

1. PROGRAM SUMMARIES
Schools and School Administration



Programming Questionnaire
Administrative Areas

School Department

Please provide as much information as possible for each section of the following questionnaire. You may not have an answer for every question but please do your best. The information will be used during the Master Planning programming effort for your department, division or group. Thank you for participating.

Name: Anne Gulati

Department/Division/Group: School Department, Emery Grover School Administration Building

Phone number and email address: anne_gulati@needham.k12.ma.us 781-455-0400 x 206

Date of Completion: January 8, 2014

General Information

Function: Please describe the primary function of your department, division or group in as much detail as is possible.

N/A - REFER TO PREVIOUS STUDIES AS SUMMARIZED BELOW

Operation: Please provide information on the following: visitors to your offices, hours of operation, security concerns.

Public Business Hours: 8-4, M-F

Staff Hours: 8-4 M-F

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Security/Safety Concerns:

Historic building in need of significant renovation/update. Building not sprinklered, water supply

contaminated by lead pipe, asbestos tile under carpeting, upper floor condemned, no air conditioning.

Issues such as noise, fumes, indoor temperature, natural daylight:

Building poorly configured for office

space, unsealed openings in building exterior, air quality poor.

Shared spaces and access by Community:

Building centrally located within Town, but not handicapped accessible.

Emergency Events: Please describe any special requirements or needs during emergency events (*Water, fuel or communication needs, outside assistance, changes to parking or queuing*).

Parking lot shared with St. Joseph's Elementary School and Parish.

Other Information: Please provide additional information that you believe would provide a more complete picture of your needs with a focus on intangible ideas as related to the final location of the Hillside and Mitchell Elementary Schools.

Desire for administration to be centrally-located to other school buildings and Town offices, however, there is a need for more appropriate office space for this function. With regard to Hillside & Mitchell Schools, the desired solution is to re-build the school at the existing site, if feasible and cost-effective, given site remediation issues at Hillside.

The long-term solution for both schools should incorporate additional space to provide full-day Kindergarten.

Additionally, both projects will require the construction of swing space, which optimally, could be utilized for both projects and potentially, converted to other Town uses after construction is over. The Hillside School has been

selected for participation in the MSBA's capital funding process and four modular classrooms will be installed at the Mitchell School (opening September 2014) to address urgent space deficiencies on a temporary basis.

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Vehicles: Please provide as detailed of a list as you can. Parking counts are required by zoning and this list will help us confirm needs and special issues particularly as it relates to fire, police, school bus and DPW equipment. Please provide overall sizes (*Small = 8' x 10', Medium = 8' x 20' - typical car, Large = 12' x 30', X-large = 12' x 40' or larger*). Please note if vehicle must be stored indoors or in an uncovered parking lot and other unique feature (*electric vehicle, handicap van etc*).

| Vehicle Type | Vehicle Projections | | | | Size | | | | Comments |
|------------------------------|---------------------|------|------|------|------|---|---|----|--|
| | 2014 | 2019 | 2024 | 2033 | S | M | L | XL | |
| Hillside School: | | | | | | | | | |
| <i>Example: School Van</i> | 3 | 3 | 5 | 6 | X | | | | Parking lot |
| <i>Ex: personal vehicles</i> | 25 | 30 | 35 | 35 | x | | | | Parking lot |
| Staff vehicles | 60 | 65 | 70 | 75 | | | | | TL Spaces = 44 (2 HC) |
| Visitors | 5 | 5 | 5 | 5 | | | | | TL Staff = 60. Cars must be parked valet-style (in tandem), with keys left at office. All spaces size small. |
| Mitchell School: | | | | | | | | | |
| Staff Vehicles | 68 | 73 | 78 | 83 | | | | | TL Spaces = 87 (3 HC) |
| Visitors | 5 | 5 | 5 | 5 | | | | | TL Staff = 68 Spaces size Medium |
| Pollard School: | | | | | | | | | |
| Staff Spaces Lower Lot | 36 | 36 | 36 | 36 | | | | | Total Spaces = 118 |
| Staff Spaces Back Lot | 30 | 30 | 30 | 30 | | | | | Total Staff = 123 |
| Staff Spaces Harris Ave | 47 | 47 | 47 | 47 | | | | | Bike Area is Informal Lot |
| Staff Spaces Bike Area | 5 | 5 | 5 | 5 | | | | | Space Size: S-M |
| Street Parking (Staff) | 5 | 10 | 15 | 20 | | | | | |
| Street Parking (Visitors) | 5 | 5 | 5 | 5 | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Schools and School Administration Specific Programming

What are the major community concerns regarding the location and siting of these schools including access, playing fields, queuing of buses, access points, security? Also consider possible adjacencies to other town own facilities such as the DPW.

Hillside Elementary School: First Priority for replacement. Preliminary Planning underway

The most significant community concerns include: lack of sufficient space for the educational program, given existing and projected student population; lack of adequate parking and constrained vehicular access to the school; need for comprehensive building renovation/replacement due to the age of the building (50+ years), deficiencies and end-of-life conditions in most building systems; poor energy performance; handicapped inaccessible sections of the building, and site constraints (wetlands, steep hillside, environmental contamination of site.) The building is not equipped with an automatic sprinkler system, nor is the existing water line large enough to provide sprinklers. The two existing modular classrooms - installed in 1997 - will require replacement in the near future.

See attached Statement of Interest, submitted to MSBA, March 2013.

Mitchell Elementary School: Second Priority for replacement

The most significant community concerns include: lack of sufficient space for the educational program given, existing and projected student population; the need for comprehensive building renovation/replacement due to the age of the building (50+ years), deficiencies and end-of-life conditions in most building systems; poor energy performance, and handicapped inaccessible sections of the building. The building is not equipped with an automatic sprinkler system, and low floor to ceiling heights would likely constrain the installation of sprinklers.

See attached Statement of Interest, submitted to MSBA, March 2013.

Pollard Middle School: Third Priority for renovations

The most significant community concerns include: expanding and renovating core educational spaces that are not consistent with MSBA standards (particularly science classrooms, auditorium, gymnasium, locker rooms, fitness center, bathrooms); age of temporary modular classrooms (installed 2002); need for code-related upgrades including life safety, energy efficiency, accessibility improvements. See attached SOI, March 2013.

Describe concerns around temporary facilities or swing space during the construction and renovation of the Hillside and Mitchell Elementary Schools and the Pollard Middle School:

No space or facility currently available to function as swing space for the aforementioned projects. Swing space would need to be provided as part of the construction project(s.) Optimally, such swing space could be utilized for multiple projects and, if permanent in nature, converted to other Town uses after construction is over. The construction of swing space would not be reimbursable by MSBA.

Emery Grover Building - School Administration Building:

Please comment on the functionality of the existing school administration building and whether or not it is ideally located and suited for its purpose.

The existing Emery Grover building is poorly suited to office space. There are insufficient office and meeting spaces, limited parking, and a need for total renovation/replacement to address building deficiencies, lack of handicapped accessibility and life safety conditions. Despite the building deficiencies, the central location within the Town is ideal for administrative purposes.

Is there a better or more ideal location in town for the school administration to be situated?

Alternate locations could be considered, which offer a balance between building functionality and accessible location.

If the Grover Building was no longer used to house the school administration what do you see as its next and best use?

Given extensive deficiencies and high cost of upgrade/replacement, the building could be sold in lieu of renovation.

Re-purposing the building for other school or Town use would require extensive renovation.

Reference Resources:

The following documents relate to the overall planning for the Needham Public Schools and contain the most current programming data and projections.

School Administration Building - Emery Grover

| | |
|---|-----------------------------|
| School Administration Bldg. Study - DRAFT Emery Grover Bldg. | July 2013 |
| Needham Senior Center Site Feasibility Study | August 2013 |
| Meeting Notes | March 2013 |
| Development Budget | March 2013 |
| Needham School Admin. Bldg. Program + Diagrams | March 2013 |
| Needham School Admin. Bldg. Floor Plans | March 2013 |
| Needham Town Wide Comprehensive Facility Study | |
| Emery Grover Building Agenda Fact Sheet | July 2002 September 2009 |
| History + Culture - National Register | 2009 |
| National Register File | July 2010 |
| The Emery Grover article | March 1984 |

Schools

| | |
|--|--------------|
| Space Needs Study | March 2009 |
| Mitchell + Hillside Schools Pre-Feasibility Study | July 2012 |
| Hillside School Pre-Feasibility Study Environmental Evaluation | October 2012 |
| Comprehensive Facilities Assessment Pollard Middle School | August 2011 |
| Comprehensive Facilities Assessment Mitchell + Hillside Schools | August 2011 |

Programming Questionnaire
Administrative Areas

School Department

| | |
|---|------------------|
| Mitchell School Modular Classrooms Feasibility Study | November 2013 |
| Guide to Operating + Maintaining EnergySmart Schools | |

| Space | Room Data # | Occupants per Room | Visitors | Size proposed SF | Total GSF Subtotals | Notes |
|---------------------------------------|-------------|--------------------|----------|------------------|---------------------|-------|
| School Administration | | | | | | |
| SHARED BUILDING SERVICES | | | | | | |
| Entry Vestibule - Lobby | S-1 | 0 | 4 | 240 | | |
| Help Desk/Reception | S-2 | 1 | 0 | 100 | | |
| Large Conference Room | S-3 | 0 | 100 | 1200 | | |
| Medium Conference Rooms (2) | S-4 | 0 | 12 | 600 | | |
| Offices (4) | S-5 | 1 | 2 | 400 | | |
| Kitchenette | S-6 | 0 | 0 | 80 | | |
| Business Center (2) | S-7 | 0 | 0 | 240 | | |
| Restrooms, Male (2) | S-8 | 0 | 0 | 350 | | |
| Restrooms, Female (2) | S-9 | 0 | 0 | 350 | | |
| Break Room | S-10 | 0 | 25 | 400 | | |
| Janitorial Closet (2) | S-11 | 0 | 0 | 150 | | |
| Maintenance Office | S-12 | 1 | 2 | 120 | | |
| Compact Storage | S-13 | 0 | 0 | 400 | | |
| Building Storage | S-14 | 0 | 0 | 400 | | |
| Receiving Room | S-15 | 0 | 0 | 200 | | |
| | | | | | | |
| SUBTOTAL | | | | | 5,230 | |
| Gross area adjustment 13% | | | | | 680 | |
| Circulation adjustment at 15% | | | | | 886 | |
| SUBTOTAL GSF | | | | | 6,796 | |
| | | | | | | |
| SUPERINTENDENT SUITE | | | | | | |
| Superintendent's Office | SS-1 | 1 | 6 | 250 | | |
| Assistant to Superintendent | SS-2 | 1 | 2 | 120 | | |
| Conference Room | SS-3 | 0 | 12 | 300 | | |
| Production Room | SS-4 | 0 | 0 | 100 | | |
| Waiting Room | SS-5 | 0 | 3 | 75 | | |
| Wash Room | SS-6 | 0 | 0 | 50 | | |
| Coat Closet | SS-7 | 0 | 0 | 10 | | |
| | | | | | | |
| SUBTOTAL | | | | | 905 | |
| Gross area adjustment 13% | | | | | 118 | |
| Circulation adjustment at 15% | | | | | 153 | |
| SUBTOTAL GSF | | | | | 1,176 | |
| | | | | | | |
| STUDENT DEVELOPMENT DEPT. | | | | | | |
| STUDENT DEVELOPMENT | | | | | | |
| Student Development Director Office | SD-1 | 1 | 4 | 140 | | |
| Student Development Assistant | SD-2 | 1 | 1 | 100 | | |
| Waiting Room | SD-3 | 0 | 6 | 75 | | |
| Autism Specialist | SD-4 | 1 | 1 | 100 | | |
| Special Education Director Office (2) | SD-5 | 1 | 1 | 280 | | |
| Special Education Secretary (2) | SD-6 | 1 | 1 | 150 | | |
| Business Center | SD-7 | 0 | 0 | 100 | | |
| Equipment Storage | SD-8 | 0 | 0 | 20 | | |
| Coat Closet | SD-9 | 0 | 0 | 10 | | |
| | | | | | | |
| COMMUNITY EDUCATION | | | | | | |
| Community Education Director Office | CE-1 | 1 | 4 | 140 | | |
| C E Accounting Office | CE-2 | 1 | 1 | 100 | | |
| C E Marketing/Registrar Office | CE-3 | 1 | 1 | 140 | | |

SCHOOL ADMINISTRATION PROGRAMMING - FROM DESIGNLAB

| Space | Room Data # | Occupants per Room | Visitors | Size proposed SF | Total GSF Subtotals | Notes |
|--|-------------|--------------------|----------|------------------|---------------------|-------|
| C E Marketing/Registrar Office Admin | CE-4 | 1 | 1 | 100 | | |
| C E Marketing/Registrar Graphic Design | CE-5 | 1 | 1 | 100 | | |
| C E Registrar Public Counter | CE-6 | 1 | 0 | 125 | | |
| Registration Waiting Room | CE-7 | 0 | 10 | 100 | | |
| Elementary/Summer Coordinator Office | CE-8 | 1 | 1 | 100 | | |
| Secondary/Adult Coordinator Office | CE-9 | 1 | 1 | 100 | | |
| Coat Closet | CE-10 | 0 | 0 | 10 | | |
| SUBTOTAL | | | | | 1,990 | |
| Gross area adjustment 13% | | | | | 259 | |
| Circulation adjustment at 15% | | | | | 337 | |
| SUBTOTAL GSF | | | | | 2,586 | |
| FINANCE OPERATIONS DEPT. | | | | | | |
| HUMAN RESOURCES | | | | | | |
| Human Resources Director's Office | HR-1 | 1 | 4 | 140 | | |
| Human Resources Generalist Office | HR-2 | 1 | 1 | 100 | | |
| Human Resources Staff Office (2) | HR-3 | 1 | 1 | 150 | | |
| Payroll Coordinators (2) | HR-4 | 1 | 1 | 150 | | |
| HR Interview Office (2) | HR-5 | 1 | 1 | 80 | | |
| HR Office/Workspace | HR-6 | 1 | 1 | 100 | | |
| HR Waiting Room | HR-7 | 0 | 6 | 75 | | |
| Student Registration Kiosk (2) | HR-8 | 0 | 0 | 50 | | |
| Production Room | HR-9 | 0 | 0 | 100 | | |
| Active File Storage | HR-10 | 0 | 0 | 100 | | |
| Dead File Storage - Shared | HR-11 | 0 | 0 | 0 | | |
| HR Office Supply Closet | HR-12 | 0 | 0 | 20 | | |
| HR Coat Closet | HR-13 | 0 | 0 | 10 | | |
| SUBTOTAL | | | | | 1,075 | |
| Gross area adjustment 13% | | | | | 140 | |
| Circulation adjustment at 15% | | | | | 182 | |
| SUBTOTAL GSF | | | | | 1,397 | |
| BUSINESS/ FINANCE OPERATIONS | | | | | | |
| Finance Director's Office | F-1 | 1 | 4 | 140 | | |
| Assistant Finance Director Office | F-2 | 1 | 1 | 100 | | |
| Finance Secretary | F-3 | 1 | 1 | 100 | | |
| Lead Accountant | F-4 | 1 | 1 | 100 | | |
| Accounting Clerks (2) | F-5 | 2 | 1 | 150 | | |
| Finance Waiting Room | F-6 | 0 | 6 | 75 | | |
| Accounting Storage/Safe | F-7 | 0 | 0 | 20 | | |
| Finance Office/Workspace | F-8 | 0 | 0 | 100 | | |
| Production Room | F-9 | 0 | 0 | 100 | | |
| Active File Storage | F-10 | 0 | 0 | 300 | | |
| Finance Supply Closet | F-11 | 0 | 0 | 20 | | |
| Finance Coat Closet | F-12 | 0 | 0 | 10 | | |
| Payment Kiosk | F-13 | 0 | 0 | 25 | | |

SCHOOL ADMINISTRATION PROGRAMMING - FROM DESIGNLAB

| Space | Room Data # | Occupants per Room | Visitors | Size proposed SF | Total GSF Subtotals | Notes |
|--|-------------|--------------------|----------|------------------|---------------------|-------|
| SUBTOTAL | | | | | 1,240 | |
| Gross area adjustment 13% | | | | | 161 | |
| Circulation adjustment at 15% | | | | | 210 | |
| SUBTOTAL GSF | | | | | 1,611 | |
| TRANSPORTATION/FOOD SERVICE | | | | | | |
| Transportation Director's Office | TR-1 | 1 | 4 | 140 | | |
| Transportation Bookkeeper | TR-2 | 1 | 1 | 100 | | |
| Transportation Office | TR-3 | 1 | 1 | 100 | | |
| Transportation/Food Service Waiting Room | TR-4 | 0 | 6 | 75 | | |
| Food Service Director's Office | FD-5 | 1 | 1 | 140 | | |
| Food Service Bookkeeper | FD-6 | 1 | 1 | 100 | | |
| Secretary - Counting/Receiving | FD-7 | 1 | 1 | 75 | | |
| Nutrition Outreach Coordinator | FD-8 | 1 | 1 | 75 | | |
| Food Service Storage - Shared | FD-9 | 0 | 0 | 0 | | |
| Food Service Supplies Closet | FD-10 | 0 | 0 | 20 | | |
| Mail Room/Production Cneter | FD-11 | 0 | 0 | 300 | | |
| Coat Closet | FD-12 | 0 | 0 | 10 | | |
| SUBTOTAL | | | | | 1,135 | |
| Gross area adjustment 13% | | | | | 148 | |
| Circulation adjustment at 15% | | | | | 192 | |
| SUBTOTAL GSF | | | | | 1,475 | |
| FINANCE SUBTOTAL GSF | | | | | 4,483 | |
| PROGRAM DEVELOPMENT DEPT. | | | | | | |
| Program Development Director's Office | PD-1 | 1 | 4 | 140 | | |
| Program Development Assistant | PD-2 | 1 | 1 | 100 | | |
| Curriculum Leaders Office (2) | PD-3 | 1 | 1 | 200 | | |
| Curriculum Library | PD-4 | 0 | 0 | 150 | | |
| File/General Storage | PD-5 | 0 | 0 | 150 | | |
| Materials Library/Storage | PD-6 | 0 | 0 | 150 | | |
| Business/Production Cneter | PD-7 | 0 | 0 | 120 | | |
| Coat Closet | PD-8 | 0 | 0 | 10 | | |
| SUBTOTAL | | | | | 1,020 | |
| Gross area adjustment 13% | | | | | 133 | |
| Circulation adjustment at 15% | | | | | 173 | |
| SUBTOTAL GSF | | | | | 1,325 | |
| INNOVATIVE TECHNOLOGY | | | | | | |
| IT Tech Staff (2) | IT-1 | 1 | 1 | 240 | | |
| Server Room | IT-2 | 0 | 0 | 200 | | |
| SUBTOTAL | | | | | 440 | |
| Gross area adjustment 13% | | | | | 57 | |
| Circulation adjustment at 15% | | | | | 75 | |
| SUBTOTAL GSF | | | | | 572 | |

SCHOOL ADMINISTRATION PROGRAMMING - FROM DESIGNLAB

| Space | Room Data # | Occupants per Room | Visitors | Size proposed SF | Total GSF Subtotals | Notes |
|--|-------------|--------------------|----------|------------------|---------------------|-------|
| GRAND TOTAL BUILDING W/O BUILDING SUPPORT | | | | | 16,939 | |
| <i>BUILDING SUPPORT: Mechanical, Electrical, Plumbing, Fire Protection, Elevator, Stairs (Assume 11% of GSF)</i> | | | | | | |
| SUBTOTAL | | | | | 1,863 | |
| Gross area adjustment 0% | | | | | 0 | |
| Circulation adjustment at 0% | | | | | 0 | |
| SUBTOTAL GSF | | | | | 1,863 | |
| GRAND TOTAL BUILDING | | | | | 18,802 | |
| OPTIONAL PROGRAM Not included | | | | | | |
| SUBTOTAL | | | | | 3,800 | |
| Gross area adjustment 13% | | | | | 494 | |
| Circulation adjustment at 15% | | | | | 644 | |
| SUBTOTAL GSF | | | | | 4,938 | |

SCHOOL ADMINISTRATION PROGRAMMING - FROM DESIGNLAB

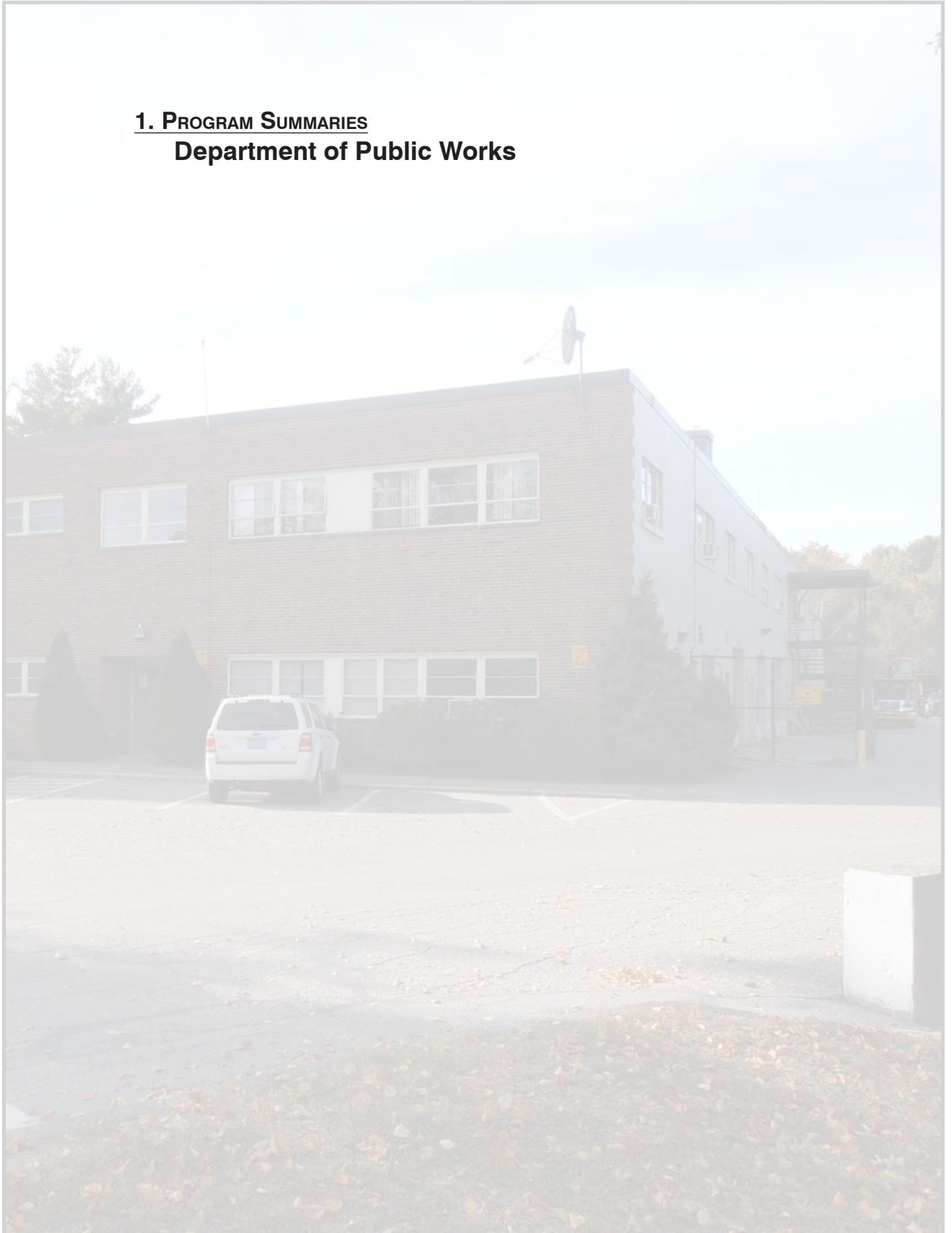
| Land requirements for building, parking and loading spaces | | | |
|--|--|---|----------------|
| Component | Footprint | Square Footage | Total in acres |
| Building at 18,802 square feet | Assume two story building | 70 x 135 = 9,450 SF or .22 acres | 0.22 |
| Parking for 102 cars including 4 accessible parking spaces | Assume 1 lots for 94 cars each at 62' x 426' including 4 accessible spaces | 29,012 SF or .61 acres | 0.67 |
| Loading Requirement | Assume designated area 15' x 50' | 750 sf or .03 acres | 0.02 |
| Landscaped areas | Assume 10% of parking area | 26,412 x .10 = 2,641 SF or .06 acres | 0.06 |
| Snow Storage | Assume 10% of parking area | 26,412 x .10 = 2,641 SF or .06 acres | 0.06 |
| TOTAL | | | 1.03 |
| Setback Requirements: Zoning dependent | Assume worse case = 35' front setback, 25' side setback, 25' rear setback | Possible site 242' x 329' = 79,618 SF or 1.83 acres | 1.89 |
| Max Floor Area Ratio (F.A.R.) | Maximum area ratio = .30. | Min site size = 62,673 SF or 1.44 acres | 1.44 |

