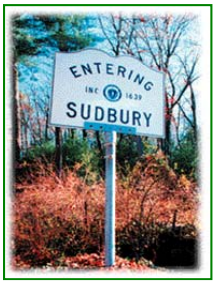
Town of Sudbury

FY13 Capital Budget Request

November 1, 2011



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Transmittal Letter

Town of Sudbury
Town Manager's Office
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3381
Maureen G. Valente, Town Manager
Townmanager@town.sudbury.ma.us
http://www.town.sudbury.ma.us

To: Honorable Capital Improvement Planning Committee
From: Maureen G. Valente, Town Manager
Date: November 1, 2011

It is my pleasure to transmit to your committee the Town Manager's Preliminary FY13 Capital Budget request for the Municipal Government and Sudbury Public Schools (SPS) of the Town of Sudbury. The development of the annual Capital Budget request begins with a solicitation from the Town Manager to all departments and committees to prepare and submit capital requests so that she can determine and submit an overall budget request that is coordinated among departments and represents the highest priority needs of the Town for the next year.

The attached capital budget request for FY13 has two components: cash capital, funded by general fund revenues, and non-cash capital, which if approved would require funding sources such as a debt or capital exclusion, the community preservation fund, grant funds, Enterprise funds, or a combination of these sources.

Cash Capital: As always, the total requests exceed the estimated general fund cash revenues available for this purpose. To assist me in developing my overall capital budget request for FY13, I asked for recommendations from those department heads who had submitted projects. Maryanne Bilodeau, Asst. Town Manager/HR Director, coordinated the analysis and development of recommendations. This year we have ranked all the submissions with priorities of 0 through 2. Priority 0 is reserved for all ongoing lease obligations, which for FY13 total $241,250 (excluding $4,560 funded by Enterprise funds) or approximately 45% of last year's total capital budget. All other submissions are ranked higher (1) to lower (2), based on the group's overall assessment of needs for the Town in FY13.

Level 1 rankings total $354,207, which is over last year's amount of $297,697 ($538,947 less $241,250 for ongoing leases). In the Level 1 request, I continue to allocate funds to general building improvements so that the Town has the ability to address building needs which emerge during the year as the highest priority.

Level 1 includes replacing worn out vehicles in the DPW's rolling stock inventory with new lease requests for a Bombardier Tractor and a 6 Wheel Sander. Two other vehicles are requested: the Fire Department is requesting a first response command vehicle, and the DPW is requesting funds to convert an existing GMC G-Quip sweeper to a more versatile utility truck.

The Police Department has critical needs to replace their Dispatch Console and upgrade their telephone system in preparation for joint dispatch operations. These items are also included in Level 1. The

current console is no longer supported by Motorola. The console is the primary link for dispatch to cars in the field. If there is a breakdown repairs would have to be made with increasingly hard to find used parts. New IP based phones are needed to connect the current Police phones with the current system used by the Fire Department, and a Fire Alarm Monitor Receiver is needed for joint dispatch to monitor fire alarm boxes throughout the Town.

There are three Level 1.5 requests, which were especially difficult to pull out from the Level 1 requests. They total an additional $49,498 and include several items: an E-mail Archiving system which is crucial for us to comply with the Public Records Law; a generator for the Fire Department's Goodman's Hill radio site to ensure emergency communications continuity in the case of lengthy electrical outages; and a replacement for the heavily used printer/copier in the Selectmen's office.

This report also documents eleven Level 2 requests totaling $341,000 (excluding one half of the cost of a new landscape tractor lease that could be 50% funded by Enterprise funds). This group includes funding the Fire Department's completion of items identified by the Division of Occupational Safety, three new leases for the DPW's fleet maintenance program, telephone system upgrades for the Library and DPW, a new landscape tractor lease (50% cost share), a new pickup truck and storage building for Parks and Grounds, and inside/outside door and flooring replacements for Sudbury Public Schools. Although I view all of these as extremely important capital items, budget limitations may require their postponement to a future year.

Non-Cash Capital. The 1A, 1B and 1C rankings, which total $3,868,446, are recommended projects that would use other sources of funding, such as Bonding/Capital Exclusion, grants or CPC Funds.

The 1A grouping includes all of the roof repair/replacement items requested for FY13. These include the most pressing items identified in the 2010 Russo-Barr Roof Condition Survey and the rooftop Natatorium dehumidification and heat recovery unit identified for replacement in the 2009 Energy Audit. I am recommending these combined items be put forward in a separate Town Meeting Warrant Article proposed for $990,446 in Capital Exclusion funding. The 1A group also includes $22,000 to cover the Town's costs associated with the Fire Department's $216,168 grant request to FEMA for new Self-Contained Breathing Apparatus. The Staff Committee ranked this as 1A in order to emphasize the importance of having the required Town funding available if the grant request is successful. We expect to hear from FEMA on this request prior to Town Meeting.

The Staff Committee assigned a 1B ranking to projects that will request funding from the Community Preservation Committee. Totaling $356,000 these include a Town Hall Design Study proposed by the Building Department, additional Walkway Construction proposed by the Planning and Community Development Department, and the Conservation of Additional Town Records proposed by the Town Clerk.

The two large projects ranked 1C are candidates for bonding. Estimated at $1,000,000, the Route 20 Sewer Project Design & Permitting Phase will enable the Town to move forward with planning the system, including the sizing and process of the treatment plant, and the layout of the distribution system. And the $1,500,000 Town Center Traffic Improvements project will fund the final engineering design, contract document preparation and construction of traffic improvements to the Town Center.

The Town has moved carefully and methodically through this project in order to balance competing needs and interests in the historic town center. The final plan reflects the community objectives determined during the public processes of the Sudbury Center Improvement Advisory Committee, as enumerated in their final report dated March 2008.

In summary, in terms of CIPC funding, I am recommending that the existing leases be paid. Also, although the Level 1 projects total exceeds the amount we expect to be available, we believe they are critical. We will continue to look at alternatives to fund these projects to bring the total request in line with expected available CIPC dollars. I will give you a further update as to my Final FY 13 Capital Budget.

The table below summarizes the various Staff Committee priority levels and funding sources. The following page summarizes all of the FY13 project requests with their assigned priorities.

I want to thank the Department Heads for their participation, cooperation and dedication to this process, which is a hallmark of Sudbury Town government. I look forward to meeting with you, along with the Department Heads, to present these projects to you.

Very truly yours,

Maureen G. Valente
Town Manager

CC: Anne S. Wilson, Ph.D., Superintendent of SPS

Staff Priority*	Funding Source					
	CIPC	Cap Excl	CPA	Bond	Enterpr.	Total
0	241,250				4,560	245,810
1	354,207					354,207
1.5	49,498					49,498
1A	22,000	990,446				1,012,446
1B			356,000			356,000
1C				2,500,000		2,500,000
2	341,000				8,600	349,600
Total	1,007,955	990,446	356,000	2,500,000	13,160	4,867,561

*Note: During Senior Manager's discussions, the items listed here as Level 1.5 were temporarily assigned priority 2A; the subsequent change to 1.5 was made to facilitate sorting and better reflect their position in the priority hierarchy.

Projects Requested for Funding in FY13

Project Listing by Staff Committee Priority

Department	Project	Acq Type*	R/NR	Just	FY13 Dept. Request	Dept. Priority	Staff Comm Priority	Possible Funding Source
Highway	Ongoing Equipment Leases	OL	R		228,343	0	0	CIPC
Park & Rec	2010 John Deere Tractor (Unit PR-6) @ 50% Share	OL	R		4,560	0	0	Enterpr.
Parks & Grounds	2010 John Deere Tractor (Unit PR-6) @ 50% Share	OL	R		4,560	0	0	CIPC
Parks & Grounds	2011 Chevy Pickup (Unit PR-2)	OL	R		8,347	0	0	CIPC
					245,810	**Priority 0 Subtotal**		
Building	Various Building Improvements	NP	R	B	35,000	4	1	CIPC
Fire	Car 2 Replacement	NP	NR	A	40,000	1	1	CIPC
Highway	1984 Bombadier (Unit #21)	NL	R		30,400	1	1	CIPC
Highway	1988 Mack Sander 6-Wheel (Unit #4)	NL	R		29,000	2	1	CIPC
Highway	Conversion on GMC G-Quip (Unit #36)	NP	R		50,000	3	1	CIPC
Police	Radio Base Replacement	NP	NR	A	61,408	1	1	CIPC
Police	IP Phones and Fire Alarm Monitor Receiver	NP	NR		43,399		1	CIPC
SPS	Noyes Switch Gear Replacement	NP	NR	B	65,000	1	1	CIPC
					354,207	**Priority 1 Subtotal**		
Fire	Goodmans Hill Radio Site Generator	NP	NR	A	13,000	4	1.5	CIPC
Info Systems	Email Archiving	NP	NR	A	16,500	1	1.5	CIPC
Selectmen	Ricoh Multifunction Color Copier/Printer	NP	NR	A	19,998	1	1.5	CIPC
					49,498	**Priority 1.5 Subtotal**		
Building	Natatorium Dehumidification & Heat Recovery Unit	NP	NR	B	250,000	1	1A	Cap Ex
Building	Fairbank Center Roof Area No. 2	NP	NR	B	38,000	2	1A	Cap Ex
Building	Fairbank Center Roof Areas 3, 4 & 6	NP	NR	B	491,100	3	1A	Cap Ex
Building	DPW Highway Office & Garage Roof Replacement	NP	NR	B	101,346	6	1A	Cap Ex
Fire	FEMA Grant Coverage	NP	NR	A	22,000	2	1A	CIPC
SPS	Capital Roof Repairs (4 schools)	NP	R	B	110,000	4	1A	Cap Ex
					1,012,446	**Priority 1A Subtotal**		
Building	Town Hall Design Study	NP	NR	B	50,000	5	1B	CPA
Planning	Walkway Construction	NP	NR	A	200,000	3	1B	CPA
Town Clerk	Conservation of Additional Town Records	NP	R	B	106,000	1	1B	CPA
					356,000	**Priority 1B Subtotal**		
Planning	Route 20 Sewer Design & Permitting	NP	NR	C	1,000,000	1	1C	Bond
Planning	Town Center Traffic Improvements	NP	NR	A	1,500,000	2	1C	Bond
					2,500,000	**Priority 1C Subtotal**		
Fire	Division of Occupational Safety Listed Items	NP	NR	A	15,000	3	2	CIPC
Highway	1991 Mack Dump 6-Wheel (Unit #11)	NL	R		29,000	4	2	CIPC
Highway	1988 Bombadier Tractor (Unit #33)	NL	R		30,400	7	2	CIPC
Highway	2000 Chevy 1 Ton Dump Truck (Unit #29)	NL	R		11,000	8	2	CIPC
Info Systems	Telephone System Upgrade DPW	NP	R	C	37,000	2	2	CIPC
Library	Telephone System Upgrade	NP	R	C	20,000	1	2	CIPC
Park & Rec	Tractor (Unit PR-7) @ 50% Share	NL	R		8,600		2	Enterpr.
Parks & Grounds	Tractor (Unit PR-7) @ 50% Share	NL	R		8,600	5	2	CIPC
Parks & Grounds	1/4 or 1 Ton Pick-up Truck	NP	NR		40,000	6	2	CIPC
Parks & Grounds	Storage Building	NP	NR		80,000	9	2	CIPC
SPS	Curtis Inside/Outside Door Replacement	NP	R	A	20,000	2	2	CIPC
SPS	Flooring (5 schools)	NP	R	A	50,000	3	2	CIPC
					349,600	**Priority 2 Subtotal**		
					4,867,561	**Grand Total**		

*Acquisition Type: NP=New Purchase; NL=New Lease; OL=Ongoing Lease

Departmental Summary

Department	Staff Committee Priority							Total
	0	1	1.5	1A	1B	1C	2	
Building		35,000		880,446	50,000			**965,446**
Fire		40,000	13,000	22,000			15,000	**90,000**
Highway	228,343	109,400					70,400	**408,143**
Info Systems			16,500				37,000	**53,500**
Library							20,000	**20,000**
Park & Rec	4,560						8,600	**13,160**
Parks & Grounds	12,907						128,600	**141,507**
Planning					200,000	2,500,000		**2,700,000**
Police		104,807						**104,807**
Selectmen			19,998					**19,998**
SPS		65,000		110,000			70,000	**245,000**
Town Clerk					106,000			**106,000**
Total	**245,810**	**354,207**	**49,498**	**1,012,446**	**356,000**	**2,500,000**	**349,600**	**4,867,561**

CIPC Hearing Schedule

FY13 CIPC Budget Hearings
Department Meetings with CIPC

Wednesday, December 14, 2011 – DPW Conference Room

Library – Esme Green (1)	7:00 pm
Streets/Parks/Rec – Bill Place (12)	7:15 pm
Fire – Bill Miles (4)	8:00 pm
Buildings – Jim Kelly (6)	8:30 pm

Thursday, December 15, 2011 – Flynn/Silva Conference Room

Selectmen – Mary McCormack (1)	7:00 pm
Info Systems – Mark Thompson (2)	7:15 pm
SPS-Mary Will/Joe K. (4)	7:30 pm
Police Technologies– Rick Glavin (2)	8:00 pm
Town Center/Sewer – Jody Kablack (2)	8:30 pm
Doc. Preserv.-Rosemary Harvell (1)	8:45 pm

Presenters will be asked to discuss in brief the need for requested items/projects. Also, please be prepared to explain pricing/quotations obtained, equipment/option features, and residual use (if any). You are invited to bring photos or other exhibits.

FY13 Project Descriptions

Building Department

Fairbanks Community Center Natatorium – Dehumidification and Heat Recovery Unit

Estimated Total Project Cost: _____$250,000_____

Estimated Future Savings: _____$33,754/year_____

Estimated Incremental Costs: _____$33,754 (lost savings)__

Staffing Changes: _____none_____

Justification Code: _B__ R or NR: ___NR__ Priority: _1_____

Project Description:

Replacement of existing pool fresh air and dehumidification system. (See attached Energy Audit.)

Justification and Need:

Existing Natatorium dehumidification and heating unit is 25 years old and its internals are rusted and dysfunctional. There is no automatic heat recovery nor humidification control functions.

Benefit:

Proper operation of the pool dehumidification system. Energy savings is estimated to be $33,754/year

Alternatives Considered/ Reasons for Rejecting Alternatives:

None

Consequences of Not Implementing/ Delaying Implementation:

Complete system failure and need for emergency repair, missing opportunity for saving energy.

Other Pertinent Background Information:

Building Department is in the process of hiring consultant engineer to prepare plans and specifications for the mechanical, electrical, and structural systems for the roof top unit. The engineering consultant will provide the Town with an accurate cost estimate that will be based on final design plans.

Energy Audit

Fairbank Center
40 Fairbank Road
Sudbury, MA 01776

Prepared for:
Massachusetts Department of Energy Resources
Energy Audit Program

Prepared by:
Russell Friend PE
Facility Energy Consultants, LLC
800 Purchase Street, Suite 314
New Bedford, MA 02740

FEC Project No.: F09-016-04

Report Date: June 23, 2009

• Cincinnati • Chicago • New Bedford, MA

5 Energy Conservation Measures

5.1 ECM Summary

FEC has identified 11 Energy Conservation Measures (ECMs) for this property. The following table summarizes these ECMs in terms of description, the initial investment required to implement these ECMs and their impact on energy and cost savings.

Proposed ECMs			Effect on connected electrical load (kW)	Annual Energy Usage								Annual Reduction in Greenhouse Gas (CO_2) Emissions (Tons)	Annual Savings	Simple Payback (years)
				Existing			Savings with ECM			% Reduction				
				KWh	MMBTU		KWh	MMBTU		KWh	MMBTU			
#	Description	Installed Cost			Primary Fuel	Backup Fuel		Primary Fuel	Backup Fuel					
1	Vending Machine Timer	$875	0.23	6,570			1,971			30.0%		0.84	$369	2.4
2	Replace Refrigerator	$1,950	0.41	4620			3,555			76.9%		1.51	$665	2.9
3	Replace Water Heater	$1,000	0.25	2,157			2,157			100.0%		0.91	$278	3.6
4	HVAC Pump VFDs	$5,600	0.91	16,785			4,096			24.4%		1.74	$766	7.3
5	DCV in Gym	$1,500	0.00		93			15			15.9%	0.78	$222	6.8
6	VFDs on Gym AHU	$5,600	1.20	8,206			5,391			65.7%		2.29	$1,008	5.6
7	Relocate A/C Unit	$800	1.70	3,500			1,700			48.6%		0.72	$318	2.5
8	Pool Lightning	$8,400	3.12	36720			15,912			43.3%		6.75	$2,976	2.8
9	Premium Efficiency Pump Motors	$2,000	0.57	47,314			4,997			10.6%		2.12	$935	2.1
10	Pool Pump VFDs	$8,000	0.85	64,902			7,405			11.4%		3.14	$1,385	5.8
11	Replace Rooftop Economizer	$140,000	1.49	130,646	6,402		13,065	2087		10.0%	32.6%	116.17	$33,754	4.1
	Total	$175,725	10.71	321420	6,402		60,249	2102.2	0	18.7%	32.8%	136.96	$42,674	4.1

If these ECMs are implemented, the Fairbank Center can potentially save approximately $42,674 per year with an investment of $175,725.

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5.2.11 Replace Pool Rooftop Packaged Economizer Unit

Internal space of pool rooftop unit

The pool rooftop heating unit is designed to remove latent and sensible heat from the warm moist air being exhausted and transfer it to the conditioned outside air taking its place. The unit appears to use pressure provided from the intake and exhaust fans to force the intake and return air through an air to air heat exchanger. Water condensed out of the exhausted air is captured in the unit. According to the equipments design specifications, the unit was capable of 73% heat exchange efficiency at design conditions.

Upon inspection of the unit and with discussions with the building operators, it is clear that the original damper controls are not functioning and allowing the supply and return air streams to enter and exit the unit without passing through the heat exchanger. The unit itself is in fair condition.

One option would be to have the units control sequence and damper actuators fixed so the unit can operate as intended.

Another option would be to replace the unit with a new rooftop pool economizer.

Recommendation: Due to its age, it is recommended that the unit be replaced. The energy savings from both electricity from fan motor control as well as thermal efficiency from the economizer would be significant with a new unit.

Cost to implement	$140,000.00	Est. annual cost savings	$33,754.00	Payback period	4.1 years

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Replace Rooftop Economizer

Assumptions:

Total Annual Consumption (2008 natural gas)=	64,020	therms			
Summertime consumption = Hot water demand	1500	therms			
HVAC load for facility except pool @ 40 kbtu/sf =	11230	therms			
Rooftop unit electric demand w/20 and 15 HP blower motors= 35 HP =	130,646	kWh/yr			
		mo/yr			
Annual Hot Water Demand (therms)=	1,500 *		12 =	18000	
Total non-pool HVAC consumption (therms)=	11230 +		18000 =	29230	
Total Pool HVAC consumption (therms)=	64,020 -		29230 =	34,790	

From the existing design specs call for 73% recovery at design
No controls are not working and all dampers are in full
open position. Energy recovery is estimated at less
than 10%

New energy recovery units: Derate of typical recovery due to	60% *		34,790 =	20874	therms/yr
incomplete latent heat recovery at non-design conditions = 60%				$1.50	therm
			=	$31,311	
Electrical savings with fan motor controls ~10%	13064.6	kWh			
Electrical energy savings	$ 2,443				

Capital Cost:	**$ 140,000**
Annual Savings:	**$ 33,754**
Simple Payback:	**4.1**

Fairbank Center Roof Area No. 2

Estimated Total Project Cost: ___$38,000_____

Estimated Future Savings: _____N/A_____

Estimated Incremental Costs: ____N/A_____

Staffing Changes: ___N/A_____

Justification Code: _B__ R or NR: _N/R____ Priority: ___2__

Project Description:

Replace 2700 square feet of 25 year old stone ballasted EPDM roofing at the Fairbank Center over the pool lobby. See attached Roof Condition Survey.

Justification and Need:

Roof will be 25 years old in fiscal year 13

Benefit:

Prevent deterioration of building and leaks that cause damage to the structure and the inside finishes.

Alternatives Considered/ Reasons for Rejecting Alternatives:

Consequences of Not Implementing/ Delaying Implementation:

Deterioration of building

Other Pertinent Background Information:

The roof replacement is a complete removal and replacement with an adhered 60-mil reinforced PVC roof membrane system to include new roof insulation flashings, edge metal and a 20 year manufacturer's warranty. See attached Roof Condition Survey.

Fairbank Roof Replacement – Areas 3, 4 and 6

Estimated Total Project Cost: _____$491,100_____

Estimated Future Savings: _____N/A_____

Estimated Incremental Costs: ___N/A_____

Staffing Changes: ____None_____

Justification Code: __B__ R or NR: __NR___ Priority: __3____

Project Description:

Replace the EPDM roofs (area Nos. 3, 4, 6) - See attached Roof Condition Survey

Justification and Need:

This is a complete removal and replacement with an adhered 60-mil PVC roof membrane as described in attached roof survey.

Benefit:

Prevent leaks and deterioration of building structure and finishes.

Alternatives Considered/ Reasons for Rejecting Alternatives:

Submit project at Town Meeting as a separate article.

Consequences of Not Implementing/ Delaying Implementation:

Building deterioration

Other Pertinent Background Information:

See attached Roof Condition Survey for Fairbank Complex

ROOF CONDITION SURVEY

for

Town of Sudbury

Fairbank Complex
40 Fairbank Road
Sudbury, Massachusetts

September 30, 2010

RBA Project No. 201056.00

Prepared by:

RUSSO·BARR
ASSOCIATES

33 Center Street, 2nd Floor
Burlington, MA
tel: 781-273-1537
fax: 781-273-1695

EXECUTIVE SUMMARY

Fairbank Complex Roof
40 Fairbank Road
Sudbury, Massachusetts

General Roof Description

The roof area of the entire building is approximately 42,550 square feet (SF).

- Two low-sloped roof areas contain approximately 13,350 SF of stone ballasted EPDM roofing, labeled Roof Area Nos. 1 & 2 on the roof plan. Roof Area No. 1 (10,650 SF) is over the Pool. Roof Area No. 2 (2,700 SF) is over the lobby/electric rooms. Roof Area Nos. 1 & 2 reportedly were installed as new construction in 1987 (currently 23 years old).

- Three low-sloped roof areas contain approximately 20,600 SF of adhered EPDM roofing, labeled Roof Area Nos. 3, 4, & 6 on the roof plan. Roof Area Nos. 3 & 4 (18,700 SF) are over the school administration & recreation department offices. Roof Area No. 6 (1,900 SF) is over the kitchen. Roof Areas 3, 4, & 6 reportedly were installed as a "go-over" application (installed over the original roofing system) in 1990 (currently 20 years old).

- One general steep-sloped roof area contains approximately 8,600 SF of shingle roofing, Roof Area No. 5 labeled as Roof Area Nos. 5A, 5B, 5C and 5D on the roof plan. This roof area is over the Senior Center and Gymnasium. Roof Area 5A (4,300 SF) contains 21 year old shingle roofing applied to a 3" thick nailable rigid board roof insulation that is mechanically attached to a steel roof deck. Roof Area 5B (1,000 SF) contains 21 year old shingle roofing applied to plywood roof decking. Roof Area 5C (1,200 SF) contains 21 year old shingle roofing applied to tongue and groove wood plank roof decking. Roof Area 5D (2,100 SF) contains 5 year old shingle roofing reportedly installed over the original bituminous built-up roof membrane that is attached to the tongue and groove wood plank roof decking.

