

Town of Lunenburg

Capital Planning Committee
All Requests



Fiscal Year 2016 - 2020

October 21, 2014

Kerry A. Speidel
Town Manager

Capital Improvements Plan
All Requests, FY16 - 20

Project No.	Facilities Maintenance	Status	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	Notes
5	Public Safety, Epoxy Floors, Police Public Safety, Epoxy Floors, Fire Public Safety, Building Automation Systems Public Safety, Paint Interior	Funded	12,000	-	-	-	11,000	-	
FM16-01	Public Safety, Carport Reconfiguration Public Safety, Construct Records Room, Police Public Safety, Replace Carpet, 1st Floor Public Safety, Develop Unused Space, Fire Public Safety, Replace Carpet, 2nd Floor		-	25,000	-	18,000	-	35,000 11,000	
21	Ritter Memorial, HVAC Ritter Memorial, Replacement Windows Ritter Memorial, Repair Gutters Ritter Memorial, Repoint Brick & Chimney	Funded	20,000	-	33,000	-	-	-	
					xxx		28,500		
	Senior Center, ADA Ramp Senior Center, Sprinkler System Senior Center, HVAC Senior Center, carpet & tiles Senior Center, Paint Exterior & Trim	Not Funded Funded Funded Funded	40,000 11,430 15,798 10,000	-	-	-	-	-	
FM16-02	Senior Center, Paint Exterior & Trim		-	15,000	-	-	-	-	
FM16-03	Library, carpet Library, Paint Exterior Library, Building Automation System	Funded	36,524	28,476	-	12,000 12,000	-	-	
FM16-04	Town Hall, Renovation Town Hall, Painting Town Hall, Chimneys Town Hall, Roof Turf Field & Track, Rehabilitate Teen Center, Paint Exterior Marshall Park, Parking Lot	Not Funded Not Funded Not Funded Not Funded Funded	85,000 40,000 20,000 40,000	85,000	250,000	250,000	250,000	250,000	250,000 - - - - - -
20									submitted by Historical Commission submitted by Historical Commission
13		Funded	37,000	-	12,000	-	-	-	
	sub-total: Facilities Maintenance		367,752	153,476	1,120,000	316,000	289,500	296,000	
	Department of Public Works		800,000	600,000	600,000	600,000	600,000	600,000	
DPW16-05	Pavement Management Plan			40,850	xxx	xxx	xxx	xxx	
DPW16-06	Intersection Reconfiguration, Plan & Implementation			43,728					
DPW16-07	Drainage Culvert Repair, Phase 1				26,065				
DPW16-08	Drainage Culvert Repair, Phase 2								
DPW16-09	Hazard Tree Survey, Town-wide								
DPW16-10	Street Sweeper Asphalt Roller	Not Funded Funded	180,000 35,000	180,000	-	-	-	-	
DPW16-11	Backhoe		-	120,000	-	-	-	-	
DPW16-12	6-Wheel Dump w/ plow & sander 1-ton w/ plow Trackless Flail Mower for Trackless Catch Basin Cleaner 10-Wheel Dump w/ plow & sander Pickup w/ plow, 2 units	Not Funded Funded	- -	190,000	52,000	-	102,600	83,000	190,000
	sub-total: Department of Public Works		1,015,000	1,186,578	762,065	837,000	702,600	873,000	
	Fire Department		550,000	-	-	-	-	-	
2	Engine 1, Replacement	Funded	550,000	-	-	-	-	-	
11	Car 2, Replacement Chief's Car, Replacement	Funded	30,000	-	50,000	-	-	-	

Capital Improvements Plan
All Requests, FY16 - 20

	FY2015	Status	FY2016	FY2017	FY2018	FY2019	FY2020
FD16-13 Pickup, Replacement	\$ -		\$ 60,000	\$ -	\$ -	\$ -	\$ -
Engine 4, Replacement	\$ -		\$ -	\$ 600,000	\$ -	\$ -	\$ -
Ladder 1, Replacement	\$ -		\$ -	\$ -	\$ 850,000	\$ -	\$ -
Rescue 1, Replacement	\$ -		\$ -	\$ -	\$ -	\$ 300,000	\$ -
Dive 1, Water Rescue Unit, Replacement	\$ -		\$ -	\$ -	\$ -	\$ 0**	\$ -
Engine 2, Replace Chassis	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 60,000
sub-total: Fire Department	\$ 580,000		\$ 60,000	\$ 650,000	\$ 850,000	\$ 300,000	\$ 60,000
Police Department							
PD16-14 Police Vehicle, Marked	4	Funded	\$ 96,000	\$ -	\$ -	\$ -	\$ 100,000
Police Vehicle, Marked, Special Service	\$ -		\$ -	\$ 144,000	\$ -	\$ -	\$ -
Police Vehicle, Marked, Unmarked	\$ -		\$ -	\$ -	\$ 97,000	\$ 99,000	\$ -
Four Patrol Rifles, 6 Ballistic Shields	6	Funded	\$ -	\$ -	\$ -	\$ -	\$ 12,000
Speed Sign w/ traffic data recording system	23	Not Funded	\$ 12,000	\$ -	\$ -	\$ -	\$ -
4-Wheel Drive, All Terrain Off Road Enforcement Vehicle	\$ -		\$ 16,000	\$ -	\$ -	\$ -	\$ -
Tasers, 8 Units	\$ -		\$ -	\$ 16,000	\$ -	\$ -	\$ -
Repeater & Generator for Radio Infrastructure	3	Funded	\$ -	\$ -	\$ -	\$ -	\$ -
Repeater/ Radio Infrastructure Compliance Upgrades, Off T Band	\$ -		\$ 28,000	\$ -	\$ -	\$ -	\$ 40,000
Video Cameras, Officer Worn	\$ -		\$ 10,200	\$ -	\$ 11,000	\$ -	\$ -
Portable Radios, 6 units	\$ -		\$ -	\$ 11,600	\$ -	\$ -	\$ 12,000
Duty Gear, 29 Officers	\$ -		\$ -	\$ 35,000	\$ -	\$ -	\$ -
Bulletproof Vests, 29 Officers	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
sub-total: Police Department	\$ 117,900		\$ 162,200	\$ 206,600	\$ 108,000	\$ 99,000	\$ 164,000

	FY2015	Status	FY2016	FY2017	FY2018	FY2019	FY2020
Lunenburg Public Schools							
Primary, Upgrade Controls System Phase 2	7	Funded	\$ -	\$ 52,370	\$ -	\$ -	\$ -
Primary, AC in Cafè & Music Room	\$ -		\$ -	\$ 35,000	\$ -	\$ -	\$ -
Primary, Video Surveillance System	\$ -		\$ -	\$ -	\$ 48,350	\$ -	\$ -
Primary, Phone System Upgrade	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Primary, Shade Structure/ Outdoor Classroom	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
LPS16-19 THMS, Asbestos Abatement/ Ceiling Replacement	1	Funded	\$ 34,500	\$ 182,000	\$ 203,000	\$ 183,000	\$ 142,000
THMS, Shade Structure/ Outdoor Classroom	22	Not Funded	\$ -	\$ -	\$ -	\$ -	\$ -
THMS, Wheelchair lift to Stage	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 22,000
LPS16-20 THMS, Intercom Replacement	\$ -		\$ 22,000	\$ 10,000	\$ -	\$ -	\$ -
THMS, School Zoning Warning, Replacement	\$ -		\$ -	\$ -	\$ 50,000	\$ -	\$ -
THMS, Playground, Community Build	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 53,000
LPS16-21 THMS, Video Surveillance	\$ -		\$ 22,000	\$ -	\$ -	\$ -	\$ -
THMS, Phone System Replacement	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
LPS16-22 THMS, MS Flooring	\$ -		\$ 32,000	\$ -	\$ 100,000	\$ 100,000	\$ -
THMS, MS Flooring	\$ -		\$ 32,000	\$ -	\$ -	\$ -	\$ -
LPS16-23 District Headquarters, Relocation	\$ -		\$ 38,656	\$ -	\$ -	\$ -	\$ -
Pickup Truck	\$ -		\$ -	\$ -	\$ 33,500	\$ -	\$ -
sub-total: Lunenburg Public Schools	\$ 193,766		\$ 149,156	\$ 279,370	\$ 434,850	\$ 283,000	\$ 217,000

	FY2015	Status	FY2016	FY2017	FY2018	FY2019	FY2020
Technology							
Library	\$ -		\$ -	\$ 6,600	\$ 8,600	\$ 6,900	\$ -
School Department	8, 16	Funded	\$ 50,000	\$ 38,010	\$ 39,911	\$ 41,906	\$ 44,001
Town Departments	9, 15	Funded	\$ 54,400	\$ 34,900	\$ 30,800	\$ 25,900	\$ 20,000
sub-total: Technology	\$ 104,400		\$ 64,900	\$ 75,410	\$ 73,811	\$ 65,106	\$ 64,001
Total: Capital Requests by FY	\$ 2,378,818		\$ 1,776,310	\$ 3,093,445	\$ 2,619,661	\$ 1,739,206	\$ 1,674,001

Total Funded: \$ 1,114,152
 Financed/Borrowing: \$ 425,000
 Cash Outlay: \$ 689,152
 New Money \$ 621,754
 Reappropriated/ Unspent Prior Year Articles \$ 67,398

submitted by Library Director & Board of Trustees

Capital Requests

Department: Facilities

Year: FY2016

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

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: # 1 of 3 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)?

