ON-SITE INSIGHT
A RECAP REAL ESTATE ADVISORS COMPANY

Municipal

Capital Needs Assessment and Replacement Reserve Analysis

Prepared for:

Town of Westwood
50 Carby Street
Westwood, MA 02090

Westwood Town Hall

Westwood, MA

December 21, 2016

Final Report

RECAP
REAL ESTATE ADVISORS
77 Franklin Street, | 7th floor
Boston, MA 02110-1510
617.502.5985

Westwood Town Hall: Property Overview

Number of Buildings: 1

Total Square Footage: 10,455

Building Type	# of Buildings
Elevator	1
Walk-up	-
Totals:	**1**

Occupancy: Municipal Offices

Property/Development Age: 107 years

Year of Construction: 1910

City & State: Westwood, MA
Address: 580 High Street

OSI Project Number: 16438

Assessment Date: October 7, 2016

Assessment Conditions: Clear, Sunny, 68°F

Assessor: Steve Ninos

Property Description:

Westwood Town Hall is a 10,455 square foot municipal building located at the intersection of High Street and Westwood Glen Road in the town of Westwood, Massachusetts. The brick and decorative stone clad building was originally constructed in 1910 with a small single story south-elevation addition and an east-elevation enclosed egress stairwell added at unknown later dates. The building houses various municipal offices and town services, as well as meeting space for the town's Board of Selectmen.

Executive Summary

Westwood Town Hall

Westwood, MA

Westwood Town Hall is a 10,455 square foot municipal building located at the intersection of High Street and Westwood Glen Road in the town of Westwood, Massachusetts. The brick and decorative stone clad building was originally constructed in 1910 with a small single story south-elevation addition and an east-elevation enclosed egress stairwell added at unknown later dates. The building houses various municipal offices and town services, as well as meeting space for the town's Board of Selectmen.

Overall the property is in good condition. The offices and service spaces, common areas, and various building systems are adequately appointed and maintained with evidence of timely maintenance and capital expenditures noted during the course of the assessment. That said, the property does have substantive capital needs anticipated in the coming years as a number of systems and components are at or approaching the end of their expected useful service lives. Anticipated near-term needs include aging building HVAC, fire alarm system, and accessible platform lift replacements and upgrades; exterior building masonry and lintel repairs and repointing; upcoming roof replacement; mid-term full-scale window replacement; and on-going interior office and common space refurbishments and upgrades.

Future capital actions are based on useful life expectations and assume continued effective maintenance and physical management. In compiling this report, the assessor has used the RSMeans building construction costs database as a starting point for cost estimation with adjustments made up or down based on the current age and condition of each element, as well as additional historical and local pricing data accumulated from previous projects completed by On-Site Insight. The costs are then presented in the twenty-year replacement plan as estimated repair and replacement hard costs inflated at 3% per year to account for inflation. The costs shown do not include typical soft costs such as architectural, engineering, or legal fees, if contracted, financing, permits, or taxes.

Hard costs for the twenty-year plan total **$790,821**, or **$76** per square foot of building floor space in current dollars ($961,780 or $92 per square foot in inflated dollars at 3% per year). Currently there is no reported replacement reserve fund for this property. To help meet all of the property's anticipated capital needs, repairs, and replacements occurring throughout the twenty-year plan, a suggested annual funding amount of $6 per square foot is shown in Year 1. This is then reduced by $4 per square foot in Year 5. Additionally, in order help meet all near term capital needs, a one-time capital infusion of $250,000 is shown in Year 1.

Site

The Westwood Town Hall site is accessed off of High Street at its west property line and features an asphalt paved-entrance drive leading past front elevation visitor and staff parking stalls and exits out to Westwood Glen Road at its north property line. A second asphalt-paved parking lot is located at the rear (east) building elevation; and a third parking lot (located perpendicular to the rear parking lot) was recently constructed in 2016. New gooseneck-style pole-mounted energy-efficient LED light fixtures were installed at both rear lots during the construction; and a new concrete accessible entrance ramp with adjacent stairs and painted steel-tube

railing leads from both the front and rear parking lots to the north-elevation accessible entrance to the building. Additional smaller concrete walkways are located at the south end of the building leading away from the egress stairwell and the Veteran's Services entrance additions. The front of the building is nicely landscaped with grass, trees, shrubs, plantings, and a decorative laid-brick walkway surrounding an aluminum flagpole.

1. **Costs for the development's site related elements total $110,723 or $11 per square foot in inflated dollars.**
2. The front and rear older asphalt-paved roadways and parking lots are reportedly to be resurfaced in 2016. Future resurfacing of these areas is shown in Year 20. Future resurfacing of the new parking lot is shown in Year 19; and periodic allowances for interim asphalt maintenance and repairs in the form of crack-filling, sealcoating, and re-striping are shown in Years 5, 10, and 15.
3. The majority of the limited concrete surfaces at the site was newly installed in 2016 and the older (south elevation) concrete walkways appear to be in generally good condition. Future allowances for as-needed concrete repairs and sectional replacements are shown in Years 10 and 20.
4. The pole-mounted LED site-lighting fixtures were all newly installed in 2016 with no operating issues reported during the assessment. Future allowances for gradual as-needed fixture replacements are shown in Years 14-16, after fifteen years of use.
5. The landscaping surrounding the property is attractive and well-maintained; and all trees are sufficiently set back from the building eliminating any future encroachment issues. Periodic allowances for as-needed landscaping upgrades, removals, replacements as well as periodic tree and shrub pruning needs are shown every five years throughout the plan.
6. The site is served by a full complement of utility and municipal provided services including natural gas, electricity, domestic cold water, and sanitary waste lines. No issues were reported during the assessment; and no capital costs related to these typically long-lived systems are anticipated to be necessary during the twenty-year timeframe of the plan.

Mechanical Room

The basement-level mechanical room contains the central heating and domestic hot water (DHW) generation systems for the building. All interior spaces are heated by a single Weil-McLain Model 80, 639-MBH, natural gas-fired steam boiler that was reportedly installed in 2006. The steam heating system includes a Hoffman-Watchman 14-gallon cast-iron condensate receiver tank with 1/3-hp pump; a Hoffman FT015H-6 steam trap, and a 50-gallon boiler feed tank with 1/3-hp pump. The building also features a pneumatic actuator control system comprised of a SpeedAire 30-gallon, tank-mounted, 2-hp compressor; a 10 CFM, 1/6-hp compressed refrigerated air dryer; and various pneumatic radiator actuators located on select radiators throughout the building. A Honeywell building automation and control (BACnet) energy management system (recently installed in 2013) monitors building-wide mechanical systems performance, issues operating alerts and alarm communications, and provides remote troubleshooting capabilities as well as remote operation of all BACnet enabled devices within the system. Domestic hot water (DHW) for the building restrooms is produced and stored by a single Bradford-White, 40-gallon electric hot water heater located in a basement-level storage room adjacent to the main stairwell.

7. **Costs related to the development's boilers and boiler room systems total $71,623 or $7 per square foot in inflated dollars.**
8. The current boiler was reportedly installed in 2006 and appears to be in good working condition with no current operating issues reported during the assessment. Future replacement of the boiler is shown in Year 19 after an expected useful service life of thirty years.
9. Periodic allowances for as needed software upgrades and component replacements related to the Honeywell BACnet energy management system are shown every five years starting in Year 1.

10. The condensate return tank is assumed to have been installed with the boiler in 2006; however the return pump was recently replaced in 2014. No operating issues were reported; and future replacement of the tank and pump is shown in Year 14, concurrent with the next boiler replacement.
11. The Hoffman-Watchman cast-iron condensate receiver and pump were both installed in 2008 and remain in reportedly good operating condition. Future replacement is shown in Year 11, after twenty years of use.
12. Periodic allowances to replace the Hoffman steam trap are shown every six years throughout the plan.
13. No operating issues related to the pneumatic actuator control system were reported during the assessment; and future replacement of the compressor, tank, and compressed refrigerator air dryer are shown in Years 4 and 19. As-needed replacement of the various manual, thermostatic, and pneumatic radiator actuators is seen being handled from operating accounts.
14. The electric domestic hot water tank was last replaced in 2010 and remains in good observable condition. Future replacement is shown in Years 5 and 17, based on a twelve-year expected useful service life.

Building Mechanical and Electrical Systems

Major building systems include distribution piping for domestic hot and cold water, sanitary wastewater, and natural gas services; heating, ventilation and air conditioning (HVAC) services; electrical, fire detection, and a stair-rail-mounted accessible platform lift.

15. Costs related to the development's mechanical and electrical systems total $230,447 or $22 per S.F. in inflated dollars.

16. No operational issues related to the heating, hot and cold water, waste water, and natural gas distribution piping systems were observed or reported during the assessment; and these systems should continue to be monitored and maintained going forward.

17. The first floor general office area, the second floor Selectmen Meeting Room, and the first floor Town Clerk/Registrar's office are each cooled by individual split DX air conditioning systems with a mix of 1.5 and 2-ton exterior pad-mounted condensing units. All three systems were installed between 1993 and 1995; and the exterior condensers have far surpassed their fifteen-year expected useful service lives. Costs to replace the three condensing units is shown in Year 1, with a future replacement shown in Year 16.
18. Gradual replacement of the three aging interior air-handling units is shown in Years 1-3.
19. The rest of the building is cooled by twelve window air-conditioners of varying sizes, ages, and conditions. Allowances for as-needed replacements are shown annually throughout the plan.
20. The building contains a mix of older, aging electrical wiring and distribution equipment located in the basement level boiler room, and relatively newer distribution panels located in an adjacent storage room. A placemarker allowance to update/replace and modernize the older equipment is shown in Year 1. Pending professional review and an accepted bid from a qualified licensed electrical contractor, the CNA report can be amended at a later time once actual costs are received.
21. The building also contains an antiquated zone-type fire alarm control box monitoring limited hardwired end-devices. The system has far surpassed its twenty-year expected useful service life; and costs to replace the panel and all peripherals with a modern, building-wide fully-addressable system are shown in Year 1.
22. Handicap accessibility from floor to floor within the building is currently provided by two separate stair-rail-mounted powered platform lifts. The lift mounted on the east stair-rail provides access between the basement level, the accessible entrance landing, and the first floor. The lift mounted on the west stair-rail provides access between the first floor and the second floor; thus

requiring a transfer from one lift to the other when traveling between all floor levels. Based on discussions with management, a placemarker allowance is shown in Year 1 to remove the current split system and install a new continuous lift providing access to all floor levels from a single lift. Pending professional review and an accepted bid from a qualified licensed installer, the CNA report can be amended at a later time once actual costs are received. A mid-term overhaul allowance is shown in Year 11.

