

**BOARD OF SELECTMEN**  
**February 12, 2013**  
**Needham Town Hall**  
**Selectmen's Chambers**  
**Revised Agenda**

	<b>6:45</b>	Informal Meeting with Citizens <i>One or more members of the Board of Selectmen will be available between 6:45 and 7:00 p.m. for informal discussion with citizens. While not required, citizens are encouraged to call the Selectmen's Office at (781) 455-7500 extension 204 in advance to arrange for an appointment. This enables the Board to better assure opportunities for participation and respond to citizen concerns.</i>
<b>1.</b>	<b>7:00</b>	Public Hearing NSTAR- Livingston Circle <ul style="list-style-type: none"> <li>• Maureen Carroll, NSTAR representative</li> </ul>
<b>2.</b>	<b>7:00</b>	Public Hearing on Recycling and Transfer Station Rates <ul style="list-style-type: none"> <li>• Jeff Heller, Chairman, Solid Waste and Recycling Advisory Committee</li> </ul>
<b>3.</b>	<b>7:30</b>	Preliminary Report of RTS Ad Hoc Super Committee (Solid Waste and Recycling Advisory Ad Hoc Committee) <ul style="list-style-type: none"> <li>• Jeff Heller, Chair</li> <li>• Committee Members</li> </ul>
<b>4.</b>	<b>7:45</b>	Hillside/Mitchell School Renovation – Statement of Interest <ul style="list-style-type: none"> <li>• Heidi Black, Chairman, School Committee</li> <li>• Dan Gutekanst, Superintendent, Schools</li> <li>• Hank Haff, Project Manager</li> </ul>
<b>5.</b>	<b>8:00</b>	DeFazio Park Site Development Prefeasibility Study <ul style="list-style-type: none"> <li>• Steve Popper, Director, Design &amp; Construction</li> <li>• Hank Haff, Project Manager</li> </ul>
<b>6.</b>	<b>8:20</b>	School Safety & Best Practices <ul style="list-style-type: none"> <li>• Heidi Black, Chair, School Committee</li> <li>• Dan Gutekanst, Superintendent</li> <li>• Phil Droney, Chief of Police</li> <li>• Paul Buckley, Chief of Fire</li> </ul>
<b>7.</b>	<b>8:30</b>	Presentation of the FY2012 Audit <ul style="list-style-type: none"> <li>• Scott McIntyre, Melanson &amp; Heath</li> </ul>
<b>8.</b>	<b>9:00</b>	Board Discussion <ul style="list-style-type: none"> <li>• Section 15 Alcohol Licenses</li> <li>• Committee Reports</li> </ul>

**APPOINTMENTS**

There are no appointments this meeting.

**CONSENT AGENDA      \*=Backup attached**

1.*	Approve Special One Day Wines & Malt Beverages License for Debbie Schmill of the Needham Community Farm to hold its “Ready, Set, Grow Benefit” event on March 2, 2013 from 3:00 p.m. to 12:00 a.m. at the Masonic Lodge, 1101 Highland Avenue, Needham.
2.*	Approve Special One Day Wines & Malt Beverages License for the Needham Women’s Club to hold its “Needham Grand Wine Tasting” event on Sunday, March 24, 2013 from 3:00 p.m. to 6:00 p.m. in Powers Hall at Needham Town Hall, 1471 Highland Avenue, Needham.
3.	Accept donation made to the Needham Community Revitalization Trust Fund from the following residents: Adrienne Smith & Mark Gluesing - \$ 150.
4.	Accept the following donations made to the Needham Public Library during the period November 20, 2012 – February 7, 2013: The Needham High School Anime Club made a \$500 donation to the library for the purchase of wireless games; Pat Lebovitz gave the library 11 Dowdle Folk Art puzzles (\$220); The Tunes to Teens program of the Contemporary A Cappella Society donated 29 a cappella CDs (\$435); The Friends of the Needham Library donated \$31,500 for adult, young adult, and children’s books and audiovisual materials; Seta Terzian gave the library a copy of her new book, <i>Two Girls from Heliopolis</i> (\$12.00); Fitzroy Danglad donated \$7.00 to the library; Margaret Pantridge donated \$100.00 to the library; Paul Shore donated the following language dictionaries: English-Czech, Czech-English Dictionary (\$100.00), Harrap’s French and English College Dictionary (\$55.00), Oxford Chinese Dictionary (\$75.00); Louise Condon donated a copy of the book, <i>The Coming Economic Armageddon</i> by David Jeremiah (\$23.99); The Friends of the Needham Public Library made a \$200 donation in memory of former Treasurer Mary F. Donovan; Sarah Linden donated 5 children’s puzzles for use in the Play Area (\$15.00); and Janet Prague gave the library a copy of <i>The Life and Works of Sisley</i> by Janice Anderson (\$10.00).
5.*	Water and Sewer Abatement Order # 1157.



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

**MEETING DATE: 02/12/2013**

<b>Agenda Item</b>	Public Hearing – NSTAR Petition for Livingston Circle
<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 5 feet of conduit at Pole 363/3 on Livingston Circle, Needham. This work is necessary to provide underground electric service to 127 Livingston Circle, 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 a petition from NSTAR to install approximately 5 feet of conduit at Pole 363/3 on Livingston Circle, Needham. This work is necessary to provide underground electric service to 127 Livingston Circle, 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

January 17, 2013

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

# 127  
RE: **Livingston Circle**  
**Needham, MA**  
**W.O. #1918401**

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 5'± feet of conduit at pole 363/3 on Livingston Circle, Needham.

This work is necessary to provide underground electric service to #127 Livingston Circle.

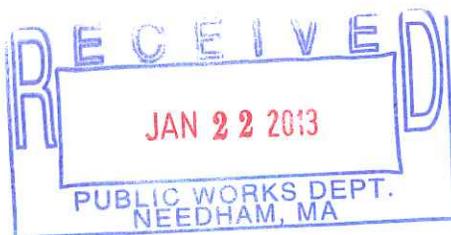
Your prompt attention to this matter is appreciated. If you have any questions please call Maureen Carroll at (617) 369-6421.

Sincerely,

William D. Lemos-Supervisor  
Rights & Permits

WDL/aw  
Attachments

OK to  
power  
T.M. Engr.  
1/31/13  
OK Rpm, P.W. Director  
1-31-13



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

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

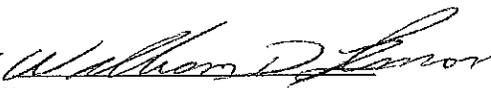
Respectfully represents **NSTAR Electric Company** a company incorporated for the transmission of electricity for lighting, heating or power, that it desires to construct a line for such transmission under the public way or ways hereinafter specified.

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 January 14, 2013**, and filed herewith, under the following public way or ways of said Town:

**Livingston Circle -**      Northwesterly @ pole 363/3 approximately 281'± feet  
northeast of South Street a distance of about 5'± feet-  
conduit

(WO. 1918401)

**NSTAR ELECTRIC COMPANY**

BY   
William D. Lemos  
Rights & Permits, Supervisor

**Dated this 17th day of January 2013**

Town of **NEEDHAM** Massachusetts

Received and filed \_\_\_\_\_ 2013

**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:

**Livingston Circle -**                      Northwesterly @ pole 363/3 approximately 281'± feet northeast of South Street a distance of about 5'± feet- conduit

(WO. 1918401)

**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 January 14, 2013** 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**

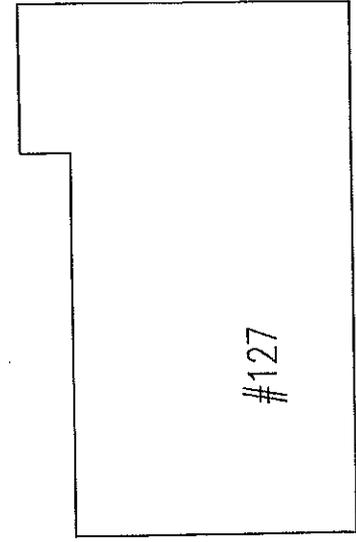
We hereby certify that the foregoing Order was adopted after due notice and a public hearing as prescribed by Section 22 of Chapter 166 of the General Laws (Ter. Ed.), and any additions thereto or amendments thereof, to wit:-after written notice of the time and place of the hearing mailed at least seven 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 \_\_\_\_\_ 2013 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 \_\_\_\_\_, 2013 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



APPROX. PT.  
OF PICKUP

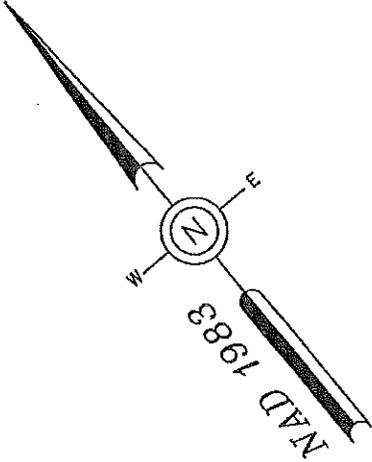
LIVINGSTON CIR.

363/3

5'±

INSTALL 1 - 3" PVC PIPES  
SCHEDULE 40  
NO CONCRETE

281' TO SOUTH ST



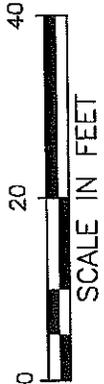
GIS SERVICES  
1166 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125

C#	
Ward #	
Work Order #	1918401
Surveyed by	NEEDHAM
Structures by	PROPOSED CUSTOMER CONDUIT LOCATION
Plotted by	MR/MA
Approved	A. DEBENEICTIS
Scale	1"=20'
Date	JANUARY 14, 2013
P#	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 & GAS 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 & GAS CORPORATION HARMLESS FROM ANY SUCH LOSS OR INJURY. THE INFORMATION DOES NOT REPRESENT A SURVEY, 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 ADAPT 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 1-888-344-7233



SCALE IN FEET



## 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 February 12, 2013** upon petition of NSTAR dated **January 17, 2013** to install approximately 5 feet conduit at pole 363/3 on Livingston Circle, Needham. This work is necessary to provide underground electric service to 127 Livingston Circle, 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: February 1, 2013

127 LIVINGSTON CIR

<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</u>	<u>CITY</u>	<u>State</u>	<u>OWNER</u>	<u>ZIP</u>
199/010.0-0043-0000.0	146	LIVINGSTON CIR	COCLIN, DEAN J. + COCLIN, ANTONIA	146 LIVINGSTON CIRCLE	NEEDHAM	NEEDHAM	MA	02492	02492
199/010.0-0044-0000.0	132	LIVINGSTON CIR	HOPKIN, KERRY G. & HOPKIN, MARIANNE	132 LIVINGSTON CIR	NEEDHAM	NEEDHAM	MA	02492	02492
199/010.0-0045-0000.0	28	CHURCHILL LN	LEIBMAN, MATTHEW & LEIBMAN, DEENA	28 CHURCHILL LN	NEEDHAM	NEEDHAM	MA	02492	02492
199/010.0-0058-0000.0	119	LIVINGSTON CIR	CROSS, JUDITH TUCKER	119 LIVINGSTON CIR	NEEDHAM	NEEDHAM	MA	02492	02492
199/010.0-0059-0000.0	127	LIVINGSTON CIR	LANIGAN, ROBERT J. & BARLOW, DORIS E T C/O NORDEN, ANDREW D. & PAMELA S.	127 LIVINGSTON CIR	NEEDHAM	NEEDHAM	MA	02492	02492
199/010.0-0060-0000.0	141	LIVINGSTON CIR	WANG, SHU MEI & SUN, CHI	141 LIVINGSTON CIRCLE	NEEDHAM	NEEDHAM	MA	02492	02492
199/010.0-0061-0000.0	147	LIVINGSTON CIR	GILBERT, ALLISON L.	147 LIVINGSTON CIR	NEEDHAM	NEEDHAM	MA	02492	02492

Certified as list of parties in interest under Mass-~~General~~ Law 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**

**MEETING DATE: 02/12/2013**

<b>Agenda Item</b>	Public Hearing on Recycling and Transfer Station Rates
<b>Presenter(s)</b>	Jeff Heller, Chair of Solid Waste Disposal/Recycling Advisory Committee David Davison, Assistant Town Manager/Director of Finance Richard Merson, Director of Public Works Ann Dorfman, Division Superintendent Solid Waste/Recycling

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>The Solid Waste Disposal/Recycling Advisory Committee met on February 5, 2013 to review the current RTS user rates, consider and vote recommendations for new rates, and the outlook for FY2014. The Committee made suggestions how to better implement the proposed changes to the rates. The Committee also heard and discussed the update to the various miscellaneous and single item charges. Many of these rates have not been amended since the 1990's. We will answer questions on the rate proposals and discussed the recommendations with the Board.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
<p>The Board of Selectmen may delay voting on the rates and proposals until its next regularly scheduled meeting that is Tuesday, February 26, 2013.</p>			
<b>3.</b>	<b>BACK UP INFORMATION</b>	<b>YES</b>	<b>NO</b>
<p><b>(Describe backup below)</b></p> <ul style="list-style-type: none"> <li>a. Copy of the Legal Notice</li> <li>b. Documents were not available at the time the packet was issued. The audit report will be forwarded after it has been received.</li> </ul>			

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**PUBLIC HEARING 2/12/13  
LEGAL NOTICE  
NOTICE OF PUBLIC HEARING**

**The Board of Selectmen will hold a hearing at  
7:00 pm on Tuesday, February 12, 2013  
at the Needham Town Hall,  
1471 Highland Avenue**

The purpose of the hearing is for the Board to receive input for setting the FY2013 rates for the Recycling and Transfer Station. If you are unable to attend the hearing public comments may also be directed to the Board of Selectmen, Needham Town Hall, 1471 Highland Avenue, Needham, MA or [selectmen@needhamma.gov](mailto:selectmen@needhamma.gov).

AD#12891362  
Needham Times 2/7/13

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# Memorandum

To: Board of Selectmen  
From: David Davison, Assistant Town Manager/Director of Finance  
CC: Solid Waste Disposal/Recycling Advisory Committee, Kate Fitzpatrick,  
Town Manager; Evelyn Ponesse, Treasurer/Collector; Rick Merson,  
Director of Public Works  
Date: February 11, 2013  
Re: RTS Rate Proposal

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Attached are the Recycling and Transfer Station rate recommendations. A public hearing has been scheduled for the Board's meeting on Tuesday, February 12, 2013 at 7:00 PM. The Solid Waste Disposal/Recycling Committee will present its recommendations to the Board in advance of public comment. The rate structure recommendations are based on input received during the work of the RTS Ad Hoc Super Committee (this is a different committee) during the past several months. Although we are examining modes of operation to see if there are practical ways to help keep costs down, and it is anticipated that the RTS Ad Hoc Super Committee will suggest changes to the current policy relative to the General Fund contribution to the Solid Waste Enterprise, it is generally agreed that a number of rates will need to be increased. The Committee agreed and recommended that scale and sticker rate structures needed to be revised. The Committee also agreed that management should present to the Board of Selectmen an updated miscellaneous rates and fees schedule. It should be noted that some of the fees have not been changed since the 1990's even though the costs associated with disposal continued to increase.

The Solid Waste Disposal/Recycling Advisory Committee met on February 5, 2013 to review options to generate the amounts necessary to meet the expenses of the trash and recycling operations for FY2013 and the impact of less retained earnings for FY2014 operations. The Committee's recommendations include an increase in the rates for the pay-to-throw bags; establishment of a minimum charge for trash and debris brought in over the

scale, and a phase-out of the senior sticker discount. The Committee compared rates charged by other communities, evaluated the costs associated with running the facility, and recognized that there is inefficiency by not having a minimum scale fee. The Committee concluded that even with a larger General Fund contribution, the costs of operations were not being covered by the fee revenue. Based on the bag fees charged by other communities and, more importantly Needham's costs for disposal, a \$0.10 increase for both the small and large pay-to-throw bags is recommended. If approved, the charge for a package of ten small bags (15 gallon) would be \$10.00 and the charge for a package of ten large bags (30 gallon) would be \$17.50.

The Committee also recommends that a minimum fee of \$25.00 be charged for trash coming in over the scale, but that the current per ton rate stay at \$140. With Needham at the higher end of the per ton rate, increasing the scale rate may divert business which helps to mitigate the per-user cost. The Committee feels that the minimum rate would not negatively affect the local haulers or residents that bring in large loads to the RTS facility. The minimum fee is appropriate when considering the added time to process, bill, and collect the small quantities brought into the facility which could have been disposed in a pay-to-throw bag or charged a flat item fee.

The Committee recommends that the implementation date for the new bag rates be effective July 1, 2013 and that the minimum charge for the over the scale rate be effective July 1, 2013. This would allow time for the changes to be communicated.

The Committee also reviewed several options that were prepared based on what the rate structure would be with the elimination of the senior discount. It was also the desire to set rates which would provide some predictability over the next couple of years and generate the necessary revenue that has to be raised through stickers even if the Board of Selectmen approves the Ad Hoc Committee's immediate recommendations (which will be presented Tuesday night as well). We identified that based on the FY2013 approved budget, and with the knowledge that the \$270,000 plus in retained earnings used to support the current budget could not continue, the rates will need to change. With the

assumption of a nearly flat budget for FY2014, \$640,000 is the minimum annual revenue target necessary in order to fund the appropriated \$2.5 million for the transfer station and recycling operations over the next couple of fiscal years. The Committee reviewed with management seven different options, and several variations raised during the meeting. After much discussion, the Committee opted to recommend a Sticker schedule which increases the annual fee to \$105 and lowers the 39% senior discount to 29% for 2013/2014. The discount would be 10% in the 2014/2015 time period. The price would be the same for all residents in 2015/2016. The Committee recommends that based on individual circumstances, the sticker fee be charged at a nominal amount or waived for low income seniors and families in manner similar to other relief programs that are administered through the appropriate departments.

The Committee voted to recommend that the additional sticker price stay at \$10.00. The Committee also voted that the half year price for the standard sticker be set at \$63.00 (sales after October 1, 2013). The Committee did not vote any other changes to the sticker rates for 2013.

I will be at your meeting along with members of the Committee, and staff from DPW and the Treasurer to discuss the recommendations and to answer questions you may have. Please do not hesitate to contact me if you have any questions before hand.

**Attachment A  
Proposed RTS Rate Schedule  
12-Feb-13**

Description	Current Rate	Proposed Rate	\$ Change	% Change
<b>RTS Sticker Fees</b>				
Standard Sticker	\$90.00	\$105.00	\$15.00	16.7%
Standard Sticker Senior #	\$55.00	\$75.00	\$20.00	36.4%
Standard Sticker Half Year	\$45.00	\$63.00	\$18.00	40.0%
Standard Sticker Discount	\$10.00	\$10.00	\$0.00	0.0%
Hauler Sticker	\$125.00	\$125.00	\$0.00	0.0%
Replacement Sticker	\$10.00	\$10.00	\$0.00	0.0%
Lost Sticker	\$45.00	\$45.00	\$0.00	0.0%
RTS Week Pass Program	\$20.00	\$20.00	\$0.00	0.0%
<b>Bag Rates</b>				
Large Bag 30 Gallon*	\$1.65	\$1.75	\$0.10	6.1%
Small Bag 15 Gallon*	\$0.90	\$1.00	\$0.10	11.1%
<b>Scale Rate</b>				
Per Ton	\$140.00	\$140.00	\$0.00	0.0%
Minimum Scale *		\$25.00		
<b>Miscellaneous Fees ^</b>				
See Rates and Fees Schedule				

# Rate represents an approximate 29% discount from the standard rate

\* Effective July 1, 2013

^ Effective April 1, 2013

**The sticker period runs from April 1 to March 31**

**Solid Waste and Recycling Center  
Miscellaneous Rates and Fees**

Description	Needham Current	Needham Proposal	Change	Average*	Number Reporting
Air Conditioning	\$ 10.00	\$ 15.00	\$ 5.00	\$ 17.47	17
Air Conditioning Large	\$ 10.00	\$ 15.00	\$ 5.00	\$ 30.00	1
Antifreeze	\$ -	\$ -	-	-	NA
Appliances (White Goods)	\$ 15.00	\$ 15.00	-	\$ 15.13	16
Auto batteries	\$ -	\$ 3.00	\$ 3.00	\$ 3.29	7
Batteries Other	\$ -	\$ -	-	-	NA
Books (for donation)	\$ -	\$ -	-	-	NA
Carpet 10x10	\$ 5.00	\$ 10.00	\$ 5.00	\$ 14.67	9
Clothing & Textiles (for donation)	\$ -	\$ -	-	-	NA
Computer Monitor	\$ 10.00	\$ 15.00	\$ 5.00	\$ 15.17	18
Fluorescent Lamps	\$ -	See Note	-	-	Limit 10 Per Trip
Freon	\$ 15.00	\$ 15.00	-	\$ 19.19	16
Furniture - Chair	\$ 5.00	\$ 10.00	\$ 5.00	\$ 11.50	10

**Solid Waste and Recycling Center  
Miscellaneous Rates and Fees**

Description	Needham Current	Needham Proposal	Change	Average*	Number Reporting
Furniture - Sleep Sofa	\$ 5.00	\$ 20.00	\$ 15.00	\$ 18.62	13
Furniture - Sofa	\$ 5.00	\$ 15.00	\$ 10.00	\$ 15.79	14
Hard drive	\$ -	\$ -	\$ -	\$ 17.50	2
Household Goods (for donation)	\$ -	\$ -	\$ -		NA
Mattress or Box Spring Double to King Size	\$ 5.00	\$ 15.00	\$ 10.00	\$ 14.88	8
Mattress or Box Spring Single Size	\$ 5.00	\$ 15.00	\$ 10.00	\$ 15.77	13
Mercury items	\$ -	\$ -	\$ -		NA
Metal Scrap	\$ -	\$ -	\$ -	\$ 60.00	2
Metal Small Item	\$ -	\$ -	\$ -	\$ 22.50	2
Motor Oil	\$ -	\$ -	\$ -		NA
Non CRT ewaste	\$ -	\$ -	\$ -	\$ 8.25	4
Paint	\$ -	\$ -	\$ -	\$ 2.67	3
Printer & copier print cartridges	\$ -	\$ -	\$ -		NA

**Solid Waste and Recycling Center  
Miscellaneous Rates and Fees**

Description	Needham Current	Needham Proposal	Change	Average*	Number Reporting
Propane Tank 20lb or less	\$ 3.00	\$ 5.00	\$ 2.00	\$ 6.07	15
Sharps	\$ -	\$ -	\$ -	NA	NA
Single Large Size Item	\$ -	\$ 15.00	\$ 15.00	\$ 15.00	1
Single Medium Size Item	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	1
Single Small Size Item	\$ -	\$ 5.00	\$ 5.00	\$ 5.00	2
Tires - Vehicle Auto	\$ 3.00	\$ 5.00	\$ 2.00	\$ 4.43	14
Tires - Vehicle Truck	\$ 6.00	\$ 10.00	\$ 4.00	\$ 10.89	9
Toilet and Sinks (Porcelain)	\$ 5.00	\$ 15.00	\$ 10.00	\$ 12.29	7
TV	\$ 10.00	\$ 15.00	\$ 5.00	\$ 15.48	21
TV Large	\$ 10.00	\$ 15.00	\$ 5.00	\$ 19.17	18
TV Wide Screen	\$ 10.00	\$ 15.00	\$ 5.00	\$ 19.40	5

\* Acton; Amherst; Ayer; Bolton; Bridgewater; Eastham; Essex; Hudson; Hingham; Lakeville; Lexington; Littleton; Mashpee; Medfield; Milford; Natick; Newton; North Andover; Plymouth; Sandwich; Scituate; Sudbury; Wayland; Wellesley; Westwood; Winchester

**RTS ENTERPRISE FUND**

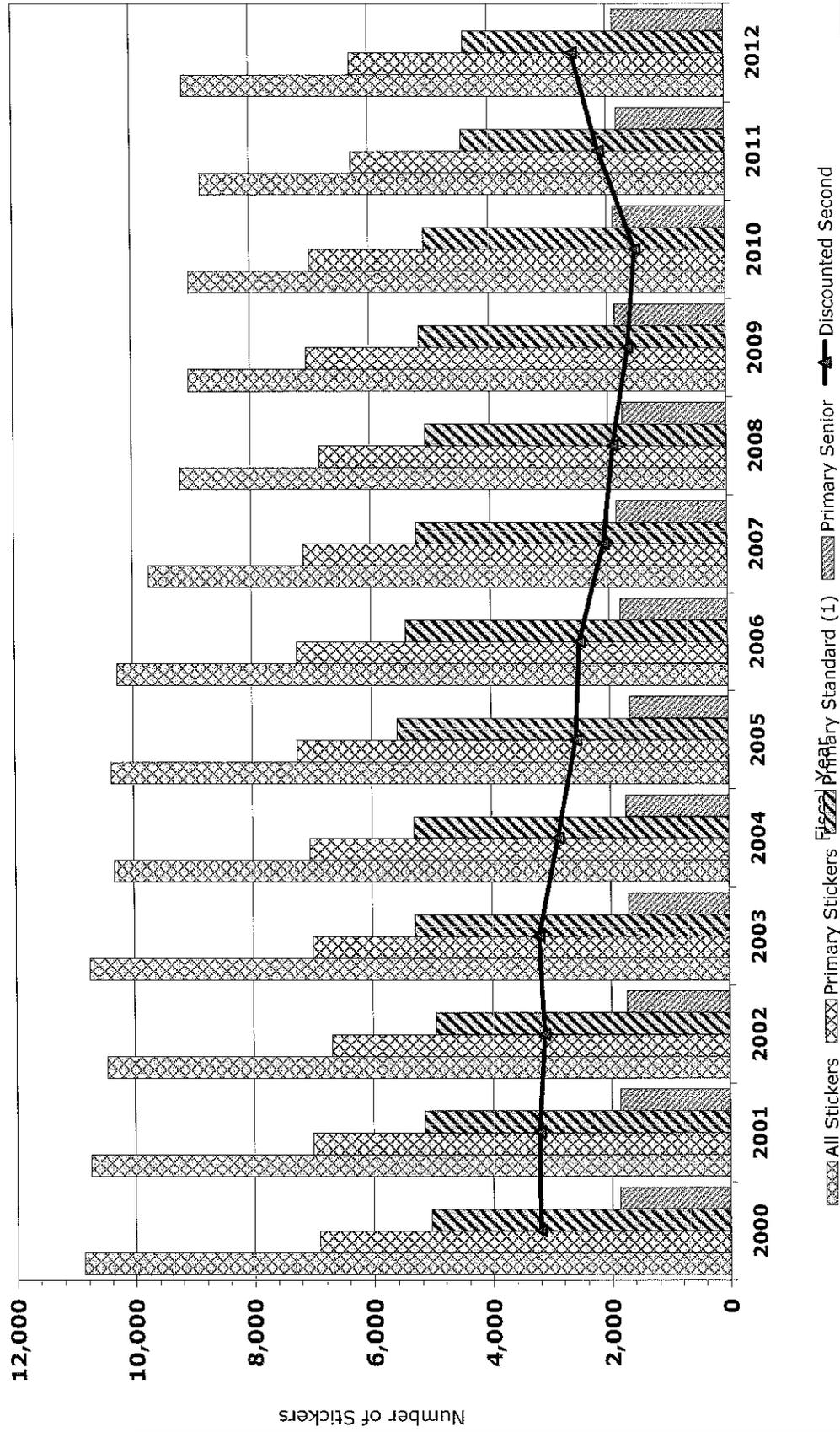
**Rate Structure History**

**February 12, 2013**

<b>Description</b>	<b>2011 Approved</b>	<b>2012 Approved</b>	<b>2013 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>
<b>RTS Sticker Fees</b>					
Standard Sticker	\$90.00	\$90.00	\$105.00	\$15.00	16.67%
Standard Sticker Senior Discount	\$55.00	\$55.00	\$75.00	\$20.00	36.36%
Standard Sticker Half Year	\$45.00	\$45.00	\$63.00	\$18.00	40.00%
Standard Sticker Discount	\$10.00	\$10.00	\$10.00	\$0.00	0.00%
Hauler Sticker	\$125.00	\$125.00	\$125.00	\$0.00	0.00%
Replacement Sticker	\$10.00	\$10.00	\$10.00	\$0.00	0.00%
Lost Sticker	\$45.00	\$45.00	\$45.00	\$0.00	0.00%
RTS Week Pass Program	\$20.00	\$20.00	\$20.00	\$0.00	0.00%
 <b>Bag Rates</b>					
Large Bag 30 LB	\$1.60	\$1.65	\$1.75	\$0.10	6.06%
Small Bag 15 LB	\$0.85	\$0.90	\$1.00	\$0.10	11.11%
 <b>Scale Rate</b>					
Per Ton	\$135.00	\$140.00	\$140.00	\$0.00	0.00%
Minimum Scale Fee			\$25.00		

The sticker period runs from April 1 to March 31

# Annual Sticker Sales 2000 - 2012



**RTS ENTERPRISE FUND**  
**Sticker Sales Budget vs. Actual**

Description	2009		2010		2011		2012	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Seniors	1,710	1,874	1,830	1,899	1,730	1,830	1,830	1,887
Standard	4,925	5,177	5,080	5,096	5,050	4,450	4,900	4,414
<b>Primary Stickers</b>	<b>6,635</b>	<b>7,051</b>	<b>6,910</b>	<b>6,995</b>	<b>6,780</b>	<b>6,280</b>	<b>6,730</b>	<b>6,301</b>
Hauler	95	86	60	91	90	74	74	77
Discounted Second	1,875	1,656	1,495	1,521	1,550	2,132	1,770	2,559
Other Transactions	300	247	200	420	200	346	200	186
<b>Other Stickers</b>	<b>2,270</b>	<b>1,989</b>	<b>1,755</b>	<b>2,032</b>	<b>1,840</b>	<b>2,552</b>	<b>2,044</b>	<b>2,822</b>
<b>Total</b>	<b>8,905</b>	<b>9,040</b>	<b>8,665</b>	<b>9,027</b>	<b>8,620</b>	<b>8,832</b>	<b>8,774</b>	<b>9,123</b>

**RTS ENTERPRISE FUND  
Sticker Sale Trend**

Description	2009 Actual	2010 Actual	2011 Actual	2012 Actual	3-YR Avg	5-YR Avg	10-YR Avg
Standard	5,171	5,092	4,446	4,414	<b>4,651</b>	<b>4,841</b>	<b>5,119</b>
Standard - Senior Discount	1,874	1,899	1,830	1,887	<b>1,872</b>	<b>1,850</b>	<b>1,801</b>
Second Stickers	1,662	1,525	2,136	2,559	<b>2,073</b>	<b>1,961</b>	<b>2,302</b>
Hauler	86	91	74	77	<b>81</b>	<b>85</b>	<b>103</b>
<b>Total</b>	<b>8,793</b>	<b>8,607</b>	<b>8,486</b>	<b>8,937</b>	<b>8,677</b>	<b>8,737</b>	<b>9,325</b>
Other Sales	247	420	346	186	<b>317</b>	<b>306</b>	<b>348</b>
<b>Total</b>	<b>9,040</b>	<b>9,027</b>	<b>8,832</b>	<b>9,123</b>	<b>8,994</b>	<b>9,043</b>	<b>9,672</b>

**RTS ENTERPRISE FUND  
Summary  
12-Feb-13**

Description	FY 2010 - Recap	FY 2011 - Recap	FY 2012 - Recap	FY2013 - Recap	% Change
Operating Income	\$1,608,327	\$1,451,010	\$1,472,174	\$1,501,540	
Interest Income	\$3,300	\$1,500	\$1,500	\$750	
<b>RTS Income</b>	<b>\$1,611,627</b>	<b>\$1,452,510</b>	<b>\$1,473,674</b>	<b>\$1,502,290</b>	<b>2%</b>
Retained Earnings	\$136,609	\$235,000	\$200,000	\$448,683	
Other Available Funds	\$0	\$0	\$0	\$0	
<b>RTS Reserves</b>	<b>\$136,609</b>	<b>\$235,000</b>	<b>\$200,000</b>	<b>\$448,683</b>	<b>124%</b>
<b>RTS Resources</b>	<b>\$1,748,236</b>	<b>\$1,687,510</b>	<b>\$1,673,674</b>	<b>\$1,950,973</b>	<b>17%</b>
Debt Financing	\$230,000	\$0	\$238,000	\$0	
General Fund	\$535,681	\$792,673	\$580,673	\$576,938	
Other Financing Sources	\$765,681	\$792,673	\$818,673	\$576,938	-30%
<b>Total Financing Sources</b>	<b>\$2,513,917</b>	<b>\$2,480,183</b>	<b>\$2,492,347</b>	<b>\$2,527,911</b>	<b>1%</b>
Operating Budget Appropriations	\$2,013,128	\$2,003,405	\$2,001,566	\$2,085,583	
Other Appropriations	\$0	\$0	\$2,156	\$0	
<b>Operating &amp; Other Appropriations</b>	<b>\$2,013,128</b>	<b>\$2,003,405</b>	<b>\$2,003,722</b>	<b>\$2,085,583</b>	<b>4%</b>
Capital Appropriations	\$366,609	\$235,000	\$238,000	\$175,200	
<b>Capital</b>	<b>\$366,609</b>	<b>\$235,000</b>	<b>\$238,000</b>	<b>\$175,200</b>	<b>-26%</b>
<b>Total Direct Appropriations</b>	<b>\$2,379,737</b>	<b>\$2,238,405</b>	<b>\$2,241,722</b>	<b>\$2,260,783</b>	<b>1%</b>
Indirect and Other Amounts	\$134,180	\$241,778	\$250,625	\$267,128	
<b>Total Financing Uses</b>	<b>\$2,513,917</b>	<b>\$2,480,183</b>	<b>\$2,492,347</b>	<b>\$2,527,911</b>	<b>1%</b>



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

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**MEETING DATE: 02/12/2013**

<b>Agenda Item</b>	Preliminary Report of RTS Ad Hoc Super Committee (Solid Waste and Recycling Advisory Ad Hoc Committee)
<b>Presenter(s)</b>	Jeff Heller, Chair Committee Members

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	<p>On June 26, 2012 the Board of Selectman appointed the Ad Hoc committee to investigate operational and financial concerns with the sustainability of the Recycling Transfer Station (RTS) operations. The Committee (RTS Ad Hoc Super Committee) consisted of the five current members of the Board appointed Solid Waste Disposal &amp; Recycling Advisory Committee and two additional members of the general public. The Committee has met regularly during the past several months. During this time the Committee has reviewed financial and operational data, survey other communities, discussed assumptions, and visited the types of services offered. Throughout this process input and participation of Town staff and citizens was given. The Committee will report on its preliminary recommendations for the Board of Selectmen and Town Manager.</p>		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
	<p>Move that the RTS Ad Hoc Super Committee continue work on the final sections of the report and that the Committee report back to the Board of Selectmen no latter than December 3, 2013.</p> <p>Move and confirm that the RTS Ad Hoc Super Committee expiration date is extended until December 31, 2013 or earlier if the Committee so votes that its work is completed.</p>		
<b>3.</b>	<b>BACK UP INFORMATION</b>	<b>YES</b>	<b>NO</b>
	<p><b>(Describe backup below)</b></p> <p>a. Documents were not available at the time the packet was issued. The draft report and appendices will be forwarded prior to the Meeting.</p>		

dbd 02/08/2013

**Solid Waste Disposal & Recycling Ad Hoc Study Committee**

Report to the Board of Selectman

February 12, 2013

**Background:** At the June 27, 2012 Board of Selectman (BOS) meeting, the Solid Waste Disposal & Recycling Ad Hoc Study Committee was charged to investigate operational and financial concerns with the sustainability of the Recycling Transfer Station (RTS) operations. The SWDR AD Hoc SC was requested to evaluate both current conditions and how similar communities operate and to report back to the BOS with recommendations to ensure the RTS operations are sustainable based on current usage patterns and funding mechanisms.

Areas of Review:

1. **Current Operations:** The Recycling Transfer Station (RTS) operates under permit issued by the Massachusetts Department of Environmental Protection in accordance with requirements of the Solid Waste Management Regulations found at 310 CMR 19.000. The seventy-one (71) acre site supports a waste drop off program, a yard waste program and materials processing operation. The site is constrained by wetlands, flood storage easements, a closed landfill and abutted by a major transportation route. A summary of selective operational data is provided below. Please refer to the Needham Recycling Transfer Station – 1421 Central Avenue – Needham, MA O&M Plan – October 16, 2008 located in Attachment 1 for further details.

Select Operational Data:

- a. Description of the types of services provided by the RTS – The largest volume waste programs offered by the RTS are the pay-as-you-throw non-recyclable municipal trash disposal program; recyclable paper, cardboard, glass, metal and plastics programs and yard waste composting. Waste ban and specialty wastes managed by the RTS include lead acid and various other kinds of batteries, tires, white goods, scrap metal, universal wastes, propane tanks, waste oil and antifreeze. Once a month the RTS hosts a paint disposal program at the RTS. Annually a household hazardous waste collection is conducted at the Dedham Avenue DPW yard but funded under the RTS Enterprise fund. On a bi-weekly basis community groups conduct collections for deposit bottles and cans. There are a take-it or leave-it exchange center, and donation collection containers for books and textiles for various charitable organizations. In addition to providing solid waste management services for residents, the RTS also provides disposal services for various Town Departments and commercial contractors.
- b. Hours of operation – The RTS is open to the general public to receive material Tuesday through Saturday 7:30 am to 4:00 PM (42.5 hours/ week). The facility operates on Mondays to accept material from Town departments and operate the materials processing area. In November, the site is also open Sunday afternoons to accept yard waste only.