N/a

Will Above Expenditure Require Additional Space? No

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		\$25,000.00	0	June 30,	<input type="text"/>	<input type="text"/>
Financing/Other Costs			1	June 30,	<input type="text"/>	<input type="text"/>
Less Trade In			2	June 30,	<input type="text"/>	<input type="text"/>
Net Purchase Cost			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"/>

Town of Lunenburg, Massachusetts

POLICE DEPARTMENT

CHIEF

James P. Marino
TEL: (978) 582-4150
FAX: (978) 582-4159



655 Massachusetts Ave.
Lunenburg, MA 01462

To: John M. Rodriquez, D.P.W. Director

From: Chief James P. Marino

CC: Kerry A Speidel, Town Manager

Date: October 21, 2014

Re: Capitol Building request

The second floor of the Police Department is an expanse of un-used space that is semi-developed. Presently archive police records are stored in that space. Police records are subject to a retention schedule some of which have to be retained permanently. Further, some records contain Criminal Offense Record Information, (CORI), which has to be safeguarded.

I propose to build a room in the expanded space to house the archive records. Only one wall and a door will be necessary to complete the room. The records room should have; electrical power outlets, lighting, telephone and computer connections. The room should also be climate controlled, merely heat and air-conditioned through the existing HVHC system. The room is 25' X 17', approx. 425 square feet.

The remainder of the un-used space is approximately 425 square feet. In a separate proposal I would like to develop the remainder of the room into office space. The Police Department has grown since the public safety building has been constructed. I am currently in need of space for the Traffic Officer, and the Community Outreach Officer.

This room will be relatively inexpensive to develop once the records room is complete. It will only require finishing the pre-existing walls with sheetrock, installing a dropped ceiling, electrical boxes, lighting, computer outlets, Office dividers, two Desks and chairs. Heat and air conditioning can be accessed through the existing HVAC system. The job total for both projects is approximately \$25,000.

Thank you for considering this request. If you have any questions feel free to call me anytime.

Chief James P. Marino

Lunenburg Police Department

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

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: # 2 of 3 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)?

N/a

Will Above Expenditure Require Additional Space? No

6. Alternatives Reviewed:

Contract Services Out to Private Company X
 Other: _____

7. Cost Information - Attach three written estimates.

	Per Unit	Total	Cost In Fiscal Year Ending			
			Year			
Purchase Price		\$15,000.00	0	June 30,	<input type="text"/>	<input type="text"/>
Financing/Other Costs			1	June 30,	<input type="text"/>	<input type="text"/>
Less Trade In			2	June 30,	<input type="text"/>	<input type="text"/>
Net Purchase Cost			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/Vendors Provided: _____

9. Justification: _____ exterior of building to prolong exterior wood.

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

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: # 3 of 3 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)?

N/a

Will Above Expenditure Require Additional Space? No

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		\$28,476	0	June 30,		
Financing/Other Costs			1	June 30,		
Less Trade In			2	June 30,		
Net Purchase Cost		\$28,476	3	June 30,		
			4	June 30,		
			5	June 30,		
Estimated Annual Maintenance Cost:					6 Year Total:	

8. Manufacturer/Vendor Warranties Provided: _____

9. Justification: _____ In FY15 \$36,524 was allocated for carpet replacement only. Expense to move and reinstall books and bookshelves at the target areas was overlooked. The total price of the project is expected to be \$65,000. An additional \$28,476 is being requested in order to initiate the project. The carpet pricing was calculated \$4/square foot, industry standard pricing. Little Floor Covering, Fitchburg, measured the carpet and confirmed the estimate. A quote is also include from a moving company for the bookshelves/book moving provided by the Library Director.



NATIONAL LIBRARY RELOCATIONS

Lunenburg Public Library
Lunenburg, Massachusetts

*Response to
Request for Proposal*

RESPECTFULLY SUBMITTED BY:

NATIONAL LIBRARY RELOCATIONS, INC.
70 Bridge Road
Islandia, New York 11749

All services and costs enclosed herein are accurate and authorized by:
Scott Miller, President - NLR

Main Office:
70 Bridge Road
Islandia, NY 11749

Warehouse:
4 Springfield Street, P.O. Box 244
Three Rivers, MA 01080

Tel: (800) 48MOVES • (631) 232-2233
Fax: (631) 232-2236
Web: www.nlrbookmovers.com
Email: info@nlrbookmovers.com



July 23, 2014

Ms. Martha Moore, Director
Lunenburg Public Library
1023 Massachusetts Avenue
Lunenburg, MA 01462

RE: Carpet Project

Dear Ms. Moore:

It was a pleasure meeting with you last week to discuss your upcoming recarpeting project. *National Library Relocations, Inc.* is pleased to submit the following cost proposal for the relocation of the book collections, shelving and furniture to facilitate the installation of new carpet. I hope that we may be instrumental in making this a smooth, efficient, and successful transition for the library.

National Library Relocations, Inc. is a New York based, privately held corporation. It was founded in 1985 as a total library service firm and handles approximately fifty to seventy-five library projects per year. These projects range from simple shifts to total library moves. It is most important that the firm chosen to execute such an intricate library project be well-versed in library science. The staff at *NLR* is totally familiar with all types of standard classification schemes - Dewey, LC, NLM, and SuDocs. This knowledge affords our clients peace of mind whether they are moving an entire library, integrating/segregating collections, bar coding for automation, cleaning, security stripping or shelving a backlog of material. Our staff is also distinctive in that it includes personnel from the fields of library science, architecture, and transportation. Our unique blend of experience contributes to *National Library Relocation's* reputation as the #1 Library Mover in North America.

"Across the aisle or across the country" has long been our slogan, and *National Library Relocations, Inc.* has executed projects ranging from one room, to some of the largest and most prestigious research libraries in the United States and Canada. Among our clients, we number the libraries of Columbia University, Williams College, Colgate University, Dartmouth College and Harvard University. One of our recent projects required the relocation of over 200,000 monographs at the Kansas State Library, along with a block integration of materials stored onsite. While a seemingly straight forward move, the leveled staircase presented an "easily overcome" challenge to the team, as thousands of Kansas documents made a careful ascent to their final home on the mezzanine.

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*Lunenburg Public Library
July 23, 2014*

If you should have any questions, or if there is any way in which we may be of service to you, please call upon us. May we sincerely thank you for having afforded us the opportunity to submit this proposal and assuring you of our desire to merit your valued patronage, we remain,

Very truly yours,

National Library Relocations, Inc.