Roof Observations/Issues

The roofing systems that exist at this location are in good to fair to poor condition. Leaks are reported to occur in various locations; water stains were observed on ceiling tiles and at exposed undersides of roof decking. Numerous previous repairs to the roofing systems were observed; some are failing. Numerous areas of ponding water on the EPDM roof surfaces were observed. Various locations of soft/spongy conditions were observed on the EPDM roof areas (when walked upon), indicating the possibility that the underlying rigid board roof insulation and associated components (fasteners & wood blocking) are wet. Deterioration of EPDM seams was observed. Flashing deterioration was observed. Low base flashing height was observed. Fragmented and cracked stone ballast was observed. Deterioration of shingles was observed along with many previous repairs implemented with roofing cement (now cracked and split open). Portions of plywood roof decking at the shingle roofing have failed and have popped-up exposing the roof deck.

The Town hopes to improve the thermal resistance of the sloped shingle roof areas. Currently, Roof Area 5A, an obvious addition to the building, includes rigid board roof insulation above the roof deck bringing the thermal resistance of that area of roof to approximately R=20. Roof Area 5B, part of the addition intended to blend Roof 5A into 5C, includes an estimated thermal resistance rating of approximately R=6. Roof Areas 5C and 5D, part of the original gymnasium building, includes an estimated thermal resistance rating of approximately R=6.

Additional Observations/Issues

Rusting was observed at the exposed sheetmetal ductwork and sheetmetal curbs of some rooftop units. Deteriorated conditions of wood elements (fascia, soffit, siding, window frames) were observed including peeling paint and rot. Cracks were observed in the masonry chimney. Deteriorated conditions of the acrylic domes of some skylights were observed. Deteriorated conditions of the insulated translucent panel skylights (at the shingle Roof Area 5A and over the main entrance) were observed. The roof hatch located on Roof No. 2 is very close to the roof edge, presenting a safety issue.

Corrective Recommendations

The following recommended work Estimated Construction Costs are broken down as follows. Reference is made to the "Recommended Roof Repair and Replacement Spreadsheet" located in the Master Executive Summary Report, for the recommended work year Estimated Construction Costs.

1. Replace the steep-sloped shingle roofing (Roof Area No. 5 - Roof Area Nos. 5A, 5B, 5C and 5D at 8,600 SF) and the low-sloped stone ballasted EPDM roofing (Roof Area No. 2 at 2,700 SF) in **year 2010**.

   The low-sloped roof recommendation (Roof Area No. 2) is complete removal ("tear-off" application) and replacement with an adhered 60-mil reinforced PVC roof membrane system to include new rigid board roof insulation (tapered as necessary so as to achieve positive drainage; R-value to meet stretch energy code), flashings, edge metal, roof drainage system, snow guards, repairs to deteriorated roof decking, and a roofing manufacturer's 20-year full system labor and material warranty.

   The steep-sloped recommendation (Roof Area No. 5) is to remove all shingle roofing, including the more recently installed roofing over Roof Area 5D, down to the roof deck (in the case of Roof Area 5A, down to the existing rigid board roof insulation). Roof Area 5D does not require renovation at this time but in order to improve thermal performance and avoid irregular appearance and detailing and to maintain watertightness, replacement is recommended. Roof Area 5A should receive new plywood sheathing (over the existing rigid board roof insulation) and shingle roofing. Roof Area 5B should receive new plywood sheathing and shingle roofing and should have new thermal insulation installed in the confined space below the roof deck. Roof Areas 5C and 5D should receive new nailable rigid board roof insulation and shingle roofing.

Estimated Construction Cost

The recommended work estimated construction cost is broken down as follows.

- Replace 8,600 SF of roof area (Roof No. 5) broken down as follows:
  5A: Replace shingles, add sheathing: 4,300 SF x $9.00 = $ 38,700
  5B: Replace shingles, add sheathing: 1,000 SF x $9.00 = $ 9,000
  Insulate space below 5B roof decking: 1,300 SF x $3.50 = $ 4,550
  5C: Replace shingles, add nailable insulation: 1,200 SF x $12.00 = $ 14,400
  5D: Replace shingles, add nailable insulation: 2,100 SF x $12.00 = $ 25,200
  Total Estimated Construction Cost for Roof Area 5: ***$91,850***
- Replace 2,700 SF of roof area (Roof No. 2) x $12.00/SF = $ 32,400
- Repair 2,500 SF of roof decking x $ 6.00/SF = $ 15,000
- Fascia and soffit repairs = $2,000
- Replace gutters & downspouts = $ 15,000
- Replace insulated translucent panel skylights (2 total) = $18,000
- Install safety railing around roof hatch at Roof No. 2 = $2,000
- Contingency Costs: $10,000
- *Estimated Construction Cost*: **$186,250**

2. Replace the adhered EPDM roofs (Roof Area Nos. 3, 4 & 6 at 20,600 SF) in year **2012**. The recommendation is complete removal ("tear-off" application) and replacement with an adhered 60-mil reinforced PVC roof membrane system to include new rigid board roof insulation (tapered as necessary so as to achieve positive drainage; R-value to meet stretch energy code), flashings, edge metal, roof drainage system, skylights, repairs to deteriorated roof decking, waterproofing of sheetmetal ductwork & rusted sheetmetal at rooftop units, repairs to deteriorated wood elements and a roofing manufacturer's 20-year full system labor and material warranty.

Estimated Construction Cost

The recommended work estimated construction cost is broken down as follows.

- Replace 20,600 SF of roof area x $18.00/SF = $ 370,800
- Repair 4,000 SF of roof decking x $ 6.00/SF = $ 24,000
- Fascia, soffit & window frame repairs = $6,000

- Replace scuppers & downspouts = $ 9,750
- Replace acrylic dome skylight assemblies (7 total) = $14,000
- Repair masonry chimney = $1,500
- Waterproof sheetmetal ductwork & rusted sheetmetal at rooftop units = $8,000
- Contingency Costs: $20,000
- *Estimated Construction Cost*: $491,100

3. Replace the stone ballast EPDM roof (Roof Area No. 1 at 10,650 SF) in **year 2013**. The recommendation is a "go-over" application replacement with an adhered 60-mil reinforced PVC roof membrane system to include new overlay rigid board roof insulation (R-value to meet stretch energy code), flashings, edge metal, roof drainage system, repairs to deteriorated roof decking, and a roofing manufacturer's 20-year full system labor and material warranty.

   Note: This roof area is a steeper low-sloped roof area (approximately 3:12 pitch) and the recommendation of a new adhered 60-mil reinforced PVC roof membrane system includes simulated standing seams (PVC material that provides a standing seam profile which mimics the look of a metal roofing system). The PVC membrane comes in many different colors. This option provides a long-term watertight roof system, has the aesthetic look of an attractive standing seam metal roof, has low maintenance requirements, and includes a manufacturer's 20-year full system labor and material warranty. Measures to deal with snow slides include snow guards over existing entrances and walkways.

   Estimated Construction Cost

   The recommended work estimated construction cost is broken down as follows.

   - Replace 10,650 SF of roof area (Roof No. 1) x $12.00/SF = $ 127,800
   - Replace gutters & downspouts = $ 17,000
   - Install snow guard assemblies = $12,000
   - Contingency Costs: $5,000
   - *Estimated Construction Cost*: **$182,003**

III. DESCRIPTION

The subject of this report is the roof condition the Fairbank Complex located in Sudbury, Massachusetts. The Fairbank Complex contains EPDM roofing and shingle roofing systems with cementitious wood fiber, steel and wood roof decking. The roof area of the entire building is approximately 42,550 square feet (SF). There exist various typical penetrations throughout the roof area such as vent pipes, exhaust fans, chimney, HVAC units with associated ductwork, and skylights.

Roofing System Details

Identification	Area (SF)	Roofing System Type	Est. Age	Condition
Roof Area No. 1 (Elev. 23' ±) *Pool*	10,650	Ballasted EPDM (new construction in 1987) with tongue and groove wood roof decking. Roof is sloped (approx. 3:12 pitch). Roof drains via gutters and downspouts.	23 Years	Good
Roof Area No. 2 (Elev. 14' ±) *Lobby/Electric Rooms*	2,700	Ballasted EPDM (new construction in 1987) with steel roof decking. Roof is low-sloped (flat with little or no slope). Roof drains via gutters and downspouts.	23 Years	Poor
Roof Area No. 3 (Elev. 11' ±) *School Administration & Recreation Dept. offices*	18,350	Adhered EPDM (reportedly installed over original built-up roofing system) with cementitious wood fiber roof decking. Roof is low-sloped (flat with little or no slope). Roof drains via scuppers (spill out type and downspout type).	20 Years	Fair
Roof Area No. 4 (Elev. 13' ±) *Same as No. 3*	350	Adhered EPDM (reportedly installed over original built-up roofing system) with cementitious wood fiber roof decking. Roof is low-sloped (flat with little or no slope). Roof drains directly onto Roof Area No. 3.	20 Years	Fair
Roof Area No. 5 (Elev. 25' ±) *Senior Center & Gymnasium*	8,600	Shingles with steel, plywood and T&G wood roof decking. Roof is sloped (approx. 5:12 pitch). Roof primarily drains direct to ground and also flows onto Roof Area No. 3.		
5A	4,300	Shingles on insulation and steel roof deck.	21 yrs	poor
5B	1,000	Shingles on plywood roof deck – no insulation	21 yrs	poor
5C	1,200	Shingles on wood plank roof deck – no insulation	21 yrs	poor
5D	2,100	Shingles on wood plank roof deck – no insulation	5 yrs	good
Roof Area No. 6 (Elev. 12' ±) *Kitchen*	1,900	Adhered EPDM (reportedly installed over original built-up roofing system) with steel roof decking. Roof is low-sloped (flat with little or no slope). Roof drains via scuppers (downspout type).	20 Years	Fair

Roof Condition Survey
Fairbank Complex
Sudbury, MA

Photo No. 01

Location: Fairbank Complex

Description: Aerial View of Roof. Roof Area No. 1 is at the top of the picture.

Photo No. 02

Location: Fairbank Complex

Description: Overview of Roof Area No. 1. Note that stone ballast has migrated away from the roof ridge.

- 1 -

Roof Condition Survey
Fairbank Complex
Sudbury, MA

Photo No. 03

Location: Fairbank Complex

Description: Overview of Roof Area No. 2

Photo No. 04

Location: Fairbank Complex

Description: Partial overview of Roof Area No. 3

Roof Condition Survey
Fairbank Complex
Sudbury, MA

Photo No. 05

Location: Fairbank Complex

Description: Partial overview of Roof Area No. 4

Photo No. 06

Location: Fairbank Complex

Description: Overview of Roof Area Nos. 5A, 5B and 5C.

- 3 -

Roof Condition Survey
Fairbank Complex
Sudbury, MA

Photo No. 07

Location: Fairbank Complex

Description: Overview of Roof Area No. 6.

Photo No. 08

Location: Fairbank Complex

Description: Ballast retention bar of Roof Area No. 1 is loose.

-4-

Roof Condition Survey
Fairbank Complex
Sudbury, MA

Photo No. 09

Location: Fairbank Complex

Description: Roof hatch on Roof Area No. 2 opens towards the roof edge creating a safety concern.

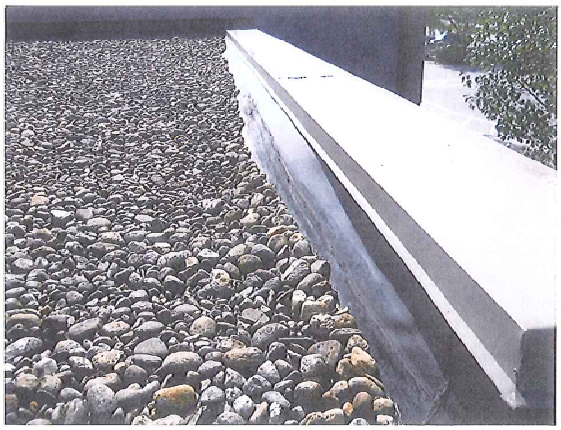


Photo No. 10

Location: Fairbank Complex

Description: EPDM base flashings of Roof Area No. 2 are pulling away from the parapet due to membrane shrinkage.

- 5 -

Roof Condition Survey
Fairbank Complex
Sudbury, MA

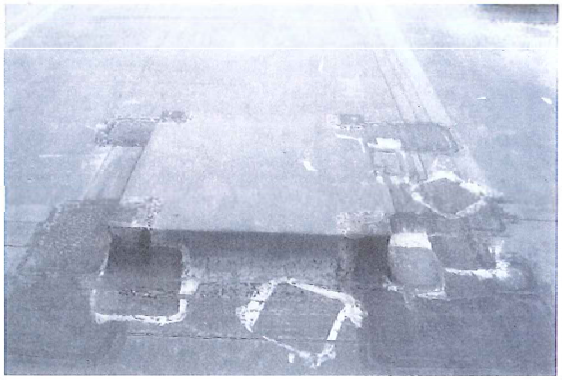


Photo No. 11

Location: Fairbank Complex

Description: Roof Area No. 3: Enclosed skylight curb has had numerous EPDM repairs.

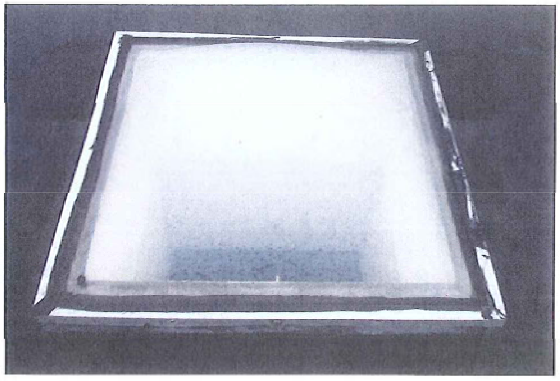


Photo No. 12

Location: Fairbank Complex

Description: Roof Area No. 3: Skylight domes are weathered and brittle.

- 6 -

Roof Condition Survey
Fairbank Complex
Sudbury, MA

Photo No. 13

Location: Fairbank Complex

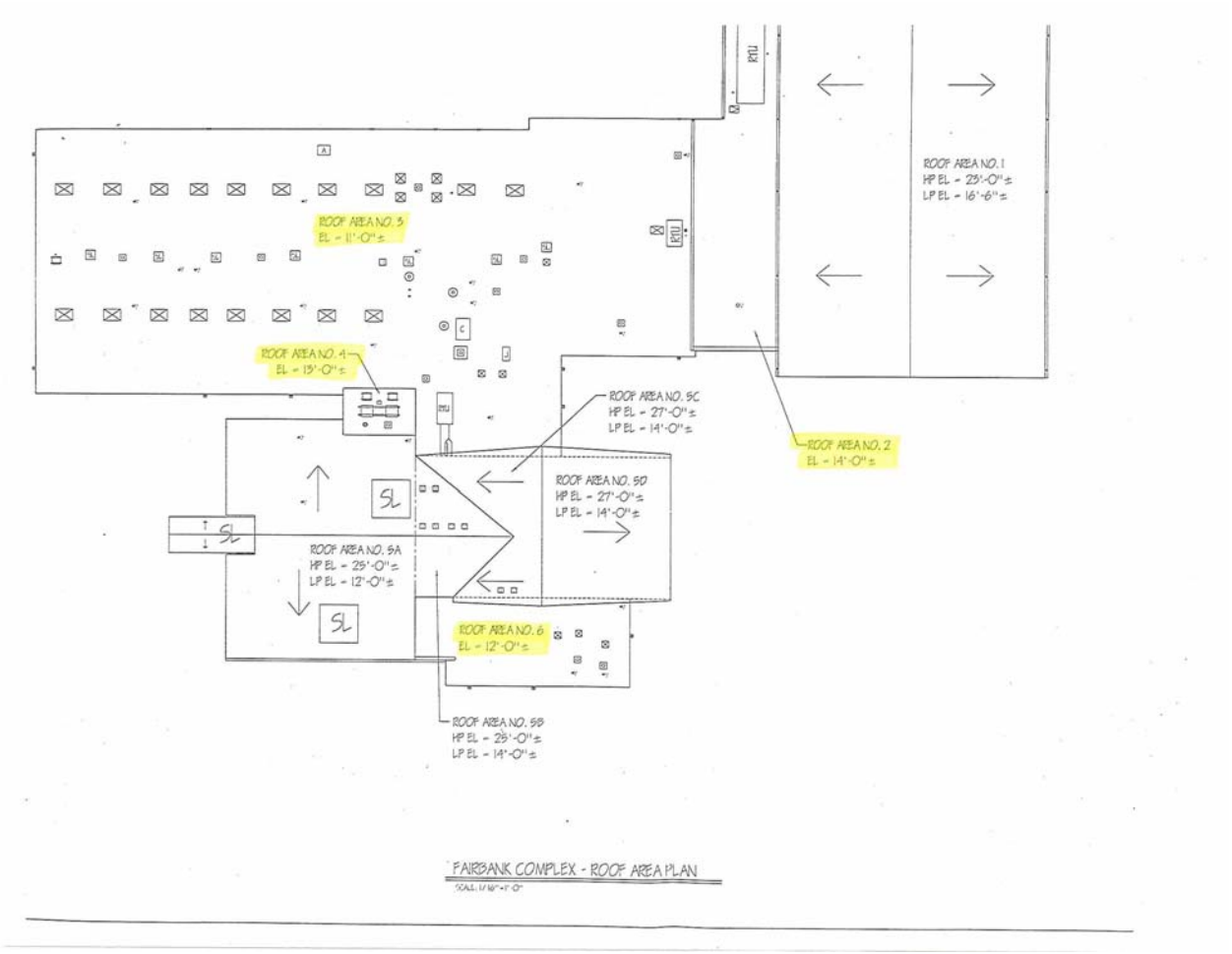
Description: Roof Area No. 3 drains poorly. Mechanical equipment is rusting.

Photo No. 14

Location: Fairbank Complex

Description: Plywood roof decking on Roof Area No. 5B has popped up.

- 7 -


ROOF AREA NO. 1
HP EL = 25'-0"±
LP EL = 16'-6"±
ROOF AREA NO. 3
EL = 11'-0"±
ROOF AREA NO. 4
EL = 15'-0"±
ROOF AREA NO. 5C
HP EL = 27'-0"±
LP EL = 14'-0"±
ROOF AREA NO. 2
EL = 14'-0"±
ROOF AREA NO. 5D
HP EL = 27'-0"±
LP EL = 14'-0"±
ROOF AREA NO. 5A
HP EL = 25'-0"±
LP EL = 12'-0"±
ROOF AREA NO. 6
EL = 12'-0"±
ROOF AREA NO. 5B
HP EL = 25'-0"±
LP EL = 14'-0"±
FAIRBANK COMPLEX - ROOF AREA PLAN

Various Building Improvements

Estimated Total Project Cost: ___$35,000_____

Estimated Future Savings: _____N/A_____

Estimated Incremental Costs: ____N/A_____

Staffing Changes: _____N/A_____

Justification Code: __B_ R or NR: ___R___ Department Priority: ___4__

Project Description:
This is part of a long term plan incorporated seven years ago to include a standard amount of funding for building improvement in the Capital Budget each year.

Justification and Need:
Building improvements are to be made based upon greatest need and to include items listed in previous capital requests or items similar thereto.

Benefit:
Prevent maintenance delays to buildings or structures which, if not addressed immediately, may cost more in the future.

Alternatives Considered/ Reasons for Rejecting Alternatives:
Deferred maintenance increases the risk of more costly repairs.

Consequences of Not Implementing/ Delaying Implementation:
Increased cost for building improvements and maintenance.

Other Pertinent Background Information:
The various improvements projects may include, but are not limited to the following:

- Fairbanks – School Department HVAC
- Town Hall Generator
- Police Station windows
- Town Hall Boiler
- Senior Center Carpet
- Fairbank Center – HVAC controls
- Goodnow Library roof
- Police Station roof

Town Hall Design Study

Estimated Total Project Cost: _____$50,000_____

Estimated Future Savings: _____N/A_____

Estimated Incremental Costs: ___N/A_____

Staffing Changes: ____None_____

Justification Code: __B__ R or NR: __NR___ Priority: __5____

Project Description:

This project seeks $50,000 for a design and architectural study to renovate/restore the Sudbury Town Hall into usable town offices. Scenarios for renovation/restoration of Town Hall in the 2002 Townwide Comprehensive Facility Study included creating additional office space on the first floor, creating offices on the second floor, and building an addition to the rear of the building. None of the scenarios illustrated in the 2002 study completely address the issues and configurations of current day thinking, but an updated design and architectural study, including presentation of alternatives, will focus on the present day needs of the school and town departments, and historic preservation of the building.

Prior to engaging any consultant for this project, the Town will discuss and decide the preferred use for the Town Hall and its occupants, current and future. The design and architectural study will then propose appropriate office space for the designated departments and uses within the historic structure.

This project is consistent with the 2001 Master Plan goal of preserving and maintaining Sudbury's historic landmarks and historic district. The Board of Selectmen has included this project on its Goals and Priorities since 2006.

It is assumed that any plan supported by the design and architectural study will need future funding for construction. Grant funding through the Massachusetts Historical Commission and other historic preservation foundations may be possible for a portion of the total cost. Elements of the construction phase may also be eligible for CPA funding. Any construction will follow the Secretary of the Interior's Standards for the rehabilitation of historic properties and cultural landscapes.

Justification and Need:

Town Hall is 80 years old, and many of its basic systems are in need of repair and replacement – roof, windows, heating and plumbing systems. This project will secure the building for the future, as well as make it more functional. Studying the condition and use of the building concurrently will allow for efficient restoration into a fully functional municipal building.

The 2002 Townwide Comprehensive Facility Study identified space needs throughout the town and school departments, and recommended alterations to Town Hall to accommodate additional administrative offices in a variety of scenarios. One of the main goals of the space needs study was to find alternative space for the Sudbury Public School offices, which have been housed "temporarily" in

the Fairbank Building for over 20 years. This has created space problems for both the Council on Aging and the Park & Recreation Department, and has not yet been resolved. The current thinking is to create office space in Town Hall and rearrange other offices to adequately house the Sudbury Public School offices outside the Fairbank building. The study will make recommendations on the most effective implementation of the existing and potential space.

Benefit:

Restoration of the building will result in lower energy costs, as well as create capacity for reorganization of municipal offices in other buildings. Restoration will also make the building more accessible to all residents

Alternatives Considered/ Reasons for Rejecting Alternatives:

Alternative funding sources through the Massachusetts Historical Commission (MHC) are being explored for this phase of the project. An application for a MHC Survey and Planning Grant to produce a Historic Structures Report will be submitted in the winter, which is a 50/50 matching grant to support historic preservation planning activities. Community Preservation Act funds may also be eligible to fund the required match. Funding must be approved at the full amount for the MHC grant, which is reimbursable.

