

BOARD OF SELECTMEN

November 24, 2015

Needham Town Hall

Agenda

Note: Agenda subject to revision, start times are approximate and agenda items may be discussed at earlier or later times.

	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	Introduce Firefighters • Chief Dennis Condon
2.	7:00	Public Hearing – Tax Classification • Chip Davis, Director of Assessing • Dave Davison, Assistant Town Manager/ Director of Finance
3.	7:30	Public Hearing – Application for New Liquor License: 948 Great Plain Avenue • Rachel Klein, Proposed Manager, RFK Kitchen
4.	7:40	Director of Public Works • 2015 Water Restriction Report • New England Chapter APWA Public Works Awareness Video
5.	7:50	Town Manager • Budget Priorities • Preliminary FY17 – FY21 Capital Improvement Plan • Endorse Hillside School Preferred Schematic Report • Doing Business with the Town Update • Town Manager Report
6.	8:15	Board Discussion • Committee Reports

CONSENT AGENDA ***=Backup attached**

1.	Approve a request from Masala Art to have extended operating hours on New Year's Eve, December 31, 2015 until 1:00 a.m. Last call will be 12:45 a.m., customers off premises at 1:00 a.m. and all staff will leave premises by 1:45 a.m. The Police Department have approved this request (same as last year).
2.	Approve and authorize the chair to sign the Employment Contract between the Town and John Schlittler, in-coming Chief of Police.
3.*	Approve a 2015/2016 Weekday Entertainment License for Sol Soul Family Foods LLC., d/b/a Hearth Pizzeria located at 974 Great Plain Avenue, Needham.

4.	Accept a \$100 donation from the Rotary Club of Needham made to the Needham Community Revitalization Trust Fund Committee for Banners.
5.*	Water & Sewer Abatement Order #1207
6.	Accept the following donations made to the Needham Health Department's Gift of Warmth Fund: \$1,000 from the Needham Women's Club; and \$300 from the Christ Episcopal Church in Needham.



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

MEETING DATE: 11/24/2015

Agenda Item	Introduce Firefighters
Presenter(s)	Dennis Condon, Fire Chief

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Chief Condon will introduce newly appointed Firefighters Paul Mitchell, Nicholas Dabrowski, Jeffrey MacDonald, and Michael Welch			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
a. Resumes/Applications			



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

MEETING DATE: 11/24/2015

Agenda Item	Public Hearing Tax Classification
Presenter(s)	Board of Assessors Chip Davis, Director of Assessing David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Board will conduct a public hearing regarding the allocation of the fiscal year 2016 tax levy among the various classes of property in Town. Mr. Davis and the Board of Assessors will make a presentation about the certified valuation of property, and the public will have an opportunity to comment.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion Move that the Board of Selectmen establish a residential factor of _____ for the purposes of setting the Fiscal Year 2016 tax rates.			
3.	BACK UP INFORMATION	YES	NO
(Describe backup below) a. Hearing Notice b. FY2016 Classification Hearing Package (under separate cover)			

dbd 11/20/2015

TM/TAX HEARING 11/24/15

LEGAL NOTICE

Town of Needham

Property Tax Classification Hearing

The Board of Selectmen will hold a Public Hearing at the Needham Town Hall, 1471 Highland Ave., Needham, MA on Tuesday November 24, 2015 at 7:00 p.m. regarding the allocation of the FY 2016 tax levy among the various classes of property in the town. This hearing, which is required by state law, will give interested citizens the opportunity to comment on local property tax policy as it will be applied during FY2016. All real estate in the Town is classified according to use.

The allocation of the burden of the tax levy may be adjusted between the Residential and Commercial/Industrial classes, within certain limits, by the Board of Selectmen. Relevant data and information will be provided at this hearing by the Assessors. All interested parties, and/or parties wishing to be heard will be afforded an opportunity to comment at this time. In addition, written comments to both Boards may be sent by e-mail to selectmen@needhamma.gov, or by postal mail c/o Board of Selectmen, Town Hall, 1471 Highland Ave., Needham, MA 02492.

AD#13355411

Needham Times 11/12, 11/19/15

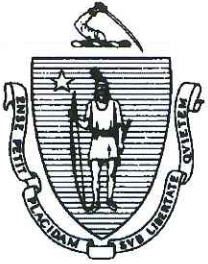


**Board of Selectmen
TOWN OF NEEDHAM
AGENDA FACT SHEET**

MEETING DATE: 11/24/2015

Agenda Item REVISED	Public Hearing- New Alcoholic License for Great Plain Hospitality d/b/a RFK Kitchen (948 Great Plain Avenue)
Presenter(s)	Roy Cramer, Attorney Rachel Klein, Proposed Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
Mr. Cramer will present an application for an All Alcoholic License for Great Plain Hospitality d/b/a RFK Kitchen. RFK Kitchen is a new restaurant that will be located at 948 Great Plain Avenue. The restaurant will consist of 2,900 SF on the 1st floor and the 2,900 SF in the basement that will be used for prep area, refrigeration systems, storage area, office, wine and liquor storage and employee area. Included on the first floor is an open kitchen and multiple dining areas with a total seating capacity for 99 patrons and restrooms. There is one main entrance at the front of the building on Great Plain Avenue and three exits from the building. Mr. Cramer also seeks for the applicant a waiver of the Town of Needham Regulations for the Sale of Alcoholic Beverages Section 3.1 Service Bar/Waiting Area and a waiver of Section 6.4 which states applicant must have been named in a common victualler's license and operated a restaurant and function room for the twelve month period immediately preceding the filing of this application. There are three houses of worship located within the 500' radius of proposed premises and M.G.L. Chapter 138 section 16C requires a vote of the Board after public hearing. No written comment was received by any of the houses of worship with respect to this hearing.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motions:			
(A) That the Board of Selectmen approve the application 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 for Great Plain Hospitality d/b/a RFK Kitchen, Rachel Klein, Manager, and including waivers of the Town of Needham Regulations for the Sale of Alcoholic Beverages, Section 3.1, and Section 6.4 which states applicant must have been named in a common victualler's license and operated a restaurant and function room for the twelve month period immediately preceding the filing of this application and to forward the approved Alcohol License application to the ABCC for approval. (B) 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, First Church of Christ Scientist and First Baptist Church.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
1. Form 43 2. Retail Application for License 3. Floorplan 4. Manager Application 5. Articles of Organization		6. Vote of the Corporate Board 7. Lease Agreement 8. Legal Notice Information 9. M.G.L. Chapter 138 Section 16C	



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

☐ For Reconsideration

FORM 43

MUST BE SIGNED BY LOCAL LICENSING AUTHORITY

ABCC License Number

City/Town

Local Approval Date

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|---|--|---|---|
| ☒ New License | ☐ New Officer/Director | ☐ Pledge of License | ☐ Change Corporate Name |
| ☐ Transfer of License | ☐ Change of Location | ☐ Pledge of Stock | ☐ Seasonal to Annual |
| ☐ Change of Manager | ☐ Alteration of Licensed Premises | ☐ Transfer of Stock | ☐ Change of License Type |
| ☐ Cordials/Liqueurs Permit | ☐ Issuance of Stock | ☐ New Stockholder | ☐ Other <input type="text"/> |
| ☐ 6-Day to 7-Day License | ☐ Management/Operating Agreement | ☐ Wine & Malt to All Alcohol | |

Name of Licensee

GREAT PLAIN HOSPITALITY

EIN of Licensee

D/B/A

RFK KITCHEN

Manager

RACHEL KLEIN

ADDRESS:

948 Great Plain Avenue

CITY/TOWN:

NEEDHAM

STATE

MA

ZIP CODE

02492

ANNUAL

Annual or Seasonal

ALL ALCOHOL

Category: (All Alcohol; Wine & Malt; Wine, Malt & Cordials; Wine; Malt)

RESTAURANT

Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Granted under Special Legislation? Yes ☐ No ☒

If Yes,

Chapter

Year

Complete Description of Licensed Premises:

One story building approximately 2900 SF restaurant to have 99 seats or fewer, modern American bar and restaurant. 9 bar seats, lounge area seating will consist of additional 26 seats. Open kitchen counter seating will have 22 seats with the remainder of the restaurants dining area to have 42 seats. Serving lunch, dinner and brunch, the restaurants main feature is an interactive open kitchen counter design. Approximately 2900 SF in basement will be renovated to include prep area, refrigeration systems, storage areas, office, wine and liquor storage room and employee area.

Application Filed:

11/4/2015

Advertised:

Needham Times 11/12/15

Abutters Notified:

Yes ☒ No ☐

Date & Time

Date & Attach Publication

Licensee Contact Person for Transaction

Stuart R. Malis, Esq.

Phone:

781-354-3763

ADDRESS:

5 MILITIA DRIVE #2

CITY/TOWN:

LEXINGTON

STATE

MA

ZIP CODE

02421

Remarks:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director

ABCC Remarks:

APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

City/Town

Needham, MA

1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual) Great Plain Hospitality LLC

B. Business Name (if different) : RFK Kitchen

C. Manager of Record: Rachel Klein

D. ABCC License Number (for existing licenses only) :

E. Address of Licensed Premises: 948 Great Plain Avenue

City/Town: Needham

State: MA

Zip: 02492

F. Business Phone: 781-444-1792

G. Cell Phone: 617-699-5525

H. Email: rfk919@gmail.com

I. Website: www.rfkkitchen.com

J. Mailing address (If different from E.): 42 Birch Street

City/Town: Needham

State: MA

Zip: 02494

2. TRANSACTION:

- ☒ New License ☐ New Officer/Director ☐ Transfer of Stock ☐ Issuance of Stock ☐ Pledge of Stock
☐ Transfer of License ☐ New Stockholder ☐ Management/Operating Agreement ☐ Pledge of License

The following transactions must be processed as new licenses:

- ☐ Seasonal to Annual ☐ (6) Day to (7)-Day License ☐ Wine & Malt to All Alcohol

IMPORTANT ATTACHMENTS (1): The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

3. TYPE OF LICENSE:

- ☒ §12 Restaurant ☐ §12 Hotel ☐ §12 Club ☐ §12 Veterans Club ☐ §12 Continuing Care Retirement Community
☐ §12 General On-Premises ☐ §12 Tavern (No Sundays) ☐ §15 Package Store

4. LICENSE CATEGORY:

- ☒ All Alcoholic Beverages ☐ Wines & Malt Beverages ☐ Wines ☐ Malt
☐ Wine & Malt Beverages with Cordials/Liqueurs Permit

5. LICENSE CLASS:

- ☒ Annual ☐ Seasonal

6. CONTACT PERSON CONCERNING THIS APPLICATION (ATTORNEY IF APPLICABLE)

NAME:
ADDRESS:
CITY/TOWN: STATE: ZIP CODE:
CONTACT PHONE NUMBER: FAX NUMBER:
EMAIL:

7. DESCRIPTION OF PREMISES:

Please provide a complete description of the premises. Please note that this must be identical to the description on the Form 43. **Your description MUST include: number of floors, number of rooms on each floor, any outdoor areas to be included in licensed area, and total square footage.** i.e.: "Three story building, first floor to be licensed, 3 rooms, 1 entrance 2 exits (3200 sq ft); outdoor patio (1200 sq ft); Basement for storage (1200 sq ft). Total sq ft = 5600."

One story building approximately 2900 square foot restaurant to have 99 seats or fewer, modern American bar and restaurant. 9 Bar seats, lounge area seating will consist of additional 26 seats. Open kitchen counter seating will have 22 seats with the remainder of the restaurants dining area to have 42 seats. Serving lunch, dinner and brunch the restaurants main feature is an interactive open kitchen counter design. Approximately 2900 square feet in basement will be renovated to include: prep area, refrigeration systems, storage areas, office, wine and liquor storage room and employee area. Total = 5800 sqft.

Total Square Footage: Number of Entrances: Number of Exits:
Occupancy Number: Seating Capacity:

IMPORTANT ATTACHMENTS (2): The applicant must attach a floor plan with dimensions and square footage for each floor & room.

8. OCCUPANCY OF PREMISES:

By what right does the applicant have possession and/or legal occupancy of the premises?

IMPORTANT ATTACHMENTS (3): The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises.

Other:

Landlord is a(n): Other:

Name: Phone:

Address: City/Town: State: Zip:

Initial Lease Term: Beginning Date Ending Date

Renewal Term: Options/Extensions at: Years Each

Rent: Per Year Rent: Per Month

Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales?
Yes ☐ No ☒

If Yes, Landlord Entity must be listed in Question # 10 of this application.

If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

9. LICENSE STRUCTURE:

The Applicant is a(n):

LLC

Other :

If the applicant is a Corporation or LLC, complete the following:

Date of Incorporation/Organization:

8.28.15

State of Incorporation/Organization: Massachusetts

Is the Corporation publicly traded? Yes ☐ No ☒**10. INTERESTS IN THIS LICENSE:**

List all individuals involved in the entity (e.g. corporate stockholders, directors, officers and LLC members and managers) and any person or entity with a direct or indirect, beneficial or financial interest in this license (e.g. landlord with a percentage rent based on alcohol sales).

IMPORTANT ATTACHMENTS (5):A. All individuals or entities listed below are required to complete a [Personal Information Form](#).B. All shareholders, LLC members or other individuals with any ownership in this license must complete a [CORI Release Form](#).

Name	All Titles and Positions	Specific # of Stock or % Owned	Other Beneficial Interest
Rachel Klein	Managing Director	5.9%	
Francesco Melandri	Manager	94.1%	

If additional space is needed, please use last page.*11. EXISTING INTEREST IN OTHER LICENSES:**

Does any individual listed in §10 have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list said interest below:

Name	License Type	Licensee Name & Address
	Please Select	
	Please Select	
	Please Select	
	Please Select	
	Please Select	
	Please Select	
	Please Select	

**If additional space is needed, please use last page.*

12. PREVIOUSLY HELD INTERESTS IN OTHER LICENSES:

Has any individual listed in §10 who has a direct or indirect beneficial interest in this license ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list said interest below:

Name	Licensee Name & Address	Date	Reason Terminated
			Please Select
			Please Select
			Please Select

13. DISCLOSURE OF LICENSE DISCIPLINARY ACTION:

Have any of the disclosed licenses to sell alcoholic beverages listed in §11 and/or §12 ever been suspended, revoked or cancelled? Yes ☐ No ☐ If yes, list said interest below:

Date	License	Reason of Suspension, Revocation or Cancellation

14. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR A (§15) PACKAGE STORE LICENSE ONLY :**A.) For Individual(s):**

1. Are you a U.S. Citizen? Yes ☐ No ☐

2. Are you a Massachusetts Residents? Yes ☐ No ☐

B.) For Corporation(s) and LLC(s) :

1. Are all Directors/LLC Managers U.S. Citizens? Yes ☒ No ☐

2. Are a majority of Directors/LLC Managers Massachusetts Residents? Yes ☒ No ☐

3. Is the License Manager a U.S. Citizen? Yes ☒ No ☐

C.) For Individual(s), Shareholder(s), Member(s), Director(s) and Officer(s):

1.. Are all Individual(s), Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes ☒ No ☐

15. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR (§12) RESTAURANT, HOTEL, CLUB, GENERAL ON PREMISE, TAVERN, VETERANS CLUB LICENSE ONLY:**A.) For Individual(s):**

1. Are you a U.S. Citizen? Yes ☒ No ☐

B.) For Corporation(s) and LLC(s) :

1. Are a majority of Directors/LLC Managers **NOT** U.S. Citizen(s)? Yes ☐ No ☒

2. Is the License Manager or Principal Representative a U.S. Citizen? Yes ☒ No ☐

C.) For Individual(s), Shareholder(s), Member(s), Director(s) and Officer(s):

1.. Are all Individual(s), Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes ☒ No ☐

16. COSTS ASSOCIATED WITH LICENSE TRANSACTION:

A. Purchase Price for Real Property:	\$0.00
B. Purchase Price for Business Assets:	\$0.00
C. Costs of Renovations/Construction:	\$300,000.00
D. Initial Start-Up Costs:	\$200,000.00
E. Purchase Price for Inventory:	\$50,000.00
F. Other: (Specify)	\$0.00
G: TOTAL COST	\$550,000.00
H. TOTAL CASH	\$425,000.00
I. TOTAL AMOUNT FINANCED	\$125,000.00

IMPORTANT ATTACHMENTS (5): Any individual, LLC, corporate entity, etc. providing funds of \$50,000 or greater towards this transaction, must provide proof of the source of said funds. Proof may consist of three consecutive months of bank statements with a minimum balance of the amount described, a letter from your financial institution stating there are sufficient funds to cover the amount described, loan documentation, or other documentation.

The amounts listed in subsections (H) and (I) must total the amount reflected in (G).

17. PROVIDE A DETAILED EXPLANATION OF THE FORM(S) AND SOURCE(S) OF FUNDING FOR THE COSTS IDENTIFIED ABOVE (INCLUDE LOANS, MORTGAGES, LINES OF CREDIT, NOTES, PERSONAL FUNDS, GIFTS):

Francesco D. Melandri and Rachel Klein funding from personal funds

listed below is potential loan but we are not decided if we want to use.

*If additional space is needed, please use last page.

18. LIST EACH LENDER AND LOAN AMOUNT(S) FROM WHICH "TOTAL AMOUNT FINANCED" NOTED IN SUB-SECTIONS 16(I) WILL DERIVE:

A.		
Name	Dollar Amount	Type of Financing
Francesco D. Melandri	\$400,000.00	cash- personal funds
Rachel Klein	\$25,000.00	cash- personal funds
Santander	125,000	Restaurant loan (pending)

*If additional space is needed, please use last page.

B. Does any individual or entity listed in §17 or §18 as a source of financing have a direct or indirect, beneficial or financial interest in this license or any other license(s) granted under Chapter 138? Yes ☐ No ☒

If yes, please describe:

19. PLEDGE: (i.e. COLLATERAL FOR A LOAN)

A.) Is the applicant seeking approval to pledge the license? ☐ Yes ☒ No

1. If yes, to whom:

2. Amount of Loan: 3. Interest Rate: 4. Length of Note:

5. Terms of Loan :

B.) If a corporation, is the applicant seeking approval to pledge any of the corporate stock? ☐ Yes ☒ No

1. If yes, to whom:

2. Number of Shares:

C.) Is the applicant pledging the inventory? ☐ Yes ☒ No

If yes, to whom:

IMPORTANT ATTACHMENTS (6): If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

20. CONSTRUCTION OF PREMISES:

Are the premises being remodeled, redecorated or constructed in any way? If YES, please provide a description of the work being performed on the premises: ☒ Yes ☐ No

Demo of existing interior space.

Interior remodel to create a 99 seat restaurant with 9 bar seats, 26 lounge seats, 22 seat dining counter at open kitchen and 42 main dining room seats as per attached floor plan.

Interior remodel of basement to include prep area, refrigeration systems, storage areas, office, wine and liquor storage room and employee area.

21. ANTICIPATED OPENING DATE:

**IF ALL OF THE INFORMATION AND
ATTACHMENTS ARE NOT COMPLETE
THE APPLICATION WILL BE
RETURNED**

ARCHITECT
EMBARC
60 K STREET
BOSTON, MA 02127
617.766.8330
www.embarcstudio.com

OWNER
GREAT PLAIN
HOSPITALITY, LLC.

948 GREAT PLAIN
AVENUE
NEEDHAM, MA
PLANNING + DESIGN
REVIEW

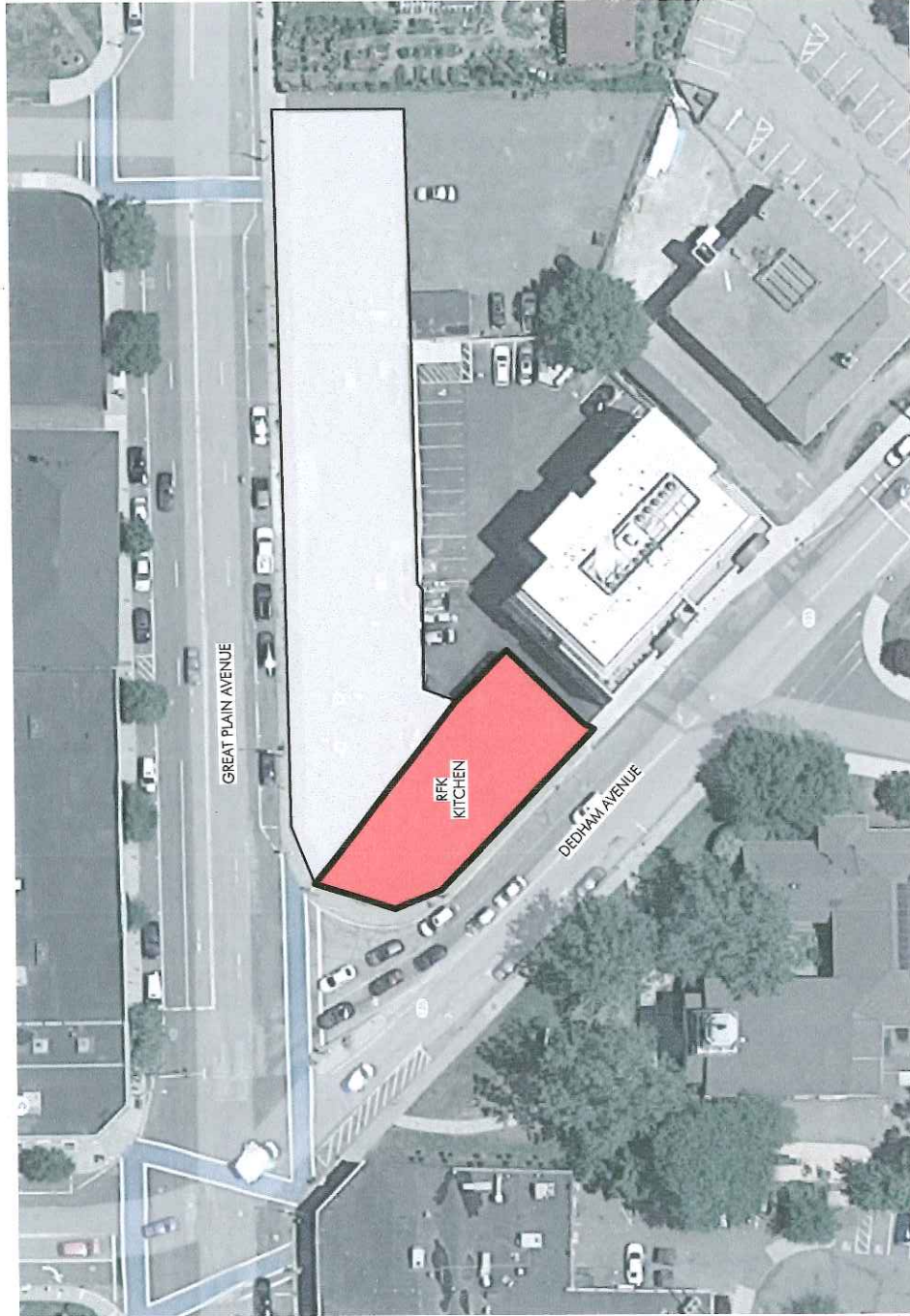
REVISIONS

DRAWING INFORMATION
ISSUE DATE: OCTOBER 16, 2015
PROJECT # 15105
DRAWN BY: HV
SCALE:

DRAWING TITLE
LOCUS PLAN

DRAWING NUMBER
A001

copyright: EMBARC Studio, Inc.



ARCHITECT
EMBARC
60 K STREET
BOSTON, MA 02127
617.766.8330
www.embarcstudio.com

OWNER
GREAT PLAIN
HOSPITALITY, LLC.

948 GREAT PLAIN
AVENUE
NEEDHAM, MA
PLANNING + DESIGN
REVIEW

REVISIONS

DRAWING INFORMATION

ISSUE DATE: OCTOBER 16, 2015
PROJECT # 15105
DRAWN BY: HV
SCALE: 1" = 10'-0"

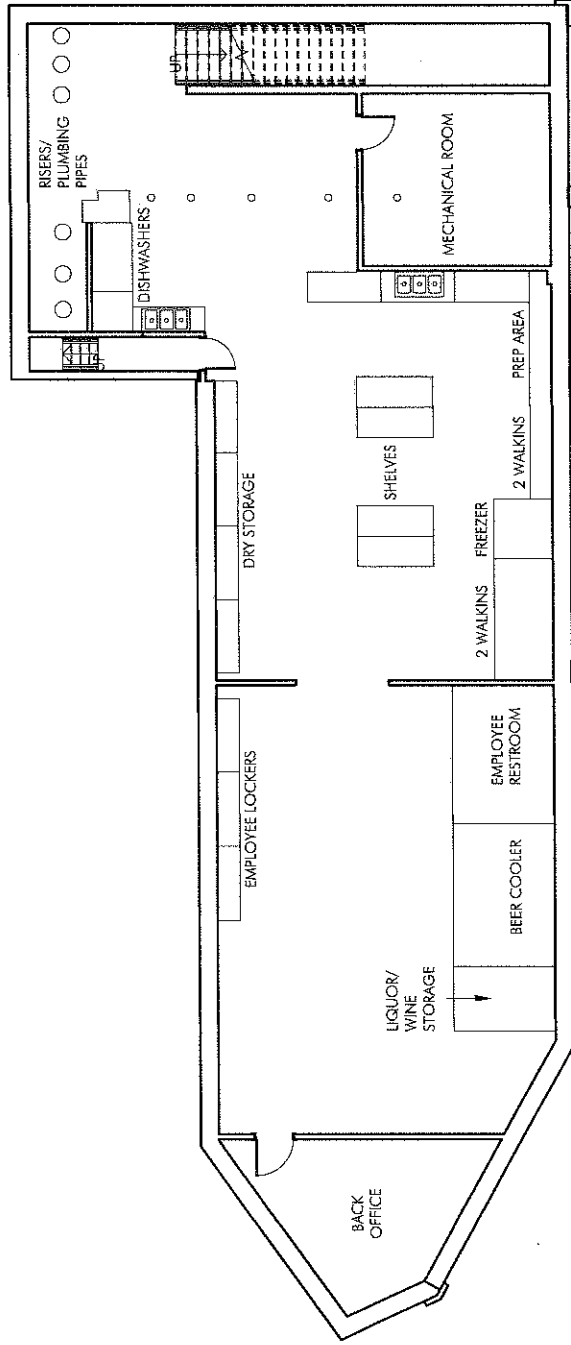
DRAWING TITLE

BASEMENT FLOOR
PLAN

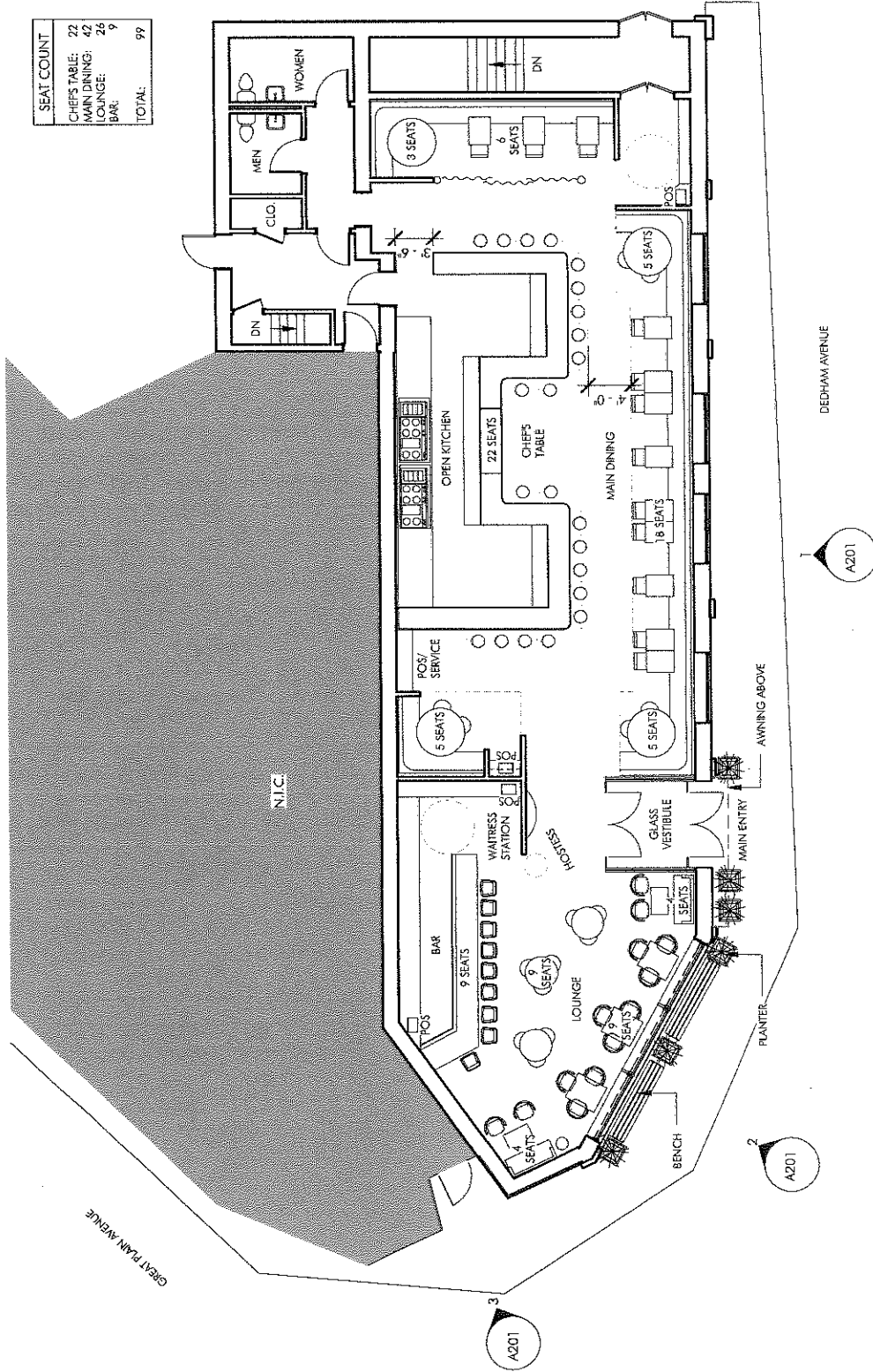
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copyright: EMBARC Studio, LLC.



1 BASEMENT FLOOR PLAN
1" = 10'-0"



SEAT COUNT	
CHEFS TABLE:	22
MAIN DINING:	42
LOUNGE:	26
BAR:	9
TOTAL:	99

1 FIRST FLOOR PLAN
1" = 10'-0"



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

MANAGER APPLICATION

All proposed managers are required to complete a **Personal Information Form**,
and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee: Business Name (dba):
Address:
City/Town: State: Zip Code:
ABCC License Number: (If existing licensee) Phone Number of Premise:

2. MANAGER INFORMATION:

A. Name: B. Cell Phone Number:
C. List the number of hours per week you will spend on the licensed premises:

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen: Yes ☒ No ☐ B. Date of Naturalization: C. Court of Naturalization:
(Submit proof of citizenship and/or naturalization such as US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes ☐ No ☒
If yes, please describe:
B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes ☐ No ☒
If yes, please describe:
C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes ☐ No ☒
If yes, please describe:
D. List your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

Date



William Francis Galvin
Secretary of the Commonwealth of Massachusetts



Corporations Division

Business Entity Summary

ID Number: 001187452

[Request certificate](#)

[New search](#)

Summary for: GREAT PLAIN HOSPITALITY LLC

The exact name of the Domestic Limited Liability Company (LLC): GREAT PLAIN HOSPITALITY LLC

Entity type: Domestic Limited Liability Company (LLC)

Identification Number: 001187452

Date of Organization in Massachusetts:
08-28-2015

Last date certain:

The location or address where the records are maintained (A PO box is not a valid location or address):

Address: 948 GREAT PLAIN AVE.

City or town, State, Zip code, NEEDHAM, MA 02492 USA
Country:

The name and address of the Resident Agent:

Name: STUART R. MALIS, ESQ.