Scott W. Miller

Digitally signed by Scott W. Miller
DN: cn=Scott W. Miller, o=National Library Relocations,
Inc., ou, email=info@nlrbookmovers.com, c=US
Date: 2014.07.28 14:42:56 -04'00'

Scott W. Miller
President

SWM:ta
Enclosures

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NATIONAL LIBRARY RELOCATIONS

Services

National Library Relocations, Inc. offers a wide range of additional services along with our total relocation service. They are as follows:

- Integration and Segregation of Collections
- Shifting of Partial Collections
- Move Specifications
- Consultation and Planning
- Budget Figures
- Vacuuming of Collections
- Shelving Layouts
- Equipment Rental
- Shelf Reading
- Inventory of Collections
- Library of Congress Conversions
- Book Shelving of End of Semester Books
- All Shelving Needs
- Bar Coding
- Book Storage

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Projects Recently Completed

<i>June 2013</i>	Sterling & Francine Clark Art Institute	MA
	United Nations International School	NY
<i>July 2013</i>	Longwood Public Library	NY
	Manhasset U.F.S.D.	NY
	National Library of Medicine	MD
	Valley Stream U.F.S.D.	NY
<i>August 2013</i>	Harvard Business School	MA
	Manhasset Schools	NY
	Mount Vernon Estate Museum Library	VA
	National Library of Medicine	MD
	Sterling & Francine Clark Art Institute	MA
	United Nations International School	NY
	Williams College	MA
<i>September 2013</i>	Brooklyn Public Library - Gerritsen Beach Branch	NY
	Longwood Public Library	NY
	Mount Vernon Estate Museum Library	VA
<i>October 2013</i>	Brooklyn Public Library - Coney Island Branch	NY
	Columbia University	NY
	Harvard Business School	MA
	Sterling & Francine Clark Art Institute	MA
<i>November 2013</i>	Palm Beach County - Jupiter Branch Library	FL
	Queens Borough Public Library - Bellerose Branch	NY
	White Plains Public Library	NY
<i>December 2013</i>	Bethlehem Public Library	NH
	D.C. Public Library - Woodridge Branch Library	DC
	Electric Railroaders Association	NY
<i>January 2014</i>	D.C. Public Library - Woodridge Branch Library	DC
	Glendale Public Library	CA
	Neumann University	PA
<i>February 2014</i>	Glendale Public Library	CA
	Hicksville Public Library	NY
	University of Massachusetts - DuBois Library	MA
<i>March 2014</i>	Columbia University - Avery Library	NY
	Langdon Public Library	NH
<i>April 2014</i>	Malden Catholic High School	MA
	Nathan Kline Institute	NY
	New Brunswick Theological Seminary - Sage Library	NJ
	Salisbury Public Library	MA
	Williams College	MA
<i>May 2014</i>	Great Neck Public Library	NY
	Harvard Art Museum	MA
	Old Dominion University	VA
<i>June 2014</i>	Clark Art Institute	MA
	Columbia University - Avery Library	NY
	The School at Columbia University	NY
	Williams College	MA

Current and Future Projects

<i>July 2014</i>	Amherst College	MA
	Clark Art Institute	MA
	Queensborough Public Library - Bellerose Branch	NY
	Williams College	MA
<i>August 2014</i>	Abbott Library	NH
	Amherst College	MA
	Chemical Heritage Foundation	PA
	South Hadley Public Library	MA

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Company History

National Library Relocations, Inc. is based in Islandia, New York. It was established in 1985 with the understanding that libraries were our only business. This means it took great patience and plenty of marketing efforts to explain to librarians why they should hire a company who only specializes in moving libraries. In 1988, we moved fifty libraries totaling more than three million volumes. Since that time, we have been slowly increasing the number of moves we do each year. In 1997, *NLR* completed over sixty-five library moves totaling over four (4) million volumes. In 2002, we completed over 95 projects, totaling over 10 million volumes. We are quite proud of our efforts.

The staff at *NLR* is distinctive in that it includes personnel from the fields of library science, architecture, and transportation. Mr. Scott Miller, founder and President of *National Library Relocations, Inc.*, is a trained architect, and is also a veteran of the transportation industry. At the start of 1997, *NLR* added a full-time Librarian with training in library relocations to its staff. In addition, the full-time relocation crew is well-versed in all classification schemes - Dewey, LC, NLM, and SuDocs. This unique blend of expertise contributes to *NLR's* reputation as the #1 Library Mover in North America.

National Library Relocations, Inc. has moved collections at some of the largest and most prestigious research libraries in the United States and Canada. Among our clients, we number the libraries of Columbia, Dartmouth and Harvard Universities. With the NAFTA agreement easing some of the trade restrictions between the US and Canada, *NLR* was called upon to work with a local moving company and provide the expertise necessary to move and integrate collections at both the Vancouver Public Library and University of British Columbia.

One of our more extensive moves was the San Francisco Public Library. This project involved the segregation, relocation, resequencing and interfiling of a 1.7 million volume collection. The 200,000 + volume Periodical Collection was merged from eight different locations, segregated by date and rearranged from a Dewey call number sequence to an alphabetical sequence. At the same time, the million + volume Circulating Collection was being merged from numerous locations in the old facility into departmental collections in the new library. A large Special Collections division and a Reference Collection were also moved along with the entire library staff.

One of our recent projects required the relocation of over 200,000 monographs at the Kansas State Library, along with a block integration of materials stored onsite. While a seemingly straight forward move, the leveled staircase presented an "easily overcome" challenge to the team, as thousands of Kansas documents made a careful ascent to their final home on the mezzanine. A selected list of references is provided.

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NATIONAL LIBRARY RELOCATIONS

Project Planning

National Library Relocations, Inc. recognizes that our role as your relocation contractor involves more than the mere physical move of the book collections. During this project, our position will be to minimize library and user disruption and inconvenience.

National Library Relocations, Inc. accepts the responsibility for project planning, implementation and execution of your relocation project. As part of the planning stage, we will:

- A. Set up a preliminary meeting with Library Move Coordinator and the Carpet Contractor to discuss and determine collection move sequences and logistics.
- B. Layout and color code collection move phases.
- C. Assign a staff to tag and label collections, shelving and furniture to be moved in each phase.
- D. Provide for carpet protection.
- E. Supply daily updates as to the location of materials, materials being staged and next day's schedule.

Equipment

National Library Relocations, Inc. will supply the following services, equipment and materials for the Lunenburg Public Library Carpet Project.

- * 70 + Rolling Library Book Carts
- * All Necessary Moving Equipment:
Ramps, Dollies, Hand Trucks, Bins, Etc.
- * Trained Library Personnel
- * Pre-move Meeting
- * Progress Meetings
- * All Tags and Labels
- * Color Coded Layout
- * Building Protection
Masonite/Plywood for Carpet Areas
- * Insurance Coverage

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LIBRARY BOOK CARTS

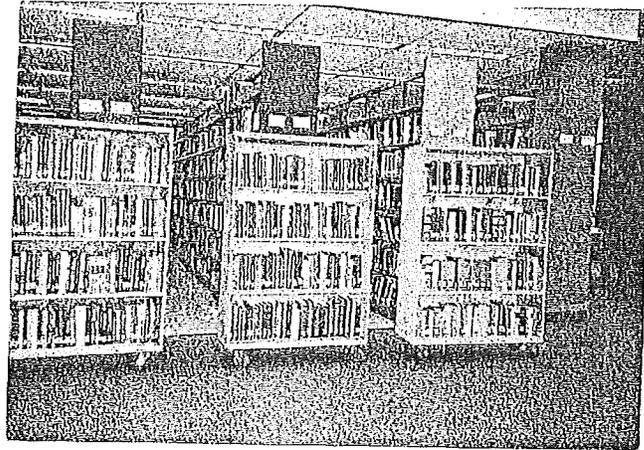


100 CARTS - 5 SHELVES
36" L X 12" W X 5' H

200 CARTS - 4 SHELVES
36" L X 15" W X 5' H

50 CARTS - 4 SHELVES
36" L X 12" W X 5' H

20 CARTS - ADJUSTABLE SHELVES
48" L X 24" W X 5' H





NATIONAL LIBRARY RELOCATIONS

Relocation Methods

<u>Description</u>	<u>Method</u>
<i>Library Collection</i>	Staged on rolling carts.
<i>Oversize Books</i>	Staged on oversize carts with only three shelves.
<i>Library Shelving</i>	Ranges moved on dollies or skates, shelves moved in commercial bins (48" x 24" x 28").
<i>Desks</i>	Turned on end and moved on dollies.
<i>File Cabinets</i>	Moved on dollies in upright position.
<i>Computer Terminals</i>	Padded, placed in commercial bins (48" x 24" x 28").
<i>Office Equipment</i>	Padded and staged on oversized rolling carts.
<i>Copy Machine</i>	Must be serviced (if needed) before moving.

Main Office:
70 Bridge Road
Islandia, NY 11749

Warehouse:
4 Springfield Street, P.O. Box 244
Three Rivers, MA 01080

Tel: (800) 48MOVES * (631) 232-2233
Fax: (631) 232-2236
Web: www.nlrbookmovers.com
Email: info@nlrbookmovers.com



Cost Analysis
Lunenburg Public Library - Carpet Project

- * Provide all labor, equipment and materials necessary to pack, stage and return all collections, shelving and furnishings on carpet areas of the Lunenburg Public Library.
- * The project is to be done in multiple phases, coordinated with the Carpet Contractor.
- * All collections would be packed onto book carts, while maintaining proper sequence, staged in the Community Room for each phase, then returned and reshelfed.
- * All shelving units and furnishings would be removed for each phase, staged elsewhere in the library, and then returned and placed in their original location.
- * The number of phases is to be determined in consultation with the library and with the Carpet Contractor.
- * The library is to pack the work areas and desks in the offices and staff areas.
- * *Time Frame:* 8:00 a.m. to 5:00 p.m., Monday through Friday.

