

FY2020—FY2024 CAPITAL IMPROVEMENT PLAN

OFFICE OF THE TOWN MANAGER



Rosemary Recreation Complex
178 Rosemary Street

Photo credit: Gary DeMaria

Executive Summary

Section 1

EXECUTIVE SUMMARY

The Recommended Capital Plan

The Town Charter requires that the Town Manager, after consultation with the Board of Selectmen, submit in writing to the Board of Selectmen a careful, detailed estimate of the recommended capital expenditures showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the Town. This plan includes the proposed FY2020 Capital Budget, which is recommended to the Finance Committee and ultimately to Town Meeting for consideration. The projects presented for FY2021-FY2024 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 FY2020 capital budget is shown in Table 1.

Table 1

Fund	Cash	Debt	Other	Total
General Fund Tier 1	\$6,788,252		\$2,619,500	\$9,407,752
General Fund Tier 2	\$521,219			\$521,219
General Fund Total	\$7,309,471		\$2,619,500	\$9,928,971
Community Preservation Fund	\$1,147,000			\$1,147,000
Sewer Enterprise	\$1,631,487	\$800,000		\$2,431,487
Water Enterprise	\$291,500	\$4,500,000		\$4,791,500
Total (all funds)	\$10,379,458	\$5,300,000	\$2,619,500	\$18,298,958

FY2020 Highlights

In October 2016, the Board of Selectmen convened a Capital Facility Summit and committed to planning for the renovation, reconstruction or construction of eight facilities: Rosemary Pool, the Public Safety Building, Fire Station #2, the Memorial Park Fieldhouse, the DPW Complex, the Hillside School (now Sunita L. Williams), Needham High School, and Emery Grover. Over the past several years, the Town has made significant progress in this effort:

Rosemary Pool – The Rosemary Recreation Complex, including two pools, greatly improved parking, and office and programming space for the Park & Recreation and Health Departments, opened in August, 2018.

Public Safety Building & Fire Station #2 – The appropriation to fund the total reconstruction of these two public safety buildings was approved by the voters on November 6, 2018 and construction will begin in early 2019.

Memorial Park Fieldhouse – Construction of this facility is well underway with substantial completion expected in the summer of 2019.

DPW Complex – This project is progressing in phases. The fuel station was installed in 2017, and construction of the new DPW storage facility on Central Avenue will begin in early 2019. Continued planning for the phased reconstruction of the DPW operations building at 470 Dedham Avenue is a priority for the Board of Selectmen.

Sunita Williams School – The new school on Central Avenue replacing the Hillside School on Glen Gary Road is well underway and will open for the 2019/2020 school year.

Needham High School – The High School Cafeteria was expanded in 2017, and construction of eight new classrooms and A gym renovations were completed in the fall of 2018.

Emery Grover – The October 10, 2018 Special Town Meeting approved funding for an expanded feasibility study for appropriate workspace for School Administration.

FY2020 is the first year in which the transfer of the Recycling/Transfer Station function from an Enterprise Fund to the Department of Public Works General Fund is presented in the Capital Improvement Plan.

Capital Planning 101

Capital Improvement Plan

A capital expenditure is defined by the Needham General By-laws as the acquisition, construction, renovation, betterment, or improvement involving land, public buildings and facilities; water and sewer system laterals, mains and appurtenances; and equipment or vehicles; provided that the cost is \$25,000 or more and the improvement will have a useful life of five years or more; or any planning, feasibility, engineering or design study in preparation for such capital expense.

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

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

Operating Budget and Capital Budget

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

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

degree of debt in order to finance the CIP carries with it the burden to effectively manage that debt within the Town's financial resources.

Best Practices

The following best practices have been used in the development of the FY2020 operating and capital budgets:

1. Current revenues must be sufficient to support current expenditures.
2. The operating and capital budgets must be developed in conformance with the Town's comprehensive financial policies and must not be reliant on one-time revenue or unsustainable practices.
3. The five year Pro Forma budget must be updated on an annual basis to ensure that the underlying assumptions are adjusted based upon changing conditions and data.
4. Debt must not be used to fund on-going operating expenses, and will only be issued for capital improvements greater than \$250,000 with a useful life of five years or more.
5. The use of Free Cash to fund operations will be minimized by limiting such use to no more than 2% of the prior year's appropriated operating budget, or the actual turn back, whichever is lower.
6. Adequate contingency funds must be maintained.
7. Sufficient maintenance and replacement funds will be allocated to ensure that capital facilities and equipment are properly maintained.
8. The operating and capital budgets must be resilient – allowing the Town to maintain existing service levels, withstand typical local and regional economic disruptions, and meet the demands of natural growth, decline, and change.
9. The operating and capital budgets must be sustainable – meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Budget Priorities

The primary goal of the Board of Selectmen in consideration of the operating and capital budgets is the maintenance and optimization of existing Town services. In addition, mindful of the availability of revenue for appropriation, the Board has set the following priorities:

1. Support for items that contribute to the achievement of Townwide goals and objectives.
2. Support for a five to ten year plan for the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner.
3. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.

4. Support for initiatives aimed at achieving greater coordination and efficiency among Town departments, and providing adequate resources to address identified service delivery and general administrative needs of the Town in a cost effective manner.

Financial Benefits of Capital Planning

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

Development of the CIP

The process for preparing the FY2020 - FY2024 Capital Improvement Program and its associated FY2020 Capital Budget involves active participation by the Town Manager, Assistant Town Managers, and requesting departments, boards, committees and commissions. The Capital Budget is prepared in the context of a five-year determination of need by departments and the School Committee, in conjunction with the Town's overall financial capacity to affordably accommodate the required debt service payments. Projected debt service payments and budgetary impacts are forecast annually to help ensure affordability and sustainability of the Capital Improvement Program. The Town's Capital Improvement Policies provide guidance for assessing the capital needs of the Town. These policies, included in Section 6, define capital projects as those items requiring the expenditure of at least \$25,000 and having a useful life of more than five years. Recommended capital project requests are prioritized using the following criteria:

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

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

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

Late Summer — Following Town Meeting, departments are provided with their previously submitted five year requests for review, update and the addition of the next fifth year. While requests for each year should remain the same as in the initial request, there are occasionally changed circumstances which necessitate alterations to the requests. This information is returned to the Town Manager and staff for review. Also in the summer, the Assistant Town Manager/Finance Director develops a pro forma budget for the ensuing five year period. The pro forma budget is the basis for the determination of the amount of revenue available to support the CIP.

Autumn — The Town Manager and staff meet with each department to gain a better understanding of each request.

Late Autumn/Early Winter — The Assistant Town Manager/Finance updates the preliminary debt schedules and financial forecasts in order to provide context to the Capital Budget as well as the five-year Capital Improvement Plan, and the Town Manager presents the Board of Selectmen with a proposed five-year plan.

January – The Town Manager transmits the Capital Improvement Plan, along with any recommendations made by the Board of Selectmen, to the Finance Committee by the first Tuesday after the first Monday in January.

January/February/March — The Finance Committee reviews each project in the capital budget and makes recommendations on items included in the Town Meeting Warrant.

May — The capital budget is presented to Town Meeting for consideration.

Financing of Capital Projects

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

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

Free Cash – Free Cash is a function of actual revenue collections in excess of estimates and expenditures less than appropriations. Because Free Cash should not be relied upon as a recurring revenue source, the Town's practice is not to rely upon it as an operating revenue source. In this plan, we have continued the effort to minimize the Town's reliance on Free Cash to support on-going operations by limiting such use to no more than 2% of the prior year's appropriated operating budget, or the actual turn back, whichever is lower. The recommended plan includes \$6,788,252 in Tier 1 projects to be funded from Free Cash.

Capital Improvement Fund – In 2004, the Town created a General Fund Cash Capital Equipment and Facility Improvement Fund (CIF). The purpose of the CIF is to allow the Town to reserve funds to use for general fund cash capital. The CIF may be used in future years to fund the acquisition of new equipment, the replacement of existing equipment, and building and facility improvements which cost less than \$250,000, for which the Town may borrow for a period of five years or more. Projects must be included in the CIP in order to be eligible for funding through the CIF. This plan includes no projects to be funded from the Capital Improvement Fund.

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

Athletic Facility Improvement Fund – In 2012, the Town created an Athletic Facility Improvement Fund to reserve funds for the design, maintenance, renovation, reconstruction, or construction of athletic facilities. For the purpose of the fund, athletic facilities include any Town-owned building, structure, pool, synthetic turf and natural grass turf playing field or ball diamond, and associated grounds and parking areas whose primary purpose is for organized athletic events for Needham children, adults, and school teams. This plan includes \$2,500,000 to be funded from the Athletic Facility Improvement Fund for FY2020.

Debt Service Stabilization Fund – The November 2, 2015 Special Town Meeting approved the establishment of a Debt Service Stabilization Fund to set aside funds to be available as necessary to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs. The fund would provide added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected. The plan for the fund is designed to ensure that the monies are not depleted in a single year, and that the amount available for appropriation is known before the budget year begins. All appropriations to and from the fund require Town Meeting action. This plan includes no projects to be financed through use of the Debt Service Stabilization Fund for FY2020.

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 6. The policies contain reserve targets to ensure liquidity and stability of operations. Surplus funds above the target are considered available for appropriation. This plan includes \$1,631,487 in funding from Sewer Enterprise Fund retained earnings and \$291,500 in Water Enterprise Fund retained earnings.

Debt – The Board of Selectmen’s debt management policies (Section 6) provide guidance in translating capital expenditures into annual debt service. Section 2 of this plan contains a graphic presentation of the Town’s current debt service and a calculation of the Town’s debt burden (annual debt service as a percent of total Town revenues). The figures used in calculating the debt burden are derived from the Town’s long-term debt service schedule that is also included in Section 2. This plan includes a no projects to be funded through General Fund debt, \$800,000 to be funded through Sewer Enterprise Fund debt, and \$4,500,000 to be funded through Water Enterprise Fund debt for FY2020.

Community Preservation Fund – The Community Preservation Act (CPA) allows cities and towns to raise monies through a surcharge on the tax levy. These funds may then be used to acquire, create and preserve open space, acquire and preserve historic resources, create, preserve and support community housing, and acquire, create and preserve land for recreational use. The CPA also provides for matching funds from the Commonwealth. The CPA requires that each fiscal year Needham must spend, or set aside for later spending, at least 10% of the annual revenues in the Community Preservation Fund for each of three CPA target areas: open space (but not including land for recreational use), historic resources, and community housing. The remaining 70% may be appropriated at the Town’s discretion as long as it is used for the three target areas or recreation. The statute also permits the Town to appropriate up to 5% of the annual revenue estimate for the administrative expenses of the Community Preservation Committee (CPC). Projects submitted for inclusion in the CIP that qualify for CPA funding are forwarded to the CPC for its consideration. This plan includes a recommendation for \$1,147,000 in projects contingent upon Community Preservation Funding for FY2020.

Other Available Funds – An Available Fund is actual monies which have become available and may be used to fund expenditures. Monies may become available after a project is completed and the cost was less than appropriated, monies that were previously set aside for future expenditure (e.g., stabilization fund), or monies that are received by the Town but must be specifically identified as a funding source in the Town Meeting motion. An available fund may be restricted to certain purposes (e.g. surplus bond proceeds, special stabilization funds, sale of surplus real estate, grants), or may be non-restricted and hence can be appropriated for any legal purpose. Some Available Funds carry over from year to year and others expire at the end of the fiscal year and close out to fund balance. This plan includes \$119,500 in projects to be funded from Other Available Funds in FY2020.

The CIP Is a Flexible Planning Tool

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

Investment in Real Property, Facilities and Infrastructure

Asset preservation – committing necessary resources to preserve, repair, or adaptively re-use current assets – is a high priority for the Town in order to keep its physical plant and infrastructure in reliable operating condition. While significant investment in many capital facilities is still required, the Town of Needham has made an extraordinary investment in public infrastructure during the past decade. The Town’s success in this area is a direct result of continued and sustained focus on asset evaluation, needs assessment, careful planning, and prioritization. The need for this level of investment in facilities and infrastructure is generally attributable to three factors – the age of the community and its infrastructure and assets, the built environment and amount of lane miles of roadway, and the growth in school age population after the Second World War that resulted in a building boom from 1951 to 1960. After the advent of Proposition 2½, the community found it difficult to make necessary investment in its array of school facilities. This resulted in a need for complete replacement or rehabilitation of the entire system beginning in the mid-1990s and continuing today. FY2019 saw the largest one-time investment in municipal facilities ever with the approximately \$70 million reconstruction of the public safety buildings. Finally, based on adoption of and changes to the Community Preservation Act, the Town has made a truly remarkable investment in athletic facility, parks, and recreational amenities including Walker Gordon Field, Greene’s Field and Playground, Newman Fields, Eastman Trail, the Rail Trail, the all-abilities trail around the Needham Reservoir, the reconstruction of the Rosemary Pool and Recreation Complex, the reconstruction of the Memorial Park Fieldhouse, and the Rosemary Lake sediment removal project. Table 2 shows the Town’s investment in facilities and infrastructure over the past five years.

Table 2

Description	2015	2016	2017	2018	2019	Total	Average
Municipal Facilities	\$105,779	\$90,000	\$649,000	\$6,126,000	\$74,641,000	\$81,611,779	\$16,322,356
Townwide Facilities and Community Services	\$750,219	\$3,513,323	\$756,154	\$17,202,000	\$8,826,000	\$31,047,696	\$6,209,539
Public Works Infrastructure Program	\$1,760,000	\$3,453,500	\$1,700,000	\$2,011,000	\$2,508,500	\$11,433,000	\$2,286,600
School Facilities	\$200,000	\$9,368,000	\$58,791,714	\$15,168,000	\$2,796,000	\$86,323,714	\$17,264,743
Drains, Sewer, and Water Infrastructure	\$1,283,050	\$2,320,500	\$375,860	\$2,900,000	\$2,395,000	\$9,274,410	\$1,854,882
Total Appropriations	\$4,099,048	\$18,745,323	\$62,272,728	\$43,407,000	\$91,166,500	\$219,690,599	\$43,938,120

Investment in Equipment, Technology and Fleet

The position of the Town with respect to its equipment and technology capital investment is also positive. Major categories of this capital spending include Public Safety, Public Works, and Public Facilities fleet and equipment, School and Town-wide technology, and School copiers and equipment. Table 3 shows the Town's investment in these categories of capital spending for the five year period FY2015 through FY2019.

Table 3

Description	2015	2016	2017	2018	2019	Total	Average
All Other Functions		\$30,645			\$68,970	\$99,615	\$19,923
Public Facilities & Works	\$29,797	\$144,000	\$120,000	\$162,000	\$176,500	\$632,297	\$126,459
Public Safety				\$167,872	\$43,424	\$211,296	\$42,259
Public School	\$112,000	\$108,145	\$45,000	\$45,000	\$60,500	\$370,645	\$74,129
Equipment	\$141,797	\$282,790	\$165,000	\$374,872	\$349,394	\$1,313,853	\$262,771
All Other Functions	\$130,000	\$30,000		\$145,000	\$215,000	\$520,000	\$104,000
Public Facilities & Works	\$33,000	\$129,500				\$162,500	\$32,500
Public Safety	\$408,615				\$112,000	\$520,615	\$104,123
Public School	\$679,325	\$403,000	\$347,080	\$510,290	\$706,790	\$2,646,485	\$529,297
Technology	\$1,250,940	\$562,500	\$347,080	\$655,290	\$1,033,790	\$3,849,600	\$769,920
All Other Functions			\$87,353			\$87,353	\$17,471
Public Facilities & Works	\$343,572	\$1,146,902	\$730,618	\$640,433	\$1,616,409	\$4,477,934	\$895,587
Public Safety	\$248,267		\$137,877	\$224,677	\$840,163	\$1,450,984	\$290,197
Public School				\$99,611	\$97,552	\$197,163	\$39,433
Fleet	\$591,839	\$1,146,902	\$955,848	\$964,721	\$2,554,124	\$6,213,434	\$1,242,687
Total Appropriations	\$1,984,576	\$1,992,192	\$1,467,928	\$1,994,883	\$3,937,308	\$11,376,887	\$2,275,377

Project Summaries – Recommended Projects for Fiscal Year 2020

GENERAL GOVERNMENT

TOWN OFFICE FURNITURE REPLACEMENT

Furniture in heavy use is in need of replacement at the Public Services Administration Building and Town Hall, which opened in 2010 and 2011 respectively. The \$25,000 requested in Fiscal Year 2020 will allow for the purchase of replacement furniture including tattered audience chairs in Powers Hall and the conference tables in the Public Services Administration Building. *(Submitted by: Office of the Town Manager)*

The Town Manager's recommendation for Town Offices Replacement Furniture is \$25,000 to be funded by Free Cash.

TOWN MULTI-FUNCTION PRINTER DEVICES

This funding will allow for the replacement of multi-function copier/printers in the four primary Town locations (Town Hall, Public Services Administration Building, Public Safety, and Center at the Heights) as part of a planned replacement schedule. There are nine of these devices, only three of which were not purchased as part of the original construction project. Several of these devices are currently over six years old, and one over eight years old. The cycle for replacement of these multi-function printers is seven years. *(Submitted by: Information Technology Center)*

The Town Manager's recommendation for Town Multi-Function Printer Devices is \$35,600 to be funded by Free Cash.

PUBLIC SAFETY DESKTOPS, PRINTERS AND PERIPHERALS

This request is to provide hardware for locations within the new public safety buildings. An estimated ninety (90) desktops and laptops are required. The majority of this hardware is located in the Fire Department, where there are few if any devices available currently. Often staff members in both Police and Fire are sharing equipment, requiring them to wait for others to finish their work. There are no available desktops or laptops for officers to use for online training or meetings. *(Submitted by: Information Technology Center)*

The Town Manager's recommendation for Public Safety Desktops, Printers and Peripherals is \$200,000 to be funded by Free Cash.

PUBLIC SAFETY MOBILE DEVICES

This funding will replace laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during daily operations. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened military specification hardware manufactured for use in more intensive environments than normal off the shelf hardware. *(Submitted by: Information Technology Center)*

The Town Manager's recommendation for Public Safety Mobile Devices is \$35,000 to be funded by Free Cash.

CENTER AT THE HEIGHTS COMPUTER LAB

The purpose of this request is to replace the hardware and upgrade software associated with the Center at The Heights (CATH) Computer Lab. This will include desktops, laptops, servers, switches, firewall, and software upgrades. New models will take advantage of upgraded operating systems and faster processors to better serve the users of the Computer Lab. *(Submitted by: Information Technology Center)*

The Town Manager's recommendation for Public Safety Mobile Devices is \$50,000 to be funded by Free Cash.

PUBLIC SAFETY

POLICE AND FIRE MOBILE AND PORTABLE RADIOS

Radios are the primary communication tool between Fire and Police staff in the field and the dispatch center. Current radios have been discontinued by the manufacturer, or are at the end of their useful life. This funding will support the replacement of Police cruiser radios, Police portable radios, Fire portable and mobile radios, and Emergency Management portable radios. *(Submitted by: Police Department)*

The Town Manager's recommendation for Police and Fire Mobile and Portable Radios is \$617,550 to be funded by Free Cash.

PERSONAL PROTECTIVE EQUIPMENT – BUNKER GEAR

This request is to replace Personal Protective Equipment ("PPE" or "bunker gear") for 20% of all firefighting personnel on an annual basis. The PPE requested includes boots, firefighting pants and coat. Firefighting personnel regularly work in toxic environments caused by spills, chemical releases and the products of combustion. Further, the toxicity of these carcinogens appears to be greater and more concentrated, due to the widespread use of synthetic and petroleum based building materials

and furnishings found in modern construction. These contaminants, chemicals, toxins and carcinogens adhere to firefighters' bunker gear, thus creating a lingering exposure concern. Current safety practices dictate that firefighters be issued two sets of PPE, so that once contaminated the equipment can be washed and dried in equipment designed specifically for that purpose. Maintaining a second set of PPE allows for contaminated equipment to be washed and dried properly, while allowing personnel to remain available to respond to calls. *(Submitted by: Fire Department)*

The Town Manager's recommendation for Personal Protective Equipment is \$43,424 to be funded by Free Cash.

PUBLIC SAFETY FITNESS EQUIPMENT

This request is to provide fitness and exercise equipment to be installed in the new Public Safety Building and Fire Station #2. The equipment will be used by Fire and Police personnel to maintain fitness and health during their careers. Optimal physical fitness can serve to limit occupational injuries and the resulting expenses in human and financial terms. The request includes funding for Cardio, strength training and conditioning equipment and accessories, including but not limited to treadmills, Stairmasters, elliptical machines, rowers, bikes, and weights. *(Submitted by: Fire Department)*

The Town Manager's recommendation for Public Safety Fitness Equipment is \$83,613 in the Tier 2 category subject to availability of alternate funding sources.

PUBLIC SCHOOLS

HIGH SCHOOL LOCKER RECONFIGURATION

This funding would support the reconfiguration of student physical education lockers at Needham High School to accommodate the increased student population. Currently, there are 508 lockers at the High School. The project will add 111 lockers in the boys' locker room and 104 lockers in the girls' locker room. Currently, each locker room has small, medium and large lockers. The reconfiguration would remove the doors and frames from the medium and large lockers, and would create three new, small lockers from every two medium lockers, and three new small lockers from every one large locker. (The existing small lockers would remain unchanged.) Additionally, a new bank of 30 lockers would be added in the boys' locker room, and 24 new lockers will be added in the girls' locker room. *(Submitted by: School Department)*

The Town Manager's recommendation for High School Locker Reconfiguration is \$50,000, with \$37,500 to be funded from Free Cash and \$12,500 to be funded from alternative funding sources.

NEWMAN PRESCHOOL PLAYGROUND CUSTOM SHADE SHELTER

The Newman Preschool playground is situated in a part of the school that has constant sunlight. Access to the playground is limited to cloudy days or to mild weather, given that there is no available shade. About half of the children who attend the preschool are identified as having special needs, and many struggle with their social-emotional skills. A custom shade shelter would increase the students' comfort and access to the playground, which in turn would create more meaningful social opportunities for them during the day. *(Submitted by: School Department)*

The Town Manager's recommendation for Newman Preschool Playground Custom Shade Shelter is \$69,200 to be funded from Free Cash.

SCHOOL COPIER REPLACEMENT

In May of 2003, Town Meeting authorized first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets etc. Currently the School Department owns 45 copy machines. Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers which are heavily used are replaced more frequently than copiers that are lightly used. This analysis assumes that copiers can be re-deployed around the District as needed, to better match projected usage with equipment capacity. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for School Copier Replacement is \$52,470 in the Tier 1 Free Cash category, and \$83,050 in the Tier 2 category.

SCHOOL FURNITURE

In FY2005, Town Meeting approved funding to begin the replacement of furniture in poor and fair condition throughout the School Department. By FY2015, all furniture in poor condition was replaced in the schools. The FY2020 funding request will continue the replacement of furniture in fair condition at the Pollard School, provide funding for new classroom furniture as needed, and will address targeted furniture needs at Eliot and Mitchell Schools. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for School Furniture is \$35,000 to be funded by Free Cash.

SCHOOL TECHNOLOGY REPLACEMENT

The FY2020 request would fund the purchase of School Department technology, including desktop computers, printers, interactive white boards (IWBs), specialized instructional labs, projectors, video displays, security cameras and electronic door

access controllers. The request also incorporates funding for school technology infrastructure, which consists of servers, network hardware, wireless infrastructure, data cabling and access points. The FY2020 request consists of \$519,350 for hardware (computers, printers, interactive white boards, door access controllers, projection screens and TV studio) and \$113,000 for infrastructure replacement (servers, network hardware, wireless data cabling and access points). *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for School Technology Replacement is \$632,350 to be funded by Free Cash.

NEEDS ASSESSMENT OF POLLARD, NEWMAN AND NHS AUDITORIUM THEATRICAL SOUND AND LIGHTING SYSTEMS

This project is to conduct a needs assessment/feasibility study of upgrading the theatrical sound and lighting systems in the Pollard, Newman and Needham High School auditoriums. These auditoriums are venues for student and community group productions. The theatrical equipment currently installed in these venues is old and often not adequate for contemporary musical or theatrical productions. Although some issues are unique to particular venues, common deficiencies in the audio systems include speakers which are poorly placed, insufficient in number and/or non-functioning, thereby impairing the audience's ability to hear what is happening clearly on stage from all seats; sound boards that are old, partially non-functioning and/or not at a standard that is necessary for a modern musical or theatrical production; and amplification equipment (such as wireless receivers and microphones), which are insufficient in number and/or broken. The lighting systems also include light fixtures that are partially non-functioning, and uncoordinated with sound delivery. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems is \$60,000 in the Tier 2 category.

SCHOOL MASTER PLAN SUPPLEMENT

Capital planning for the School Department has grown increasingly complex, given the pressing needs of accommodating Full-Day Kindergarten, providing capacity for a growing enrollment, and repairing and renovating aging facilities. These needs have made it difficult for the School Committee to prioritize the capital needs on the planning horizon. Meeting the identified needs within available resources and reasonable timeframes will require the School Department to carefully consider all of the possibilities and options for prioritizing and scheduling building projects going forward. The proposed study would develop recommendations for long-range school capital plans under different enrollment scenarios/trajectories and the practical considerations of aging buildings. Potential recommendations could involve other buildings and/or non-building solutions like redistricting. *(Submitted by: Needham Public Schools)*

The Town Manager's recommendation for School Master Plan Supplement is \$125,000 to be funded by Free Cash.

PUBLIC WORKS

DPW BOILER REPLACEMENT DESIGN/470 DEDHAM AVENUE

This funding will support design of the replacement of the DPW/470 Dedham Avenue boiler with two high efficiency condensing boilers. The increase to two boilers is based on both the need for redundancy in the heating season and the desire to improve energy efficiency. The boiler at the DPW was installed in 1961 and is past its useful life. This project may be eligible for energy efficiency rebates to offset the cost of buying a more efficient model. The project includes the upgrade of heat piping throughout the building with the assumption that the building will need to remain in use for the foreseeable future. *(Submitted by: Public Works Building Maintenance)*

The Town Manager's recommendation for DPW Boiler Replacement 470 Dedham Avenue is \$50,000 to be funded from alternative funding sources.

ENERGY EFFICIENCY UPGRADE IMPROVEMENTS

An energy efficiency study was conducted for ten municipal buildings in 2011. The results of this study illustrate that if the Town makes an investment in recommended energy upgrades, the cost of these upgrades will pay for themselves within ten years. Unless circumstances require otherwise, FY2020 improvements will include the installation of bi-lighting throughout the building hallways to improve lighting at the Pollard Middle School, and the retro-commissioning of the HVAC at the High Rock School. *(Submitted by: Public Works Building Maintenance)*

The Town Manager's recommendation for Energy Efficiency Upgrade Improvements is \$57,000 to be funded from alternative funding sources.

BUILDING MANAGEMENT SYSTEM UPGRADE

The Town maintains a Building Management System (BMS) to manage the heating, ventilation, and air conditioning (HVAC) for all major facilities throughout Town. This system consists of internal sensors in the HVAC components and a back-end software product that allows Building Maintenance staff to review and diagnose HVAC issues both remotely and on-site. This system is critical to the maintenance of healthy air temperature within the buildings. Currently, the Town has three separate systems. This request is to upgrade and standardize all of the existing systems so that the Town is only maintaining one system. The system will work with all of the controls in all buildings, with the exception of the Newman School, which will require a conversion of the controls in order for this new system to communicate. The new system will simplify the hardware and software in each building, be more user friendly, and allow integration with the afterhours permitting system. *(Submitted by: Public Works Building Maintenance)*

The Town Manager's recommendation for Building Management System Upgrade is \$392,000 to be funded by Free Cash.

MITCHELL SCHOOL RESTROOM UPGRADES

There are currently six restrooms at the Mitchell that are not ADA/MAAB accessible. Many of the existing plumbing fixtures are 40 to 60 years old. The current stalls are not the proper size and do not have grab bars, the urinals and dispensers are not set at the proper height, the sinks do not have insulated pipes, and the restrooms do not have the minimum clearance or appropriate turning radius. The restrooms will be upgraded to meet ADA/MAAB requirements. *(Submitted by: Public Works Building Maintenance)*

The Town Manager's recommendation for Mitchell School Restroom Upgrades is \$67,000 to be funded by Free Cash.

NEWMAN SCHOOL GYM FLOOR

The floors at the Newman School gym are original to the building. Over the years, they have been subject to buckling. This buckling has accelerated in the past few years, making the conditions in the gym potentially unsafe. Due to the presence of asbestos-containing materials in the subfloor, temporary repairs are not possible. The existing flooring will be removed, the asbestos containing materials will be abated, and new wood sports flooring will be installed. *(Submitted by: Public Works Building Maintenance)*

The Town Manager's recommendation for Newman School Gym Floor is \$275,000 to be funded by Free Cash.

POLLARD SCHOOL BLUE AND GREEN GYM SCORE BOARDS

The Department is in the process of designing upgrades for both the Blue and Green gyms at the Pollard Middle School. These upgrades include replacement of the rubber flooring, replacement of siding, painting, and installation of padding, backboards, and winch mechanisms on the basketball hoops. In the Green gym, two sections of pull-out seating will be installed to accommodate classes. After those upgrades are made, the existing scoreboards will need to be replaced – they are beyond their useful life and the technology is outdated. They also contain incandescent bulbs, which are not energy efficient. The scoreboards in both gyms will be replaced with updated, electronic LED scoreboards. Shot clocks will be installed that have wireless controls and technology. *(Submitted by: Public Works Building Maintenance)*

The Town Manager's recommendation for Pollard School Blue and Green Gym Score Boards is \$30,000 to be funded by Free Cash.

FACILITY ASSESSMENT FOR SUSTAINABLE BUILDING MANAGEMENT

A facility assessment helps to guide major repairs and upgrades that may be required to ensure that older buildings remain sustainable. The Broadmeadow and Eliot Elementary Schools are approaching 20 years old, and may require upgrades beyond general maintenance. Many of the systems within the buildings, including heating, ventilation, and air conditioning (HVAC), boilers, and plumbing, are reaching the end of their useful life. A facility assessment will be conducted to determine the condition of the facility and to identify any major repairs and replacement needs. *(Submitted by: Public Works Building Maintenance)*

The Town Manager's recommendation for Sustainable Building Management is \$100,000 to be funded by Free Cash.

TOWN COMMON HISTORIC REDESIGN AND BEAUTIFICATION

This project would fund a redesign of the Town Common to maximize the current usage of space, complement Town Hall, enhance the "blue tree", and integrate with the new Downtown Streetscape Improvement Project. This project will include the installation of new sod, trees, plantings, low maintenance hardscape materials, and handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally appropriate. There will be increased electrical and sound capacity to accommodate Town-wide events. *(Submitted by: Public Works Parks and Forestry Department)*

The Town Manager's recommendation for Town Common Historic Redesign and Beautification is \$117,000 contingent on Community Preservation Funding.

ATHLETIC FACILITY AND PUBLIC RECREATION IMPROVEMENTS (TURF, CRICKET, CLAXTON)

This funding request includes synthetic turf field replacement at DeFazio Complex and Memorial Park, natural turf and irrigation system replacement at Cricket Field, and field lighting design at Claxton Field. Each year, an impact test is performed on all artificial turf fields in Town. The most recent test shows that these fields are approaching the end of their useful life. The Town will hire a contractor to remove the existing turf carpet, regrade, and install new artificial field turf. Cricket Field does not have a fully functioning irrigation system; the current system was gifted to the Town over 15 years ago and is showing signs of age. The grading on this site is also inconsistent, leading to localized drainage problems. As part of the removal and improvement of turf and soil, the existing irrigation system will be abandoned in place and new water efficient irrigation system will be installed. This article will also fund the design of lighting improvements at Claxton Field. *(Submitted by: Public Works Parks and Forestry Department)*

The Town Manager's recommendation for Athletic Facility and Public Recreation Improvements is \$2,500,000 from the Athletic Facility Improvement Fund, and \$550,000 contingent on Community Preservation Funding.

DPW SPECIALTY EQUIPMENT

Unit	Division	Year	Replacement	Amount
351	Parks & Forestry/DPW	2002	Tractor to be replaced in kind	\$68,000

(Submitted by: Department of Public Works)

The Town Manager's recommendation for DPW Specialty Equipment is \$68,000 to be funded by Free Cash.

PUBLIC WORKS INFRASTRUCTURE PROGRAM

The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. This program consists of multiple categories, each with their own sub-projects. This year's request includes funding for street resurfacing, the sidewalk program, bridge repairs, storm drain capacity improvements and storm drain system repairs.

Street Resurfacing

The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 15 to 20 years. Specialized surface treatments can be applied within this period of time to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI of less than 70 for resurfacing and specialized treatment, and less than 60 for repair and renovation. The primary strategy of this program is asphalt paving and incidental work, including asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Target funding for street resurfacing in FY2020 is \$924,550.

Roadway Reconstruction

Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles and overhead utilities of all roads. The physical condition of roads to be considered for full reconstruction includes shape, foundation and traffic volume. This is a multi-year process requiring surveying, designing, utility evaluation and construction. Some of the roads that may be targeted for full reconstruction in the future include: Marked Tree Road, Nehoiden Street, Kingsbury Street, sections of Central Avenue, and Webster Street from Dedham Avenue to South Street. No funding is allocated to the Roadway Reconstruction category in FY2020.

Guardrail

Many of the Town's guardrails are noncompliant and the DPW is preparing a plan to systematically upgrade existing guardrails to make them both compliant and aesthetically pleasing. No funding is proposed for this category in FY2020.

Sidewalk Program

This Program funds improvements to the 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. Target funding for the sidewalk program in FY2020 is \$512,500.

Traffic Signal & Intersection Improvements

This Program will fund traffic signal improvements, intersection improvements, and new traffic signal installations where none currently exist. In FY2020, DPW will evaluate intersection prioritization for future projects.

Bridge Repairs

Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs. Target funding for bridge repair in FY2020 is \$100,000 (Newell's Bridge on Central Avenue into Dover – Design).

Storm Drain Capacity Improvements

This Program provides funding to improve roadway drainage capacity. The Town's Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Since the issuance of the Stormwater Master Plan numerous multi-unit developments have been built in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas. Unless circumstances dictate otherwise, FY2020 target funding of \$362,500 is planned for Ardmore Road and Hunnewell Street storm drain construction.

Storm Drain System Repairs

This Program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. Unless circumstances dictate otherwise, FY2020 funding in the amount of \$270,000 is targeted for construction activities at 470 South Street.

Brooks and Culverts – Repair and Maintenance

Flooding has caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. No funding is proposed for this category in FY2020. *(Submitted by: Public Works Engineering Department)*

The Town Manager's recommendation for Public Works Infrastructure Program is \$2,169,550 to be funded from Free Cash.

TRAFFIC IMPROVEMENTS

This funding would support projects that are recommended by the DPW and the Traffic Management Advisory Committee (TMAC). These recommendations include items such as permanent speed monitoring devices, traffic calming measures, and school zone enhancements. The proposed funding will support one or two construction-related requests per year, such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations or sign and/or pavement markings. *(Submitted by: Public Works Engineering Department)*

The Town Manager's recommendation for Traffic Improvements is \$50,000 to be funded by Free Cash.

RTS PROPERTY IMPROVEMENTS

This request is to fund improvements to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function. Presently the RTS is accessible to the public after hours. The installation of fencing will minimize public access and increase security. The RTS uses 100-yard open top containers to haul trash and recyclables. During the winter, the loaded trailers are left outside and the loads of trash or recyclables inside the containers often freeze, making the trailers impossible to empty until the loads thaw. The funding would enable the purchase and installation of a fabric-covered storage facility for four containers to prevent precipitation from accumulating. The Town is under obligation to separate the composting operations from the wetlands. This funding will allow the purchase and installation of 300 jersey barriers to create a barrier between the composting operation and the wetlands. Finally, the installation of an extended scale will accurately determine the weights of materials being shipped out of or dropped off at the RTS. *(Submitted by: Public Works RTS)*

The Town Manager's recommendation for Recycling and Transfer Station Property Improvements is \$295,000 to be funded from Free Cash.

DRAIN SYSTEM IMPROVEMENTS – WATER QUALITY (EPA)

The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge to address the pollutants through stormwater into the Charles River Basin and other water bodies. This request is to support action items identified in the MOU and included in the Town's National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage Permit. Unless circumstances require otherwise target funding of \$25,000 is proposed for Wildwood Drive Pond. *(Submitted by: Public Works Drains)*

The Town Manager's recommendation for Drain System Improvements – Water Quality (EPA) is \$25,000 in the Tier 2 category.

COMMUNITY SERVICES

LIBRARY FURNITURE

This request is for the second year of a four-year plan to replace library furniture. The Library has been open to the public for more than twelve years, and, due to heavy use, the furniture is beginning to show wear and tear. This request is to replace the community room audience stackable chairs. *(Submitted by: Needham Free Public Library)*

The Town Manager's recommendation for Library Furniture is \$112,960 to be funded by Free Cash.

LIBRARY TECHNOLOGY

This is the first year of a five-year request that will fund the Library's Technology Plan. In FY2020 the plan is to replace 20 staff computers located in the circulation area, children's area, reference area, technical services area, and administration. *(Submitted by: Needham Free Public Library)*

The Town Manager's recommendation for Library Technology is \$30,000 in the Tier 2 category.

LIBRARY SPACE PLANNING

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

The Town Manager's recommendation for Library Space Planning is \$60,000 contingent on the availability of an alternative funding source.

PUBLIC PLAYGROUNDS

The Town of Needham has 18 public playground locations: Broadmeadow (2), Eliot (2), Hillside (2), Mitchell (1), Newman (3), Claxton, Cricket, DeFazio, Greene's, Mills, Perry, Riverside, and Walker-Gordon. With the addition of two locations at the Williams School, there will be 20. This funding will be the first in a multi-year plan to improve or replace public playground

equipment in School and non-School locations. Unless circumstances require otherwise, the FY2020 funding will be used to enhance ADA compliant features at Greene's Field and Cricket Field, and to begin the process of installing poured-in-place surfacing at priority locations. *(Submitted by: Park and Recreation Department)*

The Town Manager's recommendation for Public Playgrounds is \$350,000 contingent on Community Preservation Funding.

CRICKET FIELD BUILDING RENOVATION DESIGN

A feasibility study of the Cricket Field building was completed in 2012. The study looked at several options for use of the facility. Since the study was completed, the new Rosemary Recreation Center has opened, providing necessary programming space for Park and Recreation. This funding will support the design of an upgrade of the building for its current uses: Park and Recreation summer program; Needham High Girls Soccer and Girls Lacrosse; storage for Park and Recreation programs; and storage for DPW Parks and Forestry. The building will be made handicap accessible and site work would add appropriate accessible parking. Any portion of the project related to outdoor recreation would be eligible for CPA funding. *(Submitted by: Park and Recreation Department)*

The Town Manager's recommendation for Cricket Field Building Renovation Design is \$163,765 contingent on Community Preservation funding.

ROSEMARY LAKE CAMP AND TRAIL

The Park and Recreation Commission's vision for Rosemary Lake and the Recreation Complex is that it be a place for year-round outdoor recreation. Town Meeting approved funding to remove the existing buildings at the camp property. This funding will complete the project by replacing the large building with a picnic shelter for programs and other visitors. Benches will be added along the trails, floating docks will be added to both sides of the lake, with a larger dock on the pool side to accommodate paddle boats, and minor improvements will be made to the trails. *(Submitted by: Park and Recreation Department)*

The Town Manager's recommendation for Rosemary Lake Camp and Trail is \$200,000 contingent on Community Preservation funding.

GENERAL FUND FLEET REPLACEMENT PROGRAM

The Town's fleet replacement program was established in FY2015. The program includes a budget and schedule for the Town's rolling stock fleet of appropriately 220 vehicles, trailers, and large specialized attachments and the School Department fleet of

14 vans and buses. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (87). They comprise approximately 39 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be part of the of the Town's recurring costs. The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet. Specialized, high value vehicles and snow and ice equipment comprise the other 38 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned. Unless circumstances require otherwise, the proposed FY2020 fleet replacement schedule is as follows. *(Submitted by: Multiple Departments)*

GENERAL FUND CORE FLEET REPLACEMENT

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
457	Building	2006	Ford Taurus to be replaced by Toyota FAV4 or similar	\$33,085
C-42	Fire	2013	Explorer to be replaced by an SUV	\$35,249
2	Fleet/DPW	2010	Ford F150 to be replaced in kind	\$37,060
92	Engineering/DPW	2012	Ford Explorer to be replaced by Ford Van	\$41,550
57	Highway/DPW	2012	Ford F350 to be replaced in kind	\$63,804
705	Building Maintenance/DPW	2006	Ford E250 to be replaced by Ford F150	\$37,060
715	Building Maintenance/DPW	Addition to Fleet	Ford Van	\$43,709
56	RSD/DPW	2010	Ford F150 to be replaced by Ford F250	\$50,332
Bus 14	Needham Public Schools	2012	School Bus to be replaced in kind	\$81,942
Van 1	Needham Public Schools	2011	Ford E150 Van to be replaced by similar passenger van	\$38,388
Van 2	Needham Public Schools	2011	Ford E150 Van to be replaced by similar passenger van	\$38,388

GENERAL FUND FLEET REPLACEMENT – SPECIALIZED EQUIPMENT

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
256	Parks & Forestry/DPW	2008	Brush Bandit Chipper	\$64,936

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
38	Parks & Forestry/DPW	2007	Aerial Lift	\$274,434

REPLACEMENT SNOW AND ICE EQUIPMENT

UNIT	DIVISION	YEAR	REPLACEMENT	AMOUNT
102	Highway/DPW	2008	Large Tractor to be replaced in kind	\$252,140
107	Highway/DPW	2008	Sidewalk Tractor Plow to be replaced in kind	\$178,571

The Town Manager’s recommendation for General Fund Core Fleet Replacement is \$500,567 to be funded by Free Cash.

The Town Manager’s recommendation for General Fund Specialized Equipment is \$339,370 to be funded by Free Cash.

The Town Manager’s recommendation for General Fund Snow & Ice Replacement is \$430,711 to be funded by Free Cash.

SEWER ENTERPRISE FUND

SEWER PUMP STATION IMPROVEMENTS

The Town maintains nine sewer pump stations at elevations below the gravity system. Without these stations, sewage would not enter the Town's sewerage system at these locations. This project will fund the design and engineering of the replacement of the Lake Drive pump station. The pump station at this location is beyond its useful life and requires constant maintenance. The pumps are failing more frequently due to electrical or mechanical issues and require more personnel time and emergency funds to keep the station running. The plan is to replace the existing canister pump station with a new canister pump station. *(Submitted by: Department of Public Works)*

The Town Manager’s recommendation for Sewer Pump Station Improvements is \$630,000 to be funded by Sewer Enterprise Fund Retained Earnings.

SEWER SYSTEM INFILTRATION & INFLOW (I/I) REMOVAL

The Town recently completed a study identifying priority areas for inflow and infiltration removal for the next ten years. The Town of Needham, along with numerous other communities, is under Administrative Orders from the Department of

Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. Unless circumstances require otherwise, this funding will support the design of the removal of the remaining locations of identified infiltration in the system by methods including replacing sewer manholes, lining sewer mains, replacing sewer mains and services, and testing and sealing joints. *(Submitted by: Department of Public Works)*

The Town Manager’s recommendation for Sewer System Infiltration and Inflow Removal is \$1,600,000: \$800,000 to be funded by Sewer Enterprise Fund Retained Earnings and \$800,000 to be funded through Sewer Enterprise Fund debt.

SEWER FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

Unit	Division	Year	Replacement	Amount
35	Sewer/DPW	1999	Catch Basin Cleaner to be replaced in kind.	\$201,487

(Submitted by: Department of Public Works)

The Town Manager’s recommendation for Sewer Core Fleet Replacement is \$201,487 to be funded by Sewer Enterprise Fund Retained Earnings.

WATER ENTERPRISE FUND

WATER DISTRIBUTION SYSTEM IMPROVEMENTS

Water System Rehabilitation

Through the Water System Rehabilitation Program, the Town’s water infrastructure is continually evaluated to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town’s water infrastructure are 75+ years old and approaching the end of their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Unless circumstances require otherwise, the FY2020 funding will support the replacement of water mains on Bennington Street from High Street to Concord Street, Country Way, and Alder Book Lane, and the design of water main replacement under Rosemary Lake.

Failing Lined Water Main Replacement

The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The lining of these pipes breaks down over time, causing discoloration in the water and concern for the water quality in the areas serviced by this line. The Town began addressing this issue in 2008, when there was approximately 19,000 linear feet of piping in need of replacement. This funding will complete the project and replace the remainder of existing pipe – 5,500 linear feet of 14” water main – with a new 16” water main from the intersection of Pine Street and Marked Tree Road to High Rock Street. This project will include replacing the pipe and reconstruction of the road. *(Submitted by: Department of Public Works)*

The Town Manager’s recommendation for Water Distribution System Improvements is \$4,791,500, \$4,500,000 to be funded by Water Enterprise Fund Debt and \$291,500 to be funded by Water Enterprise Fund Retained Earnings.

Capital Recommendations and Funding Sources

Section 2

**Capital Recommendations and Funding Sources
Section Index**

Contents	Page
2020 Recommendations by Funding Source	
General Fund	2-01
Community Preservation Fund	2-05
Sewer Enterprise Fund	2-05
Water Enterprise Fund	2-05
2020 - 2024 Tier One Recommendations	
General Fund/Community Preservation Fund	2-10
Sewer Enterprise Fund	2-16
Water Enterprise Fund	2-17
2015 - 2020 Capital Funding Sources	
General Fund	2-19
Community Preservation Fund	2-31
RTS Enterprise Fund	2-34
Sewer Enterprise Fund	2-37
Water Enterprise Fund	2-39
Recap of All Funding Sources	2-42

**Capital Recommendations and Funding Sources
Section Index**

Contents	Page
Debt Financing	
Debt Service to Revenue Table (Including Recommended CIP)	2-43
Debt Service as a Percentage of Revenue Chart	2-44
Proposed Funding by Debt 2020 - 2024	
General Fund within the Levy Limit	2-45
Community Preservation Fund	2-46
RTS Enterprise Fund	2-47
Sewer Enterprise Fund	2-48
Water Enterprise Fund	2-49
Debt Exclusion	2-50
Open Authorizations	2-51
Long Term Debt Service Obligations Table 2019 -2044	2-52
Long Term Debt Service Obligations Chart 2019 -2044	2-54
FY2019 Debt Service Share of Total Chart	2-55
Schedule of Issued Long Term Debt	2-56

Town of Needham
Capital Improvement Plan
January 2019

**FY2020
Capital Budget
Funding Recommendations**

Title	Code*	Dept	Submitting Department	Cat *	FY2020 Department Request	Cash	Debt	Other Funding Source	No Action	Notes	Page
Building Management System Upgrade	M	23.2	Public Works	1	392,000	392,000					3 - 044
Center at the Heights Computer Lab	P	14	Finance	1	50,000	50,000					3 - 014
Claxton Field	M	23.6	Public Works	3	70,000				70,000	Funding is recommended under Tier II.	3 - 153
DPW Boiler Replacement 470 Dedham Avenue	M	23.2	Public Works	2	50,000			50,000		Unexpended balance from a prior capital appropriation.	3 - 104
DPW Complex	M	23.1	Public Works	2	3,062,000				3,062,000		3 - 081
Energy Efficiency Upgrade Improvements	M	23.2	Public Works	2	57,000			57,000		Unexpended balance from a prior capital appropriation.	3 - 097
Facility Assessment for Sustainable Building Management	M	23.2	Public Works	2	100,000	100,000					3 - 095
High School Locker Reconfiguration & Addition	N	80	School	1	50,000	37,500		12,500		Unexpended balance from a prior capital appropriation.	3 - 070
Hillside School Boiler Upgrade	M	23.2	Public Works	2	12,000				12,000		3 - 083
Library Furniture	P	28	Library	1	112,960	112,960					3 - 053
Library Space Planning	NB	28	Library	2	60,000				60,000	Possible alternative funding source.	3 - 114
Library Technology	N	28	Library	1	30,000				30,000	First time request; funding is recommended under Tier II.	3 - 058
Mitchell School Restroom Upgrades	M	23.2	Public Works	2	67,000	67,000					3 - 093
Multi-Function Printer Devices	P	14	Finance	1	35,600	35,600					3 - 030
Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems	N	80	School	1	60,000				60,000	Possible alternative funding source.	3 - 078
Newman Preschool Playground Custom Shade Shelter	M	80	School	1	69,200	69,200					3 - 068

Town of Needham
Capital Improvement Plan
January 2019

**FY2020
Capital Budget
Funding Recommendations**

Title	Code*	Dept	Submitting Department	Cat *	FY2020 Department Request	Cash	Debt	Other Funding Source	No Action	Notes	Page
Newman School Gym Floor	N	23.2	Public Works	2	275,000	275,000					3 - 091
Personal Protective Equipment	P	18	Fire	1	43,424	43,424					3 - 042
Police and Fire Mobile and Portable Radios	N	17	Police	1	617,550	617,550				Related to the Public Safety Building projects	3 - 038
Pollard School Blue & Green Gym Score Boards	M	23.2	Public Works	2	30,000	30,000					3 - 087
Public Safety Desktops, Printers and Peripherals	N	14	Finance	1	200,000	200,000				Related to the Public Safety Building projects	3 - 024
Public Safety Fitness Equipment	N	18	Fire	1	83,613				83,613	Possible alternative funding source.	3 - 040
Public Safety Mobile Devices	M	14	Finance	1	35,000	35,000					3 - 026
Public Works Infrastructure Program	M	23	Public Works	3	2,169,550	2,169,550					3 - 144
Recycling and Transfer Station Property Improvements	M	23.7	Public Works	3	295,000	295,000					3 - 161
Renovate/Reconstruct Hillside as Swing Space for School Construction	M	80	School	2	100,000				100,000		3 - 125
Fleet - Large Tractor Unit 102 (Highway)	L	23.5	Public Works	4	252,140	252,140					3 - 199
Fleet - Sidewalk Tractor Plow Unit 107 (Highway)	X	23.5	Public Works	4	178,571	178,571					3 - 199
Fleet - Street Sweeper Unit 181 (Highway)	L	23.5	Public Works	4	313,169				313,169	Unit 182 was funded for replacement in FY2019; the warrant showed it as unit 181.	3 - 199
Fleet - Work Truck Class 2 Unit 2 (Fleet)	C	23.4	Public Works	4	37,060	37,060					3 - 199
Fleet - Utility Trailer Chipper Unit 256 (Parks)	L	23.6	Public Works	4	64,936	64,936					3 - 199

Town of Needham
 Capital Improvement Plan
 January 2019

**FY2020
 Capital Budget
 Funding Recommendations**

Title	Code*	Dept	Submitting Department	Cat *	FY2020 Department Request	Cash	Debt	Other Funding Source	No Action	Notes	Page
Fleet - Heavy Duty Bucket Truck Class 8 Unit 38 (Parks)	L	23.6	Public Works	4	274,434	274,434					3 - 199
Fleet - Small SUV Unit 457 (Building)	C	19	Building	4	33,085	33,085				Replacing a Taurus passenger vehicle.	3 - 199
Fleet - Work Truck Class 2 Unit 56 (Solid Waste)	C	23.7	Public Works	4	50,332	50,332					3 - 199
Fleet - Work Truck Class 2 Unit 57 (Highway)	CL	23.5	Public Works	4	63,804	63,804					3 - 199
Fleet - Work Truck Class 2 Unit 705 (Building Maintenance)	C	23.2	Public Works	4	37,060	37,060					3 - 199
Fleet - Work Van Unit 715 (Building Maintenance)	C	23.2	Public Works	4	43,709	43,709				Addition to the fleet for the additional trades position.	3 - 199
Fleet - Work Van Unit 92 (Engineering)	C	23.3	Public Works	4	41,550	41,550					3 - 199
Fleet - School Bus Unit 14 (School)	C	80	School	4	81,942	81,942					3 - 199
Fleet - Fire Prevention Vehicle C-42 (Fire)	C	18	Fire	4	35,249	35,249					3 - 199
Fleet - Transport Van Unit 1 (School)	C	80	School	4	38,388	38,388					3 - 199
Fleet - Transport Van Unit 2 (School)	C	80	School	4	38,388	38,388					3 - 199
School Copier Replacement	R	80	School	1	135,520	52,470			83,050	Funding is recommended under Tier II.	3 - 065
School Furniture	R	80	School	1	35,000	35,000					3 - 063
School Master Plan Supplement	N	80	School	2	125,000	125,000					3 - 140

Town of Needham
 Capital Improvement Plan
 January 2019

**FY2020
 Capital Budget
 Funding Recommendations**

Title	Code*	Dept	Submitting Department	Cat *	FY2020 Department Request	Cash	Debt	Other Funding Source	No Action	Notes	Page
School Technology Replacement	R	80	School	1	632,350	632,350					3 - 075
Specialty Equipment - Unit 351 Tractor (PF)	M	23.6	Public Works	1	68,000	68,000					3 - 049
Town Offices Replacement Furniture	P	10	Town Manager	1	25,000	25,000					3 - 002
Traffic Improvements	P	23	Public Works	3	50,000	50,000					3 - 210
Turf Field Replacement at DeFazio Field and Memorial Park	M	23.6	Public Works	3	2,500,000			2,500,000		Funding from AFIF	3 - 153
Drain System Improvements – Water Quality (EPA)	M	23.8	Public Works	3	25,000				25,000		3 - 182
General Fund					13,306,584	6,788,252		2,619,500	3,898,832		

Town of Needham
Capital Improvement Plan
January 2019

**FY2020
Capital Budget
Funding Recommendations**

Title	Code*	Dept	Submitting Department	Cat *	FY2020 Department Request	Cash	Debt	Other Funding Source	No Action	Notes	Page
Cricket Field	M	23.6	Public Works	3	480,000	480,000					3 - 153
Cricket Field Building Renovation	M	29	Park and Recreation	2	163,765				163,765		3 - 116
Open Space Land Purchase	P	29	Park and Recreation	3	1,000,000				1,000,000	No Specific Request	3 - 172
Passive Recreation Improvements (Dwight Field/Charles River Center)	N	23.6	Public Works	3	35,000				35,000	First time request; funding is recommended under Tier II.	3 - 157
Public Playgrounds	M	29	Park and Recreation	1	350,000	350,000					3 - 060
Rosemary Lake Camp and Trail	P	29	Park and Recreation	3	200,000	200,000					3 - 170
Town Common Historic Redesign and Beautification	M	23.3	Public Works	3	117,000	117,000					3 - 159
Community Preservation Fund					2,345,765	1,147,000			1,198,765		
Fleet - Heavy Duty Work Truck Class 8 Unit 29 (Jet Vac)	L	200	Public Works	4	321,268				321,268	Postponed by Request	3 - 199
Fleet - Heavy Duty Work Truck Class 8 Unit 35 (with Catch Basin Cleaner)	C	200	Public Works	4	201,487	201,487					3 - 199
Sewer Pump Station Improvements	M	200	Public Works	3	630,000	630,000					3 - 178
Sewer System Infiltration & Inflow Removal	M	200	Public Works	3	1,600,000	800,000	800,000				3 - 180
Sewer Enterprise Fund					2,752,755	1,631,487	800,000		321,268		
Water Distribution System Improvements	M	300	Public Works	3	4,791,500	291,500	4,500,000				3 - 191
Water Enterprise Fund					4,791,500	291,500	4,500,000				
TOTAL					23,196,604	9,858,239	5,300,000	2,619,500	5,418,865		

