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final document

# Department of Public Works Feasibility Study

Town of Needham, Massachusetts

October 28, 2016

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## I. Introduction

The Town of Needham retained the services of Weston & Sampson to prepare a feasibility study for a new facility to house the Department of Public Works (DPW). The object of the study was to develop a DPW building program and site features which are capable of cost effectively and efficiently supporting the services offered by the DPW to the community. The study included inspecting the existing facilities, identifying deficiencies, interviewing staff, identifying current and future needs, developing conceptual alternatives for different sites of consideration, evaluating the preferred conceptual alternative with the DPW Committee (Committee), and preparing budget cost estimates for the preferred alternative. In essence, this document will serve as a roadmap for the Town as they develop the Town's Master Plan for a new DPW Facility.

## II. Data Review and Confirmation

This Section presents a summary of our data review and confirmation. The goal of this task is to develop an understanding of the DPW operations, staffing, and equipment. We use this information to generate required space needs on a conceptual level. As part of this Task, we have completed the following:

- Reviewed existing documents;
- Conducted interviews with DPW staff to verify our understanding of the operations;
- Substantially confirmed DPW vehicles and equipment; and
- Created individual room datasheets.

The findings presented herein are the foundation for a new DPW facility, although it is possible that the information may be revised as the project advances towards final design.

### **EXISTING DOCUMENTATION**

A number of documents have been provided to Weston & Sampson as part of this project. A list of the documents provided to us is attached as Appendix A. Information provided to us includes the vehicle fleet list and equipment list of the DPW.

### **STAFF INTERVIEWS**

Weston & Sampson met with staff to better understand the operations of the DPW and how the different divisions interact. Through this process, we also developed an understanding of required needs (workspaces, storage, workshops, etc.), equipment, and staffing. A staffing survey was also distributed to DPW personnel. The staffing survey allowed members to comment on areas of the operations that are acceptable, not acceptable, and what are important issues that affect their jobs. A memorandum summarizing our meetings and the results of the staff surveys are provided in Appendix B.

### **SPACE NEEDS PROGRAM**

Using the information gathered and provided, Weston & Sampson prepared the space needs program. Staffing levels were primarily based on the organization chart provided by the Town. A copy of the DPW Organization Chart is included in Appendix B. The number of employees identified in the organization chart may be different than those reported to us during the staff interviews, as it is possible that vacant positions were not reported at that time. Staffing levels used for this study are summarized in the table below.

<b>STAFFING</b> (Including Vacant Positions)										
DEPARTMENT	PSAB	484	470	SMPS	WTP	West St.	RTS	Seasonal	TOTAL	Future
Administration / Operations	9								9	
Engineering	12							2	12	
Highway	2		10					2	12	5
Water, Sewer & Drains	2	12		5	3	2		4	28	
Parks & Forestry	2		14					6	16	
Garage	0		5						5	
Solid Waste and Recycling	1						9		10	
<b>TOTALS:</b>	<b>28</b>	<b>12</b>	<b>29</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>9</b>	<b>14</b>	<b>102</b>	<b>107</b>
<b>Satellite Operations to Remain:</b>				5	3	2	9		19	
<b>Adjusted # of Employees:</b>									83	<b>88</b>

Maximum Design Number of Staff

As seen in the table above, there are 107 employees under the DPW organization, and 19 of those employees operate out of satellite offices (i.e. St. Mary’s Pump Station, RTS, etc.) that are to remain in their current location. Therefore, the new facility should be designed to accommodate up to 88 personnel. Alternately, if the Town were to construct a new facility at the site of the existing DPW facility (470 Dedham Ave), then the staff currently located in the Public Services Administration Building (PSAB) would not need to be relocated. This would reduce the staffing size for the new facility by up to 28 staff, resulting in a designed staffing level of 60 for the new building.

Vehicle and equipment lists were provided to us by the Town. As part of this effort, we also visually identified available DPW vehicles and equipment to measure the equipment and to identify discrepancies with the information provided to us. The following table presents a summary of the fleet inventory by division.

<b>FLEET INVENTORY BREAKDOWN BY DIVISION</b>					
<b>DEPARTMENT</b>	<b>Large Vehicles</b>	<b>Small Vehicles</b>	<b>Small Equipment</b>	<b>Trailers</b>	<b>TOTAL</b>
Administration / Engineering	0	12	0	0	12
Garage / Highway	9	16	10	11	46
Parks & Forestry	1	12	5	10	28
Water & Sewer	7	18	2	12	39
Recycling & Transfer Station	9	1	5	9	24
<b>TOTAL:</b>	26	59	22	42	<b>149</b>
<b>Satellite Operation Fleet to Remain:</b>	9	1	5	9	<b>24</b>
<b>Adjusted # of Fleet:</b>	17	58	17	33	<b>125</b>

Maximum Design Fleet

The DPW maintains all town vehicles except for public safety vehicles (police and fire).

There are also smaller pieces of equipment (including plows, attachments, push mowers, power washers, paint strippers, etc.) that are not included in the summary table above. Much of this equipment is seasonal and often does not require designated year round storage space. The vehicle storage garage and workshops should be designed with adequate swing space to accommodate this smaller equipment. The complete fleet inventory list and equipment lists are attached as Appendix C.

**OPERATIONS / STORAGE LOCATIONS**

As described to us during the staff interviews, the DPW operates out of several different buildings or locations. A map indicating the various locations that the DPW occupies for operations and/or

storage locations is included as Appendix D. The following is a summary of the different sites where the DPW conducts its operations or has storage areas.

- 1) 500 Dedham Avenue – Public Services Administration Building (PSAB): The PSAB is the center for the Town's public service administrators. DPW divisions operating out of the PSAB building include Administration (approximately 3,650 sf) and Engineering (approximately 3,080 sf).
- 2) 470 Dedham Avenue – Former Administrator Office and Current DPW Garage (470): 470 currently houses the DPW Garage division as well as the employee support and workshop spaces for the Parks & Forestry division. The first and second floor adds up to a gross area of approximately 30,380 sf (21,800 sf and 8,580 sf). The majority of the vehicles for the Highway division are stored in the main garage area, the newer pre-engineered metal building vehicle storage garage (approximately 5,000 sf) or under the covered storage bays in the rear of the main yard (4,900 sf). Water, Sewer, & Drains has a workshop space at 470 and also uses the rear yard (near the old salt shed) for material storage, a result of their designated yard area being displaced by the addition of the PSAB to the property. A large portion of the second floor is used as off-site file storage for Town Hall. The existing former salt shed is also used to provide covered storage for misc. materials and towed equipment.
- 3) 484 Dedham Avenue – Former Water Pumping Station and Current Water Division Headquarters (484): This former water pumping station is now used as an employee support space for the Water division workforce. This space includes lockers (with insufficient privacy) and a sitting area for break and lunch. There is also an area with laundry facilities and an ice maker. This building is approximately 2,800 sf.
- 4) Webster Street (Daley Building): The Daley building has exterior bulk storage of materials that is proposed to be relocated to the new facility. Bulk storage includes pipes and fittings, backfill material, etc.
- 5) 9 Alden Road – Sewer Pump Station: The building at 9 Alden Road is a small pump house that is used to store (3) pieces of towable equipment (2 mobile signs and a generator). The site also contains a Conex storage box on the grounds (approximately 6' x 10') that is used to store pumps, hoses, etc. Three (3) pieces of towable equipment will be permanently relocated to the new facility.
- 6) 914 Charles River Street (WTP): On the premises, Station 2 has approximately 210 sf of storage that is proposed to be relocated to the new facility. The stored material to be relocated includes palletized storage, small pumps, hoses, fittings and miscellaneous equipment.

- 7) 20 St. Mary's (St. Mary's Pump Station): We understand all equipment and staff currently located at this site are scheduled to remain at this location.
- 8) West Street Pump Station: We understand all equipment and staff currently located at this site are scheduled to remain at this location.
- 9) Claxton: The Parks & Forestry division uses this building to store a small amount of miscellaneous stock and small pieces of seasonal equipment and hand tools. No equipment from this satellite operation will be permanently relocated to the new facility.
- 10) Cricket Building: The Parks & Forestry division uses this building to store a small amount of miscellaneous stock and small pieces of seasonal equipment and hand tools. No equipment from this satellite operation will be permanently relocated to the new facility.
- 11) Memorial Park: The building available for use at Memorial Park is shared with other Town departments. As a result, the DPW uses it for only temporary storage. The Parks & Forestry division uses this building to store a small amount of miscellaneous stock and small pieces of equipment and hand tools. Occasionally, the DPW will stockpile bulk materials for the field in the existing building (including field mix, fertilizers, etc.). No equipment from this satellite operation will be permanently relocated to the new facility.
- 12) Ridge Hill: This former estate has grounds which include garages, a barn, and yard space which are utilized by the Parks & Forestry division for cold storage of small equipment (mowers, snow blowers, etc.). There is no immediate plan to relocate equipment from this satellite operation; however, the Town's long term plan is to change the use of Ridge Hill assets.
- 13) Charles River Road Nursery: We understand all equipment and staff currently located at this site are scheduled to remain at this location.
- 14) RTS: The Recycling and Transfer Station (RTS) is located at 1421 Central Avenue. In addition to the Recycling and Solid Waste Division, the RTS also includes the new salt shed and has vehicle and equipment storage for other department vehicles. It is assumed that, as part of this study, the RTS staffing and equipment will remain with the RTS. This study will consider the relocation of other department vehicles and equipment currently being stored at the RTS to be relocated to the new facility.

### **PROGRAMMING SPACE NEEDS**

Using the information gathered regarding operations, staffing, fleet, and (indoor) material storage

needs, we determined the type and size of necessary spaces for a new DPW facility. These spaces include office and office support areas for the administration, locker and break rooms for the workforce, workshops, maintenance bays, vehicle washing areas, and the storage garage for vehicles and equipment. A summary of the areas is provided below.

Description	Area (sf)
Office and Office Support Areas	11,324 SF
Employee Facilities	5,901 SF
Workshops & Material Storage	4,922 SF
Vehicle Maintenance	11,926 SF
Wash Area	1,549 SF
Vehicle and Equipment Storage	51,744 SF
<b>Total Area:</b>	<b>87,366 SF</b>

The total area of the program proposed for this exercise is roughly 87,500 SF. In addition, the programming exercise identified a need for a covered canopy area of approximately 11,880 SF to protect some vehicles and equipment from the weather. This total may be a conservative estimate and is a result of providing separate support areas for each division. This also does not include alternative space reduction measures discussed above. Consolidation of support facilities and vehicle storage areas may result in a reduction of area. The completed Space Needs Summary and Room Data Sheets are attached as Appendix E.

We compared this information to Weston & Sampson’s in-house Department of Public Works Space Needs Guidelines. These guidelines were developed utilizing historic data from similar DPW

facilities which have been programmed and constructed in other New England communities. The Space Needs Guidelines is a Worksheet that takes into consideration the workforce, role of staff, the number of divisions, number of vehicles, and other factors that impact the size of a new public works facility. A comparison of the actual space needs to the Space Needs Guidelines is summarized in the table below. A copy of the Guidelines Worksheet is attached as Appendix F.

Description	Programming Space Needs	Space Needs Guidelines	
	Area (sf)	Ideal Area (sf)	Minimum Area (sf)
Office and Office Support Areas	11,324	18,759	15,945
Employee Facilities	5,901	7,789	6,620
Workshops & Vehicle Maintenance	(combined with below)	(combined with below)	(combined with below)
Vehicle Maintenance	16,848	14,216	12,084
Wash Area	1,549	2,955	2,512
Vehicle and Equipment Storage	51,744	61,303	52,108
<b>Total Area:</b>	<b>87,366</b>	105,022	89,269

Note that the Programming Space Needs Total Area of 87,366 sf does not include 11,880 sf of canopy space as shown in the room data sheets. Combined, the Programming Space Needs and the canopy storage areas total 99,246 sf and falls within range of the Space Needs Guidelines.

### III. Existing Site and Facilities Analysis

The purpose of the evaluation was to determine the feasibility of reusing the existing structure for the new DPW facility. The assumed scope includes a complete interior renovation as the shop and

employee support spaces are not code compliant, creating unsafe working conditions. Any additions would be structurally separate. Per the International Existing Building Code (IEBC), the alteration requires that any new or modified structural elements must comply with the current building code. Existing elements may remain if they met the code requirements at the time of construction, and the loading is not increased. As a result of our review, we have identified the following:

- The existing 12 inch concrete masonry walls do not have vertical reinforcing. The walls meet the empirical code requirements likely in effect at the time of construction; however, are overstressed when subjected to current wind loading perpendicular to the face of the wall. Reinforcing the walls by cutting in and grouting vertical bars, or adding steel wind posts and girts is recommended, especially around large window and door openings.
- The existing steel joists over the vehicle storage area do not have capacity for the current flat roof and drifting snow load requirements. Removing the existing roof deck and adding two additional joists between each existing joist is recommended. A new metal roof deck would be installed over the vehicle maintenance area. Refer before for additional requirements for seismic load bracing.
- We recommend reinforcing the metal roof deck and framing over the vehicle maintenance bay adjacent to the second floor addition to account for current snow drift loading requirements.
- We recommend cleaning and painting steel joists in the vehicle maintenance area.
- We recommend providing vertical structural steel X-bracing to supplement existing concrete masonry walls resisting lateral loading from seismic and wind.

General repairs including, but not limited to, structural crack and spall repairs at existing masonry walls, slab on-grade repairs, and reinforcing existing roof openings at existing equipment is also recommended. More substantial structural alterations such as removing exterior and loadbearing walls, or adding heavy roof-top equipment may trigger more structural requirements.

Based on these findings, renovations of the existing space is cost prohibitive, especially when considering that the space is inadequate to support the proposed operations. A copy of the Existing Conditions Assessment is attached as Appendix G.

## **IV. Alternative Site Analysis, Concepts and Preferred Alternative**

We developed alternative concept plans for each of the sites being considered. Based on direction from the Town, we understood the three sites considered to be:

1. 470 Dedham Avenue (existing DPW site)
2. 1421 Central Avenue (RTS site)
3. Greendale Avenue (Parcel 74)

Site constraints and opportunities were analyzed prior to the development of concepts for the sites. This analysis focused on identifying regulatory, topographic, and current use restrictions on each site for the purpose of identifying useable areas to support a new DPW facility. A copy of the site constraints and opportunities documentation is attached as Appendix H.

The Greendale Avenue site was later removed from the sites of consideration by the Town. In a letter from Board of Selectmen to the public dated September 15, 2016, the Board of Selectmen informed the public that they are requesting that Parcel 74 be removed from consideration as a possible site.

### **ALTERNATIVE CONCEPTS**

The concepts developed were reviewed with the DPW, with the Permanent Public Building Committee (PPBC), the Conservation Commission Agent, and the Town Planner. Comments from these meetings were incorporated into one final preferred alternative. From the concepts, it was apparent that a full build out would not be possible at Dedham Avenue without some off-site seasonal storage, and through the course of our review, it became apparent that Parcel 74 would not be considered further due to preservation concerns. Further discussion on each of the sites is discussed below:

Dedham Ave (Existing DPW Site)

- Site is viable for a new DPW Facility with off-site seasonal storage
- Renovation and expansion of the existing Dedham Avenue DPW Building is not viable due to regulatory restrictions (remove & replace)
- Renovation and expansion of the existing Dedham Avenue Water Building is not viable due to the specialty design of the space and varying floor heights. In addition, the location of the structure, in close proximity to public access and the PSAB building, may result in the mixing of commercial and residential vehicles, creating unsafe traffic patterns.
- Continued use of the PSAB building for DPW Administrative and Engineering functions contributes to a reduction in the size of a new DPW Facility.

Central Ave Site (RTS)

- The RTS site is not a viable site for a New DPW Facility due to:
  - Operational Impacts associated with extensive campus style layout requirements
  - Displacement of RTS operations with no room to relocate operations
  - Costs associated with site topography & ledge
  - Regulatory restrictions (wetlands) limiting developable area
  - Traffic impacts to DPW operations
- Use of undeveloped (northeastern) portion of RTS Central Ave site for DPW yard storage area is viable for seasonal storage.

Alternative concepts discussed are included in Appendix I.

**PREFERRED ALTERNATIVE**

The preferred alternative is located at the Dedham Avenue site and was developed from review of the concepts with the Town DPW and the PPBC. The preferred alternative concept and architectural renderings are included in Appendix J. The concept includes a temporary fuel island (which is capable of being relocated), new DPW storage garage, employee areas, maintenance bays and wash bay at Dedham Avenue. The PSAB will continue to be used for administration and

engineering functions, and seasonal storage will be located at the RTS site.

The layout includes demolition of the existing DPW structures and construction of a new consolidated public works facility. The new facility layout includes separated DPW and public entrances. DPW traffic patterns are in a counter-clockwise direction. This is advantageous to drivers of larger trucks, especially when towing trailers, thereby increasing safety. Gated access to the adjacent fields will allow traffic to exit from the fields and through the facility to Dedham Avenue during high demand periods such as sport tournaments.

The Dedham Avenue site will also be enhanced to include additional parking to meet future demands. We understand that the Town is in the process of adding walking trails around the reservoir, and the additional parking will be advantageous to enhancing the trail use.

### **PHASING**

The need for a phased approach was discussed with the Town. Based on our meetings and an understanding of the work progression, the following phases are anticipated:

- Phase I            Temporary Fuel Island, and Demolition of the Existing Fuel Island and Salt Shed
- Phase II           Seasonal Storage Building and Material Storage and Processing Area (RTS)
- Phase III.a        New Public Works Facility, North Construction (Dedham Avenue)
- Phase III.b        New Public Works Facility, South Construction (Dedham Avenue)

## **V. Conceptual Cost Estimate**

A conceptual cost estimate was prepared for the preferred alternative, using square foot costs based on historical data for similar DPW facilities. In general, the cost estimate assumes cost effective building systems, finishes, and equipment as identified in the estimate spreadsheet and as described as follows:

- Construction of a new pre-engineered metal building with partial masonry wall finish and concrete protection wall for the vehicle storage area, maintenance area, wash bay, and shop

areas

- Factory foam insulated architectural metal panel with improved exterior finish system.
- Primary industrial support equipment for vehicle maintenance operations
- Site improvements, including storm water management and paving upgrades
- Contingency allowance for unanticipated design and construction costs, pending final design.

Our estimated costs for new building construction and site improvements are based on costs of similar construction for which bid prices are available, supplemented by cost data obtained from published sources. It is assumed that the project will be publicly bid under Chapter 149 requirements, and prices are based on 2016 costs. Our cost projection accounts for escalation to each phase as projected. Additional escalation factors should be included if the project time line established by the Town should change. A summary of the results of this cost estimate is included below:

Phase	Description	Project Design	Construction Estimate	Total Estimate
Phase I	Temporary Fuel Island, and Demolition of the Existing Fuel Island and Salt Shed (2017)	\$130,000	\$1,320,000	\$1,450,000
Phase II	Seasonal Storage Building and Material Storage and Processing Area (RTS) (2018)	\$550,000	\$6,310,000	\$6,860,000
Phase III	a. New Public Works Facility, North Construction (Dedham Avenue) (2022) b. New Public Works Facility, South Construction (Dedham Avenue) (2024)	\$2,950,000	\$35,000,000	\$37,950,000

*Note: This estimate is based on the average bid prices for similar projects completed in the last four years with escalation included to account for anticipated cost increases.*

Due to the preliminary nature of the development of the design for this project, many budget items are based on general building costs per square foot, with site development costs per acre. Estimates include a design contingency to allow for scope adjustments and include a construction/owners contingency to account for potential unforeseen conditions which may be discovered during construction. A more detailed copy of our conceptual cost estimate is included in Appendix K.

## **Appendix A**

### **List of Available Documents**

**Needham DPW Feasibility Study**  
**List of Available Documents**

<b>ID</b>	<b>Date</b>	<b>Site</b>	<b>Title/Description</b>	<b>Author</b>
1	11/3/2011	Dedham Avenue	Existing Conditions Topographic Plan of Land, Dedham Avenue	Norfolk County Engineering Department
2			Needham Public Works Department - Organizational Chart	
3			PSAB Building Floor Layout, First Floor & Second Floor	
4			Public Service Building Phone Directory	
5	3/28/2013		Memorandum; Re-Use of Landfill	Park and Recreation Commission
6	3/11/1960	Dedham Avenue	Department of Public Works Building	Alonzo B. Reed Engineers & Architects
7	8/29/2008		Operations Study of the Department of Public Works	The Mercer Group
8	3/4/2016		Fleet List	
9	3/13/2013	Central Avenue	Salt Storage Building Property Line Survey	Weston & Sampson
10		Dedham Avenue	Site Survey	
11	9/15/2015	St. Mary Pump Station	As-Built Plan St. Mary St. Pump Station	Lanata & Associates
12	11/27/2013	Central Avenue	As-Built Plan Salt Shed Plan	Whitman & Bingham Associates
13		Dedham Avenue	Assessors Plan No. 302	A. L. DelGaizo
14	9/12/2011	Dedham Avenue	Plan of Land in Needham, MA; Sheet 2 of 2	Norfolk County Engineering Department
15	9/12/2011	Dedham Avenue	Plan of Land in Needham, MA; Sheet 1 of 2	Norfolk County Engineering Department
16		Greendale Avenue	Site Survey	
17		Central Avenue	Eastern Site Salt Shed and Survey	
18	11/27/2013	Central Avenue	As-Built Plan Salt Shed Plan	Whitman & Bingham Associates
19	2/11/1991	Central Avenue	Plan of Land in Needham, MA / Recycle & Transfer Station Existing Conditions	Norfolk County Engineering Department
20	6/17/2008	Central Avenue	Recycle & Transfer Station Existing Conditions	Needham Engineering Division
21	3/22/2013	Central Avenue	Needham RTS , DRAFT	Solar Energy Exploratory Committee
22	9/15/2015	St. Mary Pump Station	As-Built Plan St. Mary St. Pump Station, CAD File	Lanata & Associates
23	6/5/2014		Town of Needham - Facilities Master Plan; Opportunities study for interjurisdictional land transfers	
24	3/29/2013	Central Avenue	New Salt Storage Building, Issued for Bid	Weston & Sampson
25	5/8/1997	Central Avenue	Transfer Station Modification Project	Weston & Sampson
26	3/4/1992	Central Avenue	Re-Use-it Building	Glassman Associates
27	6/7/1965	Dedham Avenue	Building Addition	Alonzo B. Reed Engineers & Architects
28	3/11/1960	Dedham Avenue	Department of Public Works Building, Architectural Drawings	Alonzo B. Reed Engineers & Architects
29	3/11/1960	Dedham Avenue	Department of Public Works Building, Structural Drawings	Alonzo B. Reed Engineers & Architects
30	3/11/1960	Dedham Avenue	Department of Public Works Building, Civil Drawings	Alonzo B. Reed Engineers & Architects
31	2/11/2009	Dedham Avenue	Needham Public Services & Administration Building	Winter Street Architects
32	2/12/2008	Dedham Avenue	Needham Public Services & Administration Building, Construction Documents	Winter Street Architects
33	1/24/2014	St. Mary Pump Station	St. Mary Street Pump Station Replacement, Architectural	BETA Group
34	2/8/2014	St. Mary Pump Station	St. Mary Street Pump Station Replacement, Site Plan	BETA Group
35	12/19/2006	Dedham Avenue	Department of Public Works, Existing First Floor (pdf and CAD)	Needham Engineering Division
36	12/19/2006	Dedham Avenue	Department of Public Works, Existing Second Floor (pdf and CAD)	Needham Engineering Division
37			Staff Surveys	Needham Department of Public Works Staff
38	4/8/2016		DPW Equipment List, FY16	Town of Needham
39	3/22/2011		NPDES Phase II Small MS4 General Permit Annual Report	Town of Needham
40	5/2/2011		NPDES Phase II Small MS4 General Permit Annual Report	Town of Needham
41	5/2/2012		NPDES Phase II Small MS4 General Permit Annual Report	Town of Needham
42	5/2/2013		NPDES Phase II Small MS4 General Permit Annual Report	Town of Needham
43	5/1/2014		NPDES Phase II Small MS4 General Permit Annual Report	Town of Needham
44	5/1/2015		NPDES Phase II Small MS4 General Permit Annual Report	Town of Needham
45			2014 Needham Facilities Master Plan Study	HKT Architects

## **Appendix B**

### **Staff Interview Notes and Staff Survey**

## MEMORANDUM

**TO:** Needham DPW Study File  
**FROM:** Joseph M. Fitzpatrick, PE  
**DATE:** 14 March 2016 – 8:30am  
**SUBJECT:** Staff Interviews at Public Service Administration Building – 500 Dedham Avenue

**Consultant Team:** Jeffrey Alberti, WSE  
Mike Richard, WSE  
David Steeves, WSE  
Joseph M. Fitzpatrick, WSE

**Client Representatives:** Phaldie Taliep – Project Manager  
Rick Merson – Director of Public Works  
Bob Lewis – Assistant Director of Public Works  
Carys Lustig – Supervisor of Administration  
Tony DelGaizo – Town Engineer  
Dave Kelly – Surveyor  
Joe Hobbs – State Permit Inspector  
Ed Olson – Superintendent of Parks & Forestry  
Kevin Naughton – Asst. Superintendent of Parks & Forestry  
Doug Mangine – Parks Foreman  
Rhain Hoyland – Superintendent of Highway  
Erik Lannigan – Asst. Superintendent of Highway  
Chris Seariac – Asst. Superintendent of Water & Sewer  
Jerry Sharpe – W&S Foreman  
Steve – WTP Manager  
Paul Reynolds – WTP Maintenance  
Lou Ferreri – Sewer Station Operator  
Terry Fitzgerald – W&S Customer Service

### Divisions

- Administration (Admin.)
- Engineering
- Highway (Hwy)
- Water, Sewer, & Drains (WSD)
- Parks & Forestry (P&F)
- Recycling and Transfer Station (RTS)

### Staffing

- Office: 17 current full-time administrative staff and up to 5 part-time summer staff;

- Administration: (8+1) – Director\*, Asst. Director\*, Admin. Analyst\*, Supervisor of Admin.\*, Admin. Clerk\*\*, Water & Sewer Billing Clerk\*\*, Accounts Payable\*\*, Intake/Reception\*\*. (0-1) part-time help\*\*
- Water, Sewer, & Drains: (4+2) – Superintendent\*, Asst. Superintendent\*, (2) Inspectors\*\*. Water Treatment Plant Operator stationed at Water Treatment Plant. (1-2) part-time help\*\*
- Highway: (2) – Superintendent\*, Asst. Superintendent\*
- Parks & Forestry: (2) – Superintendent\*, Asst. Superintendent\*
- Engineering: (10+2) – Town Engineer\*, Asst. Town Engineer\*, Contract Admin.\*, Civil Engineer – Contracts\*\*, Civil Engineer – Traffic Engineer\*\*, Office Manager/Senior AutoCAD Tech.\*\*, AutoCAD Tech.\*\*, (2) Survey Party Chiefs\*\*, Engineering Aide\*\*. (2) summer part-time help\*\*
- Garage: (1) – Superintendent
- Workforce: 25 current full-time workers
  - Water, Sewer, & Drains: (21+2) – (2) chief pumping station operators, (3) WTP maintenance crew (including Steve), (5) water maintenance crew (@ St. Mary's), (11) crew @ 484, (4) seasonal summer help
  - Highway: (9+2) – (1) traffic technician\*\*\*, (2) foremen\*\*, (3) operators, (2) laborers, (1) craftsman. (2) summer seasonal staff. (5) possible future staff if operations are expanded to downtown.
  - Parks & Forestry: (14+6) – (2) foremen\*\* and (12) field staff (inspectors included in admin. area). (6) part-time summer staff
  - Garage: (4) – (4) mechanics\*\*

\*In private office

\*\*In open/shared office area

\*\*\*Workstation in shop area

## URGENT ISSUES

- Fuel System – the fuel management software is currently being upgraded but the storage tanks are aging. They are poly tanks which are approaching the end of their designed lifespan. The fuel system currently serves other town departments including Planning, Assessors, Police, Fire, Building Department.
- Truck Washing – the Public Works Department is in need of a proper truck washing facility that meets DEP requirements. The existing building has all of the utilities entering the building in the same area with services only separated by fencing. New facility truck wash should be designed for a wet environment.

## General

- Some staff stressed concern that traffic may pose operational issues to a new consolidated facility located at the RTS site on Central Avenue.
- Properties/Buildings
  - Public Services Administration Building (PSAB)
  - Former Administration offices and current Garage/P&F/Hwy Operations @ 470 Dedham Avenue (470)
  - WSD facility @ retired pump station
- Currently, the second floor of the DPW garage is used for town wide storage.