Cost

- * Supply all labor and equipment to pack, stage and return all collections, shelving and furniture in a multi-phased recarpeting project (not to exceed 10 business days).

Cost: \$ 19,610.00

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Selected References

Wethersfield Public Library
Wethersfield, Connecticut

Ms. Laurel Goodgion, Director (860) 721-2988

Phase I: Packed 5,475 linear feet of Adult Collections, dismantled 250+ sections of shelving and shipped all to NLR's Three Rivers storage facility, along with 500 cubic feet of furnishings. Packed Collections in Children's Room and palletized for storage on lower level of library. Dismantled all Children's Area shelving and stacked for disposition by library; September 2006.

Phase II: Returned and placed Children's books on new shelving in lower level at specified fill rates; November 2006.

Phase III: Re-assembled shelving per direction of library. Unpacked and spread Adult Collections at designated fill ratios; December 2008.

Wantagh Public Library
Wantagh, New York

Ms. Margaret Marino, Director (516) 221-1200

Phase I: Pack and relocate all books and A/V materials (approximately 120,000 volumes) and loose furniture to temporary storage in trailers; November 2011.

Phase II: Unpack and relocate all books, A/V materials and loose furniture from temporary storage trailers; November 2011.

Wilbraham Public Library
Wilbraham, Massachusetts

Ms. Christine Bergquist, Director (retired) (413) 596-6141
Ms. Karen Demers, Director
Ms. Elaine Wrubel, Children's Librarian

Part I: Packed and taken into storage at NLR Warehouse -- approximately 992 linear feet of Adult Non-Fiction collection. Dismantled 32 double-sided sections of shelving from the Mezzanine Level and moved to storage; February 2010.

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Part II: Returned shelving and materials to newly renovated Mezzanine Level. Set shelving units to comply with ADA regulations and "shot" sections to floor to stabilize; July 2010.

Part III: Packed 300 linear feet of DVDs, Reference & New Books in Adult Section and 246 linear feet of Children's Non-Fiction materials. Shifted 10 sections of double-faced shelving and dismantled remaining units in Reference / AV Area. Reconfigured 12 double-faced sections of shelving in Children's Area. Replaced materials on newly configured units; July 2011.

Williams College

Williamstown, Massachusetts

Ms. Helena Warburg, Director Schow Science Library	(413) 597-3085
Ms. Sylvia Kennick Brown, College Archivist	(413) 597-2596
Mr. Wayne Hammond, Assistant Director Chapin Library	(413) 597-2462
Mr. David Pilachowski, College Librarian	(413) 597-2502

Phase I: Measured collections from Sawyer Storage Area (Journals - title by title), Chapin Library (rare books & artifacts), and Special Collections/Archives. Developed spreadsheets for each area. Assisted College Staff in wrapping framed art/folios and packing rare books into acid-free cartons. Archival cleaning of books and boxes (all six sides of item) in nine stack levels and three adjacent areas of Stetson. Constructed cartons for materials to be housed at high density facility. Crated twelve objects (e.g. piano, statues, historic playback equipment, etc.). Relocated approximately 3,900 linear feet of journals, flat (map) files, filing cabinets, crated objects, and over 15,000 archival/manuscript boxes to high density facility and temp site within a 2 mile radius of the College. Contents included rare books, music scores, wax cylinders, college records, etc. in excess of \$300 million. Measuring - January 2008; Wrapping - April/May 2008; Cleaning - June 2008; Moving - July 2008.

Phase II: Return of selected collections from high density storage facility and temp site within a 2 mile radius of the College. Worked with Chapin Library and Special Collections staff on collection layout. Cleaned materials at temp site, relocated approximately 8,200 cartons & unpacked equivalent of 10,100 linear feet of collections. Raised call tags on rare books, moved 19 file cabinets & 15 map drawers/cases, wrapped and transported art work. Relocated 60 bookcases/shelving units. January 2014 - April/May 2014.

Phase III: Move of entire Sawyer Library to new building – scheduled to begin in June 2014.

Ms. Sandy Brooke, Head of Acquisitions and Collection Development (413) 597-2172

Pack 276 shelves of material and relocate to on shelf storage at NLR storage facility. Vacuum collections prior to re-shelving in storage; October 2003.

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NATIONAL LIBRARY RELOCATIONS

National Library Relocations, Inc.

The #1 LIBRARY MOVER

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Our Client List Speaks For Itself*

All These Libraries Can't Be Wrong!

2013

Colleges & Universities

Amherst College, MA
College of St. Elizabeth, NJ
Columbia University, NY
Gloucester County College, NJ
Harvard Business School, MA
Neumann University, PA
Nyack College, NY
Springfield Technical Comm. College, MA
Swarthmore College, PA
The University of Pennsylvania, PA
Williams College, MA

Special Libraries

Academy American Franciscan History, TX
American Irish Historical Society, NY
Dumbarton Oaks Research Library, DC
Electric Railroaders' Association, NY
German Historical Institute, DC
Los Angeles County Museum of Art, CA
Mount Vernon Estate Museum Library, VA
The New York Society Library, NY
Sterling & Francine Clark Art Institute, MA

Medical Libraries

National Library of Medicine, MD

Main Office:
70 Bridge Road
Islandia, NY 11749

Warehouse:
4 Springfield Street, P.O. Box 244
Three Rivers, MA 01080

Public Libraries

Bethlehem Public Library, NH
Burbank Public Library, CA
Brooklyn Public Library, NY
* Red Hook * Gerritsen Beach * Coney Island
Cora J. Belden Library, CT
D.C. Public Libraries
* Northeast Branch
Joshua Hyde Public Library, MA
Longwood Public Library, NY
Palm Beach County Libraries, FL
* Belle Glade Branch * Jupiter Branch
Queensborough Public Library, NY
* Bayside * Mitchell-Linden * Bellerose
White Plains Public Library, NY
Wyandanch Public Library, NY

School Libraries

Manhasset U.F.S.D., NY
Miller Place U.F.S.D., NY
United Nations International School, NY
Valley Stream U.F.S.D., NY

. *And Many More to Come!*

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2012

Colleges & Universities

Brandeis University, MA
Columbia University, NY
* *Starr E. Asian Library*
Emory University, GA
Harvard Business School, MA
Harvard Law School, MA
Harvard University, MA
Marywood University, PA
Montgomery Co. Community College, PA
San Francisco State University, CA
University of Pennsylvania, PA
U. of Pennsylvania Judaic Collections, PA

Special Libraries

Academy of American Franciscan History, TX
California State Library, CA
* *Sutro Library*
Clark Art Institute, MA
German Historical Institute, DC
Passionist Historical Archives, NJ
Redemptorists of the Baltimore Province, PA
The Rockefeller Archive Center, NY
Smithsonian Institution Libraries, D.C.

Public Libraries

Burbank Public Library, CA
Brooklyn Public Library, NY
* *Kensington Branch * Gerritsen Beach * Red Hook*
District of Columbia Public Libraries
* *Northeast Branch*
Fairfield Public Library, NJ
Glendale Public Library, CA
Henrico County Library System, VA
* *Gayton Branch*
Hillsdale Public Library, NJ
Palm Beach County Libraries, FL
* *Acreage Branch * W. Boynton Branch * Belle Glade*
Queensborough Public Library, NY
* *Bayside Branch*
Sachem Public Library, NY
Wantagh Public Library, NY
West Hartford Public Libraries, CT
* *Bishops Corner Branch * Noah Webster Branch*

School Libraries

West Hartford Public Schools, CT
* *Bristow Middle School*

Medical Libraries

National Library of Medicine, MD

..... And Many More to Come!

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Warehouse:
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National Library Relocations, Inc.

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*“Across the Aisle or Across the Country”
Our Client List Speaks For Itself*

All These Libraries Can't Be Wrong!

