

# BOARD OF SELECTMEN

## December 4, 2012

### Needham Town Hall

### Agenda

	<b>6:45</b>	<p>Informal Meeting with Citizens</p> <p><i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i></p>
<b>1.</b>	<b>7:00</b>	Public Hearing – Aboveground Fuel Storage: Digital 105 Cabot Street
<b>2.</b>	<b>7:00</b>	Public Hearing – NSTAR: Winding River Road
<b>3.</b>	<b>7:00</b>	Public Hearing – Property Tax Classification
<b>4.</b>	<b>8:00</b>	<p>Public Hearing – New All Alcoholic License 970 Great Plain Avenue (Eat Farmhouse LLC d/b/a The Farmhouse)</p> <ul style="list-style-type: none"> <li>• Dora Tavel-Sanchez Luz, Proposed Manager</li> </ul>
<b>5.</b>	<b>8:10</b>	<p>Town Manager</p> <ul style="list-style-type: none"> <li>• Retiree Health Insurance</li> <li>• Preliminary FY14 – FY18 Capital Improvement Plan</li> </ul>
<b>6.</b>	<b>8:25</b>	<p>Board Discussion</p> <ul style="list-style-type: none"> <li>• Minuteman Out-of-District Student Cost Task Force Draft Report</li> <li>• Committee Reports</li> </ul>

### CONSENT AGENDA      \*=Backup attached

1.	Accept \$1000 donation made to the Needham Health Department's Gift of Warmth fund from the Needham Women's Club.
2.*	Approve a Special One Day Wines & Malt Beverages license for Don Gilmore of The Bulfinch Group to hold a holiday open house at its company on Thursday, December 20, 2012 from 3:00 p.m. to 8:00 p.m. The event is to be held at The Bulfinch Group, 160 Gould Street, Suite 310, Needham. License is pending receipt of TIPS certification from At Your Service Staffing.
3.*	Approve a Special One Day All Alcoholic Beverages license for Jacquelyn Furman of Temple Aliyah Synagogue, to hold a "Latkes with a Twist" event on Saturday, December 15, 2012 from 7:00 p.m. to 11:00 p.m. at the Temple Aliyah, 1664 Central Avenue, Needham.
4.*	Water & Sewer Abatement Order #1152
5.	Authorize the expenditure by Commission on Disabilities in the amount of \$5,500 for accessible playground equipment for the Newman School Playground.
6.	Approve a revision of the Town Hall Display Policy to reflect the new Town Hall interior space.
7.*	Approve a request from the Park & Recreation Department for the following 20(b) exemptions: Daniel Cournoyer, a teacher at Pollard Middle School, and Catherine Cournoyer (Bove), a teacher aide at the Hillside School, to work as activity instructors for the Nashoba Valley Ski and Snowboard Program; and Jack Baker, a teacher at the Pollard School, to work as an Activity Instructor at the February Vacation Basketball clinic.



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

**MEETING DATE: 12/04/2012**

<b>Agenda Item</b>	Public Hearing: Application for a License to Store <b>Diesel</b> Fuel Aboveground at 105 Cabot Street, Needham
<b>Presenter(s)</b>	Brianna Ramadani, Digital 105 Cabot Street, LLC

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	<p>Ms. Ramadani of Digital 105 Cabot Street, LLC is requesting a license to store 32,600 gallons of <b>diesel</b> fuel in aboveground tanks on the property located at 105 Cabot Street, Needham, MA. The Town of Needham General By-laws (Section 4.3) requirement is that any amount of liquid petroleum gas in excess of 500 gallons on a property requires a license issued by the Board of Selectmen.</p>		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
	<p>Suggested Motion:</p> <p>That the Board of Selectmen vote to approve and authorize the Chairman to sign a license for Digital 105 Cabot Street, LLC to store 32,600 gallons of <b>diesel</b> fuel in aboveground tanks on the property at 105 Cabot Street with the following restrictions: 1. That the petitioner and each succeeding homeowner/business owner agree to contract for an annual gas appliance system check making sure that the entire <b>diesel</b> system is checked for leaks; and further, making sure that every element satisfies local regulations and industry standards with evidence of such a systems check sent to the Needham Fire Department and 2. the tanks, with all its piping and equipment; and the system when installed will fully meet U.S., State, and local code regulations, specifications, and directives.</p>		
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
	<ol style="list-style-type: none"> <li>1. Application / License Form / Map</li> <li>2. Needham Times with Legal Notice</li> <li>3. Certified Abutters List</li> <li>4. General By-Law Section 4.3</li> </ol>		



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

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TOWN OF NEEDHAM

RECEIVED  
TOWN OF NEEDHAM  
BOARD OF SELECTMEN  
2012 OCT 15 P 1:35

APPLICATION FOR A LICENSE TO STORE A FLAMMABLE PRODUCT

The undersigned hereby applies for the lawful use of the herein described building/structure/property. Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws for a license to use the land on which such building/structure is/are to be situated and only to such extent on the plot plan which is filed with and made a part of this application. (Please print application form)

Name of Applicant:(must be an individual): Brianna Ramadani

Address of Applicant: 128 First Avenue, Needham, MA 02494

Property location this license applies to: 105 Cabot Street, Needham, MA

Name of Owner of the property: Digital 105 Cabot Street, LLC

Address of Owner (if different than applicant): 105 Cabot Street, Needham, MA 02494

Telephone number of applicant: 781-726-7762

Type of fuel to be stored? Diesel Fuel

Total Capacity of tanks in gallons? 32,600

Is the tank (s) located? Aboveground XX Underground

Signature of Applicant [Signature] Date: 10/11/12

The Applicant must submit the following information before the Fire Department will schedule a public hearing with the Board of Selectmen.

1. An 8 1/2 x 11" Plot Plan showing the exact placement of the tank(s).
2. A completed License Application from the State Fire Marshal's Office.
3. A certificate of insurance showing evidence that the applicant has workers compensation insurance must be included with this completed application.

The Applicant must sign the following certification pursuant to MGL Ch. 62C, Sec. 49A:

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

[Signature]  
Signature of Applicant

[Signature]  
By Corporate Officer (if applicable)

20-2402955  
Social Security # (Voluntary) or  
Federal Identification Number (one of these numbers must be included)

Note: Complete upper portion of form and forward to local fire department.  
Do not make application to Department of Fire Services.



Commonwealth of Massachusetts  
Department of Fire Services — Office of the State Fire Marshal



City or Town Needham Date October 12, 2012

# APPLICATION FOR LICENSE

For the lawful use of the herein described building... or other structure..., application is hereby made in accordance with the provisions of Chapter 148 of the General Laws, for a license to use the land on which such building... or other structure... is/are or is/are to be situated, and only to such extent as shown on plot plan which is filed with and made a part of this application.

Location of land 105 Cabot Street, Needham, MA Nearest cross street First Avenue, Needham, MA  
(Street & Number)

Owner of land Digital 105 Cabot Street, LLC Address 105 Cabot Street, Needham, MA

Number of buildings or other structures to which this application applies One

Occupancy or use of such buildings Data Center - Computer Rooms

Total capacity of tanks in gallons: — Aboveground 4,075 Underground \_\_\_\_\_

Kind of fluid to be stored in tanks: — Diesel Fuel for Emergency Generator Unit EG-320

Approved  Disapproved

*Paul A. Buckley*  
(Head of Fire Dept.)

*[Signature]*  
(Signature of Applicant)

10-15-12  
(Date)

105 Cabot Street, Needham, MA 02494  
(Address)



Commonwealth of Massachusetts  
Department of Fire Services — Office of the State Fire Marshal



City or Town \_\_\_\_\_ Date \_\_\_\_\_

# LICENSE

In accordance with the provisions of Chapter 148 of the General Laws, a license is hereby granted to use the land herein described for the lawful use of the building... or other structure... which is/are or is/are to be situated thereon, and as described on the plot plan filed with the application for this license.

Location of land \_\_\_\_\_ Nearest cross street \_\_\_\_\_  
(Street & Number)

Owner of land \_\_\_\_\_ Address \_\_\_\_\_

Number of buildings or other structures to which this application applies \_\_\_\_\_

Occupancy or use of such buildings \_\_\_\_\_

Total capacity of tanks in gallons: — Aboveground \_\_\_\_\_ Underground \_\_\_\_\_

Kind of fluid to be stored in tanks: — \_\_\_\_\_

Restrictions - If any: \_\_\_\_\_

\_\_\_\_\_  
Signature of licensing authority

\_\_\_\_\_  
Title

THIS LICENSE OR A PHOTOSTATIC OR CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY POSTED IN A PROTECTED PLACE ON THE LAND FOR WHICH IT IS GRANTED

Note: Complete upper portion of form and forward to local fire department.  
Do not make application to Department of Fire Services.



# Commonwealth of Massachusetts

Department of Fire Services — Office of the State Fire Marshal

City or Town Needham

Date October 12, 2012



## APPLICATION FOR LICENSE

For the lawful use of the herein described building... or other structure..., application is hereby made in accordance with the provisions of Chapter 148 of the General Laws, for a license to use the land on which such building... or other structure... is/are or is/are to be situated, and only to such extent as shown on plot plan which is filed with and made a part of this application.

Location of land 105 Cabot Street, Needham, MA Nearest cross street First Avenue, Needham, MA  
(Street & Number)

Owner of land Digital 105 Cabot Street, LLC Address 105 Cabot Street, Needham, MA

Number of buildings or other structures to which this application applies One

Occupancy or use of such buildings Data Center - Computer Rooms

Total capacity of tanks in gallons: — Aboveground 4,075 Underground \_\_\_\_\_

Kind of fluid to be stored in tanks: — Diesel Fuel for Emergency Generator Unit EG-310

Approved  Disapproved

*Paul J. Buckley*  
(Head of Fire Dept.)

*[Signature]*  
(Signature of Applicant)

10-15-12  
(Date)

105 Cabot Street, Needham, MA  
(Address)



# Commonwealth of Massachusetts

Department of Fire Services — Office of the State Fire Marshal

City or Town \_\_\_\_\_

Date \_\_\_\_\_



## LICENSE

In accordance with the provisions of Chapter 148 of the General Laws, a license is hereby granted to use the land herein described for the lawful use of the building... or other structure... which is/are or is/are to be situated thereon, and as described on the plot plan filed with the application for this license.

Location of land \_\_\_\_\_ Nearest cross street \_\_\_\_\_  
(Street & Number)

Owner of land \_\_\_\_\_ Address \_\_\_\_\_

Number of buildings or other structures to which this application applies \_\_\_\_\_

Occupancy or use of such buildings \_\_\_\_\_

Total capacity of tanks in gallons: — Aboveground \_\_\_\_\_ Underground \_\_\_\_\_

Kind of fluid to be stored in tanks: — \_\_\_\_\_

Restrictions - If any: \_\_\_\_\_

\_\_\_\_\_  
Signature of licensing authority

\_\_\_\_\_  
Title

THIS LICENSE OR A PHOTOSTATIC OR CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY POSTED IN A PROTECTED PLACE ON THE LAND FOR WHICH IT IS GRANTED

Note: Complete upper portion of form and forward to local fire department.  
Do not make application to Department of Fire Services.



Commonwealth of Massachusetts  
Department of Fire Services - Office of the State Fire Marshal



City or Town Needham Date October 12, 2012

# APPLICATION FOR LICENSE

For the lawful use of the herein described building... or other structure..., application is hereby made in accordance with the provisions of Chapter 148 of the General Laws, for a license to use the land on which such building... or other structure... is/are or is/are to be situated, and only to such extent as shown on plot plan which is filed with and made a part of this application.

Location of land 105 Cabot Street, Needham, MA Nearest cross street First Avenue, Needham, MA  
(Street & Number)

Owner of land Digital 105 Cabot Street, LLC Address 105 Cabot Street, Needham, MA

Number of buildings or other structures to which this application applies One

Occupancy or use of such buildings Data Center - Computer Rooms

Total capacity of tanks in gallons: — Aboveground 4,075 Underground \_\_\_\_\_

Kind of fluid to be stored in tanks: — Diesel Fuel for Emergency Generator Unit EG - Swing 310/320

Approved  Disapproved

*Paul Ruckey*  
(Head of Fire Dept.)

*[Signature]*  
(Signature of Applicant)

10-15-12  
(Date)

105 Cabot Street, Needham, MA 02494  
(Address)



Commonwealth of Massachusetts  
Department of Fire Services - Office of the State Fire Marshal



City or Town \_\_\_\_\_ Date \_\_\_\_\_

# LICENSE

In accordance with the provisions of Chapter 148 of the General Laws, a license is hereby granted to use the land herein described for the lawful use of the building... or other structure... which is/are or is/are to be situated thereon, and as described on the plot plan filed with the application for this license.

Location of land \_\_\_\_\_ Nearest cross street \_\_\_\_\_  
(Street & Number)

Owner of land \_\_\_\_\_ Address \_\_\_\_\_

Number of buildings or other structures to which this application applies \_\_\_\_\_

Occupancy or use of such buildings \_\_\_\_\_

Total capacity of tanks in gallons: — Aboveground \_\_\_\_\_ Underground \_\_\_\_\_

Kind of fluid to be stored in tanks: — \_\_\_\_\_

Restrictions - If any: \_\_\_\_\_

\_\_\_\_\_  
Signature of licensing authority

\_\_\_\_\_  
Title

THIS LICENSE OR A PHOTOSTATIC OR CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY POSTED IN A PROTECTED PLACE ON THE LAND FOR WHICH IT IS GRANTED



*Commonwealth of Massachusetts*  
*Department of Fire Services – Office of the State Fire Marshal*



City or Town Needham

Date \_\_\_\_\_

## LICENSE

For the lawful use of the herein described building... or other structure..., application is hereby made in accordance with the provisions of Chapter 148 of the General Laws, for a license to use the land on which such building... or other structure... is/are or is/are to be situated, and only to such extent as shown on plot plan which is filed with and made a part of this application.

Location of land 105 Cabot Street, Needham, MA Nearest cross street First Avenue

Owner of land Digital 105 Cabot Street, LLC Address 105 Cabot Street, Needham, MA

Number of buildings or other structures to which this application applies One

Occupancy or use of such buildings Data Center - Computer Server Rooms

Total capacity of tanks in.gallons: Aboveground 32,600 Underground \_\_\_\_\_

Kind of fluid to be stored in tanks: Diesel Fuel

Restrictions – if any: \_\_\_\_\_

\_\_\_\_\_  
 Signature of licensing authority

\_\_\_\_\_  
 Title

Propane fuel storage licenses are granted with the following restrictions: 1) The petitioner agrees to contract for an annual gas appliance system check making sure that the entire propane system is checked for leaks; and further making sure that every element satisfies local regulations and industry standards. Evidence of such a systems check must be sent annually to the Needham Fire Department; and 2) The tank, with all its piping and equipment, and the system, when installed, will meet the U.S., State and local code regulations, specifications and directives.

A fuel storage license is deemed a grant attached to the land and a certificate of registration must be filed annually on or before April 30<sup>th</sup> by the owner/occupant of the land who holds the license.

THIS LICENSE OR A PHOTOSTATIC OR CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY  
 POSTED IN A PROTECTED PLACE ON THE LAND FOR WHICH IT IS GRANTED

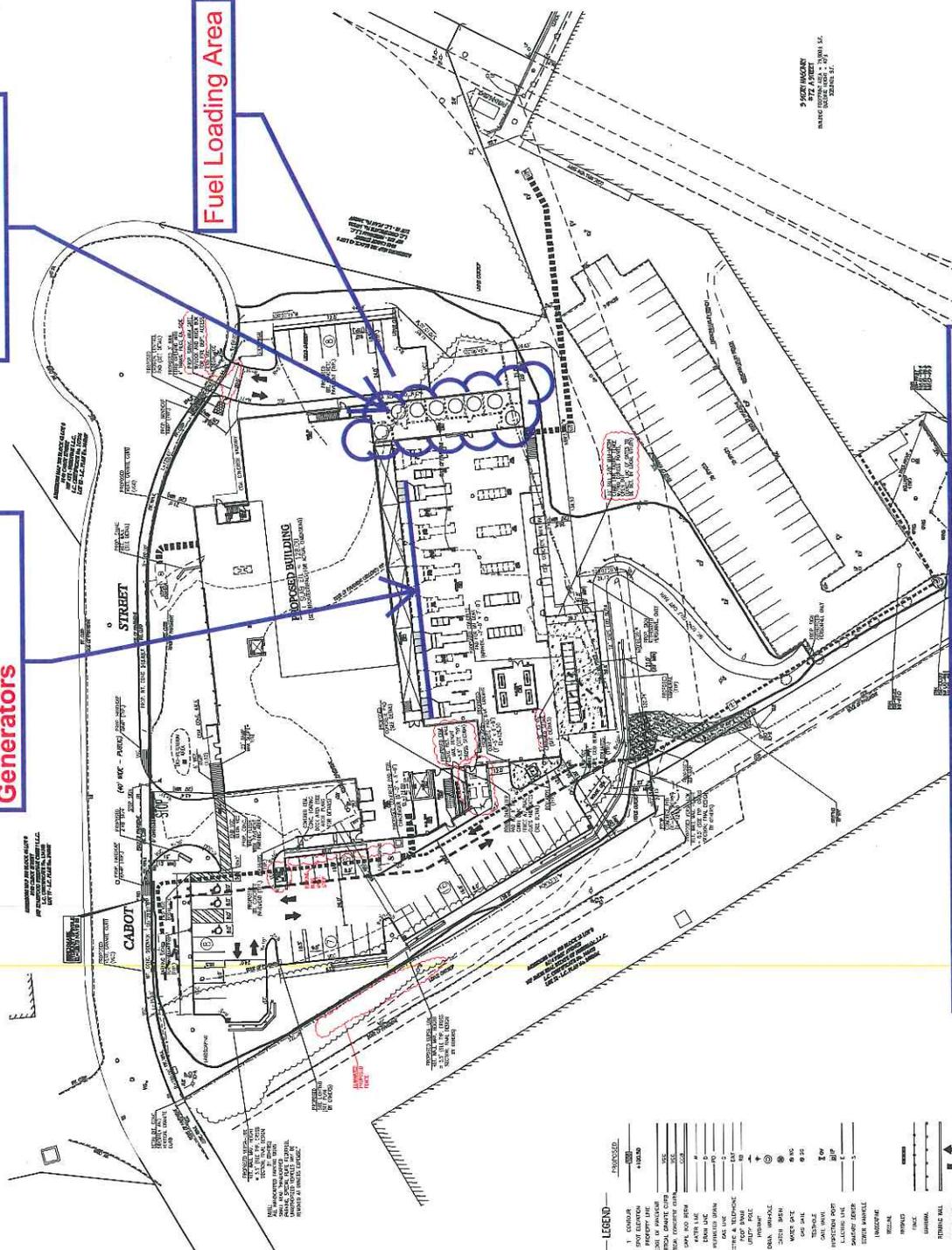
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1	01/11/11	ISSUED FOR PERMIT	JL	ML
2	01/11/11	REVISED PERMIT	JL	ML
3	01/11/11	REVISED PERMIT	JL	ML
4	01/11/11	REVISED PERMIT	JL	ML
5	01/11/11	REVISED PERMIT	JL	ML
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10	01/11/11	REVISED PERMIT	JL	ML

**Eight 4,000 Gallon AST's Located Inside Building on First Floor**

**Eight 75-Gallon AST's Located Inside Building Proximal to Emergency Generators**

**Fuel Loading Area**

**Application For A Licenses To Store Flammable Product  
 105 Cabot Street, Needham, MA**



**LEGEND**

LEGEND	DESCRIPTION
1	CONDUIT
2	SPOT ELEVATION
3	PROPERTY LINE
4	VERTICAL CURVE
5	VERTICAL CURVE DATA
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**LEGAL NOTICE  
Town of Needham  
Board of Selectmen  
Public Hearing**

Public Notice is hereby given that Brianna Ramadani of Digital 105 Cabot Street, LLC has made an application in accordance with the provisions of Chapter 148 of the Massachusetts General Laws, for a license to store 32,600 gallons of diesel fuel in aboveground tanks at 105 Cabot Street, Needham, MA 02494

Upon said application it is hereby ORDERED: That a Public Hearing be held at the office of the Board of Selectmen, Town Hall, 1471 Highland Avenue, Needham, MA, Tuesday, December 4, 2012 at 7:00 pm, at which time all persons interested may appear and be heard.

Gerald A. Wasserman  
Daniel P. Matthews  
John A. Bulian  
Matthew D. Borrelli  
Maurice Handel

BOARD OF SELECTMEN

Dated: Needham Times, November 23, 2012

105 CABOT ST

<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 ZIP</u>
					<u>OWNER CITY</u>	<u>State</u>		
199/300.0-0032-0000.0	40	AST	FORTY A LIMITED PARTNERSHIP	P.O. BOX 95	WESTWOOD	MA	02090	
199/300.0-0033-0000.0	72	AST	DIGITAL FIRST AVENUE, LLC	128 FIRST AVENUE	NEEDHAM	MA	02494	
199/300.0-0033-0001.0	72	AST	DIGITAL 128 FIRST AVENUE, LLC	128 FIRST AVENUE	NEEDHAM	MA	02494	
199/300.0-0033-0002.0	128	FIRST AVE	PARTNERS HEALTHCARE SYSTEM, INC.	PRUDENTIAL TOWER 800 BOYLSTON	BOSTON	MA	02119	
199/300.0-0034-0000.0	110	A ST	HATOUN, ANTOINE G. TRUSTEE THE INTTEX REALTY TRUST	110 A STREET	NEEDHAM	MA	02494	
199/300.0-0036-0000.0	0	SECOND AVE	130-150 A STREET, LLC	197 FIRST AVENUE SUITE 300	NEEDHAM	MA	02494	
199/300.0-0042-0000.0	140	CABOT ST	ATS-NEEDHAM LLC C/O AMERICAN TOWER CORPORATION	P. O. BOX 723597	ATLANTA	GA	31139	
199/300.0-0053-0000.0	114	FIRST AVE	JMDH REAL ESTATE OF NEEDHAM, LLC	15-24 132 STREET	COLLEGE POINT	NY	11356	
199/300.0-0055-0000.0	50	CABOT ST	ONE NEEDHAM PLACE REALTY TRUST C/O 50 CABOT REALTY ASSOC LLC	250 FIRST AVE SUITE 200	NEEDHAM	MA	02494	
199/300.0-0056-0000.0	0	CABOT ST	TERRAZZINO, SAMUEL, TR. TERRAZZINO INVESTMENT TRUST	18 OAK HILL ROAD	NEEDHAM	MA	02492	
199/300.0-0066-0000.0	100	CABOT ST	STARWOOD NEEDHAM CMBS I LLC C/O EPROPERITY TAX - DEPT 206	P O BOX 4900	SCOTTSDALE	AZ	85261-4900	
199/300.0-0073-0000.0	105	CABOT ST	DIGITAL 128 FIRST AVENUE, LLC	128 FIRST AVENUE	NEEDHAM	MA	02494	

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.....



**SECTION 4.2 PUBLIC CARRIAGES AND TAXIS**

**4.2.1 Licenses.** The Board of Selectmen may license hackney carriages or motor vehicles for the conveyance of persons for hire from place to place within the Town and may revoke such licenses at their discretion. A record of all licenses so granted or revoked shall be kept by the Selectmen.

**4.2.2 Penalties.** No person shall set up, use or drive in the Town any unlicensed hackney carriage or motor vehicle for the conveyance of passengers for hire from place to place within the Town. Any person violating Section 4.2 shall be subject to a penalty not exceeding twenty dollars (\$20) for each offense.

**4.2.3 Expiration and Fees.** Licenses shall expire on the thirtieth day of April following the date of issuance, and shall not be transferred without the written consent of the Board of Selectmen. For each license the sum of ten dollars (\$10.00) shall be paid to the Town Treasurer for use by the Town. A license so granted shall become void if the applicant neglects or refuses to take out and pay for his license within ten days after notice that it has been granted.

**4.2.4 Taxi Stands.** The Selectmen may grant to the holder of a license under Section 4.2 a license to use a certain portion of a public way as a taxi stand for the solicitation of passengers for hire and no person shall use any portion of any public way for such purpose without such license. Any person who violates any of the provisions of Sub-section 4.2.4 shall be punished by a fine of not more than twenty dollars (\$20.00) for each offense.

**SECTION 4.3 FEES, REGISTRATION APPLICABLE TO FLAMMABLES**

**4.3.1 Statutory Authority.** Pursuant to the authority of M.G.L. Chapter 148, Sections 10A, 13, 38A and 39A, and the Needham Fire Code, there is hereby established a fee schedule for licenses granted by the Board of Selectmen, Annual Certificate of Registration filed with the Town Clerk and Permits granted by the Chief of the Fire Department as follows:

**4.3.2 Licenses for the Storage of Flammables issued by the Board of Selectmen**

**Class A: (all types)**

166	-	40,000 gallons . . . . .	\$50.00
40,001	-	80,000 gallons . . . . .	200.00
80,001	-	100,000 gallons . . . . .	300.00
100,001	-	500,000 gallons . . . . .	400.00
500,001	-	1,000,000 gallons. . . . .	500.00
over 1,000,000 gallons	.	. . . . .	800.00

**Class B Fuel: (all types)**

501	-	20,000 gallons . . . . .	50.00
20,001	-	40,000 gallons . . . . .	100.00
40,001	-	80,000 gallons . . . . .	200.00
80,001	-	100,000 gallons . . . . .	300.00
100,001	-	500,000 gallons . . . . .	400.00
500,001	-	1,000,000 gallons. . . . .	500.00
over 1,000,000 gallons	.	. . . . .	800.00

**Class C Fluids (all types)**

1,001	-	20,000 gallons . . . . .	50.00
20,001	-	40,000 gallons . . . . .	100.00
40,001	-	80,000 gallons . . . . .	200.00
80,001	-	100,000 gallons . . . . .	300.00
100,001	-	500,000 gallons . . . . .	400.00
500,001	-	1,000,000 gallons. . . . .	500.00
over 1,000,000 gallons	.	. . . . .	800.00

**Flammable Solids 101 lbs and up . . . . . 50.00**

Flammable Gases (within a building)					
3,001 cubic ft. and up	.	.	.	.	50.00
Flammable Gases (outside a building)					
10,001 cubic ft. and up	.	.	.	.	50.00
Liquid Petroleum Gases					
500	-	1,000 gallons	.	.	50.00
over	-	1,001 gallons	.	.	100.00

**Automobiles**

The parking of four or more vehicles in a structure - two dollars (\$2.00) per vehicle, and not less than fifty dollars (\$50.00).

Advertising costs for a hearing by the Board of Selectmen for the issuance of a license for the storage of flammables shall be paid by the applicant.

The annual fees shall include the cost of the initial registration with the Town Clerk. The fee for each annual renewal registration with the Town Clerk shall be the amount herein specified for the original license as set forth above.

**4.3.3 Permit Fees**

Underground Storage Tank Removal	.	.	.	.	\$100.00
Underground Storage Tank Installation	.	.	.	.	100.00
Underground Gasoline Tank Removal	.	.	.	.	100.00
Underground Gasoline Tank Installation	.	.	.	.	100.00

**SECTION 4.4 GENERAL**

**4.4.1 Denial, Revocation or Suspension for Failure to Pay Municipal Taxes.**

4.4.1.1 The tax collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the tax collector, shall annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve month period, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

4.4.1.2 The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the tax collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay local taxes, fees, assessments, betterments or any other municipal charges provided, however, that written notice is given to the party and the tax collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The tax collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the licensing authority with respect to such license denial, revocation or suspension shall be made only for the purposes of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the license authority receives a certificate issued by the tax collector that the party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges payable to the municipality as the date of issuance of said certificate.



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

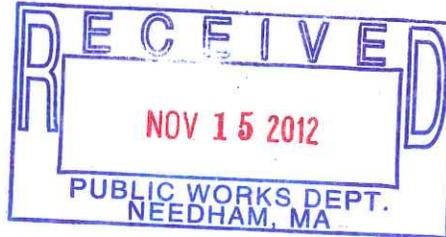
**MEETING DATE: 12/04/2012**

<b>Agenda Item</b>	Public Hearing – NSTAR Petition for Winding River Road
<b>Presenter(s)</b>	Maureen Carroll, NSTAR

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	<p>NSTAR requests permission to install approximately 6 feet of conduit at Pole 382/16 on Winding River Road, Needham. This work is necessary to provide underground electric service for a new house at 145 Winding River Road, Needham.</p> <p>The Department of Public Works has approved this petition, based on NSTAR's commitment to adhere to regulation that <b>all conduit installed must be 3" schedule 40 minimum; and, that when buried, the conduit must be placed at 24" below grade to the top of the conduit.</b></p>		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
	<p>Suggested Motion: Move that the Board of Selectmen approve and sign petition from NSTAR to install approximately 6 feet of conduit at Pole 382/16 on Winding River Road, Needham. This work is necessary to provide underground electric service for a new house at 145 Winding River Road, Needham.</p>		
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
	<p><b>(Describe backup below)</b></p> <ul style="list-style-type: none"> <li>a. Letter of Application</li> <li>b. Petition</li> <li>c. Order</li> <li>d. Petition Plan</li> <li>e. Notice Sent to Abutters</li> <li>f. List of Abutters</li> </ul>		



200 Calvary Street  
Waltham, Massachusetts 02453



November 14, 2012

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

RE: <sup>#145</sup> **Winding River Road**  
**Needham, MA**  
**W.O. #1905407**

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 6'± feet of conduit at pole 382/16 on Winding River Road, Needham.

This work is necessary to provide underground electric service for new house @ #145 Winding River.

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  
THRU  
11/23/12  
OK R.P. Nelson  
DPO Director  
11/23/12

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

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

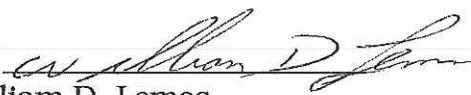
Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

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 Dated November 14, 2012**, and filed herewith, under the following public way or ways of said Town:

**Winding River Road -** Easterly @ pole 382/16 approximately 1898'± feet north of Charles River Street a distance of about 6'± feet - conduit

(WO. 1905407)

**NSTAR ELECTRIC COMPANY**

BY 

William D. Lemos

Rights & Permits, Supervisor

**Dated this 14th day of November 2012**

Town of **NEEDHAM** Massachusetts

Received and filed \_\_\_\_\_ 2012

**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:

**Winding River Road** - Easterly @ pole 382/16 approximately 1898± feet north of Charles River Street a distance of about 6± feet - conduit

(WO. 1905407)

**Hearing Required**

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.Debenedictis, Dated November 14, 2012** 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 \_\_\_\_\_ Board of Selectmen  
3 \_\_\_\_\_ the Town of  
4 \_\_\_\_\_ **NEEDHAM**  
5 \_\_\_\_\_

**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 \_\_\_\_\_ 2012 at \_\_\_\_\_ in said Town.

1 \_\_\_\_\_  
2 \_\_\_\_\_ Board of Selectmen  
3 \_\_\_\_\_ the Town of  
4 \_\_\_\_\_ **NEEDHAM**  
5 \_\_\_\_\_

**CERTIFICATE**

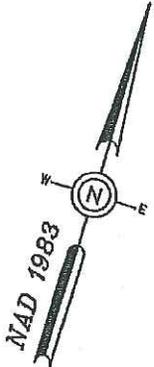
I hereby certify that the foregoing are true copies of the Order of the **Board of Selectmen** of the Town of **NEEDHAM**, Massachusetts, duly adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2012 and recorded with the records of location Orders of said Town, Book \_\_\_\_\_, Page \_\_\_\_\_ and of the certificate 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 \_\_\_\_\_

S:\SHARED\CHANGE\BASELINES\NEE\WINDING.dwg

#150



CHARLES RIVER ST.  
APPROX. 1898.0±



WINDING RIVER RD

382/16

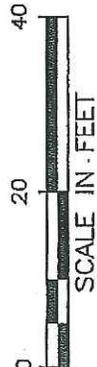
#145

6.5±

HH

CUSTOMER TO INSTALL  
2 - 2" PVC PIPES  
SCHEDULE 40 NO CONCRETE

#161



SCALE IN FEET



GIS SERVICES  
1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

Plan of WINDING RIVER ROAD, NEEDHAM

Showing PROPOSED CONDUIT LOCATION

Plotted by PDM

Approved DEBENEDICTIS

Scale 1" = 20'

SHEET 1 of 1

BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC & GIS CORPORATION NOR ITS AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD NSTAR ELECTRIC & GIS CORPORATION HARMLESS FROM AND AGAINST ALL SUCH CLAIMS AND DAMAGES. THE INFORMATION DOES NOT REPRESENT A SURVEY. IT MAY NOT BE THE MOST COMPLETE AND IS SUBJECT TO CHANGE WITHOUT NOTICE. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE INFORMATION, EITHER EXPRESSED OR IMPLIED. UNAUTHORIZED ATTEMPTS TO MODIFY THE INFORMATION OR USE THE INFORMATION FOR OTHER THAN ITS INTENDED PURPOSES ARE PROHIBITED.

MASS. LAW

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7223

C#

Ward #

Work Order # 1905-407

Surveyed by

Structures by

Plotted by PDM

Approved DEBENEDICTIS

P#



## NOTICE

To the Record

You are hereby notified that a public hearing will be held at the **Needham Town Hall, 1471 Highland Avenue, at 7:00 p.m. on December 4, 2012** upon petition of NSTAR dated **November 14, 2012** to install approximately 6 feet conduit @pole 382/16 on Winding River Road, Needham. This work is necessary to provide underground electrical service for a new house at 145 Winding River Road, Needham. A public hearing is required and abutters should be notified.

If you have any questions regarding this petition, please contact NSTAR representative, Maureen Carroll at 617-369-6421.

