



**TOWN OF ACTON**  
TOWN MANAGER'S OFFICE

(978) 929-6611

Steven L. Ledoux, Town Manager

manager@acton-ma.gov

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Dear Honorable Board of Selectmen:

Enclosed herein, is the Town Manager's recommended Capital requests for FY 2013. As has been typical for Massachusetts municipalities because of the constraints of Proposition 2½ and other fiscal pressure, replacing and updating assets in a timely fashion has been a challenge. The enclosed capital requests represent an attempt to replace some aging equipment, assist the Town in its emergency preparedness as well as to commence the design on a new senior center.

I have often said that capital needs become the step-child of the budget in rough economic times and are the first things to be cut if budget reductions are needed. Hopefully through these requests, coupled with future improvements envisioned by Acton 2020, we can bring an emphasis back to the capital needs of the Town.

Respectfully Submitted,

Steven L Ledoux  
Town Manager



## Manager's Recommended Priority List

<b>Non-Bonded Capital (Operating Budget)</b>	<b>Amount</b>
Radio Narrow-banding and Interoperability	\$ 103,000
Core Network Switch Replacement	47,000
Commuter Lot Surveillance and Communications	60,000
Cruiser Lights, Sirens and RADAR Units	19,500
<b>Total</b>	<b>\$ 229,500</b>
<b>Non-Bonded Capital and Subsidies (Articles)</b>	<b>Amount</b>
Transportation Services	\$ 246,000
Nursing Enterprise	400,000
Energy Enterprise	45,000
Ambulance Enterprise	271,000
Council on Aging Van Enterprise	50,000
Cultural Council	2,000
Senior Center Design	140,000
FY 13 Bonding Appropriation	30,000
<b>Total</b>	<b>\$ 1,184,000</b>
<b>Bonded Capital Projects (Articles)</b>	<b>Amount</b>
One-Ton Truck	\$ 51,000
Sander/Dump Truck	190,346
Utility Truck	42,000
Towable Generator	55,000
Skid Steer	134,100
Standby Generator, Senior Center	75,000
Goward Playground	150,000
F-350 Truck Replacement	44,000
Quarry Road Drainage	189,000
Emergency Communication Equipment	182,500
Storage System Replacement	120,000
Portable Intersection Traffic Control System	150,000
Town Hall Land Use Renovations	600,000
<b>Total</b>	<b>\$ 1,982,946</b>

# Capital Improvement Program Proposal – Detail

**Department Name** Emergency Management

**Project Fiscal Year** 13

**Department Head** John Murray

**Cost Priority** / of 3

## 1. Description

3 each portable Emergency Intersection Traffic Control System

## 2. Useful Life 10 years

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

Replace Obsolete or Unsafe Equipment

Other (Please Explain)

(Explain Disposal of Old Equipment)

## 4. Justification

Operate intersections of Kelley's corner, South Acton & West Acton during power outages and equipment failure. Thereby, freeing police officers for emergency operations. A sub-benefit is to have portable street lights for recreational programs at NARA for traffic on Main Street – this purchase will increase the safety factor for those directing traffic.

## 5. How Was this Project's Priority Determined?

## 6. Estimated Cost

\$ 150 K

Less Trade-in (If Applicable)

Net Cost

\$

## 7. Are Non-Town Revenues Available to Reduce Cost?

## 8. If this Project is Delayed, What will be the Effect on your Department?

## 9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Increase

Decrease

Expense Budget

Increase

Decrease

# ETL

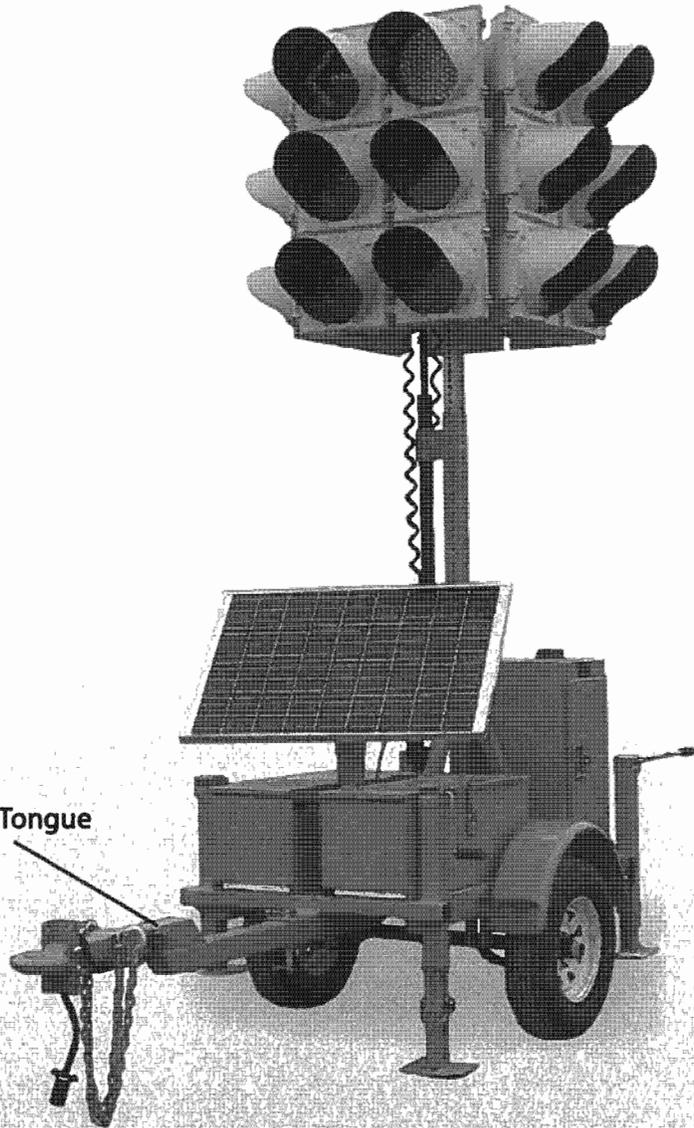
## Emergency Intersection Traffic Light



**Emergency Intersection Control**  
**Compact**  
**Dependable**  
**Quick and Easy Setup**  
**Comprehensive Warranty**



Removable Tongue



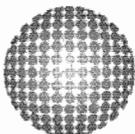
The ETL is stand alone quick response portable traffic signal used in emergency situations requiring traffic control at an intersection. The ETL was designed to run autonomously for 5 days without sunlight.

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**GSA Advantage!**

Contract #GS 03F 0152V



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WORLD LEADER IN TRAFFIC CONTROL SYSTEMS

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info@NorthAmericaTraffic.com  
www.NorthAmericaTraffic.com

QUALITY

EFFICIENCY

PERFORMANCE

RELIABILITY

# ETL

## Emergency Intersection Traffic Light

### Electronics and Communication

Custom designed controller is simple to use with a large LCD screen

Simple 8 phase programmable timing

Built in clock allows automatic timing adjustment based on the time of day and day of the week

Control 8 phases manually with remote control

Radio remote control allows user to stop and start the signals at any time

Integrated conflict monitoring provides unbeatable reliability and safety

High intensity 12" LED signals

Microwave traffic sensors detect vehicles and adjust timing accordingly (Optional)

Emergency response system sends a text message if a problem occurs (Optional)

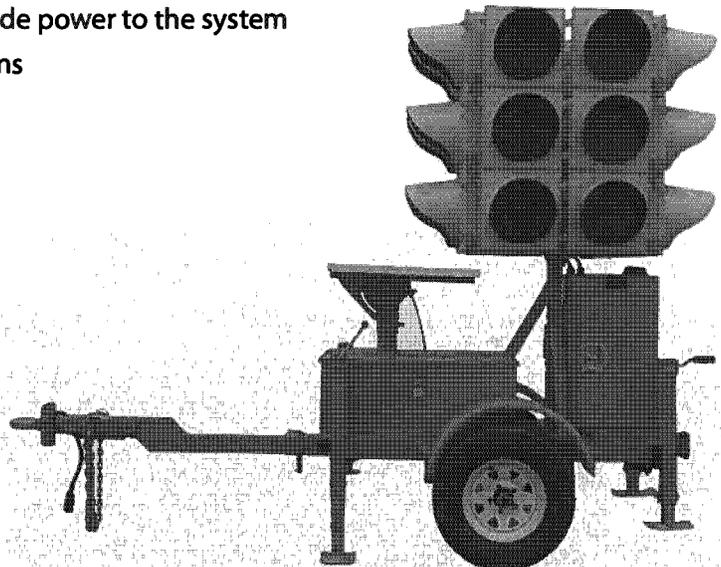
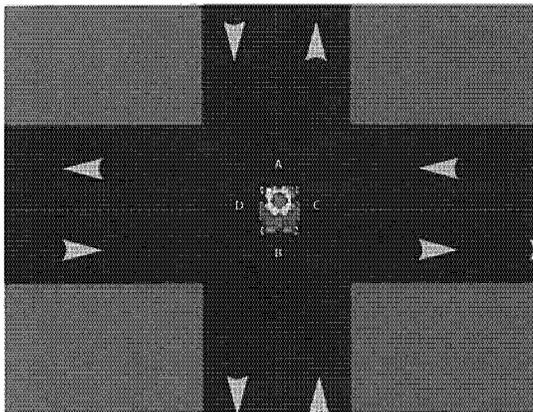
### Power Supply

Fully adjustable high-wattage solar panel charges the batteries

8 High capacity deep cycle batteries provide power to the system

5-10 Days runtime under normal conditions

Built in 90 amp charger



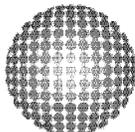
North America Traffic offers you the most advanced portable traffic signal systems on the market today, including the very first automated flagging assistance device (AFAD), the RC Flagman™. Our portable traffic control devices have been trusted on thousands of projects across North America and around the world.

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Contract #GS 03F 0152V



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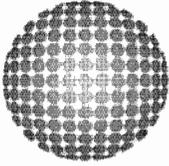
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# NORTH AMERICA TRAFFIC

WORLD LEADER IN TRAFFIC CONTROL SYSTEMS

# QUOTE

## To: From:

**Town of Acton, MA**  
472 Main St.  
Acton, Massachusetts 01720

**North America Traffic**  
7 Petersburg Circle  
Port Colborne, Ontario L3K 5V5

## Summary

Shipping Method:	NAT Truck	Quote ID:	<b>Q-04431-PZPF</b>
Payment Terms:	Net 15	Quote Date:	9/20/2011
Lead Time	30 days	Effective To:	10/20/2011
Project ID	GS-03F-0152V	Currency	USD

## Description

North America Traffic has been assisting contractors with their traffic control for over 17 years. For any of your traffic control needs we have a system to suit any application.  
 The PTL2.4x is a dual head portable traffic signal meant for 24hr. traffic control. It comes equipped with 12 deep cycle batteries and 390 watt solar array. This means it can run all year with minimal charging (\*charging may be required during months with little sun).  
 Purchase price includes a full one year warranty and 24 hr. technical support.

## Details

Product ID	Qty	Product	Price	Extended
PTL 2.4x	2	PTL 2.4x Portable Traffic Signal	\$21,577.50/Each	\$43,155.00
HHR	1	Hand Held Remote optional item. 1 watt radio used to control signals in manual mode or as an override to start/stop the cycle in automatic mode	\$899.71/Each	\$899.71
Delivery	1	Delivery Price includes delivery to Acton, MA (drive time 8.5 hrs) set up and up to 1 hr. training	\$875.00/Each	\$875.00

Taxes are not included  
 Please note this price does not include additional add-ons that may be specified, such as; platforms, hard wired communication system, illumination, traffic control cost during setup etc. Extra charges will apply for additional site visits. Portable traffic signals and automated flagger assistance devices may not be acceptable for use on all construction projects. It is the contractor's responsibility to ensure that the contract engineer for a particular project approves of North America Traffic products. Pickup charges will apply for all rentals, unless otherwise stated. All rental prices are based on monthly values unless otherwise stated. Monthly rental billing is based on a 28 day period. Monthly rates apply 18 days into the rental billing period.

If you have any questions, please contact me. We look forward to working with you.

### Lisa Nie

North America Traffic Inc.  
P: 1 (877) 352-4626  
www.NorthAmericaTraffic.com

Please note that we have changed our company name from R.C. Flagman Inc. to North America Traffic Inc. Please update your records to reflect this change.

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Emergency Management	<b>Project Fiscal Year</b>	13
<b>Department Head</b>	John Murray	<b>Cost Priority</b>	2 of 3

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**1. Description**

2 each portable traffic signal with solar assist and security arm

**2. Useful Life** 10 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

*Schedule Replacement*

*X Increase Personnel Efficiency*

*New or Expanded Service*

*X Replace Obsolete or Unsafe Equipment*

*Other (Please Explain)*

*(Explain Disposal of Old Equipment)*

**4. Justification**

Operate traffic at one lane construction sites. Thereby, freeing police officers for operations

**5. How Was this Project's Priority Determined?**

**6. Estimated Cost**

\$

*Less Trade-In (If Applicable)*

*Net Cost*

\$ 45,000 GSA

**7. Are Non-Town Revenues Available to Reduce Cost?**

NO

**8. If this Project is Delayed, What will be the Effect on your Department?**

Increased citizen risk in emergency situations and not having public safety personnel available for other tasks that cannot be mechanized.

**9. Please Describe the Effect of this Project on your Operating Budget.**

Personnel Budget

Increase

Expense Budget

Increase

**10. Attachments, if Applicable.**

# PTL 2.4x

Portable Traffic Signal



NORTH AMERICA TRAFFIC

**Capital Improvement Program Proposal – Detail**

<b>Department Name</b>	Emergency Management	<b>Project</b>	Emergency Water Purification Service		
		<b>Fiscal Year</b>	13		
<b>Department Head</b>	John Murray	<b>Cost</b>	\$ 53,000		
		<b>Priority</b>	3	of	3

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**1. Description**

If the water supply is interrupted GE responds immediately with a mobile purification plant which could take water directly from Nagog Pond. There will be an annual subscription fee is being negotiated we estimate \$8,000 and estimated one time construction cost for a feed from Nagog Pond to the Nagog Shopping Center is \$30,000 and the associated pump would cost \$15,000

**2. Useful Life 30**

**years**

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

*Schedule Replacement*

*Increase Personnel Efficiency*

*New or Expanded Service*

*Replace Obsolete or Unsafe Equipment*

*Other (Please Explain)*

*(Explain Disposal of Old Equipment)*

*Emergency Water Supply*

**4. Justification**

Acton currently uses on average 1.5 million gals per day. One unit will provide about 360,000 gpd. Therefore two units would supply about 50% of the current usage. We believe this would be sufficient in an emergency setting. The initial construction would be to create a "special" hydrant in the Nagog Shopping Center with the infrastructure capable of drawing 1,000 gpm.

**5. How Was this Project's Priority Determined?**

Probability of need

**6. Estimated Cost**

**\$ 53,000**

**Less Trade-In (If Applicable)**

**Net Cost**

**\$**

**7. Are Non-Town Revenues Available to Reduce Cost?**

NO

**8. If this Project is Delayed, What will be the Effect on your Department?**

Emergency Management represents an insurance policy against potential needs. Clean water is a very basic need and this is a measured response to that need.

**9. Please Describe the Effect of this Project on your Operating Budget.**

Personnel Budget  
Increase

Expense Budget  
Increase

# Mobile RO Trailer

## Description and Use



Mobile Reverse Osmosis (RO) Trailers provide emergency, interval, or long-term service to meet the needs of industrial pure water users. The Mobile RO is configured to produce up to 600 gpm (136 m<sup>3</sup>/h) in single-pass mode and up to 300 gpm (68 m<sup>3</sup>/h) in two-pass mode (two-pass mode requires a minor reconfiguration). The Mobile RO contains the necessary hardware to monitor the system operation including, inlet and permeate conductivity, inlet pH, inlet ORP meters; concentrate and permeate flow meters; and prefilter, post filter, primary, final, and interbank pressure transmitters. The data is monitored to ensure the Mobile RO operates optimally. The Mobile RO Trailer also contains the necessary chemical pumps essential for maintaining the required water quality specifications.

## General Properties

### Features

- Up to 600 gpm (136 m<sup>3</sup>/h) in single-pass mode or up to 300 gpm (68 m<sup>3</sup>/h) in two pass mode
- Able to combine with other mobile products to enhance system capabilities
- Rejection rates of 97% or more<sup>1</sup>
- Technical sales representative operates trailer
- Emergency, interval, and long-term service for RO water need

- Removes not only dissolved ions, but also bacteria, pyrogens, organics, particles, colloids, color and oxidizing agents at up to 99.9%

**Table1: Trailer Specifications**

Dimensions	
Trailer Length	48 ft 11.7 in
Trailer Height	15 ft 10.1 in
Trailer Width	8 ft 10.0 in
Shipping Wt	25,500 lbs (11,567 kg)
Operating Wt	16,500 lbs (7,483 kg)
System on Board	
Single Pass	600 gpm (22.7 m <sup>3</sup> /h)
Two Pass	300 gpm (11.4 m <sup>3</sup> /h)
Recovery	25%
Rejection	97% or more <sup>1</sup>
Membrane	4000 psi (27.6 bar) 4000 psi (27.6 bar)
Pre Filter	5 µm
Post Filter	1 µm
Pre-Filter Pressure	100 psi (6.9 bar)
Post-Filter Pressure	100 psi (6.9 bar)
Connections (PVC)	
Connect to Type	1.5" Male Flange
Flow	Flow: 1.5" (38.1 mm)
Water (Permeate)	Flow: 1.5" (38.1 mm)
Water (Concentrate)	Flow: 1.5" (38.1 mm)
Net Clean in Place (CIP)	Flow: 1.5" (38.1 mm)
Water (Permeate) OP	Flow: 1.5" (38.1 mm)
Water (Concentrate) OP	Flow: 1.5" (38.1 mm)
Electrical	
Power	120VAC
Recovery (permeate)	Flow: 1.5" (38.1 mm) 120VAC
Conductivity	Flow: 1.5" (38.1 mm) 120VAC
Pre-Filtered (pH)	Flow: 1.5" (38.1 mm) 120VAC
Flow (Pre-Filtered)	Flow: 1.5" (38.1 mm) 120VAC



Find a contact near you by visiting [gewater.com](http://gewater.com) or e-mailing [custhelp@ge.com](mailto:custhelp@ge.com).

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FS1051EN 0601

## Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Engineering Department	<b>Project</b>	Quarry Road and Main Street Drainage		
		<b>Fiscal Year</b>	2013		
<b>Department Head</b>	Corey York	<b>Cost</b>	\$273,000		
		<b>Priority</b>	1	of	3

**1. Description**

This project will correct deficiencies in the underground road drainage system in Main Street from Quarry Road north to the railroad tracks. The system is undersized for the area it serves. Manhole covers have been welded shut to prevent them from blowing off during major rainfall events. Some of the pipes have collapsed and have been sleeved with smaller pipes. The new system will improve water quality by adding retention basins and gas trap catchbasins.

**2. Useful Life**                    30 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |                                |  |
|--------------------------------|--|
| <i>Schedule Replacement</i>    | <i>Increase Personnel Efficiency</i>               |
| <i>New or Expanded Service</i> | x <i>Replace Obsolete or Unsafe Infrastructure</i> |
| <i>Other (Please Explain)</i>  |  |

**4. Justification**

The limited capacity of the present system causes Main Street to flood during thunder shower type storms. The upgraded system will help the Town comply with EPA Stormwater Phase II permit requirements.

**5. How Was this Project's Priority Determined?**

Safety

**6. Estimated Cost**                    \$273,000

**Less Trade-In (If Applicable)**    Na

**Net Cost**                    \$273,000

**7. Are Non-Town Revenues Available to Reduce Cost?**

Chapter 90 funds could be used.  
Possible funds to be contributed by local developer

**8. If this Project is Delayed, What will be the Effect on your Department?**

The Highway Department will continue to "patch" the system.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase    none	Increase    none
Decrease    none	Decrease    none

**10. Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Engineering Department	<b>Project</b>	Parking Meter System	
		<b>Fiscal Year</b>	2013	
<b>Department Head</b>	Corey York	<b>Cost</b>	\$100,000	
		<b>Priority</b>	2	of 3

**1. Description**

This request is to replace the existing parking meters at the South Acton Commuter Lot with a new metering system. The new technology allows for individual meters that can work together to service multiple spaces in various locations, if necessary. They allow more ways to pay through coins, bills, parkcards, debit & credit cards and a third party pay by phone option.

**2. Useful Life**                      10 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |                                |   |
|--------------------------------|---|
| <i>Schedule Replacement</i>    | <i>Increase Personnel Efficiency</i>                      |
| <i>New or Expanded Service</i> | <i>X</i> <i>Replace Obsolete or Unsafe Infrastructure</i> |
| <i>Other (Please Explain)</i>  |   |

**4. Justification**

The Town installed individual parking meters at the lot in the early 90's. Those meters were replaced with new single-space meters in the late 90's. The meters at their end of their service life and the Town is trying to coordinate the replacement in conjunction with the MBTA's station upgrade. The new system will reduce the amount of staff time needed to inspect, collect revenue, and maintain those units. These units are adaptable to service multiple parking areas, if necessary, and allow for on-line monitoring for ease in police enforcement and monitoring the daily operations.

**5. How Was this Project's Priority Determined?**

The existing meters are nearing the end of their service life and are in need of being replaced. The new metering technology will provide the Town with the flexibility its needs to address the ever changing needs of the commuter parking situation.

**6. Estimated Cost**                                      **\$100,000**  
*Less Trade-In (If Applicable)*  
**Net Cost**    **\$100,000**

**7. Are Non-Town Revenues Available to Reduce Cost?**

Yes, This replacement project could be funded by the fees collected at the commuter lot

**8. If this Project is Delayed, What will be the Effect on your Department?**

The department would continue to service the existing parking meters.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase    None	Increase    none
Decrease    None	Decrease    none

**10. Attachments, if Applicable.**

**Third Party Integration:** With more requirements for customers to interface their software system, ASLAN allows for interfacing to third party applications due to the underlying SQL database. Recent successes have included automatic number plate recognition (ANPR) and Traffic Management Act (TMA) enforcement systems.

**Innovation:** Innovation is a trademark of Metric. With one of the smallest machine footprints in the industry (less than 1.3 square feet for the AURA), Metric is able to accept a variety of payments in a consumer-friendly approach with a clean, modern, environmentally "green" piece of street furniture. The Metric AURA can accept coins, tokens, paper currency, smart cards, credit cards, and contactless cards - all in the same machine! With a variety of "firsts" such as "first electronic pay and display machine", "first manufacturer to network pay and display machines", "first manufacturer to introduce space numbering systems", "first manufacturer to introduce bay numbering systems", and "first manufacturer to introduce vehicle identification on ticket", Metric Parking is your partner going forward in the tough urban surroundings of a city, the harsh environment of the coastfront or any setting where a Pay and Display or Pay-by-Space application is needed.

**Security:** Security is always a design priority for Metric. The AURA was designed to be the most secure on- and off-street parking machine. Materials used in the design ensure the machine's integrity. Both the upper compartment and pedestal are made of welded reinforced steel to resist attack. Internal hinges and locks prevent unauthorized access. A 105dB alarm is included in all machines. The alarm will sound upon unauthorized access. There is no access to any monies in the technical compartment, as upper and lower compartments are physically separate.

