	Z	254	1989	Morbark Eeger Beaver	Brush Chipper		D	2353*	41,000				
DPW - P	Z	186	1963	Good Roads	Leaf Collector		G			30,000			
DPW - P	Q	303	1985	Ford 1710	Tractor		D	2749*		47,000			
DPW - P	Z	356	1985	Scott 18-6	Aerator					28,000			
DPW - H	Z	121	2007	Ver-mac	Message Board	3500	E						53,500
DPW - H	Z	122	2007	Ver-mac	Message Board	3500	E						53,500
DPW - P	Q	351	2002	John Deere 4410	Tractor		D	1319*			51,000		
DPW - P	Z	352	2008	Kubota ZD331	Mower		D	334*			20,100		
DPW - H	Z	120	2004	Solar	Message Board		E					39,000	
DPW - H	Z	128	2002	PSC SMTM	Traffic Monitor		E					58,000	
DPW - P	Z	333	2008	Kubota ZD331	Mower		D	412*				22,000	

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Department Capital Request CIP-DCR								
Title	Department of Public Facilities – Core Fleet	Department	Public Facilities/Operations					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	Department of Public Facilities – Core Fleet					Department	Public Facilities/Operations			
Useful Life	I	Primary Reason			5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2013	50,318	Intangibles								
FY2014	27,227	Equipment		153,853						
FY2015	24,566	Design & Engineering								
FY2016	25,426	Construction Expenses								
FY2017	26,316	Other Expenses*								
Total										
	<b>\$ 153,853</b>		Total		<b>\$153,853</b>		Total		<b>\$</b>	
Attached Schedules										
	CF	<b>X</b>	CX		LS		SI		SS	
<b>Description and Justification</b>										
<p>The request for FY 2013 is for the replacement of one vehicle currently within the Department's Fleet.</p> <p>This request is for the replacement of a 2001 Ford F450 Rack Body Truck that is primarily used for grounds keeping services, trash runs, moving school and town property, and setting up the stage for the High School graduation. The current vehicle has an odometer reading of over fifty thousand miles and is due for replacement as it is currently beyond industry standards for the vehicle replacement schedule. There are currently stress cracks in the body of this vehicle. This vehicle has also had mechanical problems, which have been addressed, but will be more costly in the future.</p>										

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**Capital Schedule  
 Schedule CF  
 Core Fleet**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									50,318	27,227	24,566	25,426	26,316
PFD	T	703	2001	Ford, F450	Grounds - Rack Body Truck	15,000	G	50,952	50,318				
PFD	T	702	2001	Ford, F250	Carpenter Pick-up with Cab	8,800	G	57,566		27,227			
PFD	Z	704	2005	Ford, E250	HVAC Tech Van	8,600	G	57,460			24,566		
PFD	Z	705	2006	Ford, E250	Delivery Van	8,600	G	19,036				25,426	
PFD	Z	706	2006	Ford, E250	Glazier Van	8,600	G	25,264					26,316

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Department Capital Request CIP-DCR								
Title	Vehicle Replacement	Department	Health					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR											
Title	Vehicle Replacement					Department	Health				
Useful Life	II		Primary Reason	5		Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2013			Intangibles								
FY2014			Equipment	34,600							
FY2015	34,600		Design & Engineering								
FY2016			Construction Expenses								
FY2017			Other Expenses*								
<b>Total</b>	<b>\$34,600</b>		<b>Total</b>	<b>\$ 34,600</b>		<b>Total</b>	<b>\$</b>				
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
The Public Health Department car is on a 8-10 year replacement schedule. The car would be replaced in 2014 for a total projected cost of \$34,600											

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR					
Title	Van Replacement	Department	Human Services Council on Aging		
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> Town revenue sources be negatively impacted?				X	
26. Have other non-capital investment options been explored before submitting this request?			X		
27. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28. If applicable, will the items being replaced be retained by the Town?			X		
29. Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30. Are there any appendix forms with this funding request?				X	



Town of Needham  
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Department Capital Request CIP-DCR										
Title	<b>Van Replacement</b>				Department	<b>Human Services Council on Aging</b>				
Useful Life		Primary Reason			Operating Budget Impact					
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013		Intangibles								
FY2014	61,065	Equipment		61,065						
FY2015		Design & Engineering								
FY2016		Construction Expenses								
FY2017		Other Expenses*								
<b>Total</b>	<b>\$ 61,065</b>	<b>Total</b>		<b>\$61,065</b>	<b>Total</b>					
Attached Schedules		CF		CX		LS		SI		
Description and Justification										
<p>The Council on Aging wheel chair accessible van operates 5 days a week for predominantly local trips that require frequent stops which creates stress on the vehicle. The van has traveled approximately 10,000 miles per year since it went on the road in 2004. Input from industry professionals indicates that if the vehicle is well maintained it is possible that it could be useful for approximately eight years. Due to safety, reliability and maintenance concerns it has been projected that the present vehicle should be replaced in fiscal year 2012. During this budget process the Council on Aging is not making a request for a replacement vehicle in 2012 as it had done in previous years. During this past year the department applied for a grant through the Massachusetts Department of Transportation and was notified in June 2011 that we were selected to receive an award through the Mobility Assistance Program. Through this grant we will be receiving a 12 passenger wheelchair accessible Type C minibus within the next several months with 20% of the cost being covered by the Friends of the Needham Elderly Inc.</p> <p>With the authorization by Town Meeting to build a new Senior Center in 2013, and the advent of an increased number of residents over 60 yrs old, it will be necessary to increase the transportation options both to the Center and to services throughout the town. As we continue to work with community partners that provide transportation to medical appointments and other destinations, we are being made aware of an increased need for this service. With this in mind we recommend purchasing a second small 14 passenger handicapped accessible bus for the above purposes in FY2014.</p> <p>In January of 2003 the Council on Aging distributed a transportation survey to the older residents of Needham. The responses indicated a need for more grocery shopping assistance. In August of that year we expanded our grocery shopping service to include assistance for home-bound elders and an additional goal for the program was to expand the program to include volunteers who could assist seniors with side by side assistance inside of the store. Food shopping is an important function of the department's transportation program. The van is utilized three days a week, morning and afternoon, to fulfill this need. Without this service the nutritional needs of these residents are at risk of not being met. In FY 11, 7895 rides were provided</p>										

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR			
Title	Van Replacement	Department	Human Services Council on Aging
<p>and over 3200 were utilized for our grocery program. We need to ensure that our capacity to address this need continues.</p> <p>We suggest that the vehicle be a different model then the one we currently have and will be receiving. Due to the increase in the over 60 population, the concerns over energy prices, public awareness of and further commitment to "green" issues, as well as the continued parking issues in downtown areas, we recommend the 14 passenger handicapped vehicle. This would mean that even if transporting two passengers requiring a wheelchair, the vehicle could still transport 12 other passengers. When a twelve passenger vehicle is called upon to transport one person in a wheelchair only 8 passengers can be transported at the same time.</p> <p>Currently, our transportation program is being mostly funded through donations. The Town assists by paying for insurance, when possible gasoline, by providing some administrative support through paid staff and absorbing some labor costs of maintaining our vehicle through our DPW.</p>			

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR						
Title	Vehicles & Equipment	Department	Public Works - RTS			
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR											
Title	Vehicles & Equipment					Department	Public Works - RTS				
Useful Life	I	Primary Reason			V	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2013	\$ 555,200		Intangibles								
FY2014	\$ 189,200		Equipment		\$ 1,271,500						
FY2015	\$ 192,000		Design & Engineering								
FY2016	\$ 306,100		Construction Expenses								
FY2017	\$ 29,000		Other Expenses*								
<hr/>											
Total	\$ 1,271,500		Total		\$ 1,271,500		Total		\$		
<hr/>											
Attached Schedules			CF		CX		LS		SI		SS
<b>Description and Justification</b>											
<p>The RTS core fleet consists of one pick-up truck.</p> <p>The construction equipment request consists of a waste handler. The waste handler is a stationary unit used to move and crush trash around the facility. The waste handler will allow for the removal of metals, which can they be sold for revenue, prior to loading of trailers for disposal with Wheelabrator. The waste handler is also gentler on the tipping floor, allowing for a longer life cycle before the floor needs to be replaced.</p> <p>The large specialty equipment includes two roll-off trailers, a wood grinder, and a trommel screener. The roll-offs are used to move the trash and recycling materials around the RTS yard.</p>											

Town of Needham  
 Capital Improvement Plan  
 January 2012

**Capital Schedule  
 Schedule CF  
 Core Fleet**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other							D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane						
RTS	T	56	2010	Ford F-150	2WD Pick Up	6700	G	10352					29,000

Town of Needham  
 Capital Improvement Plan  
 January 2012

**Capital Schedule  
 Schedule CX  
 Construction Equipment**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									380,000				
							D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane						
RTS	Q	105	1998	Caterpillar 963B	Waste Handler		D	3946*	380,000				

Town of Needham  
Capital Improvement Plan  
January 2012

**Capital Schedule  
Schedule LS  
Large Specialty Equipment**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	Plate #	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										175,200	189,200	192,000	306,100	
RTS	T	53	1992	Mack RD690SX	Roll Off	M46770	73760	D	65012.7	175,200				
RTS	T	42	1999	Mack RD688S	Roll Off	M61205	62060	D	73423.3		189,200			
RTS	X	93	2004	MCB 512R	Trommel Screener	M71373	21000	D	6659*			192,000		
RTS	Z	67	2004	Vermeer	Wood Grinder	M47225		D	2279*				306,100	

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR						
Title	Vehicle and Equipment Replacement	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 approved is the current operating budget <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR											
Title	Vehicle and Equipment Replacement					Department	Public Works - Sewer				
Useful Life	I	Primary Reason			5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2013	\$67,100	Intangibles									
FY2014	\$33,800	Equipment			\$810,900						
FY2015	\$34,500	Design & Engineering									
FY2016	\$57,500	Construction Expenses									
FY2017	\$618,000	Other Expenses*									
Total											
Total	<b>\$810,900</b>	Total			<b>\$ 810,900</b>	Total			<b>\$</b>		
Attached Schedules											
	CF	<b>X</b>	CX		LS	<b>X</b>	SI		SS	<b>X</b>	
<b>Description and Justification</b>											
<p>The vehicles being replaced over the next five years for the Sewer Enterprise Fund for core fleet are pick up trucks used to travel to construction sites and the sewage pumping stations.</p> <p>The large specialty equipment are the catch basin cleaner and the vector truck. The catch basin cleaner is used to clean the over 3,000 catch basins in Town at least twice per year. The vector truck is used to flush all sewer and drain lines, clean all sewer station wet wells, and clean catch basins.</p> <p>The small specialty equipment consists of a 4 inch pump used to pump water from flooded areas and an easement jetting machine, which is a small track machine designed to access sewer manholes in difficult terrain areas and perform routine maintenance on the sewer lines</p>											

Town of Needham  
 Capital Improvement Plan  
 January 2012

**Capital Schedule  
 Schedule CF  
 Core Fleet**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017	
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane									33,100	33,800	34,500			
Sewer	T	11	2007	Ford F-150	2WD Pickup Truck	6700	G	48,370		33,800				
Sewer	T	94	2008	Ford F-250	2WD Pickup Truck	9200	G	66,125	33,100					
Sewer	P	15	2008	Ford Escape Hybrid	4WD Utility Vehicle		H	33,621			34,500			

Town of Needham  
 Capital Improvement Plan  
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**Capital Schedule  
 Schedule LS  
 Large Specialty Equipment**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017	
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other							D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane							618,000
Sewer	T	837	2000	Catch Basin Cleaner	Catch Basin Cleaner		D	31,108					188,000	
Sewer	T	37	2010	IH 7500	Vactor	66000	D	9,857					430,000	

Town of Needham  
 Capital Improvement Plan  
 Fiscal Year 2012  
**Capital Schedule**  
**Schedule SS**  
**Small Specialty Equipment**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									34,000			57,500	
Sewer	Z	170	2000	Godwin/Trailor Moun	4" Pump		D	1456*	34,000				
Sewer	X	new piece	2016	TBD	Easement Jetter		D	(Hr.)				57,500	

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR								
Title	Mobile Record-Keeping Devices and G.I.S. Software	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> Town revenue sources be negatively impacted?						x	
26.	Have other non-capital investment options been explored before submitting this request?						x	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?					x		
28.	If applicable, will the items being replaced be retained by the Town?						x	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?						X	
30.	Are there any appendix forms with this funding request?						x	

Town of Needham  
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January 2012

Department Capital Request CIP-DCR										
Title	Mobile Record-Keeping Devices and G.I.S. Software				Department	Public Works-Water				
Useful Life	I	Primary Reason			4	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2013			Intangibles		\$30,000					
FY2014			Equipment		\$15,000					
FY2015		\$45,000	Design & Engineering							
FY2016			Construction Expenses							
FY2017			Other Expenses*							
<b>Total</b>		<b>\$ 45,000</b>	<b>Total</b>		<b>\$45,000</b>		<b>Total</b>		<b>\$</b>	
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>This request proposes to upgrade the method by which the Water and Sewer Division inspects new construction and repair work. This technology 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. This technology will also allow a savings in emergency response time to locate main gate valves locations during water main breaks. The mobile record-keeping devices will assist personnel to investigate information at the scene of a job site rather than spending precious time traveling to the DPW to search out the information. That precious time could be the difference between leaving the scene to look up information and flooding out a homeowner or business versus having the information at the fingertips of the operators so they can locate shut off valves in emergency situations.</p> <p>The most appropriate mobile device and the technical support needed for this request are still being investigated.</p>										

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR						
Title	Vehicle and Equipment 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 approved is the current operating budget <b>insufficient</b> 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 <b>existing</b> 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	Vehicle and Equipment Replacement					Department	Public Works - Water				
Useful Life	I	Primary Reason			5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2013	\$117,000		Intangibles								
FY2014	\$0		Equipment		\$354,100						
FY2015	\$0		Design & Engineering								
FY2016	\$121,600		Construction Expenses								
FY2017	\$115,500		Other Expenses*								
<b>Total</b>	<b>\$354,100</b>		Total		<b>\$354,100</b>		Total		<b>\$</b>		
Attached Schedules											
	CF	<b>X</b>	CX		LS		SI		SS	<b>X</b>	
<b>Description and Justification</b>											
<p>The vehicles being replaced over the next five years for the Water Enterprise Fund are all core fleet. They are pick up trucks used to travel to and from construction sites, the Charles River Water Treatment Facility, St. Mary pump station, storage tanks, and meter reading.</p>											



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**Capital Schedule  
Schedule CF  
Core Fleet**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
	A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other								117,000	-	-	121,600	115,500
							D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane						
Water	T	30	1999	Ford F-350	One Ton Dump Truck	12500	D	67128	67,000				
Water	T	40	2000	Ford F-350	Utility Pick Up	12500	D	91719	50,000				
Water	T	24	2009	Ford F-150	2WD Pick Up	6700	G	24968					23,000
Water	P	20	2009	Ford Escape Hybrid	Utility Vehicle	4880	H	12907				40,100	
Water	T	21	2010	Ford F-150	2WD Pick Up	6700	G	11212				27,000	
Water	T	22	2009	Ford F-450	Enclosed Utility Body	16500	D	31220				54,500	
Water	T	26	2010	Ford F-150	2WD Pick Up	7050	G	6377					29,000
Water	T	27	2010	Ford F-150	2WD Pick Up	7050	G	5311					29,000
Water	T	31	2010	Ford F-150	4WD Pick Up	7200	G	4304					34,500

# Building & Facility Submissions

## Section 6

**Five Year Department Submissions  
Section Index  
FY2013 - FY2017**

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Department Capital Request CIP-DCR						
Title	Purchase of Real Property 37 – 39 Lincoln Street	Department	Board of Selectmen/Town Manager			
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?					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	Purchase of Real Property 37 – 39 Lincoln Street					Department	Board of Selectmen/Town Manager			
Useful Life	V	Primary Reason	I	Operating Budget Impact	C					
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C			
FY2013	\$630,000		Intangibles			Acquisition Cost	\$600,000			
FY2014			Equipment							
FY2015			Design & Engineering							
FY2016			Construction Expenses	\$30,000						
FY2017			Other Expenses*	\$600,000						
<b>Total</b>	<b>\$ 630,000</b>		<b>Total</b>	<b>\$ 630,000</b>		<b>Total</b>	<b>\$ 600,000</b>			
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
<p>The acquisition of this parcel will contribute to the availability of surface parking in the downtown, which is seen as critical for implementation of mixed use redevelopment goals. The parcel is immediately adjacent to the Chestnut Street/Lincoln Street municipal lot, and will add approximately 26 parking spaces. The net increase in parking spaces will be impacted by future redesign of the Chestnut Street/Lincoln Street parking lots and the on-going evaluation of the buddy parking system. In October, 2011 the Finance Committee approved a Reserve Fund Transfer request in the amount of \$25,000 to secure the property until an appropriate can be sought at the 2012 Annual Town Meeting.</p>										

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Department Capital Request CIP-DCR						
Title	Emery Grover School Administration Building Renovation/ Relocation Feasibility Study	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 approved is the current operating budget <b>insufficient</b> 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 <b>existing</b> Town revenue sources be negatively impacted?				X	
26.	Have other non-capital investment options been explored before submitting this request?					X
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?					X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?				X	

Town of Needham  
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Department Capital Request CIP-DCR									
Title	Emery Grover School Administration Building Renovation/ Relocation Feasibility Study				Department	School Department			
Useful Life	N/A	Primary Reason		3	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013	\$30,000	Intangibles							
FY2014		Equipment							
FY2015		Design & Engineering		\$30,000					
FY2016		Construction Expenses							
FY2017		Other Expenses*							
<b>Total</b>	<b>\$ 30,000</b>	<b>Total</b>		<b>\$ 30,000</b>	<b>Total</b>		<b>\$</b>		
Attached Schedules	CF	CX	LS	SI	SS				
Description and Justification									
<p>The School Department requests \$30,000 to commission a feasibility study of a lease/purchase alternative to the building renovation contemplated in the 2005 Town Facilities Master Plan for the Emery Grover School Administration Building.</p> <p>The Emery Grover School Administration Building is in need of additional office and storage space as well as extensive repair and modernization. The Town Facilities Master Plan had identified an \$11.4 Million (2008 \$) budget cost to renovate the building. The scope of the original renovation was to reorganize the layout of offices, make the building fully ADA accessible, remove remaining asbestos, lead paint, and replace deteriorating systems, including: windows, HVAC, electrical and plumbing and allowing for full utilization of all four floors.</p> <p>A preliminary analysis suggests that in 2014, a comparable property could be leased or purchased for \$5.0 - \$5.5 Million, which is substantially less than the \$11.4 Million preliminary renovation cost. Additional savings could be achieved if portions of a newly-purchased building were sublet to other groups. The feasibility study will include studying options in the marketplace as well as alternatives for the Emery Grover Building.</p>									