Address: 5 MILITIA DRIVE SUITE 2

City or town, State, Zip code, LEXINGTON, MA 02421 USA
Country:

The name and business address of each Manager:

Title	Individual name	Address
MANAGER	FRANCESCO D. MELANDRI	948 GREAT PLAIN AVE. NEEDHAM, MA 02492 USA

In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:

Title	Individual name	Address
SOC SIGNATORY	STUART R. MALIS ESQ,	5 MILITIA DRIVE #2 LEXINGTON, MA 02421 USA

The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:

Title	Individual name	Address
REAL PROPERTY	FRANCESCO D. MELANDRI	948 GREAT PLAIN AVE. NEEDHAM, MA 02492 USA

☐ **Consent** ☐ **Confidential Data** ☐ **Merger Allowed** ☐ **Manufacturing**

View filings for this business entity:**ALL FILINGS**

Annual Report

Annual Report - Professional

Articles of Entity Conversion

Certificate of Amendment

Certificate of Cancellation

[View filings](#)**Comments or notes associated with this business entity:**[New search](#)

GREAT PLAIN HOSPITALITY LLC RESOLUTION

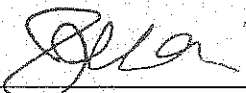
I, Francesco D. Melandri, sole Manager of Great Plain Hospitality LLC, do hereby certify that at a meeting of the Managing Members of Great Plain Hospitality LLC, a limited liability company organized under the laws of Massachusetts, held on the 10th day of November, 2015, at which said meeting a quorum was present and voting throughout, the following resolution, upon motions made, seconded and carried, was duly adopted and is now in full force and effect:

RESOLVED, that for the purpose of acquiring a Massachusetts Retail Alcoholic Beverages License and operating under and in full compliance with the requirements of said license, Rachel Klein is hereby appointed as license manager, with full authority and control of the premises described in said license and the conduct of all business therein relative to alcoholic beverages as the corporate licensee itself could in any way have and exercise if it were a natural person.

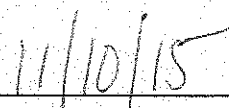
I further certify that the authority hereby conferred is not in violation of the Operating Agreement of this limited liability company, and that the following is a true and correct list of Managers of this limited liability company as of the present date:

MANAGERS: Francesco D. Melandri, 948 Great Plain Ave., Needham, MA 02492

In witness whereof, I have executed my name as Manager of Great Plain Hospitality LLC.



Francesco D. Melandri, Manager



Date

LEASE

**948 GREAT PLAIN AVENUE
NEEDHAM, MASSACHUSETTS**

Between

**Robert C. Tommasino, Trustee of 934-948 Great Plain Avenue
Nominee Trust, Lessor**

And

Great Plain Hospitality, LLC , Lessee

948 Great Plain Ave, Needham, MA.

Landlord, sometimes referred to as Lessor, and Tenant sometimes referred to as Lessee, both of whom are identified in Section 1 hereof hereby agree to the following lease:

Section 1. Fundamental Lease Provisions

DATE OF EXECUTION: October 7th, 2015 (the "Effective Date")

LANDLORD: Robert C. Tommasino, Trustee of 934-948 Great Plain Avenue Nominee Trust

ADDRESS OF LANDLORD: c/o First Cambridge Realty Inc.
907 Massachusetts Ave. Cambridge, MA. 02139

TENANT: Great Plain Hospitality, LLC
ADDRESS OF TENANT: 42 Birch Street, Needham, MA.
02494

LEASED PREMISES: That portion of the premises known and numbered 934-948 Great Plain Avenue, Needham, Massachusetts (the "Property") in the building thereon (the "Building"), depicted as the shaded area on the floor plan attached hereto and incorporated herein as Exhibit A and containing approximately Two Thousand Nine Hundred (2900) square feet (the "Leased Premises"). Tenant shall have the non-exclusive right to use in common with others entitled thereto, any common areas of the Building, the common hallway and bathrooms and alley.

ORIGINAL LEASE TERM: Ten (10) years

OPTION TERMS: One (1) Five (5) year option subject to the terms and conditions of the original lease term set forth in this Lease as same may be amended during said term except the basic rent for the first year of the option term shall be equal to the Current Market Rent Rate, which is defined and shall be calculated as set forth in Exhibit B attached hereto and made part hereof except that

said market rate rent shall in no event be less than the monthly/annual rent in the tenth year of the original lease term and said basic rent shall thereafter increase annually for the remainder of the option term in accordance with the CPI-U

CONDITION OF PREMISES: As Is

COMMENCEMENT DATE: December 1, 2015

RENT COMMENCEMENT DATE: The earlier of Lessee opening for business and March 1, 2016

BASIC RENT: Pursuant to the provisions of the Section of this Lease entitled "RENT COMMENCEMENT DATE", Tenant shall pay basic rent to Landlord in the following Amounts:

Years 1 and 2, Rent Commencement date through November 30, 2017, \$ 5800.00 per month;

Year 3, December 1, 2017-November 30, , 2018, \$ 6,283.33 per month;

Year 4, December 1, 2018-November 30, 2019, \$ 6,766.67 per month;

Year 5, December 1, 2019-November 30, 2020, \$ 7,008.33 per month;

Years 6, 7, 8, 9 and 10, December 1, 2020 through November 30, 2025, \$ 7,733.33 per month

Lessee shall make each payment called for above in full and in a timely manner without offset, counterclaim, set off or any other deduction, except as expressly set forth herein.

ADDITIONAL RENT: In addition, Lessee shall pay Lessor additional rent in the amount equal to thirty five (35%) percent of the real estate tax bill or any betterment or other assessments applicable to the land and building of which the leased premises are a part within ten (10) days of receiving demand therefore, except that Lessee shall pay one hundred percent (100%) of any assessment attributable solely to Lessee's build-outs, use and/or occupancy of the Leased Premises.

In addition, Lessee shall pay Lessor additional rent in the amount equal to thirty five (35%) percent of the operating costs associated with the land and building of which the leased premises are a part, including without limitation, maintenance and repair, common area utilities, insurance, landscaping, snow removal and management fees. Management and other Administrative fees shall not exceed five (5%) of the gross rent for the building of which the leased premises are a part.

Except as otherwise expressed herein Tenant shall, during the term of the Lease, pay thirty five (35%) percent of any capital improvement to ~~the leased premises~~ but such payment will not exceed ten thousand (\$ 10,000.00) per year and will be due and payable over the useful life of the improvement as determined by usual and customary depreciation schedules for like improvements, except that Lessee shall pay one hundred percent (100%) of any capital improvement which Lessor determines, in Landlord's reasonable discretion, must be made solely because of Lessee's build-outs, use or occupancy of the Leased Premises. Notwithstanding the foregoing, in the event Tenant's use and/or occupancy of the Leased Premises or Tenant's build-outs result in the legal requirement to install a sprinkler service that would service the entire building of which the leased premises are a part then in that event Tenant shall only be required to pay thirty five (35%) percent of the cost attributable to the design, purchase and installation of said system.

UTILITIES: Lessee agrees to arrange for any and all utility service and pay when due any amounts owed on account of such utilities that service the leased premises including without limitation, heat, hot water, electricity, phone, air conditioning, cable, gas, water and sewer. In the event the water/sewer that services the leased premises is not separately or sub-metered so that Lessee's consumption/use cannot be determined, then in that event Lessee shall pay Lessor as additional rent thirty five (35%) percent of the total water/sewer bill for the building of which the leased premises are a part. Lessor reserves the right but shall be under no obligation to separately meter or sub-meter the leased premises in order to determine Lessee's consumption.

USE OF PREMISES: General Restaurant use so long as such use complies with the special permits obtained by Tenant . Any

* "the building of which the Leased Premises are a part"

change in said use that deviates from the special permit(s) obtained by Tenant at the inception of this Lease, is prohibited absent the written consent of the Lessor which may be withheld in Lessor's sole discretion with or without cause.

BROKER: None other than Kelly Atlantic Realty and Boston Real Estate Advisors, who will be paid by Landlord in accordance with a written agreement to which Landlord is a party.

LAST MONTH RENT: Lessee agrees to pay Lessor the sum of Five Thousand Eight Hundred (\$5,800.00) Dollars on account of last month's rent prior to the Term Commencement Date of this Lease. Said last month's rent deposit(s) may be commingled with the Landlord's funds and no interest shall be due or payable to Lessee and in no event shall Lessee's liability be limited to the amount of said deposit.

SECURITY DEPOSIT: On or before the execution of the subject lease agreement, Lessee shall deposit with Lessor an additional sum of Five Thousand Eight Hundred (\$5,800.00) Dollars as security for the Lessee's full and faithful performance of each and every term, condition and/or obligation imposed on Lessee under the terms of the subject Lease. Said security deposit(s) may be commingled with the Landlord's funds and no interest shall be due or payable to Lessee and in no event shall Lessee's liability be limited to the amount of said deposit.

Section 2. Leased Premises

Landlord hereby leases to Tenant together with the right in common with others to use any portions of the Property that are designated by Landlord for the common use of tenants and others, such as sidewalks, alleys, common corridors, restrooms, vestibules, subject to and with the benefit of the provisions of this Lease and subject to and with the benefit of existing easements, agreements, rights and encumbrances of record.

Section 3. Term

The Lease Term is the time period specified in Section 1 starting and ending on the dates set forth herein. The

Option Term set forth in section I hereof shall only be able to be exercised if Lessee provides Lessor with written intention to execute said option no less than one hundred and eighty (180) days in advance of the expiration of the original term of this Lease and only if Lessee is in full compliance with all terms and conditions of this Lease at time of both notice of exercise of option and at the commencement of the option term. Failure to provide said notice or be in compliance as stated aforesaid shall render said option to be void and of no force or affect.

Section 4. Basic Rent

Tenant covenants and agrees to pay the Basic Rent set forth in Section 1 to Landlord in advance beginning on the Rent Commencement Date and thereafter on the first of every month during the term, which payments shall be prorated for any partial month(s). All Basic Rent payments shall be due without billing or demand and without deduction, set-off or counterclaim, except as otherwise set forth herein. All Basic Rent payments to be payable to Landlord at its Address as specified in Section 1, or to such other entities at such other places as Landlord may from time to time designate in writing to Tenant.

Section 5. Additional Rent - Operating Expenses

Tenant covenants and agrees to pay Landlord the additional rent described in Section 1 as well as all assessments and similar charges or capital levies in lieu thereof, any personal property taxes levied or assessed against the machinery, equipment, furnishings, personal property, fixtures and/or sales and all other taxes associated with the operation of Tenants' business assessed or imposed by any governmental authority upon the Building and its contents and land appurtenant thereto or upon Landlord and any other owners by virtue of their ownership thereof. Tenant agrees to provide Landlord with proof of each payment upon request. Except as otherwise set forth in Section 12 of this Lease, all payments of additional rent shall be paid by Lessee to Lessor on demand and without deduction, set-off or counterclaim

Section 6. Permitted Uses

The Leased Premises will be used only for the purpose as set forth in Section 1 of this Lease and for no other purposes.

Section 7. Tenant's Work and Finish Work

(a) Tenant shall be responsible at its sole cost and expense to perform any and all work deemed necessary by Tenant in order to operate its business at the Leased Premises ("Tenant's Work") but in no event shall any such work be performed in violation of any town, city, state or federal rule, regulation, law or ordinance or otherwise commence without the written approval of the Lessor. Notwithstanding the foregoing but subject always to Landlord's approval of the written specifications that particularly describe "Tenant's Work and Finish Work" and Tenant's compliance with the next sentence in this paragraph, Lessor hereby consents to and approves the work set forth on Exhibit C attached hereto and made part hereof. Any such work shall be performed in strict compliance with any and all applicable local, state and federal authorities, shall be properly permitted and performed only by licensed, bonded and insured work persons, evidence of which shall be supplied to and approved in writing by Lessor prior to the commencement of such work.

(b) Intentionally Omitted.

Section 8. Maintenance and Repair

Landlord agrees to repair, maintain and replace as Landlord deems necessary, the existing structural elements of the building of which the leased premises are a part, including only exterior walls, foundation, structural load bearing beams and columns and roof, so long as said repair, maintenance or replacement is not required as a result of the Tenant's or their agents, guests, servants or employees actions or failures to act or those resulting from any improvements Tenant makes to the leased premises or areas common thereto or otherwise necessitated solely as a result of Tenant's use of the leased premises. Other than that which is stated aforesaid, Tenant shall at all times keep the Leased Premises clean and in good repair, order and condition. Tenant shall also have the right, to be exercised in Tenant's sole discretion, to maintain the bathrooms in the back hallway and the back hallway, which

areas are a portion of the Common Areas. Tenant shall be responsible for the arranging and payment of any minor or major repairs or replacements of any mechanical systems that service the Leased Premises exclusively as well as any other items in need thereof and located within the Leased Premises. Except to the extent that such repairs and or replacement is due to the Tenant's and or its agents, contractors, subcontractors, guests, invitees, vendors or employees actions and/or failures to act, or otherwise results from Tenant's build-out. During the first two (2) years of this Lease Landlord agrees to provide ordinary repairs and/or replacement of the existing HVAC system that services the Leased Premises exclusively but Landlord's liability shall be limited to the total amount of Five Thousand (\$ 5,000.00) Dollars in connection therewith. Tenant agrees to remove snow and ice from the front of the Leased Premises at Tenant's sole cost and expense. Landlord shall be responsible to for all snow removal at the rear of the Building, including, without limitation, near the rear egress, the dumpster and access ways to the dumpster.

Section 9.

(a) Use, Waste, Nuisance, Etc. - Tenant shall not injure, overload, deface or commit waste in the Leased Premises or any part of the Building, nor permit the occurrence of any nuisance therein or the emission there from of any reasonably objectionable noise or odor (it being understood that so long as such odor does not violate any local, municipal, state or federal rule, regulation, law, ordinance or like authority, the typical odors resulting from a restaurant use shall not constitute a breach of this lease), nor use the Leased Premises for any purpose other than the use permitted in Section 6, nor use or permit any use of the Leased Premises which materially conflicts with any law or ordinance or which actually does invalidate or increase the premium for any insurance on the Building or its contents or which actually renders necessary any alterations or additions in the Building, nor obstruct in any manner any portion of the Building or appurtenant land.

(b) Rules and Regulations - Tenant shall conform to all reasonable rules and regulations now or hereafter promulgated by Landlord and delivered to Tenant in writing for the use of the Leased Premises and the Building.

(c) Intentionally Omitted.

(d) Indemnification and Insurance - Tenant shall defend, save Landlord harmless, and indemnify Landlord and Landlord Parties (as defined below) from any claim and/or loss arising out of any injury, loss or damage occurring in the Leased Premises, Building or on the Property, including reasonable attorney's fees, to the extent caused by any negligent or willful acts or omissions (including violations of any applicable regulations, ordinances, bylaws or laws (collectively "Law" or "Laws") of Tenant or of employees, agents, trustees managers, members, officers, independent contractors or invitees of Tenant (each a "Tenant Party" and collectively, "Tenant Parties"), except to the extent (i) caused by the negligence or willful misconduct of Landlord or Landlord Parties (as defined below) or (ii) caused by a condition that existed on or at the Leased Premises, Building or Property on or before the execution of this Lease.

Landlord shall indemnify, defend and hold Tenant and Tenant Parties harmless against and from any claim and/or loss arising out of any injury, loss or damage occurring in the Leased Premises, Building or on the Property, including reasonable attorney's fees, to the extent caused by any negligent or willful acts or omissions (including violations of Law) of Landlord or employees, agents, trustees managers, members, officers, independent contractors or invitees of Landlord (each a "Landlord Party" and collectively, "Landlord Parties"), except to the extent caused by the negligence or willful misconduct of Tenant or Tenant Parties. Without limiting the foregoing, Landlord hereby agrees to defend, indemnify and hold Tenant and any Tenant Parties harmless from and against any and all loss, cost, damage, claim or expense (including legal fees) incurred in connection with or arising out of or relating in any way to the presence of hazardous or toxic materials or oil as of the Effective Date in or on the Leased Premises, Building or Property.

In addition to the foregoing, Landlord may, but shall not be under any duty or obligation to, make all repairs and replacements to the Building resulting from wrongful acts or wrongful omissions of Tenant's employees, agents, independent contractors, or invitees (including damage and breakage occurring when Tenant's property is being moved

into or out of the Building) and Landlord may recover all reasonable costs and reasonable expenses thereof from Tenant as Additional Rent. Tenant shall maintain in a company or companies approved by the Landlord Comprehensive General Liability insurance in form satisfactory to Landlord, insuring as an additional insured Landlord, and Tenant as their respective interests may appear, against all claims, demands or actions for injury to or death of any one person in an amount not less than \$1,000,000.00 and for injury to or death of more than one person in any one accident in an amount not less than \$2,000,000.00 and for damage to property in an amount not less than \$250,000 with a deductible of no more than \$ 2,500.00. Such insurance shall provide that it will not be subject to cancellation, termination, or change except after at least 10 days prior written notice to Landlord and parties designated by Landlord. The policy or policies, or a duly executed certificate or certificates for the same, together with satisfactory evidence of the payment of the premium thereon, shall be deposited with Landlord and parties designated by Landlord at the beginning of the Lease Term

(e) Waiver of Claims - Intentionally Omitted.

(f) Entry for Repairs and Inspections Upon prior reasonable notice to Tenant and provided Landlord does not unreasonably interfere with Tenant's use of the Leased Premises Tenant shall permit Landlord and Landlord's agents to enter and examine the Leased Premises at reasonable times, and if Landlord shall so elect, to perform any repairs or other work permitted to Landlord pursuant to this Lease. Landlord agrees to use reasonable efforts to avoid performing repairs while restaurant is opened for business.

(g) Intentionally Omitted.

(h) 'Alterations, Additions, Heavy Equipment, Etc. - Except for (a) Tenant's Work and (b) any cosmetic alterations or improvements (i.e., painting, carpeting, flooring, etc.) or non-structural alterations, additions or improvements regardless of cost, Tenant shall not make any alterations or additions in or to the Leased Premises or which affect the mechanical systems of the Building, or paint any sign or other identification on any exterior window without obtaining Landlord's prior consent. Tenant will not bring into or install in the Leased Premises any

safes, or bulky or heavy furnishings, equipment, or machines without the prior approval of Landlord as to methods of transportation and installation (Landlord may prohibit installation if the weight of any such item will exceed weight such which floors or elevators were designed to carry or bear), nor shall Tenant move any significant amount of furniture, furnishings, equipment, machines or other items into or out of the Building except by prior arrangement with and approval of Landlord and by reimbursing Landlord for any reasonable expenses incurred in connection herewith. To the extent Tenant is expressly authorized as required herein then Tenant warrants and represents that any work performed by Tenant or its agents, contractors, subcontractors, employees and the like shall be performed at Tenants' sole cost and risk and shall be performed in a good and workmanlike manner by properly licensed, bonded and insured workpeople who shall be lawfully permitted by any applicable governmental authority to perform such work.

(i) Surrender. At the termination of the Lease Term or earlier termination of this Lease, Tenant shall peaceably give up and surrender the Leased Premises in good order condition and repair, ordinary wear and tear and damage from fire or other casualty excepted. At Tenant's option, to be exercised in Tenant's sole discretion, Tenant shall remove all of Tenant's furniture, equipment, and personal property, including, without limitation, any trade fixtures and restaurant equipment, appliances and tools, ("Tenant's Property") at the termination of the Lease term or earlier expiration of the Lease so long as Tenant repairs and refinishes the area of removal subject always to ordinary wear and tear. Tenant shall not be permitted to remove any fixtures (i.e., equipment or furniture affixed to the Leased Premises or Building), including, without limitation, the ansul system, walk-in refrigerator/freezer, ventilation system, and ventilation hoods, flooring and light fixtures which shall remain in the Leased Premises. If Tenant fails to remove any of Tenant's Property as of the termination of this Lease or of Tenant's right to possession, Landlord, at Tenant's sole cost and expense, shall be entitled (but not obligated) to remove and store Tenant's Property. Tenant shall pay Landlord, upon demand, the expenses and storage charges incurred for Tenant's Property, provided that Landlord provides Tenant prompt written notice of such storage.

(j) Payment for Tenant Work - Tenant shall pay promptly when due the entire cost of any work undertaken by Tenant in the Leased Premises, including but not limited to permit fees, equipment, furnishings and fixtures, so that the Leased Premises shall always be free of liens for labor or materials. Tenant shall obtain all necessary permits, approvals and/or licenses for such work. Tenant shall also indemnify and save Landlord harmless from any injury, loss, claims, liens asserted against any person or property occasioned by or arising from such work. If any mechanic's lien (which term shall include all similar liens relating to the furnishings of labor and/or materials) is filed against the Leased Premises or the Building or any part thereof which is claimed attributable to Tenant, its agents, employees or contractors, Tenant shall promptly discharge said liens by payment thereof or filing any necessary bond. Landlord shall reasonably cooperate with Tenant in order to obtain any permits or licenses for work approved by Landlord and to be performed within the leased premises so long as Landlord does not incur any cost or liability as a result thereof.

Section 10. Intentionally Omitted.

Section 11. Force Majeure

In the event that Landlord shall be delayed from the performance of any act required hereunder other than the payment of any monetary amounts, as the result of (i) strikes, lockouts, or labor disputes; (ii) inability to obtain labor, materials, fuel, electricity, services or reasonable substitutes therefor; (iii) acts of God, civil commotion, fire or other casualty; (iv) governmental action of any kind; or (v) other conditions similar to those enumerated in this Section 11 beyond the delayed party's reasonable control, fails punctually to provide any service or to perform any obligation on its part to be performed hereunder, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

Section 12. Damage or Destruction - Eminent Domain

If the Building or any part thereof, the Leased Premises or any access to the Leased Premises shall be

taken by any exercise of the right of eminent domain or shall be conveyed in lieu thereof, or shall be destroyed or damaged by fire or casualty or by action of any public or other authority to an extent which materially adversely impacts access to or operation of the business at the Leased Premises, substantially interferes with occupancy of the Leased Premises or with the operation of the Building as a whole, then Landlord may terminate this Lease as of the date of such casualty or taking by written notice to Tenant within thirty (30) days of the occurrence of such casualty or taking. If Landlord has not terminated this Lease as aforesaid, then Landlord shall repair and restore any damage with reasonable promptness and this Lease shall continue in full force and effect but with abatement of Basic Rent and Additional Rent according to the nature and extent of any interference with Tenant's use or access of the Leased Premises and any common areas and the progress of any repair thereof. If Landlord has not terminated this Lease as aforesaid or if the Landlord has not begun diligently to restore the Leased Premises (or what remains thereof after a taking) to tenantable condition within sixty (60) days after the occurrence of such casualty or taking and, in any event, (a) Landlord does not complete such repair within one hundred and eighty days (180) from the occurrence of such casualty or taking or (b) the casualty or taking occurs in the last 12 months of the term of this Lease, then Tenant may terminate this Lease by written notice to Landlord after such sixty (60) day or one hundred eighty (180) day periods or during the last twelve (12) months of the lease. All damages and compensation awarded for such destruction or damage (including insurance proceeds, eminent domain awards and the like) shall be the sole property of Landlord, except for awards Tenant may be entitled to receive for the unexpired portion of the Term, moving expenses, trade fixtures and equipment, personal property, business interruption, and the like.

Section 13. Waivers of Subrogation

The Landlord (but only to the extent his/its insurance policies permit) and Tenant hereby waive and shall cause their respective insurance carriers to agree to a waiver of subrogation to waive any and all rights of recovery, claim, action or causes of action against the other and their respective trustees, principals, beneficiaries, partners, officers, directors, agents, and employees, for any loss or

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damage that may occur to Landlord or Tenant or any party claiming by, through or under Landlord or Tenant, as the case may be, with respect to Tenant's Property, the Premises, the Building, the Property, any additions or improvements to the Premises, the Building or the Property, or any contents thereof, including all rights of recovery, claims, actions or causes of action arising out of the negligence of Landlord or any Landlord Parties or the negligence of Tenant or any Tenant Parties, which loss or damage is (or would have been, had the insurance required by this Lease been carried) covered by insurance.

Section 14. Display of Premises

Tenant covenants and agrees that within six (6) months prior to expiration of this Lease, Landlord shall have the right, with reasonable prior notice, during normal business hours, to show the Leased Premises and all parts thereof to prospective tenants. Landlord shall use reasonable efforts to avoid showing the Leased Premises to prospective tenants during hours which the restaurant is opened for business.

Section 15. Termination for Default or Insolvency

In the event that Tenant shall fail to perform or observe any of Tenant's covenants, agreements, obligations or the like expressed anywhere in this lease agreement or contemplated thereby, and if such failure shall: (i) be due to any violation of any insurance provision, failure to pay any amount due hereunder or as a result of waste caused by the Tenant, is not cured within seven (7) days after written notice from Landlord setting forth such claimed default in reasonable detail or (ii) if the Tenant's leasehold hereby created shall be taken on execution, or by other process of law or Tenant executes an assignment for the benefit of creditors, trust mortgage or similar document or if Tenant is or becomes insolvent or if a receiver, guardian, conservator, trustee, custodian or similar officer is appointed for any part of the property of Tenant or any Guarantor or if a petition under any insolvency or bankruptcy law, including a petition for reorganization, is filed by or against Tenant and in the case of an execution or involuntary petition under any insolvency or bankruptcy law such execution is not released or such petition is not dismissed within sixty (60) days or (iii) Tenant fails to lawfully exist for any reason or fails to comply with any term, provision or covenant of

this Lease (other than that referred to in section (i) above) and such failure is not cured within thirty (30) days after written notice from Landlord setting forth such claimed default in reasonable detail, then, after the expiration of said applicable cure period Landlord may, immediately or at any time thereafter, elect to recover possession of the Leased Premises under and by virtue of the provisions of the laws of The Commonwealth of Massachusetts or such other proceedings, including commencement of summary process proceedings, notice, reentry or possession. Thereupon Landlord shall be entitled to recover possession of the Leased Premises from Tenant and those claiming through or under the Tenant. Such termination of this Lease and repossession of the Leased Premises shall be without prejudice to any remedies which Landlord might otherwise have for arrears of rent or for a prior breach of the provisions of this Lease or for any amounts due Landlord under the terms of the remainder of this Lease that accrue after said termination. Landlord and Tenant agree that, at Landlord's option, said notice by Landlord alleging default hereunder shall, but only if such notice so states, constitute a statutory notice to quit and/or termination of this Lease, Tenant hereby expressly waiving any further notice to quit and notice of Landlord's intention to enter, enter or re-enter.

(a) In case of termination as described in this Section 15 and without prejudice to any other right or remedy of the Lessor, including without limitation, Lessor's right to collect any amounts due on account of basic or additional rent for the remaining term of the Lease after said termination, Tenant hereby agrees to reimburse and indemnify Landlord for all actual expenses incurred by Landlord and arising out of such termination, including without limitation, all costs incurred in collecting amounts due from Tenant under this Lease (including attorneys' fees incurred, costs of litigation and the like); all expenses incurred by Landlord in attempting to re-let the premises (including advertisements, brokerage commissions, Tenant's Allowances and the like); and all Landlord's other reasonable expenditures necessitated by the termination. The reimbursement from Tenant shall be due and payable promptly upon notice from Landlord that such an expense has been incurred, without regard to whether the expense was incurred before or after the termination. It being expressly understood by the Parties hereto that any such

expenses shall be considered additional rent and collectable as such.

(b) Intentionally Deleted

(c) Nothing herein shall limit or prejudice the right of Landlord to prove and obtain in a proceeding for bankruptcy, insolvency, arrangement or reorganization, by reason of the termination, an amount equal to the maximum allowed by a statute or law in effect at the time when, and governing the proceedings in which, the damages are to be proved.

(d) Intentionally Omitted

Section 16. Subordination; Notice of Lease

Landlord hereby represents and warrants that Landlord holds fee simple title to the Property, subject to no mortgage. Provided that Landlord uses best efforts to obtain a commercially reasonable SNDA from any future mortgagee or ground lessor and if obtained deliver such SNDA to Tenant in form suitable for recording, this Lease shall be subject and subordinate to any mortgages or ground leases that may hereafter be placed upon the Building and/or the land thereunder and to any and all advances to be made under such mortgages or ground leases and to the interest thereon, and all renewals, extensions and consolidations thereof; unless any mortgagee or ground lessor may elect to have this Lease remain a prior lien to its mortgage or ground lease, and in the event of such election and upon notification by such mortgagee or ground lessor to Tenant to that effect, this lease shall be deemed prior in lien to the said mortgage or ground lease. Best efforts as used in this Section 16 shall not require Landlord to obtain financing on less advantageous terms from any lender in order to obtain an SDNA. Subject always to the foregoing, Landlord and Tenant agree to execute and record at Tenant's sole cost and expense a notice of lease pursuant to G.L. c. 183, Section 4.

Section 17. Holdover

If Tenant remains in the Leased Premises after the termination of this Lease, such holding over shall be as a Tenant at will or Tenant by the month (requiring thirty (30) days notice of termination by either party to the

other) at a rent equal to 150% of the rent due hereunder for the last month of the then applicable lease year, and otherwise subject to all of the covenants and conditions of this Lease as though it had originally been a monthly tenancy. Notwithstanding the foregoing, if Landlord desires to regain possession of the Leased Premises promptly after the expiration hereof Landlord may, at its option, forthwith reenter and take possession of the Leased Premises or any part thereof by any legal process in force in The Commonwealth of Massachusetts.

Section 18. Estoppel Certificates

At Landlord's request, from time to time after the beginning of the Lease Term, Tenant agrees to execute and deliver to Landlord a certificate which acknowledges, if such be the case, tenancy and possession of the Leased Premises and recites such other facts concerning any provision of the Lease or payments made under the Lease which a mortgagee or lender or a purchaser or prospective purchaser of the Building or any interest therein may reasonably request. If Tenant fails to do so within ten (10) days after demand in writing, Tenant shall be considered to be in substantial violation of a material term of this Lease.

Section 19. Waiver

No consent or waiver, express or implied by either party, to or of any breach of any covenant, condition or duty of the other party, shall be construed as a consent or waiver to or of any other breach of the same or any other covenant, condition or duty.

Section 20 Notice

Any notices sent pursuant to Section 15 of this Lease, from Landlord to Tenant or from Tenant to Landlord shall be given in writing and shall be deemed duly served if hand delivered or mailed by certified mail, postpaid, return receipt requested, or by overnight delivery service (Federal Express or UPS) or by any other lawful service of process, addressed, if to Tenant, at the Leased Premises with a copy to Roy Cramer, Frieze Cramer Rosen & Huber LLP at 60 Walnut Street, Suite 301, Wellesley, MA. 02481, or to the Landlord, at the Address of Landlord in Section 1, or

at such other addresses as Landlord may from time to time designate by written notice to Tenant.

Section 21. Landlord's Right to Cure

At any time and without notice, Landlord may, but without any duty or obligation to do so, cure any failure by Tenant to perform its obligations under this Lease. Whenever Landlord chooses to do so, all costs and expenses incurred by Landlord in curing any such failure, including, without limitation, attorneys' fees together with interest on the amount of costs and expenses so incurred at an annual rate equal to one (1%) percent per month or any part thereof, shall be paid by Tenant to Landlord on demand, and shall be recoverable as additional rent.

Section 22. Independent Covenants

It is the intention of the parties hereto that the obligations of the Tenant under this lease shall be separate and therefore constitute independent covenants and agreements, and that Basic Rent, Additional Rent and all other sums payable by Tenant hereunder shall continue to be payable in all events, and that the obligations of Tenant hereunder shall continue unaffected, unless the requirement to pay or perform the same shall have been terminated pursuant to the express provisions of this Lease. Basic Rent, Additional Rent and all other sums payable hereunder by Tenant shall be paid without notice or demand, and without setoff, counterclaim, recoupment, abatement, suspension, deferment, diminution, deduction, reduction or defense except as specifically and expressly set forth in this Lease. This Lease shall not terminate and Tenant shall not have any right to terminate this Lease, during the Term (except as otherwise expressly provided in this Lease). Tenant agrees that, it shall not take any action to terminate, rescind or avoid this Lease notwithstanding any default by the Landlord hereunder or under any other agreement between Landlord and Tenant. Tenant waives all rights which are not expressly stated herein but which may now or hereafter otherwise be conferred by law to quit, terminate or surrender this Lease or any of the Leased Premises; to any setoff, counterclaim, recoupment, abatement, suspension, deferment, diminution, deduction, reduction or defense of or to Basic Rent, Additional Rent or any other sums payable under this Lease, except as specifically and expressly set forth in this Lease and for

any statutory lien (or statutory offset right) against the Landlord or its property.

Section 23. Successors and Assigns

This Lease and the covenants and conditions herein contained shall inure to the benefit of and be binding upon Landlord, its successors and assigns, and shall be binding upon Tenant, its successors and assigns, and shall inure to the benefit of Tenant and only such assignees of Tenant as are permitted herein.

Section 24. Brokerage

Except as otherwise expressly set forth herein, each party hereby represents and warrants to the other that the representing party has had no dealings with any broker or agent in connection with this Lease, except for those brokers referenced herein, and Landlord covenants to pay any fee owed to said brokers as more particularly set forth in the written agreement between said Brokers and Landlord. Landlord and Tenant shall hold harmless and indemnify the other party in connection with the failure of any of the foregoing representations and warranties.

Section 25. Landlord's Liability; Assignment for Financing

(a) Tenant agrees from time to time to look to Landlord's interest in the Building only for satisfaction of any claim against Landlord hereunder and not to another property or assets of Landlord.