**Security Key Management via Electronic Locking:** Electronic keys are used for both the upper technical compartment as well as the collection compartment. Keys are programmable and can be tracked. Networked machines have remote capabilities to cancel keys that have been compromised.



**Contactless Payments:** Metric Parking is the first to offer a contactless payment option at the parking meter. Similar to tap-and-go payments, customers will be able to use contactless credit cards to pay for their parking without inserting a card.



Aesthetically Pleasing in Your Streetscape



**AURA**  
THE NEXT GENERATION NOW

**Power:** The AURA is capable of running on either Solar or AC power. The Solar powered AURA allows for fully autonomous operation and flexible location.

**Illumination:** An LED illuminated Halo is available on AC-powered machines for easy identification of the parking meter. Metric Parking standard offering includes an LED illuminated instruction panel and customer interface area. This provides a visible interface for the customer in poorly lit areas.

**Chip & Pin:** Chip-and-Pin is now a reality in many countries and is used to combat card fraud. Metric is one of the first companies to develop and deploy this type of payment. If local regulations require this form of payment, Metric is ready.

**Bill Acceptance:** A four-way bill note Validator is an option for those who want to accept paper currency on- or off- street. Bills accepted are \$1, \$2, \$5, \$10, \$20, \$50 & \$100. Bills can be accepted along with coin for payment.

**Smart Card Payments:** Metric Parking offers a secure Smart Card payment system in both a contact card and contactless form. We provide an end-to-end system that tracks serialized, ISO-Standard reloadable cards. The Smart Card system makes available to the Parking Authority another means of payment for its customers with a fast and secure payment vehicle.



Take Your Ticket



Coin & Token Payment

**Coin and Token Acceptance:** A 15 coin Validator allows for the incorporation of dual currency if required. The coin Validator will also accept a token if a community or private operator elects to accept this form of payment. The unique clam shell design allows for swift identification of valid coins and rapid deposit into the coin box with one of the shortest coin paths in the industry. Coin and trash jams can be easily remedied using the standard coin eject button.

**8-Key Soft Keypad:** An 8-key soft keypad is standard for options such as language select, print receipt, cancel transaction, maximum tariff, incremental tariff, tariff selection, etc.

**Multiple Languages:** The AURA has a library of over 30 languages to choose from and can support up to 10 languages in the meter at any one time. The user can select a language via the 8-key keypad language select button. Metric also has the ability to print out a receipt in the same language as selected by the user or the parking authority can choose to have all receipts (tickets) printed in English for enforcement purposes.

**Credit and Smart Card Acceptance:** The AURA card reader is capable of accepting both magnetic stripes and smart chip cards in the same reader. The PCI certified real-time on-line acceptance of credit cards is done using a swipe mode. The card reader is capable of accepting most smart cards including the Metric Smart Card configured to suit customer requirements.

**Collection System:** An electronic key opens the vault door and presents the collection agent with an easy to exchange system that allows for safe and swift coin and currency collection utilizing self sealing swappable canisters.

**Exchangeable Cash Boxes:** A key feature of the machine is the security of transactions and the cash handling system. The method of transporting cash into the cashbox has been designed to prevent criminal interference and speed up the cash transfer. AURA offers the automatic sealing and locking of both coin and currency boxes upon removal, making the transporting of cash a safe process. All coin and currency canisters are steel. No coin bags are used. Access to the vault is by an electronic mechanism with no visible locks. The vault area is comprised of a variety of stainless and hardened steels and composite materials designed to resist attack.



Bill Payment Available

#### Web ASLAN

ASLAN is a web based application, providing access and system visibility using internet technologies on computers and mobile devices. Accessing the ASLAN applications is as simple as opening a web browser, providing the user with a single interface to the comprehensive features. With the demands on today's IT infrastructures, ASLAN provides the solutions, tools and flexibility expected of a parking system without the incumbent need of major IT hardware investment. With the reporting engine, reports can be generated in many formats including: Excel, PDF, HTML, and CSV. This allows the viewer to utilize the system data in many ways.

\* ASLAN Web is installed on a server as a full web-based system that runs in a standard web browser

\* ASLAN Web overcomes issues with modems and firewalls in corporate/municipal networks

\* Allows Internet and Intranet access anywhere in the world

\* ASLAN Web has one user interface allowing the user to access all functionality to which they are entitled (via username and password) from the screen

\* Reports available in multiple formats: Excel, PDF, CSV, HTML

\* New reports can be added to the system without development requirements

Space Network: When visibility and control of car parking spaces is required, Metric provide the innovation of "Space Networking". Users purchase time against a parking space with the ability to top-up additional time at other networked pay by space machines. Space information is transmitted to the central ASLAN system at "heartbeat" intervals providing the parking operator with up to date information on each space. When combined with GPS enabled device, mobile staff have the information immediately at their finger-tips, which avoids the need to return to the office to interrogate the pay by space machines.

The Metric Space Alert Network (Pay-by-Space) can be used On-Street and Off-Street to control parking spaces by zone and has a 9,999 space capacity.

12-Button Keypad: A 12-button keypad is available for pay-by-space applications. It can also be used for extended payment options for pay and display applications.

#### ASLAN Back Office Hardware / Software

Windows operating system used for reliability & scalability  
Client / Server Architecture  
Microsoft SQL Server database, version 2005  
MSDE 2000 or Express 2005 editions are also supported but subject to number of machines running on system  
Friendly standard Windows GUI intuitive user interface  
Runs on Windows 2000 Workstation, Windows 2000 Server, Windows XP Professional & Windows 2003 Server  
Reporting solution requires Microsoft Excel 2000

#### ASLAN Reporting

A new reporting engine has been introduced to deliver greater flexibility on how reports are generated and delivered. Reports can be output in a variety of formats, including Microsoft Excel, Adobe PDF, XML, and CSV enhancing data transfer to other applications. We make it easy for the user to create new reports and allow users to output their data in the desired format. Full graph and charting functions are available



Innovative Pay-by-Space Solution

#### ASLAN Monitoring

At the heart of ASLAN lies the web based Alert application, a central component which provides the communication interface with the networked parking machines. Users are able to configure, manage and monitor their parking machines using the feature rich, yet simple to use interface. Alert's real time monitoring now offers email notifications as well as pager and SMS messaging to allow more flexibility for users to respond to events.

#### ASLAN Back Office and Space Network:

**Applications:**  
Monitoring  
Reporting  
Space Network  
Toll/Etoll  
Web Interface

**Communications:**  
GPRS  
GSM  
Wi-Fi Capable

**Compliance / Certifications:**  
American with Disabilities Act  
RoHS  
DOA  
ISO-9001  
PCI  
British Council of Disabled People  
CE



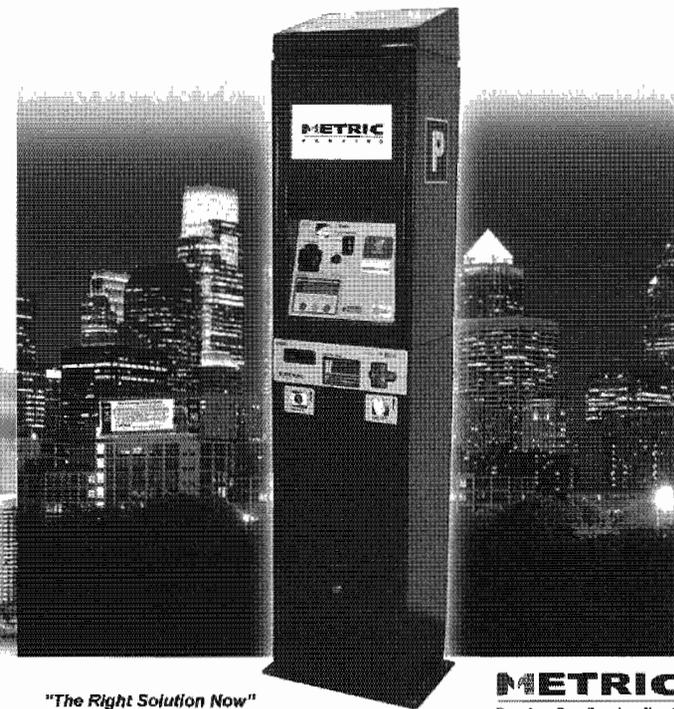
Operates in Extreme Environments

#### AURA Specifications:

**Machine Dimensions:** 71.7" (H) x 15.75" (W) x 11.8" (D)  
**Machine Weight:** Case: 59.2 lbs., Packaged: 106.7 lbs.  
**Power Supply Means:** 115v - 15-16% 60Hz  
Main: Supply Changing a 12AH Battery  
Solar charged battery with a 36AH Battery  
**Solar Panel Charged:** 12V DC  
**Operating Voltage:** -4°F to +140°F  
**Operating Temperature:** Atmel ARM7T Processor Real Time Clock and Power  
**Management System:** Two GIGAs of Memory - Flash and Battery-backed SRAM  
Up to 25% non-volatile  
**Hardware:** Coins, EuroNotes, Tokens, Magnetic Cards, Smart Chip Cards, Contactless Cards  
**Payment System:** Magnetic Card and Smart Chip with real time on-chip card authentication  
**Card Payment:** Electronic with up to 15 Different Coins of any Legal Currency  
**Coin Boxes:** 4000 quarter capacity, self-venting upper removal - 0.3 units by volume  
**Bill / Note Acceptance:** \$1, \$2, \$5, \$10, \$20, \$50, & \$100 Acceptance  
**Currency Box:** \$1000 Bill / Notes Capacity  
**Casework:** Welded Reinforced Invariant Steel, Optimal Stainless Steel  
**Pedestal:** Welded Reinforced Invariant Steel, 0.35" (9mm) Reinforced Door with Composite Material Protection, Optional Invariant Hardened Steel Plates, Optional Stainless Steel  
**Ticket Printing:** Thermal Brite / mva (Brite / Q307) Graphic Printer  
**Ticket Capacity:** 110 Micron Paper Roll, 4200 Tickets  
**Single Ticket Size:** 2.85" (W) x 2.28" (L) (60mm x 58mm)  
**Backlit Display:** 240 x 64 Dot Graphic LCD  
**Monitor (Main Power Only):** Thermally controlled  
**Standard Colors:** Jet Black, Beak Grey, Mid-Brunswick Green, Ultramarine Blue, Tartan Blue, Traffic Red, Ruby Red with Anti-Graffiti Coating

# AURA

THE NEXT GENERATION NOW



"The Right Solution Now"

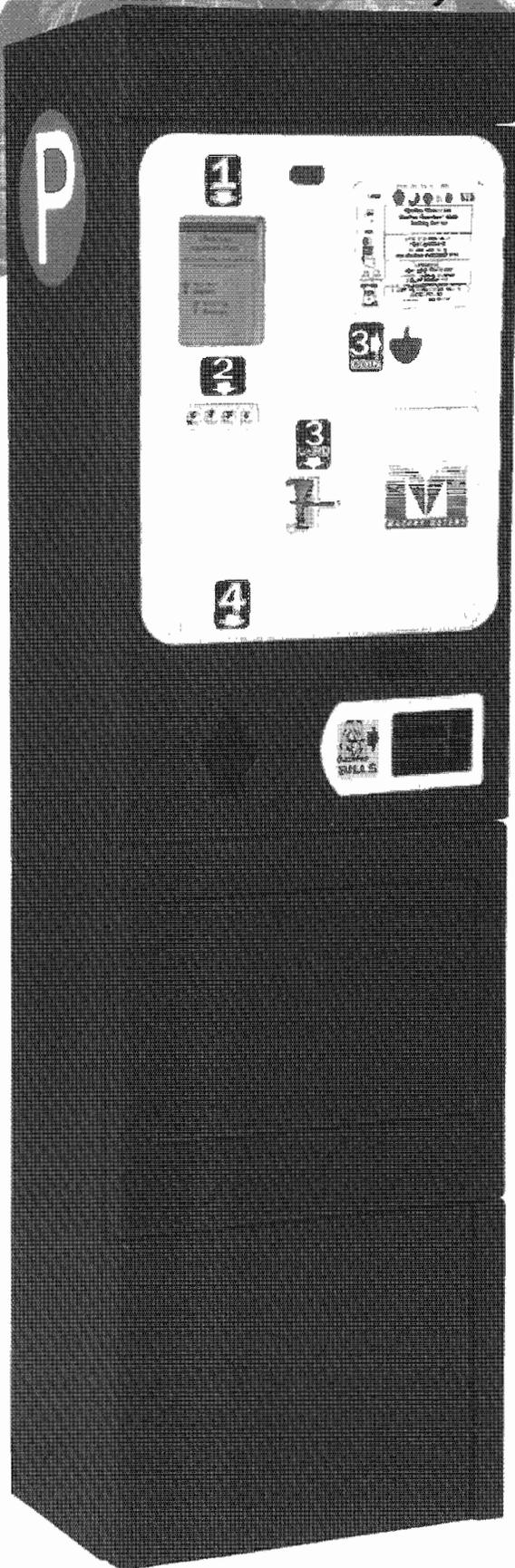
**METRIC**  
P A R K I N G

523 Excelsior Drive  
Unit 1A  
36004 Laurel, Md. January 08054  
800 336-8570 (Phone) | 301 239-4713 (Fax)  
www.metricparking.com

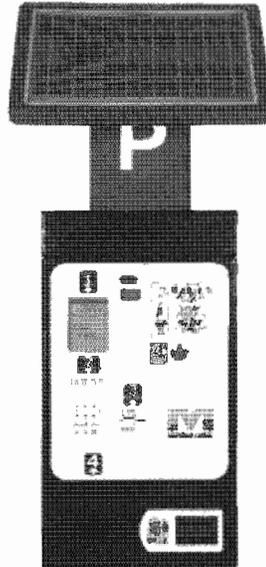
**METRIC**  
P A R K I N G

# Mackay GUARDIAN™ MULTI

# Mackay multi-space



Chip Card  
Reload Station  
upgrade available



Optional integrated  
Bill Acceptor for paper  
currency payment



Pay by Space or  
Pay and Display  
configurations

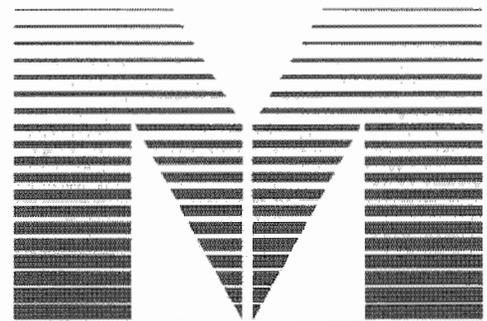


## Mackay Guardian™ Multi Multi-Space

### Key features:

- High-strength stainless steel keeps it secure and rust free.
- High security, large capacity stainless steel cash box capable of holding in excess of \$700 in quarters.
- Microsoft® Windows® CE operating system, combined with a 32-Bit ARM® Processor, 32 MB of SDRAM and 32 MB of Flash memory.
- Flexible, modular design that is easy to upgrade, service and maintain.
- Powerful off-site monitoring capabilities by adding a communications kit, Multi Web and Remote Alert modules. Monitor your equipment remotely, generate reports, and receive alerts, no matter where you are.
- Comprehensive and easy-to-use configuration menus.
- ADA Standard for front and side reach (48").
- Features a ¼ VGA Liquid Crystal Display with back light, capable of displaying graphics.
- English? Español? Français? The multi-language capability allows users to select the language of their choice to carry out transactions.
- Offer end users security, convenience, and reject fraudulent payment. Use Mackay's On-line Real-time Credit Card Approval feature utilizing secure PCI compliant electronic payment processes.
- Manufactured under stringent ISO 9001:2008 certified quality processes.
- Mackay Meters backs its product lines with a solid warranty based on the confidence in the quality of its products.

<over for specifications>



MACKAY METERS™

[www.mackaymeters.com](http://www.mackaymeters.com)

# MacKay GUARDIAN™ MULTI



## General Specifications

### Environmental & Safety

- Standard operating temperature range<sup>1</sup>: -20°C (-4°F) to 50°C (122°F)
- Extended operating temperature range<sup>1</sup>: -30°C (-22°F) to 50°C (122°F)<sup>1</sup>
- Humidity: Up to 95% RH (non condensing)
- Meets CSA C22.2 no.94-M91 3R Test (Rain Test) Standards
- CSA approved. UL approval pending

### Cabinet Materials, Dimensions & Weight

- Welded reinforced Grade 304-2B stainless steel (9 gauge carbon steel equivalence)<sup>3</sup> for cabinet and doors
- Aluminum front with Lexan<sup>®</sup> display covers for the LCD screens, rate/instruction plate, LED panel and site branding display
- Total installed weight (AC, 18Ahr battery, no options): 111.4 kg (245 lbs.)
- Overall dimensions: 1524mm (60 inches) (H) x 431mm (17 inches) (W) x 295mm (11.6 inches) (D)
- Overall height with solar panel: 2014mm (79.3 inches)

### Power Supply Configurations/Options

- AC Single Phase. 110/120/220/240VAC, 50/60 Hz
- DC Stand-alone battery operation (optional)
- Solar powered (20W panel) with 40Ahr battery<sup>4</sup> (optional)

### Operating System & Hardware

- Microsoft<sup>®</sup> Windows<sup>®</sup> CE operating system
- Latest technology 32 Bit ARM<sup>®</sup> processor
- Memory 32MB SDRAM 32MB Flash
- Real time clock

### Communication Options

- Ethernet port can support hardwire (Cat5) cable or add-on WiFi devices for local network connection<sup>5</sup>
- Serial RS232 port can support either GPRS, CDMA (1X) or a regular landline modem<sup>5</sup>
- Ethernet port can support a line-of-sight pay by space primary/secondary network configuration<sup>6</sup>
- Both wide area or local area pay by space network options are supported, allowing payment for any space, at any machine, at any time
- Wireless handheld pay by space enforcement available

### Payment Systems

- Coins
- Bills (optional)
- Tokens (optional)
- Credit cards utilizing secure, on-line real-time PCI compliant processes (optional)
- MacKay Smart (Chip) Cards (optional)
- Cell phone payment (optional)

### Ticket Printing

- Thermal printer offers alphanumeric printing in various fonts and languages
- Ticket size: Standard - Short 75mm (3 inches) x 57mm (2¼ inches) or Long 100mm (4 inches) x 57mm (2¼ inches). Other lengths can be specially ordered
- Ticket capacity of up to 4,000 3-inch tickets per roll

## Components

### Display

- High contrast, sunlight readable, 320 x 240 pixels graphics LCD
- Viewing area 121mm (4¾ inches) x 91mm (3 ⅝ inches)
- Self-adjusting contrast to temperature
- LED back light

### Coin Acceptor

- Programmable: Accepts up to 16 coins or tokens
- Programmed coin acceptance can easily be turned on/off with a switch

### Bill Acceptor (Optional)

- Built-in, integrated bill acceptor
- Bill cassette with 600 bill capacity secured in cash vault
- Programmed bill acceptance can easily be turned on/off on-site
- Reads bills inserted in any of 4 orientations

### Card Reader (Optional)

- Single slot, dual mode card reader captures magnetic stripe (ISO 7810/11) credit card data, and provides an ISO 7816 interface for chip card acceptance

### Keypads & Buttons

- Tactile feedback keypad and buttons
- Vandal resistant and rated for resistance to impact, shock and vibration to MIL standards
- Sealed against ingress of water and dust to IP67, and designed for exposed outdoor and extreme environmental conditions

### Printer

- Heavy-duty printer head with minimal moving parts ensuring quality, reliability and endurance
  - Print life of over 20 million character lines
  - Designed for high-resolution printing
  - Guillotine type cutter with full or partial paper cutting options (software selectable)
- Accessible for ease of maintenance

### Cash Box

- Two (2) supplied with each machine, each with a convenient carry handle
- Rugged, secure, high-capacity 5.3 litres (1.4 US gallon), stainless steel container
- Self-locking lid on removal, and includes a high security lock/key (unique key codes available upon request)
- Printed audit record produced when cash box is removed from machine (software selectable)

[1] All MacKay Guardian™ Multi components are operational within this range. Standard sealed lead acid battery operational temperature rating is from -20°C (-4°F) to 50°C (122°F) when charging, and from -20°C (-4°F) to 60°C (140°F) when discharging.

[2] Either AC or DC heaters and/or other components are required for extended operating temperatures.

[3] Independent laboratory tests indicate that all things being equal, a component made of 11-gauge 304-2B stainless steel, would have equal or greater tensile strength, shear strength and malleability, as compared to the same component made out of 9-gauge carbon steel.

[4] Extended temperature 70Ahr battery available (optional).

[5] May require additional MacKay Guardian™ Multi software modules, or 3rd party hardware.

[6] Length of run limitations must be observed: primary machine is AC powered and network hub required.

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### Head Office:

J.J. MacKay Canada Limited  
1342 Abercrombie Road, PO Box 338,  
New Glasgow, Nova Scotia, Canada B2H 5E3

### Sales Office:

Phone (902) 752-5124  
Fax (902) 752-5955

Head Office customer support and technical support:

Toll free in North America: 1-888-4MACKAY  
(462-2520)

Fax (902) 752-4889  
Email customer.service@mackaymeters.com  
Web www.mackaymeters.com





# LUKE

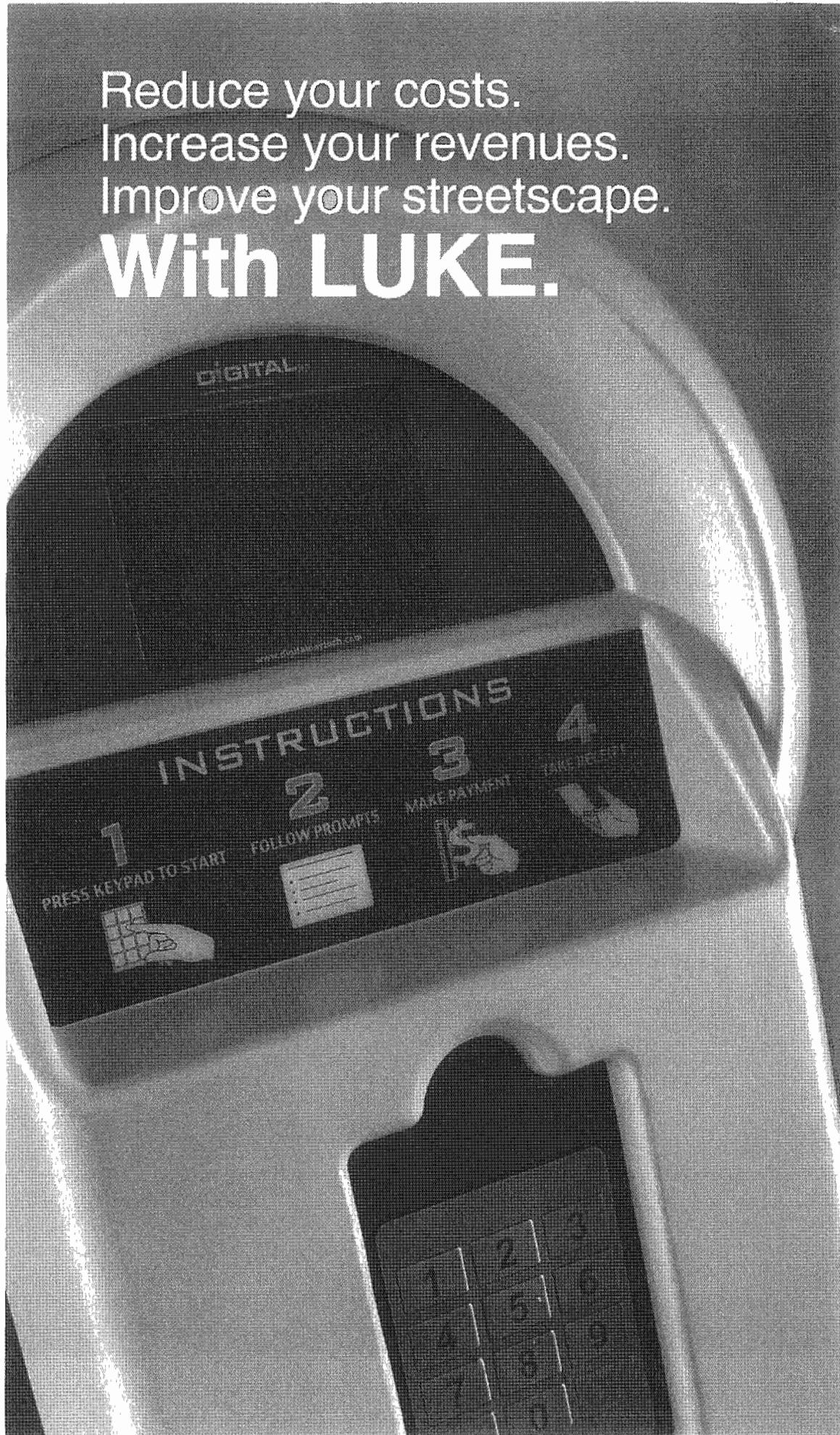
Single-space meters that only take coins are becoming a thing of the past.