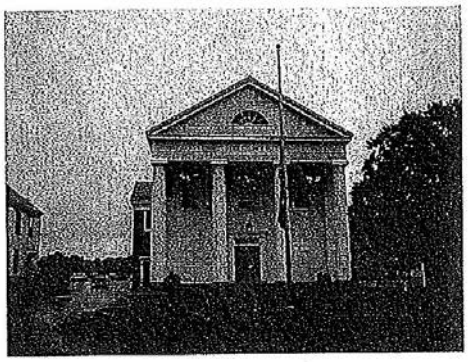
Consequences of Not Implementing/ Delaying Implementation:

Town Hall is in need of restoration in many areas – roof, windows, heating and plumbing systems. This project will secure the building for the future, as well as make it more functional. Studying the condition and use of the building concurrently will allow for efficient restoration into a fully functional municipal building. Not implementing the project will allow the building to deteriorate, as well as continue the inefficiencies inherent in the current fragmented location of town offices.

Other Pertinent Background Information:

Sudbury Space Needs Study
Sudbury, MA

Town Hall



Building Data Inventory:

Address: 322 Concord Road
Zoning:
Lot size:

Building type: Administrative Office Building
Number of floors: 2 floors with a basement
Year built: 1931
Additions: handicapped accessible ramps
Major renovations: 2nd floor lighting added during library residency

Occupancy groups: B, Business; A-3, Assembly
Construction class: 5B

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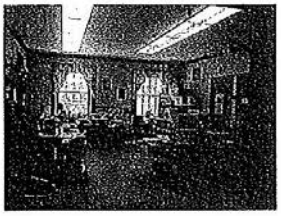
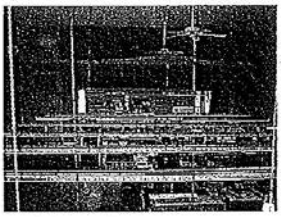
Town Hall

Building Condition Overview:

The Town Hall was built in 1931 as the Town office building, a place for public assembly, and the Town Fire Station. Two stories tall with a full basement, the building is built of brick masonry bearing wall and wood frame construction and is in good condition overall. The front portico is wood frame sheathed in painted flush board siding. The paint finish is in need of renewal and there may be rotted wood that will require repair and/or replacement. The gable roof sheathed in slate shingles was not accessible but appears to be in good condition. However, the wood cornice and gutters have incurred water damage and may require repair or replacement. Windows throughout the building are in fair condition; some lower rail's and sills are in poor condition and will require patching, repair or replacement. The exterior brick walls of the building envelope are painted brick on the interior. All interior partitions are wood frame with a painted plaster finish. The interior finishes on the first floor have recently been replaced and are in good condition. The basement and garage bays have been used only for storage since the Fire Department moved out of the building in the early 1960's; the paint finishes in the basement garage bays remain in fair/poor condition. Hardwood flooring on the second floor is in good condition, as are the paint finishes on the walls. Linear pendant lights that were installed during the library's residency remain at the second floor. These lamps do not contribute to the historic character of this assembly room. The building was deemed structurally sound prior to the library's occupation and remains in good condition overall, by all appearances.

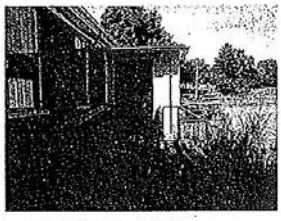


Recently refinished office area



Pendant lights on second floor.

The main lobby of the Town Hall building is located four granite steps up from grade and is rarely used because it is not wheelchair-accessible. An accessible covered entry to the Board of Selectmen's meeting room was created on the north wall, adjacent to the main parking lot. Another accessible entrance to the offices on the first floor is provided on the east side of the building; this entrance has a wooden ramp that is not fully ADA-compliant. The second floor and the basement are not currently wheelchair-accessible. The grand stairs leading from the first floor lobby to the second floor lobby and balcony are handsome and generously sized, but are nonconforming with respect to building codes. Most doors and corridors throughout the building are accessible.



Ramp at rear of building to access offices.

Accessible entrance to meeting room.

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The meeting and public assembly spaces of Town Hall have seen little use in recent years. Indeed, the auditorium, stage and backstage rooms are currently occupied by the Historical Society, which manages to make use of the space despite its maze-like quality. In terms of renovation and reuse, the multiple levels created by the stacked stage areas represent a significant, but not insurmountable, accessibility challenge, and a certain cost premium.

The Town Hall comprises an important anchor to the ensemble of public and private buildings grouped along the intersection of Old Sudbury and Concord Roads. In its current state, the building represents an underutilized resource for the Town. Several options for renovation and expansion appear feasible, whereby various combinations of municipal departments would occupy and share this prominent and centrally located landmark. To accomplish this transformation, additional square footage could be created by inserting a new mezzanine and/or by erecting historically respectful additions to the side and rear of the Town Hall. Naturally, the design of any addition should minimize any adverse impact on the adjacent Loring Parsonage, and height and massing issues should be carefully considered.

Scenario Alternatives

The following charts depict the scenario alternatives. These scenarios were derived from information received during interviews with department heads. The "release valve" that will allow departments to be relocated is the new DPW building that is scheduled to be built in 2002. All of the "land use departments" are scheduled to move to this building. This will free up several office spaces in the Flynn Building for other departments to move in. Consolidation of all Town administrative and financial functions was a desire expressed by most departments. These scenarios reflect a transition into this arrangement.

The first chart lists all eight Town departments with possible site locations. The second chart shows four possible scenarios by moving departments to different sites. The locations of the Credit Union and Sudbury Foundation have also been accounted for in these scenarios. Although these organizations are not considered Town departments, they each play an important role in the enrichment of the Town. A summary of these Scenarios is as follows:

Scenario I

With the land-use departments moving out of the Flynn Building, several office spaces are left vacant. This vacancy provides enough space for the Town Administration departments to move from Loring Parsonage to the Flynn Building with minimal modifications to the interior layout. The Loring Parsonage will then become vacant and is "mothballed" until the Town chooses a use group to occupy it.

The Town Clerk is the only Town Department to remain in the Town Hall. The remainder of the vacant space may continue to be "leased" to the Historical Society unless the Town finds a new use for that space.

The Youth Coordinator, Senior Outreach Coordinator, Veterans Agent (all relocated from the Town Hall), and Community Social Worker (relocated from the Flynn Building) create the Human Services Department. This department is relocated to the Fairbank Center so that they are closer to each other and the clients they serve. The Fairbank Center receives an addition to the School Administration wing to accommodate the needs of the School Administration and free up space in the existing building for the Recreation Department and Senior Center to expand to fit their needs.

In this Scenario, a major renovation and addition is proposed for the Police Station to accommodate their space needs. The existing site is too small to accommodate any further horizontal expansion. Therefore, a vertical addition is the only method of adding additional square footage to this existing building. Beyond this addition, major interior renovations are needed to make the building wheelchair-accessible, and the interior layout needs to be reconfigured to better accommodate the needs of the Department.

Scenario II

The use of the Flynn Building and Loring Parsonage are the same as Scenario I. The Town Hall, however, undergoes a major interior renovation to accommodate the School Administration. The Town Clerk remains on the first floor and gains extra space when the Youth Coordinator, Senior Outreach Coordinator, and Veterans Agent move to the Fairbank Center (same as Scenario I). A third-floor mezzanine level is constructed within the auditorium space to add the extra square footage needed by the School Administration. This floor is held back 4'-0" from the edges on two sides so that the floor structure does not block the windows. An elevator is installed to make all floors in the Town Hall accessible.

With the School Administration in the Town Hall, space is opened up in the Fairbank Center for the Recreation Department and Senior Center to expand to meet their needs. The Human Services Department also moves to the Fairbank Center, and will ultimately occupy some of the space vacated by the School Administration.

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Rather than adding onto the existing Police Station, this Scenario proposes a new building on a new site for the Police Department. As mentioned in Scenario I, the existing site is too small for the building to be expanded horizontally. Several sites are in the process of being considered for a new station.

Scenario III

This Scenario consolidates all of the Town Administration, including the Town Clerk and Finance Department into the Flynn Building. A small addition and certain interior renovations to the Flynn Building are needed to accommodate the space needs of these departments. A vault for the Town Clerk is added in the basement beneath the addition. With the relocation of the Town Clerk offices to the Flynn Building and Human Services department offices to the Fairbank Center (refer to Scenario I), space is available for the School Administration to gain office space. As in Scenario II, the School Administration moves to the Town Hall from the Fairbank Center. Additional square footage is gained to accommodate the School Administration with the addition of a third-floor mezzanine. An elevator is installed to make all floor levels accessible. The Sudbury Foundation is moved from the Flynn Building to the first floor of the Town Hall. This floor is shared with the School Administration, but the Sudbury Foundation has a separate accessible entrance.

The Loring Parsonage, Fairbank Center, and Police Station are the same as Scenario II.

Scenario IV

Rather than consolidating all of the Town Administration and Finance Departments in the Flynn Building, this Scenario proposes a major new addition to the Town Hall that will house all of these departments. The Town Clerk will remain on the first floor of the existing building and the Auditorium and Meeting Room will also retain their existing uses and locations. A two-story addition onto the north side of the building will house most of the offices. A smaller two-story addition at the garage level will create the main accessible entry to the building and a new elevator from that lobby will service all floor levels.

(The option of "gutting" the whole interior of the Town Hall and rebuilding three new floor levels for Town Offices was briefly studied as part of this Scenario. As was found with Scenarios II & III, the window heights in the existing auditorium precludes the use of running the floors from wall to wall without blocking the windows. It was determined that three new floors in the Town Hall do not provide enough square footage to accommodate the needs of all of the Town Administration and Finance Departments.)

The Flynn Building, once vacated by the Town Administration and Finance Departments, will be used almost exclusively by the School Administration. The Credit Union and Sudbury Foundation may retain their existing space in the Flynn Building since there will be excess space not occupied by the School Administration.

The Loring Parsonage, Fairbank Center, and Police Station are the same as Scenario II.

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DPW Highway Office & Garage Roof Replacement

Estimated Total Project Cost: __$101,346_____

Estimated Future Savings: _____N/A_____

Estimated Incremental Costs: ___N/A_____

Staffing Changes: _____None_____

Justification Code: _B__ R or NR: __NR___ Priority: __6___

Project Description:

Replace 5075 square feet of flat roofing including EPDM and tar and gravel.

Justification and Need:

The flat roofing at the highway garage building are in poor condition

Benefit:

Prevent deterioration of building and leaks that cause damage to the structure and the furnishings.

Alternatives Considered/ Reasons for Rejecting Alternatives:

Deterioration of building

Consequences of Not Implementing/ Delaying Implementation:

Risk of leaks and increased costs to repair roof

Other Pertinent Background Information:

This request is in keeping with the roof condition survey conducted in 2010 as part of a comprehensive review of the roofing systems for all 19 public buildings.

Roof Condition Survey
DPW Highway Mechanics Office & Garage
Sudbury, MA

Photo No. 01

Location: DPW Highway Mechanics Office & Garage

Description: Aerial View of Roof.

Photo No. 02

Location: DPW Highway Mechanics Office & Garage

Description: Overview of Roof.

- 1 -

Roof Condition Survey
DPW Highway Mechanics Office & Garage
Sudbury, MA

Photo No. 03

Location: DPW Highway Mechanics Office & Garage

Description: Overview of Roof Area No. 1

Photo No. 04

Location: DPW Highway Mechanics Office & Garage

Description: Partial overview of Roof Area Nos. 2, 3, & 4

Roof Condition Survey
DPW Highway Mechanics Office & Garage
Sudbury, MA

Photo No. 07

Location: DPW Highway Mechanics Office & Garage

Description: Partial overview of Roof Area No. 3

Photo No. 08

Location: DPW Highway Mechanics Office & Garage

Description: Partial overview of Roof Area No. 4

Roof Condition Survey
DPW Highway Mechanics Office & Garage
Sudbury, MA

Photo No. 09

Location: DPW Highway Mechanics Office & Garage

Description: Ponding Water on Roof Area No. 2

Photo No. 10

Location: DPW Highway Mechanics Office & Garage

Description: Improper Basewall Flashing on Roof Area No. 2

Roof Condition Survey
DPW Highway Mechanics Office & Garage
Sudbury, MA

Photo No. 11

Location: DPW Highway Mechanics Office & Garage

Description: Ponding Water on Roof Area No. 2

Photo No. 12

Location: DPW Highway Mechanics Office & Garage

Description: Rusted Hot Pipe Rain Collar on Roof Area No. 4

Roof Condition Survey
DPW Highway Mechanics Office & Garage
Sudbury, MA

Photo No. 15

Location: DPW Highway Mechanics Office & Garage

Description: Flashing Cement Cracking on Roof Area No. 3

Photo No. 16

Location: DPW Highway Mechanics Office & Garage

Description: Deteriorated Wood Fascia on Roof Area No. 3

Roof Condition Survey
DPW Highway Mechanics Office & Garage
Sudbury, MA

Photo No. 19

Location: DPW Highway Mechanics Office & Garage

Description: Missing Downspout & Cracked Mortar Joints

Photo No. 20

Location: DPW Highway Mechanics Office & Garage

Description: Stained Ceiling From Roof Leak

Fire Department

Car 2 Replacement

Estimated Total Project Cost: ____$40,000_____

Estimated Future Savings: _____n/a_____

Estimated Incremental Costs: _____n/a_____

Staffing Changes: _____n/a_____

Justification Code: _A___ R or NR: __NR_____ Priority: __2____

Project Description:

We are requesting replacement of Car 2, a first response command vehicle. Lettering, striping, gear storage equipment, and radio and emergency light installation are included in the request.

Justification and Need:

Car 2 is a 2005 Chevrolet Tahoe with 57,500 miles on 10/1/11. It is used for emergency response, inspections, travel, and other incidental purposes for the Fire Department. It is now seven years old and ready to be turned over to another department for non-emergency use. We are two years beyond the normal five year replacement cycle for Car 2.

Benefit:

It is essential to have emergency vehicles that are dependable and reliable. Vehicle use in emergency response requires a greater level of dependability than for non-emergency use. It has been the Town's policy to turn over a vehicle with reasonable, non-emergency service life remaining to another department. This plan for continued use saves the Town money by avoiding the expense of providing new vehicles for those other departments.

Alternatives Considered/ Reasons for Rejecting Alternatives:

Do not replace the vehicle. This will result in increasing repair costs under emergency service and will deny other departments with failing vehicles a source of a dependable extended service vehicle. Other departments put much less strain and mileage on vehicles and use of ex-fire department vehicles allows the Town to receive the best economic benefit from its resources.

Consequences of Not Implementing/ Delaying Implementation:

Greater repair costs and no source of vehicles for another department.

Other Pertinent Background Information:


C-2

FEMA Grant Coverage

Estimated Total Project Cost: ___22,000_____

Estimated Future Savings: _____

Estimated Incremental Costs: _____

Staffing Changes: _____

Justification Code: _A___ R or NR: _____NR__ Priority: __1____

_____

Project Description:

Assistant Chief Whalen recently submitted a FEMA Assistance to Firefighters Grant in hopes of securing funding for new Self Contained Breathing Apparatus, SCBA, for our department. If we are approved, the Town will be expected to pay not only their 5 per cent match for the awarded funds, but the difference to upgrade to additional safety options in each piece of breathing apparatus. The total grant request was 216,168.

Justification and Need:

We are currently using SCBA purchased in 1989. There have been two additional National Fire Protection Association standards applicable to breathing apparatus enacted since these units were manufactured. Another NFPA Standard is due to be enacted shortly.

SCBA is the single most important piece of equipment relied upon by a firefighter in an IDLH environment. (Immediately Dangerous to Life and Health)

Benefit:

If awarded the grant, we would be able to take advantage of the added safety features and increased reliability of the new SCBA. The Town would also be able to purchase equipment with federal money instead of asking for funds from the town budget.

Alternatives Considered/ Reasons for Rejecting Alternatives:

If we are unable to finance the 5 per cent matching funds needed for grant performance, the opportunity for 220,000 dollars in federal funds to replace aging equipment would be lost.

Consequences of Not Implementing/ Delaying Implementation:

Continue to use our SCBA units which are presently 22 years old.

Other Pertinent Background Information:

Self Contained Breathing Apparatus Equipment Pricing			
		Unit Price	Total Price
30	SCBA-30 minute bottle and extra bottle	6,500	195,000
2	Rapid Intervention Team Pack	3,357	6,714
34	Scott AV3000 Face piece	30	1,020
34	Scott EPIC Voice Amplifier with mounting bracket	349	11,866
1	Scott Pak Tracker Receiver with Truck Mounted Charger	1,568	1,568
	Total Request		216,168

Division of Occupational Safety Listed Items

Estimated Total Project Cost: ____$15,000_____

Estimated Future Savings: _____n/a_____

Estimated Incremental Costs: _____n/a_____

Staffing Changes: _____None_____

Justification Code: __A__ R or NR: ___NR___ Priority: _3_

Project Description:

The Massachusetts Division of Occupational Safety conducted inspections of Fire Headquarters, Station 2, and Station 3 during 2010 and identified deficiencies needing attention. A list of items is attached. Items include door replacements, ceiling tile replacements, windows, etc. The Fire Department received 10,000 dollars of our original request of 25,000 in capital funds in the FY 11 Budget. We are requesting the remaining 15,000 to continue with the improvements.

Justification and Need:

These items are not identified as critical but are identified as necessary. The Division of Occupational Safety will want to know our progress in any future inspection.

Benefit:

The improvements will enhance the safety of firefighters and the public and will help ensure compliance with the Division of Occupational Safety.

Alternatives Considered/ Reasons for Rejecting Alternatives:

Defer the maintenance. This will put us into non-compliance with the Division of Occupational Safety, will put firefighters and the public in harm's way, and will delay repairs that will cost more in the future.

Consequences of Not Implementing/ Delaying Implementation:

Delaying the improvements places firefighters and the public in harm's way. In addition we would be non-compliant with the recommendations given by Division of Occupational Safety.

Other Pertinent Background Information:

List of items:

Items listed below that should be added to the Capital Plan for repairs of Station 2 and 3 based on the Division of Occupational Safety Reports dated March 16 and April 6, 2010.

STATION 2

- Replace interior doors that separate the apparatus floor from the occupied areas.
- Replace or seal observation windows.
- Install gas tight enclosure in front portion of the apparatus floor.
- Replace the front door.
- Smooth out walking/working surfaces.
- Replace kitchen ceiling tiles.
- Inspect and replace the current exhaust fan if it is determined that it does not meet the minimum standard of exhaust power.

STATION 3

- Replace interior doors that separate the apparatus floor from the occupied areas.
- Replace or seal observation windows.
- Install gas tight enclosure in front portion of the apparatus floor.
- Seal the holes in the common wall that runs along the entire portion of the apparatus floor.
- Replace ceiling tiles in the kitchen.
- Patch and repair the hole in the bathroom ceiling.
- Remove mold from the exterior wall on the apparatus floor, inspect for any cracks and repair them.
- Inspect and replace the current exhaust fan if it is determined that it does not meet the minimum standard of exhaust power.

Goodmans Hill Radio Site Generator

Estimated Total Project Cost: ___$13,000_____

Estimated Future Savings: _____$0_____

Estimated Incremental Costs: ____$200/year for maintenance_____

Staffing Changes: _____None_____

Justification Code: __A__ R or NR: __NR_____ Priority: ___4___

Project Description:

Our backup radio receiver/transmitter is located on Goodmans Hill. When power is lost this radio continues to work for about six hours on backup batteries. This project seeks funds to install an automatically switched propane powered backup generator to provide power beyond the capability of the present battery system.

Justification and Need:

If our main radio transmitter/receiver is lost on Nobscot Mountain, we need to have a reliable backup radio system in place. We have experienced this problem after telephone lines connecting Nobscot Mountain to Fire HQ were compromised. Having a complete, secure radio system on Goodman Hill as a backup will provide an extra measure of safety.

Benefit:

A backup generator will reduce the possibility of loss of public safety radios during power outages, hurricanes, or other natural disasters.

Alternatives Considered/ Reasons for Rejecting Alternatives:

Do nothing and operate on backup batteries. Bring a manual generator to Goodmans Hill and hook it up. The Goodman Hill radio is on a hilly site with difficult and limited access. Carrying a portable generator and maintaining a gasoline supply would be challenging during an emergency situation. The portable generator scenario would become even more difficult with snow covered ground.

Consequences of Not Implementing/ Delaying Implementation:

No secure backup for our main radio transmitter/receiver.

Other Pertinent Background Information:


WINCO
POWER SYSTEMS

Police Department

Zetron Radio Console

Estimated Total Project Cost: ___$61,408_____

Estimated Future Savings: _____

Estimated Incremental Costs: _____

Staffing Changes: _____

Justification Code: _A&B___ R or NR: __NR___ Priority: _____

Project Description: Replace Current Dispatch Console which is twenty years old.

Justification and Need: Current console is twenty years old and is no longer supported by the vendor. The console is the primary link between the station and cars in the field. If there is a break down parts can only be obtained used from consoles which were turned in to the vendor. New consoles are computer based and allow for better interoperable communications between town departments and adjoining agencies.

Benefit: The benefit would be obtaining new equipment which is supported by the vendor. The new equipment would allow for greater communication capability and the risk of failure would be greatly reduced. Any console failure would leave the police department without full dispatch capability and in the position of using mobile radios for primary dispatch purposes.

Alternatives Considered/ Reasons for Rejecting Alternatives: The alternative is to continue to use the current console and risk failure or breakdown. If such failure or breakdown occurs, repairs could be slowed by the need to search for the necessary parts, which as stated above would be used and have no guaranteed life span. This past spring a major component failed and since they must search country-wide for the parts the main radio was down for close to two weeks.

Consequences of Not Implementing/ Delaying Implementation: Consequences include the possibility of equipment failure. Although a great deal of preventative maintenance has been done to the console, age and lack of support by the vendor leave the department with the possibility of a breakdown which would drastically affect police operations.

Other Pertinent Background Information: With combined dispatch being explored during FY12 in an effort to assist us in meeting new State EMD standards to go into effect June 30, 2012 it is unknown at this time if there will be funds available to purchase this equipment prior to that date. Regardless of the future of combined dispatch our current radio system console will need to be replaced due to age and lack of repair parts availability.

CyberComm Inc.

