

Capital Requests

Department: Lunenburg Public Schools

Year: FY2016 - 2020

Form B-3
Capital Planning Committee
Town of Lunenburg, Massachusetts
Building Projects and Maintenance

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

Abatement/ replacement of ceilings at Turkey Hill Middle School was envisioned as a two year project. Following initial bid of year one, the anticipated cost rose dramatically to \$600,000 based upon the high cost of the asbestos removal. A second project for abatement/replacement of asbestos flooring was also in the 10 year capital plan for the School department. This request is for a changed scope that merges the two projects together and will be a 7 year project to remove asbestos and replace both floors and ceilings.

2. Intended Use of Equipment:

DOL inspection in Sept 12 identified removal of spray on fire proofing above the ceilings as high priority removal due to the friability of spray on material. Replacement ceiling will be required as the exist ceiling will be required to be removed as well.

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY18 FY 19 FY 20
FY 21

4. Department Priority Within Year Requester # 1 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
Replace Worn Equipment Increased Safety New Operation
Legal Requirement Improved Procedures/Records Other: _____

If replacement, what is being replaced? 12" splined ceiling tiles and 9" X 9" VAT.

Financial Impact on Operating Budget One time replacement

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?
No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details. No

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company

Other _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending		
			Year		
Purchase Price	\$34,500	\$34,500	0	June 30, 2015	\$34,500
Financing/Other Costs	\$ -		1	June 30, 2016	\$ 35,535.00
Less Trade In	\$ -		2	June 30, 2017	\$ 36,601.05
Net Purchase Cost	\$34,500	\$34,500	3	June 30, 2018	\$ 37,699.08
			4	June 30, 2019	\$ 38,830.05
			5	June 30, 2020	\$ 39,994.96
Estimated Annual Maintenance Cost:		\$ 1,000.00	6 Year Total:		

8. Manufacturer/Vendor Warranties Provided: 1 year on installation

9. Justification: _____ This project will abate friable asbestos and also requires a ceiling change.

in the Turkey Hill Middle School. The project will also remove asbestos flooring and replace with new tile or carpet. Please see the multi year abatement plan for how the project would be structured. Combining the floor work and ceiling work will lower overall cost for testing and the cost per square foot for abatement saving roughly \$200,000 rather than doing two separate project.

FY16			
Abate Ceilings Classrooms 109, 110,111,112, 113, 114	\$	90,000.00	
Abate Floor Tile in Classrooms 109, 110,111,112, 113, 114	\$	72,000.00	
Architect fee	\$	3,500.00	
Planner and Monitor Fee	\$	7,000.00	
			\$ 172,500 \$ 138,000.00
FY17			
Abate Hallway Ceiling 1st Floor Hallway, one Stairwell.	\$	155,000.00	
Abate Floor Tile in 1st Floor Hallway and one stairwell	\$	19,845.00	
Architect fee	\$	3,500.00	
Planner and Monitor Fee	\$	3,500.00	
			\$ 181,845
FY18			
Abate Classrooms 101,102,103, 104,105, 106,107	\$	105,000.00	
Abate Floor tile in same rooms	\$	87,500.00	
Architect fee	\$	3,500.00	
Planner and Monitor Fee	\$	7,000.00	
			\$ 203,000
FY19			
Abate Hallway Ceiling 2d Floor, one stair well	\$	155,000.00	
Abate Floor tiles	\$	20,655.00	
Architect fee	\$	3,500.00	
Planner and Monitor Fee	\$	3,500.00	
			\$ 182,655
FY20			
Abate Classroom Floors in 200, 201,202, 203, 205,207,209, 210	\$	110,500.00	
Replace Ceilings in 201,203,205, 207, 209, 211, 213	\$	21,000.00	
Architect fee	\$	3,500.00	
Planner and Monitor Fee	\$	7,000.00	
			\$ 142,000
FY21			
Abate Classroom Floors in 200,202, 204,206,208, 210,212, 214	\$	92,750.00	
Replace ceiling in 202, 204,206,208, 210,212, 214, 216	\$	26,000.00	
Abate Floor in Café, Teacher Lunch room, Café hallway	\$	67,500.00	
Architect fee	\$	3,500.00	
Planner and Monitor Fee	\$	7,000.00	
			\$ 196,750
FY22			
Abate Floor in Admin Area	\$	67,500.00	
Replace ceiling in Connecting Hallways, Admin	\$	21,000.00	
Replace ceiling in Gym Hallway and in Girls Lockerroom Stair	\$	15,000.00	
Architect fee	\$	3,500.00	
Planner and Monitor Fee	\$	7,000.00	
			\$ 114,000
			1,192,750

\$ 34,500.00

Form B-3
Capital Planning Committee
Town of Lunenburg, Massachusetts
Building Projects and Maintenance

Department:

Contact Person:

Date:

1. Equipment to be acquired (quantity and description):

A intercom system such as a Valcom 25V Talkback Intercom System with 48 zone capacity, rack mountable, 40 pushbutton switches, 6 channel amplifier, clock control interface for the Turkey Hill Middle School.

2. Intended Use of Equipment:

Provide robust communications for the school. This system would be linked to the phone systems so that access to the intercom system was available from all phone locations around the school.

3. Fiscal Year Purchase Requested:

FY 16

FY 17

FY18

FY 19

FY 20

FY 21

4. Department Priority Within Year Requester # 6 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

- Scheduled Replacement
- Present Equipment Obsolete
- Expanded Service
- Replace Worn Equipment
- Increased Safety
- New Operation
- Legal Requirement
- Improved Procedures/Records
- Other: _____

If replacement, what is being replaced? Petcom intercom system operating with makeshift amplifier.

Financial Impact on Operating Budget One time replacement

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?
No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details. No

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company

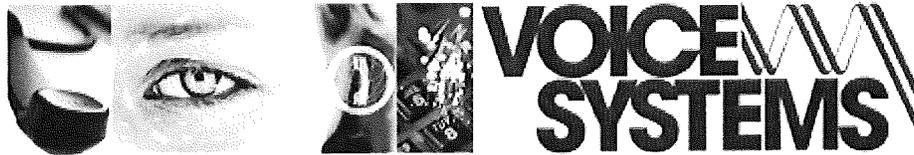
Other _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending			
			Year			
Purchase Price	\$22,000	\$22,000	0	June 30,	2015	\$22,000
Financing/Other Costs	\$ -		1	June 30,	2016	\$ 22,660.00
Less Trade In	\$ -		2	June 30,	2017	\$ 23,339.80
Net Purchase Cost	\$22,000	\$22,000	3	June 30,	2018	\$ 24,039.99
			4	June 30,	2019	\$ 24,761.19
			5	June 30,	2020	\$ 25,504.03
Estimated Annual Maintenance Cost:		\$ 1,000.00	6 Year Total:			

8. Manufacturer/Vendor Warranties Provided: 1 year on installation

9. Justification: _____
 A replacement intercom is need to expand the communications system at the Middle School. The existing systems are over 20 years old and do not allow the intercom to operate from anywhere but the main office. The ALICE concept for schools requires a more robust communications system to allow notice of an intruder to be given from multiple locations around the school. The existing systems are currently operating using a backup amplifier.