Parking operations are more complex and so is policy in municipal government. To meet these changes, on-street pay station solutions must be reliable and flexible.

The LUKE multi-space pay station offers more payment options, better revenue opportunities and lower cost of ownership. LUKE is easier for people to use, and easier for operators to maintain.

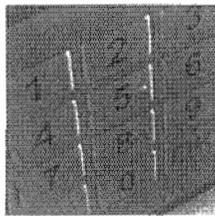
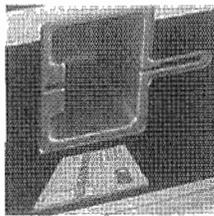
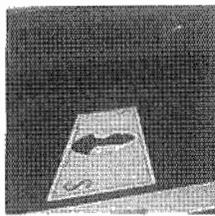
Reduce your costs.  
Increase your revenues.  
Improve your streetscape.

**With LUKE.**



Digital Payment Technologies (DPT) created LUKE to improve on-street parking for both municipalities and parkers. LUKE is an effective solution to the growing challenges in municipal parking.

Our technology gives LUKE significant advantages, including the RADIUS power management system for pay station deployment in low sunlight conditions, real-time credit card authorization, and remote rate configuration. LUKE has a large, full-color screen that's easy to read and can be programmed with prompts in different languages. And LUKE is available in almost any color.



## The LUKE Pay Station

**Parkers prefer LUKE because it provides:**

- a design that's easy to recognize as a pay station
- large, full-color screen that's easy to read
- a better user experience
- prompts in different languages
- standard payment options including coins, bills, and credit cards
- advanced payment options such as smart cards or value cards

**Municipalities and institutions choose LUKE because it provides:**

- theft-proof design to protect coins and bills
- high levels of encryption for data security
- reduced street clutter
- improved aesthetics, including custom color options
- better user compliance

**Parking operators appreciate LUKE because it provides:**

- the ability to configure rates remotely – by date, time and payment type
- Pay-and-Display and Pay-by-Space modes
- integration with industry leading enforcement systems
- real-time credit card processing
- Payment Card Industry (PCI) compliance
- reduced maintenance and collection costs
- RADIUS power management system
- complete audit control
- real-time reporting and alarming

## Connect with LUKE

The LUKE pay station can work in different modes.

### Stand-Alone

Data is collected manually in an easy and efficient process. Our clients are provided with comprehensive management, reporting, and configuration control. Credit card transactions are processed in batches. Rates and messages are created offline and transferred via sneakernet. Stand-alone systems can be easily upgraded to online systems when required.

### Online

We developed our Enterprise Management System (EMS) to give LUKE online capabilities. With EMS, you can use the Internet to manage your parking systems. EMS can connect you directly to your pay stations – each station can advise you when repairs are required and when they should be emptied. No additional hardware is required – LUKE is EMS-ready and just needs a simple Ethernet connection to the Internet.

### Server Option

The Enterprise Server option of our EMS service gives our clients the option to own their own server and online software. This option provides clients with complete control over all data and can be very cost-effective in municipal or campus deployments.

# LUKE

Single-space meters that only take coins are becoming a thing of the past.

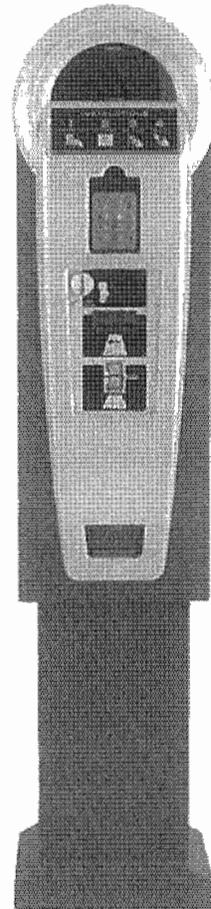
Parking operations are more complex and so is policy in municipal government. To meet these changes, on-street pay station solutions must be reliable and flexible.

The LUKE multi-space pay station offers more payment options, better revenue opportunities and lower cost of ownership. LUKE is easier for people to use, and easier for operators to maintain.

## LUKE Specifications

- Cabinet – 12 gauge cold rolled or stainless steel with no pry points
- Payment Options – Coins, Bills, Credit Cards, Smart Cards, Value Cards
- Card Reader – Cards are not ingested – no moving parts. Reads Track 1, 2 and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811 Reads and writes to chip-based smart cards conforming to ISO 7810 and 7816
- Note Stacker – 1,000 bill capacity
- Printer – 2" receipt width
- Display – Color LCD with 640 x 480 resolution – monochrome LCD optional
- Keypad – Tactile buttons
- Locks – Can be re-keyed twice without removing lock cylinder
- Communications – GSM/GPRS, CDMA, 802.11b/g Wi-Fi, Metro Scale Wi-Fi Networks, Ethernet
- Environmental Specifications – -40° F to +140° F (-40° C to +60° C)\* and up to 85 percent relative humidity (non-condensing)
- Power – AC 120 V, 60 Hz for charging battery or integrated solar panel (20 W)
- Operation Modes – Pay-and-Display and Pay-by-Space
- Multilingual Option – Up to four languages using roman or non-roman characters
- Audible Alarm – Senses shock and vibration
- Online Option – EMS integration to provide real-time credit card processing, real-time reporting, maintenance and security alarms, remote rate configuration, DPT Web Services integration with third-party technologies, and more
- Color – Custom colors available
- Instruction Panel – Customizable
- Standards – PCI compliant, UL/CSA approved, ADA compliant

\* -40° F (-40° C) based on separately purchased heater/insulator option.  
Low end of range is -4° F (-20° C) ambient without heater/insulator option.



---

### Digital Payment Technologies Corp.

We are an industry leader in the design, manufacture, and distribution of multi-space pay stations, parking management software, and online services. From our beginnings with the Intella-Pay, we've grown to become a leading supplier of innovative parking pay station solutions. We offer an expanded range of Web-based applications and integration with third-party technologies in such areas as smart cards, communications protocols, and enforcement systems.

We're always exploring new ways to add value to our products:

- first North American on-street parking pay station integrated with a metro-scale Wi-Fi network
- first to enable clients to host their own server for online services
- first to integrate a color screen into a multi-space on-street parking pay station
- first to develop integration between pay stations and Pay-by-Phone parking so enforcement data can be automatically consolidated for both systems

Our products are supported by outstanding customer service. We're available to help you around the clock with 24/7 telephone support. Our Customer Service Support Portal allows you to e-mail support questions, check the status of your helpdesk ticket, download product documentation, browse knowledgebase articles, and access live remote support. We also have a growing network of resellers to provide local sales and on-site support.



To learn more about LUKE, please call 888-687-6822  
or visit our Web site at [www.digitalpaytech.com](http://www.digitalpaytech.com).





FOR CONSUMERS

FOR BUSINESSES

THE COMPANY



HOME | HOW IT WORKS | WHERE IT WORKS | NEWS | SUPPORT | CONTACT | SIGN UP | LOGIN

# HOW IT WORKS

## PARKING

### Pay Your Parking By Phone

- 1 Call  
Posted Phone #
- 2 Enter  
Location #
- 3 Enter  
Time

### Benefits



All you need is your mobile phone.



Be automatically reminded when time is almost up.



Extend your time from any phone.



Stay safe & comfortable while paying.



View & print parking transactions online.

## TAXIS

### Pay Your Fare By Phone

- 1 Call  
Posted Phone #
- 2 Enter  
Vendor #
- 3 Enter Fare  
Amount

### Benefits

- ✓ Passenger pays with credit card.
- ✓ Fast & Secure.
- ✓ Credit card not handled by driver.
- ✓ View transactions online at [paybyphone.com](http://paybyphone.com)
- ✓ Trace items left behind.
- ✓ Press \* for customer service.



### DID YOU KNOW?

The same FREE Verrus account can be used for paying both your parking fee and your taxi fare. If you need a receipt of your transactions, log into your Verrus account online.

### NOTE:

When parking with Verrus' Pay By Phone there is no need for placing receipts on your dash or worrying about the meter reading 0:00 minutes. The parking attendants use their handheld devices to recognize your mobile payment.

# Capital Improvement Program Proposal – Detail

**Department Name** Engineering Department

**Project** Acton Center Traffic Study  
**Fiscal Year** 2013

**Department Head** Corey York

**Cost** \$40,000  
**Priority** 3 of 3

---

## 1. Description

This project will fund the traffic study to analyze and propose roadway improvements on Main Street at the intersections with Concord Road/Newtown Road, Woodbury Road and Nagog Hill Road. The traffic study will include the collection and analysis of the existing conditions, projections for future traffic growth and public input. The consultant will then formulate a final report incorporating all this information to recommend improvements that will improve safety and enhance the overall movement of vehicles and pedestrians within Acton Center.

2. **Useful Life** 30 years

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

*Schedule Replacement*

*Increase Personnel Efficiency*

*New or Expanded Service*

*Replace Obsolete or Unsafe Infrastructure*

*Other (Please Explain)*

## 4. Justification

The intersection of Main Street and Newtown Road is identified in the Town's Master Plan with one of the highest accident rates. It has also been the target of many residents concerns as traffic has been discussed at other public forums such as the Hayward Rd/Main Street intersection study.

## 5. How Was this Project's Priority Determined?

Safety

6. **Estimated Cost** \$40,000

**Less Trade-In (If Applicable)** Na

**Net Cost** \$40,000

## 7. Are Non-Town Revenues Available to Reduce Cost?

## 8. If this Project is Delayed, What will be the Effect on your Department?

The existing traffic conditions will continue as they exist today

## 9. Please Describe the Effect of this Project on your Operating Budget.

### Personnel Budget

Increase none

Decrease none

### Expense Budget

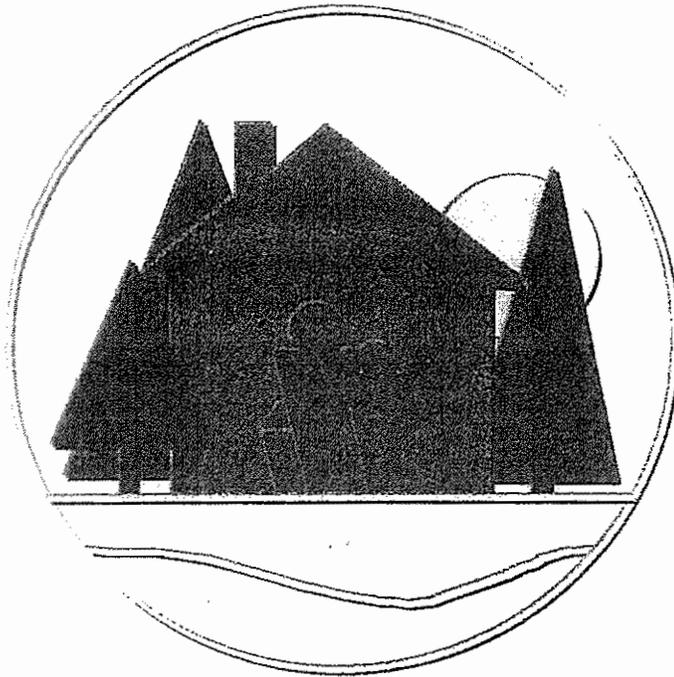
Increase none

Decrease none

## 10. Attachments, if Applicable.

# Master Plan Update

## Town of Acton, Massachusetts



Acton Planning Board  
December 1998

*Consulting Assistance Provided By:*

Whiteman & Taintor  
LandUse, Incorporated  
TAMS Consultants, Inc.

*and*

Howard/Stein-Hudson Associates, Inc.

- Action SF-2* Plan and implement new construction, and expansions and renovations of the elementary school, junior and senior high schools. Continue community deliberations to reach agreement on implementing improvements to schools.
- Action SF-3* Plan and implement sewer service for West Acton Village and East Acton Village.
- Action SF-4* Continue assisting the Water District in promoting water-conserving practices throughout Acton, with special attention to low water using landscape techniques.
- Action SF-5* Incorporate in the site plan review process standards and criteria relating to the use of low water landscape techniques .
- Action SF-6* Continue assisting the Water District in achieving needed raising of the cap on water withdrawal.
- Action SF-7* Continue assisting the Water District in its efforts to develop new sources of water for the community.
- Action SF-8* Schedule and carry out an examination of the needs for a second facility to serve seniors, and implement the resulting recommendations.

## **Traffic and Circulation**

- Action TC-1* Implement safety studies to identify appropriate improvements at the Route 2/Massachusetts Avenue intersection.
- Action TC-2* Implement a program in coordination with the local or state police department to track accident trends in different areas of town.
-  *Action TC-3* Implement studies of accidents at highest accident locations on a regular basis to develop design improvements at these locations.
- Action TC-4* Develop a town wide traffic calming program to discourage cut-through traffic and enhance the residential environment. Establish guidelines for the specific villages, and explore the possibility of incorporating into the village zoning bylaws.
- Action TC-5* Conduct a comprehensive study of Route 27 from Great Road to High Street.
- Action TC-6* Conduct a comprehensive study of Route 2A from the Concord Town Line to the Littleton Town Line.
- Action TC-7* Monitor traffic operations and accident frequency at completed roadway improvement locations.

# Town of Acton Master Plan

**RECEIVED**  
AUG 20 1991

ACTON ENGINEERING DEPT.



**February 1991**

Prepared For:

Town of Acton  
Acton, Massachusetts

Prepared By:

*and*

IEP, Inc.  
6 Maple Street  
Northborough, Massachusetts 01532  
(508) 393-8558

Vanasse Hangen Brustlin, Inc.  
101 Walnut Street  
Watertown, Massachusetts 02172  
(617) 924-1770

*in cooperation with:*

The Town of Acton  
Planning Department

*and*

The Planning Council of the  
Town of Acton

Table 3  
Accident Summary 1984 to 1987

Location	Accidents Per Year	Possible Cause
✓ Route 111 at Central Street	30	<ul style="list-style-type: none"> <li>• Lack of appropriate traffic control (signalization)</li> <li>• Limited sight distance for exiting Central Street southbound</li> </ul>
Route 27 at Route 111 (Kelley's Corner)	23	<ul style="list-style-type: none"> <li>• Multiple curb cuts on intersection approach and departure lanes</li> <li>• Lack of exclusive turn lanes</li> <li>• Advance warning signs on Route 27 in disrepair</li> </ul>
✓ Route 27 at Routes 2A/119	17	<ul style="list-style-type: none"> <li>• Outdated post-mounted traffic signal layout provides poor visibility</li> <li>• Undefined right-turn lane on Route 27 southbound at Shell Station</li> </ul>
✓ Route 2 at Taylor Road and Piper Road	16	<ul style="list-style-type: none"> <li>• High volume intersection</li> <li>• Free right-turn lane on Route 2 eastbound approach leads to single lane departure</li> <li>• Old signal installation</li> <li>• Inadequate signing and signal head indications</li> </ul>
Route 2 Ramps at Route 27	14	<ul style="list-style-type: none"> <li>• Heavy side street volumes merging with high volume main-line traffic flows</li> </ul>
✓ Route 2 at School and Wetherbee Street	14	<ul style="list-style-type: none"> <li>• Side street volumes crossing heavy mainline traffic flows</li> </ul>
✗ Route 27 at Concord Road and Newtown Road	13	<ul style="list-style-type: none"> <li>• Side street vehicles using unsafe gaps to turn onto Route 27</li> </ul>

# *Route 27 (Main Street) Corridor Study*

Route 2 to Brook Street

Acton,  
Massachusetts

---

Prepared for **Town of Acton**  
**Acton, Massachusetts**

Prepared by **VHB/Vanasse Hangen Brustlin, Inc.**  
**Watertown, Massachusetts**

August 1, 2001

Route 2 eastbound ramps are projected to operate at LOS A during both peak periods, with the Route 2 westbound ramp intersection controlling the coordinated system.

A preliminary review of the projected operations of the new intersection of the Service Road and Hayward Road would be controlled with a stop sign on the Service Road. One lane would be provided on all of the approaches. Operations at the intersection of the Service Road with Hayward Road is expected to be LOS B and C during the morning and evening peak hours, respectively.



---

## Town Center

To improve safety and operations at the Town Center, the following short-term action plan is recommended:

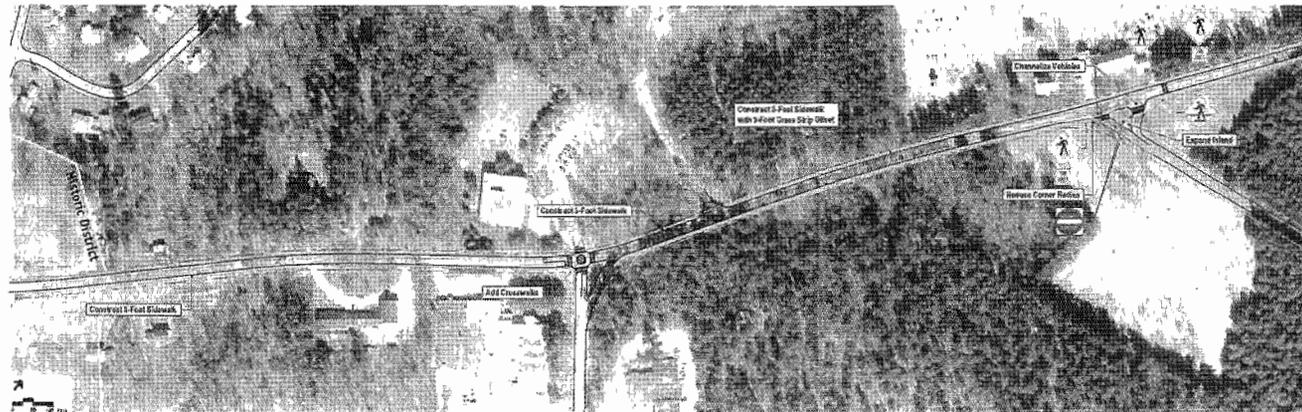
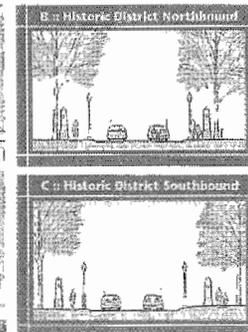
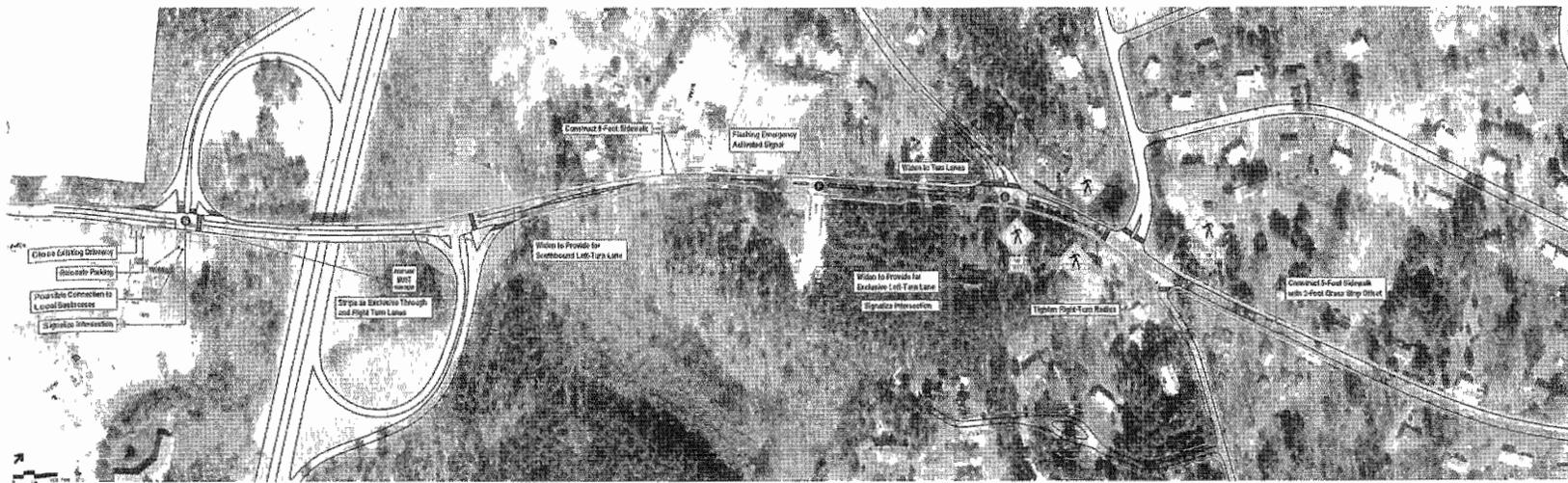
- Signalize the intersection of Route 27 and Newtown Road;
- Widen the northbound approach to allow vehicles to go around left-turning vehicles;
- Improve signage along Route 27 (on the north side of the triangle) for Concord Road;
- Restrict left turns from Route 27 southbound onto Concord Road at Newtown Road (these vehicles would be accommodated at the northern leg of the Town Center triangle);
- Restrict right turns from Concord Road at Newtown Road onto Route 27 (these vehicles would be accommodated at the north leg of the Town Center triangle); and
- Install crosswalks on all approaches of the intersection.

The volume of Route 27 northbound left turns onto Newtown Road is not enough to warrant their own lane, however, it is important to provide enough room for Route 27 northbound through vehicles to go around these left turning vehicles. If this area is not provided, long delays to the northbound approach would most likely be incurred. Upon implementation of the above listed improvements, operations at the intersection of Route 27 and Newtown Road and Concord Road are expected to be LOS B during the morning peak hour and LOS C during the evening peak hour under future 2010 conditions.