Building Architectural Systems

The Westwood Town Hall property consists of a single two and one-half story pitched-roof building set on a poured concrete foundation. The building is clad in its original face-brick with cast-stone lintels, sills, arches, and trim bands and features a rooftop copper-domed cupola with four-sided clock. The building also features a decorative painted-wood dental-block soffit and original copper gutter and downspout system running along all four elevations of the structure. The front entrance arched loggia was originally open to the outside but has since been enclosed with an aluminum and glass framing system and features an aluminum-framed glass entrance door that was recently replaced in 2016. The north-elevation aluminum and glass accessible entrance door was also replaced in 2016. A third, older, aging aluminum and glass door is located at the south-elevation Veteran's Services entrance within a small single-story brick extension constructed at an unknown later date. An east-elevation brick-enclosed emergency egress stairwell with concrete-filled steel stair-pan was also constructed at a later date at the south end of the building in order to provide a secondary egress route from the building (opposite the original interior stairwell located at the north end of the building). Windows are a mix of double-hung, vinyl-clad replacement windows with insulating glass units (IGU's) and original single-glazed, wood-framed arched windows over the north-elevation accessible entrance door and most of the second floor openings. The main structure features a pitched hip-style roof with 3-tab asphalt shingles; and the two later additions feature flat roofs with EPDM rubber membrane coverings.

Interior spaces include the front entry loggia/vestibule; the first-floor service hall with town administrative department service windows; various office and administrative work spaces, copy rooms, storage rooms, and meeting rooms; the basement-level and second floor hallways; the north-elevation main stairwell; and men's and women's restrooms located on the first and second floors. Finishes within these areas include a mix of painted drywall and original plaster walls; a mix of older carpet, newer carpet tiles, finished hardwood, ceramic tile, and slate flooring; and a mix of suspended acoustic tile and painted plaster ceilings.

23. Costs related to the development's architectural systems total $548,986 or $53 per square foot in inflated dollars.

24. The visible portions of the original poured concrete foundation appear to be in generally good condition with no water infiltration or other issues reported during the assessment. A future allowance for possible as-needed repairs is shown in Year 15 of the plan. Interim as-needed maintenance needs related to the building foundation are shown being handled from operating accounts.

25. The recently installed front and north-elevation accessible entrance doors are in good condition; and future replacement is not anticipated to be necessary during the twenty-year timeframe of the plan. Replacement of the aging south-elevation Veteran's Services entry door is shown in Year 1. Future replacement of the rarely-used double-leaf, half-lite south-elevation egress stairwell doors is shown in Year 15.

26. The exterior brick walls and front entrance steps exhibit varying conditions with several areas of age-related mortar deterioration noted during the assessment as well as visible cracking observed at the south elevation Veterans Services entrance extension. An allowance for professional review, repair, and repointing of an estimated 30% of the total surface is shown in Year 1; and future review/repair/repoint allowances (at 10%) are shown in Years 9 and 17.

27. All five of the steel window lintels within the Veteran's Services entrance extension exhibit significant corrosion and early signs of rust jacking. Costs to remove and replace all five lintels is shown in Year 1.
28. The dentil-block soffit, cupola, and all window and door trim were last repainted in 2011, and remains in good observable condition. Future painting cycles are shown in Years 4 and 14, based on a ten-year expected useful life.
29. The current age of the existing replacement windows is unknown. Based on discussions with management, future building-wide window replacement is shown in Year 10 and includes replacing the aging, original, single-glazed arched windows at the north, east, and west elevations of the building. Interim as-needed localized replacement of cracked, broken, or failed (fogged) IGU's is seen being handled from operating accounts.
30. The exact age of the asphalt-shingle and EPDM roof coverings is also unknown; however no leaking or other roof-related issues were reported during the assessment. Future replacement of all roof surfaces is shown in Year 5.
31. The original copper gutters and downspouts appeared to be in good observable condition from ground-level vantage points, despite their age. Full replacement is not anticipated to be necessary; however an allowance for possible as-needed repairs is shown in Year 5, concurrent with the roofing replacement, and again in Year 15.
32. Although repainted in 2011, the cupola is reportedly in need of various wood-rot and other structural-related repairs. Based on discussions with management, a repair/refurbishment allowance to address these issues is shown in Year 1. Pending professional review and an accepted bid from a qualified licensed contractor, the CNA report can be amended at a later time once actual costs are received.

Interiors

33. All interior painted wall and ceiling surfaces appear to be in generally good condition. Based on discussions with management, an annual Painting Budget is shown throughout the plan for as-needed interior painting on ten-year repeating cycles.

34. The ceiling tiles within the Selectmen Meeting Room were recently replaced in 2014 and remain in good observable condition. All other ceiling tiles within the hallways and office areas are visibly aging, serviceable, but in need of near-term replacement. Gradual replacement is shown in Years 3-5.

35. Gradual refinishing of the various hallway and office hardwood flooring is shown on fifteen-year repeating cycles, over five-year periods starting in Years 2 and 17. The Selectmen Meeting Room flooring was reportedly refinished in 2014. Future refinishing of this floor is shown in Year 12.

36. Replacement of the older, aging carpet with new carpet tile flooring within the office and work areas is shown on twelve-year repeating cycles in Years 2-4 and 14-16.

37. Gradual replacement of the newer carpet tile flooring (installed in 2012) at the Finance Director and Town Clerk/Registrars offices is shown in Years 7-8 and again in Years 19-20.

38. Future replacement of the Accounting/Payroll office carpet tile flooring (installed in 2014) is shown in Year 9.

39. Periodic allowances for as-needed office equipment/furniture upgrades and replacements are shown every five years throughout the plan in Years 1, 6, 11, and 16.

40. The four restrooms on the first and second floors feature ceramic tile floors and half-walls, wall-hung porcelain sinks, two-piece porcelain toilets, metal stall dividers, and standard dispensers and receptacles. All finishes and fixtures are aging; and all bathrooms have accessibility issues that management would like to address. A gradual renovation budget is shown in Years 1-4 to reconfigure one bathroom per year to current accessibility requirements and refurbish with all new fixtures and finishes.

Additional Notes:

1. The Physical Assessment of the property was conducted on October 6th, 2016. Additional information was provided to ON-SITE INSIGHT by site staff and others. OSI was represented on this assignment by Steve Ninos. We would like to thank site staff for their assistance.

2. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust the program to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.

3. This report is delivered subject to the conditions on Appendix A, *Statement of Delivery*.

View of the aging front parking lot asphalt surface conditions. Complete resurfacing is planned for 2016.

View of the rear parking lot asphalt surface conditions. Also to be resurfaced in 2016.

View of the new parking lot adjacent to the original rear lot. Installed in 2016.

Site lighting is provided by newly installed gooseneck-style LED pole-mounted fixtures.

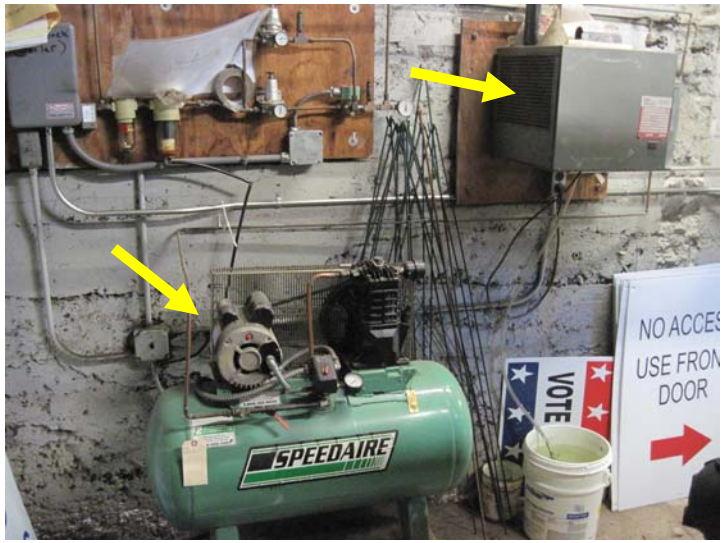
View of the recently installed concrete accessible entrance ramp, stairs, and painted steel tube railing.

View of the laid brick walkway and landscaping surrounding the front elevation flag pole.

Building steam heat is provided by a 639-MBH Weil-McLain Model 80 natural gas fired steam boiler. (Installed approximately 2000)

A Hoffman-Watchman 14-gallon cast-iron condensate receiver with 1/3-hp pump was installed in 2008.

A 50-gallon boiler feed tank is assumed to date to the boiler installation; however the 1/3-hp return pump was recently installed in 2014.



The building features a pneumatic control system with 30-gallon, 2-hp SpeedAire tank-mounted compressor (lower arrow) and 1/6-hp SpeedAire refrigerated compressed air dryer (upper arrow)

A Honeywell building automation and control network (BACnet) energy management system monitors building-wide mechanical systems performance, issues operating alerts, and provides remote troubleshooting capabilities.

Building domestic hot water is produced by a Bradford-White 40-gallon electric hot water tank.