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Department Capital Request CIP-DCR							
Title	Athletic Facility 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 <b>insufficient</b> 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 <b>existing</b> 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	Athletic Facility Improvements				Department	Public Works/Park and Recreation				
Useful Life	III	Primary Reason			5	Operating Budget Impact			D	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013	\$207,500	Intangibles								
FY2014	\$158,000	Equipment								
FY2015	\$1,475,200	Design & Engineering		\$258,000						
FY2016	\$245,000	Construction Expenses		\$2,102,700						
FY2017	\$275,000	Other Expenses*								
<b>Total</b>	<b>\$2,360,700</b>	<b>Total</b>		<b>\$2,360,700</b>	<b>Total</b>	<b>\$</b>				
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>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.</p> <p><u>FY 2013</u></p> <ul style="list-style-type: none"> <li>• New fabric and repairs are needed on both backstops and fencing at Claxton Field</li> <li>• Irrigation system for Greene’s Field</li> <li>• Bleachers and bleacher pad for Claxton Diamond #2</li> <li>• Irrigation system for Claxton Field</li> <li>• Irrigation system for Pollard multi-use field Engineering and Design: \$25,000; Construction: \$182,500</li> </ul> <p><u>FY 2014</u></p> <ul style="list-style-type: none"> <li>• 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. Engineering: \$158,000</li> </ul> <p><u>FY 2015</u></p> <ul style="list-style-type: none"> <li>• 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 overuse of other fields, making the Newman fields available during the spring and fall sports</li> </ul>										

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Department Capital Request CIP-DCR			
Title	Athletic Facility Improvements	Department	Public Works/Park and Recreation
<p>seasons will benefit sports organizations and improve conditions and playability on the other fields.</p> <ul style="list-style-type: none"> <li>• Construction: \$1,475,200</li> </ul> <p><u>FY 2016</u></p> <ul style="list-style-type: none"> <li>• Renovation and repairs of Greene’s Field, Mitchell School and Hillside School - field renovations, irrigation systems for Mitchell and Hillside, fencing, player benches, basketball court renovations Engineering: \$45,000 Design and Construction: \$200,000</li> </ul> <p><u>FY 2017</u></p> <ul style="list-style-type: none"> <li>• Cricket Field – Drainage, irrigation, and field renovation for Field #2 Engineering: \$30,000 Design and Construction: \$245,000</li> </ul> <p><u>ADDITIONAL FUTURE PROJECTS:</u></p> <ul style="list-style-type: none"> <li>• Avery Field – improved parking ( DPW road project), irrigation &amp; bubbler</li> <li>• Broadmeadow School Diamond #1 – install grass infield and irrigation adjustment, drainage for diamond #2</li> <li>• Claxton Field – Upgrade field lighting system to more energy efficient lights</li> <li>• DeFazio Complex – renovation of parking lot, walking path with protective netting to DeFazio #1</li> <li>• High Rock Fields– new backstop, player benches, perimeter fencing</li> <li>• Perry Park – new irrigation, basketball court renovation</li> <li>• <u>Construction of new athletic fields (locations - TBD)</u></li> </ul>			

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Department Capital Request CIP-DCR								
Title	Blue Tree Replacement	Department	Public Works					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	Blue Tree Replacement					Department	Public Works				
Useful Life	V		Primary Reason	8		Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2013			Intangibles			Cost of purchase and transportation	\$35,000				
FY2014			Equipment								
FY2015	\$35,000		Design & Engineering								
FY2016			Construction Expenses								
FY2017			Other Expenses*	\$35,000							
<b>Total</b>	<b>\$35,000</b>		<b>Total</b>	<b>\$35,000</b>		<b>Total</b>	<b>\$</b>				
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>Upon discovery of the declining condition of Needham's historic Blue Tree, the Tree Warden, working with the help of a local tree consultant, has come up with a plan to remove and replace the Blue Tree. This tree has had a long and storied life but unfortunately it has come time to take it down due to its failing health and potential liability. Given the history of this tree, we recommend that it be replaced with a large tree to carry on the holiday tradition of the Blue Tree lighting. At this time, the plan is to relocate a large Red Maple tree. The tree being purchased would be a 12 inch caliper tree and approximately 30 feet tall. The current Blue Tree is a Sugar Maple tree approximately a 30 inch caliper tree and 70 feet tall.</p>											

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Department Capital Request CIP-DCR								
Title	Salt Storage Shed	Department	Public Works					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	Salt Storage Shed				Department	Public Works			
Useful Life	V	Primary Reason		3 & 5	Operating Budget Impact			D	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2013	\$1,550,000		Intangibles						
FY2014			Equipment						
FY2015			Design & Engineering						
FY2016			Construction Expenses	\$ 1,550,000					
FY2017			Other Expenses*						
Total									
Total	\$ 1,550,000		Total	\$ 1,550,000		Total	\$		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The existing 1,200 ton salt storage building located at 470 Dedham Avenue will be removed from service. The building is 35 years old and beyond its useful life and is in need of replacement. The current salt shed is also within the 100 foot buffer zone.</p> <p>The proposed new material storage building will hold 5,000 tons of material and will be located on the Town's Recycling &amp; Transfer Station site on Central Avenue. The funding for the request includes site work and the construction of a 5,000 ton Salt Storage Building. The new Storage Building will be large enough to hold all Snow and Ice materials, including salt, sand, salt-sand mix, and chemicals.</p>									

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Department Capital Request CIP-DCR								
Title	Sodding DeFazio Fields	Department	Public Works					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	Sodding DeFazio Fields					Department	Public Works				
Useful Life	II		Primary Reason	3		Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2013	\$90,000		Intangibles								
FY2014			Equipment								
FY2015			Design & Engineering								
FY2016			Construction Expenses	\$90,000							
FY2017			Other Expenses*								
<b>Total</b>	<b>\$90,000</b>		<b>Total</b>	<b>\$90,000</b>		<b>Total</b>					
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>This capital request is for field improvements at the DeFazio Complex. The Healy and Warner fields were seeded twice during the Field of Dreams project. After two seedings, the grass still did not fill in. As a result, the fields have taken almost entirely to weeds (large and smooth crabgrass and white clover). The best option at this time is to sod the fields with Kentucky Bluegrass, similar to what was done on the other two fields at DeFazio: Conroy and McLeod. If this request is not funded, the fields will continue to degrade and could cause potential injuries to players</p>											

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Department Capital Request CIP-DCR						
Title	Pollard Boiler Replacement	Department	Department of Public Facilities/Operations			
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	<b>Pollard Boiler Replacement</b>					Department	<b>Department of Public Facilities/Operations</b>				
Useful Life	<b>III</b>	Primary Reason			<b>3</b>	Operating Budget Impact			<b>B</b>		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2013			Intangibles								
FY2014		374,800	Equipment								
FY2015		100,000	Design & Engineering			57,493					
FY2016			Construction Expenses			417,307					
FY2017			Other Expenses*								
<b>Total</b>		<b>\$474,800</b>	<b>Total</b>			<b>\$ 474,800</b>	<b>Total</b>			<b>\$</b>	
Attached Schedules											
		CF		CX		LS		SI		SS	
Description and Justification											
<p>This request is to replace the two (2) boilers in the front boiler room of the Pollard Middle School with three (3) high efficiency condensing boilers.</p> <p>Currently the building is designed to operate off of two (2) boiler rooms with two (2) boilers in each of those rooms. These boiler rooms are presently oversized, and there have been logistical problems with running the boilers in both of these rooms simultaneously. An inability to successfully run boilers in both rooms simultaneously does not allow for sufficient redundancy should any failure in one of these boilers occur. Upgrading the front boiler room with three (3) high efficiency boilers and removing the boilers in the back boiler room, will allow for the front boiler room to carry the heating load of the entire building without any of the problems currently being experienced from running the boilers at the same time. The current boilers are over twenty (20) years old, and are beginning to become problematic. Repairs in the winter of 2011/2012 will be necessary to keep the building running at a sufficient temperature.</p> <p>The new boilers will be designed for natural gas and will increase the energy efficiency of the heating systems at the Pollard. This project should be eligible for NStar energy efficiency rebates to offset the cost of buying a more efficient model.</p> <p>In FY 2015 the current oil tank at the Pollard will be scheduled for removal. This will reduce liability for the Town of having an underground storage tank for Fuel Oil #2 at this location.</p>											

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Department Capital Request CIP-DCR						
Title	Energy Efficiency Upgrades	Department	Public Facilities/Operations			
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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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<b>Department Capital Request CIP-DCR</b>									
Title	<b>Energy Efficiency Upgrades</b>				Department	<b>Public Facilities/Operations</b>			
Useful Life	<b>I</b>	Primary Reason		<b>4</b>	Operating Budget Impact			<b>B</b>	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013	\$34,815	Intangibles							
FY2014	\$109,785	Equipment							
FY2015	\$101,960	Design & Engineering							
FY2016	\$112,706	Construction Expenses		\$485,199					
FY2017	\$125,933	Other Expenses*							
<b>Total</b>	<b>\$485,199</b>	<b>Total</b>		<b>\$485,199</b>	<b>Total</b>	<b>\$</b>			
Attached Schedules									
	CF		CX		LS		SI		SS
<b>Description and Justification</b>									
<p>In the 2011 May Special Town Meeting Article 6 approved funding for an Engineering Study for Energy Upgrades. This study was conducted in August and September of 2011 and results were issued in October 2011. The results of this study illustrate that if the Town make an initial investment for energy upgrades into the ten buildings identified in the study, the costs of these upgrades will pay for themselves within five years</p>									

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Department Capital Request CIP-DCR						
Title	NHS A Gym Upgrades	Department	Department of Public Facilities/Operations			
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	<b>NHS A Gym Upgrades</b>					Department	<b>Department of Public Facilities/Operations</b>				
Useful Life	<b>III</b>	Primary Reason			<b>3</b>	Operating Budget Impact			<b>C</b>		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2013			Intangibles								
FY2014			Equipment		70,000						
FY2015			Design & Engineering		10,000						
FY2016			Construction Expenses		25,000						
FY2017		105,000	Other Expenses*								
<b>Total</b>		<b>\$ 105,000</b>	<b>Total</b>		<b>\$ 105,000</b>	<b>Total</b>				<b>\$</b>	
Attached Schedules											
	CF		CX		LS		SI		SS		
Description and Justification											
<p>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.</p> <p>The bleachers that are currently at the High School are difficult to maintain and use, requiring frequent repair.</p> <p>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</p> <p>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 anticipated cost for this will be \$182,000.</p> <p>In the out years we have plans to replace the basketball winch mechanisms, replacing siding, and replacing the wood floors.</p>											

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Department Capital Request CIP-DCR						
Title	Public Facilities Maintenance Program	Department	Department of Public Facilities/Operations			
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 <b>insufficient</b> 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 <b>existing</b> 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	Public Facilities Maintenance Program				Department	Department of Public Facilities/Operations				
Useful Life	I	Primary Reason			5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013	450,000	Intangibles								
FY2014	465,750	Equipment		241,325						
FY2015	482,000	Design & Engineering		361,988						
FY2016	499,000	Construction Expenses		1,809,937						
FY2017	516,500	Other Expenses*								
<b>Total</b>	<b>\$ 2,413,250</b>	<b>Total</b>		<b>\$ 2,413,250</b>	<b>Total</b>	<b>\$</b>				
Attached Schedules										
	CF		CX		LS		SI		SS	
<b>Description and Justification</b>										
<p>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.</p> <p>In FY 12 this fund was used for asbestos abatement and flooring replacement at the Pollard School, flooring replacement at the Broadmeadow school, duct cleaning at the Eliot, Library, Fire Station #2, and Public Safety Building, exterior painting at the High School and Memorial Park, wood floor refinishing, a storage space in the Hillside School, and a new domestic hot water heater at the Hillside School.</p> <p>For years FY 13 –FY 17 this fund will be used primarily for minor upgrades at the Hillside, Mitchell, and Pollard schools based on the results from the feasibility study conducted by the PBBC. Additionally, an energy upgrade study that was conducted in the Fall of 2011 will have additional recommendations that may be performed under this article. Smaller recommendations from this study will be addressed under this article, while larger recommendations will be addressed under an additional Capital Article to be submitted in FY 14.</p> <p>FY 13 will have duct cleaning at the A &amp; B Buildings of the High School. Asbestos Abatement at Mitchell School. <b>Flooring replacement at Broadmeadow School</b> and Library. Xeriscaping at the High School. At the Hillside School work will be conducted to deal with flooding issues, upgrades to the boiler room, repair floor and stairs, and upgrading AC units. At the Mitchell School repairs to gutters and downspouts, fuel oil containment work or conversion to natural gas, handrail upgrades, and egress analysis.</p> <p>FY 14 will have duct cleaning at the C &amp; D Buildings of the High School. Asbestos Abatement at Hillside and Mitchell. Flooring replacement at Eliot. 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.</p> <p>FY 15 will have duct cleaning at High Rock and Mitchell Schools. Asbestos Abatement at Pollard School. Flooring replacement at Eliot. Xeriscaping at the High School. Pollard School makes minor adjustments to site configuration for improved site circulation.</p>										

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Department Capital Request CIP-DCR			
Title	Public Facilities Maintenance Program	Department	Department of Public Facilities/Operations
FY 16 will have duct cleaning at the Pollard School and Public Services Administration Buildings. Xeriscaping at the High School. Asbestos Abatement at Pollard. Flooring replacement at Pollard.			
FY 17 will have duct cleaning at the Hillside and Broadmeadow Schools and Fire Station #2. Flooring replacement at Pollard. Xeriscaping at the High School.			

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Department Capital Request CIP-DCR					
Title	Emery Grover Roof Replacement	Department	Department of Public Facilities/Operations		
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 <b>insufficient</b> 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 <b>existing</b> 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	<b>Emery Grover Roof Replacement</b>				Department	<b>Department of Public Facilities/Operations</b>				
Useful Life	<b>V</b>	Primary Reason		<b>3</b>	Operating Budget Impact			<b>C</b>		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2013			Intangibles							
FY2014			Equipment							
FY2015			Design & Engineering	30,388						
FY2016	151,938		Construction Expenses	121,550						
FY2017			Other Expenses*							
<b>Total</b>	<b>\$151,938</b>		<b>Total</b>	<b>\$ 151,938</b>		<b>Total</b>	<b>\$</b>			
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>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.</p> <p>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.</p> <p>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.</p> <p>This project is pending the results of the Emery Grover feasibility study.</p>										

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Department Capital Request CIP-DCR					
Title	DPW Boiler Replacement	Department	Department of Public Facilities/Operations		
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	<b>DPW Boiler Replacement</b>				Department	<b>Department of Public Facilities/Operations</b>				
Useful Life	<b>III</b>	Primary Reason		<b>3</b>	Operating Budget Impact			<b>B</b>		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013		Intangibles								
FY2014		Equipment								
FY2015		Design & Engineering		20,800						
FY2016	197,800	Construction Expenses		177,000						
FY2017		Other Expenses*								
<b>Total</b>	<b>\$197,800</b>	<b>Total</b>		<b>\$ 197,800</b>	<b>Total</b>		<b>\$</b>			
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>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.</p> <p>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.</p>										

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Department Capital Request CIP-DCR					
Title	Pollard Phone System Replacement	Department	Department of Public Facilities/Operations		
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	<b>Pollard Phone System Replacement</b>					Department	<b>Department of Public Facilities/Operations</b>				
Useful Life	<b>III</b>	Primary Reason			<b>3</b>	Operating Budget Impact			<b>B</b>		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C		
FY2013			Intangibles								
FY2014		58,711	Equipment								
FY2015			Design & Engineering			5,000					
FY2016			Construction Expenses			53,711					
FY2017			Other Expenses*								
<b>Total</b>		<b>58,711</b>	<b>Total</b>			<b>58,711</b>	<b>Total</b>			<b>\$</b>	
Attached Schedules											
		CF		CX		LS		SI		SS	
Description and Justification											
<p>This request is to upgrade the current phone system at the Pollard Middle School, which is a Samsung 400 series with an updated and modern phone system. There are presently more phone users at the Pollard, than the 400 series can handle. Samsung no longer manufactures or supports the 400 series. This system has required frequent repairs and has caused intermittent disruption of phone service to the building occupants. This request would include rewiring areas where appropriate and procuring and installing the new system.</p>											



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Department Capital Request CIP-DCR								
Title	Trail Improvement Project – Needham Reservoir	Department	Conservation/Park & 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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	Trail Improvement Project – Needham Reservoir				Department	Conservation/Park & Recreation				
Useful Life	V	Primary Reason	1	Operating Budget Impact	C					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2013		Intangibles								
FY2014		Equipment								
FY2015		Design & Engineering	\$50,000							
FY2016	\$50,000	Construction Expenses	\$100,000							
FY2017	\$100,000	Other Expenses*								
<b>Total</b>	<b>\$ 150,000</b>	<b>Total</b>	<b>\$150,000</b>	<b>Total</b>	<b>\$</b>					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>The Trails Master Plan has outlined several projects, and this is the fourth major improvement project that is being moved forward for funding. The Reservoir is a popular passive recreation site for many Needham residents, including those who fish and ice skate. There is a small trail that surrounds the body of water that could be converted into an accessible trail. At this time, the project is not eligible for CPA funding, but if the proposed changes to the wording of the legislation are approved, this project would become eligible.</p>										

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Department Capital Request CIP-DCR								
Title	Trail Improvement Project – Newman School	Department	Conservation/Park & 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 <b>insufficient</b> 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 <b>existing</b> 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	Trail Improvement Project – Newman School				Department	Conservation/Park & Recreation			
Useful Life	V	Primary Reason		1	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2013			Intangibles						
FY2014		\$75,000	Equipment						
FY2015		\$200,000	Design & Engineering		\$75,000				
FY2016			Construction Expenses		\$200,000				
FY2017			Other Expenses*						
Total									
		<b>\$ 275,000</b>	Total		<b>\$275,000</b>	Total		<b>\$</b>	
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The Trails Master Plan has outlined several projects, and this is the second major improvement project that is being moved forward for funding. 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 hoped that this project could be coordinated with a project that is proposed by the Department of Public Works to improve the athletic fields at the Newman School. At this time, the project is not eligible for CPA funding, but if the proposed changes to the wording of the legislation are approved, this project would become eligible.</p>									