QUOTE

MOTOROLA
Authorized Two-Way Radio Dealer

Cyber Communications

45 Rumford Avenue
Waltham, MA 02453
(P)781-647-1010 (F)781-647-5943
jconnolly@cybercomminc.com

QUOTE NO. 91211
DATE September 20, 2011
CUSTOMER ID SUDPD
EXPIRATION DATE October 20, 2011

TO
Lt. Robert Grady
Sudbury Police Department
415 Boston Post Road
Sudbury, MA 01776
978-443-1042

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
CONNOLLY		UPS Ground		10 DAYS A.R.O.	Net 30	

QTY	ITEM #	DESCRIPTION	UNIT PRICE	FIR03 PRICE	FIR03 TOTAL
2.00	4010 CONSOLE	ZETRON 4010R DISPATCH CONSOLE	$ 10,550.00	$ 8,862.00	$ 17,724.00
		- RACKMOUNT OR DESKTOP UNIT			
		- POWER SUPPLY			
		- (3) DUAL CHANNEL CARDS (6 CHANNELS)			
		- TONE REMOTE SYSTEM ADAPTER			
		- DC REMOTE SYSTEM ADAPTER			
		- MDC1200 DECODER - NO ALIASING			
		- (2) GOOSENECK MICROPHONE - 1 SPARE			
		- PTT FOOT SWITCH			
		- PUNCH BLOCKS & 25 PAIR CABLE			
1.00	TOWER	SUPPLY AND INSTALL 48 FOOT ROHN TOWER		$ 9,600.00	$ 9,600.00
		INCLUDING INSTALLATION ON 4 ANTENNAS			
		& LINE			
2.00	FIBER	RACK MOUNT CARD - 4 CHANNELS - 4 WIRE		$ 7,558.00	$ 15,116.00
4.00	MODEM	FIRMWARE UPGRADE & MODEM FOR REC.		$ 2,282.00	$ 9,128.00
1.00	SVC-209	INSTALLATION OF 2 NEW ZETRON 4010		$ 9,840.00	$ 9,840.00
		CONSOLE.			
			TOTAL FIR03 CONTRACT		$ 61,408.00
				PROGRAMMING	
				6.25% TAX	EXEMPT
				TOTAL	$ 61,408.00

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below:
(Describe any conditions pertaining to these prices and any additional terms of the agreement.
You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

MODEL 4010 RADIO DISPATCH CONSOLE

Model 4010 Rackmount

Model 4010 Desktop

FEATURES

- Full-featured console suitable for office environments or dispatch centers
- Accommodates up to 12 channels with a mix of control types: DC remote, tone remote, local control, E&M control
- Fully field programmable with "Any Button, Any Function":
  - Individual volume adjustment, mute, and instant transmit per channel
  - Simul-Select, All-Mute, Alerts, and Site Intercom
  - Built-in encoder with optional single button paging steers tones to proper channel and frequency
  - Channel-to-channel patch and optional phone patch
- Interfaces with outside phone line or analog PBX port - ideal for phone patches or administrative calls
- Optional Telephone/Radio Headset Interface allows one common headset to operate both radio console and separate telephone set
- Optional ANI decode/display shows unit identification of calling units
- MDC-1200 Signaling. ANI and Emergency Alert/ Acknowlege features

OVERVIEW

The Zetron Model 4010 Dispatch Console is a self-contained, multichannel, radio control console which is available in both desktop or rackmount styles. It provides dispatchers with an efficient means of monitoring and dispatching for a system comprised of up to twelve radio channels. The M4010 presents the operator with both aural and visual cues to simplify the task of supervising a multichannel communications system.

The Model 4010 Dispatch Console offers a cost-effective high-performance solution for a wide range of public safety, utility, and private land mobile radio applications. It is specifically designed for police, fire, EMS, railroad, and plant security operations. Attractive enough for office environments, the Model 4010 is rugged enough for sustained, "24/7" communications center use.

The Model 4010 can be configured with as few as two channels and grow to twelve channels with the addition of modular channel cards. Channel cards may be specified to be compatible with all common local and remote control standards. The rackmount 4010 may be equipped with an optional 60 button expansion panel (if required).

ZETRON®
MISSION-CRITICAL COMMUNICATION SYSTEMS

OPERATION

The Model 4010 has been designed to simplify the task of operating a multichannel system, allowing operators to concentrate on the content of their dispatching activities.

MultiFunction LCD—The backlit, wide viewing angle LCD serves several purposes. It normally shows the time and the audio level. During paging, it indicates the pager code being sent. In the event of a self-diagnosed problem, the display spells out the problem in plain English. ANI codes may be displayed as well.

Buttons—Button functions are clearly labeled and color coded on the key's surface to provide easy function association. All primary functions are performed by a single keystroke.

Indicators—The indicators for the button's function are located next to the button for clear association. For dual functions, the adjacent LED indicators use different colors to ensure positive identification. The wide viewing angle ensures excellent visibility even across the room.

Select/Unselect Speakers—Two speakers provide a left/right audio effect, making it easy to distinguish whether the call was from the primary (Selected) channel or some other channel. Selecting a channel moves its monitor audio to the Select speaker.

Individual Channel Volume/Mute—The volume on each channel may be set independently, allowing the operator to prioritize listening based on volume. The LCD display shows volume percentage, allowing accurate settings. Single button muting instantly reduces the volume of a channel to a predetermined level.

Call—When channel activity is present, the channel's "CALL" indicator blinks, making it easy to locate the source of the call. The call indication remains for a few seconds after the call stops in the event the operator is busy with another activity.

Patch—The simplex, VOX operated patch can patch together channels-to-channels or channels-to-telephone lines. The operator may monitor the patch and operate on other channels.

Transmit—The operator may transmit over the selected channel(s) by pressing the "Transmit" button or by pressing the optional foot-operated transmit switch. With "Instant Transmit", the operator may transmit over a non-selected channel to reply to a call without changing channel selection.

Monitor—This allows the operator to disable coded squelch on the selected channel so the channel may be monitored for traffic prior to transmitting.

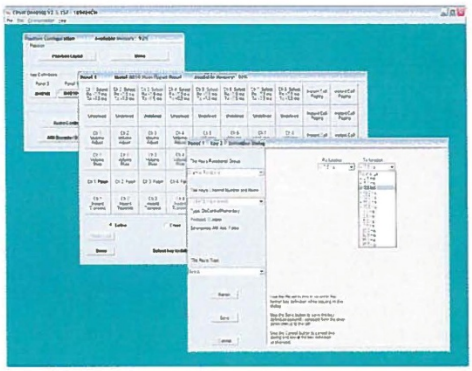
Alert—Up to four different alert tones may be transmitted to indicate the type or priority of the dispatch to follow.

Auxiliary Input/Output—Operators may control various contact-closure operated devices (such as lights, door locks, and voter controls) from the console. External inputs (such as voter displays and alarms) may be monitored at the console.

Instant Call Paging—The operator may "tone out" an entire sequence of pages with the press of a single Instant Call button. Paging sequences are automatically routed to the proper channel and frequency, eliminating potential human errors. Paging sequences may contain self-initiating alert tones for indicating specific types of events. The button's indicators provide a "check list" to verify that the proper pages were sent. Multiformat capability eliminates the need to have a different encoder for each type of pager/decoder.

PROGRAMMING

One of the unique features of the Model 4010 system is that it is FULLY field programmable with the Console Programming System (CPS) and an IBM-compatible personal computer. CPS not only allows channels to be configured for various types of base stations, but it also allows any button to be assigned any available function. This eliminates costly upgrades while allowing the buttons to be reconfigured at any time to accommodate new operating procedures or radio system changes. Key top labels are removable and do not require engraving, allowing the keys to be relabeled as easily as they are programmed. Standard key top legends are supplied by Zetron while custom legends may be created in the field using transparent key tops.



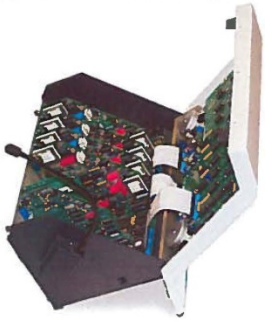
The console is shipped from the factory programmed and labeled to customer specifications, with a CD containing the Windows Console Programming System and the factory programming files.

Changing the function of a key is simply a matter of using the cursor to select a new function from a menu-style list on the computer screen. When all selections are made, the new configuration is saved on the diskette and printed out for a paper copy. When ready, the stored configuration may be downloaded to the console in a matter of seconds. Configurations can also be uploaded from a console to a PC for storage or modification.

INSTALLATION AND MAINTENANCE

The Model 4010 is fully self-contained requiring no external electronics. It uses industry standard 25-pair cables and punchdown blocks for interfacing to radios and leased lines. Standard or lightning-protected connectorized punchdown blocks are available. External options, such as desk-mic and headset jack are also connectorized. All line adjustments, status LEDs and configuration switches are accessible through the rear panel without any disassembly.

The Console operates from 12 Volts DC, which is available from Zetron's universal power-supply that accepts any voltage from 95 to 250 VAC at 47 to 440 Hz. The universal power-supply has UL, CSA and VDE approvals.



The "clam-shell" design of the desktop Model 4010 and the easily-removed back and top of the rackmount model make access for maintenance and upgrades easy. All channel electronics are contained on plug-in circuit cards for easy replacement or expansion. Audio throughout the console remains analog and is not digitized. In addition to providing superior audio fidelity, this makes audio troubleshooting easier. The service manual contains full schematics, parts IDs, parts lists and theory of operation. Factory service, spare boards, and spare parts kits are available.

OPTIONS

The wide variety of options available for the Model 4010 allow it to be tailored to any dispatch environment.

MDC-1200 Signaling — Allows for an ID code to be transmitted every time a radio is keyed, providing user-identification for each radio. ID transmission may be programmed to occur at the beginning or end of transmission, or both. When combined with emergency alert/acknowledge signaling, mobile and portable radios equipped with MDC-1200 protocol can transmit an emergency ANI signal with the press of a button to request immediate help. MDC-1200 signaling provides an efficient way for the dispatcher to receive the identification information, send an acknowledgment back to the radio, and respond to the emergency.

Gooseneck Microphone—The unidirectional 12-inch gooseneck mounts directly to the Model 4010.

Desk Microphone—The omnidirectional dynamic desk microphone has its own transmit and monitor bars.

Handset and Cradle—When the PTT handset is in the console mounted cradle, the console's "select" speaker is live. When the handset is lifted, the "select" audio reverts to the handset earpiece.

Headset Jack—The headset jackbox may be mounted to the side of the console or under a desk writing surface. When a headset is not plugged into the jack, the console's "select" speaker is live; when it is plugged in, the "select" audio reverts to the headset earpiece.

Telephone Radio Headset Interface—The telephone radio headset interface allows one common headset to be used for both radio and telephone, with a volume control for each. When the telephone set indicates that it is connected to a line (off- hook), the common headset is switched to the telephone and the console's "select" speaker becomes live. If the operator transmits on the console, the headset is momentarily switched back to the radio console. When the telephone is disconnected from the line, the headset reverts back to the console and the console's "select" speaker becomes muted. Requires off-hook contact closure from telephone.

Footswitch—Footswitches are available for controlling selected channel transmit and monitor, allowing hands-free operation.

Automatic Number Identification (ANI)—ANI codes generated by mobile or portable radios are shown on the console's LCD display, when M4010 is equipped with an ANI decoder.

Phone Patch—The phone patch option allows the console operator to establish a patch between any radio channel and a telephone line. This option also allows the operator to originate and answer telephone calls using the console.

Paging Formats—The built-in paging encoder is capable of generating all popular signaling formats. The two most popular, Motorola/GE two-tone, and DTMF are standard. Optional formats include 1500 Hz or 2805 Hz rotary dial, Plectron, Quick-Call I (2+2), and 5/6 Tone.

Expansion Panel—The Model 4115 Console Expander provides 60 extra programmable keys for controlling radio channels and instant call paging functions. With the Expansion Panel installed, the Model 4010R features 136 programmable keys.

SPECIFICATIONS

TRANSMIT ELECTRICAL SPECIFICATIONS

Audio Output	+10dBm max. into 600 ohm line
Output Impedance	Transmit: 600 ohm balanced. Idle: 600 or 3500 ohms
Distortion	<2% at full output. Hum, Cross-Talk all -50 dB at full output
Microphone Input	-65 dBm for full output
Aux. Mic Input	-20 dBm for full output
Page/Spare Input	-15 dBm, not compressed
Frequency Response	-3 to +1dB from 250-5000 Hz except guard tone notch
Compression	Input level increase of 30 dB above knee of compression causes <3 dB output increase

RECEIVE ELECTRICAL SPECIFICATIONS

Input Impedance	600 or 10K ohm (4-wire)
	3500 ohm (2-wire)
Line Balance	66 dB at 1000 Hz
Rx Sensitivity	-30 dBm max. at knee of compression; adjustable
Frequency Response	-3 to 1 dB from 250-5000 Hz except guard tone notch
Compression	Input level increase of 30 dB above knee of compression causes <3 dB output increase
Distortion	<2%
Call Light	Sensitivity 20 dB below knee of compression
Audio Outputs	5 watts into 4 ohms
Mute	Programmable from 0 to -28 dB or full mute "All-mute" time programmable

PHYSICAL SPECIFICATIONS

Size: Desktop	9" high x 18" wide x 14" deep
Rackmount	10.5" high x 19" w x 10.5" deep
Weight	15 lbs.
Dust/Liquid Ingress	NEMA 1, IEC 60529 IP 30
Operating Temp	5 to 50 degrees Celsius

OTHER ELECTRICAL SPECIFICATIONS

Channel Interface	Tx/Rx Audio pair (for 2w/4w Rx Audio pair (for 4w)
	PTT relay contact
	Busy out
	Busy in / X-Mute in
	Supv control / main-stby
	Recorder Out
Channel Control	Local, E & M, Tone Remote, DC Remote, Telephone (tip/ring)
Local Control	PTT normally open relay contact rated 1.0 A at 24 VAC/DC
E & M Control	Tx control via PTT relay, external 48V required
Tone Control	15 standard tones supported, programmable (no trimmer adjustment) 650-2050 Hz. High Level Guard Tone duration 120-600 msec. Function Tone Duration 40 msec. Guard Tone Freq. 2175 Hz, alterable. Tone freq. accuracy +/-0.2%; timing accuracy +/-1.0 %
DC Control	Programmable for +/-2.5, 5.5, 6.0, 11, 12.5, and 15.5 mA. Operable up to 8K ohm loop resistance
	Accuracy +/-.25mA
Busy Chan. Detect	Local Cross-Busy detection; Guard Tone or DC Control detection (LOTL) optional
Power Input	13.5 VDC, 3.5A max or
	95 to 250 VAC, 47 to 440 Hz
	64 watts max
	Battery: 11.5 to 15 VDC, 3.5A max
Aux Output	4-Form C contacts rated
	0.5 Ampere
	4-Open collector outputs rated
	0.25 Ampere
Aux Inputs	8-TTL inputs (0-5 VDC)

For more information on this and other Zetron products, contact:

ZETRON AMERICAS
PO Box 97004
Redmond, WA
98073-9704
USA
TEL 425 820 6363
FAX 425 820 7031
zetron@zetron.com

ZETRON EMEA
27-29 Campbell Court
Bramley TADLEY
Hampshire RG26 5EG
UK
TEL +44 (0)1256 880663
FAX +44 (0)1256 880491
uk@zetron.com

ZETRON AUSTRALASIA
PO Box 3045
Stafford Mail Centre
Stafford QLD 4053
Australia
TEL +61 7 3856 4888
FAX +61 7 3356 6877
au@zetron.com

WWW.ZETRON.COM

ZETRON
MISSION-CRITICAL COMMUNICATION SYSTEMS

See Zetron price list for option pricing. Specifications subject to change without notice 005-0447P June 2010

IP Phones and Fire Alarm Monitor Receiver

Estimated Total Project Cost: 43,399_____

Estimated Future Savings: _____

Estimated Incremental Costs: _____

Staffing Changes: _____0_____

Justification Code: _A___ R or NR: __NR___ Priority: _____

Project Description: Obtain IP Based Phones to connect the current Police Phones with the current system used by the Fire Department. These phones are necessary to allow for communications for routine communications for joint dispatch. Obtain Fire Alarm Monitoring Receiver for Joint Dispatch to monitor fire alarm boxes throughout the Town.

Justification and Need: Items are needed to move dispatch into the police station and maintain operations for fire department.

Benefit: Maintain Operational efficiency for the fire department.

Alternatives Considered/ Reasons for Rejecting Alternatives: No Alternative at this time has been presented. The Fire Alarm Box has to be monitored and phone connections have to be maintained

Consequences of Not Implementing/ Delaying Implementation: There would be no way with combined dispatch to monitor alarm's from the police department where the dispatcher would be located. The phones system from the police department would not be able to transfer any calls to the Fire Department. All calls would have to go direct to the individual station which may not be staffed.

Other Pertinent Background Information: See accompanying quotes.

Customer
Town of Sudbury (42084)
278 Old Sudbury Rd
Sudbury, Massachusetts 01776

Quotation CBE Technologies
Sep 30, 2011 10:59 AM EDT
Description
Fire Department IP Phones
SalesRep
Fargnoli, Karen
(P) 401-330-2808
(F) 401-330-2848
Customer Contact
Thompson, Mark
(P) (978) 639-3306
thompsonm@town.sudbury.ma.us

Item	Description	Part #	Qty	Unit Price	Total
1	**Cisco Unified IP Phone 7965G** VoIP phone - SCCP, SIP - 6-line operation - silver, dark gray	CP-7965G=	25	$345.10	$8,627.50
2	**Cisco Unified Communications Manager Device License** License - 100 units - delivered via electronic distribution	L-CM-DL-100=	1	2900	$2,900.00
3	**Cisco Unity Connection** (v. 7.x) - license - 1 user - delivered via electronic distribution (pack of 10)	L-UNITYCN7-10USR=	1	377	$377.00
			Totals		**$11,904.50**

L. W. BILLS COMPANY

DIVISION OF B & B ENGINEERING CORPORATION
7-9 PARK STREET - PO BOX 7
GEORGETOWN MASSACHUSETTS 01833

(978) 352-6660 - (800) 892-0275 - fax (978) 352-6639
e-mail: lwbills@comcast.net

Manufacturers of: Fire Alarm Systems
24 Hour Service

Sudbury Fire Department
Attn: Chief Wayland
77 Hudson Road
Sudbury MA 01776

August 8, 2011

Dear Chief:

Per our telephone conversation, we are pleased to submit this proposal for a Signal Communications Vision-21 alarm receiver capable of receiving your 100 milliamp fire alarm boxes. This receiver can be upgraded, at a later date. to receive radio fire alarm boxes. All equipment holds a one-year warranty and is listed on our Massachusetts State Contract #FIR03 (copy of award letter enclosed).

QUOTE #1 – Total $24,125.00, consists of:
1 – New Vision-21 alarm receiver with back-up power supply and batteries @ $20,950
1 – Telegraph decoder board with 100 mil interface @ $995
Labor to install @ 2,200

QUOTE #2 – Total $4,995
1 – DTX radio box interface module with antenna, antenna cable, and installation

QUOTE #3 – Total $2,375
1 – M/K 100 milliamp box alarm card, includes
labor to install and connection to your fire alarm system and alarm receiver

NOTES:

#1 – This quotation does not include any cabinetry to mount the equipment. The Vision-21 requires 10 ½" vertical and the radio interface module requires 5 ½" vertical. All equipment is 19" rack-mount. If you need cabinetry we can discuss options.

#2 – If you go with the radio box module option we would need space to mount an antenna, either on a radio tower or an a building.

If you have any questions, please don't hesitate to call.

Sincerely,

Dan Dinwiddie

Dan Dinwiddie
General Manager

CC: Doug Stone

Highway Department

Fleet Maintenance - Leases

Estimated Total Project Cost: ___$129,800.00 (New); $228,342.80 (Ongoing)_____

Estimated Future Savings: _____

Estimated Incremental Costs: _____

Staffing Changes: _____N/A_____

Justification Code: ____ R or NR: __R___ Priority: _____

Project Description:

New Leases for Budget Year FY13:

Priority	Description	Annual Amount	Total Value and Length of Lease
1	Bombadier Tractor (Unit #21)	$ 30,400.00	Total Cost - $152,000 – 5 Yr Lease
2	6 Wheel Dump Truck (Unit #4)	$29,000.00	Total Cost - $145,000 – 5 Yr Lease
4	6-Wheel Dump Truck (Unit #11)	$ 29,000.00	Total Cost - $145,000 – 5 Yr Lease
5	See Parks & Grounds		
6	See Parks & Grounds		
7	Bombadier Tractor (Unit #33)	$30,400.00	Total Cost - $152,000 – 5 Yr Lease
8	One Ton Dump Truck (Unit #29)	$11,000.00	Total Cost - $ 55,000 – 5 Yr Lease
9	See Parks & Grounds		
	Total for New Leases starting in FY13	**$129,800.00**	

Current On Going Leases for the Highway Department – (These must be included in FY13 Capital Request).

Current #	Description	Lease Start	Length	Annual Amount
Unit #37	2011 Chevy One Ton Rack Body	FY12-FY16	5 Year Lease	$10,014.87
Unit #10	2011 Freightliner 10-Wheel Dump	FY12-FY16	5 Year Lease	$32,000.00 (Budgeted)
Unit #35	Kubota Tractor/Boom Flail Mower	FY11-FY15	5 Year Lease	$15,663.51
Unit #54	Elgin Pelican Sweeper	FY11-FY15	5 Year Lease	$33,235.53
Unit #8	2009 John Deere 544K Loader	FY10-FY14	5 Year Lease	$27,314.68
Unit #14	2009 Chevy Pick-Up	FY10-FY14	5 Year Lease	$ 6,715.46
Unit #20	2009 Volvo 6-Wheel Dump Truck	FY10-FY14	5 Year Lease	$25,594.88
Unit #22	2009 John Deere Backhoe	FY09-FY13	5 Year Lease	$25,183.03
Unit #27	2007 Mack 10-Wheel	FY09-FY13	5 Year Lease	$27,390.02

Unit #33	2009 MB Multi Purpose Tractor	FY09-FY13	5 Year Lease	$25,230.82
	Total Budget for Ongoing Leases in FY13			**$228,342.80**

Justification and Need:

Fleet Maintenance

Benefit:

Systematic Replacement.

Maintain fleet of required equipment to complete requirements of this department. The equipment purchased is utilized daily year round. The breakdown and excessive repairs aside from exceeding performance schedules, makes the cost/savings benefits enormous. As the Department of Public Works is burdened with an increasing number of projects of increasing complexity, the town has experienced the extensive cost difference between contracted out projects and the Department of Public Works' quality workmanship.

Alternatives Considered/ Reasons for Rejecting Alternatives:

An alternative would be to purchase used vehicles which would most likely reduce the reliability of the equipment and increase maintenance costs.

Consequences of Not Implementing/ Delaying Implementation:

"Not Implementing or Delaying Implementation" can lead to significant delays in important town operations such as sanding, plowing and other roadwork. In addition, this would have an effect that reaches across several town departments as some vehicles are often recycled to other departments.

Other Pertinent Background Information:

Unit #21

Unit #11

Unit 33

Unit #29

Fleet Maintenance - Purchases

Estimated Total Project Cost: __$50,000_____

Estimated Future Savings: _____

Estimated Incremental Costs: _____

Staffing Changes: _____N/A_____

Justification Code: ____ R or NR: __R____ Priority: __B___

Project Description:

Convert existing sweeper to a more versatile utility truck.

New Purchases for Budget Year FY13:

Priority	Description	Annual Amount	Total Value
3	Conversion on GMC G-Quip (Unit #36)	$50,000.00	Total Cost - $50,000 – Purchase
	Total Budget for Purchase in FY13	**$50,000.00**	

Justification and Need:

Fleet Maintenance

Benefit:

Systematic Replacement.

Maintain fleet of required equipment to complete requirements of this department. The equipment purchased is utilized daily year round. The breakdown and excessive repairs aside from exceeding performance schedules, makes the cost/savings benefits enormous. As the Department of Public Works is burdened with an increasing number of projects of increasing complexity, the town has experienced the extensive cost difference between contracted out projects and the Department of Public Works' quality workmanship.

