

BOARD OF SELECTMEN

December 18, 2012

Needham Town Hall

Agenda

	6:45	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
1.	7:00	New Years Needham Update (10 mins tops) ▪ Suzanne Saevitz, Chair ▪ Jessica Weiss, Coordinator
2.	7:10	Appointment of Housing Authority Member ▪ Joint Meeting of Board of Selectmen and Needham Housing Authority
3.	7:15	Introduction of Firefighters ▪ Kate Fitzpatrick, Town Manager ▪ Paul Buckley, Fire Chief
4.	7:20	Approve 10 Year Cable Television Renewal License Agreement with Comcast License ▪ Jonathan Tamkin, Cable Television Advisory Committee
5.	7:30	Public Hearing – New England Business Center Branding ▪ Devra Bailin, Director of Economic Development ▪ Matthew Talcoff, Chair – Council of Economic Advisors
6.	8:00	Approve Sale of Notes ▪ David Davison, Assistant Town Manager/Finance ▪ Evelyn Poness, Town Treasurer/Collector
7.	8:10	Town Manager ▪ Downtown Streetscape Committee ▪ FY2014 Budget Consultation/Budget Priorities ▪ FY2014 – FY2018 Capital Improvement Plan
8.	8:20	Board Discussion ▪ Approval of Alcohol Regulations ▪ Committee Reports
9.	8:25	Executive Session Exception 3 (potential litigation) & Exception 6 (interest in real property)

CONSENT AGENDA ***=Backup attached**

1.*	In accordance with Section 20B(5) of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt an amended classification and compensation plan for fiscal year 2013.
2.	Accept \$25 donation made to the Needham Health Department's Domestic Violence Action Committee from Paula Collins Mazzio of Needham.

3.	Accept \$250 donation made to the Needham Health Department's Gift of Warmth fund from Shahin Sagafi of Needham.
4.	Accept a \$500 donation made to Needham Youth Services from the Needham Women's Club. The monies are to be used to sponsor the Youth Services "A Conversation Program".
5.	Approve for calendar year 2013 requests for license renewals of Restaurant – All Alcoholic Licenses and request for a license addendum to allow for the premises to have designated waiting areas for the service of alcoholic or wine and malt beverages only to those patrons who are waiting to dine (Section 3.1 of Needham Regulations for the Sale of Alcoholic Beverages) for each of the following establishments (subject to receipt of required completed paperwork): ▪ Cerritos, Inc. d/b/a Acapulco's Mexican Family Restaurant ▪ Banyan Tree, LLC d/b/a The Rice Barn ▪ Bertucci's Restaurant Corporation d/b/a Bertucci's Brick Oven Pizzeria ▪ Gibbous Moon, Inc d/b/a The Center Café Needham ▪ Mount Blue Two, LLC d/b/a Blue on Highland ▪ New Garden, Inc. d/b/a New Garden Restaurant ▪ Not Your Average Joe's Inc. d/b/a Not Your Average Joe's ▪ Petit Robert Needham, LLC d/b/a Petit Robert Bistro ▪ Fusion Cuisine, Inc. d/b/a Gari ▪ SAI Restaurants, Inc. d/b/a Masala Art ▪ Tian Long, Inc. d/b/a Fuji Steak House ▪ Tu y Yo Mexican Cuisine
6.	Approve for calendar year 2013 requests for license renewals of Restaurant – All Alcoholic Licenses for the following establishments (subject to receipt of required completed paperwork): ▪ Mandarin Gourmet, Inc. d/b/a Mandarin Cuisine Locus
7.	Approve for calendar year 2013 request for Innholder – All Alcoholic License Renewal for HST Lessee Needham, LLC d/b/a Sheraton Needham Hotel
8.	Approve for calendar year 2013 requests for license renewals of Restaurant – Wine and Malt Beverage Licenses for the following establishments (subject to receipt of required completed paperwork) : ▪ Asillem, LLC d/b/a Stone Hearth Pizza Co. ▪ Spiga LLC
9.	Approve for calendar year 2013 requests for license renewals of Club – All Alcoholic Beverage Licenses for the following establishments (subject to receipt of required completed paperwork) : ▪ The Needham Golf Club ▪ Village Club Building Assoc. Inc. ▪ Lt. Manson Carter Post #2498 V.F.W. of U.S.
10.	Approve for calendar year 2013 requests for license renewals of Common Victualler Licenses for the following establishments (subject to receipt of required completed paperwork): ▪ Cerritos, Inc. d/b/a Acapulco's Mexican Family Restaurant ▪ Acorns Bakery & Café, Inc. ▪ Bagels' Best, Inc. d/b/a Bagels' Best Café ▪ Bertucci's Restaurant Corp. d/b/a Bertucci's Brick Oven Pizzeria ▪ Beth Israel Deaconess – Glover Café ▪ Mount Two Blue, LLC d/b/a Blue on Highland ▪ C & D Management, Inc. d/b/a Brothers Pizza & Restaurant ▪ Café Fresh Bagel

- 1095, LLC d/b/a Comella's Restaurant
- The Simpson Corp. d/b/a Cutler Lake Café
- Delops, Inc. d/b/a D'Angelo Sandwich Shop
- Your Other Oven, Inc. d/b/a Domino's Pizza
- New Hong Kong IV, Inc. d/b/a Dragon Chef Restaurant
- Chestnut Street Donuts d/b/a Dunkin Donuts
- Fred's Coffee Shop d/b/a Dunkin Donuts
- Highland Avenue Donuts, Inc. d/b/a Dunkin Donuts
- Select Group, Inc. d/b/a Fresco Restaurant
- Tian Long, Inc. d/b/a Fuji Steak House
- Fusion Cuisine d/b/a Gari
- Gibbous Moon, Inc. d/b/a The Center Café Needham
- Three Sons, Inc. d/b/a Kosta's Pizza & Seafood
- Lizzy's Ice Cream LLC d/b/a Lizzy's Ice Cream
- Mandarin Gourmet, Inc. d/b/a Mandarin Cuisine Locus
- SAI Restaurants, Inc. d/b/a Masala Art
- McDonald's Restaurant – Needham
- D & L Enterprises, Inc. d/b/a Mighty Subs
- The Needham Golf Club, Inc.
- International Needham House of Pizza d/b/a Needham House of Pizza
- New Garden Inc. d/b/a New Garden Restaurant
- Select Pizza d/b/a Nicholas' Pizza
- Not Your Average Joe's, Inc. d/b/a Not Your Average Joe's
- Boston Bread LLC d/b/a Panera
- Petit Robert Needham LLC d/b/a Petit Robert Bistro
- Pronti Bistro Inc. d/b/a Pronti Bistro
- Banyan Tree, LLC d/b/a The Rice Barn
- HST Lessee Needham LLC d/b/a Sheraton Needham Hotel
- Spiga, LLC
- Starbucks Coffee Company
- Asillem LLC d/b/a Stone Hearth Pizza
- Billy Jean Inc. d/b/a Subway
- Yeat Inc. d/b/a Sweet Basil
- Paraskevi Tsoutsoplides d/b/a Sweet Corner
- H & B Pizza, Inc. d/b/a Sweet Tomatoes Pizza
- Swizzles of Needham, LLC. d/b/a Swizzles Frozen Yogurt
- J & J Pizza, Inc. d/b/a Town House of Pizza
- Treat LLC d/b/a Treat Cupcake Bar
- Tu y Yo II, LLC d/b/a Tu y Yo, Mexican Cuisine
- Lt. Manson Carter Post 2498 V.F.W. of U.S.
- Village Club Building Assoc. Inc.

11. Approve for calendar year 2013 requests for various license renewals as detailed below for the following establishments (subject to receipt of required completed paperwork):
- HST Lessee Needham LLC d/b/a Sheraton Needham Hotel – Innkeeper
 - Olin College – Lodging License
 - Babson College – Lodging License
 - HST Lessee Needham LLC d/b/a Sheraton Needham Hotel – Public Entertainment on Sunday
 - 7-Eleven – Special Permit (24 hr. retail sale of food)
 - Yeat Inc. d/b/a Sweet Basil – Special Permit (Carry In Beer/Wine)

	▪ HST Lessee Needham LLC d/b/a Sheraton Needham Hotel – Weekday Entertainment ▪ Mount Blue Two, LLC d/b/a Blue on Highland – Weekday Entertainment ▪ Mount Blue Two, LLC d/b/a Blue on Highland – Sunday Entertainment ▪ Gibbous Moon Inc. d/b/a The Center Café Needham – Weekday Entertainment ▪ Asillem LLC d/b/a Stone Hearth Pizza Co. – Weekday Entertainment
12.	Approve for calendar year 2013 the following requests for Class I & Class II Used Car Dealer Licenses: ▪ Auto International Ltd.- Class II ▪ Beth –L Auto Sales – Class II ▪ Center Automotive – Class II ▪ Copley Motorcars – Class II ▪ R&R Automotive – Class II ▪ Muzi Chevrolet GEO – Class I ▪ Muzi Motors, Inc. – Class I
13.*	Approve minutes of November 27, 2012, December 3, 2012 and December 4, 2012.
14.	Accept \$900 in donations made to the Needham Health Department's Gift of Warmth Fund from the following people: Ann C. MacFate, and The Community Concerns Committee of the Christ Episcopal Church, Needham.
15.*	Sign the Application for Recertification so that the Town of Needham will be recertified, as achieving standards set forth by The National Arbor Day Foundation, as a Tree City USA for 2012. (complete application on file in Selectmen Office).
16.*	Accept \$75,000 gift from Normandy Real Estate Partners, pursuant Section 3.18 of Major Project Site Plan Special Permit No. 2112-07, dated October 16, 2012 to hire a traffic engineer to assist the Town to evaluate traffic measures that ought to be implemented to improve traffic conditions in the general geographic area which is subject to the Town's Traffic Mitigation Fund.
17.*	Water & Sewer Abatement Order #1153



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

MEETING DATE: 12/18/2012

Agenda Item	New Years Needham Update
Presenter(s)	Suzanne Saevitz, Chair – New Years Needham Committee Jessica Weiss, Coordinator

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Ms. Saevitz and Ms. Weiss will update the Board on the activities planned for New Years Needham.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO



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

MEETING DATE: 12/18/2012

Agenda Item	Appointment of Housing Authority Member
Presenter(s)	Joint Meeting with the Needham Housing Authority

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Needham Housing Authority has identified a candidate for a vacancy on that Board.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board of Selectmen and Needham Housing Authority vote to appoint Andrew Cohen to fill the vacancy on the Board through April 9, 2013.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Notice of Vacancy from the Town Clerk dated November 29, 2012 b. Resume for Andrew Cohen			



Theodora K. Eaton, MMC
Town Clerk

TOWN OF NEEDHAM

Office of the Town Clerk

1471 Highland Avenue, Needham, MA 02492-0909

Telephone (781) 455-7510

Fax (781) 449-1246

Email: Teaton@needhamma.gov

RECEIVED

TOWN OF NEEDHAM
BOARD OF SELECTMEN

2012 DEC -4 P 2:12

November 29, 2012

Board of Selectmen and
Needham Housing Authority
Town of Needham
1471 Highland Avenue
Needham, MA 02492

Dear Members of the Board of Selectmen and the Needham Housing Authority.

I have received a letter of resignation from the Needham Housing Authority member Reginald C. Foster effective immediately. He has been appointed by the Governor as the State representative to the Needham Housing Authority and thus must resign from his elected Needham Housing Authority position.

Once again, I would like to outline the methodology for filling a vacancy on an elected board under Massachusetts General Laws Chapter 41, Section 11, Subsection 81A:

* "The remaining members (Needham Housing Authority write to the selectmen, within one month of the vacancy, informing them of the vacancy. Then, the selectmen, with the remaining members of the Needham Housing Authority, after one week's public notice, fill the vacancy by roll call vote. If the remaining members do not inform the selectmen within one month, the selectmen fill the vacancy by themselves. In either case, a majority vote of all the officials eligible to vote is required to select a replacement. Whoever is selected must be a registered voter in the town and perform the duties of the office until the next Annual Town Election or until another person is qualified."

If you have any questions, please don't hesitate to contact me.

Sincerely,

Theodora K. Eaton

Theodora K. Eaton, MMC,
Town Clerk

* See Correction!

Cc: Kate Fitzpatrick, Town Manager ✓
Pamela Allen, Director, Needham
Housing Authority

C: BOS
KF
Sandy

Candidate for
NHA vacancy.

Joint mtg to be
Dec 18 7pm.

December 6, 2012

Mr. John Bulian
Needham Board of Selectmen
Town of Needham
Town Hall
1471 Highland Avenue
Needham, Massachusetts 02492

Re: Needham Housing Authority

Dear Mr. Bulian:

I write to formally express my interest in being appointed to the Needham Housing Authority Board to complete the term of Mr. Reginald Foster.

I have been a resident of Needham since 2004, and I have two children (ages 12 and 10) in the public school system. While my resume is short on housing experience, I am very familiar with the needs of indigent families. I am an attorney, and I have worked for the past 17 years for the Committee for Public Counsel Services (CPCS), the public defender agency. I am currently the Director of Appellate Panel for the agency's child welfare division, where I oversee over 100 court-appointed private attorneys who represent children and indigent parents in the child welfare system. Many of the agency's clients have issues with housing affordability, housing instability, and homelessness. As a certified volunteer at MCI Framingham, I lecture regularly to incarcerated mothers about their family law rights. I am deeply committed to working with the client population served by public housing.

Serving on the Needham Housing Authority Board would afford me an excellent opportunity to provide housing to families and individuals in need. I have served on many agency and organizational boards and committees, and I enjoy working collaboratively with others in that context. Please note that I have discussed this position with the state ethics commission, and I have been assured that, as a CPCS employee, I would not have a conflict of interest in accepting this appointment.

Attached is a copy of my resume. I ask that the Board of Selectmen consider my request for appointment to the open seat on the Needham Housing Authority.

Sincerely,

Andrew Cohen

cc: Peter J. Pingitore, Esq. (Chairman, Needham Housing Authority)



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

MEETING DATE: 12/18/2012

Agenda Item	Introduction of Firefighters
Presenter(s)	Kate Fitzpatrick, Town Manager Paul Buckley, Fire Chief

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Chief Buckley will introduce newly appointed firefighters Adam Barbato and Jason Vanston.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
Resumes for Adam Barbato and Jason Vanston.			



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

MEETING DATE: 12/18/2012

Agenda Item	Approves 10 year Cable Television Renewal License Agreement with Comcast
Presenter(s)	Jonathan Tamkin, Cable Television Advisory Committee

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Cable Television Advisory Committee will recommend that the Needham Board of Selectmen, as the Issuing Authority for the Town enter into a 10 year cable television Renewal License with Comcast for the period of December 18, 2012 through December 17, 2022.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to support the recommendation of the Cable Television Advisory Committee for a ten (10) year cable television Renewal License agreement with Comcast effective December 18, 2012 through December 17, 2022.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a) Cable Television Renewal License Agreement b) Needham I-Net Decommission Agreement c) Needham Senior Discount Side Letter d) Cable Related Funding—No Pass Through Side Letter			

**-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022**

CABLE TELEVISION

RENEWAL LICENSE

GRANTED TO

COMCAST OF NEEDHAM, INC.

THE BOARD OF SELECTMEN

**TOWN OF NEEDHAM,
MASSACHUSETTS**

DECEMBER 18, 2012

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

**ARTICLE 1
DEFINITIONS**

Section 1.1	Definitions	2
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**ARTICLE 2
GRANT OF RENEWAL LICENSE**

Section 2.1	Grant of Renewal License	8
Section 2.2	Term of Renewal License	8
Section 2.3	Non-Exclusivity of Renewal License	9
Section 2.4	Police and Regulatory Powers	9
Section 2.5	Removal or Abandonment	10
Section 2.6	Transfer of Renewal License	10
Section 2.7	Effect of Unauthorized Transfer Action	11

**ARTICLE 3
CABLE SYSTEM DESIGN**

Section 3.1	Subscriber Network	12
Section 3.2	Institutional Network	12
Section 3.3	Emergency Alert Override Capacity	13
Section 3.4	Parental Control Capability	13

**ARTICLE 4
CABLE SYSTEM LOCATION, MAINTENANCE
AND OPERATIONAL STANDARDS**

Section 4.1	Service Available to all Residents	14
Section 4.2	Location of Cable Television System	14

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

Section 4.3	Underground Facilities	14
Section 4.4	Tree Trimming	15
Section 4.5	Restoration to Prior Condition	15
Section 4.6	Temporary Relocation	15
Section 4.7	Disconnection and Relocation	16
Section 4.8	Safety Standards	16
Section 4.9	Pedestals	16
Section 4.10	Private Property	16
Section 4.11	Right to Inspection of System	17
Section 4.12	Cable System Maps	17
Section 4.13	Service Interruption	17
Section 4.14	Commercial Establishments	17
Section 4.15	"Dig Safe"	17

ARTICLE 5
SERVICES AND PROGRAMMING

Section 5.1	Basic Service	18
Section 5.2	Programming	18
Section 5.3	Leased Channels for Commercial Use	18
Section 5.4	VCR/DVR/DVD/Cable Compatibility	18
Section 5.5	Continuity of Service	19
Section 5.6	Drops and Monthly Service to Public Buildings and Schools	19
Section 5.7	Cable-Related Funding	19

ARTICLE 6
PUBLIC, EDUCATIONAL AND GOVERNMENTAL
ACCESS FACILITIES AND SUPPORT

Section 6.1	Public, Educational & Governmental Access	20
Section 6.2	PEG Access Corporation	20
Section 6.3	PEG Access Channels	20
Section 6.4	Annual Support for PEG Access Programming	21
Section 6.5	PEG Access Equipment/Facilities Funding	22
Section 6.6	Equipment Ownership	22
Section 6.7	Access Corporation Annual Report	22
Section 6.8	PEG Access Channel Maintenance	22
Section 6.9	PEG Access Cablecasting	23
Section 6.10	Censorship	23

ARTICLE 7
LICENSE FEE PAYMENTS

Section 7.1	License Fee Payments	24
Section 7.2	Other Payment Obligations And Exclusions	24
Section 7.3	Recomputation	25
Section 7.4	Affiliates Use of System	25
Section 7.5	Method of Payment	25

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

**ARTICLE 8
RATES AND CHARGES**

Section 8.1	Rate Regulation	26
Section 8.2	Notification of Rates and Charges	26
Section 8.3	Publication and Non-Discrimination	26
Section 8.4	Credit for Service Interruption	26

**ARTICLE 9
INSURANCE AND BONDS**

Section 9.1	Insurance	27
Section 9.2	Performance Bond	27
Section 9.3	Reporting	28
Section 9.4	Indemnification	28
Section 9.5	Notice of Cancellation or Reduction of Coverage	28

**ARTICLE 10
ADMINISTRATION AND REGULATION**

Section 10.1	Regulatory Authority	30
Section 10.2	Performance Evaluation Hearings	30
Section 10.3	Nondiscrimination	30
Section 10.4	Emergency Removal of Plant	31
Section 10.5	Removal and Relocation	31
Section 10.6	Jurisdiction and Venue	31

ARTICLE 11
DETERMINATION OF BREACH-LICENSE REVOCATION
LIQUIDATED DAMAGES

Section 11.1	Determination of Breach	32
Section 11.2	Liquidated Damages	33
Section 11.3	Revocation of Renewal License	34
Section 11.4	Termination	34
Section 11.5	Notice to Town of Legal Action	34
Section 11.6	Non-Exclusivity of Remedy	34
Section 11.7	No Waiver-Cumulative Remedies	35

ARTICLE 12
SUBSCRIBER RIGHTS AND CONSUMER PROTECTION

Section 12.1	Customer Service Office	36
Section 12.2	Telephone Access	36
Section 12.3	Customer Service Call Center	37
Section 12.4	Installation Visits-Service Calls-Response Time	37
Section 12.5	FCC Customer Service Obligations	38
Section 12.6	Business Practice Standards	38
Section 12.7	Complaint Resolution Procedures	38
Section 12.8	Remote Control Devices	39
Section 12.9	Employee Identification Cards	39
Section 12.10	Protection of Subscriber Privacy	39
Section 12.11	Privacy Written Notice	40
Section 12.12	Monitoring	40

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

Section 12.13	Distribution of Subscriber Information	40
Section 12.14	Information With Respect To Viewing Habits and Subscription Decisions	41
Section 12.15	Subscriber's Right to Inspect and Verify Information	41
Section 12.16	Privacy Standards Review	41

ARTICLE 13
REPORTS, AUDITS AND PERFORMANCE TESTS

Section 13.1	General	42
Section 13.2	Financial Reports	42
Section 13.3	Cable System Information	42
Section 13.4	In-House Telephone Reports	42
Section 13.5	Subscriber Complaint Report	43
Section 13.6	Individual Complaint Reports	43
Section 13.7	Annual Performance Tests	43
Section 13.8	Quality of Service	43
Section 13.9	Dual Filings	43
Section 13.10	Additional Information	44
Section 13.11	Investigation	44

ARTICLE 14
EMPLOYMENT

Section 14.1	Equal Employment Opportunity	45
Section 14.2	Non-Discrimination	45

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

ARTICLE 15
MISCELLANEOUS PROVISIONS

Section 15.1	Entire Agreement	46
Section 15.2	Captions	46
Section 15.3	Separability	46
Section 15.4	Acts or Omissions of Affiliates	46
Section 15.5	Renewal License Exhibits	46
Section 15.6	Warranties	46
Section 15.7	Force Majeure	47
Section 15.8	Removal of Antennas	47
Section 15.9	Subscriber Television Sets	48
Section 15.10	Applicability of Renewal License	48
Section 15.11	Notices	48
Section 15.12	No Recourse against the Issuing Authority	49
Section 15.13	Town's Right of Intervention	49
Section 15.14	Term	49

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

EXHIBITS

FCC Technical Specifications	Exhibit 1
Institutional Network Buildings	Exhibit 2
Programming and Signal Carriage	Exhibit 3
Free Drops and Monthly Service to Public Buildings and Schools	Exhibit 4
Gross Annual Revenues Reporting Form	Exhibit 5
207 CMR 10.00	Exhibit 6
FCC Customer Service Obligations	Exhibit 7
Cable Division Form 500	Exhibit 8

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

A G R E E M E N T

This Cable Television Renewal License entered into by and between the Board of Selectmen of the Town of Needham, Massachusetts, as Issuing Authority for the grant of the cable television license(s) pursuant to M.G.L. c. 166A, and Comcast of Needham, Inc. ("Comcast" or the "Licensee").

W I T N E S S E T H

WHEREAS, the Issuing Authority of the Town of Needham, Massachusetts, pursuant to M.G.L. c. 166A, is authorized to grant one or more nonexclusive cable television licenses to construct, operate and maintain a Cable Television System within the Town of Needham; and

WHEREAS, the Issuing Authority conducted a public ascertainment hearing, pursuant to Section 626 of the Cable Act, on December 7, 2010, in order to (1) ascertain the future cable related community needs and interests of Needham, and (2) review the performance of Comcast and its predecessors during its then-current license term; and

WHEREAS, the Issuing Authority sent a Request-for-a-Renewal Proposal ("RFP") to Comcast, dated May 4, 2011, pursuant to Section 626(b) of the Cable Act; and

WHEREAS, Comcast submitted a renewal proposal and Massachusetts Cable Division Form 100 to the Town of Needham, dated July 6, 2011, in response to the Town's RFP for a renewal license to operate and maintain a Cable Television System in the Town of Needham; and

WHEREAS, the Issuing Authority and Comcast engaged in good faith negotiations pursuant to Section 626(h) of the Cable Act and did agree thereto on terms and provisions for Comcast's continued operations and maintenance of its Cable Television System in the Town of Needham.

NOW THEREFORE, in consideration of the mutual covenants herein contained and intending to be legally bound, the parties agree as follows:

ARTICLE 1

DEFINITIONS

Section 1.1---DEFINITIONS

For the purpose of this Renewal License, the following words, terms, phrases and their derivations and abbreviations shall have the meanings given herein, unless the context clearly requires a different meaning. When not inconsistent with the context, the masculine pronoun includes the feminine pronoun, words used in the present tense include the future tense, words in the plural number include the singular number and words in the singular number include the plural number. The word shall is always mandatory and not merely directory.

(1) Access: The right or ability of any Needham resident and/or any Persons affiliated with a Needham institution to use designated Public, Education and Government ("PEG") facilities, equipment and/or PEG Access channels of the Cable Television System, subject to the conditions and procedures established for such use.

(2) Access Channel: A video channel which the Licensee owns and shall make available, without charge, for the purpose of transmitting non-commercial programming by members of the public, Town departments and agencies, public schools, educational, institutional and/or similar organizations.

(3) Access Corporation: The entity, designated by the Issuing Authority from time to time, for the purpose of operating and managing the use of public, educational and governmental access funding, equipment and channels on the Cable Television System.

(4) Affiliate or Affiliated Person: When used in relation to any Person, means another Person who owns or controls, is owned or controlled by, or is under common ownership or control with, such Person.

(5) Basic Service: Any service tier which includes the retransmission of local television broadcast signals.

(6) CMR: The Code of Massachusetts Regulations.

(7) Cable Act: Public Law No. 98-549, 98 Stat. 2779 (1984) (the Cable Communications Policy Act of 1984), as amended by Public Law No. 102-385, 106 Stat. 1460 (1992) (the Cable Television Consumer Protection and Competition Act of 1992, and as further amended by Public Law No. 104-458, 110 Stat. 110 (1996)(the Telecommunications Act of 1996).

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

(8) Cable Division: The Cable Television Division of the Massachusetts Department of Telecommunications and Cable.

(9) Cable Service or Service: The one-way transmission to Subscribers of Video Programming or other Programming services, together with Subscriber interaction, if any, which is required for the selection of such Video Programming or other Programming services, which the Licensee may make available to all Subscribers generally.

(10) Cable Television System or Cable System: A facility consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designed to provide Cable Service which includes video programming and which is provided to multiple Subscribers within the Town, but such term does not include (A) a facility that serves only to retransmit the television signals of one or more television broadcast stations; (B) a facility that serves Subscribers without using any public right-of-way; (C) a facility of a common carrier which is subject, in whole or in part, to the provisions of Title II of the Cable Act, except that such facility shall be considered a cable system (other than for purposes of section 621(c) of the Cable Act) to the extent such facility is used in the transmission of video programming directly to Subscribers, unless the extent of such use is solely to provide interactive on-demand services; (D) an open video system that complies with section 653 of the Communications Act; or (E) any facilities of any electric utility used solely for operating its electric utility systems.

(11) Commercial Subscriber: A commercial, non-residential Subscriber to Cable Service.

(12) Complaint: Any written or verbal contact with the Licensee in connection with subscription in which a Person expresses dissatisfaction with an act, omission, product or service that is (1) within the Licensee's control, and (2) requires a corrective measure on the part of the Licensee.

(13) Converter: Any device changing the frequency of a Signal. A Subscriber Converter may expand reception capacity and/or unscramble coded Signals distributed over the Cable System.

(14) Department of Public Works ("DPW"): The Department of Public Works of the Town of Needham, Massachusetts.

(15) Downstream Channel: A channel over which Signals travel from the Cable System Headend or Hub Site to an authorized recipient of Programming.

(16) Drop or Cable Drop: The cable that connects an Outlet to feeder cable of the Cable System.

(17) Educational Access Channel: A specific channel(s) on the Cable System owned and made available by the Licensee to the Issuing Authority, educational institutions and/or the Access Corporation to present non-commercial educational programming and information to the public.

(18) Effective Date of Renewal License (the "Effective Date"): December 18, 2012.

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

(19) FCC: The Federal Communications Commission, or any successor agency.

(20) Government Access Channel: A specific channel(s) on the Cable System owned and made available by the Licensee to the Issuing Authority and/or its designees for the presentation of non-commercial programming and/or information to the public.

(21) Gross Annual Revenues: All revenues derived by the Licensee and/or its Affiliates, calculated in accordance with Generally Accepted Accounting Principles ("GAAP"), from the operation of the Cable Television System for the provision of Cable Service(s) over the Cable Television System including, without limitation: the distribution of any Service over the Cable System; Basic Service monthly fees and all other Service fees; any and all Cable Service fees and/or charges received from Subscribers; installation, reconnection, downgrade, upgrade and any similar fees; all digital Cable Service revenues; interest collected on Subscriber fees and/or charges; fees paid on all Subscriber fees ("Fee-on-Fee"); all Commercial Subscriber revenues; all Pay Cable, Pay-Per-View revenues; any other services now or in the future deemed to be lawful for purposes of computing Gross Annual Revenues by a court or forum of appropriate jurisdiction; video-on-demand Cable Services; fees paid for channels designated for commercial use; home shopping revenues; Converter, remote control and other cable-related equipment rentals and/or leases and/or sales; and advertising revenues. In the event that an Affiliate and/or any other Person is responsible for advertising, advertising revenues shall be deemed to be the pro-rata portion of advertising revenues, paid to the Cable System by an Affiliate or such other Person for said Affiliate's or other Person's use of the Cable System for the carriage of advertising. Gross Annual Revenues shall also include the gross revenue of any other Person which is received directly or indirectly from or in connection with the operation of the Cable System to the extent that said revenue is received, through a means which has the effect of avoiding payment of License Fees to the Town that would otherwise be paid herein. It is the intention of the parties hereto that Gross Annual Revenues shall only include such revenue of such Affiliates and/or Persons relating to Signal carriage over the Cable System and not the gross revenues of any such Affiliate(s) and/or Person(s) itself, where unrelated to such Signal carriage. Gross Annual Revenues shall not include actual bad debt that is written off, consistent with GAAP; provided, however, that all or any part of any such actual bad debt that is written off, but subsequently collected, shall be included in Gross Annual Revenues in the period so collected.

(22) Headend: The electronic control center of the Cable System containing equipment that receives, amplifies, filters and converts incoming Signals for distribution over the Cable System.

(23) Institutional Network ("I-Net"): The separate Licensee-owned institutional network for the use of the Issuing Authority and its designees, which connects Town and other I-Net Buildings.

(24) Issuing Authority: The Board of Selectmen of the Town of Needham, Massachusetts.

(25) Leased Channel or Leased Access: A video channel that the Licensee shall make available pursuant to Section 612 of the Cable Act.

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

(26) License Fee or Franchise Fee: The payments to be made by the Licensee to the Town of Needham and/or its designee(s), which shall have the meaning as set forth in Section 622(g) of the Cable Act and M.G.L. Ch. 166A.

(27) Licensee: Comcast of Needham, Inc., or any successor or transferee in accordance with the terms and conditions in this Renewal License.

(28) Normal Business Hours: Those hours during which most similar businesses in Needham are open to serve customers. In all cases, Normal Business Hours must include some evening hours at least one night per week and/or some weekend hours.

(29) Origination Capability or Origination Point: An activated cable and connection to an Upstream Channel, allowing a User(s) to transmit a Signal(s) upstream to a designated location.

(30) Outlet: An interior or exterior receptacle, generally mounted in a wall that connects a Subscriber's or User's television set or Subscriber-owned equipment to the Cable System.

(31) Pay Cable or Premium Services: Programming delivered for a fee or charge to Subscribers on a per-channel or group-of-channels basis.

(32) Pay-Per-View: Programming delivered for a fee or charge to Subscribers on a per-program or per-event basis.

(33) Pedestal: An environmental protection unit used in housing Cable Television System isolation units and/or distribution amplifiers.

(34) PEG: The acronym for "public, educational and governmental," used in conjunction with Access Channels, support and facilities.

(35) PEG Access Channels: Any Licensee-owned channel(s) made available by the Licensee and provided for use for the presentation of PEG Access Programming.

(36) Person: Any corporation, partnership, limited partnership, association, trust, organization, other business entity, individual or group of individuals acting in concert.

(37) Prime Rate: The prime rate of interest at the Federal Reserve Bank.

(38) Public Access Channel: A specific channel(s) on the Cable System owned and made available by the Licensee to the Issuing Authority and/or the Access Corporation for use by, among others, Needham residents and/or organizations wishing to present non-commercial Programming and/or information to the public.

(39) Public Way or Street: The surface of, as well as the spaces above and below, any and all public streets, avenues, highways, boulevards, concourses, driveways, bridges, tunnels, parks, parkways,

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

waterways, bulkheads, piers, dedicated public utility easements, and public grounds or waters and all other publicly owned real property within or belonging to the Town, now or hereafter existing. Reference herein to "Public Way" or "Street" shall not be construed to be a representation or guarantee by the Town that its property rights are sufficient to permit its use for any purpose, or that the Licensee shall gain or be permitted to exercise any rights to use property in the Town greater than those already possessed by the Town.

(40) Renewal License: The non-exclusive Cable Television License granted to the Licensee by this instrument.

(41) Scrambling/encoding: The electronic distortion of a Signal(s) in order to render it unintelligible or un-receivable without the use of a Converter or other decoding device.

(42) Service: Any Basic Cable Service, any Pay Cable Service, and/or any other Cable Service, which is offered to any Subscriber or User in conjunction with, or which is distributed over, the Cable System.

(43) Signal: Any transmission of electromagnetic or optical energy which carries Programming from one location to another.

(44) State: The Commonwealth of Massachusetts.

(45) Subscriber: Any Person, firm, corporation or other entity, who or which contracts with the Licensee and lawfully receives, for any purpose, a Cable Service provided or distributed by the Licensee by means of, or in connection with, Cable Television System.

(46) Subscriber Network: The 750 MHz, bi-directional network, owned and operated by the Licensee, over which Signals can be transmitted to Subscribers.

(47) Town: The Town of Needham, Massachusetts.

(48) Town Counsel: The Town Counsel of the Town of Needham, Massachusetts.

(49) Trunk and Distribution System: That portion of the Cable System for the delivery of Signals, but not including Drops to Subscriber's residences.

(50) Upstream Channel: A channel over which Signals travel from an authorized location to the Cable System Headend.

(51) User: A Person utilizing the Cable Television System, including all related facilities for purposes of production and/or transmission of electronic or other Signals as opposed to utilization solely as a Subscriber.

(52) VCR: The acronym for videocassette recorder.

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

(53) Video Programming or Programming: Programming provided by, or generally considered comparable to programming provided by, a television broadcast station.

ARTICLE 2

GRANT OF RENEWAL LICENSE

Section 2.1---GRANT OF RENEWAL LICENSE

Pursuant to the authority of Chapter 166A of the General Laws of the Commonwealth of Massachusetts, and subject to the terms and conditions set forth herein, the Board of Selectmen of the Town of Needham, Massachusetts, as the Issuing Authority of the Town, hereby grants a non-exclusive Cable Television Renewal License to the Licensee authorizing the Licensee to operate and maintain a Cable Television System within the corporate limits of the Town of Needham.

This Renewal License is subject to the terms and conditions contained in Chapter 166A of the laws of Massachusetts; the regulations of the FCC; the Cable Act; and all Town, State and federal statutes and by-laws of general application, as all may be amended.

Subject to the terms and conditions herein, the Issuing Authority hereby grants to the Licensee the right to lawfully operate and maintain a Cable Television System in, under, over, along, across or upon the Streets, lanes, avenues, alleys, sidewalks, bridges, highways and other public places under the jurisdiction of the Town of Needham within the municipal boundaries and subsequent additions thereto, including property over, under or on which the Town has an easement or right-of-way, for the purpose of reception, transmission, collection, amplification, origination, distribution, and/or redistribution of Signals in accordance with the laws of the United States of America, the Commonwealth of Massachusetts and the Town of Needham. In exercising rights pursuant to this Renewal License, the Licensee shall not endanger the lives of Persons, or interfere with any installations of the Town, any public utility serving the Town or any other Persons permitted to use Public Ways and places.

Grant of this Renewal License does not establish priority for use over other present or future permit holders or the Town's own use of Public Ways or Streets. Disputes between the Licensee and other parties regarding use of Public Ways or Streets shall be resolved in accordance with any applicable regulations of the Town and any special laws or Town by-laws and/or regulations enacted hereafter.

Section 2.2---TERM OF RENEWAL LICENSE

The term of this Renewal License shall commence on December 18, 2012 and shall expire on December 17, 2022, unless sooner terminated as provided herein.

Section 2.3---NON-EXCLUSIVITY OF RENEWAL LICENSE

(a) This Renewal License shall not affect the right of the Issuing Authority to grant to any other Person a license or right to occupy or use the Public Ways or Streets, or portions thereof, for the construction, upgrade, installation, operation or maintenance of a Cable Television System within the Town of Needham; or the right of the Issuing Authority to permit the use of the Public Ways and places of the Town for any purpose(s) whatsoever. The Licensee hereby acknowledges the Issuing Authority's right to make such grants and permit such uses.

(b) The grant of any additional cable television license(s) shall not be on terms more favorable or less burdensome than those contained in this Renewal License.

(i) In the event that the Licensee believes that any additional cable television license(s) have been granted on terms and conditions more favorable or less burdensome than those contained in this Renewal License, the Licensee may request, in writing, that the Issuing Authority convene a public hearing on that issue. Along with said written request, the Licensee shall provide the Issuing Authority with written reasons for its belief. At the public hearing, the Issuing Authority shall afford the Licensee an opportunity to demonstrate that any such additional cable television license(s) are on terms more favorable or less burdensome than those contained in this Renewal License. The Licensee shall provide the Issuing Authority with such financial or other relevant information as is requested.

(ii) Should the Licensee demonstrate that any such additional cable television license(s) have been granted on terms and conditions more favorable or less burdensome than those contained in this Renewal License, the Issuing Authority shall consider and negotiate, in good faith, equitable amendments to this Renewal License.

(c) The issuance of additional license(s) shall be subject to applicable federal law(s), M.G.L. Chapter 166A and applicable regulations promulgated thereunder.

Section 2.4---POLICE AND REGULATORY POWERS

By executing the Renewal License, the Licensee acknowledges that its rights are subject to the powers of the Town to adopt and enforce general by-laws necessary to the safety and welfare of the public. The Licensee shall comply with all applicable State and Town laws, by-laws of general applicability, and not specific to this Renewal License, the Cable System or the Licensee, rules, and regulations governing construction within a Public Way and shall apply all of such standards to construction within a private way in the Town. Any conflict between the terms of the Renewal License and any present or future lawful exercise of the Town's police and regulatory powers shall be resolved in a court of appropriate jurisdiction.

Section 2.5---REMOVAL OR ABANDONMENT

Upon termination of the Renewal License by passage of time or otherwise, and unless (1) the Licensee has its license renewed for another term or (2) the Licensee has transferred the Cable Television System to a transferee approved by the Issuing Authority, pursuant to applicable law, the Licensee shall remove all of its supporting structures, poles, Trunk and Distribution System, and all other appurtenances from the Public Ways and places and shall restore all areas. If such removal is not complete within six (6) months after such termination, the Issuing Authority may deem any property not removed as having been abandoned.

Section 2.6---TRANSFER OF THE RENEWAL LICENSE

(a) Neither this Renewal License, nor control thereof, shall be transferred, assigned or disposed of in any manner, voluntarily or involuntarily, directly or indirectly, or by transfer of control of any Person, company and/or other entity holding such Renewal License to any other Person, company and/or other entity, without the prior written consent of the Issuing Authority, which consent shall not be arbitrarily or unreasonably withheld or delayed. Such consent shall be given only after a public hearing upon a written application therefore on forms as may be prescribed by the Cable Division and/or the FCC. An application for consent to a transfer or assignment, if required, shall be signed by the Licensee and by the proposed transferee or assignee or by their representatives, evidence of whose authority shall be submitted with the application.

(b) Pursuant to applicable federal and State law(s), in considering a request to transfer control of the Renewal License, the Issuing Authority may consider such factors as the transferee's financial capability, management experience, technical expertise, legal ability to operate the Cable System under the existing license and any other criteria allowable under such applicable law(s) and/or regulation(s).

(c) For purposes of this Section 2.6, the word "control" shall comply with the definition of such in 207 CMR 4.01, as may be amended from time to time. Pursuant to 207 CMR 4.01(2), a transfer or assignment of this Renewal License or control thereof between commonly controlled entities, between affiliated companies, or between parent and subsidiary corporations, shall not constitute a transfer or assignment of this Renewal License or control thereof under M.G.L. c. 166A, Section 7. For purposes of this Section 2.6(c) only, under 207 CMR 4.00, an "affiliated company" is any Person or entity that directly or indirectly, or through one or more intermediaries, controls, is controlled by, or is under common control with another Person or entity.

(d) The consent or approval of the Issuing Authority to any assignment or transfer of the Renewal License granted to the Licensee shall not constitute a waiver or release of the rights of the Town in and to the streets and Public Ways or any other rights of the Town under the Renewal License, and any such transfer shall, by its terms, be expressly subordinate to the terms and conditions of this Renewal License.

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

(e) The Licensee shall promptly notify the Issuing Authority of any action requiring the consent of the Issuing Authority pursuant to this Section 2.6.

(f) Subject to applicable law, the Licensee shall submit to the Issuing Authority an original and five (5) copies, unless otherwise required, of the application and FCC Form 394 requesting such transfer or assignment consent.

(g) The consent of the Issuing Authority shall be given only after a public hearing to consider the written application for transfer. Unless otherwise allowed by applicable law(s), the Issuing Authority shall make a decision on said written application within 120 days of receipt of said application. After 120 days, the application shall be deemed approved.

(h) Any proposed controlling or owning Person or transferee approved by the Issuing Authority shall be subject to all of the terms and conditions contained in the Renewal License.

Section 2.7---EFFECT OF UNAUTHORIZED TRANSFER ACTION

(a) Any transfer of the Cable System without complying with Section 2.6 above shall be null and void, and shall be deemed a material breach of this Renewal License.

(b) If the Issuing Authority denies its consent to any such action and a transfer has nevertheless been effected, the Issuing Authority may revoke and terminate the Renewal License, unless such transfer is otherwise allowable by applicable law.

(c) The grant or waiver of any one or more of such consents shall not render unnecessary any subsequent consent or consents, nor shall the grant of any such consent constitute a waiver of any other rights of the Town.

ARTICLE 3

CABLE SYSTEM DESIGN

Section 3.1---SUBSCRIBER NETWORK

(a) The Licensee shall continue to own, operate, maintain and make available to all residents of the Town a minimum 750 MHz Subscriber Network. Said Cable System shall be fully capable of carrying at least seventy-eight (78) video channels in the downstream direction.

(b) The Licensee shall transmit all of its Signals to Needham Subscribers in stereo, provided that such Signals are available and furnished to the Licensee in stereo.

(c) The Cable Television System, pursuant to Section 3.1 herein, shall conform to the FCC technical specifications contained in **Exhibit 1** attached hereto and made a part hereof. At all times of this Renewal License, the Licensee shall meet all applicable FCC technical standards.

Section 3.2---INSTITUTIONAL NETWORK

(a) From the Effective Date until December 18, 2014, the Licensee shall continue to own, operate, and maintain the Institutional Network ("I-Net"). The I-Net shall continue to be able to transmit analog audio and video signals from and to designated locations listed in **Exhibit 2**, attached hereto and made a part hereof ("I-Net Buildings").

(b) The Licensee shall continue to maintain the I-Net Drops identified in **Exhibit 2** without charge(s) to the Issuing Authority, the Town, and/or its departments.

(c) Unless otherwise provided herein, the Town and its designated I-Net Users shall be solely responsible for any and all end-user terminal interface equipment including, but not limited to, modems, routers, bridges, modulators, demodulators and associated computer and video production equipment. Should the Licensee be dispatched at the request of the Issuing Authority or its designee for I-Net maintenance, and it is shown that the problem relates solely to equipment owned by designated I-Net Users, the Issuing Authority or its designee shall be responsible for the actual labor costs of the Licensee.

(d) The Licensee shall be responsible for any Headend, I-Net Hub and/or other switching equipment necessary to make the I-Net function as required herein. The Licensee shall also be responsible for equipment to enable the I-Net to automatically switch to the Subscriber Network, if necessary, in order that I-Net transmissions may be transmitted upstream to the Headend on an I-Net channel and downstream on a PEG Access Channel. The Town or the Access Corporation shall be responsible for any manual switching necessary to cablecast PEG Access Programming from any remote location(s).

-Town of Needham Cable Television Renewal License-
December 18, 2012-December 17, 2022

(e) The Town may not lease any portion of the I-Net to any third party or allow the I-Net to be used by a third party for commercial purposes, except as otherwise expressly provided herein (e.g. Access Corporation use).

(f) The Town and the Access Corporation shall have the right to use the I-Net without charge(s) through December 18, 2014.

(g) The Licensee shall be responsible for maintenance of the I-Net in accordance with the following provisions:

- (1) The Licensee shall maintain I-Net Signal quality as prescribed by applicable FCC Rules and regulations, with maintenance, as reasonably needed.
- (2) The Licensee shall determine and assign transmit and receive frequencies for all I-Net Users, for the entire I-Net bandwidth spectrum, subject to reasonable consultation with said Users.
- (3) The Licensee shall determine and design the correct Signal strength levels necessary at each I-Net Building location.

Section 3.3---EMERGENCY ALERT OVERRIDE CAPACITY

The Subscriber Network described in Section 3.1 herein shall comply with the FCC's Emergency Alert System ("EAS") regulations.

Section 3.4---PARENTAL CONTROL CAPABILITY

The Licensee shall comply with all requirements of federal law(s) governing Subscribers' capability to control the reception of any channels being received on their television sets.

ARTICLE 4

CABLE SYSTEM LOCATION, MAINTENANCE AND OPERATIONAL STANDARDS

Section 4.1---SERVICE AVAILABLE TO ALL RESIDENTS

(a) The area to be served is the entire Town of Needham Service shall be provided to every dwelling occupied by a Person requesting Cable Service that can be reached by the Cable System via the public right of way in the Town or easements in the Town over which the Town has control, provided that the Licensee is able, in addition, to obtain from owners of private property any necessary easements and/or permits in accordance with applicable law(s).

(b) The Licensee shall make its Cable System available to residents of the Town, unless legally prevented from doing so, subject only to the installation charges herein.

(c) Installation charges shall be non-discriminatory. A standard aerial installation charge shall be established by the Licensee which shall apply to any residence located not more than one hundred twenty-five feet (125') from the existing aerial Trunk and Distribution System and additions thereto. The Licensee may charge residents located more than 125' from the existing aerial Trunk and Distribution System, and additions thereto, time and materials charges. The Licensee shall have up to, but not more than, ninety (90) days in order to survey, design and install non-standard installations that are more than 125' from the existing aerial Trunk and Distribution System and additions thereto.

Section 4.2---LOCATION OF THE CABLE TELEVISION SYSTEM

The Licensee shall own, install, operate and maintain the Cable Television System within the Town of Needham. Poles, towers, if any, and other obstructions shall be erected so as not to interfere with vehicular or pedestrian traffic over Public Ways. The erection and location of all Licensee-owned poles, towers, if any, and other obstructions shall be in accordance with all applicable State and local laws and regulations.

Section 4.3---UNDERGROUND FACILITIES

(a) In the areas of the Town having telephone lines and electric utility lines underground, or in the future specified to be, underground, whether required by law or not, all of the Licensee's lines, cables and wires shall be underground. At such time as these facilities are placed underground by the telephone and electric utility company, the Licensee shall likewise place its facilities underground at no cost to the Town, unless the Town makes public funds available to occupiers of the rights-of-way to aid in the cost of said underground project(s).

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

(b) Pursuant to Section 4.3(a) above, underground cable lines shall be placed beneath the pavement sub-grade in compliance with applicable Town by-laws, rules, regulations and/or standards. It is the policy of the Town that existing poles for electric and communication purposes be utilized wherever possible and that underground installation is preferable to the placement of additional poles.

(c) Except as provided for in paragraph (a) herein, in the event that the Licensee is required to place existing aerial plant underground, the Licensee reserves its right to pass those costs through to Subscribers if and to the extent allowed by applicable law

(d) Nothing in this Section 4.3 shall be construed to require the Licensee to construct, operate, or maintain underground any ground-mounted appurtenances such as Subscriber taps, line extenders, system passive devices, amplifiers, power supplies, pedestals, or other related equipment.

Section 4.4---TREE TRIMMING

In installing, operating and maintaining equipment, cable and wires, the Licensee shall avoid all unnecessary damage and/or injury to any and all shade and ornamental trees in and along the streets, alleys, Public Ways and places in the Town. The Licensee shall be subject to M.G.L. Chapter 87 and shall comply with all rules established by the Issuing Authority and/or its designee(s) during the term of the Renewal License. All tree and/or root trimming and/or pruning provided for herein shall be done pursuant to appropriate regulations of the Town.

Section 4.5---RESTORATION TO PRIOR CONDITION

Whenever the Licensee takes up or disturbs any pavement, sidewalk or other improvement of any Public Way or public place, the same shall be replaced and the surface restored in as good condition as before entry as soon as practicable. If the Licensee fails to make such restoration within a reasonable time, the Issuing Authority may fix a reasonable time for such restoration and repairs and shall notify the Licensee in writing of the restoration and repairs required and the time fixed for performance thereof. Upon failure of the Licensee to comply within the specified time period, the Issuing Authority may cause proper restoration and repairs to be made and the reasonable expense of such work shall be paid by the Licensee upon demand by the Issuing Authority.

Section 4.6---TEMPORARY RELOCATION

The Licensee shall temporarily raise or lower its wires or other equipment upon the reasonable request of any Person holding a building moving permit issued by the Town. The expense of such raising or lowering shall be at no cost to the Town, unless otherwise required or permitted by applicable law. The Licensee shall be given reasonable notice necessary to maintain continuity of service.

Section 4.7---DISCONNECTION AND RELOCATION

The Licensee shall, upon reasonable advance notice, without cost to the Town, protect, support, temporarily disconnect, relocate in the same street or other Public Way and place, or remove from any Street or any other Public Ways and places, any of its property as required by the Issuing Authority or its designee(s) by reason of traffic conditions, public safety, street construction, change or establishment of street grade, or the construction of any public improvement or structure by any Town department acting in a governmental capacity.

Section 4.8---SAFETY STANDARDS

The Licensee shall construct, install, operate, maintain and remove the Cable Television System in conformance with Occupational Safety and Health Administration regulations, the Massachusetts Electrical Code, the National Electrical Code, the National Electrical Safety Code, the rules and regulations of the Cable Division and the FCC, all State and local laws, any other applicable regulations, and all land use restrictions as the same exist or may be amended hereafter. Enforcement of such codes shall be by the appropriate regulatory authority.

Section 4.9---PEDESTALS

Pedestals housing passive devices may be installed and utilized by the Licensee in and on the Town's Public Way(s) for the provision of Cable Service(s), subject to the Licensee applying for and receiving a permit for such installation and/or utilization. In any cases in which Pedestals housing passive devices are to be utilized, in Town Public Ways or within the Town public lay-out, such equipment must be installed in accordance with applicable DPW regulations; provided, however, that the Licensee may place active devices (amplifiers, line extenders, power supplies, etc.) in a low profile electronic control box at Town approved locations to be determined when the Licensee applies for a permit. All pedestals shall be shown on the construction maps submitted to the Town in accordance with Section 4.12 infra. In the event that the Licensee is no longer utilizing any such Pedestals for Cable Service(s), the Licensee shall remove any such Pedestals from the Public Ways in a timely manner, unless the Licensee is otherwise permitted to use such Pedestals pursuant to applicable law.

Section 4.10---PRIVATE PROPERTY

The Licensee shall be subject to all laws, by-laws and/or regulations regarding private property in the course of constructing, upgrading, installing, operating and maintaining the Cable Television System in the Town. The Licensee shall promptly repair or replace all private property, real and personal, damaged or destroyed as a result of the construction, installation, operation or maintenance of the Cable System at its sole cost and expense.

Section 4.11---RIGHT TO INSPECTION OF SYSTEM

The Issuing Authority or its designee(s) shall have the right, at its cost, to inspect all construction and installation work performed subject to the provisions of this Renewal license in order to ensure compliance with the terms and conditions of the Renewal License and all other applicable law. Any such inspection shall not interfere with the Licensee's operations, except in emergency situations. Except for emergency situations, the Issuing Authority shall provide the Licensee with timely notice of any such inspection(s). The Licensee shall have the right to have a representative present at any such inspection. Both parties shall make a good faith effort to work with each other to schedule any such inspections at a mutually convenient time.

Section 4.12---CABLE SYSTEM MAPS

Unless otherwise required by applicable regulation(s), the Licensee shall provide, upon written request, not more than once annually, the Issuing Authority or its designee with strand maps of the Cable System plant. If changes are made in the Cable System that effect the accuracy of such strand maps, the Licensee shall file updated strand maps not more than once annually.

Section 4.13---SERVICE INTERRUPTION

Except where there exists an emergency situation necessitating a more expeditious procedure, the Licensee may interrupt Service for the purpose of repairing or testing the Cable Television System only during periods of minimum use and, when practical, only after a minimum of forty-eight (48) hours notice to all affected Subscribers.

Section 4.14---COMMERCIAL ESTABLISHMENTS

The Licensee shall be required to make Cable Service(s) when available to any commercial establishments in the Town, provided that said establishment(s) agrees to pay for installation and subscription costs as established by the Licensee.

Section 4.15---DIG SAFE

The Licensee shall comply with all applicable "dig-safe" provisions, pursuant to M.G.L. Chapter 82, Section 40.

ARTICLE 5

SERVICES AND PROGRAMMING

Section 5.1---BASIC SERVICE

The Licensee shall provide a Basic Service which shall include all Signals which are required to be carried by a Cable Television System serving the Town pursuant to applicable federal statute or regulation.

Section 5.2---PROGRAMMING

(a) Pursuant to Section 624 of the Cable Act, the Licensee shall maintain the mix, quality and broad categories of Programming set forth in **Exhibit 3**, attached hereto and made a part hereof. Pursuant to applicable federal law, all Programming decisions, including the Programming listed in **Exhibit 3**, attached hereto, are at the sole discretion of the Licensee.

(b) Pursuant to the rules and regulations of the Cable Division, the Licensee shall provide the Issuing Authority and all Subscribers with notice of its intent to substantially change the Needham Programming line-up at least thirty (30) days before any such change is to take place.

Section 5.3---LEASED CHANNELS FOR COMMERCIAL USE

Pursuant to Section 612 (b)(1)(B) of the Cable Act, the Licensee shall make available channel capacity for commercial use by Persons unaffiliated with the Licensee.

Section 5.4---VCR/DVR/~~DVD~~ CABLE COMPATIBILITY

(a) In order that Subscribers to the Cable Television System have the capability to simultaneously view and tape any two channels and set VCR or DVR or ~~DVD~~ controls to record multiple channels, the Licensee shall provide to any Subscriber, upon request, equipment which will allow VCR or DVR or ~~DVD~~ owners to tape and view simultaneously any channel capable of being received by such owner's television set and/or VCR or DVR or ~~DVD~~, the exception being that the Subscriber will not be able to view and record two scrambled Signals simultaneously. Said equipment shall be available to all Subscribers in accordance with applicable law

(b) The Licensee reserves its right to Scramble or otherwise encode any cable channel(s), as is reasonably necessary, in the Licensee's judgment, to protect the Licensee from unauthorized reception of its Signals, in accordance with applicable law(s).

Section 5.5---CONTINUITY OF SERVICE

It shall be the right of all Subscribers to receive Cable Service insofar as their financial and other obligations to the Licensee are honored; provided, however, that the Licensee shall have no obligation to provide Cable Service to any Person who or which the Licensee has a reasonable basis to believe is utilizing an unauthorized Converter and/or is otherwise obtaining any Cable Service without required payment thereof. The Licensee shall ensure that all Subscribers receive continuous, uninterrupted Cable Service, except for necessary Service interruptions or as a result of Cable System or equipment failures. When necessary, non-routine Service interruptions can be anticipated, the Licensee shall notify Subscribers of such interruption(s) in advance.

**Section 5.6---DROPS & MONTHLY SERVICE TO PUBLIC BUILDINGS AND
PUBLIC SCHOOLS**

The Licensee shall provide a Cable Drop, an Outlet and monthly Basic Service along its cable routes at no cost to public schools, police and fire stations, public libraries, and other public buildings designated in writing by the Issuing Authority, including those listed in **Exhibit 4**, attached hereto and made a part hereof.

Section 5.7---CABLE-RELATED FUNDING

(a) Within fourteen (14) days of the Effective Date of this Renewal License, the Licensee shall provide funding to the Access Corporation in the amount of Sixteen Thousand One Hundred Fifty-One Dollars (\$16,151.00).

(b) In no case shall the value of said cable-related funding, in paragraph (a) herein, be counted against (i) the PEG Access equipment/facilities funding pursuant to Section 6.5 infra; and/or (ii) the PEG Access/Cable-Related Funding pursuant to Section 7.1 infra and/or (ii) any License Fee payment, required by Section 6.4 infra, and/or (iii) any other fees or payments required herein and/or by applicable law.

ARTICLE 6

PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS FACILITIES AND SUPPORT

Section 6.1---PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS

The Access Corporation, as designated by the Issuing Authority, shall continue to be responsible for the provision of Public, Educational and Governmental ("PEG") Access Programming to Subscribers, pursuant to the provisions of this Article 6 herein.