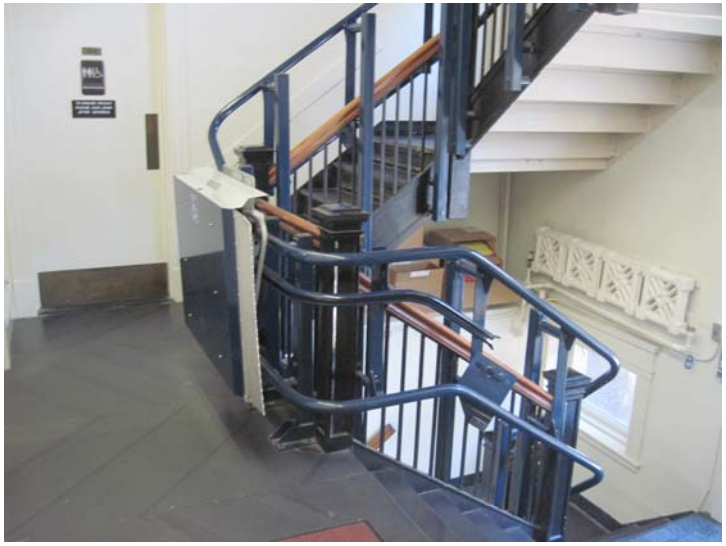
A Sanyo 2-ton ductless A/C condensing unit (left) cools the first floor general offices area; and an Allegiance-10 2-ton ducted A/C condensing unit (right) cools the second floor Selectmen Meeting Room. (Both were installed in 1995)

A 1.5-ton Sanyo mini-split A/C unit cools the first floor Town Clerk/Registrars Office.

All other building cooling is provided by 12 window air conditioners of varying sizes.

View of the aging electrical distribution equipment and wiring with open-panel electrical load center. All in need of near term modernization.

The aging zone-type fire alarm control box and outdated peripherals have far surpassed their expected useful service lives. All are in need of near term replacement.



View of one of two stair rail-mounted wheelchair lifts. One provides access from the basement and entrance levels up to the first floor. The second provides access from the first floor to the second. Replacement with a new, single continuous system is planned for 2017.

View of the building front (west) elevation with mix of face-brick; cast-stone lintels, sills, and trim elements; recently repainted wood dentil block soffits, older three-tab asphalt shingle roof, and copper-domed cupola with four-sided clock.

View of the rear (east) and north end elevations. Note egress stairwell addition (arrow) constructed at an unknown later date in order to comply with local minimum egress requirements.

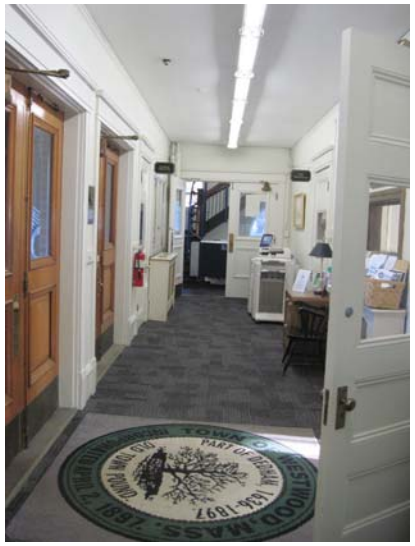
The front entrance and north elevation accessible entrance aluminum-framed glass doors were both recently replaced in 2016.

The front steps and adjacent brick planters are in need of near term repointing and brick repair/replacement.

View of the south end-elevation addition, constructed at an unknown later date.

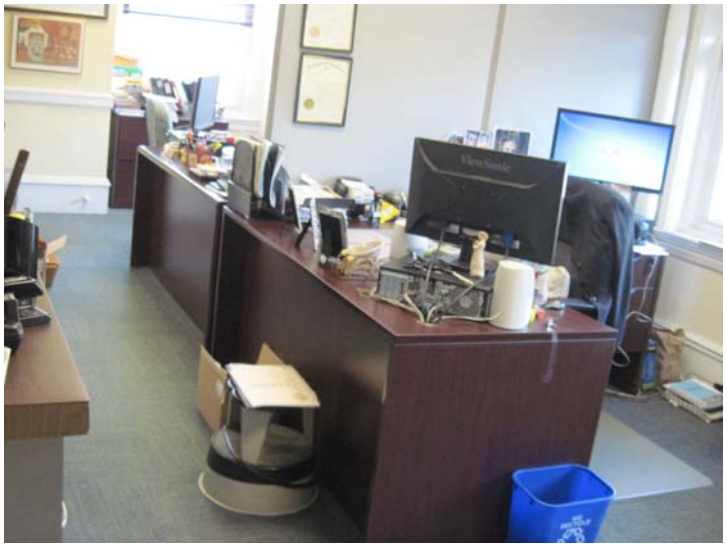
Close-up of visible cracking within the brickwork and foundation at the south elevation addition. In need of near term repair.

The aging corroding lintels at the five extension windows are in need of near-term replacement to avoid rust-jacking damage to the surround brick.



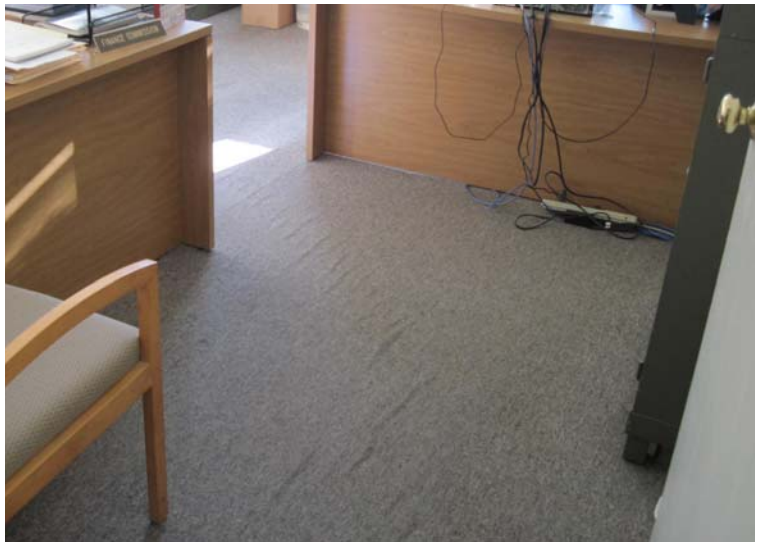
View of the front lobby with painted walls and ceilings and recently (2015) installed carpet tile flooring.

View of the general offices area with older aging carpeted flooring.

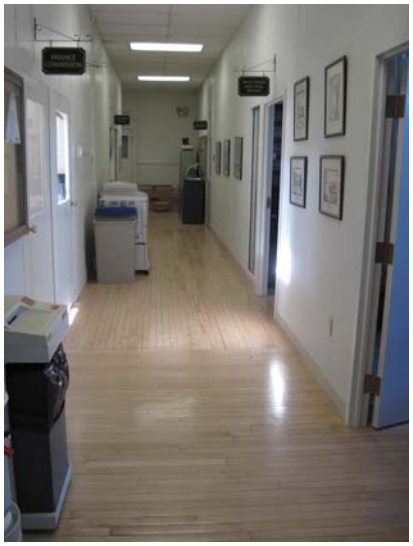


View of the Town Clerk/Registrars office with older carpet tile flooring installed in 2010.

The second floor Accounting/Payroll office carpet tile flooring was installed in 2014.



The aging, wrinkling carpet in the second floor Finance Commission office is in need of near term replacement.



The second floor hallway features hardwood flooring in generally good condition.

The hardwood floor within the second floor Selectmen Meeting Room was recently refinished in 2014.

The majority of the basement level hallway and offices also feature hardwood flooring.

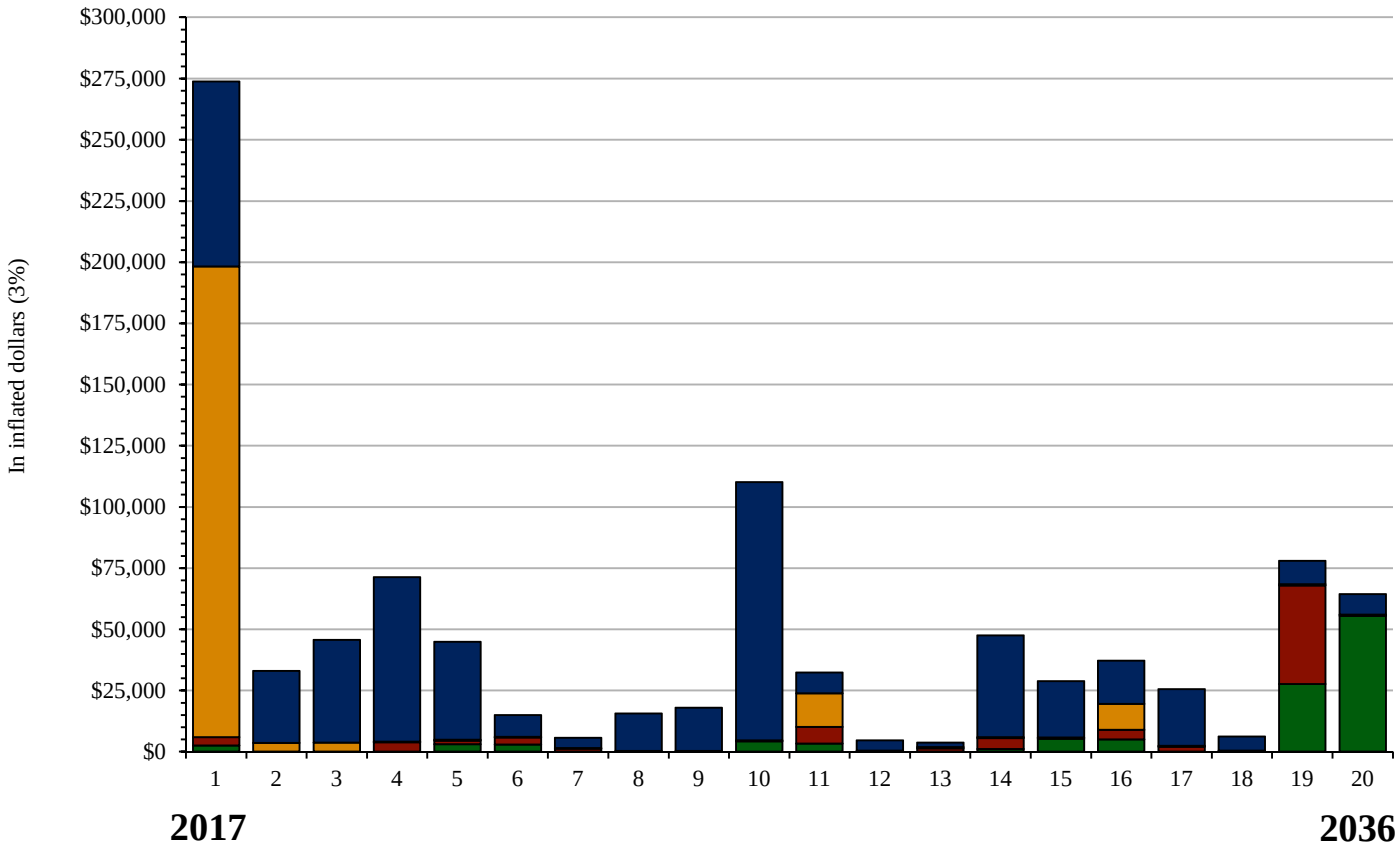
View of the brick-enclosed, rear elevation, concrete and steel, secondary egress stairwell.

