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TOWN OF ACTON
FY 2015
MUNICIPAL BUDGET

VOLUME II

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DECEMBER 16, 2013

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TOWN OF ACTON
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Steven L. Ledoux
Town Manager

Dear Honorable Board of Selectmen:

On the following pages, please find the Town Manager's recommended capital budget for FY15 along with background materials. We commenced Budget review with almost $6 million in capital requests, including $900,000 in labor.

After the "On the Hill" exercise, $4,029,686 was classified as "A" priority. During the subsequent budget review, several proposed capital items were determined to be of such high concern that we opted to try and find funds for them in the FY14 operating budget. These items included replacing the heavy duty truck lift, the fuel pump key system and the replacement of a Municipal Properties vehicle.

Items included in the Capital Budget:

GENERAL FUND

Harris Street Property	$ 440,000
Town Hall HVAC	181,000
Sidewalks	95,000
Council on Aging Kitchen Upgrades	35,000
	$ 751,000

It should be noted that the Harris Street property is also predicated on repurposing two old warrant articles originally slated for the construction of a garage on Cemetery property.

NON-GENERAL FUND CAPITAL

Commuter Lot Improvements	Commuter Parking Lot Fund	$ 400,000
New Rescue/Ambulance	Ambulance Enterprise Fund	260,000
Paramedic School	Ambulance Enterprise Fund	137,280
Recycling Compactors	Transfer Station/Recycling Enterprise	105,000
Advanced Life Support/Paramedic Program	Ambulance Enterprise Fund	70,000
Command Vehicle	Ambulance Enterprise Fund	60,000
Arboretum Parking Lot improvements	Community Preservation Act	45,000
Junior Basketball Court(s)	Community Preservation Act	45,000
Morrison Farm Well	Community Preservation Act	18,259
		$ 1,140,539

Respectfully Submitted,

Steven L Ledoux
Town Manager

General Fund Capital Items	Amount
Harris Street Property	440,000
Town Hall HVAC	181,000
Sidewalks	95,000
Council on Aging Kitchen Upgrades	35,000
Total	**$751,000**

Non-General Fund Capital Items	Amount
Commuter Lot Improvements	400,000
New Rescue/Ambulance	260,000
Paramedic School	137,280
Recycling Compactors	105,000
Advanced Life Support/Paramedic Program	70,000
Command Vehicle	60,000
Arboretum Parking Lot improvements	45,000
Junior Basketball Court(s)	45,000
Morrison Farm Well	18,259
Total	**$1,140,539**

Town of Acton FY 2015 Capital Project Requests **12/16/2013 6:39 PM**

Department	Department Rank	Round 1 Voting Results	Total Score	Project	Total Cost	Running Total
Highway Department	2	A	125	Replace Heavy Duty Truck Lift	88,000	88,000
Municipal Properties	1	A	88	Paint Town Hall	100,000	188,000
Municipal Properties	2	A	81	Town Hall HVAC Replacement	181,260	369,260
Fire	1	A	73	Paramedic Program Start-up	70,000	439,260
Highway Department	1	A	70.2	Replace 1987 Dump Truck	210,000	649,260
Recreation	1	A	69	68 Harris St. Purchase & Renovation	440,000	1,089,260
Fire	2	A	68	Paramedic School	137,280	1,226,540
Municipal Properties	4	A	59	Demolish Asa Parlin House	90,000	1,316,540
COA	1	A	57	Update Kitchen and Appliances	35,000	1,351,540
Municipal Properties	7	A	57	Replace HVAC System at Fire Stations	1,340,887	2,692,427
Fire	3	A	54	New Rescue Vehicle (replacement program)	260,000	2,952,427
Engineering	1	A	50	Sidewalk Replacement	95,000	3,047,427
Recycling and Transfer	1	A	41	Recycling Compactors & Containers	105,000	3,152,427
Highway Department	3	A	39	Replace Fuel Security Key System	35,000	3,187,427
Highway Department	4	A	37	Commuter Lot Improvements	400,000	3,587,427
Municipal Properties	5	A	25	Replace 2007 K-2500	49,000	3,636,427
Municipal Properties	10	A	23	Memorial Library HVAC & Roof Design	75,000	3,711,427
Recreation	3	A	21	Arboretum Parking Lot Improvements	45,000	3,756,427
Recreation	2	A	18	Morrison Farm Well & Community Garden Irrigation	18,259	3,774,686
Recreation	6	A	10	Jr. Basketball Court Renovation Gardner & Goward	45,000	3,819,686
Municipal Properties	1	A	5	Energy Revolving Fund	18,670	3,838,356
Engineering	2	B	0	GIS Storm Water Management	35,000	
Health	1	B	0	Disability and Elder Sensitivity Training	20,000	
Municipal Properties	3	B	0	Windsor Building Historic Restoration and Reuse	550,000	
Municipal Properties	6	B	0	Replace 2007 F550	69,000	
Planning	1	B	0	Historic Districts	45,000	
Planning	2	B	0	Housing Services	42,000	
Recreation	4	B	0	NARA Improvements	46,059	
Recreation	5	B	0	NARA Playground Megaspan Shade Structure	27,758	
				Totals	**$4,673,173**	