**Overhead Paging and Clock System
For
Turkey Hill Middle School**

The following quotation provides for replacement of existing clock control unit, overhead paging system, and forty (40) push button call switches in classrooms. This quotation does not include replacement of existing paging speakers or clocks. The plan is to reuse existing clocks and paging speakers.

Valcom 25V Talkback Intercom System with 48 zone capacity. Rack mountable
40 - Push button call switches
6-channel amplifier
Clock Control Interface package
Labor and hardware to install clock and paging systems

Total cost: \$22,167.26*

*Note: The above price does not include replacing any failed or defective clock or speaker. Additional labor and associated costs would be invoiced separately. Contract labor rate is \$113.75 per hour. Prices are based on Massachusetts State ITT 50 contract.

Optional hardware not included in above cost:

The following items would be used to replace broken paging speakers and clocks on the new system. Additionally, there is a paging horn listed that could be installed in the gymnasium or cafeteria, if desired.

12" round clock, surface mount	\$140.50 each
8" speaker, 25/70 volt	\$20.72 each
Paging horn, 25/70 volt, 15 watt	\$151.86 each

Note: If any clock or speaker needs to be replaced during the initial installation, the additional cost of the part and labor would be invoiced separately.

Form B-3
Capital Planning Committee
Town of Lunenburg, Massachusetts
Building Projects and Maintenance

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

Replacement telephone system for Turkey Hill Middle Schools such as Vertical Wave IP 2500 Single Server Media Platform with 8 port analog truck module for support of 8 telephone lines, and 24 port digital module to support 18 8 button digital speaker phones, and 4 24 button speaker phones. View Point Packages for 25 phones for call monitor, user presence, instant messaging, visual voice mail and 25 unified communication licenses.

2. Intended Use of Equipment:

This upgrade is needed to replace the existing phone system to achieve a more robust communications system. This system will be able to integrate with an upgraded intercomm system to support adoption of the ALICE concept for response to intruders in the school environment.

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY 18 FY 19 FY 20
FY 21

4. Department Priority Within Year Requester # 2 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
Replace Worn Equipment Increased Safety New Operation
Legal Requirement Improved Procedures/Records Other: _____

If replacement, what is being replaced? Comdial FX II Suite Package Phone system installed in July 2001.

Financial Impact on Operating Budget One time replacement

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?
No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details. This system will provide instant messaging capability that the district would otherwise purchase at a cost of \$3000/year

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company

Other _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending		
			Year		
Purchase Price	\$22,000	\$22,000	0	June 30, 2015	\$22,000
Financing/Other Costs	\$ -		1	June 30, 2016	\$ 22,660.00
Less Trade In	\$ -		2	June 30, 2017	\$ 23,339.80
Net Purchase Cost	\$22,000	\$22,000	3	June 30, 2018	\$ 24,039.99
			4	June 30, 2019	\$ 24,761.19
			5	June 30, 2020	\$ 25,504.03
Estimated Annual Maintenance Cost:		\$ 1,000.00	6 Year Total:		

8. Manufacturer/Vendor Warranties Provided: 1 year on installation

9. Justification: _____

The telephone system at Turkey Hill Middle School was purchased and installed in July 2001 at a cost of \$12,000 which was composed of a Comdial FX II telephone platform with 160 hour 4 lines Comdial voice processing system with auto attendant capable of supporting up to 8 call out lines and 32 digital stations. 20 digital phones were installed on the existing cable infrastructure. This upgrade allowed calls to be handled by the auto attendant instead of the school secretary, allowed all staff regardless if they had a phone to receive voicemail, and an gave staff that had a phone an indication if they had voicemail. Comdial no longer makes parts to support this system. The current system is operational and has performed well over the life span to date. See attached info paper for more info.

Information Paper

SUBJECT: Turkey Hill Middle School Replacement Telephone System

Purpose: To provide information on a proposed replacement Telephone System for Turkey Hill Middle School.

Background Information: The telephone system at Turkey Hill Middle School was purchased and installed in July 2001 at a cost of \$12,000 which was composed of a Comdial FX II telephone platform with 160 hour 4 lines Comdial voice processing system with auto attendant capable of supporting up to 8 call out lines and 32 digital stations. 20 digital phones were installed on the existing cable infrastructure. This upgrade allowed calls to be handled by the auto attendant instead of the school secretary, allowed all staff regardless if they had a phone to receive voicemail, and an gave staff that had a phone an indication if they had voicemail. Comdial no longer makes parts to support this system. The current system is operational and has performed well over the life span to date.

Proposed Project: To replace the Comdial System with an Integrated Communication Platform such as the Vertical Wave IP 2500 system with 22 Digital speaker phones, 25 Full View Packages and Unified Communication Licenses. This system will provide the following benefits:

Viewpoint Desktop Call Management... Place and transfer calls with drag and drop simplicity. Make and share notes about a particular call. Bookmark sections of a voice mail messages, import Microsoft Outlook directory for easy search of phone numbers.

Viewpoint Mobile App... The View point Mobile App put all of the Waves built in applications on a mobile device such as Droid, iPad, iPod, iPod touch allowing 100% mobility.

Visual Voicemail... View and manage voicemail messages using Viewpoint. Support 200 mailboxes.

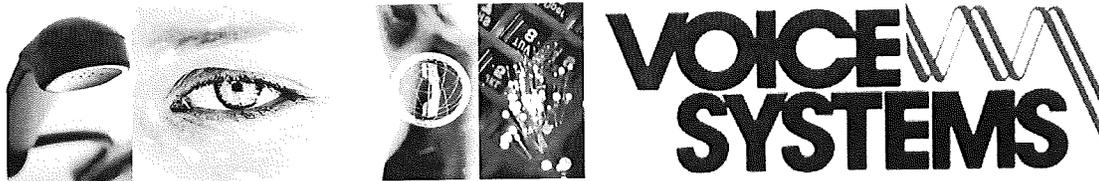
Unified Communications... Receive and manage email, fax, and voicemail through a single desktop interface such as Outlook.

Call logger... Record all calls or calls on demand to confirm support compliance efforts, provide backup record or facilitate training or coaching.