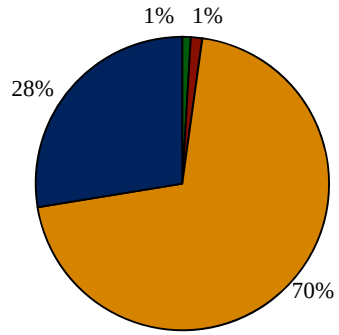
View of step-cracking and visible mortar loss noted within the egress stairwell exterior walls.

View of older fixtures and finishes within the first floor women's restroom.

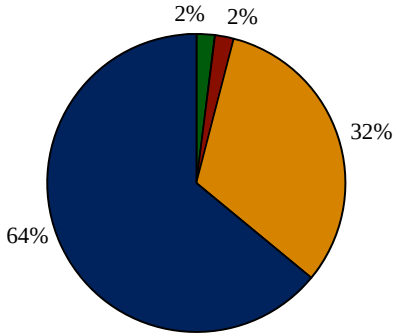
View of damaged and missing tilework within the first floor restroom. In need of near-term updating and remodeling to accessibility standards.

Westwood Town Hall





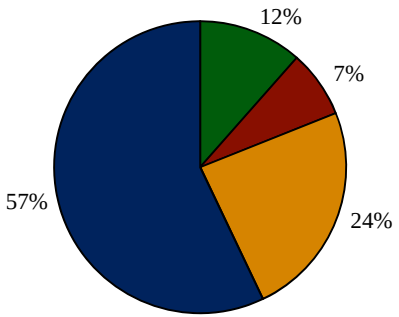
Year One Distribution



Ten Year Distribution

Total Costs by Building System (inflated dollars)

	In Year 1	In Years 1-10	In Years 1-20
Site Systems	$2,500 or $ / S.F.	$12,790 or $1 / S.F.	$110,723 or $11 / S.F.
Mechanical Room	$3,500 or $ / S.F.	$12,824 or $1 / S.F.	$71,623 or $7 / S.F.
Building Mech. & Elec.	$192,325 or $18 / S.F.	$202,260 or $19 / S.F.	$230,447 or $22 / S.F.
Building Architectural	$75,578 or $7 / S.F.	$405,386 or $39 / S.F.	$548,986 or $53 / S.F.
In inflated dollars:	$273,903 or $26 / S.F.	$633,259 or $61 / S.F.	$961,780 or $92 / S.F.
In current dollars:	$273,903 or $26 / S.F.	$583,196 or $56 / S.F.	**$790,821 or** $76 / S.F.



Twenty Year Distribution

Capital Needs Summary

Westwood Town Hall

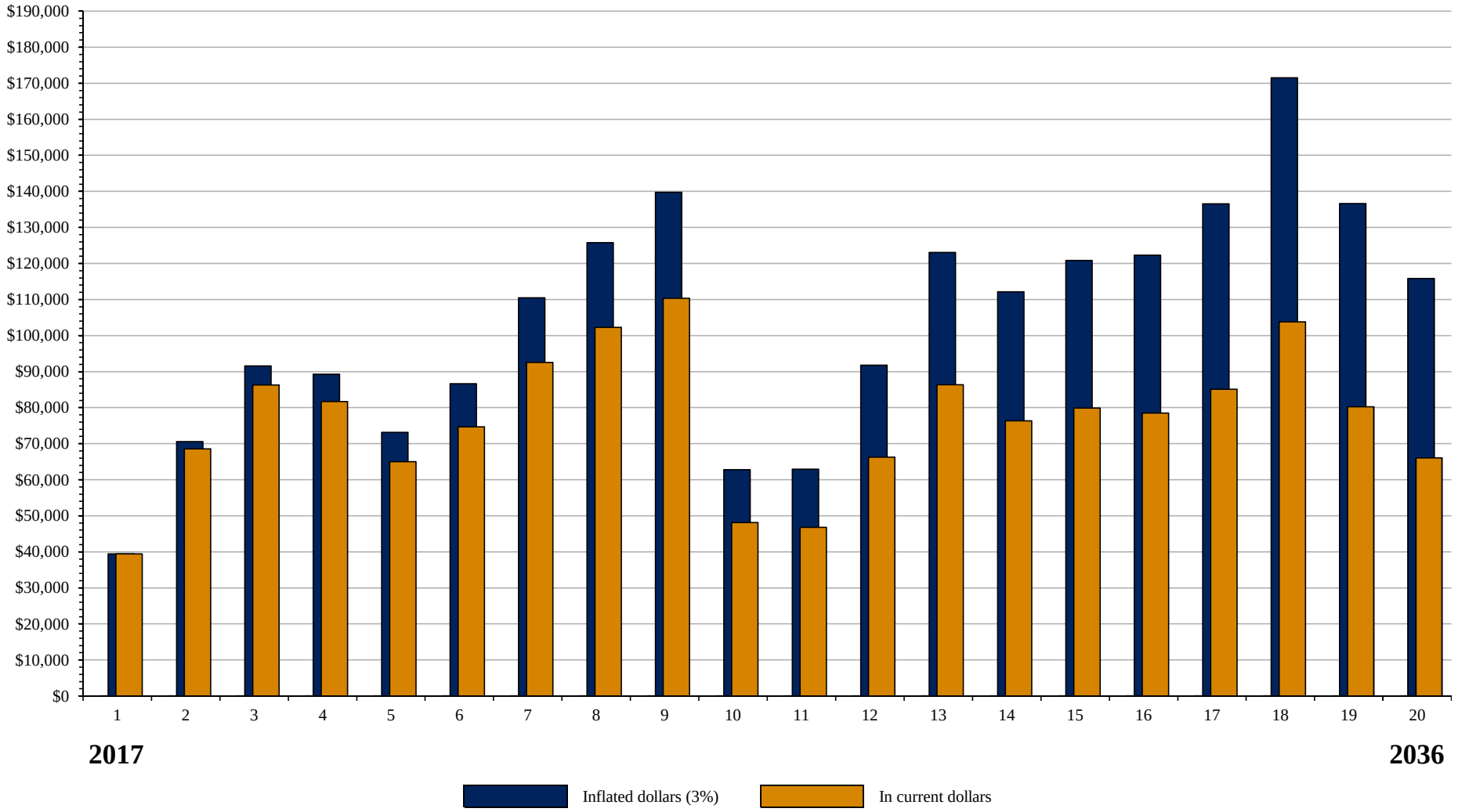
Westwood, MA

OSI Ref: **16438**
Property Age: **107 Years**
Number of Buildings: **1**
Total Square Footage: **10,455**

	2017 Year 1	2018 Year 2	2019 Year 3	2020 Year 4	2021 Year 5	2022 Year 6	2023 Year 7	2024 Year 8	2025 Year 9	2026 Year 10
Site Systems										
Surface	$2,500	$0	$0	$0	$3,113	$2,898	$0	$0	$0	$4,279
Site Distribution Systems	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Site Sub-Total	**$2,500**	**$0**	**$0**	**$0**	**$3,113**	**$2,898**	**$0**	**$0**	**$0**	**$4,279**
Mechanical Room										
Boilers	$3,500	$0	$0	$0	$0	$2,898	$1,194	$0	$0	$0
Boiler Room Systems	$0	$0	$0	$3,825	$1,407	$0	$0	$0	$0	$0
Mechanical Sub-Total	**$3,500**	**$0**	**$0**	**$3,825**	**$1,407**	**$2,898**	**$1,194**	**$0**	**$0**	**$0**
Building Mech. & Electrical										
Mechanical	$10,050	$3,657	$3,766	$328	$338	$348	$358	$369	$380	$391
Electrical	$82,275	$0	$0	$0	$0	$0	$0	$0	$0	$0
Elevators	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mechanical & Electrical Sub-Total	**$192,325**	**$3,657**	**$3,766**	**$328**	**$338**	**$348**	**$358**	**$369**	**$380**	**$391**
Building Architectural										
Structural and Exterior	$39,278	$0	$0	$24,040	$0	$0	$0	$0	$13,841	$99,619
Roof Systems	$10,000	$0	$0	$0	$27,276	$0	$0	$0	$0	$0
Halls, Stairs, Lobbies	$1,300	$1,339	$3,849	$3,964	$2,991	$3,081	$1,552	$12,601	$1,647	$5,888
Community Spaces	$25,000	$28,028	$38,060	$39,202	$9,751	$5,796	$2,537	$2,613	$2,132	$0
Building Architectural Sub-Total	**$75,578**	**$29,366**	**$41,909**	**$67,206**	**$40,018**	**$8,877**	**$4,089**	**$15,215**	**$17,619**	**$105,508**
Total Capital Costs	**$273,903**	**$33,023**	**$45,675**	**$71,359**	**$44,876**	**$15,022**	**$5,642**	**$15,583**	**$17,999**	**$110,178**

Costs on these two pages are aggregated by category from the Capital Needs worksheets which follow. Total capital costs on these two pages are carried forward to line F of the Replacement Reserve Analysis(es) that follow.

