

BOARD OF SELECTMEN
November 29, 2011
Needham Town Hall
Agenda

	6:45	Informal Meeting with Citizens
1.	7:00	Introduce Police Lieutenant Matt Forbes <ul style="list-style-type: none"> • Police Chief Phil Droney
2.	7:00	Introduce Police Sergeant Tim Dooher <ul style="list-style-type: none"> • Police Chief Phil Droney
3.	7:00	Introduce New Police Officers <ul style="list-style-type: none"> • Police Chief Phil Droney
4.	7:00	Public Hearing Continuation- Webster Street <ul style="list-style-type: none"> • Verizon • NSTAR
5.	7:00	Public Hearing: Transfer of All Alcohol license – From: Petit Robert To: Petit Needham, LLC, Raji Spencer, Proposed Manager
6.	7:00	Public Hearing: Transfer of All Alcohol license – PII Restaurant, d/b/a Pacini's <ul style="list-style-type: none"> • Anthony Petrakis, Proposed Manager
7.	7:15	Change of Manager- Bickford's Family Restaurant Inc. <ul style="list-style-type: none"> • Goffredo D'Addieco, Proposed New Manager
8.	7:20	Commission on Disabilities <ul style="list-style-type: none"> • Elaine Saunders, Jeanie Martin, Co-Chairs • Karen Peirce, Assistant Director of Park & Recreation/COD Liaison
9.	7:40	Town Manager <ul style="list-style-type: none"> • Approve Memorandum of Understanding with Needham Bank - Eaton Square • Determination of Unique Status - Lincoln Street Property • FY 2013 Budget Consultation • Preliminary Discussion FY2013 – 2017 Capital Improvement Plan
10.	8:00	Board Discussion <ul style="list-style-type: none"> • Committee Reports

APPOINTMENTS

1.	Contributory Retirement Board	Kate Fitzpatrick (term expires: 11/6/2014)
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CONSENT AGENDA ***=Backup attached**

1.	Approve request from Rabbi Mendel Krinsky from the Chabad Jewish Center to hold a Menorah lighting ceremony on the Town Common on Wednesday, December 21, 2011 at 6:00 p.m.
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2.*	Ratify a One Day Special Wines & Malt Beverages License from Sandra Rizkallah of Plugged In Teen Band Program to hold a "Blues, Brews, and BBQ" event on Friday, November 18, 2011 from 7:00pm to 11:00pm at The Village Club, 83 Morton Street, Needham.
3.	Accept the following donations received to the Needham Cultural Council to help support New Year's Needham 2012: Roche Bros.- \$3,000.00; Needham Women's Club- \$1,000.00; Briarwood Healthcare- \$1,000.00; Needham Exchange Club- \$1,000.00; Condon Realty- \$500.00; Dedham Savings- \$500.00; Needham Bank- \$250.00; Middlesex Bank- \$250.00
4.	Approve request from the Needham Business Association to have "meter-free" parking in Needham Center and Needham Heights from November 26, 2011 through New Year's Day.
5.	Accept the following donations received to the Needham Health Department's Gift of Warmth Fund: Needham Women's Club-\$1000; Mr. & Mrs. H.T. Sagafi- \$200; First Baptist Church in Needham- \$1000 ; and Rabbi Carl M. Perkins-\$100
6.	Accept the following donations received to the Needham Cultural Council for New Year's Needham- Beth Israel Deaconess-Needham \$1,000; and Petrini Corp.- \$250.
7.*	Ratify proclamation honoring Thomas J. Leary, Chief of Police
8.	Approve the relocation of the polling place for precincts C and D from the Newman School to the High Rock School during the period that the Newman School is under construction.
9.*	Approve Minutes from October 25, 2011 meeting.
10.*	Approve Water & Sewer Abatement #1133

Board of Selectmen

AGENDA FACT SHEET for 11/29/11

Agenda Item: Introduction of Police Lieutenant

Presenter(s): Phil Droney, Police Chief

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Chief Droney will introduce newly promoted Police Lieutenant Matt Forbes.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES (NO) (circle one)

3. BACK UP INFORMATION ATTACHED:

a. Resume for Matt Forbes

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Board of Selectmen

AGENDA FACT SHEET for 11/29/11

Agenda Item: Introduction of Police Sergeant

Presenter(s): Phil Droney, Police Chief

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Chief Droney will introduce newly promoted Police Sergeant Tim Doohar.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES (NO) (circle one)

3. BACK UP INFORMATION ATTACHED:

a. Resume for Tim Doohar

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Board of Selectmen

AGENDA FACT SHEET for 11/29/11

Agenda Item: Introduction of Police Officers

Presenter(s): Phil Droney, Police Chief

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Chief Droney will introduce five Police Officers who have recently graduated from the Police Academy: Robert Peck, Vincent Turco, Anthony Frongillo, Roger Noll, and Michael Lamb.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES (NO) (circle one)

3. BACK UP INFORMATION ATTACHED:

- a. Resumes for Robert Peck, Vincent Turco, Anthony Frongillo, Roger Noll, and Michael Lamb

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Board of Selectmen
AGENDA FACT SHEET for November 29, 2011

Agenda Item: Continuation Public Hearing: Verizon and NSTAR Petitions for Webster Street

Presenter(s): Ellen M. Joy, Verizon Communications
Maureen Carroll, NSTAR

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

In continuation of its joint hearing held on October 25th, Verizon and NSTAR have submitted separate petitions to request permission to install approximately 125 feet of conduit at pole 2/32 on Webster Street in Needham. The petitions are necessary to provide service to six new units on Putnam Street. These requests are in place of the original joint petition to move the pole.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: Move that the Board of Selectmen approve and sign petition from Verizon to install approximately 125 feet of conduit at pole 2/32 on Webster Street in Needham.

Move that the Board of Selectmen approve and sign petition from NSTAR to install approximately 125 feet of conduit at pole 2/32 on Webster Street in Needham.

The petition is necessary to provide service to six new units on Putnam Street.

3. BACK UP INFORMATION ATTACHED:

- a. Letters of Application (Verizon and NSTAR)
- b. Petitions
- c. Orders
- d. Petition Plans
- e. Notice Sent to Abutters
- f. List of Abutters

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

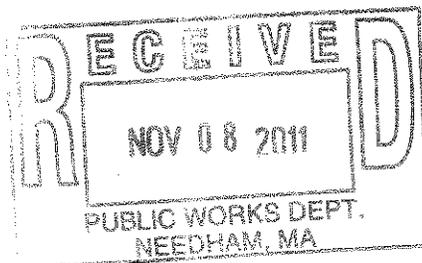
Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____



200 Calvary Street
Waltham, Massachusetts 02453



November 7, 2011

Board of Selectmen
Town Hall
1471 Highland Ave
Needham, MA 02192

C:DPW 11/8/11

RE: **Webster Street
Needham, MA
W.O. #1824516**

Dear Members of the Board:

The enclosed petition and plan is being presented by the NSTAR Electric Company for the purpose of obtaining a Grant of Location to install approximately 125'± feet of conduit at pole 2/32 on Webster Street, Needham.

This work is necessary to provide underground electric service for new residential development @ Putnam Street.

Your prompt attention to this matter is appreciated. If you have any questions please call Maureen Carroll at (617) 369-6421.

Sincerely,

William D. Lemos-Supervisor
Rights & Permits

WDL/aw
Attachments

OK to
Proceed
THU
11/16/11
OK Rep
DPW Supervisor
11/16/11
w/ Verizon

**PETITION OF NSTAR ELECTRIC COMPANY FOR LOCATION FOR
CONDUITS
AND MANHOLES**

To the **Board of Selectmen** of the Town of **NEEDHAM** Massachusetts:

Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

WHEREFORE, your petitioner prays that, after due notice and hearing as provided by law, the Board may by Order grant to your petitioner permission to construct, and a location for, such a line of conduits and manholes with the necessary wires and cables therein, said conduits and manholes to be located, substantially as shown on the plan made by **A. Debenedictis Revised October 26, 2011**, and filed herewith, under the following public way or ways of said Town:

Webster Street - @ and southwesterly from Putnam Street thence turning and running southeasterly to pole 2/32 Webster Street a distance of about 125'± feet - conduit

(WO. 1824120)

NSTAR ELECTRIC COMPANY

BY 
William D. Lemos
Rights & Permits, Supervisor

Dated this 7th day of November 2011

Town of **NEEDHAM** Massachusetts

Received and filed _____ 2011

PETITION FOR CONDUIT LOCATION-CITIES AND TOWNS

To the **Board of Selectmen**
of **Needham, Massachusetts**

VERIZON NEW ENGLAND INC. requests permission to lay and maintain underground conduits and manholes, with the wires and cables to be placed therein, under the surface of the following public way or ways:

Webster Street

The petition proposes to place approximately 125 feet of conduit from existing pole 2/32 on Webster Street in a northeasterly direction to conduit placed by developer on Putnam Street to provide service to six new units on Putnam Street.

Also for permission to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

Plan marked-VZ 11/11-01 dated October 30, 2011 showing location of conduit to be constructed is filed herewith.

VERIZON NEW ENGLAND INC.

By Ellen M. Joy
Manager Rights of Way

Dated this _____ day of _____, 2011.

Petition # 03/11-27

OK to
proceed
TMM
11/16/11
OK Rpm
Dpw Director
11/16/11
W/ NSTM

ORDER FOR LOCATION FOR CONDUITS AND MANHOLES
Town of NEEDHAM

WHEREAS, **NSTAR ELECTRIC COMPANY** has petitioned for permission to construct a line for the transmission of electricity for lighting, heating or power under the public way or ways of the Town thereafter specified, and notice has been given and a hearing held on said petition as provided by law.

It is ORDERED that **NSTAR ELECTRIC COMPANY** be and hereby is granted permission to construct and a location for, such a line of conduits and manholes with the necessary wires and cables therein under the following public way or ways of said Town:

Webster Street - @ and southwesterly from Putnam Street thence turning and running southeasterly to pole 2/32 Webster Street a distance of about 125'± feet - conduit

(WO. 1824120)

All construction work under this Order shall be in accordance with the following conditions:

1. Conduits and manholes shall be located as shown on the plan made by **A. Debeneditis, Revised October 26, 2011** on the file with said petition.
2. Said shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and manholes.
3. Company All work shall be done to the satisfaction of the Board of Selectmen or such officer or officers as it may appoint to supervise the work.

1 _____
2 _____
3 _____
4 _____
5 _____

Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven days prior to the date of the hearing by the Selectmen to all owners of real estate abutting upon that part of the way or ways upon, along or across which the line is to be constructed under said Order, as determined by the last preceding assessment for taxation, and a public hearing held on the _____ day of _____ 2011 at _____ in said Town.

1 _____
2 _____
3 _____
4 _____
5 _____

Board of Selectmen
the Town of
NEEDHAM

CERTIFICATE

I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the _____ day of _____, 2011 and recorded with the records of location Orders of said Town, Book _____, Page _____ and of the certificate of notice of hearing thereon required by Section 22 of Chapter 166 of the General Laws (Ter.Ed.) and any additions thereto or amendments thereof, as the same appear of record.

Attest: _____
Clerk of the Town of **NEEDHAM**, Massachusetts

ORDER FOR CONDUIT LOCATION

In Board of Selectmen of the Town of **Needham**, Massachusetts
ORDERED:

That permission be and hereby is granted to VERIZON NEW ENGLAND INC. to lay and maintain underground conduits, with the wires and cables to be placed therein, under the surface of the following public way or ways as requested in petition of said Company dated the 30th day of October, 2011.

Webster Street

The petition proposes to place approximately 125 feet of conduit from existing pole 2/32 on Webster Street in a northeasterly direction to conduit placed by developer on Putnam Street to provide service to six new units on Putnam Street.

Substantially as shown on plan marked-VZ No. 11/01-01 dated 10-30-2011 filed with said petition. Also that permission be and hereby is granted said VERIZON NEW ENGLAND INC. to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

The foregoing permission is subject to the following conditions:

1. The conduits and manholes shall be of such material and construction and all work done in such manner as to be satisfactory to the Board of Selectmen or to such officers as it may appoint to the supervision of the work, and a plan showing the location of conduits constructed shall be filed with the Town when the work is completed.
2. In every underground main line conduit constructed by said Company hereunder one duct not less than three inches in diameter shall be reserved and maintained free of charge for the use of the fire and police telephone and telegraph signal wires belonging to the Town and used by it exclusively for municipal purposes.
3. Said Company shall indemnify and save the Town harmless against all damages, costs and expense whatsoever to which the Town may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the Town.
4. In addition said Company shall, before a public way is disturbed for the laying of its wire or conduits, execute its bond in a penal sum of Five Thousand Dollars (\$5,000) (reference being had to the bond already on file with said Town) conditioned for the faithful performance of its duties under this permit.
5. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and wires, so far as the same are not inconsistent with the laws of the Commonwealth.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of **Needham**, Massachusetts, held on the _____ day of _____ 2011.

Clerk of Selectmen

We hereby certify that on _____ 2011, at _____ o'clock _____ M. at _____ a public hearing was held on the petition of the

VERIZON NEW ENGLAND INC. for permission to lay and maintain underground conduits, manholes and connection, with the wires and cables to be placed therein, described in the order herewith recorded, and that we mail at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to construct the lines of said Company under said order. And that thereupon said order was duly adopted.

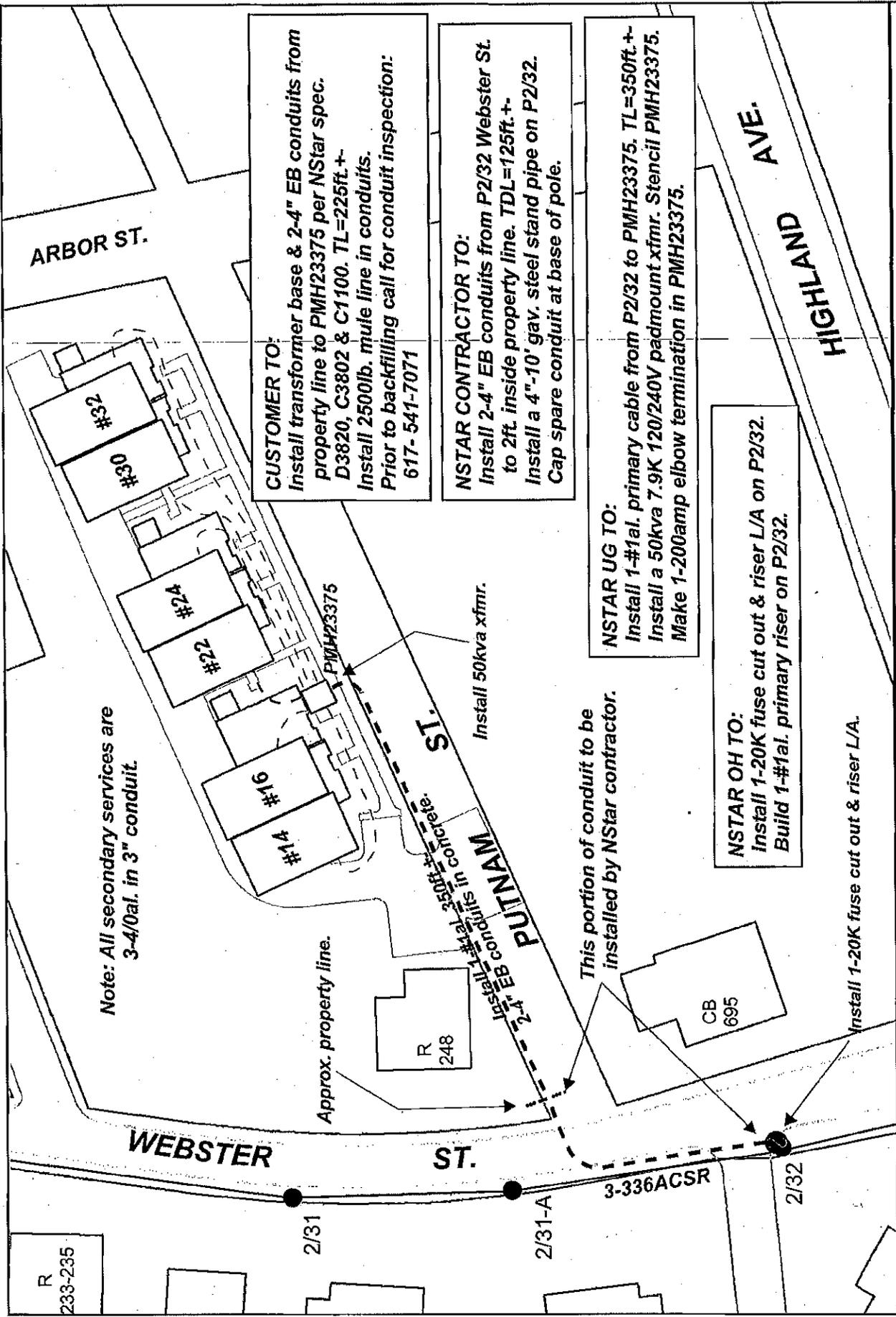
Selectmen of the Town of **Needham**, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of location order, and certificate of hearing with notice adopted by the Board of Selectmen of the Town of **Needham**, Massachusetts, on the _____ day of _____ 2011, and recorded with the records of location orders of said Town, Book _____ Page _____. This certified copy is made under the provisions of Chapter 166 General Laws and any additions thereto or amendments thereof.

Attest:

Town Clerk



CUSTOMER TO:
 Install transformer base & 2-4" EB conduits from property line to PMH23375 per NStar spec. D3820, C3802 & C1100. TL=225ft.+-
 Install 2500lb. mule line in conduits.
 Prior to backfilling call for conduit inspection:
 617- 541-7071

NSTAR CONTRACTOR TO:
 Install 2-4" EB conduits from P2/32 Webster St. to 2ft. inside property line. TDL=125ft.+-
 Install a 4"-10' gav. steel stand pipe on P2/32.
 Cap spare conduit at base of pole.

NSTAR UG TO:
 Install 1-#1al. primary cable from P2/32 to PMH23375. TL=350ft.+-
 Install a 50kva 7.9K 120/240V padmount xfmr. Stencil PMH23375.
 Make 1-200amp elbow termination in PMH23375.

NSTAR OH TO:
 Install 1-20K fuse cut out & riser L/A on P2/32.
 Build 1-#1al. primary riser on P2/32.

Note: All secondary services are 3-4/0al. in 3" conduit.

Approx. property line.

Install 50kva xfmr.

This portion of conduit to be installed by NStar contractor.

Install 1-20K fuse cut out & riser L/A.



W.O. 1824120 Circuit 148-H4 Village Craftsman June 2011 J. Iafolla NSTAR
 Putnam St. Needham Revised October 2011

**PETITION PLAN
VERIZON NEW ENGLAND INC**

Municipality: NEEDHAM, Massachusetts

No. 6AB2X4

Electric-Power Co.: N/A

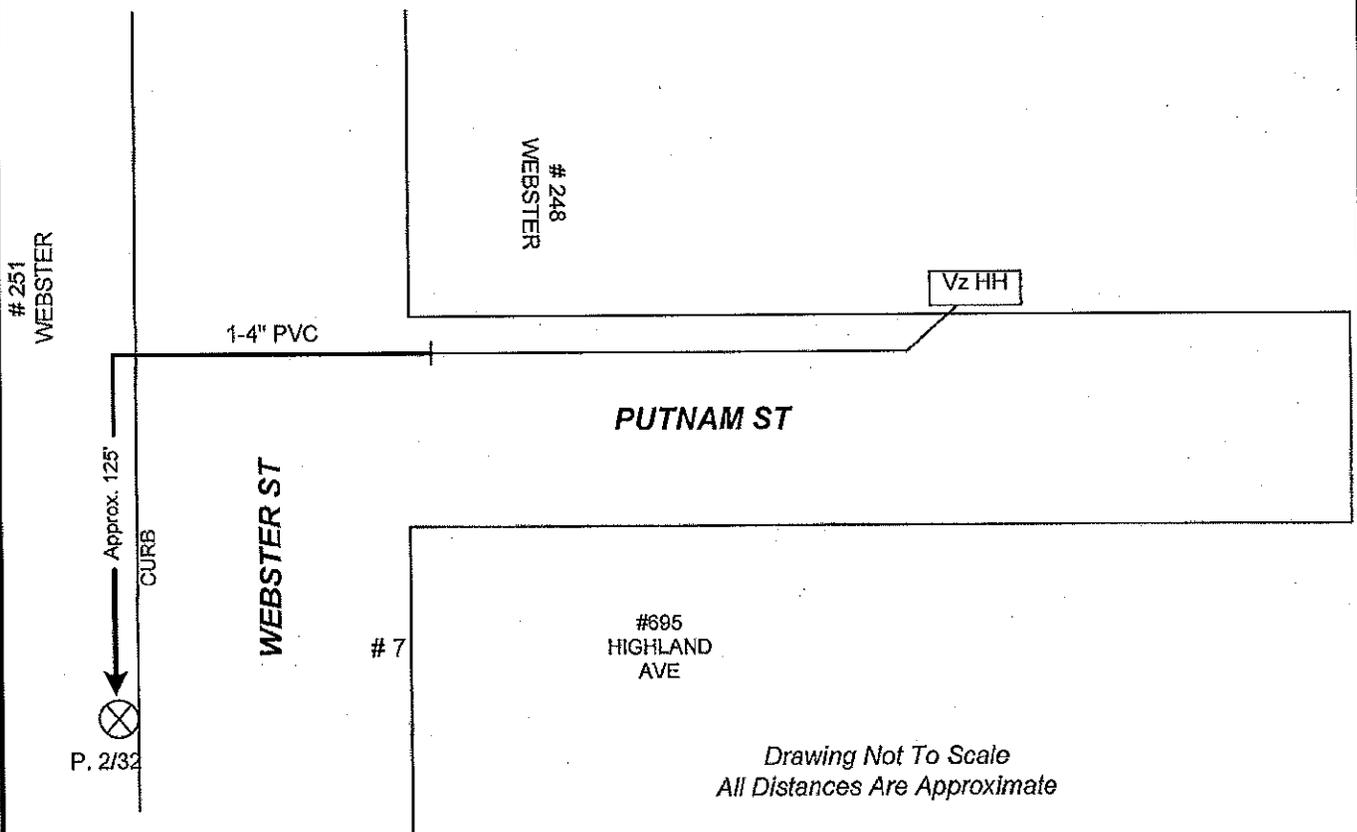
Date: 10/30/2011

Showing: PROPOSED NEW JCONDUIT FROM P 2/32 WEBSTER ACROSS TO PUTNAM ST



Proposed: Proposed new conduit for telephone service.

Purpose: To feed new houses on Putnam St.



*Drawing Not To Scale
All Distances Are Approximate*

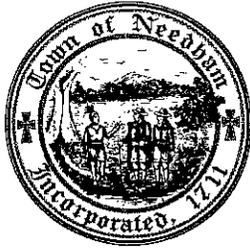
Prepared By: Kathleen Fitzmaurice, (781) 939-3598

LEGEND

Checked By: _____

- | | | | |
|--|--|--|--|
| | - Existing J.O. Pole to Remain* | | - Proposed J.O. Pole Location* |
| | - Existing Verizon N.E. Inc. S.O. Pole to Remain** | | - Proposed Verizon N.E. Inc. S.O. Pole Location** |
| | - Existing Verizon N.E. Inc. Location to be Held Jointly | | - Existing Power Co. Location to be Held Jointly |
| | - Existing Verizon N.E. Inc. Pole Location to be Abandoned | | - Existing Power Co. Pole Location to be Abandoned |
| | - Existing Verizon N.E. Inc. Manhole | | - Existing J.O. Pole Location to be Abandoned* |
| | - Existing Verizon N.E. Inc. Buried Cable | | - Proposed Verizon N.E. Inc. Manhole Location |
| | - Existing Verizon N.E. Inc. Conduit | | - Proposed Verizon N.E. Inc. Buried Cable Location |
| | | | - Proposed Verizon N.E. Inc. Conduit Location |

*J.O. indicates Poles Jointly-Owned by Verizon N.E., Inc. & Power Co.
**S.O. indicates Poles Solely-Owned by Verizon N.E., Inc. or Power Co.



NOTICE

To the Record

You are hereby notified that a continuation of the October 25th public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on November 29, 2011.** upon joint petition of Verizon and NSTAR originally dated August 24, 2011 to place approximately 125 feet of conduit from existing pole 2/32 on Webster Street in a northeasterly direction to conduit placed by a developer on Putnam Street. The petition is necessary in order to provide service to six new units on Putnam Street. A public hearing is required and abutters should be notified.

Maurice Handel
Gerald A. Wasserman
Daniel P. Matthews
John A. Bulian
James G. Healy

BOARD OF SELECTMEN

Dated: November 17, 2011

CONDUIT FROM POLE 2/32

<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>	<u>OWNER ZIP</u>
199/070.0-0003-0000.0	245	WEBSTER ST	COLLINS, LETISIA E.	245 WEBSTER ST	NEEDHAM HTS	MA	02494
199/070.0-0004-0000.0	253	WEBSTER ST	BEDIGAN, SANDRA J	253 WEBSTER ST	NEEDHAM HTS	MA	02494
199/070.0-0005-0000.0	707	HIGHLAND AVE	TOWN OF NEEDHAM HEIGHTS FIRE STATION	1471 HIGHLAND AVE	NEEDHAM	MA	02492
199/077.0-0012-0000.0	687	HIGHLAND AVE	HILLCREST CONDOMINIUM TRUST	687 HIGHLAND AVENUE	NEEDHAM	MA	02494
199/077.0-0012-0010.0	687	HIGHLAND AVE	MAGIER, EUGENE M., TRUSTEE ABM REALTY TRUST	35 BRANDEIS ROAD	NEWTON	MA	02459
199/077.0-0012-0012.0	687	HIGHLAND AVE	MAGIER, EUGENE M., TRUSTEE ABM REALTY TRUST	35 BRANDEIS ROAD	NEWTON	MA	02459
199/077.0-0012-0014.0	687	HIGHLAND AVE	BNS PROPERTIES, LLC	687 HIGHLAND AVE, SUITE 2	NEEDHAM	MA	02494
199/077.0-0012-0016.0	687	HIGHLAND AVE	113 UNION WHARF, LLC	45 KINGS RD	CANTON	MA	02021
199/077.0-0012-0018.0	687	HIGHLAND AVE	GLOU, ALAN B.	233 COUNTRY WAY	NEEDHAM	MA	02492
199/077.0-0012-0020.0	687	HIGHLAND AVE	HARUTUNIAN, EDWARD J.	P. O. BOX 850	NEEDHAM	MA	02494
199/077.0-0012-0030.0	687	HIGHLAND AVE	BNS PROPERTIES, LLC	687 HIGHLAND AVE, SUITE 2	NEEDHAM	MA	02494
199/077.0-0012-0032.0	687	HIGHLAND AVE	BNS PROPERTIES, LLC	687 HIGHLAND AVE, SUITE 2	NEEDHAM	MA	02494
199/077.0-0012-0034.0	687	HIGHLAND AVE	113 UNION WHARF LLC	45 KINGS RD	CANTON	MA	02021
199/077.0-0012-0036.0	687	HIGHLAND AVE	113 UNION WHARF LLC	45 KINGS RD	CANTON	MA	02021
199/077.0-0012-0038.0	687	HIGHLAND AVE	113 UNION WHARF LLC	45 KINGS RD	CANTON	MA	02021
199/077.0-0012-0040.0	687	HIGHLAND AVE	BNS PROPERTIES LLC	687 HIGHLAND AVE, SUITE 2	NEEDHAM	MA	02494

<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>	<u>OWNER ZIP</u>
199/077.0-0012-0042.0	687	HIGHLAND AVE	CPC HILLCREST, LLC	687 HIGHLAND AVE UNIT 16	NEEDHAM	MA	02494
199/077.0-0012-0044.0	687	HIGHLAND AVE	CPC HILLCREST, LLC	687 HIGHLAND AVE UNIT 17	NEEDHAM	MA	02494
199/077.0-0012-0050.0	687	HIGHLAND AVE	RABB, MICHAEL S	687 HIGHLAND AVE, UNIT 11	NEEDHAM	MA	02494
199/077.0-0012-0052.0	687	HIGHLAND AVE	CASPER, ROBERT M., TRUSTEE SAMNIK REALTY TRUST	147 OXBOW RD	NEEDHAM	MA	02492
199/077.0-0012-0054.0	687	HIGHLAND AVE	GLOU, ALAN B., TRUSTEE 687-13 HIGHLAND AVENUE REALTY TRUST	687 HIGHLAND AVENUE UNIT 13	NEEDHAM	MA	02494
199/077.0-0014-0000.0	695	HIGHLAND AVE	S-BNK NEEDHAM HEIGHTS, LLC C/O TRAMMEL CROW CO.	P O BOX 14115	READING	PA	19612-4115
199/077.0-0015-0000.0	248	WEBSTER ST	ROSSI, ALBERT H. & ROSSI, MARY A.	248 WEBSTER ST	NEEDHAM HTS	MA	02494
199/077.0-0016-0000.0	0	PUTNAM ST	CRAFTSMAN VILLAGE NEEDHAM II, LLC	206 AYER ROAD, SUITE 5	HARVARD	MA	01451
199/077.0-0031-0000.0	226	WEBSTER ST	226-228 WEBSTER ST CONDO	226-228 WEBSTER STREET	NEEDHAM	MA	02494
199/077.0-0031-0226.0	226	WEBSTER ST	BARNET, DEBORAH J., TRUSTEE 226 WEBSTER STREET REALTY TRUST	226 WEBSTER STREET	NEEDHAM	MA	02494
199/077.0-0031-0228.0	228	WEBSTER ST	HILL, JENNIFER M.	8710 PICCADILLY PLACE	SPRINGFIELD	VA	22151

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.....



Board of Selectmen

AGENDA FACT SHEET for November 29, 2011

Agenda Item: Public Hearing – Transfer of All Alcoholic Beverages License
Petit Needham, LLC d/b/a Petit Robert Bistro Needham located at
45 Chapel Street.

Presenter: Raji D. Spencer, Proposed Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Raji D. Spencer is requesting a transfer of license to sell All Alcoholic beverages as a restaurant located at 45 Chapel Street from Petit Robert Needham, Jacky Robert, Manager to Petit Needham, LLC. The premise has 2,690 sq. ft., on the first floor, with seating capacity for 100 patrons and 399 sq. ft. located in the basement for general storage and office space. There are two entrances/exits on level one; an entrance at the front of the building for guests, and a rear entrance for deliveries and emergency exit. Mr. Spencer also seeks waivers of Town of Needham Regulations for the Sale of Alcoholic Beverages:

- Section 3.1 Service Bar/Waiting Area
- Section 7.3 Operation of Restaurant for twelve month period immediately preceding application.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

3. Suggested Motion: That the Board of Selectmen vote to approve the applications for a transfer of an All Alcohol License under the Town of Needham Regulations For The Sale of Alcoholic Beverages in Restaurants and Function Rooms with a Seating Capacity of Not Less than 100 Persons for Petit Needham, LLC d/b/a Petit Robert Bistro Needham, Raji D. Spencer, including waivers of the Town of Needham Regulations for the Sale of Alcoholic Beverages, Section 3.1 and 7.3 and to forward the approved Alcohol License Transfer application to the ABCC for an approval.

4. BACK UP INFORMATION ATTACHED:

1. Cover Letter
2. Application for License
3. Articles of Organization
4. Site Plan
5. Vote of Corporate Board- Manager
6. Manager Application
7. Petition for Transfer of Ownership
8. Lease Agreement
9. Legal Notice Information

5. SIGN OFF/APPROVAL REQUIRED:

a. Town Manager	yes	no	NA	_____
b. Town Counsel	yes	no	NA	_____
c. Finance Director	yes	no	NA	_____
d. <u>ABCC</u>	[yes]	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

Petit Needham, LLC

298 Harvard Road
Bolton, MA 01740
(508) 656-0492

October 31, 2011

Town of Needham and ABCC
Needham Town Hall Offices
500 Dedham Avenue
Needham, MA 02492

Re: Application for Transfer of Retail Alcoholic Beverage License

Petit Needham, LLC of Bolton, Massachusetts has entered into an agreement to purchase the assets of the business operation known as Petit Robert Bistro at 45 Chapel Street in Needham, Massachusetts. The board of directors has unanimously authorized this transaction and the appointment of Raji D. Spencer as Manager of Record.

Petit Needham, LLC will operate in accordance with all of the conditions specified in the license. This includes limitations specified for the type of food that will be served, hours of operation, customer seating, parking, number of employees, and all other conditions specified in the Special Permit.

Therefore, we request the transfer of the Retail Alcoholic Beverage License to Petit Needham, LLC at your next meeting.

Sincerely,



Raji D. Spencer
Managing Partner
Petit Needham, LLC

Application for Retail Alcoholic Beverage License

City/Town

Needham

1. Licensee Information:

Legal Name/Entity of Applicant:(e.g Corporation, LLC, Individual) Petit Needham, LLC

Business Name (if different): Petit Robert Bistro Needham

Manager of Record: Raji D. Spencer

ABBC License Number (for existing licenses only): 77000013

Address of Licensed Premises: 45 Chapel Street

CITY/TOWN: Needham

STATE: MA

ZIP: 01740

Business Phone: (781) 559-0532

Cell Phone: (508) 656-0498

Email: 2rds Spencer@gmail.com

Website: petitrobertbistro.com

2. Transaction:

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

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: 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 General On-Premise §12 Tavern (No Sundays) §15 Package Store

4. License Category:

- All Alcoholic Beverages Wine & Malt Beverages Only Wine or Malt Only
 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 to be licensed. The description should include the location of all entrances and exits.

Petit Robert Bistro Needham is an existing and fully operating restaurant located 45 Chapel Street, Needham, MA 02492. The facility for the restaurant is leased space of approximately 3,008 square feet, where 2,609 square feet is located on level one and 399 square feet is located in the basement. Level one space is a 100 seat restaurant serving meals for consumption on the premises and at tables with service provided by waitress/waiter together with a take-out operation. The basement is for general storage, secure beverage storage, and office space. There are two entrances/exits both on level one. The first entrance is at the front of the restaurant for guests and the other at the back of the restaurant for deliveries, employees and emergency exits.

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

Occupancy Number:

Seating Capacity:

8. Occupancy of Premises:

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

Final Assignment of Lease

IMPORTANT ATTACHMENTS: 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): Corporation

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

IMPORTANT ATTACHMENTS: If yes, the Landlord is deemed a person or entity with a financial or beneficial interest in this license. Each individual with an ownership interest in the Landlord must be disclosed in §10 and must submit a completed Personal Information Form attached to this application. Entity formation documents for the Landlord entity must accompany the application to confirm the individuals disclosed.

9. Licensee Structure:

The Applicant is a(n):

Other:

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

State of Incorporation/Organization:

Date of Incorporation/Organization:

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: All individuals or entities listed below are required to complete a Personal Information Form.

Name	Title	Stock or % Owned	Other Beneficial Interest
Raji D. Spencer	Managing Partner	100%	N/A

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

11. Existing Interests 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
	<input type="text" value="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. Criminal Record:

Has any individual listed in §10 or who has a direct or indirect beneficial interest in this license ever been convicted of a municipal, state, federal or military crime? Yes No

If yes, the individual must provide an affidavit as to any and all charges as well as the disposition.