2011

Colleges & Universities

Amherst College, MA
Bucknell University, PA
Columbia University, NY
* Science Library * Lehman Library * Business Library * Butler Library
Harvard Medical School, MA
Massachusetts College of Liberal Arts, MA
Princeton University, NJ
Suffolk County Community College, NY
University of Pennsylvania, PA

School Libraries

Brooklyn Friends School, NY
Hauppauge UFSD, NY
Miller Place High School, NY
The Pike School, MA
St. George's School, RI

Medical Libraries

National Library of Medicine, MD

Public Libraries

Bayville Free Public Library, NY
Brooklyn Public Library, NY
* Fort Hamilton
D.C. Public Library
* Tenley Branch * Petworth Branch
Frederick Co. Public Library, MD
* Brunswick Branch
Henrico County Libraries, VA
* Gayton Branch
Irvington Public Library, NY
Merriam-Gilbert Public Library, MA
Palm Beach County Libraries, FL
* Main Library * W. Boynton Branch
Palmer Public Library, MA
Waco-McLennan Public Library, TX
Wilbraham Public Library, MA

Special Libraries

The General Theological Seminary, NY
The Metropolitan Museum of Art, NY
The New York Society Library, NY
Smithsonian Institution Libraries, D.C.
Travis Air Force Base, CA
Westchester County Archives, NY
YIVO Institute for Jewish Research, NY

. *And Many More to Come!*

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

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: # 2 of 5 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)?

Please See Attached

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"/>

Town of Lunenburg

Department of Public Works

John M. Rodriquenz
Director
Tel.: (978) 582-4160
Fax: (978) 582-4152



520 Chase Road
Lunenburg, MA 01462

September, 2013

The attached engineering inspection offers an "engineer's opinion of costs" as a great starting point for a plan to renovate our town Hall.

As with any project of this magnitude, the first step is to acquire the services of an architect. Listed as Design and Inspection Fees: @ \$ 85,000.00. This amount is requested as the first year of a proposed five year plan. Based upon the definitive design we would then budget required amounts yearly. The anticipated overall costs at this very preliminary stage is @ \$ 1,200,000.00

MCKENZIE
ENGINEERING
COMPANY, INC.

May 29, 2013

Town of Lunenburg
Department of Public Works
520 Chase Road
Lunenburg MA 01462

Attn: Jim Breault
Facilities Manager
Department of Public Works

Dear Jim,

On May 16, 2013 I performed a structural inspection of the Old Lunenburg Town Hall located at 17 Main Street. Present at my inspection was Kit Walker and Jim Breault of the Lunenburg DPW. One issue that prompted this inspection was the settlement observed within the last year of the main entrance door requiring the removal and trimming of the bottom of the door to prevent it from rubbing on the threshold.

The building was originally constructed as a barn in the early 1800's and moved to the present site in 1869. It was constructed on a stone foundation that needs some re-pointing. The framing is post and beam with wood pegged connections, most pegs are intact but some were observed to be missing. Basement support columns are wood and many of the columns have structural issues such as bent and structurally inadequate, insect and rot damage and poor footings. It was observed that approximately 20 feet of wood sill on the South side, East end is rotted and needs to be replaced. It was noted that in many areas the floor framing including the joist size, connection type to the supporting beams and the wood beams themselves is inadequate for current code dictated loads, and that many first floor framing members have insect damage in the Northwest corner of the building. It was observed that the cause of the front entrance door settlement is the lack of proper structural support of the floor framing below the front wall, additional columns are required. A detailed analysis of the floor framing and reinforcement plan should be done. It was observed that the entire Northwest corner of the building has settled approximately 2" potentially due to a combination of rot, insect damage and foundation movement; this settlement is visible along the 8x8 plate on the North wall in the attic. The attic roof trusses should be analyzed and may need reinforcement to meet code dictated snow load requirements. Additionally in the attic, the gable end walls, being sheathed with square cut boards are not tight and there is visual evidence this wall leaks water into the building during rain events, daylight can be seen through a majority of the board joints. The exterior of the building needs repairs to trim and flashings and supports to the handicap ramp, and re-pointing and sealing of masonry chimneys. The entire building exterior should be scraped and re-painted after the completion of all exterior work, this will most likely involve remediation of lead paint.

I saw no evidence that the building currently is in danger of structural failure and needs immediate attention. That being said I do recommend that no file storage and no heavy loading of the first floor in the right rear (Northwest corner) be done until all insect and rot damage is repaired in the joists and wall framing in that area.

905 WHITNEY STREET
LEOMINGSTER, MASSACHUSETTS 01453
WWW.MCKENZIEINC.COM
TELEPHONE NO. (978) 537-8210
FAX: (978) 840-4147

McKENZIE ENGINEERING
COMPANY, INC.

Lunenburg Town Hall
May 29, 2013

The following are my "engineer's opinion of cost" for the repair of items mentioned above.

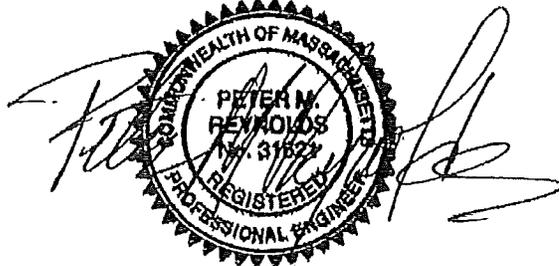
1. Repair of all columns and footings.	25,000.00
2. Misc repairs to foundation.	12,000.00
3. Removal of basement wood floor, pour concrete floor.	50,000.00
4. Repair of rotted wood sills.	25,000.00
5. Reinforcement of floor framing to code requirements.	110,000.00
6. Repair of rot & insect damaged framing NW corner.	35,000.00
7. Reinforcement of attic roof trusses.	35,000.00
8. Re-pointing and sealing of masonry chimneys.	9,000.00
9. Exterior trim and siding repair issues.	220,000.00
10. Scrape and paint exterior, lead remediation	<u>200,000.00</u>
Subtotal:	721,000.00
Design & Insp. Fees:	85,000.00
Contingency 20% +/-	<u>160,000.00</u>
Total Estimated Structural Cost	966,000.00

Additionally the building could use numerous other upgrades such as windows, roofing, potentially a new foundation, electrical and alarm upgrades, interior renovations for accessibility and potentially a sprinkler system.

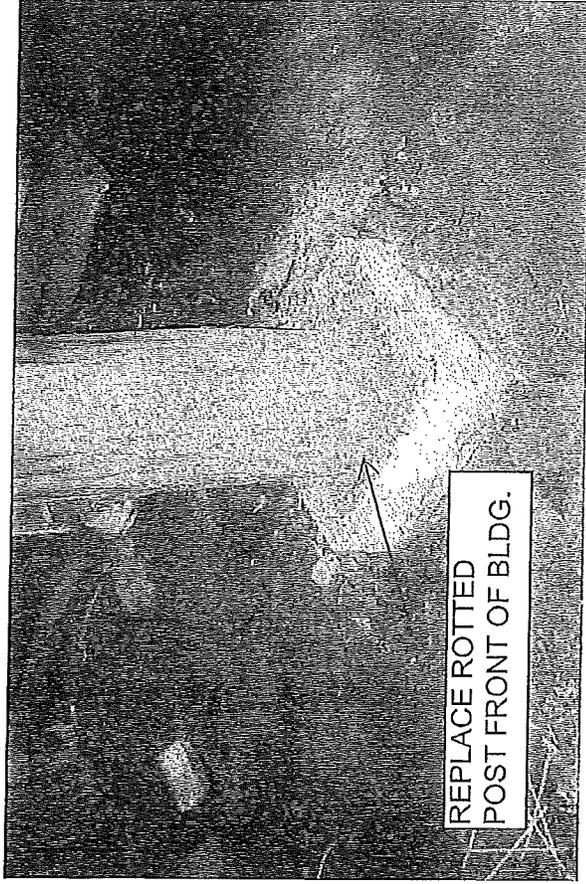
Budget Cost Additional Items: **1,200,000.00**

Please call if you have any questions.