Section 6.2---PEG ACCESS CORPORATION

The Access Corporation shall provide services to PEG Access Users and the Town, as follows:

- (1) Schedule, operate and program the PEG Access Channels provided in accordance with Section 6.3 below;
- (2) Manage PEG Access annual funding, pursuant to Section 6.4 below;
- (3) Purchase, maintain and/or lease PEG Access equipment, with the funds allocated for such purposes in Section 6.5 below;
- (4) Conduct training programs in the skills necessary to produce quality PEG Access programming
- (5) Provide technical assistance, pre-production services, post-production services and production services to PEG Access Users, using Access Corporation staff and volunteers;
- (6) Establish rules, procedures and guidelines for use of the PEG Access Channels;
- (7) Accomplish such other tasks relating to the operation, scheduling and/or management of PEG Access Channels, facilities and equipment as appropriate and necessary; and
- (8) Produce or assist Users in the production of original, non-commercial Video Programming of interest to Subscribers and focusing on Town issues, events and activities.

Section 6.3---PEG ACCESS CHANNELS

(a) The Licensee shall continue to make available for use by the Issuing Authority and/or the Access Corporation three (3) Licensee-owned Downstream Channels for PEG Access purposes, which shall be used to transmit non-commercial PEG Access Programming to Subscribers, at no cost to the Town and/or the Access Corporation and shall be subject to the control and management of the Issuing Authority and/or the Access Corporation.

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

(b) The Licensee shall not move or otherwise relocate the channel locations of the PEG Access Channels, referenced in paragraph (a) above, without the advance, written notice to the Issuing Authority and/or its designee(s).

Section 6.4--ANNUAL FUNDING FOR PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS PROGRAMMING

(a) Starting on the Effective Date of this Renewal License, the Licensee shall provide the Access Corporation with annual funding in the amount of five percent (5%) of its Gross Annual Revenues, as defined in Section 1.1(21) supra, for the production of Public, Educational and Governmental Access Programming. The first 5% payment under this Section 6.4 shall be made on or before February 15, 2013 for the previous period from the Effective Date through December 31, 2012. Thereafter, said 5% payments shall be made directly to the Access Corporation (i) on or before November 15th of each year of this Renewal License for the previous three (3) month period of July, August and September; (ii) on or before February 15th of each year of this Renewal License for the previous three (3) month period of October, November and December; (iii) on or before May 15th of each year of this Renewal License for the previous (3) month period of January, February and March; and (iv) on or before August 15th of each year of this Renewal License for the previous three (3) month period of April, May and June. The final 5% payment under this Section 6.4 shall be made on or before February 15, 2023 for the previous period from October 1, 2022 through December 17, 2022, the expiration date of this Renewal License.

(b) The Licensee shall file with each of said five percent (5%) quarterly payments a statement certified by an authorized representative of the Licensee documenting, in reasonable detail, the total of all Gross Annual Revenues of the Licensee during the preceding three (3) month reporting period(s), as well as a completed Gross Annual Revenues Reporting Form, attached hereto as **Exhibit 5**. If the Licensee's quarterly payments to the Access Corporation were less than five (5%) of the Licensee's Gross Annual Revenues for the reporting period, the Licensee shall pay any balance due to the Access Corporation no later than the quarterly payment subsequent to the discovery of such underpayment. Said statement shall list all of the general categories comprising Gross Annual Revenues as defined in Section 1.1(21) supra.

(c) In no case shall said five percent (5%) payment(s) include (i) the equipment/capital funding required by Section 6.5 below; and/or (ii) applicable License Fee payments to the Town, the State and/or the FCC. Said five percent (5%) payments shall be considered a Franchise Fee, unless otherwise provided for by applicable law.

(d) In the event that the PEG Access funding payments required under Section 6.4 are not tendered on or before the dates fixed in paragraph (a) above, interest due on such fee shall accrue from the date due at the rate of two percent (2%) above the Prime Rate, on the last day of business of the prior month. Any such late payments to the Issuing Authority pursuant to this Section 6.4(d) shall not be deemed to be part of the funding to be paid to the Access Corporation pursuant to this Section 6.4 and shall be within the exclusion to the term "franchise fee" for requirements incidental to enforcing the Renewal License pursuant to Section 622(g)(2)(D) of the Cable Act.

Section 6.5---PEG ACCESS EQUIPMENT/FACILITIES FUNDING

(a) Within forty-five (45) days of the Effective Date of this Renewal License, the Licensee shall provide funding directly to the Access Corporation in the amount of One Hundred Twenty-Five Thousand Dollars (\$125,000.00).

(b) In no case shall said total \$125,000.00 equipment and facilities payments be counted against (i) the annual funding for PEG Access Programming required by Section 6.4 supra; (ii) any License Fee payment, required by Section 7.1 infra; and/or (iii) any other fees or payments required by applicable laws.

(c) In the event that the equipment/facilities payments required under Section 6.5 are not tendered on or before the dates fixed herein, interest due on such required payment shall accrue from the date due and be paid to the Access Corporation at the annual rate of two percent (2%) above the Prime Rate. Any such late payments to the Access Corporation pursuant to this Section 6.5(c) shall not be deemed to be part of the funding to be paid to the Access Corporation pursuant to Section 6.5 and shall be within the exclusion to the term "franchise fee" for requirements incidental to enforcing the Renewal License pursuant to Section 622(g)(2)(D) of the Cable Act.

Section 6.6---EQUIPMENT OWNERSHIP

The Town and/or the Access Corporation shall own all PEG Access equipment purchased with funding pursuant to Sections 6.4 or 6.5 supra. The Licensee shall have no obligation for maintenance, repair or replacement of such equipment.

Section 6.7---ACCESS CORPORATION ANNUAL REPORT

Upon the written request of the Licensee, the Issuing Authority shall provide the Licensee with a copy of the Access Corporation's annual Form PC submitted to the Division of Public Charities and the Form 990.

Section 6.8---PEG ACCESS CHANNELS MAINTENANCE

The Licensee shall monitor the PEG Access Channels for technical quality and shall ensure that they are maintained, at a minimum, at the standards commensurate with those which apply to the Cable System's commercial channels. Upon the written request of the Issuing Authority, the Licensee shall make available a copy of its most recent annual performance tests.

Section 6.9---PEG ACCESS CABLECASTING

(a) In order that the Issuing Authority, its designee(s) and/or the Access Corporation can cablecast its PEG Access Programming over the Subscriber Network PEG Access Downstream Channels, all PEG Access Programming shall be modulated by the Access Corporation from the PEG Access Origination Location at the PEG Access studio located at 257 Chestnut Street to the Cable System Headend or Hub, on the Licensee's existing fiber-optic link made available, without charge, to the Issuing Authority, its designee(s) and/or the Access Corporation for their use.

(b) The Licensee shall ensure that said PEG Access Programming is automatically switched electronically at the Headend or Hub to the appropriate Subscriber Network PEG Access Downstream Channel, in an efficient and timely manner. At the Headend or the Hub, said PEG Access Programming shall be retransmitted in the downstream direction on one of the Subscriber Network PEG Access Downstream Channels. The Licensee shall not charge the Issuing Authority, its designee(s) and/or the Access Corporation for such electronic switching responsibility. Any manual switching shall be the responsibility of the Access Corporation or the Issuing Authority. The Licensee and the Issuing Authority shall discuss in good faith any difficulties that arise regarding cablecasting of PEG Access Programming.

(c) The Licensee shall own, maintain, repair and/or replace any Headend or Hubsite Signal processing equipment. The Issuing Authority, its designee(s) and/or the Access Corporation shall own, maintain, repair and/or replace studio or portable modulators and demodulators. Unless otherwise agreed to, the demarcation point between the Licensee's equipment and/or the Town's or the Access Corporation's equipment shall be at the output of the Access Corporation's master control output.

Section 6.10---CENSORSHIP

Neither the Licensee, the Town nor the Access Corporation shall engage in any program censorship nor or any other control of the content of the PEG Access Programming on the Cable System, except as otherwise required or permitted by applicable law.

ARTICLE 7

LICENSE FEE PAYMENTS

Section 7.1---LICENSE FEE PAYMENTS

(a) Pursuant to Massachusetts General Laws Chapter 166A, Section 9, the Licensee shall pay to the Town, throughout the term of this Renewal License, a License Fee equal to fifty cents (\$.50) per Subscriber per year or such other amount as may in the future be allowed pursuant to State and/or federal law. The number of Subscribers, for purposes of this section, shall be calculated in compliance with applicable law(s).

(b) The Licensee shall not be liable for a total License Fee pursuant to this Renewal License and applicable law in excess of five percent (5%) of its Gross Annual Revenues; provided, however, that said five percent (5%) shall include the following: (i) the PEG Access Annual Funding pursuant to Section 6.4 supra; and (ii) any License Fees that may be payable to the Town, the State and/or the FCC; provided, however, that said five percent (5%) shall not include the following: (i) any interest due herein to the Town or the Access Corporation because of late payments; (ii) the equipment/facilities funding payments payable to the Access Corporation pursuant to Section 6.5 supra; (iii) the costs related to any liquidated damages pursuant to Section 11.2 infra; and (iv) any exclusion to the term "franchise fee" pursuant to Section 622(g)(2) of the Cable Act.

(c) In the event that the License Fees herein required are not tendered on or before the dates fixed in paragraph (a) above, interest due on such fee shall accrue from the date due at rate of two percent (2%) above the Prime Rate. Any payments to the Town pursuant to this §7.1 shall not be deemed to be part of the License Fees to be paid to the Town and shall be within the exclusion to the term "franchise fee" for requirements incidental to enforcing the Renewal License pursuant to §622(g)(2)(D) of the Cable Act.

Section 7.2---OTHER PAYMENT OBLIGATIONS AND EXCLUSIONS

(a) The License Fees shall be in addition to and shall not constitute an offset or credit against any and all taxes or other fees or charges of general applicability which the Licensee and/or any Affiliated Person shall be required to pay to the Town, or to any State or federal agency or authority, as required herein or by law; the payment of said taxes, fees or charges shall not constitute a credit or offset against the License Fee which shall be a separate and distinct obligation of the Licensee and each Affiliated Person. The Licensee herein agrees that no such taxes, fees or charges shall be used as offsets or credits against the License Fee, except as permitted by applicable law.

(b) In accordance with Section 622(h) of the Cable Act, nothing in the Cable Act or the Renewal License shall be construed to limit any authority of the Issuing Authority to impose a tax, fee or other assessment of any kind on any Person (other than the Licensee) with respect to Cable Service or other communications Service provided by such Person over the Cable System for which charges

are assessed to Subscribers but not received by the Licensee. For any twelve (12) month period, the fees paid by such Person with respect to any such Cable Service or any other communications Service shall not exceed five percent (5%) of such Person's gross revenues derived in such period from the provision of such service over the System.

Section 7.3---RECOMPUTATION

(a) Tender or acceptance of any payment shall not be construed as an accord that the amount paid pursuant to this Renewal License is correct, nor shall such acceptance of payment be construed as a release of any claim that the Issuing Authority may have, including interest, pursuant to Section 6.4 and/or Section 7.1 supra. All amounts paid shall be subject to audit and recomputation by the Issuing Authority, which shall be based on the Licensee's fiscal year and shall occur in no event later than two (2) years after the License Fees are tendered with respect to such fiscal year.

(b) If the Issuing Authority has reason to believe that any such payment(s) are incorrect, the Licensee shall have thirty (30) days to provide the Issuing Authority with additional information documenting and verifying the accuracy of any such payment(s). In the event that the Issuing Authority does not believe that such documentation supports the accuracy of such payment(s), the Issuing Authority may conduct an audit of such payment(s). Upon reasonable written notice, the Issuing Authority shall have the right to inspect any records relating to Gross Annual Revenues, as defined herein, in order to establish the accuracy of any payments to the Issuing Authority tendered hereunder.

(c) If, after such audit and recomputation, an additional fee is owed to the Issuing Authority or the Access Corporation, such fee shall be paid within thirty (30) days after such audit and recomputation. The interest on such additional fee shall be charged from the due date at the Prime Rate during the period that such additional amount is owed. If, after such audit and recomputation, the Licensee has overpaid, such overpayment shall be credited against the next required payment to the Issuing Authority or the Access Corporation, without interest charges of any kind.

Section 7.4---AFFILIATES USE OF SYSTEM

Use of the Cable System by Affiliates shall be in compliance with applicable State and/or federal laws, and shall not detract from Services provided to Needham.

Section 7.5---METHOD OF PAYMENT

All License Fee payments by the Licensee to the Town pursuant to the Renewal License shall be made payable to the Town and deposited with the Town Treasurer.

ARTICLE 8

RATES AND CHARGES

Section 8.1---RATE REGULATION

The Town reserves the right to regulate the Licensee's Basic Service rates and charges to the extent allowable under State and federal laws.

Section 8.2---NOTIFICATION OF RATES AND CHARGES

(a) In accordance with applicable law, the Licensee shall file with the Issuing Authority schedules which shall describe all Services offered by the Licensee, all rates and charges of any kind, and all terms or conditions relating thereto.

(b) At least thirty (30) days prior to implementing a change in one of its billing practices, the Licensee shall notify the Cable Division, the Issuing Authority and all affected Subscribers of the change and include a description of the changed practice.

(c) At the time of initial solicitation or installation of Service, the Licensee shall also provide each Subscriber with an explanation of downgrade and upgrade policies and the manner in which Subscribers may terminate cable service. Subscribers shall have at least thirty (30) days prior to the effective date of any rate increase to either downgrade service or terminate service altogether without any charge. Change of service policies shall be in compliance with 207 CMR 10.00 et seq., attached as **Exhibit 6**.

Section 8.3---PUBLICATION AND NON-DISCRIMINATION

All rates for Subscriber services shall be published and non-discriminatory. A written schedule of all rates shall be available upon request during business hours at the Licensee's business office. Nothing in the Renewal License shall be construed to prohibit the reduction or waiver of charges in conjunction with promotional campaigns for the purpose of attracting or maintaining Subscribers.

Section 8.4---CREDIT FOR SERVICE INTERRUPTION

Pursuant to applicable law(s), in the event that Service to any Subscriber is interrupted for twenty-four (24) or more consecutive hours, the Licensee shall grant such Subscriber a pro rata credit or rebate.

ARTICLE 9

INSURANCE AND BONDS

Section 9.1---INSURANCE

(a) The Licensee shall carry insurance throughout the term of this Renewal License and any removal period, pursuant to M.G.L. Chapter 166A, §5(f), with the Town as an additional insured, with an insurance company satisfactory to the Issuing Authority, indemnifying the Town and the Licensee from and against all claims for injury or damage to Persons or property, both real and personal, caused by the construction, installation, operation, maintenance and/or removal of the Cable Television System. The amount of such insurance against liability for damage to property shall be no less than One Million Dollars (\$1,000,000.00) as to any one occurrence. The amount of such insurance for liability for injury or death to any Person shall be no less than One Million Dollars per occurrence (\$1,000,000.00). The amount of such insurance for excess liability shall be Five Million Dollars (\$5,000,000.00) in umbrella form.

(b) The Licensee shall carry insurance against all claims arising out of the operation of motor vehicles and general tort or contract liability in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.

(c) All insurance coverage, including Workers' Compensation in amounts as required by applicable law, shall be maintained throughout the entire term of this Renewal License. All expenses incurred for said insurance shall be at the sole cost and expense of the Licensee.

(d) The following conditions shall apply to the insurance policies required herein:

(i) Such insurance shall commence no later than the Execution Date of this Renewal License.

(ii) Such insurance shall be primary with respect to any insurance maintained by the Town and shall not call on the Town's insurance for contributions.

(iii) Such insurance shall be obtained from brokers or carriers authorized to transact insurance business in the State.

Section 9.2---PERFORMANCE BOND

(a) The Licensee shall maintain at its sole cost and expense throughout the term of this Renewal License a faithful performance bond running to the Town, with good and sufficient surety licensed to do business in the State in the sum of One Hundred Fifty Thousand Dollars (\$150,000.00). Said bond shall be conditioned upon the faithful performance and discharge of all of the obligations imposed by this Renewal License.

(b) The performance bond shall be effective throughout the term of the Renewal License, including the time for removal of all of the facilities provided for herein, and shall be conditioned that in the event that the Licensee shall fail to comply with any one or more provisions of the Renewal License, the Town shall recover from the surety of such bond all damages suffered by the Town as a result thereof, pursuant to the provisions of Section 11.1 and 11.2 infra.

(c) Said bond shall be a continuing obligation of the Renewal License, and thereafter until the Licensee has satisfied all of its obligations to the Town that may have arisen from the grant of the Renewal License or from the exercise of any privilege herein granted. In the event that the Town recovers from said surety, the Licensee shall take immediate steps to reinstate the performance bond to the appropriate amount required herein. Neither this section, any bond accepted pursuant thereto, nor any damages recovered thereunder shall limit the liability of the Licensee under the Renewal License.

Section 9.3---REPORTING

Upon written request of the Issuing Authority, the Licensee shall submit to the Issuing Authority, or its designee, copies of all current certificates regarding (i) all insurance policies as required herein, and (ii) the performance bond as required herein.

Section 9.4---INDEMNIFICATION

The Licensee shall, at its sole cost and expense, indemnify and hold harmless the Issuing Authority, the Town, its officials, boards, commissions, committees, agents and/or employees against all claims for damage due to the actions of the Licensee, its employees, officers or agents arising out of the construction, installation, maintenance, operation, and/or removal of the Cable Television System under the Renewal License, including without limitation, damage to Persons or property, both real and personal, caused by the maintenance, operation, and/or removal of any structure, equipment, wire or cable installed. Indemnified expenses shall include all reasonable attorneys' fees and costs incurred up to such time that the Licensee assumes defense of any action hereunder. The Issuing Authority shall give the Licensee written notice of its obligation to indemnify and defend the Issuing Authority within ten (10) business days of receipt of a claim or action pursuant to this section.

Section 9.5---NOTICE OF CANCELLATION OR REDUCTION OF COVERAGE

The insurance policies and performance bond required herein shall each contain an explicit endorsement stating that such insurance policies and performance bond are intended to cover the liability assumed by the Licensee under the terms of the Renewal License and shall contain the following endorsement:

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

It is hereby understood and agreed that this policy (or bond) shall not be cancelled, materially changed or the amount of coverage thereof reduced until thirty (30) days after receipt by the Issuing Authority by certified mail of one (1) copy of a written notice of such intent to cancel, materially change or reduce the coverage required herein.

ARTICLE 10

ADMINISTRATION AND REGULATION

Section 10.1---REGULATORY AUTHORITY

The Issuing Authority and/or its designee(s) shall be responsible for the day to day regulation of the Cable Television System. The Issuing Authority and/or its designee shall monitor and enforce the Licensee's compliance with the terms and conditions of this Renewal License. The Issuing Authority shall notify the Licensee in writing of any instance of non-compliance pursuant to Section 11.1 infra.

Section 10.2---PERFORMANCE EVALUATION HEARINGS

(a) The Issuing Authority may hold a performance evaluation hearing in each year of the Renewal License, conducted by the Issuing Authority and/or its designee(s). All such evaluation hearings shall be open to the public. The purpose of said evaluation hearing shall be to, among other things, (i) review the Licensee's compliance with the terms and conditions of the Renewal License, with emphasis on PEG Access Channels, facilities and support, customer service and Complaint response; and (ii) hear comments, suggestions and/or Complaints from the public.

(b) The Issuing Authority and/or its designees shall have the right to question the Licensee on any aspect of the Renewal License including, but not limited to, the maintenance, operation and/or removal of the Cable Television System. During review and evaluation by the Issuing Authority, the Licensee shall fully cooperate with the Issuing Authority and/or its designee(s), and produce such documents or other materials relevant to such review and evaluation as are reasonably requested from the Town. Any Subscriber or other Person may submit comments during such review hearing, either orally or in writing, and such comments shall be duly considered by the Issuing Authority.

(c) Within sixty (60) days after the conclusion of such review hearing(s), the Issuing Authority shall issue a written report with respect to the Licensee's compliance, and send one (1) copy to the Licensee and file one (1) copy with the Town Clerk's Office. If noncompliance is found which could result in a violation of any of the provisions of the Renewal License, the Licensee shall respond and propose a plan for implementing any changes or improvements necessary, pursuant to Section 11.1 infra. Said report shall report on the Licensee's compliance to the terms and conditions of this Renewal License, as well.

Section 10.3---NONDISCRIMINATION

The Licensee shall not discriminate against any Person in its solicitation, service or access activities, if applicable, on the basis of race, color, creed, religion, ancestry, national origin, geographical location within the Town, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. The Licensee shall be subject to all other requirements of

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

federal and State laws or regulations, relating to nondiscrimination through the term of the Renewal License. This Section 10.3 shall not affect the right of the Licensee to offer discounts.

Section 10.4---EMERGENCY REMOVAL OF PLANT

If, at any time, in case of fire or disaster in the Town, it shall become necessary in the reasonable judgment of the Issuing Authority or any designee(s), to cut or move any of the wires, cables, amplifiers, appliances or appurtenances of the Cable Television System, the Town shall have the right to do so at the sole cost and expense of the Licensee.

Section 10.5---REMOVAL AND RELOCATION

The Issuing Authority shall have the power at any time to order and require the Licensee to remove or relocate any pole, wire, cable or other structure owned by the Licensee that is dangerous to life or property. In the event that the Licensee, after notice, fails or refuses to act within a reasonable time, the Issuing Authority shall have the power to remove or relocate the same at the sole cost and expense of the Licensee, which cost shall be summarized by the Issuing Authority.

Section 10.6---JURISDICTION

Jurisdiction and venue over any dispute, action or suit shall be in any court of appropriate venue and subject matter jurisdiction located in the Commonwealth of Massachusetts and the parties by the instrument subject themselves to the personal jurisdiction of said court for the entry of any such judgment and for the resolution of any dispute, action, or suit.

ARTICLE 11

DETERMINATION OF BREACH-LIQUIDATED DAMAGES LICENSE REVOCATION

Section 11.1---DETERMINATION OF BREACH

In the event that the Issuing Authority has reason to believe that the Licensee has defaulted in the performance of any or several provisions of the Renewal License, except as excused by Force Majeure, the Issuing Authority shall notify the Licensee in writing, by certified mail, of the provision or provisions which the Issuing Authority believes may have been in default and the details relating thereto. The Licensee shall have thirty (30) days from the receipt of such notice to:

(a) respond to the Issuing Authority in writing, contesting the Issuing Authority's assertion of default and providing such information or documentation as may be necessary to support the Licensee's position.

(b) cure any such default (and provide written evidence of the same), or, in the event that by nature of the default, such default cannot be cured within such thirty (30) day period, to take reasonable steps to cure said default and diligently continue such efforts until said default is cured. The Licensee shall report to the Issuing Authority, in writing, by certified mail, at twenty-one (21) day intervals as to the Licensee's efforts, indicating the steps taken by the Licensee to cure said default and reporting the Licensee's progress until such default is cured.

(c) In the event that the Licensee fails to respond to such notice of default and to cure the default or to take reasonable steps to cure the default within the required thirty (30) day period, the Issuing Authority or its designee shall promptly schedule a public hearing no sooner than fourteen (14) days after written notice, by certified mail, to the Licensee. The Licensee shall be provided reasonable opportunity to offer evidence and be heard at such public hearing.

(d) Within thirty (30) days after said public hearing, the Issuing Authority shall determine whether or not the Licensee is in default of any provision of the Renewal License and shall issue a written determination of its findings. In the event that the Issuing Authority, after such hearings, determines that the Licensee is in such default, the Issuing Authority may determine to pursue any of the following remedies:

(i) Seek specific performance of any provision in the Renewal License that reasonably lends itself to such remedy as an alternative to damages;

(ii) Assess liquidated damages in accordance with the schedule set forth in Section 11.2 below;

(iii) Commence an action at law for monetary damages;

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

- (iv) Foreclose on all or any appropriate part of the security provided pursuant to Section 9.2 herein;
- (v) Declare the Renewal License to be revoked subject to Section 11.3 below and applicable law;
- (vi) Invoke any other lawful remedy available to the Town.

Section 11.2---LIQUIDATED DAMAGES

(a) For the violation of any of the following provisions of the Renewal License, liquidated damages shall be paid by the Licensee to the Issuing Authority, subject to Section 11.1 above. Any such liquidated damages shall be assessed as of the date that the Licensee received written notice, by certified mail, of the provision or provisions which the Issuing Authority believes are in default, provided that the Issuing Authority made a determination of default pursuant to Section 11.1(c) above.

(1) For failure to operate and maintain the Subscriber Network in accordance with Section 3.1 herein, Three Hundred Fifty Dollars (\$350.00) per day, for each day that any such non-compliance continues.

(2) For failure to fully operate and maintain the Institutional Network in accordance with Section 3.2 herein, Three Hundred Fifty Dollars (\$350.00) per day, for each day that any such non-compliance continues.

(3) For failure to obtain the advance, written approval of the Issuing Authority for any transfer of the Renewal License in accordance with Section 2.6 herein, Five Hundred Dollars (\$500.00) per day, for each day that any such non-compliance continues.

(4) For failure to comply with the PEG Access provisions in accordance with Article 6 herein, Three Hundred Fifty Dollars (\$350.00) per day, for each day that any such non-compliance continues; provided, however, that Section 6.5 supra is not subject to assessment of liquidated damages only during such time that interest charges are being levied.

(5) For failure to comply with the FCC's Customer Service Obligations in accordance with Section 12.5 infra, and **Exhibit 7** attached hereto, One Hundred Dollars (\$100.00) per day that any such non-compliance continues.

(6) For failure to provide, install and/or fully activate the Subscriber Network Drops and/or Outlets in accordance with Section 5.6 herein and/or **Exhibit 3**, One Hundred Dollars (\$100.00) per day that any of such Drops and/or Outlets are not provided, installed and/or activated as required.

(7) For failure to submit reports, pursuant to Article 13 herein, Fifty Dollars (\$50.00) per day per report, that each and any of said reports are not submitted as required.

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

(b) Such liquidated damages shall not be a limitation upon, any other provisions of the Renewal License and applicable law, including revocation, or any other statutorily or judicially imposed penalties or remedies.

(c) Each of the above-mentioned cases of non-compliance shall result in damage to the Town, its residents, businesses and institutions, compensation for which will be difficult to ascertain. The Licensee agrees that the liquidated damages in the amounts set forth above are fair and reasonable compensation for such damage. The Licensee agrees that said foregoing amounts are liquidated damages, not a penalty or forfeiture, and are within one or more exclusions to the term "franchise fee" provided by Section 622(g)(2)(A)-(D) of the Cable Act.

Section 11.3---REVOCATION OF THE RENEWAL LICENSE

To the extent permitted by applicable law and subject to the provisions of Section 11.1 supra, in the event that the Licensee fails to comply with any material provision of the Renewal License, the Issuing Authority may revoke the Renewal License granted herein.

Section 11.4---TERMINATION

The termination of the Renewal License and the Licensee's rights herein shall become effective upon the earliest to occur of: (i) the revocation of the Renewal License by action of the Issuing Authority, pursuant to Section 11.1 and 11.3 above; (ii) the abandonment of the Cable System, in whole or material part, by the Licensee without the express, prior approval of the Issuing Authority; or (iii) the expiration of the term of the Renewal License. In the event of any termination, the Town shall have all of the rights provided in the Renewal License unless the Licensee is otherwise permitted to continue operating the Cable System pursuant to applicable law(s).

Section 11.5---NOTICE TO TOWN OF LEGAL ACTION

Except in an emergency situation, in the event that the Licensee or the Issuing Authority intends to take legal action against the other party for any reason, it shall first give the other party reasonable notice that an action will be filed.

Section 11.6---NON-EXCLUSIVITY OF REMEDY

No decision by the Issuing Authority or the Town to invoke any remedy under the Renewal License or under any statute, law or by-law shall preclude the availability of any other such remedy.

Section 11.7---NO WAIVER-CUMULATIVE REMEDIES

(a) No failure on the part of the Issuing Authority or the Town, or the Licensee to exercise, and no delay in exercising, any right in the Renewal License shall operate as a waiver thereof, nor shall any single or partial exercise of any such right preclude any other right, all subject to the conditions and limitations contained in the Renewal License.

(b) The rights and remedies provided herein are cumulative and not exclusive of any remedies provided by law, and nothing contained in the Renewal License shall impair any of the rights of the Issuing Authority or the Town or the Licensee under applicable law, subject in each case to the terms and conditions in the Renewal License.

(c) No waiver of, nor failure to exercise any right or remedy by the Issuing Authority, the Town or the Licensee at any one time shall affect the exercise of such right or remedy or any other right or remedy by the Town at any other time. In order for any waiver of the Issuing Authority, Town or the Licensee to be effective, it shall be in writing.

(d) The failure of the Issuing Authority or the Town to take any action in the event of any breach by the Licensee shall not be deemed or construed to constitute a waiver of or otherwise affect the right of the Issuing Authority or the Town to take any action permitted by this Renewal License at any other time in the event that such breach has not been cured, or with respect to any other breach by the Licensee.

ARTICLE 12

SUBSCRIBER RIGHTS AND CONSUMER PROTECTION

Section 12.1---CUSTOMER SERVICE OFFICE

The Licensee shall continue to operate its full-time customer service office at its Wexford Street location in Needham. In the event that the Licensee closes and/or ceases all operations at said Wexford Street facility, the Licensee shall open and operate a full-time customer service office in Needham or in a location reasonably convenient and proximate to the Town; provided, however, that such location shall not include any location in the City of Boston. Said office shall be open for Subscriber interactions during Normal Business Hours and shall be accessible for Subscribers to make bill payments. For Subscriber equipment pick-up, the Licensee will provide for one or more of the following methods: (1) the Licensee's representative(s) shall visit the Subscriber's premises to pick-up or exchange Subscriber equipment, (2) using a mailer, or (3) establishing a reasonably convenient location for the pick-up and exchange of Subscriber equipment. The Licensee shall provide the Issuing Authority with a minimum of ninety (90) days advance, written notice of its intention to close and/or cease said operations at its Wexford Street location.

Section 12.2---TELEPHONE ACCESS

(a) The Licensee shall comply with the FCC's Customer Service Obligations at 47 C.F.R. §76.309, attached hereto as **Exhibit 7**, during Normal Business Hours, as defined therein.

(b) The Licensee's customer service call center shall have a publicly listed local or toll-free telephone number for Needham Subscribers.

(c) Pursuant to 47 C.F.R. §76.309(c)(1)(B), under Normal Operating Conditions, as defined, telephone answer time by a customer service representative, including wait time, shall not exceed thirty (30) seconds when the connection is made. If the call needs to be transferred, transfer time shall not exceed thirty (30) seconds. Said standards shall be met no less than ninety (90) percent of the time under normal operating conditions, measured on a quarterly basis.

(d) A Subscriber shall receive a busy signal less than three (3%) of the time, measured on a quarterly basis, under normal operating conditions.

(e) The Licensee shall not be required to acquire equipment or perform surveys to measure compliance with the telephone answering standards above unless an historical record of complaints indicates a clear failure to comply.

Section 12.3---CUSTOMER SERVICE CALL CENTER

(a) The Licensee shall maintain and operate its customer service call center twenty-four (24) hours a day, seven (7) days a week, including holidays. The Licensee reserves the right to modify its business operations with regard to such customer service call center. The Licensee shall comply with all State and federal requirements pertaining to the hours of operation of such customer service call center.

(b) In the event that the Licensee does not maintain and operate its customer service call center twenty-four (24) hours a day, seven (7) days a week, the Licensee shall maintain a telephone answering service to handle Subscriber inquiries, Complaints and emergencies, and provide proper referral regarding billing and other Subscriber information. The Licensee shall log all such after-hours calls. Said answering service shall (i) forward all inquiries and/or Complaints to the Licensee the morning of the next business day and (ii) inform each Subscriber calling that his or her Complaint will be referred to the Licensee's Customer Service Department for response. If requested, or reasonably warranted by the reported nature of the Subscriber's problem or inquiry, the Licensee shall promptly contact each individual Subscriber to follow-up on their individual problem and/or inquiry.

Section 12.4---INSTALLATION VISITS-SERVICE CALLS-RESPONSE TIME

(a) The Licensee shall provide Cable Service(s), for new aerial installations, to Needham residents who request Service within seven (7) business days of said request, or at such time as is mutually agreed-upon by the Licensee and said Subscriber. Underground installations shall be completed as expeditiously as possible, weather permitting. If arranging appointments for installation, the Licensee shall specify in advance whether such will occur in the morning or afternoon, or a more narrow interval, if possible, and the Licensee shall make reasonable efforts to install at times convenient to Subscribers (including times other than 9:00 a.m. to 5:00 p.m. weekdays).

(b) A Subscriber Complaint or request for Service received after Normal Business Hours shall be responded to the next business day.

(c) The Licensee shall ensure that there are stand-by technician(s) on-call at all times after Normal Business Hours. The answering service shall be required to notify the stand-by technician(s) of (i) any emergency situations, (ii) an unusual number of calls and/or (iii) a number of similar Complaint calls or a number of calls coming from the same area.

(d) System outages shall be responded to promptly by technical personnel. For purposes of the section, an outage shall be considered to occur when three (3) or more calls are received from any one neighborhood, concerning such an outage, or when the Licensee has reason to know of such an outage.

(e) The Licensee shall remove all Subscriber Drop Cables, within fifteen (15) days of receiving a request from a Subscriber to do so.

Section 12.5---FCC CUSTOMER SERVICE OBLIGATIONS

The Licensee shall comply with the FCC's Customer Service Obligations, codified at 47 U.S.C. Section 76.309, as may be amended from time to time, which standards are attached hereto, and made a part hereof, as **Exhibit 7**.

Section 12.6---BUSINESS PRACTICE STANDARDS

The Licensee shall provide the Issuing Authority, the Cable Division and all of its Subscribers with the following information in accordance with 207 CMR 10.00 et seq., attached hereto as **Exhibit 6** and made a part hereof, as the same may exist or as may be amended from time to time:

- (i) Billing Practices Notice;
- (ii) Services, Rates and Charges Notice;
- (iii) Form of Bill;
- (iv) Advance Billing and Issuance of Bills;
- (v) Billing Due Dates, Delinquency, Late Charges and Termination of Service;
- (vi) Charges for Disconnection or Downgrading of Service;
- (vii) Billing Disputes; and
- (viii) Security Deposits.

Section 12.7---COMPLAINT RESOLUTION PROCEDURES

- (a) The Licensee shall establish a procedure for resolution of Complaints by Subscribers.
- (b) Upon reasonable notice, the Licensee shall expeditiously investigate and resolve all Complaints regarding the quality of Service, equipment malfunctions and similar matters. In the event that a Subscriber is aggrieved, the Issuing Authority or its designee(s) shall be responsible for receiving and acting upon such Subscriber Complaints/inquiries, as follows:

(i) Upon the written request of the Issuing Authority or its designee(s), and subject to applicable privacy laws, the Licensee shall, within fourteen (14) business days after receiving such request, send a written report to the Issuing Authority with respect to any Complaint. Such report shall provide a full explanation of the investigation, finding and corrective steps taken by the Licensee. Should a Subscriber have an unresolved Complaint regarding cable television operations, the Subscriber shall be entitled to file his or her Complaint with the Issuing Authority or its designee(s), who shall have primary responsibility for the continuing administration of the Renewal License and the implementation of Complaint procedures. Thereafter, if the Subscriber wishes to participate in further processing of the Complaint, the Subscriber shall meet jointly in Needham with the Issuing Authority or its designee(s) and a representative of the Licensee, within thirty (30) days of the Subscriber's filing of his or her Complaint, in order to fully discuss and attempt to resolve such matter.

(c) Notwithstanding the foregoing and subject to applicable privacy laws, if the Issuing Authority or its designee(s) determines it to be in the public interest, the Issuing Authority or its designee(s) may investigate any Complaints or disputes brought by Subscribers arising from the operations of the Licensee.

Section 12.8---REMOTE CONTROL DEVICES

The Licensee shall allow its Subscribers to purchase, from legal and authorized parties other than the Licensee, own, utilize and program remote control devices that are compatible with the Converter(s) provided by the Licensee. The Licensee takes no responsibility for changes in its equipment that might make inoperable the remote control devices acquired by Subscribers.

Section 12.9---EMPLOYEE IDENTIFICATION CARDS

All of the Licensee's employees entering, or seeking entrance, upon private property, in connection with the construction, installation, maintenance and/or operation of the Cable System, including repair and sales personnel, shall be required to wear an employee identification card issued by the Licensee and bearing a picture of said employee.

Section 12.10---PROTECTION OF SUBSCRIBER PRIVACY

(a) The Licensee shall respect the rights of privacy of every Subscriber of the Cable Television System and shall not violate such rights through the use of any device or Signal associated with the Cable Television System, and as hereafter provided.

(b) The Licensee shall comply with all privacy provisions contained in the Article 12 and all other applicable federal and state laws including, but not limited to, the provisions of Section 631 of the Cable Act.

(c) The Licensee shall be responsible for carrying out and enforcing the Cable System's privacy policy, and shall at all times maintain adequate physical, technical and administrative security safeguards to ensure that personal subscriber information is handled and protected strictly in accordance with the policy.

Section 12.11---PRIVACY WRITTEN NOTICE

At the time of entering into an agreement to provide any Cable Service or other service to a Subscriber, and annually thereafter to all Cable System Subscribers, the Licensee shall provide Subscribers with written notice, as required by Section 631(a)(1) of the Cable Act, which, at a minimum, clearly and conspicuously explains the Licensee's practices regarding the collection, retention, uses, and dissemination of personal subscriber information, and describing the Licensee's policy for the protection of subscriber privacy.

Section 12.12---MONITORING

(a) Unless otherwise required by court order, neither the Licensee nor its agents nor the Town nor its agents shall tap, monitor, arrange for the tapping or monitoring, or permit any other Person to tap or monitor, any cable, line, Signal, input device, or subscriber Outlet or receiver for any purpose, without the prior written authorization of the affected Subscriber; provided, however, that the Licensee may conduct system-wide or individually addressed "sweeps" solely for the purpose of verifying System integrity, checking for illegal taps, connections or Converters, controlling return-path transmission, billing for pay Services or monitoring channel usage in a manner not inconsistent with the Cable Act. The Licensee shall promptly report to the affected parties and the Issuing Authority any instances of monitoring or tapping of the Cable Television System, or any part thereof, of which it has knowledge, whether or not such activity has been authorized by the Licensee, other than as permitted herein.

(b) The Licensee shall not record or retain any information transmitted between a Subscriber and any third party, except as required for lawful business purposes. Pursuant to Section 631(e) of the Cable Act, the Licensee shall destroy personally identifiable information if the information is no longer necessary for the purpose for which it was collected and there are no pending requests or orders for access to such information pursuant to a request from a Subscriber or pursuant to a court order.

Section 12.13---DISTRIBUTION OF SUBSCRIBER INFORMATION

The Licensee and its agents and/or employees shall not, without giving Subscribers the opportunity to prevent disclosure, disclose to any third party data identifying or designating any Subscriber either by name or address. Said opportunity to prevent disclosure shall be provided to each Subscriber annually through a written notice. A Subscriber shall have the right, at any time, to request the Licensee not to disclose to any third party data identifying the Subscriber either by name or address and the Licensee shall abide by this request.

**Section 12.14---INFORMATION WITH RESPECT TO VIEWING HABITS AND
SUBSCRIPTION DECISIONS**

Except as permitted by Section 631 of the Cable Act, neither the Licensee nor its agents nor its employees shall make available to any third party, including the Town, information concerning the viewing habits or subscription package decisions of any individual Subscriber.

Section 12.15---SUBSCRIBER'S RIGHT TO INSPECT AND VERIFY INFORMATION

(a) The Licensee shall promptly make available for inspection by a Subscriber at a reasonable time and place all personal subscriber information that the Licensee maintains regarding said Subscriber.

(b) A Subscriber may obtain from the Licensee a copy of any or all of the personal subscriber information regarding him or her maintained by the Licensee. The Licensee may require a reasonable fee for making said copy.

(b) A Subscriber or User may challenge the accuracy, completeness, retention, use or dissemination of any item of personal subscriber information. Such challenges and related inquiries about the handling of subscriber information shall be directed to the Licensee. The Licensee shall provide Subscribers with a reasonable opportunity to correct any errors in such information.

Section 12.16---PRIVACY STANDARDS REVIEW

The Issuing Authority and the Licensee shall periodically review the Article 12 to determine that it effectively addresses appropriate concerns about privacy. The Article may be amended periodically by agreement of the Issuing Authority and the Licensee.

ARTICLE 13

REPORTS, AUDITS AND PERFORMANCE TESTS

Section 13.1---GENERAL

(a) Upon written request of the Issuing Authority, the Licensee shall promptly submit to the Town any information in such form and containing such information as may be reasonably requested by the Issuing Authority, which may be reasonably required to establish the Licensee's compliance with its obligations pursuant to the Renewal License.

(b) If the Licensee believes that the documentation requested by the Issuing Authority involves proprietary information, then the Licensee shall submit the information to its counsel, who shall confer with the Town Counsel for a determination of the validity of the Licensee's claim of a proprietary interest.

Section 13.2---FINANCIAL REPORTS

(a) Upon written request, no later than one hundred twenty (120) days after the end of the Licensee's fiscal year, the Licensee shall furnish the Issuing Authority and/or its designee(s) with Cable Division Forms 200 showing a balance sheet sworn to by an authorized representative of the Licensee. Said forms shall contain such financial information as required by applicable law.

(b) The Licensee shall provide any other reports required by State and/or federal law.

Section 13.3---CABLE SYSTEM INFORMATION

Pursuant to applicable law, upon the Issuing Authority's written request, the Licensee shall file annually with the Issuing Authority a statistical summary of the operations of the Cable System. Said report shall include, but not be limited to the number of Basic Service Subscribers.

Section 13.4---IN-HOUSE TELEPHONE REPORTS

To establish the Licensee's compliance with the requirements of Sections 12.2 and 12.5 of this Renewal License, the Licensee shall provide to the Issuing Authority, upon written request of the Issuing Authority on a semi-annual basis, a report of regional telephone traffic, generated from an in-house automated call accounting or call tracking system, covering Subscriber calls to the Licensee. Said reports shall include the following information and any other information that may be required by applicable law(s): (i) confirmation that, under Normal Operating Conditions, telephone answer time by a customer representative, including wait time, shall not exceed thirty (30) seconds when the connection is made (which standard shall be met no less than ninety percent (90%) of the time under Normal Operating Conditions, measured on a quarterly basis);

and (ii) confirmation that, under Normal Operating Conditions, the customer will receive a busy signal less than three percent (3%) of the time.

Section 13.5---SUBSCRIBER COMPLAINT REPORT

In accordance with the regulations of the Cable Division, the Licensee shall submit a completed copy of Cable Division Form 500, attached hereto as **Exhibit 8** to the Issuing Authority, or its designee(s), as required by the Cable Division.

Section 13.6---INDIVIDUAL COMPLAINT REPORTS

Subject to Sections 12.7 supra, the Licensee shall, within fourteen (14) business days after receiving a written request from the Issuing Authority, send a written report to the Issuing Authority with respect to any Complaint. Such report shall provide a full explanation of the investigation, finding(s) and corrective steps taken, as allowed by applicable law.

Section 13.7---ANNUAL PERFORMANCE TESTS

Upon written request of the Issuing Authority, the Licensee shall provide copies of performance tests to the Issuing Authority in accordance with FCC regulations, as set out in 47 C.F.R. §76.601 et seq.

Section 13.8---QUALITY OF SERVICE

Where there exists evidence which, in the reasonable judgment of the Issuing Authority, casts doubt upon the reliability or technical quality of Cable Service(s), the Issuing Authority shall cite specific facts which cast such doubt(s), in a notice to the Licensee. The Licensee shall submit a written report to the Issuing Authority, within thirty (30) days of receipt of any such notice from the Issuing Authority, setting forth in detail its explanation of the problem(s).

Section 13.9---DUAL FILINGS

To extent required by applicable law, either party shall notify the other of any petitions, communications, and/or requests for waiver or advisory opinion with any State or federal agency or commission pertaining to any material aspect of the Cable System operation hereunder, subject to Section 13.1 above, and upon the other party's written request, shall make available at its own expense to the other party copies of any such petitions, communications or requests.

Section 13.10---ADDITIONAL INFORMATION

At any time during the term of the Renewal License, upon the reasonable request of the Issuing Authority, the Licensee shall not unreasonably deny any requests for further information which may be required to establish the Licensee's compliance with its obligations pursuant to the Renewal License and subject to Section 13.1 supra.

Section 13.11---INVESTIGATION

Subject to applicable law and regulation, the Licensee and any Affiliated Person(s) shall cooperate fully and faithfully with any lawful investigation, audit or inquiry conducted by a Town governmental agency; provided, however, that any such investigation, audit, or inquiry is for the purpose of establishing the Licensee's compliance with its obligations pursuant to this Renewal License.

ARTICLE 14

EMPLOYMENT

Section 14.1---EQUAL EMPLOYMENT OPPORTUNITY

The Licensee is an Equal Opportunity Employer and shall comply with applicable FCC regulations with respect to Equal Employment Opportunities.

Section 14.2---NON-DISCRIMINATION

The Licensee shall adhere to all federal and State laws prohibiting discrimination in employment practices.

ARTICLE 15

MISCELLANEOUS PROVISIONS

Section 15.1---ENTIRE AGREEMENT

This instrument contains the entire agreement between the parties, supersedes all prior agreements or proposals except as specifically incorporated herein, and cannot be changed orally but only by an instrument in writing executed by the parties.

Section 15.2---CAPTIONS

The captions to sections throughout the Renewal License are intended solely to facilitate reading and reference to the sections and provisions of the Renewal License. Such captions shall not affect the meaning or interpretation of the Renewal License.

Section 15.3---SEPARABILITY

If any section, sentence, paragraph, term or provision of the Renewal License is determined to be illegal, invalid or unconstitutional, by any court of competent jurisdiction or by any State or federal regulatory agency having jurisdiction thereof, such determination shall have no effect on the validity of any other section, sentence, paragraph, term or provision hereof, all of which shall remain in full force and effect for the term of the Renewal License.

Section 15.4---ACTS OR OMISSIONS OF AFFILIATES

During the term of the Renewal License, the Licensee shall be liable for the acts or omission of its Affiliates while such Affiliates are involved directly or indirectly in the construction, upgrade, installation, maintenance or operation of the Cable System as if the acts or omissions of such Affiliates were the acts or omissions of the Licensee.

Section 15.5---RENEWAL LICENSE EXHIBITS

The Exhibits to the Renewal License attached hereto, and all portions thereof, are incorporated herein by the reference and expressly made a part of the Renewal License.

Section 15.6---WARRANTIES

The Licensee warrants, represents and acknowledges that, as of the Effective Date of the Renewal License:

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

(i) The Licensee is duly organized, validly existing and in good standing under the laws of the State;

(ii) The Licensee has the requisite power and authority under applicable law and its by-laws and articles of incorporation and/or other organizational documents, is authorized by resolutions of its Board of Directors or other governing body, and has secured all consents which are required to be obtained as of the Effective Date of the Renewal License, to enter into and legally bind the Licensee to the Renewal License and to take all actions necessary to perform all of its obligations pursuant to the Renewal License;

(iii) The Renewal License is enforceable against the Licensee in accordance with the provisions herein, subject to applicable State and federal law;

(iv) There are no actions or proceedings pending or threatened against the Licensee as of the Effective Date of this Renewal License that would interfere with its performance of the Renewal License; and

(v) Pursuant to Section 625(f) of the Cable Act, as of the Effective Date of this Renewal License, the performance of all terms and conditions in this Renewal License is commercially practicable.

Section 15.7---FORCE MAJEURE

If by reason of Force Majeure either party hereto is unable in whole or in part to carry out its obligations hereunder, said party shall not be deemed in violation or default during the continuance of such inability. The term "Force Majeure" as used herein shall mean the following: acts of God; acts of public enemies; orders of any kind of the government of the United States of America or of the State or any of their departments, agencies, political subdivision, or officials, or any civil or military authority; insurrections; riots; epidemics; landslides; lightening; earthquakes; fires; hurricanes; volcanic activity; storms; floods; washouts; droughts; civil disturbances; explosions; strikes; applicable environmental restrictions; and unavailability of essential equipment, services and/or materials and/or other matters beyond the control of either party hereto.

Section 15.8---REMOVAL OF ANTENNAS

The Licensee shall not remove any television antenna of any Subscriber but shall offer to said Subscriber an adequate switching device ("A/B Switch") to allow said Subscriber to choose between cable and non-cable television reception.

Section 15.9---SUBSCRIBER TELEVISION SETS

Pursuant to M.G.L. Chapter 166A, Section 5(d), the Licensee shall not engage directly or indirectly in the business of selling or repairing television or radio sets; provided, however, that the Licensee may make adjustments to television sets in the course of normal maintenance.

Section 15.10---APPLICABILITY OF RENEWAL LICENSE

All of the provisions in the Renewal License shall apply to the Town, the Licensee, and their respective successors and assignees.

Section 15.11---NOTICES

(a) Every notice to be served upon the Issuing Authority shall be delivered, or sent by certified mail (postage prepaid) to the Board of Selectmen, Town of Needham, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492, with one (1) copy to the Town Counsel at an address to be provided to the Licensee by the Issuing Authority from time to time, and one (1) copy to the Cable Advisory Committee at the Needham Town Hall, or such other address as the Issuing Authority may specify in writing to the Licensee. The delivery shall be equivalent to direct personal notice, direction or order, and shall be deemed to have been given at the time of mailing.

(b) Every notice served upon the Licensee shall be delivered or sent by certified mail (postage prepaid) to the following addresses. The delivery shall be equivalent to direct personal notice, direction or order, and shall be deemed to have been given at the time of receipt:

Comcast Cable Communications, Inc.
Attn: Vice President, Government Relations
330 Billerica Road
Chelmsford, Massachusetts 01824

with one (1) copy to:

Comcast Cable Communications, Inc.
Vice President, Government Affairs
676 Island Pond Road
Manchester, New Hampshire 03109

and one (1) copy to:

Comcast Cable Communications, Inc
Attn: Government Affairs
One Comcast Center
Philadelphia, Pennsylvania 19103

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

(c) Whenever notice of any public hearing relating to the Cable System is required by law, regulation or the Renewal License, the Issuing Authority or its designee(s) shall publish notice of the same, sufficient to identify its time, place and purpose, in a Needham newspaper of general circulation.

(d) Subject to subsection (c) above, all required notices shall be in writing.

Section 15.12---NO RECOURSE AGAINST THE ISSUING AUTHORITY

In accordance with Section 635A(a) of the Cable Act, the Licensee shall have no recourse whatsoever against the Issuing Authority, the Town and/or its officials, boards, commissions, committees, advisors, designees, agents, and/or its employees other than injunctive relief or declaratory relief, arising out of any provision or requirements of the Renewal License or because of enforcement of the Renewal License.

Section 15.13---TOWN'S RIGHT OF INTERVENTION

The Town hereby reserves to itself, as authorized by applicable law and/or regulation, to intervene in any suit, action or proceeding involving the Renewal License, or any provision in the Renewal License; provided, however, that this section shall not restrict the right of the Licensee to oppose such intervention, pursuant to applicable law.

Section 15.14---TERM

All obligations of the Licensee and the Issuing Authority set forth in the Renewal License shall commence upon the execution of the Renewal License and shall continue for the term of the Renewal License except as expressly provided for otherwise herein.

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

EXHIBITS

EXHIBIT 1

FCC TECHNICAL SPECIFICATIONS

TITLE 47—TELECOMMUNICATION

CHAPTER I--FEDERAL COMMUNICATIONS COMMISSION

PART 76--MULTICHANNEL VIDEO AND CABLE TELEVISION SERVICE

§ 76.605 Technical standards.

(a) As of December 30, 1992, unless otherwise noted, the following requirements apply to the performance of a cable television system as measured at any subscriber terminal with a matched impedance at the termination point or at the output of the modulating or processing equipment (generally the headend) of the cable television system or otherwise as noted. The requirements are applicable to each NTSC or similar video downstream cable television channel in the system:

(1)(i) The cable television channels delivered to the subscriber's terminal shall be capable of being received and displayed by TV broadcast receivers used for off-the-air reception of TV broadcast signals, as authorized under part 73 of this chapter; and

(ii) Cable television systems shall transmit signals to subscriber premises equipment on frequencies in accordance with the channel allocation plan set forth in the Electronics Industries Association's "Cable Television Channel Identification Plan, EIA IS-132, May 1994" (EIA IS-132). This incorporation by reference was approved by the Director of the Federal Register in accordance with 5 U.S.C. 522(a) and 1 CFR Part 51. Cable systems are required to use this channel allocation plan for signals transmitted in the frequency range 54 MHz to 1002 MHz. This incorporation by reference was approved by the Director of the Federal Register in accordance with 5 U.S.C. 522(a) and 1 CFR Part 51. Copies of EIA IS-132 may be obtained from: Global Engineering Documents, 2805 McGraw Ave., Irvine CA 92714. Copies of EIA IS-132 may be inspected during normal business hours at the following locations: Federal Communications Commission, 1919 M Street, NW, Dockets Branch (Room 239), Washington, DC, or the Office of the Federal Register, 800 North Capitol Street, NW., suite 700, Washington, DC. This requirement is applicable on May 31, 1995, for new and re-built cable systems, and on June 30, 1997, for all cable systems.

(2) The aural center frequency of the aural carrier must be $4.5 \text{ MHz} \pm 5 \text{ kHz}$ above the frequency of the visual carrier at the output of the modulating or processing equipment of a cable television system, and at the subscriber terminal.

(3) The visual signal level, across a terminating impedance which correctly matches the internal impedance of the cable system as viewed from the subscriber terminal, shall not be less than 1 millivolt across an internal impedance of 75 ohms (0 dBmV). Additionally, as measured at the end of a 30 meter (100 foot) cable drop that is connected to the subscriber tap, it shall not be less than 1.41 millivolts across an internal impedance of 75 ohms (+3 dBmV). (At other impedance values, the minimum visual signal level, as viewed from the subscriber terminal, shall be the square root of $0.0133 (Z)$ millivolts and, as measured at the end of a 30 meter (100 foot) cable drop that is connected to the subscriber tap, shall be 2 times the square root of $0.00662(Z)$ millivolts, where Z is the appropriate impedance value.)

(4) The visual signal level on each channel, as measured at the end of a 30 meter cable drop that is connected to the subscriber tap, shall not vary more than 8 decibels within any six-month

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

interval, which must include four tests performed in six-hour increments during a 24-hour period in July or August and during a 24-hour period in January or February, and shall be maintained within:

- (i) 3 decibels (dB) of the visual signal level of any visual carrier within a 6 MHz nominal frequency separation;
- (ii) 10 dB of the visual signal level on any other channel on a cable television system of up to 300 MHz of cable distribution system upper frequency limit, with a 1 dB increase for each additional 100 MHz of cable distribution system upper frequency limit (*e.g.*, 11 dB for a system at 301-400 MHz; 12 dB for a system at 401-500 MHz, *etc.*); and
- (iii) A maximum level such that signal degradation due to overload in the subscriber's receiver or terminal does not occur.

(5) The rms voltage of the aural signal shall be maintained between 10 and 17 decibels below the associated visual signal level. This requirement must be met both at the subscriber terminal and at the output of the modulating and processing equipment (generally the headend). For subscriber terminals that use equipment which modulate and remodulate the signal (*e.g.*, baseband converters), the rms voltage of the aural signal shall be maintained between 6.5 and 17 decibels below the associated visual signal level at the subscriber terminal.

(6) The amplitude characteristic shall be within a range of ± 2 decibels from 0.75 MHz to 5.0 MHz above the lower boundary frequency of the cable television channel, referenced to the average of the highest and lowest amplitudes within these frequency boundaries.

(i) Prior to December 30, 1999, the amplitude characteristic may be measured after a subscriber tap and before a converter that is provided and maintained by the cable operator.

(ii) As of December 30, 1999, the amplitude characteristic shall be measured at the subscriber terminal.

(7) The ratio of RF visual signal level to system noise shall be as follows:

(i) From June 30, 1992, to June 30, 1993, shall not be less than 36 decibels.

(ii) From June 30, 1993 to June 30, 1995, shall not be less than 40 decibels.

(iii) As of June 30, 1995, shall not be less than 43 decibels.

(iv) For class I cable television channels, the requirements of paragraphs (a)(7)(i), (a)(7)(ii) and (a)(7)(iii) of this section are applicable only to:

(A) Each signal which is delivered by a cable television system to subscribers within the predicted Grade B contour for that signal;

(B) Each signal which is first picked up within its predicted Grade B contour;

(C) Each signal that is first received by the cable television system by direct video feed from a TV broadcast station, a low power TV station, or a TV translator station.

(8) The ratio of visual signal level to the rms amplitude of any coherent disturbances such as intermodulation products, second and third order distortions or discrete-frequency interfering signals not operating on proper offset assignments shall be as follows:

(i) The ratio of visual signal level to coherent disturbances shall not be less than 51 decibels for noncoherent channel cable television systems, when measured with modulated carriers and time averaged; and

(ii) The ratio of visual signal level to coherent disturbances which are frequency-coincident with the visual carrier shall not be less than 47 decibels for coherent channel cable systems, when measured with modulated carriers and time averaged.

