

**MINUTES
TRIBOARD MEETING
December 12, 2011
Slade Building**

Members present: Ernest Newcomb, Chair
Michael Stauder, Vice Chair
Matthew Castriotta, Clerk

Others present: Brian Bullock, Town Administrator; Police Chief Dennis Perron, Karen Chick, Town Accountant; Albert Afonso, Kurt Leslie,
Dennis O'Donnell, Paul Hale, Walter Ducharme, John Nason, William Murray, Caleb Langer, Peter Jefts, Justine LaPierre,
Assessor Clerk; Fire Chief Bob Hayes

Finance Committee Members: Faye Zukowski, Chris Norcross, Raeanne Seigel, Ed Blanchard

Meeting commenced at 6:30 pm

The Selectmen, Finance Committee and Capital Improvement Planning Committee members met to review the proposed capital budget for Fiscal Year 2013. Mr. Bullock brought attention to the handouts for attendees. He announced there have been some minor changes since it was first sent out. He cited the municipal capital stabilization account had a balance last year of \$16,232.00. As of today the balance is \$232,525.00 after expending \$297,856.00 in various capital items. He commended everyone on exercising some fiscal discipline and now has a fund that is quite viable. Mr. Bullock stated with further discipline, the Town can develop a capital revolving fund that can work and in most cases, within the levy. He added the first year of payment in the amount of \$43,439.00 for the Quabbin roof debt was not excluded and will have to deal with.

Mr. Bullock referred to the FY'13 capital budget summary of all of the requests in the amount of \$261, 475.00. He stated there is a rather large request that came in from the Senior Center Expansion Committee for \$100,000 and he is not sure how to deal with yet. Decisions on whether to purchase land or land with a building on it already are decisions outside of his ability to control.

He referred to the FY'19 handout illustrating funding out that far, stating tonight the focus will be on the next three years. Mr. Bullock directed attention to the first payment on the 1.3 million dollars borrowed for road improvement. It will be budgeted in FY'12 but it won't be spent until FY'13, as we won't have borrowed it right away. He reported we are trying very hard to make sure the last amount paid out is for the borrowed funding in order to keep interest rates down. Free cash has not been certified yet but we are estimating around \$250,000. Mr. Bullock pointed out the fund balance line on the FY'19 handout as to what level the Town doesn't want to fall below and he recommended establishing a policy on that. This budget recommends free cash go into this capital

stabilization account. Another recommendation is to spend the difference between Chapter 90 funding and the new allotment to free up levy.

The smaller items # 18 – 26 are all new requests. He then referred to the summary to address individual requests. Mr. Bullock went on to explain the underground conduit connection request between the Slade and Library Buildings. This came up when a printer went down in the Library basement offices. There is no network to print to the Slade Building and the goal is to promote connectivity. The Slade Building improvement was next on the list and Mr. Bullock would like to eliminate the total debt of \$45,000 this year, rather than pay it off over the next three years.

The Assessors have requested \$2500.00 for computer and software. Assessor Afonso reported the computers are very outdated and need replacing; printing is often corrupted and produces error messages. Assessors' Clerk LaPierre reported the printer was replaced recently but the assessing software that they use takes up a lot of memory. Mr. Blanchard stated the Finance Committee reviewed requests but is deferring computer purchasing recommendations to the Computer Advisory Committee.

Mr. Bullock referred to the next item, Main Street Fire Station Asbestos abatement on the second floor. He reported the good news is the mastic doesn't contain asbestos. There is an option to either remove the tile or encapsulate it after removing broken tiles (with wall to wall carpeting). Materials/records stored there need to be cleaned as well. The area is also used for fire department training.

Mr. Bullock asked Fire Chief Hayes to report on the 1989 Engine #4 (listed as #1 on sheet). Chief Hayes stated it is over twenty years old and has four-wheel drive which is necessary during snow storms. This truck has never been refurbished and needs to be brought up to current standards. \$50,000 is a rough estimate of what is needed. Finance Committee Chair Blanchard requested a list of what is needed to be done.

Mr. Bullock stated Highway Superintendent Gauthier was not present due to illness but offered to report on the fuel dispensing system. We are looking at repair of the existing system and the warranty on the tanks. Dennis O'Donnell reported the system is antiquated, still running on DOS software system and continually breaks down. It was installed fifteen years ago. The company that originally installed the system went out of business. Mr. Bullock stated the other approach taken is to recommend to the Board to sign a contract with Alliance Energy, owner of Mr. Mike's, to use as an alternative if the system totally fails. The only problem is they don't dispense diesel fuel and have no pumping capability during power outages. Mr. O'Donnell stated today is the third anniversary of the ice storm.

Another request is the used rubber tire excavator replacement and the F-450 medium duty truck/plow. Mr. Blanchard asked for cost justification for the excavator versus contracting for services. Mr. Blanchard stated the Finance Committee believes in using Chapter 90 funding for roads and not equipment. Mr. Bullock reminded that the only

Chapter 90 funding used would be what was above the previous year allotment for the next two years. After that it would be used for road improvements.

Mr. Bullock referred the Police cruiser replacement to Chief Perron. Chief Perron stated he would like to replace the 2009 cruiser which is a scheduled replacement. He added they are starting to experience mechanical issues due to lifespan and wear and tear. A question arose about refurbishing the cruiser. Chief stated he did not see it as a viable option and has talked to other towns. They have found it is not really worth the money and effort. He added this vehicle was purchased with insurance reimbursement and technically the town got six years for the price. Mr. Blanchard stated he has spoken with the Chief and the car has 73,000 miles on it. Safety is another factor. Replacement plans are scheduled for every four years. Chief Perron pointed out he would not be purchasing on July 1st and would technically get another year out of the vehicle.