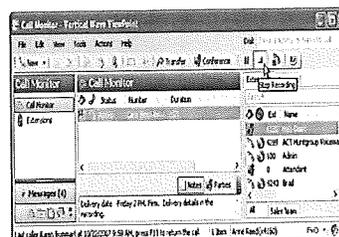
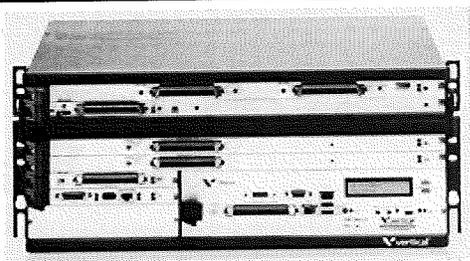
Wave Conference... Create multi-party conferences on the fly.

Future Intent: Connect the phone system to an upgraded intercom system to allow all phone stations to make building wide pages and to add a building wide surveillance system to support executing the ALICE security concept. Support the relocation of the District HQ to the Turkey Hill Middle School in 2016.

Expected cost: The cost to upgrade the phone system is \$20,000 and includes all material, coordination, 8 hours of staff training, reuse of existing cabling, all programming, installation, and testing of phone system. Additional cabling will be additional cost. A 10% contingency is included in the project budget. Total request is \$22,000.



VERTICAL WAVE IP 2500
 Integrated Converged Communications Platform
 With Embedded 911 Alert Security Procedure Features
 For
Lunenburg Turkey Hill Middle School



Vertical Wave IP 2500 Single Server Media Platform w/ Open Architecture.

- (1) Vertical Wave 2500 Phone System Chassis
- (1) 8 Port Analog Trunk Module
- (1) 24 Port Digital Station Module
- (18) Edge 700 8-Button Digital Speakerphones
- (4) Edge 700 24-Button Digital Speakerphones
- (25) Full ViewPoint Packages (Call Monitor, User Presence and Status, Secure Instant Messaging, Visual Voice Mail, Mobility, & more)
- (25) Unified Communications Licenses
- (1) Live Image Application for Disaster Recovery

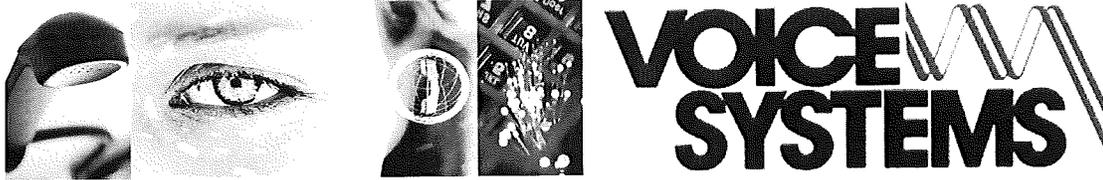
Applications Included with this proposal:

911 Alert Notification Security Procedure Features.....

When a 911 call is placed from any phone on the phone system, notification of the call is emailed to specific desktops and phones on the system and across the network with room location and extension number from where call was placed.

Secured Instant Messaging allows staff and faculty to discretely notify administration of a situation requiring immediate attention.

Call Recording allows staff to record specific phone calls that present a threat or potential harm to staff and students. Recorded calls can be saved to a file, as well as emailed to authorities.



- **Viewpoint Desktop Call Management...**Place and transfer calls with drag-and-drop simplicity.
 -Import contacts from your Microsoft Outlook directory for easy search of phone numbers.
 -Make and share notes about a particular call.
 -Bookmark sections of a voicemail message to identify critical parts of a call for quick review.

- **ViewPoint Mobile App....** The Wave ViewPoint Mobile application puts all of the Wave's built-in applications in the palm of your hand, so you can be 100% mobile — simply and securely — from any location, in or out of the office. The Mobile app can be uploaded on Droid, and any iOS device: ipad, ipod, and ipod touch.

- **Visual Voicemail...**View and manage voicemail messages using ViewPoint. Wave Voicemail supports up to 200 mailboxes.

- **Unified Communications...**Receive and manage email, fax and voicemail messages through a single desktop interface such as Outlook.

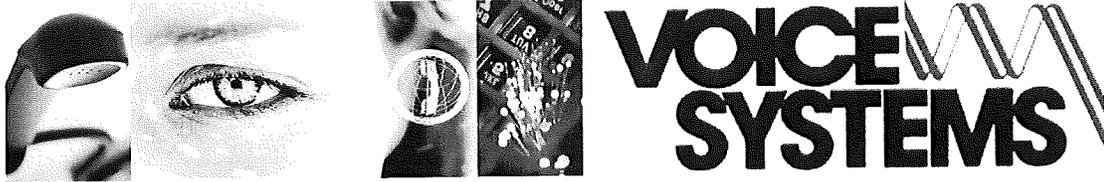
- **Call Logger...**Record all calls or calls on demand to confirm support compliance efforts, provide backup record or facilitate training and coaching.

- **Auto Attendant...**Directs callers to the right person or department without the intervention or cost of an operator.

- **Wave Global Administrator...**Web based management tool to handle moves, adds and changes
 -Plus Built-In Diagnostics Tool Kit - allows you to monitor and diagnose troubles on digital and analog trunks.

- **Wave Conference ...** Provides “meet me” conferencing for up to 18 parties plus unlimited “listen-only” conferencing without added cost of third party conference service provider.
 -Create multi-party conferences on the fly.

- **Wave Live Image Disaster Recovery Application.....**Create snapshot image of entire hard drive for disaster recovery. Schedule snapshot image creation as frequently as you like - daily, weekly, monthly. Store snapshot image locally or off-site. Single step recovery process.



Massachusetts State ITT50 Contract Pricing

SYSTEM PRICING

Total Cost of System includes: 2 Year Parts Warranty, 1 Year Installation Labor Warranty, and 1 Year Software Subscription Plan (excludes labor). Prices below are based on using existing phone cables. Any additional cable work required to complete project will be invoiced separately.

Paid within 1 - 7 Days:	\$19,560.15
Paid within 8 - 15 Days:	\$20,036.01
Paid within 16 - 23 Days:	\$20,273.94
Paid within 24 - 30 Days:	\$20,749.80

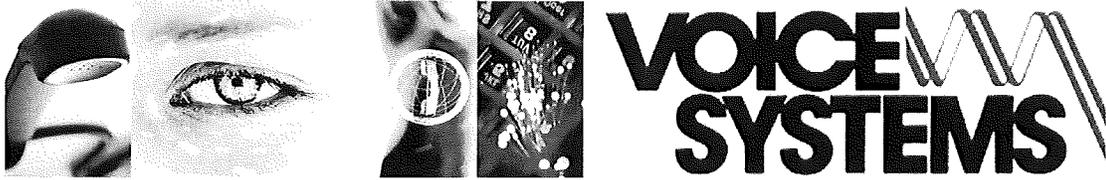
***The above pricing includes:**

- Project meeting to coordinate installation and training
- Database gathering for system programming
- Vertical Wave Phone System will reuse all existing voice cabling. Any additional cabling or rework to effectively complete new phone system installation will be invoiced at an additional cost.
- 32 Hours labor for Programming, Installation, and Testing of Phone System
- Labeling and Placement of phones
- 16 Hours for Project Management (database gathering, call routing, etc)
- 8 Hours for Staff Training on Use of Phone, and System Applications

Terms:

Voice Systems requires a deposit equal to 50% of total system cost with Purchase Order. Remaining balance is due at installation of each system.