- The town has town-wide fiber system.
- The lunch/break room should have a large pantry.

### Office/Administration

(Carys, Rick, and Bob)

- PSAB departments *not* under the DPW
  - Parks & Recreation
  - Conservation Commission
  - Building & Facilities Construction
  - Building & Facilities
  - Planning Department
- Staff: (8) full-time staff (6 admin. plus superintendent and asst. superintendent) and an occasional intern.
- Key Operational Adjacencies: Building Department and Engineering
- Critical Issues: need larger counter area. Security is a concern.
- Provide swing space for interns.
- During storm events (2) staff will be on duty with (1) stationed in the office and (1) stationed at dispatch.
- The current admin. analyst's workstation is too small. They typically have a lot of interaction with the public. The accounts payable workstation is also in a bad spot currently that sees a lot of foot traffic with its location relative to the only unlocked entry point into the office area. This area has no access control, no private space, and it's not secure and needs to be.
- Provide ample office space in the superintendent's office. Provide a separate office space for the billing clerk where they can privately meet with the public when they come in with questions.
- There is a need for infrastructure for a centralized office work order system. Workforce currently comes to the PSAB for work orders and uses physical copies. They also come to the PSAB if they have any billing, work order, or time card issues. Issues do occur but the system is currently being upgraded. Tablets should cut down on traffic in the PSAB office.
- Provide a public counter in the reception/waiting area. This counter/window should be large enough to enable (3) transaction to take place at the counter simultaneously. Security in the open office area is a concern. The current lack of availability of keys may lead to security issues with the doors being propped open. The open office area also gets a little chaotic.
- Provide a multipurpose training space. Provide a large freezer and large pantry with the break/lunch room. They have a definite need for file storage as they are required to keep copies of physical plans on record for (7) years. Provide ample meeting space.

### Engineering

(Tony, Dave, and Joe)

- Staffing: 10 permanent full-time positions and 2 part-time summer help (see above for details)
- Key Operational Adjacencies:
  - DPW Administration (for procurement/contracts)
  - Planning Department
  - Building Department
  - General Public

- WSD Department (plot plans)
- Critical Issues: File Storage, Parking
- Engineering interacts with the public frequently. Surveyors, engineers, general contractors, etc. will visit the office for physical plans or to coordinate/review their projects with the department. Including review of subdivision plans.
- They have an extensive library with technical references, old contracts, past studies/projects, etc. The public is entitled to see physical documents and while many are satisfied using the computer station currently set up at the counter, others, especially surveyors, often need to see the physical document. Many of these older plans are stored in the vault, which contains flat and vertical filing systems. They are in the process of digitally scanning the documents from the vault but that process will take time as they currently store plans dating back to 1620. They also store some files/documents in the 470 property and use the coat closet in their PSAB office to store filing cabinets.
- At the back of the vault is the secured storage cage for the surveyors' field equipment. The layout is not ideal. They have to walk through the entire office area with their equipment after coming out of the field. The cage is also at the back of the vault which has increasingly narrow aisles when plans overload the shelving against the wall. The surveyors also store less valuable/fragile equipment in a non-climate controlled shed. This is acceptable, however, their space in the shed is being encroached on by other departments.
- Provide a conference table in the Town Engineer's office. There is a conference table in the library but it is not in its own separate area and doesn't allow private meetings.
- Their space in the PSAB is "almost large enough" with the following spaces being smaller than ideal:
  - Library is too small by approximately 250 SF
  - Vault should have an additional 2 columns of flat files
- Engineering staff vehicles need their own designated parking spaces. They currently have (4) department vehicles including (2) field survey vehicles, on top of the personal vehicles staff commutes to work in.

## Parks & Forestry

(Ed, Kevin, and Doug)

- Staff: 16 full time staff including (14) field staff, superintendent and asst. superintendent. They employ (6) part-time staff for summer help
- Key Operational Adjacencies: None critical
  - Highway/Garage (share fluid storage needs)
- Critical Issues: Equipment/Material Storage, Parking
- Provide offices for the superintendent, asst. superintendent and (2) inspectors in the administration building. Provide a shared office for the foremen
- They currently have a break room and the foremen's office on the upper level of 470. Ed thinks it is most feasible to re-use the building at 470 and renovate it to have all of the employee facilities on the upper level with the garages below. He proposes using part of the salt shed area also and using Rich Hill for temporary operations. Current site restrictions and areas of non-conformance need to be investigated

- Parks currently operates out of several satellite locations. Their operations are better suited for satellite locations as compared to other departments, namely, WSD. The locations are identified in the HKT report and are as follows:
  - Cricket Building
  - Memorial Park
  - Claxton
  - Rich Hill
  - Charles River Road Nursery (4 Ac site across from WTP, storage of bulk materials)
- Provide a break/meeting room, locker/shower/toilet facilities, a workshop (1 bay) for tool/equipment maintenance and blade sharpening
- Provide the following equipment/furnishings:
  - Table lift
  - Monorail crane/hoist
  - Compressed air
  - Waste-oil evacuation system
  - Flammable storage cabinet
  - Caged storage for small equipment (backpack blowers, weed whackers, chain saws)
  - Fluid storage (55 gal drums of ANFR, MO, Hyd. Oil, Fuel mix (2:1))
- They have (3) truck/trailer set-ups that would ideally have designated spaces in the storage garage where they could remain hooked up and ready to respond in emergency situations. The trucks are approximately 19'-22' long and the trailers are 14'-18' long. They also have a bucket truck with a chipper which would ideally be stored similarly

## Highway

(Rhain, Bob, Erik, Dave Sullivan, Harry Gallagher)

- Staff: (11) full-time staff and (2) part-time seasonal staff (see above for details). Plan for additional staff if operations expand to downtown (approx. 5)
- Key Operational Adjacencies:
  - Water, Sewer, & Drains (assist with trench repair and sidewalk removal, share backhoe and other pieces of equipment)
  - Parks & Forestry (share fluid storage needs)
- Critical Issues: Storage, parking, vehicle washing, indoor storage for vehicles and equipment
- The highway department has space at 484 and RTS
- During storm events, all DPW workforce staff join the highway staff in plowing operations
- Work contracted out including, but not limited to:
  - Major painting projects
  - Sign making (plan for future in-house sign making)
- The traffic maintenance technician is responsible for maintenance/repair/installation of signs, signals, pavement markings, etc.
- Provide a shared laundry area
- Provide a multipurpose/training room with cot storage. Consider providing privacy screens. Union workforce must take mandated 4 hour breaks during storm events
- The vehicle storage bays are currently very tight for space when it comes to parking
- Provide a small engine/tool/equipment workshop

- Provide an area for sign storage (approx. 30' x 30'). The current sign storage area is in a trailer located near the salt shed. 10' sign poles need to be stored under cover but don't need to be in a heated space. Provide a shop area for future sign making
- Provide a carpentry shop/area. There should be a fixed table saw to be shared amongst the divisions in addition to the portable table saw necessary for some projects. The fixed table saw, as well as other shop equipment, can be located in a shared divisional workshop. Provide separate divisional secured storage in the shared general workshop
- A loading dock would be useful. The highway department takes deliveries of oil, parts, fertilizers, skids, etc.
- Storage Needs (rack storage might minimize footprint):
  - (11) slide-in salt bodies (currently stored at a satellite location)
  - (9) sidewalk tractors. Currently in cold storage mostly undercover. Plan for (12-14) with expansion to downtown operations
  - Traffic signal equipment
  - Parking meter equipment
  - Pavement machine
  - Line painting machine
  - Paint
  - Temporary signs, barriers, etc.
  - Fertilizer/seed
  - Secured area for tools
- Bulk Material Storage Bins (7-8 bins):
  - Gravel
  - Reclaimed asphalt
  - Urban street sweepings (to landfill)
  - Non-urban street sweepings (separate)
  - Loam (100-150 CY)
  - 1" minus stone
  - Crushed bank
  - Need and area for waste cuts
- There is a 12 acre parcel adjacent to RTS which Bob thinks may be usable. He thinks all of the bulk material storage will end up at RTS. To develop this parcel, consider working a road around the back side of the ledge. This could be used as an area for WSD material storage in addition to the bulk bins and possible a compost area.
- Dispatch: during snow events there will be (3) staff working out of the dispatch office. Provide (3) workstations. Provide contractor check-in area with a counter/window and separate toilet facilities for the public.

### **Water, Sewer, & Drain (9 pump stations)**

(Chris – W&S Super., Steve – WTP Manager, Jerry Schen – W&S Foreman, Paul Reynolds – Maintenance, Lou F – Sewer Station Operator, Terry Fitzgerald – W&S Customer Service)

- Staff: (25) full-time staff and (4) part-time seasonal (see above for details)
- Key Operational Adjacencies:

- Critical Issues: WSD previously had a large yard area for stock and materials. When the PSAB was constructed, stock and materials were relocated to multiple locations spread out around town. Getting their operations and material storage needs consolidated is critical for the WSD department.
- Provide adequate cover for pipe storage. A central area for material storage is essential.
- Provide employee facilities and a swing space for cots.
- Provide a workshop for hydrant repair. They also need a work area with a chain fall for assembling fittings, repairing equipment, etc.
- Storage Locations:
  - Webster Street (Daley building – sewer pipe, castings, sand, ferncos, PVC fittings, shoring box)
  - 484 Dedham Street (pipe, equipment storage, hydrants, rollers, fittings, tool cages, crushed stone, steel plates)
  - 470 Dedham Street (pumps, castings)
  - 9 Alden Road (sewer pump station - pumps, generators, hoses)
  - 20 St. Mary's (brass storage and meter repair/storage, meter operations ok to stay)
  - West Street (pumps)
- Water Treatment Plant (941 Charles River Street, 3 staff):
  - Needs: HVAC, Lighting
  - There is no covered storage for stock at the WTP
  - Limited parking ((4) personal vehicles and (2) town vehicles)
  - Shop area too small
  - HVAC is a continual problem
  - Kitchenette/Kitchen area is small
  - No cell phone service within the building
  - DPW vehicle storage lacking
  - Tight circulation when deliveries are made with tractor trailers
  - They have an approximately 10' x 20' Conex box for storage of grounds keeping equipment
  - The office is of adequate size
- West Street Pump Station:
  - Lacking area for material storage and does not have an indoor parking space

### Garage

(Kevin – Acting Superintendent, George – Senior Mechanic)

- Staff: Superintendent and (4) mechanics, including one senior mechanic
- Key Operational Adjacencies: None critical
  - Hwy/WSD/P&F (share fluid storage needs)
- Maintain all town vehicles with the exception of public safety vehicles (Police and Fire)
- They currently have an area for battery storage/charging. They have an outside contractor remove their old batteries and provide new ones
- They currently operate out of (3) maintenance bays, one of which is a bay designated for welding and metal work. They have a large platform lift and mobile 4-post lifts. Provide approximately 1.5 bays per mechanic with a designated welding bay (possibly less than a full depth bay)

- Provide a hydraulic hose workshop. Current hose work is done in a small area in one of the bays
- Provide a small engine/tool/machine workshop
- The mechanics do not require a counter or reception area. People typically call ahead when they're on their way in or the mechanics will just open the door and see what they need if they pull up unannounced
- Provide a parts room and a fluid storage room
- Provide a locker/shower/toilet area separate from the other departments as garage operations are distinct and can be messy
- Provide an office area for the mechanics as well as an area for reference materials
- There are currently no CNG vehicles in the fleet. They have (2) electric vehicles and one charging station with (2) ports at the current DPW facility as well as (4-5) hybrid vehicles in the fleet. They envision a transition to more electric vehicles in the future.

#### Wash Bay

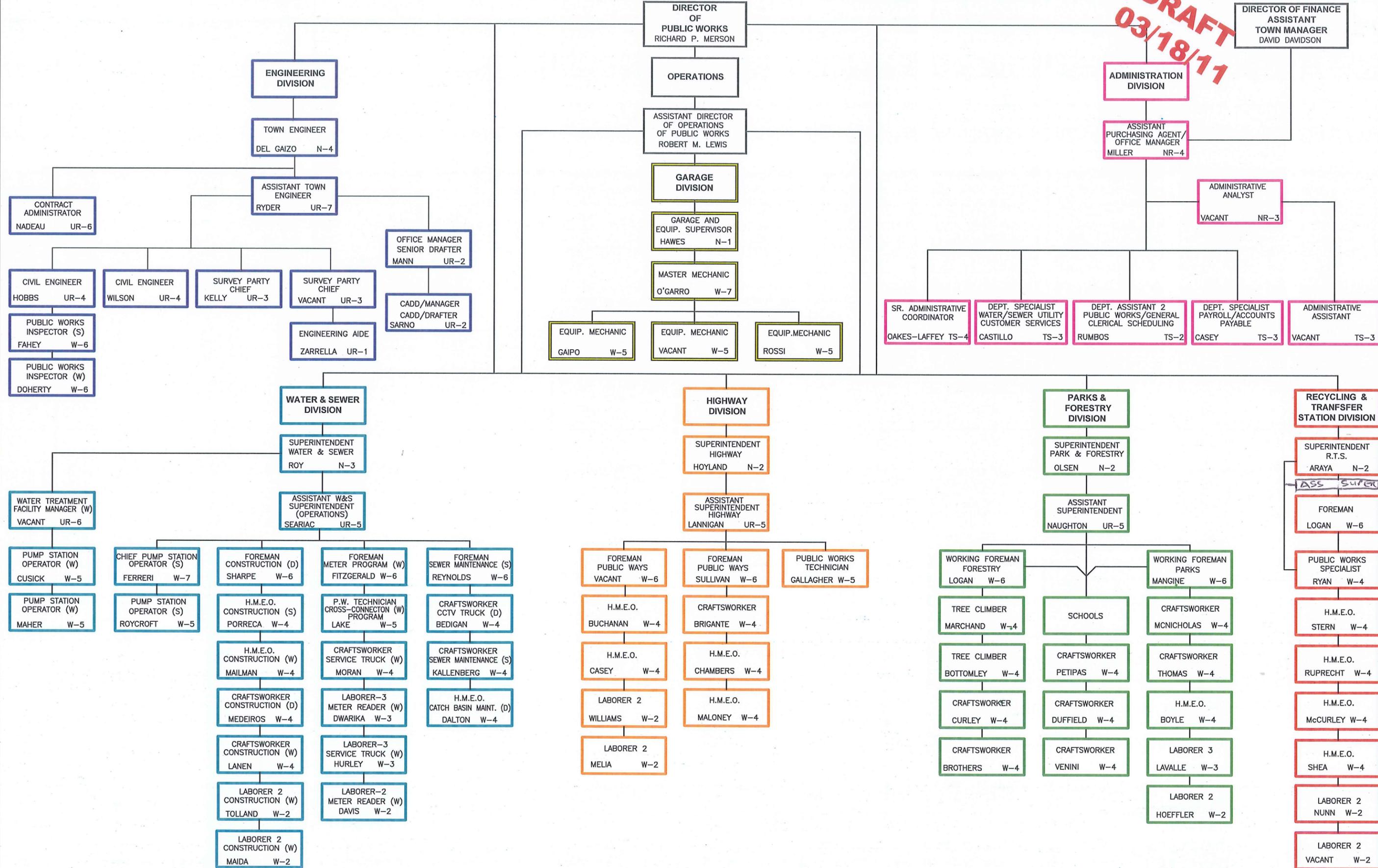
- Provide a knock-down pad with compressed air and high volume, low pressure hose bibs.

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# NEEDHAM PUBLIC WORKS DEPARTMENT - ORGANIZATIONAL CHART

MARCH 2011

**DRAFT**  
03/18/11



Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: Building Department

### What Works and What Doesn't Work?

#### A...In the Yard:

**Works:** Location of Building  
(Example: "Staff Parking is adequate")

**Doesn't Work:** Designated parking for town vehicles (covered) staff parking  
(Example: "No clear organization for truck storage – Trucks are parked anywhere.")

#### B...In the Shop/Office:

**Works:** General office space adequate, lighting, hvac good  
(Example: "Air conditioning works great")

**Doesn't Work:** Need more file storage, plan storage, meeting space, plan review tables.  
(Example: "Not enough space in the Water Meter Storage area")

#### C...In the Facilities (lockers, toilets, break room, etc)

**Works:** Public toilet rooms, break room ok  
(Example: "Showers are nice")

**Doesn't Work:** water saving urinals  
(Example: "Lockers aren't big enough")

### What's Important?

Please list the most important item or issue that affects your job:

Security of the building, better exterior lighting, heated walkways (snow and ice) more windows that open,  
employee parking

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: RTS

### What Works and What Doesn't Work?

#### A...In the Yard:

**Works:** \_\_\_\_\_

(Example: "Staff Parking is adequate")

**Doesn't Work:** \_\_\_\_\_

(Example: "No clear organization for truck storage – Trucks are parked anywhere.")

#### B...In the Shop/Office:

**Works:** \_\_\_\_\_

(Example: "Air conditioning works great")

**Doesn't Work:** \_\_\_\_\_

(Example: "Not enough space in the Water Meter Storage area")

#### C...In the Facilities (lockers, toilets, break room, etc)

**Works:** \_\_\_\_\_

(Example: "Showers are nice")

**Doesn't Work:** \_\_\_\_\_

(Example: "Lockers aren't big enough")

### What's Important?

Please list the most important item or issue that affects your job:

SEE 2 ATTACHED  
SHTS.  
RTS (65)

## What works and what doesn't

### Doesn't work in the Yard-

Little seems to work at the RTS regarding layout. Space is very tight for all of the activities the RTS provides to the public, and the layout doesn't make sense. Safety is a huge concern; Traffic patterns are confusing, signage is poor, (potential) conflicts between pedestrians and cars, trucks and heavy equipment are all too abundant (location of Swap Shop is prime example). Having 3 dispersed "walls" where MSW and recyclables are dropped off makes no sense, and having the scrap metal, CRTs, etc separated from waste oil and Good Will recycling requires multiple stops for users of RTS that slows up people coming and going and makes for more difficult operations during busy days. Oil and antifreeze collection area not suitable- exposed to elements in winter leave residents leaving containers of oil for staff to process. Bollards should be placed parallel to the Salt Shed to negate having to move concrete blocks there in winter to keep residents from parking cars close to building (safety issue due to snow shedding off roof); Not having RTS completely fenced in is bad practice; better lighting for operations in the winter is necessary; Too much impervious surface, this could easily be reduced with proper planning and coordination with Conservation Commission to get "credits" allowing RTS management to pave road behind Salt Shed. Compost area is too restricted- thought should be given to relocating to larger upland area adjacent to Materials Processing Area. Scale is not sized appropriately for RTS needs. Should be a physically separate area for contractors to recycle due to size of vehicles they drive and amount of time they take to offload. Birds in general are a problem throughout the area and a resolution to their defecating on the salt shed roof should be found; No dedicated space for Highway Division's snow and salting operations equipment- this provides for a confusing layout of plows, trucks and supporting equipment scattered throughout the site, which is visually unappealing to staff and the public; no covered, insulated space for equipment (loaders in particular). Diesel fuel tank not sited in suitable space; permanent traffic counters should be placed in the pavement to allow staff to keep better track of # of residents/contractors using the facility; safety fencing at drop off areas that complies with state safety standards is not complete and inadequate where located. Yard is poorly screened for road in many areas and, in winter, residents complain about seeing into the facility. All in all, the RTS staff does the best they can to keep up daily demands, but the Yard is just not suitable for the present day mission.

### Doesn't work in the Shop/Office-

Waste lines from bathroom freeze in winters- unacceptable. Mold, poorly functioning sprinkler system, doors that don't fit properly in their frames... shop (scale house office) is too small for its present day functions (this may change when staff move into temporary office trailer); there should be more space for storage of supplies; an official meeting room is necessary as this is not available anywhere at the RTS; not necessarily a function of the work W and S is doing, but the interface between RTS software and town hall software (Fairbanks and HTME) do not work well and present operational challenges.

### Doesn't work in facilities-

Employee trailer is very old and worn- electrical system is antiquated (at best) and may not meet code; furniture for staff is old and in need of replacement; staff lockers are inadequate, and a shower is an absolute must due to working conditions. Tite tank may be cracked and in need of replacement; Bathroom is very small- such a trailer should be designed to be ADA compliant, as the new temporary employee trailer is; windows in trailer leak. Frankly, staff function in substandard conditions and their morale has taken a hit due to these conditions. The Superintendent's office is small and poorly laid out- no meeting space, bathroom is on tite tank that will back up and cause problems; RTS transfer building is approximately 30 years old and is poor condition; recent purlin issues that support fire suppression system speak for itself; rebar coming up through concrete floor must be cut off with torch to prevent tire damage or to prevent an accidental impaling of staff or contractors using transfer station; supporting metal bracing at the edge of the loading pit where 100-yd trailers are loaded into are bent and rusting; facility is VERY dirty but cannot be cleaned adequately due to portions of wall inside transfer building being sheet rock; lighting is poor; safety lighting is not fully functional; ventilation system for hot summers days seem inadequate or non-existent; REX building behind Superintendent's office is in poor shape- not heated or insulated- a problem in winter, as hydraulic oils are stored there and lose their viscosity in freezing weather; birds have found a home in the space. Need dedicated space for mowers, power washing equipment and other support equipment (former shed was torn down when temporary trailer was located, and that former shed was inadequate); guard shack at entrance is inadequate- should be replaced with a secure, fully enclosed heated and cooled office with better communications equipment.

### What's important-

Safety is first- most every comment in Yard is a safety issue and should be made a priority; facilities, particularly the transfer building, is a huge safety concern and must be attended to in planning process.

As Superintendent, what affects my job is the poor layout of the facility- incrementalism at its finest. A clean slate approach to the entire operation is needed to prevent my annual budget requests making improvements that will only be torn up when the town gets around to putting together a plan that will be funded by town meeting to completely revamp not only the traffic layout, building and drop-off locations, but will also address the important issue of the utter inefficiencies associated with how trash and recyclables are handled four and five times before they are placed in the 100-yard containers for delivery to Millbury. I hope these comments have helped and I would be happy to augment what I have written if my comments are not entirely clear.

RTS(GS)

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: ENGINEERING

### What Works and What Doesn't Work?

#### A...In the Yard:

Works: \_\_\_\_\_

(Example: "Staff Parking is adequate")

Doesn't Work: MORE SPACES FOR STAFF AND IN GENERAL

(Example: "No clear organization for truck storage – Trucks are parked anywhere.")

#### B...In the Shop/Office:

Works: \_\_\_\_\_

(Example: "Air conditioning works great")

Doesn't Work: HYAC STILL HAS PROBLEMS BUT BETTER THAN IN OLD BLDG.

(Example: "Not enough space in the Water Meter Storage area")

#### C...In the Facilities (lockers, toilets, break room, etc)

Works: \_\_\_\_\_

(Example: "Showers are nice")

Doesn't Work: URINALS IN MENS ROOM DON'T SEEM TO BE

(Example: "Lockers aren't big enough") FUNCTIONING VERY WELL

### What's Important?

Please list the most important item or issue that affects your job:

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: Engineering

### What Works and What Doesn't Work?

#### A...In the Yard:

Works: \_\_\_\_\_

(Example: "Staff Parking is adequate")

Doesn't Work: staff and work truck parking, parking lot lights, walkway,  
(Example: "No clear organization for truck storage – Trucks are parked anywhere.")  
electronic lock on building

#### B...In the Shop/Office:

Works: \_\_\_\_\_

(Example: "Air conditioning works great")

Doesn't Work: No square corners, Heat and AC, Storage, sound dampening  
(Example: "Not enough space in the Water Meter Storage area")

#### C...In the Facilities (lockers, toilets, break room, etc)

Works: \_\_\_\_\_

(Example: "Showers are nice")

Doesn't Work: water less urinals  
(Example: "Lockers aren't big enough")

### What's Important?

Please list the most important item or issue that affects your job:

\_\_\_\_\_

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: ENGINEERING

### What Works and What Doesn't Work?

#### A...In the Yard:

Works: LIGHTING AND ASPHALT SEEM GOOD  
(Example: "Staff Parking is adequate")

Doesn't Work: PARKING SEEMS TO BE TIGHT CERTAIN DAYS  
(Example: "No clear organization for truck storage – Trucks are parked anywhere.")

#### B...In the Shop/Office:

Works: LIGHTING SEEMS ADEQUATE  
(Example: "Air conditioning works great")

Doesn't Work: HVAC NOT CONSISTENT  
(Example: "Not enough space in the Water Meter Storage area")

#### C...In the Facilities (lockers, toilets, break room, etc)

Works: SINKS AND TOILETS ARE OKAY  
(Example: "Showers are nice")

Doesn't Work: WATERLESS URINALS DON'T WORK  
(Example: "Lockers aren't big enough")

### What's Important?

Please list the most important item or issue that affects your job:

ADEQUATE PARKING FOR EMPLOYEES + VISITORS  
DOOR LOCKS AND FOBs FOR EVERYONE

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: ENGINEERING

**What Works and What Doesn't Work?**

**A...In the Yard:**

**Works:** \_\_\_\_\_

(Example: "Staff Parking is adequate")

- Vehicles don't have specific spots  
- Wash bay doesn't drain

**Doesn't Work:** \_\_\_\_\_

(Example: "No clear organization for truck storage - Trucks are parked anywhere")

- Inadequate parking especially during events  
- mobile vehicles are parked far from office and were the only division that regularly comes gear in and out to our vehicles

**B...In the Shop/Office:**

**Works:** \_\_\_\_\_

(Example: "Air conditioning works great")

- Engineering storage is separated  
- Survey gear is in the rear of the vault, should be closer to

**Doesn't Work:** \_\_\_\_\_

(Example: "Not enough space in the Water Meter Storage area")

the office entrance to first floor

**C...In the Facilities (lockers, toilets, break room, etc)**

**Works:** Break room is good size

(Example: "Showers are nice")

- No flush urinal doesn't work  
- Office acoustics are awful

**Doesn't Work:** \_\_\_\_\_

(Example: "Lockers aren't big enough")

- Cell phone service is awful inside building  
- Key card is fickle on cold mornings  
- Sinks - No ability to control the flow on the sinks for wash up and they're on a timer

**What's Important?**

Please list the most important item or issue that affects your job:

The issues related to carrying the gear & its storage

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: Engineering

### What Works and What Doesn't Work?

#### A...In the Yard:

Works: \_\_\_\_\_  
(Example: "Staff Parking is adequate")

Doesn't Work: walkways are uneven, No sidewalks, No turn around for vehicles  
(Example: "No clear organization for truck storage - Trucks are parked anywhere.")  
No traffic flow, cars constantly backing

#### B...In the Shop/Office:

Works: \_\_\_\_\_  
(Example: "Air conditioning works great")

Doesn't Work: Inconsistent temperature ranges throughout, Not enough storage  
(Example: "Not enough space in the Water Meter Storage area")  
Card reader doesn't always work for entry

#### C...In the Facilities (lockers, toilets, break room, etc)

Works: \_\_\_\_\_  
(Example: "Showers are nice")

Doesn't Work: Waterless Urinals are a disgrace, No showers,  
(Example: "Lockers aren't big enough")  
Bathrooms Smell because of poor design of urinals

### What's Important?

Please list the most important item or issue that affects your job:

\_\_\_\_\_

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: Highway Div.

### What Works and What Doesn't Work?

#### A...In the Yard:

Works: Storing <sup>essential</sup> Materials at DPW Yard. (Efficient)  
(Example: "Staff Parking is adequate")

- Inadequate space for materials

Doesn't Work: Inadequate parking/space for Town vehicles/equipment  
(Example: "No clear organization for truck storage - Trucks are parked anywhere.")

Not enough parking for employee and customers.

#### B...In the Shop/Office:

Works: \_\_\_\_\_  
(Example: "Air conditioning works great")

- Management and rank file should be located in same building.

Doesn't Work: No privacy. Too much noise with cubicles. Garage Area is  
(Example: "Not enough space in the Water Meter Storage area") Small causing accidents

#### C...In the Facilities (lockers, toilets, break room, etc)

Works: Kitchen works out well at PSA13  
(Example: "Showers are nice")

- NO area for staff downtime. (snack opps)

Doesn't Work: No area to place jackets/clothing. cubicle/area too small  
(Example: "Lockers aren't big enough") No sufficient space for maps/documents.

### What's Important?

Please list the most important item or issue that affects your job:

- Background noise is a major hindrance / Problem.

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: Highway

### What Works and What Doesn't Work?

#### A...In the Yard:

Works: STORAGE BINS FOR MATERIAL  
(Example: "Staff Parking is adequate")

Doesn't Work: TRUCK, TRAILERS AND EQ ARE STACKED IN FRONT OF EACH OTHER  
(Example: "No clear organization for truck storage - Trucks are parked anywhere.")