(9) The terminal isolation provided to each subscriber terminal:

(i) Shall not be less than 18 decibels. In lieu of periodic testing, the cable operator may use specifications provided by the manufacturer for the terminal isolation equipment to meet this

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

standard; and

(ii) Shall be sufficient to prevent reflections caused by open-circuited or short-circuited subscriber terminals from producing visible picture impairments at any other subscriber terminal.

(10) The peak-to-peak variation in visual signal level caused by undesired low frequency disturbances (hum or repetitive transients) generated within the system, or by inadequate low frequency response, shall not exceed 3 percent of the visual signal level. Measurements made on a single channel using a single unmodulated carrier may be used to demonstrate compliance with this parameter at each test location.

(11) As of June 30, 1995, the following requirements apply to the performance of the cable television system as measured at the output of the modulating or processing equipment (generally the headend) of the system:

(i) The chrominance-luminance delay inequality (or chroma delay), which is the change in delay time of the chrominance component of the signal relative to the luminance component, shall be within 170 nanoseconds.

(ii) The differential gain for the color subcarrier of the television signal, which is measured as the difference in amplitude between the largest and smallest segments of the chrominance signal (divided by the largest and expressed in percent), shall not exceed $\pm 20\%$.

(iii) The differential phase for the color subcarrier of the television signal which is measured as the largest phase difference in degrees between each segment of the chrominance signal and reference segment (the segment at the blanking level of 0 IRE), shall not exceed ± 10 degrees.

(12) As an exception to the general provision requiring measurements to be made at subscriber terminals, and without regard to the type of signals carried by the cable television system, signal leakage from a cable television system shall be measured in accordance with the procedures outlined in § 76.609(h) and shall be limited as follows:

Frequencies	Signal leakage	
	limit (micro-volt/ meter)	Distance in meters (m)
Less than and including 54 MHz, and over 216 MHz	15	30
Over 54 up to and including 216 MHz	20	3

(b) Cable television systems distributing signals by using methods such as nonconventional coaxial cable techniques, noncoaxial copper cable techniques, specialized coaxial cable and fiber optical cable hybridization techniques or specialized compression techniques or specialized receiving devices, and which, because of their basic design, cannot comply with one or more of the technical standards set forth in paragraph (a) of this section, may be permitted to operate: Provided, That an adequate showing is made pursuant to § 76.7 which establishes that the public interest is benefited. In such instances, the Commission may prescribe special technical requirements to ensure that subscribers to such systems are provided with an equivalent level of good quality service.

Note 1: Local franchising authorities of systems serving fewer than 1000 subscribers may adopt standards less stringent than those in § 76.605(a). Any such agreement shall be reduced to

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

writing and be associated with the system's proof-of-performance records.

Note 2: For systems serving rural areas as defined in § 76.5, the system may negotiate with its local franchising authority for standards less stringent than those in §§ 76.605(a)(3), 76.605(a)(7), 76.605(a)(8), 76.605(a)(10) and 76.605(a)(11). Any such agreement shall be reduced to writing and be associated with the system's proof-of-performance records.

Note 3: The requirements of this section shall not apply to devices subject to the provisions of §§ 15.601 through 15.626.

Note 4: Should subscriber complaints arise from a system failing to meet § 76.605(a)(6) prior to December 30, 1999, the cable operator will be required to provide a converter that will allow the system to meet the standard immediately at the complaining subscriber's terminal. Further, should the problem be found to be system-wide, the Commission may order all converters on the system be changed to meet the standard.

Note 5: Should subscriber complaints arise from a system failing to meet § 76.605(a)(10), the cable operator will be required to remedy the complaint and perform test measurements on § 76.605(a)(10) containing the full number of channels as indicated in § 76.601(b)(2) at the complaining subscriber's terminal. Further, should the problem be found to be system-wide, the Commission may order that the full number of channels as indicated in § 76.601(b)(2) be tested at all required locations for future proof-of-performance tests.

Note 6: No State or franchising authority may prohibit, condition, or restrict a cable system's use of any type of subscriber equipment or any transmission technology.

[37 FR 3278, Feb. 12, 1972, as amended at 37 FR 13867, July 14, 1972; 40 FR 2690, Jan. 15, 1975; 40 FR 3296, Jan. 21, 1975; 41 FR 53028, Dec. 3, 1976; 42 FR 21782, Apr. 29, 1977; 47 FR 21503, May 18, 1982; 50 FR 52466, Dec. 24, 1985; 51 FR 1255, Jan. 10, 1986; 52 FR 22461, June 12, 1987; 57 FR 11002, Apr. 1, 1992; 57 FR 61010, Dec. 23, 1992; 58 FR 44952, Aug. 25, 1993; 59 FR 25342, May 16, 1994; 61 FR 18510, Apr. 26, 1996; 61 FR 18978, Apr. 30, 1996; 65 FR 53616, Sept. 5, 2000]

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

EXHIBIT 2

I-NET BUILDINGS

LOCATION	ADDRESS	OUTLET LOCATION
Broadmeadow School	120 Broadmeadow Street	Library
Eliot School	137 Wellesley Ave	Gym, Media Room
High Rock School	77 Ferndale Road	Media Room
High School	609 Webster Street	Media Room, Gym, Auditorium
Hillside School	28 Glen Gary Road	Library
Mitchell School	187 Brookline Street	Library
Newman School	1155 Central Ave	Stage, Media Center, Music Room
Pollard School	200 Harris Ave	Media Center, Band Room, Media Room
St. Joseph's School	90 Pickering Street	
School Administration	1330 Highland Ave	
Civil Defense	60 Dedham Ave	Lower Level
Daley Building/Garage	257 Rear Webster Street	Office
DPW	470 Dedham Street	2nd Floor
Fire Department	88 Chestnut Street	Dispatch Room
Fire Department	707 Highland Ave	Library
Housing Authority	Linden Street	Common Room
Memorial Field	Highland Ave	Gazebo
Police Department	99 School Street	2nd Floor
Public Library	1139 Highland Ave	Community Room
Town Hall	1471 Highland Ave	Selectmen's Chambers, Main Floor
PEG Studio	257 Chestnut Street	

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

EXHIBIT 3

PROGRAMMING AND SIGNAL CARRIAGE

The Licensee shall provide the following broad categories of Programming:

- + News Programming;
- + Sports Programming;
- + Public Affairs Programming;
- + Children's Programming;
- + Entertainment Programming; and
- + Local Programming.

For informational purposes, it is the Licensee's intention to have the following channel line-up upon the Execution Date of the Renewal License, subject to applicable law and the Licensee's editorial discretion.

(See Attached)

EXHIBIT 4

**FREE DROPS AND MONTHLY SERVICE
TO PUBLIC BUILDINGS AND PUBLIC SCHOOLS**

The following public buildings and school buildings shall continue to receive a Drop and/or Outlet and the monthly Basic Service at no charge **:

1. Town Hall: 1471 Highland Avenue
2. Police Station: 99 School Street
3. Fire Station: 88 Chestnut Street
4. Fire Station 2: 707 Highland Avenue
5. Emergency Management: 60 Dedham Avenue
6. Public Works: 470 Dedham Avenue
7. Senior Center: 83 Pickering Street
8. Rosemary Pool: Rosemary Street at railroad tracks
9. Memorial Park: Highland Avenue at Rosemary
10. Water Treatment Facility: Charles River Street
11. Needham Public Library: 1139 Highland Avenue
12. Ridge Hill Reservation: 463 Charles River Street
13. PEG Access Studio: 257 Chestnut Street
14. Public Services Administration Building: 500 Dedham Avenue
15. Broadmeadow Elementary School: 120 Broadmeadow Road
16. Pollard Middle School: 200 Harris Avenue
17. Eliot Elementary: 135 Wellesley Avenue
18. Needham High School: 609 Webster Street
19. Hillside Elementary: 28 Glen Gary Road
20. High Rock School: 77 Ferndale Road
21. Mitchell Elementary: 187 Brookline Street
22. Daley Building: 257 Rear Webster Street
23. Newman Elementary: 1155 Central Avenue
24. Administration Building: 1330 Highland Avenue
25. St. Josephs School: 90 Pickering Street
26. St. Sebastian's Administration Building: 1195 Greendale Avenue
27. Walker School: 1968 Central Street
28. New Senior Center: 300 Hillside Avenue

** or such other address, without charge, as designated by the Issuing Authority.

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

EXHIBIT 5

**PEG ACCESS FUNDING
GROSS ANNUAL REVENUES REPORTING FORM
COMCAST OF NEEDHAM, INC.**

TOWN OF NEEDHAM

Period: [enter period of which payment is based]

Totals

Totals by Service:

Basic Service Revenue	\$ [enter amount]
Pay Service Revenue ¹	\$ [enter amount]
Other Unregulated Revenue ²	\$ [enter amount]
Digital Revenue	<u>\$ [enter amount]</u>
Subtotal:	\$ [enter subtotal]

Totals by Non Service:

Home Shopping Revenue	
Advertising Revenue	
Leased Access Revenue	\$ [enter amount]
Less Bad Debt/Add Bad Debt Paid	<u>\$ [enter amount]</u>
Subtotal:	\$ [enter subtotal]

Total Gross Revenue	\$ [enter total]
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License Fee (5%)	\$ [enter % of total]
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Fee-on-Fee (5%)	<u>\$ [enter % of %]</u>
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License Fee Due	<u>\$ [enter total due]</u>
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1 – Pay Service includes all Pay Channels and Pay Per View Movie/Event revenue.

2 – Other Unregulated includes converter, remote, installation, TV Guide, wire maintenance and other billing adjustments.

Authorized Comcast Representative:

Name:

Date:

EXHIBIT 6

207 CMR 10.00

BILLING AND TERMINATION OF SERVICE

10.01: Billing Practices Notice

- (1) Every cable television operator shall give written notice of its billing practices to potential subscribers before a subscription agreement is reached. Such notice shall include practices relating to the frequency and timing of bills, payment requirements necessary to avoid account delinquency, billing dispute resolution procedures and late payment penalties.
- (2) A copy of the cable television operator's billing practices notice, work order and sample subscriber bill shall be filed by March 15th of each year with the Commission, the issuing authority, and the company's local office, where they shall be available for public inspection. If an operator amends its billing practices notice, work order or subscriber bill after submitting the annual filing, it shall file copies of the amendments with the Commission, the issuing authority and the company's local office.
- (3) At least 30 days prior to implementing a change of one of its billing practices, the cable television operator shall notify in writing the Commission, the issuing authority and all affected subscribers of the change and include a description of the changed practice.
- (4) Statements about billing practices in work orders, marketing, materials and other documents shall be consistent with the billing practices notice.

10.02: Services, Rates and Charges Notice

- (1) The cable television operator shall give notice of its services, rates and charges to potential subscribers before a subscription agreement is reached.
- (2) At least 30 days prior to implementing an increase in one of its rates or charges or a substantial change in the number or type of programming services, the operator shall notify, in writing, the Commission, the issuing authority and all affected subscribers of the change and include a description of the increased rate or charge. The notice shall list the old and new rate or charge and, if applicable, the old and new programming services provided.
- (3) Every cable television operator shall fully disclose in writing all of its programming services and rates, upon request from a subscriber.
- (4) Every cable television operator shall fully disclose in writing all of its charges for installation, disconnection, downgrades and upgrades, reconnection, additional outlets, and rental, purchase and/or replacement due to damage or theft of equipment or devices used in relation to cable services, upon request from a subscriber.
- (5) Every cable television operator shall provide written notice of the charge, if any, for service visits and under what circumstances such charge will be imposed, upon request from a subscriber.
- (6) A copy of the cable operator's programming services, rates and charges shall be filed by March 15th of each year with the Commission, the issuing authority and the company's local office where it shall be made available for public inspection. If an operator amends its notice after the annual filing, it shall file a copy of the amendment with the Commission, the issuing

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

authority and the company's local office.

- (7) A cable operator shall not charge a subscriber for any service or equipment that the subscriber has not affirmatively requested by name. This provision, however, shall not preclude the addition or deletion of a specific program from a service offering, the addition or deletion of specific channels from an existing tier of service, or the restructuring or division of existing tiers of service that do not result in a fundamental change in the nature of an existing service or tier of service.

10.03: Form of Bill

- (1) The bill shall contain the following information in clear, concise and understandable language and format:
- (a) The name, local address and telephone number of the cable television operator. The telephone number shall be displayed in a conspicuous location on the bill and shall be accompanied by a statement that the subscriber may call this number with any questions or complaints about the bill or to obtain a description of the subscriber's rights under 207 CMR 10.07 in the event of a billing dispute;
 - (b) the period of time over which each chargeable service is billed including prorated periods as a result of establishment and termination of service;
 - (c) the dates on which individually chargeable services were rendered or any applicable credits were applied;
 - (d) separate itemization of each rate or charge levied or credit applied, including, but not be limited to, basic, premium service and equipment charges, as well as any unit, pay-per-view or per item charges;
 - (e) the amount of the bill for the current billing period, separate from any prior balance due;
 - (f) The date on which payment is due from the subscriber.
- (2) Cable operators may identify as a separate line item of each regular subscriber bill the following:
- (a) The amount of the total bill assessed as a franchise fee and the identity of the franchising authority to whom the fee is paid;
 - (b) The amount of the total bill assessed to satisfy any requirements imposed on the cable operator by the franchise agreement to support public, educational, or governmental channels or the use of such channels;
 - (c) The amount of any other fee, tax, assessment, or charge of any kind imposed by any governmental authority on the transaction between the operator and the subscriber. In order for a governmental fee or assessment to be separately identified under 207 CMR 10.03, it must be directly imposed by a governmental body on a transaction between a subscriber and an operator.
- (3) All itemized costs shall be direct and verifiable. Each cable operator shall maintain a document in its public file which shall be available upon request that provides the accounting justification for all itemized costs appearing on the bill.

10.04: Advance Billing and Issuance of Bill

- (1) In the absence of a license provision further limiting the period of advance billing, a cable operator may, under uniform nondiscriminatory terms and conditions, require payment not more than two months prior to the last day of a service period.

-Town of Needham Cable Television Renewal License-
December 18, 2012- December 17, 2022

- (2) A cable subscriber may voluntarily offer and a cable operator may accept advance payments for periods greater than two months.
- (3) Upon request, a cable television operator shall provide subscribers with a written statement of account for each billing period and a final bill at the time of disconnection.

10.05: Billing Due Dates, Delinquency, Late Charges and Termination of Service

- (1) Subscriber payment is due on the due date marked on the bill, which shall be a date certain and in no case a statement that the bill is due upon receipt. The due date shall not be less than five business days following the mailing date of the bill.
- (2) A subscriber account shall not be considered delinquent unless payment has not been received by the company at least 30 days after the bill due date.
- (3) The following provisions shall apply to the imposition of late charges on subscribers:
 - (a) A cable television operator shall not impose a late charge on a subscriber unless a subscriber is delinquent, the operator has given the subscriber a written late charge notice in a clear and conspicuous manner, and the subscriber has been given at least eight business days from the date of delinquency to pay the balance due.
 - (b) A charge of not more than 5 percent of the balance due may be imposed as a one-time late charge.
 - (c) No late charge may be assessed on the amount of a bill in dispute.
- (4) A cable television operator shall not terminate a subscriber's service unless the subscriber is delinquent, the cable operator has given the subscriber a separate written notice of termination in a clear and conspicuous manner, and the subscriber has been given at least eight business days from the mailing of the notice of termination to pay the balance due. A notice of termination shall not be mailed to subscribers until after the date of delinquency.
- (5) A cable television operator shall not assess a late charge on a bill or discontinue a subscriber's cable television service solely because of the nonpayment of the disputed portion of a bill during the period established by 207 CMR 10.07 for registration of a complaint with the operator or during the process of a dispute resolution mechanism recognized under 207 CMR 10.07.
- (6) Any charge for returned checks shall be reasonably related to the costs incurred by the cable company in processing such checks.

10.06: Charges for Disconnection or Downgrading of Service

- (1) A cable television operator may impose a charge reasonably related to the cost incurred for a downgrade of service, except that no such charge may be imposed when:
 - (a) A subscriber requests total disconnection from cable service; or
 - (b) A subscriber requests the downgrade within the 30 day period following the notice of a rate increase or a substantial change in the number or type of programming services relative to the service (s) in question.
- (2) If a subscriber requests disconnection from cable television service prior to the effective date of an increase in rates, the subscriber shall not be charged the increased rate if the cable television operator fails to disconnect service prior to the effective date. Any subscriber who has paid in advance for the next billing period and who requests disconnection from service shall receive a prorated refund of any amounts paid in advance.

10.07: Billing Disputes



XFINITY TV Channel Lineup

xfinity®

Natick, Needham, Newton, Watertown, Wayland, Wellesley & Weston, MA

C-087 | 11.12

Limited Basic

- 2 WGBH-2 (PBS) / HD 802
- 3 HSN
- 4 WBZ-4 (CBS) / HD 804
- 5 WCVB-5 (ABC) / HD 803
- 6 NECN
- 7 WHDH-7 (NBC) / HD 807
- 8 Access Channel
- 9 Access Channel
- 10 WWDP-DT
- 12 WLVI-56 (CW) / HD 808
- 13 WFXT-25 (FOX) / HD 806
- 14 WSBK myTV38 (MyTV) / HD 814
- 15 WBPX-68 (ION) / HD 803
- 16 WGBX-44 (PBS) / HD 801
- 17 WUNI-27 (UNI) / HD 816
- 18 WBIN (IND) / HD 811
- 19 WNEU-60 (Telemundo) / HD 815
- 20 WMFP-62 (IND)
- 21 WUTF-66 (Telefutura) / HD 817
- 22 WSBE-36 (PBS) 4 / HD 819
- 23/295 WYDN-48 (Daystar)
- 58 QVC
- 99 Access Channel 5
- 183 Jewelry TV
- 209 WGBH World
- 217 WGBH Kids
- 229 Trinity Broadcasting Network
- 237 WGBH Create
- 268 CatholicTV
- 283 Leased Access
- 288 WBIN-Live Well Network
- 289 WBIN-COOL TV
- 290 WNEU-Exitos
- 291 WLVI-TCN
- 292 WCVB MeTV
- 294 WSBE Learn 4
- 297 WHDH-This TV
- 299/724 WUNI-LATV

Expanded Basic

- 27 Disney Channel
- 28 MTV
- 29 VH1
- 30 FX
- 31 TBS
- 32 HGTV
- 33 TNT
- 34 E!
- 35 USA Network
- 36 Lifetime
- 37 A&E
- 38 TLC
- 39 Discovery Channel
- 41 Fox News
- 42 CNN
- 43 CNN Headline News
- 44 C-SPAN
- 46 CNBC
- 47 The Weather Channel
- 48 ABC Family Channel
- 49 ESPN
- 50 ESPN2
- 51 NESN
- 52 Comcast SportsNet
- 54 Nickelodeon
- 55 Spike TV
- 57 Bravo
- 59 AMC

- 60 Cartoon Network
- 61 Comedy Central
- 62 Syfy
- 63 Animal Planet
- 64 TV Land
- 65 NBC Sports Network
- 66 Food Network
- 67 Travel Channel
- 69 Golf Channel
- 71 History
- 97 BET
- 186 truTV
- 208 Hallmark Channel
- 234 Inspirational Network
- 238 EWTN
- 251 MSNBC
- 270 Lifetime Movie Network
- 284 Fox Business Network

Family Tier (Includes Limited Basic)

- 27 Disney Channel
- 32 HGTV
- 43 CNN Headline News
- 44 C-SPAN
- 47 The Weather Channel
- 54 Nickelodeon
- 66 Food Network
- 210 National Geographic Channel
- 218 PBS Kids Sprout
- 221 The Hub
- 222 Disney XD
- 224 TeenNick
- 227 Science Channel
- 229 Trinity Broadcasting Network
- 240 DIY
- 247 C-SPAN2

Digital Economy (Includes Limited Basic)

- 3 HSN
- 24 Disney Channel
- 34 E!
- 35 USA Network
- 36 Lifetime
- 37 A&E
- 39 Discovery Channel
- 41 Fox News
- 42 CNN
- 44 C-SPAN
- 47 The Weather Channel
- 58 QVC
- 59 AMC
- 60 Cartoon Network
- 61 Comedy Central
- 63 Animal Planet
- 64 TV Land
- 66 Food Network
- 71 History
- 97 BET
- 186 truTV
- 208 Hallmark Channel
- 238 EWTN
- 242 H2
- 247 C-SPAN2
- 823 Discovery HD
- 824 Disney HD
- 835 USA Network HD
- 837 A&E HD

- 841 Fox News HD
- 842 CNN HD
- 854 Food Network HD
- 859 AMC HD
- 863 Animal Planet HD
- 872 History HD
- 905 BET HD
- 906 HSN HD
- 907 Hallmark HD
- 910 H2 HD

Digital Starter (Includes Limited Basic and Expanded Basic)

- 1 On Demand
- 199 Hallmark Movie Channel
- 200 movieplex
- 211 style.
- 218 PBS Kids Sprout
- 219 G4
- 235 gmc
- 241 BBC America
- 242 H2
- 243 bio.
- 246 Bloomberg Television
- 247 C-SPAN2
- 249 C-SPAN3
- 252 Investigation Discovery
- 267 GSN
- 333 XFINITY 3D 3
- 334 ESPN 3D 3
- 784 Travel Channel HD
- 786 G4 HD
- 788 Lifetime Movie Network HD
- 789 Fox Business Network HD
- 790 Hallmark Movie Channel HD
- 791 QVC HD
- 794 Bravo HD
- 795 CNBC HD
- 797 bio. HD
- 810 NECN HD
- 823 Discovery HD
- 824 Disney HD
- 825 Nick HD
- 826 ABC Family HD
- 827 MTV HD
- 828 Palladia
- 829 VH1 HD
- 830 FX HD
- 831 TBS HD
- 832 HGTV HD
- 833 TNT HD
- 834 E! HD
- 835 USA Network HD
- 836 Lifetime HD
- 837 A&E HD
- 839 Velocity HD
- 841 Fox News HD
- 842 CNN HD
- 843 CNN Headline News HD
- 846 Universal HD
- 847 The Weather Channel HD
- 848 Golf Channel HD
- 849 ESPN HD
- 850 ESPN2 HD
- 851 NESN HD
- 852 Comcast SportsNet HD
- 854 Food Network HD
- 855 Spike TV HD
- 858 Comedy Central HD
- 859 AMC HD

- 860 Cartoon Network HD
- 863 Animal Planet
- 862 Syfy HD
- 865 NBC Sports Network HD
- 867 TLC HD
- 872 History HD
- 901 MSNBC HD
- 902 truTV HD
- 905 BET HD
- 906 HSN HD
- 907 Hallmark HD
- 908 GMC HD
- 909 Investigation Discovery HD
- 910 H2 HD
- 916 Bloomberg Television HD
- 920 BBC America HD

MultiLatino Max

- 28 MTV
- 29 VH1
- 31 TBS
- 33 TNT
- 38 TLC
- 49 ESPN
- 50 ESPN2
- 51 NESN
- 52 Comcast SportsNet
- 54 Nickelodeon
- 55 Spike TV
- 57 Bravo
- 62 Syfy
- 65 NBC Sports Network
- 69 Golf Channel
- 218 PBS Kids Sprout
- 270 Lifetime Movie Network
- 788 Lifetime Movie Network HD
- 794 Bravo HD
- 825 Nick HD
- 827 MTV HD
- 829 VH1 HD
- 831 TBS HD
- 833 TNT HD
- 848 Golf Channel HD
- 849 ESPN HD
- 850 ESPN2 HD
- 851 NESN HD
- 852 Comcast SportsNet HD
- 862 Syfy HD
- 865 NBC Sports Network HD
- 867 TLC HD

Digital Preferred

- 1 On Demand
- 125 RLTV
- 176 Ovation
- 190 BBC World
- 191 Baby First TV America
- 193 Smithsonian Channel
- 196 Jewish Life TV (JLTV)
- 197 Encore Family
- 198 ReelzChannel
- 201 Sundance Channel
- 202 Flix
- 203 Encore Action
- 204 Encore Love
- 205 Encore Suspense
- 206 indieplex
- 207 Encore Westerns
- 208 Hallmark Channel

210 National Geographic Channel
 211 style.
 212 IFC
 214 TV One
 215 WE tv
 216 Oxygen
 220 Nicktoons
 221 The Hub
 222 Disney XD
 223 Nick Jr.
 224 TeenNick
 225 retroplex
 226 OWN (Oprah Winfrey Network)
 227 Science Channel
 228 Nick Too
 230 Discovery Fit and Health
 231 Halogen TV
 232 Nat Geo WILD
 233 Destination America
 236 The Word Network
 238 EWTN
 239 Cooking Channel
 240 DIY
 244 Disney Junior
 245 Weatherscan Local
 248 ESPN News
 253 Military Channel
 254 Current TV
 255 Outdoor Channel
 257 NBA TV
 259 NHL Network
 260 TVG
 261 CBS Sports Network
 265 NFL Network
 269 MLB Network
 271 fuse
 272 MTV Hits
 273 MTV2
 274 Centric
 275 VH1 Soul
 276 CMT Pure Country
 277 VH1 Classic
 279 GAC
 280 MTV Jams
 281 LOGO
 282 CMT
 286 ESPN
 326 Encore
 599 NBA TV
 686 Mnet
 705 Mun2
 711 Tr3s
 715 NFL Network
 719 Galavisión
 783 AXS TV
 785 Encore HD
 787 Style HD
 792 Disney XD HD
 793 Fuse HD
 796 ESPN News HD
 798 IFC HD
 799 WE tv HD
 821 National Geographic HD
 822 NHL Network HD
 853 NFL Network HD
 856 CBS Sports Network HD
 864 CMT HD
 866 Science Channel HD
 900 ESPN HD
 904 MGM HD
 907 Hallmark HD
 911 Destination America HD
 912 TV One HD
 913 NBA TV HD
 914 MLB Network HD

915 Ovation HD
 921 Oxygen HD
 922 Nat Geo Wild HD

Sports Entertainment Package

126 Crime and Investigation
 127 Military History Channel
 128 SportsNet NY (OOM)
 130 Comcast SportsNet Chicago (OOM)
 133 Comcast SportsNet Bay Area (OOM)
 135 ESPN Goal Line
 194 PAC 12
 195 Outside TV
 213 Turner Classic Movies
 248 ESPN News
 250 Speed Channel
 255 Outdoor Channel
 256 Fox Soccer
 257 NBA TV
 258 ESPN Classic
 259 NHL Network
 260 TVG
 261 CBS Sports Network
 262 FCS Atlantic
 263 FCS Central
 264 FCS Pacific
 265 NFL Network
 266 Tennis Channel
 269 MLB Network
 278 Fox Movie Channel
 285 Big Ten Network
 286 ESPN
 287 NFL RedZone
 599 NBA TV
 714 Go!TV
 715 NFL Network
 726 beIN Sport
 796 ESPN News HD
 822 NHL Network HD
 838 Tennis Channel HD
 853 NFL Network HD
 856 CBS Sports Network HD
 885 Big Ten Network HD
 899 NFL RedZone HD
 900 ESPN HD
 903 Turner Classic Movies HD
 913 NBA TV HD
 914 MLB Network HD
 924 Fox Soccer HD

Music Choice®

A minimum subscription to Digital Economy or Digital Starter is required to receive these channels.

501-546 Channel Information available on musicchoice.com

Pay-Per-View

399 In Demand HD
 401-403 Home Theater
 435 Penthouse TV
 451 Playboy
 452 Juicy
 457 TEN
 459 REAL
 800 In Demand HD

Sports Pay-Per-View

600 NBA LP PRE
 601-610 MLS - NBA TEAM 1-10
 612 TEAM HD
 621-634 MLB-NHL GAME
 635 GAME HD
 636 GAME 2 HD

Digital Premium

301 HBO
 302 HBO2
 303 HBO Signature
 304 HBO Family
 305 HBO Comedy
 306 HBO Zone
 307 HBO Latino
 321 Starz
 322 Starz Edge
 323 Starz InBlack
 324 Starz Kids & Family
 325 Starz Cinema
 327 Starz Comedy
 338 5StarMax
 339 OuterMax
 340 WMax
 341 Cinemax
 342 MoreMax
 343 ActionMax
 344 ThrillerMax
 361 Showtime
 362 Showtime 2
 363 Showtime Showcase
 364 Showtime Extreme
 365 Showtime Beyond
 366 Flix
 381 The Movie Channel
 382 TMC Xtra
 451 Playboy Channel¹
 773 HBO Latino HD
 775 HBO Zone HD
 868 Cinemax HD
 870 HBO HD
 871 HBO2 HD
 873 Starz Edge HD
 874 Starz Kids & Family HD
 875 Starz HD
 876 Starz Comedy HD
 877 Showtime HD
 878 Showtime 2 HD
 880 Showtime Extreme HD
 883 TMC HD
 884 TMC Xtra HD

International Channels²

134 Neo Cricket
 679 Rai Italia
 680 TV Globo
 681 SIC
 685 Neo Cricket
 688 TV5MONDE
 701 Zee TV
 702 CTI Zhong Tian
 703 RTN

MultiLatino

641 TBN Enlace USA
 642 Telefe Internacional
 643 TeleFórmula
 644 TeleRitmo
 645 TV Chile
 646 TV Colombia
 647 VideoRola
 648 Utilísima
 649 TVE East
 650 TV Venezuela
 652 Telehit
 653 Ritmoson Latino
 654 Bandamax
 655 De Película
 656 De Película Clásico
 657 SUR Perú
 658 México TV
 659 Canal SUR
 660 Once México
 661 Multimedios Televisión
 662 Mexicana
 663 La Familia Cosmopolitan
 664 Infinito
 665 HTV
 666 HITN
 667 Gran Cine
 668 EWTN Español
 669 El Garage TV
 670 Ecuavisa Internacional
 671 Viendo Movies - West
 672 CB Tu Televisión Michoacán
 673 Caracol TV
 674 Canal 52MX
 675 Canal 24 Horas
 676 Canal 22 Internacional
 677 Cable Noticias
 678 AYM Sports
 704 Supercanal Caribe
 705 Mun2
 706 Discovery en español
 707 Cine Latino
 708 FOX Deportes
 709 CNN en Español
 711 Tr3s
 712 Viendo Movies
 713 Cine Mexicano
 714 Go!TV (English)
 716 History en español
 717 WAPA America
 718 Telemicro Internacional
 719 Galavisión
 720 ESPN Deportes
 722 ¡Sorpresa!
 723 Latele Novela NETWORK
 725 Discovery Familia
 726 beIN Sport
 757 Televisión Dominicana



Some restrictions apply. Not all programming is available in all areas. Digital capable equipment is required to receive any channel. High-definition capable equipment is required to receive high-definition channels. Additional equipment fees may apply.

- 1 A subscription to Playboy Channel digital service is required to receive this channel.
- 2 Available for individual purchase only.
- 3 A full HD/3D stereoscopic TV, manufacturer's specified 3D glasses and an RNG HD/3D converter is required to receive 3D channels.
- 4 Available in Natick only.
- 5 Available in Natick, Needham, Newton, Watertown, Wayland and Wellesley only.

AGREEMENT BETWEEN THE TOWN OF NEEDHAM, MA AND COMCAST

Whereas, this Agreement is between Comcast of Needham, Inc. ("Comcast") and the Board of Selectmen of Needham ("the Issuing Authority"), in its role as statutory Issuing Authority, regarding the existing Institutional Network (the "I-Net"), as more fully delineated below; and

Whereas, representatives from Comcast and the Issuing Authority have been negotiating in good faith regarding the existing I-Net as described in the Cable Television License effective September 11, 2001 (the "Prior License"); and

Whereas, this Agreement shall be effective concurrently with the execution (the "Effective Date") of the Needham Cable Television Renewal License (the "Renewal License"); and

NOW THEREFORE, the Issuing Authority and Comcast mutually agree to completely resolve said I-Net issues as follows:

Article 1: Cable-Related Fund Payment

- (a) Comcast shall provide a one-time payment to the Town of Needham in the amount of Eighty-Eight Thousand Five Hundred Dollars (\$88,500.00) for the purpose of supporting the Town's cable-related network needs within thirty (30) days of the Effective Date of the Needham Television Renewal License.
- (b) Comcast agrees that it shall not pass through to its Needham subscribers the cost of the Eighty-Eight Thousand Five Hundred Dollars (\$88,500.00) payment referenced above.

Article 2: Town Fiber Network Responsibility

No later than December 18, 2014, and then continuing throughout the remainder of the term of the Renewal License, the Town and/or the Access Corporation shall be responsible for transmitting PEG Access Signals from different locations in the Town and subsequently aggregating such PEG Access signals at the PEG Access Hub Site, located at 257 Chestnut Street in Needham.

-Town of Needham-Comcast I-Net Agreement-

Article 3: Future Obligations

- (a) Subject to the provisions herein, the Issuing Authority agrees that no later than December 18, 2014, Comcast shall have no further responsibility for operating or maintaining the existing I-Net. Until and through the expiration of said twenty-four (24) month period, Comcast shall continue to operate and maintain the existing I-Net to provide the applications and services that are in use as of the execution date of this agreement, in accordance with applicable FCC standards and taking into account the availability of replacement parts, if applicable.

This Agreement is hereby agreed to by the Board of Selectmen, as Issuing Authority, of the Town of Needham and Comcast of Needham, Inc.

Date: _____

BY: _____

TITLE: _____

Comcast of Needham, Inc.

Date: _____

BY:

Needham, MA Board of Selectmen



Comcast Cable Communications, Inc.
241 West Central Street
Natick, MA 01760
www.comcast.com

December 13, 2012

Board of Selectmen
Town of Needham
Needham Town Hall
147 Highland Avenue
Needham, MA 02492

Re: Discount available to eligible Needham Senior Citizens

Dear Chairman and Members of the Board:

The purpose of this letter is to outline the senior citizen discount that will be available to qualified Needham Comcast cable service subscribers.

Comcast will voluntarily offer a discount equal to ten percent (10%) per month off its Basic Service level. The discount will be for those persons age sixty-five (65) or older, who are head of household and Medicaid-eligible at their permanent residence. A qualifying subscriber must be able to show proof of such qualifications. Acceptable documentation would be the following:

- Proof of Age: Drivers License, Birth Certificate, or Passport
- Head of Household: Lease, Deed, Town Tax Bill
- Receiving Medicaid benefits under Social Security

The period for this senior citizen discount will be concurrent with the recently executed cable television renewal license. Comcast reserves the right to modify or eliminate such program at its sole discretion. In the event Comcast adopts and offers a statewide senior citizen discount program, Comcast reserves the right to implement such program, after reasonable written notice to your office.

Sincerely,

Frank W. Foss
Senior Manager, Government and Regulatory Affairs

Cc: Cable Advisory Committee
Peter J. Epstein, Esq. – Epstein & August, LLP
Comcast Division Government & Regulatory Affairs
Comcast Division Finance



Comcast Cable Communications, Inc.
241 West Central Street
Natick, MA 01760
www.comcast.com



Comcast Cable Communications, Inc.
55 Concord Street
North Reading, MA 01864
www.comcast.com

December 13, 2012

Board of Selectmen
Town of Needham
Needham Town Hall
147 Highland Avenue
Needham, MA 02492

Re: License Section 5.7 – CABLE RELATED FUNDING

Dear Chairman and Members of the Board:

The Cable Television Renewal License between Comcast of Needham, Inc. (Comcast) and the Town of Needham (Town) dated December 18, 2012 states the following in **Section 5.7 --- CABLE-RELATED FUNDING:**

(a) Within fourteen (14) days of the Effective Date of this Renewal License, the Licensee shall provide funding to the Access Corporation in the amount of Sixteen Thousand One Hundred Fifty-One Dollars and No Cents (\$16,151.00).

(b) In no case shall the value of said cable-related funding, in paragraph (a) herein, be counted against (i) the PEG Access equipment/facilities funding pursuant to Section 6.5 infra; and/or (ii) the PEG Access/Cable-Related Funding pursuant to Section 7.1 infra and/or (iii) any License Fee payment, required by Section 6.4 infra, and/or (iii) any other fees or payments required herein and/or by applicable law.

Since the payment provided under Section 5.7 is in lieu of franchise related costs previously collected from Needham subscribers, such payment will not be passed through to subscribers.

Sincerely,

Robert H. Carr, Jr.

Director, Government and Regulatory Affairs

Cc: Cable Advisory Committee – c/o Needham Town Offices

Peter J. Epstein, Esq. – Epstein & August, LLP

Comcast Division Government & Regulatory Affairs

Comcast Division Finance



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

MEETING DATE: 12/18/2012

Agenda Item	Public Hearing – New England Business Center Rebranding
Presenter(s)	Devra Bailin, Director of Economic Development Matthew Talcoff, Chair – Council of Economic Advisors

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will conduct a public hearing to seek input into the process of renaming the area of town to the East of Route 128 currently designated as the New England Business Center (NEBC). For the past several months, the Town’s Council of Economic Advisors, with the assistance of a marketing consultant funded by private contributions totaling \$17,000 from area businesses and developers, has been working to recommend a new name for the area, one that will contribute to its identity, vitality, and future development. The Board seeks comment on the process, naming options, and alternate suggestions. After the public hearing, the Board expects to request a recommendation for further action from the Council of Economic Advisors. Once a new name is selected, further steps are expected to include efforts to build a brand identity, connect the name to the area, and incorporate the name into signage, logos, promotional and other printed materials.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a.) Notice of Public Hearing			



TOWN OF NEEDHAM

TOWN HALL

Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7500

FAX: (781) 449-4569

TDD: (781) 455-7558

Needham Board of Selectmen Announce Rebranding of New England Business Center and Surrounding Neighborhoods

The Needham Board of Selectmen will hold a public hearing on Tuesday, December 18, at 7:30 p.m. to seek input into the process of renaming the area of town to the East of Route 128 currently designated as the New England Business Center (NEBC).

For the past several months, the Town's Council of Economic Advisors, with the assistance of a marketing consultant funded by private contributions totaling \$17,000 from area businesses and developers, has been working to recommend a new name for the area, one that will contribute to its identity, vitality, and future development.

The working group's recommended strategy has been to identify the area as a distinct Needham neighborhood, focusing on naming options including one or two syllables that work vocally with "Needham," i.e., "Needham [modifier]" or "[modifier] Needham." This approach has produced a number of different naming options, including Needham Crossing, Needham Highlands, Needham Point and Needham Edge, although no final decision or recommendation has been made.

The Board seeks comment on the process, naming options, and alternate suggestions. Written comment, on or before December 31, 2012, is welcome, and may be submitted to the Selectmen's Office at Town Hall or by email to selectmen@needhamma.gov. After the public hearing, the Board expects to request a recommendation for further action from the Council of Economic Advisors.

Once a new name is selected, further steps are expected to include efforts to build a brand identity, connect the name to the area, and incorporate the name into signage, logos, promotional and other printed materials.

Public participation in this process is encouraged.

Needham Times
December 13, 2012



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

MEETING DATE: 12/18/2012

Agenda Item	Approve Sale of Notes
Presenter(s)	David Davison, Assistant Town Manager/Finance Evelyn Poness, Town Treasurer/Collector

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
We will review the results of the note sale and future debt issues.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motions: (please note there are EIGHT motions to be acted upon by the Board)			
Motion A Move to approve the sale of a \$3,299,125 0.75 percent General Obligation Bond Anticipation Note of the Town dated December 20, 2012, and payable July 2, 2013 (the "Note"), to Eastern Bank at par plus a premium of \$9,079.19.			
Motion B Move that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated December 5, 2012, and a final Official Statement dated December 12, 2012, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.			
Motion C Move that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Note for the benefit of the holders of the Note from time to time.			
Motion D Move that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes.			
Motion E Move that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and			



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

deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

3.	BACK UP INFORMATION	YES	NO
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(Describe backup below)

a. Cover Memo Dated December 14, 2012

dbd 12/13/2012

Memorandum

To: Board of Selectmen
From: David Davison, Assistant Town Manager/Director of Finance
CC: Kate Fitzpatrick, Town Manager; Evelyn Poness, Treasurer/Collector;
Michelle Vaillancourt, Town Accountant
Date: December 14, 2012
Re: Bond Anticipation Note

The Town received five competitive bids for its \$3,299,125 bond anticipation note (BAN). The lowest bidder, Eastern Bank offered an interest rate of 0.75% with a premium of \$9,079.19 which results in a net interest cost (NIC) of 0.2340% and is the basis for award. Attached is a summary of the bids received for the sale.

The proceeds of the debt issues will fund expenses related to a number of capital projects, including the Newman School HVAC project (\$2,500,000), the Public Services Administration Building (\$15,000), the Pollard School roof project (\$65,000), and the Town Hall (\$69,125). The proceeds will also finance the Booth Street betterment project (\$45,000) and one of the land purchases in the downtown area (\$605,000) that was approved by Town Meeting this spring. When this Note matures a portion will be paid down and the balance will be bonded.

The Board will be asked to approve the sale of the note. Upon approval, the Board will need to execute several documents that will be brought to the meeting.

Please do not hesitate to contact me if you have any questions prior to the meeting.

Town of Needham

Note Sale

\$3,299,125

Notice Date 12/12/2012
Date of Sale 12/18/2012
Date of Board Action 12/20/2012
Settlement 07/02/2013
Maturity 194.00
360.00

Bidder	Amount	Rate	Interest	Premium	Net Interest	NIC
Century Bank	\$1,000,000	0.45%	\$2,400.00	\$0.00	\$2,400.00	0.4500%
Eastern Bank	\$3,299,125	0.75%	\$13,196.50	\$9,079.19	\$4,117.31	0.2340%
Janney Montgomery Scott LLC	\$3,299,125	1.00%	\$17,595.33	\$11,316.00	\$6,279.33	0.3569%
Jefferies & Company	\$3,299,125	1.50%	\$26,393.00	\$20,291.00	\$6,102.00	0.3468%
TD Securities	\$3,299,125	1.00%	\$17,595.33	\$12,899.58	\$4,695.75	0.2669%

Prepared by Finance Director December 14, 2012



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

MEETING DATE: 12/18/2012

Agenda Item	Downtown Streetscape Working Group
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will propose the creation of a downtown streetscape committee to make recommendations to the Board of Selectmen about infrastructure and streetscape in Needham Center. Needham Center redevelopment is proposed through use of Chapter 90 funds which have been earmarked for this purpose.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve the Committee Charge and Composition for the Downtown Streetscape Working Group.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Proposed Charge – Downtown Streetscape Working Group dated December 18, 2012			

**Proposed Charge
Downtown Streetscape Working Group
December 18, 2012**

The Board of Selectmen is seeking candidates for an ad hoc committee to help guide the downtown streetscape project.

Background

The Town has planned for the re-development of Needham Center infrastructure and streetscape through Chapter 90 funds which have been earmarked for this purpose.

Charge

The Downtown Streetscape Committee shall provide guidance and make recommendations to the Needham Board of Selectmen concerning the Streetscape in Needham Center. Consistent with the Downtown Design Guidelines and Downtown Planning Study, the Committee shall focus on the following elements in its deliberations:

- Design approach
- Composition and feel
- Architectural elements
- Historic preservation
- Handicap accessibility
- Pedestrian accessibility
- Pedestrian amenities
- Bicycle accommodation
- Traffic control
- Maintainability
- Snow Removal
- Parking availability
- Lighting
- Signage
- Holiday/Special Event accommodations
- Landscaping
- Street Furniture

Composition

The Committee shall consist of 12 members, as follows:

- One (1) member or designee of the Board of Selectmen
- One (1) member or designee of the NBA or Downtown Business Owner
- One (1) member or designee of the Park & Recreation Commission
- One (1) member or designee of the Design Review Board

One (1) member or designee of the Community Revitalization Trust Fund Committee

One (1) member or designee of the Conservation Commission

One (1) member or designee of the Planning Board

One (1) member or designee of the Needham Commission on Disabilities

One (1) member or designee of the Historic Commission

One (1) member or designee of the Committee of Economic Advisors

One (1) member or designee of the Needham Bikes

One (1) property owner in Needham Center

Members of the public are welcome to attend all meetings of the Working Group and to provide comment, feedback and suggestions.

Staff Support

The Director of Public Works and Director of Planning and Community Development will be the staff liaisons for the committee and will be responsible for ensuring that meetings are posted and minutes are taken, transcribed, and posted on the website in a timely manner. Staff resources include representatives of Police and Fire Departments.

Meetings

The meeting date has been tentatively set for Wednesday mornings at 8:00. The first meeting is planned for January 16, 2013.

Budget

Nominal costs such as printing and mailing will be absorbed by the Department of Public Works and/or Planning Department.

Timeline

The preliminary design plan should be completed on or about July, 2013.



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

MEETING DATE: 12/18/2012

Agenda Item	Fiscal Year 2014 Budget Consultation/Budget Priorities
Presenter(s)	Kate Fitzpatrick, Town Manager Dave Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager and Assistant Town Manager/Finance will discuss a proposed revision to the Board's annual statement of operating budget priorities.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to adopt the Statement of Operating Budget Priorities for FY2014 dated December 18, 2012.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Proposed Board of Selectmen Statement Of FY2014 Operating Budget Priorities, December 18, 2012 b. FY2013-FY2014 Board of Selectmen Goals, Adopted July 10, 2012			

**Proposed Board of Selectmen Statement
Of FY2014 Operating Budget Priorities
December 18, 2012**

The primary goal of the Board of Selectmen in consideration of the FY2014 operating budget 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 for FY2014:

1. Support for items that contribute to the achievement of the Board's goals and objectives.
2. Support for initiatives that contribute to the preservation of existing Town assets.
3. Support for initiatives that contribute to sustainability, such as reducing energy use and planning for ongoing, long term balance of foreseeable revenues and financial commitments.
4. Support for initiatives aimed at achieving greater coordination and efficiency among departments and providing adequate resources to address the general administrative needs of the Town in the most cost effective manner
5. Promote initiatives that contribute to the long-term economic vitality of Needham.
6. Support the stewardship of existing land and resources, including expansion of town-owned open space for both active and conservation uses.
7. Promote initiatives that contribute to the appearance of the Town.
8. .

FY2013-FY2014 Board of Selectmen Goals
Adopted July 10, 2012

1. Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

Continuing Strategies

- a. Monitor construction of Senior Center with expected opening in fall, 2013
- b. Update the Facility Master Plan, including renovation or replacement of the Hillside and Mitchell Schools, identification of office space for School Administration, and determining appropriate reuse, if any, of the Stephen Palmer Senior Ctr. Emery Grover and the Ridge Hill buildings.*

New initiatives

- a. Evaluate and make changes as necessary to polling locations.
- b. Improve the DPW Complex beginning with the construction of garage bays.
- c. Redevelop 59 Lincoln Street and 89 School Street for additional parking to support public safety operations.

2. Continue efforts to maintain and improve the vitality and economic success of the Town.

Continuing Strategies

- a. Further review the Needham Center Zoning*
- b. Expand the amount and accessibility of surface parking in Needham Center, including restructuring the permit parking system, in Needham Center, evaluating "buddy parking," and reconfiguring the Lincoln Street lot with the acquisition of 37-39 Lincoln Street.
- c. Improve the Needham Center streetscape and infrastructure including traffic signals.
- d. Develop regulations for the retail sale of alcoholic beverages in Needham prior to submitting a ballot question.
- e. Improve the streetscape and infrastructure of the NEBC.
- f. Complete the preferred renovation of Highland Avenue from Webster Street to the Charles River (State highway).
- g. Monitor implications of the add-a-lane project and assure that Needham's interests are addressed in the final design.
- h. Develop a consensus with Newton regarding transportation options along the Highland Avenue/Needham Street corridor.

New Initiatives

- a. Review the Town's sign by-law*
- b. Review the Town's by-laws relative to outdoor displays, furniture, etc.
- d. Evaluate options, including incentives, to address the issue of empty storefronts in Needham Center
- e. Evaluate the need to develop a formal protocol for mobile food vendors.
- f. Encourage a review of the thresholds for site plan and special permit review, particularly in the downtown.

3. Continue working toward energy efficient and environmentally sound operations for both the Town and its residents and businesses.

Continuing Strategies

- a. Complete fleet inventory and develop a policy for purchasing fuel efficient vehicles
- b. Evaluate the generation of power through alternative or renewable energy sources, including solar power.
- c. Review and revise as necessary the Integrated Pest Management Policy.

New Initiatives

- a. Adopt a plan based on EMG's, study for improving energy efficiency in town buildings.

4. Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

Continuing Strategies

- a. Replace the Greene's Field play structure.
- b. Develop a shared use recreational rail trail from Needham Junction to the Dover line.
- c. Evaluate the future of Rosemary Pool and its site, in cooperation with the Park and Recreation Commission.*
- d. Evaluate the impact of broadening the historical demolition delay By-law.
- e. Review and make recommendations, as necessary, relative to the creation of an off-leash dog area in Needham.

New Initiatives

- a. Evaluate user fees and field maintenance fees in cooperation with the Park and Recreation Commission.*
- b. Work with the Planning Board on re-evaluation of zoning provisions relating to residential construction.*
- c. Develop a plan for recreation and open space improvements if proposed changes to the Community Preservation Act are approved.*
- d. Develop a strategic plan for property acquisition including the financial impact and financial options.
- e. Oversee final cost certification of Charles River Landing project, participate in development of 40B guidelines, evaluate and make recommendations relative to 40B project proposals, review existing affordable housing units and ensure compliance with applicable laws and regulations.
- f. Evaluate and make recommendations, as necessary, relative to the future use of the NIKE site.*
- g. Evaluate the need to regulate services offered in day spas.
- h. Implement amended hunting regulations.

5. Maintain and enhance the Town's Financial Sustainability

New Initiatives

- a. Review and amend as necessary the specialized stabilization policies; formalize fund targets.
- b. Review and amend as necessary the debt management policy with emphasis on the appropriate use of tax-levy supported ("3%") debt.
- c. Create a super committee to evaluate and make recommendations relative to the financial sustainability of the RTS.
- d. Implement a new financial software system for Town and School operations.
- e. Review current approaches to financing school playgrounds.

6. Evaluate Town Operations and Administration.

- a. Evaluate Open Meeting Attendance/Remote Participation Options
- b. Evaluate and Update the Town's Website to enhance the level of customer service

* The subject matter of this goal may involve significant responsibilities of another board in addition to the responsibilities of the Board of Selectmen.