- c. Partnership and Community RTS Activities – The re-use-it exchange center gives residents an opportunity to drop off unwanted usable items without cost. Items that are not taken by other residents are disposed of with the solid waste at the cost of the Town. On a biweekly basis organizations can operate the bottle return shed. The collection is a cost neutral operation for the RTS. The organization gets to keep the proceeds from the deposit bottles and cans collected and there is no cost to the Town. Books, textiles, and household goods are collected by a combination of charitable organizations and for-profit businesses that provide a small revenue to the town. Other than taking up space, these operations are at no cost to the Town.
  - d. Usage data – Traffic surveys were conducted in 2000 and 2010. In 2000 the average weekly usage was 6,825 users Tuesday-Saturday. In 2010 the average usage was 6,688 users. Tuesday – Friday usage ranged between 850 and 1300 users per day. On Saturdays usage was between 2,400 and 3,300 users per day.
  - e. Contractual and legal constraints – The RTS operates under two primary contracts. The Wheelabrator Millbury Inc. Waste disposal agreement is a twenty year contract for disposal of the solid waste. The contract sets forth a tipping fee on a per ton basis (\$63.00 at contract inception in 2005) with an annual escalation rate based on 75% percent of the Consumer Price Index. The other primary contract is the labor agreement with the NIPEA union. This contract is bargained on tri annual basis. The current contract expires on 6/30/14. There are numerous secondary contracts for disposal of specialty wastes but based on the volume of waste managed under these agreements and their relatively short duration, they are immaterial.
2. **Financial Considerations:** The RTS is funded through an enterprise fund. The fund has three principal funding sources in addition to general fund contributions, 1) bag fees and scale fees for the pay-per-throw disposal program and waste delivered in bulk, 2) sticker fees for access to the RTS and the recycling services, and 3) Miscellaneous revenue generated by specific fees for special wastes and selling processed materials. The 3 year average revenue by category was:

Bag Sales/Scale Fees:	\$ 804,199
Sticker Revenue:	\$ 553,117
Misc. Revenues:	<u>\$ 188,397</u>
Total	\$1,545,633

On the expense side, the RTS Enterprise fund has the following expense categories: Operating expenses consisting of personnel and disposal cost, Indirect costs consisting of insurance, employee benefits and billing services and, Capital consisting of capital equipment and debt service. For the last 3 years, the average expenses were:

General Expenses	
And Capital	\$1,169,185
Specialty Item Disposal	\$ 53,470
Recycling Expenses	\$ 39,105
Trash Disposal	\$ 789,717
Yard Waste	<u>\$ 30,168</u>
Total	\$2,081,645

The average shortfall experienced by the RTS without the General Fund Contribution was \$536,012. However, during this three year period the average General Fund Contribution was \$636,342, which would have created approximately \$100,000 a year or \$300,000 surplus over the three year period. During this same three year period, Town Meeting authorized the expenditure of \$457,609 of cash capital purchases. Therefore, there was net a reduction of \$157,000 during this period to be paid out of retained earnings.

The annual General Fund Contribution is supposed to be computed based on the General Fund Contribution to Solid Waste Enterprise Fund Policy, adopted April 18, 2006 (Policy Number BOS-FIN-005, General Fund Contribution to Solid Waste Enterprise Fund Policy last updated in August, 2010). This contribution is based on the three year average of avoided cost of the Town in disposal of the Town's municipal waste using the RTS services on a 3 year look back. (The proposed draft amendment to the policy is attached; the Committee states that the proposed amendment is a work in progress requiring further input from the Board of Selectmen, the Finance Committee, and RTS management) For FY 2012, the three years to be used were FY 2008 Through FY 2010. The FY 2012 contribution calculation was \$623,130. However, the Town Manager only proposed a contribution of \$539,637, or \$83,493 less than the amount suggested by the policy. Additionally, the Town made a number of decisions for FY 2010. These changes include Town recycling, the acquisition of the collection packer, and the funding of OPEB accrual. Because the contribution is a three year average, only one third of the approximately \$200,000 in increased allocable expenses were included in the FY 2012 calculation for Town contribution, but 100% were included in the RTS operating expenses.

For FY 2013 we expected to see the town contribution increase as two years of these additional costs should now be in the calculation which would be based on FY 2009 through FY 2011 avoided cost calculation. However the calculated contribution went down to \$567,414 (Only \$547,100 was recommended by the Town Manager.) The calculation of avoided costs for FY 2010 was \$787,148. The calculation for FY 2011 was only \$320,411. In reviewing the Town Manager's calculation it was noted that the FY 2011 calculation was calculated using incomplete and partial data. It is estimated that the Town Contribution would have been at least \$150,000 greater than the actual contribution if accurate and complete information would have been provided to the Town Manager. However, the actual calculations are currently being done by the Finance Director.

3. **Comparison to other communities:** To evaluate the services provided by the RTS with those of other communities, the Committee developed a twenty-three (23) question survey that was distributed and responses compiled by the Town Finance Department. The questions requested information on the following aspects of the community's solid waste disposal program:
- Type of solid waste services provided (curbside, drop off, recycling, yard waste)
  - Operational details (hours of operation, municipal or private management, acceptability of special wastes, volumes of waste handled)
  - Financial (Source of funding, Charges for special wastes, Per capita costs of operations)

Surveys were distributed to fourteen (14) communities with characteristics similar to Needham. Selection criteria included population, per capita income, tax rates and to a lesser extent geography and for the diversity of the program models. Hingham, Lexington, Medfield, Natick, Newton, Sudbury, Wayland, Wellesley, Westwood, Winchester, and N.Andover responded to the recent RTS survey with a varied level of completion of all questions. Dover, Dedham, Milton, did not respond. For a list of communities surveyed and the detailed responses, please refer to Attachment 4, Survey Data. Of the eleven municipalities that responded, five provide curbside pick-up service; six provide drop-off areas. Of the five municipalities that provide curbside service, all provide collection services weekly for both trash and three pick up recyclable materials weekly. The towns of Natick and Westwood report that recyclable material is picked up every other week. A table is provided on attachment 4.

Four of the five municipalities providing Curbside Service pay for the service 100% through property taxes, and Natick reports that 37% is covered by bag fees and 63% is covered by taxes. See attachment 5

Five of the six municipalities providing Drop-Off Service provided data on the sources of revenue to cover operating expenses. A breakdown by percentage of those sources for the municipalities responding is provided in the table on attachment 5.

In addition, only one other municipality besides Needham (Sudbury) offers their Senior Citizens a discount for trash services.

Needham charges residents fees for disposal of certain Specialty Items, such as air conditioners, computers, TV's/monitors, large appliances, propane tanks and tires. A comparison of Needham's practices to the ten municipalities responding to this section of the survey is presented in attachment 5.

Seven communities surveyed provide drop off programs and seven use curbside collections. Three communities that have curbside also have the option to drop off trash, while nine have the option for recyclables. For curbside collections, residents typically had the opportunity to dispose of waste one time a week. Drop off programs were open between 21 and 42 hours per week compared to Needham's 42.5 hours/5 day per week of RTS operation. One community was open 6 days, one community was open 5 days, two communities were open 4 days, and two communities were open only 3 days.

Many curbside programs also offered residents drop off options for recycling, reusable household items and composting. Drop off communities offered similar services. Seven communities had dropoff for reusable household items, and 4 had composting for yard waste. 1 community had no recycling dropoff and four had no re-use-it area. No community offered the broad range of recycling, yard waste composting, special waste, reusable item exchange opportunities and household hazardous waste disposal options that Needham residents have available. In addition, few communities manage municipally generated wastes through their solid waste programs.

Fifty percent (50%) of the communities surveyed fund their solid waste programs solely from the property tax levy. An additional twenty percent (20%) fund their programs with a combination of property taxes and fees. Thirty percent (30%) of the communities use no property tax funding; instead they use annual fees and bag fees for users. Two communities received more than 50% from the property tax, two communities used 0% from the tax levy, and one community funded 25% from bag fees.

Cost per capita ranged from \$48.72 per person to \$81.86 per person. Needham's program operated at \$71.94 per person, whereas one community's cost was more than Needham's, three were of similar per capita cost and one was less. Needham appears to be one of the more expensive programs to operate for comparable communities, however what costs and services are included in the calculations are not consistent between towns.

The committee gathered financial cost data to compare but it was not a consistent measure because each community uses different methodology. In addition, there was no verification of the accuracy of the data that communities reported. Therefore, the committee can't draw any meaningful conclusions about the validity of one model over another for Needham. It did provide information to make a market analysis of other communities' charges. Needham's size is just about at the cut off between the curbside and drop off models. The most efficient model is drop off. Needham provides many more services for comparable costs. The committee doesn't see any reason to change service delivery models.

#### **4. Conclusions:**

(a) The RTS has used an average of \$250,000 per year of non-recurring retained earnings and general fund subsidies to balance the budget s in FY 2012 and FY 2013. Similar or slightly larger magnitude short falls are expected in FY 2014 and FY 2015 as well. Unless adjustments are made to increase revenue and/or decrease expenses, the RTS will not be sustainable.

(b) The committee quantified the cost, the cost avoidance and the greater community and social good for the town of Needham by revising the policy formula determining the general fund contribution to the RTS. There is a justification for the contribution from the tax levy because of the overall benefit to the town as a whole.

(c) There is a benefit to the town as a whole for the contribution from the tax levy because of the avoided cost to town government and municipal services and the benefit to the overall social common good of the town's citizens.

(d) From a financial standpoint, as outlined above, the Needham RTS operation cannot be considered self-supporting and sustainable without adjustments to increase financial sources and decrease operating costs. Below we have recommended possible actions which can be taken to reduce the RTS shortfall in order to achieve short term sustainability. While issues such as long term capital requirements and RTS capacity constraints have been discussed during committee deliberations, specific conclusions and recommendations regarding the question of long-term sustainability of the RTS were believed to be beyond the committee's charge.

#### **5. Recommendations:**

In furtherance of seeking operational efficiencies and reducing expenses, the Committee recommends the following:

- (a) Ask management to reevaluate the hours of operation models of the facility for use by general public. Determine if such a move is possible, evaluate if it will make meaningful reductions to overall operating cost and make recommendations.
- (b) Ask management to review the planned overtime model and make recommendations.
- (c) Determine changes in fee schedule and discounts to adjust to the market to create a fair ratio of revenue rates, and adjust for the cost vs. fees of waste items including adding a minimum scale rate.

#### **Attachments:**

- 1. Needham Recycling Transfer Station – 1421 Central Avenue – Needham, MA O&M Plan – October 16, 2008
- 2. Proposed revision to Policy Number BOS-FIN-005, General Fund Contribution to Solid Waste Enterprise Fund Policy
- 3. Expense Type vs. Revenue Type 3 years
- 4. Survey Data
- 5. Key statistics Comparison Summary

Needham Recycling Transfer Station – 1421 Central Avenue – Needham, MA  
O & M Plan - October 16, 2008

**TOWN OF NEEDHAM, MASSACHUSETTS  
CENTRAL AVENUE RECYCLING TRANSFER STATION (RTS)  
OPERATION AND MAINTENANCE (O&M) PLAN**

**INTRODUCTION**

Originally, the Operation and Maintenance (O&M) Plan for the Needham Recycling Transfer Station (RTS) was written and submitted with the Permit Application Package BWP SW 09 for the Needham Municipal Landfill in accordance with Section 310 CMR 19.030(4) *Permit Application Requirements for Existing Facilities*. The transfer station was modified in 1997 and, accordingly, a Permit for Solid Waste Management Facility Modification BWP SW 07 was filed with an amended O&M Plan. Subsequent to the modification, the Massachusetts DEP incorporated Waste Bans effective January 2000 and, accordingly, a second BWP SW07 was filed with the DEP in 1999 which further amended the O&M Plan to include Waste Ban Compliance Plan requirements stated therein. The Town further modified the O&M Plan to implement sorting and processing of DPW-generated and some resident-generated materials at the RTS. Those operations included wood processing and the processing of reclaimed road base material. Consequently, the O&M Plan was modified in March 2006 to both address the acceptance of these wastes as well as the Waste Bans that became effective in July 2006. As part of that operating plan, the RTS accepted for composting leaf and yard waste from residents and local businesses. Currently, the Town proposes to accept food waste and food processing residuals to co-compost with the leaf and yard waste on existing site-assigned property at the RTS. Acceptance will be limited to commercial food materials including vegetative wastes but excluding type 1 sludge's and agricultural wastes (As defined by the Massachusetts Department of Environmental Protection) per the Needham Board of Health, and referred to herein as "food waste". The acceptance of food waste is a deviation from historical operations, and, therefore, this O&M Plan has been modified to include the acceptance, processing, monitoring and beneficial re-use of the co-composted material.

This O&M Plan has been developed in accordance with the requirements set forth in 310 CMR 19.000 of the Solid Waste Management Regulations for the Needham RTS and incorporates the additional operations

**FACILITY DESCRIPTION**

The Site Assigned Town-owned property is composed of four separate parcels of land described as Parcel 11 Book/Page 1976/317 and 2998/164 (easement); Parcel 12 Book/Page 3578/480; Parcel 2 Book/Page 4353/692; and Parcel 1 Book/Page 7293/606. The entire 71.67-acre parcel is abutted by commercially zoned property to the west, Town-owned land to the east, and undeveloped residentially zoned land to the north, southeast, and southwest. Wetlands border almost all but the southern limit of the property and there exists flood storage easements by the U.S. Army Corps of Engineers (United States of America) on the properties to the west, north and east. Central Avenue

**Needham Recycling Transfer Station – 1421 Central Avenue – Needham, MA  
O & M Plan - October 16, 2008**

**FACILITY DESCRIPTION-Cont.**

runs along the southern portion of the site. There are two residences within 500 feet of the property; both are located on Central Avenue.

The Needham RTS is open to the general public and local contractors to receive material, Tuesday thru Saturday 7:30 AM – 4:00 PM. The facility operates on Mondays to accept material from various town departments and manage ongoing facility processing operations, but is not accessible to the general public.

The site assigned permitted capacity of the Needham RTS is 200 tons per day. At no time will the facility accept any material within a day, which will exceed the permitted capacity of 200 tons per day.

**TRAFFIC FLOW**

Three separate driveway access points to the RTS are located on Central Avenue. The primary and only public entrance, located approximately 1,000 feet west of the intersection with Marked Tree Road, allows 1-lane access for both commercial and residential vehicles. The entrance is where vehicles are checked at the gatehouse for current entrance stickers. The exit for all residential traffic and lightweight commercial traffic is located approximately 300' west of the primary entrance. Only exit traffic is permitted at this location; 2 lanes are provided to cue traffic turning left and turning right. The final access point is located another 300' west on Central Avenue. This access way is used by Town vehicles as an entrance and exit; commercial vehicles also use this access way when directed. Use of this access way is monitored at the transfer station.

From the residential/commercial main entrance, there are two choices for proceeding through the RTS: one option is to proceed to the residential drop-off and scale area. The second is to bypass the drop-off/scale area and proceed directly to the leaf and yard waste area. Once bypassing the residential drop-off area, there is no way to reenter it from within the facility, therefore, all traffic departing the leaf and yard waste area must exit the facility. Within the residential drop-off and scale area, there are three equal service traffic lines for cueing cars and unloading refuse. All commercial and some residential traffic must weigh in at the scale facility before disposing of trash onto the tipping floor of the transfer station building. All residential drop-off areas are maintained in an orderly, safe, and environmentally secure manner so as to prevent nuisance or unsafe conditions from developing. The RTS has all the necessary signage in place, compliant with the DEP for Waste Ban enforcement effective 2000 and 2006.

All residential drop-off areas are constructed with retaining walls to separate residents from roll-off service areas. Retaining walls were reconstructed in 1999; deteriorating concrete block walls were replaced with cast-in-place concrete walls. No modification was made to the retaining walls in 1999 with the exception of reducing the roll-off service bay dimensions to both include more bays and adjust available area based on roll-

**Needham Recycling Transfer Station – 1421 Central Avenue – Needham, MA  
O & M Plan - October 16, 2008**

**TRAFFIC FLOW-Cont.**

off size, which had changed since the original construction. Roll-off service areas are located below-grade and are separated from the main flow of traffic by a dedicated and monitored access way. The access way is used by facility employees to pull full roll-off containers out of the service bays for transport to the drop-off area for loading onto transfer trailers inside the transfer station. Residents approach the roll-off containers from the access road at grade and above the containers. Smaller containers are placed to the side of the roll-off containers to accept designated waste (plastic film bags, ashes, etc.) and recyclables for those residents who may be unable to lift setout containers or other at-home collection bins for dumping into roll-off containers. Facility employees empty the smaller containers into the roll-off containers as necessary.

**WASTE HANDLING PRACTICES**

The three parallel-service recycling drop-off areas are sufficiently sized to accommodate anticipated material volumes. Each area provides two roll-off containers for pay-as-you-throw yellow bags containing **non-recyclable municipal trash**. Each area also provides roll-off recycling containers for **paper, cardboard**, and co-mingled containers including: **glass** (all colors), **metal** and **aluminum containers** (food and beverage), and clear and colored single polymer **plastics** container units. Recyclable material (paper, cardboard and containers) is transferred by private hauler to a designated handling facility.

There are dedicated locations for **lead acid batteries, whole tires, white goods, scrap metal, universal wastes** (including CRTs), propane tanks, **paint, waste oil**, used antifreeze, a take-it or leave-it center, used books and textiles. Lead acid batteries are shipped offsite on an as-needed basis to a designated processor. Whole tires are picked up on an as-needed basis by a designated processor. As needed, a Freon-removal company is contracted to purge refrigerators prior to shipping offsite to a scrap metal reclaimer. Universal wastes are collected, packaged and shipped offsite to a designated processor. Propane tanks are picked up on an as-needed basis by a designated collection company. Once monthly for all but winter months, the RTS provides **paint** collection on designated Saturdays. Residents may dispose up to a maximum of three gallons paint per visit. Paint is then packaged and shipped off to a designated processor. The waste oil is picked up, as needed, by a DEP-approved waste oil transporter for disposal or reuse at an appropriate facility. Records of waste oil disposed are maintained with other RTS operations. Used antifreeze is picked up on an as-needed basis by a designated collection company. With the exception of paints, household hazardous waste is not collected at the RTS without prior authorization of the Department of Environmental Protection and the Needham Board of Health. The DPW collects household hazardous waste at least annually at an event held at the DPW facility located at 470 Dedham Avenue. Materials left at the take-it or leave-it center are either removed by the public or accordingly processed within the RTS if either the material has remained there too long and/or the storage capacity of the center is exceeded impacting traffic flow and public health and safety. The RTS also provides for collection of books and other written material for

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**WASTE HANDLING PRACTICES-Cont.**

international literacy programs and textile collection companies provide trailers and collection containers for acceptance of reusable **textiles**

As noted previously, the Town has also begun recovery operations for **wood** processing and **asphalt, brick and concrete** materials that might be reclaimed from municipal construction or reconstruction projects. Waste wood is accepted provided it is separated on the incoming vehicle from other non-recyclable municipal trash. Clean wood is separated from painted wood and is ground with over-sized logs as needed to manage the clean wood stockpile. The Town owns its own wood grinder. The ground wood is reused as fuel by others. Painted wood and wood containing adhesives, etc. (except pressure-treated creosote) is accepted, consolidated and loaded out to special handlers. Pressure-treated wood is rejected at the RTS; however, on occasion random pieces are left and not identified at the time of drop off. Any miscellaneous wood that is not identified at the time of drop-off is sent to the waste-to-energy facility.

The RTS does not accept asphalt, brick and concrete; however, a material generated from DPW projects – and only DPW projects - are managed to the extent room is available in the materials processing area of the RTS. On occasion, asphalt, brick and concrete is mixed in with reclaimed road base or other DPW materials. These materials are screened from the majority granular material and stockpiled for periodic crushing. Crushing operations occur 1-3 times annually with rented equipment. Appropriate notification is given to the DEP and the Board of Health prior to running crushing operations.

**INSPECTION PRACTICES**

The transfer station prohibits the transfer of any substance subject to the Commonwealth of Massachusetts Hazardous Waste Regulations, 310 CMR 30.000, EPA 40 CFR 261 RCRA, or EPA 40 CFR 761. The transfer station also prohibits the transfer for disposal-banned material as cited in 310 CMR 19.017. Routine inspections of all incoming loads are undertaken. Facility personnel are trained to recognize regulated hazardous wastes. Records are maintained for all waste brought to the transfer station. Inspection, training and monitoring specifically related to DEP banned materials are described in the Waste Ban Compliance Plan appended to this O&M Plan.

Inspections will be performed in strict conformance with applicable and federal Occupational Safety and Health Administration (OSHA) requirements. If any part of a load is suspected of being unacceptable, it will be isolated and the truck that brought the materials identified. The truck operator and/or owner will be notified and informed of the problem and instructed to properly handle and dispose of the waste. Incidents involving the discovery of reportable quantities of regulated hazardous waste at the transfer station will, as appropriate, be reported to:

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**INSPECTION PRACTICES-Cont.**

United States EPA, Region I  
Waste Management Division  
MA Waste Management Branch  
One Congress Street  
Boston, MA  
(617) 573-5720

Needham Board of Health  
Town Hall  
1471 Highland Avenue  
Needham, MA 02492  
(781) 455-7523

Massachusetts Department of  
Environmental Protection  
Division of Solid Waste Management  
Division of Hazardous Waste  
Northeast Region  
205 B Lowell Street  
Wilmington, MA  
(978) 694-3200

The scale house, the equipment operator, and the site manager are in constant communication. This greatly facilitates the coordination of waste handling and all operational activities within the RTS.

**COMPOSTING OPERATIONS**

**Overview of Operations**

The facility has a 3.97-acre **leaf and yard waste** composting area located behind the transfer station building. The amount of materials within the leaf and yard waste area will not exceed 150,000 cubic yards of combined materials. The amount of processed material on site will not exceed 50,000 cubic yards and the amount of in process material on site will not exceed 100,000 cubic yards. A drop-off area is located beyond the transfer station building and along the landfill access road. This area is open to both residential and commercial vehicles. RTS staff composts all leaf and yard waste on site. In addition to leaf and yard waste, organic soil based materials are processed to blend with finished compost products. Composted material and screened loam is available to the public. Excess materials (both compost and compost amended soils) **are sold to Agresource Inc, a compost manufacturer/marketing.**

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**COMPOSTING OPERATIONS-Cont.**

Types(s) of Material

Food wastes are accepted from pre-approved generators for co-composting with leaf and yard waste at a ratio of 1:3 food wastes to leaf and yard waste. The Town will obtain the food wastes through local waste haulers(s) (e.g. waste collection company) who will have responsibility to pick up the wastes from the generators and deliver wastes to the composting facility. Pre-approved generators are qualified through training and education by criteria established by the food waste collection company. Pre-approved generators will consist of grocery stores, supermarkets, restaurants, institutions and other food handling and processing facilities.

The Town will limit access to the facility to those food waste collection companies that have proven ability to deliver materials that are acceptable for composting. Criteria used to select collection companies include ability to consistently deliver material that is free of trash and unwanted debris and the ability to provide the Town with accurate records as to origins of all wastes. Waste collection companies must provide the Town with a complete list of generators (name, address, and contact phone numbers) prior to delivering any loads. Waste collection companies must use equipment that is clean and maintained in a safe manner and obey all Town rules while operating on Town property. Collection companies that fail to meet Town rules and expectations will be excluded from the facility.

Material Monitoring Procedures

The food waste collection company will perform the initial screening of food waste materials from the generators prior to collection and transport. If the food waste collection company notes any contamination (plastic packaging/wrap, twist ties, rubber bands, plastic gloves, Styrofoam, wire, tape, twine, rope or band-aids) prior to collection, the material will not be collected for transport. All food waste material will be accurately quantified by weight by the truck scale at the RTS prior to the material being deposited in the compost area. Prior to the material being off loaded in the compost area, an RTS staff member will visually inspect the material for contaminants. If contaminants are visually present in the load, the truck will not be allowed to off load in the compost area. Rejected loads will be quantified and accepted on the RTS tipping floor and handled as **non-recyclable municipal trash**. If a truck does offload, and the contents of the material contain a large volume of contaminants, the material will be quantified and transferred to the RTS tipping floor and handled as **non-recyclable municipal trash**. In all cases where the identification of contaminants or off-specification material is noted, the RTS will photograph and document said contamination and notify the office of the food waste collection company the same day the issue is noted. The office of the food waste collection company will be required to contact the food waste generators and take action to minimize or eliminate any further off-specification or contaminated materials in the food waste stream. In all cases of off specification food waste material, the material will

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**COMPOSTING OPERATIONS-Cont.**

be quantified and transferred to the RTS tipping floor the day of identification, and disposed of as **non-recyclable municipal trash**.

**Hours of Operation/Receipt of Material – Food Waste**

The Needham RTS is open to contractors to receive food waste material, Tuesday –thru Friday 8:00 AM – 3:00 PM.

**Permitted Capacity:** The Facilities daily permitted capacity (200 tons per day) shall not be exceed nor shall the facility exceed 3,500 tons per year of food wastes for composting.

Based on historical records maintained for the last three calendar years, the amount of leaf and yard waste generated averages 9,386 tons annually. Consequently, food waste and food processing waste acceptance rates are based on a not-to-exceed annual rate of 3,128 tons. Food waste delivery to the RTS will be sporadic; therefore, acceptance on any one day is based on the inventory of leaf and yard waste compost at that time. An increase in rate of acceptance of food wastes to a ratio of 1:2 to leaf and yard waste may be requested by the Town to the DEP provided operations at 1:3 demonstrate this increase is appropriate. Until that time the RTS will maintain a mix ratio of 1:3 food waste to leaf and yard waste. In the event there is not ample ground leaf and yard waste to maintain the 1:3 mix ratio, the RTS will cease the acceptance of food waste until there is ample ground leaf and yard waste to maintain the prescribed mix ratio.

**Sequence of Operations**

All food wastes and food processing wastes will be offloaded on a 12” pad of ground leaf and yard waste material prior to being thoroughly mixed (1:3 ratio; food waste to ground leaf and yard waste) with ground leaf and yard waste material on day of receipt of food waste. The thoroughly mixed ground leaf and yard waste and food waste will be placed in a settling pile for no more than thirty days prior to being integrated into a windrow. A 2” to 4” bio filter will be maintained over all food waste material.

Daily logs will be completed on the acceptance of material received, hauler identification and residuals shipped off site including location, weather conditions (air temperature, precipitation and wind direction), and nuisance conditions (odors, vectors, visual appearance and corrective action taken).

The leaf and yard waste operation are based on an annual three-phase operation. Phases 1 and 2 consist of mixed brush grass and leaves that are ground with a yard waste processor (present processor is a Vermeer HG 365 which may be replaced due to normal wear and tear or upgraded to better suit the needs of the Town). Phase 3, consist of leaves, which are collected and segregated separately during the fall leaf collection season. All phases, 1 thru 3, are windrowed on the composting pad on a rotation basis

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**COMPOSTING OPERATIONS-Cont.**

throughout the year and managed (turned) with a front-end loader on a schedule of twenty one to twenty eight days to maintain the decomposition process. The decomposition of each phase (Phase 1 thru 3) typically takes ninety, to one hundred and twenty days. During the windrowing and decomposition process, weekly reporting is preformed denoting temperature, moisture content, compost stability and presence of contaminates in the windrows. Should any contaminants be present action will be taken to schedule removal. Completed decomposed phases are pushed up into a curing pile for a minimum of thirty days. All cured material is screened through a trommel screener (presently a MCB 512R which may be replaced due to normal wear and tear or upgraded to better suit the needs of the Town). Finished screened material is stockpiled in an available location pending the rotation of materials in the compost site.

**Processing Residues**

Tailings (over sized material from the screening operation) from the screening operations of Phases 1 & 2 are reprocessed through the yard waste processor and the reground material is stockpiled for the next composting (windrow) phase. Tailings (over sized material from the screening operation) from Phase 3 are integrated with the windrows on the composting pad. Because of this reintegration process of the tailings, the processing residues will not exceed one ton per month (2000 lbs.). All processing residues will be quantified and transferred to the RTS tipping floor and handled as **non-recyclable municipal trash**.

All **non-recyclable municipal trash** is then hauled to the Millbury waste-to-energy facility for disposal. The current contract is set to expire in 2008; an extension to that contract has been negotiated. All other recovered materials are collected and removed from site as needed by contacting the appropriate private hauling company for transport to a handling facility.

**Nuisance Control (Odor/Dust/Noise)**

Odors are typically the result of either odorous feedstocks arriving on site or improper operating procedures that result in anaerobic conditions. Operators will monitor odors associated with wastes as they arrive and report to their supervisor when materials are received that are unusually odorous. The waste collection company shall be notified and if the problem persists, acceptance of further loads will be denied.

As described above food wastes will be mixed with leaf and yard wastes at a ratio of 1 part food to 3 parts leaf and yard wastes. This mix should insure that adequate aerobic conditions are provided. If adequate quantities of material to mix with food wastes are not available food waste deliveries will be suspended. Active compost piles containing food wastes will be covered with a "biofilter" layer to reduce the opportunity for odors to

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**COMPOSTING OPERATIONS-Cont.**

escape from piles. The “biofilter” layer will also be used to insure that all food wastes are kept inside the piles and not exposed to animal vectors.

In the event nuisance conditions arise which cannot be remedied in a reasonable period (7-10 calendar days) through the use of increased bio filtering for odors and contracted vector control services, the RTS will cease the acceptance of food waste in its composting operation. If the nuisance condition persists beyond 30 calendar days, the RTS staff will begin segregating food waste from the leaf and yard waste with the

trommel screener. Food waste removed through the trommel screening process will be quantified (weighed) and transferred to the RTS tipping floor and handled as **non-recyclable municipal trash**.

Any calls received complaining of odors or any other nuisance conditions shall be noted in writing and logs kept on site as to the date and time of the call, name and address of person making complaint, nature of the complaint, location of complaint, and actions taken by Town to address or investigate complaint. All complaints of odors or nuisance conditions shall be reported the DEP and the Needham Board of Health with twenty four hours of receipt.

**Analytical Monitoring**

Monitoring of compost (Total Kjeldahl Nitrogen, Total Nitrate, Ammonia Nitrogen, Potassium, Phosphorus, Calcium, Magnesium, Sodium, pH, conductivity, Lead, Cadmium is conducted annually (quarterly for the first year of operation provided food waste material is accepted during the quarter). Samples will be taken from the cured and compost that is placed in storage piles and ready for distribution. Samples shall be composites made from at least seven (7) grab samples taken from various places throughout the pile.

Monitoring rate will be based on every 3000 cubic yards of processed (finished) material. All monitoring information will be retained on site. All required information would be submitted annually to the DEP via the “Massachusetts Department of Environmental Protection Bureau of Waste Prevention Annual Compost Report”. Co-composted material is available for purchase to commercial facilities; after one year of operation, co-compost material will be available for public use.

**Record Keeping**

The facility shall keep accurate records of facility operations and wastes received for processing. The waste collection company shall provide upon delivery a listing detailing quantity of wastes collected from each generator on the collection route. A summary report shall be provided on a monthly basis. The Town shall maintain daily logs

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**COMPOSTING OPERATIONS-Cont.**

indicating specific activities performed such as turning of piles, screening etc. Records shall be maintained as to the quantity of food wastes (tons) received and the quantity of materials diverted or removed as **non-recyclable municipal trash**.

**Annual Reporting**

Each calendar year the Town shall provide an annual report of composting activities that shall include the following:

Total quantity of materials, by type, received  
Total quantity processed  
Total quantity of materials shipped for disposal  
Total materials, by type shipped for recycling or re-use.

The annual report shall be submitted no later than Feb. 15th of the following year and a copy provided to the Town Board of Health.

**Staffing**

The minimum personnel available for the operation of the facility are:

One Operations Superintendent (Town)  
One Facility Foreman (Town)  
One Facility Public Works Specialist (scale house attendant) (Town)  
Three (3) Heavy Motor Equipment Operators (HMEO's) (Town)  
Two (2) Laborer's (Town)

The staff is comprised of personnel employed solely by Town. Additional Town personnel supervise the transfer station, recycling and composting operations on site.

During normal operations, the operators will be active throughout the day. One equipment operator will be assigned as relief man and help with the spotting of incoming vehicles on the tipping floor. Additional staff will be responsible for maintaining litter controls, and litter pick-up.

Heat, shelter, drinking water, telephone (transfer station only), radio access and sanitary facilities are available to all employees in the employees' trailer and in the transfer station. A first aid kit is available in the employees' trailer and in the transfer station where it will be accessible and clearly visible. All employees will be instructed in the basics of first aid and accident prevention. The telephone numbers for the local ambulance services, local police and fire departments, and directions to the local hospital or emergency centers are maintained in a conspicuous location in the employee facilities.

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**Equipment**

The equipment is properly maintained at all times and appropriately stored for protection from the elements. Records of routine maintenance are kept on file. The operator is Responsible for maintaining all equipment in good working order and making sure it is adequate to meet the needs of the facility. The following equipment is to be utilized on site:

- Waste Handler
- D7 Dozer, or similar
- Front-end loader, 3.5 cy bucket/624 John Deere, or equal
- Front-end loader 4.2 cy bucket/821 Case or equal
- Additional loaders for backup as needed
- 57,000 GVW tractor for interfacility trailer movements
- 6 - 100 cu yd transfer trailers
- 2 – Roll-off trucks
- 1 HG 365 Wood Grinder or similar
- 1 MCB 512R Trommel Screener or similar
- 1 Scalper 107D vertical screener or similar
- 1 rock crusher (rental as needed up to three times annually)

**Supervision**

Operations superintendent is responsible for all activities on site including composting operations. The Town will provide periodic training for operators to insure that they understand proper composting procedures and employ best management practices. Agresource shall supply technical support as needed. Technical support shall include working with Town operators on proper materials handling procedures and trouble shooting problems. Agresource staff shall also monitor results of compost testing too insure that incorporation of food wastes does not compromise product quality.

**Contingency Plan**

**MSW & Recyclables**

- a. In the event that the facility cannot process material due to equipment failure, arrangements will be made to procure rental equipment or contracted services within 48 hours to maintain operations.

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**Contingency Plan-Cont.**

- b. In the event material cannot be processed through the transfer station due to structural damage (fire or natural disaster), additional equipment or contractor services will be procured to transport materials as needed to necessitate facility operations within 48 hours.
- c. In the event the contracted receiving facilities for Recyclables and MSW are unable to receive material from the Needham RTS, arrangements will be made with *other facilities* for the acceptance of these materials within 48 hours (*other facilities* – must be recognized and permitted by MA, DEP in accordance with 310 CMR 16.00 & 19.00).
- d. In the event the Needham RTS is required to suspend operations, all materials on site will be transported for disposal to a facility recognized by MA, DEP in accordance with 310 CMR 16.00 & 19.00 within 72 hours.

**Yard Waste & Food Waste**

- a. In the event the facility cannot process material (leaf, yard waste and food waste) due to equipment failure, arrangements will be made to procure rental equipment or contracted services within 48 hours to maintain operations.
- b. In the event the facility is required to cease composting operations, all material will be transported off site for disposal or composting within 45 days of notification. Material will be handled as follows:
  - 1. All material will be screened to remove all food waste material. Food waste material will be transported for disposal to a MA, DEP recognized permitted facility in accordance with 310 CMR 19.00.
  - 2. All remaining leaf and yard waste will be transported to a MA, DEP recognized compost facility in accordance with 310 CMR 16.00.

## Proposal to the Board of Selectmen

<b>Policy Number:</b>	BOS-FIN-005
<b>Policy:</b>	General Fund Contribution to Solid Waste Enterprise Fund Policy
<b>Date Approved:</b>	April 18, 2006
<b>Date Revised:</b>	May 19, 2006; August 17, 2010
<b>Approved:</b>	_____ Chairman, Board of Selectman

### **Policy:**

It shall be the policy of the Town of Needham to annually support the Solid Waste Enterprise Fund by means of a transfer from the General Fund. The transfer will include an amount equal to the average of the “avoided cost” for the most recent past three complete fiscal years (adjusted to reflect changes in disposal practice and rates, or to reflect changes in the Town’s accounting), plus an adjustment to account for the costs attributable to the disposal of Specialty Items (Common Good Adjustment).

Avoided cost is the value of the services provided to Town Departments by the Recycling and Transfer Station. Included in these services are: receiving, processing and recycling DPW construction debris; disposal of trash from public trash receptacles; composting of leaves and yard waste which is then used by the Town; collecting and processing recyclables from Town departments, including schools; and disposal of snow and other normal trash from Town property. The expense of Recycling and Transfer Station labor, vehicles, and equipment used to provide these services and repairs and maintenance are factored into the calculation of the avoided cost. Also factored into the calculation of avoided costs are adjustments to account for significant changes in services provided to the town or in changes in the town’s accounting policies from one year to another.

This policy is based upon the principle that Town Departments should pay user fees for the services of the Recycling and Solid Waste Division, in the same manner that Needham residents and commercial entities pay for such use. Furthermore, if the Recycling and Solid Waste Division did not provide these services, the Town would be required to pay a commercial service provider. In addition, this policy provides for an appropriate level of compensation for the Recycling and Solid Waste Division to properly dispose of (for the benefit of town citizens) all Specialty Waste Products including, but not limited to, Electronics, Freon, Lights, Fluorescent Bulbs, Hazardous Waste, Medical Sharps, Mercury Devices, Motor Oil and Antifreeze, and Paints and Stains, Tires, TV’s, Computer Monitors, Propane Tanks and Hazardous Materials. Accordingly, this policy establishes a method for developing an equitable transfer from the General Fund for the use of Recycling and Solid Waste services.