Very Truly Yours,

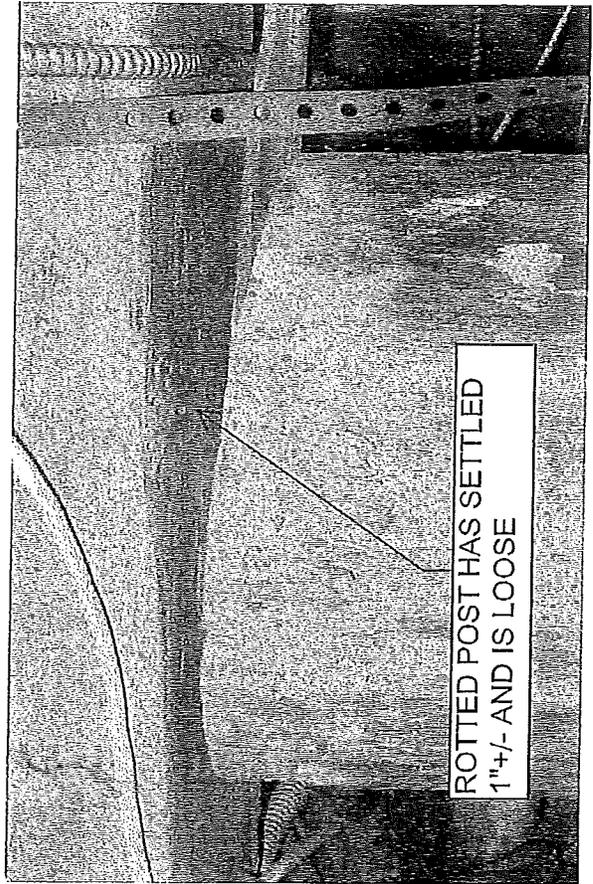


Peter M. Reynolds, P.E.



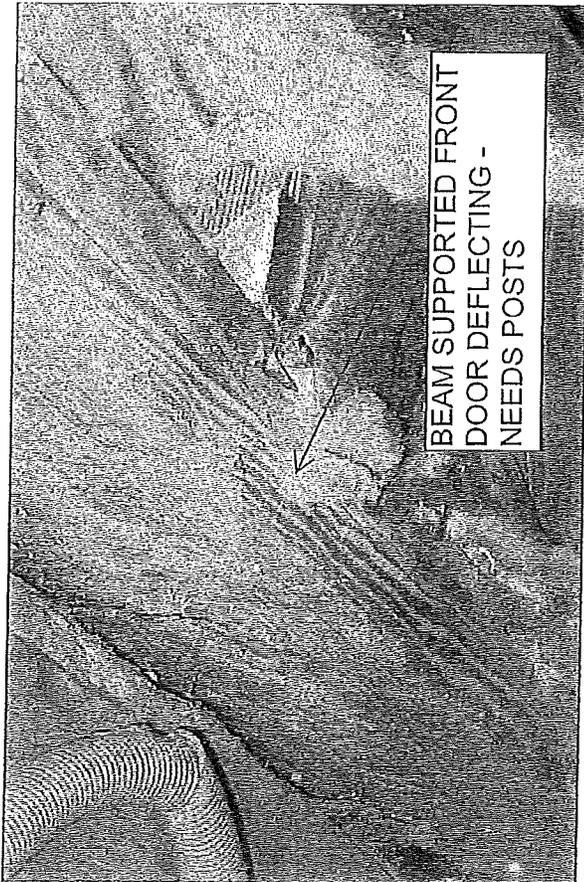
REPLACE ROTTED
POST FRONT OF BLDG.

IMG_4532



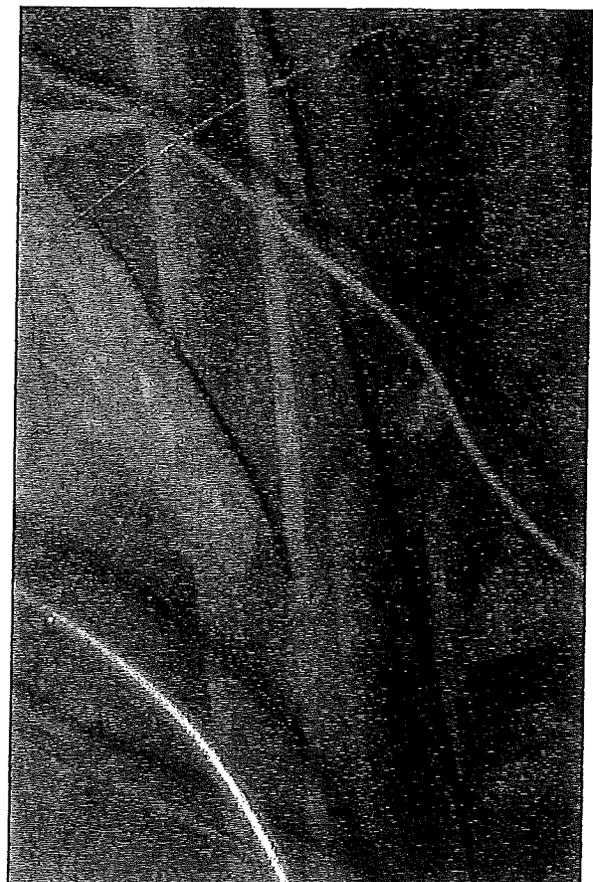
ROTTED POST HAS SETTLED
1" +/- AND IS LOOSE