15. Citizenship and Residency Requirements for a (§15) Package Store License ONLY:

- Are all Directors/LLC Managers U.S. Citizens? Yes No
- Are a majority of Directors/LLC Managers Massachusetts Residents? Yes No
- Is the License Manager or Principal Representative a U.S. Citizen? Yes No
- Are all members and partners involved at least twenty-one years old? Yes No

16. Citizenship and Residency Requirements for (§12) Restaurant, Hotel, Club, General On Premise, Tavern, Veterans Club License ONLY:

- Are all Directors/LLC Managers U.S. Citizens? Yes No
- Are a majority of Directors/LLC Managers Massachusetts Residents? Yes No
- Is the License Manager or Principal Representative a U.S. Citizen? Yes No

17. Costs Associated with License Transaction:

A. Purchase Price for Real Property:	<input type="text"/>
B. Purchase Price for Business Assets:	\$210,000.00
C. Costs of Renovations/Construction:	<input type="text"/>
D. Initial Start-Up Costs:	<input type="text"/>
E. Purchase Price for Inventory:	<input type="text"/>
F. Other: (Specify)	<input type="text"/>
G: TOTAL COST	\$210,000.00
H. TOTAL CASH	\$110,000.00
I. TOTAL AMOUNT FINANCED	\$100,000.00

IMPORTANT ATTACHMENTS: Submit any and all records, documents and affidavits including loan agreements that explain the source(s) of money for this transaction. Sources of cash should include a minimum of three (3) months of bank statements.

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

18. Provide a detailed explanation of the form(s) and source(s) of funding for the costs identified in §17 (include loans, mortgages, lines of credit, notes, personal funds, gifts):

Source of Funds - Cash: Provided from personal funds as a result of salary received as a former employee of JPMorgan
 Source of Funds - Financing: A loan from Needham Bank

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

19. List each lender and loan amount(s) from which "total amount financed" noted in subsections 17(I) will derive:

Name	Dollar Amount	Type of Financing
Needham Bank	\$100,000.00	5 Year Term Loan

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

Does any individual or entity listed in §19 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:

20. Pledge: (i.e. collateral for a loan)

Is the applicant seeking approval to pledge the license? Yes No

If yes, describe terms and conditions and to whom:

If a corporation, is the applicant seeking approval to pledge any of the corporate stock? Yes No

If yes, to whom:

Number of Shares

Is the applicant pledging the inventory? Yes No

If yes, to whom:

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

21. Construction of Premise

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

If all the information is not completed the application may be returned

Additional Space

Please note which question you are using this space for.

MANAGER INFORMATION

Employment for the last ten years (cont.)

07/01 - 03/03, Consultant, Accenture, Atlanta, GA

PETITION FOR TRANSFER OF OWNERSHIP (cont.)

PRESENT licensee additional stockholder

John Robert Vipond Partner 24 HIGHLAND AVE #4, CAMBRIDGE MA 02139 21.65%



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$500.00

Secretary of the Commonwealth, Corporations Division
One Ashburton Place, 17th floor
Boston, MA 02108-1512
Telephone: (617) 727-9640

Certificate of Organization

(General Laws, Chapter)

Federal Employer Identification Number: 001060745 (must be 9 digits)

1. The exact name of the limited liability company is: PETIT NEEDHAM, LLC

2a. Location of its principal office:

No. and Street: 45 CHAPEL STREET
City or Town: NEEDHAM State: MA Zip: 02492 Country: USA

2b. Street address of the office in the Commonwealth at which the records will be maintained:

No. and Street: 45 CHAPEL STREET
City or Town: NEEDHAM State: MA Zip: 02492 Country: USA

3. The general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:

THE GENERAL CHARACTER OF THE BUSINESS OF THE LLC IS TO ESTABLISH, PURCHASE, LEASE AND OTHERWISE ACQUIRE, HOLD, USE, EQUIP, OUTFIT, SUPPLY, SERVICE, MAINTAIN, OPERATE, SELL, AND OTHERWISE DISPOSE OF, RESTAURANTS, INNS, TAVERNS, CAFES, BISTROS, BARS, AND OTHER EATING, DRINKING AND ENTERTAINMENT ESTABLISHMENTS OF EVERY KIND AND DESCRIPTION, AND GENERALLY TO CONDUCT THE BUSINESS OF RESTAURATEURS, CATERERS, INNKEEPERS, BARKEEPERS, AND PURVEYORS AND SUPPLIERS, PREPARERS, SERVERS AND DISPENSERS OF FOOD AND DRINK, AND IN CONNECTION THEREWITH, TO PURCHASE AND SELL ALL KINDS AND TYPES OF BEER, ALES, LIQUORS AND ANY AND ALL TYPES OF ALCOHOLIC BEVERAGES; AND TO ENGAGE IN ALL ACTIVITIES, TO RENDER ALL SERVICES, AND TO BUY, SELL, USE, HANDLE, AND DEAL IN ALL FIXTURES, MACHINERY, APPARATUS, EQUIPMENT, ACCESSORIES, TOOLS, MATERIALS, PRODUCTS, AND MERCHANDISE INCIDENTAL OR RELATED THERETO, OR OF USE THEREIN AND TO CARRY ON ANY LAWFUL BUSINESS, TRADE, PURPOSE OR ACTIVITY PERMITTED BY THE LAWS OF THE COMMONWEALTH OF MASSACHUSETTS TO A LIMITED LIABILITY COMPANY ORGANIZED UNDER GENERAL LAWS, CHAPTER 156C, AS AMENDED FROM TIME TO TIME.

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: RAJI D. SPENCER
No. and Street: 298 HARVARD ROAD
City or Town: BOLTON State: MA Zip: 01740 Country: USA

I, RAJI D. SPENCER resident agent of the above limited liability company, consent to my appointment as the resident agent of the above limited liability company pursuant to G. L. Chapter 156C Section 12.

6. The name and business address of each manager, if any:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code

7. The name and business address of the person(s) in addition to the manager(s), authorized to execute documents to be filed with the Corporations Division, and at least one person shall be named if there are no managers.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
SOC SIGNATORY	RAJI D. SPENCER	45 CHAPEL STREET NEEDHAM, MA 02492 USA

8. 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 First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	RAJI D. SPENCER	45 CHAPEL STREET NEEDHAM, MA 02492 USA

9. Additional matters:

**SIGNED UNDER THE PENALTIES OF PERJURY, this 8 Day of September, 2011,
KIRK A. CARTER, ORGANIZER**

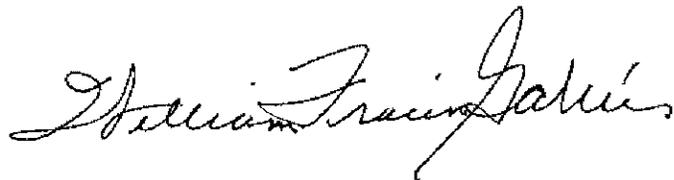
(The certificate must be signed by the person forming the LLC.)

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:

September 08, 2011 06:50 AM

A handwritten signature in cursive script, reading "William Francis Galvin". The signature is written in black ink and is centered on the page.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

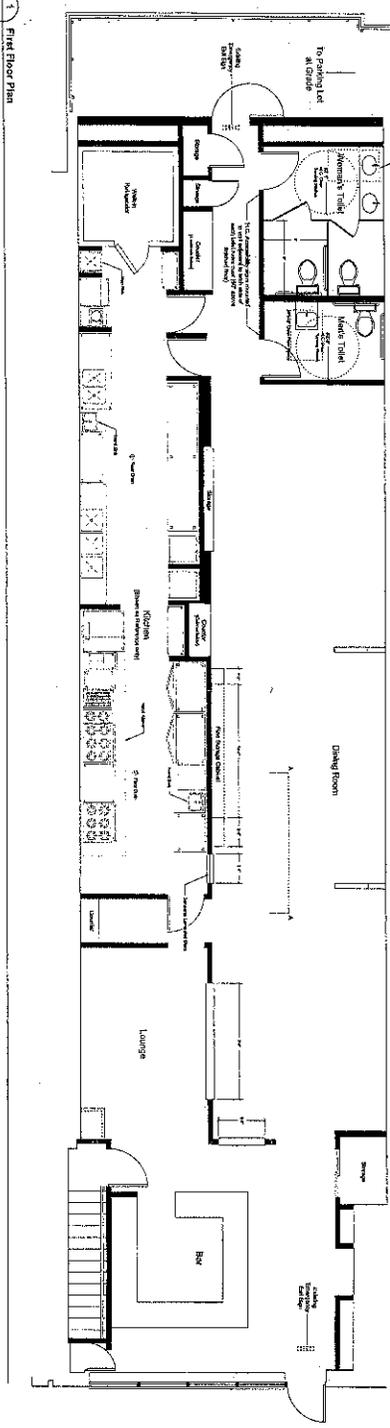
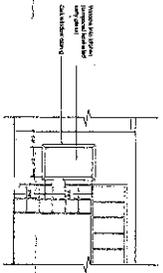
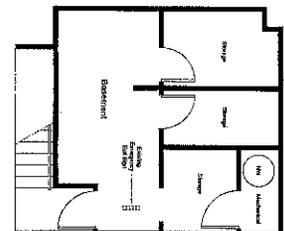
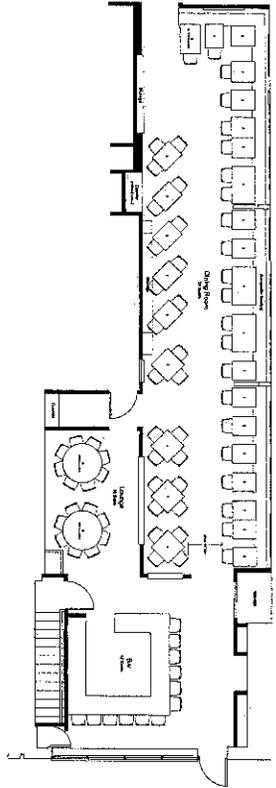
NOTES:

- The scope of this seating plan does not include plumbing, HVAC, electrical, fire protection, and structural engineering systems.
- As indicated, the layout of the kitchen shall be for reference only. Actual configuration of equipment and engineering systems are not included in the scope of this drawing. Any modifications to layout, equipment and landscaping assemblies or fixtures are indicated on this drawing.
- Tabletop equipment (stove, sink, etc.) is shown where indicated.

REFERENCES:

110798 - Working N.C. Plans date required to meet minimum required dimensions of 10' x 7'.

111985 - Seating layout modified - increased total seats from 113 to 100.



Braga-Privitera
243 Harvard Street Suite 2 Boston, MA 02115
Telephone: (617) 452-0201 Email: bpriva@braga-privitera.com

COLE AND GOYETTE
Architects and Planners Inc.
955 Massachusetts Avenue
Cambridge MA 02139



PETIT ROBERT BISTRO
45 CHAPEL STREET
NEEDHAM MASSACHUSETTS 02492

Floor & Seating Plan As-Built

SCALE: 1/4" = 1'
ORIGINAL DATE: 1/10/09
REVISION DATE: 11/19/06



October 31, 2011

Town of Needham & Massachusetts ABCC
Needham Town Hall Offices
500 Dedham Avenue
Needham, MA 02492

Re: Application for Transfer of Retail Alcoholic Beverage License

Please accept this letter as a request and authorization from the Board of Directors for the transfer of an All Alcoholic Beverages Permit

from Petit Robert Needham, LLC d/b/a Petit Robert Bistro at 1-45 Chapel Street

to Petit Needham, LLC of 298 Harvard Road, Bolton, MA 01740.

Petit Needham, LLC of Bolton, Massachusetts has entered into an agreement to purchase the assets of the business operation known as Petit Robert Bistro at 45 Chapel Street in Needham, Massachusetts. Therefore, we request the transfer of the Retail Alcoholic Beverage License to Petit Needham, LLC.

Sincerely,

A handwritten signature in black ink that reads "Jacky Robert". The signature is written in a cursive style and is positioned above the printed name.

Jacky Robert
Directeur-Proprietaire
Petit Robert Needham, LLC

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:

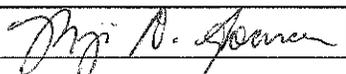
Legal Name of Licensee:	Petit Needham, LLC	Business Name (d/b/a)	Petit Robert Bistro		
Address:	45 Chapel Street				
City/Town	Needham	State	MA	Zip Code	01740
ABCC License Number: (If existing licensee)	77000013	Phone Number of Premise	(781) 559-0532		

2. Manager Information:

Name:	Raji D. Spencer	Cell Phone Number:	(508) 656-0492
Are you a U.S. Citizen:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Court and Date of Naturalization:	
<small>(Submit proof of citizenship and/or naturalization such as Voter's Certificate, Birth Certificate or Naturalization Papers)</small>			
List the number of hours per week you will spend on the licensed premises:	30-60		
Have you ever been charged or convicted of a state, federal or military crime?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<small>If yes, attach an affidavit as to all charges and disposition.</small>			
Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, please describe:			
Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, please describe:			
Have you ever been the Manager of Record of a license that was issued by this Commission?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, please describe:			
Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):			
03/03 - 03/11, Chief Financial Officer, JPMorgan, 1 Beacon Street, Boston, MA, 877-576-2427			
<small>*If additional space is needed, please use the last page*</small>			

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

11/03/2011

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

PETITION FOR TRANSFER OF OWNERSHIP

77000013

ABCC License Number

Needham

City/Town

The licensee Petit Robert Needham, LLC and the proposed transferee Petit Needham, LLC respectfully petition the Licensing Authorities to approve the following transfer of ownership.

Is the PRESENT licensee a Corporation/LLC duly registered under the laws of the Commonwealth of Massachusetts?

Yes No If YES, please list the officers, directors and stockholders, their residences, and shares owned by each.

Name	Title	Address	Stock or % Owned
* Jacky Robert	Partner	31 ELM STREET, BELMONT MA 02478	15%
* Loic Le Garrec	Managing Partner	8 LINDEN STREET, BOSTON MA 02127	15%
Olivier Franza	Partner	9 HOLYOKE STREET, #4, BOSTON MA 02116	21.65%
Paul Licari	Partner	P.O. BOX 1454, GARNTHAM NH 03753	5%
Paul J Walker	Partner	1105-8871 LANSLOWNE ROAD, RICHMOND BC V6X 3X8	21.65%

Is the PROPOSED transferee a Corporation/LLC, duly registered under the laws of the Commonwealth of Massachusetts?

Yes No If YES, please list the officers, directors and stockholders, their residences, and shares owned by each.

TO: (Place an * before the name of each DIRECTOR/LLC Manager.)

Name	Title	Address	Stock or % Owned
* Raji D. Spencer	Managing Partner	298 HARVARD RD, BOLTON, MA 01740	100

The above named proposed transferee hereby joins in this petition for transfer of said license.

SIGNATURE OF LAST-APPROVED LICENSEE:

Jacky Robert

(If a Corporation/LLC, by its authorized representative)

Date Signed

11/4/2011

SIGNATURE OF PROPOSED TRANSFEREE:

Raji D. Spencer

ASSIGNMENT, AMENDMENT TO LEASE AND CONSENT

THIS ASSIGNMENT, AMENDMENT TO LEASE AND CONSENT ("Agreement") is made as of this 02 day of November, 2011, by and between Petit Robert Needham, LLC ("Assignor" or "Tenant"), Petit Needham, LLC ("Assignee"), and Petrini Corporation, a Massachusetts corporation ("Landlord").

WHEREAS, Assignor is the tenant, and Landlord is the landlord, under that certain Lease dated May 14, 2008, as amended by First Amendment of Lease, dated September 1, 2008 and by a Second Amendment of Lease, dated December 31, 2010 for certain premises described therein ("Premises") located at 45 Chapel Street, Needham, Massachusetts ("Lease"), and

WHEREAS, Assignee is purchasing certain assets from Assignor under an Asset Purchase Agreement dated November 02, 2011, including but not limited to an assignment of the Lease and is entering into a License and Services Agreement dated November 02, 2011; and

WHEREAS, Assignor desires to assign such Lease to Assignee, and

WHEREAS, Assignees desire to receive such assignment of the Lease and to assume certain obligations of the Assignor under such Lease on the terms and provisions hereof, and

WHEREAS, Landlord consents to such assignment, agrees to modify the Lease as provided herein below, and desires to accommodate such assignment and assumption subject to the terms and provisions hereof.

THEREFORE, Assignor, Assignee and Landlord agree as follows:

1. Transfer. FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, Assignor does hereby assign, transfer, set over, convey and deliver to Assignee, jointly and severally, and their successors and assigns, the entire interest of Assignor in and to the Lease, including, without limitation, Tenant's interest, if any, in improvements to or in the Premises. Landlord hereby consents to the transfer of the Lease from Assignor to Assignee.

2. Assumption. For the benefit of Assignor and Landlord, Assignees hereby assume and agrees to perform the obligations of Tenant that accrue under the Lease, including but not limited to the payment of rent and additional rent, on and after the "Transfer Date" as defined below. As stated in the recitals, Assignor has agreed to sell Assignee certain assets of Assignor's business pursuant to the Asset Purchase Agreement. Landlord, Assignor and Assignee hereby agree that this Assignment shall not become effective, unless and until the date that the sale of the Assignor's assets contemplated under the Asset Purchase Agreement is fully consummated and the purchase price is paid (the "Transfer Date").

3. No Release. Notwithstanding any provisions in the Lease to the contrary, Assignor and any guarantors, if any, shall remain liable under the Lease and there shall be no release of any of Assignor's obligations or liabilities under the Lease.

4. Indemnity. Assignee shall indemnify and hold harmless Assignor for any claims arising out of the failure of the Assignee to pay and perform any obligation under the Lease accruing on or after the Transfer Date. Assignor shall indemnify and hold harmless Assignee for any Claim arising out of the failure of Assignor to pay and/or perform any obligation under the Lease accruing before the Transfer Date. The indemnities contained in this Section shall extend to reasonable attorneys fees, other professional fees and costs incurred by the indemnified party in connection with any indemnified claim. Assignee and Assignor expressly state and intend that the term "Claim" includes, without limitation, any known or unknown, suspected or unsuspected claims.

5. No Prior Transfers. Assignor and Landlord each represent that it has not made any other assignment, sublease, transfer, conveyance or other disposition ("Transfer") of the Lease, any interest in the Lease, or any claim, arising from or related to the Lease. Assignor and Landlord each agree to indemnify and hold harmless the Assignee from any claim arising from such Transfer. This obligation to indemnify and hold harmless shall include the obligation to pay reasonable attorneys' fees and costs incurred by the indemnified party, whether or not litigation is commenced.

6. Miscellaneous.

a. Voluntary Agreement. The parties have read this Agreement, including (without limitation) the releases and discharges, if any, contained in it, and, on advice of counsel, they have freely and voluntarily entered into the Agreement.

b. Condition Precedent. Assignee shall not be bound by this Agreement unless the Assignor transfers good and marketable title to the Purchased Assets to Assignee free of all encumbrances and liens as contemplated by the Asset Purchase Agreement.

c. Attorneys' Fees. If a party commences an action against another party arising out of or in connection with this Agreement, the prevailing party shall be entitled to recover from the losing party reasonable attorneys' fees and costs of suit.

d. Successors. This Agreement shall be binding on and inure to the benefit of the parties and their heirs, successors and assigns.

e. Representations and Covenants of the Landlord. Landlord represents, warrants and agrees to Assignor and Assignee that

i. No consent of the Landlord's lender(s) or any other third party is required for or as a condition precedent to the effectiveness of this Agreement;

ii. Subject to Assignor's obligation to tender proceeds from the closing under the Asset Purchase Agreement to pay outstanding rent and other amounts due and owing Landlord, if any, the Lease is a valid and subsisting lease, without any defaults by either party, or events that could with the passage of time constitute a default;

iii. As of the Transfer Date, the Landlord has no existing defenses or offsets against the enforcement of the Lease by Assignor;

iv. As of the Transfer Date, all conditions of the Lease to be performed by Assignor and necessary to the enforceability of the Lease have been satisfied;

v. As of the Transfer Date, there are no uncured defaults on the part of Landlord or Tenant under the Lease, except that as of October 26, 2011, Assignor owes Landlord \$3,556.95 in past due rent;

iii. A true, accurate and complete copy of the Lease and any amendments thereto is attached hereto as Exhibit "A";

vii. The current lease term ends on January 31, 2016, with a remaining 5-year option to extend by Assignee.

7. Lease Amendment and Assignee Operations. Notwithstanding any provision in the Lease to the contrary, the parties hereby agree that from and after the Transfer Date:

a. Except as otherwise stated in this Assignment, Amendment to Lease and Consent, all of the provisions of the Lease, shall remain in full force and effect.

b. So long as Landlord is reimbursed by Assignees for any reasonable costs related thereto, Landlord shall reasonably assist and cooperate with Assignee in securing all permits, licenses and approvals for operation of its restaurant, if any, including but not limited to utilities, building permits, grease traps and compliance with any and all local, state and federal codes and regulations and for the securing of financing by Assignees.

c. Without limiting any additional uses permitted under the Lease, Assignee may use the Premises for the operation thereon of a restaurant and cocktail lounge serving beer, wine and other alcoholic beverages (provided Assignee obtains all necessary licenses therefore), and reasonably related uses.

e. Every notice to Assignee also shall be sent to:

Petit Needham, LLC
Raji D. Spencer, Manager
298 Harvard Road

Bolton, MA 01740

With a copy to:

Kirk A. Carter, Esq.
Fletcher Tilton PC
161 Worcester Road, Suite 501
Framingham, MA 01701-5315

f. The parties agree that the term of the Lease, as set forth in Section 2.4.1, shall be extended for a period of one (1) year, beyond the current expiration date, to January 31, 2017.

g. The following Section 2.4.2, entitled “Renewal Term” is hereby added to the Lease:

“2.4.2 Renewal Term. Tenant shall have the option to extend the Term, as amended, for one additional period of five (5) years (“Renewal Term”) commencing on February 1, 2017, subject in all respects to the following terms and conditions; provided, however, that the option to extend shall be of no force and effect if, at the time Tenant timely and properly exercises either such extension right in accordance herewith or at the commencement of the Renewal Term, Tenant is in default of any of the terms, covenants, or conditions of this Lease beyond the expiration of all applicable notice and cure periods. Tenant shall exercise its option to extend the Term, as amended, for the Renewal Term by furnishing Landlord with written notice of the exercise of such option not later than May 1, 2016, time being of the essence. In the event of the timely and proper exercise of the option to extend the term hereof in accordance herewith, all the terms and conditions of this Lease shall continue in full force and effect during the Renewal Term without the necessity of any further instrument or document.”

h. Section 2.5.1 (b) of the Lease, entitled “Annual Fixed Rent During First Extended Term”, is hereby amended by adding the following provision:

<u>Period</u>	<u>Annual Rent PSF</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
Feb 1, '16 – Jan 31, '17	\$28.00	\$73,052.00	\$6,087.67

i. The following 2.5.1 (c), entitled “Fixed Rent During Renewal Term”, is hereby added to the Lease:

“2.5.1 (c) Fixed Rent During Renewal Term. If Tenant exercises its extension option, Landlord and Tenant shall negotiate in good faith for a base

annual rent and so-called expense “pass throughs” (on a pro-rata basis) of costs of the kind not incurred or provided for at the time this lease is executed but which are or are contemplated to be incurred during the Renewal Term. In the event that within thirty (30) days after the exercise by Tenant of its extension option formal agreement is executed by the parties with respect to base annual rent and other pass through costs (if any), then such agreement shall be deemed a modification of this Lease for the Renewal Term. In the event, however, such agreement is not executed by the parties within one month after such notice of the exercise of Tenant’s extension option despite good faith negotiations, then the amount of rental for the Renewal Term shall be the fair market rental value of the Premises as determined by competent and disinterested appraisers, one of whom shall be selected and paid for by Landlord and one selected and paid for by Tenant. Each party shall notify the other party of the name and address of the appraiser so selected. Rental, as to be determined hereunder, shall include base annual rent and such pass throughs as are determined by appraisal to be the fair market rental value of the Premises. In the event the appraisers cannot agree, they shall select a disinterested umpire as the third appraiser, the expense to be borne equally by Landlord and Tenant. The decision of any two of the three appraisers so chosen shall be final and conclusive on the parties hereto. The appraisal shall be in writing and a copy thereof shall be given to Landlord and Tenant within two (2) months after the exercise of Tenant's extension option and such appraisal shall be deemed to set forth the base annual rent (payable monthly in advance on the first day of each calendar month) and so-called additional pass through for the Renewal Term. The base annual rent in the Renewal Term shall continue to be payable in equal monthly installments during each year, without deduction or set off for any reason whatsoever and without prior notice or demand. During the Renewal Term Tenant shall also pay, as additional rent, Tenant’s Share of Operating Expenses and Building Taxes.”

j. Landlord agrees to contribute \$5,000.00, (the “Contribution”) in the form of free rent in the month of February, 2012, as a contribution to the HVAC renovations and replacements as detailed in the proposal from Victory Heating & Air Conditioning dated October 19, 2011 (the “HVAC Proposal”). Monthly Base Annual Rent for the month of February 2012, shall therefore be \$761.54. In consideration for the Contribution, Assignee acknowledges that it has full responsibility for the repair and replacement of any and all components related to the HVAC systems servicing the Premises, including but not limited to roof-top package units, ventilation hoods and make-up air units. If Assignee does not complete the work detailed in the HVAC Proposal by November 30, 2012, the Contribution shall be refunded to Landlord no later than January 1, 2013.

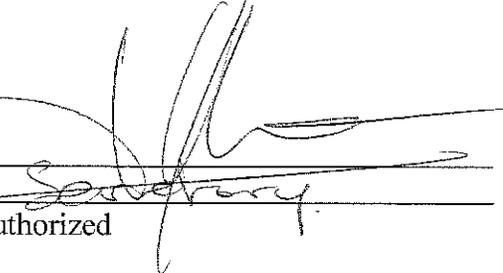
k. Assignor and Assignee agree to execute the Guarantees attached hereto.

8. Effectiveness. This Assignment and Consent shall not be effective unless it is fully executed and delivered to both Assignor and Assignee.

9. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which together shall be deemed a single document.

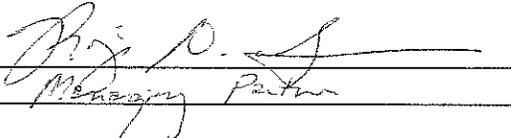
ASSIGNOR:

PETIT ROBERT NEEDHAM, LLC

By 
Its _____
Duly Authorized

ASSIGNEE:

PETIT NEEDHAM LLC

By 
Its _____
Duly Authorized

LANDLORD:

Petrini Corporation,
a Massachusetts corporation

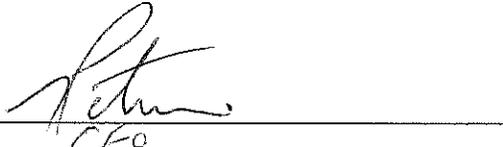
By 
Its _____
Duly Authorized

EXHIBIT A - Lease and Amendments thereto
[To be attached]

**AGREEMENT REGARDING ASSIGNMENT,
AMENDMENT TO LEASE AND CONSENT**

This Agreement is made as of this 02 day of November, 2011 by and between Petit Robert Needham, LLC (“Assignor”), Petit Needham, LLC (“Assignee”) and Petrini Corporation (“Landlord”), regarding the Assignment, Amendment To Lease And Consent (the “Assignment”) to be signed by Assignor, Assignee and Landlord.

Assignor, Assignee and Landlord agree that the original signed Assignment is to be held in escrow by Landlord’s attorney, John P. Connelly, and will not become effective and will not be released for escrow unless and until: 1) the closing set forth in the Asset Purchase And Sale Agreement by and between Assignor and Assignee occurs, including the delivery of all deliveries called for in such Asset Purchase And Sale Agreement; 2) the Town of Needham approves the transfer of the liquor license from Assignor to Assignee; 3) the Town of Needham approves the transfer of the Special Permit from Assignor to Assignee; and 4) Assignor and Assignee have delivered to Landlord a signed Guaranty from Raji D. Spencer, and a signed Guaranty from Loic A. LaGarrec and Jacky L. Robert.

PETIT ROBERT NEEDHAM, LLC

By: _____

duly authorized

PETIT NEEDHAM, LLC

By: _____

duly authorized

PETRINI CORPORATION

By: _____

duly authorized

LEGAL NOTICE

TOWN OF NEEDHAM

Application for a Transfer of an All Alcoholic Liquor License

Notice is hereby given pursuant to Massachusetts General Laws, Chapter 138, that Petit Needham, LLC d/b/a Petit Robert Bistro Needham, Raji D. Spencer, Manager has applied for the transfer of a license to sell alcoholic beverages of the following kind: All Alcoholic beverages as a Restaurant at 45 Chapel Street, Needham. The premise has 2,609 sq. ft., on the first floor, with a seating capacity for 100 patrons and 399 sq.ft. located in the basement for general storage and office space. There are two entrances/exits on level one; an entrance at the front of the building for guests, and a rear entrance for deliveries and emergency exit.

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 29th day of November 2011 at 7:00 o'clock p.m.

Board of Selectmen
Licensing Board for the Town of Needham

Needham Times November 17, 2011

30 Thursday, November 17, 2011

Legal Notice

LIC/45 CHAPEL STREET
LEGAL NOTICE
TOWN OF NEEDHAM

Application for a Transfer of an
All Alcoholic Liquor License

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Board of Selectmen
Licensing Board for the Town of Needham

AD#12636669
Needham Times 11/17/11

Board of Selectmen
AGENDA FACT SHEET for November 29, 2011

Agenda Item: Public Hearing – Transfer of Wine and Malt Beverages License
 PII Restaurant d/b/a Pacini’s located at 1185 Highland Avenue.
 Anthony Petrakis, Manager

Presenter(s): Anthony Petrakis, proposed Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Anthony Petrakis is requesting a transfer of license to sell wine and malt liquor from PII Restaurant, Inc, Maher Hathout, Manager to Needham Pacinis CORP with Mr. Petrakis, proposed manager. The premises has 2,500 sq. ft. area on one level including a dining room with a seating capacity for 52 seats; a kitchen and storage area, two handicap bathrooms; one entrance and exit at the front of the building on Highland Avenue and one entrance/exit at the rear of the building.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

3. Suggested Motion: That the Board of Selectmen approve the application for a transfer of Wine and Malt Alcoholic Beverage license under the Town of Needham Rules and Regulations Applicable To The Sale of Wine and Malt Beverages in a Restaurants with a Seating Capacity of Less than 100 Persons for PII Restaurant, Inc., d/b/a Pacini’s, Anthony Petrakis, Manager, and forward the approved application to the ABCC for an approval of the liquor license.

4. BACK UP INFORMATION ATTACHED:

- a. Application for License
- b. Articles of Organization
- c. Floor Plan
- d. Vote of the Corporate Board - Manager
- e. Manager Application
- f. Petition for Transfer of Ownership
- g. Lease Agreement
- h. Legal Notice Info

5. SIGN OFF/APPROVAL REQUIRED:

a. Town Admin.	yes	no	NA	_____
b. Town Counsel	yes	no	NA	_____
c. Finance Director	yes	no	NA	_____
d. <u>ABCC</u>	[yes]	no	NA	_____

Prepared by cab

Staff use: Disposition by BOS:

Action taken: _____

Present on future Agenda: _____

Refer to/Inform: _____

Report back to BOS by: _____

Application for Retail Alcoholic Beverage License

City/Town

Needham, Massachusetts

1. Licensee Information:

Legal Name/Entity of Applicant:(e.g Corporation, LLC, Individual)

Needham Pacinis CORP

Business Name (if different): Pacini's Italian Eatery

Manager of Record: Anthony Petakis

ABBC License Number (for existing licenses only):

7700014

Address of Licensed Premises: 1185 Highland Ave

CITY/TOWN:

Needham

STATE

MA

ZIP

02494

Business Phone: 781-455-0922

Cell Phone:

781-910-4678

Email: gia.petrakis@gmail.com

Website: www.pacinisneedham.com

2. Transaction:

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

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: 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 General On-Premise \$12 Tavern (No Sundays) \$15 Package Store

4. License Category:

- All Alcoholic Beverages Wine & Malt Beverages Only Wine or Malt Only
 Wine & Malt Beverages with Cordials/Liqueurs Permit

5. License Class:

- Annual Seasonal

6. Contact Person concerning this application (attorney if applicable)

NAME: Anthony Petrakis

ADDRESS: 80 Mediterranean Drive APT 55

CITY/TOWN: Weymouth STATE MA ZIP CODE 02188

CONTACT PHONE NUMBER: 781-910-4678 FAX NUMBER:

EMAIL: gia.petrakis@gmail.com

7. Description of Premises:

Please provide a complete description of the premises to be licensed. The description should include the location of all entrances and exits.

One floor restaurant, no basement. Front and Rear exits (Two exits all together). SEE ATTACHED floor plan.

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

Occupancy Number: 58 Seating Capacity: 50

8. Occupancy of Premises:

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

IMPORTANT ATTACHMENTS: 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): Corporation Other

Name Philnorstan Realty Phone: 617-267-6828

Address: 10 Newbury Street City/Town: Boston State MA Zip 02166

Initial Lease Term: Beginning Date 08/01/2011 Ending Date 08/01/2016

Renewal Term: 5 Years Options/Extensions at 5 Years Each

Rent: \$35,000.00 per year Rent: \$2,916.66 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

IMPORTANT ATTACHMENTS: If yes, the Landlord is deemed a person or entity with a financial or beneficial interest in this license. Each individual with an ownership interest in the Landlord must be disclosed in §10 and must submit a completed Personal Information Form attached to this application. Entity formation documents for the Landlord entity must accompany the application to confirm the individuals disclosed.

9. Licensee Structure:

The Applicant is a(n): Other:

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

State of Incorporation/Organization: Date of Incorporation/Organization:

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: All individuals or entities listed below are required to complete a [Personal Information Form](#).

Name	Title	Stock or % Owned	Other Beneficial Interest
Georgia Petrakis	President	100	
Anthony Petrakis	Secretary	0	
Anthony Petrakis	Treasurer	0	

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

11. Existing Interests 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
	<input type="text" value="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
Georgia Petrakis	Pacini's Italian Eatery INC	9-1-10	Tranferred
			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. Criminal Record:

Has any individual listed in §10 or who has a direct or indirect beneficial interest in this license ever been convicted of a municipal, state, federal or military crime? Yes No

If yes, the individual must provide an affidavit as to any and all charges as well as the disposition.

15. Citizenship and Residency Requirements for a (§15) Package Store License ONLY:

- Are all Directors/LLC Managers U.S. Citizens? Yes No
- Are a majority of Directors/LLC Managers Massachusetts Residents? Yes No
- Is the License Manager or Principal Representative a U.S. Citizen? Yes No
- Are all members and partners involved at least twenty-one years old? Yes No

16. Citizenship and Residency Requirements for (§12) Restaurant, Hotel, Club, General On Premise, Tavern, Veterans Club License ONLY:

- Are all Directors/LLC Managers U.S. Citizens? Yes No
- Are a majority of Directors/LLC Managers Massachusetts Residents? Yes No
- Is the License Manager or Principal Representative a U.S. Citizen? Yes No

17. 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:	\$0.00
D. Initial Start-Up Costs:	\$0.00
E. Purchase Price for Inventory:	\$0.00
F. Other: (Specify)	\$15,500.00
G: TOTAL COST	\$15,500.00
H. TOTAL CASH	\$0.00
I. TOTAL AMOUNT FINANCED	\$0.00

IMPORTANT ATTACHMENTS: Submit any and all records, documents and affidavits including loan agreements that explain the source(s) of money for this transaction. Sources of cash should include a minimum of three (3) months of bank statements.

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

18. Provide a detailed explanation of the form(s) and source(s) of funding for the costs identified in §17 (include loans, mortgages, lines of credit, notes, personal funds, gifts):

The previous owner defaulted on the lease; hence we took it over and signed a new lease with the landlord. The total cost above is the money owed to Costa Provision from the previous owner. We are obligated to pay his debt in installments after we open. (We will use this same company to purchase our goods as well).