**Table 19**  
**Main Street (Route 27) Recommended Improvement Plan**

Immediate Actions (2001-2004)			Short-Term Actions (2004-2011)			Long-Term Actions (Beyond 2011)		
Project	Description	Investment <sup>1</sup>	Project	Description	Investment <sup>1</sup>	Project	Description	Investment <sup>1</sup>
Hayward Road	Signalize intersection. Widen Route 27 northbound approach to provide an exclusive left-turn lane and a through lane. Widen Route 27 southbound approach to provide a longer right-turn storage bay. Widen Hayward Road to provide two approach lanes.	\$350,000	Route 2 Westbound Ramps	Monitor Route 27/Route 2 Westbound ramp intersection for possible future signalization.	N/A	Route 2 Westbound Ramps	Construct service road to Hayward Road. Signalize intersection of Route 2 westbound ramps at Route 27. (includes estimate for planning, permitting, design, ROW acquisition and construction)	\$1,100,000
Route 2 Eastbound Ramps	-Signalize intersection of Route 2 eastbound ramps at Route 27. Widen Route 27 northbound approach to provide two lanes. Restripe (within existing pavement) Route 27 southbound approach to provide two receiving lanes for northbound traffic.  -Relocate existing driveway (Acton Medical Center) on east side of Route 27 to connect to proposed signal.	\$250,000  \$150,000	Newtown/Concord Road	Signalize intersection. Widen northbound approach to allow through vehicles to go around left turning vehicles. Improve signage on Route 27 southbound directing motorists towards Concord Road.	\$250,000	Brook Street	Reduce crest/vertical curve on Route 27 northbound as it approaches the Brook Street intersection to increase sight distance.	\$50,000
Route 2 Westbound Ramps	Restripe northbound approach to provide an exclusive right-turn lane and a through lane. Widen Route 27 southbound approach to provide an exclusive left-turn lane and a through lane.	\$95,000	Post Office Square	Monitor operations/ increase in volumes and retune traffic signal accordingly.	N/A	Acton Centre's Historic District Gateways	Construct gateways at the northern and southern entrances on Route 27 into Acton Centre's Historic District.	\$10,000-100,000/each
			Brook Street	Channelize Brook Street approach, one way on each side of the island. Reduce corner radius and expand island.	\$30,000	Musket Drive/Coughlin Street	Tighten right-turn radius onto Coughlin Street.	\$3,500
<b>Crosswalks</b>			<b>Crosswalks</b>			<b>Crosswalks</b>		
Mid-Block Crosswalks	-Install yellow green pedestrian signage at all mid-block pedestrian crossings. Install W11-2 at crossings and W11-A2 with "200 feet" sign as advance warning signs.  -Install lower pedestrian scale lighting at all pedestrian crossings.	Painted \$1,200/each Brick \$4,500/each  \$5,000/light	Crosswalks outside of Acton Centre's Historic District	Maintain painting crosswalks (zebra striped) outside the historic district.	\$400/each	Crosswalks outside of Acton Centre's Historic District	Maintain painting crosswalks (zebra striped) outside the historic district.	\$400/each
Crosswalks outside of Acton Centre's Historic District	Paint crosswalks (zebra striped) outside the historic district.	\$400/each	Crosswalks within Acton Centre's Historic District	Continue the construction of crosswalks within the historic district using brick pavers with granite edges. Stripe outside using white thermoplastic lines.	\$3750/each	Crosswalks within Acton Centre's Historic District	Continue the construction of crosswalks within the historic district using brick pavers with granite edges. Stripe outside using white thermoplastic lines.	\$3750/each
Crosswalks within Acton Centre's Historic District	Construct crosswalks within the historic district using brick pavers with granite edges. Stripe outside using white thermoplastic lines.	\$3750/each						
<b>Sidewalks</b>			<b>Sidewalks</b>			<b>Sidewalks</b>		
East or west side of Route 27 - Between Route 2A/119 and Post Office Square	Implement Priority #1 - Grass median and five foot sidewalk except at culvert sections.	\$270,000	West side of Route 27 - Between Taylor Road and Musket Drive	Implement Priority #3 - Grass median and five foot sidewalk.	\$60,000	East side of Route 27 - Between Newton Road and north branch of Concord Road	Implement Priority #4 - Grass median and meandering five foot sidewalk.	\$6,000**
West side of Route 27 - Between Hayward Road and Route 2 Ramps	Implement Priority #2 - Five foot sidewalk adjacent to travelway.	\$17,000**				East side of Route 27 - Between Nagog Hill Road and Post Office Square	Implement Priority #5 - Five foot sidewalk adjacent to travelway.	\$32,000

<sup>1</sup> Represents preliminary estimated design and construction costs. No utility lowering assumed, no takings or easements included, no drainage improvements included  
<sup>\*\*</sup> Survey & curbing included in intersection improvements



- Legend**
- Existing Pavement
  - Widening
  - Existing Sidewalk
  - Proposed Sidewalk
  - Right-of-Way
  - Brick Crosswalk
  - Signalized Intersection
  - Flashing Emergency Activated Signal
  - Prominent Gateway
  - Historic District
  - Long Term Improvement

# Main Street (Route 27)

## Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Fire Department	<b>Project</b>	Deputy Chief / Fire Prevention		
		<b>Fiscal Year</b>	2013		
<b>Department Head</b>	Chief Robert Craig	<b>Cost</b>	\$105,615.00		
		<b>Priority</b>	1	of	5

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**1. Description:** *This request is to acquire a full-time Deputy Chief whose primary responsibility would be Fire Prevention.*

**2. Useful Life:**

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

Replace Obsolete or Unsafe Equipment  
(Explain Disposal of Old Equipment)

Other (Please Explain)

**4. Justification:** *Increased demands for services, technical expertise, certification and need for greater continuity. This project was not approved in the previous year. The need is even greater now.*

**5. How Was this Project's Priority Determined?** *By Replacement Schedule*

**6. Estimated Cost:**

*Less Trade-In (If Applicable)*

*Net Cost*

**7. Are Non-Town Revenues Available to Reduce Cost?** *Possibly.*

**8. If this Project is Delayed, What will be the Effect on your Department?**

**9. Please Describe the Effect of this Project on your Operating Budget.**

Personnel Budget

Increase YES

Decrease N/A

Expense Budget

Increase N/A

Decrease N/A

**10. Attachments, if Applicable.**

## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	FIRE	<i>Project</i>	North Acton Fire Station
		<i>Fiscal Year</i>	2013
<i>Department Head</i>	Chief Robert Craig	<i>Cost</i>	6,000,000
		<i>Priority</i>	of

---

**1. Description-** This funding request is for construction of a North Acton Fire Station

**2. Useful Life-** 50  
years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/>	<i>Schedule Replacement</i>	<input checked="" type="checkbox"/>	<i>Increase Personnel Efficiency</i>
<input checked="" type="checkbox"/>	<i>New or Expanded Service</i>		<i>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</i>
<input type="checkbox"/>	<i>Other (Please Explain)</i>		

**4. Justification-** Need to provide adequate and acceptable Fire/EMS response capabilities for the residents of North Acton.

**5. How Was this Project's Priority Determined?** Continual growth or this area of town.

**6. Estimated Cost-** 6,000,000  
*Less Trade-In (If Applicable)*  
**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost?** NO

**8. If this Project is Delayed, What will be the Effect on your Department?**

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase
Decrease	Decrease

**10. Attachments, if Applicable.**

## Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Acton Fire Department	<b>Project</b>	Command Vehicle Replacement (Deputy Chief)	
		<b>Fiscal Year</b>	2013	
<b>Department Head</b>	Chief Robert Craig	<b>Cost</b>	\$50,000	
		<b>Priority</b>	2	of 5

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**1. Description:** This request is to purchase a new vehicle (Expedition) to replace the 2008 unit assigned for use by the Deputy Chief.

**2. Useful Life:** 5 Years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input checked="" type="checkbox"/> <b>Schedule Replacement</b> New or Expanded Service Other (Please Explain)	Increase Personnel Efficiency <input checked="" type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b> (Explain Disposal of Old Equipment)
--	---

**4. Justification:** It is anticipated that the 2008 unit will have reached its useful service life at this point.

**5. How Was this Project's Priority Determined?** By Replacement Schedule

**6. Estimated Cost:** \$50,000  
 Less Trade-In (If Applicable) N/A  
 Net Cost \$50,000

**7. Are Non-Town Revenues Available to Reduce Cost?** Possibly.

**8. If this Project is Delayed, What will be the Effect on your Department?** Increased maintenance costs and down time of this unit.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase N/A	Increase N/A
Decrease N/A	Decrease N/A

**10. Attachments, if Applicable.**

## Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Fire Department	<b>Project</b>	Replacement - Rescue 33		
		<b>Fiscal Year</b>	2013		
<b>Department Head</b>	Chief Robert Craig	<b>Cost</b>	\$250,000.00		
		<b>Priority</b>	3	of	5

---

1. **Description:**

2. **Useful Life:** 5 Years

3. **Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input checked="" type="checkbox"/> <b>Schedule Replacement</b>	<b>Increase Personnel Efficiency</b>
<input type="checkbox"/> <b>New or Expanded Service</b>	<input checked="" type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<b>(Explain Disposal of Old Equipment)</b>

4. **Justification:** Scheduled replacement of a 2007 model year ambulance.

5. **How Was this Project's Priority Determined?** Per Replacement Schedule

6. **Estimated Cost:**

Less Trade-In (If Applicable)

Net Cost \$250,000.00

7. **Are Non-Town Revenues Available to Reduce Cost?** Yes.

8. **If this Project is Delayed, What will be the Effect on your Department?** Increased maintenance costs and down time of this unit.

9. **Please Describe the Effect of this Project on your Operating Budget.**

Personnel Budget

Increase N/A  
Decrease N/A

Expense Budget

Increase N/A  
Decrease N/A

10. **Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	FIRE	<i>Project</i>	Purchase of Jaws of Life	
		<i>Fiscal Year</i>	2013	
<i>Department Head</i>	Chief Robert Craig	<i>Cost</i>	35,000	
		<i>Priority</i>	4	of 5

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**1. Description-** This funding is requested to purchase a new set of Jaws of Life and related accessories.

**2. Useful Life-** 15 Years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <i>Schedule Replacement</i>	<input checked="" type="checkbox"/> <i>Increase Personnel Efficiency</i>
<input checked="" type="checkbox"/> <i>New or Expanded Service</i>	<i>Replace Obsolete or Unsafe Equipment</i>
<i>Other (Please Explain)</i>	<i>(Explain Disposal of Old Equipment)</i>

**4. Justification-** Age of current unit; increased shearing force required; increased spreading force

**5. How Was this Project's Priority Determined?** Age and decreased grant possibility.

**6. Estimated Cost**

*Less Trade-In (If Applicable)*

*Net Cost*

**7. Are Non-Town Revenues Available to Reduce Cost?** NO

**8. If this Project is Delayed, What will be the Effect on your Department?**

Less efficiency, excess wear and tear on current equipment.

**9. Please Describe the Effect of this Project on your Operating Budget.**

*Personnel Budget*

Increase

Decrease

*Expense Budget*

Increase

Decrease

**10. Attachments, if Applicable.**

## Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Fire Department	<b>Project</b>	Rescue Truck Replacement	
		<b>Fiscal Year</b>	2013	
<b>Department Head</b>	Chief Robert Craig	<b>Cost</b>	\$300,000	
		<b>Priority</b>	5	of 5

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**1. Description:** This request is to purchase a new Rescue Truck to replace current unit.

**2. Useful Life:** 15 Years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input checked="" type="checkbox"/> <b>Schedule Replacement</b> New or Expanded Service Other (Please Explain)	<input type="checkbox"/> <b>Increase Personnel Efficiency</b> <input checked="" type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b> (Explain Disposal of Old Equipment)
--	---

**4. Justification:** Current unit is a 1970 unit, body remounted on a new chassis in 1986.

**5. How Was this Project's Priority Determined?** Deferred from prior request.

**6. Estimated Cost:** \$300,000  
 Less Trade-In (If Applicable) N/A  
 Net Cost \$300,000

**7. Are Non-Town Revenues Available to Reduce Cost?** Possibly.

**8. If this Project is Delayed, What will be the Effect on your Department?**

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase N/A	Increase N/A
Decrease N/A	Decrease N/A

**10. Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HEALTH	<i>Project Fiscal Year</i>	Trail Through Time	2013
<i>Department Head</i>	Doug Halley	<i>Cost</i>	\$12,000	
		<i>Priority</i>	1	of 1

---

## **1. Description**

This will fund the installation of a historically appropriate fence around the restored Wheeler Farm foundation.

**2. Useful Life** 20 years

## **3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <i>Schedule Replacement</i>	<input type="checkbox"/> <i>Increase Personnel Efficiency</i>
<input checked="" type="checkbox"/> <i>New or Expanded Service</i>	<input type="checkbox"/> <i>Replace Obsolete or Unsafe Equipment</i>
<input type="checkbox"/> <i>Other (Please Explain)</i>	<input type="checkbox"/> <i>(Explain Disposal of Old Equipment)</i>

## **4. Justification**

This project has been identified by the Building Commissioner as a required element of safety for the restored Wheeler Farm foundation.

## **5. How Was this Project's Priority Determined?**

Compliance with the safety requirements as identified by the Building Commissioner

**6. Estimated Cost** \$12,000

*Less Trade-In (If Applicable)* N/A

*Net Cost* \$12,000

## **7. Are Non-Town Revenues Available to Reduce Cost?**

It is unsure on whether the project can be funded through the Community Preservation Act.

## **8. If this Project is Delayed, What will be the Effect on your Department?**

Delay of this project will continue an existing liability for the town.

## **9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	No affect	Increase	No affect
Decrease	No affect	Decrease	No affect

## **10. Attachments, if Applicable.**

See Attached.



## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HEALTH	<i>Project</i>	Employee Health Incentive		
		<i>Fiscal Year</i>	2013		
<i>Department Head</i>	Doug Halley	<i>Cost</i>	\$30,000		
		<i>Priority</i>	3	of	5

---

**1. Description**

This will fund the design and implementation of a performance based health program designed to drive sustained behavior change through the proper application of incentives and rewards.

**2. Useful Life**            20 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<i>Schedule Replacement</i>	<i>Increase Personnel Efficiency</i>
<input checked="" type="checkbox"/> <i>New or Expanded Service</i>	<input type="checkbox"/> <i>Replace Obsolete or Unsafe Equipment</i>
<input type="checkbox"/> <i>Other (Please Explain)</i>	<input type="checkbox"/> <i>(Explain Disposal of Old Equipment)</i>

**4. Justification**

This project will proactively address the growing economic impacts of health coverage by providing and atmosphere and system that encourages and rewards employees for following a healthier life style. Healthier employees generally require less expensive health care and can provide more effective productivity with a decrease in the reliance on sick time.

**5. How Was this Project's Priority Determined?**

The administration and employees have brought forward the value of an incentive based health program. Successful implementation of this program could have long term financial benefits for the town and its employees.

**6. Estimated Cost**                            **\$30,000**  
*Less Trade-In (If Applicable)*    *N/A*  
**Net Cost**    **\$30,000**

**7. Are Non-Town Revenues Available to Reduce Cost?**

No

**8. If this Project is Delayed, What will be the Effect on your Department?**

Delay of this project will continue the current strategy of allowing each employee to individually address their health concerns through their own mechanisms.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase    No affect	Increase    No affect
Decrease    No affect	Decrease    No affect

**10. Attachments, if Applicable.**

See Attached.



## Capital Improvement Program Proposal – Detail

<b>Department Name</b>	HEALTH	<b>Project</b>	MinuteVan Commuter Shuttle		
		<b>Fiscal Year</b>	2013		
<b>Department Head</b>	Doug Halley	<b>Cost</b>	\$85,000		
		<b>Priority</b>	4b	of	5

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### **1. Description**

This would provide a 15 passenger CNG minibus to operate the MinuteVan service to the South Acton commuter rail station for up to six hours per day.

### **2. Useful Life**

### **3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

### **4. Justification**

This is the third year of a grant program to provide commuter services for the residents of Acton. The Coordinator is an outside consultant (TransAction Associates) who manages the daily operations of the two services Commuter Shuttle and Dial-A-Ride.

### **5. How Was this Project's Priority Determined?**

The draft 2020 recommended implementation program has identified expansion of the MinuteVan shuttle system with more vehicles, more frequent service and longer service hours as a highest priority.

### **6. Estimated Cost** **\$85,000**

**Less Trade-In (If Applicable)** N/A

**Net Cost** **\$85,000**

### **7. Are Non-Town Revenues Available to Reduce Cost?**

No.

### **8. If this Project is Delayed, What will be the Effect on your Department?**

Delay of this project will mean the cessation of the current MinuteVan program (Commuter Rail and Dial-A-Ride).

### **9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	No affect	Increase	No affect
Decrease	No affect	Decrease	No affect

### **10. Attachments, if Applicable.**

See Attached.

## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HEALTH	<i>Project</i>	Dial-A-Ride/Fixed Route Shuttle		
		<i>Fiscal Year</i>	2013		
<i>Department Head</i>	Doug Halley	<i>Cost</i>	\$95,000		
		<i>Priority</i>	4c	of	5

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**1. Description**

This would provide a 14 passenger accessible van with modesty panels, grab bars and transit step for easy access to the MinuteVan Dial-A-Ride/Fixed Route shuttle service for up to eight hours per day.

**2. Useful Life**

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<i>Schedule Replacement</i>	<i>Increase Personnel Efficiency</i>
<input checked="" type="checkbox"/> <i>New or Expanded Service</i>	<input type="checkbox"/> <i>Replace Obsolete or Unsafe Equipment</i>
<input type="checkbox"/> <i>Other (Please Explain)</i>	<input type="checkbox"/> <i>(Explain Disposal of Old Equipment)</i>

**4. Justification**

This is the third year of a grant program to provide commuter services for the residents of Acton. The Coordinator is an outside consultant (TransAction Associates) who manages the daily operations of the two services Commuter Shuttle and Dial-A-Ride.

**5. How Was this Project's Priority Determined?**

The draft 2020 recommended implementation program has identified expansion of the MinuteVan shuttle system with more vehicles, more frequent service and longer service hours as a highest priority.

**6. Estimated Cost** **\$95,000**  
*Less Trade-In (If Applicable)* *N/A*  
**Net Cost \$95,000**

**7. Are Non-Town Revenues Available to Reduce Cost?**

No.

**8. If this Project is Delayed, What will be the Effect on your Department?**

Delay of this project will mean the cessation of the current MinuteVan program (Commuter Rail and Dial-A-Ride).

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	No affect	Increase	No affect
Decrease	No affect	Decrease	No affect

**10. Attachments, if Applicable.**

See Attached.

## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HEALTH	<i>Project</i>	Public Health Preparedness Asset Inventory		
<i>Department Head</i>	Doug Halley	<i>Fiscal Year</i>			
		<i>Cost</i>	\$20,000		
		<i>Priority</i>	5	of	5

**1. Description**

Conduct a cataloging and inventory of public health preparedness assets within town.

**2. Useful Life**

Ongoing

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <i>Schedule Replacement</i>	<i>X</i>	<i>Increase Personnel Efficiency</i>
<input checked="" type="checkbox"/> <i>New or Expanded Service</i>		<i>Replace Obsolete or Unsafe Equipment</i>
<input type="checkbox"/> <i>Other (Please Explain)</i>		<i>(Explain Disposal of Old Equipment)</i>

**4. Justification**

Response to public health emergencies often requires a substantial amount medical, triage, and clinic supplies. An inventory of location, quantity, and condition of these essential public health supplies within town will result in better overall preparedness.

**5. How Was this Project's Priority Determined?**

Project is in response to exercise After Action Report indicating an essential area for improvement for the town is updated and maintained inventory of preparedness assets.

**6. Estimated Cost**

*Less Trade-In (If Applicable)* N/A

**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost? No**

**8. If this Project is Delayed, What will be the Effect on your Department?**

*The Health Department will have less effective response to public health emergencies.*

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>		<u><b>Expense Budget</b></u>
Increase		Increase
Decrease		Decrease

**10. Attachments, if Applicable.**

See Attached.

## Capital Improvement Program Proposal – Detail

<b>Department Name</b>	HEALTH	<b>Project</b>	Treatment Plant SCADA upgrade	
		<b>Fiscal Year</b>	2013	
<b>Department Head</b>	Doug Halley	<b>Cost</b>	\$40,000	
		<b>Priority</b>	1	of 1

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**1. Description**

Upgrades and new equipment needed for the Supervisory Control and Data Acquisition (SCADA) system essential for the operation of the wastewater operations.

**2. Useful Life**            20 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<p><b>Schedule Replacement</b></p> <p><b>New or Expanded Service</b></p> <p><input checked="" type="checkbox"/> <b>Other (Please Explain)</b></p> <p>Upgrade of existing system</p>	<p><b>Increase Personnel Efficiency</b></p> <p><b>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</b></p>
---	--

**4. Justification**

The SCADA system controls all of the operations at the wastewater facility and the pump stations. It allows both on-site and remote monitoring and response to any changes in wastewater flow quality or quantity.

**5. How Was this Project's Priority Determined?**

The Town's consultant Woodard & Curran has developed a capital improvement program for the wastewater system and has determined that this project is the highest priority.

**6. Estimated Cost**                            **\$40,000**  
**Less Trade-In (If Applicable)**    **N/A**  
**Net Cost**                                        **\$40,000**

**7. Are Non-Town Revenues Available to Reduce Cost?**

The project will be funded from the Sewer Enterprise Fund.

**8. If this Project is Delayed, What will be the Effect on your Department?**

Loss of any one component on the SCADA system results in loss of control of that portion of the facility the component controls.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase    No affect	Increase    No affect
Decrease    No affect	Decrease    No affect

**10. Attachments, if Applicable.**

See Attached.

## Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Recycling/Transfer Station	<b>Project</b>	Truck Driver/Skilled Laborer (H-3)
		<b>Fiscal Year</b>	2013
<b>Department Head</b>	Russell Robinson	<b>Cost</b>	\$ 46,578.48
		<b>Priority</b>	of

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**1. Description**

Hire a new, full time position to assist with the recycling operations at the Transfer Station. Duties will include assisting with the recycling center operations, roll and screen compost pile, removal of snow and ice, and run frontend loader.

**2. Useful Life**                      Permanent Position

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<b>Schedule Replacement</b>	<b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<b>Replace Obsolete or Unsafe Equipment</b>
<b>Other (Please Explain)</b>	<b>(Explain Disposal of Old Equipment)</b>

**4. Justification**

With the expansion of the recycling program there are more areas that need attention throughout the day. Currently there is one crew leader and one heavy equipment operator who hauls trash and runs the front end loader at the Transfer Station. On Saturdays, there is one person from the Highway crew on overtime to assist with the recycling operations.

**5. How Was this Project's Priority Determined?**

Current and future workload with the expansion of the recycling operations.

**6. Estimated Cost**

	<b>\$ 46,578.48</b>
<b>Less Trade-In (If Applicable)</b>	<b>(Does not include benefit costs)</b>
<b>Net Cost</b>	<b>\$</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No.