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

MEETING DATE: 12/18/2012

Agenda Item	FY2014 – FY2018 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will present the Board with final recommendations for the FY2014 – 2018 Capital Improvement Plan.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board endorse the FY2014 – FY2018 Capital Improvement Plan as presented (or, as presented with the following recommendations...) for transmittal to the Finance Committee.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Five Year Capital Submissions/Recommendations/All Funding Sources			

Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
General Government																			
Election Equipment	P	Town Clerk	1	85,000			85,000							85,000	85,000	85,000			1
Geographic Information System Update	P	Finance	1			100,000								100,000					3
Network Hardware, Servers & Switches	R	Finance	1	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	50,000	50,000	170,000	170,000	170,000			5
Mail Processing Machines	P	Finance	1					30,645	30,645					30,645	30,645	30,645			7
Core Fleet Replacement	PM	Finance	1			32,837								32,837					9
Total - General Government				115,000	30,000	162,837	115,000	60,645	60,645	30,000	30,000	50,000	50,000	418,482	285,645	285,645			
Cash Funding					30,000		115,000		60,645		30,000		50,000		285,645				
Debt Funding																			
Other Financial Source																			
Total - General Government				115,000	30,000		115,000	60,645	60,645	30,000	30,000	50,000	50,000		285,645				

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

**Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018**

Title	Code*	Department	Cat**	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
Public Safety																			
Public Safety Computer Aided Dispatch Replacement	N	Finance	1			292,575	292,575							292,575	292,575	292,575			11
Police Cruiser Video	PM	Police	1			38,400								38,400					13
Heart Monitor / Defibrillator	N	Fire	1	27,500	27,500			27,500	27,500					55,000	55,000	55,000			15
Wireless Municipal Radio Master Fire Box System	P	Fire	1	164,000										164,000					17
Brush/Utility Truck F350 (C-6)	PM	Fire	1	49,200	49,200									49,200	49,200	49,200			20
Osage Rescue Ambulance (R-2)	PM	Fire	1			174,200	174,200							174,200	174,200	174,200			20
Bucket Truck F450 (C-5)	PM	Fire	1					109,200						109,200					20
Inspector's Vehicle (C-43)	PM	Fire	1							34,200	30,000			34,200	30,000	30,000			20
Shift Commander Vehicle (C-2)	PM	Fire	1							44,200	40,000			44,200	40,000	40,000			20
Osage Rescue Ambulance (R-1)	N	Fire	1									184,200	184,200	184,200	184,200	184,200			20
Core Fleet Replacement	PM	Building	1	45,042	45,042	47,297								92,339	45,042	45,042			25
Underground Storage Tank Removal - Police Station	N	Public Facilities	2	28,500	28,500									28,500	28,500	28,500			93
Total - Public Safety				314,242	150,242	552,472	466,775	136,700	27,500	78,400	70,000	184,200	184,200	1,266,014	898,717	898,717			
Cash Funding					150,242		466,775		27,500		70,000		184,200		898,717				
Debt Funding																			
Other Financial Source																			
Total - Public Safety				150,242	150,242		466,775		27,500		70,000		184,200		898,717				

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

**Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018**

Title	Code*	Department	Cat*	2014 Department Request	2015 Department Request	2016 Department Request	2017 Department Request	2018 Department Request	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
Public Schools														
Furniture	R	School	1	41,600	34,180	45,405	45,000	45,000	211,185					29
Copier Replacement	R	School	1	59,620	21,830	41,820	76,980	52,150	252,400					31
NHS Radio System	N	School	1	37,275					37,275					34
Production Center Postage Machine and Folder Insertor	N	School	1		9,340		16,770		26,110					36
Musical Equipment	R	School	1	15,000	15,000	15,000	15,000	15,000	75,000					38
Interactive Whiteboard Technology	PM	School	1	22,600	24,600	12,600			59,800					40
Fitness Equipment Replacement	R	School	1	14,380	14,810	20,020	13,110	15,450	77,770					42
School Department NPS 1:1 Initiative	PM	School	1	145,000	56,000	40,000	57,000	29,000	327,000					44
Technology Replacement	R	School	1	441,200	402,700	389,100	335,350	349,100	1,917,450					47
School Department Technology Innovation	N	School	1	25,000	25,000	25,000	25,000	25,000	125,000					51
Graphic Arts Equipment	PQ	School	1	8,270	8,450	11,910	7,660	18,090	54,380					53
School Technology and Equipment		School	1	805,945	611,910	600,855	582,098	548,790	3,163,370	2,828,050	2,828,050			
School Vehicle Replacement	PMS	School	1			52,660	284,240	187,245	524,145					55
Pollard Boiler Replacement	PM	Public Facilities	2	462,277	150,000				612,277	612,277		612,277		95
Pollard Telephone System Replacement	PM	Public Facilities	2	53,000					53,000	53,000	53,000			97
High School A Gym Upgrade	PM	Public Facilities	2				105,000	182,000	287,000	287,000	287,000			99
Pollard Blue & Green Gym Upgrades	NS	Public Facilities	2				58,500	440,000	498,500					101
Total - Public Schools				1,325,222	761,910	653,515	582,098	1,358,035	5,138,202	3,780,327	3,168,050	612,277		
Cash Funding				595,092	563,200	582,098	696,870	730,790		3,168,050				
Debt Funding				612,277						612,277				
Other Financial Source														
Total - Public Schools				1,207,369	563,200	582,098	696,870	730,790		3,780,327				

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

**Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018**

Title	Code*	Department	Cat**	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
Public Works																			
Message Boards	P	DPW	1			135,000								135,000					57
Two - Way Radio Upgrade	N	DPW	1	47,700	47,700									47,700	47,700	47,700			59
General Fund - Construction Equipment	R	DPW	1						111,000	111,000	111,000	208,000		319,000	111,000	111,000			61
General Fund - Core Fleet	R	DPW	1	387,000	387,000	482,700	415,500	561,700	487,000	344,400	325,200	347,300	347,300	2,123,100	1,962,000	1,962,000			61
General Fund - Large Specialty Equipment	R	DPW	1							463,900	172,000			463,900	172,000	172,000			61
General Fund - Small Specialty Equipment	R	DPW	1	130,800		29,100		126,000		115,000	115,000	38,100	38,100	439,000	153,100	153,100			61
General Fund - Snow & Ice Equipment	R	DPW	1	210,300		190,000		162,100		217,000		231,800	231,800	1,011,200	231,800	231,800			61
DPW Boiler Replacement	PM	Public Facilities	2					360,500	197,800					360,500	197,800	197,800			103
Blue Tree Replacement	P	DPW	3			35,000								35,000	35,000	35,000			116
Public Works Infrastructure Program	R	DPW	3	1,408,000	600,000	796,400	600,000	1,450,000	1,300,000	1,273,000	1,300,000	1,830,000	1,300,000	6,757,400	5,100,000	5,100,000			118
DPW Phase II (portion under extraordinary)	PM	DPW	2	1,040,000	1,000,000									1,040,000	1,000,000				166
Total - Public Works				3,223,800	2,034,700	1,666,200	1,050,500	2,660,300	1,984,800	2,524,300	2,023,200	2,655,200	1,917,200	12,731,800	9,010,400	2,910,400	475,000	525,000	
Cash Funding					434,700		450,500		684,800		723,200		617,200						
Debt Funding					1,075,000		600,000		1,300,000		1,300,000		1,300,000						
Other Financial Source					525,000														
Total - Public Works					2,034,700		1,050,500		1,984,800		2,023,200		1,917,200		9,010,400				

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

**Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018**

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

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

**Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018**

Title	Code*	Department	Cat*	2014 Department Request	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
General Fund Cash Funding - All Groups				1,838,672		2,158,433		1,970,933		2,031,645		2,321,961		10,321,644				
General Fund Debt Funding - All Groups				1,687,277		600,000		1,300,000		1,300,000		1,300,000		6,187,277				
General Fund Other Financial Source - All Groups				878,000		2,047,950		58,000		60,000		85,000		3,128,950				
Total General Fund				4,403,949		4,806,383		3,328,933		3,391,645		3,706,961		19,637,871				

**Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018**

Title	Code*	Department	Cat**	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
RTS Enterprise																			
Construction Equipment	R	Dpw - RTS	1	314,200	314,200							284,500	284,500	598,700	598,700	284,500	314,200		78
Core Fleet	R	Dpw - RTS	1							31,800	31,800			31,800	31,800	31,800			78
Large Specialty Equipment	R	Dpw - RTS	1	218,100	218,100	200,500	200,500	292,400						711,000	418,600	418,600			78
Total - Recycling and Transfer Station Enterprise				532,300	532,300	200,500	200,500	292,400		31,800	31,800	284,500	284,500	1,341,500	1,049,100	734,900	314,200		
Cash Funding					218,100		200,500				31,800		284,500		734,900				
Debt Funding					314,200										314,200				
Other Financial Source																			
Total - Recycling and Transfer Station Enterprise					532,300		200,500				31,800	284,500	284,500		1,049,100				

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

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

FY2014 - FY2018																			
Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
Sewer Enterprise																			
Core Fleet	R	DPW - Sewer	1	47,900	47,900							81,000	81,000	128,900	128,900	128,900			83
Large Specialty Equipment	R	DPW - Sewer	1					202,000	202,000					202,000	202,000	202,000			83
Small Specialty Equipment	R	DPW - Sewer	1					63,800	63,800					63,800	63,800	63,800			83
Drain System Improvements – Water Quality (EPA)	PS	DPW - Drains	3	71,000		76,000		114,000		2,000,000		114,000		2,375,000					132
Sewer System Rehabilitation Infiltration & Inflow Removal Programs	P	DPW - Sewer	3	600,000	600,000									600,000	600,000	600,000			135
Sewer Alarm System Upgrade	P	DPW - Sewer	3			258,000								258,000					138
Sewer Pump Station Improvements	P	DPW - Sewer	3			602,400	602,400	2,828,000	2,828,000	345,000	345,000	350,000	350,000	4,125,400	4,125,400	1,297,400	2,828,000		140
Sewer Service Connections	R	DPW - Sewer	3			50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	200,000	200,000	200,000			143
Total - Wastewater Enterprise				718,900	647,900	986,400	652,400	3,055,800	2,941,800	2,597,000	597,000	595,000	481,000	7,953,100	5,320,100	2,492,100	2,828,000		
Cash Funding					647,900		652,400		113,800		597,000		481,000		2,492,100				
Debt Funding									2,828,000						2,828,000				
Other Financial Source																			
Total - Wastewater Enterprise					647,900		652,400		2,941,800		597,000		481,000		5,320,100				

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

**Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018**

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
Water Enterprise																			
Construction Equipment	N	DPW - Water	1					94,200	94,200			193,200	193,200	287,400	287,400	287,400			88
Core Fleet	R	DPW - Water	1					160,800	160,800	102,500	102,500			263,300	263,300	263,300			88
Small Specialty Equipment	N	DPW - Water	1	57,300	57,300	15,000	15,000							72,300	72,300	72,300			88
14 Inch Water Main Replacements	PM	DPW - Water	3									400,000	400,000	400,000	400,000	400,000			145
Filter Media Replacement	PM	DPW - Water	3	75,000	75,000	78,000	78,000	81,120	81,120			87,739	87,739	321,859	321,859	321,859			147
Fire Flow Improvements	P	DPW - Water	3			100,000	100,000	470,250	470,250	2,090,000				2,660,250	570,250	570,250			149
Irrigation Supply Facility Design	PM	DPW - Water	3	80,000	80,000									80,000	80,000	80,000			151
SCADA System Upgrade	PM	DPW - Water	3	435,000	435,000									435,000	435,000	435,000			153
Service Connections	R	DPW - Water	3	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	1,000,000	1,000,000			155
St Mary Pump Station	PM	DPW - Water	3	5,565,100	5,565,100									5,565,100	5,565,100	5,565,100			157
Water Supply Development	PM	DPW - Water	3			400,000	400,000							400,000	400,000	400,000			159
Water System Rehabilitation Program	P	DPW - Water	3	715,800	715,800	555,000	555,000	94,000	94,000	850,000	850,000	448,000	448,000	2,662,800	2,662,800	2,662,800			161
Total - Water Enterprise				7,128,200	7,128,200	1,348,000	1,348,000	1,100,370	1,100,370	3,242,500	1,152,500	1,328,939	1,328,939	14,148,009	12,058,009	6,492,909	5,565,100		
Cash Funding				1,563,100		1,348,000	1,348,000		1,100,370		1,152,500		1,328,939		6,492,909				
Debt Funding				5,565,100											5,565,100				
Other Financial Source																			
Total - Water Enterprise				7,128,200		1,348,000	1,348,000	1,100,370	1,100,370	1,152,500	1,152,500	1,328,939	1,328,939		12,058,009				

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

**Five Year Capital Submissions
Preliminary Recommendations Tier One - All Funding Sources
FY2014 - FY2018**

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
TOTAL SUBMISSIONS - All Funds				\$14,384,342		\$8,862,197		\$9,314,390		\$10,634,682		\$7,471,374		\$50,666,985		Cash	20,041,553		
TOTAL RECOMMENDED - All Funds **				\$12,712,349		\$7,007,283		\$7,371,103		\$5,172,945		\$5,801,400			\$38,065,080	Debt	14,894,577		
																Other	3,128,950		

** Exclusive of any extraordinary capital recommendations

Code

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

Cat (Category)

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

Groups

A = General Government
 B = Public Safety
 C = Education
 D = Public Works
 E = Public Facilities
 F = Community Services
 R = RTS
 S = Sewer
 W = Water

Revised

Extraordinary Capital Project CIP-XCP										Fiscal Year	2014-2018
DPW Complex Phase II (470 Dedham Avenue)											
Requester	Department of Public Works										
Location	470 Dedham Ave										B
Funding	GF, WEF, SEF									Yes	No
Partners	CPA Eligible										
Project Description	Phase II engineering and construction - garage space for DPW equipment										
Anticipated Result	Storage and garage space for Public Works and stormwater improvements										
Alternatives											
Purpose	Timeline	Method to Determine Cost		Project Budget							
Acquisition		Consultant		A, D, & E		1,243,000					
New Construction	X	Feasibility		Industry References		Site Development					
Addition											
Reconstruction or Repair	X	Design/Permitting	18	In-House	X	General Contractor					
Court, Federal or State Order		Construction Phase	30	Other		Project Management					
Health or Safety		Close Out Process	3			F, F, & E					
New Technology		Total Project Duration	48			Technology					
Performance Measure						Other					
Estimated Useful Life→						Total Budget					
						15,110,000					
Project Funding Schedule											
	Year 1	Year 2	Year 3	Year 4	Total						
Pre Design Costs											
Engineering & Design Costs	140,000	1,103,000				1,243,000					
Construction Costs	900,000		811,000			13,867,000					
Close Out Costs											
Total	1,040,000	1,103,000	811,000	12,156,000	15,110,000						
Operational Budget Considerations										YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?											X
Will other Town department's resources be needed to successfully complete the project at the requested amount?											X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?											X
Will additional staff be required if the request is approved?											X
As Permanent Employees?											X
As Independent Contractors?											X
Does the request include or require new or additional technology?											X
Does the request support activities that produce revenue for the Town?											X
If the request is not approved will existing Town revenues be negatively impacted?											X
All "YES" responses must be explained under the Other Considerations section											
Operating Budget Impact→										None	
Other Considerations											

December 14, 2012

Revised

Extraordinary Capital Project CIP-XCP						
Title	DPW Complex Phase II (470 Dedham Avenue)			Fiscal Year		2014-2018
Operating and Maintenance Expenditure Detail Estimates						
Description	First Year of Operation		Second Year of Operation		Third Year of Operation	
Personnel (new)	FTE #		FTE #		FTE #	
Salaries and Wages						
Indirect Personnel Cost		%		%		%
Other Personnel Costs						
Sub Total of Personnel Costs						
Services						
Supplies and Materials						
Equipment						
Sub Total of Non-Personnel Costs						
GRAND TOTAL						
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project						
Revenue Source(s)	First Year of Operation		Second Year of Operation		Third Year of Operation	
1						
2						
3						
4						
5						
TOTAL						
Explanations						
The recently completed Public Services Administration Building (PSAB, 500 Dedham Ave), was occupied by the DPW in November 2011, eliminating the space problems and air quality issues experienced on the second floor of the current DPW Operations Building. However, deficiencies continue to exist throughout the building internally and the DPW site externally. Ultimately the expansion and renovation of the DPW Operations Building (470 Dedham Ave) and site, referred to as DPW Phase II, will be required to address both storage space for equipment and stormwater quality issues. In 2006, the DPW was made aware that municipal DPW facilities were no longer exempt under a Federal highway act from NPDES stormwater requirements regulating transportation facilities. All municipal DPW facilities are now required to comply with stormwater discharge requirements (quality). In 2009, Town Meeting approved \$42,000 for engineering and design for stormwater quality improvements on a portion of the DPW site. Construction for these improvements will be requested in FY 2014 in a separate CIP request. The remainder of the DPW site must be addressed. The lack of storage space is the primary contributor to the water quality issues due to exposure to the weather. Completion of the DPW facility construction in the Phase II request will resolve these stormwater management issues. In FY 2013 Town Meeting approved \$40,000 for a feasibility study of the proposed DPW storage garage. The work proposed for FY 2014 under this request will be the construction of the six garage bays. The work addresses part of the storage space needs for DPW equipment and will provide for vehicle coverage out of the elements. The arrangement should not preclude relocation of the refueling station in the						

Revised

Extraordinary Capital Project CIP-XCP		
DPW Complex Phase II (470 Dedham Avenue)		2014-2018
Title	Fiscal Year	
future nor would it infringe on or limit the access to a DeFazio development. The current DPW facility is over 50 years old. With modifications, it will continue to be used well into the future. The major building systems including electrical, plumbing, and HVAC are all original and are in need of replacement. The remainder of the current open vehicle storage area is proposed to be covered. FY 14- Build six garage bays for DPW related operations and storage. FY 15- Design the proposed DPW facility expansion proposed in FY 16. FY 16- Move gas/diesel island in preparation for DPW facility expansion. FY 17- Construction of the DPW facility expansion.		
FY2014-FY2018 Version		

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

FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
General Government																			
Election Equipment	P	Town Clerk	1	85,000	85,000									85,000	85,000	85,000			1
Geographic Information System Update	P	Finance	1			100,000								100,000					3
Network Hardware, Servers & Switches	R	Finance	1	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	50,000	50,000	170,000	170,000	170,000			5
Mail Processing Machines	P	Finance	1					30,645	30,645					30,645	30,645	30,645			7
Core Fleet Replacement	PM	Finance	1			32,837								32,837					9
Total - General Government				115,000	115,000	162,837	30,000	60,645	60,645	30,000	30,000	50,000	50,000	418,482	285,645	285,645			
Cash Funding					115,000		30,000		60,645		30,000		50,000		285,645				
Debt Funding																			
Other Financial Source																			
Total - General Government					115,000		30,000		60,645		30,000		50,000		285,645				

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

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

FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
Public Safety																			
Public Safety Computer Aided Dispatch Replacement	N	Finance	1			292,575	292,575							292,575	292,575	292,575			11
Police Cruiser Video	PM	Police	1			38,400								38,400					13
Heart Monitor / Defibrillator	N	Fire	1	27,500	27,500			27,500	27,500					55,000	55,000	55,000			15
Wireless Municipal Radio Master Fire Box System	P	Fire	1	164,000										164,000					17
Brush/Utility Truck F350 (C-6)	PM	Fire	1	49,200	49,200									49,200	49,200	49,200			20
Osage Rescue Ambulance (R-2)	PM	Fire	1			174,200	174,200							174,200	174,200	174,200			20
Bucket Truck F450 (C-5)	PM	Fire	1					109,200						109,200					20
Inspector's Vehicle (C-43)	PM	Fire	1							34,200	30,000			34,200	30,000	30,000			20
Shift Commander Vehicle (C-2)	PM	Fire	1							44,200	40,000			44,200	40,000	40,000			20
Osage Rescue Ambulance (R-1)	N	Fire	1									184,200	184,200	184,200	184,200	184,200			20
Core Fleet Replacement	PM	Building	1	45,042	45,042	47,297								92,339	45,042	45,042			25
Underground Storage Tank Removal - Police Station	N	Public Facilities	2	28,500	28,500									28,500	28,500	28,500			93
Total - Public Safety				314,242	150,242	552,472	466,775	136,700	27,500	78,400	70,000	184,200	184,200	1,266,014	898,717	898,717			
Cash Funding					150,242		466,775		27,500		70,000		184,200		898,717				
Debt Funding																			
Other Financial Source																			
Total - Public Safety					150,242		466,775		27,500		70,000		184,200		898,717				

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

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

FY2014 - FY2018																				
Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page	
Public Schools																				
Furniture	R	School	1	41,600		34,180		45,405		45,000		45,000		211,185					29	
Copier Replacement	R	School	1	59,620		21,830		41,820		76,980		52,150		252,400					31	
NHS Radio System	N	School	1	37,275										37,275					34	
Production Center Postage Machine and Folder Inserter	N	School	1			9,340				16,770				26,110					36	
Musical Equipment	R	School	1	15,000		15,000		15,000		15,000		15,000		75,000					38	
Interactive Whiteboard Technology	PM	School	1	22,600		24,600		12,600						59,800					40	
Fitness Equipment Replacement	R	School	1	14,380		14,810		20,020		13,110		15,450		77,770					42	
School Department NPS 1:1 Initiative	PM	School	1	145,000		56,000		40,000		57,000		29,000		327,000					44	
Technology Replacement	R	School	1	441,200		402,700		389,100		335,350		349,100		1,917,450					47	
School Department Technology Innovation	N	School	1	25,000		25,000		25,000		25,000		25,000		125,000					51	
Graphic Arts Equipment	PQ	School	1	8,270		8,450		11,910		7,660		18,090		54,380					53	
School Technology and Equipment	School	1		809,945	542,092	611,910	563,200	600,855	582,098	591,870	591,870	548,790	548,790	3,163,370	2,828,050	2,828,050				
School Vehicle Replacement	PMS	School	1					52,660		284,240		187,245		524,145					55	
Pollard Boiler Replacement	PM	Public Facilities	2	462,277	612,277	150,000								612,277	612,277	612,277			95	
Pollard Telephone System Replacement	PM	Public Facilities	2	53,000	53,000									53,000	53,000	53,000			97	
High School A Gym Upgrade	PM	Public Facilities	2							105,000	105,000	182,000	182,000	287,000	287,000	287,000			99	
Pollard Blue & Green Gym Upgrades	NS	Public Facilities	2							58,500		440,000		498,500					101	
Total - Public Schools				1,325,222	1,207,369	761,910	563,200	653,515	582,098	1,039,610	696,870	1,358,035	730,790	5,138,292	3,780,327	3,168,050	612,277			
Cash Funding				595,092		563,200		582,098		696,870		730,790		3,168,050						
Debt Funding				612,277										612,277						
Other Financial Source																				
Total - Public Schools				1,207,369		563,200		582,098		696,870		730,790		3,780,327						

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

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

FY2014 - FY2018																				
Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page	
Public Works																				
Message Boards	P	DPW	1			135,000								135,000					57	
Two - Way Radio Upgrade	N	DPW	1	47,700	47,700									47,700	47,700	47,700			59	
General Fund - Construction Equipment	R	DPW	1							111,000	111,000	208,000		319,000	111,000	111,000			61	
General Fund - Core Fleet	R	DPW	1	387,000	387,000	482,700	415,500	561,700	487,000	344,400	325,200	347,300	347,300	2,123,100	1,962,000	1,962,000			61	
General Fund - Large Specialty Equipment	R	DPW	1							463,900	172,000			463,900	172,000	172,000			61	
General Fund - Small Specialty Equipment	R	DPW	1	130,800		29,100		126,000		115,000	115,000	38,100	38,100	439,000	153,100	153,100			61	
General Fund - Snow & Ice Equipment	R	DPW	1	210,300		190,000		162,100		217,000		231,800	231,800	1,011,200	231,800	231,800			61	
DPW Boiler Replacement	PM	Public Facilities	2					360,500	197,800					360,500	197,800	197,800			103	
Blue Tree Replacement	P	DPW	3			35,000	35,000							35,000	35,000	35,000			116	
Public Works Infrastructure Program	R	DPW	3	1,408,000	600,000	796,400	600,000	1,450,000	1,300,000	1,273,000	1,300,000	1,830,000	1,300,000	6,757,400	5,100,000	5,100,000			118	
DPW Phase II (portion under extraordinary)	PM	DPW	2	1,040,000	1,000,000									1,040,000	1,000,000	475,000 525,000			166	
Total - Public Works				3,223,800	2,034,700	1,668,200	1,050,500	2,660,300	1,984,800	2,524,300	2,023,200	2,655,200	1,917,200	12,731,800	9,010,400	2,910,400	5,575,000	525,000		
Cash Funding				434,700		450,500		684,800		723,200		617,200		2,910,400						
Debt Funding				1,075,000		600,000		1,300,000		1,300,000		1,300,000		5,575,000						
Other Financial Source				525,000										525,000						
Total - Public Works				2,034,700		1,050,500		1,984,800		2,023,200		1,917,200		9,010,400						

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

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

FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
Public Facilities																			
100kW Portable Generator	N	Public Facilities	1	61,250										61,250					68
Core Fleet	R	Public Facilities	1	33,600		30,400	30,400	29,100	29,100	34,100	34,100	42,500	42,500	169,700	136,100	136,100			70
Energy Efficiency Upgrade Improvements	PM	Public Facilities	2	113,078	113,078	96,323	96,323	125,560	125,560	205,472			205,472	540,433	540,433	540,433			105
Public Facilities Maintenance Program	R	Public Facilities	2	465,750	430,560	482,000	445,630	499,000	461,230	516,500	477,475	538,000	491,799	2,501,250	2,306,694	2,306,694			107
Total - Public Facilities				673,678	543,638	608,723	572,353	653,660	615,890	756,072	511,575	580,500	739,771	3,272,633	2,983,227	2,983,227			
Cash Funding					543,638		572,353		615,890		511,575		739,771		2,983,227				
Debt Funding																			
Other Financial Source																			
Total - Public Facilities					543,638		572,353		615,890		511,575		739,771		2,983,227				
* Refer to the last page for code and cat (category) descriptions																			
Community Services																			
Van Replacement	PM	Human Services	1			75,605	75,605							75,605	75,605	75,605			73
Vehicle Replacement	R	Health	1			34,600								34,600					76
Athletic Facility Improvements	RM	DPW	2	158,000	158,000	1,475,200	1,475,200	193,000		275,000		350,000		2,451,200	1,633,200			1,633,200	109
Mills Field Improvements	PM	DPW	2	40,000	40,000	202,750	202,750							242,750	242,750			242,750	112
Cricket Field Building Renovations	PS	Parks & Recreation	2			415,000		450,000						865,000					114
Trail Improvement Project - Needham Reservoir	PM	Community Development	3	65,000	65,000	140,000	140,000							205,000	205,000			205,000	123
Trail Improvement Project - Newman Eastman Conservation	PM	Community Development	3	90,000	90,000	210,000	210,000							300,000	300,000			300,000	126
Trail Improvement Project - Ridge Hill Loop	PM	Community Development	3			20,000	20,000	50,000	50,000					70,000	70,000			70,000	128
Trail Improvement Project - Rosemary Camp	PM	Parks & Recreation	3					8,000	8,000	60,000	60,000	85,000	85,000	153,000	153,000			153,000	130
Total - Community Services				353,000	353,000	2,573,155	2,123,555	701,000	58,000	335,000	60,000	435,000	85,000	4,397,155	2,679,555	75,605		2,603,950	
Cash Funding							75,605								75,605				
Debt Funding																			
Other Financial Source					353,000		2,047,950		58,000		60,000		85,000		2,603,950				
Total - Community Services					353,000		2,123,555		58,000		60,000		85,000		2,679,555				

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

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

FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
General Fund Cash Funding - All Groups				1,838,672		2,158,433		1,970,933		2,031,645		2,321,961		10,321,644					
General Fund Debt Funding - All Groups				1,687,277		600,000		1,300,000		1,300,000		1,300,000		6,187,277					
General Fund Other Financial Source - All Groups				878,000		2,047,950		58,000		60,000		85,000		3,128,950					
Total General Fund				4,403,949		4,806,383		3,328,933		3,391,645		3,706,961		19,637,871					

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

FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
RTS Enterprise																			
Construction Equipment	R	DPW - RTS	1	314,200	314,200							284,500	284,500	598,700	598,700	284,500	314,200		78
Core Fleet	R	DPW - RTS	1							31,800	31,800			31,800	31,800	31,800			78
Large Specialty Equipment	R	DPW - RTS	1	218,100	218,100	200,500	200,500	292,400						711,000	418,600	418,600			78
Total - Recycling and Transfer Station Enterprise				532,300	532,300	200,500	200,500	292,400		31,800	31,800	284,500	284,500	1,341,500	1,049,100	734,900	314,200		
Cash Funding					218,100		200,500				31,800		284,500		734,900				
Debt Funding					314,200										314,200				
Other Financial Source																			
Total - Recycling and Transfer Station Enterprise					532,300		200,500				31,800		284,500		1,049,100				

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

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

FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
Sewer Enterprise																			
Core Fleet	R	DPW - Sewer	1	47,900	47,900							81,000	81,000	128,900	128,900	128,900			83
Large Specialty Equipment	R	DPW - Sewer	1							202,000	202,000			202,000	202,000	202,000			83
Small Specialty Equipment	R	DPW - Sewer	1					63,800	63,800					63,800	63,800	63,800			83
Drain System Improvements – Water Quality (EPA)	PS	DPW - Drains	3	71,000		76,000		114,000		2,000,000		114,000		2,375,000					132
Sewer System Rehabilitation Infiltration & Inflow Removal Programs	P	DPW - Sewer	3	600,000	600,000									600,000	600,000	600,000			135
Sewer Alarm System Upgrade	P	DPW - Sewer	3			258,000								258,000					138
Sewer Pump Station Improvements	P	DPW - Sewer	3			602,400	602,400	2,828,000	2,828,000	345,000	345,000	350,000	350,000	4,125,400	4,125,400	1,297,400	2,828,000		140
Sewer Service Connections	R	DPW - Sewer	3			50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	200,000	200,000	200,000			143
Total - Wastewater Enterprise				718,900	647,900	986,400	652,400	3,055,800	2,941,800	2,597,000	597,000	595,000	481,000	7,953,100	5,320,100	2,492,100	2,828,000		
Cash Funding					647,900		652,400		113,800		597,000		481,000		2,492,100				
Debt Funding									2,828,000						2,828,000				
Other Financial Source																			
Total - Wastewater Enterprise					647,900		652,400		2,941,800		597,000		481,000		5,320,100				

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

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

FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
Water Enterprise																			
Construction Equipment	N	DPW - Water	1					94,200	94,200			193,200	193,200	287,400	287,400	287,400			88
Core Fleet	R	DPW - Water	1					160,800	160,800	102,500	102,500			263,300	263,300	263,300			88
Small Specialty Equipment	N	DPW - Water	1	57,300	57,300	15,000	15,000							72,300	72,300	72,300			88
14 Inch Water Main Replacements	PM	DPW - Water	3									400,000	400,000	400,000	400,000	400,000			145
Filter Media Replacement	PM	DPW - Water	3	75,000	75,000	78,000	78,000	81,120	81,120			87,739	87,739	321,859	321,859	321,859			147
Fire Flow Improvements	P	DPW - Water	3			100,000	100,000	470,250	470,250	2,090,000				2,660,250	570,250	570,250			149
Irrigation Supply Facility Design	PM	DPW - Water	3	80,000	80,000									80,000	80,000	80,000			151
SCADA System Upgrade	PM	DPW - Water	3	435,000	435,000									435,000	435,000	435,000			153
Service Connections	R	DPW - Water	3	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000	1,000,000	1,000,000			155
St Mary Pump Station	PM	DPW - Water	3	5,565,100	5,565,100									5,565,100	5,565,100	5,565,100			157
Water Supply Development	PM	DPW - Water	3			400,000	400,000							400,000	400,000	400,000			159
Water System Rehabilitation Program	P	DPW - Water	3	715,800	715,800	555,000	555,000	94,000	94,000	850,000	850,000	448,000	448,000	2,662,800	2,662,800	2,662,800			161
Total - Water Enterprise				7,128,200	7,128,200	1,348,000	1,348,000	1,100,370	1,100,370	3,242,500	1,152,500	1,328,939	1,328,939	14,148,009	12,058,009	6,492,909	5,565,100		
Cash Funding					1,563,100		1,348,000		1,100,370		1,152,500		1,328,939		6,492,909				
Debt Funding					5,565,100										5,565,100				
Other Financial Source																			
Total - Water Enterprise					7,128,200		1,348,000		1,100,370		1,152,500		1,328,939		12,058,009				

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

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

FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Cash	Debt	Other	Details See Page
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TOTAL SUBMISSIONS - All Funds				\$14,384,342		\$8,862,197		\$9,314,390		\$10,634,682		\$7,471,374		\$50,666,985		Cash		20,041,553	
TOTAL RECOMMENDED - All Funds **					\$12,712,349		\$7,007,283		\$7,371,103		\$5,172,945		\$5,801,400		\$38,065,080		Debt		14,894,577
																	Other		3,128,950

** Exclusive of any extraordinary capital recommendations

Code

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

Cat (Category)

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

Groups

A = General Government
 B = Public Safety
 C = Education
 D = Public Works
 E = Public Facilities
 F = Community Services
 R = RTS
 S = Sewer
 W = Water

**Five Year Extraordinary Capital Submissions
Preliminary Recommendations - All Funding Sources**

FY2014 - FY2018

Title	Code*	Department	Cat*	2014 Department Request	Tier One	2015 Department Request	Tier One	2016 Department Request	Tier One	2017 Department Request	Tier One	2018 Department Request	Tier One	Five Year Request	Preliminary Five Year Tier One	Details See Page
Extraordinary Capital Items																
DeFazio Park Parking Lot & Tot Lot	P	DPW	4					10,000,000						10,000,000	0	164
DPW Phase II	P	DPW	4			1,103,000	0	811,000		12,156,000				14,070,000	0	166
Hillside Elementary School Renovation	PM	School	4	500,000	500,000	56,828,200								57,328,200	500,000	169
Mitchell Elementary School Renovation	PM	School	4					500,000	500,000	68,144,700				68,644,700	500,000	172
Mitchell Modular Classrooms	NS	School	4			290,738		502,462		148,785		153,075		1,095,060	0	175
Open Space Purchase	PI	Parks & Recreation	4	1,000,000										1,000,000	0	178
Rosemary Lake Water Quality	PS	DPW	4					2,000,000						2,000,000	0	180
Total - Extraordinary Capital Items				1,500,000	500,000	58,221,938	0	13,813,462	500,000	80,449,485	0	153,075	0	154,137,960	1,000,000	

Code

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

Cat (Category)

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

**Provisional Capital Submissions
No Recommendations**

Title	Department	Cat*	Target Year	Estimated Cost	Details See Page
Town Facilities Security System	Multiple Departments	1	TBD	\$30,000	182
Zone I and Zone II Sewer Extensions	Public Works - Sewer	3	TBD	\$2,250,000	183
Sewer System Infiltration & Inflow Removal	Public Works - Sewer	3	TBD	Unknown	184
Transfer Station Renovations	Public Works - RTS	4	TBD	Unknown	185
Renovations to Rosemary Pool	Parks & Recreation	2	TBD	\$3,000,000	186
Renovation of Buildings at Camp Property	Parks & Recreation	2	TBD	\$250,000	187
Pollard School Improvements	School	4	TBD	Unknown	188
Public Safety Building Expansion Study	Multiple Departments	4	2017	\$90,000	189
Parcel Acquisition	Board of Selectmen	3	TBD	\$2,000,000	190
Improvements to Memorial Park Buildings and Grounds	Trustees of Memorial Park	2	TBD	Unknown	191
Emery Grover Roof Replacement	Public Facilities	2	TBD	\$150,000	192
Emery Grover School Administration Building Renovation	School	4	TBD	Unknown	193
Bridge Repairs	Public Works - Engineering	3	TBD	\$5,000,000	194
Athletic Fields Master Plan	Parks & Recreation	2	TBD	\$750,000	195
Artificial Turf Carpet Replacement	Public Works	2	2017	\$2,000,000	196

**Provisional Capital Submissions
No Recommendations**

Title	Department	Cat*	Target Year	Estimated Cost	Details See Page
Radio Repeater Building Replacement (Hillcrest Rd.)	Multiple Departments	2	TBD	\$230,000	197

Cat (Category)

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

Intentionally Blank

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

Department Capital Request CIP-DCR										
Title	Election Equipment				Department	Town Clerk / Board of Registrars				
Useful Life	IV	Primary Reason	3	Operating Budget Impact			C5			
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses			Column C			
FY2013		Intangibles								
FY2014	\$85,000	Equipment	\$85,000							
FY2015		Design & Engineering								
FY2016		Construction Expenses								
FY2017		Other Expenses*								
Total	\$ 85,000	Total	\$ 85,000	Total			\$			
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The purpose of replacing the Accuvote Electronic Voting System is to update and replace the Town's current voting system purchased in 1994. These machines and the black plastic ballot boxes that hold the machines are currently 15 years old and are beginning to require more and more frequent repairs. There are currently 11 Accuvote machines – one for each of the ten precincts plus one spare machine. Both the read heads and scanner cannot be upgraded due to the age of the equipment. The new Accuvote Voting Machines will have more features. The ballot boxes will be smaller making storage more convenient and accessibility at the polls will be easier. Absentee voters will no longer require special marking pens in order to vote thus making voting easier. Within the next couple of years all the machines will be handicapped accessible. The new DS200 Voting Machine is the next generation Optical Scan voting equipment. This voting machine will have a paper ballot and the memory cards have been replaced with memory sticks. It is my understanding that the DS200 Voting Machine has been approved by the federal government and is awaiting approval from the Elections Division of the Secretary of the Commonwealth. LHS Associates, Inc. hopes to begin testing the equipment in Fiscal Year 2014 and I have requested that the Town of Needham be considered for one of the testing sites. These new machines are currently assessed at approximately \$7,500 each. If these machines are approved by the Commonwealth, I would like to pursue bringing this capital request before Town Meeting for Fiscal Year 2014 or 2015. I will keep you updated as more information becomes available.										

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

Department Capital Request CIP-DCR										
Title	Technology Systems and Applications Upgrades				Department	Information Technology Center				
Useful Life	II	Primary Reason		3	Operating Budget Impact			D		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2013		Intangibles								
FY2014		Equipment								
FY2015	100,000	Design & Engineering		100,000						
FY2016		Construction Expenses								
FY2017		Other Expenses*								
Total	\$100,000	Total		\$100,000	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
<u>Geographic Information System Update:</u> The Geographic Information System (GIS) update is a request for updated planimetric data as well as imagery. A Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. The GIS update would add any additional changes and updates that have taken place throughout Needham and adjacent communities within 1000' feet of the Town's boundary between the Spring 2009 flight and a 2015 flight. The flight would also improve imagery to help in analysis of land use and development throughout Needham. The GIS update would also include updating infrastructure data (water, sewer, drain) as well as changes to the parcel data. The current data from the Spring 2009 and any subsequent updates will be incorporated into an internet accessible site for viewing and querying the GIS data. This site was completed in the first quarter of 2012. Because many departments, Engineering, Water & Sewer, Planning and other Town and School Departments, use the GIS data on a regular basis it is very important to have up to date data so these departments can plan with, analyze with and display with as accurate a representation of the land base and infrastructure										

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

Department Capital Request CIP-DCR										
Title	Network Hardware, Servers, Switches, Replacement/Upgrades				Department	Information Technology Center				
Useful Life	I	Primary Reason		3	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2014	\$30,000		Intangibles							
FY2015	\$30,000		Equipment	\$170,000						
FY2016	\$30,000		Design & Engineering							
FY2017	\$30,000		Construction Expenses							
FY2018	\$50,000		Other Expenses*							
Total	\$ 170,000		Total	\$ 170,000		Total		\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The request is to replace older servers, application and data, with newer, faster, and more energy efficient models including hardware to install virtualization software. This can also include the replacement of the spam filter, virus firewall, and internet filtering. The request would also be for replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches would be better able to take advantage of the Town fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment can have an effect on email, financial applications, internet access, and data accessibility. The reason for the \$20,000 increase in FY2018 is that though the Information Technology Center has reduced the number of physical servers required for the day to day operation the dollar value of the individual hardware required for virtualization has increased. The servers are more robust and the required attached storage, which uses internal logic or applications to move data between the primary and redundant data centers, help the Information Technology Center work more efficiently with backups, server maintenance, and server deployment. The Information Technology Center currently has a working virtual server farm of over 40 virtual servers maintained on the current hardware and that number is expected to increase.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Mail Processing Machines Replacement				Department	Information Technology center				
Useful Life	I	Primary Reason		5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2013		Intangibles								
FY2014		Equipment		30,645						
FY2015		Design & Engineering								
FY2016	30,645	Construction Expenses								
FY2017		Other Expenses*								
Total	\$30,645	Total		\$30,645	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The mail processing machines request is for the replacement of two pieces of equipment, folding/stuffing and mail, used in departmental daily support of multiple departments. The folding/stuffing machine is used almost daily for various tasks by the ITC in support of the Finance Department as well as request from external departments. The mail machine is used daily in support of multiple departments for postage and mailing.										

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

Department Capital Request CIP-DCR												
Title	Core Fleet Replacement-General Government					Department	Finance Dept. (Assessors)					
Useful Life			Primary Reason				Operating Budget Impact					
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses			Column C		
FY2014			Intangibles									
FY2015	32,837		Equipment		32,837							
FY2016			Design & Engineering									
FY2017			Construction Expenses									
FY2018			Other Expenses*									
Total	\$32,837		Total		\$32,837		Total			\$		
Attached Schedules		CF		CX		LS		SI		SS		
Description and Justification												
The current vehicle (Ford Taurus #452) will have been in service for 10 years with local stop and go driving mileage over this period (current mileage 26,066). This purchase will allow the office to continue to send staff out in the field in a Town vehicle to do the property inspections for valuation updates (this is a Department of Revenue mandate). The vehicle also allows staff to visit properties which involved a recent sale, building permit as well as personal property inspections. Site visits allows staff to take digital photos updating of the Town's online files. Increased mobility for the Personal Property/Commercial-Industrial Data Collector helps to keep down reliance on outside vendors which in the past has been used to gather information necessary to produce Personal Property billing file on an annual basis. Use of a marked Town of Needham vehicle will also serve to put residents visited by office staff more at ease as to their identities. The plan at this time is to consider a hybrid vehicle if feasible. The identified vehicle for purchase at this time is a Ford Fusion hybrid. The current contract (2012) price for this vehicle is \$28,775 (with warranty). Market and vehicle reliability data at the time of purchase may change according to market conditions. The FY2015 price assumes an annual increase in the contract price of 4.5%												
FY2014-FY2018 Version												

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

Department Capital Request CIP-DCR									
Title	Public Safety Computer Aided Dispatch Replacement				Department	Information Technology Center			
Useful Life	III	Primary Reason		1	Operating Budget Impact			B	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013		Intangibles		\$165,816	Consultant & Implementation Services		\$49,723		
FY2014		Equipment			Conversion Services		\$46,868		
FY2015	\$292,575	Design & Engineering			Annual Maintenance (included in initial cost)		\$30,168		
FY2016		Construction Expenses							
FY2017		Other Expenses*		\$126,759					
Total	\$292,575	Total		\$244,615	Total		\$126,759		
Attached Schedules									
CF		CX		LS		SI		SS	
Description and Justification									
This request is in place of a capital request that was initially submitted to replace the current Needham Police Department IBM and Intel blade servers and tape backup. This request is to replace the current Sungard Public Safety Computer Aided Dispatch (CAD) application with a new application that is designed to be run on an Intel style of server. The current CAD application has been used by the Needham Police Department since 1994 initially installed on an IBM A/S 400 and recently transitioned to an IBM iSeries Blade Server Center. The current CAD application is designed to run on the IBM iSeries Blade Center OS/400 V5R4 operating system which is nearing its end of life. There is also a concern that being able to support the operating system in-house is becoming more of an issue each year. The style and interface of the current application is commonly known as "green screen" making it difficult for officers to transition from standard windows based interfaces. Also based upon initial assessments there may be cost saving to the operating budget because of lower maintenance costs on a new CAD application. Some savings may come in that a new CAD application may eliminate the need for multiple applications currently being used by the Needham Police Department because they are included modules within a new CAD application. These include the current scheduling application and the image booking application. There is also a desire for the Needham Police Department to have an application that is widely used by other Public Safety agencies throughout the Commonwealth. Currently the Needham Police Department is not aware of other Public Safety agencies that use the Sungard Public Safety CAD application. With the hopes of procuring an application used by other Commonwealth Public Safety agencies the Needham Police Department and Needham Public Safety in general could better leverage local knowledge to use the application more effectively. It is also asked that the time frame for this request be advanced an additional year. The original request was for FY2016. This is due to the factors above as well as the potential for other funding sources for Public Safety that the Needham Police Department would want to take advantage. The FY15 costs are based on a multiplier of 5% per year. This is a standard calculation used for determining future costs of software purchases, maintenance, and implementations.									

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

Department Capital Request CIP-DCR										
Title	Police In-Cruiser Video				Department	Police Department				
Useful Life	II	Primary Reason		7	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2013		Intangibles								
FY2014		Equipment		38,400						
FY2015	38,400	Design & Engineering								
FY2016		Construction Expenses								
FY2017		Other Expenses*								
Total	\$ 38,400	Total		\$ 38,400	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
Police Cruiser Video - This is a request for in-cruiser digital video cameras, also known as "dash cams" for five police cruisers. Utilization of such equipment is expected to improve the performance of citizen contacts by police and to equip the administration with a tool for providing a more thorough review of patrol activities. A recent project evaluation, disclosed a price increase of \$3,400.00 over the initial proposal. The increase is the result of technology changes in the digital video field.										

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

Department Capital Request CIP-DCR										
Title	Heart Monitor / Defibrillator				Department	Fire				
Useful Life	II	Primary Reason		1, 3	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	\$27,500.	Intangibles								
FY2015		Equipment								
FY2016	\$27,500.	Design & Engineering								
FY2017		Construction Expenses								
FY2018		Other Expenses*								
Total	\$ 55,000.	Total		\$	Total			\$ 55,000.		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
This request is to replace two (2) "12 Lead Cardiac Heart Monitor / Defibrillator" with new "15 Lead Cardiac Heart Monitor / Defibrillator". The older of our two current units is 8 years old, and due to advancements in technology it will become obsolete in July 2013. It is anticipated that parts will no longer be available for that unit after June 2013. The second unit is approximately 4+ years old, and we plan to replace that unit in FY16. The current cost (State Contract) is \$27,500. and there are no expected increases in pricing over the next few years. The manufacturer actually expects prices to decrease. These monitors/defibrillators are required by the State Office of Emergency Medical Services (OEMS), as a licensing component of our Advanced Life Support (ALS) ambulance licenses. Both units are essential equipment in providing emergency services which provide significant revenue for the Town, as well as life saving patient treatment in the pre-hospital setting. Failure to update and replace these units could result in a loss of ALS licenses, which would have a negative impact on revenue.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR												
Title	Wireless Master Box Fire Box System						Department	Fire				
Useful Life	V		Primary Reason		4		Operating Budget Impact			B		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses			Column C		
FY2014	\$164,000.		Intangibles									
FY2015			Equipment									
FY2016			Design & Engineering									
FY2017			Construction Expenses									
FY2018			Other Expenses*									
Total	\$164,000.		Total		\$		Total			\$ 164,000.		
Attached Schedules	CF		CX		LS		SI			SS		
Description and Justification												
This request would eliminate the older style fire alarm master boxes and replace (some) with a newer style wireless radio master box system. All pole mounted fire alarm boxes (222) would be removed permanently, and sold for the highest price. Building master boxes (129) would be replaced with a radio box transmitter (over time). The 129 master boxes are privately owned, but pay the Town an annual monitoring fee of \$480. (which totals \$61,920.) *NOTE* Billing would stay the same, however, privately owned buildings would not be required to change over to this municipal system if they chose to use their own private alarm company (which must be UL Listed/FM Approved). Of the \$164,000 requested for this project, \$52,000 would be for the head-end equipment to be located within the fire dispatch center. An additional \$112,000 would be to purchase radio boxes for 28 town buildings at approximately \$4,000 each. This cost would be for the box and installation at each town building. With this new system, the fire dispatch center would be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. These wireless boxes could replace telephone lines that the Town may be paying a monthly or annual fee to monitor. Explanation for significant increase in funding request: The original request was for a system which is no longer UL or FM approved for public reporting systems. Although it still may be available, using a system which is not listed as approved would expose the Town to possible liabilities in the case of a system failure. There are several approved systems available on the market, and we have solicited estimated costs based on our existing equipment and what upgrades would be necessary. Additionally, the original request was to install the system in only 15 municipal buildings, and we are now proposing installing the system in all 28 municipal buildings. *NOTE* This could be phased in over a two or three year period to reduce the financial impact on one fiscal year. Although available grant funding has been significantly reduced and at the same time has become much more competitive, we will continue to pursue that option to fund this request. As for increases in operating budgets for other departments: It is possible that the Legal Department would have to draft a contract for the												

Department Capital Request CIP-DCR			
Title	Wireless Master Box Fire Box System	Department	Fire
private buildings depending on the type of services provided by the system. A wireless system is much more reliable in storm conditions when often times overhead lines are out of service. The long-range plan would be to reduce Fire Department personnel in the Fire Alarm Division (one FTE). Once the wireless system is completed an outside vendor could be used to maintain the wireless boxes, which are low maintenance. The current costs of cable, hardware and much of the overtime would be reduced or eliminated. In fact, implementing a wireless radio system may eliminate the need for the department to operate its own bucket truck, which could impact the vehicle replacement capital funding request. The fire dispatch center would be responsible for monitoring all of the signals transmitted through the wireless system. Our existing head-end equipment is approximately 20 years old and will need replacement in the next few years at a cost of approximately \$35,000. This cost is included in this request, however, if the request is not approved or funded the equipment will still need to be replaced in two to three years. Additionally, a wireless system would eliminate the need to replace all of the fire alarm cables which currently cross Route 128 (Interstate 95), which will be a major undertaking with the upcoming widening of the highway (the "Add-a Lane" project). Lastly, the Public Facilities Department is currently spending approximately \$4,000 annually to monitor intrusion alarms at all Town buildings. This service could be provided through the new wireless system at no cost if approved.			
FY2014-FY2018 Version			

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

Department Capital Request CIP-DCR										
Title	5 Year Vehicle / Apparatus Replacement				Department	Fire				
Useful Life	III	Primary Reason		5	Operating Budget Impact			c		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	\$49,200.	Intangibles								
FY2015	\$174,200.	Equipment								
FY2016	\$109,200.	Design & Engineering								
FY2017	\$78,400.	Construction Expenses								
FY2018	\$184,200.	Other Expenses*								
Total	\$ 595,200.	Total		\$	Total			\$595,200.		
Attached Schedules		CF	X	CX		LS	X	SI		SS
Description and Justification										
This request is in line with the fire department established vehicle/apparatus replacement plan. All of the requests are either due or past due for replacement in the year which they are requested. Due to the fact that these are all emergency response vehicles (Except C-5) it is imperative that the department adhere to its scheduled replacement program as closely as possible. As in the past, we have explored what might be available for funding vehicle replacements using federal grants. Additionally, due to new federal regulations on emergency (public safety) two-way radio frequencies, we have added \$4,200. for new radios in each vehicle being replaced. This is based on pricing from State Bid List Contracts: mobile units= \$2,700 portable units (hand held)= \$1,500. ** NOTE** The pricing for the two ambulance replacements (FY15 and FY18) are based on estimates from the manufacturer's representative. However, due to pending changes in national standards, as well as uncertainties in the cost of construction materials (aluminum and stainless steel), it may be necessary to adjust these requests going forward. Additionally, in previous years we have included the estimated trade-in value of the ambulance being replaced in the requested dollar amount. Because that value is difficult to predict we have deleted it from the requests, and increased the requests to the actual cost estimates from the manufacturer's representative. The following descriptions are listed in the same order as the requests are: (C-6) (FY14, \$49,200.)This request is to replace a 2004 Ford pick-up truck, with a utility body. The truck functions primarily as a brush fire truck, but it also has many other uses. In the winter months the modular brush unit and water tank is removed, and the truck is used to transport various materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, hazardous materials trailer, firefighting foam trailer, mass decontamination trailer, and the Health Department Emergency Dispensing Trailer. Presently, this truck has over 29,000 miles of service on it, and at the time of replacement mileage is estimated to be approximately 35,000. (R-2) (FY15, \$174,200.)This request is to replace a 2005 Ford/Osage Rescue Ambulance. The vehicle currently has over 49,000 miles of										

Department Capital Request CIP-DCR			
Title	5 Year Vehicle / Apparatus Replacement	Department	Fire
emergency service, and at time of replacement mileage is estimated to be over 70,000. The ambulance also has over 7,500 hours of run time on the engine and equipment. The vehicle/apparatus replacement plan calls for replacing the ambulances every 8-10 years depending on use and condition. At the time of scheduled replacement R-2 will be 10 years old. This ambulance is the back-up unit for multiple calls (which have been increasing), and it is put into use as the frontline ambulance every Saturday through Sunday. This ambulance also supports services which produce significant revenue for the Town, and if it is placed out of service for maintenance reasons that revenue is forfeited to a mutual aid ambulance. (C-5) (FY16, \$ 109,200.) This request is to replace a 2001 Ford F450 Bucket Truck. The truck is used primarily by the fire alarm division to maintain the municipal fire alarm system overhead wires on telephone poles. This truck currently has over 47,000 miles, and at time of replacement is estimated to have 70,000 miles. The vehicle apparatus replacement schedule calls for replacing this vehicle in 15 years from time of purchase which is 2016. This truck also supports services which produce significant revenue for the Town. Current estimates to replace the truck at today's prices are approximately 85,000. with a 5% annual inflation factor added. (C-2) (FY17, \$44,200.) This request is to replace a 2010 Ford Expedition, Shift Commander vehicle. The vehicle currently has over 29,000 miles, and at time of replacement is estimated to have 58,000 miles. This vehicle is an emergency response vehicle that responds to all emergency incidents, and carries a multitude of emergency supplies, as well as, technology and information to support all types of incidents. Because of the importance of the dependability of this vehicle in emergency situations, we need to adhere to our scheduled replacement program (6-7 years). The estimated cost of replacement is based on information received from the manufacturer's vendor, who is currently on the State Bid List. (C-43) (FY17, \$34,200.) This request is to replace a 2007 Ford 500 (sedan), Inspectors vehicle. The car currently has over 54,000 miles, and at time of replacement is estimated to have approximately 90,000 miles of service. Although this car is used primarily for non-emergency services, it does respond to certain emergency calls and all fires. At the time of requested replacement this vehicle will be 8-10 years old. If this vehicle is not replaced then maintenance and service costs will increase significantly. Additionally, because this vehicle responds to certain emergency incidents, if it is not replaced with a dependable vehicle then liability exposure will also increase. Additionally, this vehicle supports services which produce significant revenue to the Town through permitting and inspections. (R-1) (FY18, \$184,200.) This request is to replace a 2008 Ford/Osage Rescue Ambulance. The vehicle currently has over 38,500 miles of emergency service, and at the time of replacement mileage is estimated to be over 70,000. The ambulance also has over 7,680 hours of run time on the engine and equipment. The vehicle/apparatus replacement schedule calls for replacing the ambulances every 8-10 years depending on use and condition. At the time of replacement this vehicle will be approximately 10 years old. At this time (and until FY15) this ambulance is our frontline primary emergency ambulance. On weekends it rotates to the back-up ambulance position to allow for more even wear and proper rotation of supplies and medications of both ambulances. If Rescue 2 (R-2) is replaced in FY15 this vehicle will become the secondary ambulance for 3-4 years. This vehicle supports services which produce significant revenue for the Town, and if it is taken out of service for maintenance or repair reasons that revenue is forfeited to a mutual aid ambulance service. More importantly, ambulances which are not replaced when scheduled and require maintenance and repairs more frequently, can cause delayed responses and impact rapid patient intervention.			
FY2014-FY2018 Version			

**Capital Schedule
Schedule LS
Large Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 49,200.00	\$ 174,200.00	\$ 109,200.00	\$ -	\$ 184,200.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Fire	T	C-6		2004	Ford F-350 Utility	Utility/Brush Truck	9,700	D	29,000	\$49,200.00					
Fire	T	R-2		2005	Ford E-450	Rescue Ambulance	14,050	D	49,000		\$174,200.00				
Fire	T	C-5		2001	Ford F-450	Aerial Bucket Truck	16,000	D	47,000			\$109,200.00			
Fire	T	R-1		2008	Ford E-450	Rescue Ambulance	14,500	D	38,500					\$184,200.00	

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ -	\$ 78,400.00	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															

Fire P C-2 2010 Ford Expedition SUV Command Vehicle - Deputy 8,000 G 29,000

\$44,200.00

Fire P C-43 2007 Ford 500 Sedan Fire Inspector Vehicle NA G 54,000

\$34,200.00

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

Department Capital Request CIP-DCR										
Title	Core Fleet Replacement					Department	Building Department			
Useful Life	II	Primary Reason			4	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2013			Intangibles				First Aid Kit & Fire Extinguisher		\$431	
FY2014	\$45,042		Equipment		\$84,650		Lettering-Graphic Package "A"		\$1,271	
FY2015	\$47,297		Design & Engineering				Safety Lighting		\$2,046	
FY2016			Construction Expenses				Two-Way Radio		\$3,941	
FY2017			Other Expenses*		\$7,689					
Total	\$ 92,339		Total		\$ 92,339		Total		\$7,689	
Attached Schedules		CF	x	CX		LS		SI		SS
Description and Justification										
Unit #456 a 2002 Ford Taurus Sedan, this is a request to replace the previous year’s request of Ford Hybrid Escape for a Ford Fusion. The Taurus has served in this capacity for 10 years. The requested replacement will have a two-way radio communication system and safety lights used when responding to emergency. The Public Works Garage will assist with this purchase and provide the maintenance. The department has experience on-going problems with Unit #454 (with approximately 48,714 miles) which recently required engine and brake work. After evaluating the departments fleet, through the FY2104 budget process it is being recommended to replace both Unit 456 as pursuant to the CIP and Unit #454 with two (2) Ford Fusion (or similar) vehicles. After consulting the Department of Public Works and per the Plymouth County Commissions Bid—Contract (good through October 2013)# 12-13-14 Specification #12-04 the cost for a Ford Fusion is broken down as follows: Ford Fusion Contract Price is \$19,662. The MPG for the Fusion is 22 City and 34 Highway. Engine 2.5L Duratec I-4 gasoline Lettering – Graphics Package "A" \$295 Two-way radio \$915 Safety lighting – Whelen LED Vertex hideaway system # VTX609-4 \$475 First Aid kit and fire extinguisher \$100 Sub-Total \$1,785 Total \$21,447 Based on this cost estimate the FY2014 request is for a \$45,042 which is \$11,442 more the FY2014 request amount for one Ford Hybrid Escape.										

Department Capital Request CIP-DCR			
Title	Core Fleet Replacement		Building Department
Unit #	Year	Miles	
456	2002	68,707	
454	2005	48,714	
453	2005	51,869	
455	2006	52,840	
In year FY2015 the department will be requesting the replacement for Unit # 453 which is a 2005 Ford Taurus (with approximately 51,869 miles) and Unit #455 which is a 2006 Ford Taurus (with approximately 52,840 miles) with Ford Fusions and the similar additional equipment with a recommend cost of \$45,040 \$22,520 each.			