**FY2020
 Capital Budget
 Funding Recommendations**

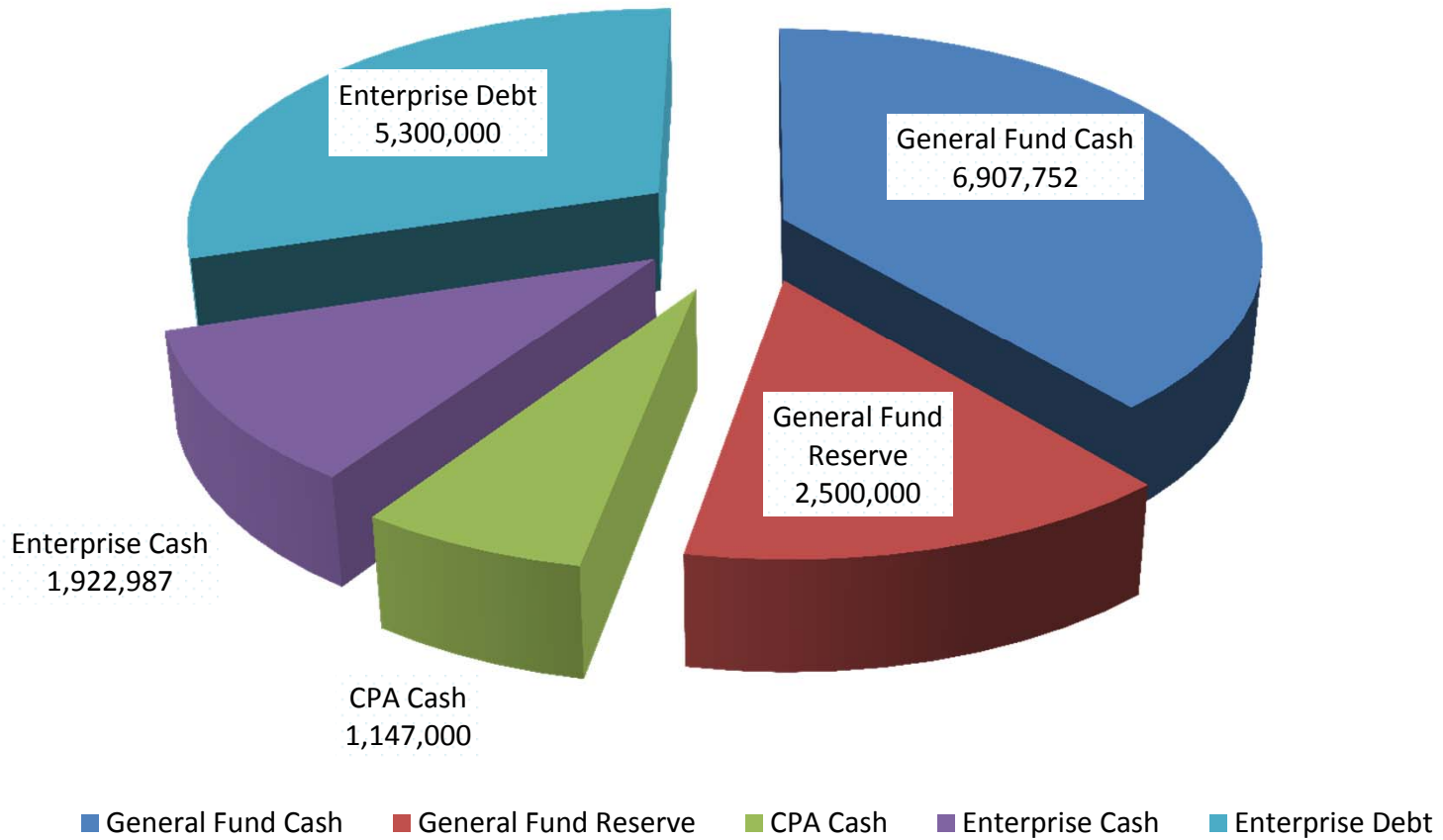
Title	Code*	Dept	Submitting Department	Cat *	FY2020 Department Request	Cash	Debt	Other Funding Source	No Action	Notes	Page
Equipment & Technology				1	3,025,217	2,756,054		12,500	256,663		
Buildings & Facilities				2	4,101,765	597,000		107,000	3,397,765		
Infrastructure & Land				3	13,963,050	5,033,050	5,300,000	2,500,000	1,130,000		
Fleet				4	2,106,572	1,472,135			634,437		
TOTAL					23,196,604	9,858,239	5,300,000	2,619,500	5,418,865		

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

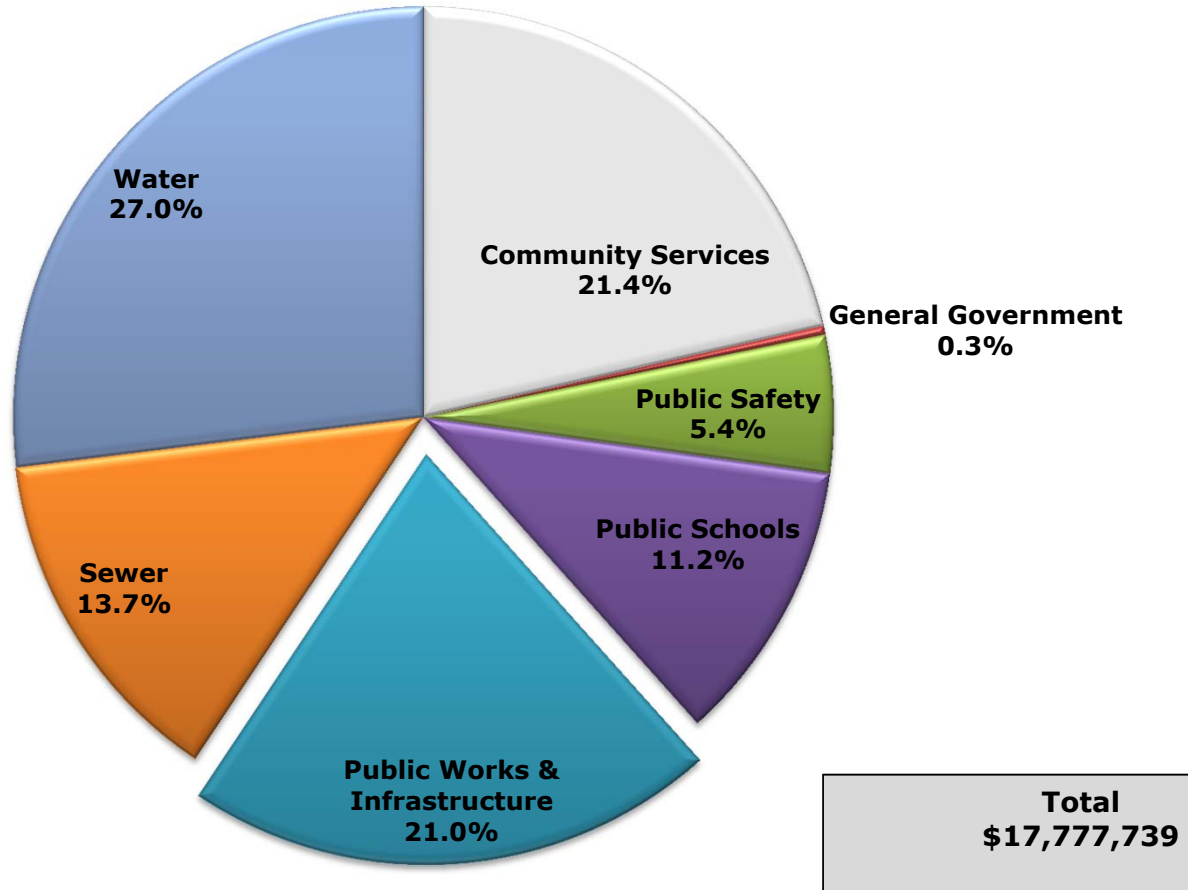
Cat (Category)
 1 = Equipment or Technology
 2 = Building or Facility
 3 = Infrastructure
 4 = Fleet

Truck Classification
 Class 1 = Smallest Pick-up Trucks 6,000 lbs.
 Class 2 = Full Size or 1/2 Ton Pick-up Trucks 6K to 10K lbs. (ex Ford F150 and F250)
 Class 3 = Heavy Duty Pick-up Trucks 10K to 14K lbs. (ex Ford F350)
 Class 4 = Medium Size Work Trucks 14K to 16K lbs. (ex Ford F450)
 Class 5 = Medium Job Trucks 16K to 19.5K lbs. (ex Ford F550)
 Class 6 = Medium to Large Trucks 19.5K to 26K (ex Ford F650)
 Class 7 = Heavy Duty Trucks 26K to 33K (ex Ford F750) Requires Class B Commercial
 Class 8 = Largest Heavy Duty Trucks 33K lbs. or more (specialized equipment)

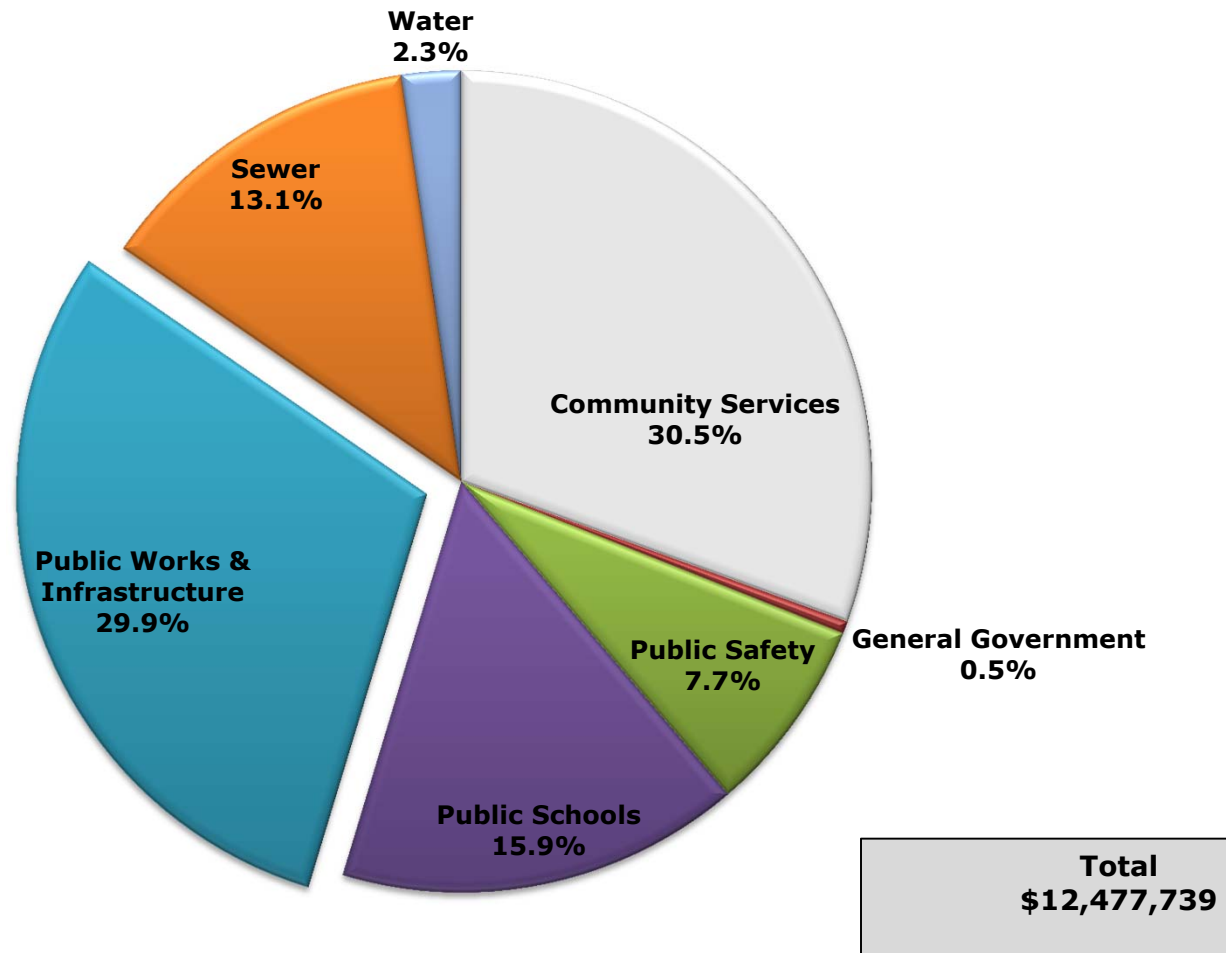
FY2020 Proposed Capital by Funding Source



FY2020 Proposed Capital by Function



FY2020 Proposed Cash Capital by Function



Town of Needham
Capital Improvement Plan
January 2019

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	Cash	Debt	Other	Page
Asa Small Field Renovation	I	Community	3														3 - 151
Athletic Facility and Public Recreation Improvements	M	Community	3	2,950,000	2,980,000	612,500	45,000	677,000	450,000	1,102,000	1,102,000	290,000	290,000	1,392,000		3,475,000	3 - 153
Athletic Fields Master Plan	GM	Community	3									75,000					3 - 166
Boat Launch on Charles River	I	Community	3														3 - 168
CATH Generator	N	Community	2							37,500	37,500	250,000	250,000	287,500			3 - 110
Center at the Heights Computer Lab	P	Community	1	50,000	50,000									50,000			3 - 014
Center at the Heights Space Utilization Study	I	Community	2							75,000	75,000			75,000			3 - 108
Cricket Field Building Renovation	M	Community	2	163,765		818,824											3 - 116
Library Furniture	P	Community	1	112,960	112,960	82,740	82,740	83,182	83,182					278,882			3 - 053
Library RFID Conversion	P	Community	1			327,200											3 - 055
Library Space Planning	NB	Community	2	60,000													3 - 114
Library Technology	N	Community	1	30,000		48,500	48,500	26,280		36,500	36,500	30,400		85,000			3 - 058
Open Space Land Purchase	P	Community	3	1,000,000													3 - 172
Outdoor Basketball Courts	M	Community	3					135,000	135,000							135,000	3 - 174
Passive Recreation Improvements (Dwight Field/Charles River Center)	N	Community	3	35,000		350,000											3 - 157
Permanent Message Boards	M	Community	1			54,000		56,000		58,000		60,000					3 - 046
Public Playgrounds	M	Community	1	350,000	350,000	350,000	350,000									700,000	3 - 060
Replace Unit 404 2012 Ford E350 VAN (14 Passengers)	C	Community	4					93,575	93,575					93,575			3 - 199
Rosemary Lake Camp and Trail	P	Community	3	200,000	200,000											200,000	3 - 170
Town Common Historic Redesign and Beautification	M	Community	3	117,000	117,000	906,000	906,000									1,023,000	3 - 159
GIS Technology Systems and Application Updates	M	General	1							100,000	100,000			100,000			3 - 016
High Availability Firewalls	N	General	1					75,000	75,000					75,000			3 - 018
Multi-Function Printer Devices	P	General	1	35,600	35,600	35,600	35,600	35,600	35,600					106,800			3 - 030
Non-Public Safety Data Center Servers and Storage Units	P	General	1							145,000	145,000	180,000	180,000	325,000			3 - 020
Replace Unit 452 2013 Ford Taurus	L	General	4							38,305	38,305			38,305			3 - 199
Revenue Application Software Package	P	General	1			1,100,000	1,100,000							1,100,000			3 - 032

Town of Needham
Capital Improvement Plan
January 2019

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	Cash	Debt	Other	Page
Town Building Switching	N	General	1									60,000	60,000	60,000			3 - 004
Town Internet Control, Analysis and Reporting	N	General	1					75,000	75,000					75,000			3 - 006
Town Offices Replacement Furniture	P	General	1	25,000	25,000			25,000	25,000					50,000			3 - 002
Wireless Hardware Infrastructure	N	General	1									175,000	175,000	175,000			3 - 010
Automated External Defibrillators Replacement	P	Public Safety	1							27,836	27,836			27,836			3 - 034
Firearm Replacement	M	Public Safety	1			31,630	31,630							31,630			3 - 036
Personal Protective Equipment	P	Public Safety	1	43,424	43,424	43,424	43,424	43,424	43,424	43,424	43,424	43,424	43,424	217,120			3 - 042
Police and Fire Mobile and Portable Radios	N	Public Safety	1	617,550	617,550									617,550			3 - 038
Public Safety Data Center Servers and Storage Units	M	Public Safety	1			200,000											3 - 022
Public Safety Desktops, Printers and Peripherals	N	Public Safety	1	200,000	200,000									200,000			3 - 024
Public Safety Fitness Equipment	N	Public Safety	1	83,613													3 - 040
Public Safety Mobile Devices	M	Public Safety	1	35,000	35,000			50,000	50,000	50,000	50,000			135,000			3 - 026
Replace Unit 1996 HAZ HAZMAT TRAILER	L	Public Safety	4														3 - 199
Replace Unit 400 2005 Ford Taurus	C	Public Safety	4					35,441	35,441					35,441			3 - 199
Replace Unit 453 2016 Ford Focus	C	Public Safety	4									37,966	37,966	37,966			3 - 199
Replace Unit 454 2014 Ford Fusion	L	Public Safety	4									37,966	37,966	37,966			3 - 199
Replace Unit 455 2016 Ford Focus	L	Public Safety	4									37,966	37,966	37,966			3 - 199
Replace Unit 456 1014 Ford Fusion	L	Public Safety	4									37,966	37,966	37,966			3 - 199
Replace Unit 457 2006 Ford Taurus	C	Public Safety	4	33,085	33,085									33,085			3 - 199
Replace Unit C-01 2017 Ford Explorer	C	Public Safety	4			47,733	47,733							47,733			3 - 199
Replace Unit C-02 2016 Chevrolet Tahoe	C	Public Safety	4			54,357	54,357							54,357			3 - 199
Replace Unit C-03 2013 Ford Explorer	C	Public Safety	4			47,733	47,733							47,733			3 - 199
Replace Unit C-06 2015 Ford F350	C	Public Safety	4			68,750	68,750							68,750			3 - 199
Replace Unit C-42 2013 Ford Explorer	C	Public Safety	4	35,249	35,249									35,249			3 - 199
Replace Unit L-01 2004 Sutphen Quint Ladder Truck	L	Public Safety	4									1,348,060	1,348,060		1,348,060		3 - 199
Replace Unit R-01 2016 Ford E450 Ambulance	L	Public Safety	4			350,322	350,322							350,322			3 - 199

Town of Needham
Capital Improvement Plan
January 2019

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	Cash	Debt	Other	Page
Replace Unit R-02 2017 Ford E450 Ambulance	L	Public Safety	4					362,584			362,584			362,584			3 - 199
Replace Unit R-03 2008 Ford E450 Ambulance	L	Public Safety	4			350,322	350,322							350,322			3 - 199
Replace Unit R-04 2006 Ford E450 Ambulance	L	Public Safety	4					362,584	362,584					362,584			3 - 199
Town Building Security and Traffic Cameras	N	Public Safety	1									300,000					3 - 012
Town Wide Video Projection and Smart TV	N	Public Safety	1					50,000	50,000	40,000	40,000	55,000	55,000	145,000			3 - 008
Daley Building Upgrades	N	Public Works	2									50,000					3 - 106
DPW Boiler Replacement 470 Dedham Avenue	M	Public Works	2	50,000	50,000	460,000	460,000							460,000		50,000	3 - 104
DPW Complex	M	Public Works	2	3,062,000				37,379,000									3 - 081
Energy Efficiency Upgrade Improvements	M	Public Works	2	57,000	57,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	400,000		57,000	3 - 097
Fleet Refurbishment	N	Public Works	1			150,000				150,000							3 - 051
Public Works Infrastructure Program	M	Public Works	3	2,169,550	2,169,550	2,415,000	2,145,000	2,278,000	2,145,000	3,524,500	2,145,000	3,105,000	2,145,000	10,749,550			3 - 144
Public Works Mobile Devices	N	Public Works	1							50,000	50,000			50,000			3 - 028
Recycling and Transfer Station Property Improvements	M	Public Works	3	295,000	295,000	401,500	401,500	124,500	124,500	124,500	124,500			945,500			3 - 161
Recycling Center and Transfer Station Employee Trailer	I	Public Works	2														3 - 112
Replace Unit 10 2010 International 7400 Dump Truck	L	Public Works	4					269,978	269,978					269,978			3 - 199
Replace Unit 102 2008 John Deere Loader 544J	L	Public Works	4	252,140	252,140									252,140			3 - 199
Replace Unit 107 2008 Camoplast Sidewalk Plow Tractor	X	Public Works	4	178,571	178,571									178,571			3 - 199
Replace Unit 108 2011 Trackless Tractor	X	Public Works	4							197,985	197,985			197,985			3 - 199
Replace Unit 112 2011 Prinoth (Sidewalk Tractor)	L	Public Works	4							245,967	245,967			245,967			3 - 199
Replace Unit 113 2008 Camoplast Sidewalk Plow Tractor	L	Public Works	4			184,821	184,821							184,821			3 - 199
Replace Unit 121 2007 Vermac Utility Trailer (Electronic Message Board)	L	Public Works	4					17,213									3 - 199
Replace Unit 122 2007 Vermac Utility Trailer (Electronic Message Board)	L	Public Works	4					17,213									3 - 199
Replace Unit 181 2012 Elgin Pelican Sweeper	L	Public Works	4	313,169													3 - 199
Replace Unit 186 2010 Gaint Leaf Vacuum Trailer	L	Public Works	4					26,623	26,623					26,623			3 - 199
Replace Unit 2 2010 Ford F150 XL	C	Public Works	4	37,060	37,060									37,060			3 - 199
Replace Unit 254 2013 Bandit Brush Chipper	L	Public Works	4							73,183	73,183			73,183			3 - 199

Town of Needham
Capital Improvement Plan
January 2019

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	Cash	Debt	Other	Page
Replace Unit 256 2008 Utility Trailer (Chipper)	L	Public Works	4	64,936	64,936									64,936			3 - 199
Replace Unit 259 2010 Hudson Trailer	L	Public Works	4			3,354											3 - 199
Replace Unit 3 2012 Ford F450	L	Public Works	4					78,567	78,567					78,567			3 - 199
Replace Unit 32 2012 Ford F350	CL	Public Works	4					68,349	68,349					68,349			3 - 199
Replace Unit 34 2001 Mack Tractor Trailer	L	Public Works	4									182,172	182,172	182,172			3 - 199
Replace Unit 350 2010 John Deere Loader	L	Public Works	4					67,245	67,245					67,245			3 - 199
Replace Unit 36 2014 Warren Utility Trailer (Open-Top Trailer)	L	Public Works	4									79,281	79,281	79,281			3 - 199
Replace Unit 38 2007 International 4300 Bucket Truck	L	Public Works	4	274,434	274,434									274,434			3 - 199
Replace Unit 39 2012 Ford F550 Dump Truck	L	Public Works	4					73,233	73,233					73,233			3 - 199
Replace Unit 43 2012 Ford F350	CL	Public Works	4					66,407	66,407					66,407			3 - 199
Replace Unit 45 2012 FORD E150 VAN	C	Public Works	4					45,656	45,656					45,656			3 - 199
Replace Unit 5 2011 International 7400 Dump Truck	L	Public Works	4							247,365	247,365			247,365			3 - 199
Replace Unit 56 2010 Ford F150	C	Public Works	4	50,332	50,332									50,332			3 - 199
Replace Unit 57 2012 Ford F350	CL	Public Works	4	63,804	63,804									63,804			3 - 199
Replace Unit 700 2012 Ford Econ Van E250	C	Public Works	4							48,461	48,461			48,461			3 - 199
Replace Unit 705 2006 Ford Econ Van E250	C	Public Works	4	37,060	37,060									37,060			3 - 199
Replace Unit 707 2008 Ford Econ Van E250	C	Public Works	4			45,239	45,239							45,239			3 - 199
Replace Unit 710 2008 Leaf Utility Trailer	C	Public Works	4									8,077					3 - 199
Replace Unit 712 2011 Ford Econ Van E250	C	Public Works	4					46,822	46,822					46,822			3 - 199
Replace Unit 713 2012 Ford F450 Dump Truck	L	Public Works	4									84,163	84,163	84,163			3 - 199
Replace Unit 715 Addition to Fleet	C	Public Works	4	43,709	43,709									43,709			3 - 199
Replace Unit 720 2009 Ford Escape Hybrid	C	Public Works	4			34,243	34,243							34,243			3 - 199
Replace Unit 756 2010 Ford F150	C	Public Works	4					39,700	39,700					39,700			3 - 199
Replace Unit 9 INTERNATIONAL 7400 Dump Truck	L	Public Works	4									287,978	287,987	287,987			3 - 199
Replace Unit 91 2000 CONSTRUCTION SCALP TRUCK	L	Public Works	4					143,142	143,142					143,142			3 - 199
Replace Unit 92 2012 Ford Explorer	C	Public Works	4	41,550	41,550									41,550			3 - 199

Town of Needham
Capital Improvement Plan
January 2019

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	Cash	Debt	Other	Page
Specialty Equipment - Loader Mounted Snow Blower (H)	M	Public Works	1			192,000	192,000							192,000			3 - 049
Specialty Equipment - Unit 334 Specialty Mower (PF)	M	Public Works	1					38,000	40,000					40,000			3 - 049
Specialty Equipment - Unit 351 Tractor (PF)	M	Public Works	1	68,000	68,000									68,000			3 - 049
Traffic Improvements	P	Public Works	3	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	250,000			3 - 210
Broadmeadow School Technology Room Conversion	N	Schools	2					213,100	213,100					213,100			3 - 137
Building Management System Upgrade	M	Schools	1	392,000	392,000									392,000			3 - 044
Eliot Modular Classrooms	N	Schools	2			556,700		3,481,200									3 - 134
Eliot School Technology Room Conversion	N	Schools	2			179,300	179,300							179,300			3 - 131
Emery Grover Roof Replacement	M	Schools	2			15,000		220,000									3 - 100
Emery Grover Window Replacement	M	Schools	2			30,000		368,000									3 - 102
Facility Assessment for Sustainable Building Management	M	Schools	2	100,000	100,000							50,000	50,000	150,000			3 - 095
Harris Avenue Parking Lot (Pollard School)	P	Schools	3							25,000	25,000	500,000	500,000	525,000			3 - 142
High School Locker Reconfiguration & Addition	N	Schools	1	50,000	50,000									37,500		12,500	3 - 070
Hillside School Boiler Upgrade	M	Schools	2	12,000		220,000											3 - 083
Mitchell Elementary School Renovation	M	Schools	2			650,000				111,874,200							3 - 122
Mitchell School Restroom Upgrades	M	Schools	2	67,000	67,000	670,000	670,000							67,000	670,000		3 - 093
Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems	N	Schools	1	60,000													3 - 078
Newman Preschool Playground Custom Shade Shelter	M	Schools	1	69,200	69,200									69,200			3 - 068
Newman School Gym Floor	N	Schools	2	275,000	275,000									275,000			3 - 091
Pollard School Air Conditioning Upgrade	M	Schools	2			100,000	100,000	550,000	1,125,000	575,000				100,000	1,125,000		3 - 089
Pollard School Blue & Green Gym Score Boards	M	Schools	2	30,000	30,000									30,000			3 - 087
Pollard School Improvements	M	Schools	2														3 - 118
Pollard School Locker Room Retrofit	M	Schools	2			60,000	60,000	630,000	630,000					60,000	630,000		3 - 085
Renovate/Reconstruct Emery Grover Building at Highland Avenue Location	M	Schools	2			2,113,600		17,234,900									3 - 128
Renovate/Reconstruct Hillside as Swing Space for School Construction	M	Schools	2	100,000		3,922,800		24,452,100									3 - 125
Replace Unit Bus 1 2017 Blue Bird 202 School Bus	C	Schools	4							90,264	90,264			90,264			3 - 199

Town of Needham
Capital Improvement Plan
January 2019

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	Cash	Debt	Other	Page
Replace Unit Bus 14 2012 IC Mini School Bus	C	Schools	4	81,942	81,942									81,942			3 - 199
Replace Unit Bus 2 2017 Blue Bird 202 School Bus	C	Schools	4							90,264	90,264			90,264			3 - 199
Replace Unit Van 1 2011 Ford E150 Van	C	Schools	4	38,388	38,388									38,388			3 - 199
Replace Unit Van 10 2015 Toyota Sienna Van	C	Schools	4					50,483	50,483					50,483			3 - 199
Replace Unit Van 2 2011 Ford E150 Van	C	Schools	4	38,388	38,388									38,388			3 - 199
Replace Unit Van 7 2012 Ford E250 Van	C	Schools	4			48,776	48,776							48,776			3 - 199
Replace Unit Van 8 2013 Ford E250 Van	C	Schools	4			48,776	48,776							48,776			3 - 199
Replace Unit Van 9 2014 Toyota Sienna Van	C	Schools	4					50,483	50,483					50,483			3 - 199
School Copier Replacement	R	Schools	1	135,520	52,470	37,600	37,600	73,990	73,990	41,200	41,200	57,650	57,650	262,910			3 - 065
School Document Management System	M	Schools	1					187,700									3 - 072
School Furniture	R	Schools	1	35,000	35,000	35,000	35,000	25,000	25,000	25,000	25,000	25,000	25,000	145,000			3 - 063
School Master Plan Supplement	N	Schools	2	125,000	125,000									125,000			3 - 140
School Technology Replacement	R	Schools	1	632,350	632,350	556,575	556,575	490,150	490,150	422,000	422,000	395,750	395,750	2,496,825			3 - 075
Drain System Improvements - Water Quality (EPA)	M	Stormwater	3	25,000		253,000		2,000,000									3 - 182
TOTAL				15,552,349	10,554,752	19,412,919	8,910,941	93,142,424	7,557,234	119,708,454	6,034,338	7,993,819	6,510,351	30,142,056	3,773,060	5,652,500	
Equipment & Technology			1	3,025,217	2,768,554	3,244,269	2,513,069	1,334,326	1,066,346	1,188,960	980,960	1,382,224	991,824	7,608,253		712,500	
Buildings & Facilities			2	4,101,765	704,000	9,896,224	1,569,300	84,628,300	2,068,100	112,661,700	212,500	450,000	400,000	2,421,900	2,425,000	107,000	
Infrastructure & Land			3	6,841,550	5,811,550	4,988,000	3,547,500	5,264,500	2,904,500	4,826,000	3,446,500	4,020,000	2,985,000	13,862,050		4,833,000	
Fleet			4	1,583,817	1,270,648	1,284,426	1,281,072	1,915,298	1,518,288	1,031,794	1,394,378	2,141,595	2,133,527	6,249,853	1,348,060		
TOTAL				15,552,349	10,554,752	19,412,919	8,910,941	93,142,424	7,557,234	119,708,454	6,034,338	7,993,819	6,510,351	30,142,056	3,773,060	5,652,500	

Town of Needham
Capital Improvement Plan
January 2019

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	Cash	Debt	Other	Page
Sewer Enterprise																	
Sewer Main Replacements	P	Sewer	3			1,950,000	1,950,000			9,000,000				450,000	1,500,000		3 - 176
Sewer Pump Station Improvements	M	Sewer	3	630,000	630,000			345,000	345,000	3,370,500	3,370,500			1,845,500	2,500,000		3 - 178
Sewer System Infiltration & Inflow Removal	M	Sewer	3	1,600,000	1,600,000									800,000	800,000		3 - 180
Replace Unit 101 2010 Case Loader	L	Sewer	4			280,921	280,921							280,921			3 - 199
Replace Unit 103 2012 John Deere Backhoe	L	Sewer	4									149,723	149,723	149,723			3 - 199
Replace Unit 11 2013 Ford Explorer	C	Sewer	4							41,618	41,618			41,618			3 - 199
Replace Unit 168 2010 Gorman Utility Trailer	L	Sewer	4					35,199	35,199					35,199			3 - 199
Replace Unit 17 2012 Ford F550 Dump Truck	L	Sewer	4					73,233	73,233					73,233			3 - 199
Replace Unit 19 2010 International 7400 Dump Truck	L	Sewer	4					268,830	268,830					268,830			3 - 199
Replace Unit 23 2011 Ford F350 Utility Truck	C	Sewer	4			56,054	56,054							56,054			3 - 199
Replace Unit 29 2008 International 7400 Jet Vac Truck	L	Sewer	4	321,268													3 - 199
Replace Unit 35 1999 International 4900 6-Wheel Dump Truck (with Catch Basin Cleaner)	C	Sewer	4	201,487	201,487									201,487			3 - 199
Replace Unit 37 2010 International 7500 Vactor	L	Sewer	4			398,030											3 - 199
TOTAL				2,752,755	2,431,487	2,685,005	2,286,975	722,262	722,262	12,412,118	3,412,118	149,723	149,723	4,202,565	4,800,000		
Equipment & Technology			1														
Buildings & Facilities			2														
Infrastructure & Land			3	2,230,000	2,230,000	1,950,000	1,950,000	345,000	345,000	12,370,500	3,370,500			3,095,500	4,800,000		
Fleet			4	522,755	201,487	735,005	336,975	377,262	377,262	41,618	41,618	149,723	149,723	1,107,065			
TOTAL				2,752,755	2,431,487	2,685,005	2,286,975	722,262	722,262	12,412,118	3,412,118	149,723	149,723	4,202,565	4,800,000		

Town of Needham
Capital Improvement Plan
January 2019

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	Cash	Debt	Other	Page
Water Enterprise																	
Charles River Water Treatment Plant HVAC Upgrades	I	Water	3														3 - 185
Fire Flow Improvements	I	Water	3			540,000	540,000	2,400,000	2,400,000					940,000	2,000,000		3 - 187
Water Distribution Study	IQB	Water	3									230,000	222,000	222,000			3 - 189
Water Distribution System Improvements	M	Water	3	4,791,500	4,791,500	372,000	372,000	405,000	405,000	105,000	105,000	475,000	475,000	1,648,500	4,500,000		3 - 191
Water Service Connections	R	Water	3					200,000	200,000	200,000	200,000	200,000	200,000	600,000			3 - 195
Water Supply Development	M	Water	3			433,000				1,260,000							3 - 196
Replace Unit 151 2008 Utility Trailer Ingersoll Rand Air Compressor	C	Water	4							16,580							3 - 199
Replace Unit 164 2008 Atlas Copco Trailer (Generator)	L	Water	4							37,056	37,056			37,056			3 - 199
Replace Unit 25 2012 Ford F450 Utility Truck	L	Water	4					96,907	96,907					96,907			3 - 199
Replace Unit 260 2009 Felling Utility Trailer (Roller)	L	Water	4									29,672	29,672	29,672			3 - 199
Replace Unit 261 2010 Hudson Trailer HD10	L	Water	4									5,121					3 - 199
Replace Unit 30 2012 Ford F550 Dump Truck	L	Water	4					136,811	78,449					78,449			3 - 199
Replace Unit 31 2011 Ford F150	C	Water	4			44,118	44,118							44,118			3 - 199
Replace Unit 324 2006 Construction Utility Trailer (Excavation Equipment)	L	Water	4			7,854											3 - 199
Replace Unit 40 Ford F350	C	Water	4				68,349	68,349						68,349			3 - 199
TOTAL				4,791,500	4,791,500	1,396,972	1,024,467	3,307,067	3,180,356	1,618,636	342,056	939,793	926,672	3,765,051	6,500,000		
Equipment & Technology			1														
Buildings & Facilities			2														
Infrastructure & Land			3	4,791,500	4,791,500	1,345,000	912,000	3,005,000	3,005,000	1,565,000	305,000	905,000	897,000	3,410,500	6,500,000		
Fleet			4			51,972	112,467	302,067	175,356	53,636	37,056	34,793	29,672	354,551			
TOTAL				4,791,500	4,791,500	1,396,972	1,024,467	3,307,067	3,180,356	1,618,636	342,056	939,793	926,672	3,765,051	6,500,000		

Town of Needham
Capital Improvement Plan
January 2019

**Five Year Capital Improvement Plan
Preliminary Tier One Recommendations
FY2020 - FY2024**

Title	Code*	Function	Cat*	FY2020 Department Request	FY2020 Recommended Tier 1	FY2021 Department Request	FY2021 Recommended Tier 1	FY2022 Department Request	FY2022 Recommended Tier 1	FY2023 Department Request	FY2023 Recommended Tier 1	FY2024 Department Request	FY2024 Recommended Tier 1	Cash	Debt	Other	Page
Grand Total				23,096,604	17,777,739	23,494,896	12,222,383	97,171,753	11,459,852	133,739,208	9,788,512	9,083,335	7,586,746	38,109,672	15,073,060	5,652,500	
Equipment & Technology			1	3,025,217	2,768,554	3,244,269	2,513,069	1,334,326	1,066,346	1,188,960	980,960	1,382,224	991,824	7,608,253		712,500	
Buildings & Facilities			2	4,101,765	704,000	9,896,224	1,569,300	84,628,300	2,068,100	112,661,700	212,500	450,000	400,000	2,421,900	2,425,000	107,000	
Infrastructure & Land			3	13,863,050	12,833,050	8,283,000	6,409,500	8,614,500	6,254,500	18,761,500	7,122,000	4,925,000	3,882,000	20,368,050	11,300,000	4,833,000	
Fleet			4	2,106,572	1,472,135	2,071,403	1,730,514	2,594,627	2,070,906	1,127,048	1,473,052	2,326,111	2,312,922	7,711,469	1,348,060		
TOTAL				23,096,604	17,777,739	23,494,896	12,222,383	97,171,753	11,459,852	133,739,208	9,788,512	9,083,335	7,586,746	38,109,672	15,073,060	5,652,500	

Codes

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

Cat (Category)

- 1 = Equipment or Technology
- 2 = Building or Facility
- 3 = Infrastructure or Land Improvements
- 4 = Fleet

Orange highlighted amounts indicate that all or a portion of the funding recommendation may be funded by CPA funds

Pink highlighted amounts indicate that all or a portion of the funding recommendation may be funded by debt.

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Current Year Requests						13,306,584	9,407,752
Cash							
Current Receipts & Free Cash	2,667,260	2,432,606	2,729,117	5,438,467	10,491,289		6,788,252
Other Available Funds		320,305	302,000	3,888,000	2,144,000		2,619,500
Total - Cash	2,667,260	2,752,911	3,031,117	9,326,467	12,635,289		9,407,752
Debt							
Within the Annual Levy Limit	1,700,000	5,100,000	500,000	15,075,000	6,671,000		
Excluded from the Levy Limit		7,000,000	58,305,000	3,750,000	66,245,000		
Total - Debt	1,700,000	12,100,000	58,805,000	18,825,000	72,916,000		
Total	4,367,260	14,852,911	61,836,117	28,151,467	85,551,289	13,306,584	9,407,752

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020	
Building Management System Upgrade						392,000	392,000	G
Center at the Heights Computer Lab						50,000	50,000	G
Central Avenue/Elliot Street Bridge	900,000	D 2,000,000	D					
Claxton Field Lights						70,000		
DPW Boiler Replacement 470 Dedham Avenue						50,000	50,000	G
DPW/Public Services Administration Building Location Feasibility Study		40,000	A					
Drain System Improvements – Water Quality	80,000	G				25,000		
Drain System Repairs	76,000	G						
Emery Grover Building Study					130,000	G		
Emery Grover School Administration Tank		73,000	A					
Energy Efficiency Upgrade Improvements		96,323	G	38,154	G 57,000	G 71,000	G 57,000	A 57,000
Facilities Maintenance Program	482,000	G						
Facility Assessment for Sustainable Building Management						100,000	100,000	G
Fire Alarm Cables	60,000	G						
Fleet - Ambulance (Fire)	186,607	G		224,677	G			

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Fleet - Delivery Van (School)				33,861	G		
Fleet - Dump Truck 10 Wheel Heavy Class 8 Unit 49 (Highway)		269,930	G				
Fleet - Dump Truck 10 Wheel Unit 47 (Highway)			223,109	G			
Fleet - Dump Truck 6 Wheel Heavy Class 8 Unit 7 (Highway)		219,746	G				
Fleet - Dump Truck 6 Wheel Unit 70 (Parks)			68,364	G			
Fleet - Dump Truck 6 Wheel Unit 71 (Parks)			68,364	G			
Fleet - Dump Truck 6 Wheel Unit 73 (Parks)		78,296	G				
Fleet - Dump Truck 6 Wheel Unit 75 (Parks)		78,296	G				
Fleet - Dump Truck 6 Wheel with Hook Lift Unit 74 (Parks)		104,102	G				
Fleet - Fire Engine E2 (Fire)					840,163	G	
Fleet - Fire Prevention Vehicle C-42 (Fire)						35,249	35,249 G
Fleet - Heavy Duty Bucket Truck Class 8 Unit 35 (Parks)						274,434	274,434 G
Fleet - Large Tractor Unit 102 (Highway)						252,140	252,140 G
Fleet - Passenger Vehicle Electric Unit 453 (Building)	30,830	G					
Fleet - Passenger Vehicle Electric Unit 455 (Building)	30,830	G					

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Fleet - Passenger Vehicle Unit 1 (Admin)					33,616		G
Fleet - Passenger Vehicle Unit 15 (Admin)				35,481			G
Fleet - Passenger Vehicle Unit 43 (Fire)			35,123				G
Fleet - Passenger Vehicle Unit 44 (Engineering)					33,616		G
Fleet - Passenger Vehicle Unit 46 (Engineering)					33,616		G
Fleet - Passenger Vehicle Unit 52 (Highway)				34,729			G
Fleet - Pickup Truck 4WD Unit 50 (Parks)	50,723						G
Fleet - Pickup Truck Unit 12 (Parks)				38,277			G
Fleet - Pickup Truck Unit 41 (Parks)	50,187						G
Fleet - School Bus Unit 14 (School)						81,942	81,942 G
Fleet - Sidewalk Tractor Plow Unit 106 (Highway)		152,912					G
Fleet - Sidewalk Tractor Plow Unit 107 (Highway)						178,571	178,571 G
Fleet - Sidewalk Tractor Plow Unit 117 (Highway)		173,967					G
Fleet - Skid Steer Loader Unit 76 (Highway)					122,182		G
Fleet - Small SUV replaces Unit 457 (Building)						33,085	33,085 G

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Fleet - Street Sweeper Unit 181 (Highway)						313,169	
Fleet - Street Sweeper Unit 182 (Highway)					264,101	G	
Fleet - SUV Emergency Response Unit 2 (Fire)			56,635	G			
Fleet - SUV Emergency Response Unit 3 (Fire)			46,116	G			
Fleet - Tractor Mower Unit 336 (Parks)				98,747	G		
Fleet - Trailer Large Unit 183 (Parks)					25,722	G	
Fleet - Transport Van Unit 1 (School)						38,388	38,388 G
Fleet - Transport Van Unit 2 (School)						38,388	38,388 G
Fleet - Transport Van Unit 3 (School)				32,875	G		
Fleet - Transport Van Unit 4 (School)					48,776	G	
Fleet - Transport Van Unit 404 (HHS Aging Services)			87,354	AG			
Fleet - Transport Van Unit 5 (School)					48,776	G	
Fleet - Transport Van Unit 6 (School)				32,875	G		
Fleet - Utility Trailer Chipper Unit 256 (Parks)						64,936	64,936 G
Fleet - Utility Trailer Portable Messenger Board Unit 120 (Highway)			23,031	G			

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020	
Fleet - Utility Truck Unit 48 (Highway)				83,561	G			
Fleet - Work Truck Class 2 Unit 2 (Fleet)						37,060	37,060	G
Fleet - Work Truck Class 2 Unit 56 (Solid Waste)						50,332	50,332	G
Fleet - Work Truck Class 2 Unit 57 (Highway)						63,804	63,804	G
Fleet - Work Truck Class 2 Unit 702 (Building Maintenance)					45,765			G
Fleet - Work Truck Class 2 Unit 705 (Building Maintenance)						37,060	37,060	G
Fleet - Work Truck Class 3 Unit 4 (Fleet)					82,671			G
Fleet - Work Truck Class 3 Unit 65 (Parks)					66,037			G
Fleet - Work Truck Class 5 Unit 55 (Highway)					142,495			G
Fleet - Work Van Unit 301 (Parks)					34,069			G
Fleet - Work Van Unit 703 (HVAC)	27,346	G						
Fleet - Work Van Unit 704 (Building Maintenance)					31,222			G
Fleet - Work Van Unit 706 (Glazier)				35,073	G			
Fleet - Work Van Unit 708 (Delivery)			28,049	G				
Fleet - Work Van Unit 715 (Building Maintenance)						43,709	43,709	G

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020	
Fleet - Work Van Unit 92 (Engineering)						41,550	41,550	G
Fuel Island Relocation and Upgrade			131,000	G	1,056,000	G		
Fuel System Software/Hardware Upgrade		94,500	G					
Geographic Information System	100,000	G						
High School A Gym Upgrade			130,557	G				
High School Chiller					125,000	O		
High School Classroom Expansion & Other Improvements					14,138,000	ADS	431,000	G
High School Classroom Expansion Alternatives Feasibility Study			65,000	G				
High School Expansion Options		150,000	A					
High School Locker Reconfiguration & Addition						50,000	50,000	AG
High School Reconfiguration Work	200,000	G						
Hillcrest Radio Repeater Building Replacement					136,000	G		
Hillside School (Williams) Feasibility & Design		45,000	A					
Hillside School as Swing Space for School Construction						100,000		
Hillside School Boiler Upgrade						12,000		

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Library Furniture					43,970 G	112,960	112,960 G
Library Space Planning						60,000	
Library Technology						30,000	
Mail Processing Machines		30,645 G					
Memorial Park Buildings and Grounds Improvements			50,000 G	375,000 G	5,750,000 DSG		
Mitchell School Locker Replacement					70,000 A		
Mitchell School Modular Classrooms					1,560,000 AG		
Mitchell School Restroom Upgrades						67,000	67,000 G
Mobile Column Lifts		73,500 G					
Multi-Function Printer Devices						35,600	35,600 G
Needham High School Cafeteria Expansion		2,100,000 D					
Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems						60,000	
Network Hardware, Servers & Switches	30,000 G	30,000 G					
Newman Preschool Playground Custom Shade Shelter						69,200	69,200 G
Newman School Gym Floor						275,000	275,000 G

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Non-Public Safety Data Center Servers and Storage Units				145,000	G	180,000	G
Personal Protective Equipment				167,872	G	43,424	G
Police and Fire Mobile and Portable Radios						617,550	617,550 G
Police Use-Of-Force Training Simulator					47,000	G	
Pollard School Blue & Green Gym Upgrades				45,000	G	540,000	G
Pollard School Locker Replacement			41,157	G			
Pollard School Phased Improvements Feasibility Study					65,000	G	
Pollard School Restroom Upgrades				650,000	O		
Property Acquisition (609 Central Avenue)			762,500	X			
Property Acquisition (Owens Farm & Abutting Properties)		7,000,000	X				
Public Safety Complex/Station #2 Projects		50,000	OA	90,000	O	4,000,000	OX
Public Safety Computer Aided Dispatch System	244,615	G					
Public Safety Data Center Servers and Storage Units					30,000	G	
Public Safety Desktops, Printers and Peripherals						200,000	200,000 G
Public Safety Fitness Equipment						83,613	

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Public Safety Mobile Devices					35,000 G	35,000	35,000 G
Public Works Complex						3,062,000	
Public Works Infrastructure Program	800,000 D	1,453,500 DG	1,700,000 DG	1,762,000 G	1,773,500 DG	2,169,550	2,169,550 G
Public Works Large Format Scanner	33,000 G						
Public Works Small Specialty Equipment	29,797 G						
Public Works Storage Facility				150,000 G	4,885,000 DG		
Recycling and Transfer Station Property Improvements						295,000	295,000 G
Rosemary Complex				3,800,000 DO			
School 1:1 Initiative	127,725 G						
School Copier Replacement	30,320 G	62,740 G	39,330 G	46,790 G	84,190 G	135,520	52,470 G
School Fitness Equipment Replacement	14,810 G						
School Furniture & Musical Equipment	49,180 G	45,405 G	45,000 G	45,000 G	60,500 G	35,000	35,000 G
School Graphic Arts Equipment	8,350 G						
School Interactive Whiteboard Technology	24,600 G						
School Master Plan Supplement						125,000	125,000 G

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020						
School Phone System Replacement					319,000	G							
School Postage and Folding Machines	9,340	G											
School Technology Innovation	25,000	G											
School Technology Replacement	502,000	G	403,000	G	307,750	G	463,500	G	303,600	G	632,350	632,350	G
Specialty Equipment - Field Renovator (Parks)					30,000	G							
Specialty Equipment - Unit 344 Large Mower (Parks)							76,500	G					
Specialty Equipment - Unit 351 Tractor (Parks)							68,000		68,000	G			
Streetlight Conversion to LED							685,000	G					
Town Hall Stair Modifications					200,000	G							
Town Multi-Function Printer Devices							35,000	G					
Town Offices Replacement Furniture							25,000	G	25,000		25,000		G
Traffic Improvements					249,000	G	50,000	G	50,000		50,000		G
Turf Field Replacement at DeFazio Field and Memorial Park							55,000	S	2,500,000		2,500,000		S
Williams Elementary School				57,542,500									X
Williams Elementary School Outside Play Area				250,000									A

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
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Wireless Master Fire Box System	164,000	G					
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Funding Source

- A = Transfer from another Financial Warrant Article
- B = Operating Budget
- C = CPA Fund Cash
- D = Debt
- E = Enterprise Fund Cash
- G = General Fund Cash
- O = Overlay Surplus
- R = Retained Earnings
- S = Stabilization Fund
- T = CPA General Reserve
- 1 = Community Housing Reserve
- 2 = Historic Reserve
- 3 = Open Space Reserve
- 4 = CPA Free Cash
- X = Excluded Debt

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Current Year Requests						2,345,765	1,147,000
Cash							
Current Receipts & State Match				1,030,000	500,000		200,000
Other Available Funds	268,219	3,417,000	978,000	4,075,000	2,450,000		947,000
Total - Cash	268,219	3,417,000	978,000	5,105,000	2,950,000		1,147,000
Debt							
CPA Surcharge Supported				8,000,000			
Total - Debt				8,000,000			
Total	268,219	3,417,000	978,000	13,105,000	2,950,000	2,345,765	1,147,000

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020	
Boat Launch Design		30,000	4					
Cricket Field Building Improvements+						163,765		
Cricket Field Improvements+				35,000	4	480,000	480,000 T	
Memorial Park Buildings and Grounds Improvements	35,000	T	310,000	4	500,000	C		
Mills Field Improvements		510,000	4					
Newman School Fields Renovation		1,527,000	4					
Open Space Purchase						1,000,000		
Passive Recreation Improvements (Dwight Field/Charles River Center)+						35,000		
Public Playgrounds+						350,000	350,000 T	
Rail Trail Improvements		100,000	4					
Ridge Hill Reservation Footbridge Repairs	213,219	3						
Rosemary Complex		450,000	4	550,000	4	12,000,000	CD T4	
Rosemary Lake Camp and Trail+					50,000	4	200,000	200,000 C
Rosemary Lake Sediment Removal			118,000	4	2,400,000	T 3,4		
Town Common Historic Redesign+	20,000	3				117,000	117,000 T	

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Trail Improvement Project - Needham Reservoir				860,000	4		
Trail Improvement Project - Newman Eastman		800,000	4				
Williams Elementary School Walking Trails				210,000	4		

Notes

+ Subject to approval by the Community Preservation Committee

<p>Funding Source A = Transfer from another Financial Warrant Article B = Operating Budget C = CPA Fund Cash D = Debt E = Enterprise Fund Cash G = General Fund Cash O = Overlay Surplus R = Retained Earnings S = Stabilization Fund T = CPA General Reserve 1 = Community Housing Reserve 2 = Historic Reserve 3 = Open Space Reserve 4 = CPA Free Cash X = Excluded Debt</p>
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**RTS Enterprise Fund Capital
 Current and Prior
 Funding Sources**

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Current Year Requests							
Cash							
Current Receipts & Retained Earnings	321,095		215,927	725,342	345,360		
Other Available Funds			22,073				
Total - Cash	321,095		238,000	725,342	345,360		
Debt							
Fee Supported			269,000		645,000		
Total - Debt			269,000		645,000		
Total	321,095		507,000	725,342	990,360		

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Big Belly Trash Cans					100,000	R	
Fleet - Collection Packer Unit 80				211,256	R		
Fleet - Front End Loader Unit 104			269,000	D			
Fleet - Front End Loader Unit 143					245,360	R	
Fleet - Grinder Unit 67				43,086	R		
Fleet - Swap Loader Truck Unit 5			120,000	R			
Fleet - Trommel Screener Unit 93	215,316	R					
Fuel Island Relocation and Upgrade				15,000	R		
Message Board	30,000	R					
RTS Property Improvements			68,000	AR	290,000	R	645,000
RTS Stormwater Plan			50,000	R			
Transfer Station Floor Replacement				166,000	R		
Transfer Station Office Trailer	75,779	R					

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
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- Funding Source
- A = Transfer from another Financial Warrant Article
 - B = Operating Budget
 - C = CPA Fund Cash
 - D = Debt
 - E = Enterprise Fund Cash
 - G = General Fund Cash
 - O = Overlay Surplus
 - R = Retained Earnings
 - S = Stabilization Fund
 - T = CPA General Reserve
 - 1 = Community Housing Reserve
 - 2 = Historic Reserve
 - 3 = Open Space Reserve
 - 4 = CPA Free Cash
 - X = Excluded Debt

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Current Year Requests						2,752,755	2,431,487
Cash							
Current Receipts & Retained Earnings	398,000	554,357	63,525	87,000	2,301,111		1,631,487
Other Available Funds		116,143	10,335				
Total - Cash	398,000	670,500	73,860	87,000	2,301,111		1,631,487
Debt							
Fee Supported				600,000			800,000
Total - Debt				600,000			800,000
Total	398,000	670,500	73,860	687,000	2,301,111	2,752,755	2,431,487

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020	
Fleet - Heavy Duty Work Truck Class 8 Unit 29 (Jet Vac)						321,268		
Fleet - Heavy Duty Work Truck Class 8 Unit 35 (with Catch Basin Cleaner)						201,487	201,487	R
Fleet - Work Truck Class 2b Unit 94					67,864			R
Fleet - Work Truck Class 3 Unit 28					64,247			R
Fuel Island Relocation and Upgrade				87,000				R
Public Works Storage Facility					944,000			R
Sewer Main Extension Zone I and II			73,860	AR		690,000		R
Sewer Main Replacements					330,000			R
Sewer Pump Station Improvements (Alden Road)				600,000				D
Sewer Pump Station Improvements (Lake Drive)						630,000	630,000	R
Sewer Pump Station Improvements (Reservoir A)		550,000	AR					
Sewer Pump Station Improvements (West Street)	90,000							R
Sewer SCADA System	258,000							R
Sewer Service Connections	50,000		50,000					R
Sewer System Infiltration & Inflow Removal Program					205,000	1,600,000	1,600,000	R DR
Specialty Equipment Sewer Easement Machine to Clean Sewer Lines		70,500						R

Funding Source

A = Transfer from another Financial Warrant Article	E = Enterprise Fund Cash	S = Stabilization Fund	3 = Open Space Reserve
B = Operating Budget	G = General Fund Cash	T = CPA General Reserve	4 = CPA Free Cash
C = CPA Fund Cash	O = Overlay Surplus	1 = Community Housing Reserve	X = Excluded Debt
D = Debt	R = Retained Earnings	2 = Historic Reserve	

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Current Year Requests						4,791,500	4,791,500
Cash							
Current Receipts & Retained Earnings	729,050	980,179	345,679	433,074	3,311,048		291,500
Other Available Funds		181,925					
Total - Cash	729,050	1,162,104	345,679	433,074	3,311,048		291,500
Debt							
Fee Supported		635,000		2,300,000			4,500,000
Total - Debt		635,000		2,300,000			4,500,000
Total	729,050	1,797,104	345,679	2,733,074	3,311,048	4,791,500	4,791,500

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Birds Hill Water Tank					340,000		R
Filter Media Replacement	238,050						R
Fire Flow Improvement Study			20,000				R
Fleet - Heavy Duty Truck Class 7 Unit 14					239,404		R
Fleet - Medium Work Truck Class 4 Unit 22					115,644		R
Fleet - Pickup Truck Unit 21		41,604					R
Fleet - Pickup Truck Unit 26			43,679				R
Fleet - SUV Hybrid Unit 20				34,729			R
Fleet - Tractor Excavator Unit 115				132,000			R
Fleet - Van Unit 24				29,345			R
Fuel Island Relocation and Upgrade				162,000			R
Mobile Record Keeping Devices GIS		35,000					R
Public Works Storage Facility					1,786,000		R
Trail Improvement Project - Needham Reservoir				75,000			R
Water Distribution System Improvements					830,000	3,800,000	R 3,800,000 D

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

Description	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020	
Water Distribution System Improvements						430,000	430,000	D
Water Distribution System Improvements						430,000	430,000	DR
Water Distribution System Improvements						82,000	82,000	R
Water Distribution System Improvements						49,500	49,500	R
Water Service Connections	200,000	R 200,000	R 200,000	R 1,000,000				D
Water Supply Development	200,000	R 700,000	R					
Water System Rehabilitation Program					1,300,000			D
Water System Rehabilitation Program				82,000	R			
Water System Rehabilitation Program	91,000	R 820,500	ADR					

- Funding Source
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 - R = Retained Earnings
 - S = Stabilization Fund
 - T = CPA General Reserve
 - 1 = Community Housing Reserve
 - 2 = Historic Reserve
 - 3 = Open Space Reserve
 - 4 = CPA Free Cash
 - X = Excluded Debt

**All Capital Funds
 Funding Sources**

Description	Funded FY2014	Funded FY2015	Funded FY2016	Funded FY2017	Funded FY2018	Funded FY2019	Requested FY2020	Proposed FY2020
Current Year Requests							23,196,604	17,777,739
Cash								
Cash	5,566,941	2,667,260	2,432,606	2,729,117	6,468,467	10,991,289		6,988,252
Retained Earnings	2,319,100	1,448,145	1,534,536	625,131	1,245,416	5,957,519		1,922,987
Other Available Funds	1,152,000	268,219	4,035,373	1,312,408	7,963,000	4,594,000		3,566,500
Total - Cash	9,038,041	4,383,624	8,002,515	4,666,656	15,676,883	21,542,808		12,477,739
Debt								
Operating Revenues	9,847,500	1,700,000	5,735,000	769,000	17,975,000	7,316,000		5,300,000
CPA Surcharge					8,000,000			
Debt Excluded			7,000,000	58,305,000	3,750,000	66,245,000		
Total - Debt	9,847,500	1,700,000	12,735,000	59,074,000	29,725,000	73,561,000		5,300,000
Total	18,885,541	6,083,624	20,737,515	63,740,656	45,401,883	95,103,808	23,196,604	17,777,739

**Debt Service to Revenue
 Issued, Authorized and Proposed
 FY2020 - FY2024**

Description	2019	2020	2021	2022	2023	2024
Revenue						
General Fund Within the Levy *	\$155,986,155	\$164,961,066	\$168,844,207	\$172,821,381	\$176,894,896	\$181,067,116
General Fund Excluded from Levy **	\$9,057,030	\$12,122,683	\$13,837,237	\$13,556,020	\$14,686,260	\$14,233,697
CPA Revenue	\$2,933,305	\$2,837,005	\$2,908,570	\$2,981,284	\$3,055,816	\$3,132,212
RTS Revenue	\$1,142,902					
Sewer Revenue	\$8,892,436	\$8,366,360	\$8,441,024	\$8,516,434	\$8,886,699	\$8,901,484
Water Revenue	\$5,783,234	\$5,525,566	\$5,738,942	\$5,804,263	\$5,857,594	\$5,850,061
Total Revenue	\$183,795,062	\$193,812,681	\$199,769,980	\$203,679,382	\$209,381,265	\$213,184,570
Debt Service						
General Debt (Table I)	\$4,592,446	\$4,884,691	\$5,065,326	\$5,184,641	\$5,305,919	\$5,041,729
CPA Debt (Table II)	\$441,494	\$1,185,317	\$1,425,150	\$1,249,716	\$1,214,581	\$1,178,881
RTS Debt (Table III)	\$150,000	\$0	\$0	\$0	\$0	\$0
Sewer Debt (Table IV)	\$1,500,000	\$900,000	\$900,000	\$900,000	\$1,194,100	\$1,131,960
Water Debt (Table V)	\$1,550,000	\$1,250,000	\$1,420,620	\$1,442,758	\$1,452,474	\$1,400,890
Gross Excluded Debt (Table VI)	\$9,870,563	\$12,922,990	\$14,532,385	\$14,251,168	\$15,381,408	\$14,928,845
Total Debt Service	\$18,104,503	\$21,142,998	\$23,343,481	\$23,028,283	\$24,548,482	\$23,682,304
Total Debt Service to Total Revenue	9.9%	10.9%	11.7%	11.3%	11.7%	11.1%
Total Debt Service to Total Revenue (less MSBA) *	9.4%	10.5%	11.4%	11.0%	11.4%	10.8%
General Debt Service to General Revenue	2.9%	3.0%	3.0%	3.0%	3.0%	2.8%

* General Fund revenue is based on the preliminary estimate for FY2020 increased annually.