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Department Capital Request CIP-DCR						
Title	Mills Field Improvements	Department	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 <b>insufficient</b> 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 <b>existing</b> 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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<b>Department Capital Request CIP-DCR</b>											
Title	<b>Mills Field Improvements</b>					Department	<b>Park and Recreation</b>				
Useful Life	<b>IV</b>	Primary Reason			<b>1</b>	Operating Budget Impact			<b>C</b>		
Requested Funding Years & Amounts	Column A	Costs Components			Column B	*Other Expenses			Column C		
FY2013		Intangibles									
FY2014	\$40,000	Equipment									
FY2015	\$180,000	Design & Engineering			\$40,000						
FY2016		Construction Expenses			\$180,000						
FY2017		Other Expenses*									
<b>Total</b>	<b>\$220,000</b>	<b>Total</b>			<b>\$220,000</b>	<b>Total</b>			<b>\$</b>		
Attached Schedules											
	CF	CX	LS	SI	SS						
<b>Description and Justification</b>											
<p>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 fence between baseball diamond and tennis courts, and replacement of backstop and outfield fencing. Fencing around the playground area has been replaced.</p> <p>The purpose of this project is to provide safety and aesthetic renovations to the park. (a) create new parking areas at circular drive (24 spaces) and along Hampton Avenue (10-12 spaces); (b) add asphalt overlay to basketball court, stripe, and replace poles and backboards; (c) replace picnic tables and grills; and (d) add Xeriscape gardening in appropriate locations.</p> <p>Park and Recreation has worked with DPW to develop this scope of work.</p> <p>Because the property was not purchased with CPA funds, it is currently not eligible for funding.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR						
Title	Cricket Field Building Renovations	Department	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 <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR										
Title	Cricket Field Building Renovations				Department	Park and Recreation				
Useful Life	IV	Primary Reason		1	Operating Budget Impact			D		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2013	\$125,000		Intangibles							
FY2014	\$600,000		Equipment							
FY2015			Design & Engineering	\$125,000						
FY2016			Construction Expenses	\$600,000						
FY2017			Other Expenses*							
<b>Total</b>	<b>\$725,000</b>		<b>Total</b>	<b>\$725,000</b>		<b>Total</b>		<b>\$</b>		
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>Park and Recreation has begun a feasibility study of the Cricket Field building with PPBC. The study will look 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 design costs would also include a survey that is required for a building permit.</p> <p>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 small year-round programs 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.</p> <p>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. With year-round programming, additional revenue would be generated to hopefully help offset the additional energy costs.</p> <p>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.</p>										



Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR								
Title	Trail Improvement Project – Rosemary Camp Property	Department	Conservation/Park & 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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR										
Title	<b>Trail Improvement Project – Rosemary Camp Property</b>				Department	<b>Conservation/Park &amp; Recreation</b>				
Useful Life	<b>V</b>	Primary Reason		<b>1</b>	Operating Budget Impact			<b>C</b>		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013	\$50,000	Intangibles								
FY2014	\$100,000	Equipment								
FY2015		Design & Engineering		\$50,000						
FY2016		Construction Expenses		\$100,000						
FY2017		Other Expenses*								
<b>Total</b>										
	<b>\$ 150,000</b>	Total		<b>\$150,000</b>	Total		<b>\$</b>			
Attached Schedules										
		CF		CX		LS		SI		SS
Description and Justification										
<p>The Trails Master Plan has outlined several projects, and this is one of the first major improvement projects that is being moved forward for funding. 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. At this time, the project is not eligible for CPA funding, but if the proposed changes to the wording of the legislation are approved, this project would become eligible.</p>										

Town of Needham  
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January 2012

Department Capital Request CIP-DCR					
Title	Trail Improvement Project – Ridge Hill	Department	Conservation/Park & 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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR									
Title	Trail Improvement Project – Ridge Hill				Department	Conservation/Park & Recreation			
Useful Life	V	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	\$50,000		Design & Engineering	\$50,000					
FY2016	\$100,000		Construction Expenses	\$100,000					
FY2017			Other Expenses*						
<b>Total</b>									
	<b>\$ 150,000</b>		Total	<b>\$150,000</b>		Total	<b>\$</b>		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The Trails Master Plan has outlined several projects, and this is the third major improvement project that is being moved forward for funding. The proposed Ridge Hill Loop would be located in the north-westernmost portion of Ridge Hill Reservation and would create a large turn-around for the northernmost extension of the Esker Trail. Currently, the maintained portion of the Esker Trail ends at a three-way fork with two branching trails terminating at abutting private properties. The Ridge Hill loop would connect the two branching trails which will be imperative for the future use and expansion of this trail system. The trail would require significant vegetation removal along with one intermittent stream bridge crossing. The proposed Ridge Hill Loop trail is a high priority for the new trails to connect the circuit at the end of the Esker Trail and will provide better passive recreational opportunities for Ridge Hill users. At this time, the project is not eligible for CPA funding, but if the proposed changes to the wording of the legislation are approved, this project would become eligible.</p>									

# Infrastructure Submissions

## Section 7

**Five Year Department Submissions  
Section Index  
FY2013 - FY2017**

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Town of Needham  
Capital Improvement Plan  
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Department Capital Request CIP-DCR								
Title	Drain System Improvements – Water Quality (EPA)	Department	Sewer - Drains					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR									
Title	Drain System Improvements – Water Quality (EPA)				Department	Sewer - Drains			
Useful Life	V	Primary Reason		2	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C		
FY2013	\$ 68,500		Intangibles						
FY2014	\$ 73,500		Equipment						
FY2015	\$ 110,000		Design & Engineering	\$ 288,500					
FY2016	\$ 2,000,000		Construction Expenses	\$ 2,073,500					
FY2017	\$ 110,000		Other Expenses*						
<b>Total</b>	<b>\$ 2,362,000</b>		<b>Total</b>	<b>\$ 2,362,000</b>		<b>Total</b>	<b>\$</b>		
Attached Schedules									
		CF		CX		LS		SI	SS
Description and Justification									
<p>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 improvements undertaken to eliminate them 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 to the Charles River in Needham. Further investigation and sampling continues year to year.</p> <p>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.</p> <p>Past projects completed to improve stormwater discharge with a variety of methods are</p> <ul style="list-style-type: none"> <li>• Town Library</li> <li>• High School</li> <li>• Chestnut Street Reconstruction</li> <li>• High Rock School</li> <li>• Lake Drive</li> </ul> <p>Design completed, awaiting construction</p> <ul style="list-style-type: none"> <li>• DPW Drainage improvements</li> <li>• Sportsmen’s Pond/Rosemary Glen</li> </ul> <p>FY13 – Water Shed Management Plan \$68,500</p> <p>FY14 - DPW Facility SWMP, Construction \$73,500</p>									

Town of Needham  
 Capital Improvement Plan  
 January 2012

Department Capital Request CIP-DCR			
Title	Drain System Improvements – Water Quality (EPA)	Department	Sewer - Drains
FY15 – Rosemary Lake Sediment Removal – Engineering & Design \$110,000 The DPW is investigating whether the Rosemary project is eligible for Community Preservation funding.			
FY16 – Rosemary Lake Sediment Removal – Construction \$1,000,000 to \$2,000,000			
FY17 - Sportsmen’s Pond/Rosemary Glen - Engineering & Design \$110,000			

Town of Needham  
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January 2012

Department Capital Request CIP-DCR								
Title	Public Works Infrastructure Program	Department	Public Works					
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR										
Title	Public Works Infrastructure Program				Department	Public Works				
Useful Life	3	Primary Reason			5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013	\$ 600,000	Intangibles			Borrowing Cost		\$ 80,000			
FY2014	\$ 1,216,400	Equipment								
FY2015	\$ 1,241,400	Design & Engineering		\$ 254,800						
FY2016	\$ 1,324,000	Construction Expenses		\$ 5,387,000						
FY2017	\$ 1,340,000	Other Expenses*		\$ 80,000						
<b>Total</b>	<b>\$5,721,800</b>	<b>Total</b>		<b>\$ 5,721,800</b>	<b>Total</b>		<b>\$ 80,000</b>			
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p><b>Street Resurfacing:</b> 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.</p> <p>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.</p> <p>The requested street resurfacing funding in FY13 is \$296,000, FY14 is \$456,000, FY15 is \$200,000, FY16 is \$320,000 and FY17 is \$400,000. The average useful life for asphalt paving is 15 years; the proposed 5 year capital request is \$1,672,000.</p> <p><b>Traffic Signal &amp; Intersection Improvements:</b></p> <p>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 &amp; Intersection Improvements and new traffic signal installations where none currently exist.</p> <p>FY13 - No funding requested</p> <p>FY14 - Great Plain Avenue @ Greendale Avenue, this intersection has been identified as requiring intersection improvements and potentially the replacement of traffic signals, Engineering &amp; Design - \$88,400.</p> <p>FY15 - Great Plain Avenue @ Greendale Avenue, Construction - \$540,000</p> <p>FY16 - Forest Street @ Central Avenue, Engineering &amp; Design - \$135,000</p>										

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Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>FY17 – Forest Street @ Central Avenue, Construction - \$320,000</p> <p>Future Intersection to be considered but not yet prioritized: Highland Avenue @ West Street</p> <p>The average useful life is 25 years; the proposed 5 year capital request is \$1,083,400.</p> <p><b>Combined Sidewalk Program:</b> 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.</p> <p>Fiscal year 2012 contract pricing to reconstruct one mile of asphalt sidewalk including handicapped ramps is \$200,000 per mile (\$38/lf). Contract pricing to install a mile of granite curb with minor drainage improvements is \$237,000 per mile (\$45/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments.</p> <p>The requested Combined Sidewalk Program funding in FY13 is \$279,000, FY14 is \$552,000, FY15 is \$450,000, FY16 is \$575,000, FY17 is \$500,000. The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$2,356,000.</p> <p>Sidewalks to be considered, but not yet prioritized: Harris Avenue from Dedham Avenue to Bradford Street (both sides). Linden Street from Sylvan Road to High Rock Street (one side). High Street from Webster Street to Greendale Avenue (one side). Harris Avenue from Bradford Street to Coulton Park (both sides), Grant Street from Dedham Avenue to Junction Street (one side), Lincoln Street from School Street to Garfield Street (both sides) and Marked Tree Road from Central Avenue to Great Plain Avenue. Enslin Road (one side), Doane Avenue (one side), Grosvenor Road (one side), May Street from Webster Street to Highland Avenue (both sides), May Street from Garden Street to Nehoiden Street (one side) Garden Street from Great Plain Avenue to Nehoiden Street (both sides) and Oak Street from Chestnut Street to Marked Tree Road (both sides). Rosemary Street from Hillside Road to Parish Road (one side), Pinewood Road (one side), Ellicott Street (one side), Powers Street from Webster Street to Ellicott Street (one side), Edgewood Street (one side), Holmes Street from Page Street to Washington Avenue (one side) and Pickering Street from Great Plain Avenue to May Street (both sides).</p> <p><b>Storm Drain Capacity Improvements:</b> 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</p>			

Town of Needham  
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Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>been prioritized within the plan. The funding request also includes but is not limited to the installation of additional storm drains and to replace, increase capacity and extend storm drains on Manning Street, Hoover Road, Concord Road and Burnside Road. Since the issuance of this report numerous multi-unit developments have been built or planned in the Town of Needham. These developments incorporate new roads with drainage structures and roof or sump connections which are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and causes flooding in some areas.</p> <p>FY13 - No Funding requested  FY14 - No Funding requested  FY15 - Taylor Street / Central Avenue - Engineering \$31,400  FY16 - No Funding requested  FY17 - Taylor Street / Central Avenue - Construction \$174,000</p> <p>The average useful life is 60 years; the proposed 5 year capital request is \$205,400.</p> <p>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. &amp; 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 &amp; 7), Oxbow Rd. (Area 9), West St. (Area 11)  Fairfield St., Elmwood Rd. (Area 5)</p> <p><b>Brooks and Culverts – Repair and Maintenance:</b></p> <p>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. The DPW has developed a repair and maintenance program which is a combination of contracted work and use of town forces. It is the intention of the DPW to expend Capital Funds to address the issue of flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms for many years. Prior funding has funded cleaning and debris removal. Flooding in March 2010 has caused the failure of retaining walls, loss of soils behind the walls, and brooks have become silted allowing the overgrowth of vegetation that has impacted the level of the water flows. This neglect has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain.</p>			

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Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>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.</p> <p>FY13 – Continued wall repair along Rosemary Brook - Construction \$25,000.  FY14 – Continued wall repair along Rosemary Brook – Construction \$100,000.  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.</p> <p>The annual funding request is \$100,000</p> <p>Future Projects include, but are not limited to, the following locations:  Winding River  Locust Lane  Fuller Brook  Oxbow Road  Webster &amp; Howland Streets  Brookside Road &amp; Forest Street  Chestnut Street &amp; Carriage Lane  Emerson Place  Pennsylvania Avenue</p> <p>Prior projects funded include:</p> <p>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</p>			

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Department Capital Request CIP-DCR					
Title	Sewer Service Connections	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 Service Connections				Department	Public Works-Sewer				
Useful Life	V	Primary Reason		4	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2013	\$ 0	Intangibles								
FY2014	\$ 0	Equipment								
FY2015	\$ 50,000	Design & Engineering								
FY2016	\$ 50,000	Construction Expenses		\$ 150,000						
FY2017	\$ 50,000	Other Expenses*								
Total										
	<b>\$ 150,000</b>		Total	<b>\$ 150,000</b>		Total	<b>\$</b>			
Attached Schedules										
	CF		CX		LS		SI		SS	
<b>Description and Justification</b>										
<p>There are homes in Needham 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.</p> <p>There are also houses 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 service connections project.</p>										

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Department Capital Request CIP-DCR						
Title	Sewer Pump Station Improvements	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 Pump Station Improvements				Department	Public Works-Sewer				
Useful Life	V	Primary Reason		4	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2013	\$0		Intangibles							
FY2014	\$0		Equipment							
FY2015	\$ 602,400		Design & Engineering	\$ 373,700						
FY2016	\$ 2,828,000		Construction Expenses	\$ 3,401,700						
FY2017	\$ 345,000		Other Expenses*							
<b>Total</b>	<b>\$ 3,775,400</b>		<b>Total</b>	<b>\$ 3,775,400</b>		<b>Total</b>	<b>\$</b>			
Attached Schedules										
		CF		CX		LS		SI	SS	
Description and Justification										
<p>As part of the Wastewater System Master Plan, several of the wastewater pumping stations were evaluated to assess their physical condition, capacity, 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 is due to begin in the Spring of 2012.</p> <p>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.</p> <p>Canister pump stations at Lake Drive, Cooks Bridge (Milo Circle), Warren Street and Reservoir "A" are at or beyond their design lives. Constant maintenance and emergency shutoffs occur more frequently and require greater amounts of personnel time and emergency funds to keep running. The canister station at Richardson Drive was eliminated when gravity sewer construction was completed in the spring of 2010.</p>										
FY13	No Funding Requested									
FY14	No Funding Requested									
FY15	Cooks Bridge - Engineering & Design				\$280,700					
	Reservoir St. "A" - Engineering, Design & Construction				\$321,700					
FY16	Cooks Bridge - Construction				\$2,828,000					
FY17	Lake Drive - Engineering, Design & Construction				\$345,000					

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Department Capital Request CIP-DCR							
Title	<b>Sewer Alarm System Upgrade Study</b>	Department	<b>Public Works-Sewer</b>				
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 <b>insufficient</b> 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 <b>existing</b> 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	<b>Sewer Alarm System Upgrade Study</b>				Department	<b>Public Works-Sewer</b>				
Useful Life	<b>III</b>	Primary Reason	<b>4</b>	Operating Budget Impact	<b>C</b>					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2013	\$ 30,000	Intangibles								
FY2014		Equipment								
FY2015		Design & Engineering	\$ 30,000							
FY2016		Construction Expenses								
FY2017		Other Expenses*								
<b>Total</b>	<b>\$ 30,000</b>	<b>Total</b>	<b>\$ 30,000</b>	<b>Total</b>	<b>\$</b>					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>This request was formerly for a sewer Supervisory Control and Data Acquisition (SCADA) system. The goal is to provide a communication and alarm system to improve the current system that is outdated and unreliable. Currently there is no linked communication between or among pump stations. The goal is to collect data from the nine sewage pumping stations, then communicate that data to a central location (West Street Pump Station), allowing for efficient management and control of the sewer pumping operations. This system will alert the appropriate emergency response for on-call personnel to remotely access the system making changes to pump stations as necessary. The current alarm call system uses either an outdated Verbatim call box at the four major sewage pumping stations or a light and siren system at the five smaller stations. The Verbatim system is programmed to call the Police Department dispatcher when an alarm condition has occurred, who then alerts the Sewer Division on-call person. The five smaller stations rely on the neighbors to call the Fire/Police Department when an alarm occurs.</p> <p><b><u>FY13</u></b> Study to determine the best mode of communication for the SCADA system. <span style="float: right;">\$ 30,000</span></p> <p><b><u>Future Projects:</u></b> To be determined after the study is complete.</p>										

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Department Capital Request CIP-DCR								
Title	Sewer System Inflow & Infiltration Removal	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 System Inflow & Infiltration Removal				Department	Public Works-Sewer					
Useful Life	V	Primary Reason		2	Operating Budget Impact			N/A			
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C			
FY2013	\$ 550,000		Intangibles			CCTV work		\$500,000			
FY2014	\$ 600,000		Equipment	\$ 310,000							
FY2015	\$ 0		Design & Engineering	\$ 340,000							
FY2016	\$ 0		Construction Expenses								
FY2017	\$ 0		Other Expenses*	\$500,000							
<b>Total</b>	<b>\$ 1,150,000</b>		<b>Total</b>	<b>\$ 1,150,000</b>		<b>Total</b>		<b>\$ 500,000</b>			
Attached Schedules											
			CF			CX			LS		
					SI					SS	
Description and Justification											
<p>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. As a result of this order, I/I studies have been undertaken to determine the locations and volumes of I/I entering the sanitary sewer system. The I/I analysis (1985 &amp; 1989) and the Sewer System Evaluation Survey (SSES) (1991) have identified, by flow measurement, the areas of the collection system which are contributing high volumes of I/I to the system. On the basis of volumes of flow and knowledge of local sewer system overflows (SSO) or basement flooding, an order of priority has been established to determine the scheduling of the engineering, design and remediation work. The highest priorities relate to locations of known surcharging with sewage overflow or release or basement flooding. The remediation proceeds in stages starting with the preliminary engineering, followed by the rehabilitation design and concluding with the rehabilitation construction.</p> <p>Work in prior years has been undertaken in Areas 11, 14, 19-1, 22, 3, 4, 30, 31, 2, 24, 21L, 1, 16. The priority was based on areas that the I/I analysis had recorded the highest levels of infiltration. The field work was conducted in 1984, and supplemented in 1986 and 1987. The study results are now approaching 25 years old. The earliest repair work that was undertaken is approaching 20 years old, and the remaining sections identified in the original study show significantly less I/I per length of sewer main. There is a strong probability that the original high leakage areas are contributing greater amounts of infiltration than the remaining sections left to repair identified in the original study. The study must be updated at this time to effectively expend resources to address current infiltration and inflow. The components of the first phase of the study will include engineering (\$240,000), permanent and portable flow meter installation (\$210,000), and rented flow meters (\$100,000). The components of the second phase will include engineering (\$100,000) and closed circuit TV services (\$500,000).</p> <p><b><u>INFILTRATION</u></b> The work to date has focused on infiltration removal. This program will continue as an infiltration removal effort. A separate program is being presented for Inflow removal</p>											