SCHOOL ADMINISTRATION - LAND REQUIREMENTS

| | Emery Grover | Chestnut/School | St. FD/PP | PSAB - Dedham Ave. | Nike Site | Hillside Existing Building/Site | | |
|---|--------------|-----------------|--------------|--------------------|--------------|---------------------------------|--|---|
| CATEGORY | Actual Value | Actual Value | Actual Value | Actual Value | Actual Value | Max Value | | CRITERIA/COMMENTS |
| 1. LOCATION | 20 | 15 | 19 | 13 | 17 | 20 | | |
| 1.1 Geographic location | 5 | 5 | 4 | 1 | 4 | 5 | | Central to mission; moderate changes to operations; requires change to existing operations |
| 1.2 Neighborhood | 5 | 3 | 5 | 4 | 5 | 5 | | Minimal impact on residential neighborhood and community; moderate impact; significant impact |
| 1.3 Current Use | 4 | 3 | 4 | 3 | 3 | 4 | | Continued use; compatible use; currently undeveloped and used by others (recreational use open space) |
| 1.4 Zoning By-laws | 3 | 2 | 3 | 2 | 3 | 3 | | Allowed - complies with use, dimensional requirements and performance standards; Use allowed with moderate approval; Use will be difficult or costly to win approval (due to constraints such as historic preservation) |
| 1.5 Public Facade/Screening | 3 | 2 | 3 | 3 | 2 | 3 | | No private owner abutters, nothing special required; Abutters with adequate area for screening; Abutters with inadequate area for screening |
| 2. ACCESSIBILITY | 9 | 10 | 10 | 3 | 8 | 10 | | |
| 2.1 Site Access | 4 | 5 | 5 | 1 | 4 | 5 | | Ease of access through existing entry points and roadways; some impact on entry or roadway; significant impact including limited emergency access |
| 2.2 Traffic | 5 | 5 | 5 | 2 | 4 | 5 | | No impact on traffic patterns; some impact; significant impact |
| 3. SITE FEATURES | 8 | 12 | 17 | 20 | 14 | 20 | | |
| 3.1 Adequate site size | 3 | 4 | 5 | 6 | 4 | 6 | | Optimum size - allows for expansion; good size but no expansion capability; undersized for full program |
| 3.2 Existing Structures/Historic Preservation | 2 | 4 | 3 | 4 | 3 | 4 | | Existing structures will not impede development ; some impact on intended use; full impact |
| 3.3 Operations - ease of use | 3 | 3 | 4 | 4 | 4 | 4 | | Staff and Visitors use of site: Site easily split; site requires some overlap of uses; site uses overlap negatively |
| 3.4 Flexibility/Circulation | 0 | 1 | 5 | 6 | 3 | 6 | | Site can be reconfigured as needs change; site has limited reconfiguration options; site has no flexibility |
| 4. ENVIRONMENTAL | 15 | 15 | 14 | 7 | 13 | 15 | | |
| 4.1 Wetlands | 4 | 4 | 3 | 3 | 3 | 4 | | No wetlands or all work will occur outside of ConCom jurisdiction; indirect impact (work in buffer zones); direct impact on existing wetlands, flood plains, endangered species |
| 4.2 Stormwater Management | 5 | 5 | 5 | 1 | 4 | 5 | | Reasonable cost for stormwater management; moderate costs; excessive costs |
| 4.3 Conservation/DEP Permitting | 4 | 4 | 4 | 1 | 4 | 4 | | No work within designated vernal pool and/or rare species habitat; normal permitting process; work within vernal pool and/or rare species habitat |
| 4.4 Existing Tree Cover | 2 | 2 | 2 | 2 | 2 | 2 | | No major reduction; minimum to moderate clearing; major clearing |
| 5. SITE DEVELOPMENT | 14 | 17 | 19 | 11 | 16 | 20 | | |
| 5.1 Utilities | 4 | 4 | 4 | 2 | 4 | 4 | | Availability of gas, electricity, water, municipal sewage, storm drainage; some utilities need to be brought on site; most utilities need to be brought on site |
| 5.2 Topography | 3 | 4 | 4 | 4 | 4 | 4 | | Slopes range: % to %; appropriate for buildings parking - full access; some revisions to meet needs; significant access issues |
| 5.3 Soils | 3 | 4 | 4 | 2 | 4 | 4 | | Adequate for bearing capacity; non-standard foundations required |
| 5.4 Hazardous Materials | 3 | 4 | 4 | 2 | 1 | 4 | | Free of known contaminants; testing required; site history of contaminants |
| 5.5 Costs of Development | 1 | 1 | 3 | 1 | 3 | 4 | | Reasonable costs for development; moderate costs; excessive costs (cut/fill, clearing, blasting; renovation vs new) |
| 6. AVAILABILITY | 11 | 11 | 13 | 15 | 15 | 15 | | |
| 6.1 Jurisdictional Control | 5 | 4 | 4 | 5 | 5 | 5 | | Jurisdictional control remains same; trade of use acceptable and benefits both; highest and best use displaces traditional use in a less positive manner; change of jurisdictional control or use requires state legislative or agency approval |
| 6.2 Displacement Required | 1 | 3 | 4 | 5 | 5 | 5 | | Cost of relocation minimal; moderate; excessive |
| 6.3 Acquisition | 5 | 4 | 5 | 5 | 5 | 5 | | Cost, availability, time schedule, eminent domain: Reasonable costs, available for sale at this time; Costs high but available to meet schedule; Cost high with eminent domain |
| TOTAL | 77 | 80 | 92 | 69 | 83 | 100 | | |
| 7. SPECIAL CONSIDERATIONS | | | | | | | | |
| 7.1 Temporary buildings | | | | | | | | Costs to temporarily house intended use minimal; moderate; excessive |
| 7.2 Permanent changes to use | | | | | | | | Change in use relatively simple; requires return to state for review, redistricting; loss of traditional use |
| 7.3 Temporary use of site | | | | | | | | Additions benefit traditional use; additions reduce traditional use; temporary elimination of traditional use |
| 7.4 Time Schedule | | | | | | | | Impact of Delay |

SCHOOL ADMINISTRATION - CRITERIA MATRIX

1. PROGRAM SUMMARIES
Department of Public Works



Programming Questionnaire
Administrative Areas

Public Works

Please provide as much information as possible for each section of the following questionnaire. You may not have an answer for every question but please do your best. The information will be used during the Master Planning programming effort for your department, division or group. Thank you for participating.

Name: Aaron Lacher

Department/Division/Group: Department of Public Works

Phone number and email address: 781-455-7550, alacher@needhamma.gov

Date of Completion: 1/21/14

ATTACHED:

1. VEHICLE & EQUIPMENT LIST
2. ORGANIZATIONAL CHART
3. EXPANDED RECYCLING AREA MAP
4. AERIAL MAP OF THE RTS

General Information

Function: Please describe the primary function of your department, division or group in as much detail as is possible.

The Department of Public Works is responsible for maintaining the physical non-building infrastructure of the Town. This infrastructure includes: roads, bridges, sewer systems, water systems, trash disposal, recycling, parks, sidewalks, etc. The Department promotes programs necessary for asset management and the preservation of infrastructure in order to provide for health, safety, welfare, and the convenience expected by the community for a high standard of living and good quality of life.

The Department of Public Works consists of multiple divisions: Administration, Garage, and Engineering which provide support services to the operating divisions: Highway, Parks & Forestry, Recycling & Solid Waste, Water, and Sewer & Drains.

- The Highway Division is responsible for:
 - Maintaining the roadway and traffic systems
 - Allowing transportation to operate in a safe and cost-effective manner
 - Planning, organizing, directing and monitoring roadways, parking lots, traffic system maintenance, and repair and construction improvements
 - Snow and ice operations
- The Parks & Forestry Division is responsible for:
 - Providing care and maintenance of public shade trees

Programming Questionnaire

Administrative Areas

Public Works

- Roadside brush control.
- Conducting the annual tree planting and replacement program
- Maintaining parks and athletic fields
- Providing support for athletic and recreational programs
- Maintaining grounds at Ridge Hill Reservation
- The Administration Division supports and helps manage all other Public Works division activities.
- The Needham Water, Sewer and Drains Division is primarily an operations and maintenance organization with the ability to perform limited construction projects. The yearly tasks of the division consist of:
 - Water - Operations and maintenance of the town's water system, which includes compliance with EPA's Safe Water Drinking Act. Operations and maintenance of the system includes supply, storage, treatment, and distribution.
 - Drains - Maintenance of the storm drain system, which includes compliance with EPA's National Pollutant Discharge Elimination System (NPDES) program designed to improve the quality of stormwater discharge into local rivers, lakes, *streams, and ponds*.
 - Sewer - *Maintenance and cleaning of the sewer collection system to minimize failures and blockages* to ensure an uninterrupted and productive sewer system.
- The Division of Recycling and Solid waste is responsible for management of waste and recyclable materials for the town. There are six/seven operations that occur at the Recycling and Transfer Station (RTS) area located at 1421 Central Ave. They are:
 - Recycling and transfer station (RTS). Accepts trash and reusable/recyclable materials from residents, contractors, and private haulers that purchase an annual subscription to the facility. Also from municipal facilities and schools.
 - Compost area. Collect leaves and yard waste from residents, commercial landscapers, DPW, as well as food waste from supermarkets. Process materials. Creates compost which is marketed to the commercial sector.
 - Materials processing area. Accepts catch basin cleaning, street sweeping, asphalt, and other DPW debris. When operating effectively either store materials until transported off-site or processes materials into usable product.
 - Capped landfill. Closed in 1997. Has vents and flares that must be monitored.
 - Salt Shed. The salt shed is located in the center of the facility. It houses salt, sand, and brine for snow operations. It also has storage capacity for snow equipment.
 - Snow Dump. Snow that is removed from municipal parking lots and retail district sidewalks is delivered to the RTS during midnight snow dumps and stored here until it melts.
 - Solar Array. Anticipated to be sited on top of capped landfill. Will generate tack, rent and discount on electricity for the town.
- The Engineering Division supports DPW and other town departments. It is the source of all town maps, drawings, plot plans, etc. available to public. Responsibilities include:
 - Archive engineering record information for the town
 - Provide engineering consultation and advice for the Department of Public Works and other town departments

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Public Works

- Provide construction inspection on large or complicated projects
 - Review subdivision and site plan development applications
 - Provide technical support to all divisions of the Public Works Department, including field surveys, designs, studies, cost estimates, construction plans, contract documents, field supervision, and inspection
 - Maintain and archive records and drawings of all phases of Public Works activities, drain, sewer and water construction, highway improvements, bridges, traffic control, and solid waste disposal
 - Assist in preparation of department wide scheduling and coordination
 - Conduct neighborhood meetings related to DPW projects
 - Consult with contractors, developers, engineers, local, state, and federal officials in support of department activities
 - Assist the director of Public Works with capital planning activities
 - Develop and maintain a complete file of Assessor's plans, both in the Assessor's Department and in the Engineering Division, recording all land and building additions and alterations
 - Work closely with Assessors in furnishing technical information relating to land and structures
 - Receive and record information from Registry of Deeds and/or Land Court on Assessor's plans
 - Provide technical assistance and advice to Planning Board in all areas of land use and planning
 - Review and make recommendations on all subdivision plans, calculate construction costs, and provide field inspections to ensure compliance with Planning Board requirements
 - Review all plot plans and site development plans submitted to Building Department and check proposed and final construction for compliance with Public Works Department requirements
 - Provide assistance to Police Department on matters pertaining to traffic and parking
 - Provide testimony and certifications for Police drug arrests within 1,000 feet of school properties
 - Provide technical assistance to all town agencies as requested, within the limits of available time and resources
 - Provide athletic and recreations layouts for Park and Recreation and School departments
 - Prepare studies and cost estimates for proposed town projects
 - Perform property surveys for location of town-owned land, easements, and construction projects
- Garage
 - Services DPW vehicles and equipment. Services all town owned sedans.
 - Manages equipment replacement program.
 - Gas and diesel refueling on site 24/7 for all town vehicles, including fire department.

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Public Works

Administrative Areas

Operation: Please provide information on the following: visitors to your offices, hours of operation, security concerns.

Visitors and Interaction with Community:

RTS: The town of Needham does not provide curbside trash/recycling collection. Instead it operates a two tier fee-based drop-off trash and recycling program. Residents and contractors pay an annual sticker fee plus a per bag fee or a per ton fee for large quantities. Town designated trash bags can be purchased at stores throughout town.

In FY13 the RTS sold annual subscription stickers to 6,400 residents and contractors (60% of town). The RTS averages about 6,500 vehicle visitors per week, approximately 2,500 are on Saturday. In FY13 the RTS took in about 8,000 tons of trash and 3,500 tons of recyclables.

Staff interacts with residents in five primary areas. 1) At the front entrance, 2) drop-off area walkways, 3) additional recycling areas, 4) yard waste drop-off area, 5) the main office where resident and contractors go to pay for disposing of bulky waste, large quantities of waste, or special recyclable items for which there is a fee.

RTS 7:30am – 4:00pm; all other Divisions 8:30am-5:00pm; frequent evening meetings

Public Business Hours: 8:30am-5:00pm (RTS 7:30am-4:00pm)

Staff Hours: Operational Divisions: 7:00am-3:30pm; Administration 8:30am-5:00pm

Security/Safety Concerns:

Water/Sewer/Drains: Public Water supply facilities are critical and require hardened security. Hardened security can be key code entry. All equipment stored outdoors that requires lay down space should also be secured with a fence and locked gate to prevent theft.

RTS: The RTS is not fully fenced in. There are locking gates at the street entrances but no way to restrict foot traffic. During hour of operation there are Lots of people and traffic.

Issues such as noise, fumes, indoor temperature, natural daylight:

RTS: Trash and compost can smell. Landfill flares can smell if the pilot goes out.

Shared spaces and access by Community:

Shared spaces include lunchroom, conference rooms, meeting rooms, lobbies, & restrooms. Outside community organizations frequently use the PSAB in the evening. Hikers and ice-skaters accessing the reservoir park in PSAB parking lots.

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Emergency Events: Please describe any special requirements or needs during emergency events (*Water, fuel or communication needs, outside assistance, changes to parking or queuing*).

The DPW responds to many emergency events including: snow and ice events, flooding, hurricanes, water main breaks, sewage backups, and hazardous spills.

The DPW Maintenance Complex serves as the Command Center for the Snow and Ice Program. Communications, both internal and external, are vital to this operation. The Command Center should be wired for multiple phone lines, cable television, internet, and have docking stations for two-way radios. The Town utilizes an internet application—SeeClickFix—to interact with the public and manage work requests. Two-way radios are used to communicate with DPW staff and Needham Police and Fire, while communications with private contractors and other agencies are done using telephones. News updates and weather forecasts are accessed on television.

Many emergency events require the extended use of vehicles and equipment. Adequate garage facilities are needed to make repairs throughout the event.

A backup power supply is necessary to provide power during outages. The DPW purchases fuel in bulk, thereby ensuring adequate supplies during emergencies when commercial gas stations are not operating. Needham Police, Fire, and School also rely on the DPW fuel dispensing facility for their operations.

On-site secure storage is needed for emergency supplies including: handheld two-way radios, first aid kits, flashlights, batteries, winter clothing, cots, etc.

Adequate break room space is necessary, as staff responding to emergencies often work extraordinarily long shifts.

The Water & Sewer Division responds to the following events:

- **Water:** Water main breaks, water service leaks, flooding, and water quality issues that affect public health. Main breaks cause flooding, sink holes in streets, property damage which may involve police, fire, highway personnel, neighboring communities. Water quality can be life threatening.
- **Sewer:** Sewer back-ups, forced sewer main Breaks, flooding, and any issues that affects quality of life and public health.
- **Drains:** Flooding, hazardous spills and water quality as well as anything within the municipal drain system that impacts the environment.

RTS: Access to RTS, composting area and landfill must be easily available for fire trucks and emergency personnel in the event of a fire on the tipping floor, in one of the roll-off containers, in the compost pile, or at any of the other locations.

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Other Information: Please provide additional information that you believe would provide a more complete picture of your needs with a focus on intangible ideas (such as, we want to provide an open atmosphere but our work is too sensitive because).

Of particular concern is the condition, layout, and relationship of the buildings and offices at the RTS.

The main office is the major concern. The main office, which provides both space for the public and two work stations, at 18 x 18 is too small to provide reasonable accommodations. In addition it is in poor condition in part because it floods regularly when the Transfer Station building fire suppression system trips, and the walls contain mold due to repeated flooding. The toilet in the 3 x 10 restroom sometimes freezes in the winter. For some reason there is a louvered vent into the office area (perhaps for odor control) that lets in very cold air on cold days. There is no storage for office supplies. The area for the public is only as wide as the doorway and is very cramped.

An additional concern is the location of the superintendent's office. The Superintendent's office is located over 300 feet away from the main office at the opposite end of the facility. This makes it virtually impossible for the superintendent to monitor day to day activities, supervise staff, or interact with the public on a regular basis.

The employees break area is a third concern. A few years back a used office trailer was donated to the RTS for use as the employee break room. While better than nothing, the trailer is in only fair condition, with side paneling coming off and is in a remote location.

Transfer Station Building is also of concern. The TS building is getting old and various systems are failing – overhead door motors, exhaust fans, lights all needed to be replaced this year, fire suppressant system is getting old, tipping floor is in need of repair. It may make sense to do a complete assessment of the structure with schedule for repair and/or replacement.

Lastly, the RTS does not provide a shower for staff working in a very dirty environment.

Providing one building that could address all these problems would ideal.

Staffing Requirements

Staffing: Please provide an organizational chart for your department, division or group. Please include current staffing and possible projected staffing until the year 2033.

| Administration | | | | | | | |
|-----------------------|----------------------|------|------|------|-----|-----|----------------|
| Position | Staffing Projections | | | | FTE | PTE | Comments |
| | 2014 | 2019 | 2024 | 2033 | | | |
| Director of DPW | 1 | 1 | 1 | 1 | 1 | | Private office |
| Asst. Director of DPW | 1 | 1 | 1 | 1 | 1 | | Private office |
| Supervisor of Admin | 1 | 1 | 1 | 1 | 1 | | Private office |

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Administrative Areas

Public Works

| | | | | | | | |
|--|---|---|---|---|---|--|-------------|
| Senior Administrative Coordinator | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Department Specialist | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Department Assistant 2 | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Total | 6 | 6 | 6 | 6 | 6 | | |

| Engineering | | | | | | | |
|-------------------------|-----------------------------|-------------|-------------|-------------|------------|------------|-----------------|
| Position | Staffing Projections | | | | FTE | PTE | Comments |
| | 2014 | 2019 | 2024 | 2033 | | | |
| Engineering Aide | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Town Engineer | 1 | 1 | 1 | 1 | 1 | | Private office |
| Auto Cad Technician | 2 | 2 | 2 | 2 | 2 | | Workstation |
| Survey Party Chief | 2 | 2 | 2 | 2 | 2 | | Workstation |
| Civil Engineer | 2 | 2 | 2 | 2 | 2 | | Workstation |
| Contract Administrator | 1 | 1 | 1 | 1 | 1 | | Private office |
| Assistant Town Engineer | 1 | 1 | 1 | 1 | 1 | | Private office |
| Total | 10 | 10 | 10 | 10 | 10 | | |

| Garage | | | | | | | |
|---------------------------|-----------------------------|-------------|-------------|-------------|------------|------------|-----------------|
| Position | Staffing Projections | | | | FTE | PTE | Comments |
| | 2014 | 2019 | 2024 | 2033 | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | | Private office |
| Master Mechanic | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Equipment Mechanic | 3 | 3 | 3 | 3 | 3 | | |
| Total | 5 | 5 | 5 | 5 | 5 | | |

| Highway | | | | | | | |
|-----------------------|-----------------------------|-------------|-------------|-------------|------------|------------|-----------------|
| Position | Staffing Projections | | | | FTE | PTE | Comments |
| | 2014 | 2019 | 2024 | 2033 | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | | Private office |
| Asst. Supt. | 1 | 1 | 1 | 1 | 1 | | Workstation |

Programming Questionnaire
Administrative Areas

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| | | | | | | | |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|--|--------------------|
| Working Foreman | 2 | 2 | 2 | 2 | 2 | | Workstation |
| HMEO | 4 | 4 | 4 | 4 | 4 | | |
| Public Works Technician | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Public Works Craft Worker | 1 | 1 | 1 | 1 | 1 | | |
| Laborer | 2 | 2 | 2 | 2 | 2 | | |
| Total | 12 | 12 | 12 | 12 | 12 | | |

| Water/Sewer/Drains | | | | | | | |
|--------------------------------------|-----------------------------|-------------|-------------|-------------|------------|------------|-----------------------|
| Position | Staffing Projections | | | | FTE | PTE | Comments |
| | 2014 | 2019 | 2024 | 2033 | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | | Private office |
| Asst. Supt. | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Water Treatment Plant Manager | 1 | 1 | 1 | 1 | 1 | | Private office |
| Admin Analyst | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Billing Clerk | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Chief Pump Station Operator | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Foremen | 3 | 3 | 3 | 3 | 3 | | Workstation |
| Public Works Inspectors | 2 | 2 | 2 | 2 | 2 | | Workstation |
| Pump Station Operator | 3 | 3 | 3 | 3 | 3 | | Workstation |
| Public Works Technician | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Craftswoker | 9 | 9 | 9 | 9 | 9 | | |
| Laborer | 4 | 4 | 4 | 4 | 4 | | |
| Total | 28 | 28 | 28 | 28 | 28 | | |

| Parks & Forestry | | | | | | | |
|-----------------------------|-----------------------------|-------------|-------------|-------------|------------|------------|-----------------------|
| Position | Staffing Projections | | | | FTE | PTE | Comments |
| | 2014 | 2019 | 2024 | 2033 | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | | Private office |
| Asst. Supt. | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Working Foreman | 2 | 2 | 2 | 2 | 2 | | Workstation |
| PWCW | 7 | 7 | 7 | 7 | 7 | | |
| HMEO | 1 | 1 | 1 | 1 | 1 | | |
| Tree Climber | 2 | 2 | 2 | 2 | 2 | | |
| Laborer | 2 | 2 | 2 | 2 | 2 | | |
| Total | 16 | 16 | 16 | 16 | 16 | | |