Gerald A. Wasserman  
Daniel P. Matthews  
John A. Bulian  
Matthew D. Borrelli  
Maurice P. Handel

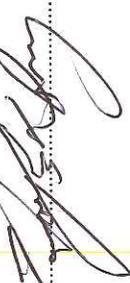
BOARD OF SELECTMEN

Dated: November 23, 2012

145 WINDING RIVER ROAD

<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>
199/224.0-0016-0000.0	131	WINDING RIVER RD	REISMAN, MARIA J.	131 WINDING RIVER RD	NEEDHAM	MA	02492
199/224.0-0017-0000.0	145	WINDING RIVER RD	HARKINS, P MATTHEWS	364 THOREAU ST	CONCORD	MA	01742
199/224.0-0018-0000.0	161	WINDING RIVER RD	UTTIN, DANIIL	161 WINDING RIVER RD	NEEDHAM	MA	02492
199/224.0-0019-0000.0	150	WINDING RIVER RD	OSSER, STEPHANIE F	150 WINDING RIVER RD	NEEDHAM	MA	02492
199/224.0-0020-0000.0	130	WINDING RIVER RD	KRIEG, DEBORAH	173 WINDING RIVER RD	WELLESLEY	MA	02482

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  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 12/04/2012**

<b>Agenda Item</b>	Property Tax Classification
<b>Presenter(s)</b>	Board of Assessors Chip Davis, Administrative Assessor David Davison, Assistant Town Manager/Finance Director

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>The Board will conduct a public hearing regarding the allocation of the fiscal year 2013 tax levy among the various classes of property in Town. Mr. Davis and the Board of Assessors will make a presentation about the certified valuation of property, and the public will have an opportunity to comment.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
<p>The twenty day period for referenda has not yet elapse so certificate of the appropriations has not occurred so no vote of the Board is necessary. The Board will need to take a vote and executed documents at its next meeting.</p>			
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
<p>a. FY 2011 Classification Hearing Materials (under separate cover) b. Hearing Notice</p>			

CLASSIFICATION  
HEARING

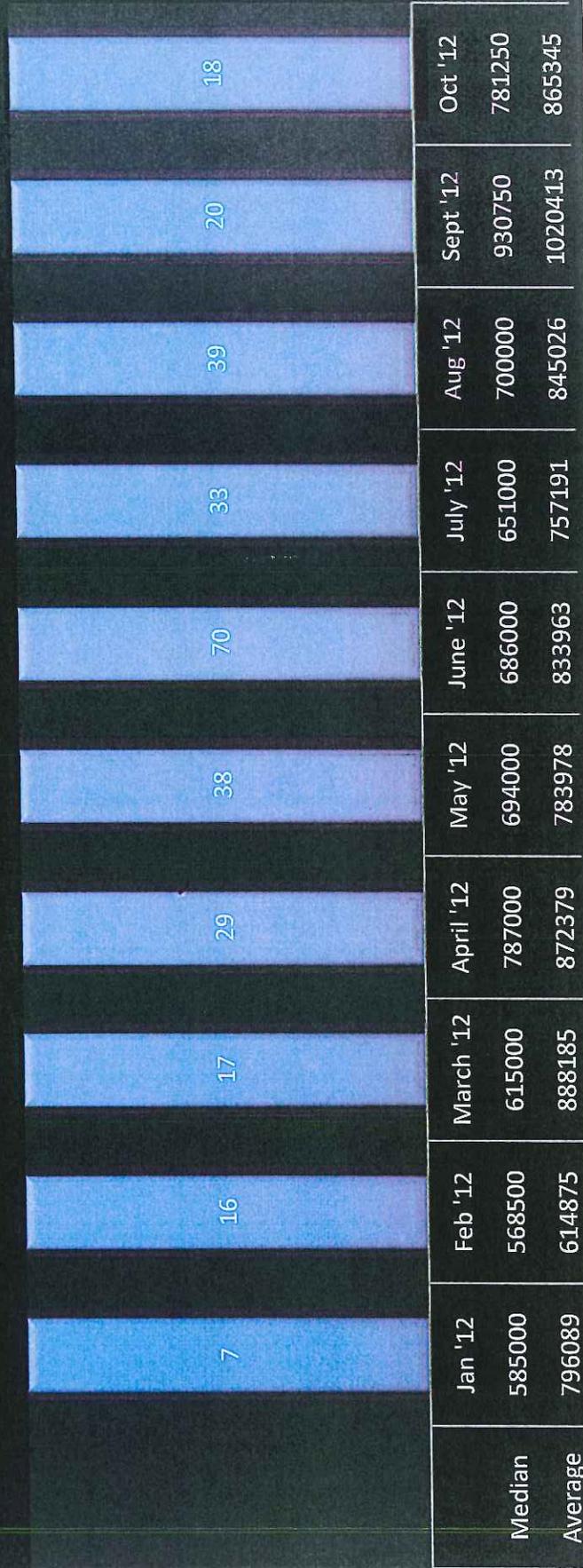


FY - 2013  
TUESDAY  
DECEMBER 4, 2012

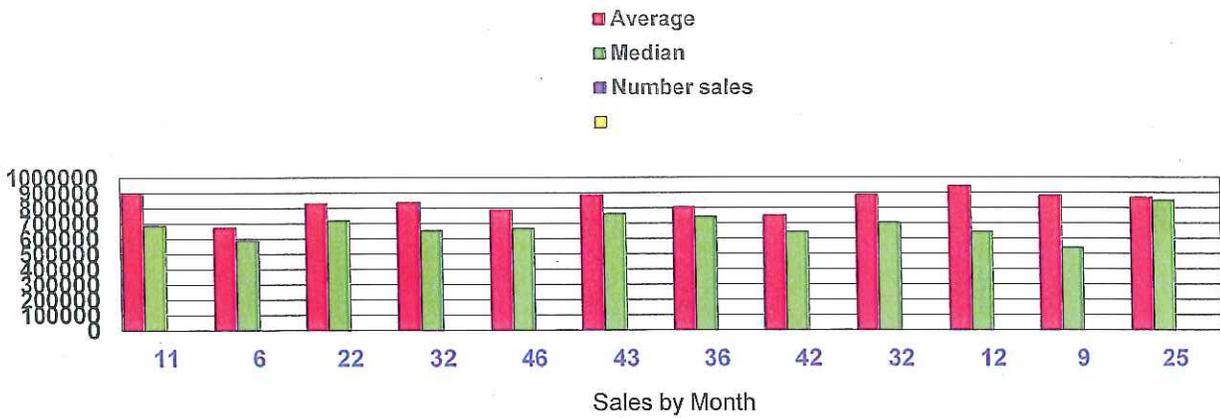




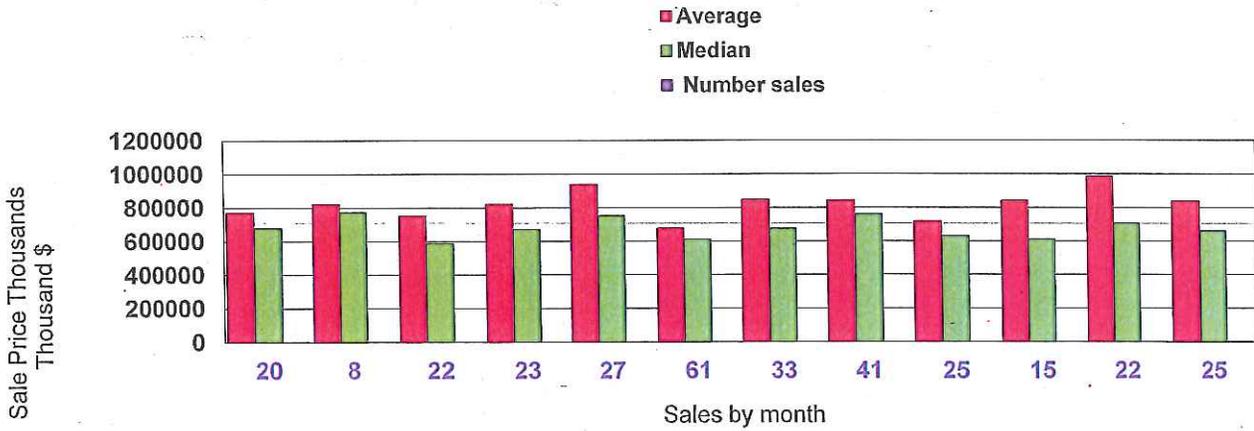
## 2012 Monthly Residential Sales



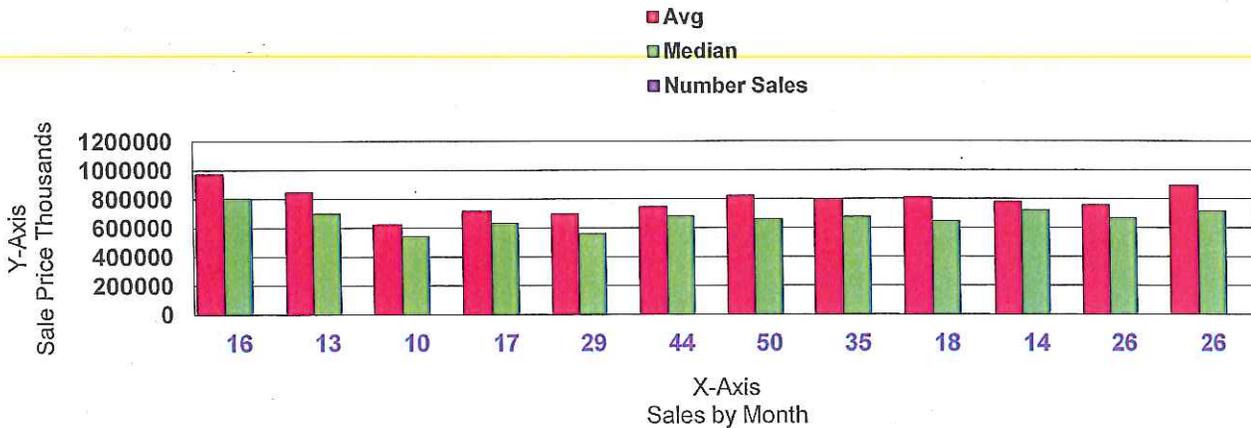
### 2011 Residential Sales



### 2010 Residential Sales



### 2009 Residential Sales



# Tax Base Growth

**FY 2013**

**TAX**

\$10.95	\$21.50
---------	---------

**RATES**

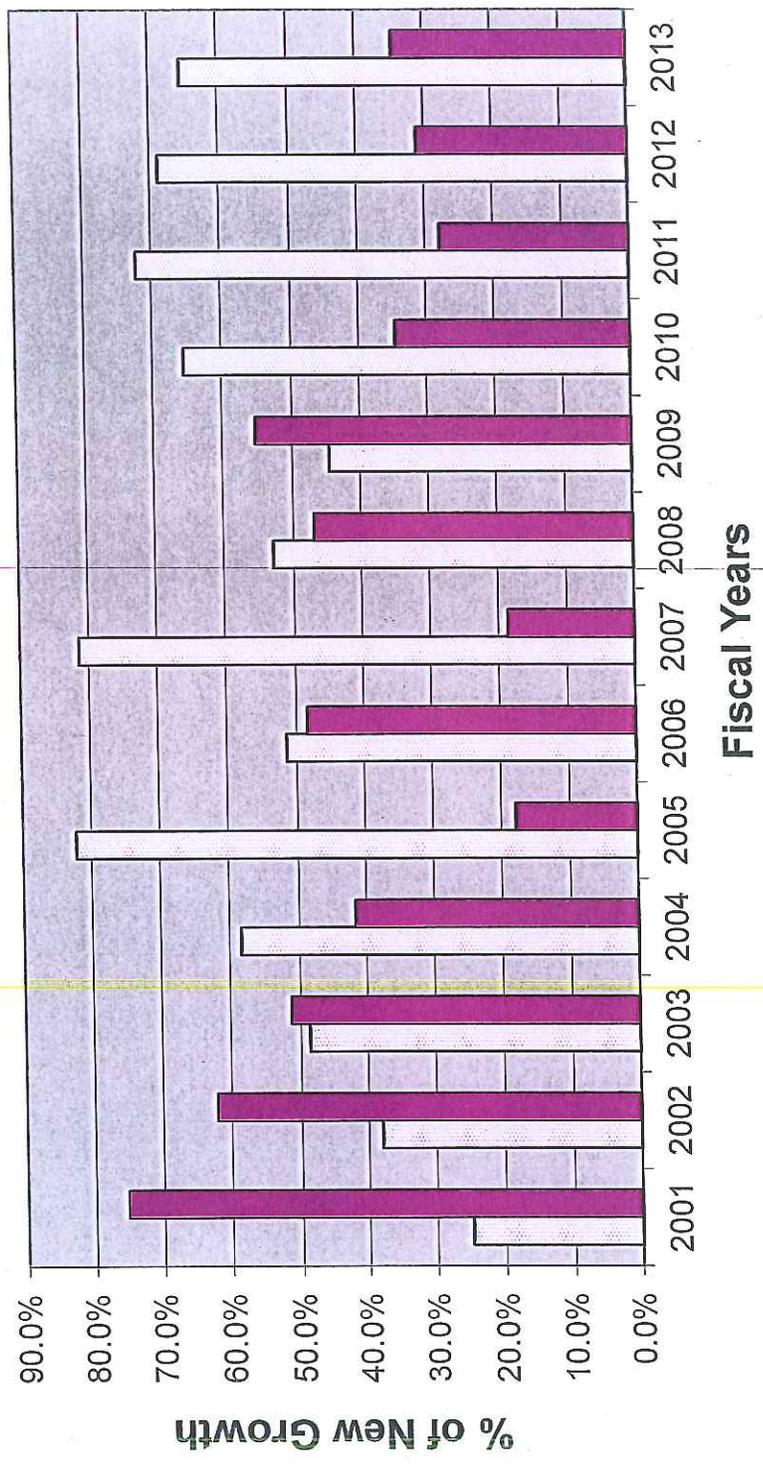
Residential	Commercial
-------------	------------

	Allowable Valuation	Tax Levy Growth
<b><u>Residential</u></b>		
Single Family (101)	\$66,728,900	\$730,681
Condominium (102)	\$2,581,700	\$28,270
Two & Three Family (104 & 105)	\$7,334,400	\$80,312
Multi Family (111-125)	\$7,282,200	\$79,740
Vacant Land	(\$416,200)	(\$4,557)
Others (Mixed Use, 103, 109)	\$691,602	\$7,573
<b>Total Residential</b>	<b>84,202,602</b>	<b>\$922,018</b>
<b><u>Commercial</u></b>		
Chapter 61, 61A, 61B	\$2,063,422	\$44,364
	(\$269,650)	(\$5,797)
<b>Total Commercial</b>	<b>\$1,793,772.00</b>	
<b><u>Industrial</u></b>		
	\$4,166,500	\$89,580
<b><u>Personal Property</u></b>		
	\$38,571,070	\$829,278
<b>Total C.I.P.P.</b>	<b>\$44,531,342</b>	<b>\$957,424</b>
<b>Total New Growth</b>	<b>\$128,733,944</b>	<b>\$1,879,442</b>

5

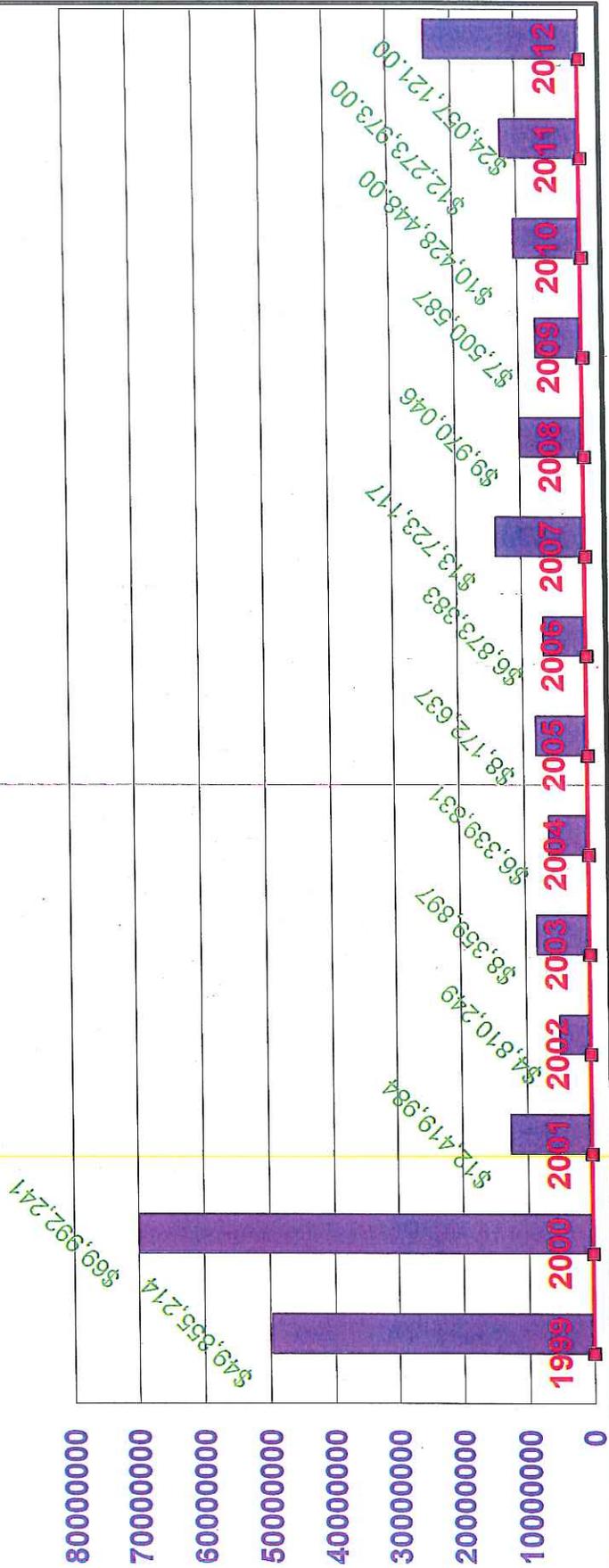
# Residential vs. CIPP Growth

Residential CIPP



# COMMERCIAL/INDUSTRIAL BUILDING PERMITS

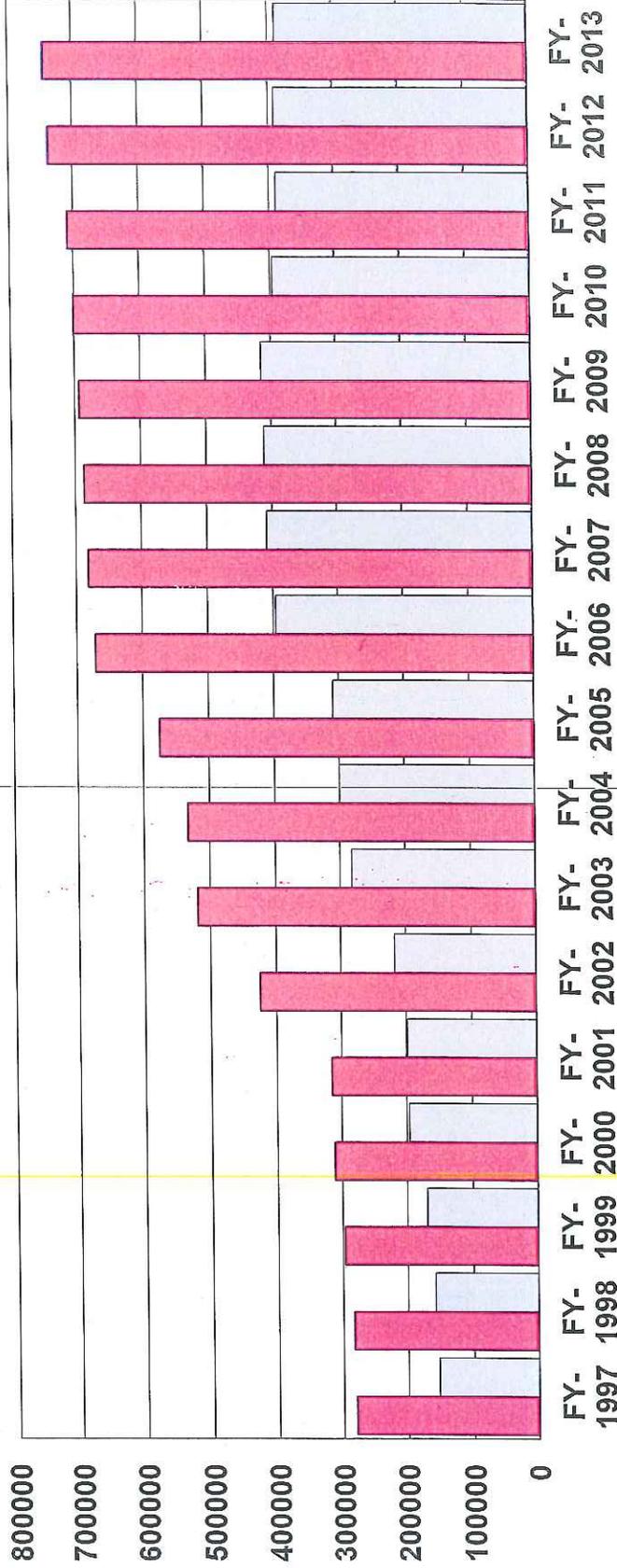
■ Permit Value  
■ Year



2

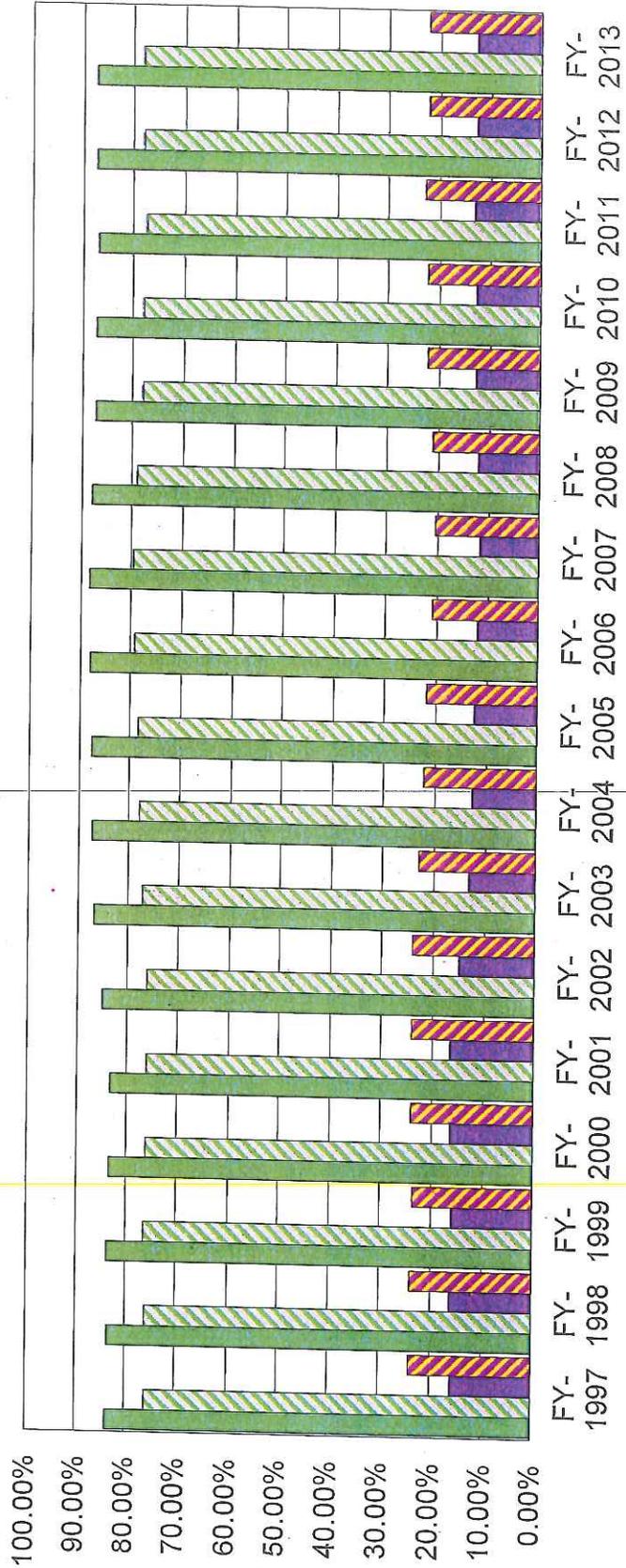
# Average Valuation History

■ 1 FAMILY  
□ CONDO



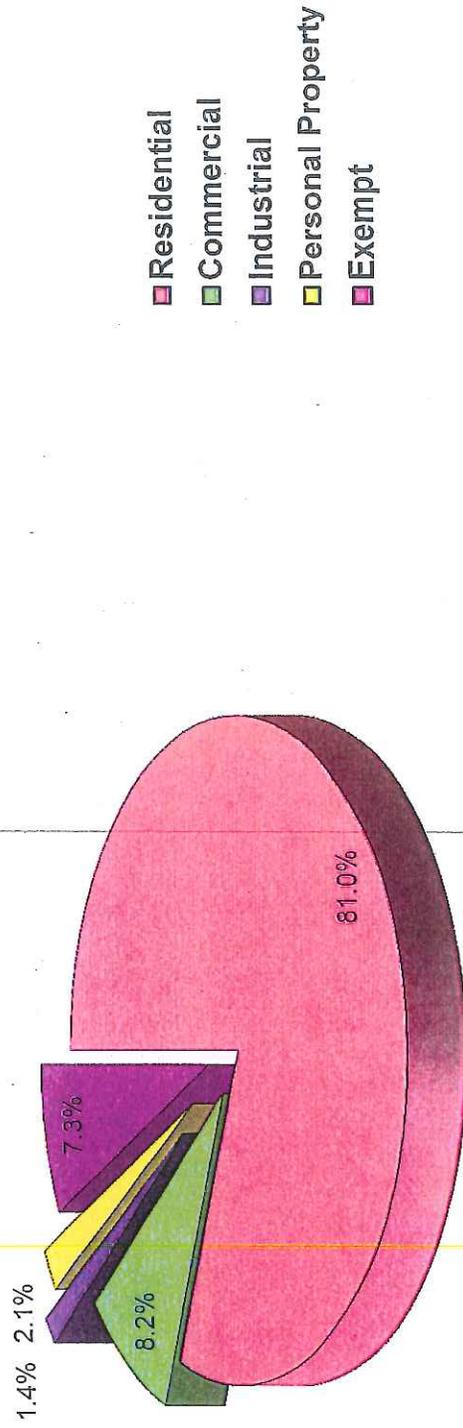
8

# Value vs Levy Share



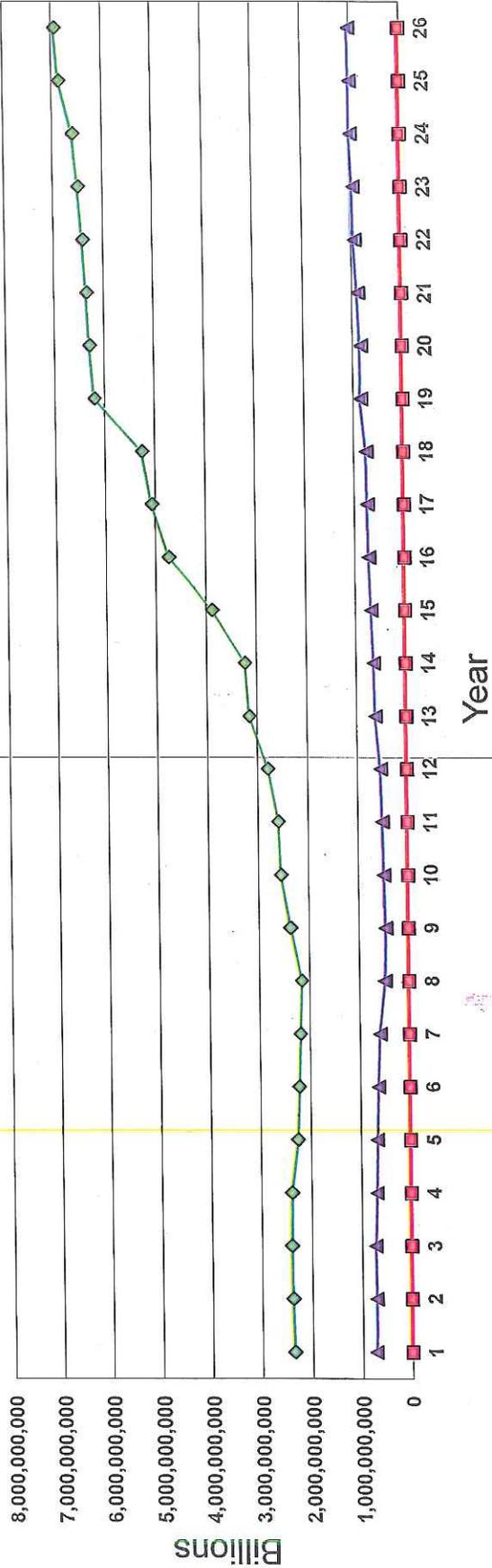
- Res Value Share
- ▨ Res Levy Share
- CIPP Value Share
- ▨ CIPP Levy Share

# Value Distribution FY 13



# Distribution by Property Class FY 1988 to FY 2013

- Year
- ◆ Residential
- ▲ Comm/Ind/PP



## Year to Year Change in Total Valuation Residential and CIPP

Classification	Value	% Share of Total	% Chg Prior Yr
----------------	-------	------------------	----------------

### *Total valuation for FY 13*

Residential Property	\$6,922,042,800	87.3555%	1.19% from FY 12
Commercial, Industrial, Personal Property	\$1,001,947,130	12.6445%	.092% from FY 12
<b>Total Real and Personal Property</b>	<b>\$7,923,989,930</b>	<b>100.00%</b>	<b>1.15% from FY 12</b>

### *Overall value percent change since 1988*

Residential Property (1988)	\$2,365,409,690	76.50%	192.63%
	(2013) \$6,922,042,800	87.35%	from 189.18%
			FY 12
Comm/Ind/PP (1988)	\$726,542,165	23.50%	37.90%
	(2013) \$1,001,947,130	12.64%	from 36.63%
			FY 12
Total Real and Personal Property (1988)	\$3,091,951,855	100.00%	156.27%
	(2013) \$7,923,989,930	100.00%	from 153.33%
			FY 12

Style/Sample Size	Year Bldg	Liv. Area	Lnd% Ac	FY 12 Bldg	FY 12 Land	FY 12 AV	FY 13 Bldg	FY 13 Land	FY 13 AV	%Chg 12-13	%Chg 12-11	Taxes 12	Taxes 13	%Chg Tax
Two Family--27	1890	2449	0.27	167059	363341	530400	167059	363341	530400	0.0000	0.0006	5808	5994	0.032
Duplex--27	1965	2338	0.21	133500	341963	480941	139004	341963	480967	0.0001	-0.014	5266	5435	0.032
Bungalow--14	1921	1459	0.30	147429	377021	524450	143264	377021	520286	-0.0079	0.008	5743	5879	0.024
Colonial--208	1934	2056	0.38	228676	416705	645382	229055	417012	646067	0.0011	0.026	7067	7301	0.033
Conventional--24	1908	1882	0.30	175617	379371	554988	175800	379371	555171	0.0003	0.026	6077	6273	0.032
Cape--158	1945	1723	0.30	178180	387516	565696	178954	384394	563348	-0.0042	0.030	6194	6366	0.028
Garrison--99	1950	1874	0.37	206349	400474	606823	206062	399291	605353	-0.0024	0.025	6645	6840	0.029
Old Style--62	1909	1782	0.32	167547	378244	545790	166753	376150	542903	-0.0053	-0.032	5976	6135	0.027
Ranch--130	1952	1331	0.31	137300	373170	510470	138174	372240	510414	-0.0001	0.025	5590	5768	0.032
Raised Ranch--86	1960	1474	0.35	204620	394264	598884	203757	392400	596157	-0.0046	0.032	6558	6737	0.027
Split Level--72	1959	1553	0.36	212713	385413	598125	214647	381481	596128	-0.0033	0.031	6549	6736	0.029
Overall Averages	1936	1811	0.32	178090	381589	560177	178412	380424	558836	-0.0024	0.015	6134	6315	0.029
Total Single/2F Fam	8626													
Sample size	934													
Yr Bldg--Last Sale prior to 1975														
% Sample used in analysis	97%													
% Chg assessed value FY 05-06	18%		% Chg AV FY 09-10	-0.85%										% Chg Tax FY 9-10
% Chg assessed value FY 06-07	-1%		% Chg AV FY 10-11	-0.07%										% Chg Tax FY 10-11
% Chg assessed value FY 07-08	-0.8%		% Chg AV FY 11-12	1.5%										% Chg Tax FY 11-12
% Chg assessed value FY 08-09	-1.1%		% Chg AV FY 12-13	-0.24%										% Chg Tax FY 12-13

<b>Exempt Property Report</b>		<b>FY 2013</b>
<b>Class Code</b>	<b>Property Type</b>	<b>Total Exempt Value</b>
		<b>#</b>
039	Mixed Use with Partial Exemption	2
900's	Federal Property	9
920's	State Property	13
930's	Town Property	162
940's	Schools---Private	32
950's	Charitable Organizations	28
960's	Churches/Religious	31
970's	Housing Authority	77
		\$
		\$1,291,920
		\$6,962,500
		\$13,797,900
		\$197,428,800
		\$234,621,900
		\$55,295,500
		\$65,236,800
		45,695,200.00
<b>Totals</b>		<b>354 \$</b>
		<b>620,330,520</b>

**COMPUTATION OF TAX RATE USING 175% CLASSIFICATION**

Total Valuation	\$7,923,989,930	
Residential	\$6,922,042,800	87.3555%
C.I.P.P.	1,001,947,130	12.6445%
TOTAL	\$7,923,989,930	100.0000%
Tax Levy FY-2013	\$100,461,960.00	
Tax Rate -- No Classification		Single Rate \$12.68

Tax Rate -- 175% Classification	22.1278%	C.I.P.P.
12.6445 X 1.75	77.8722%	RESIDENTIAL
77.8722	100.0000%	TOTAL
	\$22,230,058	C.I.P.P. Levy
	\$78,231,902	RESIDENTIAL Levy
	\$100,461,960.00	Total
	Commercial/Industrial	\$22.19
	Residential	\$11.30

Estimated Residential Factor:  
**0.8914395**

15

Effect of Tax Rates on "Average Taxpayer"

Fiscal Year	Shift	Res	\$ Chg	C/I	\$ Chg	Fiscal Year	Taxpayer" Shift	Res	\$ Chg	C/I	\$ Chg
<b>FY-2013</b>	<b>175.00%</b>					<b>FY-2007</b>	<b>175.00%</b>				
Average Valuation		\$744,764		\$1,200,000		Average Valuation		\$682,019		\$1,200,000	
Change in VALUE over previous		0.99%		N/A		Change in VALUE over previous		1.43%		N/A	
Tax Rate		\$11.30		\$22.19		Tax Rate		\$9.35		\$18.17	
Taxes Paid		\$8,415.83		\$334		Taxes Paid		\$6,376.88		\$453	
Increase over	FY 2012	4.13%		3.16%		Increase over	FY-2006	7.65%		5.89%	
											\$1,212
<b>FY-2012</b>	<b>175.00%</b>					<b>FY-2006</b>	<b>175.00%</b>				
Average Valuation		\$737,436		\$1,200,000		Average Valuation		\$672,401		\$1,200,000	
Change in VALUE over previous		4.13%		N/A		Change in VALUE over previous		17.12%		N/A	
Tax Rate		\$10.96		\$21.51		Tax Rate		\$8.81		\$17.16	
Taxes Paid		\$8,082.30		\$363		Taxes Paid		\$5,923.85		\$407	
Increase over	FY 2011	4.70%		0.05%		Increase over	FY-2005	7.37%		-8.87%	
											-\$2,448
<b>FY-2011</b>	<b>175.00%</b>					<b>FY-2005</b>	<b>175.00%</b>				
Average Valuation		\$708,194		\$1,200,000		Average Valuation		\$574,088		\$1,200,000	
Change in VALUE over previous		1.06%		N/A		Change in VALUE over previous		3.50%		N/A	
Tax Rate		\$10.90		\$21.50		Tax Rate		\$9.61		\$18.83	
Taxes Paid		\$7,719.31		\$341		Taxes Paid		\$5,516.99		\$488	
Increase over	FY 2010	4.62%		3.91%		Increase over	FY-2004	9.71%		1.45%	
											\$324
<b>FY-2010</b>	<b>175.00%</b>					<b>FY-2004</b>	<b>175.00%</b>				
Average Valuation		\$700,738		\$1,200,000		Average Valuation		\$532,128		\$1,200,000	
Change in VALUE over previous		1.05%		N/A		Change in VALUE over previous		2.63%		N/A	
Tax Rate		\$10.53		\$20.69		Tax Rate		\$9.45		\$18.56	
Taxes Paid		\$7,378.77		\$472		Taxes paid		5,028.61		\$253	
Increase over	FY 2009	6.83%		5.78%		Increase over	FY-2003	5.30%		2.09%	
											\$456.00
<b>FY-2009</b>	<b>175.00%</b>					<b>FY-2003</b>	<b>175.00%</b>				
Average Valuation		\$693,458		\$1,200,000		Average Valuation		\$518,500		\$1,200,000	
Change in VALUE over previous		0.94%		N/A		Change in VALUE over previous		22.00%		13.21%	
Tax Rate		\$9.96		\$19.56		Tax Rate		\$9.21		\$18.18	
Taxes Paid		\$6,906.84		\$243		Taxes paid		4,775.39		\$279	
Increase over	FY-2008	3.65%		3.38%		Increase over	FY-2002	6.20%		7.92%	
											\$1,601.80
<b>FY-2008</b>	<b>175.00%</b>					<b>FY-2002</b>	<b>161.00%</b>				
Average Valuation		\$686,971		\$1,200,000		Average Valuation		\$425,000		\$1,060,000	
Change in VALUE over previous		0.73%		N/A		Change in VALUE over previous		34.88%		6.00%	
Tax Rate		\$9.70		\$18.92		Tax Rate		\$10.58		\$19.07	
Taxes Paid		\$6,663.62		\$287		Taxes paid		4,496.50		\$703	
Increase over	FY-2007	4.50%		4.13%		Increase over	FY-2001	18.52%		4.52%	
											\$874.20

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<i>Fiscal Year</i>	<i>Shift</i>	<i>Res</i>	<i>\$ Chg C/I</i>	<i>\$ Chg</i>	<i>Fiscal Year</i>	<i>Shift</i>	<i>Res</i>	<i>\$ Chg C/I</i>	<i>\$ Chg</i>
<b>FY-2001</b>	<b>146.00%</b>				<b>FY-96</b>	<b>150.00%</b>			
Average Valuation		\$315,100	\$1,000,000		Average Valuation		\$260,000	\$1,000,000	\$21.57
Change in VALUE over previc		1.19%	N/A		Tax Rate		\$13.06		21570
Tax Rate		\$12.04	\$19.34		Taxes paid		3395.60		\$69
Taxes paid		3,793.80	19,340.00	\$460.00	Increase over FY-95		2.06%		
Increase over FY-2000		3.60%	2.44%		<b>FY-95</b>	<b>136.00%</b>			
<b>FY-2000</b>	<b>146.00%</b>				Average Valuation		\$238,500		
Average Valuation		\$311,400	\$1,000,000		Tax Rate		\$13.95		
Change in VALUE over previc		4.66%	N/A		Taxes paid		3327.08		\$72
Tax Rate		\$11.76	\$18.88		Increase over FY-94		2.21%		
Taxes paid		3,662.06	18,880.00	-\$1,920	<b>FY-94</b>	<b>117.00%</b>			
Increase over IFY-99		-4.44%	-9.23%		Average Valuation		\$243,100		
<b>FY-1999</b>	<b>147.00%</b>				Tax Rate		\$13.39		
Average Valuation		\$297,535	\$1,000,000		Taxes paid		3255.11		\$151
Change in VALUE over previc		5.02%	N/A		Increase over FY-93		4.86%		
Tax Rate		\$12.88	\$20.80		<b>FY-93</b>	<b>113.00%</b>			
Taxes paid		3,832.25	20,800.00	-\$650	Average Valuation		\$245,400		
Increase over FY-98		2.09%	-3.03%		Tax Rate		\$12.65		
<b>FY-98</b>	<b>147.00%</b>				Taxes paid		3104.31		\$122
Average Valuation		\$283,306	\$1,000,000		Increase over FY-92		4.08%		
Change in VALUE over previc		1.18%	N/A		<b>FY-92</b>	<b>110.00%</b>			
Tax Rate		\$13.25	\$21.45		Average Valuation		\$246,900		
Taxes paid		3,753.80	21,450.00	\$20	Tax Rate		\$12.08		
Increase over FY-97		3.77%	0.09%		Taxes paid		\$2,982.55		\$260
<b>FY-97</b>	<b>156.00%</b>				Increase over FY-91		9.57%		
Average Valuation		\$280,000	\$1,000,000						
Change in VALUE over previc		7.69%	N/A						
Tax Rate		\$12.92	\$21.43						
Taxes paid		3617.60	21,430.00	-\$140					
Increase over FY-96		6.54%	-0.65%						

What If...Scenario Worksheet

CLASS	VALUE	%
Res	6,922,042,800	87.3555%
O S	0	0.0000%
Com	703,067,800	8.8726%
Ind	121,108,800	1.5284%
PP	177,770,530	2.2434%
Total	7,923,989,930	100.0000%

↓ PAGE DOWN TO COMPLETE DATA ENTRY ↓

CLASSIFICATION OPTIONS

Residential Exempt  
Small Commercial Exemption

LEVY

Estimated Levy	\$100,461,960
Single Tax Rate	12.68

Note:  
This table should be used for planning purposes only. Actual calculations may differ slightly due to rounding. For actual calculations, complete Recap.