### **Procedure:**

1. The avoided cost value shall be calculated each year by totaling the following expenses:

Town tonnage cost:	the amount of total tonnage received at or shipped from the Recycling and Transfer Station by Town Departments multiplied by the “market rate” for such services.
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- Market Rate cost: the average of the scale rates of proximate transfer stations and processing facilities that allow commercial deliveries or commercial sales of materials. Any change in the composition of the list of proximate transfer stations and processing facilities shall be reviewed by the Solid Waste Disposal and Recycling Advisory Committee.
- Transportation cost: transportation of material from Town Departments to the RTS (including the average wage of drivers).
- Budget cost: the percentage of time Recycling and Transfer Station employees spend providing construction and waste disposal, composting, recycling and like services to Town Departments multiplied by the total Recycling and Transfer Station Division personnel and expense costs.
- Capital/Maintenance cost: the annualized capital and maintenance costs of equipment that is required for processing Department of Public Works materials.

2. The Recycling and Transfer Station staff shall maintain the elements and counts of the operations above and annually the Public Works Director shall provide to the Finance Director: the Town Department tonnage, the scale rates of the proximate transfer stations, the number of waste disposal trips related to Town Departments, the average wage of drivers, and the percentage of time spent by Recycling and Transfer Station employees providing services to Town Departments. The Public Works Director shall inform the Assistant Town Manager/Finance Director of any changes in the capital equipment used to provide the services, such as the purchase of new equipment or the elimination of a particular piece of equipment. The Public Works Director shall also inform the Assistant Town Manager/Finance Director of any “significant” changes anticipated in the coming year in the amount, composition or rates for disposal of any waste material by the town in the Transfer Station. These changes shall be justification for adjustments in the annualized capital and maintenance costs in the calculation.
3. The Assistant Town Manager/Finance Director shall calculate the annual avoided cost and amend the three (3) year average of avoided cost to be applied to the Solid Waste Enterprise Fund. When calculating the three year average avoided cost, the Assistant Town Manager/Finance Director will adjust the average to reflect the impact of any significant changes in the amount, composition or rates for disposal of waste material by the town in the coming year or any changes in the Town’s accounting policies that impact the coming year. Annual adjustments to this policy must be reviewed by the Solid Waste Disposal and Recycling Advisory Committee and approved by the Board of Selectmen.
4. The Assistant Town Manager/Finance Director shall also calculate the annual cost for disposal of all Specialty Items by calculating the average cost of disposal of those items over the prior three years. The three year average will constitute the “Common Good Adjustment”.

5. The sum of the “Avoided Cost” and the “Common Good Adjustment” shall be the Total General Fund contribution to the Solid Waste Enterprise Fund.

Approved by other Boards:

FY2012 Expense Type vs. Revenue Type				
Description	Expenses	Expense Group Total	Revenue Sources	Revenue Group Total
<b>General Expenses (Unallocated/Shared/Fixed)</b>		<b>\$1,215,029</b>		<b>\$554,515</b>
Equipment	\$62,350			
Facility	\$70,382			
General	\$14,256			
Landfill Monitoring	\$32,425			
Personnel Cost Unallocated Portion	\$635,630			
Personnel Benefits Unallocated Portion	\$177,765			
Indirect Costs Unallocated Portion	\$72,860			
Debt Service	\$149,361			
	Sticker Fees		\$553,117.00	
	Snow Dump		\$125.00	
	Other Income		\$1,272.53	

<b>Specialty Item Disposal Expense</b>		<b>\$36,072</b>		<b>\$10,016</b>
Electronics	\$3,100			
Freon Disposal	\$928			
Hazardous Waste	\$12,373			
Lights	\$1,087			
Paint	\$16,823			
Tire Disposal	\$1,762			
	TV & Monitors		\$9,211.05	
	Propane Tanks			see recycling revenue
	Tires		\$805.20	

<b>Recycling</b>		<b>\$40,547</b>		<b>\$222,895</b>
Recycling Expenses	\$40,547			
	Appliances		\$5,360.45	
	Metal		\$35,487.92	
	Propane Tanks		\$407.73	

FY2012 Expense Type vs. Revenue Type				
Description	Expenses	Expense Group Total	Revenue Sources	Revenue Group Total
Recycle Comingled			\$8,396.70	
Recycle Corrugated			\$31,008.45	
Recycle Single Stream			\$8,404.80	
Recycled Paper			\$131,572.35	
Recycling Bins			\$880.00	
Recycling Miscellaneous			\$1,376.50	

Trash Disposal Related		\$792,717	\$794,634
Trash Disposal Other Expense	\$88,548		
Tipping Fees	\$590,000		
Trash Transportation	\$114,169		
Appliances			see recycling revenue
Large Bulky items		\$6,750.45	
Other Fees		\$80.00	
PYTT Bags		\$440,422.85	
Scale Revenue		\$347,340.11	
Wood C & D		\$40.30	

Brush, Yard Waste, Sale of Materials		\$21,000	\$77,320
Wood Waste Removal	\$21,000		
Commercial Brush		\$2,697.20	
Commercial Leaves		\$3,811.00	
Commercial Wood Chips		\$487.14	
Compost Barrel		\$937.90	
Screened Compost 5/8		\$61,038.18	
Screened Loam		\$2,356.73	
Screened Loam Barrel		\$773.16	
Soil		\$906.04	
Trommel Screener Service		\$4,312.50	

<b>FY2012 Expense Type vs. Revenue Type</b>				
<b>Description</b>	<b>Expenses</b>	<b>Expense Group Total</b>	<b>Revenue Sources</b>	<b>Revenue Group Total</b>
Wood Grinding				
<b>Grand Totals</b>		<b>\$2,105,365</b>		<b>\$1,659,379</b>

FY2011 Expense Type vs. Revenue Type				
Description	Expenses	Expense Group Total	Revenue Sources	Revenue Group Total
<b>General Expenses (Unallocated/Shared/Fixed)</b>		<b>\$1,177,343</b>		<b>\$574,323</b>
Equipment	\$109,764			
Facility	\$49,227			
General	\$7,502			
Landfill Monitoring	\$35,400			
Personnel Cost Unallocated Portion	\$583,999			
Personnel Benefits Unallocated Portion	\$183,477			
Indirect Costs Unallocated Portion	\$58,301			
Debt Service	\$149,673			
Sticker Fees	\$0		\$563,550.25	
General Fund Payment	\$0		\$0.00	
General Fund Payment - Subsidy	\$0		\$0.00	
Snow Dump	\$0		\$8,688.00	
Other Income	\$0		\$2,084.31	

<b>Specialty Item Disposal Expense</b>		<b>\$56,113</b>	<b>\$14,393</b>
Electronics	\$4,800		
Freon Disposal	\$1,071		
Hazardous Waste	\$18,502		
Lights	\$4,070		
Paint	\$26,497		
Tire Disposal	\$1,174		
TV & Monitors		\$13,665.35	
Propane Tanks		\$0.00	see recycling revenue
Tires		\$728.10	

<b>Recycling</b>		<b>\$55,239</b>	<b>\$70,543</b>
Recycling Expenses	\$55,239		
Appliances		\$8,040.57	
Metal		\$24,263.45	

FY2011 Expense Type vs. Revenue Type				
Description	Expenses	Expense Group Total	Revenue Sources	Revenue Group Total
Propane Tanks			\$375.00	
Recycle Comingled			\$0.00	
Recycle Corrugated			\$0.00	
Recycle Single Stream			\$0.00	
Recycled Paper			\$33,607.75	
Recycling Bins			\$810.00	
Recycling Miscellaneous			\$3,446.69	

Trash Disposal Related		\$793,871	\$844,440
Trash Disposal Other Expense	\$97,871		
Tipping Fees	\$599,104		
Trash Transportation	\$96,896		
Appliances			see recycling revenue
Large Bulky items		\$13,126.63	
Other Fees		\$265.00	
PYTT Bags		\$517,809.40	
Scale Revenue		\$313,167.06	
Wood C & D		\$71.50	

Brush, Yard Waste, Sale of Materials		\$40,060	\$59,695
Wood Waste Removal	\$40,060		
Commercial Brush		\$1,350.50	
Commercial Leaves		\$5,135.70	
Commercial Wood Chips		\$231.35	
Compost Barrel		\$977.20	
Screened Compost 5/8		\$30,334.36	
Screened Loam		\$11,752.14	
Screened Loam Barrel		\$527.48	
Soil		\$84.71	

<b>FY2011 Expense Type vs. Revenue Type</b>				
<b>Description</b>	<b>Expenses</b>	<b>Expense Group Total</b>	<b>Revenue Sources</b>	<b>Revenue Group Total</b>
Trommel Screener Service			\$4,441.54	
Wood Grinding			\$4,860.00	
<b>Grand Totals</b>		<b>\$2,122,627</b>		<b>\$1,563,394</b>

FY2010 Expense Type vs. Revenue Type				
Description	Expenses	Expense Group Total	Revenue Sources	Revenue Group Total
<b>General Expenses (Unallocated/Shared/Fixed)</b>		<b>\$1,115,182</b>		<b>\$530,515</b>
Equipment	\$108,395			
Facility	\$49,571			
General	\$11,157			
Landfill Monitoring	\$38,450			
Personnel Cost Unallocated Portion	\$624,377			
Personnel Benefits Unallocated Portion	\$120,970			
Indirect Costs Unallocated Portion	\$13,210			
Debt Service	\$149,051			
	Sticker Fees		\$526,947.86	
	Snow Dump		\$1,300.00	
	Other Income		\$2,266.71	

<b>Specialty Item Disposal Expense</b>		<b>\$68,226</b>		<b>\$14,520</b>
Electronics	\$4,450			
Freon Disposal	\$1,190			
Hazardous Waste	\$48,762			
Lights	\$4,477			
Paint	\$8,120			
Tire Disposal	\$1,227			
	TV & Monitors		\$13,699.22	
	Propane Tanks			see recycling revenue
	Tires		\$820.90	

<b>Recycling</b>		<b>\$21,528</b>		<b>\$63,270</b>
Recycling Expenses	\$21,528			
	Appliances		\$7,430.14	
	Metal		\$39,468.82	
	Propane Tanks		\$285.00	
	Recycle Comingled			

FY2010 Expense Type vs. Revenue Type				
Description	Expenses	Expense Group Total	Revenue Sources	Revenue Group Total
Recycle Corrugated				
Recycle Single Stream				
Recycled Paper			\$4,866.99	
Recycling Bins			\$820.00	
Recycling Miscellaneous			\$10,398.61	

Trash Disposal Related		\$782,562	\$773,523
Trash Disposal Other Expense	\$90,975		
Tipping Fees	\$594,534		
Trash Transportation	\$97,053		
Appliances			see recycling revenue
Large Bulky items		\$8,311.02	
Other Fees		\$948.00	
PYTT Bags		\$431,681.00	
Scale Revenue		\$332,434.96	
Wood C & D		\$148.20	

Brush, Yard Waste, Sale of Materials		\$29,443	\$32,297
Wood Waste Removal	\$29,443		
Commercial Brush		\$930.10	
Commercial Leaves		\$6,109.30	
Commercial Wood Chips		\$122.66	
Compost Barrel		\$842.00	
Screened Compost 5/8		\$8,959.88	
Screened Loam		\$4,570.19	
Screened Loam Barrel		\$455.34	
Soil		\$301.31	
Trommel Screener Service		\$10,006.25	

FY2010 Expense Type vs. Revenue Type				
Description	Expenses	Expense Group Total	Revenue Sources	Revenue Group Total
<b>Grand Totals</b>		<b>\$2,016,940</b>		<b>\$1,414,124</b>

Expense Types				
Description	FY12	FY11	FY10	3 Year Average
<b>General Expenses (Unallocated/Shared/Fixed)</b>	<b>\$1,215,029</b>	<b>\$1,177,343</b>	<b>\$1,115,182</b>	<b>\$1,169,185</b>
Equipment	\$62,350	\$109,764	\$108,395	\$93,503
Facility	\$70,382	\$49,227	\$49,571	\$56,393
General	\$14,256	\$7,502	\$11,157	\$10,972
Landfill Monitoring	\$32,425	\$35,400	\$38,450	\$35,425
Personnel Cost Unallocated Portion	\$635,630	\$583,999	\$624,377	\$614,669
Personnel Benefits Unallocated Portion	\$177,765	\$183,477	\$120,970	\$160,737
Indirect Costs Unallocated Portion	\$72,860	\$58,301	\$13,210	\$48,124
Debt Service	\$149,361	\$149,673	\$149,051	\$149,362
<b>Specialty Item Disposal Expense</b>	<b>\$36,072</b>	<b>\$56,113</b>	<b>\$68,226</b>	<b>\$53,471</b>
Electronics	\$3,100	\$4,800	\$4,450	\$4,117
Freon Disposal	\$928	\$1,071	\$1,190	\$1,063
Hazardous Waste	\$12,373	\$18,502	\$48,762	\$26,545
Lights	\$1,087	\$4,070	\$4,477	\$3,211
Paint	\$16,823	\$26,497	\$8,120	\$17,147
Tire Disposal	\$1,762	\$1,174	\$1,227	\$1,387
<b>Recycling Expenses</b>	<b>\$40,547</b>	<b>\$55,239</b>	<b>\$21,528</b>	<b>\$39,105</b>
Recycling Expenses	\$40,547	\$55,239	\$21,528	\$39,105
<b>Trash Disposal Expense</b>	<b>\$792,717</b>	<b>\$793,871</b>	<b>\$782,562</b>	<b>\$789,717</b>
Trash Disposal Other Expense	\$88,548	\$97,871	\$90,975	\$92,465
Tipping Fees	\$590,000	\$599,104	\$594,534	\$594,546
Trash Transportation	\$114,169	\$96,896	\$97,053	\$102,706
<b>Brush, Yard Waste, Materials Expense</b>	<b>\$21,000</b>	<b>\$40,060</b>	<b>\$29,443</b>	<b>\$30,168</b>
Wood Waste Removal	\$21,000	\$40,060	\$29,443	\$30,168
<b>Total</b>	<b>\$2,105,365</b>	<b>\$2,122,627</b>	<b>\$2,016,940</b>	<b>\$2,081,644</b>

Revenues Types				
Description	FY12	FY11	FY10	3 Year Average
<b>General Revenues</b>	<b>\$554,515</b>	<b>\$574,323</b>	<b>\$530,515</b>	<b>\$553,117</b>
Sticker Fees	\$553,117	\$563,550	\$526,948	\$547,872
Snow Dump	\$125	\$8,688	\$1,300	\$3,371
Other Income	\$1,273	\$2,084	\$2,267	\$1,875
<b>Specialty Revenue</b>	<b>\$10,016</b>	<b>\$14,393</b>	<b>\$14,520</b>	<b>\$12,977</b>
TV & Monitors	\$9,211	\$13,665	\$13,699	\$12,192
Tires	\$805	\$728	\$821	\$785
<b>Recycling Revenue</b>	<b>\$222,895</b>	<b>\$70,543</b>	<b>\$63,270</b>	<b>\$118,903</b>
Recycling Expenses				
Appliances	\$5,360	\$8,041	\$7,430	\$6,944
Metal	\$35,488	\$24,263	\$39,469	\$33,073
Propane Tanks	\$408	\$375	\$285	\$356
Recycle Comingled	\$8,397	\$0	\$0	\$2,799
Recycle Corrugated	\$31,008	\$0	\$0	\$10,336
Recycle Single Stream	\$8,405	\$0	\$0	\$2,802
Recycled Paper	\$131,572	\$33,608	\$4,867	\$56,682
Recycling Bins	\$880	\$810	\$820	\$837
Recycling Miscellaneous	\$1,377	\$3,447	\$10,399	\$5,074
<b>Trash Disposal Revenue</b>	<b>\$794,634</b>	<b>\$844,440</b>	<b>\$773,523</b>	<b>\$804,199</b>
Large Bulky items	\$6,750	\$13,127	\$8,311	\$9,396
Other Fees	\$80	\$265	\$948	\$431
PYTT Bags	\$440,423	\$517,809	\$431,681	\$463,304
Scale Revenue	\$347,340	\$313,167	\$332,435	\$330,981
Wood C & D	\$40	\$72	\$148	\$87
<b>Brush, Yard Waste, Sale of Materials</b>	<b>\$77,320</b>	<b>\$59,695</b>	<b>\$32,297</b>	<b>\$56,437</b>
Wood Waste Removal				
Commercial Brush	\$2,697	\$1,351	\$930	\$1,659
Commercial Leaves	\$3,811	\$5,136	\$6,109	\$5,019
Commercial Wood Chips	\$487	\$231	\$123	\$280
Compost Barrel	\$938	\$977	\$842	\$919
Screened Compost 5/8	\$61,038	\$30,334	\$8,960	\$33,444
Screened Loam	\$2,357	\$11,752	\$4,570	\$6,226
Screened Loam Barrel	\$773	\$527	\$455	\$585
Soil	\$906	\$85	\$301	\$431
Trommel Screener Service	\$4,313	\$4,442	\$10,006	\$6,253
Wood Grinding	\$0	\$4,860		\$2,430
<b>Total</b>	<b>\$1,659,379</b>	<b>\$1,563,394</b>	<b>\$1,414,124</b>	<b>\$1,545,633</b>

	Needham	Hingham	Lexington	Medfield	Natick
<b>1. Does your municipality provide:</b>					
a. Curbside trash collection	N	N	Weekly	N	Weekly
b. Curbside recyclable collection	N	N	Weekly	N	Bi-Weekly
c. Drop-off trash disposal	Y	Y	N	Y	N
d. Drop-off recycling	Y	Y	Y	Y	Y
e. A facility to drop-off reusable household items?	Y	Y	Y	Y	N
f. Composting of Yard Waste	Y	Y	Y	Y	Y
Yard Waste Revenue	Y		Y	N	N
<b>2. Hours of Operation</b>					
<b>Trash Disposal</b>					
a. Sunday	Closed	7AM to 4PM	NA	9AM to 4PM Apr & Nov	NA
b. Monday	Closed	Closed	NA	Closed	NA
c. Tuesday	7:30 to 4PM	Closed	NA	Closed	NA
d. Wednesday	7:30 to 4PM	Closed	NA	9AM to 4PM**	NA
e. Thursday	7:30 to 4PM	7AM to 4PM	NA	Closed	NA
f. Friday	7:30 to 4PM	7AM to 4PM	NA	9AM to 4PM	NA
g. Saturday	7:30 to 4PM	7AM to 4PM	NA	9AM to 4PM	NA
<b>Recycling</b>				** Open until 7PM Jul & Aug	
a. Sunday	Closed	7AM to 4PM	8AM to 4PM	9AM to 4PM Apr & Nov	8AM to 3:30PM
b. Monday	Closed	Closed	7:30 to 3:30 PM	Closed	Closed
c. Tuesday	7:30 to 4PM	Closed	7:30 to 3:30 PM	Closed	Closed
d. Wednesday	7:30 to 4PM	Closed	7:30 to 3:30 PM	9AM to 4PM**	Closed
e. Thursday	7:30 to 4PM	7AM to 4PM	7:30 to 3:30 PM	Closed	8AM to 12PM
f. Friday	7:30 to 4PM	7AM to 4PM	7:30 to 3:30 PM	9AM to 4PM	8AM to 12PM
g. Saturday	7:30 to 4PM	7AM to 4PM	8AM to 4PM	9AM to 4PM	8AM to 3:30PM
<b>Re-use Drop-Off</b>				** Open until 7PM Jul & Aug	
a. Sunday	Closed	8AM to 3PM	NA	9AM to 4PM Apr & Nov	NA
b. Monday	Closed	Closed	NA	Closed	NA
c. Tuesday	7:30 to 3PM	Closed	NA	Closed	NA
d. Wednesday	7:30 to 3PM	Closed	NA	9AM to 4PM**	NA
e. Thursday	7:30 to 3PM	8AM to 3PM	NA	Closed	NA
f. Friday	7:30 to 3PM	8AM to 3PM	NA	9AM to 4PM	NA
g. Saturday	7:30 to 3PM	8AM to 3PM	NA	9AM to 4PM	NA

	Needham	Newton	North Andover	Sudbury	Wayland
<b>1. Does your municipality provide:</b>					
a. Curbside trash collection	N	Weekly	Weekly	N	N
b. Curbside recyclable collection	N	Weekly	Weekly	N	N
c. Drop-off trash disposal	Y	N	N	Y	Y
d. Drop-off recycling	Y	Y	Y	Y	Y
e. A facility to drop-off reusable household items?	Y	N	N	Y	Y
f. Composting of Yard Waste	Y	Y	Y	Y	Y
Yard Waste Revenue	Y	Y	Y	N	N
<b>2. Hours of Operation</b>					
<b>Trash Disposal</b>					
a. Sunday	Closed	NA	NA	Closed	Closed
b. Monday	Closed	NA	NA	Closed	Closed
c. Tuesday	7:30 to 4PM	NA	NA	8AM to 3PM	8AM to 4PM
d. Wednesday	7:30 to 4PM	NA	NA	Closed	Closed
e. Thursday	7:30 to 4PM	NA	NA	8AM to 3PM	7AM to 4PM
f. Friday	7:30 to 4PM	NA	NA	Closed	Closed
g. Saturday	7:30 to 4PM	NA	NA	8AM to 3PM	7AM to 4PM
<b>Recycling</b>					
a. Sunday	Closed	Closed	At the Contractor's Site	Closed	Closed
b. Monday	Closed	7:30 to 2:30 PM	Closed	Closed	Closed
c. Tuesday	7:30 to 4PM	7:30 to 2:30 PM	6AM to 6PM	8AM to 3PM	8AM to 4PM
d. Wednesday	7:30 to 4PM	7:30 to 2:30 PM	6AM to 6PM	Closed	Closed
e. Thursday	7:30 to 4PM	7:30 to 2:30 PM	6AM to 6PM	8AM to 3PM	7AM to 4PM
f. Friday	7:30 to 4PM	7:30 to 2:30 PM	6AM to 6PM	Closed	Closed
g. Saturday	7:30 to 4PM	7:30 to 12:30 PM	9AM to 12PM	8AM to 3PM	7AM to 4PM
<b>Re-use Drop-Off</b>					
a. Sunday	Closed	NA	NA	Closed	Closed
b. Monday	Closed	NA	NA	Closed	Closed
c. Tuesday	7:30 to 3PM	NA	NA	8AM to 3PM	8AM to 4PM
d. Wednesday	7:30 to 3PM	NA	NA	Closed	Closed
e. Thursday	7:30 to 3PM	NA	NA	8AM to 3PM	7AM to 4PM
f. Friday	7:30 to 3PM	NA	NA	Closed	Closed
g. Saturday	7:30 to 3PM	NA	NA	8AM to 3PM	7AM to 4PM

	Needham	Wellesley	Westwood	Winchester
<b>1. Does your municipality provide:</b>				
a. Curbside trash collection	N	N	Weekly	N
b. Curbside recyclable collection	N	N	Bi-weekly	N
c. Drop-off trash disposal	Y	Y	N	Y
d. Drop-off recycling	Y	Y	N	Y
e. A facility to drop-off reusable household items?	Y	Y	N	Y
f. Composting of Yard Waste	Y	Y	N	Y
Yard Waste Revenue	Y	Y		N
<b>2. Hours of Operation</b>				
<b>Trash Disposal</b>				
a. Sunday	Closed	Closed	NA	Closed
b. Monday	Closed	7AM to 12PM	NA	Closed
c. Tuesday	7:30 to 4PM	7AM to 12PM	NA	8AM to 3PM
d. Wednesday	7:30 to 4PM	7AM to 12PM	NA	8AM to 3PM
e. Thursday	7:30 to 4PM	7AM to 3:45 PM	NA	12PM to 7PM
f. Friday	7:30 to 4PM	7AM to 3:45 PM	NA	8AM to 3PM
g. Saturday	7:30 to 4PM	7AM to 4:45 PM	NA	8AM to 4PM
<b>Recycling</b>				
a. Sunday	Closed	Closed	NA	Closed
b. Monday	Closed	7AM to 12PM	NA	Closed
c. Tuesday	7:30 to 4PM	7AM to 12PM	NA	8AM to 3PM
d. Wednesday	7:30 to 4PM	7AM to 12PM	NA	8AM to 3PM
e. Thursday	7:30 to 4PM	7AM to 3:45 PM	NA	12PM to 7PM
f. Friday	7:30 to 4PM	7AM to 3:45 PM	NA	8AM to 3PM
g. Saturday	7:30 to 4PM	7AM to 4:45 PM	NA	8AM to 4PM
<b>Re-use Drop-Off</b>				
a. Sunday	Closed	Closed	NA	Closed
b. Monday	Closed	7AM to 12PM	NA	Closed
c. Tuesday	7:30 to 3PM	7AM to 12PM	NA	8AM to 2:45 PM
d. Wednesday	7:30 to 3PM	7AM to 12PM	NA	8AM to 2:45 PM
e. Thursday	7:30 to 3PM	7AM to 3:45 PM	NA	12PM to 6:45 PM
f. Friday	7:30 to 3PM	7AM to 3:45 PM	NA	8AM to 2:45 PM
g. Saturday	7:30 to 3PM	7AM to 4:45 PM	NA	8AM to 3:45 PM

	Needham	Hingham	Lexington	Medfield	Natick
<b>3. Does your municipality provide the above to the following:</b>					
<b>a. Single Family</b>					
trash disposal	Y	Y	Y	Y	Y
recycling	Y	Y	Y	Y	Y
yard waste	Y	Y	Y	Y	Y
<b>b. Condominiums</b>					
trash disposal	Y	N	Y	N	Y*
recycling	Y	Y	Y	N	Y
yard waste	Y	Y	Y	N	Y
<b>c. Multifamily Homes</b>					
trash disposal	Y	Y	Y	Y	Y
recycling	Y	Y	Y	Y	Y
yard waste	Y	Y	Y	Y	Y
<b>d. Small Businesses</b>					
trash disposal	Y	N	N	N	N
recycling	Y	Y	N	N	N
yard waste	Y	Y	N	N	N
<b>e. All Business Entities</b>					
trash disposal	Y	N	N	N	N
recycling	Y	Y	N	N	N
yard waste	N	Y	N	N	N
<b>4. Who manages the trash and recycling operations?</b>	Municipality	Municipality	Private Contractor	Municipality	Municipality
<b>5. Total MSW Tonnage</b>					
FY2011	8,670	6,354	8,627	4,018	6,099
FY2010	8,720	7,006	9,069	4,162	6,327
CY2011					
CY2010					
<b>6. Are there any limits on the amount of trash put out at the curbside and/or brought to the drop-off center?</b>	N	N	Six Bags (32 Gallons) at one time	N	N

	Needham	Newton	North Andover	Sudbury	Wayland
<b>3. Does your municipality provide the above to the following:</b>					
<b>a. Single Family</b>					
trash disposal	Y	Y	Y	Y	Y
recycling	Y	Y	Y	Y	Y
yard waste	Y	Y	N	Y	Y
<b>b. Condominiums</b>					
trash disposal	Y	Y	Y*	Y	Y
recycling	Y	Y	Y*	Y	Y
yard waste	Y	Y	N	Y	Y
<b>c. Multifamily Homes</b>					
trash disposal	Y	Y	*some not all	Y	Y
recycling	Y	Y	Y	Y	Y
yard waste	Y	Y	N	Y	Y
<b>d. Small Businesses</b>					
trash disposal	Y	N	Y*	Y	Y
recycling	Y	N	Y*	Y	Y
yard waste	Y	N	N	Y	Y
<b>e. All Business Entities</b>					
trash disposal	Y	N	*some not all		
recycling	Y	N	N		
yard waste	N	N	N		
<b>4. Who manages the trash and recycling operations?</b>	Municipality	Municipality	Private Contractor	Municipality	Municipality
<b>5. Total MSW Tonnage</b>					
FY2011	8,670	44,014	8,244		
FY2010	8,720	46,496	8,649	850	
CY2011				930	
CY2010					
<b>6. Are there any limits on the amount of trash put out at the curbside and/or brought to the drop-off center?</b>	N	Limited to 64 Gallon Cart Capacity	All Household Rubbish and One Bulk Item per Week	N	N

	Needham	Wellesley	Westwood	Winchester
<b>3. Does your municipality provide the above to the following:</b>				
<b>a. Single Family</b>				
trash disposal	Y	Y	Y	Y
recycling	Y	Y	Y	Y
yard waste	Y	Y	Y	Y
<b>b. Condominiums</b>				
trash disposal	Y	Y	NA	Y
recycling	Y	Y	NA	Y
yard waste	Y	Y	NA	Y
<b>c. Multifamily Homes</b>				
trash disposal	Y	Y	Y	Y
recycling	Y	Y	Y	Y
yard waste	Y	Y	Y	Y
<b>d. Small Businesses</b>				
trash disposal	Y	Y	N	Y
recycling	Y	Y	N	Y
yard waste	Y	Y	N	Y
<b>e. All Business Entities</b>				
trash disposal	Y	Y	N	Y
recycling	Y	Y	N	Y
yard waste	N	Y	N	Y
<b>4. Who manages the trash and recycling operations?</b>	Municipality	Municipality	Private Contractor	Municipality
<b>5. Total MSW Tonnage</b>				
FY2011	8,670	8,319		FY12 = 9,389
FY2010	8,720	8,781		9,440
CY2011			5,108	
CY2010			5,449	
<b>6. Are there any limits on the amount of trash put out at the curbside and/or brought to the drop-off center?</b>	N	N	Y	N

	Needham	Hingham	Lexington	Medfield	Natick
<b>7. Does your municipality offer recycling incentives (other than the lower cost to do so) residents/businesses/commercial haulers?</b>	N	N	N	N	N
<b>a. If so, do the incentives differ for commercial haulers from residents/businesses?</b>	NA	NA	NA	NA	NA
<b>8. Does your municipality accept? Is there a Fee?</b>					
a. Air Conditioners	\$ 10.00	No Fee for Residents (fees for Commercial Vehicles)	No Fee	N	\$ 25.00
b. Batteries (lead, lithium, Ni-cad)	No Fee	No Fee for Residents (fees for Commercial Vehicles)	No Fee	No Fee	No Fee
c. Computer (CPU)	\$ 10.00	No Fee for Residents (fees for Commercial Vehicles)	No Fee	Yes, Fees Vary	\$ 25.00
d. Computer Monitors & TVs	\$ 10.00	No Fee for Residents (fees for Commercial Vehicles)	No Fee	Yes, Fees Vary	\$ 25.00
e. Construction Debris	Not Accepted	No Fee for Residents (fees for Commercial Vehicles)	N	N	Some
f. Electronics (radios,vcr;etc)	No Fee	No Fee for Residents (fees for Commercial Vehicles)	No Fee	Yes, Fees Vary	No Fee
g. Food Waste	Not Accepted*	No Fee for Residents (fees for Commercial Vehicles)	N	No Fee	No Fee

	Needham	Newton	North Andover	Sudbury	Wayland
<b>7. Does your municipality offer recycling incentives (other than the lower cost to do so) residents/businesses/commercial haulers?</b>	N	N	N	N	N
<b>a. If so, do the incentives differ for commercial haulers from residents/businesses?</b>	NA	NA	NA	NA	NA
<b>8. Does your municipality accept? Is there a Fee?</b>					
a. Air Conditioners	\$ 10.00	No Fee	\$25 to \$30	\$ 20.00	\$ 15.00
b. Batteries (lead, lithium, Ni-cad)	No Fee	No Fee	\$ 2.00	No Fee	No Fee
c. Computer (CPU)	\$ 10.00	\$ 12.00	\$5 to \$15	No Fee	\$ 15.00
d. Computer Monitors & TVs	\$ 10.00	\$ 12.00	\$5 to \$15	\$ 20.00	\$ 15.00
e. Construction Debris	Not Accepted	N	Contractor's rates	\$32/CY	No Fee
f. Electronics (radios,vcr;etc)	No Fee	No Fee	No Fee		No Fee
g. Food Waste	Not Accepted*	N	No Fee		N

	Needham	Wellesley	Westwood	Winchester
<b>7. Does your municipality offer recycling incentives (other than the lower cost to do so) residents/businesses/commercial haulers?</b>	N	Y	N	N
<b>a. If so, do the incentives differ for commercial haulers from residents/businesses?</b>	NA	No charge for Commercial Customers; there would be a charge if the materials were mixed with trash.	NA	NA
<b>8. Does your municipality accept? Is there a Fee?</b>				
a. Air Conditioners	\$ 10.00	\$ 20.00	\$ 25.00	\$ 15.00
b. Batteries (lead, lithium, Ni-cad)	No Fee	No Fee	N	No Fee
c. Computer (CPU)	\$ 10.00	No Fee Residential; Commercial \$10/each	\$ 25.00	No Fee
d. Computer Monitors & TVs	\$ 10.00	No Fee Residential; Commercial \$10/each	\$ 25.00	5/15/25
e. Construction Debris	Not Accepted	No Fee Residential; Commercial \$125/ton (\$30 min)	N	200/TON
f. Electronics (radios,vcr;etc)	No Fee	No Fee	N	No Fee
g. Food Waste	Not Accepted*	No Fee	N	No Fee

	Needham	Hingham	Lexington	Medfield	Natick
h. Household Hazardous Waste	No Fee	No Fee for Residents (fees for Commercial Vehicles) No Fee for Residents (fees for Commercial Vehicles)	No Fee	N	\$ 5.00
i. Large Appliances (refrig;stoves)	\$ 15.00	Residents (fees for Commercial Vehicles)	No Fee	N	\$ 25.00
j. Other Waste Ban Items	Household Hazardous Waste Collection Days Only	No Fee for Residents (fees for Commercial Vehicles)	N	N	No Fee
k. Paint Latex	No Fee	No Fee for Residents (fees for Commercial Vehicles)	No Fee	No Fee	No Fee
l. Propane Tanks	\$ 3.00	No Fee for Residents (fees for Commercial Vehicles)	No Fee	No Fee	\$ 4.00
m. Scrap Metal	No Fee	No Fee for Residents (fees for Commercial Vehicles)	No Fee	No Fee	No Fee
n. Textiles (Clothing, shoes, etc)	No Fee	No Fee for Residents (fees for Commercial Vehicles)	N	No Fee	No Fee
o. Tires - Auto	\$ 3.00	Residents (fees for Commercial Vehicles) No Fee for Residents (fees for Commercial Vehicles)	No Fee	N	No Fee
o. Tires - Truck	\$ 6.00	Residents (fees for Commercial Vehicles) No Fee for Residents (fees for Commercial Vehicles)	No Fee	N	No Fee
p. Used books	No Fee	Residents (fees for Commercial Vehicles) No Fee for Residents (fees for Commercial Vehicles)	No Fee	No Fee	No Fee
q. Waste oil & antifreeze	No Fee	Residents (fees for Commercial Vehicles)	No Fee	N	No Fee

	Needham	Newton	North Andover	Sudbury	Wayland
h. Household Hazardous Waste	No Fee	No Fee	Contractor's rates	N	N
i. Large Appliances (refrig;stoves)	\$ 15.00	No Fee	\$25 or \$30	\$ 5.00	No Fee
j. Other Waste Ban Items	Household Hazardous Waste Collection Days Only	No Fee	Contractor's rates		No Fee
k. Paint Latex	No Fee	No Fee	\$ 3.00	\$4/Gallon	No Fee
l. Propane Tanks	\$ 3.00	No Fee	\$ 2.00	N	No Fee
m. Scrap Metal	No Fee	No Fee	Contractor's rates		No Fee
n. Textiles (Clothing, shoes, etc)	No Fee	No Fee	No Fee		No Fee
o. Tires - Auto	\$ 3.00	No Fee	N	\$ 2.00	No Fee
o. Tires - Truck	\$ 6.00	No Fee	N	\$ 10.00	No Fee
p. Used books	No Fee	No Fee	N		No Fee
q. Waste oil & antifreeze	No Fee	No Fee	N		No Fee

	Needham	Wellesley	Westwood	Winchester
h. Household Hazardous Waste	No Fee	No Fee Residential; Commercial not accepted	N	No Fee - Once a Year
i. Large Appliances (refrig;stoves)	\$ 15.00	\$ 20.00	\$ 30.00	15 Freon/10 Regular
j. Other Waste Ban Items	Household Hazardous Waste Collection Days Only	No Fee Residential; Commercial \$1/each	Town hosts one hazardous waste day collection per year	No Fee
k. Paint Latex	No Fee	No Fee Residential; Commercial not accepted	N	No Fee
l. Propane Tanks	\$ 3.00	No Fee Residential; Commercial \$5/each	N	\$ 5.00
m. Scrap Metal	No Fee	No Fee	N	No Fee - Residents; \$65/Ton Commercial
n. Textiles (Clothing, shoes, etc)	No Fee	No Fee	N	No Fee
o. Tires - Auto	\$ 3.00	No Fee Residential; Commercial \$5/each	N	\$ 5.00
o. Tires - Truck	\$ 6.00	No Fee Residential; Commercial \$5/each	N	\$ 5.00
p. Used books	No Fee	No Fee	N	No Fee
q. Waste oil & antifreeze	No Fee	No Fee Residential; Commercial not accepted	N	No Fee - Once a Year

	Needham	Hingham	Lexington	Medfield	Natick
r. Yard Waste – Brush	No Fee	No Fee for Residents (fees for Commercial Vehicles)	No Fee	No Fee	No Fee
s. Yard Waste – Leaves/grass	No Fee	No Fee for Residents (fees for Commercial Vehicles)	No Fee	No Fee	No Fee
t. Yard Waste – Wood	No Fee	No Fee for Residents (fees for Commercial Vehicles)	No Fee	No Fee	No Fee
u. Other	Recycling Bins \$5/each; Large Bulky Item \$5/each				
<b>9. If applicable, how many households utilize the municipally provided curbside service?</b>	NA	NA	11710	NA	9383
<b>10. If applicable, how many households use the municipal drop-off center (transfer station)?</b>	6919	7110	Unknown	3200	3500
How Measured	Sale of Stickers		Assessing Office	Sale of Stickers	Sample
<b>11. How did your municipality cover the costs of trash disposal and recycling activities for FY2012</b>					
Annual Fee	Y	N	N	Y	N
Bag Fee	Y	N	N		Y
Property Tax	Y	Y	Y	Y	Y
Sale of Materials	Y	N	Compost Only		
Other	Y	N	N		