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 45,042.00	\$ 47,297.00	\$ -	\$ -	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Bldg		456		2002	Ford Taurus	Sedan		G	68,707	\$ 22,521.00					
Bldg		454		2005	Ford Taurus	Sedan		G	48,714	\$ 22,521.00					
Bldg		453		2005	Ford Taurus	Sedan		G	51,869		\$ 23,648.50				
Bldg		455		2006	Ford Taurus	Sedan		G	52,840		\$ 23,648.50				
Bldg		457		2002	Ford E 150	Van		G	43,099						

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

Department Submission		Department Capital Request FY2014-FY2018 CIP-DCR				Department Submission																																																																																																		
Title	School Furniture Replacement				Department	School Department																																																																																																		
Useful Life	II		Primary Reason		3	Operating Budget Impact		C																																																																																																
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses	Column C																																																																																																
FY2014	\$41,600		Intangibles																																																																																																					
FY2015	\$34,180		Equipment		\$211,185																																																																																																			
FY2016	\$45,405		Design & Engineering																																																																																																					
FY2017	\$45,000		Construction Expenses																																																																																																					
FY2018	\$45,000		Other Expenses*																																																																																																					
Total	\$ 211,185		Total		\$ 211,185		Total	\$																																																																																																
Attached Schedules		CF		CX		LS	X	SI	SS																																																																																															
Description and Justification																																																																																																								
This request continues the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. In FY05, Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor condition. By FY15, all furniture in 'poor' condition will have been replaced at these schools. The FY16-FY19 funding request will continue with the replacement of furniture in fair condition at these schools.																																																																																																								
<table border="0"> <thead> <tr> <th></th> <th colspan="5"># Items in Poor Condition to be Replaced by Age</th> <th></th> <th colspan="5"># Items in Fair Condition to be Replaced by Age</th> </tr> <tr> <th></th> <th>#</th> <th>#</th> <th>#</th> <th>#</th> <th>#</th> <th></th> <th>#</th> <th>#</th> <th>#</th> <th>#</th> </tr> <tr> <th></th> <th>30-40</th> <th>20-29</th> <th>10-19</th> <th>0-9</th> <th>TOTAL</th> <th></th> <th>30-40</th> <th>20-29</th> <th>10-19</th> <th>0-9</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Hillside</td> <td>10</td> <td>109</td> <td>26</td> <td>2</td> <td>147</td> <td>Hillside</td> <td>0</td> <td>23</td> <td>131</td> <td>0</td> <td>154</td> </tr> <tr> <td>Mitchell</td> <td>21</td> <td>143</td> <td>87</td> <td>1</td> <td>252</td> <td>Mitchell</td> <td>0</td> <td>114</td> <td>38</td> <td>0</td> <td>152</td> </tr> <tr> <td>Newman</td> <td>123</td> <td>216</td> <td>205</td> <td>0</td> <td>544</td> <td>Newman</td> <td>0</td> <td>0</td> <td>186</td> <td>25</td> <td>211</td> </tr> <tr> <td>Pollard</td> <td>36</td> <td>50</td> <td>11</td> <td>0</td> <td>97</td> <td>Pollard</td> <td>4</td> <td>38</td> <td>142</td> <td>4</td> <td>188</td> </tr> <tr> <td></td> <td>190</td> <td>518</td> <td>329</td> <td>3</td> <td>1,040</td> <td></td> <td>4</td> <td>175</td> <td>497</td> <td>29</td> <td>705</td> </tr> </tbody> </table>											# Items in Poor Condition to be Replaced by Age						# Items in Fair Condition to be Replaced by Age						#	#	#	#	#		#	#	#	#		30-40	20-29	10-19	0-9	TOTAL		30-40	20-29	10-19	0-9	TOTAL	Hillside	10	109	26	2	147	Hillside	0	23	131	0	154	Mitchell	21	143	87	1	252	Mitchell	0	114	38	0	152	Newman	123	216	205	0	544	Newman	0	0	186	25	211	Pollard	36	50	11	0	97	Pollard	4	38	142	4	188		190	518	329	3	1,040		4	175	497	29	705
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FY2014-FY2018 Version																																																																																																								

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

Department Capital Request CIP-DCR																																									
Title	School Copier Replacement				Department	School Department																																			
Useful Life	II	Primary Reason		3	Operating Budget Impact			C																																	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C																																		
FY2014	\$59,620	Intangibles																																							
FY2015	\$21,830	Equipment		\$252,400																																					
FY2016	\$41,820	Design & Engineering																																							
FY2017	\$76,980	Construction Expenses																																							
FY2018	\$52,150	Other Expenses*																																							
Total	\$252,400	Total		\$252,400	Total		\$																																		
Attached Schedules		CF		CX		LS		SI	SS																																
Description and Justification																																									
In May 2003, Town Meeting authorized \$60,000 in first-year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 44 copiers and 4 RISO duplicating machines. Since FY04, the following copy machines have been replaced throughout the district: <table border="1"> <thead> <tr> <th>Fiscal Year</th> <th># Of Copy / RISO Machines Replaced</th> </tr> </thead> <tbody> <tr><td>FY04</td><td>9</td></tr> <tr><td>FY05</td><td>6</td></tr> <tr><td>FY06</td><td>8</td></tr> <tr><td>FY07</td><td>4</td></tr> <tr><td>FY08</td><td>4</td></tr> <tr><td>FY09</td><td>1</td></tr> <tr><td>FY10</td><td>5*</td></tr> <tr><td>FY11</td><td>5</td></tr> <tr><td>FY12</td><td>14</td></tr> <tr><td>FY13 (Estimated)</td><td>15</td></tr> <tr><td>FY14 (Requested)</td><td>8</td></tr> <tr><td>FY15 (Requested)</td><td>5</td></tr> <tr><td>FY16 (Requested)</td><td>5</td></tr> <tr><td>FY17 (Requested)</td><td>7</td></tr> <tr><td>FY18 (Requested)</td><td>7</td></tr> </tbody> </table> *Two of the copiers purchased in FY10 were funded from the High Rock construction budget. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers, which are heavily used, are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is										Fiscal Year	# Of Copy / RISO Machines Replaced	FY04	9	FY05	6	FY06	8	FY07	4	FY08	4	FY09	1	FY10	5*	FY11	5	FY12	14	FY13 (Estimated)	15	FY14 (Requested)	8	FY15 (Requested)	5	FY16 (Requested)	5	FY17 (Requested)	7	FY18 (Requested)	7
Fiscal Year	# Of Copy / RISO Machines Replaced																																								
FY04	9																																								
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FY08	4																																								
FY09	1																																								
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Department Capital Request CIP-DCR																					
Title	School Copier Replacement	Department	School Department																		
assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. Attachment A predicts the % useful life expired for each copier – replacement years are highlighted. Attachment B presents the associated cost of replacing the copiers identified for replacement.																					
The requested cost of copier replacement in FY14-18 has been reduced from previous years, as illustrated by the chart below. The anticipated savings reflects the intentional reduction in inventory since FY12, the purchase of high quality Xerox machines, which are estimated to have a longer duty life than other brands, and the large-scale replacement of the District’s oldest machines in FY12 and FY13.																					
<table><tr><th>Fiscal Year</th><th>Prior CIP</th><th>Current CIP</th></tr><tr><td>FY14 (Requested)</td><td>\$80,450</td><td>\$59,620</td></tr><tr><td>FY15 (Requested)</td><td>\$52,990</td><td>\$21,830</td></tr><tr><td>FY16 (Requested)</td><td>\$70,505</td><td>\$41,820</td></tr><tr><td>FY17 (Requested)</td><td>\$48,820</td><td>\$76,980</td></tr><tr><td>FY18 (Requested)</td><td>N/A</td><td>\$52,150</td></tr></table>				Fiscal Year	Prior CIP	Current CIP	FY14 (Requested)	\$80,450	\$59,620	FY15 (Requested)	\$52,990	\$21,830	FY16 (Requested)	\$70,505	\$41,820	FY17 (Requested)	\$48,820	\$76,980	FY18 (Requested)	N/A	\$52,150
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FY17 (Requested)	\$48,820	\$76,980																			
FY18 (Requested)	N/A	\$52,150																			
FY2014-FY2018 Version																					

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

Department Capital Request CIP-DCR											
Title	Radio System High School				Department	School Department					
Useful Life	II	Primary Reason		1	Operating Budget Impact			C			
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C			
FY2014	\$37,275	Intangibles									
FY2015		Equipment		\$37,275							
FY2016		Design & Engineering									
FY2017		Construction Expenses									
FY2018		Other Expenses*									
Total	\$ 37,275	Total		\$37,275	Total			\$			
Attached Schedules		CF		CX		LS		SI		SS	X
Description and Justification											
This request is for the purchase and installation of a radio repeater, antenna and 25 portable radios at Needham High School, for the purpose of implementing a unified and reliable administrative radio system for communicating during lockdowns and emergencies. Currently, a limited number of two-way radios are in use, however the existing equipment is aged and does not possess the power or range necessary for building-wide communication. (The newly-renovated building is more expansive than in the past. For example, during a building evacuation, the current radios do not allow the incident commander to communicate with the east/south side captain, until the captain walks from the Webster Street and south side exists, to the muster point on Memorial Field.) Additionally, there aren't enough functioning radios for all personnel to communicate in an emergency (floor captains, department heads, nurses and administrators) and the custodians are on a separate radio system and frequency from the existing system. The following options were explored, but were not able to meet the building-wide emergency communication needs. Although an intercom system is installed, it can not reach staff members who are outside of the building and cannot be relied upon as a means of accounting for individual students and teachers. In addition, in the event of an emergency situation, some sensitive/confidential information cannot be broadcast to the entire school, as would be the case with an intercom system. Neither are cell phones a feasible alternative, since the High School does not have uniform cell phone reception throughout the building, nor do all staff members have a school-issued phone. The High School currently uses cell phone/text messaging for certain issues, but in doing so, relies upon the staff's willingness/ability to use their cell phone for school purposes. The new radios and repeater would allow for school-wide coverage and administrative communication in emergency situations. The purchase includes: a radio repeater, programming for the repeater, UHF antenna system, two and four-way portable radios, spare batteries, set up, programming and tuning, FCC licensing & frequency coordination.											
FY2014-FY2018 Version											

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

Department Capital Request CIP-DCR										
Title	Production Center Postage Machine and Folder Insertor				Department	School Department				
Useful Life		Primary Reason			Operating Budget Impact					
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2014		Intangibles								
FY2015	\$9,340	Equipment		\$26,110						
FY2016		Design & Engineering								
FY2017	\$16,770	Construction Expenses								
FY2018		Other Expenses*								
Total	\$ 26,110	Total		\$ 26,110	Total		\$			
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
This request is to purchase a replacement mail meter and folder/stuffer/insertor machine for the Needham Public Schools Production Office. The existing folder/stuffer/insertor machine was purchased in 2004 and is nearing the end of its useful life, after a decade of heavy use. The Pitney Bowes postage meter (purchased in 2007) will complete ten years of service in FY17, when it is scheduled for replacement. Both of these machines are critical to the operation of the District Production Center/Mail Room.										
FY2014-FY2018 Version										

Department Capital Request CIP-DCR						
Title	School Musical Instrument Replacement (FY2014-2015) Musical Instrument Inventory Expansion (FY2015-2025)	Department	School Department			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?				X	
2.	Is this a multi-year capital replacement/upgrade request?			X		
3.	Is this a request in response to a documented public health or safety condition?				X	
4.	Is this a request in response to a Court, Federal, or State order?				X	
5.	Is this a request for a study or long range plan?				X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?				X	
8.	Is this a request to purchase technology or wireless communication system?				X	
9.	Is this a request to purchase vehicles or other rolling stock?				X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
18.	Will the requested project increase the annual operating costs for ANY department?				X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X	
21.	Will additional permanent staff be required if the request is approved?				X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?				X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X	
24.	Does the request support activities to produce new revenue for the Town?				X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?				X	
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?				X	

Department Capital Request CIP-DCR										
Title	School Musical Instrument Replacement (FY2014-2015) Musical Instrument Inventory Expansion (FY2015-2025)				Department	School Department				
Useful Life		Primary Reason				Operating Budget Impact				
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses	Column C				
FY2014	\$15,000	Intangibles								
FY2015	\$15,000	Equipment		\$75,000						
FY2016	\$15,000	Design & Engineering								
FY2017	\$15,000	Construction Expenses								
FY2018	\$15,000	Other Expenses*								
Total	\$ 75,000	Total		\$75,000	Total	\$				
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
In FY05, Town Meeting allocated \$15,000 in first-year funding for a ten year replacement cycle for school musical instruments (of \$15,000/year).). The purpose of the request was to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are costly to repair and maintain. We are now entering year nine of the replacement cycle. As a result, we continue to see major improvement in the quality of musical instruments our students are able to use. The final year of the replacement cycle (FY14) would replace the grand piano (FPA-234) in the Newman School Auditorium. Beginning in FY15, we will begin to shift these dollars from "Replacement" of Musical Instruments to "Musical Instrument Inventory Expansion". This is due to the population growth in the program. (Our largest classes are now entering the middle and high schools, where they will need the larger size instruments in the Brass and String families.) In addition, we need to expand our inventory of trombones and cellos, since these are not allowed on school buses and thus we must provide a school instrument for these students to use in the classroom. The proposed schedule for inventory expansion is: • FY15: Increase inventory at the middle and high schools with three to six bass violins/cellos, four trombones and two tubas. • FY16 – Expand inventory at the middle and high schools with five French horns, two tubas and one bass violin. • FY17 – Expand inventory of instruments throughout the District with six violins, six violas, three double reeds and three low brass. • FY18 – Expand inventory of low brass instruments throughout the District based on actual student use in FY16 and FY17. The proposed schedule for replacement/ expansion is preliminary; the actual instruments purchased may vary, based on changing student needs.										
2014-FY2018 Version										

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

Department Capital Request CIP-DCR									
Title	School Department Interactive Whiteboards				Department	School Department			
Useful Life		Primary Reason			Operating Budget Impact				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
FY2014	\$22,600	Intangibles							
FY2015	\$24,600	Equipment	\$59,800						
FY2016	\$12,600	Design & Engineering							
FY2017	\$0	Construction Expenses							
FY2018	\$0	Other Expenses*							
Total	\$ 59,800	Total	\$ 59,800	Total	\$				
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
This project request ongoing funding to purchase and install whiteboard technology at Needham schools Grades One through Twelve. The FY 2013 capital request included \$148,300 in funding to install interactive whiteboards in all first through fifth grade classrooms at Newman. The FY14-18 request includes funding to install interactive whiteboard technology at Broadmeadow (2), Mitchell (1), and Pollard (5). It also increases the number of whiteboards to be installed at Pollard and Broadmeadow, due to the reallocation of rooms and the use of the Pollard modulars, which has extended the need for initial funding to FY16. The decision has been made not to continue with Mimios but instead to continue with SMART Boards and short-throw projectors or Epson Bright Link projectors.									
IWB Costs	FY 14	FY 15	FY 16	FY 17	FY 18				
Bmeadow	\$8,400	\$12,600	\$8,400	\$0	\$0				
Eliot	\$0	\$0	\$0	\$0	\$0				
Hillside	\$0	\$0	\$0	\$0	\$0				
Mitchell	\$4,200	\$0	\$0	\$0	\$0				
Newman	\$0	\$0	\$0	\$0	\$0				
High Rock	\$0	\$0	\$0	\$0	\$0				
Pollard	\$10,000	\$12,000	\$4,200	\$0	\$0				
NHS	\$0	\$0	\$0	\$0	\$0				
TOTALS	\$22,600	\$24,600	\$12,600	\$0	\$0				
FY2014-FY2018 Version									

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

Department Capital Request CIP-DCR										
Title	Fitness Equipment Replacement				Department	School Department				
Useful Life	V	Primary Reason		3	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	\$14,380	Intangibles								
FY2015	\$14,810	Equipment		\$77,770						
FY2016	\$20,020	Design & Engineering								
FY2017	\$13,110	Construction Expenses								
FY2018	\$15,450	Other Expenses*								
Total	\$ 77,770	Total		\$ 77,770	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS X
Description and Justification										
The Needham High School renovation project purchased a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. An inventory of fitness equipment at both schools is attached to this document, as is a plan for replacing that equipment over the 2013-2025 period. The manufacturer's estimated life cycle is 5 years for treadmills, 6 years for cross trainers, 8 years for recumbent and upright bikes, 23 years for rowing machines and 25 years for circuit training equipment. The requested replacement cycle is based on a longer replacement cycle of: 5-7 years for treadmills, 9 years for cross trainers, 8 years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. An annual inflation factor of 3% is used to inflate FY12 manufacturers' prices, for costing purposes. The FY13-18 request would replace the following: FY13 - N/A FY14 - 3 spinning bikes, 1 treadmill FY15 - 3 spinning bikes, 1 treadmill FY16 - 5 spinning bikes, 1 treadmill FY17 - 1 recumbent bike, 4 spinning bikes FY18 - 2 cross trainers										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	School Department NPS 1:1 Initiative				Department	School Department				
Useful Life		Primary Reason			Operating Budget Impact					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2014	\$145,000	Intangibles								
FY2015	\$56,000	Equipment	\$327,000							
FY2016	\$40,000	Design & Engineering								
FY2017	\$57,000	Construction Expenses								
FY2018	\$29,000	Other Expenses*								
Total	\$ 327,000	Total	\$ 327,000	Total	\$					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
This project continues the initiative begun in FY12 to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High Schools. The FY14-16 request has been reduced by \$68,000 to reflect the \$60,000 provided by the Finance Committee in May 2012 to purchase devices for Pollard. Additional funding has been added in FY17-18 to begin the expansion of wireless infrastructure at Broadmeadow, Eliot and Newman. Pilot Update: This year we will continue and expand the Pilot at Pollard in order to truly evaluate the impact of a 1:1 initiative. We are grateful to the Town for providing the additional funding needed to support this important and expanded initiative. This year one entire cluster of students and teachers at grade eight will have access to iPads for the year. Teachers and students will have access to devices daily in their core classes and later in the year for 24/7 use. Teachers will receive ongoing professional development and support around pedagogy and effective integration of iPads and technology in a 1:1 environment. Over the course of the year we will gather and analyze data based on the evaluation metrics developed through our work with Boston College and the MassCUE Evaluation Team. We will share this feedback with the community and provide opportunities for education and conversation about the Pilot and moving forward. If this year's Pilot is successful, and success means educationally and financially, we expect that all grade eight students will come to Pollard with their own iPad for the 2013 – 2014 school year. This also means that in 2014 – 2015 grade nine students will arrive at the High School with iPads. In order to support this expected eventuality, we have begun to engage and prepare the High School staff for this arrival as well. In addition, we are including additional grade eight and grade seven staff at Pollard in this training. It is extremely likely that we will be expanding the 1:1 initiative to grade seven in 2014 – 2015 as well. This is a quicker rollout than originally anticipated. However, given the pace of technological and educational change and the pending impact of the PARCC online assessments, it may be appropriate to move forward earlier.										

Department Capital Request CIP-DCR					
Title	School Department NPS 1:1 Initiative			Department	School Department
FY14 Costs:					
The FY 2014 request is for \$145,000 to install additional wireless access points at Pollard and NHS (\$105,000) and \$40,000 to purchase tablet devices. The FY14-16 request accelerates the installation of wireless infrastructure at Pollard (from FY15-16 to FY14,) based on our belief that we will be adjusting the rollout of the 1:1 at Pollard. Additionally, the cost of the infrastructure upgrade at NHS had declined considerably. We had originally expected the High School infrastructure expansion to cost \$106,000. However, the cost has dropped to \$60,000, due to our selection of different equipment. The \$40,000 in tablet devices will be for the remaining Pollard Grade Eight teachers as well as High School teachers and Pollard Grade Seven teachers preparing for the implementation.					
FY15 – FY18 Projected Costs:					
The FY15-18 request includes \$16,000 to install wireless infrastructure at High Rock, and accelerates the High Rock implementation schedule from FY17 to FY15. Additional purchases of \$40,000 for tablet devices also are planned for FY15 and FY16, and accommodate the increased number of participating teachers. We have also built in the cost of devices for a population of students that may not be able to afford their own device.					
We expect to begin the expansion of the wireless infrastructure at Broadmeadow, Eliot and Newman beginning in FY17. This two-phased approach includes additional data wiring at both Broadmeadow and Eliot. (Newman was completed in conjunction with the Newman Repair Project.) The second phase is for the installation of the wireless access points and is relevant for all three schools. We expect all aspects of the infrastructure preparation for Hillside and Mitchell to be addressed in the respective building projects.					
The table below outlines the anticipated multi-year costs.					
NPS 1:1 Initiative	FY14	FY15	FY16	FY17	FY18
Bdmdw Wireless	\$0	\$0	\$0	\$20,000	\$10,000
Eliot Wireless	\$0	\$0	\$0	\$17,000	\$7,000
Newman Wireless	\$0	\$0	\$0	\$0	\$12,000
Pollard Wireless					
Infra.	\$45,000	\$0	\$0	\$0	\$0
NHS Wireless Infra.	\$60,000	\$0	\$0	\$0	\$0
HR Wireless	\$0	\$16,000	\$0	\$0	\$0
Devices (iPads)	\$40,000	\$40,000	\$40,000	\$20,000	\$0
TOTALS	\$145,000	\$56,000	\$40,000	\$57,000	\$29,000

FY2014-FY2018 Version

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

Department Capital Request CIP-DCR										
Title	School Department Technology Replacement				Department	School Department				
Useful Life		Primary Reason			Operating Budget Impact					
Requested Funding Years & Amounts	Column A	Costs Components	Column B		*Other Expenses	Column C				
FY2014	\$441,200	Intangibles								
FY2015	\$402,700	Equipment	\$1,917,450							
FY2016	\$389,100	Design & Engineering								
FY2017	\$335,350	Construction Expenses								
FY2018	\$349,100	Other Expenses*								
Total	\$ 1,917,450	Total	\$ 1,917,450		Total	\$				
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
The costs for FY15 – FY18 are the same as presented in last year’s CIP Technology Request as we await additional data from the results of the iPad Pilot, the impact of the PARCC Online Assessments and other trends effecting technology purchases. We expect adjustments and possible reductions but cannot identify them at this time. Again, the CIP Technology Request assumes the successful implementation of a 1:1 initiative. The cost of the FY14 technology replacement has decreased by \$25,000 in order to reallocate funding to a new request for technology innovation funds. The FY14 request includes: - The replacement of 313 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. A total of 124 of these computers are for teachers and administrators throughout the District. Another 163 are lab and classroom computers at Eliot, Hillside, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY14 represents the second year of the anticipated five-year timeframe to replace the High School computers. - The replacement of four school-based servers, the High School Foreign Language lab server and five district data servers that are housed at the ETC. These servers have been running 24/7 for three and four years and will be repurposed to less critical functions for two and three years respectively. This category also includes the replacement of 8 UPS batteries that support critical servers throughout the District. - The replacement of 47 printers across the District, the plan for which a shared printing model at Pollard that will be more efficient, both in terms of maintenance and support as well as the cost of supplies. - Ongoing funding of \$30,000 to analyze the impact of the recent operating system conversion to Apple’s new operating system, Lion, on the hundreds of software packages owned by the District. We expect that current versions of our software will no longer be able to be										

Department Capital Request CIP-DCR						
Title	School Department Technology Replacement			Department	School Department	
be used with the new operating system, which all new Apple computers will be required to run, and which now must be adopted District-wide.						
• The \$25,000 in cost savings, which will be reallocated to technology innovation, results from: • the elimination of replacement LCD projectors at the High School thereby reducing the request from \$184,900 to \$176,900, or \$8,000. Instead we will be able to repurpose the portable LCD projectors from Newman as necessary. • Reducing printer replacement costs have been reduced from \$31,400 to \$17,700 (a savings of \$13,700) • Reducing the number of administrator computers requested from \$11,200 to \$4,000, which is offset by an increase in the server request from \$38,000 to \$42,500, for a net savings of \$2,300.						
RE Counts	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19
Bmeadow	0	0	25	26	41	61
Eliot	31	0	2	25	38	40
Hillside	29	29	29	6	30	18
Mitchell	2	27	29	17	5	23
Newman	26	38	44	25	46	45
High Rock	0	4	0	58	88	102
HR w/ 1:1	0	4	0	62	51	0
Pollard	154	124	60	54	81	45
Pollard w/ 1:1	64	4	1	54	51	19
NHS	198	235	220	44	0	0
NHS w/ 1:1	157	170	121	11	0	0
E.Grover	4	8	8	8	5	8
TOTALS	444	465	417	263	334	342
1:1 TOTALS	313	280	259	234	267	214

Department Capital Request CIP-DCR						
Title	School Department Technology Replacement			Department	School Department	
RE Costs	FY 14	FY 15	FY 16	FY 17	FY 18	
Bmeadow	\$0	\$0	\$29,700	\$29,700	\$45,100	
Eliot	\$36,600	\$0	\$2,200	\$29,700	\$44,000	
Hillside	\$31,900	\$31,900	\$31,900	\$6,600	\$33,000	
Mitchell	\$2,200	\$32,200	\$31,900	\$18,700	\$5,500	
Newman	\$28,600	\$41,800	\$48,400	\$29,700	\$50,700	
High Rock	\$0	\$4,800	\$0	\$67,000	\$96,800	
HR w/ 1:1	\$0	\$4,800	\$0	\$75,900	\$56,100	
Pollard	\$178,400	\$142,400	\$69,100	\$59,400	\$89,100	
Pollard w/ 1:1	\$70,400	\$4,400	\$1,100	\$59,400	\$56,100	
NHS	\$220,900	\$261,500	\$246,600	\$44,000	\$0	
NHS w/ 1:1	\$176,900	\$190,000	\$135,600	\$11,000	\$0	
E.Grover	\$4,400	\$11,200	\$11,200	\$11,200	\$6,000	
Printers	\$17,700	\$16,400	\$30,100	\$5,450	\$2,600	
Servers	\$42,500	\$40,000	\$37,000	\$38,000	\$40,000	
OS /Software	\$30,000	\$30,000	\$30,000	\$20,000	\$10,000	
TOTALS	\$593,200	\$612,200	\$568,100	\$359,450	\$422,800	
1:1 TOTALS	\$441,200	\$402,700	\$389,100	\$335,350	\$349,100	
FY2014-FY2018 Version						

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

Department Capital Request CIP-DCR										
Title	School Department Technology Innovation				Department	School Department				
Useful Life		Primary Reason				Operating Budget Impact				
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2014	\$25,000	Intangibles								
FY2015	\$25,000	Equipment		\$125,000						
FY2016	\$25,000	Design & Engineering								
FY2017	\$25,000	Construction Expenses								
FY2018	\$25,000	Other Expenses*								
Total	\$ 125,000	Total		\$ 125,000	Total		\$			
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
This is a new request for "technology innovation" funds. In years past, the CIP Technology Request has been organized as funding for computer replacements, interactive whiteboards, and, most recently, inclusion of the NPS 1:1 Initiative. One of the limitations we face is that our technology purchases are fixed and do not provide for financial resources to evaluate and experiment with emerging technologies. The funds received are earmarked for the replacement cycle, as guided by the constraints of our Technology Plan. This does not allow us to be flexible or forward thinking. The arena of available technology continues to evolve and expand. As educators it is incumbent upon us as to determine what fosters student learning and achievement in our District. The intent of these requested funds is to afford us this opportunity. A model wherein we experiment on a small scale is useful for assessment and for building capacity of staff. For FY14, and the next four years, we are requesting \$25,000 annually. At present there are two areas that stand out as likely beginnings. One is to purchase eReaders such as Kindles and Nooks for use in the school libraries. The other is to purchase some iPads for experimentation at the elementary school level. Appropriate planning would involve the Director of Technology and Innovation, building principals and administrators as well as instructional staff. This innovation would help us better identify and prepare our use and deployment of technology.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	High School Graphics Production Room				Department	School Department (Fine & Perf. Arts)				
Useful Life		Primary Reason			Operating Budget Impact					
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2014	\$8,270	Equipment								
FY2015	\$8,450	Equipment		\$ 54,380						
FY2016	\$11,910	Design & Engineering								
FY2017	\$7,660	Construction Expenses								
FY2018	\$18,090	Other Expenses*								
Total	\$ 54,380	Total		\$ 54,380	Total		\$			
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
This request continues the equipment replacement cycle established in FY13 for equipment used in the Graphics Production Center at Needham High School. This program not only provides convenient, cost effective, but most importantly, provides excellent hands on educational training in the field of professional graphics and printing production for our students enrolled in the 3rd Year Graphics class (Production Printing) as well as working as summer interns in the program. Although the Center received new equipment during the recent renovation at the High School, an ongoing source of funding is required to sustain and update program equipment. The purchase/ replacement cost of much of the equipment is such that it cannot be easily sustained via the normal revolving account finances. During the summer of 2011, a complete inventory analysis of all equipment was completed. A five-year equipment replacement plan is presented below. The specific equipment to be replaced may change from year to year, in response to unexpected equipment breakdown or program changing program needs. FY13: Screen Print Dryer, Wide Format Printer FY14: Vinyl Cutter – Heavy Duty, Thermal Transfer Press, Flash Dryer, Paper Joggin Machine FY15: Vinyl Cutter – 24", Saddle Stitch Stapler, Binder/Spireler, Comb Binder FY16: Paper Drill (Heavy Duty), Screen Exposure Unit FY17: Tower Collator w/Booklet Maker, Padding Machine FY18: Folder/ Collator/ Binder, GBC Magnapunch										

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

Department Capital Request CIP-DCR																																														
Title	School Department Vehicle Replacement				Department	School Department																																								
Useful Life	II	Primary Reason		3, 4	Operating Budget Impact			C																																						
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C																																							
FY2014	\$0	Intangibles																																												
FY2015	\$0	Equipment																																												
FY2016	\$52,660	Design & Engineering		\$524,145																																										
FY2017	\$284,240	Construction Expenses																																												
FY2018	\$187,245	Other Expenses*																																												
Total	\$524,145	Total		\$524,145	Total		\$																																							
Attached Schedules																																														
	CF	X	CX		LS		SI		SS																																					
Description and Justification																																														
This request is to provide an ongoing funding source for school core fleet replacement. The two KASE buses have a dedicated funding source, outside of the capital plan. They are identified on this capital request, however, to document the asset replacement cycle. The school core fleet includes the following vehicles, with replacement years noted: 2 71-Passenger School Buses (KASE Program) – FY17 and FY18 1 30-Passenger Mini-Bus, with Wheel Chair Lift – FY17 5 8-Passenger Vans for Student Transport – FY16 (2), FY17 (1), FY18 (2) 1 8-Passenger Van for Student Transport, with Wheel Chair Lift – FY17 1 Production Center Cargo Van – FY18 1 8-Passenger Van for Student Transport, with Wheel Chair Lift – FY19 The KASE Program budget can provide the required funding to replace the two KASE buses (\$99,165 in FY17 and \$104,125 in FY18.) Additional funding of \$26,000/year toward van replacement also is available from the school operating budget. The resulting net additional funds request for FY14-18 is \$242,855 and is summarized below: <table border="1"> <thead> <tr> <th></th> <th>FY 2014</th> <th>FY 2015</th> <th>FY 2016</th> <th>FY 2017</th> <th>FY 2018</th> </tr> </thead> <tbody> <tr> <td>Total Project Cost</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 52,660</td> <td>\$ 284,240</td> <td>\$ 187,245</td> </tr> <tr> <td>Less Offsetting Revenue:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> KASE Program Funds</td> <td></td> <td></td> <td></td> <td>\$ (99,165)</td> <td>\$ (104,125)</td> </tr> <tr> <td>Operating Budget Funds:</td> <td>\$ -</td> <td>\$ -</td> <td>\$ (26,000)</td> <td>\$ (26,000)</td> <td>\$ (26,000)</td> </tr> <tr> <td>Net Funding Request</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 26,660</td> <td>\$ 159,075</td> <td>\$ 57,120</td> </tr> </tbody> </table>												FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total Project Cost	\$ -	\$ -	\$ 52,660	\$ 284,240	\$ 187,245	Less Offsetting Revenue:						KASE Program Funds				\$ (99,165)	\$ (104,125)	Operating Budget Funds:	\$ -	\$ -	\$ (26,000)	\$ (26,000)	\$ (26,000)	Net Funding Request	\$ -	\$ -	\$ 26,660	\$ 159,075	\$ 57,120
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018																																									
Total Project Cost	\$ -	\$ -	\$ 52,660	\$ 284,240	\$ 187,245																																									
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KASE Program Funds				\$ (99,165)	\$ (104,125)																																									
Operating Budget Funds:	\$ -	\$ -	\$ (26,000)	\$ (26,000)	\$ (26,000)																																									
Net Funding Request	\$ -	\$ -	\$ 26,660	\$ 159,075	\$ 57,120																																									
FY2014-FY2018 Version																																														

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

Department Capital Request CIP-DCR										
Title	DPW - Message Boards				Department	Public Works				
Useful Life	V	Primary Reason		4	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014		Intangibles								
FY2015	135,000	Equipment		110,000						
FY2016		Design & Engineering								
FY2017		Construction Expenses		25,000						
FY2018		Other Expenses*								
Total	\$135,000	Total		\$135,000	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
Currently the Public Works Department has 3 mobile message boards that are used for large construction projects. These message boards are removed from the projects and relocated to various sites in Town when requested to notify residents and commuters. The existing message boards are difficult to maneuver, time consuming to program and are often not available for non-emergency notices. Public Works is proposing 4 message boards to supplement the current boards. These proposed boards would be permanently located at designated locations around town. The message boards would have the capacity to be programmed remotely simultaneously from a town work station or a laptop.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Two - Way Radio Upgrade				Department	DPW - Garage				
Useful Life	II	Primary Reason		3	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	47,700	Intangibles								
FY2015		Equipment		47,700						
FY2016		Design & Engineering								
FY2017		Construction Expenses								
FY2018		Other Expenses*								
Total	\$ 47,700	Total		\$ 47,700	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification Effective January 2013, the Federal Communications Commission has mandated that all existing licensees must convert their wideband (25kHz systems) radio systems to narrowband (12.5kHz). The majority of the two-way radios installed in DPW vehicles have been converted to radios that are capable of functioning on narrowband. There are still some vehicles that require their radios to be converted. Also, additional portable two-way radios and back stock two-way radios for vehicle are needed to keep the DPW operating efficiently, safely, & legally. This proposal would provide for the purchase of ten two-way radios to be installed in vehicles that have radios that do not presently comply with the narrowband requirement and are not up for replacement. An additional six radios will be purchased to provide the DPW Garage with replacement narrowband compliant two-way radios should any of the existing radios fail. Twelve portable radios and chargers will be purchased to be used during snow and emergency events. Additionally, base radios for the first floor of the PSAB and portable radios for Public Facilities and Building Department Staff are included in this request.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR											
Title	General Fund Vehicles & Equipment					Department	Public Works				
Useful Life	I	Primary Reason		5	Operating Budget Impact			C			
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C			
FY2014	728,100	Intangibles									
FY2015	701,800	Equipment		4,356,200							
FY2016	849,800	Design & Engineering									
FY2017	1,251,300	Construction Expenses									
FY2018	825,200	Other Expenses*									
Total	\$4,356,200	Total		\$4,356,200	Total			\$			
Attached Schedules		CF	X	CX	X	LS	X	SI	X	SS	X
Description and Justification											
Core Fleet 2014 Replacement: #65 (2008) - 4WD F350 Pick-Up Truck; this is on a six year replacement cycle; this is a chaser vehicle for the snow program #66 (2007) - One Ton Dump Truck; this is on a seven year replacement cycle; this is a primary vehicle for the snow program #6 (2000) - Six Wheel Dump Truck; this is past its ten year replacement cycle; this is a primary vehicle for the snow program #72 (2007) - One Ton Dump Truck; this is on a seven year replacement cycle There is no Construction Equipment being recommended for replacement in FY 2014. Snow & Ice Equipment FY 2014 Replacement #6A (2000) - Material Spreader; this equipment is used on unit #6; this is past its ten year replacement cycle #116 (1998) - Sidewalk Tractor (Track); this is past its eight year replacement cycle #66A (2006) - Material Spreader; this equipment is used on unit #66; this is being replaced just prior to its ten year replacement schedule Small Specialty Equipment #186 (1963) - Leaf Collector; this is past its ten year replacement cycle #303 (1985) - Tractor; this is past its twelve year replacement cycle #356 (1985) - Aerator; this is past its twelve year replacement cycle There is no Large Specialty Equipment being recommended for replacement in FY 2014.											
FY2014-FY2018 Version											

**Capital Schedule
Schedule SS
Small Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 130,800.00	\$ 29,100.00	\$ 126,000.00	\$ 115,000.00	\$ 38,100.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
DPW - P	Z	186		1963	Good Roads 6500	Leaf Collector		G		\$ 25,900.00					
DPW - P	Z	303		1985	Ford 1710	Tractor		D	2,749	\$ 74,900.00					
DPW - P	Q	356		1985	Scott 18-6	Aerator		D		\$ 30,000.00					
DPW - P		340		2008	Exmark Tracer	Mower		G	298		\$ 8,100.00				
DPW - P	Q	351		2002	John Deere 4410	Tractor		D	1,341						
DPW - P	Z	352		2008	Kubota ZD331	Mower		D	371		\$ 21,000.00				
DPW - H	Z	120		2004	Solar	Message Board	1,400	E				\$ 41,300.00			
DPW - H	Z	128		2002	PSC SMTM	Traffic Monitor	1,060	E				\$ 61,400.00			
DPW - P	Z	333		2008	Kubota ZD331	Mower		D	702			\$ 23,300.00			
DPW - H	Z	121		2007	Ver-mac	Message Board	3,500	E					\$ 57,500.00		
DPW - H	Z	122		2007	Ver-mac	Message Board	3,500	E					\$ 57,500.00		
DPW - P	TR	328		1998	Cross Country 16"	Trailer	7,000								
DPW - P		335		2010	Smithco 42-000Super Star	Field Renovator		G						\$ 30,100.00	
DPW - H	Q	129		2000	Custom	Trailer/Utility	10,000							\$ 8,000.00	

**Capital Schedule
Schedule S1
Snow and Ice Removal Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 210,300.00	\$ 190,000.00	\$ 162,100.00	\$ 217,000.00	\$ 231,800.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
DPW - H	X	6	A	2000	Tarrant HLH2Y10	Material Spreader				\$ 32,200.00					
DPW - H	Q	116		1998	Bombardier SW48	Sidewalk Tractor (Track)	5,490	D	3,609	\$ 169,300.00					
DPW - H	X	66	A	2006	Tarrant 1.86 CY Spreader	Material Spreader				\$ 8,800.00					
DPW - H	X	7	A	2000	Tarrant HLH2Y10	Material Spreader					\$ 35,500.00				
DPW - H	Q	117		2000	Bombardier SW48	Sidewalk Tractor (Track)	5,700	D	3,884	\$ 154,500.00					
DPW - H	Q	106		2002	Trackless MTV	Sidewalk Tractor (Wheels)	5,360	D	939			\$ 162,100.00			
DPW - H	Q	107		2008	Camoplast SW4S	Sidewalk Tractor (Track)		D	427				\$ 178,300.00		
DPW - H	X	47	A	1994	Tarrant Highlander	Material Spreader							\$ 38,700.00		
DPW - H	Q	113		2008	Camoplast SW4S	Sidewalk Tractor (Track)		D	407					\$ 187,200.00	
DPW - H	X	14	A	1989	HI-Way E2020	Material Spreader								\$ 44,600.00	

**Capital Schedule
Schedule LS
Large Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ -	\$ 463,900.00	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
DPW - P	T	38		2007	IH 4300	50' Aerial Lift	35,000	D	17,057				\$ 172,600.00		
DPW - H	Z	182		2010	Elgin Crosswind	Vacuum Sweeper	33,000	D	3,535				\$ 291,300.00		

**Capital Schedule
Schedule CX
Construction Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ -	\$ 111,000.00	\$ 208,000.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
DPW - H	Z	134		2006	Wacker	Roller (Sidewalk)	3,000	G	524				\$ 17,000.00		
DPW - H	Z	76		2007	Bobcat A300	Skid Steer Ldr.	8,673	D	1,120				\$ 94,000.00		
DPW - H	Z	102		2008	John Deere 544J	Front End Loader	28,500	D	2,351					\$ 208,000.00	

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 387,000.00	\$ 482,700.00	\$ 561,700.00	\$ 344,400.00	\$ 347,300.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
DPW - P	T	65		2008	Ford F-350	4WD Pick-Up	10,600	D	41,393	\$ 51,900.00					
DPW - H	T	66		2007	Ford F-550	One Ton Dump Truck	17,950	D	46,749	\$ 78,300.00					
DPW - P	T	72		2007	Ford F-550	One Ton Dump Truck	17,950	D	42,106	\$ 78,400.00					
DPW - H	T	6		2000	IH S4900	Six Wheel Dump Truck	35,000	D	39,895	\$ 178,400.00					
DPW - P	T	50		2008	Ford F-150	4WD Pick-Up	6,800	G	26,110		\$ 54,500.00				
DPW - A	P	15		2008	Ford Taurus	Sedan		G	35,289		\$ 36,000.00				
DPW - P	T	41		2009	Ford F-350	4WD Pick-Up	10,600	G	31,863		\$ 56,600.00				
DPW - H	T	48		2008	Ford F-450	4WD Enclosed Utility Body	16,000	G	39,755		\$ 76,200.00				
DPW - P	T	73		2008	Ford F-350	One Ton Dump Truck	13,000	D	31,493		\$ 74,100.00				
DPW - H	T	7		2000	IH S4900	Six Wheel Dump Truck	35,000	D	36,613		\$ 185,300.00				
DPW - G	T	4		2006	Ford F -350	4WD Pick-Up	10,700	D	32,890			\$ 49,800.00			
DPW - H	P	52		2009	Ford Escape Hybrid	Utility Vehicle	4,880	H	19,250			\$ 42,800.00			
DPW - P	P	12		2009	Ford Escape Hybrid	Utility Vehicle	4,880	H	13,661			\$ 42,000.00			
DPW - G	T	2		2011	Ford F-150 XL	2WD Pick-Up Truck	6,700	G	3,792			\$ 30,300.00			
DPW - P	T	74		2008	Ford F-550	One Ton Dump Truck	17,950	D	31,201			\$ 77,300.00			
DPW - P	T	75		2008	Ford F-550	One Ton Dump Truck	17,950	D	24,235			\$ 77,300.00			
DPW - H	T	49		2002	Volvo VHD64B	Ten Wheel Dumpt Turck	60,332	D	88,184			\$ 242,200.00			
DPW - P	P	301		2009	Ford E-150	Van	8,250	G	27,507				\$ 28,100.00		
DPW - T	T	70		2009	Ford F-550	One Ton Dump Truck	17,950	D	21,013				\$ 81,100.00		
DPW - T	T	71		2009	Ford F-550	One Ton Dump Truck	17,950	D	20,430				\$ 81,100.00		
DPW - H	T	47		2002	IH S4900	Six Wheel Dump Truck	35,000	D	27,519				\$ 154,100.00		
DPW - E	P	44		2011	Ford Escape Hybrid	Utility Vehicle	4,720	H	5,673					\$ 46,700.00	
DPW - A	P	1		2011	Ford Escape Hybrid	Utility Vehicle	4,880	H	13,180					\$ 46,700.00	
DPW - H	T	32		2012	Ford F-350	4WD Pick-Up	11,100	D	780					\$ 66,700.00	
DPW - H	T	57		2012	Ford F-350	4WD Pick-Up	10,800	D	1,273					\$ 61,500.00	
DPW - H	T	55		2011	Ford F-550	One Ton Dump Truck	18,000	D	8,655					\$ 83,400.00	
DPW - E	P	46		2011	Ford Escape Hybrid	Utility Vehicle	4,720	H	6,876					\$ 42,300.00	

Department Capital Request CIP-DCR					
Title	100kW Portable Generator	Department	Public Facilities / Operations		
Parameters			YES	NO	NA
1.	Is this a stand-alone capital request?		X		
2.	Is this a multi-year capital replacement/upgrade request?			X	
3.	Is this a request in response to a documented public health or safety condition?			X	
4.	Is this a request in response to a Court, Federal, or State order?			X	
5.	Is this a request for a study or long range plan?			X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X	
7.	Is this a request to purchase specialty equipment?		X		
8.	Is this a request to purchase technology or wireless communication system?			X	
9.	Is this a request to purchase vehicles or other rolling stock?			X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X	
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?			X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X	
18.	Will the requested project increase the annual operating costs for ANY department?			X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?		X		
21.	Will additional permanent staff be required if the request is approved?			X	
22.	If the project is funded is the current operating budget sufficient to cover the operating costs of the requested project?			X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X	
24.	Does the request support activities to produce new revenue for the Town?			X	
25.	If the request is not funded will existing Town revenue sources be negatively impacted?			X	
26.	Have other non-capital investment options been explored before submitting this request?			X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X	
28.	If applicable, will the items being replaced be retained by the Town?				X
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X	
30.	Are there any appendix forms with this funding request?			X	

Department Capital Request CIP-DCR										
Title	100kW Portable Generator				Department	Public Facilities / Operations				
Useful Life	II	Primary Reason		7	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2014	61,250		Intangibles							
FY2015			Equipment	61,250						
FY2016			Design & Engineering							
FY2017			Construction Expenses							
FY2018			Other Expenses*							
Total	\$61,250		Total	\$ 61,250		Total		\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The Senior Center that is presently being constructed may be used during power outages for a gathering site for residents. This request is to provide a 100kW Portable Generator that can be temporarily installed at the Senior Center during such circumstances to ensure comfort and safety to those occupying the site. This site would be particularly useful to have as an emergency location for residents during the day time when schools are in session.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Department of Public Facilities – Core Fleet				Department	Public Facilities/ Operations				
Useful Life	II	Primary Reason		5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	33,600	Intangibles								
FY2015	30,400	Equipment		169,700						
FY2016	29,100	Design & Engineering								
FY2017	34,100	Construction Expenses								
FY2018	42,500	Other Expenses*								
Total	\$ 169,700	Total		\$ 169,700	Total			\$		
Attached Schedules	CF	X	CX		LS		SI		SS	
Description and Justification										
The request for FY 2014 is for the replacement of one vehicle currently within the Department's Fleet. The Department has structured its vehicle replacement program so that the Department will be replacing one vehicle each fiscal year. This request is for the replacement of a 2001 Ford F250 Pick-Up Truck with a cab that is primarily used by the Town's carpenter. The current vehicle has an odometer reading of over sixty thousand miles and is due for replacement as it is currently beyond its useful life. This vehicle was initially purchased in 2001.										
FY2014-FY2018 Version										

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 33,600.00	\$ 30,400.00	\$ 29,100.00	\$ 34,100.00	\$ 42,500.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
PFD	T	702		2001	Ford, F250	Carpenter Pick-Up with Cab	8,800	G	63,394	\$ 33,600.00					
PFD	Z	704		2005	Ford, E250	HVAC Tech Van	8,600	G	63,977		\$ 30,400.00				
PFD	Z	705		2006	Ford, E250	Delivery Van	8,600	G	26,431			\$ 29,100.00			
PFD	Z	706		2006	Ford, E250	Glazier Van	8,600	G	31,436				\$ 34,100.00		
PFD	Z	707		2008	Ford, E250	HVAC Tech Van	8,600	G	43,472					\$ 42,500.00	
PFD	Z	NEW			Ford E250	HVAC Tech Van		G							2019
PFD	Z	756		2010	Ford, F150	Director Truck									2020
PFD	Z	712		2011	Ford, E250	Plumber Van	8,600	G							2021
PFD	Z	700		2012	Ford, E250	Electrician Van	8,600	G							2022
PFD	T	703		2013	Ford, F450	Grounds Rack Truck	15,000	G							2023
PFD	Z	701R		1998	Ford E250	HVAC Tech Van									tbd
PFD	Z	709R		2002	Ford, F150	Craftworker Truck									tbd

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

Department Capital Request CIP-DCR										
Title	Van Replacement					Department	Human Services			
Useful Life		Primary Reason				Operating Budget Impact				
Requested Funding Years & Amounts	Column A	Costs Components		Column B		*Other Expenses	Column C			
FY2013		Intangibles								
FY2014		Equipment		\$75,605						
FY2015	\$75,605	Design & Engineering								
FY2016		Construction Expenses								
FY2017		Other Expenses*								
Total	\$ 75,605	Total		\$75,605	Total					
Attached Schedules										
	CF		CX		LS		SI		SS	
Description and Justification										
The Council on Aging wheelchair accessible van operates 5 days a week for predominantly local trips that require frequent stops which creates stress on the vehicle. The van has traveled approximately 10,000 miles per year since it went on the road in 2004. Input from industry professionals indicates that if the vehicle is well maintained it is possible that it could be useful for approximately eight years. Due to safety, reliability and maintenance concerns it had been projected that the present vehicle should have been replaced in fiscal year 2012, however in December 2010 the department applied for a grant through the Massachusetts Department of Transportation and was notified in June 2011 that we were selected to receive an award through the Mobility Assistance Program. Through this grant in June Of 2012 we received a 14 passenger wheelchair accessible Type C minibus with 20% of the cost being covered by the Friends of the Needham Elderly Inc. With the authorization by Town Meeting to build a new Senior Center, and the advent of an increased number of residents over 60 yrs old, it will be necessary to increase the transportation options both to the Center and to services throughout the town. As we continue to work with community partners that provide transportation to medical appointments and other destinations, we are being made aware of an increased need for this service as well. With this in mind we recommend purchasing a second small 14 passenger handicapped accessible bus for the above purposes in FY2015. In January of 2003 the Council on Aging distributed a transportation survey to the older residents of Needham. The responses indicated a need for more grocery shopping assistance. In August of that year we expanded our grocery shopping service to include assistance for home-bound elders and an additional goal for the program was to expand the program to include volunteers who could assist seniors with side by side assistance inside of the store. Food shopping is an important function of the department's transportation program. The van is utilized three days a week, morning and afternoon, to fulfill this need. Without this service the nutritional needs of these residents are at risk of not being met. In FY 12, 7778 rides were provided and 2,649 were utilized for our grocery program. We need to ensure that our capacity to address this need continues. We suggest that the van replacement should be similar to the 14 passenger, wheelchair equipped van we have just received. Due to the increase in the over 60 population, the concerns over energy prices, public awareness of and further commitment to "green" issues, as well as the continued parking issues in downtown areas, we recommend that this replacement would better meet our present and future needs.										

Department Capital Request CIP-DCR			
Title	Van Replacement	Department	Human Services
This would mean that even if transporting two passengers requiring a wheelchair, the vehicle could still transport 12 other passengers. When a twelve passenger vehicle is called upon to transport one person in a wheelchair only 8 passengers can be transported at the same time. Currently, our transportation program is being mostly funded through donations. The Town assists by paying for insurance, when possible gasoline, by providing some administrative support through paid staff, and absorbing some labor costs of maintaining our vehicle through our DPW (Department of Public Works). The Council on Aging believes that having the capability of having two vans on the road would be an asset to Town. The cost of the 2012 Van the Town acquired on a Grant and with the financial assistance from the Friends of the Needham Elderly (FONE) cost \$65,309 with the cost inflator of 5% per fiscal year the submittal cost for similar van is \$75,605. Attached is a copy of the invoice for the new grant and donations funded van for the COA. Conversations with the vendor #: VC6000180847 and applying the 5% future year cost inflator from FY2012 to FY2015 the recommend cost is \$75,605. The Council on Aging Transportation program works within a community context. Throughout the development and implementation of our Transportation Program we have been mindful of other Transportation Resources within our community. To this end we work with community partners such as, but not limited to, the Needham Community Council as well as a local taxi transportation service available. Additionally, we work with our local Aging Service Access Point (ASAP) Springwell who offers a Medical Escort Program which matches frail seniors with volunteers to drive and or accompany a person 60 or over who is unable to get to medical appointments. We also assist residents in applying for authorization to use "The RIDE" which is operated by the MBTA and provides medical and non-medical transportation to many destinations, including adult day health centers. The transportation service provided by the Needham Council on Aging addresses several areas referred to in the Coordinated Human Resource Public Transportation Plan. Specified in the Plan is the expectation of improving services for elderly individuals and people with disabilities as well as the idea that a community should strive to maximize service and minimize duplication. Since our van became operational we have provided on average 7000 rides per year which is done in concert with other service providers in our area. We believe that our performance underscores our ability to make transportation services to the elderly and disabled population more accessible and offers an alternative to those who might not meet the criteria for certain more restrictive options the require medical or cognitive justification for not driving their own vehicle. As stated, the Council on Aging works collaboratively within our area to ensure that our residents have options that help to increase their ability to travel to desired destinations in convenient and reliable ways that are also accessible and affordable. The Needham Council on Aging Transportation Program is a partner in meeting these goals to include the wish to reduce single-occupant transportation, where possible, to help relieve congestion and to promote a healthier environment. As part of the transportation system that currently exists in this area, we have been providing free transportation to and from the Senior Center as well as multiple grocery shopping trips weekly that help to promote health and wellness of our residents by assisting them in maintaining independence. Transportation continues to be a critical service in promoting the health and wellness of our citizens and our community. With increased capacity the Needham Council on Aging will be able to more fully support this need.			

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

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

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

Department Capital Request CIP-DCR										
Title	RTS Enterprise Fund Vehicles & Equipment				Department	Public Works-RTS				
Useful Life	I	Primary Reason		5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	532,300	Intangibles								
FY2015	200,500	Equipment		1,341,500						
FY2016	292,400	Design & Engineering								
FY2017	31,800	Construction Expenses								
FY2018	284,500	Other Expenses*								
Total	\$1,341,500	Total		\$1,341,500	Total			\$		
Attached Schedules	CF	X	CX	X	LS	X	SI		SS	
Description and Justification										
The RTS core fleet consists of one pick-up truck. The construction equipment request consists of a waste handler. The waste handler is a track unit used to move and crush trash around the facility. The waste handler will allow for the removal of metals, which can they be sold for revenue, prior to loading of trailers for disposal with Wheelabrator. The waste handler is also gentler on the tipping floor, allowing for a longer life cycle before the floor needs to be replaced. The large specialty equipment includes two roll-off trailers, a wood grinder, and a trommel screener. The roll-offs are used to move the trash and recycling materials around the RTS yard										
FY2014-FY2018 Version										

**Capital Schedule
Schedule LS
Large Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 218,100.00	\$ 200,500.00	\$ 292,400.00	\$ -	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
RTS	T	42		1999	Mack RD688S	Roll Off	62,060	D		\$ 218,100.00					
RTS	X	93		2004	MCB 512R	Trommel Screener	21,000	D			\$ 200,500.00				
RTS	Z	67		2004	Vermeer	Wood Grinder		D				\$ 292,400.00			

**Capital Schedule
Schedule CX
Construction Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 314,200.00	\$ -	\$ -	\$ -	\$ 284,500.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
RTS		105		1998	Catepillar 363B	Waste Handler		D		\$ 314,200.00					
RTS		104		2008	Case 821E	Front End Ldr.		D						\$ 284,500.00	

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ -	\$ 31,800.00	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
RTS	T	56		2010	Ford F-150	2WD Pick-Up	6,700	G	14,351				\$ 31,800.00		

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

Department Capital Request CIP-DCR										
Title	Sewer Enterprise Fund Vehicles & Equipment				Department	Public Works-Sewer				
Useful Life	I	Primary Reason		5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	47,900	Intangibles								
FY2015		Equipment		394,700						
FY2016	63,800	Design & Engineering								
FY2017	202,000	Construction Expenses								
FY2018	81,000	Other Expenses*								
Total	\$394,700	Total		\$394,700	Total			\$		
Attached Schedules	CF	X	CX		LS	X	SI		SS	
Description and Justification										
Core Fleet 2014 Replacement: #94 (2008) – 2WD pickup being replaced with a 4WD F250 with Utility Body; this is on a six year replacement cycle; this is a chaser vehicle for the snow program										
FY2014-FY2018 Version										

**Capital Schedule
Schedule SS
Small Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ 63,800.00	\$ -	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Sewer	X	New			TBD	Easement Jetter		D				\$ 63,800.00			

**Capital Schedule
Schedule LS
Large Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ -	\$ 202,000.00	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Sewer	T	837		2000	Catch Basin Cleaner	Catch Basin Cleaner	35,000	D	33,691				\$ 202,000.00		

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 47,900.00	\$ -	\$ -	\$ -	\$ 81,000.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Sewer		94		2008	Ford F-250	Utility Body 4WD	9,200	G	75,314	\$ 47,900.00					
Sewer		23		2011	Ford F-350	Cab & Chassis	13,300	G	13,581					\$ 81,000.00	

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

Department Capital Request CIP-DCR										
Title	Water Enterprise Fund Vehicles & Equipment				Department	Public Works-Water				
Useful Life	I	Primary Reason		V	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2014	57,300	Intangibles								
FY2015	15,000	Equipment		623,000						
FY2016	255,000	Design & Engineering								
FY2017	102,500	Construction Expenses								
FY2018	193,200	Other Expenses*								
Total	\$623,000	Total		\$623,000	Total		\$			
Attached Schedules	CF	X	CX	X	LS		SI		SS	X
Description and Justification										
Small Specialty Equipment 2014 Replacement #160 (2006) – Vac. Tech Trailer; this piece of equipment is currently inoperable and the controller is from a legacy system that would be cost prohibitive to repair										
FY2014-FY2018 Version										

**Capital Schedule
Schedule SS
Small Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 57,300.00	\$ 15,000.00	\$ -	\$ -	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Water		160				Vac. Tech Trailer				\$ 57,300.00					
Water		151	A	1989		Welder					\$ 15,000.00				

**Capital Schedule
Schedule CX
Construction Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ 94,200.00	\$ -	\$ 193,200.00	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Water		133		2001	John Deere 310SG	Backhoe Ldr.	16,500	D	5,875			\$ 94,200.00			
Water		115		2008	Mauldin 1350WS	Excavator		G						\$ 193,200.00	

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2014	FY2015	FY2016	FY2017	FY2018	Year
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ -	\$ -	\$ 160,800.00	\$ 102,500.00	\$ -	
D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane O = Other															
Water	T	24		2009	Ford F-150	Pick-Up Truck	6,700	G	37,184			\$ 30,300.00			
Water	P	22		2009	Ford F-450	Utility Body	16,500	G	42,516			\$ 57,700.00			
Water	P	20		2009	Ford Escape Hybrid	SUV	4,880	H	14,540			\$ 42,500.00			
Water	T	21		2010	Ford F-150	Pick-Up Truck	6,700	G	15,936			\$ 30,300.00			
Water	T	26		2011	Ford F-150 XL	Pick-Up Truck	7,050	G	19,372				\$ 32,100.00		
Water	T	27		2011	Ford F-150 XL	Pick-Up Truck	7,050	G	13,991				\$ 32,100.00		
Water	T	31		2011	Ford F-150 X	4WD Pick-Up	7,200	G	11,648				\$ 38,300.00		

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

Department Capital Request CIP-DCR										
Title	Underground Storage Tank Removal – Police Station				Department	Public Facilities - Operations				
Useful Life	V	Primary Reason		4	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2014	28,500		Intangibles							
FY2015			Equipment							
FY2016			Design & Engineering	10,500						
FY2017			Construction Expenses	18,000						
FY2018			Other Expenses*							
Total	\$28,500		Total	\$28,500		Total		\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
This request is for the Department of Public Facilities to remove the underground fuel storage tank at the Police Station in FY2014. It is intended that all public safety vehicles will be utilizing the fueling station at the Department of Public Works. This request includes potential clean up should there be any contamination.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Pollard Boiler Replacement				Department	Department of Public Facilities / Construction				
Useful Life	III	Primary Reason		4	Operating Budget Impact			B		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2013	55,000		Intangibles							
FY2014	462,277		Equipment							
FY2015	150,000		Design & Engineering	55,000						
FY2016			Construction Expenses	612,277						
FY2017			Other Expenses*							
Total	\$667,277		Total	\$ 667,277		Total		\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
This request is to replace the two (2) boilers in the back boiler room of the PollardMiddle School with three (3) high efficiency condensing boilers. Currently the building is designed to operate off of two (2) boiler rooms with two (2) boilers in each of those rooms. These boiler rooms are presently oversized, and there have been logistical problems with running the boilers in both of these rooms simultaneously. An inability to successfully run boilers in both rooms simultaneously does not allow for sufficient redundancy should any failure in one of these boilers occur. Upgrading the front boiler room with three (3) high efficiency boilers and removing the boilers in the back boiler room, will allow for the front boiler room to carry the heating load of the entire building without any of the problems currently being experienced from running the boilers at the same time. The current boilers are over twenty (20) years old, and are beginning to become problematic. Repairs in the winter of 2011/2012 will be necessary to keep the building running at a sufficient temperature. The new boilers will be designed for natural gas and will increase the energy efficiency of the heating systems at the Pollard. This project should be eligible for NStar energy efficiency rebates to offset the cost of buying a more efficient model. In FY 2015 the current oil tank at the Pollard will be scheduled for removal. This will reduce liability for the Town of having an underground storage tank for Fuel Oil #2 at this location.										