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Department Capital Request CIP-DCR			
Title	Sewer System Inflow & Infiltration Removal	Department	Public Works-Sewer
<u>Previously Funded Areas</u>			
FY08 - Engineering, Design & Construction (Various Locations)		1,740,300	
Infiltration Construction - Area 2, 24 & 21(L)			
Area 22(Prelim. Design - Infiltration)		<u>66,500</u>	
		1,806,800	
FY09 and FY10 No funding requested			
FY11 - Area 16 and 22 Started		155,000	
FY12 - Area 16 - Area 22 - Construction (continuation)		575,000	
<u>Proposed Funded Areas</u>			
FY13 – Phase I I/I Feasibility Study and Cost Benefit Analysis		550,000	
FY 14 – Phase II I/I Townwide System Master Plan		600,000	
FY 15 – FY17 Area Determined by Study			
<u>INFLOW</u>			
<p>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.</p>			



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<b>Department Capital Request CIP-DCR</b>			
Title	<b>Sewer System Inflow &amp; Infiltration Removal</b>	Department	<b>Public Works-Sewer</b>
<p><u>Previously Funded Areas</u></p> <p>FY09 and FY10 – No funding requested</p> <p>FY11 – Area 19-1 Study <span style="float: right;">70,000</span></p> <p><u>Proposed Funded Areas</u></p> <p>FY13 –No Funding Requested <span style="float: right;">0</span></p> <p>Beginning in FY 1996, the MWRA assessment included a component that reflects the volume of wastewater discharged. The total I/I has been measured to be as much as 60% of Needham's total wastewater flow. Normal daily wastewater volume is approximately 3.0 million gallons per day (mgd) with peak I/I; the volume can exceed a rate of 15.0mgd. These spikes are attributable to the inflow component and can total as much as 300 mgd annually in a typical rainfall year. The remaining 75% is flow that occurs throughout the year as infiltration and can approach 1 billion gallons per year. This is approximately 25% of the total I/I in the system</p>			

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Department Capital Request CIP-DCR						
Title	Water Service Connections	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 Service Connections				Department	Public Works-Water			
Useful Life	V	Primary Reason		3	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C	
FY2013	200,000		Intangibles						
FY2014	200,000		Equipment						
FY2015	200,000		Design & Engineering						
FY2016	200,000		Construction Expenses	1,000,000					
FY2017	200,000		Other Expenses*						
<b>Total</b>	<b>\$ 1,000,000</b>		<b>Total</b>	<b>\$ 1,000,000</b>		<b>Total</b>	<b>\$</b>		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>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 2013 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule.</p>									

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Department Capital Request CIP-DCR								
Title	Water SCADA System Upgrade	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	<b>Water SCADA System Upgrade</b>				Department	<b>Public Works - Water</b>				
Useful Life	<b>III</b>	Primary Reason	<b>4</b>	Operating Budget Impact	<b>C</b>					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2013		Intangibles								
FY2014	\$ 335,000	Equipment	\$ 310,000							
FY2015		Design & Engineering								
FY2016		Construction Expenses	\$ 25,000							
FY2017		Other Expenses*								
<b>Total</b>	<b>\$ 335,000</b>	<b>Total</b>	<b>\$335,000</b>	<b>Total</b>	<b>\$</b>					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>SCADA is an acronym that stands for Supervisory Control and Data Acquisition (SCADA). The Town's Water SCADA system collects data from various sensors at the Charles River Water Treatment Facility (CRWTF) as well as remote locations through out the system. The data is then sent to a central computer which efficiently manages and controls the operations of the entire Water System.</p> <p>The data communicated through out the current SCADA system is by outdated copper communication lines owned and serviced by Verizon. The dedicated copper lines have become more unreliable resulting in an increase in communication failures over time. One goal of implementing a new means of communications throughout the system would allow the Town to become less reliant on outside utilities, and make the SCADA system more reliable and efficient. Lack of an upgrade will result in increased corrective maintenance and emergency response costs associated with system failures. For example in August of 2011, Hurricane Irene affected the Needham area leaving us without communications for 4 days causing additional labor expenses to monitor tank levels and operate the equipment.</p> <p>The SCADA system relies on the information provided by Remote Terminal Units (RTU). RTU's consist of a programmable logic converter (PLC). The PLC's were installed at the CRWTF when constructed in 1998. The Water SCADA PLC's are approaching their expected useful life. This request is to replace PLC's located throughout the system and any other SCADA equipment within the operations of the treatment plant.</p> <p>A request for the funding of a design for the SCADA system was approved at the May 2011 Annual Town Meeting. The scope of a study is being developed with engineering firms to determine the design. The cost estimate for the implementation of the new SCADA system is an estimate only.</p> <p>In addition to the upgrades this request will also add video monitoring equipment at all water distribution facilities. The new video monitoring system will provide remote site response, real time information collected at the Charles River Water Treatment Facility, and aid with homeland security concerns.</p>										

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Department Capital Request CIP-DCR								
Title	Water Supply Development E & D	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 E & D				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		
FY2013	0	Intangibles								
FY2014	0	Equipment								
FY2015	\$ 250,000	Design & Engineering		\$ 250,000						
FY2016	0	Construction Expenses								
FY2017	0	Other Expenses*								
<b>Total</b>	<b>\$ 250,000</b>	<b>Total</b>		<b>\$ 250,000</b>	<b>Total</b>		<b>\$</b>			
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>The funding request in FY 2015 is for the application to Mass Department of Environmental Protection (MassDEP) for the engineering, design, test well drilling, and water quality testing for an additional well at the Charles River Well Field. A feasibility study was completed in FY 2011 that supports the development of an additional well in the Town's existing well field. If the application to MassDEP is accepted and permit is granted, construction will be approximately 7 to 10 years from start of permitting. Construction estimates are projected to be 1.8 million dollars.</p> <p>The development of an additional well within the Well Field will allow the Town to better manage its production of water within the Well Field. A new well would preserve the ability to maximize the currently permitted withdrawal volume during routine service and maintenance of the wells as well as during periods of drought. The development of an additional well may also result in less need for well rehabilitation, which costs \$25,000 to \$30,000 per year.</p>										

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Department Capital Request CIP-DCR						
Title	Irrigation Supply Design	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	Irrigation Supply Design				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		
FY2013			Intangibles							
FY2014	\$ 30,000		Equipment							
FY2015	\$ 84,000		Design & Engineering	\$ 114,000						
FY2016			Construction Expenses							
FY2017			Other Expenses*							
<b>Total</b>	<b>\$ 114,000</b>		<b>Total</b>	<b>\$ 114,000</b>		<b>Total</b>	<b>\$</b>			
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>The Water System Master Plan identified all of the sources of water which supply the Town. The Plan acknowledged that the use of the original supply serving the Town prior to the development of the Charles River Street Well Field had been discontinued. This supply known as the Needham Reservoir/Dedham Avenue pump station had been discontinued as an active supply in the 1950's. It has since been formally decommissioned in 1995 but it has not been completely deactivated. It consists of 2-8' + diameter shallow wells (30'+) deep, which were originally connected through piping under the reservoir to the pump house. The reservoir was constructed as an earth dam impoundment to serve as a recharge for the wells. Its capacity was 400,000 - 500,000 gallons per day. The report recommended that this supply be explored as an alternate for irrigation purposes for the DeFazio Complex, the Pollard School Fields and the Needham Golf Club. Combined consumption for the 3 possible uses of this water supply is 8 million gallons of water per 4 month period. Using this source for these seasonal demands could lessen the impact upon the Charles River Well Field or the MWRA water system. The work would involve installing pumping equipment and controls at or near the wells, piping to connect to the irrigation systems and disconnection from the potable water supply. The first phase for this project is for well pump testing to determine the capacity and usability of the wells. Phase two for this project is for the design the infrastructure from the well to the irrigation users.</p> <p>Construction costs can not yet be determined.</p>										

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Department Capital Request CIP-DCR						
Title	Fire Flow Improvements	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	Fire Flow Improvements				Department	Public Works - Water				
Useful Life	V	Primary Reason		4	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2013	\$ 350,000		Intangibles							
FY2014	\$ 5,070,000		Equipment							
FY2015	\$ 100,000		Design & Engineering	\$ 920,250						
FY2016	\$ 470,250		Construction Expenses	\$ 7,160,000						
FY2017	\$ 2,090,000		Other Expenses*							
<b>Total</b>	<b>\$ 8,080,250</b>		<b>Total</b>	<b>\$ 8,080,250</b>		<b>Total</b>	<b>\$</b>			
Attached Schedules										
		CF		CX		LS		SI	SS	
Description and Justification										
<p>The Water System Master Plan has identified a category of improvements for high priority action:</p> <p>1) St. Mary pump station has 4 pumps located within the facility that are designed to pump potable water from the MWRA intended to supplement the Town's demand for water. Only two pumps are operable at the station, resulting in less capacity than permitted (permitted 6.5 million gallons per day (mgd)). The current pump station is equipped with an emergency auxiliary motor. It preferable to have a standby generator similar to other pumping stations and the Charles River Water Treatment Facility. This request will provide the necessary improvements to meet future water demands, and ensure the station has emergency back-up electrical power.</p> <p>The preliminary design of the station has been completed. The DPW is preparing to seek proposals for selection of a designer for the final design and the Owner's Project Manager (OPM) services. The costs of OPM services were not originally included in the budget for the project budget. \$350,000 is being requested to cover the entire design and construction services for the OPM.</p> <p>2) 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. In other words, the system is unable to provide enough pressure for fire protection during periods of high demand in the higher elevations of Town. 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.</p> <p>FY13 - St. Mary Pump Station improvements/OPM services - \$ 350,000  FY14 - St. Mary Pump Station improvements/construction - \$ 5,070,000  FY15 - Bird's Hill Tank high service area &amp; Dunster Road Tank high service area / feasibility study - \$ 100,000  FY16 - Bird's Hill Tank high service area &amp; Dunster Road Tank high service area / engineering, design - \$ 470,250  FY17 - Bird's Hill Tank high service area &amp; Dunster Road Tank high service area / construction - \$ 2,090,000</p>										

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR						
Title	Filter Media 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 approved is the current operating budget <b>insufficient</b> 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 <b>existing</b> 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 2012

<b>Department Capital Request CIP-DCR</b>											
Title	<b>Filter Media Replacement</b>					Department	<b>Public Works-Water</b>				
Useful Life	<b>I</b>		Primary Reason	<b>5</b>		Operating Budget Impact	<b>C</b>				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2013	\$72,500	Intangibles									
FY2014	\$75,000	Equipment									
FY2015	\$77,500	Design & Engineering									
FY2016		Construction Expenses	\$305,000								
FY2017	\$80,000	Other Expenses*									
<b>Total</b>	<b>\$305,000</b>	<b>Total</b>	<b>\$ 305,000</b>	<b>Total</b>	<b>\$</b>						
Attached Schedules	CF	CX	LS	SI	SS						
<b>Description and Justification</b>											
<p>The filter media (greensand) is used for manganese removal at the Charles River Water Treatment Facility.</p> <p>All four filters at the Treatment Facility were replaced with natural greensand in 2008. This program is intended to establish a five year replacement cycle for the replacement of the filter media, with a new synthetic product called Greensand Plus, a substitute for natural greensand. Greensand Plus is promoted as being able to withstand wider variations in operating conditions and therefore may reduce the frequency of media replacement, and reduce the need for potassium permanganate. The cost savings would be less than \$5,000 per year.</p> <p>FY 2012 is the first year of funding for this program (\$70,000).</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR							
Title	<b>14 inch Water Main Replacement</b>	Department	<b>Public Works-Water</b>				
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR										
Title	<b>14 inch Water Main Replacement</b>				Department	<b>Public Works-Water</b>				
Useful Life	<b>V</b>	Primary Reason		<b>3,5</b>	Operating Budget Impact			<b>C</b>		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2013	0	Intangibles			Borrowing costs		\$60,000			
FY2014	\$340,000	Equipment								
FY2015	0	Design & Engineering		\$340,000						
FY2016	\$3,460,000	Construction Expenses		\$3,400,000						
FY2017	0	Other Expenses*		\$60,000						
Total										
	<b>\$ 3,800,000</b>	Total		<b>\$ 3,800,000</b>	Total		<b>\$ 60,000</b>			
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
<p>The total length of the 14" diameter water main is approximately 19,000 linear feet (3.6 miles), 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. The 14" water main dates from 1936 - 1939 and is cast iron with a bitumastic or coal tar lining. Water quality is a concern as the lining breaks down, causing discoloration of the water.</p> <p>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.</p> <p>The next phase is intended to replace the remaining portion of the old 14" water main. The construction cost has increased since the last Capital Improvement Plan submission due to increased costs of metals for the piping, increased costs of asphalt for the road resurfacing. In addition, the full width of the road will be restored rather than just a trench.</p> <p><b>FY 2014</b></p> <p>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:                 \$340,000</p> <p><b>FY 2016</b></p> <p>Funding is proposed for the construction of the remaining water main. Construction:                 \$3,400,000</p> <p>SRF Funding may be available for this project and Public Works will submit an application to complete the project.</p>										

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR								
Title	Water System Rehabilitation Program	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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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 2012

Department Capital Request CIP-DCR										
Title	Water System Rehabilitation Program				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			
FY2013	\$ 99,300		Intangibles							
FY2014	\$ 715,800		Equipment							
FY2015	\$555,000		Design & Engineering	\$ 193,300						
FY2016	\$ 94,000		Construction Expenses	\$ 2,120,800						
FY2017	\$ 850,000		Other Expenses*							
<b>Total</b>	<b>\$ 2,314,100</b>		<b>Total</b>	<b>\$ 2,314,100</b>		<b>Total</b>	<b>\$</b>			
Attached Schedules										
		CF		CX		LS		SI	SS	
Description and Justification										
<b><u>Previously Funded Projects</u></b>										
<b><u>FY12</u></b>										
Lincoln St. – Construction -				\$684,500						
Funding is being diverted to the Highland Avenue Water Main from Gould Street to Webster Street, due to pending MASSDOT road project										
<b><u>Future Projects</u></b>										
<b><u>FY13</u></b>										
Grant St./Junction St. to Dedham Ave. – New 8’ (2500 lf) – Eng. & Design				\$99,300						
<b><u>FY14</u></b>										
Grant St. – New 8’ (2500 lf) - Construction				\$715,800						
<b><u>FY15</u></b>										
Lincoln St. – Construction -				\$555,000						
<i>(The requested appropriation is the balance only needed to complete the project originally funded in FY 12)</i>										
<b><u>FY16</u></b>										
Pleasant St./Howland St. to Dedham Ave. – New 8” (1160 lf) – Eng. & Design				\$94,000						
Norfolk St./Warren St. to Webster St. – New 8” (1300 lf) – Eng. & Design										
<b><u>FY17</u></b>										

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR			
Title	Water System Rehabilitation Program	Department	Public Works-Water
	Pleasant St./Howland St. to Dedham Ave. - New 8" (1160 lf) - Construction Norfolk St./Warren St. to Webster St. - New 8" (1300 lf) - Construction	\$850,000	
	<b><u>Future Projects after FY17</u></b>		
	Alfreton Rd./ Highland Ave. to Webster St. New 8" (500 lf) - Eng. & Design Bennington St. / High St. to Concord St. New 8" (650 lf) - Eng. & Design Alfreton Rd./Highland Ave to Webster - Construction Bennington St./High St. to Concord St. - Construction Thorpe Rd./Webster St. to End New 8" (330lf) - Eng. & Design Mills Rd./ Sachem Rd. to Davenport Ave. New 8" (500lf) - Eng. & Design Mayo Ave. Harris Ave to Great Plain Ave New 8" (1060lf) - Eng. & Design Thorpe Rd./ Mills Rd./ Mayo Ave. - Construction Kingsbury St. / Oakland Ave. to Webster St. - Eng. & Design Oakland Ave. / May St. to Highland Ave. - Eng. & Design 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		

# Extraordinary Capital Submissions

## Section 8

**Five Year Department Submissions  
Section Index  
FY2013 - FY2017**

Title	Department	Group	Page
<b>Alphabetical by Title (sort)</b>			
DeFazio Park Parking Lot & Tot Lot	DPW	Public Works	8 - 15
DPW Phase II	DPW	Public Works	8 - 10
DPW Phase II	DPW	Public Works	8 - 10
Hillside Elementary School Renovation	Needham Public Schools	Public Schools	8 - 01
Mitchell Elementary School Renovation	Needham Public Schools	Public Schools	8 - 04
New Elementary Early Education Center	Needham Public Schools	Public Schools	8 - 07
Open Space Purchase	Parks & Recreation	Community Services	8 - 16
Rosemary Lake Pool Parking Lot Improvements	DPW	Public Works	8 - 14