Alternatives Considered/ Reasons for Rejecting Alternatives:

An alternative would be to purchase used vehicles which would most likely reduce the reliability of the equipment and increase maintenance costs.

Consequences of Not Implementing/ Delaying Implementation:

"Not Implementing or Delaying Implementation" can lead to significant delays in important town operations such as sanding, plowing and other roadwork. In addition, this would have an effect that reaches across several town departments as some vehicles are often recycled to other departments.

Other Pertinent Background Information:

Parks & Grounds

Fleet Maintenance - Leases

Estimated Total Project Cost: _$8,600.00 (New); $4,560.16 (Ongoing)_____

Estimated Future Savings: _____

Estimated Incremental Costs: _____

Staffing Changes: _____N/A_____

Justification Code: ____ R or NR: __R___ Priority: _____

Project Description:

Priority	Description	Annual Amount	Total Value and Length of Lease
5	Park & Grounds Tractor (Unit PR-7)	$8,600.00	Total Cost - $43,000 – 5 Yr Lease
	The total $17,200 annual cost for this Tractor will be split between Parks & Grounds and Park & Rec.		
	Total for New Leases starting in FY13	**$8,600.00**	

Ongoing Leases for the Parks & Grounds Budget Year FY13:

Current	Description	Lease Years	Lease Length	Annual Amount
Unit #PR-6	2010 John Deere Tractor	FY10-FY14	5 Year Lease	$ 4,560.16
	The cost for this Tractor is being split between Parks & Grounds and Park & Rec.			*Total Annual Lease Payment is $9,120.31 ($4,560.16 each)*
	*Originally budgeted @ $9,120 paid all by P&G but changed after the budgets were set up.			
	Total Budget for Ongoing Leases in FY13			**$ 4,560.16**

Justification and Need:

Fleet Maintenance

Benefit:

Systematic Replacement.

Maintain fleet of required equipment to complete requirements of this department. The equipment purchased is utilized daily year round. The breakdown and excessive repairs aside from exceeding performance schedules, makes the cost/savings benefits enormous. As the Department of Public Works is burdened with an increasing number of projects of increasing complexity, the town has experienced the extensive cost difference between contracted out projects and the Department of Public Works' quality workmanship.

Alternatives Considered/ Reasons for Rejecting Alternatives:

An alternative would be to purchase used vehicles which would most likely reduce the reliability of the equipment and increase maintenance costs.

Consequences of Not Implementing/ Delaying Implementation:

"Not Implementing or Delaying Implementation" can lead to significant delays in important town operations such as sanding, plowing and other roadwork. In addition, this would have an effect that reaches across several town departments as some vehicles are often recycled to other departments.

Other Pertinent Background Information:
See attached photo of current Tractor Unit PR-7.

Unit PR-7

Fleet Maintenance – Purchase

Estimated Total Project Cost: __$40,000_____

Estimated Future Savings: _____

Estimated Incremental Costs: _____

Staffing Changes: _____N/A_____

Justification Code: ____ R or NR: __R____ Priority: __B___

_____

Project Description:

New Purchases for Budget Year FY13:

Priority	Description	Annual Amount	Total Value and Length of Lease
6	¾ or 1 Ton Pick-Up Truck	$40,000.00	Total Cost - $40,000 – Purchase
	Total Budget for Purchase in FY13	**$40,000.00**	

Justification and Need:

Fleet Maintenance

Benefit:

Systematic Replacement.

Maintain fleet of required equipment to complete requirements of this department. The equipment purchased is utilized daily year round. The breakdown and excessive repairs aside from exceeding performance schedules, makes the cost/savings benefits enormous. As the Department of Public Works is burdened with an increasing number of projects of increasing complexity, the town has experienced the extensive cost difference between contracted out projects and the Department of Public Works' quality workmanship.

Alternatives Considered/ Reasons for Rejecting Alternatives:

An alternative would be to purchase used vehicles which would most likely reduce the reliability of the equipment and increase maintenance costs.

Consequences of Not Implementing/ Delaying Implementation:

"Not Implementing or Delaying Implementation" can lead to significant delays in important town operations such as sanding, plowing and other roadwork. In addition, this would have an effect that reaches across several town departments as some vehicles are often recycled to other departments.

Other Pertinent Background Information:

Storage Building

Estimated Total Project Cost: _____$80,000.00_____

Estimated Future Savings: _____

Estimated Incremental Costs: _____

Staffing Changes: _____N/A_____

Justification Code: ____ R or NR: __NR___ Priority: _____

_____

Project Description:

New Purchases for Budget Year FY13:

Priority	Description	Purchase $	Total Cost
9	Two Bay Storage Building	$80,000.00	Total Cost - $80,000 - Purchase
	Total Budget for Purchases in FY13	**$80,000.00**	

Justification and Need:

Storage Building – To better maintain Parks & Grounds fleet by protecting vehicles and equipment from weather related issues such as premature rusting, etc.

Benefit:

Storage Building – Cost savings on repairs and replacements on vehicles and equipment.

Alternatives Considered/ Reasons for Rejecting Alternatives:

Storage Building – The alternative would be to continue to leave vehicles and equipment outside or in poorly sheltered areas of the parks and grounds department, but this would leave the department open to more costly repair and maintenance.

Consequences of Not Implementing/ Delaying Implementation:

"Not Implementing or Delaying Implementation" can lead to costly repairs and maintenance budgets for the Parks and Grounds department along with shorter replacement times for vehicles and equipment.

Other Pertinent Background Information:

Recreation Department

Fleet Maintenance - Leases

Estimated Total Project Cost: $8,600 (New); $4,560 (Ongoing)

Estimated Future Savings: _____

Estimated Incremental Costs: _____

Staffing Changes: _____N/A_____

Justification Code: ____ R or NR: __R___ Priority: _____

Project Description:

Priority	Description	Annual Amount	Total Value and Length of Lease
5	Park & Grounds Tractor (Unit PR-7)	$8,600.00	Total Cost - $43,000 – 5 Yr Lease
	The total $17,200 annual cost for this Tractor will be split between Parks & Grounds and Park & Rec.		
	Total for New Leases starting in FY13	**$8,600.00**	

Ongoing Leases for the Recreation Year FY13:

Current	Description	Lease Years	Lease Length	Annual Amount
Unit #PR-6	2010 John Deere Tractor	FY10-FY14	5 Year Lease	$ 4,560.16
	The cost for this Tractor is being split between Parks & Grounds and Park & Rec.			*Total Annual Lease Payment is $9,120.31 ($4,560.16 each)*
	*Originally budgeted @ $9,120 paid all by P&G but changed after the budgets were set up.			
	Total Budget for Ongoing Leases in FY13			**$ 4,560.16**

Justification and Need:

Fleet Maintenance

Benefit:

Systematic Replacement.

Maintain fleet of required equipment to complete requirements of this department. The equipment purchased is utilized daily year round. The breakdown and excessive repairs aside from exceeding performance schedules, makes the cost/savings benefits enormous. As the Department of Public Works is burdened with an increasing number of projects of increasing complexity, the town has experienced the extensive cost difference between contracted out projects and the Department of Public Works' quality workmanship.

Alternatives Considered/ Reasons for Rejecting Alternatives:

An alternative would be to purchase used vehicles which would most likely reduce the reliability of the equipment and increase maintenance costs.

Consequences of Not Implementing/ Delaying Implementation:

"Not Implementing or Delaying Implementation" can lead to significant delays in important town operations such as sanding, plowing and other roadwork. In addition, this would have an effect that reaches across several town departments as some vehicles are often recycled to other departments.

Other Pertinent Background Information:
See photo of current Tractor Unit PR-7 under Parks & Grounds.

Planning & Community Development/DPW

Route 20 Sewer Project – Design and Permitting Phase

Estimated Total Project Cost: **$1,000,000**

Estimated Future Savings: NA

Estimated Incremental Costs: unknown at this time

Staffing Changes: unknown at this time

Justification Code: **C** R or NR: **NR** Priority: **1**

Project Description:

Request $1,000,000 for the design and permitting phase of the Route 20 business district sewer project.

The Town has been pursuing the construction of a decentralized wastewater treatment facility to serve the Route 20 business districts for many years. Past appropriations have funded a Needs Assessment in 2001, and a Wastewater Management Plan Update, hydrogeological testing and preliminary DEP permitting in 2010. This phase of the project will fund the design of the facility and completion of DEP permitting (including MEPA and a Groundwater Discharge Permit). The final phase will be construction of the system, which funds will be requested in future years.

The project has been guided by the Selectmen-appointed Route 20 Sewer Assessment Technical Advisory Committee (TAC). After determining the needs of the businesses in 2001, the TAC has focused its efforts on locating a disposal site with adequate soils that are capable of treating no less than 100,000 gallons per day while maintaining watershed health and minimizing ecological impacts. The Curtis Middle School recreational field has been identified as a viable site based on in-depth hydrogeological testing completed in January 2011.

The design and permitting phase of the project will enable the Town to move forward with the planning for the system, including the sizing and process of the treatment plant, and the layout of the distribution system. The sewer district currently is envisioned to incorporate all properties from approximately Mill Village on the east, to Lafayette Drive on the west. This will encompass the most critical business properties identified in 2001. A treatment plan is anticipated to be located on the town-owned Bushey property at 641 Boston Post Road. The distribution system will transport the treated effluent up Horse Pond Road to the leaching field at Curtis Middle School. The final size of the system and identification of properties to be included in the sewer district will be determined by the capability of the soils at the Curtis Middle School after final hydrogeological testing is completed.

After defeat of the ballot initiative for this project in June 2011, a Steering Committee was formed by the Selectmen. Although no decision has been made to proceed with funding proposals in FY13, this application is submitted as a placeholder should the Selectmen decide to advance the project this year.

Justification and Need:
The 2001 Needs Assessment documents the importance of constructing a sewer system along the Route 20 corridor. Each business property was evaluated based on its water usage, soil conditions in the area, frequency of repair or replacement and several other criteria, and sectors were created based on location (East, West and Central). Each sector had properties with critical wastewater limitations. However, based on the length of the Route 20 corridor, and amount of discharge which can be treated at the Curtis site, it has been determined that the initial construction of the sewer system will be limited to the Central and West sectors, which exhibited the greatest needs.

Benefit:
The benefits of constructing a system will be the protection of the town's adjacent water supply system in the Raymond Road well area, and eventual growth of the commercial tax base. Once alternatives for wastewater disposal are available to the businesses, it is anticipated that businesses will grow, new businesses will be attracted to Sudbury, a better mix of businesses will develop along the Route 20 corridor, and the corridor will redevelop as an attractive and viable commercial area. It is estimated that growth in the commercial sector by 10% could produce an additional $500,000 in tax revenue.

Alternatives Considered/ Reasons for Rejecting Alternatives:
Several alternatives to constructing a system in Sudbury have been explored, primarily in the Towns of Framingham and Marlboro. Utilizing Framingham's system (MWRA) would constitute an out-of-basin transfer of water and is severely discouraged by DEP. Marlboro's system discharges directly into Hop Brook and may have more significant environmental impacts. Cost control in the future has also been discussed as troubling if Sudbury does not have autonomous authority.

The businesses themselves are already utilizing alternative technologies approved by DEP to treat and discharge their wastewater. These alternatives are costly, and the large plaza owners are faced with continual costly repairs and replacement of systems.

Consequences of Not Implementing/ Delaying Implementation:
If the funding request is delayed beyond FY13, the entire project will be delayed. If design is funded in 2012, and construction funds follow in 2013, the project can commence in 2014, with completion in late 2015.

Sudbury will not see the effects of an improved business district for many years after completion of the project. The initial capital cost to hook into a sewer system may delay business expansion for several years. The market will determine if businesses expand or redevelop, and this will be out of the control

of the Town once the sewer system is installed. But the Town's investment in the infrastructure of the business district is anticipated to have a beneficial effect over time.

Town Center Traffic Improvements

Estimated Total Cost: **$1,500,000**

Estimated Future Savings: $0

Estimated Incremental Costs: $0

Staffing Changes: None

Recurring: Non-recurring: **X**

Justification Code: A/D R or NR: NR Priority: 2

Project Description:

Request $1,500,000 in FY13 for final engineering design, contract document preparation and construction of traffic improvements to the Town Center.

Previous funding in FY07 from the Sudbury Foundation ($50,000) and the CPA ($15,000) provided the town with an array of concept designs for improvements to the Concord Road/Hudson Road/Old Sudbury Road area, including traffic safety and pedestrian improvements, and landscape and historic preservation enhancements. Funding in FY08 in the amount of $100,000 ($70,000 from the Capital budget and $30,000 from CPA) produced engineering design plans for the intersection.

This CIP proposal requests funding for the final engineering design, bid documents and construction of the intersection improvements. The estimated total (highest) price for the project is approximately $1,800,000. Some portion of this (approximately $300,000) may be eligible for CPC funding under historic preservation and open space, and is excluded from this request for Capital Improvement Funds. Additionally, Chapter 90 funding for this project may be allocated in the Department of Public Works budget for the anticipated construction year, which could reduce the requested amount to $1,000,000.

The Town has moved carefully and methodically through this project in order to balance competing needs and interests in the historic town center. The final plan reflects the community objectives determined during the public processes of the Sudbury Center Improvement Advisory Committee, as enumerated in their final report dated March 2008 and listed below:

- *Preserve and protect historic, cultural and natural resources in the center.*
- *Improve safety and accessibility for all those that use Sudbury Center.*
- *Improve traffic flow, but not traffic speed, through the center.*
- *Protect the existing scale and visual character of the center.*
- *Establish a clear sense of the town center as a civic location.*

Justification and Need:

The Town of Sudbury is seeking to address several key issues with the redesign and reconstruction of the intersection of Concord Road, Hudson Road, and Old Sudbury Road. These improvements include increasing the safety of the intersection for automobiles, pedestrians, and bicyclists; adding infrastructure improvements for pedestrians and bicyclists; preserving the historic and natural features of the roadway; and enhancing the historic and natural features and appearance of the area.

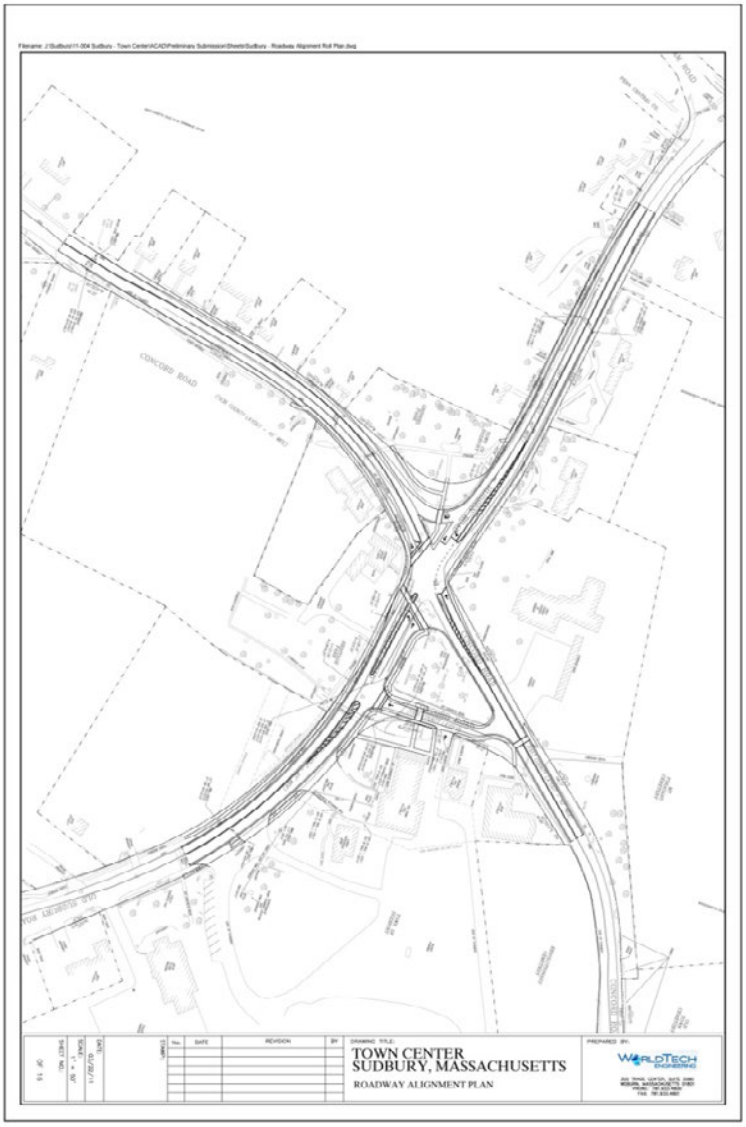
Benefit:
This project is consistent with the 2001 Master Plan goal of preserving community character in all aspects of planning and development. Re-design of this intersection in combination with historic preservation and enhancement of pedestrian circulation is a stated goal of the Town. The Board of Selectmen has prioritized this project as a goal since 2006.

In addition to the important matter of public safety, the improvements proposed by this project will preserve the character and historic assets of one of the key intersections in the community, and certainly the key intersection for its inclusion of noteworthy historic properties and features. The entire project area is encompassed by the Sudbury Center Historic District.

Alternatives Considered and Reasons for Rejection:
Alternatives were considered in the course of the design options. The final plan reflects the desired improvements as articulated by the residents, and reflects minimal changes to the area. The only other alternative is to only replace the signals in place, as these are beginning to malfunction. However, removing and replacing the signals without creating properly aligned left turn lanes will not solve the safety issues, will still be costly and will require significant disturbance in the intersection. The plan proposed creates minimal changes to the overall area but provides substantial safety improvements.

Consequences of Not Implementing
The intersection in the town center is used regionally as the surrounding towns develop both residentially and commercially. It can no longer operate efficiently or safely given the number of vehicles using it on a daily basis. Traffic will continue to increase, particularly with proposed large-scale developments in both Maynard and Wayland. While the goal of the project is not to accommodate an increase in traffic volume, some basic changes to the intersection are needed to make it safer for vehicles and pedestrians.

Attachment:
Final Design Plan
SCIAC Final Study http://sudbury.ma.us/documents/dl/4149/FinalReportMarch08.pdf


CONCORD ROAD
TOWN CENTER
SUDBURY, MASSACHUSETTS
ROADWAY ALIGNMENT PLAN
WORLDTECH ENGINEERING

Walkway Construction

Estimated Total Project Cost: **$200,000**

Estimated Future Savings: NA

Estimated Incremental Costs: NA

Staffing Changes: NA

Justification Code: **A** R or NR: **NR** Priority: **3**

Project Description:

Request $200,000 in FY13 for engineering, design and construction of priority walkways townwide.

The Comprehensive Walkway Program seeks to provide a network of walkways throughout Sudbury. This walkway network will:

a. Provide safe, accessible paved surfaces for pedestrians and other users which are separated from the roadway pavement used by motorized vehicles.
b. Link up Sudbury conservation land, parks and other public areas of surrounding towns. Some of these towns have walkways terminating at the Sudbury line (e.g., Framingham's at Old Framingham Road);
c. Provide access to public areas such as schools, recreation centers, shopping centers, houses of worship, etc.; and
d. Increase the flexibility of school programs by freeing them from the restriction imposed by bus schedules and possibly resulting in bus fleet reductions.

Prior to adoption of the Community Preservation Act in Sudbury in 2002, walkway construction was funded in the annual budget. Since 2002, walkway construction has been funded almost exclusively with CPA funds, and walkways have been constructed on Nobscot Road, Willis Road, Raymond Road, Peakham Road, Concord Road, Dakin Road and North Road, for a total of approximately $700,000 expended. Walkways under consideration for FY13 funds include Dudley Road, Old Framingham Road, Pantry Road, Dutton Road, Powder Mill Road, Old Lancaster Road, Union Avenue and Marlboro Road. The allocated funds will not be sufficient to construct all of these walkways. Furthermore, additional walkways may be added to this list upon neighborhood request.

It is the intent of this capital request to plan for the construction of walkways listed in the Walkway Committee report within a realistic time frame set up annually by the DPW Director. Appropriating funds on an annual or semi-annual basis will allow the town to utilize DPW staff to complete segments of work, thereby lowering the final cost of construction.

Justification and Need:

a. Risk to public safety: Most pedestrian-vehicular accidents in Town can be attributed to the lack of separate thoroughfares for vehicles and pedestrians. As town population increases, the volume of traffic on roads increases; which in turn increases the potential for pedestrian/vehicle collisions.
b. Equitable provision of services: Some of the oldest streets in town have walkways along them, and others do not. These old streets are typically narrow and curvy, and do not allow safe pedestrian usage. Funds should be earmarked to expand the walkway network along the older streets in town.
c. Funding Sources outside taxation: The walkway program currently funded in Sudbury utilizes public funds from Town Meeting appropriation and private contributions from developers and private citizens. These private contributions have been made willingly over the past several years due to the progress made in constructing walkways. Disruption of the program will diminish outside private contributions.
d. Provide additional, vitally needed modes of recreation and transportation, i.e., walking, jogging and bicycling.
e. Provide safe routes to and from schools and bus stops for students.

Benefit:

The benefits of the entire walkway program are enumerated in the Report of the Sudbury Walkway Committee, February 2000, and in the Project Description and Justification and Need sections of this document (available on the Town's website at www.sudbury.ma.us under Committees/Planning Board).

Alternatives Considered and Reasons for Rejection:

It had been previously requested, and defeated, at the 2000 Annual Town Meeting to approve a Proposition 2 ½ override for the construction of the comprehensive list of walkways. Town Meeting has favored annual appropriations for walkway construction within the levy limit. It is believed that under the direction of the DPW Director, the funds will be used and managed more efficiently this way, with the overall effect of costing the taxpayers less. The requested funds will be expended in the Dept. of Public Works budget, utilizing as much town staff time as possible given work schedules and expertise. The alternative is to contract out the entire job at significantly higher costs. As planned, dividing tasks between town departments and private contractors produces the lowest construction costs.

A second alternative is to apply for Community Preservation funds for the construction of walkways, which application is being considered for FY13 funding.

Consequences of Not Implementing

Walkway construction is crucial for the safety of the Town's residents. School children and town residents cannot walk safely along Town roads due to their narrow width, winding curves and lack of suitable shoulders. Addressing this safety issue should not be delayed until AFTER a crisis occurs.

Other Background Information:

Many opportunities to expand the Town walkway system at minimum cost to the Town are in place. The Town regularly accepts gifts from developers, through subdivision and site plan approval, to be placed in a general walkway engineering and construction fund, expended under the direction of the DPW Director. All developers are asked to consider the off-site impacts of development, as well as the marketability of providing amenities in developments. The Planning Board continues to expand the walkway system through the subdivision approval process, and the Board of Selectmen continues to request commercial development proposals to provide walkways along crucial segments of Route 20 and its adjacent streets.

In 2007 a new initiative was started to involve residents in the planning and prioritization of walkways. This initiative requires neighborhood support and assistance in order to receive funding. This relieves town staff of persuading hesitant homeowners to agree to easements, and involves the residents to discuss the needs of the neighborhood and the benefits of walkways with reluctant homeowners. To date the initiative has been very successful, reducing the amount of pre-planning staff time significantly for the most recent projects.