If lease – signature of lease Delivery & Acceptance must be signed by an authorized signor at time of installation.



Options: Not included in above pricing

SYSTEM PRICING with 5 Year Subscription Plan

Total Cost of System includes: 2 Year Parts Warranty, 1 Year Installation Labor Warranty, and 5 Year Software Subscription Plan (excludes labor)

Paid within 1 - 7 Days:	\$22,634.65
Paid within 8 - 15 Days:	\$23,110.51
Paid within 16 - 23 Days:	\$23,348.44
Paid within 24 - 30 Days:	\$23,824.30

Lease to Own Option:

Lease 60 months \$1.00 purchase option with no advanced payment \$444.21 per month,
based on \$19,560.15

Subject to lease approval. Lease rates are subject to change.

An Annual Service Maintenance Plan is available at an additional cost. Service would be provided during normal business hours Monday - Friday, 8:00am to 6:00pm. The annual cost of this plan is \$838.80 - based on the above system configuration.

Services calls before or after these hours would be invoiced at overtime or emergency call rates.

Prepared and Presented by Larry Murphy September 25, 2014

Form B-3
Capital Planning Committee
Town of Lunenburg, Massachusetts
Building Projects and Maintenance

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

Construction of a shed for storage of ground equipment: John Deere mid range tractor, 120" Toro Mower, John Deere Gator with trailer, walk behind snow throwers, walk behind mowers, seeder, Tractor mounted aerator, Tractor mounted snow thrower.

2. Intended Use of Equipment:

Storage of school grounds equipment to support school maintenance of grounds/snow removal.

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY 18 FY 19 FY 20
FY 21

4. Department Priority Within Year Requested # 3 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
Replace Worn Equipment Increased Safety New Operation
Legal Requirement Improved Procedures/Records Other: _____

If replacement, what is being replaced? The current shed will be demolished in the Summer of 2016

Financial Impact on Operating Budget One time replacement

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?
No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details. No

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company

Other _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending		
			Year		
Purchase Price	\$32,000	\$32,000	0	June 30, 2015	\$32,000
Financing/Other Costs	\$ -		1	June 30, 2016	\$ 32,960.00
Less Trade In	\$ -		2	June 30, 2017	\$ 33,948.80
Net Purchase Cost	\$32,000	\$32,000	3	June 30, 2018	\$ 34,967.26
			4	June 30, 2019	\$ 36,016.28
			5	June 30, 2020	\$ 37,096.77
Estimated Annual Maintenance Cost:		\$ 1,000.00	6 Year Total:		

8. Manufacturer/Vendor Warranties Provided: 1 year on installation

9. Justification: _____
 The existing ground shed is located between the high school and Passios Elementary School and will be torn down during phase 2 of the MS/HS project. This project is envisioned as a Monty Tech project. Foundation work would be completed by a contractor and then the construction of the shed would be done by Monty Tech students during the 2015-2016 school year. The site proposed for the shed would be the current location of the portable classroom at the Middle School and would be in close proximity to the district maintenance operation. Coordiantion for this project has begun but we can not get a committment from them until the Jan-Feb Of 2015.

Form B-3
Capital Planning Committee
Town of Lunenburg, Massachusetts
Building Projects and Maintenance

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

This request would support the conversion of classroom 109, 110, 112 and a portion of the Industrial Art Classroom at the Turkey Hill Middle School to support relocation of the School district headquarters out of the Passios Elementary School and Brooks House. Specific measures would include installation of a garage door and interior partition walls in the IA room, Room 109 and 110, installation of air conditioning in Room 109, 110, 112 for year round work environment, control system changes so that the 4 rooms can operate without running the rest of the school year round. Electrical changes to support, work spaces and copy and postage machine.

2. Intended Use of Equipment:

In order to support the move out of the Passios Elementary School, adjustment to the Turkey Hill Middle School need to be made to able to support district administration and maintenance operations.

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY 18 FY 19 FY 20
FY 21

4. Department Priority Within Year Request: # 4 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
Replace Worn Equipment Increased Safety New Operation
Legal Requirement Improved Procedures/Records Other: _____

If replacement, what is being replaced? _____

Financial Impact on Operating Budget One time replacement

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?
No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details. No

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company
 Other _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending		
			Year		
Purchase Price	\$38,656	\$38,656	0	June 30, 2015	\$38,656
Financing/Other Costs	\$ -		1	June 30, 2016	\$ 39,815.68
Less Trade In	\$ -		2	June 30, 2017	\$ 41,010.15
Net Purchase Cost	\$38,656	\$38,656	3	June 30, 2018	\$ 42,240.45
			4	June 30, 2019	\$ 43,507.67
			5	June 30, 2020	\$ 44,812.90
Estimated Annual Maintenance Cost:		\$ 1,000.00	6 Year Total:		

8. Manufacturer/Vendor Warranties Provided: 1 year on installation

9. Justification: _____ This project would prepare Turkey Hill Middle School to be able to support the district

operating out of the Turkey Hill Middle School. This is needed to be able to ensure a adequate work space

This would allow the maintenance operation to operate out of the IA room, the special services section to have a conference area, record storage, and office space in Room 109, the human resource and business manager and Superintendent's secretary to operate out of Room 110 and to have an office for the for the Superintendent in Room 112.

Information Paper

SUBJECT: District HQ Relocation

Purpose: To provide information on a proposed District Relocation Plan

Background Information: By July 1 2016, Lunenburg Public Schools should look to relocate its District Headquarters out of the Passios Elementary School to avoid the cost of operating having to operate an additional 56,000 SF (Passios Elementary School) of real estate. Turkey Hill Middle School will reduce from 4 to 3 grades allowing additional room for the district to re-locate into two full classrooms, the teacher workroom, and a portion of the Industrial Arts Room.

Proposed Project: To convert Room 110 (Special Services Classroom) to Support Human Resources, Business Manager, and Superintendent's Secretary, Room 112 (Resource Room) to the Superintendent's Office and Room 109 (Science Lab) to Special Services Office. Create a work room in a portion of the Industrial Arts Classroom to support a district maintenance office for the Director of Facilities and school maintenance personnel.