** 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.

Projected Debt Service as a Percentage of Revenue

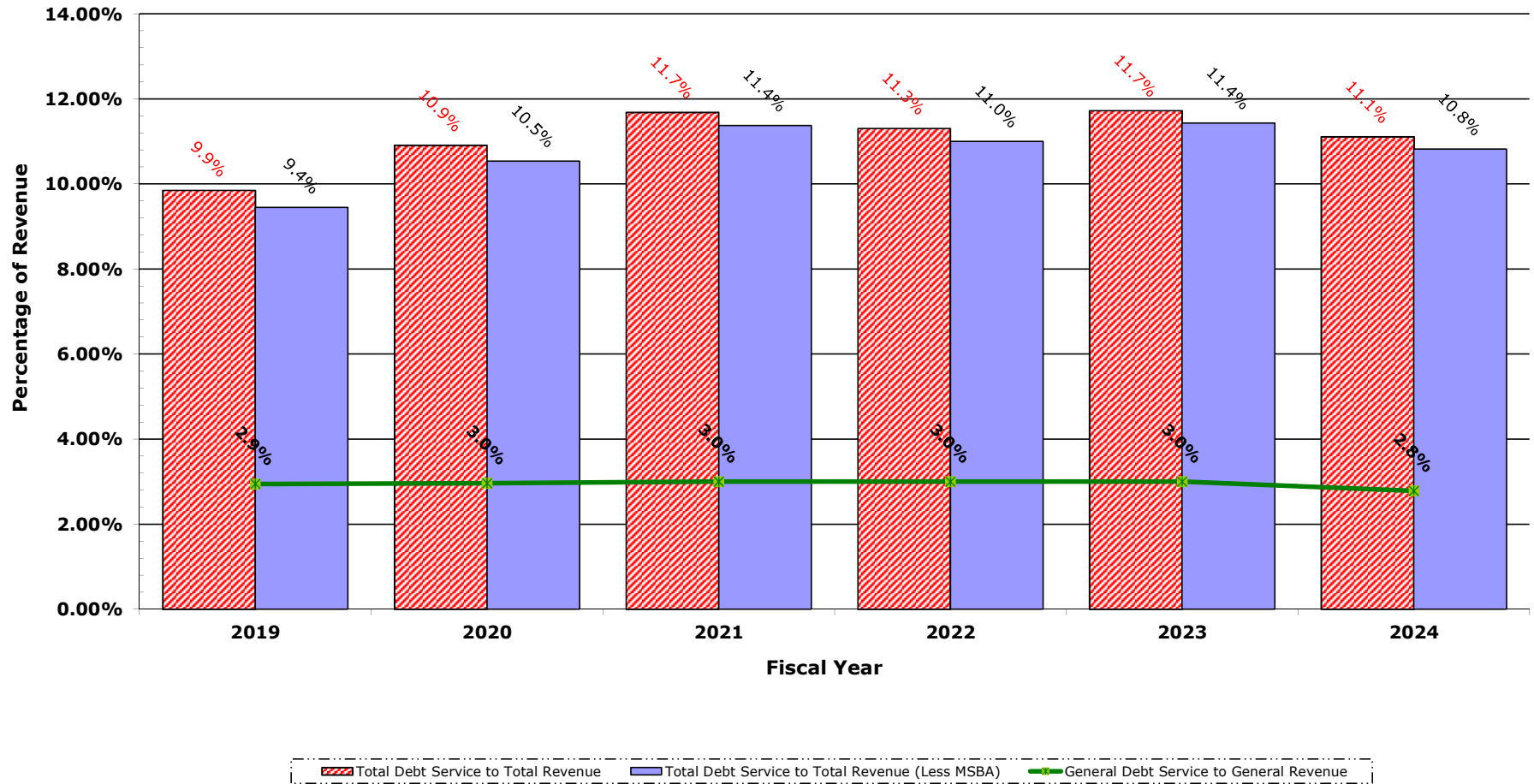


Table I
General Fund Capital Projects
Proposed Funding by Debt
FY2020

Project	Amount	Years +	Bond Rate^	Budget	Estimated Debt Service Schedule				
				2019	2020	2021	2022	2023	2024
General Fund Within the Levy									
No New Authorizations Proposed for FY2020									
Mitchell School Restroom Upgrades (2021)	670,000	3	7.00%				\$181,900	\$307,450	\$283,550
Pollard School Air Conditioning Upgrade (2022)	1,125,000	4	7.00%					\$303,750	\$363,000
Pollard School Locker Room Retrofit (2022)	630,000	3	7.00%					\$254,100	\$239,400
Sutphen Quint Ladder Truck (2024)	1,348,060	3	7.00%						\$552,424
Projected New General Fund Debt Service#	3,773,060						\$181,900	\$865,300	\$1,438,374
General Fund Debt									
Authorized & Issued (refer to schedule)				\$2,522,886	\$4,194,193	\$3,444,253	\$3,031,939	\$2,251,469	\$2,101,805
Authorized Not Yet Issued & Short Term Costs Proposed				\$2,069,560	\$690,498	\$1,621,074	\$1,970,803	\$2,189,150	\$1,501,550
							\$181,900	\$865,300	\$1,438,374
Total General Fund Debt Service Within the Levy				\$4,592,446	\$4,884,691	\$5,065,326	\$5,184,641	\$5,305,919	\$5,041,729
General Fund Within the Levy Revenue *				\$155,986,155	\$164,961,066	\$168,844,207	\$172,821,381	\$176,894,896	\$181,067,116
Debt Service % of General Fund Revenue				2.9%	3.0%	3.0%	3.0%	3.0%	2.8%

Table II
CPA Capital Projects
Proposed Funding by Debt
FY2020

Project	Amount	Years +	Bond Rate^	Budget	Estimated Debt Service Schedule				
				2019	2020	2021	2022	2023	2024
CPA Fund Debt									
No New Authorizations Proposed for FY2020									
Projected New CPA Fund Debt Service									
CPA Fund Debt									
Authorized & Issued				\$441,494	\$860,317	\$762,675	\$741,041	\$721,256	\$700,906
Authorized Not Yet Issued & Short Term Costs Proposed				\$0	\$325,000	\$662,475	\$508,675	\$493,325	\$477,975
Total CPA Fund Debt Service				\$441,494	\$1,185,317	\$1,425,150	\$1,249,716	\$1,214,581	\$1,178,881

Table III
Recycling & Solid Waste Disposal Capital Projects
Proposed Funding by Debt
FY2020

Project	Amount	Years +	Bond Rate^	Budget	Estimated Debt Service Schedule					
				2019	2020	2021	2022	2023	2024	
<u>Recycling & Solid Waste Disposal Enterprise (RTS)</u>										
Enterprise Discontinued Effective FY2020										
Projected New RTS Debt Service										
RTS Enterprise Fund Debt										
Authorized & Issued (refer to schedule)				\$58,800						
Authorized Not Yet Issued & Short Term Costs Proposed				\$91,200						
Total RTS Debt Service				\$150,000						

Table IV
Sewer Fund Capital Projects
Proposed Funding by Debt
FY2020

Project	Amount	Years +	Bond Rate^	Budget	Estimated Debt Service Schedule				
				2019	2020	2021	2022	2023	2024
<u>Sewer Enterprise</u>									
Sewer System Inflow & Infiltration Removal (2020)	800,000	5	7.00%			\$188,000	\$204,800	\$193,600	\$182,400
Sewer Main Replacements (2021)	1,500,000	5	7.00%				\$52,500	\$405,000	\$384,000
Sewer Pump Station Improvements (2023)	2,500,000	10	7.00%						\$87,500
Projected New Sewer Debt Service	4,800,000					\$188,000	\$257,300	\$598,600	\$653,900
Sewer Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$989,382	\$585,826	\$541,166	\$537,182	\$533,150	\$424,560
Authorized Not Yet Issued & Short Term Costs Proposed				\$510,618	\$314,174	\$170,834	\$105,518	\$62,350	\$53,500
						\$188,000	\$257,300	\$598,600	\$653,900
Total Sewer Debt Service				\$1,500,000	\$900,000	\$900,000	\$900,000	\$1,194,100	\$1,131,960

Table V
Water Fund Capital Projects
Proposed Funding by Debt
FY2020

Project	Amount	Years +	Bond Rate^	Budget	Estimated Debt Service Schedule				
				2019	2020	2021	2022	2023	2024
Water Enterprise									
Water Main Replacement Project (2020)	4,500,000	20	7.00%			\$502,500	\$443,138	\$431,325	\$484,350
Water Pressure Improvements (2021)	2,000,000	10	7.00%				\$105,000	\$305,000	\$326,000
Projected New Water Debt Service	6,500,000					\$502,500	\$548,138	\$736,325	\$810,350
Water Enterprise Fund Debt									
Authorized & Issued (refer to schedule)				\$1,317,676	\$770,858	\$747,120	\$734,120	\$716,149	\$590,540
Authorized Not Yet Issued & Short Term Costs Proposed				\$232,324	\$479,142	\$171,000	\$160,500	\$736,325	\$810,350
						\$502,500	\$548,138		\$810,350
Total Water Debt Service				\$1,550,000	\$1,250,000	\$1,420,620	\$1,442,758	\$1,452,474	\$1,400,890

Table VI
Capital Projects
Proposed Funding by Debt Exclusion
FY2020

Project	Amount	Years +	Bond Rate^	Budget	Estimated Debt Service Schedule					
				2019	2020	2021	2022	2023	2024	
General Fund Debt Excluded										
No New Authorizations Proposed for FY2020										
Projected New General Fund Debt Service Excluded										
General Fund Debt Excluded										
Authorized & Issued (refer to schedule)				\$6,930,914	\$8,195,740	\$6,747,385	\$6,530,668	\$6,323,088	\$6,105,095	
Authorized Not Yet Issued & Short Term Costs Proposed				\$2,939,649	\$4,727,250	\$7,785,000	\$7,720,500	\$9,058,320	\$8,823,750	
Total General Fund Excluded Debt Service				\$9,870,563	\$12,922,990	\$14,532,385	\$14,251,168	\$15,381,408	\$14,928,845	
Projected SBA Payments/Other Adjustments				\$813,533	\$800,307	\$695,148	\$695,148	\$695,148	\$695,148	
Net General Fund Excluded Debt Service				\$9,057,030	\$12,122,683	\$13,837,237	\$13,556,020	\$14,686,260	\$14,233,697	

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

Approved	Project	Grp	Town Meeting	Art	New Account	Authorized	Balance
2016	Water System Rehabilitation Program	W	11-May-15	47	4148	\$635,000	\$307,000
2017	Central Avenue Elementary School (Williams)	E	05-Oct-16	2	3128	\$57,542,500	\$30,115,869
2018	Water Distribution System Improvements	W	01-May-17	51	4151	\$1,300,000	\$168,735
2018	Rosemary Recreational Complex - CPA	C	08-May-17	33	3130	\$8,000,000	\$4,000,000
2017	High School Expansion Design	G	10-May-17	43	3136	\$950,000	\$50,000
2018	Wastewater System Rehabilitation	S	10-May-17	48	4042	\$600,000	\$273,550
2017	Public Safety Building & Station 2 Design	E	02-Oct-17	11	3140	\$3,750,000	\$3,750,000
2017	High School Expansion Construction	G	02-Oct-17	13	3141	\$11,125,000	\$4,175,000
2019	RTS Property Improvements	G	07-May-18	37	4241	\$645,000	\$645,000
2019	Memorial Park Building Project	G	09-May-18	30	3145	\$2,918,000	\$2,918,000
2019	Public Works Infrastructure Program	G	09-May-18	34	3148	\$250,000	\$250,000
2019	Public Works Storage Facility	G	14-May-18	35	3149	\$3,503,000	\$3,503,000
2019	Public Safety Buildings Construction	E	10-Oct-18	10	TBD	\$66,245,000	\$66,245,000
Total						\$157,463,500	\$116,401,154

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

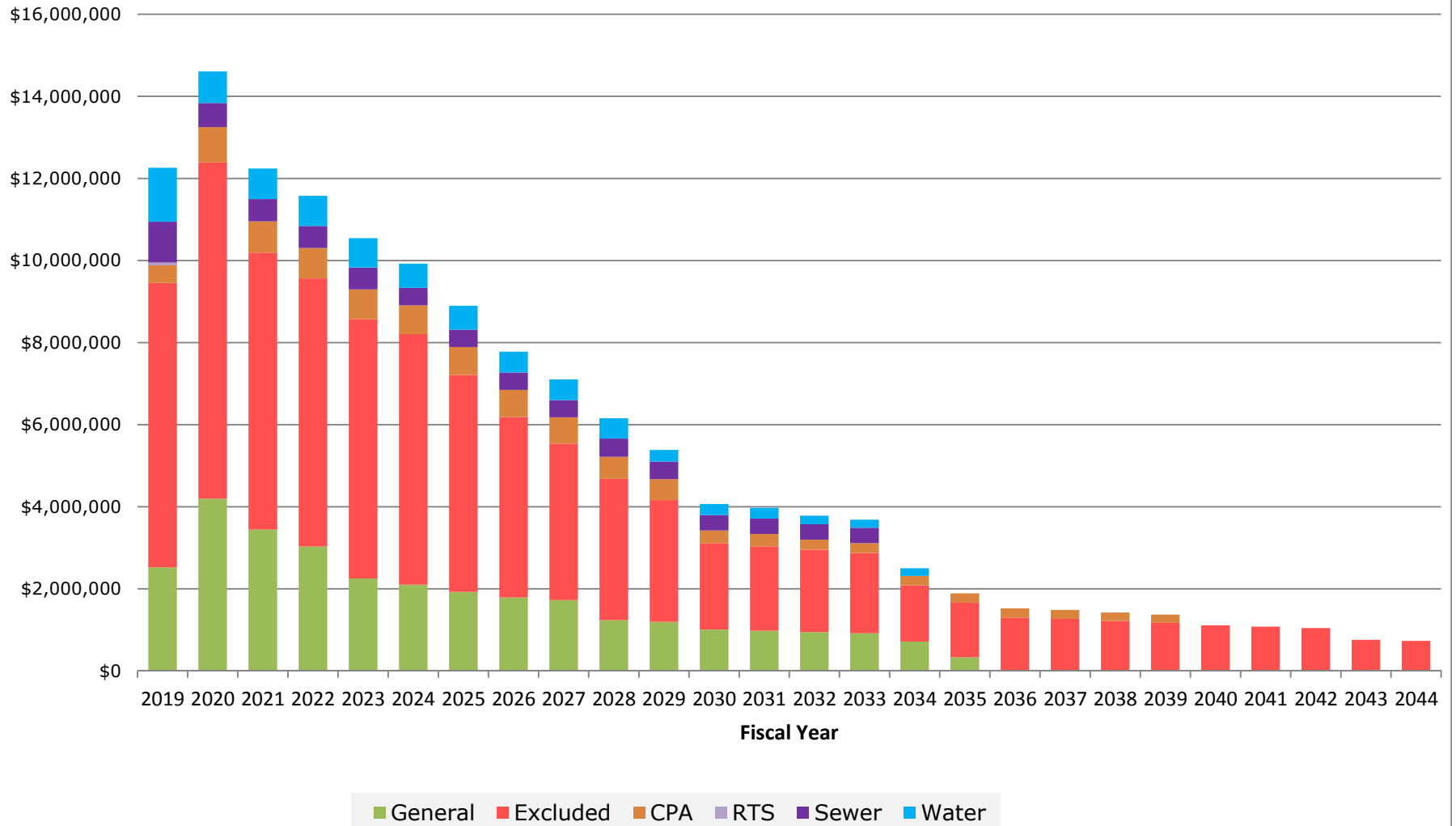
**Town of Needham
 Current Long Term Debt Service Obligations
 Inclusive of the July 31, 2018 Bond Issue**

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2019	\$2,522,886.17	\$6,930,913.75	\$441,493.75	\$58,800.00	\$989,381.84	\$1,317,676.14	\$12,261,151.65
2020	\$4,194,193.22	\$8,195,740.00	\$860,316.67		\$585,826.46	\$770,857.68	\$14,606,934.03
2021	\$3,444,252.52	\$6,747,385.00	\$762,675.00		\$541,165.82	\$747,120.10	\$12,242,598.44
2022	\$3,031,938.77	\$6,530,667.50	\$741,040.63		\$537,182.43	\$734,120.06	\$11,574,949.39
2023	\$2,251,468.77	\$6,323,087.50	\$721,256.26		\$533,150.45	\$716,148.92	\$10,545,111.90
2024	\$2,101,805.02	\$6,105,095.00	\$700,906.26		\$424,559.50	\$590,539.58	\$9,922,905.36
2025	\$1,923,352.52	\$5,288,635.00	\$680,762.51		\$423,230.66	\$581,721.91	\$8,897,702.60
2026	\$1,788,627.52	\$4,398,010.00	\$660,681.26		\$421,802.39	\$509,128.76	\$7,778,249.93
2027	\$1,725,459.39	\$3,813,450.00	\$640,306.26		\$420,276.63	\$502,758.76	\$7,102,251.04
2028	\$1,236,726.26	\$3,445,167.50	\$535,996.88		\$443,252.24	\$496,911.50	\$6,158,054.38
2029	\$1,195,290.64	\$2,967,568.75	\$507,637.50		\$430,929.00	\$283,288.06	\$5,384,713.95
2030	\$1,005,236.27	\$2,106,907.50	\$309,812.50		\$374,907.65	\$267,663.04	\$4,064,526.96
2031	\$976,313.76	\$2,058,548.75	\$302,625.00		\$374,987.84	\$261,387.51	\$3,973,862.86
2032	\$946,702.50	\$2,006,497.50	\$246,000.00		\$375,070.14	\$206,775.00	\$3,781,045.14
2033	\$916,455.00	\$1,957,813.76	\$240,000.00		\$375,154.05	\$195,650.00	\$3,685,072.81
2034	\$717,425.00	\$1,364,456.26	\$234,000.00			\$184,600.00	\$2,500,481.26
2035	\$329,875.00	\$1,332,943.76	\$228,000.00				\$1,890,818.76
2036		\$1,301,050.00	\$222,000.00				\$1,523,050.00
2037		\$1,268,325.00	\$215,875.00				\$1,484,200.00

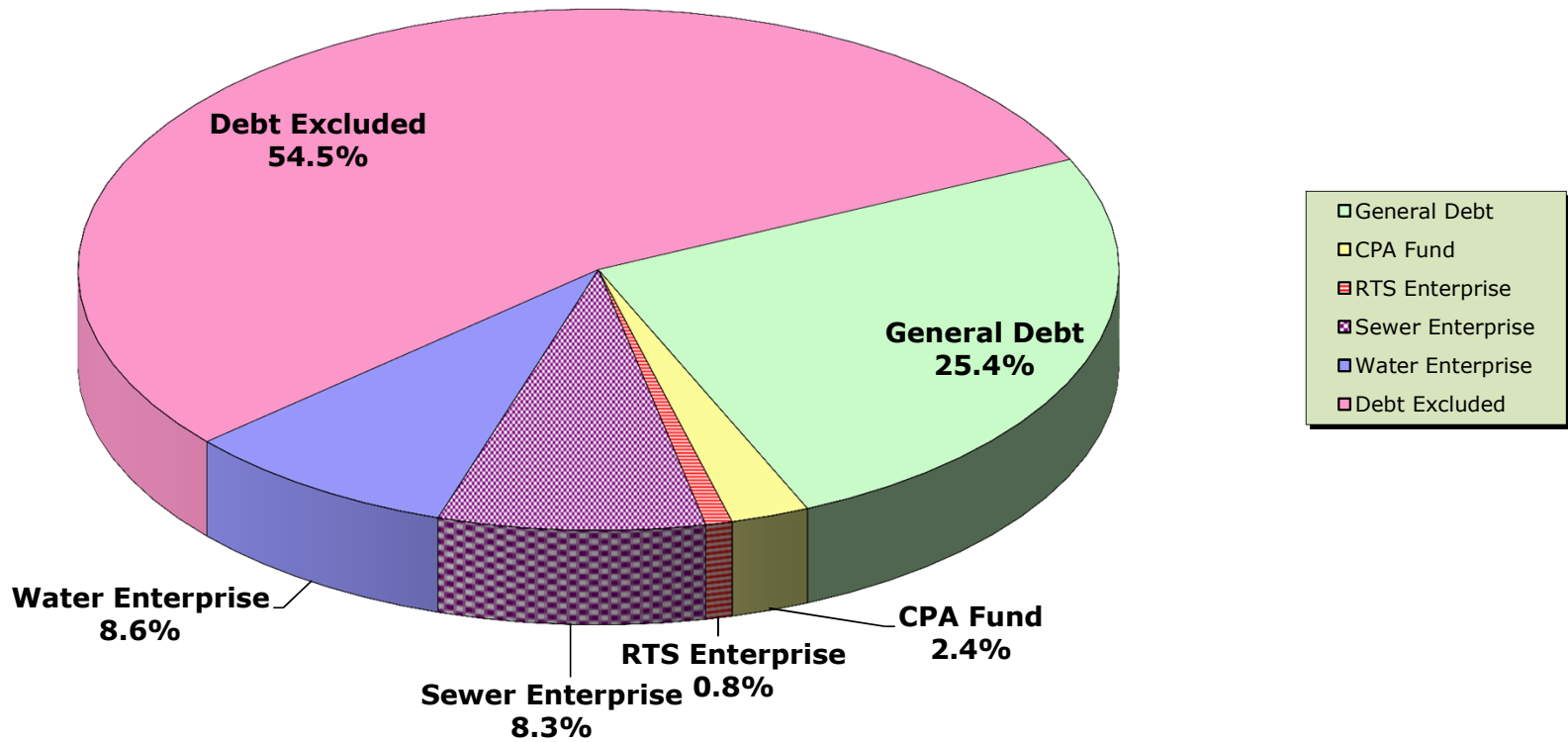
**Town of Needham
 Current Long Term Debt Service Obligations
 Inclusive of the July 31, 2018 Bond Issue**

Fiscal Year	General	Excluded	CPA	RTS	Sewer	Water	Total
2038		\$1,213,625.00	\$209,625.00				\$1,423,250.00
2039		\$1,169,275.00	\$203,250.00				\$1,372,525.00
2040		\$1,110,800.00					\$1,110,800.00
2041		\$1,077,750.00					\$1,077,750.00
2042		\$1,043,000.00					\$1,043,000.00
2043		\$757,800.00					\$757,800.00
2044		\$732,600.00					\$732,600.00
2045							

Current Total Annual Long Term Debt Service
 By Category
 FY2019 - FY2044



**FY2019
Debt Service
Share of Total**



**Projected Gross Debt Service
\$18,104,503**

Town of Needham
Capital Improvement Plan
January 2019

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE						DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025 - 2029	DEBT SERVICE After 2029
Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*								
Central Ave & Elliot Street Bridge Construction	May-15	43	\$500,000	Jan-27	4.00%	68,000	66,000	64,000	62,000	60,000	58,000	162,000	
Central Ave & Elliot Street Bridge Design	May-14	39	\$250,000	Nov-18	3.67%	63,750							
DPW Garage Bays	May-13	42	\$800,000	May-24	2.09%	90,000	88,400	86,800	85,200	83,600	82,000		
High School Cafeteria Construction	Nov-15	11	\$1,500,000	Jan-27	4.00%	204,000	198,000	192,000	186,000	180,000	174,000	486,000	
Kendrick Street Bridge Repair	May-10	35	\$750,000	Aug-21	2.21%	81,188	79,594	77,813	75,938				
MWPAT 98-92 (Stormwater)	May-98	7	\$364,979	Aug-19	(see note)	29,874	28,567						
Pollard School Boiler Replacement	May-13	40	\$565,000	Jul-21	3.22%	78,050	75,950	73,500	71,050				
Pollard School Roof Replacement	Nov-10	10	\$725,000	Jul-22	3.67%	82,600	79,800	77,000	74,200	71,400			
Property Acquisition - 37-39 Lincoln Street	May-12	31	\$605,000	Nov-32	3.39%	44,550	43,350	42,300	41,400	40,500	39,600	184,331	129,169
Property Acquisition - 51 Lincoln Street	Nov-12	17	\$950,000	Nov-32	3.39%	72,575	70,575	68,825	67,325	65,825	59,400	276,497	193,753
Property Acquisition - 59 Lincoln & 89 School Streets	May-12	8	\$1,005,000	Nov-32	3.39%	74,250	72,250	70,500	69,000	67,500	66,000	307,219	215,281
Property Acquisition - 66 - 70 Chestnut Street	Nov-13	22	\$1,330,000	Nov-33	3.35%	108,150	105,350	102,550	99,750	96,950	94,150	430,675	376,250
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	8	\$52,500	Jul-32	2.93%	4,105	3,985	3,865	3,745	3,625	3,505	12,625	8,458
Public Services Administration Building	Oct-08	5	\$100,000	Jul-22	3.69%	11,800	11,400	11,000	10,600	10,200			
Public Services Administration Building (Series I)	Oct-08	5	\$4,000,000	Aug-26	3.16%	306,225	299,325	292,125	284,625	276,825	268,725	677,663	
Public Services Administration Building (Series II)	Oct-08	5	\$1,000,000	Dec-24	3.07%	80,488	78,538	86,438	84,094	81,563	78,938	76,313	

Town of Needham
Capital Improvement Plan
January 2019

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
						2019	2020	2021	2022	2023	2024	2025 - 2029	After 2029
Public Works Infrastructure Program	May-12	33	\$190,000	Nov-18	3.67%	48,450							
Public Works Infrastructure Program	May-13	41	\$500,000	Nov-18	3.60%	127,500							
Public Works Infrastructure Program	May-14	38	\$580,000	Nov-18	3.67%	147,900							
Public Works Infrastructure Program	May-15	42	\$750,000	Jan-21	4.00%	222,000	214,000	156,000					
Senior Center (Series I)	Nov-11	14	\$1,000,000	Nov-32	3.38%	73,506	71,506	69,756	68,256	66,756	65,256	303,500	193,753
Senior Center (Series II)	Nov-11	14	\$5,050,000	Jul-33	3.54%	390,925	383,275	374,350	365,425	357,775	348,850	1,596,406	1,373,594
Senior Center (Series III)	Nov-11	14	\$1,050,500	May-34	2.83%	77,100	76,000	74,900	73,800	72,700	71,600	313,400	276,250
Title V Loans	May-97	64	\$85,894	Aug-19	(see note)	5,120	4,854						
Front-End Loader	May-16	46	\$205,000	Jan-20	4.00%	RTS	41,600						
Central Avenue/Elliot Street Bridge	May-15	43	\$240,000	Jul-21	5.00%		95,500	86,000	82,000				
Rosemary Recreational Complex	May-17	33	\$2,260,000	Jul-28	5.00%		608,417	533,875	360,000	198,750	191,250	843,750	
High School Expansion Construction	Oct-17	13	\$6,500,000	Jul-34	3.86%		1,367,708	871,000	838,500	489,125	472,875	2,120,625	2,125,500
Town Hall	May-09	35	\$385,000	Aug-26	2.63%	30,781	30,250	29,656	29,031	28,375	27,656	78,453	
TOTAL GENERAL FUND						2,522,886	4,194,193	3,444,253	3,031,939	2,251,469	2,101,805	7,869,456	4,892,008

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE 2019	DEBT SERVICE 2020	DEBT SERVICE 2021	DEBT SERVICE 2022	DEBT SERVICE 2023	DEBT SERVICE 2024	DEBT SERVICE 2025 - 2029	DEBT SERVICE After 2029
Broadmeadow School	May-00	31	\$8,400,000	Nov-23	3.00%	801,325	771,225	741,425	708,700	678,000	642,600		
Eliot School	May-00	32	\$2,562,000	Nov-24	3.94%	314,400	304,400	294,400	284,400	269,500	259,700	249,900	
High Rock & Pollard School Projects	May-07	41	\$429,470	Aug-26	4.00%	78,285	75,660	68,360	66,160	63,960	56,860	155,150	
High Rock & Pollard School Projects (Series III)	May-07	41	\$2,253,010	Aug-27	4.00%	358,623	342,460	327,160	312,060	297,160	287,360	1,010,750	
High Rock & Pollard School Projects (Series IV)	May-07	41	\$10,500,000	Aug-28	3.35%	758,031	742,075	720,500	703,313	685,438	666,875	3,023,625	
High Rock School Design	Nov-06	9	\$187,770	Aug-26	4.00%	32,934	31,840	30,840	29,840	28,840	27,840	61,950	
High School (Series IIA)	May-03	31	\$2,991,900	Aug-24	4.00%	660,188	602,700	582,900	558,200	538,600	514,100	494,700	
High School (Series IIB)	Feb-05	1	\$782,850	Aug-26	4.00%	138,234	128,740	124,740	115,840	112,040	108,240	300,450	
High School (Series III)	Feb-05	1	\$3,850,000	Jun-28	3.42%	267,450	259,450	253,450	247,200	240,450	233,700	767,300	
High School Series 1	May-03	31	\$4,775,000	Nov-25	3.97%	653,700	589,000	560,400	542,000	523,600	500,300	941,100	
Library Project	May-03	30	\$6,510,000	Dec-19	3.00%	830,475	796,775						
Newman School Extraordinary Repairs (Series I)	Nov-09	14	\$1,000,000	Dec-19	2.62%	104,500	101,500						
Newman School Extraordinary Repairs (Series III)	Nov-09	14	\$5,000,000	Oct-28	3.35%	383,750	373,600	359,600	348,925	341,050	332,650	1,482,475	
Newman School Extraordinary Repairs (Series IV)	Nov-09	14	\$9,000,000	Jul-32	2.82%	646,420	628,340	610,260	592,180	574,100	556,020	2,604,300	1,883,580
Newman School Extraordinary Repairs (Series V)	Nov-09	14	\$2,200,000	Nov-32	3.39%	163,350	158,950	155,100	151,800	148,500	145,200	675,881	473,619
Owens Farm Land Purchase	Nov-15	13	\$7,000,000	Jan-42	3.70%	600,900	516,900	505,700	494,500	483,300	472,100	2,192,500	4,378,400

Town of Needham
Capital Improvement Plan
January 2019

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE						DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	2019	2020	2021	2022	2023	2024	2025 - 2029	After 2029
William School Construction Project	Oct-16	2	\$18,000,000	Jul-43	3.53%		1,728,375	1,369,800	1,333,800	1,297,800	1,261,800	5,769,000	13,466,700
Property Acquisition - 609 Central Street	May-16	7	\$730,000	Jan-39	3.68%	138,350	43,750	42,750	41,750	40,750	39,750	183,750	299,094
TOTAL GENERAL FUND EXCLUDED						6,930,914	8,195,740	6,747,385	6,530,668	6,323,088	6,105,095	19,912,831	20,501,393
Town Hall (Series II)	May-09	35	\$3,500,000	Oct-28	3.36%	267,969	260,900	251,150	243,716	238,231	232,381	1,053,509	
Town Hall (Series III)	May-09	35	\$1,225,000	Aug-26	2.63%	98,500	96,800	94,900	92,900	90,800	88,500	251,050	
Rosemary Recreational Complex	May-17	33	\$4,000,000	Jul-37	3.57%		429,792	346,000	336,000	326,000	316,000	1,430,000	2,308,750
Town Hall (Series IV)	May-09	35	\$970,000	Jul-30	2.80%	75,025	72,825	70,625	68,425	66,225	64,025	290,825	102,438
TOTAL COMMUNITY PRESERVATION FUND						441,494	860,317	762,675	741,041	721,256	700,906	3,025,384	2,411,188
Front-End Loader	May-16	46	\$205,000	Jan-20	4.00%	58,800							
TOTAL RTS ENTERPRISE						58,800							
MWPAT 97-13	Oct-96	8	\$67,700	Aug-18	(see note)	6,150							
MWPAT 97-33	Oct-96	7	\$180,300	Aug-18	(see note)	16,195							
MWPAT 97-63	May-97	46	\$1,019,778	Aug-18	(see note)	91,840							
MWPAT 98-10	May-97	42	\$130,200	Aug-18	(see note)	11,685							

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
						2019	2020	2021	2022	2023	2024	2025 - 2029	After 2029
Sewer - West Street Force Main	May-98	59	\$568,400	May-19	3.98%	67,600							
Sewer - West Street Pumping Station	May-98	58	\$1,252,300	May-19	3.98%	147,680							
Sewer Pump Station GPA	May-05	49	\$500,000	Jun-19	3.17%	52,000							
Sewer Pump Station GPA	May-08	45	\$550,000	Aug-28	3.36%	40,438	39,575	33,750	32,969	32,156	31,313	166,338	
Sewer Pump Station Reservoir B	Nov-11	15	\$6,034,290	Jan-33	2.15%	374,129	374,192	374,256	374,323	374,391	374,460	1,873,391	1,500,120
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$145,000	Dec-19	2.59%	15,525	10,150						
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$500,000	Nov-22	4.00%	109,100	105,300	77,000	74,200	71,400			
MWRA Sewer System Rehab - I/I Work	May-17	48	\$179,548	May-23		35,910	35,910	35,910	35,910	35,910			
Sewer Rehabilitation - Rte. 128 Area	Nov-05	9	\$320,000	Aug-28	3.39%	21,131	20,700	20,250	19,781	19,294	18,788	99,763	
TOTAL SEWER ENTERPRISE						989,382	585,826	541,166	537,182	533,150	424,560	2,139,491	1,500,120
MWPAT Water DWS-08-24	May-08	47	\$765,335	Jul-30	2.00%	49,230	49,169	49,106	49,044	48,979	48,913	243,528	96,901
St Mary's Pump Station	May-13	47	\$1,700,000	Nov-33	3.36%	138,750	135,150	131,550	127,950	124,350	120,750	552,225	472,550
St Mary's Pump Station	May-13	47	\$1,995,000	May-34	2.85%	142,775	140,775	138,775	136,775	134,775	132,775	625,925	546,625
Water Distribution System Improvements	May-09	56	\$400,000	Dec-24	3.02%	30,313	29,563	28,813	28,031	27,188	26,313	25,438	
Water Main Improvements	May-08	47	\$400,000	Nov-20	3.95%	50,400	48,800	47,200	45,600	44,000	42,400	40,800	
Water Service Connections	May-06	70	\$55,000	Aug-19	2.51%	5,219	5,075						

TOWN OF NEEDHAM SCHEDULE OF ISSUED LONG TERM DEBT SERVICE

Project	TM Vote	Art	Amount Issued	Final Maturity	Average Rate*	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE	DEBT SERVICE
						2019	2020	2021	2022	2023	2024	2025 - 2029	After 2029
Water Storage Tank Rehabilitation	May-08	48	\$655,000	Jun-19	3.16%	67,600							
Water System Rehabilitation	May-15	47	\$260,000	Jan-20	4.00%	32,400	31,200						
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$212,000	Jun-19	3.16%	20,800							
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$638,000	Nov-22	4.00%	114,900	111,100	131,800	127,000	117,300			
Water System Rehabilitation - Rte. 128 Area	May-06	71	\$100,000	Aug-28	3.41%	7,044	6,900	6,750	6,594	6,431	6,263	33,388	
Water Treatment Facility	May-96	47	\$1,710,000	May-19	3.98%	204,360							
Water Service Connection Replacement (MWRA)	May-17	50	\$1,000,000	May-28		100,000	100,000	100,000	100,000	100,000	100,000	400,000	
Water System Rehabilitation (MWRA)	May-17	51	\$1,131,265	May-28		113,127	113,127	113,127	113,127	113,127	113,127	452,506	
Water Treatment Facility	Nov-97	18	\$1,994,300	May-19	3.98%	240,760							
TOTAL WATER ENTERPRISE						1,317,676	770,858	747,120	734,120	716,149	590,540	2,373,809	1,116,076
TOTAL DEBT SERVICE						12,261,152	14,606,934	12,242,598	11,574,949	10,545,112	9,922,905	35,320,972	30,420,783

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

* Rate reflects the average coupon rate over the life of the loan.

Project Submissions

Section 3

Five Year Department Submissions
Section Index
FY2020 - FY2024

Title	Department	Group	Page
Alphabetical by Title			
Asa Small Field Renovation	Public Works	Public Works	3 - 151
Athletic Facility and Public Recreation Improvements	Public Works	Community Services	3 - 153
Athletic Fields Master Plan	Park and Recreation	Community Services	3 - 166
Automated External Defibrillators Replacement	Police	Public Safety	3 -34
Boat Launch on Charles River	Park and Recreation	Community Services	3 - 168
Broadmeadow School Technology Room Conversion	Public Schools	Public Schools	3 - 137
Building Management System Upgrade	Public Works	Public Schools	3 - 44
Center at the Heights Computer Lab	Finance	Community Services	3 -14
Center at the Heights Generator	Public Works	Community Services	3 - 110
Center at the Heights Space Utilization Study	Public Works	Community Services	3 - 108
Charles River Water Treatment Plant HVAC Upgrades	Water	Enterprise	3 - 185
Cricket Field Building Renovation	Park and Recreation	Community Services	3 - 116
Daley Building Upgrades	Public Works	Public Works	3 - 106
DPW Boiler Replacement 470 Dedham Avenue	Public Works	Public Works	3 - 104
DPW Complex	Public Works	Public Works	3 - 81
Drain System Improvements – Water Quality (EPA)	Public Works	Drains	3 - 182
Eliot Modular Classrooms	Public Schools	Public Schools	3 - 134
Eliot School Technology Room Conversion	Public Schools	Public Schools	3 - 131
Emery Grover Roof Replacement	Public Works	Public Schools	3 - 100
Emery Grover Window Replacement	Public Works	Public Schools	3 - 102
Energy Efficiency Upgrade Improvements	Public Works	Facilities	3 - 97
Facility Assessment for Sustainable Building Management	Public Works	Public Schools	3 - 95
Fire Flow Improvements	Water	Enterprise	3 - 187
Firearm Replacement	Police	Public Safety	3 - 36
Fleet Program General Fund	Various	Townwide	3 - 199

Five Year Department Submissions
Section Index
FY2020 - FY2024

Title	Department	Group	Page
Alphabetical by Title			
Fleet Refurbishment	Public Works	Public Works	3 - 51
GIS Technology Systems and Applications Updates	Finance	General	3 - 16
Harris Avenue Parking Lot (Pollard School)	Public Works	Public Schools	3 - 142
High Availability Firewalls	Finance	General	3 - 18
Hillside School Boiler Upgrade	Public Works	Public Schools	3 - 83
Library Furniture Replacement	Library	Community Services	3 - 53
Library RFID Conversion	Library	Community Services	3 - 55
Library Space Planning Consultant	Library	Community Services	3 - 114
Library Technology Plan	Library	Community Services	3 - 58
Mitchell Elementary School Renovation	Public Schools	Public Schools	3 - 122
Mitchell School Bathroom Upgrades	Public Works	Public Schools	3 - 93
Newman Gym Floor Repairs	Public Works	Public Schools	3 - 91
Newman Preschool Playground Custom Shade Shelter	Public Schools	Public Schools	3 - 68
NHS Athletic Locker Reconfiguration & Addition	Public Schools	Public Schools	3 - 70
Non-Public Safety Data Center Servers and Storage Units	Finance	General	3 - 20
Open Space Land Purchase	Park and Recreation	Community Services	3 - 172
Outdoor Basketball Courts	Park and Recreation	Community Services	3 - 174
Passive Recreation Improvements - Dwight Field/Charles River Center	Public Works	Community Services	3 - 157
Permanent Message Boards	Public Works	General	3 - 46
Personal Protective Equipment	Fire	Public Safety	3 - 42
Pollard Blue & Green Gym Upgrades	Public Works	Public Schools	3 - 87
Pollard Locker Room Retrofit	Public Works	Public Schools	3 - 85
Pollard School Air Conditioning Upgrade	Public Works	Public Schools	3 - 89
Pollard School Improvements	Public Schools	Public Schools	3 - 118
Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting System	Public Schools	Public Schools	3 - 78

Five Year Department Submissions
Section Index
FY2020 - FY2024

Title	Department	Group	Page
Alphabetical by Title			
Public Playgrounds	Park and Recreation	Community Services	3 - 60
Public Safety Data Center Servers and Storage Units	Finance	General	3 - 22
Public Safety Fitness Equipment	Fire and Police	Public Safety	3 - 40
Public Safety Hardware	Finance	Public Safety	3 -24
Public Safety Mobile and Portable Radios	Fire and Police	Public Safety	3 - 38
Public Safety Mobile Devices	Finance	Public Safety	3 -26
Public Works Infrastructure Program	Public Works	Public Works	3 - 144
Public Works Mobile Devices	Finance	Public Works	3 -28
Renovate/Reconstruct Emery Grover Building at Highland Avenue Locatio	Public Schools	Public Schools	3 - 128
Renovate/Reconstruct Hillside as Swing Space	Public Schools	Public Schools	3 - 125
Revenue Application Software Package	Finance	General	3 -32
Rosemary Lake Camp and Trail	Park and Recreation	Community Services	3 - 170
RTS Employee Trailer	Public Works	Public Works	3 - 112
RTS Property Improvements	Public Works	Public Works	3 - 161
School Copier Replacement	Public Schools	Public Schools	3 - 65
School Document Management System	Public Schools	Public Schools	3 - 72
School Furniture	Public Schools	Public Schools	3 - 63
School Master Plan Supplement	Public Schools	Public Schools	3 - 140
School Technology Replacement	Public Schools	Public Schools	3 - 75
Sewer Main Replacements	Sewer	Enterprise	3 - 176
Sewer Pump Station Improvements	Sewer	Enterprise	3 - 179
Sewer System Infiltration & Inflow Removal	Sewer	Enterprise	3 - 180
Specialty Equipment	Public Works	Public Works	3 - 49
Town Building Security and Traffic Camera Replacement	Finance	General	3 - 12
Town Building Switching	Finance	General	3 - 4

**Five Year Department Submissions
Section Index
FY2020 - FY2024**

Title	Department	Group	Page
Alphabetical by Title			
Town Common Historic Redesign and Beautification	Public Works	Community Services	3 - 159
Town Internet, Control, Analysis and Reporting	Finance	General	3 - 6
Town Multi-Function Printer Devices	Finance	General	3 -30
Town Offices Replacement Furniture	Town Manager	General	3 - 2
Townwide Video Projection and Smart TV Replacement	Finance	General	3 - 8
Traffic Improvements	Public Works	Public Works	3 - 210
Water Distribution Study	Water	Enterprise	3 - 189
Water Distribution System Improvements	Water	Enterprise	3 - 191
Water Service Connections	Water	Enterprise	3 - 195
Water Supply Development	Water	Enterprise	3 - 197
Wireless Hardware Infrastructure Upgrade	Finance	General	3 - 10

Five Year Department Submissions
Section Index
FY2020 - FY2024

Page Number Order	Title	Department	Group	Page
	Town Offices Replacement Furniture	Town Manager	General	3 - 2
	Town Building Switching	Finance	General	3 - 4
	Town Internet, Control, Analysis and Reporting	Finance	General	3 - 6
	Townwide Video Projection and Smart TV Replacement	Finance	General	3 - 8
	Wireless Hardware Infrastructure Upgrade	Finance	General	3 - 10
	Town Building Security and Traffic Camera Replacement	Finance	General	3 - 12
	Center at the Heights Computer Lab	Finance	Community Services	3 -14
	GIS Technology Systems and Applications Updates	Finance	General	3 - 16
	High Availability Firewalls	Finance	General	3 - 18
	Non-Public Safety Data Center Servers and Storage Units	Finance	General	3 -20
	Public Safety Data Center Servers and Storage Units	Finance	General	3 - 22
	Public Safety Hardware	Finance	Public Safety	3 -24
	Public Safety Mobile Devices	Finance	Public Safety	3 -26
	Public Works Mobile Devices	Finance	Public Works	3 -28
	Town Multi-Function Printer Devices	Finance	General	3 -30
	Revenue Application Software Package	Finance	General	3 -32
	Automated External Defibrillators Replacement	Police	Public Safety	3 -34
	Firearm Replacement	Police	Public Safety	3 - 36
	Public Safety Mobile and Portable Radios	Fire and Police	Public Safety	3 - 38
	Public Safety Fitness Equipment	Fire and Police	Public Safety	3 - 40
	Personal Protective Equipment	Fire	Public Safety	3 - 42
	Building Management System Upgrade	Public Works	Public Schools	3 - 44
	Permanent Message Boards	Public Works	General	3 - 46
	Specialty Equipment	Public Works	Public Works	3 - 49
	Fleet Refurbishment	Public Works	Public Works	3 - 51

Five Year Department Submissions
Section Index
FY2020 - FY2024

Page Number Order	Title	Department	Group	Page
	Library Furniture Replacement	Library	Community Services	3 - 53
	Library RFID Conversion	Library	Community Services	3 - 55
	Library Technology Plan	Library	Community Services	3 - 58
	Public Playgrounds	Park and Recreation	Community Services	3 - 60
	School Furniture	Public Schools	Public Schools	3 - 63
	School Copier Replacement	Public Schools	Public Schools	3 - 65
	Newman Preschool Playground Custom Shade Shelter	Public Schools	Public Schools	3 - 68
	NHS Athletic Locker Reconfiguration & Addition	Public Schools	Public Schools	3 - 70
	School Document Management System	Public Schools	Public Schools	3 - 72
	School Technology Replacement	Public Schools	Public Schools	3 - 75
	Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting System	Public Schools	Public Schools	3 - 78
	DPW Complex	Public Works	Public Works	3 - 81
	Hillside School Boiler Upgrade	Public Works	Public Schools	3 - 83
	Pollard Locker Room Retrofit	Public Works	Public Schools	3 - 85
	Pollard Blue & Green Gym Upgrades	Public Works	Public Schools	3 - 87
	Pollard School Air Conditioning Upgrade	Public Works	Public Schools	3 - 89
	Newman Gym Floor Repairs	Public Works	Public Schools	3 - 91
	Mitchell School Bathroom Upgrades	Public Works	Public Schools	3 - 93
	Facility Assessment for Sustainable Building Management	Public Works	Public Schools	3 - 95
	Energy Efficiency Upgrade Improvements	Public Works	Facilities	3 - 97
	Emery Grover Roof Replacement	Public Works	Public Schools	3 - 100
	Emery Grover Window Replacement	Public Works	Public Schools	3 - 102
	DPW Boiler Replacement 470 Dedham Avenue	Public Works	Public Works	3 - 104
	Daley Building Upgrades	Public Works	Public Works	3 - 106
	Center at the Heights Space Utilization Study	Public Works	Community Services	3 - 108

Five Year Department Submissions
Section Index
FY2020 - FY2024

Page Number Order	Title	Department	Group	Page
	Center at the Heights Generator	Public Works	Community Services	3 - 110
	RTS Employee Trailer	Public Works	Public Works	3 - 112
	Library Space Planning Consultant	Library	Community Services	3 - 114
	Cricket Field Building Renovation	Park and Recreation	Community Services	3 - 116
	Pollard School Improvements	Public Schools	Public Schools	3 - 118
	Mitchell Elementary School Renovation	Public Schools	Public Schools	3 - 122
	Renovate/Reconstruct Hillside as Swing Space	Public Schools	Public Schools	3 - 125
	Renovate/Reconstruct Emery Grover Building at Highland Avenue Locatio	Public Schools	Public Schools	3 - 128
	Eliot School Technology Room Conversion	Public Schools	Public Schools	3 - 131
	Eliot Modular Classrooms	Public Schools	Public Schools	3 - 134
	Broadmeadow School Technology Room Conversion	Public Schools	Public Schools	3 - 137
	School Master Plan Supplement	Public Schools	Public Schools	3 - 140
	Harris Avenue Parking Lot (Pollard School)	Public Works	Public Schools	3 - 142
	Public Works Infrastructure Program	Public Works	Public Works	3 - 144
	Asa Small Field Renovation	Public Works	Public Works	3 - 151
	Athletic Facility and Public Recreation Improvements	Public Works	Community Services	3 - 153
	Passive Recreation Improvements - Dwight Field/Charles River Center	Public Works	Community Services	3 - 157
	Town Common Historic Redesign and Beautification	Public Works	Community Services	3 - 159
	RTS Property Improvements	Public Works	Public Works	3 - 161
	Athletic Fields Master Plan	Park and Recreation	Community Services	3 - 166
	Boat Launch on Charles River	Park and Recreation	Community Services	3 - 168
	Rosemary Lake Camp and Trail	Park and Recreation	Community Services	3 - 170
	Open Space Land Purchase	Park and Recreation	Community Services	3 - 172
	Outdoor Basketball Courts	Park and Recreation	Community Services	3 - 174
	Sewer Main Replacements	Sewer	Enterprise	3 - 176

**Five Year Department Submissions
Section Index
FY2020 - FY2024**

Page Number Order	Title	Department	Group	Page
	Sewer Pump Station Improvements	Sewer	Enterprise	3 - 179
	Sewer System Infiltration & Inflow Removal	Sewer	Enterprise	3 - 180
	Drain System Improvements – Water Quality (EPA)	Public Works	Drains	3 - 182
	Charles River Water Treatment Plant HVAC Upgrades	Water	Enterprise	3 - 185
	Fire Flow Improvements	Water	Enterprise	3 - 187
	Water Distribution Study	Water	Enterprise	3 - 189
	Water Distribution System Improvements	Water	Enterprise	3 - 191
	Water Service Connections	Water	Enterprise	3 - 195
	Water Supply Development	Water	Enterprise	3 - 197
	Fleet Program General Fund	Various	Townwide	3 - 199
	Traffic Improvements	Public Works	Public Works	3 - 210

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Town Offices Replacement Furniture							Fiscal Year: 2020		
Purpose:	Acquisition	Classification:	Equipment	Status:	New Request				
Department:	Town Manager			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?							Total New FTE's:	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$50,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$50,000	\$25,000		\$25,000		\$0			
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$50,000	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Town Offices Replacement Furniture

Fiscal Year: 2020

Project Description and Considerations

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

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

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

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Town Building Switching						Fiscal Year: 2024			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								Not Applicable	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								Yes	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$60,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$60,000					\$60,000			
Other Expenses	\$0								
TOTAL	\$60,000	\$0	\$0	\$0	\$0	\$60,000	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Town Building Switching

Fiscal Year: 2024

Project Description and Considerations

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Town Internet Control, Analysis, and Reporting						Fiscal Year: 2022			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								Not Applicable	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								Yes	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$75,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$75,000			\$75,000					
Other Expenses	\$0								
TOTAL	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Town Internet Control, Analysis, and Reporting

Fiscal Year: 2022

Project Description and Considerations

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Town Wide Video Projection and Smart TV Replacement						Fiscal Year: 2022			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								Not Applicable	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$145,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$145,000			\$50,000	\$40,000	\$55,000			
Other Expenses	\$0								
TOTAL	\$145,000	\$0	\$0	\$50,000	\$40,000	\$55,000	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Town Wide Video Projection and Smart TV Replacement

Fiscal Year:

2022

Project Description and Considerations

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

Building Location and Device Type

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

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

Building Location and Device Type

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

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

Building Location and Device Type

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

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Wireless Hardware Infrastructure Upgrade						Fiscal Year: 2024			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								Not Applicable	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								Yes	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$175,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$175,000					\$175,000			
Other Expenses	\$0								
TOTAL	\$175,000	\$0	\$0	\$0	\$0	\$175,000	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Wireless Hardware Infrastructure Upgrade

Fiscal Year: 2024

Project Description and Considerations

FY24 \$175,000 Wireless Hardware Infrastructure Upgrade

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Town Building Security and Traffic Cameras Replacement						Fiscal Year: 2024			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								Not Applicable	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$300,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$300,000					\$300,000			
Other Expenses	\$0								
TOTAL	\$300,000	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Town Building Security and Traffic Cameras Replacement

Fiscal Year: 2024

Project Description and Considerations

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

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

Capital Improvement Plan
January 2019

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

Primary Reason for the Request: Scheduled replacement
 How was the Estimated Project Cost Determined: In-House Estimate Estimated Project Cost: \$50,000
 Useful Life: More than five (5) years but less than eight (8) years
 Budget Impact: Negligible impact on the annual operating expenses less than \$5,000
 Total New FTE's: 0

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

\$0

Capital Project Request

Project Title: **Center At The Heights Computer Lab Hardware / Software Replacement**

Fiscal Year: **2020**

Project Description and Considerations

FY 2020

The purpose of this request is to replace the hardware and upgrade software associated with the Center at The Heights (CATH) Computer Lab. This will include 20 desktops, 4 laptops, a server, switch, and firewall. Also being upgraded would be any software associated with the specific operation. Typically throughout other departments across the Town the Information Technology Center (ITC) looks at individual pieces of hardware and determines its need for replacement. However since this equipment and software was purchased and installed at the same time, as well as the nature of the use of the equipment, it will be better to keep the same make and models of hardware and software instead of mixing and matching. New models will be able to take advantage of upgraded operating systems and faster processors to better serve the users of the Computer Lab. If the funding does not occur there is currently not sufficient funding in the ITC budget to cover the cost of replacing the added pieces of hardware. Outside of this request for replacement the move of the Council on Aging to the CATH more than double the number of computers for that department. That in itself will draw more funds from the ITC over time making it harder to use currently budgeted dollars for the replacement of hardware and software in the CATH Computer Lab.