CIP Shift	Share Percentages					Levy Amounts					Estimated Tax Rates						
	Res	O S	Com	Ind	PP	Total	Res	O S	Com	Ind	PP	Total	Res	O S	Com	Ind	PP
1.01	99.8553	87.2291	0.0000	8.9614	1.5437	2.2659	100.0000	87,632,041	0	9,002,773	1,550,796	2,276,349	100,461,960	12.66	12.80	12.90	12.80
1.02	99.7105	87.1026	0.0000	9.0501	1.5569	2.2883	100.0000	87,505,012	0	9,091,910	1,566,151	2,298,887	100,461,960	12.64	12.93	12.93	12.93
1.03	99.5658	86.9762	0.0000	9.1388	1.5742	2.3108	100.0000	87,377,983	0	9,181,046	1,581,505	2,321,425	100,461,960	12.62	13.06	13.06	13.06
1.04	99.4210	86.8497	0.0000	9.2276	1.5895	2.3332	100.0000	87,250,954	0	9,270,182	1,596,860	2,343,963	100,461,960	12.60	13.19	13.19	13.19
1.05	99.2763	86.7233	0.0000	9.3163	1.6048	2.3556	100.0000	87,123,925	0	9,359,319	1,612,214	2,366,502	100,461,960	12.59	13.31	13.31	13.31
1.06	99.1315	86.5969	0.0000	9.4050	1.6201	2.3781	100.0000	86,996,897	0	9,448,455	1,627,569	2,389,040	100,461,960	12.57	13.44	13.44	13.44
1.07	98.9868	86.4704	0.0000	9.4937	1.6354	2.4005	100.0000	86,869,868	0	9,537,592	1,642,923	2,411,578	100,461,960	12.55	13.57	13.57	13.57
1.08	98.8420	86.3440	0.0000	9.5825	1.6507	2.4229	100.0000	86,742,839	0	9,626,728	1,658,277	2,434,116	100,461,960	12.53	13.69	13.69	13.69
1.09	98.6973	86.2175	0.0000	9.6712	1.6659	2.4454	100.0000	86,615,810	0	9,715,864	1,673,632	2,456,654	100,461,960	12.51	13.82	13.82	13.82
1.10	98.5525	86.0911	0.0000	9.7599	1.6812	2.4678	100.0000	86,488,781	0	9,805,001	1,688,986	2,479,192	100,461,960	12.49	13.95	13.95	13.95
1.11	98.4078	85.9646	0.0000	9.8486	1.6965	2.4902	100.0000	86,361,752	0	9,894,137	1,704,341	2,501,730	100,461,960	12.48	14.07	14.07	14.07
1.12	98.2630	85.8382	0.0000	9.9374	1.7118	2.5127	100.0000	86,234,723	0	9,983,273	1,719,695	2,524,268	100,461,960	12.46	14.20	14.20	14.20
1.13	98.1183	85.7117	0.0000	10.0261	1.7271	2.5351	100.0000	86,107,694	0	10,072,410	1,735,050	2,546,806	100,461,960	12.44	14.33	14.33	14.33
1.14	97.9735	85.5853	0.0000	10.1148	1.7424	2.5575	100.0000	85,980,665	0	10,161,546	1,750,404	2,569,345	100,461,960	12.42	14.45	14.45	14.45
1.15	97.8288	85.4589	0.0000	10.2035	1.7576	2.5800	100.0000	85,853,636	0	10,250,682	1,765,758	2,591,883	100,461,960	12.40	14.58	14.58	14.58
1.16	97.6840	85.3324	0.0000	10.2923	1.7729	2.6024	100.0000	85,726,608	0	10,339,819	1,781,113	2,614,421	100,461,960	12.38	14.71	14.71	14.71
1.17	97.5393	85.2060	0.0000	10.3810	1.7882	2.6248	100.0000	85,599,579	0	10,428,955	1,796,467	2,636,959	100,461,960	12.37	14.83	14.83	14.83
1.18	97.3945	85.0795	0.0000	10.4697	1.8035	2.6473	100.0000	85,472,550	0	10,518,092	1,811,822	2,659,497	100,461,960	12.35	14.96	14.96	14.96
1.19	97.2498	84.9531	0.0000	10.5585	1.8188	2.6697	100.0000	85,345,521	0	10,607,228	1,827,176	2,682,035	100,461,960	12.33	15.09	15.09	15.09
1.20	97.1051	84.8266	0.0000	10.6472	1.8341	2.6921	100.0000	85,218,492	0	10,696,364	1,842,530	2,704,573	100,461,960	12.31	15.21	15.21	15.21
1.21	96.9603	84.7002	0.0000	10.7359	1.8493	2.7146	100.0000	85,091,463	0	10,785,501	1,857,885	2,727,111	100,461,960	12.29	15.34	15.34	15.34
1.22	96.8156	84.5737	0.0000	10.8246	1.8646	2.7370	100.0000	84,964,434	0	10,874,637	1,873,239	2,749,649	100,461,960	12.27	15.47	15.47	15.47
1.23	96.6708	84.4473	0.0000	10.9134	1.8799	2.7594	100.0000	84,837,405	0	10,963,773	1,888,594	2,772,188	100,461,960	12.26	15.59	15.59	15.59
1.24	96.5261	84.3208	0.0000	11.0021	1.8952	2.7819	100.0000	84,710,376	0	11,052,910	1,903,948	2,794,726	100,461,960	12.24	15.72	15.72	15.72
1.25	96.3813	84.1944	0.0000	11.0908	1.9105	2.8043	100.0000	84,583,347	0	11,142,046	1,919,303	2,817,264	100,461,960	12.22	15.85	15.85	15.85

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What if... Scenario Worksheet

CIP Shift	Res Factor	Share Percentages					Levy Amounts					Estimated Tax Rates						
		Res	O S	Com	Ind	PP	Total	Res	O S	Com	Ind	PP	Total	Res	O S	Com	Ind	PP
1.26	96.2366	84.0680	0.0000	11.1795	1.9258	2.8267	100.0000	84,456,319	0	11,231,163	1,934,657	2,899,802	100,461,960	12.20		15.07	15.97	15.97
1.27	96.0918	83.9415	0.0000	11.2693	1.9410	2.8492	100.0000	84,329,290	0	11,320,319	1,950,011	2,862,340	100,461,960	12.18		16.10	16.10	16.10
1.28	95.9471	83.8151	0.0000	11.3570	1.9563	2.8716	100.0000	84,202,261	0	11,409,455	1,965,365	2,884,878	100,461,960	12.16		16.23	16.23	16.23
1.29	95.8023	83.6886	0.0000	11.4457	1.9716	2.8940	100.0000	84,075,232	0	11,498,592	1,980,720	2,907,416	100,461,960	12.15		16.35	16.35	16.35
1.30	95.6576	83.5622	0.0000	11.5344	1.9869	2.9165	100.0000	83,948,203	0	11,587,728	1,996,075	2,929,954	100,461,960	12.13		16.48	16.48	16.48
1.31	95.5128	83.4357	0.0000	11.6232	2.0022	2.9389	100.0000	83,821,174	0	11,676,864	2,011,429	2,952,492	100,461,960	12.11		16.61	16.61	16.61
1.32	95.3681	83.3093	0.0000	11.7119	2.0175	2.9614	100.0000	83,694,145	0	11,766,001	2,026,784	2,975,031	100,461,960	12.09		16.74	16.74	16.74
1.33	95.2233	83.1828	0.0000	11.8006	2.0327	2.9838	100.0000	83,567,116	0	11,855,137	2,042,138	2,997,569	100,461,960	12.07		16.86	16.86	16.86
1.34	95.0786	83.0564	0.0000	11.8893	2.0480	3.0062	100.0000	83,440,087	0	11,944,273	2,057,492	3,020,107	100,461,960	12.05		16.99	16.99	16.99
1.35	94.9338	82.9300	0.0000	11.9781	2.0633	3.0287	100.0000	83,313,058	0	12,033,410	2,072,847	3,042,645	100,461,960	12.04		17.12	17.12	17.12
1.36	94.7891	82.8035	0.0000	12.0668	2.0786	3.0511	100.0000	83,186,030	0	12,122,546	2,088,201	3,065,183	100,461,960	12.02		17.24	17.24	17.24
1.37	94.6443	82.6771	0.0000	12.1555	2.0939	3.0735	100.0000	83,059,001	0	12,211,683	2,103,556	3,087,721	100,461,960	12.00		17.37	17.37	17.37
1.38	94.4996	82.5506	0.0000	12.2443	2.1092	3.0960	100.0000	82,931,972	0	12,300,819	2,118,910	3,110,259	100,461,960	11.98		17.50	17.50	17.50
1.39	94.3549	82.4242	0.0000	12.3330	2.1245	3.1184	100.0000	82,804,943	0	12,389,955	2,134,264	3,132,797	100,461,960	11.96		17.62	17.62	17.62
1.40	94.2101	82.2977	0.0000	12.4217	2.1397	3.1408	100.0000	82,677,914	0	12,479,092	2,149,619	3,155,335	100,461,960	11.94		17.75	17.75	17.75
1.41	94.0654	82.1713	0.0000	12.5104	2.1550	3.1633	100.0000	82,550,885	0	12,568,228	2,164,973	3,177,874	100,461,960	11.93		17.88	17.88	17.88
1.42	93.9206	82.0448	0.0000	12.5992	2.1703	3.1857	100.0000	82,423,856	0	12,657,364	2,180,328	3,200,412	100,461,960	11.91		18.00	18.00	18.00
1.43	93.7759	81.9184	0.0000	12.6879	2.1856	3.2081	100.0000	82,296,827	0	12,746,501	2,195,682	3,222,950	100,461,960	11.89		18.13	18.13	18.13
1.44	93.6311	81.7920	0.0000	12.7766	2.2009	3.2306	100.0000	82,169,798	0	12,835,637	2,211,037	3,245,488	100,461,960	11.87		18.26	18.26	18.26
1.45	93.4864	81.6655	0.0000	12.8653	2.2162	3.2530	100.0000	82,042,769	0	12,924,774	2,226,391	3,268,026	100,461,960	11.85		18.38	18.38	18.38
1.46	93.3416	81.5391	0.0000	12.9541	2.2314	3.2754	100.0000	81,915,741	0	13,013,910	2,241,745	3,290,564	100,461,960	11.83		18.51	18.51	18.51
1.47	93.1969	81.4126	0.0000	13.0428	2.2467	3.2979	100.0000	81,788,712	0	13,103,046	2,257,100	3,313,102	100,461,960	11.82		18.64	18.64	18.64
1.48	93.0521	81.2862	0.0000	13.1315	2.2620	3.3203	100.0000	81,661,683	0	13,192,183	2,272,454	3,335,640	100,461,960	11.80		18.76	18.76	18.76
1.49	92.9074	81.1597	0.0000	13.2202	2.2773	3.3427	100.0000	81,534,654	0	13,281,319	2,287,809	3,358,178	100,461,960	11.79		18.89	18.89	18.89
1.50	92.7626	81.0333	0.0000	13.3089	2.2926	3.3652	100.0000	81,407,625	0	13,370,455	2,303,163	3,380,717	100,461,960	11.76		19.02	19.02	19.02

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What If...Scenario Worksheet

CIP Shift	Res Factor	Share Percentages						Levy Amounts						Estimated Tax Rates					
		Res	O/S	Com	Ind	PP	Total	Res	O/S	Com	Ind	PP	Total	Res	O/S	Com	Ind	PP	
1.51	92.6179	80.9068	0.0000	13.3977	2.3079	3.3876	100.0000	81,280,586	0	13,459,592	2,318,518	3,403,255	100,461,960	11.74		18.14	19.14	19.14	
1.52	92.4731	80.7604	0.0000	13.4864	2.3231	3.4100	100.0000	81,153,567	0	13,548,728	2,333,872	3,425,793	100,461,960	11.72		18.27	19.27	19.27	
1.53	92.3284	80.6539	0.0000	13.5752	2.3384	3.4325	100.0000	81,026,538	0	13,637,864	2,349,226	3,448,331	100,461,960	11.71		19.40	19.40	19.40	
1.54	92.1836	80.5275	0.0000	13.6639	2.3537	3.4549	100.0000	80,899,509	0	13,727,001	2,364,581	3,470,869	100,461,960	11.69		19.52	19.52	19.52	
1.55	92.0389	80.4011	0.0000	13.7526	2.3690	3.4773	100.0000	80,772,480	0	13,816,137	2,379,935	3,493,407	100,461,960	11.67		19.65	19.65	19.65	
1.56	91.8942	80.2746	0.0000	13.8413	2.3843	3.4998	100.0000	80,645,452	0	13,905,274	2,395,290	3,515,945	100,461,960	11.65		19.78	19.78	19.78	
1.57	91.7494	80.1482	0.0000	13.9301	2.3996	3.5222	100.0000	80,518,423	0	13,994,410	2,410,644	3,538,483	100,461,960	11.63		19.90	19.90	19.90	
1.58	91.6047	80.0217	0.0000	14.0188	2.4148	3.5446	100.0000	80,391,394	0	14,083,546	2,425,998	3,561,021	100,461,960	11.61		20.03	20.03	20.03	
1.59	91.4599	79.8953	0.0000	14.1075	2.4301	3.5671	100.0000	80,264,365	0	14,172,683	2,441,353	3,583,560	100,461,960	11.60		20.16	20.16	20.16	
1.60	91.3152	79.7688	0.0000	14.1962	2.4454	3.5895	100.0000	80,137,336	0	14,261,819	2,456,707	3,606,088	100,461,960	11.58		20.29	20.29	20.29	
1.61	91.1704	79.6424	0.0000	14.2850	2.4607	3.6119	100.0000	80,010,307	0	14,350,955	2,472,062	3,628,636	100,461,960	11.56		20.41	20.41	20.41	
1.62	91.0257	79.5159	0.0000	14.3737	2.4760	3.6344	100.0000	79,883,278	0	14,440,092	2,487,416	3,651,174	100,461,960	11.54		20.54	20.54	20.54	
1.63	90.8809	79.3895	0.0000	14.4624	2.4913	3.6568	100.0000	79,756,249	0	14,529,228	2,502,771	3,673,712	100,461,960	11.52		20.67	20.67	20.67	
1.64	90.7362	79.2631	0.0000	14.5511	2.5065	3.6793	100.0000	79,629,220	0	14,618,365	2,518,125	3,696,250	100,461,960	11.50		20.79	20.79	20.79	
1.65	90.5914	79.1366	0.0000	14.6399	2.5218	3.7017	100.0000	79,502,191	0	14,707,501	2,533,479	3,718,788	100,461,960	11.49		20.92	20.92	20.92	
1.66	90.4467	79.0102	0.0000	14.7286	2.5371	3.7241	100.0000	79,375,163	0	14,796,637	2,548,834	3,741,326	100,461,960	11.47		21.05	21.05	21.05	
1.67	90.3019	78.8837	0.0000	14.8173	2.5524	3.7466	100.0000	79,248,134	0	14,885,774	2,564,188	3,763,864	100,461,960	11.45		21.17	21.17	21.17	
1.68	90.1572	78.7573	0.0000	14.9061	2.5677	3.7690	100.0000	79,121,105	0	14,974,910	2,579,543	3,786,403	100,461,960	11.43		21.30	21.30	21.30	
1.69	90.0124	78.6308	0.0000	14.9948	2.5830	3.7914	100.0000	78,994,076	0	15,064,046	2,594,897	3,808,941	100,461,960	11.41		21.43	21.43	21.43	
1.70	89.8677	78.5044	0.0000	15.0835	2.5982	3.8139	100.0000	78,867,047	0	15,153,183	2,610,252	3,831,479	100,461,960	11.39		21.55	21.55	21.55	
1.71	89.7229	78.3779	0.0000	15.1722	2.6135	3.8363	100.0000	78,740,018	0	15,242,319	2,625,606	3,854,017	100,461,960	11.38		21.68	21.68	21.68	
1.72	89.5782	78.2515	0.0000	15.2610	2.6288	3.8587	100.0000	78,612,989	0	15,331,456	2,640,960	3,876,555	100,461,960	11.36		21.81	21.81	21.81	
1.73	89.4334	78.1251	0.0000	15.3497	2.6441	3.8812	100.0000	78,485,960	0	15,420,592	2,656,315	3,899,093	100,461,960	11.34		21.93	21.93	21.93	
1.74	89.2887	77.9986	0.0000	15.4384	2.6594	3.9036	100.0000	78,358,931	0	15,509,728	2,671,669	3,921,631	100,461,960	11.32		22.06	22.06	22.06	
1.75	89.1440	77.8722	0.0000	15.5271	2.6747	3.9260	100.0000	78,231,902	0	15,598,865	2,687,024	3,944,169	100,461,960	11.30		22.19	22.19	22.19	

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## Assessor's Report for FY 2013

Fiscal year 2013 was once again one of keeping tabs on the sales and economic activity that took place in calendar year 2012, and reflecting any changes indicated by market data gathered, to make adjustments as needed to residential and commercial properties in Town. In the residential market this was primarily accomplished by the inspection of all properties that changed hands in order to confirm the physical information in the database as well as the interior and exterior condition of the property if possible.

The office continued its policy of prompt follow-up on all building permits for new construction, additions and remodeling. As always, the purpose of these inspections, in addition to maintaining accurate records, is to use the information to calculate New Growth for budgeting purposes. This accurate and timely compilation of New Growth is an essential part of establishing the levy for the subsequent fiscal year.

Careful analysis of Income and Expense information submitted by Commercial/Industrial property owners including data on rental, expense and vacancy rates showed the overall market to be basically stable. The first effects of the long anticipated uptick in commercial activity were seen in calendar year 2012 as an expansion of the existing data center in the

Business Center took place. This trend of growth will continue for the foreseeable future as the Marriott Hotel nears completion and the Trip Advisor complex takes shape.

The third element of the assessing department value triad is Business Personal Property. The staff has increased its onsite visits to various businesses during the last year to answer property owner's questions and verify the lists of fixed assets submitted. The large amount of personal property New Growth, bolstered in recent years by strenuous collection efforts from "High Tech" establishments in the Business Center, is likely to be sufficiently enhanced by business equipment sure to be housed in the new data center mentioned above as well as large amounts of office space now on the drawing board for the Center.

Fortunately, Needham continues to buck the trends of the economic downturn. Median residential sales prices have risen slightly, while previous upward adjustments to commercial vacancy and expense rates have not had to be expanded on, thereby keeping Commercial/Industrial values stable.

As always, the office processed upwards of 30,000 Auto Excise bills in addition to handling numerous applications for Excise and Real Estate abatement, multiple statutory Exemption requests and daily general information inquiries from the public.

**PROPERTY TAX HEARING  
LEGAL NOTICE  
Town of Needham  
Property Tax Classification Hearing**

The Board of Selectmen will hold a Public Hearing in Selectmen's Chambers at the Town Hall 1471 Highland Ave on Tuesday December 4, 2012 at 7:00 PM regarding the allocation of the FY 2013 tax levy among the various classes of property in the town. This hearing, which is required by state law, will give interested citizens the opportunity to comment on local property tax policy as it will be applied during FY 2013. All real estate in the Town is classified according to use.

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

AD#12850455  
Needham Times 11/22, 11/29/12



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

**MEETING DATE: 12/04/2012**

<b>Agenda Item</b>	Public Hearing- New Alcoholic License and 2013 Common Victualler License for Eat Farmhouse LLC. d/b/a The Farmhouse (970 Great Plain Avenue)
<b>Presenter(s)</b>	Dora Tavel-Sanchez Luz, Proposed Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	<p>Dora Tavel-Sanchez Luz will present an application for an All Alcoholic License for Eat Farmhouse LLC. d/b/a The Farmhouse. The Farmhouse is a new restaurant that will be located at 970 Great Plain Avenue. Ms. Luz is also seeking a Common Victualler License at this time. The restaurant will consist of 1,711 SF on the 1<sup>st</sup> floor and 1,674 SF in the basement. Included on the first floor is a dining room with a seating capacity for 100 seats, a kitchen area, a takeout station, and two restrooms. The basement area will contain an office, a dish area, a prep room, and storage area. There is one entrance at the front of the building on Great Plain Avenue and one take out/emergency exit at the rear of the building.</p> <p>There is one church located within the 500' radius of proposed premises and M.G.L. Chapter 138 section 16C requires a vote of the Board after public hearing. No written comment was received by the church with respect to this hearing.</p>		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
	<p><b>Suggested Motions:</b></p> <p>(A) That the Board of Selectmen approve the applications for a new All Alcohol License under the Town of Needham Rules and Regulations Applicable To The Sale of Alcoholic Beverages in Restaurants and Function Rooms with a Seating Capacity of Not Less than 100 Persons for Eat Farmhouse LLC., d/b/a The Farmhouse, Dora Tavel-Sanchez Luz, Manager, and a 2013 Common Victualler License and to forward the approved Alcohol License application to the ABCC for approval.</p> <p>(B) That the Board of Selectmen determines that the premises are not detrimental to the educational and spiritual activities of the First Parish of Needham Unitarian Universalist.</p>		
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
	<ol style="list-style-type: none"> <li>1. Form 43</li> <li>2. Application for License</li> <li>3. Articles of Organization</li> <li>4. Site Plan</li> <li>5. Vote of the Corporate Board</li> <li>6. Manager Application</li> <li>7. Lease Agreement</li> <li>8. Legal Notice Information</li> <li>9. 2013 Common Victualler License Application</li> <li>10. M.G.L. Chapter 138 Section 16C</li> </ol>		



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

For Reconsideration

**FORM 43**  
**MUST BE SIGNED BY LOCAL LICENSING AUTHORITY**

ABCC License Number

City/Town

Local Approval Date

**TRANSACTION TYPE (Please check all relevant transactions):**

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

Name of Licensee  EIN of Licensee

D/B/A  Manager

ADDRESS:  CITY/TOWN:  STATE:  ZIP CODE:

Annual  All Alcohol  Restaurant

Annual or Seasonal      Category: (All Alcohol- Wine & Malt Wine, Malt & Cordials)      Type: (Restaurant, Club, Package Store, General On Premises, Etc.)

Complete Description of Licensed Premises:

The premise has 1,711 sq. ft. on the first floor, and 1,674 sq. ft. in the basement. Included on the first floor is a dining room with a seating capacity for 100 seats, a kitchen area, a takeout station, and two restrooms.

Application Filed:  Date & Time      Advertised:  Date & Attach Publication      Abutters Notified: Yes  No

Licensee Contact Person for Transaction  Phone:

ADDRESS:  CITY/TOWN:  STATE:  ZIP CODE:

Remarks:

The Local Licensing Authorities By: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Alcoholic Beverages Control Commission  
 Ralph Sacramone  
 Executive Director

ABCC Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

City/Town

Needham

### 1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual) Eat Farmhouse, LLC

B. Business Name (if different) : The Farmhouse

C. Manager of Record: Dora Tavel-Sanchez Luz, ~~Principal~~

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

E. Address of Licensed Premises: 970 Great Plain Avenue

City/Town: Needham

State: MA

Zip: 02492

F. Business Phone: (917) 612-4680

G. Cell Phone: (617) 360-1797

H. Email: doragabys@gmail.com

I. Website:

J. Mailing address (If different from E.):

City/Town:

State:

Zip:

### 2. TRANSACTION:

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

#### The following transactions must be processed as new licenses:

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

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

### 3. TYPE OF LICENSE:

- §12 Restaurant       §12 Hotel       §12 Club       §12 Veterans Club  
 §12 General On-Premises       §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. Please note that this must be identical to the description on the Form 43.

Total Square Footage:  Number of Entrances:  Number of Exits:

Occupancy Number:  Seating Capacity:

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

**8. OCCUPANCY OF PREMISES:**

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

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

Other:

Landlord is a(n):  Other:

Name:  Phone:

Address:  City/Town:  State:  Zip:

Initial Lease Term: Beginning Date  Ending Date

Renewal Term:  Options/Extensions at:  Years Each

Rent:  Per Year Rent:  Per Month

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

**IMPORTANT ATTACHMENTS( 4):**

1. 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 with the Landlord must be disclosed in §10 and must submit a completed **Personal Information Form** attached to this application.
2. Entity formation documents for the Landlord entity must accompany the application to confirm the individuals disclosed.
3. If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

**9. LICENSE STRUCTURE:**

The Applicant is a(n):

Other :

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

Date of Incorporation/Organization:

State 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 (5):**

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

B. All shareholders, LLC members or other individuals with any ownership in this license must complete a [CORI Release Form](#).

Name	All Titles and Positions	Specific # of Stock or % Owned	Other Beneficial Interest
Dora Tavel-Sanchez Luz	Manager	50%	
Gabriel Sanchez Luz	Manager	50%	

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

**11. EXISTING INTEREST IN OTHER LICENSES:**

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

Name	License Type	Licensee Name & Address
	<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. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR A (§15) PACKAGE STORE LICENSE ONLY :**

**A.) For Individual(s):**

- 1. Are you a U.S. Citizen? Yes  No
- 2. Are you a Massachusetts Residents? Yes  No

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

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

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

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

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

**A.) For Individual(s):**

- 1. Are you a U.S. Citizen? Yes  No

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

- 1. Are a majority of Directors/LLC Managers **NOT** U.S. Citizen(s)? Yes  No
- 2. Is the License Manager or Principal Representative a U.S. Citizen? Yes  No

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

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

**16. COSTS ASSOCIATED WITH LICENSE TRANSACTION:**

A. Purchase Price for Real Property:

B. Purchase Price for Business Assets:

C. Costs of Renovations/Construction:

D. Initial Start-Up Costs:

E. Purchase Price for Inventory:

F. Other: (Specify)

**G: TOTAL COST**

**H. TOTAL CASH**

**I. TOTAL AMOUNT FINANCED**

**IMPORTANT ATTACHMENTS (6):** Submit any and all records, documents and affidavits including loan agreements that explain the source(s) of money for this transaction. Sources of cash must 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).

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

I am funding the majority myself. See american express and citi bank statements from the past three months attached.  
 I anticipate receiving gifts from friends for the remainder of funds for this project. Their names are: Paul and Marjorie Stanzler, Katie and Larry Schack, James Fieger, George Tobia, Ben Tavel.  
 Anticipated total gifted= 100,000  
 Currently have 62,000

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

**18. LIST EACH LENDER AND LOAN AMOUNT(S) FROM WHICH "TOTAL AMOUNT FINANCED" NOTED IN SUB-SECTIONS 17(I) WILL DERIVE:**

A.

Name	Dollar Amount	Type of Financing

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

B. 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:

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

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

1. If yes, to whom:

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

5. Terms of Loan :

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

1. If yes, to whom:

2. Number of Shares:

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

If yes, to whom:

**IMPORTANT ATTACHMENTS (7):** If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

**20. CONSTRUCTION OF PREMISES:**

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

The premises will be under going a remodel, with new floor, fresh paint, and kitchen equipment being installed as well.

21. ANTICIPATED OPENING DATE:

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



**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:** 001085818 (must be 9 digits)

**1. The exact name of the limited liability company is:** EAT FARMHOUSE LLC

**2a. Location of its principal office:**

No. and Street: 115 SALEM END ROAD  
 City or Town: FRAMINGHAM State: MA Zip: 01702 Country: USA

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

No. and Street: 115 SALEM END ROAD  
 City or Town: FRAMINGHAM State: MA Zip: 01702 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:**  
RESTAURANT

**4. The latest date of dissolution, if specified:** 12/31/2100

**5. Name and address of the Resident Agent:**

Name: DORA TAVEL-SANCHEZ LUZ  
 No. and Street: 115 SALEM END ROAD  
 City or Town: FRAMINGHAM State: MA Zip: 01702 Country: USA

**I, DORA TAVEL-SANCHEZ LUZ 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
MANAGER	DORA TAVEL-SANCHEZ LUZ	115 SALEM END ROAD FRAMINGHAM, MA 01702 USA
MANAGER	GABRIEL SANCHEZ LUZ	115 SALEM END ROAD FRAMINGHAM, MA 01702 USA

**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	Address (no PO Box)
-------	-----------------	---------------------

First, Middle, Last, Suffix

Address, City or Town, State, Zip Code

**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:**

<b>Title</b>	<b>Individual Name</b> First, Middle, Last, Suffix	<b>Address (no PO Box)</b> Address, City or Town, State, Zip Code
REAL PROPERTY	DORA TAVEL-SANCHEZ LUZ	115 SALEM END ROAD FRAMINGHAM, MA 01702 USA
REAL PROPERTY	GABRIEL SANCHEZ LUZ	115 SALEM END ROAD FRAMINGHAM, MA 01702 USA

**9. Additional matters:**

**SIGNED UNDER THE PENALTIES OF PERJURY, this 15 Day of August, 2012,  
DORA TAVEL-SANCHEZ LUZ**

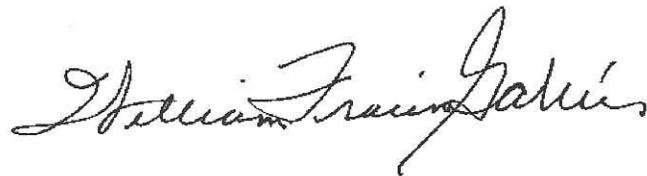
*(The certificate must be signed by the person forming the LLC.)*

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:

August 15, 2012 02:26 PM

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

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*



**Eat Farmhouse LLC**  
115 Salem End Road  
Framingham, MA 01702

November 8, 2012

To whom it may concern:

The members of Eat Farmhouse, LLC met on this date, November 8, 2012 and voted to determine that Dora Tavel-Sanchez Luz will be the general manager of the restaurant, The Farmhouse.

Sincerely,



---

Dora Tavel-Sanchez Luz, General Manager



---

Gabriel Sanchez Luz, Manager



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**MANAGER APPLICATION**

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

**1. LICENSEE INFORMATION:**

Legal Name of Licensee:  Business Name (dba):

Address:

City/Town:  State:  Zip Code:

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

**2. MANAGER INFORMATION:**

A. Name:  B. Cell Phone Number:

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

**3. CITIZENSHIP INFORMATION:**

A. Are you a U.S. Citizen: Yes  No  B. Date of Naturalization:  C. Court of Naturalization:

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

**4. BACKGROUND INFORMATION:**

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes  No

If yes, please describe:

B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes  No

If yes, please describe:

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

If yes, please describe:

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

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

Signature  Date

Additional Space

Please note which question you are using this space for.

1.C. Manager of Record

Dora Tavel-Sanchez Luz, ~~Gabriel Sanchez Luz~~

4. D. Background Information Continued (manager application)

Alta Strada, Head server, 92 Central Street, Wellesley, MA 02482 7812376100

2010-2011 Aka Bistro, Manager, 145 Lincoln Rd Lincoln, MA 7812599920

2011-Currently, Tomasso Trattoria, Assistant General Manager 145 Turnpike Road, Southborough, MA 01772 5084818484

**INDENTURE OF LEASE**

**1. PARTIES**

Simon II Associates LLC, a Massachusetts limited liability corporation, **Landlord**, which expression shall include their successors, executors, administrators and assigns where the context so admits, does hereby lease to Eat Farmhouse LLC, d/b/a The Farmhouse, 115 Salem End Road, Framingham, MA 01702, **Tenant**, which expression shall include its successors, executors, administrators and assigns where the context so admits.