#### B...In the Shop/Office:

Works: STAFF AREA IS SAFE, CLEAN AND PRIVATE  
(Example: "Air conditioning works great")

Doesn't Work: NO SPACE FOR SIGN SHOP - NO VENTILATION ON 1ST FLOOR  
POOR CELL PHONE CONNECT  
(Example: "Not enough space in the Water Meter Storage area")

#### C...In the Facilities (lockers, toilets, break room, etc)

Works: BREAK RM, CONFERENCE ROOMS FUNCTION WELL  
(Example: "Showers are nice")

Doesn't Work: LOCKER ARE TOO SMALL, NEEDS CHANGING RM AND SPORTS CLOSET/LOCKER  
(Example: "Lockers aren't big enough")

### What's Important?

Please list the most important item or issue that affects your job:

(STRONG CELL PHONE CONNECTION IN OUR CURRENT BUILDING)

PRIVACY + COMMUNICATIONS  
WALL SPACE  
STORAGE - FILES + PLANS

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: Highway

### What Works and What Doesn't Work?

#### A...In the Yard:

Works: \_\_\_\_\_

(Example: "Staff Parking is adequate")

Doesn't Work: no wash bay, to clean equipment  
not enough parking personal vehicles in same area as construction vehicles.

(Example: "No clear organization for truck storage - Trucks are parked anywhere.")

no stock yard for storage, equipment placed all over town.

#### B...In the Shop/Office:

Works: \_\_\_\_\_

(Example: "Air conditioning works great")

Doesn't Work: no internet wifi ~~does~~ not get cleaned.

(Example: "Not enough space in the Water Meter Storage area")

#### C...In the Facilities (lockers, toilets, break room, etc)

Works: \_\_\_\_\_

(Example: "Showers are nice") ~~not~~ not

Doesn't Work: need new lockers, could use bigger workbay, with chainhoist

(Example: "Lockers aren't big enough")

### What's Important?

Please list the most important item or issue that affects your job:

we need a washbay for cleaning equipment, and wifi for internet, not enough parking in main garage for salters plowtrucks (etc)

## D.P.W. IMPROVEMENTS

### Water building:

- Connect building to generator
- Add another zone to heating system
- Parking outside building
- Cable / wifi
- Finish bathroom with shower /add toilet
- Privacy for locker area
- No AC
- No janitor for this building

### Main building:

- Wash bay for vehicles
- Floor drain needs work
- Electrical system needs work
- Bathroom needs work
- Lighting in main garage needs work
- Windows needs to be replaced

### Security:

- New locks or key card systems for all buildings and secure areas
- Replace fence to secure equipment

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: Water Treatment Plant

### What Works and What Doesn't Work?

#### A...In the Yard:

Works: Staff parking small - Lighting is good  
(Example: "Staff Parking is adequate")

Doesn't Work: Visitor parking very little Trucks are outside  
(Example: "No clear organization for truck storage - Trucks are parked anywhere.")

#### B...In the Shop/Office:

Works: Heat Works good  
(Example: "Air conditioning works great")

Doesn't Work: AC (on or off not regulating)  
(Example: "Not enough space in the Water Meter Storage area")  
Shop area too small Office area could you Updating

#### C...In the Facilities (lockers, toilets, break room, etc)

Works: Toilets, Showers, break room OK.  
(Example: "Showers are nice")

Doesn't Work: Heat in chemical & filter rooms don't always work  
(Example: "Lockers aren't big enough")  
Small Kitchen

### What's Important?

Please list the most important item or issue that affects your job:

Provide clean drinking water to the residents of the town of Needham.

Town of Needham Department of Public Works  
Staff Needs Survey for the Proposed New DPW Facility

Division: Planning and Community Development

### What Works and What Doesn't Work?

#### A...In the Yard:

**Works:** \_\_\_\_\_

(Example: "Staff Parking is adequate")

**Doesn't Work:** Inadequate parking space to serve building needs.

(Example: "No clear organization for truck storage - Trucks are parked anywhere.")

#### B...In the Shop/Office:

**Works:** \_\_\_\_\_

(Example: "Air conditioning works great")

**Doesn't Work:** \_\_\_\_\_

(Example: "Not enough space in the Water Meter Storage area")

*Available private offices provide a nice work space with adequate storage and table space.*  
*Inadequate number of cubicles and office suites to serve staffing needs. Public entry space is not segregated from departmental work space creating issue of privacy and noise. Back ground noise in public space is distracting. Conference Room is too small. Orientation and location of map files is difficult to access. Additional file storage is required.*

#### C...In the Facilities (lockers, toilets, break room, etc)

**Works:** \_\_\_\_\_

(Example: "Showers are nice")

**Doesn't Work:** \_\_\_\_\_

(Example: "Lockers aren't big enough")

### What's Important?

Please list the most important item or issue that affects your job:

*Inadequate number of cubicles / private office space to serve staffing needs. Lack of separation of public greeting space from departmental work space.*

## **Appendix C**

### **Fleet Inventory List and Equipment List**

Needham, Massachusetts  
Department of Public Works  
Town Owned Fleet Inventory List

<b>DEPARTMENT</b>	<b>LARGE</b>	<b>SMALL</b>	<b>EQUIP</b>	<b>TRAILERS</b>
Administration / Engineering	0	12	0	0
Garage / Highway	9	16	10	11
Parks & Forestry	1	12	5	10
Water & Sewer	7	18	2	12
Recycling & Transfer Station	9	1	5	9
<b>TOTAL</b>	<b>26</b>	<b>59</b>	<b>22</b>	<b>42</b>

Needham, Massachusetts  
 Department of Public Works  
 Town Owned Fleet Inventory List

Trailer

MISC. ADMINISTRATION										LARGE	SMALL	EQUIPMENT	TRAILER
ID#	DEPT	YR	MAKE/MODEL	DESCRIPTION	PHOTO	WIDTH	LENGTH	LIC#	ID#				
400	BI	2005	Ford Taurus	Sedan	X	7'	16'	M6728	400	--	1	--	--
453	BI	2005	Ford Taurus	Sedan	X	7'	16'	M72268	453	--	1	--	--
454	BI	2014	Ford Fusion	Sedan	X	7'	17'	M69532	454	--	1	--	--
455	BI	2006	Ford Taurus	Sedan	X	7'	16'	M95356	455	--	1	--	--
456	BI	2014	Ford Fusion	Sedan	X	7'	17'	M16278	456	--	1	--	--
802	CDC	2005	Ford Ranger	Pick Up	X	8'	16'	M6391	802	--	1	--	--
1	Admin	2011	Ford Escape Hybrid	SUV	X	7'	15'	M40	1	--	1	--	--
15	Admin	2008	Ford Taurus	Sedan	X	7'	16'	M87680	15	--	1	--	--
44	Engr	2011	Ford Escape Hybrid	SUV	X	7'	15'	M6388	44	--	1	--	--
45	Engr	2012	Ford E150 Van	Passenger Van	X	8'	18'	M6389	45	--	1	--	--
46	Engr	2011	Ford Escape Hybrid	SUV	X	7'	15'	M68241	46	--	1	--	--
92	Engr	2012	Ford Explorer	SUV	X	8'	16'	M6409	92	--	1	--	--
<b>Subtotal:</b>										0	12	0	0

HIGHWAY										L	S	EQ	TR
ID#	DEPT	YR	MAKE/MODEL	DESCRIPTION	PHOTO	WIDTH	LENGTH	LIC#	ID#				
6	Hwy	2015	Intl 7300	Dump Truck	X	8'	24'	M62736	6	1	--	--	--
7	Hwy	2000	Intl 4900	Dump Truck	X	8'	24'	M62735	7	1	--	--	--
8	Hwy	2014	Intl 7400	Dump Truck	X	8'	24'	M89941	8	1	--	--	--
9	Hwy	2012	Intl 7400	Dump Truck	X	8'	24'	M87157	9	1	--	--	--
10	Hwy	2010	Intl 7400	Dump Truck	X	8'	24'	M82953	10	1	--	--	--
32	Hwy	2012	Ford F350	Pick Up	X	8'	18'	M88340	32	--	1	--	--
39	Hwy	2012	Ford F550	Dump Truck	X	8'	21'	M77250	39	--	1	--	--
43	Hwy	2012	Ford F350	Pick Up	X	8'	18'	M86759	43	--	1	--	--
47	Hwy	2007	Intl 7400	Dump Truck	X	8'	22'	M76117	47	1	--	--	--
48	Hwy	2008	Ford F450	Utility Truck	X	8'	21'	M88898	48	--	1	--	--
49	Hwy	2002	Volve Truck	Tractor	X	8'	30'	M6411	49	1	--	--	--
52	Hwy	2009	Ford Escape Hybrid	SUV		7'	15'	M78365	52	--	1	--	--
55	Hwy	2011	Ford F550	Dump Truck	X	8'	19'	M77245	55	--	1	--	--
57	Hwy	2012	Ford F350	Pick Up		8'	18'	M88339	57	--	1	--	--

HIGHWAY (Continued)													
ID#	DEPT	YR	MAKE/MODEL	DESCRIPTION	PHOTO	WIDTH	LENGTH	LIC#	ID#	L	S	EQ	TR
62	Hwy	1992	Trail King Tr.	Trailer	X	8'	16'	M48608	62	--	--	--	1
66	Hwy	2015	Ford F550	Dump Truck	X	8'	21'	M93452	66	--	1	--	--
76	Hwy	2007	Bobcat A300 Skid Steer	Equipment		6'	12'	M6113	76	--	--	1	--
102	Hwy	2008	JD Loader 544J	Equipment	X	8'	24'	M6431	102	1	--	--	--
106	Hwy	2002	Track MTV Tractor	Yellow Iron	X	4'	15'	M6437	106	--	--	1	--
107	Hwy	2008	Camoplast SW4S	Yellow Iron	X	4'	16'	M6435	107	--	--	1	--
108	Hwy	2011	Trackless Tractor	Equipment	X	4'	16'	M6436	108	--	--	1	--
111	Hwy	2013	Trackless Tractor	Equipment	X	4'	15'	M89947	111	--	--	1	--
112	Hwy	2011	Prinoth	Equipment	X	4'	16'	M55116	112	--	--	1	--
113	Hwy	2008	Camoplast SW4S	Yellow Iron	X	4'	16'	M57947	113	--	--	1	--
116	Hwy	2014	Prinoth SW4S	Yellow Iron	X	4'	16'	M55339	116	--	--	1	--
117	Hwy	2001	Bombadier SW48	Yellow Iron	X	4'	16'	M95737	117	--	--	1	--
120	Hwy	2004	Trail Utility Tr.	Trailer				M71616	120	--	--	--	1
121	Hwy	2007	Vermac Utility Tr.	Trailer	X	8'	15'	M81014	121	--	--	--	1
122	Hwy	2007	Vermac Utility Tr.	Trailer	X	8'	15'	M81015	122	--	--	--	1
123	Hwy	2009	Carmate Utility Tr.	Trailer				M81875	123	--	--	--	1
124	Hwy	2009	Addco Mini Utility Tr.	Trailer	X	5'	9'	M77339	124	--	--	--	1
125	Hwy	2012	Addco Mini Utility Tr.	Trailer	X	5'	9'	M87344	125	--	--	--	1
129	Hwy	2000	Custom Flatbed Tr.	Trailer	X	8'	22'	M982	129	--	--	--	1
134	Hwy	2006	Whacker Pavement Roller	Roller	X	3'	5'	--	134	--	--	1	--
181	Hwy	2012	Elgin Pelican Sweeper	Equipment	X	10'	15'	M6445	181	--	1	--	--
182	Hwy	2010	Freightliner Elgin Sweeper	Truck	X	10'	21'	M6446	182	--	1	--	--
259	Hwy	2010	Hudson Tr.	Trailer	X	8'	15'	M57966	259	--	--	--	1
323	Hwy	2010	Pace Utility Tr.	Trailer	X	8'	14'	M6401	323	--	--	--	1
330	Hwy	2000	Const. Utility Tr.	Trailer	X	8'	21'	M18469	330	--	--	--	1
808	Hwy	1996	Intl 4900	Dump Truck	X	8'	28'	M54109	808	1	--	--	--
832	Hwy	2005	Ford F350 SRWSUP	Pick Up	X	8'	21'	M54113	832	--	1	--	--
843	Hwy	2007	Ford F350	Pick Up	X	8'	19'	M73033	843	--	1	--	--
866	Hwy	2007	Ford F550	Dump Truck	X	8'	21'	M75802	866	--	1	--	--
2	VM	2011	Ford F150 XL	Pick Up	X	8'	18'	M6381	2	--	1	--	--
3	VM	2012	Ford F450	Utility Truck	X	8'	21'	M88329	3	--	1	--	--
4	VM	2006	Ford F350	Pick Up	X	8'	19'	M45166	4	--	1	--	--
<b>Subtotal:</b>										9	16	10	11

PARKS & FORESTRY													
ID#	DEPT	YR	MAKE/MODEL	DESCRIPTION	PHOTO	WIDTH	LENGTH	LIC#	ID#	L	S	EQ	TR
12	Parks	2009	Ford Escape Hybrid	SUV	X	8'	15'	M78306	12	--	1	--	--
38	Parks	2007	Intl 4300	Truck	X	8'	25'	M6419	38	1	--	--	--
41	Parks	2009	Ford F350	Pick Up	X	8'	18'	M77248	41	--	1	--	--
50	Parks	2008	Ford F150	Pick Up	X	8'	19'	M6400	50	--	1	--	--
65	Parks	2015	Ford F350	Pick Up	X	8'	18'	M55331	65	--	1	--	--
70	Parks	2009	Ford F550 DRWSUP	Dump Truck	X	8'	18'	M77334	70	--	1	--	--
71	Parks	2009	Ford F550 DRWSUP	Dump Truck	X	8'	19'	M77345	71	--	1	--	--
72	Parks	2015	Ford F550	Dump Truck	X	8'	21'	M93451	72	--	1	--	--
73	Parks	2008	Ford F350 DRWSUP	Dump Truck	X	8'	19'	M52546	73	--	1	--	--
74	Parks	2008	Ford F550 DRWSUP	Dump Truck		8'	19'	M6421	74	--	1	--	--
75	Parks	2008	Ford F550	Dump Truck	X	8'	19'	M77247	75	--	1	--	--
168	Parks	2010	Gorman Utility Tr.	Trailer	X	6'	9'	M83578	168	--	--	--	1
183	Parks	2007	Giant Leaf Picker Tr.	Trailer	X	8'	15'	M6451	183	--	--	--	1
186	Parks	2010	Giant Leaf Vac. Tr.	Trailer	X	8'	15'	M88899	186	--	--	--	1
202	Parks	1982	Bean Hyd. Sprayer	Yellow Iron		3'	6'	M6454	202	--	--	1	--
253	Parks	2010	Vermeer Stump Grinder	Yellow Iron	X	8'	8'	M6468	253	--	--	--	1
254	Parks	2013	Bandit Brush Chipper	Equipment	X	6'	15'	M79681	254	--	--	1	--
256	Parks	2008	Utility Trailer	Trailer				M78684	256	--	--	--	1
301	Parks	2009	Ford E150 Van	Passenger Van	X	8'	18'	M6385	301	--	1	--	--
303	Parks	2014	JD Tractor	Tractor	X	8'	20'	M92248	303	--	1	--	--
321	Parks	2008	Cross County Utility Tr.	Trailer - 14"	X	8'	18'	M79839	321	--	--	--	1
322	Parks	2008	Cross County Utility Tr.	Trailer	X	8'	20'	M79091	322	--	--	--	1
328	Parks	1998	Cross County Utility Tr.	Trailer - 16"				M57970	328	--	--	--	1
331	Parks	2004	Cross County Utility Tr.	Trailer - 16"	X	8'	16'	M62206	331	--	--	--	1
332	Parks	2009	Cross County Utility Tr.	Trailer - 16"	X	8'	20'	M78311	332	--	--	--	1
336	Parks	2011	TORO Lawnmower	Tractor	X	8'	15'	M94738	336	--	--	1	--
350	Parks	2010	JD Loader 4720	Yellow Iron		7'	16'	M6730	350	--	--	1	--
872	Parks	2007	Ford F550	Dump Truck	X	8'	21'	M6428	872	--	--	1	--
<b>Subtotal:</b>										1	12	5	10

RECYCLING & TRANSFER STATION													
ID#	DEPT	YR	MAKE/MODEL	DESCRIPTION	PHOTO	WIDTH	LENGTH	LIC#	ID#	L	S	EQ	TR
5	RTS	2011	Intl 7400	Dump Truck	X	8'	28'	M87680	5	1	--	--	--
34	RTS	2001	Mack Tractor	Tractor		8'		M75822	34	1	--	--	--
36	RTS	2014	Warren Utility Tr.	Trailer					36	--	--	--	1
42	RTS	2014	Intl 7400	Tractor	X	8'	36'	M77246	42	1	--	--	--
53	RTS	2013	Intl 5600	Tractor		8'	24'		53	1	--	--	--
56	RTS	2010	Ford F150	Pick Up	X	8'	18'	M82951	56	--	--	1	--
58	RTS	2011	Steco Refuse Tr.	Trailer					58	--	--	--	1
59	RTS	2015	Steco Refuse Tr.	Trailer					59	--	--	--	1
60	RTS	2012	Steco Refuse Tr.	Trailer					60	--	--	--	1
61	RTS	2013	Genie Forklift	Forklift	X	5'	15'	--	61	--	--	1	--
63	RTS	2010	Steco Refuse Tr.	Trailer					63	--	--	--	1
64	RTS	2013	Steco Refuse Tr.	Trailer					64	--	--	--	1
67	RTS	2004	Vermeer Grinder	Yellow Iron	X	8'	40'		67	--	--	1	--
80	RTS	2010	Intl Truck	Truck		8'	24'		80	1	--	--	--
90	RTS	2007	Steco Refuse Tr.	Trailer					90	--	--	--	1
91	RTS	2000	Const. Scalp Truck	Truck		8'			91	1	--	--	--
93	RTS	2015	McCloskey Brothers	Trommel Screen 512R					93	--	--	1	--
104	RTS	2008	Case Loader 821E	Yellow Iron	X	8'	27'	M6433	104	1	--	--	--
143	RTS	2010	Case Loader	Yellow Iron	X	8'	21'	M6423	143	1	--	--	--
145	RTS	2011	Work sport Pace Utility Tr.	Trailer	X	8'	24'	M6423	145	--	--	--	1
803	RTS	1997	Ford F-450	Truck		8'	19'		803	--	1	--	--
842	RTS	1999	MACK TRACTOR	Tractor		8'			842	1	--	--	--
893	RTS	2004	McCloskey Brothers	Trommel Screen 512R	X	8'	40'		893	--	--	1	--
59R	RTS	2009	Steco Refuse Tr.	Trailer					59R	--	--	--	1
<b>Subtotal:</b>										9	1	5	9

WATER, SEWER, & DRAINS													
ID#	DEPT	YR	MAKE/MODEL	DESCRIPTION	PHOTO	WIDTH	LENGTH	LIC#	ID#	L	S	EQ	TR
11	Sewer	2013	Ford Explorer	SUV	X	8'	16'	M86476	11	--	1	--	--
16	Sewer	2014	Freightliner Box Truck	Box Truck	X	8'	30'	M58193	16	1	--	--	--
17	Sewer	2012	Ford F550	Dump Truck	X	8'	20'	M90375	17	--	1	--	--
19	Sewer	2010	Intl 7400	Dump Truck	X	8'	22'	M6404	19	1	--	--	--
23	Sewer	2011	Ford F350	Utility Truck	X	8'	22'	M6408	23	--	1	--	--
28	Sewer	2001	Ford F350	Utility Truck	X	8'	21'	M37097	28	--	1	--	--
29	Sewer	2008	Intl 7400	Jet Vac		8'	22'	M6424	29	1	--	--	--
37	Sewer	2010	Intl 7500	Vactor	X	8'	20'	M88331	37	1	--	--	--
94	Sewer	2014	Ford F250	Pick Up		8'	18'	M89160	94	--	1	--	--
101	Sewer	2010	Case Loader	Yellow Iron	X	8'	24'	M6430	101	--	1	--	--
103	Sewer	2012	JD Backhoe	Yellow Iron	X	8'	24'	M6432	103	--	1	--	--
152	Sewer	2010	Atlas Utility Tr.	Compressor Trailer	X	5'	10'	M6449	152	--	--	--	1
252	Sewer	1976	GILSON CEMENT MIXER	Yellow Iron	X	4'	6'	M6459	252	--	--	1	
811	Sewer	2007	Ford F150	Pick Up	X	8'	18'	M79972	811	--	1	--	--
837	Sewer	1999	Intl 4900	Dump Truck		8'	24'	M61492	837	1	--	--	--
14	Water	2009	Intl 7400	Dump Truck	X	8'	24'	M77154	14	1	--	--	--
20	Water	2009	Ford Escape Hybrid	SUV	X	8'	16'	M52555	20	--	1	--	--
21	Water	2010	Ford F150	Pick Up		8'	18'	M82952	21	--	1	--	--
22	Water	2009	Ford F450	Utility Truck		8'	18'	M77241	22	--	1	--	--
24	Water	2009	Ford F150	Pick Up		8'	18'	M77238	24	--	1	--	--
25	Water	2012	Ford F450	Utility Truck	X	8'	18'	M88331	25	--	1	--	--
26	Water	2011	Ford F150	Pick Up	X	8'	19'	M55113	26	--	1	--	--
27	Water	2011	Ford F150	Pick Up	X	8'	19'	M6426	27	--	1	--	--
30	Water	2012	Ford F550	Dump Truck	X	8'	19'	M77337	30	--	1	--	--
31	Water	2011	Ford F150	Pick Up	X	8'	18'	M6427	31	--	1	--	--
40	Water	2012	Ford F350	Pick Up	X	8'	19'	M77249	40	--	1	--	--
133	Water	2001	JD 310 Loader	Yellow Iron	X	8'	24'	M6443	133	1	--	--	--
151	Water	2008	Ingersol Rand Comp.	Compressor	X	7'	12'	M42867	151	--	--	1	--
156	Water	2011	Baker Robinson Tr.	10" Water Pump Tr.	X	8'	21'	M88791	156	--	--	--	1
157	Water	2012	PP&P 6" Water Pump Tr.	Trailer				M89496	157	--	--	--	1
159	Water	2012	Pump Utility Tr.	Trailer	X	6'	12'	M89948	159	--	--	--	1
160	Water	2013	WACH Utility Trailer-VAC	Trailer	X	7'	12'	M79455	160	--	--	--	1
164	Water	2008	Trailer Atlas Copco	Trailer MDT Generator	X	7'	12'	M77670	164	--	--	--	1
165	Water	2012	Taylor Generator Trailer	Trailer	X	7'	15'	M87495	165	--	--	--	1
193	Water	2011	Magnum Light Tower	Yellow Iron	X	5'	12'	M87679	193	--	--	--	1
198	Water	1999	Magnum Light Tower	Yellow Iron	X	5'	12'	M67553	198	--	--	--	1
260	Water	2009	Felling Utility Tr.	Trailer	X	8'	24'	M77157	260	--	--	--	1
261	Water	2009	Hudson HD10 Tr.	Trailer				M78304	261	--	--	--	1
324	Water	2006	Const. Utility Tr.	Trailer				M7496	324	--	--	--	1
<b>Subtotal:</b>										7	18	2	12

## ADMINISTRATION VEHICLES

<p><b>400</b> 2005 Ford Taurus Sedan 7' x 16'</p>		<p><b>453</b> 2005 Ford Taurus Sedan 7' x 16'</p>	
<p><b>454</b> 2014 Ford Fusion Sedan 7' x 17'</p>		<p><b>455</b> 2006 Ford Taurus Sedan 7' x 16'</p>	
<p><b>456</b> 2014 Ford Fusion Sedan 7' x 17'</p>		<p><b>802</b> 2005 Ford Ranger Pick Up 8' x 16'</p>	
<p><b>1</b> 2011 Ford Escape Hybrid SUV 7' x 15'</p>		<p><b>15</b> 2008 Ford Taurus Sedan 7' x 16'</p>	
<p><b>44</b> 2011 Ford Escape Hybrid SUV 7' x 15'</p>		<p><b>45</b> 2012 Ford E150 Passenger Van 8' x 18'</p>	
<p><b>46</b> 2011 Ford Escape Hybrid SUV 7' x 15'</p>		<p><b>92</b> 2012 Ford Explorer SUV 8' x 16'</p>	

## GARAGE + HIGHWAY DEPARTMENT VEHICLES (1 of 3)

<p style="text-align: center;"><b>6</b> 2015 INTL 7300 Dump Truck 8' x 24'</p>		<p style="text-align: center;"><b>7</b> 2000 INTL 4900 Dump Truck 8' x 24'</p>	
<p style="text-align: center;"><b>8</b> 2014 INTL 7400 Dump Truck 8' x 24'</p>		<p style="text-align: center;"><b>9</b> 2012 INTL 7400 Dump Truck 8' x 24'</p>	
<p style="text-align: center;"><b>10</b> 2010 INTL 7400 Dump Truck 8' x 24'</p>		<p style="text-align: center;"><b>32</b> 2012 Ford F350 Pick Up 8' x 18'</p>	
<p style="text-align: center;"><b>39</b> 2012 Ford F550 Dump Truck 8' x 21'</p>		<p style="text-align: center;"><b>43</b> 2012 Ford F350 Pick Up 8' x 18'</p>	
<p style="text-align: center;"><b>47</b> 2007 INTL 7400 Dump Truck 8' x 22'</p>		<p style="text-align: center;"><b>48</b> 2008 Ford F450 Utility Truck 8' x 21'</p>	
<p style="text-align: center;"><b>49</b> 2002 Volvo Truck Tractor 8' x 30'</p>		<p style="text-align: center;"><b>52</b> 2009 Ford Escape Hybrid SUV 7' x 16'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>

## GARAGE + HIGHWAY DEPARTMENT VEHICLES (2 of 3)

<p style="text-align: center;"><b>55</b> 2011 Ford F550 Dump Truck 8' x 19'</p>		<p style="text-align: center;"><b>57</b> 2012 Ford F350 Pick Up 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>66</b> 2015 Ford F550 Dump Truck 8' x 21'</p>		<p style="text-align: center;"><b>76</b> 2007 Bobcat A300 Skid Steer 6' x 12'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>102</b> 2008 John Deere 544J Loader 8' x 24'</p>		<p style="text-align: center;"><b>106</b> 2002 Trackless MTV Sidewalk Tractor 4' x 15'</p>	
<p style="text-align: center;"><b>107</b> 2008 Camoplast SW4S Sidewalk Tractor 4' x 16'</p>		<p style="text-align: center;"><b>108</b> 2011 Trackless Sidewalk Tractor 4' x 16'</p>	
<p style="text-align: center;"><b>111</b> 2013 Trackless Sidewalk Tractor 4' x 15'</p>		<p style="text-align: center;"><b>112</b> 2011 Prinoth Sidewalk Tractor 4' x 16'</p>	
<p style="text-align: center;"><b>113</b> 2008 Camoplast SW4S Sidewalk Tractor 4' x 16'</p>		<p style="text-align: center;"><b>116</b> 2014 Prinoth SW4S Sidewalk Tractor 4' x 16'</p>	

## GARAGE + HIGHWAY DEPARTMENT VEHICLES (3 of 3)

<p style="text-align: center;"><b>117</b> 2001 Bombadier SW48 Sidewalk Tractor 4' x 16'</p>		<p style="text-align: center;"><b>134</b> 2006 Whacker Pavement Roller 3' x 5'</p>	
<p style="text-align: center;"><b>181</b> 2012 Elgin Pelican Sweeper 10' x 15'</p>		<p style="text-align: center;"><b>182</b> 2010 Elgin Freightliner Sweeper 10' x 21'</p>	
<p style="text-align: center;"><b>808</b> 1996 INTL 4900 Dump Truck 8' x 28'</p>		<p style="text-align: center;"><b>832</b> 2005 Ford F350 SRWSUP Pick Up 8' x 21'</p>	
<p style="text-align: center;"><b>843</b> 2007 Ford F350 Pick Up 8' x 19'</p>		<p style="text-align: center;"><b>866</b> 2007 Ford F550 Dump Truck 8' x 21'</p>	
<p style="text-align: center;">Garage <b>2</b> 2011 Ford F150 XL Pick Up 8' x 18'</p>		<p style="text-align: center;">Garage <b>3</b> 2012 Ford F450 Utility Truck 8' x 21'</p>	
<p style="text-align: center;">Garage <b>4</b> 2006 Ford F350 Pick Up 8' x 19'</p>			