Intentionally Blank

Town of Needham  
Capital Improvement Plan  
January 2012

Extraordinary Capital Project CIP-XCP Long Form																																																																								
<b>Title</b>	<b>Hillside Elementary School Renovation</b>						<b>Fiscal Year</b>	<b>2015</b>																																																																
Requester																																																																								
Location	Hillside Elementary School, Glen Gary Road						Project Category	B																																																																
Funding	General Fund	CPA Eligible	Yes		No	X	Initial Submission																																																																	
Partners																																																																								
Project Description	<p>Constructed in 1960, Hillside Elementary has undergone both addition and renovation (with modulars) over the past 40 years, but is in need of additional renovation/additions 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.</p> <p>Project costs are based on a preliminary estimate of \$14.6 million (in FY08 \$) for a 56,689 s.f. building, developed for the Town's 2006 Facilities Master Plan by DiNisco Design Partnership. Advancing this estimated project cost to FY19, at 5% per year, results in a \$440/sf construction cost estimate. The 70,000 sf school project is based on the Eliot school, which was constructed as a 69,000 sf school in 2003 for 400 students. The FY12 projected enrollment at Hillside School is 442 students.</p> <p>Timing of the project is based upon the following approximate schedule:  FY13 – Statement of Interest Submitted; MSBA Approval; Town Meeting Approves Feasibility Design Budget (with Mitchell)  FY14 – Debt Exclusion Override (with Mitchell)  FY15 – Design and Construction Budget Appropriated May 2014 ATM (with Mitchell)  FY17 – Schematic Design/ Construction Begins  FY19 – School opens September 2018</p> <p>Additionally, Needham could qualify for a minimum of 31% MSBA funding for construction, should the MSBA agree to take on the project as initially conceived. The estimates attached assume that Needham's share of the project is no greater than 69%, or \$21.3 million.</p> <p><b>Hillside Project Cost Estimated, Based on 2008 Master Plan Estimate by DiNisco Design Partnership</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">56,689 SF Building</th> <th>Construction</th> <th>A/E</th> <th>FF&amp;E</th> <th>Technology</th> <th>Administrative</th> <th>Contingency</th> <th>Total</th> <th>Cost/SF</th> </tr> </thead> <tbody> <tr> <td>FY 2008 Project Cost</td> <td style="text-align: right;">10,468,054</td> <td style="text-align: right;">889,530</td> <td style="text-align: right;">455,166</td> <td style="text-align: right;">539,379</td> <td style="text-align: right;">540,637</td> <td style="text-align: right;">1,707,234</td> <td style="text-align: right;">14,600,000</td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">10,468,054</td> <td style="text-align: right;">889,530</td> <td style="text-align: right;">455,166</td> <td style="text-align: right;">539,379</td> <td style="text-align: right;">540,637</td> <td style="text-align: right;">1,707,234</td> <td style="text-align: right;">14,600,000</td> <td style="text-align: right;">\$258</td> </tr> <tr> <td>High Rock Project Proration</td> <td style="text-align: right;">72%</td> <td style="text-align: right;">6%</td> <td style="text-align: right;">3%</td> <td style="text-align: right;">4%</td> <td style="text-align: right;">4%</td> <td style="text-align: right;">12%</td> <td style="text-align: right;">100%</td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Same Project @ 70,000 sf</th> <th>Construction</th> <th>A/E</th> <th>FF&amp;E</th> <th>Technology</th> <th>Administrative</th> <th>Contingency</th> <th>Total</th> <th>Cost/SF</th> </tr> </thead> <tbody> <tr> <td>FY19 Cost Multiplier @ 5% - 70,000</td> <td style="text-align: right;">22,107,869</td> <td style="text-align: right;">1,878,636</td> <td style="text-align: right;">961,298</td> <td style="text-align: right;">1,139,110</td> <td style="text-align: right;">1,141,826</td> <td style="text-align: right;">3,605,514</td> <td style="text-align: right;">30,834,254</td> <td style="text-align: right;">\$440</td> </tr> <tr> <td>TOTAL COST (ROUNDED)</td> <td style="text-align: right;">22,107,900</td> <td style="text-align: right;">1,878,600</td> <td style="text-align: right;">961,300</td> <td style="text-align: right;">1,139,100</td> <td style="text-align: right;">1,141,800</td> <td style="text-align: right;">3,605,500</td> <td style="text-align: right;">30,834,200</td> <td style="text-align: right;">\$440</td> </tr> </tbody> </table>									56,689 SF Building	Construction	A/E	FF&E	Technology	Administrative	Contingency	Total	Cost/SF	FY 2008 Project Cost	10,468,054	889,530	455,166	539,379	540,637	1,707,234	14,600,000		TOTAL	10,468,054	889,530	455,166	539,379	540,637	1,707,234	14,600,000	\$258	High Rock Project Proration	72%	6%	3%	4%	4%	12%	100%		Same Project @ 70,000 sf	Construction	A/E	FF&E	Technology	Administrative	Contingency	Total	Cost/SF	FY19 Cost Multiplier @ 5% - 70,000	22,107,869	1,878,636	961,298	1,139,110	1,141,826	3,605,514	30,834,254	\$440	TOTAL COST (ROUNDED)	22,107,900	1,878,600	961,300	1,139,100	1,141,800	3,605,500	30,834,200	\$440
56,689 SF Building	Construction	A/E	FF&E	Technology	Administrative	Contingency	Total	Cost/SF																																																																
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Anticipated Result	<p>This renovation project would upgrade/renovate major systems including the mechanical, electrical, plumbing and lighting systems, as well as window systems. It also would expand the kindergarten wing, add art and music classrooms, and enlarge the following core facilities: cafeteria, library, and gymnasium. In addition, the renovation would make the facility fully handicapped accessible, and improve bus and vehicular access and parking. Finally, the project would update the technology infrastructure of this school, to meet</p>																																																																							

Town of Needham  
Capital Improvement Plan  
January 2012

Extraordinary Capital Project CIP-XCP Long Form								
Title	Hillside Elementary School Renovation				Fiscal Year	2015		
current requirements and achieve technological 'parity' with other elementary schools in Town.								
Alternatives								
Purpose		Timeline		Method to Determine Cost		Project Budget		
Acquisition				Consultant	<input checked="" type="checkbox"/>	A, D, & E	\$1,878,600	
New Construction Addition	<input checked="" type="checkbox"/>	Feasibility	May 2014	Industry References		Site Development		
Reconstruction or Repair		Design/Permitting	Summer 2015	In-House		General Contractor	\$22,107,900	
Court, Federal or State Order		Construction Phase	July 2016- August 2018	Other		Project Management	\$1,141,800	
Health or Safety		Close Out Process				F, F, & E	\$961,300	
New Technology		Total Project Duration				Technology	\$1,139,100	
Performance Measure		School Opens	September 2018			Other*	\$3,605,500	
Estimated Useful Life→						Total Budget	\$30,834,200	
Project Funding Schedule								
	Year 1 (FY15)	Year 2 (FY17)	Year 3	Year 4	Total			
Pre Design Costs	\$1,878,600				\$1,878,600			
Engineering & Design Costs		\$1,141,800			\$1,141,800			
Construction Costs		\$25,350,100			\$25,350,100			
Close Out Costs								
<b>Total</b>	<b>\$1,878,600</b>	<b>\$28,955,600</b>			<b>\$30,834,200</b>			
Project Manager Title→								
Operational Budget Considerations							YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?								<input checked="" type="checkbox"/>
Will other Town department's resources be needed to successfully complete the project at the requested amount? (PPBC)							<input checked="" type="checkbox"/>	
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?							<input checked="" type="checkbox"/>	
Will additional staff be required if the request is approved?								<input checked="" type="checkbox"/>
As Permanent Employees?								
Independent Contractors?								
Does the request include or require new or additional technology?							<input checked="" type="checkbox"/>	
Does the request support activities that produce revenue for the Town? (MSBA Reimbursement is Assumed)							<input checked="" type="checkbox"/>	
If the request is not approved will <b>existing</b> Town revenues be negatively impacted?								<input checked="" type="checkbox"/>
<i>All "YES" responses must be explained under the Other Considerations section</i>								
Operating Budget Impact→								
Other Considerations								
<p>Additionally, Needham could qualify for a minimum of 31% MSBA funding for construction, should the MSBA agree to take on the project as initially conceived. The estimates attached assume that Needham's share of the project is no greater than 69%, or \$21.3 million.</p>								

Town of Needham  
Capital Improvement Plan  
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Extraordinary Capital Project CIP-XCP Long Form									
Title	Hillside Elementary School Renovation						Fiscal Year	2015	
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									
<b>Sub Total of Personnel Costs</b>									
Services									
Supplies and Materials									
Equipment	TBD			TBD			TBD		
<b>Sub Total of Non-Personnel Costs</b>									
<b>GRAND TOTAL</b>									
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									
<b>TOTAL</b>									
<b>Explanations</b>									
<p>The impact on operational expenses will be estimated by a feasibility study performed during the design and engineering phase of the project. However, experience shows operating expenses, particularly utilities, will increase upon full occupancy.</p>									



Town of Needham  
Capital Improvement Plan  
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Extraordinary Capital Project CIP-XCP Long Form																																																																								
<b>Title</b>	<b>Mitchell Elementary School Renovation</b>						<b>Fiscal Year</b>	<b>2014</b>																																																																
Requester	School Department																																																																							
Location	Mitchell Elementary School, Brookline Avenue						Project Category	B																																																																
Funding	General Fund	CPA Eligible	Yes		No	X	Initial Submission																																																																	
Partners																																																																								
Project Description	<p>Mitchell School is the oldest elementary school in Needham. Constructed in 1950, the building has undergone several additions over the past 50 years, but is in need of additional renovation/repairs to address building deficiencies, and modernize the learning environment. This request would renovate the Mitchell facility to bring it to a level of modernization comparable to the Eliot School.</p> <p>Project costs are based on a preliminary estimate of \$15.0 million (in FY08 \$) for a 60,123 s.f. building, developed for the Town's 2006 Facilities Master Plan by DiNisco Design Partnership. Advancing this estimated project cost to FY18, at 5% per year, results in a \$406/sf construction cost estimate (in FY17 \$.) The requested project budget reflects a 70,000 sf school for (\$27.1 million.) The 70,000 sf school option is based on the Eliot school, which was constructed as a 69,000 sf school in 2003 for 400 students. The FY12 projected enrollment at Mitchell School is 484 students.</p> <p>Timing of the project is based upon the following approximate schedule:  FY13 – Statement of Interest Submitted; MSBA Approval; Town Meeting Approves Feasibility Design Budget (with Hillside)  FY14 – Debt Exclusion Override (with Hillside)  FY15 – Design and Construction Budget Approved May 2014 ATM (with Hillside); Schematic Design (FY15)/ Construction (FY16-FY17)  FY18 – School opens September 2017</p> <p>Additionally, Needham could qualify for a minimum of 31% MSBA funding for construction, should the MSBA agree to take on the project as initially conceived. The estimates attached assume that Needham's share of the project is no greater than 69%, or \$19.6 million.</p> <p><b>Mitchell Project Cost Estimated, Based on 2008 Master Plan Estimate by DiNisco Design Partnership</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">60,123 SF Building</th> <th>Construction</th> <th>A/E</th> <th>FF&amp;E</th> <th>Technology</th> <th>Administrative</th> <th>Contingency</th> <th>Total</th> <th>Cost/SF</th> </tr> </thead> <tbody> <tr> <td>FY 2008 Project Cost</td> <td style="text-align: right;">10,754,850</td> <td style="text-align: right;">913,900</td> <td style="text-align: right;">467,636</td> <td style="text-align: right;">554,157</td> <td style="text-align: right;">555,449</td> <td style="text-align: right;">1,754,008</td> <td style="text-align: right;">15,000,000</td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">10,754,850</td> <td style="text-align: right;">913,900</td> <td style="text-align: right;">467,636</td> <td style="text-align: right;">554,157</td> <td style="text-align: right;">555,449</td> <td style="text-align: right;">1,754,008</td> <td style="text-align: right;">15,000,000</td> <td style="text-align: right;">\$249</td> </tr> <tr> <td>High Rock Project Proration</td> <td style="text-align: right;">72%</td> <td style="text-align: right;">6%</td> <td style="text-align: right;">3%</td> <td style="text-align: right;">4%</td> <td style="text-align: right;">4%</td> <td style="text-align: right;">12%</td> <td style="text-align: right;">100%</td> <td></td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Same Project @ 70,000 sf</th> <th>Construction</th> <th>A/E</th> <th>FF&amp;E</th> <th>Technology</th> <th>Administrative</th> <th>Contingency</th> <th>Total</th> <th>Cost/SF</th> </tr> </thead> <tbody> <tr> <td>FY18 Cost Multiplier @ 5% - 70,000</td> <td style="text-align: right;">20,396,437</td> <td style="text-align: right;">1,733,147</td> <td style="text-align: right;">886,832</td> <td style="text-align: right;">1,050,995</td> <td style="text-align: right;">1,053,440</td> <td style="text-align: right;">3,326,464</td> <td style="text-align: right;">28,447,316</td> <td style="text-align: right;">\$406</td> </tr> <tr> <td>TOTAL COST (ROUNDED)</td> <td style="text-align: right;">20,396,400</td> <td style="text-align: right;">1,733,100</td> <td style="text-align: right;">886,800</td> <td style="text-align: right;">1,051,000</td> <td style="text-align: right;">1,053,400</td> <td style="text-align: right;">3,326,500</td> <td style="text-align: right;">28,447,200</td> <td style="text-align: right;">\$406</td> </tr> </tbody> </table>									60,123 SF Building	Construction	A/E	FF&E	Technology	Administrative	Contingency	Total	Cost/SF	FY 2008 Project Cost	10,754,850	913,900	467,636	554,157	555,449	1,754,008	15,000,000		TOTAL	10,754,850	913,900	467,636	554,157	555,449	1,754,008	15,000,000	\$249	High Rock Project Proration	72%	6%	3%	4%	4%	12%	100%		Same Project @ 70,000 sf	Construction	A/E	FF&E	Technology	Administrative	Contingency	Total	Cost/SF	FY18 Cost Multiplier @ 5% - 70,000	20,396,437	1,733,147	886,832	1,050,995	1,053,440	3,326,464	28,447,316	\$406	TOTAL COST (ROUNDED)	20,396,400	1,733,100	886,800	1,051,000	1,053,400	3,326,500	28,447,200	\$406
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Town of Needham  
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Extraordinary Capital Project CIP-XCP Long Form								
Title	<b>Mitchell Elementary School Renovation</b>				Fiscal Year	<b>2014</b>		
Anticipated Result	This facility renovation/replacement project would upgrade/renovate major systems including the mechanical, electrical, plumbing and lighting systems, as well as window systems. In addition, the renovation would expand the kindergarten wing and the following core spaces: the cafeteria and gym. It also would make the facility fully handicapped accessible, and improve bus and vehicular access and parking. Finally, the renovation would update the technology infrastructure of this school, to meet current requirements and achieve technological 'parity' with other elementary schools in Town.							
Alternatives								
	Purpose	Timeline		Method to Determine Cost		Project Budget		
Acquisition				Consultant	<input checked="" type="checkbox"/>	A, D, & E	\$1,733,100	
New Construction Addition		Feasibility (FY14 ATM)	May 2013	Industry References		Site Development		
Reconstruction or Repair	<input checked="" type="checkbox"/>	Design/Permitting	Summer 2014	In-House		General Contractor	\$20,396,400	
Court, Federal or State Order		Construction Phase (FY15 ATM)	July 2015- August 2017	Other		Project Management	\$1,053,400	
Health or Safety		Close Out Process				F, F, & E	\$886,800	
New Technology		Total Project Duration				Technology	\$1,051,000	
Performance Measure		School Opens	September 2017			Other*	\$3,326,500	
<b>Estimated Useful Life→</b>						Total Budget	\$28,447,200	
<b>Project Funding Schedule</b>								
	Year 1 (2014)	Year 2 (2015)	Year 3	Year 4	Total			
Pre Design Costs	<b>\$1,733,100</b>				<b>\$1,733,100</b>			
Engineering & Design Costs		<b>\$1,053,400</b>			<b>\$1,053,400</b>			
Construction Costs		<b>\$25,660,700</b>			<b>\$25,660,700</b>			
Close Out Costs								
<b>Total</b>	<b>\$1,733,100</b>	<b>\$26,714,100</b>			<b>\$28,447,200</b>			
<b>Project Manager Title→</b>	PPBC							
<b>Operational Budget Considerations</b>							YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?								<input checked="" type="checkbox"/>
Will other Town department's resources be needed to successfully complete the project at the requested amount? (PPBC)							<input checked="" type="checkbox"/>	
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?							<input checked="" type="checkbox"/>	
Will additional staff be required if the request is approved?								<input checked="" type="checkbox"/>
As Permanent Employees?								
Independent Contractors?								
Does the request include or require new or additional technology?							<input checked="" type="checkbox"/>	
Does the request support activities that produce revenue for the Town? (MSBA Reimbursement A Possibility)							<input checked="" type="checkbox"/>	
If the request is not approved will <b>existing</b> Town revenues be negatively impacted?								<input checked="" type="checkbox"/>

Town of Needham  
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Extraordinary Capital Project CIP-XCP Long Form										
<b>Title</b>	<b>Mitchell Elementary School Renovation</b>						<b>Fiscal Year</b>	<b>2014</b>		
<i>All "YES" responses must be explained under the Other Considerations section</i>										
<b>Operating Budget Impact-&gt;</b>								TBD		
<b>Other Considerations</b>										
Needham could qualify for a minimum of 31% MSBA funding for construction, should the MSBA agree to take on the project as initially conceived. The estimates attached assume that Needham's share of the project is no greater than 69%, or \$19.6 million, depending on square feet.										
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										
<b>Sub Total of Personnel Costs</b>			<b>TBD</b>			<b>TBD</b>			<b>TBD</b>	
Services										
Supplies and Materials										
Equipment										
<b>Sub Total of Non-Personnel Costs</b>										
<b>GRAND TOTAL</b>										
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project										
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation			
1										
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<b>TOTAL</b>										
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The impact on operational expenses will be estimated by a feasibility study performed during the design and engineering phase of the project. However, experience shows operating expenses, particularly utilities, will increase upon full occupancy.										