	Needham	Newton	North Andover	Sudbury	Wayland
r. Yard Waste – Brush	No Fee	No Fee	\$5/\$7/\$30	N	No Fee
s. Yard Waste – Leaves/grass	No Fee	No Fee	N		No Fee
t. Yard Waste – Wood	No Fee	No Fee	\$5/\$7/\$30	N	No Fee
u. Other	Recycling Bins \$5/each; Large Bulky Item \$5/each			Gas Grill w/o Propane Tank \$5	
<b>9. If applicable, how many households utilize the municipally provided curbside service?</b>	NA	27500	8000	NA	NA
<b>10. If applicable, how many households use the municipal drop-off center (transfer station)?</b>	6919	Not Tracked	NA	2000	2300
How Measured	Sale of Stickers	Distribution of Carts	Assessing Office	Sticker Count	Sale of Stickers
<b>11. How did your municipality cover the costs of trash disposal and recycling activities for FY2012</b>					
Annual Fee	Y	N	N	Y	Y
Bag Fee	Y	N	N	Y	Y
Property Tax	Y	Y	Y	N	N
Sale of Materials	Y	N	N	Y	N
Other	Y	N	N	Y	N

	Needham	Wellesley	Westwood	Winchester
r. Yard Waste – Brush	No Fee	No Fee Residential; Commercial \$125/ton (\$30 min)	N	No Fee - Residents; \$175/Ton Commercial
s. Yard Waste – Leaves/grass	No Fee	No Fee Residential; Commercial \$40/ton (\$20 min)	No Fee	No Fee - Residents; \$40/Ton Commercial
t. Yard Waste – Wood	No Fee	No Fee Residential; Commercial \$125/ton (\$30 min)	N	N
u. Other	Recycling Bins \$5/each; Large Bulky Item \$5/each			Household Furniture \$20 Each; Rugs \$102/Ton (\$10 Min)
<b>9. If applicable, how many households utilize the municipally provided curbside service?</b>	NA	NA	4600	NA
<b>10. If applicable, how many households use the municipal drop-off center (transfer station)?</b>	6919	7856	NA	5000
How Measured	Sale of Stickers	Sale of Permits		Sale of Stickers
<b>11. How did your municipality cover the costs of trash disposal and recycling activities for FY2012</b>				
Annual Fee	Y	N	N	Y
Bag Fee	Y	N	N	N
Property Tax	Y	Y	Y	N
Sale of Materials	Y	Y	N	N
Other	Y	Commercial Tipping Fee	N	Y

	Needham	Hingham	Lexington	Medfield	Natick
<b>12. Approximately what percentage of the total funding was derived from the above sources for the most recent fiscal year?</b>					
Annual Fee	23.9%	0.0%	0.0%	13.5%	0.0%
Bag Fee	35.8%	0.0%	0.0%	0.0%	37.0%
Property Tax	33.6%	100.0%	100.0%	86.5%	63.0%
Sale of Materials	5.7%	0.0%	0.0%	0.0%	0.0%
Other	1.0%	0.0%	0.0%	0.0%	0.0%
	100.0%	100.0%	100.0%	100.0%	100.0%
<b>13. If applicable, how are charges, fees, and other revenue collected (check all that apply)?</b>					
On Site	N	Y	Compost Operations Only Y	N	N
Prepayment (before the service is provided)	Y	Y	N	Y	Y
Billed after Use	Y	N	Y	N	N
By Installment	N	N	N	N	N
Cash	Y	Y	N	Y	Y
Check	Y	Y	Y	Y	Y
Credit Card	N	Y	N	N	N
Debit Card	N	N	N	N	N
On-line	N	N	N	N	N
Other	Sale of PYTT bags at Stores	N	N	N	Sale of PYTT bags at Stores
<b>14. How often are fees reviewed for adjustment?</b>	Annually	No Schedule	No Schedule	Bi-Annually	Annually
<b>15. Does your municipality offer senior discounts (age 65+)?</b>	Yes Sticker Fees	NA	N	N	Y
<b>16. Does your municipality offer low-income discounts?</b>	Yes Hardship	NA	N	N	N
<b>17. Are commercial entities charged more to use the services?</b>	Yes Sticker Fees	Y	Y	Y	NA

	Needham	Newton	North Andover	Sudbury	Wayland
<b>12. Approximately what percentage of the total funding was derived from the above sources for the most recent fiscal year?</b>					
Annual Fee	23.9%	0.0%	0.0%	50.0%	
Bag Fee	35.8%	0.0%	0.0%	25.0%	
Property Tax	33.6%	100.0%	100.0%	0.0%	
Sale of Materials	5.7%	0.0%	0.0%	10.0%	
Other	1.0%	0.0%	0.0%	15.0%	
	100.0%	100.0%	100.0%	100.0%	0.0%
<b>13. If applicable, how are charges, fees, and other revenue collected (check all that apply)?</b>					
On Site	N	NA	NA	Y	Y
Prepayment (before the service is provided)	Y	NA	Payments to DPW doe Brush and Wood	Y	Y
Billed after Use	Y	NA	NA	N	
By Installment	N	NA	NA	N	
<b>Payment Methods</b>					
Cash	Y	NA	Payments directly to contractor	Y	
Check	Y	NA	Payments directly to contractor	Y	Y
Credit Card	N	NA	NA	N	
Debit Card	N	NA	NA	N	
On-line	N	NA	NA	N	
Other	Sale of PYTT bags at Stores	NA	NA	N	
<b>14. How often are fees reviewed for adjustment?</b>	Annually	NA	NA	Annually	No Schedule
<b>15. Does your municipality offer senior discounts (age 65+)?</b>	Yes Sticker Fees	N	N	Y	N
<b>16. Does your municipality offer low-income discounts?</b>	Yes Hardship	N	N	Y	N
<b>17. Are commercial entities charged more to use the services?</b>	Yes Sticker Fees	NA	N	Businesses not Allowed	

	Needham	Wellesley	Westwood	Winchester
<b>12. Approximately what percentage of the total funding was derived from the above sources for the most recent fiscal year?</b>				
Annual Fee	23.9%	0.0%	0.0%	70.0%
Bag Fee	35.8%	0.0%	0.0%	0.0%
Property Tax	33.6%	62.8%	100.0%	0.0%
Sale of Materials	5.7%	26.5%	0.0%	0.0%
Other	1.0%	10.7%	0.0%	30.0%
	100.0%	100.0%	100.0%	100.0%
<b>13. If applicable, how are charges, fees, and other revenue collected (check all that apply)?</b>				
On Site	N	Y	NA	Y - CC/Debit Only
Prepayment (before the service is provided)	Y	N	NA	Y
Billed after Use	Y	Y	NA	N
By Installment	N	N	NA	N
<b>Payment Methods</b>				
Cash	Y		NA	Y
Check	Y		NA	Y
Credit Card	N		NA	Y
Debit Card	N		NA	Y
On-line	N		NA	N
Other	Sale of PYTT bags at Stores		NA	N
<b>14. How often are fees reviewed for adjustment?</b>	Annually	No Schedule	NA	Annually
<b>15. Does your municipality offer senior discounts (age 65+)?</b>	Yes Sticker Fees	N	NA	N
<b>16. Does your municipality offer low-income discounts?</b>	Yes Hardship	N	NA	Y
<b>17. Are commercial entities charged more to use the services?</b>	Yes Sticker Fees	Y	NA	Y

	Needham	Hingham	Lexington	Medfield	Natick
<b>18. What is the Per Capita Cost for Trash and Recycling Services</b>	FY11 \$ 71.94	FY11 \$ 63.18	FY12 \$ 48.72	FY12 \$ 67.58	FY12 \$ 71.50
<b>19. Total costs of operations (FY _____)</b>	2012	2011	2012 - Composting Only	2012	2012
Number of Full-Time Positions	9	7	3	2	9
Number of Part-Time Positions	0	1	1	2 to 4	1
b. Personnel (salary and wages)	\$ 71,509	\$ 52,256	\$ 63,957	\$ 84,277	\$ 60,039
c. Personnel (benefits)	\$ 643,582	\$ 365,791	\$ 191,870	\$ 168,554	\$ 540,350
d. Direct Expenses	\$ 1,142,140	not tracked	\$ 38,025	included in g	\$ 169,696
e. Cash Capital	\$ 43,000	\$ 945,889	\$ 108,810	\$ 448,861	\$ 1,117,480
f. Debt Service	\$ 150,000	\$ 103,553	\$ -	\$ 71,686	\$ 5,775
g. Indirect Costs	\$ 72,860	\$ -	\$ 44,655	\$ 123,483	\$ 467,002
h. Other (please explain)	\$ 25,000	\$ -	\$ 58,724	\$ -	\$ -
i. Total	\$ 2,254,347	\$ 1,415,233	\$ 442,084	\$ 812,584	\$ 2,300,303
<b>20. Does the municipality dispose of its own solid waste and recycling differently than the residents?</b>	Reserve Fund N		Security N	YES, some use private contractors	N
<b>21. How much solid waste is generated by the municipality itself? (tons)</b>	2011 2010	not tracked	not tracked	not tracked	not tracked
<b>22. What was the total cost to dispose of the municipality's (not the citizens') generated waste?</b>	241 Pending	not tracked	not tracked	not tracked	not tracked
<b>23. Is the municipality's (not the citizens') waste processed through its transfer station?</b>	Y	Y	N	Y	NA
What percentage of the total MSW processed at the transfer station is from the municipality's operations?	2.8%	not tracked	NA	not tracked	NA

	Needham	Newton	North Andover	Sudbury	Wayland
<b>18. What is the Per Capita Cost for Trash and Recycling Services</b>	FY11 \$ 71.94	\$ 61.00			
<b>19. Total costs of operations (FY )</b>	2012	2012	2012	2012	
Number of Full-Time Positions	9		0	2	1
Number of Part-Time Positions	0		0	0	2
b. Personnel (salary and wages)	\$ 71,509	\$ 318,151	\$ -	\$ 59,931	\$ -
c. Personnel (benefits)	\$ 643,582	\$ 43,800	\$ -	\$ 119,861	
d. Direct Expenses	\$ 1,142,140	\$ 6,219,990	\$ 571,090	\$ 177,600	
e. Cash Capital	\$ 43,000	\$ -	\$ -	\$ -	
f. Debt Service	\$ 150,000	\$ -	\$ -	\$ -	
g. Indirect Costs	\$ 72,860	\$ -	\$ -	\$ 20,062	
h. Other (please explain)	\$ 25,000	\$ -	\$ -	\$ -	
i. Total	\$ 2,254,347	\$ 6,581,941	\$ 571,090	\$ 317,523	\$ -
	Reserve Fund				
<b>20. Does the municipality dispose of its own solid waste and recycling differently than the residents?</b>	N	N	N	Yes, picked up at Town Buildings	N
<b>21. How much solid waste is generated by the municipality itself? (tons)</b>		not tracked	not tracked		not tracked
2011					
2010	241				
<b>22. What was the total cost to dispose of the municipality's (not the citizens') generated waste?</b>	Pending	not tracked	not tracked		not tracked
<b>23. Is the municipality's (not the citizens') waste processed through its transfer station?</b>	Y	not tracked	NA	N	N
What percentage of the total MSW processed at the transfer station is from the municipality's operations?	2.8%	not tracked	NA	NA	NA

	Needham	Wellesley	Westwood	Winchester
<b>18. What is the Per Capita Cost for Trash and Recycling Services</b>	FY11 \$ 71.94	\$ 81.86		
<b>19. Total costs of operations (FY _____)</b>	2012	2011	2012	2012
Number of Full-Time Positions	9	14		6
Number of Part-Time Positions	0	1		0
b. Personnel (salary and wages)	\$ 71,509	\$ 62,890		\$ 57,030
c. Personnel (benefits)	\$ 643,582	\$ 880,455		\$ 342,181
d. Direct Expenses	\$ 177,765	\$ 163,350		not tracked
e. Cash Capital	\$ 1,142,140	\$ 1,140,279	\$ 1,179,300	\$ 906,978
f. Debt Service	\$ 43,000	\$ 106,614		not tracked
g. Indirect Costs	\$ 150,000	\$ -		not tracked
h. Other (please explain)	\$ 72,860	not tracked		not tracked
i. Total	\$ 2,254,347	\$ 2,290,698	\$ 1,179,300	\$ 1,249,159
Reserve Fund				
<b>20. Does the municipality dispose of its own solid waste and recycling differently than the residents?</b>	N	N	N	N
<b>21. How much solid waste is generated by the municipality itself? (tons)</b>				FY12 = 446
2011	298			372
2010	279			
<b>22. What was the total cost to dispose of the municipality's (not the citizens') generated waste?</b>	Pending	\$ 53,721		\$ 30,328
<b>23. Is the municipality's (not the citizens') waste processed through its transfer station?</b>	Y	Y	N	Y
What percentage of the total MSW processed at the transfer station is from the municipality's operations?	2.8%	3.6%	NA	5.0%

**Key Statistics Comparison Summary**

It should be noted that the data below was provided by the towns and was not verified by members of this committee. Different responders may have interpreted the request for information differently and included different components of the waste stream in their figures, for instance some communities may include schools and bulky waste in their calculations while others may not.

**Curbside Pick-up**

	<b><u>Municipality</u></b>	<b><u>Population</u></b>	<b><u>Tonnage</u></b>	<b><u>Pounds/Person</u></b>
1.	Lexington	31,394	8,848	825
2.	Natick	33,006	6,099	370
3.	Newton	85,146	45,255	1,060
4.	North Andover	28,352	8,447	595
5.	Westwood	14,618	5,279	720

**Drop Off Service**

	<b><u>Municipality</u></b>	<b><u>Population</u></b>	<b><u>Drop Off Hours</u></b>	<b><u>Tonnage</u></b>	<b><u>Pounds/Person*</u></b>	<b><u>Tons/Hour</u></b>
1.	Hingham	22,157	36.0	6,680	605	185
2.	Medfield	12,024	28.0	4,090	680	145
3.	Sudbury	17,659	21.0	890	100	40
4.	Wayland	12,994	26.0	N/A	N/A	N/A
5.	Wellesley	27,982	42.25	8,550	610	200
6.	Winchester	21,374	36.0	9,415	880	260
7.	<b>Needham</b>	<b>28,886</b>	<b>42.5</b>	<b>8,699</b>	<b>600</b>	<b>205</b>

\* It should be noted that in communities with drop-off programs a significant portion of the population may subscribe to private collection and not utilize the drop-off program. Therefore the pounds/person based on total population may not accurately reflect the actual amount generated per person using the facility.

		<u>Property Taxes</u>	<u>Annual Fees</u>	<u>Bag Fees</u>	<u>Other</u>
1.	Hingham	100.0%	-----	-----	-----
2.	Medfield	86.5%	13.5%	-----	-----
3.	Sudbury	0.0%	50.0%	25.0%	25.0%
4.	Wayland	-----	No Data Provided	-----	
5.	Wellesley	62.8%	-----	-----	37.2%
6.	Winchester	-----	70.0%	30.0%	-----
7.	<b>Needham</b>	<b>33.6%</b>	<b>23.9%</b>	<b>35.8%</b>	<b>6.7%</b>

	<u>Number with Fees</u>	<u>Number without Fees</u>	<u>Range of Fees</u>	<u>Needham</u>
• Air Conditioners	7	4	\$15 to \$30	\$10
• Computers	6	5	\$5 to \$25	\$10
• TV's/Monitors	8	3	\$5 to \$25	\$10
• Large Appliances	6	5	\$5 to \$30	\$15
• Propane Tanks	3	8	\$2 to \$5	\$3
• Tires	2	9	\$2 to \$10	\$3 to \$6



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

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**MEETING DATE: 2/12/2013**

<b>Agenda Item</b>	Hillside/Mitchell School Renovation – Statement of Interest
<b>Presenter(s)</b>	Heidi Black, Chair, School Committee Dan Gutekanst, Superintendent of Schools Steve Popper, Director of Design and Construction Hank Haff, Project Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
Dr. Gutekanst and Ms. Black will apprise the Board of the status of the Massachusetts School Building Authority (MSBA) Statement of Interest process and the draft submissions for the Hillside and Mitchell Schools. The Board will be asked to endorse the final MSBA/SOI applications in March.			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
Update only.			
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>a. Draft Statement of Interest, Hillside School</li> <li>b. Draft Statement of Interest, Mitchell School</li> </ul>			

## Massachusetts School Building Authority

### Next Steps to Finalize Submission of your FY 2013 Statement of Interest

Thank you for submitting your FY 2013 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to print and mail a hard copy of the SOI to the MSBA along with the required supporting documentation, which is described below.

Each SOI has two Certification pages that must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer\*. Please make sure that **both** certifications contained in the SOI have been signed and dated by each of the specified parties and that the hardcopy SOI is submitted to the MSBA with **original signatures**.

**SIGNATURES: Each SOI has two (2) Certification pages that must be signed by the District.**

In some Districts, two of the required signatures may be that of the same person. If this is the case, please have that person sign in both locations. Please do not leave any of the signature lines blank or submit photocopied signatures, as your SOI will be incomplete.

*\*Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.*

**VOTES: Each SOI must be submitted with the proper vote documentation.** This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
  - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
  - Regional School Districts do not need to submit a vote of the municipal body.
  - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

**CLOSED SCHOOLS: Districts that have reported closed school information must download the report from the "Closed School" tab, which can be found on the District Main page. Please print this report, which then must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer. A signed report, with original signatures must be included with the District's hard copy SOI submittal. If a District submits multiple SOIs, only one copy of the Closed School information is required.**

**ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3:** If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in

a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.

- If a District selects Priority #3, Prevention of a loss of accreditation, the MSBA requires the full accreditation report (s) and any supporting correspondence between the District and the accrediting entity.

**ADDITIONAL INFORMATION:** In addition to the information required with the SOI hard copy submittal, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact Brian McLaughlin at 617-720-4466 or [Brian.McLaughlin@massschoolbuildings.org](mailto:Brian.McLaughlin@massschoolbuildings.org).

## Massachusetts School Building Authority

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School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School Hillside Elementary

Submission Date 2/7/2013

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### SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA.

**Chief Executive Officer \***

**School Committee Chair**

**Superintendent of Schools**

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(print name)

(print name)

(print name)

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(signature)

(signature)

(signature)

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Date

Date

Date

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\* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter.

## Massachusetts School Building Authority

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School District NeedhamDistrict Contact Anne Gulati TEL: (781) 455-0400Name of School Hillside ElementarySubmission Date 2/7/2013

### Note

#### The following Priorities have been included in the Statement of Interest:

1.  Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2.  Elimination of existing severe overcrowding.
3.  Prevention of the loss of accreditation.
4.  Prevention of severe overcrowding expected to result from increased enrollments.
5.  Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6.  Short term enrollment growth.
7.  Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8.  Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

### SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

**Potential Project Scope:** Potential New School

**Is this SOI the District Priority SOI?** YES

**School name of the District Priority SOI:** New School

### District Goal for School: Please explain the educational goals of any potential project at this school

The goals of this project are to: 1) eliminate disruptions and compromises to the educational program caused by insufficient space and facility deficiencies, 2) to allow teaching and learning to proceed without interference from these issues and 3) to do so in a manner that is consistent with the Town's long-range facility needs.

### District's Proposed Schedule: What is the District's proposed schedule to achieve the goal(s) stated above?

The District's proposed schedule for this project is: FY13 – Statement of Interest Submitted to MSBA (Jan. 2013) FY14 –

Town Meeting Funds Feasibility Design (Nov. 2013), MSBA 270-Day Eligibility Period (Apr. 2013- Dec. 2013) FY15 – Feasibility Study Completed (May 2014 – Dec. 2014); Debt Exclusion Override (Apr. 2015); Design & Construction Budget Appropriated (May 2015); FY16 – Design Development/Bid Documents Developed (May 2015 - Feb. 2016); Phased Project Bidding (Nov. 2015 – Apr. 2016); Contract Award Modularity & Site Work (Nov. 2015); Contact Award Construction (May 2016); Modularity Constructed (Apr. – Jun, 2016) FY17 & FY18 – Construction (July 2016 – July 2018) FY19 – Hillside Opens September 2018

**Is this part of a larger facilities plan?** YES

**If "YES", please provide the following:**

**Facilities Plan Date:** 11/15/2006

**Planning Firm:** DiNisco Design Partnership, 2006. Kaestle Boos 1998.

**Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals and how the school facility that is the subject of this SOI fits into that plan:**

This scope of this project is to renovate/replace the Hillside School, to eliminate the existing portables and increase the capacity of the school to 500 students, for the purpose of addressing the extreme overcrowding and other building deficiencies. This project has been identified in several Town facilities plans: Town-wide Comprehensive Facilities Study, Kaestle Boos Associates, Inc. (5/15/1998, KBA); Facilities Master Plan – Town of Needham, DiNisco Design Partnership (11/15/ 2006, DDP); Comprehensive Facilities Assessment- Mitchell & Hillside Schools, Dore & Whittier Architects Inc. (8/22/2011, DWA); Pre-Feasibility Study – Mitchell & Hillside Schools, (7/6/2012, DWA); Hillside School – Pre-feasibility Study – Environmental Evaluation, (10/5/2012, DWA); Defazio Park Site Development Study, 2012 Pre-feasibility Study, (1/24/2013, DWA.) The Town of Needham updates its Facilities Master Plan about every decade. Both the 1998 and 2006 Town-wide master plans have identified the need to renovate/replace the Hillside school to address overcrowding and other building deficiencies. An updated assessment of the condition of the Hillside School was conducted by DWA in 2011. The Comprehensive Facilities Assessment report included evaluations by the following professional (A&E) disciplines: Site (Civil and Landscape), Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Hazardous Materials and Energy Savings programs, with a cost analysis for both short-term and long-term improvements. The most urgent and immediate maintenance and repair recommendations have been incorporated into the Town's five-year Capital Improvement Planning (CIP) process since that time. However, the Facilities Assessment report also made clear that the Hillside School is a high priority for a comprehensive building renovation/ or replacement project, due to the age of the building (50+ years), deficiencies in the size and number of core educational spaces (40% under current MSBA standards), inaccessibility of the school to handicapped students, noted deficiencies and/or end-of-life conditions in most building systems, poor energy performance, and site constraints (wetlands, hillside and environmental issues.) A copy of the Facilities Assessment study is found in Appendix A. In 2012, DWA was commissioned by the School Department to complete a pre-feasibility Study of the Mitchell and Hillside Schools (Appendix B.) The purpose of this study was to identify potential options for addressing the long-term facilities issues, and to initiate a public dialogue about the needs at each facility. As noted in the Facilities Assessment report, the buildings are not designed for any future stories and there are significant code compliance issues. Environmental conditions also create site constraints. To respond to questions that arose during the public dialog, DWA was commissioned to further investigate the environmental constraints of the Hillside Site (Environmental Evaluation, Appendix D) and to examine the use of Defazio Park as an alternate school location (Defazio Park Site Development Study, Appendix D.) We understand that, if this school is selected by MSBA, the Feasibility Study process will restart the evaluation process, in partnership with MSBA.

**Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 22 students per teacher**

**Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 22 students per teacher**

**Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District?** YES

**If "YES", please provide the author and date of the District's Master Educational Plan.**

The District's Master Educational Plan is an element of the 2006 DDP Town-wide Facilities Master Plan. In addition, the following studies have been conducted to address the long-term needs of Hillside School: Comprehensive Facilities Assessment (DWA, 2011); Mitchell & Hillside Schools Pre-feasibility Study (DWA, 2012); Hillside School Pre-feasibility study Environmental Evaluation (DWA, 2012); and the Defazio Park Site Development Study (DWA, 2013)

**Is there overcrowding at the school facility?** YES

**If "YES", please describe in detail, including specific examples of the overcrowding.**

Yes. Compared to MSBA standards, the Hillside School is undersized by 40%. As noted in the Comprehensive Facilities Assessment (DWA, 2011), all educational spaces are undersized within the existing school by the percentages noted as follows: classrooms in the 1959 original building (11%), classrooms in the 1969 wing (14%), library media center (15%), cafeteria (33%), art (19%) and music (15%). In addition, the configuration of the media center is problematic, forcing computer and media classes to run simultaneously. The school also has no separate performance space. The stage area in the gymnasium is used as a movement/occupational therapy space and for storage for gymnastic equipment, all of which must be consolidated temporarily during school performances.

The number of sections at Hillside also is increasing. In 2012/13, Hillside has four sections of Grades K, 1 and 4. Since Kindergarten is a half-day program, next year, the school will need at least one more classroom to accommodate four (4) sections of Grades 1, 2, and 5. If this trend continues, the school will need an additional classroom again in two years to accommodate its rising population. To meet this need, art or music will be moved onto a cart and/or special education programming space will be subdivided. Special education also is pressed for space at Hillside School, due to increasing numbers of students on on IEPs and the expanding Early Learning Center (ELC) Program.

Site access is restricted due to wetland buffer zone constraints and property lot lines. The narrow vehicular access restricts the flow of traffic on-site and has resulted in vehicular backup in the neighborhoods and on West Street (a heavily traveled artery.) These traffic issues have created potential safety hazards for the Hillside school, neighbors and students. In addition, the parking lot, which holds 44 cars legally, is insufficient in size to accommodate Hillside's 55+ staff members. The parking constraints cause staff members to have to park in tandem, and to leave their keys at the office, valet-style. Parents also are not allowed to park on-site, except on special visiting days, when staff park on the playground to accommodate parents (i.e., school concerts, open houses, conferences, etc.) Finally, Hillside School is used as a voting site, which creates additional traffic, parking and site circulation issues on voting days.

**Has the district had any recent teacher layoffs or reductions?** YES

**If "YES", how many teaching positions were affected?** 1

**At which schools in the district?** Newman Elementary School, Needham High School (NHS)

**Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education, etc.).**

FY13: 1.0 FTE Newman classroom teacher, 0.06 FTE NHS Nurse.

**Has the district had any recent staff layoffs or reductions?** YES

**If "YES", how many staff positions were affected?** 1

**At which schools in the district?** Needham High School

**Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).**

FY13: 1.0 FTE NHS Special Education Teaching Assistant

**Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.**

The teacher/staff reductions were in response to changes in Newman School enrollment and High School student support services requirements. There was no impact on program, class size or curriculum, resulting from the changes.

**Please provide a detailed description of your most recent budget approval process including a description of any budget reductions and the impact of those reductions on the district's school facilities, class sizes, and educational program.**

The budget process begins in September/October, when the School Committee votes budget guidelines. The budget is developed in October-December, with a public hearing and budget review in December - January. The School Committee votes its final budget recommendation at the end of January and the Town Manager's balanced budget proposal (including the School Committee's voted budget, if different) is due to the Finance Committee by January 31. The Finance Committee's recommendation becomes the main motion at Town Meeting. Annual Town Meeting occurs during the first and second week in May. The fiscal year begins July 1. The budget reductions made in FY13, and proposed for FY14, do not have an impact on school facilities or class size. Generally, they result in fewer opportunities to engage in District-wide curriculum development; reduce the number of paid co-curricular faculty adviser and coaching opportunities; reduce the amount of professional development resources available to teachers; reduce compensation for staff members; and reduce the District's ability to respond to special education van replacement needs.

## General Description

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**BRIEF BUILDING HISTORY:** Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Hillside Elementary School was designed in 1959 by The Architects Collaborative (TAC) as a 31,552 s.f., two story elementary school and the original building opened in the Fall of 1961. A 12,198 s.f. addition was constructed to the north in 1968, also designed by TAC. In 1997, two modular classrooms and a set of toilets were added as a single level with a ramp connection to the lower level, further to the north of the existing building. The modular classrooms added 3,447 s.f. to the building.

**TOTAL BUILDING SQUARE FOOTAGE:** Please provide the original building square footage PLUS the square footage of any additions.

47197

**SITE DESCRIPTION:** Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Hillside Elementary School is located in a residential area of Needham, at the intersection of Glen Gary Rd. and Castle Place. The nearest major street is West Street. While the parcel is large (24.6 acres,) the buildable area within the parcel is extremely constrained due to wetland buffer zone constraints and property lot lines. The school and playing fields sit on only 5 acres of land, due to the surrounding wetlands to the west and north, the hill on the east and a storm sewer easement that bisects the buildable site from north to south. The 1 - 1/2 story building is oriented slightly west of the north-south axis and steps into the hillside contours. The single-sided lower level faces the play fields to the west while the upper level double-loaded entry floor is designed with a central corridor and classrooms on both sides. The Media Center is constructed at the mid-landing level on the east side of the building, providing a tall interior space. With no elevator, the lower level, media center level and upper level of the school are not wheelchair accessible, except from the exterior, and therefore do not meet contemporary MAAB or ADA standards.

A bus drop off loop and parking lot (for 44 cars) face the southern entrance, including two handicapped spaces and four visitor spaces. Parking is so tight that staff members are forced to double-park in the lot and leave their keys at reception. In addition, the access to the school for morning drop off and afternoon pick up is so constrained by the abutting residential streets (McCullough Street, Castle Place, and Glen Gary Rd.,) that these streets are turned into a one-way loop from West Street for automobiles and busses in order to control traffic. Sidewalks provide pedestrian access from the surrounding neighborhood to the school. Also, a pedestrian pathway extends to the north from the playing fields (over the sewer easement,) along the bottom of the hill to Booth Street and Bobsled Drive. The Hillside School district has a higher proportion of two-family houses than other school districts within Needham.

The Hillside playground is composed of three zones, including: 1) asphalt play surface (also providing service and emergency access to the lower level), 2) playground with climbing structures and 3) grass play-field, including a 60 ft. diamond with chain-link backstop. The outfield is used as a soccer field and play space. A chain-link fence separates the grass play-field from the surrounding wetlands. The east side of the building has limited play space, due to the hill and mature tree cover. The asphalt play surface is used as a lower parking lot during parent visiting and voting days.

The water table on the site is relatively high (+/- 4 ft. below grade), due to the abutting wetlands and Rosemary Brook. This becomes more problematic in the Spring, when the water pressure causes interior flooding into the crawl space and lower level of the building. Wetland restrictions make expansion of the building or parking to the west difficult or impossible to permit with the Conservation Commission.

The School is the only use on this site. The only accessory structures include a small utility storage structure on the west side of the building and a ventilation structure on the east side of the building, which houses the under-slab ventilation fans, which help maintain the indoor air quality for the school.

The Hillside Elementary School is part of an eighty acre parcel of land known as a "Tier 1A disposal site," per the Massachusetts Department of Environmental Protection (DEP). The DEP has identified Microwave Development Laboratory Inc. (MDL) as the principal responsible party for a 1980 off-site chemical spill upgradient of the school site, which has released chlorinated hydrocarbon trichloroethene (TCE) and its byproduct tetrachloroethene (PCE) into the groundwater and indoor air of the school. Since the time that TCE was identified in the indoor air of the school, a sub-slab depressurization system of under-slab venting and monitoring has been in place, which has been effective in eliminating the intrusion of vapors into the building. Over the past 12 years, there also has been a significant improvement in the quality of the groundwater, although recent test results indicate that the levels of TCE remain above DEP allowable standards. The Hillside School – Prefeasibility Study – Environmental Evaluation (DWA, 2012) takes an in-depth look at this issue, in relation to any future redevelopment of the site. The Town of Needham, Mass DEP and MDL are in the process of negotiating an extension to the prior remediation agreement with the Massachusetts Attorney General's office, as the process is not yet complete.

**ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)**

The Hillside School, 28 Glen Gary Road, Needham, MA, 02494

**BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).**

**Building Structure:**

The foundation beneath the original building is uninsulated cast-in-place concrete, with a cast-in-place uninsulated concrete ground floor. The ground floor slab typically extends beyond the curtain wall with no thermal break. The structural frame of the original school includes steel columns and beams supporting steel pan deck with cast concrete fill. The roof framing has steel bents over the multipurpose room and steel beams over the classrooms with long span steel deck. The exterior steel frame is generally exposed and the roof beams cantilever to form a roof overhang, with no thermal break from the interior. The 4" masonry walls form classroom and corridor partitions.

The 1968 addition is similar to the original, except that the steel structural frame supports an 8" pre-stressed concrete plank with 2" concrete topping, resting on a combination of steel beams and masonry bearing interior walls. The roof has 8" precast pre-stressed concrete plank, with concrete topping supported on steel columns and beams at the exterior and masonry walls and steel lintels at the corridor. Some concrete spalling and rusted re-bar is evident at exterior soffits. The 18-year-old modular classrooms are pre-fabricated wood structures, placed on poured-in-place concrete piers. Contemporary building codes related to seismic and structural design would make it difficult or cost prohibitive to repair the existing structural frame or add another story to the existing structure in a comprehensive repair/addition project. The low floor-to-floor height will restrict the ability to install needed fire sprinkler, HVAC, electrical, and technology systems during a renovation / repair project. In addition, by 2016, the modular classrooms will be 20 years old at the end of their anticipated life.

**Building Envelope:**

Solid walls in the 1959 portion are constructed with two layers of 4" red brick separated by a 1" airspace with no insulation. The 1968 portion has a wall constructed of 4" interior CMU block, 1" rigid insulation, 1" airspace and 4" exterior red brick. The brick and mortar are generally in good repair with some evidence of settlement cracks and water staining. The modular classrooms have 4" wood frame walls with painted plasterboard interior, fiberglass-bat insulation, and painted composite wood exterior sheathing. The double-pane double-hung vinyl clad windows are operable in the modular classroom wing. The classroom windows in the older portions of the school were constructed with single pane glass set in metal frames with some inset metal panels and ventilation grills. Exterior wall louvers bring unconditioned outside air into each classroom through the unit ventilators. Many of the original glass panels, particularly in the gym space have been replaced with acrylic panels now bearing a yellow cast. Some windows are operable in each classroom, but most classrooms have also been retrofitted with

thru-wall air conditioners due to overheating in the Spring and Fall. The west facade of the building has a 4 ft. cantilevered deck and roof, which provide some shading during mid-day. All exterior doors have been replaced with red aluminum insulated panels, and single pane glass vision panels. The building envelope is very energy inefficient, when compared to contemporary codes and energy standards. Comprehensive replacement of all windows and most walls would be required to meet contemporary energy codes.

#### Roof:

The main building has a built-up asphalt and gravel roof system with 1" to 3" of sloping insulation installed in 2003. The modular classrooms have a single-ply membrane roof with 1-3" of rigid insulation on a plywood deck on composite wood I-beams. To meet contemporary code, at least 3" of additional rigid insulation would be required. An insulated fiberglass skylight installed in 2003 provides filtered daylight above the main stair, which interconnects the two levels with intermediate landing access to the Media Center.

#### Under-Slab Ventilation System

In 1988, a crawlspace ventilation system was installed in the school to address low levels of TCE within the air of the school. This system is constantly monitored through independent environmental consultants and the results are posted on the school website. More details of the ongoing monitoring system and potential future redevelopment constraints and cost issues are noted in the Comprehensive Facilities Assessment study (2011, DWA) and the Environmental Evaluation (2012, DWA.)

#### **Has there been a Major Repair or Replacement of the EXTERIOR WALLS ? NO**

**Year of Last Major Repair or Replacement: 0**

#### **Description of Last Major Repair or Replacement:**

There have been no major repairs or replacement of the exterior walls.

#### **Has there been a Major Repair or Replacement of the ROOF? YES**

**Year of Last Major Repair or Replacement: 2003**

**Type Of ROOF:** A new roof was installed on the main part of the school in 2003, consisting of a gravel surfaced, built-up roof system set in hot asphalt. The 1997 modular classrooms have a single-ply membrane roof.

#### **Description of Last Major Repair or Replacement:**

The roof on the main part of the school was replaced in 2003 and included the installation of an insulated fiberglass skylight above the main stair.

#### **Has there been a Major Repair or Replacement of the WINDOWS? NO**

**Year of Last Major Repair or Replacement: 0**

**Type Of WINDOWS:** Main building: single pane glass set in metal frames with some inset metal panels and ventilation grills. Modular classrooms: double-pane, double-hung vinyl clad windows

#### **Description of Last Major Repair or Replacement:**

There have been no major repairs or replacement of the windows.

#### **MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).**

##### Mechanical Systems:

The building is heated with two, cast iron, sectional type Weil McLain low pressure steam boilers. They both burn #2 fuel oil and were replaced in 1998. The total capacity of both boilers is approximately 7,100 lbs/h of steam or 6,700MBH. The fuel system for the #2 oil is supplied by a 6,500 gallon underground storage tank (UST,) which was replaced in 1991 with a double-walled storage tank. Since the UST is now 20+ years old, it should be removed and the boilers replaced with high efficiency natural gas boilers as part of a major repair / renovation project.

The classrooms get outdoor air and heating from the original floor-mounted unit ventilators and wall fan exhausters. Heating is provided by finned tube steam radiators mounted along the perimeter walls of the building. Steam piping runs through an underground trench system, which is original to the building and the cause of some spring interior flooding due to a high ground water level with spring rains. Distribution piping in the boiler room is concurrent with the 1998 new boilers, but the piping is original elsewhere in the building. The building has no main cooling system, however many classrooms have window-

mounted air conditioners. A Barber-Coleman Network 8000 Microzone DDC control system was installed to control all unit ventilators, finned tube radiators and air handling units. A comprehensive condition, adequacy and code compliance assessment of each HVAC system is noted in the Dore & Whittier 2011 Comprehensive Facilities Assessment Study. Generally speaking, all of the HVAC systems are in poor to fair condition and reaching the end of their useful lives.

#### Electrical Systems:

The building is supplied from a pole-mounted transformer, through an underground electric service at 208Y/120 Volt, 3-phase, 4-wire supply. In the basement, the electric service is split into a metered 400 AMP section and a metered 600 Amp section. The panels and switches appear to be original. There are no empty circuits because additional electrical panels have been added over the years to provide for window air conditioners and technology plug points. Certain circuits within the school trip the breakers during AC operation, and no expanded service to classrooms for enhanced technology is currently possible.