The following work will be needed to support this relocation.

- Add electrical circuit for copy machine/postage machine (109 and 110)
- Cable for network drops/telephones (All)
- Additional controls for HVAC equipment (109,110, 112)
- Air conditioning equipment for year round operation (109,110, 112)
- Replacement carpeting for all three rooms (109,110, 112)
- Interior partition walls (109, 110, Industrial Arts)
- Exterior Garage Door (Industrial Arts)
- Floor Drain (Industrial Arts)

In the summer of 2016, the red barn between the High School and Passios will be torn down and school grounds equipment (Toro, John Deere Tractor and Gator) will need a new garage will need to be constructed to support storing the equipment on the school grounds. A proposed location is where the Middle School portable currently sits. This would put it in close proximity to maintenance operations.

Expected Costs: At this point all costs have not been fully established which is why it is spread over two years with some funds in FY 16 to get started and to allow time for the plan to be refined before FY17. The most costly work will be the air conditioning and controls work, conversion of the industrial arts classroom to workroom will require the assistance of Monty Tech for the interior wall. The garage door would be contracted work. I would look to get some of the work done during FY 16 but the bulk of this may have to wait until the asbestos work is complete on the 1st Floor. Would like to have funds in FY16 to be able to get the Industrial Arts work finished and support development of the HVAC solutions that will be needed.

Project Budget

3 Ductless Mini Split Systems	3@\$2252	\$6,756
HVAC Labor to install	16 @\$100/hr	\$1,600
Electrical Upgrade	16@80/hr	\$1280
Electrical materials	\$250	\$250
Control Changes	24 @125	\$3000
Cabling Network/Telephone		\$2000
Carpeting	2500Sf@\$3.00	\$7500
Asbestos Abatement (interior walls)		\$3500
Interior Walls (109,110)		\$4000
Interior Wall IA (Monty Tech)		\$1000
Garage Door IA		\$2500
Floor Drain (Monty Tech)		\$500
Total		\$33,656
Contingency		\$5,000

A large contingency is requested as some of the costs are based upon Monty Tech assisting with this project.

Middle School Repairs to Continue to Operate

	2007	2008	2009	2010	2011	2012	2013
Critical Repairs							
Replace Main Entry	Complete						
Refinish Gym Floor	FY10	7350	7717.5	8103.375	8508.5438	8933.9709	9380.6695
Main Entry Doors	7000						
Door Hardware	Complete						
Interior Signs	Complete						
Modifications to Accessible Maille and Female Toilet	40000	42000	44100	46305	48620.25	51051.263	53603.826
Accessible Public Telephone	600	630	661.5	694.575	729.30375	765.76894	804.05738
Make Counter Accessible	2000	2100	2205	2315.25	2431.0125	2552.5631	2680.1913
Modify Lockers	1500	1575	1653.75	1736.4375	1823.2594	1914.4223	2010.1435
Modifications to toilet in Nurses Office	35000	36750	38587.5	40516.875	42542.719	44669.855	46903.347
Provide Accessible Drinking Fountains	5000	5250	5512.5	5788.125	6077.5313	6381.4078	6700.4782
Provide Accessible Furniture	25000	26250	27562.5	28940.625	30387.656	31907.039	33502.391
Replace Gym Bleachers	FY10	36750	38587.5	40516.875	42542.719	44669.855	46903.347
Asbestos Abatement	151,100	158,655	166,588	174,917	183,663	192,846	202,488
Necessary Repairs							
Window Replacement	617,500	636,025	655,106	674,759	695,002	715,852	737,327
Caulking	7,000	7,350	7,718	8,103	8,509	8,934	9,381
Modification and additional visual alarms	100,000	105,000	110,250	115,763	121,551	127,628	134,010
Replace Kitchen Equipment	FY10						
HVAC Upgrade	1,486,606	1,560,936	1,638,983	1,720,932	1,806,979	1,897,328	1,992,194
Upgrade Fire Alarm System	150,000	154,500	159,135	163,909	168,826	173,891	179,108
Provide Property Protection	75,000	78,750	82,688	86,822	91,163	95,721	100,507
	2,436,106	2,557,911	2,685,807	2,820,097	2,961,102	3,109,157	3,264,615
	2,587,206	2,716,566	2,852,395	2,995,014	3,144,765	3,302,003	3,467,103

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
	9849,703	10342,188	10859,2975	11402,262	11972,376	12570,994	13199,54	13859,521	14552,4973	15280,122	16044,13
	56284,017	59098,218	62053,1286	65155,785	68413,574	71834,253	75425,97	79197,264	83157,1272	87314,984	91680,73
	844,26025	886,47327	930,79693	977,33678	1026,2036	1077,5138	1131,389	1187,959	1247,35691	1309,7248	1375,211
	2814,2008	2954,9109	3102,65643	3257,7893	3420,6787	3591,7127	3771,298	3959,8632	4157,85636	4365,7492	4584,037
	2110,6506	2216,1832	2326,99232	2443,3419	2565,509	2693,7845	2828,474	2969,8974	3118,39227	3274,3119	3438,027
	49248,515	51710,941	54296,4876	57011,312	59861,878	62854,971	65997,72	69297,606	72762,4863	76400,611	80220,64
	7035,5021	7387,2772	7756,64108	8144,4731	8551,6968	8979,2816	9428,246	9899,658	10394,6409	10914,373	11460,09
	35177,511	36936,386	38783,2054	40722,366	42758,484	44896,408	47141,23	49498,29	51973,2045	54571,865	57300,46
	49248,515	51710,941	54296,4876	57011,312	59861,878	62854,971	65997,72	69297,606	72762,4863	76400,611	80220,64
	212,613	223,244	234,406	246,126	258,432	271,354	284,922	299,168	314,126	329,832	346,324
	759,447	782,231	805,697	829,868	854,764	880,407	906,820	934,024	962,045	990,906	1,020,633
	9,850	10,342	10,859	11,402	11,972	12,571	13,200	13,860	14,552	15,280	16,044
	140,710	147,746	155,133	162,889	171,034	179,586	188,565	197,993	207,893	218,287	229,202
	2,091,804	2,196,394	2,306,214	2,421,525	2,542,601	2,669,731	2,803,217	2,943,378	3,090,547	3,245,074	3,407,328
	184,481	190,016	195,716	201,587	207,635	213,864	220,280	226,888	233,695	240,706	247,927
	105,533	110,809	116,350	122,167	128,275	134,689	141,424	148,495	155,920	163,716	171,901
	3,427,846	3,599,238	3,779,200	3,968,160	4,166,568	4,374,896	4,593,641	4,823,323	5,064,489	5,317,714	5,583,600
	3,640,459	3,822,482	4,013,606	4,214,286	4,425,000	4,646,250	4,878,563	5,122,491	5,378,615	5,647,546	5,929,924