**2. DEMISED PREMISES**

The **Tenant** hereby leases the following described premises which is deemed to be 1,950 square feet of space located at sidewalk level, and basement space thereunder (the "Demised Premises"), known as and numbered 970 Great Plain Avenue, Needham, MA, and shown as the shaded area on the plan marked Exhibit A and attached hereto, together with the sole right to use the restrooms in the rear of the Demised Premises, all in the building known as and numbered 970-986 Great Plain Avenue, Needham, MA (hereinafter referred to as the Building). Subject to the following sentence, and as otherwise expressly set forth herein, **THE DEMISED PREMISES ARE LEASED "AS IS" AND "WHERE IS" AND WITHOUT ANY EXPRESS OR IMPLIED WARRANTY WHATSOEVER.**

**3. COMMENCEMENT DATE AND TERM**

The Lease shall commence on the day that the **Tenant** and **Landlord** have signed the Lease (the "Commencement Date"). The **Tenant** shall then have up to one hundred and twenty (120) days from the Commencement Date (the "Application Period") subject to extension as set forth below, in which to obtain its permits to operate from the Demised Premises. **Tenant** shall promptly, but not later than thirty (30) days after the Commencement Date, file an application with the Town of Needham Planning Board for a special permit to operate a restaurant. Subsequent to receiving the special permit, **Tenant** shall promptly, but not longer than fourteen (14) days following its receipt of the special permit, file for a building permit (said special permit and building permit hereinafter collectively referred to as the "Permits"). Once the **Tenant** receives the Permits, then the term of the Lease shall run from the Commencement Date up to the date of issuance of the building permit and any remaining days of the within month, plus five (5) years. The parties agree by separate letter, to memorialize the Commencement Date, the Rent Commencement Date, and the commencement date of the option periods, if any and the expiration date of the Lease. If the **Tenant** has not obtained its Permits during the Application Period, the **Tenant** shall have the right to extend the Application Period for an additional sixty (60) days, by notifying the **Landlord** in writing prior to the expiration of the Application Period. The extension shall require a non-refundable deposit of \$11,192.24 (two month's rent plus NNN charges. Should **Tenant** procure the Permits before the expiration of the Application Period, as extended, any and all unused per diem charges shall be applied to **Tenant's** rental obligations. In the event **Tenant** does not obtain the Permits as hereinabove set forth, then the Lease shall be declared null and void and neither party shall have further recourse to the other.

**4. RENT AND RENT COMMENCEMENT DATE**

The **Tenant** shall pay to the **Landlord** base rent at the rate of Fifty Thousand Dollars (\$50,000.00) per year, payable in advance in monthly installments of Four Thousand One Hundred Sixty-Six and 66/100's (\$4,166.66) Dollars, for the first twelve (12) months of the term following the Rent Commencement Date, as herein below defined. During the remainder of the term, the rent shall be due and payable according to the following schedule:

YEAR	ANNUALLY	MONTHLY
2	\$51,500.00	\$4,291.66
3	\$53,045.00	\$4,420.41
4	\$54,636.35	\$4,553.03
5	\$56,275.44	\$4,689.62

**Tenant's** obligation to pay rent commences sixty (60) days after the date of issuance of the building permit, (the "Rent Commencement Date").

Upon the execution of the Lease, **Tenant** shall pay the first month's rent and NNN Charges, viz. \$5,596.12 (\$4,166.66 attributable to basic rent and \$1,429.46 attributable to NNN charges), which entire sum shall be refundable to **Tenant** immediately upon **Landlord's** receipt of written notice from **Tenant** to **Landlord** that **Tenant** is unable to secure the Permits pursuant to Section 3 above ("**Tenant's** Termination Notice"). **Tenant** shall be required to send to **Landlord** **Tenant's** Termination Notice, if at all, within one hundred eighty (180) days of the Commencement Date.

The **Tenant** shall be required 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 and the proportionate share of any increase in real estate taxes and operating expenses, and all other charges relating to **Tenant's** obligations under the Lease (including but not limited to, reasonable attorney's fees, other reasonable costs of collection, or reasonable 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. Fixed and additional rent shall be paid by **Tenant** to **Landlord** without offset or deduction, except as otherwise herein expressly provided. Rent as defined in this paragraph may be recovered in any legal action brought by the **Landlord**, including, without limitation, 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 Eleven Thousand Dollars (\$11,000.00), 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 AND INSURANCE ADJUSTMENT

### A. Real Estate Tax

The **Tenant** shall pay to the **Landlord** as additional rent 13.0% (**Tenant's** Pro-Rata Share, computed on the basis of a fraction, the numerator of which is 1,950 (the square footage of the Demised Premises) and the denominator of which is 15,470 (the total square footage of the Building)) of the real estate taxes and special assessments of every kind and nature assessed by any governmental authority on the land or the Building which **Landlord** shall become obligated to pay because of or in connection with the ownership, leasing and operation of the land or the Building and reasonable, out-of-pocket expenses of any proceedings for abatement of taxes, including municipal betterments levied against the land and Building, of which the Demised Premises are a part. If at any time during the term the present system of ad valorem tax of real property shall be changed so that in lieu of the whole or any part of the ad valorem tax on real property, there shall be assessed on **Landlord** a capital levy or other tax on the gross rents received with respect to the land or the Building, or a federal, state, county, municipal, or other local income, franchise, excise or similar tax, assessment, levy or charge (distinct from any now in effect in Massachusetts) measured by or based, in whole or in part, upon any such gross rents, then any and all of such taxes shall be included within the term "real estate taxes". Beginning with the Rent Commencement Date the **Tenant** shall pay, monthly, one twelfth (1/12th) of the total tax payment attributable to the Demised Premises for the current tax fiscal year. Until notice from **Landlord** of the then real estate tax liability, each such monthly payment shall be based upon the monthly tax 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**, a copy of which shall be promptly provided to the **Tenant**. The monthly amount attributable to real estate taxes and payable by **Tenant** to **Landlord** for the twelve (12) month period commencing on the Commencement Date shall be \$958.38.

## B. Insurance

The **Tenant** shall pay to the **Landlord** as additional rent its Pro-Rata Share of 13%, of the premium charged to **Landlord** for an all risk policy, which includes but shall not be limited to, 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. This adjustment shall be prorated should this lease terminate before the end of any lease year. Beginning with the commencement of the Lease, 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**. **Landlord** shall maintain full replacement cost coverage. The monthly amount attributable to insurance and payable by **Tenant** to **Landlord** for the twelve (12) month period commencing on the Commencement Date shall be \$36.71.

## 7. COMMON AREA MAINTENANCE ADJUSTMENT

Commencing on the Commencement Date, the **Tenant** shall be responsible for **Tenant's** Pro-Rata Share, 13%, of the common area operating expenses, as hereinafter defined, incurred by **Landlord** in the operation of the Building, of which the Demised Premises are a part. The term operating expenses means all expenses incurred in the operation, management, insuring, cleaning and maintenance of the Building and land on which the same is located, including without limitation, expenses incurred in the cleaning and maintenance of all Common Areas, premiums for insurance carried with respect to the Property; water, sewer, electric, gas, and other utility charges; costs of building and cleaning supplies, materials and equipment (but not the purchase price thereof); costs of maintenance, cleaning and repairs to the Common Areas; costs of snow removal and care of landscaping in the Common Areas; payments under service contracts for any of the foregoing services with independent contractors; management fees at reasonable rates, 5%, consistent with the type of occupancy and the service rendered and all other reasonable expenses paid in connection with the operation, repair, cleaning and maintenance of the land and the Common Areas and structural portions of the Building (capped at 10% of annual minimum rent payable hereunder).

Common area operating expenses shall not include, and **Tenant** shall not be charged nor required to pay any amounts for, (a) the interest and amortization on mortgages, secured or unsecured loans on or for the Building, (b) the cost of special services, alterations or other work rendered to or performed for other **Tenants**, (c) rent payments under any ground leases, (d) expenses for which **Landlord**, by the terms of this Lease or any other lease, makes a separate charge, (e) real estate taxes and franchise or income taxes imposed on **Landlord**, (f) the cost of any electric current or other utilities furnished exclusively to a Building **Tenant** and for which a separate charge is made, (g) brokerage commissions or other fees and other costs incurred in procuring, negotiating or resolving disputes with other **Tenants** or prospective **Tenants**, (h) any costs reimbursed to **Landlord** by any other party, (i) capital expenses, and (j) the costs to **Landlord** of complying with any governmental requirement (including, without limitation, any law, ordinance, code, regulation or bylaw) which shall first become applicable to the Property after the date of this Lease. **Landlord** will use best efforts to obtain all services and materials included in the common area operating expenses at competitive costs.

Payment by **Tenant** on account of **Tenant's** share of such excesses shall be made monthly and at the time and in the fashion herein provided for the payment of rent. The amount so to be paid to **Landlord** shall be based upon the annual amount paid by the **Tenant** for the previous year or such other estimated amount of which **Landlord** may notify **Tenant**.

Within forty-five (45) days or as soon thereafter as is reasonably possible after the end of each calendar year during the term of this lease or any extensions thereto, **Landlord** shall submit to **Tenant** an accounting of operating expenses for such calendar year. If payments for such calendar year by **Tenant** exceed **Tenant's** share of operating expenses according to such statement, **Landlord** shall credit the amount of overpayment against subsequent obligations of **Tenant** (or, if the term has ended, refund such amount to **Tenant**); but, if **Tenant's** share of operating expenses is greater than payment theretofore made on account for such period, **Tenant** shall make suitable payment to **Landlord** within thirty (30) days, after being so advised by **Landlord**. The first such adjustment for common area operating expenses shall occur at the end of calendar year 2013.

**Tenant** shall, at its expense, have the right, at any time within eighteen (18) 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 **Landlord** relating to common area operating expenses for any Lease Year; and **Landlord**, upon request of **Tenant**, shall make all such matters available for such examination at the principal office of **Landlord**. If **Tenant** shall have such an audit made for any Lease Year, and the Common Areas operating expenses shown by **Landlord**'s statement for such Lease Year shall be found to be overstated by more than four percent (4%), then **Landlord** shall pay to **Tenant** any deficiency, plus interest at the then existing prime rate charged by the Bank of Boston plus three (3)% from the date such payment was made by **Tenant**. Such examination and audit may be made by any public accountant designated in writing by **Tenant** from time to time.

The monthly amount attributable to common area maintenance charges payable by **Tenant** to **Landlord** for the twelve (12) month period commencing on the Commencement Date shall be \$434.37.

#### 8. UTILITIES

The **Tenant** agrees to provide and to pay for all of its utilities, including but not limited to, gas, electricity and hot and cold water and sewer charges used at the Demised Premises. **Tenant** shall have the separate meters put in its name. **Tenant** shall maintain sufficient heat in the Demised Premises to prevent the pipes therein from freezing. **Landlord** represents and warrants to **Tenant** that as of the date hereof, the Demised Premises are separately metered for all utilities.

#### 9. LANDLORD'S MAINTENANCE

**Landlord** reserves the right from time to time, without unreasonable interference with **Tenant**'s permitted use of the Demised Premises and upon reasonable prior notice: (a) to install, use, maintain, repair, replace and relocate for service to the Demised Premises and other parts of the Building, or either, pipes, ducts, conduits, wires and appurtenant fixtures, wherever located in the Demised Premises or Building, and (b) to alter or relocate any other common facility.

**Landlord** shall not be liable to **Tenant** for any compensation or reduction of rent by reason of inconvenience or annoyance or for loss of business arising from the necessity of **Landlord** or its agents' entering the Demised Premises for any of the purposes in this Lease authorized, or for repairing the Demised Premises or any portion of the Building however the necessity may occur. **Landlord** agrees whenever possible and practical to schedule such repairs during non-business hours of the Demised Premises.

The **Landlord** shall maintain the roof and exterior structural walls of the Building in reasonably good, operable condition, except for reasonable wear and tear, and damage by fire and other casualty or taking by eminent domain for which other provisions of this Lease shall be controlling.

#### 10. USE OF THE DEMISED PREMISES

The Demised Premises shall be used solely as a restaurant. Due to an exclusivity restriction with the adjacent tenant, no pizza shall be allowed to be served at any time.

#### 11. FIRE INSURANCE

The **Tenant** shall not permit any use of the Demised Premises which would suspend or void any insurance or create an additional risk on the property of which the Demised 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. **Tenant** shall pay any increased insurance costs incurred by **Landlord** by reason of **Tenant**'s breach of any of the covenants set forth in the foregoing sentence. Further the **Tenant**, at its expense, shall take all measures necessary to comply with the commercially reasonable requirements of **Landlord**'s insurance carrier

## 12. TENANT'S MAINTENANCE OF DEMISED PREMISES

The **Tenant** shall keep the Demised Premises in a neat, clean, sanitary condition and shall keep in reasonably good repair, the following portions of the Demised Premises: the entire interior of the Demised Premises including non-structural walls and ceilings; all plumbing, lighting, air conditioning, ventilation, heating and electrical systems exclusively serving the Demised Premises; glass; the exterior and interior portions of all doors, locks, and windows, moldings and frames and floor coverings; the non-structural repair and maintenance of the store front, including caulking and weather proofing (and structural repair and maintenance if the **Tenant** shall have made structural changes). For purposes herein repair shall be deemed to include replacement where necessary. In the event the HVAC or hot water heater(s) needs to be replaced, the **Tenant** shall be responsible.

## 13. ALTERATIONS-ADDITIONS

The **Tenant** shall not make any structural alteration or addition to the Demised Premises or alterations, which would affect any Building system or materially alter the appearance of the Demised Premises or the Building without **Landlord's** prior written consent, not to be unreasonably withheld, conditioned or delayed. Subject also to the conditions set forth in paragraph 28 below the **Tenant** shall not make any non-structural alterations or additions to the Demised Premises without the **Landlord's** prior consent thereto in writing, which consent shall not be unreasonably withheld, conditioned or delayed. Notwithstanding the foregoing, **Tenant** may make non-structural alterations up to \$35,000 in each instance without **Landlord's** consent but with prior notice to **Landlord**. All such allowed alterations shall be performed in a good and workmanlike manner at **Tenant's** expense and shall be in quality at least equal to the present construction. All alterations shall become the **Landlord's** property upon the expiration or early termination of this Lease unless otherwise agreed by **Landlord**. **Tenant** shall have no obligation whatsoever to restore alterations to which **Landlord** has granted its consent.

## 14. ASSIGNMENT-SUBLEASING

**Tenant** shall not assign, sublet, mortgage, pledge, encumber or otherwise transfer (collectively referred to as "Transfer") this Lease or its rights hereunder without **Landlord's** prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed, subject to the other terms and provisions of this Section 14. Notwithstanding the foregoing, **Landlord's** consent shall not be required with respect to any Transfer to a person or entity purchasing all of **Tenant's** business, assets and liabilities or merging or consolidating with **Tenant** (a "Permitted Transfer"), so long as such surviving entity has a net worth at least equal to the net worth of **Tenant** on the date of this Lease. Notwithstanding such Permitted Transfer, **Tenant** shall remain liable to **Landlord** for the payment of all rent and for the full performance of the covenants and conditions of this Lease.

With respect to any Transfer that does not constitute a Permitted Transfer:

1. **Landlord** and **Tenant** agree that **Landlord** may withhold its consent to any proposed Transfer to a transferee ("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.
2. 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 Demised 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.
3. 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.
4. 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**, after

deduction of reasonable expenses of subletting such as brokerage commissions. For purposes of this grammatical paragraph, the term "rent" shall mean all fixed rent, additional rent or other payment and/or consideration payable hereunder or in connection with such assignment or sublease, as applicable.

5. **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 and such accompanying information. In the event such consent is withheld, **Landlord** shall specify the reasons therefore in detail. If **Landlord** fails to so notify **Tenant** within said time period, **Landlord** shall be deemed to have given its consent to the proposed transfer.

6. Any transfer consented to herein shall not release the **Tenant** from its obligations of the Lease, except that in the event the **Landlord** approves of a Transfer, and the existing Letter of Credit or security deposit is replaced by an Eighty Thousand (\$80,000.00) Dollar Letter of Credit held in place for the remainder of the Lease term and any extension periods to follow, **Tenant** shall be relieved of all further liability hereunder.

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

8. **Tenant** shall reimburse **Landlord** for its reasonable, out-of-pocket legal and other expenses in connection with any request for consent under this Section 14, not to exceed \$1,000.

#### 15. SUBORDINATION; NOTICE TO MORTGAGEE

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 Demised 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, and **Landlord** shall agree as a necessary condition of such subordination to obtain from the holder of any such instrument an agreement, in such holder's customary form, 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.

No act or failure to act on the part of **Landlord** which would entitle **Tenant** under the terms of this Lease, or by law, to be relieved of **Tenant's** obligations hereunder or to terminate this Lease, shall result in a release or termination of such obligations or a termination of this Lease unless (i) **Tenant** shall have first given written notice of **Landlord's** act or failure to act to **Landlord's** mortgagees of record, if any, of whom **Tenant** has received written notice specifying the act or failure to act on the part of **Landlord** which could or would give basis to **Tenant's** rights; and (ii) such mortgagees, after receipt of such notice, have failed or refused to correct or cure the condition complained of within a reasonable time thereafter (including a reasonable time to obtain possession of the mortgaged premises if the mortgagee elects to do so, which reasonable time shall in no event exceed ninety (90) days); but nothing contained in this Section 15 shall be deemed to impose any obligation on any such mortgagees to correct or cure any condition.

#### 16. LANDLORD'S ACCESS

Except in cases of an emergency (in which case no prior notice shall be necessary), the **Landlord** or agents of the **Landlord** may, at reasonable times and upon reasonable notice (except in an emergency situation in which event no advance notice shall be required), enter to view the Demised Premises and make repairs and alterations as **Landlord** should elect to do and may show the Demised 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 Demised Premises a notice for letting or selling the Demised Premises or property of which the Demised Premises are a part and keep the same so affixed without hindrance or molestation.

## 17. INDEMNIFICATION AND LIABILITY

**Tenant** shall defend, indemnify, and hold harmless the **Landlord** and its employees from and against any and all liability, claims, damages, losses, or expenses, arising out of (i) the **Tenant's** or its employee's, agent's, contractor's operations, actions, conduct or omissions except to the extent caused by the negligence of **Landlord**.

**Landlord** shall defend, indemnify, and hold harmless the **Tenant** and its employees from and against any and all liability, claims, damages, losses, or expenses, arising out of (i) the **Landlord's** or its employee's, agent's, contractor's operations, actions, conduct or omissions except to the extent caused by the negligence of **Tenant**.

## 18. 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 Simon II Associates LLC and Copley Investments Companies as managing agent for Simon II Associates LLC.

**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.

## 19. FIRE, CASUALTY-EMINENT DOMAIN

Should a substantial portion (greater than 35%) of the Demised Premises, or a substantial portion (greater than 35%) 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 Demised Premises, or

(b) The **Landlord** fails to restore the Demised Premises to a condition substantially suitable for their intended use within four (4) months of the date of the casualty.

When such taking renders the Demised 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 Demised Premises for any taking by eminent domain, except for damage to the **Tenant's** fixtures, property, or equipment.

## 20. 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 five (5) days after receipt of notice from **Landlord** that said payment is due to be given no more than two (2) times in any twelve (12) month period, and thereafter, if such payment shall not be made on the date due, without the necessity of any notice of non-payment from **Landlord**; 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, or in the event such default shall require more than thirty (30) days to be cured, if the **Tenant** shall not within such period commence to cure such default, and thereafter, with due diligence, prosecute the curing of such default to completion, but in no event shall such default continue for more than one hundred twenty (120) days in the aggregate; or

(c) **Tenant** shall fail to provide to **Landlord** the required Letter of Credit/Security Deposit, or restore the same in accordance with Section 5 hereof, and such default shall continue for more than seven (7) days after written notice thereof from **Landlord**; or

(d) **Tenant** or any guarantor of any of **Tenant's** obligations under this Lease admits in writing that it is not paying its debts as such debts become due, becomes insolvent, files or has filed against it (and in the case of an involuntary petition such is not dismissed within sixty (60) days after the filing) a petition under any chapter of the U.S. Bankruptcy Code (or any similar petition under any insolvency law of any jurisdiction), proposes any dissolution, liquidation, composition, financial reorganization or recapitalization with creditors, makes an assignment or trust mortgage for the benefit of creditors, or if a receiver, trustee, custodian or similar agent is appointed or takes possession with respect to any property or business of **Tenant** or such guarantor which appointment remains unvacated or unstayed for a period of thirty (30) days, then the **Landlord** shall have the right thereafter, to terminate this lease and reenter and take complete possession of the Demised Premises, 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. **Landlord** agrees to use its best efforts to relet the Demised Premises.

## 21. NOTICE AND SERVICE OF PROCESS

Any and all notices from the **Landlord** to the **Tenant** relating to the Demised Premises or to the occupancy thereof, shall be in writing and effective upon receipt. All notices shall be sent by (i) registered or certified mail, return receipt requested, postage prepaid, or (ii) a reputable national overnight courier service with receipt therefore, or (iii) hand. Any notice from the **Tenant** to the **Landlord** relating to the Demised Premises or to the occupancy thereof shall be addressed to the **Landlord** at 10 Newbury Street, Boston, MA 02116. Any notice from **Landlord** to **Tenant** shall be addressed to **Tenant** at the Demised Premises. All rent and notices shall be paid and sent to the **Landlord** at 10 Newbury Street, Boston, MA 02116.

## 22. SURRENDER

The **Tenant** shall at the expiration or other termination of this Lease remove all **Tenant's** goods and effects from the Demised 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 Demised Premises). **Tenant** shall deliver to the **Landlord** the Demised Premises and all keys, locks thereto. In the event of the **Tenant's** failure to remove any of the **Tenant's** property (including trade fixtures such as sinks and shelving) from the Demised 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.

## 23. HOLDOVER

If the **Landlord** and **Tenant** have not reached a prior agreement, and the **Tenant** remains in the Demised 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 the greater of (a) one and one half (1 - ½) times the rent and other charges under this Lease and (b) one and one-half (1 - ½) times the prevailing fair market rent. However, all conditions of this Lease to be performed by **Tenant** shall continue in force. **Tenant** shall be liable to **Landlord** for all damages sustained by **Landlord** on account of such holding over.

## 24. 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 actually carried or would have been covered by insurance required to be carried hereunder (whether or not such required insurance is actually carried), 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.

## 25. TRADE FIXTURES AND EQUIPMENT

Any trade fixtures or equipment (as opposed to real estate fixtures) installed in or attached to the Demised 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 Demised Premises in a reasonable condition as a result of such removal, except for necessary minor holes and other minor openings and unavoidable minor damage to plaster, sheetrock and painted surfaces resulting from the removal of **Tenant's** personal property from the Demised Premises.

## 26. SIGNAGE

**Tenant** shall have the right to erect and maintain throughout the term of this Lease and any extensions thereto, any sign on the front and rear of the Building identifying **Tenant**, provided, (a) **Tenant** conforms to all ordinances of the Town of Needham or the appropriate local authority and, (b) the **Tenant** conforms to the **Landlord's** specifications and receives written approval from the **Landlord**. 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 other than reasonable wear and tear and unavoidable holes.

## 27A. FIRST OPTION TO EXTEND

Provided there is no existing monetary default on the date of exercise, the **Tenant** shall have the option to extend the term hereof without the need of a new instrument for an additional five (5) year term, by notifying the **Landlord** in writing, (9) nine months prior to the expiration of the current term, of its election so to do. The annual rent for the 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 Demised Premises for the extended term , hereinafter referred to as the "Base Rent").

ii. In the event the parties shall be unable to agree upon a market rent within thirty (30) days following the date when **Tenant** shall have exercised such option, then the market rent shall be determined by arbitration for the fair market value of the Demised Premises by three (3) arbitrators as follows, one chosen by the **Landlord**, one chosen by the **Tenant** and a third chosen by the two so chosen, and in accordance with rules and procedures set forth by the American Arbitration Association, or its successor/substitute body. Within ten (10) days after the thirty (30) day period described above, each of the parties shall select an arbitrator, each of whom shall provide a determination of fair market value rent within twenty (20) days after being selected and who shall collectively select, within said period, a third arbitrator. Within ten (10) days after selection, the third arbitrator shall select either the determination of the **Tenant's** arbitrator or the determination of the **Landlord's** arbitrator as the fair market value of the Demised Premises. Each party shall promptly furnish the third arbitrator any supplemental information necessary for the third arbitrator to make his determination. Each of the arbitrators shall be a member of the American Institute of Real Estate Appraisers with at least ten years' experience with similar properties in the Greater Boston area. The expense of the third arbitrator shall be shared equally by **Landlord** and **Tenant** and the decision of the third arbitrator shall be final and binding upon the parties.

iii. In no event shall the Base Rent for the first year of the extended term be less than the annual rent for the last year of the original term.

#### 27B. SECOND OPTION TO EXTEND

Provided there is no existing monetary default on the date of exercise, the **Tenant** shall have the option to extend the term hereof without the need of a new instrument for a consecutive five (5) year extension, by notifying the **Landlord** in writing, (9) nine months prior to the expiration of the current term, of its election so to do. The annual rent for the 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 Demised Premises for the extended term , hereinafter referred to as the "Base Rent").

ii. In the event the parties shall be unable to agree upon a market rent within thirty (30) days following the date when **Tenant** shall have exercised such option, then the market rent shall be determined by arbitration for the fair market value of the Demised Premises by three (3) arbitrators as follows, one chosen by the **Landlord**, one chosen by the **Tenant** and a third chosen by the two so chosen, and in accordance with rules and procedures set forth by the American Arbitration Association, or its successor/substitute body. Within ten (10) days after the thirty (30) day period described above, each of the parties shall select an arbitrator, each of whom shall provide a determination of fair market value rent within twenty (20) days after being selected and who shall collectively select, within said period, a third arbitrator. Within ten (10) days after selection, the third arbitrator shall select either the determination of the **Tenant's** arbitrator or the determination of the **Landlord's** arbitrator as the fair market value of the Demised Premises. Each party shall promptly furnish the third arbitrator any supplemental information necessary for the third arbitrator to make his determination. Each of the arbitrators shall be a member of the American Institute of Real Estate Appraisers with at least ten years' experience with similar properties in the Greater Boston area. The expense of the third arbitrator shall be shared equally by **Landlord** and **Tenant** and the decision of the third arbitrator shall be final and binding upon the parties.

iii. In no event shall the Base Rent for the first year of the extended term be less than the annual rent for the last year of the first extended term.

#### 28. TENANT'S RENOVATIONS

In the event the **Tenant** shall renovate the Demised Premises it shall do so in accordance with plans and specifications first approved by the **Landlord**, which approval shall not be unreasonably withheld, conditioned or

delayed. **Tenant** represents and warrants that such plans shall be in conformity with all applicable federal, state and local laws, including, without limitation, building, fire, health and zoning laws or ordinances of the Town of Needham. If the **Tenant** shall do any work which affects the fire alarm and sprinkler systems in the Demised Premises or Building, **Tenant** shall be required to use **Landlord's** service contractors so long as such contractors charge prevailing market rates and are not affiliated with **Landlord** in any way. After obtaining its Permits, **Tenant** agrees to commence renovations promptly and to proceed continuously with all due diligence so far as same is within **Tenant's** control, using new and first quality materials and done in a good and workmanlike manner. **Tenant** shall construct the renovations for the Demised Premises in accordance with the plans set forth above and, subject to the foregoing, shall complete the renovations as soon as possible. Before commencing construction, the **Tenant** shall cause its contractor to furnish to **Landlord** satisfactory proof that the contractor doing the renovations has comprehensive general liability, workmen's compensation, employer's liability and other insurance customarily required by similar **Landlords** to be maintained by contractors performing such renovations or alterations within their properties, which insurance shall be in amounts and with insurers reasonably acceptable to **Landlord**, but in any event at least in the respective amounts set forth in Section 18 hereof.

Any roof penetrations required by the **Tenant** must be done by the **Landlord's** roofing contractor to maintain the integrity of the existing roof warranty. All penetrations and roofing repairs shall be at the sole cost of the **Tenant**.

#### 29. SNOW REMOVAL

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

#### 30. RUBBISH REMOVAL

The **Tenant** shall be responsible for the removal of **Tenant's** trash at its sole expense. **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 not permit offensive odors to emanate from the dumpster and will keep the area around the dumpster reasonably neat and clean. **Tenant** shall defend, indemnify, and hold harmless the **Landlord** from any and all liability and claims arising from the **Tenants** mishandling of its rubbish.

#### 31. 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.

#### 32. 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 the applicable cure and notice period herein specified in section 20 of the Lease, **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 actual, reasonable 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.

### 33. ESTOPPEL CERTIFICATES

(a) Within fourteen (14) business 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. 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 Demised 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 for 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 and (vi) such other matters as may be reasonably requested by **Landlord**.

### 34. RULES AND REGULATIONS

**Tenant** covenants that any reasonable rules and regulations as the **Landlord** may make or change from time to time, being in its reasonable judgment needful for the reputation, safety, care or cleanliness of the Building and Demised 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. 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**.

### 35. MECHANIC'S LIEN

**Tenant** shall permit no mechanic's, materialman's or other lien against the Demised Premises or property of which the Demised Premises are a part in connection with any materials, labor or equipment furnished, or claimed to have been furnished, to or for **Tenant** or any person claiming under **Tenant**; except, however, that if any such lien shall be filed against the Demised Premises or property of which the Demised Premises are a part **Tenant** shall cause the same to be discharged, provided, however, that if **Tenant** desires to contest any such lien it may do so as long as the enforcement thereof is stayed, but in any event **Tenant** shall either (i) cause any such lien to be discharged of record within ten (10) days after written request of any mortgagee (or of **Landlord** because of any requirements of any mortgagee or prospective mortgagee), or (ii) while contesting the same as aforesaid, deposit with the mortgagee or prospective mortgagee, pending such contest, a sum sufficient to cover the amount of such lien and all interest, penalties or costs that would be payable to discharge such lien if such lien were valid.

### 36. 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 Demised Premises, or **Tenant's** use or occupancy of the Demised 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.

The obligations of **Landlord** under this Lease do not constitute personal obligations of the members, trustees, individual partners, directors, officers or shareholders of **Landlord** or any constituent entity of **Landlord**, and **Tenant** shall not seek recourse against the members, trustees, partners, directors, officers or shareholders of **Landlord** or any constituent entity of **Landlord**, or any of their personal assets for satisfaction of any liability with respect to this Lease.

The obligations of **Tenant** under this Lease do not constitute personal obligations of the members, trustees, individual partners, directors, officers or shareholders of **Tenant** or any constituent entity of **Tenant**, and **Landlord** shall not seek recourse against the members, trustees, partners, directors, officers or shareholders of **Tenant** or any constituent entity of **Tenant**, or any of their personal assets for satisfaction of any liability with respect to this Lease.

#### 37. 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.

#### 38. 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.

#### 39. 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 Demised 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.

#### 40. 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 Demised 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 or the taking of possession of the Demised Premises and its specific agreement to do so.

#### 41. 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**.

#### 42. 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.

#### 43. LEASE MODIFICATION

In the event that the holder of any mortgage or prospective mortgage on the property of which the Demised Premises are a part, shall request any reasonable modification of any of the provisions of this Lease not adversely affecting the Demised Premises, access to or visibility thereof, the operation of **Tenant's** business therein or **Tenant's** rights under this lease, as determined by **Tenant** in **Tenant's** reasonable discretion, **Tenant** shall enter into a written agreement in recordable form with such holder or prospective holder, which shall effect such modification and shall provide that such reasonable 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 Demised Premises shall be deemed a provision materially affecting **Tenant's** rights, to which **Tenant** shall not be obligated to agree.

#### 44. GOVERNING LAW, VENUE, AND SERVICE OF PROCESS

This Lease, including the validity hereof and the rights and obligations of the parties hereunder shall be construed in accordance with and governed by the laws of the Commonwealth of Massachusetts. Each of the parties hereto agrees that any action or proceeding brought to enforce the rights or obligations of any party hereto under this Lease may be commenced and maintained only in any court of competent jurisdiction located in the Commonwealth of Massachusetts. Each of the parties hereto further agrees that process may be served upon it by certified mail, return receipt requested, addressed as more generally provided in section 21 hereof, and consents to the exercise of jurisdiction over it and its properties with respect to any action suit or proceeding arising out of or in connection with this Lease or transactions contemplated hereby or the enforcement of any rights under this Lease.

#### 45. 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.

#### 46. TENANT AUTHORITY

Each person executing this Lease on behalf of **Tenant** does hereby covenant and warrant that (i) **Tenant** is duly incorporated and validly existing in the laws of its state of incorporation, organization or formation, (ii) **Tenant** has and is qualified to do business in Massachusetts, (iii) **Tenant** has full right and authority to enter into this Lease and to perform all **Tenant's** obligations hereunder, and (iv) each person signing this Lease on behalf of the **Tenant** is duly and validly authorized to do so.

Each person executing this Lease on behalf of **Landlord** does hereby covenant and warrant that (i) **Landlord** is duly incorporated and validly existing in the laws of its state of incorporation, organization or formation, (ii) **Landlord** has and is qualified to do business in Massachusetts, (iii) **Landlord** has full right and authority to enter into this Lease and to perform all **Landlord's** obligations hereunder, and (iv) each person signing this Lease on behalf of the **Landlord** is duly and validly authorized to do so.

#### 47. WAIVER OF JURY TRIAL

**Landlord** and **Tenant** each hereby waives all right to trial by jury in any claim, action, proceeding or counterclaim by either party against the other on any matters arising out of or in any way connected with this Lease, the relationship of **Landlord** and **Tenant** and/or **Tenant's** use or occupancy of the Demised Premises.

#### 48. BROKER

**Landlord** and **Tenant** each warrants and represents that it has dealt only with Michael Rubin, an independent real estate broker, in connection with the negotiations of this lease. **Landlord** shall be responsible to compensate Michael Rubin, as per separate agreement, in connection with services provided for the execution of the lease. Each shall indemnify the other against the claims and demands of any other broker arising out of this lease, including without limitation all costs and expenses in defending such claim, including reasonable attorneys fees if representation proves untrue.

#### 49. 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 (herein below defined) by six (6%) per cent, less the Basic Rent and real estate tax and insurance adjustment charges (hereinafter referred to as Net Chgs). By example the computation is as follows:

1. If in year one the Gross Sales are \$1,000,000, then the Percentage Rent would be as follows:  
 $\$1,000,000 \times 6\% = \$60,000$ . \$60,000 less \$54,695 (Basic Rent + Net Chgs) = \$5,305 in additional rent or Percentage Rent.

2. The "Gross Sales" for any lease year shall be the total amount of all sales of merchandise and services made in, upon or from the Demised Premises during such lease year, in each case whether the same shall be made by **Tenant** or by any subtenant or concessionaire of **Tenant**, whether for cash or on credit, whether delivered from the Demised Premises or elsewhere, except that the following shall not be included in Gross Sales for such lease year or, if previously included in Gross Sales for any lease year, the same shall be deducted from Gross Sales for such lease year, as the case may be:

- (a) The amounts of all discounts, refunds, credits, allowances and/or adjustments made to customers;
- (b) The amounts of all sales taxes or other taxes in the nature of sales taxes, whether or not the same be called sales taxes, imposed by any governmental authorities, federal, state or local;
- (c) The amount of all sales to employees of **Tenant** or of any subtenants or concessionaires of **Tenant** which are made at discounts from prices charged to customers, not to exceed 6% of Gross Sales;
- (d) Unpaid balances of credit sales which are charged off as "bad debts", provided that if at any time after any such unpaid balance shall be so charged off, but prior to the expiration of the term of this lease, any amount shall be collected on account thereof, such amount shall then be included in Gross Sales;
- (e) The amount of fees and other charges paid by **Tenant** to credit card companies in connection with credit card sales.

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 of 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**, or if applicable to **Tenant**.

C. 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

Demised 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. In the event the **Tenant** shall be entitled to a refund, the **Landlord** shall promptly, but in no event more than thirty (30) days after **Landlord's** receipt of **Tenant's** certified statement of Gross Sales, pay to **Tenant** the overpaid amount.

D. **Landlord** shall, at its expense, have the right, at any time within eighteen (18) 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 Demised 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 four percent (4%), 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**.