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Extraordinary Capital Project CIP-XCP Long Form																																																																																																																																																																																																														
Title	New Elementary/ Early Education Center (Contingency)	Fiscal Year						2014																																																																																																																																																																																																						
Project Description	<p>In Fall, 2008, a School Space Needs Committee was convened to provide guidance to the School Committee about short and long-term school space needs. The Committee determined that the construction of a new middle school would not be needed for the foreseeable future, but that additional elementary or preschool space may be required if elementary enrollments are higher than predicted. Although the current Future School Needs Committee projections are for declining elementary enrollment (and expanding secondary enrollment), even flat Kindergarten enrollment projections could result in the need for additional classrooms at Hillside and Mitchell, as well as the dislocation of art and music rooms at Broadmeadow, Elliot, Hillside and Mitchell Schools. Increasing elementary enrollments, coupled with the growing need for special education program space, will likely require the construction of an additional elementary or early childhood education facility. In recognition, the Space Needs committee recommended that land be reserved for a contingency additional elementary school or early childhood facility, instead of a middle-school sized parcel, as suggested by the 2005 Facilities Master Plan.</p> <p>This request implements the recommendations of that Committee for a contingency elementary/early education facility (sited at DeFazio.) The 2014 project year reflects the possibility that additional elementary space could be needed within the next five - ten years, should enrollment projections be higher than anticipated. Additionally, the planned renovation of Hillside and Mitchell Schools may require the construction of swing space to house the dislocated school populations. A contingency facility could meet the need for swing space, and provide for additional space in the long-term.</p> <p>The total cost of the project is estimated to be \$30.0 million. based on the construction cost estimates for High Rock School, and <b>High Rock Project Cost Estimated, Revised 31/May/2009 by DiNisco Design Partnership 34,800 sf. 350-student capacity</b></p>																																																																																																																																																																																																													
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Surveys</td> <td></td> <td style="text-align: right;">35,000</td> <td></td> <td></td> <td></td> <td style="text-align: right;">█</td> <td style="text-align: right;">35,000</td> </tr> <tr> <td>Printing &amp; Mailing</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">60,000</td> <td style="text-align: right;">█</td> <td style="text-align: right;">60,000</td> </tr> <tr> <td>OPM/Clerk of Works</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">500,218</td> <td style="text-align: right;">█</td> <td style="text-align: right;">500,218</td> </tr> <tr> <td>Furnishings &amp; Equipment</td> <td></td> <td></td> <td style="text-align: right;">632,400</td> <td></td> <td></td> <td style="text-align: right;">█</td> <td style="text-align: right;">632,400</td> </tr> <tr> <td>Technology &amp; Communications</td> <td></td> <td></td> <td></td> <td style="text-align: right;">749,405</td> <td></td> <td style="text-align: right;">█</td> <td style="text-align: right;">749,405</td> </tr> <tr> <td>Moving Expense</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">25,000</td> <td style="text-align: right;">█</td> <td style="text-align: right;">25,000</td> </tr> <tr> <td>PPBC Administrative</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">25,934</td> <td style="text-align: right;">█</td> <td style="text-align: right;">25,934</td> </tr> <tr> <td>Bond Costs</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">140,000</td> <td style="text-align: right;">█</td> <td style="text-align: right;">140,000</td> </tr> <tr> <td>Legal Fees</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">-</td> <td style="text-align: right;">█</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Separate Contracts</td> <td style="text-align: right;">18,524</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">█</td> <td style="text-align: right;">18,524</td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">2,372,003</td> <td style="text-align: right;">2,372,003</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;">█ 14,544,142</td> <td style="text-align: right;">█ 1,235,898</td> <td style="text-align: right;">█ 632,400</td> <td style="text-align: right;">█ 749,405</td> <td style="text-align: right;">█ 751,152</td> <td style="text-align: right;">█ 2,372,003</td> <td style="text-align: right;">20,285,000</td> </tr> <tr> <td>FY17 Cost Multiplier @ 5%</td> <td style="text-align: right;">█ 1,023,253</td> <td style="text-align: right;">█ 86,952</td> <td style="text-align: right;">█ 44,493</td> <td style="text-align: right;">█ 52,724</td> <td style="text-align: right;">█ 52,847</td> <td style="text-align: right;">█ 166,882</td> <td style="text-align: right;">1,427,152</td> </tr> <tr> <td><b>TOTAL FY14 PROJECT COST</b></td> <td style="text-align: right;">█ 21,488,322</td> <td style="text-align: right;">█ 1,825,984</td> <td style="text-align: right;">█ 934,343</td> <td style="text-align: right;">█ 1,107,212</td> <td style="text-align: right;">█ 1,109,794</td> <td style="text-align: right;">█ 3,504,529</td> <td style="text-align: right;">29,970,184</td> </tr> <tr> <td><b>TOTAL FY14 COST (ROUNDED)</b></td> <td style="text-align: right;">21,488,300</td> <td style="text-align: right;">1,826,000</td> <td style="text-align: right;">934,300</td> <td style="text-align: right;">1,107,200</td> <td style="text-align: right;">1,109,800</td> <td style="text-align: right;">3,504,500</td> <td style="text-align: right;">29,970,200</td> </tr> <tr> <td colspan="8" style="padding: 5px;"> <table style="width: 100%; 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Town of Needham  
Capital Improvement Plan  
January 2012

Extraordinary Capital Project CIP-XCP Long Form								
<b>Title</b>	<b>New Elementary/ Early Education Center (Contingency)</b>				<b>Fiscal Year</b>	<b>2014</b>		
Anticipated Result	New facility.							
Alternatives								
<b>Purpose</b>		<b>Timeline</b>		<b>Method to Determine Cost</b>		<b>Project Budget</b>		
Acquisition				Consultant	<input checked="" type="checkbox"/>	A, D, & E	\$1,826,000	
New Construction Addition	<input checked="" type="checkbox"/>	Feasibility	FY14	Industry References		Site Development		
Reconstruction or Repair		Design/Permitting	Summer 2014	In-House		General Contractor	\$21,488,300	
Court, Federal or State Order		Construction Phase	July 2014 - August 2016	Other		Project Management	\$1,109,800	
Health or Safety		Close Out Process				F, F, & E	\$934,300	
New Technology		Total Project Duration				Technology	\$1,107,200	
Performance Measure		Building Opens	September 2016			Other*	\$3,504,500	
<b>Estimated Useful Life→</b>				50 Yrs		<b>Total Budget</b>	<b>\$29,970,200</b>	
<b>Project Funding Schedule</b>								
	Year 1 (2014)	Year 2 (2015)	Year 3	Year 4	Total			
Pre Design Costs	\$1,826,000				<b>\$1,826,000</b>			
Engineering & Design Costs		\$1,109,800			<b>\$1,109,800</b>			
Construction Costs		\$27,034,300			<b>\$27,034,300</b>			
Close Out Costs								
<b>Total</b>	<b>\$1,826,000</b>	<b>\$28,144,100</b>			<b>\$29,970,100</b>			
<b>Project Manager Title→</b>								
<b>Operational Budget Considerations</b>							YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Will other Town department's resources be needed to successfully complete the project at the requested amount? (PPBC)							<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?							<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will additional staff be required if the request is approved?							<input type="checkbox"/>	<input checked="" type="checkbox"/>
As Permanent Employees?							<input type="checkbox"/>	<input checked="" type="checkbox"/>
Independent Contractors?							<input type="checkbox"/>	<input type="checkbox"/>
Does the request include or require new or additional technology?							<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the request support activities that produce revenue for the Town? (MSBA Reimbursement A Possibility)							<input checked="" type="checkbox"/>	<input type="checkbox"/>
If the request is not approved will <b>existing</b> Town revenues be negatively impacted?							<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>All "YES" responses must be explained under the Other Considerations section</i>								
<b>Operating Budget Impact→</b>							F	
<b>Other Considerations</b>								
The potential impact on the operating budget is estimated based on the additional operating expenses required to open the High Rock school in FY10.								

Town of Needham  
Capital Improvement Plan  
January 2012

Extraordinary Capital Project CIP-XCP Long Form									
Title	New Elementary/ Early Education Center (Contingency)					Fiscal Year	2014		
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)	FTE #	19.6		FTE #			FTE #		
Salaries and Wages		\$1,234,900							
Indirect Personnel Cost		%	20		%			%	
Other Personnel Costs		\$200,990							
<b>Sub Total of Personnel Costs</b>		<b>\$1,435,890</b>							
Services		\$396,700							
Supplies and Materials		\$57,000							
Equipment (One Time)		\$250,000							
<b>Sub Total of Non-Personnel Costs</b>		<b>\$2,139,590</b>							
<b>GRAND TOTAL</b>									
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									
<b>TOTAL</b>									
<b>Explanations</b>									
<p>The potential impact on the operating budget is estimated based on the additional operating expenses required to open the High Rock school in FY10. The total costs for this project included \$1.1 million school operating (17.6 FTE) and \$0.8 million general government operating, including benefits (2.0 FTE), for a total operating impact of \$1.9 million (19.6 FTE). Additional one-time expenses are anticipated of up to \$250,000.</p>									

Town of Needham  
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Extraordinary Capital Project CIP-XCP Long Form											
<b>Title</b>		<b>DPW Complex Phase II (470 Dedham Avenue)</b>						<b>Fiscal Year</b>		<b>2013-2017</b>	
Requester		Public Works- Administration									
Location		470 Dedham Ave					Project Category		B		
Funding		GF, WEF, SEF		CPA Eligible		Yes		No		X	
Partners											
Project Description		Phase II engineering and construction - garage space for DPW equipment									
Anticipated Result		Storage and garage space for Public Works and stormwater improvements									
Alternatives											
<b>Purpose</b>		<b>Timeline</b>				<b>Method to Determine Cost</b>		<b>Project Budget</b>			
Acquisition						Consultant		A, D, & E		1,100,000	
New Construction Addition		x Feasibility				Industry References		Site Development			
Reconstruction or Repair		x Design/Permitting		18		In-House		x General Contractor		11,180,000	
Court, Federal or State Order				Construction Phase		30		Other		Project Management	
Health or Safety				Close Out Process		3				F, F, & E	
New Technology				Total Project Duration		48				Technology	
Performance Measure										Other*	
Estimated Useful Life->				V				Total Budget		12,280,000	
<b>Project Funding Schedule</b>											
		Year 1 (FY13)		Year 2 (FY15)		Year 3 (FY16)		Year 4 (FY17)		Total	
Pre Design Costs											
Engineering & Design Costs		100,000		1,000,000						1,100,000	
Construction Costs		480,000				700,000		10,000,000		11,180,000	
Close Out Costs											
<b>Total</b>		<b>580,000</b>		<b>1,000,000</b>		<b>700,000</b>		<b>10,000,000</b>		<b>12,280,000</b>	
Project Manager Title->											
<b>Operational Budget Considerations</b>										YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> 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 <b>ANY</b> department?											x
Will additional staff be required if the request is approved?											x
											As Permanent Employees?
											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 <b>existing</b> Town revenues be negatively impacted?											x
<i>All "YES" responses must be explained under the Other Considerations section</i>											
Operating Budget Impact->										none	

Town of Needham  
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Extraordinary Capital Project CIP-XCP Long Form										
Title	DPW Complex Phase II (470 Dedham Avenue)					Fiscal Year	2013-2017			
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										
<b>Sub Total of Personnel Costs</b>										
Services										
Supplies and Materials										
Equipment										
<b>Sub Total of Non-Personnel Costs</b>										
<b>GRAND TOTAL</b>										
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										
<b>TOTAL</b>										
Explanations										
<p>The recently completed Public Services Administration Building (PSAB, 500 Dedham Ave), when occupied by the DPW in November 2011, will alleviate the space problems and air quality issues on the second floor of the current 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 both storage space for equipment and stormwater quality issues.</p> <p>In 2006, the DPW was made aware that municipal DPW facilities were no longer exempt under a Federal highway act from NPDES stormwater requirements regulating transportation facilities. 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. Construction for these improvements will be requested in FY 2014 in a separate CIP request. The remainder of the DPW site must be addressed. The lack of storage space is the primary contributor to the water quality issues due to exposure to the weather. Completion of the DPW facility construction in the Phase II request will resolve these stormwater management issues.</p>										



Town of Needham  
 Capital Improvement Plan  
 January 2012

<b>Extraordinary Capital Project            CIP-XCP            Long Form</b>			
<b>Title</b>	<b>DPW Complex Phase II (470 Dedham Avenue)</b>	<b>Fiscal Year</b>	<b>2013-2017</b>
<p>The work proposed for FY 2013 under this request will be the removal of the existing snow trailer and construction of the 8 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.</p> <p>FY 13- Remove snow trailer and build 8 garage bays for DPW related operations and storage.            FY 14- Design the proposed DPW facility expansion proposed in FY 16.            FY 15- Move gas/diesel island in preparation for DPW facility expansion.            FY 16- Construction of the DPW facility expansion.            FY 17 - No work planned</p>			

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR							
Title	Rosemary Lake Water Quality Improvements	Department	Public Works				
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 indentified 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 <b>insufficient</b> 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 <b>existing</b> 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	X		

Town of Needham  
Capital Improvement Plan  
January 2012

Department Capital Request CIP-DCR											
Title	Rosemary Lake Water Quality Improvements					Department	Public Works				
Useful Life	V		Primary Reason	2, 8		Operating Budget Impact	None				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2013			Intangibles								
FY2014			Equipment								
FY2015			Design & Engineering	100,000							
FY2016	2,000,000		Construction Expenses	1,900,000							
FY2017			Other Expenses*								
<b>Total</b>											
	<b>\$ 2,000,000</b>		Total	<b>\$ 2,000,000</b>		Total	<b>\$</b>				
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>Currently the Rosemary Lake parking lot is gravel. During heavy rains, erosion occurs causing gravel, sand, stone, and other debris to flow into Rosemary Lake. This appropriation will provide the ability to construct stormwater management devices under a newly paved parking lot. This project will also improve the entrance to the recreation area.</p> <p>These improvements will decrease pollutants entering Rosemary Lake and bring the Town into compliance in accordance with our Memorandum of Understanding (MOU) with the U.S. Environmental Protection Agency (EPA) and our National Pollutant Discharge Elimination System permit (NPDES).</p> <p>This request may qualify for Community Preservation funding.</p>											

Town of Needham  
Capital Improvement Plan  
**Preliminary Capital Worksheet**  
January 2012

Title						
<b>DeFazio Park Parking Lot and Tot Lot Improvements</b>						
Year	Column A	Type	Column B	Other Cost	Column C	
Funding for FY2012		Purchase Cost				
Funding for FY2013		Equipment Cost (aka F,F, & E)				
Funding for FY2014		Design Cost	150,000			
Funding for FY2015		Construction Cost	9,850,000			
Funding for FY2016	10,000,000	Other Cost*				
Total (must equal column B total)	\$ 10,000,000	Total (must equal column A total)	\$ 10,000,000	Total (must equal Other Cost in column B)	\$	
Questions (All Must Be Answered)					YES	NO
Is this a stand alone request (meaning it is not dependent on passage of any other project or part of a multi-year capital improvement plan e.g., core vehicle replacements)?					X	
Is this a request to acquire by purchase or lease real property (land, buildings, modular, facilities)						X
Is this a request to purchase equipment (other than vehicles or technology)?						X
Is this a request to purchase rolling stock?						X
Is this a request for purchase technology?						X
Is this a request for an extraordinary repair or improvement to a building?						X
Is this a request for an extraordinary repair or improvement to a bridge, road, intersection, or sidewalk?						X
Is this a request for an extraordinary repair or improvement to the Town's sewer system infrastructure?						X
Is this a request for an extraordinary repair or improvement to the Town's water system infrastructure?						X
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?						X
Will another department be required to provide support (personnel and/or financial), at any point during the process in order to complete the project?					X	
Has the department been consulted before the submission of this request?					X	
Will the requested project if approved require an increase in the operating budget for ANY department?						X
Will additional permanent staff be required if the request is approved?						X
Does the request support activities that produce revenue for the Town?						X
If the request is not approved will Town revenues be negatively impacted?						X
Description of the Project						
<p>Currently the DeFazio parking lot is a gravel parking lot. During heavy rains, gravel and dirt run into several streams and the reservoir which has resulted in the depositing of sand and silt into nearby wetlands. The project will also 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 the stormwater before it enters into the streams and the reservoir. This work will bring the parking lot into compliance with our NPDES/MOU stormwater permit.</p>						

Town of Needham  
Capital Improvement Plan  
January 2012

Extraordinary Capital Project CIP-XCP Long Form										
<b>Title</b>	<b>Purchase of Open Space</b>						<b>Fiscal Year</b>	<b>2013</b>		
Requester	Conservation Commission, Park & Recreation Commission, Board of Selectmen									
Location	unknown						Project Category	L		
Funding	Community Preservation Fund	CPA Eligible	Yes	X	No		Initial Submission	annual		
Partners	Possible CPA and grant opportunities									
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.									
<b>Purpose</b>		<b>Timeline</b>			<b>Method to Determine Cost</b>		<b>Project Budget</b>			
Acquisition	X				Consultant		A, D, & E			
New Construction Addition		Feasibility			Industry References		Site Development	\$1,000,000		
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*			
<b>Estimated Useful Life-&gt;</b>							Total Budget	\$1,000,000		
<b>Project Funding Schedule</b>										
	Year 1	Year 2	Year 3	Year 4	Total					
Pre Design Costs	\$1,000,000									
Engineering & Design Costs										
Construction Costs										
Close Out Costs										

Town of Needham  
Capital Improvement Plan  
January 2012

Extraordinary Capital Project CIP-XCP Long Form						
<b>Title</b>	<b>Purchase of Open Space</b>			<b>Fiscal Year</b>	<b>2013</b>	
<b>Total</b>	<b>\$1,000,000</b>					
<b>Project Manager Title-&gt;</b>	Director of Conservation OR Director of Park & Recreation					
<b>Operational Budget Considerations</b>					YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?						<b>X</b>
Will other Town department's resources be needed to successfully complete the project at the requested amount?					<b>X</b>	
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?						<b>X</b>
Will additional staff be required if the request is approved?						<b>X</b>
					As Permanent Employees?	<b>X</b>
					Independent Contractors?	<b>X</b>
Does the request include or require new or additional technology?						<b>X</b>
Does the request support activities that produce revenue for the Town?						<b>X</b>
If the request is not approved will <b>existing</b> Town revenues be negatively impacted?						<b>X</b>
<i>All "YES" responses must be explained under the Other Considerations section</i>						
<b>Operating Budget Impact-&gt;</b>					C	
<b>Other Considerations</b>						
As a particular parcel of land or easement cannot be identified at this time, the information provided is general. Surveys have indicated a desire to protect open space and provide access to trails, so this appears to be a high priority project for residents, when funding sources are available. The purchase of land or an easement will require assistance from Town Counsel. When a parcel becomes available for review, it will be important to determine whether Town departments could handle any increased work-load associated with the parcel.						
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						
<b>Sub Total of Personnel Costs</b>						
Services						
Supplies and Materials						
Equipment						
<b>Sub Total of Non-Personnel Costs</b>						
<b>GRAND TOTAL</b>						
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						