Department	Department Rank	Round 1 Voting Results	Round 2 Total Points	Project	Total Cost
Municipal Properties	1	A	118	Arborist (Tree Climber)	63,325
Municipal Properties	2	A	108	Building Maintenance Craftsperson	63,325
Police	1	A	105	Police Officers (4)	143,000
Fire	2	A	82	Station 2 House Officers	313,204
Health	1	A	70	Community Coordinator Administrative Assistance	22,000
Fire	1	A	66	Fire Prevention Secretary (Permanent Part-Time)	28,000
Recreation	1	A	43	Recreation Secretary – 40 Hours	25,862
Building	1	A	36	New Full Time Building Inspector	79,722
Planning	1	B	0	Assistant Planner	86,000
Planning	2	B	0	Sign Inspector	25,000
Building	2	B	0	Increase hours of Part Time Building Inspector to Full Time	60,400
				Totals	**$909,838**

Capital Improvement Program Proposal – Detail

Department Name	**Council On Aging**	***Project***	**Update Kitchen**		
		Fiscal Year	**FY15**		
Department Head	**Sharon Mercurio**	***Cost***	**$35,000**		
		Priority	**1**	*of*	**1**

1. Description

Update kitchen at the Senior Center by replacing the existing tile floor and kitchen cabinetry. Replace commercial grade dishwasher, originally purchased in 1994 when the Senior Center opened.

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

4. Justification

The Senior Center kitchen is used every day (Monday-Friday) for the congregate lunch program and home delivered meals. There are additional meals throughout the month hosted by the COA and area agencies. The Senior Center has been utilized as the Town's Emergency Shelter in which three daily meals were served. The cabinets, flooring and commercial dishwasher are original to the building and are in need of replacement.

5. How Was this Project's Priority Determined?

The Senior Center kitchen is original to the building. The cabinets are more suited to a residential kitchen and do not provide adequate storage. Several of the existing drawers and cabinets are broken. The tile floor cannot be adequately cleaned, becomes quite slippery when wet and again is not well suited for a high traffic commercial kitchen.

6. Estimated Cost	***$35,000***
Less Trade-In (If Applicable)	
Net Cost	***$ 35,000***

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

Not at present

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

Offering luncheons/ home delivered meals is a very important part of the service provided here, for nutrition as well as socialization opportunities for seniors. Having an adequate kitchen to provide these services is vital.

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

Personnel Budget	***Expense Budget***
Increase	Increase x
Decrease	Decrease

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Engineering Department**	***Project***	**Sidewalk**
		Fiscal Year	**2015**
Department Head	**Corey York**	***Cost***	**$95,000**
		Priority	**1** *of* **2**

1. Description

This request is to fund the sidewalk program as prioritized by the Sidewalk Committee.

2. Useful Life 30 years

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

	Schedule Replacement	***Increase Personnel Efficiency***
x	***New or Expanded Service***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)	

4. Justification

The Sidewalk Committee has identified streets in Town that rank as high priority locations for sidewalks.

5. How Was this Project's Priority Determined?

Sidewalks were prioritized by the Sidewalk Committee based on need and the existing infrastructure.

6. Estimated Cost ***$95,000***

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

Net Cost ***$95,000***

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

Existing sidewalk funds will be used in addition to this capital request:
$132,250 was retained from the Skyline Drive Subdivision for the Great Road sidewalk
$250,000 was retained by Alexan Concord for High Street
$134,000 ± has been retained by various funds restricted to Main Street
$287,000 ± has been retained by various unrestricted sidewalk accounts

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

None

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

Personnel Budget		***Expense Budget***	
Increase	None	Increase	None
Decrease	None	Decrease	None

10. Attachments, if Applicable.

This Captial Request for sidewalk construction is in addition to the Highway Department's line item budget for sidewalks. The Highway budget includes an item for the construction and repair of sidewalks. Attached to this form is a list of the Sidewalk Committee's priorties and some preliminary cost estimates.