2027 Year 11	2028 Year 12	2029 Year 13	2030 Year 14	2031 Year 15	2032 Year 16	2033 Year 17	2034 Year 18	2035 Year 19	2036 Year 20	
										Site Systems
$3,360	$0	$0	$1,101	$5,319	$5,063	$0	$0	$27,622	$55,468	Surface
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	Site Distribution Systems
$3,360	**$0**	**$0**	**$1,101**	**$5,319**	**$5,063**	**$0**	**$0**	**$27,622**	**$55,468**	Site Sub-Total
										Mechanical Room
$6,720	$0	$1,426	$4,406	$0	$3,895	$0	$0	$34,389	$0	Boilers
$0	$0	$0	$0	$0	$0	$2,006	$0	$5,959	$0	Boiler Room Systems
$6,720	**$0**	**$1,426**	**$4,406**	**$0**	**$3,895**	**$2,006**	**$0**	**$40,348**	**$0**	Mechanical Sub-Total
										Building Mech. & Electrical
$403	$415	$428	$441	$454	$10,594	$481	$496	$511	$526	Mechanical
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	Electrical
$13,439	$0	$0	$0	$0	$0	$0	$0	$0	$0	Elevators
$13,842	**$415**	**$428**	**$441**	**$454**	**$10,594**	**$481**	**$496**	**$511**	**$526**	Mechanical & Electrical Sub-Total
										Building Architectural
$0	$0	$0	$32,308	$10,966	$0	$17,533	$0	$0	$0	Structural and Exterior
$0	$0	$0	$0	$2,435	$0	$0	$0	$0	$0	Roof Systems
$1,747	$1,799	$1,853	$1,909	$1,966	$2,025	$2,086	$2,148	$2,213	$4,660	Halls, Stairs, Lobbies
$6,720	$2,456	$0	$7,419	$7,641	$15,660	$3,465	$3,569	$7,294	$3,726	Community Spaces
$8,466	**$4,256**	**$1,853**	**$41,635**	**$23,009**	**$17,685**	**$23,084**	**$5,718**	**$9,507**	**$8,387**	Building Architectural Sub-Total
$32,388	**$4,671**	**$3,707**	**$47,583**	**$28,781**	**$37,238**	**$25,571**	**$6,214**	**$77,987**	**$64,381**	**Total Capital Costs**



Reported Reserve Balance as of 10/14/2016 :	**$0**	At the end of Year One, Reserve Balances are projected to be:	**$39,454**
Estimated Reserve Balance as of 01/01/2017 :	**$0**	At the end of Year 20, Reserve Balances are projected to be:	**$115,805**
Current annual contributions to reserves :	**$0**	***All projected capital needs are met throughout the plan***	

1. No reported replacement reserve account, and no reported annual contributions.
2. Establish an annual capital needs funding of $6 per square foot in Year 1; then reduced by $4 per square foot in Year 5.

3. Outside capital infusion of $250,000 in Year 1 to help meet anticipated near term needs.

Reserve Funding In Year 1

Starting replacement reserve balance: **$0** or $00 / S.F.

Contributions to Reserves: **$0** or $00 / S.F.

Replacement Reserve (RR) analysis starts here with the starting RR balance reported, or imputed, to have been on hand at the start of Year 1, and current annual RR contributions. The projections below reflect Starting RR Balance (Line A), plus the Total Annual RR Contributions (Line D) and Interest Earnings on RR (Line E), minus Total Annual Capital Costs (Line F), taken from the CNS above. This is expressed arithmetically as (A+D+E)-F=G, Year-End Balances, then carries forward to Line A of the following Year.

		2017 Year 1	2018 Year 2	2019 Year 3	2020 Year 4	2021 Year 5	2022 Year 6	2023 Year 7	2024 Year 8	2025 Year 9	2026 Year 10
(A)	**Reserve Balances**										
	Starting Replacement Reserves	$0	$39,454	$70,578	$91,572	$89,261	$73,164	$86,600	$110,494	$125,758	$139,771
(B)	**Annual Funding**										
	Contributions Indexed at 3%	$0	$6	$6	$6	$7	$3	$3	$3	$3	$3
(C)	Additional Contributions	$6				($4)					
		6	6	6	6	3	3	3	3	3	3
(D)	Total Annual Reserve Funding	$62,730	$62,730	$64,612	$66,550	$26,727	$26,727	$27,529	$28,354	$29,205	$30,081
(E)	Interest on Reserves at 2%	$627	$1,416	$2,058	$2,497	$2,052	$1,731	$2,007	$2,493	$2,807	$3,096
	Total Funds Available	**$63,357**	**$103,601**	**$137,247**	**$160,620**	**$118,040**	**$101,621**	**$116,136**	**$141,342**	**$157,771**	**$172,949**
(F)	Total Capital Cost	$273,903	$33,023	$45,675	$71,359	$44,876	$15,022	$5,642	$15,583	$17,999	$110,178
(G)	**Reserve Balances**	**($210,546)**	**$70,578**	**$91,572**	**$89,261**	**$73,164**	**$86,600**	**$110,494**	**$125,758**	**$139,771**	**$62,771**
	Outside Capital:	$250,000									
	Adjusted Reserve Balances	$39,454	$0	$0	$0	$0	$0	$0	$0	$0	$0

Notes:

1. **No reported replacement reserve account, and no reported annual contributions.**
2. **Establish an annual capital needs funding of $6 per square foot in Year 1; then reduced by $4 per square foot in Year 5.**
3. **Outside capital infusion of $250,000 in Year 1 to help meet anticipated near term needs.**

*ANNUAL RR CONTRIBUTIONS are shown being indexed for inflation at the % specified above except when Additional Contributions are called for.

Line C, Additional Contributions allows for material adjustments in annual RR funding that would enable the property to meet all projected needs out of reserves through Year 20.

**INTEREST EARNINGS ON RESERVES are calculated on 100% of starting balances and on 50% of the total annual contribution for the year at the rate shown

Reserve Funding In Year 20

Projected replacement reserve balance is **$115,805** This is $11 per S.F. in inflated dollars or $6 per S.F. in uninflated dollars

Projected annual funding to reserves is **$40,427** This is $4 per S.F. in inflated dollars or $2 per S.F. in uninflated dollars

2027 Year 11	2028 Year 12	2029 Year 13	2030 Year 14	2031 Year 15	2032 Year 16	2033 Year 17	2034 Year 18	2035 Year 19	2036 Year 20	
										Reserve Balances **(A)**
$62,771	$62,932	$91,752	$123,080	$112,153	$120,836	$122,293	$136,533	$171,537	$136,623	Starting Replacement Reserves
										Annual Funding **(B)**
$3	$3	$3	$3	$3	$3	$4	$4	$4	$4	Contributions Indexed at 3%
										Additional Contributions **(C)**
3	3	3	3	3	3	4	4	4	4	
$30,984	$31,913	$32,871	$33,857	$34,872	$35,919	$36,996	$38,106	$39,249	$40,427	Total Annual Reserve Funding **(D)**
$1,565	$1,578	$2,164	$2,800	$2,592	$2,776	$2,816	$3,112	$3,823	$3,137	Interest on Reserves at 2% **(E)**
$95,320	**$96,423**	**$126,786**	**$159,736**	**$149,618**	**$159,531**	**$162,105**	**$177,751**	**$214,610**	**$180,186**	**Total Funds Available**
$32,388	$4,671	$3,707	$47,583	$28,781	$37,238	$25,571	$6,214	$77,987	$64,381	Total Capital Cost **(F)**
$62,932	**$91,752**	**$123,080**	**$112,153**	**$120,836**	**$122,293**	**$136,533**	**$171,537**	**$136,623**	**$115,805**	**Reserve Balances** **(G)**
$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	

Westwood Town Hall

SITE SYSTEMS

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2017 $$	Total Cost in 2017 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
SURFACE								
Front & Rear Parking	13,831	sf	2.25	$31,120	0	20	20 in 1 Year	Original front and rear asphalt paved entry drives with perpendicular parking stalls. Both to be fully resurfaced in Fall 2016. Future costs to scarify and resurface.
New Parking Lot	7,211	sf	2.25	$16,225	1	20	19 in 1 Year	New east elevation asphalt paved parking lot constructed in 2016. Good conditions. Future costs to scarify and resurface.
Crack-Fill and Sealcoat	13,831	sf	0.20	$2,766	0-1	5	5 /10 /15 in 1 Year	Future periodic asphalt maintenance and repair allowances. Crack-filling, sealcoating, and re-striping.
Granite Curb	1,055	lf		$0	Varies	60+		Granite curbing. Varying ages. All lower lot curbing newly installed/replaced in 2016. Monitor and maintain from Operating.
Walkways/Ramps (Concrete)	855 86	ttl sf sf	6.00	$513	Varies	40	10 /20 in 1 Year	North and south elevation concrete sidewalks, steps, and accessible entrance ramps. North walkway, stairs and ramps installed in 2016. Future repair allowances (at 10%).
Walkways (Brick)	640	sf		$0	??	40		Front elevation laid-brick walkway surrounding flagpole. Generally good conditions. Monitor, maintain, repair as-needed from Operating.
Railings	175	lf		$0	1	50		Painted steel tube railings at north elevation accessible ramps, walks, and stairs. Newly installed in 2016. Good conditions. Monitor and maintain from Operating.
Retaining Walls		lf						
Fencing		lf						
Dumpsters & Enclosures		lf						
Play Equipment		ea						
Site Lighting	6	ea	375.00	$2,250	1	15	14 over 3 Years	Goose-neck style pole-mounted LED fixtures. All newly installed in 2016. Future gradual fixture replacements based on 15-year EUL.
Site Lighting		ea						
Landscaping	1	ls	2500.00	$2,500	Varies	5	1 /6 /11 /16 in 1 Year	Well-maintained mix of grass, plantings, shrubs, and trees. Periodic allowances for as-needed pruning, replacements, and upgrades.
SITE DISTRIBUTION SYSTEMS								
Gas Lines	1	lf		$0	107	60+		Utility provided service. No observed or reported issues. Monitor.
Sanitary Lines	1	lf		$0	107	60+		Municipal provided service No observed or reported issues. Monitor.
Cold Water Lines	1	lf		$0	107	60+		Municipal provided service No observed or reported issues. Monitor.
Electric Distribution	1	lf		$0	107	60+		Utility provided service. No observed or reported issues. Monitor.
Sanitary Leach fields		lf						