The fire alarm system is an addressable system manufactured by FCI, upgraded in 2001 and in good condition. The fire alarm control panel is wall-mounted in the entrance lobby area and also serves as the annunciator. System components include outside beacon, Knox box, pull stations, smoke and heat detectors, horn /strobes.

The school has a public address system which operates through the phone system, but does not have an integrated bell system. The lighting within the classrooms is typically flat fluorescent recessed light strips with prismatic lens in long rows spaced between the perforated metal ceiling panels. Corridor and office space lighting is typically surface mounted fluorescent light fixtures with a wrap around acrylic lens. Gym lighting consists of 'lowbay' type HID pendent mount fixtures. The modular classrooms have office style 2'x4' fixtures within a dropped acoustic ceiling system. The lighting is functional and in fair condition throughout the school. The lack of a dropped ceiling within the older sections of the school limit future expansion of electricity and technology and require exposed conduit routes for any new wiring. Emergency wall units are battery powered, as are the LED exit signs in the event of a power loss.

#### Plumbing:

The building is supplied with a 4" water service line coming to the building from Glen Gary Rd and, once inside the building, appears to reduce to a 3" line. A 2" turbine water meter is located within the boiler room further constraining flow. The water distribution system within the building is largely original piping and equipment. The domestic hot water heater is a steam-to-water system fed from the boilers and located within the Boiler Room. The kitchen is the only zone with a hot water booster to maintain hot water supplies. The cast iron, oakum and lead draining system is original to the building and, at 52 years, is approaching the end of its useful life. A grease interceptor within the kitchen floor is experiencing problems. The plumbing fixtures within the bathrooms are largely original with wall mounted sinks, toilets and urinals. The fixtures are nearing the end of their useful life. Numerous deficiencies for handicapped accessibility exist within the bathroom layouts. Roof drainage for the flat roof areas is composed of roof drainage plumbing largely concealed within walls and out of sight.

#### Fire Protection

The building is not equipped with an automatic sprinkler system. The Food Service cooking hood is not equipped with a fixed fire suppression system. The existing water line is not large enough to provide sprinklers.

#### **Has there been a Major Repair or Replacement of the BOILERS? YES**

**Year of Last Major Repair or Replacement:** 1998

#### **Description of Last Major Repair or Replacement:**

The boilers were replaced in 1998, during renovation of the boiler room. The main air compressor and dryer were replaced in 2003

#### **Has there been a Major Repair or Replacement of the HVAC SYSTEM ? YES**

**Year of Last Major Repair or Replacement:** 2010

#### **Description of Last Major Repair or Replacement:**

The existing pneumatic control system was converted to digital in 2010 and the Hillside School HVAC was added to the Town's building management system.

#### **Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION**

**SYSTEM? YES****Year of Last Major Repair or Replacement: 1969****Description of Last Major Repair or Replacement:**

The electrical systems were renovated in 1969, when the addition was built. At this time, the lights, sound system, and clock and bell systems were installed, as well as a number of roof fans. The lighting fixtures in the gym were installed in 1986. The electrical service equipment is original to the building and in average condition. The distribution equipment, also original, is at or near the end of its anticipated life.

**BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).****Interior:**

The flooring throughout the corridors and classrooms is Vinyl Composite Tile (VCT) and is well maintained. The low-pile carpet in the Media Center is in fair condition. Bathroom floors are ceramic tile in good condition. The gymnasium / assembly room floor is hardwood in fair condition, as a crack exists along the north wall. The condition of the ground level flooring is of concern, due to seasonal flooding. The floors in utility areas are exposed concrete.

Many of the interior walls are constructed of exposed red brick or glazed concrete block in good condition. However, because of the lack of insulation within the walls, single glazed windows and uneven heating, it can be uncomfortable to sit near the exterior walls in winter. Ceilings in the 1959 portion of the school are perforated metal acoustic panels with flush mounted fluorescent lights. The 1968 portion of the school has painted precast concrete ceilings with some areas of Acoustic Ceiling Tile (ACT). The modular classrooms have a dropped ceiling with 2'x4'ACT.

The interior doors throughout the building are largely original to their date of construction. From a handicapped accessibility point of view, many doors in the school lack the size, clear floor area and proper hardware to meet contemporary codes. Few of the interior doors in the school are fire rated, as would now be required with the contemporary code, but then many of the interior walls are not fire rated either. Doors within the hallway are too small to meet current egress code and at times, swing in the opposite direction of the path of egress. Many of the doors lack proper handles and panic hardware to meet contemporary accessibility and egress codes. Comprehensive replacement of all interior doors would likely be required as a part of any major renovation.

Interior stairways have railings that were acceptable at the time of installation, but do not meet all current egress and accessibility requirements. The geometry of some stairs and the rating of the surrounding walls also are not compliant with contemporary codes.

The only bathrooms within the school that meet contemporary MAAB accessibility requirements are those within the modular classroom wing. However, these are only accessible from the lower level of the school due to the lack of an elevator within the school. Other bathrooms have been modified to improve accessibility, but only a comprehensive redevelopment could fix all of the accessibility issues for the bathrooms.

**Technology:**

Data cabling in the school is mostly Category 5 copper and terminates in Category 5 patch panels. Most of the telephone cabling is Category 3 copper that terminates on a 110 punch-down board. The facility does not have spaces dedicated to technology cabling management. Patch panels are located in janitor closets and even in a roof access path. Mini switches in each classroom enable a single feed to serve several computers. Technology distribution is further constrained within the school due to the lack of and improper location of many power receptacles. White boards typically require rubber floor strips to hide power and IT cables. The school does not have sufficient available space to have a full computer lab. Therefore, an area within the Media Center contains multiple computers for some training, but this area has no sound separating walls. Otherwise the school is forced to use a mobile cart with multiple laptop computers, which is wheeled into each classroom for technology training utilizing wireless connections to the internet.

**Hazardous Materials**

The Public Facilities Department Operations division has an ongoing plan for the assessment and remediation of hazardous materials within the school. Testing confirmed that floor tiles contain asbestos (ACM) and a program of phased remediation and replacement has been in place for the past decade. Hard joint insulation of heating pipes was found to contain asbestos in various locations. When other repairs were conducted in the boiler room, asbestos was remediated and removed as a part of that work, but ACM's still remain in the utility tunnels. Interior caulking at wall seams is assumed to contain asbestos and PCB's. The exterior and interior window framing and glazing caulking are assumed to contain ACM's and PCB's and would require abatement as a part of repair / replacement. Other locations assumed to contain asbestos are: door framing caulking, unit vent grill caulking, blackboard glue, underground waste water pipes, damproofing on foundation wall, and thru-wall flashing. Tubes within light fixtures, exit signs, switches, and thermostats were assumed to contain mercury. The painted surfaces are assumed to contain lead. All of these materials would need to be addressed within a comprehensive repair or replacement project.

**PROGRAMS and OPERATIONS: Please provide a detailed description of the current programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational constraints, etc. (maximum of 5000 characters).**

Students in Grades K-5 receive the regular elementary curriculum, including art, music, media, technology and physical education instruction. Special needs instruction is provided on both an integrated and pull-out basis, as well as through the ELC II Early Learning Center (ELC) Program at Hillside. ELC II is a District-wide program serving special needs students in Grades 3-5, who need intensive instruction and significant modification of the curriculum to make effective progress. Students served may be diagnosed with autism, severe communication disorder/delay, physical disability, neurological impairment and/or global developmental delay.

Compared to MSBA standards, the Hillside School is undersized by 40%. As noted in the Comprehensive Facilities Assessment (DWA, 2011), all educational spaces are undersized within the existing school by the percentages noted as follows: classrooms in the 1959 original building (11%), classrooms in the 1968 wing (14%), library media center (15%), cafeteria (33%), art (19%) and music (15%). In addition, the configuration of the media center is problematic, forcing computer and media classes to run simultaneously. The school has no separate performance space. The stage area in the gymnasium is used as a movement/occupational therapy space and for storage for gymnastic equipment, all of which must be consolidated temporarily during school performances.

Due to space constraints, continued enrollment growth or increases in the number of students on IEPs will mean that additional classroom space will only be created by moving art or music onto a cart and/or subdividing special education programming space. Additionally, Hillside does not have adequate space to offer full-day Kindergarten or before/after school programs for children. The Hillside Kindergarten After School (KASE) Program is located in leased space at the Congregational Church and the extended day before/after school child care program is offered at the Newman Elementary School.

Finally, access to the school is a major problem elevated to a public health risk on voting days. The parking holds 44 cars legally and Hillside has over 55 staff. This means that staff members are forced to park in tandem. Keys are left at the office and school staff spend a good deal of time working as valets in addition to their direct responsibilities. Parents are not allowed to park in the lot except on special visiting days when staff park on the playground to accommodate parents (i.e. school concerts, open houses, conference days.)

**CORE EDUCATIONAL SPACES: Please provide a detailed description of the Core Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, and a description of the media center/library (maximum of 5000 characters).**

The core educational spaces include the following:

Classrooms:

Grade K: 1232 s.f., 1204 s.f.

Grade 1: 847 s.f., 829 s.f., 880 s.f., 831 s.f.

Grade 2: 843 s.f., 865 s.f., 868 s.f.  
 Grade 3: 829 s.f., 849 s.f., 850 s.f.  
 Grade 4: 855 s.f., 819 s.f., 812 s.f., 817 s.f.  
 Grade 5: 858 s.f., 826 s.f., 951 s.f.  
 Art: 822 s.f.  
 Music: 951 s.f.  
 Special Education Classroom (ELC): 833 s.f.  
 No science room

Common Areas:

1 Gymnasium/Stage: 3255 s.f.  
 1 Cafeteria: 2177 s.f.  
 1 Kitchen: 1212 s.f.  
 Media Center: 2190 s.f. The Media Center consists of two large rooms connected by a narrower foyer. Books are housed on both sides and a computer lab area sits in the middle of one of the two sides. The Media Center is on its own level of the building and is not handicapped accessible.

Student Support/Other Instructional:

1 Guidance: 249 s.f.  
 5 Special Education Small Group Instruction Rooms: 518 s.f., 119 s.f., 66 s.f., 520 s.f., 119 s.f.  
 1 Nurse Suite: 386 s.f.  
 1 Occupational Therapy Room: 86 s.f.

Administration:

2 Administration: 287 s.f., 369 s.f., Admin Overflow in Lobby 425 s.f.  
 1 Teacher Break Room: 503 s.f.  
 2 Storage: 169 s.f.; 526 s.f.  
 1 Janitor's Office: 218 s.f.

**CAPACITY and UTILIZATION: Please provide a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).**

The calculated capacity of the school is 261 students, based on the total area noted in the Comprehensive Facilities Assessment Study (DWA, 2011) and current MSBA standards. The current enrollment is 419 students, however. As a result, the school is approximately 40% undersized.

As further noted in the facilities Assessment, all educational spaces are undersized within the existing school by the percentages noted as follows: classrooms in the 1959 original building (11%), classrooms in the 1968 wing (14%), library media center (15%), cafeteria (33%), art (19%) and music (15%.) In addition, the configuration of the media center is problematic, forcing computer and media classes to run simultaneously. The stage area in the gymnasium is used as a movement/occupational therapy space and for storage for gymnastic equipment, all of which must be consolidated temporarily during school performances. There are no spare rooms. To accommodate future enrollment increases, or an expansion in either the number of students with IEPs or the ELC Program needs, art or music will be moved onto a cart and/or special education programming space will be subdivided.

Additionally, to mitigate overcrowded conditions in the common spaces, the school operates six lunches in the cafeteria (which seats 141 students, legally), between the times of 11:06-1:05, daily. This schedule results in some students eating 2.5 hours after they arrive and others ninety minutes before they leave. The over-scheduling of the cafeteria, as well as its small size, results in its limited use for large gatherings. Hillside has never had a separate performance space, and because of that and the small cafeteria, the gymnasium is utilized for large group gatherings and gym classes. This often results in a conflict

between arts and physical education programming, with one or the other inevitably shortchanged. The cafeteria also has terrible acoustics and is located below the gym so the noise above is often deafening. All of this is further exacerbated when voting takes place in our school, up to four times a year, and the gym is not accessible to students or staff at all.

Finally, the constrained site and narrow vehicular access to the school have created significant congestion during pick up/drop off times and in the parking lot. To address the vehicular congestion at pickup and drop off, the abutting residential streets (McCullough Street, Castle Place, and Glen Gary Rd) are turned into a one-way loop from West Street for automobiles and busses in order to control traffic. In addition, to accommodate parking needs of staff, employees park in tandem and leave their keys at the office, valet-style. Parents also are not allowed to park on-site, except on special visiting days, when staff park on the playground to accommodate parents (i.e., school concerts, open houses, conferences, etc.) During these days, when the school is forced to use the paved play area for parking, students lose play space. On voting days, the extreme congestion creates a health and safety risk for students and staff, alike.

Finally, storage space is inadequate. Two small sheds have been added outside to house some gym equipment and voting booths. Access to surplus student furniture is difficult at best, since the storage area is jam-packed and it is very difficult to reach many items.

**MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).**

The Town implemented a structured preventative maintenance program in 2009. The program provides for the quarterly and/or annual maintenance of HVAC, water heating, plumbing, electrical and general maintenance systems. The Town also funds an annual facility maintenance capital article to address the needs of smaller repairs such as duct cleaning, asbestos abatement and HVAC upgrades.

A chronology of capital repairs to the facility follows:

- 1997 – Modular classrooms installed
- 1998 – Boiler room renovation, including boiler replacement
- 2001 – Sub-floors and tiles replaced
- 2003 – New roof installed, fire detection system replaced
- 2003, 2004, and 2005 – Asbestos floor tile abated
- 2005 – Exterior painted
- 2007 - Potholes were filled and the pavement repaired
- 2009 - Exterior decks and stairs, the ceiling tile, and the HVAC unit on top of room 3 were replaced
- 2009 - Rentar fuel catalyst unit was installed and exterior air leaks were sealed
- 2009 - Doors were replaced and an exterior airphone system was installed
- 2010 – Converted existing pneumatic control system to digital and added the Hillside School to the Town's building management system
- 2011 – Installed two high efficiency domestic hot water heaters

**Priority 2**

***Question 1: Please describe the existing conditions that constitute severe overcrowding.***

The calculated capacity of the school is 261 students, based on the total area noted in the Comprehensive Facilities Assessment Study (DWA, 2011) and current MSBA standards. The current enrollment is 419 students. As a result, the school is approximately 40% undersized.

As further noted in the Facilities Assessment, all educational spaces are undersized within the existing school by the percentages noted as follows: classrooms in the 1959 original building (11%), classrooms in the 1968 wing (14%), library media center (15%), gymnasium/multipurpose space (10%), cafeteria (33%), art (19%) and music (15%.) In addition, the configuration of the media center is problematic and the school has no separate performance space. There is a significant lack of remedial/tutorial and special education spaces and there are no spare rooms. Hillside also does not have adequate space to offer full-day Kindergarten or before/after school programs for children.

The number of sections at Hillside also is increasing. In 2012/13, Hillside has four section of Grades K, 1 and 4. Since Kindergarten is a half-day program, next year, the school will need at least one more classroom to accommodate four (4) sections of Grades 1, 2, and 5. If this trend continues, the school will need an additional classroom again in two years to accommodate these rising population needs.

Both storage and administrative spaces are inadequate at the school.

Finally, site access is restricted, due to wetland buffer zone constraints and property lot lines. The narrow vehicular access restricts the flow of traffic on-site and has resulted in vehicular backup in the neighborhoods and on West Street. These traffic issues have created potential safety hazards for the Hillside school, neighbors and students. In addition, the parking lot, which holds 44 cars legally, is insufficient in size to accommodate Hillside's 55+ staff members. Finally, Hillside School is used as a voting site, which creates additional traffic, parking and site circulation issues on voting days.

**Priority 2*****Question 2: Please describe the measures the School District has taken to mitigate the problem(s) described above.***

To accommodate increased enrollment and to partially address the lack of appropriately-sized classroom space, the District constructed an addition to the school in 1968 and installed two additional modular classrooms with bathrooms in 1997. However, teaching and learning continues in classrooms that are between 11-14% undersized, according to MSBA standards. To create additional Kindergarten classroom space next year, and to meet future enrollment growth, art or music will be moved to a cart and/or special education program space will be subdivided. However, special education space at Hillside School already is pressed, due to the growing numbers of students on IEPs and the expanding ELC Program. Due to the lack of remedial/tutorial and special education spaces, small group instruction often occurs in stairways, corridors and storage rooms.

Due to inadequate space, the Hillside Kindergarten After School (KASE) Program is located in leased space at the Congregational Church in Needham, and the extended day before/after school child care program is offered at the Newman Elementary School.

To address the insufficient size of the common spaces and lack of a separate performance space, the Hillside school has taken the following steps. During school performances, the school temporarily consolidates all of the movement/occupational therapy and gymnastic equipment stored in the stage area of the gymnasium and uses that space for performances. The dual use of this space (for large group gatherings and gym classes) often results in a conflict between arts and physical education programming, with one or the other being shortchanged. In addition, the school operates six lunches in the cafeteria on a daily basis between 11:05-1:05, resulting in some students eating 2.5 hours after they arrive and others ninety minutes before they leave. Since the cafeteria is located below the gym, and the cafeteria has terrible acoustics, the noise above often is deafening. These constraints are exacerbated up to four times per year, when voting takes place at the school and the gym is not accessible to students or staff at all. Finally, due to the awkward configuration of the Media Center, computer and media classes run simultaneously, creating congestion and noise, which impedes instruction.

Due to inadequate administrative spaces, secretaries work in corralled sections of the lobby, which creates a distracting, public and noisy work space for these staff members. In addition, copiers, paper and work spaces are located in the corridors of the building. To provide additional storage, two small sheds were added outside to house some gym equipment and voting booths. Access to surplus student furniture is difficult, since the storage area is jam-packed and it is very difficult to reach many items. In addition, stairways and electrical/mechanical rooms are used for storage, despite code restrictions and are filled with items.

A number of measures also have been implemented to address the insufficient vehicular access and parking spaces. During pick up/drop off, the abutting residential streets are turned into a one-way loop from West Street for automobiles and buses, to control traffic. This often results in cars queuing on the residential streets, impeding the flow of residential traffic. In addition, employees park in tandem and leave their keys at the office, valet-style. Parents also are not allowed to park on-site, except on special visiting days, when staff park on the playground to accommodate parents (i.e., school concerts, open houses, conferences, etc.) During these days, when the school is forced to use the paved play area for parking, students lose play space. On voting days, the extreme congestion creates a health and safety risk for students and staff, alike.

**Priority 2**

***Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.***

The lack of sufficient space and deficiencies of the facility have created disruptions and compromises to the educational program at Hillside School.

As noted above, classrooms are undersized and small group instruction is often delivered in stairways, corridors and storage rooms. The dual use of the core spaces often results in one educational program area being shortchanged or creates conditions that are not conducive to learning. For example, the use of the gymnasium as both a large group meeting space and a location for physical education instruction often results in scheduling conflicts between arts and physical education programming, with one group or the other losing out. When the gym is needed for performances, equipment must be moved from storage on the stage, to free up the area for performances. Additionally, extended use of the cafeteria for lunches each day creates noise issues in the gym space upstairs, which disrupts the activities occurring in that space. The concurrent use of the Media Center for computer and media education creates a congested and noisy learning environment, which is distracting for students. The need for additional classroom space has resulted in art or music instruction being delivered from a cart, or the subdivision of precious special education space into even smaller classroom areas.

In addition, the lack of adequate space for full-day Kindergarten or before/after school programs for children, has caused the Hillside KASE and extended day programs to move off-site, creating discontinuity within the extended educational day, and fragmentation of the Hillside community. Additionally, children must be bussed to these alternate locations, which aggravates site congestion at morning drop-off and afternoon pick-up times.

The lack of an elevator and handicapped accessible doorways means that areas of the building, including the Media Center, which is located on its own level of the school, are not handicapped accessible, which restricts access to the educational program for some children.

Building deficiencies also hamper effective administration of the building. As noted above, building secretaries work in the lobby, which a distracting, public and noisy work space for these staff members. In addition, copiers, paper and work spaces are located in the corridors of the building. Storage is a problem, and is only minimally managed by the addition of outside storage area and use of stairways and electrical/mechanical rooms to store items.

Finally, the congested vehicular access and parking areas re-directs a significant amount of staff time from the educational program to car/bus duty and valet parking. The congested traffic conditions are a safety hazard, which must be mitigated by providing adequate staff members to monitor vehicular activities. In addition, the tandem parking is a time-consuming distraction, since staff must spend a portion of their day acting as valets. The limited parking also means that parent access to the school is restricted. As noted above, parents also are not allowed to park on-site, except on special visiting days, when staff park on the playground to accommodate parents (i.e., school concerts, open houses, conferences, etc.) During these days, when the school is forced to use the paved play area for parking, students lose play space. On voting days, the extreme congestion creates a major health and safety risk for students and staff, alike.

**Please also provide the following:**

**Cafeteria Seating Capacity:** 141

**Number of lunch seatings per day:** 6

**Are modular units currently present on-site and being used for classroom space?:** YES

If "YES", indicate the number of years that the modular units have been in use: 17

Number of Modular Units: 2

Classroom count in Modular Units: 2

Seating Capacity of Modular classrooms: 22

What was the original anticipated useful life in years of the modular units when they were installed?: 20

Have non-traditional classroom spaces been converted to be used for classroom space?: YES

If "YES", indicate the number of non-traditional classroom spaces in use: 4

Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters):

The school has no separate performance space. This, and the small cafeteria, mean the gymnasium is utilized for large group gatherings and gym classes, which results in a conflict between arts and PE programming with one or the other inevitably shortchanged. In addition, the stage area in the gymnasium is used as a movement/occupational therapy space and for storage for gymnastic equipment, all of which must be consolidated temporarily during school performances. Art and music are delivered from a cart, when enrollment requires that the art and music spaces be used for classroom needs. Finally, small group instructional spaces (for remedial/tutorial and special education instruction) are found in stairways, corridors and storage rooms. The Hillside Kindergarten After School (KASE) Program is located in leased space at the Congregational Church, and the extended day before/after school child care program is offered at the Newman Elementary School.

Please explain any recent changes to the district's educational program, school assignment policies, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters):

The School District is committed to a K-5, 6-8, and 9-12 educational program and grade configuration. In 2009, consistent with this policy and to provide adequate space for the growing secondary enrollment, the District opened the High Rock School, a sixth grade center designed to meet the needs of new middle school students, who are transitioning from five elementary schools into one middle school building. After completing the sixth grade at High Rock, students continue their middle school experience at the Pollard Middle School, where they attend 7th and 8th grades before transitioning to Needham High School.

Although the stand-alone 6th grade center is a unique component of Needham's middle school model, it has been successfully integrated into the District's overall program and provides a gateway to the middle school experience for our students. The community and School Committee believe the High Rock School experience is one of the strongest educational innovations that has been introduced, and they anticipate its continued success in the years to come.

Finally, the School Committee is committed to providing full-day Kindergarten in Needham, through the successful renovation and reconstruction of its two remaining elementary schools. Due to a longstanding lack of space in the elementary schools Needham, has been unable to offer full-day Kindergarten to eligible students. Renovation and/or construction projects at the Hillside and Mitchell schools would ideally incorporate sufficient space to allow full-day Kindergarten in all of the District's schools.

What are the district's current class size policies (maximum of 500 characters)?:

School Committee Policy #IHB specify that student/teacher ratios should be within the guidelines: 18-22 in Grades K-3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.

## Vote

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Vote of Municipal Governing Body YES: NO: Date:

Vote of School Committee YES: NO: Date:

Vote of Regional School Committee YES: NO: Date:

## REQUIRED FORM OF VOTE TO SUBMIT AN SOI

### REQUIRED VOTES

If a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If a regional school district, a vote in the following form is required from the Regional School Committee only. FORM OF VOTE Please use the text below to prepare your City's, Town's or District's required vote(s).

### FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on \_\_\_\_\_, the \_\_\_\_\_, the \_\_\_\_\_ *[City Council/Board of Aldermen, Board of Selectmen/Equivalent Governing Body/School Committee]* of \_\_\_\_\_ *[City/Town]*, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated \_\_\_\_\_ for the \_\_\_\_\_ *[Name of School]* located at \_\_\_\_\_ *[Address]* which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future

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\_\_\_\_\_ ; *[Insert a description of the priority(s) checked off on the Statement of Interest Form and a brief description of the deficiency described therein for each priority]:* and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

**CERTIFICATIONS**

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

**Chief Executive Officer \*      School Committee Chair      Superintendent of Schools**

(print name)	(print name)	(print name)
(signature)	(signature)	(signature)
Date	Date	Date

\* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter.

## Massachusetts School Building Authority

### Next Steps to Finalize Submission of your FY 2013 Statement of Interest

Thank you for submitting your FY 2013 Statement of Interest (SOI) to the MSBA electronically. **Please note, the District's submission is not yet complete.** The District is required to print and mail a hard copy of the SOI to the MSBA along with the required supporting documentation, which is described below.

Each SOI has two Certification pages that must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer\*. Please make sure that **both** certifications contained in the SOI have been signed and dated by each of the specified parties and that the hardcopy SOI is submitted to the MSBA with **original signatures**.

**SIGNATURES: Each SOI has two (2) Certification pages that must be signed by the District.**

In some Districts, two of the required signatures may be that of the same person. If this is the case, please have that person sign in both locations. Please do not leave any of the signature lines blank or submit photocopied signatures, as your SOI will be incomplete.

*\*Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.*

**VOTES: Each SOI must be submitted with the proper vote documentation.** This means that (1) the required governing bodies have voted to submit each SOI, (2) the specific vote language required by the MSBA has been used, and (3) the District has submitted a record of the vote in the format required by the MSBA.

- **School Committee Vote:** Submittal of all SOIs must be approved by a vote of the School Committee.
  - For documentation of the vote of the School Committee, Minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The Minutes must contain the actual text of the vote taken which should be substantially the same as the MSBA's SOI vote language.
- **Municipal Body Vote:** SOIs that are submitted by cities and towns must be approved by a vote of the appropriate municipal body (e.g., City Council/ Aldermen/Board of Selectmen) in addition to a vote of the School Committee.
  - Regional School Districts do not need to submit a vote of the municipal body.
  - For the vote of the municipal governing body, a copy of the text of the vote, which shall be substantially the same as the MSBA's SOI vote language, must be submitted with a certification of the City/Town Clerk that the vote was taken and duly recorded, and the date of the vote must be provided.

**CLOSED SCHOOLS: Districts that have reported closed school information must** download the report from the "Closed School" tab, which can be found on the District Main page. Please print this report, which then must be signed by the Superintendent, the School Committee Chair, and the Chief Executive Officer. A signed report, with original signatures must be included with the District's hard copy SOI submittal. **If a District submits multiple SOIs, only one copy of the Closed School information is required.**

**ADDITIONAL DOCUMENTATION FOR SOI PRIORITIES #1 AND #3:** If a District selects Priority #1 and/or Priority #3, the District is required to submit additional documentation with its SOI.

- If a District selects Priority #1, Replacement or renovation of a building which is structurally unsound or otherwise in

a condition seriously jeopardizing the health and safety of the school children, where no alternative exists, the MSBA requires a hard copy of the engineering or other report detailing the nature and severity of the problem and a written professional opinion of how imminent the system failure is likely to manifest itself. The District also must submit photographs of the problematic building area or system to the MSBA.

- If a District selects Priority #3, Prevention of a loss of accreditation, the MSBA requires the full accreditation report (s) and any supporting correspondence between the District and the accrediting entity.

**ADDITIONAL INFORMATION:** In addition to the information required with the SOI hard copy submittal, the District may also provide any reports, pictures, or other information they feel will give the MSBA a better understanding of the issues identified at a facility.

If you have any questions about the SOI process please contact Brian McLaughlin at 617-720-4466 or [Brian.McLaughlin@massschoolbuildings.org](mailto:Brian.McLaughlin@massschoolbuildings.org).

## Massachusetts School Building Authority

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School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School William Mitchell

Submission Date 2/7/2013

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### SOI CERTIFICATION

To be eligible to submit a Statement of Interest (SOI), a district must certify the following:

- The district hereby acknowledges and agrees that this SOI is NOT an application for funding and that submission of this SOI in no way commits the MSBA to accept an application, approve an application, provide a grant or any other type of funding, or places any other obligation on the MSBA.
- The district hereby acknowledges that no district shall have any entitlement to funds from the MSBA, pursuant to M.G.L. c. 70B or the provisions of 963 CMR 2.00.
- The district hereby acknowledges that the provisions of 963 CMR 2.00 shall apply to the district and all projects for which the district is seeking and/or receiving funds for any portion of a municipally-owned or regionally-owned school facility from the MSBA pursuant to M.G.L. c. 70B.
- The district hereby acknowledges that this SOI is for one existing municipally-owned or regionally-owned public school facility in the district that is currently used or will be used to educate public PreK-12 students and that the facility for which the SOI is being submitted does not serve a solely early childhood or Pre-K student population.
- After the district completes and submits this SOI electronically, the district must sign the required certifications and submit one signed original hard copy of the SOI to the MSBA, with all of the required documentation described under the "Vote" tab, on or before the deadline.
- The district will schedule and hold a meeting at which the School Committee will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is required for cities, towns, and regional school districts.
- Prior to the submission of the hard copy of the SOI, the district will schedule and hold a meeting at which the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body will vote, using the specific language contained in the "Vote" tab, to authorize the submission of this SOI. This is not required for regional school districts.
- On or before the SOI deadline, the district will submit the minutes of the meeting at which the School Committee votes to authorize the Superintendent to submit this SOI. The District will use the MSBA's vote template and the vote will specifically reference the school and the priorities for which the SOI is being submitted. The minutes will be signed by the School Committee Chair. This is required for cities, towns, and regional school districts.
- The district has arranged with the City/Town Clerk to certify the vote of the City Council/Board of Aldermen or Board of Selectmen/equivalent governing body to authorize the Superintendent to submit this SOI. The district will use the MSBA's vote template and submit the full text of this vote, which will specifically reference the school and the priorities for which the SOI is being submitted, to the MSBA on or before the SOI deadline. This is not required for regional school districts.
- The district hereby acknowledges that this SOI submission will not be complete until the MSBA has received all of the required vote documentation and certification signatures in a format acceptable to the MSBA.

**Chief Executive Officer \***

**School Committee Chair**

**Superintendent of Schools**

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print name)

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(signature)

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(signature)

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(signature)

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Date

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Date

\_\_\_\_\_  
Date

\* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter.

## Massachusetts School Building Authority

School District Needham

District Contact Anne Gulati TEL: (781) 455-0400

Name of School William Mitchell

Submission Date 2/7/2013

### Note

#### The following Priorities have been included in the Statement of Interest:

1.  Replacement or renovation of a building which is structurally unsound or otherwise in a condition seriously jeopardizing the health and safety of school children, where no alternative exists.
2.  Elimination of existing severe overcrowding.
3.  Prevention of the loss of accreditation.
4.  Prevention of severe overcrowding expected to result from increased enrollments.
5.  Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility.
6.  Short term enrollment growth.
7.  Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements.
8.  Transition from court-ordered and approved racial balance school districts to walk-to, so-called, or other school districts.

### SOI Vote Requirement

I acknowledge that I have reviewed the MSBA's vote requirements for submitting an SOI which are set forth in the Vote Tab of this SOI. I understand that the MSBA requires votes from specific parties/governing bodies, in a specific format using the language provided by the MSBA. Further, I understand that the MSBA requires certified and signed vote documentation to be submitted with the SOI. I acknowledge that my SOI will not be considered complete and, therefore, will not be reviewed by the MSBA unless the required accompanying vote documentation is submitted to the satisfaction of the MSBA.

**Potential Project Scope:** -- Renovation/ Addition

**Is this SOI the District Priority SOI?** NO

**School name of the District Priority SOI:** Hillside Elementary

### District Goal for School: Please explain the educational goals of any potential project at this school

The goals of this project are to: 1) eliminate disruptions and compromises to the educational program caused by insufficient space and facility deficiencies, 2) to allow teaching and learning to proceed without interference from these issues and 3) to do so in a manner that is consistent with the Town's long-range facility needs.

### District's Proposed Schedule: What is the District's proposed schedule to achieve the goal(s) stated above?

The District's proposed schedule for this project is: FY13 – Statement of Interest Submitted to MSBA (Jan. 2013) FY14 –

Town Meeting Funds Feasibility Design (Nov. 2013), MSBA 270-Day Eligibility Period (Apr. 2013- Dec. 2013) FY15 – Feasibility Study Completed (May 2014 – Dec. 2014); Debt Exclusion Override (Apr. 2015); Design & Construction Budget Appropriated (May 2015); FY16 – Design Development/Bid Documents Developed (May 2015 - Feb. 2016); Phased Project Bidding (Nov. 2015 – Apr. 2016); Contract Award Modulars & Site Work\* (Nov. 2015); Contact Award Construction (May 2016); Modulars Constructed (Apr. – Jun, 2016) FY17 & FY18 – Construction (July 2016 – July 2018) FY19 – Hillside Opens September 2018 \*If modular classrooms from Hillside can be re-used, the schedule will be adjusted accordingly.

**Is this part of a larger facilities plan?** YES

**If "YES", please provide the following:**

**Facilities Plan Date:** 11/15/2006

**Planning Firm:** DiNisco Design Partnership, 2006. Kaestle Boos 1998.

**Please provide an overview of the plan including as much detail as necessary to describe the plan, its goals and how the school facility that is the subject of this SOI fits into that plan:**

The scope of this project is to renovate/replace the Mitchell School and increase the capacity of the school to 500 students, for the purpose of addressing the extreme overcrowding and other building deficiencies. This project has been identified in several Town facilities plans: Town-wide Comprehensive Facilities Study, Kaestle Boos Associates, Inc. (5/15/1998, KBA); Facilities Master Plan – Town of Needham, DiNisco Design Partnership (11/15/ 2006, DDP); Comprehensive Facilities Assessment- Mitchell & Hillside Schools, Dore & Whittier Architects Inc. (8/22/2011, DWA); and the Pre-Feasibility Study – Mitchell & Hillside Schools, (7/6/2012, DWA) The Town of Needham updates its Facilities Master Plan about every decade. Both the 1998 and 2006 Town-wide master plans have identified the need to renovate/replace the Hillside school to address overcrowding and other building deficiencies. An updated assessment of the condition of the Mitchell School was conducted by DWA in 2011. The Comprehensive Facilities Assessment report included evaluations by the following professional (A&E) disciplines: Site (Civil and Landscape), Architectural, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Hazardous Materials and Energy Savings programs, with a cost analysis for both short-term and long-term improvements. The most urgent and immediate maintenance and repair recommendations have been incorporated into the Town's five-year Capital Improvement Planning (CIP) process since that time. However, the Facilities Assessment also made clear that the Mitchell School is a high priority for a comprehensive building renovation/ or replacement project, due to the age of the building (60+ years), deficiencies in the size and number of core educational spaces (42% under current MSBA standards), inaccessibility of the school to handicapped students, noted deficiencies and/or end-of-life conditions in most building systems, poor energy performance, and site constraints. A copy of the Facilities Assessment is found in Appendix A. In 2012, DWA was commissioned by the School Department to complete a Pre-feasibility Study of the Mitchell and Hillside Schools (2012, Appendix B.) The purpose of this study was to identify potential options for addressing the long-term facilities issues, and to initiate a public dialogue about the needs at each facility. We understand that the Feasibility Study process, if this school is selected by MSBA, will restart the evaluation process in partnership with the MSBA.

**Please provide the current student to teacher ratios at the school facility that is the subject of this SOI: 23 students per teacher**

**Please provide the originally planned student to teacher ratios at the school facility that is the subject of this SOI: 22 students per teacher**

**Does the District have a Master Educational Plan that includes facility goals for this building and all school buildings in District?** YES

**If "YES", please provide the author and date of the District's Master Educational Plan.**

The District's Master Educational Plan is an element of the 2006 DDP Town-wide Facilities Master Plan. In addition, the following studies have been conducted to address the long-term needs of Hillside School: Comprehensive Facilities Assessment (DWA, 2011); and the Mitchell & Hillside Schools Pre-feasibility Study (DWA, 2012.)

**Is there overcrowding at the school facility?** YES

**If "YES", please describe in detail, including specific examples of the overcrowding.**

Yes. Compared to MSBA standards, the Mitchell School is undersized by 42%. As noted in the Comprehensive Facilities Assessment (DWA, 2011), all of the existing educational spaces are undersized in comparison to current MSBA standards by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%), Art (-53%), and Music (-48%). (Music currently does not occupy a dedicated space, because it is on the stage in the cafeteria.) The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing. Mitchell also does not have adequate space to offer full-day Kindergarten or provide a dedicated classroom for the Kindergarten After School Enrichment (KASE) Program, which has been re-located to leased space at the Congregational Church in Needham.

Additionally, there is a significant lack of remedial/tutorial and special education spaces. Small group instruction often occurs in stairways, corridors and storage rooms. Currently, the 1.3 FTE reading teachers share a converted closet office and one small group table with a full-time special education teacher. Students must walk through general education classrooms to access the reading room and special education spaces. Special education parent meetings often occur in spaces that are shared by other service providers, who are providing ongoing services, which has created a confidentiality issue for the students being seen at that time. In addition, occupational therapy (OT) has virtually no space for gross motor activities and often has to provide services in the hallway, if at all. As a result, Mitchell is not able to house the OT equipment necessary for many students. This leads to inequity among buildings with regard to OT services. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions are often interrupted or displaced for team meetings. Finally, the undersized and inadequate spaces also means that, during the two MCAS administration windows, Mitchell lacks sufficient testing areas to accommodate students whose IEP's require separate testing space.