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

19. List each lender and loan amount(s) from which "total amount financed" noted in subsections 17(I) will derive:

Name	Dollar Amount	Type of Financing

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

Does any individual or entity listed in §19 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:

20. Pledge: (i.e. collateral for a loan)

Is the applicant seeking approval to pledge the license? Yes No

If yes, describe terms and conditions and to whom:

If a corporation, is the applicant seeking approval to pledge any of the corporate stock? Yes No

If yes, to whom:

Number of Shares

Is the applicant pledging the inventory? Yes No

If yes, to whom:

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

21. Construction of Premise

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

If all the information is not completed the application may be returned



**The Commonwealth of Massachusetts
William Francis Galvin**

Secretary of the Commonwealth, Corporations Division
One Ashburton Place, 17th floor
Boston, MA 02108-1512
Telephone: (617) 727-9640

NEEDHAM PACINIS CORP. Summary Screen



Help with this form

[Request a Certificate](#)

The exact name of the Domestic Profit Corporation: NEEDHAM PACINIS CORP.

Entity Type: Domestic Profit Corporation

Identification Number: 452490423

Date of Organization in Massachusetts: 07/23/2011

Current Fiscal Month / Day: 12 / 31

The location of its principal office:

No. and Street: PACINIS ITALIAN EATERY
1185 HIGHLAND AVE
City or Town: NEEDHAM State: MA Zip: 02494 Country: USA

If the business entity is organized wholly to do business outside Massachusetts, the location of that office:

No. and Street:
City or Town: State: Zip: Country:

Name and address of the Registered Agent:

Name: GIA PETRAKIS
No. and Street: 80 MEDITERRANEAN DRIVE
APT 55
City or Town: WEYMOUTH State: MA Zip: 02188 Country: USA

The officers and all of the directors of the corporation:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code	Expiration of Term
PRESIDENT	GIA ANTONIA PETRAKIS	80 MEDITERRANEAN DRIVE WEYMOUTH, MA 02188 USA	
TREASURER	ANTONIS PETRAKIS	80 MEDITERRANEAN DRIVE WEYMOUTH, MA 02188 USA	
SECRETARY	ANTONIS PETRAKIS	80 MEDITERRANEAN DRIVE WEYMOUTH, MA 02188 USA	
VICE PRESIDENT	SUSAN PETRAKIS	80 MEDITERRANEAN DRIVE WEYMOUTH, MA 02188 USA	
DIRECTOR	GIA PETRAKIS	80 MEDITERRANEAN DRIVE	

WEYMOUTH, MA 02188 USA

business entity stock is publicly traded:

The total number of shares and par value, if any, of each class of stock which the business entity is authorized to issue:

Class of Stock	Par Value Per Share Enter 0 if no Par	Total Authorized by Articles of Organization or Amendments		Total Issued and Outstanding Num of Shares
		Num of Shares	Total Par Value	
STK	\$0.00000	10,000	\$0.00	10,000

Consent
 Manufacturer
 Confidential Data
 Does Not Require Annual Report
 Partnership
 Resident Agent
 For Profit
 Merger Allowed

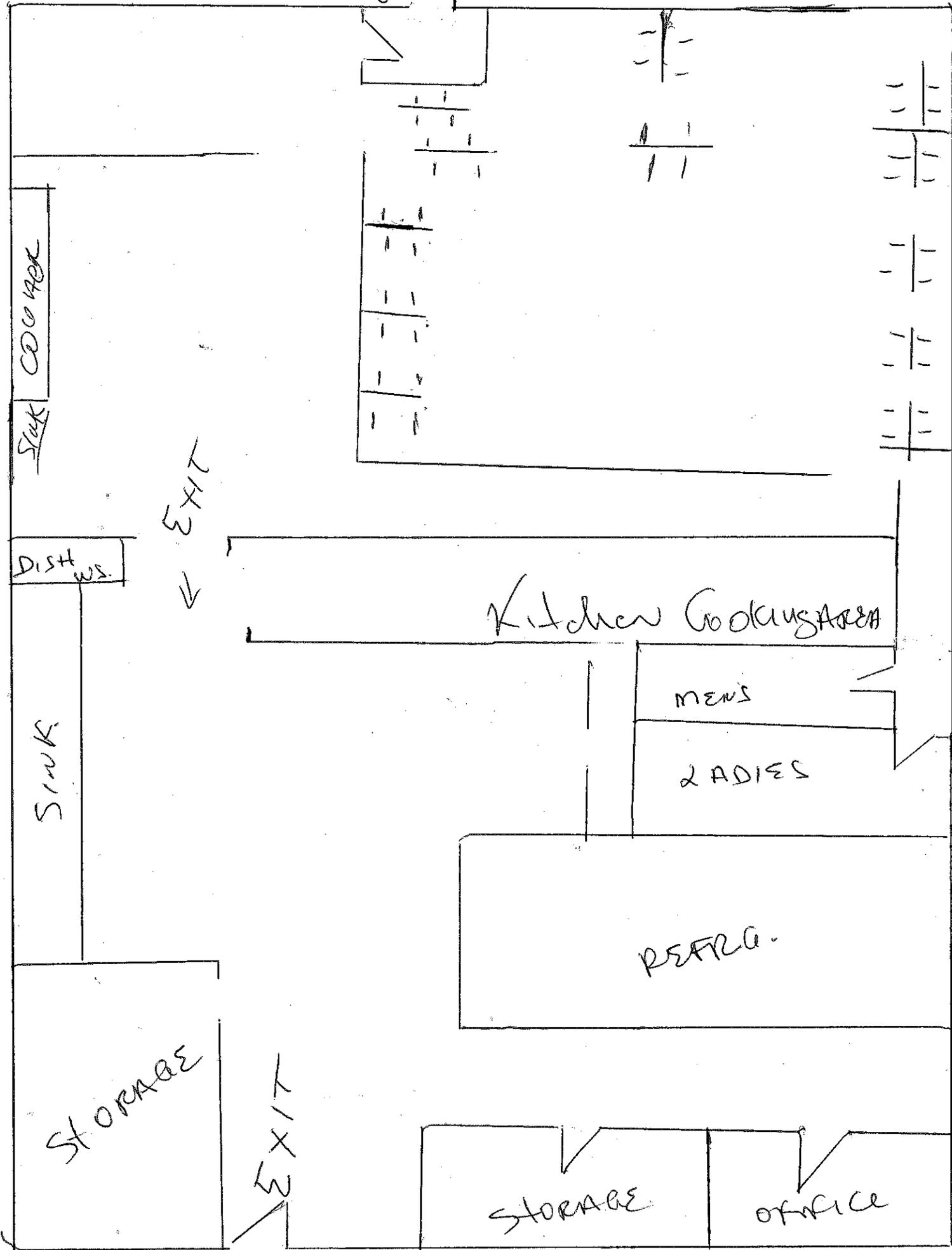
Select a type of filing from below to view this business entity filings:

- ALL FILINGS
- Administrative Dissolution
- Annual Report
- Application For Revival
- Articles of Amendment

Comments

PACINI'S

HIGHLAND AVE.



Board of Directors Meeting

Needham Pacinis CORP

October 28, 2011

On October 15, 2011, the Board of Directors of Needham Pacini's Corporation convened and voted for the following:

- A. To appoint Anthony Petrakis as the manager of Needham Pacini's Corp.
- B. To authorize the transfer of the Beer and Wine License from PII INC, dba Pacini's of Needham, to Needham Pacini's CORP, dba Pacini's Italian Eatery.

Georgia Petrakis, President

 10/25/11

Anthony Petrakis, Secretary and Treasurer



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 (d/b/a)
Address:
City/Town State Zip Code
ABCC License Number: (If existing licensee) Phone Number of Premise

2. Manager Information:

Name: Cell Phone Number:
Are you a U.S. Citizen: Yes No Court and Date of Naturalization:
(Submit proof of citizenship and/or naturalization such as Voter's Certificate, Birth Certificate or Naturalization Papers)
List the number of hours per week you will spend on the licensed premises:
Have you ever been charged or convicted of a state, federal or military crime? Yes No
If yes, attach an affidavit as to all charges and disposition.
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:
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:
Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No
If yes, please describe:
Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

If additional space is needed, please use the last page

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

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

PETITION FOR TRANSFER OF OWNERSHIP

77000014

ABCC License Number

Needham, MA

City/Town

The licensee PII Restaurant, INC and the proposed transferee Needham Pacinis CORP respectfully petition the Licensing Authorities to approve the following transfer of ownership.

Is the PRESENT licensee a Corporation/LLC duly registered under the laws of the Commonwealth of Massachusetts?

Yes No If YES, please list the officers, directors and stockholders, their residences, and shares owned by each.

Name	Title	Address	Stock or % Owned
Maher Hathout	Preident	46 Putnam Road #8, Foxboro, MA	100

Is the PROPOSED transferee a Corporation/LLC, duly registered under the laws of the Commonwealth of Massachusetts?

Yes No If YES, please list the officers, directors and stockholders, their residences, and shares owned by each.

TO: (Place an * before the name of each DIRECTOR/LLC Manager.)

Name	Title	Address	Stock or % Owned
Georgia Petrakis	President	40 River Street Unit 8, Dorchester, Ma 02126	100
Anthony Petrakis	Secretary	80 Mediterranean Drive Weymouth MA 02188	0
Anthony Petrakis	Treasurer	80 Mediterranean Drive Weymouth, MA 02188	0

The above named proposed transferee hereby joins in this petition for transfer of said license.

SIGNATURE OF LAST-APPROVED LICENSEE: Maher Hathout
(If a Corporation/LLC by its authorized representative)

SIGNATURE OF PROPOSED TRANSFEREE: Giuseppe

Date Signed 10/22/11

INDENTURE OF LEASE

1. PARTIES

Philnorstan Realty Limited Partnership, a Massachusetts limited partnership of which Gary B. Simon and Stanley H. Simon are the present and sole general partners, **Landlord**, which expression shall include its heirs, successors, and assigns where the context so admits, does hereby lease to Pacini's of Needham, Inc., 80 Mediteranean Drive, Weymouth, MA 02118, d.b.a., Pacini's, **Tenant**, which expression shall include its successors, executors, administrators and assigns where the context so admits.

2. PREMISES

The **Tenant** hereby leases the following described premises which is deemed to be approximately 2,500 square feet of space, known as and numbered 1185 Highland Avenue, Needham, (hereinafter referred to as the "premises"), together with the right to use in common with others, the parking area situated behind the property known as and numbered 1183-1189 Highland Avenue, Needham, MA, and as shown on the plan marked Exhibit A and attached hereto (hereinafter referred to as the "Building"). There is specifically reserved unto **Landlord** those utility lines, including sprinkler lines, if any, located in the premises and for these purposes there is also reserved unto **Landlord** the right of access in and through such portions of the premises in order to repair, replace and maintain such utility facilities. **Tenant** accepts the premises in its "as is" condition.

3. COMMENCEMENT DATE AND TERM

The term of this Lease shall be for five (5) years commencing on August 1, 2011, and terminate on July 31, 2016.

4. RENT

The **Tenant** shall pay to the **Landlord** rent at the rate of Thirty-Five Thousand (\$35,000) Dollars per year, hereinafter referred to as **Basic Rent**, payable in advance in monthly installments of Two Thousand Nine Hundred Sixteen and 66/100's (\$2,916.66) Dollars for the first year of the term hereunder, and at the rate of Forty Thousand (\$40,000.00) Dollars per year, payable in advance in monthly installments of Three Thousand Three Hundred Thirty-Three and 33/100's (\$3,333.33) Dollars for the second year of the term, and at the rate of Fifty-Five Thousand (\$55,000.00) Dollars per year, payable in advance in monthly installments of Four Thousand Five Hundred Eighty-Three and 33/100's (\$4,583.33) Dollars for the third year of the term; and thereafter, the rent shall be adjusted according to the cost of living adjustment set forth in paragraph #35 below.

In addition to the Basic Rent, the **Tenant** shall pay as additional rent, Percentage Rent pursuant to paragraph #36 below.

Tenant's obligation to pay the monthly rent arises on the first day of each month as provided above. The **Tenant** shall be liable to pay a late fee equal to five percent (5%) of the monthly rent for any payment postmarked after the fifth day of the month in which it is due. All rent, electric charges, and the proportionate share of any increase in the real estate taxes, insurance, and all other charges (including but not limited to, reasonable attorneys fees, other reasonable costs of collection, or costs

incurred by the **Landlord** arising from a default of the **Tenant's** obligations under this Lease) shall constitute rent due and payable under this Lease. **Tenant's** obligation to pay other charges which constitute rent under this Lease, or, if incurred by **Landlord**, as **Landlord** incurs such charges. Rent as defined in this paragraph may be recovered in any legal action brought by the **Landlord**, including an action to evict the **Tenant** under Massachusetts General Laws.

5. SECURITY DEPOSIT

Upon the execution of this Lease, the **Tenant** shall pay to the **Landlord** the amount of Ten Thousand Dollars (\$10,000.00), which shall be held as security for the **Tenant's** performance as herein provided and refunded to the **Tenant** at the end of this lease or any extensions thereto, subject to the **Tenant's** satisfactory compliance with the conditions hereof. The **Landlord** may use, apply, or retain the whole or any part of the Security Deposit to the extent required for the payment of any rent or other payment due **Landlord** hereunder or other sum which the **Landlord** may expend or incur by reason of the **Tenant's** default in any of the terms of this lease, including, but not limited to, any damages or deficiency in the re-letting of the Premises, whether such damages or deficiencies accrued before or after summary proceedings or other re-entry by the **Landlord**. If all or any part of the Security Deposit is applied to an obligation of **Tenant** hereunder, **Tenant** shall immediately upon the request by **Landlord** restore the Security Deposit to its original amount.

6. REAL ESTATE TAX ADJUSTMENT AND INSURANCE ADJUSTMENT

A. The **Tenant** shall pay to the **Landlord** as additional rent 26%, Pro-Rata Share, of the real estate taxes, including municipal betterments levied against the land and building, of which the premises are a part and which notice shall contain a copy of the then current real estate tax bill. This adjustment shall be prorated should this Lease terminate before the end of any fiscal year. The **Tenant** shall make payment of such tax adjustment amount as follows. Beginning with the Commencement Date, and on the first day of each month thereafter, the **Tenant** shall pay, monthly, one twelfth (1/12th) of the total tax adjustment payment attributable to these premises for the then current tax fiscal year. Until notice from **Landlord** of the then real estate tax liability (and which notice shall contain a copy of the current real estate tax bill), each such monthly payment shall be based upon the monthly tax adjustment payment for the previous twelve (12) month period, with an appropriate adjustment in each case after the actual tax bill for such tax fiscal year is received by **Landlord**.

B. The **Tenant** shall pay to the **Landlord** as additional rent 26%, Pro-Rata Share, of the premium charged to **Landlord** for fire, extended coverages, boiler and machinery, public liability, and other physical damage coverages carried by **Landlord** for the Building, of which the premises are a part and which notice shall contain a copy of the then current insurance premium bill. This adjustment shall be prorated should this Lease terminate before the end of any lease year. Beginning with the Commencement Date, and on the first day of each month thereafter, the **Tenant** shall pay, monthly, one twelfth (1/12th) of the total insurance adjustment attributable to these premises for the then current year. Until notice from **Landlord** of the then insurance premium each such monthly payment shall be based upon the monthly insurance payment installment for the previous twelve (12) month period, with an appropriate adjustment in each case after the actual insurance bill for the current year is received by **Landlord**.

7. UTILITIES

During the entire term of the Lease and any extensions thereto, the **Tenant** shall provide and shall pay for all of its utilities, including but not limited to gas, electricity, hot and cold water and sewer charges. **Tenant** shall maintain sufficient heat in the premises to prevent the pipes therein from freezing.

8. USE OF THE PREMISES

The premises shall be used for the purpose of operating a restaurant for on site and take out consumption. **Tenant** covenants and agrees that during the entire term of the Lease and any extensions thereto, **Tenant** will keep the premises clean, neat and in a first class condition.

9. COMPLIANCE WITH LAWS

The **Tenant** acknowledges that no trade or occupation shall be conducted in the premises or use made thereof which will be unlawful, improper, noisy or offensive, or contrary to any law or any municipal by-law or ordinance in force in the Town of Needham. **Tenant** shall procure any licenses and permits and perform any alterations required for its use of said premises by **Tenant**.

10. FIRE INSURANCE

The **Tenant** shall not permit any use of the premises which would suspend or void any insurance or create an additional risk on the property of which the premises are a part or on the contents of said property or which shall be contrary to any law or regulation from time to time established by any state, municipal, government, or insurance industry rule making authority. Further the **Tenant**, at its expense, shall take all measures necessary to comply with the **Landlord's** insurance carrier. The **Tenant** shall on demand reimburse the **Landlord** for any increase in insurance premiums caused by the **Tenant's** use of the premises.

11. TENANT'S MAINTENANCE OF PREMISES

The **Tenant** shall keep the premises in a neat, clean, sanitary condition and shall keep in reasonably good repair, excepting only (a. damage caused by **Landlord** or its agents and, b. damage caused by fire or other casualty or taking by eminent domain for which other provisions of this Lease shall be controlling), the following portions of the premises: the entire interior of the premises including non-structural walls and ceilings; all plumbing, electrical service and fixtures, air conditioning, ventilating, heating systems exclusively serving the premises and the bathrooms (to which the **Tenant** may have exclusive use), and the wiring, pipes, motors and fixtures exclusively used in connection therewith; glass; door locks, the exterior and interior portions of all doors & door frames and windows & window frames, moldings and frames and floor coverings. For purposes herein repair shall be deemed to include replacement where necessary.

11A. LANDLORD'S MAINTENANCE OBLIGATIONS

The **Landlord** shall maintain the structure of the Building in the same condition as it is at the commencement of the term or as it may be put in during the term of this Lease, reasonable wear and

tear, damage by fire and other casualty only excepted, unless such maintenance is required because the **Tenant** or those for whose conduct the **Tenant** is responsible.

12. ALTERATIONS-ADDITIONS

Subject also to the conditions set forth in paragraph #41 below, the **Tenant** shall not make structural alterations or additions to the premises, but may make non-structural alterations provided the **Landlord** consents thereto in writing, which consent shall not be unreasonably withheld or delayed. All such allowed alterations shall be at **Tenant's** expense and shall be in quality at least equal to the present construction. **Tenant** shall not permit any mechanics' liens, or similar liens, to remain upon the premises for labor and material furnished to **Tenant** in connection with work of any character performed or claimed to have been performed at the direction of **Tenant** and shall cause any such lien to be released of record forthwith without cost to **Landlord**.

13. ASSIGNMENT-SUBLEASING

Tenant shall not assign, sublet, mortgage, pledge or encumber (collectively referred to as "Transfer") this Lease without **Landlord's** prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed. Without limiting the foregoing, **Landlord** and **Tenant** agree that **Landlord** may withhold its consent to any proposed Transfer to a Transferee who, by reputation, financial strength or expected use is not comparable to other types of **Tenants** in the Building or is not deemed by **Landlord**, in its reasonable business judgment, to be an acceptable credit risk. Any transferee shall, by valid written instrument, expressly assume for itself and its successors and assigns, and for the benefit of **Landlord**, all of the obligations of **Tenant** under this Lease.

Any request by **Tenant** for **Landlord's** consent to a Transfer shall include (i) the name of the proposed Transferee; (ii) the nature of its business and proposed use of the Premises; (iii) complete information as to the financial conditions and standing of the proposed Transferee; and (iv) the terms and conditions of the proposed transfer. **Tenant** shall promptly supply such additional information about the proposed Transfer and Transferee as the **Landlord** reasonably requests. **Landlord** shall also have the right to meet and interview the proposed Transferee.

In the event the **Landlord** consents to such Transfer any rent to be paid by the Transferee which is in excess of the rent set forth in the Lease, shall be shared equally between the **Tenant** and the **Landlord**.

Landlord shall advise **Tenant** in writing whether or not it consents to a proposed Transfer within thirty (30) days of receiving **Tenant's** request for such consent. In the event such consent is withheld, **Landlord** shall specify the reasons therefore. If **Landlord** fails to so notify **Tenant** within said time period, **Landlord** shall be deemed to have given its consent to the proposed transfer.

Consent by **Landlord**, whether express or implied, to any Transfer shall not constitute a waiver of **Landlord's** right to prohibit any subsequent Transfer.

14. SUBORDINATION

This Lease shall be subject and subordinate to any and all mortgages and other instruments in the nature of a mortgage, now or at any time hereafter, a lien or liens on the property of which the premises are a part and the **Tenant** shall, when requested, promptly execute and deliver such written instruments as shall be necessary to show the subordination of this Lease to said mortgages, or other such instruments in the nature of a mortgage, provided that the **Landlord** has simultaneously obtained from the holder of any such instrument an agreement running to the **Tenant** whereby such holder has agreed, in the event of a foreclosure of said lien not to disturb the **Tenant** hereunder so long as the **Tenant** is not in default of the Lease.

15. LANDLORD'S ACCESS

Except in cases of an emergency, the **Landlord** or agents of the **Landlord** may, at reasonable times and upon reasonable notice, enter to view the premises and make repairs and alterations as **Landlord** should elect to do and may show the premises to others, and at any time within six (6) months before the expiration of the term, may affix to any suitable part of the premises a notice for letting or selling the premises or property of which the premises are a part and keep the same so affixed without hindrance or molestation.

16. INDEMNIFICATION AND LIABILITY

Tenant shall defend, indemnify, and hold harmless the **Landlord** and its employees from and against any liability, claims, losses, or expenses, arising out of the **Tenant's** operations, actions, conduct or omissions unless caused by the negligence of **Landlord**. All of the **Tenant's** goods, effects and property shall be upon the premises at the sole risk and expense of **Tenant** and in no case shall **Tenant** make any claim against **Landlord** for any loss or damage thereto however caused unless said loss or damage is caused by the negligence of **Landlord**.

17. INSURANCE

Tenant agrees to maintain in full force from the commencement date throughout the Lease term and thereafter so long as **Tenant** is in occupancy of any part of the Demised Premises, a policy of Comprehensive General Liability Insurance in accordance with the broadest form of such coverage as is available from time to time in the jurisdiction in which the Demised Premises are located. The minimum limits of such insurance shall be \$1 million per occurrence and \$2,000,000 aggregate for Bodily Injury Liability (including death) and Property Damage Liability.

The policy shall also include but shall not be limited to the following extensions of coverage:

- (i) Contractual Liability, covering **Tenant's** liability assumed under this Lease; and
- (ii) Personal Injury Liability in the amount of \$1 million annual aggregate, expressly deleting the exclusion relating to contractual assumptions of liability.

Tenant further agrees to maintain a Workers' Compensation and Employers' Liability Insurance policy. The limits of liability as respects Employers' Liability coverage shall be no less than \$100,000 per accident.

Except for Workers' Compensation and Employers' Liability coverage, the **Tenant** agrees that the **Landlord** (and other such persons as are in privity of the estate with **Landlord** as may be set out in notice from time to time) is named as additional insureds. Further, all policies shall be non-cancelable and non-amendable with respect to **Landlord** and **Landlord's** said designees without thirty (30) days' prior notice to **Landlord**. A duplicate original or a Certificate of Insurance evidencing the above agreements shall be attached hereto and delivered herewith to **Landlord**. Additional insureds presently shall be Philnorstan Realty LP and Copley Investments Companies as managing agent for Philnorstan Realty LP.

Landlord reserves the right to reasonably require additional coverage or to increase limits as industry standards change, so long as such additional coverage is then customarily required by landlords in the Greater Boston area.

Tenant shall maintain during the term and thereafter so long as **Tenant** is in occupancy of any part of the Demised Premises, all risk property insurance including theft and sprinkler leakage coverage on all of **Tenant's** trade fixtures, furniture, inventory and other personal property in the Demised Premises, and on any alterations, additions, or improvements made by **Tenant** upon the Demised Premises all for the full replacement costs thereof. **Tenant** shall use the proceeds from such insurance for the replacement of trade fixtures, furniture, inventory and other personal property and for the restoration of **Tenant's** improvements, alterations, and additions to the Demised Premises. **Landlord** shall be named as loss payee with respect to alterations, additions or improvements to the Demised Premises.

Tenant shall pay before delinquent all taxes, which may be imposed upon personal property (including without limitation, trade fixtures and equipment) in the Demised Premises to whomever assessed if failure to pay would result in a lien on the Property.

18. FIRE, CASUALTY-EMINENT DOMAIN

Should a substantial portion of the premises, or a substantial portion of the building of which they are a part, be substantially damaged by fire or other casualty, or be taken by eminent domain, the **Landlord** may elect to terminate this Lease. The **Tenant** may elect to terminate this Lease if:

- (a) The **Landlord** fails to give written notice within forty-five (45) days of its intention to restore the premises, or
- (b) The **Landlord** fails to restore the premises to a condition substantially suitable for their intended use within one hundred twenty (120) days of the date that **Landlord** notified **Tenant** of its intention to restore the premises.

When such fire, casualty, or taking renders the premises substantially unsuitable for **Tenant's** intended use, a just and proportionate abatement of rent shall be made. The **Landlord** reserves, and the **Tenant** grants to the **Landlord**, all rights which the **Tenant** may have for damages or injury to this premises for any taking by eminent domain, except for damage to the **Tenant's** fixtures, property, or equipment.

19. DEFAULT AND BANKRUPTCY

In the event that:

(a) The **Tenant** shall default in the payment of any installment of rent or any other sum herein specified if such default shall continue for seven (7) days after receipt from **Landlord** that payment is due; or

(b) The **Tenant** shall default in the observance or performance of any other of the **Tenant's** covenants, agreements, or obligations hereunder and such default shall not be corrected within thirty (30) days after written notice thereof, (which notice shall specify what defaults are), or unless such default shall require more than thirty (30) days to be cured. or

(c) The **Tenant** shall be declared bankrupt or insolvent according to law, or, if any assignment shall be made of **Tenant's** property for the benefit of creditors,

then the **Landlord** shall have the right thereafter, while such default continues, to reenter and take complete possession of the premises, to declare the term of this Lease ended, and remove the **Tenant's** effects, without prejudice to any remedies which might be otherwise used for arrears of rent or other default. The **Tenant** shall indemnify the **Landlord** against all loss of rent and other payments which the **Landlord** may incur, by reason of such termination during the residue of the term. All rents, electricity charges, taxes, and all other charges (including, but not limited to, attorneys fees, other costs of collection, or costs incurred by the **Landlord** arising from a default of the **Tenant's** obligations under this Lease) shall constitute rent due and payable under this Lease. If the **Tenant** shall default, after reasonable notice thereof, in the observance or performance of any condition or covenants on **Tenant's** part to be observed or performed under or by virtue of any of the provisions in any article of this Lease, the **Landlord**, without being under any obligation to do so and without thereby waiving such default, may remedy such default for the account and at the expense of the **Tenant**. If the **Landlord** makes any expenditures or incurs any obligations for the payment of money in connection therewith, including but not limited to, reasonable attorney's fees in instituting, prosecuting or defending any action or proceeding, such sums paid or obligations incurred shall be paid to the **Landlord** by the **Tenant** as additional rent.

20. NOTICE AND SERVICE OF PROCESS

Any notice from the **Landlord** to the **Tenant** relating to the premises or to the occupancy thereof, shall be deemed duly served, if either delivered in hand, or mailed to the premises, registered or certified mail, return receipt requested, postage prepaid, addressed to the **Tenant**. Any notice from the **Tenant** to the **Landlord** relating to the premises or to the occupancy thereof, shall be deemed duly served, if mailed to the **Landlord** by registered or certified mail, return receipt requested, postage prepaid, addressed to the **Landlord** at such address as the **Landlord** may from time to time advise in writing. All rent and notices shall be paid and sent to the **Landlord** at 10 Newbury Street, Boston, MA 02116.

This provision shall also apply to service of process pursuant to any litigation arising out of the terms and conditions of this Lease.

21. SURRENDER

The **Tenant** shall at the expiration or other termination of this Lease remove all **Tenant's** goods and effects from the premises, (including, without hereby limiting the generality of the foregoing, all signs and lettering affixed or painted by the **Tenant**, either inside or outside the premises). **Tenant** shall deliver to the **Landlord** the premises and all keys, locks thereto, and other fixtures connected therewith and all alterations and additions made to or upon the premises, in the same condition as they were put in during the term hereof, reasonable wear and tear and damage by fire or other casualty only excepted. In the event of the **Tenant's** failure to remove any of the **Tenant's** property from the premises, **Landlord** is hereby authorized, without liability to **Tenant** for loss or damage thereto, and at the sole risk of **Tenant**, to remove and store any of the property at **Tenant's** expense, or to retain same under **Landlord's** control or to sell at public or private sale, without notice any or all of the property not so removed and to apply the net proceeds of such sale to the payment of any sum due hereunder, or to destroy such property.

22. HOLDOVER

If the **Landlord** and **Tenant** have not reached a prior agreement, and the **Tenant** remains in the premises beyond the expiration of this Lease, such holding over shall not be deemed to create any tenancy, but the **Tenant** shall be a **Tenant** at Sufferance only, at a daily rate equal to one and one-half (1-1/2) times the rent and other charges under this Lease. However, all conditions of this Lease to be performed by **Tenant** shall continue in force.

23. MUTUAL WAIVER OF SUBROGATION

Landlord and **Tenant** hereby release each other from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for any loss or damage to property caused by fire or any casualty to the extent such loss or damage is covered by insurance, even if such fire or other casualty shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible, provided, however, that this release shall be applicable and in force and effect only with respect to loss or damage occurring during such time as the releasers policies shall contain a clause or endorsement to the effect that any such release shall not adversely effect or impair said policies or prejudice the right of the releaser to recover thereunder. **Landlord** and **Tenant** each agree that it will request its insurance carriers to include in its policies such a clause or endorsement. If extra cost shall be charged therefore, each party shall advise the other thereof and of the amount of the extra cost, and the other party, at its election, may pay the same, but shall not be obligated to do so.

24. TRADE FIXTURES AND EQUIPMENT

Any trade fixtures or equipment installed in or attached to the premises by and at the expense of **Tenant** and all other property of **Tenant** which was personal property prior to its installation, shall remain the property of **Tenant** and **Tenant** shall have the right, at any time, to remove same. However, the **Tenant** shall promptly repair in a workmanlike manner any damage resulting from such removal, shall plug or close in an approved manner any connection to sources of gas, air, water, electricity or heat or to cooling ducts and shall do whatever is necessary so as to leave the premises unblemished in appearance and not in any state of depreciation as a result of such removal.

25. PERSONS AND PROPERTY BOUND

The word "**Landlord**" wherever used herein shall comprehend and bind the **Landlord**, their successors and assigns and the word "**Tenant**" wherever used herein, shall comprehend and bind the **Tenant**, its successors and assigns or those in any manner claiming through or under said **Tenant**, in each and every case where the context so allows or admits and whether so expressed or not. **Tenant** hereby agrees for itself and each succeeding holder of **Tenant's** interest, or any portion thereof, hereunder, that any judgment, decree or award obtained against the **Landlord** or any succeeding owner of **Landlord's** interest, which is in any manner related to this Lease, the premises, or **Tenant's** use or occupancy of the premises or the common areas of the premises owned by the **Landlord**, whether at law or in equity shall be satisfied out of the **Landlord's** equity in the land and building to the extent then owned by the **Landlord** or such succeeding owner, and further agrees to look only to such assets and to no other assets of the **Landlord**, or such succeeding owner for satisfaction.

26. ENTIRE AGREEMENT

This Lease contains the entire agreement between the parties and shall not be modified in any manner except by an instrument in writing executed by the parties.

27. COST AND EXPENSE

Wherever in this Lease provision is made for the doing of any act by any person, it is understood and agreed that said act shall be done by such person at its own cost and expense, unless a contrary intent is expressed.

28. WHEN LEASE BECOMES BINDING

Employees or agents of **Landlord** have no authority to make or agree to make a Lease or any other agreement or undertaking in connection herewith. The submission of this document for examination and negotiation does not constitute an offer to lease, or a reservation of, or option for, the premises, and this document shall become effective and binding only upon the execution and delivery hereof by both **Landlord** and **Tenant**. All negotiations, considerations, representations and understandings between **Landlord** and **Tenant** are incorporated herein and may be modified or altered only by agreement in writing between **Landlord** and **Tenant**, and no act or omission of any employee or agent of **Landlord** shall alter, change or modify any of the provisions hereof.

29. ASSIGNMENT OF RENTS

With reference to any assignment by **Landlord** of **Landlord's** interest in this Lease, or the rents payable hereunder, conditioned in nature or otherwise, which assignment is made to the holder of the first mortgage on the premises, **Tenant** agrees that:

- (a) the execution thereof by **Landlord**, and the acceptance thereof by the holder of such mortgage, shall never be deemed an assumption by such holder of any of the obligations of **Landlord** hereunder, unless such holder shall, by written notice sent to **Tenant**, specifically elect; and

(b) except as aforesaid, such holder shall be treated as having assumed **Landlord's** obligations hereunder only upon the foreclosure of such holder's mortgage and the taking of possession of the premises and its specific agreement to do so.

30. WAIVER

Failure on the part of either party to complain of any action or non-action on the part of the other, no matter how long the same may continue, shall never be deemed to be a waiver by said party or any of its rights hereunder. Further, it is covenanted and agreed that no waiver at any time of any of the provisions hereof shall be construed as a waiver of any of the other provisions hereof and that a waiver at any time of any of the provisions hereof shall not be construed as a waiver at any subsequent time of the same provisions. The consent or approval by either party to or of any action by the other requiring said party's consent or approval shall not be deemed to waive or render unnecessary said party's consent or approval to or of any subsequent similar act by the other.

No payment by **Tenant**, or acceptance by **Landlord**, of a lesser amount than shall be due from **Tenant** to **Landlord** shall be treated otherwise than as a payment on account. The acceptance by **Landlord** of a check for a lesser amount, with an endorsement or statement thereon, or upon any letter accompanying such check, that such lesser amount is payment in full, shall be given no effect, and **Landlord** may accept such check without prejudice to any rights or remedies which **Landlord** may have against **Tenant**.

31. PARAGRAPH HEADINGS

The paragraph headings throughout this instrument are for the convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Lease.

32. LEASE MODIFICATION

In the event that the holder of any mortgage or prospective mortgage on the property of which the premises are a part, shall request any modification of any of the provisions of this Lease not materially affecting **Tenant's** rights, **Landlord** agrees **Tenant** will enter into a written agreement in recordable form with such holder or prospective holder, which shall effect such modification and shall provide that such modification shall become effective and binding upon **Tenant** and shall have the same force as an amendment to this Lease in the event of a foreclosure or other similar action taken by such holder or prospective holder. A provision directly relating to the rents payable hereunder, the duration of time hereof, or the size, use or location of the premises shall be deemed a provision materially affecting **Tenant's** rights.

33. GOVERNING LAW

This Lease is made pursuant to and shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

34. PARTIAL INVALIDITY

If any provision of this Lease or portion of such provision of the application thereof to any person or circumstance is for any reason held invalid or unenforceable, the remainder of the Lease (including the remainder of such provisions) and the applications thereof to the persons or circumstances shall not be affected thereby.

35. COST OF LIVING ADJUSTMENT

Commencing with the fourth year of the term hereof and continuing for the balance of the term and any extensions thereto, the Basic Rent shall be adjusted as of the times and in the manner set forth in this paragraph.

A. Definitions: For the purpose of this paragraph, the following definitions shall apply.

1. The term Price Index shall mean the Consumer Price Index for All Urban Consumers published by the Bureau of Labor Statistics (BLS) of the U.S. Department of Labor based on the U.S. Cities Average for all items - Series A (Hereinafter called Price Index or successor or substitute index appropriately adjusted).
2. The term Base Index shall mean the Price Index as it exists for first month of the third term of the Lease; Base Index shall mean the Price Index as it exists for first month of the extended term of the Lease.
3. The term Base Period shall mean the the basis of calculation whereby, for the year 1982-84 the Price Index was equal to 100 index points.