Costs inflated at 3%

Replacement Items	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021	Year 6 2022	Year 7 2023	Year 8 2024	Year 9 2025	Year 10 2026	Year 11 2027	Year 12 2028	Year 13 2029	Year 14 2030	Year 15 2031	Year 16 2032	Year 17 2033	Year 18 2034	Year 19 2035	Year 20 2036
SURFACE																				
Front & Rear Parking	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$54,569
New Parking Lot	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$27,622	$0
Crack-Fill and Sealcoat	$0	$0	$0	$0	$3,113	$0	$0	$0	$0	$3,609	$0	$0	$0	$0	$4,184	$0	$0	$0	$0	$0
Granite Curb	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Walkways/Ramps (Concrete)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$669	$0	$0	$0	$0	$0	$0	$0	$0	$0	$900
Walkways (Brick)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Railings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Retaining Walls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fencing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Dumpsters & Enclosures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Play Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Site Lighting	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,101	$1,134	$1,168	$0	$0	$0	$0
Site Lighting	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Landscaping	$2,500	$0	$0	$0	$0	$2,898	$0	$0	$0	$0	$3,360	$0	$0	$0	$0	$3,895	$0	$0	$0	$0
SITE DISTRIBUTION SYSTEMS																				
Gas Lines	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sanitary Lines	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cold Water Lines	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Electric Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sanitary Leach fields	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Westwood Town Hall

MECHANICAL ROOM

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2017 $$	Total Cost in 2017 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
BOILERS								
Boilers	1	ea	19200.00	$19,200	11	30	19 in 1 Year	Weil-McLain Model 80, 639-MBH, natural gas fired steam boiler. Installed 2006. No observed or reported operating issues. Future replacement based on 30-yr EUL.
Boilers		ea						
Boilers		ea						
Controls (BACnet)	1	ea	2500.00	$2,500	4	5	1 /6 /11 /16 in 1 Year	Honeywell building automation and control (BACnet) energy management system. Periodic allowances for software upgrades and as-needed component replacements.
Controls		ea						
Condensate Receiver	1	ea	2500.00	$2,500	9	20	11 in 1 Year	Hoffman-Watchman 14-gallon cast-iron condensate receiver tank with 1/3-hp pump. Installed 2008. No observed or reported operating issues. Future replacement.
Condensate Return Tank	1	ea	3000.00	$3,000	11	25	14 in 1 Year	Condensate return tank with 1/3-horsepower pump. Presumed 2006 installation. Pump replaced in 2014. Future replacement concurrent with boiler replacement.
Steam Trap	1	ea	1000.00	$1,000	??	6	1 /7 /13 /19 in 1 Year	Hoffman FT015H-6 steam trap. Presumed installed concurrent with the condensate receiver system. Periodic replacement allowances based on 6-year EUL.
Heating Water Pumps		ea						
Chilled Water Pumps		ea						
Flue Exhaust	1	ea		$0	11	25		Galvanized sheet metal flue exhaust piping. No observed or reported issues. Monitor and maintain from Operating.
BOILER ROOM SYSTEMS								
Boiler Room Piping/Valves	1	ls		$0	11	25		No observed or reported issues. Monitor and maintain from Operating.
Pneumatic Control System	1	ls	3500.00	$3,500	11	15	4 /19 in 1 Year	SpeedAire 30-gallon tank-mounted 2-hp compressor with 10 CFM, 1/6-horsepower compressed refrigerated air dryer. No reported issues. Future replacement cycles.
Radiator Actuators	1	ls		$0	Varies	20		Mix of manual, thermostatic, and pneumatic valve actuators throughout building. No reported operating issues. Monitor, maintain, replace as-needed from Operating.
Domestic Hot Water Generation	1	ea	1250.00	$1,250	7	12	5 /17 in 1 Year	Bradford-White 40-gallon residential electric hot water heater. Installed 2010. No observed or reported operating issues. Future replacements based on 12-year EUL
Domestic Hot Water Storage		ea						
Domestic Hot Water Pumps		ea						
Boiler Room Piping Insulation	1	ls		$0	11	25		Good level of insulation. No worn, fraying, or missing sections noted. Monitor, maintain, replace as-needed from Operating.
Fuel Oil Storage		ea						
Sump Pumps		ea						

Costs inflated at 3%

Replacement Items	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021	Year 6 2022	Year 7 2023	Year 8 2024	Year 9 2025	Year 10 2026	Year 11 2027	Year 12 2028	Year 13 2029	Year 14 2030	Year 15 2031	Year 16 2032	Year 17 2033	Year 18 2034	Year 19 2035	Year 20 2036
BOILERS																				
Boilers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$32,687	$0
Boilers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Boilers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Controls (BACnet)	$2,500	$0	$0	$0	$0	$2,898	$0	$0	$0	$0	$3,360	$0	$0	$0	$0	$3,895	$0	$0	$0	$0
Controls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Condensate Receiver	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,360	$0	$0	$0	$0	$0	$0	$0	$0	$0
Condensate Return Tank	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$4,406	$0	$0	$0	$0	$0	$0
Steam Trap	$1,000	$0	$0	$0	$0	$0	$1,194	$0	$0	$0	$0	$0	$1,426	$0	$0	$0	$0	$0	$1,702	$0
Heating Water Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chilled Water Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Flue Exhaust	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
BOILER ROOM SYSTEMS																				
Boiler Room Piping/Valves	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pneumatic Control System	$0	$0	$0	$3,825	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$5,959	$0
Radiator Actuators	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Domestic Hot Water Generation	$0	$0	$0	$0	$1,407	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,006	$0	$0	$0
Domestic Hot Water Storage	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Domestic Hot Water Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Boiler Room Piping Insulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fuel Oil Storage	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sump Pumps	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Westwood Town Hall

BUILDING MECHANICAL AND ELECTRICAL

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2017 $$	Total Cost in 2017 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
BUILDING MECHANICAL								
Compactors		ea						
Building Fire Suppression		ls						
Building Heating Distribution	1	ls		$0	107	50		Steam heat piping to all hallway, stairwell, and office area cast-iron radiators. No observed or reported issues. Monitor and maintain from Operating.
Domestic Hot/Cold Water Dist.	1	ls		$0	107	40		No observed or reported issues. Monitor and maintain from Operating.
Building Sanitary Waste & Vent. Dist.	1	ls		$0	107	75		No observed or reported issues. Monitor and maintain from Operating.
Building Gas Distribution	1	ls		$0	107	75		No observed or reported issues. Monitor and maintain from Operating.
Building Air Conditioning	2	ea	2250.00	$4,500	22	15	1 /16 in 1 Year	Aging 2-ton A/C condensing units at east elevation serving general office area and Selectmen Meeting room. Installed 1995. Replacement cycles and costs.
Building Air Conditioning	1	ea	2000.00	$2,000	24	15	1 /16 in 1 Year	Aging 1.5-ton A/C condensing unit at west elevation serving Town Clerk/Registrars offices. Installed 1993. Replacement cycles and costs based on 15-year EUL.
Building Air Conditioning	12	ea	250.00	$3,000	Varies	10	1 /11 over 10 Years	Window air conditioning units. Varying sizes, ages, and conditions. Annual allowances for as-needed replacements based on 10-year EUL.
Air Handling Units	3	ea	3250.00	$9,750	22-24	25	1 over 3 Years	Aging interior floor and ceiling-mounted a/c air handling units. Gradual replacements based on 25-year EUL.
Sewage Ejectors		ea						
BUILDING ELECTRICAL								
			Costs pending professional review and accepted bid					
Building Power Wiring	1	ls	30000.00	$30,000	Varies	99	1 in 1 Year	Mix of older and newer wiring, panels, and distribution equipment. Allowance to update and modernize older equipment. Costs pending professional review and acquired bids.
Smoke / Fire Detection	1	ls	52275.00	$52,275	>30	20	1 in 1 Year	Aging zone-type fire alarm control box monitoring limited hardwired end-devices. Costs to modernize with new fully addressable panel and all new addressable devices.
Building Security		ea						
Emergency Lights	1	ls		$0	107	10		Self-contained, battery-operated wall-mounted fixtures. Monitor, maintain, replace as-needed from Operating.
BUILDING ELEVATORS / LIFTS								
			Costs pending professional review and accepted bid					
Rail-Mounted Lift (Install)	1	ls	100000.00	$100,000	Install	30	1 in 1 Year	Aging stair rail-mounted accessible chair lifts. Currently split system requiring transfer at first floor. Costs to remove and install new continuous system basement to 2nd Floor.
Rail-Mounted Lift (Overhaul)	1	ls	10000.00	$10,000	0	30	11 in 1 Year	Future overhaul allowance.
Controller/Dispatcher		ea						
Machine Room Equipment		ea						