Print Date: 9/24/2012

Street	Location	Distance	Estimated Survey & Design Cost	Estimated Construction Cost	Estimated Construction Cost	Potential Construction Cost for FY14 & FY15	Potential Survey & Design Costs
Main Street	Great Road (2A/119) to Ledge Rock Way	4,000	in-house	$ 70.00	$ 308,000.00		
Main Street	the gap to Robbins Community	1,000	in-house	$ 70.00	$ 77,000.00	$ 77,000.00	
Parker Street	High Street to Drummer Road	3,650	in-house	$ 55.00	$ 220,825.00		
Willow Street	Kingman Road to Central Street	2,000	in-house	$ 55.00	$ 121,000.00	$ 121,000.00	
Piper Road	Entire Length	3,700	$ 50,875.00	$ 98.09	$ 362,933.00		
River Street	Entire Length	5,000	$ 68,750.00	$ 155.69	$ 778,450.00		
Willow Street	Marian Road to Duggan Road	3,075	$ 42,281.25	$ 104.66	$ 321,829.50		
High Street	Audubon Hill to Parker Street	4,275	in-house	$ 187.00	$ 879,367.50	$ 389,400.00	
Taylor Road	Main Street to Minot Ave	2,000	already funded	$ 80.00	$ 176,000.00	$ 176,000.00	
Minot Ave	Taylor Road to Conant School	600	already funded	$ 55.00	$ 36,300.00	$ 36,300.00	
Great Road	Acorn Park Drive to Nonset Path by Nagog Pond	3,280	in-house	$ 70.00	$ 252,560.00	$ 252,560.00	
Great Road	Davis Road to Main Street	1,600	already funded	$ 70.00	$ 123,200.00	$ 123,200.00	
Great Road	Main Street to Woodvale Condos	2,500	already funded	$ 70.00	$ 192,500.00	$ 192,500.00	
Summer Street	Central Street to Willow Street	750	in-house	$ 55.00	$ 45,375.00	$ 45,375.00	
Stow Street	Maple Street to Martin Street	1,300	in-house	$ 55.00	$ 78,650.00	$ 78,650.00	
				Total	**$ 3,973,990.00**	**$ 1,491,985.00**	**$ -**

Notes:

Construction estimates exclude bridge crossings

Projected Sidewalk Costs for FY2014 & FY2015

Survey & Design Services		$ -
Construction Estimate		$ 1,491,985.00
Total		**$ 1,491,985.00**

Available Funds

Operating Budget		
Sidewalk - FY2014 Budget		$ 268,126.54
Sidewalk - FY2015 Proposed Budget		$ 230,000.00
Exisitng Sidewalk Accounts		
Unrestricted Accounts		$ 287,153.86
Restricted for Great Road (QRCC)		$ 132,250.00
Restricted for High Street (Alexan Concord)		$ 250,000.00
Restricted for Main Street		$ 134,551.88
Total Funds Available		**$ 1,302,082.28**