Programming Questionnaire
Administrative Areas

Public Works

| RTS | | | | | | | |
|-------------------------|----------------------|-----------|-----------|-----------|-----------|-----|---|
| Position | Staffing Projections | | | | FTE | PTE | Comments |
| | 2014 | 2019 | 2024 | 2033 | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | | Private office |
| Asst. Supt. | | 1 | 1 | 1 | 1 | | Workstation |
| Working Foreman | 1 | 1 | 1 | 1 | 1 | | Workstation |
| Public Works Specialist | 1 | 1 | 1 | 1 | 1 | | Workstation |
| HMEO | 4 | 4 | 4 | 4 | 4 | | Would like to have one additional work station to be shared by HMEO and laborers. |
| Laborer | 2 | 2 | 2 | 2 | 2 | | |
| Total | 9 | 10 | 10 | 10 | 10 | | |

Parking: Personal vehicles, Town owned vehicles + equipment

Vehicles: Please provide as detailed of a list as you can. Parking counts are required by zoning and this list will help us confirm needs and special issues particularly as it relates to fire, police, school bus and DPW equipment. Please provide overall sizes (*Small = 8' x 10', Medium = 8' x 20' - typical car, Large = 12' x 30', X-large = 12' x 40' or larger*). Please note if vehicle must be stored indoors or in an uncovered parking lot and other unique feature (*electric vehicle, handicap van etc*).

| Vehicle Type | Vehicle Projections | | | | Size | | | | Comments |
|---|---------------------|------|------|------|------|---|---|----|----------|
| | 2014 | 2019 | 2024 | 2033 | S | M | L | XL | |
| | 4 | | | | | | | | |
| Approximately 105 personal staff-owned vehicles park at PSAB each day | | | | | | | | | |
| <i>SEE ATTACHED LIST OF TOWN OWNED VEHICLES & EQUIPMENT</i> | | | | | | | | | |
| | | | | | | | | | |

Space Requirements

Existing Space: Please provide a list of key spaces used by your department, division or group. This list should include individual spaces and shared spaces with another department, division or group. If you have an idea of how large that space is or any distinguishing features please note that. Existing conditions and floor plans will be provided by the Town.

| | Space | Size | Comments |
|---------|---------------|--------|--|
| Highway | Sign shop | 360 SF | Heated |
| | Storm command | 435 SF | Secure, phone, internet, cable, screen for |

Programming Questionnaire
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| | | | |
|---------------------|---|----------|--|
| | | | projector; ideally would be adjacent to kitchen, sleeping area, restrooms and showers. |
| | Meeting room | 250 SF | Screen for projector |
| | Conference room | 500 SF | |
| | Closet | 10 SF | |
| | Salt Shed | 9600 SF | |
| Garage | | | |
| | | | |
| | Bays | 8000 SF | |
| | Closet | 10 SF | |
| Admin | Public counter | 120 SF | |
| | Lobby | 120 SF | |
| | Closet | 10 SF | |
| Parks & Forestry | Shop | 750 SF | |
| | Closet | 10 SF | |
| Water/Sewer/ Drains | Shop | 400 SF | |
| | Closet | 10 SF | |
| | Meeting room | 836 SF | |
| | Locker room | 565 SF | |
| Engineering | Technical library | 135 SF | |
| | Closet | 10 SF | |
| | Public counter | 120 SF | |
| | Customer service | 100 SF | |
| | Public Restrooms | 75 SF | |
| Shared | Webster Room | 250 SF | |
| | Charles River Room | 680 SF | |
| | Lunch room | 550 SF | |
| | Restrooms (4) | 350 SF | |
| RTS | 1. RTS Main Office and Transfer station | | |
| | RTS Main office - staff | 12 x 18 | Too small, Isolated from Supt office |
| | RTS Main office - public | 3 x 18 | Too small, non-handicapped compliant |
| | RTS Main office - closet | 2 x 2 | Too small |
| | RTS Main office - restroom | 3 x 10 | Toilet freezes in winter, sink leaks, tiny |
| | Transfer Station Tipping floor | 30 x 60 | Needs to be repaired |
| | Transfer station | 60 x 120 | Drainage system doesn't work |
| | 2. Storage Shed | 12 x 12 | Falling apart, will need to be |

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| | | | |
|--|---|---------|---|
| | | | repaired/replaced soon. |
| | 3. REX Garage | 45 x 50 | No heat, no ceiling, no insulation, poor lighting. Would be good to upgrade to provide better quality work sheltered space. |
| | 4. Three-Bay garage | 30 x 60 | Needs minor repairs. Skylight is leaking, outside trim falling off but structurally sound. |
| | 5. Superintendent Office (attached to REX building) | 11 x 11 | Isolated from other activity areas. Very difficult location from which to manager the operation. Condition is ok. |
| | 6. Employee Trailer | 12 x 55 | Donated used trailer. Isolated. exterior paneling coming off, interior fair condition. Drafty, AC worn, heat uncontrolled. |
| | 7. Paint Shed | 12 x 24 | OK condition |
| | 8. Bottle and can shed | 14 x 20 | Deteriorating condition, floor walls beginning to fail. |
| | 9. Storage trailer (yellow bag) | 6 x 50 | Isolated, rusting, roof leaks, old |
| | 10. Waste Oil shed | 8 x 10 | Ok |
| | 11. Universal waste storage shed | 8 x 10 | Ok |

Office or Workstation Requirements

Individual Needs: Please list any specific individual need for staff in your department, division or group.

Think about their work: *do they have multiple private conversations during the day, how long are they at their desk each day (only in the morning or they share space with another individual on another shift), could they work at a share work surface assigned for just that day.*

Note furniture or equipment they may need: *work surface with computer hookup only, work surface with file drawers, access to large work surface for collating or laying out projects, visual privacy for work surface as they deal with sensitive paperwork or screen work, quick access to printers and copiers etc.*

| Office (private) or Workstation (open) | Preferred Size (L x W) | Individual Needs for files, copiers etc. | Comments |
|--|------------------------|--|--|
| Storm Command | | | Would like bunk space, kitchenette, and locker room facilities incorporated into future storm command building |
| Welding shop | 500 SF | | |
| Paint & body shop | 1000 SF | | |

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| | | | |
|--|---------------------------------------|--|--|
| Wash bay | 1200 SF | | |
| RTS Superintendent (maybe move to main DPW bldg.) | 12 x 16 Private office | Files, book case, shelving, desk, computer, meeting table | Must be able to close door for private conversations |
| RTS Assistant Supt. | Not sure.... | Files, book case, shelving, desk, computer, | Maybe it should be the above |
| RTS Working Foreman | 12 x 22 Workstation in common area | Desk with computer. | |
| RTS Public Works Specialist | 12 x 22 Workstation in common area | Desk with computer, computer and monitor for scale operations, | |
| RTS Other staff | 12 x 22 Workstation in common area | Desk with computer | |

Storage Requirements

Storage Needs: Please list any specific storage needs for your department, division or group. Consider items currently stored on site and those that are stored elsewhere in Town. Consider whether current storage locations create any issues for access (*i.e. paper is stored in a locked room in an adjacent building or all equipment used in conference rooms needs to be moved from floor to floor x times a day/week*). Please list specific items stored. Please note if these items need special security (*assume all doors can be locked*).

| | Material - Item | Size or weight | Comments |
|------------------|--|-----------------------|--|
| Highway | Storage bay | 2000 SF | Covered & secured |
| | Tool cage | 400 SF | Covered & secured |
| | Lay down area | 6000 SF | Fenced area for materials & seasonal equipment |
| | Meter repair | 100 SF | Heated |
| | Material storage | 250 SF | Covered & secured |
| | Barrels and Sawhorses | 250 SF | Covered & secured |
| | File storage (current dead storage area 533SF) | 40 SF | Heated & secured |
| Parks & Forestry | Lay down area | 5625 SF | Fenced area |
| | Storage Bay | 400 SF | Covered & secured |
| | Closet | 10 SF | Heated & secured |
| | File storage | 45 SF | Heated & secured |

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| | | | |
|-----------------|---|--|--|
| Administration | File storage (current dead storage area 323SF) | 120 SF | Heated & secured |
| | Supplies | 20SF | Heated & secured |
| | Office equipment | 60 SF | Heated & secured |
| Garage | Vehicle storage | 20,000 SF | Covered & secured |
| | Parts storage | 867 SF | Covered & secured |
| | File storage (current dead storage area 81SF) | 45 SF | Heated & secured |
| | Battery storage | 100 SF | Heated & secured |
| | | | |
| Engineering | Shed/Yard | 1200 SF | Secured |
| | Survey equip | 75 SF | Secured |
| | File storage (current dead storage area 600 SF) | 155 SF | Heated & secured |
| | Plan file vault | 150 SF | Heated & secured |
| | Office supplies | 20 SF | Heated & secured |
| Water and Sewer | File storage (current dead storage area 326 SF) | 50 SF | Heated & secured |
| | Office supplies | 20 SF | Heated & secured |
| | Laydown area | 8305 SF | |
| Shared | Office supplies | 100 SF | |
| | Dead storage | 600 SF | Current area 2004 SF |
| | Custodial storage | 100 SF | |
| RTS | Office supplies | Currently stored in employee trailer at opposite end of facility | Would like to have in same building as main and superintendent's office. Secured from public |
| | Work supplies | Stored in 12 x 12 deteriorating shed located near main office | Need larger area. Will need to replace soon. Secured from public |
| | Files and records | Currently stored in employee trailer | Would like to store near main and superintendent offices. Secured from public |
| | Tires for RTS vehicles | Currently stored outside | Would like to store inside. Secured from public |

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| | | |
|---|---|---|
| Recycling bins | Scattered in different storage locations around RTS | Single location, ideally near main office. Accessibly by fork lift. Secured from public |
| Yellow PAYT bags | Currently in 6 x 55' used trailer in isolated area | High security. |
| Storage for materials collected from residents | | |
| Paint | Stored in 3-bay | Secure from public. Adequate |
| TVs/computers/electronics | On ground | Covered. Would prefer enclosed container |
| Propane tanks | On ground | Designated area. |
| Freon units | On ground | Designated area. |
| Scrap metal | On ground | Would prefer Drop in container |
| Tires | On ground | |
| Auto batteries | On ground | Would prefer Covered unit |
| Universal waste (fluorescent bulbs, mercury) | Inside shed | ok |
| Medical sharps | In secure kiosk | ok |
| 100 yd tractor trailer for transport of trash and recycling | 6 | |
| Extra roll-off containers | 10 | |

DPW Specific Programming

Describe how the DPW functions out of several structures and sites.

DPW operations are conducted from several locations throughout the Town out of necessity. The locations of water and sewer pump stations and treatment plants are dictated by the requirements of the overall system of which they are a part. Likewise, locations of parks and other recreational facilities are determined by the general needs of the community as well as the natural contours and features of the landscape.

Some DPW functions, such as operating the RTS and the Water Treatment Facility, are primarily performed at DPW facilities. These "facility bound" operations rely on complex and

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bulky equipment—a tipping floor, trammel screener and various pieces of heavy equipment in the case of the RTS and a complex supervisory control and data acquisition (SCADA) filtration system at the Water Treatment Facility. Other functions are performed in the field (e.g. water and sewer pipe replacement, road and sidewalk repair, tree planting/pruning/removal).

Operations are coordinated through a hierarchical chain of command. An organizational chart is attached.

Phasing: If phasing of construction is required what are the major issues of concern?

Describe entry and egress issues from your existing site.

The PSAB location provides easy entry and exit. However, overflow parking at times can encroach on the driveway, resulting in minor issues. Contractors staging vehicles along the driveway can have a similar effect.

Describe the relationship between DPW functions and those of the DeFazio Park.

DeFazio Park provides areas for overflow parking. Allows potential for the PSAB building to accommodate some large crowd functions (e.g. hazardous waste day). Some equipment is stored around the periphery of the Defazio parking lot. Occasionally, contractors working for the Town will stock-pile materials on the perimeter of the parking lot.

Describe the impact of the building that is starting construction in December, 2013. Is the location ideal, what impacts will this location have on operations?

The building will provide for much needed covered storage, easy access for repairs, and supervisory oversight. Existing parking issues will be exacerbated by the building.

Garage Specific Programming

Maintenance: Do you maintain only DPW vehicles and equipment or are you responsible for other municipal vehicles and equipment. If so, which departments and equipment.

The Garage maintains all 450 +/- DPW vehicles, maintains Council on Aging vehicles and occasionally school transportation vehicles. A DPW Fleet inventory is attached.

Inspections: We do not perform State inspections. A mobile unit coordinates with us to do State inspections of CDL & specialized equipment on site.

Mechanic/Work Bays: Currently there are four mechanics, including the master mechanic, who work the regular shift. In addition, two mechanics are assigned to each salt shift. All four mechanics are on duty during a full plow operation. We currently have four bays but I feel that with the number of vehicles that we service, seven bays would be beneficial.

Vehicle lengths: We work on many large vehicles and pieces of equipment. Many of these are complex in varying ways. Some of the largest pieces we work on are the Vactor unit, the wood grinder, the Vermeer trammel screener, and the roll-off units.

Specialty Bays: Yes, I would prefer bays that are dedicated to specific work. I would like to see the overhead lift system be reconfigured so that it can be used in all bays. In addition I feel it would be beneficial to have an alignment machine. Currently we rely on outside vendors to align vehicles.

Equipment Lifts: Currently we have an in-ground lift that is nonfunctional. We are in the process of purchasing a four post lift that has the capacity to lift 70,000 pounds. We also have a two post lift that is undersized and will only allow us to lift a maximum of 7,000 pounds. I would like to see a four post lift that would lift 70,000 pounds, and two 2 post lifts that have the ability to lift 25,000 pounds.

Fluid Distribution: We do not have an overhead system. Right now, we have a system of six 55 gallon drums that hold two motor oils, antifreeze, two different hydraulic fluids, and transmission fluid. Each of these drums has a line attached and utilizes a gravity fed system. From there the mechanics have to fill quart size cans and take them back to their stations.

Waste Oil: Currently all of our waste oil is contained in a 500 gallon above ground tank. A private company pays the town and collects the used oil quarterly. I would like to see the implementation of a waste oil heater, though I'm not sure we generate enough waste oil to make this feasible.

Bridge Cranes/Monorails: A 3-ton monorail is installed in the garage bays.

Accessory Spaces:

Small equipment work shop: Needed

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Parts storage: Needed

Tire storage: Needed

Hose crimping: Needed

Tool storage: Needed

Paint booth: and sandblasting booth needed

Other:

Battery storage space is needed.

A self-contained vehicle wash bay is needed.

A fluid storage and dispensing area is needed.

Recycling & Transfer Station Specific Programming

Describe the routine business conducted at this site: What are the hours/days of operation?

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Describe use of the site by the Community: What are the hours/days of operation, how will the newer uses of the site, salt storage and solar array affect the community use?

Recycling and Solid Waste Division

The Recycling and Solid Waste Division has 9 full time employees: Superintendent (1), Working Foreman (1), Public Works Specialist (1), Heavy Equipment Machine Operators (4) and Laborers (2). These employees are responsible for all operations at the RTS except loading at the salt shed. We are in the process of trying to arrange for an assistant superintendent position to be created to assist with overseeing operations but this position has not yet been approved.

Recycling and Transfer Station Area

The RTS is open to the public Tuesday – Saturday 7:30 – 4:00 and in November on Sundays from 12 -4.

The RTS is a very busy place. In FY13 6,250 residents/commercial subscribed to the program, and on average 6,500 cars visit the facility every week. Over 2,500 vehicles attend on Saturday, over 1,000 on Tuesday and Friday, and over 700 on Wednesday and Thursday.

In addition to residential/commercial subscribers there are four private haulers that provide back door or curbside collection service to Needham residents that bring residents' trash and recyclables to the RTS. These businesses make multiple trips to the RTS per day.

The RTS is designed to make it easy for residents to drop-off four separate categories of materials: 1) trash in town designated bags, 2) mixed paper, 3) cardboard, 4) glass, metal, plastic containers. In the main drop-off area there are six stations where residents can easily drop off these four categories of materials. Residents, contractors and haulers can also drop off bulky waste, and larger quantities of trash in the transfer station building. The facility also collects a significant number of other materials spread out throughout the property. This includes: household items and toys in the ReUseIt area, paint and related products, deposit bottles/cans, textiles and small appliances, motor oil and antifreeze, books, automobile batteries, scrap metal, appliances, computers, TVs and electronic waste, tires, propane tanks, mercury devices, specialty batteries, fluorescent bulbs, and medical sharps.

The RTS also operates a packer truck that picks up trash and recyclable materials from schools, municipal buildings and park barrels.

In FY 13 the RTS handled over 8,000 tons of trash and 3,000 tons of recyclable materials.

Compost Area

The compost area is also very busy, with residents bringing leaves, yard waste, and brush (including Christmas trees) throughout the year. The town also has a program that accepts 600 tons of food waste from supermarkets twice a week. The town manages these materials and turns them into compost or woodchips. Special equipment for the operation includes a wood grinder and a materials screener. The town contracts with a soil broker to market compost. Operating the facility takes approximately 25-30 hours per week.

The composting area is limited in size and currently utilizes all possible space. It is surrounded by wetlands to the south and west, the landfill to the north, and the transfer

station building and roadways to the east.

Materials Processing Area

The functioning of the materials processing area is currently under review. The area is limited and area for operations has been significantly reduced by the recent construction and operation of the salt shed. It accepts catch basin cleaning, street sweeping, asphalt, and other DPW debris. When operating effectively the program either stores materials until transported off-site or processes materials into usable product for DPW projects. The area is currently full of materials from projects collected over the past 5 years that have not been managed or moved as planned. Plans are underway to try to remove most of these materials. Once cleaned up should be able to function adequately on the existing space with limited staff hours.

Capped Landfill

Managing the landfill takes minimal time. There is no public access to the landfill. The seven flares and additional vents are checked once a month to make sure they are operating. Occasionally one of the flares will fail to ignite and the smell of landfill gas drifts into a neighborhood downwind of the landfill. When notified of this staff responds by checking flares and relighting if necessary. The landfill is mowed once a year by an outside contractor. The road and cap take minimal effort to maintain.

Solar Array

The town is in the process of contracting with a developer to site a solar array on the 10 acre top of the landfill. Construction of the array will have a temporary impact on the operations of the facility, as a laydown area will need to be created during construction. It is anticipated the laydown area will be located in the current materials processing area. It is hoped that the existing overflow of materials currently in the materials processing area will be utilized on the cap as part of the solar project.

Once the solar array is completed it is not anticipated that there will be much activity that will impact the operations of the RTS. The developer is expected to provide a kiosk to be sited someplace in a public area at the RTS that will provide real-time data on the electric generation of the solar array. The developer will be responsible for operations and maintenance, but we anticipate activity will be minimal and will have limited impact on the RTS.

Salt Shed

The new salt shed constructed during the summer of 2013 is located in the middle of the RTS facility. The unloading and loading of salt, sand, and related materials is intended to be conducted by Highway, not RTS staff. Highway will have keys to the RTS gates and will be able to have contractors deliver materials at any time that is convenient to them. They will also open the RTS gates during storms to allow salting/sanding vehicles access to the facility. The biggest impact at the moment, aside from space, is managing heavy equipment vehicle traffic and the impact this has on operations and road conditions. It is yet to be seen what the impact will be once the salt shed is fully operational and staff and contractors are accustomed to it. It is anticipated that on main RTS operations should be minimal.

Snow Dump

The RTS is the repository for snow removed from municipal parking lots and some sidewalks. Snow dumps take place usually between 10 PM and 6 AM. RTS staff prepare the area to receive the snow and oversee the operations. The snow dump area is shared with the leaf composting area.

Describe the constraints of the site and possible expansion ideas: Are expansion opportunities realistic?

1. Office Space

The RTS has grown organically over many years. The original landfill was capped in 1997 and the existing materials drop-off area was completed in the early 2000s. There are ten separate structures spread out across the 3 acre site. Many of the buildings are in poor condition and barely meet the needs of the facility. Should the town continue to operate a large-scale transfer station for years into the future renovation or replacement of many of the structures will be necessary.

Combining some of the current units together into a new single structure would make sense. The vision that has been put forth is a three story structure adjacent to the transfer station that would include the following:

Ground level (enter from the level of the trailer pit): 1) secure storage with garage door access for storage of yellow PAYT bags, recycling and compost bins, and other supplies. 2) Locker area with shower.

First floor (at level with current RTS main office): Main office for the public and staff. Private office for management.

Second floor: Conference room, kitchen/employee break room, restroom, file storage.

Alternatively, it is possible these rooms could be spread out horizontally over just two stories on just the ground level and first floor, but space is limited. The potential building area is constrained by the TS building on south side, the tractor trailer drive to the west, and traffic roads on the north and east sides.

A single new facility would address the following needs that are currently unmet:

- 1) Significantly improve the quality of the interior working environment.
 - 2) Bring office and other interior work and break areas up to code.
 - 3) Bring superintendent/management office into close proximity with daily operations, staff, and residents (superintendent office is currently located in separate building over 300 feet away from all other activity)
 - 4) Provide handicapped accessible office of adequate size for the public.
 - 5) Upgrade quality of employee break area and bring it into proximity with other operations
 - 6) Provide staff office area large enough for entire staff to meet for staff meetings
 - 7) Provide space for computer workstation for other staff for tracking and recordkeeping.
 - 8) Provide employee shower and locker area for staff that work in a dirty job.
 - 9) Provide storage of office supplies and files in same building as main office.
 - 10) Provide secure storage for files, PAYT bags, and other valuable supplies.
 - 11) Provide conference/meeting area.
 - 12) Convey a positive, respectful image of DPW operations to residents that come to
-

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the RTS.

2. Expanded Additional Recycling Area

Collection of additional recycling materials is spread out around the RTS. The main area for collection of these items is to the north of the main drop-off area and is haphazard, storage is poor, appearance is unattractive, materials are difficult to manage and store, and there is insufficient space to add additional items such as reusable building materials, carpeting, construction and demolition materials, rigid plastics, Styrofoam, food waste, and more.

In order to enhance collection of additional recyclable/reuseable materials and reduce the amount of usable resources that are disposed of as trash we need to find a way to expand the additional recycling area. A model has been drafted that expands the existing additional recycling area to the north to provide the addition of a number of easily accessible and manageable containers for a variety of materials.