Walkways have historically benefited from the support of Town Meeting, the Planning Board, the Board of Selectmen, the Capital Improvement Planning Committee, the Community Preservation Committee and the Park and Recreation Commission in past years. The number of residents who utilize the walkways attest to the popularity of continuing the program.

An annual amount of $20,000 is included in the Department of Public Works budget for maintenance of existing walkways. It is requested that this line item be funded in the Public Works Department budget every year to adequately maintain these important Town resources. A separate capital funding request has also been made for walkway maintenance.

Walkways Constructed since 2000 with CPA Appropriated Funds, Town funds and Developer Contributed Walkway Funds:

	Length
Landham Road – Coolidge Lane to Route 20/Eddy Street to Framingham Town line	.36 mil
Maynard Road – Fairbank Road almost to Hudson Road	1.3 miles
Route 20 – King Philip Road to Green Hill Road	.8 miles
Raymond Road – Feeley Field to Route 20	.125 miles
Warren Road to Cider Mill Road	.25 miles
Horse Pond Road – State Police Crime Lab to Route 20	.11 miles

Peakham Road – Robert Best Road to Robert Best Road	.38 miles
66 Mossman Road	.13 miles
Concord Road - Thompson Drive to Lincoln Road	.25 miles
Willis Road – Kendra to Ford Road	.8 miles
Kendra to Marlboro	.5 miles
Dakin Road – Blacksmith Dr to Philomen Whale Rd	.3 miles
Nobscot Road – Route 20 to Mahoney Farm Dr.	.9 miles
North Road – Haynes to Davis Recreation Field	.85 miles
Route 20 – Shaws Plaza to Nobscot Road	.2 miles
TOTAL	7.25 miles

Walkways Completed by Developers:

Dakin Road
- LEAP School to Blacksmith Drive

Route 20
- Nobscot Road to Union Avenue (south side of Route 20)
- Shaw's Plaza to Nobscot Road (south side of Route 20) – Under construction

Haynes Road
- In front of Willow Hill School to Puffer Lane

Hudson Road
- Spruce Lane to Ronald Road

Maynard Road
- Opposite Cutting property to Wyman Drive

North Road
- Mossman Road to Longfellow Road

Old County Road
- Villages at Old County Rd development to Route 20

Walkways Proposed by Developers:

Route 20 - Mill Village to Sudbury Crossing Plaza (south side of Route 20)

Information Systems

E-mail Archiving

Estimated Total Project Cost: **$16,500**

Estimated Future Savings:

Estimated Incremental Costs: **$1,500 per year Hardware/Software Maintenance**

Staffing Changes:

Justification Code: **A** R or NR: **NR** Priority: **2**

Project Description:
Add a new email archiving appliance to our email messaging infrastructure. The archiving appliance will be placed at the internet gateway retrieving and archiving email before the message reaches the end-user's computer. The email messages and their attachments are stored in their original formats without the ability to alter their content. The storage capacity of the appliance will allow the town to store archived email for a period of seven years as a result we will be able to quickly respond to any e-discovery or public record requests.

Justification and Need:
The State Public Records Law applies to all government records generated, received or maintained electronically, including email. Municipalities must retain records in an accessible format (capable of being reproduced or printed) for the period designated in the Massachusetts Statewide Records Retention Schedule.

One of the most important drivers for the implementation of an email archiving system is a set of amendments to the Federal Rules of Civil Procedure (FRCP) that went into effect on December 1, 2006. These changes represent several years of debate at various levels and have a significant impact on electronic discovery and the management of electronic data within organizations that do business in the United States. The changes to the FRCP require organizations to manage their data in such a way that it can be produced in a timely and complete manner when necessary.

Benefit:
The introduction of an email archiving appliance will simplify the Town's compliance and electronic discovery requirements. This will provide a simple and easily operated single point of access for the efficient management of all town emails and attachments. This will allow us to increase our email storage capacity without affecting our email system performance.

Other benefits include:

- Safe and secure area to archive and retrieve email.
- Enhanced end-user productivity when it comes to email management.
- Improved backup and restore functionality
- Ability to create email retention schedules

- Implement email archiving policies based on email content.
- Automatic categorization through content analysis
- The email archiving appliance automatically stores content in the archive, where it is accessible to the user without placing an unnecessary load on the email server. .The archiving of the email will allow us to implement policies that have the email server shed messages in the store after a pre-determined period. The Staff then has the ability to search and retrieve their messages using an Outlook client plug-in that places the Archive folder in their email folder list.
- All email that is archived goes through a deduplification process. This process assures that only one single instance of the email is retained. The other instances of the email are changed to links to the single message. This offers significant storage advantages, for example an email with a large attachment sent to many town email addresses would only be archived as one instance. The other staff that received the email with the attachment would be archived as a link to the one archived email.

Alternatives Considered/ Reasons for Rejecting Alternatives:

Do nothing. In order to search all of the email stores the IT department would have to export all email from the Exchange data store into a single mailbox using exmerge. All 200 of the .pst archive storage files located on each of the staff's network storage area would also have to be exported into the mailbox. We would not be able to search any of the email distribution lists for committees since the emails are distributed to the committee members personal email addresses. There is not enough staff in the IT department to comply with the request in a timely manner. The town may need to hire outside computer forensic consultants if emails have been deleted or lost.

Consequences of Not Implementing/ Delaying Implementation:

If the town is involved directly or indirectly in litigation, the municipality may be subject to a "litigation hold" and will be required to preserve and provide access to all records in their control. "Litigation hold" may require the retrieval of emails and other electronic records during the retention period.

Under state and federal rules, all municipal records (public and non-public records) may be subject to disclosure as part of a lawsuit. The municipality is required to provide access to all records, whether in paper or electronic form (Electronic Stored Information – "ESI"), or face stiff penalties.

Other Pertinent Background Information:

In summary the implementation of this project will ensure the Town has the capabilities to respond to State and Federal mandates concerning email archiving.

Attached is an article from the Boston Globe about an email request controversy that occurred in Mayor Menino's office. This could have been avoided if the email archiving appliance was part of their email infrastructure.

The Boston Globe

Kineavy takes leave over e-mails

Galvin says city not cooperating on investigation, threatens more action

By Michael Levenson and Donovan Slack

Globe Staff / October 7, 2009

The aide at the center of an investigation into thousands of deleted e-mails at Boston City Hall said yesterday that he was taking a leave from Mayor Thomas M. Menino's office, as Secretary of State William F. Galvin expressed frustration over what he described as the city's failure to fully cooperate with investigators.

Galvin, who is charged with overseeing the state public records law, said in an interview that he is considering taking further action against the Menino administration. Under state law, Galvin can turn the case over to Attorney General Martha Coakley for possible prosecution.

"Things are rapidly approaching a conclusion," Galvin said. "We've made some very specific demands of them, to be blunt, and they haven't been responsive. . . . We're approaching some decisions in this area unless there's a dramatic turnaround in their response."

Michael J. Kineavy, the mayor's chief of policy and planning, announced his leave in a brief telephone interview. City officials said that Kineavy's leave would be unpaid and that he would be free to work on the mayor's reelection campaign, for which he has been a longtime political strategist.

"I've asked the mayor to grant me a leave of absence until we get by this," Kineavy said. "I've become a distraction, and that isn't good for the mayor or the city so, until this straightens out, I won't be a part of city government."

The unpaid leave by a trusted aide in the throes of the mayor's most contested reelection campaign was a dramatic and unexpected twist for Menino, who has been dogged by questions over Kineavy's deletion of city e-mails and the city's response to it.

"It is unfortunate that these things happen during political times but we hope this time will allow Michael to clear his name," Menino said in a statement last night. "The city will continue to seek out information of any deleted items from within Michael's computers and will continue to work in cooperation with the secretary of state's office in this effort."

Yesterday, revelations that Kineavy had replaced his computer shortly after receiving a request from the Globe for his e-mails exploded onto the campaign trail, where Menino is seeking an unprecedented fifth term. Menino's opponent, Councilor at Large Michael F. Flaherty Jr., demanded an independent investigation and said he sees a "cover-up and/or obstruction of justice." His campaign sent messages on e-mail and Twitter urging supporters to demand that Coakley take action.

The investigation also has potential repercussions for Coakley, who is a leading candidate in a special election for US Senate. She was asked at a Monday press conference whether she was avoiding an investigation of the Menino administration because of her alliance with the mayor, a fellow Democrat.

Coakley denied any conflict, saying, "Any suggestion that I was backing away from it or balking at it is just inaccurate."

And Coakley's office said yesterday that it is waiting to hear from Galvin before taking any action.

"Nothing has changed for us at this point," said Coakley spokeswoman Emily LaGrassa. "We will await the findings of Secretary of State Galvin, who is in the midst of a very comprehensive review of the situation, and upon his findings we'll make a determination as to whether any action is appropriate for us. It doesn't make sense to duplicate efforts when the secretary of state is already reviewing the situation."

Galvin's apparent frustration and Kineavy's leave occurred nearly a month after the Globe reported that Kineavy had been routinely deleting thousands of his e-mails in potential violation of state public records law. Under state law, municipal employees must save electronic correspondence for at least two years, even if the contents are of "no informational or evidential value." Penalties can include fine of up to $500 or one year in prison.

Dot Joyce, a Menino spokeswoman, said the city has cooperated with Galvin's office, including preparing a report detailing which e-mails were recovered and where they were found.

"The mayor has made very clear from the beginning of this issue that the corporation counsel, along with outside experts, were to recover everything and anything . . . that the secretary of state's office has requested," Joyce said. "The city corporation counsel, along with outside experts, will continue and have been continuing to ensure that everything is being reviewed to have as comprehensive a report as possible."

But Galvin said the state supervisor of records, who works in his office, was so fed up with Menino administration officials that he wrote them an e-mail Friday calling their responses to the secretary of state "insulting and unacceptable."

Galvin declined to comment specifically on what action he might take as a next step, saying, "I'm not going to go there now."

"But this matter has been going on for quite some time now, and it needs to be resolved," Galvin said. "And as of this hour, it is not."

Kineavy's e-mails are also the subject of a federal subpoena as part of a corruption investigation against state Senator Dianne Wilkerson and Councilor Chuck Turner. The FBI and US attorney's office declined to comment yesterday on whether the city had satisfied the subpoena.

At a campaign appearance in the North End, Flaherty renewed a previous call for an investigation by Coakley. "It's common sense here that if they had nothing to hide, they wouldn't be acting this way," he said.

And last night, Flaherty issued an even tougher statement, saying, "This is about Mayor Menino and the culture at City Hall. The fish rots from the head down."

Speaking after he attended the same luncheon in the North End, the mayor bluntly dismissed the call for a new investigation and defended Kineavy, who has been a key strategist for Menino since he took office in 1993.

Menino said his administration has been "forthright" in turning over information about Kineavy's computer and the e-mails that Kineavy deleted in possible violation of state public records law. "I'm trying to be as upfront as I can, and people are trying to make a political issue out of it," Menino said.

He added that "until someone proves otherwise," he has no reason to believe that Kineavy's failure to remember that he was given a new computer in April was anything other than "an honest mistake."

He also brushed aside Flaherty's call for an "independent investigation," saying he was satisfied with Galvin's ongoing effort to recover Kineavy's deleted e-mails. "The secretary of state's office is independent, isn't it?" Menino said.

Michael Levenson can be reached at mlevenson@globe.com. Matt Viser of the Globe staff contributed to this report.

Telephone System Upgrade DPW

Estimated Total Project Cost: **$37,000**

Estimated Future Savings: **$2,400 per year in Centrex Line costs**

Estimated Incremental Costs: (After first year) an annual cost of $600.00 SmartNet for 2821 SRST, and $400.00 SmartNet for additional phones and licenses.

Staffing Changes: N/A

Justification Code: C R or NR: R Priority: 2

Project Description:
Replace the current telephone system at the Department of Public Works building with a Cisco Survivable Remote Site Telephony (SRST) Voice over IP (VoIP) system. The SRST will be the first add-on to our Cisco Town-Wide VoIP system. The current system at the DPW building will be installed at the main Fire Station replacing their stand-alone PBX. The DPW's Centrex telephone lines will be reduced from 14 to 4 backup lines. The SRST will utilize the Fiber Optic lines that connect all of our Town buildings. This will allow users to make outside calls using the digital PRI (Primary Rate Interface) line at the Flynn building as well as the Centrex backup lines located in the Flynn, Fairbank and DPW buildings. The SRST will interface with the current paging system in the DPW/Highway buildings, allowing users to page both buildings or page certain defined zones within the buildings. The DPW SRST will also be able to function on its own in the event of a fiber break or other network disruption. This unified telephone system will not only provide greater functionality, but will save on the Town's annual telecommunication costs.

Justification and Need:
The Town's telecommunication goal is to consolidate our telephony services into one unified VoIP telephone system thus, allowing our buildings to share telephony services. Achieving this goal will result in significant savings on our annual telecommunication costs and help streamline the management and functionality of the Town's telecommunications network.

The VoIP system includes Call Managers located at the Flynn and the Fairbank buildings that provide call load balancing and redundancy. The Flynn digital PRI telephone line will allow up to 23 outside calls to occur and any overflow of calls will use the twelve backup lines located at the Flynn, Fairbank and DPW buildings. The sharing of telephone lines gives the DPW access to 35 lines instead of the current 10, an increase of 350% in line availability. Faxes and other analog devices will use FXS (Foreign Exchange Station) ports located on the SRST giving them analog dial-tone and eliminating the need for dedicated lines. The DPW will also use DID (Direct Inward Dialing) numbers which will provide 10 digit numbers for each telephone and analog device. This allows the public to dial the department or person directly instead of going through a lengthy Automated Attendant. The implementation of DID numbers will also allow us to set up direct numbers for Snow Emergency, Hazardous Waste Day, and any other information lines that are needed.

Another telecommunication goal is to provide the Police and Fire departments with telephone systems that are independent of the Cisco VoIP system. This would ensure that telephone system functionality at these buildings would not be affected by hardware, fiber or Verizon line failures on the VoIP network. We also wanted their systems to be able to interface with one another and the VoIP system through extension dialing. The ability to dial an extension eliminates the need to use an outside line to call another town building thus freeing the Verizon lines for public calling. The Nortel BCM 400 housed at the Police Station has this capability. We would be moving the Nortel BCM 400 currently at the DPW to the Fire Department to complete this goal.

The State 911 Department has released new Emergency Medical Dispatch (EMD) Regulations which all municipal emergency call centers must implement by July 1, 2012. The new regulations require that all Emergency Medical Dispatch occur in the location in which the Enhanced 911 system resides. This requirement makes it necessary to combine the dispatch operations of the Town at the Police Station. The Fire Dispatcher currently located at the Fire Station will now dispatch from the Police Station. Since all calls will now go through the Police Station the ability to transfer the Fire calls to the appropriate person or area within the Fire Department is now necessary. The addition of the BCM at the Fire Department will allow us to easily transfer calls between Fire and Police which is currently not possible.

The Nortel BCM has VoIP capabilities. VoIP phones would be deployed at the satellite Fire Stations located at Route 117 and Route 20, creating better communication between the sites. The Fire BCM would also be integrated with the Fire Department paging system, allowing users to page the entire building or defined zones. We will also be able to create distinctive rings for the incoming lines alerting the fire personnel of an emergency call by the ring tone.

Benefit:

Two redundant Call Manager systems

- The Cisco VoIP architecture is centralized. The call control and applications are housed in the data centers at the Flynn and Fairbank buildings with local resiliency designed into the IP network.
- Load balancing between Cisco Call Managers.

Survivable Remote Site Telephony

- Allows the Town to add remote locations without adding any additional Call Managers.
- The SRST will supply the DPW with the same functionality as the Flynn/Fairbank buildings without having to maintain and operate an additional Call Manager in the building.
- SRST solution provides a rich feature set in back-up mode.

Increased Telephone Functionality

- Enable district-wide broadcast messaging for one-to-many communication.
- Deliver mobility with wireless IP phones and follow-me capabilities for administrators.
- Provide weather alerts and other notifications to each Cisco Unified IP phone.
- Administrators can work from home using Cisco's IP Communicator software which allows them to use their town laptops as a VoIP phone.

Centralized Telephone Lines / Call Processing

- Elimination of outside line usage when calling to other Town buildings. Users would be connecting via an extension rather than using a telephone line.
- Eliminating multiple lines at each building and consolidating phone traffic.

Ease of Setup

- Simplifying the move, add, and change process.
    - Ease of deployment.
    - Less burden on IT staff when users move to new locations.
    - No additional third-party charges when users move to new locations.

- Management of the system through a web browser.
- Telephones are assigned to the individual. Can plug them into any Town network jack and they will retain all settings.

Unified Messaging with Microsoft Exchange

- Voice Mail can be integrated with email.
- Links directly to Outlook Calendar, Journal and Contacts.
- Voice mail messages show up as emails.
- Faxing can be added to complete the unified messaging package.

Supports Session Initiation Protocol (SIP) compliant telephones

- Industry standard for IP telephones.
- Eliminates the need to purchase vendor specific telephony equipment.

Integrated with Computer

- Point and Click telephone operations (Call, Transfer).
- Online User Status.
- Enterprise phone list.
- Instant text messaging.
- Drag and Drop Conferencing bridging.
- Built in Call history with double-click redialing.

Wireless integration

- VOIP wireless telephones that can be used on Wireless Networks (802.11E).
- Lowering cell phone costs with dual-mode mobile / Wi-Fi phones.

Alternatives Considered/ Reasons for Rejecting Alternatives:

The alternative would be to keep the existing systems in place resulting in no reduction in telephone line costs. The Town's telecommunication goal is to consolidate our telephony services into one unified VoIP telephone system thus allowing our buildings to share telephony services. Achieving this goal will result in significant savings on our annual telecommunication costs and help streamline the management and functionality of the Town's telephony network.

Consequences of Not Implementing/ Delaying Implementation:

The Town will not be progressing towards a full utilization of our VoIP system. The cost savings will eventually pay for our initial investment.

Other Pertinent Background Information:

See Attached Sheets

CBE Technologies, LLC
Remit to Address PO Box 674065, Detroit, MI 48267
Correspondence Only Address: 200 BULFINCH DRIVE
ANDOVER, Massachusetts 01810
United States
http://www.cbetech.com

CBE technologies

Quotation

Date
Sep 30, 2011 10:59 AM EDT

Doc #
263238 - rev 1 of 1

Description
dpw

SalesRep
Fargnoli, Karen
(P) 401-330-2808
(F) 401-330-2848

Customer Contact
Thompson, Mark
(P) (978) 443-8891
thompsonm@town.sudbury.ma.us

Customer
Town of Sudbury (42084)
Old Sudbury Rd
Sudbury, Massachusetts 01776

Bill To
Town of Sudbury
Payable, Accounts
Old Sudbury Rd
Sudbury, Massachusetts 01776

Ship To
Town of Sudbury
Thompson, Mark
Old Sudbury Rd
Sudbury, Massachusetts 01776

Customer PO:
None

Terms:
Unknown

Ship Via:
Best Way

Special Instructions:
None

Carrier Account #:
None

Item	Description	Part #	Qty	Tax	Unit Price	Total
	DPW					
	Phones					
1	Cisco Unified IP Phone 7945G VoIP phone - SCCP, SIP - 2-line operation - silver, dark gray	CP-7945G=	5	No	$269.70	$1,348.50
2	Cisco SMARTnet Extended service agreement - replacement - 1 year - NBD	CON-SNT-CP7945	5	No	$0.00	$0.00
3	Cisco Unified IP Phone 7965G VoIP phone - SCCP, SIP - 6-line operation - silver, dark gray	CP-7965G=	32	No	$345.10	$11,043.20
4	Cisco SMARTnet Extended service agreement - replacement - 1 year - NBD	CON-SNT-CP7965	32	No	$0.00	$0.00
5	Cisco Unified IP Phone Expansion Module 7915 Key expansion module	CP-7915=	1	No	$229.00	$229.00
6	Cisco Network device stand kit	CP-SINGLFOOTSTAND=	1	No	$19.00	$19.00
7	Cisco Power cable	CP-PWR-CORD-NA=	1	No	$6.00	$6.00
8	Cisco Power adapter	CP-PWR-CUBE-3=	1	No	$26.00	$26.00
9	Cisco SMARTnet Extended service agreement - replacement - 8x5 - NBD	CON-SNT-CP7915	1	No	$0.00	$0.00
10	Cisco Unified Wireless IP Phone 7925G Wireless VoIP phone - IEEE 802.11b/g/a (Wi-Fi) - SCCP - 6 lines	CP-7925G-A-K9=	4	No	$385.00	$1,540.00
11	Cisco SMARTnet Extended service agreement - replacement - 8x5 - NBD	CON-SNT-7925G1K	4	No	$0.00	$0.00
12	Cisco IP phone data / power cable - USB - 4 pin USB Type A (M) - mini-USB Type B (M)	CP-CAB-USB-7925G=	4	No	$11.00	$44.00
13	Cisco Unified Wireless IP Phone 7925G Power Supply Power adapter	CP-PWR-7925G-NA=	4	No	$27.00	$108.00
14	Cisco Power cable	CP-PWR-CORD-NA=	4	No	$6.00	$24.00
15	Cisco Standard battery Phone battery Li-Ion	CP-BATT-7925G-STD=	4	No	$44.00	$176.00
	CM and VM User Lic					
16	Cisco Unified Communications Manager Device License License - 100 units - delivered via electronic distribution	L-CM-DL-100=	1	No	$2,900.00	$2,900.00
17	CISCO - EDELIVERY - CALLMANAGER DEVICE LICENSE 10 UNITS	L-CM-DL-10=	6	No	$290.00	$1,740.00
18	Cisco Unity Connection (v. 7.x) - license - 1 user - delivered via electronic distribution (pack of 10)	L-UNITYCN7-10USR=	3	No	$377.00	$1,131.00
19	Cisco Unified Communications Software Subscription New releases update - 1 year - for Cisco Unity Unified Messaging - 1 user - delivered via electronic distribution	L-UCSS-MSG-1-1	30	No	$5.80	$174.00
20	Cisco Unified Communications Software Subscription New releases update - 1 year - for Cisco Unified Communications Manager - 1 user - volume - up to 1000 licenses - delivered via electronic distribution	L-UCSS-UCM-1-1-A	40	No	$7.20	$288.00
21	Cisco Unified Communications Essential Operate Service Technical support - phone consulting - 1 year - 24x7 - for Cisco Unity Voice Messaging - 1 user	CON-ESW-VMUSR	30	No	$6.30	$189.00
	Router and VG					
22	Cisco 2921 Voice Bundle Router - voice / fax module - Gigabit Ethernet - desktop	C2921-CME-SRST/K9	1	No	$2,897.00	$2,897.00
23	Cisco 64-Channel High-Density Packet Voice and Video Digital Signal Processor Module Voice DSP module	PVDM3-64=	1	No	$1,824.00	$1,824.00

24	Cisco Voice / fax module - plug-in module / 4 analog port(s)	VIC3-4FXS/DID=	3	No	$456.00	$1,368.00
25	Cisco Voice interface card - plug-in module - FXO / 4 analog port(s)	VIC2-4FXO=	1	No	$456.00	$456.00
26	Cisco ATA 187 Analog Telephone Adaptor VoIP phone adapter - Ethernet, Fast Ethernet	ATA187-I1-A=	1	No	$174.00	$174.00
27	Cisco SMARTnet Extended service agreement - replacement - 1 year - 8x5 - NBD	CON-SNT-C2921SRST	1	No	$0.00	$0.00
	Integration					
28	CBE Technologies - Fixed Bid or T&M Project	CBEPROJECT	1	No	$9,230.00	$9,230.00

Subtotal:	$36,934.70
Tax (0.000%):	$0.00
Shipping:	$0.00
Total:	**$36,934.70**

Quote valid for 30 days.