**8. If this Project is Delayed, What will be the Effect on your Department?**

We will continue to operate the Recycling/Transfer Station with 2 employees and pay overtime on Saturdays for additional help.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase <input checked="" type="checkbox"/>	Increase
Decrease	Decrease

# Capital Improvement Program Proposal – Detail

**Department Name** HIGHWAY

**Project** 1 TON TRUCK  
**Fiscal Year** FY13

**Department Head** RUSSELL ROBINSON

**Cost** \$ 51,000  
**Priority** 1 of 5

---

**1. Description**

Replace truck #131 which is a 1993 F-350 Ford 1-ton with a newer model 1-ton

**2. Useful Life** 10 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |   |  |
|---|--|
| <p><i>Schedule Replacement</i></p> <p><input checked="" type="checkbox"/> <i>New or Expanded Service</i></p> <p><i>Other (Please Explain)</i></p> | <p><i>Increase Personnel Efficiency</i></p> <p><i>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</i></p> |
|---|--|

**4. Justification**

The condition of the vehicle has deteriorated significantly. The road crew depends on the 1-ton daily and is also used for snow removal. This new engine would help reduce our carbon footprint.

**5. How Was this Project's Priority Determined?**

By the condition of the old vehicle.

**6. Estimated Cost**

<i>Less Trade-In (If Applicable)</i>	<b>\$51,000</b>
<b>Net Cost</b>	<b>Unknown at this time</b>
	<b>\$ 51,000</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No

**8. If this Project is Delayed, What will be the Effect on your Department?**

We will continue shuttling equipment.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
Decrease	Decrease <input checked="" type="checkbox"/>

## VEHICLE ORDER SHEET

VEHICLE / OPTION	OPTION #	COST \$
F-550 FORD 17,950 GVW / 4X4 STANDARD CAB		
BASE COST	11-20/H1.33/H1.04	\$30,737
9' 6" PLATFORM BODY	7.02	4,495
CENTRAL HYD SYSTEM	6.02	4,295
30" TOOL BOX	7.05	585
EZ-V SNOW PLOW	3.11	5,795
SNOW FOIL	3.17	349
CUTTING EDGE	3.18	245
BALL / PINTLE HOOK	11.18	450
BACK UP ALARM	2.14	88
RADIO	LOCAL	2,000
LIGHTS	LOCAL	1,500
TOTAL		\$50,539

This is to replace a 1993 F-350 Ford  
vehicle # 131

Taken form MHQ

Plymouth county commissioners cooperative procurement specifications



**APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 1 of 2**

**Section 1: Existing Vehicle Information – to be completed by Requestor**

Make	Model	Year	Car/Truck #	Lic Plate #
DODGE	W-300	1985	45	M78924
Fuel Type: ( ) CNG ( ) DIESEL ( ) LNG ( ) LPG (X) GASOLINE ( ) OTHER _____				

**Section 2: Existing Vehicle Condition – to be completed by the Town’s Mechanics**

GVWR:	Fuel Usage (mi/gal):		
Engine Type: 4 cyl	6 cyl	8 cyl	X
Transmission Type: Manual X	Automatic		

**Condition of Vehicle – to be completed by the Town’s Mechanics**

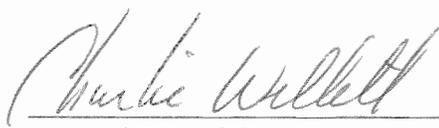
Part	Excellent	Good	Fair	Poor	Date Last Repaired
Engine			X		
Transmission			X		
Frame				X	
Differential			X		
Brakes (Power?)			X		
Steering (Power?)			X		
Suspension				X	
Clutch				X	
Body				X	
Radiator			X		
Battery			X		
Air Conditioner					N/A
Heater			X		
Lights			X		
Upholstery			X		
Paint				X	
Glass				X	
Jack					
Radio AM/FM			X		
Radio – 2-Way					N/A
Tires:					
R Front			X		
L Front			X		
R Rear			X		
L Rear			X		
Spare					

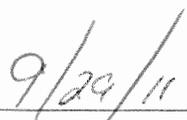


**APPENDIX A: VEHICLE PURCHASE REQUEST FORM** page 2 of 2

*Mechanic's Narrative*

This truck is 26 years old and is in need of a lot of major repairs to include clutch replacement and repairs to the frame. Parts are getting very hard to find now because of the truck's age. It is out of service for longer periods of time because of this. It needs to be replaced.

  
\_\_\_\_\_  
Mechanic's Signature

  
\_\_\_\_\_  
Date



# Capital Improvement Program Proposal – Detail

**Department Name** HIGHWAY

**Project** UTILITY TRUCK  
**Fiscal Year** FY13

**Department Head** RUSSELL ROBINSON

**Cost** \$42,000  
**Priority** 2 of 5

**1. Description**

Utility truck to be used for hauling road tools and the portable fuel tank to job sites and to plow snow.

**2. Useful Life** 10 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<p><input checked="" type="checkbox"/> <b>Schedule Replacement</b></p> <p><b>New or Expanded Service</b></p> <p><b>Other (Please Explain)</b></p>	<p><b>Increase Personnel Efficiency</b></p> <p><b>Replace Obsolete or Unsafe Equipment</b></p> <p><b>(Explain Disposal of Old Equipment)</b></p>
---	--

**4. Justification**

This is to replace a 1985 Dodge utility truck that has some mechanical problems. This will be a crew cab that will allow us to cut vehicle trips because it will accommodate more crew members (6 versus 3). This will reduce our carbon foot print.

**5. How Was this Project's Priority Determined?**

By the age of the existing truck.

**6. Estimated Cost**

<b>Less Trade-In (If Applicable)</b>	<b>\$42,000</b>
<b>Net Cost</b>	<b>Unknown at this time</b>
	<b>\$42,000</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

no

**8. If this Project is Delayed, What will be the Effect on your Department?**

We will continue to use funds to repair the truck.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase
Decrease	Decrease <input checked="" type="checkbox"/>

**10. Attachments, if Applicable.**

**VEHICLE ORDED SHEET**

<b>VEHICLE / OPTION</b>	<b>OPTION #</b>	<b>COST \$</b>
<b>F-350 FORD 10,000 GVW / 4X4 / CREW CAB</b>		
<b>BASE COST</b>	<b>11-17/H1.04</b>	<b>\$24,703</b>
<b>TRAILER TOWING PACKAGE</b>	<b>1.02</b>	<b>\$350</b>
<b>LIMITED SLIP AXLE</b>	<b>1.03</b>	<b>\$350</b>
<b>CREW CAB</b>	<b>1.13</b>	<b>3595</b>
<b>ELECTRONIC SHIFT FOUR WHEEL DRIVE</b>	<b>1.14</b>	<b>176</b>
<b>RHINO BED LINER</b>	<b>11.02</b>	<b>490</b>
<b>CLASS 3 RECIVER HITCH</b>	<b>11.12</b>	<b>295</b>
<b>ELECTRIC TRAILER BRAKE</b>	<b>11.17</b>	<b>250</b>
<b>FUEL TANK 96 GAL.</b>	<b>11.37</b>	<b>1395</b>
<b>RUNNING BOARDS</b>	<b>1.28</b>	<b>325</b>
<b>EZ-V SNOW PLOW</b>	<b>3.12</b>	<b>5495</b>
<b>SNOW FOIL</b>	<b>3.17</b>	<b>349</b>
<b>CUTTING EDGE</b>	<b>3.18</b>	<b>245</b>
<b>RADIO</b>	<b>LOCAL</b>	<b>2000</b>
<b>LIGHTS</b>	<b>LOCAL</b>	<b>1500</b>

**TOTAL** **\$41,518**

**This is to replace a 1985 Dodge W-300 utility truck 4X4**

**Vehicle #45**

**Taken from MHQ**

**Plymouth county commissioners cooperative procurement specifications**



**APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 1 of 2**

**Section 1: Existing Vehicle Information – to be completed by Requestor**

Make	Model	Year	Car/Truck #	Lic Plate #
FORD	F-350	1993	131	m73900
Fuel Type: ( ) CNG ( ) DIESEL ( ) LNG ( ) LPG (X) GASOLINE ( ) OTHER _____				

**Section 2: Existing Vehicle Condition – to be completed by the Town’s Mechanics**

GVWR:	Fuel Usage (mi/gal):	
Engine Type: 4 cyl	6 cyl	8 cyl X
Transmission Type: Manual	Automatic X	

**Condition of Vehicle – to be completed by the Town’s Mechanics**

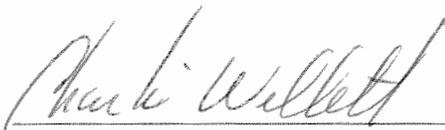
Part	Excellent	Good	Fair	Poor	Date Last Repaired
Engine				X	
Transmission				X	
Frame				X	
Differential			X		
Brakes (Power?)			X		
Steering (Power?)			X		
Suspension				X	
Clutch					N/A
Body				X	
Radiator				X	
Battery			X		
Air Conditioner			X		
Heater			X		
Lights			X		
Upholstery				X	
Paint				X	
Glass				X	
Jack					N/A
Radio AM/FM				X	
Radio – 2-Way			X		
Tires:					
R Front			X		
L Front			X		
R Rear			X		
L Rear			X		
Spare					

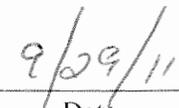


**APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 2 of 2**

*Mechanic's Narrative*

This truck is 18 years old and is used every day to bring the road crew and equipment to job sites. With 18 years of service, the problems with this truck are now engine, transmission and emission related. Parts are becoming hard to find due to its age. This needs to be replaced.

  
\_\_\_\_\_  
Mechanic's Signature

  
\_\_\_\_\_  
Date



# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HIGHWAY	<i>Project</i>	Replace 1987 Dump/Sander Truck	
		<i>Fiscal Year</i>	2013	
<i>Department Head</i>	RUSSELL ROBINSON	<i>Cost</i>	\$190,346	
		<i>Priority</i>	3	of 5

---

**1. Description**

Replace a 1987 Mack dump truck with new similar model.

**2. Useful Life**                      25 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> <b>Schedule Replacement</b> | <b>Increase Personnel Efficiency</b>        |
| <input type="checkbox"/> <b>New or Expanded Service</b>         | <b>Replace Obsolete or Unsafe Equipment</b> |
| <input type="checkbox"/> <b>Other (Please Explain)</b>          | <b>(Explain Disposal of Old Equipment)</b>  |

Truck will be either traded or declared surplus and auctioned off.

**4. Justification**

This is a program to replace a large truck every other year. This will allow us to replace a truck when it reaches about 25 years of age which is the end of its useful life. There are 12 large trucks in this fleet. This will allow us to cut our emissions dramatically.

**5. How Was this Project's Priority Determined?**

By the age and condition of the existing vehicle.

<b>6. Estimated Cost</b>	<b>\$190,346</b>
	<b>Unknown at this time</b>
<b>Less Trade-In (If Applicable)</b>	
<b>Net Cost</b>	<b>\$ 190,346</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No.

**8. If this Project is Delayed, What will be the Effect on your Department?**

We will try to maintain the vehicle and keep it road worthy. Rust becomes a factor after 20 years.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase
Decrease    No impact	Decrease    x

**10. Attachments, if Applicable.**

## VEHICLE ORDED SHEET

VEHICLE / OPTION	OPTION #	COST \$
Mack Granite 6 wheeler 2011 est. cost		\$148,092
Body dump / sander		
Central Hyd system		
Plow frames quick conect		
Plow		
2010 est. cost		181,282
2010 plus 5%		9,064
<b>TOTAL</b>		<b>\$190,346</b>

This is to replace TRUCK #57 1987 Mack RD685P  
This is a 5% increse over 2010 cost.



**APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 1 of 2**

**Section 1: Existing Vehicle Information – to be completed by Requestor**

Make	Model	Year	Car/Truck #	Lic Plate #
MACK	RD685P	1987	60	M55100
Fuel Type: ( ) CNG (X) DIESEL ( ) LNG ( ) LPG ( ) GASOLINE ( ) OTHER _____				

**Section 2: Existing Vehicle Condition – to be completed by the Town’s Mechanics**

GVWR:	Fuel Usage (mi/gal):		
Engine Type: 4 cyl	6 cyl	8 cyl X	
Transmission Type: Manual X	Automatic		

**Condition of Vehicle – to be completed by the Town’s Mechanics**

Part	Excellent	Good	Fair	Poor	Date Last Repaired
Engine				X	
Transmission			X		
Frame				X	
Differential				X	
Brakes (Power?)			X		
Steering (Power?)				X	
Suspension				X	
Clutch				X	
Body				X	
Radiator				X	
Battery			X		
Air Conditioner					N/A
Heater			X		
Lights			X		
Upholstery			X		
Paint			X		
Glass			X		
Jack					
Radio AM/FM			X		
Radio – 2-Way			X		
Tires:					
R Front			X		
L Front			X		
R Rear			X		
L Rear			X		
Spare					



**APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 2 of 2**

*Mechanic's Narrative*

This truck came into the town fleet as a dump truck. After a number of years used as such it was converted over to a sander. As a sander it has been a workhorse, but in the last year it has had many problems related to the engine and frame rusting. It has been out of service on occasion.

At the trucks age of 24 years old it would be better to replace then to spend unknown amounts of money to keep repairing.

*Charlie Willett*

\_\_\_\_\_  
Mechanic's Signature

*9/29/11*

\_\_\_\_\_  
Date



POWERED BY BIODIESEL  
CLEAN RENEWABLE DOMESTIC

# Capital Improvement Program Proposal – Detail

**Department Name** HIGHWAY

**Project** SKID STEER (Bobcat)  
**Fiscal Year** 2013

**Department Head** RUSSELL ROBINSON

**Cost** \$134,100  
**Priority** 4 of 5

---

**1. Description**

Purchase tracked skid steer with attachments (snow bucket, snow blower, soil conditioner, forestry cutter).

**2. Useful Life** 10 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<p><i>Schedule Replacement</i></p> <p><input checked="" type="checkbox"/> <i>New or Expanded Service</i></p> <p><i>Other (Please Explain)</i></p>	<p><i>Increase Personnel Efficiency</i></p> <p><i>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</i></p>
---	--

**4. Justification**

The skid steer will allow us to maintain retention ponds to help us comply with the Mass Storm Water Regulations as it is able to move on soft ground. Will be used to clean snow from parking lots and sidewalks. Tier 3 emissions compliant.

**5. How Was this Project's Priority Determined?**

By the need to maintain retention ponds and to move snow more efficiently  
Will help with Mass storm water compliancy

<b>6. Estimated Cost</b>	<b>\$134,100</b>
<i>Less Trade-In (If Applicable)</i>	<i>Unknown at this time</i>
<b>Net Cost</b>	<b>\$ 134,100</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No

**8. If this Project is Delayed, What will be the Effect on your Department?**

We will not maintain retention ponds.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase No impact	Increase X
Decrease No impact	Decrease

**10. Attachments, if Applicable.**

## VEHICLE ORDED SHEET

VEHICLE / OPTION	OPTION #	COST \$
T750 track loader		
BASE		\$58,703
80" HEAVY DUTY BUCKET	676344	1,446
88" SNOW BUCKET	7184098	1,294
84" SNOWBLOWER	M7010	7,587
84" SOIL CONDITIONER	7135947	9,385
80" FORESTRY CUTTER	7194305	24,612
FORESTRY APP. KIT, M-SERIES	7174126	5995
ENGINE SEAL KIT	7190789	515
JOY STICK CONTROLES	M0081-R01-C06	2,395
A91 OPTION PACKAGE	M0081-P01-A91	9,599
FREIGHT		2,519
TRAILER		10,000

TOTAL 134050.15

This is AN ADDITION

*mass storm water compliance*



## Product Quotation

Quotation Number: 7476E07750  
Date: 2011-06-23 10:57:40

Ship to	Bobcat Dealer	Contact:
Acton Highway Department Attn: Russell Robinson 472 Main St. Acton, MA 01720 Phone: (978) 264-9624 Fax: (978) 264-9610	Bobcat of Boston, North Reading, MA 20 CONCORD STREET NORTH READING MA 01864-2602 Phone: (978) 664-3727 Fax: (978) 664-5800	Barry Craft Cell: (978) 375-4160 Phone: (978) 664-3727 Fax: (978) 664-5800 E Mail: sales@bobcatboston.com

Description	Part No	Qty	Price Ea.	Total
<b>T750 Bobcat Compact Track Loader</b>	M0081	1	\$58,703.00	\$58,703.00
85 HP Turbo Tier III Diesel Engine				
Auxiliary Hydraulics: Variable Flow				
Backup Alarm				
Bob-Tach				
Bobcat Interlock Control System (BICS)				
Engine/Hydraulic Systems Shutdown				
Glow Plugs - Automatically Activated				
Horn				
Instrumentation: Engine Temp and Fuel Gauges, Hourmeter, RPM and Warning Lights				
Lift Arm Support				
Lift Path: Vertical				
Selectable Joystick Controls (SJC)	M0081-R01-C06	1	\$2,395.00	\$2,395.00
A91 Option Package	M0081-P01-A91	1	\$9,599.00	\$9,599.00
Cab enclosure with Heat and AC				
High Flow Hydraulics				
Sound Reduction				
Hydraulic Bucket Positioning				
Power Bobtach				
Deluxe Instrument Panel				
Keyless Start				
80" C/I Heavy Duty Bucket	6726344	1	\$1,446.00	\$1,446.00
88" Snow & Light Material Bucket	7184098	1	\$1,294.00	\$1,294.00
SBX240 Snowblower - 84" Width	M7010	1	\$7,587.00	\$7,587.00
Soil Conditioner, 84-in Hydraulic Angle and Depth for High Flow machines	7135947	1	\$9,385.00	\$9,385.00
Forestry Cutter, 60"	7194305	1	\$24,612.00	\$24,612.00
--- Forestry Applications Kit, M-Series	7174126	1	\$5,995.00	\$5,995.00
--- ENGINE SEAL KIT	7190789	1	\$515.00	\$515.00
<b>Total of Items Quoted</b>				<b>\$121,531.00</b>
<b>Freight Charges</b>				<b>\$2,519.15</b>
<b>Quote Total - US dollars</b>				<b>\$124,050.15</b>

trailer 10,000  
134,050.15

# Capital Improvement Program Proposal – Detail

**Department Name** HIGHWAY

**Project Towable Generator**  
**Fiscal Year** FY13

**Department Head** RUSSELL ROBINSON

**Cost** \$ 55,000  
**Priority** 5 of 5

**1. Description**

Towable generator to be used where we need electricity for temporary use.

**2. Useful Life** 25 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

**4. Justification**

Generator will be used on major installation and repair jobs where we don't have time for an electric drop. This will also be used in emergency situations and is big enough to power some buildings.

**5. How Was this Project's Priority Determined?**

By the need to do jobs in a timely manner and for the use during massive power outages.

**6. Estimated Cost**

<b>Estimated Cost</b>	<b>\$55,000</b>
<b>Less Trade-In (If Applicable)</b>	<b>Unknown at this time</b>
<b>Net Cost</b>	<b>\$ 55,000</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No

**8. If this Project is Delayed, What will be the Effect on your Department?**

We would be waiting for NStar to provide/restore electricity .

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase <input checked="" type="checkbox"/>
Decrease	Decrease

**10. Attachments, if Applicable.**



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SEARCH

QUICK SEARCH

Select Style

Select Fuel

Select Watts

Select Brand

343 Generator Models

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Shop by Style [+]

Shop by Fuel [+]

Shop by Watts [+]

Accessories [+]

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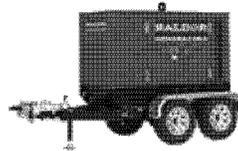
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1 Products

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Baldor TS130T - 101kW Industrial Towable Generator w/ Trailer

\$53,135.00

Model: TS130T

Tax-Free Guarantee Free Freight

Write the First Review

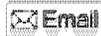


ADD TO CART

Compare

1 TO 1 (OF 1)

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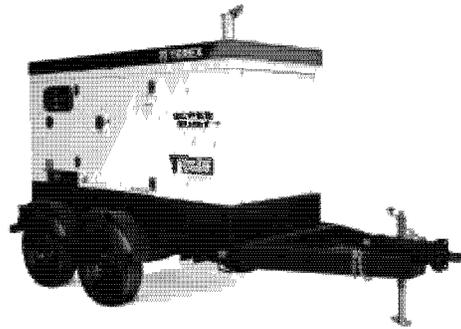
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**TEREX 90kW Diesel Generator with Perkins Engine and Trailer**



**Shipping is only: \$399  
No Sales Tax**

**List Price: \$49,999.99  
Our Price: \$39,999.99  
You save \$10,000.00!**

*Product Code: GTXT120P*

Diesel Generator Perkins 90 kW Electric w/ Trailer

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TEREX diesel generators are made for the rental industry, so you know they are 90kW trailer mounted diesel generator is ready to run your most demanding load from Perkins and includes a class leading 5 year warranty, perfect for running your Look at the standard features:

- Versatile solution for your worksite power needs
- Rental ready mobile generator package
- Heavy duty 4 cycle diesel engine
- User friendly control panel

**Features**

**TEREX 90 kW Generator with Trailer**

Maximum Power  
Enclosure Included  
Voltage  
Frequency  
Engine  
Fuel  
Power Type  
Starter  
Low Oil Alert  
Weight  
Emissions

**Features**

90,000 Watts  
Sound Attenuated Enc  
120/240  
60 Hertz  
Perkins  
Diesel  
Single Phase  
Electric Start  
Yes  
8279 Pounds  
EPA

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	HIGHWAY	<i>Project</i>	Center Common	
		<i>Fiscal Year</i>	13	
<i>Department Head</i>	RUSSELL ROBINSON	<i>Cost</i>	\$ 150,000	
		<i>Priority</i>	6	of 6

---

**1. Description**

Replace granite curb, grade, landscape, repair sidewalks

**2. Useful Life**           ?

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<p><i>Schedule Replacement</i></p> <p><i>New or Expanded Service</i></p> <p><input checked="" type="checkbox"/> <i>Other (Please Explain)</i></p> <p>General upkeep of the common</p>	<p><i>Increase Personnel Efficiency</i></p> <p><i>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</i></p>
---	--

**4. Justification**

Over the years road jobs have reduced the reveal of the curb. Sidewalks have moved due to weather

**5. How Was this Project's Priority Determined?**

By the loss of curb reveal and look of the common

**6. Estimated Cost**

<i>Less Trade-In (If Applicable)</i>	<b>\$150,000</b>
<i>Net Cost</i>	<i>Unknown at this time</i>
	<b>\$ 150,000</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No

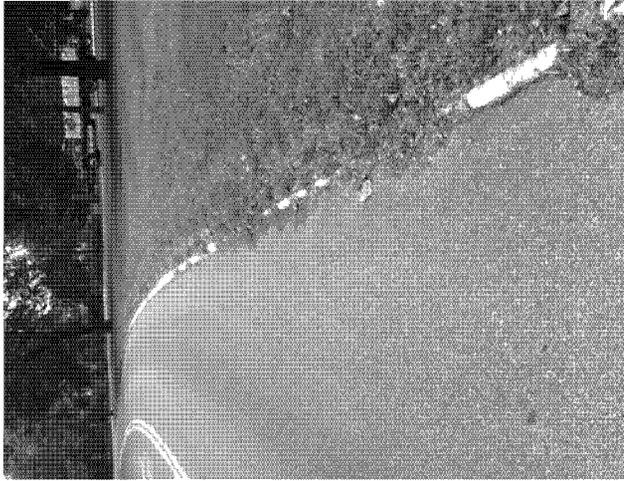
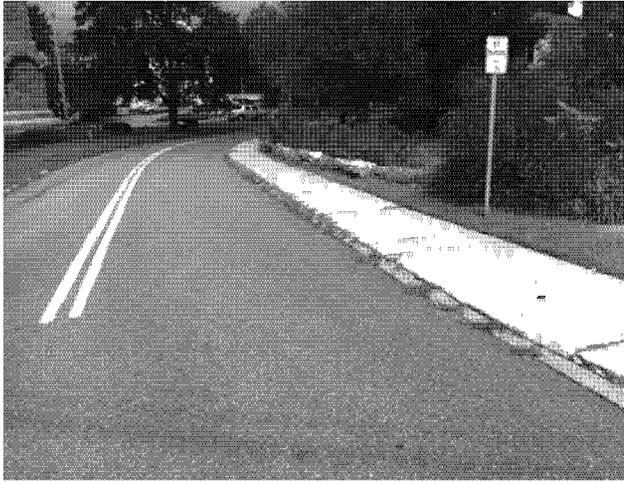
**8. If this Project is Delayed, What will be the Effect on your Department?**

There would be no effect

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase   x
Decrease	Decrease

**10. Attachments, if Applicable.**



## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	NESWC/Transfer Station	<i>Project</i>	Replace 2002 Mack Tractor	
		<i>Fiscal Year</i>	2013	
<i>Department Head</i>	Russell Robinson	<i>Cost</i>	\$123,500	
		<i>Priority</i>	1	of 2

---

**1. Description**

Replace existing 2002 Mack tractor that is used to haul trash to the tipping facility.