(b) If, at any time and from time to time, Landlord assigns this Lease or the rents payable hereunder to the holder of any mortgage on the Leased Premises or the Building, or to any other party for the purpose of securing financing (whether the holder of any such mortgage and any other such assignment is conditional in nature or otherwise) (the "Financing Party") the following provisions shall apply:

(i) Such assignment to the Financing Party shall not be deemed an assumption by the Financing Party unless the financing party so elects which shall be accomplished by written notice from the Landlord and Financing Party to Tenant. If the Financing Party does not elect to assume as set forth

in this subparagraph, Landlord shall remain responsible as landlord for all obligations, terms, conditions and provisions under this Lease;

(ii) Except as provided in (i) above, the Financing Party shall be treated as having assumed Landlord's obligations hereunder only upon foreclosure of its mortgage (or voluntary conveyance by deed in lieu thereof) and the taking of possession of the Leased Premises;

(iii) The Financing Party shall be responsible for only such breaches under the Lease by Landlord which occur during the period of ownership by the Financing Party after such taking of possession, as aforesaid.

In furtherance of the foregoing, Tenant hereby agrees to enter into such agreements or instruments as may, from time to time, be requested in confirmation of the foregoing.

Section 26. Entire Agreement

This Lease contains the entire agreement between the parties hereto, and any agreement hereafter or heretofore made shall not operate to change, modify, terminate, or discharge this Lease in whole or in part unless such agreement is in writing and signed by both Landlord and Tenant. Landlord has made no representation or promises with respect to the Leased Premises or the allowed use thereof except as are herein expressly set forth.

Section 27. No Representations or Warranties

Except as otherwise set forth herein, Landlord makes no representations or warranties with respect to the condition of the Leased Premises, their suitability for any particular purpose, allowed use or dimensions thereof. Tenant has relied solely on their own independent contractors, agents and professional opinions, research and investigations regarding the condition of the Leased Premises, their suitability for any particular purpose, allowed use or dimensions thereof without reliance on any

statement, oral or written, made by the Landlord or their agents.

Section 28. Prohibitions

Tenant further agrees that it will not engage in any of the following activities, or allow any of the same to be conducted in or from the leased premises.

(a) No radio or loudspeaker shall be operated in the doorways in or about the demised premises so as to project into the public sidewalk and street.

(b) Tenant shall not license, assign or sublet the whole or any portion of the subject premises or this Lease without Landlord's prior written consent. Subject always to the foregoing Tenant may, with Landlord's prior written consent, and upon notice to Landlord, sublet all or any portion of the Premises or assign Tenant's interest in this Lease to: (a) a subsidiary, affiliate, parent or other entity to Tenant which controls, is controlled by, or is under common control with, Tenant; (b) a successor entity to Tenant resulting from merger, consolidation, non-bankruptcy reorganization or government action; or (c) a purchaser of all or any significant portion of Tenant's stock or assets.

Notwithstanding such consent Tenant shall remain liable for the full performance of each and every term, condition and obligation expressed in this Lease or contemplated hereunder, unless Tenant provides Landlord with an assignment and assumption agreement acceptable to Landlord, in Landlord's sole discretion in which event only the assignee shall remain liable for such performance.

Section 29 Signage

Tenant shall have the right of placing on the Leased Premises at Tenant's sole cost and expense, such signs as it deems necessary and proper in the conduct of its business solely as it relates to the leased premises, provided Tenant pays all permit, license and other fees and costs which may be required by any governmental authority to be paid for the erection and maintenance of any and all such signs, such signs are legally permitted to be installed and approval thereof has been granted in writing by both the Landlord and any necessary government authority if required, and provided Landlord shall have the right to

approve in advance the size, style, color, construction and location thereof, which approval shall not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, Landlord shall approve the size, style, color and construction of a sign that is appropriate to the Tenant's permitted use hereunder. Tenant agrees to exonerate, save harmless, protect and indemnify the Landlord from, and against any and all losses, damages, claims, suits or actions for any damage or injury to person or property caused by the erection and maintenance of such signs or parts thereof, and insurance coverage for such signs shall be included in the public liability policy which Tenant is required to furnish.

Section 30. Rubbish Removal

Tenant shall not permit the undue accumulation of rubbish, trash, garbage, debris, boxes, cans, or other refuse either on or immediately adjoining the premises. Tenant shall not burn trash or garbage in or about the premises nor place any trash on the sidewalk. Tenant will dispose of trash at its sole cost and expense, on regularly scheduled days, which schedule shall be as often as, in the Landlord's judgment, is necessary to keep the premises and the area surrounding the premises clean and free of rubbish.

Section 31. Licensing Permitting

Tenant agrees at its sole cost and expense to obtain any and all necessary licenses, permits and approvals required by any governmental authority in order to operate its business at the leased premises and perform any construction in connection therewith. In the event Tenant fails to obtain any such license, permit or approval on or before November 30, 2015 or the appeals period in connection with any such license, permit or approval has not expired by November 30, 2015, then at Tenant's option, to be exercised in Tenant's sole discretion, by written notice to Landlord which notice must be received by Landlord no later than December 1, 2015, Tenant may declare this Lease null and void and of no further force and effect. Absent such notice received by Landlord in a timely manner it shall be conclusively presumed that Tenant has waived Tenant's right to terminate and this Lease shall continue in full force and effect.

Section 32. Tenant's Build-Outs

Provided Tenant has (i) obtained all necessary permits, approvals and authorizations to perform the construction deemed necessary by Tenant, (ii) Tenant has not terminated this Lease in accordance with Section 31 above and (iii) Landlord has received the executed personal Guarantees of Rachel Klein and Francesco Melandri in the forms attached hereto as Exhibit D, and Tenant has otherwise complied with the provisions contained in Section 7 of this Lease, Tenant may commence construction at the Leased Premises on December 2, 2015.

Section 33. Quiet Enjoyment

Landlord covenants that Tenant shall and may peaceably and quietly have, hold and enjoy the Leased Premises for the Term, provided Tenant pays rent and performs all of its obligations, covenants and agreements in all material respects.

Section 34. Compliance with Law

Tenant, at its own cost and expense, will comply with all federal, state, municipal and other laws, ordinances, rules and regulations applicable to the Leased Premises ("Laws"), the Building and the Property and the business conducted therein by Tenant. Tenant shall make all repairs, alterations, additions or replacements to the Leased Premises, at Tenant's sole cost and expense required by any Laws, including, without limitation, the Americans with Disabilities Act, procure any licenses and permits as required, and comply with the orders and regulations of all governmental authorities only to the extent such compliance is required by Tenant's or any Tenant Party's particular manner of use of the Leased Premises any alterations made by Tenant to the Leased Premises or Building or Tenant's negligence or willful misconduct.

Notwithstanding the foregoing, Tenant at its sole cost and expense shall keep the Leased Premises equipped with all safety appliances and obtain all related permits, if any, required by law or ordinance or any order or regulation of any public authority, shall keep the Leased Premises equipped with adequate fire suppression system(s), fire extinguishers and other such equipment reasonably required by Landlord or any governmental authority, and, upon notice from Landlord, shall make all repairs, alterations, replacements, or additions required to such fire suppression systems.

Section 35. Environmental

Tenant shall not be liable for any cost or expense related to removal, cleaning, abatement or remediation of Hazardous Materials (as hereafter defined) now or hereafter existing in, on, under, or above the Property, including, with limitation, the Leased Premises, the Building and Property, including, without limitation, Hazardous Materials in the ground water or soil, except to the extent that any of the foregoing results from any act or omission by Tenant or any Tenant Party or any Hazardous Materials intentionally or negligently disturbed, distributed or exacerbated by Tenant or any Tenant Party. As used herein, "Hazardous Materials" means any flammables, explosives, radioactive materials, hazardous wastes or materials, toxic wastes or materials, or other similar substances, petroleum products or derivatives or any substance subject to regulation by or under any federal, state and local laws and ordinances relating to the protection of the environment or the keeping, use or disposition of environmentally hazardous materials, substances, or wastes, presently in effect or hereafter adopted, all amendments to any of them, and all rules and regulations issued pursuant to any of such laws or ordinances ("Environmental Laws").

As of the date hereof, Landlord represents that it has not received written notice from any governmental agencies that the Building or Property is in violation of any Environmental Laws. Further, to best of Landlord's knowledge having not performed any investigation nor being under any duty to do so, the Building and Property are not in violation of any Environmental Law and there are no Hazardous Materials in, at, under or about the Building or Property other than small quantities of Hazardous Materials to the extent customary in similar buildings and necessary for the normal use, operating and maintenance of the Building.

Section 36. Intentionally Omitted.

Section 37. Intentionally Omitted.

Section 38. Miscellaneous

A. Choice of Law. This Lease shall be governed and construed in accordance with the domestic laws of the Commonwealth of Massachusetts without giving effect to any

choice or conflict of law provision or rule (whether of the Commonwealth or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the Commonwealth of Massachusetts.

B. Intentionally Omitted.

C. Relationship of the Parties. This Lease shall create only the relationship of landlord and tenant between the parties, and not a partnership, joint venture or any other relationship. This Lease and the covenants and conditions in this Lease shall inure only to the benefit of and be binding only upon Landlord and Tenant and their permitted successors and assigns.

D. Survival. The expiration of the Term, whether by lapse of time or otherwise, shall not relieve either party of any obligations which accrued prior to or which may continue to accrue after the expiration or early termination of this Lease.

E. Delivery and Drafts. This Lease shall not be effective against any party hereto until an original copy of this Lease has been signed by such party.

F. Intentionally Omitted.

G. Interpretation. No inference in favor of or against any party shall be drawn from the fact that such party has drafted any portion of this Lease. The parties have both participated substantially in the negotiation, drafting and revision of this Lease with representation by counsel and such other advisers as they have deemed appropriate. The words "include" and "including" shall be construed to be followed by the words: "without limitation."

H. Captions. The captions of this Lease are for convenience and reference only and in no way affect this Lease.

I. Counterparts. This Lease may be executed in one or more counterparts, each of which shall be deemed an original and all such counterparts shall constitute one and the same instrument.

J. Partial Invalidity. If any term or provision of this Lease or the application of such term or provision to any party or circumstance shall to any extent be invalid or

unenforceable, then the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected by such invalidity. All remaining provisions of this Lease shall be valid and be enforced to the fullest extent permitted by law.

ma *Per* *ER*

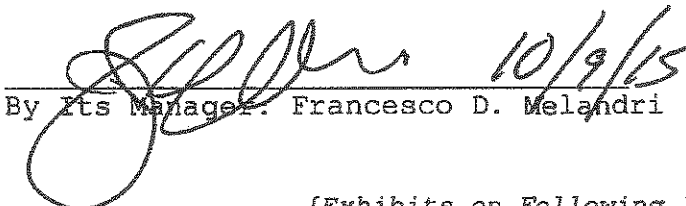
Executed as a sealed Massachusetts agreement on this
day of 2015.

**LANDLORD: Robert C. Tommasino, Trustee of 934-948 Great Plain
Avenue Nominee**


By Its Trustee: **Robert C. Tommasino**

TENANT: Great Plain Hospitality, LLC

 10/9/15
By Its Manager: Rachel Klein

 10/9/15
By Its Manager: Francesco D. Melandri

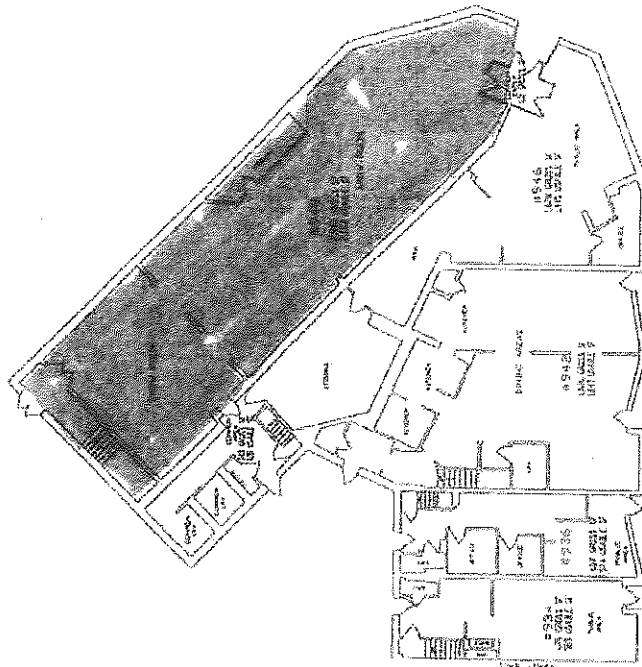
[Exhibits on Following Pages]

EXHIBIT A

Plan Showing Leased Premises

(see following page)

FLOOR 1



Subject space is shaded
with use of adjacent common area 345
gross sq-ft consisting of bathrooms
and copiers

FLOOR PLANS
GREAT PLAIN AVENUE

NEEDHAM, MASS.

Field Resources, Inc.
LAND SURVEYORS



OCTOBER 14, 2009
BOX 324 281 CHESTNUT ST.
NEEDHAM, MA
781 444 5936
fieldresources@hotmail.com

OWNER: JOHN E. MALONE REALTY TRUST

SHEET 2 OF 2

SCALE 1" = 20'

A handwritten signature or set of initials, possibly 'JMS', located at the bottom right of the page.

EXHIBIT B

CALCULATION OF RENT FOR OPTION TERM

CALCULATION OF RENT FOR OPTION TERM

EXHIBIT B

CALCULATION OF RENT FOR OPTION TERM

The term "Current Market Rent Rate" for purposes of this Lease shall mean the annual amount per rentable square foot that a willing, comparable, tenant of credit quality similar to Tenant would pay, and a willing, comparable landlord of the Building would accept, at arms' length, giving appropriate consideration to annual rental rates per rentable square foot, escalation clauses (including type, gross or net, and if gross, whether base year or expense stop), of lease term, reasonable similar size and location of premises being leased, and other generally applicable terms and conditions.

If Tenant exercises the extension option, Landlord and Tenant shall attempt to agree upon the Current Market Rental Rate using their best good-faith efforts. If Landlord and Tenant fail to reach an agreement within thirty (30) days following Tenant's exercise of such extension option (the "Outside Agreement Date"), then each party shall make a separate determination of the Current Market Rental Rate which shall be submitted to each other and to arbitration in accordance with the following items (i) through (vii):

(i) Landlord and Tenant shall each appoint, within ten (10) business days of the Outside Agreement Date, one arbitrator who shall by profession be a current real estate broker or appraiser of comparable properties in the immediate vicinity of the Building, and who has been active in such field over the last five (5) years. The determination of the arbitrators shall be limited solely to the issue of whether Landlord's or Tenant's submitted Current Market Rental Rate is the closest to the actual Current Market Rental Rate as determined by the arbitrators.

(ii) The two arbitrators so appointed shall within five (5) business days of the date of the appointment of the last appointed arbitrator agree upon and appoint a third arbitrator who shall be qualified under the same criteria set forth hereinabove for qualification of the initial two arbitrators.

(iii) The three arbitrators shall within fifteen (15) days of the appointment of the third arbitrator reach a decision as to whether the parties shall use Landlord's or Tenant's submitted Current Market Rent Rate, and shall notify Landlord and Tenant thereof.

(iv) The decision of the majority of the three arbitrators shall be binding upon Landlord and Tenant.

(v) If either Landlord or Tenant fails to appoint an arbitrator within ten (10) business days after the applicable Outside Agreement Date, the arbitrator appointed by one of them shall



reach a decision, notify Landlord and Tenant thereof, and such arbitrator's decision shall be binding upon Landlord and Tenant.

(vi) If the two arbitrators fail to agree upon and appoint a third arbitrator, or both parties fail to appoint an arbitrator, then the appointment of the third arbitrator or any arbitrator shall be dismissed and the matter to be decided shall be forthwith submitted to arbitration under the provisions of the American Arbitration Association, but subject to the instruction set forth in this Exhibit.

(vii) The cost of arbitration shall be paid by Landlord and Tenant equally.

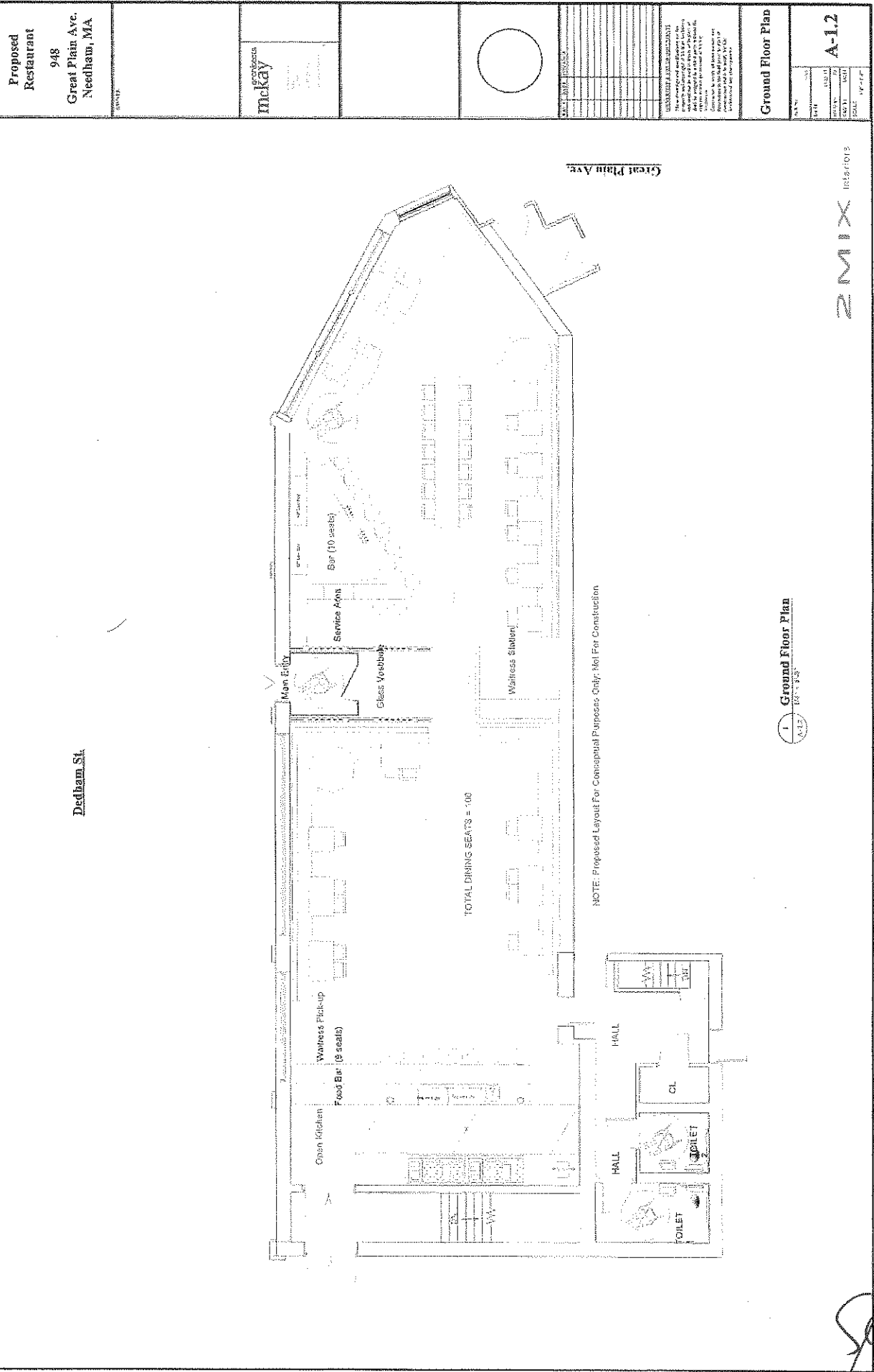
Notwithstanding the foregoing, in no event shall the rent in the first year of the option term be less than the monthly/annual rent in year ten of the original lease term and beginning with the second year of the option term and for each year thereafter said rent shall increase by the difference in the CPI and will never be less than the prior year's rent.

A handwritten signature, possibly reading "M", is located in the bottom right corner of the page.

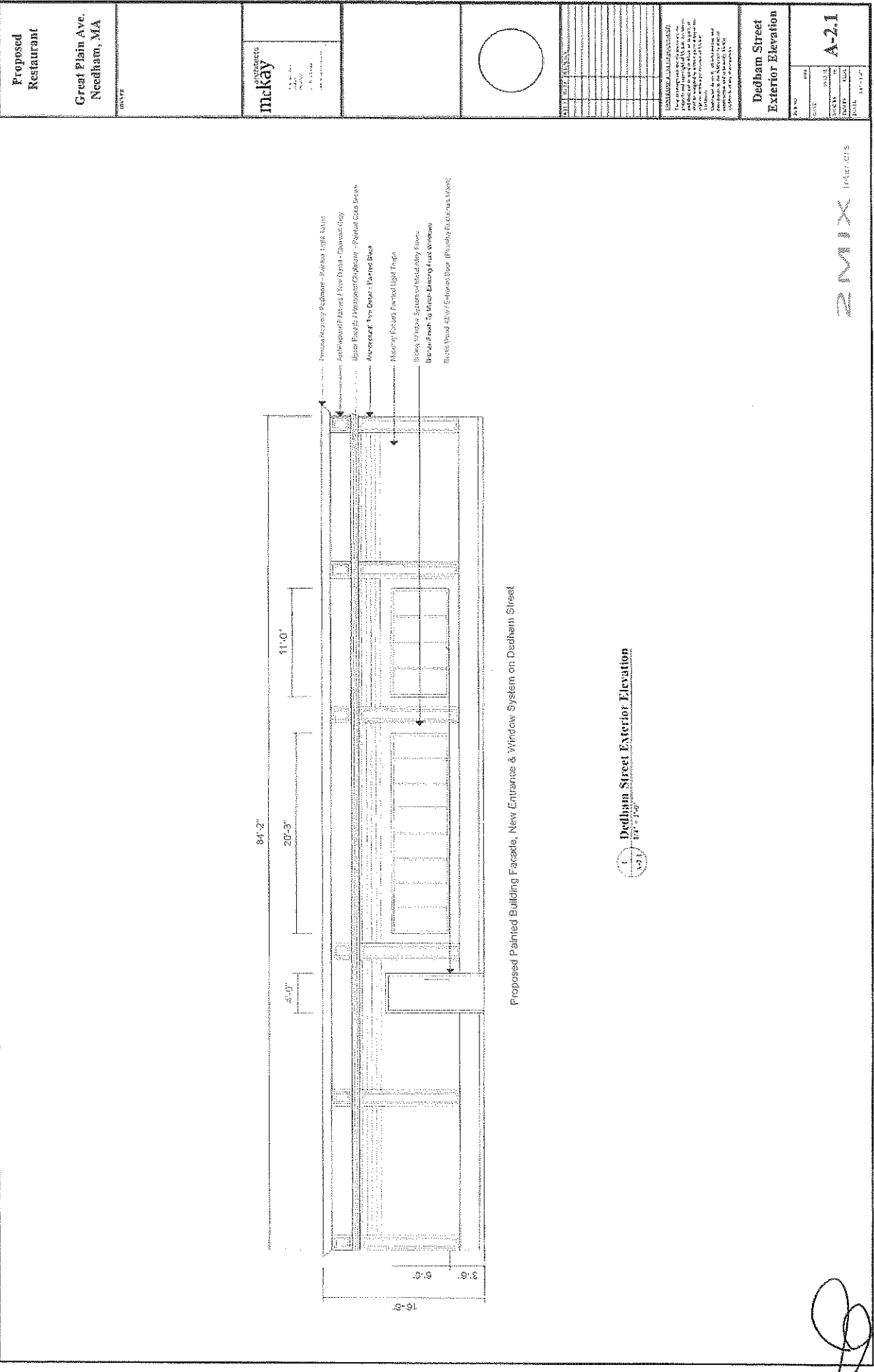
EXHIBIT C

TENANT'S WORK

Dedham St.



[Handwritten signature]

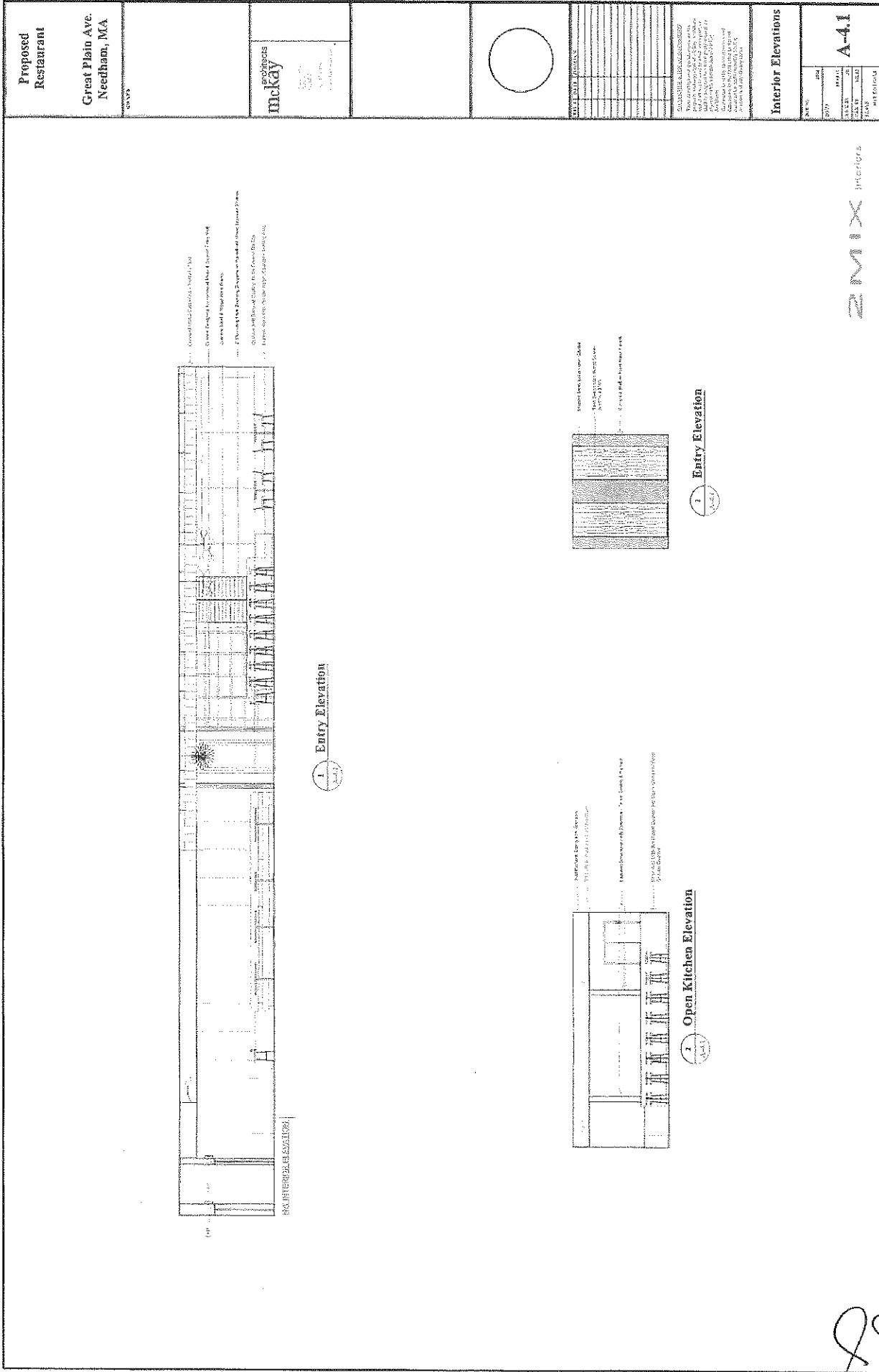


Proposed Restaurant
Great Plain Ave.
Needham, MA

Architects
mckay

Dedham Street
Exterior Elevation

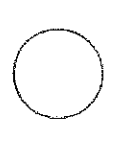
A-2.1



Proposed
Restaurant

Great Plain Ave.
Needham, MA

architects
mckay



NO.	DATE	REVISION
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4	10/1/00	4.00
5	10/1/00	5.00
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Interior Elevations

NO.	DATE	REVISION
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100	10/1/00	100.00

ZMX INTERIORS

A-41

Handwritten signature or mark.

EXHIBIT D

GUARANTY

[TO BE INSERTED]

Lease Guaranty

For valuable consideration, receipt and sufficiency of which is hereby acknowledged, the undersigned, Rachel Klein of *42 Birch St Needham ma 02447*

, hereinafter referred to as "Guarantor",
unconditionally guarantee(s) due payment and fulfillment to Robert Tommasino, Trustee of 934-948 Great Plain Avenue Nominee Trust whose address for purposes hereof is c/o First Cambridge Realty Corp, 907 Massachusetts Avenue, Cambridge, MA. 02139 ("Lessor") of all liabilities, obligations and undertakings of Great Plain Hospitality LLC, a limited liability company organized under the laws of the Commonwealth of Massachusetts and maintaining a principal place of business at 948 Great Plain Avenue, Needham, MA. 02492, hereinafter referred to as the "Obligor", to the Lessor, whether direct or indirect, absolute or contingent, due or to become due, now existing or hereafter arising or acquired (hereinafter called the "Obligations"), including but not limited to that certain Lease with an effective date of November 30, 2015 between the Lessor and Obligor, hereinafter referred to as the "Lease" which Lease is for the premises located at 948 Great Plain Avenue, Needham, MA. 02492, as same may be amended from time to time. A copy of the Lease is attached hereto and incorporated herein.

This undertaking shall operate as a continuing and absolute guaranty and shall remain in full force and effect until all obligations owed by the Obligor to the Lessor have been satisfied in full.

Notice of the acceptance of this guaranty and notices of transactions entered into in reliance hereof are hereby waived. The undersigned consents to any renewal, extension or postponement of the time of payment of any of the Obligations or to any other forbearance or indulgence with respect thereto and consents to any substitution, exchange, modification or release of any security therefore or the release of any other person primarily or secondarily liable on any Obligation, whether or not notice thereof shall be given to the undersigned, and agree to the provisions of any instrument, security or other writing evidencing or securing any of the Obligations, and the enforcement hereof shall not be affected by the neglect or failure of the Lessor to take any action with respect to any security, right, obligation, endorsement or guaranty which it may at any time hold, or by any change with respect to the Obligor in the form or manner of doing business, whether by incorporation, consolidation, merger, partnership formation or change in membership, or otherwise.

On any default by Obligor, the liability of the undersigned hereunder shall be effective immediately and the undersigned waives all requirements of notice, demand, presentment or protest and any right which the undersigned might otherwise have to require the Lessor first to proceed against the Obligor or against any other guarantor or any other person or first to realize on any security held by it before proceeding against the undersigned for the enforcement of this guaranty. The undersigned shall not assert any right arising from payment or other performance hereunder until the undersigned's liability hereunder shall have been discharged in full and all of the Obligations existing at the time of such discharge shall have been fulfilled.

The undersigned guarantees to the Lessor the payment of any and all expenses paid or incurred by the Lessor (including reasonable attorneys' fees) in connection with the collection of all sums and Obligations guaranteed hereunder, whether such collection be from the Obligor or from the undersigned.

This instrument, and all rights and remedies of the parties, shall be determined as to their validity, construction, effect and enforcement, and in all other respects of the same or different nature, by the law of Massachusetts. The undersigned does hereby unconditionally submit him/herself to the personal jurisdiction of the Massachusetts State Courts for purposes of any litigation resulting from this Guarantee or the Lease or Tenancy to which it refers.

This Guaranty is intended to take effect as a sealed instrument, shall inure to the benefit of the Lessor and its successors and assigns and shall be binding upon the undersigned, his/her heirs, executors, administrators, other legal representatives, successors and assigns.

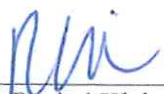
Notwithstanding the foregoing Guarantor's monetary liability under the terms of this Guaranty shall be limited to the following:

a. From December 1, 2015 through November 30, 2016, to that amount equal to all rent, additional rent and those amounts due in accordance with paragraph 15 of the Lease that were or would be due from the commencement date of the original lease term through the expiration of one year after filing of summary process proceedings;

b. From December 1, 2016 through November 30, 2017, to that amount equal to all rent, additional rent and those amounts due in accordance with paragraph 15 of the Lease that were or would be due from the commencement date of the original lease term to the expiration of the eighth month after filing of summary process proceedings; and

c. From December 1, 2017 through the end of the original or any extended term of the Lease to that amount equal to all rent, additional rent and those amounts due in accordance with paragraph 15 of the Lease that were or would be due from the commencement date of the original lease term to the expiration of the sixth month after filing of summary process proceedings;.

Date: 10/9, 2015

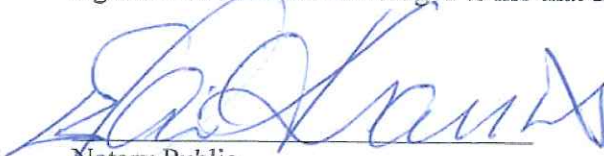


Guarantor: Rachel Klein

COMMONWEALTH OF MASSACHUSETTS STATE OF

County of Suffolk, 2015

On this 9 day of October 2015 before me the undersigned notary public personally appeared, Rachel Klein, proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed above and acknowledged to me that she signed it voluntarily for its stated purpose.