I agree to the pricing, terms and conditions of this quote.

Printed Name: _____ Signature: _____ Date: _____

These prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. After 30 days prices are subject to change without notice. Supply subject to availability.

Service hours are estimated only. The CBE Systems Engineer will visit or work remotely on the above tasks in the priority defined by the customer. Additional hours may be required to perform all listed tasks.

All labor is assumed to be performed during normal business hours. Off-hours work will be charged at 1.5 times the listed hourly rate. Problems resulting from customer-directed system changes may require additional services as required for resolution. Customer is responsible for all backups and other disaster recovery unless otherwise defined.

Library

Telephone System Upgrade

Estimated Total Project Cost: **$20,000**

Estimated Future Savings: **$2,400 per year in Centrex Line costs**

Estimated Incremental Costs: (After first year) an annual cost of $600.00 SmartNet for 2821 SRST, and $400.00 SmartNet for additional phones and licenses.

Staffing Changes: N/A

Justification Code: C R or NR: R Priority: 1

Project Description: *The Library's current telephone system was installed in 1998 and is a stand-alone system whose technology is far out of date and not in line with the Town's telecommunication goals. There are many limitations to the current system, which does not have the flexibility or features that today's technology offers. The following details outline these features, and our current limitations.*

- Replace the current stand-alone telephone system at the Goodnow Library building with a Cisco Survivable Remote Site Telephony (SRST) Voice over IP (VoIP) system.
- The SRST will utilize the Fiber Optic lines that connect all of our Town buildings. This will allow users to make outside calls using the digital PRI (Primary Rate Interface) line at the Flynn building as well as the Centrex backup lines located in the Flynn, Fairbank and Library.
- The Library SRST will also be able to function on its own in the event of a fiber break or other network disruption.
- This unified telephone system will not only provide greater functionality, but will save on the Town's annual telecommunication costs.

Justification and Need:

- The Town's telecommunication goal is to consolidate our telephony services into one unified VoIP telephone system thus, allowing our buildings to share telephony services.
- Achieving this goal will result in significant savings on our annual telecommunication costs and help streamline the management and functionality of the Town's telecommunications network.
- The VoIP system includes Call Managers located at the Flynn and Fairbanks buildings that provide call load balancing and redundancy.
- The Flynn digital PRI telephone line will allow up to 23 outside calls to occur and any overflow of calls will use the 12 backup lines located at the Flynn, Fairbank and Library buildings.
- The sharing of lines would give the Library access to many more lines than it currently has.
- Direct Inward Dialing (DID) numbers provide 10 digit numbers for each telephone and analog device.
- Implementation of DID numbers allows for the setup of direct numbers for Snow Emergency or any other lines that are needed.

- Another capability of the VoIP system would be the ability interface with one another through extension dialing, rather than the current systems which requires the use of an outside line (with associated costs) to call another Town building. These outside lines would then be freed up for patrons to call into the Library building.

Benefit:

Two redundant Call Manager systems

- The Cisco VoIP architecture is centralized. The call control and applications are housed in the data centers at the Flynn and Fairbank buildings with local resiliency designed into the IP network.
- Load balancing between Cisco Call Managers.

Survivable Remote Site Telephony

- Allows the Town to add remote locations without adding any additional Call Managers.
- The SRST will supply the Library with the same functionality as the Flynn/Fairbank buildings without having to maintain and operate an additional Call Manager in the building.
- SRST solution provides a rich feature set in back-up mode.

Increased Telephone Functionality

- Enable district-wide broadcast messaging for one-to-many communication.
- Deliver mobility with wireless IP phones and follow-me capabilities for administrators.
- Provide weather alerts and other notifications to each Cisco Unified IP phone.
- Administrators can work from home using Cisco's IP Communicator software which allows them to use their town laptops as a VoIP phone.

Centralized Telephone Lines / Call Processing

- Elimination of outside line usage when calling to other Town buildings. Users would be connecting via an extension rather than using a telephone line.
- Eliminating multiple lines at each building and consolidating phone traffic.

Ease of Setup

- Simplifying the move, add, and change process.
    - Ease of deployment.
    - Less burden on IT staff when users move to new locations.
    - No additional third-party charges when users move to new locations.
- Management of the system through a web browser.
- Telephones are assigned to the individual. Can plug them into any Town network jack and they will retain all settings.

Unified Messaging with Microsoft Exchange

- Voice Mail can be integrated with email.
- Links directly to Outlook Calendar, Journal and Contacts.
- Voice mail messages show up as emails.
- Faxing can be added to complete the unified messaging package.

Supports Session Initiation Protocol (SIP) compliant telephones

- Industry standard for IP telephones.
- Eliminates the need to purchase vendor specific telephony equipment.

Integrated with Computer

- Point and Click telephone operations (Call, Transfer).

- Online User Status.
- Enterprise phone list.
- Instant text messaging.
- Drag and Drop Conferencing bridging.
- Built in Call history with double-click redialing.

Wireless integration

- VOIP wireless telephones that can be used on Wireless Networks (802.11E).
- Lowering cell phone costs with dual-mode mobile / Wi-Fi phones.

Alternatives Considered/ Reasons for Rejecting Alternatives:

The alternative would be to keep the current stand-alone system. However, there would be no reduction in telephone line costs.

The Town's communication goal is to consolidate its telephony services into one unified VoIP system thus allowing its buildings to share telephony services. Achieving this goal will result in significant annual savings and contribute towards streamlining the management and functionality of the whole Town's telephone network.

Consequences of Not Implementing/ Delaying Implementation:

No progress will be made toward the stated goal of moving to a full utilization of a VoIP system. The cost savings will eventually pay for the initial investment.

Other Pertinent Background Information:

See attached price quote

CBE Technologies, LLC
Remit to Address PO Box 674065, Detroit, MI 48267
Correspondence Only Address: 200 BULFINCH DRIVE
ANDOVER, Massachusetts 01810
United States
http://www.cbetech.com

CBE technologies

Quotation

Date
Sep 30, 2011 10:38 AM EDT

Doc #
263237 - rev 1 of 1

Description
Library

SalesRep
Fargnoli, Karen
(P) 401-330-2808
(F) 401-330-2848

Customer Contact
Thompson, Mark
(P) (978) 443-8891
thompsonm@town.sudbury.ma.us

Customer
Town of Sudbury (42084)
Old Sudbury Rd
Sudbury, Massachusetts 01776

Bill To
Town of Sudbury
Payable, Accounts
Old Sudbury Rd
Sudbury, Massachusetts 01776

Ship To
Town of Sudbury
Thompson, Mark
Old Sudbury Rd
Sudbury, Massachusetts 01776

Customer PO:
None

Terms:
Unknown

Ship Via:
Best Way

Special Instructions:
None

Carrier Account #:
None

Item	Description	Part #	Qty	Tax	Unit Price	Total
	Library					
	Phones					
1	Cisco Unified IP Phone 7945G VoIP phone - SCCP, SIP - 2-line operation - silver, dark gray	CP-7945G=	3	No	$269.70	$809.10
2	Cisco SMARTnet Extended service agreement - replacement - 1 year - NBD	CON-SNT-CP7945	3	No	$0.00	$0.00
3	Cisco Unified IP Phone 7965G VoIP phone - SCCP, SIP - 6-line operation - silver, dark gray	CP-7965G=	12	No	$345.10	$4,141.20
4	Cisco SMARTnet Extended service agreement - replacement - 1 year - NBD	CON-SNT-CP7965	12	No	$0.00	$0.00
5	Cisco Unified Wireless IP Phone 7925G Wireless VoIP phone - IEEE 802.11b/g/a (Wi-Fi) - SCCP - 6 lines	CP-7925G-A-K9=	4	No	$385.00	$1,540.00
6	Cisco SMARTnet Extended service agreement - replacement - 8x5 - NBD	CON-SNT-7925G1K	4	No	$0.00	$0.00
7	Cisco IP phone data / power cable - USB - 4 pin USB Type A (M) - mini-USB Type B (M)	CP-CAB-USB-7925G=	4	No	$11.00	$44.00
8	Cisco Unified Wireless IP Phone 7925G Power Supply Power adapter	CP-PWR-7925G-NA=	4	No	$27.00	$108.00
9	Cisco Power cable	CP-PWR-CORD-NA=	4	No	$6.00	$24.00
10	Cisco Standard battery Phone battery Li-Ion	CP-BATT-7925G-STD=	4	No	$44.00	$176.00
	CM and VM User Lic					
11	CISCO - EDELIVERY - CALLMANAGER DEVICE LICENSE 10 UNITS	L-CM-DL-10=	9	No	$290.00	$2,610.00
12	Cisco Unity Connection (v. 7.x) - license - 1 user - delivered via electronic distribution (pack of 10)	L-UNITYCN7-10USR=	2	No	$377.00	$754.00
13	Cisco Unified Communications Software Subscription New releases update - 1 year - for Cisco Unity Unified Messaging - 1 user - delivered via electronic distribution	L-UCSS-MSG-1-1	19	No	$5.80	$110.20
14	Cisco Unified Communications Software Subscription New releases update - 1 year - for Cisco Unified Communications Manager - 1 user - volume - up to 1000 licenses - delivered via electronic distribution	L-UCSS-UCM-1-1-A	20	No	$7.20	$144.00
15	Cisco Unified Communications Essential Operate Service Technical support - phone consulting - 1 year - 24x7 - for Cisco Unity Voice Messaging - 1 user	CON-ESW-VMUSR	19	No	$6.30	$119.70
	Router and VG					
16	Cisco 2921 Voice Bundle Router - voice / fax module - Gigabit Ethernet - desktop	C2921-CME-SRST/K9	1	No	$2,897.00	$2,897.00
17	Cisco Voice / fax module - plug-in module / 4 analog port(s)	VIC3-4FXS/DID=	1	No	$456.00	$456.00
18	Cisco Voice interface card - plug-in module - FXO / 4 analog port(s)	VIC2-4FXO=	1	No	$464.00	$464.00
19	Cisco SMARTnet Extended service agreement - replacement - 1 year - 8x5 - NBD	CON-SNT-C2921SRST	1	No	$0.00	$0.00
	Integration					
20	CBE Technologies - Fixed Bid or T&M Project	CBEPROJECT	1	No	$5,550.00	$5,550.00

Subtotal:	$19,947.20
Tax (0.000%):	$0.00
Shipping:	$0.00
Total:	**$19,947.20**

Quote valid for 30 days.

I agree to the pricing, terms and conditions of this quote.

Selectmen

Ricoh MPc 6501 Color Copier, Scanner, Printer, Fax Machine

Estimated Total Project Cost: $19,998.00

Estimated Future Savings: Unknown, however, costs keep increasing

Estimated Incremental Costs: N/A

Staffing Changes: N/A

Justification Code: A R or NR: NR Priority: #1

Project Description: *A new Ricoh MPc 6501 color copier, scanner, printer, fax machine purchased by the Selectmen's Office for use in the Flynn Building.*

Justification and Need: *The new copier will be replacing two machines: the Canon Black and White IR5570 Copier and the Xerox Work Centre Pro 2128 Color Copier located in the Mail Room of the Flynn Building. The Canon and Xerox copiers will be redistributed into areas in which the existing copier is unreliable and not networked.*

Benefit: *A new Ricoh MPc 6501 will be a faster machine with capacity for high-volume printing and copying. Also, the new copier will allow the Canon and Xerox copiers to be moved to other departments which presently use non-networked or obsolete equipment. As a result, this will increase departmental efficiency.*

Alternatives Considered/ Reasons for Rejecting Alternatives: *An alternative measure would be to continue using the Canon IR5570 (7+ years old) and repairing it. The reason against this proposal is the increased maintenance cost and down-time for an older machine.*

Consequences of Not Implementing/ Delaying Implementation: *Wasted efficiency with lost employee work time and taxpayer dollars.*

Other Pertinent Background Information: *None*

IKON Office Solutions, Inc.

Sudbury Town Hall

Digital Solutions

9/27/11

Ricoh MPc 6501

MA State Contract OFF16	Purchase	36 month
	$19,998.00	$608.14/mo

65 pages per minute Black
65 pages per minute Black
600 dpi digital printer
Auto feeder(100 sheets)
Auto duplexing (unlimited)
2-1100 sheet paper drawers
2-550 sheet paper drawers
100 sheet stack bypass
booklet finisher(staples 50 sheets)
up to 90lb index stock
25-400% zoom

Options

Postscript(Mac) printing	$1,346.40	$40.94/mo

Service free for 12 months -$.0091 per copy thereafter
Ex. $91.00 provides 10,000 copies/mo in black OR color

Ricoh Aficio MP C6501SP/C7501SP
Color Digital Imaging System
Exceptional Speed, Outstanding Quality

RICOH

Ricoh Aficio MP C6501SP/C7501SP

Stay competitive and reduce total cost of ownership. Engineered to provide outstanding speed and image quality, the RICOH® Aficio® MP C6501SP/C7501SP is a complete solution for fast-paced offices and select high-volume environments, such as centralized reprographics departments. This powerful system delivers the advanced performance you need to handle any document-related task quickly and efficiently. It has the capacity and reliability to consolidate color volume to a single, cost-effective system. It also offers the flexible finishing, versatile paper handling and the impressive color quality you need to eliminate outsourcing and minimize total cost of ownership (TCO).

SpeedEfficiencyReliabilityQuality

Proven Productivity

Staying competitive means doing more work in less time with accuracy and reliability. Trust the Ricoh Aficio MP C6501SP/C7501SP to provide exactly what demanding users need.

- Reduce turnaround time with fast output. The MP C6501SP delivers 60 color and 65 black & white pages per minute and the MP C7501SP achieves speeds up to 70 color and 75 black & white pages per minute. Both offer duplexing at 100% of rated speed.
- Accelerate productivity with one-pass duplex scanning. This not only reduces scan time, it minimizes wear and tear on sensitive originals.
- Navigate to the features you need in just a few quick selections. The large full-color WVGA control panel is the same intuitive LCD touch-screen available on all Ricoh MFPs, so you can upgrade the fleet without retraining users.
- Meet tight deadlines and complete quick-turn jobs with one of the shortest warm-up times and fastest first copy times of any high-speed color device in its class.
- Optimize efficiency with the ability to reload paper without interrupting the current job. Total paper capacity with all options is an incredible 7,400 sheets.

Scan both sides of any original without feeding it twice using single-pass duplex scanning.

High-End Finishing

Extend the possibilities of document production with a variety of paper handling accessories and professional-grade finishing options.

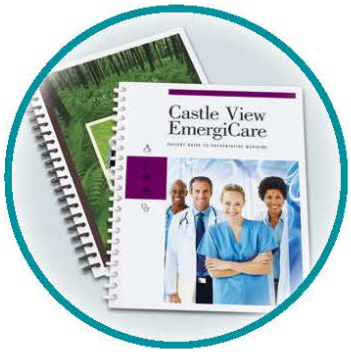
- Experiment with new formats. The Multi-Fold Unit offers six folding options, including Half-Fold, Double Parallel Fold and Gate-Fold.
- Create full-color output on a wide range of paper grades. The system accepts up to 140 lb. Index (253 g/m²) through the Paper Trays and up to 110 lb. Cover (300 g/m²) through the Bypass Tray.
- Improve uptime with the optional Large Capacity Tray. This 2,000-sheet accessory holds paper sizes up to 12" x 18" and weights up to 110 lb. Cover (300 g/m²).
- Distribute high-quality finished documents with stapling, hole punching, ring binding or saddle-stitching, depending on your needs.

Create a variety of full-color documents with different folding options.

Reduce Operating Costs

In addition to its best-in-class affordability, the Ricoh Aficio MP C6501SP/C7501SP delivers the speed and versatility organizations need to keep operating expenses low.

- Perform a wide variety of color and finishing tasks in-house, eliminating the need to outsource complex jobs to expensive third-party providers.
- Consolidate jobs from multiple laser or inkjet printers to cut supply costs.
- Print marketing collateral, forms, training packets and other documents on demand instead of managing large volumes of preprinted inventory.
- Empower creative teams to produce high-quality layouts, proofs and mock-ups with exceptional speed and quality.
- Improve workflow in copy shops and print-for-pay environments by adding high-quality color capacity and finishing capabilities that are ideal for quick-turn jobs.



Choose the Ring Bind Unit to create ready-to-distribute training packets, reports and other lengthy documents.

Equipped to Optimize Productivity

Enhance Performance and Quality While Reducing Cost

Optional Cover Interposers
Feed pre-printed sheets from one or two sources for front and back covers.

Optional 3,000-Sheet Finishers
Choose from 50- or 100-sheet stapling and 2- or 3-hole punching.

Optional 2,000-Sheet Booklet Finisher
Fold and staple full-color documents to produce finished booklets and 2- or 3-hole punching.

50-Sheet Finisher
This finisher lets you select multi-position stapling for documents up to 50 pages.

Optional FD5000 Multi-Fold Unit
Execute several different folds to create a variety of finished documents.

Optional RB5000 Ring Bind Unit
Punch holes and insert plastic rings to produce ready-to-distribute books.

BK5010e Booklet Maker
Saddle stitch up to 30 sheets to create 120-page booklets.

GBC StreamPunch™ III
Create professional-quality bound books with in-line punching in a variety of patterns.

Versatile Paper Sources
Standard paper sources include the Tandem 2 x 1,100-Sheet Paper Tray, two 550-Sheet Paper Trays and Bypass Tray for a total of 3,400 sheets. With additional options also shown here, this system can hold up to 7,400 sheets.

Ricoh Aficio MP C6501SP/C7501SP

Optional Large Capacity Trays
The RT4000 DLT/LCT utilizes the system Bypass Tray for a straight paper path. This helps to reliably feed up to 110 lb. Cover stock (300 g/m²). The DLT tray holds 2,000 sheets, up to 12" x 18" and 110 lb. Cover. The RT43 LCT holds 4,000 sheets, up to 8.5" x 11" and 34 lb. Bond.

Ricoh MP C6501SP/C7501SP

Impressive Image Quality

The high-powered color print engine in the Ricoh Aficio MP C6501SP/C7501SP creates high-resolution images that capture your customers' attention.

- Maximize edge definition, coverage consistency and color density with breakthrough PxP oil-free toner from Ricoh. Smaller particles and a lower melting point combine to create smooth blends and solid fills.
- Help visually impaired users with a special printer driver function that adjusts color levels to enhance readability.

Expect vivid, intense colors with a powerful 1200 dpi print engine and new PxP oil-free toner.

Optimize Color Output

Configure the Ricoh Aficio MP C6501SP/C7501SP with the Fiery E-7200 print controller for professional-grade print and color control.

- Boost onboard power and expedite complex processing tasks with a 2.0GHz processor.
- Get all the advantages of Fiery color manipulation without giving up familiar Ricoh functionality for other tasks. Even if you choose the optional Fiery controller, you can keep user-friendly Ricoh menus for a full host of scanning capabilities.
- Streamline workflow with convenient drag-and-drop functionality. Just point and click to move files from the desktop to a print queue, prepare files for output or balance workflow among multiple connected devices.
- Maximize job-to-job efficiency with the Command WorkStation utility. Switch effortlessly from managing jobs to configuring the controller's settings.
- Bridge the gap between platforms. The Fiery controller provides identical functionality in both Windows and Mac environments.

Expedite full-color job processing with the incredibly fast, EFI Fiery E-7200 print controller.

Enhance Personal Productivity

The App2Me® solution revolutionizes document management, enabling users to create customized workflows and execute them anywhere they go.

- Download widgets to any client (desktop PC, laptop or Smartphone) and use them on any Ricoh MFP enabled with App2Me.
- Enjoy maximum convenience and a consistent experience at each App2Me-enabled MFP, which is completely personalized no matter where you go.
- Simplify complex workflows. Widgets can be created to combine, distribute, edit and create documents, as well as perform many other tasks automatically.
- Maximize productivity. App2Me improves efficiency through widgets that control a virtually endless array of MFP, software or Web services-driven workflows.
- Create specialized widgets for almost any need, in any framework across multiple platforms that App2Me supports, such as Google Desktop™ and more.

With App2Me, you can download time-saving and workflow-enhancing widgets and use them at any Ricoh MFP enabled with the App2Me solution.

PowerfulConvenientInnovativeFlexible

Multifunction Performance

The Ricoh Aficio MP C6501SP/C7501SP integrates a diverse range of capabilities into a relatively small footprint, enabling you to reach new heights of productivity and efficiency.

- Manage virtually any document-related task with this incredibly versatile, high-speed system. Choose from advanced printing, copying, faxing and scanning functions.
- Reduce network traffic with high-compression PDFs, especially when handling large full-color files.

Protect Every Document

Advanced security features ensure that sensitive documents and the system itself remain safe from multiple threats.

- Restrict system access to authorized users. The system supports external (Windows, LDAP) and internal (basic and user code) authentication.
- Protect business critical information with the DataOverwriteSecurity System (DOSS) option. It automatically overwrites the hard drive after copy, scan, fax and print jobs. You can also use the HDD Encryption option to protect data, even if the hard drive is removed or stolen.

Environmental Advantages

Many organizations are "going green" by setting goals for sustainability. The Ricoh Aficio MP C6501SP/C7501SP helps support these efforts.

- Minimize total energy consumption. The Ricoh Aficio MP C6501SP/C7501SP uses significantly less electricity without compromising speed, productivity or functionality. It is also designed to use less energy during sleep mode.
- Maintain outstanding image quality. With its lower melting point, PxP toner requires less energy, yet delivers the high-quality results you expect.

The Total Green Office Solution

Ricoh continues its long-standing commitment to developing office solutions with environmentally friendly and superior energy- and supply-saving features, without compromising productivity.

Ricoh Aficio MP C6501SP/C7501SP

Aficio®

System Specifications

General Specifications

Configuration	Console
Scanning Element	Flatbed with moving 3-line CCD array image-scanning
System Memory	320GB (160GB x 2) (Shared)
Document Feeder	Standard 150-Sheet ADF with single-pass color duplex scanning
Copy Resolution	600 dpi
Color/Grayscale	256 Levels
Quantity Indicator	1 - 9,999
Original Type	Sheet/Book/Object
Original Size	Up to 11" x 17"
Warm-Up Time	MP C6501SP: <70 sec. MP C7501SP: <60 sec.
First Copy Speed	MP C6501SP: 5.7/7.5 sec. (BW/FC) MP C7501SP: 4.9/6.4 sec. (BW/FC)
Output Speed	MP C6501SP: 60/65 (FC/BW) MP C7501SP: 70/75 (FC/BW)
Standard Paper Capacity	1st Tray 1,100 x 2 550 sheets x 2nd & 3rd trays, 100-Sheet Bypass Tray 3,400 standard 7,400 sheet std. max capacity
Paper Size	5.5" x 8.5" to 12" x 18"
Paper Weight	14 lb. Bond - 80 lb. Cover (216 g/m²) (Tray 1, 2) 14 lb. Bond - 140 lb. Index (253 g/m²) (Tray 3) 17 lb. Bond - 90 lb. Index (163 g/m²) (Duplex) 14 lb. Bond - 110 lb. Cover (300 g/m²) (Bypass)
Magnification	7 reduction and 5 enlargement
Zoom	25% to 400% in 1% increments
Power Requirements	MP C6501SP: 120-127V/16A/60Hz MP C7501SP: 208-240V/12A/60Hz
Dimensions (WxDxH)	29.5" x 33.5" x 48.4" (including ADF)
Weight	<657 lbs.