## PARKS & FORESTRY DEPARTMENT VEHICLES (1 of 2)

<p style="text-align: center;"><b>12</b> 2009 Ford Escape Hybrid SUV 8' x 15'</p>		<p style="text-align: center;"><b>38</b> 2007 INTL 4300 Dump Truck 8' x 25'</p>	
<p style="text-align: center;"><b>41</b> 2009 Ford F350 Pick Up 8' x 18'</p>		<p style="text-align: center;"><b>50</b> 2008 Ford F150 Pick Up 8' x 19'</p>	
<p style="text-align: center;"><b>65</b> 2015 Ford F350 Pick Up 8' x 18'</p>		<p style="text-align: center;"><b>70</b> 2009 Ford F550 DRWSUP Dump Truck 8' x 18'</p>	
<p style="text-align: center;"><b>71</b> 2009 Ford F550 DRWSUP Dump Truck 8' x 19'</p>		<p style="text-align: center;"><b>72</b> 2015 Ford F550 Dump Truck 8' x 21'</p>	
<p style="text-align: center;"><b>73</b> 2008 Ford F350 DRWSUP Dump Truck 8' x 19'</p>		<p style="text-align: center;"><b>74</b> 2008 Ford F550 DRWSUP Dump Truck 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>75</b> 2008 Ford F550 Dump Truck 8' x 19'</p>		<p style="text-align: center;"><b>202</b> 1982 Bean Hydro Sprayer 3' x 6'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>253</b> 2010 Vermeer Stump Grinder 8' x 8'</p>		<p style="text-align: center;"><b>254</b> 2013 Bandit Brush Chipper 6' x 15'</p>	

## PARKS DEPARTMENT VEHICLES (2 of 2)

<p><b>301</b> 2009 Ford E150 Passenger Van 8' x 18'</p>		<p><b>303</b> 2014 John Deere Tractor 8' x 20'</p>	
<p><b>336</b> 2011 Toro Lawnmower 8' x 15'</p>		<p><b>350</b> 2010 John Deere 4720 Loader 7' x 16'</p>	<p>NO PHOTO AVAILABLE</p>
<p><b>872</b> 2007 Ford F550 Dump Truck 8' x 21'</p>			

## WATER & SEWER VEHICLES (1 of 2)

<p style="text-align: center;"><b>11</b> 2013 Ford Explorer SUV 8' x 16'</p>		<p style="text-align: center;"><b>16</b> 2014 Freightliner Box Truck 8' x 30'</p>	
<p style="text-align: center;"><b>17</b> 2012 Ford F550 Dump Truck 8' x 20'</p>		<p style="text-align: center;"><b>19</b> 2010 INTL 7400 Dump Truck 8' x 22'</p>	
<p style="text-align: center;"><b>23</b> 2011 Ford F350 Utility Truck 8' x 22'</p>		<p style="text-align: center;"><b>28</b> 2001 Ford F350 Utility Truck 8' x 21'</p>	
<p style="text-align: center;"><b>29</b> 2008 INTL 7400 Jet Vac 8' x 24'</p>	<p>NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>37</b> 2010 INTL 7500 Vactor 8' x 20'</p>	
<p style="text-align: center;"><b>94</b> 2014 Ford F250 Pick Up 8' x 18'</p>	<p>NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>101</b> 2010 Case Loader 8' x 24'</p>	
<p style="text-align: center;"><b>103</b> 2012 John Deere Backhoe 8' x 24'</p>	<p>NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>252</b> 1976 Gilson Cement Mixer 4' x 6'</p>	<p>NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>811</b> 2007 Ford F150 Pick Up 8' x 18'</p>		<p style="text-align: center;"><b>837</b> 1999 INTL 4900 Dump Truck 8' x 24'</p>	<p>NO PHOTO AVAILABLE</p>

## WATER & SEWER VEHICLES (2 of 2)

<p style="text-align: center;"><b>14</b> 2009 INTL 7400 Dump Truck 8' x 24'</p>		<p style="text-align: center;"><b>20</b> 2009 Ford Escape Hybrid SUV 8' x 16'</p>	
<p style="text-align: center;"><b>21</b> 2010 Ford F150 Pick Up 8' x 18'</p>	<p>NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>22</b> 2009 Ford F450 Utility Truck 8' x 18'</p>	<p>NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>24</b> 2009 Ford F150 Pick Up 8' x 18'</p>	<p>NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>25</b> 2012 Ford F450 Utility Truck 8' x 18'</p>	<p>NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>26</b> 2011 Ford F150 Pick Up 8' x 19'</p>	<p>NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>27</b> 2011 Ford F150 Pick Up 8' x 19'</p>	<p>NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>30</b> 2012 Ford F550 Dump Truck 8' x 19'</p>		<p style="text-align: center;"><b>31</b> 2011 Ford F150 Pick Up 8' x 18'</p>	
<p style="text-align: center;"><b>40</b> 2012 Ford F350 Pick Up 8' x 19'</p>		<p style="text-align: center;"><b>133</b> 2001 John Deere 310 Loader 8' x 24'</p>	
<p style="text-align: center;"><b>151</b> 2008 Ingersol Rand Compressor 7' x 12'</p>		<p style="text-align: center;"><b>198</b> 1999 Magnum Light Tower 5' x 12'</p>	

## RTS VEHICLES

<p style="text-align: center;"><b>5</b> 2011 INTL 7400 Dump Truck 8' x 28'</p>		<p style="text-align: center;"><b>34</b> 2001 Mack Tractor 8' x 24'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>42</b> 2014 INTL 7400 Tractor Trailer 8' x 36'</p>		<p style="text-align: center;"><b>53</b> 2013 INTL 5600 Tractor Trailer 8' x 24'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>56</b> 2010 Ford F150 Pick Up 8' x 18'</p>		<p style="text-align: center;"><b>61</b> 2013 Genie Forklift 5' x 15'</p>	
<p style="text-align: center;"><b>67</b> 2004 Vermeer Grinder 8' x 40'</p>		<p style="text-align: center;"><b>80</b> 2010 INTL Truck Dump Truck 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>91</b> 2000 Const. Scalp Tr Truck 7' x 16'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>93</b> 2015 McCloskey Bros Trommel Screen 512R 8' x 40'</p>	
<p style="text-align: center;"><b>104</b> 2008 Case 821E Loader 8' x 27'</p>		<p style="text-align: center;"><b>143</b> 2010 Case Loader 8' x 21'</p>	
<p style="text-align: center;"><b>803</b> 1997 Ford F450 Pick Up 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>842</b> 1999 Mack Tractor 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>893</b> 2004 McCloskey Bros Trommel Screen 512R 8' x 40'</p>			

## FACILITIES DEPARTMENT VEHICLES

<p style="text-align: center;"><b>700</b> 2012 Ford E250 Econ Van 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>701</b> 2014 Ford F250 Pick Up 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>702</b> 2001 Ford F250 Pick Up 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>703</b> 2015 Ford Tracon Van 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>704</b> 2005 Ford E250 Econ Van 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>705</b> 2006 Ford E250 Econ Van 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>706</b> 2006 Ford E250 Econ Van 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>707</b> 2008 Ford E250 Econ Van 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>712</b> 2011 Ford E250 Econ Van 8' x 18'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>	<p style="text-align: center;"><b>713</b> 2012 Ford F450 Dump Truck 7' x 16'</p>	<p style="text-align: center;">NO PHOTO AVAILABLE</p>
<p style="text-align: center;"><b>714</b> 2014 ZIERKE Mobile Generator 8' x 18'</p>		<p style="text-align: center;"><b>756</b> 2010 Ford F150 Pick Up 8' x 18'</p>	
<p style="text-align: center;"><b>452</b> 2005 Ford Taurus Sedan 7' x 16'</p>			

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
006A	2000	10' Mat. Spread.	Tarrant	HL-H2Y-10	1HTSDAAR9WH599687	0	H.
007A	2000	10' Mat. Spread.	Tarrant	HL-H2Y-10	1HTSCPHN7RH565940	0	H.
009A	2012	10' Mat. Spread.	Tarco	Highlander 10FT SS	LAS01AK10813A04112	0	H
010A	2011	10' Mat. Spread.	Tarrant	Highlander	10443	0	H.
014A	1989	10' Mat. Spread.	HI-WAY	E2020	88674	0	H.
028A	2001	Sewer Rodder	Sreco	HMRSR516TM/PTO	L-012485	0	S.
038A	2007	Aerial Lift	Aerial Lift	AL6050-5	4102-09-06	0	P.
042A	2010	16' Mat. Spread	HI-WAY	E2020XT-16	130851	0	
047A	2008	10' Mat. Spread.	Tarrant	Highlander	LAS01AK9764A041107	0	H.
049A	2008	14' Mat. Spread	Tarrant	Highlander	LAS01AP10014A041008	0	H.
051A	1995	Compressor	Sullair	D185U5	600075	0	H.
054	1987	Dozer	Komatsu	D83E-1	10140	0	LF.
061	2013	Forklift	Genie	GTH5519	GTH551912-22910	0	LF.
068	1995	Air Compressor	Sullair	D185U5	600075	0	H.
105	1998	Track Loader	Caterpillar	963B	9BL02307	0	LF.
108A	2011	Flail Mower 74"	Trackless	MTF4	461	0	H.
115	2008	Excavator	Kubota	KX080-3	JKOK0807T01H11688	0	W.
123	2009	Trailer	Car Mate	CM612EC	5A3C612S59L001583	0	H.
131	2000	Roller	Dynapac	CC122	60115307	0	H.
134	2006	Roller	Wacker	RD11A	5666086	0	H.
150A	1981	Welder	Hobart	Mega-Arc		0	W.
153	2012	Portable Welder	Miller	Bobcat 907211021		0	G
154	1960	Compressor	Lindsay	33	12220	0	P.
158	0	8" Pump				0	W.
161	2006	Utility Vac	Wachs	Trav-L-Vac	06-1860	0	W.

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
162	2006	Valve Turner	Wachs	17-000-02	06-1879	0	W.
163	1990	Pump	Marlow	3CE24	095100	0	W.
167	1970	Pump	Fairbanks	5421BP	K2M10370934	0	S.
169	1998	6" Pump	Godwin	CD150M	971092330	0	W.
170	2000	4" Pump	Godwin	CD100MBS	991784257	0	S.
171	2011	6" Pump	Gorman-Rupp			0	S.
172	1968	Pump	Homelite	110S-1 1/2-1	2711593	0	W.
173	1990	Pump	Marlow	3CE24	00951000	0	W.
174	2002	Pump	Wacker	PDT3A	5360050	0	S.
175	1967	Trench Comp.	Wacker	GVR100	00112657	0	S.
176	1967	Trench Comp.	Wacker	GVR100	00111828	0	W.
180	1980	Water Tank			0	0	H.
184	1981	Leaf Collector	Tarrant	TTL-1	1888	0	P.
190		Generator	Hobart	TH310230A	1PT1188	0	W.
191		Power Cut Saw	Poulan	S25AU	28182	0	W.
192		Pipe Threader	Oster	8560	432NY	0	W.
194		Air Compressor	Gardiner		183551	0	P.
195		Generator	Homelite	2000	22927331	0	P.
196	1993	Generator	Honda	EG5000X	EA74111118	0	W.
197	1993	Generator	Honda	EG5000X	EA74111119	0	W.
199	2006	Startall	Goodall	11-620	88672	0	G.
206	2011	Snow Blower	RPM Tech	RPM217	2754RPM	0	H.
207	2009	Chemical Tank	Titan	525	0811184982	0	H.
208	2009	Chemical Tank	Titan	525	0811184985	0	H.
214	1966	Trailer	Surplus	M416	6X6854	0	G.

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
215	1967	Trailer	Surplus		06F97968	0	W.
216	1962	Generator	Hol-Gor	1918	17979	0	W.
218	2011	Generator				0	W.
232	1989	Blacktop Spred.	LeeBoy	1200		0	H.
233	2012	Track Paver	Salsco	TP-411	12042000050220300	0	H
250	2000	Concrete Saw	Diamond	CC1300	1259260	0	H.
251	1999	Cement Mixer	Stone	65CM	249904S	0	H.
257	2006	Berm Machine	Miller	J-13360	J-13360	0	H.
258	1973	Curber	Miller	MC550	1000	0	H.
262	2009	Roller				0	H.
263	2009	Conveyor	HTC	1200L	B104901121	0	H.
306	1980	Mower	National	Triplex	84080671	0	P.
309	1992	Hand Sweeper	MB	WB36	100113	0	P.
325	1999	Linemarker	Graco	GM5000	BA4324	0	H.
333	2008	Mower	Kubota	ZD331		0	P.
334	2011	Mower	Toro	3500D	311000704	0	P
335	2010	Field Renovator	Smithco	Super Star		0	P
337	0	Jr. Sodcutter	Ryan	544845	100006	0	P.
338	2005	Mower	Exmark	Metro	531243	0	P.
339	2005	Mower	Exmark	Metro	549758	0	P.
340	2008	Mower	Exmark	Tracer	698577	0	P.
341	2008	Jr. Sodcutter	Ryan	544945A	06486	0	P.
342	2009	TX Gator	John Deere	TX Gator	MO4X2XD050142	0	P.
343	2011	Debris Blower	Toro	44538 Pro Force		0	P.
351	2002	Tractor	John Deere	4410	LV4410H141340	0	P.

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
352-X	2014	Mower	Kubota	38306		0	P.
353	2010	Hand Sweeper	Smithco	G 2238		0	P.
356	0	Aerator	Scotts	18-6		0	P.
358	0	Pump	Bean	R-5	105442	0	P.
837A	1999	Catch Basin Cleaner	Stedt	920T/13	3992	0	S.
A001	2010	Tiller	Land Pride	RTA2072	648248	0	P.
A002	2010	Aerator/Corer	John Deere	AERCORE 1000		0	P.
A003	2010	Broadcast Spreader	Land Pride	FSP500	631697	0	P.
A004	2008	Digging Bucket	Kubota	Digging Bucket		0	
A005	2008	Digging Bucket	Kubota	Digging Bucket		0	
A006	2008	Grading Bucket	Werkbrau	Grading Bucket		0	
A007	2008	Sidewalk Sander	Camoplast	36" Spreader	9680076001311	0	H
A008	2008	Sidewalk Sander	Camoplast	36" Spreader	800681256	0	H
A009	1989	Sickle Bar	Trackless	Sickle Bar		0	
A010	1989	73" Mower Deck	Trackless	73" Mower Deck		0	
A011	1989	Flail Mower	Trackless	Flail Mower		0	
A012	2008	4.5 Yrd General Purpo	JRB	4.5 YDGP Bucket	0408-AKR5129	0	
A014	2010	3.5 Yrd Bucket	JRB	3.5 YD BUCKET	0806-193939-2/2	0	
A015	2012	1 Cu Meter Bucket	John Deere	Ldr Bucket 1cu mtr	1963083	0	
A016	2012	Clamshell 92"	John Deere	92" Multi-Purpose	1957233	0	
A017	2012	Riper Tooth	Wain Roy	Riper Tooth	143677	0	
A018	2012	Backhoe Bucket	Wain Roy	Backhoe Bucket	143046	0	
A019	2012	Pallet Forks	John Deere	Pallet Forks	JDAT308925 5585	0	
A020	2012	Backhoe Bucket	Wain Roy	Backhoe Bucket	142639	0	
A021	0	Vacant				0	

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
A022	2012	Pallet Forks 48"	Paladin	TX-0020	287023	0	
A023	2012	GRAPPLE BUCKET 1	Paladin	TX-0066	220807	0	
A024	2012	BOBCAT STYLE MO	Paladin	TX-0056	308297	0	
A101	2010	10' Hyd. Angle Broom	Sweepster	21321MH-0913		0	S.
A105	2009	Infield Groomer	Rahn	GL650		0	P.
A106	2009	Fertilizer Spreader	Land Pride	FSP700		0	P.
A115	2009	Compactor	Ho-Pac	1000B	00147	0	W.
A116	2012	1/2 Cu. Yrd Sander	Prinoth	SANDER .5 CU YD	0076001404	0	H
A143	2010	10' Hyd. Angle Broom	Sweepster	21321MH-0913	1028002	0	L.
P001	1999	Plow	Root	TPR10TE		0	
P002	1999	Plow	Viking	CTE934		0	
P003	1999	Plow	Viking	CTE934		0	
P004	1998	Plow	Fisher			0	
P005	1995	Plow	Root	TPET.11		0	
P006	1996	Plow	Root	TPET.10.97		0	
P007	1990	Plow	Viking	R1136MTE		0	
P008A	0	Plow	Fisher			0	
P009	0	Plow	Baker	372A		0	
P010	1990	Plow	Viking	R1136MTE		0	
P011	0	Plow	Baker/Flink	459S		0	
P012	0	Plow	Baker			0	
P013	0	Plow	Baker	372A		0	
P014	0	Plow	Baker	372A		0	
P015	0	Plow	Baker			0	
P016	0	Plow	Baker	372A		0	

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
P017	0	Plow	Baker			0	
P018	1999	Plow	Root	TPR11TE		0	
P019	1998	V-PLOW 48"	Bombardier	V-PLOW 48"		0	
P020	1989	V-PLOW 48"	Trackless	V-3 V-PLOW 48"	254	0	
P021	1995	V-PLOW 48"	Trackless	V-3 V-PLOW 48"	400	0	
P022	1989	V-PLOW 48"	Trackless	V-3 V-PLOW 48"	266	0	
P024	1999	HYD-DIR 58" Plow	Bombardier	BLADE 58"	V002098557	0	
P026	1999	V-PLOW 48" Plow	Bombardier	V-PLOW 48"	V00299615	0	
P027	0	HYD-DIR 5' Plow	Trackless	A-3 5'PLOW	506	0	
P028	0	HYD-DIR 5' Plow	Trackless	A-3 5'PLOW	810	0	
P029	0	HYD-DIR 5' Plow	Trackless	A-3 5'PLOW	559	0	
P030	1995	SNOW BLOWER 52"	Trackless		1099	0	
P031	0	SNOW BLOWER 52"	Trackless		950	0	
P032	0	SNOW BLOWER 52"	Trackless		1128	0	
P033	0	SNOW BLOWER 52"	Trackless		1213	0	
P034	0	ONE WAY 10'	Baker	372A		0	
P035	0	ONE WAY 11'	Baker			0	
P036	0	HYD. REV. 9'	Pathfinder			0	
P037	0	ONE WAY 11'	Viking	130MTE	P40391	0	
P038	1998	HYD. REV. 9'	Fisher	MINUTE MOUNT	76143	0	
P039	0	ONE WAY 11' Plow	Viking	130MTE	P33092	0	
P040	0	HYD. REV. 9' Plow	Pathfinder			0	
P041A	0	HYD. REV. 9' Plow	Fisher	MINUTE MOUNT	47022	0	
P042A	0	HYD. REV. 9' Plow	Fisher	MINUTE MOUNT	45732	0	
P043	0	HYD. REV. 9' Plow	Pathfinder			0	

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
P044	0	HYD. REV. 9' Plow	Fisher	MINUTE MOUNT		0	
P045	0	HYD. REV. 9' Plow	Fisher	RUBBER EDGE		0	
P046	0	HYD. REV. 9' Plow	Fisher	MINUTE MOUNT	47072	0	
P047	0	HYD. REV. 9' Plow	Pathfinder			0	
P047A	0	ONE WAY 11' Plow	Root	TPET11		0	
P048A	0	HYD. REV. 9' Plow	Fisher			0	
P049	0	HYD. REV. 8' Plow	Pathfinder			0	
P050	0	HYD. REV. 9' Plow	Pathfinder			0	
P051	0	HYD. REV. 8' Plow	Pathfinder			0	
P051A	0	HYD. REV. 9' Plow	Pathfinder			0	
P052A	0	HYD. REV. 9' Plow	Fisher			0	
P053	0	HYD. REV. 9' Plow	Fisher			0	
P053A	0	ONE WAY 11' Plow	Baker			0	
P054A	0	HYD. REV. 9' Plow	Fisher			0	
P055	0	HYD. REV. 9' Plow	Fisher			0	
P055A	0	HYD. REV. 9' Plow	Fisher			0	
P056	0	HYD. REV. 9' Plow	Fisher			0	
P057	0	ONE WAY 10' Plow	Baker			0	
P058	0	HYD. REV. 8' Plow	Fisher	MINUTE MOUNT	32866	0	
P059	0	ONE WAY 10' Plow	Baker	37A	2158	0	
P060	0	ONE WAY 10' Plow	Baker			0	
P061	0	ONE WAY 10' Plow	Baker			0	
P062	0	ONE WAY 10' Plow	Viking	130 MTE		0	
P063	1979	V-PLOW 10'				0	
P064	1995	HYD. REV. 8' Plow	Pathfinder			0	

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
P065	1994	SNOW BLOWER 73"	Erskine	2418x73" BLOW	1683	0	
P066	1991	Plow	Trackless	MTS	273	0	
P067	2000	HYD. REV. 58" Plow	Bombardier	BLADE 58"	800200735	0	
P068	2000	V-PLOW 48"	Bombardier	V-PLOW 48"	800020683	0	
P069	2001	HYD. REV. 8' Plow	VIKING/SNO-KING	CTE834	8-0057	0	
P070	2001	HYD. REV. 9' Plow	VIKING/SNO-KING	CTE934	9-186	0	
P071	2002	HYD. REV. 8' Plow	VIKING/SNO-KING	CTE834	80120	0	
P072	2002	V-PLOW 48"	Trackless	V-3 V-PLOW 48"	673	0	
P073	2002	HYD. REV 5' Plow	Trackless	AB55	294	0	
P074	2002	HYD. REV. 10' Plow	Root	GW.52.10.PR	35615.02	0	
P075	2002	HYD. REV. 10' Plow	Root	GW.52.10.PR	35616	0	
P076	2002	HYD. REV. 10' Plow	Root	GW.52.10.PR	35620.02	0	
P077	2002	HYD. REV. 10' Plow	Root	GW.52.10.PR	35621.02	0	
P078	2002	HYD. REV. 10' Plow	Root	GW.52.10.PR	35626.10.02	0	
P079	2002	HYD. REV. 10' Plow	Root	GW.52.10.PR	35628.02	0	
P080	2002	HYD. REV. 10' Plow	Root	GW.52.10.PR	35629.02	0	
P081	2004	HYD. REV. 11' Plow			6861747	0	
P082	2005	HYD. REV. 12' Plow	Pro-Tech	12' Sno-Pusher	22532	0	
P083	2005	HYD. REV. 11' Plow	Root	GWET52-PF11	36404.03	0	
P084	2005	HYD. REV. 11' Plow	Root	GWET52-H01	36476.04	0	
P085	2005	HYD. REV. 8' Plow	VIKING/SNO-KING			0	
P086	2006	HYD. REV. 11' Plow	Root	GW52.PR.11	37308.06	0	
P087	2007	HYD. REV. 9' Plow	Fisher	29250MC	060403202233	0	
P088	2007	HYD. REV. 8' Plow	Fisher	28100 8' XSS	050818208918	0	
P089	2007	HYD. REV. 8' Plow	Fisher	28100 8' XSS	051110205640	0	

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
P090	2007	HYD. REV. 9' Plow	Fisher	29250MC	061011200232	0	
P091	2007	HYD. REV. 8' Plow	Fisher	28100 8' XSS	04121820856228100	0	
P092	2008	HYD. REV. 8' Plow	Fisher	28100 8' XSS	07020720305728100	0	
P093	2008	HYD. REV. 9' Plow	Fisher	29250MC	06020820947829250	0	
P094	2008	HYD. REV. 5' Plow	Cote	KL600	60040605391	0	
P095	2008	HYD. REV. 5' Plow	Cote	KL600	60040605395	0	
P096	2008	V-PLOW 48"	Camoplast	V-PLOW	9680083000100	0	
P097	2008	V-PLOW 48"	Camoplast	V-PLOW		0	
P098	2008	SNOW BLOWER 55"	Pronovost	P-250-C4	29582	0	
P099	2008	SNOW BLOWER 55"	Pronovost	P-250-C4	29584	0	
P100	2008	HYD. REV. 10' Plow	Root	GW.52.PR.10	29586	0	
P101	0	MAN. REV. 10' Plow	Baker/Flink	495S		0	
P103	0	Plow	Baker			0	
P104	2008	HYD. REV. 9' Plow	VIKING/SNO-KING	LD934DT		0	
P105	2008	HYD. REV. 8' Plow	Fisher	28100 8' XSS		0	
P106	2008	HYD. REV. 8' Plow	Fisher	28100 8' XSS	08041020071028100	0	
P107	2008	HYD. REV. 11' Plow	Viking		CE04846	0	
P108	2009	HYD. REV. 9' Plow	Fisher	29250MC		0	
P109	2009	HYD. REV. 9' Plow	Fisher	29250MC		0	
P111	2008	HYD. REV. 9' Plow	VIKING/SNO-KING	LD934DT	9-0943	0	
P112	2008	HYD. REV. 9' Plow	VIKING/SNO-KING			0	
P114	0	Plow	Bobcat	FOLDING BLADE	084200317	0	
P115	2010	HYD. REV. 11' Plow	Everest	R132TE3654V	JA1346	0	H.
P116	2010	HYD. REV. 11' Plow	Everest	R132TE3654S	JB0860	0	H.
P117	0	Plow	Baker			0	

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
P118	2010	HYD. REV. 11' Plow	Viking Cives	HDPRR1142TE	CE06012-2	0	H.
P119	2010	HYD. REV. 11' Plow	Viking Cives	HDPRR1142TE	CE06012-2	0	H
P120	2011	HYD. REV. 9' Plow	Fisher	29250 9' MC	10102620840929250	0	H.
P121	2011	SNOW BLOWER 51"	Trackless	B3	2562	0	H
P122	2011	V-PLOW 48"	Trackless	V3	916	0	H
P123	2011	1/2 Cu. Yrd Sander	Trackless	MTSDA	443	0	H
P124	2011	HINGED PLOW 5'	Trackless	HV5	386	0	H
P125	2011	HYD. REV. 11' Plow	Everest	R132TE3654V0RT	IY 1630	0	H.
P126	2011	HYD. REV. 9' Plow	Fisher	29000 9' MC	09040620666329000	0	H
P127	2012	HYD. REV. 11' Plow	Everest	R132TE3654SVOR	IY3029	0	H.
P128	2012	ONE WAY 11' Plow	Everest	OWSK 9 TE	JC4815	0	H.
P129	2012	HYD. REV. 8' Plow	Fisher	28900	11040520869328000	0	H
P130	2012	HYD. REV. 8' Plow	Fisher	28900		0	H
P131	2012	HYD. REV. 11' Plow	Viking Cives	HDPRR1136TE	CE06618	0	H
P132	2012	HYD. REV. 9' Plow	Fisher	29250 9' MC	11031620700329250	0	H
P133	2012	SNOW BLOWER 55"	Pronovost	P-250-5	33353	0	H
P134	2012	V-PLOW 48"	Prinoth	V-PLOW 48"		0	H
P135	2012	HYD. REV. 5' Plow	Cote	KL6000	0606207	0	H
P136	2012	HYD. REV. 9' Plow	Fisher	9' MC	12050920462329250	0	H
P137	2012	HYD. REV. 9' Plow	Fisher	9' MC	1205102047172950	0	H
P138	2012	HYD. REV. 11' Plow	Everest	R132TE3654SVOR	IY 1995	0	H.
P143	0	ONE WAY Plow	Baker			0	
P16	0	ONE WAY 10 Plow	Baker	372A		0	
P27	0	HYD. REV. 8' Plow	Pathfinder			0	
P29	0	ONE WAY 10' Plow	Baker			0	