Notary Public

My Commission Expires:



Limited Guaranty of Lease

WHEREAS, Robert Tommasino, Trustee of 934-948 Great Plain Avenue Nominee Trust, with an address of c/o First Cambridge Realty Corp., 907 Massachusetts Avenue, Cambridge, MA 02139 ("Lessor") and Great Plain Hospitality LLC, a limited liability company organized under the laws of the Commonwealth of Massachusetts and having an address of 948 Great Plain Avenue, Needham, MA 02492 ("Obligor") have entered into a lease with an effective date of October 7 2015, for premises located at 934-948 Great Plain Avenue, Needham, MA 02492 (the "Leased Premises") as more particularly described in the Lease;

WHEREAS, Obligor has agreed to build-out (the "Build-Out") the Leased Premises as more particularly set forth in the Lease; and

WHEREAS, Francesco D. Melandri, an individual having an address of 101 Brook St Boston ("Guarantor") has agreed to guarantee the obligations of Obligor to Lessor to return the Leased Premises to its condition as of the Effective Date of the Lease in the event that the build-out is not completed as more particularly set forth herein.

NOW, THEREFORE, for valuable consideration, receipt and sufficiency of which is hereby acknowledged, Guarantor hereby unconditionally guarantee(s) due payment and fulfillment of the Obligations specifically set forth below due from the Obligor to the Lessor. Capitalized terms not defined herein shall have the meaning ascribed to them in the Lease.

The Obligations (and for the avoidance of doubt all of Guarantor's obligations set forth herein) shall be limited to the following: in the event that (a) Obligor has abandoned Tenant's Work (for purposes hereof "abandoned" shall be defined as Obligor's failure to diligently pursue the construction work at the leased premises in accordance with the plans and specifications either currently supplied by the Obligor to the Lessor or those that may be supplied by the Obligor to the Lessor and approved by the Lessor in order for Obligor to obtain an unconditional certificate of occupancy for the leased premises for the purpose of opening a restaurant at the leased premises, (b) the Obligor is in default of the Lease beyond all notice and cure periods and (c) Lessor terminates the Lease due to such default, the Guarantor shall only be obligated to guarantee that the Leased Premises is returned to the same or better condition as the condition in which the Leased Premises was on the Effective Date of the Lease. In accordance with the terms of this paragraph, Guarantor shall reimburse Lessor on demand for any reasonable costs or expenses (which costs and expenses shall not include so-called "overhead and profit") incurred by Lessor in order to return the Leased Premises to said condition.

The Guarantor shall have no other obligations with respect to any other of Obligor's liabilities, obligations, undertakings, agreements or covenants due to Lessor under the Lease or any other obligations due from Obligor to Lessor, if any. For the avoidance of doubt and except as otherwise expressly set forth herein, Guarantor shall have no obligation to complete the Build-Out or satisfy any of Obligor's obligations to Lessor set forth in the Lease or otherwise in connection with the Build-Out. This Limited

Guaranty of Lease (this "Guaranty") shall terminate on the date Obligor receives all of its permits and approvals in connection with the Build-Out, including, without limitation, an unconditional certificate of occupancy to use and occupy the Leased Premises for the purpose set forth in the Lease, after which time this Guaranty shall be null and void and of no further force or effect.

Notice of the acceptance of this Guaranty and notices of transactions entered into in reliance hereof are hereby waived. The undersigned consents to any renewal, extension or postponement of the time of payment of any of the Obligations or to any other forbearance or indulgence with respect thereto and consents to any substitution, exchange, modification or release of any security therefore or the release of any other person primarily or secondarily liable on any Obligation, whether or not notice thereof shall be given to the undersigned, and the enforcement hereof shall not be affected by the neglect or failure of the Lessor to take any action with respect to any security, right, obligation, endorsement or guaranty which it may at any time hold, or by any change with respect to the Obligor in the form or manner of doing business, whether by incorporation, consolidation, merger, partnership formation or change in membership, or otherwise.

On any default by Obligor, beyond all applicable notice, grace and cure periods, the liability of the undersigned hereunder shall be effective immediately and the undersigned waives all requirements of notice, demand, presentment or protest and any right which the undersigned might otherwise have to require the Lessor first to proceed against the Obligor or against any other guarantor or any other person or first to realize on any security held by it before proceeding against the undersigned for the enforcement of this Guaranty. The undersigned shall not assert any right arising from payment or other performance hereunder until the undersigned's liability hereunder shall have been discharged in full.

This instrument, and all rights and remedies of the parties, shall be determined as to their validity, construction, effect and enforcement, and in all other respects of the same or different nature, by the law of Massachusetts. The undersigned does hereby unconditionally submit him/herself to the personal jurisdiction of the Massachusetts State Courts for purposes of any litigation resulting from this Guarantee or the Lease or Tenancy to which it refers.

This Guaranty is intended to take effect as a sealed instrument, shall inure to the benefit of the Lessor and its successors and assigns and shall be binding upon the undersigned, his/her heirs, executors, administrators, other legal representatives, successors and assigns.

Date October 9, 2015


Guarantor: Francesco D. Melandri

COMMONWEALTH OF MASSACHUSETTS STATE OF

County of Suffolk

, 2015

On this 9 day of October 2015 before me the undersigned
notary public personally appeared, Francesco D. Melandri, proved to me through
satisfactory evidence of identification, which was a driver's license, to be the person
whose name is signed on the preceding or attached document and acknowledged to me
that he signed it voluntarily for its stated purpose.



Notary Public

My Commission Expires:





Office of the
TOWN MANAGER

TOWN OF NEEDHAM

TOWN HALL
1471 Highland Avenue
Needham, MA 02492-2669

TEL: (781) 455-7500
FAX: (781) 453-2522
TDD: (781) 455-7558

LEGAL NOTICE

TOWN OF NEEDHAM

Application for All Alcohol License in a Restaurant

Notice is hereby given pursuant to Massachusetts General Laws, Chapter 138, that Great Plain Hospitality LLC d/b/a RFK Kitchen, Rachel Klein, Manager, has applied for a license to sell alcoholic beverages of the following kind: All Alcoholic beverages (seven days) as a Restaurant at 948 Great Plain Avenue, Needham. The premise has 2,900 sq. ft. on the first floor, and 2,900 sq. ft. in the basement. Included on the first floor is an open kitchen and multiple dining areas with a total seating capacity for 99 patrons and restrooms. The basement area will include a prep area, refrigeration systems, storage areas, office, wine and liquor storage room and employee area. There is one main entrance at the front of the building on Great Plain Avenue and three exits from the building.

IT IS ORDERED that a public hearing be held for said application at the office of the Board of Selectmen acting as the Needham Licensing Authority located in the Town Hall, 1471 Highland Avenue on the 24th day of Needham 2015 at 7:30 p.m.

Board of Selectmen
Licensing Board for the Town of Needham

Needham Times, November 12, 2015

934 GREAT PLAIN AVE

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>	
					<u>OWNER CITY</u>	<u>State</u>
199/040.0-0061-0000.0	858	GREAT PLAIN AVE	FIRST BAPTIST CHURCH	858 GREAT PLAIN AVE	NEEDHAM	MA
						02492
199/040.0-0062-0000.0	870	GREAT PLAIN AVE	FIRST CHURCH OF CHRIST SCIENTIST	870 GREAT PLAIN AVENUE	NEEDHAM	MA
						02492
199/040.0-0064-0000.0	0	DEDHAM AVE	FIRST CHURCH OF CHRIST SCIENTIST	870 GREAT PLAIN AVE	NEEDHAM	MA
						02492
199/047.0-0001-0000.0	888	GREAT PLAIN AVE	QUINNAN, JOSEPH P	888 GREAT PLAIN AVE	NEEDHAM	MA
						02492
199/047.0-0002-0000.0	902	GREAT PLAIN AVE	ATB REALTY LLC C/O DR. THOMAS BARTZOKIS	2867 BANYAN BLVD. CIR. NW	BOCA RATON	FL
						33431
199/047.0-0003-0000.0	916	GREAT PLAIN AVE	MMM PROPERTY, LLC C/O ALPHI LLC	596 CENTRAL AVE	NEEDHAM	MA
						02192
199/047.0-0004-0000.0	934	GREAT PLAIN AVE	TOMMASINO, ROBERT C, TR C/O STUART ROTHMAN	907 MASSACHUSETTS AVE	CAMBRIDGE	MA
						02139
199/047.0-0005-0000.0	60	DEDHAM AVE	COX, GILBERT W. , JR C/O COX, GILBERT W. JR. TR.	60 DEDHAM AVE	NEEDHAM	MA
						02492
199/047.0-0008-0000.0	0	DEDHAM AVE	TOWN OF NEEDHAM	1471 HIGHLAND AVE	NEEDHAM	MA
						02492
199/047.0-0009-0000.0	84	DEDHAM AVE	BELIBASAKIS, EMMANUEL G. & BELIBASAKIS, IRENE	33 CHAPEL ST	NEEDHAM	MA
						02492
199/047.0-0038-0000.0	32	LINCOLN ST	BRIGGS, GRAHAM R. + JANE C., TRS C/O MERIDIAN REALTY GROUP, LLC	493 EAST BROADWAY	SOUTH BOSTON	MA
						02127
199/047.0-0039-0000.0	81	DEDHAM AVE	HEALY, MARTHA M	81 DEDHAM AVE	NEEDHAM	MA
						02492
199/047.0-0040-0000.0	73	DEDHAM AVE	HEALY, MICHAEL T.	73 DEDHAM AVE	NEEDHAM	MA
						02492
199/047.0-0041-0000.0	57	DEDHAM AVE	BROMLEY-NEEDHAM LLC	144 GOULD ST SUITE 152	NEEDHAM	MA
						02494
199/047.0-0042-0000.0	23	DEDHAM AVE	FIRST PARISH IN NEEDHAM - UNITARIAN	23 DEDHAM AVE	NEEDHAM	MA
						02492
199/047.0-0058-0000.0	0	CHESTNUT ST	TOWN OF NEEDHAM PARKING LOT	1471 HIGHLAND AVE	NEEDHAM	MA
						02492

<u>PARCEL ID</u>	<u>St No.</u>	<u>Street</u>	<u>Owner Names</u>	<u>Owner Address</u>	<u>Mailing Address</u>	
					<u>OWNER CITY</u>	<u>State</u>
199/047.0-0062-0000.0	0	CHESTNUT RD	SIMON II ASSOCIATES LIMITED PARTNERSHI C/O GARY B. SIMON - COPELY INVESTMENTS	10 NEWBURY STREET	BOSTON	MA 02116
199/047.0-0063-0000.0	970	GREAT PLAIN AVE	SIMON II ASSOCIATES LLC C/O COPELY INVESTMENTS COMPANIES	10 NEWBURY STREET	BOSTON	MA 02116
199/047.0-0064-0000.0	990	GREAT PLAIN AVE	NEARY, GLEN, TRUSTEE GREAT REALTY TRUST	990 GREAT PLAIN AVE	NEEDHAM	MA 02492
199/047.0-0065-0000.0	18	CHESTNUT ST	FIRST OF MANY, LLC	P.O. BOX 281	NATICK	MA 01760
199/047.0-0066-0000.0	996	GREAT PLAIN AVE	KATZ, JEFFREY A. & GARY M., TRUSTEES, AJ REALTY TRUST	1004 GREAT PLAIN AVE	NEEDHAM	MA 02492
199/047.0-0089-0000.0	36	DEDHAM AVE	BROOKLINE DEVELOPMENT CORP LLC	93 FISHER AVENUE	BROOKLINE	MA 02445
199/050.0-0022-0000.0	1478	HIGHLAND AVE	1478 HIGHLAND AVENUE CO., LLC C/O WALGREEN CO.	PO BOX 1159	DEERFIELD	IL 60015
199/050.0-0024-0000.0	20	PICKERING ST	THE JOURNAL OF BONE AND JOINT SURGERY C/O NAI HUNNEMAN MANAGEMENT	303 CONGRESS ST 5TH FLOOR	BOSTON	MA 02210
199/050.0-0025-0000.0	1492	HIGHLAND AVE	SULLIVAN, JAMES M, TRUSTEE C/O SULLIVAN & CO INC	P. O. BOX 850918	BRAINTREE	MA 02184-0918
199/050.0-0026-0000.0	961	GREAT PLAIN AVE	S-BNK NEEDHAM CENTRE, LLC C/O TRAMMELL CROW CO	P O BOX 14115	READING	PA 19612-4115
199/050.0-0027-0000.0	935	GREAT PLAIN AVE	SULLIVAN, JAMES M, TRUSTEE C/O SULLIVAN & CO INC	PO BOX 850918	BRAINTREE	MA 02184-0918
199/050.0-0028-0000.0	921	GREAT PLAIN AVE	HARTMAN, FREDERICK M TR. FAK NEEDHAM REALTY TRUST	919 GREAT PLAIN AVE	NEEDHAM	MA 02492
199/050.0-0030-0000.0	905	GREAT PLAIN AVE	905 GREAT PLAIN AVENUE LLC	C/O THE MAKIN GROUP INC	BROOKLINE	MA 02445
199/050.0-0031-0002.0	0	PICKERING ST	TOWN OF NEEDHAM	1471 HIGHLAND AVE	NEEDHAM	MA 02492
199/051.0-0001-0000.0	1471	HIGHLAND AVE	TOWN OF NEEDHAM TOWN HALL	1471 HIGHLAND AVE	NEEDHAM	MA 02492

Certified as list of parties in interest under Mass. General Laws and Needham Zoning By-Law, to the Best of our knowledge
For the Needham Board of Assessors.....



Print

PART I ADMINISTRATION OF THE GOVERNMENT**TITLE XX** PUBLIC SAFETY AND GOOD ORDER**CHAPTER 138** ALCOHOLIC LIQUORS**Section 16C** Licenses for premises near schools or churches

Section 16C. Premises, except those of an innholder and except such parts of buildings as are located ten or more floors above street level, located within a radius of five hundred feet of a school or church shall not be licensed for the sale of alcoholic beverages unless the local licensing authority determines in writing and after a hearing that the premises are not detrimental to the educational and spiritual activities of said school or church; but this provision shall not apply to the transfer of a license from premises located within said distance to other premises located therein, if it is transferred to a location not less remote from the nearest school or church than its former location. Any applicant who has been denied a license under this section shall have the right to an appeal under section sixty-seven.

In this section a church shall mean a church or synagogue building dedicated to divine worship and in regular use for that purpose, but not a chapel occupying a minor portion of a building primarily devoted to other uses, and a school shall mean an elementary or secondary school, public or private, giving not less than the minimum instruction and training required by chapter seventy-one to children of compulsory school age. This section shall not apply to an extension of licensed premises provided said extension does not exceed fifty feet.



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

MEETING DATE: 11 / 24 /2015

Agenda Item	2015 Water Restriction Report
Presenter(s)	Richard Merson, DPW Director Robert Lewis, Assistant DPW Director Chris Seariac, Acting Water & Sewer Supt.

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
In accordance with the DEP water withdrawal permit, Needham instituted a seasonal restriction on the use of outdoor water. This year was the first year where the restrictions were instituted for a full year with sufficient adherence notification. Our final per capital usage will not be known until the full calendar year records are finalized. For 2014 Needham reduced the annual water consumption to 656 pcpd.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	<u> </u> YES	<u> </u> NO
3.	BACK UP INFORMATION ATTACHED	<u> </u> YES	<u> </u> NO
(Describe backup below)			
1. DEP Notification of Water Use Restriction 2. 2015 Public Notice 3. 2012-2015 USGS River Flow Logs 4. MWRA System 2015 Water Supply Record (Jan-Oct) 5. Needham 2015 Water Consumption Record (Jan-Oct)			



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Management Act Program
Notification of Water Use Restriction

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



MassDEP regulations (310 CMR 22.15(8)) require that all public water systems establishing mandatory restrictions on water use notify the Department in writing within 14 days of the effective date of these restrictions. This notice must include a description of the appropriate regulations, bylaws or ordinances imposing the restriction. Proper completion and submission of this form may serve as that notification. MassDEP also requests that systems implementing a voluntary water use restriction, or amending or ending a restriction, complete and submit this form.

A. Responsible Party Information

Needham Water Department

PWS Name

Vincent Roy

Contact Person/Title

781-455-7550

Telephone Number

3199000

PWS ID #

April 9, 2015

Today's Date

vroy@needhamma.gov

Email (if available)

B. Water Use Restriction Details

1. Date this action went into effect: May 1, 2015
Effective Date of Restriction
This restriction is: ☒ mandatory ☐ voluntary
2. Specify the action being taken:
☐ Implementing a restriction ☐ Raising level of restriction
☐ Easing a restriction ☐ Ending a restriction
☒ Renewal of annual restriction: May 1, 2015 September 30, 2015
From Date To Date
3. Reason for implementing restriction. For restrictions imposed by a Water Management Act permit, please specify:
☒ Calendar trigger (May 1 – Sept. 30)
☐ USGS streamflow trigger: USGS Gauge ID # Streamflow Trigger Value (cu ft/sec.)
Date streamflow was below trigger for 3 consecutive days
☐ Other WMA permit condition: _____
☐ Non-WMA Permit reason: _____
4. Nonessential Outdoor Water Use Restriction details (check all that apply). Please attach a copy of your notice.
☒ Number of days per week allowed (specify # of days per customer): 2 days per week/ odd, even basis.
☒ Hours of day allowed (specify): 16 hours per day is allowed. Nonessential outdoor water is not permitted from 9am - 5pm on the allotted days
☒ Certain uses restricted (specify): Nonessential outdoor water use is permitted only on specified days and times listed
☐ Hand-held use only ☐ Ban on all non-essential outdoor water use



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Management Act Program
Notification of Water Use Restriction

C. Notification of Enforcement

1. How will your customers be notified of this action (newspapers, signs, reverse 911, etc.)?

Direct mailing, web site, Twitter, Facebook, newspaper, mobile electronic sign boards, fixed signs,
and posted notices in municipal buildings.

2. How will this restriction be enforced (water department staff, police, citations, etc.)?

Department of Public Works staff and Police Department

3. Cite local bylaw, regulation, or ordinance that authorizes mandatory restrictions.

Town General Bylaw, article 2.2.5.5

Please return this form to:

MassDEP Water Management Act Program
1 Winter Street, 5th floor
Boston, MA 02108

Or email to: Jen.Durso@state.ma.us.



Public Notice
Mandatory ODD/EVEN Non-essential
Outdoor Water Use Restriction
For Residential & Commercial Customers

The Needham Board of Selectmen reminds residents that water use restriction is effective on May 1, 2015 through September 30, 2015. Non-essential water use will be allowed two days per week before 9:00 a.m. and after 5:00 p.m. and will continue until September 30, 2015. The Town has taken this action in accordance with its Department of Environmental Protection (DEP) Water Management Act Permit, and in keeping with regional water conservation efforts.

Odd/Even Outdoor Use Water Restriction

Properties with **even** street numbers may water lawns (and perform other allowed non-essential water uses) only before 9:00 a.m. or after 5:00 p.m. on Mondays and Thursdays.

Properties with **odd** street numbers may water lawns (and perform other non-essential water users) only before 9:00 a.m. or after 5:00 p.m. on **Tuesdays and Fridays**.

No lawn watering via sprinklers or automatic irrigations system is allowed on Saturday, Sunday or Wednesday.

The policy of the Commonwealth is to reduce residential water use to 65 gallons per person per day to ensure a sustainable drinking water supply and to protect natural resources and stream flow for aquatic life. Residential use in Needham has fluctuated between 65 and 67 gallons for the last few years. Accordingly, the Town is seeking the cooperation of all residents in achieving the required reduction. Failure to comply with the provisions of the mandatory restriction may result in a fine in accordance with Section 2.2.5.5 of the General By-laws.

In the event that the Massachusetts Drought Management Task Force declares a drought advisory (or higher), non-essential outdoor water use will be allowed only day per week before 9:00 a.m. and after 5:00 p.m. Further information will be provided, if it becomes necessary.

Notice Date: April 9, 2015

Non-essential outdoor water uses that are subject to the mandatory Odd/Even restriction are:

- irrigation of lawns and landscaping via sprinklers or automatic irrigation systems;
- washing of vehicles, except in a commercial car wash or as necessary for operator safety; and
- washing of exterior building surfaces, parking lots, driveways or sidewalks, except as necessary to apply surface treatments such as paint, preservatives, stucco, pavement or cement.

The following uses are allowed while the mandatory restriction is in place:

- Watering of lawns, gardens, flowers and ornamental plants by means of a hand-held hose.
- Irrigation to establish a new lawn and new plantings during the month of September.
- Irrigation of public parks and recreation fields by means of automatic sprinklers outside the hours of 9:00 a.m. and 5:00 p.m.

Water uses NOT subject to the mandatory restrictions are those required for health or safety reasons, by regulation, for the production of food and fiber, for the maintenance of livestock, or to meet the core functions of a business (e.g. irrigation by golf courses as necessary to maintain tees, greens, and limited fairway watering, or irrigation by plant nurseries as necessary to maintain stock).

Under typical weather conditions, lawns require only one inch of water per week to remain healthy. Further information about the mandatory water use restriction and efforts to reduce outdoor water use is available at <http://needhamma.gov/waterrestriction>. Questions about the mandatory non-essential outdoor water restriction should be directed to the Department of Public Works, Water & Sewer Division at (781) 455-7550 – select option 2 then 1 on the automated telephone system – between 8:30 a.m. and 5:00 p.m., Monday – Friday or by email at dpwadmin@needhamma.gov

The Town of Needham thanks you for your consideration.

Notice Date: April 9, 2015

2015
USGS 01104500 Charles River at Waltham, MA

Date	May	June	July	August	Sept
1	427	143	115	27	37
2	395	258	113	25	35
3	374	297	99	24	31
4	354	263	87	34	34
5	337	222	78	48	30
6	319	211	70	36	27
7	296	202	77	31	25
8	272	187	78	28	23
9	253	171	73	25	23
10	236	151	201	26	23
11	220	122	172	51	32
12	209	97	137	73	29
13	193	84	119	33	27
14	186	74	103	27	26
15	180	77	87	26	24
16	181	81	73	41	
17	179	76	63	53	
18	169	77	65	43	
19	156	74	60	43	
20	142	70	50	35	
21	134	121	42	109	
22	126	142	26	117	
23	105	108	16	93	
24	98	93	17	72	
25	94	91	22	82	
26	81	88	30	80	
27	80	77	34	67	
28	77	120	31	59	
29	70	130	30	52	
30	67	114	30	46	
31	92		30	42	

NOTE: May and June cannot fall below 279 cfs for 3 consecutive days.

NOTE: July, August and September cannot fall below 98 cfs for 3 cons

Key = **Fell below threshold**

2014

USGS 01104500 Charles River at Waltham, MA

Date	May	June	July	August	Sept
1	562	179	71	67	35
2	564	168	41	72	33
3	548	147	42	75	33
4	540	152	156	69	25
5	520	210	332	54	22
6	545	263	240	46	22
7	522	245	184	37	21
8	480	229	116	31	19
9	448	195	113	27	19
10	419	185	92	26	19
11	390	172	75	24	20
12	365	152	65	24	19
13	355	164	56	102	19
14	311	177	51	126	19
15	291	175	72	71	19
16	283	191	143	62	18
17	275	219	126	66	19
18	267	212	114	66	18
19	250	188	107	37	18
20	225	160	104	31	17
21	218	136	85	33	18
22	211	115	84	52	20
23	239	100	80	53	17
24	224	78	60	50	17
25	211	64	48	45	17
26	205	81	40	41	17
27	201	54	40	34	16
28	276	31	168	30	16
29	279	40	166	26	16
30	186	40	114	25	16
31	190		77	27	

NOTE: May and June cannot fall below 279 cfs for 3 consecutive day

NOTE: July, August and September cannot fall below 98 cfs for 3 co

Key = Fell below threshold

2013

USGS 01104500 Charles River at Waltham, MA

Date	May	June	July	August	Sept
1	196	307	515	253	145
2	174	283	469	249	286
3	163	285	427	217	192
4	157	272	385	191	147
5	148	244	335	174	134
6	142	248	273	156	129
7	145	349	208	135	120
8	141	920	170	113	106
9	183	877	142	169	96
10	214	835	195	212	88
11	207	1,110	266	185	82
12	209	1,190	278	186	80
13	199	1,180	257	213	127
14	186	1,500	237	211	91
15	176	1,530	217	191	79
16	160	1,490	200	163	74
17	146	1,400	184	140	68
18	143	1,340	151	122	65
19	126	1,270	138	112	60
20	121	1,140	127	99	59
21	119	1,050	117	82	57
22	130	938	110	73	83
23	152	840	170	64	80
24	188	877	234	59	69
25	233	891	239	54	68
26	234	805	372	51	72
27	232	724	393	50	76
28	227	698	385	46	73
29	267	640	377	41	64
30	348	571	357	40	52
31	323		299	39	

NOTE: May and June cannot fall below 279 cfs for 3 consecutive day

NOTE: July, August and September cannot fall below 98 cfs for 3 co

Key = Fell below threshold

2012

USGS 01104500 Charles River at Waltham, MA

Date	May	June	July	August	Sept
1	483	201	166	114	64
2	470	279	148	123	60
3	428	347	133	126	53
4	397	338	140	122	58
5	375	323	134	113	106
6	354	315	125	101	84
7	334	309	116	85	75
8	323	302	107	73	71
9	326	299	97	63	80
10	482	282	90	73	76
11	512	266	84	102	68
12	502	244	78	75	64
13	481	259	72	66	58
14	456	248	65	59	52
15	481	232	62	78	50
16	506	224	58	237	45
17	440	214	56	102	40
18	410	198	127	101	39
19	389	184	232	87	124
20	367	169	146	77	91
21	340	157	108	66	75
22	333	149	84	58	71
23	341	211	71	53	68
24	323	224	59	52	59
25	317	217	35	52	52
26	312	247	28	48	49
27	296	233	34	43	47
28	274	219	56	47	60
29	255	208	107	51	107
30	251	187	77	59	93
31	224		77	65	

NOTE: May and June cannot fall below 279 cfs for 3 consecutive days.

NOTE: July, August and September cannot fall below 98 cfs for 3 cons

Key = Fell below threshold

Massachusetts Water Resources Authority

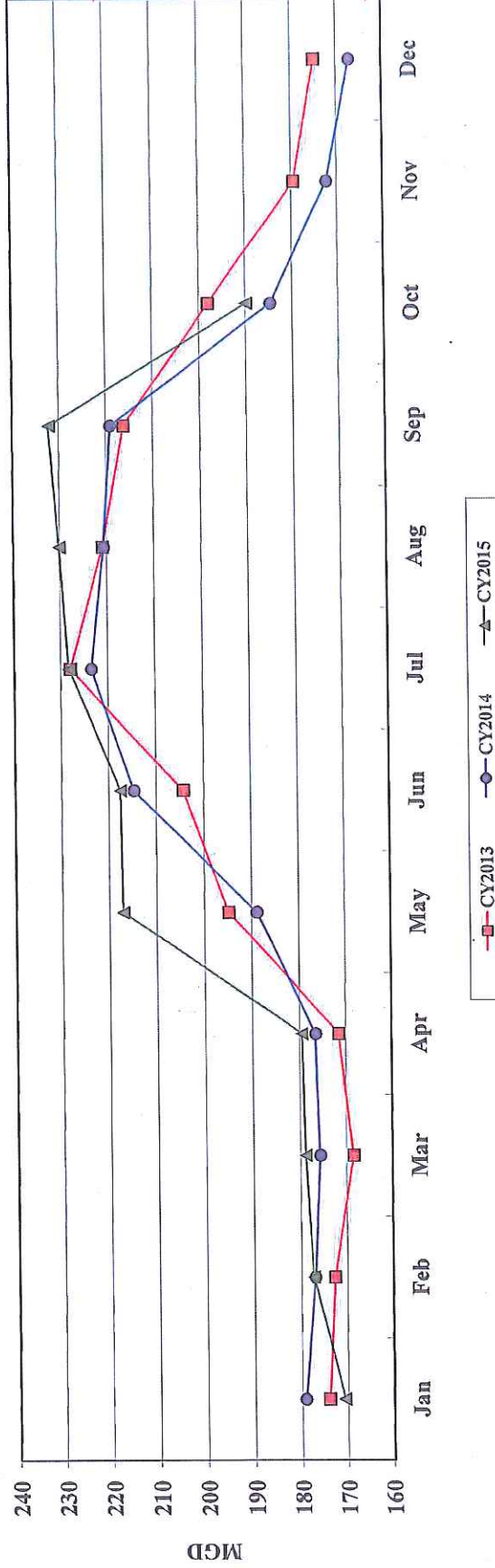
Water Supplied: All Revenue Customers

YTD CHANGES (CY15 vs. CY14)
Water Supplied
3.1%

MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Average	Annual Average
CY2013	174.117	172.782	168.462	171.569	194.838	204.384	227.963	220.962	216.216	198.168	179.548	174.814	195.141	192.133
CY2014	179.212	176.987	175.736	176.536	188.974	214.660	223.544	220.734	219.049	184.918	172.333	167.145	196.150	191.729
CY2015	170.753	177.236	178.825	179.503	217.071	217.469	228.283	230.121	232.172	189.986	0.000	0.000	202.313	202.313

MG	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Annual Total
CY2013	5,397.612	4,837.906	5,222.328	5,147.061	6,039.966	6,131.507	7,066.855	6,849.826	6,486.467	6,143.217	5,386.450	5,419.236	59,322.744	70,128.430
CY2014	5,555.575	4,955.629	5,447.807	5,296.068	5,858.182	6,439.790	6,929.849	6,842.752	6,571.479	5,732.472	5,169.979	5,181.506	59,629.603	69,981.088
CY2015	5,293.339	4,962.601	5,543.566	5,385.096	6,729.192	6,524.059	7,076.766	7,133.739	6,965.160	5,889.566	0.000	0.000	61,503.084	61,503.084

MWRA Water Supplied: All Revenue Customers



Massachusetts Water Resources Authority

Water Supplied: Town of Needham

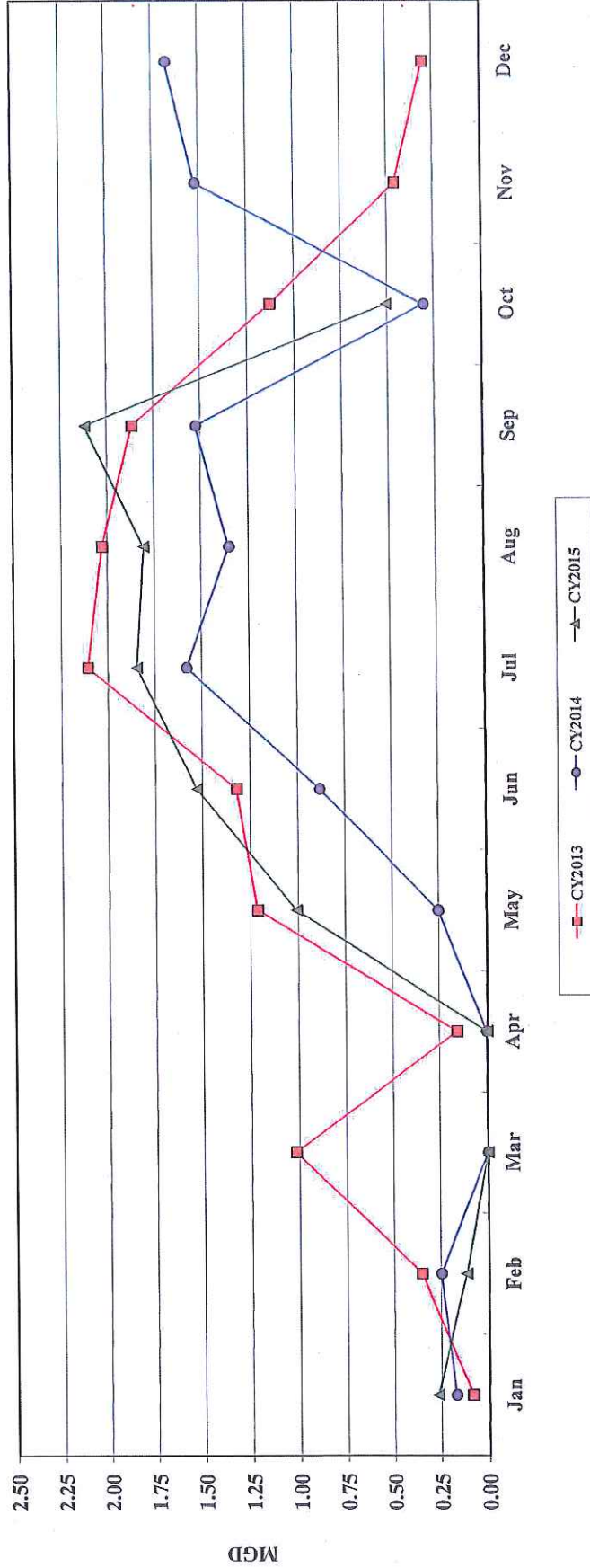
Share of Metro System Water Use			
Year to Date (YTD)		Annual	
2015	2014	2014	2014
0.48%	0.35%	0.45%	0.45%

YTD CHANGES (CY15 vs. CY14)			
Water Supplied		Needham System Share	
Metro System	Needham		
4.9%	45.8%	39.0%	

MGD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Average	Annual Average
CY2013	0.085	0.350	1.018	0.157	1.214	1.321	2.106	2.027	1.865	1.130	0.459	0.303	1.135	1.009
CY2014	0.171	0.248	0.000	0.003	0.252	0.882	1.581	1.354	1.525	0.306	1.521	1.674	0.634	0.796
CY2015	0.267	0.117	0.000	0.000	1.008	1.530	1.845	1.806	2.117	0.509	0.000	0.000	0.925	0.925

MG	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total	Annual Total
CY2013	2.631	9.808	31.546	4.707	37.649	39.639	65.277	62.848	55.946	35.044	13.775	9.386	345.095	368.256
CY2014	5.307	6.939	0.000	0.101	7.826	26.468	49.016	41.983	45.743	9.484	45.637	51.906	192.867	290.410
CY2015	8.288	3.272	0.000	0.000	31.241	45.905	57.198	55.990	63.522	15.789	0.000	0.000	281.205	281.205

Needham Water Consumption





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

MEETING DATE: 11 / 24 /2015

Agenda Item	New England Chapter APWA – Public Works Awareness Video
Presenter(s)	Richard Merson, DPW Director

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The New England Chapter of the American Public Works Association (APWA) represents over 1,000 members in 5 of 6 New England States and over 28,000 members in North America. As part of the Chapter Strategic Plan a video was produced to help increase the public awareness of the important work done everyday through out the community.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	☐ YES	☒ NO
3.	BACK UP INFORMATION ATTACHED	☐ YES	☒ NO
(Describe backup below)			
None			



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

MEETING DATE: 11/24/2015

Agenda Item	FY2017 Budget Priorities
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will discuss the Board's annual statement of operating budget priorities.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
<i>Vote scheduled in December, 2015</i>			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. FY2017 Statement of Budget Priorities Draft			

**Proposed Board of Selectmen Statement
Of FY2016 Operating Budget Priorities**

December 22, 2015

The primary goal of the Board of Selectmen in consideration of the FY2017 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 FY2016:

1. Support for items that contribute to the achievement of the Board's goals and objectives.
2. Support for a five to ten year plan for the renovation, reconstruction and/or preservation of the Town's capital assets in the most prudent, realistic, and efficient manner.
3. Support for initiatives that contribute to financial sustainability, including the maintenance of a debt service plan that balances capital needs with the Town's ability to pay, identification of alternative funding sources for traditional cash capital needs, evaluation of creative financing alternatives, and alignment of capital and maintenance needs with appropriate funding sources.
4. Support for initiatives aimed at achieving greater coordination and efficiency among Town departments, and providing adequate resources to address 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 for the stewardship of existing land and resources, including expansion (both in terms of amount and usability) of Town-owned land for active and conservation uses.
7. Promote initiatives that contribute to the appearance of the Town.