Costs inflated at 3%

Replacement Items	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021	Year 6 2022	Year 7 2023	Year 8 2024	Year 9 2025	Year 10 2026	Year 11 2027	Year 12 2028	Year 13 2029	Year 14 2030	Year 15 2031	Year 16 2032	Year 17 2033	Year 18 2034	Year 19 2035	Year 20 2036
BUILDING MECHANICAL																				
Compactors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Fire Suppression	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Heating Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Domestic Hot/Cold Water Dist.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Sanitary Waste & Vent. Dist.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Gas Distribution	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Air Conditioning	$4,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$7,011	$0	$0	$0	$0
Building Air Conditioning	$2,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,116	$0	$0	$0	$0
Building Air Conditioning	$300	$309	$318	$328	$338	$348	$358	$369	$380	$391	$403	$415	$428	$441	$454	$467	$481	$496	$511	$526
Air Handling Units	$3,250	$3,348	$3,448	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewage Ejectors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
BUILDING ELECTRICAL																				
Building Power Wiring	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Smoke / Fire Detection	$52,275	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Security	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Emergency Lights	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
BUILDING ELEVATORS / LIFTS																				
Rail-Mounted Lift (Install)	$100,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Rail-Mounted Lift (Overhaul)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$13,439	$0	$0	$0	$0	$0	$0	$0	$0	$0
Controller/Dispatcher	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Machine Room Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Westwood Town Hall

BUILDING ARCHITECTURE

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2017 $$	Total Cost in 2017 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
STRUCTURE								
	248	lf						Original poured concrete foundation. No observed or reported issues.
Foundation	1	ls	5000.00	$5,000	107	100+	15 in 1 Year	Future allowance for possible as-needed age-related repairs.
								Wood and possible steel frame constructions.
Framing	1	ls		$0	107	100+		No observed or reported issues. Monitor.
								Poured concrete basement slab.
Slab	3,485	sf		$0	107	100+		No observed or reported issues. Monitor.
BUILDING EXTERIOR								
								Front entrance and north-elevation accessible entrance aluminum-framed glass doors
Front and Accessible Entrances	2	ea		$0	1	35		with side-lites. Both replaced in 2016. Monitor and maintain from Operating.
								Aging aluminum-framed glass door at south elevation Veterans Services entrance.
Veterans Service Entrance	1	ea	3250.00	$3,250	>50	35	1 in 1 Year	Original to extension construction. Surpassed EUL. Replace in Year 1.
								Double-leaf, half-lite south elevation egress stairwell door. No reported issues.
Service Doors	1	ea	2250.00	$2,250	~20	35	15 in 1 Year	Future replacement based on estimated age and 35-year EUL.
Glass Sliding Doors		ea						
Storm Doors		ea						
	6,070	ttl sf						Original brick and stone cladding. Localized cracking at VS entrance extension/addition
Exterior Walls (Year 1)	1,821	sf	18.00	$32,778	Varies	60	1 in 1 Year	Localized mortar deterioration. Year 1 review, repair, repoint allowance at 30%.
	6,070	ttl sf						
Exterior Walls (Future)	607	sf	18.00	$10,926	Varies	8	9 /17 in 1 Year	Future periodic review, repair, repoint allowances at 10%.
								Aging, original, corroded lintels at south elevation Veteran's Services entrance
Window Lintels	5	ea	650.00	$3,250	>50	50	1 in 1 Year	extension/addition. Potential rust jacking issues. Costs to replace all in Year 1.
			Costs based on reported 2011 repainting costs					Painted wood dentil block soffits, painted wood window trim, and painted
Trim, Soffit & Fascia	1	ls	22000.00	$22,000	6	10	4 /14 in 1 Year	wood cupola. Last repainted in 2011.
Exterior Ceilings		sf						
			Average costs					Vinyl-clad double-hung replacement windows with isolating glass units (IGU's)
Window Frames (Double Hung)	78	ea	700.00	$54,600	~25	35	10 in 1 Year	Varying sizes. No reported issues. Future replacement based on 35-year EUL.
								Original wood-framed fixed arched window units at east, west, and north elevations.
Window Frames (Fixed Arch)	15	ea	1200.00	$18,000	107	35	10 in 1 Year	Single-glazed. Future replacement concurrent with double-hung window replacement.
								Vinyl-clad hopper-type replacement windows with insulating glass units (IGU's)
Exterior Walls (Basement)	10	ea	375.00	$3,750	~25	35	10 in 1 Year	No reported operating/leading issues. Future replacement based on 35-year EUL.
								Mix of older single glazed and newer double-glazed insulating glass units.
Window Glass	181	ea		$0	Varies	15		Monitor, maintain, replace cracked or failed (fogged) units as-needed from Operating.
								Integrated insect screens.
Storm / Screen Windows	78	ea		$0	~25	10		Monitor, maintain, replace as-needed from Operating.
Unit Balconies/Wood Decks		ea						
Fire Escapes		ea						
								Small wall-mounted fixture at Veteran's Services entrance.
Building Mounted Lighting	1	ea		$0	107	15		Replace as-needed from Operating.

Costs inflated at 3%

Replacement Items	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021	Year 6 2022	Year 7 2023	Year 8 2024	Year 9 2025	Year 10 2026	Year 11 2027	Year 12 2028	Year 13 2029	Year 14 2030	Year 15 2031	Year 16 2032	Year 17 2033	Year 18 2034	Year 19 2035	Year 20 2036
STRUCTURE																				
Foundation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$7,563	$0	$0	$0	$0	$0
Framing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Slab	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
BUILDING EXTERIOR																				
Front and Accessible Entrances	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Veterans Service Entrance	$3,250	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Service Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,403	$0	$0	$0	$0	$0
Glass Sliding Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Storm Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Exterior Walls (Year 1)	$32,778	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Exterior Walls (Future)	$0	$0	$0	$0	$0	$0	$0	$0	$13,841	$0	$0	$0	$0	$0	$0	$0	$17,533	$0	$0	$0
Window Lintels	$3,250	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Trim, Soffit & Fascia	$0	$0	$0	$24,040	$0	$0	$0	$0	$0	$0	$0	$0	$0	$32,308	$0	$0	$0	$0	$0	$0
Exterior Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Window Frames (Double Hung)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$71,241	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Window Frames (Fixed Arch)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$23,486	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Exterior Walls (Basement)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$4,893	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Window Glass	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Storm / Screen Windows	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Unit Balconies/Wood Decks	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Fire Escapes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Mounted Lighting	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Westwood Town Hall

BUILDING ARCHITECTURE--*continued*

(Expected Useful life)

Replacement Items	Quantity		Cost per unit in 2017 $$	Total Cost in 2017 $$	AGE (Years)	EUL (Years)	Replacement Schedule Year of action AND duration of project	Notes
ROOF SYSTEMS								
Structure	4,472	sf		$0	Varies	40		Pitched, wood-framed original structure. Flat-roof later additions at south elevation VS entrance and east elevation egress stair. No observed or reported issues. Monitor.
Roof Covering (Asphalt Shingle)	4,472	sf	4.50	$20,124	~15	20	5 in 1 Year	3-tab asphalt-shingle roof. Good observable conditions. No reported leaking or other roof-related issues. Future replacement based on 20-year EUL.
Roof Covering (EPDM)	250	sf	10.00	$2,500	~15	20	5 in 1 Year	EPDM membrane roofs at the Veteran's Services entrance extension and south elevation egress stairwell extension. No reported issues. Future replacement.
Roof Drainage	460	lf	3.50	$1,610	107	60+	5 /15 in 1 Year	Possibly original copper gutters and downspouts. Good observable conditions. No reported issues. Mid-plan allowance for future as-needed sectional repairs.
Skylights		ea						
			Costs pending professional review and accepted bid					
Cupola	1	ls	10000.00	$10,000	107	20	1 in 1 Year	Original wood cupola and clock. Recently painted but reportedly in need of sectional wood repair/replacement. Year 1 repair allowance.
Roof Railings		lf						
HALLS								
PAINTING BUDGET	19,997	sf	0.65	$12,998	107	10	1 /11 over 10 Years	Painted drywall and original plaster walls in all hallways, stairwells, offices, and meeting rooms. Annual allowances for as-needed painting on 10-year repeating cycle.
Hallway Walls	2,900	sf		$0	Varies	10		Painted basement level and second floor hallway walls. As-needed painting included with Painting Budget shown above.
Hallway Ceilings (ACT)	776	sf	6.00	$4,656	>30	30	3 over 2 Years	Aging acoustic tile ceilings at basement level and 2nd Floor hallways. Gradual replacement starting in Year 3, at one floor per year.
Hallway Floors (Wood)	776	sf	3.50	$2,716	Varies	15	5 /20 over 2 Years	Finished hardwood flooring at both basement level and 2nd Floor hallways. Varying conditions. Future refinishing cycles at one hall per year, every 15 years.
Hallway Doors	1	ls		$0	Varies	20		Mix of wood, metal, and composite doors to all offices, meeting rooms, stairwells, etc. No observed or reported issues. Monitor, maintain, replace as-needed from Operating.
Hallway Interior Lighting	1	ls		$0	Varies	15		Mix of ceiling-mounted, and recessed grid-mounted fluorescent fixtures. Monitor, maintain, replace as-needed from Operating.
Hallway Heating	1	ls		$0	Varies	20		Via cast-iron steam radiators along all exterior walls. No observed or reported issues. Monitor and maintain Operating.
STAIRS								
Stair Walls and Ceilings	2,908	sf		$0	Varies	10		Painted drywall walls and ceilings. As-needed painting included with Painting Budget shown above.
Stair Floors (Slate)	670	sf		$0	107	75+		Original slate stair treads and landings. Generally good conditions. Monitor and maintain from Operating.
Stair Doors	4	ea		$0	Varies	35		Half-lite wood stairwell doors. Generally good conditions. Monitor and maintain from Operating.
Stair Railings	4,473	sf	2.00	$8,946	??	20	8 in 1 Year	Finished wood railings with painted metal balusters and stair pans. Future painting and refinishing allowance.