Town of Needham  
 Capital Improvement Plan  
 January 2012

Extraordinary Capital Project CIP-XCP Long Form			
Title	Purchase of Open Space	Fiscal Year	2013
4			
5			
<b>TOTAL</b>			
<b>Explanations</b>			

# Provisional Capital Submissions

## Section 9



**Department Submissions  
Section Index**

Title	Department	Group	Page
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Renovation of Buildings at Camp Property	Parks & Recreation	Community Services	9 - 04
Renovations to Rosemary Pool	Parks & Recreation	Community Services	9 - 07
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Town Facilities Security System	Multiple Departments	Public Safety	9 - 02
Transfer Station Renovations	DPW	RTS	9 - 08
Zone I and Zone II Sewer Extensions	DPW	Sewer	9 - 11

Intentionally Blank

Town of Needham  
Capital Improvement Plan  
January 2012

Future Capital Project CIP-FCP											
<b>Title</b>	<b>Police Station Expansion</b>										
Department	Police										
Location	99 School Street										
Estimated Project Cost	2,750,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>Police &amp; Fire headquarters, originally built in 1934 was reconstructed twenty years ago (1988 – 1989). The amount of space that was originally allocated within the building in the police department spaces 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:</p> <ol style="list-style-type: none"> <li>1. Female locker space is not adequate to meet existing and future needs.</li> <li>2. Evidence and property storage space is not sufficient.</li> <li>3. Interview space and interview recording requirements must be expanded and improved.</li> <li>4. More accessible public meeting space is necessary.</li> <li>5. There are parking limitations on the site of the facility.</li> </ol> <p>Since last year further consideration of these issues and recent discussion has taken place, and we feel that an addition to the building will be necessary in near future to provide for the needs detailed above. Any proposed addition should address female locker room space, evidence and property storage, interview and interrogation space, as well as providing additional office space. Public meeting space should also be provided on the first floor, with bathrooms and handicap access a requirement.</p> <p>No specific plan is proposed at this time, but senior members of the staff have met with other town personnel to get a better idea of construction costs which appear to be about \$500 per square foot. Estimates at this time suggest that the total project cost would be about \$2.75 million dollars.</p> <p>At this time a consultant or committee should be formed to conduct a needs assessment, and make appropriate suggestions and recommendations.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

<b>Future Capital Project CIP-FCP</b>											
<b>Title</b>	<b>Town Facilities Security System</b>										
Department	<b>Park and Recreation, Police, Public Facilities, Public Works, IT</b>										
Location	Various Parks, Public Facilities and Buildings										
Estimated Project Cost	TBD	Alternative Funding Source	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	CPA Eligible	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Project Summary											
<p>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.</p> <p>Development of this system is a long term project.</p> <p>Equipment needs at each facility should be assessed. The Recycling Transfer Station is proposed as a potential trial location</p> <p>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.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

<b>Future Capital Project CIP-FCP</b>											
<b>Title</b>	<b>Artificial turf carpet replacement</b>										
Department	Public Works										
Location	Memorial Field and De Fazio Field										
Estimated Project Cost	1,600,000	Alternative Funding Source	Yes		No	x	CPA Eligible	Yes		No	x
Project Summary											
<p>The "Field Turf" fields at Memorial and DeFazio were finished and placed online in the Spring of 2009. "Field Turf" is a relatively new product with which Needham has no prior experience. The fields' complete lifespan and maintenance requirements are not fully known. University research and industry experts have found that most artificial turf fields need to have carpet replacement approximately every 8 to 10 years. Each and every field wears differently so it is very difficult to pinpoint when to replace the turf. Some factors that will determine when the field is ready for replacement are:</p> <ul style="list-style-type: none"> <li>• Amount of use</li> <li>• Climate conditions</li> <li>• Maintenance practices</li> </ul> <p>When artificial turf needs renovating there is a hidden cost of disposal. Because the field is filled and top dressed with a crumb rubber material (typically made from ground automobile tires), the material may require special disposal. Sub base repairs/rework should be minimal at the time of replacement. "Old turf" may have some resale, or salvage value.</p> <p>The estimated project cost is in 2011 dollars.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

Future Capital Project CIP-FCP											
<b>Title</b>	<b>Renovation of Buildings at Camp Property</b>										
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	X	CPA Eligible	Yes		No	X
Project Summary											
<p>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.</p> <p>Currently, this project is not eligible for CPA funding.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

<b>Future Capital Project CIP-FCP</b>											
<b>Title</b>	<b>Improvements to Memorial Park Buildings and Grounds</b>										
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	X	No		CPA Eligible	Yes		No	X
Project Summary											
<p>Various improvements have been completed at Memorial Park in the past five years, including a major renovation of the athletic fields. Additional projects to be completed include (a) replacement of retaining wall along Highland Avenue and within parking lot; (b) add park benches, particularly in the area along Highland Avenue with red maples; (c) illuminate the two flag poles with solar lighting system; (d) create handicap access to the 2<sup>nd</sup> floor of the building.</p> <p>Donations would be sought.</p> <p>As the property was not purchased with Community Preservation Funds, it is not currently eligible for funding.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

<b>Future Capital Project CIP-FCP</b>											
<b>Title</b>	<b>Athletic Fields Master Plan</b>										
Department	Park and Recreation										
Location	Various parks										
Estimated Project Cost	\$75,000	Alternative Funding Source	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	CPA Eligible	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Project Summary											
<p>The Park and Recreation Commission has been working with user groups to determine how athletic fields are being used and how best to schedule the athletic fields to provide optimal use without jeopardizing the maintenance plan. The study would then 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.</p> <p>The ability for the Town to maintain current athletic facilities, along with any possible new facilities, would be included within the study.</p>											



Town of Needham  
Capital Improvement Plan  
January 2012

<b>Future Capital Project CIP-FCP</b>											
<b>Title</b>	<b>Renovation of Rosemary Pool</b>										
Department	Park and Recreation										
Location	Rosemary Pool – 178 Rosemary Street										
Estimated Project Cost	\$3,000,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>Rosemary Pool is the Town’s only publicly owned swimming facility. As an outdoor pool, its season lasts approximately 10 weeks.</p> <p>With existing funding, Park and Recreation will work with the PPBC on a feasibility study of Rosemary Pool. The \$3,000,000 project presumes that the study indicates that Rosemary Pool will remain in existence in the long-term and that upgrades will be made to the pool and building that meets with current needs. The estimate does not include improvements to the parking area, which are expensive due to current federal requirements.</p> <p>Renovations to Rosemary Pool have been on the CIP since 2000. Some portions of the work have been funded, and many smaller projects recommended in the 1999 study of the pool have been completed.</p> <p>Disconnecting the pool from the lake is a major desire of the department, and it is estimated to be in the \$1,000,000 range.</p> <p>Because the parcels of land were not purchased with CPA funds, work on the pool, building and grounds cannot currently be funded with CPA funds. The recommended second coffer dam that would disconnect the pool from the lake would possibly be eligible as it would be a project that protects the lake and streams. The pool was partially funded through the federal Land and Water Conservation Fund, which has regulations related to changes to the site.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

<b>Future Capital Project CIP-FCP</b>											
<b>Title</b>	<b>Transfer Station Renovations</b>										
Department	Public Works - RTS										
Location	1421 Central Avenue										
Estimated Project Cost	<b>\$2,200,000</b>	Alternative Funding Source	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	CPA Eligible	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Project Summary											
<p>The Transfer Station is in need of many improvements. Among the issues at the site are poor ventilation systems, major drain and plumbing issues, lack of dry storage for goods and supplies, poor visibility, tight working quarters, lack of electrical sources for equipment and many more essential amenities. The proposed request would update the facility to a healthier working environment with an exhaust system for odor control, heating and cooling system to prevent freezing in plumbing and drains. The current conditions do not provide any storage for files or dry goods needed for the daily operations of the Station. Due to the extreme conditions on the site, showers and other provisions for health and sanitary services will be included in this project. A second level would be added for the facility manager office with file and storage requirements needed for RTS records keeping. A larger working area, the ability to host meetings with personnel, vendors and contractors, will also be included.</p> <p>The tipping building floor would also be replaced due to the aggressive nature of the densification process of the trash.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

Future Capital Project CIP-FCP											
Title	Sewer Alarm System Upgrade										
Department	Public Works - Sewer										
Location	Sewer Pump Stations										
Estimated Project Cost		Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>A study of the SCADA needs for the sewer pump stations throughout Town has been requested. After the study is completed, the Public Works Department will submit requests for the design and implementation of a new SCADA system.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

Future Capital Project CIP-FCP											
<b>Title</b>	<b>Sewer System Inflow &amp; Infiltration Removal</b>										
Department	Public Works - Sewer										
Location	Various										
Estimated Project Cost		Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>A study to determine which areas will be worked on was requested for FY 13. Areas for Infiltration and Inflow removal design and construction will be determined by the study for the next 10 years.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

Future Capital Project CIP-FCP											
<b>Title</b>	<b>Zone I and Zone II Sewer Extensions</b>										
Department	Public Works - Sewer										
Location	Zone I and Zone II										
Estimated Project Cost		Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>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). In order to become compliant with Zone I and II MassDEP requirements the Town must extend the sewer main.</p>											

Town of Needham  
Capital Improvement Plan  
January 2012

<b>Future Capital Project CIP-FCP</b>											
<b>Title</b>	<b>Irrigation Supply</b>										
Department	Public Works - Water										
Location	Reservoir										
Estimated Project Cost	not yet known	Alternative Funding Source	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	CPA Eligible	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Project Summary											
<p>A feasibility study is being requested 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. If feasible, then design and construction funding will be requested. Design funds have been estimated. Construction costs cannot be determined at this time.</p>											

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<b>Future Capital Project CIP-FCP</b>											
<b>Title</b>	<b>New Well</b>										
Department	Public Works - Water										
Location	Charles River Well Field										
Estimated Project Cost	\$1,800,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
<p>The Public Works Department has requested funding in FY 2015 for the application to Mass Department of Environmental Protection (MassDEP) for the engineering, design, test well drilling, and water quality testing for an additional well at the Charles River Well Field. A feasibility study was completed in FY 2011 that supports the development of an additional well in the Town's existing well field. If the application to MassDEP is accepted and permit is granted, construction will be approximately 7 to 10 years from start of permitting. Construction estimates are projected to be 1.8 million dollars.</p>											

# Overview of the Major Public Facilities

## Section 10



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**Significant Facility Descriptions**

**Needham High School**

**609 Webster Street**

Assessed Value: \$48,715,600  
Parcel ID: 199/226 0-0010-0000 0  
Lot Size: 14 acres  
Original Construction: 1930 reconstructed in 2008

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
A Gym Upgrade					105,000	105,000
						-
						-
<b>Totals</b>	-	-	-	-	105,000	105,000

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
C Building Roof					320,000	320,000
						-
						-
<b>Totals</b>	-	-	-	-	320,000	320,000

***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.

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- Rebuilt circulation pump # 6
- Roof repairs C Building
- Replaced heating coils in multiple rooms and spaces
- Refinished floors in A gym and B gym
- Repainted traffic markings and installed signs
- Installed handicapped signs where required
- Insulated interior walls of Athletic Suite

***Other significant maintenance/repairs in Calendar Year 2009 included:***

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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Assisted in several office relocations with all services
- External lock work and exit devices serviced
- Provided service for laboratory chemical cleanup
- Roof repairs

***Other significant maintenance/repairs in Calendar Year 2007 included:***

- Moved, stored, and disposed of furniture and equipment items in conjunction with the renovation project
- Set up maintenance contracts for the new emergency generator, elevators, fire alarm system, HVAC chiller unit, acid neutralization system, fire alarm system, etc

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**William F Pollard Middle School**

**200 Harris Avenue**

Assessed Value: \$25,580,800  
 Parcel ID: 199/035 0-0001-0000 0  
 Lot Size: 26.57 acres  
 Original Construction: 1957 reconstructed in 1992 with modular classrooms added 2002

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
Boiler Replacement			374,800	100,000		474,800
Telephone System		58,711				58,711
						-
<b>Totals</b>	-	58,711	374,800	100,000	-	533,511

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Technology & Electrical Upgrades	787,000					787,000
Replace Exterior & Locks Doors		175,000				175,000
Condition Analysis				30,000		30,000
Design & Engineering for Newman Relocation				30,000		30,000
Interior & Exterior Improvements				117,000		117,000
Interior & Exterior Improvements				325,000	758,000	1,083,000
Roof Design and Replacement				3,500,000		3,500,000
<b>Totals</b>	787,000	175,000	-	4,002,000	758,000	5,722,000

**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

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

***Other significant maintenance/repairs in Calendar Year 2010 included:***

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

***Other significant maintenance/repairs in Calendar Year 2009 included:***

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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Asbestos abatement in lecture hall and storage areas
- Floor area carpet installed
- Paint work in and around kitchen
- Painted traffic control lines
- Repairs to PA system
- Roof repairs

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**Other significant maintenance/repairs in Calendar Year 2007 included:**

- Replaced vinyl stair treads and risers on the front corridor stairwell
- Replaced carpeting in the main office suite
- Installed a partition wall and door to convert a large Special Education room into a smaller room and a private office
- Painted 2 corridors and several classrooms using funds from spring 2007 ATM, Article 38
- Replaced signs and posts in the front bus loop and Harris Avenue parking lot

**Newman Elementary School**

**1155 Central Avenue**

Assessed Value: \$19,154,600  
 Parcel ID: 199/216 0-0021-0000 0  
 Lot Size: 60.7 acres  
 Original Constructions: 1961 and reopened in 1993 as an Elementary School

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
<b>Totals</b>						

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Reconstruction Design & Engineering		650,000				650,000
Shed*		10,000				10,000
Oil Tank Removal			125,000			125,000
Facility Reconstruction			27,412,128			27,412,128
<b>Totals</b>		660,000	27,537,128			28,197,128

\*multiple facilities amount is an allocated portion

**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.

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- 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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Addressed all inadequacies as outlined by MA Dept of Health
- Asbestos abatement
- Ballasts and bulbs inspected and replaced
- Carpentry work for repairs and additional fixtures
- Inspection of PVI water heater
- Scope and cleaned ductwork of entire building
- Conducted complete evaluation of all fixtures by plumber
- Electrical repair work
- Repaired existing fence and installed new fences
- Inspect, repair and replaced gutters over the summer
- Inspected UST tank and installed two 1000 gallon above ground replacement tank
- Worked on phone extensions relocations and issues
- Removed trees around school that were believed to have been causing air quality issues
- Replaced water heaters
- Roof work on as needed basis
- Sidewalks removed and replaced in court yard area

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- Stripped floors and HEPA vacuumed in music room
- Temporary HVAC system installed

**Other significant maintenance/repairs in Calendar Year 2007 included:**

- Removed VAT (vinyl asbestos tile) and carpet in 16 classrooms, 6 offices, 2 storage rooms, and the nurse's suite (4 rooms) Installed new VCT (vinyl composition tile), approximately 20,000 sf using funds from Spring 2007 ATM, Article 38
- Painted 2 corridors, 2 classrooms, and 4 offices using funds from Spring 2007 ATM, Article 38
- Replaced 3 leaking cast iron sections on the #1 steam boiler
- Replaced an eight inch O S & Y main steam supply line valve in the boiler room
- Replaced the ceiling mounted gymnasium light fixtures (20) with new energy efficient light fixtures
- Replaced the four foot high chain link fencing in the student pick-up area
- Replaced all parking lot signs and posts in conjunction with the parking lot paving project done by the DPW
- Planted xeriscape style shrubbery running the full length of the main entry traffic island
- Replaced hardware (locksets and panic devices) on six sets of exterior doors
- Cleaned HVAC ductwork supplying the NEAT computer lab room

**Mitchell Elementary School**

**187 Brookline Street**

Assessed Value: \$7,354,800  
 Parcel ID: 199/056 0-0001-0000 0  
 Lot Size: 12.47 acres  
 Original Construction: 1951 with an addition constructed in 1968

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
New Facility		1,733,100	26,714,100			28,447,200
<b>Totals</b>		1,733,100	26,714,100			28,447,200

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Condition Assessment*				25,000		25,000
Kitchen Equipment		30,000				30,000
Parking Lot/Play Area*		80,000				80,000
<b>Totals</b>		110,000	-	25,000		135,000

\*multiple facilities amount is an allocated portion

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***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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Asbestos abatement in two classrooms
- Conducted energy assessment of building
- Electrical work on an as needed basis, and more thorough work on installing new electrical panels for kitchen area

***Other significant maintenance/repairs in Calendar Year 2007 included:***

- Replaced unit ventilators in four classrooms in the 1969 wing of the building. The four unit ventilators, which were only 5 years old, came from the renovated 1930 wing of High School.
- Painted several classrooms and one short corridor using funds from Spring 2007 ATM, Article 38



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- Replaced all of the flat roofing on the building (approximately 26,000 s f) with cold applied built-up roofing which is warranted for 20 years. Funding for this project came from November 2006 STM, Article 12
- Replaced area rugs in 8 classrooms
- Replaced four roof top exhaust fans in conjunction with the roof replacement project
- Removed carpeting and installed vinyl composition floor tile in three small Special Education offices
- Repaved/patched a large section of the playground area

**Hillside Elementary School**

**28 Glen Gary Road**

Assessed Value: \$4,472,700  
 Parcel ID: 199/102 0-0001-0000 0  
 Lot Size: 24.6 acres  
 Original Construction: 1960 with a 1968 addition and portable classrooms (1996)

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
New Facility			1,878,600		26,491,900	28,370,500
						-
						-
<b>Totals</b>			1,878,600		26,491,900	28,370,500

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Condition Assessment *				25,000		25,000
Door Replacements			81,600			81,600
Kitchen Equipment	33,000					33,000
Parking Lot/Play Area*		80,000				80,000
Shed*		10,000				10,000
<b>Totals</b>	33,000	90,000	81,600	25,000		229,600

\*multiple facilities amount is an allocated portion

***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

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- Rebuilt steam traps throughout the school
- Installed lighting motion sensors throughout the entire building
- Refinished gym wood flooring

***Other significant maintenance/repairs in Calendar Year 2010 included:***

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

***Other significant maintenance/repairs in Calendar Year 2009 included:***

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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Conducted energy assessment of building
- Conducted indoor mold assessment on modular classrooms
- Installed fuel catalyst in order to make boiler more efficient
- Replaced failing exit signs

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**Other significant maintenance/repairs in Calendar Year 2007 included:**

- Replaced 20 ft of wall mounted counter/cabinet unit, including sink replacement, in each of kindergarten rooms #1 and #2
- Installed four 13,000 BTU window style air conditioning units -- two in classroom #15 and two in classroom #17
- Filled numerous potholes and repaired pavement in the lower parking lot/ playground
- Replaced the rooftop HVAC unit on modular classroom #23