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

MEETING DATE: 11/24/2015

Agenda Item	Preliminary FY2017 – FY2021 Capital Improvement Plan
Presenter(s)	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
We will discuss with the Board the preliminary FY2017 cash capital and debt-financed project submissions. We will discuss the FY2018 – 2021 projects at your meeting on December 8th, and will seek final approval of the Capital Improvement Plan on December 22nd. In accordance with Section 20C of the Town Charter: “All boards, departments, committees, commissions and officers of the town shall annually, at the request of the town manager, submit to him in writing a detailed estimate of the capital expenditures as defined by by-law, required for the efficient and proper conduct of their respective departments and offices for the ensuing fiscal year and the ensuing four year period. The Town Manager, after consultation with the board of selectmen, shall submit in writing to the board of selectmen a careful, detailed estimate of the recommended capital expenditures for the aforesaid periods, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the debt service requirements or other indebtedness of the town. The selectmen shall transmit a copy of the capital budget to the finance committee along with the board of selectmen’s recommendations relative thereto. The calendar dates on or before which the capital budget is to be submitted and transmitted shall be specified by by-law.” In accordance with section 2.2.2.1 of the General By-law, the Selectmen shall transmit the capital budget to the Finance Committee no later than the first Tuesday after the first Monday in January (Tuesday, January 5, 2016).			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. Capital Project Requests for Fiscal Year 2017			

Preliminary

Town of Needham
Fiscal Year 2017
Preliminary Capital Funding Requests

	Title	Code*	Department	Cat*	2017 Department Request	Recommended Cash for FY2017 in the CIP LY	Debt	Alternative	Note	Page
X	Fleet Replacement Program	R	Various	1	643,172	690,000			Overall request list is being evaluated	65
General Fund										
					75,340,940	3,117,590				
R	Refurbish Unit #5 - Swap-loader with Attachments	N	DPW - RTS	1	120,000					49
R	RTS Property Improvements	N	DPW - RTS	2	68,000					51
R	RTS Stormwater Plan	N	DPW - RTS	3	50,000					53
R	CASE LOADER 821E	R	DPW RTS	1	263,414	189,507				73
RTS Enterprise Fund										
					501,414	189,507				
S	Sewer Main Extension Zone I and II	M	DPW - Sewer	3	73,860	73,860				55
Seer Enterprise Fund										
					73,860	73,860				
W	Fire Flow Improvement Study	PQ	DPW - Water	3	20,000					57
W	Service Connections	R	DPW - Water	3	200,000	200,000				59
W	Water System Rehabilitation Program	P	DPW - Water	3	82,000	120,400				61
W	Ford F150 - Upgrade to F250		DPW - Water	1	43,679					69
Water Enterprise Fund										
					345,679	320,400				
Total										
					76,261,893	3,701,357				

Preliminary

November 20, 2015

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Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Status: Revised Request from the Prior CIP

Funding Source: General Fund

Project Title: Network Hardware, Servers, Switches, Replacement/Upgrades

Purpose: Acquisition Technology

Department: Finance

Partners:

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

Primary Reason for the Request: Obsolete/non-functioning

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: More than five (5) years but less than eight (8) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$305,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$305,000	\$30,000	\$50,000	\$75,000	\$75,000	\$75,000
Other Expenses		\$0					
TOTAL	\$0	\$305,000	\$30,000	\$50,000	\$75,000	\$75,000	\$75,000
\$0							

Project Title: Network Hardware, Servers, Switches, Replacement/Upgrades

Capital Project Request

Fiscal Year: 2017

Project Description and Considerations

- FY17 \$30,000.00 Network Switches, Servers, Hardware
- FY18 \$50,000.00 Network Switches, Servers, Hardware
- FY19 \$75,000.00 Network Switches, Servers, Hardware
- FY20 \$75,000.00 Network Switches, Servers, Hardware
- FY21 \$75,000.00 Network Switches, Servers, Hardware

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

The reason for the \$20,000 increase in FY2018 is that though the Information Technology Center has reduced the number of physical servers required for day to day operation the dollar value of the individual hardware required for virtualization has increased. The servers are more robust and the required attached storage, which uses internal logic or applications to move data between the primary and redundant data centers, help the Information Technology Center work more efficiently with backups, server maintenance, and server deployment. The Information Technology Center currently has a working virtual server farm of over 55 virtual servers maintained on the current hardware and that number is expected to increase. The \$25,000 increase in FY2020 is primarily due to applications coming online over the previous fiscal year and upcoming fiscal year that are requiring more storage of information. Applications such as Infinite Visions and the upcoming Public Safety Computer Aided Dispatch are storing more and more information to be readily available for consumption. Also driving the demand for more storage is continued growth in email users as well the use of the redundant data centers within the Town. ITC has continued to investigate the use of off site storage but the cost has proven to costly for the size and accessibility of data.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Status: Unfunded Request from Prior CIP

Funding Source: General Fund

Project Title: Police and Fire Department Expansion/ New Building Feasibility Study

Purpose: Design/Engineering Building

Department: Police

Partners: Public Facilities Department, Building Department

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

Primary Reason for the Request: Other (see below for information)

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: Less than five (5) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost: \$90,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility							
Design/Engineering							
Land/ROW Acquisition							
Site Preparation							
Construction							
Construction Management							
Equipment							
Furniture, Fixtures, and Equipment							
Technology Hardware/Software							
Other Expenses							
TOTAL	\$90,000	\$90,000	\$90,000	\$0	\$0	\$0	\$0

\$0

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Fiscal Year: 2017

Project Title: Police and Fire Department Expansion/ New Building Feasibility Study

Project Description and Considerations

Police & Fire headquarters, originally built in 1931, was reconstructed in 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 operations, personnel, technology and security. 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 to improve efficiency)
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

Further discussion of these issues has taken place to evaluate the needs of both departments. Senior members of both agencies 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

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Status: Revised Request from the Prior CIP

Funding Source: General Fund

Project Title: School Furniture

Purpose: Acquisition

Department: Needham Public Schools

Partners:

Classification: Equipment/Furniture

Parameters

Response

- Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are **NOT** included?
- Are there recommendations or costs identified by other departments which are **NOT** factored into the request?
- Does the project support activities to produce new revenue for the Town?
- Does this project require any permitting by any Town or State agency?
- If funded, will additional permanent staff be required?
- If funded, will the operating budget need to be increased to cover operating expenses?
- If funded, will this project increase the operating expense for any other department?
- If funded, will this project lower the requesting Department's operating costs?
- If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?
- If the project is **NOT** funded, will current Town revenue be reduced?
- Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?
- Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?
- Is this a request in response to a Court, Federal, or State order?
- Is this a request in response to a documented public health or safety condition?
- Is this a request to improve or make repairs to extend the useful life of a building?
- Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?
- Is this a request to repair or otherwise improve public property which is **NOT** a building or infrastructure?
- Will any other department be required to provide assistance in order to complete the project?

Primary Reason for the Request: Scheduled replacement

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: Between eighteen (18) and twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$204,806

Project Budget Elements	Prior Request	2017	2018	2019	2020	2021
Planning/Feasibility		\$0				
Design/Engineering		\$0				
Land/ROW Acquisition		\$0				
Site Preparation		\$0				
Construction		\$0				
Construction Management		\$0				
Equipment		\$0				
Furniture, Fixtures, and Equipment	\$205,211	\$45,000	\$45,000	\$44,806	\$25,000	\$45,000
Technology Hardware/Software		\$0				
Other Expenses		\$0				
TOTAL	\$205,211	\$204,806	\$45,000	\$44,806	\$25,000	\$45,000
						\$0

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Fiscal Year: 2017

Project Title: School Furniture

Project Description and Considerations

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 FY17-FY21 funding request will continue with the replacement of furniture in fair condition at these schools and will allow for the purchase of furniture needed for enrollment growth. In addition, these funds would be used for new classroom furniture as needed. Starting in FY22, the furniture request will be used exclusively to purchase new classroom furniture as necessary in all school buildings.

The anticipated replacement schedule is depicted below:

FY17-FY21 Funding Plan

Funding Plan	Request FY17	Request FY18	Request FY19	Request FY20	Request FY21	FY17-FY21 TOTAL
Hillside	3,840	-	-	-	-	3,840
Mitchell	4,700	-	-	-	-	4,700
Newman	0	15,873	19,806	10,000	25,000	70,679
Pollard	26,460	19,127	10,000	-	-	55,587
New Classrooms	10,000	10,000	15,000	15,000	20,000	70,000
	45,000	45,000	44,806	25,000	45,000	204,806

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Project Title: **Production Center Postage Machine** Fiscal Year: **2017**
 Purpose: **Acquisition** Classification: **Equipment/Furniture** Status: **Unfunded Request from Prior CIP**
 Department: **Needham Public Schools** Funding Source: **General Fund**
 Partners: **None**

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

Primary Reason for the Request: **Scheduled Replacement** Estimated Project Cost: **\$16,770**
 How was the Estimated Project Cost Determined: **Industry References**

Useful Life: **Between eight (8) and twelve (12) years**
 Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Project Budget Elements	Prior Request	2017	2018	2019	2020	2021
Planning/Feasibility		\$0				
Design/Engineering		\$0				
Land/ROW Acquisition		\$0				
Site Preparation		\$0				
Construction		\$0				
Construction Management	\$16,770	\$16,770				
Equipment						
Furniture, Fixtures, and Equipment						
Technology Hardware/Software						
Other Expenses						
TOTAL	\$16,770	\$16,770	\$0	\$0	\$0	\$0

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Project Title: **Production Center Postage Machine**

Capital Project Request

Fiscal Year: **2017**

Project Description and Considerations

This request is to purchase a replacement postage meter machine for the Needham Public Schools Production Center. The Pitney Bowest postage meter (purchased in 2007) will complete ten years of service in FY17, when it is scheduled for replacement. This postage machine is critical to the operation of the District Production Center/Mail Room.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Revised Request from the Prior CIP

Status:

Technology

Classification:

School Department Technology Request

Project Title:

Funding Source: General Fund

Department: Needham Public Schools

Purpose: Acquisition

Partners: None

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

Primary Reason for the Request:	Scheduled replacement	Estimated Project Cost:	\$3,238,225
How was the Estimated Project Cost Determined:	Industry References		
Useful Life:	More than five (5) years but less than eight (8) years		
Budget Impact:	Negligible impact on the annual operating expenses less than \$5,000		

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software	\$2,178,200	\$3,238,225	\$648,450	\$645,375	\$645,200	\$649,700	\$649,500
Other Expenses		\$0					
TOTAL	\$2,178,200	\$3,238,225	\$648,450	\$645,375	\$645,200	\$649,700	\$649,500

Fiscal Year: 2017

Capital Project Request

Project Title: School Department Technology Request

Project Description and Considerations

This request is for funding to purchase School Department technology, including computers, printers, and servers. Also included in the request are funds for infrastructure upgrades to the School Department data network.

A chart summarizing the five-year request is included on the next page. The FY17 request of \$648,450.00 represents a \$196,750 increase to the FY17 projection submitted previously in the FY16-20 CIP. The \$196,750 increase consists of \$159,750 in hardware replacement, \$31,000 in elementary network wiring and \$6000 in new Audio Visual equipment.

The FY17-21 CIP request includes several important changes from prior years.

One significant change is the reconfiguration of the K-5 technology model from a desktop computer-based model to a digital device model. The current model for technology is one teacher desktop computer and two to three student desktop computers per classroom, all of which are hard-wired to the network. In addition, classrooms in Grades 1-5 contain an interactive whiteboard (IWB). Most of the current student desktops are between five and ten years old and are not capable of running today's current web applications. The new elementary model classroom consists of a teacher laptop, three classroom Digital Learning Devices (DLDs) and an IWB. The DLDs would be either an iPad or ChromeOS device, and would be connected to a wireless network. In addition, the new model includes one or two shared carts of DLDs per school for class project and school-wide testing purposes. This change reflects the need to provide mobile, on-demand technology that uses web-based learning. The new model also moves away from the expensive and financially unsustainable replacement cycle for student desktop computers, to a less costly replacement cycle for DLDs. The FY17 CIP allocates \$178,000 to purchasing the DLD devices.

To support the new DLD technology model and keep pace with today's digital learning environment, the elementary classrooms need a robust wireless network. Prior CIP requests have partially addressed this issue. Hillside and Mitchell have been left out of the planning for wireless networking in the past due to the potential for funding through building project monies. Since the schedule for these building projects is beyond five years, we need to address the networking needs of these buildings. The FY17 CIP increase includes \$78,500 in funding for networking (\$31,000) and wireless hardware (\$47,500) for these two buildings.

Additionally, the FY17-21 CIP reflects a more realistic budget for replacing IWBs throughout the District. The industry recommended replacement cycle is 5 years. This projected plan includes funds to maintain a 6-year cycle, which requires the replacement of approximately 30 IWB/year on average. The average cost of replacing an IWB is \$5,000.

Additionally, the FY17-21 CIP includes funds to implement a 1 to 1 (BYOD) initiative at Needham High School. Over the last two years, the High School has been studying this change. The CIP request includes \$35,000 in FY17 to pilot 1 to 1 (BYOD) at the NHS and \$126,000 to phase the implementation over two years, FY18-FY19. This implementation assumes that the district would purchase 20% of the student devices for the 'borrow pool.' There is \$35,000 in the FY17 CIP request to purchase 100 DLDs to pilot 1 to 1 (BYOD) at the High School.

Finally, the District is proposing to change the replacement cycle for school technology, to remain consistent with the new DLD model. Currently, desktop devices are replaced on a 7-year (or more) cycle. The FY17-FY21 CIP request reflects a shorter, 3-year replacement cycle for DLDs (reflecting their shorter lifespan) and a four-year cycle for teacher laptops. It is important to note that the DLDs used in the District's 1 to 1 initiatives reduce the number of student desktop computers but have not reduced the overall CIP request. This is due to the cost of purchasing loaner BYOD DLDs for students on a three-year replacement cycle. As noted above, IWBs are replaced on a 6-year cycle.

The FY17-21 capital request continues to request replacement of the NHS Television Studio in FY18, at a cost of \$160,000, which represents an increase of \$40,000 from the previous estimate of \$120,000.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Fiscal Year: 2017

Project Title: School Department Technology Request

Supplemental Information

FY17-21 School Technology Request Summary

	FY 17	FY 18	FY 19	FY 20	FY 21	5-Yr Total
Hardware						
Broadmeadow	\$33,500	\$32,000	\$35,250	\$33,500	\$71,000	\$205,250
Elliot	\$33,500	\$14,000	\$35,250	\$51,500	\$53,000	\$187,250
Hillside	\$33,500	\$47,750	\$35,250	\$51,500	\$53,000	\$221,000
Mitchell	\$33,500	\$14,000	\$35,250	\$51,500	\$53,000	\$187,250
Newman	\$51,500	\$47,750	\$35,250	\$74,000	\$86,750	\$295,250
High Rock	\$105,250	\$4,500	\$4,500	\$29,000	\$31,500	\$174,750
Pollard	\$53,750	\$27,000	\$4,500	\$7,500	\$67,500	\$160,250
NHS	\$65,000	\$209,250	\$209,250	\$52,500	\$85,500	\$621,500
Emery Grover	\$12,200	\$7,200	\$34,200	\$17,200	\$7,200	\$78,000
Printers	\$34,250	\$8,425	\$16,500	\$16,500	\$18,050	\$93,725
IWB & Proj.	\$45,000	\$150,000	\$145,000	\$215,000	\$80,000	\$635,000
Projection and Screens	\$6,000	\$31,000	\$0	\$0	\$0	\$37,000
Subtotal Hardware	\$506,950	\$592,875	\$590,200	\$599,700	\$606,500	\$2,896,225

	FY 17	FY 18	FY 19	FY 20	FY 21	5-Yr Total
Infrastructure						
Servers	\$15,000	\$21,000	\$30,000	\$25,000	\$18,000	\$109,000
Network Hardware	\$72,500	\$25,000	\$20,000	\$20,000	\$20,000	\$157,500
Wireless Infra. Data Cabling	\$50,000	\$5,000	\$5,000	\$5,000	\$5,000	\$80,000
Subtotal Infrastructure	\$147,500	\$51,000	\$55,000	\$50,000	\$43,000	\$346,500

Grand Totals	\$654,450	\$643,875	\$645,200	\$649,700	\$649,500	\$3,242,725
vs. FY16-20 Capital Technology Request	\$451,700	\$513,000	\$380,200	\$450,300	\$0	\$1,775,200
Required Additional Funding	\$202,750	\$130,875	\$265,000	\$199,400	\$649,500	\$1,467,525

	FY 17	FY 18	FY 19	FY 20	FY 21	5-Yr Total
Breakout of Requested Increases						
Projection and Screens	\$6,000	\$31,000	\$0	\$0	\$0	\$37,000
Servers	\$0	\$0	\$0	\$0	\$0	\$0
Network Hardware	\$47,500	\$0	\$5,000	\$5,000	\$57,500	\$115,000
Wireless Infrastructure	\$31,000	\$5,000	\$5,000	\$5,000	\$46,000	\$92,000
IWB & Proj.	-\$25,000	\$90,000	\$85,000	\$155,000	\$305,000	\$510,000
Replace NHS Television Studio	\$0	\$40,000	\$0	\$0	\$40,000	\$80,000
Printers	\$22,250	-\$1,575	\$8,500	\$8,500	\$37,675	\$76,350
NHS 1:1	\$35,000	\$63,000	\$63,000	\$0	\$161,000	\$322,000
Replacement Technology	\$86,000	-\$96,550	\$118,500	\$25,900	\$133,850	\$246,700
Subtotal Proposed Increases	\$202,750	\$130,875	\$265,000	\$199,400	\$649,500	\$1,467,525

	FY 17	FY 18	FY 19	FY 20	FY 21	5-Yr Total
Breakdown: Total Request by Replacement Cycle						
DLD & Laptop Technology (Replacement Cycle < 5 Years)	\$340,700	\$337,450	\$382,700	\$302,200	\$472,450	\$1,815,500
Capital Technology (Replacement Cycle >= 5 Years)	\$313,750	\$306,425	\$262,500	\$347,500	\$177,050	\$1,427,225
Grand Total	\$654,450	\$643,875	\$645,200	\$649,700	\$649,500	\$3,242,725

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Fiscal Year: 2017

Status: Revised Request from the Prior CIP
Funding Source: General Fund

Project Title: School Copiers
Purpose: Long Range Plan/Study
Department: Needham Public Schools
Partners: None

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

Primary Reason for the Request: Scheduled replacement

How was the Estimated Project Cost Determined: Industry References

Useful Life: More than five (5) years but less than eight (8) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$317,090

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$317,090	\$39,330	\$75,460	\$60,510	\$52,780	\$89,010
Furniture, Fixtures, and Equipment	\$282,250	\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$282,250	\$317,090	\$39,330	\$75,460	\$60,510	\$52,780	\$89,010

Project Title: School Copiers

Capital Project Request

Fiscal Year: 2017

Project Description and Considerations

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 the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently the School Department owns 48 copy machines. The FY17-FY21 request replaces the following numbers of copy machines.

Fiscal Year	# of Copy Machines Replaced
FY16 (Estimated)	4
FY17 (Requested)	5
FY18 (Requested)	6
FY19 (Requested)	6
FY20 (Requested)	5
FY21 (Requested)	5

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 is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity.

A detailed replacement schedule appears below.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Fiscal Year: 2017

Project Title: School Copiers

Capital Project Request

Supplemental Information

Location	Department	Make	Model	Purchase Year	Serial #	FY17 Pro Status Used Life Model	FY18 Pro Status Used Life Model	FY19 Pro Status Used Life Model	FY20 Pro Status Used Life Model	FY21 Pro Status Used Life Model	FY17 Pro Cost	FY18 Pro Cost	FY19 Pro Cost	FY20 Pro Cost	FY21 Pro Cost
Administration	SECOND FLOOR	XEROX	5755APT	12/11/12	XEH071610	94%	107%	119%	131%	45%				12,560	
Administration	Production Center	Konica	KM1025	9/1/15		39%	52%	65%	78%	91%					
Administration	FIRST FLOOR	Konica	KM 754 e	2/26/14	A55V017000437	15%	18%	20%	23%	25%		27,560			
Administration	Production Center	XEROX	D125	12/11/12	BG0681761	118%	134%	56%	72%	87%					6,180
Broadmeadow	Teacher Lounge	Konica	KM 654 E	2/26/14	ASYN017000668	70%	83%	95%	108%	121%					
Broadmeadow	Teachers Room	Konica	KM 654 E	10/15/14	ASYN017002947	10%	13%	15%	18%	20%					
High School	Main Office	Konica	KM 364E	8/15/15		36%	48%	60%	72%	84%					
ED TECH Center/ Brm ETC	ETC	XEROX	3550	4/1/12	VMA551975	7%	15%	16%	18%	21%					
ED TECH Center/HS	Media	XEROX	3550	4/1/12	VMA551940	79%	7%	8%	9%	11%					
High School	Athletics	Ricoh	MP3350	7/2/09	M6395201163	19%	21%	23%	24%	26%					
HIGH SCHOOL	Grade Level 301	XEROX	5135PT	11/15/11	VXW024972	135%	149%	68%	79%	93%					
HIGH SCHOOL	Math/Scl Rm 205	XEROX	5775PT	11/15/11	XEL557067	47%	55%	64%	72%	81%		11,960			
HIGH SCHOOL	World Lang 704	Konica	KM 654 e	2/26/14	A55V017000859	5%	5%	6%	6%	7%				2,540	
HIGH SCHOOL	Health Office 607	XEROX	WC3550 X	12/11/12	VMA565441	35%	40%	45%	50%	57%					
HIGH SCHOOL	Main Office 502	XEROX	WC3550 X	12/11/12	VMA565442	82%	38%	44%	50%	57%					
HIGH SCHOOL	Music	Ricoh	MP6001	7/4/09	V6905400944	39%	44%	50%	55%	60%					
HIGH SCHOOL	PE	XEROX	WC3550 X	12/11/12	VMA565424	15%	17%	20%	23%	25%					
HIGH SCHOOL	College 503	Konica	KM 364 e	2/26/14	A61F011002480	45%	54%	62%	71%	78%					
HIGH SCHOOL	Writing Ctr	Konica	KM 454 e	2/26/14	A61E011002384	109%	123%	52%	66%	80%		5,340			16,050
HIGH SCHOOL	SPED Rm 801	XEROX	5740APT	12/11/12	XEH071477	67%	79%	91%	103%	115%					
HIGH SCHOOL	SS/English 703	Konica	KM 754 e	2/25/14	A55V017000522	24%	32%	40%	48%	56%					6,180
High School - English	Eng/SS	Konica	KM 754 e	9/1/15		25%	33%	42%	50%	58%					
High School - World Language	WL/305	XEROX	VC5740APT	12/11/12	XEH071501	97%	110%	110%	129%	146%		11,380	5,610		
High School - Math/Science	Math/Scl	Konica	KM 754 e	9/1/15		60%	68%	72%	72%	72%					
Hillside	Main Office	XEROX	5755APT	12/11/12	SEH071411	52%	68%	88%	93%	97%					
Hillside	Downstairs	XEROX	5755APT	11/15/11	XEL556756	52%	110%	110%	129%	146%		13,870			
Hillside	Main Office	Konica	KM 754E	2/25/14	A55V17000391	88%	93%	48%	53%	57%					
Mitchell (New - 8-2010)	Back Door	Ricoh	MP8001	2008	V7105500131	53%	58%	63%	68%	72%				12,560	
Mitchell	5th grade wing	XEROX	5765PT	11/15/11	XEL556717	34%	43%	52%	60%	69%					
Mitchell	Front Office	Konica	KM654E	10/15/14	ASYN017002903	73%	82%	91%	94%	94%		14,560			
Newman	Hall Outside	XEROX	5775PT	12/11/12	XEL557317	103%	115%	115%	127%	143%		10,850			
Newman	Hallway near caf	XEROX	5765PT	11/15/11	XEL560585	69%	77%	88%	94%	94%					
Newman	Down Stairs Hall	XEROX	5755APT	12/11/12	XEL623980N	10%	12%	13%	15%	16%					
Newman	Main Office	XEROX	3550X	12/11/12	VMA565420	8%	10%	13%	15%	16%					
Science Center	Teachers Lounge	Konica	KM 654 e	9/1/15		40%	43%	48%	53%	58%					
Pollard Middle School	7th Grade work an	XEROX	5765PT	11/15/11	XEL557058	77%	90%	104%	104%	104%					
Pollard Middle School	Main Office	Konica	KM 754E	2/25/14	A55V017000361	42%	53%	64%	74%	85%					
Pollard Middle School	Teacher's Lounge	Konica	KM654E	10/15/14	ASYN017002903	151%	169%	77%	96%	114%		5,340			
Pollard	Main Office	XEROX	VC5740APT	12/11/12	XEH071447	8%	9%	11%	12%	14%					
ED TECH Center/POL	Media Cahn -OP	XEROX	3550	4/1/12	VMA551371	77%	44%	49%	53%	58%					
ED TECH Center/POL	Room 207	Ricoh	MP8001	2009	V7195400317	33%	41%	48%	58%	63%					
High Rock - From PBCC	Main Office	Konica	KM 754E	10/15/14	ASYN017002903	19%	22%	28%	30%	34%					13,180
High Rock - From PBCC	Main Office	Konica	KM754 E	2/25/14	A55V017000713	127%	140%	153%	161%	174%					
Ellet Elementary	Room 151	Xerox	5765PT	11/15/11	XEL557272	49%	30%	32%	34%	35%					
Ellet Elementary	Room 210	Xerox	5135PT	11/15/11	VXW024527	54%	64%	73%	83%	92%					
Ellet Elementary	Main Office	Canon	IR2230	8/11/05	KJC08680							5,080			47,410
Kasee Cong. Church	Color Copier	Prox	Color 560	2/25/14	XEL23552										
Administration											39,330	76,460	60,610	62,780	89,010

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Fiscal Year: 2017

Project Title: Pollard Locker Replacement

Purpose: Construction/Renovation

Department: Public Facilities

Partners: Needham Public Schools

Classification: Building

Status:

Funding Source: General Fund

New Request

Parameters

Response

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

Primary Reason for the Request: Obsolete/non-functioning

How was the Estimated Project Cost Determined: Prior Projects

Useful Life: Between eighteen (18) and twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$41,157

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$41,157	\$41,157				
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$41,157	\$41,157	\$0	\$0	\$0	\$0
							\$0

Subject to Change	FY2017 Draft CIP Requests	Subject to Change
Project Title: Pollard Locker Replacement	Capital Project Request Project Description and Considerations	Fiscal Year: 2017
This request is to replace the lockers at the Pollard Middle School. The current lockers at the Pollard school are too small to accommodate the storage needs of the modern student. The width of the existing lockers is only 6"; the proposed replacement lockers are 12" wide. In FY 2016, half of the lockers (600 units) were replaced at a cost of \$33,138, which included materials and labor. The price was the result of a competitive bidding process. The amount requested for FY 2017 is based on the FY 2016 cost, plus a 20% contingency, and inflated by 3.5%. Past work was done using the Public Facilities Maintenance Program. 4. Building permits will be required. 15. This request is necessary to modernize the building, thereby extending the life of the building. 16. Flooring, fixtures, etc. will be permanently installed.		

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:
Status:
Revised Request from the Prior CIP
Funding Source: General Fund

Project Title: NHS A Gym Upgrades
Purpose: Construction/Renovation
Department: Public Facilities
Partners: Needham Public Schools, NHS Athletics, Needham Booster Club

Classification: Building

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

Primary Reason for the Request: Obsolete/non-functioning
How was the Estimated Project Cost Determined: Industry References
Useful Life: Between eighteen (18) and twenty-five (25) years
Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost: \$406,557

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$45,729	\$27,300	\$27,300				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$335,280	\$379,257	\$103,257	\$182,000	\$64,000	\$30,000	
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$381,009	\$406,557	\$130,557	\$182,000	\$64,000	\$30,000	\$0

Project Description and Considerations

This request is to upgrade the Needham High School A Gym. The NHS A Gym was not part of the 2009 renovation.

-In FY 2017, the bleachers will be replaced. The bleachers are beyond their useful life and are difficult to use. The proposed replacement modern bleachers will streamline opening and closing; bleacher design will accommodate the proposed FY 2019 floor replacement and re-alignment. The FY 2017 design cost are for the ceiling and lighting work slated for FY 2018.

In FY 2018, the lighting and ceiling will be replaced. The lighting is presently inadequate and 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.

In FY 2019, the gym floor will be sanded and relined, resulting in shifting the court three feet to the left. The existing game lines painted on the floor do not allow for enough standing room . This project would also include relocating the two main baskets and backboards and replacing the basketball winch mechanisms with key operated raising hoops.

In FY 2020, the scoreboard and shot clocks will be replaced. The basketball scoreboard and shot clocks are beyond their useful life. The system is based on incandescent bulb technology which is not energy efficient. The replacement will include an electronic LED scoreboard and one set of shot clocks with wireless controls and technology.