Costs inflated at 3%

Replacement Items	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021	Year 6 2022	Year 7 2023	Year 8 2024	Year 9 2025	Year 10 2026	Year 11 2027	Year 12 2028	Year 13 2029	Year 14 2030	Year 15 2031	Year 16 2032	Year 17 2033	Year 18 2034	Year 19 2035	Year 20 2036
ROOF SYSTEMS																				
Structure	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Covering (Asphalt Shingle)	$0	$0	$0	$0	$22,650	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Covering (EPDM)	$0	$0	$0	$0	$2,814	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Drainage	$0	$0	$0	$0	$1,812	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,435	$0	$0	$0	$0	$0
Skylights	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cupola	$10,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Roof Railings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HALLS																				
PAINTING BUDGET	$1,300	$1,339	$1,379	$1,420	$1,463	$1,507	$1,552	$1,599	$1,647	$1,696	$1,747	$1,799	$1,853	$1,909	$1,966	$2,025	$2,086	$2,148	$2,213	$2,279
Hallway Walls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Ceilings (ACT)	$0	$0	$2,470	$2,544	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Floors (Wood)	$0	$0	$0	$0	$1,528	$1,574	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,381
Hallway Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Interior Lighting	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Hallway Heating	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
STAIRS																				
Stair Walls and Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Stair Floors (Slate)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Stair Doors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Stair Railings	$0	$0	$0	$0	$0	$0	$0	$11,002	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Westwood Town Hall

BUILDING ARCHITECTURE--*continued*

Replacement Items	Quantity		Cost per unit in 2017 $$	Total Cost in 2017 $$	AGE (Years)	EUL (Years) (Expected Useful life)	Replacement Schedule Year of action AND duration of project	Notes
LOBBY / SERVICE HALL								
Lobby Walls	1,210	sf		$0	??	10		Painted drywall walls. As-needed painting included with Painting Budget shown above.
Lobby Ceiling	375	sf		$0	??	10		Painted drywall ceilings. As-needed painting included with Painting Budget shown above.
			Costs per 2015 installation					Carpet tile flooring. Newly installed in 2015.
Lobby Floors (Carpet Tile)	378	sf	8.50	$3,213	2	12	10 in 1 Year	Good conditions. Future replacement cycles and costs based on 12-year EUL
OFFICES								
Office Walls	9,738	sf		$0	Varies	10		Painted drywall walls. As-needed painting included with Painting Budget shown above.
Office Ceilings (ACT)	4,332	sf	6.00	$25,992	Varies	30	3 over 3 Years	Aging acoustic tile ceilings. Gradual replacement starting in Year 3, at one floor per year.
Office Floors (Older Carpet)	1,783	sf	8.50	$15,156	Varies	12	2 /14 over 3 Years	Aging carpet at various basement, first floor, and second floor offices. Gradual replacement with new carpet tile, and future replacement.
Office Floors (2012 Carpet)	500	sf	8.50	$4,250	5	12	7 /19 over 2 Years	Newer carpet tile installed 2012 at Finance Director and Town Clerk/Registrars offices. Good observable conditions Future gradual replacements based on 12-year EUL.
Office Floors (2014 Carpet)	198	sf	8.50	$1,683	3	12	9 in 1 Year	Newer carpet tile installed 2014 at Accounting/Payroll office space. Good observable conditions Future replacement cycle based on 12-year EUL.
Office Floors (Wood)	1,851	sf	3.50	$6,479	Varies	15	2 /17 over 3 Years	Finished hardwood flooring at various basement level and 2nd Floor offices. Varying conditions Gradual refinishing cycles and costs based on 15-year EUL
Office Furnishings	1	ls	5000.00	$5,000	Varies	5	1 /6 /11 /16 in 1 Year	Various desks, meeting tables, chairs, filing cabinets, etc. Periodic allowances for as-needed replacements, upgrades, and additions.
SELECTMEN MEETING ROOM								
Meeting Room Walls	1,010	sf		$0	3	10		Painted drywall walls. Repainted/refurbished in 2014. Future as-needed painting included with Painting Budget shown above.
Meeting Room Ceilings (ACT)	507	sf		$0	3	30		Acoustic tile ceilings. Newly installed in 2014. Monitor, maintain, replace tiles as-needed from Operating.
Meeting Room Floor (Wood)	507	sf	3.50	$1,775	3	15	12 in 1 Year	Finished hardwood flooring. Newly refinished in 2014. Good conditions. Future refinishing cycle based on 15-year EUL.
PUBLIC RESTROOMS								
RESTROOM RENOVATIONS	4	ea	20000.00	$80,000	Varies	20	1 over 4 Years	Aging ceramic tile floors and walls, aging fixtures and dividers. Accessibility issues. Gradual allowance to renovate and update to meet accessibility compliance.
Restroom Walls/Ceilings	1,856	sf		$0	Varies	10		Painted drywall walls and ceilings. Future as-needed painting included with Painting Budget shown above.
Restroom Floors	336	ea		$0	Varies	40		Ceramic tile floors. Replacement included with Restroom Renovation budget above Future monitor and maintain from Operating.
Restroom Accessories	4	ea		$0	Varies	30		Wall-mounted porcelain sinks and toilets, metal stall dividers, standard dispensers and receptacles. Replacement included with Restroom Renovation budget above.

Costs inflated at 3%

Replacement Items	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021	Year 6 2022	Year 7 2023	Year 8 2024	Year 9 2025	Year 10 2026	Year 11 2027	Year 12 2028	Year 13 2029	Year 14 2030	Year 15 2031	Year 16 2032	Year 17 2033	Year 18 2034	Year 19 2035	Year 20 2036
LOBBY / SERVICE HALL																				
Lobby Walls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lobby Ceiling	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lobby Floors (Carpet Tile)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$4,192	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
OFFICES																				
Office Walls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Office Ceilings (ACT)	$0	$0	$9,192	$9,467	$9,751	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Office Floors (Older Carpet)	$0	$5,203	$5,359	$5,520	$0	$0	$0	$0	$0	$0	$0	$0	$0	$7,419	$7,641	$7,871	$0	$0	$0	$0
Office Floors (2012 Carpet)	$0	$0	$0	$0	$0	$0	$2,537	$2,613	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,618	$3,726
Office Floors (2014 Carpet)	$0	$0	$0	$0	$0	$0	$0	$0	$2,132	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Office Floors (Wood)	$0	$2,224	$2,291	$2,360	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,465	$3,569	$3,676	$0
Office Furnishings	$5,000	$0	$0	$0	$0	$5,796	$0	$0	$0	$0	$6,720	$0	$0	$0	$0	$7,790	$0	$0	$0	$0
SELECTMEN MEETING ROOM																				
Meeting Room Walls	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Meeting Room Ceilings (ACT)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Meeting Room Floor (Wood)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,456	$0	$0	$0	$0	$0	$0	$0	$0
PUBLIC RESTROOMS																				
RESTROOM RENOVATIONS	$20,000	$20,600	$21,218	$21,855	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Restroom Walls/Ceilings	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Restroom Floors	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Restroom Accessories	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Appendix A: Statement of Delivery

Our Capital Needs Assessment (the "CNA" or the "Report") on the subject property is delivered subject to the following terms and conditions:

1. The report and analysis may be relied upon by you as a description of the observed current conditions of the building and site improvements, only as of the date of this report, and with the knowledge that certain limitations and exceptions within the report that are the reflective of the scope of services as defined in our contract. Although care has been taken in the performance of this assessment, ON-SITE INSIGHT, Inc. (and/or its representatives) makes no representations regarding latent or concealed defects that may exist and no warranty or guarantee is expressed or implied. This report is made only in the best exercise of our ability and judgment. Conclusions reached in this report assume current and continuing responsible ownership and competent property management.

2. We have undertaken no formal evaluation of environmental concerns, including but not limited to asbestos containing materials (ACMs), lead-based paint, chlorofluorocarbons (CFCs), polychlorinated biphenyls (PCBs), and mildew/mold.

3. Conclusions in this report are based on estimates of the age and normal working life of various items of equipment and/or statistical comparisons. Actual conditions can alter the useful life of any item. When an item needs immediate replacement depends on many factors, including previous use/misuse, irregularity of servicing, faulty manufacture, unfavorable conditions, Acts of God and unforeseen circumstances. Certain components that may be working when we made our inspection might deteriorate or break in the future without notice.

4. To prepare this report, we used historic data on capital activities and costs, blueprints (when available), and current prices for capital actions. We have not independently verified this information, have assumed that it is reliable, but assume no responsibility for its accuracy.

5. Unless otherwise noted in the report, we assume that all building components meet code requirements in force when the property was built.

6. If accessibility issues are referenced in the report, the site elements, common areas, and dwelling units at the development were examined for compliance with the requirements of the Uniform Federal Accessibility Standards (UFAS), and for Massachusetts properties, the Massachusetts Architectural Accessibility Board (AAB). The methodology employed in undertaking this examination is adapted from a Technical Assistance Guide (TAG-88-11) titled "Supplemental Information About the Section 504 Transition Plan Requirements" published by the Coordination and Review section of the U.S. Department of Justice Civil Rights Division, and the AAB Rules and Regulations, 521 CMR effective July 10, 1987. The Guide also incorporates the requirements of UFAS, published April 1, 1988 by the General Services Administration, the Department of Defense, the Department of Housing and Urban Development, and the U.S. Postal Service. Changes in legislation and/or regulations may make some observations moot.

7. Response Actions and estimated costs of responses were developed by ON-SITE INSIGHT, Inc. If additional structural work is necessary, costs for some Response Actions may exceed estimates. Whenever the Response Action is to remove, reposition, or modify walls, a competent structural engineer should be retained before any work is done, because such investigation may disclose that a Response Action is either more costly than estimated, or is not possible.

8. Conclusions reached in this report assume current and continuing responsible ownership and competent property management. Any unauthorized reliance on or use of the report, including any of its information or conclusions, will be at the third party's sole risk. For the same reasons, no warranties or representation, express or implied in this report, are made to any such third party. Reliance on the report by the client and all authorized parties will be subject to the terms, conditions and limitations stated in the contract Terms and Conditions. The limitation of liability defined in the Terms and Conditions is the aggregate limit of ON-SITE INSIGHT's liability to the client and all relying parties.

9. Regular updates of this plan are recommended to ensure careful monitoring of major building systems and to adjust the program to accommodate unanticipated circumstances surrounding the buildings, operations, and/or occupants.