ATTACHED:

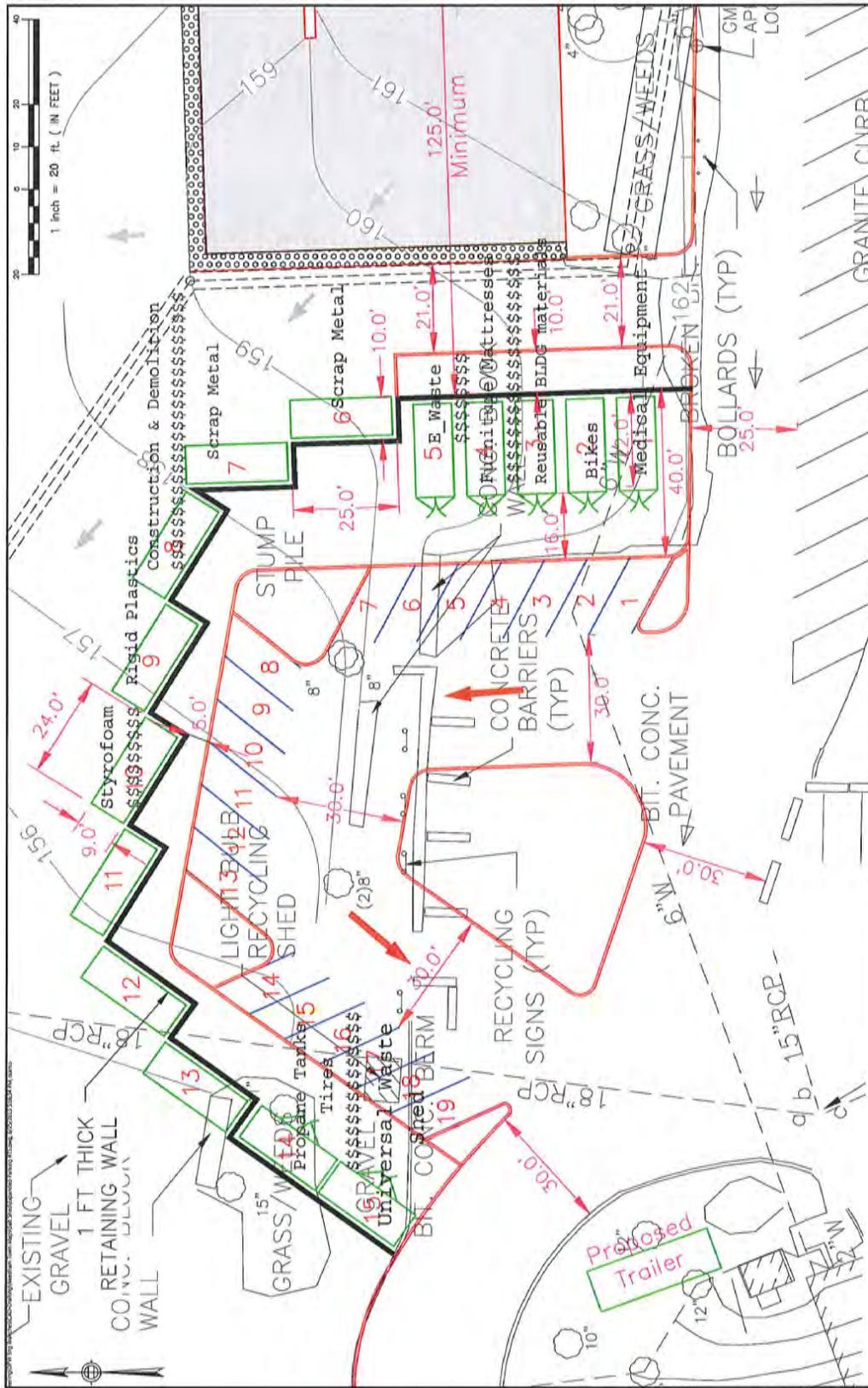
1. VEHICLE & EQUIPMENT LIST
2. ORGANIZATIONAL CHART
3. EXPANDED RECYCLING AREA MAP
4. AERIAL MAP OF THE RTS

Available Report:

Vehicle Storage Garage Feasibility Study + Schematic Design Report
Weston + Sampson
March 2013

| Unit # | Dept | Division | Make | Model | Year of MFG | GVW |
|--------|---------|------------------|-------------------------|------------------------------------|-------------|--------|
| 1 | DPW | Administration | Ford | Escape Hybrid | 2010 | 4,880 |
| 15 | DPW | Administration | Ford | Taurus Sedan AWD | 2008 | N/A |
| 92 | DPW | Engineering | Ford | Explorer 4WD SUV | 2012 | 5,000 |
| 44 | DPW | Engineering | Ford | Escape Hybrid | 2011 | 4,720 |
| 46 | DPW | Engineering | Ford | Escape Hybrid | 2011 | 4,720 |
| 2 | DPW | Garage | Ford | F-150 XL 2WD Pick-Up Truck | 2011 | 6,700 |
| 4 | DPW | Garage | Ford | F-350 4WD Pick-Up Truck | 2006 | 10,700 |
| 43 | DPW | Highway | Ford | F-350 4WD Pick-Up | 2012 | 10,800 |
| 181 | DPW | Highway | Elgin | Pelican | 2012 | N/A |
| 49A | DPW | Highway | Tarrant | Material Spreader | 2008 | N/A |
| 108 | DPW | Highway | Trackless | MT6 | 2011 | N/A |
| 32 | DPW | Highway | Ford | F-350 4WD Pick-Up | 2012 | 11,100 |
| 55 | DPW | Highway | Ford | F-550 One Ton Dump Truck | 2011 | 18,000 |
| 57 | DPW | Highway | Ford F-350 | F-350 4WD Pick-Up | 2012 | 10,800 |
| 102 | DPW | Highway | John Deere | 5441 Front End Loader | 2008 | 28,500 |
| 113 | DPW | Highway | Camoplast | SW4S Sidewalk Tractor (Track) | 2008 | N/A |
| 129 | DPW | Highway | Custom | Trailer/Utility | 2000 | 10,000 |
| 48 | DPW | Highway | Ford | F-450 4WD Utility Body | 2008 | 16,000 |
| 47 | DPW | Highway | IH | 7400 Six Wheel Dump Truck | 2007 | 35,000 |
| 76 | DPW | Highway | Bobcat | A300 Skid Steer Ldr. | 2007 | 8,673 |
| 134 | DPW | Highway | Wacker | Roller (Sidewalk) | 2006 | 3,000 |
| 107 | DPW | Highway | Camoplast | SW4S Sidewalk Tractor (Track) | 2008 | N/A |
| 47A | DPW | Highway | Tarrant | Highlander Material Spreader | 1994 | N/A |
| 121 | DPW | Highway | Ver-mac | Message Board | 2007 | 3,500 |
| 122 | DPW | Highway | Ver-mac | Message Board | 2007 | 3,500 |
| 182 | DPW | Highway | Elgin | Crosswind Vacuum Sweeper | 2010 | 33,000 |
| 49 | DPW | Highway | Volvo | VHD64B Ten Wheel Dump Truck | 2002 | 60,332 |
| 52 | DPW | Highway | Ford | Escape Hybrid | 2009 | 4,880 |
| 106 | DPW | Highway | Trackless | MTV Sidewalk Tractor (Wheels) | 2002 | 5,360 |
| 120 | DPW | Highway | Solar | Message Board | 2004 | 1,400 |
| 7 | DPW | Highway | IH | S4900 Six Wheel Dump Truck | 2000 | 35,000 |
| 6 | DPW | Highway | IH | S4900 Six Wheel Dump Truck | 2000 | 35,000 |
| 66 | DPW | Highway | Ford | F-550 One Ton Dump Truck | 2006 | 17,950 |
| 66A | DPW | Highway | Tarrant | 1.86 CY Spreader Material Spreader | 2006 | N/A |
| 6A | DPW | Highway | Tarrant | HLH2Y10 Material Spreader | 2000 | N/A |
| 7A | DPW | Highway | Tarrant | HLH2Y10 Material Spreader | 2000 | N/A |
| 117 | DPW | Highway | Bombadier | SW4S-Sidewalk Tractor | 2000 | 5,700 |
| 116 | DPW | Highway | Bombadier | SW4S-Sidewalk Tractor | 1998 | 5,490 |
| 350 | DPW | Parks | John Deere | 4720 Loader | 2010 | N/A |
| 183 | DPW | Parks & Forestry | Giant Vac | Leaf Collector | 2007 | N/A |
| 253 | DPW | Parks & Forestry | Vermeer | Stump Cutter | 2010 | N/A |
| 337 | DPW | Parks & Forestry | Ryan | Sod Cutter | 1989 | N/A |
| 351 | DPW | Parks & Forestry | John Deere | 4410 Tractor | 2002 | N/A |
| 328 | DPW | Parks & Forestry | Cross Country | 16' Trailer | 1998 | 7,000 |
| 335 | DPW | Parks & Forestry | Smithco | 42-000Super Star Field Renovator | 2010 | N/A |
| 70 | DPW | Parks & Forestry | Ford | F-550 One Ton Dump Truck | 2009 | 17,950 |
| 71 | DPW | Parks & Forestry | Ford | F-550 One Ton Dump Truck | 2009 | 17,950 |
| 301 | DPW | Parks & Forestry | Ford | E-150 Van | 2009 | 8,250 |
| 38 | DPW | Parks & Forestry | IH | 4300 50' Aerial Lift | 2007 | 35,000 |
| 12 | DPW | Parks & Forestry | Ford | Escape Hybrid | 2009 | 4,880 |
| 74 | DPW | Parks & Forestry | Ford | F-550 One Ton Dump | 2008 | 17,950 |
| 75 | DPW | Parks & Forestry | Ford | F-550 4WD Dump Truck | 2008 | 17,950 |
| 133 | DPW | Parks & Forestry | John Deere | 3105G Backhoe Ldr. | 2001 | 16,500 |
| 333 | DPW | Parks & Forestry | Kubota | ZD331 Mower | 2008 | N/A |
| 340 | DPW | Parks & Forestry | Exmark | Tracer Mower | 2008 | N/A |
| 65 | DPW | Parks & Forestry | Ford | F-350 4WD Pick-Up | 2008 | 10,600 |
| 50 | DPW | Parks & Forestry | Ford | F-150 4WD Pick-Up | 2008 | 6,800 |
| 41 | DPW | Parks & Forestry | Ford | F-350 4WD Pick-Up | 2009 | 10,600 |
| 73 | DPW | Parks & Forestry | Ford | F-350 One Ton Dump Truck | 2008 | 13,000 |
| 72 | DPW | Parks & Forestry | Ford | F-550 One Ton Dump Truck | 2007 | 17,950 |
| 352 | DPW | Parks & Forestry | Kubota | ZD331 Mower | 2008 | N/A |
| 356 | DPW | Parks & Forestry | Scott | 18-6 Aerator | 1985 | N/A |
| 303 | DPW | Parks & Forestry | Ford | 1710 Tractor | 1985 | N/A |
| 143 | DPW | RTS | Case | 721E Front End Ldr. | 2010 | N/A |
| 104 | DPW | RTS | Case | 821E Front End Ldr. | 2008 | N/A |
| 56 | DPW | RTS | Ford | F-150 2WD Pick-Up | 2010 | 6,700 |
| 91 | DPW | RTS | Screen Machine | SCALPER107D | 2000 | N/A |
| 67 | DPW | RTS | Vermeer | HG365001 Wood Grinder | 2004 | N/A |
| 93 | DPW | RTS | McCloskey International | 512R Screener | 2004 | 21,000 |
| 11 | DPW | Sewer | Ford | Explorer 4WD SUV | 2009 | 6,160 |
| 17 | DPW | Sewer | Ford | F-550 4WD Dump | 2012 | 18,000 |
| 37 | DPW | Sewer | International | Vactor | 2010 | 66,000 |
| 23 | DPW | Sewer | Ford | F-350 Cab & Chassis | 2011 | 13,300 |
| 837 | DPW | Sewer | IH | S4900 | 1999 | 35,000 |
| 837A | DPW | Sewer | Stedt | 9207/13 | 1999 | N/A |
| New | DPW | Sewer | N/A | N/A | N/A | N/A |
| 14 | DPW | Water | International | 7600 Ten Wheel Dump Truck | 2009 | 60,332 |
| 25 | DPW | Water | Ford | F-450 4WD Utility Body | 2012 | 16,500 |
| 324 | DPW | Water | Tow Master | C10LS | 2006 | N/A |
| 115 | DPW | Water | Mauldin | 1350WS Excavator | 2008 | 18,400 |
| 26 | DPW | Water | Ford | F-150 XL Pick-Up Truck | 2010 | 7,050 |
| 27 | DPW | Water | Ford | F-150 XL Pick-Up Truck | 2010 | 7,050 |
| 31 | DPW | Water | Ford | F-150 X 4WD Pick-Up | 2010 | 7,200 |
| 20 | DPW | Water | Ford | Escape Hybrid | 2009 | 4,880 |
| 21 | DPW | Water | Ford | F-150 2WD Pick-Up Truck | 2010 | 6,700 |
| 22 | DPW | Water | Ford | F-450 Utility Body | 2009 | 16,500 |
| 24 | DPW | Water | Ford | F-150 Pick-Up Truck | 2009 | 6,700 |
| 128 | Police? | | PSC | SMTM Traffic Monitor | 2002 | 1,060 |

DEPARTMENT OF PUBLIC WORKS - PROGRAM QUESTIONNAIRE



DEPARTMENT OF PUBLIC WORKS - PROGRAM QUESTIONNAIRE



DEPARTMENT OF PUBLIC WORKS - PROGRAM QUESTIONNAIRE

| UNIT# | YEAR | TYPE | MAKE | MODEL | DIV | Storage | Seasonal Use | Location | Size |
|-------|------|----------------------|------------------|---------------------|------------------|---------|--------------|-----------|--------|
| 001 | 2011 | SUV / Hybrid | Ford | Escape Hybrid | Administration | | | | |
| 002 | 2010 | Pickup Truck | Ford | F150 | Garage | | | | |
| 003 | 2012 | Utility Truck | Ford | F450 Utility | Garage | | | | |
| 004 | 2006 | Pickup Truck | Ford | F350 4WD | Garage | | | | |
| 005 | 2011 | Dump Truck | IH | 7400 | RTS. | | | | |
| 006 | 2000 | Dump Truck 6 Wheel | IH | S4900 | Highway | Indoor | All | DPW | 12x26 |
| 007 | 2000 | Dump Truck 6 Wheel | IH | S4900 | Highway | Indoor | All | DPW | 12x26 |
| 008 | 2014 | Dump Truck 6 Wheel | IH | 7400 | Highway | Indoor | All | DPW | 12x26 |
| 008A | 0 | | | | | | | | |
| 009 | 2012 | Dump Truck 6 Wheel | IH | 7400 | Highway | Indoor | All | DPW | 12x26 |
| 010 | 2010 | Dump Truck 6 Wheel | IH | 7400 | Highway | Indoor | All | DPW | 12x26 |
| 011 | 2013 | SUV | Ford | Explorer 4WD | S. | Outdoor | All | DPW | 9x16 |
| 012 | 2009 | SUV / Hybrid | Ford | Escape Hybrid | Parks & Forestry | Outdoor | All | DPW | 9x16 |
| 014 | 2009 | Dump Truck 10 Wheel | IH | 7600 | Water | Indoor | All | DPW | 14x30 |
| 015 | 2008 | Sedan | Ford | Taurus Sedan | Administration | Outdoor | All | DPW | 9x16 |
| 016 | 2013 | Box Truck | Freightliner | | S. | Indoor | All | DPW | 10x32 |
| 017 | 2012 | Dump Truck | Ford | F550 4WD Dump Truck | S | Indoor | All | DPW | 10x18 |
| 018P | 2000 | Pickup Truck | Ford | F150 | Garage | | | | |
| 019 | 2010 | Dump Truck | IH | 7400 | S. | Indoor | All | DPW | 12x22 |
| 020 | 2009 | SUV / Hybrid | Ford | Escape Hybrid | S. | Outdoor | All | DPW | 9x16 |
| 021 | 2010 | Pickup Truck | Ford | F150 | Water | Outdoor | All | DPW | 9x18 |
| 022 | 2009 | Utility Truck | Ford | F450 | Water | Indoor | All | DPW | 10x18 |
| 023 | 2011 | Pickup/Utility | Ford | F350 Utility | S. | Outdoor | All | WSPS | 10x18 |
| 024 | 2009 | Pickup Truck | Ford | F150 | Water | Outdoor | All | DPW | 9x18 |
| 025 | 2012 | Pickup Truck/Utility | Ford | F450 Utility | Water | Indoor | All | DPW | 10x18 |
| 026 | 2011 | Pickup Truck | Ford | F150 | Water | Outdoor | All | CRWTF | 9x18 |
| 027 | 2011 | Pickup Truck | Ford | F150 | Water | Outdoor | All | CRWTF | 9x18 |
| 028 | 2001 | Cab & Chassis | Ford | F350 | S. | Indoor | All | DPW | 10x22 |
| 029 | 2008 | Sewer Jet Cl. | IH | 7400 | S. | Indoor | All | DPW | 12x30 |
| 030 | 1999 | Dump Truck | Ford | F350 4WD | Water | Indoor | All | DPW | 10x18 |
| 031 | 2011 | Pickup Truck | Ford | F150 4x4 | Water | Outdoor | All | DPW | 9x18 |
| 832 | 2005 | Pickup Truck | Ford | F350 | Highway | Covered | All | DPW | 10x22 |
| 032 | 2012 | Pickup Truck | Ford | F350 4WD Pickup | Highway | Indoor | All | DPW | 10x22 |
| 034 | 2001 | Tractor | Mack | CH613 | RTS. | | | | |
| 037 | 2010 | Tractor Truck | IH | 7500 | D. | Indoor | All | DPW | 12x40 |
| 038 | 2007 | Cab & Chassis | IH | 4300 | Parks & Forestry | Indoor | All | DPW | 12x40 |
| 039 | 2012 | Dump Truck | Ford | F550 4WD | Highway | Indoor | All | DPW | 10x22 |
| 040 | 2000 | Pickup Truck/Utility | Ford | F350 Utility | Water | Indoor | All | DPW | 10x18 |
| 041 | 2009 | Pickup Truck | Ford | F350 4WD | Parks & Forestry | Indoor | All | DPW | 9x20 |
| 042 | 1999 | Rolloff | Mack | RD688S | RTS. | | | | |
| 042A | 2010 | 16' Mat. Spread. | HI-WAY | E2020XT-16 | | | | | |
| 043 | 2012 | Pickup Truck | Ford | F350 4WD | Highway | Indoor | All | DPW | 10x22 |
| 044 | 2011 | SUV / Hybrid | Ford | Escape Hybrid | E. | Outdoor | All | DPW | 9x16 |
| 045 | 2006 | Van | Ford | E150 | E. | Indoor | All | DPW | 10x18 |
| 046 | 2011 | SUV / Hybrid | Ford | Escape Hybrid | E. | Outdoor | All | DPW | 9x16 |
| 047 | 2007 | Dump Truck 6 Wheel | IH | 7400 | Highway | Indoor | All | DPW | 12x26 |
| 048 | 2008 | Utility Truck | Ford | F450 Utility | Highway | Indoor | All | DPW | 12x22 |
| 049 | 2002 | Dump Truck 10 Wheel | Volvo | VH064B | Highway | Indoor | All | DPW | 14x30 |
| 050 | 2008 | Pickup Truck | Ford | F150 | Parks & Forestry | Indoor | All | DPW | 9x20 |
| 051 | 1996 | Compressor Truck | Ford | F350 4WD | Highway | Indoor | All | DPW | 10x22 |
| 052 | 2009 | SUV / Hybrid | Ford | Escape Hybrid | Highway | Outdoor | All | DPW | 9x16 |
| 053 | 1992 | Rolloff | Mack | RD690SX | RTS. | | | | |
| 054 | 1987 | Dozer | Komatsu | D83E-1 | RTS. | | | | |
| 055 | 2011 | Dump Truck | Ford | F550 4WD | Highway | Indoor | All | DPW | 10x22 |
| 056 | 2010 | Pickup Truck | Ford | F150 | RTS. | | | | |
| 057 | 2012 | Pickup Truck | Ford | F350 4WD | Highway | Indoor | All | DPW | 10x22 |
| 058 | 2011 | Refuse Trailer | Steco | SW04500 | RTS. | | | | |
| 059 | 2009 | Refuse Trailer | Steco | Utility | RTS. | | | | |
| 060 | 2005 | Refuse Trailer | Steco | SW04502 | RTS. | | | | |
| 061 | 1992 | Skid Steer Ldr. | Bobcat | 853H | RTS. | | | | |
| 062 | 1992 | Trailer | Trail King | TK8U-1400 | Parks & Forestry | Covered | All | DPW | 10x16 |
| 063 | 2010 | Refuse Trailer | Steco | SE04502 | RTS. | | | | |
| 064 | 2007 | Refuse Trailer | Manac | 36245A00 | RTS. | | | | |
| 065 | 2008 | Pickup Truck | Ford | F350 4WD | Parks & Forestry | Indoor | All | DPW | 9x20 |
| 066 | 2006 | Dump Truck | Ford | F550 4WD | Highway | Indoor | All | DPW | 10x26 |
| 067 | 2004 | Tub Grinder | Vermeer | HG365001 | RTS. | | | | |
| 070 | 2009 | Dump Truck | Ford | F550 4WD | Parks & Forestry | Indoor | All | DPW | 10x22 |
| 071 | 2009 | Dump Truck | Ford | F550 4WD | Parks & Forestry | Indoor | All | DPW | 10x22 |
| 072 | 2007 | Dump Truck | Ford | F550 4WD | Parks & Forestry | Indoor | All | DPW | 10x22 |
| 073 | 2008 | Dump Truck | Ford | F350 4WD | Parks & Forestry | Indoor | All | DPW | 10x22 |
| 074 | 2008 | Dump Truck | Ford | F550 4WD | Parks & Forestry | Indoor | All | DPW | 10x22 |
| 075 | 2008 | Dump Truck | Ford | F550 4WD | Parks & Forestry | Indoor | All | DPW | 10x22 |
| 076 | 2006 | Skid Steer Ldr. | Bobcat | A300 | Highway | Indoor | All | DPW | 8x10 |
| 080 | 2010 | Rubbish Packer | IH | 4300 | RTS. | | | | |
| 081 | 1997 | Utility Truck | Ford | F450 | RTS. | | | | |
| 090 | 2000 | Refuse Trailer | SpecTec | SW045102102 | RTS. | | | | |
| 091 | 2000 | Material Screener | Screen Machine | SCALPER 107D | RTS. | | | | |
| 092 | 2012 | SUV 4WD | Ford | Explorer 4WD | E. | Indoor | All | DPW | 9x16 |
| 093 | 2004 | Trommel Screener | MCB | Screener 512R | RTS. | | | | |
| 094 | 2014 | Pickup Truck/Utility | Ford | F250 4WD Utility | S. | Indoor | All | DPW | 10x18 |
| 101 | 2010 | Wheel Loader | Case | 721EXT | S. | Indoor | All | DPW | 12x26 |
| 102 | 2008 | Tractor Loader | John Deere | 544J | Highway | Indoor | All | DPW | 14x30 |
| 103 | 2012 | Backhoe | John Deere | 310SJ | S. | Indoor | All | DPW | 12x24 |
| 104 | 2008 | Tractor Loader | Case | 821E | RTS. | | | | |
| 105 | 1998 | Track Loader | Caterpillar | 963B | RTS. | | | | |
| 106 | 2002 | Sidewalk Tra. | Trackless | MTV | Highway | Indoor | All | DPW | 4.5x15 |
| 107 | 2008 | Sidewalk Tra. | Camoplast | SW4S | Highway | Indoor | All | DPW | 4.5x15 |
| 108 | 2011 | Sidewalk Tra. | Trackless | MT6 | Highway | Indoor | All | DPW | 4.5x15 |
| 109 | 1985 | Sidewalk Tra. | Holder | C500 | Highway | Indoor | All | DPW | 4.5x15 |
| 111 | 1995 | Sidewalk Tra. | Trackless | MTV | Highway | Indoor | All | DPW | 4.5x15 |
| 112 | 1996 | Sidewalk Tra. | Bombardier | SW48DA | Highway | Indoor | All | DPW | 4.5x15 |
| 113 | 2008 | Sidewalk Tra. | Camoplast | SW4S | Highway | Indoor | All | DPW | 4.5x15 |
| 115 | 2008 | Excavator | Kubota | KX080-3 | Water | Indoor | All | DPW | 12x26 |
| 116 | 1998 | Sidewalk Tra. | Bombardier | SW48 | Highway | Indoor | All | DPW | 4.5x15 |
| 117 | 2000 | Sidewalk Tra. | Bombardier | SW48 | Highway | Indoor | All | DPW | 4.5x15 |
| 120 | 2004 | Message Board | Solar | MB33048 | RTS. | Covered | All | DPW | 8x12 |
| 121 | 2007 | Message Board | VER-MAC | 1210QS | E. | Covered | All | DPW | 8x12 |
| 122 | 2007 | Message Board | VER-MAC | 1210QS | E. | Covered | All | DPW | 8x12 |
| 123 | 2009 | Trailer | Car Mate | CM612EC | Highway | Covered | All | DPW | 10x16 |
| 124 | 2009 | Message Board | Matrix | MAG4x3H | E. | Covered | All | DPW | 8x12 |
| 125 | 2012 | Message Board | | | | Covered | All | DPW | 8x12 |
| 128 | 2002 | Traffic Monitor | PSC | SMTM | Highway | Covered | All | DPW | 4x6 |
| 129 | 2000 | Trailer | Custom | 5T162EDBTW | Highway | Covered | All | DPW | 10x18 |
| 131 | 2000 | Roller | Dynapac | CC122 | Highway | Indoor | All | DPW | 10x18 |
| 133 | 2001 | Backhoe | John Deere | 310SG | Parks & Forestry | Indoor | All | DPW | 12x24 |
| 134 | 2006 | Roller | Wacker | RD11A | Highway | Indoor | All | DPW | 10x12 |
| 143 | 2010 | Wheel Loader | Case | 721E | RTS. | | | | |
| 144 | 2011 | Compactor Crane | Grizzly | | RTS. | | | | |
| 145 | 2011 | 7x12 Open Trailer | Pace | Workspout | | | | | |
| 150 | 1981 | Welder/Trailer | Hobart | Mega-Arc | Water | Indoor | All | DPW | 6x8 |
| 151 | 2008 | Compressor/Trailer | Ingersoll Rand | P185WJD | Water | Indoor | All | DPW | 6x8 |
| 152 | 2010 | Compressor/Trailer | Atlas Copco | XAS185 | S. | Indoor | All | DPW | 6x8 |
| 153 | 2012 | Portable Welder | Miller | Bobcat 907211021 | G | | | | |
| 156 | 2011 | 10' Pump/Trailer | Baker / Robinson | 1340 | Water | Indoor | All | Res B. PS | 8x12 |
| 157 | 2012 | 6' Pump/Trailer | PP & P | | Water | Indoor | All | DPW | 6x10 |