**2. Useful Life**                    10 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input checked="" type="checkbox"/> <b>Schedule Replacement</b> <input type="checkbox"/> <b>New or Expanded Service</b> <input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b> <input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</b>
--	---

**4. Justification**

Tractor is up for scheduled replacement. It is the primary tractor used to haul trash to the tipping facility.

**5. How Was this Project's Priority Determined?**

Age and dependability.

<b>6. Estimated Cost</b>	<b>\$123,500</b>
<i>Less Trade-In (If Applicable)</i>	
<b>Net Cost</b>	<b>\$123,500</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No.

**8. If this Project is Delayed, What will be the Effect on your Department?**

Tractor will be repaired as needed.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
Decrease	Decrease X
No Impact	

**10. Attachments, if Applicable.**



# CHASSIS SPECIFICATIONS SUMMARY

June 27, 2011

## 2012 MACK CHU613

DUMP TRAILER . . . Inner City  
TRACTOR FOR 5TH WHEEL

<b>Engine</b>	MACK MP8-445C 445HP	<b>Transmission</b>	TMD12AO
		<b>Clutch</b>	CLS43B-O MERITOR/SACHS, SINGLE
<b>Front Axle</b>	14,600# FXL14.6	<b>Rear Axle</b>	44,000# S440 Ratio 3.56
<b>Suspension</b>	14,600#	<b>Suspension</b>	46,000# SAL440
<b>Tires</b>	Front: 11R24.5 Rear: 11R24.5	<b>Wheels</b>	24.5x8.25 ALUMINUM DISC 24.5x8.25 ALUMINUM DISC
<b>Ratings</b>	GVW: 58,320# GCW: 100,000#	<b>Fuel Tanks</b>	LH: 142gal RH: 72gal
<b>Fifth Wheel</b>	BRACKET HEIGHT 8.62" HOLLAND FW35 ILS SERIES	<b>Sleeper</b>	

### PRICING SUMMARY

	<u>Total Price</u>
<b>***SELLING PRICE (Excluding Taxes/Fees/Trade)***</b>	<b>\$120,591.30</b>
Model Year/Technology Surcharge	\$975.00
Net FRET or Canadian GST Taxes	\$0.00
Tire Tax Credit (Municipal Only)	(\$304.30)
Sales/Usage Taxes	\$0.00
License/Title/Etc.	
Misc Fees	
Trade	\$0.00
<b>***ACQUISITION COST (Include Trade if applies)***</b>	<b>\$121,262.00</b>
Less Down Payment	
<b>BALANCE DUE Per Unit</b>	<b>\$121,262.00</b>
<b>PRICE (Total Order)</b>	<b>\$121,262.00</b>
<b>BALANCE DUE (Total Order)</b>	<b>\$121,262.00</b>

2012 MACK CHU613 HD TRACTOR W/mDrive Automated Trans.

Includes Mack Trucks Proven SCR Technology to meet the  
EPA 2010 Emission regulations.

" Better Power with Greater Fuel economy "

" BUILT LIKE A MACK TRUCK "

<b>Total Quantity:</b> 1	<b>Estimated Total Weight:</b> 17,586#	<b>Reference#:</b> AGMV006212B
--------------------------	--	--------------------------------

X \_\_\_\_\_  
Prepared For: \_\_\_\_\_ Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_  
Presented By: \_\_\_\_\_ Dealer Signature \_\_\_\_\_ Date \_\_\_\_\_

Town of Acton Highway Dept.  
14 Forest Road  
Acton, MA 01720  
Phone: 978-264-9624  
Fax: 978-264-9610

Bob Dow  
MCDEVITT TRUCKS, INC.  
TEWKSBURY, MA 01876  
9788519902



**APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 1 of 2**

**Section 1: Existing Vehicle Information – to be completed by Requestor**

Make	Model	Year	Car/Truck #	Lic Plate #
MACK	CH613	2002	53	M38368
Fuel Type: ( ) CNG ( X ) DIESEL ( ) LNG ( ) LPG ( ) GASOLINE ( ) OTHER _____				

**Section 2: Existing Vehicle Condition – to be completed by the Town’s Mechanics**

GVWR:	Fuel Usage (mi/gal):		
Engine Type: 4 cyl	6 cyl	8 cyl	X
Transmission Type: Manual X	Automatic		

**Condition of Vehicle – to be completed by the Town’s Mechanics**

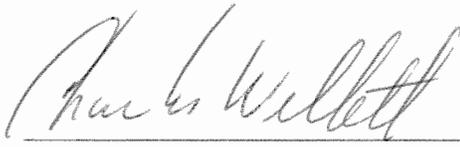
Part	Excellent	Good	Fair	Poor	Date Last Repaired
Engine				X	
Transmission		X			
Frame			X		
Differential			X		
Brakes (Power?)			X		
Steering (Power?)			X		
Suspension			X		
Clutch		X			
Body		X			
Radiator				X	
Battery			X		
Air Conditioner		X			
Heater		X			
Lights		X			
Upholstery		X			
Paint			X		
Glass			X		
Jack					N/A
Radio AM/FM		X			
Radio – 2-Way		X			
Tires:					
R Front			X		
L Front			X		
R Rear			X		
L Rear			X		
Spare					

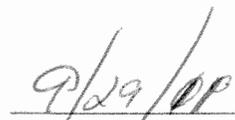


**APPENDIX A: VEHICLE PURCHASE REQUEST FORM** page 2 of 2

*Mechanic's Narrative*

This truck has been used to haul trash for 9 years. It has had some major work done to the transmission (2009). The truck is on the road hauling most of the time. It will need major engine work in the near future. The most cost saving solution is to replace the truck now.

  
\_\_\_\_\_  
Mechanic's Signature

  
\_\_\_\_\_  
Date

## Capital Improvement Program Proposal – Detail

**Department Name** HIGHWAY / TRANSFER STATION

**Project** MESSAGE BOARDS  
**Fiscal Year** FY13

**Department Head** RUSSELL ROBINSON

**Cost** \$ \$50,000  
**Priority** 2 of 2

**1. Description**

Solar powered Information boards

**2. Useful Life** 15 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

*Schedule Replacement*

*Increase Personnel Efficiency*

*New or Expanded Service*

*Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)*

*Other (Please Explain)*

We have one old board that does not work it will be disposed of either by auction or trade

**4. Justification**

These boards will be used for information at the Transfer Station / Recycling center. And can be used for emergency situations as well. There is currently one message board at the Transfer Station that is no longer working.

**5. How Was this Project's Priority Determined?**

By the need to use our other boards for town emergencies / directions/ events.

**6. Estimated Cost**

**\$50,000**

*Less Trade-In (If Applicable)*

*Unknown at this time*

**Net Cost**

**\$ 50,000**

**7. Are Non-Town Revenues Available to Reduce Cost?**

No

**8. If this Project is Delayed, What will be the Effect on your Department?**

Cannot accommodate all of the requests for the use of message boards..

**9. Please Describe the Effect of this Project on your Operating Budget.**

Personnel Budget

Expense Budget

Increase  
Decrease

Increase x  
Decrease

**10. Attachments, if Applicable.**

## Russell Robinson

---

**From:** Mark Hald  
**Sent:** Monday, September 12, 2011 1:43 PM  
**To:** Russell Robinson  
**Subject:** FW: Message sign board cost

-----Original Message-----

From: Mark Hald <mhald@acton-ma.gov>  
Date: Mon, 16 Aug 2010 10:05:30 -0400  
To: Tom Tidman <ttidman@acton-ma.gov>  
Subject: Message sign board cost

>Capital costs  
>-----  
>Trailer, solar message board : \$21,000  
>Cellular & GPS hardware : \$ 1,250  
>Pintle ring : \$ 279  
> : -----  
> : \$22,529  
>  
>Operating costs (annual)  
>-----  
>Cellular charges : \$ 450  
>Preventive maintenance : \$ 700  
>

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Information Technology	<b>Project</b>	Radio Narrowbanding and Interoperability	
		<b>Fiscal Year</b>	2013	
<b>Department Head</b>	Mark Hald	<b>Cost</b>	\$103,000 (est.)	
		<b>Priority</b>	1	of 6

---

**1. Description**

This project is to upgrade our Police, Fire, and Government Radio Systems to comply with the Federal Communications Commission’s (FCC) mandated narrowband compliance.

This includes the replacement of non-compliant radio equipment, programming and configuration of existing equipment to narrowband compliance, frequency coordination, and licensing fees.

This project also includes the addition of an interoperability channel and equipment. This equipment will provide Town departments as well as outside agencies a communications platform when responding to an incident within the Town despite VHF and UHF band limitations.

**2. Useful Life**                      N/A

**3. Purpose (Please ‘X’ one of the Boxes and Describe, if Applicable)**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Schedule Replacement</b>               | <input type="checkbox"/> <b>Increase Personnel Efficiency</b>   |
| <input checked="" type="checkbox"/> <b>New or Expanded Service</b> | <input checked="" type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</b> |
| <input type="checkbox"/> <b>Other (Please Explain)</b>             |   |

**4. Justification**

The Federal Communications Commission announced that all non-Federal radio licensees operating 25 kHz (wideband) systems in the 150-174 MHz and 421-512 MHz bands (VHF and UHF) must migrate to more efficient 12.5 kHz (narrowband) channels by January 1, 2013.

The FCC rule applies to all of the Town’s FCC-licensed municipal radio systems. Our current method of wideband radio operation will violate FCC regulations beginning in 2013, and agencies that do not meet the deadline face enforcement action, including admonishments, monetary forfeitures, and/or license revocation, as appropriate.

The addition of interoperability equipment will allow for seamless communication between our police and fire radio systems as well as with neighboring towns operating on different frequency bands.

**5. How Was this Project’s Priority Determined?**

FCC Mandate

**\$ 103,000**

**6. Estimated Cost**

**Less Trade-In (If Applicable)**

**Net Cost**

**\$ 103,000**

**7. Are Non-Town Revenues Available to Reduce Cost?**

No.

**8. If this Project is Delayed, What will be the Effect on your Department?**

After January 1, 2013, licensees not operating at 12.5 KHz efficiency will be in violation of the Commission’s rules and could be subject to FCC enforcement action.

**9. Please Describe the Effect of this Project on your Operating Budget.**

**Personnel Budget**

Increase  
Decrease

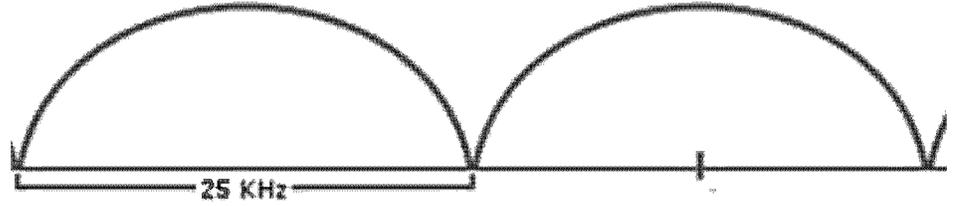
**Expense Budget**

Increase  
Decrease

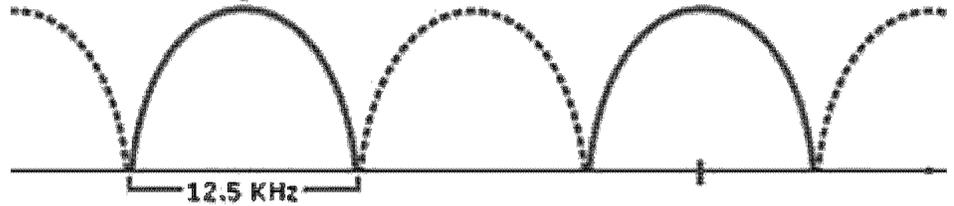
**10. Attachments, if Applicable.**

## Channel Bandwidth

**Wideband:**  
Uses a range  
25kHz wide



**Narrowband:**  
Uses a range  
12.5kHz wide  
(half the wideband  
bandwidth)



# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Information Technology	<b>Project</b>	Core Switch Replacement	
		<b>Fiscal Year</b>	2013	
<b>Department Head</b>	Mark Hald	<b>Cost</b>	\$47,000	
		<b>Priority</b>	2	of 6

---

**1. Description**

This project is for the replacement of the Town's core network switching components. These switches are the backbone devices that connect our server and storage infrastructure to the Town's network. These units also serve to interconnect the Town's municipal buildings.

**2. Useful Life**            7 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input checked="" type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

**4. Justification**

Our current core switching hardware is approaching 10 years old and is reaching its end of life and capacity. These new devices will provide increased capacity, and a faster and more reliable network.

**5. How Was this Project's Priority Determined?**

Age and capacity of current equipment.

<b>6. Estimated Cost</b>	<b>\$ 47,000</b>
<b>Less Trade-In (If Applicable)</b>	<b>N/A</b>
<b>Net Cost</b>	<b>\$ 47,000</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No

**8. If this Project is Delayed, What will be the Effect on your Department?**

Increased maintenance cost.

**9. Please Describe the Effect of this Project on your Operating Budget.**

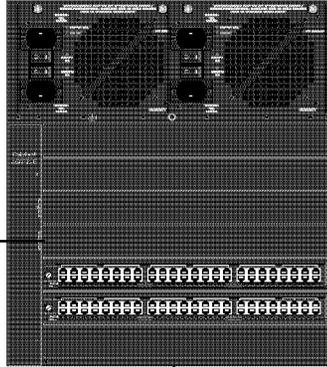
<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase
Decrease	Decrease    X

**10. Attachments, if Applicable.**

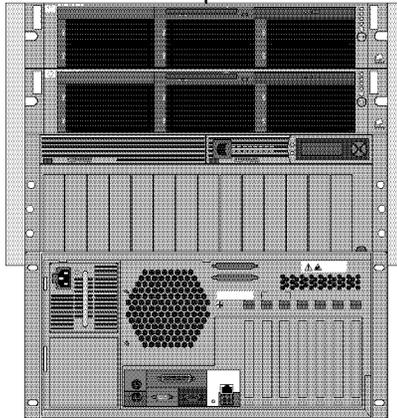
# In-Building Network Switches



## Core Switch



## Network Attached Storage



## Servers



# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Information Technology	<b>Project</b>	Trailered Aerial Lift		
		<b>Fiscal Year</b>	2013		
<b>Department Head</b>	Mark Hald	<b>Cost</b>	\$38,000		
		<b>Priority</b>	3	of	6

**1. Description**

This request is for purchase of a trailer mounted aerial lift capable of a 50 foot reach.

**2. Useful Life**            20 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Schedule Replacement</b>               | <input type="checkbox"/> <b>Increase Personnel Efficiency</b>        |
| <input checked="" type="checkbox"/> <b>New or Expanded Service</b> | <input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b> |
| <input type="checkbox"/> <b>Other (Please Explain)</b>             | <input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>  |

**4. Justification**

The lift will facilitate our department in maintenance and repair of the Town's Police, Fire and Government Radio Systems. Uses include routine inspection, replacement, and testing of antennas and feed line. It will also facilitate in the inspection of tower hardware. In the past we've needed to rent similar equipment or rely on outside contractors. During emergency repair situations it can take several weeks to get the appropriate equipment and crews on site resulting in a significant impact to public safety radio communication coverage.

The lift could also be used by other departments for tasks such as placing banners, painting, tree work, sign work, as well as parking and street light replacement.

**5. How Was this Project's Priority Determined?**

The need for timely repair and routine inspection of critical communication systems.

<b>6. Estimated Cost</b>	<b>\$ 38,000</b>
<b>Less Trade-In (If Applicable)</b>	<b>N/A</b>
<b>Net Cost</b>	<b>\$ 38,000</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No

**8. If this Project is Delayed, What will be the Effect on your Department?**

Increased response time to communication system issues involving antenna and line repair.  
Increased expense due to contracting inspections, maintenance and repair work.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase
Decrease	Decrease    x



# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Information Technology	<b>Project</b>	Emergency Communications Equipment		
		<b>Fiscal Year</b>	2013		
<b>Department Head</b>	Mark Hald	<b>Cost</b>	\$182,500		
		<b>Priority</b>	4	of	6

---

## 1. Description

This project is for the purchase of communication equipment that can be activated during emergency situations and used to inform Town residents with vital information.

This proposal includes the purchase of an FM radio station system and related hardware as well as eight portable electronic LED message boards.

2. **Useful Life** 15 years

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input checked="" type="checkbox"/> <b>New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

## 4. Justification

When an emergency or natural disaster strikes, the ability to communicate instructions to our residents is vitally important. While we have made many advances in town-wide communication including our ConnectCTY (reverse 911) system, opt-in email notifications, and local government cable channels, these transport methods are rendered useless when phone, cable, internet, and electric lines go down. We learned this lesson during hurricane Irene when lines were down in some neighborhoods for an entire week.

During situations like Irene, we could deploy these additional solar-powered message boards directly into neighborhoods impacted by the emergency, presenting information such as shelter locations, evacuations, weather alerts, charging stations, and status updates from utility companies.

The addition of a low-power FM transmitter would allow us to transmit pre-recorded messages over FM radio to the entire Town. Residents could tune in to the broadcast using any battery powered AM/FM radio or even from their car or truck. This transmitter would be installed at our Police and Fire two-way radio transmitter site, a location that can provide the needed elevation to cover our area and is backed up by battery and generator power sources.

## 5. How Was this Project's Priority Determined?

The need to effectively communicate with our residents during times of emergency.

## 6. Estimated Cost

**Less Trade-In (If Applicable)**  
**Net Cost**

**\$ 182,500**

**N/A**

**\$ 182,500**

## 7. Are Non-Town Revenues Available to Reduce Cost?

No

## 8. If this Project is Delayed, What will be the Effect on your Department?

**9. Please Describe the Effect of this Project on your Operating Budget.**

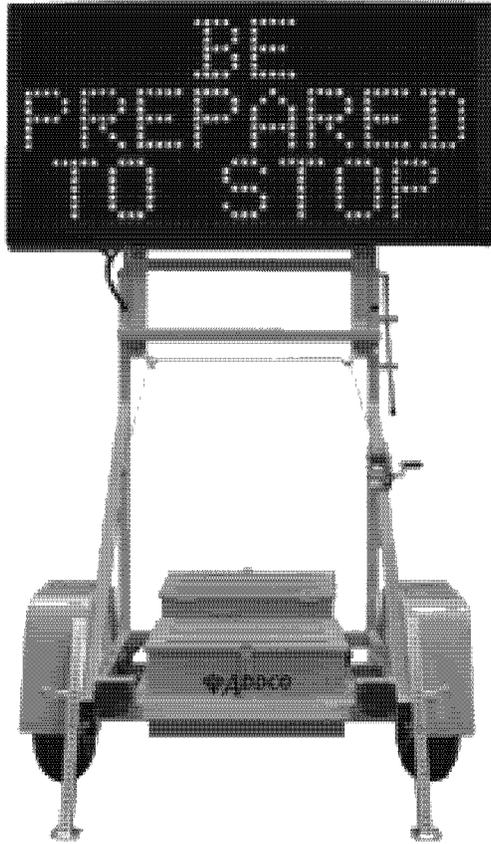
**Personnel Budget**

Increase  
Decrease

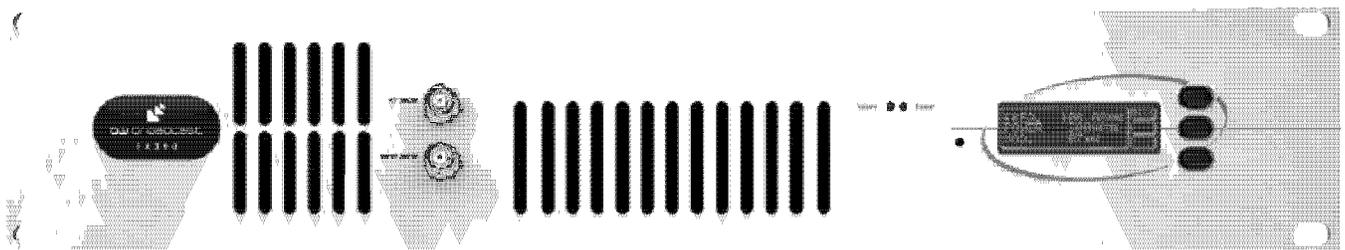
**Expense Budget**

Increase  
Decrease

**10. Attachments, if Applicable.**



## TX150/300 FM Broadcast Transmitter



# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Information Technology	<b>Project</b>	Commuter Lot Communications & Surveillance	
		<b>Fiscal Year</b>	2013	
<b>Department Head</b>	Mark Hald	<b>Cost</b>	\$60,000	
		<b>Priority</b>	5	of 6

---

**1. Description**

This request is for the purchase and installation of security cameras and safety call boxes at the new South Acton Commuter Rail Station. Construction of the dual platform station is scheduled for the summer of 2012 with an estimated completion during the winter of 2013. These devices will be installed during the construction process.

The project will provide four emergency call boxes to be installed on both the inbound and outbound platforms. It will also provide several cameras for monitoring the platforms as well as the parking area. The call boxes and cameras will be linked directly to the Public Safety Facility and can be monitored 24 hours a day by Acton's Public Safety Dispatchers.

**2. Useful Life**                      10 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Schedule Replacement</b>               | <b>Increase Personnel Efficiency</b>        |
| <input checked="" type="checkbox"/> <b>New or Expanded Service</b> | <b>Replace Obsolete or Unsafe Equipment</b> |
| <input type="checkbox"/> <b>Other (Please Explain)</b>             | <b>(Explain Disposal of Old Equipment)</b>  |

**4. Justification**

This equipment will provide increased safety and security for all those who use the Commuter Lot and Station facilities.

Call Boxes will allow citizens to report a crime or medical emergency as it happens. The visibility of these devices may deter potential criminal offenders, and will provide a link between community and public safety officials.