#### 50. EQUIPMENT MAINTENANCE (HVAC)

As of the Commencement Date of this lease, the **Landlord** represents and warrants to the **Tenant** that the HVAC equipment is in proper working order and condition. 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, maintenance, and replacement if necessary 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**. **Tenant** shall be responsible to maintain and replace the hot water heater(s).

#### 51. 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, basement, and rubbish storage area on a bi-monthly basis, or more frequently if needed. Copies of the service contract shall be made available to the **Landlord** upon request.

IN WITNESS WHEREOF, the **Landlord** and **Tenant** have hereunto set their hands and common seals on ~~October~~ <sup>November</sup> 1, 2012.

#### LANDLORD:

Simon II Associates LLC  
By: Simon II Associates LP, its manager



Gary B. Simon, General Partner



Stanley H. Simon, General Partner

#### TENANT:

Eat Farmhouse, LLC



Dora Tavel-Sanchez Luz



Gabriel Sanchez Luz

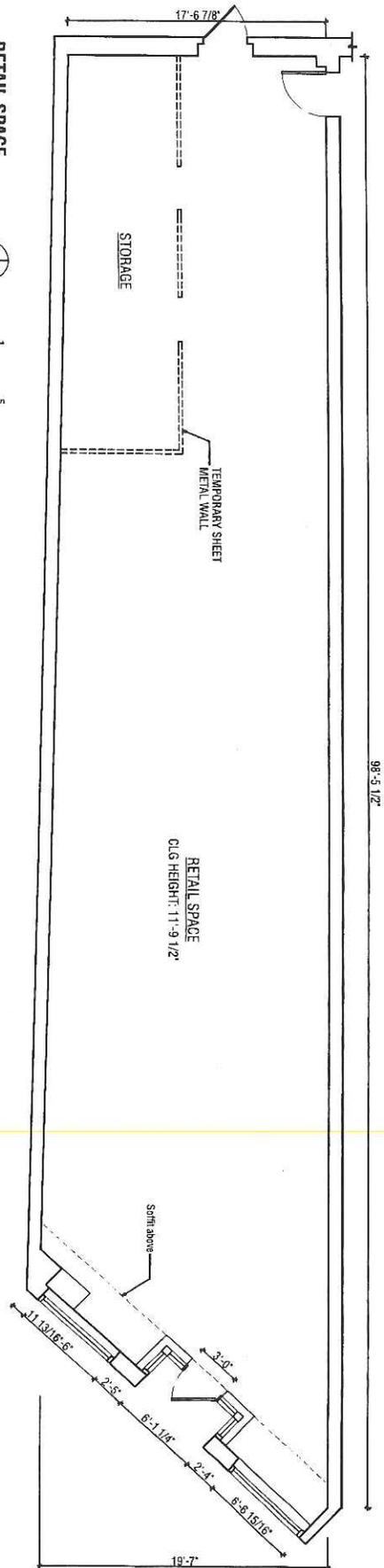
**CLERK'S CERTIFICATE**

I, Dora Tavel-Sanchez Lwz, Clerk of Eat Farmhouse, LLC, hereby certify that at the meeting of the Board of Directors of said organization duly held at the offices of the organization on ~~October~~ <sup>November</sup> 1 2012, 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 an option to extend for (2) two additional five (5) year terms, with Simon II Associates LLC, as **Landlord**, for approximately 1,950 square feet of space at 970 Great Plain Avenue, Needham, MA.

I further certify that Dora Tavel-Sanchez Lwz 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 1 day of ~~October~~ <sup>November</sup>, 2012.

Dora Tavel-Sanchez Lwz



**RETAIL SPACE**  
 970 GREAT PLAIN AVENUE  
 NEEDHAM, MA 02492



<p><b>THE DESIGN INITIATIVE, INC</b>          99 Chauncy Street, Suite 904/ Boston, Massachusetts 02111          617.554.1665 phone</p>	<p><b>Copley Investments</b>  <b>Retail Store</b>          970-974 Great Plain Avenue          Needham, MA 02492</p> <p>Date: 4/21/06          Scale: 1" = 10'-0"</p>
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Office of the  
BOARD OF SELECTMEN

## TOWN OF NEEDHAM

TOWN HALL  
1471 Highland Avenue  
Needham, MA 02492-2669

TEL: (781) 455-7500  
FAX: (781) 449-4569  
TDD: (781) 455-7558

### LEGAL NOTICE

#### TOWN OF NEEDHAM

##### Application for All Alcohol License in a Restaurant with Not Less than 100 seats

Notice is hereby given pursuant to Massachusetts General Laws, Chapter 138, that Eat Farmhouse, LLC d/b/a The Farmhouse, Dora Tavel-Sanchez Luz, Manager, has applied for a license to sell alcoholic beverages of the following kind: All Alcoholic beverages (seven days) as a Restaurant at 970 Great Plain Avenue, Needham. The premise has 1,711 sq. ft. on the first floor, and 1,674 sq. ft. in the basement. Included on the first floor is a dining room with a seating capacity for 100 seats, a kitchen area, a takeout station, and two restrooms. The basement area will contain an office, a dish area, a prep room and storage area. There is one entrance at the front of the building on Great Plain Avenue and one take out/emergency 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 4th day of December 2012 at 8:00 o'clock p.m.

Board of Selectmen  
Licensing Board for the Town of Needham

Needham Times, November 23, 2012



# TOWN OF NEEDHAM

For Calendar Year: 2013

## APPLICATION/ RENEWAL FOR A COMMON VICTUALLER LICENSE

The undersigned hereby applies for a Common Victualler License in accordance with the provisions of the Statutes relating thereto:

Name of Corporation: EAT Farmhouse LLC

Name of Establishment (d/b/a): The Farmhouse

If business is a Corporation / Corporate Name and Officers: \_\_\_\_\_

DORA TAVEL-SANCHEZ LUZ

GABRIEL SANCHEZ LUZ

If business is not a Corporation, Name of Owner: \_\_\_\_\_

Email Address: doragabys@gmail.com

Address of Establishment: 970 Great Plain Avenue Needham, MA.

Contact Person (name who will receive notices under this license): DORA TAVEL-SANCHEZ LUZ

Mailing Address (of contact person), if different from Establishment: \_\_\_\_\_

Establishment's Days of Operation: TUES-SUNDAY

Establishment's Hours of Operation: 11<sup>30</sup>-2<sup>30</sup> 5-10<sup>30</sup>

Manager: DORA TAVEL-SANCHEZ LUZ # of Staff: 20 # of Seats: 100

Telephone Number: 917 612 4680 Fax Number: \_\_\_\_\_

Signature of Owner: Dora Tavel Date: 11/30/2012

(If corporation, signature of a duly authorized agent of the corporation)

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

*If you currently hold an alcoholic beverages license, you must provide a copy of a certificate of liquor liability insurance in the minimum amount of \$100,000/person/\$1,000,000 aggregate for personal injury and \$100,000 per occurrence for property damage before your alcoholic beverages license will be renewed.*

Pursuant to MGL Ch. 62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have read and am in compliance with the contents of M.G.L. Chapter 62C, Section 49A (on reverse side of this application).

Dora Tavel  
Signature of Applicant (Mandatory)

By Corporate Officer (if applicable)

416-0789541  
Either a Social Security Number or Federal ID Number must be Supplied

11/30/2012  
Date (required)

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



Print

**PART I** ADMINISTRATION OF THE GOVERNMENT  
(Chapters 1 through 182)

**TITLE XX** PUBLIC SAFETY AND GOOD ORDER

**CHAPTER 138** ALCOHOLIC LIQUORS

**Section 16C** Licenses for premises near schools or churches

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

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



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

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**MEETING DATE: 12/4/2012**

<b>Agenda Item</b>	Retiree Health Insurance
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>The Town Manager will recommend that the Board of Selectmen approve a revision of the policy on Contributory Insurance Rules and Regulations to include a requirement that all participants, including retirees, who are participating in traditional HMO plans be converted to Rate Saver HMO plans effective July 1, 2013. With the proposed implementation of this policy, traditional HMO plans will no longer be offered by the Town of Needham.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
<p><i>Suggested Motion:</i> That the Board vote to approve and authorize the Chairman to sign Board of Selectmen Policy Number Group Insurance.001 – Contributory Insurance Rules and Regulations, effective December 4, 2012.</p>			
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
<p><b>(Describe backup below)</b></p> <p style="margin-left: 40px;">a. Proposed Policy Revision including new sections 8 and 9</p>			

## Board of Selectmen

<b>Policy Number:</b>	BOS-Group Insurance.001
<b>Policy:</b>	Contributory Insurance Rules and Regulations
<b>Date Approved:</b> <b>Date Revised:</b>	October 13, 1998 May 11, 1999 March 24, 2009 December 4, 2012
<b>Approved:</b>	Chairman, Board of Selectman

**Policy:** The Town of Needham, acting by and through its duly elected Board of Selectmen, and in accordance with Section 14 of Chapter 32B of the General Laws of the Commonwealth of Massachusetts, does hereby adopt and establish the following rules and regulations governing certain eligibility and administrative guidelines for the Town's contributory insurance benefit offerings. The Board of Selectmen specifically reserves the right to add to, modify, and/or delete any and all provisions of these rules and regulations at any time.

### **Section 1. Divorced or Separated Spouses**

In the event that a court of competent jurisdiction grants a judgment of divorce or of separate support, the divorced employee and his or her divorced/separated spouse may remain eligible for benefits under the Town's group insurance benefit program, in accordance with Section 9H of M.G.L.c. 32B, provided that each of the following conditions are met:

- (a) In the event that the employee/subscriber is not remarried:
  - 1. The Town must be provided with a court certified version of the judgment of divorce or of separate support, which mandates that the divorced/separated spouse of the Town employee/retiree remain on a Town-offered group insurance plan.
  - 2. The employee/retiree must maintain a family plan (or multiple individual plans, if over 65) covering him/herself and his or her divorced/separated spouse (and any qualified dependents, if applicable).
  
- (b) In the event that the employee/subscriber remarries and wishes to enroll his or her new spouse as a dependent under the Town's group insurance benefit program:
  - 1. The Town must be provided with a court certified version of the judgment of divorce or of separate support, which mandates that the spouse of the Town employee/retiree

remain on a Town-offered group insurance plan.

2. The Town shall have the right to require that the divorced or separated spouse enroll in a separate, individual policy, unless a rider to an employee's/retiree's family plan is authorized by the applicable insurance company.
3. The Town of Needham employee/retiree shall be responsible to pay the full monthly premium (100% of the premium) for the plan in which the divorced/separated spouse is enrolled, or 100% of any additional cost for a rider to the employee's family plan, if authorized by the applicable insurance company.
4. Such payments for the premium in which the divorced/separated spouse is enrolled shall be made by means of deducting the premium from the regular pay (or pension) of the eligible employee/retiree, and the employee/retiree shall be required to seek reimbursement from the divorced/separated spouse on his or her own accord. The Town Manager/designee reserves the right to waive this condition for extenuating circumstances. In the event that a waiver is granted, the divorced or separated spouse will be billed directly.

## **Section 2. Retiree Eligibility**

Upon retirement, eligible individuals may participate in the Town's contributory group insurance program, to the extent allowed by the various insurance providers, and in accordance with Section 18 of M.G.L. c. 32B, provided that they otherwise qualify under M.G.L. c. 32B, and further provided that each of the following criteria applies:

- (a) The individual must have retired from service to the Town of Needham, and be receiving a retirement allowance in accordance with M.G.L. c. 32 from either the Town of Needham Contributory Retirement System or the State Teachers' Retirement System (except as specifically provided in M.G.L. c. 32B §9).
- (b) The individual was qualified and eligible to participate in the Town's group insurance program as an active employee of the Town of Needham.

## **Section 3. Part-time Teacher Eligibility**

Part-time teachers classified as .5 FTE or greater shall be determined to be working 20 hours or more per week for the Town, and shall therefore be considered employees in accordance with M.G.L. c. 32B section 1.

## **Section 4. Temporary and Seasonal Employee Eligibility**

Temporary employees working 20 hours per week or more, whose service to the Town is expected to

last six months or longer, shall be eligible for benefits in accordance with M.G.L. c. 32B. Seasonal employees whose service to the Town is expected to last less than six (6) months, regardless of the number of hours worked per week, shall be ineligible for benefits in accordance with M.G.L. c. 32B

#### **Section 5. Compensated Part-time Elected Official Eligibility**

Paid elected officials earning a minimum of \$1,000 per fiscal year shall be considered eligible for insurance in accordance with M.G.L. c. 32B Section 2. Nothing in the section shall affect the eligibility for insurance of elected officials who were receiving compensation in an amount less than \$1,000 as of the date of this policy.

#### **Section 6. Retention of Insurance While on Unpaid Leave**

- (a) Employees on designated family medical leave in accordance with the Family Medical Leave Act of 1993, as amended, shall be entitled to continue their insurance contribution during the term of the leave.
- (b) Employees who are on unpaid medical leave, which is not designated as family medical leave, shall be entitled to continue their insurance contribution rate during the period that the unpaid leave is determined to be medical leave by the Office of the Town Manager.
- (c) Employees on approved, unpaid leave which has not been designated as FLMA or medical leave shall be eligible for insurance if they are on the payroll (i.e. receive wages) for at least one day per calendar month.
- (d) Employees on approved, unpaid leave which has not been designated as FMLA or medical leave, and who do not receive wages for at least one day per calendar month, shall be eligible to participate in a Town-offered health plan by paying 100% of the monthly premium for that calendar month.
- (e) Employees shall be eligible to continue their group insurance while on leave of absence for no longer than two consecutive calendar years, after which time they shall cease to be considered employees for group insurance purposes.

#### **Section 7. Employee Termination**

Employee premium contributions are made one month in advance of coverage. Upon termination, employee coverage will cease approximately one month from the date of separation from the payroll.

#### **Section 8. HMO/EPO Plans**

All participants who are enrolled in a Town-sponsored HMO/EPO plan will be required to participate in Rate Saver HMO/EPO plans effective July 1, 2013.

#### **Section 9. Payment of Premiums**

Any eligible subscriber who does not receive a paycheck or pension check in an amount sufficient to pay his or her required premium will be billed directly for that amount. Failure to pay applicable premiums in the required timeframe will result in loss of insurance coverage.



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

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**MEETING DATE: 12/4/2012**

<b>Agenda Item</b>	Preliminary FY14-FY18 Capital Improvement Plan
<b>Presenter(s)</b>	Kate Fitzpatrick, Town Manager David Davison, Assistant Town Manager/Finance

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	The Town Manager will discuss with the Board the preliminary FY2014 cash capital and debt-financed project recommendations.		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
	a. Fiscal Year 2014 Town Manager's Capital Funding Preliminary Recommendations		

**Fiscal Year 2014  
Town Manager's Capital Funding Preliminary Recommendations**

Department	Project	Page	FY2014 Request	Tier 1			Tier 2		Comment
				Cash	Debt	Alternative	Cash	Debt	
Public Schools	Hillside School Feasibility	1	500,000			500,000			MSBA application to be filed; preliminary funding source OS
Public Works	DPW 470 Dedham Ave	4							PPBC is finishing the cost estimate; project will be funded by multiple sources.
Community Development	Trail Improvement Project - Needham Reservoir	7	65,000			65,000			CPA Submission Pending
Public Works	Public Works Infrastructure Program	10	1,204,000		600,000			604,000	
Community Development	Trail Improvement Project - Newman Eastman	15	90,000			90,000			CPA Submission Pending
Public Facilities	Pollard Telephone System Replacement	17	53,000	53,000					
Public Facilities	Pollard Boiler Replacement	19	667,277		612,277				Designer in the process of being selected (\$55k previously appropriated)
Public Facilities	Police Station Underground Storage Tank Removal	21	28,500	28,500					New item
Parks & Recreation	Mills Field Improvements	23	40,000			40,000			CPA Submission Pending
Public Facilities	Public Facilities Maintenance Program	25	465,750	430,560			35,190		
Public Facilities	Energy Efficiency Upgrade Improvements	27	113,078	113,078					
Public Works	Athletic Facility Improvements	29	158,000				158,000		
Fire	Wireless Master Fire Box System	32	164,000				164,000		
Public Works	General Fund - Core Fleet	35	387,000	387,000					Request was lowered by the Department from \$460,000 planned for FY14
Public Works	General Fund - Small Specialty Equipment	35	130,800				130,800		
Public Works	General Fund - Snow & Ice Equipment	35	210,300				210,300		
Public Works	Two-Way Radios	37	47,700	47,700					New item; regulatory necessity

**Fiscal Year 2014  
Town Manager's Capital Funding Preliminary Recommendations**

Department	Project	Page	FY2014 Request	Tier 1			Tier 2		Comment
				Cash	Debt	Alternative	Cash	Debt	
Town Clerk	Election Equipment	39	85,000	85,000					
Public Schools	Technology Replacement	41	441,200						
Public Schools	Technology Innovation	47	25,000						
Public Schools	Graphic Arts Equipment	48	8,270						
Public Schools	NHS Radio System	50	37,275						New item; public safety concerns
Public Schools	Musical Equipment	52	15,000						
Public Schools	Interactive Whiteboard Technology	54	22,600						
Public Schools	Furniture	56	41,600						
Public Schools	Wellness Equipment Replacement	58	14,380						
Public Schools	Copier Replacement	60	59,620						
Public Schools	Tablet Project	63	145,000						
Public Schools	School Equipment and Technology Capital Program	66		542,092			267,853		
Public Facilities	100kW Portable Generator	67	61,250				61,250		New item
Finance	Network Hardware, Servers & Switches	69	30,000	30,000					
Fire	Defibrillator	71	27,500	27,500					New item; regulatory requirement
Fire	Brush/Utility Truck F350 (C-6)	73	49,200	49,200					
Public Facilities	Core Fleet	77	33,600				33,600		
Building Inspector	Core Fleet Replacement	79	45,042	45,042					
General Fund			5,465,942	1,838,672	1,212,277	695,000	1,060,993	604,000	

**Fiscal Year 2014  
Town Manager's Capital Funding Preliminary Recommendations**

Department	Project	Page	FY2014 Request	Tier 1			Tier 2		Comment
				Cash	Debt	Alternative	Cash	Debt	
Public Works	Construction Equipment	81	320,400		320,400				
Public Works	Large Specialty Equipment	81	218,100	218,100					
RTS Enterprise Fund			538,500	218,100	320,400	-	-	-	
Public Works	DPW 470 Dedham Ave	4		-					See General Fund
Public Works	Core Fleet	83	47,900	47,900					
Public Works	Sewer System Rehabilitation Infiltration & Inflow Master Plan	85	600,000	600,000					
Sewer Enterprise Fund			647,900	647,900	-	-	-	-	
Public Works	DPW 470 Dedham Ave	4		-					See General Fund
Public Works	Small Specialty Equipment	88	57,300	57,300					
Public Works	Water System Rehabilitation	91	715,800	715,800					
Public Works	St Mary's Pump Station	93	6,055,100		5,565,100				MWPAT Funding Eligible; (\$490K previously appropriated)
Public Works	Service Connections	95	200,000	200,000					
Public Works	SCADA System Upgrade	97	435,000	435,000					
Public Works	Irrigation Supply Facility Design	99	80,000	80,000					
Public Works	Filter Media Replacement	101	75,000	75,000					
Public Works	Watershed Management Plan	103	71,000	71,000					
Water Enterprise Fund			7,689,200	1,634,100	5,565,100	-	-	-	
<b>Total</b>			<b>14,341,542</b>	<b>4,338,772</b>	<b>7,097,777</b>	<b>695,000</b>	<b>1,060,993</b>	<b>604,000</b>	

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FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Extraordinary Capital Project CIP-XCP									
Title		Hillside Elementary School Renovation				Fiscal Year		FY14	
Reconstruction or Repair		Design/Permitting	FY16	In-House		General Contractor	\$45,393,800		
Court, Federal or State Order		Construction Phase	FY17-FY18	Other		Project Management			
Health or Safety		Close Out Process	Summer 2018			F, F, & E	\$1,566,300		
New Technology		Total Project Duration	FY14-FY19			Technology			
Performance Measure						Other	\$4,933,800		
<b>Estimated Useful Life-&gt;</b>				V		Total Budget	\$57,328,200		
Project Funding Schedule									
	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design Costs	\$500,000				\$500,000				
Engineering & Design Costs		\$4,934,300			\$4,934,300				
Construction Costs		\$51,893,900			\$51,893,900				
Close Out Costs									
<b>Total</b>	<b>\$500,000</b>	<b>\$56,828,200</b>			<b>\$57,328,200</b>				
<b>Project Manager Title-&gt;</b>									
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?									X
Will other Town department's resources be needed to successfully complete the project at the requested amount?								X	
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?								X	
Will additional staff be required if the request is approved?									X
								As Permanent Employees?	
								As Independent Contractors?	
Does the request include or require new or additional technology?								X	
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will <b>existing</b> Town revenues be negatively impacted?									X
<i>All "YES" responses must be explained under the Other Considerations section</i>									
<b>Operating Budget Impact-&gt;</b>								TBD	
Other Considerations									
It is assumed that any additional site remediation expenses can be funded within the requested project total allocation. The new facility is assumed to require additional operational expenses for facility operation. The actual operating budget impact will be estimated by a feasibility study performed during the design and engineering phase of the project.									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)	FTE #			FTE #			FTE #		
Salaries and Wages									
Indirect Personnel Cost	%			%			%		
Other Personnel Costs									

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Extraordinary Capital Project CIP-XCP									
<b>Title</b>	<b>DPW Complex Phase II (470 Dedham Avenue)</b>					<b>Fiscal Year</b>	<b>2014-2018</b>		
Requester	Department of Public Works								
Location	470 Dedham Ave					Project Category	B		
Funding	GF, WEF, SEF	CPA Eligible	Yes	No	X	Initial Submission	FY08		
Partners									
Project Description	Phase II engineering and construction - garage space for DPW equipment								
Anticipated Result	Storage and garage space for Public Works and stormwater improvements								
Alternatives									
	<b>Purpose</b>	<b>Timeline</b>		<b>Method to Determine Cost</b>		<b>Project Budget</b>			
Acquisition				Consultant		A, D, & E	1,100,000		
New Construction Addition	X	Feasibility		Industry References		Site Development			
Reconstruction or Repair	X	Design/Permitting	18	In-House	X	General Contractor	11,180,000		
Court, Federal or State Order		Construction Phase	30	Other		Project Management			
Health or Safety		Close Out Process	3			F, F, & E			
New Technology		Total Project Duration	48			Technology			
Performance Measure						Other			
<b>Estimated Useful Life→</b>			V			<b>Total Budget</b>	<b>12,280,000</b>		
<b>Project Funding Schedule</b>									
	Year 1	Year 2	Year 3	Year 4	Total				
Pre Design Costs									
Engineering & Design Costs	63,000	1,103,000			1,166,000				
Construction Costs	504,000		811,000	12,156,000	13,471,000				
Close Out Costs									
<b>Total</b>	<b>567,000</b>	<b>1,103,000</b>	<b>811,000</b>	<b>12,156,000</b>	<b>14,637,000</b>				
<b>Project Manager Title→</b>									
<b>Operational Budget Considerations</b>								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?									X
Will other Town department's resources be needed to successfully complete the project at the requested amount?									X
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?									X
Will additional staff be required if the request is approved?									X
As Permanent Employees?									X
As Independent Contractors?									X
Does the request include or require new or additional technology?									X
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will <b>existing</b> Town revenues be negatively impacted?									X
<i>All "YES" responses must be explained under the Other Considerations section</i>									
<b>Operating Budget Impact→</b>								None	
<b>Other Considerations</b>									

FY2014 Capital  
Department Request

Extraordinary Capital Project CIP-XCP						
Title	DPW Complex Phase II (470 Dedham Avenue)				Fiscal Year	2014-2018
Operating and Maintenance Expenditure Detail Estimates						
Description	First Year of Operation		Second Year of Operation		Third Year of Operation	
Personnel (new)	FTE #		FTE #		FTE #	
Salaries and Wages						
Indirect Personnel Cost		%		%		%
Other Personnel Costs						
<b>Sub Total of Personnel Costs</b>						
Services						
Supplies and Materials						
Equipment						
<b>Sub Total of Non-Personnel Costs</b>						
<b>GRAND TOTAL</b>						
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project						
Revenue Source(s)	First Year of Operation		Second Year of Operation		Third Year of Operation	
1						
2						
3						
4						
5						
<b>TOTAL</b>						
<b>Explanations</b>						
<p>The recently completed Public Services Administration Building (PSAB, 500 Dedham Ave), was occupied by the DPW in November 2011, eliminating the space problems and air quality issues experienced on the second floor of the current DPW Operations Building. However, deficiencies continue to exist throughout the building internally and the DPW site externally. Ultimately the expansion and renovation of the DPW Operations Building (470 Dedham Ave) and site, referred to as DPW Phase II, will be required to address both storage space for equipment and stormwater quality issues.</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> <p>In FY 2013 Town Meeting approved \$40,000 for a feasibility study of the proposed DPW storage garage. The work proposed for FY 2014 under this request will be the construction of the 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</p>						

FY2014 Capital  
Department Request

Extraordinary Capital Project CIP-XCP			
Title	DPW Complex Phase II (470 Dedham Avenue)	Fiscal Year	2014-2018
<p>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 14- Build 8 garage bays for DPW related operations and storage.  FY 15- Design the proposed DPW facility expansion proposed in FY16.  FY 16- Move gas/diesel island in preparation for DPW facility expansion.  FY 17- Construction of the DPW facility expansion.  FY 18 - No work planned</p>			
			FY2014-FY2018 Version

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR			
Title	Trail Improvement Project – Needham Reservoir	Department	Conservation/Park & Recreation
<p>places and is impassible during wet conditions in others. The remainder of the reservoir perimeter (beyond the last well) is used less frequently; however, those who do walk the southerly portion of the property have blazed their own, inconsistent routes through and over existing shrubs and herbaceous plants in an effort to keep their feet dry. Additionally, some direct abutters to the property have constructed their own "paths" directly to the water's edge.</p> <p>The primary purpose of designing and subsequently constructing a formal trail system at this location is to preserve the sensitive wetland system that surrounds the reservoir. In order to protect the functions and values of this area (including but not limited to wildlife habitat, storm damage prevention, and pollution prevention) it is necessary to keep pedestrians – who cannot reasonably be excluded from using this property – to a predefined and appropriate space. Creating a functional, dry and obvious trail around the reservoir will address the haphazard and detrimental routes that are developing and will discourage encroachment into the vegetated portions of the property. Furthermore, replacing the outdated access drive with a solid, non-erodible surface will decrease the potential sediment loads to both the surrounding wetlands and the reservoir.</p>			
FY2014-FY2018 Version			

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>replacement of traffic signals, Engineering &amp; Design - \$99,000</p> <p>FY18 – Great Plain Avenue @ Greendale Avenue, Construction - \$580,000</p> <p>The average useful life is 25 years; the proposed 5 year capital request is \$1,549,000</p> <p>Out Years – Dedham Ave</p> <p><b>Combined Sidewalk Program:</b>            This Program requires funding for the Town to address the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town’s sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps. Sidewalk improvements must comply with Federal and State laws and construction standards. The cost for sidewalk rehabilitation and reconstruction can vary significantly. Current estimates have identified over \$20,000,000 in backlogged sidewalks in need of repair.</p> <p>Fiscal year 2012 contract pricing to reconstruct one mile of asphalt sidewalk including handicapped ramps is \$200,000 per mile (\$38/lf). Contract pricing to install a mile of granite curb with minor drainage improvements is \$237,000 per mile (\$45/lf). These costs do not include engineering, design, tree removal and replacement, major drainage improvements or major public or private property adjustments.</p> <p>The requested Combined Sidewalk Program funding in FY14 is \$552,000, FY15 is \$450,000, FY16 is \$575,000, FY17 is \$500,000, and FY18 is \$550,000. The average useful life for asphalt sidewalk is over 30 years; the proposed 5 year capital request is \$2,627,000.</p> <p><b>Storm Drain Capacity Improvements:</b>            This program provides funding to improve roadway drainage capacity. The March 2002 Stormwater Master Plan, identified a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. Locations for improvements have 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 mulit-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>FY14 - No Funding requested            FY15 – Taylor Street / Central Avenue – Engineering \$31,400            FY16 - No Funding requested            FY17 – Taylor Street / Central Avenue – Construction \$174,000            FY18 – No Funding requested</p>			

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<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:</p> <ul style="list-style-type: none"> <li>Carey Road (area 2) – Engineering \$42,800</li> <li>Carey Road (area 2) – Construction \$156,800</li> <li>Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Eng. 41,800</li> <li>Lower Hunnewell Drainage improvements Eng. &amp; Construction 305,000</li> <li>Foxhill Rd., Canterbury Lane, South St., and X-Country (Area 10) – Construction</li> <li>Concord St., Greendale Ave., Woodbine Cir. System (Area 4) – Eng. 100,000</li> <li>Oak St. (Area 8), Mackintosh Ave. (Areas 3 &amp; 7), Oxbow Rd. (Area 9), West St. (Area 11)</li> <li>Fairfield St., Elmwood Rd. (Area 5)</li> </ul> <p><b>Brooks and Culverts – Repair and Maintenance:</b></p> <p>The severe storms of October 1996, June 1998, June 2006, July 2008 and March 2010 have resulted in numerous complaints and subsequent investigations of the Town's brooks, streams and culverts. The conditions observed were significant. The DPW has developed a repair and maintenance program which is a combination of contracted work and use of town forces. It is the intention of the DPW to expend Capital Funds to address the issue of flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms for many years. Prior funding has funded cleaning and debris removal. Flooding in March 2010 has caused the failure of retaining walls, loss of soils behind the walls, and brooks have become silted allowing the overgrowth of vegetation that has impacted the level of the water flows. This neglect has resulted in the loss of useable abutting property and flooded basements. The current conditions are beyond the means of DPW equipment and personnel. It will require a detailed investigation, a plan of recommended improvements, a design drawing and specifications, environmental permitting and bidding of construction to be overseen by the Town's Engineering Division. This will return the waterways to a condition that the DPW will be able to maintain.</p> <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>FY14 – Continued wall repair along Rosemary Brook – Construction \$100,000.  FY15 - No Funding requested.  FY16 - Continued wall repair along Rosemary Brook – Construction \$100,000.  FY17 – Wall repairs at various locations to be determined – Construction \$100,000.  FY18 – Culvert at Meadowbrook Rd – Construction \$100,000</p> <p>The annual funding request is \$100,000</p>			

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR			
Title	Public Works Infrastructure Program	Department	Public Works
<p>Future Projects include, but are not limited to, the following locations:</p> <ul style="list-style-type: none"> <li>Winding River</li> <li>Locust Lane</li> <li>Fuller Brook</li> <li>Oxbow Road</li> <li>Webster &amp; Howland Streets</li> <li>Brookside Road &amp; Forest Street</li> <li>Chestnut Street &amp; Carriage Lane</li> <li>Emerson Place</li> <li>Pennsylvania Avenue</li> <li>Elder Road</li> <li>Meredith Circle</li> </ul> <p>Prior projects funded include:</p> <ul style="list-style-type: none"> <li>Cleaning of Hurd Brook and culverts, from Central Avenue to the Wellesley line and a portion of Alder Brook.</li> <li>FY09 - Brook cleaning from Chestnut Street to Maple Street was completed</li> <li>FY11 - MBTA culvert replacement</li> <li>FY12 - Rosemary Brook at Mallard Road, Perry Gorge</li> <li>FY13 - Portion of Rosemary Brook</li> </ul>			
			<b>FY2014-FY2018 Version</b>

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR									
Title	Public Facilities Maintenance Program				Department	Public Facilities/Operations			
Useful Life	I	Primary Reason		5	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2014	465,750	Intangibles							
FY2015	482,000	Equipment		250,125					
FY2016	499,000	Design & Engineering		375,188					
FY2017	516,500	Construction Expenses		1,875,937					
FY2018	538,000	Other Expenses*							
<b>Total</b>	<b>\$2,501,250</b>	<b>Total</b>		<b>\$2,501,250</b>	<b>Total</b>		<b>\$</b>		
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 13 this fund was used for flooring replacement at the Eliot, Library, Hillside, and Broadmeadow, asbestos abatement and stairwell flooring work at the Hillside, exterior painting at the Mitchell, motion sensor installation for lighting at the Pollard, duct cleaning at the NHS in the A &amp; B buildings, wood floor refinishing in various school buildings, pump, exhaust fan, and oil containment work at the Hillside &amp; Mitchell, window AC unit upgrade at the Hillside, installation of an awning at the Mitchell, LED exterior light conversion at the Newman, and xeriscaping at the Webster St entrance of NHS.</p> <p>FY 14 will have duct cleaning at the C &amp; D Buildings of the High School. Asbestos Abatement at Hillside and Mitchell. Flooring replacement at Eliot and Broadmeadow. Xeriscaping at the High School. At the Hillside School work will be conducted to deal with flooding issues. At the Pollard School work to provide containment for fuel oil, create accessible routes to and from the building, and replace water fountains. With the natural gas line installation down Brookline St, and the replacement of the Pollard boilers, the Mitchell school will have the existing boilers converted to natural gas using remaining parts from the old Pollard boilers.</p> <p>FY 15 will have duct cleaning at High Rock School, Mitchell School, and Public Services Administration Building. Asbestos Abatement at Pollard School. Flooring replacement at Eliot. Xeriscaping at the High School. Pollard School makes minor adjustments to site configuration for improved site circulation.</p> <p>FY 16 will have duct cleaning at the Pollard School, Fire Station #2, and Broadmeadow School. Xeriscaping at the High School. Asbestos Abatement at Pollard. Flooring replacement at Pollard.</p> <p>FY 17 will have duct cleaning at the Hillside School, Public Safety Building, Library, and Eliot. Flooring replacement at Pollard. Xeriscaping at the High School.</p>									

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR									
Title	Athletic Facility Improvements				Department	Public Works/Park & Recreation			
Useful Life	III	Primary Reason		5	Operating Budget Impact			D	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2014	158,000	Intangibles							
FY2015	1,475,200	Equipment							
FY2016	193,000	Design & Engineering		188,000					
FY2017	275,000	Construction Expenses		2,263,200					
FY2018	350,000	Other Expenses*							
<b>Total</b>	<b>\$2,451,200</b>	<b>Total</b>		<b>\$2,451,200</b>	<b>Total</b>	<b>\$</b>			
Attached Schedules									
	CF		CX		LS		SI		SS
Description and Justification									
<p>The Department of Public Works and Park and Recreation have developed a maintenance plan for all fields, which includes new or total reconstruction, partial renovation, irrigation, drainage improvements, and equipment replacement or repair (bleachers, fences/backstops, player benches and miscellaneous equipment) for multi-use fields and ball diamonds.</p> <p><u>FY 2014</u></p> <ul style="list-style-type: none"> <li>Newman School athletic fields renovation. Engineering: \$158,000</li> </ul> <p><u>FY 2015</u></p> <ul style="list-style-type: none"> <li>Total renovation of the athletic fields behind the Newman School. This would include diamonds #1 and #2 and the multi-use field. The reconstruction would involve elevating the level of the fields, the addition of drainage, new irrigation, fencing and player benches etc. Newman fields are currently at the water table, resulting in an inability to use the fields for the majority of playing seasons, in the spring or the fall. This has resulted in overuse of other fields, making the Newman fields available during the spring and fall sports seasons will benefit sports organizations and improve conditions and playability on the other fields. Construction: \$1,475,200 <i>Anticipated increase to the operating budget: \$33,000/yr. (\$20,000/yr. for fert., seed &amp; plant protectants; approximately \$4,000/acre, \$11,000/yr. for topdressing and all other cultural practices; approximately \$2,200/acre)</i></li> </ul> <p><u>FY 2016</u></p> <ul style="list-style-type: none"> <li>Strip, Amend soil and re-sod both Conroy and Memorial field: \$193,000</li> </ul> <p><u>FY 2017</u></p> <ul style="list-style-type: none"> <li>Cricket Field – Drainage, and field renovation for Field #2, irrigation renovation for both fields Engineering: \$30,000</li> </ul>									