DEPARTMENT OF PUBLIC WORKS - VEHICLE INVENTORY

| | | | | | | | | | |
|-------|------|-----------------------|---------------|-----------------|------------------|---------|----------------------|---------------|-------|
| 159 | 2004 | 4" Pump/Trailer | Godwin | | Water | Indoor | All | DPW | 6x10 |
| 161 | 2006 | Utility Vac/Trailer | Wachs | Trav-L-Vac | Water | Indoor | All | DPW | 6x10 |
| 164 | 2008 | Trailer Mtd Generator | Atlas Copco | QAS78 65KW | Water | Indoor | All | Res B. PS | 8x12 |
| 168 | 2010 | 4" Pump | Gorman-Rupp | PA4460 | Parks & Forestry | Indoor | All | DPW | 6x12 |
| 169 | 1998 | 6" Pump/Trailer | Godwin | CD150M | Water | Indoor | All | Res B. PS | 6x10 |
| 170 | 2000 | 4" Pump/Trailer | Godwin | CD100MBS | S. | Indoor | All | Res B. PS | 6x10 |
| 171 | 2011 | 6" Pump/Trailer | Gorman-Rupp | | S. | Indoor | All | Res B. PS | 6x10 |
| 181 | 2012 | Sweeper | Elgin | Pelican | Highway | Indoor | All | DPW | 12x22 |
| 182 | 2010 | Sweeper | Elgin | Crosswind | Highway | Indoor | All | DPW | 12x22 |
| 193 | 2011 | Light Tower | Magnum | MLT3060K | Water | Indoor | All | DPW | 6x10 |
| 198 | 1999 | Light Tower | Wacker | LT4Z | Water | Indoor | All | DPW | 6x10 |
| 199 | 2006 | Startall | Goodall | 11-620 | Garage | | | | |
| 202 | 1982 | Sprayer | Bean | | Parks & Forestry | Indoor | All | DPW | 8x16 |
| 206 | 2011 | Snow Blower | RPM Tech | RPM217 | Highway | Indoor | All | DPW | 10x10 |
| 214 | 1966 | Trailer | Surplus | M416 | Garage | | | | |
| 233 | 2012 | Blacktop Spred. | Salsco | TP-411 | Highway | Indoor | All | DPW | 10x10 |
| 259 | 2010 | Trailer - Tilt Deck | Hudson | HD10 | Highway | Covered | All | DPW | 8x10 |
| 260 | 2009 | Trailer | Felling | FT24T | Water | Covered | All | DPW | 12x26 |
| 261 | 2009 | Trailer - Enclosed | Hudson | HD10 | Water | Covered | All | DPW | 6x12 |
| 262 | 2009 | Roller | | | | | | | |
| 263 | 2009 | Conveyor | HTC | 1200L | Highway | Covered | All | DPW | 8x10 |
| 301 | 2009 | Van | Ford | E150 | Parks & Forestry | Outdoor | All | DPW | 9x18 |
| 306 | 1980 | Mower | National | Triplex | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 4x8 |
| 309 | 1992 | Sweeper | MB | WB36 | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 4x8 |
| 321 | 2008 | Trailer | Cross Country | 14' Utility | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 8x18 |
| 322 | 2008 | Trailer | Cross Country | 16' Utility | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 8x20 |
| 323 | 2010 | Trailer | Pace | JV162SA | Highway | Covered | All | DPW | 10x16 |
| 324 | 2006 | Trailer | Towmaster | C10LS | Water | Covered | All | DPW | 12x26 |
| 328 | 1998 | Trailer | Cross Country | 16' Utility | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 8x20 |
| 329 | 1962 | Trailer | Wise | | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 8x18 |
| 330 | 2000 | Trailer | Contrail | C10 | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 8x18 |
| 331 | 2004 | Trailer | Cross Country | 14' Utility | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 8x18 |
| 332 | 2009 | Trailer | Cross Country | 16' Utility | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 8x20 |
| 333 | 2008 | Mower | Kubota | ZD331 | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 4x8 |
| 334 | 2011 | Mower | Toro | 3500D | P | Indoor | Spring, Summer, Fall | DPW | 8x14 |
| 335R | 1999 | Field Renovator | Smithco | 13-550 | Parks & Forestry | Indoor | Spring, Summer, Fall | DPW | 4x8 |
| 336 | 2011 | Mower | Toro | 5900 | Parks & Forestry | Indoor | Spring, Summer, Fall | DPW | 8x14 |
| 336R | 2000 | Mower | Toro | 580D | Parks & Forestry | Indoor | Spring, Summer, Fall | DPW | 8x14 |
| 342 | 2009 | TX Gator | John Deere | TX Gator | Parks & Forestry | Indoor | Spring, Summer, Fall | Memorial Park | 6x8 |
| 343 | 2011 | Debris Blower | Toro | 44538 Pro Force | Parks & Forestry | Indoor | Spring, Summer, Fall | Memorial Park | 6x6 |
| 350 | 2010 | Tractor Loader | John Deere | 4720 | Parks & Forestry | Indoor | All | DPW | 8x12 |
| 351 | 2002 | Tractor | John Deere | 4410 | Parks & Forestry | Indoor | All | DPW | 8x12 |
| 352 | 1998 | Mower | Jacobsen | T428D | Parks & Forestry | Indoor | Spring, Summer, Fall | DPW | 6x10 |
| 352 | 2008 | Mower | Kubota | ZD331 | Parks & Forestry | Indoor | Spring, Summer, Fall | DPW | 6x10 |
| 353 | 1989 | Sweeper | Smithco | 75-500 | Parks & Forestry | Indoor | Spring, Summer, Fall | DPW | 6x10 |
| 354 | | Spreader | Lely | Type W | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 6x6 |
| 355 | 1974 | Sweeper | Jacobsen | 154 | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 6x6 |
| 356 | | Aerlator | Scotts | 18-6 | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 6x8 |
| 400 | 2005 | Sedan | Ford | Taurus Sedan | BH. | | | | |
| 402 | 2004 | Van | Ford | E350 | COA | | | | |
| 403 | 2006 | Trailer | Haulmark | TS6X12DS2 | BH. | | | | |
| 452 | 2005 | Sedan | Ford | Taurus Sedan | ASR. | | | | |
| 453 | 2005 | Sedan | Ford | Taurus Sedan | B. | | | | |
| 454 | 2005 | Sedan | Ford | Taurus Sedan | B. | | | | |
| 455 | 2006 | Sedan | Ford | Taurus Sedan | B. | | | | |
| 456 | 2002 | Sedan | Ford | Taurus Sedan | B. | | | | |
| 457 | 2002 | Van | Ford | E150 | B. | | | | |
| 600 | 2004 | School Bus | Freightliner | | SCH | | | | |
| 601 | 2011 | School Bus | Bluebird | BBCV | SCH | | | | |
| 602 | 2011 | School Bus | Bluebird | BBCV | SCH | | | | |
| 603 | 2011 | School Bus/Van | Ford | E150 | SCH | | | | |
| 604 | 2011 | School Bus/Van | Ford | E150 | SCH | | | | |
| 605 | 2011 | School Bus/Van | Ford | E150 | SCH | | | | |
| 606 | 2011 | School Bus/Van | Ford | E150 | SCH | | | | |
| 607 | 2011 | School Bus/Van | Ford | E150 | SCH | | | | |
| 608 | 2011 | School Bus/Van | Ford | E150 | SCH | | | | |
| 700 | 2012 | Van | Ford | E250 | PFD | | | | |
| 700R | 1996 | Van | Ford | E250 | PFD | | | | |
| 701 | 1998 | Van | Ford | E250 | PFD | | | | |
| 702 | 2001 | Pickup Truck | Ford | F250 | PFD | | | | |
| 703 | 2001 | Rack Truck | Ford | F450 | PFD | | | | |
| 704 | 2005 | Van | Ford | E250 | PFD | | | | |
| 705 | 2006 | Van | Ford | E250 | PFD | | | | |
| 706 | 2006 | Van | Ford | E250 | PFD | | | | |
| 707 | 2008 | Van | Ford | E250 | PFD | | | | |
| 708 | 2008 | Van | Ford | E250 | PFD | | | | |
| 709 | 2002 | Pickup Truck | Ford | F150 | PFD | | | | |
| 710 | 2008 | Leaf Vac | Fradan | TLV-31 | PFD | | | | |
| 712 | 2011 | Van | Ford | E250 | PFD | | | | |
| 756 | 2010 | Pickup Truck | Ford | F150 | PFD | | | | |
| 802 | 2005 | Pickup Truck | Ford | Ranger | CC. | Outdoor | All | DPW | |
| 805 | 1995 | Dump Truck | IH | S4900 | RTS. | | | | |
| 808 | 1996 | Dump Truck 6 Wheel | IH | S4900 | Highway | Covered | All | DPW | 12x26 |
| 837 | 1999 | Catch Bas. Truck | IH | S4900 | S | Indoor | All | DPW | 12x20 |
| A001 | 2010 | Tiler | Land Pride | RTA2072 | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 4x4 |
| A002 | 2010 | Aerator/Corer | John Deere | AERCORE 1000 | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 6x8 |
| A003 | 2010 | Broadcast Spreader | Land Pride | FSP500 | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 6x6 |
| A004 | 2008 | | Kubota | Digging Bucket | | | | | |
| A005 | 2008 | | Kubota | Digging Bucket | | | | | |
| A006 | 2008 | | Werkbrau | Grading Bucket | | | | | |
| A009 | 1989 | | Trackless | Sickle Bar | | | | | |
| A010 | 1989 | | Trackless | 72" Mower Deck | | | | | |
| A011 | 1989 | | Trackless | Flail Mower | | | | | |
| A012 | 2008 | 4.5 YDGP BUCKET | | 4.5 YDGP BUCKET | | | | | |
| A014 | 2010 | 3.5 YD BUCKET | JRB | 3.5 YD BUCKET | | | | | |
| A101 | 2010 | 10' Hyd. Angle Broom | Sweepster | 21321MH-0913 | S. | Covered | All | DPW | 10x4 |
| A105 | 2009 | Infield Groomer | Rahn | GL650 | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 6x8 |
| A106 | 2009 | Fertilizer Spreader | Land Pride | FSP700 | Parks & Forestry | Covered | Spring, Summer, Fall | DPW | 6x6 |
| A143 | 2010 | 10' Hyd. Angle Broom | Sweepster | 21321MH-0913 | L. | | | | |
| P001 | 1999 | | Root | TPR10TE | | | | | |
| P002 | 1999 | | Viking | CTE934 | | | | | |
| P003 | 1999 | | Viking | CTE934 | | | | | |
| P004 | 1998 | | Fisher | | | | | | |
| P005 | 1995 | | Root | TPET.11 | | | | | |
| P006 | 1996 | | Root | TPET.10.97 | | | | | |
| P007 | 1990 | | Viking | R1136MTE | | | | | |
| P008A | 0 | | Fisher | | | | | | |
| P009 | 0 | | Baker | 372A | | | | | |
| P010 | 1990 | | Viking | R1136MTE | | | | | |
| P011 | 0 | | Baker / Flink | 459S | | | | | |
| P012 | 0 | | Baker | | | | | | |
| P013 | 0 | | Baker | 372A | | | | | |
| P014 | 0 | | Baker | 372A | | | | | |
| P015 | 0 | | Baker | | | | | | |
| P016 | 0 | | Baker | 372A | | | | | |
| P017 | 0 | | Baker | | | | | | |

DEPARTMENT OF PUBLIC WORKS - VEHICLE INVENTORY

| EXISTING STORAGE ON OTHER SITES | SF |
|---|---------------|
| Defazio Storage Area A | 9,652 |
| Defazio Storage Area B | 2,200 |
| Defazio Salt Shed | 4,063 |
| Daley Building | 10,425 |
| Alden Road Pump Station | 620 |
| Charles River WTP | 160 |
| Reservoir B Pump Station Garage | 1,000 |
| St. Mary's Pump Station | 415 |
| Winter Rental | 1,500 |
| Cricket Field | 1,500 |
| Claxton Field | 1,000 |
| Cage at Defazio | 5,899 |
| Memorial Field * | +3,000 |
| Ridge Hill Reservation Garages and Barn * | +3,000 |
| Material Bins at Dedham Ave * | +3,000 |
| TOTAL | 47,434 |

* Actual SF to be confirmed

DEPARTMENT OF PUBLIC WORKS - EXISTING STORAGE ON OTHER SITES

| Space | Room Data # | Occupants | Visitors | Size proposed SF | Total GSF Subtotals | Total GSF per division | Notes |
|--|-------------|-----------|----------|------------------|---------------------|------------------------|-------|
| Department of Public Works | | | | | | | |
| Entry Vestibule - Lobby | S-1 | 0 | 0 | 240 | | | |
| Lunchroom | S-2 | | 0 | 425 | | | |
| Shared Office Equipment-Copy-Supply | S-3 | 0 | 0 | 250 | | | |
| Office Supplies | S-4 | 0 | 0 | 135 | | | |
| (5) Coat Closet | S-5 | 0 | 0 | 90 | | | |
| (2 Sets) Staff Toilet | S-6 | 0 | 0 | 675 | | | |
| Training/DPW Storm Command: Dispatch, Office and Conference Room | S-7 | 8 | 0 | 1240 | | | |
| Training Storage | S-8 | 0 | 0 | 250 | | | |
| | | | | | | | |
| SUBTOTAL | | | | | 3,305 | | |
| Gross area adjustment 15% | | | | | 496 | | |
| Circulation adjustment at 25% | | | | | 950 | | |
| SUBTOTAL GSF | | | | | 4,751 | | |
| | | | | | | | |
| SHARED SUBTOTAL GSF | | | | | | 4,751 | |
| | | | | | | | |
| Administration | | | | | | | |
| DPW Director Office | A-1 | 1 | 4 | 216 | | | |
| Assistant DPW Director Office | A-2 | 1 | 2 | 192 | | | |
| Administrative Supervisor | A-3 | 1 | 2 | 144 | | | |
| Administrative Area | A-4 | 4 | 0 | 900 | | | |
| Conference | A-5 | 10 | 0 | 216 | | | |
| | | | | | | | |
| SUBTOTAL | | | | | 1,668 | | |
| Gross area adjustment 15% | | | | | 250 | | |
| Circulation adjustment at 25% | | | | | 480 | | |
| SUBTOTAL GSF | | | | | 2,398 | | |
| | | | | | | | |
| Administration - Operations | | | | | | | |
| Highway Superintendent Office | AO-1 | 1 | 1 | 144 | | | |
| Assistant Highway Superintendent | AO-2 | 1 | 0 | 100 | | | |
| Park and Forestry Superintendent Office | AO-3 | 1 | 1 | 144 | | | |
| Assistant Park and Forestry Superintendent | AO-4 | 1 | 0 | 100 | | | |
| Sewer and Water Superintendent Office | AO-5 | 1 | 1 | 144 | | | |
| Assistant Sewer and Water Superintendent | AO-6 | 1 | 0 | 100 | | | |

DEPARTMENT OF PUBLIC WORKS - FULL PROGRAM

| Space | Room Data # | Occupants | Visitors | Size proposed SF | Total GSF Subtotals | Total GSF per division | Notes |
|--|-------------|-----------|----------|------------------|---------------------|------------------------|-------|
| Work Areas for 11 | AO-7 | 6 | 0 | 560 | | | |
| Active Records Storage | AO-8 | 0 | 0 | 150 | | | |
| SUBTOTAL | | | | | 1,442 | | |
| Gross area adjustment 15% | | | | | 216 | | |
| Circulation adjustment at 25% | | | | | 415 | | |
| SUBTOTAL GSF | | | | | 2,073 | | |
| Administration - Engineering | | | | | | | |
| Town Engineer Office | E-1 | 1 | 4 | 192 | | | |
| Assistant Town Engineer Office | E-2 | 1 | 1 | 144 | | | |
| Contract Administrator | E-3 | 1 | 1 | 144 | | | |
| Survey | E-4 | 2 | 0 | 250 | | | |
| Traffic Engineer | E-5 | 1 | 0 | 120 | | | |
| Clerk - Office Manager | E-6 | 1 | 0 | 120 | | | |
| CAD Manager + Drafter | E-7 | 3 | 0 | 260 | | | |
| Inspectors | E-8 | 3 | 0 | 320 | | | |
| Engineering Assistant | E-9 | 1 | 0 | 100 | | | |
| Library | E-10 | 0 | 0 | 240 | | | |
| Service desk; large format copy equipment; light table and files | E-11 | 0 | 0 | 440 | | | |
| Vault Storage | E-12 | 0 | 0 | 750 | | | |
| Survey Equipment Storage | E-13 | 0 | 0 | 100 | | | |
| SUBTOTAL | | | | | 3,180 | | |
| Gross area adjustment 15% | | | | | 477 | | |
| Circulation adjustment at 25% | | | | | 914 | | |
| SUBTOTAL GSF | | | | | 4,571 | | |
| ADMINISTRATION SUBTOTAL | | | | | | 9,042 | |
| Operations - Employee Support | | | | | | | |
| Locker/Shower/Toilet Room - Male | O-1 | | | 1350 | | | |
| Locker/Shower/Toilet - Female | O-2 | | | 546 | | | |
| Lunchroom with Kitchen | O-3 | | | 600 | | | |
| Laundry | O-4 | | | 156 | | | |
| SUBTOTAL | | | | | 2,652 | | |
| Gross area adjustment 15% | | | | | 398 | | |
| Circulation adjustment at 25% | | | | | 762 | | |
| SUBTOTAL GSF | | | | | 3,812 | | |
| Operations - Garage/Maintenance | | | | | | | |

DEPARTMENT OF PUBLIC WORKS - FULL PROGRAM

| Space | Room Data # | Occupants | Visitors | Size proposed SF | Total GSF Subtotals | Total GSF per division | Notes |
|---|-------------|-----------|----------|------------------|---------------------|------------------------|-------|
| Fleet Supervisor | O-5 | | | 200 | | | |
| Garage Maintenance Bays | O-6 | | | 6988 | | | |
| Fluid Storage | O-7 | | | 400 | | | |
| Tire Storage | O-8 | | | 400 | | | |
| Parts & Supply Storage | O-9 | | | 900 | | | |
| Maintenance Workshop | O-10 | | | 1850 | | | |
| SUBTOTAL | | | | | 10,738 | | |
| Gross area adjustment 15% | | | | | 1,611 | | |
| Circulation adjustment at 20% | | | | | 2,470 | | |
| SUBTOTAL GSF | | | | | 14,818 | | |
| Operations - Shops | | | | | | | |
| Shared Vehicle Bay | O-11 | | | 1485 | | | |
| Parks and Forestry Storage Bay | O-12 | | | 400 | | | |
| Water Storage | O-13 | | | 800 | | | |
| Sewer + Drains Storage | O-14 | | | 400 | | | |
| Highway Storage | O-15 | | | 400 | | | |
| Highway Tool Cage | O-16 | | | 400 | | | |
| Highway Sign and Meter Shop | O-17 | | | 460 | | | |
| SUBTOTAL | | | | | 4,345 | | |
| Gross area adjustment 15% | | | | | 652 | | |
| Circulation adjustment at 15% | | | | | 750 | | |
| SUBTOTAL GSF | | | | | 5,746 | | |
| Operations - Wash Bay/Vehicle Storage and Prep | | | | | | | |
| Wash Bay & Equipment Room | O-18 | | | 1538 | | | |
| Vehicle Staging & Prep | O-19 | | | 38500 | | | |
| SUBTOTAL | | | | | 40,038 | | |
| Gross area adjustment 10% | | | | | 4,004 | | |
| Circulation adjustment at 5% | | | | | 2,202 | | |
| SUBTOTAL GSF | | | | | 46,244 | | |
| OPERATIONS SUBTOTAL GSF | | | | | | 70,621 | |
| Building Support | | | | | | | |
| Janitor Closet | B-1 | | | 136 | | | |
| Plumbing/Fire Protection Room | B-2 | | | 144 | | | |
| Mechanical Closet | B-3 | | | 144 | | | |
| Main Electric Room | B-4 | | | 100 | | | |
| Emergency Electrical Room | B-5 | | | 100 | | | |

DEPARTMENT OF PUBLIC WORKS - FULL PROGRAM

| Space | Room Data # | Occupants | Visitors | Size proposed SF | Total GSF Subtotals | Total GSF per division | Notes |
|--|-------------|-----------|----------|------------------|---------------------|------------------------|-------|
| Computer and IT | B-6 | | | 225 | | | |
| IT Office | B-7 | | | 75 | | | |
| Elevator and Machine Room | B-8 | | | 192 | | | |
| Egress Stairs | B-9 | | | 544 | | | |
| SUBTOTAL | | | | | 1,660 | | |
| Gross area adjustment 15% | | | | | 249 | | |
| Circulation adjustment at 20% | | | | | 382 | | |
| SUBTOTAL GSF | | | | | 2,291 | | |
| BUILDING SUPPORT SUBTOTAL GSF | | | | | | 2,291 | |
| GRAND TOTAL DPW | | | | | | 86,704 | |
| Building Inspector Suite | | | | | | | |
| SUBTOTAL | | | | | 2,055 | | |
| Gross area adjustment 15% | | | | | 308 | | |
| Circulation adjustment at 25% | | | | | 591 | | |
| SUBTOTAL GSF | | | | | 2,954 | | |
| Public Facilities Department Suite | | | | | | | |
| SUBTOTAL | | | | | 1,175 | | |
| Gross area adjustment 15% | | | | | 176 | | |
| Circulation adjustment at 25% | | | | | 338 | | |
| SUBTOTAL GSF | | | | | 1,689 | | |
| Planning, Community Development, Conservation Commission, ZBA Suite | | | | | | | |
| SUBTOTAL | | | | | 1,765 | | |
| Gross area adjustment 15% | | | | | 265 | | |
| Circulation adjustment at 25% | | | | | 507 | | |
| SUBTOTAL GSF | | | | | 2,537 | | |
| Park and Recreation Suite | | | | | | | |
| SUBTOTAL | | | | | 1,200 | | |
| Gross area adjustment 15% | | | | | 180 | | |
| Circulation adjustment at 25% | | | | | 345 | | |
| SUBTOTAL GSF | | | | | 1,725 | | |
| Other Departments SUBTOTAL GSF | | | | | | 8,905 | |
| CONSOLIDATED GSF | | | | | | 95,610 | |