Cameras are a visual deterrent to crime such as theft, motor vehicle break-ins, and vandalism and can assist law enforcement in criminal investigations. Remote monitoring will allow public safety dispatchers to relay accurate information to units during an incident at the facility and ensure that first responders are directed to the correct area.

**5. How Was this Project's Priority Determined?**

The need for increased safety at the facility.

<b>6. Estimated Cost</b>	<b>\$ 60,000</b>
<b>Less Trade-In (If Applicable)</b>	<b>N/A</b>
<b>Net Cost</b>	<b>\$ 60,000</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

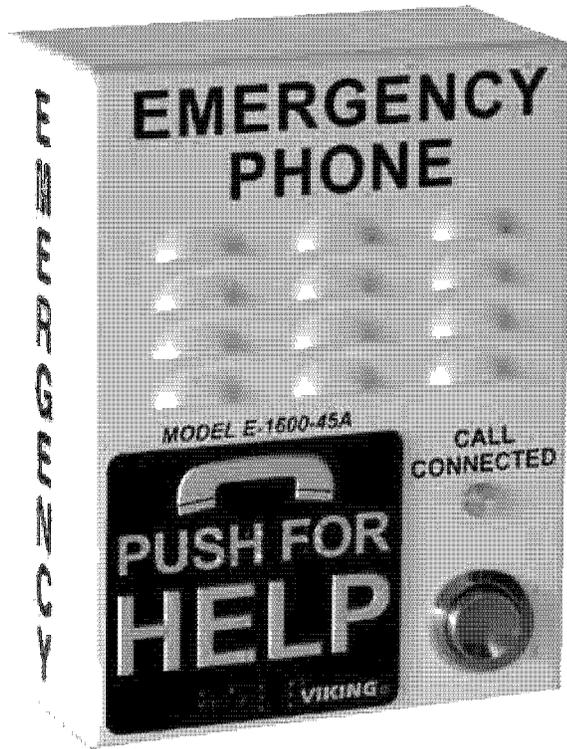
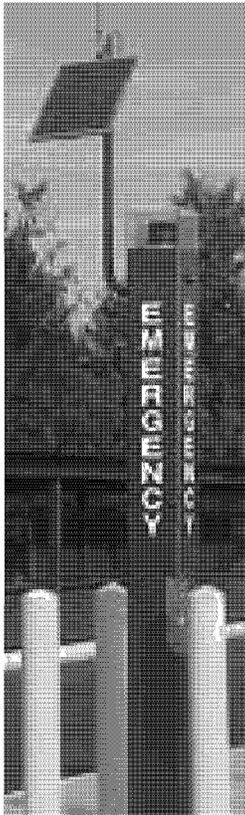
Possibly Commuter Lot parking fees.

**8. If this Project is Delayed, What will be the Effect on your Department?**

**9. Please Describe the Effect of this Project on your Operating Budget.**

Personnel Budget

Expense Budget



# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Information Technology	<b>Project</b>	Replace Storage System	
		<b>Fiscal Year</b>	2013	
<b>Department Head</b>	Mark Hald	<b>Cost</b>	\$120,000	
		<b>Priority</b>	6	of 6

---

**1. Description**

Replace our current Network Attached Storage (NAS) System with a new unit.

**2. Useful Life**            7 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> <b>Schedule Replacement</b> | <b>Increase Personnel Efficiency</b>        |
| <input type="checkbox"/> <b>New or Expanded Service</b>         | <b>Replace Obsolete or Unsafe Equipment</b> |
| <input type="checkbox"/> <b>Other (Please Explain)</b>          | <b>(Explain Disposal of Old Equipment)</b>  |

**4. Justification**

The Town operates a network attached storage system that is over 7 years old. The system is nearing its end of life support date after which support will no longer be provided by the manufacturer and parts will be difficult to obtain. The cost of maintaining this system is increasing exponentially each year as is the cost to procure additional storage capacity.

This system is host to much of the Town's critical data including E-Mail, DocuShare, Munis Financial Databases, GIS data, departmental and individual files shares (L:, O:, and P drives), and various other databases and applications.

The new system will come with a four year support contract, increased performance, and higher capacity to meet the Town's growing storage demands.

**5. How Was this Project's Priority Determined?**

System age and increased maintenance cost.

<b>6. Estimated Cost</b>	<b>\$ 120,000</b>
<b>Less Trade-In (If Applicable)</b>	
<b>Net Cost</b>	<b>\$ 120,000</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

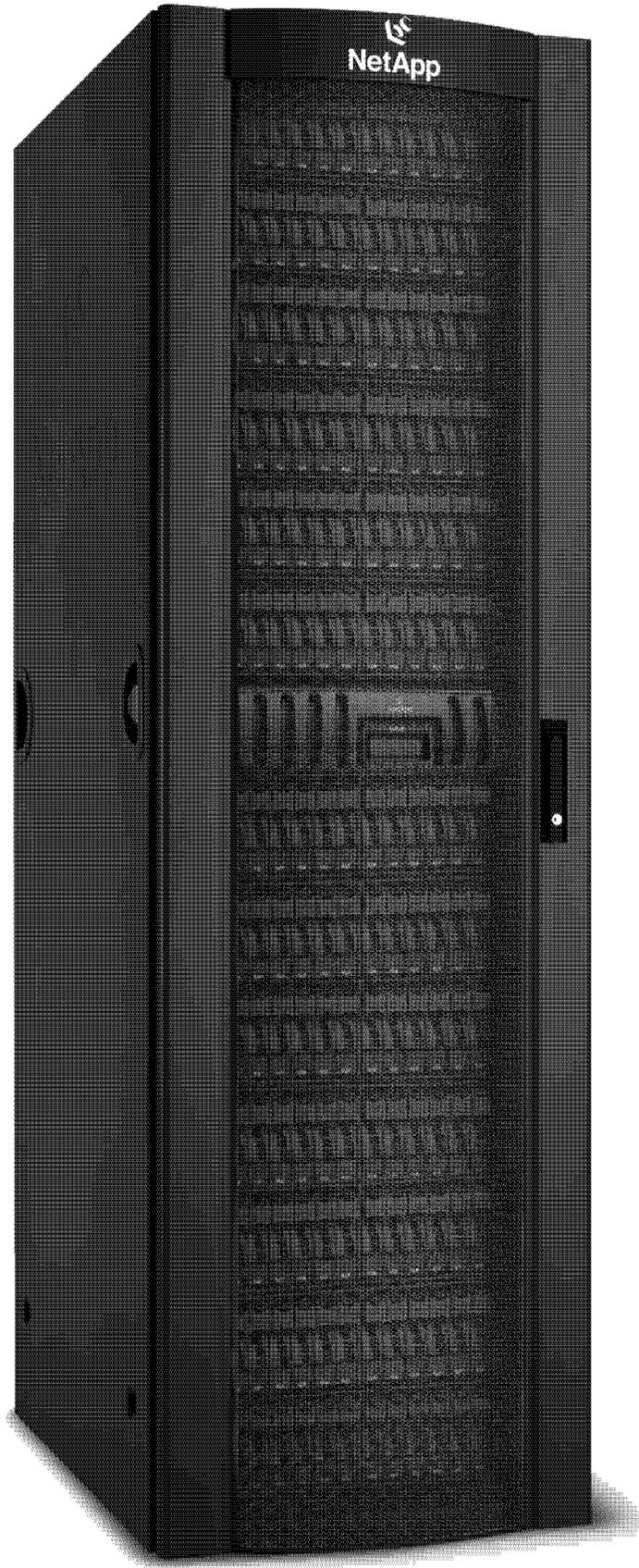
No

**8. If this Project is Delayed, What will be the Effect on your Department?**

As this system gets older increased maintenance cost and decreased reliability will become a factor. Any failures in our current system can impact the availability of the above mentioned services impacting the day to day operation of almost all Town departments. We are also reaching our limits in storage capacity. Our current capacity is 11.6 terabytes of usable space of which 9.8 terabytes has been consumed. Upcoming initiatives such as digitalizing records, electronic permitting, and Munis Content Management will depend on storage capacity that exceeds what is available with our current system. The new system promises 20 terabytes of usable space that will meet the Town's future storage needs over the next 5 to 8 years.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u><b>Personnel Budget</b></u>	<u><b>Expense Budget</b></u>
Increase	Increase
Decrease	Decrease <input checked="" type="checkbox"/>



NetApp



## Memo

**To: Steven L. Ledoux**  
**From: Reorganization (Reorg) Committee**  
**Re: Reorg Proposal**  
**Date: December 15, 2011**

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**Members: Frank Ramsbottom: Building Commissioner, Doug Halley: Health Director, Roland Bartl: Town Planner, Corey York: Town Engineer and Department of Public Works Director, Tom Tidman: Natural Resources Director, Marianne Fleckner: Human Resources Director, Maryjane Kenney: Human Resources Assistant. This past year, Mark Hald: IT Director has become a regular attendee and Dean Charter: Municipal Properties Director has been invited to help clarify space and structure issues regarding reorganization.**

The members of the Reorg group have been meeting since the winter of 2009 to investigate your charge of determining the feasibility of developing a Land Use Department.

### **The Goals and Targets of this Effort**

- Streamlining of functions – and simultaneously realizing that some functions are statutory
- Continuing emphasis on Customer Service – including residential, businesses and contractors
- Planning a one-counter set up for all the land use functions where cross-trained administrative staff provides first-line customer assistance for the myriad of permits and permitting needs.
- Creating an automated self-help permit and building information terminal at the counter with as-needed backed up from the cross trained staff.
- Implementing the Permit Tracking System.
- Digitization of files organizing all files in a unified filing system
- Creating one central paper file system for active and recent files
- Building for tomorrow - predict and plan for growing staff needs and technical build out for 20 years from now
- Continuing with current success in personnel structures - an improved process to keep good staff in Acton

### **The Good, the Bad and the Ugly**

Starting in the spring of 2010, after a series of meetings to select towns similar to Acton which have Land Use Departments, the Reorg group selected eight towns and set up a series of visits to each. For the next six (6) months the group visited these locations and reviewed the physical set up, the permitting software, the training of staff, the use of space and the organizational structure of the facilities. We looked at the similarities between the selected towns and Acton. We then applied this knowledge to pro and con decision making regarding reorganization and the likelihood of adaptability of the lay-out and processes selected by the visited town to our town.

Following are the towns that the Reorg group visited:

**Shrewsbury**  
**North Andover**  
**Concord**  
**Lexington**  
**Weston**  
**Tewksbury**  
**Hopkinton**  
**Westford**

What the group learned is that physical change alone is not significant enough. The need to automate the processes, digitize and archive files, institute a unified permitting software, have the efficiencies of digital and central files and cross-training of staff is necessary for a reorganization to be successful.

With that in mind, the group in the early part of 2011 turned its attention to consultants and in-house knowledge find a way it could implement your request with a successful outcome. We enlisted the help of Dean Charter for structural issues, Mark Hald for permitting software and Justin Snair to explore the use of MUNIS for the reorganization. Dean introduced us to an architectural consultant Kaffe Kang. The group charged with reorganization completed an extensive space needs survey for all the departments that will be involved in the Land Use reorganization. An architect from Kang Associates, Jennifer Pincus, drafted two (2) layout options with structural changes of the Town Hall ground floor/north wing incorporating a customer counter type approach to the new design of the space. She incorporated retaining central files and kept spaces as flexible as possible to adjust to future needs. Tom Tidman has developed a third design which would incorporate a meeting room that would be accessible to the public after hours. Mark Hald reviewed digitizing, GIS, permit tracking, and archiving options over the fall of 2011. Marianne introduced Office Resources to the group and we visited their furniture show room. Office Resources then offered the group three options of moderately-priced modular furniture to fill the open area that would maximize space. The group wanted to be certain to let natural light in as much as possible in their build out of office furniture and partitions. Doug Halley took the task of requesting a proposal from King Information Systems to implement a file and plan imaging strategy and make the conversion to a digital file system in the new organizational structure. In conjunction with this effort Frank Ramsbottom got a comparable quote for evaluation from his current vendor, Applied Microfilm.

We are now at the point of proposing a budget to implement the reorganization and development of a Land Use department with a phase-in approach as a strategy. The reorganization project would begin with a concerted effort to digitize files and records. This minimizes the amounts of files that will have to be moved for the construction work to take place, and maximizes the available space in a new design of the north wing. Ideally, once the digitizing is well under way, the physical reconstruction can begin. Parallel to this, the Reorg Group anticipates implementing the financial and GIS-integrated unified permit tracking system<sup>1</sup>.

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<sup>1</sup> \$200,000 funded for implementation of Permit Tracking System in 2011 (FY12).

## Implementation of Phases

### **PHASE I – Remaining FY12 using existing funds, continuing into the beginning of FY 13** **Digitalizing and archiving Land Use Department files<sup>2</sup>:**

Quote A: King Information Systems - \$.25 - \$.45 per page (in house) \$250,000.  
Quote B: Applied Microimage - \$.11 - \$.30 per page, drawings \$3.00 (off site) \$196,860.

### **PHASE II (A) – FY13 (January and February of 2013) begin move** **Temporary one (1) year office space rental<sup>3</sup>:**

Estimate – Dean Charter quote reviewed from Finance Department \$100,000.  
Moving Expenses (in house estimate) \$ 15,000.

### **PHASE II (B) – Later part of FY13 (starting February/March of 2013) continuing into the beginning of FY14**

#### **Build Out:**

Quote from Kaffee Kang \$242,199.

### **PHASE III – FY14 (October of 2013) moving into new space**

#### **Office furniture and files for new space:**

Quote from Office Resources (estimate) \$ 35,000.

#### **Total:**

Digitizing currently budgeted for FY12 \$ 632,000  
Total amount requested for reorganization <\$40,000.>  
\$597,000.

\*Roof leaks and mold in the North wing need to be addressed in regardless of this project; however it is outside of the scope of this group's charge.

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<sup>2</sup> King Information Systems quote includes working on-site with their staff sorting files. Accepting this quote would need set-up space for King staff and equipment. Applied MicroImage's quote has support functions which are off-site with town staff sorting files, packing and shipping. Staff would need space to sort and ship for Applied MicroImage quote.

<sup>3</sup> The estimated time for temporary office space assumes a maximum of 1 year construction period; hopefully it will be less.

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Municipal Properties	<b>Project</b>	Senior Center Design
		<b>Fiscal Year</b>	2013
<b>Department Head</b>	Dean Charter	<b>Cost</b>	\$140,000
		<b>Priority</b>	1 of 6

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## 1. Description

Funds for the conceptual and schematic designs and budget estimate for a new 14,000 SF Senior Center located on Quarry Road, as proposed in the January 2009 Feasibility Study, and as approved by the Senior Center Building Committee on 9/22/11. The article will be written broadly enough to look at other options and conduct due diligence. The committee would come back at the April, 2014 Town meeting for final design and construction funds, estimated at \$7,500,000

2. Useful Life 50 years

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input type="checkbox"/> <b># New or Expanded Service</b>	<input type="checkbox"/> <b># Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

## 4. Justification

The existing, donated Senior Center, is inadequate in many ways, including lack of parking, lack of sufficient activity space, lack of adequate kitchen for meals programs, and generally poor layout of existing space. It will be too small to accommodate the oncoming demographic bulge (aging baby boomers). None of these issues can be resolved in the present location.

## 5. How Was this Project's Priority Determined?

Based on Town meeting funding of feasibility study in 2007 and establishment of the Senior Center Building Committee by the Board of Selectmen in 2011.

6. Estimated Cost \$140,000

Less Trade-In (If Applicable)  
Net Cost

## 7. Are Non-Town Revenues Available to Reduce Cost?

NO

## 8. If this Project is Delayed, What will be the Effect on your Department?

COA programs will continue in an inadequate facility, providing less than optimum services to seniors.

## 9. Please Describe the Effect of this Project on your Operating Budget.

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase #		Increase #	
Decrease		Decrease	

## 10. Attachments, if Applicable. See attached

## Personnel Improvement Program Proposal – Detail

<i>Department Name</i>	Municipal Properties	<i>Project</i>	Arborist (Tree Climber)	
		<i>Fiscal Year</i>	2013	
<i>Department Head</i>	Dean A. Charter	<i>Cost</i>	\$61,833	
		<i>Priority</i>	1	of 1

---

**1. Description**

Hire a new, full time position to perform street tree work, including tree climbing, on a Certified Arborist level. Duties will include climbing, possible aerial lift operation, tree planting, pesticide applications, and related duties. This position was first requested at least as far back as 2000 for funding in Fiscal 2002.

**2. Useful Life**                      Permanent Position

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |  |  |
|--|--|
| <p><input type="checkbox"/> <b>Schedule Replacement</b></p> <p><input type="checkbox"/> <b>New or Expanded Service</b></p> <p><input type="checkbox"/> <b>Other (Please Explain)</b></p> | <p><input type="checkbox"/> <b>Increase Personnel Efficiency</b></p> <p><input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</b></p> |
|--|--|

**4. Justification**

We have a backlog of tree work that spans at least two to three years. The Crew Leader has a background in Grounds operation, but not an extensive background in arboriculture. Adding this person will allow us to dedicate one crew to grounds, one crew to trees

**5. How Was this Project's Priority Determined?**

Extensive backlog of work, slow response time during storm emergencies.

**6. Estimated Cost**                      **\$61,833 which includes benefits (H-5-A)**  
*Less Trade-In (If Applicable)*  
**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost?**  
 NO

**8. If this Project is Delayed, What will be the Effect on your Department?**  
 Will continue with backlog of work and slow response in storms.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase #	Increase #
Decrease	Decrease

**10. Attachments, if Applicable.**  
 See attached job description

## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Municipal Properties	<i>Project</i>	Windsor Building historic restoration and reuse		
		<i>Fiscal Year</i>	2013		
<i>Department Head</i>	Dean Charter	<i>Cost</i>	\$225,000		
		<i>Priority</i>	2	of	6

**1. Description**

Full restoration of the ground floor of the Windsor Building, which was built as West Acton Fire Station in 1903. This is a follow along project to the exterior restoration, funded by CPA in FY 2011. When restored and rehabilitated, the ground floor will serve as meeting room space for public meetings and activity space for other functions, such as programs for the West Acton Citizens' Library. The upper floor will be used for long term records storage. Project placed on Capital Plan in 2008 for funding in FY 2010.

**2. Useful Life**                      40 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input type="checkbox"/> <b>Schedule Replacement</b>	<input type="checkbox"/> <b>Increase Personnel Efficiency</b>
<input type="checkbox"/> <b># New or Expanded Service</b>	<input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<input type="checkbox"/> <b>Other (Please Explain)</b>	<input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>

**4. Justification**

This building is over 100 years old, and in the heart of the West Acton Historic District and West Acton village. The project will provide much needed meeting room and activity space for Town functions. Reuse of building in this area is in keeping with "Green" concepts and village initiative

**5. How Was this Project's Priority Determined?**

Age and condition of building, opportunity to reestablish public use

**6. Estimated Cost**    **\$225,000**

*Less Trade-In (If Applicable)*

**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost?**

Yes. This would be a valid CPA funded historic preservation project, and an application will be submitted

**8. If this Project is Delayed, What will be the Effect on your Department?**

Little impact on Municipal Properties, but we would continue to have a marginally used building

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	#	Increase	#
Decrease		Decrease	

**10. Attachments, if Applicable. See budget that shows work already completed.**

## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Municipal Properties	<i>Project</i>	Replace heating systems at Fire Stations 2 & 3 DESIGN ONLY		
		<i>Fiscal Year</i>	2013		
<i>Department Head</i>	Dean Charter	<i>Cost</i>	\$80,000		
		<i>Priority</i>	3	of	6

**1. Description**

Feasibility, cost estimate, and construction documents to remove and replace existing heating systems in Fire Station 2 (South Acton) and Fire Station 3 (West Acton). Funds would be requested in subsequent year for actual construction (estimate of \$500,000). This project was placed on the Capital Plan in 2008, with funds requested for FY 2010. Need for system upgrade noted in the 2004 facilities engineering study.

**2. Useful Life**                      40 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |   |  |
|---|--|
| <p># <b>Schedule Replacement</b></p> <p><b>New or Expanded Service</b></p> <p><b>Other (Please Explain)</b></p> | <p><b>Increase Personnel Efficiency</b></p> <p># <b>Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)</b></p> |
|---|--|

**4. Justification**

The existing heating systems are essentially unchanged from when built almost 50 years ago. Systems are prone to failure, and are energy inefficient.

**5. How Was this Project's Priority Determined?**

The original plan was to perform this work as a part of a major project when the new Fire Station came on line. Time frame for that project is uncertain, so the project is being done piecemeal. Condition of existing systems is dire.

**6. Estimated Cost**                                      **\$80,000**  
*Less Trade-In (If Applicable)*  
**Net Cost**

**7. Are Non-Town Revenues Available to Reduce Cost?**  
 NO

**8. If this Project is Delayed, What will be the Effect on your Department?**  
 Continued high energy and repair bills, unreliable system

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
Decrease #	Decrease #

**10. Attachments, if Applicable.**

Budget estimate from MetroWest Mechanical and is several years old. This is a price per each unit, which are virtually identical.









## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Natural Resources	<i>Project</i>	NARA Improvements	
		<i>Fiscal Year</i>	2013	
<i>Department Head</i>	Tom Tidman	<i>Cost</i>	\$44,380	
		<i>Priority</i>	2	of 4

---

**1. Description**

- A. Stain the NARA Bathhouse (last stained in 2004) \$6,980
- B. Replace worn and broken interior stalls, fixtures, paint interior bathhouse, seal bathroom floor \$10,000
- C. Replace deteriorated fence around playground \$18,000
- D. Replace deteriorated dumpster area at bathhouse \$2,500
- E. Air Quality: Administrative office and snack bar \$6,900

**2. Useful Life** A. 5-7 years B. 10 years C. 20 years D. 20 years E. 20 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |  |   |
|--|---|
| <i>Schedule Replacement</i>  | <i>Increase Personnel Efficiency</i>  |
| <input checked="" type="checkbox"/> <b>New or Expanded Service</b> | <input checked="" type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b> |
| <i>Other (Please Explain)</i>                                      | <i>(Explain Disposal of Old Equipment)</i>                                      |

**4. Justification**

NARA Park is beginning to show its age and now requires major maintenance repairs and replacement as lifespan of current items have reached their useful life.