Passios Elementary School Capital Repairs	2014	2024
Recommended Repairs by Director of Facilities		
Roof Replacement	681318	1109795
Fire Alarm	98497	160441
Electrical Distribution	1398095	2277349
Sprinkler	697922	1136841
Subtotal	2875832	4684427
Remaining Capital Repairs		
Provide Accessible Drinking Fountain	7036	11460
Provide accessible furniture	21107	34380
Misc Asbestos Abatement	49249	80221
Classroom electrical door openers	57410	93514
Replace outdated kitchen equipment	70355	114601
interior finishes repaint corridors	42213	68761
wheel chair lift to teacher lunch room	42213	68761
stair modifications	9850	16044
replace plumbing stops and fixtures	70355	114601
Heating and Ventilation throughout building	1320423	2150830
technologyNetwork Voice data	209799	341740
technology Voice Phone	64727	105433
technology PA system	47841	77929
technology master clock system	14071	22920
technology video head end system	42213	68761
provide local sound system	37992	61884
Electrical upgrades for technology	92869	151273
Electrical receptical for technology equipment	148590	242037
Site lighting	84426	137521
clean existing closed drainage system	14071	22920
Provide new underground service	211065	343803
Replace underground telephone wiring	140710	229202
Subtotal	5674414	9243022
Contingency 25%	1418603	2310756
Sub Total	7093017	11553778
Soft Costs 30%	2127905	3466133
Project Cost	9220923	15019911

What doesn't this include

Repairs to exterior siding
 Exterior Painting
 Exterior Caulking
 Abatement and replacement of pipe insulation
 Abatement and replacement of floor tiles
 Refinish of interior doors
 Repainting of classrooms
 Replacement of ceilings
 replacement of exterior awning lighting fixtures
 Replacement of any casework
 Replacement of non asbestos floor tiles
 Repairs to door frames
 Construction of a headend room
 Changes to building layout for added security
 Replacement of any furniture or technology

Capital Requests

Department: Technology

Year: FY2016 - 2020

Form B-2
Capital Planning Committee
Town of Lunenburg, Massachusetts
Technology

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description):

12 administrative laptops with docking stations (\$900 each)
Replace 5 of 8 color printers (\$1200 each)
Purchase 3 network switches (\$2000 each)
Replace back-up software (\$7200 this year and \$1200 for maintenance and support going forward.)

2. Intended Use of Equipment:

Delivery of instruction to students.

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY 18 FY 19 FY 20
FY 21

4. Department Priority Within Year Request: # 5 of 6 requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
Replace Worn Equipment Increased Safety New Operation
Legal Requirement Improved Procedures/Records Other: _____

If replacement, what is being replaced? _____

Financial Impact on Operating Budget _____

Will above expenditure 1) Increase in number of personnel 2) reduce number of personnel, or 3) eliminate need for additional personnel?

No

Will above expenditure 1) increase operating costs or reduce operating costs with improved efficiency?
Give details.

No

Will Above Expenditure Require Additional Space? No

6. Alternatives to New Equipment Purchase Reviewed:

Transfer/Borrow Equipment From Another Department Equipment Rental
Contract Services Out to Private Company Lease Purchase

Purchase Equipment Jointly With Another Town

Other: _____

7. Cost Information

	Per Unit	Total	Cost In Fiscal Year Ending		
			Year		
Purchase Price	\$36,200	\$36,200	0	June 30, 2013	\$36,200
Financing/Other Costs	\$ -		1	June 30, 2014	\$ 38,010.00
Less Trade In	\$ -		2	June 30, 2015	\$ 39,910.50
Net Purchase Cost	\$36,200	\$36,200	3	June 30, 2016	\$ 41,906.03
			4	June 30, 2017	\$ 44,001.33
			5	June 30, 2018	\$ 46,201.39
Estimated Annual Maintenance Cost:	\$	1,000.00	6 Year Total:		

8. Manufacturer/Vendor Warranties Provided: 1 year install

9. Estimated Usage of Requested Equipment:

* Is Equipment Use Seasonal? No

* Estimated Weeks Per Year Used: 40

* For Weeks Used, Estimated Average Days Per Week: 5

* For Days Used, Estimated Hours Per Day Used: 8

Estimated Useful Life of Equipment: 5 years

10. Justification: _____

Current laptops are 4 years old, out of warranty. Failure to replace will result in increased support costs and possible emergency expenditure to replace Color printers are 10+ years old, and 2 failed this year causing increased use of the remaining units. As network capacity expands with increased use of wifi and portable device carts additional capacity must be added at the head end to enable connectivity. We have moved from a physical server infrastructure to virtual servers, which require a different type of backup scheme. New backup software is modular allowing for piecemeal upgrades as capacity increases.

11. If this is first request for equipment needed immediately explain how need created. _____

Form B-2
Capital Planning Committee
Town of Lunenburg, Massachusetts
Technology

Technology Request shall be submitted to the IT Director and copied to the Capital Planning Committee.

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description) Include detailed list of accessories or options.

2. Intended Use of Equipment:

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY 18 FY 19 FY 20
 FY 21 anticipated large purchases

4. Rank the Priority Within Year Requested: # _____ of _____ requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
 Replace Worn Equipment Increased Safety New Operation
 Legal Requirement Improved Procures/Records Others _____

If replacement, what is being replaced? Outdated Technology Equipment

Financial Impact on Operating Budget (maintenance, cost of operation, required training)?
N/A

Will Above Expenditure Require Additional Space? No

6. Alternatives to New Equipment Purchase Reviewed:

Transfer/Borrow Equipment From Another Department Equipment Rental
 Contract Services Out to Private Company Lease Purchase
 Purchase Equipment Jointly With Another Town Other: _____

7. Cost Information - Attach three written estimates.

		Year		
Purchase Price	<input type="text"/>	0	June 30,	<input type="text" value="\$21,400"/>
Financing/Other Costs	<input type="text"/>	1	June 30,	<input type="text"/>
Less Trade In	<input type="text"/>	2	June 30,	<input type="text"/>
Net Purchase Cost	<input type="text"/>	3	June 30,	<input type="text"/>
		4	June 30,	<input type="text"/>
		5	June 30,	<input type="text"/>
Estimated Annual Maintenance Cost:	<input type="text"/>	6 Year Total:		<input type="text"/>