Chief Perron moved on to the request for four Dell computers under state bid and this would be to replace five year old ones. Mr. Blanchard suggested assigning these to other department with older computers.

Mr. Bullock stated the Quabbin roof debt of \$43,439.00 is not excluded and has to be paid this year.

Mr. Bullock asked Council on Aging member John Nason to report on the senior center computer and senior activities software request. Mr. Nason stated he was seeking software that would track activity at the senior center. This software is called "My Senior Center," and it can track all activities at the center for reporting to Elder Affairs, which is a state requirement. He visited the Barre Senior Center to see how it works. Seniors use a card to swipe in the computer upon entering and exiting the center. The screen lists all the daily activities offered that day. It is very easy for senior citizens to use. Mr. Nason stated it also creates ownership of the senior center. It is portable and can be moved if the center moves. It costs \$4,000.00, has a camera and keeps emergency information. It keeps a record of who is in the center each day. Maintenance costs \$1200.00 per year. Mr. Blanchard asked Mr. Bullock if the statistics generated would help obtain grant funding. Mr. Bullock stated it would provide a more accurate picture of who is actually using the center. Mr. Blanchard asked for clarification on the other computer request. Mr. Nason stated this was for a desk computer and software. Mr. Blanchard asked if an excel sheet could keep track of attendees. It was stated if someone sat by the door continually to monitor attendance, but it would be cumbersome and time consuming. COA Director Provencal is only in the senior center for four hours a week. Mr. Stauder questioned the \$1200 maintenance fee stating it seemed on the high side. Mr. O'Donnell suggested negotiating that fee before purchasing.

Mr. Bullock asked Ms. Chick to report on her \$17,000.00 accounting software request. Ms. Chick stated the current accounting system does not allow for exporting to create reports. She now does it manually and feels her time could be better used. It is just for the accounting side. She would prefer additional software modules for tax collector and treasurer also to expedite the accounting process, but did not want to add to the funding

request further. They could be added on later. Ms. Chick has checked with other communities that have used it. She has not looked at maintenance costs yet. Training is also required. A little over 100 communities in Massachusetts use it currently. Mr. Bullock stated the auditors have pointed out the current system is not good for reporting. Mr. Blanchard asked if the Computer Advisory Committee would recommend this. Mr. O'Donnell said they could look at it.

Mr. Bullock moved on the annual requirements for borrowing in anticipation and existing items. He asked Mr. O'Donnell to report on the 250th Anniversary Committee request for \$5000.00. Mr. O'Donnell stated the celebration will be in 2017. The committee will be asking for a permanent committee at Annual Town Meeting (ATM) with staggered terms and will have a 5 year plan. This funding will be seed money. The town also has some funding remaining from the 225th celebration that they will be requesting to use at ATM. There will be no additional requests. They will be filing a report following the celebration on how the funding was spent.

Mr. Bullock asked Mr. Hale to report on the senior center request. Mr. Hale stated the committee would like to find land to purchase for a center that could also include a community center. He cited a lack of adequate space for events. The request is for \$100,000 and hopefully they would not have to spend that much. A grant for a center could be easier to obtain if the town had land already. This would free up the current senior center room for much needed town office space. They will be going to ATM with a warrant article. Mr. Bullock stated further discussion will be needed in order to fit the request into the capital budget. Mr. Bullock added it would be good to find out from the Library Trustees what their plans are for the basement. An architect's study has been submitted but the Library Trustees have not released it.

Mr. Bullock suggested moving onto Chapter 90 funding. Chapter 90 doesn't get budgeted; it is an expenditure traditionally approved by the Board of Selectmen. He stated these numbers shown tonight have not been approved by the Board and may take a different turn once they have a chance to review them, but it makes sense to review with all present tonight.

Mr. Bullock reported on road construction first; he stated we asked the Commonwealth of Massachusetts for 1 million dollars and the Town is borrowing an additional 1.3 million, totaling 2.3 million dollars that should go into road construction. This is the baseline he is starting from. Engineering costs will be paid through Chapter 90 funding. Drainage, tree removal, road widening, and rock removal expenses will also be required. He pointed out the Chapter 90 projections going out to FY'18.

Mr. Bullock stated another thing to consider is that Route 68 construction is scheduled for FY'15 by the Commonwealth, but the engineering costs will have to be paid for by the Town. By doing the engineering, to some extent the Town will get to decide how Main Street/Route 68 will be designed (sidewalks, street lights etc.) The Board may want to appoint a committee to work on preliminary design requests for the project. Another issue to consider is sewer and water pipes for Main Street keeping in mind the recent

feasibility study. He pointed out the Town would not want to disturb the road after the road construction was completed.

Mr. Bullock stated he would be putting out requests for bids on the upcoming road construction soon and plan on hiring engineering after the first of the year.

Caleb Langer stated the Capital Improvement Planning Committee has had a difficult time making quorum in part due to the Board not reappointing a fifth member. He asked for assistance in filling the vacancy.

The Board exited the room to enter Executive Session but it had not been posted. The Board determined to hold the Executive Session at the December 19th meeting and Mr. Bullock will invite the concerned party in to confer with the Board.