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR			
Title	Athletic Facility Improvements	Department	Public Works/Park & Recreation
	Design and Construction: \$245,000		
<u>2018</u>	Claxton Field – Upgrade field lighting system to more energy efficient lights: \$350,000		
	<u>ADDITIONAL FUTURE PROJECTS:</u>		
	<ul style="list-style-type: none"> <li>• Avery Field – improved parking ( DPW road project), irrigation &amp; bubbler</li> <li>• Broadmeadow School Diamond #1 – install grass infield and irrigation adjustment, drainage for diamond #2</li> <li>• DeFazio Complex – renovation of parking lot, walking path with protective netting to DeFazio #1</li> <li>• High Rock Fields– new backstop, player benches, perimeter fencing</li> <li>• Perry Park – new backstop, player benches, player fencing</li> </ul>		
	<u>Construction of new athletic fields (locations - TBD)</u>		
			<b>FY2014-FY2018 Version</b>

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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 funded is the current operating budget <b>sufficient</b> to cover the operating costs of the requested project?		X			
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X		
24.	Does the request support activities to produce <b>new</b> revenue for the Town?			X		
25.	If the request is not funded will <b>existing</b> Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X		
28.	If applicable, will the items being replaced be retained by the Town?			X		
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X		
30.	Are there any appendix forms with this funding request?			X		

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR										
Title	School Department Technology Replacement					Department	School Department			
Useful Life	Primary Reason			Operating Budget Impact						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2014	\$441,200	Intangibles								
FY2015	\$402,700	Equipment	\$1,917,450							
FY2016	\$389,100	Design & Engineering								
FY2017	\$335,350	Construction Expenses								
FY2018	\$349,100	Other Expenses*								
<b>Total</b>	<b>\$ 1,917,450</b>	<b>Total</b>	<b>\$ 1,917,450</b>	<b>Total</b>	<b>\$</b>					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>The costs for FY15 – FY18 are the same as presented in last year’s CIP Technology Request as we await additional data from the results of the iPad Pilot, the impact of the PARCC Online Assessments and other trends effecting technology purchases. We expect adjustments and possible reductions but cannot identify them at this time. Again, the CIP Technology Request assumes the successful implementation of a 1:1 initiative. The cost of the FY14 technology replacement has decreased by \$25,000 in order to reallocate funding to a new request for technology innovation funds.</p> <p>The FY14 request includes:</p> <ul style="list-style-type: none"> <li>▪ The replacement of 313 teacher, administrator, student, lab and laptop computers that have reached or are functioning beyond the end of their seven-year lifecycle. A total of 124 of these computers are for teachers and administrators throughout the District. Another 163 are lab and classroom computers at Eliot, Hillside, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY14 represents the second year of the anticipated five-year timeframe to replace the High School computers.</li> <li>▪ The replacement of four school-based servers, the High School Foreign Language lab server and five district data servers that are housed at the ETC. These servers have been running 24/7 for three and four years and will be repurposed to less critical functions for two and three years respectively. This category also includes the replacement of 8 UPS batteries that support critical servers throughout the District.</li> <li>▪ The replacement of 47 printers across the District, the plan for which a shared printing model at Pollard that will be more efficient, both in terms of maintenance and support as well as the cost of supplies.</li> </ul>										

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR						
Title	School Department Technology Replacement			Department	School Department	
<ul style="list-style-type: none"> <li>Ongoing funding of \$30,000 to analyze the impact of the recent operating system conversion to Apple's new operating system, Lion, on the hundreds of software packages owned by the District. We expect that current versions of our software will no longer be able to be used with the new operating system, which all new Apple computers will be required to run, and which now must be adopted District-wide.</li> </ul> <p>The \$25,000 in cost savings, which will be reallocated to technology innovation, results from:</p> <ul style="list-style-type: none"> <li>the elimination of replacement LCD projectors at the High School thereby reducing the request from \$184,900 to \$176,900, or \$8,000. Instead we will be able to repurpose the portable LCD projectors from Newman as necessary.</li> <li>Reducing printer replacement costs have been reduced from \$31,400 to \$17,700 (a savings of \$13,700)</li> <li>Reducing the number of administrator computers requested from \$11,200 to \$4,000, which is offset by an increase in the server request from \$38,000 to \$42,500, for a net savings of \$2,300.</li> </ul>						
<b>RE Counts</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>
Bmeadow	0	0	25	26	41	61
Eliot	31	0	2	25	38	40
Hillside	29	29	29	6	30	18
Mitchell	2	27	29	17	5	23
Newman	26	38	44	25	46	45
High Rock	0	4	0	58	88	102
HR w/ 1:1	0	4	0	62	51	0
Pollard	154	124	60	54	81	45
Pollard w/ 1:1	64	4	1	54	51	19
NHS	198	235	220	44	0	0
NHS w/ 1:1	157	170	121	11	0	0
E.Grover	4	8	8	8	5	8

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR						
Title	School Department Technology Replacement			Department	School Department	
<b>TOTALS</b>	<b>444</b>	<b>465</b>	<b>417</b>	<b>263</b>	<b>334</b>	<b>342</b>
<b>1:1 TOTALS</b>	<b>313</b>	<b>280</b>	<b>259</b>	<b>234</b>	<b>267</b>	<b>214</b>
<b>RE Costs</b>						
	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>	
Bmeadow	\$0	\$0	\$29,700	\$29,700	\$45,100	
Eliot	\$36,600	\$0	\$2,200	\$29,700	\$44,000	
Hillside	\$31,900	\$31,900	\$31,900	\$6,600	\$33,000	
Mitchell	\$2,200	\$32,200	\$31,900	\$18,700	\$5,500	
Newman	\$28,600	\$41,800	\$48,400	\$29,700	\$50,700	
High Rock	\$0	\$4,800	\$0	\$67,000	\$96,800	
<b>HR w/ 1:1</b>	<b>\$0</b>	<b>\$4,800</b>	<b>\$0</b>	<b>\$75,900</b>	<b>\$56,100</b>	
Pollard	\$178,400	\$142,400	\$69,100	\$59,400	\$89,100	
<b>Pollard w/ 1:1</b>	<b>\$70,400</b>	<b>\$4,400</b>	<b>\$1,100</b>	<b>\$59,400</b>	<b>\$56,100</b>	
NHS	\$220,900	\$261,500	\$246,600	\$44,000	\$0	
<b>NHS w/ 1:1</b>	<b>\$176,900</b>	<b>\$190,000</b>	<b>\$135,600</b>	<b>\$11,000</b>	<b>\$0</b>	
E.Grover	\$4,400	\$11,200	\$11,200	\$11,200	\$6,000	
Printers	\$17,700	\$16,400	\$30,100	\$5,450	\$2,600	
Servers	\$42,500	\$40,000	\$37,000	\$38,000	\$40,000	

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR						
Title	School Department Technology Replacement			Department	School Department	
OS /Software	\$30,000	\$30,000	\$30,000	\$20,000	\$10,000	
<b>TOTALS</b>	<b>\$593,200</b>	<b>\$612,200</b>	<b>\$568,100</b>	<b>\$359,450</b>	<b>\$422,800</b>	
<b>1:1 TOTALS</b>	<b>\$441,200</b>	<b>\$402,700</b>	<b>\$389,100</b>	<b>\$335,350</b>	<b>\$349,100</b>	
FY2014-FY2018 Version						

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR										
Title	High School Graphics Production Room					Department	School Department (Fine & Perf. Arts)			
Years & Amounts										
FY2014	\$8,270	Equipment								
FY2015	\$8,450	Equipment			\$ 54,380					
FY2016	\$11,910	Design & Engineering								
FY2017	\$7,660	Construction Expenses								
FY2018	\$18,090	Other Expenses*								
<b>Total</b>	<b>\$ 54,380</b>	<b>Total</b>			<b>\$ 54,380</b>	<b>Total</b>			<b>\$</b>	
Attached Schedules	CF		CX		LS		SI		SS	
Description and Justification										
<p>This request continues the equipment replacement cycle established in FY13 for equipment used in the Graphics Production Center at Needham High School. This program not only provides convenient, cost effective, but most importantly, provides excellent hands on educational training in the field of professional graphics and printing production for our students enrolled in the 3<sup>rd</sup> Year Graphics class (Production Printing) as well as working as summer interns in the program.</p> <p>Although the Center received new equipment during the recent renovation at the High School, an ongoing source of funding is required to sustain and update program equipment. The purchase/ replacement cost of much of the equipment is such that it cannot be easily sustained via the normal revolving account finances.</p> <p>During the summer of 2011, a complete inventory analysis of all equipment was completed. A five-year equipment replacement plan is presented below. The specific equipment to be replaced may change from year to year, in response to unexpected equipment breakdown or program changing program needs.</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  FY18: Folder/ Collator/ Binder, GBC Magnapunch</p>										

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR										
Title	School Musical Instrument Replacement (FY2014-2015) Musical Instrument Inventory Expansion (FY2015-2025)				Department	School Department				
Useful Life		Primary Reason		Operating Budget Impact						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C					
FY2014	\$15,000	Intangibles								
FY2015	\$15,000	Equipment	\$75,000							
FY2016	\$15,000	Design & Engineering								
FY2017	\$15,000	Construction Expenses								
FY2018	\$15,000	Other Expenses*								
<b>Total</b>	<b>\$ 75,000</b>	<b>Total</b>	<b>\$75,000</b>	<b>Total</b>	<b>\$</b>					
Attached Schedules	CF	CX	LS	SI	SS					
Description and Justification										
<p>In FY05, Town Meeting allocated \$15,000 in first-year funding for a ten year replacement cycle for school musical instruments (of \$15,000/year). ). The purpose of the request was to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are costly to repair and maintain.</p> <p>We are now entering year nine of the replacement cycle. As a result, we continue to see major improvement in the quality of musical instruments our students are able to use. The final year of the replacement cycle (FY14) would replace the grand piano (FPA-234) in the Newman School Auditorium.</p> <p>Beginning in FY15, we will begin to shift these dollars from "Replacement" of Musical Instruments to "Musical Instrument Inventory Expansion". This is due to the population growth in the program. (Our largest classes are now entering the middle and high schools, where they will need the larger size instruments in the Brass and String families.) In addition, we need to expand our inventory of trombones and cellos, since these are not allowed on school buses and thus we must provide a school instrument for these students to use in the classroom. The proposed schedule for inventory expansion is:</p> <ul style="list-style-type: none"> <li>▪ FY15: Increase inventory at the middle and high schools with three to six bass violins/cellos, four trombones and two tubas.</li> <li>▪ FY16 – Expand inventory at the middle and high schools with five French horns, two tubas and one bass violin.</li> <li>▪ FY17 – Expand inventory of instruments throughout the District with six violins, six violas, three double reeds and three low brass.</li> <li>▪ FY18 – Expand inventory of low brass instruments throughout the District based on actual student use in FY16 and FY17.</li> </ul> <p>The proposed schedule for replacement/ expansion is preliminary; the actual instruments purchased may vary, based on changing student needs.</p>										
FY2014-FY2018 Version										

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request  
**Department Capital Request**  
**CIP-DCR**

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

**FY2014 Capital  
Department Capital Request  
CIP-DCR**

<b>Title</b>										<b>School Furniture Replacement</b>										<b>Department</b>			<b>School Department</b>		
<b>Useful Life</b>			<b>II</b>			<b>Primary Reason</b>			<b>3</b>			<b>Operating Budget Impact</b>			<b>C</b>										
<b>Requested Funding Years &amp; Amounts</b>			<b>Column A</b>			<b>Costs Components</b>			<b>Column B</b>			<b>*Other Expenses</b>			<b>Column C</b>										
FY2014			\$41,600			Intangibles																			
FY2015			\$34,180			Equipment			\$211,185																
FY2016			\$45,405			Design & Engineering																			
FY2017			\$45,000			Construction Expenses																			
FY2018			\$45,000			Other Expenses*																			
<b>Total</b>			<b>\$ 211,185</b>			<b>Total</b>			<b>\$ 211,185</b>			<b>Total</b>			<b>\$</b>										
<b>Attached Schedules</b>			<b>CF</b>			<b>CX</b>			<b>LS</b>			<b>X</b>			<b>SI</b>			<b>SS</b>							

**Description and Justification**

This request continues the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use.

In FY05, Town Meeting approved funding of \$20,500 to begin the replacement of furniture in poor condition. By FY15, all furniture in 'poor' condition will have been replaced at these schools. The FY16-FY19 funding request will continue with the replacement of furniture in fair condition at these schools.

# Items in Poor Condition to be Replaced by Age						# Items in Fair Condition to be Replaced by Age					
	#	#	#	#	#		#	#	#	#	#
	30-40	20-29	10-19	0-9	TOTAL	Hillside	30-40	20-29	10-19	0-9	TOTAL
Hillside	10	109	26	2	147	Hillside	0	23	131	0	154
Mitchell	21	143	87	1	252	Mitchell	0	114	38	0	152
Newman	123	216	205	0	544	Newman	0	0	186	25	211
Pollard	36	50	11	0	97	Pollard	4	38	142	4	188
	<b>190</b>	<b>518</b>	<b>329</b>	<b>3</b>	<b>1,040</b>		<b>4</b>	<b>175</b>	<b>497</b>	<b>29</b>	<b>705</b>

FY14-FY18 Funding Plan										
Funding Plan	Funded FY10	Funded FY11	Funded FY12	Funded FY13	Request FY14	Request FY15	Request FY16	Request FY17	Request FY18	FY14-FY18 TOTAL
Hillside	23,100	-	5,470	-	-	10,570	14,425	3,840	-	28,835
Mitchell	-	40,950	5,080	-	-	5,605	30,980	4,700	-	41,285
Newman	-	-	-	28,450	41,600	18,005	-	0	25,873	85,478
Pollard	-	-	27,200	-	-	-	36,460	19,127	-	55,587
	<b>23,100</b>	<b>40,950</b>	<b>37,750</b>	<b>28,450</b>	<b>41,600</b>	<b>34,180</b>	<b>45,405</b>	<b>45,000</b>	<b>45,000</b>	<b>211,185</b>

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR																																									
Title	School Copier Replacement				Department	School Department																																			
Useful Life	II		Primary Reason	3		Operating Budget Impact	C																																		
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C																																				
FY2014	\$59,620	Intangibles																																							
FY2015	\$21,830	Equipment	\$252,400																																						
FY2016	\$41,820	Design & Engineering																																							
FY2017	\$76,980	Construction Expenses																																							
FY2018	\$52,150	Other Expenses*																																							
<b>Total</b>	<b>\$252,400</b>	<b>Total</b>	<b>\$252,400</b>	<b>Total</b>	<b>\$</b>																																				
Attached Schedules	CF	CX	LS	SI	SS																																				
Description and Justification																																									
<p>In May 2003, Town Meeting authorized \$60,000 in first-year funding to establish a replacement cycle for school photocopiers. School photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 44 copiers and 4 RISO duplicating machines. Since FY04, the following copy machines have been replaced throughout the district:</p> <table border="1"> <thead> <tr> <th>Fiscal Year</th> <th># Of Copy/RISO Machines Replaced</th> </tr> </thead> <tbody> <tr><td>FY04</td><td>9</td></tr> <tr><td>FY05</td><td>6</td></tr> <tr><td>FY06</td><td>8</td></tr> <tr><td>FY07</td><td>4</td></tr> <tr><td>FY08</td><td>4</td></tr> <tr><td>FY09</td><td>1</td></tr> <tr><td>FY10</td><td>5*</td></tr> <tr><td>FY11</td><td>5</td></tr> <tr><td>FY12</td><td>14</td></tr> <tr><td>FY13 (Estimated)</td><td>15</td></tr> <tr><td>FY14 (Requested)</td><td>8</td></tr> <tr><td>FY15 (Requested)</td><td>5</td></tr> <tr><td>FY16 (Requested)</td><td>5</td></tr> <tr><td>FY17 (Requested)</td><td>7</td></tr> <tr><td>FY18 (Requested)</td><td>7</td></tr> </tbody> </table> <p>*Two of the copiers purchased in FY10 were funded from the High Rock construction budget.</p> <p>Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers, which are heavily used, are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is</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	14	FY13 (Estimated)	15	FY14 (Requested)	8	FY15 (Requested)	5	FY16 (Requested)	5	FY17 (Requested)	7	FY18 (Requested)	7
Fiscal Year	# Of Copy/RISO Machines Replaced																																								
FY04	9																																								
FY05	6																																								
FY06	8																																								
FY07	4																																								
FY08	4																																								
FY09	1																																								
FY10	5*																																								
FY11	5																																								
FY12	14																																								
FY13 (Estimated)	15																																								
FY14 (Requested)	8																																								
FY15 (Requested)	5																																								
FY16 (Requested)	5																																								
FY17 (Requested)	7																																								
FY18 (Requested)	7																																								

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR																					
Title	School Copier Replacement	Department	School Department																		
<p>assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. Attachment A predicts the % useful life expired for each copier – replacement years are highlighted. Attachment B presents the associated cost of replacing the copiers identified for replacement.</p> <p>The requested cost of copier replacement in FY14-18 has been reduced from previous years, as illustrated by the chart below. The anticipated savings reflects the intentional reduction in inventory since FY12, the purchase of high quality Xerox machines, which are estimated to have a longer duty life than other brands, and the large-scale replacement of the District's oldest machines in FY12 and FY13.</p> <table border="1"> <thead> <tr> <th>Fiscal Year</th> <th>Prior CIP</th> <th>Current CIP</th> </tr> </thead> <tbody> <tr> <td>FY14 (Requested)</td> <td>\$80,450</td> <td>\$59,620</td> </tr> <tr> <td>FY15 (Requested)</td> <td>\$52,990</td> <td>\$21,830</td> </tr> <tr> <td>FY16 (Requested)</td> <td>\$70,505</td> <td>\$41,820</td> </tr> <tr> <td>FY17 (Requested)</td> <td>\$48,820</td> <td>\$76,980</td> </tr> <tr> <td>FY18 (Requested)</td> <td>N/A</td> <td>\$52,150</td> </tr> </tbody> </table>				Fiscal Year	Prior CIP	Current CIP	FY14 (Requested)	\$80,450	\$59,620	FY15 (Requested)	\$52,990	\$21,830	FY16 (Requested)	\$70,505	\$41,820	FY17 (Requested)	\$48,820	\$76,980	FY18 (Requested)	N/A	\$52,150
Fiscal Year	Prior CIP	Current CIP																			
FY14 (Requested)	\$80,450	\$59,620																			
FY15 (Requested)	\$52,990	\$21,830																			
FY16 (Requested)	\$70,505	\$41,820																			
FY17 (Requested)	\$48,820	\$76,980																			
FY18 (Requested)	N/A	\$52,150																			
			FY2014-FY2018 Version																		

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR					
Title	School Department NPS 1:1 Initiative			Department	School Department
The table below outlines the anticipated multi-year costs.					
<b>NPS 1:1 Initiative</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Bdmdw Wireless	\$0	\$0	\$0	\$20,000	\$10,000
Eliot Wireless	\$0	\$0	\$0	\$17,000	\$7,000
Newman Wireless	\$0	\$0	\$0	\$0	\$12,000
Pollard Wireless					
Infra.	\$45,000	\$0	\$0	\$0	\$0
NHS Wireless					
Infra.	\$60,000	\$0	\$0	\$0	\$0
HR Wireless	\$0	\$16,000	\$0	\$0	\$0
Devices (iPads)	\$40,000	\$40,000	\$40,000	\$20,000	\$0
<b>TOTALS</b>	<b>\$145,000</b>	<b>\$56,000</b>	<b>\$40,000</b>	<b>\$57,000</b>	<b>\$29,000</b>
<b>FY2014-FY2018 Version</b>					

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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 funded is the current operating budget <b>sufficient</b> to cover the operating costs of the requested project?			X		
23.	If the requested project is funded, will it reduce the requesting department's operating costs?				X	
24.	Does the request support activities to produce <b>new</b> revenue for the Town?				X	
25.	If the request is not funded will <b>existing</b> Town revenue sources be negatively impacted?			X		
26.	Have other non-capital investment options been explored before submitting this request?			X		
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?				X	
28.	If applicable, will the items being replaced be retained by the Town?				X	
29.	Does this request qualify for funding from Community Preservation Act (CPA)?				X	
30.	Are there any appendix forms with this funding request?				X	

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR											
Title	RTS Enterprise Fund Vehicles & Equipment					Department	Public Works-RTS				
Useful Life	I	Primary Reason	5	Operating Budget Impact	C						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2014	532,300	Intangibles									
FY2015	200,500	Equipment	1,341,500								
FY2016	292,400	Design & Engineering									
FY2017	31,800	Construction Expenses									
FY2018	284,500	Other Expenses*									
<b>Total</b>	<b>\$1,341,500</b>	<b>Total</b>	<b>\$1,341,500</b>	<b>Total</b>	<b>\$</b>						
Attached Schedules	CF	X	CX	X	LS	X	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 track unit used to move and crush trash around the facility. The waste handler will allow for the removal of metals, which can they be sold for revenue, prior to loading of trailers for disposal with Wheelabrator. The waste handler is also gentler on the tipping floor, allowing for a longer life cycle before the floor needs to be replaced.</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>											
<b>FY2014-FY2018 Version</b>											

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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 funded is the current operating budget <b>sufficient</b> to cover the operating costs of the requested project?			X				
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X				
24.	Does the request support activities to produce <b>new</b> revenue for the Town?			X				
25.	If the request is not funded will <b>existing</b> Town revenue sources be negatively impacted?			X				
26.	Have other non-capital investment options been explored before submitting this request?			X				
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X				
28.	If applicable, will the items being replaced be retained by the Town?			X				
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X				
30.	Are there any appendix forms with this funding request?			X				

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR											
Title	Sewer System Inflow & Infiltration Removal					Department	Public Works-Sewer				
Useful Life	V	Primary Reason	2	Operating Budget Impact	N/A						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2014	600,000	Intangibles									
FY2015		Equipment	300,000								
FY2016		Design & Engineering	300,000								
FY2017		Construction Expenses									
FY2018		Other Expenses*									
<b>Total</b>	<b>\$600,000</b>	<b>Total</b>	<b>\$600,000</b>	<b>Total</b>	<b>\$</b>						
Attached Schedules	CF	CX	LS	SI	SS						
Description and Justification											
<p>This request is for a master study of Infiltration and Inflow (I/I) in the existing sewer system. The Town of Needham, along with numerous other communities, is under Administrative Orders from the DEP to identify and remove Infiltration and Inflow (I/I) in existing sewer systems.</p> <p>The current studies that the Sewer Division is using to identify areas of work are presently outdated. These last study was conducted over twenty years ago. I/I analysis was conducted in 1985 &amp; 1989 and there was a Sewer System Evaluation Survey conducted in 1991. The purpose of these studies is to identify the areas of the collection system that were contributing high volumes of I/I into the system. On the basis of volumes of flow and knowledge of local sewer system overflows (SSO) or basement flooding, an order of priority has been established to determine the scheduling of the engineering, design and remediation work. The highest priorities relate to locations of known surcharging with sewage overflow or release or basement flooding. The remediation proceeds in stages starting with the preliminary engineering, followed by the rehabilitation design and concluding with the rehabilitation construction.</p> <p>The components of the first phase of the study to which funds were appropriated in FY13 include engineering (\$240,000), permanent and portable flow meter installation (\$210,000), and rented flow meters (\$100,000). The components of the second phase will include engineering (\$100,000) and closed circuit TV services (\$500,000) to be conducted in FY14.</p> <p>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.</p> <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</p>											

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR			
Title	Sewer System Inflow & Infiltration Removal	Department	Public Works-Sewer
<p>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> <p><u>Proposed Funded Areas</u></p> <p>FY 14 – Phase II I/I Townwide System Master Plan 600,000</p> <p>FY 15 – FY18 Area Determined by Study</p> <p>Beginning in FY 1996, the MWRA assessment included a component that reflects the volume of wastewater discharged. The total I/I (Inflow/Infiltration) has been measured to be as much as 60% of Needham's total sewage flow. Normal daily sewage volume is approximately 3.0 million gallons per day (mgd); the wastewater flow can exceed a rate of 15.0 mgd. These spikes are attributable to the <i>Inflow</i> component and can total as much as 300 mgd annually in a typical rainfall year. The remaining 75% is flow that occurs throughout the year as <i>Infiltration</i> and can approach 1 billion gallons per year. This is approximately 25% of the total I/I in the system.</p> <p><u>Cost Benefits of Program:</u></p> <ol style="list-style-type: none"> <li>1) Failure to do any mitigation in any of the MWRA communities will cause the overall costs for all participating communities to increase.</li> <li>2) The failure of the Town of Needham to address it's I/I while neighboring communities reduce there's will increase the percentage of the cost to Needham.</li> <li>3) When Needham decreases its I/I the same or better than other participating communities its percentage of cost will stay the same or decrease.</li> <li>4) The overall cost to operate the MWRA sewer system tends to increase. The portion of the cost attributed to Needham decreases in percentage but increases in total dollars.</li> <li>5) The Town must keep up with its I/I mitigation in order to avoid disproportionate increases in cost and to comply with the MassDEP's administrative order.</li> </ol>			
FY2014-FY2018 Version			

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR																																																		
Title	Water System Rehabilitation Program				Department	Public Works-Water																																												
Useful Life	V	Primary Reason	3,5	Operating Budget Impact	C																																													
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C																																													
FY2014	715,800	Intangibles																																																
FY2015	555,000	Equipment																																																
FY2016	94,000	Design & Engineering	144,000																																															
FY2017	850,000	Construction Expenses	2,518,800																																															
FY2018	448,000	Other Expenses*																																																
<b>Total</b>	<b>\$ 2,662,800</b>	<b>Total</b>	<b>\$2,662,800</b>	<b>Total</b>	<b>\$</b>																																													
Attached Schedules	CF	CX	LS	SI	SS																																													
Description and Justification																																																		
<p>The DPW has analyzed the Town's water system and found that aging water pipes (75+ years old) have developed interior corrosion, which decreases water flow. This program will replace water pipes prioritized based upon pipe condition, water break history, and adequacy of water flow to fire hydrants.</p> <p><b>Previously Funded Projects</b></p> <table border="0"> <tr> <td>6/22/2007</td> <td>Charles River St 14" Water Main Cleaning &amp; Relining</td> <td>\$348,509</td> </tr> <tr> <td>7/24/2008</td> <td>Construction Engineering Services Dunster Water Tank</td> <td>\$46,000</td> </tr> <tr> <td>9/13/2008</td> <td>Construction/Inspection/Engineering Services Phase I 14" Water Main Cleaning &amp; Relining Charles River St</td> <td>\$77,600</td> </tr> <tr> <td>1/29/2009</td> <td>Chapel St &amp; May St Engineering Design</td> <td>\$93,500</td> </tr> <tr> <td>6/18/2009</td> <td>16" Water Main/Remove &amp; Replace on Charles River St (Grove to Marked Tree)</td> <td>\$807,661</td> </tr> <tr> <td>8/1/2009</td> <td>Pickering St. 8" Water Main Replacement/Engineering &amp; Design</td> <td>\$69,300</td> </tr> <tr> <td>8/1/2009</td> <td>16" Water Main Construction Engineer Services DWRP #3157</td> <td>\$150,940</td> </tr> <tr> <td>9/1/2009</td> <td>Chapel/May Water Main Replacement</td> <td>\$690,860</td> </tr> <tr> <td>6/1/2010</td> <td>Pickering St &amp; Garden Street St Water Main Construction</td> <td>\$521,338</td> </tr> <tr> <td>2/6/2012</td> <td>Highland Ave Water Main Replacement Webster to Sachum Rd Design</td> <td>\$29,300</td> </tr> <tr> <td>4/24/2012</td> <td>Highland Ave Water Main Replacement, Webster to Muzi Ford, Const.</td> <td>\$519,628</td> </tr> <tr> <td>8/7/2012</td> <td>Lincoln St Water Main Replacement Design</td> <td>\$23,125</td> </tr> <tr> <td>8/7/2012</td> <td>16" Water Main Replacement Design (Chestnut &amp; Oak)</td> <td>\$29,300</td> </tr> </table> <p><b>Current Request:</b></p> <p><b>FY13</b></p> <table border="0"> <tr> <td>Grant St./Junction St. to Dedham Ave. – New 8' (2500 lf) – Eng. &amp; Design</td> <td>\$99,300</td> </tr> </table> <p><b>Future Projects:</b></p>										6/22/2007	Charles River St 14" Water Main Cleaning & Relining	\$348,509	7/24/2008	Construction Engineering Services Dunster Water Tank	\$46,000	9/13/2008	Construction/Inspection/Engineering Services Phase I 14" Water Main Cleaning & Relining Charles River St	\$77,600	1/29/2009	Chapel St & May St Engineering Design	\$93,500	6/18/2009	16" Water Main/Remove & Replace on Charles River St (Grove to Marked Tree)	\$807,661	8/1/2009	Pickering St. 8" Water Main Replacement/Engineering & Design	\$69,300	8/1/2009	16" Water Main Construction Engineer Services DWRP #3157	\$150,940	9/1/2009	Chapel/May Water Main Replacement	\$690,860	6/1/2010	Pickering St & Garden Street St Water Main Construction	\$521,338	2/6/2012	Highland Ave Water Main Replacement Webster to Sachum Rd Design	\$29,300	4/24/2012	Highland Ave Water Main Replacement, Webster to Muzi Ford, Const.	\$519,628	8/7/2012	Lincoln St Water Main Replacement Design	\$23,125	8/7/2012	16" Water Main Replacement Design (Chestnut & Oak)	\$29,300	Grant St./Junction St. to Dedham Ave. – New 8' (2500 lf) – Eng. & Design	\$99,300
6/22/2007	Charles River St 14" Water Main Cleaning & Relining	\$348,509																																																
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FY2014 Capital  
Department Request

Department Capital Request CIP-DCR			
Title	Water System Rehabilitation Program	Department	Public Works-Water
<b><u>FY14</u></b>			
Grant St. – New 8’ (2500 lf) - Construction		\$715,800	
<b><u>FY15</u></b>			
Lincoln St. – Construction -		\$555,000	
<i>(The requested appropriation is the balance only needed to complete the project originally funded in FY 12)</i>			
<b><u>FY16</u></b>			
Pleasant St./Howland St. to Dedham Ave. – New 8” (1160 lf) – Eng. & Design		\$94,000	
Norfolk St./Warren St. to Webster St. – New 8” (1300 lf) – Eng. & Design			
<b><u>FY17</u></b>			
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			
<b><u>FY18</u></b>			
Alfreton Rd./ Highland Ave. to Webster St. New 8” (500 lf) - Eng. & Design		\$50,000	
Bennington St. / High St. to Concord St. New 8” (650 lf) - Eng. & Design			
Alfreton Rd./Highland Ave to Webster – Construction		\$398,000	
Bennington St./High St. to Concord St. – Construction			
<b><u>Future Projects after FY18:</u></b>			
Thorpe Rd./Webster St. to End New 8” (330lf) – Eng. & Design			
Mills Rd./ Sachus Rd. to Davenport Ave. New 8” (500lf) – Eng. & Design			
Mayo Ave. Harris Ave to Great Plain Ave New 8” (1060lf) – Eng. & Design			
Thorpe Rd./ Mills Rd./ Mayo Ave. – Construction			
Kingsbury St. / Oakland Ave. to Webster St. – Eng. & Design			
Oakland Ave. / May St. to Highland Ave. - Eng. & Design			
Fenton Rd. / West St. to Pershing Rd. - Eng. & Design			
Greenough St. / Pine Grove St. to Avery St. – Eng. & Design			
Pine Grove St. Hillside Ave to existing 8” - Eng. & Design			

FY2014-FY2018 Version

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR													
Title	St Mary Pump Station						Department	Public Works-Water					
Useful Life	V		Primary Reason	3		Operating Budget Impact	C						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C								
Prior	490,000	Intangibles		Debt Issuance**	55,100								
FY2014	5,565,100	Equipment											
FY2015		Design & Engineering	1,170,000										
FY2016		Construction Expenses	4,830,000										
FY2017		Other Expenses*	55,100										
<b>Total</b>	<b>\$6,055,1000</b>	<b>Total</b>	<b>\$6,055,100</b>	<b>Total</b>	<b>\$ 55,100</b>								
Attached Schedules	CF	CX	LS	SI	SS								
Description and Justification													
<p>St. Mary Pump Station built in 1957 was designed to pump potable water from the MWRA aqueduct and intended to supplement the Town's demand for water. There are five pumps located within the station; however only two of the pumps are operable, resulting in less capacity than permitted (permitted 6.5 million gallons per day (mgd)). The current pump station is equipped with two emergency auxiliary diesel engines. It's preferable to have a standby generator similar to other pumping stations and the Charles River Water Treatment Facility. This request will provide the necessary improvements to meet future water demands, and ensure the station has emergency back-up electrical power. The construction budget of \$4,830,000 is inclusive of owner's expenses, site development, general contractor, heavy equipment, F F&amp;E, and technology. The design and engineering budget of \$1,170,000 is inclusive of administration, project management, architect &amp; engineering, and contract management expenses. This figure is also inclusive of \$490,000 previously appropriated for the project.</p> <p>The selection for the OPM Services for St. Mary pump station has been awarded to CDM Smith. The PPBC is preparing to seek proposals for the selection of engineering firms for the final design.</p> <p>** The \$55,100 assumes construction costs are financed through the Massachusetts Water Pollution Abatement Trust (MWPAT) lending program.</p>													

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR											
Title	Irrigation Supply Feasibility Study					Department	Public Works-Water				
Useful Life	V	Primary Reason	4	Operating Budget Impact	B						
Requested Funding Years & Amounts	Column A	Costs Components	Column B	*Other Expenses	Column C						
FY2014	80,000	Intangibles		Feasibility Study	80,000						
FY2015		Equipment									
FY2016		Design & Engineering									
FY2017		Construction Expenses									
FY2018		Other Expenses*	80,000								
<b>Total</b>	<b>\$80,000</b>	<b>Total</b>	<b>\$80,000</b>	<b>Total</b>	<b>\$80,000</b>						
Attached Schedules	CF	CX	LS	SI	SS						
Description and Justification											
<p>This feasibility study will determine the potential yield of the two previously abandoned wells that are located at 480 Dedham Ave. These wells were originally abandoned due to water quality issues, but the water produced from these wells would be acceptable for irrigation. This study will determine if these wells will provide sufficient water to supply the Defazio Playfields, Pollard Playfields, and the Town's Golf Course. The potential cost benefit of this project is reduced reliance on MWRA and reduces the Town's utilization of treated potable water. The study will also determine an estimated cost for construction and potential revenues. The water drawn from these well would be more beneficial for irrigation uses than treated water, because it has low sodium content. This feasibility study will ultimately determine whether or not to proceed with an irrigation project at these wells.</p> <p>The second phase of this project would be an engineering design. This would be conducted by an outside contractor. Anticipated date for engineering would be FY 15.</p> <p>The third phase would be construction. The study will determine if this work should be done in house, outsourced, or a combination of the two. This would likely be conducted FY 16-17.</p>											
<b>FY2014-FY2018 Version</b>											

FY2014 Capital  
Department Request

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 funded is the current operating budget <b>sufficient</b> to cover the operating costs of the requested project?		X					
23.	If the requested project is funded, will it reduce the requesting department's operating costs?			X				
24.	Does the request support activities to produce <b>new</b> revenue for the Town?			X				
25.	If the request is not funded will <b>existing</b> Town revenue sources be negatively impacted?			X				
26.	Have other non-capital investment options been explored before submitting this request?		X					
27.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?			X				
28.	If applicable, will the items being replaced be retained by the Town?			X				
29.	Does this request qualify for funding from Community Preservation Act (CPA)?			X				
30.	Are there any appendix forms with this funding request?			X				

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

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

FY2014 Capital  
Department Request

Department Capital Request CIP-DCR									
Title	Drain System Improvements – Water Quality (EPA)				Department	Public Works - Drains			
Useful Life	V	Primary Reason		2	Operating Budget Impact			C	
Requested Funding Years & Amounts	Column A	Costs Components		Column B	*Other Expenses		Column C		
FY2014	71,000	Intangibles							
FY2015	76,000	Equipment							
FY2016	114,000	Design & Engineering		299,000					
FY2017	2,000,000	Construction Expenses		2,076,000					
FY2018	114,000	Other Expenses*							
<b>Total</b>	<b>\$2,375,000</b>	<b>Total</b>		<b>\$2,375,000</b>	<b>Total</b>	<b>\$</b>			
Attached Schedules	CF		CX		LS		SI		SS
Description and Justification									
<p>In 1995, the DPW was under order from the EPA to embark on a stormwater discharge investigation for all illicit discharges to the Charles River. Illicit discharges identified in this investigation were pursued and improvements undertaken to eliminate them in 1996 and 1997. This investigation resulted in the Town entering into a Memorandum of Understanding (MOU) with the EPA to commence a Town-wide investigation and to the development of a Stormwater Master Plan. This Master Plan was completed in 2002. Incorporated into this Stormwater Master Plan are improvements to the Stormwater Drainage System to upgrade the quality of the water discharged to the Charles River in Needham. Further investigation and sampling continues year to year.</p> <p>When the 2003 EPA NPDES Stormwater Discharge Permit took effect, it incorporated several requirements identified in the MOU. There were a number of projects proposed to manage stormwater quality effectively. The second permit to be issued by the EPA is overdue and is expected in the current fiscal year.</p> <p>Past projects completed to improve stormwater discharge with a variety of methods are</p> <ul style="list-style-type: none"> <li>• Town Library</li> <li>• High School</li> <li>• Chestnut Street Reconstruction</li> <li>• High Rock School</li> <li>• Lake Drive</li> </ul> <p>Design completed, awaiting construction</p> <ul style="list-style-type: none"> <li>• DPW Drainage improvements</li> <li>• Sportsmen’s Pond/Rosemary Glen</li> </ul> <p>FY14 – Water Shed Management Plan \$71,000</p> <p>FY15 - DPW Facility SWMP, Construction \$76,000</p>									

FY2014 Capital  
Department Request

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



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

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**MEETING DATE: 12/4/2012**

<b>Agenda Item</b>	Draft Report of the Minuteman Out-of-District Student Cost Task Force
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
The Board will discuss the draft report provided by the Minuteman Task Force.			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
<b>(Describe backup below)</b>			
a. Draft Report of the Minuteman Out-of District Student Cost Task Force			

# Report of the Minuteman Out-Of-District Student Cost Task Force

*Note: This is a draft, not a final report. The task force is now conducting an extensive review process, soliciting comments from a wide range of Minuteman stakeholders. The task force will review all comments in developing the report's final version.*

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## **Task Force Members:**

- Ed Bouquillion, Minuteman Superintendent
- Laura Morrissette, Minuteman School Committee Rep. from Arlington
- Carmin Reiss, Chair of Concord Board Of Selectmen, member Minuteman Building Committee
- Jeffrey Stulin, task force chair, Minuteman School Committee Rep. from Needham.
- Jack Weis, Minuteman School Committee Rep. from Belmont

## Minuteman Out-of-District Student Cost Task Force Executive Summary

The Minuteman Out-Of-District Student Cost Task Force was charged by the Minuteman School Committee to answer the question: *What is the impact of full-time, regular-education, out-of-district high school students upon Minuteman member town assessments?*

In summary, based on FY13 data, the Task Force analysis concludes: (1) at their current tuition rate, out-of-district students contribute to Minuteman's fixed costs and reduce member town assessments by about \$2,143 per member town student, and (2) out-of-district tuition is about \$4,228 less than the average cost of educating a student at Minuteman.