Funds Needed for FY2015		**$ 189,902.72**

Existing Sidewalk Funds

Print Date: 9/24/2012

Development Type	Street	Restricted	Additional Notes	ENDING BALANCE
PCRC	Central Street	Restricted	Central Street	$ 346.87
BOA	Powdermill Road, Concord MA	Restricted	for sidewalk construction in Acton in the vicinity of th	$ 166,666.67
Subdivision	Skyline Drive & Meyer Hill Drive	Restricted	Great Road	$ 132,250.00
SPSP	Main Street	Restricted	Main Street	$ 50,000.00
SPSP	Eastern Road	Restricted	Main Street	$ 4,350.00
Wireless	Main Street	Restricted	Main Street	$ 20,220.00
SPSP	Main Street	Restricted	Main Street	$ 3,600.00
Comp Permit	Main Street	Restricted	Main Street	$ 2,500.00
Wireless	Main Street	Restricted	Main Street	$ 22,000.00
Golf	QRCC	Restricted	Main Street	$ 22,981.88
Building Permit	Monument Place	Restricted	Main Street - between Qaurry & Ledge Rock	$ 5,500.09
Common Drive	Triangle Farm Lane	Restricted	Pope Road	$ 1,630.00
Wireless	Main Street	Restricted	Prospect Street	$ -
Subdivision	Tupelo Way	Restricted	Prospect Street or Central Street	$ 144.98
Subdivision	Guswood Road	Restricted	School Street or Laws Brook Road	$ 3,750.00
Subdivision	Cindy Way	Restricted	South Acton	$ 112.02
Subdivision	Parmley Drive	Restricted	South Acton	$ -
Subdivision	Jesse Drive	Restricted	West Acton	$ 2,670.00
Subdivision	MILL CORNER	Restricted	Prospect Street or Central Street	$ 1,106.63
			Subtotal Restricted Funds	**$ 439,829.13**
ATM	General Fund Articles	Unrestricted	1998 ATM - Article 23 - Sidewalks	$ 8,723.17
ATM	General Fund Articles	Unrestricted	1999 ATM - Article 13 - Sidewalks	$ 16,646.97
ATM	General Fund Articles	Unrestricted	2007 ATM - Article 21A - Sidewalks	$ 178,349.48
SPSP	Knox Trail	Unrestricted	n/a	$ 3,160.00
Subdivision	Andrew Drive	Unrestricted	n/a	$ -
SPSP	Great Road	Unrestricted	n/a	$ 3,000.00
Subdivision	Conquest Way	Unrestricted	n/a	$ -
Subdivision	Agawam Road	Unrestricted	n/a	$ 14,535.00
Subdivision	Fort Pond Road	Unrestricted	n/a	$ 3,300.00
SPSP	Keefe Road	Unrestricted	n/a	$ 9,360.00
BOA	Harris Street	Unrestricted	n/a	$ 2,000.00
Subdivision	High Street	Unrestricted	n/a	$ -
Wireless	Main Street	Unrestricted	n/a	$ 7,500.00
SPSP	Main Street	Unrestricted	n/a	$ 11,400.00
SPSP	Main Street	Unrestricted	n/a	$ 679.35
Wireless	Knox Trail	Unrestricted	n/a	$ 6,720.00
Wireless	Main Street	Unrestricted	n/a	$ -
SPSP	Hayward Road	Unrestricted	originally for Hayward/Main Intersection	$ 1,640.89
SPSP	Powder Mill Road	Unrestricted		$ 3,960.00
Subdivision	Pope Road	Unrestricted		$ 10,000.00
	School Street Sidewalk	Unrestricted	n/a	$ 1,179.00
	Willow Street Sidewalks	Unrestricted	n/a	$ 5,000.00
			Subtotal Unrestricted Funds	**$ 287,153.86**
	Sidewalk Gifts		Joe Tassone/ Finance - found this account	$ 40,550.00
	Edmond McNiff		Joe Tassone/ Finance - found this account	$ 121.41
SPSP	IDYLWILDE FARM SIDEWALKS		155-6/30/78 - 100-4/9/75	$ 5,000.00
SPSP	Mobile Main & Prospect		Site Plans	$ 371.43
	LUNN & SWEENEY-SIDE			$ 6,675.00
			Subtotal Other Funds	**$ 52,717.84**
			Total	**$ 779,700.83**

Capital Improvement Program Proposal – Detail

Department Name	**Engineering Department**	***Project***	**GIS Storm Water Management**
		Fiscal Year	**2015**
Department Head	**Corey York**	***Cost***	**$35,000**
		Priority	**2** *of* **2**

1. Description

This is a Capital Request for the creation of a GIS Database for storm water management. The database will used for compliance with our EPA General Permit. The database will leverage GIS and improve upon our Departmental efficiencies in our inspections, tracking, project planning, and our overall daily operations.

2. Useful Life 30 years

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

Schedule Replacement

x ***New or Expanded Service***

Other (Please Explain)

Increase Personnel Efficiency

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

4. Justification

This database will allow us the ability to improve upon our current methods for collecting, managing and analyzing information from our daily tasks and inspections for compliance with mandated reporting requirements and project planning.

5. How Was this Project's Priority Determined?

The Town GIS is a valuable tool that needs be leveraged to its fullest capacity to best promote it's effectiveness for normal operations as well as during emergency situations. This database will allow the Town to keep the data up-to-date while improving our overall coordination and sharing of information for planning future projects and analyzing the effectiveness of existing tasks. The potential fines attached to non-compliance to the EPA requirements and the additional workload, inspections, etc... were a major element in determining this priority

6. Estimated Cost ***$35,000.00***

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

Net Cost ***$35,000.00***

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

We are not aware of other revenue sources that could be used for this project

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

Additional workload causing further delays and potentially exposing the Town to being fined for non-compliance.

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

Personnel Budget		***Expense Budget***	
Increase	None	Increase	None
Decrease	None	Decrease	None

10. Attachments, if Applicable.

We've attached a copy of my

DEPARTMENT OF PUBLIC WORKS

GIS Implementation Proposal

Storm Water Management System

Date: May 15, 2013

TOWN OF ACTON

COREY YORK

TOWN ENGINEER / DPW DIRECTOR

We have put together this brief summary to express our interest in developing a GPS application and database for Acton's storm water management system. We envision the storm water management component as one of the first steps in our overall approach to implement a DPW system that integrates GIS into our daily routine, reporting mandates, emergency response protocols and general public inquires. We have chosen to start with the storm water management to improve upon how we manage the drainage infrastructure, comply with mandated reporting requirements such as the EPA MS4 general permit and project future projects and costs. Our goal is to have a strategy moving forward to implement similar types of applications and databases for the other DPW related operations such as traffic signs, road paving, etc… As you know, the Town has GIS and we are beginning to develop ways to effectively populate the system with vital information to leverage its capabilities and streamline our processes. We want our approach to implement ways that will help staff, streamline & integrate our processes, and become a valuable resource to the public seeking information. We are also interested in being able to integrate our system with the Town website to allow individuals a way to submit inquires or report other issues such as potholes, drainage related problems, etc… The Town's IT department is working on a town-wide strategy and implementation plan to continual improve upon and import information into GIS. We want to work within their objectives to begin the implementation of our own initiatives for operational and inspectional procedures while utilizing GIS. Our approach should set the stage for improved analysis and project planning for our crews as well as for the management team.