TOWN OF NEEDHAM D.P.W.  
EQUIPMENT LIST

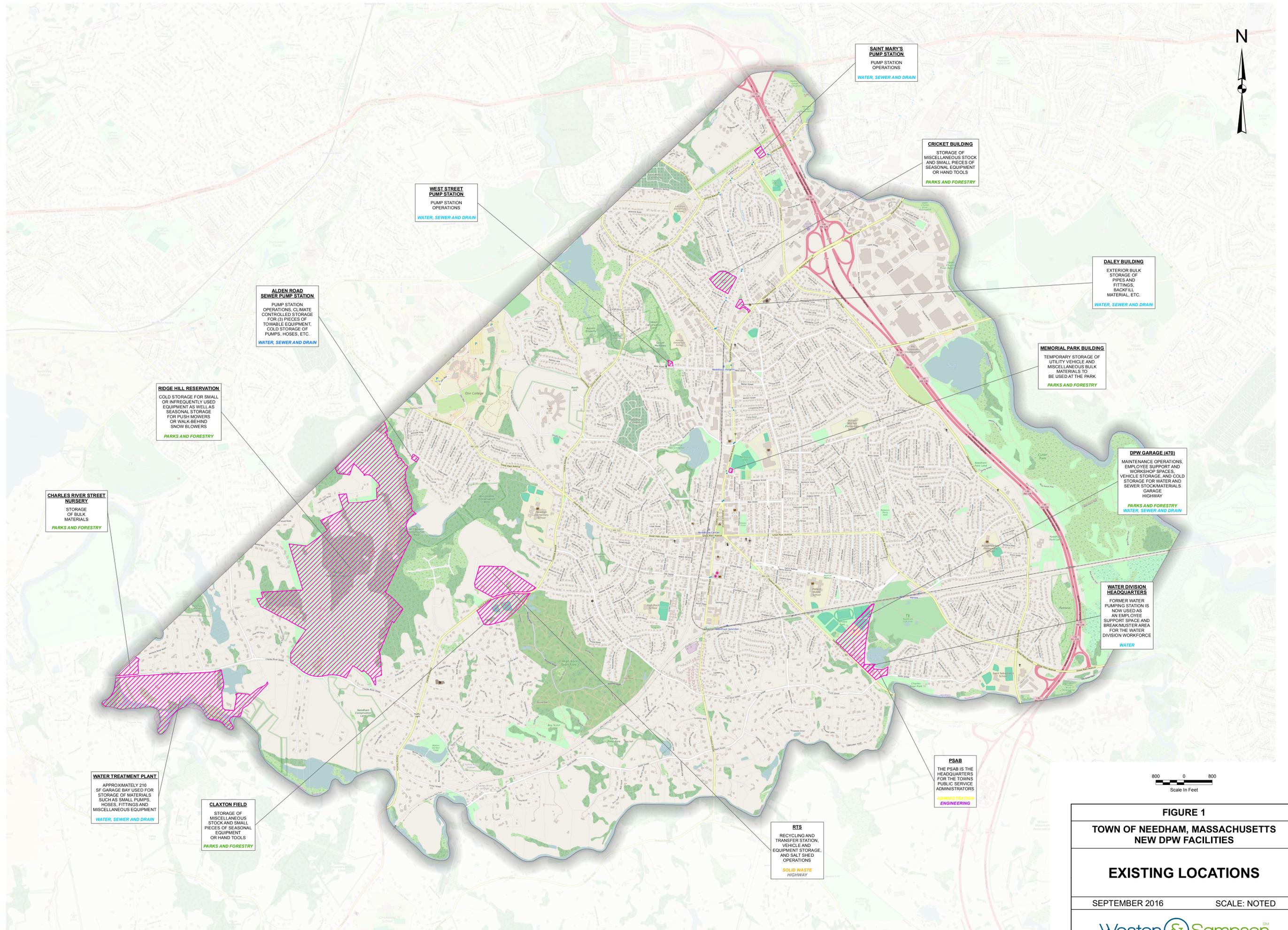
UNIT #	YEAR	TYPE	MAKE	MODEL	VIN	REG	DIV
P3	0	HYD. REV. 9' Plow	Fisher			0	
P302	0	HYD. REV. 9' Plow	Pathfinder			0	
P31	0	ONE WAY 10' Plow	Baker	372A		0	
P36	0	HYD. REV. 9' Plow	Pathfinder			0	
P37	0	ONE WAY 11' Plow	Viking	P40491		0	
P4	0	HYD. REV. 9' Plow	Pathfinder			0	
P8	0	ONE WAY 10' Plow	Viking			0	

LEGEND

R = Retired & Replaced  
A = Attachment  
C = Container  
P = Plow

## **Appendix D**

### **Map of DPW Operation and Storage Locations**



**FIGURE 1**  
**TOWN OF NEEDHAM, MASSACHUSETTS**  
**NEW DPW FACILITIES**

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**EXISTING LOCATIONS**

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SEPTEMBER 2016      SCALE: NOTED

**Weston & Sampson**<sup>SM</sup>

## **Appendix E**

### **Space Needs Summary and Room Data Sheets**

Town of Needham, Massachusetts  
 Department of Public Works  
**Space Needs Summary**  
 Date: April 2016

**Building Requirements**

Area	Description	Size (SF)	Ref #	Sheet No.	Room / Area Dimensions		
					length	width	size
Office & Office Support Areas	Vestibule/Waiting/Reception	260		1	--	--	260
	Administration Area (5 Admin Staff + 2 Water Inspectors, 1 guest workstation) (Admin Coordinator, W&S Billing Clerk, Accounts Payable, Department Assistant, Admin Analyst, Water Inspectors)	1,456		2	26	56	1,456
	DPW Director	270		3	15	18	270
	Assistant Director	180		3	12	15	180
	Supervisor of Administration	144		3	12	12	144
	Water Superintendent	168		3	12	14	168
	Water Assistant Superintendent	144		4	12	12	144
	Highway Superintendent	168		4	12	14	168
	Highway Assistant Superintendent	144		4	12	12	144
	Parks & Forestry Superintendent	168		4	12	14	168
	Parks & Forestry Assistant Superintendent	144		4	12	12	144
	Administration Lunch Room	288		5	16	18	288
	Admin Toilet Facilities	96		5	6	16	96
	Conference Room	320		5	16	20	320
	Admin Active File Storage	196		5	14	14	196
	Admin Copy/File/Mail	225		6	15	15	225
	Admin Supply Closet	36		6	6	6	36
		Engineering Reception/Counter Area	180		6	10	18
Town Engineer		270		7	15	18	270
Assistant Town Engineer		144		7	12	12	144
Contract Administrator		144		7	12	12	144
Engineering Office Area (7 Engr Staff + 2 part-time help workstations) (Civil Engineer - Contracts, Civil Engineer - Traffic, Office Manager/Senior AutoCAD Tech, AutoCAD Tech, (2) Survey Party Chiefs, Engineering Aide)		1,392		8	29	48	1,392
Engineering Layout Area		528		9	22	24	528
Engineering Reference/Library Area		315		9	14	22.5	315
Engineering Secured Field Equipment (Survey)		120		10	10	12	120
Engineering Vault		460		10	20	23	460
Engineering Conference Room		192		10	12	16	192
Engineering Supply Closet		36		10	6	6	36
General Closet		18		10	3	6	18
Subtotal:		8,206					
Area Grossing Factor (15%):		1,231					
Circulation (20%):		1,887					
<b>TOTAL:</b>	<b>11,324</b>						

Town of Needham, Massachusetts  
Department of Public Works  
**Space Needs Summary**  
Date: April 2016

**Building Requirements**

Area	Description	Size (SF)	Ref #	Sheet No.	Room / Area Dimensions		
					length	width	size
Employee Facilities	Male Locker/Shower/Toilet	924		11	28	33	924
	Female Locker/Shower/Toilet	336		12	12	28	336
	Workforce Lunch Room (size for 60 staff)	950		13	25	38	950
	Pantry	48		13	6	8	48
	Multipurpose Room (size for 50 staff)	1,189		14	29	41	1,189
	Shared Foremen Office (8 Workstations)	266		15	14	19	266
	Laundry Facilities	48		15	6	8	48
	Main Electric Room	150		15	10	15	150
	Secondary Electric Room	80		15	8	10	80
	Plumbing/Fire Protection Room	160		16	10	16	160
	Telephone / Data Room	100		16	10	10	100
	Janitor Closet	25		16	5	5	25
	Subtotal:	4,276					
	Area Grossing Factor (15%):	641					
	Circulation (20%):	983					
<b>TOTAL:</b>	<b>5,901</b>						
Work Shops & Material Storage	Highway Sign Shop	500		17	20	25	500
	Highway Sign Storage	400		17	20	20	400
	Highway Small Engine/Tool/Equipment Workshop	Inc. in Gen. Shop		--	--	--	--
	Water Hydrant Repair Workshop	Inc. in Gen. Shop		--	--	--	--
	Shared General Workshop	3,168		19	44	72	3,168
	Shared Carpentry Shop	Inc. in Gen. Shop		--	--	--	--
	Subtotal:	4,068					
	Area Grossing Factor (10%):	407					
	Circulation (10%):	447					
	<b>TOTAL:</b>	<b>4,922</b>					
Vehicle Maintenance	Welding Bay	1,210		21	22	55	1,210
	Heavy Equipment Drive Thru Bay	1,210		21	22	55	1,210
	Heavy Equipment Bay	1,100		21	20	55	1,100
	Heavy Equipment Bay	1,100		21	20	55	1,100
	Heavy Equipment Bay	1,100		21	20	55	1,100
	Small Equipment Bay	800		21	20	40	800
	Floor Storage	300		21	15	20	300
	Maintenance Fluid Storage	352		22	16	22	352
	Hydraulic Hose Workshop	180		22	12	15	180
	Maintenance Workshop	160		22	8	20	160
	Garage Superintendent Office	168		23	12	14	168
	Maintenance Reference Room	120		23	10	12	120
	Secured Tool Storage Area	120		23	10	12	120
	Battery Storage Area	48		23	6	8	48
	Compressor Room	60		23	6	10	60
	Maintenance Tool/Machine Shop	400		23	20	20	400
	Parts Storage Room	1,148		24	28	41	1,148
	Maintenance Locker/Shower/Toilet	160		24	10	16	160
	Maintenance Break Room	120		24	10	12	120
	Subtotal:	9,856					
	Area Grossing Factor (10%):	986					
	Circulation (10%):	1,084					
	<b>TOTAL:</b>	<b>11,926</b>					

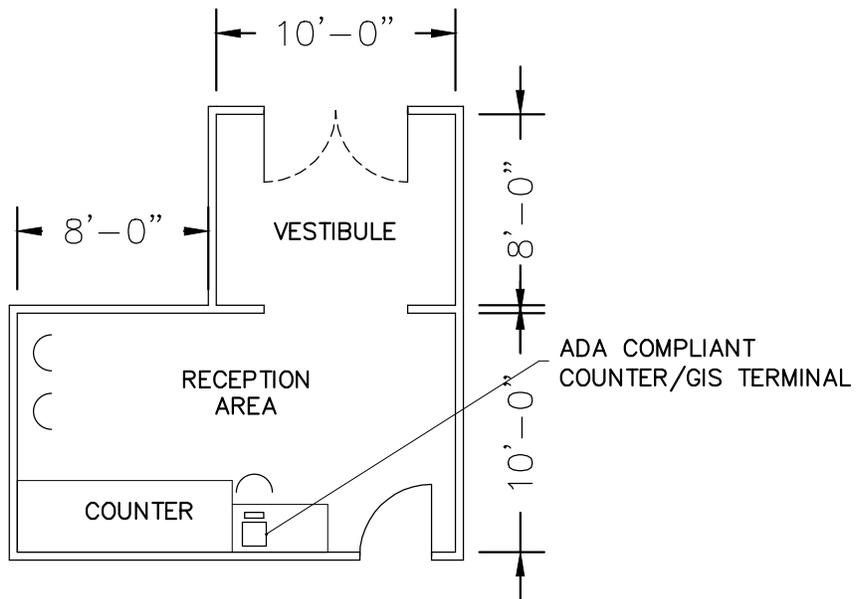
Town of Needham, Massachusetts  
 Department of Public Works  
**Space Needs Summary**  
 Date: April 2016

**Building Requirements**

Area	Description	Size (SF)	Ref #	Sheet No.	Room / Area Dimensions		
					length	width	size
Wash Area	Wash Bay	1,375		25	25	55	1,375
	Wash Equipment Room	100		25	10	10	100
	Subtotal:	1,475					
	Area Grossing Factor (5%):	74					
	Circulation:	n/a					
	<b>TOTAL:</b>	<b>1,549</b>					
Vehicle and Equipment Storage	Administration Vehicle Storage	5,580		26	62	90	5,580
	Highway Vehicle & Equipment Storage	19,475		27	95	205	19,475
	P&F / WS&D Vehicle & Equipment Storage	24,225		28	95	255	24,225
	Subtotal:	49,280					
	Area Grossing Factor (5%):	2,464					
	Circulation:	n/a					
	<b>TOTAL:</b>	<b>51,744</b>					
<b>TOTAL:</b>		<b>87,366</b>					

**Canopy Requirements**

Open Canopy Storage	Highway Open Canopy Storage	6,150		27	30	205	6,150
	P&F / WS&D Open Canopy Storage	5,730		28	30	191	5,730
<b>TOTAL CANOPY STORAGE:</b>		<b>11,880</b>					



VESTIBULE/WAITING/RECEPTION

10' x 8' = 80 SF  
18' x 10' = 180 SF

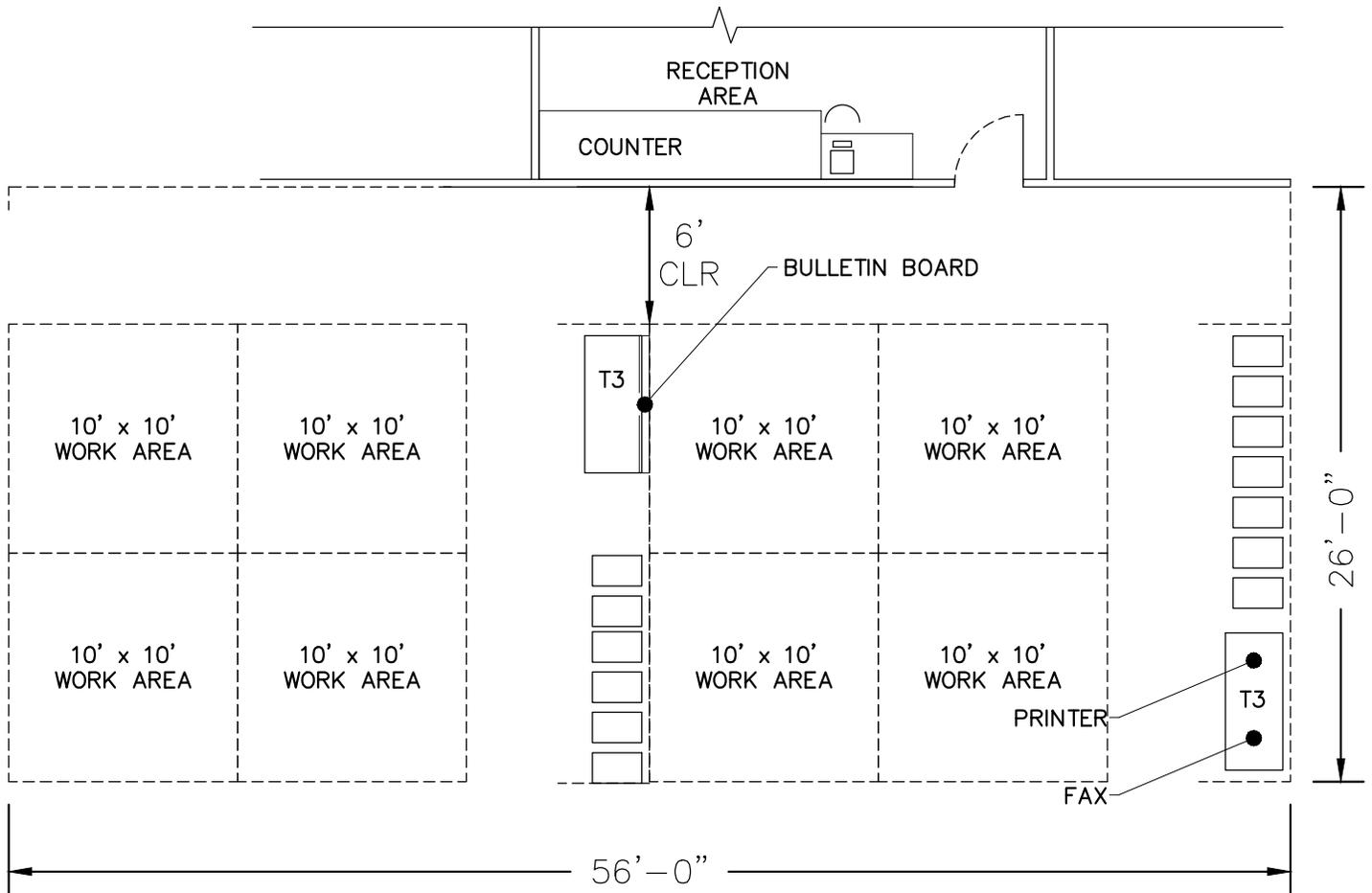
SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 1



- WORKSTATIONS FOR:
- ADMIN CLERK
- ADMIN ANALYST
- W&S BILLING CLERK
- ACCOUNTS PAYABLE
- RECEPTION
- (2) W&S INSPECTORS
- INTERN

**ADMINISTRATION AREA**

26' x 56' = 1,456 SF

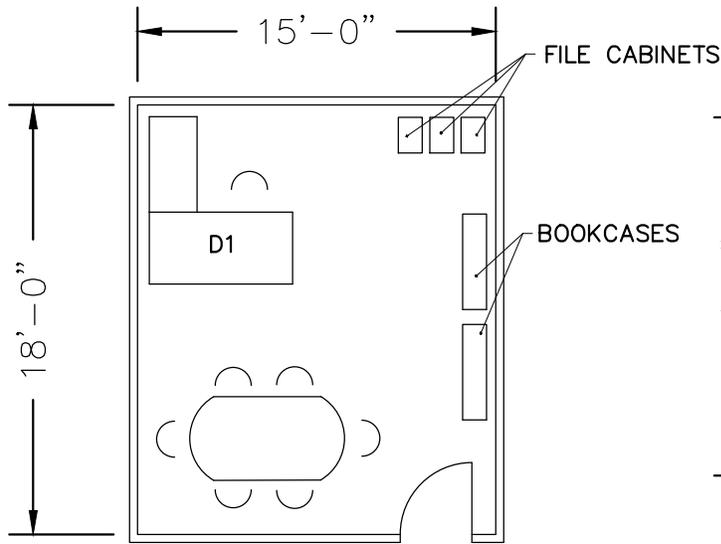
**SPACE NEEDS ASSESSMENT**

APRIL 2016

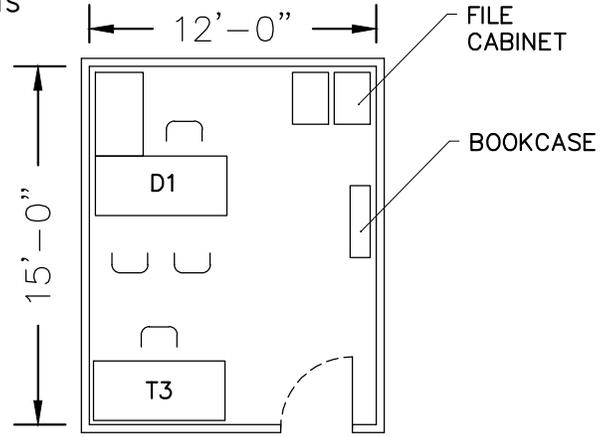
NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

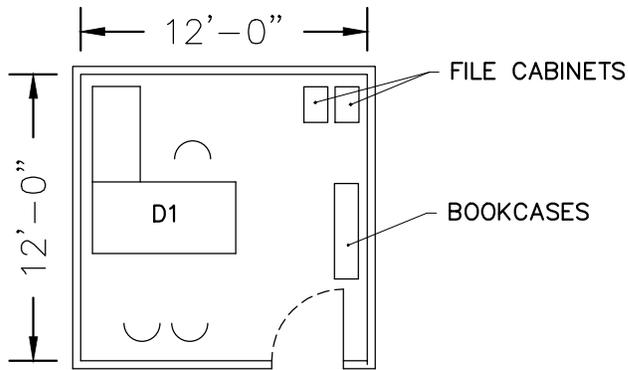
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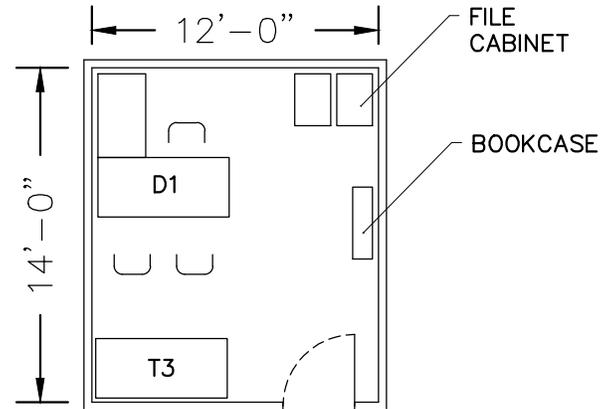
DPW DIRECTOR  
15' x 18' = 270 SF



ASSISTANT DIRECTOR  
12' x 15' = 180 SF



SUPERVISOR OF ADMINISTRATION  
12' x 12' = 144 SF



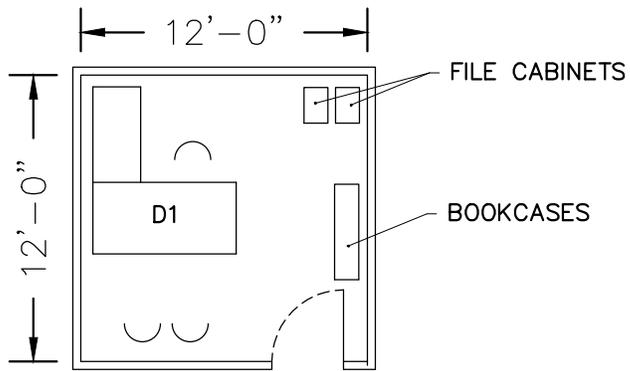
WATER SUPERINTENDENT  
12' x 14' = 168 SF

SPACE NEEDS ASSESSMENT

APRIL 2016  
NEEDHAM, MASSACHUSETTS

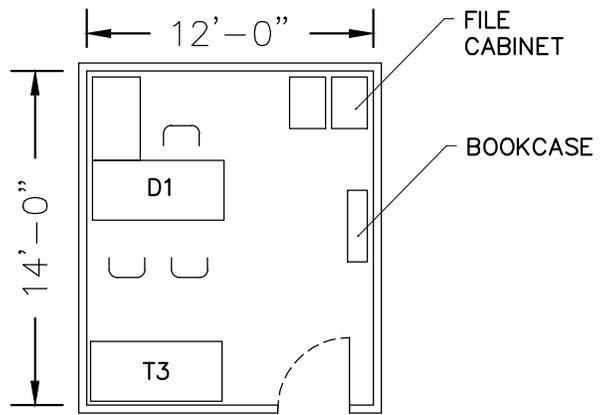
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Sheet 3



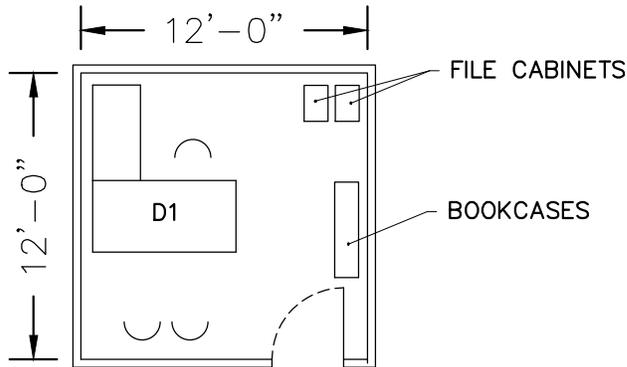
WATER ASSISTANT SUPERINTENDENT

12' x 12' = 144 SF



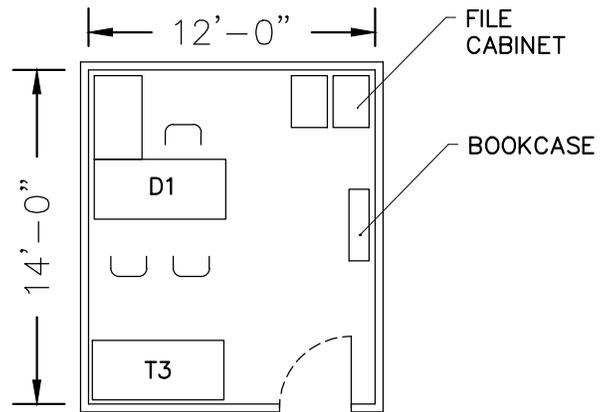
HIGHWAY SUPERINTENDENT

12' x 14' = 168 SF



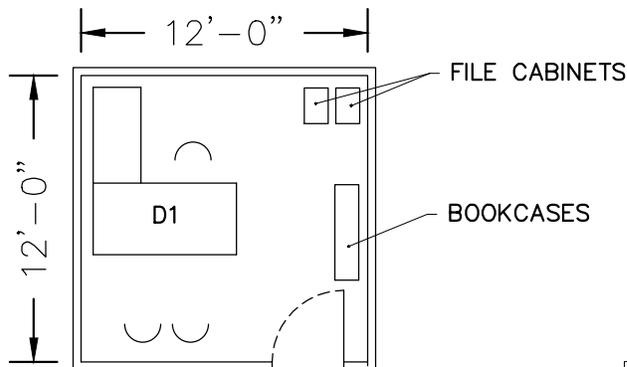
HIGHWAY ASSISTANT SUPERINTENDENT

12' x 12' = 144 SF



PARKS & FORESTRY SUPERINTENDENT

12' x 14' = 168 SF



PARKS & FORESTRY ASSISTANT SUPERINTENDENT

12' x 12' = 144 SF

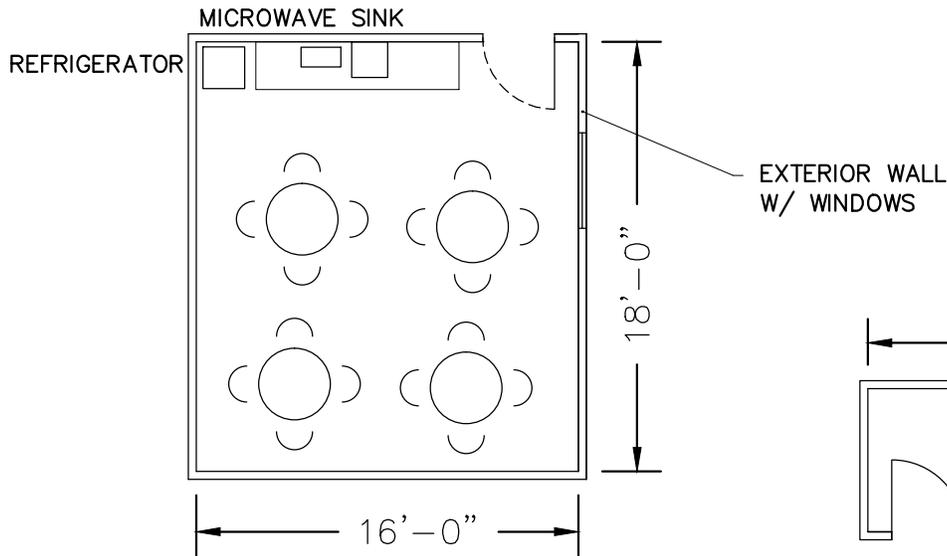
SPACE NEEDS ASSESSMENT

APRIL 2016

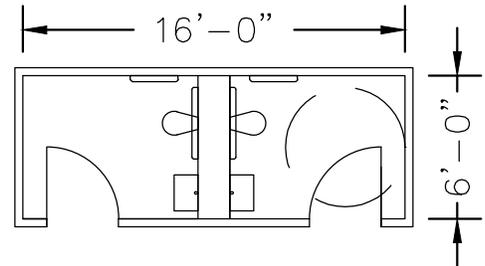
NEEDHAM, MASSACHUSETTS

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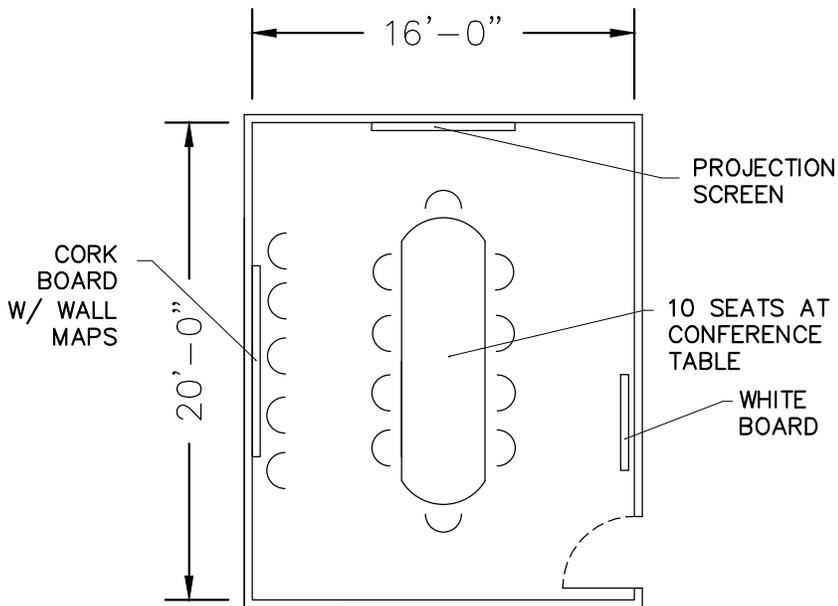
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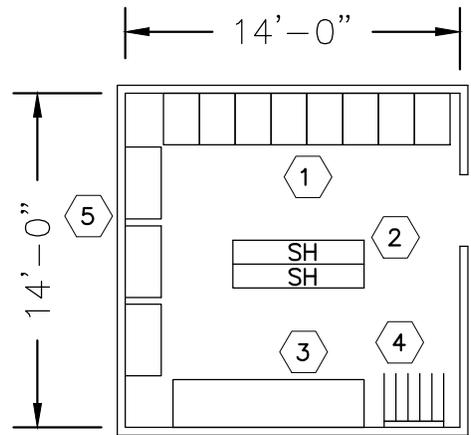
**ADMINISTRATION LUNCH ROOM**  
 16' x 18' = 288 SF