B. Beginning with the fourth year of the term, and each year thereafter, the annual rent shall be the Basic Rent multiplied by a fraction, the numerator of which shall be the most current Price Index and the denominator of which shall be the Base Index.

1. However, the minimum annual rent in any year of an extended term shall not be less than the Basic Rent for the preceding year.

C. In the event the BLS of the U.S. Department of Labor alters the Base Period, then a successor or substitute or appropriately adjusted Base Period published as the Price Index shall be employed. In the event the BLS does not make known a new Base Period, then a reliable governmental or other non-partisan publication evaluating the information theretofore used in determining the Base Period, shall be used.

D. Any delay or failure of the **Landlord** in computing or billing for the rent adjustments herein before provided shall not constitute a waiver or in any way impair the continuing obligation of the **Tenant** to pay such rent adjustments hereunder.

E. Any adjustments determined pursuant to this paragraph is RENT, as defined in all respects in this Lease.

36. PERCENTAGE RENT

A. During the term of the Lease and any extensions thereto, in addition to the Basic Rent, the **Tenant** agrees to pay to the **Landlord**, Percentage Rent for each Lease Year and Partial Lease Year of the term. The Percentage Rent due and payable hereunder shall be the amount which is derived by multiplying the Gross Sales (hereinbelow defined) by six (6%) per cent, less the Basic Rent. By example the computation is as follows:

1. If in year one the Gross Sales are \$900,000, then the Percentage Rent would be as follows: $\$900,000 \times 6\% = \$54,000$. $\$54,000$ less $\$45,000$ (Basic Rent) = $\$9,000.00$ in additional rent or Percentage Rent.

2. Gross Sales is herein defined as the dollar aggregate of;

a. The sales price of all goods, wares, and merchandise sold, and the charges for all services performed by the **Tenant** in, at, on, or from the premises, whether made for cash, on credit or otherwise without reserve or deduction for inability or failure to collect.

b. The following shall be excluded or deducted (as the case may be) from Gross Sales: (i) the amount of any city, state or federal sales tax, or (ii) interest charges paid to credit card companies such as American Express in connection with the purchase of merchandise from the premises.

c. The phrase Gross Sales shall also include such gross sales made by any sub lessee, concessionaire, licensee, or otherwise from the premises; and such gross sales made by sub lessee, concessionaire, licensees, or otherwise shall be included in the reports provided for in this Lease.

3. Lease Year shall mean a period of twelve consecutive months during the term commencing on the first day of January. Partial Lease Year means any period or less than twelve consecutive months which may occur at the beginning or end of such term.

4. Lease Quarter means a period of three consecutive months in a Lease Year commencing on the first day of January, April, July and October.

B. The first payment of Percentage Rent, if any, shall be made within thirty (30) days after the end of each of the first, three Lease Quarters. Such quarterly payments of Percentage Rent shall be calculated using a quarterly Gross Sales figure. Within forty-five (45) days of the end of the Lease Year, the Percentage Rent shall be determined for the Lease Year and the appropriate payment shall be made to the **Landlord**.

C. **Tenant** agrees to supply **Landlord** within ten days after the last day of the month, a statement of its gross sales. Said statement shall be accompanied by a copy of its monthly state meals tax payment to the Commonwealth of Massachusetts. Within forty-five (45) days after the end of each Lease Year, the **Tenant** shall deliver to **Landlord** a statement, prepared by a Certified Public Accountant, of the Gross Sales of the **Tenant** made at, in, on, and/or from the premises for such Lease Year and signed by an officer of the **Tenant**, and accompanied by a check, if any, for the payment of the Percentage Rent due for such Lease Year.

D. **Landlord** shall have the right, at any time within thirty (30) months after the close of each Lease Year of the term hereof, to audit all of the books of account, documents, records, returns, papers, and files of **Tenant** relating to Gross Sales from the premises for any Lease Year; and **Tenant**, upon request of **Landlord**, shall make all such matters available for such examination at the principal office of **Tenant**. If **Landlord** shall have such an audit made for any Lease Year, and the Gross Sales shown by **Tenant**'s statement for such Lease Year shall be found to be understated by more than three (3)%, then **Tenant** shall pay to **Landlord** any deficiency in Percentage Rent, plus interest at the then existing prime rate charged by the Bank of Boston plus three (3)% from the date such payment should have been to the date of payment. Such examination and audit may be made by any public accountant designated in writing by **Landlord** from time to time.

E. It is understood and agreed that the **Landlord** shall in no event be construed or held to be a partner of **Tenant** in the conduct of the **Tenant**'s business, nor shall the **Landlord** be liable for any debts incurred by **Tenant** in the conduct of **Tenant**'s business and the relationship is at all times and shall remain that of the **Landlord** and **Tenant**.

F. If at any time during the term of the Lease or any extension thereto, **Tenant**, its parent, or any of its affiliated or subsidiary companies operates, either directly or indirectly, another Italian food restaurant in the Town of Needham, then the **Landlord** may, forthwith, increase the Basic Rent by an amount equal to eighty per cent (80%) of the Percentage Rent paid by the **Tenant** for the last full Lease Year for which said Percentage Rent was paid.

37. SNOW REMOVAL

Tenant agrees to comply with all ordinances of the Town of Needham relative to the removal of ice and snow from the front and rear sidewalks appurtenant to the premises. This area in front is defined as the sidewalk extending along the frontage of the premises to the street curb. **Landlord** shall be responsible for the removal of snow and ice from the parking lot.

38. SIGNAGE

Tenant shall have the right to erect and maintain throughout the term of this Lease and any extensions thereto, a prominent exterior sign on the front of the Building identifying **Tenant** and advertising its business, provided, (a) **Tenant** conforms with all ordinances of the Town of Needham or the appropriate local authority and, (b) the **Tenant** conforms with the **Landlord**'s specifications. At the end of the term, the **Tenant** shall remove its sign and repair, in a workmanlike manner, any damage to the facade caused by the removal of its sign.

39. EQUIPMENT MAINTENANCE

During the entire term of this lease or any extensions thereto, **Tenant** shall be responsible to keep the heating, ventilating, and air conditioning (HVAC) equipment serving the premises in good repair, order, and condition and shall pay all charges in connection with the repair and maintenance of the HVAC. In connection herewith, the **Tenant** shall secure a maintenance contract on the HVAC equipment with a reputable HVAC contractor and send copies of semi annual maintenance and service reports to the **Landlord**. In the event the HVAC shall need replacement the **Tenant** shall be responsible.

40. RUBBISH REMOVAL

The **Tenant** shall be responsible for the removal of **Tenant's** trash. **Landlord** grants permission to **Tenant** to store its trash receptacle in the parking area or other areas designated by **Landlord**. In connection herewith the **Tenant** shall be allowed to store a dumpster outside the premises in an area designated by the **Landlord**, provided however, **Tenant** shall not permit offensive odors to emanate from the dumpster and will keep the area around the dumpster neat and clean.

41. TENANT'S RENOVATIONS

In the event the **Tenant** shall renovate the premises it shall do so at its own expense and in accordance with plans and specifications first approved by the **Landlord**, which approval shall not be unreasonably withheld or delayed. Said plans and specifications shall be attached by exhibit to the Lease. **Tenant** represents and warrants that such plans are in conformity with all applicable building, environmental, health and zoning laws or ordinances of the Town of Needham. The **Tenant** shall furnish to **Landlord** satisfactory proof that the contractor doing the renovations has workmen's compensation insurance. Further, **Tenant** will not create or permit to be created on account of its acts, or of any mechanics', laborers', or material men's lien or otherwise which might be or become a lien, encumbrance, or a charge upon the premises because of the renovations. If any mechanics', laborers, or material men's liens shall at any time be filed against the premises, **Tenant**, within thirty (30) days after notice of the filing thereof, shall cause the same to be discharged of record by payments, deposits, bond, order of a court of competent jurisdiction, or otherwise. Failure to discharge said liens shall constitute a default under the Lease.

42. ACTS OF GOD

With the exception of payments of fixed or additional rent, in any case where either party hereto is required to do any act, delays caused by or resulting from Acts of God, war, civil commotion, fire, flood or other casualty, labor difficulties, shortages of labor, materials or equipment, government regulations, unusually severe weather, or other causes beyond such parties reasonable control shall not be counted in determining the time during which work shall be completed, whether such time be designated by a fixed date, a fixed time, or a "reasonable time", and such time shall be deemed to be extended by the period of such delay.

43. SELF HELP

If **Tenant** shall default in the performance or observance of any agreement, condition or other provision in this Lease contained on its part to be performed or observed, and shall not cure such default within thirty (30) days after notice in writing from the **Landlord** specifying the default (or, in the event such default shall require more than thirty (30) days to be cured, if the **Tenant** shall not within said period commence to cure such default and thereafter, with due diligence, prosecute the curing of such default to completion), **Landlord** may, at its option, without waiving any claim for breach of agreement, at any time thereafter cure such default for the account of the **Tenant** and the **Tenant** shall reimburse **Landlord** for any amount paid and any expense or contractual liability so incurred. **Landlord** may cure the default of the **Tenant** prior to the expiration of such waiting period if **Landlord** deems it is necessary to protect the real estate or interest of **Landlord** and other **Tenants** of **Landlord** thereon or to prevent injury or damage to persons or property. Any amount

payable by **Tenant** to **Landlord** pursuant to the provisions of this provision shall be paid as part of and at the time for payment of the next installment of minimum rent thereafter coming due.

44. ESTOPPEL CERTIFICATES

(a) Within ten days after each request by **Landlord**, **Tenant** shall deliver an estoppel certificate to **Landlord**. Estoppel certificates shall be in writing, shall be acknowledged, and shall be in proper form for recording. Estoppel certificates shall be executed by **Tenant** if **Tenant** is an individual proprietorship; by the President or a Vice President if **Tenant** is a corporation; or by trustees having authority to bind the Trust, if **Landlord** is a Trust. Each estoppel certificate shall be certified to **Landlord**, any Mortgagee, any assignee of any Mortgagee, any purchaser, or any other person specified by **Landlord**.

(b) Each estoppel certificate shall contain the following information certified by the person or persons executing it on behalf of **Tenant**. (i) Whether or not **Tenant** is in possession of the premises. (ii) Whether or not this Lease is unmodified and in full force and effect. (If there has been a modification of this Lease the certificate shall state that this Lease is in full force and effect as modified, and shall set forth the modification). (iii) Whether or not **Tenant** contends that **Landlord** is in default under this Lease in any respect. (iv) Whether or not there are then existing set-offs or defenses against the enforcement of any right or remedy of **Landlord**, or any duty or obligation of **Tenant** (and if so, specify the same). (v) The dates, if any, to which any rent or charges have been paid in advance.

45. COMMON AREAS

Tenant shall pay 26%, its Pro-Rata Share, of the common area annual maintenance charges of every kind and nature paid or incurred by **Landlord** in operating, managing, equipping, policing, repairing, and maintaining the common areas (which includes the parking area and alley way). It is understood and agreed that capital expenditures in the nature of total repaving of the parking lot shall not constitute charges for which the **Tenant** is responsible hereunder, nor shall the **Tenant** pay any other capital charges. Beginning with the commencement of the Lease and each year thereafter, **Tenant** shall pay monthly, one twelfth of the yearly amount attributable to these premises for the previous year. At the end of each calendar year, the **Landlord** shall bill the **Tenant** for the actual charges incurred for the then current year and the **Tenant** shall either pay the extra amount owing or receive a refund for any excess amount paid. At the request of **Tenant**, **Landlord** shall substantiate the charges incurred referred to in this paragraph, as a condition of **Tenant**'s obligation to pay same.

46. RULES AND REGULATIONS

Tenant covenants that any rules and regulations as the **Landlord** may make, being in its reasonable judgment needful for the reputation, safety, care or cleanliness of the Building and premises, or the operation, maintenance or protection of the building and its equipment, or the comfort of **Tenants**, shall be faithfully observed and performed by **Tenant**, and by its clerks, servants, agents, visitors and licensees. **Landlord** shall have the right to change said rules and to waive in writing, or otherwise, any or all of said rules in respect of any one or more **Tenants**, and **Landlord** shall not be responsible to **Tenant** for the non-observance or violation of any of said rules and regulations by

any other **Tenant** or other person. The provision of the rules and regulations shall not be deemed to limit any covenant or provision of this Lease to be performed or fulfilled by **Tenant**.

47. PEST CONTROL

During the term of this Lease or any extensions thereto, the **Tenant** shall be required to contract with a certified pest control company to service the premises on a monthly basis, or more frequently if needed.

48. MECHANIC'S LIEN

Tenant agrees promptly to discharge (either by payment or by filing of the necessary bond, or otherwise) any mechanic's, material men's, or other lien against the premises and/or **Landlord's** interest therein, which lien may arise out of any payment due for, or purported to be due for, any labor, services, materials, supplies, or equipment alleged to have been furnished to or for the **Tenant**, in upon or about the premises.

49. OPTION TO EXTEND

Provided there is no existing material default, the **Tenant** shall have the option to extend the term hereof without the need of a new instrument for one (1) additional five (5) year terms, by notifying the **Landlord** in writing, at least six (6) months prior to the expiration of the current term, of its election so to do. The Basic Rent for said extended term, reserved in this lease, and payable hereunder, shall be determined as follows:

- i. The **Landlord** and **Tenant** shall arrive at a market rent for the premises for the first year of the extended term, to be hereinafter known as the Basic Rent, and thereafter the Basic Rent shall be adjusted, annually, according to the cost of living provision described above in paragraph #35.
- ii. In the event the parties shall be unable to agree upon the Basic Rent within thirty (30) days following the date when **Tenant** shall have exercised such option, then the Basic Rent shall be according to the rules and procedures as provided by the Massachusetts Arbitration Association. The expense of arbitration shall be shared equally by **Landlord** and **Tenant**. Except as hereinafter provided, the decision of the arbitrators shall be final and binding upon the parties. In no event shall the Basic Rent be less than the Basic Rent for the preceding year.
- iii. In no event shall the Basic Rent for the first year of the extended term be less than the annual rent for the last year of the first extended term.

50. BROKERS REPRESENTATIONS

Each party represents that it dealt with no broker or brokers in connection with the negotiation, execution and delivery of this Lease. **Landlord** and **Tenant** shall, and do hereby, indemnify, defend and save the other harmless from and against any losses, damages, penalties, claims or demands of whatsoever nature arising from a breach of its foregoing representation including without limitation, reasonable attorney's fees and expenses. The representations and indemnifications set forth in this Paragraph 50 shall survive the cancellation or termination of this Lease.

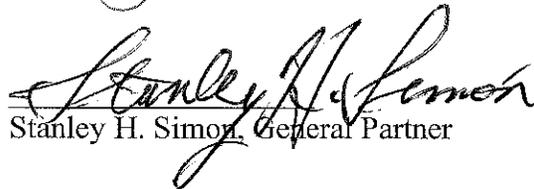
IN WITNESS WHEREOF, the **Landlord** and **Tenant** have hereunto set their hands and common seals on June ___, 2011.

LANDLORD:

Philnorstan Realty L.P.



Gary B. Simon, General Partner



Stanley H. Simon, General Partner

TENANT:

Pacini's of Needham, Inc.,



Susan C. Petrakis, President

Clerk's Certificate

I, A. Alan Petrakis, Clerk of Pacini's of Needham, Inc., hereby certify that at the meeting of the Board of Directors of said organization duly held at the offices of the organization on June ___ 2011, at which meeting a quorum of the directors was present and voting throughout, unanimous approval was given for the organization, as **Tenant**, to enter into a five year lease with Philnorstan Realty L.P. as **Landlord**, for approximately 2,500 square feet of space at 1185 Highland Avenue, Needham, Massachusetts at annual first year rental of \$35,000.00.

I further certify that Susan C. Petrakis, President of the corporation has the authority to execute and deliver to the **Landlord** a lease on behalf of the corporation upon the above terms.

Witness my hand and seal of the corporation this 23 day of June, 2011.



LEGAL NOTICE

TOWN OF NEEDHAM

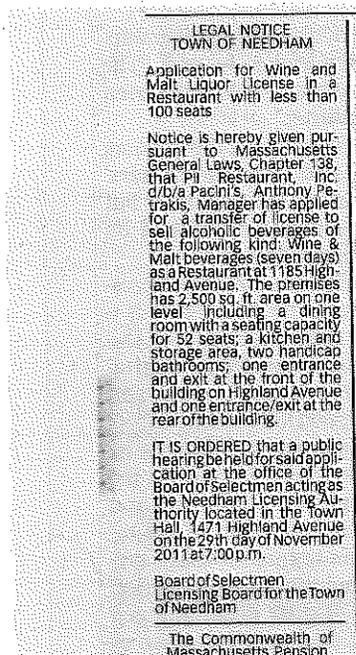
Application for Wine and Malt Liquor License in a Restaurant with less than 100 seats

Notice is hereby given pursuant to Massachusetts General Laws, Chapter 138, that PII Restaurant, Inc. d/b/a Pacini's, Anthony Petrakis, Manager has applied for a transfer of license to sell alcoholic beverages of the following kind: Wine & Malt beverages (seven days) as a Restaurant at 1185 Highland Avenue. The premises has 2,500 sq. ft. area on one level including a dining room with a seating capacity for 52 seats; a kitchen and storage area, two handicap bathrooms; one entrance and exit at the front of the building on Highland Avenue and one entrance/exit at the rear of 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 29th day of November 2011 at 7:00 p.m.

Board of Selectmen
Licensing Board for the Town of Needham

Boston Globe, Sunday November 20, 2011



Board of Selectmen

AGENDA FACT SHEET for November 29, 2011

Agenda Item: Change of Manager, Bickford's Family Restaurants

Presenter: Goffredo D'Addieco, Proposed Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Bickford's Family Restaurant, 669-73 Highland Avenue, has requested a change in manager. Our review indicates that Mr. D'Addieco meets the statutory requirements to serve as a manager of a facility licensed to dispense alcohol.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: **Move that the Board of Selectmen approve and sign an application for a Change in Manager to Goffredo D'Addieco for Bickford's Family Restaurants, 669-73 Highland Avenue, Needham and to forward this application to the ABCC for approval.**

3. BACK UP INFORMATION ATTACHED:

1. Petition for Change of License
2. Personal Information Form
3. Manager Application
4. Serve Safe Certificate
5. Bickford's Family Restaurant vote of Board of Directors
6. Copies of checks for payment of associated processing fees

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	<u>ABCC</u>	[yes]	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

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

Personal Information Form

1. Licensee Information:

Legal Name of Licensee:	Bickford's Family Restaurants, Inc.	Business Name (d/b/a):	Bickford's Grille		
Address:	669-73 Highland Avenue	ABCC License Number: (If existing licensee)	077000017		
City/Town:	Needham	State:	MA	Zip Code:	02401
Phone Number of Premise:	(781) 444-4644	EIN of License:	043539941		

2. Personal Information:

Individual Name:	Goffredo D'Addieco	Home Phone Number:	(617) 207-1270		
Address:	106 Washington Avenue	E-mail Address:			
City/Town:	Winthrop	State:	MA	Zip Code:	02152
Social Security Number:	[REDACTED]	Date of Birth:	11/02/1957		
Place of Employment:	Bickford's Grille, 669-73 Highland Avenue, Needham, MA 02401				

Have you ever been convicted of a state, federal or military crime? Yes No

If yes, attach an affidavit as to all charges and disposition.

3. Financial Interest:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

None N/A

IMPORTANT ATTACHMENTS: For all cash contributions, attach last 3 months of bank statements for the source(s) of this cash.
If additional space is needed, please use the last page

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	11/04/2011
Title	HR/Licensing Manager	(If Corporation/LLC Representative)	

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 (d/b/a):

Address:

City/Town: State: Zip Code:

ABCC License Number: (If existing licensee) Phone Number of Premise:

2. Manager Information:

Name: Cell Phone Number:

Are you a U.S. Citizen: Yes No Court and Date of Naturalization:

(Submit proof of citizenship and/or naturalization such as Voter's Certificate, Birth Certificate or Naturalization Papers)

List the number of hours per week you will spend on the licensed premises:

Have you ever been charged or convicted of a state, federal or military crime? Yes No

If yes, attach an affidavit as to all charges and disposition.

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:

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:

Have you ever been the Manager of Record of a license that was issued by this Commission? Yes No

If yes, please describe:

Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

If additional space is needed, please use the last page

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

Additional Space

Please note which question you are using this space for.

Manager Information - List of Employment

Bickford's Grille, 669-73 Highland Ave., Needham, MA; General Mgr., 2/23/10 to present.

Bertucci Corp., Faneuil Hall, 22 Merchants Row, Boston, MA; 617-227-7889; Ass't. Mgr. & Bar Mgr., 7/08 to 11/09

Bickford's Grille, 325 Montvale Ave., Woburn, MA; Ass't. Mgr., 6/06 to 6/08

The Old Garden Restaurant, 89 Causeway St., Boston, MA; Owner - 3/2000-2/2006 Restaurant Closed



EXAM FORM NO. 4376
CERTIFICATE NO. 6001038

ServSafe® Certification

GOFFREDO D'ADDIECO

for successfully completing the standards set forth by the National Restaurant Association Educational Foundation for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFPI).

7/11/2008

DATE OF EXAMINATION

7/11/2013

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

Mary M. Adoff
President & COO, Products and Services Division
National Restaurant Association Solutions



10663

National Restaurant Association
EDUCATIONAL FOUNDATION

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v.08/08



October 25, 2011

At a meeting of the Board of Directors of Pickford's Family Restaurants, Inc.

held at Brockton, MA on October 25, 2011

it was duly voted that the Corporation apply to the Licensing Board for the City of Needham - Beer + Wine

license, for the year 2012 to be exercised on the premises located at 669-73 Highland Avenue

"Voted: To authorize all directors, officers and manager to sign the application for the license in the name of Pickford's Family Restaurants, Inc. and

to execute in its behalf any necessary papers, and to do all things required relative to the granting of the license"

"Voted: To appoint GOFFREDO D'ADDIECO of Massachusetts as its manager or principal representative, with as full authority and control of the premises described in the license of the Corporation and of the conduct of all business therein relative to alcoholic beverages as the licensee itself could in any way have and exercise if it were a natural person resident in the Commonwealth of Massachusetts and that a copy of this vote duly certified by the Clerk of the Corporation and delivered to said manager or principal representative shall constitute the written authority required by Sec. 26, Chap. 138, G. L."

This is to certify that a majority of the directors of Pickford's Family Restaurants, Inc.

a Corporation duly organized under the laws of Delaware are residents of the Commonwealth of Massachusetts and citizens of the United States.

This Corporation has not been dissolved.

A TRUE COPY
ATTEST

Alexander N. Midley
President

Bickford's Family Restaurants, Inc.

3600 Rio Vista Avenue
Orlando, FL. 32805

Sovereign Bank
PART OF THE SANTANDER GROUP

53-7524-113

10/28/2011

PAY TO THE ORDER OF Alcoholic Beverages Control Commission

\$ **200.00

Two Hundred and 00/100***** DOLLARS

Alcoholic Beverages Control Commission


AUTHORIZED SIGNATURE

MEMO 15-84210-40 Change of Mgr.

⑆011375245⑆ 39304963133⑈

Bickford's Family Restaurants, Inc.

Alcoholic Beverages Control Commission

10/28/2011

042057

200.00

Hand Checks 15-84210-40 Change of Mgr.

200.00

Security features. Details on back.

Board of Selectmen

AGENDA FACT SHEET for 11/29/2011

Agenda Item: Commission on Disabilities

Presenter(s): Elaine Saunders, Co-Chair
Jeanie Martin, Co-Chair
Karen Peirce, Assistant Director of Park and Recreation/COD Liaison

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Members of the Commission on Disabilities will update the Board on the work of the Commission, and discuss the Commission's methodology in determining grant recommendations. We have determined that Board of Selectmen approval is required for grant awards and we will include them on the Board's consent agenda moving forward.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

- a. Commission Membership List
- b. Memo and Attachments dated 11/21/2011 from Elaine Saunders & Jeanie Martin

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

APPOINTED	TERM EXPIRE	REAPPOINTED	Name	COMMITTEE
01/23/2001	06/30/2012	07/21/2009	Susan Crowell	Commission on Disabilities
03/22/2011	06/30/2013		Leon Foster	Commission on Disabilities
12/21/2004	06/30/2012	07/21/2009	Deborah Heller	Commission on Disabilities
09/22/2009	06/30/2012		Bruce A. Howell	Commission on Disabilities
06/13/1995	06/30/2013	07/13/2010	Jeanie Martin	Commission on Disabilities
09/25/2001	06/30/2013	07/13/2010	Karen A Peirce	Commission on Disabilities
06/01/1991	06/30/2012	07/21/2009	Elaine Saunders	Commission on Disabilities
08/19/1997	06/30/2012	07/21/2009	Dale Wise	Commission on Disabilities
12/21/2004	06/30/2012	07/21/2009	Anderson Wise	Commission on Disabilities



Needham Commission on Disabilities

C/O Office of the Selectmen
Needham Town Hall
1471 Highland Avenue
Needham, MA 02492

Memo

To: Board of Selectmen
From: Elaine Saunders, Jeanie Martin - Disability Commission Co-Chairs
Date: November 21, 2011
Re: Materials for Board of Selectmen Meeting November 29, 2011

Included in this packet:

- Commission on Disabilities Annual Report 2010
- Commission on Disabilities Annual Report 2009
- Commission on Disabilities Annual Report 2008
- Reserve for Appropriation Account Handicapped Parking Fines: 1993 Memo
- Disability Commission Expenditure History- Budget and Handicapped Parking Fund

COMMUNITY SERVICES 2010

COMMISSION ON DISABILITIES

Elaine Saunders, co-chair, Karen Peirce

Jeanie Martin, co-chair, Andy Wise

Susan Crowell, secretary, Dale Wise

Debbi Heller Patrice Snellings, Liaison from School Committee

Bruce Howell, Paul Spooner, consultant from MetroWest Center for Independent Living

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month

with the following membership: 9 members; a majority of whom are disabled; one of whom

must be a family member of a person with a disability; and one of whom must be an appointed

municipal official, and other interested Needham residents. To date we have 8 standing members due to the passing of member Beverly Foster. We are currently seeking a 9th member

to fill out our membership.

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PURPOSE

To advise municipal officials, public and private agencies, and other individuals to ensure

compliance with federal, state and local disability laws.

To promote full integration of persons with disabilities into the community.

To provide information, referrals, and technical assistance to individuals, businesses and

organizations in all matters pertaining to disability issues.

To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).

To award grants to community based organizations that increase awareness of and educate

persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham.

The NCOD had an annual budget of \$550. In FY 2010, a total of \$123 was used to purchase a

digital camera with memory card for handicapped parking patrol.

Funds accrued from Handicapped parking fines were used to provide a \$500 grant to the Needham Housing Authority Exercise for a Nutrition Program.

FY 2010 HIGHLIGHTS

Participated in a walkthrough of the High Rock School, the Public Service Administration

building at 500 Dedham Avenue, and the exterior of Needham High School to determine if

they are in compliance with Architectural Access Board (AAB) and ADA codes and noted

areas needing attention.

Received and reviewed documents from the Massachusetts Architectural Access Board and

the Department of Public Safety regarding rulings on code violations and variance requests at

the Town Hall, a Fourth Avenue day care, First Parish Needham, the Needham Sheraton and

other sites in Needham. Some issues have been resolved while others are still ongoing.

Worked in conjunction with the Metro West Center for Independent Living in Framingham

on all legal and technical matters pertaining to the disabled.

Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure

compliance with ADA and the AAB regulations. Filed complaints with the Department of

Justice to address handicapped parking violations in a variety of sites in Needham.

Advised town officials and the Needham Police about the necessity of providing audible

traffic signals at pertinent crosswalks in Needham, such as those at Chestnut Street near the

hospital and the intersection of May and Chapel Streets. These issues have not yet been resolved.

Continued to make available handicapped parking signs that comply with state regulations

and town by-laws at a reduced cost to Needham businesses and town departments.

Maintained a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.

Contacted the Needham Police and local business owners about problems of snow removal in

handicapped parking spaces on public and private property.

Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from handicapped parking fines.)

Page 70

Reviewed with town officials specific issues stated in the Town of Needham Transitional

Plan.

Distributed an updated NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.

Alerted Public Facilities and Assistant Town Manager of lack of handicapped parking signage at the high school. Assisted the Public Facilities Department with proper signage and locations of handicapped parking and handicapped entrances.

Contacted the Needham School Department and PPBC regarding problems related to availability of a lift key for public performances at Needham High School.

Sponsored weekly presentations on the Needham Cable Channel of the Ablevision program

by Project Triangle, which highlights accomplishments of persons with disabilities.

NCOD members made presentations regarding disability issues to the Eliot, Hillside and

Broadmeadow schools and attended the Disability Policy Consortium.

Guest speakers from the Massachusetts Office on Disability and the Disability Policy Consortium presented information to NCOD on disability issues of mutual interest.

Consulted with Town residents and representatives on issues dealing with housing and playgrounds.

Remained informed about regulations and issues concerning people with disabilities through

subscriptions to publications, newsletters and through the public media.

FY 2011 FORECAST/GOALS

To continue to work with the School Administration, the liaison to the School Committee,

Public Facilities Department, PPBC and the Park and Recreation Department in an advisory

capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds

and other municipal buildings as they are renovated. Emphasis will be placed on ensuring accessibility for the new construction and renovation at Needham Town Hall.

To work with Needham Public Housing and its residents to provide a safe environment and

accessibility compliance including ramps, railings, entrances and lighting.

To continue consultation with town departments about specific issues that arise in implementing the Town Transition Plan.

To continue to inform non-compliant business property owners, including medical office

buildings, of regulations regarding proper handicapped parking signage and offer properly

worded handicapped parking signs to public and private organizations and businesses at a reduced cost.

To enforce proper usage of handicapped parking spaces through a program that tickets violators, in conjunction with the Needham Police.

To utilize funds accrued from handicapped parking fines for the specific benefit of the disabled community through the issuing of grants.

To continue to work with Town officials to bring the Town of Needham into compliance

with state and federal regulations regarding all accessibility issues.

To continue to distribute the NCOD brochure.

To dispense information and to serve as a resource to individuals and entities in the Town of

Needham on issues relating to the disabled.

To continue to facilitate registration of persons with disabilities in the Enhanced 911 program

and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.

To encourage Needham citizens to participate in NCOD meetings which are publicly posted.

To promote filling the current vacancy position.

For further information about the Needham Commission on Disabilities, and in particular about

serving on the commission, please call NCOD at (781) 455-7500.

◀ COMMUNITY SERVICES ▶ 2009

NEEDHAM COMMISSION ON DISABILITIES

Elaine Saunders, co-chair Beverly Foster

Jeanie Martin, co-chair Debbi Heller

Susan Crowell, Secretary Karen Peirce

Susan Rains Patrice Shellings, Liason from School Committee

Andy Wise Paul Spooner, Consultant from MetroWest Center for

Dale Wise Independent Living

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month

with the following membership: 9 members; a majority of whom are disabled; one of whom

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must be a family member of a person with a disability; and one of whom must be an appointed

municipal official, and other interested Needham residents.

PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- To award grants to community based organizations that increase awareness of and educate persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham

The NCOD had an annual budget of \$550. In FY 2009, a total of \$330 was used to purchase a

plaque for a retiring member (\$81) and an accessible survey tool kit (\$249).

Funds accrued from Handicapped parking fines were used to provide grants to individuals and

organizations for materials and programs relating to people with disabilities.

Newman PTC Unseen Borders Program \$600.00

Eliot PTC Unseen Borders Program \$300.00

Hillside PTC Unseen Borders Program \$300.00

Council on Aging Zoom Text 9.1 Computer Software \$600.00

Total \$1,800.00

FY 2009 HIGHLIGHTS

- Participated in a walkthrough of Needham High School and the High Rock School to determine if they are in compliance with Architectural Access Board (AAB) and ADA codes and noted areas needing attention.
- Met with architects regarding the proposed renovation of Needham Town Hall and gave input regarding accessibility issues and requests for variances.
- Received and reviewed documents from the Massachusetts Architectural Access Board and the Department of Public Safety regarding rulings on code violations and

variance requests at the First Parish Needham, the Needham Sheraton and other sites in Needham.

- Worked in conjunction with the Metro West Center for Independent Living in Framingham on all legal and technical matters pertaining to the disabled.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the AAB regulations. Filed complaints with the Department of Justice to address handicapped parking violations in a variety of sites in Needham.

Page 70

- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Maintained a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Contacted Needham Police about problems of snow removal in handicapped parking spaces.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from handicapped parking fines.)
- Developed and finalized the Town of Needham Transitional Plan and presented it to the Needham Town Manager.
- Distributed an updated NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Contacted Needham Town Clerk to discuss issues of access at polling places in Needham.
- Contacted the Needham School Department and PPBC regarding problems related to availability of a lift key for public performances and appropriate signage at Needham High School.
- Sponsored weekly presentations on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.
- Met with a local private agency which provides homecare to the elderly and the disabled.
- Met with a representative from the Needham Planning Office to discuss accessibility issues and transportation needs at public housing sites in Needham.
- Met with a Needham Selectman to be informed about proposed building sites for a new Senior Center.
- An NCOD member made presentations regarding disability issues to the Needham Rotary Club and at a National Spinal Cord Association fundraiser.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.

FY 2009 FORECAST/GOALS

- To continue to work with the School Administration, the liaison to the School Committee, MBMB, PPBC and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds and other municipal buildings as they are renovated. Emphasis will be

placed on ensuring accessibility for the new construction and renovation at the high school and High Rock School.

- To work with Needham Public Housing and its residents to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To complete the Town of Needham Transitional Plan toward compliance for all departments on issues of accessibility
- To continue to inform non-compliant business property owners, including medical office buildings, of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To enforce proper usage of handicapped parking spaces through a program that tickets violators, in conjunction with the Needham Police.
- To utilize funds accrued from handicapped parking fines for the specific benefit of the disabled community through the issuing of grants.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.
- To continue to distribute the NCOD brochure.
- To dispense information and to serve as a resource to individuals in the Town of Needham on issues relating to the disabled.
- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to participate in NCOD meetings, which are publicly posted.
- To promote filling the current vacancy position.

For further information about the Needham Commission on Disabilities, and in particular about

servicing on the commission, please call NCOD at (781) 455-7500.

COMMUNITY SERVICES 2008 NEEDHAM COMMISSION ON DISABILITIES



Elaine Saunders, Co-Chair Beverly Foster
Jeanie Martin, Co-Chair Debbi Heller
Susan Crowell, Secretary Karen Peirce
Susan Rains Patrice Snellings, Liaison from School Committee
Andy Wise Paul Spooner, Consultant from MetroWest Center
Dale Wise for Independent Living

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month with the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed municipal official, and other interested Needham residents.

PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws
- To promote full integration of persons with disabilities into the community
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA)
- To provide grants to community based organizations that increase awareness and educate persons about disabilities and that help persons with disabilities to participate more fully in programs and activities in Needham

Funds accrued from Handicapped parking fines were used to provide grants to individuals and organizations for materials and programs relating to people with disabilities.

- Tuffturf tiles for Claxton Playground project \$5000
- Tuffturf tiles for Mills Playground project \$5000
- Sign language program for Newman School kindergarten students \$500
- Helping Hands disability awareness program for Eliot School students \$300
- Helping Hands disability awareness program for Hillside School students \$300

FY 2008 HIGHLIGHTS

- Met with School Department, Personnel and PPBC members to review plans for renovations at the High Rock School to ensure that accessibility codes are met.