The IT Department has been working on the GIS and establishing databases for various components of information across the spectrum of Town Departments. The first step in this process will be to assess the existing databases to determine the appropriateness of the existing format and structure. If it is deemed necessary to re-structure the databases, we would be looking for the consultant to propose the revised format to improve the data structure. Our goal is to establish new databases for DPW projects and operations that will correlate seamlessly with the GIS. I've enclosed the list of existing files with the Town's GIS showing these databases and identifying where data is located and which files are empty in the GIS.

As for this project, we want to implement a database structure that allows us the ability to collect, relate and analyze information related to our drainage system. The structure should allow us the ease and flexibly to manage and update this information in a logical, user-friendly and concise manner. The database(s) will contain pertinent information related to the existing features (material type, pipe sizes, structure type, sumps, invert elevations, etc…), and the operational/inspectional information such as dry season flows, material condition, damage or clog reports, inspector info, etc… for better record keeping, tracking and future planning. The information should be structured so that it aids our ability to comply with any applicable reporting requirements such as with the EPA storm water permits, etc… For future inspectional tracking, we envision the crews having a GPS unit to log-in work orders such as catch basin cleaning, flushing pipes, repairing damaged structures, etc… The application for the GPS units should be setup to be user-friendly such as allowing the user to easily "check-in" to the drainage structure and self-populate with most of the routine data and then allow them the ability to add notes or a photo relative to what they witnessed or the work that was performed. We want the data collection and the inspectional screens to be easy to use and have pull-down menu when possible

to maintain consistency in the information. The method for data collection and logging inspections should simplify the note taking process, allow for user-friendly operations, and streamline our abilities to collect, compile and analyze this information.

The formatting of the database should be structured to allow us the ability to analyze the data for project planning, identifying trends that might help to target future inspections and/or prioritize our needs, establishing preliminary cost estimates or drafting conceptual designs. As an example, we want to be able to locate corrugated metal pipes and schedule their replacement, identify which catch basins have been cleaned and target others that may have not been done or are determined to need more frequent cleanings. We also see the GIS as a source to attach watershed information so that we can quickly determine drainage areas and pinpoint sources of pollutants or other issues. The databases should have a consistent manner to maintain relationships to other pertinent data in the GIS to allow information to be joined for future tracking of water quality, illicit connections, drainage improvements, etc…

For budgetary purposes, we'll need to develop a funding strategy/phasing that works within the fiscal budget timeframes. Once the database is in-place, we envision hiring an outside firm to inventory the Town's drainage system and populate the database. The budgetary considerations will be dependent on the Town's existing financial structure. If the project could be phased, we may have some funds remaining in this fiscal budget (FY2013) that will end on June 30th. We will already have funding allocated for the next fiscal year (FY2014) that could be used for this project. Lastly, the Town is initiating the next round of budget proposals for Fiscal Year 2015 and we'll be making our requests this fall. If the various costs and phases were broken out, we would be able to align the steps within the existing budgets and formulate a proposal for the next budget process this fall/winter.

As we stated above, initially we want to create the database structure for our drainage system, but would like to be cognizant of the fact that we are trying to implement an overall GIS application for the DPW operations. A traffic sign database is the next phase in our approach as we are currently updating the Town's existing Traffic Rules and Orders. As the existing sign inventory is compiled, we want to file structure for this information to easily correlate within our GIS. We want to develop these databases so that a relationship in GIS allows us to locate the signs and easily maintain the pertinent data such as sign specifications, images, inspectional information, etc… This technology is somewhat new to our department, but we want to be sure that our approach on these projects is logical and easy to maintain/update with the GIS and the data is consistent with other entities for our reporting and analysis needs. Access and ability to maintain the data is crucial so that our operations will benefit and make our reporting processes easier and more accurate in the future. The consultant chosen shall specialize in this technology and have expertise in public works operations. The consultant should have or be able to develop a system with all the pertinent information and an application that allows a user friendly way to collect, view and analyze the data. As we get our operations in-place, we want to implement a future system that allows the public a way to report issues such as potholes, street lights out, drainage issues, sign requests, etc… Lastly, we would want the consultant to be able to provide the necessary training to Town staff on the system, database, GPS project application, etc. and provide user

friendly instruction/reference (cheat) sheets to be used by the Town if needed after the project is complete and in operation.