**Broadmeadow Elementary School**

**120 Broad Meadow Road**

Assessed Value: \$13,193,900  
Parcel ID: 199/013 0-0003-0000 0  
Lot Size: 11.2 acres  
Original Construction: 1951 with a 2002 addition

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
<b>Totals</b>						

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Data Room AC Upgrade		25,000				25,000
<b>Totals</b>	-	25,000	-	-	-	25,000

**Other significant maintenance/repairs in Calendar Year 2011 included:**

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

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***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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Interior painting
- Repaired holes in walkway

***Other significant maintenance/repairs in Calendar Year 2007 included:***

- Installed wall padding at the ends of both basketball side courts in the gymnasium
- Repaired/replaced broken sections (plow damage) of concrete curbing in the front parking lot and back bus loop
- Painted six classrooms, two corridors, and the performance center using funds from Spring 2007 ATM, Article 38

**John Eliot Elementary School 135 Wellesley Avenue**

Assessed Value: \$11,798,700  
 Parcel ID: 199/091 0-0019-0000 0  
 Lot Size: 7.9 acres  
 Original Construction: 1955 reconstructed in 2004

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
						-
						-
						-
<b>Totals</b>	-	-	-	-	-	-

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**John Eliot Elementary School**

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
						-
						-
						-
<b>Totals</b>	-	-	-	-	-	-

***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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Chiller maintenance performed

***Other significant maintenance/repairs in Calendar Year 2007 included:***

- Painted the cafeteria using funds from spring 2007 ATM, Article 38
- Removed carpeting and installed vinyl composition floor tile in the principal's office and conference room

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**High Rock School**

**77 Sylvan Road**

Assessed Value: \$12,285,800  
Parcel ID: 199/133 0-0041-0000 0  
Lot Size: 8.75 acres  
Original Constructions: 1955 reconstruction & addition completed summer 2009

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
						-
						-
						-
<b>Totals</b>	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Renovation & Addition	19,688,000					19,688,000
						-
						-
<b>Totals</b>	19,688,000	-	-	-	-	19,688,000

***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
- Participated in numerous HVAC commissioning meetings

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Investigated all drain lines for plumbing inspector

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**Other significant maintenance/repairs in Calendar Year 2007 included:**

- Moved, stored, and disposed of furniture and equipment in conjunction with the renovation project which begins early in 2008

**Other significant maintenance/repairs in Calendar Year 2006 included:**

- Replaced domestic hot water tank
- Removed two counter and sink units
- Replaced kindergarten room ceiling tiles
- Painted kindergarten room
- Plugged all bubbler drains
- Repaired three crawlspace steam leaks

**Emery Grover**

**1330 Highland Avenue**

Assessed Value: \$1,926,700  
Parcel ID: 199/053 0-0002-0000 0  
Lot Size: 1.06 acres  
Finished Square Feet: 14,742  
Original Construction: 1898

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
Relocation Feasibility	30,000					30,000
Roof Repair				151,938		151,938
						-
<b>Totals</b>	<b>30,000</b>			<b>151,938</b>		<b>181,938</b>

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
<b>Totals</b>						

**Other significant maintenance/repairs in Calendar Year 2011 included:**

- Reconstructed bathroom in basement
- Repaired to gutters and downspouts

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- 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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Asbestos abatement
- Assisted in several office relocations
- Conducted energy assessment of building
- Conducted indoor mold assessment on lower level
- Interior painting

***Other significant maintenance/repairs in Calendar Year 2007 included:***

- Removed a partition wall in the School System's Finance Director's office creating a larger work space
- Replaced carpeting in an upper level Special Education office, a basement level Curriculum office, the South portico entranceway, and an upper level women's restroom
- Repaired the bituminous walkway on the south end of the Highland Avenue (front) parking lot



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**Town Hall**

**1471 Highland Avenue**

Assessed Value: \$2,580,000  
Parcel ID: 199/051 0-0001-0000 0  
Lot Size: 1.23 acres  
Original Construction: 1902 reconstructed and addition in 2011

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
<b>Totals</b>						

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Renovation Feasibility	50,000					50,000
Renovation & Addition Design		1,000,000				1,000,000
Renovation & Addition Project			18,155,746			18,155,746
<b>Totals</b>	50,000	1,000,000	18,155,746			19,205,746

***Other significant maintenance/repairs in Calendar Year 2011 included:***

- Put back in service October 2011 – fully renovated

***Other significant maintenance/repairs in Calendar Year 2010 included:***

- Taken out of service February 2010

***Other significant maintenance/repairs in Calendar Year 2009 included:***

- Installed baseboard heat in second floor ladies room
- Installed new AC unit
- Installed Rentar Fuel Catalyst to reduce oil consumption

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Created additional office space from existing conference room on 2<sup>nd</sup> floor
- Changed 2<sup>nd</sup> floor ladies room into storage closet and converted men’s room into a ladies room

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**Other significant maintenance/repairs in Calendar Year 2007 included:**

- Replaced the sink in the basement level women's restroom
- Wired a new circuit and several outlets for the new postage meter location
- Installed a closer on the Data Processing Department entrance door
- Replaced a low water cut-out and several feet of steam piping on the heating system boiler
- Installed a steel mesh support system on a portion of the East facing exterior brick wall in order to save the wall from further deterioration until permanent repairs are made when the building is renovated

**Department of Public Works**

**470 Dedham Avenue**

Assessed Value: \$3,036,300 (DPW Building)  
Parcel ID: 199/302 0-0005-0000 0 (DPW Building)  
Lot Size: 17.7 acres  
Original Constructions: 1960 (DPW Building) addition 1966

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
Boiler Replacement				197,800		197,800
Facility Improvements	580,000	1,000,000	700,000	10,000,000		12,280,000
Salt Shed Relocation	1,550,000					1,550,000
<b>Totals</b>	<b>2,130,000</b>	<b>1,000,000</b>	<b>700,000</b>	<b>10,197,800</b>		<b>14,027,800</b>

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Energy Supply Conversion				250,000		250,000
Salt Shed Relocation					75,000	75,000
						-
<b>Totals</b>				<b>250,000</b>	<b>75,000</b>	<b>325,000</b>

**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

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***Other significant maintenance/repairs in Calendar Year 2010 included:***

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

***Other significant maintenance/repairs in Calendar Year 2009 included:***

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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Completed repairs to large bay doors at DPW
- Created additional office space from existing conference room
- Installed 30 new windows in the DPW garage
- Replaced emergency lighting at DPW Building
- Installed a new trailer at RTS Facility
- New furnace installed at the Water Treatment Plant
- Repairs to the WTP roof

***Other significant maintenance/repairs in Calendar Year 2007 included:***

- Replaced all tubes on the heating system boiler
- Painted the entire exterior of the main administration/garage building using funds from Spring 2007 ATM, Article 38
- Replaced a water bubbler in the lower level office corridor
- Installed a new water meter testing station including piping approximately 100 feet of copper pipe and numerous valves and fittings
- Removed a portion of a non-load bearing partition wall in the lower level Highway office in preparation of the relocation of the Highway Division offices to the upper level and the addition of the Public Facilities Operations offices in the previous Highway space

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**Public Services Administration Building**

**500 Dedham Avenue**

Assessed Value: \$5,254,700  
Parcel ID: 199/302 0-0003-0000 0  
Lot Size: 2.67 acres  
Original Constructions: 2009

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
						-
						-
						-
<b>Totals</b>	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
New Building		6,225,000				6,225,000
						-
						-
<b>Totals</b>	-	6,225,000				6,225,000

***Other significant maintenance/repairs in Calendar Year 2011 included:***

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

***Other significant maintenance/repairs in Calendar Year 2010 included:***

- No significant repairs

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**Recycling & Transfer Station**

**1407 Central Avenue**

Assessed Value: \$2,323,300  
Parcel ID: Map 308 / Lot 2  
Lot Size: 22 acres  
Original Construction: Information not available

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
<b>Totals</b>						

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Drop Off Area Repair	130,000					130,000
						-
						-
<b>Totals</b>	130,000	-	-	-	-	130,000

***Other significant maintenance/repairs in Calendar Year 2011 included:***

- No significant repairs

***Other significant maintenance/repairs in Calendar Year 2010 included:***

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

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**Morse-Bradley House/Ridge Hill**

**461-463 Charles River Street**

Assessed Value: \$2,922,400  
Parcel ID: 306/01  
Lot Size: 223.1 acres  
Original Construction: 1907 and 1929

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
						-
						-
						-
<b>Totals</b>	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
						-
						-
						-
<b>Totals</b>	-	-	-	-	-	-

***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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Fuel oil tank replaced and boiler cleaned
- Winterized plumbing

***Other significant maintenance/repairs in Calendar Year 2007 included:***

- Painted the interior function rooms of the main house
- Repaired the gutters on the South side of the main house
- Replaced the domestic hot water heater in the ranger's (barn) house

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**Public Safety Buildings** **88 Chestnut Street/99 School Street/707 Highland Avenue**

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Assessed Value: \$2,984,900 (88 Chestnut St/99 School St)  
 \$1,545,200 (707 Highland Ave)  
 Parcel ID: 199/047 0-0056-0000 0 (88 Chestnut Street)  
 199/070 0-0005-0000-0 (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) renovations 1989  
 1906 (707 Highland Avenue)

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
<b>Totals</b>						

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Rooftop AC Unit				48,000		48,000
Roof Repairs		535,000				535,000
						-
<b>Totals</b>		535,000		48,000		583,000

***Other significant maintenance/repairs in Calendar Year 2011 included:***

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

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- Repaired overhead doors
- Replaced gas stove and microwave in kitchen

***Other significant maintenance/repairs in Calendar Year 2010 included:***

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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Completed repairs to the police and fire station large bay doors

***Other significant maintenance/repairs in Calendar Year 2007 included:***

- Cleaned all HVAC ductwork and diffusers at Station #1
- Made numerous repairs to the leaking roof at Station #1 Roof to be replaced in FY2009
- Painted the entire interior of Station #2 using funds from Spring 2007 ATM, Article 38
- Made extensive repairs, including fire box refractory, to the heating system furnace in Station #2



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**Daley Building**

**257 R Webster Street**

Assessed Value: \$998,000  
Parcel ID: 199/070 0-0029-0000 0  
Lot Size: .92 acres  
Original Construction: 1960

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
<b>Totals</b>	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
<b>Totals</b>	-	-	-	-	-	-

***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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Built and installed a new oil fill platform
- Roof repairs
- Transferred hazardous materials to RTS for disposal

***Other significant maintenance/repairs in Calendar Year 2007 included:***

- Repaired septic system piping including the removal of two large pine trees whose roots had broken underground piping

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**Needham Public Library**

**1139 Highland Avenue**

Assessed Value: \$13,772,800  
Parcel ID: 199/226 0-0055-0000 0  
Lot Size: 1.05  
Original Construction: 1915 reconstructed and addition in 2006

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
						-
						-
						-
<b>Totals</b>	-	-	-	-	-	-

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
						-
						-
						-
<b>Totals</b>	-	-	-	-	-	-

***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

***Other significant maintenance/repairs in Calendar Year 2008 included:***

- Installed lights to illuminate clock tower

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***Other significant maintenance/repairs in Calendar Year 2007 included:***

- Installed motorized window shades on the large windows in the main lobby area
- Set up maintenance contracts for the new ground water irrigation system, elevators, fire alarm system, HVAC chiller unit, etc

**Senior Center (New Building)**

**To Be Determined**

Assessed Value: Information not available  
Parcel ID: Information not available  
Lot Size: Information not available  
Original Construction: Information not available

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
<b>Totals</b>						

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Construction					8,075,000	8,075,000
Engineering & Design				500,000		500,000
Feasibility Study			49,091			49,091
<b>Totals</b>			49,091	500,000	8,075,000	8,624,091

***Other significant maintenance/repairs in Calendar Year 2011 included:***

Not Applicable

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**Rosemary Pool Complex**

**Rosemary Street**

Assessed Value: \$3,274,800  
 Parcel ID: 205/01;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	FY2013	FY2014	FY2015	FY2016	FY2017	Total
Rosemary Lake Water Quality Improvements			2,000,000			2,000,000
						-
						-
<b>Totals</b>	-	-	2,000,000	-	-	2,000,000

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
						-
						-
						-
<b>Totals</b>	-	-	-	-	-	-

***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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***Other significant maintenance/repairs in Calendar Year 2007 included:***

Rosemary Pool Bathhouse and Pool

- Painted building exterior
- Began repairs to handicap bathrooms
- Replaced stems and handles on all showers in locker rooms; replaced the wall hydrant in Men's locker room and repaired hydrant in Women's locker room
- Repaired pool lift pump; researched replacement parts that are difficult to find to prepare for longer-term repair in Spring 2008
- Purchased new sump pump for pre-season maintenance
- Installed heavy duty electrical outlet for use with chemical controller
- Purchased back-up chlorine pump
- Replaced valves and tubing in two chlorine tanks

**Needham Parks**

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

Identified Future Capital Projects						
Project	FY2013	FY2014	FY2015	FY2016	FY2017	Total
Athletic Facility Improvements	207,500	158,000	1,475,000	245,000	275,000	2,360,500
Cricket Building	125,000	600,000				725,000
DeFazio Park Parking Lot & Tot Lot				10,000,000		10,000,000
DeFazio Re-sodding	90,000					90,000
Mills Field Improvements			40,000	180,000		220,000
Newman School Trail		75,000	200,000	100,000		375,000
Reservoir Trail				50,000	100,000	150,000
Ridge Hill Trail			500,000	100,000		600,000
Rosemary Trail	50,000	100,000				150,000
<b>Totals</b>	<b>472,500</b>	<b>933,000</b>	<b>2,215,000</b>	<b>10,675,000</b>	<b>375,000</b>	<b>14,670,500</b>

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**Needham Parks**

Five Year Capital Appropriation Summary						
Project	FY2008	FY2009	FY2010	FY2011	FY2012	Total
Athletic Facility Improvements		1,500,000	107,200	103,600	162,500	1,873,300
Claxton Roof				30,598		30,598
Cricket Building					10,000	10,000
Memorial Park				43,000		43,000
Park Fences	52,500					52,500
Tennis Court Improvements		150,000				150,000
Water Bubblers	22,000					22,000
<b>Totals</b>	<b>74,500</b>	<b>1,650,000</b>	<b>107,200</b>	<b>177,198</b>	<b>172,500</b>	<b>2,181,398</b>

***Other significant maintenance/repairs in Calendar Year 2011 included:***

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

***Other significant maintenance/repairs in Calendar Year 2010 included:***

- Repainted traffic markings

***Other significant maintenance/repairs in Calendar Year 2008 included:***

**Park Buildings**

- Roof repairs to Claxton Park building
- Replaced broken outlet at Claxton
- Corrected Claxton Park sink
- Remove and install furnace at Claxton Park building

***Other significant maintenance/repairs in Calendar Year 2007 included:***

**Park Buildings**

- Painted exteriors of Cricket, Carleton Pavilion, Claxton, Mills, Riverside buildings
- Renovated Claxton Building: replaced all windows with vandal resistant windows; replaced four doors and overhead door; replaced toilets and sinks; improved ADA accessibility

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- Repaired toilets and sinks at Cricket Building, held off on major repairs until decision on full renovation to Cricket Building known
- Repaired vandalized overhead door at Camp Property

Playgrounds/Tennis Courts

- Replaced field signs at 9 parks
- Replaced Mills Field playground
- Replaced exterior fencing to Mills Field playground, and added fencing to close in the area
- Replaced Claxton Field playground equipment and retrofitted a structure installed originally in 1994
- Replaced some of the Riverside Park playground equipment, added new playground equipment, renovated field area, added new park benches and picnic tables, and replaced exterior fencing
- Replaced section of Broadmeadow Kindergarten playground that had failed for 2<sup>nd</sup> time
- Continued to repair Greene's Field playground
- Patched cracks on Mills tennis courts, temporarily, until major renovation can occur

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

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

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

**ARRA** - See American Reinvestment and Recovery Act

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

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

**Balanced Budget** – A budget is balanced when planned funds or total revenues equal planned expenditures, that is, total outlays or disbursements, for a fiscal year.

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

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**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 (also referred to as a BAN).

**Borrowing Authorization** – The action of Town Meeting authorizing the Board of Selectmen to raise money through the sale of bonds in a specific amount and for a specific purpose. Once authorized, issuance is by the treasurer upon the signature of the selectmen.

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

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

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

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

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

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

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**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** - Funds set aside from an appropriation to pay a known future liability.

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

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

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

**Fixed Assets** – Assets of a long-term character, which are intended to continue to be held or used, such as land, building, and

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improvements other than buildings, machinery, and equipment.

**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 or FTE** - A concept used to group together part-time positions into full-time units.

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

**FY** - Fiscal Year

**GASB** – This refers to the Governmental Accounting Standards Board which is currently the source of generally accepted accounting principles (GAAP) used by state and local governments in the United States. It is a private, non-governmental organization. The GASB has issued Statements, Interpretations, Technical Bulletins, and Concept Statements defining GAAP for state and local governments since 1984.

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

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

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

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

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

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

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

**Levy Limit** - Property tax levy limits that constrain the total amount of revenue that can be raised from the property tax. In Massachusetts, the levy limit is governed by Proposition 2½.

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

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

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

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

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

**Official Statement** - The municipal equivalent of a bond prospectus.

**Operating 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.

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

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

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

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

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

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

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

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

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

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

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

**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.

**Undesignated Fund Balance** – A community's unrestricted available funds that may be used as a funding source for appropriations. Undesignated Fund Balance is generated when the actual operating results compare favorably with the budget. The Department of Revenue calculates the amount of the Undesignated Fund Balance that is available (commonly referred to as Free Cash) for appropriation at Town Meeting. It may only be used after the certification process by the Department of Revenue is complete. For example, the July 1, 2011 certified amount may be used to fund supplemental appropriations voted during fiscal year 2012, or applied as a revenue source to support the fiscal 2013 budget voted in the spring of 2012.



# 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 Fund

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**CAPITAL IMPROVEMENT POLICIES**

**A. General Provisions**

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

**B. Capital Improvement Fund**

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.

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**C. Capital Facility Fund**

1. In accordance with the provisions of M.G.L. c. 40 Section 5B, as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, the Town of Needham has established a 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.

*Approved May 1991; Revised December 20, 2005; Revised May 11, 2010*

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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

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**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*

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**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.



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

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

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

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

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

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