8. Manufacturer/Vendor Warranties Provided: 3-5 years

* Is Equipment Use Seasonal? No

* Estimated Weeks Per Year Used: 52

* For Weeks Used, Estimated Average Days Per Week: 5

* For Days Used, Estimated Hours Per Day Used: 8

Estimated Useful Life of Equipment: 4 years

9. Justification

__ Failure to replace outdated equipment will result in increased support costs, reduced productivity due to poorly functioning equipment, and possible emergency expenditure due to failure. _____

10. If this is first request for equipment needed immediately, explain how need created.

Department	Items	Req 2016
<u>Town Clerk</u>	1 PC (admin)	\$700.00
	1 Printer	\$1,200.00
<u>Eagle House</u>	1 Laptop (Doreen)	\$900.00
	3 PCs (Public lab)	\$2,100.00
<u>DPW</u>	3 PCs	\$2,100.00
	2 Laptops	\$1,800.00
<u>Tax Assessors</u>	3 PCs	\$2,100.00
<u>Town Hall</u>	1 Virtualization Server	\$8,000.00
<u>Sewer Department</u>	1 Laptop	\$900.00
<u>BOH</u>	1 PC	\$700.00
<u>Conservation Commission</u>	1 Laptop	\$900.00
Totals		\$21,400.00

Form B-2
Capital Planning Committee
Town of Lunenburg, Massachusetts
Technology

Technology Request shall be submitted to the IT Director and copied to the Capital Planning Committee.

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description) Include detailed list of accessories or options.

2. Intended Use of Equipment:

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY 18 FY 19 FY 20
 FY 21 anticipated large purchases

4. Rank the Priority Within Year Requested: # _____ of _____ requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
 Replace Worn Equipment Increased Safety New Operation
 Legal Requirement Improved Procures/Records Others _____

If replacement, what is being replaced? Old Mircs computer, old fingerprint system, inadequate ca

Financial Impact on Operating Budget (maintenance, cost of operation, required training)?

Will Above Expenditure Require Additional Space? _____

6. Alternatives to New Equipment Purchase Reviewed:

Transfer/Borrow Equipment From Another Department Equipment Rental
 Contract Services Out to Private Company Lease Purchase
 Purchase Equipment Jointly With Another Town Other: _____

7. Cost Information - Attach three written estimates.

		Year		
Purchase Price	<input type="text"/>	0	June 30, 2015	13,500
Financing/Other Costs	<input type="text"/>	1	June 30,	
Less Trade In	<input type="text"/>	2	June 30,	
Net Purchase Cost	<input type="text"/>	3	June 30,	
		4	June 30,	
		5	June 30,	
Estimated Annual Maintenance Cost:	<input type="text"/>	6 Year Total:		<input type="text"/>

8. Manufacturer/Vendor Warranties Provided: _____

* Is Equipment Use Seasonal? No

* Estimated Weeks Per Year Used: 52

* For Weeks Used, Estimated Average Days Per Week: 7

* For Days Used, Estimated Hours Per Day Used: Varying

Estimated Useful Life of Equipment: 5-10 years

9. Justification

Mircs computer is over 5 years old and has reached the end of it's useful life.

Manually adjusting the booking camera requires an officer to enter the holding area with a suspect, exposing the officer to unnecessary risk.

The current fingerprint system is over 5 years old. The computer inside the system is running an unsupported version of Windows and is no longer secure.

10. If this is first request for equipment needed immediately, explain how need created.

**Capital Planning - Technology
Five Year Plan**

Revised 10/17/2014

Department	Items	Req 2016	Req 2017	Req 2018	Req 2019	Req 2020
<u>Treasurers/Tax Collector</u>	2 PCs		\$1,400.00			
	1 Laptop			\$900.00		
	2 Printers				\$1,500.00	
<u>Town Clerk</u>	1 PC (Town Clerk)		\$700.00			
	1 PC (admin)	\$700.00				\$700
	1 Printer	\$1,200.00				
	1 Laptop (town Clerk)			\$900.00		
<u>Eagle House</u>	1 PC		\$700.00			
	1 Fax machine		\$400.00			
	1 Laptop (Doreen)	\$900.00				\$900
	3 PCs (Public lab)	\$2,100.00			\$2,100.00	
<u>Police Department</u>	4 PCs		\$2,800.00	\$2,800.00		
	2 Laptops		\$1,800.00			\$1,800
	1 Mirco computer	\$1,500.00				\$1,500
	2 toughbooks		\$9,000.00			
	1 Crime Scene Camera					
	3 Tablets			\$10,500.00		
	1 Fax Machine					
	Fingerprint System	\$10,500.00				
	Pan/Tilt Camera Mount	\$1,500.00				
<u>Board of Selectmen</u>	1 PC		\$700.00			
	1 Laptop		\$900.00			
	2 printers				\$600.00	
<u>Planning Office</u>	1 PCs		\$700.00			
	Printer				\$300.00	
<u>Fire Department</u>	1 High-power Workstation			\$1,500.00		
	ToughBook		\$3,500.00			\$3,500
	2 Laptops		\$1,800.00			

Form B-1
Capital Planning Committee
Town of Lunenburg, Massachusetts
Capital Equipment Request

Capital Planning Committee
Sample Forms
10.21.14

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description). Include detailed list of accessories or options.

If the equipment is a vehicle, please attach Form C.

2. Intended Use of Equipment:

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY 18 FY 19 FY 20
 FY 21 anticipated large purchases

4. Rank the Priority Within Year Requested: # _____ of _____ requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement	<input type="checkbox"/>	Present Equipment Obsolete	<input type="checkbox"/>	Expanded Service	<input type="checkbox"/>
Replace Worn Equipment	<input type="checkbox"/>	Increased Safety	<input type="checkbox"/>	New Operation	<input type="checkbox"/>
Legal Requirement	<input type="checkbox"/>	Improved Procedures/Records	<input type="checkbox"/>	Others _____	

If replacement, what is being replaced? _____

How many hours currently used? _____

Financial Impact on Operating Budget (maintenance, cost of operation, required training)?

Will above expenditure 1) increase number of personnel, 2) reduce number of personnel, or 3) eliminate need for additional personnel?

Will above expenditure 1) increase operating cost, or 2) reduce operating costs with improved efficiency? Give details.