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

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

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

Department Capital Request CIP-DCR										
Title	NHS A Gym Upgrades				Department	Public Facilities / Operations				
Useful Life	III	Primary Reason		3	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014		Intangibles								
FY2015		Equipment		186,550						
FY2016		Design & Engineering		28,700						
FY2017	105,000	Construction Expenses		71,750						
FY2018	182,000	Other Expenses*								
Total	\$287,000	Total		\$287,000	Total			\$		
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
This request is to upgrade the NHS A Gym. The NHS A Gym was not part of the 2009 renovation. The bleachers are beyond their useful life and are being requested to be replaced in FY 2017. The bleachers that are currently at the High School are difficult to maintain and use, requiring frequent repair. The lighting is presently inadequate and this is being requested to be replaced in FY 2018. The ceiling is a drop ceiling and ceiling tiles are frequently damaged. This project would include both the replacement of the ceiling and the lighting. This gym is a high demand space for utilization by the community. There is potential for the Needham Booster Club and NHS Athletics to contribute to this project In the out years we have plans to replace the basketball winch mechanisms, replacing siding, and replacing the wood floors.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Pollard Blue & Green Gym Upgrades				Department	Public Facilities / Operations				
Useful Life	III	Primary Reason		3	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014		Intangibles								
FY2015		Equipment								
FY2016		Design & Engineering		100,000						
FY2017	58,500	Construction Expenses		398,500						
FY2018	440,000	Other Expenses*								
Total	\$498,500	Total		\$498,500	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The Pollard Gym was identified in the Feasibility Study conducted in 2011 as in need of upgrade and has additionally been identified by the Director of Athletics as in need of improvement. These improvements consist of replacing the present rubber flooring with another material that is specifically ideal for basketball use, upgrading lighting, and installing mats along the side of the gym for safety. In FY 2017 the lighting in the gym will be upgraded. Presently the lumens produced from the lighting in these gyms are not adequate to light the space. Additionally the new lighting will be more efficient than the existing lighting In FY 2018 this project would replace the flooring only in the Blue and Green Gyms. The present rubber flooring is not ideal for basketball use and this building is used frequently by both School and Community basketball groups based on its size. The rubber flooring would be replaced by a new type of rubber flooring that would have the same bounce as wood flooring for basketball use, but does not have the handicapped accessible issues that using wood flooring would present.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	DPW Boiler Replacement – 470 Dedham Ave				Department	Public Facilities / Operations				
Useful Life	III	Primary Reason		3	Operating Budget Impact			B		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2013			Intangibles							
FY2014			Equipment							
FY2015			Design & Engineering	30,000						
FY2016	360,500		Construction Expenses	330,500						
FY2017			Other Expenses*							
Total	\$360,500		Total	\$ 360,500		Total		\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The request to replace the DPW boiler with two (2) high efficiency condensing boilers is based on both the need for redundancy in the heating season and to improve energy efficiency. The boiler at the DPW was installed in the 1961 and is past its useful life. This piece of equipment has required a number of repairs in order to maintain it in working order. A new boiler will improve the energy efficiency of heating the DPW and installing two units will ensure that if one unit needs repair during the heating season the building will have sufficient heat to prevent the pipes from freezing. The new boiler will be designed for natural gas and will increase the energy efficiency of the heating systems at the DPW. This project should be eligible for NStar energy efficiency rebates to offset the cost of buying a more efficient model.										

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

Department Capital Request CIP-DCR										
Title	Energy Efficiency Upgrades				Department		Public Facilities / Operations			
Useful Life	I-V	Primary Reason		4	Operating Budget Impact			B		
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses		Column C		
FY2014	113,078		Intangibles							
FY2015	96,323		Equipment	54,043						
FY2016	125,560		Design & Engineering	81,065						
FY2017	205,472		Construction Expenses	405,325						
FY2018			Other Expenses*							
Total	\$ 540,433		Total	\$540,433		Total		\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The 2011 May Special Town Meeting approved Article 6 to fund an Engineering Study for Energy Upgrades. This study was conducted on 10 key buildings in August and September of 2011 and the results were issued in October of 2011. The results of this study illustrate that if the Town makes an initial investment in selected and recommended energy upgrades, the cost of these upgrades will pay for themselves within 10 years.										
In 2012 the department tackled some of the low cost items, most notably the installation of vendor misers on the vending machines throughout Town. This device powers down vending machines when no one is in the area, and then powers them back on when motion is detected.										
In 2013 the department intends to tackle additional low cost items as well as some more costly items at the Hillside and Mitchell in order maximize the life of those measures. These items include upgrading the exterior lighting in both buildings to more energy efficient lighting and tightening up the building envelope in both buildings. Design issues have prevented the department from addressing the insulation in the Mitchell Attic, as the solution to those issues would be more costly than the payoff of those improvements.										
In 2014 the department intends to tackle some of the more involved projects in the Eliot and Broadmeadow, which will upgrade the already modern buildings and improve their energy usage. Some of these items include retro commissioning the HVAC system in the Broadmeadow, installing motion sensors for the lighting in the Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR									
Title	Public Facilities Maintenance Program				Department	Public Facilities / Operations			
Useful Life	I	Primary Reason		5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2014	465,750	Intangibles							
FY2015	482,000	Equipment		250,125					
FY2016	499,000	Design & Engineering		375,188					
FY2017	516,500	Construction Expenses		1,875,937					
FY2018	538,000	Other Expenses*							
Total	\$2,501,250	Total		\$2,501,250	Total		\$		
Attached Schedules	CF		CX		LS		SI		SS
Description and Justification									
This warrant article covers annual necessary maintenance of public buildings throughout the town and school department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. In FY 13 this fund was used for flooring replacement at the Eliot, Library, Hillside, and Broadmeadow, asbestos abatement and stairwell flooring work at the Hillside, exterior painting at the Mitchell, motion sensor installation for lighting at the Pollard, duct cleaning at the NHS in the A & B buildings, wood floor refinishing in various school buildings, pump, exhaust fan, and oil containment work at the Hillside & Mitchell, window AC unit upgrade at the Hillside, installation of an awning at the Mitchell, LED exterior light conversion at the Newman, and xeriscaping at the Webster St entrance of NHS. FY 14 will have duct cleaning at the C & D Buildings of the High School. Asbestos Abatement at Hillside and Mitchell. Flooring replacement at Eliot and Broadmeadow. Xeriscaping at the High School. At the Hillside School work will be conducted to deal with flooding issues. At the Pollard School work to provide containment for fuel oil, create accessible routes to and from the building, and replace water fountains. With the natural gas line installation down Brookline St, and the replacement of the Pollard boilers, the Mitchell school will have the existing boilers converted to natural gas using remaining parts from the old Pollard boilers. FY 15 will have duct cleaning at High Rock School, Mitchell School, and Public Services Administration Building. Asbestos Abatement at Pollard School. Flooring replacement at Eliot. Xeriscaping at the High School. Pollard School makes minor adjustments to site configuration for improved site circulation. FY 16 will have duct cleaning at the Pollard School, Fire Station #2, and Broadmeadow School. Xeriscaping at the High School. Asbestos Abatement at Pollard. Flooring replacement at Pollard. FY 17 will have duct cleaning at the Hillside School, Public Safety Building, Library, and Eliot. Flooring replacement at Pollard. Xeriscaping at the High School. FY 18 will have duct cleaning at the Newman and Town Hall.									

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

Department Capital Request CIP-DCR									
Title	Athletic Facility Improvements				Department	Public Works/Park & Recreation			
Useful Life	III	Primary Reason		5	Operating Budget Impact			D	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2014	158,000	Intangibles							
FY2015	1,475,200	Equipment							
FY2016	193,000	Design & Engineering		188,000					
FY2017	275,000	Construction Expenses		2,263,200					
FY2018	350,000	Other Expenses*							
Total	\$2,451,200	Total		\$2,451,200	Total		\$		
Attached Schedules		CF		CX		LS		SI	SS
Description and Justification									
The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new or total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for multi-use fields and ball diamonds. <u>FY 2014</u> - Newman School athletic fields renovation. Engineering: \$158,000 <u>FY 2015</u> - Total renovation of the athletic fields behind the Newman School. This would include diamonds #1 and #2 and the multi-use field. The reconstruction would involve elevating the level of the fields, the addition of drainage, new irrigation, fencing and player benches etc. Newman fields are currently at the water table, resulting in an inability to use the fields for the majority of playing seasons, in the spring or the fall. This has resulted in overuse of other fields, making the Newman fields available during the spring and fall sports seasons will benefit sports organizations and improve conditions and playability on the other fields. Construction: \$1,475,200 <i>Anticipated increase to the operating budget: \$33,000/yr. (\$20,000/yr. for fert., seed & plant protectants; approximately \$4,000/acre, \$11,000/yr. for topdressing and all other cultural practices; approximately \$2,200/acre)</i> <u>FY 2016</u> Strip, Amend soil and re-sod both Conroy and Memorial field: \$193,000 <u>FY 2017</u> - Cricket Field – Drainage, and field renovation for Field #2, irrigation renovation for both fields Engineering: \$30,000									

Department Capital Request CIP-DCR			
Title	Athletic Facility Improvements	Department	Public Works/Park & Recreation
Design and Construction: \$245,000			
<u>2018</u>			
Claxton Field – Upgrade field lighting system to more energy efficient lights: \$350,000			
<u>ADDITIONAL FUTURE PROJECTS:</u>			
• Avery Field – improved parking (DPW road project), irrigation & bubbler • Broadmeadow School Diamond #1 – install grass infield and irrigation adjustment, drainage for diamond #2 • DeFazio Complex – renovation of parking lot, walking path with protective netting to DeFazio #1 • High Rock Fields– new backstop, player benches, perimeter fencing • Perry Park – new backstop, player benches, player fencing			
<u>Construction of new athletic fields (locations - TBD)</u>			
FY2014-FY2018 Version			

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

Department Capital Request CIP-DCR										
Title	Mills Field Improvements				Department	Public Works/Park and Recreation				
Useful Life	IV	Primary Reason		1	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2013		Intangibles								
FY2014	40,000	Equipment								
FY2015	202,750	Design & Engineering		40,000						
FY2016		Construction Expenses		202,750						
FY2017		Other Expenses*								
Total	\$242,750	Total		\$242,750	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
Mills Field has been the location of several park improvements in the past four years including renovated tennis courts, new playground equipment, addition of high barrier fence between baseball diamond and tennis courts, and replacement of backstop and outfield fencing. Fencing around the playground area has been replaced. The purpose of this project is to provide safety and aesthetic renovations to the park. (a) create new parking areas at circular drive (24 spaces) and along Hampton Avenue (10-12 spaces); (b) add asphalt overlay to basketball court, stripe, and replace poles and backboards; (c) replace picnic tables and grills; and (d) add Xeriscape gardening in appropriate locations. Additionally, the ball field would also be stripped and sodded. The breakdown for this is \$22,750, (.65 for 33,000 sq. ft.) Park and Recreation has worked with DPW to develop this scope of work.										

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

Department Capital Request CIP-DCR									
Title	Cricket Field Building Renovations				Department	Park and Recreation			
Useful Life	IV	Primary Reason		1	Operating Budget Impact			A	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2014		Intangibles							
FY2015	\$415,000	Equipment							
FY2016	\$450,000	Design & Engineering		\$173,000					
FY2017		Construction Expenses		\$692,000					
FY2018		Other Expenses*							
Total	\$ 865,000	Total		\$ 865,000	Total		\$		
Attached Schedules	CF		CX		LS		SI		SS
Description and Justification									
Park and Recreation completed a feasibility study of the Cricket Field building with PPBC in March 2012. The study looked at (1) renovation of the building for current uses; (2) renovation of the building for year-round use; (3) construction of new building at same location; (4) construction of new building elsewhere on site. The final recommendations gave a range for renovation and a modular building at a different location at the park. For the renovation, code upgrades, including ADA, are included. Extensive work on the grounds is also required for accessibility. Option 1 is used for the request, which is an update of the current layout for seasonal use only. Option 1A reduces some of the changes of the layout, for an estimate of \$611,000. A new modular building would be in a similar price range as Option 1. The design costs would also include a survey that is required for a building permit. The estimate was created in 2012, with a 10% contingency. It is recommended to escalate the estimate by 5% annually, or review if a significant period of time passes. The design/engineering costs were based on 20% of total project estimate. The building is currently used for (a) Park and Recreation summer program; (b) Needham High Girls Soccer and Girls Lacrosse; (c) storage for Park and Recreation programs; and (d) storage for DPW Parks and Forestry. It is hoped that the building could be utilized for these purposes, and that public restrooms for those using the playgrounds or athletic fields would be available. The chosen option would also create an accessible building, and site work would add appropriate accessible parking. Approval of a new septic system as opposed to a sewer system would help reduce the cost of construction. The 1964 wood structure building is approximately 1,250 square feet. Without renovations, it will become more difficult to use it for the summer program, which would also be a loss of revenue as it isn't likely another site in Town would be available to accommodate the program. Donations have been made for other projects at the park, totaling about \$200,000. Those projects include the rebuilding of the athletic fields, addition of new playground equipment, and a bubbler and garden with park benches.									
FY2014-FY2018 Version									

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

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

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

Department Capital Request CIP-DCR										
Title	Public Works Infrastructure Program					Department	Public Works			
Useful Life	3	Primary Reason			5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2014	1,408,000		Intangibles							
FY2015	796,400		Equipment							
FY2016	1,450,000		Design & Engineering		245,400					
FY2017	1,273,000		Construction Expenses		6,512,000					
FY2018	1,830,000		Other Expenses*							
Total	\$6,757,400		Total		6,757,400		Total		\$	
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
Street Resurfacing: This program is essential to improve the structural and surface integrity of the Town’s 123 linear miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs. Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb usually placed with the paving operation better defines the edge of road, improves drainage and protects the shoulder from erosion. The requested street resurfacing funding in FY14 is \$456,000, FY15 is \$200,000, FY16 is \$320,000, FY17 is \$400,000, and FY18 is \$600,000. The average useful life for asphalt paving is 15 years; the proposed 5 year capital request is \$1,976,000. Roads to be considered, but not yet prioritized: Traffic Signal & Intersection Improvements: The costs are estimated by Engineering and require conceptual scope of work for project level costs that have not yet been determined. This program will fund Traffic Signal Improvements & Intersection Improvements and new traffic signal installations where none currently exist. FY14 – Forest Street @ Central Avenue, Construction - \$300,000 FY15 - Highland Avenue @ West Street, Engineering & Design - \$115,000 FY16 – Highland Avenue @ West Street, Construction - \$455,000 FY17 – Great Plain Avenue @ Greendale Avenue, this intersection has been identified as requiring intersection improvements and potentially the										

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
replacement of traffic signals, Engineering & Design - \$99,000 FY18 – Great Plain Avenue @ Greendale Avenue, Construction - \$580,000 The average useful life is 25 years; the proposed 5 year capital request is \$1,549,000 Out Years – Dedham Ave Combined Sidewalk Program: This Program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair. Fiscal year 2012 contract pricing to reconstruct one mile of asphalt sidewalk including handicapped ramps is \$200,000 per mile (\$38/lf). Contract pricing to install a mile of granite curb with minor drainage improvements is \$237,000 per mile (\$45/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments. The requested Combined Sidewalk Program funding in FY14 is \$552,000, FY15 is \$450,000, FY16 is \$575,000, FY17 is \$500,000, and FY18 is \$550,000. The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$2,627,000. Storm Drain Capacity Improvements: This program provides funding to improve roadway drainage capacity. The March 2002 Stormwater Master Plan, identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. The funding request also includes but is not limited to the installation of additional storm drains and to replace, increase capacity and extend storm drains on Manning Street, Hoover Road, Concord Road and Burnside Road. Since the issuance of this report numerous multi-unit developments have been built or planned in the Town of Needham. These developments incorporate new roads with drainage structures and roof or sump connections which are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and causes flooding in some areas. FY14 - No Funding requested FY15 – Taylor Street / Central Avenue – Engineering \$31,400 FY16 - No Funding requested FY17 – Taylor Street / Central Avenue – Construction \$174,000 FY18 – No Funding requested			

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
The average useful life is 60 years; the proposed 5 year capital request is \$205,400. Future Areas to be considered, but not yet prioritized: - Carey Road (area 2) – Engineering \$42,800 - Carey Road (area 2) – Construction \$156,800 - Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Eng. 41,800 - Lower Hunnewell Drainage improvements Eng. & Construction 305,000 - Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Construction - Concord St., Greendale Ave., Woodbine Cir. System (Area 4) – Eng. 100,000 - Oak St. (Area 8), Mackintosh Ave. (Areas 3 & 7), Oxbow Rd. (Area 9), West St. (Area 11) - Fairfield St., Elmwood Rd. (Area 5) Brooks and Culverts – Repair and Maintenance: The severe storms of October 1996, June 1998, June 2006, July 2008 and March 2010 have resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The conditions observed were significant. The DPW has developed a repair and maintenance program which is a combination of contracted work and use of town forces. It is the intention of the DPW to expend Capital Funds to address the issue of flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms for many years. Prior funding has funded cleaning and debris removal. Flooding in March 2010 has caused the failure of retaining walls, loss of soils behind the walls, and brooks have become silted allowing the overgrowth of vegetation that has impacted the level of the water flows. This neglect has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain. Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brook and culverts to avoid fines from the EPA. FY14 – Continued wall repair along Rosemary Brook – Construction \$100,000. FY15 - No Funding requested. FY16 - Continued wall repair along Rosemary Brook – Construction \$100,000. FY17 – Wall repairs at various locations to be determined – Construction \$100,000. FY18 – Culvert at Meadowbrook Rd – Construction \$100,000 The annual funding request is \$100,000			

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
Future Projects include, but are not limited to, the following locations: - Winding River - Locust Lane - Fuller Brook - Oxbow Road - Webster & Howland Streets - Brookside Road & Forest Street - Chestnut Street & Carriage Lane - Emerson Place - Pennsylvania Avenue - Elder Road - Meredith Circle Prior projects funded include: - Cleaning of Hurd Brook and culverts, from Central Avenue to the Wellesley line and a portion of Alder Brook. - FY09 - Brook cleaning from Chestnut Street to Maple Street was completed - FY11 - MBTA culvert replacement - FY12 - Rosemary Brook at Mallard Road, Perry Gorge - FY13 - Portion of Rosemary Brook			
FY2014-FY2018 Version			

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

Department Capital Request CIP-DCR													
Title	Trail Improvement Project – Needham Reservoir					Department	Conservation / Park & Recreation						
Useful Life	V		Primary Reason		1	Operating Budget Impact				C			
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses			Column C			
FY2014	65,000		Intangibles										
FY2015	140,000		Equipment										
FY2016			Design & Engineering		65,000								
FY2017			Construction Expenses		140,000								
FY2018			Other Expenses*										
Total	\$ 205,000		Total		\$ 205,000		Total			\$			
Attached Schedules		CF		CX		LS		SI		SS			
Description and Justification													
This request is for the design and permitting of a handicap accessible perimeter trail (with boardwalks) around the Needham Reservoir. The development of an accessible trail around one of the Town's important amenities – the Needham Reservoir – was a key priority identified in the Town's Trail Master Plan. The proposal dovetails nicely with the construction of the Public Services Administration Building and the associated improvements to the parcel on Dedham Avenue. Furthermore, as Needham does not currently have a handicapped accessible trail, this project would also provide a unique recreational opportunity for those with mobility problems. In addition, a fishing dock that is accessible would be installed. Because the work falls within the permitting jurisdiction of the Conservation Commission, it will be necessary to design and permit the project prior to construction (survey plan, wetland delineation, trail/boardwalk design, Notice of Intent, potential need to develop a mitigation plan, etc.). While there is potential to obtain grant money to assist in building the trail, such funds are typically not available for pre-construction activities. The estimated cost has been reviewed in September 2012 by the consultants who provided the original estimate in the Trails Master Plan, and the fishing dock estimate was added into the trail project. The estimated construction costs are also preliminary and presume that the project would be executed by a private contractor. In 1890, the Town of Needham acquired the property including and surrounding the Needham Reservoir for water supply purposes. Groundwater extraction wells operated on the property until the 1940's and the reservoir was decommissioned as a water supply source in 1995. The property is under the jurisdiction of the Board of Selectmen and the water supply use has not changed since the property was purchased. What has changed is that pedestrian use of the property – primarily by nearby residents and by employees from the abutting Department of Public Works – has increased. While an ad hoc, dirt road (constructed decades ago to provide access to the wells) exists along the northern edge of the reservoir, the road is eroding in places and is impassible during wet conditions in others. The remainder of the reservoir perimeter (beyond the last well) is used less frequently; however, those who do walk the southerly portion of the property have blazed their own, inconsistent routes through and over existing shrubs and herbaceous plants in an effort to keep their feet dry. Additionally, some direct abutters to the property have constructed their own "paths" directly to the water's edge.													

Department Capital Request CIP-DCR			
Title	Trail Improvement Project – Needham Reservoir	Department	Conservation / Park & Recreation
The primary purpose of designing and subsequently constructing a formal trail system at this location is to preserve the sensitive wetland system that surrounds the reservoir. In order to protect the functions and values of this area (including but not limited to wildlife habitat, storm damage prevention, and pollution prevention) it is necessary to keep pedestrians – who cannot reasonably be excluded from using this property – to a predefined and appropriate space. Creating a functional, dry and obvious trail around the reservoir will address the haphazard and detrimental routes that are developing and will discourage encroachment into the vegetated portions of the property. Furthermore, replacing the outdated access drive with a solid, non-erodible surface will decrease the potential sediment loads to both the surrounding wetlands and the reservoir.			
FY2014-FY2018 Version			

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

Department Capital Request CIP-DCR										
Title	Trail Improvement Project – Newman Eastman Conservation				Department	Conservation / Park & Recreation				
Useful Life	V	Primary Reason		1	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	\$90,000	Intangibles								
FY2015	\$210,000	Equipment								
FY2016		Design & Engineering		\$90,000						
FY2017		Construction Expenses		\$210,000						
FY2018		Other Expenses*								
Total	\$ 300,000	Total		\$ 300,000	Total			\$		
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
The Trails Master Plan has outlined several projects, and this is the second major improvement project that is being moved forward for funding. The trail system in the Eastman Conservation land behind the Newman School is utilized as part of the curriculum of the Needham Public Schools and its Science Center. It is hoped that this project could be coordinated with a project that is proposed by the Department of Public Works to improve the athletic fields at the Newman School. As the legislation requirements have changed, this project is now eligible for CPA funding. The estimate was reviewed in September 2012 by the Trails Master Plan consultant. Design and permitting estimates also include assistance from a structural engineer for bridges and walkways within the wetland areas. With the recent purchase of the Carol/Brewster properties, the trail built on those properties will now be able to be officially connected with those in the Eastman Conservation area.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Trail Improvement Project – Ridge Hill Loop				Department	Conservation				
Useful Life	V	Primary Reason		1	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014		Intangibles								
FY2015	20,000	Equipment								
FY2016	50,000	Design & Engineering		20,000						
FY2017		Construction Expenses		50,000						
FY2018		Other Expenses*								
Total	\$ 70,000	Total		\$ 70,000	Total			\$		
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
The Trails Master Plan has outlined several projects, and this is the third major improvement project that is being moved forward for funding. This is a high priority project for the Conservation Commission. The proposed Ridge Hill Loop would be located in the north-westernmost portion of Ridge Hill Reservation and would create a large turn-around for the northernmost extension of the Esker Trail. Currently, the maintained portion of the Esker Trail ends at a three-way fork with two branching trails terminating at abutting private properties. The Ridge Hill loop would connect the two branching trails which will be imperative for the future use and expansion of this trail system. The trail would require significant vegetation removal along with one intermittent stream bridge crossing. The proposed Ridge Hill Loop trail is a high priority for the new trails to connect the circuit at the end of the Esker Trail and will provide better passive recreational opportunities for Ridge Hill users. With the recent regulation changes to the Community Preservation Act (CPA), this project is eligible for CPA funding. This estimated cost of the project design and construction is based on preliminary conversations with environmental consultants.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Trail Improvement Project – Rosemary Camp Property				Department	Park & Recreation				
Useful Life	V	Primary Reason		1	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C			
FY2014		Intangibles								
FY2015		Equipment								
FY2016	\$8,000	Design & Engineering		\$68,000						
FY2017	\$60,000	Construction Expenses		\$85,000						
FY2018	\$85,000	Other Expenses*								
Total	\$ 153,000	Total		\$ 153,000	Total		\$			
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The Trails Master Plan has outlined several projects, and this is one of the major improvement projects that is being moved forward for funding. The trail system that begins in the parking lot at Rosemary Pool and extends through the camp property and over to Nehoiden Street is used on a daily basis by residents in the area. The beginning section is the most urgent need for restoration, but there are other areas of concern, particularly along the steep stretch adjacent to the lake. Some projects would be completed by volunteers, so that only the large construction projects will need to be performed by a contractor. Under the revised legislation, this project is now eligible for CPA funding. The estimate was reviewed with the Trails Master Plan consultant, and a pre-feasibility study was added to insure that the original trail and any other options have been fully vetted. Permitting costs are included in the design phase. Park and Recreation is studying the future of the Rosemary Pool complex, so this project would be coordinated with any future renovations at Rosemary Lake and Pool. The Pool Complex was partially funded with federal Land and Water Conservation funds, and access to the property for residents is an important component to the rules related to funding.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Drain System Improvements – Water Quality (EPA)				Department	Public Works - Drains				
Useful Life	V	Primary Reason			2	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2014	71,000		Intangibles							
FY2015	76,000		Equipment							
FY2016	114,000		Design & Engineering		299,000					
FY2017	2,000,000		Construction Expenses		2,076,000					
FY2018	114,000		Other Expenses*							
Total	\$2,375,000		Total		\$2,375,000		Total		\$	
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
In 1995, the DPW was under order from the EPA to embark on a stormwater discharge investigation for all illicit discharges to the Charles River. Illicit discharges identified in this investigation were pursued and improvements undertaken to eliminate them in 1996 and 1997. This investigation resulted in the Town entering into a Memorandum of Understanding (MOU) with the EPA to commence a Town-wide investigation and to the development of a Stormwater Master Plan. This Master Plan was completed in 2002. Incorporated into this Stormwater Master Plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged to the Charles River in Needham. Further investigation and sampling continues year to year. When the 2003 EPA NPDES Stormwater Discharge Permit took effect, it incorporated several requirements identified in the MOU. There were a number of projects proposed to manage stormwater quality effectively. The second permit to be issued by the EPA is overdue and is expected in the current fiscal year. Past projects completed to improve stormwater discharge with a variety of methods are • Town Library • High School • Chestnut Street Reconstruction • High Rock School • Lake Drive Design completed, awaiting construction • DPW Drainage improvements • Sportsmen's Pond/Rosemary Glen FY14 – Water Shed Management Plan \$71,000 FY15 - DPW Facility SWMP, Construction \$76,000										

Department Capital Request CIP-DCR			
Title	Drain System Improvements – Water Quality (EPA)	Department	Public Works - Drains
FY16 – Rosemary Lake Sediment Removal – Engineering & Design \$114,000 The DPW is investigating whether the Rosemary project is eligible for Community Preservation funding. FY17 – Rosemary Lake Sediment Removal – Construction \$1,000,000 to \$2,000,000 FY18 - Sportsmen’s Pond/Rosemary Glen - Engineering & Design \$114,000 FY19 - Sportsmen’s Pond/Rosemary Glen - Construction \$621,000			
FY2014-FY2018 Version			

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

Department Capital Request CIP-DCR										
Title	Sewer System Inflow & Infiltration Removal				Department	Public Works-Sewer				
Useful Life	V	Primary Reason		2	Operating Budget Impact			N/A		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	600,000	Intangibles								
FY2015		Equipment		300,000						
FY2016		Design & Engineering		300,000						
FY2017		Construction Expenses								
FY2018		Other Expenses*								
Total	\$600,000	Total		\$600,000	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
This request is for a master study of Infiltration and Inflow (I/I) in the existing sewer system. The Town of Needham, along with numerous other communities, is under Administrative Orders from the DEP to identify and remove Infiltration and Inflow (I/I) in existing sewer systems. The current studies that the Sewer Division is using to identify areas of work are presently outdated. These last study was conducted over twenty years ago. I/I analysis was conducted in 1985 & 1989 and there was a Sewer System Evaluation Survey conducted in 1991. The purpose of these studies is to identify the areas of the collection system that were contributing high volumes of I/I into the system. On the basis of volumes of flow and knowledge of local sewer system overflows (SSO) or basement flooding, an order of priority has been established to determine the scheduling of the engineering, design and remediation work. The highest priorities relate to locations of known surcharging with sewage overflow or release or basement flooding. The remediation proceeds in stages starting with the preliminary engineering, followed by the rehabilitation design and concluding with the rehabilitation construction. The components of the first phase of the study to which funds were appropriated in FY13 include engineering (\$240,000), permanent and portable flow meter installation (\$210,000), and rented flow meters (\$100,000). The components of the second phase will include engineering (\$100,000) and closed circuit TV services (\$500,000) to be conducted in FY14. Infiltration is defined as groundwater or storm water runoff that enters the system thru deteriorated pipe or manhole structures that by definition need to be repaired. Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. The inflow removal program is being presented separately from the infiltration removal program. Much of this work could address inflow to include extending or expanding the storm drain system to accept groundwater from household sump pumps. Needham's most significant problem is believed to be from these private sources. The program will initiate with an education and information campaign to inform and prepare the homeowners as to the nature of the problem. The cost impacts to the community, the legal implications, the likely solutions and the responsibilities of the homeowner and the potential enforcement actions by the Town, the MWRA, the DEP and the										

Department Capital Request CIP-DCR			
Title	Sewer System Inflow & Infiltration Removal	Department	Public Works-Sewer
EPA will need to be communicated. The preliminary engineering will likely take the form of smoke testing and flooded dye testing to determine any direct or indirect interconnections between the sewer and the storm drain system. It also includes a door-to-door investigation of households to determine where violations are occurring. Typical violations include, but are not limited to, sump pumps or open clean-outs where non-sanitary flow is discharging directly to the sewer system as well as foundation drains, yard drains, roof leaders and other cross connections <u>Proposed Funded Areas</u> FY 14 – Phase II I/I Townwide System Master Plan 600,000 FY 15 – FY18 Area Determined by Study Beginning in FY 1996, the MWRA assessment included a component that reflects the volume of wastewater discharged. The total I/I (Inflow/Infiltration) has been measured to be as much as 60% of Needham's total sewage flow. Normal daily sewage volume is approximately 3.0 million gallons per day (mgd); the wastewater flow can exceed a rate of 15.0 mgd. These spikes are attributable to the <i>Inflow</i> component and can total as much as 300 mgd annually in a typical rainfall year. The remaining 75% is flow that occurs throughout the year as <i>Infiltration</i> and can approach 1 billion gallons per year. This is approximately 25% of the total I/I in the system. <u>Cost Benefits of Program:</u> 1) Failure to do any mitigation in any of the MWRA communities will cause the overall costs for all participating communities to increase. 2) The failure of the Town of Needham to address it's I/I while neighboring communities reduce there's will increase the percentage of the cost to Needham. 3) When Needham decreases its I/I the same or better than other participating communities its percentage of cost will stay the same or decrease. 4) The overall cost to operate the MWRA sewer system tends to increase. The portion of the cost attributed to Needham decreases in percentage but increases in total dollars. 5) The Town must keep up with its I/I mitigation in order to avoid disproportionate increases in cost and to comply with the MassDEP's administrative order.			
FY2014-FY2018 Version			

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

Department Capital Request CIP-DCR										
Title	Sewer Alarm System Upgrade				Department	Public Works-Sewer				
Useful Life	III	Primary Reason		4	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014		Intangibles								
FY2015	258,000	Equipment								
FY2016		Design & Engineering								
FY2017		Construction Expenses		258,000						
FY2018		Other Expenses*								
Total	\$ 258,000	Total		\$258,000	Total			\$		
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
The Sewer Alarm system upgrade includes the implementation of a SCADA system. SCADA is an acronym that stands for Supervisory Control and Data Acquisition (SCADA). The Town's Sewer SCADA system will collect data from various sensors from all of the sewer lift stations through out the system. The data will then be sent to a central computer which efficiently manages and controls the operations of the entire Sewer Collection System. A request for the funding a study for the sewer alarm upgrade was approved at the May 2012 Annual Town Meeting and was completed in the Fall of 2012. The FY15 cost estimate is for the implementation of the new SCADA system once a design is in place. This proposal also includes a power management system to reduce energy costs of operating the pump stations.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Sewer Pump Station Improvements/Replacement					Department		Public Works-Sewer		
Useful Life	V	Primary Reason			4	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C	
FY2014			Intangibles							
FY2015	602,400		Equipment							
FY2016	2,828,000		Design & Engineering		479,200					
FY2017	345,000		Construction Expenses		3,646,200					
FY2018	350,000		Other Expenses*							
Total	\$4,125,400		Total		\$4,125,400		Total			
Attached Schedules			CF		CX		LS		SI	SS
Description and Justification										
As part of the Wastewater System Master Plan, several of the wastewater pumping stations were evaluated to assess their physical condition, capacity, evaluate current and future flow projections. The Master Plan recommended that at least 7 of the 10 stations be upgraded. These included major improvements and replacement of the Reservoir St. "B" Station (this is the 2nd oldest station in the system). The station has been designed and construction began in the Spring of 2012. The Kendrick St. Station had been renovated to accommodate some of the initial redevelopment currently underway in the New England business district and the 350 residential units at 300 Second Avenue (Charles River Landing) tributary to this station. The West Street Station was completed 2000. The Great Plain Avenue Station was completed in 2010. Canister pump stations at Lake Drive, Cooks Bridge (Milo Circle), Warren Street and Reservoir "A" are each either at or beyond their design life. Constant maintenance and emergency shutoffs occur more frequently and require greater amounts of personnel time and emergency funds to keep running. Alden Road Pump Station was originally constructed in the mid- 1950's as a pneumatic ejection station, converted in the 70's a built in place wet well/dry well type station with vertical flooded suction sewage pumps. There are no alarms with the exception of a local red light alarm for high wet well level. The pumps outdated electrical control panels are located below grade level adjacent to the pumps which if flooded poses a severe threat to personnel as well equipment. The station has heat, but no dehumidifier or ventilation. Problems have also occurred with roots and rags clogging pumps.										
FY14 No Funding Requested										
FY15 Cooks Bridge - Engineering & Design \$280,700										

Department Capital Request CIP-DCR			
Title	Sewer Pump Station Improvements/Replacement	Department	Public Works-Sewer
	Reservoir St. "A" – Engineering, Design & Construction		\$321,700
FY16	Cooks Bridge - Construction		\$2,828,000
FY17	Lake Drive – Engineering, Design & Construction		\$345,000
FY18	Alden Rd – Engineering, Design, & Construction		\$350,000
FY2014-FY2018 Version			

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

Department Capital Request CIP-DCR										
Title	Sewer Service Connections				Department	Public Works-Sewer				
Useful Life	V	Primary Reason		4	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	0	Intangibles								
FY2015	50,000	Equipment								
FY2016	50,000	Design & Engineering								
FY2017	50,000	Construction Expenses		200,000						
FY2018	50,000	Other Expenses*								
Total	\$200,000	Total		\$200,000	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
There are 122 homes with access to sewer that are not connected to the Sewer System, because they have chosen not to. The purpose of this request is to provide the lateral sewer line from the sewer main to the property line so that the homeowner can connect should they choose to or should their septic system fail. The lateral sewer line is to be added prior (at least one year) to a road reconstruction/paving project. The cost for these service installations are typically not included in road construction estimates. In the case of Chapter 90 Projects, these are not considered as a reimbursement eligible expense. These expenses are included in local road reconstruction estimates. There is a corresponding request for water service connections.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR									
Title	14 inch Water Main Replacement				Department	Public Works-Water			
Useful Life	V	Primary Reason		3,5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2014		Intangibles							
FY2015		Equipment							
FY2016		Design & Engineering		400,000					
FY2017		Construction Expenses							
FY2018	400,000	Other Expenses*							
Total	\$400,000	Total		\$400,000	Total				
Attached Schedules		CF		CX		LS		SI	SS
Description and Justification									
This request is to replace a total of 11,500 linear feet of 14" water main. The existing water line dates from 1936-1939 and is cast iron with bitumastic or coal tar liner. The water quality in areas serviced by this line is a concern as the lining of these pipes breaks down over time causing discoloration in the water. In 2008, the Town began addressing areas served by this type of piping which at the time was approximately 19,000 linear feet extending from Charles River Street, to Pine Street, to Central Avenue, to Marked Tree Road and a section between Oak Street and Chestnut Street, to School Street. In 2008, the 14" water main was relined from the Charles River Water Treatment Facility to Grove Street. In 2010, the second phase of this project replaced the 14" water main with a new 16" water main extending from Grove Street to Central Avenue. This project includes replacing the pipe and reconstructing the road. FY 2018 Funding is proposed for the design of the remaining 11,500 linear feet of water main to be replaced from the intersection of Pine Street and Central Avenue to the intersection of School Street and Chestnut Street. Engineering and Design: \$400,000 FY 2020 Funding is proposed for the construction of the remaining water main. Construction: \$4,000,000 SRF Funding may be available for this project and Public Works will submit an application to complete the project.									
FY2014-FY2018 Version									

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

Department Capital Request CIP-DCR										
Title	Filter Media Replacement				Department	Public Works-Water				
Useful Life	I	Primary Reason		5	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	75,000	Intangibles								
FY2015	78,000	Equipment								
FY2016	81,120	Design & Engineering								
FY2017		Construction Expenses		321,859						
FY2018	87,739	Other Expenses*								
Total	\$321,859	Total		\$321,859	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The filter media (greensand) is used for manganese removal at the Charles River Water Treatment Facility. This is the second year of the program that is intended to establish a five year replacement cycle for the replacement of the filter media, with a new synthetic product called Greensand Plus, a substitute for natural greensand. Greensand Plus is promoted as being able to withstand wider variations in operating conditions and therefore may reduce the frequency of media replacement. The cost savings would be less than \$5,000 per year.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Fire Flow Improvements				Department	Public Works-Water				
Useful Life	V	Primary Reason		4	Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	0	Intangibles								
FY2015	100,000	Equipment								
FY2016	470,250	Design & Engineering		570,250						
FY2017	2,090,000	Construction Expenses		2,090,000						
FY2018		Other Expenses*								
Total	\$2,660,250	Total		\$2,660,250	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
The Water System Master Plan has identified a category of improvements for high priority action: A fire flow adequacy analysis was conducted under maximum daily demand that determined the system is unable to meet the minimum 20 pounds per square inch of pressure (psi) in the higher elevations of Town: Tower Hill and Birds Hill Areas. This may create the potential for problems with the pressure needed for fire protection in higher elevation areas during high demand. In order to meet the minimum 20 psi, the DPW is requesting funding for a feasibility study and engineering cost analysis to analyze and propose a cost-effective solution to the low pressure areas. The goal is to create a high pressure zone in those two areas, potentially supplied by water booster stations. FY15 - Bird's Hill Tank high service area & Dunster Road Tank high service area / feasibility study - \$ 100,000 FY16 - Bird's Hill Tank high service area & Dunster Road Tank high service area / engineering, design - \$ 470,250 FY17 - Bird's Hill Tank high service area & Dunster Road Tank high service area / construction - \$ 2,090,000 FY18 - No funding requested										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR										
Title	Irrigation Supply Feasibility Study				Department	Public Works-Water				
Useful Life	V	Primary Reason		4	Operating Budget Impact			B		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014	80,000	Intangibles			Feasibility Study			80,000		
FY2015		Equipment								
FY2016		Design & Engineering								
FY2017		Construction Expenses								
FY2018		Other Expenses*		80,000						
Total	\$80,000	Total		\$80,000	Total			\$80,000		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
This feasibility study will determine the potential yield of the two previously abandoned wells that are located at 480 Dedham Ave. These wells were originally abandoned due to water quality issues, but the water produced from these wells would be acceptable for irrigation. This study will determine if these wells will provide sufficient water to supply the DeFazio Playfields, Pollard Playfields, and the Town's Golf Course. The potential cost benefit of this project is reduced reliance on MWRA and reduces the Town's utilization of treated potable water. The study will also determine an estimated cost for construction and potential revenues. The water drawn from these well would be more beneficial for irrigation uses than treated water, because it has low sodium content. This feasibility study will ultimately determine whether or not to proceed with an irrigation project at these wells. The second phase of this project would be an engineering design. This would be conducted by an outside contractor. Anticipated date for engineering would be FY15. The third phase would be construction. The study will determine if this work should be done in house, outsourced, or a combination of the two. This would likely be conducted FY16-17.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR									
Title	Water SCADA System Upgrade				Department	Public Works-Water			
Useful Life	III	Primary Reason		4	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2014	435,000	Intangibles			Contingencies		63,750		
FY2015		Equipment		255,000					
FY2016		Design & Engineering		116,250					
FY2017		Construction Expenses							
FY2018		Other Expenses*		63,750					
Total	\$435,000	Total		\$435,000	Total		\$63,750		
Attached Schedules	CF		CX		LS		SI		SS
Description and Justification									
This request is to update the existing SCADA system, add a power monitoring system, and video monitoring system to the existing Water System. A design study was conducted in the Fall of 2012 for this system. SCADA is an acronym that stands for Supervisory Control and Data Acquisition. The Town's Water SCADA System collects data from various sensors at the Charles River Water Treatment Plant as well as remote locations throughout the system. The data is then sent to a central computer which efficiently manages and controls the operations of the entire Water System. The current SCADA system is outdated. It communicates through copper communications lines owned and serviced by Verizon. These lines are unreliable and have resulted in an increase in communications failures over time. This new system will utilize a different method of communication which will make the system more reliable and efficient. During the Tropical Storm Irene in August of 2011 the phone lines were down after the storm for four days requiring additional staffing hours on site during that time. Additionally, this project will include replacing the PLCs. These are programmable logic converters for the remote terminal units that relay information. A power monitoring system is being included as part of this upgrade for the primary pumps associated with the Town's Water facilities. This system will increase the efficiency of the operations and reduce energy consumption. In addition to these upgrades this request will also add recommendations issued by Homeland Security to install video monitoring equipment at water treatment facility and tanks. The new video monitoring system will provide exterior video recording collected at the sites referenced above.									
FY2014-FY2018 Version									

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

Department Capital Request CIP-DCR																					
Title	Water Service Connections				Department	Public Works-Water															
Useful Life	V	Primary Reason	3	Operating Budget Impact			C														
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses		Column C															
FY2014	200,000	Intangibles																			
FY2015	200,000	Equipment																			
FY2016	200,000	Design & Engineering																			
FY2017	200,000	Construction Expenses	1,000,000																		
FY2018	200,000	Other Expenses*																			
Total	\$1,000,000	Total	\$1,000,000	Total		\$															
Attached Schedules	CF		CX		LS		SI		SS												
Description and Justification																					
The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior (at least one year) to a road reconstruction/paving project. If this project is not funded it leaves an element of the subsurface infrastructure susceptible to failure before the useful life of the reconstructed roadway has been realized. Prior appropriations are currently under contract with water service connection replacements estimated to be one and a half years ahead of the road resurfacing program. The FY 2014 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule. System wide, there are approximately 2,500 services that still need to be replaced in the system. <table border="1"> <thead> <tr> <th>Year</th> <th>Number of Services Replaced</th> </tr> </thead> <tbody> <tr> <td>CY 2007</td> <td>126</td> </tr> <tr> <td>CY 2008</td> <td>170</td> </tr> <tr> <td>CY 2009</td> <td>174</td> </tr> <tr> <td>CY 2010</td> <td>17</td> </tr> <tr> <td>CY 2011</td> <td>145</td> </tr> </tbody> </table>										Year	Number of Services Replaced	CY 2007	126	CY 2008	170	CY 2009	174	CY 2010	17	CY 2011	145
Year	Number of Services Replaced																				
CY 2007	126																				
CY 2008	170																				
CY 2009	174																				
CY 2010	17																				
CY 2011	145																				
FY2014-FY2018 Version																					

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

Department Capital Request CIP-DCR												
Title	St Mary Pump Station					Department	Public Works-Water					
Useful Life	V		Primary Reason		3		Operating Budget Impact			C		
Requested Funding Years & Amounts	Column A		Costs Components		Column B		*Other Expenses		Column C			
Prior	490,000		Intangibles				Debt Issuance**		55,100			
FY2014	5,565,100		Equipment									
FY2015			Design & Engineering		1,170,000							
FY2016			Construction Expenses		4,830,000							
FY2017			Other Expenses*		55,100							
Total	\$6,055,100		Total		\$6,055,100		Total		\$ 55,100			
Attached Schedules		CF		CX		LS		SI		SS		
Description and Justification												
St. Mary Pump Station built in 1957 was designed to pump potable water from the MWRA aqueduct and intended to supplement the Town's demand for water. There are five pumps located within the station; however only two of the pumps are operable, resulting in less capacity than permitted (permitted 6.5 million gallons per day (mgd)). The current pump station is equipped with two emergency auxiliary diesel engines. It's preferable to have a standby generator similar to other pumping stations and the Charles River Water Treatment Facility. This request will provide the necessary improvements to meet future water demands, and ensure the station has emergency back-up electrical power. The construction budget of \$4,830,000 is inclusive of owner's expenses, site development, general contractor, heavy equipment, F F&E, and technology. The design and engineering budget of \$1,170,000 is inclusive of administration, project management, architect & engineering, and contract management expenses. This figure is also inclusive of \$490,000 previously appropriated for the project. The selection for the OPM Services for St. Mary pump station has been awarded to CDM Smith. The PPBC is preparing to seek proposals for the selection of engineering firms for the final design. ** The \$55,100 assumes construction costs are financed through the Massachusetts Water Pollution Abatement Trust (MWPAT) lending program.												

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

Department Capital Request CIP-DCR										
Title	Water Supply Development				Department	Public Works-Water				
Useful Life	V	Primary Reason		4	Operating Budget Impact			B		
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C		
FY2014		Intangibles								
FY2015	400,000	Equipment								
FY2016		Design & Engineering		400,000						
FY2017		Construction Expenses								
FY2018		Other Expenses*								
Total	\$400,000	Total		\$400,000	Total			\$		
Attached Schedules		CF		CX		LS		SI		SS
Description and Justification										
This project would be to install a fourth well at the Charles River Well Field that will provide for reliability and redundancy while other wells are taken offline for routine maintenance or repair. The Well Field is presently at full capacity when all three wells are operational. This fourth well would allow the Town to continue to operate to its full capacity. Previously, when the system was at peak demand and a well was taken offline, the Town had to rely on MWRA water source to meet its daily demands. This redundant well will allow the Town to be more independent even during routine maintenance periods. A feasibility study was completed in FY 2011 that supports the development of an additional well in the Town's existing well field. The funding request in FY 2015 is for the engineering, design, test well drilling, and water quality testing as part of the permitting process with Massachusetts Department of Environmental Protection (MassDEP). If the application to MassDEP is accepted and permit is granted, construction will be approximately 7 to 10 years from start of permitting. Construction estimates are projected to be 2.03 million dollars which is in FY 2013 dollars. This well would require a new building to house the well, including: pump, electrical equipment, and instrumentation; and a new water main to bring the water to the Water Treatment Plant.										
FY2014-FY2018 Version										

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

Department Capital Request CIP-DCR																																																				
Title	Water System Rehabilitation Program					Department	Public Works-Water																																													
Useful Life	V	Primary Reason			3,5	Operating Budget Impact			C																																											
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses			Column C																																												
FY2014	715,800	Intangibles																																																		
FY2015	555,000	Equipment																																																		
FY2016	94,000	Design & Engineering		144,000																																																
FY2017	850,000	Construction Expenses		2,518,800																																																
FY2018	448,000	Other Expenses*																																																		
Total	\$ 2,662,800	Total		\$2,662,800	Total			\$																																												
Attached Schedules		CF		CX		LS		SI		SS																																										
Description and Justification																																																				
The DPW has analyzed the Town's water system and found that aging water pipes (75+ years old) have developed interior corrosion, which decreases water flow. This program will replace water pipes prioritized based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Previously Funded Projects <table border="0"> <tr> <td>6/22/2007</td> <td>Charles River St 14" Water Main Cleaning & Relining</td> <td>\$348,509</td> </tr> <tr> <td>7/24/2008</td> <td>Construction Engineering Services Dunster Water Tank</td> <td>\$46,000</td> </tr> <tr> <td>9/13/2008</td> <td>Construction/Inspection/Engineering Services Phase I 14" Water Main Cleaning & Relining Charles River St</td> <td>\$77,600</td> </tr> <tr> <td>1/29/2009</td> <td>Chapel St & May St Engineering Design</td> <td>\$93,500</td> </tr> <tr> <td>6/18/2009</td> <td>16" Water Main/Remove & Replace on Charles River St (Grove to Marked Tree)</td> <td>\$807,661</td> </tr> <tr> <td>8/1/2009</td> <td>Pickering St. 8" Water Main Replacement/Engineering & Design</td> <td>\$69,300</td> </tr> <tr> <td>8/1/2009</td> <td>16" Water Main Construction Engineer Services DWRP #3157</td> <td>\$150,940</td> </tr> <tr> <td>9/1/2009</td> <td>Chapel/May Water Main Replacement</td> <td>\$690,860</td> </tr> <tr> <td>6/1/2010</td> <td>Pickering St & Garden Street St Water Main Construction</td> <td>\$521,338</td> </tr> <tr> <td>2/6/2012</td> <td>Highland Ave Water Main Replacement Webster to Sachum Rd Design</td> <td>\$29,300</td> </tr> <tr> <td>4/24/2012</td> <td>Highland Ave Water Main Replacement, Webster to Muzi Ford, Const.</td> <td>\$519,628</td> </tr> <tr> <td>8/7/2012</td> <td>Lincoln St Water Main Replacement Design</td> <td>\$23,125</td> </tr> <tr> <td>8/7/2012</td> <td>16" Water Main Replacement Design (Chestnut & Oak)</td> <td>\$29,300</td> </tr> </table> Current Request: FY13 <table border="0"> <tr> <td>Grant St./Junction St. to Dedham Ave. – New 8' (2500 lf) – Eng. & Design</td> <td>\$99,300</td> </tr> </table>												6/22/2007	Charles River St 14" Water Main Cleaning & Relining	\$348,509	7/24/2008	Construction Engineering Services Dunster Water Tank	\$46,000	9/13/2008	Construction/Inspection/Engineering Services Phase I 14" Water Main Cleaning & Relining Charles River St	\$77,600	1/29/2009	Chapel St & May St Engineering Design	\$93,500	6/18/2009	16" Water Main/Remove & Replace on Charles River St (Grove to Marked Tree)	\$807,661	8/1/2009	Pickering St. 8" Water Main Replacement/Engineering & Design	\$69,300	8/1/2009	16" Water Main Construction Engineer Services DWRP #3157	\$150,940	9/1/2009	Chapel/May Water Main Replacement	\$690,860	6/1/2010	Pickering St & Garden Street St Water Main Construction	\$521,338	2/6/2012	Highland Ave Water Main Replacement Webster to Sachum Rd Design	\$29,300	4/24/2012	Highland Ave Water Main Replacement, Webster to Muzi Ford, Const.	\$519,628	8/7/2012	Lincoln St Water Main Replacement Design	\$23,125	8/7/2012	16" Water Main Replacement Design (Chestnut & Oak)	\$29,300	Grant St./Junction St. to Dedham Ave. – New 8' (2500 lf) – Eng. & Design	\$99,300
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Department Capital Request CIP-DCR			
Title	Water System Rehabilitation Program	Department	Public Works-Water
<u>Future Projects:</u>			
<u>FY14</u>			
Grant St. – New 8' (2500 lf) - Construction		\$715,800	
<u>FY15</u>			
Lincoln St. – Construction -		\$555,000	
<i>(The requested appropriation is the balance only needed to complete the project originally funded in FY 12)</i>			
<u>FY16</u>			
Pleasant St./Howland St. to Dedham Ave. – New 8" (1160 lf) – Eng. & Design		\$94,000	
Norfolk St./Warren St. to Webster St. – New 8" (1300 lf) – Eng. & Design			
<u>FY17</u>			
Pleasant St./Howland St. to Dedham Ave. – New 8" (1160 lf) – Construction		\$850,000	
Norfolk St./Warren St. to Webster St. – New 8" (1300 lf) – Construction			
<u>FY18</u>			
Alfreton Rd./ Highland Ave. to Webster St. New 8" (500 lf) - Eng. & Design		\$50,000	
Bennington St. / High St. to Concord St. New 8" (650 lf) - Eng. & Design			
Alfreton Rd./Highland Ave to Webster – Construction		\$398,000	
Bennington St./High St. to Concord St. – Construction			
<u>Future Projects after FY18:</u>			
Thorpe Rd./Webster St. to End New 8" (330lf) – Eng. & Design			
Mills Rd./ Sachem Rd. to Davenport Ave. New 8" (500lf) – Eng. & Design			
Mayo Ave. Harris Ave to Great Plain Ave New 8" (1060lf) – Eng. & Design			
Thorpe Rd./ Mills Rd./ Mayo Ave. – Construction			
Kingsbury St. / Oakland Ave. to Webster St. – Eng. & Design			
Oakland Ave. / May St. to Highland Ave. - Eng. & Design			
Fenton Rd. / West St. to Pershing Rd. - Eng. & Design			
Greenough St. / Pine Grove St. to Avery St. – Eng. & Design			
Pine Grove St. Hillside Ave to existing 8" - Eng. & Design			
FY2014-FY2018 Version			

Extraordinary Capital Project CIP-XCP									
Title	Defazio Park Parking Lot and Tot Lot Improvements						Fiscal Year	2016	
Requester	Department of Public Works – Sewer								
Location	380 Dedham Ave						Project Category	I	
Funding	Sewer Enterprise Fund	CPA Eligible	Yes	X	No		Initial Submission	2012	
Partners	Park & Recreation								
Project Description	Create paved parking for Defazio Park and Tot Lot.								
Anticipated Result	These improvements will decrease pollutants entering the Reservoir and wetland and bring the Town into compliance with our Memorandum of Understanding (MOU) with the U.S. Environmental Protection Agency (EPA) and our National Pollutant Discharge Elimination System permit (NPDES).								
Alternatives	Leave lot as it is and deal with potential stormwater management issues.								
Purpose		Timeline		Method to Determine Cost		Project Budget			
Acquisition				Consultant		A, D, & E	150,000		
New Construction Addition		Feasibility		Industry References		Site Development			
Reconstruction or Repair	X	Design/Permitting	2016	In-House	X	General Contractor	9,850,000		
Court, Federal or State Order	X	Construction Phase	2016	Other		Project Management			
Health or Safety		Close Out Process				F, F, & E			
New Technology		Total Project Duration				Technology			
Performance Measure						Other			
Estimated Useful Life→						Total Budget	10,000,000		
Project Funding Schedule									
	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design Costs									
Engineering & Design Costs	150,000								
Construction Costs	9,850,000								
Close Out Costs									
Total	10,000,000								
Project Manager Title→	Director of Public Works								
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									X
Will other Town department's resources be needed to successfully complete the project at the requested amount?									X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									X
Will additional staff be required if the request is approved?									X
As Permanent Employees?									X
As Independent Contractors?									X
Does the request include or require new or additional technology?									X
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will existing Town revenues be negatively impacted?									X

Extraordinary Capital Project CIP-XCP									
Title	Defazio Park Parking Lot and Tot Lot Improvements					Fiscal Year		2016	
All "YES" responses must be explained under the Other Considerations section									
Operating Budget Impact->								C	
Other Considerations									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)	FTE #			FTE #			FTE #		
Salaries and Wages									
Indirect Personnel Cost		%			%			%	
Other Personnel Costs									
Sub Total of Personnel Costs									
Services									
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs									
GRAND TOTAL									
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project									
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation		
1									
2									
3									
4									
5									
TOTAL									
Explanations									
In the spring of 2012 the Defazio parking lot was scarified, graded, and resurfaced with stone chips as a temporary solution. The parking lot is heavily used resulting in numerous and large depressions on the surface. During heavy rains, gravel and dirt run into the nearby reservoir which has resulted in deposits of sand and silt into nearby wetlands. The project will improve the entrance to the parking lot near the Tot Lot to improve child safety between the Tot Lot and the playing fields, and create a buffer for the wetlands. Stormwater quality features will be installed to improve stormwater before it enters into the stream and the reservoir.									
FY2014-FY2018 Version									