This proposal is a general overview of the goals for our storm water management system and how it fits into the overall plan to integrate our DPW operations more seamlessly with GIS. As part of our proposal, we need to be aware that in order to move this project forward in a timely manner that it needs to be coordinated so that it works within the limits of our existing financial structure. Please don't hesitate to contact me with any other questions, comments or concerns related to this proposal.

4/29/13
KLA

Catalog

Location: Acton.SDE.swControlValve

- Toolboxes
- Database Servers
  - Add Database Server
- Database Connections
  - Add Database Connection
  - Connection to core-database-2.sde
    - Acton.SDE.BASEDATA
      - Acton.SDE.BLDG
      - Acton.SDE.CEMETERY
      - Acton.SDE.CONTOUR
      - Acton.SDE.CONTROL
      - Acton.SDE.DOCK
      - ✓ Acton.SDE.DRAINAGE FLOODWALL, CULVERT, DITCH, DAM...
      - ✓ Acton.SDE.DRIVEWAY DRIVE-UND, DRIVEWAY
      - Acton.SDE.DTM
      - Acton.SDE.DTM_BREAKLINES
      - ✓ Acton.SDE.FENCE FENCE, GUARDRAIL, HEDGE
      - Acton.SDE.GRID
      - Acton.SDE.HYDRO
      - Acton.SDE.HYDRO_LN
      - ✓ Acton.SDE.INFRA TRAFFIC-SIGN, POLE, LIGHT
      - Acton.SDE.LANDCOVER
      - ✓ Acton.SDE.MISC_PT RADIO ?
      - ✓ Acton.SDE.PARKING PAVED, UNPAVED
      - Acton.SDE.RAIL
      - ✓ Acton.SDE.ROAD PAVED, UNPAVED, BRIDGE, MED-ISLAND
      - ✓ Acton.SDE.ROAD_LN CURB
      - Acton.SDE.ROADCL
      - Acton.SDE.SPORT
      - Acton.SDE.SPOT_ELEV
      - ✓ Acton.SDE.SWALK BITUMINOUS, NACKS
      - Acton.SDE.TRAIL
      - Acton.SDE.TREE
      - ✓ Acton.SDE.WALL WALL, RETWALL, STONEWALL, SIDEWALK
    - Acton.SDE.CEMETERY
    - Acton.SDE.CONTOURSANDSPOTELEVATIONS
    - Acton.SDE.DRAINAGE
      - ✓ Acton.SDE.Stormwater_Collection_Net_Junctions
      - ✗ Acton.SDE.swControlValve Empty
      - ✗ Acton.SDE.swDischargePoint
      - ✗ Acton.SDE.swFitting
      - ✓ Acton.SDE.swGravityMain
      - ✓ Acton.SDE.swInlet
      - ✓ Acton.SDE.swLateralLine
      - ✓ Acton.SDE.swManhole
      - ✓ Acton.SDE.swNetworkBasin
      - ✓ Acton.SDE.swOutfall
      - ✓ Acton.SDE.swOutlet
      - ✗ Acton.SDE.swPumpStation Empty
      - ✗ Acton.SDE.swSystemValve
    - Acton.SDE.FEMA_FLOOD
    - Acton.SDE.GROUNDWATER_ZONES
    - Acton.SDE.MASSGIS
    - Acton.SDE.PARCELS
    - Acton.SDE.SEWER
    - Acton.SDE.THEMATIC

ENGINEERING-RELATED GIS FILES

✓ = file has data
X = file has no data

ALSO → SWEASEMENT ✓
+
SWEASEMENTLINES ✓
(UNDER ACTON_STORMDRAIN.MDB)