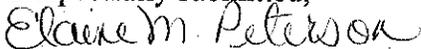
Motion: M. Castriotta

2nd: M. Stauder

To adjourn the meeting at 8:45 PM

Vote: All in Favor

Respectfully submitted,



Elaine M. Peterson

Town Secretary

Approved: January 30, 2012.

email was down 10/13/2011

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

New Request Change to Existing Request

This is a place holder. more pricing information will soon be provided

Department & Activity Assessors Office Date Prepared 10/13/2011
 Contact person Justice Lapierre (Clerk) Phone Number 978-928-1400 x203

1. Project Title New Computers

2. Form of Acquisition (check appropriate)
 Purchase Lease FY to be Purchased 2013

3. Number of Units Requested _____

4. Purpose of Expenditure (check appropriate)

Mandatory

- Scheduled replacement
- Present equipment obsolete
- Replace worn-out equipment
- Increased safety

Maintenance

- Refurbish present equipment

Improve Efficiency

- Improve procedures, records, etc.
- Reduce personnel time

New Service

- Expanded service
- New operation

	Per Unit	Total
Purchase price or annual lease	\$	\$
Plus: Installation or other costs	\$	\$
Less: Trade-in or other discount	\$	\$
Net purchase cost or annual lease	\$	\$

6. Did you investigate grant monies for this purchase?
 Y N Explain _____

7. Number of Similar Items in Inventory _____

8. Estimated Use of Requested Item(s)
52 weeks per year _____ months (if seasonal)
 For the weeks used, estimate:
 Average days per week 4
 Average hours per day 6
 Estimated useful life in years _____

9. Estimated Annual Maintenance Cost of New Item(s) _____
 Description of Maintenance Expense _____

10. Replaced Item(s)

Item	Make	Age	Maint. Cost	Prior Year's	
				Breakdowns	Lease Cost
A. Clerk's Computer	Tech 1	10 yrs	at least \$100		
B. Deputy Assessor 3 Computer	Dell	6 yrs			

11. Recommended disposition of replaced item(s)

- Use by other agencies Trade-in Sale

12. Submitting Authority [Signature] Position CH
 (Signature) Date 10-12-11

13. Other Pertinent Information

FORM C
CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

New Request Change to Existing Request

Department & Activity <u>Town Administrator</u>		Date Prepared <u>November 25, 2011</u>
Contact person <u>Brian J. Bullock</u>		Phone Number <u>978-928-1400 X200</u>

<p>1. Project Title: <u>Ctr Fire Station Asbestos Removal</u></p> <p>2. Form of Acquisition (check appropriate) <input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Lease FY to be Purchased <u>7/12</u></p> <p>3. Number of Units Requested _____</p> <p>4. Purpose of Expenditure (check appropriate)</p> <p><u>Mandatory</u></p> <p><input type="checkbox"/> Scheduled replacement <input type="checkbox"/> Present equipment obsolete <input type="checkbox"/> Replace worn-out equipment <input checked="" type="checkbox"/> Increased safety</p> <p><u>Maintenance</u></p> <p><input type="checkbox"/> Refurbish present equipment</p> <p><u>Improve Efficiency</u></p> <p><input type="checkbox"/> Improve procedures, records, etc. <input type="checkbox"/> Reduce personnel time</p> <p><u>New Service</u></p> <p><input type="checkbox"/> Expanded service <input type="checkbox"/> New operation</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="3">5. Cost</td> </tr> <tr> <td></td> <td align="center">Per Unit</td> <td align="center">Total</td> </tr> <tr> <td>Purchase price or annual lease</td> <td align="center">\$</td> <td align="center">\$7,500</td> </tr> <tr> <td>Plus: Installation or other costs</td> <td align="center">\$</td> <td align="center">\$0</td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td align="center">\$</td> <td align="center">\$0</td> </tr> <tr> <td>Net purchase cost or annual lease</td> <td align="center">\$</td> <td align="center">\$7,500</td> </tr> </table> <p>6. Did you investigate grant monies for this purchase? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Explain _____</p> <p>7. Number of Similar Items in Inventory _____</p> <p>8. Estimated Use of Requested Item(s) <u>52</u> weeks per year <u>12</u> months (if seasonal) For the weeks used, estimate: Average days per week _____ Average hours per day _____ Estimated useful life in years <u>15</u></p>	5. Cost				Per Unit	Total	Purchase price or annual lease	\$	\$7,500	Plus: Installation or other costs	\$	\$0	Less: Trade-in or other discount	\$	\$0	Net purchase cost or annual lease	\$	\$7,500
5. Cost																			
	Per Unit	Total																	
Purchase price or annual lease	\$	\$7,500																	
Plus: Installation or other costs	\$	\$0																	
Less: Trade-in or other discount	\$	\$0																	
Net purchase cost or annual lease	\$	\$7,500																	

9. Estimated Annual Maintenance Cost of New Item(s) _____
Description of Maintenance Expense _____

10. Replaced Item(s) None

Item	Make	Age	Prior Year's		
			Maint. Cost	Breakdowns	Lease Cost
A.					
B.					

11. Recommended disposition of replaced item(s)
 Use by other agencies Trade-in Sale

12. Submitting Authority _____ Position _____
(Signature) _____ Date _____

13. Other Pertinent Information: Testing has determined that the tile on the second floor of the Center Fire Station contains asbestos (mastic does not). This appropriation will remove the hazardous tile and replace with a suitable substitute.