- 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
- Building & electrical permits will be required.
 - Energy efficiency upgrades will reduce energy costs.
 15. This request will modernize building components, thereby maximizing the usefulness of the building.
 16. Bleachers, lighting, and gym components will be permanently installed.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Fiscal Year: 2017

Project Title: Hillside School Option J3: New Elementary School at Central Avenue Site

Status: New Request

Classification: Building

Funding Source: General Fund

Purpose: Construction/Renovation

Department: Needham Public Schools

Partners: MSBA

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

Primary Reason for the Request: Obsolete/non-functioning

How was the Estimated Project Cost Determined: Hired Consultant

Useful Life:

Budget Impact:

Estimated Project Cost:

\$69,047,000

Project Budget Elements	Prior Request	2017	2018	2019	2020	2021
Planning/Feasibility	\$0					
Design/Engineering	\$8,856,749	\$8,856,749				
Land/ROW Acquisition	\$7,000,000	\$7,000,000				
Site Preparation	\$0					
Construction	\$47,604,877	\$47,604,877				
Construction Management	\$2,214,187	\$2,214,187				
Equipment	\$0					
Furniture, Fixtures, and Equipment	\$1,032,000	\$1,032,000				
Technology Hardware/Software	\$0					
Other Expenses	\$2,339,187	\$2,339,187				
TOTAL	\$0	\$69,047,000	\$69,047,000	\$0	\$0	\$0

Project Title: Hillside School Option J3: New Elementary School at Central Avenue Site

Capital Project Request

Fiscal Year: 2017

Project Description and Considerations

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 total replacement to address building deficiencies and modernize the learning environment. The Town of Needham received an invitation to partner with the Massachusetts School Building Authority on a feasibility study in July 2014.

This is a project to construct a new, 96,025 s.f., three-story K-5 elementary school on the Central Avenue site to accommodate a 430-student population. This project option fully achieves the educational program, but does not fully achieve the site and facility goals. Although separation of buses and parent vehicles is achieved, only the minimum number of parking spaces (90) are achieved, while the zoning target number of spaces (118) are not. Site restrictions limit opportunities for competition-sized play fields, although there are opportunities for green play areas, landscaped play areas and a play structure near the Cafeteria. In addition, the existing wetlands could be a valuable instructional resource, pending permission for use from the neighboring Town of Wellesley, which owns the parcel.

This project would be conducted in conjunction with the MSBA, and would require the acquisition of the Central Avenue site at Special Town Meeting in November, 2015, the total cost of which is not included here. The project costs and schedule were developed by Dore & Whittier, July 2015.

- Preliminary Project Schedule:
- Feasibility Study: 4/15-12/15
 - Schematic Design: 1/16-6/16 (or 7/16 NPS)
 - Preparation for Ballot Question: 8/16-10/16
 - Override Ballot Question: 11/16
 - Special Town Meeting to Approve Funding for Detailed Design & Construction Funding: 11/16
 - Project Funding Agreement: 12/16-1/17
 - Bid Documents/ Procurement: 1/17-3/18
 - Construction: 4/18-6/20
 - New School Opens: 9/20 (FY21)

Project Budget:
The aforementioned project budget EXCLUDES \$650,000 approved at May 2014 Annual Town Meeting for feasibility design and \$45,000 in additional schematic design funds to be requested at November 2015 Special Town Meeting (STM). The budget INCLUDES the cost of acquiring the Central Avenue site, which is estimated at \$7,000,000. Finally, the budget EXCLUDES the cost of modernizing the old Hillside School to maintain the site as swing space for future projects. (This project is presented separately in the CIP.)

The "Other Expenses" budget category represents owner's contingency (\$2,214,187), plus \$125,000 in moving expense, to relocate school property and furnishings to the new site.

All costs include 4 years of escalation to the mid-point of construction. Construction cost/SF = \$468/SF. Total costs/SF = \$654/SF, excluding moving expense.

The preliminary MSBA reimbursement rate for this project is 32.47%.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Fiscal Year: 2017

Project Title: NHS Classroom Expansion Alternatives Feasibility Study

Purpose: Design/Engineering

Status: New Request

Department: Needham Public Schools

Classification: Building

Funding Source: General Fund

Partners:

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

Primary Reason for the Request: Obsolete/non-functioning
 How was the Estimated Project Cost Determined: In-House Estimate
 Useful Life: More than twenty-five (25) years
 Budget Impact: Negligible impact on the annual operating expenses less than \$5,000
 Estimated Project Cost: \$50,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$50,000	\$50,000				
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Project Title: NHS Classroom Expansion Alternatives Feasibility Study

Fiscal Year: 2017

Project Description and Considerations

This project requests funding to study classroom expansion alternatives at Needham High School (NHS.)

There is a need to add classroom space at Needham High School to support the anticipated student population of over 1,700 students by September 2015. Enrollment is expected to remain at or over 1,700 students through FY23. The existing design capacity of the school is 1,450.

The maximum number of students per classroom in the 2008 renovated and expanded NHS was 22. Currently 25% of the academic classrooms have class sizes of 25 or more. The MSBA standard for classroom utilization rate is 85%. Currently, the utilization rate is at 90%+. Since 2008, several spaces at NHS have been repurposed to function as classrooms, however the number available is below the need. Further, the repurposing has compromised the overall operation of the educational program. In October 2014, Special Town Meeting approved \$200,000 to subdivide two large classroom spaces into four classrooms. In addition, Drummey Rosane Anderson Architects (2013) has studied options to provide additional classroom space at NHS. Several possible construction options were studied, with a preferred option (Option G) adding 6 modular-type classrooms near the epicenter of the school and in close proximity to the academic core. The overall cost of this project (in 2016 \$) is approximately \$5.2 million.

In response to concerns about the overall cost and affordability of the proposed project, the School Department requests \$50,000 to study possible alternatives involving the creation of administrative and storage space to enable further conversion of space within the academic areas to classroom use and/or the construction of classroom space in other areas of the building. If successful, a funding request for construction funds would be made in FY18.

Preliminary Project Schedule:

Feasibility/Design: FY17

Project Funding Year (Including Schematic Design): FY18

New Spaces Open: 9/2018 (FY19)

Project Budget:

The "Other Expenses" budget category represents owners' contingency.

Parameters Addressed:

Omitted Costs: Construction Cost

Permitting: As required by Town Boards.

Operating Budget Increase: New classrooms spaces will involve changes to HVAC configuration that may increase building maintenance expense (within the Public Facilities Department) by a negligible amount.

Improve Building: See Narrative.

Other Departmental Assistance: PPBC Project Management

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Status: Unfunded Request from Prior CIP

Funding Source: General Fund

Project Title: Fuel Island Relocation and Upgrade

Purpose: Construction/Renovation

Classification: Infrastructure

Department: Public Works

Partners: Public Facilities, Police, Fire, School Dept, COA, Assessors, Building

Parameters

Response

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

Primary Reason for the Request: Obsolete/non-functioning

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: Between twelve (12) and eighteen (18) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$1,001,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility			\$0				
Design/Engineering	\$126,500	\$131,000	\$131,000				
Land/ROW Acquisition		\$0	\$0				
Site Preparation		\$0	\$0				
Construction	\$839,500	\$870,000		\$870,000			
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$966,000	\$1,001,000	\$131,000	\$870,000	\$0	\$0	\$0
\$0							

Subject to Change**FY2017 Draft CIP Requests****Subject to Change**

Project Title: Fuel Island Relocation and Upgrade

Capital Project Request

Fiscal Year: 2017

Project Description and Considerations

Currently DPW, Fire Department, School Department, and other Town vehicles rely on this filling station. As of September 1, 2013, this is also the sole filling location for the Police Department. The Police Department consumes a large volume of gasoline, and their new reliance on this station represents a dramatic increase over past demand. This funding request reflects the anticipated costs of relocation and necessary upgrades to the system.

The reasons for relocation and replacement:

- General age, condition, and location of current station
 - Concerns about increased usage as Town-wide fuel depot
- Environmental concerns with current station
 - Proximity to wetlands
 - Proximity to groundwater table
 - Susceptibility to flooding
- Improved access and maneuverability of new station
- Improved capacity of new station
- Compatibility with potential expansion of the DPW Operations Building at 470 Dedham Ave

Year 1 - FY 17- Design the relocation and replacement of the gas/diesel island.

Year 2 - FY 18- Move and upgrade gas/diesel island

The 2015 Annual Town Meeting approved funding for the upgrade of the Town's fuel management software. This software allows for greater reporting, accountability, and flexibility and can be utilized with a new fuel island. Additionally, this software can be utilized to manage multiple fueling sites, should that be deemed necessary.

4. Conservation Commission permitting may be required. Building permit may be required.

16. Above ground tanks will be installed at location. They may be relocated should the facility be moved.

Capital Project Request

Project Title: Permanent Message Boards

2017

Purpose: Acquisition

Fiscal Year:

Department: Public Works

Classification: Technology

Status: Unfunded Request from Prior CIP

Partners: Town Manager's Office

Funding Source: General Fund

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

Primary Reason for the Request: New function or service

How was the Estimated Project Cost Determined: Industry References

Useful Life: Between eight (8) and twelve (12) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$186,000

Project Budget Elements	Prior Request	2017	2018	2019	2020	2021
Planning/Feasibility		\$0				
Design/Engineering		\$0				
Land/ROW Acquisition		\$0				
Site Preparation		\$0				
Construction		\$0				
Construction Management		\$0				
Equipment	\$160,000	\$186,000	\$72,000	\$75,000	\$39,000	
Furniture, Fixtures, and Equipment						
Technology Hardware/Software						
Other Expenses		\$0				
TOTAL	\$160,000	\$186,000	\$72,000	\$75,000	\$39,000	\$0
\$0						

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Project Title: Permanent Message Boards

Fiscal Year: 2017

Project Description and Considerations

In support of the Board of Selectman's goals this request is for up to seven permanently installed message boards to be used to communicate with residents. This will alleviate competition for the current message boards. The new message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or a laptop. There will be minimal operating costs, including a data plan to allow for remote updates and electricity for each location.

Currently the Public Works Department has 3 mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and are often not available for non-emergency notices.

In the May 2014 Annual Town Meeting funding was approved a pilot for this program at the RTS.

FY17 - Two Message Board
FY18 - Two Message Board
FY19 - One Message Board

Proposed Locations:

Public Safety Building
Fire Station #2
South St @ Dedham Ave
Central St @ Great Plain Ave
Greendale Ave @ Great Plain Ave

4. Conservation Commission permitting may be required for some locations. Depending on the location a building permit and Design Review Board Approval may be required.

6. There will be minimal operating costs for these boards which included cellular service for remote programming and electricity.

16. These message boards will be permanently installed at the chosen location.

17. This request is to improve public property by installing informational message boards.

18. The Town Manager's office will assist in the programming of these message boards.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Project Title: DPW Boiler Replacement – 470 Dedham Ave
 Purpose: Construction/Renovation
 Department: Public Facilities
 Partners: DPW

Fiscal Year: 2017
 Status: Revised Request from the Prior CIP
 Funding Source: General Fund

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

Primary Reason for the Request: Obsolete/non-functioning

How was the Estimated Project Cost Determined: Industry References

Useful Life: Between eighteen (18) and twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$384,850

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$37,850	\$32,134	\$32,134				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$340,650	\$352,716	\$352,716				
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$378,500	\$384,850	\$384,850	\$0	\$0	\$0	\$0

\$0

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Project Title: DPW Boiler Replacement – 470 Dedham Ave

Fiscal Year: 2017

Project Description and Considerations

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 the desire 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. Significant repairs were necessary in FY 2010 and FY 2012 at costs of \$60,000 and \$25,000 respectively; \$4,180 was spent on repairs in FY 2015. 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 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 may be eligible for energy efficiency rebates to offset the cost of buying a more efficient model.

Estimated 15-20% energy cost savings based on savings realized at Pollard & Newman school which underwent similar boiler upgrades.

4. Plumbing and electrical permits will be required.

8. Upgrading to an energy efficient boiler will reduce heating costs.

15. The existing boiler at 470 Dedham Ave is outdated, inefficient, and requires frequent repair. This upgrade will ensure that the building is appropriately heated.

16. Public Facilities is in support of this request.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Project Title: Drain System Improvements - Water Quality (EPA)

Purpose: Construction/Renovation

Status: Unfunded Request from Prior CIP

Department: Public Works

Classification: Infrastructure

Funding Source: General Fund

Partners:

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

Primary Reason for the Request: Legal/regulatory requirement

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: More than twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$3,486,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility	\$261,000	\$0					
Design/Engineering		\$236,000	\$118,000		\$118,000		
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$2,225,000	\$3,250,000		\$2,000,000		\$250,000	\$1,000,000
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$2,486,000	\$3,486,000	\$118,000	\$2,000,000	\$118,000	\$250,000	\$1,000,000
\$0							

Subject to Change**FY2017 Draft CIP Requests****Subject to Change****Capital Project Request**

Fiscal Year: 2017

Project Title: Drain System Improvements - Water Quality (EPA)

Project Description and Considerations

The Town entered into a Memorandum of Understanding (MOU) with the Environmental Protection Agency (EPA) to commence a Town-wide investigation of stormwater discharge to address the discharge of pollutants through stormwater into the Charles River Basin and other water bodies. Incorporated into this plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged into the Charles River in Needham. This request is to support action items identified in the MOU.

When the 2003 EPA National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit took effect, it incorporated several requirements identified in the MOU. There were a number of projects proposed to manage stormwater quality effectively. The second permit to be issued by the EPA is overdue and is expected in the current fiscal year.

Past projects completed to improve stormwater discharge with a variety of methods are:

Town Library
High School
Chestnut Street Reconstruction
High Rock School
Lake Drive
Broadmeadow School
Eliot School

Design completed, awaiting construction
DPW Building (470 Dedham Ave) Drainage improvements

The Watershed Management plan was approved for design in the May 2014 Town Meeting. Design work was initiated in the Summer of 2014 and will be completed in December of 2015.

FY17 – Rosemary Lake Sediment Removal – Engineering & Design \$118,000

The DPW is investigating whether the Rosemary project is eligible for Community Preservation funding.

FY18 – Rosemary Lake Sediment Removal – Construction \$1,000,000 to \$2,000,000

FY19 – The Town Reservoir Sediment Removal – Engineering & Design \$118,000

The DPW is investigating whether the Reservoir project is eligible for Community Preservation funding.

FY20 – Action Items from Watershed Management Plan funded in FY 15 – Items TBD, Design & Construction \$250,000

FY21 – The Town Reservoir Sediment Removal – Construction \$1,000,000

Future Projects

DPW Facility SWMIP, Construction \$79,000

The Sportsman Pond water quality issues, low dissolved oxygen, which had previously been submitted on this form will be addressed by the Sportsman's Club.

4. Conservation Commission, State and Federal permitting may be required for dredging.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Project Title: **Public Works Infrastructure Program** Fiscal Year: **2017**
 Purpose: **Construction/Renovation** Status: **Unfunded Request from Prior CIP**
 Department: **Public Works** Funding Source: **General Fund**
 Partners:

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

Primary Reason for the Request: **Scheduled replacement**

How was the Estimated Project Cost Determined: **In-House Estimate**

Useful Life: **Between twelve (12) and eighteen (18) years**

Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Estimated Project Cost: **\$8,725,000**

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$569,000	\$370,500	\$132,500	\$128,000		\$110,000	
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$7,144,500	\$8,354,500	\$1,567,500	\$1,422,000	\$1,650,000	\$1,590,000	\$2,125,000
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses	\$145,000	\$0					
TOTAL	\$7,858,500	\$8,725,000	\$1,700,000	\$1,550,000	\$1,650,000	\$1,700,000	\$2,125,000

\$0

Capital Project Request

Project Title: Public Works Infrastructure Program

Fiscal Year:

2017

Project Description and Considerations

The Public Works Infrastructure Program allows the Department of Public Works to make improvements and repairs to Town infrastructure, including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts. Each program is detailed below.

Due to the additional need for drainage work related to the Labor Day storm in 2013 the Traffic Signal & Intersection Improvement requests have been delayed two years. The FY 16 existing Storm Drain Capacity Improvement request has been delayed one year, and the Street Resurfacing and Sidewalk Program has been reduced throughout all five years of the request.

Street Resurfacing:

This program is essential to improve the structural and surface integrity of the Town's 123 linear miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work. Incidental work may include asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings, and signs.

Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb better defines the edge of road, improves drainage and protects the shoulder from erosion.

In the summer of 2015 a grant was offered for crack filling and pot hole repair as a result the winter storms in 2015. Winter Recovery Assistance Program granted the Town approximately \$137 thousand dollars of which \$45 thousand was appropriated towards street resurfacing with balance going to crack sealing.

The funding for FY 2017 has increased from the prior year's submission to address the overall Pavement Condition Index (PCI) which was 67 in the Fall of 2014. The Town targets roads with a PCI of below 70 for resurfacing/treatment. The Town targets a PCI of 60 or below for repair/renovation. The Town's goal is to maintain its roadway network at an average PCI rating of 80.

FY17 - \$621,000
 FY18 - \$608,000
 FY19 - \$595,000
 FY20 - \$840,000
 FY21 - \$725,000

The average useful life for asphalt paving is 15 years; the proposed 5 year capital request is \$3,389,000.

Fiscal Year: 2017

Capital Project Request

Supplemental Information

Project Title: Public Works Infrastructure Program

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.

FY17 – No Funding requested

FY18 – Highland Avenue @ West Street, Engineering & Design - \$128,000

FY19 – Highland Avenue @ West Street, Construction - \$505,000

FY20 – Great Plain Avenue @ Greendale Avenue, this intersection has been identified as requiring intersection improvements and potentially the replacement of traffic signals, Engineering & Design - \$110,000

FY21 – Great Plain Avenue @ Greendale Avenue, Construction - \$643,000

The average useful life is 25 years; the proposed 5 year capital request is \$1,386,000.

Out Years

FY22 – Central Ave @ Great Plain Ave, Engineering & Design - \$160,000

Future intersections under consideration:

Dedham Ave/South

Central/Webster

Central/West

4th Ave/Kendrick

Central/Great Plain

Sidewalk Program:

This Program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair.

Calendar year 2016 contract pricing to reconstruct one mile of asphalt sidewalk with incidental costs is estimated to be \$237,000 per mile (\$45.00/lf). Contract pricing to install a mile of granite curb with minor drainage improvements and incidental costs is estimated to be \$260,040 per mile (\$49.25/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments.

FY17 - \$404,000

FY18 - \$484,000

FY19 - \$300,000

FY20 - \$450,000

FY21 - \$382,000

Project Title: **Public Works Infrastructure Program**

Capital Project Request

Fiscal Year: **2017**

The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$2,020,000.

Storm Drain Capacity Improvements:

This program provides funding to improve roadway drainage capacity. The March 2002 Stormwater Master Plan identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have been prioritized within the plan. This funding request also includes but is not limited to the installation of additional storm drains and the replacement and extension of drains on Manning Street, Hoover Road, Concord Road and Burnside Road with larger capacity drains. Since the issuance of the 2002 Stormwater Master Plan numerous multi-unit developments have been built or planned in the Town of Needham. These developments include new roads with drainage structures and roof or sump connections that are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and caused flooding in some areas.

FY17 - Taylor Street / Central Avenue or Other Prioritized Projects – Engineering \$32,500

Ardmore & Hunnewell or Other Prioritized Projects – Eng. \$100,000; Const. \$337,500

FY18 – Taylor Street / Central Avenue or Other Prioritized Projects – Construction \$180,000

FY19 – TBD (Reserved for projects related to Labor Day 2013 Flooding) – Const. \$200,000

FY20 – TBD (Reserved for projects related to Labor Day 2013 Flooding) – Const. \$200,000

FY21 – No Funding requested

The average useful life is 60 years; the proposed 5 year capital request is \$1,050,000.

Future Areas to be considered, but not yet prioritized:

Carey Road (area 2) – Engineering \$42,800

Carey Road (area 2) – Construction \$156,800

Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Eng. 41,800

Lower Hunnewell Drainage improvements Eng. & Construction 305,000

Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Construction

Concord St., Greendale Ave., Woodbine Cir. System (Area 4) – Eng. 100,000

Oak St. (Area 8), Mackintosh Ave. (Areas 3 & 7), Oxbow Rd. (Area 9), West St. (Area 11)

Fairfield St., Elmwood Rd. (Area 5)

Storm Drain System Repairs:

This program provides funding to repair failing storm drainage infrastructure within Town easements that have been discovered through investigation work. These projects will include the replacement of existing culverts that have deteriorated over time and are restricting flow. This work will eliminate flooding and capacity issues in the immediate vicinity.

The fiscal 2017 project is to replace a badly damaged 100 foot section of 18" reinforced concrete drain pipe within a Town easement adjacent to 470 South Street. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project.

In the May 2015 Town Meeting funded the design and wetland consulting for the South St area. The design work was initiated in the fall of 2015. Additionally, this project will provide funding over four years for the Drains division to address small projects related to the Labor Day 2013 storm drainage remediation.

Capital Project Request

Project Title: Public Works Infrastructure Program

FY17 – 470 South St – Const. \$80,000
 TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$25,000
 FY18 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$50,000
 FY19 - TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$50,000
 FY20 – No Funding requested
 FY21 – TBD (Reserved for projects related to Labor Day 2013 Flooding) - \$75,000
 The proposed 5 year capital request is \$280,000.

Brooks and Culverts – Repair and Maintenance:

The severe storms of October 1996, June 1998, June 2006, July 2008 and March 2010 have resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The conditions observed were significant. It is the intention of the DPW to expend Capital Funds to address the issue of poorly draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms in the past. Flooding in March 2010 caused the failure of retaining walls, resulting in extensive erosion and silt deposits in brooks and streams. The silt has provided a medium for vegetation and affected the flow of water, and the situation has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain.

The Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brook and culverts to avoid fines from the EPA.

FY17 – Wall repairs at various locations to be determined – Construction \$100,000.

FY18 – Culvert at Meadowbrook Rd – Construction \$100,000

FY19 – No Funding Requested

FY20 – Continued wall repair along Rosemary Brook – Construction \$100,000

FY21 – Meredith Circle– Engineering & Construction \$300,000

The proposed 5 year capital request is \$600,000

Future Projects include, but are not limited to, the following locations:

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

4. Conservation Commission permitting may be required for drainage repairs, and brooks and culvert repair.

Intentionally Blank

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Status: Revised Request from the Prior CIP

Funding Source: General Fund

Project Title: Energy Efficiency Upgrades

Purpose: Construction/Renovation

Classification: Building

Department: Public Facilities

Partners: Police Department; Fire Department

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

Primary Reason for the Request: Operational efficiency

How was the Estimated Project Cost Determined: Hired Consultant

Useful Life: Between eighteen (18) and twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$99,009

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$64,103	\$14,238	\$5,723	\$4,526	\$3,989		
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$320,516	\$84,771	\$32,431	\$29,737	\$22,604		
Construction Management		\$0					
Equipment	\$42,736	\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$427,355	\$99,009	\$38,154	\$34,263	\$26,593	\$0	\$0

\$0

Project Title: Energy Efficiency Upgrades

Capital Project Request

Fiscal Year:

2017

Project Description and Considerations

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 tackled additional low cost items as well as some more costly items at the Hillside and Mitchell. 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. Additionally the Pollard exterior lighting was upgraded.

In 2014 the department tackled 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 included retro commissioning the HVAC system in the Broadmeadow, installing motion sensors for the lighting in the Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings.

In 2016 the department completed numerous energy efficient lighting upgrades, including: Broadmeadow School exterior lighting, Broadmeadow School gym lighting, High rock exterior lighting, Needham High School exterior lighting, Eliot School gym lighting, Needham Library exterior lighting, Pollard gym lighting, and PSAB exterior lighting.

In 2017, the department intends to install on-demand ventilation on air handlers in the mechanical room, and re-commission building HVAC controls at the Eliot School.

In 2018, the department intends to replace the existing air conditioners with efficient units at the Pollard School, re-commission the HVAC controls at Needham High School, and install bi-lighting systems in the hallways at the High Rock School.

In 2019, the department intends to install a tandem lighting system in the hallway at the Pollard School.

THIS PLAN ASSUMES THAT WORK WILL BE DONE ON FIRE STATION #2 AND THE PUBLIC SAFETY BUILDING IN THE NEXT FIVE YEARS.

4. Building, electrical, and plumbing permits will be required.

8. Energy efficiency upgrades will reduce energy costs.

15. This request will modernize building components.

16. Building components will be permanently installed.

Capital Project Request

Fiscal Year: 2017

Project Title: **Bubbler Replacement Program** Status: **New Request**
 Purpose: **Construction/Renovation** Funding Source: **General Fund**
 Department: **Public Facilities**
 Partners: **Park & Recreation, Parks & Forestry, Water & Sewer**

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

Primary Reason for the Request: Obsolete/non-functioning

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: Between eight (8) and twelve (12) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$50,000

Project Budget Elements	Prior Request	2017	2018	2019	2020	2021
Planning/Feasibility		\$0				
Design/Engineering		\$0				
Land/ROW Acquisition		\$0				
Site Preparation		\$0				
Construction		\$0				
Construction Management		\$0				
Equipment		\$50,000	\$25,000	\$25,000	\$0	\$0
Furniture, Fixtures, and Equipment		\$0				
Technology Hardware/Software		\$0				
Other Expenses		\$0				
TOTAL	\$0	\$50,000	\$25,000	\$25,000	\$0	\$0

\$0

Capital Project Request

Fiscal Year: 2017

Project Title: Bubbler Replacement Program

Project Description and Considerations

This request is for a bubbler replacement pilot program to be implemented over a two year period beginning in FY 2017. The proposal is to replace 4 to 6 bubblers per year at a cost of \$25,000.00. There are currently thirty-two bubblers at thirty locations throughout the Town; eleven bubblers are currently in need of replacement. Under the replacement program pilot, a group comprised of officials from various departments will identify which locations should be supported and determine the appropriate bubbler for each location.

- 4. Plumbing permits will be required.
- 16. Bubbler locations that will be supported, the new units will be permanently installed.
- 18. Park & Recreation, Parks & Forestry and Water & Sewer.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Project Title: **Improvements to Memorial Park Buildings and Grounds** Fiscal Year: **2017**
 Purpose: **Design/Engineering** Status: **Revised Request from the Prior CIP**
 Department: **Town Manager** Funding Source: **General Fund**
 Partners: **Trustees of Memorial Park**

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

Primary Reason for the Request: **Operational efficiency**How was the Estimated Project Cost Determined: **In-House Estimate**Useful Life: **More than twenty-five (25) years**Budget Impact: **Negligible impact on the annual operating expenses less than \$5,000**

Estimated Project Cost:

\$50,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$50,000	\$50,000				
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$50,000	\$50,000	\$0	\$0	\$0	\$0

\$0

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Project Title: **Improvements to Memorial Park Buildings and Grounds**

Fiscal Year: **2017**

Project Description and Considerations

The purpose of these funds is to assist the Trustees of Memorial Park with a full review of their current building, and determine whether it can be renovated or rebuilt to meet current needs of the park and the community.

The Trustees of Memorial Park have requested that the building located at the park be renovated and improved to provide additional space for other needs. Currently, it has storage located on the lower level, as well as some public restrooms accessed from the exterior. On the upper level, an addition to the original building, there are two meeting spaces, a kitchenette, restrooms and storage rooms.

The 2014 Facilities Master Plan includes a possible project for the building, estimated at \$5.9 million in 2014 dollars. It is anticipated that it would likely be a new building, with rooms directly related to the use of the park (meeting rooms, restrooms, concession, storage) as well as upper floor space to meet other community recreation needs. Some funding for this project has been put aside in the Athletic Facilities Fund.

Additional projects to be completed: (a) replacement of retaining wall along Highland Avenue and within the parking lot; (b) addition of park benches, particularly in the area along Highland Avenue with red maples; (c) illumination of the two flag poles with solar lighting system; and (d) possible improvements to the parking lot.

Projects already completed include: major renovation of athletic fields; relocation of memorials and addition of new memorial; revised parking layout to increase number of spaces. Work on the garden area is anticipated, as well as some additional work on the baseball diamond.

The sections of the building that would be renovated to meet the needs of the outdoor park uses would likely be eligible for CPA funding. The sections of the building not directly related to the specific park uses would not likely be eligible for CPA funds, as the recreation funds are intended to be used for outdoor recreation purposes.

The feasibility study of the Memorial Park building would likely include the following: program update and definition of space requirements; assessment of existing building systems; review of drawings and other existing Town data; conceptual design options (renovation or reconstruction); code review; conceptual geotechnical/structural assessment; MEP/F-P/Tel/Data assessment; civil engineering assessment of drainage and access; emergency power needs assessment; cost estimates; project meetings and coordination with Town officials; presentation to PPBC; outline of next steps including permitting and phasing requirements; project schedule and/or phasing with prioritized list of repairs and improvements and/or construction.

2017

Fiscal Year:

Unfunded Request from Prior CIP

Status:

Community Preservation Fund

Capital Project Request

Project Title: Athletic Facility and Public Recreation Improvements

Purpose: Construction/Renovation Classification: Infrastructure

Department: Public Works

Partners: Park and Recreation

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

Primary Reason for the Request: Scheduled replacement

How was the Estimated Project Cost Determined: Hired Consultant

Useful Life: Between twelve (12) and eighteen (18) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$4,295,500

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$238,000		\$31,000	\$207,000		
Design/Engineering	\$238,000						
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$3,393,000	\$4,008,800	\$441,800	\$254,000	\$363,000	\$2,500,000	\$450,000
Construction Management		\$48,700	\$48,700				
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$3,631,000	\$4,295,500	\$490,500	\$285,000	\$570,000	\$2,500,000	\$450,000
		\$0					

Subject to Change**FY2017 Draft CIP Requests****Subject to Change****Capital Project Request**Project Title: **Athletic Facility and Public Recreation Improvements**

Fiscal Year:

2017**Project Description and Considerations**

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

In FY 2015 the Town approved funding for a feasibility study to improve the field quality and drainage at Memorial Park fields. This study was initiated in the Fall of 2014.

FY17 - Memorial field - strip, amend soil and re-sod: \$490,500
Construction Oversight (Engineering): \$48,700
Construction: \$121,100

FY18 - Cricket Field – Drainage and field renovation for Field #2, irrigation renovation for both fields: \$285,000
Drainage Improvements: \$320,700
Engineering: \$31,000
Design and Construction: \$254,000

FY19 – Claxton Field – Upgrade field lighting system to more energy efficient lights: \$363,000
Turf Field Replacement at DeFazio & Memorial Park – remove the existing turf carpet, regrade, and install new artificial field turf:
Engineering \$207,000

FY20 – Turf Field Replacement at DeFazio & Memorial Park – remove the existing turf carpet, regrade, and install new artificial field turf –
Construction \$2,500,000

FY21 - McLeod Field - drainage repair, amend soils, and install new sod - Construction \$450,000

ADDITIONAL FUTURE PROJECTS:

Avery Field – improve parking (DPW road project)

Broadmeadow School Diamond #1 expand infield skin and irrigation adjustment, drainage for diamond #2

DeFazio Complex – install walking path with protective netting to DeFazio #1

High Rock Fields– new backstop, player benches, perimeter fencing

Perry Park – new backstop, player benches, player fencing

Dwight Field – improve player bench areas and overall fencing

DeFazio Tot-Lot – improve fencing

Construction of new athletic fields (locations – TBD)

4. Planning board filing may be required.

12. All items except for Turf Fields are eligible for Community Preservation Funds.

18. The Department of Public Works will be partnering with Park and Recreation on each of these projects.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Unfunded Request from Prior CIP

Status:

Funding Source: Community Preservation Fund

Project Title: Purchase of Open Space

Purpose: Acquisition

Department: Park and Recreation

Partners: Conservation Commission, Board of Selectmen

Classification: Land

Parameters

Response

- Are there any costs to bid, design, construct, purchase, install, implement, or otherwise complete the project which are **NOT** included?
- Are there recommendations or costs identified by other departments which are **NOT** factored into the request?
- Does the project support activities to produce new revenue for the Town?
- Does this project require any permitting by any Town or State agency?
- If funded, will additional permanent staff be required?
- If funded, will the operating budget need to be increased to cover operating expenses?
- If funded, will this project increase the operating expense for any other department?
- If funded, will this project lower the requesting Department's operating costs?
- If funded, will this project require ongoing assistance from vendors at an additional expense to the Town which is **NOT** already budgeted?
- If the project is **NOT** funded, will current Town revenue be reduced?
- Is specialized training or annual licensing required that the Town will need to pay in order to use the asset?
- Is this a project for which an Initial Eligibility Project Application can be filed with the Community Preservation Committee (CPC)?
- Is this a request in response to a Court, Federal, or State order?
- Is this a request in response to a documented public health or safety condition?
- Is this a request to improve or make repairs to extend the useful life of a building?
- Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?
- Is this a request to repair or otherwise improve public property which is **NOT** a building or infrastructure?
- Will any other department be required to provide assistance in order to complete the project?

Primary Reason for the Request: Other (see below for information)

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: More than twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$1,000,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$1,000,000	\$1,000,000				
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0
\$0							

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Project Title: Purchase of Open Space

Capital Project Request

Fiscal Year: 2017

Project Description and Considerations

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

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 which would be submitted as separate capital improvement projects. Under the current CPA legislation, parcels purchased with CPA funds are eligible for improvement funds from CPA. The CPA indicates how the value of the property is determined.