Capital Improvement Plan
January 2019

Capital Project Request

Project Title: GIS Technology Systems and Applications Updates		Fiscal Year: 2023	
Purpose:	Acquisition	Classification:	Technology
Department:	Finance	Status:	Revised Request from the Prior CIP
Partners:	DPW Engineering	Funding Source:	Revolving Fund

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: Operational efficiency
 How was the Estimated Project Cost Determined: In-House Estimate Estimated Project Cost: \$100,000
 Useful Life: More than five (5) years but less than eight (8) years
 Budget Impact: Negligible impact on the annual operating expenses less than \$5,000
 Total New FTE's:

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

\$0

Capital Project Request

Project Title: **GIS Technology Systems and Applications Updates**

Fiscal Year: **2023**

Project Description and Considerations

1) Imagery and Planimetric Data Updates:

The Imagery and Planimetric Data Updates (previously titled Geographic Information Systems Upgrade) project is a request for a flight to update aerial imagery and then use that aerial imagery to update the Town's planimetric data. The aerial imagery and planimetric data is used across Town departments but it is most used by Public Works Engineering using computer aided design (CAD) software and the Information Technology Center Geographic Information System (GIS) Administrator using GIS software (ESRI, Inc) in support of multiple Town and School Departments. CAD and GIS are systems that use hardware and software for storage, retrieval, mapping, analysis, design, and planning. The planimetric data is the electronic representation of above ground physical structures and features. These physical structures and features are then associated with layers in CAD and geospatial information and databases in GIS which then allows for the different departments to use the planimetric data for needs specific to each department. The updated planimetric data will be incorporated into the Town's web GIS as well as secure web GIS sites accessed by DPW Divisions for viewing and querying as well as the Engineering Division using the data for planning and design projects. Because Water & Sewer, Planning, Conservation and other Town and School Departments use or request services specific to the planimetric data it is important to have up to date data so these departments can plan, analyze and display with as accurate a representation of the physical structures and features. Licensing costs to use the data through specific software are currently paid through the operating budget. The use of new planimetrics and imagery will not directly cause any increase to these costs.

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: High Availability Firewalls						Fiscal Year: 2022			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								Not Applicable	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								Yes	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$75,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$75,000			\$75,000					
Other Expenses	\$0								
TOTAL	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: High Availability Firewalls

Fiscal Year: 2022

Project Description and Considerations

FY22 \$75,000 High Availability Firewalls

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

Capital Improvement Plan
January 2019

Capital Project Request					
Project Title: Non-Public Safety Data Center Servers and Storage Units				Fiscal Year: 2023	
Purpose:	Acquisition	Classification:	Technology	Status:	Revised Request from the Prior CIP
Department:	Finance	Funding Source:	General Fund		
Partners:					
Parameters					Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?					No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No
3. Does the project support activities to produce new revenue for the Town?					No
4. Does this project require any permitting by any Town or State agency?					No
5. If funded, will additional permanent staff be required?					No
6. If funded, will the operating budget need to be increased to cover operating expenses?					No
7. If funded, will this project increase the operating expense for any other department?					No
8. If funded, will this project lower the requesting Department's operating costs?					No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No
10. If the project is NOT funded, will current Town revenue be reduced?					No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No
13. Is this a request in response to a Court, Federal, or State order?					No
14. Is this a request in response to a documented public health or safety condition?					No
15. Is this a request to improve or make repairs to extend the useful life of a building?					No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No
18. Will any other department be required to provide assistance in order to complete the project?					No

Primary Reason for the Request: Obsolete/non-functioning
 How was the Estimated Project Cost Determined: In-House Estimate Estimated Project Cost: \$325,000
 Useful Life: More than five (5) years but less than eight (8) years
 Budget Impact: Negligible impact on the annual operating expenses less than \$5,000
 Total New FTE's:

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

Capital Project Request

Project Title: **Non-Public Safety Data Center Servers and Storage Units**

Fiscal Year: **2023**

Project Description and Considerations

FY23 \$145,000.00 Data Center 1 and Data Center 3 Hardware Replacements
FY24 \$180,000.00 Data Center 1 and Data Center 2 Hardware Replacements

This project is for the replacement of hardware within the three Town of Needham data centers. Phase I of the project, which will take place in the fiscal year 20223), will be the replacement of servers, storage units, and switches. Phase II of the project will also be the replacement of servers, storage units, and switches. Data Center 1 is housed at the Town Hall, Data 2 is housed at the Public Services Administration Building, and Data Center 3 is housed at The Center at The Heights. Data Center 1 is the primary data center where the Town Departments access files and programs, the internet, and network and internet security takes place. The servers at Town Hall are physical servers however three of them maintain and support upwards of 80 virtual servers with corresponding data maintained on the storage units. The others are for specific software functions. The servers, storage unit, and switches at the Public Services Administration Building act as fail over in case of the Town Hall network and infrastructure going offline. The server and storage at The Center at The Heights is where backup data is housed and from there certain segments of the data are migrated off site using a Code42 business account.

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

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

Capital Improvement Plan
January 2019

Capital Project Request						
Project Title:	Public Safety Data Center Servers and Storage Units				Fiscal Year:	2021
Purpose:	Acquisition	Classification:	Technology	Status:	Revised Request from the Prior CIP	
Department:	Finance			Funding Source:	General Fund	
Partners:	Public Safety					
Parameters					Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?					No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No	
3. Does the project support activities to produce new revenue for the Town?					No	
4. Does this project require any permitting by any Town or State agency?					No	
5. If funded, will additional permanent staff be required?					No	
6. If funded, will the operating budget need to be increased to cover operating expenses?					No	
7. If funded, will this project increase the operating expense for any other department?					No	
8. If funded, will this project lower the requesting Department's operating costs?					No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No	
10. If the project is NOT funded, will current Town revenue be reduced?					No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					Yes	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No	
13. Is this a request in response to a Court, Federal, or State order?					No	
14. Is this a request in response to a documented public health or safety condition?					No	
15. Is this a request to improve or make repairs to extend the useful life of a building?					No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No	
18. Will any other department be required to provide assistance in order to complete the project?					No	

Primary Reason for the Request: Obsolete/non-functioning
 How was the Estimated Project Cost Determined: In-House Estimate Estimated Project Cost: \$200,000
 Useful Life: More than five (5) years but less than eight (8) years
 Budget Impact: Negligible impact on the annual operating expenses less than \$5,000
 Total New FTE's:

Project Budget Elements	Project Budget	2021	2022	2023	2024	2025
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$200,000	\$200,000				
Other Expenses	\$0					
TOTAL	\$200,000	\$200,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: **Public Safety Data Center Servers and Storage Units**

Fiscal Year: **2021**

Project Description and Considerations

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

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Public Safety Desktops, Printers, and Peripherals							Fiscal Year: 2020		
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Finance			Supports:	General Government				
Partners:	Police Department Fire Department PPBC			Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?							Total New FTE's:		No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								Not Applicable	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								Yes	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$200,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$200,000	\$200,000							
Other Expenses	\$0								
TOTAL	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Public Safety Desktops, Printers, and Peripherals

Fiscal Year: 2020

Project Description and Considerations

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

Capital Improvement Plan
January 2019

Capital Project Request					
Project Title:	Public Safety Mobile Devices			Fiscal Year:	2020
Purpose:	Acquisition	Classification:	Technology	Status:	Revised Request from the Prior CIP
Department:	Finance	Funding Source:	General Fund		
Partners:	Public Safety				
Parameters					Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?					No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No
3. Does the project support activities to produce new revenue for the Town?					No
4. Does this project require any permitting by any Town or State agency?					No
5. If funded, will additional permanent staff be required?					No
6. If funded, will the operating budget need to be increased to cover operating expenses?					No
7. If funded, will this project increase the operating expense for any other department?					No
8. If funded, will this project lower the requesting Department's operating costs?					No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No
10. If the project is NOT funded, will current Town revenue be reduced?					No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No
13. Is this a request in response to a Court, Federal, or State order?					No
14. Is this a request in response to a documented public health or safety condition?					No
15. Is this a request to improve or make repairs to extend the useful life of a building?					No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No
18. Will any other department be required to provide assistance in order to complete the project?					No

Primary Reason for the Request: Scheduled replacement
 How was the Estimated Project Cost Determined: In-House Estimate Estimated Project Cost: \$135,000
 Useful Life: More than five (5) years but less than eight (8) years
 Budget Impact: Negligible impact on the annual operating expenses less than \$5,000
 Total New FTE's:

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024
Planning/Feasibility	\$0					
Design/Engineering	\$0					
Land/ROW Acquisition	\$0					
Site Preparation	\$0					
Construction	\$0					
Construction Management	\$0					
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$0					
Technology Hardware/Software	\$135,000	\$35,000		\$50,000	\$50,000	
Other Expenses	\$0					
TOTAL	\$135,000	\$35,000	\$0	\$50,000	\$50,000	\$0

\$0

Capital Project Request

Project Title: **Public Safety Mobile Devices**

Fiscal Year: **2020**

Project Description and Considerations

FY20 \$35,000 Public Safety Mobile Devices
FY22 \$50,000 Public Safety Mobile Device
Fy23 \$50,000 Public Safety Mobile Device

This project is for the replacement of laptops and tablets that are used in the Needham Police and Fire Department Vehicles. The hardware is used to access multiple applications during the daily operations of either an individual or vehicle. The hardware communicates with the Public Safety CAD software as well as State and Federal databases. The devices themselves are hardened military specification hardware manufactured for above normal use in more intensive environments than normal off the shelf hardware. The current hardware is a mix a Panasonic ToughBooks and ToughTablets. In the past the hardware was funded using State 911 Grant Funds. Because of the uncertainty of the funding from the State it is important to place this within the capital request. There are currently ITC operating budget dollars used for licensing for both hardware and software maintenance and support.

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

Capital Improvement Plan
January 2019

Capital Project Request					
Project Title:	Public Works Mobile Devices			Fiscal Year:	2023
Purpose:	Acquisition	Classification:	Technology	Status:	New Request
Department:	Finance	Funding Source:	General Fund		
Partners:	Public Safety				
Parameters					Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?					No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?					No
3. Does the project support activities to produce new revenue for the Town?					No
4. Does this project require any permitting by any Town or State agency?					No
5. If funded, will additional permanent staff be required?					No
6. If funded, will the operating budget need to be increased to cover operating expenses?					No
7. If funded, will this project increase the operating expense for any other department?					No
8. If funded, will this project lower the requesting Department's operating costs?					No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?					No
10. If the project is NOT funded, will current Town revenue be reduced?					No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?					Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?					No
13. Is this a request in response to a Court, Federal, or State order?					No
14. Is this a request in response to a documented public health or safety condition?					No
15. Is this a request to improve or make repairs to extend the useful life of a building?					No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?					No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					No
18. Will any other department be required to provide assistance in order to complete the project?					No

Primary Reason for the Request: Scheduled replacement
 How was the Estimated Project Cost Determined: In-House Estimate Estimated Project Cost: \$50,000
 Useful Life: More than five (5) years but less than eight (8) years
 Budget Impact: Negligible impact on the annual operating expenses less than \$5,000
 Total New FTE's:

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

\$0

Capital Project Request

Project Title: **Public Works Mobile Devices**

Fiscal Year: **2023**

Project Description and Considerations

FY23 \$50,000 Public Works Mobile Device

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

Capital Improvement Plan
January 2019

Capital Project Request						
Project Title:	Town Side Multi-Function Printer Devices				Fiscal Year:	2020
Purpose:	Acquisition	Classification:	Technology	Status:	Same Request from the Prior CIP	
Department:	Finance			Funding Source:	Revolving Fund	
Partners:						

Parameters	Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does the project support activities to produce new revenue for the Town?	No
4. Does this project require any permitting by any Town or State agency?	No
5. If funded, will additional permanent staff be required?	No
6. If funded, will the operating budget need to be increased to cover operating expenses?	No
7. If funded, will this project increase the operating expense for any other department?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	No
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No

Primary Reason for the Request: Obsolete/non-functioning
 How was the Estimated Project Cost Determined: In-House Estimate Estimated Project Cost: \$106,800
 Useful Life: Between eight (8) and twelve (12) years
 Budget Impact: Negligible impact on the annual operating expenses less than \$5,000
 Total New FTE's:

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

\$0

Capital Project Request

Project Title: **Town Side Multi-Function Printer Devices**

Fiscal Year: **2020**

Project Description and Considerations

This project is for the replacement of multi-function printers throughout the four primary Town locations (Town Hall, Public Services Administration Building, Public Safety, Center at The Heights) due to either being obsolete or part of a planned schedule replacement. In all there are nine of these devices between the buildings with only three of the devices not purchased during a capital project. Though several of these devices are currently over six years old, with one over eight, only one has reached 50% of the anticipated life cycles for each model according to the manufacturer estimated cycles per year. Based on the current usage the expected life of these devices is between ten and twelve years however the manufacturer of these devices does not guarantee the availability of parts or consumables past seven years. The cycle for replacement of these multi-function printers would be seven years. During their replacement they would be replaced with devices similar in specifications. Due to the time out till replacement it is difficult to give an actual make and model that would be purchased. The current devices are listed below.

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

- 1) Public Services Administration Building, 2nd Floor, Ricoh Aficio MP 7500
- 2) Public Services Administration Building, 1st Floor, Ricoh Aficio MP 7501 / Replaced FY19
- 3) Public Services Administration Building , 2nd Floor , Ricoh Aficio MP 8001
- 4) Town Hall, Lower Level, Ricoh Aficio MP 7501 / Replaced FY19
- 5) Town Hall, 1st Floor, Ricoh Aficio MP 7501
- 6) Town Hall, Lower Level, Ricoh Pro 1357EX
- 7) Center at the Heights Copy Room RICOH MP C5503
- 8) Public Safety, Police, Konica Minolta Biz Hub 350
- 9) Public Safety, Fire, Konica Minolta Biz Hub 350

Capital Improvement Plan
January 2019

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

Primary Reason for the Request: Operational efficiency
 How was the Estimated Project Cost Determined: In-House Estimate Estimated Project Cost: \$1,100,000
 Useful Life: Between eight (8) and twelve (12) years
 Budget Impact: May increase annual operating expenses between \$5,001 and \$25,000
 Total New FTE's:

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

\$0

Capital Project Request

Project Title: **Revenue Application Software Package**

Fiscal Year: **2021**

Project Description and Considerations

The Revenue and General Ledger/Accounting Software Package Replacement is a request to replace the current Revenue and General Ledger/Accounting Software Packages. The current Revenue Application was first purchased in 1996 and has gone through several versions since the original implementation. Its primary function is the collection of Real Estate and Personal Property Tax, Excise Tax, Utility Fees, and Miscellaneous Revenues collected among both Town and School Departments. There are other modules that are incorporated with the Revenue Package and these include Customer Information, Land /Parcel Management, and Cash Receipts. There has been a need for better reporting out of the Revenue package which is currently housed on an IBM piece of hardware. All of the specialized programming and processes in the Revenue Application are done using COBOL which in combination with the IBM hardware is becoming more and more difficult for the Information Technology Center (ITC) to support. Migrating both the application and hardware to a non-IBM piece of hardware would bring that specific application and hardware into the business model currently in place in the ITC. The General Ledger/Accounting Software Package has been in place since FY14. The movement to a different vendor providing the General Ledger/Accounting Software Package has been both beneficial and troublesome at the same time. Though some reporting, requisition, and rollover processes have seen improvements, the fact that the Revenue and General Ledger/Accounting packages are from two different vendors and hardware types has caused some problems. Most of those problems involve certain processes becoming more tedious and time consuming leading to delays in departments disseminating information. These processes range from revenue posting, cash reconciliation, bank account reconciliation, and personnel reporting. The complexity of the Town's payroll has also pushed the limits of the General Ledger/Accounting package leading to some confusion from certain employee groups about the line items on payroll checks and direct deposit notices. There may need to be additional cost increases for ongoing annual maintenance in comparison to the current Revenue and General Ledger/Accounting Software Packages. It is difficult to say the exact amount at this time but is anticipated these costs will be more due to the complex nature of the Town's business and the level of application needed. Also after implementation there may be situations that may require programming specialization which the vendor would supply. The planning and implementation for this project will involve multiple Town departments (Treasurer's Office, Accounting Office, Assessor's Office, Human Resources) as well as School departments (Business Office, Human Resources, Payroll, Information Technology Services).

Capital Improvement Plan
January 2019

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

\$0

FY2020

Capital Project Request

Project Title: Replacement of AED (Automated External Defibrillators)

Fiscal Year:

2023

Project Description and Considerations

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

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Police Department Firearm Replacement						Fiscal Year: 2021			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Police			Supports:	Public Safety				
Partners:				Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$36,630	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$31,630		\$31,630						
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$5,000		\$5,000						
TOTAL	\$36,630	\$0	\$36,630	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Police Department Firearm Replacement

Fiscal Year: 2021

Project Description and Considerations

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Police and Fire Mobile and Portable Radios						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Police			Supports:	Public Safety				
Partners:	Fire Department EOC			Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$617,550	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$617,550	\$617,550							
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$617,550	\$617,550	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Police and Fire Mobile and Portable Radios

Fiscal Year: 2020

Project Description and Considerations

The current police cruiser radio system has been in service for over nine years. This is the primary communication tool between the officers in the field and the police dispatch center .The eighteen radios are Motorola Astro Spectra series now discontinued by the manufacturer. While we currently do not have service agreements for the cruiser radios due to age of the radios, replacement parts will be increasingly difficult to acquire in the future. With this in mind, the department is proposing to replace 20 cruiser radios with a compatible radio system in FY 2020. At that time, these units will have been in service for fourteen years, which would be the end of their useful life cycle.

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

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

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

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

Capital Project Request									
Project Title: Public Safety Fitness Equipment							Fiscal Year: 2020		
Purpose:	Acquisition	Classification:	Equipment	Status:	New Request				
Department:	Fire			Supports:	Public Safety				
Partners:	Police			Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$83,613	How was the Project Cost Determined:		Industry References					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$83,613	\$83,613							
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$83,613	\$83,613	\$0	\$0	\$0	\$0	\$0	\$0	
\$0									

Capital Project Request	
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Project Title: Public Safety Fitness Equipment	Fiscal Year: 2020
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Project Description and Considerations

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

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

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

Public Safety Bldg. :\$28,450

Fire Station 2: \$18,256

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

Public Safety Bldg.: \$14,263

Fire Station 2: \$17,314

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

Public Safety Bldg.: \$1,107

Fire Station 2: \$1,107

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

Public Safety Bldg.: \$2,009

Fire Station 2: \$1,107

Total Pub Safety Bldg: \$45,829

Total Sta 2 \$37,784

Capital Project Request									
Project Title: Ongoing Personal Protective Equipment, PPE ("bunker gear") Replacement Program							Fiscal Year: 2020		
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Fire			Supports:	Public Safety				
Partners:	Board of Selectmen; Finance Committee			Useful Life:	More than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?							Total New FTE's:	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$303,968	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2019	2020	2021	2022	2023	2024	2025	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$303,968	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$303,968	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	\$43,424	
\$0									

Capital Project Request			
Project Title:	Ongoing Personal Protective Equipment, PPE ("bunker gear") Replacement Program	Fiscal Year:	2020
<u>Project Description and Considerations</u>			

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

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

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

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

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

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

Ignoring such research could be considered to negligent going forward.

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

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Building Management System Upgrade						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Technology	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	ITC, School Department			Useful Life:	More than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$392,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$392,000	\$392,000							
Other Expenses	\$0								
TOTAL	\$392,000	\$392,000	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Building Management System Upgrade

Fiscal Year: 2020

Project Description and Considerations

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

Project Summary

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

Changes from Prior Submission Year

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

Clarification of Questions

Supports Other: Supports building infrastructure.

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Permanent Message Boards						Fiscal Year: 2021			
Purpose:	Acquisition	Classification:	Technology	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Engineering			Supports:	General Government				
Partners:	Town Manager's Office, ITC			Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								Yes	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$228,000	How was the Project Cost Determined:			Current Contract				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$228,000		\$54,000	\$56,000	\$58,000	\$60,000			
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$228,000	\$0	\$54,000	\$56,000	\$58,000	\$60,000	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Permanent Message Boards

Fiscal Year: 2021

Project Description and Considerations

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

Project Summaries

Currently the Public Works Department has mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction related notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and often not available for non-emergency notice.

This project will alleviate competition for the current message boards. The new message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or laptop. There will be minimal operating costs, including a data plan to allow for remote updates and electricity for each location. This funding will fund one message board per year.

Central Avenue at Great Plain Avenue

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

Public Safety Building, School Street and Chestnut Street

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

Fire Station #2

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

Greendale Avenue at Great Plain Avenue

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

Capital Project Request

Project Title: Permanent Message Boards

Fiscal Year: 2021

Supplemental Information

Changes from Prior Year Submission

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

Clarification of Questions

3. Conservation Commission permitting may be required for some locations. Depending on the location, a building permit and Design Review Board Approval may be required.
4. ITC will add the new message boards to the existing programming software.
7. There will be minimal operating costs for these boards which include cellular service for remote programming and electricity.
16. These message boards will be permanently installed at the chosen locations.
17. This request is to improve public property by installing informational message boards.
18. The Town Manager's Office will assist in the programming of these message boards.
19. There may be additional software maintenance costs for ITC.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: DPW Specialty Equipment						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Garage			Supports:	Transportation Network				
Partners:				Useful Life:	Between eight (8) and twelve (12) years				
Parameters									Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									No
3. Does this project require any permitting by any Town or State agency?									No
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									No
6. If funded, will additional permanent staff be required?									Total New FTE's: 0 No
7. If funded, will the operating budget need to be increased to cover operating expenses?									No
8. If funded, will this project lower the requesting Department's operating costs?									No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?									No
10. If the project is NOT funded, will current Town revenue be reduced?									No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?									No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?									No
13. Is this a request in response to a Court, Federal, or State order?									No
14. Is this a request in response to a documented public health or safety condition?									No
15. Is this a request to improve or make repairs to extend the useful life of a building?									No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?									No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?									No
18. Will any other department be required to provide assistance in order to complete the project?									No
19. If funded, will this project increase the operating expense for any other department?									No
Project Cost:	\$298,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$298,000	\$68,000	\$192,000	\$38,000					
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$298,000	\$68,000	\$192,000	\$38,000	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: DPW Specialty Equipment

Fiscal Year: 2020

Project Description and Considerations

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

Project Summaries

Unit 351 –Parks & Forestry Tractor - FY20

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

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

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

Unit 334 – Parks & Forestry Specialty Mower - FY22

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

Changes from Prior Year Submission

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

Capital Improvement Plan
January 2019

Capital Project Request										
Project Title: Fleet Refurbishment					Fiscal Year: 2021					
Purpose:	Construction	Classification:	Equipment	Status:	Amended Request from the Prior CIP					
Department:	Public Works - Garage			Supports:	Transportation Network					
Partners:				Useful Life:	More than five (5) years but less than eight (8) years					
Parameters								Response		
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No		
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No		
3. Does this project require any permitting by any Town or State agency?								No		
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No		
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No		
6. If funded, will additional permanent staff be required?								Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No		
8. If funded, will this project lower the requesting Department's operating costs?								No		
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No		
10. If the project is NOT funded, will current Town revenue be reduced?								No		
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No		
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No		
13. Is this a request in response to a Court, Federal, or State order?								No		
14. Is this a request in response to a documented public health or safety condition?								No		
15. Is this a request to improve or make repairs to extend the useful life of a building?								No		
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No		
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No		
18. Will any other department be required to provide assistance in order to complete the project?								No		
19. If funded, will this project increase the operating expense for any other department?								No		
Project Cost:	\$300,000	How was the Project Cost Determined:			In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000									
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026		
Planning/Feasibility	\$0									
Design/Engineering	\$0									
Land/ROW Acquisition	\$0									
Site Preparation	\$0									
Construction	\$0									
Construction Management	\$0									
Equipment	\$300,000		\$150,000		\$150,000					
Furniture, Fixtures, and Equipment	\$0									
Technology Hardware/Software	\$0									
Other Expenses	\$0									
TOTAL	\$300,000	\$0	\$150,000	\$0	\$150,000	\$0	\$0	\$0		

\$0

FY2020

Capital Project Request

Project Title: Fleet Refurbishment

Fiscal Year: 2021

Project Description and Considerations

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

Project Summary

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

Changes from Prior Year Submission

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

Capital Project Request									
Project Title: Library Furniture					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Library			Supports:	Culture and Leisure				
Partners:				Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$278,882	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$278,882	\$112,960	\$82,740	\$83,182					
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$278,882	\$112,960	\$82,740	\$83,182	\$0	\$0	\$0	\$0	
\$0									

Capital Project Request

Project Title: Library Furniture

Fiscal Year: 2020

Project Description and Considerations

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

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

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

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

- 1, The services of a design consultant may be needed
- 16. All furniture would be installed at the library
- 18. Public Facilities personnel may be needed to help move furniture

Capital Project Request									
Project Title: Library RFID					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Technology	Status:	Amended request from the prior CIP				
Department:	Library			Supports:	Culture and Leisure				
Partners:				Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								Yes	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$327,200	How was the Project Cost Determined:			Industry References				
Budget Impact:	May increase annual operating expenses between \$25,001 and \$50,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$313,766		\$313,766						
Technology Hardware/Software	\$8,684		\$8,684						
Other Expenses	\$4,750		\$4,750						
TOTAL	\$327,200	\$0	\$327,200	\$0	\$0	\$0	\$0	\$0	
\$0								FY2020	

Capital Project Request

Project Title: Library RFID

Fiscal Year:

2020

Project Description and Considerations

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

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

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

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

RFID System Cost:

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

Capital Project Request

Project Title: Library RFID

Fiscal Year: 2020

Supplemental Information

Total Project Cost				\$327,200
1. The Circulation Desk area and adjacent lounge area would have to be reconfigured				
7. The Yearly Operating Budget would have to be increased for the cost of RFID tags:				
Books:	12,000 @ \$0.16 each	\$1,920		
Media	3,400 @ \$.63 each	\$3,142		
			Total	\$4,062
and software licensing:				
	4 stff stations @ \$266 each	\$1,064		
	3 self-checkout stations @ \$2,540	\$7,620	Total	\$8,684
and 15 bin sorty system maintenance				
		\$17,000	Total	\$17,000
Total yearly operating budget increases:				\$29,746
11. Annual licensing listed under #7				
16 All equipment will be installed at the library				

Capital Project Request									
Project Title: Library Technology Plan						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Technology	Status:	New Request				
Department:	Library			Supports:	Culture and Leisure				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$171,680	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$171,680	\$30,000	\$48,500	\$26,280	\$36,500	\$30,400			
Other Expenses	\$0								
TOTAL	\$171,680	\$30,000	\$48,500	\$26,280	\$36,500	\$30,400	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Library Technology Plan

Fiscal Year:

2020

Project Description and Considerations

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

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

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

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

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

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Public Playgrounds						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	School Department			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								Yes	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								Yes	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$700,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$700,000	\$350,000	\$350,000						
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$700,000	\$350,000	\$350,000	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Public Playgrounds

Fiscal Year: 2020

Project Description and Considerations

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

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

Broadmeadow's Grade 1-5 and Kindergarten playgrounds were installed in 2002 and will likely need upgrades in upcoming years. Eliot's two playgrounds were installed in 2004 and appear to be in excellent condition. Newman's Grade 1-5 and Kindergarten playgrounds were installed in 2012 and are in excellent condition. The Preschool playground received a poured-in-place surface in 2013. Its equipment was originally purchased in 1998 and moved to the Newman site in 2004. It is in good condition, but will need some refreshing. An improvement recommended for Broadmeadow and Eliot would be the installation of poured-in-place pathways.

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

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

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

Capital Project Request

Project Title: Public Playgrounds

Fiscal Year:

2020

Supplemental Information

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

loose surfaces = wood fiber

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: School New and Replacement Furniture							Fiscal Year: 2020		
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	None			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?							Total New FTE's:	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$154,000	How was the Project Cost Determined:							
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$145,000	\$35,000	\$35,000	\$25,000	\$25,000	\$25,000			
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$145,000	\$35,000	\$35,000	\$25,000	\$25,000	\$25,000	\$0	\$0	

\$9,000

FY2020

Capital Project Request

Project Title: School New and Replacement Furniture

Fiscal Year: 2020

Project Description and Considerations

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

FY20: \$35,000

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

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

modular classrooms under construction on that campus.

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

FY21: \$35,000

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

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

FY22 - FY24: \$25,000/year

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

The anticipated furniture replacement schedule is depicted below:

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

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

Capital Improvement Plan
January 2019

Capital Project Request										
Project Title: School Copiers					Fiscal Year: 2020					
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP					
Department:	Needham Public Schools			Supports:	Public Education					
Partners:	None			Useful Life:	More than five (5) years but less than eight (8) years					
Parameters								Response		
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									No	
3. Does this project require any permitting by any Town or State agency?									No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									No	
6. If funded, will additional permanent staff be required?								Total New FTE's:		No
7. If funded, will the operating budget need to be increased to cover operating expenses?									No	
8. If funded, will this project lower the requesting Department's operating costs?									No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?									No	
10. If the project is NOT funded, will current Town revenue be reduced?									No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?									No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?									No	
13. Is this a request in response to a Court, Federal, or State order?									No	
14. Is this a request in response to a documented public health or safety condition?									No	
15. Is this a request to improve or make repairs to extend the useful life of a building?									No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?									No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?									No	
18. Will any other department be required to provide assistance in order to complete the project?									No	
19. If funded, will this project increase the operating expense for any other department?									No	
Project Cost:	\$345,960	How was the Project Cost Determined:			Industry References					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000									
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026		
Planning/Feasibility	\$0									
Design/Engineering	\$0									
Land/ROW Acquisition	\$0									
Site Preparation	\$0									
Construction	\$0									
Construction Management	\$0									
Equipment	\$345,960	\$135,520	\$37,600	\$73,990	\$41,200	\$57,650				
Furniture, Fixtures, and Equipment	\$0									
Technology Hardware/Software	\$0									
Other Expenses	\$0									
TOTAL	\$345,960	\$135,520	\$37,600	\$73,990	\$41,200	\$57,650	\$0	\$0		

\$0

FY2020

Capital Improvement Plan
January 2019

Capital Project Request

Project Title: School Copiers

Fiscal Year: 2020

Project Description and Considerations

In May of 2003, Town Meeting authorized \$60,000 in first year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets etc. Currently the School Department owns 45 copy machines. The FY20-FY24 request replaces the following numbers of copy machines.

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

Copier replacement is planned on a life-cycle basis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. As a result, copiers which are heavily used, are replaced more frequently than copiers that are lightly used. An eight-year maximum is assumed for most machines (up from seven years in the prior CIP), even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers can be re-deployed around the District as needed, to better match projected usage with equipment capacity.

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

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

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

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

Capital Improvement Plan
January 2019

Capital Project Request

Project Title: School Copiers

Fiscal Year: 2020

Supplemental Information

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Newman Preschool Playground Custom Shade Shelter							Fiscal Year: 2020		
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Parks & Recreation; DPW			Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?							Total New FTE's:	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								Yes	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$109,200	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$18,600	\$18,600							
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$50,600	\$50,600							
TOTAL	\$69,200	\$69,200	\$0	\$0	\$0	\$0	\$0	\$0	
\$40,000								FY2020	

Capital Project Request

Project Title: Newman Preschool Playground Custom Shade Shelter

Fiscal Year:

2020

Project Description and Considerations

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

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

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

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



PreK Custom Shade Shelter

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: NHS Athletic Locker Reconfiguration & Addition						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Public Facilities			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$50,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$50,000	\$50,000							
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	
\$0									

FY2020

Capital Project Request

Project Title: NHS Athletic Locker Reconfiguration & Addition

Fiscal Year: 2020

Project Description and Considerations

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

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

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

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

Parameters Addressed:

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

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

Other Departmental Assistance: PFD Public Facilities Department

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

		Feasibility	Construction*	A/E	5% Conting	Constr Mgmt	Total
	FY14 Project Cost (D&W)	-	33,705	-	1,685	-	35,390
	TOTAL	-	33,705	-	1,685	-	35,390
		0%	95%	0%	5%	0%	100%
6.00%	FY16 Cost Multiplier	-	35,727	-	1,786	-	37,514
5.00%	FY17 Cost Multiplier	-	37,514	-	1,876	-	39,389
5.00%	FY18 Cost Multiplier	-	39,389	-	1,969	-	41,359
10.00%	FY19 Cost Multiplier	-	43,328	-	2,166	-	45,495
10.00%	FY20 Cost Multiplier	-	47,661	-	2,383	-	50,044
5 Years	TOTAL PROJECT COST	-	47,661	-	2,383	-	50,044
	TOTAL COST (ROUNDED)	-	47,700	-	2,400	-	50,000

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: School Document Management System						Fiscal Year:			
Purpose:	Acquisition	Classification:	Technology	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:			
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$187,700	How was the Project Cost Determined:							
Budget Impact:									
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$187,700			\$187,700					
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$187,700	\$0	\$0	\$187,700	\$0	\$0	\$0	\$0	
\$0									

FY2020

Capital Project Request

Project Title: School Document Management System

Fiscal Year:

Project Description and Considerations

This is a request to purchase and implement a document management system for the efficient storage and retrieval of school documents, including student files, financial and administrative information. The acquisition cost also includes the cost to convert existing paper-based records to electronic format.

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

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

Parameters Addressed:

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

Capital Project Request

Project Title: School Document Management System

Fiscal Year:

Supplemental Information

Document Management Purchase & Document Conversion Expense

Emergency Grover Active Files	# Cabinets Small (1)	# Cabinets Large (2)	Cubic Feet	Calculated # Boxes	Calculated Pages	Box Pickup Service (3)	Scanning Service	Total Cost
Human Resources	3	9	12	260	89,000	50	4,785	5,435
Financial Operations	0	0						
Payroll	0	0						
Food Service	0	0						
Special Education	24	11	544	53	201,333	133	8,087	9,220
Subtotal	27	20	56	13	890,333	783	22,872	24,655

Other Files

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

Grand Total	27	20	56	13	890,333	783	22,872	24,655	25,000
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- (1) Small: 17" W x 17" H x 2" D = 8 Cubic Feet
- (2) Small: 17" W x 17" H x 2" D = 32 Cubic Feet
- (3) Pickup estimate is \$2.50/box
- (3) Estimated cost of prepping, scanning, indexing is \$0.05 to \$0.08/page. Estimate based on \$0.065/page mid-rate.

Conversion

1 Small Bankers Box	1.2 Cubic Feet
1 Small Bankers Box	2650 Pages

Document Management Purchase & Installation

Software Acquisition Document Conversion Total Cost

2015 Acquisition Cost	FY16	DocStar	2,000	25,000	57,000
Escalation	FY17	3%	3,000	28,800	61,800
Escalation	FY18	3%	4,000	32,700	66,700
Escalation	FY19	3%	5,000	36,700	71,700
Escalation	FY20	3%	6,100	40,800	76,900
Escalation	FY21	3%	7,200	45,000	82,200
Escalation	FY22	3%	8,300	49,400	87,700
					Conversion Year Prior to Aug 22 Move to Swing Space
					87,700

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: School Department Technology Request						Fiscal Year:			
Purpose:	Acquisition	Classification:	Technology	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:				Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:			
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$2,496,825	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$2,496,825	\$632,350	\$556,575	\$490,150	\$422,000	\$395,750			
Other Expenses	\$0								
TOTAL	\$2,496,825	\$632,350	\$556,575	\$490,150	\$422,000	\$395,750	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: School Department Technology Request

Fiscal Year:

Project Description and Considerations

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

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

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

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

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

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

Capital Improvement Plan
January 2019

Capital Project Request

Project Title: School Department Technology Request

Fiscal Year:

Supplemental Information

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Needs Assessment of Pollard, Newman and NHS Auditorium Theatrical Sound and Lighting Systems							Fiscal Year: 2020		
Purpose:	Construction	Classification:	Equipment	Status:	New Request				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:				Useful Life:	Between eight (8) and twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?							Total New FTE's:		
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$60,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$60,000	\$60,000							
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
\$0									

FY2020

Capital Project Request

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

Fiscal Year:

2020

Project Description and Considerations

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

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

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

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

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

Parameters:

Technology: The School Technology Department supports this request.

Departmental Assistance: PPBC

Capital Project Request

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

Fiscal Year: 2020

Supplemental Information

Auditorium A/V Upgrade		Equipment & Install	Less NEF Grant	Less Local Donations	NET CIP	Equipment & Install	Equipment & Install
NA							
	2018 Pollard Auditorium A/V System Upgrade	194,000	9,032	4,505	180,463		
	2018 Newman Auditorium A/V System Upgrade				-	203,000	
	2018 NHS Auditorium A/V System Upgrade	-	-	-	-	-	162,000
	TOTAL	<u>194,000</u>	<u>9,032</u>	<u>4,505</u>	<u>180,463</u>	<u>203,000</u>	<u>162,000</u>
5.00%	FY20 Cost Multiplier	203,700	9,032	4,505	190,163	213,150	170,100
5.00%	FY21 Cost Multiplier	213,885	9,032	4,505	200,348	223,808	178,605
5.00%	FY22 Cost Multiplier					234,998	187,535
<u>5.00%</u>	<u>FY23 Cost Multiplier</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>196,912</u>
	TOTAL PROJECT COST	<u>213,885</u>	<u>9,032</u>	<u>4,505</u>	<u>200,348</u>	<u>234,998</u>	<u>196,912</u>
	TOTAL COST (ROUNDED)	<u>213,900</u>	<u>9,000</u>	<u>4,500</u>	<u>200,300</u>	<u>235,000</u>	<u>196,900</u>

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: DPW Complex					Fiscal Year: 2020				
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Highway			Supports:	Other (see below for information)				
Partners:	PPBC			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								Yes	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	1.5	Yes	
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$40,441,000	How was the Project Cost Determined:			Hired Consultant				
Budget Impact:	May increase annual operating expenses between \$5,001 and \$25,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$3,062,000	\$3,062,000							
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$37,379,000			\$37,379,000					
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$40,441,000	\$3,062,000	\$0	\$37,379,000	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: DPW Complex

Fiscal Year: 2020

Project Description and Considerations

Project Summary

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

Changes from Prior Year Submission

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

Clarification of Questions

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

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Upgrade Boiler #1 at Hillside						Fiscal Year: 2020			
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	School Department			Useful Life:	More than twenty-five (25) years				
Parameters									Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									No
3. Does this project require any permitting by any Town or State agency?									Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									Yes
6. If funded, will additional permanent staff be required?									Total New FTE's: 0 No
7. If funded, will the operating budget need to be increased to cover operating expenses?									No
8. If funded, will this project lower the requesting Department's operating costs?									No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?									No
10. If the project is NOT funded, will current Town revenue be reduced?									No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?									No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?									No
13. Is this a request in response to a Court, Federal, or State order?									No
14. Is this a request in response to a documented public health or safety condition?									No
15. Is this a request to improve or make repairs to extend the useful life of a building?									Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?									Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?									No
18. Will any other department be required to provide assistance in order to complete the project?									Yes
19. If funded, will this project increase the operating expense for any other department?									No
Project Cost:	\$232,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$12,000	\$12,000							
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$220,000		\$220,000						
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$232,000	\$12,000	\$220,000	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Upgrade Boiler #1 at Hillside

Fiscal Year: 2020

Project Description and Considerations

Project Summary

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

Changes from Prior Year Submission

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

Clarification of Questions

Supports Other: Supports building infrastructure.

3. This request will require a Building Permit.
5. This is a Building Maintenance request.
15. Upgrading the boiler will help to keep the building in use in the future.
16. The boiler will be permanently installed at the school.
18. Assistance from the School Department will be required.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Pollard Locker Room Retrofit						Fiscal Year: 2021			
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	Needham Public Schools			Useful Life:	More than twenty-five (25) years				
Parameters									Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									No
3. Does this project require any permitting by any Town or State agency?									Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									Yes
6. If funded, will additional permanent staff be required?									Total New FTE's: 0 No
7. If funded, will the operating budget need to be increased to cover operating expenses?									No
8. If funded, will this project lower the requesting Department's operating costs?									No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?									No
10. If the project is NOT funded, will current Town revenue be reduced?									No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?									No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?									No
13. Is this a request in response to a Court, Federal, or State order?									No
14. Is this a request in response to a documented public health or safety condition?									No
15. Is this a request to improve or make repairs to extend the useful life of a building?									Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?									Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?									No
18. Will any other department be required to provide assistance in order to complete the project?									Yes
19. If funded, will this project increase the operating expense for any other department?									No
Project Cost:	\$690,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$60,000		\$60,000						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$630,000			\$630,000					
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$690,000	\$0	\$60,000	\$630,000	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Pollard Locker Room Retrofit

Fiscal Year: 2021

Project Description and Considerations

Project Summary

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

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building, electrical, and plumbing permits will be required.
5. This is a Building Maintenance request.
15. This request is necessary to extend the life of the building.
16. All components will be permanently installed.
18. This request will require assistance from the School Department.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Pollard Blue and Green Gym Upgrades						Fiscal Year: 2020			
Purpose:	Construction	Classification:		Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	Needham Public Schools			Useful Life:	More than eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								Yes	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$30,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$30,000	\$30,000							
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Pollard Blue and Green Gym Upgrades

Fiscal Year: 2020

Project Description and Considerations

Project Summary

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

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building and electrical permits will be required.

5. This is a Building Maintenance request.

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

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

16. Flooring and wall coverings will be permanently installed.

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

Capital Improvement Plan
January 2019

Capital Project Request								
Project Title: Pollard AC Upgrades						Fiscal Year: 2021		
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP			
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)			
Partners:	School Department			Useful Life:	More than twelve (12) years			
Parameters								Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No
3. Does this project require any permitting by any Town or State agency?								No
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No
8. If funded, will this project lower the requesting Department's operating costs?								No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No
10. If the project is NOT funded, will current Town revenue be reduced?								No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No
13. Is this a request in response to a Court, Federal, or State order?								No
14. Is this a request in response to a documented public health or safety condition?								No
15. Is this a request to improve or make repairs to extend the useful life of a building?								No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No
18. Will any other department be required to provide assistance in order to complete the project?								Yes
19. If funded, will this project increase the operating expense for any other department?								Yes
Project Cost:	\$1,225,000	How was the Project Cost Determined:		Industry References				
Budget Impact:	May increase annual operating expenses between \$5,001 and \$25,000							
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility	\$0							
Design/Engineering	\$100,000		\$100,000					
Land/ROW Acquisition	\$0							
Site Preparation	\$0							
Construction	\$1,125,000			\$550,000	\$575,000			
Construction Management	\$0							
Equipment	\$0							
Furniture, Fixtures, and Equipment	\$0							
Technology Hardware/Software	\$0							
Other Expenses	\$0							
TOTAL	\$1,225,000	\$0	\$100,000	\$550,000	\$575,000	\$0	\$0	\$0

\$0

FY2020

Capital Project Request

Project Title: Pollard AC Upgrades

Fiscal Year: 2021

Project Description and Considerations

Project Summary

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

Changes from Prior Year Submission

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

Clarification of Questions

Supports Other: Supports building infrastructure.

5. This is a Building Maintenance request.

18. Assistance will be required from the School Department.

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Newman Gym Floor Repairs						Fiscal Year: 2020			
Purpose:	Construction	Classification:	Building	Status:	New Request				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	School Department			Useful Life:	More than twenty-five (25) years				
Parameters									Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									No
3. Does this project require any permitting by any Town or State agency?									Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									Yes
6. If funded, will additional permanent staff be required?									Total New FTE's: 0 No
7. If funded, will the operating budget need to be increased to cover operating expenses?									No
8. If funded, will this project lower the requesting Department's operating costs?									No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?									No
10. If the project is NOT funded, will current Town revenue be reduced?									No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?									No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?									No
13. Is this a request in response to a Court, Federal, or State order?									No
14. Is this a request in response to a documented public health or safety condition?									Yes
15. Is this a request to improve or make repairs to extend the useful life of a building?									Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?									No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?									No
18. Will any other department be required to provide assistance in order to complete the project?									No
19. If funded, will this project increase the operating expense for any other department?									No
Project Cost:	\$275,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$275,000	\$275,000							
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$275,000	\$275,000	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Newman Gym Floor Repairs

Fiscal Year: 2020

Project Description and Considerations

Project Summary

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

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building permits will be needed.

5. This is a Building Maintenance request.

14. The flooring presents a tripping hazard.

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Mitchell Restroom Upgrades							Fiscal Year: 2020		
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	School Department			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?							Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$737,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$67,000	\$67,000							
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$670,000		\$670,000						
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$737,000	\$67,000	\$670,000	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Mitchell Restroom Upgrades

Fiscal Year: 2020

Project Description and Considerations

Project Summary

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

Update from Prior Year Submission

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

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building and electrical permits will be required.

5. This is a Building Maintenance request.

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

16. All fixtures will be permanently installed.

18. Assistance will be required from the School Department.

Capital Improvement Plan
January 2019

Capital Project Request								
Project Title: Facility Assessment for Sustainable Building Management						Fiscal Year: 2020		
Purpose:	Feasibility Study	Classification:	Building	Status:	Amended Request from the Prior CIP			
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)			
Partners:	Needham Public Schools			Useful Life:	More than eight (8) years			
Parameters								Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No
3. Does this project require any permitting by any Town or State agency?								No
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No
8. If funded, will this project lower the requesting Department's operating costs?								No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No
10. If the project is NOT funded, will current Town revenue be reduced?								No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No
13. Is this a request in response to a Court, Federal, or State order?								No
14. Is this a request in response to a documented public health or safety condition?								No
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No
18. Will any other department be required to provide assistance in order to complete the project?								Yes
19. If funded, will this project increase the operating expense for any other department?								No
Project Cost:	\$150,000	How was the Project Cost Determined:		Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000							
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility	\$150,000	\$100,000				\$50,000		
Design/Engineering	\$0							
Land/ROW Acquisition	\$0							
Site Preparation	\$0							
Construction	\$0							
Construction Management	\$0							
Equipment	\$0							
Furniture, Fixtures, and Equipment	\$0							
Technology Hardware/Software	\$0							
Other Expenses	\$0							
TOTAL	\$150,000	\$100,000	\$0	\$0	\$0	\$50,000	\$0	\$0

\$0

FY2020

Capital Project Request

Project Title: Facility Assessment for Sustainable Building Management

Fiscal Year:

2020

Project Description and Considerations

Project Summary

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

Broadmeadow and Eliot Schools- FY 20

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

Library - FY 24

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

Changes from Prior Year Submission

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

Clarification of Questions

Supports Other: Supports building infrastructure.

5. This is a Building Maintenance request.

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

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

Capital Improvement Plan
January 2019

Capital Project Request								
Project Title: Energy Efficient Upgrades						Fiscal Year: 2020		
Purpose:	Construction	Classification:	Building	Status:	Amended Request from the Prior CIP			
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)			
Partners:	Building Occupants			Useful Life:	More than twelve (12) years			
Parameters								Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No
3. Does this project require any permitting by any Town or State agency?								Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No
8. If funded, will this project lower the requesting Department's operating costs?								Yes
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No
10. If the project is NOT funded, will current Town revenue be reduced?								No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No
13. Is this a request in response to a Court, Federal, or State order?								No
14. Is this a request in response to a documented public health or safety condition?								No
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No
18. Will any other department be required to provide assistance in order to complete the project?								Yes
19. If funded, will this project increase the operating expense for any other department?								No
Project Cost:	\$457,000	How was the Project Cost Determined:		Hired Consultant				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000							
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility	\$0							
Design/Engineering	\$0							
Land/ROW Acquisition	\$0							
Site Preparation	\$0							
Construction	\$457,000	\$57,000	\$100,000	\$100,000	\$100,000	\$100,000		
Construction Management	\$0							
Equipment	\$0							
Furniture, Fixtures, and Equipment	\$0							
Technology Hardware/Software	\$0							
Other Expenses	\$0							
TOTAL	\$457,000	\$57,000	\$100,000	\$100,000	\$100,000	\$100,000	\$0	\$0

\$0

FY2020

Capital Project Request

Project Title: Energy Efficient Upgrades

Fiscal Year:

2020

Project Description and Considerations

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

Project Summary

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

Lighting Improvements at the Pollard

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

Retrocommissioning High Rock HVAC

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

Energy Efficiency Study

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

Retrocommissioning High School HVAC

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

Capital Project Request

Project Title: Energy Efficient Upgrades

Fiscal Year: 2020

Supplemental Information

Funding Schedule

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

Changes from Prior Submission

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

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building, electrical, and plumbing permits will be required.
5. This is a Building Maintenance request.
8. Energy efficiency upgrades will reduce energy costs, but these are no longer included in Building Maintenance's budget.
15. This request will modernize building components.
16. Building components will be permanently installed.
18. This request will require cooperation from the occupants of the building(s) being addressed.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Emery Grover Roof Replacement						Fiscal Year: 2021			
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	School Department, Community Preservation Committee			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								Yes	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$235,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$15,000		\$15,000						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$220,000			\$220,000					
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$235,000	\$0	\$15,000	\$220,000	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Emery Grover Roof Replacement

Fiscal Year: 2021

Project Description and Considerations

Project Summary

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

Change from Prior Year Submission

- The price has increased slightly due to inflation.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building permits will be required.

5. This is a Building Maintenance request.

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

12. This project may be eligible for CPA funding.

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

16. The roof will be permanently installed.

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Emery Grover Partial Window Replacement						Fiscal Year: 2021			
Purpose:	Design/Engineering	Classification:	Building	Status:	Informational Only Details Incomplete				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:	Needham Public Schools, Community Preservation Committee			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								Yes	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$398,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$30,000		\$30,000						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$368,000			\$368,000					
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$398,000	\$0	\$30,000	\$368,000	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Emery Grover Partial Window Replacement

Fiscal Year: 2021

Project Description and Considerations

Project Summary

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

Changes from Prior Year Submission

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

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Building permits will be required.