4/29/13
KKA

Catalog

Location: L:\Projects\Other Projects\GIS Storm and Sewer Project

- L:\
- L:\Projects\Other Projects
- L:\Projects\Other Projects\GIS Storm and Sewer Project
  - Acton_SanitarySewer.mdb
    - Sewer_Collection
      - Sewer_Collection_Net
      - ✓ Sewer_Collection_Net_Junctions
      - X ssCleanOut EMPTY
      - X ssControlValve
      - X ssDischargePoint
      - X ssFitting
      - ✓ ssForceMain
      - ✓ ssGravityMain
      - ✓ ssLateralLine
      - ✓ ssManhole
      - X ssMeter EMPTY
      - ✓ ssNetworkStructure
      - X ssServiceConnection EMPTY
      - X ssSystemValve
    - ✓ Questions
    - ✓ SwingTie
    - ✓ swingtieanno_all
  - Acton_StormDrain.mdb
- L:\Public\Jan2013_ToConcordGIS\Jan2013_ToConcordGIS
- O:\Engineering\FEMA\Middlesex County Preliminary Release 1.1
- O:\GIS\GPS DATA
- O:\GIS\GPS DATA\QuickProject 2013-03-13 155158
- O:\GIS\Kelleys Corner Study Area
- O:\Planning\DATA FOR GIS\TEST DEM
- P:\GIS Layer Updates\Approved
- P:\kalexander\GPS General
- Toolboxes
- Database Servers
  - Add Database Server
- Database Connections
  - Add Database Connection
  - Connection to core-database-2.sde
    - Acton.SDE.BASEDATA
    - Acton.SDE.CEMETERY
    - Acton.SDE.CONTOURSANDSPOTELEVATIONS
    - Acton.SDE.DRAINAGE
    - Acton.SDE.FEMA_FLOOD
    - Acton.SDE.GROUNDWATER_ZONES
    - Acton.SDE.MASSGIS
    - Acton.SDE.PARCELS
    - Acton.SDE.SEWER
      - ✓ Acton.SDE.Sewer_Collection_Net_Junctions
      - ✓ Acton.SDE.ssForceMain
      - ✓ Acton.SDE.ssGravityMain
      - ✓ Acton.SDE.ssLateralLine
      - ✓ Acton.SDE.ssManhole
      - ✓ Acton.SDE.ssNetworkStructure
      - ✓ Acton.SDE.SwingTie
      - ✓ Acton.SDE.swingtieanno_all
    - Acton.SDE.THEMATIC
    - Acton.SDE.WATER_SYSTEM

(Same as above)

ENGINEERING-RELATED GIS FILES

✓ = file has data
X = file has no data

Town of Acton Massachusetts
Stormwater Database Support
Preliminary Cost Estimate

Vanasse Hangen Brustlin, Inc.

Task	Project Manager Technical Professional 13 $155/hr		Engineer / Task Manager Technical Professional 9 $115/hr		Junior Engineer Technical Professional 5 $85/hr		Engineer Technician Technical Professional 3 $55/hr		Direct Expenses	Total	
	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost		Hours	Cost
Database Creation	**62**	**$ 9,610**	**90**	**$ 10,350**	**140**	**$ 11,900**	**0**	**$ -**		**292**	**$ 31,860**
Review existing data	16		20		20						
Discuss goals/uses of database	10		10								
Develop draft framework	8		12		30						
Review draft framework	8		8								
Build final framework	4		8		30						
Database documentation	8		12		20						
Migrate existing data to new framework	8		20		40						
Data Collection	**100**	**$ 15,500**	**188**	**$ 21,620**	**532**	**$ 45,220**	**432**	**$ 23,760**	**$ 29,268**	**1,252**	**$ 135,368**
Develop mobile application	20		40		60						
Field Data Collection*	60		108		432		432				
Desktop upload and final clean up	20		40		40						
Travel ($0.55/mi - 40 miles round trip)									$ 1,188		
Traffic Safety (approx $500/day) (police or private management company)									$ 27,000		
Staff meals ($10/day/person)									$ 1,080		

*108 miles at approx 2 mile per day

Capital Improvement Program Proposal – Detail

Department Name	**Fire Department**	***Project***	**Paramedic Program Start-up**
		Fiscal Year	**2015**
Department Head	**Patrick J. Futterer**	***Cost***	**$70,000.00**
		Priority	**1** *of* **3**

1. Description

Specialized equipment needed to establish an ALS program includes items such as Intravenous solutions, needles, tubing, start kits. Intubation kits for airway maintenance to include laryngeal blades, handles, tubes, tube tamers. Medications need to be purchased and maintained.

2. Useful Life Most items used in patient care are one time use only. Some items can be cleaned and reused but only after disinfecting the items.

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

	Schedule Replacement	***X***	***Increase Personnel Efficiency***
X	***New or Expanded Service***		***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

4. Justification

This is part of the new ALS program being instituted for Acton Fire Department. These items are mandated to carry by the Office of EMS for MA.

5. How Was this Project's Priority Determined?

Through the protocols for OEMS.

6. Estimated Cost ***$70,000.00***

Less Trade-In (If Applicable)

Net Cost

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

N/A

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

We would be unable to start the ALS program.

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

Personnel Budget	***Expense Budget***
Increase	X Increase
Decrease	Decrease

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Fire Department**	***Project***	**Paramedic School**		
		Fiscal Year	**2015**		
Department Head	**Patrick J. Futterer**	***Cost***	**$137,280.00**		
		Priority	**2**	*of*	**3**

1. Description: To enhance the staffing of Acton Fire Department EMS Division we need to have 4 current EMT Basics go to Paramedic school.