IMG_4533

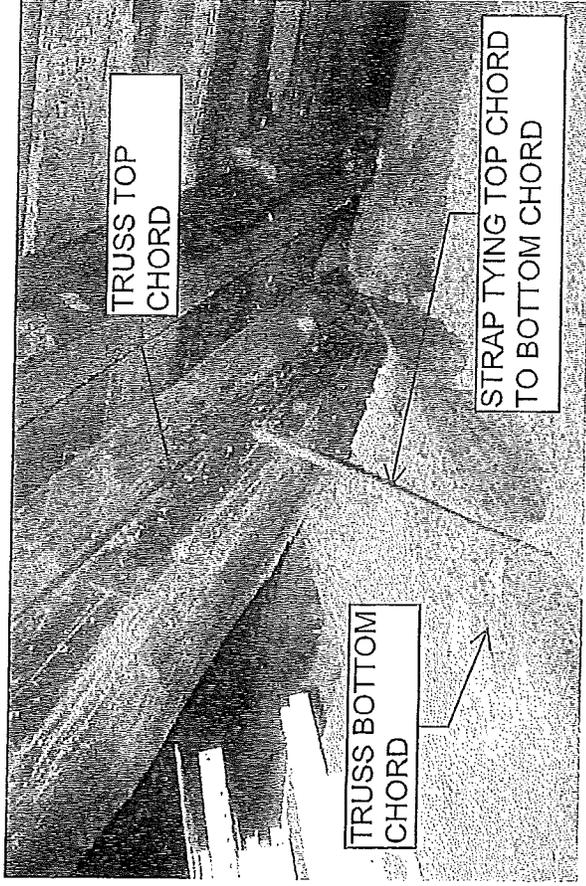


BEAM SUPPORTED FRONT
DOOR DEFLECTING -
NEEDS POSTS

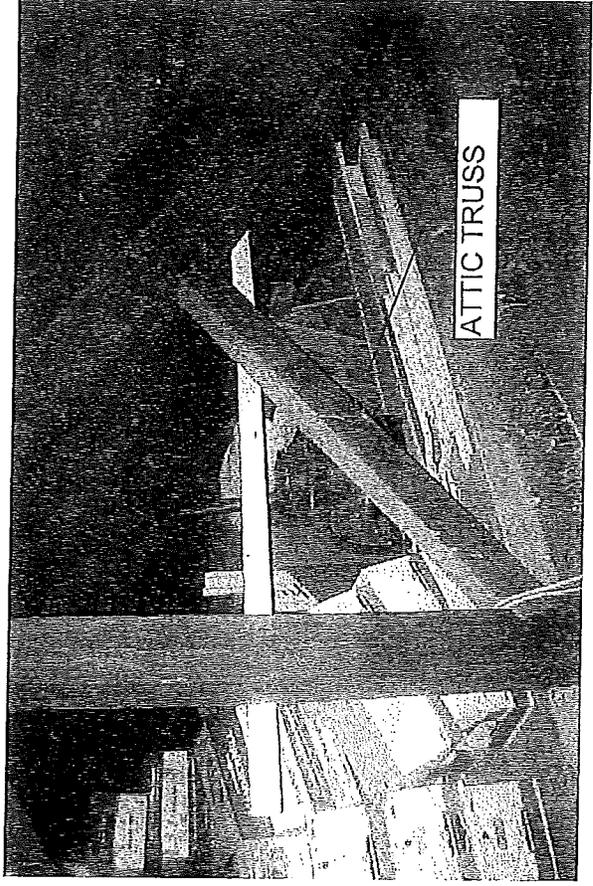
IMG_4534



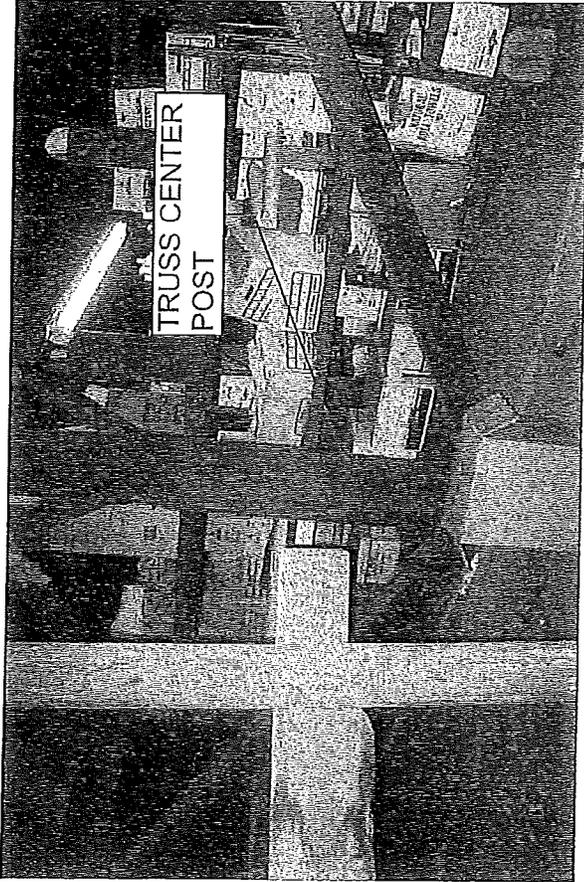
IMG_4535



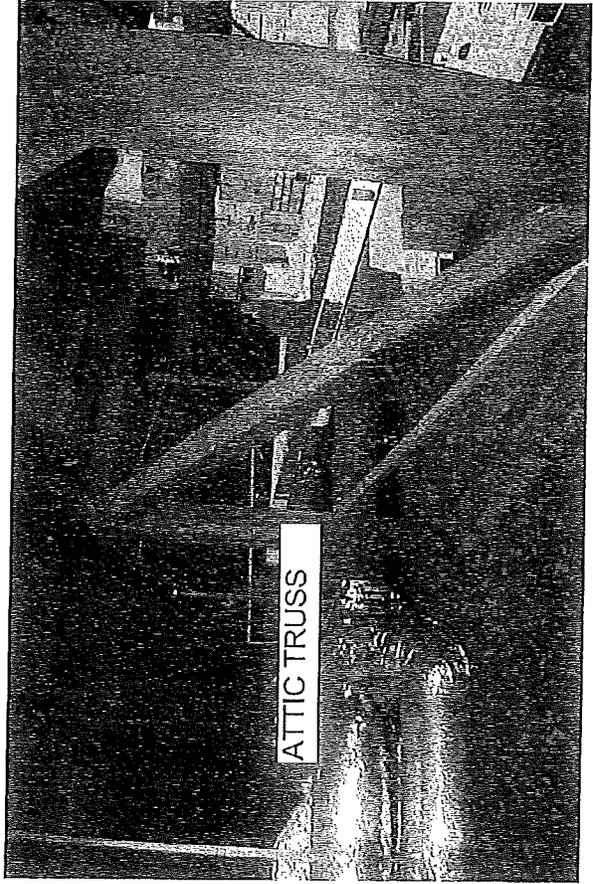
IMG_4536



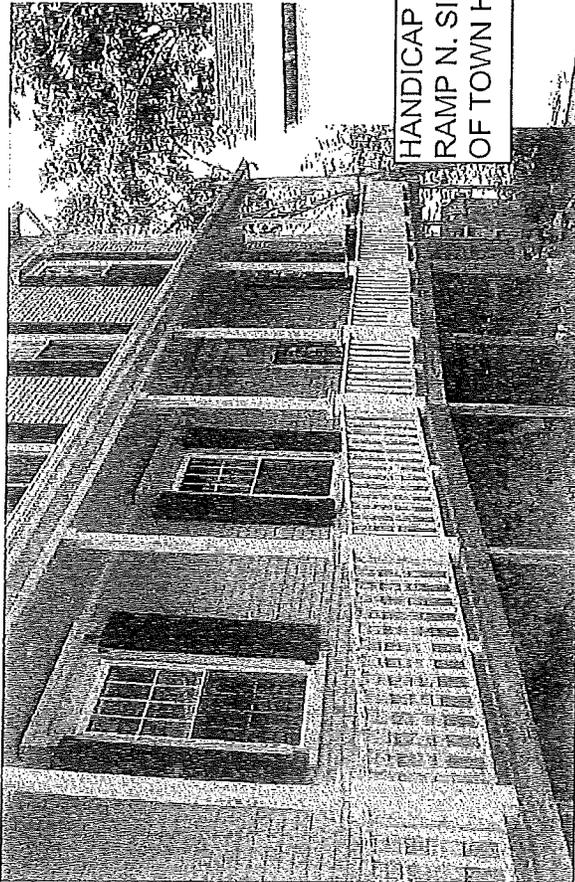
IMG_4537



IMG_4538

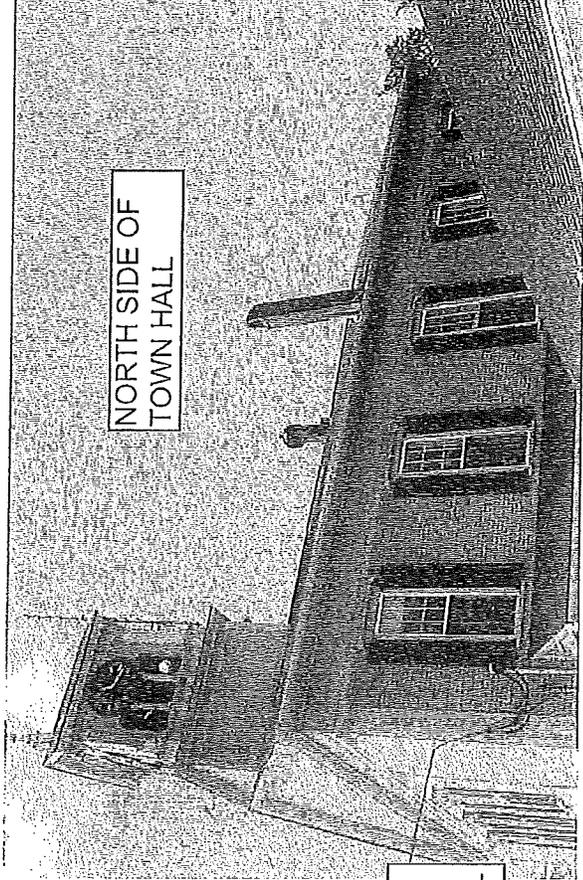


IMG_4539



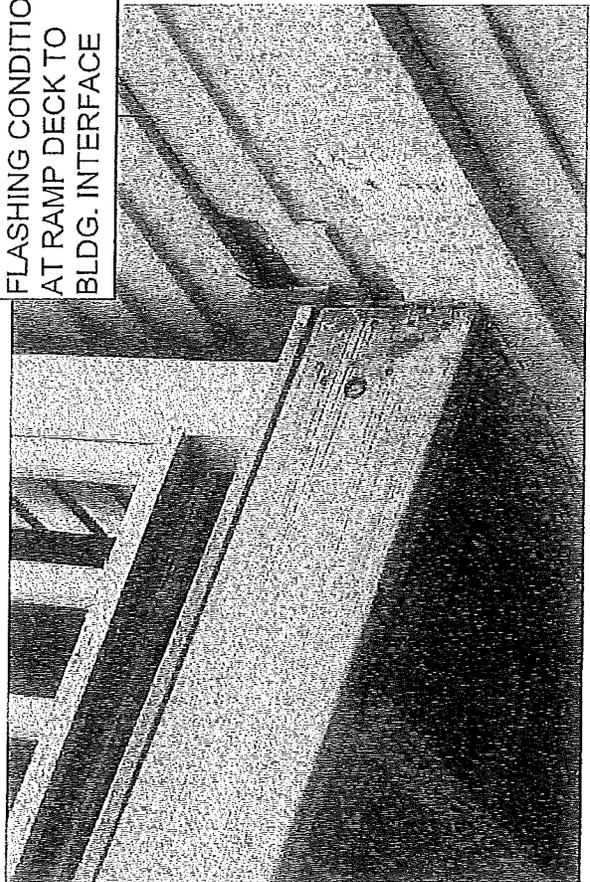
HANDICAP
RAMP N. SIDE
OF TOWN HALL

IMG_4542



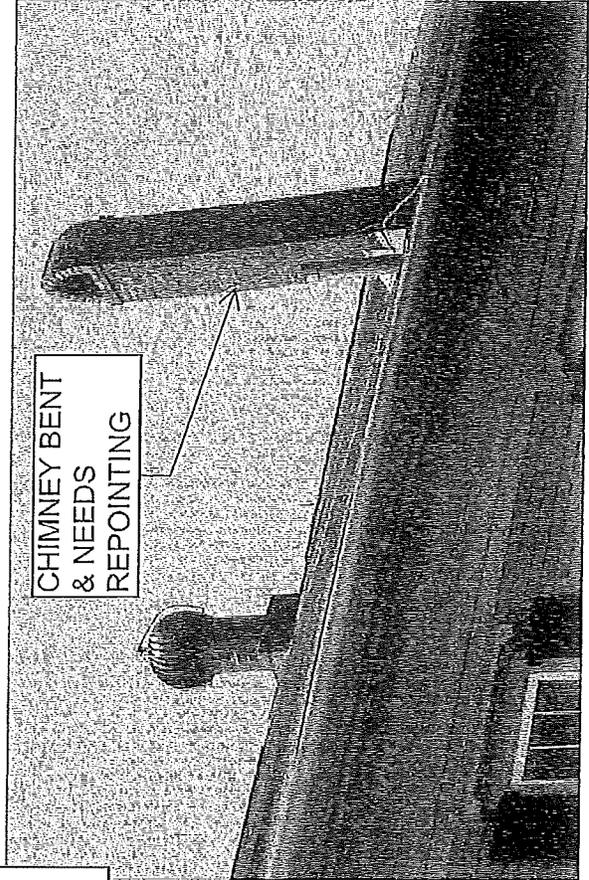
NORTH SIDE OF
TOWN HALL

IMG_4540



EXAMPLE OF THE POOR
FLASHING CONDITION
AT RAMP DECK TO
BLDG. INTERFACE

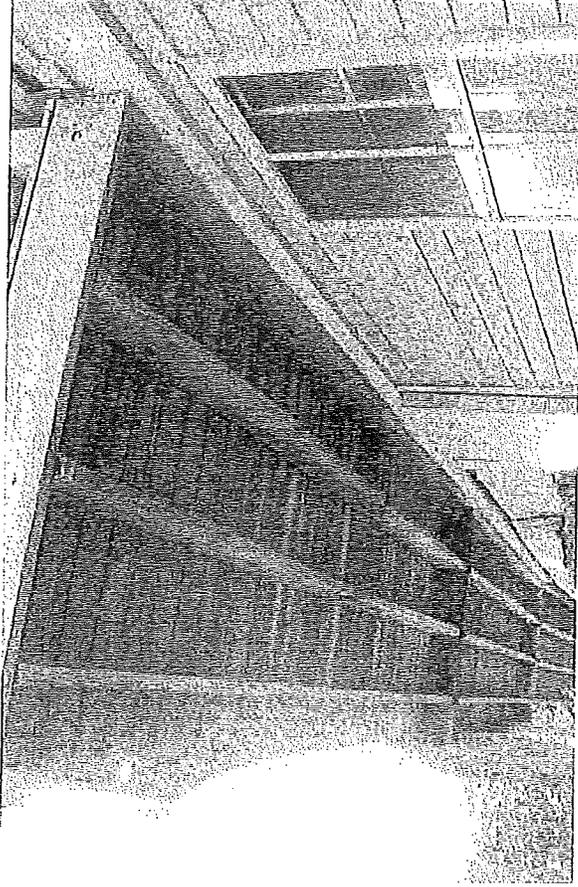
IMG_4543



CHIMNEY BENT
& NEEDS
REPOINTING

IMG_4541

HANDICAP RAMP FROM BELOW



IMG_4544

Capital Requests

Department: Facilities

Year: FY2017

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

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: # 1 of 3 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? old window sash

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

Potential cost savings

Will Above Expenditure Require Additional Space? N/A

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		\$33,000.00	0	June 30,	<input type="text"/>	<input type="text"/>
Financing/Other Costs			1	June 30,	<input type="text"/>	<input type="text"/>
Less Trade In			2	June 30,	<input type="text"/>	<input type="text"/>
Net Purchase Cost			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"/>

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

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: # 2 of 3 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)?

N/a

Will Above Expenditure Require Additional Space? ____ No

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		\$25,000.00	0	June 30,	<input type="text"/>
Financing/Other Costs			1	June 30,	<input type="text"/>
Less Trade In			2	June 30,	<input type="text"/>
Net Purchase Cost			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"/>

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

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: # 3 of 3 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)?

N/a

Will Above Expenditure Require Additional Space? No

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		\$12,000.00	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:		<input type="text"/>	6 Year Total:		<input type="text"/>

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

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: # 3 of 4 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? Same

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

Please See Attached

Will Above Expenditure Require Additional Space? _____

6. Alternatives Reviewed:

Contract Services Out to Private Company

Other: Private Vender

7. Cost Information - Attach three written estimates.

	Per Unit	Total	Cost In Fiscal Year Ending			
			Year			
Purchase Price		\$800,000.00	0	June 30,		
Financing/Other Costs			1	June 30,		
Less Trade In			2	June 30,		
Net Purchase Cost		\$800,000.00	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: _____

9. Justification: Letter attached dated Sept 2013 .

I failed to procure funding of the turf rehab within the overall school project. The need remains.

The project estimate has increased to accommodate for the deterioration of the track surface.

Town of Lunenburg

Department of Public Works

John M. Rodriquenz
Director
Tel.: (978) 582-4160
Fax: (978) 582-4152



*520 Chase Road
Lunenburg, MA 01462*

September, 2013

Three years ago the Park Commissioners met with the Board of selectmen and the Town Manager to inform them of the need to resurface the track and field complex. The timetable that was @ 7 years, 2017.

With positive movement toward a new school building, all involved understand the only viable playing field available during construction will be the turf complex. This increased usage will exacerbate the wear on the surface and make necessary a scheduled rehabilitation of the complex.

The best estimate we have at this time is \$ 770,000.00. The target date is set at 2017.