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

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Project Title: Rosemary Pool Renovation

Purpose: Design/Engineering

Department: Park and Recreation

Partners: Public Facilities-Construction; PPBC

Facility

Classification:

Status:

Partially Funded Request

Funding Source: Community Preservation Fund

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

Primary Reason for the Request: Scheduled replacement

How was the Estimated Project Cost Determined: Hired Consultant

Useful Life: More than twenty-five (25) years

Budget Impact: May increase annual operating expenses between \$5,001 and \$25,000

Estimated Project Cost:

\$10,150,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$550,000	\$550,000				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$7,200,000		\$7,200,000			
Construction Management		\$0					
Equipment		\$500,000		\$500,000			
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$1,900,000		\$1,900,000			
TOTAL	\$0	\$10,150,000	\$550,000	\$9,600,000	\$0	\$0	\$0

\$0

Project Title: Rosemary Pool Renovation

Capital Project Request

Fiscal Year: 2017

Project Description and Considerations

The Park and Recreation Commission, PPBC, Public Facilities-Construction Department, and Park and Recreation Department underwent a year-long feasibility study of Rosemary Pool and the site in 2013. The study was conducted by Weston & Sampson, with public input throughout the process. The Park and Recreation Commission voted to replace the outdoor pool on the Rosemary site, and renovate the building to accommodate year-round use, and recreate the parking areas to accommodate more vehicles, as well as year-round use. The Park and Recreation Commission's goal is to have the site be used year-round. As program decisions are still being made as this is written, there is not an official update on the estimate to construct the new facility, so the information replicates last year's submission and the Facilities Master Plan.

In Summer 2015, BH+A was hired to design the new facility. At the request of some residents, the Commission asked to review the options to determine whether it is possible to prepare the site for the possible addition of a year-round competitive pool. As this is written, BH+A has spent the past three months providing information on the options, to guide the Park and Recreation Commission and the PPBC on determining the option that works best at the site. Part of that review has included informal discussions with permitting agencies. Once the pool option is determined, schematic design work will begin on the pool(s), building and parking. This request for funds is for additional design funds to continue to move the project forward. The construction funds will be requested at the May 2017 Annual Town Meeting.

Permits will likely be required from Needham Conservation, MA DEP, Army Corps of Engineers, Needham Health Department, Planning Board, and Zoning Board of Appeals. As this project has not gone through permitting, it is unknown if there will be additional requirements added that would increase costs.

The permit to drain Rosemary Lake annually in order to maintain the pool will expire in September 2016. The DEP has informally indicated that they will not renew the permit. The existing pool will not be able to operate once it can no longer receive permits from DEP or the Health Department under the state guidelines for public pools. If a new pool was not built at the site, the Town would be required to remove the current structure and restore the banks on the lake, which has been estimated to cost about \$2 million.

Draining the lake for maintenance will no longer be needed with a new pool option. Concepts are being reviewed on the creation of two small pools rather than one large pool. The preferred concept for the building is to move the bathroom functions to the lower level, move the filter system(s) to another part of the site, winterize the building to create year-round programming space on the upper level, and relocate storage for the facility and the department, within the site. The parking lot will require stormwater management improvements, create more parking opportunities than currently available, and be able to be used year-round. The site would have additional recreation opportunities, with options under review including a spray park and a basketball court.

The portions of the facility that are related to outdoor recreation are eligible for funding consideration under the Community Preservation Act. These would include the pool(s), the site work and parking, and the functions of the building related to the outdoor pool. Indoor recreation opportunities are not eligible for CPA funding.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Status: ☐ New Request
 Funding Source: ☐ Enterprise Fund

Project Title: Refurbish Unit #5 - Swap loader with Attachments

Purpose: Acquisition

Classification: Heavy Equipment

Department: Public Works

Partners:

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

Primary Reason for the Request: New function or service

How was the Estimated Project Cost Determined: Industry References

Useful Life: Between eight (8) and twelve (12) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$120,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility			\$0				
Design/Engineering			\$0				
Land/ROW Acquisition			\$0				
Site Preparation			\$0				
Construction			\$0				
Construction Management			\$0				
Equipment			\$0				
Furniture, Fixtures, and Equipment			\$0				
Technology Hardware/Software			\$0				
Other Expenses		\$120,000	\$120,000	\$0	\$0	\$0	\$0
TOTAL	\$0	\$120,000	\$120,000	\$0	\$0	\$0	\$0

\$0

Capital Project Request

Project Title: Refurbish Unit #5 - Swap loader with Attachments

Fiscal Year: 2017

Project Description and Considerations

There are presently two areas in which the Recycling and Transfer Station (RTS) is deficient operationally, and that require additional heavy equipment in order to rectify. The packer truck at the RTS is only 5 years old, which is at half of its estimated life, but requires numerous repairs due to the nature of the piece of equipment. The Town has had to rent a packer during down times, with delays in service in order to compensate. Additionally, there is a need for a more efficient watering system at the RTS to minimize the dust on site and aid in the composting process by keeping the compost wet in summer months so it can continue to process.

These two needs can be addressed with the conversion of the existing unit #5 (a 2011 Six Wheel Dump Truck) into a Swap Loader Truck. Unit #5 will be converted and both a Packer body and water tank body will be purchased. This will increase the utilization of unit #5 and address these two issues without need to expand the RTS' equipment inventory. The Swap Loader truck can be used with the proposed packer body while the existing Packer truck is being serviced or repaired, as well as provide additional collection capacity during busy times of the year and during special events where additional trash pick-ups are required. The proposed mobile water tank body will be utilized during those spring, summer and fall months when the compost area is dry and in need of dust control to prohibit dust from interfering with operations and creating an inhospitable environment for staff.

17. This will improve the utilization of an existing piece of equipment.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Project Title: RTS Property Improvements

Purpose: Construction/Renovation

Department: Public Works

Classification:

Facility

Status:

New Request

Funding Source: Enterprise Fund

Partners:

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

Primary Reason for the Request: Operational efficiency

How was the Estimated Project Cost Determined: Industry References

Useful Life: Between eighteen (18) and twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$318,000

Project Budget Elements	Prior Request	2017	2018	2019	2020	2021
Planning/Feasibility		\$0				
Design/Engineering		\$0				
Land/ROW Acquisition		\$0				
Site Preparation		\$0				
Construction		\$68,000				
Construction Management		\$0				
Equipment		\$250,000	\$250,000			
Furniture, Fixtures, and Equipment		\$0				
Technology Hardware/Software		\$0				
Other Expenses		\$0				
TOTAL	\$0	\$68,000	\$250,000	\$0	\$0	\$0
\$0						

Capital Project Request

Fiscal Year: 2017

Project Title: RTS Property Improvements

Project Description and Considerations

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

FY 17:

Anti-Litter Fence - \$32,000

This will include the purchasing and installation of 850 linear feet of anti-litter fencing that will be installed at the RTS to reduce the amount of litter that is blown out of the facility onto the street and across the street Claxton field area and Town Forest. The fencing will significantly reduce or negate the need for staff to clean up Claxton Field or enter the wetlands to remove litter.

Replace existing Gabion Wall behind RTS with concrete block wall - \$36,000

The foundation walls at the rear of the transfer station are steep and held in place with an engineered Gabion wall system (a wire mesh filled with rock). The wall is starting to fail due to the wire mesh coming apart. To repair the wall and replace with a new interlocking concrete block system, the existing Gabion system would have to be removed, the site prepared for the new wall, new concrete blocks purchased and delivered to the RTS and put into place by RTS staff.

FY 18

Materials to organize the Materials Processing Area and Composting Area - \$250,000

The RTS accepts and stores various construction materials both generated from Town projects and received by paying customers at its Materials Processing Area (MPA). In 2014 it was determined that the MPA was in need of better organization due to the inflow of various materials and its proximity to wetlands. Much of the material stored on site has become commingled and difficult to separate, resulting in materials that are difficult to reuse or market. Given that the Materials Processing Area is now accepting additional aggregate material and will be conducting an annual rock crushing operation, an opportunity exists to develop this area to better store, categorize and utilize materials in a manner that is conducive to limiting or negating adverse impacts to the adjacent wetlands. To bring better organization to the Materials Processing Area and ensure the operations do not adversely impact the wetlands, the RTS will need to purchase approximately 10,000 square feet of block face made up of interlocking precast concrete blocks that will be delivered and installed at the site in accordance with an engineering plan to create 10 material storage bins with dimensions of 25' wide x 30' deep x 10' tall.

The composting area is surrounded on its western boundary by wetlands. The Conservation Commission is requiring that the perimeter of the site be surrounded with a barrier system that will limit any encroachment of the operations into the composting area. The barrier system will be comprised of approximately 280-300 concrete barriers ("Jersey barriers") that will be provided at no cost to the Town from the Massachusetts Department of Transportation. However, the Town will be required to pay the cost of transportation.

4. This project may have to go to the Planning Board for Site Plan Review and may be subject to Conservation Commission permitting requirements

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Fiscal Year: 2017

Project Title: RTS Stormwater Plan
 Purpose: Construction/Renovation
 Department: Public Works
 Partners: Conservation Commission

Classification: Infrastructure

Status: New Request
 Funding Source: Enterprise Fund

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

Primary Reason for the Request: Legal/regulatory requirement

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: Between eighteen (18) and twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost: \$175,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$50,000	\$50,000				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$125,000		\$125,000			
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$0	\$175,000	\$50,000	\$125,000	\$0	\$0	\$0
\$0							

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Project Title: **RTS Stormwater Plan**

Capital Project Request

Fiscal Year: **2017**

Project Description and Considerations

The Recycling and Transfer Station (RTS) composting operation is presently under a July 2014 Conservation Commission Negative Determination of Applicability (NDA). This NDA was put in place due as a result of adverse impacts to the wetlands from the compost operations. The NDA calls for the mitigation of potential stormwater issues at the site. At the present time, untreated stormwater runoff is entering a perennial stream that feeds the wetlands abutting the composting operations.

In order to be compliant with the NDA this project will fund the following scope, including but not limited to:

- Design a silt detention basin at the compost area in compliance with the NDA
- Design a new detention basin at the base of the landfill that will control stormwater runoff from the Materials Processing Area and the road behind the Salt Shed;
- Design the regrading of the materials processing area; this regrading will require that all stormwater runoff be shifted away from the wetlands
- Design the stormwater management collection system for the proposed paving of the road behind the Salt Shed;
- Investigate the drainage adjacent to the salt shed, and pending investigation determine a solution, and design if appropriate

3. The compost area generates revenue in several fashions. It accepts yard waste from contractors for a fee. It accepts food waste from restaurants and businesses for a fee. It produces compost that is sells to businesses for a fee.

4. This project may have to go to the Planning Board for Site Plan Review and may be subject to Conservation Commission permitting requirements.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Status: Unfunded Request from Prior CIP

Funding Source: Enterprise Fund

Project Title: Sewer Main Extensions in Zone I and II

Purpose: Construction/Renovation

Department: Public Works

Classification: Infrastructure

Partners:

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

Primary Reason for the Request: Public/employee health or safety

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: More than twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$566,260

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility			\$0				
Design/Engineering	\$73,860	\$73,860	\$73,860				
Land/ROW Acquisition		\$0	\$0				
Site Preparation		\$0	\$0				
Construction	\$492,400	\$492,400		\$492,400			
Construction Management		\$0	\$0				
Equipment		\$0	\$0				
Furniture, Fixtures, and Equipment		\$0	\$0				
Technology Hardware/Software		\$0	\$0				
Other Expenses		\$0	\$0				
TOTAL	\$566,260	\$566,260	\$73,860	\$492,400	\$0	\$0	\$0
							\$0

Project Title:	Sewer Main Extensions in Zone I and II	Capital Project Request	Fiscal Year:	2017
		Project Description and Considerations		

There are eight homes in Needham that need to be prioritized for sewer service connection because they are within Massachusetts Department of Environmental Protection's (MassDEP) Zone II areas. These homes are being looked at as part of a future sewer main extension/service connections project.

The Zone I and Zone II aquifer protection area for the Charles River Well No. 1 encompasses an area that includes private septic systems. Zone I, as defined by MassDEP includes land within the protective four hundred (400) foot radius around an existing or potential public water supply well or well field. Zone II includes the area of an aquifer that, given the most severe pumping and recharge conditions that can be realistically anticipated, would potentially be affected by nearby septic systems. It is bounded by the groundwater divides which result from pumping the well and by the contact of the aquifer with less permeable materials such as till or bedrock. (Note: these private systems predate the Zone I and II requirements by MassDEP and Needham Zoning Bylaws, Section 3.4.6 (b)).

All three of Needham's wells are located in an area that is vulnerable to contamination from nearby septic systems, and extending the sewer main to allow access to homes within Zones I & II will greatly reduce this risk.

The sewer main ends at 827 Charles River St, the sewer main extension would run from 828 Charles River St to Winding River Road and extend 712 feet up Winding River Rd. The new sewer main will pick up 5 homes that are on septic, 4 of which are on Winding River Rd. These improvements would be subject to a betterment fee. This may also include the installation of an additional prefabricated sewer pump station for these locations.

Monies requested are based on 712 linear feet of 8" gravity sewer pipe installation at a cost of \$200 per linear foot, which includes the installation of five sewer manholes; the cost estimate for this station based on other similar projects is \$350,000; and design and engineering costs of 15% of total project. It is feasible that another option for this project exists in which gravity sewer may be run through easements, which may result in an overall decrease in the cost of this project.

FY17 Engineering & Design	\$73,860
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FY18 Construction	\$492,400
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Additional operating budget funds will be required after this project is constructed in order to operate the new main which include electrical and maintenance costs of the pumps, mechanicals seals, valves, wet cleanings, and other maintenance costs. These costs are not anticipated to exceed \$1,000 in 2015 dollars.

4. Conservation Commission permitting may be required for site work; Board of Health permitting for septic system abandonment.

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

2017

Fiscal Year:

Status: Unfunded Request from Prior CIP

Funding Source: Enterprise Fund

Capital Project Request

Project Title: Fire Flow Improvements - Feasibility Study

Purpose: Design/Engineering

Department: Public Works

Partners:

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

Primary Reason for the Request: Operational efficiency

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: More than twenty-five (25) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost: \$20,000

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility							
Design/Engineering	\$107,200	\$20,000	\$20,000				
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$107,200	\$20,000	\$20,000	\$0	\$0	\$0	\$0
\$0							

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Project Title: Fire Flow Improvements - Feasibility Study

Capital Project Request

Fiscal Year: 2017

Project Description and Considerations

Description and Justification

The Water System Master Plan has identified fire flow adequacy as an improvement for high priority action.

A fire flow adequacy analysis was conducted under maximum daily demand that determined the system is unable to meet the minimum 20 pounds per square inch of pressure (psi) in the higher elevations of Town: Tower Hill and Birds Hill Areas. This will address water pressure concerns in high elevation areas during high demand that have been raised by residents in these areas.

In order to meet the minimum 20 psi, the DPW is requesting funding for a feasibility study and engineering cost analysis to analyze and propose a cost-effective solution to the low pressure areas. The goal is to create a high pressure zone in those two areas, potentially supplied by water booster stations.

FY17- Bird's Hill Tank high service area & Dunster Road Tank high service area / feasibility study - \$ 20,000

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Project Title: Water Service Connections

Purpose: Construction/Renovation

Department: Public Works

Partners:

Capital Project Request

Classification: Infrastructure

Status:

Funding Source: Enterprise Fund

Fiscal Year: 2017

Unfunded Request from Prior CIP

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

Primary Reason for the Request: Obsolete/non-functioning

How was the Estimated Project Cost Determined: In-House Estimate

Estimated Project Cost:

\$1,000,000

Useful Life:

Budget Impact:

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$1,000,000	\$1,000,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$1,000,000	\$1,000,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
		\$0					

Capital Project Request

Project Title: Water Service Connections

Fiscal Year: 2017

Project Description and Considerations

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 FY2017 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 1,100 services that still need to be replaced in the system.

Year	Number of Services Replaced
CY 2007	126
CY 2008	170
CY 2009	174
CY 2010	17
CY 2011	145
CY 2012	102
CY 2013	200
CY 2014	152

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

2017

Fiscal Year:

Status: Unfunded Request from Prior CIP

Funding Source: Enterprise Fund

Project Title: Water System Rehabilitation

Purpose: Construction/Renovation

Department: Public Works

Classification: Infrastructure

Partners:

Parameters

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

Response

Primary Reason for the Request: Scheduled replacement

How was the Estimated Project Cost Determined: In-House Estimate

Estimated Project Cost: \$1,392,250

Useful Life: More than twenty-five (25) years

Budget Impact:

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering	\$156,900	\$215,500	\$82,000		\$36,500		\$97,000
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction	\$1,997,250	\$1,176,750		\$801,750		\$375,000	
Construction Management		\$0					
Equipment		\$0					
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$2,154,150	\$1,392,250	\$82,000	\$801,750	\$36,500	\$375,000	\$97,000
\$0							

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Project Title: **Water System Rehabilitation**

Capital Project Request

Fiscal Year: **2017**

Project Description and Considerations

Under the Water System Rehabilitation Program, the Town's water infrastructure is continually analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants.

Country Way may require a permit from the Conservation Commission.

FY17

Alfreton Rd./ Highland Ave. to Webster St. New 8" (500 lf) - Eng. & Design \$40,000
 Bennington St. / High St. to Concord St. New 8" (650 lf) - Eng. & Design
 Country Way/Replace (1,200 lf) of 8" main - Eng. & Design \$42,000

FY18

Alfreton Rd./Highland Ave to Webster (145 unlined) – Construction \$399,750
 Bennington St./High St. to Concord St. (unlined) – Construction
 Country Way/ Replace (1,200 lf) of 8" main (unlined) -Construction \$402,000

FY19

Thorpe Rd./Webster St. to End New 8" (330lf) – Eng. & Design \$36,500
 Mills Rd./ Sachem Rd. to Davenport Ave. New 8" (500lf) – Eng. & Design
 Mayo Ave. Harris Ave to Great Plain Ave New 8" (1060lf) – Eng. & Design

FY20

Thorpe Rd./ Mills Rd./ Mayo Ave. (unlined) – Construction \$375,000
 Mills Rd./ Sachem Rd. to Davenport Ave. New 8" (500lf) – Construction
 Mayo Ave. Harris Ave to Great Plain Ave New 8" (1060lf) (unlined)– Construction

FY21

Kingsbury St. / Oakland Ave. to Webster St. 8" (1,500lf) – Eng. & Design \$97,000
 Oakland Ave. / May St. to Highland Ave. 8" (1,100lf)- Eng. & Design

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Project Title: Water System Rehabilitation

Capital Project Request

Fiscal Year: 2017

Supplemental Information

Future Projects after FY21:

FY22

Kingsbury St. / Oakland Ave. to Webster St. 8" (1,500lf) – Construction
Oakland Ave. / May St. to Highland Ave. 8" (1,1,00lf) (unlined) - Construction

\$443,500

Fenton Rd. / West St. to Pershing Rd. - Eng. & Design
Greenough St. / Pine Grove St. to Avery St. – Eng. & Design
Pine Grove St. Hillside Ave to existing 8" - Eng. & Design
High St./Webster St to Greendale Ave 1,400' of 8" – Eng. & Design
Tower Ave./Greendale Ave to Lexington Ave. 800' of 12" – Eng. & Design

4. Conservation Commission permitting may be required for site work.

Intentionally Blank

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Capital Project Request

Project Title: Fleet Replacement Program

Purpose: Acquisition

Department: Finance

Partners: Public Work, Public Facilities, Public Safety, Health and Human Services

Classification:

Rolling Stock

Fiscal Year: 2017

Status: Revised Request from the Prior CIP

Funding Source: General Fund

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

Primary Reason for the Request: Scheduled replacement

How was the Estimated Project Cost Determined: In-House Estimate

Useful Life: More than five (5) years but less than eight (8) years

Budget Impact: Negligible impact on the annual operating expenses less than \$5,000

Estimated Project Cost:

\$8,106,774

Project Budget Elements	Prior Request	Project Budget	2017	2018	2019	2020	2021
Planning/Feasibility		\$0					
Design/Engineering		\$0					
Land/ROW Acquisition		\$0					
Site Preparation		\$0					
Construction		\$0					
Construction Management		\$0					
Equipment		\$8,106,774	\$950,265	\$1,438,690	\$2,320,201	\$1,788,946	\$1,608,671
Furniture, Fixtures, and Equipment		\$0					
Technology Hardware/Software		\$0					
Other Expenses		\$0					
TOTAL	\$7,456,003	\$8,106,774	\$950,265	\$1,438,690	\$2,320,201	\$1,788,946	\$1,608,671

\$0

Subject to Change

FY2017 Draft CIP Requests

Subject to Change

Project Title: Fleet Replacement Program

Capital Project Request

Fiscal Year: 2017

Project Description and Considerations

The Town's fleet replacement program is funded through both the capital plan and the operating budget. A major equipment expense for the Town is rolling stock. The Town relies upon many types and sizes of vehicles in order to provide services, respond to emergencies, maintain public facilities, and improve the infrastructure in the community. The fleet replacement program consolidates all vehicles and special equipment attachments under one submission, but allocation of resources is looked at on a department by department basis rather than as one global replacement schedule. Needs and purposes for equipment differ significantly, and no department can do its work without the equipment. We classify the fleet program in three categories: core fleet (general purpose vehicles), special purpose/high value vehicles, and snow and ice equipment. The program is intended to centrally present and review the Town's rolling stock operations in order to ensure timely, cost effective, and high quality replacement of vehicles, maintenance, fueling, and short-term transportation. However, School Department and Police Department vehicles are not included in this request. The School Department vehicles are shown in a separate request. The Police Department vehicles are funded through the operating budget as many vehicles in the department do not meet the threshold to be considered part of the capital program. A majority of the Town's fleet maintenance and management is performed by the Garage Division of the Public Works Department. Other maintenance work is provided off-site by vendors due to factors such as specialized work, volume, or warranty.

Energy Efficiency

Managing and maintaining a fleet of more than 200 vehicles – from passenger vehicles to large heavy duty diesel trucks and tractors – involves some of the Town's most environmentally consequential choices. Considering the number of vehicles purchased and the thousands of gallons of fuel used, the fleet represents one of the Town's opportunities to meet its goal of environmentally responsible and sustainable operations.

The most obvious and substantial environmental impacts of the fleet for the Town are, of course, tailpipe emissions and fuel use. However, an environmentally superior fleet encompasses a number of other factors, only some of which are under the control of fleet operations. For example, the Town's ability to influence vehicle manufacturing is limited, even though the process involves huge amounts of material extraction, use of natural resources and is responsible for significant air and water pollution. The elements that the Town's fleet operations can control or influence to achieve a cleaner and greener fleet include the following:

- Fleet size
- Fuel use, type and amount
- Fueling procedures - preventing pollution from incidental fuel spills
- How vehicles are maintained, e.g. avoiding oil leaks, ensuring proper tire inflation, etc.
- Use of maintenance materials, e.g., alternatives to hydraulic fluids, or recycled anti-freeze
- Use of recycled oil, anti-freeze and, as appropriate, tires
- Use, storage and disposal of hazardous materials used in vehicle maintenance
- Vehicle type, e.g., fuel efficiency, size and availability of alternatives

The Town's fleet replacement program was established in FY2015. This represents a budget and schedule for the Town's rolling stock fleet of appropriately 200 vehicles, trailers, and large specialized attachments. General purpose vehicles include pickup trucks, a variety of sedans, SUV's, vans, and police vehicles (75). They comprise approximately 37 percent of the entire fleet. General purpose vehicles are utilized in every department and are relatively inter-changeable. The replacement of these vehicles can proceed on a regular schedule and should be considered part of the Town's base recurring costs.

Capital Project Request

Fiscal Year: 2017

Project Title: Fleet Replacement Program

Supplemental Information

The Town relies on a number of trailers for the purpose of moving tools and equipment, hauling trash and debris, and transporting special equipment. The Town has 47 trailers which represents approximately 23 percent of the fleet.

Specialized, high value vehicles, and snow and ice equipment comprise of the other 40 percent of the fleet. These vehicles and equipment are just as integral to Town operations as the general purpose vehicles, but serve the unique purposes of specific departments or divisions. Included in this group are the high value vehicles such as ambulances, large dump trucks, fire engines, street sweepers, and others for which appropriations need to be planned.

The vehicle replacement program will involve several components to be implemented over the course of FY2017 and beyond. The intent and goal of the fleet replacement program is to: Replace vehicles before service delivery is impacted negatively; maximize vehicle availability for all user departments; minimize costs from vehicle downtime and emergency maintenance and operational costs; take advantage of opportunities to implement new technology to achieve fuel conservation and reduced emissions; promote safety, reliability and operational efficiencies; and enhance the public image of the Town's fleet.

The estimated cost of the identified replacements (including the school department) for core fleet, specialize equipment, and snow and ice equipment is \$8,106,774. The CIP submission last year did not include the school vehicles. The estimated core fleet replacement cost over the five year period is \$1,671,837; specialized equipment is \$5,597,674; and snow and ice equipment is \$837,263.

Portion of this expenses would be funded by the applicable enterprise fund.

	2017	2018	2019	2020	2021
RTS	\$263,414	\$0	\$282,176	\$ 247,365	\$0
Sewer	\$0	\$ 56,054	\$537,997	\$1,034,218	\$0
Water	\$ 43,679	\$126,810	\$305,341	\$ 45,469	\$35,063

Specific Questions:

Question 6: If funded, will the operating budget need to be increased to cover operating expenses? Yes, as part of the fleet replacement program, there are recommendations to change some of the vehicles to a different types or increase the number of vehicles available for use. In those years where such a change is approved, there may be an increase in insurance, and perhaps specialized tools in order to better maintain the new equipment.

Question 7: If funded, will this project increase the operating expense for any other department? Increase costs may be incurred for any department that increases the number of vehicles used in the fleet. The Town's property and liability insurance budget will likely increase.

Question 18: Will any other department be required to provide assistance in order to complete the project? Yes, the Department of Public Works would take the lead on the procurement for most of the vehicles.

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
400	Building Inspector	2005	Ford Taurus	Sedan	4,684	G	Field Work	2022					
1	DPW Admin	2011	Ford Escape Hybrid	SUV	4,880	H	Supervisor vehicle; personnel transport	2018	31,625				
2	DPW Garage	2011	Ford F150 XL	Pick Up	6,700	G	Supervisor vehicle; personnel transport; equipment	2018	33,606				
3	DPW Garage	2012	Ford F450	Utility Truck	16,500	D	Vehicle field repairs; personnel transport	2018	64,097				
5	DPW RTS	2011	INTERNATIONAL 7400 Series	Dump Truck	40,000	D	equipment transport; Compost & misc. materials transport; primary in snow & ice program	2021					256,023
6	DPW Highway	2015	International 7300 Series	Dump Truck	40,000	D	personnel transport; equipment transport including skidded sprayers, water tank, loam spreader; trailered heavy equipment; material transport including asphalt, loam, gravel, emulsion, etc.; primary in snow & ice program	2021					242,381
9	DPW Highway	2012	INTERNATIONAL 7400 Series	Dump Truck	40,000	D	Construction Work	2022					
10	DPW Highway	2010	INTERNATIONAL 7400 Series	Dump Truck	40,000	D	Personnel transport; equipment transport including skidded sprayers, water tank, loam spreader, trailered heavy equipment; material transport including asphalt, loam, gravel, emulsion, etc.; primary in snow & ice program	2020				247,365	
11	DPW Sewer	2013	FORD EXPLORER	SUV	6,160	G	sewer, & drain pipe inspections; supervisor in snow & ice program	2019			38,385		
12	DPW Parks	2009	Ford Escape Hybrid	SUV	4,880	H	Supervisor vehicle used to travel between job sites; personnel transport; field safety inspections; transport hand tools used to take soil tests	2021					35,063
14	DPW Water	2009	INTERNATIONAL 7400 Series	Dump Truck	64,000	D	Personnel, equipment, & supply transport for the water distribution maintenance program, including hauling dirt, stone, gravel, asphalt, pipes & drain components; primary in snow & ice program	2019			239,000		
15	DPW Admin	2008	Ford Taurus	Sedan	5,160	G	Personnel transport; supervisory in snow & ice program	2021					35,063
16	DPW Sewer	2014	FREIGHTLINER Box Truck	Box Truck	19,500	G	supervisory in snow & ice program; inspection; carries a substantial amount video inspection equipment necessary to view installed pipe condition	2020				235,244	

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
17	DPW Sewer	2012	Ford F550	Dump Truck	18,000	D	Personnel, equipment, & supply transport for the sewer and drain maintenance program, including hauling dirt, stone, gravel, asphalt, pipes & drain components; primary in snow & ice program	2019	73,233				
19	DPW Sewer	2010	INTERNATIONAL 7400 Series	Dump Truck	40,000	D	Personnel, equipment, & supply transport for the sewer and drain maintenance program, including hauling dirt, stone, gravel, asphalt, pipes & drain components; primary in snow & ice program	2020				247,365	
20	DPW Water	2009	Ford Escape Hybrid	SUV	4,880	H	Supervisor vehicle used to travel between job sites; personnel transport; inspections; transport hand tools	2021					35,063
23	DPW Sewer	2011	Ford F350	Utility Truck	13,300	G	Supervisor vehicle; personnel, equipment, & supply transport for the sewer pump station operations; equipped with crane to lift and transport pumps and fittings. Primary in snow & ice program	2018	56,054				
25	DPW Water	2012	Ford F450	Utility Truck	16,500	D	Emergency response vehicle equipped with tools necessary for rapid response repairs work. supervisor vehicle; personnel, equipment, & supply transport for the water distribution maintenance program hauling pumps, gate wrenches, bars, and tow cement mixer, light tower, generator, compressor, etc.; primary in snow & ice	2019	66,341				
26	DPW Water	2011	Ford F150	Pick Up	7,050	G	Personnel, equipment, & supply transport for the water distribution system; transport gate wrenches, hoses, hose monsters, cones, barrels, hand tools, and other items as needed; primary in the Snow & Ice	2017	43,679				
27	DPW Water	2011	Ford F150	Pick Up	7,050	G	Equipment Transport; Supplies Transport;	2022					
28	DPW Sewer	2001	Ford F350	Utility Truck	11,200	G	sewer drain maintenance program vehicle equipped with specialized rodder used to clear sewer and drains	2020				60,046	

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
29	DPW Sewer	2008	INTERNATIONAL 7400 Series	Jet Vac	44,000	D	sewer drain maintenance program vehicle equipped with specialized jet used to clear sewer and drains	2020				247,365	
30	DPW Water	2012	Ford F550	Dump Truck	18,000	D	personnel, equipment, & supply transport for the water distribution maintenance program, including hauling dirt, stone, gravel, asphalt, pipes & drain components; primary in snow & ice program; Equipment Transport;	2018		70,756			
31	DPW Water	2011	Ford F150	Pick Up	7,200	G	Supplies Transport; Supervisor in Snow & Ice	2022					
32	DPW Highway	2012	Ford F350	Pick Up	Not Available	D	Supervisor vehicle; Personnel, equipment, & supply transport including specialty electronic tools and message boards; contractor inspections; snow & ice	2019		46,790			
37	DPW Sewer	2010	INTERNATIONAL 7500 Series	Vector	66,000	D	Clean catch basins & utility pipes	2019		426,379			
38	DPW Parks	2007	INTERNATIONAL IH 4300 Series	Truck	35,000	D	Utility tree work; netting, gutter, light pole, & flag work; logs wood chipper; personnel, equipment, & supply transport for the street and sidewalk maintenance program including transporting bobcats, sidewalk paver, berm machine, grinder, compactor, compressor, and hand tools, transports materials including asphalt, gravel, loam, etc.; emergency response vehicle; emergency response vehicle	2021					220,998
39	DPW Highway	2012	Ford F550	Dump Truck	18,000	D	equipped with tools necessary for rapid response repair work; supervisor vehicle; personnel, equipment, & supply transport for the water distribution maintenance program hauling pumps, gate wrenches, bars, and tow cement mixer, light tower, generator, compressor, etc.; primary in snow & ice	2018		70,756			
40	DPW Water	2012	Ford F350	Pick Up	13,300	G	equipped with tools necessary for rapid response repair work; supervisor vehicle; personnel, equipment, & supply transport for the water distribution maintenance program hauling pumps, gate wrenches, bars, and tow cement mixer, light tower, generator, compressor, etc.; primary in snow & ice	2018		56,054			