5. This is a Building Maintenance request.

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

12. This project may be eligible for CPA funding.

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

16. The windows will be permanently installed.

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: DPW Boiler Replacement - 470 Dedham Ave						Fiscal Year: 2020			
Purpose:	Design/Engineering	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:				Useful Life:	More than eighteen (18) years				
Parameters									Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									No
3. Does this project require any permitting by any Town or State agency?									Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									Yes
6. If funded, will additional permanent staff be required?									Total New FTE's: 0 No
7. If funded, will the operating budget need to be increased to cover operating expenses?									No
8. If funded, will this project lower the requesting Department's operating costs?									Yes
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?									No
10. If the project is NOT funded, will current Town revenue be reduced?									No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?									No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?									No
13. Is this a request in response to a Court, Federal, or State order?									No
14. Is this a request in response to a documented public health or safety condition?									No
15. Is this a request to improve or make repairs to extend the useful life of a building?									Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?									Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?									No
18. Will any other department be required to provide assistance in order to complete the project?									No
19. If funded, will this project increase the operating expense for any other department?									No
Project Cost:	\$510,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$50,000	\$50,000							
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$460,000		\$460,000						
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$510,000	\$50,000	\$460,000	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: DPW Boiler Replacement - 470 Dedham Ave

Fiscal Year:

2020

Project Description and Considerations

Project Summary

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

Changes from Prior Year Submission

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

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Plumbing and electrical permits will be required.

5. This is a Building Maintenance request.

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

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

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Daley Building Upgrades						Fiscal Year: 2024			
Purpose:	Feasibility Study	Classification:	Building	Status:	New Request				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$50,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$50,000					\$50,000			
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Daley Building Upgrades

Fiscal Year: 2024

Project Description and Considerations

Project Summary

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

Clarification of Questions

Supports Other: Supports building infrastructure.

3. The feasibility study could lead to construction that may trigger Planning Board, Building Department, and Conservation approval.
4. There will be some technology upgrades necessary.
5. This is a Building Maintenance request.
15. This request is primarily to extend the life of the building or identify alternatives.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: CATH Space Utilization Study						Fiscal Year: 2023			
Purpose:	Feasibility Study	Classification:	Building	Status:	Informational Only Details Incomplete				
Department:	Public Works - Building Maintenance			Supports:	Community Services				
Partners:	Health and Human Services, Council on Aging			Useful Life:	More than five (5) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$75,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$75,000				\$75,000				
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$75,000	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: CATH Space Utilization Study

Fiscal Year: 2023

Project Description and Considerations

Project Summary

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

Changes from Prior Submission Year

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

Clarification of Questions

5. This is a Building Maintenance request.
15. This request is to improve the usage of the existing space and possibly improve it, depending on the results of the feasibility study.
18. Assistance will be required from the Council on Aging and the Department of Health and Human Services.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: CATH Generator						Fiscal Year: 2023			
Purpose:	Design/Engineering	Classification:	Building	Status:	New Request				
Department:	Public Works - Building Maintenance			Supports:	Other (see below for information)				
Partners:				Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$287,500	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$37,500				\$37,500				
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$250,000					\$250,000			
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$287,500	\$0	\$0	\$0	\$37,500	\$250,000	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: CATH Generator

Fiscal Year: 2023

Project Description and Considerations

Project Summary

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

Clarification of Questions

Supports Other: Supports building infrastructure.

3. Would require Planning Board approval and Building Permits.

5. This is a Building Maintenance request.

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

16. The generator will be permanently installed.

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: RTS Employee Trailer					Fiscal Year: 2024				
Purpose:	Acquisition	Classification:	Building	Status:	Informational Only Details Incomplete				
Department:	Public Works - RTS			Supports:	Utilities				
Partners:				Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	How was the Project Cost Determined:								
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: RTS Employee Trailer

Fiscal Year: 2024

Project Description and Considerations

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

Project Summary

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

Clarification of Questions

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Library Space Planning Consultant							Fiscal Year:		
Purpose:	Feasibility Study	Classification:	Building	Status:	New Request				
Department:	Library			Supports:	Culture and Leisure				
Partners:	PPBC			Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$60,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$60,000	\$60,000							
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Library Space Planning Consultant

Fiscal Year:

Project Description and Considerations

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

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

18. PPBC could possibly become involved.

Capital Improvement Plan
January 2019

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

\$0

FY2020

Capital Project Request

Project Title: Cricket Field Building Renovation

Fiscal Year:

2020

Project Description and Considerations

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

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

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

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

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

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

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Pollard School Improvements					Fiscal Year: 2027				
Purpose:	Construction	Classification:	Building	Status:	Same Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Massachusetts School Building Authority; PPBC			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?								Total New FTE's:	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$101,239,500	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	May increase annual operating expenses by more than \$100,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
\$101,239,500								FY2020	

Capital Project Request

Project Title: Pollard School Improvements

Fiscal Year: 2027

Project Description and Considerations

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

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

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

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

Preliminary Project Schedule:

Feasibility Study: FY27

Schematic Design/Project Funding Year: FY28

Pollard Moves to Swing Space: FY29

Construction: FY29-30

Capital Project Request

Project Title: Pollard School Improvements **Fiscal Year: 2027**

Supplemental Information

Preliminary Budget:

Project costs based on Dore & Whittier Facilities Assessment, 2014. The total project cost is updated to reflect the following cost escalator factors: 6%/year (FY14-FY16), 5.0%/year (FY17-18), 10.0%/year (FY19-20), and 8%/year thereafter. The preliminary MSBA reimbursement rate for this project is 32.47%.

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

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

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance expense by more than \$100,000/year. This placeholder estimate to be revised during design process.

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management; Public Facilities Maintenance & Custodial.

Operating Budget Increase for Another Department: See above.

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

From Condition Assessment - Pollard Long-Term Improvements

	Construction
1.03 Replace Corridor/Doors w Fire Rated Doors	113,880
1.17 Renovate Exit Corridors Near Band Room	131,400
2.02 Remove Borrowed Lites in 1958 Building	47,085
2.03 Sprinkler Remaining Building	1,620,600
3.01.3 New Science Classroom Addition (Option 3)	6,745,200
3.02 Relocate Admin, Convert Existing Admin to Classrooms	1,423,500
3.03 Multi-Stall Toilet Rooms Near Auditorium	952,650
3.08 Renovate Auditorium AHVAC, Lighting, Flooring, Seating	2,392,575
4.05 Replace Existing Signage	4,380
4.07 Upgrade Elevator Controls	43,800
4.08 Accessibility Improvements to Choral Room & Lecture Hall	19,710
5.1 Sell or Demolish Modular Classrooms; Regrade Area	9,855
5.15 Replace Water Distribution Piping	416,100
5.17 Replace Classroom Sinks	76,650
5.19 Remove Pneumatic Control System & Replace with Electronic	697,515
5.21 Replace Classroom Unit Ventilators, Repairs to Roof	660,285
5.22 In Core & Assembly Areas, Replace with VAV Heat/Cool RTUs	1,018,350
5.24 Electrical Service Upgrade	996,450
5.25 Replace Fire Alarm Control Panels	48,180
5.26 Replace PA System Head End	52,000
5.28 New Site Drainage Structures & Pipe	181,770
5.29 Provide New Server & Water Line Connections	153,300
	17,805,235
Subtotal Condition Assessment Cost	17,805,235

Assume

Feasibility - 1 year

Design - 1 year

Construction - 2 Years

Assume

Feasibility Funding Year - FY27

Project Funding Year - FY28

Midpt of Constr - FY29 (15 Years Escalation)

Capital Improvement Plan
January 2019

Capital Project Request				
Project Title:	Pollard School Improvements			Fiscal Year: 2027
General Conditions Allowance	1,780,524	10% of construction	6.00%	FY15 & FY16
Escalation to Mid Point of Construction	<u>39,099,618</u>	15 Yrs to 2029	5.00%	FY17 & FY18
Subtotal A Construction	58,685,376		10.00%	FY19 & FY20
			8.00%	After FY20
Bonds	586,854	1% of Subtotal A		
Insurance	<u>586,854</u>	1% of Subtotal A		
Subtotal B Construction	59,859,084			
Fee	534,157	3% of Condition Assessment Cost		
Design & Pricing	<u>8,978,863</u>	15% of Subtotal B		
Total Construction Cost	69,372,103			
Project Contingency - Construction	10,405,816	15% of Total Construction		
Project Contingency - Owner	<u>3,468,605</u>	5% of Total Construction		
Subtotal Contingency	13,874,421			
Soft Cost (OPM, A/E, Survey, etc)	17,343,026	25% of Total Construction		
FF&E	<u>-</u>			
Total	100,589,550			
<u>Summary</u>				
Construction Cost	69,372,103			
Project Contingency	13,874,421			
Soft Cost	17,343,026			
FF&E	-			
Total	100,589,550	(Excluding Feasibility)		
	<u>Total</u>	<u>Rounded Total</u>		
Feasibility	650,000	650,000		
Schematic Design	13,874,421	13,874,400		
Construction	79,777,919	79,777,900		
Owners Project Contingency (Other)	3,468,605	3,468,600		
Construction Management	<u>3,468,605</u>	<u>3,468,600</u>		
Total	101,239,550	101,239,500		

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Renovate Mitchell Elementary School							Fiscal Year: 2021		
Purpose:	Construction	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Massachusetts School Building Authority; PPBC			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?							Total New FTE's:	4	Yes
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$112,524,200	How was the Project Cost Determined:			Hired Consultant				
Budget Impact:	May increase annual operating expenses by more than \$100,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$650,000		\$650,000						
Design/Engineering	\$15,538,900				\$15,538,900				
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$89,349,500				\$89,349,500				
Construction Management	\$3,884,700				\$3,884,700				
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$3,101,100				\$3,101,100				
Other Expenses	\$0								
TOTAL	\$112,524,200	\$0	\$650,000	\$0	\$111,874,200	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Renovate Mitchell Elementary School

Fiscal Year: 2021

Project Description and Considerations

Constructed in 1950, the Mitchell Elementary School has undergone several additions over the past 50 years, but is in need of total renovation/replacement to address building deficiencies and modernize the learning environment. This request would bring the Mitchell facility to a level of modernization comparable to that of the Hillside School and is contingent upon the MSBA agreeing to partner with the Town in completing this project. It is possible that a modified project scope could be considered. Final decisions will be made upon project acceptance and a feasibility study, completed jointly with the MSBA. Project costs are based on a 2014 update of a 2012 Dore & Whittier Pre-feasibility estimate for an 82,227 s.f. 503-student school (Option 1A.3, New Construction), plus \$650,000 for pre-feasibility design. During construction, the school would need to occupy swing space at Hillside School.

A possible schedule for the Mitchell Elementary School Renovation project is shown below, based on Needham's experience with the Hillside Renovation Project with MSBA. A parallel project to update the Hillside Elementary School as swing space is presented separately. The total cost of the project may vary from the existing estimates, based on the combined scope and MSBA's participation in the Mitchell project development.

Potential Schedule

Submit SOI to MSBA (FY20) Feb 20 / Apr 20

MSBA Board Meeting to Vote SOI (FY21) Apr 20 / Aug 20

Feasibility (FY21-22) - (Oct 20 - TM)

Funding Oct 20 - TM

Bidding Feasibility Oct 20 - Dec 20

Designer Selection w/ MSBA Jan 21 - Mar 21

Feasibility Study Mar 21 - Jun 21

PDP Mar 21 - Aug 21

PSR Sept 21 - Jan 22

MSBA Board Meeting to Accept Feasibility Jan 22

Schematic Design Mitchell (FY22-23)

Schematic Design Jan 22 - Jun 22

DRT Review Feb 22

MSBA/DESE Review May 22 - Jun 22

Submit Schematic Design to MSBA Jun 22

Needham Boards Approve Schematic Design Jun 22 - July 22

MSBA Board Meeting July 22

Project Funding (FY23)

Submit Ballot Question to Secretary of State Aug 22

Special Town Meeting Oct 22

Override Ballot Question Nov 22

Project Funding Agreement Nov 22 - Dec 22

Design Development (FY23)

Design Development & Review Dec 22 - June 23

MSBA Review & Approval May 23 - Jun 23

Construction Documents (FY24-FY24)

60% Construction Documents Developed Jul 23 - Oct 23

60% Submittal to MSBA Oct 23

90% Construction Documents Developed Nov 23 - Jan 24

90% Submittal to MSBA Jan 24

Completion of Construction Docs Mar 24

Bidding Documents / Procurement (FY24-FY25) - Apr 24 - July 25

Construction (FY25-27) Aug 24 - Aug 26

New Building Opens (FY27) Sept 26

This project has been updated to reflect the following cost escalator factors: 6%/year (FY14-FY16), 5.0%/year (FY17-18), 10.0%/year (FY19-20), and 8%/year thereafter.

Parameters Addressed:

Project Costs Not Included: Cost of Design and Construction of Combined Project.

Permitting: As required by Town Boards.

Technology: The School IT Department is in support of this request. The estimated project cost includes an FF&E budget for this new facility, including classroom technology.

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

FTE: Estimate 2.0 Additional Custodians; 2.0 Additional Crossing Guards, Similar to Hillside.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance by more than \$100,000/year. This placeholder estimate to be revised during design process.

Capital Improvement Plan
January 2019

Capital Project Request

Project Title: Renovate Mitchell Elementary School

Fiscal Year: 2021

Supplemental Information

Parameters Addressed:

Extend Useful Life: See above narrative.
Other Departmental Assistance: PPBC Project Management; Public Facilities Maintenance & Custodial.
Operating Budget Increase for Another Department: See above.

This project is revised from the previous request to reflect a 10% cost escalator for FY19 and FY20 (due to construction labor market trends and tariffs) and 8% thereafter, based on advice from the PPBC.

**Mitchell School Renovation/ Replacement, Based on 2014 Dore & Whittier PreFeasibility Study
Option 1A.2a, New School Construction for 503 Students, Updated 2014
Scheduled opening: September 2026 (FY27)**

82,227 SF Building		Feasibility	Construction*	A/E	FF&E	Constr Mgnt	Total	Cost/SF
<u>FY14 Project Cost (D&W) - Mitchell</u>		<u>650,000</u>	<u>34,781,640</u>	<u>6,048,928</u>	<u>1,207,200</u>	<u>1,512,232</u>	<u>44,200,000</u>	
TOTAL		650,000	34,781,640	6,048,928	1,207,200	1,512,232	44,200,000	\$538
		1%	79%	14%	3%	3%	100%	
6.00%	FY15 Cost Multiplier	650,000	36,868,538	6,411,864	1,279,632	1,602,966	46,813,000	\$569
6.00%	FY16 Cost Multiplier	650,000	39,080,651	6,796,576	1,356,410	1,699,144	49,582,780	\$603
5.00%	FY17 Cost Multiplier	650,000	41,034,683	7,136,404	1,424,230	1,784,101	52,029,419	\$633
5.00%	FY18 Cost Multiplier	650,000	43,086,417	7,493,224	1,495,442	1,873,306	54,598,390	\$664
10.00%	FY19 Cost Multiplier	650,000	47,395,059	8,242,547	1,644,986	2,060,637	59,993,229	\$730
10.00%	FY20 Cost Multiplier	650,000	52,134,565	9,066,802	1,809,485	2,266,700	65,927,552	\$802
8.00%	FY21 Cost Multiplier	650,000	56,305,330	9,792,146	1,954,244	2,448,036	71,149,756	\$865
8.00%	FY22 Cost Multiplier	650,000	60,809,757	10,575,517	2,110,583	2,643,879	76,789,736	\$934
8.00%	FY23 Cost Multiplier	650,000	65,674,537	11,421,559	2,279,430	2,855,390	82,880,915	\$1,008
8.00%	FY24 Cost Multiplier	650,000	70,928,500	12,335,284	2,461,784	3,083,821	89,459,389	\$1,088
8.00%	FY25 Cost Multiplier	650,000	76,602,780	13,322,106	2,658,727	3,330,527	96,564,140	\$1,174
8.00%	FY26 Cost Multiplier	650,000	82,731,003	14,387,875	2,871,425	3,596,969	104,237,271	\$1,268
8.00%	<u>FY27 Cost Multiplier</u>	<u>650,000</u>	<u>89,349,483</u>	<u>15,538,905</u>	<u>3,101,139</u>	<u>3,884,726</u>	<u>112,524,253</u>	<u>\$1,368</u>
13 Years	TOTAL PROJECT COST	650,000	89,349,483	15,538,905	3,101,139	3,884,726	112,524,253	1,368
	TOTAL COST (ROUNDED)	650,000	89,349,500	15,538,900	3,101,100	3,884,700	112,524,300	\$1,368

* Excludes modular temporary classrooms

Square Footage 82,227

	FY21	FY23	FY24
Feasibility	650,000		650,000
Arch/Engineering		15,538,900	15,538,900
Construction	0	89,349,500	89,349,500
Construction Management		3,884,700	3,884,700
<u>FF&E</u>		<u>3,101,100</u>	<u>0</u>
Total	650,000	111,874,200	- 112,524,200

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Renovate Hillside Elementary School as Swing Space for School Construction Projects							Fiscal Year: 2020		
Purpose:	Construction	Classification:	Building	Status:	Amended Request from the Prior CIP				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	PPBC			Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								Yes	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?							Total New FTE's:	4	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$28,599,900	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	May increase annual operating expenses by more than \$100,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$225,000	\$100,000						\$125,000	
Design/Engineering	\$3,922,800		\$3,922,800						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$21,016,700			\$21,016,700					
Construction Management	\$980,700			\$980,700					
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$2,454,700			\$2,454,700					
Other Expenses	\$0								
TOTAL	\$28,599,900	\$100,000	\$3,922,800	\$24,452,100	\$0	\$0	\$0	\$125,000	
\$0								FY2020	

Capital Project Request

Project Title: Renovate Hillside Elementary School as Swing Space for School Construction Projects

Fiscal Year: 2020

Project Description and Considerations

This is a project to modernize the existing Hillside School for use as swing space for other school projects, after the new Sunita Williams Elementary School opens in September 2020 (FY21.) A potential schedule for use of this facility as swing space is: Use A Emery Grover Renovation (Aug '22 - July '24), Use B Mitchell Renovation (Aug '24 - June '26), and Use C Pollard Renovation (Aug '28 - Aug '29.) This schedule assumes that modernization will occur in multiple phases, with minor interior modifications occurring for the Emery Grover occupation, and more substantial modifications occurring to accommodate the Mitchell and Pollard School populations.

Given the long time-line and design variables associated with this project, the potential project schedule below reflects interim uses A (Emery Grover) and B (Mitchell School) only. The overall project cost also is a placeholder, based on the "Option A" 'Base Repair' project estimate developed by Dore & Whittier Architects in 2014, which updates all major building systems to comply with current codes and reulgations. The scope, timeline and budget of a final project would depend on the outcome of the feasibility studies below and could take various forms. (For example, an alternate project could tear down the facility and construct a modular classrooms campus.) The scope of the 'Option A' base repair budget does NOT include adding the modular classrooms that would be needed to accommodate the Mitchell School population or a full grade of Pollard students. The Feasibility Study scope should include a comparative analysis of the relative cost effectiveness of an alternate project to demolish the school and create modular swing space on this site, should reflect the smallest renovation scope possible, and should include the needed modular component.

This project is revised from prior years to reflect the timeline below and the following cost escalators: 6%/year (FY14-FY16). 5.0%/year (FY17-18). 10.0%/year (FY19-20). and 8%/year thereafter Potential Schedule

Feasibility Funding for Interim Uses A & B (FY20) May 19 ATM	Funding for Construction Interim Use B (FY23) Oct 22 STM
Funding for Detailed Design (FY21) May 20 ATM	Design Development Exterior Modulars Jan 23 June 23
Design Bidding May 20 Aug 20	Construction Documents Exterior Modulars July 23 Oct 23
Schematic Design for Interim Uses (Phases A, B, C) Sept 20 Mar 21	Bidding Nov 23 Dec 23
Funding for Construction Interim Use A (FY22) May 21 ATM	Exterior Construction Jan 24 Aug 24
Detailed Design & Bidding Phase A May 21 Oct 22	Modular Relocation & Interior Renovation June 24 Aug 24
Interim Use School Administration Construction/Repairs Nov 21 May 22	Feasibility Funding for Interim Use C (FY26) May 25 ATM
Move School Administration to Hillside June 22 July 22	Mitchell School Occupies Hillside Sept 24 July 26
School Administration Occupies Hillside Aug 22 July 24	Remaining Schedule and Budget to be Determined by Feasibility Study

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

Technology: The School Instructional Technology Department is in support of this request. The estimated project cost includes an FF&E budget for this new facility, including classroom technology.

Building Improvements: The PPBC supports this request.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance expense by more than \$100,000/year. This is a placeholder estimate.

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management; Public Facilities Maintenance & Custodial.

Operating Budget Increase for Another Department: See above.

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance by more than \$100,000/year. This is a placeholder estimate.

Capital Project Request

Project Title: Renovate Hillside Elementary School as Swing Space for School Construction Projects

Fiscal Year:

2020

Supplemental Information

**Hillside School Modernization, Based on 2014 Dore & Whittier PreFeasibility Study
Option A, Repair Hillside School for 430 Students
Scheduled opening: July 2024 (FY25)**

45,005 SF Building		Feasibility	Construction*	A/E	FF&E	Constr Mgmt	Total	Cost/SF
	FY14 Project Cost (D&W)	<u>225,000</u>	<u>8,835,814</u>	<u>1,649,200</u>	<u>1,032,000</u>	<u>412,300</u>	<u>12,154,314</u>	<u>\$270.07</u>
	TOTAL	225,000	8,835,814	1,649,200	1,032,000	412,300	12,154,314	\$270.07
		2%	73%	14%	8%	3%	100%	
6.00%	FY15 Cost Multiplier		9,365,963	1,748,152	1,093,920	437,038	12,645,073	\$280.97
6.00%	FY16 Cost Multiplier		9,927,921	1,853,041	1,159,555	463,260	13,403,777	\$297.83
5.00%	FY17 Cost Multiplier		10,424,317	1,945,693	1,217,533	486,423	14,073,966	\$312.72
5.00%	FY18 Cost Multiplier		10,945,532	2,042,978	1,278,410	510,744	14,777,664	\$328.36
10.00%	FY19 Cost Multiplier		12,040,086	2,247,276	1,406,251	561,819	16,255,431	\$361.19
10.00%	FY20 Cost Multiplier	100,000	13,244,094	2,472,003	1,546,876	618,001	17,980,974	\$399.53
8.00%	FY21 Cost Multiplier	100,000	14,303,622	2,669,763	1,670,626	667,441	19,411,452	\$431.32
8.00%	FY22 Cost Multiplier	100,000	15,447,912	2,883,345	1,804,276	720,836	20,956,368	\$465.65
8.00%	FY23 Cost Multiplier	100,000	16,683,745	3,114,012	1,948,618	778,503	22,624,877	\$502.72
8.00%	FY24 Cost Multiplier	100,000	18,018,444	3,363,133	2,104,507	840,783	24,426,868	\$542.76
8.00%	FY25 Cost Multiplier	100,000	19,459,920	3,632,184	2,272,868	908,046	26,373,017	\$586.00
8.00%	FY26 Cost Multiplier	225,000	21,016,713	3,922,758	2,454,697	980,690	28,599,858	\$635.48
9 Years	TOTAL PROJECT COST	225,000	21,016,713	3,922,758	2,454,697	980,690	28,599,858	\$502.72
	TOTAL COST (ROUNDED)	225,000	21,016,700	3,922,800	2,454,700	980,700	28,599,900	\$635.48

* Excludes modular temporary classrooms

Square Footage 45,005

	FY20	FY21	FY23	FY26	Total
Fesibility	100,000			125,000	225,000
Arch/Engineering		3,922,800			3,922,800
Construction			21,016,700		21,016,700
Construction Management			980,700		980,700
FF&E	<u>0</u>	<u>-</u>	<u>2,454,700</u>	<u>0</u>	<u>2,454,700</u>
Total	100,000	3,922,800	24,452,100	125,000	28,599,900

Capital Improvement Plan
January 2019

Capital Project Request							
Project Title: Renovate/Reconstruct Emery Grover Building at Highland Avenue Location						Fiscal Year: 2021	
Purpose:	Construction	Classification:	Building	Status:	Amended Request from the Prior CIP		
Department:	Needham Public Schools			Supports:	Public Education		
Partners:	Community Preservation Fund; PPBC			Useful Life:	More than twenty-five (25) years		
Parameters							Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?							Yes
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?							No
3. Does this project require any permitting by any Town or State agency?							Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?							Yes
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?							Yes
6. If funded, will additional permanent staff be required?						Total New FTE's:	No
7. If funded, will the operating budget need to be increased to cover operating expenses?							Yes
8. If funded, will this project lower the requesting Department's operating costs?							No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?							No
10. If the project is NOT funded, will current Town revenue be reduced?							No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?							No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?							Yes
13. Is this a request in response to a Court, Federal, or State order?							No
14. Is this a request in response to a documented public health or safety condition?							No
15. Is this a request to improve or make repairs to extend the useful life of a building?							Yes
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?							No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?							No
18. Will any other department be required to provide assistance in order to complete the project?							Yes
19. If funded, will this project increase the operating expense for any other department?							Yes
Project Cost:	\$19,348,500	How was the Project Cost Determined:		Hired Consultant			
Budget Impact:	May increase annual operating expenses by more than \$100,000						

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility	\$0							
Design/Engineering	\$1,967,300		\$1,967,300					
Land/ROW Acquisition	\$0							
Site Preparation	\$0							
Construction	\$14,690,000			\$14,690,000				
Construction Management	\$146,300		\$146,300					
Equipment	\$0							
Furniture, Fixtures, and Equipment	\$805,600			\$805,600				
Technology Hardware/Software	\$0							
Other Expenses	\$1,739,300			\$1,739,300				
TOTAL	\$19,348,500	\$0	\$2,113,600	\$17,234,900	\$0	\$0	\$0	\$0

\$0 FY2020

Capital Project Request

Project Title: Renovate/Reconstruct Emery Grover Building at Highland Avenue Location

Fiscal Year:

2021

Project Description and Considerations

The 2005 Facilities Master Plan indicated that the Emery Grover School Administration Building is in need of additional office and storage space, as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility. Emery Grover is on the National Register of Historic Buildings.

This request is for the renovation of the existing Emery Grover building at its present location. Pending Special Town Meeting funding approval in October, 2018, a feasibility study will be conducted to evaluate the various alternatives for completing this project, including: 1) full renovation and addition; 2) complete demolition and new construction; 3) preservation of one or more facades with new construction behind and 4) the sale and relocation of School District administration to leased/purchased space. The study will determine the structure's suitability for school needs, will provide recommendations for programmatic or zoning needs, will address temporary relocation requirements and cost, and will identify how each alternative is categorized with regard to CPA funding and any required local, state and national approvals.

A preliminary budget and schedule for a renovation project is presented below, based on a pre-feasibility study performed in 2013 by DesignLAB Architects. The budget assumes that the building will be reconstructed at its current location and that Community Preservation Act funding would cover approximately 67% of construction and related soft costs. It also includes funds to temporarily re-locate staff to swing space during construction. The construction schedule would be delayed by approximately one year if full demolition of the existing structure were required.

Preliminary Project Schedule:

Pre-Feasibility Study: FY14

Feasibility Study: FY19 (Oct '18 STM) - Jan '19 - April '20

Design Funding: FY21 (May '20 ATM)

Design: Jun '20 - Dec '21

Construction Funding: FY22 (Oct '21 STM)

Bidding: Jan '22 - May '22

Emery Grover Occupies Swing Space: Aug '22 (Move-In) - June '24

Construction: Aug '22 - June '24 (24 Months)

New Building Opens: (FY25) July '24

Project Budget:

The above referenced project budget excludes \$30,000 approved at May 2013 Annual Town Meeting and \$130,000 to be requested at October 2018 Special Town Meeting for feasibility design. The "Other Expenses" category includes \$1,669,200 to occupy leased swing space for one year, while the building is being renovated, plus \$70,100 in legal expense. If, alternatively, the modernized Hillside School is used as swing space, the project budget could be reduced by the lease expense. (The project to modernize Hillside for use as swing space is presented separately.) All costs include escalation to the mid-point of construction, using 6%/year (FY14-FY16), 5.0%/year (FY17-18), 10.0%/year (FY19-20), and 8%/year thereafter.

This project is revised from the previous request to reflect an August '22 move in date to Hillside swing space, based upon the current Police/Fire use of the existing Hillside building, and to reflect a 10% cost escalator for FY19 and FY20 (due to construction labor market trends and tariffs) and 8% thereafter, based on advice from the PPBC. It is likely that the final design budget will need to include 2% construction management expense (compared to 1%), but that adjustment is not reflected above, in order to preserve the integrity of the source information.

Parameters Addressed:

Project Costs Not Included: See Project Budget narrative above.

Permitting: As required by Town Boards.

Capital Improvement Plan
January 2019

Capital Project Request

Project Title: Renovate/Reconstruct Emery Grover Building at Highland Avenue Location

Fiscal Year: 2021

Supplemental Information

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

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance expense by more than \$100,000/year. This placeholder estimate to be revised during design.

CPC: Funding application to be submitted.

Extend Useful Life: See above narrative.

Other Departmental Assistance: PPBC Project Management

Operating Budget Increase: Improvements to HVAC, electrical system may increase building maintenance expense by more than \$100,000/year. This placeholder estimate to be revised during design process.

Emery Grover Renovation Cost Estimated, Based on 2013 DesignLab Study

21,235 SF Building	Feasibility	Construction	A/E	Constr Mgmt	Temporary	FF&E	Other	Total	Cost/SF	Less CPA @ 67%	Net Cost
FY13 Project Cost (DesignLab)	-	7,339,550	982,906	73,120	834,000	402,500	35,000	9,667,076		8,350,000	1,317,076
TOTAL	-	7,339,550	982,906	73,120	834,000	402,500	35,000	9,667,076	\$455	8,350,000	1,317,076
	0%	76%	10%	1%	9%	4%	0%	100%			
6.00% FY14 Cost Multiplier @ 6%	-	7,779,923	1,041,880	77,507	884,040	426,650	37,100	10,247,101	\$483	8,350,000	1,897,101
6.00% FY15 Cost Multiplier @ 6%	-	8,246,718	1,104,393	82,158	937,082	452,249	39,326	10,861,927	\$512	8,350,000	2,511,927
6.00% FY16 Cost Multiplier @ 6%	-	8,741,521	1,170,657	87,087	993,307	479,384	41,686	11,513,642	\$542	8,350,000	3,163,642
5.00% FY17 Cost Multiplier @ 5%	-	9,178,598	1,229,190	91,441	1,042,973	503,353	43,770	12,089,324	\$569	8,350,000	3,739,324
5.00% FY18 Cost Multiplier @ 5%	-	9,637,527	1,290,649	96,014	1,095,121	528,521	45,958	12,693,791	\$598	8,350,000	4,343,791
10.00% FY19 Cost Multiplier @ 10%	-	10,601,280	1,419,714	105,615	1,204,633	581,373	50,554	13,963,170	\$658	8,350,000	5,613,170
10.00% FY20 Cost Multiplier @ 10%	-	11,661,408	1,561,685	116,176	1,325,097	639,510	55,610	15,359,487	\$723	8,350,000	7,009,487
8.00% FY21 Cost Multiplier @ 8%	-	12,594,321	1,686,620	125,470	1,431,105	690,671	60,058	16,588,245	\$781	8,350,000	8,238,245
8.00% FY22 Cost Multiplier @ 8%	-	13,601,867	1,821,550	135,508	1,545,593	745,925	64,863	17,915,305	\$844	8,350,000	9,565,305
8.00% FY23 Cost Multiplier @ 8%	-	14,690,016	1,967,274	146,349	1,669,240	805,599	70,052	19,348,529	\$911	8,350,000	10,998,529
8 TOTAL PROJECT COST	-	14,690,016	1,967,274	146,349	1,669,240	805,599	70,052	19,348,529	\$911	8,350,000	10,998,529
TOTAL COST (ROUNDED)	-	14,690,000	1,967,300	146,300	1,669,200	805,600	70,100	19,348,500	\$911	8,350,000	10,998,500

Square Footage 21,235

Note - costs escalated at rates shown above, to midpoint of construction (FY23). FY14 & FY19 are feasibility funding years.

Project Funding Schedule	FY14	FY19	FY21	FY22	FY14-22 Total
Pre-Design	30,000	130,000			-
Engineering & Design			1,967,300		1,967,300
Construction	0	-		14,690,000	14,690,000
Construction Management			146,300		146,300
FF&E				805,600	805,600
Other	0	-	-	1,739,300	1,739,300
Total	30,000	130,000	2,113,600	17,234,900	19,348,500
			Plus Feasibility Design:		160,000
					19,508,500

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Eliot School Technology Room Conversion						Fiscal Year: 2021			
Purpose:	Construction	Classification:	Building	Status:	New Request				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Public Facilities			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:			No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$179,300	How was the Project Cost Determined:		Hired Consultant					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$28,500		\$28,500						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$108,100		\$108,100						
Construction Management	\$7,100		\$7,100						
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$35,600		\$35,600						
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$179,300	\$0	\$179,300	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Eliot School Technology Room Conversion

Fiscal Year: 2021

Project Description and Considerations

The School Committee is planning for the implementation of Full-Day Kindergarten (FDK) in September, 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed. These modifications include the conversion of a technology lab at the Eliot School to a classroom. According to the analysis, the additional classroom will be needed in September, 2019, however, this request would complete that conversion in September, 2021. The same analysis also called for the construction of up to six modular classrooms at that school, which are presented in a separate capital request.

This project is to provide funding to convert the existing technology lab at Eliot Elementary School to a classroom to meet that need. Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20), and 8%/year thereafter.

Preliminary Project Schedule:

Funding for Detailed Design & Construction: FY21 (Oct '20 - STM)

Detailed Design & Bidding: Nov '20 - May '21

Construction: June '21 - Aug '21

New Classroom Opens: (FY22) - Sept '21

Parameters Addressed:

Permitting: As required by Town Boards.

Technology: The School Instructional Technology Department is in support of this request. The estimated cost includes an FF&E budget for this project, including classroom technology.

Building Improvements: The Public Facilities Department supports this request.

Other Departmental Assistance: Public Facilities.

Capital Project Request

Project Title: Eliot School Technology Room Conversion

Fiscal Year: 2021

Supplemental Information

Eliot School Technology Room Conversion

900 sf		Feasibility	Construction*	A/E	FF&E	Constr Mgnt	Total	\$/ sf
	FY18 Project Cost (D&W)	-	91,000	24,000	30,000	6,000	151,000	167.78
	TOTAL	-	91,000	24,000	30,000	6,000	151,000	167.78
		0%	60%	16%	20%	4%	100%	
10.00%	FY19 Cost Multiplier @ 5%	-	91,000	24,000	30,000	6,000	151,000	167.78
10.00%	FY20 Cost Multiplier @ 5%	-	100,100	26,400	33,000	6,600	166,100	184.56
<u>8.00%</u>	<u>FY21 Cost Multiplier @ 5%</u>	<u>-</u>	<u>108,108</u>	<u>28,512</u>	<u>35,640</u>	<u>7,128</u>	<u>179,388</u>	<u>199.32</u>
3 Years	TOTAL PROJECT COST	-	108,108	28,512	35,640	7,128	179,388	199.32
	TOTAL COST (ROUNDED)	-	108,100	28,500	35,600	7,100	179,400	199.33

* Excludes modular temporary classrooms

	FY20	FY21	Total
Feasibility	-	-	-
Arch/Engineering		28,500	28,500
Construction		108,100	108,100
Construction Management		7,100	7,100
FF&E	<u>0</u>	<u>35,600</u>	<u>35,600</u>
Total	-	179,300	179,300

D&W Estimated Cost (including escalation)	164,500
Less Escalation	<u>(13,500)</u>
Subtotal	151,000

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Eliot Modular Classrooms						Fiscal Year: 2021			
Purpose:	Construction	Classification:	Building	Status:	New Request				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	PPBC			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:			No
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								Yes	
Project Cost:	\$4,037,900	How was the Project Cost Determined:			Hired Consultant				
Budget Impact:	May increase annual operating expenses between \$25,001 and \$50,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$556,700		\$556,700						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$3,266,300			\$3,266,300					
Construction Management	\$12,800			\$12,800					
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$202,100			\$202,100					
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$4,037,900	\$0	\$556,700	\$3,481,200	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Eliot Modular Classrooms

Fiscal Year: 2021

Project Description and Considerations

The School Committee is planning for the implementation of Full-Day Kindergarten (FDK) in September, 2019, as well as the potential for significant enrollment growth in the Eliot neighborhood resulting from new development. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications would be needed to accommodate the projected number of classrooms needed under those assumptions. These modifications include the conversion of a technology lab to a classroom and the installation of six modular classrooms at the Eliot School.

This request would install six modular classrooms at the school. (The lab conversion project is presented as a separate capital request.) The modular classrooms (in combination with the lab conversion) would allow the school to meet the following projected need for classrooms: one additional classroom by 2020/21; two classrooms by FY2023/24; four classrooms by 2025/26; five classrooms by 2026/27, and a total of seven classrooms by 2029/30.

Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20), and 8%/year thereafter.

Preliminary Project Schedule:

Funding for Detailed Design: FY21 (May '20 ATM)

Detailed Design & Bidding: June '20 - Apr '21

Funding for Construction: FY22 (May '21 ATM)

Site Work/ Construction: June '21 - Aug '23 (24 Months, Due to Tight Site)

New Classrooms Open: (FY24) - Sept '23

Parameters Addressed:

Permitting: As required by Town Boards.

Technology: The School Instructional Technology Department is in support of this request. The estimated project cost includes an FF&E budget for this new facility, including classroom technology.

Operating Budget Increase: Utilities. This placeholder estimate to be revised during design.

Other Departmental Assistance: PPBC Project Management

Operating Budget Increase: Utilities. This placeholder estimate to be revised during design process.

Capital Project Request

Project Title: Eliot Modular Classrooms

Fiscal Year: 2021

Supplemental Information

Eliot School Modular Classrooms (6 @ 1,200 sf/each) & Renovation of Existing Technology Lab

10,000 sf	Construction (1)	A/E (2)	FF&E	Constr Mgnt (3)	Total	Cost/SF
FY18 Project Cost (D&W) - Combined	2,515,500	437,250	180,000	15,500	3,148,250	314.83
<u>Less Tech Room Conversion - Separate</u>	<u>91,000</u>	<u>24,000</u>	<u>30,000</u>	<u>6,000</u>	<u>151,000</u>	<u>167.78</u>
TOTAL	2,424,500	413,250	150,000	9,500	2,997,250	147.05
10.00% FY19 Cost Multiplier @ 5%	2,545,725	433,913	157,500	9,975	3,147,113	314.71
10.00% FY20 Cost Multiplier @ 5%	2,800,298	477,304	173,250	10,973	3,461,824	346.18
8.00% FY21 Cost Multiplier @ 5%	3,024,321	515,488	187,110	11,850	3,738,770	373.88
<u>8.00% FY22 Cost Multiplier @ 5%</u>	<u>3,266,267</u>	<u>556,727</u>	<u>202,079</u>	<u>12,798</u>	<u>4,037,871</u>	<u>403.79</u>
4 Years TOTAL PROJECT COST	3,266,267	556,727	202,079	12,798	4,037,871	403.79
TOTAL COST (ROUNDED)	3,266,300	556,700	202,100	12,800	4,037,900	403.79

- (1) Construction includes site, modulares, renovation construction cost and contingencies
- (2) A/E includes soft costs and 80% of owners' direct costs (less FF&E.)
- (3) Construction management includes 20% of owners' direct costs (less FF&E.)

	FY21	FY22	Total
Fesibility			-
Arch/Engineering	556,700		556,700
Construction		3,266,300	3,266,300
Construction Management		12,800	12,800
<u>FF&E</u>	<u>-</u>	<u>202,100</u>	<u>202,100</u>
	556,700	3,481,200	4,037,900

	Modulars	Tech Room
D&W Estimated Cost (including escalati	3,728,750	164,500
<u>Less Escalation</u>	<u>(580,500)</u>	<u>(13,500)</u>
Subtotal	3,148,250	151,000

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Broadmeadow School Technology Room Conversion							Fiscal Year: 2022		
Purpose:	Construction	Classification:	Technology	Status:	New Request				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	Public Facilities			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?							Total New FTE's:	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$213,100	How was the Project Cost Determined:			Hired Consultant				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$33,900			\$33,900					
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$128,400			\$128,400					
Construction Management	\$8,500			\$8,500					
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$42,300			\$42,300					
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$213,100	\$0	\$0	\$213,100	\$0	\$0	\$0	\$0	
\$0									

FY2020

Capital Project Request

Project Title: Broadmeadow School Technology Room Conversion

Fiscal Year: 2022

Project Description and Considerations

The School Committee is planning for the implementation of Full-Day Kindergarten (FDK) in September, 2019. Based on a feasibility study conducted by Dore & Whittier Architects (February 2018), several modifications to Needham buildings are needed to accommodate the projected number of classrooms needed. These modifications include the conversion of a technology lab at the Broadmeadow School to a classroom, effective for the 2022/23 School Year.

This project is to provide funding to convert the existing technology lab at Broadmeadow Elementary School to a classroom to meet that need. Project costs are based on a preliminary project budget prepared February 2018 by Dore & Whittier, updated to reflect the following cost escalators: 10%/year (FY19-20), and 8%/year thereafter.

Preliminary Project Schedule:

Funding for Detailed Design & Construction: FY22 (Oct '21 - STM)

Detailed Design & Bidding: Nov '21 - May '22

Construction: June '22 - Aug '22

New Classroom Opens: (FY23) - Sept '22

Parameters Addressed:

Permitting: As required by Town Boards.

Technology: The School Instructional Technology Department is in support of this request. The estimated cost includes an FF&E budget for this project, including classroom technology.

Building Improvements: The Public Facilities Department supports this request.

Other Departmental Assistance: Public Facilities.

Capital Project Request

Project Title: Broadmeadow School Technology Room Conversion

Fiscal Year: 2022

Supplemental Information

Broadmeadow School Technology Room Conversion

900 sf		Feasibility	Construction*	A/E	FF&E	Constr Mgmt	Total	Cost/SF
	FY18 Project Cost (D&W)	-	91,000	24,000	30,000	6,000	151,000	167.78
	TOTAL	-	91,000	24,000	30,000	6,000	151,000	167.78
		0%	60%	16%	20%	4%	100%	
10.00%	FY19 Cost Multiplier	-	100,100	26,400	33,000	6,600	166,100	184.56
10.00%	FY20 Cost Multiplier	-	110,110	29,040	36,300	7,260	182,710	203.01
8.00%	FY21 Cost Multiplier	-	118,919	31,363	39,204	7,841	197,327	219.25
8.00%	FY22 Cost Multiplier	-	128,432	33,872	42,340	8,468	213,113	236.79
4 Years	TOTAL PROJECT COST	-	128,432	33,872	42,340	8,468	213,113	236.79
	TOTAL COST (ROUNDED)	-	128,400	33,900	42,300	8,500	213,100	236.78
		FY20	FY21	FY22	Total			
	Fesibility	-			-			
	Arch/Engineering			33,900	33,900			
	Construction			128,400	128,400			
	Construction Management			8,500	8,500			
	FF&E	0	-	42,300	42,300			
		-	-	213,100	213,100			
	D&W Estimated Cost (including escalation)		164,500					
	Less Escalation		(13,500)					
	Subtotal		151,000					

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: School Master Plan Supplement							Fiscal Year: 2020		
Purpose:	Design/Engineering	Classification:	Building	Status:	New Request				
Department:	Needham Public Schools			Supports:	Public Education				
Partners:	PPBC			Useful Life:	More than five (5) years but less than eight (8) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?							Total New FTE's:	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$125,000	How was the Project Cost Determined:							
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$125,000	\$125,000							
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	
\$0									

FY2020

Capital Project Request

Project Title: School Master Plan Supplement

Fiscal Year:

2020

Project Description and Considerations

Capital planning for the School Department has grown increasingly complex, given the pressing needs of accommodating Full-Day Kindergarten, providing capacity for a growing enrollment and repairing and renovating aging facilities. These needs have made it extremely difficult to prioritize from among the capital needs on the planning horizon: including a Mitchell Elementary School renovation to address building age/deficiencies; a recommended project to install up to six modular classrooms at the Eliot Elementary School to accommodate projected enrollment growth in that District; a small-scale retrofit to the Broadmeadow and Eliot Elementary Schools to provide needed capacity for Full Day Kindergarten, and a Pollard Renovation project to replace the modular classrooms (now at the end of their useful life), modernize spaces and provide enrollment capacity. In addition, the need to provide swing space for these projects and the potential use of the existing Hillside Elementary School on Glen Gary Road to meet this need, present intermediate scheduling and planning challenges. (These challenges are made more acute by the need to schedule around the planned use of this space as temporary headquarters for police/fire during renovation of their facility, and the fact that different retrofits will likely be needed to accommodate each use.) Meeting these various needs within available resources and reasonable timeframes will require the School Department to carefully consider all of the possibilities and options for prioritizing and scheduling building projects going forward.

This request is for a master planning study of school facilities in FY20. The proposed study would develop recommendations for long-range school capital plans under different enrollment scenarios/ trajectories and the practical considerations of aging buildings. Potential recommendations could involve other buildings and/or non-building solutions like redistricting.

The proposed study would complement the Needham 2025 effort, for which funding will requested at the October 2018 Special Town Meeting, and would provide an informational resource for the next Town-wide Master Planning Cycle. The purpose of the Needham 2025 study is to gain a better understanding of the impact of commercial and residential growth on the Town's infrastructure, including but not limited to: traffic, transportation, water, sewer, drains, roads and bridges, and school facilities, and to identify options for managing that impact. The Needham 2025 study, which is expected to be completed in FY19, will provide a general framework for more detailed master planning activities to be conducted in each area, which this study would be an example of. The in-depth analysis of school facility needs that could be provided for in this study also would be a valuable information resource for future Town-wide master planning efforts.

Finally, the proposed study could complement, or even incorporate, the objectives of the Pollard Phased Improvements Feasibility Study, for which \$65,000 in funding was obtained in FY19. The purpose of that study, which has not yet been undertaken, was to determine whether or not it would be possible to phase the Pollard renovation project over multiple years with the goal of accelerating completion of the project and reducing the overall project cost. A particular emphasis was the Pollard modular classrooms, which are nearing the end of their useful life, but which are needed to meet the current program of studies for the projected enrollment. The study also was to look at the cost benefit of completing the science classrooms first to create swing space when the modular classrooms are demolished, examine strategies to maximize potential MSBA reimbursement for this project and, finally, estimate future need, based on long-term enrollment trends. In addition, some ongoing maintenance repair work may have reduced the scope of the overall project, such as the relocation of the administrative offices at Pollard, renovations to bathrooms and auditorium seating improvements.

Parameters Addressed:

Other Departmental Assistance: PPBC Project Management

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Harris Ave Parking Lot					Fiscal Year: 2023				
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Informational Only Details Incomplete				
Department:	Public Works - Building Maintenance			Supports:	Transportation Network				
Partners:	School Department			Useful Life:	More than twelve (12) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$525,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$25,000				\$25,000				
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$500,000					\$500,000			
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$525,000	\$0	\$0	\$0	\$25,000	\$500,000	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Harris Ave Parking Lot

Fiscal Year: 2023

Project Description and Considerations

Project Summary

- The Pollard Middle School parking lot, located on Harris Avenue, is currently made up of two areas. The large, main parking lot is to the left and the area to the right is a temporary, paved bike parking lot that was converted to a temporary paved parking lot. It was not constructed with the intention of supporting automotive vehicles. Both parking lots suffer from structural deficiencies and lack of drainage. Additionally, there is need for more staff and visitor parking as a result of increased student population, as well as increased educational requirements. Currently, visitors park in the bus loop after hours or along the road.
- The first phase of this project is to design parking lot upgrades with the intention of capturing additional space where possible and repairing structural deficiencies to make the parking lot more sustainable. Construction is the second phase. This project will include the addition of drainage structures in compliance with the Town's National Pollution Discharge Elimination System (NPDES) permit.

Clarification of Questions

3. This request may be subject to Planning Review, Conservation Commission, Street Opening Permits, and Building Permits.
5. This is a Building Maintenance request.
16. The parking lot will be permanently installed.
18. This request will require support from Highway and the School Department.

Capital Improvement Plan
January 2019

Capital Project Request								
Project Title: Public Works Infrastructure Program						Fiscal Year: 2020		
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP			
Department:	Public Works - Highway			Supports:	Transportation Network			
Partners:				Useful Life:	Between twelve (12) and eighteen (18) years			
Parameters								Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No
3. Does this project require any permitting by any Town or State agency?								Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No
8. If funded, will this project lower the requesting Department's operating costs?								No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No
10. If the project is NOT funded, will current Town revenue be reduced?								No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No
13. Is this a request in response to a Court, Federal, or State order?								No
14. Is this a request in response to a documented public health or safety condition?								Yes
15. Is this a request to improve or make repairs to extend the useful life of a building?								No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No
18. Will any other department be required to provide assistance in order to complete the project?								No
19. If funded, will this project increase the operating expense for any other department?								Yes
Project Cost:	\$13,492,050	How was the Project Cost Determined:		In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000							
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility	\$0							
Design/Engineering	\$802,500	\$100,000	\$83,000	\$150,000	\$269,500	\$200,000		
Land/ROW Acquisition	\$0							
Site Preparation	\$0							
Construction	\$0							
Construction Management	\$12,689,550	\$2,069,550	\$2,332,000	\$2,128,000	\$3,255,000	\$2,905,000		
Equipment	\$0							
Furniture, Fixtures, and Equipment	\$0							
Technology Hardware/Software	\$0							
Other Expenses	\$0							
TOTAL	\$13,492,050	\$2,169,550	\$2,415,000	\$2,278,000	\$3,524,500	\$3,105,000	\$0	\$0

\$0

FY2020

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year: 2020

Project Description and Considerations

The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks, and culverts. This program consists of multiple categories, each with their own sub-projects.

Project Summaries

Street Resurfacing

- The Town has 279 lane miles of accepted road that require maintenance. The average lifecycle of a road is 15 to 20 years. Specialized surface treatments can be applied within this period of time to sustain or extend the lifecycle of the roadway based on usage. The Town targets 17 lane miles of road per year in order to resurface roads before they reach the end of their lifecycle. These roads are prioritized based on a pavement condition index (PCI). The Town targets roads with a PCI of under 70 for resurfacing and specialized treatment, under 60 for repair and renovation.
- The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs. Installing a monolithic asphalt berm curb and/or granite curbing better defines the edge of the road, improves drainage, and protects the shoulder from erosion. The cost per lane mile for resurfacing in FY19 is \$84,500 or more per lane mile. A basic asphalt overlay at 1.5 inches with asphalt berm curb and casting adjustments is \$65,000 per lane mile. The cost of micro surfacing treatments and rubber chip seal surfacing treatments are approximately \$5 per square yard.

Roadway Reconstruction

- The Town has 279 lane miles of accepted road that require maintenance. Road resurfacing may be the appropriate treatment to extend the useful life of a road, but conditions may require that a total reconstruction of the road is necessary to address structural issues within the road including drainage, grade, and subsurface material construction. This differs from the road rehabilitation program, as it requires more complete design and construction. Rehabilitation is similar to a house renovation whereas reconstruction is similar to a knock-down and rebuild. Roads do not just consist of the top layer of asphalt; they are complete systems that have their own foundation.
- The Town evaluates the sight distance, drainage, handicap ramps, sidewalks, subsurface utilities, public utility poles, and overhead utilities. The physical condition of the road to be evaluated for improvement includes shape, foundation, and traffic volume. The roads being addressed are deficient in one or more of the areas listed. This relates to the nature of how the Town has evolved historically, with roads being constructed as opposed to being designed. This is a multi-year process which requires surveying, designing, utility evaluation, and construction.

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year:

2020

Supplemental Information

Marked Tree

- The road condition is very poor due to age and utility work. The electric and gas work has been completed in recent years. The Town is finishing up a capital improvement project in this roadway for the water system. This road has asphalt curbing that is past its useful life and falling apart. The private properties that are connected to the road have some topographical challenges where there is a pitch to the driveways that is not ideal. There are sight distance concerns due to the curvature of the road. The road is only 20 feet wide and is used as a cut-through road.
- The work will widen the road, improve sidewalk width, install granite curbing, and make grading adjustments to lower road height for better access to private properties and provide better drainage. Reconstruction work will follow complete streets principals.

Sidewalk Program

- This program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 130 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards.
- The Town conducted a study to create a sidewalk condition index. The conclusions of that study identified 80 miles of sidewalk in a condition that would warrant reconstruction. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair. FY19 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$232,320 per mile (\$44.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$274,560 per mile (\$52.00/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements, or major public or private property adjustments.

Intersection Improvements

- Traffic signals, intersections, and signage require upgrades and reevaluation as infrastructure ages, technology improves, and methods of transportation change. The Engineering Division reviews intersections based on requests identified need from the Highway Division, and traffic patterns and infrastructure changes that put pressure on various intersections throughout Town.

Highland Avenue at West Street

- At this intersection there is aging traffic control infrastructure, with reliability issues. Traffic control signals have been damaged by several car accidents. The traffic control signals only have one timer, which allows for only one traffic pattern regardless of the time of day. This does not allow for the efficient flow of traffic for the intersection. This area is also less aesthetically pleasing.
- This work will include installing a new traffic signal system with modern technology that will better control the flow of traffic through the intersection, reducing back-ups of traffic. It will also follow the same aesthetic design principals as the downtown improvements. This intersection redesign will comply with complete streets principals.

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year:

2020

Central Avenue at Great Plain Avenue

- There have been struggles with bringing appropriate traffic flow through the intersection since it was constructed in the 1990s due to property size limitations. There is a historic property on one corner that limits the design. The existing intersection design does not provide the ideal traffic patterns for multiple modes of transportation.
- This project will include geometric improvements and replacement/improvement of the traffic signal system. Installing a new traffic signal system that will include modern technology will better control the flow of traffic through the intersection, reducing back-ups of traffic. The layout of the intersection will be improved to increase traffic flow. This intersection redesign will comply with complete streets principals.

Bridge Repairs

- Surrounded on three sides by the Charles River, the Town jointly maintains a number of bridges with neighboring communities. The Massachusetts Bridge Inspection Program has identified a number of bridges that have some level of deficiency and has recommended repairs.

Newell's Bridge

- Massachusetts Department of Transportation (MassDOT) issued a report on Newell's Bridge on Central Avenue to Dover, which indicated that the bridge is deficient and in need of repair. The Town will work with Dover to determine how to address these deficiencies. This bridge is on the MassDOT's Accelerated Bridge Program which is a state funding source for bridge repairs. Prior to receiving funding it is possible that the bridge's capacity may be down-graded at the next bridge inspection.
- If the bridge is downgraded, the Town will need to perform an evaluation of the bridge with its own engineering consultant. This is a stone arch bridge that is structurally supported by the contact of the stones that support the bridge. The evaluation of the bridge will include installing monitoring devices on the bridge to determine if the support structure is moving and by how much. If there is no capacity change of the bridge, then this funding will be redirected to street resurfacing.