Extraordinary Capital Project CIP-XCP									
Title	DPW Complex Phase II (470 Dedham Avenue)						Fiscal Year	2014-2018	
Requester	Department of Public Works								
Location	470 Dedham Ave						Project Category	B	
Funding	GF, WEF, SEF	CPA Eligible	Yes		No	X	Initial Submission	FY08	
Partners									
Project Description	Phase II engineering and construction - garage space for DPW equipment								
Anticipated Result	Storage and garage space for Public Works and stormwater improvements								
Alternatives									
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition					Consultant		A, D, & E	1,243,000	
New Construction Addition	X	Feasibility			Industry References		Site Development		
Reconstruction or Repair	X	Design/Permitting	18		In-House	X	General Contractor	13,867,000	
Court, Federal or State Order		Construction Phase	30		Other		Project Management		
Health or Safety		Close Out Process	3				F, F, & E		
New Technology		Total Project Duration	48				Technology		
Performance Measure							Other		
Estimated Useful Life→			V			Total Budget		15,110,000	
Project Funding Schedule									
	Year 1		Year 2		Year 3		Year 4		Total
Pre Design Costs									
Engineering & Design Costs	140,000		1,103,000						1,243,000
Construction Costs	900,000				811,000		12,156,000		13,867,000
Close Out Costs									
Total	1,040,000		1,103,000		811,000		12,156,000		15,110,000
Project Manager Title→									
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									X
Will other Town department's resources be needed to successfully complete the project at the requested amount?									X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									X
Will additional staff be required if the request is approved?									X
As Permanent Employees?									X
As Independent Contractors?									X
Does the request include or require new or additional technology?									X
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will existing Town revenues be negatively impacted?									X
All "YES" responses must be explained under the Other Considerations section									
Operating Budget Impact→								None	
Other Considerations									

Extraordinary Capital Project CIP-XCP						
Title	DPW Complex Phase II (470 Dedham Avenue)				Fiscal Year	2014-2018
Operating and Maintenance Expenditure Detail Estimates						
Description	First Year of Operation		Second Year of Operation		Third Year of Operation	
Personnel (new)	FTE #		FTE #		FTE #	
Salaries and Wages						
Indirect Personnel Cost		%		%		%
Other Personnel Costs						
Sub Total of Personnel Costs						
Services						
Supplies and Materials						
Equipment						
Sub Total of Non-Personnel Costs						
GRAND TOTAL						
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project						
Revenue Source(s)	First Year of Operation		Second Year of Operation		Third Year of Operation	
1						
2						
3						
4						
5						
TOTAL						
Explanations						
The recently completed Public Services Administration Building (PSAB, 500 Dedham Ave), was occupied by the DPW in November 2011, eliminating the space problems and air quality issues experienced on the second floor of the current DPW Operations Building. However, deficiencies continue to exist throughout the building internally and the DPW site externally. Ultimately the expansion and renovation of the DPW Operations Building (470 Dedham Ave) and site, referred to as DPW Phase II, will be required to address both storage space for equipment and stormwater quality issues. In 2006, the DPW was made aware that municipal DPW facilities were no longer exempt under a Federal highway act from NPDES stormwater requirements regulating transportation facilities. All municipal DPW facilities are now required to comply with stormwater discharge requirements (quality). In 2009, Town Meeting approved \$42,000 for engineering and design for stormwater quality improvements on a portion of the DPW site. Construction for these improvements will be requested in FY 2014 in a separate CIP request. The remainder of the DPW site must be addressed. The lack of storage space is the primary contributor to the water quality issues due to exposure to the weather. Completion of the DPW facility construction in the Phase II request will resolve these stormwater management issues. In FY 2013 Town Meeting approved \$40,000 for a feasibility study of the proposed DPW storage garage. The work proposed for FY 2014 under this request will be the construction of the six garage bays. The work addresses part of the storage space needs for DPW equipment and will provide for vehicle coverage out of the elements. The arrangement should not preclude relocation of the refueling station in the						

Extraordinary Capital Project CIP-XCP			
Title	DPW Complex Phase II (470 Dedham Avenue)	Fiscal Year	2014-2018
future nor would it infringe on or limit the access to a DeFazio development. The current DPW facility is over 50 years old. With modifications, it will continue to be used well into the future. The major building systems including electrical, plumbing, and HVAC are all original and are in need of replacement. The remainder of the current open vehicle storage area is proposed to be covered. FY 14- Build six garage bays for DPW related operations and storage. FY 15- Design the proposed DPW facility expansion proposed in FY 16. FY 16- Move gas/diesel island in preparation for DPW facility expansion. FY 17- Construction of the DPW facility expansion.			
FY2014-FY2018 Version			

Extraordinary Capital Project CIP-XCP									
Title	Hillside Elementary School Renovation						Fiscal Year	FY14	
Requester	Needham Public Schools								
Location	28 Glen Gary Road, Needham						Project Category	B	
Funding	General Fund	CPA Eligible	Yes		No	X	Initial Submission	2006	
Partners	Massachusetts School Building Authority (MSBA)								
Project Description	Constructed in 1960, the Hillside Elementary School has undergone both addition and renovation (with modulars) over the past 40 years, but is in need of additional total replacement to address building deficiencies and modernize the learning environment. This request would bring the Hillside facility to a level of modernization comparable to that of the Eliot School. This request preliminarily assumes the construction of a new facility on the Hillside site, with modular classrooms leased for a two-year period to house students during the construction phase (Option 1A.2c.) Given the environmental and access issues associated with the Hillside site, however, it is possible that the Hillside School could be relocated or an alternative project scope considered. Final decisions will be made following a feasibility study, conducted jointly with the MSBA. Project timing is based on the following schedule: FY13 – Statement of Interest Submitted to MSBA (Jan. 2013) FY14 – Town Meeting Funds Feasibility Design (Nov. 2013), MSBA 270-Day Eligibility Period (Apr. 2013- Dec. 2013) FY15 – Feasibility Study Completed (May 2014 – Dec. 2014); Debt Exclusion Override (Apr. 2015); Design & Construction Budget Appropriated (May 2015) FY16 – Schematic Design/Bid Documents Developed (May 2015 - Feb. 2016); Project Bidding (Jan. – Apr. 2016); Contract Award Modulars (Mar. 2016); Contract Award Construction (May 2016); Modulars Constructed (Apr. – Jun, 2016) FY17 & FY18 – Construction (Jul 2016 – July 2018) FY19 – Hillside Opens September 2018 Project costs are based on a preliminary estimate of \$42.4 million (FY12 \$, excluding feasibility study) for an 80,650 s.f. building with a capacity of 487 students, developed by Dore & Whittier Architects for a Pre-Feasibility Study conducted in 2012. Advancing this estimated cost to FY19 at 5%/year, results in a \$57.3 million project cost, or \$711/sf. Needham could receive MSBA funding for this project. The above estimate assumes an MSBA funding share of \$16.2 million (31% of project costs, less modular expense.)								
Anticipated Result	New School with modular classrooms								
Alternatives	Alternative scenarios considered as part of 2012 Pre-Feasibility study, available for viewing at http://rwd1.needham.k12.ma.us/finance/Construction								
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition					Consultant	X	A, D, & E	\$5,434,300	
New Construction Addition	X	Feasibility		FY14-FY15	Industry References		Site Development		
Reconstruction or Repair		Design/Permitting		FY16	In-House		General Contractor	\$45,393,800	
Court, Federal or State Order		Construction Phase		FY17-FY18	Other		Project Management		

Extraordinary Capital Project CIP-XCP									
Title	Hillside Elementary School Renovation					Fiscal Year		FY14	
Health or Safety		Close Out Process	Summer 2018			F, F, & E		\$1,566,300	
New Technology		Total Project Duration	FY14-FY19			Technology			
Performance Measure						Other		\$4,933,800	
Estimated Useful Life→			V			Total Budget		\$57,328,200	
Project Funding Schedule									
	Year 1		Year 2		Year 3		Year 4		Total
Pre Design Costs	\$500,000								\$500,000
Engineering & Design Costs			\$4,934,300						\$4,934,300
Construction Costs			\$51,893,900						\$51,893,900
Close Out Costs									
Total	\$500,000		\$56,828,200						\$57,328,200
Project Manager Title→									
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									X
Will other Town department's resources be needed to successfully complete the project at the requested amount?								X	
Will the requested project require an increase in the next fiscal year operating budget for ANY department?								X	
Will additional staff be required if the request is approved?									X
As Permanent Employees?									
As Independent Contractors?									
Does the request include or require new or additional technology?								X	
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will existing Town revenues be negatively impacted?									X
All "YES" responses must be explained under the Other Considerations section									
Operating Budget Impact→								TBD	
Other Considerations									
It is assumed that any additional site remediation expenses can be funded within the requested project total allocation. The new facility is assumed to require additional operational expenses for facility operation. The actual operating budget impact will be estimated by a feasibility study performed during the design and engineering phase of the project.									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)	FTE #			FTE #			FTE #		
Salaries and Wages									
Indirect Personnel Cost		%			%			%	
Other Personnel Costs									
Sub Total of Personnel Costs									
Services									
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel	TBD			TBD			TBD		

Extraordinary Capital Project CIP-XCP			
Title	Hillside Elementary School Renovation	Fiscal Year	FY14
Costs			
GRAND TOTAL			
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project			
Revenue Source(s)	First Year of Operation	Second Year of Operation	Third Year of Operation
1 MSBA Reimbursement (31%)	\$16,242,260		
2			
3			
4			
5			
TOTAL			
Explanations			
The project assumes that the MSBA will provide 31% reimbursement for the project cost (less modular expense.)			
FY2014-FY2018 Version			

Extraordinary Capital Project CIP-XCP							
Title	Mitchell Elementary School Renovation					Fiscal Year	FY16
Requester	Needham Public Schools						
Location	187 Brookline St., Needham					Project Category	B
Funding	General Fund	CPA Eligible	Yes	No	X	Initial Submission	2006
Partners	Massachusetts School Building Authority (MSBA)						
Project Description	Mitchell School is the oldest elementary school in Needham. Constructed in 1950, the building has undergone several additional over the past 50 years, but is in need of additional renovation/repairs to address building deficiencies and modernize the learning environment. This request would bring the Mitchell facility to a level of modernization comparable to that of the Eliot School. This request preliminarily assumes the construction of a new facility on the Mitchell site, with modular classrooms leased for a two-year period to house students during the construction phase (Option 1A.2c.) It is possible that a modified project scope could be considered. Final decisions will be made following a feasibility study, conducted jointly with the MSBA. Project timing is based on the following schedule: FY15 – Statement of Interest Submitted to MSBA (Jan. 2015) FY16 – Town Meeting Funds Feasibility Design (Nov. 2015), MSBA 270-Day Eligibility Period (Apr. 2015- Dec. 2015) FY17 – Feasibility Study Completed (May 2016 – Dec. 2016); Debt Exclusion Override (Apr. 2017); Design & Construction Budget Appropriated (May 2017) FY18 – Schematic Design/Bid Documents Developed (May 2017 - Feb. 2018); Project Bidding (Jan. – Apr. 2018); Contract Award Modulares (Mar. 2018); Contact Award Construction (May 2018); Modulares Constructed (Apr. – Jun, 2018) FY19 & FY20 – Construction (Jul 2018 – July 2020) FY21 – Hillside Opens September 2020 Project costs are based on a preliminary estimate of \$46.1 million (FY12 \$, excluding feasibility study) for an 82,227 s.f. building with a capacity of 503 students, developed by Dore & Whittier Architects for a Pre-Feasibility Study conducted in 2012. Advancing this estimated cost to FY20 at 5%/year, results in a \$68.6 million project cost, or \$835/sf. Needham could receive MSBA funding for this project. The above estimate assumes an MSBA funding share of \$19.4 million (31% of project costs, less modular expense.)						
Anticipated Result	New School with modular classrooms						
Alternatives	Alternative scenarios considered as part of 2012 Pre-Feasibility study, available for viewing at http://rwd1.needham.k12.ma.us/finance/Construction						
Purpose		Timeline		Method to Determine Cost		Project Budget	
Acquisition				Consultant	X	A, D, & E	\$6,425,000
New Construction Addition	X	Feasibility	FY16-FY17	Industry References		Site Development	
Reconstruction or Repair		Design/Permitting	FY18	In-House		General Contractor	\$54,510,500
Court, Federal or State Order		Construction Phase	FY19-FY20	Other		Project Management	

Extraordinary Capital Project CIP-XCP									
Title		Mitchell Elementary School Renovation				Fiscal Year		FY16	
Health or Safety		Close Out Process	Summer 2020			F, F, & E	\$1,783,600		
New Technology		Total Project Duration	FY16-FY21			Technology			
Performance Measure						Other	\$5,925,600		
Estimated Useful Life→		V				Total Budget	\$68,644,700		
Project Funding Schedule									
	Year 1		Year 2		Year 3		Year 4		Total
Pre Design Costs	\$500,000								\$500,000
Engineering & Design Costs			\$5,925,000						\$5,925,000
Construction Costs			\$62,219,700						\$62,219,700
Close Out Costs									
Total	\$500,000		\$68,144,700						\$68,644,700
Project Manager Title→									
Operational Budget Considerations									
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									YES NO
Will other Town department's resources be needed to successfully complete the project at the requested amount?									X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									X
Will additional staff be required if the request is approved?									X
As Permanent Employees?									
As Independent Contractors?									
Does the request include or require new or additional technology?									X
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will existing Town revenues be negatively impacted?									X
All "YES" responses must be explained under the Other Considerations section									
Operating Budget Impact→									TBD
Other Considerations									
The new facility is assumed to require additional operational expenses for facility operation. The actual operating budget impact will be estimated by a feasibility study performed during the design and engineering phase of the project.									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)	FTE #			FTE #			FTE #		
Salaries and Wages									
Indirect Personnel Cost		%			%			%	
Other Personnel Costs									
Sub Total of Personnel Costs									
Services									
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs	TBD			TBD			TBD		

Extraordinary Capital Project CIP-XCP			
Title	Mitchell Elementary School Renovation	Fiscal Year	FY16
GRAND TOTAL			
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project			
Revenue Source(s)	First Year of Operation	Second Year of Operation	Third Year of Operation
1 MSBA Reimbursement (31%)	\$19,442,920		
2			
3			
4			
5			
TOTAL			
Explanations			
The project assumes that the MSBA will provide 31% reimbursement for the project cost (less modular expense.)			
FY2014-FY2018 Version			

Extraordinary Capital Project CIP-XCP									
Title	Mitchell Modular Classrooms						Fiscal Year	FY15	
Requester	Needham Public Schools								
Location	187 Brookline St., Needham						Project Category	B	
Funding	General Fund	CPA Eligible	Yes		No	X	Initial Submission		
Partners									
Project Description	Mitchell School is the oldest elementary school in Needham. Constructed in 1950, the building has undergone several additional over the past 50 years, but is in need of additional renovation/repairs to address building deficiencies and modernize the learning environment. A request to renovate the school has been submitted under separate cover. This request is to install three free-standing, leased modular classrooms at the Mitchell School, to address the existing space deficiency, until such time as the larger renovation project can be completed. The modular classrooms would house the Mitchell Kindergarten class and would be installed in the southwest corner of the existing parking lot fronting Brookline Street. The modular classrooms would provide sufficient space for two large Kindergarten classrooms, plus toilets. The installation would require the subdivision of a separate parcel fronting Brookline Street and the construction of additional parking onsite. An alternative scenario, which involves installing two classrooms at the rear of the school that are connected to the building via a covered walkway, was rejected, because it would have triggered a cost-prohibitive requirement that the entire school be retrofitted with sprinklers and ADA-upgrades. The modular classrooms would remain in place until the new school opened, tentatively scheduled for September, 2020. Project costs are based on the Mitchell School Modular Classrooms Report, prepared by DiNisco Design Partnership in April 2010, as well as information about leased classrooms from Williams Scottsman.								
Anticipated Result	Expanded, temporary classroom space								
Alternatives	Spot redistricting of students to other school(s)								
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition					Consultant	X	A, D, & E	\$290,738	
New Construction Addition	X	Feasibility		FY15	Industry References	X	Site Development		
Reconstruction or Repair		Design/Permitting		FY15	In-House		General Contractor	\$678,862	
Court, Federal or State Order		Construction Phase		FY16	Other		Project Management		
Health or Safety		Close Out Process		Summer 2020			F, F, & E		
New Technology		Total Project Duration		FY15-FY21			Technology		
Performance Measure							Other (Lease Payments)	\$628,400	
Estimated Useful Life→		I					Total Budget	\$1,598,000	
Project Funding Schedule									
	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design Costs									

Extraordinary Capital Project CIP-XCP									
Title		Mitchell Modular Classrooms				Fiscal Year		FY15	
Engineering & Design Costs		\$290,738						\$290,738	
Construction Costs				\$502,462				\$502,462	
Lease Payments						\$148,785		\$153,075	
Total		\$290,738		\$502,462		\$148,785		\$153,075	
Project Manager Title→		PPBC							
Operational Budget Considerations									
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									YES
									NO
Will other Town department's resources be needed to successfully complete the project at the requested amount?									X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									X
Will additional staff be required if the request is approved?									X
As Permanent Employees?									
As Independent Contractors?									
Does the request include or require new or additional technology?									X
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will existing Town revenues be negatively impacted?									X
All "YES" responses must be explained under the Other Considerations section									
Operating Budget Impact→									TBD
Other Considerations									
The modular classrooms will have associated utility expenses, which are to be determined.									
Operating and Maintenance Expenditure Detail Estimates									
Description		First Year of Operation		Second Year of Operation		Third Year of Operation			
Personnel (new)		FTE #		FTE #		FTE #			
Salaries and Wages									
Indirect Personnel Cost		%		%		%			
Other Personnel Costs									
Sub Total of Personnel Costs									
Services									
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs		TBD		TBD		TBD			
GRAND TOTAL									
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project									
Revenue Source(s)		First Year of Operation		Second Year of Operation		Third Year of Operation			
1 MSBA Reimbursement (31%)		\$19,442,920							
2									
3									

Extraordinary Capital Project CIP-XCP									
Title	Mitchell Modular Classrooms						Fiscal Year	FY15	
4									
5									
TOTAL									
Explanations									
Calculated project costs are as follows:									
Lease - Independent	Parking	Install	Payments	A/E	Removal	Soft	Contingency	Total	Cost/SF
	150,000	169,344	103,607	127,300	100,320	50,000	100,000	808,571	
FY10 Cost Multiplier @ 5%		177811.2							
FY11 Cost Multiplier @ 5%	157,500	186,702	108,787	133,665	113,736	52,500	105,000	857,890	\$284
FY12 Cost Multiplier @ 5%	165,375	196,037	114,227	140,340	119,422	55,125	110,250	900,704	\$290
FY13 Cost Multiplier @ 5%	173,644	205,839	119,938	147,366	125,394	57,881	115,763	945,823	\$313
FY14 Cost Multiplier @ 5%	182,326	216,131	125,935	154,734	131,663	60,775	121,551	993,115	\$328
FY15 Cost Multiplier @ 5%	191,442	226,937	132,232	162,471	138,246	63,814	127,628	1,042,770	\$345
FY16 Cost Multiplier @ 5%	201,014	238,284	138,843		145,159	67,005	134,010	924,315	\$306
FY17 Cost Multiplier @ 5%			145,785		152,417			298,202	\$99
FY18 Cost Multiplier @ 5%			153,075		160,038			313,112	\$104
FY19 Cost Multiplier @ 5%			160,728		168,039			328,768	\$109
FY20 Cost Multiplier @ 5% (Mitchell opens Sept 2020)			168,765		176,441			345,206	\$114
TOTAL PROJECT COST	201,014	238,284	628,354	162,471	176,441	63,814	127,628	1,598,006	\$528
TOTAL COST (ROUNDED)	201,000	238,300	628,400	162,500	176,400	63,800	127,600	1,598,000	\$528
Project Funding Schedule		FY15	FY16	FY17	FY18	FY19	FY20	Total	
Pre-Design Costs		-	-					-	
Engineering & Design		290,738	-					290,738	
Construction		-	502,462				176,400	678,862	
Capital Lease Payments		-		145,785	153,075	160,728	168,811	628,400	
Total		290,738	502,462	145,785	153,075	160,728	345,211	1,598,000	

FY2014-FY2018 Version

Extraordinary Capital Project CIP-XCP									
Title	Purchase of Open Space						Fiscal Year	2014	
Requester	Conservation Commission/Park and Recreation Commission/Board of Selectmen								
Location	To be determined						Project Category	L	
Funding	Community Preservation Fund	CPA Eligible	Yes	X	No		Initial Submission	annual	
Partners	Possible CPA and/or grant								
Project Description	Without much notice, opportunities to purchase private land to add to the open space inventory surface each year. In particular, some opportunities arise during discussions of the development of private land. This project request is to keep all aware of the possibility, in the near future, of a purchase moving forward. Unexpectedly, in FY 2010, the purchase of two parcels of land on Carol Road and Brewster Drive, as well as a parcel on Charles River Street, adjacent to Walker-Gordon Field were all funded through CPA funds. It is possible that some purchases would relate to easements, as opposed to full ownership of the land. The Open Space and Recreation Plan reflects the goal of making additional purchases, especially in areas of Town without current open space to retain open areas, or to create access to other parcels, including connections to the Charles River. The purchase of parcels adjacent to current open space is also a high priority. Some parcels may require improvements. Under the current CPA legislation, parcels purchased with CPA funds are eligible for improvement funds from CPA. The CPA indicates how the value of the property is determined.								
Anticipated Result	Achieve goals from the Open Space and Recreation Plan, including access to open space parcels.								
Alternatives	Various Town boards discuss opportunities with landowners throughout the year, and some easements are donated or restrictions are put in place. These funds would be utilized for unexpected purchases, or for negotiated easements that might have a financial consideration.								
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition	X				Consultant		A, D, & E		
New Construction Addition		Feasibility			Industry References		Site Development		
Reconstruction or Repair		Design/Permitting			In-House		General Contractor		
Court, Federal or State Order		Construction Phase			Other		Project Management		
Health or Safety		Close Out Process					F, F, & E		
New Technology		Total Project Duration					Technology		
Performance Measure							Other		
Estimated Useful Life→						Total Budget			
Project Funding Schedule									
	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design Costs	\$1,000,000								
Engineering & Design Costs									
Construction Costs									
Close Out Costs									
Total	\$1,000,000								
Project Manager Title→		Director of Conservation or Director of Park & Recreation							

Extraordinary Capital Project CIP-XCP									
Title	Purchase of Open Space					Fiscal Year		2014	
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									X
Will other Town department's resources be needed to successfully complete the project at the requested amount?								X	
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									X
Will additional staff be required if the request is approved?									X
As Permanent Employees?									X
As Independent Contractors?									X
Does the request include or require new or additional technology?									X
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will existing Town revenues be negatively impacted?									X
<i>All "YES" responses must be explained under the Other Considerations section</i>									
Operating Budget Impact->								C	
Other Considerations									
As a particular parcel of land or easement cannot be identified at this time, the information provided is general. Surveys have indicated a desire to protect open space and provide access to trails, so this appears to be a high priority project for residents, when funding sources are available. The purchase of land or an easement will require assistance from Town Counsel. When a parcel becomes available for review, it will be important to determine whether Town departments could handle any increased work-load associated with the parcel.									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)	FTE #			FTE #			FTE #		
Salaries and Wages									
Indirect Personnel Cost		%			%			%	
Other Personnel Costs									
Sub Total of Personnel Costs									
Services									
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs									
GRAND TOTAL									
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project									
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation		
1									
2									
3									
4									
5									
TOTAL									
Explanations									

Extraordinary Capital Project CIP-XCP									
Title	Rosemary Lake Parking Lot Improvements						Fiscal Year	2016	
Requester	Department of Public Works								
Location	178 Rosemary St						Project Category	I	
Funding	GF	CPA Eligible	Yes	X	No		Initial Submission	2012	
Partners	Park & Recreation								
Project Description	Create paved parking for the Rosemary Pool site to address both parking and water quality concerns.								
Anticipated Result	These improvements will decrease pollutants entering Rosemary Lake and bring the Town into compliance with our Memorandum of Understanding (MOU) with the U.S. Environmental Protection Agency (EPA) and our National Pollutant Discharge Elimination System permit (NPDES).								
Alternatives	Leave lot as it is and deal with potential stormwater management issues.								
Purpose		Timeline		Method to Determine Cost		Project Budget			
Acquisition				Consultant		A, D, & E	100,000		
New Construction Addition		Feasibility		Industry References		Site Development			
Reconstruction or Repair	X	Design/Permitting	2016	In-House	X	General Contractor	1,900,000		
Court, Federal or State Order	X	Construction Phase	2016	Other		Project Management			
Health or Safety		Close Out Process				F, F, & E			
New Technology		Total Project Duration				Technology			
Performance Measure						Other			
Estimated Useful Life→		V				Total Budget	2,000,000		
Project Funding Schedule									
	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design Costs									
Engineering & Design Costs	100,000								
Construction Costs	1,900,000								
Close Out Costs									
Total	2,000,000								
Project Manager Title→		Director of Public Works							
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									X
Will other Town department's resources be needed to successfully complete the project at the requested amount?									X
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									X
Will additional staff be required if the request is approved?									X
As Permanent Employees?									X
As Independent Contractors?									X
Does the request include or require new or additional technology?									X
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will existing Town revenues be negatively impacted?									X

Extraordinary Capital Project CIP-XCP									
Title	Rosemary Lake Parking Lot Improvements					Fiscal Year	2016		
All "YES" responses must be explained under the Other Considerations section									
Operating Budget Impact->								C	
Other Considerations									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)	FTE #			FTE #			FTE #		
Salaries and Wages									
Indirect Personnel Cost		%			%			%	
Other Personnel Costs									
Sub Total of Personnel Costs									
Services									
Supplies and Materials									
Equipment									
Sub Total of Non-Personnel Costs									
GRAND TOTAL									
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project									
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation		
1									
2									
3									
4									
5									
TOTAL									
Explanations									
Currently the Rosemary Lake parking lot is gravel. During heavy rains, erosion occurs causing gravel, sand, stone, and other debris to flow into Rosemary Lake. This appropriation will provide the ability to construct stormwater management devices under a newly paved parking lot. This project will also improve the entrance to the recreation area.									
FY2014-FY2018 Version									

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

Future Capital Project CIP-FCP											
Title	Sewer Main Extensions in Zone I and II										
Department	Department of Public Works – Sewer										
Location	Zone I & II										
Estimated Project Cost	2,250,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
There are eight homes in Needham that need to be prioritized for sewer service connection because they are within DEP's Zone I & Zone II areas. These homes are being looked at as part of a future sewer main extension/ service connections project. The Zone I and Zone II aquifer protection area for the Charles River Well No. 1 encompasses an area that includes private septic systems. Zone I, as defined by MassDEP includes land within the protective four hundred (400) foot radius around an existing or potential public water supply well or well field. Zone II, which includes that area of an aquifer which contributes water to an existing well under the most severe pumping and recharge conditions that can be or realistically anticipated (180 days of pumping at safe yield, with no recharge from precipitation). It is bounded by the groundwater divides which result from pumping the well and by the contact of the aquifer with less permeable materials such as till or bedrock. Note; these private systems predate the Zone I and II requirements by MassDEP and Needham Zoning Bylaws, Section 3.4.6 (b). In order to become compliant with Zone I and II MassDEP requirements the Town must be proactive in having these homes connected to Town Sewer. FY18 Engineering & Design \$250,000 FY19 Construction \$2,000,000											
FY2014-FY2018 Version											

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

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

Future Capital Project CIP-FCP											
Title	Renovation of Rosemary Pool Complex										
Department	Park and Recreation										
Location	Rosemary Pool – 178 Rosemary Street										
Estimated Project Cost	\$3,000,000+	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No	
Project Summary											
Rosemary Pool is the Town's only publicly owned swimming facility. As an outdoor pool, its season lasts approximately 10 weeks. With existing funding, Park and Recreation is currently working with the PPBC on a feasibility study of Rosemary Pool. The \$3,000,000 project presumes that the study indicates that Rosemary Pool will remain in existence in the long-term and that upgrades will be made to the pool and building that meets with current needs. The estimate does not include improvements to the parking area, which are expensive due to current federal requirements. Renovations to Rosemary Pool have been on the CIP since 2000. Some portions of the work have been funded, and many smaller projects recommended in the 1999 study of the pool have been completed. A community group of residents has formed within the past two years and hope to provide support for some form of a swimming facility. Disconnecting the pool from the lake is a major desire of the department, and it is estimated to be in the \$1,000,000 range. The pool was partially funded through the federal Land and Water Conservation Fund, which has regulations related to changes to the site. Other related capital projects include renovations to the trail around Rosemary Lake and renovation of the buildings on the adjacent camp property.											
FY2014-FY2018 Version											

Future Capital Project CIP-FCP											
Title	Renovation of Buildings at Camp Property										
Department	Park and Recreation										
Location	Camp Property – Adjacent to Rosemary Lake, off of Pennsylvania Avenue										
Estimated Project Cost	\$250,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No	
Project Summary											
Due to the difficulty in securing summer program space, an alternate site for a program would be the Camp Property on Rosemary Lake. In order to prepare the site for use, the following projects would be needed: (a) replace 2 latrines with environmentally-friendly, accessible restroom facility; (b) update activity building interior; (c) restore electrical service, replace electrical wiring, and install lights; (d) update water service; (e) create accessibility to activity building; (f) furnish building; (g) add portable dock at lake; (h) improve landscape to maximize participant safety and accessibility, and protect environment. Efforts would be made to apply for grants or private funding to supplement Town funding. A pre-feasibility study has been included in the request for funding for the Rosemary trails at the camp property, and this project would be discussed with that study.											
FY2014-FY2018 Version											

Future Capital Project CIP-FCP											
Title	Pollard School Improvements										
Department	School Department										
Location	200 Harris Avenue										
Estimated Project Cost	TBD	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
In 2011, a facilities assessment was conducted of the Mitchell, Hillside and Pollard Schools. This assessment identified repair projects that should be undertaken to extend the useful life of these school buildings. It also identified, in summary fashion, the need for programmatic improvements at the Pollard Middle School, for the purpose of adapting Pollard to the "21st Century Learning" environment. This environment reflects changes in education that have occurred over the past 50 years, including technology integration, project-based learning, team-teaching, multi-disciplinary collaboration and special education delivery methods. Dore & Whittier, the architects who conducted the facilities assessment, concluded that a detailed programmatic study be undertaken, in order to understand the full scope of the programmatic improvements needed and to ensure that any future renovation/improvement project be comprehensive enough to meet both the facility maintenance and programmatic needs of the school for the next several decades. Some of the programmatic improvements identified by Dore & Whittier included renovation and enlargement of the science and engineering classrooms, updates to the auditorium and reconfiguration of the administration area. The science classrooms are undersized from Massachusetts School Building Authority (MSBA) standards, do not have adequate prep rooms or storage spaces and include casework and plumbing fixtures that are in poor condition. The engineering classroom is a converted space that is not well-suited to delivery of the curriculum. The auditorium needs updating, including sound and lighting upgrades, in order to remain a suitable space for performing arts, guest lectures and assemblies. In addition, the administration space, which is located on the side of the building, is difficult for visitors to locate, doesn't allow school personnel to view visitors as they approach the building and is undersized by MSBA standards. Finally, the modular classrooms, constructed in 2002, are not designed for permanent, long-term facilities. They are constructed of inexpensive materials, in fast-production style construction techniques and are not energy efficient. A long-term solution will be required within the next ten years. (The expected lifespan for modular classrooms is 20 years.) This request is for funds to repair/renovate or reconstruct the Pollard Middle School to address identified needs and meet programmatic needs. It is anticipated that a Statement of Interest will be filed with the MSBA to initiate a dialog about this facility.											

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

Future Capital Project CIP-FCP											
Title	Parcel Acquisition										
Department	Board of Selectmen/Town Manager										
Location	Various										
Estimated Project Cost	\$1,000,000 - \$2,000,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
The Town has identified parcels of interest for acquisition for general municipal and school purposes as they become available. If one of the parcels to be purchased is for municipal parking, such purchase could support an activity that produces revenue for the Town											
FY2014-FY2018 Version											

Future Capital Project CIP-FCP											
Title	Improvements to Memorial Park Buildings and Grounds										
Department	Trustees of Memorial Park (submitted by Park and Recreation Director on their behalf)										
Location	Memorial Park – 92 Rosemary Street										
Estimated Project Cost		Alternative Funding Source	Yes	X	No		CPA Eligible	Yes	X	No	
Project Summary											
Various improvements have been completed at Memorial Park in the past five years, including a major renovation of the athletic fields. Additional projects to be completed include (a) replacement of retaining wall along Highland Avenue and within parking lot; (b) add park benches, particularly in the area along Highland Avenue with red maples; (c) illuminate the two flag poles with solar lighting system; (d) create handicap access to the 2nd floor of the building. Donations would be sought. Currently, the Trustees are working with a local organization on the flagpole donation. Other projects are likely to be eligible for CPA funding.											
FY2014-FY2018 Version											

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

Future Capital Project CIP-FCP											
Title	Emery Grover School Administration Building Renovation										
Department	School Department										
Location	1330 Highland Avenue, Needham										
Estimated Project Cost	TBD	Alternative Funding Source	Yes	☐	No	☒	CPA Eligible	Yes	☒	No	☐
Project Summary											
This project is a placeholder to request funding for the renovation of the Emery Grover School Administration Building, pending the outcome of a feasibility study currently underway. The study, funded in FY 2012/13, will address the programmatic needs of school administration, as well as potential renovation/replacement options for the building, including lease/purchase alternatives. 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. That study identified an \$11.4 Million (2008 \$) budget cost to renovate the building. The scope of the original renovation was to reorganize the layout of offices, make the building fully ADA accessible, remove remaining asbestos, lead paint, and replace deteriorating systems, including: windows, HVAC, electrical and plumbing and allowing for full utilization of all four floors. Portion of this project may be eligible for funding under CPA.											
FY2014-FY2018 Version											

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

Future Capital Project CIP-FCP											
Title	Athletic Fields Master Plan										
Department	Park and Recreation										
Location	Various parks										
Estimated Project Cost	\$75,000	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes	X	No	
Project Summary											
The Park and Recreation Commission has been working with user groups to determine how athletic fields are being used and how best to schedule the athletic fields to provide optimal use without jeopardizing the maintenance plan. The study would then help the Commission determine whether new athletic fields are needed to accommodate the need and provide feasibility studies on possible locations for new athletic fields. The ability for the Town to maintain current athletic facilities, along with any possible new facilities, would be included within the study.											
FY2014-FY2018 Version											

Future Capital Project CIP-FCP											
Title	Artificial turf carpet replacement										
Department	Public Works										
Location	Memorial Field and De Fazio Field										
Estimated Project Cost	2,000,000	Alternative Funding Source	Yes		No	x	CPA Eligible	Yes		No	x
Project Summary											
The "Field Turf" fields at Memorial and DeFazio were finished and placed online in the Spring of 2009. "Field Turf" is a relatively new product with which Needham has no prior experience. The fields' complete lifespan and maintenance requirements are not fully known. University research and industry experts have found that most artificial turf fields need to have carpet replacement approximately every 8 to 10 years. Each and every field wears differently so it is very difficult to pinpoint when to replace the turf. Some factors that will determine when the field is ready for replacement are: • Amount of use • Climate conditions • Maintenance practices When artificial turf needs renovating there is a hidden cost of disposal. Because the field is filled and top dressed with a crumb rubber material (typically made from ground automobile tires), the material may require special disposal. Sub base repairs/rework should be minimal at the time of replacement. "Old turf" may have some resale, or salvage value. The estimated project cost is in 2011 dollars.											

Future Capital Project CIP-FCP											
Title	Radio Repeater Building Replacement (Hillcrest Rd.)										
Department	Fire, Police, DPW, Schools										
Location	Hillcrest Rd. (Base of water tower)										
Estimated Project Cost	\$230,000.	Alternative Funding Source	Yes		No	X	CPA Eligible	Yes		No	X
Project Summary											
This future request is to replace the failing building at the base of the water tower on Hillcrest Rd. The building houses radio equipment and related support components for the radios and antennas used by the following departments: Fire, Police, DPW and Schools (including the school buses). The new building would contain all of the same with the back-up generator in a separate room for noise control purposes. Additionally, water testing and metering equipment would now be housed at this location. The current building, which is built with cement blocks, is deteriorating and has several water leaks both in the walls and the roof. There has also been damage to the building and contents from animals (rodents), and the steel entrance door has heavy rust and rot. We have not been able to find records of when the structure was built, but it appears it was most likely in the late 1960s or early 1970s. Representatives from each of the departments who use the building have met several times to discuss what is actually needed, and have met with one vendor to secure cost estimates. The estimate from the one vendor was used to develop the dollar amount in this request. As this project was not previously included in the five year capital plan, it is expected that it will not be done for several years, which would most likely have an impact on the pricing. We will also research the possibility of grant funding, and see what other funding programs might be available. It has also been determined that the new building should be larger than the existing building to allow for future additional equipment, which could possibly include private antenna and communications equipment. Private equipment may be a source of revenue for the Town. The current building size is 8'X10' and the proposed replacement building would be up to 10'X18' to allow for the added water department equipment, placing the back-up power generator in a separate room, as well as possible expansion space. If this building is not replaced, or significantly rebuilt, continuing damage to the communications equipment could cause a major void(s) in public safety radio signals and the ability to communicate during emergencies. There is also concern of electrical problems due to water and rodent damage to the electrical wiring in the building.											
FY2014-FY2018 Version											



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

MEETING DATE: 12/18/2012

Agenda Item	Final Alcohol Regulations
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will discuss and vote on a revision to the Town of Needham Regulation for the Sale of Alcoholic Beverages. The revision includes provisions to accommodate the sale of alcohol to be consumed off premises.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Suggested Motion:</i> That the Board vote to approve the revised Town of Needham Regulations for the Sale of Alcoholic Beverages dated December 18, 2012.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Final Town of Needham Rules and Regulations for the Sale of Alcoholic Beverages revised December 18, 2012.			



TOWN OF NEEDHAM

REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES

- I. Types of Licenses to be Granted in Needham
- II. Compliance
- III. Special License Provisions
- IV. Rules and Regulations Applicable to all Holders of Licenses to Sell Alcoholic Beverages within the Town
- V. Rules and Regulations for the Sale of Alcoholic Beverages by Innholders
- VI. Rules and Regulations Applicable to the Sale of Alcoholic Beverages in Restaurants and Function Rooms with a Seating capacity of not less than 100 persons
- VII. Rules and Regulations Applicable to the Sale of Wine and Malt Beverages in Restaurants with a Seating Capacity of less than 100 persons
- VIII. Rules and Regulations applicable to Clubs and Veterans Organizations seeking and issued Alcoholic Beverage Licenses within the Town authorized by Special Act of the General Court (Chapter 3 of the Acts of 1977)
- IX. Rules and Regulations applicable to One-Day Special Event Licenses
- X. Rules and Regulations applicable to Package Stores

Licensing Authority: Board of Selectmen

Revision Date: 12/18/2012

The Needham Board of Selectmen, acting as local licensing authority pursuant to the provisions of Massachusetts General Laws Chapters 138 and 140 and other relevant legal authority, promulgates these regulations applicable to the sale and distribution of alcoholic beverages in the Town of Needham. These regulations are in addition and supplemental to all other legal requirements, including but not limited to applicable State and Federal law and regulations.

I. TYPES OF LICENSES TO BE GRANTED IN NEEDHAM

The Town of Needham issues the types of alcoholic beverages licenses listed below. All licenses shall comply with Chapter 138 of the Massachusetts General Laws, and Chapter 204 of the Code of Massachusetts Regulations, as they relate to the specific type of license.

- 1.1 Innholders All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in a hotel dining area with a seating capacity of not less than ninety-nine (99) persons and a living capacity of not less than fifty (50) rooms, under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. The Service of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Board of Selectmen. (M.G.L. c.138, s.11, D; 11/7/72 election)
- 1.2 Restaurant and Function Room All Alcoholic Beverages (Class E): issued to qualified applicants to sell all alcoholic beverages in a restaurant or function rooms with a seating capacity of not fewer than one hundred (100) persons under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.11, E; 11/4/80 election)
- 1.3 Restaurant Wine and Malt Beverages: issued to qualified applicants to sell only wine and malt beverages in a restaurant with a seating capacity of fewer than one hundred (100) persons under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.12; Chapter 169 of the Acts of 2001; 11/8/01 election)
- 1.4 Club and Veterans' Organization All Alcoholic Beverages: issued to qualified applicant Clubs existing under Chapter 180 of Massachusetts General Laws and Veterans' Organizations duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts to sell all alcoholic beverages under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (M.G.L. c.138, s.12; 11/8/88 election)
- 1.5 One Day Special Event: issued to qualified applicants of non-profit status to sell all alcoholic beverages; or to sell wine and malt beverages only; or to qualified applicants of for profit status to sell wine and malt beverages only under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all

conditions stipulated for the specific license. (M.G.L. c.138, s.14)

- 1.6 Package Store All Alcoholic Beverages: issued to qualified applicants to sell all alcoholic beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (Chapter 207 of the Acts of 2012; Approved 11/6/2012 election)
- 1.7 Package Store Wine and Malt Beverages: issued to qualified applicants to sell wine and malt beverages in packages not to be consumed on the premises under the applicable regulations of Massachusetts General Laws, the Town of Needham Rules & Regulations Governing the Sale of Alcoholic Beverages, and any and all conditions stipulated for the specific license. (Chapter 207 of the Acts of 2012; Approved 11/6/2012 election)

II. COMPLIANCE

- 2.1 The issuance of a license by the Board of Selectmen for the sale of alcoholic beverages under M.G.L. c. 138 applies only to said sales and does not release the licensee from compliance, nor does it assume compliance with the rules, regulations, requirements and procedures of other government boards, agencies or bodies having jurisdiction.
- 2.2 Failure to comply with these regulations, the laws of the Commonwealth of Massachusetts, the Regulations of the Alcoholic Beverages Control Commission or the Town's bylaws may result in the revocation, suspension or cancellation of the license.

III. SPECIAL LICENSE PROVISIONS (applicable to Restaurants only)

- 3.1 Service Bars / Waiting Areas (with or without stools/chairs), as defined for the purposes of these regulations as a counter, tabletop or other mechanism which is used for the purpose of providing alcoholic beverages to patrons who are waiting to dine, are permitted only in locations expressly approved and authorized by the Board of Selectmen. The sale or service of alcoholic beverages for consumption at any unapproved service bar / waiting area bar is prohibited.

An applicant or licensee may request from the Board of Selectmen, on an annual basis, an addendum to allow for the premises to have designated waiting areas for the service of alcoholic or wine and malt beverages only to those patrons who are waiting to dine, including stools / chairs located at the service bar area. This addendum shall be for one year and shall lapse unless renewed. In each instance, such addendum shall not be granted or renewed except under the following conditions:

- a) the Board makes a finding that it is in the best interest of the Town to allow the service of alcoholic beverages in the designated waiting areas;

- b) no more than a total of fifteen (15) seats or ten percent (10%) of the total seats in the premises, whichever is less, shall be allowed in the designated waiting area, including any seats at service bar(s);
- c) when calculating the number of seats in the premises, the seats where food is served in the designated waiting areas and service bars shall be included;
- d) all food and beverages on the menu served in the public dining room shall be available for service to the patrons in the designated waiting areas, including service bars. This requirement may be waived by the Board of Selectmen in waiting areas that do not have a service bar, but in such event no alcoholic or wine and malt beverages shall be served except to patrons who have asked to be seated in the dining area for a meal;
- e) no patron shall be served more than two (2) drinks or two (2) servings of wine or malt beverage until such time as a meal is served to that patron. For the purposes of this provision, a drink shall not contain more than one ounce of (pure) alcohol;
- f) any violation of the conditions set forth in this section, or any violation of any of the laws of the United States of America, the Commonwealth of Massachusetts or the Town of Needham shall be a basis for denying the granting or renewal of the allowance or for the revoking of the addendum;
- g) the applicant for a renewal of an addendum shall provide the Board of Selectmen with a statement certified by a Certified Public Accountant as to the percentage the annual sales for the previous period of October 1-September 30 of alcoholic beverages compared to the total annual sales of food and alcoholic or wine and malt beverages. If the percentage exceeds twenty-five (25%), the Board of Selectmen may investigate to determine whether the service of alcoholic beverages has become more than incidental to the service of food on the premises. If the Board determines that the sale of alcoholic beverages has become more than incidental to the sale of food on the premises, it may deny the granting or renewal of the addendum or suspend or revoke the addendum;
- h) any application for the original granting of an addendum shall be acted on only after notice as set forth in M.G.L. Chapter 138, Section 15A and a hearing by the Board of Selectmen. The annual renewal of the addendum shall be in a manner to be determined from time to time by the Board of Selectmen; and
- i) upon approval of such application for an addendum, the licensee shall pay an additional fee determined by the Board.

IV. GENERAL RULES AND REGULATIONS APPLICABLE TO HOLDERS OF LICENSES TO SELL ALCOHOLIC BEVERAGES WITHIN THE TOWN

This section shall apply to any and all alcoholic beverages licenses issued by the Board to eligible restaurants, clubs, veterans' organizations, innholders licensees, package stores and, with noted exceptions, one-day special event licensees. The Licensing Board reserves the right to add to, amend, modify or revoke these rules and regulations at such time or times as the Licensing Board deems appropriate.

Subject to further limitations fixed or from time to time modified by the Board of Selectmen with respect to a particular license, the General Laws of Massachusetts and the regulations

of the Alcoholic Beverages Control Commission, the following rules and regulations shall be in full force and effect:

4.1 Fire Safety Inspections (applicable to Restaurants, Innholders & Clubs only)

Chapter 304 of the Acts of 2004, An Act Relative to Fire Safety In the Commonwealth, requires that every license holder under M.G.L. Chapter 138 Section 12 must submit as a precondition of renewal of the license “a valid certificate of inspection issued by a local inspector and signed by the head of the fire department for the city, town or district in which the premises is located.” No license shall be issued for the sale of alcoholic beverages in the Town until such time as a copy of the valid certificate of inspection has been filed with application.

4.2 Hours of Operation

The hours during which the sale of all alcoholic beverages may be made in a dining room are further limited to the time when the dining room is open and food service is available to the public. No alcoholic beverages shall be sold or served in a dining room before the dining room is open and food service is available, or after the dining room has been closed and food service has been suspended to the public. The hours during which the sale of all alcoholic beverages to be consumed on the premises may be made by any licensee shall be from 11:00 a.m. to 12:00 midnight on secular days and from 12:00 noon to 12:00 midnight on Sundays unless otherwise determined by the Board of Selectmen. The hours during which the sale of all alcoholic beverages to be consumed off the premises may be made by any licensee shall be from 9:00 a.m. to 10:00 p.m., Monday through Saturday and 12:00 noon to 5:00 p.m. on Sundays and legal holidays unless otherwise determined by the Board of Selectmen. The hours when sales may be made will be established by the Board of Selectmen with each individual application.

- 4.2.1 The Board may adjust hours for individual and/or classifications of licensees upon receipt of their request(s) for consideration of special circumstances and/or occasions.
- 4.2.2 No patron shall be served or sold alcoholic beverages within the licensed premises before or after the hours stated in the license.
- 4.2.3 No alcoholic beverages shall be served within the licensed premises during the fifteen (15) minutes preceding the hours stated on the license at which service of alcoholic beverages must cease.
- 4.2.4 All bottles, glasses, containers, etc., shall be cleared from all tables and bars within thirty (30) minutes of the established closing hour and all patrons will be off the licensed premises within forty-five (45) minutes of the established closing hour.
- 4.2.5 With the exception of the licensee and the manager, all employees shall vacate the licensed premises no later than sixty (60) minutes after the official closing hour designated on the alcohol license. Bona fide employees of the licensed establishment may remain upon or enter upon the licensed premises outside of the regular hours of operation while actually engaged in cleaning, opening, closing or preparing for the current or next day's business, but they may not dispense or consume any alcoholic beverage during such non-public hours. In any instance wherein a licensee will have employees working on

the licensed premises in excess of sixty (60) minutes before or after the serving times, the licensee shall cause notification of the fact to be given by telephone to the Needham Police Department along with the estimate as to how long the work party will be on the premises.

4.3 Payment of Charges and Taxes

Applicants and licensees must pay in full all taxes and charges owed to the Town on a current basis prior to the issuance of a new license, the transfer of an existing license and/or the annual renewal of a license.

4.4 Filing and Application Requirements

4.4.1 Abutter Notification

When conducting a public hearing to consider the issuance of a license to sell or serve wine, malt and/or alcoholic beverages, the Board will endeavor to ask applicant to notify all owners of property within a 300 foot radius of the premises to be licensed. This will be in addition to any notification which is required by law.

4.4.2 Insurance

No license shall be issued for the sale of alcoholic beverages (one day special licenses excluded) in the Town until such time as the applicant shall present to the Board of Selectmen a certificate of insurance showing that the applicant carries the following policies of insurance from an insurance company licensed by the Department of Insurance of the Commonwealth of Massachusetts as follows: workers' compensation insurance as required by M.G.L. Chapter 152; and liquor liability insurance in the minimum amount of \$100,000 per person/\$1,000,000 aggregate for personal injury and \$100,000 per occurrence for property damage.

4.4.3 Fees

All license fees of the Board are incorporated in these rules and regulations as Attachment I, Schedule of Town of Needham Liquor License Fees. These fees shall be non-refundable.

4.4.3.1 Filing Fees All required filing fees shall be paid in full at such time as the application is filed. The Board's filing fee shall be paid by check, made payable to the "Town of Needham". Filing fees required by the Commission must be by certified check or bank treasurers check made payable to the "Commonwealth of Massachusetts" and/or the "Alcoholic Beverages Control Commission". Filing fees shall not be pro-rated for any reason.

4.4.3.2 License Fees All license fees for the initial issuance of a new license, or for the transfer of an existing license, for a change in the structural composition of a licensed premises, and/or for the annual renewal of a license shall be paid in full prior to the issuance of the license. The payment of the license fee shall be

by cash, certified check or bank treasurer's check payable to "Town of Needham". The license fee shall only be pro-rated if fewer than six (6) months remain in the calendar year for at the time when a new license is issued by the vote of the Board.

4.4.4 Floorplans – On Premises Licenses (M.G.L. Ch 138 s.12)

4.4.4.1 With the exception of applicants for package store licenses and a one-day special events license and without limiting the application of Chapter 6 of the State Building Code, applicants or licensees shall submit to the Board along with the application for license, an architectural floor plan, drawn to scale, that includes the following information, which will be clearly marked:

- a. the net floor area (net floor area shall be the area of the rooms measured between the interior walls exclusive of stairways, service bars, hallways, etc.) and dimensions of the existing room or rooms and exterior premises requested to be licensed including dining rooms, function rooms, exterior premises and rooms in which alcoholic beverages are to be stored;
- b. the location of any proposed bars/waiting areas and cocktail lounges (for innkeepers license only);
- c. areas in which seats or benches are to be securely fastened to the floor and areas in which the seats and tables are moveable;
- d. entrances and exits;
- e. kitchens and/or food preparation areas;
- f. take out areas;
- g. storage areas;
- h. restrooms;
- i. all rooms not being requested to be licensed shall be labeled as to their function, such as, kitchen, coatroom, lobby, etc.;
- j. total occupant load; and
- k. other spaces, or in relevant cases, exterior premises for which approval of the Board for the sale of alcoholic beverages is requested. Approval of the use of exterior space will only be allowed if there is a physical barrier and signage restricting the transportation or possession of any alcohol, wine, or malt beverage beyond the limitation of the barrier.

4.4.4.2 The number and location of all seats, chairs, and stools upon or within the licensed premises must be approved in writing by the Board. In no event shall the total number of seats, chairs, and stools upon the licensed premises exceed the maximum seating capacity nor the maximum occupancy capacity of the licensed premises.

4.4.4.3 No physical alteration, the effect of which would be to constitute a change in the description of the licensed premises as shown on the license, shall be made without prior written approval of the Board.

4.4.4.4 Outdoor seating shall be excluded from the seating capacity used to determine the type of license granted to applicant.

4.4.5 Floor Plans – Off Premise Licenses (M.G.L. Ch 138 s. 15)

4.4.5.1 Applicants for a package store license shall submit to the Board along with the application for license, an architectural floor plan, drawn to scale, that includes the following information, which will be clearly marked

- a. the net floor area (net floor area shall be the area of the rooms measured between the interior walls exclusive of stairways, service bars, hallways, etc.) and dimensions of the existing room or rooms and exterior premises requested to be licensed;
- b. gross floor area of the premises and those portions of the premises proposed to be dedicated to the sale, storage or display of alcoholic beverages;
- c. entrances and exits;
- d. storage areas;
- e. restrooms;
- f. cash register areas.

4.4.5.2 Applicants shall submit a plan for signage including window display signs.

.5 General and Miscellaneous Provisions

4.5.1 No alcoholic beverages shall be taken from the building so approved in the licenses, with exception of approved exterior seating noted on floorplan, as noted in section 4.4.4.1 (k). This does not apply to package stores.

4.5.2 No licensee shall sell alcoholic beverages in any part of the premises not specified on this license. No change of such area or location shall be made without prior written approval of the Board of Selectmen. The licensed premises shall meet and fully comply with all health standards and regulations applicable to the sale of alcoholic beverages.

4.5.3 The licensed premises must be well lighted at all times.

4.5.4 There shall be no indecent or immoral entertainment on the licensed premises.

- 4.5.5 Gambling, lotteries, or other illegal machines or games are prohibited except as otherwise permitted by law.
- 4.5.6 The licensed premises shall be subject, at all times, to inspection by members of the Board of Selectmen, the Town Manager, Inspector of Buildings, Board of Health or its representatives, Police Department, Fire Department, or any other department or official of the town so directed by the Selectmen.
- 4.5.7 Service of food is required in all areas where alcoholic beverages are to be served for consumption on premises.
- 4.5.8 Meals must be served on solid dinnerware with silverware accompanying the same. No paper plates or plastic cutlery is permitted. Alcoholic beverages may be consumed only from glassware. Package stores and one day licenses are excluded from this provision.
- 4.5.10 No pitchers of beer may be served. (applicable to on premises licenses only)
- 4.5.11 No licensed restaurant or package store may permit the use of any amusement service such as electronic games on the premises.
- 4.5.12 Service of alcoholic beverages shall be by a server/wait person.
- 4.5.13 At all times that the licensed premises are open for the sale or service of alcoholic beverages, the licensee shall have on the premises a manager or assistant manager who has successfully completed an alcoholic beverage server training program satisfactory to the Board of Selectmen.
- 4.5.14 The alcoholic beverage license must be prominently displayed and available for public viewing inside the premises.

V. RULES AND REGULATIONS FOR THE SALE OF ALCOHOLIC BEVERAGES BY INNOLDERS

Subject to further limitations fixed or from time to time modified by the Board of Selectmen with respect to a particular license, the General Laws of Massachusetts and the regulations of the Alcoholic Beverages Control Commission, the following rules and regulations shall be in full force and effect:

- 5.1 No application for an alcoholic beverage license shall be accepted except from qualified owners of a hotel having a dining room capacity of not less than ninety-nine [99] persons and living capacity of not less than fifty [50] rooms.
- 5.2 Each applicant shall submit to the Board of Selectmen with each application for a license a floor plan of the building or that portion of the building on which is clearly marked and designated the location of the proposed seating arrangement, service

bars, dining rooms, function rooms or other rooms in which approval of the Board of Selectmen for the sale of alcoholic beverages is requested.

- 5.3 Cocktail lounges are permitted with the approval of the Board of Selectmen but limited to approved areas by the Board of Selectmen with appropriate identification of the specific location documented by the Inspector of Buildings.
- 5.4 The Service of alcoholic beverages to the room of any registered guest is prohibited unless otherwise authorized by the Board of Selectmen.

VI. RULES AND REGULATIONS APPLICABLE TO THE SALE OF ALCOHOLIC BEVERAGES IN RESTAURANTS AND FUNCTION ROOMS WITH A SEATING CAPACITY OF NOT LESS THAN 100 PERSONS

Subject to further limitations fixed or from time to time modified or amended by the Board of Selectmen acting as the duly constituted Licensing Board of the Town of Needham with respect to this class of license, the General Laws of Massachusetts and the Regulations of the Alcoholic Beverages Commission, the following rules and regulations shall be in full force and effect:

- 6.1 It is the policy and purpose of the Board of Selectmen acting as the Licensing Board of the Town to limit the issuance of Class E licenses as an accommodating and incidental part of a Common Victualler's primary and principal business endeavor of serving food to the public in a restaurant and function room.
- 6.2 In determining whether a facility meets the minimum seating capacity as set forth in Chapter 138, Section 11, Sub-division E, the Board of Selectmen shall apply the standards set forth in the State Building Code, Chapter 6.
- 6.3 A function room referred to in Chapter 138, Section 11, Sub-division E, may be included for the purpose of satisfying the minimum seating capacity of a restaurant as specified in said Sub-division E but no function room may be separately licensed.
- 6.4 No Class E License will be issued to any applicant unless such applicant is the licensee named in a common victualler's license and has operated a restaurant and function rooms having a minimum seating capacity of 100 for the twelve month period immediately preceding the filing of an application. When deemed appropriate by the Board of Selectmen this provision may be waived.
- 6.5 Service of food is required in all areas in which alcoholic beverages are to be served. Where a function room is available the service of alcoholic beverages is permitted as authorized herein and may be closed to the general public.