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
41	DPW Parks	2009	Ford F350	Pick Up	10,600	D	Supervisor vehicle; personnel, equipment, & material transport for the maintenance of public shade trees; tows trailers and sprayer, transports saws, ladders, and other tools used to prune and inspect trees; supervisor in snow & ice program	2021					50,123
43	DPW Highway	2012	Ford F350	Pick Up	10,800	D	Personnel, equipment, & supply transport including specialty electronic tools and message boards; contractor inspections; snow & ice program	2019		46,790			
44	DPW Engineering	2011	Ford Escape Hybrid	SUV	4,720	H	Personnel transport; inspections	2018	31,625				
45	DPW Engineering	2012	FORD E150 VAN	Passenger Van	8,520	G	Personnel transport; surveying & inspections	2018	30,464				
46	DPW Engineering	2011	Ford Escape Hybrid	SUV	4,720	H	Personnel transport; surveying & inspections	2018	31,625				
47	DPW Highway	2007	INTERNATIONAL 7400 Series	Dump Truck	64,000	D	equipment transport including skidded sprayers, water tank, loam spreader, trailered heavy equipment; material transport including asphalt, loam, gravel, emulsion, etc.; primary in snow & ice program	2017	223,109				
48	DPW Highway	2008	Ford F450	Utility Truck	16,000	G	Personnel transport; equipment transport including street signs, traffic signals, posts, parking meters, markings, barrel & barricades; emergency response vehicle; primary in snow & ice program	2021					71,066
50	DPW Parks	2008	Ford F150	Pick Up	6,800	G	Supervisor vehicle; personnel, equipment, & material transport for the maintenance of public shade trees; tows trailers and sprayer, transports saws, ladders, and other tools used to prune and inspect trees; supervisor in snow & ice program	2021					37,260
52	DPW Highway	2009	Ford Escape Hybrid	SUV	4,880	H	travel between job sites; personnel transport; field safety inspections; pavement inspections; construction inspections	2021					35,063

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
55	DPW Highway	2011	Ford F550	Dump Truck	18,000	D	Personnel, equipment, & supply transport for the street and sidewalk maintenance program including transporting bobcats, sidewalk paver, berm machine, grinder, and compactors, compressor, and hand tools, transports materials including asphalt, gravel, loam, etc.; emergency response vehicle; primary in snow & ice program	2018		70,756			
56	DPW RTS	2010	Ford F150	Pick Up	6,700	G	Supervisor vehicle; personnel transport vehicle; primary in snow & ice program	2022					
57	DPW Highway	2012	Ford F350	Pick Up	10,800	D	Personnel, equipment, & supply transport including specialty electronic tools and message boards; contractor inspections; snow & ice program	2018		45,208			
65	DPW Parks	2015	Ford F350	Pick Up	10,800		Equipment Transport; Supervisor in Snow & Ice Program	2022					
66	DPW Highway	2015	Ford F550	Dump Truck	19,500			2022					
67	DPW RTS	2004	VERMEER GRINDER	Yellow Iron	38,500	D	Chipping & grinding brush; material processing; personnel, equipment, & material transport for the maintenance of town parks fields, and tree work; hauls sand fertilizer, soil grass clippings, wood chips, brush, wood, and trash; tows trailers for mowing equipment, ball diamond work, leaf collectors & chippers; primary in snow & ice program	2022					
70	DPW Parks	2009	FORD F550 DRWSUP	Dump Truck	17,950	D	Personnel, equipment, & material transport for the maintenance of town parks fields, and tree work; hauls sand fertilizer, soil grass clippings, wood chips, brush, wood, and trash; tows trailers for mowing equipment, ball diamond work, leaf collectors & chippers; primary in snow & ice program	2017	68,363				
71	DPW Parks	2009	FORD F550 DRWSUP	Dump Truck	17,950	D	Personnel, equipment, & material transport for the maintenance of town parks fields, and tree work; hauls sand fertilizer, soil grass clippings, wood chips, brush, wood, and trash; tows trailers for mowing equipment, ball diamond work, leaf collectors & chippers; primary in snow & ice program	2017	68,363				
72	DPW Parks	2015	Ford F550	Dump Truck	18,000			2022					
76	DPW Highway	2007	BOBCAT A300 SKID STEER	Equipment	8,673	D	construction work; Primary in Snow & Ice Program	2021					96,724

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
80	DPW RTS	2010	INTERNATIONAL Truck	Truck	35,000	D	packer truck; removes msw & recycling from municipal buildings and properties	2020				247,365	
91	DPW RTS	2000	CONSTRUCTION SCALP TRUCK		23,000	G	Material Screening	2022					
92	DPW Engineering	2012	FORD EXPLORER	SUV	6,160	G	Personnel transport; inspections; supervisor in snow & ice response	2019			38,385		
94	DPW Sewer	2014	Ford F250	Pick Up	10,000	D	emergency response vehicle equipped with tools necessary for rapid response repairs work. supervisor vehicle; personnel, equipment, & supply transport for the sewer & drain maintenance program	2020				48,428	
101	DPW Sewer	2010	CASE LOADER	Yellow Iron	31,690	D	hauling pumps, gate wrenches, bars, and tow cement mixer, light tower, generator, compressor, etc.; primary in snow & ice	2020				195,769	
102	DPW Highway	2008	JOHN DEERE LOADER 544J	Equipment	28,500	D	construction; primary in snow & ice program	2018	175,344				
103	DPW Sewer	2012	JOHN DEERE BACKHOE	Yellow Iron	18,550	D	Construction Work	2022					
104	DPW RTS	2008	CASE LOADER 821E	Yellow Iron	29,322	D	MSW processing; compost processing; primary in snow & ice program	2017	263,414				
107	DPW Highway	2008	CAMOPLAST SW4S	Yellow Iron	6,790	D	Primary Vehicle in Snow & Ice Program	2022					
108	DPW Highway	2011	TRACKLESS TRACTOR	Equipment	6,200	D	Primary vehicle in snow & ice program; roadside mowing	2019		185,948			
111	DPW Highway	2013	TRACKLESS TRACTOR	Equipment	6,200		Snow and Ice Removal	2021				199,192	
113	DPW Highway	2008	CAMOPLAST SW4S	Yellow Iron	6,790	D	Primary vehicle in snow & ice program	2018	180,056				
120	DPW Highway	2004	TRAIL UTILITY TRAILER	Trailer	1,400	E	Alerting public of projects & events	2017	23,031				
121	DPW Highway	2007	Vermac UTILITY TRAILER	Trailer	3,500	E	Alerting Public of Projects & Events	2022					
122	DPW Highway	2007	Vermac UTILITY TRAILER	Trailer	3,500	E	Alerting Public of Projects & Events	2022					
124	DPW Highway	2009	ADDCO MINI UTILITY TRAILER	Trailer	1,800		Alerting Public of Projects & Events	2022					
129	DPW Highway	2000	CUSTOM FLATBED TRAILER	Trailer	10,000		Trailer used to transport highway equipment and materials including bobcat, pavers, berm machines, etc. and Jarne materials	2018	72,862				

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
134	DPW Highway	2006	Whacker Pavement Roller	Roller	Not Available	G	Asphalt Pavement Roller	2022					
143	DPW RTS	2010	CASE LOADER	Yellow Iron	29,800	D	Rubbish processing; compost processing; primary in Snow & Ice Program	2019		282,176			
164	DPW Water	2008	Trailer ATLAS Copco	Trailer MDT Generator	7,000	D	Providing portable power during power outages at pumping stations	2020				37,056	
168	DPW Parks	2010	GORMAN UTILITY TRAILER	Trailer	3,353	D	Rosemary Pool and on fields during flood events	2020				36,431	
181	DPW Highway	2012	Elgin PELICAN Sweeper	Equipment	Not Available	D	Street Sweeping	2022					
182	DPW Highway	2010	FREIGHTLINER ELGIN CROSSWIND	Truck	33,000	D	Street Sweeping	2022					
183	DPW Parks	2007	GIANT UTILITY LEAF PICKER TRAILER	Trailer	12,000	G	Removes leaves from fields and parks	2019		29,327			
256	DPW Parks	2008	TRAILER UTILITY	Trailer	6,800	D	Chips tree debris	2020				45,545	
301	DPW Parks	2009	FORD E150 VAN	Passenger Van	8,520		Pool	2022					
328	DPW Parks	1998	Cross County Utility Trailer 16"	Trailer	Not Available		Leaf blowers, tractors, diamond renovators, sports goals, and other equipment, supplies, and materials as needed	2018	5,491				
336	DPW Parks	2011	TORO Lawnmower	Tractor	5,966		Mowing large fields	2022					
350	DPW Parks	2010	JOHN DEERE TRACTOR LOADER 4720	Yellow Iron	Not Available	D	Loads loam, park soil; fertilizer, sod, and wood; attachments used for tilling, aeration, grooming, and	2019	51,358				
700	Facilities	2012	Ford Econ Van E250	Van	8,600	G	Electrician Vehicle; Equipment, Tools and Materials	2021					40,247
706	Facilities	2006	Ford Econ Van E250	Van	8,600	G	Glazer Vehicle; Glass Transport and Repair	2017	35,073				
707	Facilities	2008	Ford Econ Van E250	Van	8,600	G	HVAC Equipment, Tools, and Parts	2018		36,301			
712	Facilities	2011	Ford Econ Van E250	Van	8,600	G	Plumber Vehicle	2021					51,310
713	Facilities	2012	Ford F450	Dump Truck	16,500	G	Grounds Work	2022					
756	Facilities	2010	Ford F150	Pick Up	6,900	G	Field Work	2020				36,000	
452	Finance Assessing	2005	Ford Taurus	Sedan	4,684	G	Field Work	2018		35,758			
C-01	Fire	2013	FORD EXPLORER	SUV	Not Available	G	Command	2021					62,580
C-02	Fire	2010	FORD EXPEDITION	SUV	8,000	G	Emergency Response	2017	56,635				
C-03	Fire	2008	FORD EXPLORER	SUV	6,270	G	Emergency Response	2017	46,119				
C-06	Fire	2015	Ford F350	Pick Up	14,000	D	Emergency Response	2021					59,393
C-42	Fire	2011	Ford Sedan	Sedan	5,460	G	Command	2020				42,504	

Unit #	Department	Year	Make/Model	Vehicle Type	GVW	Fuel Type	Primary Purpose	Target Year*	FY17 Funding Amount	FY18 Funding Amount	FY19 Funding Amount	FY20 Funding Amount	FY21 Funding Amount
C-43	Fire	2013	Ford Explorer	Sedan	Not Available	G	Field Work and Incident Response	2017	35,123				
E-02	Fire	1999	E-ONE CYCLONE II FIRE TRUCK	Fire Truck	42,500	D	Emergency Response	2019			689,661		
HAZ	Fire	1996	HAZNAT TRAILER	Trailer	Not Available		Emergency Response	2022					
R-01	Fire	2008	FORD E450 AMBULANCE	Ambulance	14,500	D	Emergency Response	2018		206,360			
RB	Fire	1967	GATOR RESCUE BOAT TRAILER	Trailer	Not Available		Equipment Transport & Emergency Response	2018		24,142			
402	Human Services COA	2004	Ford E350 VAN	Passenger Van (8	9,400	G	Passenger Transport	2017	87,354				
404	Human Services COA	2012	Ford E350 VAN	Passenger Van (14	12,500		Passenger Transport	2022					
Bus 2	School	2011	BLUE BIRD 303 SCHOOL BUS	School Bus	29,000			2018					
Van 10	School	2014	TOYOTA SIENNA	Van	5,995			2021					40,561
Van 2	School	2011	FORD E150 VAN	Passenger Van	8,520			2018		36,583			
Van 4	School	2011	FORD E150 VAN	Passenger Van	8,520			2018		36,583			
Van 5	School	2011	FORD E150 VAN	Passenger Van	8,520			2018		36,583			
Van 7	School	2012	FORD E250 VAN	Passenger Van	8,900			2019			52,220		
Van 8	School	2013	FORD E250 VAN	Passenger Van	8,900			2020				54,048	
Van 9	School	2014	TOYOTA SIENNA	Van	5,995			2021					40,561



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

MEETING DATE: 11/24/2015

Agenda Item	Endorse Hillside School Preferred Schematic Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Hillside School Preferred Schematic Report (PSR) will be submitted to the MSBA on December 1st and has been approved by the PPBC and School Committee. The Town Manager will request that the Board endorse the PSR.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
Suggested Motion: That the Board endorse the Hillside School Preferred Schematic Report.			
3.	BACK UP INFORMATION ATTACHED	YES	NO
a. MODULE 3 – FEASIBILITY STUDY INTRODUCTION Preferred Schematic Report HILLSIDE SCHOOL			

INTRODUCTION

Purpose & Background

On March 20, 2013 the Needham Public School District submitted a Statement of Interest (SOI) to the Massachusetts School Board Authority (MSBA) for the Hillside Elementary School. The priorities outlined in the SOI, see Appendix X.01, noted the “elimination of existing severe overcrowding” and the “replacement of or addition to the obsolete building in order to provide for a full range of programs consistent with state and approved local requirements”. The educational goals for the District include the elimination of disruptions and compromises to the educational program caused by insufficient space and facility deficiencies. In August 2014 the District was invited by the MSBA to conduct a feasibility study to identify possible solutions to the issues noted in the SOI and on March 10, 2015 Dore & Whittier Architects was awarded the study by the MSBA Designer Selection Panel. A copy of the Board Action letter from the MSBA Board of Directors to the District approving the Feasibility Study can be found in Appendix X.02 of this report. The Feasibility Study includes this submission of the Preliminary Design Program (PDP) and the Preferred Schematic Report (PSR).

The purpose of the Preferred Schematic Report is to summarize the process and conclusions of the Preliminary and Final Evaluation of Alternatives and to substantiate and document the District’s selection and recommendation of a preferred solution. This report address the comments and questions raised by the MSBA during its review of the Preliminary Design Program and identifies the changes incorporated by the District, additional information and discoveries made since the submission of the PDP, and further evaluations and considerations of the committee(s).

Overview of the Process

The Preliminary Design Program (PDP) was accepted by the Town of Needham Permanent Public Building Committee (PPBC), acting as the School Building Committee for this project, on August 24, 2015 and was submitted by the Town of Needham Public Facilities Department, acting as the OPM, to the MSBA on September 3, 2015. The PDP outlined the multiple options developed for both a K-5 school and a Grade 6 School and identified several potential building sites. The opportunities and constraints of each option and the process of evaluation were outlined in the PDP. The PDP concluded with six alternatives to be considered for further evaluation in the Preferred Schematic Report (PSR). Those alternatives were:

- **Option A:** Repair / Code Upgrades Only to Existing Building for K-5;
- **Option B1:** Additions / Renovations to Existing Building for K-5;
- **Option C3:** New Building on Existing Site + Purchase of Adjacent Property K-5;
- **Option E1a:** New Building on DeFazio Park Site for K-5;
- **Option E2a + H3 :** New Building on DeFazio for Grade 6 + Additions / Renovations to High Rock School for K-5 and;
- **Option J3:** New Building on Central Site (new purchase) for K-5.

The MSBA reviewed the PDP submittal and returned comments to the Needham Town Manager on Thursday October 8, 2015. Many of the questions and comments noted in the review were centered on the Educational Program for both the K-5 and the Grade 6 School. On Monday October 12, 2015 the Dore & Whittier team met with the Town of Needham Director of Student Learning, the Student Support Service Director, the Director of Financial Operations for Needham Public Schools, and the OPM to review the MSBA Comments and to participate in a conference call with the MSBA. During the conference call it was noted that responses to the MSBA Comments should be delivered in two separate reports. The first report is to be delivered in a timely manner contingent upon the review time needed by the Superintendent of Schools. This report was to include responses to all questions and comments except those associated with Section 3.1.2 Educational Program, and 3.1.3 Initial Space Summary. This report was delivered to the MSBA on October 29, 2015. A copy of that report, MSBA Preliminary Design Program Review Comments and the District Response, follows this section of the Preferred Schematic Report.

The second report, “Comments and Responses to the Educational Program and Space Summary” are included in Appendix X.03 of this report along with the working drafts of the Educational Program. The final responses to the Comments have been incorporated into the Educational Program and Space Summary included in the PSR and into the development of the Preferred Solution. The final Education Program and Space Summary for the K-5 School can be found in Section 3.3.4 of this PSR document.

Summary of Updated Project Schedule

- | | |
|---|-----------------|
| 1) Projected Date of MSBA Board of Directors | |
| Meeting for Project Scope & Budget (PS&B) Agreement | July 27, 2016 |
| 2) Projected Date of Town Vote for PS&B Agreement | |
| Special Town Meeting /Ballot | November, 2016 |
| 3) Anticipated Start of Construction Date | April 2018 |
| 4) Target Move In Date - School Opens | September, 2020 |

Summary of Final Evaluation of Existing Conditions

As part of the Preferred Schematic Report the team has continued to study each of the existing proposed project sites and building options noted in the Alternatives above. Additional studies and changes to previously submitted information include:

Hillside School Site – Alternative C3: This option proposed the purchase of three adjacent parcels of land on the north side of the existing site. The purchase of these parcels provided the space needed for a new school, outdoor play space, and adequate parking and site circulation within the constraints of wetland boundaries, utility easement, and steep grade of the hill. In October 2015 it became clear to the Town that not all three parcels of land were available for purchase. The Town has opted not to pursue the taking of the land, thereby making Alternative C3 unachievable.

Central Ave Site – Alternative J3: A traffic study was conducted by Nitsch Engineering in September 2015 to assess the impact on traffic if a school were to be located on the proposed Central Ave site. School related traffic data was collected at the existing Hillside School and applied to the existing traffic data collected at the Central Ave site. The data indicated that the Hillside School at Central Ave would result in approximately 202 additional entering and exiting trips during the weekday morning drop-off, and approximately 196 additional entering and exiting trips in the afternoon pick up. This increase in traffic would occur between 7:00 am and 8:00 am and between 2:30 pm and 3:30 pm with the bulk of the traffic occurring over a fifteen minute time period. The proposed location for entering and exiting the site was reviewed with Town officials and studied as part of the traffic analysis. This proposed location at the southern end of the site provided more than one and a half (1 ½) times the 'stopping site distance' in the northbound direction and more than two (2) times the stopping site distance on the south bound direction. The proposed entrance / exit location also exceeds the minimum intersection site distance looking in both the right and left directions. To mitigate the impact on off-site intersections Nitsch Engineering recommended that minor geometric improvements and signal optimization may be necessary. Traffic mitigation recommendations include:

- Designate the area as a School Zone under State and local statute, and installing the appropriate School Zone signs;
- Improve pedestrian experience along Central Avenue including improving the sidewalks on both sides of the roadway to accommodate safe walk to

school; and providing advanced warning signing of school entering and exiting traffic;

- Install an ADA accessible crosswalk;
- Increase safety awareness through parent outreach programs.

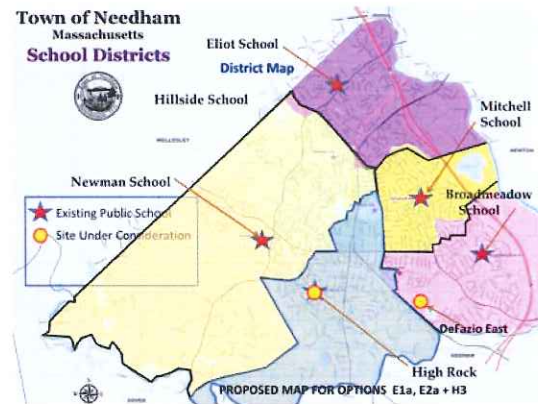
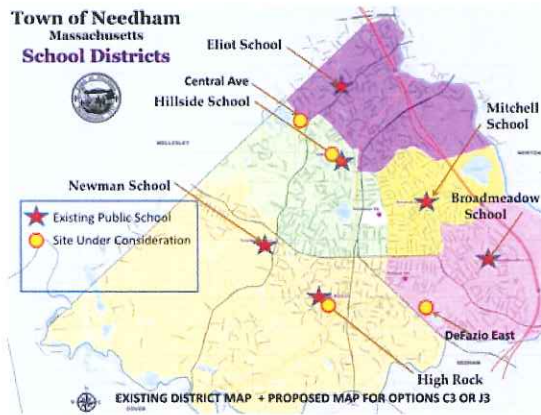
A full copy of the Traffic Report is included in Appendix X.04 of this report.

Other investigative work on the Central Ave site includes a full topographic site survey to locate the Town accepted Flood Plain, elevation 85, and to compare this line with the FEMA Flood Zone A, and as a design base for the proposed building. The Town is currently working with Nitsch Engineering to create a Letter of Mapping Amendment (LOMA), requesting that FEMA accept elevation 85 as the Flood Line for the National Flood Insurance Program Map. This work began in November, 2015 and will take several months to complete.

LEC Environmental, the Project's Wetlands consultant has marked the wetland boundaries and walked the site with the Town's Conservation Commissioner; additional flagging of wetlands was completed in the month of November and will be added to the completed site survey.

A geo environmental report was submitted to the MSBA as part of the PDP submission. The PPBC has approved further funds to conduct additional testing of soils and ground water, to complete the interview and research process to complete a robust Phase I environmental study. Hazardous material evaluation and testing will be conducted for each of the existing structures on the Central Ave property including the residential buildings, retail facility, and existing storage and barn facilities. This work will be completed mid-December with test results available in early January 2016, as part of the due diligence investigation prior to closing on the property. The Town has signed a Purchase and Sale Agreement (P&S) with a closing date on or before March 1, 2016.

DeFazio Site and High Rock Sites – The Town conducted a redistricting analysis to assess the District wide impact of a K-5 school located at either the DeFazio Park site or at the High Rock School, the existing Grade 6 School. Both sites are outside of the existing Hillside catchment area and would require substantial redistricting of the Hillside and Newman School catchment areas. The DeFazio site is located in the Broadmeadow School catchment area and the High Rock School is currently in the Newman School district. The two maps below show the current districting and the proposed redistricting for the High Rock or DeFazio building options. Walk ability maps and a bus transportation analysis was also developed for these sites. Additional information can be found in Appendix X.05.



Summary of Final Evaluation of Alternatives

The School Committee and Permanent Public Building Committee recommended the previously noted six alternatives for further development in the Preferred Schematic Report. These options proposed three different building sites (Existing Site, DeFazio Park Site, Central Ave. Site), and two different educational programs (K-5 school for 430 students and Grade 6 school for 445 students).

As a result of feedback from the public and the Hillside School community in particular the final evaluation of Alternatives included adjustments to the original score sheet to give more weight to the issue of redistricting. In the PDP Evaluation Chart / scorecard 'Redistricting' was a sub-category of 'Site Location'. The 'Site Location' category had seven (7) sub-categories and was weighted value of 20 points. The revised Evaluation Chart allowed 'Redistricting' to be a full category with a weighted value of 10 points. 'Site Location' and the remaining six (6) categories were revised to have a weighted value of 10 points. Other revisions to the score sheet includes the addition of the sub-category 'Off Site Traffic Impact' to the 'Site Circulation' category creating six (6) sub-categories under that heading with a weighted value of ten (10) points. Additionally the revised Evaluation Chart included the completion of all cost items and a full scoring of those line items and the revision to the sub-category 'Cost to Maintain Hillside' to now read 'Residual Value vs Cost' as this was more reflective of the intent of that sub-category.

The following is a summary of the revised Evaluation Chart which includes Alternatives C3 – J3. The weight of each category is noted in the far left column with Education and Cost receiving the highest weight of 30 points. There are two Site Location categories, 2a) Site Location is specifically

for re-districting, receiving 10 points, and 2) Site Location which includes walkability to the site, swing space requirements, scale of the building to surroundings, difficulty to permit, environmental conditions, and if the property needed to be purchased. This category received a weight of 10 points as well. Category Site Circulation / Traffic Impact includes the ability to meet the parking requirements for the school, ability to separate bus and parent traffic, provide safe pedestrian access to the school site, provide dedicated delivery / service area, and the impact on off-site traffic. This category was also weighted at 10 points. The Site Amenities category, also weighted at 10 points, includes meeting the district goals for outdoor play space. The final category involved the total cost, project cost, value, and the time to completion. This category was weighted at 30 points.

Each sub category was scored on a scale of 1-5 with 5 being of the greatest value. The total of the sub-categories were then multiplied by the weight of the category and a sub-total was given prior to the introduction of project cost to assure that Education had the greatest influence on the decision making process. The J3 Alternative scored the highest in both the sub-total (prior to the addition of cost) and the grand total (after the consideration of cost). The C3 Alternative scored the lowest in both the sub-total and grand total indicating that cost had an influence only on the second and third place alternatives. The E1a Alternative involved a single school solution, where the E2a + H3 Alternative required the construction of a new Grade 6 school and the renovation of the existing High Rock School for K-5. When viewed separately the K-5 school at High Rock received a lower score than any of the other K-5 alternatives and was therefore viewed as a less desirable solution than a new school for K-5.

Revised 10/06/2015						
		Option C3	Option E1A	Option E2A	Option H3	Option J3
		New 3 Story School on Hillside Site + Parcels F, G, H (option cost includes swing space)	New ES School @ DeFazio East	New G6 School @ DeFazio East (option cost includes one of the H options)	Add / Reno Plan for ES @ High Rock, Detention Area - Existing Gym & Café to Remain	New ES School @ Central Ave
WEIGHT						
30	1. Education					
	Weighted Score	23	26	26	22	28
10	2a. Site Location - Redistricting					
	2a.1 Redistricting					
	Weighted Score	10	2	10	6	10
10	2. Site Location					
	Weighted Score	5	8	8	8	7
10	3. Site Circulation / Traffic Impact					
	Weighted Score	7	8	8	7	9
10	4. Site Amenities					
	Weighted Score	8	10	10	9	9
	SUB-TOTALS	53	54	62	52	63
				57		
30	5. Estimated Cost - Order of Magnitude					
	Weighted Score	17	27	14		24
	GRAND TOTALS	70	81	76	66	87
				71		
	FINAL RANKINGS	4	2	3		1

A general evaluation of the proposed options is outlined below.

- **Option A:** Repair / Code Upgrades Only to Existing Building for K-5
 - Determination that this option does not meet the educational program needs and goals outlined in the PDP. This option was eliminated from further evaluation by a vote from the PPBC and the School Committee on September 21, 2015
- **Option B1:** Additions / Renovations to Existing Building for K-5
 - Determination that although this option met the educational goals outlined in the PDP the “renovation of the existing building” was limited to only a small portion of the building (the gym, cafeteria, and existing kindergarten classrooms) but the location and design of the existing area dictated the design and cost of the new addition as well as the site development to the extent that the value for this option was not equal to the cost. This option was eliminated from further consideration by a vote from the PPBC and the School Committee September 21, 2015.
- **Option C3:** New K-5 School on Existing Site + Purchase of Adjacent Property
 - This option remained under consideration through the evaluation phase of the PSR and scored in the mid-range of the alternatives. However; once the determination that not all of the adjacent properties were available for purchase (see meeting minutes dated October 6, 2015) this option was rendered unobtainable.
- **Option E1a:** New Building on DeFazio Park Site for K-5
 - This option received the second highest score in the Evaluation Criteria Matrix / Scorecard for the K-5 schools. However the redistricting analysis and maps that were developed to study the impact of locating a K-5 school outside of a neighborhood, reducing walkability, showed that this option was the least desirable location for a K-5 school based on the ‘redistrict’ criteria. A review of the onsite circulation, impact to DPW facilities and potential scheduling conflicts between the school and the sports park program use also reduced the desirability of this site. In general this site was considered second to the Preferred Option and scored (overall) the second highest of the K-5 schools in both the Sub-total and in the Grand Total.

- **Option E2a + H3** : New Building on DeFazio for Grade 6 + Additions / Renovations to High Rock School for K-5
 - The School Committee determined that the compromises required for a K-5 school to be located at the existing High Rock School (option H3) were not in line with the needs and goals outlined in the PDP for a K-5 school. This option, which scored the lowest of the K-5 schools, was removed from additional consideration on Oct. 6, 2015.
- **Option J3:** New Building on Central Site (new purchase) for K-5
 - A new school on the Central Ave site met both the educational and program needs and goals outlined in the PDP, additionally the school would be located in the current Hillside School district eliminating or reducing the number of students / families that would be need to be redistricted. Traffic and outdoor play space remained an on-going consideration for this site and will be addressed as part of the development of the project and site design.

Summary of District's Preferred Solution

Ultimately the J3 Alternative, a new K-5 school on the Central Ave site, was selected as the Preferred Solution. This option allows the district to construct a new school within the Hillside School district, eliminates the need to for swing space and the relocation of students during construction, and satisfies the educational and site program needs of the community. Multiple iterations of the Central Ave site plan were studied to confirm that the five-acre buildable portion of the Central Avenue site was sufficient to meet the needs of an elementary school. The Needham Town Manger is in the process of finalizing a License Agreement with the Town of Wellesley, whose land borders the west side of the Central Ave site, for the use of abutting lands as playing field and a nature trail to supplement the play space and outdoor learning area associated with the school. This Option was selected by the School Committee on October 20, 2015 by unanimous vote.

Summary of Local Approval Process

The process undertaken to arrive at the Preferred Solution included a joint meeting with the PPBC and School Committee on September 21, 2015 to remove A1 and B1 options from further consideration. On Oct. 6, 2015 the joint committees voted to remove Alternative C3 and E2a + H3 from further consideration based on the information noted in the Summary of Evaluation of

INTRODUCTION

MODULE 3 – FEASIBILITY STUDY Preferred Schematic Report HILLSIDE SCHOOL

Alternatives. With only two viable options remaining the PPBC voted on October 19, 2015 to support the School Committee in their decision of either alternative. On October 20, 2015 the School Committee voted to recommend Alternative J3c, a new school at the Central Avenue site, as the Preferred Alternative.

Needham Finance Committee met Oct 21, 2015 to recommend the purchase of the Central Ave property for the use of a new school and this was supported by Special Town Meeting Vote on November 2, 2015 with more than two thirds (2/3) majority approval of Warrant Article 13.

The Preferred Schematic Report (PSR) was approved and authorized for submission to the MSBA by the PPBC on November 16, 2015 by the School Committee on November 17, 2015 and by the Board of Selectman on November 24, 2015. The report was submitted on December 1, 2015.



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

MEETING DATE: 11/24/2015

Agenda Item	Doing Business with the Town – Update
Presenter(s)	David Davison, Assistant Town Manager/Director of Finance

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Assistant Town Manager/Director of Finance will discuss with the Board an initiative that the Finance Department is undertaking to reach out to the business community to explain how they can know what opportunities there are to do business with the Town and how the public procurement process works.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	☐ YES	☒ NO
<i>No vote required.</i>			
3.	BACK UP INFORMATION ATTACHED	☐ YES	☒ NO
(Describe backup below)			



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

MEETING DATE: 11/24/2015

Agenda Item	Town Manager's Report
Presenter(s)	Kate Fitzpatrick, Town Manager

1.	BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED		
The Town Manager will update the Board on issues not covered on the agenda.			
2.	VOTE REQUIRED BY BOARD OF SELECTMEN	YES	NO
3.	BACK UP INFORMATION ATTACHED	YES	NO
(Describe backup below)			
none			



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

MEETING DATE: 11/24/2015

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			



For Calendar Year: 2016

TOWN OF NEEDHAM

APPLICATION FOR A WEEKDAY ENTERTAINMENT LICENSE

The undersigned hereby applies for a Weekday Entertainment License in accordance with the provisions of the statutes relating thereto:

Name of Establishment: HEARTH PIZZERIA

Applicant (must be an individual): IUAN MILLAN-PULECIO

If Business is a Corporation / Corporate Name and Officers: Sol Sool Family Foods LLC
Iuan Millan-Pulecio

If Business is not a Corporation, Name of Owner: _____

Address of Establishment: 974 Great Plain Ave. Needham

Mailing Address: _____ Telephone Number: 781-433-0600

Email Address: _____ Fax Number: _____

Describe the type of entertainment at your Establishment: MUSIC, ACOUSTIC, ON
wednesday nights and Occasional Saturdays.

Signature of Applicant: [Signature] Date: 11/17/15

A certificate of insurance showing evidence that the applicant has workers' compensation insurance must be included with this completed application.

Pursuant to M.G.L. Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Signature of Applicant (Mandatory) [Signature]

By Corporate Officer (If applicable) [Signature]

Date (required) 11/17/15

Must Be Supplied

This License will not be issued unless this certification clause is signed by the applicant.

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:	-\$362.65
Water Irrigation:	-\$1,002.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$810.85
Transfer Station Charges:	\$0.00
Total Abatement:	-\$2,175.50

Order #: 1207

Read and Approved:


Assistant Director of Public Works


Director of Public Works

For the Board of Selectmen

Date: 11/24/15

**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	Kaplan	Peter & Joyce	24605	11318	4	Lynn Road	\$0.00	-\$156.85	-\$271.45	-\$428.30	ACC	N
DB	O'Donnell	Paul R	31469	14154	37	Nardone Road	-\$282.00	\$0.00	\$0.00	-\$282.00	ACC	N
DB	Karten	Bruce & Laurie	26811	12744	70	Cynthia Road	-\$237.80	\$0.00	\$0.00	-\$237.80	ACC	N
DB	Sarris	George & Julie	29825	78	17	Peacedale Circle	-\$482.20	\$0.00	\$0.00	-\$482.20	ACC	N
JO	Council on Aging (2)							-\$205.80	-\$539.40	-\$745.20	COA	N
										Total:	-\$2,175.50	

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