Due to the lack of appropriate specialized program space, music, art and media/technology education are delivered in a way that compromises the educational program. Music instruction is delivered on the stage in the stage/cafeateria space, due to the lack of a dedicated music classroom. This arrangement limits the availability of the stage/cafeateria space for school wide events, or special joint classroom events that need larger spaces, to only two afternoons/week. The stage is not handicapped accessible, which limits student access and makes it difficult for the music teacher to move equipment off and on the stage for the classroom music classes. (There is no separate storage space for chairs, music and instruments.) In addition, there are an insufficient number of electrical outlets to permit use of an electric keyboard, computer, overhead projector, printer and other equipment. The lunch-time use the cafeteria limits the ability of the music teacher to give extra help to students during the teacher's planning time, or to prepare sound materials and instruments. Music classes also are bothered by noise from the kitchen, the motors from the vending machines and milk cooler, and the raising and lowering of tables by the custodian. Art classes are held in a classroom that is barely 2/3 the size of a regular classroom. Students are cramped and storage of art materials in the room is limited. The Media Center size is problematic because the limited size and configuration force computer and media classes to run simultaneously within the same space with no sound separation. The school has no separate performance space.

Mitchell does not have adequate space to offer full-day Kindergarten or the Kindergarten After School Enrichment (KASE) Program, which is located in leased space at the Congregational Church in Needham.

Finally, there is inadequate space for administrative activities. The Principal's Office is only accessible via an adjacent conference room. Given the lack of alternative meeting spaces, this conference room is used several times/day by lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TAT team, School Council, and parent groups.

**Has the district had any recent teacher layoffs or reductions? YES**

**If "YES", how many teaching positions were affected? 1**

**At which schools in the district? Newman Elementary School, Needham High School (NHS)**

**Please describe the types of teacher positions that were eliminated (e.g., art, math, science, physical education,**

etc.).

FY13: 1.0 FTE Newman classroom teacher, 0.06 FTE NHS Nurse.

**Has the district had any recent staff layoffs or reductions?** YES

**If "YES", how many staff positions were affected?** 1

**At which schools in the district?** Needham High School

**Please describe the types of staff positions that were eliminated (e.g., guidance, administrative, maintenance, etc.).**

FY13: 1.0 FTE NHS Special Education Teaching Assistant

**Please provide a description of the program modifications as a consequence of these teacher and/or staff reductions, including the impact on district class sizes and curriculum.**

The teacher/staff reductions were in response to changes in Newman School enrollment and High School student support services requirements. There was no impact on program, class size or curriculum, resulting from the changes.

**Please provide a detailed description of your most recent budget approval process including a description of any budget reductions and the impact of those reductions on the district's school facilities, class sizes, and educational program.**

The budget process begins in September/October, when the School Committee votes budget guidelines. The budget is developed in October-December, with a public hearing and budget review in December - January. The School Committee votes its final budget recommendation at the end of January and the Town Manager's balanced budget proposal (including the School Committee's voted budget, if different) is due to the Finance Committee by January 31. The Finance Committee's recommendation becomes the main motion at Town Meeting. Annual Town Meeting occurs during the first and second week in May. The fiscal year begins July 1. The budget reductions made in FY13, and proposed for FY14, do not have an impact on school facilities or class size. Generally, they result in fewer opportunities to engage in District-wide curriculum development; reduce the number of paid co-curricular faculty adviser and coaching opportunities; reduce the amount of professional development resources available to teachers; reduce compensation for staff members; and reduce the District's ability to respond to special education van replacement needs.

## General Description

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**BRIEF BUILDING HISTORY:** Please provide a detailed description of when the original building was built, and the date(s) and project scopes(s) of any additions and renovations (maximum of 5000 characters).

The Mitchell Elementary School was originally designed in 1949 and constructed in 1949-50 as a one-story brick and steel frame elementary school with a pitched roof and an "I-shaped" floor plan. In 1959, a series of additions were made that included: 1) eight classrooms on the east side of the existing building with two connecting corridors, creating an interior courtyard space, 2) a second Kindergarten room on the southwest corner and 3) a Gymnasium on the NW corner of the original building. A final construction phase in 1969 added the Library, toilets and six classrooms to the northeast end of the 1959 wing. The 1959 and 1969 buildings were constructed with flat roofs.

**TOTAL BUILDING SQUARE FOOTAGE:** Please provide the original building square footage PLUS the square footage of any additions.

49027

**SITE DESCRIPTION:** Please provide a detailed description of the current site and any known existing conditions that would impact a potential project at the site. Please note whether there are any other buildings, public or private, that share this current site with the school facility. What is the use(s) of this building(s)? (maximum of 5000 characters).

The Mitchell Elementary School is located in a residential area of Needham, with its primary address at 187 Brookline St. The 12.47 acre parcel has about 8.35 acres that are viable for the school building, parking and field uses. The site is about twice as long (1,100 ft.) in the east-west axis as it is wide (550 ft.) on the north-south axis. The school building sits roughly in the middle of the lot with a setback of 150 feet to Brookline Street and 120 feet to Tower Ave. The site has about 620 ft. of frontage onto Brookline St. and 45 ft. of frontage at a back entrance on the north side onto Tower Avenue. Each point of access has sidewalks, a car drop-off loop and parking, but there is no interconnecting road between the north and south sides, except for emergency access over broad sidewalks on the west side of the school. The majority of the Mitchell Elementary School students walk to the school due to the proximity of houses to the school and the compactness of the Mitchell School District. The neighborhood is zoned as SRB single family residence-B, which allows for quarter acre lot sizes. As a result, it is one of the more densely populated single family districts in Town.

The existing school parcel has a dense stand of trees on the east, where the land drops off by about 25 feet to a wetland area. On the west side, at the edge of the open playing field, there is an adjacent Town-owned lot with a park called "Mitchell Woods," a heavily wooded sloping parcel, which slopes 50 feet down to James Ave.

The site has about 80 car parking spaces. The northern lot with 33 parking spaces, including 2 handicapped spots, is used primarily for teachers. The cul-de-sac accessed from Tower Ave. is used mainly for student drop-off / pick-up by parents, although Kindergartners who participate in the all-day program are picked up and dropped off and transported to a nearby church via mini-bus at this location. The front entrance loop on Brookline St. is used for student drop-off and pick-up by car. Five parking spaces are on the east side of the Brookline St drive. The rest of the parking spots (45 spaces) are located in a lot that abuts Brookline St to the southwest of the school building. On-street parking is restricted near the school. There is a limited drainage system for moving storm water off the site, however, it does not meet current NPDES stormwater standards.

There is an 80ft x 130ft hard-surfaced play area adjacent to the 1949 wing on the west side of the building, with an adjacent paved basketball court. A playground with swings and play structures is adjacent to this play area and further to the west are two 60 ft baseball diamonds in an open playing field. The school is the only use on this parcel of land.

Utilities serving the school come mainly from Brookline St. There is municipal water and sewer service including: four-inch

cast iron water main; a six-inch cement sewer from the original building and a six-inch asbestos cement sewer from the 1968 addition. There is a two-inch gas line in Brookline Street near the school, which is not yet connected to the school. A twenty-year-old, double-walled underground 10,000-gallon oil storage tank is located within the planted circle at the front of the building, with iron supply piping to the basement boiler room.

**ADDRESS OF FACILITY: Please type address, including number, street name and city/town, if available, or describe the location of the site. (Maximum of 300 characters)**

The Mitchell Elementary School, 187 Brookline Street, Needham, MA 02492

**BUILDING ENVELOPE: Please provide a detailed description of the building envelope, types of construction materials used, and any known problems or existing conditions (maximum of 5000 characters).**

**Building Envelope:**

The building envelope varies depending upon the phase of construction. There is little or no insulation within the walls and the exterior brick walls are in fair condition with some areas in poor condition. The original structure shows the least deterioration, with a small amount of efflorescence and brick decay. The 1959 addition shows some efflorescence and fungal growth in several areas on the exterior and there is evidence of brick settlement and cracking in several locations. Deterioration of the exterior surface was observed in areas of the 1959 and 1969 additions.

All of the window glazing within the building is single glazed and therefore very energy inefficient. Windows in the original building are steel sash with 'hopper style' venting at both the top and bottom of the window units. In the 1959 addition, the windows are a mix of steel frame and wood frame. Several of the wood windows are close to the grade and show signs of wood rot. The 1969 wing metal frame windows have evidence of rust and are allowing water to enter some of the window frames. The building envelope is very energy inefficient, when compared to contemporary codes and energy standards.

Comprehensive replacement of all windows and most walls would be required to meet contemporary energy codes. Grills and vents around the school are damaged and are being replaced under the current maintenance plan, as these are affecting the performance of existing mechanical systems. Many exterior doors around the building have been replaced; however these new insulated fiberglass panel doors have been set within the existing metal frames, which are in poor condition. Some of the remaining existing doors are original to the building and further replacement is required.

**Building Structure:**

1949 Building - The original building was constructed about 4 ft above grade, with a utility basement for boilers and storage at the front of the building and a crawl space beneath the rest of the building. Foundations are traditional, cast-in-place concrete with interior concrete pilasters on footings and concrete walls around the perimeter of the structure. The ground floor structure consists of exterior masonry walls and eight-inch wide flange steel columns and beams supporting roof framing of trusses with eight-inch and ten-inch steel purlins. The roof substrate has 1-½ inch wood planking spiked to the purlins and trusses. The exterior walls appear to be solid brick with steel lintels supporting the brick veneer.

1959 Addition – The single story wing has a flat roof. Foundations are traditional cast-in-place concrete with a four-inch cast-in-place concrete un-insulated floor slab. The roof framing is supported on steel columns both on the corridor and exterior. Twelve-inch girders and ten-inch deep steel beams support fourteen-inch deep open web steel joists thirty – inches on center with perlite on steel-tex decking. The exterior walls have curtain wall with masonry to sill level consisting of various materials including solid brick and concrete breeze block. Masonry cavities vary from one-inch to two – inches, typically without any insulation.

1969 Addition – This single-story flat-roofed classroom section has traditional un-insulated cast-in-place concrete foundations and a four-inch un-insulated slab on grade. Steel columns and beams support open web steel joists at four-feet on center and 1- ½ inch deep steel decking. The structural frame is in sound condition, but would not meet contemporary seismic code requirements. While the roof probably meets current loading requirements, any new roof top equipment would require structural assessment prior to installation. The building was not designed for the addition of any future stories. Any major renovation would require lateral stabilization of the exterior and interior masonry walls to meet contemporary seismic codes and limit removal of any existing lateral bracing and walls within the structure.

**Roof:**

The 1949 building has a pitched roof with asphalt shingles, while both of the additions have flat, internally-drained roof

systems with built-up roofing. The asphalt shingle roof is about ten-years old, while the flat roof sections of the building are original to their phase of construction. There was approximately 2-3" of insulation above the ceiling in the original building, and an additional 6 to 8 inches of insulation were added last summer to improve energy efficiency and maintain better temperature control of these classrooms. The flat roof additions have only 2 inches of rigid insulation on top of the metal roof deck with built-up asphalt and gravel roofing materials. The rigid roof insulation thickness would need to triple in depth to meet contemporary codes. In conclusion, the envelope of the building is reaching the end of its useful life and does not meet contemporary energy code requirements.

**Has there been a Major Repair or Replacement of the EXTERIOR WALLS ? YES**

**Year of Last Major Repair or Replacement: 2012**

**Description of Last Major Repair or Replacement:**

The exterior of the Mitchell school was painted, in its entirety, in 2012. In 2000 and 2001, major structural repairs were made to the concrete block walls between Room 22 and 23 and Rooms 20 and 21.

**Has there been a Major Repair or Replacement of the ROOF? YES**

**Year of Last Major Repair or Replacement: 2007**

**Type Of ROOF:** 1949 wing: Pitched roof with asphalt shingles 1959 & 1969 wings: flat, internally-drained roof systems with built-up asphalt and gravel roofing

**Description of Last Major Repair or Replacement:**

All flat roofing was replaced in 2007. The new roof has a life expectancy of 20 years and should be replaced in 2027. The sloped roof was last replaced in 1997.

**Has there been a Major Repair or Replacement of the WINDOWS? YES**

**Year of Last Major Repair or Replacement: 2012**

**Type Of WINDOWS:** 1949 wing: steel sash with 'hopper style' venting 1959 wing: mix of steel frame and wood frame 1969 wing: metal frame All windows single glazed

**Description of Last Major Repair or Replacement:**

In 1999, plexi-glass window panes were replaced with glass. All windows in the gym were replaced in 2006 with polycarbonate windows. In 2012, the gym windows were replaced with thermal pane windows.

**MECHANICAL and ELECTRICAL SYSTEMS: Please provide a detailed description of the current mechanical and electrical systems and any known problems or existing conditions (maximum of 5000 characters).**

**Mechanical Systems**

The building is heated with two, cast iron, sectional-type HB Smith low-pressure steam boilers. They both burn #2 fuel oil and one was replaced in 1997. The total capacity of both boilers is approximately 6,000 lbs/h of steam or 5,700 MBH. The fuel system for the #2 oil is supplied by a 22-year old 10,000 gallon underground storage tank (UST). Fuel oil enters the boiler room and is distributed to each boiler by three fuel oil pumps. Distribution piping in the boiler room is about 15 years old, but the piping is original elsewhere in the building and is in fair condition. One new boiler was installed in 1997, but the other boiler is about 10 years older.

There is no central air conditioning system within the building. The classrooms get outdoor air and heating from the 1968 floor-mounted unit ventilators. General heating is provided by finned tube radiators and convectors along the perimeter walls of the building. The radiators and convectors are original to their phase of construction. The 1968 addition has a hot water hydronic loop, which serves the unit ventilators in that section of the building and uneven heating in the most remote spaces is an ongoing problem. Some classrooms have window-mounted air conditioners, which have blocked or used operable windows within the room. These Air conditioners are in fair or good condition.

Generally speaking all of the HVAC systems are in poor to fair condition and reaching the end of their useful lives.

**Electrical Systems**

The building is supplied by an underground electric service with a 208Y/120 Volt, 3-phase, and 4-wire supply. In the basement, the electric service is split into a metered 400 AMP section and a metered 200 Amp and 100 Amp section. The panels and switches appear to be original. All panels are full and there are no empty circuits or spares spaces for new circuits. Certain circuits within the school trip the breakers during AC operation, and no expanded service to classrooms for enhanced

technology is currently possible. The circuit breakers and main service are obsolete and unavailable, making maintenance impossible. Upgrades would require comprehensive replacement of the electrical service, and the existing electrical service is not adequate to support the growing technology and HVAC needs of the school.

The fire alarm system is a zoned analog type system manufactured by FCI, in fair condition. System components include outside beacon, Knox-box, pull stations, heat detectors, horn /strobes. The system does not have smoke detectors, only heat detectors, but is in good operating condition.

The school has a public address system with an integrated bell, which operates throughout the building, and functions properly. A clock system is in place with 90% of the clocks functioning properly.

The lighting within most of the classrooms is surface-mounted 2-lamp 1ft x 4ft fluorescent light strips with prismatic lens placed in rows about 4 to 8 feet apart. The lighting is functional and in fair condition throughout the school.

#### Plumbing

The building is supplied with a 4" water service line coming to the 1949 section of building from Brookline St. A 2" turbine water meter is located within the boiler room constraining flow. The water distribution system within the building is largely original piping and equipment. The original piping appears to be threaded red brass with more modern connections made of soldered copper tube and fittings. The main water service is over 50 years old and at the end of its useful life expectancy. The domestic hot water heater is supplied from an oil-fired storage water heater located within the Boiler Room. The vertical 84-gallon storage tank with insulation jacket has a front-mounted 315 MBH burner assembly capable of a recovery capacity of about 264 gallons per hour. While the water heater is functioning, it is nearing the end of its useful life. The cast iron, oakum and lead draining system and vent system are original to the building and at 40 to 60 years old are approaching the end of their useful life. The plumbing fixtures within the bathrooms are largely original with wall mounted sinks, toilets and urinals. The fixtures, faucets, and flow valves have been replaced if broken but are largely past the end of their useful life. Numerous deficiencies for handicapped accessibility exist within the bathroom layouts and for plumbing fixtures within classrooms. These would require replacement to meet contemporary codes if the building were renovated.

#### Fire Protection

The building is not equipped with an automatic sprinkler system. The Food Service cooking hood is not equipped with a fixed fire suppression system. The existing water line is not large enough to provide sprinklers within the building, and the low floor to ceiling heights would likely constrain the installation of sprinklers.

#### **Has there been a Major Repair or Replacement of the BOILERS? YES**

**Year of Last Major Repair or Replacement: 2009**

#### **Description of Last Major Repair or Replacement:**

Oil tanks were replaced in 1992-1993. Boiler number 1 was replaced in 2009 boiler, and boilers, univents, and air handling units were upgraded to digital control. Also in 2009, the piping in crawl spaces and in the boiler room were insulated, exterior air leaks were sealed, and a Rentar catalyst unit was installed.

#### **Has there been a Major Repair or Replacement of the HVAC SYSTEM ? YES**

**Year of Last Major Repair or Replacement: 2005**

#### **Description of Last Major Repair or Replacement:**

Window air conditioning units were installed in 2004 and 2005. The rooftop HVAC unit above the Media Center was replaced in 1998.

#### **Has there been a Major Repair or Replacement of the ELECTRICAL SERVICES AND DISTRIBUTION SYSTEM? YES**

**Year of Last Major Repair or Replacement: 2009**

#### **Description of Last Major Repair or Replacement:**

In 2006, there was an electrical update that included updating all exit signs and emergency lighting, safety upgrades to several electric distribution panels, rewiring 1 main distribution circuit, rebuilding 1 flush wall mounted electrical sub-panel in the 1968 corridor, and replacing cafeteria fans. The kitchen was wired for a new convection oven in 2009. The intercom, clock, and bells were updated in 1997, and the lights and ceilings were updated in 1983-1985. The media center was rewired in 2005. The electrical fixtures in the kindergarten were replaced in 1985.

**BUILDING INTERIOR: Please provide a detailed description of the current building interior including a description**

**of the flooring systems, finishes, ceilings, lighting, etc. (maximum of 5000 characters).****Interior**

The floor in the main corridor of the original building is 1ft x 1ft ceramic tile. It is original to the building and in good condition, although this floor can be slippery when wet, since it has aged and gotten smoother over the years. Classrooms and offices within this wing have VCT flooring in good condition. The flooring throughout the corridors and classrooms in the 1959 & 1969 additions are Vinyl Composite Tile (VCT) and appear well maintained. The low-pile carpet in the Media Center is in good condition, except near the entrance to the room where some of the carpet squares are lifting due to heavy wear.

Bathroom floors are ceramic tile, in good condition. The gymnasium floor is hardwood, in good condition.

Many of the interior walls in the original wing are constructed of 4" steel stud with plaster finish. They are generally in good condition except for a few locations with cracking or peeling due to prior water damage. In the 1959 addition, the interior walls are constructed of structural CMU block walls. Because of the limited insulation within the exterior walls and single-glazed windows, it can be uncomfortable to sit near the exterior walls in winter.

Most ceilings are in good condition although water damage and staining from HVAC units is visible in certain areas. Glue applied perforated ceiling tiles are installed in several of the original areas of the building and are in poor condition. Ceiling tiles in the school kitchen are not washable and therefore inappropriate for that location.

The interior doors throughout the building are largely original to their date of construction. From a handicapped accessibility point of view, many doors in the school lack the clear floor area and proper hardware to meet contemporary codes. Few of the interior doors in the school are fire rated, as would now be required. Many of the doors lack proper handles and panic hardware to meet contemporary accessibility and egress codes. Comprehensive replacement of all interior doors would likely be required as a part of any major renovation.

Building codes have changed significantly since the original construction and additions to the Mitchell School. While the building has several ramped access pathways into the building, not all of the spaces within the single story building are accessible for people with disabilities. The Gymnasium and second kindergarten room are only accessible by stairs or by walking outside and around the building. The music program for the school is forced to use the stage in the cafeteria due to lack of available space in the building. This elevated platform has no ramp or lift access. Retrofits have been attempted to make the bathrooms partially compliant with ADA and MAAB criteria, but many restrooms are still missing proper entrance clearances, stall sizes, grab bars, insulated pipes at the sinks, urinals at proper heights, dispensers at proper heights, entrance and turning radii clearances, pull side clearances at entry doors and the correct door hardware.

**Technology**

Technology distribution through the building has been retrofitted over the past two decades and is minimal in comparison to other modern classrooms and current MSBA standards. Technology distribution is further constrained within the school due to the lack of and improper location of many power receptacles and the inability to add new power receptacles. White boards typically require rubber floor strips to hide power and IT cables. The school does not have sufficient available space to have a full computer lab. Therefore an area within the Media Center contains multiple computers for training, but this area has no sound separating walls.

**Hazardous Materials**

The Public Facilities Department Operations division has an ongoing plan for the assessment and remediation of hazardous materials in the school. The floor tiles contain asbestos (ACM) and a program of phased remediation and replacement has been in place for the past decade. Hard joint insulation of heating pipes was found to contain asbestos in various locations. The asbestos has been remediated and removed from the boiler room, but ACM's still remain in the utility tunnels. The exterior and interior window framing and glazing caulking are assumed to contain ACM's and PCB's and would require abatement as a part of repair / replacement. Other locations assumed to contain asbestos are wall and door framing caulking, unit vent grill caulking, Blackboard glue, underground waste water pipes, Damproofing on foundation wall, and thru-wall flashing. Tubes within light fixtures, exit signs, switches, and thermostats are assumed to contain Mercury, The painted surfaces are assumed to contain lead. All of these materials would need to be addressed within a comprehensive repair or replacement project.

**PROGRAMS and OPERATIONS: Please provide a detailed description of the current programs offered and indicate whether there are program components that cannot be offered due to facility constraints, operational**

**constraints, etc. (maximum of 5000 characters).**

Students in Grades K-5 receive the regular elementary curriculum, including art, music, media, technology and physical education instruction. Special needs instruction is provided on both an integrated and pull-out basis.

Currently, Mitchell does not have adequate space to offer full-day Kindergarten or provide a dedicated classroom for the Kindergarten After School Enrichment (KASE) Program. (The KASE Program has been re-located to leased space at the Congregational Church in Needham.) Additionally, due to lack of space, small group instruction often occurs in inappropriate locations, such as stairways, corridors and storage rooms. Staff members share office space, and students often walk through general education classrooms to access the reading room and special education spaces. The use of shared space to hold parent meetings has created a confidentiality issue for the students being seen at that time. In addition, occupational therapy (OT) has virtually no space for gross motor activities and often has to provide services in the hallway, if at all. As a result, Mitchell is not able to house the OT equipment necessary for many students. This has led to inequity among buildings with regard to OT services. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions are often interrupted or displaced for team meetings. Finally, the undersized and inadequate spaces also means that, during the two MCAS administration windows, Mitchell lacks sufficient testing areas to accommodate students whose IEP's require separate testing space.

In addition, music, art and media/technology specialized education are delivered in non-traditional spaces, to the detriment of these programs. Music instruction is delivered on the stage, due to the lack of a dedicated music classroom. This arrangement limits the availability of the stage/cafeteria space for school wide events, or special joint classroom events that need larger spaces, to only two afternoons/week. The stage is not handicapped accessible, which limits student access and makes it difficult for the music teacher to move equipment off and on the stage for the classroom music classes. (Staff must re-arrange the stage space daily to accommodate morning band classes, followed by music classes and then band classes again the next morning. Also, there is no separate storage space for chairs, music and instruments.) In addition, the lack of physical space on the stage restricts the movement activities that are fundamental to rhythmic instruction. Also, there are an insufficient number of electrical outlets to permit use of an electric keyboard, computer, overhead projector, printer and other equipment. The lunch-time use the cafeteria limits the ability of the music teacher to give extra help to students during the teacher's planning time. Music classes also are bothered by noise from the kitchen, the motors from the vending machines and milk cooler, and the raising and lowering of tables by the custodian. Art classes are held in a classroom that is barely 2/3 the size of a regular classroom. Students are cramped and storage of art materials in the room is limited. The Media Center size is problematic because the limited size and configuration force computer and media classes to run simultaneously within the same space with no sound separation.

In addition, there is inadequate space for administrative activities. The Principal's Office is only accessible via an adjacent conference room. Given the lack of alternative meeting spaces, this conference room is used several times/day by lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TAT team, School Council, and parent groups. The Psychologist works in a 50 s.f. space next to the nurse's office and bathroom, where she and the students she works with are distracted by conversations and bathroom noises.

Finally, other building deficiencies have a negative impact on the educational program, including: a) the inadequate electrical system, which limits the ability to add technology, because there are no available circuits in any of the electrical panels, or to add hubs that make the building wireless, b) the heating system is insufficient, requiring children to wear coats in classrooms where the temperature drops below 68 degrees, and c) the intercom does not reach all areas of the school in an emergency.

**CORE EDUCATIONAL SPACES: Please provide a detailed description of the Core Educational Spaces within the facility, a description of the number and sizes (in square feet) of classrooms, a description of science rooms/labs including ages and most recent updates, and a description of the media center/library (maximum of 5000 characters).**

The core educational spaces include the following:

Classrooms:

1959 wing (870 avg s.f.): 2 Grade K, 4 Grade 3, 1 Grade 4, 2 Grade 2, 1 Special Education  
 1949 wing (780 avg s.f.): 2 Grade 2, 4 Grade 1, 1 Grade 5 (formerly Music Room, 625 s.f.)  
 1969 wing (980 avg s.f.): 3 Grade 4, 3 Grade 5  
 1 Art: 470 s.f.  
 No science room

Common Areas:

1 Gymnasium  
 1 Cafeteria/Auditorium (Music instruction delivered on stage, since no dedicated music room), 2400 sf.  
 1 Kitchen  
 1 Media Center

Student Support/Other Instructional:

2 Special Education/ Guidance/ Occupational Therapy  
 1 Nurse Suite

Administration:

3 Administration  
 1 Teacher Break Room  
 1 Storage

**CAPACITY and UTILIZATION: Please provide a detailed description of the current capacity and utilization of the school facility. If the school is overcrowded, please describe steps taken by the administration to address capacity issues. Please also describe in detail any spaces that have been converted from their intended use to be used as classroom space (maximum of 5000 characters).**

The calculated capacity of the school is 272 students, based on the total area noted in the Comprehensive Facilities Assessment Study (DWA, 2011) and current MSBA standards. The current enrollment is 501 students, creating a space deficiency of over 42%. As noted in the Assessment report, all of the existing educational spaces are undersized by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%), Art (-53%), and Music (-48%,) which is currently not in a dedicated space because it is on the stage in the cafeteria. The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing.

Since there are no spare rooms, music instruction has been moved to the stage, which has resulted in compromises to the music educational program. Staff re-arrange the stage daily to accommodate morning band classes, followed by music classes and then band classes again the next morning. Before-school strings classes have been moved to the Media Center, which limits Media Center prep time and displaces math groups that otherwise would meet in the Media Center. In addition art instruction is held in an undersized room, which creates cramped conditions for students and limited storage. All clay art projects are dried on shelving in the hallway. The Media Center also is used concurrently for computer and media instruction.

The administration has addressed the general lack of remedial/tutorial and special education spaces by using non-traditional spaces for small group instruction, such as stairways, corridors and storage rooms. The use of moveable partitions allows special educators to share the same space, while working with students at the same time. Similarly, partitions are used to screen off a classroom from students who walk through the room to access reading or specialized education support. The space for student lunch groups and testing during MCAS administration periods has been met by setting up tables and chairs in hallways and entrances. Guidance and other support services meet with students in the hallway behind screens.

the Kindergarten After School Enrichment (KASE) Program has been moved to leased space at the Congregational Church in Needham. Kindergarten students that participate in this program ride a bus twice per day to and from the Church.

To mitigate the lack of storage, many teacher materials have been moved to the basement, or are stored in hallways or mechanical/electrical spaces. In addition, a storage shed was installed near the building, to store auditorium chairs.

**MAINTENANCE and CAPITAL REPAIR: Please provide a detailed description of the district's current maintenance practices, its capital repair program, and the maintenance program in place at the facility that is the subject of this SOI. Please include specific examples of capital repair projects undertaken in the past, including any override or debt exclusion votes that were necessary (maximum of 5000 characters).**

The Town implemented a structured preventative maintenance program in 2009. This program provides for the quarterly and/or annual maintenance of HVAC, water heating, plumbing, electrical, and general maintenance systems. The Town also funds an annual facility maintenance capital article to address the needs of smaller repairs such as duct cleaning, asbestos abatement, flooring replacement, and HVAC upgrades.

A chronology of capital repairs to the facility follows:

- 1997 – The intercom, clock, and bells were updated
- 1998 – Hot water tank was installed
- 1999 – Master fire alarm panel was upgraded
- 2004 – Rigid insulation was installed to resolve drafts
- 2004, 2006 – Exterior light fixtures were added
- 2005 – Media Center was rewired
- 2006 – Entrance ramp outside room 1 was replaced
- 2007 – Playground was re-patched and paved, and the rear entrance ramp and handrail were replaced
- 2009 – Boiler #1 was replaced and mechanical system was upgraded
- 2009 – Systemic plumbing corrections were made including installing low flow toilets
- 2009 - In 2009 asbestos abatement was undertaken, floor tiles were replaced, and interior walls were painted
- 2011 – Motion sensors installed
- 2012 – Boiler System was upgraded
- 2012 – Exterior doors were replaced
- 2012 – All windows in the gym were replaced with polycarbonate windows

**Priority 2*****Question 1: Please describe the existing conditions that constitute severe overcrowding.***

The calculated capacity of the school is 272 students, based on the total area noted in the Comprehensive Facilities Assessment Study (DWA, 2011) and current MSBA standards. The current enrollment is 501 students, creating a space deficiency of over 42%. As noted in the Assessment report, all of the existing educational spaces are undersized by the following percentages: 1949 Wing (-18%), 1959 wing (-8%), Library Media Center (-25%), Cafeteria (-31%), Gymnasium (-10%), Art (-53%), and Music (-48%,) which is currently not in a dedicated space because it is on the stage in the cafeteria. The only spaces that meet current MSBA standards are two classrooms at the end of the 1969 wing.

The number and configuration of classroom spaces for music, art and media/instruction also are inadequate for the educational program. Since there is no dedicated music classroom, music instruction is delivered in non-traditional classroom space on the stage. The stage also lacks dedicated storage space for chairs, music and instruments, as well as technology access and an adequate number of electrical outlets. The undersized art classroom creates cramped conditions for students and limits the storage of art materials in the room. Additionally, the size and configuration of the Media Center force computer and media classes to run simultaneously within the same space, with no sound separation. The school has no separate performance space.

Additionally, there is a significant lack of remedial/tutorial and special education spaces. Small group instruction often occurs in non-traditional areas, such as stairways, corridors and storage rooms. Teachers often share office space. Currently, the 1.3 FTE reading teachers share a converted closet office and one small group table with a special education teacher. In addition, students must walk through general education classrooms to access the reading room and special education spaces. Special education parent meetings often occur in spaces that are shared by other service providers, who are providing ongoing services. In addition, occupational therapy (OT) has virtually no space for gross motor activities and often has to provide services in the hallway, if at all. As a result, Mitchell is not able to house the OT equipment necessary for many students. Moreover, due to the shared use of space by service providers, special education, speech and language, and occupational therapy sessions are often interrupted or displaced for team meetings. Finally, the undersized and inadequate spaces also means that, during the two MCAS administration windows, Mitchell lacks sufficient testing areas to accommodate students whose IEP's require separate testing space.

Mitchell does not have adequate space to offer full-day Kindergarten or the Kindergarten After School Enrichment (KASE) Program.

Finally, there is inadequate space for storage and administrative activities. The Principal's Office is only accessible via an adjacent conference room. Given the lack of alternative meeting spaces, this conference room is used several times/day by lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This is problematic because the Principal, and those who come to see him, must walk through and interrupt these meetings and testing situations. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TAT team, School Council, and parent groups.

**Priority 2*****Question 2: Please describe the measures the School District has taken to mitigate the problem(s) described above.***

Since there are no spare classrooms, music instruction has been moved to the stage, which has resulted in compromises to the music educational program. Staff re-arrange the stage daily to accommodate morning band classes, followed by music classes and then band classes again the next morning. Before-school strings classes have been moved to the Media Center, which limits Media Center prep time and displaces math groups that otherwise would meet in the Media Center. In addition art instruction is held in an undersized room, which creates cramped conditions for students and limited storage. All clay art projects are dried on shelving in the hallway. The Media Center also is used concurrently for computer and media instruction.

The administration has addressed the general lack of remedial/tutorial and special education spaces by using non-traditional spaces for small group instruction, such as stairways, corridors and storage rooms. The use of moveable partitions allows special educators to share the same space, while working with students at the same time. Similarly, partitions are used to screen off a classroom from students who walk through the room to access reading or specialized education support. The space for student lunch groups and testing during MCAS administration periods has been met by setting up tables and chairs in hallways and entrances. Guidance and other support services meet with students in the hallway behind screens.

The Kindergarten After School Enrichment (KASE) Program has been moved to leased space at the Congregational Church in Needham. Kindergarten students that participate in this program ride a bus twice per day to and from the Church.

To mitigate the lack of storage, many teacher materials have been moved to the basement, or are stored in hallways or mechanical/electrical spaces. In addition, a storage shed was installed near the building, to store auditorium chairs.

**Priority 2**

***Question 3: Please provide a detailed explanation of the impact of the problem described in this priority on your district's educational program. Please include specific examples of how the problem prevents the district from delivering the educational program it is required to deliver and how students and/or teachers are directly affected by the problem identified.***

The lack of sufficient space and deficiencies of the facility have created disruptions and compromises to the educational program at Mitchell School.

As noted above, classrooms are undersized and small group instruction is often delivered in stairways, corridors and storage rooms. The dual use of the core spaces often results in one educational program area being shortchanged or creates conditions that are not conducive to learning. For example, music instruction is delivered on the stage in the stage/cafeteria space, due to the lack of a dedicated music classroom. This arrangement limits the availability of the stage/cafeteria space for school wide events, or special joint classroom events that need larger spaces, to only two afternoons/week. The stage is not handicapped accessible, which limits student access and makes it difficult for the music teacher to move equipment off and on the stage for the classroom music classes. In addition, there are an insufficient number of electrical outlets to permit use of an electric keyboard, computer, overhead projector, printer and other equipment. The lunch-time use the cafeteria limits the ability of the music teacher to give extra help to students during the teacher's planning time, or to prepare sound materials and instruments. Music classes also are bothered by noise from the kitchen, the motors from the vending machines and milk cooler, and the raising and lowering of tables by the custodian. The concurrent use of the Media Center for computer and media education creates a congested and noisy learning environment, which is distracting for students.

Additionally, there is a significant lack of remedial/tutorial and special education spaces. Small group instruction occurs in places which lack privacy and are distracting to students. The fact that classrooms are used as passageways to other spaces, also creates disruption to the learning environment. The use of shared office space for parent meetings has created a confidentiality issue for the students being seen at that time. Moreover, special education, speech and language, and occupational therapy sessions are often interrupted or displaced for team meetings. In addition, the lack of adequate space for gross motor activities and the storage of OT equipment has led to inequity among buildings with regard to the provision of OT services. Finally, the use of hallways and entrances for MCAS testing creates space, but not an environment, which is conducive to focus, concentration and student performance.

The lack of adequate space for full-day Kindergarten has caused the Mitchell KASE programs to move-off site, creating discontinuity within the extended educational day and fragmentation of the Mitchell community.

Finally, building deficiencies hamper effective administration of the building. As noted above, there is inadequate space for storage and administrative meetings. The Principal's conference room doubles as an entrance way to the Principal's Office, as well as a space for lunch groups, special education and reading testing and assessment, parent/teacher conferences, team meetings, and small group work with students. This lack of separate and private meeting space leads to disruption and over-scheduling. It also limits the Principal's access to the conference room for his own meetings with teacher teams, the TAT team, School Council, and parent groups.

**Please also provide the following:**

**Cafeteria Seating Capacity:** 176

**Number of lunch seatings per day:** 5

**Are modular units currently present on-site and being used for classroom space?:** NO

**If "YES", indicate the number of years that the modular units have been in use:**

**Number of Modular Units:**

**Classroom count in Modular Units:**

**Seating Capacity of Modular classrooms:**

**What was the original anticipated useful life in years of the modular units when they were installed?:**

**Have non-traditional classroom spaces been converted to be used for classroom space?:** YES

**If "YES", indicate the number of non-traditional classroom spaces in use:** 3

**Please provide a description of each non-traditional classroom space, its originally-intended use and how it is currently used (maximum of 1000 characters)::**

Yes. Music classes are delivered on the stage, due to the lack of a dedicated music room. In addition, the Kindergarten After School Enrichment (KASE) Program has been relocated to leased space at the Congregational Church. In addition, the lack of remedial/tutorial and special education spaces has resulted in the use of non-traditional spaces for small group instruction, such as stairways, corridors and storage rooms.

**Please explain any recent changes to the district's educational program, school assignment polices, grade configurations, class size policy, school closures, changes in administrative space, or any other changes that impact the district's enrollment capacity (maximum of 5000 characters)::**

The School District is committed to a K-5, 6-8, and 9-12 educational program and grade configuration. In 2009, consistent with this policy and to provide adequate space for the growing secondary enrollment, the District opened the High Rock School, a sixth grade center designed to meet the needs of new middle school students, who are transitioning from five elementary schools into one middle school building. After completing the sixth grade at High Rock, students continue their middle school experience at the Pollard Middle School, where they attend 7th and 8th grades before transitioning to Needham High School.