FORM C
CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

New Request Change to Existing Request

Department & Activity <u>Fire/refurbishment of 1989 Ford E-one Engine</u> Date Prepared <u>10/12/11</u>																	
Contact person <u>Chief Hayes</u>			Phone Number <u>928-4423</u>														
1. Project Title <u>refurb. Of 1989 Ford E-one Engine</u>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">5. Cost</td> </tr> <tr> <td></td> <td align="center">Per Unit Total</td> </tr> <tr> <td>Purchase price or annual lease</td> <td align="center">\$50,000 \$50,000</td> </tr> <tr> <td>Plus; Installation or other costs</td> <td></td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td align="center">\$ \$</td> </tr> <tr> <td>Net purchase cost or annual lease</td> <td align="center">\$ \$ 50,000</td> </tr> </table>				5. Cost			Per Unit Total	Purchase price or annual lease	\$50,000 \$50,000	Plus; Installation or other costs		Less: Trade-in or other discount	\$ \$	Net purchase cost or annual lease	\$ \$ 50,000
5. Cost																	
	Per Unit Total																
Purchase price or annual lease	\$50,000 \$50,000																
Plus; Installation or other costs																	
Less: Trade-in or other discount	\$ \$																
Net purchase cost or annual lease	\$ \$ 50,000																
2. Form of Acquisition (check appropriate) <input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Lease FY to be Purchased <u>FY12</u>																	
3. Number of Units Requested <u>one</u>																	
4. Purpose of Expenditure (check appropriate)																	
<u>Mandatory</u> <input type="checkbox"/> Scheduled replacement <input type="checkbox"/> Present equipment obsolete <input checked="" type="checkbox"/> Replace worn-out equipment <input checked="" type="checkbox"/> Increased safety <u>Maintenance</u> <input checked="" type="checkbox"/> Refurbish present equipment <u>Improve Efficiency</u> <input type="checkbox"/> Improve procedures, records, etc. <input type="checkbox"/> Reduce personnel time <u>New Service</u> <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation																	
6. Did you investigate grant monies for this purchase? Y N Explain <u>Yes applied 2010,2011</u>																	
7. Number of Similar Items in Inventory <u>none</u>																	
8. Estimated Use of Requested Item(s) <u>52</u> weeks per year _____ months (if seasonal) For the weeks used, estimate: Average days per week <u>seven</u> Average hours per day <u>three</u> Estimated useful life in years <u>five to seven</u>																	
9. Estimated Annual Maintenance Cost of New Item(s) <u>less than \$500</u> Description of Maintenance Expense <u>oil and fluid service, minor wear repairs</u>																	
10. Replaced Item(s)																	
			Prior Year's														
Item	Make	Age	Maint. Cost	Breakdowns	Lease Cost												
A																	
B.																	
11. Recommended disposition of replaced item(s) Use by other agencies <input type="checkbox"/> Trade-in <input type="checkbox"/> Sale																	
12. Submitting Authority _____			Position <u>Fire Chief</u>														
(Signature)			Date <u>10/14/11</u>														
13. Other Pertinent Information																	

FORM C
CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

X New Request Change to Existing Request

Department & Activity Highway Dept. Date Prepared 10-4-11
 Contact person Lyn Gauthier Phone Number 978-928-1408

1. Project Title Town Fuel Distribution Center

2. Form of Acquisition (check appropriate)
 Purchase Lease FY to be Purchased FY13

3. Number of Units Requested _____

4. Purpose of Expenditure (check appropriate)

Mandatory
 Scheduled replacement
 Present equipment obsolete
 Replace worn-out equipment
 Increased safety

Maintenance
 Refurbish present equipment

Improve Efficiency
 Improve procedures, records, etc.
 Reduce personnel time

New Service
 Expanded service
 New operation

5. Cost

	Per Unit	Total
Purchase price or annual lease	\$ 150K	\$
Plus: Installation or other costs		
Less: Trade-in or other discount	\$	\$
Net purchase cost or annual lease	\$	\$

6. Did you investigate grant monies for this purchase?
 Y N Explain _____

7. Number of Similar Items in Inventory ONE

8. Estimated Use of Requested Item(s)
52 weeks per year _____ months (if seasonal)
 For the weeks used, estimate:
 Average days per week 7
 Average hours per day 24
 Estimated useful life in years 15

9. Estimated Annual Maintenance Cost of New Item(s) \$1,000.00
 Description of Maintenance Expense Annual Testing; Replace Hoses and Nozzles

10. Replaced Item(s)

Hoover above ground fuel tanks; Gasboy pump and computer system Prior Year's

Item	Make	Age	Maint. Cost	Breakdowns	Lease Cost
A Hoover Tanks		15yr			
B. Gasboy Series 1000		15yr			

11. Recommended disposition of replaced item(s)
 Use by other agencies Trade-in Sale NONE

12. Submitting Authority Lyn G. Gauthier Position Highway Superintendent
 (Signature) Date 10-4-11

13. Other Pertinent Information

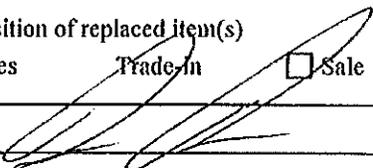
FORM C
CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