**5. How Was this Project's Priority Determined?**

- A. Maintenance due
- B. Sealing floor is required per health codes, stalls are not functioning, interior painting and fixtures are worn and in need of replacement
- C. Concerns regarding safety, liability and health issues
- D. Current dumpster area has reached its lifespan and is due for replacement
- E. Excessive heat in building, working conditions are intolerable

**6. Estimated Cost** **\$44,380**

*Less Trade-In (If Applicable)*

**Net Cost \$44,380**

**7. Are Non-Town Revenues Available to Reduce Cost?**

No

**8. If this Project is Delayed, what will be the Effect on your Department?**

- A. Bathhouse structure compromised
- B. Bathrooms will remain aged and in need of replacement
- C. Safety and liability issues
- D. Dumpster area unchanged
- E. Ongoing complaints

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase <span style="float: right;"><b>X</b></span>
Decrease	Decrease

**10. Attachments, if applicable.**

*Photos, NARA Bathhouse and bathrooms, playground fence, dumpster area*

## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Natural Resources	<i>Project</i>	Equipment Replacement
		<i>Fiscal Year</i>	FY13
<i>Department Head</i>	Tom Tidman	<i>Cost</i>	\$44,000
		<i>Priority</i>	of

---

**1. Description**

Replace 2001 dump truck

**2. Useful Life**            10 years

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<input checked="" type="checkbox"/> <b>Schedule Replacement</b>	Increase Personnel Efficiency
<input type="checkbox"/> <b>New or Expanded Service</b>	Replace Obsolete or Unsafe Equipment
<input type="checkbox"/> <b>Other (Please Explain)</b>	(Explain Disposal of Old Equipment)

**4. Justification**

Improved reliability  
Reduced maintenance costs

**5. How Was this Project's Priority Determined?**

<b>6. Estimated Cost</b>	<b>\$ 44,000</b>
<i>Less Trade-In (If Applicable)</i>	<i>0</i>
<b>Net Cost</b>	<b>\$ 44,000</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No

**8. If this Project is Delayed, What will be the Effect on your Department?**

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>	<u>Expense Budget</u>
Increase	Increase
Decrease    No change	Decrease    X

**10. Attachments, if Applicable.**

## Capital Improvement Program Proposal – Detail

<i>Department Name</i>	Natural Resources	<i>Project</i>	Arboretum Wildflower Boardwalk	
		<i>Fiscal Year</i>	2013	
<i>Department Head</i>	Tom Tidman	<i>Cost</i>	\$30,000	
		<i>Priority</i>	4	of
				4

---

**1. Description**

Demolish existing (deteriorated) boardwalk, frame and install new deck and posts and top rail, ADA compliant rail system, disposal of old materials.

**2. Useful Life: 25-30 years**

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

<i>Schedule Replacement</i>	<i>Increase Personnel Efficiency</i>
<i>New or Expanded Service</i>	<input checked="" type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b>
<i>Other (Please Explain)</i>	<i>(Explain Disposal of Old Equipment)</i>

**4. Justification**

The wildflower boardwalk at the Arboretum is a beloved and integral piece to a handicap accessible walkway through extensive gardens, forest, ponds and lawn and picnic areas. The area would not be traversable to anyone with disabilities due to the rocky, rutted terrain situated on a steep hillside.

**5. How Was this Project's Priority Determined?**

Safety concerns, public demand, universal accessibility to unique environment.

**6. Estimated Cost**

*Less Trade-In (If Applicable)*  
**Net Cost \$30,000**

**7. Are Non-Town Revenues Available to Reduce Cost?**

Yes, the Friends of the Acton Arboretum, Inc. will make funding available.

**8. If this Project is Delayed, what will be the Effect on your Department?**

Boardwalk is deteriorating so there is potential risk of injury or closure of the boardwalk until it is rebuilt. There have already been 3 closures in the last few years. Frequency of closures will only increase.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase		Increase	
Decrease		Decrease	
No Change	<b>X</b>	No Change	<b>X</b>

**10. Attachments, if Applicable.**

Project Estimate from Fred's Construction Services

# Capital Improvement Program Proposal – Detail

<i>Department Name</i>	NURSING	<i>Project</i>	Website
<i>Department Head</i>	Heather Hurley	<i>Fiscal Year</i>	2012
		<i>Cost</i>	\$5,000
		<i>Priority</i>	1 of 1

---

## 1. Description

Funds to have an independent website designed by an outside contractor. Training for nursing staff to independently manage website after design.

## 2. Useful Life

### 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

Increase Personnel Efficiency

New or Expanded Service

Replace Obsolete or Unsafe Equipment  
(Explain Disposal of Old Equipment)

Other (Please Explain)

Marketing

## 4. Justification

To increase referrals and exposure of the nursing department per results of a contractual study done in fall 2010.

## 5. How Was this Project's Priority Determined?

n/a

## 6. Estimated Cost

\$5,000

Less Trade-In (If Applicable) N/A

Net Cost

## 7. Are Non-Town Revenues Available to Reduce Cost?

No

## 8. If this Project is Delayed, What will be the Effect on your Department?

## 9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Increase

Decrease

Expense Budget

Increase

Decrease X

## 10. Attachments, if Applicable.

See Attached.

(Capital Improvement) **Personnel Program Proposal – Detail**

<b>Department Name</b>	<b>PLANNING</b>	<b>Project</b>	<b>Assistant Planner</b>
		<b>Fiscal Year</b>	<b>2013</b>
<b>Department Head</b>	<b>Roland Bartl</b>	<b>Cost</b>	<b>\$60,000 (plus benefits), 1<sup>st</sup> year</b>
		<b>Priority</b>	<b>1 of 1</b>

**1. Description**

This proposal would add a full time professional staff person in the Planning Department. The position would be a combination of **Assistant Generalist Planner / Preservation Planner** to provide general staff support in the Planning Department and to support the Historic District and Historical Commissions. Workload in the Department is steadily increasing with major focus areas in support to CPC, Planning Board, Acton 2020 (EDC support currently on freeze to focus on Acton 2020), ZBA, BoS for site plan; building plan reviews and zoning enforcement; follow-up tasks related to approved CPA projects (e.g. Caouette land remediation); two rail trails (securing and maintaining funding; and managing two design projects in Acton and neighboring Towns); and an anticipated list of heavy weight implementation priorities from the Acton 2020 mater plan.

In addition to general Planning support, the position would provide new staff support to the Historic District Commission and the Historical Commission. The individual will coordinate administrative support in the commissions' exercise of regulatory responsibilities under State laws and the Acton Bylaws, conduct technical reviews of various proposals and applications, act as staff advisor, consult with and advise prospective applicants, offer planning and program support to the Commissions, develop and execute community outreach and education, and generally support the Town's various historic preservation efforts and initiatives.

The ideal person to fill this position will have specific background and experience in the field of historic preservation planning with sufficient general planning experience to be a Planning Department team member.

**2. Useful Life**            Permanent staff addition

**3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Schedule Replacement</b>               | <input type="checkbox"/> <b>Increase Personnel Efficiency</b>        |
| <input checked="" type="checkbox"/> <b>New or Expanded Service</b> | <input type="checkbox"/> <b>Replace Obsolete or Unsafe Equipment</b> |
| <input type="checkbox"/> <b>Other (Please Explain)</b>             | <input type="checkbox"/> <b>(Explain Disposal of Old Equipment)</b>  |

**4. Justification**

Workload in the Planning Department is no longer manageable with the current staff.

The Historic District Commission (HDC) and the Historical Commission (HC) are the only standing, chartered town boards with regulatory responsibilities in the area of land planning, land use, and land development that currently operate without dedicated staff support. The purposes of this proposal are

- To support the Commissions in their efforts to move to and maintain a higher level of professionalism within the legal frameworks of applicable State laws and Town bylaws;
- To support the commissions in their efforts to improve their exercise of regulatory objectivity, consistency, and predictability;
- To establish the commissions as fully integrated actors within the Town's planning functions;
- To support the commissions as team members alongside the other Town boards with responsibilities in the land use planning policy arena, so that a more unified approach to the Town's Master Plan implementation will be achieved;

- To enhance the commissions' standing and respect in the community;
- To increase the commissions' effectiveness.

Three Local Historic Districts with about 200 properties fall under the jurisdiction of the HDC. The average case load before the HDC is about 40 applications per year ranging from window replacements to full rehabilitations, demolitions, or new construction. Applications require detailed reviews, determinations of applicability and jurisdiction, public hearings, decisions, and adherence to legal standards and processes, notification requirements, and deadlines, etc. The complexity of the applications varies; work is generally comparable to applications before the Planning Board, Board of Appeals, Conservation Commission, et.al.

Under Acton's Demolition Delay Bylaw, the HC has jurisdiction over 400-500 properties on the Acton Cultural Resources List. There are a few applications each year. The recent extension of the demolition delay from 6 to 12 months for properties on the List increases the HC's responsibility to be more engaged in the cases before them, and to actively investigate and pursue alternative options to any proposed demolitions.

During the 2008 outreach effort, *Acton – Today, Tomorrow, Together*, citizens named historic buildings and landscapes among Acton's "most important assets". To the mail survey question "Which would you like to see more of in Acton?" 74% of the nearly 1500 respondents checked that they would like historic homes protected and preserved. Preserving Acton's rural and historic characteristics was a dominant desire throughout the 2008 outreach process. The now ongoing Acton 2020 process (building the plan) has reinforced the earlier public sentiment. Historic preservation through bylaws, permitting processes, education, and assistance is one of the pillars by which this can be achieved.

Thus, historic preservation is an important public priority and community purpose. However, more than with other land use controls, regulations and permits, historic preservation is readily perceived by an individual property or home owner as intrusive/excessive local government control and intervention. Fair process, consistency, education, publicity, and guidance and financial support to affected homeowners help soften the edge. The methods, tools, and words in which historic preservation is delivered are as important as preservation itself.

Additional Professional staff support will help in all of the areas noted in 1. and 4. above.

**5. How Was this Project's Priority Determined?**

<b>6. Estimated Cost</b>	<b>\$60,000 (plus benefits), 1<sup>st</sup> year</b>
<b>Less Trade-In (If applicable)</b>	<b>\$ 0</b>
<b>Net Cost</b>	<b>\$60,000 (plus benefits), 1<sup>st</sup> year</b>

**7. Are Non-Town Revenues Available to Reduce Cost?**

No.

**8. If this Project is Delayed, What will be the Effect on your Department?**

I see myself and Planning Department staff unable to continue and function sustainably and effectively under the current work overload for an indefinite amount of time. The trend I see shows no relief and work load appears to sow a continued upward trend.

**9. Please Describe the Effect of this Project on your Operating Budget.**

<u>Personnel Budget</u>		<u>Expense Budget</u>	
Increase	X	Increase	X
Decrease		Decrease	

Operating expense budget increase will be small relative to the personnel budget increase.

**10. Attachments, if Applicable.**

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Police	<b>Project</b>	Cruiser lights and sirens		
		<b>Fiscal Year</b>	2013		
<b>Department Head</b>	Frank Widmayer	<b>Cost</b>	\$12,000.00		
		<b>Priority</b>	1	of	3

---

## 1. Description

Replacement of cruiser lightbars and siren units (5),

## 2. Useful Life

6 years

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

New or Expanded Service

Other (Please Explain)

Increase Personnel Efficiency

Replace Obsolete or Unsafe Equipment  
(Explain Disposal of Old Equipment)

## 4. Justification

Cruiser lights and sirens are used numerous times during the course of a shift. Wear and tear on this equipment makes it cost prohibitive to transfer more than one or two times. Cost effective to replace the units as new when initially outfitting new cruisers.

## 5. How Was this Project's Priority Determined?

Based on the needs of our department the equipment needs to be updated every few years.

## 6. Estimated Cost

Less Trade-In (If Applicable)

Net Cost \$12,000.00

## 7. Are Non-Town Revenues Available to Reduce Cost?

No.

## 8. If this Project is Delayed, What will be the Effect on your Department?

Equipment failures cause cruisers to be taken out of service. This lessens our potential to respond to emergency situations and adds wear to other cars that must be used in place of out of service vehicles.

## 9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Increase

Decrease

Expense Budget

Increase x

Decrease

## 10. Attachments, if Applicable.

# Capital Improvement Program Proposal – Detail

<b>Department Name</b>	Police	<b>Project</b>	Replace radar units (3)		
		<b>Fiscal Year</b>	2013		
<b>Department Head</b>	Frank Widmayer	<b>Cost</b>	\$7,500.00		
		<b>Priority</b>	2	of	3

---

## 1. Description

Radar units (3)

2. Useful Life 5 years

## 3. Purpose (Please 'X' one of the Boxes and Describe, if Applicable)

Schedule Replacement

New or Expanded Service

Other (Please Explain)

Increase Personnel Efficiency

Replace Obsolete or Unsafe Equipment  
(Explain Disposal of Old Equipment)

## 4. Justification

Some units were replaced in FY 2008. This continues replacement of obsolete radar equipment, and enhances the department's abilities in traffic enforcement and control. Current equipment has been transferred a number of times and maintenance, certification and upkeep are becoming difficult and potentially no longer cost effective.

## 5. How Was this Project's Priority Determined?

## 6. Estimated Cost

Less Trade-In (If Applicable)

Net Cost \$7,500.00

## 7. Are Non-Town Revenues Available to Reduce Cost?

No

## 8. If this Project is Delayed, What will be the Effect on your Department?

Potential issues of certification of equipment for court prosecution of speeding offenses. Taking units out of service, lessening efficiency of the department as parts are becoming cost prohibitive and scarce.

## 9. Please Describe the Effect of this Project on your Operating Budget.

Personnel Budget

Increase

Decrease

Expense Budget

Increase X

Decrease

## 10. Attachments, if Applicable.



## 7. TOWN OF ACTON

The town of Acton, located in western Middlesex County, is approximately 20.3 square miles in area, with .3 square miles of water. Acton has a population exceeding 21,900.

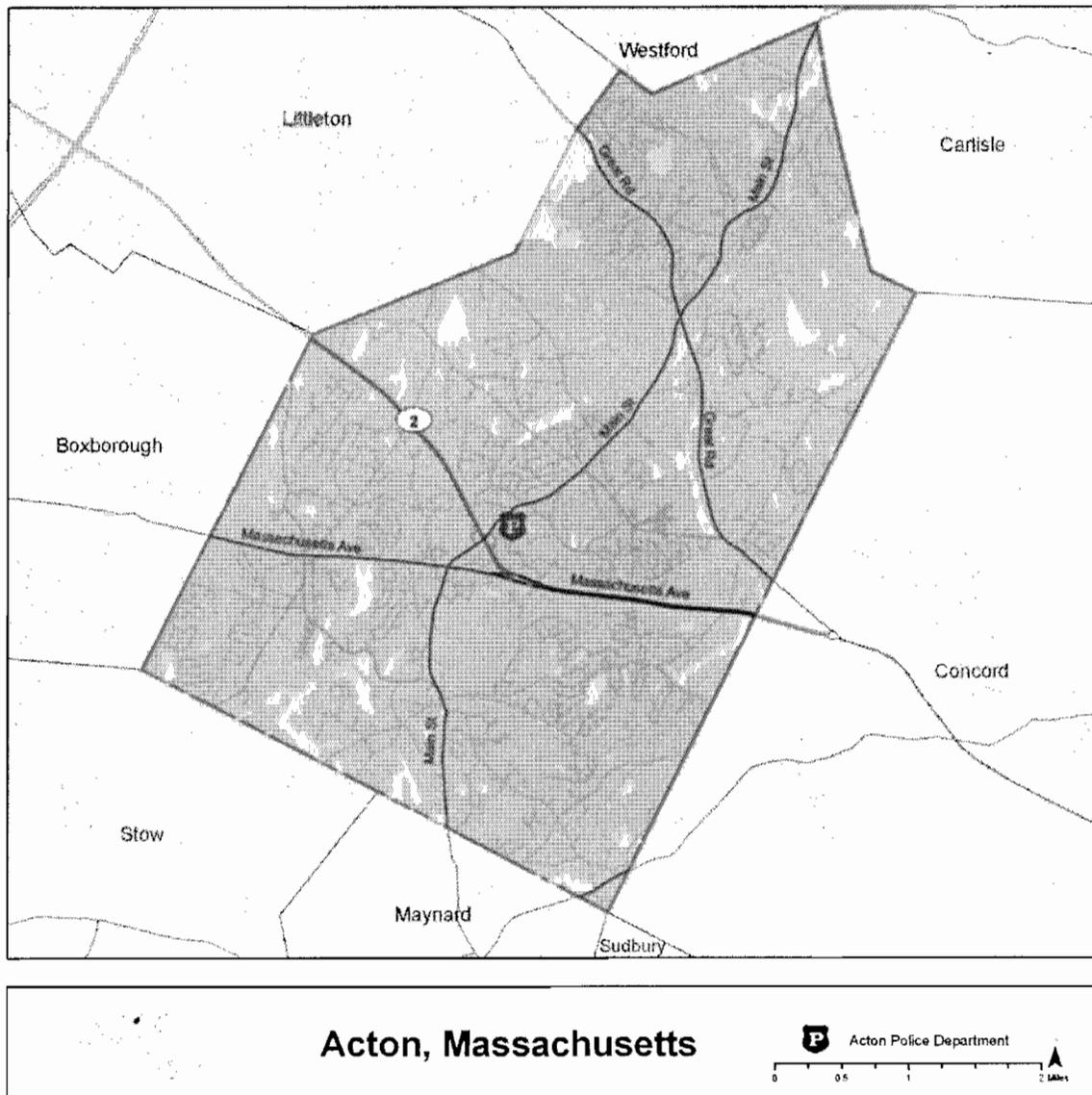


Figure 6 – Acton

A five-person Board of Selectmen and a Town Manager oversee the Town of Acton. The Town Manager is responsible for managing all Town departments, overseeing budgetary, financial, and personnel administration activities.

Acton and Boxborough operate shared junior and senior high schools, R.J. Grey Junior High School and the Acton-Boxborough Regional High School, both of which are located in Acton. The latter was named a Blue Ribbon School in 2009.<sup>17</sup>

### 7.1.1 Operations

The Town of Acton operates the primary communications center for law enforcement and fire from the Public Safety building. While the police chief currently administers the budget, the police chief and fire chief jointly manage the center, to include collective bargaining, personnel issues and training.

**Table 13 – Acton Operational Data**

	Acton		
<b>Staffing Levels</b>			
Sworn or Civilian	Civilian		
1 on duty			
2 on duty	2		
<b>Console Positions</b>	4 – 3 live		
<b>Collective Bargaining</b>	Teamsters		
<b>Operating Procedures</b>			
9-1-1 Call Transfers	All wireless calls are answered by the State Police and transferred to the appropriate PSAP.		
10-codes			
Unit Recommendation for Police	Yes		
Police Status Method	CAD		
EMD Usage	Yes		
Fire Mutual Aid	Yes – Fire District 14		
<b>Response Times (minutes)</b>			
<b>Call Volumes</b>	2008	2009	2010
9-1-1 Wireline	3,458	2,834	3,092
9-1-1 Wireless	1,362	1,246	1,407
Non-emergency/Administrative	68,645	56,152	60,166
<b>Incident Dispatch Data</b>	2008	2009	2010
Police	18,652	19,316	18,504
Fire	3,310	2,901	2,982

<sup>17</sup> This was awarded by the U.S. Department of Education and is the highest honor a school can achieve. More information on the program can be found at [http://en.wikipedia.org/wiki/Blue\\_Ribbon\\_Schools\\_Program](http://en.wikipedia.org/wiki/Blue_Ribbon_Schools_Program).

		Acton		
	EMS	1,462	1,479	1,535
Budget Costs				
	Full-time	\$468,762		
	Part-time			

The communications center has eight full-time and two part-time civilian dispatchers. Minimum staffing is two, with dispatchers working eight-hour shifts. All staff are cross-trained on police and fire/EMS. Dispatch responsibilities rotate on a shift-by-shift basis from police to fire/EMS and vice versa to keep staff current. There is no dispatch supervisor. Concord and Sudbury provide 9-1-1 call back-up for Acton.

All dispatch staff are EMD-certified and provide EMD and pre-arrival instructions.

Ancillary duties of the dispatchers include:

- Entering warrants
- Greeting the public
- Answering all administrative calls into the building
- Monitoring other radio frequencies
- Selling parking stickers
- Answering records questions when department is closed
- Maintaining detail call list
- Maintaining shift call list
- Monitoring CJIS terminals
- Taking animals calls for dog officer
- Monitoring prisoners on CCTV
- Printing and disseminating motor vehicle and arrest information for officers
- Taking inspection calls
- Communicating with fire shift commanders and/or Fire Administration to schedule and/or redirect various inspections

Acton is located in Fire District 14. Mutual aid is provided by other District 14 fire departments. Concord, Maynard, Boxborough, Littleton and Westford provide the first level of assistance during a serious fire. If the fire reaches a 4-alarm status, Ashland Control takes over all dispatch functions for the incident on the regional Fire District 14 frequency.

### 7.1.2 Technology

Acton's IT department provides support for the communications center and understands mission critical technology.

Table 14 – Acton Technical Data

		Acton
Technology		
	CAD	Pamet
	RMS	Pamet
	Additional Systems	Pamet
	Mapping/AVL/GIS	
	Mobile Data	Pamet
	Radio	Police - VHF 154.815 and Fire -UHF 453.175
	Paging	Zetron for Fire/EMS
	Logging Recorder	Nice DLR
	Phone Systems, Servers and Connectivity	VESTA Pallas
	Wireless Phase I and II Capabilities	Yes
	Internet	Yes
	Other Pertinent Technology	Pamet Law and Fire RMS, SigCom Vision 21 alarm box system

Acton's CAD system is Pamet, version 4.0.3.5, originally installed in July 1987 and last updated in November 2010. The workstation uses a Windows operating system and the server is Windows Server 2003 Ent. There is no redundant server. The CAD system is capable of supporting multiple jurisdictions and police, fire and EMS operations. While the CAD system has an ANI/ALI interface, data is manually entered into the CAD system, rather than populating automatically.

The mapping system is ESRI ArcMap 9.2, originally installed May 2009, which includes GIS data for Acton.

HP/Data 911 provides the MDTs, which were originally installed in 1993 and last updated in July 2007. The mobile server is Windows Server 2003 and the software is Biokey Mobilecop version 6.0.

The police department operates on VHF 154.815 and the fire department operates on UHF 453.175. The police base station is located on Great Hill and the fire base station is located at 211 Main Street. The police and fire dispatch consoles are Zetron model 4118, which also provide paging. The consoles were originally installed in April 2005.

The Master Clock is connected to the CAD system, logging recorder, radio consoles, RMS, fire RMS, MDTs and 9 1-1 CPE.

Box alarms come into the Signal Communications Vision 21 located in the communications center. While the Vision 21 is not interfaced with the CAD system, alarm data is pre-loaded into the Pamet CAD.

### 7.1.3 Facility

The Acton Dispatch Center has room for expansion, with the potential for an additional two or three console positions, depending on layout.

Table 15 – Acton Facility Data

		Acton
Facility		
	Capacity	4 dispatch positions
	Condition	Very good
	Redundancy	Generator and UPS back-up
	Size	Dispatch – 36'x30'

## 7.2 Assessment

The Acton communications center dispatches police personnel and fire/rescue personnel. While the police chief currently administers the budget, the police chief and fire chief jointly manage the center. The relationship between the agencies is very good.

Acton has a significant investment in their building, which was built in 2005 and in excellent condition. There are separate areas for the records division, communications center, police operations, holding cells and the fire chief's office area. There is a tiered EOC and a training room/backup EOC, which is networked. The records division handles walk-in traffic during business hours.

Currently, minimum staffing requires one police dispatcher and one fire dispatcher at all times. There is no dispatch supervisor or lead dispatcher. L.R. Kimball recommends Acton strive to increase authorized civilian staff to accommodate a lead/supervisory position. This additional position would also assist Acton in being able to develop and maintain a training and QA program for EMD.

L.R. Kimball recommends continued efforts to identify attainable goals that will improve the Insurance Services Office (ISO) rating within the communications center.

Additional recommendations may be developed as further options are considered regarding any regionalization of services. Regardless of further decisions, Acton should take the above recommendations into consideration to improve services for their citizens, visitors and response agencies.

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