### *Marginal Per-Student Cost Summary*

Out-of-district tuition	\$19,046
Marginal per-student cost (excluding fixed costs, excluding SPED & transportation, but including capital usage and certain future employee obligations)	\$16,204
<b>Difference between out-of-district tuition and marginal student cost</b>	<b>\$2,842</b>
<b>Impact of out-of-district tuitions on per-student member town assessments</b>	<b>(\$2,143)</b>

### *Average Per-Student Cost Summary*

Average per-student cost (Same as marginal per-student cost except includes fixed costs)	\$23,244
Out-of-district tuition	\$19,046
<b>Difference between average student cost and out-of-district tuition</b>	<b>\$4,198</b>

In order to carry out its analysis, the Task Force made a number of decisions with respect to including or excluding certain categories of costs, as well as a number of simplifications and estimations. In particular, the Task Force excluded transportation costs as irrelevant to the analysis because non-member towns pay for their own transportation costs on top of the tuition rate paid to Minuteman, excluded SPED costs because these costs are covered by separate payments, and included cost factors for capital usage and certain future teacher obligations, which, while largely outside of the FY 13 operating budget, are true economic costs associated with non-member students. In addition, the Task Force made numerous judgments with respect to categorizing of costs as fixed or variable in order to calculate the marginal cost of a student. Full details are included in the body of the report.

The analysis in this report brings to light a critical policy issue that the Task Force notes without examining in detail because it is beyond the scope of the Task Force charge. Specifically, the misalignment of the out-of-district tuition rate and the average cost to educate a student creates disincentives for both member and non-member towns which threaten to undermine the school and adversely impact student educational opportunities. The Task Force urges further consideration and action on this policy issue.

#### **Task Force Members:**

- Ed Bouquillion, Minuteman Superintendent
- Laura Morrissette, Minuteman School Committee Rep. from Arlington
- Carmin Reiss, Chair of Concord Board Of Selectmen, member Minuteman Building Committee
- Jeffrey Stulin, task force chair, Minuteman School Committee Rep. from Needham.
- Jack Weis, Minuteman School Committee Rep. from Belmont

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## **Task Force Charge**

The charge of the task force as voted by the Minuteman School Committee is to answer the question: *What is the impact on member town assessments of full-time, regular-education, out-of-district high school students?*

## **Introduction**

The Minuteman school offers programs to a number of target populations: full-time high school students, post-graduate students, summer school students, adult learners, etc. The key programs of the school are focused on full-time high school students.

As of October 1, 2011 Minuteman had a total of 649 full time high school student equivalents. These are primarily full-time high school students, but a small number (about 8) are high school students who attend Minuteman only for career/tech courses, and not for academics. Of the full-time students, 370 are from member towns, 279 are from non-member towns. Of the member town students, 178 are special education students. Of the non-member town students, 126 are special education students. There are also 126 post-graduate students attending Minuteman.

The purpose of this report is to examine the cost impact of the out-of-district regular education students on member town assessments. Do out-of-district students increase member town assessments, or do they reduce member town assessments? While there may be many advantages/disadvantages to hosting out-of-district students at Minuteman, this report focuses only on the financial cost of out-of-district students and their impact on member town assessments.

This report is limited to the current configuration of the school, its current building, and its current program offerings. It is beyond the scope of this report to determine how costs may change after the anticipated building project. Nevertheless the analysis within this report may prove useful in exploring the impact of building project decisions.

***Note:** This report draws conclusions on the impact of out-of-district high school students on member town assessments. It should be understood that the analysis performed is specific to the current building, and to the current number of students attending the school. Changes in the building, or significant changes in the number of students attending the school likely could require a reevaluation of the report's conclusions.*

## **Average Cost vs Marginal Cost**

Marginal cost is the cost (actual dollars spent) that arises when we add one additional student. For this report we are interested in the marginal cost of an out-of-district student. The marginal cost is not the same as the average cost of a student.

***Note:** The use of the term "marginal cost" in this report does not strictly parallel the meaning used in formal economics, since the addition of each student does not always have the same impact on costs. For example, several new students may be added before necessitating the addition of a new teacher. The addition of a teacher is the largest single cost of hosting new students. If, hypothetically, we only need a new teacher when 15 new students are added, then the fifteenth*

*student triggers the actual cost of a new teacher. Thus the cost of adding a student is not exactly a uniform marginal cost; it is somewhat "lumpy." However, due to the number of students involved, and the impracticality of analyzing the precise impact of each added student, the task force believes that using the expression "marginal cost" best conveys the practical financial consequences of adding additional students.*

In order to run the school for member town students, the district incurs certain fixed costs which exist regardless of the number of out-of-district students. These include expenses such as the principal's salary and snow plowing. Since these costs are incurred regardless of hosting out-of-district students, there are no additional dollars spent for these items when out-of-district students attend the school. Other costs, such as the number of teachers or supplies, vary based on the number of students attending the school. Since our interest is the economic impact of out-of-district students, the most appropriate cost to focus on is the marginal cost of a student, not the average cost.

Nevertheless, since the true cost of educating a student is the average cost, it is important to also understand the average cost of a student. In fact, one of the applications of this report may be to help understand the financial and policy implications that marginal student cost and average student cost have on out-of-district student tuition rates.

### **Base Operating Costs, Capital Usage Costs, and Future Employee Obligations**

For analysis purposes this report looks at three aspects of out-of-district costs: *base operating cost*, *capital usage cost*, and *future employee obligations*.

#### *Base Operating Costs*

Base operating costs are those annual costs that are directly incurred to educate the student at the school during the year that the student attends the school (examples include teachers, supplies, etc).

#### *Capital Usage Costs*

The economic impact of the wear and tear on facilities and equipment generated by out-of-district students is taken into account through calculation of a capital usage cost. Out-of-district students benefit from the infrastructure that the school offers, including the school facility itself and all of the capital equipment in the school. Non-member towns do not directly contribute to capital costs since they are not owners of the school. Nonetheless, each out-of-district student's use of the facility/equipment contributes to the wear and tear on the facility/equipment. Thus, to acknowledge the true economic cost of the student's use of the facility/equipment, it is appropriate to account for this *capital usage cost*.

#### *Future Employee Obligations*

When a teacher with benefits is hired, future obligations are incurred in addition to his or her annual salary and benefits. These obligations include Minuteman's portion of the teacher's future retirement and health care costs. Since these expenses are incurred based on the number of teachers, which in turn is based on the number of students, these future expenses are included in the analysis.

### **Base Operating Cost Analysis: Methodology & Results**

The analysis methodology was to review each item of the Minuteman budget for Fiscal Year 2013 (FY13) and to place it into one of three categories: *fixed*, *variable*, or *not-applicable*.

A *fixed* cost is an expense that would be incurred regardless of the number of students. Examples include the principal's salary, grounds maintenance, snow plowing, etc.

A *variable* cost is an expense that is directly tied to the number of students. Examples include teacher salaries and benefits.

A *non-applicable* cost is an item that is not relevant to the base operating cost analysis. This can include expenses for services that are only provided to member-town high school students. A prime example is transportation, since transportation is not offered to out-of-district students. Expenses that do not directly benefit any full-time high school students, such as the portion of the budget that supports Community Education, are also non-applicable.

A number of operating budget items have both a variable component and a fixed component. An example is legal services. Some legal fees would be incurred simply because the school exists. Other legal services (e.g. special education cases) are incurred proportionally to the number of students. For each of these mixed cost budget line items, the task force estimated the fixed and the variable portions.

Through this line-by-line analysis of the budget, categorizing each component, the task force made a reasonable estimate of the portion of the base operating costs which varies by student enrollment, or the so-called marginal cost.

Since special education costs are covered by a separately assessed surcharge, the task force decided that the most useful "apples-to-apples" comparison would be realized by focusing exclusively on regular education costs. Consequently, the total variable cost has been reduced by the cost of special education services. The task force considered that it would be impractical, perhaps impossible, to examine each individual budgetary line item and determine which portion was attributable to special education. Therefore, as a simplification, the task force made the assumption that, on average, special education fees generally match special education costs.

***Note:** A recent, separate analysis, preformed by the Minuteman administration at the request of the Department of Education, indicates that the special education fees seem to be in line with the actual special education costs.*

In sum, the marginal variable cost of a student can be determined by adding all of the estimated variable costs, subtracting the total special education fees, and dividing that result by the total number of full-time-equivalent high school students. This analysis is presented in Appendix A.

***The task force estimates that the base marginal cost of an out-of-district, full-time regular education student is \$12,390.***

## Limitations of the Base Operating Cost Analysis

There are a number of assumptions and estimations in the base operating cost analysis. Therefore the result of the analysis is a ballpark estimate of the actual marginal cost of an out-of-district student. Although the task force endeavored to be conservative in its analysis, the following limitations must be considered in drawing any conclusion from the analysis:

1. Many line items in the budget were determined to be mixed costs, with both fixed and variable components. For these costs, the allocation of the cost into the fixed and variable percentages was, at best, an educated guess, since the amount of analysis required to "accurately" categorize the item was excessive. The task force did do some sensitivity analysis to put "bookends" on the possible variation due to imperfect categorization. That sensitivity analysis is presented in Appendix B.

As the analysis shows, even if the task force's allocation of mixed costs into their fixed and variable components were off by 25% (e.g., an expense that was estimated to be 40% variable was really either 48% variable or 32% variable), the impact on the base marginal cost estimate would be only about \$300-\$400, or 2-3%, per student. Similarly, if the allocation between fixed and variable costs were off by a factor of 50%, the overall conclusion would be off only by about \$500-\$600, or 4-5%.

2. Most of the expenses for post-graduate students, particularly those in dedicated post-graduate programs, are accounted for in Minuteman's separate revolving accounts, which are outside of the Minuteman operating budget used as the basis for this analysis. Although some post-graduate expenses are embedded within the scope of the Minuteman general fund budget, the task force determined that teasing out these expenses from the budget would require an excessive amount of work with only a small improvement in the accuracy of the analysis. So some post-graduate expenses are included in the budget calculation.
3. Certain building-related expenses classified as either entirely or partially fixed, have been so classified based on the existing building. (Examples include utilities, janitorial, insurance, etc.) Many of these expenses are related to current size of the facility and, if the size of the facility should change as part of a building renovation project, the costs associated with these line items might also change. It was beyond the scope of the task force charge to determine how these costs might change for buildings of different size configurations.

## Capital Usage Costs: Methodology & Results

The task force divided capital costs into two categories: *on-going* annual expenses and *building project costs*.

*On-Going* expenses are those capital items that are necessary during the normal operations of a school. Components wear out; machines need to be replaced. To estimate the on-going capital expenses, the task force added up the on-going capital items included in the FY13 budget. The task force excluded the payments for the ESCO project since this is an

infrequent, or long-term capital expense, rather than an on-going one, and, as such, it is more appropriately classified as a *building project cost*.

*Building Project Costs* represent the wear and tear on the physical structure itself. Because Minuteman is currently contemplating a major building renovation project, the task force elected to base its analysis on some preliminary estimated costs associated with the proposed building project. The key word here is "estimated," since there is currently no actual cost estimate associated with the proposed building project and no agreed-upon State reimbursement rate. In order to develop a ballpark estimate, the task force made the following assumptions: the total project cost will be \$60,000,000; 50% of this cost will be reimbursed by the State; and the new school will have an expected useful life of forty years.

In addition we are assuming that the remaining cost will be financed through a 25-year loan at an interest rate of 4%, but see the note below.

The capital analysis is presented in Appendix C. The result is that the estimated annual on-going capital cost is \$609 per student, and the estimated annual project capital cost is \$1,685 per student.

**Thus the total estimated annual capital cost per student is \$2,294.**

#### **Limitations of the Capital Usage Analysis**

There are a number of important limitations in the capital usage analysis:

1. The task force based its estimate of on-going capital costs on the current budget. As an older facility, Minuteman does have a number of on-going capital needs. However, the current year's budget may not accurately reflect average on-going capital costs.
2. The analysis for the building project cost contains a number of assumptions. The task force believes that these assumptions are reasonable under the circumstances, but they will likely need to be refined as future events unfold and as the cost of a new facility comes into clearer focus.
3. Unlike the base operating cost calculation, the capital usage calculation **does** account for post-graduate students. Since post-graduate students do use the facilities and the equipment, thereby contributing to their wear and tear, the task force decided that they should be included in the capital usage calculation. The task force's assumption is that post-graduate students generally spend less time in the facility than full-time high school students, and that they do not use all of the building's resources such as academic classrooms, playing fields, etc. This means that post-graduate students do not impact the facilities/equipment as much as full-time high school students. Accordingly, for purposes of the capital usage analysis, each post-graduate student is counted as one-half of a full-time high school student.
4. Other programs, such as the summer school, also impact capital usage costs at Minuteman. However the task force considered it to be too difficult and time consuming to attempt to estimate of the capital impact of the other programs. Accordingly, the contribution of these other programs to capital costs was not included in the analysis.

**Notes:**

1. *Many readers will recognize that spreading the 25-year debt service cost on an undiscounted basis over the 40-year project life is not the proper theoretical methodology. The task force recognizes that the proper economic treatment is to discount the debt service over the term of the loan and spread the present value of that borrowing over the useful life of the facility. However, the task force believes that the proper discount rate at which to discount the loan payments is the interest rate on the loan. Doing so results in a present value of the debt that is exactly equal to the initial loan amount. That, in turn, might lead some reviewers of this report improperly to conclude that the task force was completely ignoring the real costs of financing the building project. The task force therefore felt that it was better to include a financing cost, even if economically not completely accurate. As a result, the capital costs shown here are conservative, or somewhat overstated.*
2. *The accounting life of the capital project is forty years. If the building is retained after this time there is likely to be some significant residual value to the improvements made by the building project. There is no satisfactory way to account for this residual value.*

**Future Employee Obligations: Methodology, Results & Limitations**

The hiring of an employee generally incurs future obligations for retirement costs including pension and healthcare. A major challenge for municipalities is the set of regulations that requires the community to acknowledge the extent of these future "other post-employment benefit" (OPEB) obligations on their financial reports.

The task force recognized that these OPEB obligations represent real economic costs and therefore wanted to account for these future obligations. The most "accurate" way to do so may be to use the same actuarial calculations that are used in calculating OPEB, but to calculate the equivalent of one year of future expenses, not the totality of the obligation. This would be a very difficult calculation that would require the services of outside experts. Furthermore this calculation would still be inexact, since the calculation itself is dependent on predictions about future interest rates and future medical insurance costs.

Since the best that can be hoped for is a "ballpark" estimate of this obligation, the task force chose a simpler analytical approach. Instead of attempting to estimate future costs, the calculation uses the FY13 retirement/insurance cost line-items (5100, 5250) as a proxy for the annual impact of these future obligations. This is inexact since the current line item accounts for the school obligation for teachers who are already retired, not current teachers. It also reflects current insurance costs, not future insurance costs. Nevertheless, it reflects real dollars, not estimates, that account for the actual obligation for past services.

This calculation is presented in Appendix D. **This estimated future employee obligation is \$1,520 per student.**

## Preliminary Conclusions

**Note:** In reviewing the following results the reader should be mindful that this is a draft report, subject to a review process, and that it is possible that numbers presented herein could change.

Here is a summary of results for regular education out-of-district students:

Item	Amount
Base Marginal Operating Cost	12,390
Wear and Tear (Capital) Cost	2,294
Future Employee Obligation	1,520
<b>Total</b>	<b>16,204</b>

**The task force estimates that the total marginal cost of an out-of-district, full-time, regular education student at Minuteman is about \$16,204. This includes estimated contributions for capital usage and for future employee benefits.**

Tuition above \$16,204 would reduce member town assessments, while a tuition below \$16,204 would increase member town assessments. The FY13 maximum tuition for an out-of-district student is \$19,046. Thus, at current levels of tuition, each out-of-district student reduces member town assessments by about \$2,842.

$\$2,842 \text{ per out of district student} * 279 \text{ out of district students} = \$792,918$

$\$792,918 / 370 \text{ in-district students} = \$2,143 \text{ per in-district student.}$

**The task force estimates that within the current school infrastructure framework, having out-of-district students reduces the assessments of member town communities by an average of about \$2,143 per member town student, even accounting for a capital usage contribution and future employee obligations.**

### Average Costs

Although not the specific focus of this report, many readers may understandably want to compare the marginal cost estimate derived herein with the average cost of regular education high school students. As a practical matter, the difference is simply that fixed costs are allocated to all students in the average cost calculation, rather than only to in-district students, as in the marginal cost calculation.

To compute the average cost:

1. Start with the total budget.
2. Exclude the "non-applicable" items and capital costs. Capital costs and future employee obligations are added back later using the same methodology as was used in the marginal cost calculation.

3. List transportation as a separate line, since non-member towns are responsible for the transportation costs for their own students.
4. Exclude special education expense as estimated by special education fees.
5. Calculate the average.

The calculation is presented in Appendix E. The result is:

Item	Amount
Base Average Cost	19,430
Capital Cost	2,294
Future Employee Obligation	1,520
<b>Total</b>	<b>23,244</b>
Transportation	1,927

***The task force estimates that at the current out of district tuition rate of \$19,046, out-of-district students are paying about \$4,198 less than the full cost of a Minuteman education.***

#### **Additional Comments**

1. The report analysis contains a number of assumptions and “educated guesses.” Nevertheless, the task force believes that it has worked in a conservative manner, and that its results represent a reasonable estimate and allocation of the relevant costs.
2. The average cost of about \$23,244 (excluding transportation) is the true cost for a Minuteman regular education high school education. ***The current out-of-district tuition level of \$19,046 is high enough to reduce member town assessments by partially contributing to fixed costs, but it is not adequate to pay for the full educational costs of a student.***
3. In the event that the Minuteman building project results in renovating the current structure with no new significant construction, it is likely that the analysis of this report will remain relevant (after being updated with the real project cost and the real reimbursement rate). However, if a totally new, smaller, facility is constructed, then a number of budget line items may be significantly impacted. These include items such as utilities, custodial services, etc. These are labeled (1) on Appendix A.

**Appendix A:  
Base Marginal Cost Analysis**

1. Base Operating Cost Allocation

Account #	Description	Amount	Percentage Allocation			Dollar Allocation		
			Non-Applicable	Fixed	Variable	Non-Applicable	Fixed	Variable
1110	school committee	44,550		100%			44,550	-
1210	superintendent	266,433		100%			266,433	-
1230	Other district admin	207,200		95%	5%		196,840	10,360
1410	Business and Finance	376,828		85%	15%		320,304	56,524
1420	Personnel & Benefit	135,770		100%			135,770	-
1430	Legal Services	48,000		75%	25%		36,000	12,000
1450	District wide Technology	242,506		95%	5%		230,381	12,125
2110	Dw Spvs Curric Directors	490,676		100%			490,676	-
2120	Dw non-Spvs	90,890			100%		-	90,890
2210	Principal/Asst Principal	494,668		85%	15%		420,468	74,200
2220	Sch Curric Dept. Leaders Stipend	79,875		80%	20%		63,900	15,975
2250	Building Technology	112,654		100%			112,654	-
2300	Teaching Services	5,190,654			100%		-	5,190,654
2310	Teachers Pull Out Instruction	532,713			100%		-	532,713
2320	Medical Therapeutic	60,000		100%			60,000	-
2330	paraprof & Assis	197,742			100%		-	197,742
2340	Librarians/Media	71,166		80%	20%		56,933	14,233
2350	Undesignated	55,500			100%		-	55,500
2410	Texts/Multimedia	56,219			100%		-	56,219
2420	Instruc. Equip	33,190			100%		-	33,190
2430	Instruc Supplies	196,312			100%		-	196,312
2440	Other Instruc Services	69,861			100%		-	69,861
2450	Instruct Technology	212,635		75%	25%		159,476	53,159
2710	Guidance/Adjustment Counselor	497,511		25%	75%		124,378	373,133
2720	Testing & Assessment	3,500			100%		-	3,500
2800	Psychological Services	90,663		50%	50%		45,332	45,332
3200	Medical/Heath Services	158,734		67%	33%		106,352	52,382
3300	Pupil Transportation	4,500	100%			4,500	-	-
3370	Regular Transportation	1,248,800	100%			1,248,800	-	-
3400	Food Services	27,500		100%			27,500	-
3510	Athletic Services	281,303			100%		-	281,303
3520	Other Students Activities	97,725			100%		-	97,725
3600	Security Services	77,243		100%			77,243	-
(1) 4110	Custodial Services	429,270		90%	10%		386,343	42,927
(1) 4120	Heating	180,000		90%	10%		162,000	18,000
(1) 4130	Utility Services	504,000		80%	20%		403,200	100,800
(1) 4210	Maint of Grounds	106,000		90%	10%		95,400	10,600
(1) 4220	Maint of Building	325,865		90%	10%		293,279	32,587
(1) 4230	Maint of Equip	86,130		70%	30%		60,291	25,839
4400	Network & Telecom	66,687		95%	5%		63,353	3,334
4450	Techno Maint	57,542		75%	25%		43,157	14,386
(4) 5100	Employee Retirement	320,000	100%			320,000	-	-
5200	Insurance Program	1,670,595			100%		-	1,670,595
(4) 5250	Retiree Insurance	666,600	100%			666,600	-	-
5260	Other non employee Insurance	81,300		90%	10%		73,170	8,130
5300	Rental/Lease of Equipment	20,925		25%	75%		5,231	15,694
5500	Other Fixed Charges	8,000		50%	50%		4,000	4,000
(3) 6200	Community Services	100,000	100%			100,000	-	-
(2) 7200	Acq & Improve of Building	300,000	100%			300,000	-	-
(2) 7300	Acq & Improve of Equipment	68,688	100%			68,688	-	-
(2) 7350	Capital Technology	40,000	100%			40,000	-	-
(2) 7600	Replace of Motor Vehicle	25,000	100%			25,000	-	-
(5) 8100	Debt Retire Principle	190,195	100%			190,195	-	-
(5) 8500	Debt Service/Other	251,393	100%			251,393	-	-
<b>Total</b>		<b>17,251,711</b>				<b>3,215,176</b>	<b>4,564,611</b>	<b>9,471,924</b>

- (1) Amount likely to be strongly impacted if new facility constructed instead of current building renovation
- (2) Capital Expense
- (3) Transfer to community education
- (4) Expenses for previous employees
- (5) ESCO Project Expense

**2. Special Education Adjustment**

Total FTE High School Students	649
In-District Students	370
Out-Of-District Students	279
In-District SPED Fee	4,500
Out-Of-District SPED Fee	5,000
In-District SPED Students	178
Out-of District SPED Students	126
<b>Total SPED Fee</b>	<b>1,431,000</b>

**3. Total Variable Cost Per Student**

Total Variable Cost	9,471,924
SPED Cost Reduction	1,431,000
<b>Total Non-SPED Variable Cost</b>	<b>8,040,924</b>

(6) Non-SPED Variable Cost Per Student 12,390

(6) Does not include future employee expenses. Does not include Capital.

## **Appendix B**

### **Sensitivity Analysis**

Scenario 1: Original Variable Costs Understated by 25%

1. Base Operating Cost Allocation

Account #	Description	Amount	Revised Percentage Allocation			Revised Dollar Allocation		
			Non-Applicable	Fixed	Variable	Non-Applicable	Fixed	Variable
1110	school committee	44,550		100%	0%	-	44,550	-
1210	superintendent	266,433		100%	0%	-	266,433	-
1230	Other district admin	207,200		94%	6%	-	194,250	12,950
1410	Business and Finance	376,828		81%	19%	-	306,173	70,655
1420	Personnel & Benefit	135,770		100%	0%	-	135,770	-
1430	Legal Services	48,000		69%	31%	-	33,000	15,000
1450	District wide Technology	242,506		94%	6%	-	227,349	15,157
2110	Dw Spvs Curric Directors	490,676		100%	0%	-	490,676	-
2120	Dw non-Spvs	90,890		0%	100%	-	-	90,890
2210	Principal/Asst Principal	494,668		81%	19%	-	401,918	92,750
2220	Sch Curric Dept. Leaders Stipend	79,875		75%	25%	-	59,906	19,969
2250	Building Technology	112,654		100%	0%	-	112,654	-
2300	Teaching Services	5,190,654		0%	100%	-	-	5,190,654
2310	Teachers Pull Out Instruction	532,713		0%	100%	-	-	532,713
2320	Medical Therapeutic	60,000		100%	0%	-	60,000	-
2330	paraprof & Assis	197,742		0%	100%	-	-	197,742
2340	Librarians/Media	71,166		75%	25%	-	53,375	17,792
2350	Undesignated	55,500		0%	100%	-	-	55,500
2410	Texts/Multimedia	56,219		0%	100%	-	-	56,219
2420	Instruc. Equip	33,190		0%	100%	-	-	33,190
2430	Instruc Supplies	196,312		0%	100%	-	-	196,312
2440	Other Instruc Services	69,861		0%	100%	-	-	69,861
2450	Instruct Technology	212,635		69%	31%	-	146,187	66,448
2710	Guidance/Adjustment Counselor	497,511		6%	94%	-	31,094	466,417
2720	Testing & Assessment	3,500		0%	100%	-	-	3,500
2800	Psychological Services	90,663		38%	63%	-	33,999	56,664
3200	Medical/Health Services	158,734		59%	41%	-	93,256	65,478
3300	Pupil Transportation	4,500	100%	0%	0%	4,500	-	-
3370	Regular Transportation	1,248,800	100%	0%	0%	1,248,800	-	-
3400	Food Services	27,500		100%	0%	-	27,500	-
3510	Athletic Services	281,303		0%	100%	-	-	281,303
3520	Other Students Activities	97,725		0%	100%	-	-	97,725
3600	Security Services	77,243		100%	0%	-	77,243	-
(1) 4110	Custodial Services	429,270		88%	13%	-	375,611	53,659
(1) 4120	Heating	180,000		88%	13%	-	157,500	22,500
(1) 4130	Utility Services	504,000		75%	25%	-	378,000	126,000
(1) 4210	Maint of Grounds	106,000		88%	13%	-	92,750	13,250
(1) 4220	Maint of Building	325,865		88%	13%	-	285,132	40,733
(1) 4230	Maint of Equip	86,130		63%	38%	-	53,831	32,299
4400	Network & Telecom	66,687		94%	6%	-	62,519	4,168
4450	Techno Maint	57,542		69%	31%	-	39,560	17,982
(4) 5100	Employee Retirement	320,000	100%	0%	0%	320,000	-	-
5200	Insurance Program	1,670,595		0%	100%	-	-	1,670,595
(4) 5250	Retiree Insurance	666,600	100%	0%	0%	666,600	-	-
5260	Other non employee Insurance	81,300		88%	13%	-	71,138	10,163
5300	Rental/Lease of Equipment	20,925		6%	94%	-	1,308	19,617
5500	Other Fixed Charges	8,000		38%	63%	-	3,000	5,000
(3) 6200	Community Services	100,000	100%	0%	0%	100,000	-	-
(2) 7200	Acq & Improve of Building	300,000	100%	0%	0%	300,000	-	-
(2) 7300	Acq & Improve of Equipment	68,688	100%	0%	0%	68,688	-	-
(2) 7350	Capital Technology	40,000	100%	0%	0%	40,000	-	-
(2) 7600	Replace of Motor Vehicle	25,000	100%	0%	0%	25,000	-	-
(5) 8100	Debt Retire Principle	190,195	100%	0%	0%	190,195	-	-
(5) 8600	Debt Service/Other	251,393	100%	0%	0%	251,393	-	-
Total		17,251,711				3,215,176	4,315,681	9,720,854

- (1) Amount likely to be strongly impacted if new facility constructed instead of current building renovation
- (2) Capital Expense
- (3) Transfer to community education
- (4) Expenses for previous employees
- (5) ESCO Project Expense

**Scenario 1: Original Variable Costs Understated by 25%**

**2. Special Education Adjustment**

Total FTE High School Students	649
In-District Students	370
Out-Of-District Students	279
In-District SPED Fee	4,500
Out-Of-District SPED Fee	5,000
In-District SPED Students	178
Out-of District SPED Students	126
<b>Total SPED Fee</b>	<b>1,431,000</b>

**3. Total Variable Cost Per Student**

Total Variable Cost	9,720,854
SPED Cost Reduction	1,431,000
<b>Total Non-SPED Variable Cost</b>	<b>8,289,854</b>

(6) **Non-SPED Variable Cost Per Student** 12,773

(6) Does not include future employee expenses. Does not include Capital.

Scenario 2: Original Variable Costs Overstated by 25%

1. Base Operating Cost Allocation

Account #	Description	Amount	Revised Percentage Allocation			Revised Dollar Allocation		
			Non-Applicable	Fixed	Variable	Non-Applicable	Fixed	Variable
1110	school committee	44,550		100%	0%	-	44,550	-
1210	superintendent	266,433		100%	0%	-	266,433	-
1230	Other district admin	207,200		96%	4%	-	198,912	8,288
1410	Business and Finance	376,828		88%	12%	-	331,609	45,219
1420	Personnel & Benefit	135,770		100%	0%	-	135,770	-
1430	Legal Services	48,000		80%	20%	-	38,400	9,600
1450	District wide Technology	242,506		96%	4%	-	232,806	9,700
2110	Dw Spvs Curric Directors	490,676		100%	0%	-	490,676	-
2120	Dw non-Spvs	90,890		0%	100%	-	-	90,890
2210	Principal/Asst Principal	494,668		88%	12%	-	435,308	59,360
2220	Sch Curric Dept. Leaders Stipend	79,875		84%	16%	-	67,095	12,780
2250	Building Technology	112,654		100%	0%	-	112,654	-
2300	Teaching Services	5,190,654		0%	100%	-	-	5,190,654
2310	Teachers Pull Out Instruction	532,713		0%	100%	-	-	532,713
2320	Medical Therapeutic	60,000		100%	0%	-	60,000	-
2330	paraprof & Assis	197,742		0%	100%	-	-	197,742
2340	Librarians/Media	71,166		84%	16%	-	59,779	11,387
2350	Undesignated	55,500		0%	100%	-	-	55,500
2410	Texts/Multimedia	56,219		0%	100%	-	-	56,219
2420	Instruc. Equip	33,190		0%	100%	-	-	33,190
2430	Instruc Supplies	196,312		0%	100%	-	-	196,312
2440	Other Instruc Services	69,861		0%	100%	-	-	69,861
2450	Instruct Technology	212,635		80%	20%	-	170,108	42,527
2710	Guidance/Adjustment Counselor	497,511		40%	60%	-	199,004	298,507
2720	Testing & Assessment	3,500		0%	100%	-	-	3,500
2800	Psychological Services	90,663		60%	40%	-	54,398	36,265
3200	Medical/Health Services	158,734		74%	26%	-	116,828	41,906
3300	Pupil Transportation	4,500	100%	0%	0%	4,500	-	-
3370	Regular Transportation	1,248,800	100%	0%	0%	1,248,800	-	-
3400	Food Services	27,500		100%	0%	-	27,500	-
3510	Athletic Services	281,303		0%	100%	-	-	281,303
3520	Other Students Activities	97,725		0%	100%	-	-	97,725
3600	Security Services	77,243		100%	0%	-	77,243	-
(1) 4110	Custodial Services	429,270		92%	8%	-	394,928	34,342
(1) 4120	Heating	180,000		92%	8%	-	165,600	14,400
(1) 4130	Utility Services	504,000		84%	16%	-	423,360	80,640
(1) 4210	Maint of Grounds	106,000		92%	8%	-	97,520	8,480
(1) 4220	Maint of Building	325,865		92%	8%	-	299,796	26,069
(1) 4230	Maint of Equip	86,130		76%	24%	-	65,459	20,671
4400	Network & Telecom	66,687		96%	4%	-	64,020	2,667
4450	Techno Maint	57,542		80%	20%	-	46,034	11,508
(4) 5100	Employee Retirement	320,000	100%	0%	0%	320,000	-	-
5200	Insurance Program	1,670,595		0%	100%	-	-	1,670,595
(4) 5250	Retiree Insurance	666,600	100%	0%	0%	666,600	-	-
5260	Other non employee Insurance	81,300		92%	8%	-	74,796	6,504
5300	Rental/Lease of Equipment	20,925		40%	60%	-	8,370	12,555
5500	Other Fixed Charges	8,000		60%	40%	-	4,800	3,200
(3) 6200	Community Services	100,000	100%	0%	0%	100,000	-	-
(2) 7200	Acq & Improve of Building	300,000	100%	0%	0%	300,000	-	-
(2) 7300	Acq & improve of Equipment	68,688	100%	0%	0%	68,688	-	-
(2) 7350	Capital Technology	40,000	100%	0%	0%	40,000	-	-
(2) 7600	Replace of Motor Vehicle	25,000	100%	0%	0%	25,000	-	-
(5) 8100	Debt Retire Principle	190,195	100%	0%	0%	190,195	-	-
(5) 8600	Debt Service/Other	251,393	100%	0%	0%	251,393	-	-
<b>Total</b>		<b>17,251,711</b>				<b>3,215,176</b>	<b>4,763,755</b>	<b>9,272,780</b>

- (1) Amount likely to be strongly impacted if new facility constructed instead of current building renovation
- (2) Capital Expense
- (3) Transfer to community education
- (4) Expenses for previous employees
- (5) ESCO Project Expense

**Scenario 2: Original Variable Costs Overstated by 25%**

**2. Special Education Adjustment**

Total FTE High School Students	649
In-District Students	370
Out-Of-District Students	279
in-District SPED Fee	4,500
Out-Of-District SPED Fee	5,000
In-District SPED Students	178
Out-of District SPED Students	126
<b>Total SPED Fee</b>	<b>1,431,000</b>

**3. Total Variable Cost Per Student**

Total Variable Cost	9,272,780
SPED Cost Reduction	1,431,000
<b>Total Non-SPED Variable Cost</b>	<b>7,841,780</b>

(6) Non-SPED Variable Cost Per Student 12,083

(6) Does not include future employee expenses. Does not include Capital.