DEPARTMENT OF PUBLIC WORKS - FULL PROGRAM

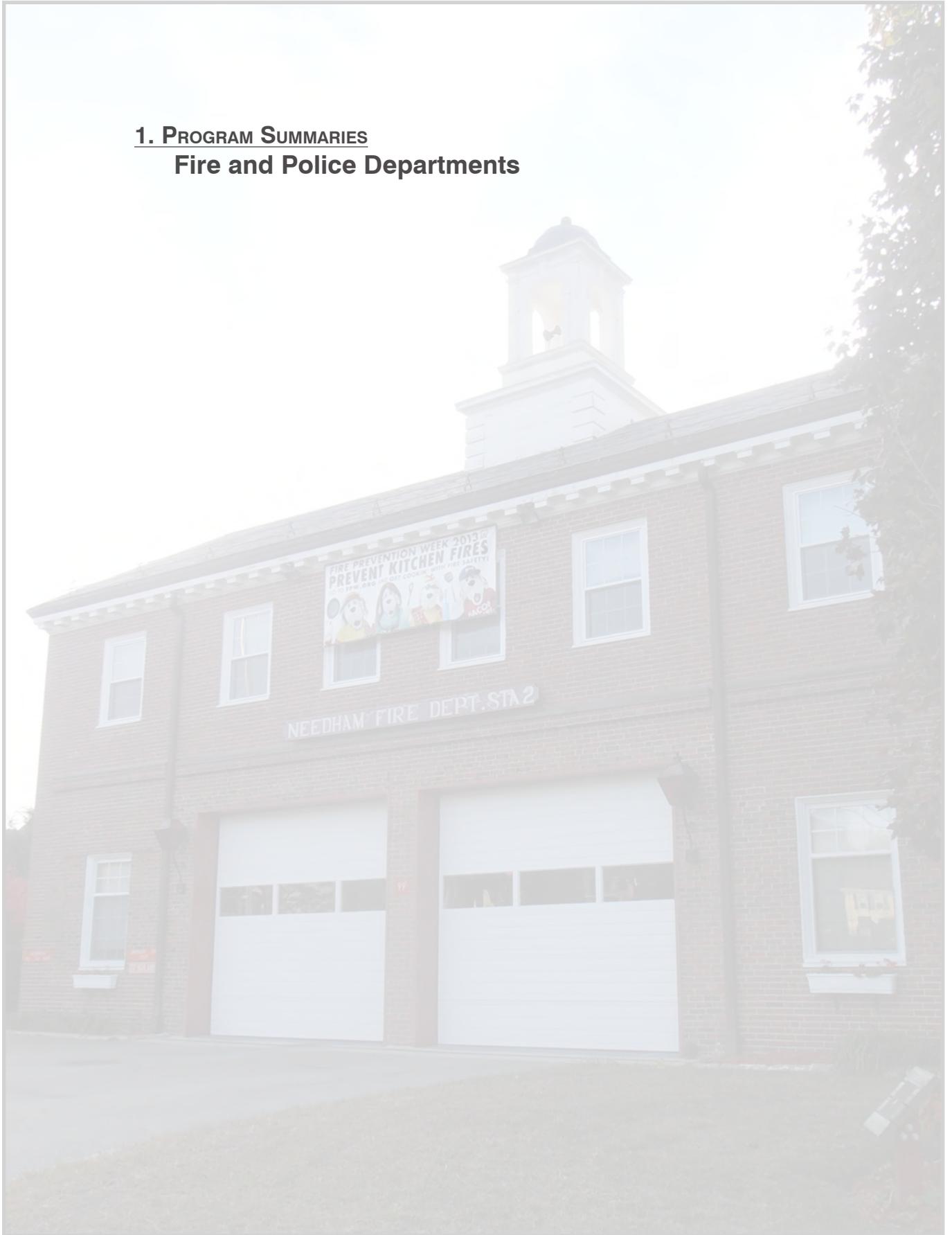
| Space | Room Data # | Occupants | Visitors | Size proposed SF | Total GSF Subtotals | Total GSF per division | Notes |
|-----------------------------------|-------------|-----------|----------|------------------|---------------------|------------------------|--|
| Covered Parking for DPW Equipment | | | | | | | 36 Vehicles |
| Parking | | | | | | | 72 employees plus 10 visitors |
| Fuel Island | | | | | | | |
| Bin Storage | | | | | | | 6: Patch, gravel x 2, rock, sand, mulch |
| Sanders | | | | | | | x - 6 yd; x - 2 yd. |
| Exterior Storage | | | | | | | Cold storage for plows + misc parts and pieces |
| Spreaders | | | | | | | Hung |
| Dumpster | | | | | | | 1 |
| Recycling dumpster | | | | | | | 1 |

DEPARTMENT OF PUBLIC WORKS - FULL PROGRAM

| | 470 Dedham Ave | RTS | Greendale Ave. Parcel 74 | Town Forest | Nike Site | | |
|---|----------------|--------------|--------------------------|--------------|--------------|------------|---|
| CATEGORY | Actual Value | Actual Value | Actual Value | Actual Value | Actual Value | Max Value | CRITERIA/COMMENTS |
| 1. LOCATION | 18 | 14 | 12 | 8 | 14 | 20 | |
| 1.1 Geographic location | 5 | 3 | 5 | 4 | 2 | 5 | Central to mission; moderate changes to operations; requires change to existing operations |
| 1.2 Neighborhood | 5 | 4 | 3 | 1 | 4 | 5 | Minimal impact on residential neighborhood and community; moderate impact; significant impact |
| 1.3 Current Use | 4 | 3 | 0 | 0 | 3 | 4 | Continued use; compatible use; currently undeveloped and used by others (recreational use open space) |
| 1.4 Zoning By-laws | 2 | 2 | 2 | 2 | 2 | 3 | Allowed - complies with use, dimensional requirements and performance standards; Use allowed with moderate approval; Use will be difficult or costly to win approval (due to constraints such as historic preservation) |
| 1.5 Public Facade/Screening | 2 | 2 | 2 | 1 | 3 | 3 | No private owner abutters, nothing special required; Abutters with adequate area for screening; Abutters with inadequate area for screening |
| 2. ACCESSIBILITY | 4 | 2 | 7 | 5 | 2 | 10 | |
| 2.1 Site Access | 3 | 1 | 4 | 3 | 1 | 5 | Ease of access through existing entry points and roadways; some impact on entry or roadway; significant impact including limited emergency access |
| 2.2 Traffic | 1 | 1 | 3 | 2 | 1 | 5 | No impact on traffic patterns; some impact; significant impact |
| 3. SITE FEATURES | 3 | 11 | 19 | 15 | 19 | 20 | |
| 3.1 Adequate site size | 0 | 2 | 6 | 4 | 6 | 6 | Optimum size - allows for expansion; good size but no expansion capability; undersized for full program |
| 3.2 Existing Structures/Historic Preservation | 1 | 4 | 4 | 1 | 3 | 4 | Existing structures will not impede development ; some impact on intended use; full impact |
| 3.3 Operations - ease of use | 2 | 2 | 4 | 4 | 4 | 4 | Staff and Visitors use of site; Site easily split; site requires some overlap of uses; site uses overlap negatively |
| 3.4 Flexibility/Circulation | 0 | 3 | 5 | 6 | 6 | 6 | Site can be reconfigured as needs change; site has limited reconfiguration options; site has no flexibility |
| 4. ENVIRONMENTAL | 9 | 8 | 12 | 7 | 7 | 15 | |
| 4.1 Wetlands | 1 | 1 | 4 | 3 | 3 | 4 | No wetlands or all work will occur outside of ConCom jurisdiction; indirect impact (work in buffer zones); direct impact on existing wetlands, flood plains, endangered species |
| 4.2 Stormwater Management | 2 | 2 | 4 | 3 | 1 | 5 | Reasonable cost for stormwater management; moderate costs; excessive costs |
| 4.3 Conservation/DEP Permitting | 4 | 4 | 4 | 1 | 1 | 4 | No work within designated vernal pool and/or rare species habitat; normal permitting process; work within vernal pool and/or rare species habitat |
| 4.4 Existing Tree Cover | 2 | 1 | 0 | 0 | 2 | 2 | No major reduction; minimum to moderate clearing; major clearing |
| 5. SITE DEVELOPMENT | 10 | 7 | 16 | 17 | 12 | 20 | |
| 5.1 Utilities | 4 | 2 | 4 | 4 | 2 | 4 | Availability of gas, electricity, water, municipal sewage, storm drainage; some utilities need to be brought on site; most utilities need to be brought on site |
| 5.2 Topography | 4 | 2 | 2 | 3 | 4 | 4 | Slopes range: % to %: appropriate for buildings parking - full access; some revisions to meet needs; significant access issues |
| 5.3 Soils | 0 | 2 | 4 | 3 | 2 | 4 | Adequate for bearing capacity; non-standard foundations required |
| 5.4 Hazardous Materials | 1 | 1 | 4 | 4 | 3 | 4 | Free of known contaminants; testing required; site history of contaminants |
| 5.5 Costs of Development | 1 | 0 | 2 | 3 | 1 | 4 | Reasonable costs for development; moderate costs; excessive costs (cut/fill, clearing, blasting; renovation vs new) |
| 6. AVAILABILITY | 10 | 11 | 8 | 8 | 11 | 15 | |
| 6.1 Jurisdictional Control | 4 | 4 | 1 | 1 | 3 | 5 | Jurisdictional control remains same; trade of use acceptable and benefits both; highest and best use displaces traditional use in a less positive manner; change of jurisdictional control or use requires state legislative or agency approval |
| 6.2 Displacement Required | 1 | 2 | 4 | 4 | 3 | 5 | Cost of relocation minimal; moderate; excessive |
| 6.3 Acquisition | 5 | 5 | 3 | 3 | 5 | 5 | Cost, availability, time schedule, eminent domain; Reasonable costs, available for sale at this time; Costs high but available to meet schedule; Cost high with eminent domain |
| TOTAL | 54 | 53 | 74 | 60 | 65 | 100 | |
| 7. SPECIAL CONSIDERATIONS | | | | | | | |
| 7.1 Temporary buildings | | | | | | | Costs to temporarily house intended use minimal; moderate; excessive |
| 7.2 Permanent changes to use | | | | | | | Change in use relatively simple; requires return to state for review, redistricting; loss of traditional use |
| 7.3 Temporary use of site | | | | | | | Additions benefit traditional use; additions reduce traditional use; temporary elimination of traditional use |
| 7.4 Time Schedule | | | | | | | Impact of Delay |

DEPARTMENT OF PUBLIC WORKS - CRITERIA MATRIX

1. PROGRAM SUMMARIES
Fire and Police Departments



Programming Questionnaire
Administrative Areas

Police Department

Please provide as much information as possible for each section of the following questionnaire. You may not have an answer for every question but please do your best. The information will be used during the Master Planning programming effort for your department, division or group. Thank you for participating.

Name: **Chris Baker**

Department/Division/Group: **Police Department**

Phone number and email address: **781-455-7570 x223**

Date of Completion **1/9/14**

General Information

Function: Please describe the primary function of your department, division or group in as much detail as is possible.

We provide 24 hour public safety, enforcement, and services to the Town of Needham. We have a lobby with constant walk-in service for our clientele. The services include but are not limited to; car-seat installation, finger print services, Firearms licensing, child custody exchanges and a secure medication return vault. We arrest and process offenders at any time of the day, and have numerous victims and suspects into the station to report a crime or answer questions related to a crime. We also provide full animal control full animal control functions including temporary boarding

Operation: Please provide information on the following: visitors to your offices, hours of operation, security concerns.

Visitors and Interaction with Community: We have constant visitor traffic related to the Services mentioned above from 7am to 10pm or later.

Public Business Hours: The public is welcome 24 hours a day

Staff Hours: Administration hours are from 7am to 5pm and patrol and dispatch personnel Are staffed 24 hours a day

Security/Safety Concerns: A high level of security is needed for obvious reasons.

Issues such as noise, fumes, indoor temperature, natural daylight: The emergency Generator makes loud noise when it is running as does the heating compressor for the heater in the Fire Vehicle bays.

Shared spaces and access by Community: The training room and conference room are on the second floor which presents an obvious safety concern. It would be a better option if the a community/training room was accessed from the front lobby and had no other access to the building.

Emergency Events: Please describe any special requirements or needs during emergency events (*Water, fuel or communication needs, outside assistance, changes to parking or queuing*).

We need a back-up generator for lights, the public safety computer system, the radio console and the cell block.

Other Information: Please provide additional information that you believe would provide a more complete picture of your needs with a focus on intangible ideas (*such as, we want to provide an open atmosphere but our work is too sensitive because*).

We are planning on combining Police and Fire Dispatch as this position has become very Technical and we need people to be quality trained and using the equipment daily. Our Cell block areas are all outdated and out of code. We need controls in dispatch for flushing toilets, and one click video surveillance. We lack space for interview/interrogation areas that meet current law enforcement standards. Our booking area does not meet the National Law Enforcement standards and could be configured is a more safe way. We do Not have a Sallyport for safe prisoner handling here at headquarters. Our evidence and Records storage areas are too small to meet our needs as well as State required guidelines. The Detective's Office has too many people in it and not enough space. We lack adequate useful space in the basement and the female locker room is too small.

Space Requirements

Existing Space: Please provide a list of key spaces used by your department, division or group. This list should include individual spaces and shared spaces with another department, division or group. If you have an idea of how large that space is or any distinguishing features please note that. Existing conditions and floor plans will be provided by the Town.

| Space | Size (L x W) | Count | Comments |
|--|----------------|----------|--|
| <i>Example: Office</i> | <i>10 x 12</i> | <i>8</i> | <i>Needs to be close to lobby</i> |
| <i>Example: Conference Rm</i> | <i>14 x 18</i> | <i>2</i> | <i>Needs to be dark with screen, projector</i> |
| <i>Example: Lobby</i> | <i>?</i> | <i>1</i> | <i>Shared by 3 departments, seating, toilets</i> |
| Lobby | 15 x 17 | 1 | |
| Public Restroom/Hall | 14 x 15 | 1 | Off Lobby |
| Dispatch | 21 x 15 | 1 | Off Lobby (too small for Joint Dispatch) |
| Server Room | 12 x 8 | 1 | Needs own climate control |
| Kitchen/Report Writing | 15 x 9 | 1 | Too many functions |
| Booking | 9 x 14 | 1 | Too small, poor configuration |
| Cell Block- Male | 29 x 11 | 1 | Out dated-Out of Compliance |
| Cell Block- Female | 11 x 9 | 1 | Out dated-Out of Compliance |
| Cell Block- Juvenile | 18 x 20 | 1 | Out dated-Out of Compliance |
| Lunch Room | 19' Diameter | 1 | Circular Room |
| Office | 12 x 12 | 1 | Community Service/Animal Control |
| Office | 8 x 10 | 1 | Patrol Sergeants with Shared WS |
| Garage- Main Bays | 44 x 40 | 1 | Vehicle/Mountain Bike/Storage |
| Garage- Maintenance | 35 x 33 | 1 | Lift/Washbay/Storage |
| Detectives Office | 22 x 13 | 1 | Too many people/not enough space |
| Office | 9 x 9 | 1 | Detective Sergeant/ No closet |
| Male Locker Room | 19 x 36 | 1 | |
| Locker Room-Bathroom | 15 x 12 | 1 | |
| Conference Room | 22 x 12 | 1 | |
| Kitchen (2 nd Floor) | 12 x 12 | 1 | |
| Training | 27 x 32 | 1 | Shared with Fire |
| Exercise Room | 13 x 15 | 1 | Shared with Fire |
| Office | 16 x 9 | 1 | Admin Sergeant/Copier/File Storage/ |
| Office | 9 x 9 | 1 | 2 Records Admin Staff workstations |
| Office | 12 x 12 | 4 | Lieutenants offices |
| Office | 16 x 12 | 1 | Chiefs Office |
| Office | 11 x 8 | 1 | Chiefs Reception/Open Area |
| Female Locker Room | 14 x 14 | 1 | Not enough space for female officers |
| **This sheet was filled out based on our current configuration** | | | |

Police Department Specific Programming

Police Vehicles: In the vehicle portion of this questionnaire you have listed your vehicles and equipment, both existing and projected. What other issues should we understand about these vehicles: *do you perform light maintenance in-house, do you have a preferred layout of first response equipment, do you provide an ambulance service in-house?*

We have a maintenance bay that needs a lift due to the fact that we have a mechanic.

The mechanic changes oil, brakes, rotates and changes tires, among other things. We Also have a wash bay. We do need a sallyport for safe handling of prisoners.

Dispatch and Communications: Describe current situation and preferred placement of this function?

We currently have split dispatch and are hoping to combine dispatch. The area should have separate climate control as well as a restroom located directly adjacent to it. It should also be located off the lobby and would house a desk police officer as well. All door controls, cell controls should be there as well as a bank on LCD monitors for video feeds

Describe archived and secure storage needs: How many years of records do you maintain?

We follow the Massachusetts retention schedule and therefore have a high need of keeping records on site for a number of years. Some of those records have to be held permanently. We need access to recent records on 2nd floor with archive in the basement.

Phasing: If phasing of construction is required what are the major issues of concern?

We would have prisoner location concerns, dispatch concerns, records and evidence storage concerns, vehicle parking and work station concerns.

Available Master Plan Programming; see attached



Town of Needham Fire Department

Headquarters

88 Chestnut St.

Needham, MA 02492

(781) 455-7580 (781)444-2174 fax

Chief of Department
Paul F. Buckley

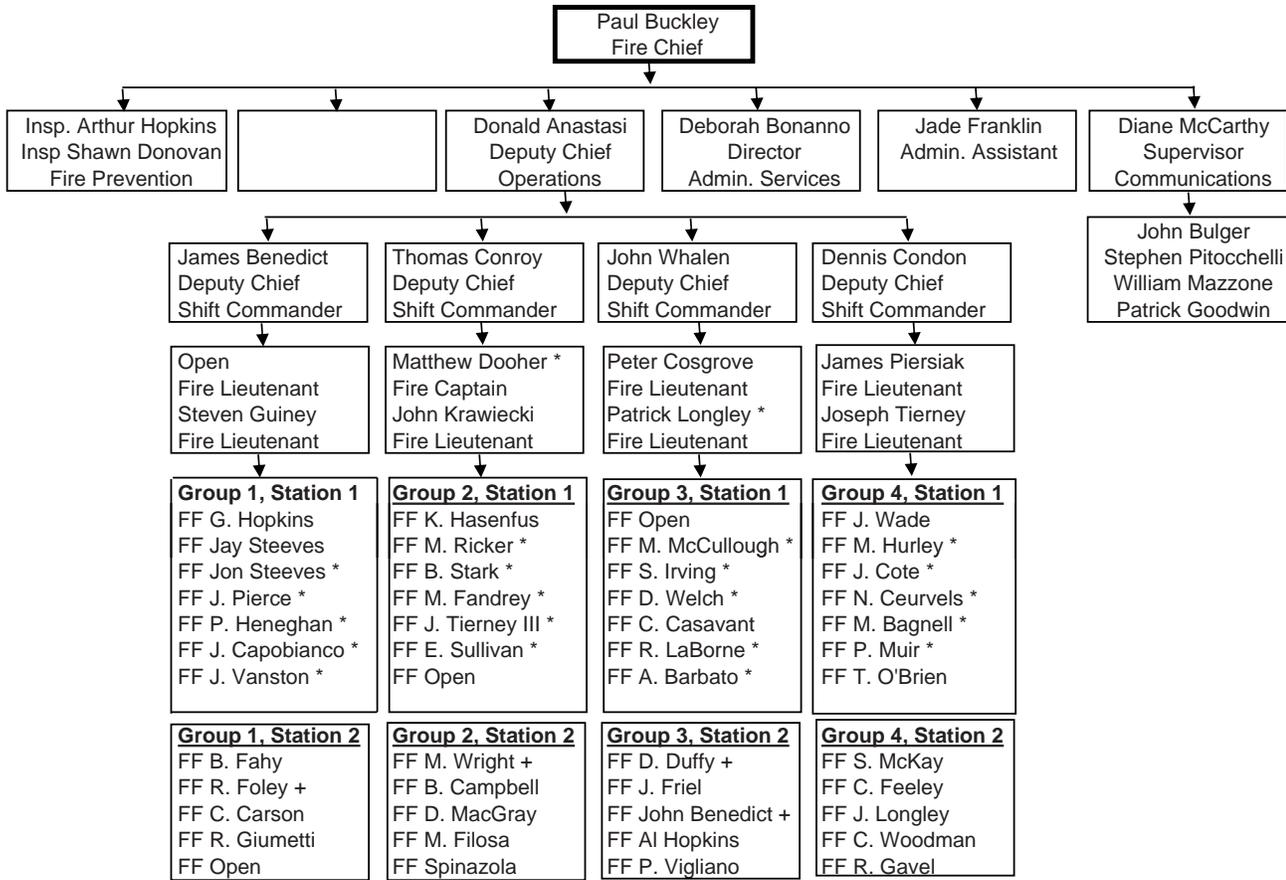
Deputy Chief of
Operations
Benedict
Donald E. Anastasi

Deputy Chiefs
Thomas Conroy
John F. Whalen
Barry J. Carloni
James A.