Although the stand-alone 6th grade center is a unique component of Needham's middle school model, it has been successfully integrated into the District's overall program and provides a gateway to the middle school experience for our students. The community and School Committee believe the High Rock School experience is one of the strongest educational innovations that has been introduced, and they anticipate its continued success in the years to come.

Finally, the School Committee is committed to providing full-day Kindergarten in Needham, through the successful renovation and reconstruction of its two remaining elementary schools. Due to a longstanding lack of space in the elementary schools Needham, has been unable to offer full-day Kindergarten to eligible students. Renovation and/or construction projects at the Hillside and Mitchell schools would ideally incorporate sufficient space to allow full-day Kindergarten in all of the District's schools.

**What are the district's current class size policies (maximum of 500 characters)?:**

School Committee Policy #IHB specify that student/teacher ratios should be within the guidelines: 18-22 in Grades K-3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.

## Vote

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Vote of Municipal Governing Body YES: NO: Date:

Vote of School Committee YES: NO: Date:

Vote of Regional School Committee YES: NO: Date:

## REQUIRED FORM OF VOTE TO SUBMIT AN SOI

### REQUIRED VOTES

If a City or Town, a vote in the following form is required from both the City Council/Board of Aldermen **OR** the Board of Selectmen/equivalent governing body **AND** the School Committee.

If a regional school district, a vote in the following form is required from the Regional School Committee only. **FORM OF VOTE** Please use the text below to prepare your City's, Town's or District's required vote(s).

### FORM OF VOTE

Please use the text below to prepare your City's, Town's or District's required vote(s).

Resolved: Having convened in an open meeting on \_\_\_\_\_, the  
 \_\_\_\_\_ *[City Council/Board of Aldermen,  
 Board of Selectmen/Equivalent Governing Body/School Committee]* of \_\_\_\_\_ *[City/Town]*, in  
 accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit  
 to the Massachusetts School Building Authority the Statement of Interest dated \_\_\_\_\_ for the  
 \_\_\_\_\_ *[Name of School]* located at  
 \_\_\_\_\_ *[Address]* which  
 describes and explains the following deficiencies and the priority category(s) for which an application  
 may be submitted to the Massachusetts School Building Authority in the future

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\_\_\_\_\_ ; *[Insert a description of the priority(s) checked off  
 on the Statement of Interest Form and a brief description of the deficiency described therein for each priority]:* and hereby further  
 specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School  
 Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of  
 a grant or any other funding commitment from the Massachusetts School Building Authority, or commits  
 the City/Town/Regional School District to filing an application for funding with the Massachusetts School  
 Building Authority.

**CERTIFICATIONS**

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief, the statements and information contained in this statement of Interest and attached hereto are true and accurate and that this Statement of Interest has been prepared under the direction of the district school committee and the undersigned is duly authorized to submit this Statement of Interest to the Massachusetts School Building Authority. The undersigned also hereby acknowledges and agrees to provide the Massachusetts School Building Authority, upon request by the Authority, any additional information relating to this Statement of Interest that may be required by the Authority.

**Chief Executive Officer \***      **School Committee Chair**      **Superintendent of Schools**

(print name)	(print name)	(print name)
(signature)	(signature)	(signature)
Date	Date	Date

\* Local chief executive officer: In a city or town with a manager form of government, the manager of the municipality; in other cities, the mayor; and in other towns, the board of selectmen unless, in a city or town, some other municipal office is designated to the chief executive office under the provisions of a local charter.



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

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**MEETING DATE: 2/12/2013**

<b>Agenda Item</b>	DeFazio Park Site Development Prefeasibility Study
<b>Presenter(s)</b>	Steve Popper, Director of Design and Construction Hank Haff, Project Manager

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>Dr. Gutekanst, Mr. Popper and Mr. Haff will apprise the Board about the DeFazio Park Site Development Prefeasibility Study. The purpose of the study was to explore the feasibility and cost of developing a temporary or permanent school at DeFazio Park.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
Update only.			
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
<p>a. DeFazio Park Site Development Prefeasibility Study, January 24, 2013  b. DeFazio Park Project Costs Update, January 23, 2013  c. DeFazio Park Temporary Classroom Options, January 21, 2013</p>			

Town of Needham, MA



# DeFazio Park Site Development Study 2012 Prefeasibility Study

24 January 2013



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meeting agenda

**site overview**

**study focus**

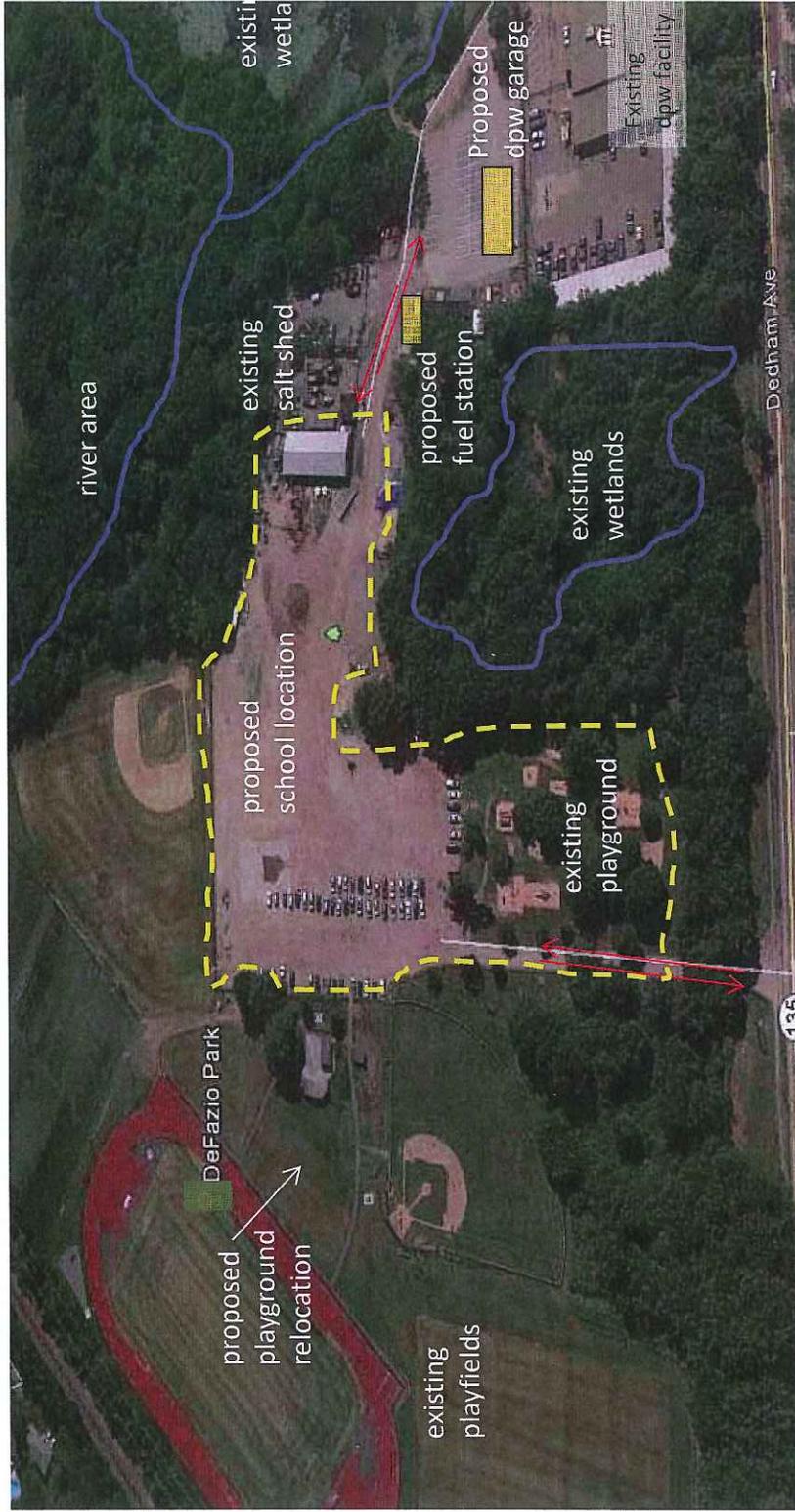
**options for site**

**paving & stormwater control options**



# defazio park - needham, ma

## study site





study goals

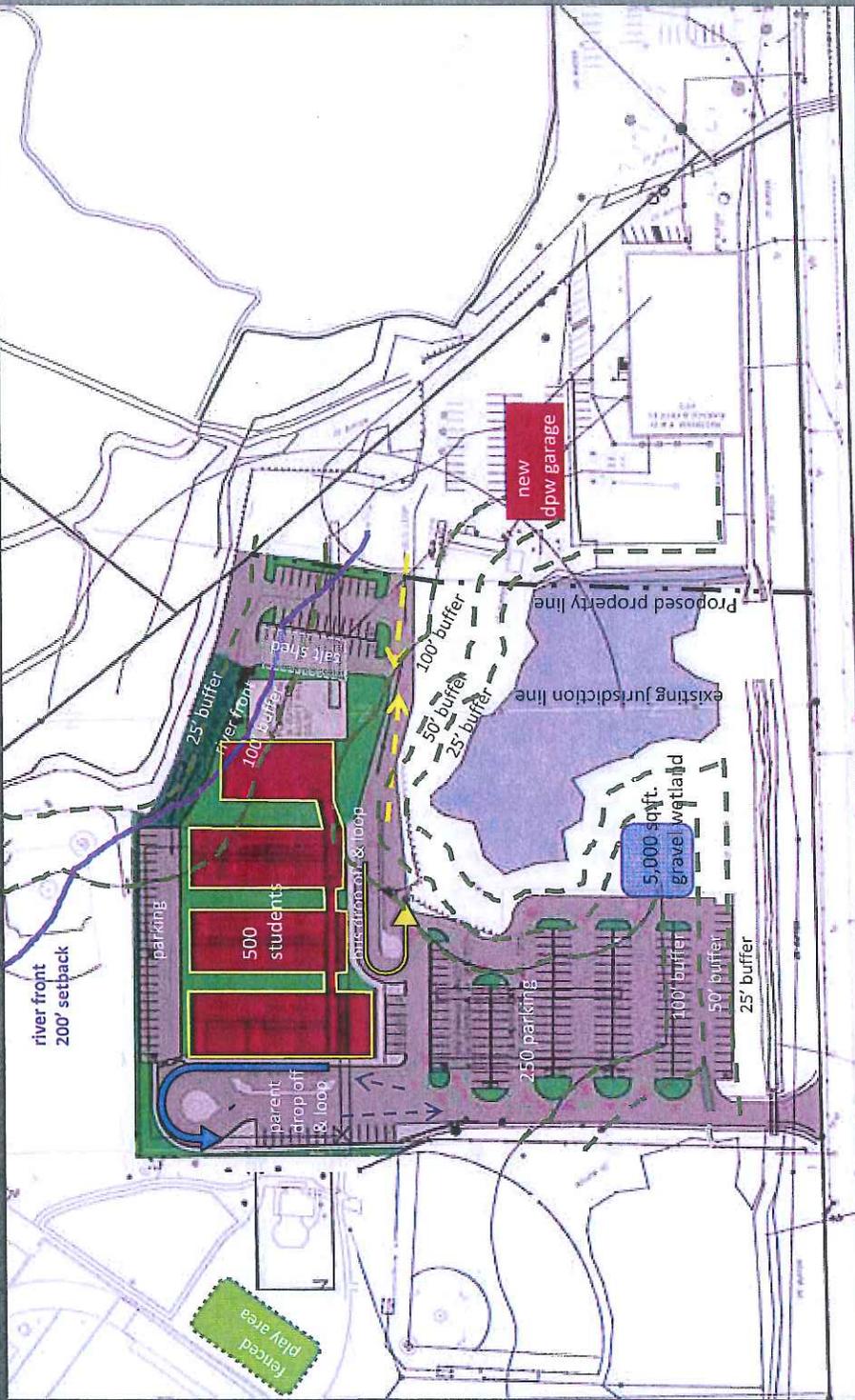
**study focus:**

**the feasibility and cost of developing  
temporary and/or a permanent school  
at Defazio Park**



## option review

- **single story modular school diagram**
- **two story modular school diagram**
- **permanent grade 6 school diagram**



# 1 story school



# 2 story school





# Grade 6 school





cut / fill

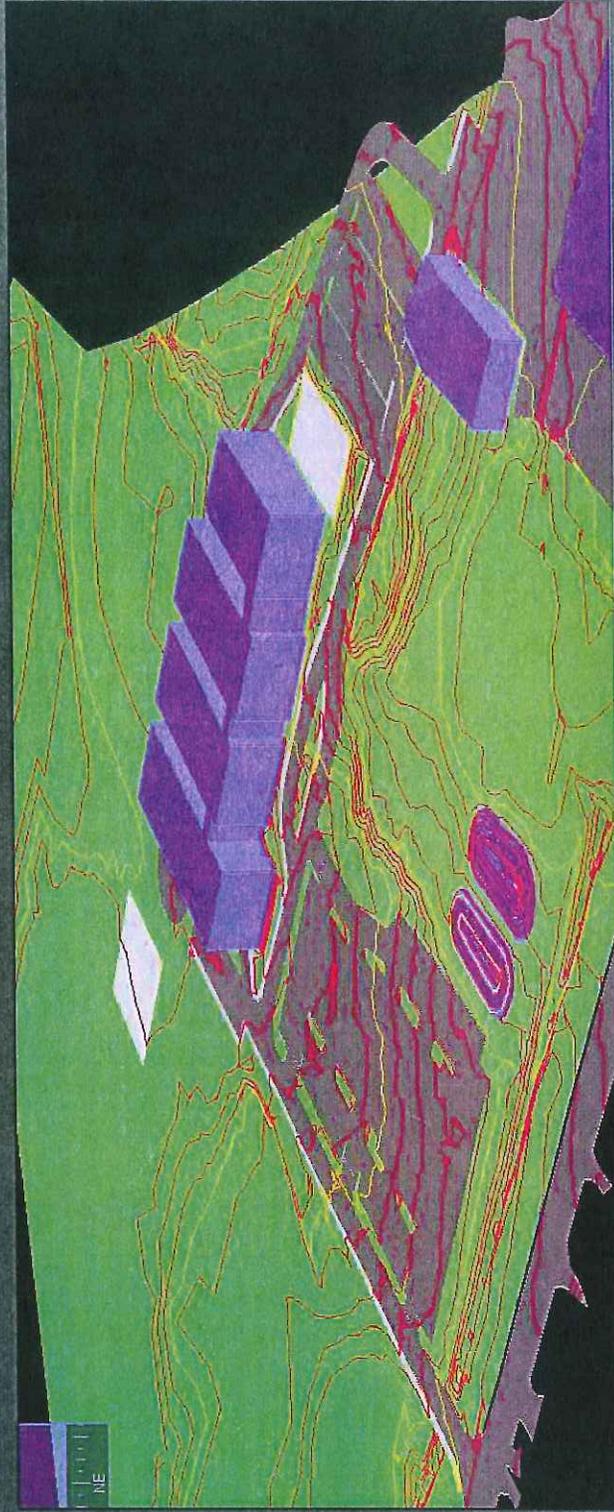


site study



# site study

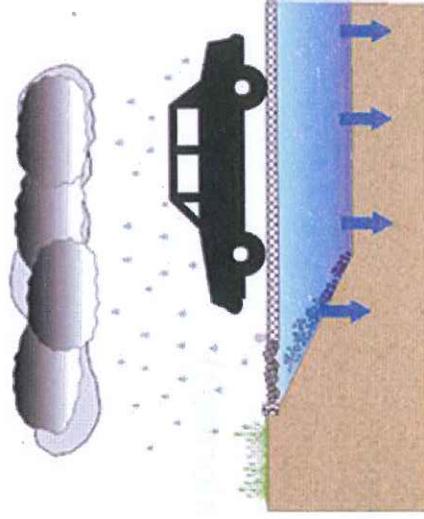
cut / fill



## porous pavement

### benefits & uses

- quantity & flood control
- water quality treatment
- reduced stormwater infrastructure (piping, catch-basins, ponds, curbing, etc..)
- reduces impervious cover on the site
- allows for groundwater recharge
- reduces the need for de-icing
- increases skid resistance
- reduces splash and spray
- reduces light reflection and headlight glare
- reduces noise
- eliminates need to sand and dramatically reduces need to salt





## site study

### porous pavement

#### consideration

- cost of installation more than traditional pavement
- routine (quarterly) vacuum & maintenance
- risk of clogging from mistakenly sanding
- Potential risk of some pollutants (nitrates and chlorides) entering the groundwater – site dependent

\*\*Information and graphic obtained from the UNH Stormwater Center

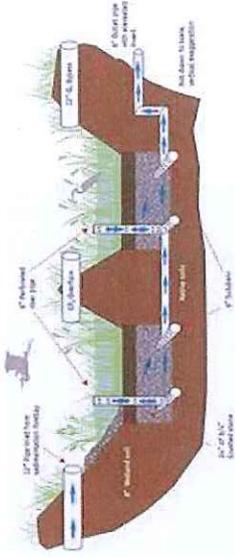
## gravel wetland

### benefits & uses

- treats stormwater runoff
- reduces peak stormwater flows
- provides local flood control
- reduces soil erosion
- provides effective year-round stormwater treatment in cold climates
- high pollutant removal
- appropriate for use in areas with non-infiltrating soils and high water tables

### considerations

- cost of installation
- maintenance





# considerations

## SITE SUMMARY TABLE

Minimal
  Moderate
  Extensive

	Option 1-Single Story	Option 1-2 Story	Option 3
<b>SITE UTILITY CONSIDERATIONS</b>			
Stormwater	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sanitary Sewer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Private Utilities (gas, electric, communications)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>PERMITTING CONSIDERATIONS</b>			
EPA NPDES	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conservation Commission	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Planning Board	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mass DEP (Sewer)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



single story  
modular diagram

modular lease  
\$15,104,755

modular purchase  
\$16,242,000



two story  
modular diagram

modular lease  
\$16,459,000

modular purchase  
\$17,025,238



grade 6  
school diagram

new school  
\$44,263,000

estimated cost



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next steps

**review comments**  
**complete study**

PRELIMINARY Estimated Project Costs Summary						23-Jan-13
DeFazio Park Site Development Study						
Needham Massachusetts						
The following is a summary of Estimated Project Costs developed for DeFazio Park as they relate to the development of the Hillside and Mitchell Elementary Schools. The options developed are conceptual in nature and therefore the estimated project costs are intended to provide a preliminary order of magnitude view at the potential project costs.						
Project costs consist of estimated site and temporary or permanent building construction costs, design and construction contingencies, phasing, soft costs to cover the values of the design team, owner's project manager, investigative services, etc and fixtures, furniture and technology costs.						
<b>*The project costs presented are in current dollars and may need to be adjusted for inflation depending on future construction timeframes.</b>						
Options:			# Sections Per Grade	Pop	Estimated Costs	Comments
<b>Option 1: Temporary Classrooms - Single Story</b>						
	Modular Lease		4	500	\$ 15,104,755	
	Modular Purchase		4	500	\$ 16,242,000	
						<b>Potential Add Alternates:</b>
						Add Permanent Gym \$ 987,121
						Add Porous Pavement \$ 279,040
						Add Synthetic Field \$ 956,796
						Add Natural Field \$ 510,423
<b>Option 1: Temporary Classrooms - Two Story</b>						
	Modular Lease		4	500	\$ 16,459,000	
	Modular Purchase		4	500	\$ 17,025,238	
						<b>Potential Add Alternates:</b>
						Add Permanent Gym \$ 987,121
						Add Porous Pavement \$ 279,040
						Add Synthetic Field \$ 956,796
						Add Natural Field \$ 510,423
<b>Option 3: New 6th Grade School - DeFazio Park</b>						
	New 6th Grade School at DeFazio Field		20	438	\$ 44,263,000	

Estimated Project Costs					23-Jan-13
<b>DeFazio Park Site Development Study</b>					
Needham Massachusetts					
<b>Option 1: Temporary Classrooms - Single Story</b>					
<b>Modular Lease</b>					
<b>500 students</b>					
			<b>Sq Footage:</b>	<b>Estimated Cost:</b>	<b>Comments:</b>
<b>Construction Costs:</b>					
	Construction Phasing Costs:			\$ 250,000	Move to temp school
	Site Development			\$ 3,301,655	
	Building Construction:				
	Modular Lease	40404	\$	4,648,600	
	Modular Purchase		\$	-	
	Modular Removal		\$	464,646	
	Activity/Lunch Rm	8600	\$	1,088,355	
	Sub-total		\$	9,753,256	
	General Conditions, Bonds, Insurance, OH/Fee			\$ 1,035,855	
	<b>Construction Subtotal:</b>			<b>\$ 10,789,111</b>	
<b>Project Contingency:</b>	(Design + Construction)			\$ 1,618,367	15% of Construction
	(Unknown site conditions)			\$ 539,456	5% of Construction
	<b>Contingency Subtotal:</b>			<b>\$ 2,157,822</b>	
<b>Soft Costs:</b>					
	Owner's Project Manager,				
	Arch/engineering, Owner direct,				
	Survey, Geotechnical, Hazardous				
	Materials, Printing, Legal, etc.				
	<b>Soft Costs Subtotal:</b>			<b>\$ 2,157,822</b>	20% of construction
<b>Project Cost Summary:</b>					
	<b>Total Construction</b>			<b>\$ 10,789,111</b>	
	<b>Project Contingency</b>			<b>\$ 2,157,822</b>	
	<b>Soft Costs</b>			<b>\$ 2,157,822</b>	
	<b>*Estimated Total Project Costs</b>			<b>\$ 15,104,755</b>	
<b>Potential Add Alternates:</b>					
	Add Permanent Gym			\$ 987,121	
	Add Porous Pavement			\$ 279,040	
	Add Synthetic Field			\$ 956,796	
	Add Natural Field			\$ 510,423	
<b>*The project costs presented are in current dollars and may need to be adjusted for inflation depending on future construction timeframes.</b>					

Estimated Project Costs					23-Jan-13	
<b>DeFazio Park Site Development Study</b>						
Needham Massachusetts						
Option 1: Temporary Classrooms - Single Story						
<b>Modular Purchase</b>						
<b>500 students</b>						
				<b>Sq Footage:</b>	<b>Estimated Cost:</b>	<b>Comments:</b>
<b>Construction Costs:</b>						
Construction Phasing Costs:				\$	250,000	Move to temp school
Site Development				\$	3,301,655	
Building Construction:						
Modular Lease						
Modular Purchase				40404	\$	5,252,520
Modular Removal					\$	464,646
Activity/Lunch Rm				8600	\$	1,216,900
Sub-total					\$	10,485,721
General Conditions, Bonds, Insurance, OH/Fee					\$	1,115,694
<b>Construction Subtotal:</b>					\$	<b>11,601,415</b>
<b>Project Contingency:</b>		(Design + Construction)		\$	1,740,212	15% of Construction
		(Unknown site conditions)		\$	580,071	5% of Construction
<b>Contingency Subtotal:</b>				\$	<b>2,320,283</b>	
<b>Soft Costs:</b>						
Owner's Project Manager,						
Arch/engineering, Owner direct,						
Survey, Geotechnical, Hazardous						
Materials, Printing, Legal, etc.						
<b>Soft Costs Subtotal:</b>				\$	<b>2,320,283</b>	20% of construction
<b>Total Construction</b>				\$	<b>11,601,415</b>	
<b>Project Contingency</b>				\$	<b>2,320,283</b>	
<b>Soft Costs</b>				\$	<b>2,320,283</b>	
<b>*Estimated Total Project Costs</b>				\$	<b>16,242,000</b>	
<b>Potential Add Alternates:</b>						
Add Permanent Gym				\$	987,121	
Add Porous Pavement				\$	279,040	
Add Synthetic Field				\$	956,796	
Add Natural Field				\$	510,423	
<b>*The project costs presented are in current dollars and may need to be adjusted for inflation depending on future construction timeframes.</b>						

Estimated Project Costs				23-Jan-13	
<b>DeFazio Park Site Development Study</b>					
Needham Massachusetts					
<b>Option 1: Temporary Classrooms - Two Story</b>					
<b>Modular Lease</b>					
500 students					
		Sq Footage:	Estimated Cost:	Comments:	
<b>Construction Costs:</b>					
Construction Phasing Costs:			\$ 250,000	Move to temp school	
Site Development			\$ 3,091,278		
<b>Building Construction:</b>					
Modular Lease		47696	\$ 5,647,179		
Modular Purchase			\$ -		
Modular Removal			\$ 548,504		
Activity/Lunch Rm		8600	\$ 1,088,355		
Sub-total			\$ 10,625,316		
General Conditions, Bonds, Insurance, OH/Fee			\$ 1,130,910		
<b>Construction Subtotal:</b>			<b>\$ 11,756,226</b>		
<b>Project Contingency:</b>					
(Design + Construction)			\$ 1,763,434	15% of Construction	
(Unknown site conditions)			\$ 587,811	5% of Construction	
<b>Contingency Subtotal:</b>			<b>\$ 2,351,245</b>		
<b>Soft Costs:</b>					
Owner's Project Manager,					
Arch/engineering, Owner direct,					
Survey, Geotechnical, Hazardous					
Materials, Printing, Legal, etc.					
<b>Soft Costs Subtotal:</b>			<b>\$ 2,351,245</b>	20% of construction	
<b>Total Construction</b>			<b>\$ 11,756,226</b>		
<b>Project Contingency</b>			<b>\$ 2,351,245</b>		
<b>Soft Costs</b>			<b>\$ 2,351,245</b>		
<b>*Estimated Total Project Costs</b>			<b>\$ 16,459,000</b>		
<b>Potential Add Alternates:</b>					
Add Permanent Gym			\$ 987,121		
Add Porous Pavement			\$ 279,040		
Add Synthetic Field			\$ 956,796		
Add Natural Field			\$ 510,423		
<b>*The project costs presented are in current dollars and may need to be adjusted for inflation depending on future construction timeframes.</b>					

Estimated Project Costs					23-Jan-13
<b>DeFazio Park Site Development Study</b>					
Needham Massachusetts					
Option 1: Temporary Classrooms - Two Story					
<b>Modular Purchase</b>					
500 students					
			<b>Sq Footage:</b>	<b>Estimated Cost:</b>	<b>Comments:</b>
<b>Construction Costs:</b>					
Construction Phasing Costs:				\$ 250,000	Move to temp school
Site Development				\$ 3,091,278	
Building Construction:					
Modular Lease					
Modular Purchase				47696 \$ 5,883,520	
Modular Removal				\$ 548,504	
Activity/Lunch Rm				8600 \$ 1,216,900	
Sub-total				\$ 10,990,202	
General Conditions, Bonds, Insurance, OH/Fee				\$ 1,170,682	
<b>Construction Subtotal:</b>				<b>\$ 12,160,884</b>	
<b>Project Contingency:</b>					
(Design + Construction)				\$ 1,824,133	15% of Construction
(Unknown site conditions)				\$ 608,044	5% of Construction
<b>Contingency Subtotal:</b>				<b>\$ 2,432,177</b>	
<b>Soft Costs:</b>					
Owner's Project Manager,					
Arch/engineering, Owner direct,					
Survey, Geotechnical, Hazardous					
Materials, Printing, Legal, etc.					
<b>Soft Costs Subtotal:</b>				<b>\$ 2,432,177</b>	20% of construction
<b>Project Cost Summary:</b>					
<b>Total Construction</b>				<b>\$ 12,160,884</b>	
<b>Project Contingency</b>				<b>\$ 2,432,177</b>	
<b>Soft Costs</b>				<b>\$ 2,432,177</b>	
<b>*Estimated Total Project Costs</b>				<b>\$ 17,025,238</b>	
<b>Potential Add Alternates:</b>					
Add Permanent Gym				\$ 987,121	
Add Porous Pavement				\$ 279,040	
Add Synthetic Field				\$ 956,796	
Add Natural Field				\$ 510,423	
<b>*The project costs presented are in current dollars and may need to be adjusted for inflation depending on future construction timeframes.</b>					

Estimated Project Costs				23-Jan-13		
<b>DeFazio Park Site Development Study</b>						
Needham Massachusetts						
<b>Option 3: New 6th Grade School</b>						
DeFazio Field						
438 students						
				<b>Sq Footage:</b>	<b>Estimated Cost:</b>	<b>Comments:</b>
<b>Construction Costs:</b>						
Construction Phasing Costs:				\$ 250,000	Move to new school	
Site Development				\$ 2,864,578		
Special Site Considerations				\$ 200,000	Temp parking @ baseball field	
				\$ 300,000	Replace baseball field	
				\$ 400,000	High groundwater measures	
<b>Building Construction:</b>						
Modular Lease						
Modular Purchase						
New Construction				83200	\$ 24,793,600	\$298/sf
<b>Construction Subtotal:</b>					\$ 28,808,178	
<b>Project Contingency:</b>						
(Design + Construction)				\$ 5,761,636	20% of Construction	
(Unknown site conditions)				\$ 1,440,409	5% of Construction	
<b>Contingency Subtotal:</b>				\$ 7,202,045		
<b>Soft Costs:</b>						
Owner's Project Manager, Arch/engineering, Owner direct, Survey, Geotechnical, Hazardous Materials, Printing, Legal, etc.						
Subtotal				\$ 7,202,045	25% of construction	
<b>Fixtures Furnishings and Equipment (FF&amp;E):</b>						
Subtotal				\$ 1,051,200	Student population x \$2400	
<b>Project Cost Summary:</b>						
Total Construction				\$ 28,808,178		
Project Contingency				\$ 7,202,045		
Soft Costs				\$ 7,202,045		
FF&E Costs				\$ 1,051,200		
<b>*Estimated Total Project Costs</b>				\$ 44,263,000	\$ 532	per sf
<b>Potential Add Alternate:</b>						
CM @ Risk delivery method premium				\$ 1,427,909		
<b>*The project costs presented are in current dollars and may need to be adjusted for inflation depending on future construction timeframes.</b>						

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**Feasibility Submission**

**DeFazio Park  
Design Options**

Needham, MA

Prepared for:

**Dore and Whittier**

January 21, 2013



DeFazio Park  
Design Options  
Needham, MA

21-Jan-13

**Feasibility Submission**

**MAIN CONSTRUCTION COST SUMMARY**

	Gross Floor Area	\$/sf	Estimated Construction Cost
<b>Option 1 - TEMPORARY CLASSROOMS, SINGLE STORY (PURCHASE)</b>			
ASSOCIATED SITEWORK			\$3,301,655
MODULAR CONSTRUCTION (Purchase)	40,404	\$141.50	\$5,717,166
MODULAR ACTIVITY/LUNCH ROOM (Purchase)	8,600	\$141.50	\$1,216,900
<b>SUB-TOTAL</b>	<b>49,004</b>	<b>\$208.88</b>	<b>\$10,235,721</b>
GENERAL CONDITIONS	6%		\$614,143
BONDS	0.65%		\$66,532
INSURANCE	1.25%		\$127,947
PERMIT			NIC
OVERHEAD AND FEE	3%		\$307,072
DESIGN AND PRICING CONTINGENCY	15.0%		\$1,702,712
<b>TOTAL OF ALL CONSTRUCTION OPTION 1</b>	<b>49,004</b>	<b>\$266.39</b>	<b>\$13,054,126</b>
ALTERNATE TO PROVIDE POURIOUS PAVEMENT AT LOWER PARKING AREA; Includes 3,000 LF reduction in Underground Detention Piping		ADD	<b>\$279,040</b>
ALTERNATE CONSTRUCT PERMANENT GYM ILO MODULAR ACTIVITY/LUNCH ROOM		ADD	<b>\$987,121</b>
ALTERNATE TO ADD MULTI-PURPOSE FIELD - TURF		ADD	<b>\$956,796</b>
ALTERNATE TO ADD MULTI-PURPOSE FIELD - GRASS		ADD	<b>\$510,423</b>
<b>SOFT COSTS</b>			NIC



DeFazio Park  
Design Options  
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**Feasibility Submission**

**Option 1 - TEMPORARY CLASSROOMS, SINGLE STORY (LEASE)**

ASSOCIATED SITEWORK			\$3,301,655
MODULAR CONSTRUCTION (Lease)	40,404	\$126.55	\$5,113,246
MODULAR ACTIVITY/LUNCH ROOM (Lease)	8,600	\$126.55	\$1,088,355
<b>SUB-TOTAL</b>	<b>49,004</b>	<b>\$193.93</b>	<b>\$9,503,256</b>
GENERAL CONDITIONS	6%		\$570,195
BONDS	0.65%		\$61,771
INSURANCE	1.25%		\$118,791
PERMIT			NIC
OVERHEAD AND FEE	3%		\$285,098
DESIGN AND PRICING	15.0%		\$1,580,867
CONTINGENCY			
<b>TOTAL OF ALL CONSTRUCTION OPTION 1</b>	<b>49,004</b>	<b>\$247.33</b>	<b>\$12,119,978</b>
ALTERNATE TO PROVIDE POURIOUS PAVEMENT AT LOWER PARKING AREA; Includes 3,000 LF reduction in Underground Detention Piping		<b>ADD</b>	<b>\$279,040</b>
ALTERNATE CONSTRUCT PERMANENT GYM ILO MODULAR ACTIVITY/LUNCH ROOM		<b>ADD</b>	<b>\$987,121</b>
ALTERNATE TO ADD MULTI-PURPOSE FIELD - TURF		<b>ADD</b>	<b>\$956,796</b>
ALTERNATE TO ADD MULTI-PURPOSE FIELD - GRASS		<b>ADD</b>	<b>\$510,423</b>
<b>SOFT COSTS</b>			<b>NIC</b>



DeFazio Park  
 Design Options  
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**Feasibility Submission**

**Option 1 - TEMPORARY CLASSROOMS, TWO STORY (PURCHASE)**

ASSOCIATED SITEWORK			\$3,091,278
MODULAR CONSTRUCTION (Purchase)	47,696	\$134.85	\$6,432,024
MODULAR ACTIVITY/LUNCH ROOM (Purchase)	8,600	\$141.50	\$1,216,900
			<hr/>
SUB-TOTAL	56,296	\$190.78	\$10,740,202
GENERAL CONDITIONS	6%		\$644,412
BONDS	0.65%		\$69,811
INSURANCE	1.25%		\$134,253
PERMIT			NIC
OVERHEAD AND FEE	3%		\$322,206
DESIGN AND PRICING	15.0%		\$1,786,633
CONTINGENCY			
<b>TOTAL OF ALL CONSTRUCTION OPTION 1</b>	56,296	\$243.31	<hr/> <b>\$13,697,517</b> <hr/>
ALTERNATE TO PROVIDE POUROUS PAVEMENT AT LOWER PARKING AREA; Includes 3,000 LF reduction in Underground Detention Piping		ADD	<b>\$279,040</b>
ALTERNATE CONSTRUCT PERMANENT GYM ILO MODULAR ACTIVITY/LUNCH ROOM		ADD	<b>\$987,121</b>
ALTERNATE TO ADD MULTI-PURPOSE FIELD - TURF		ADD	<b>\$956,796</b>
ALTERNATE TO ADD MULTI-PURPOSE FIELD - GRASS		ADD	<b>\$510,423</b>
<b>SOFT COSTS</b>			NIC



DeFazio Park  
 Design Options  
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**Feasibility Submission**

**Option 1 - TEMPORARY CLASSROOMS, TWO STORY (LEASE)**

ASSOCIATED SITEWORK			\$3,091,278
MODULAR CONSTRUCTION (Lease)	47,696	\$129.90	\$6,195,684
MODULAR ACTIVITY/LUNCH ROOM (Lease)	8,600	\$126.55	\$1,088,355
<hr/>			
SUB-TOTAL	56,296	\$184.30	\$10,375,317
GENERAL CONDITIONS	6%		\$622,519
BONDS	0.65%		\$67,440
INSURANCE	1.25%		\$129,691
PERMIT			NIC
OVERHEAD AND FEE	3%		\$311,260
DESIGN AND PRICING CONTINGENCY	15.0%		\$1,725,934
<b>TOTAL OF ALL CONSTRUCTION OPTION 1</b>	<b>56,296</b>	<b>\$235.05</b>	<b>\$13,232,161</b>
<hr/>			
ALTERNATE TO PROVIDE POUROUS PAVEMENT AT LOWER PARKING AREA; Includes 3,000 LF reduction in Underground Detention Piping		ADD	\$279,040
ALTERNATE CONSTRUCT PERMANENT GYM ILO MODULAR ACTIVITY/LUNCH ROOM		ADD	\$987,121
ALTERNATE TO ADD MULTI-PURPOSE FIELD - TURF		ADD	\$956,796
ALTERNATE TO ADD MULTI-PURPOSE FIELD - GRASS		ADD	\$510,423
<b>SOFT COSTS</b>			<b>NIC</b>



DeFazio Park  
Design Options  
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Feasibility Submission

**Option 3 - NEW 6th GRADE SCHOOL**

NEW 6th GRADE CENTER SCHOOL	83,200	\$298.00	\$24,793,600
PREMIUM FOR HIGH WATER TABLE; Increase gravel base; thicker slabs, underslab and perimeter drainage, waterproofing and dewatering			\$400,000
SITWORK			\$3,364,578
<b>SUB-TOTAL</b>	<b>83,200</b>	<b>\$343.25</b>	<b>\$28,558,178</b>
GENERAL CONDITIONS	8%	Incl	
BONDS	0.65%	Incl	
INSURANCE	1.25%	Incl	
PERMIT			NIC
OVERHEAD AND FEE	3%	Incl	
<b>TOTAL OF ALL CONSTRUCTION OPTION 3</b>	<b>83,200</b>	<b>\$343.25</b>	<b>\$28,558,178</b>
PREMIUM FOR CM AT RISK <sup>1</sup>	5%		\$1,427,909
<b>SOFT COSTS</b>			<b>NIC</b>

<sup>1</sup> Costs may be off-set by increased MSBA reimbursement, lower change order costs and accelerated schedule.