Scenario 3: Original Variable Costs Understated by 50%

1. Base Operating Cost Allocation

Account #	Description	Amount	Revised Percentage Allocation			Revised Dollar Allocation		
			Non-Applicable	Fixed	Variable	Non-Applicable	Fixed	Variable
1110	school committee	44,550		100%	0%	-	44,550	-
1210	superintendent	266,433		100%	0%	-	266,433	-
1230	Other district admin	207,200		93%	8%	-	191,660	15,540
1410	Business and Finance	376,828		78%	23%	-	292,042	84,786
1420	Personnel & Benefit	135,770		100%	0%	-	135,770	-
1430	Legal Services	48,000		63%	38%	-	30,000	18,000
1450	District wide Technology	242,506		93%	8%	-	224,318	18,188
2110	Dw Spvs Curric Directors	490,676		100%	0%	-	490,676	-
2120	Dw non-Spvs	90,890		0%	100%	-	-	90,890
2210	Principal/Asst Principal	494,668		78%	23%	-	383,368	111,300
2220	Sch Curric Dept. Leaders Stipend	79,875		70%	30%	-	55,913	23,963
2250	Building Technology	112,654		100%	0%	-	112,654	-
2300	Teaching Services	5,190,654		0%	100%	-	-	5,190,654
2310	Teachers Pull Out Instruction	532,713		0%	100%	-	-	532,713
2320	Medical Therapeutic	60,000		100%	0%	-	60,000	-
2330	paraprof & Assis	197,742		0%	100%	-	-	197,742
2340	Librarians/Media	71,166		70%	30%	-	49,816	21,350
2350	Undesignated	55,500		0%	100%	-	-	55,500
2410	Texts/Multimedia	56,219		0%	100%	-	-	56,219
2420	Instruc. Equip	33,190		0%	100%	-	-	33,190
2430	Instruc Supplies	196,312		0%	100%	-	-	196,312
2440	Other Instruc Services	69,861		0%	100%	-	-	69,861
2450	Instruct Technology	212,635		63%	38%	-	132,897	79,738
2710	Guidance/Adjustment Counselor	497,511		0%	100%	-	-	497,511
2720	Testing & Assessment	3,500		0%	100%	-	-	3,500
2800	Psychological Services	90,663		25%	75%	-	22,666	67,997
3200	Medical/Health Services	158,734		51%	50%	-	80,161	78,573
3300	Pupil Transportation	4,500	100%	0%	0%	4,500	-	-
3370	Regular Transportation	1,248,800	100%	0%	0%	1,248,800	-	-
3400	Food Services	27,500		100%	0%	-	27,500	-
3510	Athletic Services	281,303		0%	100%	-	-	281,303
3520	Other Students Activities	97,725		0%	100%	-	-	97,725
3600	Security Services	77,243		100%	0%	-	77,243	-
(1) 4110	Custodial Services	429,270		85%	15%	-	364,880	64,391
(1) 4120	Heating	180,000		85%	15%	-	153,000	27,000
(1) 4130	Utility Services	504,000		70%	30%	-	352,800	151,200
(1) 4210	Maint of Grounds	106,000		85%	15%	-	90,100	15,900
(1) 4220	Maint of Building	325,865		85%	15%	-	276,985	48,880
(1) 4230	Maint of Equip	86,130		55%	45%	-	47,372	38,759
4400	Network & Telecom	66,687		93%	8%	-	61,685	5,002
4450	Techno Maint	57,542		63%	38%	-	35,964	21,578
(4) 5100	Employee Retirement	320,000	100%	0%	0%	320,000	-	-
5200	Insurance Program	1,670,595		0%	100%	-	-	1,670,595
(4) 5250	Retiree Insurance	666,600	100%	0%	0%	666,600	-	-
5260	Other non employee Insurance	81,300		85%	15%	-	69,105	12,195
5300	Rental/Lease of Equipment	20,925		0%	100%	-	-	20,925
5500	Other Fixed Charges	8,000		25%	75%	-	2,000	6,000
(3) 6200	Community Services	100,000	100%	0%	0%	100,000	-	-
(2) 7200	Acq & Improve of Building	300,000	100%	0%	0%	300,000	-	-
(2) 7300	Acq & Improve of Equipment	68,688	100%	0%	0%	68,688	-	-
(2) 7350	Capital Technology	40,000	100%	0%	0%	40,000	-	-
(2) 7600	Replace of Motor Vehicle	25,000	100%	0%	0%	25,000	-	-
(5) 8100	Debt Retire Principle	190,195	100%	0%	0%	190,195	-	-
(5) 8600	Debt Service/Other	251,393	100%	0%	0%	251,393	-	-
<b>Total</b>		<b>17,251,711</b>				<b>3,215,176</b>	<b>4,131,556</b>	<b>9,904,979</b>

- (1) Amount likely to be strongly impacted if new facility constructed instead of current building renovation
- (2) Capital Expense
- (3) Transfer to community education
- (4) Expenses for previous employees
- (5) ESCO Project Expense

**Scenario 3: Original Variable Costs Understated by 50%**

**2. Special Education Adjustment**

Total FTE High School Students	649
In-District Students	370
Out-Of-District Students	279
In-District SPED Fee	4,500
Out-Of-District SPED Fee	5,000
In-District SPED Students	178
Out-of District SPED Students	126
<b>Total SPED Fee</b>	<b>1,431,000</b>

**3. Total Variable Cost Per Student**

Total Variable Cost	9,904,979
SPED Cost Reduction	1,431,000
<b>Total Non-SPED Variable Cost</b>	<b>8,473,979</b>

(6) Non-SPED Variable Cost Per Student 13,057

(6) Does not include future employee expenses. Does not include Capital.

Scenario 4: Original Variable Costs Overstated by 50%

1. Base Operating Cost Allocation

Account #	Description	Amount	Revised Percentage Allocation			Revised Dollar Allocation		
			Non-Applicable	Fixed	Variable	Non-Applicable	Fixed	Variable
1110	school committee	44,550		100%	0%	-	44,550	-
1210	superintendent	266,433		100%	0%	-	266,433	-
1230	Other district admin	207,200		97%	3%	-	200,293	6,907
1410	Business and Finance	376,828		90%	10%	-	339,145	37,683
1420	Personnel & Benefit	135,770		100%	0%	-	135,770	-
1430	Legal Services	48,000		83%	17%	-	40,000	8,000
1450	District wide Technology	242,506		97%	3%	-	234,422	8,084
2110	Dw Spvs Curric Directors	490,676		100%	0%	-	490,676	-
2120	Dw non-Spvs	90,890		0%	100%	-	-	90,890
2210	Principal/Asst Principal	494,668		90%	10%	-	445,201	49,467
2220	Sch Curric Dept. Leaders Stipend	79,875		87%	13%	-	69,225	10,650
2250	Building Technology	112,654		100%	0%	-	112,654	-
2300	Teaching Services	5,190,654		0%	100%	-	-	5,190,654
2310	Teachers Pull Out Instruction	532,713		0%	100%	-	-	532,713
2320	Medical Therapeutic	60,000		100%	0%	-	60,000	-
2330	paraprof & Assis	197,742		0%	100%	-	-	197,742
2340	librarians/Media	71,166		87%	13%	-	61,677	9,489
2350	Undesignated	55,500		0%	100%	-	-	55,500
2410	Texts/Multimedia	56,219		0%	100%	-	-	56,219
2420	Instruc. Equip	33,190		0%	100%	-	-	33,190
2430	Instruc Supplies	196,312		0%	100%	-	-	196,312
2440	Other Instruc Services	69,861		0%	100%	-	-	69,861
2450	Instruct Technology	212,635		83%	17%	-	177,196	35,439
2710	Guidance/Adjustment Counselor	497,511		50%	50%	-	248,756	248,756
2720	Testing & Assessment	3,500		0%	100%	-	-	3,500
2800	Psychological Services	90,663		67%	33%	-	60,442	30,221
3200	Medical/Health Services	158,734		78%	22%	-	123,813	34,921
3300	Pupil Transportation	4,500	100%	0%	0%	4,500	-	-
3370	Regular Transportation	1,248,800	100%	0%	0%	1,248,800	-	-
3400	Food Services	27,500		100%	0%	-	27,500	-
3510	Athletic Services	281,303		0%	100%	-	-	281,303
3520	Other Students Activities	97,725		0%	100%	-	-	97,725
3600	Security Services	77,243		100%	0%	-	77,243	-
(1) 4110	Custodial Services	429,270		93%	7%	-	400,652	28,618
(1) 4120	Heating	180,000		93%	7%	-	168,000	12,000
(1) 4130	Utility Services	504,000		87%	13%	-	436,800	67,200
(1) 4210	Maint of Grounds	106,000		93%	7%	-	98,933	7,067
(1) 4220	Maint of Building	325,865		93%	7%	-	304,141	21,724
(1) 4230	Maint of Equip	86,130		80%	20%	-	68,904	17,226
4400	Network & Telecom	66,687		97%	3%	-	64,464	2,223
4450	Techno Maint	57,542		83%	17%	-	47,952	9,590
(4) 5100	Employee Retirement	320,000	100%	0%	0%	320,000	-	-
5200	Insurance Program	1,670,595		0%	100%	-	-	1,670,595
(4) 5250	Retiree Insurance	666,600	100%	0%	0%	666,600	-	-
5260	Other non employee Insurance	81,300		93%	7%	-	75,880	5,420
5300	Rental/Lease of Equipment	20,925		50%	50%	-	10,463	10,463
5500	Other Fixed Charges	8,000		67%	33%	-	5,333	2,667
(3) 6200	Community Services	100,000	100%	0%	0%	100,000	-	-
(2) 7200	Acq & Improve of Building	300,000	100%	0%	0%	300,000	-	-
(2) 7300	Acq & Improve of Equipment	68,688	100%	0%	0%	68,688	-	-
(2) 7350	Capital Technology	40,000	100%	0%	0%	40,000	-	-
(2) 7600	Replace of Motor Vehicle	25,000	100%	0%	0%	25,000	-	-
(5) 8100	Debt Retire Principie	190,195	100%	0%	0%	190,195	-	-
(5) 8600	Debt Service/Other	251,393	100%	0%	0%	251,393	-	-
<b>Total</b>		<b>17,251,711</b>				<b>3,215,176</b>	<b>4,896,518</b>	<b>9,140,017</b>

- (1) Amount likely to be strongly impacted if new facility constructed instead of current building renovation
- (2) Capital Expense
- (3) Transfer to community education
- (4) Expenses for previous employees
- (5) ESCO Project Expense

**Scenario 4: Original Variable Costs Overstated by 50%**

**2. Special Education Adjustment**

Total FTE High School Students	649
In-District Students	370
Out-Of-District Students	279
In-District SPED Fee	4,500
Out-Of-District SPED Fee	5,000
In-District SPED Students	178
Out-of District SPED Students	126
<b>Total SPED Fee</b>	<b>1,431,000</b>

**3. Total Variable Cost Per Student**

Total Variable Cost	9,140,017
SPED Cost Reduction	1,431,000
<b>Total Non-SPED Variable Cost</b>	<b>7,709,017</b>

(6) **Non-SPED Variable Cost Per Student** **11,878**

(6) Does not include future employee expenses. Does not include Capital.

## **Appendix C**

### **Capital Cost Analysis**

## Capital Cost Analysis

### Capital Project Costs

Assumption: Capital Project Cost	60,000,000
Assumption: Longevity of Capital Investment in Years	40
Assumption: Reimbursement by State	50%
Assumption: Financing Rate	4%
Assumption: Financing Period	25 years
Assumption: Equivalent "Wear and Tear" Impact of Post-Graduate Students	50%

Total Number of High School Students	649
Total Number of Post-Graduate Students	126
Equivalent Impact of Post-Graduate Students	63
<b>Total Students For Capital Calculation</b>	<b>712</b>

Total Capital Cost After State Contribution	30,000,000
(1) Total Capital Cost After Payment of Debt Service	48,000,000
Total Annual Capital Cost	1,200,000
<b>Per Student Annual Capital Project Cost</b>	<b>1,685</b>

### On-Going Capital Costs

		Budget Account
Acq & Improve of Building	300,000	7200
Acq & Improve of Equipment	68,688	7300
Capital Technology	40,000	7350
Replace of Motor Vehicle	25,000	7600

<b>Total On-Going Capital Costs</b>	<b>433,688</b>
<b>Per Student Annual On-Going Capital Costs</b>	<b>609</b>

<b>Total Per Student Annual Capital Cost</b>	<b>2,295</b>
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- (1) Many readers will recognize that spreading the 25-year debt service cost on an undiscounted basis over the 40-year project life is not the proper theoretical methodology. The task force recognizes that the proper economic treatment is to discount the debt service over the term of the loan and spread the present value of that borrowing over the useful life of the facility. However, the task force believes that the proper discount rate at which to discount the loan payments is the interest rate on the loan. Doing so results in a present value of the debt that is exactly equal to the initial loan amount. That, in turn, might lead some reviewers of this report to improperly conclude that the task force was completely ignoring the real costs of financing the building project. The task force therefore felt that it was better to include a financing cost, even if economically not completely accurate. As a result, the capital costs shown here are conservative, or somewhat overstated.

**Appendix D:  
Future Employee Obligation Analysis**

## Future Employee Obligation Analysis

Total Number of High School Students	649	
		Budget Account
Employee Retirement	320,000	5100
Retiree Insurance	666,600	5250
<b>Total Future Benefit Expense</b>	<b>986,600</b>	
<b>Per-Student Future Teacher Benefit Expense</b>	<b>1,520</b>	

## **Appendix E: Average Cost Analysis**

## Base Average Cost Analysis

Total Number of High School Students	649	
		Budget Account
Total Budget	17,251,711	
Less: Estimated Special Education Cost	1,431,000	
Less: Contribution to Community Ed	100,000	6200
Less: FY 2013 Capital	433,688	7200, 7300, 7350, 7600
Less: ESCO Project	441,588	8100, 8600
Less: FY2013 Retired Teacher Contribution	986,600	5011, 5250
Less: Transportation	1,248,800	3370
<b>Adjusted Budget</b>	<b>12,610,035</b>	
<b>Per-Student Base Average Cost</b>	<b>19,430</b>	



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

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**MEETING DATE: 12/04/2012**

<b>Agenda Item</b>	Committee Reports
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	<i>Board members will report on the progress and / or activities of their Committee assignments.</i>		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	YES	<b>NO</b>
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	YES	<b>NO</b>
	<b>(Describe backup below)</b>		
	None		

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

paid \$25 cash

Event Manager Name (Name that will appear on license)	Don Gilmore		
Event Manager Address	The Bulfinch Group		
Event Manager Phone Number	160 Gould Street Suite 310 Needham, MA		
Organization Representing (if applicable)	781.449.4402 x3200		
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input type="checkbox"/> Non-profit	<input checked="" type="checkbox"/> For profit	
	<input type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____		
Name of Event	Holiday Open House		
Date of Event	Thurs., December 20, 2012		
License is for Sale of:	(Event is 4-6pm)		
	<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:	TO:	
	3pm	8pm	
Are tickets being sold in advance for this event?	<input type="checkbox"/> YES \$	/per ticket	<input checked="" 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?	150		
Name & address of event location. Please attach proof of permission to use this facility.	160 Gould Street Suite 310 Needham, MA		
Who will be serving the alcohol to your guests?	Boston, MA At Your Service Catering Staff 617.692.2974		
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).	(At Your Service to send to Sunday w/o 12/5/12)		
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.	Bartenders to serve in our conference room. Beer, wine only		
<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:		
<i>Don Gilmore</i>	12/11/12		16/12



# THE BULFINCH GROUP

Welcomes You to

## **A Holiday Open House**

Thursday, December 20<sup>th</sup> from 4-6pm

in Our New Offices located at

160 Gould Street, Suite 310

Needham, MA

*Join us for some holiday cheer and in the spirit of the season, we also encourage you to bring a gift of a warm hat or mittens for our Cradles to Crayons children's drive.*

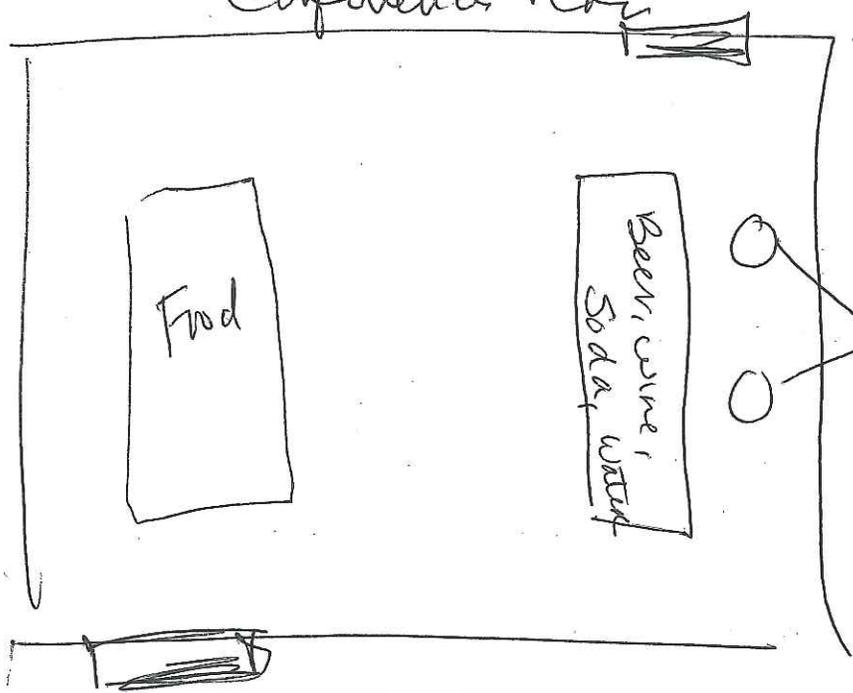
RSVP:

*Meghan Harrington*

[meghanharrington@bulfinchgroup.com](mailto:meghanharrington@bulfinchgroup.com)

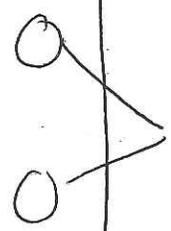


Cafeteria Room



Food

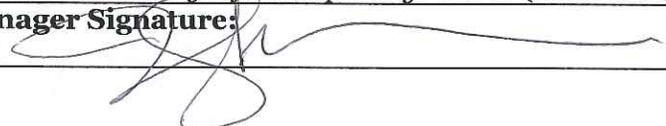
Beer, wine,  
Soda, water

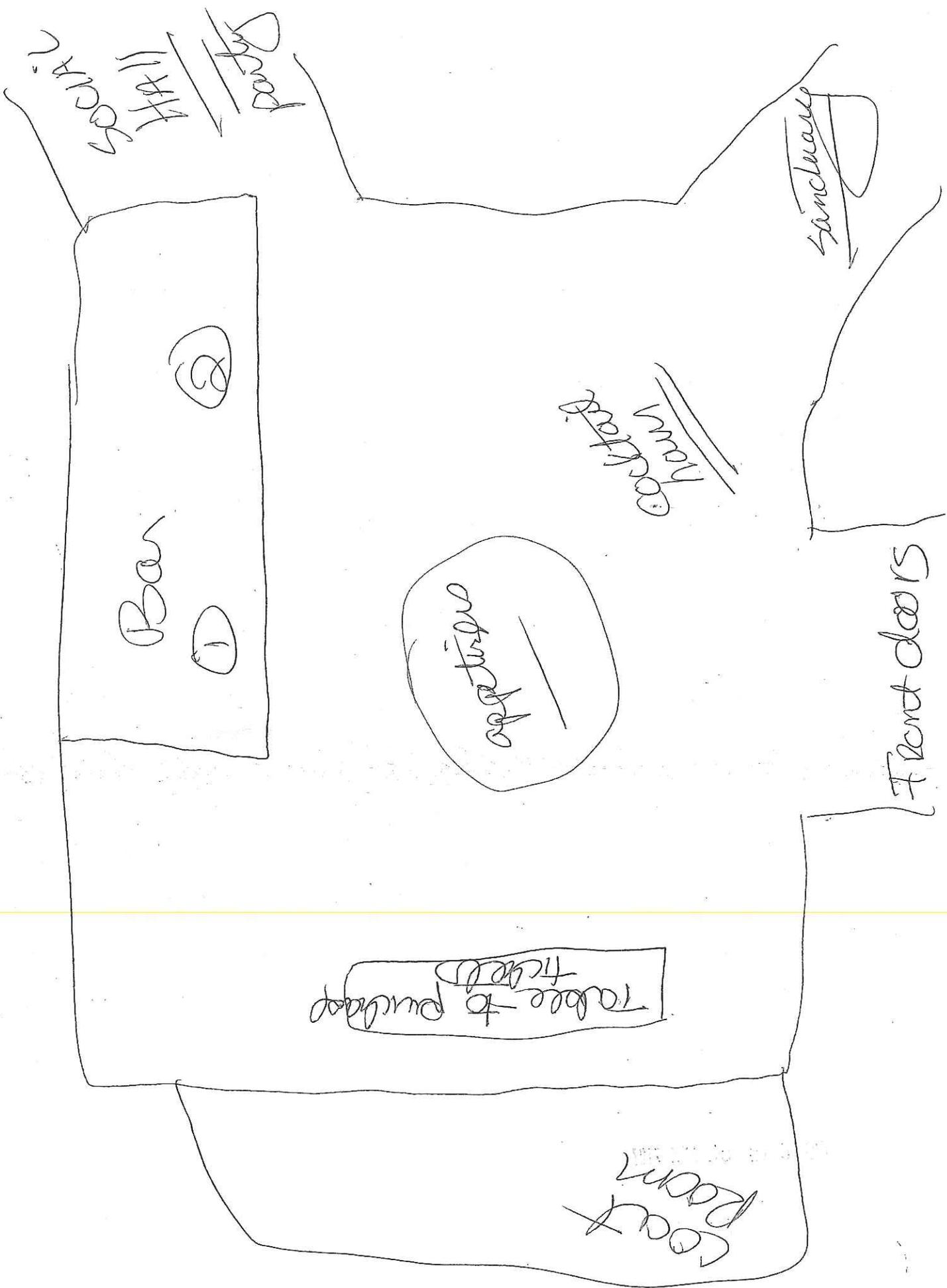


Bartender

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

RECEIVED  
TOWN OF NEEDHAM  
BOARD OF SELECTMEN

Event Manager Name (Name that will appear on license)	Jacquelyn Furman
Event Manager Address	11664 Central Avenue
Event Manager Phone Number	781-820-7577
Organization Representing (if applicable)	Temple Ahiyah Synagogue
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 type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	Lattes with a Twist
Date of Event	11/15/12
License is for Sale of:	<input type="checkbox"/> Wines & Malt Beverages Only <input checked="" type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License	FROM: 7:00 PM TO: 11:00 PM
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$36.00/per ticket <input type="checkbox"/> NO
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$36.00/per ticket <input 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?	150 (ish)
Name & address of event location. Please attach proof of permission to use this facility.	Temple Ahiyah / 11664 Central Ave. Needham
Who will be serving the alcohol to your guests?	see contract / Boston's Best Bartending (3) Thomas Ryan
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.	tickets sold in lobby & presented to bartender
<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:	11/27/12



# Congratulations!

Print your card for it to be valid



ID NO. 5641733

CARD NO. 7007306

## ServSafe Alcohol® CERTIFICATE

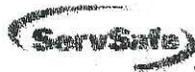
Thomas Ryan Jr.

Card expires three years from the date of the examination. Local laws apply.

DATE OF EXAMINATION

4/8/2010

NATIONAL  
RESTAURANT  
ASSOCIATION®



EXAM NO. 6455659

CARD NO. 8886687

**ServSafe Alcohol<sup>®</sup> CERTIFICATE**

**PAUL YEGHIAYAN**

Card expires three years from the date of the examination. Local laws apply.

**DATE OF EXAMINATION**

**3/15/2012**

NATIONAL  
RESTAURANT  
ASSOCIATION

Temple Aliyah's Annual Fundraiser

# Latkes with a Twist

Adults deserve  
a Hanukkah  
party, too!

**Saturday,  
December 15**

**7:30-11:00 PM**

**1664 Central Ave**

**Needham, MA**

*(Babysitting available through USY,  
contact Hinda [hinda@templealiyah.com](mailto:hinda@templealiyah.com)  
for more information)*



An evening of  
schmoozing and  
noshing on  
wonderful  
desserts and  
some special  
Hanukkah themed  
beverages.

Tickets from \$36 to \$360

**Support the TA annual  
fun(d)raiser**

for complete information  
please visit the

online ticket site at  
[www.templealiyah.com](http://www.templealiyah.com)

Party music by  
**Klezwoods**



Town of Needham  
Water Sewer Billing System  
Adjustment Form

DEPARTMENT OF PUBLIC WORKS

TO: TOWN TREASURER AND COLLECTOR  
cc: TOWN ACCOUNTANT, WATER AND SEWER SUPERINTENDENT

WHEREAS the appropriate divisions of the Department of Public Works have submitted to you the following commitment(s) on the dates listed below for the collection of water, sewer revenue and

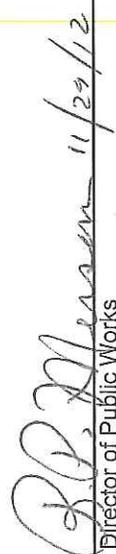
WHEREAS certain inadvertent error(s) were made in said commitment(s), it is hereby requested that you abate these particular account(s) in the amount(s) stated below.

Water Sales:	\$0.00
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$893.10
Transfer Station Charges:	\$0.00
Total Abatement:	-\$893.10

Order #: 1152

Read and Approved: 11/29/2012

  
Assistant Director of Public Works

  
Director of Public Works

For the Board of Selectmen

Date: 12/4/2012

**Town of Needham  
Water Sewer Billing System  
Adjustment Form**

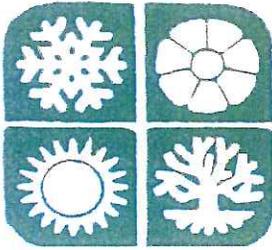
Prepared By:	DB	Last Name	Berkowitz	First Name	Marvin	Customer ID#	15593	Location ID#	11358	Street Number	23	Street Name	Wayne Rd	Irrigation Water	\$0.00	Domestic Water	\$0.00	Sewer	-\$893.10	Total	-\$893.10	Reason	ACC	Corrected Last Read Y/N	N
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**Total: -\$893.10**

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.
- TWNN = Town Project caused damage to private property
- EC = Extenuating Circumstances
- Equip = Equipment Malfunction
- UEW = Unexplained water loss
- ACC = Accidental Water Loss
- BP = Billing Period beyond 100 days
- COA = Council on Aging



NEEDHAM PARK AND RECREATION COMMISSION

Public Services Administration Building (PSAB)  
500 Dedham Avenue  
Needham, MA 02492-2699

Tel: (781) 455-7550

Fax: (781) 453-2510

Patricia M. Carey, C.P.R.P.  
Director  
Karen A. Peirce, C.P.R.P.  
Assistant Director

Recorded Community Information – (781) 444-7212

November 8, 2012

Ms. Elizabeth Dennis, Director of Human Resources  
Town of Needham  
1471 Highland Avenue  
Needham, MA 02492

Dear Elizabeth,

The Needham Park and Recreation Commission has hired **Catherine Cournoyer (Bove)** as an Activity Instructor for the **Nashoba Valley Ski and Snowboard Program**, which is a revolving fund program. There is no Park and Recreation Commission employee that is available to fill this position.

**Catherine** is currently employed by the **Hillside School as a Teacher Aide**. The **Nashoba Ski Program** is on Saturdays, January 5 – February 09, 2013 from 7:30am – 1:15pm. **Catherine** will work approximately 6 hours. The participants in the programs are ages 10 and up. There is no conflict with any of her responsibilities with the School Department.

Attached to this letter is a copy of the letter filed with the Town Clerk from **Catherine**, disclosing the second job with the Town of Needham.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,

Patricia M. Carey, CPRP  
Director



Catherine Cournoyer (Bove)  
36 Everett Street  
Norfolk, MA 02056  
513-706-4888

November 8, 2012

COPY

Mrs. Theodora K. Eaton, Town Clerk  
Town of Needham  
1471 Highland Avenue  
Needham, MA 02492

Dear Mrs. Eaton,

The Needham Park and Recreation Commission has hired me to be a **ski chaperone** for the Needham Park and Recreation program for the **winter of 2013**. I am employed by the **Needham Public Schools as a Teacher Aide – Grade 4**.

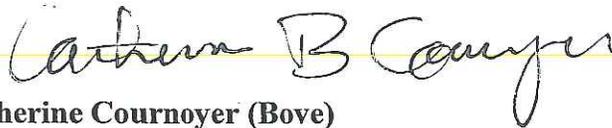
The Director of Park and Recreation Patricia Carey chose me to be a **ski chaperone** based on my experience with this sport.

There will be no conflict with any **School Department** responsibilities, as the program will only be held outside of working hours. On average, I will work **6 hours a week for six weeks this winter**.

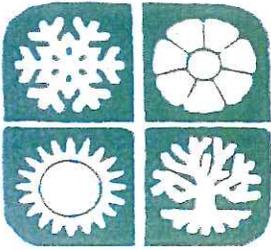
Attached to this letter is a copy of the letter sent to the Human Resources Director by Ms. Carey.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,



Catherine Cournoyer (Bove)



NEEDHAM PARK AND RECREATION COMMISSION

Public Services Administration Building (PSAB)  
500 Dedham Avenue  
Needham, MA 02492-2699

Tel: (781) 455-7550

Fax: (781) 453-2510

Patricia M. Carey, C.P.R.P.  
Director  
Karen A. Peirce, C.P.R.P.  
Assistant Director

Recorded Community Information – (781) 444-7212

November 8, 2012

Ms. Elizabeth Dennis, Director of Human Resources  
Town of Needham  
1471 Highland Avenue  
Needham, MA 02492

Dear Elizabeth,

The Needham Park and Recreation Commission has hired **Daniel Cournoyer** as an Activity Instructor for the **Nashoba Valley Ski and Snowboard Program**, which is a revolving fund program. There is no Park and Recreation Commission employee that is available to fill this position.

**Dan** is currently employed by the **Pollard Middle School as a teacher**. The **Nashoba Ski Program** is on Saturdays, January 5 – February 9, 2013 from 7:30am – 1:15pm. **Dan** will work approximately 6 hours. The participants in the programs are ages 10 and up. There is no conflict with any of his responsibilities with the School Department.

Attached to this letter is a copy of the letter filed with the Town Clerk from **Dan**, disclosing the second job with the Town of Needham.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,

*Patricia M. Carey*  
Patricia M. Carey, CPRP  
Director



Daniel Cournoyer  
36 Everett Street  
Norfolk, MA 02056

~~513-706-4888~~  
508 922 2955

November 8, 2012

Mrs. Theodora K. Eaton, Town Clerk  
Town of Needham  
1471 Highland Avenue  
Needham, MA 02492

COPY

Dear Mrs. Eaton,

The Needham Park and Recreation Commission has hired me to be a **ski chaperone** for the Needham Park and Recreation program for the **winter of 2013**. I am employed by **the Pollard Middle School as a teacher**.

The Director of Park and Recreation Patricia Carey chose me to be a **ski chaperone** based on my experience with this sport.

There will be no conflict with any **School Department** responsibilities, as the program will only be held outside of working hours. On average, I will work **6 hours a week for six weeks this winter**.

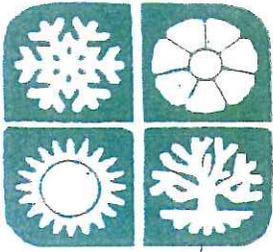
Attached to this letter is a copy of the letter sent to the Human Resources Director by Ms. Carey.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,



Daniel Cournoyer



NEEDHAM PARK AND RECREATION COMMISSION

Public Services Administration Building (PSAB)  
500 Dedham Avenue  
Needham, MA 02492-2699  
Tel: (781) 455-7550 Fax: (781) 453-2510

Patricia M. Carey, C.P.R.P.  
Director  
Karen A. Peirce, C.P.R.P.  
Assistant Director

Recorded Community Information – (781) 444-7212

November 8, 2012

Ms. Elizabeth Dennis, Director of Human Resources  
Town of Needham  
1471 Highland Avenue  
Needham, MA 02492

Dear Elizabeth,

The Needham Park and Recreation Commission has hired **Jack Baker** as an Activity Instructor for the **February Vacation Basketball Clinic**, which is a revolving fund program. There is no Park and Recreation Commission employee that is available to fill this position.

**Jack** is currently employed by the **Pollard Middle School as a teacher**. The **February Vacation Basketball Clinic** will run from February 19 – February 21 from 9:30 am – 12:30pm. **Jack** will work approximately 9 hours. The participants in the programs are ages 8-14. There is no conflict with any of his responsibilities with the School Department.

Attached to this letter is a copy of the letter filed with the Town Clerk from **Jack**, disclosing the second job with the Town of Needham.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,

  
Patricia M. Carey, CPRP  
Director



Jack Baker  
32 Centre Street  
Natick, MA 01760

COPY

November 8, 2012

Mrs. Theodora K. Eaton, Town Clerk  
Town of Needham  
1471 Highland Avenue  
Needham, MA 02492

Dear Mrs. Eaton,

The Needham Park and Recreation Commission has hired me to work at the February Vacation Basketball Clinic for Needham Park and Recreation for the winter of 2013. I am employed by the Needham Public Schools as a teacher at Pollard.

The Director of Park and Recreation Patricia Carey, chose me to work at the Basketball Clinic based on my experience with this sport.

There will be no conflict with any School Department responsibilities, as the program will only be held outside of working hours. I will work 9 hours during this week.

Attached to this letter is a copy of the letter sent to the Assistant Town Manager by Ms. Carey.

Please do not hesitate to contact me if I can provide any further information.

Sincerely,



Jack Baker