VEHICLE LISTINGS

C3 – 2008 Ford Explorer #MF5948 VIN#-1FMEU73858UA16862
C2 – 2010 Ford Expedition #MF9748 VIN# - 1FMJU1G50AEB48648
C1 – 2013 Ford Explorer #MF40 VIN#-1FM5KD89DGA42321
C42 – 2011 Ford Taurus #MF9085 VIN# - 1FAHP2HW6BG118685
C5 – 2001 – Ford F450 #2106 VIN# - 1FDXF46FX1EB46390
C6 – 2004 – Ford F350pu Brush #2108 VIN# - 1FDSF31P64ED45025
C43 -2007– Ford 500 #7673 VIN# - 1FAHP27127G127669
E1 – 2013- KME Predator/Panther #A618 VIN# 1K9AF4289DN058427
E2 – 1999 Emg.Cyclone #2099 VIN# 4ENGAAA88X1000368
E3 – 1994 Quint # 2109 VIN# 4ENDAAA87R1003011
E4 –2005- E1 2005 #2098 VIN# 4ENGAAA8X51009327
L1 – 2004 Sutphen Quint # 2100 # VIN 1S9A3LLE832003068
R1 – 2008 Ford Econoline Amb. # 37-944 #VIN 1FDXE45P38DA32762
R2 – 2006 Ford Rescue Amb. #5496 VIN# - 1FDXE45PX6HA04110
*New C-42 2011 Ford Taurus #9085 VIN# 1FAHP2HW6BG118685
*New C-2 2010 Ford Explorer # 9748 VIN# 1FMJU1G50AEB48648
HAZ/MAT TRAILER –1996 #M54-976 –VIN# 1UK500D16T1018747
FIRE ALARM TRAILER – 1969 #3703
RESCUE BOAT TRAILER– 1967 # M28-396 VIN# 4-1254
DE-CON TRAILER – 2002 # 7258 VIN #1UK500E2231043815
FOAM TRAILER-2010 #MFA706 VIN #1S9FT192600407033

Needham Fire Department Organizational Chart



| Space | Room Data # | Occupants | Visitors | Size proposed SF | Total GSF Subtotals | Total GSF per division | Notes |
|--|-------------|-----------|----------|------------------|---------------------|------------------------|---|
| Police and Fire Department | | | | | | | |
| PUBLIC AREAS - SHARED | | | | | | | |
| Entry Vestibule - Lobby | S-1 | 0 | 4 | 338 | | | |
| Meeting Room | S-2 | 2 | 2 | 120 | | | |
| SUBTOTAL | | | | | 458 | | |
| Gross area adjustment 15% | | | | | 69 | | |
| Circulation adjustment at 25% | | | | | 132 | | |
| SUBTOTAL GSF | | | | | 658 | | |
| Police and Fire Department | | | | | | | |
| SHARED | | | | | | | |
| Joint Dispatch | S-3 | 2 | 0 | 450 | | | House officer at front near window with dispatch behind |
| Training and Emergency Operations Center (EOC) | S-4 | 30 | 0 | 725 | | | |
| Training and EOC Storage | S-5 | 0 | 0 | 144 | | | |
| Conference Room | S-6 | 10 | 0 | 216 | | | |
| Fitness/Wellness Area | S-7 | 6 | 0 | 600 | | | Could be in Basement |
| SUBTOTAL | | | | | 2,135 | | |
| Gross area adjustment 15% | | | | | 320 | | |
| Circulation adjustment at 25% | | | | | 614 | | |
| SUBTOTAL GSF | | | | | 3,069 | | |
| SHARED SUBTOTAL GSF | | | | | | 3,727 | |
| Police | | | | | | | |
| OPERATIONS + SUPPORT | | | | | | | |
| Roll Call / Squad Room | P-1 | 12 | 0 | 414 | | | |
| Report Writing | P-2 | 4 | 0 | 112 | | | |
| Sergeants | P-3 | 5 | 2 | 320 | | | |
| Evidence | P-4 | 1 | 0 | 400 | | | Could be in Basement Could be in Basement |
| Narcotics / Valuable Evidence | P-5 | 0 | 0 | 100 | | | |
| Armory | P-6 | 0 | 0 | 100 | | | Could be in Basement |
| Vehicle Storage | P-7 | 0 | 0 | 2400 | | | |
| Maintenance | P-8 | 1 | 0 | 1044 | | | |
| Wash Bay | P-9 | 0 | 0 | 900 | | | |
| Bulk Evidence | P-10 | 0 | 0 | 100 | | | |
| Crime Lab | P-11 | 1 | 0 | 256 | | | Near Detectives |
| Toilet / Shower / Locker Room Male | P12 | 50 | 0 | 1200 | | | |
| Toilet / Shower / Locker Room Female | P-13 | 12 | 0 | 450 | | | |
| Lunch / Break Room | P-14 | 10 | 0 | 280 | | | |
| Shooting Range Simulator | P-15 | 2 | 0 | 360 | | | |
| SUBTOTAL | | | | | 8,436 | | |
| Gross area adjustment 15% | | | | | 1,265 | | |
| Circulation adjustment at 25% | | | | | 2,425 | | |
| SUBTOTAL GSF | | | | | 12,127 | | |

FIRE AND POLICE DEPARTMENTS - FULL PROGRAM

| Space | Room Data # | Occupants | Visitors | Size proposed SF | Total GSF Subtotals | Total GSF per division | Notes |
|--|-------------|-----------|----------|------------------|---------------------|------------------------|---|
| OPERATIONS - DETENTION | | | | | | | |
| Sallyport | P-16 | 0 | 0 | 560 | | | |
| Holding | P-17 | 1 | 0 | 72 | | | |
| Booking | P-18 | 1 | 1 | 300 | | | |
| Detainee Shower | P-19 | 1 | 0 | 48 | | | |
| Janitor in Booking area | P-20 | 0 | 0 | 30 | | | |
| Detention Cell - Male | P-21 | 4 | 0 | 308 | | | |
| Detention Cell - Female | P-22 | 1 | 0 | 77 | | | |
| Detention Cell - Juvenile | P-23 | 1 | 0 | 77 | | | |
| Juvenile Supervision | P-24 | 1 | 0 | 70 | | | |
| | | | | | | | |
| SUBTOTAL | | | | | 1,542 | | |
| Gross area adjustment 15% | | | | | 231 | | |
| Circulation adjustment at 25% | | | | | 443 | | |
| SUBTOTAL GSF | | | | | 2,217 | | |
| ADMINISTRATION | | | | | | | |
| Police Chief Office | P-25 | 1 | 5 | 192 | | | |
| Administrative Assistant - Chief | P-26 | 1 | 1 | 168 | | | |
| Conference Room | P-27 | 10 | 0 | 216 | | | |
| Administrative Assistants | P-28 | 2 | 1 | 160 | | | |
| Lieutenant Office - 4 | P-29 | 4 | 8 | 480 | | | |
| Detectives Office for 4 + Detective Sergeant | P-30 | 6 | 2 | 470 | | | |
| Interview Room | P-31 | 4 | 0 | 120 | | | Prefer first floor close to cell block |
| Juvenile Probation/Prosecutor Office / Court Officer | P-32 | 2 | 2 | 120 | | | |
| Shared Work Area | P-33 | 7 | 0 | 432 | | | Prefer first floor |
| Administrative Sergeant | P-34 | 1 | 2 | 120 | | | |
| Active Records Storage | P-35 | 0 | 0 | 100 | | | |
| Archival Document Storage | P-36 | 0 | 0 | 300 | | | Could be in Basement |
| Office Equipment / Copy | P-37 | 0 | 0 | 64 | | | |
| Server Room | P-38 | 0 | 0 | 80 | | | |
| Office Supplies | P-39 | 0 | 0 | 32 | | | |
| Coat Closet | P-40 | 0 | 0 | 57 | | | |
| Toilet Rooms | P-41 | 1 | 0 | 360 | | | |
| | | | | | | | |
| SUBTOTAL | | | | | 3,471 | | |
| Gross area adjustment 15% | | | | | 521 | | |
| Circulation adjustment at 25% | | | | | 998 | | |
| SUBTOTAL GSF | | | | | 4,990 | | |
| Police Department | | | | | | | |
| GRAND SUBTOTAL GSF | | | | | | 19,333 | |
| Fire | | | | | | | |
| OPERATIONS | | | | | | | |
| Apparatus Bays | F-1 | 0 | 0 | 6036 | | | Prefer 4 bay wide, 6 bay wide is OK; 3 bay wide last choice |

FIRE AND POLICE DEPARTMENTS - FULL PROGRAM

| Space | Room Data # | Occupants | Visitors | Size proposed SF | Total GSF Subtotals | Total GSF per division | Notes |
|--|-------------|-----------|----------|------------------|---------------------|------------------------|----------------------|
| Hose Storage | F-2 | 0 | 0 | 80 | | | |
| Gear Storage | F-3 | 12 | 0 | 650 | | | |
| Laundry | F-4 | 0 | 0 | 120 | | | |
| Maintenance Workshop | F-5 | 0 | 0 | 120 | | | |
| Medical Cleaning | F-6 | 0 | 0 | 120 | | | |
| SCBA Fill Room/OxygenStorage | F-7 | 0 | 0 | 160 | | | |
| Air Compressor | F-8 | 0 | 0 | 40 | | | |
| Radio Room | F-9 | 0 | 0 | 120 | | | |
| Haz Mat Supply Storage | F-10 | 0 | 0 | 80 | | | |
| Medical Supply Storage | F-11 | 0 | 0 | 100 | | | |
| Bulk Storage | F-12 | 0 | 0 | 144 | | | |
| | | | | | | | |
| | | | | | | | |
| SUBTOTAL | | | | | 7,770 | | |
| Gross area adjustment 15% | | | | | 1,166 | | |
| Circulation adjustment at 15% | | | | | 1,340 | | |
| SUBTOTAL GSF | | | | | 10,276 | | |
| | | | | | | | |
| | | | | | | | |
| ADMINISTRATION | | | | | | | |
| Fire Chief Office | F-13 | 1 | 3 | 192 | | | |
| Administrative Assistant | F-14 | 1 | 2 | 120 | | | |
| Conference Room | F-15 | 10 | 0 | 216 | | | |
| Deputy Chief of Operations | F-16 | 1 | 4 | 120 | | | |
| Deputy Chief - Shift Commander Office/Dorm | F-17 | 1 | 2 | 200 | | | |
| Shared Lieutenant or Captain Office/Dorm | F-18 | 1 | 2 | 200 | | | |
| Fire Prevention/Inspector Office | F-19 | 2 | 2 | 144 | | | |
| Plan Storage | F-20 | 0 | 0 | 100 | | | Prefer first floor |
| Director of Administrative Services | F-21 | 2 | 1 | 120 | | | |
| EMS/Communications | F-22 | 3 | 0 | 200 | | | Prefer first floor |
| Active Records Storage | F-23 | 0 | 0 | 168 | | | |
| Archival Document Storage | F-24 | 0 | 0 | 200 | | | Could be in Basement |
| | | | | | | | |
| Office Equipment / Copy / Supplies | F-25 | 0 | 0 | 64 | | | |
| Coat Closet | F-26 | 0 | 0 | 13 | | | |
| Staff Toilet | F-27 | 0 | 0 | 170 | | | |
| | | | | | | | |
| | | | | | | | |
| SUBTOTAL | | | | | 2,227 | | |
| Gross area adjustment 15% | | | | | 334 | | |
| Circulation adjustment at 25% | | | | | 640 | | |
| SUBTOTAL GSF | | | | | 3,201 | | |
| | | | | | | | |
| | | | | | | | |
| STAFF SUPPORT | | | | | | | |
| Dorm Rooms for 7 Firefighters per shift | F-28 | 7 | 0 | 900 | | | |
| Dorm Study Room | F-29 | 1 | 0 | 100 | | | |
| | | | | | | | |
| Toilet / Shower Room Male | F-30 | | 0 | 250 | | | |
| | | | | | | | |
| Toilet / Shower Room Female | F-31 | | 0 | 165 | | | |
| Rec Room | F-32 | 9 | 0 | 360 | | | |
| Kitchen | F-33 | 3 | 0 | 250 | | | |
| | | | | | | | |
| | | | | | | | |

FIRE AND POLICE DEPARTMENTS - FULL PROGRAM

| Space | Room Data # | Occupants | Visitors | Size proposed SF | Total GSF Subtotals | Total GSF per division | Notes |
|----------------------------------|-------------|-----------|----------|------------------|---------------------|------------------------|-------|
| SUBTOTAL | | | | | 2,025 | | |
| Gross area adjustment 15% | | | | | 304 | | |
| Circulation adjustment at 25% | | | | | 582 | | |
| SUBTOTAL GSF | | | | | 2,911 | | |
| GRAND SUBTOTAL GSF | | | | | | 16,388 | |
| BUILDING SUPPORT | | | | | | | |
| Tel/Data | B-1 | 0 | 0 | 100 | | | |
| Mechanical Room | B-2 | 0 | 0 | 350 | | | |
| Electrical Room | B-3 | 0 | 0 | 200 | | | |
| Emergency Electrical | B-4 | 0 | 0 | 100 | | | |
| Plumbing Fire Protection | B-5 | 0 | 0 | 200 | | | |
| Janitor | B-6 | 0 | 0 | 96 | | | |
| Elevator and Machine Room | B-7 | 0 | 0 | 128 | | | |
| Egress Stairs | B-8 | 0 | 0 | 720 | | | |
| SUBTOTAL | | | | | 1,894 | | |
| Gross area adjustment 15% | | | | | 284 | | |
| Circulation adjustment at 15% | | | | | 327 | | |
| SUBTOTAL GSF | | | | | 2,505 | | |
| GRAND SUBTOTAL GSF | | | | | | 2,505 | |
| GRAND TOTAL BUILDING | | | | | | 41,953 | |
| Site Elements | | | | | | | |
| Exterior Storage | | | | 200 | | | |
| Parking | | | | | | | |
| Daily Staff Spaces | | | | 60 | | | |
| Other Municipal Official Parking | | | | 10 | | | |
| Public | | | | 5 | | | |
| Total Parking | | | | 75 | | | |

FIRE AND POLICE DEPARTMENTS - FULL PROGRAM

| | Chestnut School St | | |
|---|--------------------|-----------|---|
| CATEGORY | Actual Value | Max Value | CRITERIA/COMMENTS |
| 1. LOCATION | 19 | 20 | |
| 1.1 Geographic location | 5 | 5 | Central to mission; moderate changes to operations; requires change to existing operations |
| 1.2 Neighborhood | 5 | 5 | Minimal impact on residential neighborhood and community; moderate impact; significant impact |
| 1.3 Current Use | 4 | 4 | Continued use; compatible use; currently undeveloped and used by others (recreational use open space) |
| 1.4 Zoning By-laws | 3 | 3 | Allowed - complies with use, dimensional requirements and performance standards; Use allowed with moderate approval; Use will be difficult or costly to win approval (due to constraints such as historic preservation) |
| 1.5 Public Facade/Screening | 2 | 3 | No private owner abutters, nothing special required; Abutters with adequate area for screening; Abutters with inadequate area for screening |
| 2. ACCESSIBILITY | 10 | 10 | |
| 2.1 Site Access | 5 | 5 | Ease of access through existing entry points and roadways; some impact on entry or roadway; significant impact including limited emergency access |
| 2.2 Traffic | 5 | 5 | No impact on traffic patterns; some impact; significant impact |
| 3. SITE FEATURES | 15 | 20 | |
| 3.1 Adequate site size | 6 | 6 | Optimum size - allows for expansion; good size but no expansion capability; undersized for full program |
| 3.2 Existing Structures/Historic Preservation | 1 | 4 | Existing structures will not impede development ; some impact on intended use; full impact |
| 3.3 Operations - ease of use | 4 | 4 | Staff and Visitors use of site: Site easily split; site requires some overlap of uses; site uses overlap negatively |
| 3.4 Flexibility/Circulation | 4 | 6 | Site can be reconfigured as needs change; site has limited reconfiguration options; site has no flexibility |
| 4. ENVIRONMENTAL | 15 | 15 | |
| 4.1 Wetlands | 4 | 4 | No wetlands or all work will occur outside of ConCom jurisdiction; indirect impact (work in buffer zones); direct impact on existing wetlands, flood plains, endangered species |
| 4.2 Stormwater Management | 5 | 5 | Reasonable cost for stormwater management; moderate costs; excessive costs |
| 4.3 Conservation/DEP Permitting | 4 | 4 | No work within designated vernal pool and/or rare species habitat; normal permitting process; work within vernal pool and/or rare species habitat |
| 4.4 Existing Tree Cover | 2 | 2 | No major reduction; minimum to moderate clearing; major clearing |
| 5. SITE DEVELOPMENT | 20 | 20 | |
| 5.1 Utilities | 4 | 4 | Availability of gas, electricity, water, municipal sewage, storm drainage; some utilities need to be brought on site; most utilities need to be brought on site |
| 5.2 Topography | 4 | 4 | Slopes range: % to %: appropriate for buildings parking - full access; some revisions to meet needs; significant access issues |
| 5.3 Soils | 4 | 4 | Adequate for bearing capacity; non-standard foundations required |
| 5.4 Hazardous Materials | 4 | 4 | Free of known contaminants; testing required; site history of contaminants |
| 5.5 Costs of Development | 4 | 4 | Reasonable costs for development; moderate costs; excessive costs (cut/fill, clearing, blasting; renovation vs new) |
| 6. AVAILABILITY | 13 | 15 | |
| 6.1 Jurisdictional Control | 5 | 5 | Jurisdictional control remains same; trade of use acceptable and benefits both; highest and best use displaces traditional use in a less positive manner; change of jurisdictional control or use requires state legislative or agency approval |
| 6.2 Displacement Required | 3 | 5 | Cost of relocation minimal; moderate; excessive |
| 6.3 Acquisition | 5 | 5 | Cost, availability, time schedule, eminent domain: Reasonable costs, available for sale at this time; Costs high but available to meet schedule; Cost high with eminent domain |

POLICE AND FIRE DEPARTMENTS - CRITERIA MATRIX

TO: STEVE POPPER
FROM: DENNIS CONDON
SUBJECT: NEEDHAM FIRE STATION ONE FACILITIES MASTER PLAN
DATE: JANUARY 29, 2015
CC: HANK HAFF, DONALD ANASTASI, DEBORAH BONANNO

Having reviewed the proposed new Police/Fire Station plans outlined in the Facilities Master Plan Study, as well as the hard copy of the same that Hank Haff so graciously explained to me and my staff last week, I would have the following comments to make.

It would be desirous if the administration offices were located on the first floor somewhat apart from both the public entrance way and the line personnel living quarters. In our current location, administration efficiencies are compromised if not hindered completely by the near constant interruptions resulting from the high human traffic flow through the area. In the current plan, administrative public interactions can be expected to diminish with a new second floor location, but the close proximity to the line personnel living quarters may negate any benefit gained. If it is at all possible to separate fire administration from the line personnel quarters and the public vestibule it would be highly advantageous in creating a more business like atmosphere for administrative purposes.

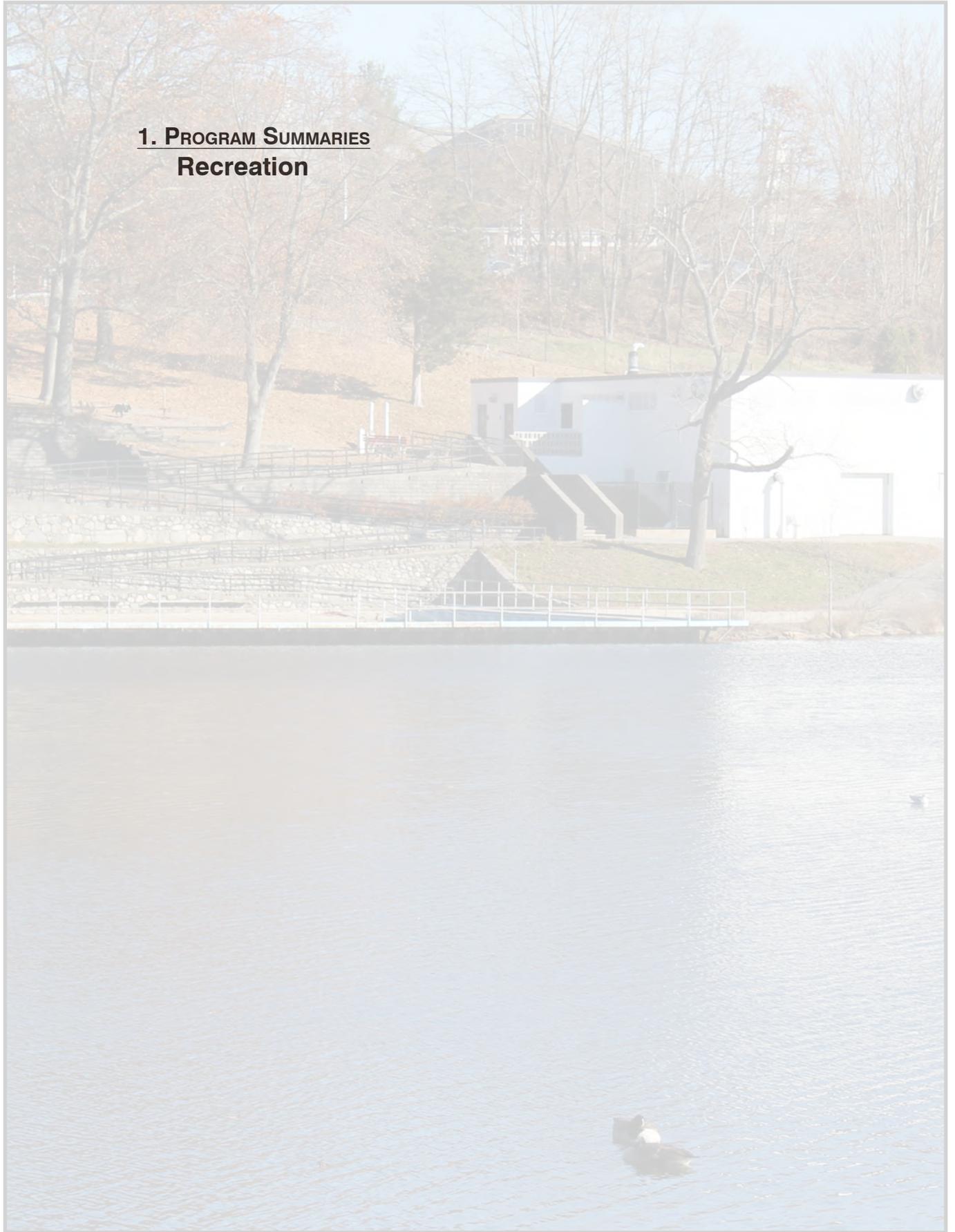
In addition to the location of administrative offices, the allocated space is of concern. It is highly conceivable, if not inevitable that the number of administrative/fire prevention staff personnel is likely to grow over the 10 years as a function of community development and code complexities. Already a need for an additional Fire Prevention/Inspector/Supervisor is clear and would be proposed if not for the mere lack of office space currently available. Therefore, an eye towards future administrative expansion and associated additional office space is critical in regards to any new building plans. It should also be highlighted that a need for increased administrative storage space cannot be overstated.

Regarding the apparatus garage area, it is an overwhelming belief within the department that four drive-thru bays are essential. While drive-thru bays may be held captive to the acquisition of one additional parcel on Lincoln Street their benefits should not be dismissed entirely. First and most importantly is safety. Drive-thru bays by their definition reduce the number of times fire apparatus will need to back up. Backing up fire apparatus requires personnel to exit the vehicle and enter oncoming traffic to make sure the area is clear, thereby putting them in harm's way. Further, safely driving forward greatly reduces the number of blind spots and associated accidents. To that point apparatus and building damage would be greatly reduced by consistent forward driving as to the current proposal of a single entrance and exit point to the garage facility.

The addition of a fourth apparatus bay would allow for more efficient positioning of emergency equipment negating the need to move vehicles for certain calls thereby reducing response times. A fourth bay would also allow for an area where the department mechanic could work on vehicles resulting in reduced repair costs to the Town for years to come.

I realize as Mr. Haff explained, it may not be possible to reconfigure the plans to accommodate these ideas at this time. However, my staff and I felt it important to make known our thoughts so they may be included in the planning process going forward.

1. PROGRAM SUMMARIES
Recreation



Programming Questionnaire
Administrative Areas

Park & Recreation

Please provide as much information as possible for each section of the following questionnaire. You may not have an answer for every question but please do your best. The information will be used during the Master Planning programming effort for your department, division or group. Thank you for participating.

Name: Patricia Carey, Director (with Matt Varrell for Ridge Hill/Conservation)

Department/Division/Group: Park and Recreation

Phone number and email address: (781) 455-7550 x 230 pcarey@needhamma.gov

Date of Completion January 28, 2014

General Information

Function: Please describe the primary function of your department, division or group in as much detail as is possible.

The Park and Recreation Department is located on the first floor at the Public Services Administration Building – 500 Dedham Avenue.

The department oversees other buildings: Rosemary Pool and Bathhouse/storage; Camp Property shelter and two latrines; Claxton restrooms with DPW working garage; Carleton Pavilion at DeFazio Park with restrooms, storage and concession; Cricket Field program space/storage/restrooms and underground DPW storage; Mills Field concession building and separate restroom building (not in useable condition); Riverside Park restroom building

In addition to buildings, Park and Recreation oversees all Town playgrounds located on Park and Recreation, Selectmen and School properties, as well as outdoor tennis courts (Schools: High School, Newman School) (Park and Recreation: Mills)

The department operates more than 50 programs and special events each year. The only program sites under Park and Recreation's jurisdiction are Rosemary Pool and Cricket – both summer-only sites for programming; and the shelter at the Camp Property (difficult access to site, no electricity or operational restrooms). Space is borrowed from School Department, Center at the Heights, Library, Ridge Hill (summers, only) St. Sebastian's School (ice rink), and Needham Housing Authority, and at times, from other local private organizations.

The Park and Recreation Commission is a 5 member elected board that sets policies – but also has jurisdiction over approximately 300 acres of Town-owned land. The other boards with jurisdiction over land are the Board of Selectmen, School Committee, Conservation Commission and Trustees of Memorial Park.