**ADMINISTRATION TOILET FACILITIES**  
 16' x 6' = 96 SF



**CONFERENCE ROOM**  
 16' x 20' = 320 SF



**ADMIN ACTIVE FILE STORAGE**  
 14' x 14' = 196 SF

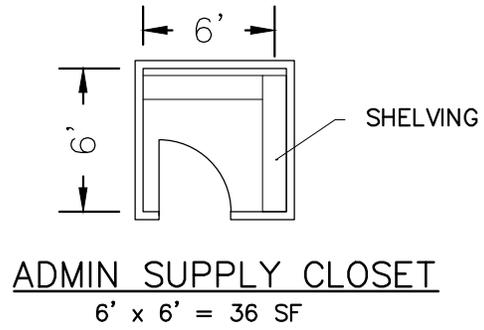
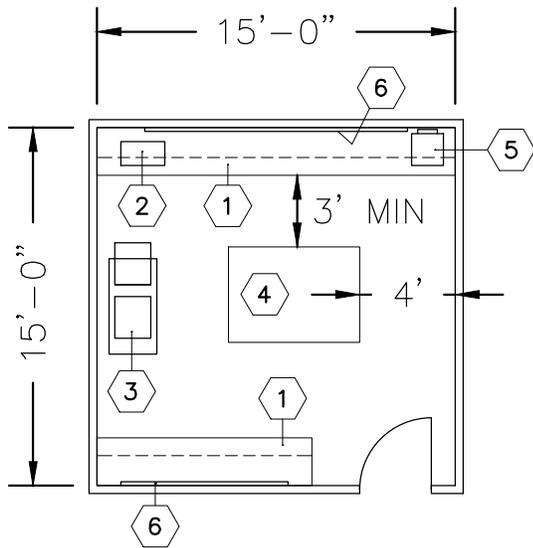
**SPACE NEEDS ASSESSMENT**

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

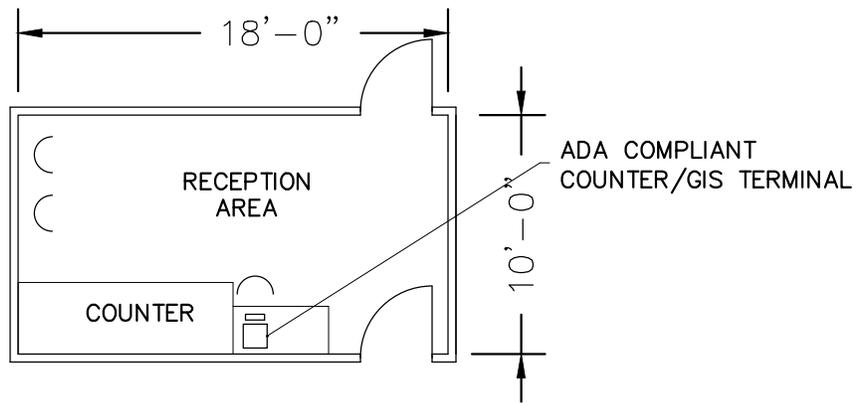
Sheet 5



1. COUNTER (WITH SHELVING BELOW)
2. STAMP MACHINE
3. COPIER
4. 4' x 6' LAYOUT TABLE
5. FAX MACHINE
6. PLUG STRIP

ADMIN COPY-FILE-MAIL

15' x 15' = 225 SF



ENGINEERING RECEPTION/COUNTER AREA

18' x 10' = 180 SF

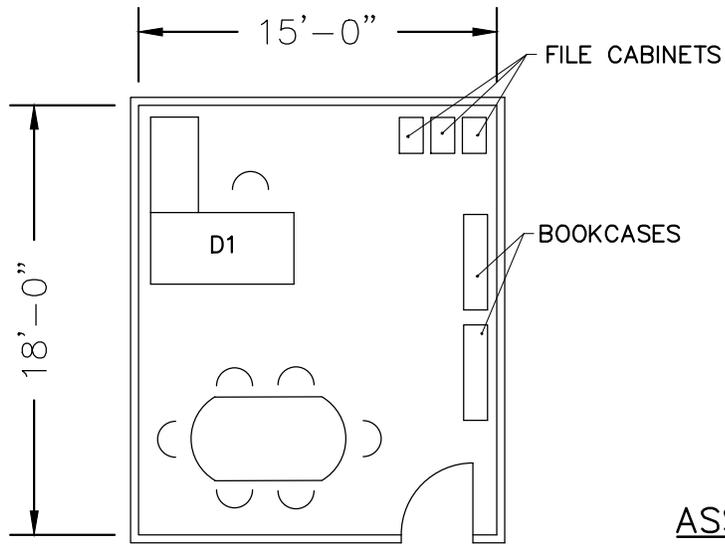
SPACE NEEDS ASSESSMENT

APRIL 2016

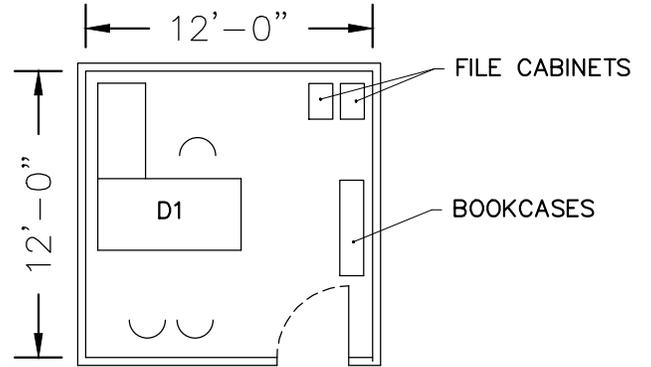
NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

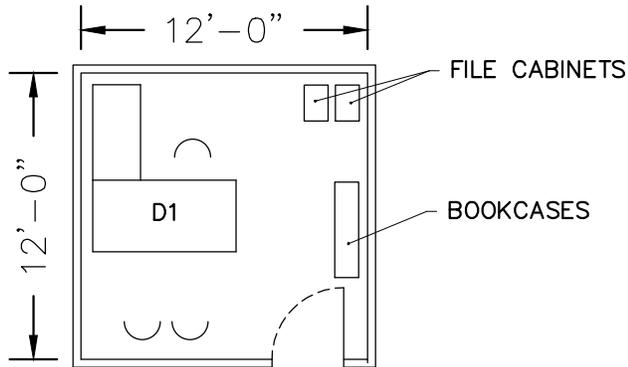
Sheet 6



TOWN ENGINEER  
15' x 18' = 270 SF



ASSISTANT TOWN ENGINEER  
12' x 12' = 144 SF



CONTRACT ADMINISTRATOR  
12' x 12' = 144 SF

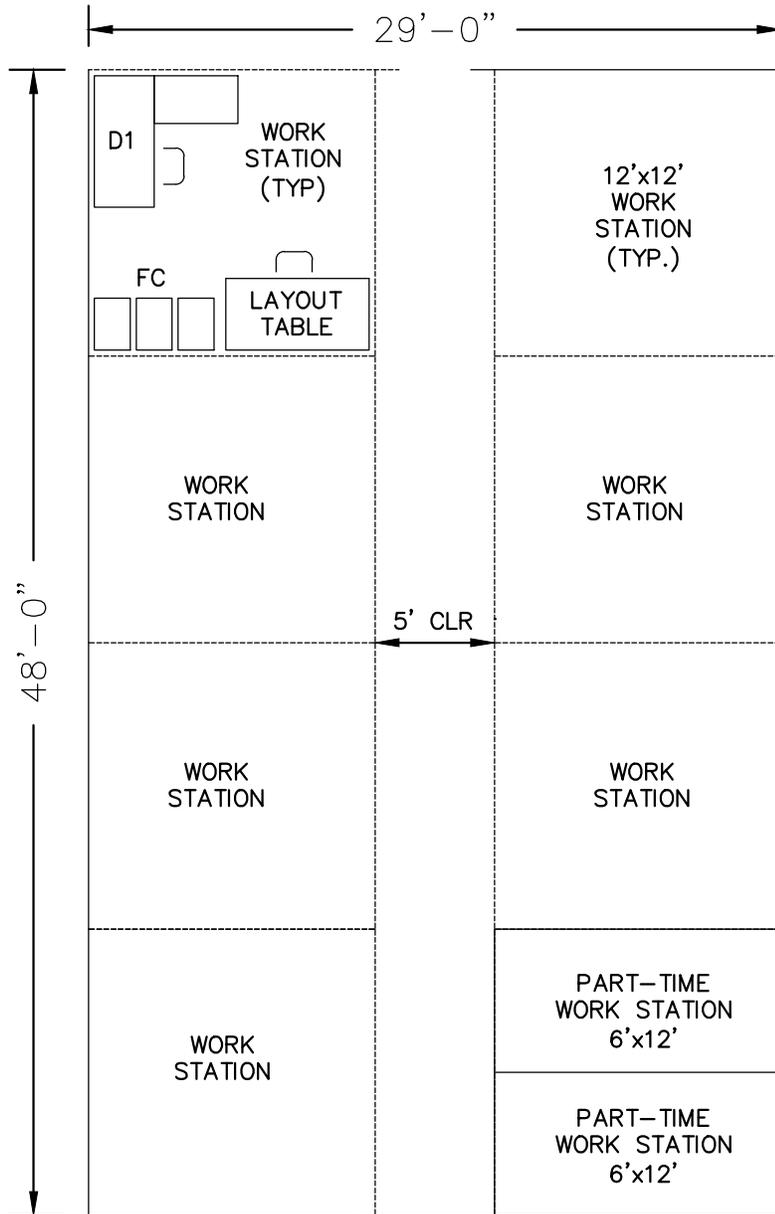
SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 7



ENGINEERING OFFICE AREA

29' x 48' = 1392 SF

WORKSTATIONS FOR:

- CIVIL ENGINEER – CONTRACTS
- CIVIL ENGINEER – TRAFFIC
- OFFICE MANAGER/SR AUTOCAD TECH.
- AUTOCAD TECH.
- (2) SURVEY PARTY CHIEFS
- ENGINEERING AIDE
- (2) SUMMER PART-TIME HELP

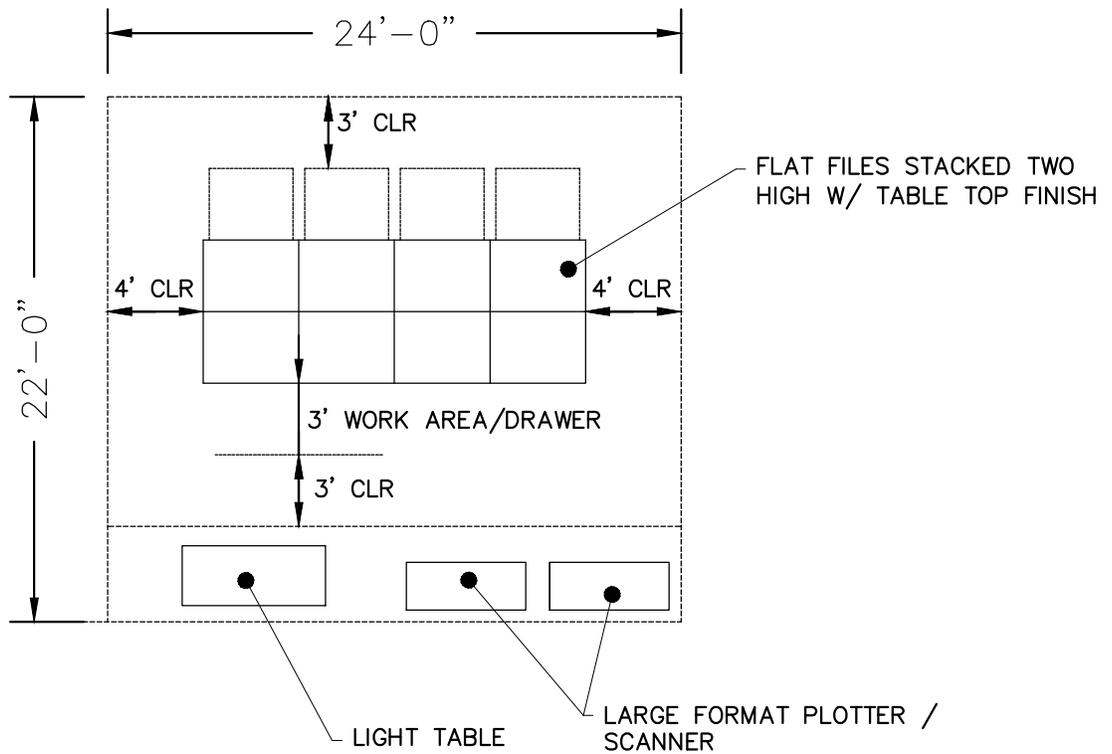
SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

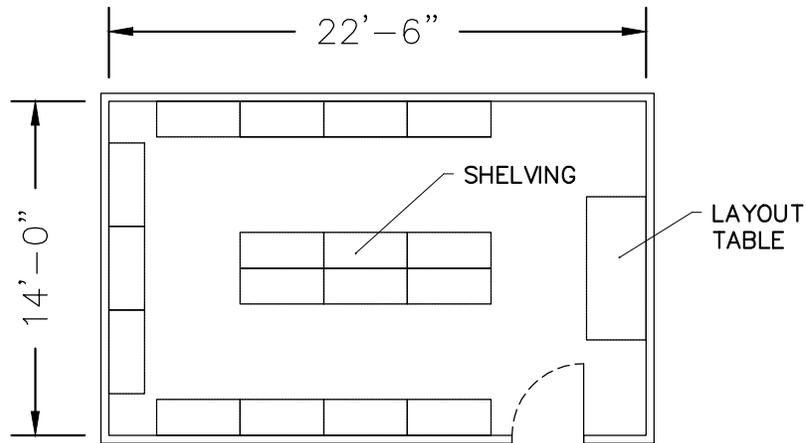
Scale: 1/8"=1'-0"

Sheet 8



ENGINEERING LAYOUT AREA

22' x 24' = 528 SF



ENGINEERING  
REFERENCE/LIBRARY AREA

14' x 22'-6" = 315 SF

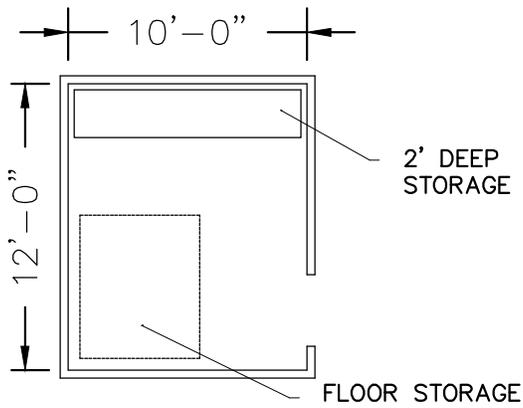
SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

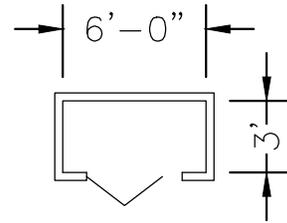
Scale: 1/8"=1'-0"