X New Request Change to Existing Request

Department & Activity <u>Highway Dept.</u>		Date Prepared <u>10-4-11</u>																				
Contact person <u>Lyn L. Gauthier</u>		Phone Number <u>978-928-1408</u>																				
1. Project Title <u>F-450 medium duty truck&plow</u>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td align="center">5. Cost Per Unit</td> <td align="center">Total</td> </tr> <tr> <td>Purchase price or annual lease</td> <td align="center">\$57,131.00</td> <td align="center">\$57,131.00</td> </tr> <tr> <td>Plus: Installation or other costs</td> <td align="center">NC</td> <td align="center">NC</td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td align="center">\$</td> <td align="center">\$</td> </tr> <tr> <td>Net purchase cost or annual lease</td> <td align="center">\$57,131.00</td> <td align="center">\$57,131.00</td> </tr> </table>		5. Cost Per Unit	Total	Purchase price or annual lease	\$57,131.00	\$57,131.00	Plus: Installation or other costs	NC	NC	Less: Trade-in or other discount	\$	\$	Net purchase cost or annual lease	\$57,131.00	\$57,131.00					
	5. Cost Per Unit		Total																			
Purchase price or annual lease	\$57,131.00		\$57,131.00																			
Plus: Installation or other costs	NC		NC																			
Less: Trade-in or other discount	\$	\$																				
Net purchase cost or annual lease	\$57,131.00	\$57,131.00																				
2. Form of Acquisition (check appropriate) <input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Lease FY to be Purchased <u>13</u>																						
3. Number of Units Requested <u>1</u>																						
4. Purpose of Expenditure (check appropriate)																						
<u>Mandatory</u> <input checked="" type="checkbox"/> Scheduled replacement <input type="checkbox"/> Present equipment obsolete <input checked="" type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Increased safety <u>Maintenance</u> <input type="checkbox"/> Refurbish present equipment <u>Improve Efficiency</u> <input checked="" type="checkbox"/> Improve procedures, records, etc. <input checked="" type="checkbox"/> Reduce personnel time <u>New Service</u> <input checked="" type="checkbox"/> Expanded service <input type="checkbox"/> New operation																						
		6. Did you investigate grant monies for this purchase? Y X N Explain <u>None available</u>																				
		7. Number of Similar Items in Inventory <u>1</u>																				
		8. Estimated Use of Requested Item(s) <u>52</u> weeks per year _____ months (if seasonal) For the weeks used, estimate: Average days per week <u>5</u> Average hours per day <u>6-8</u> Estimated useful life in years <u>10-12 years</u>																				
9. Estimated Annual Maintenance Cost of New Item(s) <u>\$500.00 per year for the first 3 years</u> Description of Maintenance Expense <u>Oil, filters, grease</u>																						
10. Replaced Item(s)																						
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Item</th> <th rowspan="2">Make</th> <th rowspan="2">Age</th> <th rowspan="2">Maint. Cost</th> <th colspan="2">Prior Year's</th> </tr> <tr> <th>Breakdowns</th> <th>Lease Cost</th> </tr> </thead> <tbody> <tr> <td>A 2000 Ford F-250</td> <td>Ford</td> <td>11yrs</td> <td>\$4,270.17</td> <td>11-15</td> <td></td> </tr> <tr> <td>B.</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Item	Make	Age	Maint. Cost	Prior Year's		Breakdowns	Lease Cost	A 2000 Ford F-250	Ford	11yrs	\$4,270.17	11-15		B.					
Item	Make	Age					Maint. Cost	Prior Year's														
			Breakdowns	Lease Cost																		
A 2000 Ford F-250	Ford	11yrs	\$4,270.17	11-15																		
B.																						
11. Recommended disposition of replaced item(s) <input checked="" type="checkbox"/> Use by other agencies <input type="checkbox"/> Trade-in <input type="checkbox"/> Sale																						
12. Submitting Authority <u>Lyn L. Gauthier</u> (Signature)		Position <u>Highway Superintendent</u> Date <u>10-4-11</u>																				
13. Other Pertinent Information																						

FORM C
CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

New Request Change to Existing Request

Department & Activity <u>Police</u>		Date Prepared <u>10/14/11</u>																
Contact person <u>Chief Dennis Perron</u>		Phone Number <u>978-928-1400 x 100</u>																
1. Project Title <u>Computer Replacement</u>		5. Cost																
2. Form of Acquisition (check appropriate) <input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Lease FY to be Purchased <u>13</u>																		
3. Number of Units Requested <u>4</u>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Per Unit</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price or annual lease</td> <td style="text-align: center;">\$900</td> <td style="text-align: center;">\$3,600</td> </tr> <tr> <td>Plus: Installation or other costs</td> <td style="text-align: center;">\$305</td> <td style="text-align: center;">\$1220</td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td style="text-align: center;">\$0</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Net purchase cost or annual lease</td> <td style="text-align: center;">\$1205</td> <td style="text-align: center;">\$4820</td> </tr> </tbody> </table>			Per Unit	Total	Purchase price or annual lease	\$900	\$3,600	Plus: Installation or other costs	\$305	\$1220	Less: Trade-in or other discount	\$0	\$	Net purchase cost or annual lease	\$1205	\$4820
	Per Unit	Total																
Purchase price or annual lease	\$900	\$3,600																
Plus: Installation or other costs	\$305	\$1220																
Less: Trade-in or other discount	\$0	\$																
Net purchase cost or annual lease	\$1205	\$4820																
4. Purpose of Expenditure (check appropriate)		6. Did you investigate grant monies for this purchase? X Y <input type="checkbox"/> N Explain <u>None available</u>																
<u>Mandatory</u> <input checked="" type="checkbox"/> Scheduled replacement <input checked="" type="checkbox"/> Present equipment obsolete <input checked="" type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Increased safety <u>Maintenance</u> <input type="checkbox"/> Refurbish present equipment <u>Improve Efficiency</u> <input checked="" type="checkbox"/> Improve procedures, records, etc. <input type="checkbox"/> Reduce personnel time <u>New Service</u> <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation		7. Number of Similar Items in Inventory <u>4</u>																
		8. Estimated Use of Requested Item(s) <u>52</u> weeks per year _____ months (if seasonal) For the weeks used, estimate: Average days per week <u>7</u> Average hours per day <u>8</u> Estimated useful life in years <u>4</u> years																
9. Estimated Annual Maintenance Cost of New Item(s) <u>Total maintenance cost of 9 computers/server \$4,800</u> Description of Maintenance Expense <u>Computer updates, virus protection, back ups, trouble shooting</u>																		
10. Replaced Item(s)																		
Prior Year's																		
Item	Make	Age	Maint. Cost Breakdowns Lease Cost															
A. 4 Desktop Computers	Dell	5	See Above Several															
B.																		
11. Recommended disposition of replaced item(s) <input checked="" type="checkbox"/> Use by other agencies Trade-in <input type="checkbox"/> Sale																		
12. Submitting Authority 		Position <u>Chief of Police</u>																
(Signature)		Date <u>10/14/11</u>																
13. Other Pertinent Information Due to increased stree on the system by increased demand on the computer these older computers are generally not able to handle the interaction with the updated data base.																		