VII. RULES AND REGULATIONS APPLICABLE TO THE SALE OF WINE AND MALT BEVERAGES IN RESTAURANTS WITH A SEATING CAPACITY OF LESS THAN 100 PERSONS

Subject to further limitations fixed or from time to time modified or amended by the Board of Selectmen acting as the duly constituted Licensing Board of the Town of Needham with respect to

Wine and Malt Beverage Licenses, the General Laws of Massachusetts and of the Alcoholic Beverages Commission, the following rules and regulations shall apply to Wine and Malt Beverage licenses:

- 7.1 It is the policy and purpose of the Board of Selectmen acting as the Licensing Board of the Town of Needham to limit the issuance of Wine and Malt Beverage Only Licenses as authorized under Chapter 169 of the Acts of 2001 as an accommodating and incidental part of a Common Victualler's primary and principal business endeavor of preparing and serving food to the public in a restaurant.
- 7.2 The issuance of Wine and Malt Beverage Only Licenses will be utilized so as to both enhance the dining experience of individuals patronizing Needham restaurants and to foster the economic development of business areas in the Town by encouraging and promoting foot traffic in those areas where restaurants are located. The Board will consider when deciding upon a license application the foregoing factors and any other matter deemed appropriate by the Board including by way of description but not limitation: proximity to residential neighborhoods, traffic, parking, appropriateness of menu and other aesthetic considerations including the physical layout of the interior of the establishment. Licenses will not be granted to establishments whose principal business activity is fast food, take-out, or which has any "drive-through" component.
- 7.3 No Wine and Malt Beverage Only License will be issued to any applicant unless such applicant is the licensee named in a common victualler's license and has operated restaurant for the twelve month period immediately preceding the filing of an application. When deemed appropriate by the Licensing Board, this provision may be waived.

VIII. RULES AND REGULATIONS APPLICABLE TO CLUBS AND VETERANS ORGANIZATIONS SEEKING AND ISSUED ALCOHOLIC BEVERAGE LICENSES WITHIN THE TOWN AUTHORIZED BY SPECIAL ACT OF THE GENERAL COURT (CHAPTER 3 OF THE ACTS OF 1977)

Licenses issued by the Needham Licensing Board shall be subject to the minimum requirements of G.L. Chapter 138, Regulations of the Alcoholic Beverage Commission and the following regulations of the local Licensing Board and any amendments thereto hereinafter adopted:

- 8.1 Every club applicant to be eligible to be licensed to sell any or all alcoholic beverages within the Town of Needham must be a corporation duly organized and existing under Chapter 180 of the General Laws of the Commonwealth of Massachusetts and has maintained club facilities for not less than three (3) years prior to the filing of an application. The within provisions may be waived by the Licensing Board.
- 8.2 Every Veterans organization to be eligible to be licensed to sell any and all alcoholic beverages within the Town of Needham must be duly chartered or authorized by the Laws of the United States or the Commonwealth of Massachusetts.

- 8.3 Each applicant shall furnish the Licensing Board with a copy of its Charter or other legal evidence of its eligibility as herein specified when requested by the Licensing Board.
- 8.4 Each eligible club and veteran's organization must have the exclusive legal right to the possession and enjoyment of indoor facilities of not less than 2,000 square feet of floor space on one or more floors and which may consist of one or more rooms.
- 8.5 Each licensee hereunder acting by and through its Board of Directors or other governing body shall appoint a manager or bartender who is of good moral character and a responsible person. The manager or bartender will be in charge during open hours acting for and on behalf of the Board of Directors or other governing Board. Acting for and on behalf of the Board of Directors the manager or bartender shall be responsible for the conduct of the members and guests, accountable for keeping order and the prevention of undue noise and disturbances on the licensed premises and the neighborhood.

IX. RULES AND REGULATIONS APPLICABLE TO ONE-DAY SPECIAL EVENT LICENSES

The Board will review requests for One-Day Special Event Licenses in accordance with section 14 of Chapter 138 of the General Laws after receipt of the following documentation. A public hearing is not required for the issuance of a One-Day Special Event License.

- 9.1 Request for the sale of alcohol under a Special License is limited to between the hours of 11:00 a.m. and 12:00 a.m. on secular days and 12:00 p.m. and 12:00 a.m. on Sundays.
- 9.2 One-Day licenses are exempt from the legal notice and publication requirements.
- 9.3 No special event license will be granted to a licensed premise of any person whose application for a license is pending before the licensing authorities.
- 9.4 No person shall be granted a special license for more than 30 days in a calendar year.
- 9.5 Forms and documentation required for One-Day Special License:
- a) ABCC Notice of Approval of Special License (completed by the Town)
 - b) Town of Needham Board of Selectmen Event Information Sheet
 - c) Descriptive information about the event (invitation, flyer, letter of explanation, etc.)
 - d) Written indication of the manner by which service, sale, delivery, and/or dispensing of alcoholic beverages are to be controlled.
 - e) Written evidence of the owner's permission to use the proposed licensed premises.
 - f) Proof of Non-profit Status (if request is for all alcoholic beverages).
 - g) Sketch/floorplan of the proposed licensed premises of a reasonably precise be served, sold, delivered, and/or dispensed.

- h) Designation and identification in writing of all individuals who will serve, sell, deliver, and/or dispense alcoholic beverages and evidence of whether or not said individuals have completed in the past three years an appropriate Massachusetts alcoholic beverages server training program.
- i) Acknowledgement that the person holding the special license has purchased the alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer-brewery or special permit holder. A person holding a section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04)

9.6 The One-Day Special Event Manager shall provide for the orderly and safe conduct of the event, shall be responsible for the proper sale, service, delivery, dispensing and consumption of alcoholic beverages, shall be physically present during the duration of the entire event and shall sign the Event Information Sheet. The One-Day Special Event Manager shall display such special One-Day License where sale of alcoholic beverages is taking place.

X. RULES AND REGULATIONS APPLICABLE TO PACKAGE STORES (M.G.L. CH 138, SEC. 15)

10.1 General Provisions

- 10.1.1 Employees at the licensed premises on which a Section 15 license is exercised, must be 21 years of age except that such licensees may employ a person under the age of 21 who does not directly handle, sell, store, or prepare for display any alcoholic beverages. Notwithstanding the foregoing, food store employees 18 years of age or older may handle, store, or prepare any alcoholic beverages for display and may sell alcohol provided that the onsite designated manager approves and authorizes the transaction for sale.
- 10.1.2 No seating, chairs, stools, or tables for use by customers or patrons shall be placed or permitted by a retail package store licensee upon or within the licensed premises, or upon any area under the direction and control of the licensee.
- 10.1.3 Where the liquor licenses are granted to serve the public, licensees shall be open to the public and, except in exigent circumstances, operate on all days and hours in accordance with the terms of the issued liquor license. The closing of the licensed premises to the public, for a period of five (5) consecutive days or more, or for any period totaling ten (10) days during the calendar year without the prior approval of the Board of Selectmen may be deemed to be an abandonment of the Liquor License and sufficient grounds for revocation of the Liquor License.
- 10.1.4 All licensed liquor establishments must maintain an updated employee roster that shall be available upon request to the Town. It is the obligation of the licensee to inform all employees about the rules and

regulations of the Needham Board of Selectmen, the Alcoholic Beverages Control Commission, and any and all applicable Massachusetts laws.

- 10.1.5 Any employees engaged in the sale and handling of alcoholic beverages must complete Board approved courses in alcohol safety training and have on file with the licensee and available for inspection by the Town a copy of current certification and proof of age. Licensee will provide an approved training program certificate of completion for the manager to the Town with the application.
- 10.1.6 All employees shall be required to be recertified once every three years by a Town- approved program. Newly hired employees shall complete a Town-approved training program within 30 days of their employment, or provide proof of training certification at a Town-approved course within the last three years. In addition, all employees that are engaged with the direct handling, selling, storing or the preparation for the display of any alcoholic beverages are required to watch annually a Town-approved training video as part of the license renewal process.
- 10.1.7 A designated manager will be onsite at all times the establishment is open. The onsite manager shall be responsible for compliance with all applicable laws of the Commonwealth of Massachusetts concerning the sale of alcoholic beverages and the Town's rules and regulations for the provision and consumption of alcoholic beverages. The designated manager shall have full authority to make decisions concerning the operation of the establishment.
- 10.1.8 No consumption of alcoholic beverages shall be permitted on the premises outside of the licensed hours of operation.
- 10.1.9 Licensees shall make all reasonable and diligent efforts to ensure that loitering, disorder, disturbances or illegality of any kind does not occur at the licensed premises. The licensee shall ensure that business in the licensed premises is conducted in a responsible manner so that no activity shall detract from the quality of life in the Town generally, or in the neighborhood in which the licensed premises are located. The licensee may be held responsible for such activity, whether present or not.
- 10.1.10 Licensees shall at all times maintain the immediate and surrounding area outside the licensed premises in a state of cleanliness and upkeep.
- 10.1.11 The licensing of liquor establishments, and what constitutes the public convenience in Needham, will be subject to the informed discretion of the Board of Selectmen. In determining suitability for licenses, the Board of Selectmen will consider the proximity of the proposed premises to neighborhoods, especially residential neighborhoods, and

other sensitive areas as determined by the Board.

- 10.1.12 Section 15 licenses may be granted to food stores as defined in these regulations, but will not be granted to convenience stores.
- 10.1.13 Alcohol-related signage displayed so that it is visible to the public will be limited.
- 10.1.14 Advertisement at local sporting events or school events and sponsorships of sporting teams where participant's uniforms carry the name, logo or advertisement for any business which derives more than 25% of its gross revenues from the sale of alcoholic beverages is prohibited.
- 10.1.15 "Nips" or bottles of spirits containing fewer than eight (8) fluid ounces shall not be located in an area directly accessible by customers, and shall be offered for sale upon the request of a customer from a location within the premises to which customers do not have direct access, such as behind a counter.

10.2 Hours Of Operation

- 10.2.1 Subject to further conditions or limitations fixed or from time to time modified by the Board with respect to a particular liquor license, these regulations and the laws of the Commonwealth of Massachusetts, including but not limited to M.G.L. c.138, the hours during which sales of alcoholic beverages may be made by any approved licensee shall be from no earlier than 9:00 a.m. to no later than 10:00 p.m. Monday through Saturday, and from no earlier than 12:00 noon to no later than 5:00 p.m. on Sundays and legal holidays recognized by the Commonwealth of Massachusetts. The hours which sales may be made will be established by the Board of Selectmen with each individual application.
- 10.2.2 No sales are permitted on Memorial Day, Thanksgiving Day or Christmas.
- 10.2.3 For all deliveries conducted off the licensed premises, the licensee shall keep written records including the date of sale, quantities and sizes of items purchased, method of payment transaction, and name and address of purchaser. In addition to the preceding requirements, the amount of the beverages that were delivered, the date and time of delivery, the signature of the person receiving the delivery and the type of identification card used to confirm age. Such written records shall be maintained by the licensee within or upon the license premises for a period of not less than one year and must be readily available for inspection by the Town.

a. Deliveries must be made during the operating hours of the store.

b. Deliveries shall be made by persons no less than 21 years of age.

c. A copy of Off-Premises Transportation Permit, license to deliver issued by the ABCC, shall accompany application at time of submittal.

10.2.7 All transactions for the sale of alcoholic beverages must be completed on or before the closing hour set out in this section.

10.2.8 Hours for product deliveries to establishment and/or pick-up of bottle returns should be arranged so that activity does not interfere with the quiet enjoyment of the neighborhood.

10.3 Consumption On Premises Prohibited Except Sample Tastings

10.3.1 Consumption of alcoholic beverages within or upon the retail package store licensed premises, or upon any area under the direction and control of the licensee, by any person is strictly prohibited except for sample tasting.

10.4 Limitations On Transferability Of Off-Premises Section 15 Licenses

10.4.1 An application for a transfer of ownership at the same location or transfer of location may be granted by the Board after a public hearing in compliance with these regulations and state law.

10.5 Food Store Alcohol License Requirements

10.5.1 A food store is defined as a grocery store or supermarket, which sells at retail, food for consumption on or off the gross premises, whether alone, or in combination with grocery items or other non-durable items typically found in a grocery store and sold to individuals for personal, family or household use. Such food store shall carry fresh and processed meats, poultry, dairy products, eggs, fresh fruits and produce, baked goods and baking ingredients, canned goods and dessert items. Notwithstanding the foregoing, a food store for the purposes of these regulations shall not be a convenience store, any business that sells gasoline, or a business which derives more than 25% of its gross revenues from the sale of alcoholic beverages. The retail space used to display alcoholic beverages shall not exceed twenty-five percent (25%) of the total retail space on the premises. The Board of Selectmen shall determine whether an applicant is a food store as set out herein and in compliance with any and all requirements.

10.5.2 A convenience store is defined as an establishment that sells at retail food and other non-durable items to individuals more on a daily basis, such as but not limited to small quantities of food, candy, newspapers,

and tobacco products. Convenience stores are frequently open with only one staff member on duty at a time, are usually open later than 10:00 p.m. and may or may not sell gasoline. The Board of Selectmen reserves the right to consider each of these factors when determining if an applicant will be considered a convenience store.

- 10.5.3 Any applicant for a Section 15 License (whether for an original application, change of ownership or change of location) must provide with the application materials, a floor plan evidencing the gross floor area of the premises and those portions of the premises proposed to be dedicated to the sale, storage or display of alcoholic beverages. The licensee may not materially change the portions of its premises dedicated to sale, storage or display of alcoholic beverages without the approval of the Board of Selectmen. The licensee may not be open for business except during its licensed hours for sale of alcoholic beverages unless it has applied for and received approval by the Board of Selectmen of plan to properly secure all alcoholic beverages on the premises from public access during that time.
- 10.5.4 Regular sales and operation of the food store must continue during all times when the sales of wine and malt beverages are permitted.
- 10.5.5 Package store licenses issued to food stores shall be limited to wine and malt beverages only.

APPROVED:	6/14/77
Amended and revised:	11/18/97
Amended and revised:	2/9/99
Revised fee schedule:	12/7/99
Revised fee schedule:	12/5/00
Revised and approved:	8/20/02
Fee changes	12/21/04
Addition of Liquor	
Liability Insurance:	1/25/05
Addition of One-Day License:	1/25/05
Amended and revised:	11/14/06
Amended and revised:	6/22/10
Amended and revised:	12/18/12

**BOARD OF SELECTMEN
ACTING AS
NEEDHAM LICENSING BOARD**



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

MEETING DATE: 12/18/2012

Agenda Item	Committee Reports
Presenter(s)	Board Discussion

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
<i>Board members will report on the progress and / or activities of their Committee assignments.</i>			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
None			

FISCAL YEAR 2013
SCHEDULE A

Effective July 1, 2012

Full-time, part-time and seasonal position classifications with corresponding compensation schedules

CLASS TITLE	GRADE/SCHEDULE	FLSA exempt status
Activity Instructor	Schedule C	exempt
Administrative Analyst	NR3	exempt
Administrative Assessor	M-2	exempt
Administrative Assistant	TS-3	non-exempt
Administrative Coordinator	TS-4	non-exempt
Administrative Specialist	TS-4	non-exempt
Animal Control Officer	UR-2	non-exempt
Animal Inspector	Schedule C	Stipend
Applications Administrator	PT-5	exempt
Assistant Administrative Assessor	PT-4	non-exempt
Assistant Building Commissioner	NR-6	exempt
Assistant Cataloger	SS-3	non-exempt
Assistant Children's Librarian	SS-4	non-exempt
Assistant Director of Emergency Management	Schedule C	Stipend
Assistant Director of Public Library	NR-6	exempt
Assistant Director of Public Works	N-4	exempt
Assistant Director, Park & Recreation	PT-4	exempt
Assistant Program Coordinator	NR-1	non-exempt
Assistant Program Coordinator (PT)	Schedule C	non-exempt
Assistant Purchasing Agent/Office Mgr. DPW	NR-4	exempt
Assistant Superintendent	UR-5	exempt
Assistant Superintendent, Fire Alarm	FA-2	non-exempt
Assistant to Planning Director	NR-3	exempt
Assistant to Town Manager	NR-4	exempt
Assistant Town Accountant	NR-5	exempt
Assistant Town Clerk	NR-3	exempt
Assistant Town Engineer	UR-6	exempt
Assistant Town Manager/Director of Finance	M-5	exempt
Assistant Town Manager/Director of Operations	M-5	exempt
Assistant Town Planner	NR-4	exempt
Assistant Treasurer/Collector	NR-5	exempt
Assistant, Council on Aging	Schedule C	non-exempt
Associate Director, Council on Aging	PT-4	exempt

Town of Needham

Autocad Technician	UR-2	non-exempt
Building Commissioner	M-2	exempt
Building Inspector, Substitute	NR-5	non-exempt
Building Monitor	Schedule C	non-exempt
Canvasser	Schedule C	non-exempt
Care/Veterans Graves & Coordinator of Ceremonies	Schedule C	Stipend
Carpenter	BT-2	non-exempt
Chief Pumping Station Operator	W-7	non-exempt
Civil Engineer	UR-4	exempt
Clerk	Schedule C	non-exempt
Committee Secretary	SS-3	non-exempt
Computer Operator	PT-1	non-exempt
Contract Administrator	UR-6	exempt
Council on Aging, Executive Director	M-2	exempt
Craftsworker	BT-2	non-exempt
Custodian	BC-1	non-exempt
Data Collector	PT-1	non-exempt
Department Assistant 1	TS-1	non-exempt
Department Assistant 2	TS-2	non-exempt
Department Specialist	TS-3	non-exempt
Deputy Fire Chief	F-4	non-exempt
Deputy Fire Chief, Operations	F-4	non-exempt
Director of Conservation	M-1	exempt
Director of Design and Construction	M-4	exempt
Director of Economic Development	M-1	exempt
Director of Emergency Management	Schedule C	Stipend
Director of Facilities Operations	N-4	exempt
Director of Human Resources	M-3	exempt
Director of Management Information Systems	M-3	exempt
Director of Park and Recreation	M-2	exempt
Director of Planning and Community Development	M-3	exempt
Director of Public Health	M-3	exempt
Director of Public Library	M-3	exempt
Director of Public Works	N-5	exempt
Director of Veterans' Services	M-1	exempt
Director of Youth Services	M-2	exempt
Division Superintendent, Highway	N-2	exempt
Division Superintendent, Parks and Forestry	N-2	exempt
Division Superintendent, Solid Waste/Recycling	N-2	exempt
Division Superintendent, Water/Sewer	N-3	exempt
Election Clerk	Schedule C	non-exempt
Election Inspector	Schedule C	non-exempt

effective July 1, 2012

rev. 9.7.12

Town of Needham

Election Warden	Schedule C	non-exempt
Electrician	BT-3	non-exempt
Enforcement Agent	Schedule C	non-exempt
Engineering Aide	UR-1	non-exempt
Environmental Health Agent	PT-5	non-exempt
Equipment Mechanic	W-5	non-exempt
Facility Operations Shift Supervisor	UR-5	exempt
Finance and Procurement Coordinator	NR-6	exempt
Finance Committee, Executive Secretary	NR-4	exempt
Financial System Application Manager	PT-6	exempt
Fire Captain	F-3	non-exempt
Fire Chief	N-5 *	exempt
Fire Director of Administrative Services	PT-5	exempt
Fire Lieutenant	F-2	non-exempt
Firefighter	F-1	non-exempt
Garage and Equipment Supervisor	N-1	exempt
GIS/Database Administrator	PT-5	exempt
Glazer/Craftsperson	BT-2	non-exempt
Heavy Motor Equipment Operator	W-4	non-exempt
Human Resources Administrator	NR-3	non-exempt
HVAC Technician	BT-3	non-exempt
Inspector of Buildings	M-2	exempt
Inspector of Plumbing & Gas	NR-4	non-exempt
Inspector of Wires	NR-4	non-exempt
Laborer 2	W-2	non-exempt
Laborer 3	W-3	non-exempt
Library Assistant	SS-2	non-exempt
Library Assistant - Technical Services PT	SS-1	non-exempt
Library Assistant PT	SS-1	non-exempt
Library Children's Supervisor	NR-4	exempt
Library Circulation Supervisor	SS-5	exempt
Library Page	Schedule C	non-exempt
Library Reference Supervisor	NR-4	exempt
Library Technical Services Supervisor	NR-4	exempt
Library Technology Specialist/Archivist	NR-4	exempt
Lineman	FA-1	non-exempt
Local Building Inspector	NR-5	non-exempt
Management Analyst	PT-5	exempt
Marketing Program Assistant	Schedule C	non-exempt
Master Mechanic	W-7	non-exempt
Network Administrator	PT-4	exempt
Network Manager	PT-6	exempt

Town of Needham

New Year's Needham Coordinator	Schedule C	Stipend
Outreach Worker, Council on Aging	PT-2	exempt
Parking Clerk	NR-1	non-exempt
Parking Enforcement Attendant	SS-2	non-exempt
Personal Computer Specialist	Schedule C	non-exempt
Plumber	BT-3	non-exempt
Plumbing & Gas Inspector Substitute	NR-4	non-exempt
Police Chief	N-5 *	exempt
Police Lieutenant	P-3	non-exempt
Police Maintenance Assistant	NR-1	non-exempt
Police Matron	Schedule C	non-exempt
Police Officer	P-1	non-exempt
Police Sergeant	P-2	non-exempt
Program Coordinator	NR-2	non-exempt
Program Coordinator (PT)	Schedule C	non-exempt
Program Manager	M-1	exempt
Project Manager	M-1	exempt
Public Health Nurse	PT-5	exempt
Public Safety Dispatch Supervisor	UR-4	non-exempt
Public Safety Dispatcher	UR-1	non-exempt
Public Works Craftsworker	W-4	non-exempt
Public Works Inspector	W-6	non-exempt
Public Works Specialist 1	W-4	non-exempt
Public Works Specialist 2	W-5	non-exempt
Public Works Technician	W-5	non-exempt
Pumping Station Operator	W-5	non-exempt
Recording Secretary	Schedule C	non-exempt
Recreation Specialist 1-5	Schedule C	exempt
Recreation Supervisor	PT-2	non-exempt
Reference Librarian PT	NR-2	exempt
Reference Librarian/Audio Visual Specialist	NR-3	exempt
Reference Librarian/Program Specialist	NR-3	exempt
Registrar of Voters	Schedule C	Stipend
Resident Site Manager	NR-6	exempt
Retirement Specialist	PT-4	non-exempt
Ridge Hill Ranger	Schedule C	non-exempt
Sealer of Weights & Measures	NR-4	non-exempt
Seasonal Packers/Drivers	Schedule C	non-exempt
Senior Administrative Coordinator	TS-5	non-exempt
Senior Corps Participant	Schedule C	non-exempt
Senior Custodian 1	BC-2	non-exempt
Senior Custodian 2	BC-3	non-exempt

effective July 1, 2012

rev. 9.7.12

Town of Needham

Senior Program Coordinator	NR-5	non-exempt
Senior Program Manager	N-3	exempt
Senior Trip Coordinator	Schedule C	non-exempt
Social Worker	PT-3	exempt
Special Detail Worker	Schedule C	non-exempt
Student Draftsman and Rodman	Schedule C	non-exempt
Student Intern 1 - 4	Schedule C	non-exempt
Supervisor of Administration/DPW	M-1	exempt
Support Services Manager	M-1	exempt
Survey Party Chief	UR-3	non-exempt
Systems Analyst	PT-3	exempt
Temporary Laborer/Trades Assistant	Schedule C	exempt
Town Accountant	M-2	exempt
Town Counsel	Schedule C	exempt
Town Engineer	N-4	exempt
Town Manager	Contract	exempt
Town Treasurer and Tax Collector	M-2	exempt
Traffic Supervisor	Schedule C	non-exempt
Traveling Meals Coordinator	NR-2	non-exempt
Tree Climber	W-4	non-exempt
Van Driver - COA	Schedule C	non-exempt
Warehouse Person	BT-1	non-exempt
Water Treatment Facility Manager	UR-6	exempt/executive
Wiring Inspector Substitute	Schedule C	non-exempt
Working Foreman	W-6	non-exempt
Youth Center Worker 1 - 5	Schedule C	non-exempt

SCHEDULE A STIPENDS

All Stipends must be approved by the Town Manager prior to payment.

(Additional compensation for specific assignments)

(1) Said Director shall be the Superintendent of Public Works within the meaning of Section 20 to 30, inclusive of the Needham Special Home Rule Charter Act (Acts of 1971, c. 403), and shall be appointed in the manner and shall exercise the powers and duties of such Superintendent, specified in said act.

(2) Additional \$75.00 per month when assigned to and performing the duties of Deputy Tree Warden.

(3) Additional \$600.00 per year when assigned to and performing the duties of Workers'

Compensation Agent

(4) Additional \$1,500 per year when performing the duties of Assistant Parking Clerk

(5) Additional \$1,200 when assigned to and performing the duties of Registered Land Surveyor as designated by the Director of Public Works.

(6) Additional \$1,200 when an employee other than the Assistant Town Manager/Finance Director is designated as the Chief Procurement Officer.

(7) Designated Wiring Inspector in accordance with M.G.L. c. 166 s 32.

effective July 1, 2012
rev. 9.7.12

Town of Needham

(*) Compensation set by employment agreement in accordance with M.G.L. c. 41 s. 108O

Town of Needham

JULY 1, 2012--FY13

Schedule C

Rates for part-time and seasonal positions (rates are hourly unless specifically noted)

Title		Rate	Title		Rate
#	Activity Instructor (per session) [6000]			Recreation Specialist 4 First Year	13.2151
	Group A	8.00		Second Year	13.6856
	Group B	10.00		Recreation Specialist 5 First Year	15.5884
	Group C	12.00		Second Year	16.1321
	Group D	15.00	#	Registrar of Voters (per year) [6060]	545.00
	Group E	18.00	#	Ridge Hill Ranger [6082]	
	Group F	21.00		Per Hour	25.00
	Group G	25.00		Per Event	200.00
	Group H	28.00		Seasonal Driver Traveling Meals -- 1st year [6035]	13.5915
	Group I	30.00		Seasonal Driver Traveling Meals -- 2nd year	15.6825
	Group J	32.00		Seasonal Packer/Driver [6033]	13.2936
	Group K	35.00	#	Senior Corps Participant [6076]	8.20
	Group L	50.00	#	Senior Trip Coordinator (per trip)	150.00
	Group M	75.00	#	Special Detail Worker [6079]	35.00
#	Animal Inspector (per year) [6055]	2,500		Student Draftsman and Rodman [6034]	
	Assistant, Council on Aging [6010]	14.1807		First Year	14.0961
#	Asst. Dir. Of Emergency Management (per year)	1,500		Second Year	14.7604
	Assistant Program Coordinator (PT) [6073]	16.3817		Third Year	14.9632
	Building Inspector Substitute [6011]	26.4196		Fourth Year	15.4135
	Building Monitor [6012]	11.0277		Fifth Year	16.7194
	Canvasser [6013]	8.8839			
#	Care of Graves Veterans/Coord of Ceremonies (/yr) ^	2,500		Student Intern 1 [6039]	9.7727
#	Director of Emergency Management (per year)	2,000		Student Intern 2	13.0489
*	Election Clerk (per election) [6074]	150.00		Student Intern 3	16.2916
*	Election Inspector (per election)	120.00		Student Intern 4	19.5567
*	Election Warden (per election)	150.00			
	Enforcement Agent [6081]	19.1964		Temporary Laborer/Trades Assistant [6077]	
	Library Page [6021]			First Year	11.4381
	First Year	8.5731		Second Year	11.8483
	Second Year	8.8045		Third Year	12.2585
	Third Year	9.1120		Fourth Year	12.6808
#	Marketing/Program Assistant [6078]	100.00			
#	New Year's Needham Coordinator (per year)	5,000		Town Counsel (per year) [6062]	69,769
	Personal Computer Specialist [6075]	37.2823		Traffic Supervisor [6049]	19.1860
	Plumbing and Gas Inspector Substitute [6063]	23.6079		Van Driver - COA [6040]	13.5915
	Police Matron [6024]	19.1931		Wiring Inspector Substitute [6064]	23.6079
	Program Coordinator (PT) [6025]	18.7001			
	Recording Secretary [6026]	18.0072	#	Youth Center Worker 1 [6050]	20.00
	Recreation Specialist 1 First Year [6027]	9.2318	#	Youth Center Worker 2	50.00
	Second Year	9.5454			
	Recreation Specialist 2 First Year	10.5073			
	Second Year	10.8523			
	Recreation Specialist 3 First Year	11.3437			
	Second Year	11.7410			
	Effective July 1, 2012				
	#Titles not included in general wage increases				
	*Rates set by Board of Selectmen				
	^ position number [6083]				

**Town of Needham
Board of Selectmen
Minutes for November 27, 2012
Needham Town Hall**

- 6:45 p.m. Informal Meeting with Citizens: No Activity.
- 7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Gerald A. Wasserman. Those present were Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.
- 7:00 p.m. District Attorney Michael Morrissey - Driving Under the Influence Program:
Michael Morrissey, District Attorney, Norfolk County appeared before the Board to discuss auto accidents occurring in the county, many involving alcohol. He told the Board about two programs initiated by his office: "Observe, Don't Over-serve" aimed at people serving alcohol, and "Be a Hero, Be a Designated Driver" to encourage people to be responsible to make sure people get home safely. He asked the Board encourage local establishments to join the initiative.
- 7:05 p.m. Public Information Session on Tax Increment Financing (TIF):
Mr. Wasserman said the Board has voted unanimously to approve the TIF agreement, and that Town Meeting will have the opportunity to vote on the agreement on Monday, December 3, 2012. He said the purpose tonight is to provide information and answer questions from citizens.
- Kate Fitzpatrick, Town Manager, made a brief presentation about Tax Increment Financing and the TripAdvisor proposal. She said Tyler Young of TripAdvisor will discuss the company and its plans to relocate to Needham. Ms. Fitzpatrick said a panel of experts including TripAdvisor Consultant Lynn Tokarczyk, Town Counsel David Tobin, Special Counsel Ray Miyares, Director of Economic Development Devra Bailin, Director of Planning and Community Development Lee Newman, and Assistant Town Manager David Davison, are available to answer questions about the TIF process and the TripAdvisor proposal.
- Ms. Fitzpatrick commented the TIF agreement pertains only to new revenue. She said Tax Increment Financing is a mechanism that incents economic development by exempting a portion of new revenue from real estate taxes for a certain period of time, and that the existing proposal between the Town and TripAdvisor is for a period of 13 years. She discussed the criteria by which Tax Increment Financing would be evaluated and the set of criteria adopted by the Board at its meeting on November 14, 2012. She commented the key criteria for the TripAdvisor project is that the size, scope, and industry of the proposal would expedite the redevelopment of the New England Business Center. Ms. Fitzpatrick referred to a map outlining the proposed site including 230,000K sq. ft. of office space and a

new Residence Inn hotel located on First Avenue in Needham. She commented the new construction will have a stunning presence on Route 128 and will attract more technology companies to the area. Ms. Fitzpatrick highlighted one feature of the agreement saying TripAdvisor agrees to increase the number of employees at the facility by 250 over a five year period. She commented the new property tax revenue to the Town is estimated to be \$4.3 million. Ms. Fitzpatrick commented on the need for the Special Town Meeting on December 3, 2012 saying a majority vote is required for the approval of a TIF agreement. TripAdvisor has determined it needs to make its final decision by the end of the calendar year based on the TIF agreement and incentives provided by the Commonwealth which are approved quarterly.

Tyler Young, Vice President Finance and Administration, TripAdvisor told the Board about the history of TripAdvisor and the plans to move its employee headquarters back to Needham. He thanked the Town for its support and the Board of Selectmen for its unanimous approval vote. Mr. Young told the Board the current lease has two years remaining. He commented TripAdvisor completed a site search for a new location, focusing on the 128 corridor. He said Needham is the top choice, pending the TIF approval. Mr. Young explained the phases of construction and the employee base which includes software engineers, marketing, and sales. He said the company currently has approximately 500 employees and has committed to grow by at least 50 employees per year for the first 5 years of the TIF agreement. Mr. Young spoke about the local impact to Needham including patronage of restaurants, businesses, and charitable programs.

Mr. Wasserman invited questions from the audience.

Ford Peckham, 26 Lawton Road asked about the work required by the DPW to hook up the site to utilities and how will the project sequence in with the Add-A-Lane project and the off ramp at route 128. Mr. Peckham is in favor of the project.

Peter Atallah, 18 Lindburgh Avenue questioned what would happen to the TIF agreement should TripAdvisor be acquired by another entity or acquire another company and moved from Needham.

Mr. Wasserman asked for comments from the Board.

Mr. Handel said this project is a positive development for Needham and the New England Business Center. He said it is a shared increase in value for a limited period of time, and the value to Needham is enormous.

Mr. Bulian said the TIF agreement with TripAdvisor is the start of something great for the New England Business Center. He is hopeful other businesses will follow, with increased tax revenue to the Town.

Mr. Wasserman said TripAdvisor will attract other technology companies to the NEBC, and the area will become a true technology center. He said in every way it is right for the Town.

Mr. Matthews said this is the first TIF agreement the Town has done and he wanted residents to be assured the Town has been very careful and limited in its approach to the TIF. He said Ms. Fitzpatrick and the team have taken a very measured approach and the agreements are fair to all parties.

Mr. Borrelli said this is something needed in the Town. He said it is a “win-win” situation for the Town and TripAdvisor. He said he is confident in the proposal.

The Board took a 2 minute break.

7:35 p.m.

Consent Agenda and Appointments:

Motion by Mr. Bulian that the Board of Selectmen vote to accept the Appointments and Consent Agenda as presented.

CONSENT AGENDA *=Backup attached

1. In accordance with Section 20B(5) of the Town Charter, and upon the recommendation of the Town Manager and the Personnel Board, adopt a classification and compensation plan for fiscal year 2014 including a 2.5% general wage increase for non-represented employees.
- 2.* Approve a Special One Day All Alcoholic Beverages license for Jessica Weiss of The New Year’s Needham Committee, to host a New Year’s Eve dance on December 31, 2012 from 9:00 p.m. to 12:30 a.m. in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
- 3.* Ratify a Special One Day All Alcoholic Beverages license for Mike Despres of The Village Club, to have hosted a reunion for NHS class of 1987 on November 24, 2012 from 7:00 p.m. to 12:00 a.m. at The Village Club, 83 Morton Street, Needham.
- 4.* Approve minutes from November 13, 2012 and November 14, 2012.
5. Accept donation of monies that were raised by residents through the VFW for a new flagpole at Memorial Park. The flagpole is valued at \$2,400.
6. Accept the following donations made to the Needham Public Library for the period September 6, 2012 – November 19, 2012: Robert & Marlene Mailloux donated \$100 in honor of George & Carolyn Baierlein’s 50th wedding Anniversary; Paul Hughes donated a book: The Meta Secret is the Next Level \$19; M. Paul Shore donated a book: The New Routledge Dutch Dictionary \$140.00; Marci Schwartz donated her book: Parenting with Awareness \$15.20; Steven Marini donated his book: Connections \$13.00; Judy Gelman and Friends donated \$225 in memory of John Francis Moore ; Brian Rose donated a book: Wee the People: A Story about Freedom \$14.95; Lily Solopov donated books: 1. The Benefits of the New Economy; 2. A Guide to the New World \$30.00; Bette Gosule donated her book: Sneakers Hangs Out \$14.95; Tourette Syndrome Association, Inc. donated a CD: Tourette

Syndrome in the Classroom, School and Community, a DVD: I Have Tourette's but Tourette's Doesn't have me, and a book: A Family's Guide to Tourette Syndrome \$51.95; Richard Barrett donated a Historic book: The Pilgrim Tercentenary 1620 – 1920, Suggestions for Observance; NHS Class of 1952 donated \$250.00 in support of high school students; Tom Harkins, author of the "Ted Lepcio" chapter book donated: Red Sox Baseball in the days of Ike and Elvis: The Red Sox of the 1950s \$19.95; Library Foundation of Needham donated from: "Fund a Need" portion of Library Gala Funding for playaways for adult and children's collections \$1,000.00; Marion Fay donated a book: Raymond F. Bosworth's Needham, with Interest \$6.95; Paul Hughes donated a DVD: The Meta Secret is the Next Level \$15.00; Robert Brooks donated his book: Raising Resilient Children with Autism Spectrum disorders \$18.00; Michelle Milligan donated a DVD: Homeland: The Complete First Season \$22.00; Evelyn T. Metcalf donated a book: Don't Roll Your Eyes: Making In-Laws into Family \$16.00; Susan Curtin donated a book: Unbroken Spirit: A Heroic Story of Faith, Courage, and Survival \$21.00; Erica Frank donated \$25 in Memory of Jean Balko; The Kohl Family donated \$100.00 in Memory of Lee B. Manning.

7. Approve request from Rabbi Mendel Krinsky from the Chabad Jewish Center to hold a Menorah lighting ceremony on the Town Common on Tuesday, December 11, 2012 starting at 4:00 pm. Garrity Way cannot be accessed until 5:00 pm. Rain date to be on Wednesday, December 12, 2012, same time.
- 8.* Water and Sewer Abatement Order #1151.

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

7:40 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 3 items to discuss:

1. Community Preservation Projects

Ms. Fitzpatrick asked the Board consider approval of two CPA project applications. She said the first request would fund the implementation of a Conservation Restriction on lands purchased through the use of CPA funds, as required by the Community Preservation Act. She commented the Town has identified a Trust to accept the restriction and is working to complete the application process. She said a second request would fund a part time Community Housing Specialist to provide administrative and technical support relating to affordable housing issues, coordinate the efforts of various Town boards and committees to develop affordable housing opportunities, and assist in the implementation of the Town's Community Housing Plan.

Ms. Fitzpatrick also commented the Park and Recreation Commission and Conservation Commission are preparing CPA applications for items submitted in the FY2014-FY2018 Capital Improvement Plan, including funds to revise the

Town's Open Space and Recreation Plan, renovation of the Newman School playing fields, and trail development. She said these projects will be presented to the Board for its endorsement consideration at a future meeting.

Mr. Wasserman commented the position for part-time Community Housing Specialist should be discussed with the Needham Housing Authority.

Motion by Mr. Bulian that the Board endorse an application to be filed for Community Preservation funding for the implementation of a Conservation Restriction for 174 Charles River Street and the Carol-Brewster property, and for the funding of a Community Housing Specialist.

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

2. Preliminary FY14 – FY18 Capital Improvement Plan

Ms. Fitzpatrick discussed with the Board the FY2014 preliminary cash capital and debt-financed project submissions. She said minor modifications to the figures will be made prior to the Board's meeting on December 4, 2012. She commented final approval of the Capital Improvement plan will be sought at the Board's December 18, 2012 meeting.

3. December 3, 2012 Special Town Meeting Discussion

Ms. Fitzpatrick reminded the Board of the Special Town Meeting to be held to approve the TIF between the Town and TripAdvisor. She commented the TIF agreements would need to be filed next week, after Town Meeting. Due to the Towns by-law, she asked the Board vote to recommend an amendment to Article 1 by adding an Emergency Preamble.

Motion by Mr. Bulian that the Board vote to recommend that Article 1 of the December 3, 2012 Special Town Meeting be amended by adding an Emergency Preamble.

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

7:55 p.m. Board Discussion:

1. Sale of Alcohol for Consumption Off Premises

The Board discussed the next steps in the process to license establishments to sell alcohol for consumption off premises. Mr. Wasserman said the Board is scheduled to adopt rules and regulations for the sale of alcohol for consumption off premises at its meeting on December 18, 2012. He said after that time there will be a two week period beginning January 7, 2013 through January 18, 2013 to accept applications. He said hearings on the applications would be held after application period ends.

Motion by Mr. Matthews that the Board of Selectmen vote to establish an open period for the submission of applications for the sale of alcohol to be consumed off premises in accordance with M.G.L. c. 138 Section 15 and

Chapter 207 of the Acts of 2012, and to designate from 9:00 a.m. January 7, 2013 through 4:00 p.m. January 18, 2013 as the application period.
Second: Mr. Borrelli. Unanimously approved 5-0.

Mr. Matthews commented the reason for the two week period is to allow all applicants the opportunity to apply, and to give the public the opportunity to know who has applied before any decision is made to award licenses.

Committee Reports:

No reports were made.

8:00 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of November 27, 2012.

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

A list of all documents used at this Board of Selectmen meeting are available at:

<http://www.needham.gov/Archive.aspx?AMID=99&Type=&ADID=>

BOARD OF SELECTMEN

* MINUTES *

December 3, 2012

6:30 p.m. A special meeting of the Board of Selectmen was convened by Chairman Gerald Wasserman at the Needham Town Hall. Present were Mr. Dan Matthews, Mr. John Bulian, Mr. Maurice Handel, Mr. Matthew Borrelli and Town Manager Kate Fitzpatrick.

The Board discussed the warrant for the Special Town Meeting. Board members asked Town Counsel David Tobin and Special Counsel Ray Miyares about possible amendments to the article. Attorney Miyares noted that the application is due tomorrow and any change would be subject to negotiation. He said there simply is no time to change the Agreement. He highlighted the protections that are included in the document which exceed most TIF Agreements. It was the sense of the Board that the Agreement had been negotiated in good faith and should not be negotiated on Town Meeting floor.

Motion: Mr. Matthews moved that the Board reaffirm its support of Article 1 in the Special Town Meeting Warrant amended only to include an emergency preamble. Mr. Handel seconded the motion. Unanimous: 5-0.

Motion: Mr. Handel moved that the Board adjourn its meeting contemporaneously with the adjournment of Town Meeting. Mr. Borrelli seconded the motion. Unanimous: 5-0.

Note: The Special Town Meeting adjourned at 9:00 p.m.

**Town of Needham
Board of Selectmen
Minutes for December 4, 2012
Needham Town Hall**

6:45 p.m. Informal Meeting with Citizens:
Ross Donald, 25 Chambers Street spoke with the Board concerning his interest in the Solar Energy Committee and publication of solar energy information. He asked the Board for input on ways to develop community involvement and notification.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Gerald A. Wasserman. Those present were Daniel P. Matthews, John A. Bulian, Maurice P. Handel, Matthew D. Borrelli, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Public Hearing – NSTAR Petition for Winding River Road:
Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 6 feet of conduit at Pole 382/16 on Winding River Road.

Motion by Mr. Bulian that the Board of Selectmen approve and sign petition from NSTAR to install approximately 6 feet of conduit at Pole 382/16 on Winding River Road, Needham. This work is necessary to provide underground electric service for a new house at 145 Winding River Road, Needham.

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

Motion by Mr. Matthews that the Board of Selectmen vote to suspend the Public Hearing – Aboveground Fuel Storage: Digital 105 Cabot Street scheduled for 7:00 p.m. until following the conclusion of the Public Hearing – Property Tax Classification scheduled for 7:00 p.m.

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

7:05 p.m. Public Hearing – Property Tax Classification:
Tom Colarusso, Chairman, Board of Assessors and Chip Davis, Administrative Assessor, Damon Borrelli, Board of Assessors, Kevin Foley, Board of Assessors, and David Davison, Assistant Town Manager/Finance Director appeared before the Board regarding the allocation of the fiscal year 2013 tax levy among the various classes of property in Town.

Mr. Colarusso provided an overview of the Assessing Department and said FY2012 was once again one of keeping tabs on sales and economic activity that took place in CY2012, and reflecting any changes indicated by market data gathered to make adjustments needed to residential and commercial properties in

Town. He commented Needham continues to “buck the trends” of the economic downturn. He said median residential sales prices have risen slightly, while previously upward adjustment to commercial vacancy and expense rates have not had to be expanded on, thereby keeping commercial/industrial values stable.

Mr. Davis reviewed with the Board information contained in a handout titled “Town of Needham Classification Hearing FY2013”. He said the main purpose of the Assessing Department is to make sure assessments are as fair as possible. He commented the trend in the number of home sales is higher from last year reflecting positive activity in the marketplace in Needham, as compared to other towns where the real estate market is flat. He said the number of teardown sales is also trending dramatically higher. Mr. Davis stated the estimated residential factor is 0.8914395.

Mr. Borrelli commended the Board of Assessors on their effort to collect personal property taxes. He questioned “new growth” and the relationship with the Building Department. Mr. Davis explained the permitting process and how the Assessing Department views each project.

Mr. Wasserman asked if anyone in the audience wished to ask a question or make a comment. No comments were made.

Mr. Matthews commented on personal property new growth and the DOR, and asked what keeps it from artificially inflating the allowable valuation of the Town when calculating the levy.

Mr. Wasserman closed the public hearing and scheduled the Property Tax Classification vote for December 10th.

7:40 p.m. Public Hearing - Application for a License to Store Diesel Fuel Aboveground at 105 Cabot Street, Needham:

Brianna Ramadani of Digital 105 Cabot Street, LLC appeared before the Board requesting a license to store 32,600 gallons of diesel fuel in aboveground tanks on the property located at 105 Cabot Street. She said the request to store the fuel is for emergency generator back-up essential to operations of the building.

Paul Buckley, Fire Chief said plans have been reviewed and all requirements have been met.

Motion by Mr. Handel that the Board of Selectmen vote to approve and authorize the Chairman to sign a license for Digital 105 Cabot Street, LLC to store 32,600 gallons of diesel fuel in aboveground tanks on the property at 105 Cabot Street with the following restrictions: 1. That the petitioner and each succeeding homeowner/business owner agree to contract for an annual appliance system check making sure that the entire diesel system is checked

for leaks; and further, making sure that every element satisfies local regulations and industry standards with evidence of such a systems check sent to the Needham Fire Department and 2. The tanks, with all its piping and equipment; and the system when installed will fully meet U.S., State, and local code regulations, specifications, and directives.

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

Mr. Wasserman asked for public comment.

Angelo Terrazzino, Terrazzino Investment Trust, 22 Manson Road asked if the regulations include tanks being cemented so if there is a leak the spill is contained on the property. Fire Chief Buckley confirmed spill containment is within the tanks and a concrete barrier is outside the tank. He said the building has an advanced fire protection system.

7:45 p.m.

Consent Agenda:

Motion by Mr. Bulian that the Board of Selectmen vote to approve the Consent Agenda as presented.

CONSENT AGENDA *=Backup attached

- 1. Accept \$1000 donation made to the Needham Health Department's Gift of Warmth fund from the Needham Women's Club.**
- 2.* Approve a Special One Day Wines & Malt Beverages license for Don Gilmore of The Bulfinch Group to hold a holiday open house at its company on Thursday, December 20, 2012 from 3:00 p.m. to 8:00 p.m. The event is to be held at The Bulfinch Group, 160 Gould Street, Suite 310, Needham. License is pending receipt of TIPS certification from At Your Service Staffing.**
- 3.* Approve a Special One Day All Alcoholic Beverages license for Jacquelyn Furman of Temple Aliyah Synagogue, to hold a "Latkes with a Twist" event on Saturday, December 15, 2012 from 7:00 p.m. to 11:00 p.m. at the Temple Aliyah, 1664 Central Avenue, Needham.**
- 4.* Water & Sewer Abatement Order #1152**
- 5. Authorize the expenditure by Commission on Disabilities in the amount of \$5,500 for accessible playground equipment for the Newman School Playground.**
- 6. Approve a revision of the Town Hall Display Policy to reflect the new Town Hall interior space.**
- 7.* Approve a request from the Park & Recreation Department for the following 20(b) exemptions: Daniel Cournoyer, a teacher at Pollard Middle School, and Catherine Cournoyer (Bove), a teacher aide at the Hillside School, to work as activity instructors for the Nashoba Valley Ski and Snowboard Program; and Jack Baker, a teacher at the Pollard School, to work as an Activity Instructor at the February Vacation Basketball clinic**

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

Ms. Fitzpatrick noted the Public Hearing – New All Alcoholic License 970 Great Plain Avenue (Eat Farmhouse LLC d/b/a The Farmhouse) is scheduled for 8:00 p.m. and requested the Board take up the Town Manager’s agenda prior to the public hearing for The Farmhouse.

7:50 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 2 items to discuss:

1. Retiree Health Insurance

Ms. Fitzpatrick recommended that the Board of Selectmen approve a revision of the policy on Contributory Insurance Rules and Regulations to include a requirement that all participants, including retirees, who are participating in traditional HMO plans be converted to Rate Saver HMO plans effective July 1, 2013. She said with the proposed implementation of this policy, traditional HMO plans will no longer be offered by the Town of Needham. She commented the benefit of this approach is that the conversion of existing employees and retirees would have a positive impact on the OPEB operation, and therefore is a more sustainable model. She noted that both the Town and the subscribers will experience lower premiums.

Motion by Mr. Bulian that the Board vote to approve and authorize the Chairman to sign Board of Selectmen Policy Number Group Insurance.001 – Contributory Insurance Rules and Regulations, effective December 4, 2012. Second: Mr. Handel. Unanimously approved 5-0.

2. Preliminary FY14-FY18 Capital Improvement Plan

Ms. Fitzpatrick and David Davison, ATM/Finance, reviewed with the Board the “Fiscal Year 2014, Town Manager’s Capital Funding Preliminary Recommendations.” She said the recommended 5 year plan will be presented to the Board at its meeting on December 18, 2012. She highlighted the Hillside School feasibility study with a \$500,000 request as a placeholder for FY14. Ms. Fitzpatrick commented on the public works project of covered storage/garage bays and said the PPBC is reviewing final design and cost recommendations. Ms. Fitzpatrick noted the addition to Tier 1 for the removal of an underground storage tank at the police station. She commented on funding public works two-way radios, and public school projects including Pollard boiler replacement and telephone system replacement. Ms. Fitzpatrick said a new item recommended under Tier 2 this year is a 100kw portable generator to be used in case of emergency at the new senior center. Also, Ms. Fitzpatrick said a new defibrillator on the Town’s rescue ambulance is needed in order to meet certification and for public safety.

Mr. Borrelli asked about the possibility of new election equipment and asked why the generator for the senior center is not permanent. Mr. Borrelli also asked about public construction equipment and large specialty equipment for the RTS.

Mr. Wasserman asked if any cuts in state aid are going to force the Town to cut back on cash capital. Mr. Davison said no.

8:10 p.m. Public Hearing – New Alcoholic License and 2013 Common Victualler License for Eat Farmhouse LLC, d/b/a The Farmhouse (970 Great Plain Avenue):
Dora Tavel-Sanchez Luz, Proposed Manager appeared before the Board to discuss her application for an All Alcoholic License for Eat Farmhouse LLC, d/b/a The Farmhouse. She said The Farmhouse is a new restaurant that will be located at 970 Great Plain Avenue.

Mr. Matthews reminded Ms. Tavel-Sanchez Luz of the rules and regulations for serving alcohol in Needham. He stressed the importance of following the rules to ensure public safety.

Motion by Mr. Handel that the Board of Selectmen approve the applications for a new All Alcohol License under the Town of Needham Rules and Regulations Applicable to the Sale of Alcoholic Beverages in Restaurants and Function Rooms with a seating Capacity of Not Less than 100 Persons for Eat Farmhouse LLC, d/b/a The Farmhouse, Dora Tavel-Sanchez Luz, Manager, and a 2013 Common Victualler License and to forward the approved Alcohol License application to the ABCC for approval.

And that the Board of Selectmen determines that the premises are not detrimental to the educational and spiritual activities of the First Parish of Needham Unitarian Universalist Church.

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

Mr. Wasserman asked for public comment. No comments were made.

8:15 p.m. Board Discussion:

1. Draft Report of the Minuteman Out-of-District Student Cost Task Force
The Board discussed the draft report provided by the Minuteman Task Force. Mr. Wasserman said Minuteman Regional High School has asked for comment from the Board of Selectmen. He commented that while the report is in some ways reassuring, the report should not take away anyone's desire to review the membership structure.

Mr. Handel said he is troubled by the report as there is a disincentive to belong to Minuteman School district, as it penalizes communities that are members.

Mr. Matthews is concerned Minuteman is addressing two issues: (1) right-size capacity of a new school and (2) some students at the school pay less than the full cost of tuition. He said it could be used as an argument to build a new school with excess capacity. He commented a new school should not be built on speculation to sell out-of-district seats.

Mr. Bulian suggested the Chair and Vice Chair write a letter to Minuteman summarizing comments from the Board.

2. Committee Reports

No reports were made.

8:25 p.m.

Adjourn:

Motion by Mr. Bulian that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of December 4, 2012.

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

A list of all documents used at this Board of Selectmen meeting are available at:

<http://www.needham.gov/Archive.aspx?AMID=99&Type=&ADID=>

TREE CITY USA Application for Recertification

Mail completed application with requested attachments to your state forester no later than December 31.
The TREE CITY USA award is in recognition of work completed by the community during the calendar year.
Please provide information for the year ending.
(Some states require information in addition to the requested on this application. Check with your state foresters.)

As Chairman of Board of Selectmen of the community of Needham, MA

(Title - Mayor or other city official)

I herewith make application for this community to be officially recertified as a Tree City USA for 2012, having achieved the standards set forth by The National Arbor Day Foundation as noted below. (year)

Standard 1: A Tree Board or Department

List board members, and meeting dates for the past year; or name of city department and manager.

Town of Needham, MA, Department of Public Works, Parks & Forestry Division

Standard 2: A Community Tree Ordinance

Check One: ☒ Our ordinance as last submitted is unchanged and still in effect.
☐ Our ordinance has been changed. The new version is attached.

Standard 3: A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

Total community forestry expenditures \$ 388,129.50

Community populations 28,886.00

Attach annual work plan outlining the work carried out during the past year. Attach breakdown of community forestry expenditures.

Standard 4: An Arbor Day Observance and Proclamation

Date observance was held 4/29/12

Attach program of activities and/or news coverage. Attach Arbor Day proclamation.

Chairman of Board of Selectmen

12/11/12

Signature

Title

Date

Please type or print the following:

Mayor or equivalent:

Name: Jerry Wasserman

Title: Chairman Board of Selectmen

Address: 1471 Highland Ave.

City, State, Zip: Needham, MA 02492

Phone #: (781) 455-7500, Ext. 204

Email: none

City Forestry Contact:

Name: Edward J. Olsen

Title: Superintendent, Parks & Forestry Div.

Address: 500 Dedham Ave.

City, State, Zip: Needham, MA 02492

Phone #: (781) 455-7550, Ext. 316

Email: eolsen@needhamma.gov

NOTE: Application will not be processed without Standard 3 and 4 attachments.

Certification

(To Be Completed By The State Forester)

(Community)

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be recertified as a Tree City USA, for the _____ calendar year, having in my opinion met the four standards of achievement in urban forestry.

Signed _____

State Forester

Date

Person in State Forester's Office who should receive recognition material:

Name: _____

UPS Address: _____

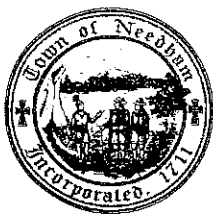
Title: _____

City, State, Zip: _____

Agency: _____

PH #: _____

Email: _____



TOWN OF NEEDHAM, MA

PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT

500 Dedham Ave
Needham, MA 02492
781-455-7500

PLANNING

December 14, 2012

Ms. Kate Fitzpatrick
Town Manager
Town Hall
Needham, MA 02492

Re: Normandy Real Estate Partners
Major Project Site Plan Special Permit No. 2012-07

Dear Kate:

Pursuant to Section 3.18 of Major Project Site Plan Special Permit No. 2012-07, date October 16, 2012, the Planning Board has received a check in the amount of \$75,000.00 made payable to the Town of Needham. The check is a gift from Normandy Real Estate Partners to the Town of Needham to be used for the purpose of hiring a traffic engineer to assist the Town to evaluate traffic measures that ought to be implemented to improve traffic conditions in the geographical area subject to the Traffic Mitigation Fund, either on an intermediate or long term basis.

Please have the Board of Selectmen vote to accept this gift at their next meeting of Tuesday, December 18, 2012.

Thank you for your attention to this matter. Should you have any questions regarding this gift, please feel free to contact me directly.

Very truly yours,

NEEDHAM PLANNING BOARD

Lee Newman
Director of Planning & Community Development

Copy to: Planning Board
Evelyn Poness, Town Treasurer
Devra Bailin (dbailini@needhamma.gov)
Justin Krebs (jkrebs@normandyrealty.com)
Roy Cramer (rac@128law.com)

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

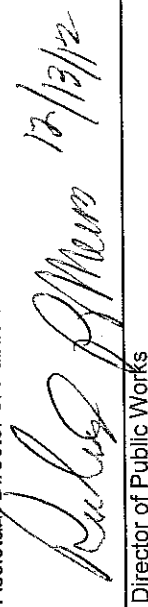
WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	\$0.00
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$1,540.50
Transfer Station Charges:	\$0.00
Total Abatement:	-\$1,540.50

Order #: 1153

Read and Approved: 12/13/2012


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 12/18/2012

**Town of Needham
Water Sewer Billing System
Adjustment Form**

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	Kistler	Lawrence	4279	16140	28	Fairview Rd	\$0.00	\$0.00	-\$327.55	-\$327.55	ACC	N
DB	Ju	Tianle	31433	24700	183	Maple St	\$0.00	\$0.00	-\$343.70	-\$343.70	ACC	N
DB	Makarios	Theodore	8163	21462	892	Highland Ave	\$0.00	\$0.00	-\$869.25	-\$869.25	ACC	N

Total: **-\$1,540.50**

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

Legend:

O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.

TWN = Town Project caused damage to private property

EC = Extenuating Circumstances

Equip = Equipment Malfunction

UEW = Unexplained water loss

ACC = Accidental Water Loss

BP = Billing Period beyond 100 days

COA = Council on Aging