- Participated in a walkthrough of Needham High School to determine if it was in compliance with Architectural Access Board (AAB) and ADA codes and noted areas needing attention.
- Attended meetings and gave input regarding accessibility issues on the plans for Town Hall renovation.
- Attended an in-service presentation by the Massachusetts Commission for the Blind regarding agency services and adaptive devices for legally blind persons.
- Received and reviewed documents from Massachusetts Architectural Access Board, Department of Public Safety, regarding code violations and variance requests in the Town of Needham.
- Met with representatives from First Parish Church, Martial Arts Center and the Needham

Sheraton to discuss issues of accessibility and code compliance.

- Worked in conjunction with the Metro West Center for Independent Living in Framingham on all legal and technical matters pertaining to the disabled.
- Advised Town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the AAB regulations.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Maintained a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from handicapped parking fines).
- Completed a summary of the Self Evaluation Survey results which assesses programmatic and architectural access in all town departments, in preparation for developing the Town of Needham Transitional Plan.
- Distributed an updated NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Interviewed by print media regarding important accessibility issues in the Town of Needham, including the handicapped parking violation fines program.
- Met with the coordinator of the Needham Emergency Management Program and discussed ways to inform the public about this program.
- Facilitated weekly presentation on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.

FY 2009 FORECAST/GOALS

- To continue to work with the School Administration, the liaison to the School Committee, Public Facilities, PPBC and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds and other municipal buildings as they are renovated. Emphasis will be placed on ensuring accessibility for the new construction and renovation at the high

school and High Rock School.

- To work with Needham Public Housing and its residents to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To complete the Town of Needham Transitional Plan toward compliance for all departments on issues of accessibility.
- To continue to inform non-compliant business property owners, including medical office

buildings, of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.

- To enforce proper usage of handicapped parking spaces through a program that tickets violators, in conjunction with the Needham Police.
- To utilize funds accrued from handicapped parking fines for the specific benefit of the disabled community through the issuing of grants.
- To continue to work with Town officials to bring the Town of Needham into compliance

with state and federal regulations regarding all accessibility issues.

- To continue to distribute the NCOD brochure.
- To dispense information and to serve as a resource to individuals in the Town of Needham on issues relating to the disabled.
- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to participate in NCOD meetings which are publicly posted.

The annual budget of \$513 is used for the printing of the NCOD brochure and for purchasing

film for the handicapped parking patrol.

For further information about the Needham Commission on Disabilities, and in particular about

serving on the commission, please call NCOD at (781) 455-7500.



Office of the
TOWN ADMINISTRATOR

TOWN OF NEEDHAM

TOWN HALL
1471 Highland Avenue
Needham, MA 02192

TEL: (617) 455-7512
FAX: (617) 449-4569

MEMORANDUM

TO: John F. Krause, Comptroller
FROM: Carl F. Valente, Town Administrator *Carl*
DATE: June 28, 1993
SUBJECT: Reserve for Appropriation Account - Handicapped Parking Fines

=====

At their meeting on June 22, 1993 the Board of Selectmen voted to establish a Handicapped Parking Violation - Reserve for Appropriation Account. This Account is allowed under Chapter 241 of the Acts of 1992. The amounts collected under this program, and accrued interest, shall be used solely for the benefit of persons with disabilities.

Please establish this account, effective July 1, 1993 (FY94). As the expenditure of funds requires Town Meeting Appropriation, it is anticipated that no funds will be expended until FY95. Thank you.

cc: Evelyn Poness, Treasurer
Ray Kordas, Parking Clerk
Robert Burke, Director of MIS
Michael Fee, Finance Committee
✓ Adrienne Dey, Commission on Disabilities

attachments



TOWN OF NEEDHAM
MASSACHUSETTS

Town Hall

TO: Board of Selectmen, Town of Needham
FROM: Needham Commission on Disabilities
SUBJECT: Allocation of funds from handicapped parking violation fines
DATE: June 2, 1993

The Needham Commission on Disabilities hereby requests that all funds collected from violations of handicapped parking regulations in the Town of Needham be allocated to the NCOD. These funds shall be used solely to benefit persons with disabilities, as permitted under the amended Generals Laws of the Commonwealth of Massachusetts Acts of 1991 (see attached). Expenditure of funds set aside from handicapped parking violation fines shall be disbursed by the Needham Commission on Disabilities following procedures set forth by the Town and with the approval of the Town Administrator or the Board of Selectmen. The NCOD shall submit a report of these expenditures to the Town of Needham on an annual basis.

Funds so designated may be utilized in a variety of ways to promote accessibility and integration of disabled persons into the community. Examples may include but are not limited to:

- TDDS and amplifying devices for public use by the hearing impaired; hiring of sign language interpreters for public meetings; training of town employees in the use of sign language.
- tapes, Braille, and magnifying aids for printed material (such as a closed circuit TV reading machine) to improve awareness of town programs and meetings and to increase access to library materials for the visually impaired.
- projects which facilitate access to buildings in the Town of Needham.
- materials to promote public awareness of the role of the Needham Commission on Disabilities and of the needs of disabled citizens in the Town of Needham.
- a community based forum to promote understanding of the Americans with Disabilities Act (ADA).

All recommendations for disbursements would be welcome and thoughtfully considered by the NCOD to better promote accessibility for all disabled persons in the Town of Needham.

We would greatly appreciate the Needham Board of Selectmen's consideration in this matter.

THE COMMONWEALTH OF MASSACHUSETTS

In the Year One Thousand Nine Hundred and Ninety-two

AN ACT RELATIVE TO FINES ACCRUED FROM HANDICAPPED PARKING VIOLATIONS.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to immediately allow certain parking fines to be used by local commissions on disabilities, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 40 of the General Laws is hereby amended by inserting after section 22F, inserted by section 123 of chapter 138 of the acts of 1991, the following section:-

Section 22G. Any city or town which has accepted the provisions of section eight J is hereby authorized to allocate all funds received from fines assessed for violations of handicap parking in said city or town to the commission on disabilities.

Funds so received shall be deposited by the city or town treasurer in a separate account and shall be used solely for the benefit of persons with disabilities. Said account shall be established by the city or town treasurer and shall be kept separate and apart from all other monies. Expenditures from said account, including accrued interest, if any, shall be made upon the recommendation of the commission on disabilities in accordance with the accepted procedures of the city or town for the disbursement of funds, including the approval of the mayor and city council or the town manager or board of selectmen. The city or town accountant shall submit annually a report of said account to the mayor and city council or the town manager and board of selectmen for review and a copy of said report shall be forwarded to the bureau of accounts.

House of Representatives, November 17, 1992.

Preamble adopted,

Richard A. Vohe

Acting
Speaker.

In Senate, November 17, 1992.

Preamble adopted,

William H. Bulger

President.

House of Representatives, November 17, 1992.

Bill passed to be enacted,

Richard A. Vohe

Acting
Speaker.

In Senate, November 17, 1992.

Bill passed to be enacted,

William H. Bulger

President.

25 November, 1992.

Approved,

at eleven o'clock and 47 minutes, A.M.

William F. Weld

Governor.

Needham Commission on Disabilities Expenditure History
 Updated ~ November 1, 2011

Budget Year	Expenditure Description	Date	Handicapped Parking Fund	Disability Commission Budget	Total Spent
7/1/01-6/30/02	Hillside PTC, AVID Grant (Accepting, Valuing, Including, Diversity) Speaker Travis Roy	11/2/2001	\$300.00		
	Newman Creative Arts Committee, Unseen Borders	11/2/2001	\$200.00		
	Understanding Differences Curriculum Materials	11/29/2001	\$105.00		
			\$605.00	\$0.00	\$605.00
7/1/02-6/30/03	Film for handicapped parking camera	7/15/2002		\$27.50	
			\$0.00	\$27.50	\$27.50
7/1/03- 6/30/04	Mitchell School Creative Arts Grant, American sign language	10/23/2003	\$300.00		
	Film for handicapped parking camera	12/18/2003		\$111.92	
	PrintMaster Letterhead, envelopes and business cards	6/14/2004	\$229.00		
	Adult Cooking Supplies for the Charles River ARC	2/13/2004	\$500.00		
	12 Pocket Talker Pro's for all Departments	3/26/2004	\$1,683.95		
			\$2,712.95	\$111.92	\$2,824.87
7/1/04-6/30/05	Integrated Preschool Yoga Program at Newman	9/21/2004	\$400.00		
	2 Bed Canes Needham Community Council	5/3/2005	\$163.90		
	Nova Mack Walker Community Council	6/6/2005	\$245.00		
	Lubins- Plaque for Retiring Member	9/30/2004		\$58.21	
			\$808.90	\$58.21	\$867.11

Needham Commission on Disabilities Expenditure History
 Updated ~ November 1, 2011

7/1/05-6/30/06	Newman School PTC Unseen Borders	1/9/2006	\$600.00	\$0.00	\$600.00
7/1/06-6/30/07	Assisted Living Aids Pocket Talker Pro	9/28/2006	\$433.95		
	Eliot School PTC, Travis Roy Speaker	10/18/2006	\$500.00		
	Minuteman Regional HS. 4000 NCOD brochures	12/18/2006		\$248.81	
	Hillside PTC, Travis Roy Speaker	2/5/2007	\$500.00		
	Polaroid Film purchase for handicapped parking	5/16/2007		\$53.98	
	Grant for Charles River ARC Computer Program	5/17/2007	\$820.49		
			\$2,254.44	\$302.79	\$2,557.23
7/1/07-6/30/08	M.E. O'Brian Tuff Turf tiles and installation Claxton Playground	9/26/2007	\$5,000.00		
	M.E. O'Brian Tuff Turf tiles and installation Mills Playground	11/1/2007	\$5,000.00		
	Newman PTC ASL for Kindergarten classes	1/24/2008	\$500.00		
	Helping Hands for Hillside School	3/20/2008	\$300.00		
	Helping Hands for Eliot School	3/20/2008	\$300.00		
			\$11,100.00	\$0.00	\$11,100.00
7/1/08-6/30/09	Newman PTC Unseen Borders Program	12/2/2009	\$600.00		
	Eliot PTC Unseen Borders Program	12/19/2009	\$300.00		
	Hillside PTC Unseen Borders Program	12/19/2009	\$300.00		

Needham Commission on Disabilities Expenditure History
 Updated ~ November 1, 2011

	Council on Aging Zoom Text 9.1 Computer Software	4/16/2009	\$600.00		
	Lubins- Plaque for Retiring Member	6/26/2009		\$81.00	
	Jean Martin - Reimbursement for Survey Tool Kit	6/26/2009		\$249.00	
			\$1,800.00	\$330.00	\$2,130.00
7/1/09-6/30/10	Needham Housing Authority Exercise/Nutrition Program	6/30/2010	\$500.00		
	Digital Camera for Handicapped Parking Patrol	10/15/2009		\$99.95	
	Memory Card for Camera	10/19/2009		\$22.99	
			\$500.00	\$122.94	\$622.94
7/1/10-6/30/11	Eliot PTC- Jothy Rosenberg- Speaker	2/1/2011	\$250.00		
	Olin College- Subtitles for film	5/20/2011	\$350.00		
	Hillside PTC Therapeutic Roller Slide Playground Equipment	6/30/2011	\$3,000.00		
	Hillside PTC - Travis Roy	6/30/2011	\$650.00		
	Eliot, Mitchell, Broadmeadow Schools PTC FLAME performance	6/30/2011	\$1,000.00		
	Dell Marketing Laptop Purchase	6/30/2011		\$520.66	
			\$5,250.00	\$520.66	\$5,770.66

Board of Selectmen

AGENDA FACT SHEET for 11/29/11

Agenda Item: Memorandum of Understanding
Needham Bank/Eaton Square

Presenter(s): Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The Town and Needham Bank have developed a Memorandum of Understanding guiding the implementation of the Eaton Square Parking Lot project. Needham Bank owns #1063 Great Plain Avenue and 232-244 Garden Street. The Bank desires to expand its building at 1063 Great Plain Avenue. A more efficient plan can be achieved if the Bank's two properties are combined and not separated by Eaton Square. The Town owns and operates a municipal public parking lot on Eaton Square. The Town desires additional parking capacity in the vicinity of Eaton Square, and also that a portion of Eaton Square be converted to a pedestrian area not open to vehicular traffic. These objectives can be better accomplished without Eaton Square as a public way and by utilizing parking on the Bank's property. The Bank's new building or enlargement of existing buildings will be 2-stories, containing approximately 7,500 square feet of gross occupiable floor area, plus a full basement. The November 7, 2011 Special Town Meeting approved an article to allow the Town to discontinue and abandon Eaton Square as a public way, and extinguish such easement or other rights the Town may have in said way. The proposal includes at least 4 additional spaces for public use while the bank is open, and at least an additional 42 more spaces (for a total of 46) for public use when the bank is closed. The actual layout of the parking lot(s) including the actual number of parking spaces dedicated to use by the Bank will be further developed during the permitting process. The Town will maintain and plow the newly combined lot. Benefits to the Town include a reconstructed parking lot, new decorative lighting, new NPDES compliant drainage (currently our Eaton lot does not comply), new landscaping, a new pedestrian plaza, and improved and safer traffic and pedestrian circulation with the elimination of the Eaton Square entrance from Great Plain Avenue.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: That the Board approve and authorize the Town Manager to sign the Memorandum of Understanding between the Town and Needham Bank, dated November 7, 2011.

3. BACK UP INFORMATION ATTACHED:

- a. Memorandum of Agreement between the Town and Needham Bank

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING dated this 7 day of November, 2011, by and between Needham Bank, a banking corporation with a principal place of business at 1063 Great Plain Avenue, Needham, MA (hereinafter referred to as the "Bank") and the Town of Needham, a municipal corporation with a principal place of business at 1471 Highland Avenue, Needham, MA (hereinafter referred to as the "Town").

PRELIMINARY STATEMENT

Bank is the record title owner of real estate known and number as 1063 Great Plain Avenue, Needham, MA, and 232-244 Garden Street, Needham, MA, which said properties are separated from each other by the street or way known as Eaton Square. Bank desires to construct additional buildings and/or expand and enlarge its existing buildings on the aforesaid Bank properties. Bank recognizes that a more efficient site design can be achieved and the Bank's objectives would be better served if said properties were combined and not separated by Eaton Square. Town owns and operates a municipal public parking lot on Eaton Square. Town desires additional parking capacity in the vicinity of Eaton Square and desires a portion of Eaton Square to be a pedestrian area not open to vehicular traffic. Town recognizes that such additional parking and pedestrian area are better accomplished without Eaton Square as a public way and by utilizing parking on the Bank's property. After reasonable due diligence the parties hereto hold the common opinion that their respective goals and interest are best served by working cooperatively and with the discontinuance of Eaton Square as a public way and the combining of certain properties for parking purposes. Prior hereto the Bank and Town have entered into discussions and negotiations and have come to agreements and understandings relative to accomplishing their respective goals. This Memorandum of Understanding sets forth the respective undertakings and rights and responsibilities of the parties.

UNDERTAKINGS, RIGHTS AND RESPONSIBILITIES

1. Town shall take such action and steps as may be necessary and proper to discontinue and abandon Eaton Square as a public way and extinguish such easement or other rights as the Town may have in said way. Such action and steps shall include but not be limited to sponsoring and presenting an article to discontinue and abandon said way to Town Meeting pursuant to Chapter 82 of the General Laws of Massachusetts. The above notwithstanding, the Town shall reserve or be granted an access and pedestrian easement from the Bank for motor vehicle and pedestrian access over the land presently within the

way known as Eaton Sq. The reserved or granted easement over the way known as Eaton Sq. shall remain until such time as it is relocated as approved by the Planning Board and finalized by the requisite easement relocation documents.

2. Upon the discontinuance and abandonment of Eaton Square the ownership (fee interest) in various portion of the land in said way shall be held by the Bank and the Town as shown on the conceptual plan attached hereto as Exhibit 1 and the parties will take such action and steps as may be necessary and proper to facilitate the transfer of such land to the appropriate party.
3. Bank shall make application for and shall pursue such approvals and permits (including but not limited to Site Plan Approval from the Needham Planning Board) as may be required and necessary for a new building and/or expansion and enlargement of existing buildings on the Bank's property. Said new building or enlargement of existing buildings shall be 2-stories containing approximately 7,500 square feet of gross occupiable floor area plus a full basement.
4. Bank, at Bank's sole cost and expense, shall undertake and be responsible for the construction of the parking lot(s) shown on the plan attached hereto as Exhibit 2, including the construction, installation of drainage, lighting and striping; provided, however, that actual layout of said parking lot(s) including the actual number of parking spaces contained in the same shall be further developed and agreed upon by the parties hereto.
5. Bank, at Bank's sole cost and expense, shall undertake and be responsible for the construction of the pedestrian area shown on the plan attached hereto as Exhibit 2, which the public will have the right to use as customary to a public plaza, including the construction, installation of drainage, lighting and striping; provided, however, that the actual layout of said pedestrian area shall be further developed and agreed upon by the parties hereto. The Town will seek the easements and permissions from the Massachusetts Bay Transportation Authority that may be necessary to construct the pedestrian area as shown on the plan. The pedestrian area shall be open to the public.
6. Town will grant to Bank a license and other appropriate rights necessary to allow Bank to utilize the pedestrian area for a period of nine (9) months from the issuance of the building permits for the building referenced in Paragraph 3 above for purposes of staging and other activity related to the construction of said building.
7. All of the parking spaces in the parking area designated as "Exclusive Bank Parking" on the conceptual plan marked as Exhibit 2 and a certain number of parking spaces to be

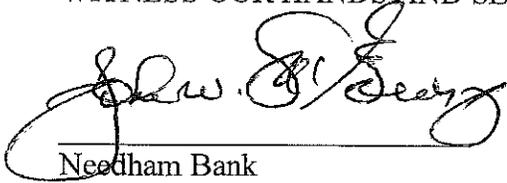
determined by the Planning Board during Site Plan Review in the parking area designated as "To Be Determined Bank Parking" on said Exhibit 2 shall be dedicated to and reserved for Bank parking only during hours the Bank is open for business or otherwise operational. Thereafter, such parking spaces in the above described areas shall be open and available to Town for purposes of public parking.

8. All of the parking spaces in the parking area designated as "Town Parking" shall be under the control of Town and utilized for public parking under such terms and conditions as the Town shall determine in its sole discretion. In any event, the Town shall have no less than 85 parking spaces in the combined lots solely for municipal purposes.
9. Upon completion of the construction of the parking areas and the pedestrian way shown on the conceptual plan attached hereto as Exhibit 2, Town shall undertake and be solely responsible for the operation, maintenance, cleaning, repairs, and the removal of snow and ice from said parking areas and pedestrian way.
10. The parties acknowledge the need for reciprocal easements for access and parking. The parties shall enter into and execute mutually agreed upon licenses, reciprocal easements, and any other agreements and documents to allow and provide for the free and unencumbered access of either party onto the property of the other and to otherwise effectuate the goals and purposes of this Memorandum of Understanding.
11. The parties acknowledge and agree that the abandonment and discontinuance of Eaton Square and the transfer of ownership (fee interest) in the land in said way as described above is fundamental to this Memorandum of Understanding and the parties' performance hereunder is conditional upon and contingent upon the same. In the event of the failure of such abandonment and discontinuance and/or the transfer of the ownership (fee interest) in the land in said way, this Memorandum of Understanding and the parties' obligation to perform hereunder shall automatically terminate and be void.
12. It is the intent of the parties hereto that the actions and undertakings set forth in this Memorandum of Understanding (including but not limited to (a) the abandonment and discontinuance of Eaton Square, (b) the grant and issuance of permits and approvals for the Bank's building(s), and (c) the Bank's construction of the parking areas and pedestrian way) are interconnected and that each is conditional and contingent upon the occurrence of the other. The parties shall enter into such agreements as may be necessary and proper so that such intention of the parties is realized and recognized.
13. In the event that the Town abandons or discontinues Eaton Sq, and the Bank is not obligated to or fails to perform the terms of this Memorandum of Understanding, the

Town may take by eminent domain an easement for a public way in the land now known as Eaton Sq. and the Bank will not seek any damages for such taking.

14. The Bank shall indemnify and hold harmless the Town for any assessment, damage or injury arising out of the construction activities to be performed under the terms of this Memorandum of Understanding, including legal fees and expenses.

WITNESS OUR HANDS AND SEALS THE DAY AND YEAR FIRST ABOVE WRITTEN.



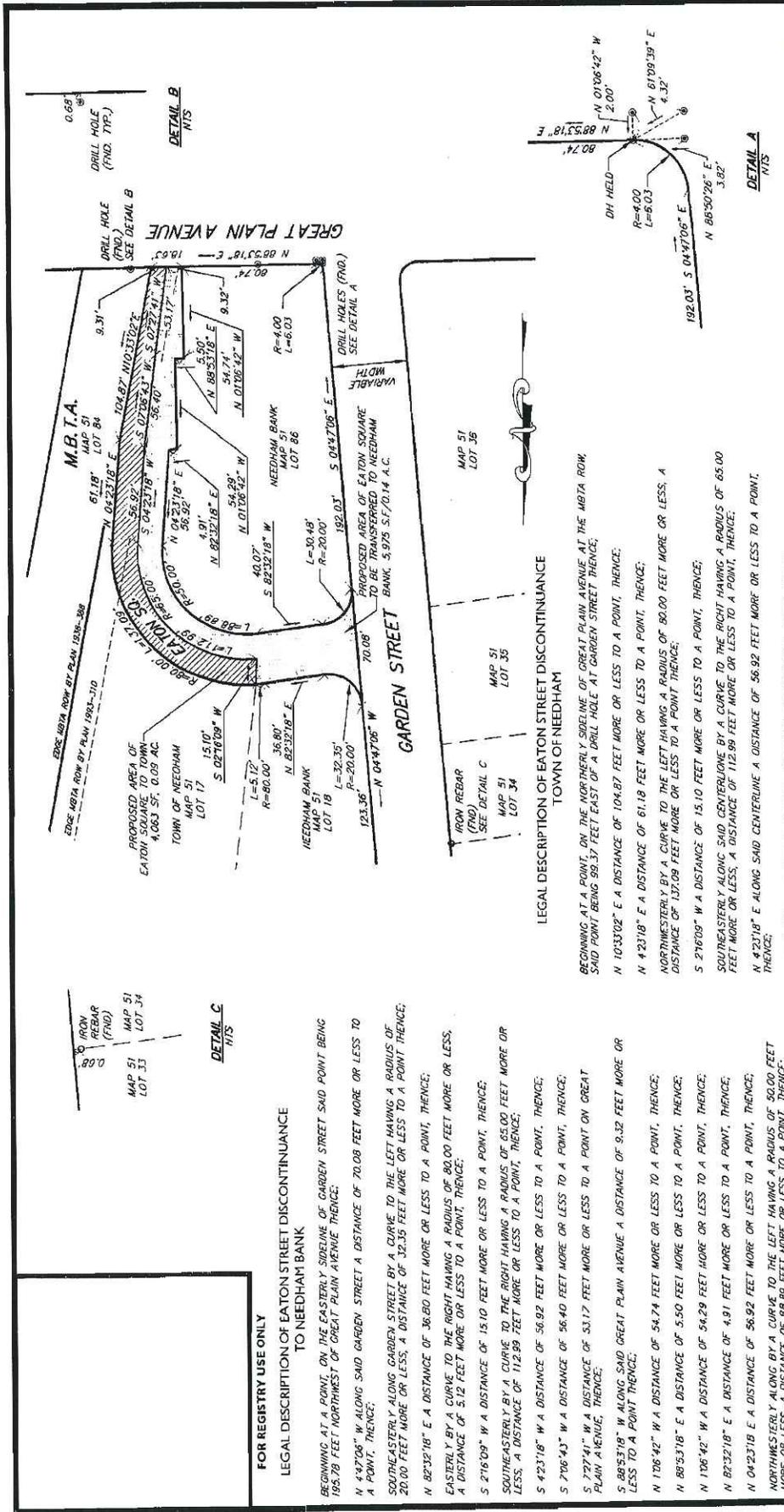
Needham Bank

By: John W. McGeorge/President

Town of Needham

By:

EXHIBIT 2



APPROVED TOWN OF NEEDHAM, MA	DATE
BOARD OF SELECTMEN	DATE
PLANNING BOARD	DATE
TOWN CLERK	DATE
DPM DIRECTOR	DATE

STREET DISCONTINUANCE PLAN
EATON SQUARE
 NEEDHAM
 MASSACHUSETTS 02492

LUOCO & CORMIER
 ENGINEERING ASSOCIATES, INC.
 10 MAIN STREET - UNIT 212
 TOWNSHURRY, MA 01967
 WWW.LUOCOANDCORMIER.COM

LAND PLANNING SERVICES: CIVIL ENGINEERING - LAND SURVEYING - ENVIRONMENTAL SCIENCES
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LEGAL DESCRIPTION OF EATON STREET DISCONTINUANCE TO NEEDHAM BANK

BEGINNING AT A POINT, ON THE EASTERLY SIDEWALK OF GARDEN STREET SAID POINT BEING 195.78 FEET NORTHWEST OF GREAT PLAIN AVENUE THENCE

N 4°23'18" W ALONG SAID GARDEN STREET A DISTANCE OF 70.08 FEET MORE OR LESS TO A POINT, THENCE;

SOUTHEASTERLY ALONG GARDEN STREET BY A CURVE TO THE LEFT HAVING A RADIUS OF 20.00 FEET MORE OR LESS, A DISTANCE OF 32.35 FEET MORE OR LESS TO A POINT, THENCE;

N 82°32'18" E A DISTANCE OF 36.80 FEET MORE OR LESS TO A POINT, THENCE;

EASTERLY BY A CURVE TO THE RIGHT HAVING A RADIUS OF 80.00 FEET MORE OR LESS, A DISTANCE OF 5.12 FEET MORE OR LESS TO A POINT, THENCE;

S 2°16'09" W A DISTANCE OF 15.10 FEET MORE OR LESS TO A POINT, THENCE;

SOUTHEASTERLY BY A CURVE TO THE RIGHT HAVING A RADIUS OF 65.00 FEET MORE OR LESS, A DISTANCE OF 112.89 FEET MORE OR LESS TO A POINT, THENCE;

S 4°23'18" W A DISTANCE OF 56.92 FEET MORE OR LESS TO A POINT, THENCE;

S 7°06'43" W A DISTANCE OF 56.40 FEET MORE OR LESS TO A POINT, THENCE;

N 1°06'42" W A DISTANCE OF 54.74 FEET MORE OR LESS TO A POINT, THENCE;

N 88°53'18" E A DISTANCE OF 5.50 FEET MORE OR LESS TO A POINT, THENCE;

N 1°06'42" W A DISTANCE OF 54.29 FEET MORE OR LESS TO A POINT, THENCE;

N 82°32'18" E A DISTANCE OF 4.91 FEET MORE OR LESS TO A POINT, THENCE;

N 04°23'18" E A DISTANCE OF 56.92 FEET MORE OR LESS TO A POINT, THENCE;

NORTHWESTERLY ALONG BY A CURVE TO THE LEFT HAVING A RADIUS OF 50.00 FEET MORE OR LESS, A DISTANCE OF 88.89 FEET MORE OR LESS TO A POINT, THENCE;

S 82°32'18" W A DISTANCE OF 40.07 FEET MORE OR LESS TO A POINT, THENCE;

SOUTHWESTERLY BY A CURVE TO THE LEFT HAVING A RADIUS OF 20.00 FEET MORE OR LESS, A DISTANCE OF 30.48 FEET MORE OR LESS TO A POINT ON THE EASTERLY SIDEWALK SAID GARDEN STREET BEING THE POINT OF BEGINNING

SAID PARCEL CONTAINING 9.975 S.F. (0.14 AC.) MORE OR LESS, AND IS FURTHER SHOWN ON PLAN ENTITLED, "EATON SQUARE STREET DISCONTINUANCE PLAN, DATED OCTOBER 20, 2011, SCALE 1"=40", PREPARED BY LUOCO & CORMIER ENGINEERING ASSOC.

ACCESS EASEMENT IN AND OVER THE AREA TO BE TRANSFERRED TO NEEDHAM BANK IS RESERVED FOR TOWN PURPOSES FOR VEHICLE AND PEDESTRIAN ACCESS.

LEGAL DESCRIPTION OF EATON STREET DISCONTINUANCE TOWN OF NEEDHAM

BEGINNING AT A POINT, ON THE NORTHERLY SIDEWALK OF GREAT PLAIN AVENUE AT THE M.B.T.A. SAID POINT BEING 89.37 FEET EAST OF A DRILL HOLE AT GARDEN STREET THENCE;

N 10°33'02" E A DISTANCE OF 104.87 FEET MORE OR LESS TO A POINT, THENCE;

N 4°23'18" E A DISTANCE OF 61.18 FEET MORE OR LESS TO A POINT, THENCE;

NORTHWESTERLY BY A CURVE TO THE LEFT HAVING A RADIUS OF 80.00 FEET MORE OR LESS, A DISTANCE OF 137.09 FEET MORE OR LESS TO A POINT, THENCE;

S 2°16'09" W A DISTANCE OF 15.10 FEET MORE OR LESS TO A POINT, THENCE;

SOUTHEASTERLY ALONG SAID CENTERLINE BY A CURVE TO THE RIGHT HAVING A RADIUS OF 65.00 FEET MORE OR LESS, A DISTANCE OF 112.89 FEET MORE OR LESS TO A POINT, THENCE;

N 4°23'18" E ALONG SAID CENTERLINE A DISTANCE OF 56.92 FEET MORE OR LESS TO A POINT, THENCE;

S 7°06'43" W A DISTANCE OF 56.40 FEET MORE OR LESS TO A POINT, THENCE;

S 7°07'41" W A DISTANCE OF 53.17 FEET MORE OR LESS TO A POINT A GREAT PLAIN AVENUE, THENCE;

N 0°15'18" E ALONG SAID GREAT PLAIN AVENUE, A DISTANCE OF 9.31 FEET MORE OR LESS TO THE POINT OF BEGINNING

SAID PARCEL CONTAINING 4.063 S.F. (0.09 AC.) MORE OR LESS, AND IS FURTHER SHOWN ON PLAN ENTITLED, "EATON SQUARE STREET DISCONTINUANCE PLAN, DATED OCTOBER 20, 2011, SCALE 1"=40", PREPARED BY LUOCO & CORMIER ENGINEERING ASSOC.

ACCESS EASEMENT IN AND OVER THE AREA TO BE TRANSFERRED TO THE TOWN OF NEEDHAM IS RESERVED FOR THE NEEDHAM BANK FOR VEHICLE AND PEDESTRIAN ACCESS.

PREPARED FOR:
NEEDHAM COOPERATIVE BANK
 1055-1067 GREAT PLAIN AVENUE
 NEEDHAM, MA 02492

SCALE: 1" = 40'

OCTOBER 20, 2011

SCALE IN FEET

0 40 80 120 160

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED IN CONFORMITY WITH THE RULES AND REGULATIONS OF THE REGISTRY OF DEEDS.

DATE

EXHIBIT 2



BEALS ASSOCIATES INC.

NO GUARANTEE IS MADE BY BEALS ASSOCIATES INC. FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE INFORMATION IS FOR GENERAL INFORMATION ONLY AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE. BEALS ASSOCIATES INC. IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. THE INFORMATION IS FOR GENERAL INFORMATION ONLY AND SHOULD NOT BE USED FOR ANY OTHER PURPOSE. BEALS ASSOCIATES INC. IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS.

200-00 DISTRICT	200-00 DISTRICT	200-00 DISTRICT
LOT AREA	10,000 SQ. FT.	10,000 SQ. FT.
FRONTAGE	100 FT.	100 FT.
DEPTH	100 FT.	100 FT.
FRONT YARD	10 FT.	10 FT.
REAR YARD	10 FT.	10 FT.
SIDE YARD	10 FT.	10 FT.
MAX. HEIGHT	35 FT.	35 FT.
MAX. FLOOR AREA	100,000 SQ. FT.	100,000 SQ. FT.
MAX. NUMBER OF UNITS	100	100

LOT AREA	FRONTAGE	DEPTH	FRONT YARD	REAR YARD	SIDE YARD	MAX. HEIGHT	MAX. FLOOR AREA	MAX. NUMBER OF UNITS
10,000 SQ. FT.	100 FT.	100 FT.	10 FT.	10 FT.	10 FT.	35 FT.	100,000 SQ. FT.	100

126 PARKING SPACES



DATE	BY	REVISION
01/15/11	JK	ISSUED FOR PERMITTING
01/15/11	JK	ISSUED FOR PERMITTING
01/15/11	JK	ISSUED FOR PERMITTING

EATON CONCEPT A4

EXHIBIT PLAN

244 GARDEN STREET

IN THE CITY OF

NEEDHAM, MASSACHUSETTS

1 OF 1

Board of Selectmen

AGENDA FACT SHEET for 11/29/2011

Agenda Item: Determination of Unique Status/Lincoln Street Property

Presenter(s): Kate Fitzpatrick, Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

The 2013-2017 Capital Improvement Plan includes a proposal to purchase the property at 37 – 39 Lincoln Street for the purposes of expanding the Chestnut Street/Lincoln Street parking lot. In October, the Finance Committee approved a Reserve Fund Transfer in the amount of \$25,000 to allow the Town to secure rights to purchase the property until an appropriation can be sought at the 2012 Annual Town Meeting. In accordance with M.G.L. c. 30B, a public procurement process is not required if the Board of Selectmen determines that advertising will not benefit the Town's interest because of the unique qualities of the parcel.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: [YES] NO (circle one)

Suggested Motion: That the Board vote to determine that in the case of the proposed acquisition of 37-39 Lincoln Street, advertising will not benefit the Town's interest because of the unique qualities of the location of the property needed. This determination is made on the basis that the property abuts the Chestnut Street/Lincoln Street parking lot and the property will be used for parking lot expansion.

3. BACK UP INFORMATION ATTACHED:

- a. Photographic Map showing the Parking Lot and 37 – 39 Lincoln Street
- b. M.G.L. c. 30B Section 16

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____



PART I ADMINISTRATION OF THE GOVERNMENT (Chapters 1 through 182)
TITLE III LAWS RELATING TO STATE OFFICERS
CHAPTER 30B UNIFORM PROCUREMENT ACT
Section 16 Real property; disposition or acquisition

Section 16. (a) If a governmental body duly authorized by general or special law to engage in such transaction determines that it shall rent, convey, or otherwise dispose of real property, the governmental body shall declare the property available for disposition and shall specify the restrictions, if any, that it will place on the subsequent use of the property.

(b) The governmental body shall determine the value of the property through procedures customarily accepted by the appraising profession as valid.

(c) A governmental body shall solicit proposals prior to:

(1) acquiring by purchase or rental real property or an interest therein from any person at a cost exceeding twenty-five thousand dollars; or

(2) disposing of, by sale or rental to any person, real property or any interest therein, determined in accordance with paragraph (b) to exceed twenty-five thousand dollars in value.

(d) The governmental body shall place an advertisement inviting the submission of proposals in a newspaper with a circulation in the locality sufficient to inform the people of the affected locality. The governmental body shall publish the advertisement at least once a week for two consecutive weeks. The last publication shall occur at least eight days preceding the day for opening proposals. The advertisement shall specify the geographical area, terms and requirements of the proposed transaction, and the time and place for the submission of proposals. In the case of the acquisition or disposition of more than twenty-five hundred square feet of real property, the governmental body shall also cause such advertisement to be published, at least thirty days before the opening of proposals, in the central register published by the state secretary pursuant to section twenty A of chapter nine.