Storm Drain Capacity Improvements

- The March 2002 Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve existing problems with flooding and illicit discharge. Locations for improvements have been prioritized within the plan. Since the issuance of the 2002 Stormwater Master Plan, numerous multi-unit developments have been built or planned in the Town. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas.

Ardmore Road and Hunnewell Street or Other Prioritized Projects

- Replace existing 12" drain pipe with a larger drain pipe to improve capacity for stormwater.

Concord Street and Burnside Road or Other Prioritized Projects

- Construct a new drain that will be connected to the recently extended Greendale Avenue drain project to provide capacity for stormwater.

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year:

2020

Storm Drain System Repairs

- This program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity. This project will provide funding for the Drains Division to address small projects related to the Labor Day 2013 storm drainage remediation.

470 South Street

- The existing concrete pipe is plugged with roots.
- Remove and replace with plastic pipe that is more resistant to root intrusion.

Brooks and Culverts

- There are aging draining infrastructures that require repair including poorly draining brooks, streams, waterways, and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding in March 2010 caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of usable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting, and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain. The Environmental Protection Agency (EPA) has finalized stronger requirements for stormwater and permitting under the National Pollution Discharge Elimination System (NPDES) permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improving the water quality of brook and culverts to avoid fines from the EPA.

Rosemary Brook

- The section of the brook being addressed has sediment, vegetation, and eroded banks that cause flow capacity and water quality issues.
- Remove sediment and vegetation and repair and/or replace failing walls.

Alder Brook

- This is a category 5 impaired water body under NDPEs. Category 5 is worst rating a water body can receive from the EPA. It required cleaning that will remove the phosphorus contaminated sediment and improve water quality.
- Remove sediment and vegetation, and repair/replace failing walls/culverts.

Guardrail

- Many of the Town's guardrails are noncompliant and DPW is preparing a plan internally to systematically upgrade existing guardrails to make them both compliant and aesthetically pleasing.

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year: 2020

447 Dedham Avenue to Town Line

- The decorative guardrail that was installed over 40 years ago is not code compliant. The current guardrail does not meet state guidelines.
- This will replace the existing guardrail with a replacement option that will be selected which will be aesthetically pleasing, compliant, and safe. If Newell Bridge is not replaced prior to this project, this funding will be redirected to the Needham Dover line, as that guardrail is in worse condition.

Funding Schedule

Category	Project	FY 20		FY 21		FY 22		FY 23		FY 24	
		D & E	Const.	D & E	Const.	D & E	Const.	D & E	Const.	D & E	Const.
Street Resurfacing			\$924,550		\$957,000		\$990,000		\$1,025,000		\$1,060,000
Roadway Reconstruction						\$150,000			\$1,500,000		
Sidewalk Program			\$512,500		\$525,000		\$540,000		\$555,000		\$570,000
Intersection Improvements	Highland Ave at West St				\$575,000						
Intersection Improvements	Central Ave at Great Plain Ave							\$166,000			\$1,200,000
Bridge Repair	Newell's Bridge	\$100,000									
Storm Drain Capacity Improvements	Ardmore Rd & Hunnewell St		\$362,500								
Storm Drain Capacity Improvements	Concord St and Burnside Rd			\$83,000			\$523,000				
Storm Drain Capacity Improvements	TBD							\$103,500			
Storm Drain System Repairs	470 South St		\$270,000								
Storm Drain System Repairs	TBD				\$75,000		\$75,000		\$75,000		\$75,000
Brooks & Culverts	Rosemary Brook				\$200,000						
Brooks & Culverts	Alder Brook									\$200,000	
Guardrail								\$100,000			

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year: 2020

Future Projects

Intersection Improvements

Great Plain Avenue at Greendale Avenue, Kendrick Street at Third Avenue, and Kendrick Street at Fourth Avenue.

Storm Drain Capacity Improvements

Carey Road (Area 2), Lower Hunnewell Street Drainage Improvements, Oak Street (Area 8), Mackintosh Avenue (Areas 3 & 7), Oxbow Road (Area 9), and West Street (Area 11), and Fairfield Street and Elmwood Road (Area 5).

Brooks & Culverts

Winding River Road, Locust Lane, Fuller Brook Avenue, Oxbow Road, Webster and Howland Streets, Brookside Road and Forest Street, Chestnut Street and Carriage Lane, Emerson Place, Pennsylvania Avenue, and Elder Road.

Roadway Reconstruction

Nehoiden Street, Kingsbury Street (received an interim full width overlay patch in CY16), Sections of Central Avenue, Webster Street from Dedham Avenue to South Street (received an interim full width overlay patch in CY16).

Guardrail

Central Avenue, Hillside Avenue at Rosemary Street, various locations along Rosemary Street, various locations along Dedham Avenue, High Rock Street at Warren Street, South Street at Dedham Avenue, South Street near Farley Pond Road, Brookline Street at Mitchell School, Greendale Avenue at railroad bridge, Perry Drive, Coulton Park, Harris Avenue, Charles River Street, Central Avenue at Dover town line, multiple locations along Great Plain Avenue, Pilgrim Road, Cartwright Road, Ivy Road, Marshall Street, West Street, Abbott Street, Carter Street, Pershing Road, Chapel Street lot, Oak Knoll Terrace, Blake Street, Highland Avenue near Fire Station #2, Fisher Street near railroad tracks, Parkland Road, and Brookside Road.

Clarification of Questions

3. Conservation Commission permitting may be required for drainage repairs, brooks and culvert repair, and roadway reconstruction.
14. The School Safety Committee documented safety issues on Nehoiden Street and Marked Tree Road.
19. A potential increase in electrical costs from traffic signals may require additional budget funds from the Needham Electric Light and Gas Program.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Asa Small Field Renovation						Fiscal Year: 2024			
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Informational Only Details Incomplete				
Department:	Public Works - Parks and Forestry			Supports:	Culture and Leisure				
Partners:	Park and Recreation, Needham Youth Sports Groups			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	How was the Project Cost Determined:								
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Asa Small Field Renovation

Fiscal Year: 2024

Project Description and Considerations

Project Summary

- This project will address the field deficiencies on the Asa Small ball diamond at the DeFazio complex that were not included in the scope of work for the Field of Dreams project. This has been on the Little League priority list for several years. The Town recently completed a minor infield renovation.
- The Town will hire a contractor to strip the existing turf, regrade the field, amend soils, replace the baseball skin surface, and install a new irrigation system. This project may include additional amenities such as field lights, a score board, bleachers, and a larger batting cage that will be funded by user groups. The Parks & Forestry Division will work with the user groups to identify any value added items.

Changes from Prior Year Submission

- The Parks & Forestry Division changed the status of this request to informational and pushed it to FY24 because Little League is undergoing a restructuring in leadership and the priority of projects may change as a result.

Clarification of Questions

3. This project may require permitting from the Conservation Commission, Planning Board, Zoning Board of Appeals, and Building Department.
12. This project may be eligible for Community Preservation funds under Recreation.

Capital Improvement Plan
January 2019

Capital Project Request								
Project Title: Athletic Facility and Public Recreation Improvements						Fiscal Year: 2020		
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP			
Department:	Public Works - Parks and Forestry			Supports:	Culture and Leisure			
Partners:	Park and Recreation			Useful Life:	Between twelve (12) and eighteen (18) years			
Parameters								Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No
3. Does this project require any permitting by any Town or State agency?								Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No
8. If funded, will this project lower the requesting Department's operating costs?								No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No
10. If the project is NOT funded, will current Town revenue be reduced?								No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes
13. Is this a request in response to a Court, Federal, or State order?								No
14. Is this a request in response to a documented public health or safety condition?								No
15. Is this a request to improve or make repairs to extend the useful life of a building?								No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No
18. Will any other department be required to provide assistance in order to complete the project?								Yes
19. If funded, will this project increase the operating expense for any other department?								No
Project Cost:	\$5,631,500	How was the Project Cost Determined:		Hired Consultant				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000							
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility	\$0							
Design/Engineering	\$239,500	\$70,000	\$62,500	\$107,000				
Land/ROW Acquisition	\$0							
Site Preparation	\$0							
Construction	\$5,392,000	\$2,880,000	\$550,000	\$570,000	\$1,102,000	\$290,000		
Construction Management	\$0							
Equipment	\$0							
Furniture, Fixtures, and Equipment	\$0							
Technology Hardware/Software	\$0							
Other Expenses	\$0							
TOTAL	\$5,631,500	\$2,950,000	\$612,500	\$677,000	\$1,102,000	\$290,000	\$0	\$0

\$0

FY2020

Capital Project Request

Project Title: Athletic Facility and Public Recreation Improvements

Fiscal Year:

2020

Project Description and Considerations

The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new construction, total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches, and miscellaneous equipment) for multi-use fields and ball diamonds.

Project Summaries

Turf Field Replacement at DeFazio Field and Memorial Park

- Artificial turf ages and over time compacts, creating a harder surface for playing. Each year, an impact (g-max) test is performed on all artificial turf fields in Town. The most recent test shows that these fields are approaching the end of their useful life.
- The Town will hire a contractor to remove the existing turf carpet, regrade, and install new artificial field turf. This needs to be done during the summer (off-season) so it can be made available for fall sports.

Cricket Field

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

Claxton Field

These two projects do not need to be coordinated as they affect different areas of the field.

Field Lighting

- The field currently has metal halide field lights that require increasing maintenance as they age. Metal halide is one of the least efficient lighting types currently available, the bulbs have a short life span that require frequent replacements, and they light an area as opposed to a focused directional light.
- This project will address upgrading the field lighting system to more energy efficient lights. The project will evaluate the lighting needs of the field and make recommendations for improvement. The construction of these lights will be done in the fall season to prepare for the following spring softball season.

Capital Project Request

Project Title: Athletic Facility and Public Recreation Improvements

Fiscal Year:

2020

Supplemental Information

Softball Skin Renovation Fields 1 & 2

- Softball fields have the entire infield as clay skin, unlike baseball diamonds which is a combination of skin and turf; this makes the grading of the skins very important as any imperfections will cause puddling. The current fields were constructed on a closed landfill that was not properly graded due to site conditions, settling of materials, and age. After heavy rains, there is puddling on the skin which can lead to frequent field closures.
- This project will remove the existing skin clay material, evaluate the conditions below the skin, and make amendments and regrade as necessary. Proper drainage materials will be brought in, laser graded, and clay skins will be replaced.

McLeod Field

- Since the field was renovated in 2009, there has been several drainage issues related to the 4' drain pipe that runs through the field. This has caused sink holes that require emergency repair for the field to be safely used. These sink holes appear after large rain events that wash out the materials from underneath the field.
- Currently there are several methodologies that vary in terms of invasiveness and cost to address this issue that will be vetted out in design. This will address both the 4' drain and the subsurface of the field that has been eroded by storm water events. The budget proposed is for one of the more invasive approaches to ensure there is sufficient funding to return the field to operation.

Broadmeadow and Eliot Fields

- Both the Broadmeadow and Eliot School fields are showing signs of age due to inappropriate subsurface materials which impact the health of the turf and have made it difficult to provide a suitable playing surface at these fields. Additionally, this problem at the Broadmeadow is exacerbated by the physical location that has surface drainage from neighboring areas draining into the field.
- All existing turf will be stripped and the top soil will be removed and stored on site. The whole site will be sub-graded and the top soil will be placed back on site and amended in place with sand, then blended for improved drainage. The site will then be laser graded to ensure that water slopes off the surface, and then sod will be laid. At the Broadmeadow, there may be additional storm water capturing systems to be designed to alleviate the excessive flooding problem. These will be vetted out during the design process.

Town-Wide Fencing Improvements

DeFazio Tot Lot

- The perimeter chain link fencing is showing age, including rust and damage. Improvements have been delayed on this fence due to the uncertain nature of the site. With the new Facilities Master Plan being completed, this facility is envisioned to be used well into the future and the fence should be replaced.
- The existing posts will be evaluated and those that are suitable will be reused. The chain link fabric will be disposed of and replaced in kind.

DeFazio Complex

- Various fencing structures including perimeter fencing, backstops, and players benches are showing age and use. These fields are in very high use and receive the most wear and tear, which may cause the life cycle of the fencing and related structures to be shortened.

Capital Project Request

Project Title: Athletic Facility and Public Recreation Improvements

Fiscal Year: 2020

- The existing posts will be evaluated and those that are suitable will be reused. The chain link fabric will be disposed of and replaced in kind.

Funding Schedule

Project	FY 20		FY 21		FY 22		FY 23	FY 24
	D & E	Const.	D & E	Const.	D & E	Const.	D & E	Const.
Turf Carpet Replacment		\$2,500,000						
Cricket's Field - Renovation		\$380,000						
Claxton Field - Lights	\$70,000			\$550,000				
Claxton Field - Fields			\$17,500			\$120,000		
McCloud Field -Renovation			\$45,000			\$450,000		
Broadmeadow & Eliot Fields - Renovation					\$107,000		\$1,102,000	
Various Fencing Improvements								\$290,000

Changes from Prior Year Submission

- Claxton lighting was not funded in FY19 and has since been broken down into two components (Design and Construction) and resubmitted for FY20 and FY21.
- McLeod Field Design increased by \$10,000 based on the complexity of design.

Future Projects

- Needham Heights Common Renovation - design of sidewalks, irrigation, landscape improvements, hardscape, electrical and lighting, park benches
- DeFazio Complex - install walking path with protective netting to DeFazio #1
- Charles River Water Treatment Plant - mitigation of red pines tree stand in the well fields
- Hillside and Mitchell - renovation of fields
- Nike, Ridge Hill, and Hillside - construction of new athletic fields
- DeFazio Complex - track resurfacing
- High Rock Field - fencing

Clarification of Questions

- Conservation Commission permitting and Planning Board filing may be required.
- All items except for Turf Fields are eligible for Community Preservation Funds.
- The Department of Public Works will be partnering with Park and Recreation.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Passive Recreation Improvements - Dwight Field/Charles River Center							Fiscal Year: 2020		
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	New Request				
Department:	Public Works - Parks and Forestry			Supports:	Culture and Leisure				
Partners:	Charles River Center			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?							Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$385,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$35,000	\$35,000							
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$350,000		\$350,000						
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$385,000	\$35,000	\$350,000	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

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

Fiscal Year:

2020

Project Description and Considerations

The Parks and Forestry Division and Charles River Center are presenting a plan to make substantial improvements to the Town-owned quarter acre passive recreation area behind the Charles River Center on Dwight Road, adjacent to the baseball diamond at Dwight Field. This area is frequently used by participants in Charles River Center programming and residents of Charles River properties. During baseball season, the park is used by families who have children participating in the baseball programs.

Project Summary

- This parcel is presently in disrepair and suffers from drainage issues. There are trees on site that are no longer viable, creating safety concerns, and the ground cover has been eroded by stormwater. This park does not have good accessibility due to the elevation and the park is presently accessed from the Charles River Center by several stairs.
- This project will include removing the existing ground covering, regrading the site, making drainage improvements, installing new turf, removing and pruning problematic trees, planting new trees, creating an accessible entrance into the park areas, and other site amenities. Additionally, site furniture will be installed for passive recreation including picnic tables and benches, a small covered pavilion similar to what was installed at Greene's Field, and other small recreational equipment that can be used by children whose siblings are playing baseball. There will be a focus on low maintenance installations to reduce reoccurring costs. This will require some additional grass mowing, but it should take minimal time due to the connection to the field.

Clarification of Questions

12. This should meet the eligibility requirements CPA funding under the recreational category.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Town Common Historic Redesign and Beautification						Fiscal Year: 2020			
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Parks and Forestry			Supports:	Culture and Leisure				
Partners:	Town Manager, ITC			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Yes	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$1,023,000	How was the Project Cost Determined:			Hired Consultant				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$117,000	\$117,000							
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$906,000		\$906,000						
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$1,023,000	\$117,000	\$906,000	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Town Common Historic Redesign and Beautification

Fiscal Year: **2020**

Project Description and Considerations

The Town completed an internal design process for the Town Common and drafted a scope of service which includes improved hardscape, landscaping, amenities, tree plantings, and utility upgrades that are consistent with the historic nature of the Common and the new Downtown Streetscape Improvement Project.

Project Summary

- The Town Common shall be redesigned to maximize the current usage of space, complement Town Hall, enhance the "blue tree", and integrate with the new Downtown Streetscape Improvement Project.
- This project will install new sod, trees, plantings, low maintenance hardscape materials, and increase handicap accessibility. The pathways and landscaping will be adjusted to become more aesthetically pleasing and functionally enhanced. There will be increased electrical and sound capacity to accommodate Town-wide events.

Changes from Prior Year Submission

- The FY20 request for design funding increased based on a revised scope of service and quote from an engineering firm.

Clarification of Questions

3. This project may be subject to Planning Board review.
4. ITC will need to be involved for Wi-Fi and electrical connectivity.
12. This project is being evaluated for eligibility of Community Preservation Funds under the category of Historic Preservation.
18. The Town Manager's Office will be involved.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: RTS Property Improvements						Fiscal Year: 2020			
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - RTS			Supports:	Utilities				
Partners:	Public Facilities Construction, Building Maintenance			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Yes	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request to improve or make repairs to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								Yes	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$945,500	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$18,975		\$18,975						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$926,525	\$295,000	\$382,525	\$124,500	\$124,500				
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$945,500	\$295,000	\$401,500	\$124,500	\$124,500	\$0	\$0	\$0	
\$0								FY2020	

Capital Project Request

Project Title: RTS Property Improvements

Fiscal Year: 2020

Project Description and Considerations

Project Summaries

This article will be used to fund improvements to the Recycling & Transfer Station (RTS) facility to increase efficiency, comply with regulatory requirements, and improve the facility function.

Fencing Improvements

- Presently the RTS is accessible to the public after hours. This fencing will minimize public access and increase security.
- This is for the purchase and installation of two new chain link gates and a chain link fence with privacy slats in the same location as the current security fencing at the RTS.

Fabric Structures for Open Top Containers

- The RTS uses 100-yard open top containers to haul trash and recyclables. During the winter, the loaded trailers are left outside and the loads of trash or recyclables inside the containers often freeze, making the trailers impossible to empty until the loads thaw. Containers cannot be tarped in the event of snow due to safety concerns about having the snow shoveled by staff or the driver from the tarps if they were covering the load of trash or recyclables.
- The plan is to purchase and install a fabric covered storage facility for four containers to prevent precipitation from accumulating. To minimize freezing of loads and to allow containers to be covered at all times when full, a 65' x 70' fabric covered steel skeletal structure would be built over the existing 2 concrete pads on which four 100-yard open top containers are parked.

Jersey Barriers

- In 2014 the Town received a Negative Determination of Applicability from the Conservation Commission that required the separation of the composting operations from the wetlands.
- This request is to purchase and install 300 jersey barriers that will be used to create a barrier between the composting operation and the wetlands.

Expansion of Scale

- The extended scale will accurately determine the weights of materials being shipped out of or dropped off at the RTS. Presently, the Town uses approximate values for these materials.
- This is for the purchase and installation of two 18' x 10' panels to extend the existing scale which is 40 feet and insufficient to take the accurate weight of the Town's 100 yard open top containers and contractor's larger vehicles.

Capital Project Request	
Project Title: RTS Property Improvements	Fiscal Year: 2020

Supplemental Information

Stormwater Improvements

- The RTS composting operation is presently under a July 2014 Conservation Commission Negative Determination of Applicability (NDA). This NDA was put in place as a result of adverse impacts to the wetlands from the compost operations. The NDA calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations. This project will assist the Town in complying with the 2016 NPDES MS4 Permit.

Area 1

- The construction of a sediment removal structure at the compost area.

Area 3

- A new detention basin at the base of the landfill that will control stormwater runoff from the materials processing area and the road behind the salt shed.

Area 2

- The stormwater management collection system for the proposed paving of the road behind the salt shed.

Funding Schedule

Project	FY 20	FY 21		FY 22	FY 23
	Const.	D & E	Const.	Const.	Const.
Fencing Improvements	\$45,000				
Covered Storage for Open Top Containers		\$18,975	\$107,525		
Jersey Barriers				\$124,500	
Extension of Scale					\$124,500
Stormwater Improvements Area 1 & 3	\$250,000				
Stormwater Improvements Area 2			\$275,000		

Changes from Prior Year Submission

- The cost of the fencing for FY20 has increased over the prior year due to increased materials costs and an increase in the length of the fence.
- Addition of fabric structure in FY21 as a result of freezing MSW loads being rejected from Wheelabrator.
- Jersey barriers pushed out from FY 21 to FY22 to allow for the funding of the fabric structure.
- Extension of scale was pushed out from FY22 to FY23 to allow for the funding of the fabric structure.
- Merged the RTS Stormwater Plan into this request. This work must be coordinated and staged with other work occurring at the facility and the timing of the funding between these programs is key for the success of both programs.

Capital Project Request

Project Title: RTS Property Improvements

Fiscal Year: 2020

Future Projects

Area 4

The re-grading of the materials processing area; this re-grading will require all stormwater runoff to be shifted away from the wetlands.
Replace 3,000 gallon diesel fuel tank.

RTS Building Improvements

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

1. Transfer station building with customer reception area has been abandoned and is currently being used as storage due to lack of ADA compliance, insufficient barrier to the transfer station, deteriorated bathroom facility, and areas with mold.
2. A new office trailer that is temporary in nature has been installed in front of the transfer station building. This is a temporary solution.
3. 3-Bay garage used for surplus paint and equipment storage and Re-use-it area
4. Employee break trailer with storage and restroom are not ADA compliant
5. REX building garage with Superintendent Office and restroom are not ADA compliant. The garage is not properly insulated or heated.
6. Surplus paint reuse shed and hazardous waste locker
7. 12 foot storage container

Some of the limitations of the current facility include:

- Superintendent's office is isolated from the day-to-day operations and staff activity, making supervision and oversight challenging
- No shower facilities on site for staff working in extremely dirty environment
- Limited secure storage
- Employee lunch/break room is in a donated second-hand trailer located in isolated area of facility

Looking to the future, in order to improve efficiency and oversight of operations, provide adequate working conditions, and provide secure storage, new quarters at the RTS are desperately needed. The new area would combine the functions of five separate storage buildings into one facility attached to the existing transfer station building. The new facility would include: customer service area, staff office, superintendent office, employee lunch/break room, meeting room, restroom, shower facilities, and secure storage area all in a single facility. The new facility would most likely be a three-story addition to the existing transfer station building consisting of secure storage and shower/locker room on the ground level, customer reception and office area on the first floor, and meeting room and employee break room on the second floor. A May 2014 Annual Town Meeting Warrant approved funding for a temporary office trailer to provide adequate customer service, office, and restroom facilities and to bring the superintendent's office into the main operations area. This trailer is intended to be temporary and is situated so as not to interfere with potential transfer station expansion.

Capital Project Request

Project Title: RTS Property Improvements

Fiscal Year: 2020

Clarification of Questions

3. This project may have to go to the Planning Board for Site Plan Review and may be subject to Conservation Commission permitting requirements.
5. This project involves building improvements to the Transfer Station Building and Roof. The RTS has communicated with Building Maintenance and this division supports the request.
15. This is a request to improve or make repairs to extend the useful life of the Transfer Station Building and Roof.
16. The scale is a below ground device and will be permanently installed at the RTS.
18. The Conservation Department will be required to provide assistance in order to complete the project.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Athletic Fields Master Plan						Fiscal Year: 2024			
Purpose:	Feasibility Study	Classification:	Land	Status:	Same Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	DPW Parks and Forestry Division; School Department			Useful Life:	Between twelve (12) and eighteen (18) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$75,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$75,000					\$75,000			
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$75,000	\$0	\$0	\$0	\$0	\$75,000	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Athletic Fields Master Plan

Fiscal Year: 2024

Project Description and Considerations

The Park and Recreation Commission has been working with user groups to determine how athletic fields are being used and how best to schedule the athletic fields to provide optimal use without jeopardizing the maintenance plan. The organizations and the Commission need to do some additional work together before the scope of a master plan can be created.

Renovations have occurred at several parks, and some school sites will be improved in upcoming years. The study would help the Commission determine whether new athletic fields are needed to accommodate the need and provide feasibility studies on possible locations for new athletic fields. The new Williams School will add a small multi-purpose field into the inventory. It will be a synthetic surface, but will not be large enough for multiple group use.

The ability for the Town to maintain current athletic facilities, along with any possible new facilities, would be included within the study.

This project may be appropriate to submit for a warrant article as opposed to a capital request.

The project has been moved out to a later year, while it waits for additional field improvements to be completed. DPW Parks and Forestry will need to be involved as they are responsible for maintenance of athletic fields.

Capital Improvement Plan
January 2019

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

\$0

FY2020

Capital Project Request

Project Title: Boat Launch on Charles River

Fiscal Year: 2021

Project Description and Considerations

The Town of Needham is adjacent to a major state resource - the Charles River. It creates about 2/3rds of the Town's border, with the City of Newton, the City of Boston, the Town of Dedham, and the Town of Dover, our neighbors on the other side of the river.

CPC funds of \$30,000 have been awarded to design an improved boat launch into the Charles River on Town-owned property on South Street, near the intersection of Dedham Avenue, but we have not started the formal design process as this is written, so there isn't a construction estimate. One of the on-call engineer firms will be chosen to work with Park and Recreation/Conservation departments on this project. As this is an outdoor recreation project, it is eligible for CPA funds.

There is an existing unimproved launch for canoes and kayaks, with a circular driveway and parking for 10-12 vehicles. There is pedestrian access, only, to the river. The intention is to keep the launch in its natural setting, but create a more consistent access on a pervious path, and possibly creating the ability for vehicles to back up to the launch area with their boats. Depending on the final design, it is hoped that maintenance will be minimal.

At a minimum, permits would be required from the Needham Conservation Commission.

A project estimate can be provided once the designer is able to provide options and the Town chooses a scope of work. Until a design is in place, it is not known whether there would be any maintenance or staffing costs related to operation.

Though design is funded, the project has not moved forward as Conservation and Park & Recreation staff have needed to concentrate on other projects. The Conservation Department is partnering on this project.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Rosemary Lake, Camp Property, Trail						Fiscal Year: 2020			
Purpose:	Construction	Classification:	Land	Status:	Amended Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	DPW, Conservation Department			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								Yes	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$200,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$200,000	\$200,000							
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Rosemary Lake, Camp Property, Trail

Fiscal Year: 2020

Project Description and Considerations

The Park and Recreation Commission's vision for Rosemary Lake and the Recreation Complex is that it be a place for year-round outdoor recreation. All Town-owned parcels around the lake are now consolidated and a special permit was placed on the property for the building of the pools and complex, so permits are likely needed from the Planning Board, as well as from Conservation Commission for any parts of the project within their jurisdiction. The projects would also be coordinated with DPW's sediment removal project.

Funding has been provided to remove the buildings at the camp property. The goal is to replace the large building with a picnic shelter for programs and other visitors. Some benches would also be added along the trails. Floating docks will be added to both sides of the lake, with a larger dock on the pool side to accommodate paddle boats to be donated by the Exchange Club. Some minor improvements will be made to the trails. In 2018, the Student Conservation Association rebuilt the bridge over the stream. An Eagle Scout has built two outdoor boat racks to hold the department's canoes and kayaks during the summer season. Additional kayaks will be donated or purchased, and a revolving fund program for use of the boats will be created. As was done at the Needham Accessible Reservoir Trail, small features will be added throughout the trails to encourage children's exploration.

Current estimate is based on informal discussions with vendors, must more formal estimates are in the process of being developed.

The current floating dock on the pool side is approximately 30 years old. Access is down a set of stairs. The Conservation Commission will be asked to consider permitting an adjacent location that is easier to access for people of all abilities.

As this is an outdoor recreation project, it is eligible for CPA funding. Volunteers will be sought to help maintain the trail system, including through the Trail Steward program.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Purchase of Open Space					Fiscal Year: 2020				
Purpose:	Acquisition	Classification:	Land	Status:	Same Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	Board of Selectmen, Conservation Commission			Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								Not Applicable	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								Not Applicable	
6. If funded, will additional permanent staff be required?						Total New FTE's:		No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$1,000,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$1,000,000	\$1,000,000							
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Purchase of Open Space

Fiscal Year:

2020

Project Description and Considerations

At the time of this submission, a specific parcel is not known to be available for purchase.

Without much notice, opportunities to purchase private land to add to the open space inventory surface each year. In particular, some opportunities arise during discussions of the development of private land. This project request is to keep all aware of the possibility, in the near future, of a purchase moving forward. This request is a "place holder" in the event a parcel that benefits the community becomes available. It is possible that some purchases would relate to easements, as opposed to full ownership of the land.

Unexpectedly, in FY 2010, the purchase of two parcels of land on Carol Road and Brewster Drive, as well as a parcel on Charles River Street, adjacent to Walker-Gordon Field were all funded through CPA funds. A conservation restriction would need to be placed on the property, under CPA requirements.

The Open Space and Recreation Plan reflects the goal of making additional purchases, especially in areas of Town without current open space to retain open areas, or to create access to other parcels, including connections to the Charles River. The purchase of parcels adjacent to current open space is also a high priority. Some parcels may require improvements which would be submitted as separate capital improvement projects. Under the current CPA legislation, parcels purchased with CPA funds are eligible for improvement funds from CPA. The CPA indicates how the value of the property is determined.

It is hoped that the cost of appraisal and purchase of conservation restriction can be included in the overall budget for purchase.

The Town Manager and Town Counsel would need to be involved in discussions, deliberations and negotiations.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Outdoor Basketball Courts					Fiscal Year: 2022				
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Park and Recreation			Supports:	Culture and Leisure				
Partners:	DPW			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?								Total New FTE's:	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								Yes	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								Yes	
18. Will any other department be required to provide assistance in order to complete the project?								Yes	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$135,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$30,000			\$30,000					
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$105,000			\$105,000					
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$135,000	\$0	\$0	\$135,000	\$0	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Outdoor Basketball Courts

Fiscal Year: 2022

Project Description and Considerations

The Town has outdoor basketball courts located at parks, including Mills Field, Greene's Field, Riverside Park, Perry Park; and half basketball courts at Cricket Field and Walker-Gordon Field.

Full or half courts are also located at Broadmeadow, Eliot, Hillside, Mitchell , Newman and High Rock, with a new court anticipated at the Williams School.

The Mills Field courts are ready for renovation, new backboards, and striping. The Perry Park courts can be painted, but cannot be rebuilt at the same location due to the former school's foundation. Riverside and Cricket would have minor repairs.

The Park and Recreation Commission is viewing the locations of basketball courts, to determine if a new set is needed in a new location. The design costs are to assist with the scope of work needed for repairs, or creation of a new court at a location where one doesn't currently exist.

DPW will provide guidance on the project scope, likely Parks & Forestry, Highway and Engineering.

As this is an outdoor recreation project, it is eligible for CPA funding.

The Park and Recreation Commission requested moving this project up a year from FY'23 to FY'22. It has been increased by 5%.

Capital Project Request									
Project Title: Sewer Main Replacement					Fiscal Year: 2021				
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Sewer			Supports:	Utilities				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$10,950,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$1,950,000		\$1,950,000						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$9,000,000				\$9,000,000				
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$10,950,000	\$0	\$1,950,000	\$0	\$9,000,000	\$0	\$0	\$0	

\$0

FY2020

Capital Project Request**Project Title:** Sewer Main Replacement**Fiscal Year:** 2021**Project Description and Considerations**

This article is to address the Greendale Avenue/Route 128 sewer interceptor from Cheney Street to Great Plain Avenue.

Project Summary

- The existing sewer line is deteriorating and in need of rehabilitation/replacement in order to remain functional.
- The plan is to replace or reline the 12,000 feet (2.25 miles) of 18 inch reinforced concrete gravity sewer main running through Town property along Greendale Avenue near Cheney Street towards Route 128, along the Route 128 right of way, to Great Plain Avenue. This work will be on an interceptor sewer. An interceptor sewer is a trunk sewer that collects and conveys waste water from numerous sewer lines. In FY23, the Town plans to replace the sewer under Route 128 at Great Plain Avenue using horizontal directional drilling in order to avoid major disruptions to the roadway traffic.

Changes from Prior Year Submission

- The Town received funding for a feasibility study in FY19 but has not yet engaged an engineering firm. Funding for design will not be requested until the feasibility study is underway.

Clarification of Questions

3. Massachusetts Department of Transportation (MassDOT) permitting may be required for repair work.

Capital Project Request										
Project Title: Sewer Pump Station Improvements/Replacement					Fiscal Year: 2020					
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP					
Department:	Public Works - Sewer			Supports:	Utilities					
Partners:				Useful Life:	More than twenty-five (25) years					
Parameters								Response		
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No		
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No		
3. Does this project require any permitting by any Town or State agency?								Yes		
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No		
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No		
6. If funded, will additional permanent staff be required?								Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No		
8. If funded, will this project lower the requesting Department's operating costs?								No		
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No		
10. If the project is NOT funded, will current Town revenue be reduced?								No		
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No		
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No		
13. Is this a request in response to a Court, Federal, or State order?								No		
14. Is this a request in response to a documented public health or safety condition?								No		
15. Is this a request to improve or make repairs to extend the useful life of a building?								No		
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No		
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No		
18. Will any other department be required to provide assistance in order to complete the project?								No		
19. If funded, will this project increase the operating expense for any other department?								No		
Project Cost:	\$4,345,500	How was the Project Cost Determined:			In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000									
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026		
Planning/Feasibility	\$0									
Design/Engineering	\$440,000	\$95,000		\$345,000						
Land/ROW Acquisition	\$0									
Site Preparation	\$0									
Construction	\$3,905,500	\$535,000			\$3,370,500					
Construction Management	\$0									
Equipment	\$0									
Furniture, Fixtures, and Equipment	\$0									
Technology Hardware/Software	\$0									
Other Expenses	\$0									
TOTAL	\$4,345,500	\$630,000	\$0	\$345,000	\$3,370,500	\$0	\$0	\$0		
\$0										

FY2020

Capital Project Request

Project Title: Sewer Pump Station Improvements/Replacement

Fiscal Year: 2020

Project Description and Considerations

Project Summary

- The Town maintains 9 sewer pump stations at elevations below the gravity system. Without these stations, sewage would not enter the Town's sewerage system at these locations. As part of the Wastewater System Master Plan, several wastewater pumping stations were evaluated to assess physical condition, capacity, and the current as well as future flow projections.

Lake Drive

- The pump station at this location is beyond its useful life and requires constant maintenance. The pumps are failing more frequently due to electrical or mechanical issues and require more personnel time and emergency funds to keep the station running.
- The plan is to replace the existing canister pump station with a new canister pump station.

Cooks Bridge

- The pump station at this location is beyond its useful life and requires constant maintenance. The pumps are failing more frequently due to electrical or mechanical issues and require more personnel time and emergency funds to keep the station running. The capacity of the pump must be upgraded to handle the volume of sewage at this location. The controls on the existing pump station are located outside of the building.
- The plan is to replace the existing canister pump station with a new canister pump station. The controls on the replacement pump station will be relocated to inside the building.

Funding Schedule

Project	FY20		FY22	FY23
	D&E	Const.	D&E	Const.
Lake Drive	\$95,000	\$535,000		
Cooks Bridge			\$345,000	\$3,370,500

Future Projects

- Warren Street

Clarification of Questions

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

Capital Project Request									
Project Title: Sewer System Inflow & Infiltration Removal						Fiscal Year: 2020			
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP				
Department:	Public Works - Sewer			Supports:	Utilities				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$1,600,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$1,600,000	\$1,600,000							
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$1,600,000	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$0	
\$0								FY2020	

Capital Project Request

Project Title: Sewer System Inflow & Infiltration Removal

Fiscal Year: 2020

Project Description and Considerations

In 2016, the Town completed a study that Inflow and Infiltration (I/I) removal in areas around Town over the next ten years. The Town has been undertaking I/I projects using funding from private developments. In future years, funding from private developments will be appropriated at Town Meeting.

Project Summary

- The Town of Needham is under Administrative Orders from the Department of Environmental Protection (DEP) to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. Failure to address I/I will increase the percentage of costs to the Town. If the Town decreases I/I in comparison to participating communities, its percentage of costs will remain level or decrease.
- The Town has implemented an inflow/infiltration removal program and will address inflow separately from infiltration.

Infiltration

- Infiltration is defined as groundwater or storm water runoff that enters the system through deteriorated pipe or manhole structures that need to be repaired. The pipes are aging, causing infiltration. The Town pays to treat and dispose of sewage.
- The Town will develop a design to remove the remaining identified infiltration. Once a design is determined, the Town will remove infiltration as identified in the 2016 BETA report. Various methods used to remove identified infiltration include: replacing sewer manholes, lining sewer mains, replacing sewer mains and services, and testing and sealing joints.

Future Projects

Inflow

- Inflow is defined as clean, non-septic water that is introduced into the system. This water is ground water or rain water, typically being removed by residential sump pumps draining basements directly into the Town's sewerage system.

Capital Improvement Plan
January 2019

Capital Project Request

Project Title: Drain System Improvements - Water Quality (EPA) **Fiscal Year:** 2020

Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP
Department:	Public Works - Drains			Supports:	Utilities
Partners:				Useful Life:	More than twenty-five (25) years

Parameters **Response**

1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?	No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?	No
3. Does this project require any permitting by any Town or State agency?	Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?	No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?	No
6. If funded, will additional permanent staff be required?	Total New FTE's: 0 No
7. If funded, will the operating budget need to be increased to cover operating expenses?	No
8. If funded, will this project lower the requesting Department's operating costs?	No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?	No
10. If the project is NOT funded, will current Town revenue be reduced?	No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?	No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?	Yes
13. Is this a request in response to a Court, Federal, or State order?	No
14. Is this a request in response to a documented public health or safety condition?	No
15. Is this a request to improve or make repairs to extend the useful life of a building?	No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?	No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?	No
18. Will any other department be required to provide assistance in order to complete the project?	No
19. If funded, will this project increase the operating expense for any other department?	No

Project Cost:	\$2,278,000	How was the Project Cost Determined:	Hired Consultant
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000		

Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility	\$0							
Design/Engineering	\$278,000	\$25,000	\$253,000					
Land/ROW Acquisition	\$0							
Site Preparation	\$0							
Construction	\$2,000,000			\$2,000,000				
Construction Management	\$0							
Equipment	\$0							
Furniture, Fixtures, and Equipment	\$0							
Technology Hardware/Software	\$0							
Other Expenses	\$0							
TOTAL	\$2,278,000	\$25,000	\$253,000	\$2,000,000	\$0	\$0	\$0	\$0

\$0 FY2020

Capital Project Request

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

Fiscal Year: 2020

Project Description and Considerations

The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge to address the pollutants through stormwater into the Charles River Basin and other water bodies. Incorporated into this plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged into the Charles River in Town. This request is to support action items identified in the MOU. In 2003, the EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Drainage Permit took effect. It incorporated several requirements identified in the existing Town’s MOU. In April 2016, the second permit issued by the EPA was submitted and went into effect July 1, 2018. This article addresses some of the requirements for NPDES.

Project Summary

60 Wildwood Drive Pond Analysis

- The pond at 60 Wildwood Drive is suffering from eutrophication. Eutrophication is when the pond has heavy plant decay and sediment accumulation, along with other issues, that are damaging to the pond. This can result in loss of aquatic life, decreased water transparency, and water treatment problems. Eutrophication is considered a pollution problem and this analysis will help to identify the various issues associated with it.
- The Town will conduct a feasibility study to determine the best way to address the problem.

The Town Reservoir Sediment Removal

- The sediment at the bottom of the reservoir is contaminated and must be removed. This is a category 5 impaired water body under NDPES. Category 5 is worst rating a water body can receive from the EPA.
- The Town will engage a designer to determine the best way to remove the sediment.

Funding Schedule

Project	FY20	FY21	FY22
	D&E	D&E	Const.
60 Wildwood Drive Pond Analysis	\$25,000		
Town Reservoir Sediment Removal		\$253,000	\$2,000,000

Changes from Prior Year Submission

- The request for 60 Wildwood Drive Pond Analysis was not funded in FY19 and is being resubmitted in FY20.
- The increase in FY21 and FY22 is due to an updated quote.

Capital Project Request

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

Fiscal Year: **2020**

Supplemental Information

Future Projects

Action Items from Watershed Management Plan funded in FY15

Clarification of Questions

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

12. Yes, this a project for which an Initial Eligibility Project Application may be filed with the Community Preservation Committee.

Capital Project Request									
Project Title: Charles River Water Treatment Plant HVAC Upgrades						Fiscal Year: 2022			
Purpose:	Design/Engineering	Classification:	Building	Status:	Informational Only Details Incomplete				
Department:	Public Works - Water			Supports:	Other (see below for information)				
Partners:	Public Works - Building Maintenance			Useful Life:	Between eighteen (18) and twenty-five (25) years				
Parameters						Response			
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						No			
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						No			
3. Does this project require any permitting by any Town or State agency?						Yes			
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						Yes			
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						Yes			
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?						No			
8. If funded, will this project lower the requesting Department's operating costs?						No			
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						No			
10. If the project is NOT funded, will current Town revenue be reduced?						No			
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						No			
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						No			
13. Is this a request in response to a Court, Federal, or State order?						No			
14. Is this a request in response to a documented public health or safety condition?						No			
15. Is this a request to improve or make repairs to extend the useful life of a building?						Yes			
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						Yes			
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						No			
18. Will any other department be required to provide assistance in order to complete the project?						No			
19. If funded, will this project increase the operating expense for any other department?						No			
Project Cost:		How was the Project Cost Determined:							
Budget Impact:									
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
\$0								FY2020	

Capital Project Request**Project Title:** Charles River Water Treatment Plant HVAC Upgrades**Fiscal Year:** 2022Project Description and ConsiderationsProject Summary

- The Charles River Water Treatment Plant is almost 20 years old. The heating, ventilation, and air conditioning (HVAC) controls are at the end of their useful life. Some of the controls are no longer supported by the manufacturer, making repairs and maintenance difficult. In addition to the HVAC controls, the boilers are also approaching the end of their useful lives. Many of the parts needed to maintain the boilers are no longer manufactured. The existing boilers are inefficient. The setup of the boiler room makes it incredibly difficult to reach some of the equipment that is in need of repair. The domestic hot water heater is also reaching the end of its useful life and is rusting due to cycling.
- The boiler room and entire HVAC system will be reviewed by an outside engineer to determine the best plan to upgrade the outdated equipment and better utilize the existing space. The equipment at the Charles River Water Treatment Plant will be analyzed to determine what the best equipment given space constraints. Any major construction changes will be determined with this plan.

Clarification of Questions

Supports Other: Supports building infrastructure.

3. This request may require building permits.
4. This request may require support from ITC.
5. This request will require support from Building Maintenance.
15. This request will improve the HVAC in the building.
16. The updates will be permanently installed.

Capital Project Request									
Project Title: Fire Flow Improvements					Fiscal Year: 2021				
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Informational Only Details Incomplete				
Department:	Public Works - Water			Supports:	Utilities				
Partners:				Useful Life:	More than twenty-five (25) years				
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								Yes	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$2,940,000	How was the Project Cost Determined:			In-House Estimate				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$540,000		\$540,000						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$2,400,000			\$2,400,000					
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$2,940,000	\$0	\$540,000	\$2,400,000	\$0	\$0	\$0	\$0	
\$0									

FY2020

Capital Project Request**Project Title: Fire Flow Improvements****Fiscal Year: 2021****Project Description and Considerations**

In 2016, the Town received funding for a feasibility study which explored the issue of water pressure in the Tower Hill and Birds Hill areas. The preliminary draft of the feasibility study was completed in 2017. A final meeting is needed to select the appropriate approach. This article addresses these issues.

Project Summary

- An outside consultant recommended that the Town improve water pressure in the Tower Hill and Birds Hill areas.
- The goal is to create a high pressure zone in both areas, potentially supplied by water booster stations. The Town is currently working on solidifying a plan to move forward.

Changes from Prior Year Submission

- The design/engineering request has been pushed to FY21 and the construction request has been pushed to FY22 to allow for a detailed analysis of the final report from the feasibility study. The estimates provided are based upon a water system report and may be altered, depending upon which option the Town decides to pursue.

Clarification of Questions

14. The water pressure in these areas has the potential to be a public health or safety concern, specifically for the Fire Department.

Capital Project Request										
Project Title: Water Distribution Study					Fiscal Year: 2024					
Purpose:	Design/Engineering	Classification:	Infrastructure	Status:	Informational Only Details Incomplete					
Department:	Public Works - Water			Supports:	Utilities					
Partners:				Useful Life:	More than eighteen (18) years					
Parameters								Response		
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No		
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No		
3. Does this project require any permitting by any Town or State agency?								No		
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No		
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No		
6. If funded, will additional permanent staff be required?								Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No		
8. If funded, will this project lower the requesting Department's operating costs?								No		
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No		
10. If the project is NOT funded, will current Town revenue be reduced?								No		
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No		
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No		
13. Is this a request in response to a Court, Federal, or State order?								No		
14. Is this a request in response to a documented public health or safety condition?								No		
15. Is this a request to improve or make repairs to extend the useful life of a building?								No		
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No		
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No		
18. Will any other department be required to provide assistance in order to complete the project?								No		
19. If funded, will this project increase the operating expense for any other department?								No		
Project Cost:	\$230,000	How was the Project Cost Determined:			In-House Estimate					
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000									
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026		
Planning/Feasibility	\$0									
Design/Engineering	\$230,000					\$230,000				
Land/ROW Acquisition	\$0									
Site Preparation	\$0									
Construction	\$0									
Construction Management	\$0									
Equipment	\$0									
Furniture, Fixtures, and Equipment	\$0									
Technology Hardware/Software	\$0									
Other Expenses	\$0									
TOTAL	\$230,000	\$0	\$0	\$0	\$0	\$230,000	\$0	\$0		
\$0										

FY2020

Capital Project Request

Project Title: Water Distribution StudyFiscal Year: 2024Project Description and Considerations

This article is for a study to provide an analysis of the Town's existing water infrastructure.

Project Summary

- The current master plan was conducted in 1998 and the Town is coming to its completion of the recommendations. Since the last time the Town studied its water infrastructure, Needham Crossing, formerly the 128 Business Park, has significantly changed with more dense development and different industries and uses. This new water distribution study is to evaluate the existing water distribution system to identify any deficiencies that exist and determine what repairs should be made to ensure that the system can provide the required flow and pressure.
- The new 20 year master plan will include the following:
 - Conduct a thorough asset inventory of the system and conduct a hydraulic analysis
 - Prioritize the rehabilitation and replacement of the asset information related to condition, performance, replacement values, failure modes, probability of failure, and criticality
 - Develop a new 20 year forecast for projected growth
 - Develop an annual estimate of needed reserves and an annual budget
 - Implement the asset management plan
 - Review and revise the current asset management plan

Changes from Prior Year Submission

- This request is being pushed out a year to FY24 and remaining informational to allow the Town to evaluate future conditions. The increase in cost is due to inflation.

Capital Project Request								
Project Title: Water Distribution System Improvements						Fiscal Year: 2020		
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP			
Department:	Public Works - Water			Supports:	Utilities			
Partners:				Useful Life:	More than twenty-five (25) years			
Parameters								Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No
3. Does this project require any permitting by any Town or State agency?								Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No
7. If funded, will the operating budget need to be increased to cover operating expenses?								No
8. If funded, will this project lower the requesting Department's operating costs?								No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No
10. If the project is NOT funded, will current Town revenue be reduced?								No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No
13. Is this a request in response to a Court, Federal, or State order?								No
14. Is this a request in response to a documented public health or safety condition?								No
15. Is this a request to improve or make repairs to extend the useful life of a building?								No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No
18. Will any other department be required to provide assistance in order to complete the project?								No
19. If funded, will this project increase the operating expense for any other department?								No
Project Cost:	\$6,148,500	How was the Project Cost Determined:			In-House Estimate			
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000							
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility	\$0							
Design/Engineering	\$196,500	\$49,500	\$42,000		\$105,000			
Land/ROW Acquisition	\$0							
Site Preparation	\$0							
Construction	\$5,952,000	\$4,742,000	\$330,000	\$405,000		\$475,000		
Construction Management	\$0							
Equipment	\$0							
Furniture, Fixtures, and Equipment	\$0							
Technology Hardware/Software	\$0							
Other Expenses	\$0							
TOTAL	\$6,148,500	\$4,791,500	\$372,000	\$405,000	\$105,000	\$475,000	\$0	\$0

\$0

FY2020

Capital Project Request

Project Title: Water Distribution System Improvements

Fiscal Year: 2020

Project Description and ConsiderationsProject Summaries

- Portions of the Town's water infrastructure are over 75 years old and are approaching the end of their useful life. In order to ensure a continual supply of water to the public, the Department of Public Works must partake in a rehabilitation program including maintenance, repair, and replacement of aging pipes. Replacement of water pipes is prioritized, taking into consideration the condition of the pipe, water break history, and adequacy of water flow to fire hydrants.

Bennington Street/High Street to Concord Street

- The 8" water main constructed in 1926 is at the end of its useful life.
- Dig and replace 650 linear feet of 8" water main and services. The process includes: installing temporary bypass piping, digging and removing existing pipe, installing replacement pipe, installing temporary trench patch, and overlaying asphalt gutter to gutter, including sewerage and drainage castings and roadway markings.

Country Way

- The water main constructed between 1961 and 1965 has a history of breakage that has accelerated it in the replacement program.
- Dig and replace 1,200 linear feet of 8" water main. The process includes: installing temporary bypass piping, digging and removing existing pipe, installing replacement pipe, installing temporary trench patch, and overlaying asphalt gutter to gutter, including sewerage and drainage castings and roadway markings.

Alder Brook Lane

- The water services are lead lined. There is a 2" water main that is aging and connecting new water services to the aging pipe may compromise the pipe.
- Remove and replace all lead services and replace 340 linear feet of 2" pipe with 6" pipe. This will include the installation of a fire hydrant at the end of Alder Brook Lane, installation of a temporary trench patch, and overlay of asphalt gutter to gutter.

Thorpe Road/Webster Street to Manning Street

- The water main constructed between 1923 and 1953 is coming to the end of its useful life.
- Design and replace 330 linear feet of 8" pipe.

Mills Road/Sachem Road to Davenport Avenue

- The water main constructed in 1896 is coming to the end of its useful life.
- Design and replace 500 linear feet of 8" pipe.

Mayo Avenue/Harris Avenue to Great Plain Avenue

- The water main constructed in 1913 is coming to the end of its useful life.
- Design and replace 1,060 linear feet of 8" pipe.

Capital Project Request

Project Title: Water Distribution System Improvements

Fiscal Year: 2020

Kingsbury Street/Oakland Avenue to Webster Street

- The water main constructed in 1892 and 1965 is coming to the end of its useful life.
- Design and replace 1,500 linear feet of 8” pipe.

Oakland Avenue/May Street to Highland Avenue

- The water main constructed in 1893 is coming to the end of its useful life.
- Design and replace 1,100 linear feet of 8” pipe.

Emerson Place (dead end)

- The water main constructed in between 1946 and 1954 is coming to the end of its useful life and has a history of breakage.
- Replace 130 linear feet of 2” pipe with 6” pipe.

Rosemary

- There is a water main that is currently located under the lake, making leaks difficult to detect and repairs difficult to conduct. The water main needs to be relocated.
- The 8” water main under the lake will be removed and relocated to Rosemary Street.

Clark Circle

- There are currently two dead end water mains at this location. Redesigning and rehabilitating the water main will improve water quality at this location.
- The plan is to design and install 300 linear feet of 8” pipe in order to connect two dead end water mains in a loop.

Failing Lined Transmission Water Mains (locations below)

- The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The lining of these pipes breaks down over time, causing discoloration in the water and concern for the water quality in the areas serviced by this line. The Town began addressing this issue in 2008, when there was approximately 19,000 linear feet of piping in need of replacement. During this first phase, piping was replaced extending from Charles River Street to Pine Street and a section between Oak Street and Chestnut Street to School Street. Additionally, the 14” water main was relined from the Charles River Water Treatment Facility to Grove Street. The second phase of this project began in 2010 with the replacement of the 14” water main line extending from Grove Street to Central Avenue with a new 16” water main. In FY16, the Town replaced the water main in Oak Street from Maple Street to Chestnut Street and in Chestnut Street from Oak Street to School Street. This project is to replace the remainder of existing pipe.
- The Town will replace a total of 5,500 linear feet of 14” water main with a new 16” water main from the intersection of Pine Street to Marked Tree Road to High Rock Street. This project will include replacing the pipe and reconstruction of the road.

Capital Project Request

Project Title: Water Distribution System Improvements

Fiscal Year: 2020

Funding Schedule

Project	FY20		FY21		FY22	FY23	FY24
	D&E	Const.	D&E	Const.	Const.	D&E	Const.
Bennington Street/High Street to Concord Street		\$430,000					
Country Way		\$430,000					
Alder Brook Lane		\$82,000					
Thorpe Road/Webster Street to Manning Street; Mills Road/Sachem Road to Davenport Avenue; Mayo Avenue/Harris Avenue to Great Plain Avenue			\$42,000		\$405,000		
Kingsbury Street/Oakland Avenue to Webster Street; Oakland Avenue/May Street to Highland Avenue						\$105,000	\$475,000
Rosemary	\$49,500			\$330,000			
Water Main Replacement		\$3,800,000					

Changes from Prior Year Submission

- All of the water system rehabilitation projects have been pushed out a year and costs have been inflated.
- The project at Alder Brook Lane was added into FY20 for \$82,000 because there are lead line services off of an old pipe.
- The project at Rosemary was added in FY20 for \$49,500 because the Town is draining the lake for the last time during the summer of 2019, making it difficult to detect leaks moving forward.