FORM C
CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

New Request Change to Existing Request

Department & Activity <u>Police</u>	Date Prepared <u>09/26/2011</u>
Contact person <u>Chief Dennis Perron</u>	Phone Number <u>978-928-1400 x100</u>

<p>1. Project Title <u>Copier/printer/scanner/fax</u></p> <p>2. Form of Acquisition (check appropriate)</p> <p><input type="checkbox"/> Purchase <input checked="" type="checkbox"/> Lease FY to be Purchased <u>FY13</u></p> <p>3. Number of Units Requested <u>1</u></p> <p>4. Purpose of Expenditure (check appropriate)</p> <p><u>Mandatory</u></p> <p><input type="checkbox"/> Scheduled replacement</p> <p><input type="checkbox"/> Present equipment obsolete</p> <p><input checked="" type="checkbox"/> Replace worn-out equipment</p> <p><input type="checkbox"/> Increased safety</p> <p><u>Maintenance</u></p> <p><input type="checkbox"/> Refurbish present equipment</p> <p><u>Improve Efficiency</u></p> <p><input checked="" type="checkbox"/> Improve procedures, records, etc.</p> <p><input checked="" type="checkbox"/> Reduce personnel time</p> <p><u>New Service</u></p> <p><input type="checkbox"/> Expanded service</p> <p><input type="checkbox"/> New operation</p> <p><u>4 Year lease</u></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="3">5. Cost</th> </tr> <tr> <td></td> <th style="text-align: center;">Per Unit</th> <th style="text-align: center;">Total</th> </tr> <tr> <td>Purchase price or annual lease</td> <td style="text-align: center;">\$10,218.24</td> <td style="text-align: center;">\$ 10,218.24</td> </tr> <tr> <td>Plus: Installation or other costs</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Net purchase cost or annual lease</td> <td style="text-align: center;">\$ 212.88 monthly</td> <td style="text-align: center;">\$ 2554.56 Annual</td> </tr> </table> <p>6. Did you investigate grant monies for this purchase?</p> <p><input type="checkbox"/> Y <input checked="" type="checkbox"/> N Explain <u>Grant money can't replace line item</u></p> <p style="text-align: center;">Items</p> <p>7. Number of Similar Items in Inventory <u>2</u></p> <p>8. Estimated Use of Requested Item(s)</p> <p><u>52</u> weeks per year _____ months (if seasonal)</p> <p>For the weeks used, estimate:</p> <p>Average days per week <u>7</u></p> <p>Estimated useful life in years <u>10 years</u></p>	5. Cost				Per Unit	Total	Purchase price or annual lease	\$10,218.24	\$ 10,218.24	Plus: Installation or other costs	\$	\$	Less: Trade-in or other discount	\$	\$	Net purchase cost or annual lease	\$ 212.88 monthly	\$ 2554.56 Annual
5. Cost																			
	Per Unit	Total																	
Purchase price or annual lease	\$10,218.24	\$ 10,218.24																	
Plus: Installation or other costs	\$	\$																	
Less: Trade-in or other discount	\$	\$																	
Net purchase cost or annual lease	\$ 212.88 monthly	\$ 2554.56 Annual																	

9. Estimated Annual Maintenance Cost of New Item(s) \$0 year one, subsequent years maintenance agreement

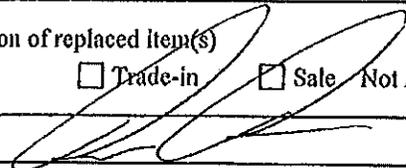
Description of Maintenance Expense cleanings, calibration

10. Replaced Item(s) N/A

Item	Make	Age	Maint. Cost	Prlor Year's	
				Breakdowns	Lease Cost
A. 2003 Canon Imagerunner	Cannon	9	\$825.00	Feeder/jamming	\$0
B. HP Laserjet 2550	HP	9	\$600-800 ink	Slow/unreliable	\$0

11. Recommended disposition of replaced item(s)

Use by other agencies Trade-in Sale Not Applicable

12. Submitting Authority  Position Police Chief

(Signature) Date 10/12/11

13. Other Pertinent Information

Place holder

FORM C
CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

New Request Change to Existing Request

Department & Activity Council on Aging Date Prepared 10/13/11
Contact person Claudia Provencal Phone Number 978-928 1400 ext 211

1. Project Title Computer
2. Form of Acquisition (check appropriate)
 Purchase Lease FY to be Purchased _____
3. Number of Units Requested 1
4. Purpose of Expenditure (check appropriate)
Mandatory
 Scheduled replacement
 Present equipment obsolete
 Replace worn-out equipment
 Increased safety
Maintenance
 Refurbish present equipment
Improve Efficiency
 Improve procedures, records, etc.
 Reduce personnel time
New Service
 Expanded service
 New operation

5. Cost

	Per Unit	Total
Purchase price or annual lease	\$	\$
Plus: Installation or other costs	\$	\$
Less: Trade-in or other discount	\$	\$
Net purchase cost or annual lease	\$	\$

6. Did you investigate grant monies for this purchase?
 Y N Explain _____

7. Number of Similar Items in Inventory N/A

8. Estimated Use of Requested Item(s) N/A
52 weeks per year 12 months (if seasonal)
For the weeks used, estimate:
Average days per week as needed
Average hours per day _____
Estimated useful life in years _____

9. Estimated Annual Maintenance Cost of New Item(s) 2011 or 2012 Computer
Description of Maintenance Expense _____

10. Replaced Item(s)

Item	Make	Age	Prior Year's		
			Maint. Cost	Breakdowns	Lease Cost
A.					
B.					