(e) The governmental body may shorten or waive the advertising requirement if:

(1) the governmental body determines that an emergency exists and the time required to comply with the requirements would endanger the health or safety of the people or their property; provided, however, that the governmental body shall state the reasons for declaring the emergency in the central register at the earliest opportunity; or

(2) in the case of a proposed acquisition, the governmental body determines in writing that advertising will not benefit the governmental body's interest because of the unique qualities or location of the property needed. The determination shall specify the manner in which the property proposed for acquisition satisfies the unique requirements. The governmental body shall publish the determination and the reasons for the determination, along with the names of the parties having a beneficial interest in the property pursuant to section forty J of chapter seven, the location and size of the property, and the proposed purchase price or rental terms, in the central register not less than thirty days before the governmental body executes a binding agreement to acquire the property.

(f) Proposals shall be opened publicly at the time and place designated in the advertisement. The governmental body shall submit the name of the person selected as party to a real property transaction, and the amount of the transaction, to the state secretary for publication in the central register.

(g) If the governmental body decides to dispose of property at a price less than the value as determined pursuant to paragraph (b), the governmental body shall publish notice of its decision in the central register, explaining the reasons for its decision and disclosing the difference between such value and the price to be received.

(h) This section shall not apply to the rental of residential property to qualified tenants by a housing authority or a community development authority.

(i) Acquisitions or dispositions of real property or any interest therein pursuant to this section between governmental bodies and the federal government, the commonwealth or any of its political subdivisions or another state or political subdivision thereof shall be subject to subsections (a), (b) and (g).

Board of Selectmen

AGENDA FACT SHEET for 11/29/2011

Agenda Item: Fiscal Year 2013 Budget Consultation
Presenter(s): Kate Fitzpatrick, Town Manager
Dave Davison, Assistant Town Manager/Finance

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

We will discuss with the Board the preliminary departmental spending requests for the FY2013 Operating Budget.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

- a. Departmental Spending Request Status Report, November 25, 2011

4. SIGN OFF/APPROVAL REQUIRED:

5.

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____



TOWN OF NEEDHAM

TOWN HALL

1471 Highland Avenue
Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7512
FAX: (781) 449-4569
TDD: (781) 455-7558

TO: Board of Selectmen
FROM: Kate Fitzpatrick, Town Manager *Kate*
CC: David Davison, Assistant Town Manager/Finance
Christopher Coleman, Assistant Town Manager/Operations
DATE: November 25, 2011
RE: Department Spending Request Status Report (General Fund)

All General Government Departments submitted operating and capital budget requests in October. Department managers and key staff met with the Town Manager, Assistant Town Manager/Operations and Assistant Town Manager/Finance in more than 20 hours of budget reviews in November. Seven members of the Finance Committee participated in at least one of four hearing, and the Finance Committee Executive Secretary attended each hearing.

Below is a summary of the key issues raised by the General Government Departments. A common theme is that the departments are not in expansion mode, but working to preserve core services and public assets. Department managers are revising their submissions based on the outcome of each hearing, and submissions are due to the Finance Committee (in accordance with the General By-laws) on Wednesday, December 14, 2011.

Townwide Expenses

The Townwide expense budget is still being finalized based on the conversion of three more groups of employees to the Rate Saver health insurance plans and the outcome of the actuarial analysis for other post-employment benefit costs. We will update the Board on the status of the Townwide Expense budgets in December.

General Government

The General Government departments include the Board of Selectmen/Town Manager and Human Resources, the Town Clerk and Board of Registrars, Legal, the Personnel Board, the Finance Department and the Finance Committee. Most of the budget requests are fairly constant, with limited changes proposed other than approved salary increases. With respect to the Office of the Town Clerk, the Town will conduct three elections in FY2013 (as opposed to two elections in FY2012), including a Presidential election, which accounts for an increase of 7.6% for that budget request. The legal budget was increased in FY2012, and experience indicates that no additional increase need be requested in FY2013.

The Finance Department consists of the Finance Director, the Information Technology Center, Treasurer/Collector, Accounting, Assessing, and Parking

Clerk. Departmental increases are primarily attributable to salary increases and the number and cost of software licenses. The number of applications and devices maintained by the Information Technology Center continues to grow, taxing the Center's ability to meet the growing need. The ITC budget includes operating capital that funds personal computers, low-end data servers, and printers. The replacement of larger items is included in the Capital Improvement Plan. The Finance Department tracks performance on a wide range of factors, including debt-offering yields as compared to other AAA communities, the number of customers paying bills electronically, and earnings of general fund investments versus the MMDT benchmark. The ITC is tracking help desk requests, of which there were 4,324 in FY11, as well as the number of requests resolved within the one business day benchmark.

Planning and Community Development

This Department has two budgets – one for Planning and Economic Development, and one for Community Development (Conservation and ZBA). Discussions about consolidating the two budgets are on-going. The Department is working on a fee schedule proposal to enable the Town to hire its own specialist/consultant at a developer's expense when projects are highly technical or complex. Fees have returned to pre-recession levels at about \$30,000 per year. The Department recently permitted three very large projects – Wingate at Needham, North Hill, and a project at 128 First Avenue. The department tracks performance in many ways, including the turnaround for major project site plan special permits and subdivision applications. The total days required to process a permit, on average, increased from 44 to 67 last year, although one major and controversial project increased the average significantly. Without that project, the average days to permit would have been 52.

With respect to the Community Development budget, we continue to see significant Conservation and Board of Appeals activity. The Department previously had an administrative staff person dedicated 60% to ZBA and 40% to Conservation. When that position was vacated, the Town hired two part-time employees with very different skill sets to fill the positions, which has been more effective. The Conservation work requires a highly technical, wetlands professional position, and the ZBA requires a professional level employee to help provide uniformity and consistency in the writing of decisions. The Department will be working with Human Resources to develop a proposal to align the positions in the Department with the appropriate position descriptions. The Department has been partially funded by a transfer from the Wetlands Protection Fund for several years. While some transfer is proposed to continue for the part-time staff, we hope to continue to reduce the amount allocated for the Director of Conservation over a several year timeframe. The number of Conservation decisions issued continues to be high: 63 in Fy2009, 73 in FY2010, and 68 in FY2011. The ZBA issued 28 decisions in FY2010 and 41 in FY2011.

Public Safety

Both Police and Fire Departments have experienced significant staff turnover over the past several years, as a large number of long-serving employees retired and new recruits were hired. This will result in an increased emphasis on spending on training and develop in both departments. No collective bargaining agreements are in place for the Police and Fire unions for FY2012, so the salary lines are fairly flat in both departments. The Police Department budget request includes an increase in operating capital, as there is one additional front-line vehicle in the FY2013 replacement schedule – six vehicles compared to five in FY2012. While not an operating budget item, renovation and expansion of the Police Station will be a critical issue in the coming years.

Over the next year, the Fire Department will be evaluating ambulance rates and procuring ambulance billing services, both of which may impact ambulance revenue. The Town is also working to evaluate the effectiveness of activation of both ambulances, and is pursuing certification to allow the provision of ALS-level care with staffing consisting of one paramedic and one EMT. Current regulations require that the ambulance be staffed with two paramedics in order for ALS care to be provided. The enhancement in emergency medical services will expedite pre-hospital care, and will likely increase revenue. The Department has requested funds for a study of converting the Town's fire alarm master boxes to a wireless system.

The Building Department has experienced no reduction in activity during the economic recession. Permit fees collected were \$976,270 in FY2009, \$926,840 in FY2010, and \$1,206,173 in Fy2011. Applicants reported construction in FY2011 totaling \$114,517,317 to remodel 1,326,594 s.f. of property. This translates to more than \$9.5 million per month in renovation costs. The Department issued 3,896 permits in FY2011, up from 3,281 in FY2010. The Department is seeking to fund two-way radios in all Departmental vehicles, and additional hours for substitute inspectors and overtime for permanent inspectors.

Minuteman School

The budget request for the Minuteman School Assessment is 34.9% higher than FY2012. This is based on projected increases in the School budget, the number of Needham students at Minuteman, and a one-time special capital assessment for the Trades Hall remediation. Enrollment at the School is 31 full-time students this year, compared to 24 last year and 15 the year prior.

Public Works

For the first time, the Department of Public Works General Fund operating budget has been consolidated into one departmental submission rather than portrayed as a series of divisions. The new format makes it easier to evaluate the Department budget as a whole and to consider the relationship between the divisions. The Department will continue to experience inflationary pressure in petroleum-based products including asphalt and fuel. The number of gallons of gasoline used by all Town Departments (except Police) increased only slightly

from 34,517 to 34,912 in FY2011. However, diesel use increased significantly from 49,168 gallons to 63,560.

Another change in the FY2013 DPW operating budget is that resources needed to maintain existing park assets have been incorporated into the base budget rather than separated as a "new program or service." The budget includes increases for topdressing, purchase of seed, consulting services for field renovation planning, and fencing.

The Department tracks a wide variety of performance measures, including the time from funding to receipt of vehicles and equipment, road condition as compared to a PCI benchmark of 80%, time from report to pothole repair, lane miles paved, energy use for traffic signals, usability of playing fields, and trees planted. The budget request includes funding for a monumentation and grid system, Memorial Park field renovation, and landscaping. While not an operating budget item, renovation of the facility at 470 Dedham Avenue will be a critical priority in the coming years.

Public Facilities

The budget request for the Construction Division includes an increase to bring the Division's administrative staff member from .8 to 1 FTE. A critical focus of the PFD continues to be energy use and energy savings, and the Department tracks performance in this area. Rising energy prices have been significantly offset by energy reduction initiatives undertaken by the Department. The Department also tracks the number of work orders for both preventive maintenance and regular maintenance. The Town does not have a collective bargaining agreement in place for the custodial and trades employees, so this department spending request is fairly flat.

Health and Human Services

The Health Department has requested that additional funds be allocated to Riverside Community Care for services for high risk adults in the community. The budget request also includes increases for training for new staff members, conferences, increased hours for the Public Health Program Coordinator, and consideration for payment for employee use of personal vehicles rather than replacement of the municipal vehicle. While not an immediate concern, the Department notes that the Substance Abuse Prevention and Education program grant is in year three of a five year Drug Free Communities grant from the federal government. The Department is closely monitoring the availability of funding for years six through ten. The Department tracks performance in areas such as food inspection, communicable disease reporting, food, housing and tobacco complaints, fuel assistance and traveling meals. The focus of the Council on Aging will be on the implementation of the plans included in its recent reaccreditation, and the construction of the new Senior Center and planning for the programming in the new space. All human services departments share a concern about the ability of the Town to meet the escalating needs of citizens.

Community Services

The Library's FY2013 base budget request is \$12,817 less than the minimum required for certification by the State. The Library has identified several key objectives in FY2013, including closing the gap between being a net borrower and a net lender, fixing lingering roof and flooring issues, and continuing to transition on-going expenses from the State Aid account to the operating budget.

The gap between being a net borrower and a net lender has been reduced significantly over the past few years, from 19.2% in FY2007 to 2.2% in FY2011. Similarly, the Town has approved the transfer of items funded from the State Aid account to the operating budget over the past several years. Additional requests for FY2013 include a part-time Children's Programming Librarian, and additional hours at the circulation desk and for network transfer packing. The budget request proposes to include Library technology replacement as an operating capital line rather than in the capital budget.

The Park and Recreation Department continues to evaluate and respond to concerns and requests raised by residents relative to athletic facilities, trails, playgrounds, swim facilities, hockey facilities, fishing, skateboarding, and dog parks. The Department will be evaluating the feasibility of Rosemary Pool over the coming year, as well as identifying options for indoor programming spaces. The results of the on-going feasibility of the Cricket Field building may be helpful in this regard and would require capital resource allocation. Finally, the Department is analyzing the possibility of increasing the field maintenance fee to meet the need to preserve Town assets.

Board of Selectmen

AGENDA FACT SHEET for 11/29/2011

Agenda Item: Preliminary FY2013 -2017 Capital Improvement Plan
Presenter(s): Kate Fitzpatrick, Town Manager
Dave Davison, Assistant Town Manager

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

We will discuss with the Board the preliminary FY2013 cash capital and debt-financed project submissions. We will discuss the FY2014 – 2017 projects at the Board’s meeting on December 7th, and will seek final approval of the Capital Improvement Plan on December 21st.

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 3, 2012).

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

- a. Town Manager’s Capital Funding Recommendations for FY2013
- b. Capital Project Descriptions for Recommended Projects FY2013

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

**Fiscal Year 2013
Town Manager's Capital Funding Preliminary Recommendations**

Department	Project	Page	FY2013	Tier 1			Tier 2		Deferred		Comment
			Capital	Cash Capital	Debt Financing	Alternative Funding Source	Cash Capital	Debt Financing	Cash Capital	Debt Financing	
Town Manager/Board of Selectmen	Purchase of Real Property	1	630,000		630,000						\$25,000 RFT 10/05/2011
Finance	Servers & Switches	3	30,000	30,000							
Finance	Desktop Virtualization	5	130,000	130,000							
Community Development	Rosemary Camp Trail Improvement Engineering	7	50,000				50,000				
Community Development	Purchase of Open Space	9	1,000,000							1,000,000	Nothing has been identified at this time
Fire	Deputy Chief of Operation Vehicle (C-3)	11	35,000	35,000							
Fire	Quint (E-3)	11	750,000		750,000						
Needham Public Schools	Copier Replacement	15	97,570	66,782			30,788				
Needham Public Schools	Graphic Arts Equipment	20	14,180				14,180				
Needham Public Schools	Instrument and Furniture Replacement	22	43,450	43,450							
Needham Public Schools	Technology Replacement	27	524,500	384,000			140,500				
Needham Public Schools	Whiteboard Technology	30	148,300				148,300				
Needham Public Schools	School Administration Bldg Renovation/Relocation Study	33	30,000	30,000							
Fire	Structural Firefighting Gear	35	40,000	40,000							
Park & Recreation	Cricket Field Building Improvements	37	125,000						125,000		A feasibility study is now underway
Public Facilities	Core Fleet	39	50,318	50,318							
Public Facilities	Facility Maintenance Program	42	450,000	416,000			34,000				
Public Facilities	Energy Efficiency Upgrades	45	34,815	34,815							
Public Works	DPW Complex	47	580,000		580,000						

**Fiscal Year 2013
Town Manager's Capital Funding Preliminary Recommendations**

Department	Project	Page	FY2013	Tier 1			Tier 2		Deferred		Comment
			Capital	Cash Capital	Debt Financing	Alternative Funding Source	Cash Capital	Debt Financing	Cash Capital	Debt Financing	
Public Works	Athletic Facility Improvements	50	207,500	207,500							
Public Works	Core Fleet	53	315,000	315,000							
Public Works	Large Specialty Equipment	53	271,500				271,500				
Public Works	Small Specialty Equipment	53	41,000				41,000				
Public Works	Snow & Ice Equipment	53	171,000	31,000			140,000				
Public Works	Sodding DeFazio Fields	53	90,000				90,000				
Public Works	Storm Drain Discharge Improvements – Water Quality (EPA)	62	68,500						68,500		EPA regulations pending
Public Works	Public Works Infrastructure Program	65	600,000		600,000						
Public Works	Salt Shed	70	1,550,000			1,550,000					
General Fund Total			8,077,633	1,813,865	2,560,000	1,550,000	960,268		193,500	1,000,000	
RTS	Construction Equipment	73	380,000							380,000	Review ongoing
RTS	Large Specialty Equipment	73	175,200	175,200							
RTS Enterprise Fund Total			555,200	175,200						380,000	
Sewer	Small Specialty Equipment	76	34,000	34,000							
Sewer	Core Fleet	76	33,100	33,100							
Sewer	Infiltration and Inflow	80	550,000	550,000							
Sewer	SCADA System	84	30,000	30,000							
Sewer Enterprise Fund Total			647,100	647,100							

**Fiscal Year 2013
Town Manager's Capital Funding Preliminary Recommendations**

Department	Project	Page	FY2013	Tier 1			Tier 2		Deferred		Comment
			Capital	Cash Capital	Debt Financing	Alternative Funding Source	Cash Capital	Debt Financing	Cash Capital	Debt Financing	
Water	Core Fleet	86	117,000	117,000							
Water	Filter Media	89	72,500	72,500							
Water	Fire Flow Improvements	91	350,000	350,000							
Water	Connections	94	200,000	200,000							
Water	Water System Rehabilitation	96	99,300	99,300							
Water Enterprise Fund Total			838,800	838,800							
Total			10,118,733	3,474,965	2,560,000	1,550,000	960,268		193,500	1,380,000	

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Department Capital Request CIP-DCR						
Title	Purchase of Real Property 37 – 39 Lincoln Street	Department	Board of Selectmen/Town Manager			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?		X			
2.	Is this a multi-year capital replacement/upgrade request?			X		
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?			X		
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?					
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?		X			
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?		X			
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?		X			
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?		X			
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?				X	
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?				X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

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

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

Department Capital Request CIP-DCR											
Title	Network Hardware, Servers, Switches, Replacement/Upgrades					Department	Information Technology Center				
Useful Life	I		Primary Reason	3		Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2013	30,000	Intangibles									
FY2014	30,000	Equipment	150,000								
FY2015	30,000	Design & Engineering									
FY2016	30,000	Construction Expenses									
FY2017	30,000	Other Expenses*									
Total	\$150,000	Total	\$150,000	Total	\$ 0						
Attached Schedules	CF	CX	LS	SI	SS						
Description and Justification											
<p>The request is to replace older servers, application and data, with newer, faster, and more energy efficient models including hardware to install virtualization software. This can also include the replacement of the spam filter, virus firewall, and internet filtering. The request would also be for replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches would be better able to take advantage of the Town fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment can have an effect on email, financial applications, internet access, and data accessibility.</p>											

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

Department Capital Request CIP-DCR									
Title	Technology Systems and Applications Upgrades				Department	Information Technology Center			
Useful Life	II		Primary Reason	3		Operating Budget Impact	D		
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
FY2013	130,000	Intangibles	65,000						
FY2014		Equipment	65,000						
FY2015	100,000	Design & Engineering	100,000						
FY2016		Construction Expenses							
FY2017		Other Expenses*							
Total	\$230,000	Total	\$230,000	Total	\$				
Attached Schedules	CF	CX	LS	SI	SS				
Description and Justification									
<p>1) <u>Desktop Virtualization</u>: This request is for virtualizing approximately 100 employee workstations by adding additional licenses and hardware. Licensing would also be purchased to give high end users the ability to login from home and still access their workstation. The technology behind this is that all of the applications used by the employee, i.e. Microsoft Office, Adobe Acrobat, or Internet Explorer as examples, are stored on servers located in the ITC. Any specific application is then served to employee's desktop through the network. The servers delivering the applications have been customized to be more robust than a typical off-the-shelf server so that there are enough resources within the server to run the applications that are being served to the employees' workstations. Because the application are bundled in one location it allows the ITC Network Manager to more efficiently and productively roll out upgrades allowing for consistent versions of software. With limitations on the increase of permanent FTEs, virtualization will eliminate the need to request to hire additional support staff to support the growing demands of the current workforce. There is also an added benefit in that Workstation Support is more streamlined because issues with applications served out to the workstations are managed in the ITC and only serious hardware issues would need to be addressed at the employee workstation. The hardware that is used by the employee at their desk can be easily replaced at half the cost or better than current workstation hardware. ITC sees this as an important element in the day-to-day functions of ITC in the future.</p> <p>2) <u>Geographic Information System Update</u>: The Geographic Information System (GIS) update is a request for updated planimetric data as well as imagery. A Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. The GIS Administrator has finalized the Needham parcel delineation as well as the planimetric data collected in the Spring 2009 flyover. The GIS update would add any additional changes and updates that have taken place throughout Needham and adjacent communities within 1000' feet of the Town's boundary between the Spring 2009 flight and a 2015 flight. The flight would also improve imagery to help in analysis of land use and development throughout Needham. The GIS update would also include updating infrastructure data (water, sewer, drain) as well as changes to the parcel data. The current data from the Spring 2009 and any subsequent updates will be incorporated into an internet accessible site for viewing and querying the GIS data. This site is scheduled for completion in the first quarter of 2012. Because many departments, Engineering, Water & Sewer, Planning and other Town and School Departments, use the GIS data on a regular basis it is very important to have up to date data so these departments can plan with, analyze with and display with as accurate a representation of the land base and infrastructure</p>									

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

Department Capital Request CIP-DCR											
Title	Trail Improvement Project – Rosemary Camp Property					Department	Conservation/Park & Recreation				
Useful Life	V	Primary Reason	1	Operating Budget Impact	C						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2013	\$50,000	Intangibles									
FY2014	\$100,000	Equipment									
FY2015		Design & Engineering	\$50,000								
FY2016		Construction Expenses	\$100,000								
FY2017		Other Expenses*									
Total	\$ 150,000	Total	\$150,000	Total	\$						
Attached Schedules	CF	CX	LS	SI	SS						
Description and Justification											
<p>The Trails Master Plan has outlined several projects, and this is one of the first major improvement projects that is being moved forward for funding. The trail system that begins in the parking lot at Rosemary Pool and extends through the camp property and over to Nehoiden Street is used on a daily basis by residents in the area. The beginning section is the most urgent need for restoration, but there are other areas of concern, particularly along the steep stretch adjacent to the lake. Some projects would be completed by volunteers, so that only the large construction projects will need to be performed by a contractor. At this time, the project is not eligible for CPA funding, but if the proposed changes to the wording of the legislation are approved, this project would become eligible.</p>											

Extraordinary Capital Project CIP-XCP Long Form									
Title	Purchase of Open Space						Fiscal Year	2013	
Requester	Conservation Commission, Park & Recreation Commission, Board of Selectmen								
Location	unknown						Project Category	L	
Funding	Community Preservation Fund	CPA Eligible	Yes	X	No		Initial Submission	annual	
Partners	Possible CPA and grant opportunities								
Project Description	Without much notice, opportunities to purchase private land to add to the open space inventory surface each year. In particular, some opportunities arise during discussions of the development of private land. This project request is to keep all aware of the possibility, in the near future, of a purchase moving forward. Unexpectedly, in FY 2010, the purchase of two parcels of land on Carol Road and Brewster Drive, as well as a parcel on Charles River Street, adjacent to Walker-Gordon Field were all funded through CPA funds. It is possible that some purchases would relate to easements, as opposed to full ownership of the land. The Open Space and Recreation Plan reflects the goal of making additional purchases, especially in areas of Town without current open space to retain open areas, or to create access to other parcels, including connections to the Charles River. The purchase of parcels adjacent to current open space is also a high priority. Some parcels may require improvements. Under the current CPA legislation, parcels purchased with CPA funds are eligible for improvement funds from CPA. The CPA indicates how the value of the property is determined..								
Anticipated Result	Achieve goals from the Open Space and Recreation Plan, including access to open space parcels.								
Alternatives	Various Town boards discuss opportunities with landowners throughout the year, and some easements are donated or restrictions are put in place. These funds would be utilized for unexpected purchases, or for negotiated easements that might have a financial consideration.								
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition	X				Consultant		A, D, & E		
New Construction Addition		Feasibility			Industry References		Site Development		\$1,000,000
Reconstruction or Repair		Design/Permitting			In-House		General Contractor		
Court, Federal or State Order		Construction Phase			Other		Project Management		
Health or Safety		Close Out Process					F, F, & E		
New Technology		Total Project Duration					Technology		
Performance Measure							Other*		
Estimated Useful Life->							Total Budget		\$1,000,000
Project Funding Schedule									
	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design Costs	\$1,000,000								
Engineering & Design Costs									
Construction Costs									
Close Out Costs									

Extraordinary Capital Project CIP-XCP Long Form							
Title	Purchase of Open Space			Fiscal Year	2013		
Total	\$1,000,000						
Project Manager Title->	Director of Conservation OR Director of Park & Recreation						
Operational Budget Considerations						YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?							X
Will other Town department's resources be needed to successfully complete the project at the requested amount?						X	
Will the requested project require an increase in the next fiscal year operating budget for ANY department?							X
Will additional staff be required if the request is approved?							X
						As Permanent Employees?	X
						Independent Contractors?	X
Does the request include or require new or additional technology?							X
Does the request support activities that produce revenue for the Town?							X
If the request is not approved will existing Town revenues be negatively impacted?							X
<i>All "YES" responses must be explained under the Other Considerations section</i>							
Operating Budget Impact->						C	
Other Considerations							
As a particular parcel of land or easement cannot be identified at this time, the information provided is general. Surveys have indicated a desire to protect open space and provide access to trails, so this appears to be a high priority project for residents, when funding sources are available. The purchase of land or an easement will require assistance from Town Counsel. When a parcel becomes available for review, it will be important to determine whether Town departments could handle any increased work-load associated with the parcel.							
Operating and Maintenance Expenditure Detail Estimates							
Description	First Year of Operation		Second Year of Operation		Third Year of Operation		
Personnel (new)	FTE #		FTE #		FTE #		
Salaries and Wages							
Indirect Personnel Cost		%		%		%	
Other Personnel Costs							
Sub Total of Personnel Costs							
Services							
Supplies and Materials							
Equipment							
Sub Total of Non-Personnel Costs							
GRAND TOTAL							
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project							
Revenue Source(s)	First Year of Operation		Second Year of Operation		Third Year of Operation		
1							
2							
3							

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

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

Department Capital Request CIP-DCR			
Title	5 Year Vehicle / Apparatus Replacement	Department	Fire
	<p>(C-6) (FY14, \$45,000.) This request is to replace a 2004 Ford pick-up truck, with a utility body. The truck functions primarily as a brush fire truck, but it also has many other uses. In the winter months the modular brush unit and water tank is removed, and the truck is used to transport various materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, hazardous materials trailer, mass decontamination trailer, and the Health Department Emergency Dispensing Trailer. Presently, this truck has over 26,000 miles of service on it, and at the time of replacement mileage is estimated to be approximately 45,000.</p>		
	<p>(R-2) (FY15, \$150,000.) This request is to replace a 2005 Ford/Osage Rescue Ambulance. The vehicle currently has over 44,000 miles of emergency service, and at time of replacement mileage is estimated to be over 70,000. The ambulance also has over 6,800 hours of run time. The vehicle/apparatus replacement plan calls for replacing the ambulances every 8-10 years depending on use and condition. At the time of scheduled replacement R-2 will be 10 years old. This ambulance is the back-up unit for multiple calls (which have been increasing), and it is put into use as the frontline ambulance every Saturday through Sunday. This ambulance also supports services which produce significant revenue for the Town, and if it is placed out of service for maintenance reasons that revenue is forfeited to a mutual aid ambulance. **NOTE** The estimated replacement cost for this Rescue/Ambulance in FY15 would be \$170,000. We have estimated a trade-in value of \$20,000. bringing the request to \$150,000.</p>		
	<p>(C-5) (FY16, \$ 105,000.) This request is to replace a 2001 Ford F450 Bucket Truck. The truck is used primarily by the fire alarm division to maintain the municipal fire alarm system overhead wires on telephone poles. This truck currently has over 43,000 miles, and at time of replacement is estimated to have 70,000 miles. The vehicle apparatus replacement schedule calls for replacing this vehicle in 15 years from time of purchase which is 2016. This truck also supports services which produce significant revenue for the Town. Current estimates to replace the truck at today's prices are approximately 85,000. with a 5% annual inflation factor added.</p>		
	<p>(C-2) (FY17, \$40,000.) This request is to replace a 2010 Ford Expedition, Shift Commander vehicle. The vehicle currently has over 16,000 miles, and at time of replacement is estimated to have 58,000 miles. This vehicle is an emergency response vehicle that responds to all emergency incidents, and carries a multitude of emergency supplies, as well as, technology and information to support all types of incidents. Because of the importance of the dependability of this vehicle in emergency situations, we need to adhere to our scheduled replacement program (6-7 years). The estimated cost of replacement is based on information received from the manufacturer's vendor, who is currently on the State Bid List.</p>		
	<p>(C-43) (FY17, \$30,000.) This request is to replace a 2007 Ford 500 (sedan), Inspectors vehicle. The car currently has over 43,000 miles, and at time of replacement is estimated to have approximately 90,000 miles of service. Although this car is</p>		

Department Capital Request CIP-DCR			
Title	5 Year Vehicle / Apparatus Replacement	Department	Fire
<p>used primarily for non-emergency services, it does respond to certain emergency calls and all fires. At the time of requested replacement this vehicle will be 8-10 years old. If this vehicle is not replaced then maintenance and service costs will increase significantly. Additionally, because this vehicle responds to certain emergency incidents, if it is not replaced with a dependable vehicle then liability exposure will also increase. Additionally, this vehicle supports services which produce significant revenue to the Town through permitting and inspections.</p>			

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

Department Capital Request CIP-DCR																																							
Title	School Copier Replacement				Department	School Department																																	
Useful Life	II		Primary Reason	3		Operating Budget Impact	C																																
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C																																		
FY2013	\$97,570	Intangibles																																					
FY2014	\$80,450	Equipment	\$350,335																																				
FY2015	\$52,990	Design & Engineering																																					
FY2016	\$70,505	Construction Expenses																																					
FY2017	\$48,820	Other Expenses*																																					
Total	\$ 350,335	Total	\$ 350,335	Total	\$																																		
Attached Schedules	CF	CX	LS	SI	SS																																		
Description and Justification																																							
<p>In May 2003, Town Meeting authorized \$60,000 in first-year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 46 copiers and 7 RISO duplicating machines. Since FY04, the following copy machines have been replaced throughout the district:</p> <table border="1" data-bbox="793 857 1306 1286"> <thead> <tr> <th>Fiscal Year</th> <th># Of Copy/RISO Machines Replaced</th> </tr> </thead> <tbody> <tr><td>FY04</td><td>9</td></tr> <tr><td>FY05</td><td>6</td></tr> <tr><td>FY06</td><td>8</td></tr> <tr><td>FY07</td><td>4</td></tr> <tr><td>FY08</td><td>4</td></tr> <tr><td>FY09</td><td>1</td></tr> <tr><td>FY10</td><td>5*</td></tr> <tr><td>FY11</td><td>5</td></tr> <tr><td>FY12 (Estimated)</td><td>11</td></tr> <tr><td>FY13 (Requested)</td><td>8</td></tr> <tr><td>FY14 (Requested)</td><td>9</td></tr> <tr><td>FY15 (Requested)</td><td>6</td></tr> <tr><td>FY16 (Requested)</td><td>5</td></tr> <tr><td>FY17 (Requested)</td><td>3</td></tr> </tbody> </table> <p>*Two of the copiers purchased in FY10 were funded from the High Rock construction budget.</p> <p>Copy machine purchases are were made utilizing State Contract. The contract allows the vendor to reduce the contract price by accepting a trade in of out-dated copy machines. Additionally, the State contract allows vendors to offer up to 3 years of free maintenance to purchasers.</p>										Fiscal Year	# Of Copy/RISO Machines Replaced	FY04	9	FY05	6	FY06	8	FY07	4	FY08	4	FY09	1	FY10	5*	FY11	5	FY12 (Estimated)	11	FY13 (Requested)	8	FY14 (Requested)	9	FY15 (Requested)	6	FY16 (Requested)	5	FY17 (Requested)	3
Fiscal Year	# Of Copy/RISO Machines Replaced																																						
FY04	9																																						
FY05	6																																						
FY06	8																																						
FY07	4																																						
FY08	4																																						
FY09	1																																						
FY10	5*																																						
FY11	5																																						
FY12 (Estimated)	11																																						
FY13 (Requested)	8																																						
FY14 (Requested)	9																																						
FY15 (Requested)	6																																						
FY16 (Requested)	5																																						
FY17 (Requested)	3																																						

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

Lifecycle Status

Preliminary

FY2013 CIP Recommendations

Preliminary

	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
District Wide Copiers									
Administration Copiers									
Administration	102%	110%	7%	15%	22%	30%	37%	44%	52%
Second Floor	56%	47%	57%	67%	77%	88%	98%	108%	10%
Production Center Copier	36%	36%	72%	109%	145%	36%	72%	109%	145%
Production Ctr	75%	113%	38%	76%	114%	152%	38%	76%	114%
Broadmeadow Copiers									
Broadmeadow - Aldy Mc									
Main Office				3%	4%	5%	6%	7%	8%
Teacher Lounge	26%	28%	31%	3%	5%	8%	10%	13%	15%
Teachers Room	47%	63%	78%	94%	110%	16%	31%	47%	62%
Main Office									
Ed Tech Center Copiers									
ED TECH C/ Brm ETC	13%		2%	3%	4%	5%	6%	7%	8%
ED TECH C/HS	18%		3%	5%	7%	8%	10%	12%	13%
ED TECH C/POL	2%		4%	7%	9%	11%	13%	16%	18%
High School Machines									
High School	24%	36%	48%	61%	73%	85%	98%	12%	25%
High School									
Math/Sci	Do Not Replace								
High School	57%	6%	12%	19%	25%	31%	37%	44%	50%
High School	115%	20%	40%	60%	80%	100%	119%	20%	40%
High School	74%	86%	98%	110%	122%	12%	24%	36%	48%
High School	21%	4%	8%	11%	15%	19%	23%	27%	30%
High School	83%	90%	98%	8%	15%	23%	31%	39%	46%
High School	11%	17%	23%	29%	35%	41%	47%	53%	59%
High School	66%	73%	8%	15%	23%	30%	38%	45%	53%
High School	66%	79%	13%	25%	38%	51%	64%	76%	89%
High School	121%	22%	44%	66%	87%	109%	22%	44%	66%
High School	18%	22%	26%	30%	34%	38%	42%	46%	50%
High School	122%	34%	68%	101%	135%	169%	34%	68%	101%
High School	88%	114%	139%	25%	51%	76%	102%	127%	25%
High School	62%	65%	68%	3%	7%	10%	14%	17%	21%
High School	24%	25%	26%	1%	1%	2%	3%	4%	4%
High School	55%	61%	66%	5%	11%	16%	22%	27%	33%
Hillside Copiers									
Hillside	71%	94%	117%	140%	23%	46%	69%	92%	114%
Hillside	55%	60%	65%	70%	5%	10%	15%	19%	24%
Hillside	80%	99%	118%	19%	38%	57%	75%	94%	113%
Mitchell Copiers									
Mitchell	18%	37%	55%	74%	92%	111%	129%	18%	37%
Mitchell	141%	9%	17%	26%	34%	43%	51%	60%	69%
Mitchell	44%	51%	7%	13%	20%	26%	33%	39%	46%
Newman Copiers									
Newman									
Newman	90%	DO NOT REPLACE							
Newman	97%	11%	22%	32%	43%	54%	65%	75%	86%
Newman	18%	36%	54%	71%	89%	107%	125%	143%	18%
Newman	57%	62%	5%	10%	15%	20%	25%	30%	35%
Newman	83%	97%	112%	14%	29%	43%	57%	71%	86%
Pollard Copiers									
Pollard Middle School	18%	35%	53%	71%	88%	106%	124%	142%	159%
Pollard Middle School	74%	74%	75%	75%	0%	1%	1%	2%	2%
Pollard Middle School	47%	72%	98%	123%	149%	26%	51%	77%	102%
Pollard Middle School	33%	36%	39%	42%	45%	48%	52%	3%	6%
Pollard	52%	60%	68%	76%	8%	16%	24%	32%	40%
Pollard									
Pollard (Donated)									
High School Copiers									
High School	27%	41%	54%	68%	82%	96%	110%	14%	28%
High School	42%	64%	87%	109%	132%	23%	45%	68%	90%
Eliot Copiers									
Eliot Elementary	14%	51%	89%	127%	38%	76%	114%	152%	38%
Eliot Elementary	117%	127%	10%	19%	29%	38%	48%	57%	67%
Eliot Elementary	80%	88%	8%	16%	25%	33%	41%	49%	57%
Science Center	112%	124%	137%	150%	13%	25%	38%	51%	64%
KASE-Connie L	31%	37%	42%	6%	11%	17%	22%	28%	34%

Do Not Replace at this Location; Replace at Grade Level Office

Do Not Replace at End of Useful Life

Do Not Replace
Hallway Production Area Do Not Replace Donated machine

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

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

Department Capital Request CIP-DCR						
Title	School Musical Instrument Replacement (FY2012-2014) Musical Instrument Inventory Expansion (FY2015-2025)	Department	School Department			
Parameters				YES	NO	NA
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?			X		
3.	Is this a request in response to a documented public health or safety condition?				X	
4.	Is this a request in response to a Court, Federal, or State order?				X	
5.	Is this a request for a study or long range plan?				X	
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?				X	
8.	Is this a request to purchase technology or wireless communication system?				X	
9.	Is this a request to purchase vehicles or other rolling stock?				X	
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?				X	
11.	Is this a request to improve or make repair to extend the useful life of a public building?				X	
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?				X	
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?				X	
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?				X	
15.	Are there recommendations or costs identified by other departments that are NOT factored into the request?				X	
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?				X	
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?				X	
18.	Will the requested project increase the annual operating costs for ANY department?				X	
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?				X	
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?				X	
21.	Will additional permanent staff be required if the request is approved?				X	
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?				X	
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X	
24.	Does the request support activities to produce new revenue for the Town?				X	
25.	If the request is not approved will existing Town revenue sources be negatively impacted?				X	
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?				X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?					