Copier Features:
Auto Paper Selection, Auto Reduce/Enlarge, Auto Start, Auto Tray Switching, Auto Image Density, Duplex, User Codes, Stapling, Color Erase/Convert, Electronic Sort, Image Rotation, Rotate Sorting, Series Copy, Doc Server, User Tools, Job Presets, Book/Series/Combine, Insert Cover/SlipSheet, Chaptering, Tabs, Color/Image Creation, Sample Copy, Energy Saver, Image Adjustment, Multiple Security Options

Printer Specifications (standard)

CPU	Intel Pentium - M 1.4GHz
RAM	2GB (STD/MAX)
HDD	320GB (160GB x 2) (Shared)
Standard Interfaces	Ethernet (10/100BaseTX), USB2.0
Optional Interfaces	Parallel, Wireless LAN (IEEE802.11a/g) Bluetooth, Ethernet 1000 Base-T
Network Protocol	TCP/IP, IPX/SPX, Apple Talk
Operating Systems	Windows: 2000/XP/Vista/Server 2003, Server 2008. Netware: 3.12, 3.2, 4.1, 4.11, 5.0, 5.1, 6, 6.5. Unix, Sun Solaris, HP-UX, SCO OpenServer, RedHat Linux, IBM AIX. MAC: OS 8.6 - 9.2x, OS X 10.1 or later
Print Drivers	PCL5c, PCL6, XPS (standard), Adobe PS3 (optional)
Max Print Resolution	Up to 1200 dpi

Scanner Specifications

Scanning Resolution	Up to 600 dpi
Scan Area	Up to 11" x 17"
Scan Speed	Simplex B/W 82 ipm/Duplex B/W 125 ipm; Simplex Color 70 ipm/Duplex Color 115 ipm
Compression	BW/Binary - TIFF MH/MR/MMR Full Color/Grayscale: JPEG
Standard Interfaces	10/100BaseTX, Wireless LAN

Scanner Features:
BW/FC Photo, BW/FC Text, Auto Color, Auto Density, Image Rotation, Mixed Size, SADF, Batch. Scan-to Modes Supported: Scan-to-Email, Scan-to-Folder, Scan-to-URL, TWAIN Scanning, USB/SD2.0 Scan-to

Document Server Specifications (Standard)

Max. Stored Documents	3,000
Max. Pages per Document	3,000
Max. Stored Pages	15,000

Fax Specifications (Optional)

Circuit	PSTN, PBX
Compatibility	ITU-T (CCITT) G3, Additional G3 opt.
Resolution	200 x 100/200 dpi (400 dpi w/opt. SAF memory)
Compression Method	MH, MR, MMR, JBIG
Scanning Speed	0.7 sec.
Modem Speed	33.6 K - 2,400 bps
Transmission Speed	G3: Approx 2 sec.
Memory Backup	1 hour
Quick/Speed Dials	2,000 numbers
Group Dials	100 groups (500 per group)
Energy Saver	Standard

Accessories

RT4000 DLT/LCT

Paper Capacity	2,000 sheets
Paper Size	up to 12" x 18"
Paper Weight	14 lb. - 110 lb. Cover (300 g/m²)
Size	38.1" x 28" x 29.3"
Weight	192 lbs.

RT43/LCT

Paper Capacity	4,000 sheets
Paper Size	8.5" x 11"
Paper Weight	14 lb. - 34 lb. Bond (128 g/m²)
Size	12" x 18" x 26"
Weight	44 lbs.

CS391 9-Bin Mailbox

Number of Bins	9
Stack Capacity of Bins	100 sheets
Paper Size	5.5" x 8.5" - 11" x 17"
Paper Weight	14 lb. - 34 lb. Bond (128 g/m²)
Size	21" x 24" x 26"
Weight	33 lbs.

2 Source Cover Interposer

Paper Size	5.5" x 8.5" - 12" x 18"
Paper Weight	17 lb. Bond - 110 lb. Index (199 g/m²)
Size	28" x 29" x 50"
Weight	99 lbs.

SR5000 100-Sheet Staple Finisher**

Capacity (Proof Tray)	500 sheets (8.5" x 11" or smaller) 250 sheets (8.5" x 14" or larger)
Paper Size	5.5" x 8.5" - 12" x 18"
Capacity (Shift Tray)	8.5" x 11" - 3,000 sheets 8.5" x 14" - 11" x 17" - 1,500 sheets 12" x 18" - 1,000 sheets
Paper Weight	14 lb. Bond - 110 lb. Cover (300 g/m²)
Staple	8.5" x 11" - 100 pages 8.5" x 14" - 11" x 17" - 50 pages
Size	31" x 29" x 39"
Weight	165 lbs.

**SR5000 must include Finisher Adapter Type C.

SR4030 50-Sheet Staple Finisher

Capacity (Proof Tray)	250 sheets (8.5" x 11" or smaller) 50 sheets (8.5" x 14" or larger)
Paper Size	5.5" x 8.5" - 12" x 18"
Capacity (Shift Tray)	8.5" x 11" - 3,000 sheets 8.5" x 14" - 11" x 17" - 1,500 sheets
Paper Weight	14 lb. Bond - 110 lb. Cover (300 g/m²)
Staple	8.5" x 11" - 50 pages 8.5" x 14" - 11" x 17" - 30 pages
Size	26" x 24" x 38"
Weight	119 lbs.

SR4040 Booklet Maker

Capacity (Proof Tray)	250 sheets (8.5" x 11" or smaller) 50 sheets (8.5" x 14" or larger)
Paper Size	5.5" x 8.5" - 12" x 18"
Capacity (Shift Tray)	8.5" x 11" - 2,000 sheets 8.5" x 14" - 11" x 17" - 1,000 sheets
Paper Weight	14 lb. Bond - 110 lb. Cover (300 g/m²)
Staple	8.5" x 11" - 50 pages 8.5" x 14" - 11" x 17" - 30 pages
Saddle Stitch Staple***	8.5" x 11" - 12" x 18" - 15 pages
Size	26" x 24" x 38"
Weight	139 lbs.

***Paper weight for saddle stitch stapling is 28 lb. Bond max.

FD5000 Multi-Folding Unit
Compatible with SR5000 and SR4040 only.
Folding Type:
Single Sheet Mode: Z-Fold, Half-Fold/Print inside, Half-Fold/Print outside, Letter Fold-in/Print inside, Letter Fold-in/Print outside, Letter Fold-out, Double Parallel/Print inside, Double Parallel/Print outside, Gate-Fold/Print inside, Gate-Fold/Print outside.
Multiple Sheets Mode: same as Single Sheet mode; up to 3 sheets.
Paper Size:
Single Sheet Mode: Z folding: 8.5" x 11" - 12" x 18"; Half folding: 8.5" x 11"; Letter folding: 8.5" x 11" - 12" x 18"; Double Parallel/Gate folding: 8.5" x 11" - 12" x 18"; Multiple Sheets Mode: Half folding: 8.5" x 11" - 12" x 18"; Letter folding: 8.5" x 11"; Double Parallel/Gate folding: 8.5" x 11" - 12" x 18"

GBC StreamPunch III

Paper Size	8.5" x 11" LEF
Paper Weight	20 lb. Bond - 110 lb. Index (216 g/m²)
Die Sets	CombBind®, Twin Loop Wire (2:1 or 3:1), ColorCoil®, VeloBind®, Three-Ring, ProClick®

BK5010e Production Booklet Maker

Paper Size	8.5" x 11" - 11" x 17"
Paper Weight	16 lb. Bond - 110 lb. Index (216 g/m²)

Ring Binder RB5000

Paper Sizes Supported	8.5" x 11" (LEF only)
Max. Binding Capacity	100 sheets/booklet
Ring Sizes Supported	50-sheet/100-sheet
Paper Weight Punched	17 lb. Bond - 80 lb Cover (216 g/m²)
Paper Weight Bound	17 lb. Bond - 80 lb Cover (216 g/m²)
Dimensions (WxDxH)	34.25" x 28.7" x 38.5"
Power Requirements	110/115V, 50/60Hz
Weight	319.6 lbs.

Additional Accessories

Single Source Cover Interposer Type 3260; Punch Unit for SR5000; Punch Unit for SR4030/4040; Jogger Option for 4030/4040; Legal Tray for RT43 LCT Type 1075; 11" x 17" Tray Type 2105; Copy Connector Kit Type 3260; Tab Sheet Unit Type 3260; File Format Converter Type E; HDD Overwrite Security Kit Type H; HDD Encryption Unit Type A; Copy Data Security Kit Type F; Adobe PostScript3 Type C7501; IEEE802.11a/g Type J; IEEE1284 Type A; Bluetooth Interface Unit Type 3245; Browser Unit Type E; G3 Interface Kit Type C7500; Key Counter Bracket Type 1027; Reader Key Card Bracket Type B; Key Card I/F Unit Type A; Gigabit Ethernet Type B; Copy Tray Type 2075; FAX Memory Unit Type B 32MB; USB2.0/SD Slot Type D

Fiery E-7200 Specifications

Controller Type	Embedded Type
Fiery Platform	Fiery E20
Maximum Continuous Print Speed	MP C6501SP: 65 ppm B/W, 60 ppm color MP C7501SP: 75 ppm B/W, 70 ppm color
CPU	Intel Core Duo T2500 2.0GHz
Host Interface	1000/100/10BASE-T
Memory	1GB
Internal HDD	80GB
Operating System	Linux
Network Protocol	TCP/IP (IPv4/IPv6), AppleTalk (Auto switching), SMB
Printer Description Language	Adobe PostScript 3, PCL6/5c
Max Print Resolution	Up to 1200 dpi
Max Scan Resolution	Up to 600 dpi
Fonts	PS3: 138 fonts/PCL: 80 AGFA fonts
Operation Panel	on MFP
Utilities	Standard: CommandWorkStation 5, Color Wise Pro Tools, Fiery Scan, Printer Delete Utility, Fiery Web Tools Optional: SeeQuence Impose, Color Profiler Suite (UV version), Auto Trapping, Spot-On, Hot Folders
Color Management Tools	ICC Profile, Color Chart, CMYK Color Reference Pages, RGB Color Tests, Trapping Support, ColorWise Pro Tools
Calibration	Color Cal, Densitometer, Spectrophotometer

For maximum performance and yield, we recommend using genuine Ricoh parts and supplies.

RICOH
www.ricoh-usa.com

Bringing Ricoh Value to Your Organization
Ricoh technology offers a diverse portfolio of solutions to help your organization stay competitive and move ahead. Let Ricoh show you how to empower your business to improve critical processes, keep information secure, ensure compliance and promote environmental sustainability while reducing the total cost of ownership.

Printed in U.S.A. on recycled paper because Ricoh cares.

R3180

Town Clerk

Conservation of Additional Town Records

Estimated Total Project Cost: $106,000

Estimated Future Savings: N/A

Estimated Incremental Costs: N/A

Staffing Changes: N/A

Justification Code: B R or NR: R Priority: High

Project Description:

This project will restore, preserve, protect, conserve and digitize 34 historic Town record books and documents. These are irreplaceable public resources that are seriously threatened. The digital images of these documents would be utilized for public access.
Included in this project are custom archival boxes for each volume to provide the protective environment required for storage and prevent damage from handling.

Conservation and Digitization Description and Estimates Town Records Sept.2011 (Attachment)

Justification and Need:

Permanent records are by their nature, of historical and cultural importance to the Town.
The Pulitzer Prize winning history book, "Puritan Village: the Formation of a New England Town", focused its study on Sudbury alone due to the completeness of its historic records. This project will provide as much permanent protection as possible for the repair and preservation of these historic records.

As records custodians, Town Clerks are mandated to protect Municipal records from fire, flood, vandalism, theft and environmental damage. Sudbury is well underway providing the treatment, restoration, conservation and digitization for many of our historical records. Fireproof vaults with climate control, fire suppression and appropriate archival shelving will provide the environment necessary for their preservation.

Benefit:

This project restores, preserves, protects and conserves unique historic Town documents which are irreplaceable public resources and are seriously threatened. In addition to conservation and preservation of the actual bound volumes of documents for posterity, this project funds the digitization of the documents. The scanning of these historic documents provides expanded public access to the information contained in the documents and in addition, allows the public to experience these historic manuscripts without causing any destruction or damage to the original writings. Scanning greatly reduces, and in most cases, completely eliminates the need for the public to physically handle the documents, and will eventually allow access to many of them over the internet.

Alternatives Considered/ Reasons for Rejecting Alternatives:

This request for funding for these historic records will be made to the Community Preservation Committee. The preservation of historic documents qualifies for funding in the category of Historic Preservation in the Community Preservation Act, and Sudbury is well known for the quality of its ancient recordkeeping.

Consequences of Not Implementing/ Delaying Implementation:

Continued physical deterioration of historic records

Other Pertinent Background Information:

The Town of Sudbury currently has a three year contract with Northeast Document Conservation Center in Andover Massachusetts. Nineteen documents and record books have been repaired, conserved and digitized and twenty-two additional books are currently being conserved and digitized at that facility. Many of the digitized images have been provided to the Goodnow Library Trustees who work with Laura Scott Lowell to provide access to these digitized volumes on the Town Website in the Sudbury Historic Archives.

Sudbury Public Schools

Noyes – Switch Gear Replacement

Estimated Total Project Cost: $65,000

Estimated Future Savings: None

Estimated Incremental Costs: N/A

Staffing Changes: N/A

Justification Code: _B__ R or NR: NR Priority: 1

Project Description: Replacement of the electrical switch gear at Noyes.

Justification and Need: The switch gear for the electrical service at Noyes is the original one. It should be replaced before it wears out. It has been put off for the last 6 years and now has become a priority.

Benefit: Reliability and safety assurance. It can be planned to be replaced when school is not in session, not when it becomes an emergency and a disruption to school.

Alternatives Considered/ Reasons for Rejecting Alternatives: There is no alternative.

Consequences of Not Implementing/ Delaying Implementation: Emergency replacement costs at the expense of educating children.

Other Pertinent Background Information:


GENERAL ELEC

Curtis Inside/Outside Door Replacement

Estimated Total Cost: $40,000

Estimated Future Savings: 0

Estimated Incremental Costs: FY13 $20,000 & FY14 $20,000

Staffing Changes: __N/A_

Justification Code: A, B, C R or NR: R Priority: 2

Project Description: Systematically replace the inside and outside doors at Curtis.

Justification and Need: The doors have used for over 10 years. They have been repaired many times. Repairs are no longer working and the doors need to be replaced. With proper sealing doors there should be energy savings.

Benefit: Safety and cost savings

Alternatives Considered/Reasons for Rejecting Alternatives: Doors can no longer be repaired.

Consequences of Not Implementing/Delaying Implementation: Emergency replacement costs at the expense of educating children.

Other Pertinent Background Information:

Curtis, Haynes, Nixon, Noyes & Loring Flooring

Estimated Total Cost: $500,000

Estimated Future Savings: 0

Estimated Incremental Costs: FY13 – FY17 - $100,000 per year

Staffing Changes: __None_

Justification Code: A, B R or NR: R Priority: 3

Project Description: To repair and replace existing floor coverings - carpets, tile, etc. All five schools require flooring work. The classroom carpets in the older schools especially need to be replaced with VCT.

Justification and Need: The school buildings are getting older and there are cracked tiles and wrinkled, well used carpets. We are finding that in the damp weather (such as this past summer) we are dealing with mold on the carpets. Mold removal and monitoring it is costly. A replacement program needs to be initiated. The requested $100,000 per year will allow us to replace all classroom carpets with VCT over the next five years.

Benefit: Health and Safety

Alternatives Considered/Reasons for Rejecting Alternatives: There are no alternatives.

Consequences of Not Implementing/Delaying Implementation: Mold, rumpled carpets and cracked tiles do pose a safety issue. Professionally cleaning and sanitizing the rugs to get rid of mold is costly.

Other Pertinent Background Information:

Capital Roof Repairs

Estimated Total Cost: $110,000

Estimated Future Savings: 0

Estimated Incremental Costs: FY2013 Only

Staffing Changes: __None_

Justification Code: B R or NR: R Priority: 4

Project Description: To make capital roof repairs to Curtis, Nixon, Haynes and Loring as is outlined in the Roof Survey by Russo Barr.

Justification and Need: Roof repair and maintenance is ongoing. In last year's roof survey by Russo Barr a maintenance schedule was suggested. The suggested repairs are necessary to stop leaks even in the new buildings. In Nixon and Haynes the repairs will aid in making it until the roofs can be replaced.

Benefit: Fewer roof leaks and problems, extends life of roof

Alternatives Considered/Reasons for Rejecting Alternatives: The repairs are a necessity.

Consequences of Not Implementing/Delaying Implementation: Leaks will need emergency repairs. The cost will be at the expense of education.

Other Pertinent Background Information:

Appendix I – Instructions

To: Department Managers/ Committee Chairs

From: Maureen G. Valente, Town Manager

Date: September 9, 2011

Subject: CIP Instructions

It is once again time to prepare your Capital Improvement Budget for FY2013 and overall Capital Improvement Program for FY13-17. Attached please find some general information on Capital Planning and Town of Sudbury Forms A and B that need to be completed in order to process your request(s).

Any item or project that meets the following definition is considered to be a capital item, regardless of funding source, and therefore according to our by-law must be approved through the Capital Improvement Planning Process. Projects applying for CPA funds, except land acquisition projects, must also go through the Capital Improvement Planning Process if they meet the definition below. **This is a process separate and apart from the Operating Budget and/ or the Community Preservation Committee recommendation process.**

Definition of Capital Items: equipment, projects, and/ or improvements that: (a) have a useful life of at least 5 years; and (b) have a single year cost of $10,000 or a multi-year cost of at least $100,000.

Capital Items funded through a lease-purchase agreement need approval through the CIP process every year.

If you are seeking approval of any capital items for FY13-17, please complete Form A and/or B, as appropriate. Please make a special effort to document your five year capital needs for FY13-17. This will help us plan for long-term financial stability.

Instructions for Completing Forms:

1. A request form must be submitted for each and every capital request. Use Form A for FY2013 requests and Form B to include FY13-17 requests.

2. If your capital request involves architectural/engineering fees, roof repairs, or building renovations, the Assistant Town Manager will need to set up a meeting for you with the Town Manager and Permanent Building Committee for discussion relative to the various aspects of the project including requirements of the public construction procurement laws and cost estimation.

3. If you are going to submit photographs to support your request, please supply in JPEG format.

4. Code all requests either "NR" if the item is Non-Recurring, or "R" if the item is Recurring.

5. Include information on your expected replacement schedule, if appropriate, on Form A, under the *Justification and Need* section.

6. All items must include a justification code as follows.

    a. "A": Essential. Required for the safety and protection of Town residents, or required to prevent disruption, or significant reduction in Town services.

    b. "B": Asset Maintenance. Required to maintain an important asset of the Town, which will deteriorate substantially without this expenditure.

    c. "C": Enhancement. Provides significant net revenue or cost reduction to the Town, or is self-funding. Estimates of cost reduction or revenue enhancement, together with the assumptions supporting these estimates, should be provided on Form A, under the *Benefits* section.

    d. "D": Needed. Item is needed, but can be postponed until a future year without major impact on Town services. Should be undertaken when funds are available.

7. Explanation of Other Details.

    a. Estimated Future Savings: Quantify any future savings anticipated, if project is implemented (e.g. personnel costs, maintenance, repairs, etc.)

    b. Estimated Incremental Costs: Quantify any incremental costs anticipated, if project is implemented (e.g. personnel costs, maintenance, repairs, etc.)

    c. Staffing Changes: Quantify staffing changes (up or down) anticipate, if project is implemented.

8. If you are submitting multiple requests for your department, you must prioritize your requests by number, beginning with "1" for most important.

Evaluation Process Criteria:

All requests will be evaluated based upon the following criteria.

Risks to public safety: projects that would protect against a clear and immediate risk to public safety or public health.

Deteriorated facility: projects that reconstruct or rehabilitate a facility to avoid or postpone replacing it with a new, more costly facility or piece of equipment.

Systematic replacement: projects that would replace or upgrade a facility or piece of equipment as part of a systematic replacement program. This criterion assumes a replacement or upgrading at the current level of service; a replacement that significantly expands or increases the level of service would be evaluated under other criteria.

Improvement of operating efficiency: projects that substantially and significantly improve the operating efficiency of a department, or an expenditure that has a very favorable return on investment with a promise of reducing existing or projected future increases in operating expenses.

Coordination: projects that are necessary to ensure coordination with another CIP project (such as scheduling a sewer project to coincide with a street reconstruction project so that the street is not dug up a year or two after it is completed). A project may be necessary to comply with requirements imposed by others.

Equitable provision of services: projects that would serve a special needs group or that makes equivalent facilities or services available to neighborhoods or population groups that are no underserved in comparison with townspeople generally.

Protection and conservation of resources: projects that protect those natural resources that are at risk of being reduced in amount or quality, or that protect the investment in existing infrastructure against excessive demand or overload that threatens the capacity of useful life of a facility or piece of equipment.

Funding Source: is the project being funded in whole, or in part, by an outside funding source? Will the funding source continue to be available if the project is delayed?

Special Circumstances: is there any special reason, outside of the above criteria, to rank this item higher than other?

Evaluation Process Timeline:

Requests are due to Maryanne Bilodeau, Assistant Town Manager, no later than the close of business on Monday, October 3, 2011.

Requests will be compiled and presented to a Staff Evaluation Committee. The Staff Evaluation Committee will make recommendations to the Capital Improvements Planning Committee, who will then forward their recommendations to the Finance Committee for recommendation. If you submit a project, the Town Manager will ask you to serve on the Staff Evaluation Committee.

The following is a tentative schedule for review and recommendation of CIP requests.

October 6, 2011 CIP “draft” compilation report completed, distributed

	to department heads
October 13, 2011	CIP Staff Evaluation Committee meets to review requests
November 1, 2011	Town Manager submits capital request report to CIPC
December 14-15, 2011	1st Hearing (Dec 14th) CIPC meets to review CIP requests and CIP Staff Evaluation Committee report
	2nd Hearing (Dec 15th) CIPC meets to review CIP requests and CIP Staff Evaluation Committee report

Electronic format of Forms A and B are available on the "H" drive in the Capital Improvement Planning Folder. Should you have any questions, or need help in preparing your Capital Requests, please contact Maryanne Bilodeau, Assistant Town Manager at (978) 639-3386.