Operation: Please provide information on the following: visitors to your offices, hours of operation, security concerns.

Programming Questionnaire

Park & Recreation

Administrative Areas

Visitors and Interaction with Community: Park and Recreation is located at the front entrance to PSAB, along with the Building Department, due to the volume of visitors and seasonal staff to the office.

Public Business Hours: Office hours are 8:30 AM – 5:00 PM, but with on-line registration, residents can interact with our department 24 hours/day.

Staff Hours: The office is covered 8:30 AM – 5:00 PM. The Director, Assistant Director and Recreation Supervisor work other hours, including weekends, depending on programs, special events, and meetings.

+ *Security/Safety Concerns:* Our department used to be at Town Hall. When it was clear that all offices couldn't fit in Town Hall's limited space, I offered for Park and Recreation to move to PSAB, as our department has synergy with the departments located in this building. It is important that our department not be put in a building by ourselves for safety – and sanity!

Issues such as noise, fumes, indoor temperature, natural daylight:

Shared spaces and access by Community: All Park and Recreation facilities are used by the community.

Emergency Events: Please describe any special requirements or needs during emergency events (*Water, fuel or communication needs, outside assistance, changes to parking or queuing*).

+ Our department needs parking for customers to our office – and at program sites.

Other Information: Please provide additional information that you believe would provide a more complete picture of your needs with a focus on intangible ideas (*such as, we want to provide an open atmosphere but our work is too sensitive because*).

Programming Questionnaire
Administrative Areas

Park & Recreation

Most of these questions have related to the office functions of the department, but those were handled during the move to PSAB. The one area that hasn't has been resolved is long-term storage – the area put aside for our department at 470 Dedham Avenue was used by another department, so we still need to create a space in that building, but as it is upstairs, it will be difficult to access with heavy items.

- + What the department needs is programming space that provides storage but is also flexible, whether for a crafts program for the young, or a dance program.
- + For many decades, Park and Recreation has offered programs at school sites, particularly in the summer. In recent years, Needham Public Schools has expanded their use of the schools in the summers, making it difficult for Park and Recreation to get the space that it needs.

STAFFING, BELOW: Only the current staffing is listed below. The future will depend on the type of facilities that the Town chooses to invest in – not something that can be predicted at this time.

Staffing Requirements

Staffing: Please provide an organizational chart for your department, division or group. Please include current staffing and possible projected staffing until the year 2033.

| Position | Staffing Projections | | | | FTE | PTE | Comments |
|-----------------------------|----------------------|----------|----------|----------|----------|-----|---|
| | 2014 | 2019 | 2024 | 2033 | | | |
| <i>Example: Director</i> | <i>1</i> | <i>1</i> | <i>1</i> | <i>1</i> | <i>X</i> | | <i>Private office</i> |
| <i>Staff: Title</i> | <i>1</i> | <i>2</i> | <i>2</i> | <i>3</i> | <i>x</i> | | <i>Workstation</i> |
| Director | 1 | | | | | | Private office |
| Assistant Director | 1 | | | | | | Private Office |
| Recreation Supervisor | 1 | | | | | | Work station |
| Administrative Specialist | 1 | | | | | | Work station |
| Summer Supervisor | 1 | | | | | | Shared work station |
| CPC staff person (pt) | 1 | | | | | | Shared work station |
| Playground Maintenance (pt) | 1 | | | | | | Supply storage space (currently at Rosemary Pool) |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

A recent survey of residents on the community showed support for investments in Rosemary Pool.

Cricket Field Building: Describe preliminary concerns about Feasibility Study findings.

No concerns about the findings.

The Park and Recreation Commission has chosen its option for renovation of the existing building, keeping it a seasonal use building plus year-round storage. It is ready to move forward for design funding.

Community Center: Full programming required

This has been a discussion for decades. The original study committee from the 1990's led the effort for the Town to consider doing master plans to review all facility needs together, rather than having each department/board work on their needs separately.

There is a non-profit group developed in Needham who is advocating for more recreation space for the community. Their original concept was for a very large building and outdoor space, similar to what is found in other parts of the country that are less developed.

I've worked with them to see the benefit of a "campus style" with opportunities spread throughout buildings.

Because we have worked as whole to set the master plan for the Town's facility needs, some of the original needs put forward by the original Community Center group have been met. The renovations of the Eliot and Broadmeadow Schools came with full-size gyms

- provide additional gym space for community groups. The renovations of the Library and
- Town Hall, and the creation of PSAB added accessible meeting and activity space. Powers
- Hall at Town Hall provides a large venue for meetings and community events, along with a
- small stage for performances. The Center at the Heights provides a variety of activity and meeting spaces, including a fitness center. Outdoor areas have also been improved, and many parks have places for passive recreation as well as active recreation.

Currently, the Town has two public pools. Park and Recreation oversees Rosemary Pool, which accomplishes a lot but is tired and in need of updates and improvements. The YMCA operates an indoor pool, but continues to work hard, as Park and Recreation does, to make a small pool in need of updates and improvements work. Decisions need to be made by both organizations on how to move forward. Decisions also need to be made on whether to prioritize recreation swimming vs. competitive swimming. There are some High School parents who believe that having a Town pool for the NHS swim teams will save the programs money - but renting space for the short-term vs. operating a year-round pool

Programming Questionnaire

Park & Recreation

Administrative Areas

have very different costs which need to be taken under consideration.

The final need is for teens. Like all age groups, their needs and interests vary greatly, so there is no "one stop shopping" solution, though often adults try to create one solution for all. Needham High School provides many opportunities for teens outside of school hours, from drama/theater/music activities, to athletics, to clubs for robotics/engineering, fishing, skiing, skateboarding, chess, Habitat for Humanity...I believe the current number of clubs exceeds 100. Some clubs have difficulty finding space within the High School or other schools – or at outdoor parks. An additional full-size gym could provide some flexibility. Many religious organizations in Needham also provide activities and space for teens.

Because many children are raised – for good reasons and not so good – in overly programmed lives, it is difficult for many of them to understand how to best use a "drop-in" space or program.

Ridge Hill Buildings: Full programming required

See attached report

The Conservation Commission needs to be included throughout any discussions about the future use of Ridge Hill, so that the use coordinates with the preservation of all of the surrounding Ridge Hill property.

Available Reports:

**Feasibility Study for the Future of Rosemary Pool - DRAFT
Weston & Sampson
November, 2013**

**Cricket Building Feasibility Study – BHA
March, 2012**

Ridge Hill Working Group Report – August, 2012

Additional studies of Rosemary Pool and Ridge Hill – looking at how to best use sites

| Space | Room Data # | Occupants per Room | Visitors | Size proposed SF | Total GSF Subtotals | Notes |
|--|-------------|--------------------|----------|------------------|---------------------|--|
| Community Building | | | | | | |
| SHARED BUILDING SERVICES | | | | | | |
| Entry Vestibule - Lobby | S-1 | | | 800 | | |
| Help Desk/Reception | S-2 | | | 200 | | |
| Office | S-3 | | | 100 | | |
| Restrooms, Male | S-4 | | | 61 | | Single accessible off lobby |
| Restrooms, Female | S-5 | | | 61 | | Single accessible off lobby |
| Janitorial Closet (2) | S-6 | | | 150 | | |
| Maintenance Office | S-7 | | | 120 | | |
| Building Storage | S-8 | | | 400 | | |
| Child Watch | S-9 | | | 800 | | Includes 175 Sf of toilets and 100 SF office |
| SUBTOTAL | | | | | 2,692 | |
| Gross area adjustment 13% | | | | | 350 | |
| Circulation adjustment at 15% | | | | | 456 | |
| SUBTOTAL GSF | | | | | 3,498 | |
| OFFICE SUITE | | | | | | |
| Office (5) | O-1 | | | 500 | | |
| Open office area | O-2 | | | 750 | | Approximately 8 workstations |
| Conference Room | O-3 | | | 288 | | |
| Restrooms, Male/Female | O-4 | | | 125 | | |
| SUBTOTAL | | | | | 1,663 | |
| Gross area adjustment 13% | | | | | 216 | |
| Circulation adjustment at 15% | | | | | 282 | |
| SUBTOTAL GSF | | | | | 2,161 | |
| NATATORIUM | | | | | | |
| Swimming Pool with Bleachers and Therapy Pool | | | | | | |
| Swimming Pool Area with Bleachers | N-1 | | | 8640 | | 25 yard x 50 meter: Includes 75' -1" wide x 162'-0" long pool and 15' clear around pool for deck. Bleachers - assume 6sf per person x 200 persons = 1200 SF. Includes (2) 400 SF visitor locker rooms. |
| Therapy Pool Area | N-2 | | | 2604 | | Includes exterior dim 24' w x 50' long pool with 1'-6" deck edge. Includes 6' clear around pool, three sides, and 12' clear at one long side to include stair to pool and walking surface. |
| Equipment Storage | N-3 | | | 750 | | Includes pool equipment/storage and pool heating/filtration equipment |
| Natatorium Offices (3) | N-4 | | | 120 | | Aquatics Director, Lifeguards and Meet Management |
| SUBTOTAL | | | | | 12,114 | |
| Gross area adjustment 13% | | | | | 1,575 | |
| Circulation adjustment at 15% | | | | | 2,053 | |
| SUBTOTAL GSF | | | | | 15,742 | |

COMMUNITY BUILDING - FULL PROGRAMMING

| Space | Room Data # | Occupants per Room | Visitors | Size proposed SF | Total GSF Subtotals | Notes |
|------------------------------------|-------------|--------------------|----------|------------------|---------------------|--|
| LOCKER ROOMS | | | | | | |
| Men's Locker Room | L-1 | | | 1,200 | | |
| Boy's Locker Room | L-2 | | | 600 | | |
| Women's Locker Room | L-3 | | | 1,200 | | |
| Girl's Locker Room | L-4 | | | 600 | | |
| Private Locker Room | L-5 | | | 400 | | |
| SUBTOTAL | | | | | 4,000 | |
| Gross area adjustment 13% | | | | | 520 | |
| Circulation adjustment at 15% | | | | | 678 | |
| SUBTOTAL GSF | | | | | 5,198 | |
| WORKOUT FACILITIES | | | | | | |
| Studio 1 | W-1 | | | 540 | | 18' x 30' |
| Studio 2 | W-2 | | | 414 | | 18' x 23' |
| Studio 3 | W-3 | | | 840 | | 28' x 30' |
| Cardio Fitness | W-4 | | | 840 | | 28' x 30' |
| Fitness | W-5 | | | 4000 | | 50' x 80' |
| Toilets Male/Female | W-6 | | | 600 | | |
| SUBTOTAL | | | | | 7,234 | |
| Gross area adjustment 13% | | | | | 940 | |
| Circulation adjustment at 15% | | | | | 1,226 | |
| SUBTOTAL GSF | | | | | 9,401 | |
| BASKETBALL GYMNASIUM | | | | | | |
| Basketball Gymnasium | B-1 | | | 9990 | | Assumes 90' x 108'. Full court or two smaller courts plus storage for equipment assumes 90' x 108'. Possible running track above is not counted as a separate space. (High School court is 50' x 84' court plus min 10' all sides = 70' x 104'). Assumes bleachers for 420 |
| Toilets Male/Female | B-2 | | | 250 | | 2 sets of male/female toilets |
| Janitors | B-3 | | | 64 | | |
| SUBTOTAL | | | | | 10,304 | |
| Gross area adjustment 13% | | | | | 1,340 | |
| Circulation adjustment at 15% | | | | | 1,747 | |
| SUBTOTAL GSF | | | | | 13,390 | |
| COMMUNITY ROOMS | | | | | | |
| Multi Use: Education/Community (2) | C-1 | | | 600 | | Assumes 20' x 30'. Assumes 40 persons at tables and chairs or 80 persons at seats. Provide moveable partition to subdivide |
| 3.3*50 | C-2 | | | 600 | | |
| Kitchen | C-3 | | | 350 | | |
| SUBTOTAL | | | | | 1,550 | |
| Gross area adjustment 13% | | | | | 202 | |

COMMUNITY BUILDING - FULL PROGRAMMING

| Space | Room Data # | Occupants per Room | Visitors | Size proposed SF | Total GSF Subtotals | Notes |
|--|-------------|--------------------|----------|------------------|---------------------|-------|
| Circulation adjustment at 15% | | | | | 263 | |
| SUBTOTAL GSF | | | | | 2,014 | |
| | | | | | | |
| GRAND TOTAL BUILDING W/O BUILDING SUPPORT | | | | | 51,404 | |
| | | | | | | |
| <i>BUILDING SUPPORT: Mechanical, Electrical, Plumbing, Fire Protection, Elevator, Stairs (Assume 20% of GSF)</i> | | | | | | |
| | | | | | | |
| SUBTOTAL | | | | | 7,711 | |
| Gross area adjustment 0% | | | | | 0 | |
| Circulation adjustment at 0% | | | | | 0 | |
| SUBTOTAL GSF | | | | | 7,711 | |
| | | | | | | |
| GRAND TOTAL BUILDING | | | | | 59,115 | |

COMMUNITY BUILDING - FULL PROGRAMMING

| Land requirements for building, parking and loading spaces and field(s) | | | |
|---|--|--|----------------|
| Component | Footprint | Square Footage | Total in acres |
| Building at 59,115 square feet | Assume two story building except at swimming pool; gymnasium located on upper level | 100 x 371 = 37,100 SF or .85 acres | 0.85 |
| Parking for +309 cars including 8 accessible parking spaces | Assume 6 lots for 50 cars each at 62' x 225' plus one lot for accessible spaces at 62' x 65' | 87,730 SF or 2.01 acres | 2.01 |
| Loading Requirement | Assume designated area 30' x 50' | 1,500 sf or .03 acres | 0.03 |
| Landscaped areas | Assume 10% of parking area | 87,730 x .10 = 8,773 SF or .2 acres | 0.2 |
| Snow Storage | Assume 10% of parking area | 87,730 x .10 = 8,773 SF or .06 acres | 0.2 |
| SUBTOTAL | | | 3.29 |
| Fields | Assume 225' x 360 regulation size soccer field = 81,000 SF | 81,000 x 2 = 162,000 SF or 3.7 acres | 3.7 |
| TOTAL | | | 6.99 |
| Max Floor Area Ratio (F.A.R.) | Maximum area ratio = .30. | Min site size = 197,050 SF or 4.52 acres | 4.52 |

COMMUNITY BUILDING - LAND REQUIREMENTS

| | Greendale Ave Parcel 74 | Town Forest | Nike | 470 Dedham Ave. | Hillside | Ridge Hill | | |
|---|-------------------------|--------------|--------------|-----------------|--------------|--------------|------------|---|
| CATEGORY | Actual Value | Actual Value | Actual Value | Actual Value | Actual Value | Actual Value | Max Value | CRITERIA/COMMENTS |
| 1. LOCATION | 11 | 9 | 11 | 14 | 14 | 11 | 20 | |
| 1.1 Geographic location | 4 | 4 | 3 | 5 | 5 | 3 | 5 | Central to mission; moderate changes to operations; requires change to existing operations |
| 1.2 Neighborhood | 3 | 2 | 3 | 4 | 4 | 3 | 5 | Minimal impact on residential neighborhood and community; moderate impact; significant impact |
| 1.3 Current Use | 1 | 1 | 1 | 2 | 2 | 1 | 4 | Continued use; compatible use; currently undeveloped and used by others (recreational use open space) |
| 1.4 Zoning By-laws | 1 | 1 | 1 | 1 | 1 | 1 | 3 | Allowed - complies with use, dimensional requirements and performance standards; Use allowed with moderate approval; Use will be difficult or costly to win approval (due to constraints such as historic preservation) |
| 1.5 Public Facade/Screening | 2 | 1 | 3 | 2 | 2 | 3 | 3 | No private owner abutters, nothing special required; Abutters with adequate area for screening; Abutters with inadequate area for screening |
| 2. ACCESSIBILITY | 7 | 7 | 2 | 7 | 7 | 4 | 10 | |
| 2.1 Site Access | 4 | 4 | 1 | 3 | 3 | 2 | 5 | Ease of access through existing entry points and roadways; some impact on entry or roadway; significant impact including limited emergency access |
| 2.2 Traffic | 3 | 3 | 1 | 4 | 4 | 2 | 5 | No impact on traffic patterns; some impact; significant impact |
| 3. SITE FEATURES | 13 | 19 | 19 | 6 | 12 | 17 | 20 | |
| 3.1 Adequate site size | 2 | 6 | 6 | 1 | 2 | 6 | 6 | Optimum size - allows for expansion; good size but no expansion capability; undersized for full program |
| 3.2 Existing Structures/Historic Preservation | 4 | 4 | 3 | 2 | 3 | 1 | 4 | Existing structures will not impede development ; some impact on intended use; full impact |
| 3.3 Operations - ease of use | 4 | 4 | 4 | 3 | 4 | 4 | 4 | Staff and Visitors use of site: Site easily split; site requires some overlap of uses; site uses overlap negatively |
| 3.4 Flexibility/Circulation | 3 | 5 | 6 | 0 | 3 | 6 | 6 | Site can be reconfigured as needs change; site has limited reconfiguration options; site has no flexibility |
| 4. ENVIRONMENTAL | 12 | 7 | 7 | 9 | 8 | 5 | 15 | |
| 4.1 Wetlands | 4 | 3 | 3 | 1 | 1 | 3 | 4 | No wetlands or all work will occur outside of ConCom jurisdiction; indirect impact (work in buffer zones); direct impact on existing wetlands, flood plains, endangered species |
| 4.2 Stormwater Management | 4 | 3 | 1 | 2 | 1 | 1 | 5 | Reasonable cost for stormwater management; moderate costs; excessive costs |
| 4.3 Conservation/DEP Permitting | 4 | 1 | 1 | 4 | 4 | 1 | 4 | No work within designated vernal pool and/or rare species habitat; normal permitting process; work within vernal pool and/or rare species habitat |
| 4.4 Existing Tree Cover | 0 | 0 | 2 | 2 | 2 | 0 | 2 | No major reduction; minimum to moderate clearing; major clearing |
| 5. SITE DEVELOPMENT | 14 | 17 | 14 | 9 | 10 | 14 | 20 | |
| 5.1 Utilities | 4 | 4 | 2 | 4 | 4 | 2 | 4 | Availability of gas, electricity, water, municipal sewage, storm drainage; some utilities need to be brought on site; most utilities need to be brought on site |
| 5.2 Topography | 1 | 3 | 4 | 3 | 3 | 3 | 4 | Slopes range: % to %: appropriate for buildings parking - full access; some revisions to meet needs; significant access issues |
| 5.3 Soils | 4 | 3 | 3 | 0 | 2 | 2 | 4 | Adequate for bearing capacity; non-standard foundations required |
| 5.4 Hazardous Materials | 4 | 4 | 3 | 1 | 0 | 4 | 4 | Free of known contaminants; testing required; site history of contaminants |
| 5.5 Costs of Development | 1 | 3 | 2 | 1 | 1 | 3 | 4 | Reasonable costs for development; moderate costs; excessive costs (cut/fill, clearing, blasting; renovation vs new) |
| 6. AVAILABILITY | 8 | 8 | 11 | 9 | 8 | 8 | 15 | |
| 6.1 Jurisdictional Control | 1 | 1 | 3 | 3 | 3 | 1 | 5 | Jurisdictional control remains same; trade of use acceptable and benefits both; highest and best use displaces traditional use in a less positive manner; change of jurisdictional control or use requires state legislative or agency approval |
| 6.2 Displacement Required | 4 | 4 | 3 | 1 | 1 | 4 | 5 | Cost of relocation minimal; moderate; excessive |
| 6.3 Acquisition | 3 | 3 | 5 | 5 | 4 | 3 | 5 | Cost, availability, time schedule, eminent domain: Reasonable costs, available for sale at this time; Costs high but available to meet schedule; Cost high with eminent domain |
| TOTAL | 65 | 67 | 64 | 54 | 59 | 59 | 100 | |
| 7. SPECIAL CONSIDERATIONS | | | | | | | | |
| 7.1 Temporary buildings | | | | | | | | Costs to temporarily house intended use minimal; moderate; excessive |
| 7.2 Permanent changes to use | | | | | | | | Change in use relatively simple; requires return to state for review, redistricting; loss of traditional use |
| 7.3 Temporary use of site | | | | | | | | Additions benefit traditional use; additions reduce traditional use; temporary elimination of traditional use |
| 7.4 Time Schedule | | | | | | | | Impact of Delay |

COMMUNITY BUILDING - CRITERIA MATRIX

| Space | Room Data # | Size proposed SF | Total GSF Subtotals | Notes |
|---|-------------|------------------|---------------------|--|
| FIELD LEVEL | | | | |
| Entry Vestibule - Lobby - Control Point | L-1 | 170 | | |
| Concession Stand | L-2 | 220 | | |
| Restrooms, Male | L-3 | 63 | | For concession stand or garage staff |
| Restrooms, Female | L-4 | 63 | | For concession stand or garage staff |
| Home Team Room | L-5 | 600 | | Open room with benches |
| Visiting Team Room | L-6 | 400 | | Open room with benches |
| Team Restroom #1 | L-7 | 63 | | |
| Team Restroom #2 | L-8 | 63 | | |
| Garage Bay | L-9 | 1500 | | Equipment for field maintenance |
| Public Restroom Male | L-10 | 190 | | Outside access with privacy corridor |
| Public Restroom Female | L-11 | 190 | | Outside access with privacy corridor |
| Building Storage | L-12 | 1200 | | Football, soccer + baseball |
| Janitorial Closet | L-13 | 80 | | |
| | | | | |
| SUBTOTAL | | | 4,802 | |
| Gross area adjustment 13% | | | 624 | |
| Circulation adjustment at 15% | | | 814 | |
| SUBTOTAL GSF | | | 6,240 | |
| MID LEVEL | | | | |
| Teen Center | M-1 | 800 | | Tables + Chairs = 54 |
| Teen Room 2 with Kitchen | M-2 | 1200 | | Kitchen at 250sf; Tables + Chairs = 64 |
| Teen Director Office | M-3 | 144 | | |
| Restrooms, Male | M-4 | 126 | | |
| Restrooms, Female | M-5 | 126 | | |
| Janitorial Closet | M-6 | 80 | | |
| | | | | |
| SUBTOTAL | | | 2,476 | |
| Gross area adjustment 13% | | | 322 | |
| Circulation adjustment at 15% | | | 420 | |
| SUBTOTAL GSF | | | 3,218 | |
| UPPER LEVEL | | | | |
| Large Meeting Room | U-1 | 850 | | Tables + Chairs = 56 |
| Small Meeting Room | U-2 | 480 | | Tables + Chairs = 32 |
| Table Chair Storage | U-3 | 50 | | |
| Trustees of Memorial Park Office | U-4 | 144 | | |
| Sport Office (3) | U-5 | 300 | | Football, soccer + baseball |
| Restrooms, Male | U-6 | 63 | | |
| Restrooms, Female | U-7 | 128 | | |
| Janitorial Closet | U-8 | 80 | | |
| | | | | |
| SUBTOTAL | | | 2,095 | |
| Gross area adjustment 13% | | | 272 | |
| Circulation adjustment at 15% | | | 355 | |
| SUBTOTAL GSF | | | 2,722 | |
| | | | | |
| TOTAL BLDG W/O BLDG SUPPORT | | | 12,180 | |
| BUILDING SUPPORT | | | | |
| Mechanical, Electrical, Data, Plumbing, Fire Protection, Elevator, Stairs:Assume 25% of GSf | | | | |
| SUBTOTAL GSF | | | 3,045 | |
| | | | | |
| GRAND TOTAL BUILDING | | | 15,225 | |

MEMORIAL PARK BUILDING - FULL PROGRAMMING