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

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

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

Department Capital Request CIP-DCR																																																																																													
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Useful Life	II		Primary Reason		3	Operating Budget Impact			C																																																																																				
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<p>There are no budgeted funds within the regular school operating budget to replace aging school furniture and fixtures. In FY05, Town Meeting approved first year funding of \$20,500 to replace furniture in school facilities, which are not scheduled to undergo capital renovation/ addition projects in the near future (Hillside, Mitchell, Newman and Pollard). In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. This request would provide ongoing funding for regular replacement.</p> <p>By FY15, all furniture in 'poor' condition will have been replaced at all four schools. The FY13-FY17 funding request begins the replacement of furniture in fair condition at these schools. Based on an inventory analysis, we estimate that all furniture in fair condition will have been replaced by FY19. The funding request for the five-year period is depicted in the charts below.</p>																																																																																													
<p># Items in Poor Condition to be Replaced by Age</p> <table border="1"> <thead> <tr> <th></th> <th>#</th> <th>#</th> <th>#</th> <th>#</th> <th>#</th> </tr> <tr> <th></th> <th>30-40</th> <th>20-29</th> <th>10-19</th> <th>0-9</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Hillside (FY10,12)</td> <td>10</td> <td>109</td> <td>26</td> <td>2</td> <td>147</td> </tr> <tr> <td>Mitchell (FY11,12,15)</td> <td>21</td> <td>143</td> <td>87</td> <td>1</td> <td>252</td> </tr> <tr> <td>Newman (FY13-15)</td> <td>123</td> <td>216</td> <td>205</td> <td>0</td> <td>544</td> </tr> <tr> <td>Pollard (FY12)</td> <td>36</td> <td>50</td> <td>11</td> <td>0</td> <td>97</td> </tr> <tr> <td></td> <td>190</td> <td>518</td> <td>329</td> <td>3</td> <td>1,040</td> </tr> </tbody> </table>						#	#	#	#	#		30-40	20-29	10-19	0-9	TOTAL	Hillside (FY10,12)	10	109	26	2	147	Mitchell (FY11,12,15)	21	143	87	1	252	Newman (FY13-15)	123	216	205	0	544	Pollard (FY12)	36	50	11	0	97		190	518	329	3	1,040	<p># Items in Fair Condition to be Replaced by Age</p> <table border="1"> <thead> <tr> <th></th> <th>#</th> <th>#</th> <th>#</th> <th>#</th> <th>#</th> </tr> <tr> <th></th> <th>30-40</th> <th>20-29</th> <th>10-19</th> <th>0-9</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Hillside (FY15-17)</td> <td>0</td> <td>23</td> <td>131</td> <td>0</td> <td>154</td> </tr> <tr> <td>Mitchell (FY16-17)</td> <td>0</td> <td>114</td> <td>38</td> <td>0</td> <td>152</td> </tr> <tr> <td>Newman (FY18-19)</td> <td>0</td> <td>0</td> <td>186</td> <td>25</td> <td>211</td> </tr> <tr> <td>Pollard (FY17-18)</td> <td>4</td> <td>38</td> <td>142</td> <td>4</td> <td>188</td> </tr> <tr> <td></td> <td>4</td> <td>175</td> <td>497</td> <td>29</td> <td>705</td> </tr> </tbody> </table>						#	#	#	#	#		30-40	20-29	10-19	0-9	TOTAL	Hillside (FY15-17)	0	23	131	0	154	Mitchell (FY16-17)	0	114	38	0	152	Newman (FY18-19)	0	0	186	25	211	Pollard (FY17-18)	4	38	142	4	188		4	175	497	29	705
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Department Capital Request CIP-DCR						
Title	School Department Technology Replacement Request	Department	School Department			
Parameters			YES	NO	NA	
1.	Is this a stand-alone capital request?			X		
2.	Is this a multi-year capital replacement/upgrade request?		X			
3.	Is this a request in response to a documented public health or safety condition?			X		
4.	Is this a request in response to a Court, Federal, or State order?			X		
5.	Is this a request for a study or long range plan?			X		
6.	Is this a request to purchase office or school equipment (other than technology)?			X		
7.	Is this a request to purchase specialty equipment?			X		
8.	Is this a request to purchase technology or wireless communication system?		X			
9.	Is this a request to purchase vehicles or other rolling stock?			X		
10.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?			X		
11.	Is this a request to improve or make repair to extend the useful life of a public building?			X		
12.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?			X		
13.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?			X		
14.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?			X		
15.	Are there recommendations or costs indentified by other departments that are NOT factored into the request?			X		
16.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?			X		
17.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?			X		
18.	Will the requested project increase the annual operating costs for ANY department?			X		
19.	Will the requested project require an increase in the operating budget of any department the year it is approved for funding?			X		
20.	If the requested project is funded, will there be a need for ongoing assistance from outside contractors at an added expense to the Town which is NOT already budgeted?			X		
21.	Will additional permanent staff be required if the request is approved?			X		
22.	If the project is approved is the current operating budget insufficient to cover the operating costs of the requested project?			x		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce new revenue for the Town?			X		
25.	If the request is not approved will existing Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?				X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

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

Department Capital Request CIP-DCR						
Title	School Department Technology Replacement Request			Department	School Department	
which can't be upgraded to Lion, we will need to purchase replacement software licenses on these machines as well. Despite the many unknowns, we thought it was important to include some initial projections at this point.						
A multi-year cost breakout is as follows:						
Project	FY 13	FY 14	FY 15	FY 16	FY 17	FY13-FY17
Bmeadow	\$19,800	\$0	\$0	\$29,700	\$29,700	\$79,200
Eliot	\$15,400	\$34,400	\$0	\$2,200	\$29,700	\$81,700
Hillside	\$2,200	\$31,900	\$31,900	\$31,900	\$6,600	\$104,500
Mitchell	\$28,600	\$2,200	\$32,200	\$31,900	\$18,700	\$113,600
Newman	\$53,900	\$30,800	\$41,800	\$48,400	\$29,700	\$204,600
HR w/ 1:1	\$0	\$0	\$4,800	\$0	\$75,900	\$80,700
Pollard w/ 1:1	\$82,500	\$70,400	\$4,400	\$1,100	\$59,400	\$217,800
NHS w/ 1:1	\$127,300	\$184,900	\$190,000	\$135,600	\$11,000	\$648,800
E.Grover	\$12,600	\$11,200	\$11,200	\$11,200	\$11,200	\$57,400
Printers	\$9,200	\$31,400	\$16,400	\$30,100	\$5,450	\$92,550
Servers	\$28,000	\$38,000	\$40,000	\$37,000	\$38,000	\$181,000
OS /Software	\$145,000	\$30,000	\$30,000	\$30,000	\$20,000	\$255,000
TOTALS - With 1:1	\$524,500	\$465,200	\$402,700	\$389,100	\$335,350	\$2,116,850

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

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

Department Capital Request CIP-DCR					
Title	School Department Interactive Whiteboard Technology (SMART and Mimio)			Department	School Department
IWB Costs	FY 13	FY 14	FY 15	FY 16	FY 17
Bmeadow	\$2,800	\$2,800	\$2,800	\$0	\$0
Eliot	\$0	\$0	\$0	\$0	\$0
Hillside	\$4,200	\$4,200	\$0	\$0	\$0
Mitchell	\$0	\$5,600	\$2,800	\$0	\$0
Newman	\$137,300	\$0	\$0	\$0	\$0
High Rock	\$0	\$0	\$0	\$0	\$0
Pollard	\$4,000	\$10,000	\$12,000	\$0	\$0
NHS	\$0	\$0	\$0	\$0	\$0
TOTALS	\$148,300	\$22,600	\$17,600	\$0	\$0

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

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

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

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

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

Department Capital Request CIP-DCR											
Title	Cricket Field Building Renovations					Department	Park and Recreation				
Useful Life	IV		Primary Reason	1		Operating Budget Impact	D				
Requested Funding Years & Amounts	Column A		Costs Components	Column B		*Other Expenses	Column C				
FY2013	\$125,000		Intangibles								
FY2014	\$600,000		Equipment								
FY2015			Design & Engineering		\$125,000						
FY2016			Construction Expenses		\$600,000						
FY2017			Other Expenses*								
Total	\$725,000		Total		\$725,000		Total		\$		
Attached Schedules	CF		CX		LS		SI		SS		
Description and Justification											
<p>Park and Recreation has begun a feasibility study of the Cricket Field building with PPBC. The study will look at (1) renovation of the building for current uses; (2) renovation of the building for year-round use; (3) construction of new building at same location; (4) construction of new building elsewhere on site. The design costs would also include a survey that is required for a building permit.</p> <p>The building is currently used for (a) Park and Recreation summer program; (b) Needham High Girls Soccer and Girls Lacrosse; (c) storage for Park and Recreation programs; and (d) storage for DPW Parks and Forestry. It is hoped that the building could be utilized for small year-round programs and that public restrooms for those using the playgrounds or athletic fields would be available. The chosen option would also create an accessible building, and site work would add appropriate accessible parking.</p> <p>The 1964 wood structure building is approximately 1,250 square feet. Without renovations, it will become more difficult to use it for the summer program, which would also be a loss of revenue as it isn't likely another site in Town would be available to accommodate the program. With year-round programming, additional revenue would be generated to hopefully help offset the additional energy costs.</p> <p>Donations have been made for other projects at the park, totaling about \$200,000. Those projects include the rebuilding of the athletic fields, addition of new playground equipment, and a bubbler and garden with park benches.</p>											

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

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

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017					
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$	50,318	\$	27,227	\$	24,566	\$	25,426	\$	26,316
1	PFD	T	703	2001	Ford, F450	Grounds - Rack Body Truck	15,000	G	50,952	\$	50,318								
2	PFD	T	702	2001	Ford, F250	Carpenter Pick-up with Cab	8,800	G	57,566		\$	27,227							
3	PFD	Z	704	2005	Ford, E250	HVAC Tech Van	8,600	G	57,460			\$	24,566						
4	PFD	Z	705	2006	Ford, E250	Delivery Van	8,600	G	19,036				\$	25,426					
5	PFD	Z	706	2006	Ford, E250	Glazier Van	8,600	G	25,264					\$	26,316				
6																			

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

Department Capital Request CIP-DCR										
Title	Public Facilities Maintenance Program				Department	Department of Public Facilities/Operations				
Useful Life	I	Primary Reason	5	Operating Budget Impact	C					
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2013	450,000	Intangibles								
FY2014	465,750	Equipment	241,325							
FY2015	482,000	Design & Engineering	361,988							
FY2016	499,000	Construction Expenses	1,809,937							
FY2017	516,500	Other Expenses*								
Total	\$ 2,413,250	Total	\$ 2,413,250	Total	\$					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>This warrant article covers annual necessary maintenance of public buildings throughout the town and school department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades.</p> <p>In FY 12 this fund was used for asbestos abatement and flooring replacement at the Pollard School, flooring replacement at the Broadmeadow school, duct cleaning at the Eliot, Library, Fire Station #2, and Public Safety Building, exterior painting at the High School and Memorial Park, wood floor refinishing, a storage space in the Hillside School, and a new domestic hot water heater at the Hillside School.</p> <p>For years FY 13 –FY 17 this fund will be used primarily for minor upgrades at the Hillside, Mitchell, and Pollard schools based on the results from the feasibility study conducted by the PBBC. Additionally, an energy upgrade study that was conducted in the Fall of 2011 will have additional recommendations that may be performed under this article. Smaller recommendations from this study will be addressed under this article, while larger recommendations will be addressed under an additional Capital Article to be submitted in FY 14.</p> <p>FY 13 will have duct cleaning at the A & B Buildings of the High School. Asbestos Abatement at Mitchell School. Flooring replacement at Broadmeadow School and Library. Xeriscaping at the High School. At the Hillside School work will be conducted to deal with flooding issues, upgrades to the boiler room, repair floor and stairs, and upgrading AC units. At the Mitchell School repairs to gutters and downspouts, fuel oil containment work or conversion to natural gas, handrail upgrades, and egress analysis.</p> <p>FY 14 will have duct cleaning at the C & D Buildings of the High School. Asbestos Abatement at Hillside and Mitchell. Flooring replacement at Eliot. Xeriscaping at the High School. At the Hillside School work will be conducted to deal with flooding issues. At the Pollard School work to provide containment for fuel oil, create accessible routes to and from the building, and replace water fountains.</p> <p>FY 15 will have duct cleaning at High Rock and Mitchell Schools. Asbestos Abatement at Pollard School. Flooring replacement at Eliot. Xeriscaping at the High School. Pollard School makes minor adjustments to site configuration for improved site circulation.</p>										

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

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

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

Extraordinary Capital Project CIP-XCP Long Form									
Title	DPW Complex Phase II (470 Dedham Avenue)					Fiscal Year	2013-2017		
Requester	Public Works- Administration								
Location	470 Dedham Ave					Project Category	B		
Funding	GF, WEF, SEF	CPA Eligible	Yes	No	X	Initial Submission	FY08		
Partners									
Project Description	Phase II engineering and construction - garage space for DPW equipment								
Anticipated Result	Storage and garage space for Public Works and stormwater improvements								
Alternatives									
Purpose		Timeline			Method to Determine Cost		Project Budget		
Acquisition					Consultant		A, D, & E	1,100,000	
New Construction Addition	x	Feasibility			Industry References		Site Development		
Reconstruction or Repair	x	Design/Permitting	18		In-House	x	General Contractor	11,180,000	
Court, Federal or State Order		Construction Phase	30		Other		Project Management		
Health or Safety		Close Out Process	3				F, F, & E		
New Technology		Total Project Duration	48				Technology		
Performance Measure							Other*		
Estimated Useful Life->			V				Total Budget	12,280,000	
Project Funding Schedule									
	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design Costs									
Engineering & Design Costs	100,000	1,000,000			1,100,000				
Construction Costs	480,000		700,000	10,000,000	11,180,000				
Close Out Costs									
Total	580,000	1,000,000	700,000	10,000,000	12,280,000				
Project Manager Title->									
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are NOT included in this request?									x
Will other Town department's resources be needed to successfully complete the project at the requested amount?									x
Will the requested project require an increase in the next fiscal year operating budget for ANY department?									x
Will additional staff be required if the request is approved?									x
As Permanent Employees?									x
Independent Contractors?									x
Does the request include or require new or additional technology?									x
Does the request support activities that produce revenue for the Town?									x
If the request is not approved will existing Town revenues be negatively impacted?									x
<i>All "YES" responses must be explained under the Other Considerations section</i>									
Operating Budget Impact->								none	

Extraordinary Capital Project CIP-XCP Long Form						
Title	DPW Complex Phase II (470 Dedham Avenue)				Fiscal Year	2013-2017
Other Considerations						
Operating and Maintenance Expenditure Detail Estimates						
Description	First Year of Operation		Second Year of Operation		Third Year of Operation	
Personnel (new)	FTE #		FTE #		FTE #	
Salaries and Wages						
Indirect Personnel Cost		%		%		%
Other Personnel Costs						
Sub Total of Personnel Costs						
Services						
Supplies and Materials						
Equipment						
Sub Total of Non-Personnel Costs						
GRAND TOTAL						
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project						
Revenue Source(s)	First Year of Operation		Second Year of Operation		Third Year of Operation	
1						
2						
3						
4						
5						
TOTAL						
Explanations						
<p>The recently completed Public Services Administration Building (PSAB, 500 Dedham Ave), when occupied by the DPW in November 2011, will alleviate the space problems and air quality issues on the second floor of the current DPW Operations Building. However, deficiencies continue to exist throughout the building internally and the DPW site externally. Ultimately the expansion and renovation of the DPW Operations Building (470 Dedham Ave) and site, referred to as DPW Phase II, will be required to address both storage space for equipment and stormwater quality issues.</p> <p>In 2006, the DPW was made aware that municipal DPW facilities were no longer exempt under a Federal highway act from NPDES stormwater requirements regulating transportation facilities. All municipal DPW facilities are now required to comply with stormwater discharge requirements (quality). In 2009, Town Meeting approved \$42,000 for engineering and design for stormwater quality improvements on a portion of the DPW site. Construction for these improvements will be requested in FY 2014 in a separate CIP request. The remainder of the DPW site must be addressed. The lack of storage space is the primary contributor to the water quality issues due to exposure to the weather. Completion of the DPW facility construction in the Phase II request will resolve these stormwater management issues.</p>						

Extraordinary Capital Project CIP-XCP Long Form			
Title	DPW Complex Phase II (470 Dedham Avenue)	Fiscal Year	2013-2017
<p>The work proposed for FY 2013 under this request will be the removal of the existing snow trailer and construction of the 8 garage bays. The work addresses part of the storage space needs for DPW equipment and will provide for vehicle coverage out of the elements. The current DPW facility is over 50 years old. With modifications, it will continue to be used well into the future. The major building systems including electrical, plumbing, and HVAC are all original and are in need of replacement. The remainder of the current open vehicle storage area is proposed to be covered.</p> <p>FY 13- Remove snow trailer and build 8 garage bays for DPW related operations and storage. FY 14- Design the proposed DPW facility expansion proposed in FY 16. FY 15- Move gas/diesel island in preparation for DPW facility expansion. FY 16- Construction of the DPW facility expansion. FY 17 - No work planned</p>			

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

Department Capital Request CIP-DCR									
Title	Athletic Facility Improvements				Department	Public Works/Park and Recreation			
Useful Life	III	Primary Reason		5	Operating Budget Impact			D	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013	\$207,500	Intangibles							
FY2014	\$158,000	Equipment							
FY2015	\$1,475,200	Design & Engineering		\$258,000					
FY2016	\$245,000	Construction Expenses		\$2,102,700					
FY2017	\$275,000	Other Expenses*							
Total	\$2,360,700	Total		\$2,360,700	Total	\$			
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new or total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for multi-use fields and ball diamonds.</p> <p><u>FY 2013</u></p> <ul style="list-style-type: none"> • New fabric and repairs are needed on both backstops and fencing at Claxton Field • Irrigation system for Greene’s Field • Bleachers and bleacher pad for Claxton Diamond #2 • Irrigation system for Claxton Field • Irrigation system for Pollard multi-use field Engineering and Design: \$25,000; Construction: \$182,500 <p><u>FY 2014</u></p> <ul style="list-style-type: none"> • Total renovation of the athletic fields behind the Newman School. This would include diamonds #1 and #2 and the multi-use field. The reconstruction would involve elevating the level of the fields, the addition of drainage, new irrigation, fencing and player benches etc. Engineering: \$158,000 <p><u>FY 2015</u></p> <ul style="list-style-type: none"> • Total renovation of the athletic fields behind the Newman School. This would include diamonds #1 and #2 and the multi-use field. The reconstruction would involve elevating the level of the fields, the addition of drainage, new irrigation, fencing and player benches etc. Newman fields are currently at the water table, resulting in an inability to use the fields for the majority of playing seasons, in the spring or the fall. This has resulted in overuse of other fields, making the Newman fields available during the spring and fall sports 									

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

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

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

Capital Schedule
Schedule SI
Snow and Ice Removal Equipment

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
										\$ 171,000	\$ 176,000	\$ 182,000	\$ 153,000	\$ 36,500

A = Vehicle Attachment
 B = Bus
 M = Motorcycle
 P = Passenger Vehicle
 T = Truck
 TR = Trailer
 Q = Tractor
 X = Non Wheeled (or track) Equipment
 Z = Other

D = Diesel
 E = Electric
 G = Gasoline
 H = Hybrid
 M = Manual
 P = Propane

1	DPW - H X	8	A	1988	Swenson EV-10-SS	10 Ft. Material Spreader				\$ 31,000				
2	DPW - H Q	111		1995	Trackless MTV	Sidewalk Tractor (Wheel)		D	2221*	\$ 140,000				
3	DPW - H X	6	A	2000	Tarrant HLH2Y10	Material Spreader					\$ 33,000			
4	DPW - H Q	116		1998	Bombardier SW48	Sidewalk Tractor (Track)	5490	D	3609*	\$ 143,000				
5	DPW - H X	7	A	2000	Tarrant HLH2Y10	Material Spreader					\$ 34,000			
6	DPW - H Q	117		2000	Bombardier SW48	Sidewalk Tractor (Track)	5700	D	3884		\$ 148,000			
7	DPW - H Q	106	A	2002	Trackless MTV	Sidewalk Tractor (Wheel)		D	927*			\$ 153,000		
8	DPW - H X	47	A	1994	Tarrant Highlander	Material Spreader							\$ 36,500	
9														
10														

Capital Schedule
 Schedule LS
 Large Specialty Equipment

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
									\$ 271,500	\$ -	\$ -	\$ -	\$ 447,000

A = Vehicle Attachment
 B = Bus
 M = Motorcycle
 P = Passenger Vehicle
 T = Truck
 TR = Trailer
 Q = Tractor
 X = Non Wheeled (or track) Equipment
 Z = Other

D = Diesel
 E = Electric
 G = Gasoline
 H = Hybrid
 M = Manual
 P = Propane

1	DPW - H	Z	181	1998 Elgin Pelican	Sweeper		D	24242	\$ 210,000				
2	DPW - P	Z	NEW	Groundsmaster 4500C	Mower		D		\$ 61,500				
3	DPW - P	T	38	2007 IH 4300	50' Aerial Lift		D	14163					\$ 172,000
4	DPW - H	Z	182	2010 Elgin Crosswind	Vacuum Sweeper		D	1625					\$ 275,000
5													
6													
7													

Capital Schedule
Schedule CX
Construction Equipment

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
									\$ -	\$ 42,600	\$ -	\$ -	\$ 93,600

A = Vehicle Attachment
 B = Bus
 M = Motorcycle
 P = Passenger Vehicle
 T = Truck
 TR = Trailer
 Q = Tractor
 X = Non Wheeled (or track) Equipment
 Z = Other

D = Diesel
 E = Electric
 G = Gasoline
 H = Hybrid
 M = Manual
 P = Propane

1	DPW - H	Z	131	2000 Dynapac CC122	Roller (Street)	6950	D	775*		\$ 42,600			
2	DPW - H	Z	134	2006 Wacker	Roller (Sidewalk)		D	524*					\$ 93,600
3													
4													
5													
6													

Capital Schedule
Schedule CF
Core Fleet

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									\$ 315,000	\$ 460,000	\$ 415,500	\$ 487,000	\$ 325,200
1	DPW - E	Van	45	2006 Ford E-150	8 Passenger Van	7000	G	52990	\$ 25,000				
2	DPW - H	T	43	2007 Ford F-350	4WD Pick-Up	11000	D	51354	\$ 52,000				
3	DPW - H	T	39	1999 Ford F-350	One Ton Dump Truck	12500	D	102062	\$ 67,000				
4	DPW - H	T	8	1996 IH S4900	Large Six Wheel Dump Truck	35000	D	45520	\$ 171,000				
5	DPW - G	T	4	2006 Ford F-350	4WD Pick-Up	10700	D	28592		\$ 61,000			
6	DPW - P	T	50	2008 Ford F-150	2WD Pickup Truck	6800	G	22930		\$ 30,000			
7	DPW - P	T	65	2008 Ford F-350	4WD Pick-Up	10600	D	34577		\$ 54,000			
8	DPW - H	T	66	2007 Ford F-550	One Ton Dump Truck	17950	D	43205		\$ 69,000			
9	DPW - P	T	72	2007 Ford F-550	One Ton Dump Truck	17950	D	37785		\$ 69,000			
10	DPW - H	T	6	2000 IH S4900	Large Six Wheel Dump Truck	35000	D	38078		\$ 177,000			
11	DPW - A	P	15	2008 Ford Taurus	Sedan		G	33621			\$ 34,500		
12	DPW - P	T	41	2009 Ford F-350	4WD Pick-Up	10600	D	24352			\$ 55,000		

Capital Schedule
Schedule CF
Core Fleet

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									\$ 315,000	\$ 460,000	\$ 415,500	\$ 487,000	\$ 325,200
13	DPW - H	T	48	2008 Ford F-450	4WD Enclosed Utility Body	16000	G	31947			\$ 74,000		
14	DPW - P	T	73	2008 Ford F-350	One Ton Dump Truck	13000	D	25999			\$ 72,000		
15	DPW - H	T	7	2000 IH S4900	Six Wheel Dump Truck	35000	D	34215			\$ 180,000		
16	DPW - H	P	52	2009 Ford Escape Hybrid	Utility Vehicle	4880	H	16129				\$ 41,000	
17	DPW - P	P	12	2009 Ford Escape Hybrid	Utility Vehicle	4880	H	9198				\$ 39,000	
18	DPW - G	T	2	2010 Ford F-150	2WD Pickup Truck	6700	G	1764				\$ 27,000	
19	DPW - P	T	74	2008 Ford F-550	4WD One Ton Dump Truck	17950	D	23444				\$ 74,000	
20	DPW - P	T	75	2008 Ford F-550	4WD One Ton Dump Truck	17950	D	18420				\$ 74,000	
21	DPW - H	T	49	2002 Volvo VHD64B	Ten Wheel Dump Truck	60332	D	85750				\$ 232,000	
22	DPW - P	P	301	2009 Ford E-150	Van	8520	G	21384					\$ 26,500
23	DPW -P	T	70	2009 Ford F-550	4WD One Ton Dump Truck	17950	D	14543					\$ 76,600
24	DPW -P	T	71	2009 Ford F-550	4WD One Ton Dump Truck	17950	D	13646					\$ 76,600

Capital Schedule
Schedule CF
Core Fleet

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017					
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									\$	315,000	\$	460,000	\$	415,500	\$	487,000	\$	325,200
							D = Diesel E = Electric G = Gasoline H = Hybrid M = Manual P = Propane											
25	DPW -H	T	47	2002 IH S7400	Large Six Wheel Dump Truck	35000	D	25878					\$ 145,500					

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

Department Capital Request CIP-DCR									
Title	Drain System Improvements – Water Quality (EPA)				Department	Sewer - Drains			
Useful Life	V	Primary Reason	2	Operating Budget Impact	C				
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C				
FY2013	\$ 68,500	Intangibles							
FY2014	\$ 73,500	Equipment							
FY2015	\$ 110,000	Design & Engineering	\$ 286,500						
FY2016	\$ 2,000,000	Construction Expenses	\$ 2,073,500						
FY2017	\$ 110,000	Other Expenses*							
Total	\$ 2,362,000	Total	\$ 2,362,000	Total	\$				
Attached Schedules	CF	CX	LS	SI	SS				
Description and Justification									
<p>In 1995 the DPW was under order from the EPA to embark on a stormwater discharge investigation for all illicit discharges to the Charles River. Illicit discharges identified in this investigation were pursued and improvements undertaken to eliminate them in 1996 and 1997. This investigation resulted in the Town entering into a Memorandum of Understanding (MOU) with the EPA to commence a Town-wide investigation and to the development of a Stormwater Master Plan. This Master Plan was completed in 2002. Incorporated into this Stormwater Master Plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged to the Charles River in Needham. Further investigation and sampling continues year to year.</p> <p>When the 2003 EPA NPDES Stormwater Discharge Permit took effect, it incorporated several requirements identified in the MOU. There were a number of projects proposed to manage stormwater quality effectively. The second permit to be issued by the EPA is overdue and is expected in the current fiscal year.</p> <p>Past projects completed to improve stormwater discharge with a variety of methods are</p> <ul style="list-style-type: none"> • Town Library • High School • Chestnut Street Reconstruction • High Rock School • Lake Drive <p>Design completed, awaiting construction</p> <ul style="list-style-type: none"> • DPW Drainage improvements • Sportsmen’s Pond/Rosemary Glen <p>FY13 – Water Shed Management Plan \$68,500</p> <p>FY14 - DPW Facility SWMP, Construction \$73,500</p>									

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

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

Department Capital Request CIP-DCR									
Title	Public Works Infrastructure Program				Department	Public Works			
Useful Life	3	Primary Reason			5	Operating Budget Impact			C
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013	\$ 600,000	Intangibles			Borrowing Cost		\$ 80,000		
FY2014	\$ 1,216,400	Equipment							
FY2015	\$ 1,241,400	Design & Engineering		\$ 254,800					
FY2016	\$ 1,324,000	Construction Expenses		\$ 5,387,000					
FY2017	\$ 1,340,000	Other Expenses*		\$ 80,000					
Total	\$5,721,800	Total		\$ 5,721,800	Total		\$ 87,800		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>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.</p> <p>Applying this repair strategy in a timely manner will extend the useful life of the roadway for up to 15 years. Installing a monolithic asphalt berm curb usually placed with the paving operation better defines the edge of road, improves drainage and protects the shoulder from erosion.</p> <p>The requested street resurfacing funding in FY13 is \$296,000, FY14 is \$456,000, FY15 is \$200,000, FY16 is \$320,000 and FY17 is \$400,000. The average useful life for asphalt paving is 15 years; the proposed 5 year capital request is \$1,672,000.</p> <p>Traffic Signal & Intersection Improvements:</p> <p>The costs are estimated by Engineering and require conceptual scope of work for project level costs that have not yet been determined. This program will fund Traffic Signal Improvements & Intersection Improvements and new traffic signal installations where none currently exist.</p> <p>FY13 - No funding requested</p> <p>FY14 - Great Plain Avenue @ Greendale Avenue, this intersection has been identified as requiring intersection improvements and potentially the replacement of traffic signals, Engineering & Design - \$88,400.</p> <p>FY15 - Great Plain Avenue @ Greendale Avenue, Construction - \$540,000</p> <p>FY16 - Forest Street @ Central Avenue, Engineering & Design - \$135,000</p>									

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>FY17 – Forest Street @ Central Avenue, Construction - \$320,000</p> <p>Future Intersection to be considered but not yet prioritized: Highland Avenue @ West Street</p> <p>The average useful life is 25 years; the proposed 5 year capital request is \$1,083,400.</p> <p>Combined Sidewalk Program: This Program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town’s sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair.</p> <p>Fiscal year 2012 contract pricing to reconstruct one mile of asphalt sidewalk including handicapped ramps is \$200,000 per mile (\$38/lf). Contract pricing to install a mile of granite curb with minor drainage improvements is \$237,000 per mile (\$45/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments.</p> <p>The requested Combined Sidewalk Program funding in FY13 is \$279,000, FY14 is \$552,000, FY15 is \$450,000, FY16 is \$575,000, FY17 is \$500,000. The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$2,356,000.</p> <p>Sidewalks to be considered, but not yet prioritized: Harris Avenue from Dedham Avenue to Bradford Street (both sides). Linden Street from Sylvan Road to High Rock Street (one side). High Street from Webster Street to Greendale Avenue (one side). Harris Avenue from Bradford Street to Coulton Park (both sides), Grant Street from Dedham Avenue to Junction Street (one side), Lincoln Street from School Street to Garfield Street (both sides) and Marked Tree Road from Central Avenue to Great Plain Avenue. Enslin Road (one side), Doane Avenue (one side), Grosvenor Road (one side), May Street from Webster Street to Highland Avenue (both sides), May Street from Garden Street to Nehoiden Street (one side) Garden Street from Great Plain Avenue to Nehoiden Street (both sides) and Oak Street from Chestnut Street to Marked Tree Road (both sides). Rosemary Street from Hillside Road to Parish Road (one side), Pinewood Road (one side), Ellicott Street (one side), Powers Street from Webster Street to Ellicott Street (one side), Edgewood Street (one side), Holmes Street from Page Street to Washington Avenue (one side) and Pickering Street from Great Plain Avenue to May Street (both sides).</p> <p>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</p>			

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>been prioritized within the plan. The funding request also includes but is not limited to the installation of additional storm drains and to replace, increase capacity and extend storm drains on Manning Street, Hoover Road, Concord Road and Burnside Road. Since the issuance of this report numerous multi-unit developments have been built or planned in the Town of Needham. These developments incorporate new roads with drainage structures and roof or sump connections which are then connected to existing Town systems. These new connections have increased the load on the Town's drainage system and causes flooding in some areas.</p> <p>FY13 - No Funding requested FY14 - No Funding requested FY15 - Taylor Street / Central Avenue - Engineering \$31,400 FY16 - No Funding requested FY17 - Taylor Street / Central Avenue - Construction \$174,000</p> <p>The average useful life is 60 years; the proposed 5 year capital request is \$205,400.</p> <p>Future Areas to be considered, but not yet prioritized: Carey Road (area 2) - Engineering \$42,800 Carey Road (area 2) - Construction \$156,800 Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) - Eng. 41,800 Lower Hunnewell Drainage improvements Eng. & 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)</p> <p>Brooks and Culverts – Repair and Maintenance:</p> <p>The severe storms of October 1996, June 1998, June 2006, July 2008 and March 2010 have resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The conditions observed were significant. The DPW has developed a repair and maintenance program which is a combination of contracted work and use of town forces. It is the intention of the DPW to expend Capital Funds to address the issue of flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms for many years. Prior funding has funded cleaning and debris removal. Flooding in March 2010 has caused the failure of retaining walls, loss of soils behind the walls, and brooks have become silted allowing the overgrowth of vegetation that has impacted the level of the water flows. This neglect has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain.</p>			

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>Environmental Protection Agency (EPA) is currently finalizing stronger requirements for stormwater and permitting under the NPDES permit. The Town will need to continue to demonstrate its efforts regarding cleaning and improvements to water quality of brook and culverts to avoid fines from the EPA.</p> <p>FY13 – Continued wall repair along Rosemary Brook - Construction \$25,000. FY14 – Continued wall repair along Rosemary Brook – Construction \$100,000. FY15 - No Funding requested. FY16 - Continued wall repair along Rosemary Brook – Construction \$100,000. FY17 – Wall repairs at various locations to be determined – Construction \$100,000.</p> <p>The annual funding request is \$100,000</p> <p>Future Projects include, but are not limited to, the following locations: Winding River Locust Lane Fuller Brook Oxbow Road Webster & Howland Streets Brookside Road & Forest Street Chestnut Street & Carriage Lane Emerson Place Pennsylvania Avenue</p> <p>Prior projects funded include:</p> <p>Cleaning of Hurd Brook and culverts, from Central Avenue to the Wellesley line and a portion of Alder Brook. FY09 - Brook cleaning from Chestnut Street to Maple Street was completed FY11 - MBTA culvert replacement FY12 – Rosemary Brook at Mallard Road, Perry Gorge</p>			

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

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

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

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

**Capital Schedule
Schedule CX
Construction Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										380,000				
1	RTS	Q		105	1998 Caterpillar 963B	Waste Handler		D	3946*	380,000				
2														
3														
4														