Future Projects

- Fenton Road/West Street to Pershing Road
- Greenough Street/Pine Grove Street to Avery Street
- Pine Grove Street, Hillside Avenue to exiting 8"
- Tower Avenue/Greendale Avenue to Lexington Avenue 800lf of 12"
- Rosemary Pond Water Main Replacement
- Gage Street 8" (320')
- Holland Terrace 6" (260')
- Fairlawn 6" (270')
- Marked Tree from High Rock to Central Ave
- Central Ave from High Rock to Pine Street (5500')
- South Street from Charles River to Chestnut Street (7000')

Clarification of Questions

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

Capital Project Request									
Project Title: Water Service Connections					Fiscal Year: 2022				
Purpose:	Construction		Classification:	Infrastructure		Status:	Amended Request from the Prior CIP		
Department:	Public Works - Water					Supports:	Utilities		
Partners:						Useful Life:	More than eighteen (18) years		
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								No	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								No	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								Yes	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								No	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$600,000		How was the Project Cost Determined:			Current Contract			
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$600,000			\$200,000	\$200,000	\$200,000			
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$600,000	\$0	\$0	\$200,000	\$200,000	\$200,000	\$0	\$0	
\$0								FY2020	

Capital Project Request		
Project Title: Water Service Connections	<u>Project Description and Considerations</u>	Fiscal Year: 2022

Project Summary

- There are old iron pipe water services that may contain lead and need to be removed. System wide, there are approximately 1,000 services that still need to be replaced in the system. Each calendar year has seen the replacement of additional services, as indicated below:
 - CY07 – 126
 - CY08 – 170
 - CY09 – 174
 - CY10 – 17
 - CY11 – 145
 - CY12 – 102
 - CY13 – 200
 - CY14 – 152
 - CY15 – 110
 - CY16 – 12*
 - CY17 – 140
 - CY18 – 99 (as of September 2018)

**Decrease in services replaced due to the contracted vendor being released from their contract and the Town rebidding the work.*
- Total and partial lead services are replaced at least one year prior to a road reconstruction/paving project. Each year, additional services are removed and replaced.

Changes from Prior Year Submission

- The funding request is being pushed up to FY22 because the replacements have been occurring at a faster rate than anticipated.

Clarification of Questions

14. Old iron pipe water services in the water distribution system that may contain lead is a documented public health or safety condition.

Capital Project Request									
Project Title: Water Supply Development					Fiscal Year: 2021				
Purpose:	Design/Engineering		Classification:	Infrastructure		Status:	Amended Request from the Prior CIP		
Department:	Public Works - Water					Supports:	Utilities		
Partners:						Useful Life:	More than twenty-five (25) years		
Parameters								Response	
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No	
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No	
3. Does this project require any permitting by any Town or State agency?								Yes	
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No	
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No	
6. If funded, will additional permanent staff be required?						Total New FTE's:	0	No	
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes	
8. If funded, will this project lower the requesting Department's operating costs?								No	
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No	
10. If the project is NOT funded, will current Town revenue be reduced?								No	
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No	
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No	
13. Is this a request in response to a Court, Federal, or State order?								No	
14. Is this a request in response to a documented public health or safety condition?								No	
15. Is this a request to improve or make repairs to extend the useful life of a building?								No	
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes	
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No	
18. Will any other department be required to provide assistance in order to complete the project?								No	
19. If funded, will this project increase the operating expense for any other department?								No	
Project Cost:	\$1,693,000	How was the Project Cost Determined:			Industry References				
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$433,000		\$433,000						
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$1,260,000				\$1,260,000				
Construction Management	\$0								
Equipment	\$0								
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$1,693,000	\$0	\$433,000	\$0	\$1,260,000	\$0	\$0	\$0	\$0
\$0									FY2020

Capital Project Request**Project Title: Water Supply Development****Fiscal Year: 2021****Project Description and Considerations**Project Summary

- The Charles River Well Field has three wells, allowing it to operate at full capacity. Whenever one of the wells is taken offline for routine maintenance and repairs, the Town has to rely on MWRA water to meet its daily demands. With an additional fourth well, the Town would be able to take a well offline and continue to operate at its full capacity, allowing for more independence during maintenance periods.
- This funding request is for both the design/engineering and the construction phases. The design/engineering phase includes DEP and Conservation permitting, exploration and test wells program, and the design of a pitless well with appurtenance. The construction phase is for the installation of a well approximately 100' deep with control, pump, and electrical included. There would be no changes to the Town's MWRA withdrawal permit.

Changes from Prior Year Submission

- This request is being pushed back to FY21 to give the Town time to determine the implications of the permit withdrawal. Mass DEP had a withdrawal permit for the Town's wells, which gave them jurisdiction to mandate a water restriction, even though the Town gets supplemental water from MWRA. The Town chose to give up its withdrawal permit and remove it from the jurisdiction of Mass DEP. The Town needs to confirm that creating a redundant well will not force the Town to again enter into a withdrawal permit and be subject to the Mass DEP jurisdiction. The increase in cost is due to inflation.

Clarification of Questions

3. This project requires permitting from DEP and Conservation.
7. The operating budget will need to be increased in order to cover increased monitoring and maintenance expenses associated with having an additional well.
16. The well equipment is intended to be permanently installed at the location of its use.

Capital Improvement Plan
January 2019

Capital Project Request									
Project Title: Fleet Replacement Program						Fiscal Year: 2020			
Purpose:	Acquisition	Classification:	Equipment	Status:	Amended Request from the Prior CIP				
Department:	Finance			Supports:	Other (see below for information)				
Partners:	Building, Fire, Health and Human Services, Police, Public Works, and the School Department			Useful Life:	Varies between 6 and 20 years				
Parameters									Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?									No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?									No
3. Does this project require any permitting by any Town or State agency?									Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?									Not Applicable
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?									Not Applicable
6. If funded, will additional permanent staff be required?									Total New FTE's: 0 No
7. If funded, will the operating budget need to be increased to cover operating expenses?									Yes
8. If funded, will this project lower the requesting Department's operating costs?									No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?									No
10. If the project is NOT funded, will current Town revenue be reduced?									Not Applicable
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?									Yes
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?									Not Applicable
13. Is this a request in response to a Court, Federal, or State order?									No
14. Is this a request in response to a documented public health or safety condition?									No
15. Is this a request to improve or make repairs to extend the useful life of a building?									No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?									No
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?									No
18. Will any other department be required to provide assistance in order to complete the project?									Yes
19. If funded, will this project increase the operating expense for any other department?									Yes
Project Cost:	\$10,225,761	How was the Project Cost Determined:		In-House Estimate					
Budget Impact:	May increase annual operating expenses between \$5,001 and \$25,000								
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026	
Planning/Feasibility	\$0								
Design/Engineering	\$0								
Land/ROW Acquisition	\$0								
Site Preparation	\$0								
Construction	\$0								
Construction Management	\$0								
Equipment	\$10,225,761	\$2,106,572	\$2,071,403	\$2,594,627	\$1,127,048	\$2,326,111			
Furniture, Fixtures, and Equipment	\$0								
Technology Hardware/Software	\$0								
Other Expenses	\$0								
TOTAL	\$10,225,761	\$2,106,572	\$2,071,403	\$2,594,627	\$1,127,048	\$2,326,111	\$0	\$0	

\$0

FY2020

Capital Project Request

Project Title: Fleet Replacement Program

Fiscal Year:

2020

Project Description and Considerations

The Town's fleet replacement program is funded through both the capital plan and the operating budget. A major equipment expense for the Town is rolling stock. The Town relies upon many types and sizes of vehicles in order to provide services, respond to emergencies, maintain public facilities, and improve the infrastructure in the community. The fleet replacement program consolidates all vehicles and special equipment attachments under one submission, but allocation of resources is looked at on a department by department basis rather than as one global replacement schedule. Needs and purposes for equipment differ significantly, and no department can do its work without the equipment. We classify the fleet program in three categories: core fleet (general purpose vehicles), special purpose/high value vehicles, and snow and ice equipment. The program is intended to centrally present and review the Town's rolling stock operations in order to ensure timely, cost effective, and high quality replacement of vehicles, maintenance, fueling, and short-term transportation. However, the Police Department vehicles are not included in this request. Generally, the Police Department vehicles are funded through the operating budget as many vehicles in the department do not meet the threshold to be considered part of the capital program. The Needham Public Schools fleet replacement program is funded through the capital process, but the School Department does from time to time acquire additional vehicles outside of the capital process and Town Meeting votes. A majority of the Town's fleet maintenance and management is performed by the Fleet Division of the Public Works Department. Other maintenance work is provided off-site by vendors due to factors such as specialized work, volume, or warranty.

Managing and maintaining a fleet of more than 230 vehicles – from passenger vehicles to large heavy duty diesel trucks and tractors – involves some of the Town's most environmentally consequential choices. Considering the number of vehicles purchased and the thousands of gallons of fuel used, the fleet represents one of the Town's opportunities to meet its goal of environmentally responsible and sustainable operations.

The most obvious and substantial environmental impacts of the fleet for the Town are, of course, tailpipe emissions and fuel use. However, an environmentally superior fleet encompasses a number of other factors, only some of which are under the control of fleet operations. For example, the Town's ability to influence vehicle manufacturing is limited, even though the process involves huge amounts of material extraction, use of natural resources and is responsible for significant air and water pollution. The elements that the Town's fleet operations can control or influence to achieve a cleaner and greener fleet include the following:

- Fleet size
- Fuel use, type, and amount
- Fueling procedures - preventing pollution from incidental fuel spills
- How vehicles are maintained, e.g. avoiding oil leaks, ensuring proper tire inflation, etc.
- Use of maintenance materials, e.g., alternatives to hydraulic fluids, or recycled anti-freeze
- Use of recycled oil, and, as appropriate, tires
- Use, storage and disposal of hazardous materials used in vehicle maintenance
- Vehicle type, e.g., fuel efficiency, size, and availability of alternatives

The Town's fleet replacement program was established in FY2015. This represents a budget and schedule for the Town's rolling stock fleet of approximately 239 vehicles, trailers, and large specialized attachments and the School Department fleet of vans and buses. General purpose vehicles include pickup trucks, a variety of police vehicles, school buses, sedans, SUV's, and vans (98). They comprise approximately 41 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town's base recurring costs.

Specialized, high value vehicles, and snow and ice equipment comprise of the other 34 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned.

Continue on to the Next Page

Capital Project Request

Project Title: Fleet Replacement Program

Fiscal Year: 2020

Supplemental Information

The estimated cost of the identified replacements (including the school department) for core fleet, specialize equipment, and snow and ice equipment is \$10,225,761 which is up from the prior CIP five-year submission of \$8,284,433 . The change is due to the addition of fiscal year 2024 and increased cost estimates for some specialized equipment, most notably fire apparatus, and several vehicles which should be replaced in FY2020 or FY2021 which is earlier than planned (for example unit 2) or were not funded in the previous year (units 38, 181, and 457). We have offset some of the cost by delaying the replacement of several vehicles which were scheduled for replacement in FY2020 (units 10, 17, 19, 30, 39, 164, and 756). The estimated core fleet replacement cost over the five year period is \$2,022,387 which is down from the prior CIP amount of \$2,385,803; specialized equipment is \$7,143,890 which is up significantly from the prior CIP amount of \$5,548,947 ; and snow and ice equipment is \$1,059,484 which also up from the prior amount of \$328,346. The FY2020 request is for vehicles that have been identified to be replaced based on, condition, functionality, usability, or cost of maintenance. The vehicles identified for replacement in FY2021 and beyond are based on industry recommended replacement schedules. However, the schedule is adjusted annually based on the actual condition of the vehicles, the serviceability of the vehicles, demands on the equipment, and financial resources.

Specific Questions:

Question 3: Does this project require any permitting by any Town or State agency? All vehicles which travel the public roadways must be registered through the Massachusetts Department of Motor Vehicles.

Question 7: If funded, will the operating budget need to be increased to cover operating expenses? Yes, as part of the fleet replacement program, there are recommendations to change some of the vehicles types or increase the number of vehicles available for use. In those years where such a change is approved, there may be an increase in insurance, and perhaps specialized tools in order to better maintain the new equipment.

Question 11: Is specialized training or annual licensing required that the Town will need to pay in order to use the asset? Yes, some vehicles require a commercial driver's license to operate. Other vehicles have specialized equipment which requires period training and demonstrations on the proper use of the equipment.

Question 18: Will any other department be required to provide assistance in order to complete the project? Yes, the various requesting departments must assist in the final assessment of the vehicle to be replaced, procurement of the new vehicle, and the discontinuation or transfer of the current vehicle. The vehicle may be retained as a pool vehicle for the department, transferred to another department, auctioned or traded, or otherwise disposed.

Question 19: If funded, will this project increase the operating expense for any other department? Increase costs may be incurred for any department that increases the number of vehicles used in the fleet. The Town's commercial and vehicle insurance expense could increase.

The total request consists of both General and Enterprise Fund assets of which the portion that relates to an enterprise fund would be paid by the applicable enterprise fund. The table below summarizes the amount that would be paid from enterprise funds if approved.

Continue on to the Next Page

Capital Improvement Plan
January 2019

Capital Project Request

Project Title: Fleet Replacement Program

Fiscal Year: 2020

Supplemental Information

Fund	Approved FY2019	Request FY2020	Request FY2021	Request FY2022	Request FY2023	Request FY2024	5 Year Request
General Fund	\$1,821,605	\$1,583,817	\$1,284,426	\$1,915,298	\$1,031,794	\$2,141,595	\$7,956,930
RTS Enterprise	\$377,471	Discontinued					\$0
Sewer Enterprise	\$132,111	\$522,755	\$735,005	\$377,262	\$41,618	\$149,723	\$1,826,363
Water Enterprise	\$355,048	\$0	\$51,972	\$302,067	\$53,636	\$34,793	\$442,468
Total	\$2,686,235	\$2,106,572	\$2,071,403	\$2,594,627	\$1,127,048	\$2,326,111	\$10,225,761

	Approved FY2019	Request FY2020	Request FY2021	Request FY2022	Request FY2023	Request FY2024	5 Year Request
General Fund							
Core Fleet - Town	7	8	6	7	2	4	27
Core Fleet - Schools	2	3	2	2	2		9
Specialized	3	2	2	7	2	4	17
Trailers	1	1	1	1		2	5
Snow and Ice	1	2	1		2		5
RTS Enterprise							
Core Fleet	2						0
Specialized	1						0
Sewer Enterprise							
Core Fleet	2		1		1		2
Specialized		2	2	2		1	7
Trailers				1			1
Water Enterprise							
Core Fleet			1	1			2
Specialized	2			2			2
Trailers			1		2	2	5
Total	21	18	17	23	11	13	82

Capital Improvement Plan
January 2019

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
2	DPW Fleet	2010	Ford F150 XL	Pick Up	Fleet Supervisory Vehicle	37,060				
3	DPW Fleet	2012	Ford F450	Utility Truck	Fleet Field Service Truck; Snow & Ice Vehicle (Mechanic)			78,567		
5	DPW RTS	2011	INTERNATIONAL 7400 Serie	Dump Truck	RTS All-Purpose Utility Vehicle; Snow & Ice Vehicle (Primary)				247,365	
9	DPW Highway	2012	INTERNATIONAL 7400 Serie	Dump Truck	Highway Material & Equipment Transport; Snow & Ice Vehicle (Primary)					287,978
10	DPW Highway	2010	INTERNATIONAL 7400 Serie	Dump Truck	Highway Material & Equipment Transport; Snow & Ice Vehicle (Primary)			269,978		
11	DPW Sewer	2013	FORD EXPLORER	SUV	Sewer Backflow Inspection Vehicle; Snow & Ice Vehicle (Supervisory)				41,618	
17	DPW Sewer	2012	Ford F550	Dump Truck	Sewer Material Transport (Excavation); Snow & Ice Vehicle (Primary)			73,233		
19	DPW Sewer	2010	INTERNATIONAL 7400 Serie	Dump Truck	Sewer Heavy Material Transport (Excavation); Snow & Ice Vehicle (Primary)			268,830		
23	DPW Sewer	2011	Ford F350	Utility Truck	Sewer Personnel & Supply Transport (Pump Station Maintenance); Snow & Ice Vehicle (Primary)		56,054			
25	DPW Water	2012	Ford F450	Utility Truck	Water Personnel & Supply Transport (Excavation); Snow & Ice Vehicle (Primary)			96,907		
29	DPW Sewer	2008	INTERNATIONAL 7400 Serie	Jet Vac	Sewer Maintenance Vehicle (Jet Truck)	321,268				
30	DPW Water	2012	Ford F550	Dump Truck	Water Material Transport (Excavation); Snow & Ice Vehicle (Primary)			136,811		
31	DPW Water	2011	Ford F150	Pick Up	Water Supervisory Vehicle (General); Snow & Ice Vehicle (Supervisory)		44,118			
32	DPW Highway	2012	Ford F350	Pick Up	Highway Supervisory Vehicle; Snow & Ice Vehicle (Supervisory)			68,349		
34	DPW RTS	2001	MACK TRACTOR	Tractor	RTS Equipment Transport (Trailer/Screens)					182,172

Capital Improvement Plan
January 2019

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
35	DPW Sewer	1999	INTERNATIONAL 4900 Serie 6 Wheel Dumi		Sewer Maintenance Vehicle (Catch Basin Cleaner); Snow & Ice Vehicle (Secondary)	201,487				
36	DPW RTS	2014	WARREN UTILITY Trailer	Trailer	RTS Equipment Trailer (Open-Top Containers)					79,281
37	DPW Sewer	2010	INTERNATIONAL 7500 Serie Vactor		Sewer Maintenance Vehicle (Vactor)		398,030			
38	DPW Parks	2007	INTERNATIONAL IH 4300 Sc Truck		P&F Forestry Maintenance Vehicle (Aerial Lift Truck)	274,434				
39	DPW Highway	2012	Ford F550	Dump Truck	Highway Personnel and Supply Transport; Snow & Ice Vehicle (Primary)			73,233		
40	DPW Water	2012	Ford F350	Pick Up	Water Supervisory Vehicle (Excavation); Snow & Ice Vehicle (Primary)			68,349		
43	DPW Highway	2012	Ford F350	Pick Up	Highway Supervisory Vehicle; Snow & Ice Vehicle (Supervisory)			66,407		
45	DPW Engineering	2012	FORD E150 VAN	Passenger Van	Engineering Surveying Vehicle			45,656		
56	DPW RTS	2010	Ford F150	Pick Up	RTS Supervisory Vehicle	50,332				
57	DPW Highway	2012	Ford F350	Pick Up	Highway Supervisory Vehicle; Snow & Ice Vehicle (Supervisory)	63,804				
58	DPW RTS	2011	STECO REFUSE TRAILER	Trailer	RTS Equipment Trailer (Open-Top Containers)				Operating Budget	
60	DPW RTS	2012	STECO REFUSE TRAILER	Trailer	RTS Equipment Trailer (Open-Top Containers)				Operating Budget	
64	DPW RTS	2013	STECO REFUSE TRAILER	Trailer	RTS Equipment Trailer (Open-Top Containers)					Operating Budget
91	DPW RTS	2000	CONSTRUCTION SCALP TRUCK		RTS Material Processing Vehicle (Scalper Screen)			143,142		
92	DPW Engineering	2012	FORD EXPLORER	SUV	Engineering Surveying Vehicle; Snow & Ice Vehicle (Supervisory)	41,550				

Capital Improvement Plan
January 2019

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
101	DPW Sewer	2010	CASE LOADER	Yellow Iron	Sewer Construction Vehicle (Loader); Snow & Ice Vehicle (Primary)		280,921			
102	DPW Highway	2008	JOHN DEERE LOADER 544J	Equipment	Highway Construction Vehicle (Loader); Snow & Ice Vehicle (Primary)	252,140				
103	DPW Sewer	2012	JOHN DEERE BACKHOE	Yellow Iron	Sewer Construction Vehicle (Backhoe Loader); Snow & Ice Vehicle (Primary)					149,723
107	DPW Highway	2008	CAMOPLAST SW4S	Yellow Iron	Snow & Ice Vehicle (Sidewalk)	178,571				
108	DPW Highway	2011	TRACKLESS TRACTOR	Yellow Iron	Highway Maintenance Vehicle (Mower); Snow & Ice Vehicle (Primary)				197,985	
112	DPW Highway	2011	Prinoth	Yellow Iron	Snow & Ice Vehicle (Sidewalk)				245,967	
113	DPW Highway	2008	CAMOPLAST SW4S	Yellow Iron	Snow & Ice Vehicle (Sidewalk)		184,821			
121	DPW Highway	2007	Vermac UTILITY TRAILER	Trailer	Highway Equipment Trailer (Electronic Message Board)			17,213		
122	DPW Highway	2007	Vermac UTILITY TRAILER	Trailer	Highway Equipment Trailer (Electronic Message Board)			17,213		
123	Police	2009	CARMATE UTILITY TRAILER	Trailer	Highway Equipment Trailer					
145	DPW RTS	2011	Work sport PACE UTILITY TF Trailer		RTS Equipment Transport (Water Cannon)					-
151	DPW Water	2008	INGERSOLL RAND AIR COMI Trailer Compr		Water Equipment Trailer (Air Compressor)				16,580	
164	DPW Water	2008	Trailer ATLAS Copco	Trailer MDT G	Water Equipment Trailer (Generator)				37,056	
168	DPW Sewer	2010	GORMAN UTILITY TRAILER	Trailer	Water Equipment Trailer (Pump)			35,199		
181	DPW Highway	2012	Elgin PELICAN Sweeper	Equipment	Highway Maintenance Vehicle (Sweeper)	313,169				

Capital Improvement Plan
January 2019

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
186	DPW Parks	2010	GIANT LEAF VAC TRAILER	Trailer	P&F Equipment Trailer (Leaf Vac)			26,623		
254	DPW Parks	2013	BANDIT BRUSH CHIPPER	Equipment	P&F Equipment Trailer (Chipper)				73,183	
256	DPW Parks	2008	TRAILER UTILITY	Trailer	P&F Equipment Trailer (Chipper)	64,936				
259	DPW Highway	2010	HUDSON TRAILER	Trailer	Highway Equipment Trailer (Pavement Roller)		3,354			
260	DPW Water	2009	FELLING UTILITY TRAILER	Trailer	Water Equipment Trailer (Roller)					29,672
261	DPW Water	2009	HUDSON TRAILER HD10	Trailer	Water Equipment Trailer (Excavator)					5,121
324	DPW Water	2006	CONST UTILITY TRAILER	Trailer	Water Equipment Trailer (Excavation Equipment)		7,854			
350	DPW Parks	2010	JOHN DEERE TRACTOR LOA Yellow Iron		P&F All-Purpose Maintenance Vehicle (Utility Tractor)			67,245		
400	Building Inspector	2005	Ford Taurus	Sedan	Field work			35,441		
404	Health and Human Services	2012	Ford E350 VAN	Passenger Van	Passenger Transport			93,575		
452	Finance Assessing	2013	Ford Taurus	Sedan	Field Work site visits for appraisal work				38,305	
453	Building Inspector	2016	Ford Focus	Sedan	Field work					37,966
454	Building Inspector	2014	Ford Fusion	Sedan	Field work					37,966
455	Building Inspector	2016	Ford Focus	Sedan	Field work					37,966
456	Building Inspector	2014	Ford Fusion	Sedan	Field work					37,966

Capital Improvement Plan
January 2019

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
457	Building Inspector	2006	Ford Taurus	Sedan	Field work	33,085				
573	Police	2018	Ford Explorer	SUV	Front Line Cruiser				Operating Bdgt	
577	Police	2016	Ford Explorer	SUV	Command Unit for all emergency units within Town				Operating Bdgt	
589	Police	2019	Fleet Increase Request		Front Line Cruiser				Operating Bdgt	
700	DPW Building Maintenance	2012	Ford Econ Van E250	Van	Facilities Supply & Equipment Transport (Electrical)				48,461	
705	DPW Building Maintenance	2006	Ford Econ Van E250	Van	Facilities Supervisory Vehicle	37,060				
707	DPW Building Maintenance	2008	Ford Econ Van E250	Van	Facilities Supply & Equipment Transport (HVAC)		45,239			
710	DPW Parks	2008	LEAF UTILITY TRAILER	Trailer	Facilities Equipment Trailer (Leaf Vac)					8,077
712	DPW Building Maintenance	2011	Ford Econ Van E250	Van	Facilities Supply & Equipment Transport (Plumbing)			46,822		
713	DPW Building Maintenance	2012	Ford F450	Dump Truck	Facilities Heavy Field Service Vehicle					84,163
715	DPW Building Maintenance		Fleet Increase Request		Plumbing Operations	43,709				
720	DPW Building Maintenance	2009	Ford Escape Hybrid	SUV	Shift Supervisor Vehicle		34,243			
756	DPW Building Maintenance	2010	Ford F150	Pick Up	Facilities Supervisory Vehicle			39,700		
Bus 1	School	2017	BLUE BIRD 303 SCHOOL BU	School Bus	Pupil Transport				90,264	
Bus 14	School	2012	IC SCHOOL BUS	Mini Bus	Pupil Transport	81,942				

Capital Improvement Plan
January 2019

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
Bus 2	School	2017	BLUE BIRD 303 SCHOOL BU	School Bus	Pupil Transport				90,264	
C-01	Fire	2017	FORD EXPLORER	SUV	Manager		47,733			
C-02	Fire	2016	Chevrolet TAHOE	SUV	Command Vehicle		54,357			
C-03	Fire	2013	FORD EXPLORER	SUV	Manager		47,733			
C-06	Fire	2015	Ford F350	Pick Up	Emergency Response		68,750			
C-42	Fire	2013	Ford Explorer	Sedan	Field Work, Inspections and Incident Response	35,249				
HAZ	Fire	1996	HAZMAT TRAILER	Trailer	Emergency Response				-	
L-01	Fire	2004	SUTPHEN QUINT LADDER TI	Fire Truck	Emergency Response					1,348,060
R-01	Fire	2016	FORD E450 AMBULANCE	Ambulance	Emergency Response		350,322			
R-02	Fire	2017	FORD E450 AMBULANCE	Ambulance	Emergency Response			362,584		
R-03	Fire	2008	FORD E450 AMBULANCE	Ambulance	Emergency Response		350,322			
R-04	Fire	2006	FORD E450 AMBULANCE	Ambulance	Emergency Response			362,584		
Van 1	School	2011	FORD E150 VAN	Passenger Van	Pupil Transport	38,388				
Van 10	School	2015	TOYOTA SIENNA	Van	Pupil Transport			50,483		
Van 2	School	2011	FORD E150 VAN	Passenger Van	Pupil Transport	38,388				

Capital Improvement Plan
January 2019

Unit #	Department	Year	Make/Model	Vehicle Type	Primary Purpose	FY20 Funding Amount	FY21 Funding Amount	FY22 Funding Amount	FY23 Funding Amount	FY24 Funding Amount
Van 7	School	2012	FORD E250 VAN	Passenger Van	Pupil Transport		48,776			
Van 8	School	2013	FORD E250 VAN	Passenger Van	Pupil Transport		48,776			
Van 9	School	2014	TOYOTA SIENNA	Van	Pupil Transport			50,483		

Color Code

Green = Core Fleet Vehicles
Tan = Specialized or Heavy Vehicles
Blue = Snow and Ice Operation Vehicles
Purple = School Vehicles

Capital Improvement Plan
January 2019

Capital Project Request								
Project Title: Traffic Improvements					Fiscal Year: 2020			
Purpose:	Construction	Classification:	Infrastructure	Status:	Amended Request from the Prior CIP			
Department:	Public Works - Engineering			Supports:	Transportation Network			
Partners:				Useful Life:	Between eighteen (18) and twenty-five (25) years			
Parameters								Response
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?								No
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?								No
3. Does this project require any permitting by any Town or State agency?								Yes
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?								No
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?								No
6. If funded, will additional permanent staff be required?								Total New FTE's: 0 No
7. If funded, will the operating budget need to be increased to cover operating expenses?								Yes
8. If funded, will this project lower the requesting Department's operating costs?								No
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?								No
10. If the project is NOT funded, will current Town revenue be reduced?								No
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?								No
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?								No
13. Is this a request in response to a Court, Federal, or State order?								No
14. Is this a request in response to a documented public health or safety condition?								Yes
15. Is this a request to improve or make repairs to extend the useful life of a building?								No
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?								Yes
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?								No
18. Will any other department be required to provide assistance in order to complete the project?								No
19. If funded, will this project increase the operating expense for any other department?								Yes
Project Cost:	\$250,000	How was the Project Cost Determined:		In-House Estimate				
Budget Impact:	May increase annual operating expenses between \$5,001 and \$25,000							
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026
Planning/Feasibility	\$0							
Design/Engineering	\$0							
Land/ROW Acquisition	\$0							
Site Preparation	\$0							
Construction	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		
Construction Management	\$0							
Equipment	\$0							
Furniture, Fixtures, and Equipment	\$0							
Technology Hardware/Software	\$0							
Other Expenses	\$0							
TOTAL	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$0	\$0

\$0

FY2020

Capital Project Request

Project Title: Traffic Improvements

Fiscal Year: 2020

Project Description and Considerations

This request will allow for the funding of projects that are recommended by the Traffic Management Advisory Committee (TMAC). The \$50,000 annual request will support one or two TMAC construction related projects per year such as 500 feet of roadway granite curb installation, two school zone installations, two average traffic calming installations, several radar sign installations, or sign and/or pavement markings.

Project Summary

- The goal of the TMAC is to provide for the safety of pedestrians, motorists, and bicyclists. TMAC construction related projects are not presently funded in the Department of Public Works operating budget.
- Projects include installing flashing LED pedestrian signs and school zone signs, constructing handicap ramps and cross-walks throughout town, and putting up children playing signs at various locations.

Future Projects

- Advisory curve signs with speed tabs on Forest Street
- Traffic signal timing adjustments at Great Plain Avenue and Central Avenue

Clarification of Questions

3. Depending on recommendations from TMAC there may be permitting requirements with the Conservation Commission, Planning Board, Zoning Board of Appeals, and Building Department.
7. The maintenance budget for the Highway Division will need to be increased so that improvements can be maintained. The cost of maintenance will vary based on the type of improvement made.
14. This request is in response to the recommendations by the TMAC and Safe Routes to School report.
16. Improvements under this article could include signage, signaling, curbing, or other traffic calming measures that will be permanently installed at the determined locations.
19. If electricity is required for any of these improvements, then the Needham Light, Electric, and Gas Program budget may be increased to fund the electricity costs.

Major Public Facilities

Section 4

**Significant Public Facilities
Section Index**

Facility	Page
Alphabetical by Title (sort)	
Broadmeadow Elementary School	4-20
Center at the Heights (Senior Center)	4-50
Chestnut Street Annex	4-55
Daley Building	4-45
Department of Public Works/Operations	4-32
Eliot Elementary School	4-23
Emery Grover (School Administration Building)	4-27
High Rock School	4-25
High School	4-01
Hillside Elementary School	4-16
Memorial Park	4-53
Mitchell Elementary School	4-13
Morse-Bradley House/Ridge Hill	4-40
Newman Elementary School	4-10
Pollard Middle School	4-06
Public Library	4-47
Public Safety Buildings (Police & Fire)	4-42
Public Services Administration Building	4-35
Recycling & Transfer Station	4-37
Rosemary Recreation Complex	4-51
Salt Shed	4-39
Town Hall	4-30
Town Parks	4-56
Williams Elementary School	4-19

Significant Public Facilities

Needham High School

609 Webster Street

Assessed Value: \$48,715,600
 Parcel ID: Map 226 Lot 10
 Lot Size: 14 acres
 Original Construction: 1930; reconstruction in 2008; cafeteria expansion in 2017; classroom wing addition in 2018

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Locker Reconfiguration & Addition	50,000					50,000
Needs Assessment of the Auditorium Theatrical Sound and Lighting Systems*	20,000					20,000
Totals	70,000	-	-	-	-	70,000

*multiple facilities the amount is a portion of the total

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
A Gym Upgrade			130,557			130,557
Cafeteria Expansion		2,100,000				2,100,000
Class Room Expansion Alternatives Study			65,000			65,000
Chiller Replacement				125,000		125,000
Class Room Wing Expansion		150,000		14,138,000	431,000	14,719,000
Program Room Configuration Changes	200,000					200,000
Totals	200,000	2,250,000	195,557	14,263,000	431,000	17,339,557

Other significant maintenance/repairs in Calendar Year 2018 included:

- Replaced security panel
- Replaced shades in the auditorium
- Repaired multiple pumps
- Upgraded the fire panel
- Removed and replaced the bleachers
- Replaced AC in rooms 303 and 503
- Repaired multiple roof leaks
- Replaced ballasts in media center
- Repaired motors in univents
- Repaired RTUs 2 and 3
- Fixed wiring for RTU 9
- Replaced ceiling tiles
- Fixed air flow issues with RTU 1

Other significant maintenance/repairs in Calendar Year 2017 included:

- Replaced the variable frequency drive for the rooftop HVAC unit 4
- Repainted the parking lot
- Replaced window parts in rooms 214, 216, and 223
- Replaced the circuit compressors and motor controls in the HVAC units
- Replaced hot bypass and repaired rooftop HVAC unit 9
- Repaired elevator 1 in the main lobby
- Repaired stove in room 805
- Replaced the gas pressure regulator for boiler 4
- Repaired door 1
- Replaced supply fan motor for rooftop HVAC unit 2
- Repaired roof leaks above room 901
- Installed ice makers in new refrigerators in the Science Department room
- Repaired loading dock doors

Other significant maintenance/repairs in Calendar Year 2016 included:

- Converted metal halide lighting in the B gym to LED
- Replaced BMS server and reloaded information onto new server
- Installed a concrete slab in the bus loop by the building's main entrance
- Changed out kitchen grease traps
- Installed a new water bottle station in the café
- Repaired boilers 2 and 4
- Installed, maintained, and removed rental chiller
- Installed a wall and door in room 211
- Repaired boiler #4 insulation
- Installed shelves in work shop
- Repaired shingles on roof of C building
- Repaired uninvents in room 909, 910, and 807
- Repaired roof leak in room 909
- Insulated pipes for roof top HVAC units
- Repaired broken valve system in mixing valve
- Programming support for intranet capability to reprogram RTUs
- Replaced water damaged dry wall

Other significant maintenance/repairs in Calendar Year 2015 included:

- Repaired parking pole lights
- Painted balconies on the back side of the building
- Repaired lighting in the gym

- Subdivided and improved rooms 707 and 728, including painting, repairing leaks, and installing clocks, phones, Intercoms, and folding wall
- Retrofitted exterior lighting to LED lighting
- Repointed and sealed the grand stairwell
- Replaced the emergency phone and repaired the emergency lights, installed hoistway door restrictors and replaced missing hand rail
- Replaced the sprinkler elbow and reset the system
- Cleaned all parts and assembled motor for overhaul blower
- Replaced combustion heads on all four boilers
- Replaced #5 circulating pump
- Repaired boilers #2 and #3
- Disconnected and relocated kitchen ice maker in the Athletics Department, reworked electrical for both the ice maker and the Athletics Department
- Troubleshoot and tuned boilers
- Painted balconies on the back side of the school
- Repaired phones in multiple rooms
- Repaired motor
- Shut down and winterized the chiller
- Grinded down wall for monument plaque
- Replaced shingles on the roof of C building
- Removed interior wall in room 608
- Repaired six parking lot lights, one small pole light, and one walk way light
- Repaired damaged guard rail
- Installed electrical service for new drying cabinet in the Graphic Arts Room
- Repaired RTU-9
- Replaced combustion heads and swirlers on boilers 1, 2, 3, and 4
- Moved light bank and relocated outlets, cable, and other devices to install folding wall
- Installed two fountains with bottle filling stations

Other significant maintenance/repairs in Calendar Year 2014 included:

- Mounted a 4'x6' plaque in main lobby
- Replaced broken lights in A gym
- Installed crash bars on doors to the auditorium
- Created new reception desk in front lobby
- Upgraded the CCTV monitoring system
- Power washed and re-pointed exterior
- Installed electric univent in room 602
- Replaced the gas fired domestic hot water heater

- Installed carpet in the lobby area
- Replaced outside stairway with new concrete stairs
- Upgraded heating controls on boilers
- Installed two dietic entrematic devices on two door openers in order to make door #1 and #12 handicap accessible
- Repaired flooring and replaced built in carpet entry mat in A Gym and B Gym
- Repurposed room 101 to be a robotics lab

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

- Cleaned duct work in buildings A & B
- Cleaned condenser coils
- Repaired chiller
- Replaced elevator piston in center connector lobby elevator
- Repaired 13 exterior lights by the parking lot
- Replaced and epoxied capstones on bottom wall, middle wall, and top wall
- Repaired existing free standing interlocking block wall at the main entrance
- Repairs to walk way
- Repaired AAB ramp on Webster Street side, installed concrete pads for benches, and repaired two drains on the center connector
- Repaired A Gym bleacher arm that failed
- Replaced bad condenser fan motors in 2 units in the auditorium
- Replaced tandem compressors for circuit #1 in RTU-6

- Relined parking lot on Webster Street side
- Repaired pipe handrail and stairwell on main staircase on Highland Ave. side
- Replaced cracked stone treads on main staircase on Highland Ave. side
- Installed washer and dryer in gym storage room
- Installed new manual winches on main basketball backboards

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

William F Pollard Middle School

200 Harris Avenue

Assessed Value: \$19,981,400
 Parcel ID: Map 35 Lot 1
 Lot Size: 26.57 acres
 Original Construction: 1957; reconstruction in 1992; modular classrooms installed in 2002

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Air Conditioning Upgrade		100,000	550,000	575,000		1,225,000
Blue and Green Gym Upgrades	30,000					30,000
Locker Room Retrofit		60,000	630,000			690,000
Needs Assessment of the Auditorium Theatrical Sound and Lighting Systems*	20,000					20,000
Parking Lot Improvements				25,000	500,000	525,000
New Facility (Pending Request 2027)						-
						-
Totals	50,000	160,000	1,180,000	600,000	500,000	2,490,000

*multiple facilities the amount is a portion of the total

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Bathroom Improvements				650,000		650,000
Blue and Green Gym Upgrades				45,000	540,000	585,000
Locker Replacement			41,157			41,157
Phased Improvement Feasibility Study					65,000	65,000
Totals	-	-	41,157	695,000	605,000	1,341,157

Other significant maintenance/repairs in Calendar Year 2018 included:

- Replaced flooring in the media center and office spaces
- Renovated three sets of restrooms
- Repaired AC in principal's office
- Repaired stairs to modulars
- Painted parts of the exterior of the building
- Repaired various leaks in the roof
- Replaced VFD in HVAC system

Other significant maintenance/repairs in Calendar Year 2017 included:

- Reconstructed one set of restrooms
- Completed the locker replacement throughout the school
- Replaced shades in multiple classrooms

- Repaired the wall in the green gym
- Repaired the wall padding in the gyms
- Repaired the fan for the kitchen hood
- Installed new safety edge in elevator
- Reprogrammed card reader in the media room
- Removed rug and installed vinyl composition tile in the kitchen storeroom
- Repaired roof leak
- Repainted parking lot
- Repaired light covers in media center
- Replaced the seating and flooring in the Pollard Auditorium
- Converted portion of the teachers' lounge into storage area

Other significant maintenance/repairs in Calendar Year 2016 included:

- Reconfigured main office and media center, including installing a new wall, installing a 4 receptacle, installing 3 sprinklers, installing 5 strobes, terminating 28 new data drops, and changing extensions
- Relocated aiphone
- Repaired dry wall throughout building
- Repaired damaged section of sidewalk in the main entrance
- Repaired leaking pipe in kitchen
- Replaced VFD drive and control board in circulation pump
- Painted new walls
- Replaced and installed new blinds
- Replaced display screen and gaskets on boiler #3
- Repaired exterior side panels on modular units
- Repaired boilers #1 and #2
- Repainted and repaired wall in kitchen

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced lights in gym with LED high bay lights
- Removed and replaced 452 lockers
- Repaired broken lighting
- Installed 3 additional spot lights in the auditorium
- Completed asbestos monitoring and air sampling, as well as asbestos abatement and tile replacement
- Removed and replaced heating and AC systems in rooms 278 and 281
- Replaced a sprinkler head and a sprinkler feeder pipe
- Painted the back wall of the auditorium
- Performed cleaning of ductwork in HVAC system
- Fixed heat exchange problem

- Conducted asbestos abatement and tile replacement on the floor
- Disconnected 16 electrical floor mounted boxes and replaced breaker #14
- Painted the bare concrete areas of the Auditorium floor
- Painted the exterior wood trim on the front of the school
- Removed and replaced heating and air conditioning systems

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

- Installed new sink in classroom 210
- Converted classroom 210 to an engineering classroom
- Installed Sentricon termite control

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Newman Elementary School

1155 Central Avenue

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

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Gym Floors	275,000					275,000
Needs Assessment of the Auditorium Theatrical Sound and Lighting Systems*	20,000					20,000
Preschool Playground Custom Shade Shelter	69,200					69,200
Totals	364,200	-	-	-	-	364,200

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired the expansion tank
- Multiple repairs to hot water system
- Repaired wiring issues for RTU 4 and RTU 6
- Repairs to condenser motors

Other significant maintenance/repairs in Calendar Year 2017 included:

- Fixed communication issues with Building Management System
- Repaired concrete steps
- Fixed leak in radiator in the gym
- Replaced leaking circulation pump
- Replaced broken window on second floor
- Repaired media center air conditioner

Other significant maintenance/repairs in Calendar Year 2016 included:

- Disassemble and reconnect boiler stacks
- Repaired door that was not closing properly
- Repaired heat in the gym
- Replaced multiple broken windows
- Repaired breaker in the gym power panel
- Repaired ERU 11 and ERU 6
- Repaired parking lot light pole

- Installed additional bookshelves in room 110
- Replaced floor tiles in hallway as needed

Other significant maintenance/repairs in Calendar Year 2015 included:

- Installed programmable time clock
- Fixed lights on the canopy over the entrance to the school
- Replaced lights in gym with LED high bay lights
- Repaired ramp and stairs leading to the courtyard
- Repaired drain system for the two Camus boilers
- Reattached and better secured shelving unit in room 222
- Removed, repaired, and reinstalled pumps
- Repaired Newman control
- Replaced combustion air actuator on domestic PVI hot water heater and replaced amplifier

Other significant maintenance/repairs in Calendar Year 2014 included:

- Connected domestic hot water pumps to the building automation system

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Refinished gym floor

Other significant maintenance/repairs in Calendar Year 2010 included:

- Installed new AC compressor in the administration area.
- Replaced 3 sections in boiler # 1 & 3 sections in boiler #2
- Cleaned all sections in boiler #1 & #2
- Refinished the floor in the gym
- Interior painting
- Installed domestic hot water pump

- Replaced solid gym divider with flexible divider
- Replaced shaft and bearing in fan room # 5
- Continued evaluation of 10,000 gallon underground storage tank and surrounding soils

Mitchell Elementary School

187 Brookline Street

Assessed Value: \$8,286,600
 Parcel ID: Map 56 Lot 1
 Lot Size: 12.47 acres
 Original Construction: 1951; addition constructed in 1968

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Bathroom Improvements	67,000	670,000				737,000
New Facility (Request Years May Change)		650,000		111,874,200		112,524,200
Totals	67,000	1,320,000	-	111,874,200	-	113,261,200

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Kindergarten Classrooms Feasibility and Design					210,000	210,000
Locker Replacement					70,000	70,000
Modular Kindergarten Classrooms					1,350,000	1,350,000
Totals	-	-	-	-	1,630,000	1,630,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- Installed a new ceiling fan in the cafeteria
- Performed cleaning of the ductwork in the HVAC system
- Replaced the lockers
- Repaired the door trim
- Repaired multiple roof leaks
- Replaced condensate pumps

Other significant maintenance/repairs in Calendar Year 2017 included:

- Upgrade PA system throughout building and added additional speakers
- Added door access system to the back door
- Replaced egress door 6
- Rebuilt steam traps
- Added additional airphone monitors for the front office
- Painted areas of the building

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired steam valve and replaced temperature sensor in boiler #1
- Installed new shades
- Repaired bathroom stall

- Repaired roof leaks
- Replaced new motor in boiler
- Installed start capacitors on air conditioner
- Repaired broken window

Other significant maintenance/repairs in Calendar Year 2015 included:

- Painted the front, left side, and rear of the school
- Repaired windows in lobby
- Repaired air conditioning unit
- Repaired steam weld
- Conducted asbestos abatement
- Replaced batteries and booster for the fire alarm as well as signal service

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Hillside Elementary School

28 Glen Gary Road

Assessed Value: \$78,406,200
 Parcel ID: Map 102 Lot 1
 Lot Size: 24.6 acres
 Original Construction: 1960; addition constructed in 1968; modular classrooms installed in 1996

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Boiler Upgrade	12,000	220,000				232,000
Renovate Hillside as Swing Space	100,000	3,922,800	24,452,100			28,474,900
Totals	112,000	4,142,800	24,452,100	-	-	28,706,900

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired multiple HVAC issues
- Rebuilt steam traps

Other significant maintenance/repairs on the Hillside School building in Calendar Year 2017 included:

- Painted the exterior of the building
- Cleared scale blockage in the boilers
- Repaired steam traps
- Installed new airphone system
- Repaired areas of the roof
- Replaced breaker in the panel
- Repaired the uninvent motor
- Fixed communication issues with Building Management System
- Installed HVAC in the kindergarten area

Other significant maintenance/repairs in Calendar Year 2016 included:

- Cleared blockage in boiler
- Repaired and replaced windows
- Repaired electrical controller for boiler
- Repaired outdoor lighting near playground
- Converted lighting in gym to LED
- Conducted mold testing
- Installed new air conditioning units
- Repaired PA speakers

Other significant maintenance/repairs in Calendar Year 2015 included:

- Installed Lexan guards on railings to both the gym and cafeteria to close gaps in stairwell
- Installed a dedicated circuit for the special education classroom
- Installed insulated shades in all classrooms
- Repaired the flooring in the portable's boys' bathroom
- Repaired a steam leak on the boiler system
- Repaired a water main break
- Conducted asbestos abatement
- Installed insulated shades in Rooms 10 and 10A
- Repaired piping and put the systems back together for both boilers and condensate system; tuned and tested fire boilers

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included

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

Other significant maintenance/repairs in Calendar Year 2012 included

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Sunita L. Williams Elementary School

585 Central Avenue

Assessed Value: TBD
 Parcel ID: Map 310 Lot 3
 Lot Size: 8.574 acres
 Original Construction: New school is scheduled to open in September of 2019.

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Land Acquisition - 609 Central Avenue			762,500			762,500
Land Acquisition - Owens Farm		7,000,000				7,000,000
Outside Play Area			250,000			250,000
New School Building Construction		45,000	57,542,500			57,587,500
Walking Trails				210,000		210,000
Totals	-	7,045,000	58,555,000	210,000	-	65,810,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- Not Applicable

Broadmeadow Elementary School

120 Broad Meadow Road

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

Identified Future Capital Projects Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Facility Assessment for Sustainable Building Management*	50,000					50,000
Technology Room Conversion			213,100			213,100
Totals	50,000	-	213,100	-	-	263,100

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2018 included:

- Replaced the flooring in multiple hallways and offices
- Upgraded the lighting in the performance center to LED
- Replaced VFD in RTU 4
- Repaired RTU 2
- Replaced the domestic hot water heater
- Repaired a flag pole
- Repaired HVAC communication programming issues

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired rooftop HVAC unit 1 and replaced fan motor
- Cleaned exterior windows
- Replaced burner control module
- Replaced the boiler brain for boiler 2
- Repaired multiple leaks in the roof
- Replaced fan motor for rooftop HVAC unit 2

Other significant maintenance/repairs in Calendar Year 2016 included:

- Upgraded intercom system to comply with ALICE
- Installed Smartboards in various classrooms
- Installed new supplying motor in RTU 1
- Repaired broken window
- Replaced circulator pumps
- Removed damaged light pole

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced combustion chamber on RTU 3
- Repaired elevator by installing a new electronic door and repairing heat detector in hoist way on elevator
- Performed cleaning of ductwork in HVAC system
- Retrofitted exterior lighting to LED lighting
- Replaced lights in gym with LED high bay lights
- Replaced the top pipe on the fence around the garden

Other significant maintenance/repairs in Calendar Year 2014 included:

- Created a reception area desk in the ETC office
- Installed two door access control systems
- Replaced the ignition controls on two boilers
- Upgraded interior lighting – replaced all standard switches with sensor/motion detection switches
- Installed a new exhaust fan in kindergarten room
- Retro- commissioned the HVAC system
- Removed and replaced floor tiles in the main lobby area

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

- Repaired several exterior lights
- Weeded and mulched

Other significant maintenance/repairs in Calendar Year 2010 included:

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

John Eliot Elementary School

135 Wellesley Avenue

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

Identified Future Capital Projects Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Facility Assessment for Sustainable Building Management*	50,000					50,000
Modular Classrooms		556,700	3,481,200			4,037,900
Technology Room Conversion		179,300				179,300
Totals	50,000	736,000	3,481,200	-	-	4,267,200

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired the patio
- Repaired RTU and RTU 3
- Removed and replaced grease trap

Other significant maintenance/repairs in Calendar Year 2017 included:

- Replaced cracked section of boiler 1
- Repaired coolant leaks on rooftop HVAC unit 2
- Repaired the generator
- Repaired leaking coil in the gym
- Replaced domestic hot water heater

Other significant maintenance/repairs in Calendar Year 2016 included:

- Installed an additional aiphone
- Replaced various broken windows
- Repaired lighting in auditorium
- Replaced electronic lighting control panel in mechanical room
- Installed new actuators in RTU1
- Installed a new supply motor for RTU3
- Repaired air conditioning system for IT server equipment
- Repaired intercom

Other significant maintenance/repairs in Calendar Year 2015 included:

- Retrofitted exterior lighting to LED lighting

- Replaced lights in gym with LED high bay lights
- Installed compressor for RTU 1
- Repaired ballast and lamps in four parking lot pole lights and three walkway lights
- Repaired air conditioning circuit for RTU 1 and RTU 2
- Investigated Cold Room

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

High Rock School

77 Sylvan Road

Assessed Value: \$13,863,900
 Parcel ID: Map 133 Lot 41
 Lot Size: 8.75 acres
 Original Constructions: 1955; reconstruction and addition in 2009

Identified Future Capital Projects Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
						-
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2018 included:

- Performed cleaning of the ductwork in the HVAC system
- Repaired RTU 7
- Repaired circuit board on RTU 3
- Repaired boilers

Other significant maintenance/repairs in Calendar Year 2017 included:

- Replaced control module
- Repaired Linden Street fence
- Repaired domestic hot water heater
- Repainted parking lot

Other significant maintenance/repairs in Calendar Year 2016 included:

- Terminate and certify data lines
- Install module for boiler #3
- Installed new actuator and software for air conditioning unit
- Installed compressor in air conditioning unit
- Installed a new waterless urinal

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced damaged pole light
- Converted parking lot lighting to LED lighting
- Repaired John Deere tractor

Other significant maintenance/repairs in Calendar Year 2014 included:

- Installed guardrails and new fencing in upper parking lot

- Performed cleaning of ductwork in the HVAC system
- Replaced controller on boiler #1

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Emery Grover

1330 Highland Avenue

Assessed Value: \$2,204,700
 Parcel ID: Map 53 Lot 2
 Lot Size: 1.06 acres
 Finished Square Feet: 14,742
 Original Construction: 1898

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Renovate/Reconstruct Building		2,113,600	17,234,900			19,348,500
Roof Replacement#		15,000	220,000			235,000
Window Partial Replacement#		30,000	368,000			398,000
Totals	-	2,158,600	17,822,900	-	-	19,981,500

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
School Administration Building Feasibility Study Update					130,000	130,000
Underground Oil Tank Removal & Replacement		73,000				73,000
Totals	-	73,000	-	-	130,000	203,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- Finalized monitoring for the removal of the underground storage tank
- Masonry repairs throughout the building
- Repaired concrete stairs
- Painted interior spaces
- Repaired the flag pole
- Multiple roof repairs
- Installed burner booster

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired roof leaks
- Repaired fire alarm panel
- Tested for asbestos
- Remodeled interior of main conference room

Other significant maintenance/repairs in Calendar Year 2016 included:

- Applied surface preparation to back wall in production center
- Replaced charcoal canister in fan system

- Installed a wall to separate payroll office into two sections
- Repaired broken cover to light fixture

Other significant maintenance/repairs in Calendar Year 2015 included:

- Repaired roof, including numerous leaks in roof
- Abated stair treads and replaced with new treads
- Removed underground storage tank
- Installed new above ground double walled tank
- Moved temporary fuel tanks to the right of present location
- Patched the cement on exterior side stairs
- Conducted asbestos abatement

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

- Installed new handrails in entrance
- Repainted traffic markings

Town Hall

1471 Highland Avenue

Assessed Value: \$10,363,100
 Parcel ID: Map 51 Lot 1
 Lot Size: 1.23 acres
 Original Construction: 1902; reconstruction and addition in 2011

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Town Hall Stair Modifications				200,000		200,000
						-
Totals	-	-	-	200,000	-	200,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired the chiller
- Repaired the flag pole

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired belt monitoring in elevator
- Replaced granite transaction counter
- Repaired roof leaks
- Repaired door closer
- Repaired AC chiller
- Repaired back flow preventer
- Implemented new security measures for remote access to Building Management system

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired columns
- Repaired handicap accessible ramp
- Replaced the DAU
- Replaced steel hand rail and replaced missing steel grate
- Install outdoor electrical receptacle in the Needham bank parking lot
- Repaired elevator
- Repaired door
- Repaired broken roll up window in Town Manager’s office
- Removed fir flooring in the small office
- Repaired windows

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced door

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired automatic temperature controls

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Put back in service October 2011

Department of Public Works/Operations

470 Dedham Avenue

Assessed Value: \$3,106,400 (DPW Building)
 Parcel ID: Map 302 Lot 5
 Lot Size: 17.7 acres
 Original Constructions: 1960; addition in 1966

Identified Future Capital Projects Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Boiler Replacement	50,000	460,000				510,000
Facility Improvements	3,062,000		37,379,000			40,441,000
Totals	3,112,000	460,000	37,379,000	-	-	40,951,000

Five Year Capital Appropriation Summary Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
DPW/Public Services Administration Building Location Feasibility Study*		20,000				20,000
Fuel Island Relocation and Upgrade			131,000	1,320,000		1,451,000
Totals	-	20,000	131,000	1,320,000	-	1,471,000

*multiple facilities the amount is a portion of the total

Department of Public Works/Seasonal Storage Facility Central Avenue

Identified Future Capital Projects Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
						-
						-
Totals	-	-	-	-	-	-

Five Year Capital Appropriation Summary Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Equipment Seasonal Storage Facility				150,000	7,615,000	7,765,000
						-
Totals	-	-	-	150,000	7,615,000	7,765,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- Removed asbestos in garage
- Repaired the boiler
- Repaired the roof and gutters at the Dedham Ave Pump Station

Other significant maintenance/repairs in Calendar Year 2017 included:

- Removed underground storage tank

- Upgraded lighting in the garage area to LED
- Fixed voicemail
- Replaced skid on generators
- Replaced entrance door at Charles River Water Treatment Plant
- Replaced muffler on Hillcrest Water Tower

Other significant maintenance/repairs in Calendar Year 2016 included:

- Removed asbestos in the garage and repaired asbestos containing pipe and insulation
- Replaced rotted pipes in garage
- Reattached exhaust heat pipe
- Install electric baseboard heat and wall thermostat

Other significant maintenance/repairs in Calendar Year 2015 included:

- Installed lighting in sidewalk bays
- Repaired boiler
- Replaced stay bolts
- Removed asbestos on insulation from the piping for the modine heater over the generator area in the garage
- Changed the door and frame for door #2
- Reinstalled insulation and exterior metal sheeting on the boiler