Will Above Expenditure Require Additional Space? _____

6. Alternatives to New Equipment Purchase Reviewed:

Transfer/Borrow Equipment From Another Department	<input type="checkbox"/>	Equipment Rental	<input type="checkbox"/>
Contract Services Out to Private Company	<input type="checkbox"/>	Lease Purchase	<input type="checkbox"/>
Purchase Equipment Jointly With Another Town	<input type="checkbox"/>	Other:	_____
Used Equipment	<input type="checkbox"/>		

7. Cost Information - Attach three written estimates.

	Per Unit	Total	Cost In Fiscal Year Ending			
			Year			
Purchase Price			0	June 30,		
Financing/Other Costs			1	June 30,		
Less Trade In			2	June 30,		
Net Purchase Cost			3	June 30,		
			4	June 30,		
			5	June 30,		
Estimated Annual Maintenance Cost:			6 Year Total:			

8. Manufacturer/Vendor Warranties Provided: _____

9. Estimated Usage of Requested Equipment:

- * Is Equipment Use Seasonal? _____
- * Estimated Weeks Per Year Used: _____
- * For Weeks Used, Estimated Average Days Per Week: _____
- * For Days Used, Estimated Hours Per Day Used: _____
- Estimated Useful Life of Equipment: _____

10. Justification: _____

11. If this is first request for equipment needed immediately, explain how need created.

Form B-2
Capital Planning Committee
Town of Lunenburg, Massachusetts
Technology

Capital Planning Committee
 Sample Forms
 10.21.14

Technology Request shall be submitted to the IT Director and copied to the Capital Planning Committee .

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description) Include detailed list of accessories or options.

2. Intended Use of Equipment:

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY 18 FY 19 FY 20
 FY 21 anticipated large purchases

4. Rank the Priority Within Year Requested: # _____ of _____ requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Present Equipment Obsolete Expanded Service
 Replace Worn Equipment Increased Safety New Operation
 Legal Requirement Improved Procures/Records Others _____

If replacement, what is being replaced? _____

Financial Impact on Operating Budget (maintenance, cost of operation, required training)?

Will Above Expenditure Require Additional Space? _____

6. Alternatives to New Equipment Purchase Reviewed:

Transfer/Borrow Equipment From Another Department Equipment Rental
 Contract Services Out to Private Company Lease Purchase
 Purchase Equipment Jointly With Another Town Other: _____

7. Cost Information - Attach three written estimates.

	Year				
Purchase Price	<input type="text"/>	<input type="text"/>	0	June 30,	<input type="text"/>
Financing/Other Costs	<input type="text"/>	<input type="text"/>	1	June 30,	<input type="text"/>
Less Trade In	<input type="text"/>	<input type="text"/>	2	June 30,	<input type="text"/>
Net Purchase Cost	<input type="text"/>	<input type="text"/>	3	June 30,	<input type="text"/>
			4	June 30,	<input type="text"/>
			5	June 30,	<input type="text"/>
Estimated Annual Maintenance Cost: <input type="text"/>				6 Year Total:	<input type="text"/>

8. Manufacturer/Vendor Warranties Provided: _____

* Is Equipment Use Seasonal? _____

* Estimated Weeks Per Year Used: _____

* For Weeks Used, Estimated Average Days Per Week: _____

* For Days Used, Estimated Hours Per Day Used: _____

Estimated Useful Life of Equipment: _____

9. Justification

10. If this is first request for equipment needed immediately, explain how need created.

Form B-3
Capital Planning Committee
Town of Lunenburg, Massachusetts
Building Projects and Maintenance

Capital Planning Committee
Sample Forms
10.21.14

All requests shall be coordinated with the DPW Director and/or Director of Facilities & Grounds.

Department: Contact Person: Date:

1. Equipment to be acquired (quantity and description) Include detailed list of accessories or options.

2. Intended Use of Equipment:

3. Fiscal Year Purchase Requested:

FY 16 FY 17 FY 18 FY 19 FY 20

FY 21 anticipated large purchases

4. Rank the Priority Within Year Requested: # _____ of _____ requests

5. Purpose of Expenditure (Check All That Apply)

Scheduled Replacement Condition Inadequate Expanded Service
Replace Worn Equipment Increased Safety New Operation
Legal Requirement Maintenance Others _____

If replacement, what is being replaced? _____

Financial Impact on Operating Budget (maintenance, cost of operation, required training)?

Will Above Expenditure Require Additional Space? _____

6. Alternatives Reviewed:

Contract Services Out to Private Company

Other: _____

7. Cost Information - Attach three written estimates.

	Per Unit	Total	Cost In Fiscal Year Ending			
			Year			
Purchase Price	<input type="text"/>	<input type="text"/>	0	June 30,	<input type="text"/>	<input type="text"/>
Financing/Other Costs	<input type="text"/>	<input type="text"/>	1	June 30,	<input type="text"/>	<input type="text"/>
Less Trade In	<input type="text"/>	<input type="text"/>	2	June 30,	<input type="text"/>	<input type="text"/>
Net Purchase Cost	<input type="text"/>	<input type="text"/>	3	June 30,	<input type="text"/>	<input type="text"/>
			4	June 30,	<input type="text"/>	<input type="text"/>
			5	June 30,	<input type="text"/>	<input type="text"/>
Estimated Annual Maintenance Cost:	<input type="text"/>		6 Year Total:		<input type="text"/>	<input type="text"/>

8. Manufacturer/Vendor Warranties Provided: _____

9. Justification: _____

FORM C
Criteria & Reasoning
Vehicle Purchase

Date: _____

To: Capital Planning Committee

From: _____

1. Department: _____

2. Type of Vehicle: _____

3. Hours of Use Required: _____

4. Need: _____

5. Type of Purchase: New _____ Used _____

6. Criteria:

	Current	Replacement
Age		
Mileage/Hours		
Overall Condition		
Inspection-State		
Inspection-Independent		
Vehicle Source		
Repair History (accident?)		

7. Reasoning (used versus new): _____

8. Cost: New _____ Used _____

9. Funding Source – Request: CPC _____ Other _____

If other – document: _____

10. Pertinent Specifications: _____

FORM D
FY 2015
Capital Purchases

This form is for recordkeeping and is to be filled out and sent to the Capital Planning Committee each time a Form B item is purchased.

Date:

To: Capital Planning Committee

From:

1. DATE OF PURCHASE: _____

2. DEPARTMENT: _____

3. ITEM PURCHASED: _____

4. AMOUNT BUDGETED: _____

ACTUAL COST OF ITEM: _____

Department Head Signature

FORM D

FORM E

Capital Item Emergency Request

This Form is to be used when an unexpected expenditure needs to be funded. The process is that this Form is to be submitted to the Town Manager and the Capital Planning Committee. Once reviewed, it will be submitted to the Finance Committee for their review. The Finance Committee will recommend a funding source to the Town Manager.

Date:

To: Capital Planning Committee

From:

1. DEPARTMENT: _____

2. ITEM: _____

3. JUSTIFICATION: _____

4. ESTIMATED COST: _____

5. HAS THIS ITEM BEEN ON A FORM B REQUEST OR YOUR FIVE-YEAR

PLAN? _____

Department Head Signature