**Capital Schedule
Schedule LS
Large Specialty Equipment**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										175,200	189,200	192,000	306,100	

1	RTS	T	53	1992	Mack RD690SX	Roll Off	73760	D	65012.7	175,200				
2	RTS	T	42	1999	Mack RD688S	Roll Off	62060	D	73423.3		189,200			
3	RTS	X	93	2004	MCB 512R	Trommel Screener	21000	D	6659*			192,000		
4	RTS	Z	67	2004	Vermeer	Wood Grinder		D	2279*				306,100	
5														

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

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

**Capital Schedule
Schedule CF
Core Fleet**

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

**Capital Schedule
Schedule SS
Small Specialty Equipment**

Dept	Type	Unit #	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other									34,000			57,500	
1	Sewer	Z	170	2000 Godwin/Trailer Mounted	4" Pump		D	1456*	34,000				
2	Sewer	X	new piece	2016 TBD	Easement Jetter		D	(Hr.)				57,500	
3													

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

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

Department Capital Request CIP-DCR			
Title	Sewer System Inflow & Infiltration Removal	Department	Public Works-Sewer
<u>Previously Funded Areas</u>			
FY08 - Engineering, Design & Construction (Various Locations)		1,740,300	
Infiltration Construction - Area 2, 24 & 21(L)			
Area 22(Prelim. Design - Infiltration)		<u>66,500</u>	
		1,806,800	
FY09 and FY10 No funding requested			
FY11 - Area 16 and 22 Started		155,000	
FY12 - Area 16 - Area 22 - Construction (continuation)		575,000	
<u>Proposed Funded Areas</u>			
FY13 – Phase I I/I Feasibility Study and Cost Benefit Analysis		550,000	
FY 14 – Phase II I/I Townwide System Master Plan		600,000	
FY 15 – FY17 Area Determined by Study			
<u>INFLOW</u>			
<p>Inflow is defined as clean, non-septic water, which is introduced to the system. This water is generally produced by residential sump pumps that drain basements. The inflow removal program is being presented separately from the infiltration removal program. Much of this work could address inflow to include extending or expanding the storm drain system to accept groundwater from household sump pumps. Needham's most significant problem is believed to be from these private sources. The program will initiate with an education and information campaign to inform and prepare the homeowners as to the nature of the problem. The cost impacts to the community, the legal implications, the likely solutions and the responsibilities of the homeowner and the potential enforcement actions by the Town, the MWRA, the DEP and the EPA will need to be communicated. The preliminary engineering will likely take the form of smoke testing and flooded dye testing to determine any direct or indirect interconnections between the sewer and the storm drain system. It also includes a door-to-door investigation of households to determine where violations are occurring. Typical violations include, but are not limited to, sump pumps or open clean-outs where non-sanitary flow is discharging directly to the sewer system as well as foundation drains, yard drains, roof leaders and other cross connections.</p>			

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

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

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

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

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

**Capital Schedule
Schedule CF
Core Fleet**

Dept	Type	Unit #	Lt	Year of MFG	Make & Model	Description	GVW	Power	Mileage	FY2013	FY2014	FY2015	FY2016	FY2017
A = Vehicle Attachment B = Bus M = Motorcycle P = Passenger Vehicle T = Truck TR = Trailer Q = Tractor X = Non Wheeled (or track) Equipment Z = Other										\$ 117,000	\$ -	\$ -	\$ 121,600	\$ 115,500
1	Water	T	30	1999	Ford F-350	One Ton Dump Truck	12500	D	67128	\$ 67,000				
2	Water	T	40	2000	Ford F-350	Utility Pick Up	12500	D	91719	\$ 50,000				
3	Water	T	24	2009	Ford F-150	2WD Pick Up	6700	G	24968					\$ 23,000
4	Water	P	20	2009	Ford Escape Hybrid	Utility Vehicle	4880	H	12907				\$ 40,100	
5	Water	T	21	2010	Ford F-150	2WD Pick Up	6700	G	11212				\$ 27,000	
6	Water	T	22	2009	Ford F-450	Enclosed Utility Body	16500	D	31220				\$ 54,500	
7	Water	T	26	2010	Ford F-150	2WD Pick Up	7050	G	6377					\$ 29,000
8	Water	T	27	2010	Ford F-150	2WD Pick Up	7050	G	5311					\$ 29,000
9	Water	T	31	2010	Ford F-150	4WD Pick Up	7200	G	4304					\$ 34,500
10														
11														
12														

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

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

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

Department Capital Request CIP-DCR									
Title	Fire Flow Improvements				Department	Public Works - Water			
Useful Life	V	Primary Reason		4	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013	\$ 350,000	Intangibles							
FY2014	\$ 5,070,000	Equipment							
FY2015	\$ 100,000	Design & Engineering		\$ 920,250					
FY2016	\$ 470,250	Construction Expenses		\$ 7,160,000					
FY2017	\$ 2,090,000	Other Expenses*							
Total	\$ 8,080,250	Total		\$ 8,080,250	Total		\$		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The Water System Master Plan has identified a category of improvements for high priority action:</p> <p>1) St. Mary pump station has 4 pumps located within the facility that are designed to pump potable water from the MWRA intended to supplement the Town's demand for water. Only two pumps are operable at the station, resulting in less capacity than permitted (permitted 6.5 million gallons per day (mgd)). The current pump station is equipped with an emergency auxiliary motor. It preferable to have a standby generator similar to other pumping stations and the Charles River Water Treatment Facility. This request will provide the necessary improvements to meet future water demands, and ensure the station has emergency back-up electrical power.</p> <p>The preliminary design of the station has been completed. The DPW is preparing to seek proposals for selection of a designer for the final design and the Owner's Project Manager (OPM) services. The costs of OPM services were not originally included in the budget for the project budget. \$350,000 is being requested to cover the entire design and construction services for the OPM.</p> <p>2) A fire flow adequacy analysis was conducted under maximum daily demand that determined the system is unable to meet the minimum 20 pounds per square inch of pressure (psi) in the higher elevations of Town: Tower Hill and Birds Hill Areas. In other words, the system is unable to provide enough pressure for fire protection during periods of high demand in the higher elevations of Town. In order to meet the minimum 20 psi, the DPW is requesting funding for a feasibility study and engineering cost analysis to analyze and propose a cost-effective solution to the low pressure areas. The goal is to create a high pressure zone in those two areas, potentially supplied by water booster stations.</p> <p>FY13 - St. Mary Pump Station improvements/OPM services - \$ 350,000 FY14 - St. Mary Pump Station improvements/construction - \$ 5,070,000 FY15 - Bird's Hill Tank high service area & Dunster Road Tank high service area / feasibility study - \$ 100,000 FY16 - Bird's Hill Tank high service area & Dunster Road Tank high service area / engineering, design - \$ 470,250 FY17 - Bird's Hill Tank high service area & Dunster Road Tank high service area / construction - \$ 2,090,000</p>									

Department Capital Request CIP-DCR			
Title	Fire Flow Improvements	Department	Public Works - Water

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

Department Capital Request CIP-DCR									
Title	Water Service Connections				Department	Public Works-Water			
Useful Life	V	Primary Reason		3	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013	200,000	Intangibles							
FY2014	200,000	Equipment							
FY2015	200,000	Design & Engineering							
FY2016	200,000	Construction Expenses		1,000,000					
FY2017	200,000	Other Expenses*							
Total	\$ 1,000,000	Total		\$ 1,000,000	Total	\$			
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The primary purpose of this program is to remove old iron pipe water services that may contain lead from the water distribution system. Old water services are to be replaced prior (at least one year) to a road reconstruction/paving project. If this project is not funded it leaves an element of the subsurface infrastructure susceptible to failure before the useful life of the reconstructed roadway has been realized. Prior appropriations are currently under contract with water service connection replacements estimated to be one and a half years ahead of the road resurfacing program. The FY 2013 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule.</p>									

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

Department Capital Request CIP-DCR									
Title	Water System Rehabilitation Program				Department	Public Works-Water			
Useful Life	V	Primary Reason		3,5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2013	\$ 99,300	Intangibles							
FY2014	\$ 715,800	Equipment							
FY2015	\$555,000	Design & Engineering		\$ 193,300					
FY2016	\$ 94,000	Construction Expenses		\$ 2,120,800					
FY2017	\$ 850,000	Other Expenses*							
Total	\$ 2,314,100	Total		\$ 2,314,100	Total		\$		
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<u>Previously Funded Projects</u>									
<u>FY12</u>									
Lincoln St. – Construction - \$684,500									
Funding is being diverted to the Highland Avenue Water Main from Gould Street to Webster Street, due to pending MASSDOT road project									
<u>Future Projects</u>									
<u>FY13</u>									
Grant St./Junction St. to Dedham Ave. – New 8’ (2500 lf) – Eng. & Design \$99,300									
<u>FY14</u>									
Grant St. – New 8’ (2500 lf) - Construction \$715,800									
<u>FY15</u>									
Lincoln St. – Construction - \$555,000									
<i>(The requested appropriation is the balance only needed to complete the project originally funded in FY 12)</i>									
<u>FY16</u>									
Pleasant St./Howland St. to Dedham Ave. – New 8” (1160 lf) – Eng. & Design \$94,000									
Norfolk St./Warren St. to Webster St. – New 8” (1300 lf) – Eng. & Design									
<u>FY17</u>									

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

Board of Selectmen

AGENDA FACT SHEET for 11/29/2011

Agenda Item: Committee Reports

Presenter(s): Board Discussion

1. BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED:

Board members will report on the progress and / or activities of their Committee assignments.

2. VOTE REQUIRED BY BOARD OF SELECTMEN: YES [NO] (circle one)

3. BACK UP INFORMATION ATTACHED:

None

4. SIGN OFF/APPROVAL REQUIRED:

a.	Town Manager	yes	no	NA	_____
b.	Town Counsel	yes	no	NA	_____
c.	Finance Director	yes	no	NA	_____
d.	_____	yes	no	NA	_____

Disposition by BOS

Action taken: _____ **Present on future Agenda:** _____

Refer to/Inform: _____ **Report back to BOS on:** _____

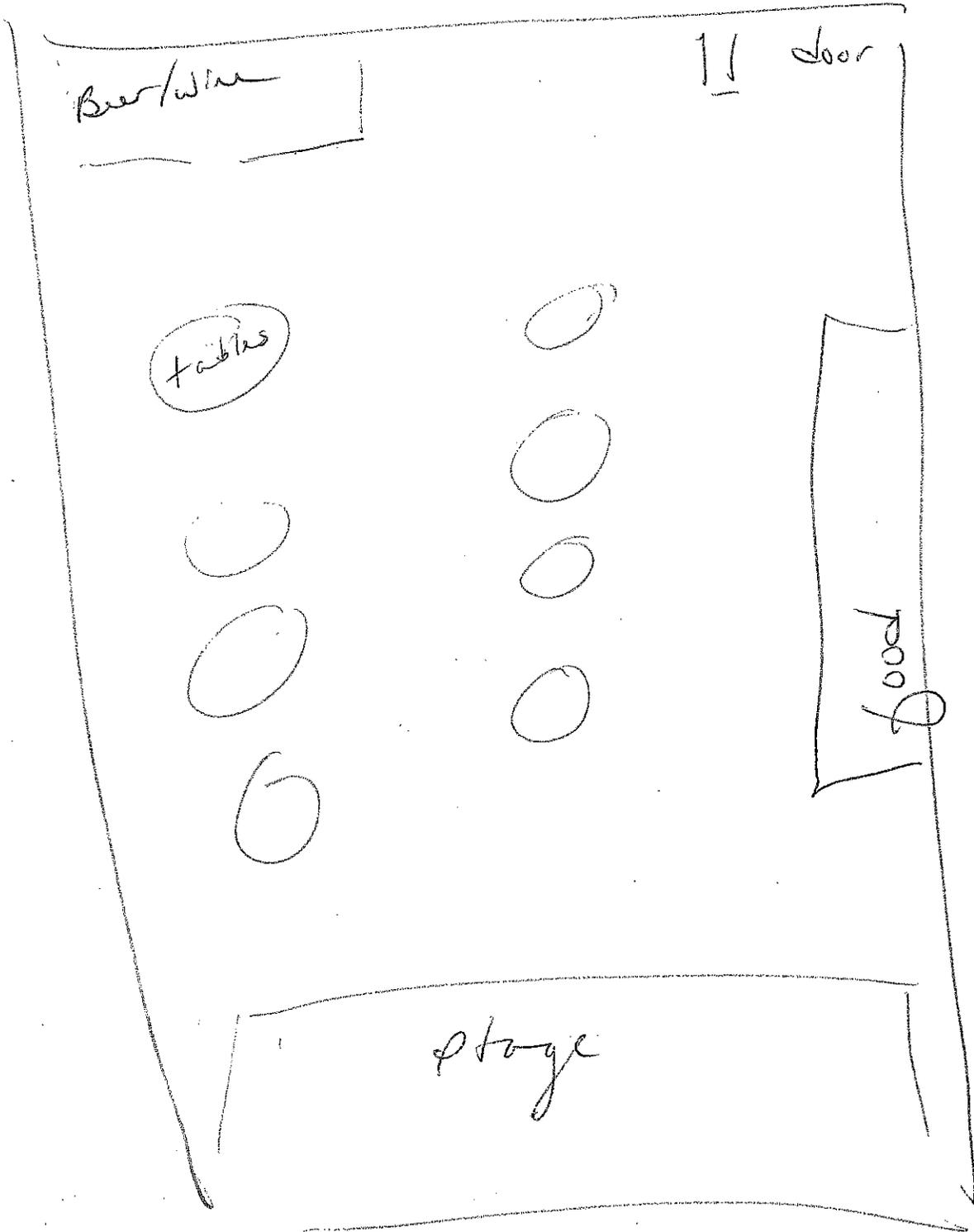
**ONE DAY SPECIAL LICENSE
TOWN OF NEEDHAM BOARD OF SELECTMEN
EVENT INFORMATION SHEET**
(Please complete and attach event flyer or other information.)

Event Manager Name (Name that will appear on license)	Sandra Rizzolatti		
Event Manager Address	146 Waverly St Needham		
Event Manager Phone Number	781-444-9654		
Organization Representing (if applicable)	Plugged In		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit	<input type="checkbox"/> For profit	
	<input checked="" type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Blues, Brawls and Barbeque		
Date of Event	November 18, 2011		
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM: 7P	TO: 11P	
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 50.00 per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES	\$ /per ticket	<input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	100		
Name & address of event location. Please attach proof of permission to use this facility.	Village Club P3 Morton St. Needham		
Who will be serving the alcohol to your guests?	Brandon Yankowski		
Bartenders and/or servers of alcohol, beer and/or wine must have completed in the past three years an appropriate Massachusetts alcoholic beverages server-training program. Please state below who will be serving alcohol, beer and/or wine and attach proof of their training (certificate).	See above		
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	Attendees will purchase/obtain alcohol at window Servers will be behind window dispensing		
<input checked="" type="checkbox"/> I understand that the alcohol purchased for this event must be purchased from a licensed wholesaler/importer; manufacturer; farmer-winery; farmer-brewery or special permit holder and that I have received a current list of wholesalers. (A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. (MGL Ch. 138, Sec 14, 23; 204 CMR 7.04))			
Event Manager Signature:			Date: 11/1/11

O.K. PCB

Village Club

2 tickets for drinks provided with
purchase of attendance ticket



Subject: You are invited to the Plugged In 6th Annual Fall Fundraiser November 18th!

From: Sandra Rizkallah (srizkallah@comcast.net)

To: krnmartina@yahoo.com;

Date: Wednesday, October 26, 2011 4:45 PM

Having trouble viewing this email? [Click here](#)

Empowering Youth to Create Positive Change Through Music



invites you to

BLUES, BREWS AND BBQ 6th Annual Fall Fundraiser for Plugged In

Come support Plugged In and enjoy great blues and southern rock, a live and silent auction, and great food and beverages from Blue Ribbon Barbecue and local breweries!

CHECK OUT SOME OF THE AUCTION ITEMS!

Squire electric guitar
Peter Wolf signed J. Geils
album
Gift certificates to local retail
stores and restaurants
Patriots tickets
Recording studio time
Voice lessons

Friday, November 18

7-11 PM

Village Club
83 Morton Street
Needham

Tickets: \$50 (in advance) or \$65 (at door)

PURCHASE TICKETS HERE!

PROCLAMATION

WHEREAS: Chief Thomas J. Leary was born in West Roxbury and grew up in Needham, attending the Harris School, Broadmeadow School, and St. Bartholomew School. He graduated from Needham High School in 1964, and later received a Bachelor's Degree in Law Enforcement from Northeastern University; and

WHEREAS: Chief Leary served in the U.S. Coast Guard from 1965 to 1969. He worked his way through several local landmarks, including the Little Red Store and Feely Chevrolet, and later at Cramer Electronics where he met his wife Pat; and

WHEREAS: Chief Leary began his municipal career as a Patrol Officer in 1975. He was appointed as a Police Prosecutor in 1981, promoted to Sergeant in 1985, Lieutenant in 1988, and Police Chief effective November 11, 2004; and

WHEREAS: Chief Leary served as a member of the Norfolk County Police Chiefs Association, the Southeast Massachusetts Police Chiefs Association, and the Massachusetts Police Chiefs Association; and

WHEREAS: In addition to his work in the Needham Police Department, Chief Leary was active in Town affairs, serving as a member of the Needham Exchange Club, and was known for his unwavering support for the Charles River ARC;

NOW THEREFORE, BE IT RESOLVED that the Board of Selectmen and the citizens of Needham jointly express their appreciation and their warmest congratulations upon the service and achievements of Chief Leary and wish him good health and much happiness as he retires from the Needham Police Department.

Signed this 29th day of November, 2011

Maurice P Handel, Chairman

Gerald A. Wasserman, Vice Chairman

Daniel P. Matthews, Clerk

John A. Bulian

James. G. Healy

**Town of Needham
Board of Selectmen
Minutes for October 25, 2011
Needham Public Library**

6:45 p.m. Informal Meeting with Citizens: No Activity.

7:00 p.m. Call to Order:
A meeting of the Board of Selectmen was convened by Chairman Maurice P. Handel. Those present were Gerald A. Wasserman, Daniel P. Matthews, John A. Bulian, James G. Healy, Town Manager Kate Fitzpatrick, and Recording Secretary Mary Hunt.

7:00 p.m. Public Hearing: Verizon and NSTAR Petition for Webster Street
Ellen M. Joy, Verizon Communications appeared before the Board requesting permission to install a new pole location (03/11-27) on Webster Street.

Mr. Handel opened the floor for public comment.

George Guinta, Jr., appeared before the Board representing Al Rossi, 248 Webster Street. He stated Mr. Rossi is concerned with the location of the pole and asked why the service is not being provided underground.

Ms. Joy said she will consult with the Verizon engineer to determine why the pole is being placed at that location, and ask whether there is an alternative location.

Mr. O'Hagan, developer said the location was selected because there are few alternatives to service Putnam Street, and that the location has the least impact in the area. Mr. O'Hagan stated timing is an issue as homes are being completed. Mr. O'Hagan is supportive of underground service.

Mr. Healy suggested the DPW and various parties visit the site to discuss the issue.

Sandra Bedigan, 253 Webster Street is concerned with placement of the pole. She feels it is a dangerous location, particularly during the winter months.

Motion by Mr. Wasserman that the Board of Selectmen vote to continue the public hearing at the next scheduled Board of Selectmen meeting on November 8, 2011.

Second: Mr. Bulian. Unanimously approved 5-0.

7:15 p.m. Public Hearing – Transfer All Alcohol License, Common Victualler License
From: Restaurant Pomodoro To: Fusion Cuisine, Inc. d/b/a Gari

Roy Cramer, Esq., and Fusion Cuisine, Inc. d/b/a Gari proposed Manager, Gary Huang appeared before the Board to discuss an application for a transfer of the All Alcoholic License for Fusion Cuisine, Inc.

Mr. Matthews reminded Mr. Huang of Needham's historically dry status. He told Mr. Huang that he has an obligation to the public and that rules must be followed.

**Motion by Mr. Matthews that the Board of Selectmen vote to approve the applications for a transfer of an All Alcohol License under the Town of Needham Regulations For the Sale of Alcoholic Beverages in Restaurants and Function Rooms with a Seating Capacity of Not Less than 100 Persons for Fusion Cuisine, Inc., Gary Huang, Manager, including waivers of the Town of Needham Regulations for the Sale of Alcoholic Beverages, Section 3.1 and a 2012 common victualler license and to forward the approved Alcohol License Transfer application to the ABCC for an approval.
Second: Mr. Bulian. Unanimously approved 5-0.**

7:20 p.m.

Consent Agenda and Appointments:

Motion by Mr. Bulian that the Board of Selectmen vote to accept the Consent Agenda and Appointments as presented.

APPOINTMENTS

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CONSENT AGENDA *=Backup attached

1.*	Approve minutes from October 11, 2011 meeting.
2.	Approve service of alcohol on public property: Town Hall and Greene's Field for Needham Tercentennial Gala's to be held on November 5, 2011.
3.*	Approve two Special One Day All Alcohol Licenses for Rob Pelletier, Choice Catering & Events, caterer vendor of the Needham Tercentennial Committee to serve alcohol on Saturday, November 5, 2011 for two events: mini-gala at Powers Hall in Town Hall from 5:00pm to 10:00pm and gala at Greene's Field from 8:00pm to 1:00am on Sunday, November 6, 2011.
4.*	Water & Sewer Abatement Order #1132
5.*	Approve Special One Day Wine and Malt Beverages License for John Grugan of The Charles River Center (ARC) to serve alcohol at the Charles River Center 5K Race and 1-Mile Walk event to be held on Sunday, November 6, 2011 from 12:00pm to 3:00pm at The Charles River Center, 59 E. Militia Heights Road, Needham, MA.

Second: Mr. Matthews. Unanimously approved 5-0.

7:20 p.m.

Public Hearing: NSTAR Nehoiden Street

Maureen Carroll, NSTAR representative appeared before the Board requesting permission to install approximately 35 feet of conduit at Pole 45/24 on Nehoiden Street.

**Motion by Mr. Bulian that the Board of Selectmen approve and sign petition from NSTAR to install approximately 35 feet of conduit at Pole 45/24 on Nehoiden Street, Needham. This work is necessary to provide underground electric service for three new homes @ Nehoiden @ Armen Way.
Second: Mr. Matthews. Unanimously approved 5-0.**

7:25 p.m. Department of Public Works:
Richard P. Merson, DPW Director and Anthony Del Gaizo, Town Engineer appeared before the Board to discuss 2 items:

1. Public Hearing: Abandonment or Discontinuance of Eaton Square
Mr. Healy recused himself from the discussion as he is a member of the Advisory Council for the Needham Bank.

Mr. Merson told the Board that should they vote in favor, the vote would be to discontinue or abandon all or a portion of Eaton Square as it currently exists. Ms. Fitzpatrick said the plan, should the Board support it, would be placed on file with the Town Clerk in advance of the November 2011 Special Town Meeting as required by law.

**Motion by Mr. Matthews that the Board vote to abandon or discontinue all or a portion of Eaton Square as shown on the plan entitled "Street Discontinuance Plan, Eaton Square."
Second: Mr. Bulian. Unanimously approved 4-0.**

2. Layout Streets for Town Acceptance at East Side of Reservoir Street in front of 274 Reservoir Street
Mr. Merson stated the purpose of the layout is to accommodate the replacement of the Reservoir Street sewer pumping station, and the readjustment of the property line of the roadway.

**Motion by Mr. Wasserman that the Board vote to layout Reservoir Street as shown on the plan entitled, "Proposed Street Alteration, Reservoir Street" in front of 274 Reservoir Street.
Second: Mr. Bulian. Unanimously approved 5-0.**

7:25 p.m. International City Management Association Voice of the People Award:
Kate Fitzpatrick, Town Manager, Paul Buckley, Fire Chief, and Phil Droney, Police Chief appeared before the Board. Ms. Fitzpatrick said the Town was awarded its second "Voice of the People" award for excellence in police services, fire services, and ambulance or emergency medical services. She said the award is based on responses of residents in the bi-annual citizen survey conducted by the Town and is awarded each year to jurisdictions with the highest rated services according to a representative sample of its own residents. She stated the rating for service quality in Needham in these three areas was in the top 10% among over 500 jurisdictions. Ms. Fitzpatrick commented in the Town's 2010 survey,

residents rated police, fire and EMS services as excellent or good 97%, 99%, and 97% of the time, respectively. Ms. Fitzpatrick noted other jurisdictions across the country that received the “Voice of the People Award for Excellence in 2011. Chief Buckley commented he is thrilled to take part in the award on behalf of the Fire Department and Police Department. He said he is proud of both departments and the people who provide the best possible services that they can, and all the support received from the Town and its citizens.

Chief Buckley introduced members of the Police and Fire Departments in attendance, and a photograph was taken.

7:30 p.m.

Town Manager:

Kate Fitzpatrick, Town Manager appeared before the Board with 5 items to discuss:

1. Statewide Mutual Aid Agreements

Ms. Fitzpatrick told the Board in 2010 the Commonwealth enacted two new mutual aid laws. She said the Statewide Public Safety Mutual Aid law provides for a comprehensive, multi-discretionary mutual aid system to complement the systems that are already in place. She said the new law provides additional opportunities for shared services including emergency management, building inspection, health, water and sewer, parks and medical reserve corps. In addition, she said the Public Works Mutual Aid law allows the Town to share public resources outside of emergency situations. Ms. Fitzpatrick stated she feels the new law will enhance the Town’s ability to help other communities, and that Needham will be able to call on the resources of other communities should something major happen within the Town. She asked that the Board authorize participation in the Statewide Mutual Aid Agreement and the Statewide Public Works Municipal Mutual Aid Agreement.

Motion by Mr. Bulian that the Board of Selectmen vote to authorize participation in the Statewide Mutual Aid Agreement (M.G.L. c. 40 Section 4J) and the Statewide Public Works Municipal Mutual Aid Agreement (M.G.L. c. 40 Section 4K).

Second: Mr. Wasserman. Unanimously approved 5-0.

2. Salt Shed Project User Agency Designation

Ms. Fitzpatrick told the Board the salt shed relocation feasibility study, funded in the amount of \$75,000 at the 2011 Annual Town Meeting, will be conducted under the jurisdiction of the Permanent Public Building Committee. She said the Board of Selectmen is responsible for designating two user agency representatives for the project. Ms. Fitzpatrick recommended the Board designate Rick Merson, Director of Public Works, and Dave Davison, Assistant Town Manager/Finance. She said that a new salt shed is proposed to be built adjacent to the RTS Facility on Central Avenue.

Motion by Mr. Bulian that the Board vote to designate Rick Merson, Director of Public Works and David Davison, Assistant Town Manager/Finance as the User Agency Representatives to the PPBC for the Salt Shed Relocation Project.

Second: Mr. Wasserman. Unanimously approved 5-0.

3. Powers Hall Use Regulations

Mr. Handel recognized James Hugh Powers in the audience, and noted discussion of the Use Regulations on the hall that bears his name. The Board welcomed Mr. Powers.

Ms. Fitzpatrick outlined for the Board the final, proposed use regulations and fees for Powers Hall. She recommended that the rules and regulations be considered interim regulations at this time as situations will likely arise that will require modification during the first several years of operation.

Motion by Mr. Wasserman that the Board vote to endorse the Interim Rules and Regulations for Use of Powers Hall to be effective January 1, 2012.

Second: Mr. Bulian. Unanimously approved 5-0.

4. Minuteman School Capital Project Cost Allocation Models

Ms. Fitzpatrick updated the Board on the various proposals for allocating potential future capital costs for the Minuteman Regional School, and recommended that the Board endorse Model "E". She said any recommendation for approval of a facility improvement project is dependent on resolution of the method by which non-member communities will contribute to the project, and the amount of reimbursement from the MSBA. She said Needham typically has 25-35 students and none of the models make a real material difference for the Town. However, she said she feels Model "E" is the fairer way to allocate and the more likely manner in which 16 communities might adopt a plan to move forward. She commented the MSBA has limited the size that they would be willing to participate in to 800 students. She noted the Minuteman School Committee will meet soon to discuss the Model "E" cost allocation.

Mr. Matthews commented the outcome would be bad if an agreement could not be reached. He said the financing model has been very fractious among the communities, and the Model "E" proposal suggested by the Town Managers appears to be sound and it should be endorsed by the Board.

Mr. Wasserman is not in favor of using Chapter 70 ability to pay formula, but will support Model "E". He said there are much bigger issues to deal with including getting participating communities who are non-members to contribute to the capital.

Mr. Healy will not support the motion, as the issue of non-member students enrolling at Minuteman with the ability to take advantage of the program without

paying their fair cost has been a problem for many years. He feels the legislators are not listening and have not acted to resolve the matter. He said the fact that they will not contribute to the cost of the capital building when 35% of the student body are non-members is absurd. He said the State and the legislature need to get involved in capital projects for vocational schools and that cities and towns cannot be expected to make up the difference.

Mr. Bulian said he agrees with Mr. Healy, but will support the motion because two members of the Board of Selectmen have been sitting through the meetings and involved in the discussions and are recommending support. Mr. Bulian said he has always had concerns about the inequities of funding Minuteman, but none about the need to provide a vocational education.

Motion by Mr. Matthews that the Board vote to endorse and recommend to the Minuteman School Committee the adoption of Model E for the purposes of cost allocation among member towns.

Second: Mr. Wasserman. Approved 4-1. Mr. Healy voted nay.

5. Position on Warrant Articles

The Board took positions on Articles in the Special Town Meeting Warrant.

Abandon Eaton Square Right of Way

Motion by Mr. Bulian that the Board vote to recommend adoption of Article 1 in the Special Town Meeting Warrant.

Second: Mr. Wasserman. Approved 4-0. Mr. Healy recused himself from the vote.

Layout of Reservoir Street

Motion by Mr. Bulian that the Board vote to recommend adoption of Article 2 in the Special Town Meeting Warrant.

Second: Mr. Wasserman. Unanimously approved 5-0.

Amend Zoning By-Law/Apartment-2 Zoning District

Motion by Mr. Wasserman that the Board vote to recommend adoption of Article 3 in the Special Town Meeting Warrant.

Second: Mr. Bulian. Unanimously approved 5-0.

Amend Zoning By-Law/Dimensional Regulations for New England Business Center

Motion by Mr. Wasserman that the Board vote to recommend adoption of Article 4 in the Special Town Meeting Warrant.

Second: Mr. Bulian. Unanimously approved 5-0.

Fund Collective Bargaining Agreement–Police Superior Officers Association – Deferred

Appropriate to Workers Compensation Fund
Motion by Mr. Wasserman that the Board vote to recommend adoption of Article 7 in the Special Town Meeting Warrant.
Second: Mr. Bulian. Unanimously approved 5-0.

Amend the FY2012 Operating Budget – Deferred

Appropriate for Sewer Pump Station / Reservoir B
Motion by Mr. Wasserman that the Board vote to recommend adoption of Article 15 in the Special Town Meeting Warrant.
Second: Mr. Bulian. Unanimously approved 5-0.

Ms. Fitzpatrick told the Board the Town has received bids for the Reservoir B Sewer Pump Station project. The recommended sum is \$6.3 million for the project. She asked the Board to support an emergency preamble so work can commence.

Motion by Mr. Wasserman that the Board adopt Article 15, including an emergency preamble.
Second: Mr. Bulian. Unanimously approved 5-0.

8:15 p.m.

Board Discussion:

1. Boston Region Metropolitan Planning Organization Election:
The Board discussed the election for open seats on the Boston Region Metropolitan Planning Organization. Chairman Handel will attend the MPO election on Wednesday, October 26, 2011.

Motion by Mr. Matthews that the Board vote to authorize the chair to vote for the Towns of Needham and Natick for the two At-large Town seats; for the cities of Everett and Newton for the two At-large City seats; for the Town of Medway for the SWAP seat; for the Town of Norwood for the TRIC seat; for the City of Beverly for the NSTF seat; and for the City of Woburn for the NSPC seat.

Second: Mr. Wasserman. Unanimously approved 5-0.

2. Legislative Redistricting:
The Board discussed the legislative redistricting proposal.

Mr. Bulian said he is disappointed the legislature has divided the community and he said the Town is one community and should be represented by one state senator.

Mr. Handel asked James Hugh Powers to comment on the redistricting proposal. Mr. Powers explained the redistricting process based on his experience and knowledge. He said that while the house district remains intact, it is important the

Town and western suburbs caucus as a group to prevent changes in the senate district map.

3. Committee Reports:

Greene's Field Working Group:

Mr. Bulian updated the Board concerning the Greene's Field working group. He said three meetings have been held with discussion centering on orientation, cost, and a new play structure.

Mr. Healy commented he feels it is important to discuss the relocation of a new play structure, and have long term planning knowing the Steven Palmer Building will revert to the Town in the future. He also noted the vendors bidding on the project must understand it will be a competitive bidding process.

MMA Fiscal Policy:

Mr. Wasserman updated the Board on the MMA fiscal policy. He commented a proposal is currently being discussed to remove the tax exemption on municipal bonds, which he said would be a disaster for Needham and many communities. He also commented on the supplemental budget to be signed by the governor in the next few days. Mr. Wasserman said the MMA will likely make a proposal to the legislature suggesting changes in the PILOT program for non-profits.

8:50 p.m.

Adjourn:

Motion by Mr. Healy that the Board of Selectmen vote to adjourn the Board of Selectmen meeting of October 25, 2011.

Second: Mr. Bulian. Unanimously approved 5-0.

Town of Needham
Water Sewer Billing System
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

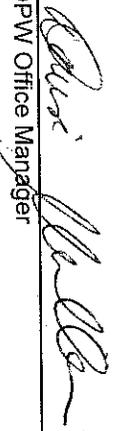
TO: TOWN TREASURER AND COLLECTOR
(cc: TOWN COMPTROLLER)

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:	\$658.60
Water Irrigation:	\$0.00
Water Service:	\$0.00
Sewer Sales:	\$7,909.05
Transfer Station Charges:	\$0.00
Total Abatement:	\$8,567.65

Order #: 1133
Read and Approved: 11/25/2011


DPW Office Manager


Director of Public Works

For the Board of Selectmen
Date: 11/29/2011

**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
PC	Malone	John	21217	9112	128	Greendale	\$0.00	\$0.00	\$6,278.70	\$6,278.70	Leak	
PC	Rodenstien	Howard	34031	12774	449	Central	\$0.00	\$225.10	\$499.55	\$724.65	Equip.	
LM	Sinkovski	Michael	33845	12428	22	Dale	\$0.00	\$10.50	\$133.00	\$143.50	Equip./Billing	
LM	Senatore	Vera	20845	11786	546	Central	\$0.00	\$105.75	\$249.45	\$355.20	COA	
LM	Grossman	Ellen	19527	10750	109	Noanett	\$0.00	\$105.75	\$249.45	\$355.20	COA	
LM	Tarabelli	Eleanor	15529	11662	109	Pine Grover Street	\$0.00	\$105.75	\$249.45	\$355.20	COA	
LM	Davis	Joseph	18259	9678	8	Sachem Road	\$0.00	\$105.75	\$249.45	\$355.20	COA	
Total:										\$8,567.65		

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.
 O.E. Error = Over estimation was issued
 Leak = Leak in house or at spigot that caused loss of water, with proof of repair
 O.E. = High estimation of consumption to have customer respond to meter upgrade/exchange request
 TWN = Town Project caused damage to private property
 Equip = Equipment Malfunction
 Prog. = Meters programmed incorrectly causing reading to be transferred incorrectly to billing system
 UE = Under estimated during town wide estimate
 UEW = Unexplained water loss
 P.F. = Pool Fill
 M.R.E = Meter Reading Error
 Billing = Steps were charged incorrectly
 COA = Council On Aging