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- Removed snow from roof
- Repaired exterior brick

- Repaired boiler
- Glazed and painted exterior of windows
- Reconfigured building to storage space

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Public Services Administration Building

500 Dedham Avenue

Assessed Value: \$5,827,200
 Parcel ID: Map 302 Lot 3
 Lot Size: 2.67 acres
 Original Constructions: 2009

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
DPW/Public Services Administration Building Location Feasibility Study*		20,000				20,000
						-
Totals	-	20,000	-	-	-	20,000

*multiple facilities the amount is a portion of the total

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired both sets of doors
- Installed FOB access to all office spaces
- Replaced the projector in the Charles River Room
- Performed cleaning of the ductwork in the HVAC system
- Replaced carpet and reconfigured DPW Admin suite

Other significant maintenance/repairs in Calendar Year 2017 included:

- Re-programmed Building Management System

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired the front door
- Repaired leaking ceiling tile

Other significant maintenance/repairs in Calendar Year 2015 included:

- Converted exterior lighting to LED lighting
- Repaired Schweiss Doors
- Removed and replaced Seimens soft start and reprogrammed all safety settings for the fire alarm

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Repainted office spaces for new occupants

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Recycling & Transfer Station

1407 Central Avenue

Assessed Value: \$3,965,200
 Parcel ID: Map 308 Lot 2
 Lot Size: 22 acres
 Original Construction: 1988

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Facility Upgrades and Improvements	295,000	401,500	124,500	124,500		945,500
Transfer Station Employee Trailer (Pending 2024)						-
Totals	295,000	401,500	124,500	124,500	-	945,500

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Facility Upgrades and Improvements			68,000	290,000	645,000	1,003,000
Message Board	30,000					30,000
Stormwater Plan			50,000			50,000
Transfer Station Building Tipping Floor Replacement				166,000		166,000
Transfer Station Office Trailer	75,779					75,779
Totals	105,779	-	118,000	456,000	645,000	1,324,779

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired the roof of the 3 bay garage
- Installed roof purlins in the 3 bay garage and the tipping floor
- Replaced faulty steel gussets for the tilt floor
- Rehung and secured sprinklers pipe
- Disconnected and removed overhead lights in tipping floor
- Installed electrical power to new town sign
- Repaired the heat in the employee trailer
- Replaced the compressor in the air conditioner
- Connected plumbing services for the RTS trailer
- Installed LED lights inside transfer station

- Installed new faucets

Other significant maintenance/repairs in Calendar Year 2015 included:

- Removed and replaced 3' of sheetrock and insulation in all office and bathroom areas

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Salt Shed

1407 Central Avenue

Assessed Value: \$1,811,800
 Parcel ID: Map 308 Lot 2
 Lot Size: 22 acres
 Original Construction: 2013

Identified Future Capital Projects Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
						-
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired overhead door

Other significant maintenance/repairs in Calendar Year 2017 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired overhead door

Other significant maintenance/repairs in Calendar Year 2015 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2014 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Morse-Bradley House/Ridge Hill

461-463 Charles River Street

Assessed Value: \$3,030,000
 Parcel ID: Map 306 Lot 1
 Lot Size: 223.1 acres
 Original Construction: 1907 and 1929

Identified Future Capital Projects Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
						-
						-
Totals	-	-	-	-	-	-

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired the fascia, soffit, and gutter
- Removed asbestos in the main house
- Installed electric supplemental heat in the basement of the main house

Other significant maintenance/repairs in Calendar Year 2015 included:

- Repaired slate roof
- Installed six LED high bay lights
- Replaced all fixtures

Other significant maintenance/repairs in Calendar Year 2014 included:

- Repaired two broken windows
- Constructed two kiosks

Other significant maintenance/repairs in Calendar Year 2013 included:

- Repaired damaged roof on the garage

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Installed alarm system
- Installed downspouts and drains

Other significant maintenance/repairs in Calendar Year 2010 included:

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

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

Assessed Value: \$3,408,800 (88 Chestnut Street/99 School Street)
 \$1,708,800 (707 Highland Ave)
 Parcel ID: Map 47 Lot 56 (88 Chestnut Street)
 Map 70 Lot 5 (707 Highland Avenue)
 Lot Size: 1.04 acres (88 Chestnut Street/99 School Street)
 1 acre (707 Highland Avenue)
 Original Construction: 1931 (88 Chestnut Street/99 School Street); renovation in 1989
 1906 (707 Highland Avenue)

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Fire Station 2 Feasibility Study		50,000				50,000
Public Safety Building Replacement Feasibility			90,000			90,000
Public Safety and Station 2 Building Replacements				4,000,000	66,245,000	70,245,000
Totals	-	50,000	90,000	4,000,000	66,245,000	70,385,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- Repaired AC at Fire Station 1
- Installed bay heaters at Fire Station 1

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired air conditioning in Police sever room
- Repaired radiator unit at Fire Station 2

Other significant maintenance/repairs in Calendar Year 2016 included:

- Fire Station 1 & Police Station
 - Installed split AC, including new electrical service
 - Repaired multiple lights
 - Repaired light pole
 - Repaired garage door
- Fire Station 2
 - Repaired hanging heaters in apparatus bay
 - Repaired boiler

Other significant maintenance/repairs in Calendar Year 2015 included:

- Fire Station 1 & Police Station

- Repaired leaks on walls and roof defects
- Installed karnak and mesh to leave watertight
- Installed two additional recessed lighting in the police server room
- Inspected and repaired all masonry joints and flashing around chimney
- Installed a split unit in the Server Room at the Police Station and completed electrical work
- Fire station 2
 - Replaced batteries, pull stations, and flow and pressure switch for sprinkler system

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

- Fire Station 1 & Police Station
 - Installed air compressor and auto condensate drain in the garage
 - Furnished and installed a copper chimney cap and screening
 - Replaced parking lot pole
 - Replaced voltage regulator and adjusting potentiometer
 - Installed new sink
 - Installed sentricon termite system
 - Painted exterior of Police station
 - Replaced section in overhead door in garage
 - Renovated kitchen
 - Repaired door #1 on Police side
 - Replaced all showerheads
 - Painted interior of stairwell in fire station

- Fire Station 2
 - Replaced main doors in apparatus bay
 - Replaced spiral duct and low voltage wiring
 - Cleaned gutters and repaired parts of the roofs
 - Sanded and painted exterior doors, trim, and handrails

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Daley Building

257 R Webster Street

Assessed Value: \$1,076,100
 Parcel ID: Map 70 Lot 29
 Lot Size: .92 acres
 Original Construction: 1960

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Building Improvements					50,000	50,000
						-
Totals	-	-	-	-	50,000	50,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- Installed guards and safety measures to equipment
- Replaced hot water heater

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired cracks in the walls

Other significant maintenance/repairs in Calendar Year 2015 included:

- Completed various roof repairs
- Repaired masonry block walls

Other significant maintenance/repairs in Calendar Year 2014 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- Repaired overhead doors
- Repaired security alarm system

- Repaired exterior masonry on northeast corner of building

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Needham Public Library

1139 Highland Avenue

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

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Facility Assessment for Sustainable Building Management					50,000	50,000
Library Space Planning	60,000					60,000
Totals	60,000	-	-	-	50,000	110,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- Removed and replaced the boiler
- Repaired the fire alarm panel

Other significant maintenance/repairs in Calendar Year 2017 included:

- Repaired leaking gland seal on hydraulic ram in the "A" elevator
- Secured all ceiling panels
- Repaired irrigation system
- Replaced hand dryers
- Repaired leaks in roof
- Converted multiple sections of lights to LED
- Repaired PA system
- Repaired fire alarm panel

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired the chiller
- Replaced and repaired multiple lights
- Installed new EPDM roof over awning
- Replaced hand dryers
- Calibrate t-stats in the Library
- Fixed coil and condensation leaks
- Installed cooling valve

Other significant maintenance/repairs in Calendar Year 2015 included:

- Improved the library's chiller by installing 3 new contractors for #1 compressor, recharging the system, and pressure testing circuit 2
- Replaced heat valve on ERU 3
- Assisted with installation of new equipment and demo in the Library community room
- Repaired leaks in Library archive room, skylight, conference room, and hallway
- Replaced 8 failed valve bodies
- Rehung fan powered box in children's room
- Cleaned exterior windows
- Repaired elevators by replacing telescopic twin post packing, adding cat oil to heads, resinking, and replacing oil injectors
- Required lighting circuitry and relocated three low voltage switches
- Repaired the air conditioning unit in the archive room
- Demolished four wall hung closets and carriers in first floor women's room and installed rough and finished plumbing for four new Gerberit wall hung concealed tank water closets
- Replaced one of the sewage ejector pumps
- Fixed chiller circuit #2
- Converted exterior lighting to LED lighting
- Replaced CPU panel
- Changed pressure transducer, replaced flow switch, and troubleshot problems on the chiller

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

- Repaired clock facing Highland Avenue

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

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Center at the Heights (Senior Center)

300 Hillside Avenue

Assessed Value: \$7,064,600
 Parcel ID: Map 99 Lot 14
 Lot Size: 1.64 acres
 Original Construction: 2013

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Generator				37,500	250,000	287,500
Space Utilization Study				75,000		75,000
Totals	-	-	-	112,500	250,000	362,500

Other significant maintenance/repairs in Calendar Year 2018 included:

- Performed cleaning of the ductwork in the HVAC system
- Repaired soffit
- Replaced granite barrier

Other significant maintenance/repairs in Calendar Year 2017 included:

- Replaced door opener

Other significant maintenance/repairs in Calendar Year 2016 included:

- Installed new electrical outlet for new refrigerator
- Installed new window shades

Other significant maintenance/repairs in Calendar Year 2015 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

- No significant repairs

Rosemary Recreation Complex

Rosemary Street

Assessed Value: TBD
 Parcel ID: Map 225 Lots 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; new complex opened August of 2018

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Pool Replacement Feasibility & Design		450,000	550,000			1,000,000
Pool and Office Complex Construction				15,800,000		15,800,000
Totals	-	450,000	550,000	15,800,000	-	16,800,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired broken hand rails

Other significant maintenance/repairs in Calendar Year 2015 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

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

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

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

Memorial Park

1154 Highland Avenue

Assessed Value: \$913,100
 Parcel ID: Map 226 Lot 30
 Lot Size: 13.08 acres
 Original Construction: 1985; the new facility is scheduled to open in the summer of 2019

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Drainage Improvements			310,000			310,000
Field House Replacement and Improvements to the Grounds			50,000	375,000	6,250,000	6,675,000
Memorial Park Improvements	35,000					35,000
Totals	35,000	-	360,000	375,000	6,250,000	7,020,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- Replaced window

Other significant maintenance/repairs in Calendar Year 2016 included:

- Repaired the steps on the gazebo
- Installed new hand dryers
- Repaired window in office
- Installed new railings for the gazebo

Other significant maintenance/repairs in Calendar Year 2015 included:

- Replaced heat detector and strobe
- Replaced heat detector in football storage room 5
- Replaced one horn strobe on second floor
- Replaced fire alarm control panel and changed all devices to an addressable style
- Removed urinal and replaced with pedestal sink in first level unisex restroom

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

- Installed new gas furnaces at Memorial Park

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

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

Other significant maintenance/repairs in Calendar Year 2010 included:

- Repainted traffic markings

Chestnut Street Annex (reserved for public safety expansion)

66 – 70 Chestnut Street

Assessed Value: \$1,294,400

Parcel ID: Map 47 Lot 57

Lot Size: .58 acres

Original Construction: Purchased 12/18/2013; parcel to be merged with the new Public Safety Complex in 2019

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2016 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2015 included:

- Removed sign from property

Other significant maintenance/repairs in Calendar Year 2014 included:

- No significant repairs

Needham Parks

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

Identified Future Capital Projects						
Project	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Artificial Turf Carpet Replacement	2,500,000					2,500,000
Athletic Fields Master Plan					75,000	75,000
Broadmeadow and Eliot Fields			107,000	1,102,000		1,209,000
Claxton Field		17,500	120,000			137,500
Claxton Field Lights	70,000	550,000				620,000
Cricket Field	480,000					480,000
Cricket Field Building Renovation	163,765	818,824				982,589
DeFazio Field Fencing					290,000	290,000
McLeod Field		45,000	450,000			495,000
Outdoor Basketball Courts			135,000			135,000
Passive Recreation Improvements (Dwight Field/Charles River Center)	35,000	350,000				385,000
Public Playgrounds	350,000	350,000				700,000
Rosemary Lake Camp and Trail	200,000					200,000
Town Common Historic Redesign and Beautification	117,000	906,000				1,023,000
Totals	3,915,765	3,037,324	812,000	1,102,000	365,000	9,232,089

Five Year Capital Appropriation Summary						
Project	FY2015	FY2016	FY2017	FY2018	FY2019	Total
Artificial Turf Carpet Replacement					55,000	55,000
Cricket Building and Field Improvements				35,000		35,000
Mills Field Improvements		510,000				510,000
Newman School Fields		1,527,000				1,527,000
Newman School Trail		800,000				800,000
Rail Trail Improvements		100,000				100,000
Reservoir Trail				935,000		935,000
Rosemary Camp and Trail Improvements					50,000	50,000
Rosemary Lake Sediment Removal Project			118,000		2,400,000	2,518,000
Totals	-	2,937,000	118,000	970,000	2,505,000	6,530,000

Other significant maintenance/repairs in Calendar Year 2018 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2017 included:

- Installed new electrical service to Mills Field building

Other significant maintenance/repairs in Calendar Year 2016 included:

- Installed two new hand dryers at the DeFazio Field bathroom facility
- Replace missing stall doors at the DeFazio Field bathroom facility

Other significant maintenance/repairs in Calendar Year 2015 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2014 included:

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

Other significant maintenance/repairs in Calendar Year 2013 included:

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

Other significant maintenance/repairs in Calendar Year 2012 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2011 included:

- No significant repairs

Other significant maintenance/repairs in Calendar Year 2010 included:

- No significant repairs

Glossary

Section 5

GLOSSARY

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

Account - A classification of appropriation by type of expenditure.

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

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

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

ADA - Americans with Disabilities Act

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

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

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

ARRA - See American Reinvestment and Recovery Act

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

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

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

outlays or disbursements, for a fiscal year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Debt Service Stabilization Fund - This fund was created at the November 2015 Special Town Meeting. The purpose of this fund is to allow the Town, from time to time, by appropriation to set aside funds to be available if necessary to pay certain debt obligations. This fund is intended to be part of the Town's overall planning strategy for addressing capital facility needs. The fund provides added flexibility to maintain the Town's capital investment strategy by smoothing out the impact of debt payments in years when the debt level is higher than is typically recommended. The fund would also be beneficial at times when interest rates are higher than expected.

Department - A service providing entity of the town government.

Division - A budgeted sub-unit of a department.

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

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

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

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

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

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

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

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

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

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

Fund - An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources with all related liabilities, obligations, reserves, and equities that are segregated for specific activities or objectives. Among the

fund types used by the Town are General, Special Revenue, Capital Projects, Trust, and Enterprise.

FY - Fiscal Year

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Official Statement - The municipal equivalent of a bond prospectus.

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

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

Overlay Surplus - Any balance in the overlay account of a given year in excess of the amount remaining to be collected or

abated can be transferred into this account. At the end of each fiscal year, unused overlay surplus is "closed" out to fund balance, in other words, it becomes a part of Free Cash (see Undesignated Fund Balance).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendices

Section 6

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

CAPITAL IMPROVEMENT POLICIES

A. General Provisions

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

B. Capital Improvement Fund (CIF)

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

C. Capital Facility Fund (CFF)

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

D. Athletic Facility Improvement Fund (AFIF)

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

E. Debt Service Stabilization 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 Debt Service Stabilization Fund to allow the Town, from time to time, by appropriation, to reserve funds to pay the debt service for engineering and design, renovation, reconstruction or construction of Town facilities.

Approved May 1991; Revised December 20, 2005; Revised May 11, 2010; Revised October 8, 2013; Revised December 20, 2016.

DEBT MANAGEMENT POLICIES

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

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

RETAINED EARNINGS POLICY FOR WATER AND SEWER ENTERPRISE FUNDS

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

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

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

Liquidity Method

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

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

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

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

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

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

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

RETAINED EARNINGS POLICY FOR THE SOLID WASTE ENTERPRISE FUND

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

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

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

Liquidity Method

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

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

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

the Department of Public Works and the Director of Finance.

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

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

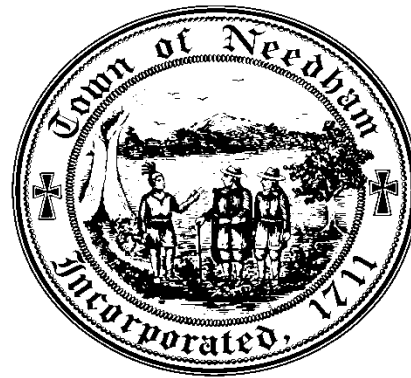
Reserve for Pollution Control Surcharge - The Town's contract with Wheelabrator/Millbury for the tipping of solid waste contains a provision that allows Wheelabrator/Millbury to impose a pollution control surcharge on the Town to recoup the costs of installing pollution control equipment required by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

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

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

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

TOWN OF NEEDHAM
**Fiscal Year 2020 - 2024
Capital Request Guidelines**



Released August 1, 2018

TABLE OF CONTENTS

Capital Improvement Plan Submission Checklist	1
Key Dates for the Budget Process	2
Capital Improvement Plan Introduction	3
An Overview to the Capital Request Forms	4
CIP-CPR Form "Capital Project Request" Instructions	7
CIP-CPR Form	15
CIP-VR Form "Vehicle Request" Instructions	18
CIP-VR Form	22
Vehicle Condition Criteria Table	24

FY2020 - FY2024 CIP SUBMISSION CHECKLIST

- ___ 1. Read the Guidelines.
- ___ 2. Attend one of the Overview Sessions (9:00 A.M.; 11:30 A.M.; 1:30 P.M. **Friday, August 3, 2018** at the Town Hall).
- ___ 3. Complete the required forms. If any amount in the capital plan from last year (FY2019-FY2023) has changed, you need to make the change and explain why the amount has changed. Any capital submission that was not recommended for funding in the FY2019-FY2023 plan would need to be resubmitted (on a new form) if you want it to be considered for inclusion in the FY2020-FY2024 capital plan; projects that were not recommended will not automatically roll over to the new CIP. All forms can be found on the Common Drive in the FY2020 Budget Files folder. If you cannot access the file, please contact the Assistant Town Manager/Director of Finance to make other arrangements.
- ___ 4. Vehicle Request (CIP-VR) forms are due back to the Finance Department by **12 Noon Thursday, September 6, 2018**. Any vehicle that was scheduled to be replaced for FY2020 but the forms are not properly submitted will NOT be considered for funding.
- ___ 5. Review all your narratives, to ensure they are written for the layperson.
- ___ 6. Re-check all figures - all costs should be rounded UP to the next whole dollar. The cost should be based on current information. Re-check all totals to make certain they total correctly.
- ___ 7. Submit all final capital request forms electronically by posting under the designated capital submission folder. Completed requests are due by **12 Noon Friday, October 12, 2018**.
- ___ 8. Send an email to ddavison@needhamma.gov indicating that you have submitted your Department's capital requests and the total number of capital project requests forms you have submitted.
- ___ 9. Prepare for your appointment to discuss your Department's requests. The schedule will be distributed at the overview sessions.

KEY DATES FOR THE FY2020 BUDGET PROCESS

Date	Activity
1-Aug-18	Capital Improvement budget guidelines released
3-Aug-18	Capital submission overview and instructions sessions Session I 9:00 – 11:00 A.M.; Session II (Fleet Only) 11:30 - 12:00 P.M.; Session III 1:30 to 3:30 P.M. (Powers Hall)
17-Aug-18	Deadline to notify another department manager of a capital request for the FY2020 through FY2024 timeframe
6-Sep-18	Vehicle Request Forms due back to the Finance Department by 12 Noon
11-Sep-18	Town Manager budget consultation with the Board of Selectmen
12-Sep-18	Town Manager budget consultation with the Finance Committee
24-Sep-18	FY2020 operating budget guidelines are released
26-Sep-18	FY2020 operating budget submission overview and instructions Wednesday Session I 9:00 – 11:00 A.M.; Session II 1:30 to 3:30 P.M. (Powers Hall)
4-Oct-18	Deadline for a department to submit a FY2020 operating budget request to another department
9-Oct-18	Town Manager budget consultation with Board of Selectmen
10-Oct-18	Special Town Meeting
12-Oct-18	Capital Requests Due Friday by 12 Noon
18-Oct-18	Schedule of Fees and Charges are due by 12 Noon (Thursday)
19-Oct-18	Department Spending Requests are due by 12 Noon (Friday)
13-Nov-18	Town Manager budget consultation with Board of Selectmen
12-Dec-18	Department spending requests are due to Finance Committee from the Town Manager and School Superintendent
18-Dec-18	Board of Selectmen Votes CIP Recommendation
8-Jan-19	FY2020 – FY2024 Capital Improvement Plan is released
31-Jan-19	Town Manager’s Balanced Budget is due to the Finance Committee
5-Feb-19	Warrant articles for 2019 Annual Town Meeting are due to the Board of Selectmen
22-Feb-19	Finance Committee FY2020 draft budget is due to the Town Manager
15-Mar-19	Finance Committee budget recommendations are due for inclusion in the Annual Town Meeting Warrant
10-Apr-19	Annual Town Election
6-May-19	Annual Town Meeting
1-Jul-19	Start of Fiscal Year 2020

CAPITAL IMPROVEMENT PLAN INTRODUCTION

Under section 2.2.2 of the Town's General By-laws the Town Manager is required to prepare and present an updated Capital Improvement Plan. The text of the relevant By-law is as follows:

2.2.2.1 All boards, departments, committees, commissions and officers of the town shall annually, at the request of the Town Manager, submit to him or her in writing a detailed estimate of the capital expenditures required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the four year period following thereafter. 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 Selectmen shall transmit the capital budget to the Finance Committee no later than the first Tuesday after the first Monday in January.

2.2.2.2 A capital expenditure is defined as the acquisition, construction, renovation, betterment or improvement involving land, public buildings and facilities; water and sewer system laterals, mains, and appurtenances; and equipment or vehicles; provided the cost is \$25,000 or more and the improvement will have a useful life of five years or more; or any planning, feasibility, engineering or design study in preparation for such capital expenditures.

2.2.2.3 The Capital Improvement Plan shall include: (a) a list of all capital improvements proposed to be undertaken during the next five years, together with supporting data; (b) cost estimates, methods of financing, and recommended time schedule; and (c) the estimated annual cost of operating and maintaining any facility to be constructed or acquired. The first year of the Capital Improvements Program shall constitute the proposed capital improvements budget for the coming fiscal year and the ensuing four years of the plan are included for planning purposes.

All questions regarding the instructions, Capital Improvement Plan request forms, or project financing should be directed to the Assistant Town Manager/Director of Finance.

AN OVERVIEW TO THE CAPITAL REQUEST FORMS

Please do not change any **margin settings** or the **font styles or sizes** [the primary font is CALIBRI 9]. They have been predetermined so that the Capital Improvement Plan will have a uniform look throughout, and can be more easily bound so that text will not be hidden. If you need or want to bring attention to a particular word, phrase, or sentence you may **bold** or underline as appropriate. You may also use **highlighting** or *italics*, but please be aware that they don't photocopy as well. The two text boxes (in the CIP-CPR form) will expand as you type, you are not limited to default box size. Remember to use whole dollar amounts and to have "\$" precede any dollar figure so it is not confused with a numerical entry.

Capital Request Forms

The capital request forms are to be used at the department level. Departments may, but are not required to, prepare forms on a divisional level as well.

CIP-CPR: Capital Project Request – this form is to be used for all capital requests **except for registered motor vehicles**. The form is to put forward all requests for purchase of equipment, furniture, machinery, technology, or other items that satisfies the capital expenditure definition. M.G.L. Chapter 30B procurement law usually, but not always, governs these purchases.

The CIP-CPR form is to be used to request improvements to buildings and other public facilities, or projects that are upgrading a specific feature or operational system of a building (e.g., roof replacement, bathroom upgrade, boiler replacement, floor replacement, window or door replacements, etc.). These types of projects will fall under the public building construction (Chapter 149) and likely the designer selection (Chapter 7) procurement statutes. Any individual project request that repairs, replaces in-kind, or upgrades obsolete elements to current standards involving multiple aspects to allow a fixed asset to continue to be used for its intended purposes and has a total cost of less than \$500,000 should use this form.

The CIP-CPR form is also to be used to submit a capital request that is extraordinary in scope, size, and/or cost greater than \$500,000. Primarily involves the purchase, design, and/or construction of a new public building, facility, or expansion of infrastructure, or a substantial change to an existing building or facility. Any major repair project that could be viewed as facility renovation that modifies multiple elements of a fixed asset to accommodate new, expanded, or relocated occupancies as required to support goals of the Town should be requested using this form.

The form will also be used for regular ongoing infrastructure improvement programs for existing systems and networks (e.g., roads, sidewalks, bridges and culverts, water and sewer lines, system operation refreshing such as filter in treatment plants). These projects usually will be governed by public works (Chapter 30) procurement laws.

This form may be used to request a study or long-range plan to look into an identified problem that may require a capital outlay, the feasibility of doing a project, or updating an existing or developing a new long-range plan for major systems or facility improvements. Such a request may seek funding in order to secure an independent study of a capital need and review alternatives, or develop cost estimates and scenarios that then could be used as a resource to submit a capital request in the future. This approach should provide more solid data and reference materials in order to allow stakeholders to have meaningful dialogue on a proposal.

Important: do not submit non-dependent dissimilar capital together in the same request. Equipment, building, and infrastructure investments are considered separate and unique capital requests. You should include them in a single request when they are directly related, e.g., furnishings for a building construction project, or combined improvements to a sewer pump and the building that it is housed.

Any capital equipment replacement request should be accompanied with a completed **Designation of Surplus** form for each capital equipment item that the department is seeking funding for FY2020. The forms and instructions can be found on the common drive in the **Finance Policies and Procedures** folder. Any questions about how to complete the form may be directed to the Assistant Town Manager/Director of Finance.

Finally this form would be used to identify other projects that the requester does not want to submit for an official review for funding or is unable to provide the required information in order to submit a formal capital request. Projects will be considered as submitted but will not be reflected in any of the five-year funding request recommendation schedules. However, only projects that would involve the construction or reconstruction of a public building or infrastructure purchase of land or buildings, or participation in a regional capital outlay would be considered a future project request.

CIP-VR: Vehicle Request -This form is to be completed and submitted to the Finance Department for any vehicle that the Department seeks to have replaced in FY2020. You must identify any change to the current preliminary replacement schedule for vehicles between FY2021 and FY2025. The Town submits

the vehicle rolling stock capital as a single request. The Finance Department and subsequently the Town Manager will rely upon the Department to provide detailed information regarding the current use and condition of the vehicle to be replaced, and what purpose and function does the vehicle play in the running of the Department's operations. The form contains specific information about the vehicle that is under the control of the department. Some information should not change (e.g., vehicle identification number), other information will change (e.g., mileage/hours of operations), and other information may have changed (e.g., unit number). This form is used to update the master list which is maintained to track where equipment is stored and the insurance coverage. The forms are **due back to the Finance Department by 12 Noon Thursday, September 6, 2018. The forms are to be posted in the designated folder on the common drive (K:\FY2020 Budget Files\FY2020 Capital Submissions\Vehicle Submission).**

**Capital Project Request
CIP-CPR Form
This is an Excel Form
Instructions**

The purpose of this form is to provide the required information for the CIP Review Team to determine the purpose, need, and costs associated with the capital purchase or improvement and to address the merit, scope, cost, and ongoing operational expenses that may be connected to the project.

General Information

1. **Project Title:** Provide a short descriptive title indicating the nature of the request, e.g., Mitchell School Classroom Furniture, Claxton Bath House Roof Replacement, Pollard School Door Replacement, Water Tank Restoration, or Central Avenue Sewer Lateral Replacement.
2. **Fiscal Year:** Indicate the fiscal year for which funding is being requested from the drop down menu. For a multiyear funding request, indicate the first year that funding is requested.
3. **Purpose:** Indicate the primary purpose of this request from the drop down menu.
 - Acquisition:** Select this option if the primary use of funds is to purchase an asset, i.e., land, building, equipment, technology, etc.
 - Construction:** Select this option if the primary use of funds will be for construction or reconstruction of buildings, additions to such buildings, remodeling, reconstructing or making extraordinary repairs to public buildings, for landscaping, paving and other site improvements of public property; for the construction or reconstruction of bridges, drainage systems, roads, sidewalks, and other public ways; for the construction or extraordinary repairs of sewers, sewerage systems and sewage treatment and disposal facilities; for the construction or reconstruction of filter beds, standpipes, pumping stations, water mains and tanks.
 - Design/Engineering:** Select this option if the primary use of funds will be for the cost of architectural services for plans and specifications for any proposed building, additions to buildings, or extraordinary repairs to existing public buildings; for engineering services for any public infrastructure improvement, expansion, or redevelopment.
 - Feasibility Study:** Select this option if the primary use of funds will be for a feasibility study of a specific future project, e.g., conducting groundwater inventory and analysis of the Town's water supply, including pump tests and quality tests relating to the development of using groundwater as an additional source or a new source of water supply.

4. **Classification:** Indicate the asset classification which project primarily falls under from the drop down menu.
- Building:** Building is defined as a permanent enclosed structure occupied by a Town or School department, or planned to be used by a Town or School department, e.g., Elementary School, Middle School, Public Safety Building, Senior Center, or Administrative Offices. This classification also includes something designed, built, installed, etc., to serve a specific function affording a convenience or service: seasonal buildings (e.g., park bathrooms, concession stand).
- Equipment:** Equipment is defined as a single item or single purchase with a total cost of \$25,000 or more, is freestanding and has a use life of five (5) or more years. This is tangible property (other than buildings, facilities, infrastructure, and land) which is used in the operation of town/school activities. Examples of equipment include devices, machines, and tools. It also includes furniture, fixtures, or other equipment that are not permanently connected to the structure of a building, facility, or the utilities (desks, chairs, equipment, tables, bookcases, and movable partitions). Also equipment for streets and other public areas, such as signs, benches, or litter bins. This category also encompasses large pieces of equipment designed for construction and earthwork, for aggregation and recycling, asphalt and concrete, for forestry and wood processing, or for snow and infrastructure maintenance. However, we separately classify Technology; refer below for the definition.
- Infrastructure:** Road, bridge, and sidewalks, drainage systems, sewer laterals or systems, or water supply distribution systems.
- Land:** Purchase or improvements to land, e.g., baseball field, football field, playgrounds, and walking trails.
- Technology:** Hardware, networking systems, communication systems, (including wireless systems and software).
5. **Status:** Indicate the status for this request from the drop down menu.
- New Request:** Select this option for a capital request that **did not** appear in the prior CIP. In most instances, this would be a capital request for the fifth year of the CIP (2024) as requests for the first four years (2020 – 2023) should have been previously disclosed in the prior CIP.
- Amended Request from the Prior CIP:** Select this option for projects that were included in the prior CIP, but the information, timing, details, costs, etc. have been changed from that which appeared in the prior CIP.
- Partially Funded Request:** Select this option for a project that has been funded in part from a prior request. This is usually the case for building projects where the design/engineering was funded in a prior year and now the construction funding is being sought.
- Same Request from the Prior CIP (no Changes):** Select this option for a project that appeared in the prior CIP and the information has NOT changed.
- Informational Only Request Details Incomplete:** Select this option to identify a project that the requester does not want to submit for an official review for funding or is unable to provide the required information in order to submit a complete capital request. The project request will be considered as submitted but will not be reflected in any of the five-year funding request recommendation schedules. Only projects that involve the construction or reconstruction of a public building or infrastructure, the purchase of land or buildings, or

participation in a regional capital outlay would be considered as a future project request. **You must indicate the Fiscal Year (see item #2) that the Department will formally present the capital request.**

6. **Department:** Indicate the name of the department making the request from the drop down menu. If the request comes from more than two departments and/or boards or committees, select the department that will be the lead.

7. **Supports:** Indicate the primary governmental function that the capital asset(s) will support from the drop down menu.

Community Services: Functions that provide direct services to residents, visitors, or businesses in the Town. Community services include public health, senior services, youth services, and veterans' services.

Culture and Leisure: Functions that provide cultural and leisure opportunities for Needham residents and visitors. This would include athletics, historic preservation, libraries, parks, and trails.

General Government: General Government serves as the support function, assisting all Town Departments in the conduct of their daily operations and serves as the business and residential development, land use planning, conservation, and economic development for the Town. General Government functions include the Board of Selectmen, the Town Manager's Office, Human Resources, Town Clerk and Elections, Town Counsel, Accounting, Budgeting and Finance, Treasury and Collections, Planning and Land Use, Information Technology Center, and non-departmental.

Public Education: Public education serves the public educational needs of Needham's children and adults. Public Education is comprised of the Needham Public School and Minuteman Regional Vocational High School.

Public Safety: Public Safety serves as the safety and security function, providing assistance to all Town residents, visitors, and business with life and property protection. Public Safety is comprised of Animal Control, Police, Parking Enforcement, Traffic Supervisors, Fire, Fire Prevention, Fire Training, and Emergency Management, Emergency Medical Services, and Building Code Enforcement and Weights and Measures.

Transportation Network: Functions that provide for the management, travel, support of private and public transportation. This includes roads, bridges, sidewalks, parking lots, road and pedestrian intersections, bicycle paths, movement, and buses.

Utilities: Functions that provide for the supply, treatment, and distribution of clean water, sanitary sewers, stormwater management, the collection, processing, and removal of trash, recyclables, and hazardous waste.

Other: Functions not otherwise falling into one of the above categories. Please explain under the **Project Description and Considerations** section of the capital form.

8. **Partners:** Disclose any other departments, boards, and/or committees that have a material role in making the request or carrying it out should it be approved. Also disclosed any third party partners that will financially participate in the funding of project. Explain how this relationship is to work under the **Project Description and Considerations** section of the capital form.

9. **Useful Life:** Indicate the estimated useful life of the asset from the drop down menu.
- Less than five (5) years – DOES NOT QUALIFY AS CAPITAL.
 - More than five (5) years but less than eight (8) years
 - Between eight (8) and twelve (12) years
 - Between twelve (12) and eighteen (18) years
 - Between eighteen (18) and twenty-five (25) years
 - More than twenty-five (25) years
10. **Parameters:** Review and answer the questions regarding the capital request by marking selecting the drop down menu to the right of the question under the Response column. Please provide responses to the following questions (any **YES** response **must** be explained under **Project Description and Considerations** section of the form):
1. *Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are **NOT** included in this request?*
 2. *Are there recommendations or costs identified by other departments which are **NOT** factored into the request? **You are required to consult with the managers of the other Town and/or School departments before answering this question.***
 3. *Does this project require any permitting by any Town or State agency? **Please indicate any Town boards and committees and or state agencies that permits or approvals must be obtained in order to commence with the project.***
 4. *If this request is for Technology, has the Department communicated with ITC, and does ITC support the request? **All technology requests require the review and recommendation of the Information Technology Center (ITC). In most instances, the ITC will be tasked with the implementation of a capital technology project.***
 5. *If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request? **All improvements must be supported and recommended by the Town's Building Maintenance division of Public Works. Projects with an estimated cost of \$500,000 or more are likely to be overseen and managed by the Building Design and Construction Department.***
 6. *If funded, will additional permanent staff be required? **Full time and/or part time. You must also state the number of FTE's (refer to #11).***
 7. *If funded, will the operating budget need to be increased to cover operating expenses? **If operating expenses are paid from an external funding source (such as a revolving fund) the response should still view the funding source as an operating budget.***
 8. *If funded, will this project lower the requesting Department's operating costs?*
 9. *If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted? **Examples include maintenance agreements, supplies, licensing rights, etc.***
 10. *If the project is **NOT** funded, will current Town revenue be reduced?*

11. *Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?*
12. *Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?*
13. *Is this a request in response to a Court, Federal, or State order? Please identify the order, regulation, law, etc.*
14. *Is this a request in response to a documented public health or safety condition? Please explain what the health or safety issue is and how was it documented.*
15. *Is this a request to improve or make repairs to extend the useful life of a building?*
16. *Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use? Please consult with the Public Works Department before submitting a request to ensure that the request does not conflict with other requests.*
17. *Is this a request to repair or otherwise improve public property which is **NOT** a building or infrastructure? Examples include a playing field renovation, walking trail upgrade, a municipal parking lot, etc.*
18. *Will any other department be required to provide assistance in order to complete the project? This would be for services, financial assistance, or staff that would not usually be required of the department in carrying out its primary responsibilities. This would be beyond standard administrative or regulatory requirements of a department, i.e., bid preparation, contract execution, issuance of a building permit, etc.*
19. *If funded, will this project increase the operating expense for any other department?*

11. **Total New FTE's:** Indicate the full time equivalent (FTE) number of employees that would be added if the requested project is funded. If no additional FTE's will result, enter "0". This relates to question six.
12. **Project Cost:** Enter the total amount requested for this project. This amount must equal the total from the Project Budget column from the Project Budget Elements table (see item 15) for details.
13. **How was the Project Cost Determined:** Indicate the primary factor used to determine the estimated project cost from the drop down menu. Was the estimated cost determined by use of a paid consultant or engineer, in-house (staff), industry references, or from another source? Other sources may include a fixed price per unit multiplied by the number of units, or based on prior bids (contracts), construction industry reference guides, formula driven by project size (square footage multiplied by price per square foot), consultant or design specification documents, etc. Disclose the methods under the Project Description and Considerations section.
 - Current Contract
 - Hired Consultant
 - Industry References
 - In-House Estimate
 - No Estimate Has Been Determined
14. **Budget Impact:** Indicate the estimated annual impact on the operating budget from the drop down menu.

The project will generate revenue in excess of cost
The project should reduce the operating expenses
Negligible impact on the annual operating expenses - less than \$5,000
May increase annual operating expenses - between \$5,001 and \$25,000
May increase annual operating expenses - between \$25,001 and \$50,000
May increase annual operating expenses - between \$50,001 and \$100,000
May increase annual operating expenses - by more than \$100,000

15. **Project Budget Elements:** Enter the dollar amount requested for each of the five fiscal years; for a project that may be requested for funding in the later years of the five-year CIP window, which may have a follow up appropriation beyond the fifth year, you should show those costs in year six or seven, as applicable. This would likely be a project design funding request which falls within the five year CIP window, but may have a construction appropriation request that is outside the five year period. However, in most instances, the funding request will be for a single fiscal year. However, equipment and facility improvements on a regular replacement schedule will probably require funding in more than one fiscal year and therefore should be explained under the **Project Description and Considerations** section. The requested amount is to include cost of the equipment, components and/or accessories, and incidental expenses. Incidental expenses may include items such as training, maintenance contract, start-up supplies, etc. The amount should also include acquisition, delivery, set up, and any other related costs required to procure and receive the equipment. Request for building, facility, or infrastructure improvements are to include the costs to complete the requested project. If the request is for a study, then only the cost to perform the study is necessary; however if the request is to replace a roof, both the engineering and construction costs are to be included in the request. Any extraordinary expense included in a request must be disclosed under the **Project Description and Considerations** section at the end of the form. Provide a dollar breakdown of the estimated cost for the request by the identified components.

Planning/Feasibility – are costs for consultants, professional services, materials and other resources required to develop a long range plan related to capital investment or a specific project.

Design & Engineering – this would be for professional services in the development of architectural and engineering documents, consulting services, design services, permitting assistance, contract management, inspectional services, and other associated services. The cost for a feasibility study should be reported under this line.

Land/ROW Acquisition – are costs for the purchase of real estate or the rights to use property (easements).

Site Preparation – are costs for land improvements.

Construction Expenses – are the costs for the construction, including but not limited to, construction, restoration, labor and materials, indirect costs, but not so-called “soft costs”.

Construction Management – are cost for construction management services.

Equipment – are costs for items such as office and school furniture, specialty items, construction and maintenance equipment, and vehicles. This would be for purchases which are usually stand-alone requests.

Furniture, Fixtures, and Equipment – are costs for such items acquired as part of a building or infrastructure improvement project but are not part of the construction costs. The supplies and materials that are used as part of the site work or construction are to be reported on those lines respectively.

Technology Software/Hardware - are the costs for capital investment in stand-alone technology systems and/or software which are not part of a building or infrastructure construction project that would routinely be provided by the construction contractor and reported under construction costs.

Other Expenses – this would be used to report other expenses that do not fall under one of the other expense lines or an expense. Example, if a project is proposed to be financed by debt, the total project budget should be multiplied by .05 and the calculated result (rounded to the nearest thousand, but not less than \$5,000) should be included in other expenses.

16. **Project Description and Considerations:** Provide a short descriptive narrative about the project. What is it, how did the request come about, and why it is needed. Describe the project you are proposing, its location, what type of work will be done; or if the request is for equipment explain the purpose and use of the item(s). Routine acquisitions may be briefer than a request to increase or introduce new equipment or a project that is new, unexpected, or extraordinary. Indicate whether the purpose of the project is to maintain, replace, enhance, or expand Town facilities or infrastructure. Clearly state whether the project is an acquisition, new construction, or renovation to an existing asset. Provide statistical data and reference any reports and/or studies that provide additional information as to the need, condition or cost. Provide the size and scope of the project, such as the square footage to be renovated in a building or the length of the roadway to be reconstructed. Multi-year and high dollar requests will require more information and specifics. Explain what alternative solutions have been examined, if any. If there is special funding available for the project (i.e., grant, state funding, donation,) please explain how the funds will be obtained and who will secure the funds. Your explanations for affirmative responses to the parameter questions are to be detailed in this section. Explain what may be the impact of not doing the project.

This information is expected to provide the narrative that is provided to Town Meeting in the warrant. Write for the layperson who may not be familiar with the history, purpose, or terminology. Do not use uncommon abbreviations or acronyms in your narrative without an explanation of its meaning.

17. **Supplemental Information:** This is an additional text box to provide information if the Project Description Considerations box space was insufficient to provide all the information. Project requests of an extraordinary nature will very likely require additional information than just a basic project description and the clarifications to your yes responses under the parameter section. You will probably need to use this section if the request is to acquire land or buildings or to newly construct or add to an existing building or facility, or will increase the annual operating costs by \$50,001 or more. Please contact the Assistant Town Manager/Director of Finance to

assist you in the preparation of items. Projects with an estimated annual budgetary impact of \$50,000 or more will require a detailed explanation of those costs. This would be supplied under the supplemental information box. These would be costs not currently in place or required. Provide the estimated additional full time equivalent (FTE) staff to operate and/or support the facility requested and the costs for any temporary personnel. For indirect costs contact the Finance Department for the appropriate factor. Provide an estimated cost for contracted services, supplies, and materials, and ongoing equipment needs for the project. Include an estimated impact on energy costs. Provide an estimate of any revenue that may be generated to offset operating and maintenance expenses (not the capital costs) that would be incurred if the project is approved. The revenue must be new or additional, which otherwise would not be generated if the project was not undertaken. Identify the revenue types and the amount expected year to year. Please explain the analysis involved in preparing the revenue estimates. List any restrictions on the usage of the funds.

Capital Project Request										
Project Title: (Refer to Instruction #1)					Fiscal Year: (Refer to #2)					
Purpose:	(Refer to #3)		Classification:	(Refer to #4)		Status:	(Refer to #5)			
Department:	(Refer to #6)				Supports:	(Refer to #7)				
Partners:	(Refer to #8)				Useful Life:	(Refer to #9)				
Parameters						Response				
1. Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are NOT included in this request?						(Refer to #10)				
2. Are there recommendations or costs identified by other departments which are NOT factored into the request?						(Refer to #10)				
3. Does this project require any permitting by any Town or State agency?						(Refer to #10)				
4. If this request is for Technology, has the Department communicated with ITC, and does ITC support the request?						(Refer to #10)				
5. If this request is for Building Improvements, has the Department communicated with the Building Maintenance (BM) division, and does BM support the request?						(Refer to #10)				
6. If funded, will additional permanent staff be required?						Total New FTE's:	(Refer to #11)		(Refer to #10)	
7. If funded, will the operating budget need to be increased to cover operating expenses?						(Refer to #10)				
8. If funded, will this project lower the requesting Department's operating costs?						(Refer to #10)				
9. If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is NOT already budgeted?						(Refer to #10)				
10. If the project is NOT funded, will current Town revenue be reduced?						(Refer to #10)				
11. Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?						(Refer to #10)				
12. Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?						(Refer to #10)				
13. Is this a request in response to a Court, Federal, or State order?						(Refer to #10)				
14. Is this a request in response to a documented public health or safety condition?						(Refer to #10)				
15. Is this a request to improve or make repairs to extend the useful life of a building?						(Refer to #10)				
16. Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						(Refer to #10)				
17. Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?						(Refer to #10)				
18. Will any other department be required to provide assistance in order to complete the project?						(Refer to #10)				
19. If funded, will this project increase the operating expense for any other department?						(Refer to #10)				
Project Cost:	(Refer to #12)	How was the Project Cost Determined:			(Refer to #13)					
Budget Impact:	(Refer to #14)									
Project Budget Elements	Project Budget	2020	2021	2022	2023	2024	2025	2026		
Planning/Feasibility	\$0	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)		
Design/Engineering	\$0	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)		
Land/ROW Acquisition	\$0	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)		
Site Preparation	\$0	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)		
Construction	\$0	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)		
Construction Management	\$0	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)		
Equipment	\$0	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)		
Furniture, Fixtures, and Equipment	\$0	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)		
Technology Hardware/Software	\$0	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)		
Other Expenses	\$0	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)	(Refer to #15)		
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		

Project Description and Considerations

(Refer to #17)

Supplemental Information

(Refer to #18)

**Vehicle Request
CIP-VR Form
This is an Excel Form
Instructions**

1. **Assigned:** Indicate Department/Division which the vehicle is assigned from the drop down menu.
2. **Unit #:** Type in the Town assigned unit number of the current vehicle.
3. **Year:** Type in the model year of the current vehicle.
4. **Make:** Type in the make of the current vehicle.
5. **Model:** Type in the model of the current vehicle.
6. **Fuel Type:** Indicate the type of fuel used by the current vehicle from the drop down menu: Diesel, Electric, Gasoline, Hybrid, Not Applicable, or Solar. If the vehicle has no fuel source, e.g., a trailer you would select "Not Applicable".
7. **Plate #:** Type in the vehicle registration number (license plate) of the current vehicle.
8. **VIN:** Type in the vehicle identification number (VIN) of the current vehicle.
9. **License:** Indicate the type of license required to operate the current vehicle from the drop down menu.
 - Class A:** Any combination of vehicles with a Gross Combination Vehicle Weight Rating (GCWR) of 26,001 lbs. or more provided the Gross Vehicle Weight Rating (GVWR) of the vehicle(s) being towed is in excess of 10,000 lbs., except a school bus. With a Class A license and the appropriate endorsements, a driver may operate any vehicle covered within Classes B and C.
 - Class B:** Any single vehicle with a GVWR of 26,001 lbs. or more, or any such vehicle towing another vehicle not in excess of 10,000 lbs. GVWR, except a school bus. With a Class B license and appropriate endorsements, a driver may operate any vehicle covered within Class C.
 - Class C:** Any vehicle that is either less than 26,001 lbs. GVWR or any such vehicle towing a vehicle not in excess of 10,000 lbs. GVWR or a vehicle placarded for hazardous materials or designed to transport 16 or more persons, including the operator, except a school bus.
 - Class D:** Any single vehicle or combination except a semitrailer unit, truck trailer combination, tractor, or truck having a registered gross weight in excess of 26,000 lbs., a bus, or a school bus.

Class M: Motorcycle. If operator has a Class D license, he or she may opt for a Class M endorsement on their driver's license.

License Not Required: A driver's license is not required to operate the identified vehicle.

10. **Mileage:** Enter the present mileage of the vehicle, if unknown type "NA".

11. **Hours:** Enter the present number of hours that the vehicle has been in operation (engine hours), if unknown type "NA".

12. **Reading Date:** Enter the date that the mileage/hours were read. The date MUST be provided.

13. **Expiration:** Enter the month and year that the current vehicle inspection sticker expires. This is the state mandated inspection.

14. **Disposal Intentions:** Indicate what the department's intentions are for the current vehicle from the drop down menu:

Auction/Trade = the request is to sell the vehicle at auction or use it as trade when acquiring the replacement vehicle. The final decision is made by the Finance Department so the Department should not assume any credit or reduction in price resulting from a trade. The estimated price should be based on no trade.

Not Applicable = "Not Applicable" should be selected when there is no current vehicle related to this request.

Retain = the request is to retain the current vehicle in its present capacity; meaning that the department will increase the number of vehicles in regular use by the department.

Scrap = the request is that the vehicle should be disposed as scrap; it is unsafe for use or of limited value.

Transfer = the request is to transfer the vehicle to another department for use.

Pool Vehicle = the request is to retain the current vehicle to be used as a pool vehicle by the Town.

15. **Primary Functions:** Describe the primary functions (daily operations) that the requested vehicle will provide for the department and why the vehicle is needed. What other options did the department factor before making this request? Include information that will be helpful in determining why the request is being made and why you think the vehicle needs to be purchased.

16. **Funding Year:** Indicate the fiscal year for which funding is being requested from the drop down menu.

17. **Funding Amount:** Enter the funding amount requested. The form has been designed to calculate an estimate based on current pricing that you should use.

18. Vehicle Type: Indicate the type of vehicle being requested from the drop down menu:

Automobile

Delivery Vehicle

Emergency Response

Flat Bed Truck

Heavy Truck (trucks with a Gross Vehicle Weight (GVW) of 6,000 pounds or more)

Light Truck (trucks with a Gross Vehicle Weight (GVW) less than 6,000 pounds)

Motorcycle

Passenger Van

School Bus

Snow and Ice Equipment (this selection is for vehicles that are just meant for snow and ice removal, not vehicles that may be used in snow and ice removal operations)

SUV (Sport Utility Vehicle)

Tractor

Trailer

Van (which is not designed for passenger transport)

19. Make: Type in the anticipated make of the requested vehicle.

20. Model: Type in the anticipated model of the requested vehicle.

21. Current Cost of Vehicle: Type in the cost of the vehicle (not including attachments and special equipment which are required for the intended purpose but are not provided by the vehicle manufacturer). The cost should be current prices (2018). This figure and any amounts for special equipment and/or other costs will be used to calculate the estimated amount to be requested for the funding year. The estimated cost of the equipment has been calculated and is shown by fiscal year in the "Estimated Cost by Fiscal Year" column to the right). Please attach the documentation which shows how the current cost was determined.

22. Special Equipment: Describe any added equipment or special preparation which is required before the vehicle could be operational for the intended use. The additional cost to purchase and install/apply is to be disclosed in this box with the amount entered in the box to the right (refer to #23). Please attach the documentation which shows how the current cost was determined.

23. Special Equipment Cost: Enter the current cost of the special equipment identified to the left (refer to #22).

24. Other Cost: Describe any other expense related to this request which is not included in the vehicle price (refer to

#21) or the special equipment costs (refer to #22 and #23) and enter the cost to the right. Examples include, but not limited to, insurance coverage for the first year, additional paint and decal work, decommissioning costs for the asset being retired.

25. **Other Cost Amount:** Enter the other cost amount identified to the left (refer to #24).

Vehicle Request CIP-VR				
Current Vehicle		Requested Vehicle		Estimated Cost by Fiscal Year
Assigned	(Refer to #1)	Funding Year	(Refer to #16)	2020
Unit #	(Refer to #2)	Funding Amount	(Refer to #17)	2021
Year	(Refer to #3)	Vehicle Type	(Refer to #18)	2022
Make	(Refer to #4)	Make	(Refer to #19)	2023
Model	(Refer to #5)	Model	(Refer to #20)	2024
Fuel Type	(Refer to #6)	Current Cost of Vehicle*	(Refer to #21)	2025
Plate #	(Refer to #7)			2026
VIN	(Refer to #8)	(Refer to #22)	(Refer to #23)	2027
License	(Refer to #9)	(Refer to #22)	(Refer to #23)	2028
Mileage	(Refer to #10)	(Refer to #22)	(Refer to #23)	2029
Hours	(Refer to #11)	(Refer to #22)	(Refer to #23)	2030
Reading Date	(Refer to #12)	Subtotal	\$0	2031
Expiration	(Refer to #13)	(Refer to #24)	(Refer to #25)	2032
Disposal Intentions	(Refer to #14)	(Refer to #24)	(Refer to #25)	2033
	Primary Functions	(Refer to #24)	(Refer to #25)	2034
	Refer to #15	(Refer to #24)	(Refer to #25)	2035
		Subtotal	\$0	2036
		Total Current Cost		2037
		* Vehicle cost for -->	2018	

Additional Information to be Included in the Annual Town Meeting Warrant



VEHICLE CONDITION CRITERIA TABLE

Please use the criteria below to assess the vehicle's overall condition. As a rule of thumb, if a vehicle meets the criteria of one or more classifications, the lowest category should be attributed.

EXCELLENT	<p>Vehicle is in excellent mechanical condition, has glossy paint and perfect interior</p> <ul style="list-style-type: none"> ✓ Looks new ✓ Excellent mechanical condition ✓ Has not had paint or body work ✓ Shows no rust, no visible wear and tear, stains, no "chips" or "dings" ✓ Engine is clean, has no missing parts and no fluid leaks ✓ Tires exhibit no uneven wear patterns ✓ Has complete and verifiable service records ✓ Has passed annual vehicle and safety emissions inspection
GOOD	<p>Vehicle is free of major defects and only has minor visual blemishes</p> <ul style="list-style-type: none"> ✓ Has no major defects ✓ No major mechanical problems ✓ Paint is still shiny, body and interior may have minor blemishes, which should be easily repaired ✓ Has little or no signs of rust and very few visible interior or exterior defects ✓ May or will need reconditioning if re-sold ✓ Tires match and have substantial thread wear left ✓ Has passed annual vehicle and safety emissions inspection
FAIR	<p>Vehicle has some mechanical or cosmetic defects but is in safe running condition</p> <ul style="list-style-type: none"> ✓ Reasonable running condition ✓ Has some mechanical or cosmetic defects that need servicing. All issues must be repairable. ✓ Paint, body and/or interior show visual flaws and need work performed by a professional ✓ May have small rust, minor dents ✓ May have defects in the engine or other mechanical systems ✓ Tires may need replacement ✓ Has passed annual vehicle and safety emissions inspection
POOR	<p>Vehicle has had severe mechanical and/or cosmetic defects</p> <ul style="list-style-type: none"> ✓ Significant mechanical and/or cosmetic defects ✓ Is in poor running condition ✓ Paint job is faded or missing ✓ Shows excessive rust ✓ May have problems that cannot be readily fixed such as damage frame ✓ Mileage cannot be confirmed ✓ Needs major repair in order to pass annual inspection