Sheet 9

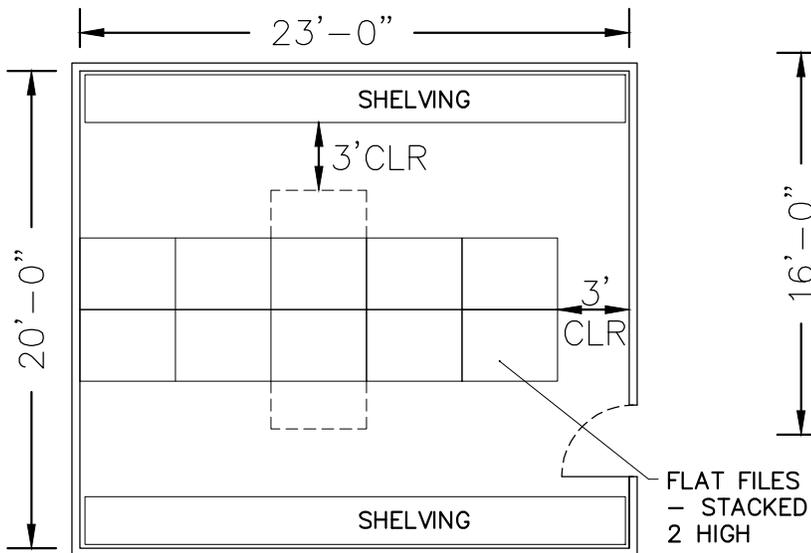


**ENGINEERING SECURED FIELD  
EQUIPMENT (SURVEY)**

10' x 12' = 120 SF

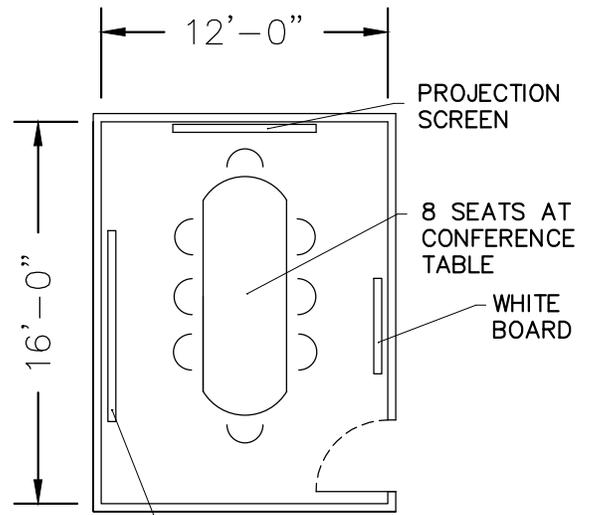


**GENERAL CLOSET**  
3' x 6' = 18 SF



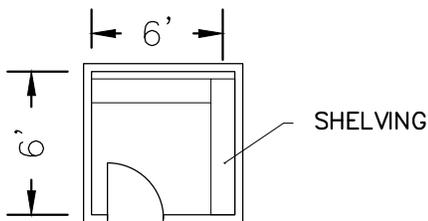
**ENGINEERING VAULT**

20' x 23' = 460 SF



**ENGINEERING  
CONFERENCE ROOM**

12' x 16' = 192 SF



**ENGINEERING SUPPLY CLOSET**

6' x 6' = 36 SF

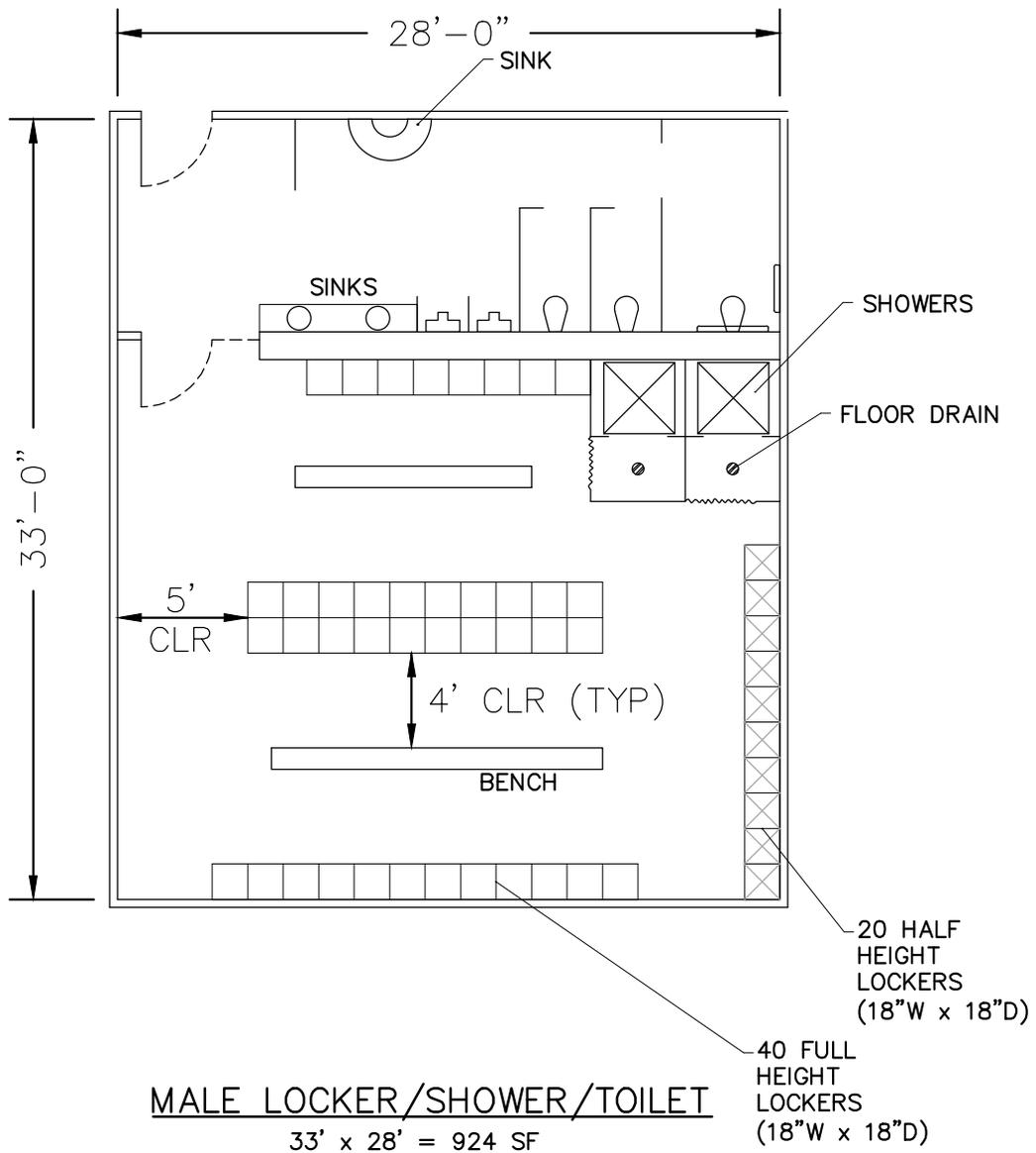
**SPACE NEEDS ASSESSMENT**

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 10



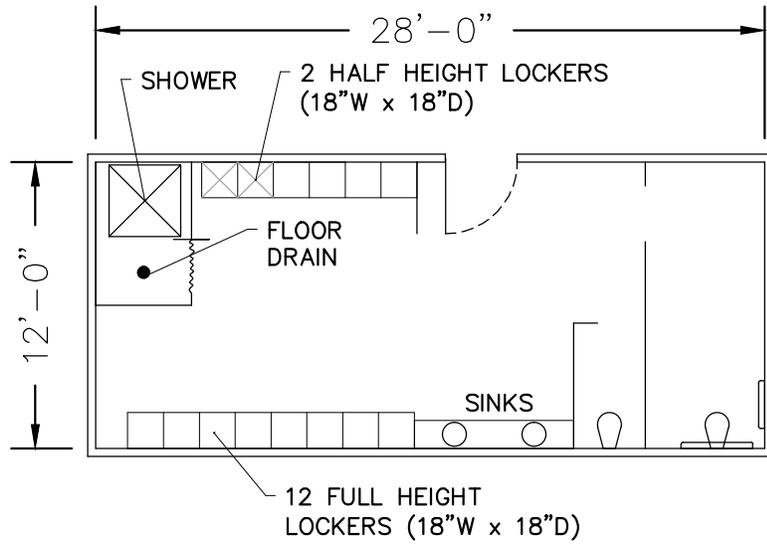
**SPACE NEEDS ASSESSMENT**

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 11



**FEMALE LOCKER/SHOWER/TOILET**  
 12'x 28' = 336 SF

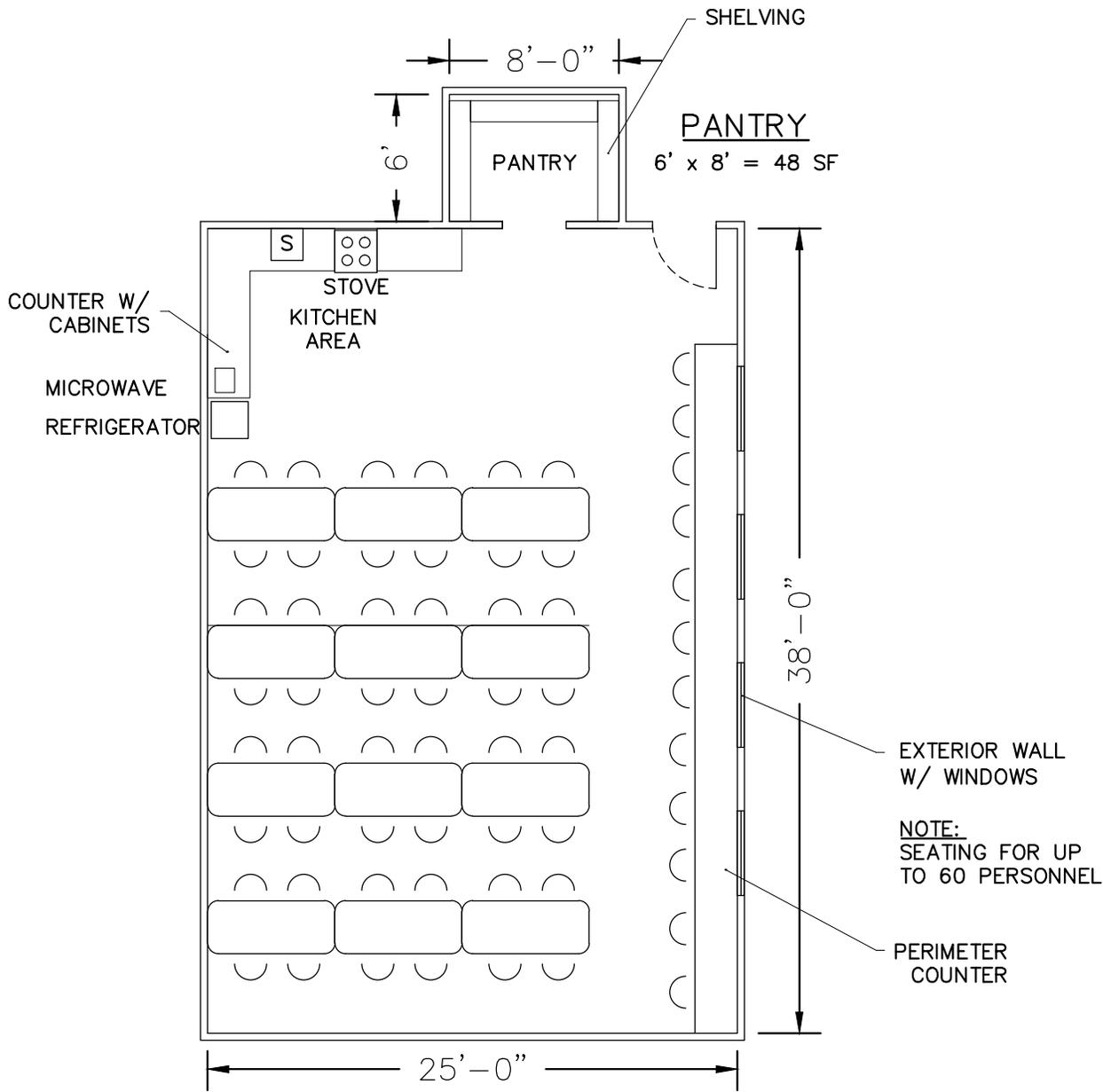
**SPACE NEEDS ASSESSMENT**

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

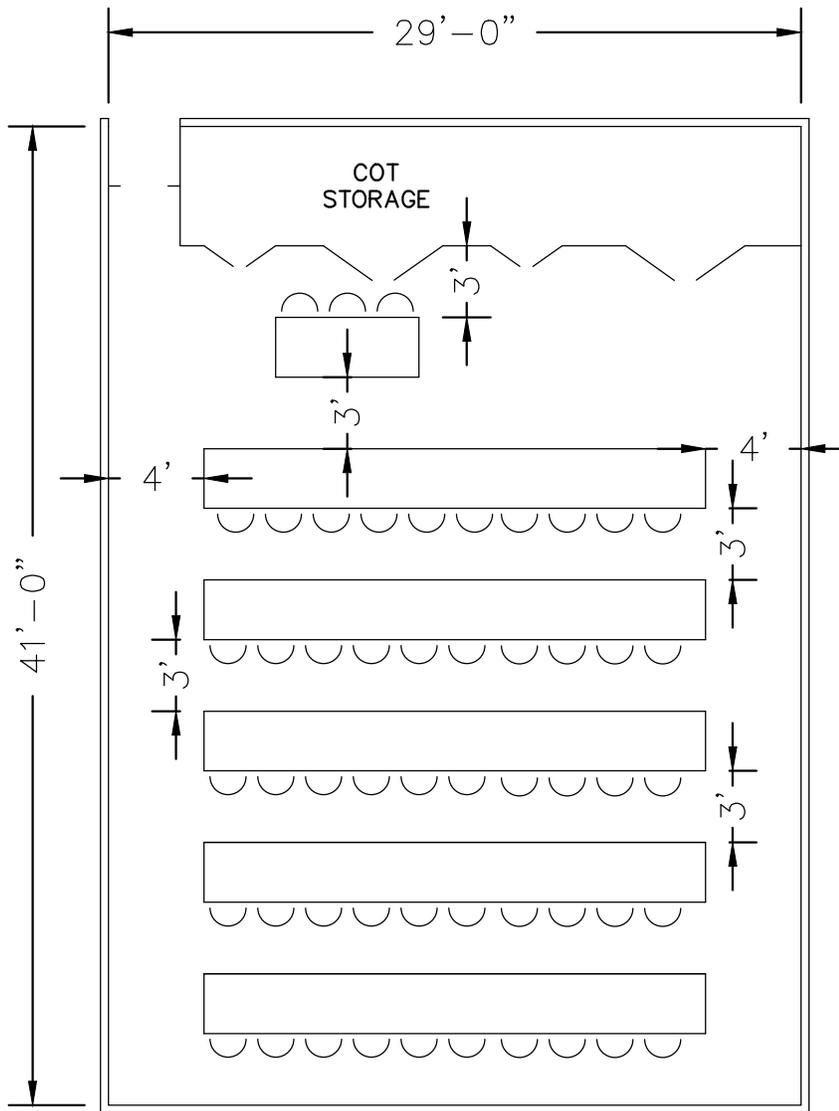
Sheet 12



**WORK FORCE LUNCH ROOM**  
 25' x 38' = 950 SF

**SPACE NEEDS ASSESSMENT**  
 APRIL 2016  
 NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0" Sheet 13



**NOTE:**  
 TRAINING FOR UP  
 TO 50 PERSONNEL

**MULTIPURPOSE ROOM  
 (TRAINING ROOM SETUP)**

29' x 41' = 1,189 SF

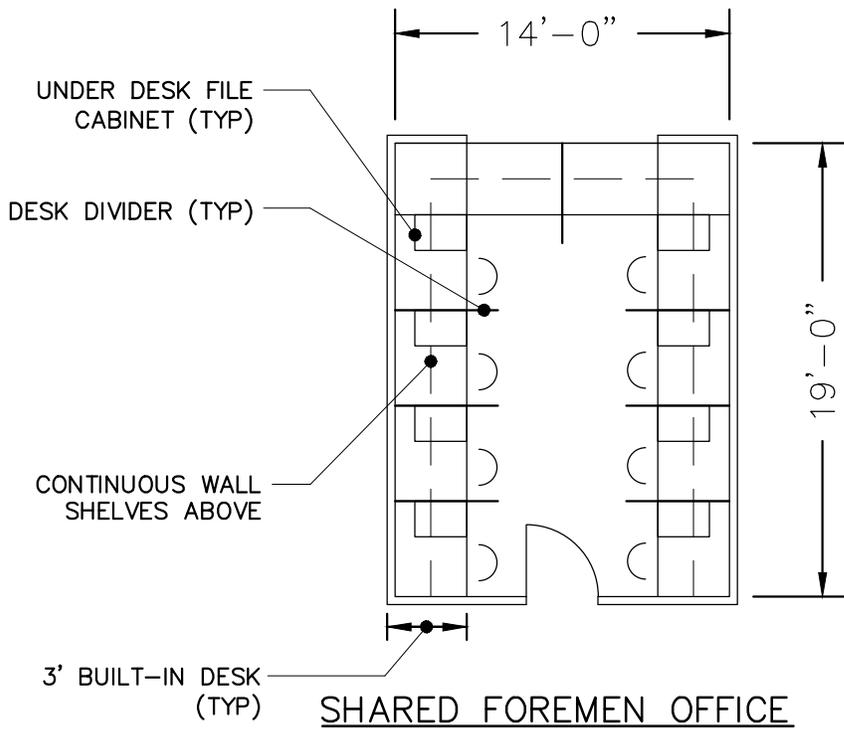
**SPACE NEEDS ASSESSMENT**

APRIL 2016

NEEDHAM, MASSACHUSETTS

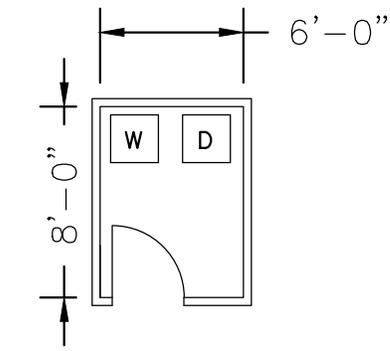
Scale: 1/8"=1'-0"

Sheet 14



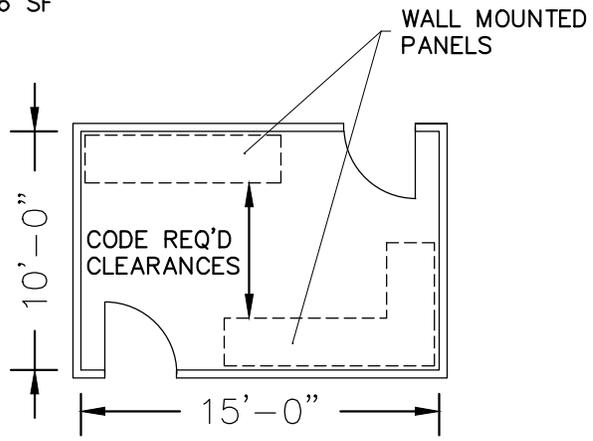
**SHARED FOREMEN OFFICE**

14' X 19' = 266 SF



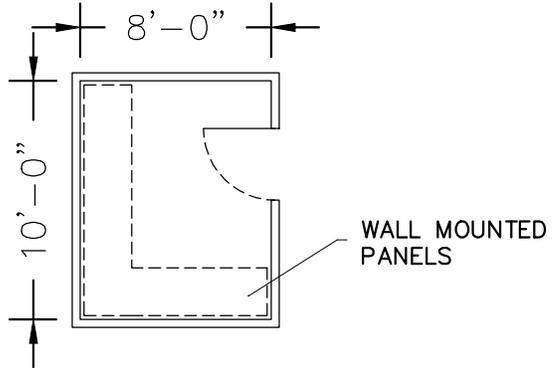
**LAUNDRY FACILITIES**

6' x 8' = 48 SF



**MAIN ELECTRIC ROOM**

10' x 15' = 150 SF



**SECONDARY ELECTRIC ROOM**

8' x 10' = 80 SF

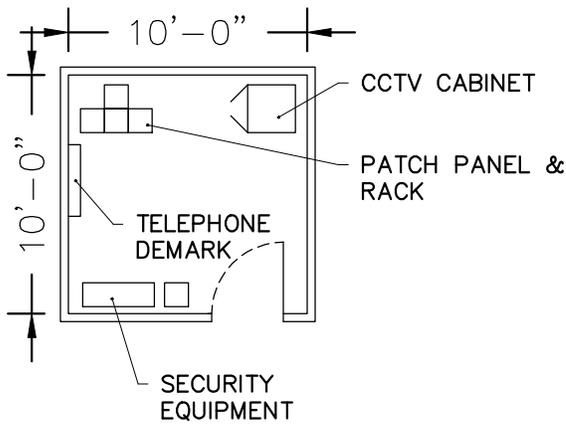
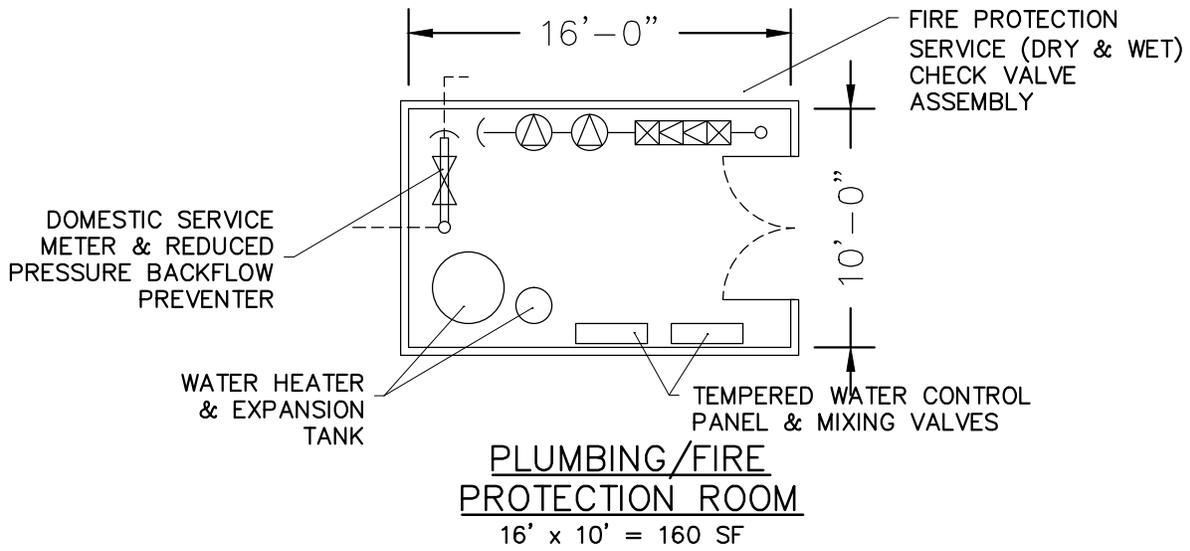
**SPACE NEEDS ASSESSMENT**

APRIL 2016

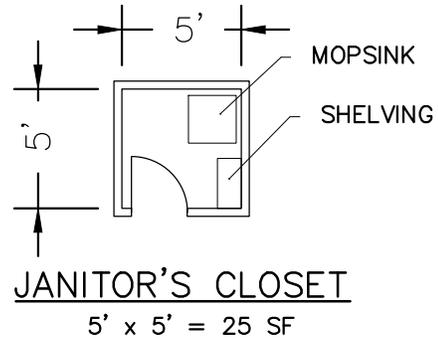
NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 15



**TELEPHONE/DATA ROOM**  
10' x 10' = 100 SF



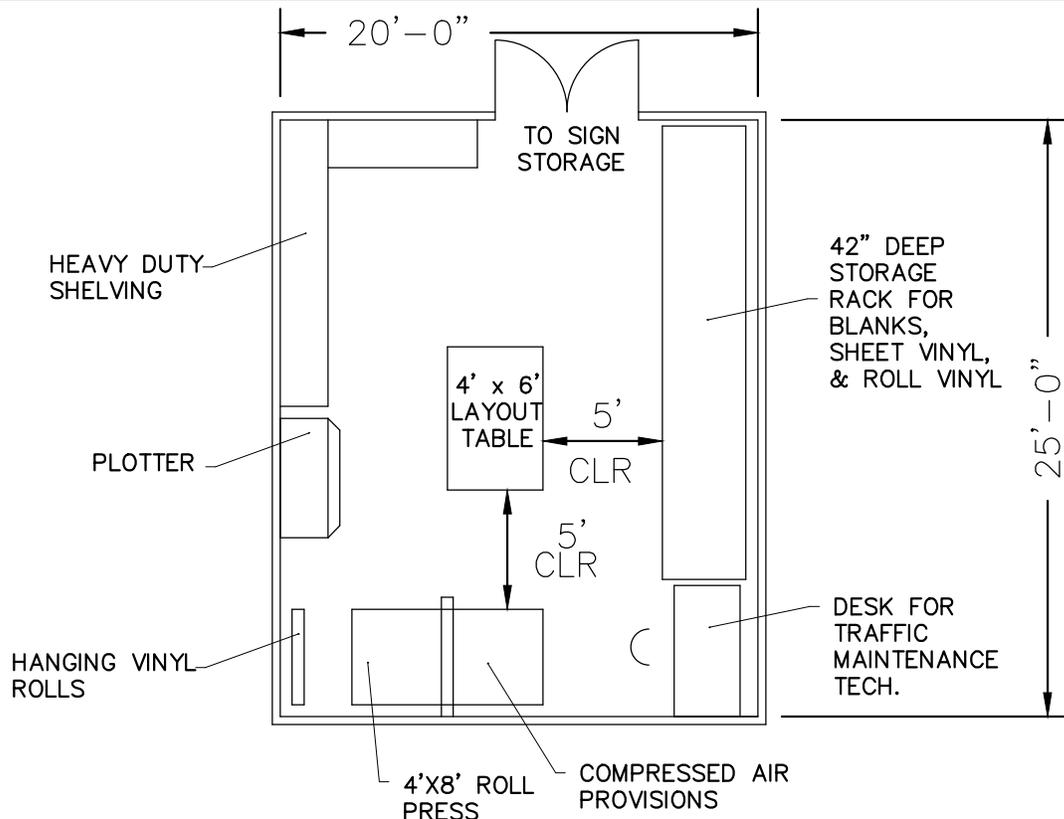
**SPACE NEEDS ASSESSMENT**

APRIL 2016

NEEDHAM, MASSACHUSETTS

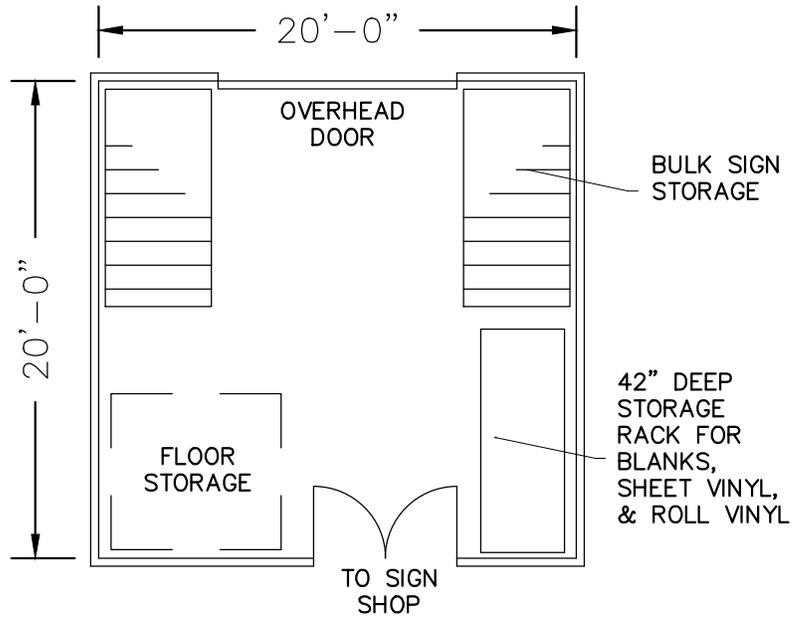
Scale: 1/8"=1'-0"

Sheet 16



**HIGHWAY SIGN SHOP**

25' x 20' = 500 SF



**HIGHWAY SIGN STORAGE**

20' x 20' = 400 SF

**SPACE NEEDS ASSESSMENT**

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 17

SHEET NOT  
USED

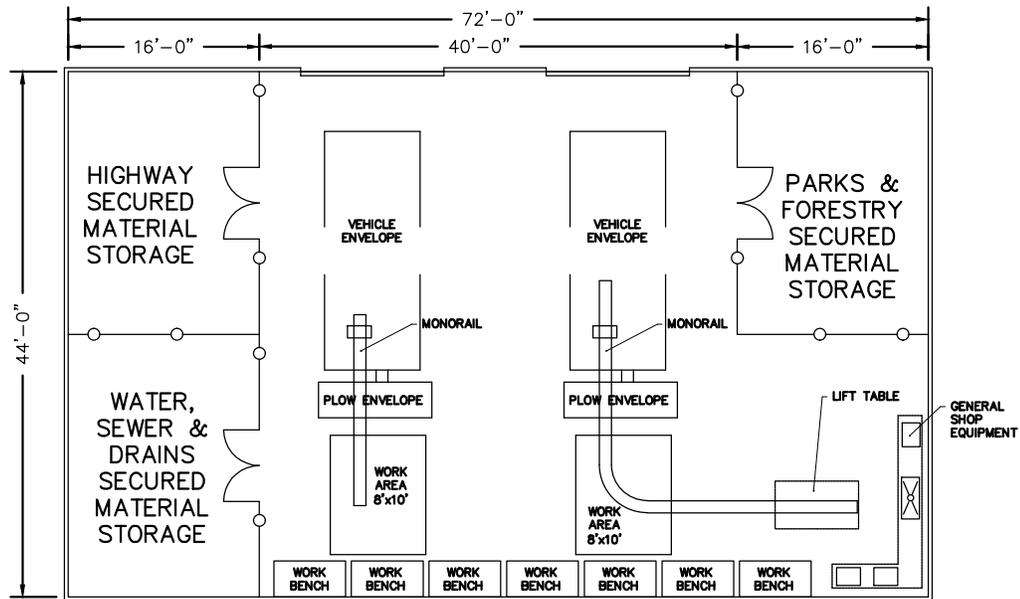
SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 18



### SHARED GENERAL WORKSHOP

44' x 72' = 3,168 SF

#### SHOP TO SUPPORT:

- HIGHWAY SMALL ENGINE/TOOL/EQUIPMENT REPAIR
- PARKS & FORESTRY TOOL/EQUIPMENT REPAIR & BLADE SHARPENING
- WATER, SEWER, & DRAINS MISC. REPAIR/ASSEMBLY AREA
- SHARED CARPENTRY SHOP

## SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 19

SHEET NOT  
USED

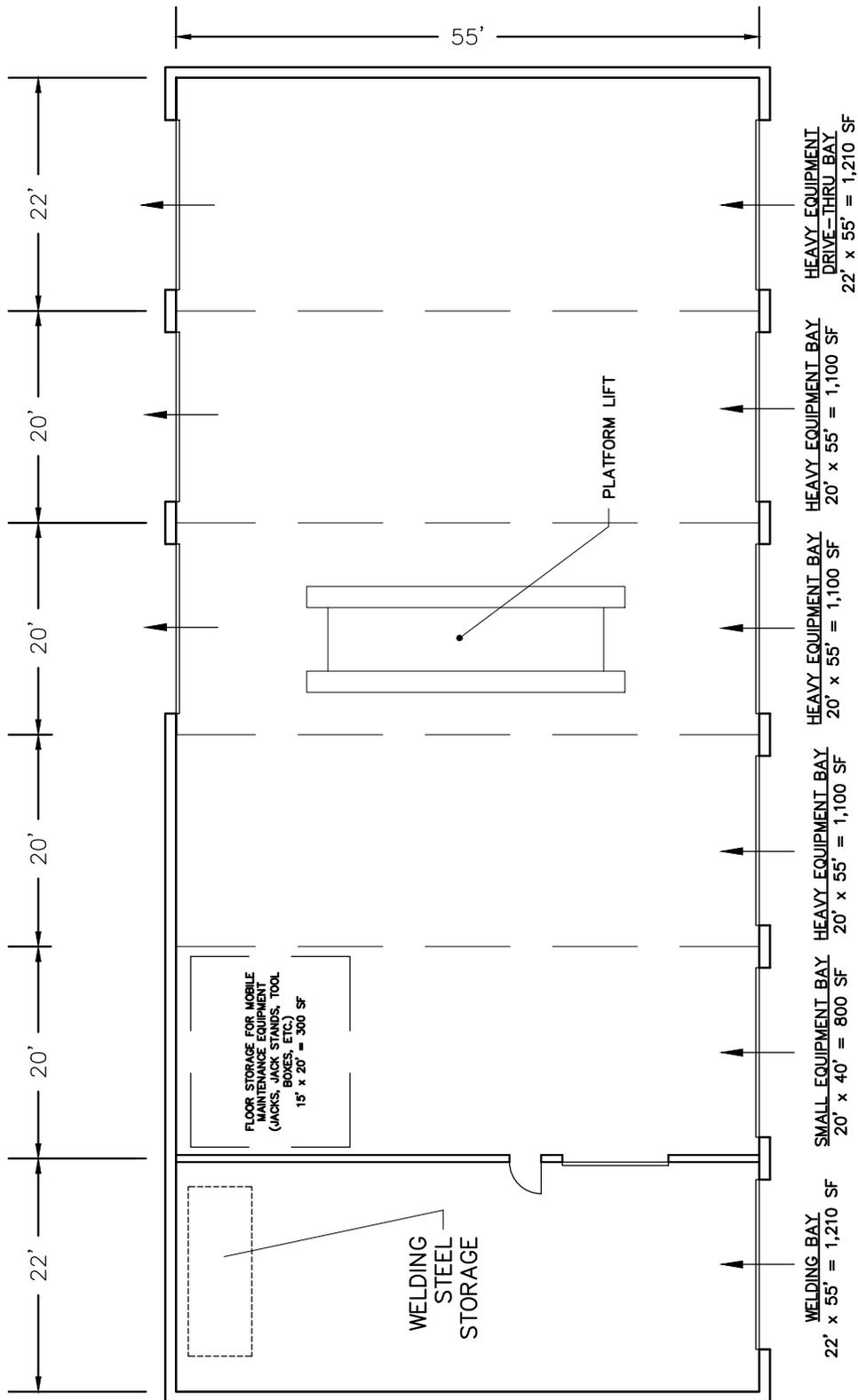
SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 20



VEHICLE/EQUIPMENT MAINTENANCE BAYS  
 BAY DIMENSIONS AND AREAS VARY

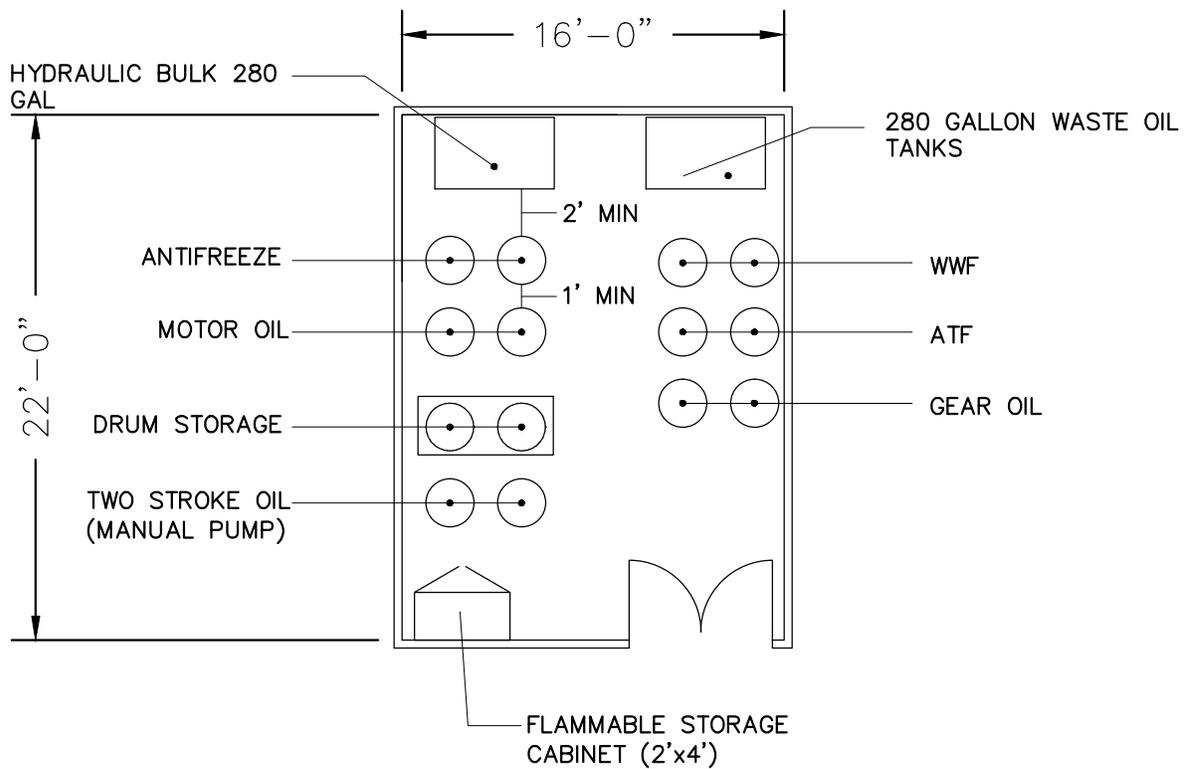
SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

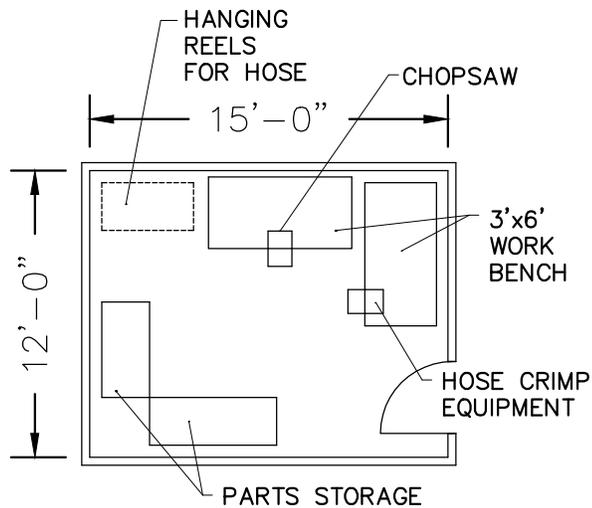
Scale: 1/16"=1'-0"

Sheet 21



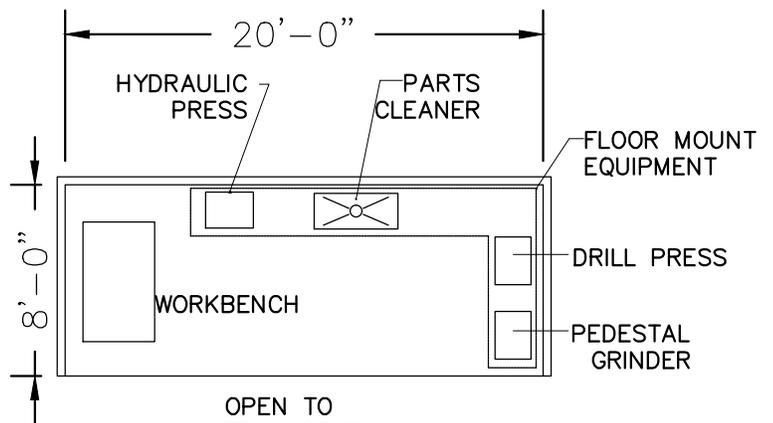
**MAINTENANCE FLUID STORAGE**

16' x 22' = 352 SF



**HYDRAULIC HOSE WORKSHOP**

12' x 15' = 180 SF



**MAINTENANCE WORKSHOP**

8' x 20' = 160 S.F.