Meetings are ongoing with the DPW, Park, School, LTAF, and regular users; Youth Soccer and the Lunenburg Youth Football League. We are discussing the possibility of bundling field/track resurfacing with the overall larger amount of the proposed school building project as an alternative to the capital program.

Capital Requests

Department: Facilities

Year: FY2018

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

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: # 1 of 4 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)?

N/a

Will Above Expenditure Require Additional Space? No

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		\$12,000.00	0	June 30,	<input type="text"/>
Financing/Other Costs			1	June 30,	<input type="text"/>
Less Trade In			2	June 30,	<input type="text"/>
Net Purchase Cost			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"/>

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

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: # 2 of 4 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 need to be trained on the new system.

Will Above Expenditure Require Additional Space? No

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	\$ 12,000.00		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. Justification: _____ To upgrade to a newer web based system that is supported.

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

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: # 3 of 4 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)?

N/a

Will Above Expenditure Require Additional Space? No

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		\$12,000.00	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:		<input type="text"/>		6 Year Total:	<input type="text"/>

8. Manufacturer/Vendor Warranties Provided: _____

9. Justification: _____ To preserve building interior walls.

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

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: # 4 of 4 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 need training on new system.

Will Above Expenditure Require Additional Space? No

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	\$12,000.00		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. Justification: _____ To upgrade system to a web based supported system. _____

Capital Requests

Department: Facilities

Year: FY2019

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

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: # 1 of 2 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)?

N/a

Will Above Expenditure Require Additional Space? No

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		\$18,000.00	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:		<input type="text"/>	6 Year Total:		<input type="text"/>

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

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: # 2 of 2 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)?

N/a

Will Above Expenditure Require Additional Space? No

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		\$11,000.00	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:		<input type="text"/>	6 Year Total:		<input type="text"/>

8. Manufacturer/Vendor Warranties Provided: _____

9. Justification: _____ For better safety and sanitation.

Capital Requests

Department: Facilities

Year: FY2020

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

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: # 1 of 2 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)?

N/a

Will Above Expenditure Require Additional Space? ___ No

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		\$35,000.00	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:		<input type="text"/>	6 Year Total:		<input type="text"/>

8. Manufacturer/Vendor Warranties Provided: _____

9. Justification: _____ Future use and energy savings.

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

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: # 2 of 2 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)?

N/a

Will Above Expenditure Require Additional Space? No

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		\$11,000.00	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:		<input type="text"/>	6 Year Total:		<input type="text"/>