**DeFazio Park**  
Design Options  
Needham, MA

21-Jan-13

### **Feasibility Submission**

These feasibility cost estimates were produced from information provided by Dore and Whittier Architects and their design team dated December, 2012 with subsequent comments and information incorporated on Jan 8th, 2013. Design and engineering changes occurring subsequent to the issue of these documents have not been incorporated in this estimate.

This estimate includes all direct construction costs, construction manager's overhead and profit and design contingency. Cost escalation assumes start dates indicated.

Bidding conditions are expected to be public bidding under Chapter 149 of the Massachusetts General Laws to pre-qualified general contractors, and pre-qualified sub-contractors, open specifications for materials and manufactures.

The estimate is based on prevailing wage rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

### **ITEMS NOT CONSIDERED IN THIS ESTIMATE**

Items not included in this estimate are:

- All professional fees and insurance
- Building Permit costs
- Land acquisition, feasibility, and financing costs
- All Furnishings, Fixtures and Equipment
- Items identified in the design as Not In Contract (NIC)
- Items identified in the design as by others
- Owner supplied and/or installed items (e.g. draperies, furniture and equipment)
- Rock excavation; special foundations (unless indicated by design engineers)
- Utility company back charges, including work required off-site
- Work to City streets and sidewalks, (except as noted in this estimate)



Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>OPTION 1 - TEMPORARY CLASSROOMS, SINGLE STORY</b>							
<b>G SITEWORK</b>							
<b>G10</b>	<b>SITE PREPARATION &amp; DEMOLITION</b>						
	<u>Site Demolitions and Relocations</u>						
	Site construction fence/barricades	2,717	lf	8.00	21,736		
	Remove roadway	11,230	sf	1.00	11,230		
	Clear and grub at existing park/playground	48,755	sf	0.60	29,253		
	Remove existing trees	30	loc	1,500.00	45,000		
	Miscellaneous demo	1	ls	25,000.00	25,000		
	<u>Site Earthwork</u>						
	Grading	9,389	cy	6.00	56,331		
	Dewatering	1	ls	100,000.00	100,000		
	<u>Hazardous Waste Remediation</u>						
	Haz mat - none assumed					NIC	
	Dispose/treat contaminated water					NIC	
	SUBTOTAL						\$288,550
<b>G20</b>	<b>SITE IMPROVEMENTS</b>						
	Bituminous concrete paving	165,900			-		
	gravel base; 12" thick	6,452	cy	28.00	180,647		
	bituminous concrete; 3" thick	19,355	sy	22.00	425,810		
	Granite curb	6,245	lf	32.00	199,840		
	Single solid lines, 4" thick	203	space	25.00	5,075		
	Wheelchair Parking	10	space	75.00	750		
	Crosswalks	6	ea	1,000.00	6,000		
	Other road markings	1	ls	5,000.00	5,000		
	Walkway						
	gravel base; 8" thick	533	cy	28.00	14,933		
	Walkway, concrete	14,400	sf	5.50	79,200		
	New Playground						
	gravel base; 8" thick	241	cy	28.00	6,741		
	Playground/basketball court, bituminous	6,500	sf	5.44	35,389		
	Basketball posts	1	ls	1,250.00	1,250		
	Line markings	1	ls	500.00	500		
	Underdrain at playground	1	ls	20,000.00	20,000		
	New play equipment and surfacing	1	ls	250,000.00	250,000		
	Demo temporary sidewalk	7,200	sf	0.35	2,520		
	New trees	60	ea	1,200.00	72,000		
	Other Landscaping	1	ls	150,000.00	150,000		
	SUBTOTAL						\$1,455,655
<b>G30</b>	<b>CIVIL MECHANICAL UTILITIES</b>						
	<u>Water supply</u>						
	New DI water piping; 8"	1,800	lf	80.00	144,000		
	Connect to existing line	1	loc	5,000.00	5,000		
	New fire hydrant	3	loc	2,600.00	7,800		
	FD connection	1	loc	2,000.00	2,000		
	Gate valves/Tees	1	ls	5,000.00	5,000		
	<u>Sanitary</u>						
	8" PVC	700	lf	40.00	28,000		
	Manholes	4	loc	3,500.00	14,000		
	Pump station	1	loc	50,000.00	50,000		
	Connect to existing line	1	loc	3,000.00	3,000		
	<u>Surface Water Drainage</u>						
	<u>Underground Detention</u>						
	24" CPP	5,000	lf	70.00	350,000		
	Excavate and dispose on site for detention systems	5,100	cy	12.00	61,200		
	Back-fill infiltration bed with 3/4" crushed stone wrapped in filter fabric	1,700	cy	35.00	59,500		
	OCS	2	ea	3,000.00	6,000		
	WQS	2	ea	18,000.00	36,000		
	Catch Basins	10	ea	3,200.00	32,000		



Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>OPTION 1 - TEMPORARY CLASSROOMS, SINGLE STORY</b>							
63	Manholes	15	ea	4,000.00	60,000		
64	Gravel wetland	5,000	sf	25.00	125,000		
65	Additional drainage at low lying areas	1	ls	50,000.00	50,000		
66	Premium to bring utilities across existing culvert	1	ls	150,000.00	150,000		
67	<u>Gas service</u>						
68	E&B trench for new gas main, pipe and install by utilities - Allowance	560	lf	25.00	14,000		
69	Gas Meter				NIC		
70	SUBTOTAL					\$1,202,500	
71							
72	<b>G40 ELECTRICAL UTILITIES</b>						
73	<u>Power</u>						
74	Riser	1	ea	1,200.00	1,200		
75	Primary ductbank 2-5" empty concrete encased (allow)	650	lf	80.00	52,000		
76	Transformer pad	1	ea	1,500.00	1,500		
77	1200A secondary service concrete encased	150	lf	255.00	38,250		
78	<u>Communications</u>						
79	Riser	1	ea	1,500.00	1,500		
80	Communications ductbank 2-4" concrete encased	150	lf	70.00	10,500		
81	<u>Site Lighting</u>						
82	Site lighting - allow	1	ls	250,000.00	250,000		
83	SUBTOTAL					\$354,950	
84							
85							
86							
<b>TOTAL - SITE DEVELOPMENT OPTION 1</b>						<b>\$3,301,655</b>	



DeFazio Park  
Design Options  
Needham, MA

21-Jan-13

Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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Option 1 - TEMPORARY CLASSROOMS, SINGLE STORY (PURCHASE)

**G SITEWORK**

**F10 SPECIAL CONSTRUCTION**

Modulars

Purchase of modulars	40,404	sf	90.00	3,636,360	
Installation of modulars	40,404	sf	40.00	1,616,160	
Removal of modulars	40,404	sf	11.50	464,646	
SUBTOTAL					\$5,717,166

<b>TOTAL MODULAR CLASSROOMS PURCHASE OPTION 1</b>	<b>\$5,717,166</b>
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Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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Option 1 - TEMPORARY CLASSROOMS, SINGLE STORY (LEASE)

**G SITEWORK**

**F10 SPECIAL CONSTRUCTION**

Modulars

Lease of modulars	48	mths	61,950.00	2,973,600		
Installation of modulars	1	ls	1,675,000.00	1,675,000		
Removal of modulars	40,404	sf	11.50	464,646		
SUBTOTAL						\$5,113,246

<b>TOTAL MODULAR CLASSROOMS OPTION 1 LEASE</b>						<b>\$5,113,246</b>
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Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	ESTD COST	SUB TOTAL	TOTAL COST
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Option 1 - TEMPORARY CLASSROOMS, TWO STORY (PURCHASE)

**G SITEWORK**

**G10 SITE PREPARATION & DEMOLITION**

Site Demolitions and Relocations

Site construction fence/barricades	2,740	lf	8.00	21,920
Remove roadway	11,230	sf	1.00	11,230
Clear and grub at existing park/playground				NIC
Remove existing trees	30	loc	1,500.00	45,000
Miscellaneous demo	1	ls	25,000.00	25,000

Site Earthwork

Grading	7,911	cy	6.00	47,467
Dewatering	1	ls	100,000.00	100,000

Hazardous Waste Remediation

Haz mat - none assumed				NIC
Dispose/treat contaminated water				NIC
<b>SUBTOTAL</b>				<b>\$250,617</b>

**G20 SITE IMPROVEMENTS**

Bituminous concrete paving	132,000			-
gravel base; 12" thick	5,133	cy	28.00	143,733
bituminous concrete; 3" thick	15,400	sy	22.00	338,800
Granite curb	4,260	lf	32.00	136,320
Single solid lines, 4" thick	209	space	25.00	5,225
Wheelchair Parking	10	space	75.00	750
Crosswalks	6	ea	1,000.00	6,000
Other road markings	1	ls	5,000.00	5,000
Walkway				
gravel base; 8" thick	533	cy	28.00	14,933
Walkway, concrete	14,400	sf	5.50	79,200
New Playground				
gravel base; 8" thick	241	cy	28.00	6,741
Playground/basketball court, bituminous	6,500	sf	5.44	35,389
Basketball posts	1	ls	1,250.00	1,250
Line markings	1	ls	500.00	500
Underdrain at playground	1	ls	20,000.00	20,000
New play equipment and surfacing	1	ls	250,000.00	250,000
Demo temporary paving	33,000	sf	0.45	14,850
Demo temporary pathway	7,200	sf	0.35	2,520
New trees	60	ea	1,200.00	72,000
Other Landscaping	1	ls	150,000.00	150,000
<b>SUBTOTAL</b>				<b>\$1,283,211</b>

**G30 CIVIL MECHANICAL UTILITIES**

Water supply

New DI water piping; 8"	1,800	lf	80.00	144,000
Connect to existing line	1	loc	5,000.00	5,000
New fire hydrant	3	loc	2,600.00	7,800
FD connection	1	loc	2,000.00	2,000
Gate valves/Tees	1	ls	5,000.00	5,000

Sanitary

8" PVC	700	lf	40.00	28,000
Manholes	4	loc	3,500.00	14,000
Pump station	1	loc	50,000.00	50,000
Connect to existing line	1	loc	3,000.00	3,000

Surface Water Drainage

Underground Detention

.24" CPP	5,000	lf	70.00	350,000
Excavate and dispose on site for detention systems	5,100	cy	12.00	61,200
Back-fill infiltration bed with 3/4" crushed stone wrapped in filter fabric	1,700	cy	35.00	59,500
OCS	2	ea	3,000.00	6,000
WQS	2	ea	18,000.00	36,000



Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>Option 1 - TEMPORARY CLASSROOMS, TWO STORY (PURCHASE)</b>							
63	Catch Basins	10	ea	3,200.00	32,000		
64	Manholes	15	ea	4,000.00	60,000		
65	Gravel wetland	5,000	sf	25.00	125,000		
66	Additional drainage at low lying areas	1	ls	50,000.00	50,000		
67	Premium to bring utilities across existing culvert	1	ls	150,000.00	150,000		
68	<u>Gas service</u>						
69	E&B trench for new gas main, pipe and install by utilities - Allowance	560	lf	25.00	14,000		
70	Gas Meter				NIC		
71	SUBTOTAL					\$1,202,500	
72							
73	<b>G40 ELECTRICAL UTILITIES</b>						
74	<u>Power</u>						
75	Riser	1	ea	1,200.00	1,200		
76	Primary ductbank 2-5" empty concrete encased (allow)	650	lf	80.00	52,000		
77	Transformer pad	1	ea	1,500.00	1,500		
78	Secondary service concrete encased	150	lf	255.00	38,250		
79	<u>Communications</u>						
80	Riser	1	ea	1,500.00	1,500		
81	Communications ductbank 2-4" concrete encased	150	lf	70.00	10,500		
82	<u>Site Lighting</u>						
83	Site lighting - allow	1	ls	250,000.00	250,000		
84	SUBTOTAL					\$354,950	
85							
86							
87							
<b>TOTAL - SITE DEVELOPMENT OPTION 1</b>						<b>\$3,091,278</b>	



Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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Option 1 - TEMPORARY CLASSROOMS, TWO STORY (PURCHASE)

**G SITEWORK**

**F10 SPECIAL CONSTRUCTION**  
Modulars

Purchase of modulars	47,696	sf	85.00	4,054,160	
Installation of modulars	47,696	sf	35.00	1,669,360	
Removal of modulars	47,696	sf	11.50	548,504	
Elevator, 2 stop; including pit	1	ls	100,000.00	100,000	
Stairs	3	flt	20,000.00	60,000	
SUBTOTAL					\$6,432,024

<b>TOTAL MODULAR CLASSROOMS PURCHASE OPTION 1</b>	<b>\$6,432,024</b>
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Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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Option 1 - TEMPORARY CLASSROOMS, TWO STORY (LEASE)

**G SITEWORK**

F10 SPECIAL CONSTRUCTION

Modulars

Lease of modulars	48	mths	61,950.00	2,973,600		
Installation of modulars	1	ls	1,675,000.00	1,675,000		
Lease and installation of lobby, circulation space etc.	7,292	sf	115.00	838,580		
Removal of modulars	47,696	sf	11.50	548,504		
Elevator, 2 stop	1	ls	100,000.00	100,000		
Stairs	3	flt	20,000.00	60,000		
SUBTOTAL						\$6,195,684

<b>TOTAL MODULAR CLASSROOMS OPTION 1 LEASE</b>						<b>\$6,195,684</b>
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Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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Option 3 - NEW 6th GRADE SCHOOL

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**G SITEWORK**

**G10 SITE PREPARATION & DEMOLITION**

Site Demolitions and Relocations

Site construction fence/barricades	2,717	lf	8.00	21,736
Remove roadway	11,230	sf	1.00	11,230
Remove & dispose salt shed	1	ls	5,000.00	NIC
Clear and grub at existing park/playground	48,755	sf	0.60	29,253
Remove existing trees	30	loc	1,500.00	45,000
Miscellaneous demo	1	ls	20,000.00	20,000

Site Earthwork

Grading	9,389	cy	6.00	56,331
Dewatering	1	ls	100,000.00	100,000

Hazardous Waste Remediation

Haz mat - none assumed				NIC
Dispose/treat contaminated water				NIC

SUBTOTAL

\$283,550

**G20 SITE IMPROVEMENTS**

Bituminous concrete paving	13,900			-
gravel base; 12" thick	541	cy	28.00	15,136
bituminous concrete; 3" thick	1,622	sy	22.00	35,677
Granite curb	5,225	lf	32.00	167,200
Single solid lines, 4" thick	217	space	25.00	5,425
Wheelchair Parking	10	space	75.00	750
Crosswalks	6	ea	1,000.00	6,000
Other road markings	1	ls	5,000.00	5,000
Convert baseball field into temporary parking	200,000	sf	1.00	200,000
New baseball field to replace temporary parking	1	los	300,000.00	300,000

Walkway

gravel base; 8" thick	533	cy	28.00	14,933
Walkway, concrete	14,400	sf	5.50	79,200

Hardscape play area

gravel base; 8" thick	765	cy	28.00	21,425
Underdrain at playground	1	ls	20,000.00	20,000

Play area

Basketball posts	20,660	sf	5.44	112,482
Line markings	1	ls	1,250.00	1,250
Line markings	1	ls	500.00	500

New play equipment and surfacing

Chain-link fence	1	ls	250,000.00	250,000
Chain-link fence	1,480	lf	45.00	66,600

New trees

New trees	60	ea	1,200.00	72,000
Other Landscaping	1	ls	150,000.00	150,000

SUBTOTAL

\$1,523,578

**G30 CIVIL MECHANICAL UTILITIES**

Water supply

New DI water piping; 8"	1,800	lf	80.00	144,000
Connect to existing line	1	loc	5,000.00	5,000
New fire hydrant	3	loc	2,600.00	7,800
FD connection	1	loc	2,000.00	2,000
Gate valves/Tees	1	ls	5,000.00	5,000

Sanitary

8" PVC	700	lf	40.00	28,000
Manholes	4	loc	3,500.00	14,000
Pump station	1	loc	50,000.00	50,000
Connect to existing line	1	loc	3,000.00	3,000

Surface Water Drainage

Underground Detention

24" CPP	5,000	lf	70.00	350,000
Excavate and dispose on site for detention systems	5,100	cy	12.00	61,200



Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST	
<b>Option 3 - NEW 6th GRADE SCHOOL</b>								
65	Back-fill infiltration bed with 3/4" crushed stone wrapped in filter fabric	1,700	cy	35.00	59,500			
66	OCS	2	ea	3,000.00	6,000			
67	WQS	2	ea	18,000.00	36,000			
68	Catch Basins	10	ea	3,200.00	32,000			
69	Manholes	15	ea	4,000.00	60,000			
70	Gravel wetland	5,000	sf	25.00	125,000			
71	Additional drainage at low lying areas	1	ls	50,000.00	50,000			
72	Premium to bring utilities across existing culvert	1	ls	150,000.00	150,000			
73	<u>Gas service</u>							
74	E&B trench for new gas main, pipe and install by utilities - Allowance	560	lf	25.00	14,000			
75	Gas Meter					NIC		
76	SUBTOTAL						\$1,202,500	
77								
78	<b>G40 ELECTRICAL UTILITIES</b>							
79	<u>Power</u>							
80	Riser	1	ea	1,200.00	1,200			
81	Primary ductbank 2-5" empty concrete encased (allow)	650	lf	80.00	52,000			
82	Transformer pad	1	ea	1,500.00	1,500			
83	Secondary service concrete encased	150	lf	255.00	38,250			
84	<u>Communications</u>							
85	Riser	1	ea	1,500.00	1,500			
86	Communications ductbank 2-4" concrete encased	150	lf	70.00	10,500			
87	<u>Site Lighting</u>							
88	Site lighting - allow	1	ls	250,000.00	250,000			
89	SUBTOTAL						\$354,950	
90								
91	<b>F10 SPECIAL CONSTRUCTION</b>							
92	No work in this section							
93	SUBTOTAL						\$0	
94								
95	<b>TOTAL - SITE DEVELOPMENT OPTION 3</b>							<b>\$3,364,578</b>



Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
<b>FIELD ALTERNATE - TURF</b>							
<b>G SITEWORK</b>							
<b>G10</b>	<b>SITE PREPARATION &amp; DEMOLITION</b>						
	<u>Site Demolitions and Relocations</u>						
	Site construction fence/barricades	1,000	lf	8.00	8,000		
	Clear and grub	60,000	sf	0.60	36,000		
	Miscellaneous demo	1	ls	10,000.00	10,000		
	<u>Site Earthwork</u>						
	Grading	4,444	cy	14.00	62,222		
	<u>Hazardous Waste Remediation</u>						
	Haz mat - none assumed					NIC	
	Dispose/treat contaminated water					NIC	
	SUBTOTAL						116,222
<b>G20</b>	<b>SITE IMPROVEMENTS</b>						
	Turf field; complete	60,000	sf	9.00	540,000		
	Concrete curb	1,000	lf	19.00	19,000		
	Fencing	1,000	lf	45.00	45,000		
	Athletic equipment	1	ls	30,000.00	30,000		
	SUBTOTAL						634,000
<b>TOTAL - FIELD ALTERNATE - TURF</b>							<b>\$750,222</b>



Feasibility Submission

CSI CODE	DESCRIPTION	QTY	UNIT	UNIT COST	EST'D COST	SUB TOTAL	TOTAL COST
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FIELD ALTERNATE - GRASS

**G SITEWORK**

**G10 SITE PREPARATION & DEMOLITION**

Site Demolitions and Relocations

Site construction fence/barricades 1,000 lf 8.00 8,000

Clear and grub 60,000 sf 0.60 36,000

Miscellaneous demo 1 ls 10,000.00 10,000

Site Earthwork

Grading 4,444 cy 14.00 62,222

Hazardous Waste Remediation

Haz mat - none assumed NIC

Dispose/treat contaminated water NIC

SUBTOTAL 116,222

**G20 SITE IMPROVEMENTS**

Gravel base to field: 24" thick 4,444 cy 32.00 142,222

Top soil to field: 6" thick 1,111 cy 40.00 44,444

Seeding 6,667 sy 0.50 3,333

Concrete curb 1,000 lf 19.00 19,000

Fencing 1,000 lf 45.00 45,000

Athletic equipment 1 ls 30,000.00 30,000

SUBTOTAL 284,000

<b>TOTAL - FIELD ALTERNATE - GRASS</b>						<b>\$400,222</b>
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**Board of Selectmen  
TOWN OF NEEDHAM  
AGENDA FACT SHEET**

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**MEETING DATE: 2/12/2013**

<b>Agenda Item</b>	School Safety & Best Practices
<b>Presenter(s)</b>	Dan Gutekanst, Superintendent of Schools Phil Droney, Chief of Police Paul Buckley, Fire Cheie

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
	Dr. Gutekanst, Chief Droney and Chief Buckley will apprise the Board about Town practices aimed at keeping school buildings as safe as possible, and will discuss best practices in use in school districts.		
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
	Update only.		
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>



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

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**MEETING DATE: 02/12/2013**

<b>Agenda Item</b>	FY2012 Financial Audit
<b>Presenter(s)</b>	Scott C. McIntire CPA, Melanson Heath & Company, P.C. David Davison, Assistant Town Manager/Director of Finance

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>Representatives from the audit firm of Melanson Heath &amp; Company, P.C will update the Board as to their recently completed audit of the Town's general purpose financial statements for FY 2012 and their recommendations.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	Yes	<b>NO</b>
<b>3.</b>	<b>BACK UP INFORMATION</b>	YES	NO
<p><b>(Describe backup below)</b></p> <p>a. Documents were not available at the time the packet was issued. The audit report will be forwarded after it has been received.</p>			

dbd 02/08/2013



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

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**MEETING DATE: 2/12/2013**

<b>Agenda Item</b>	Section 15 Alcohol Licenses
<b>Presenter(s)</b>	Board Discussion

<b>1.</b>	<b>BRIEF DESCRIPTION OF TOPIC TO BE DISCUSSED</b>		
<p>At its meeting on February 2, 2013, the Board of Selectmen voted to grant Section 15 alcohol sales licenses to two applicants whose premises are located within 500 feet of a house of worship or a school. The Board will discuss the granting of the licenses to determine whether the granting of these licenses is or is not detrimental to the educational and/or spiritual activities of a particular school or house of worship.</p>			
<b>2.</b>	<b>VOTE REQUIRED BY BOARD OF SELECTMEN</b>	<b>YES</b>	<b>NO</b>
<p><i>Suggested Motions:</i></p> <p>That the Board vote determine that the granting of a Section 15 alcohol license to Needham Wine &amp; Spirits, LLC d/b/a Needham Wine &amp; Spirits, 1257 Highland Avenue, Michael O'Connell, Manager, is not detrimental to the educational and/or spiritual activities of the Roman Catholic Archdiocese of Boston, 1350 Highland Avenue.</p> <p>That the Board vote determine that the granting of a Section 15 alcohol license to Lianos Liquors, Inc. d/b/a Needham Center Wine and Spirits, 1013 Great Plain Avenue, Chris Lianos, Manager, is not detrimental to the educational and/or spiritual activities of the First Parish in Needham – Unitarian, 23 Dedham Avenue.</p>			
<b>3.</b>	<b>BACK UP INFORMATION ATTACHED</b>	<b>YES</b>	<b>NO</b>
None.			



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

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**MEETING DATE: 02/12/2013**

<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.)*

Event Manager Name (Name that will appear on license)	Debbie Schmill		
Event Manager Address	29 Brewster Drive Needham MA 02492		
Event Manager Phone Number	781-559-8410		
Organization Representing (if applicable)	Needham Community Farm		
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	Ready, Set, Grow Benefit Event		
Date of Event	March 2 <sup>nd</sup> 2013		
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)		
Requested Time for Liquor License	FROM:		TO:
		3:00 pm	12:00 am
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES	\$ 75 /per ticket	<input type="checkbox"/> NO
Is there an admission fee for this event?	<input type="checkbox"/> YES	\$ /per ticket	<input checked="" type="checkbox"/> NO
Are you using dues collected to purchase alcohol for this event?	<input type="checkbox"/> YES		<input checked="" type="checkbox"/> NO
How many people are you expecting at this event?	150		
Name & address of event location. Please attach proof of permission to use this facility.	Masonic Lodge, 1101 Highland Avenue, Needham MA 02492		
Who will be serving the alcohol to your guests?	Two bartenders from Special Occasions Services, Inc.		
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).			
Dennis Foley and Christopher Duvall			
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.			
There will be a bar set up serving beer and wine. There will be two bartenders. During the 1st hour of the event, one bartender will do a wine tasting at the bar. Guests will need to go to the bar to get a drink. No fee will be charged for drinks.			
<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:	Debbie Schmill		Date: 1/27/2013

NEEDHAM COMMUNITY FARM'S 2ND ANNUAL  
READY SET GROW BENEFIT

# Jazz in the Garden



Featuring  
Needham's Own James Fernando  
And His Fabulous Jazz Trio

Heavy Hors D'oeuvres and Decadent Desserts  
Open Bar and Tasting (Wine and Beer)  
Silent and Live Auction  
50/50 Cash Raffle

---

PLEASE JOIN US FOR A FUN-FILLED EVENING TO  
SUPPORT THE FARM

---

SATURDAY MARCH 2, 2013  
7-10 PM  
MASONIC HALL, 1101 HIGHLAND AVENUE, NEEDHAM

TICKETS \$75/ PERSON

ONLINE AUCTION OPENS ON FEBRUARY 16TH AT:  
[WWW.BIDDINGFORGOOD.COM/NEEDHAMCOMMUNITYFARM](http://WWW.BIDDINGFORGOOD.COM/NEEDHAMCOMMUNITYFARM)

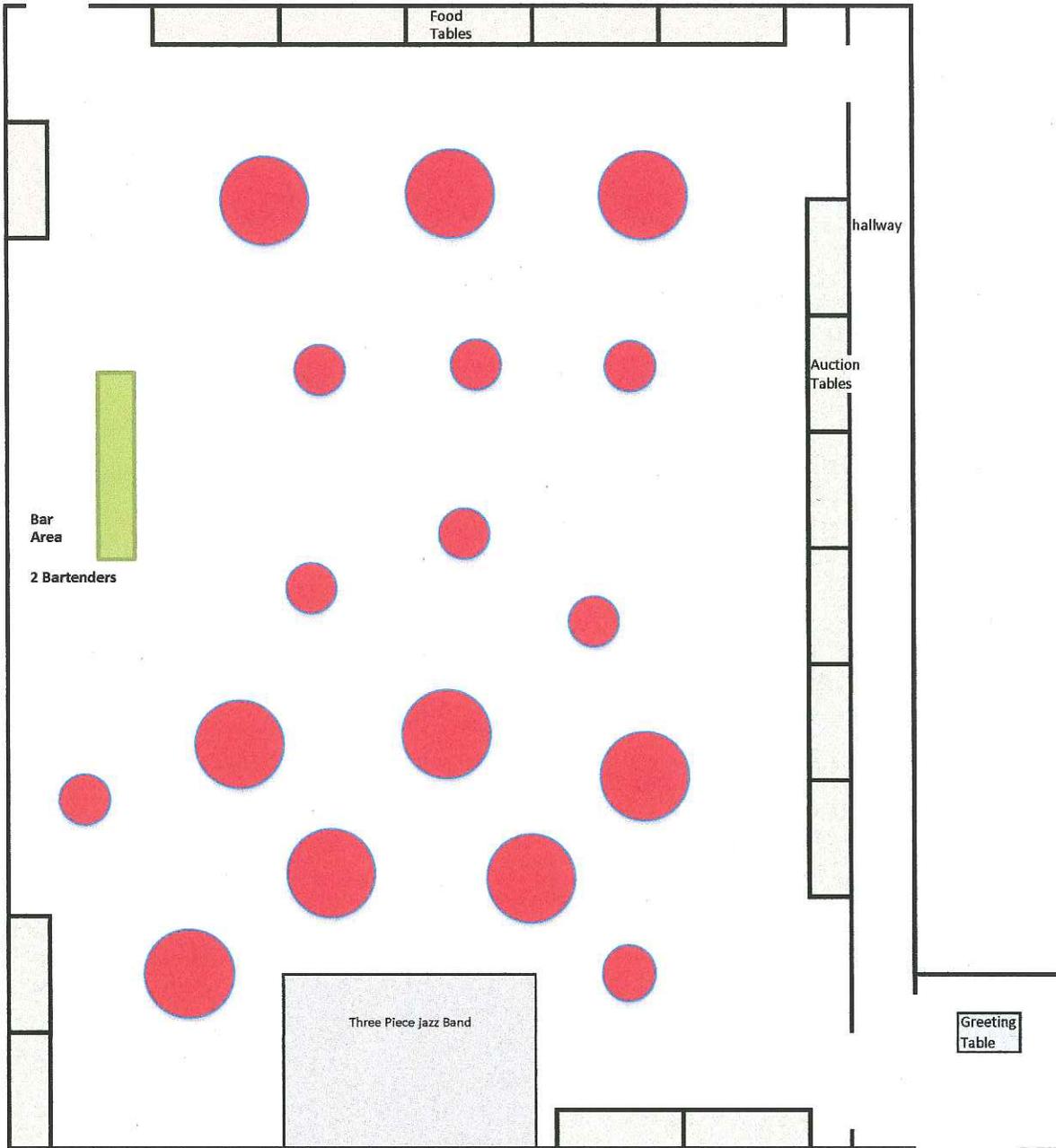
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**NB** NeedhamBank



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your bank  
[dedhamsavings.com](http://dedhamsavings.com)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

Kitchen



Auction table



Food Table



4" Rounds



2.5" Cocktail Tables

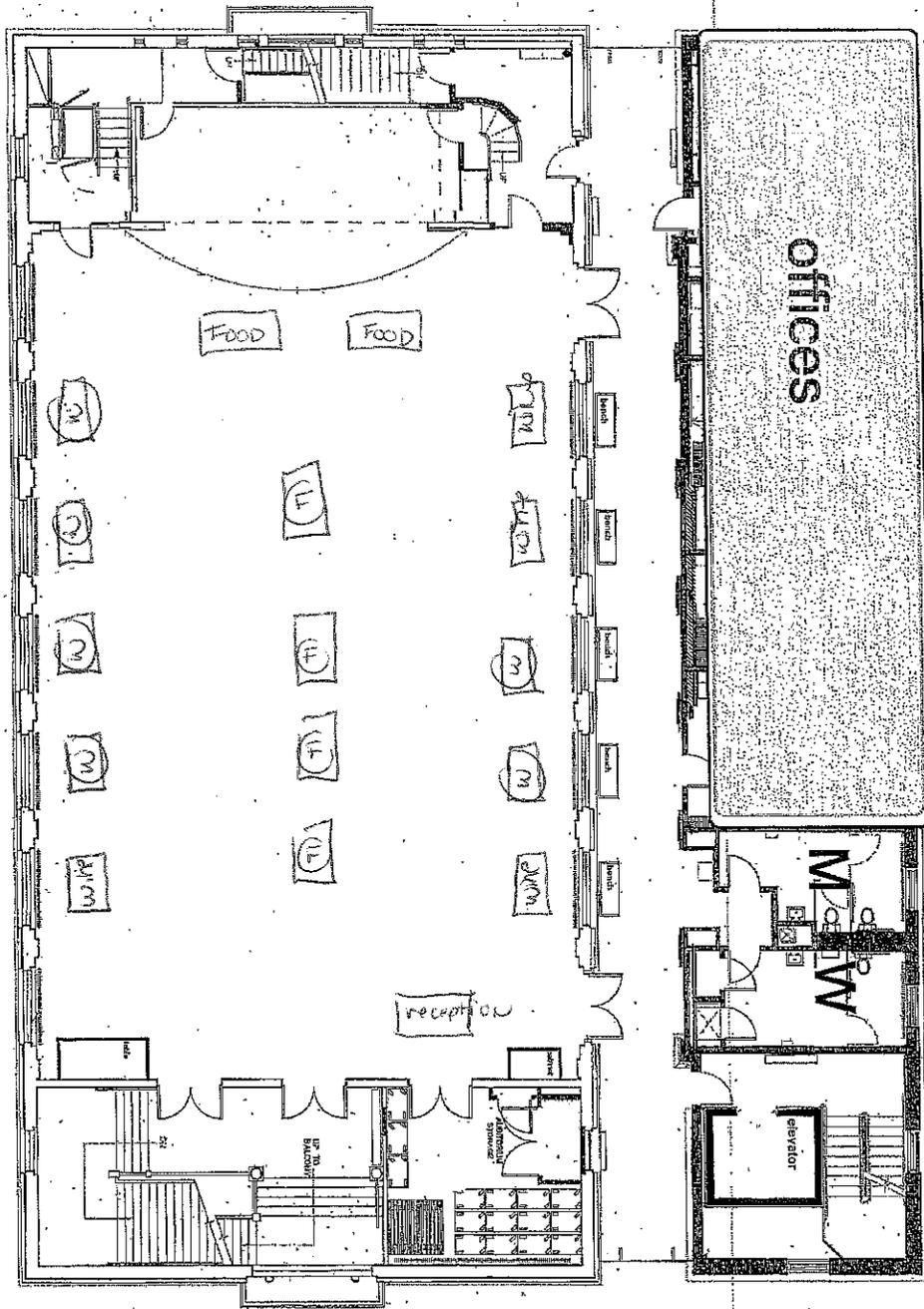
Building Entrance

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

Event Manager Name (Name that will appear on license)	<del>Kate</del> Needham Women's Club
Event Manager Address	P.O. Box 920583, Needham, MA 02492
Event Manager Phone Number	781-910-7246 (Kate Maguire)
Organization Representing (if applicable)	
Is the organization (if applicable) you are representing non-profit? If so, please attach proof of non-profit status.	<input checked="" type="checkbox"/> Non-profit <input type="checkbox"/> For profit <input checked="" type="checkbox"/> Proof of non-profit status is attached Form of Proof: _____
Name of Event	NEEDHAM GRAND Wine Tasting
Date of Event	3-24-13
License is for Sale of:	<input checked="" type="checkbox"/> Wines & Malt Beverages Only <input type="checkbox"/> All Alcoholic Beverages (for non-profit groups only)
Requested Time for Liquor License	FROM: 3pm TO: 6pm
Are tickets being sold in advance for this event?	<input checked="" type="checkbox"/> YES \$ 30 /per ticket <input type="checkbox"/> NO prior to event
Is there an admission fee for this event?	<input checked="" type="checkbox"/> YES \$ 40 /per ticket <input type="checkbox"/> NO day of the event
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?	Capacity of Powers Hall
Name & address of event location. Please attach proof of permission to use this facility.	Powers Hall
Who will be serving the alcohol to your guests?	suppliers of Higgins Wine Wine distributors + Spirits in Dover
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).	N/A. This is a tasting event. / TIPS pending. are being collected.
Please use the space below to describe the manner in which alcohol will be served to your guests. (For example, will guests be served alcohol or will they need to purchase it from the bar?) Please attach floorplan (can be hand drawn) of the event facility with liquor delivery plan.	attendees will have the opportunity to taste various wines from different distributors who will be at tables scattered throughout Powers Hall
<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:	Kate Maguire
Date:	11-19-12

✓

CHAPEL STREET



**James Hugh Powers Hall  
Needham Town Hall**

- Furniture Available:
- (18) 60"x30" tables
  - (6) 72"x30" folding tables
  - (8) 96"x30" tables
  - 350 audience chairs

HIGHLAND AVENUE

**Chairs:**  
Hall floor can accommodate 330 chairs with center aisle.

**Balcony:**  
seats 90 not available for events with alcohol.

**Dimensions for hall and stage contained in outline regulations.**

Drawing scale will only be accurate when printed on 11"x17" paper at 100%.

**NEEDHAM TOWN HALL**  
Needham, Massachusetts

Drawing Number:  
Scale: 3/8"=1'-0"  
SKF-2

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:	-\$644.00
Water Irrigation:	\$0.00
Water Admin Fees	\$0.00
Sewer Sales:	-\$2,722.95
Transfer Station Charges:	\$0.00
Total Abatement:	-\$3,366.95

Order #: 1157

Read and Approved: 2/8/2013

  
Assistant Director of Public Works

  
Director of Public Works

For the Board of Selectmen

Date: 2/12/2013

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

Prepared By:	Last Name	First Name	Customer ID#	Location ID#	Street Number	Street Name	Irrigation Water	Domestic Water	Sewer	Total	Reason	Corrected Last Read Y/N
DB	Gatto	Muriel A.	7689	6636	81	Chapel St.	\$0.00	\$0.00	-\$617.10	-\$617.10	ACC	N
DB	Rittenberg & Tuck	Trustees	17897	9962	673	Highland Ave.	\$0.00	-\$432.50	-\$965.40	-\$1,397.90	EQUIP	N
DB	Sahagian	Sahag	18925	9614	15	Hunting Rd.	\$0.00	\$0.00	-\$58.10	-\$58.10	EC	N
DB	Osganian	Kenneth	1991	24386	15	Jenna Circle	\$0.00	\$0.00	-\$583.45	-\$583.45	EC	N
JO	Council on Aging (2)						\$0.00	-\$211.50	-\$498.90	-\$710.40	COA	N
<b>Total:</b>										-\$3,366.95		

ALSO, LET THIS SERVE AS AUTHORIZATION TO ABATE ANY PENALTY OR INTEREST WHICH HAS ACCRUED DUE TO THE NON-PAYMENT OF AMOUNTS AS STATED ABOVE.

**Legend:**

- O.I. = O.I. reading slower than inside meter causing large bill when inside meter is read.
- TWN = Town Project caused damage to private property
- EC = Extenuating Circumstances
- Equip = Equipment Malfunction
- UEW = Unexplained water loss
- ACC = Accidental Water Loss
- BP = Billing Period beyond 100 days
- COA = Council on Aging