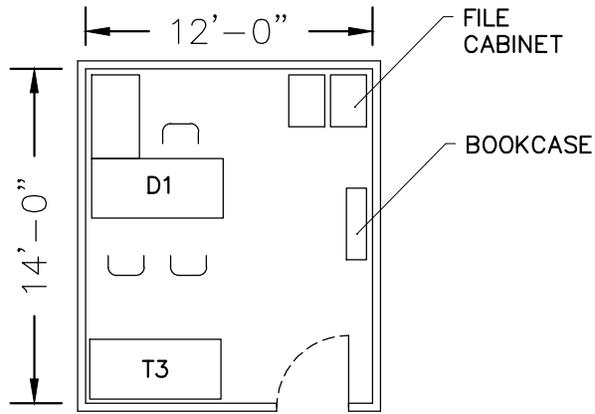
**SPACE NEEDS ASSESSMENT**

APRIL 2016

NEEDHAM, MASSACHUSETTS

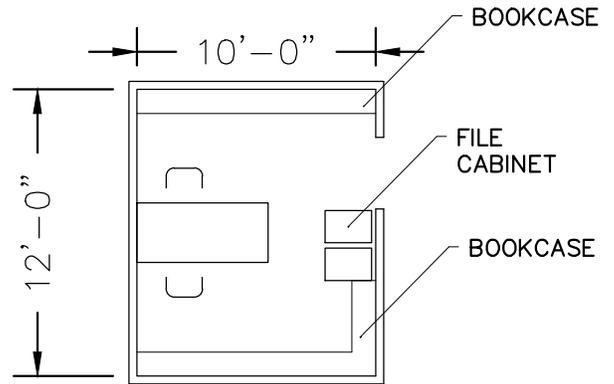
Scale: 1/8"=1'-0"

Sheet 22



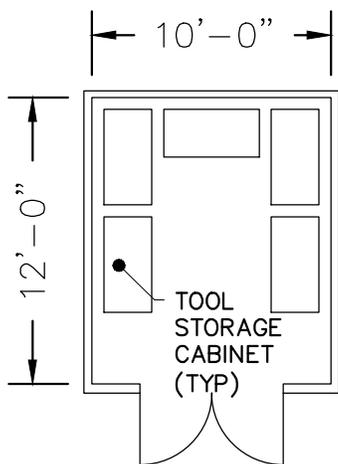
**GARAGE SUPERINTENDENT**

12' x 14' = 168 SF



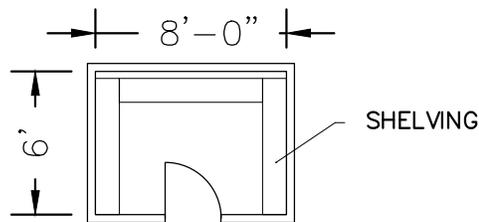
**MAINTENANCE REFERENCE ROOM**

10' x 12' = 120 SF



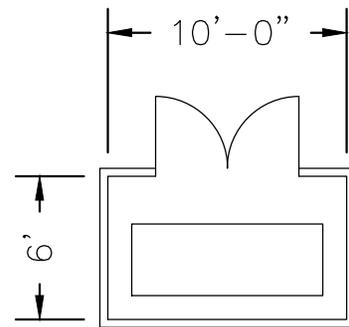
**SECURED TOOL STORAGE AREA**

10' x 12' = 120 SF



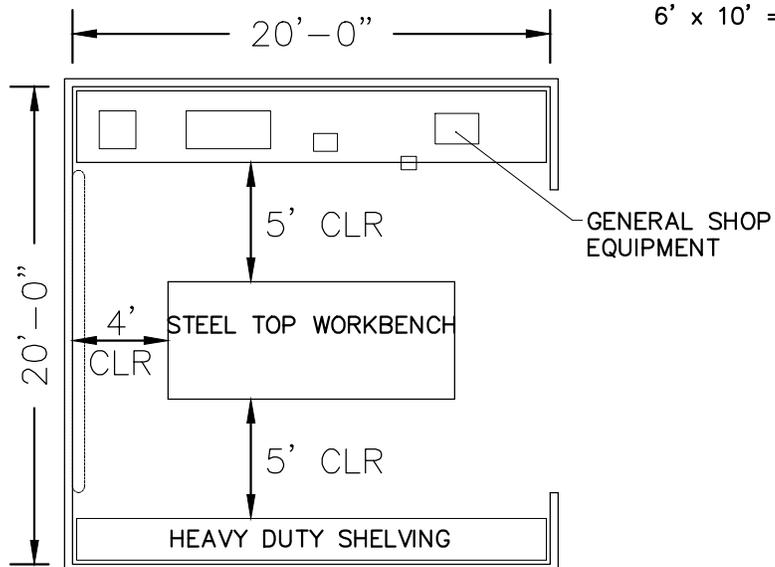
**BATTERY STORAGE AREA**

6' x 8' = 48 SF



**COMPRESSOR ROOM**

6' x 10' = 60 S.F.



**MAINTENANCE TOOL/MACHINE SHOP**

20' x 20' = 400 SF

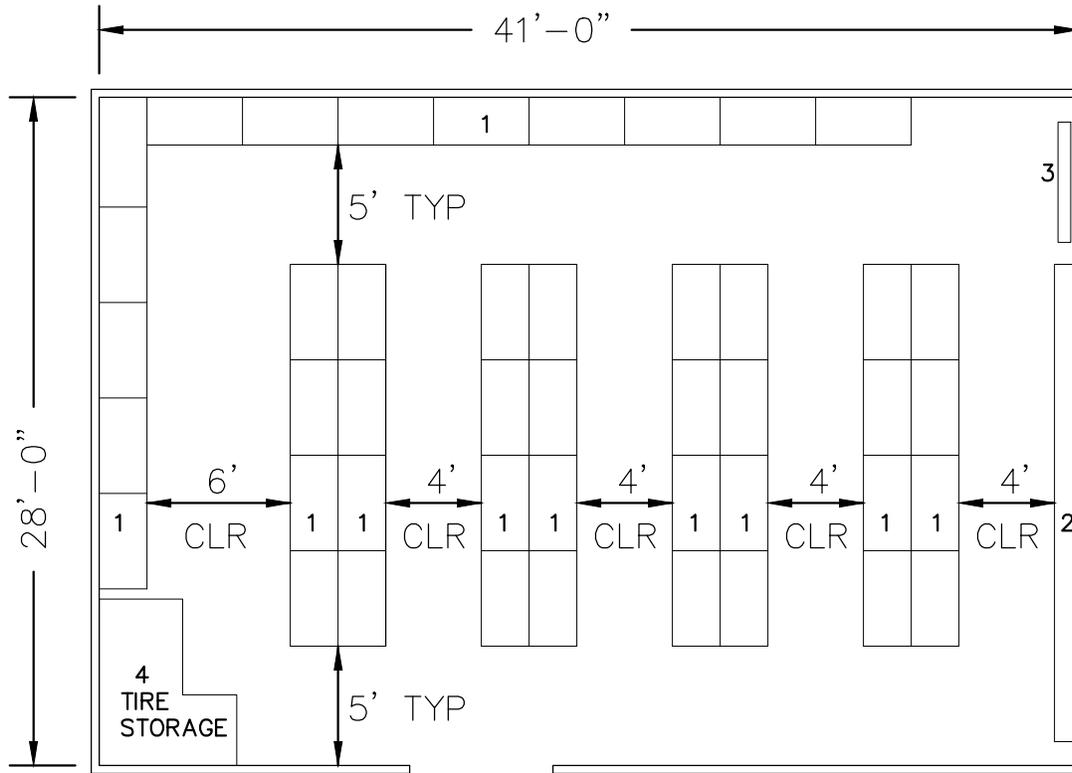
**SPACE NEEDS ASSESSMENT**

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 23

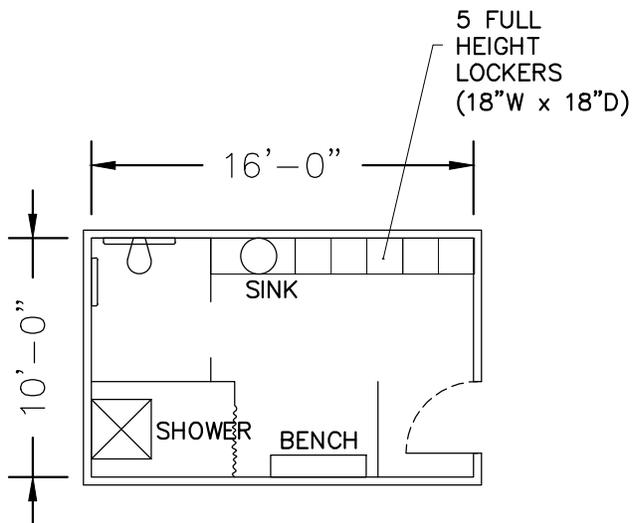


**PARTS STORAGE ROOM**

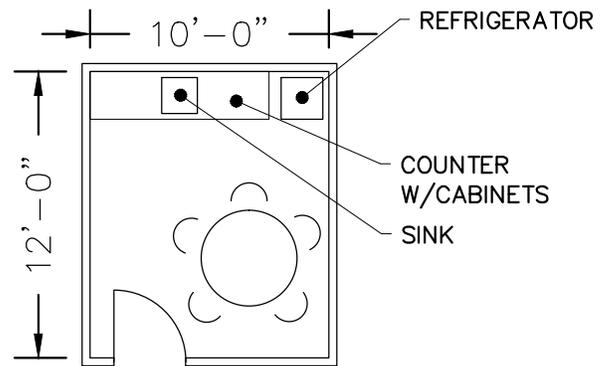
28' x 41' = 1,148 SF

**NOTES:**

1. 24" HEAVY DUTY SHELVING
2. SMALL PARTS BIN
3. WALL STORAGE (HANGING HOSES, BELTS, ETC.)
4. BULK FLOOR STORAGE
5. PROVIDE MIN. 1 - 24"x48" SHELF PER VEHICLE



**MAINTENANCE  
LOCKER/SHOWER/TOILET**  
16' x 10' = 160 SF



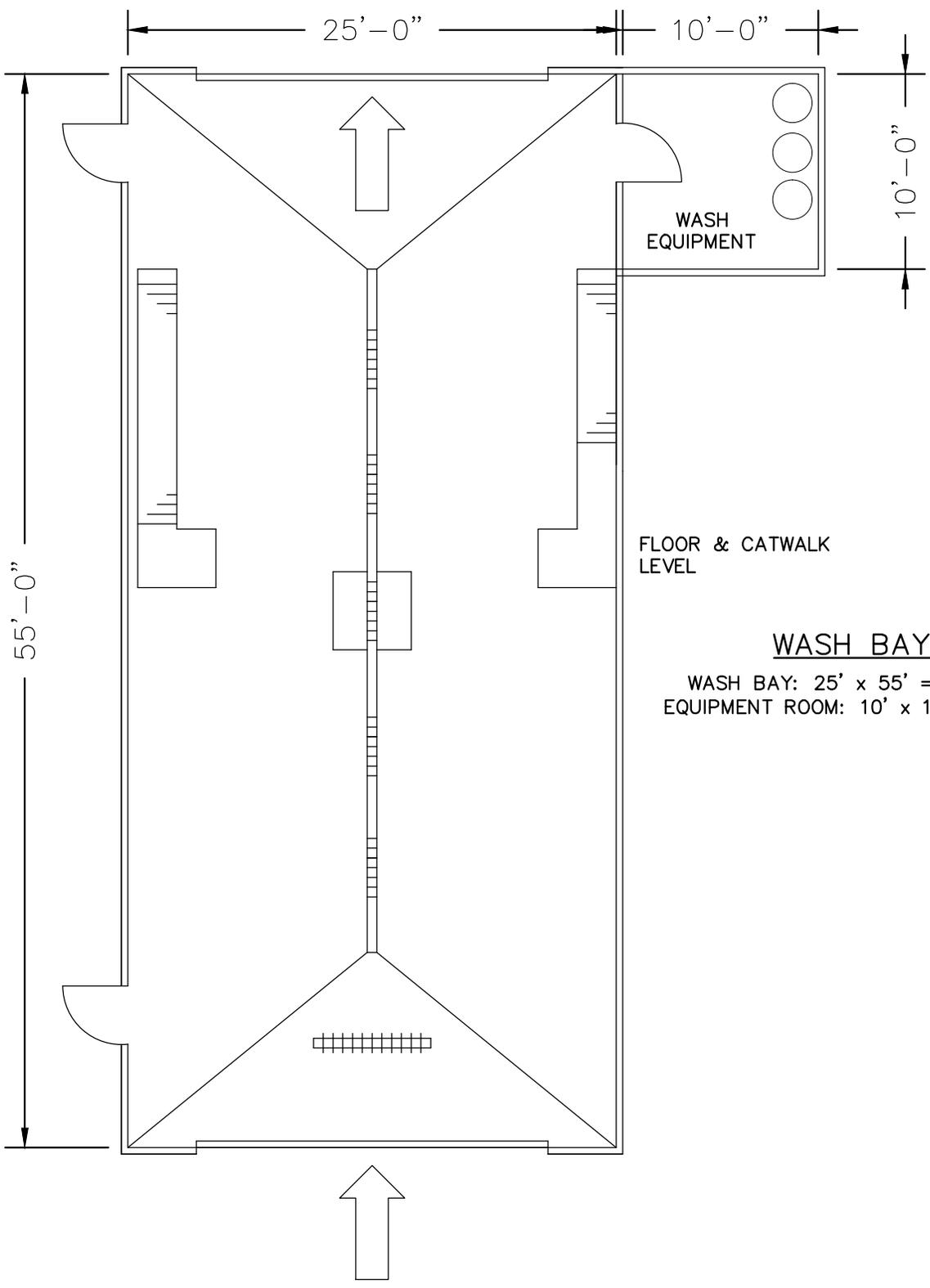
**MAINTENANCE BREAK ROOM**  
10' x 12' = 120 SF

**SPACE NEEDS ASSESSMENT**

APRIL 2016  
NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 24



WASH  
EQUIPMENT

FLOOR & CATWALK  
LEVEL

WASH BAY

WASH BAY: 25' x 55' = 1,375 SF  
EQUIPMENT ROOM: 10' x 10' = 100 SF

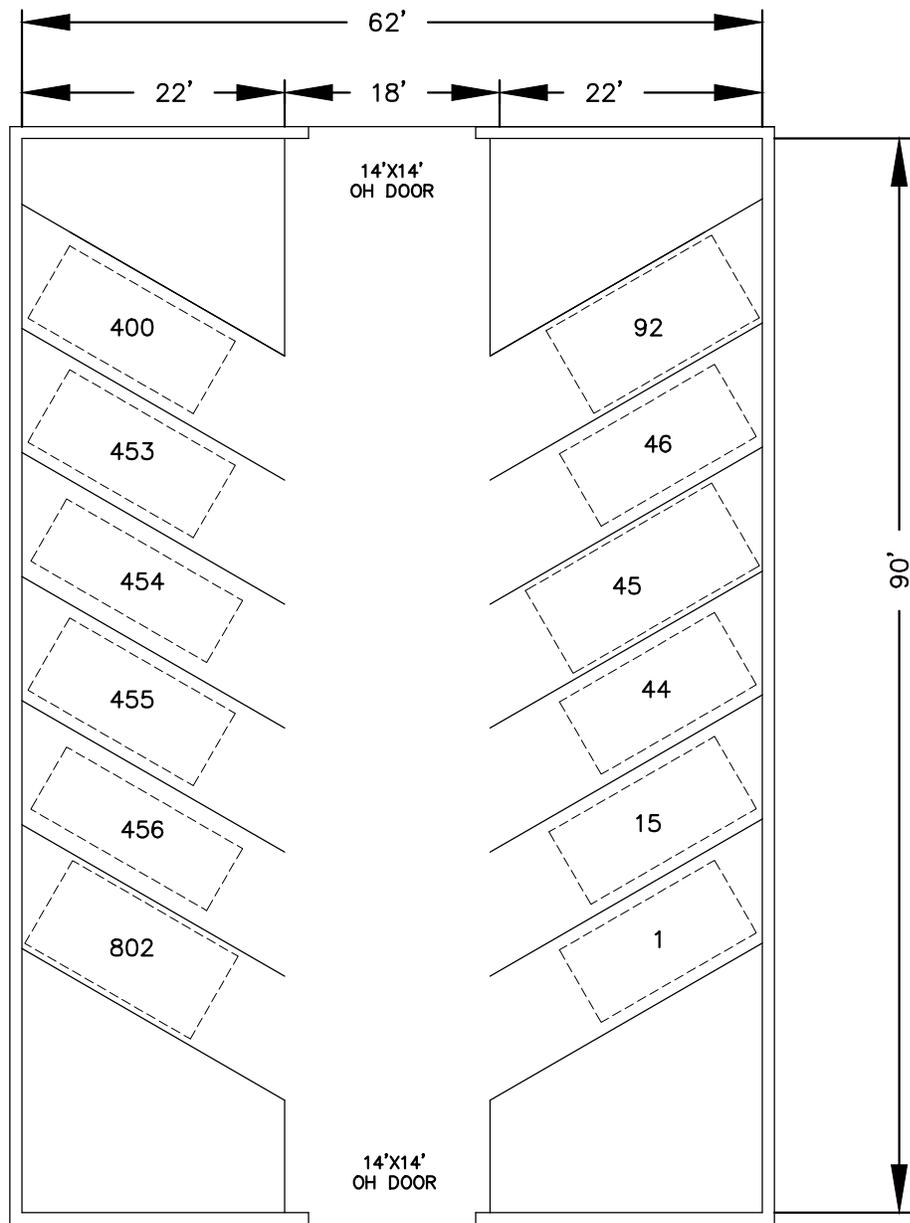
SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/8"=1'-0"

Sheet 25



VEHICLE STORAGE  
ADMINISTRATION

62' x 90' = 5,580 SF

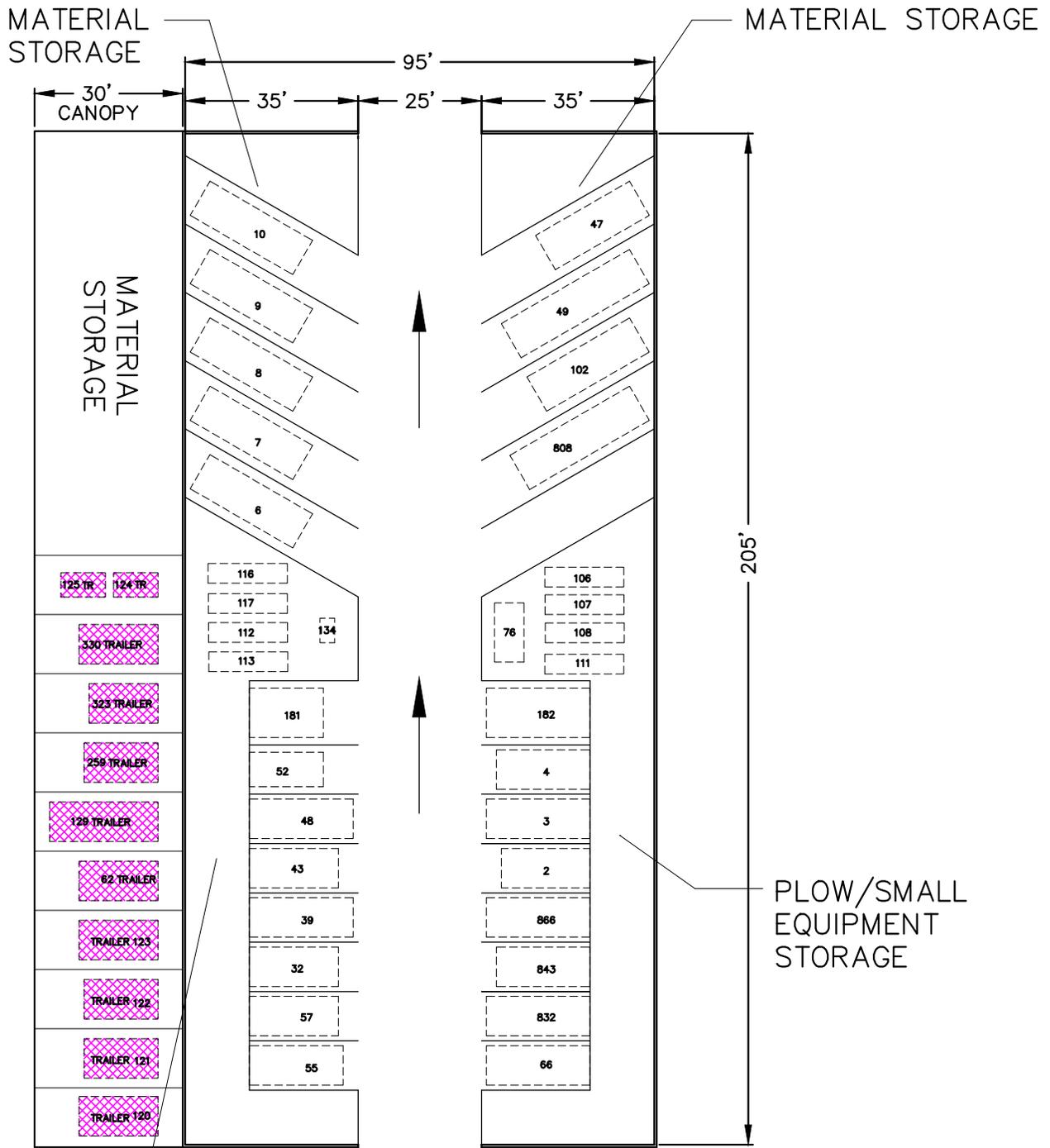
SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/16"=1'-0"

Sheet 26



**VEHICLE & EQUIPMENT STORAGE – HIGHWAY**

95' x 205' = 19,475 SF

SMALL EQUIPMENT STORAGE

**OPEN CANOPY STORAGE**

30' x 205' = 6,150 SF

**SPACE NEEDS ASSESSMENT**

APRIL 2016  
NEEDHAM, MASSACHUSETTS

Scale: 1/32"=1'-0"

Sheet 27



SHEET NOT  
USED

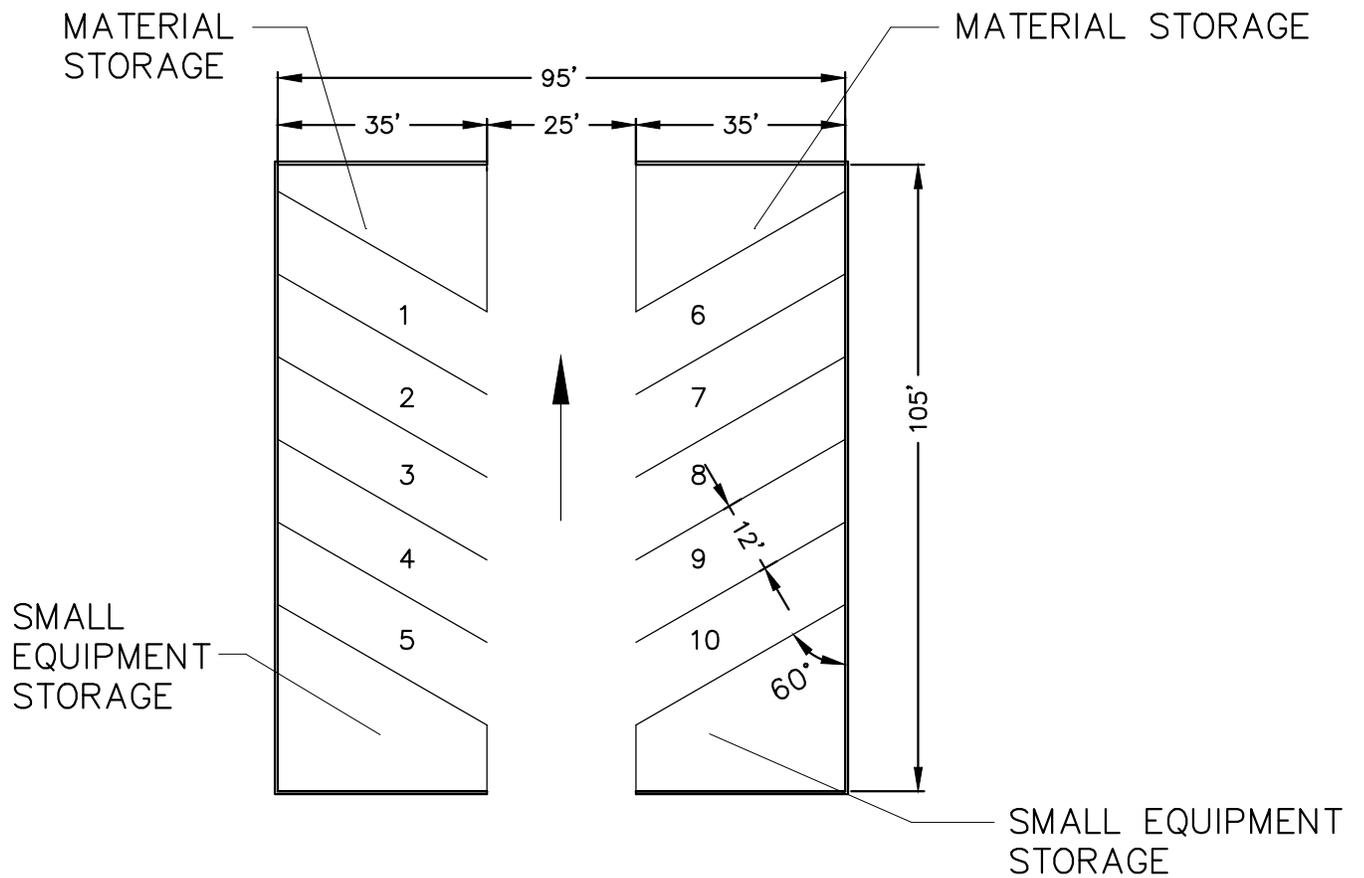
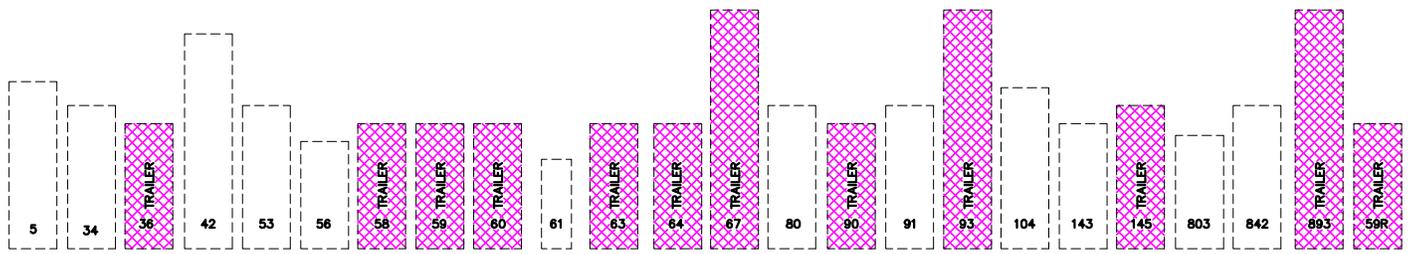
SPACE NEEDS ASSESSMENT

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/32"=1'-0"

Sheet 29



**VEHICLE & EQUIPMENT STORAGE – RTS**

$95' \times 105' = 9,975 \text{ SF}$

TO REMAIN AT EXISTING RTS FACILITY

**SPACE NEEDS ASSESSMENT**

APRIL 2016

NEEDHAM, MASSACHUSETTS

Scale: 1/32"=1'-0"

Sheet 30

## **Appendix F**

### **Space Needs Guidelines Work Sheet**

**Department of Public Works  
Space Needs Guidelines  
WORK SHEET - TOWN OF NEEDHAM DPW**

4/12/16

These guidelines have been prepared by Weston & Sampson based upon our experience with more than 70 public works facility projects in the last 15 years.

Guidelines (as developed from similar completed DPW projects):

		Ideal	Minimum
Administration	Average SF per Admin Person	670	569
Employee Facilities	Average SF per Work Force Person	130	110
Shops (including Maintenance)	Average SF per Division	3,554	3,021
Vehicle / Equipment Storage (for center drive-thru)	Average SF per Rolling Stock	817	695
Vehicle / Equipment Storage (for stacked parking)	Average SF per Rolling Stock	695	591
Wash /Other	Average SF	2,955	2,512

Note: Average SF guidelines include all common spaces including circulation, toilets, common reception, etc.

<b>IDEAL SPACE NEEDS</b>			Qty	SF	Ideal SF
Administration	Number of Administration Personnel	28 x	670 =		18,759
Employee Facilities	Number of Work Force Employees	60 x	130 =		7,789
Shops	Number of Divisions - Highway - Water, Sewer, & Drains - Parks & Forestry - Garage	4 x	3,554 =		14,216
Vehicle / Equipment Storage	Number of Vehicles (see note 1)	75 x	817 =		61,303
Wash / Other	(see note 2)	1 x	2,955 =		2,955
<b>TOTAL:</b>					<b>105,022</b>

<b>MINIMUM SPACE NEEDS</b>			Qty	SF	Minimum SF
Administration	Number of Administration Personnel	28 x	569 =		15,945
Employee Facilities	Number of Work Force Employees	60 x	110 =		6,620
Shops	Number of Divisions - Highway - Water, Sewer, & Drains - Parks & Forestry - Garage	4 x	3,021 =		12,084
Vehicle / Equipment Storage	Number of Vehicles (see note 1)	75 x	695 =		52,108
Wash / Other	(see note 2)	1 x	2,512 =		2,512
<b>TOTAL:</b>					<b>89,268</b>

Notes:

- When determining number of vehicles, include all pickups, sedans, medium & large trucks, large tractors, and construction equipment. Do not include small equipment such as trailers, sidewalk plows, mowers, etc. This smaller equipment is built into the guidelines.
- "Other" includes open canopies for cold storage or sander body storage (this is a fixed #)
- The minimum SF guidelines are based on a 15% reduction in the ideal space needs.