11. Recommended disposition of replaced item(s)
 Use by other agencies Trade-in Sale

12. Submitting Authority Claudia Provencal Position COA Director
(Signature) Date 10/13/11

13. Other Pertinent Information

Place Holder

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

New Request Change to Existing Request

Department & Activity Council on Aging Date Prepared 10-13-11
Contact person CHAUDIA PROVENCAL Phone Number 978-928-1400 ext 211

1. Project Title My Senior Center Program 5. Cost

	Per Unit	Total
Purchase price or annual lease	\$	\$
Plus: Installation or other costs	\$	\$
Less: Trade-in or other discount	\$	\$
Net purchase cost or annual lease	\$	\$

2. Form of Acquisition (check appropriate)
 Purchase Lease FY to be Purchased _____

3. Number of Units Requested 1

4. Purpose of Expenditure (check appropriate)

- Mandatory**
- Scheduled replacement
 - Present equipment obsolete
 - Replace worn-out equipment
 - Increased safety

- Maintenance**
- Refurbish present equipment

- Improve Efficiency**
- Improve procedures, records, etc.
 - Reduce personnel time

- New Service**
- Expanded service
 - New operation

6. Did you investigate grant monies for this purchase?
 Y N Explain _____

7. Number of Similar Items in Inventory _____

8. Estimated Use of Requested Item(s)
 _____ weeks per year _____ months (if seasonal)
 For the weeks used, estimate:
 Average days per week _____
 Average hours per day _____
 Estimated useful life in years _____

9. Estimated Annual Maintenance Cost of New Item(s) 1200 per year
Description of Maintenance Expense _____

10. Replaced Item(s)

Item	Make	Age	Maint. Cost	Prior Year's	
				Breakdowns	Lease Cost
A.					
B.					

11. Recommended disposition of replaced item(s)
 Use by other agencies Trade-in Sale

12. Submitting Authority Chaudia Provencal Position COA Director
(Signature) Date 10/13/11

13. Other Pertinent Information

over

FORM C
CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

New Request Change to Existing Request

Department & Activity Town Accountant Date Prepared 10-13-11
 Contact person Karen Chick Phone Number 978-928-1400 x 206

1. Project Title Accounting Software

2. Form of Acquisition (check appropriate)
 Purchase Lease FY to be Purchased _____

3. Number of Units Requested _____

4. Purpose of Expenditure (check appropriate)

Mandatory

Scheduled replacement
 Present equipment obsolete
 Replace worn-out equipment
 Increased safety

Maintenance

Refurbish present equipment

Improve Efficiency

Improve procedures, records, etc.
 Reduce personnel time

New Service

Expanded service
 New operation

5. Cost

	Per Unit	Total
Purchase price or annual lease	\$	\$
Plus: Installation or other costs	\$	\$
Less: Trade-in or other discount	\$	\$
Net purchase cost or annual lease	\$	\$ <u>17,000.⁰⁰</u>

6. Did you investigate grant monies for this purchase?
 Y N Explain _____

7. Number of Similar Items in Inventory _____

8. Estimated Use of Requested Item(s)
 _____ weeks per year _____ months (if seasonal)
 For the weeks used, estimate:
 Average days per week _____
 Average hours per day _____
 Estimated useful life in years _____

9. Estimated Annual Maintenance Cost of New Item(s) One Time Purchase
 Description of Maintenance Expense Town Accountant Software

10. Replaced Item(s)

Item	Make	Age	Prior Year's		
			Maint. Cost	Breakdowns	Lease Cost
A.					
B.					

11. Recommended disposition of replaced item(s)
 Use by other agencies Trade-in Sale

12. Submitting Authority Karen Chick *Karen Chick* Position Town Accountant
 (Signature) Date 10-13-11

13. Other Pertinent Information

FORM C
CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

New Request ~~Change to~~ Existing Request

Department & Activity TOWN CLERK/Elections Date Prepared Sept. 12, 2011
 Contact person Joyce Green Phone Number Ext 202

1. Project Title Voting Machine

2. Form of Acquisition (check appropriate)
 Purchase Lease FY to be Purchased FY13

3. Number of Units Requested 1

4. Purpose of Expenditure (check appropriate)

Mandatory
 Scheduled replacement
 Present equipment obsolete
 Replace worn-out equipment
 Increased safety

Maintenance
 Refurbish present equipment

Improve Efficiency
 Improve procedures, records, etc.
 Reduce personnel time

New Service
 Expanded service
 New operation

5. Cost

	Per Unit	Total
Purchase price or annual lease	\$	\$8,000
Plus: Installation or other costs	\$	\$0
Less: Trade-in or other discount	\$	\$0
Net purchase cost or annual lease	\$	\$ 8,000

6. Did you investigate grant monies for this purchase?
 Y N Explain _____

7. Number of Similar Items in Inventory 1

8. Estimated Use of Requested Item(s)
 _____ weeks per year _____ months (if seasonal)
 For the weeks used, estimate: EVERY ELECTION
 Average days per week _____
 Average hours per day _____
 Estimated useful life in years 10-15

9. Estimated Annual Maintenance Cost of New Item(s) \$250-300
 Description of Maintenance Expense Annual Maintenance contract

10. Replaced Item(s)

Item	Make	Age	Maint. Cost	Prior Year's	
				Breakdowns	Lease Cost
A. Optech Eagle	ES&S	1996	\$200/year		
B.					

11. Recommended disposition of replaced item(s)
 Use by other agencies Trade-in Sale will be obsolete when we are done with it

12. Submitting Authority Joyce E Green Position Town Clerk
 (Signature) Date September 12, 2011

13. Other Pertinent Information: Current equipment will not meet Federal Election Standards in the near future. We will continue to use the current machine for as long as possible. Machine purchased must be certified by the Sec. of State's Elections Division for use in Massachusetts elections. Short-term lease may be an option for an interim solution if needed. Repairs on current machine are on as "as available" basis due to discontinuance.

FORM C CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR LEASE

New Request Change to Existing Request

Department & Activity SENIOR CENTER EXPANSION COMMITTEE Date Prepared: Dec 5, 2011

Contact person Paul Hale Phone Number 978-928-4813

1. Project Title New Senior/Community Center

2. Form of Acquisition (check appropriate)
 Purchase Lease FY to be Purchased 12/13

3. Number of Units Requested 1

4. Purpose of Expenditure (check appropriate)

- Mandatory
- Scheduled replacement
 - Present equipment obsolete
 - Replace worn-out equipment
 - Increased safety

- Maintenance
- Refurbish present equipment

- Improve Efficiency
- Improve procedures, records, etc.
 - Reduce personnel time

- New Service
- Expanded service
 - New operation

	Per Unit	Total
Purchase price or annual lease	\$100,000	\$100,000
Plus: Installation or other costs	\$	\$0
Less: Trade-in or other discount	\$	\$0
Net purchase cost or annual lease	\$	\$100,000

6. Did you investigate grant monies for this purchase?
 Y N Explain Unsuccessful FY 11 CBDG Grant Grant can be applied for in FY12

7. Number of Similar Items in Inventory _____

8. Estimated Use of Requested Item(s)
52 weeks per year 12 months (if seasonal)
 For the weeks used, estimate:
 Average days per week 7 days 5 nights
 Average hours per day 8 - 10 hours
 Estimated useful life in years 25

9. Estimated Annual Maintenance Cost of New Item(s) Normal annual Janitorial and fix and replace items as necessary

Description of Expenditure: The Purpose of this appropriation will be to find the land and /or land and a building to house a new Senior Center to be co-used as a Town wide Community Center. This is the first phase in building and /or restoring a property.

10. Replaced Item(s) Approval and eventual occupancy of a new building for seniors and Community use will free up space at 7 Main Street for other Town Uses.

Item	Make	Age	Maint. Cost	Prior Year's	
				Breakdowns	Lease Cost
A.					
B.					

11. Recommended disposition of replaced item(s)
 Use by other agencies Trade-in Sale

12. Submitting Authority Paul Hale Position Co-Chairman of the Committee
 (Signature) Date December 5, 2011

13. Other Pertinent Information:

FY13 CAPITAL BUDGET SUMMARY

DEPT	ITEM	TOTAL REQ. AMOUNT	FY 13 MSCA EXP	REQUESTED BY
ADMIN	Underground Conduit Connection	\$3,500.00	\$3,500.00	Brian Bullock
ADMIN	Slade Building Renovation (pay off)	\$45,000.00	\$45,000.00	Brian Bullock
ASSESSORS	New Computer	\$2,500.00	\$2,500.00	Justine LaPierre
FIRE	Ctr Fire Station Asbestos Abatement	\$7,500.00	\$7,500.00	Brian Bullock
FIRE	Refurbishment of 1989 Engine #1	\$50,000.00	FY 14	Chief Hayes
HGW	Fuel dispensing System	\$150,000.00	\$30,000.00	Lyn Gauthier
HGW	F - 450 Med Duty Truck/Plow	\$57,131.00	CH90	Lyn Gauthier
HGW	Rubber Tire Excavator (Used)	\$50,000.00	CH90	Lyn Gauthier
POLICE	Cruiser Replacement	\$36,000.00	\$12,000.00	Chief Perron
POLICE	Computer Request	\$5,000.00	\$5,000.00	Chief Perron
POLICE	Copier/Printer/Scanner	\$10,250.00	Withdrawn	Chief Perron
QRSD	Roof Debt (Not Excluded)	\$43,439.00	\$43,439.00	QRSD
Senior Ctr	New Computer	\$1,200.00	\$1,200.00	Claudia Provencal
Senior Ctr	Senior Activities Software	\$4,000.00	\$4,000.00	Claudia Provencal
Town Acct	Software	\$17,000.00	\$17,000.00	Karen Chick
Town Clerk	New Voting Machine	\$8,000.00	FY 14	Joyce Green
ANNUAL	Borrow in Anticipation	\$9,000.00	\$9,000.00	James Dunbar
EXISTING	Engine #3 - Principal	\$50,078.00	\$50,078.00	James Dunbar
EXISTING	Engine #3 - Interest	\$5,258.00	\$5,258.00	James Dunbar
EXISTING	Roads Project Borrowing	\$165,000.00	FY 14	Brian Bullock
EXISTING	Police Cruiser	\$8,500.00	\$8,500.00	Brian Bullock
EXISTING	1993 Ford Rehabilitation	\$7,000.00	\$0.00	Lyn Gauthier
EXISTING	Forestry Unit	\$12,500.00	\$12,500.00	Brian Bullock
Article	Hubbardston 250th Comm (OP Budget)	\$5,000.00	\$5,000.00	Dennis O'Donnell
Article	Senior Center Expansion Committee	\$100,000.00	\$0.00	Paul Hale
Total FY 13 MSCA Requirement			\$261,475.00	