2. Useful Life:

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

	Schedule Replacement	***Increase Personnel Efficiency***
X	***New or Expanded Service***	***Replace Obsolete or Unsafe Equipment***
	Other (Please Explain)	***(Explain Disposal of Old Equipment)***

4. Justification: The Paramedic program which has been started needs to be enhanced with more Paramedics. An agreement with OEMS to allow us to provide ALS services included the process of obtaining two Paramedics per ambulance. This will help fulfill that agreement.

5. How Was this Project's Priority Determined? This is part of the Paramedic agreement with OEMS and our Regional Medical Officer.

6. Estimated Cost: **$137,280.00**

Less Trade-In (If Applicable)

Net Cost

7. Are Non-Town Revenues Available to Reduce Cost? Possible Federal grants to start up the program.

8. If this Project is Delayed, What will be the Effect on your Department? Possible failure to comply with the Paramedic agreement with OEMS and a failure to be able to continue ALS services.

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

	Personnel Budget		***Expense Budget***
	Increase	X	Increase
	Decrease		Decrease

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Fire Department**	***Project***	**New Rescue Vehicle (replacement program)**		
		Fiscal Year	**2015**		
Department Head	**Patrick J. Futterer**	***Cost***	**$260,000.00**		
		Priority	**3**	*of*	**3**

1. Description- Rescue (ambulance) to be utilized for a second ambulance and placing Rescue 33 into reserve status. This was taken out of the FY13 and 14 budget.

2. Useful Life 5-7 years

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

X	***Schedule Replacement***		***Increase Personnel Efficiency***
	New or Expanded Service		***Replace Obsolete or Unsafe Equipment***
	Other (Please Explain)	***X***	***(Explain Disposal of Old Equipment)*** (The ambulance with the most mileage will be placed into a reserve status)

4. Justification-This ambulance will replace a 2007 model year. This vehicle has 69,183 miles as of September 2013.

5. How Was this Project's Priority Determined? This was determined by a review of the current vehicles and staffing. An additional rescue should be in place, 24 x 7 365 and the purchase of a new unit will provide us with a newer more trustworthy, reserve unit.

6. Estimated Cost $260,000.00

Less Trade-In (If Applicable)

Net Cost N/A

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

8. If this Project is Delayed, What will be the Effect on your Department? The unit will get older, more repairs would have to be paid for and its resale value would be less.

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

Personnel Budget	***Expense Budget***
Increase	X Increase
Decrease	Decrease

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**HEALTH**	***Project***	**Disability and Elder Sensitivity Training**
		Fiscal Year	**2015**
Department Head	**Doug Halley**	***Cost***	**$20,000**
		Priority	**1** *of* **1**

---

1. Description

These funds will support a UMMS' Commonwealth Medicine Division effort to develop and deliver disability and elder sensitivity training for van drivers and dispatchers for the MinuteVans and the COA van.

2. Useful Life Personnel

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

	Schedule Replacement	***Increase Personnel Efficiency***
X	***New or Expanded Service***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)	

4. Justification

The Town's transportation service provides four accessible vans. It is increasingly important that dispatchers and drivers providing the service have the latest sensitivity training to continue delivering appropriate service for people with disabilities and elders.

5. How Was this Project's Priority Determined?

The transition to CrossTown Connect dispatch services provides an opportunity to develop a sensitivity training model that can be utilized by any town..

6. Estimated Cost	***$20,000***
Less Trade-In (If Applicable)	***N/A***
Net Cost	***$20,000***

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

There are no non-town revenues currently available.

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

Delay of this proposal would require alternate funding to be sought from grant opportunities or to risk sensitivity issues occurring as dispatchers and drivers interact with people with disabilities and seniors.

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

Personnel Budget		***Expense Budget***	
Increase	$22,000	Increase	No affect
Decrease		Decrease	No affect

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Highway Department**	***Project***	**Replace 1987 Dump Truck**
		Fiscal Year	**2015**
Department Head	**Corey York**	***Cost***	**$210,000**
		Priority	**1** *of* **4**

1. Description

The Highway Department is proposing a Capital Request to replace one of the 1987 Mack dump trucks that is used on various DPW projects and is part of the winter maintenance fleet. This vehicle is equipped with a dump/spreader unit for de-icing the roads during the winter months and other construction-related projects.

2. Useful Life 25 years

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

X	***Schedule Replacement***		***Increase Personnel Efficiency***
	New or Expanded Service	***X***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

4. Justification

We would like to replace the entire unit with a new multi-use body that allows the crew to utilize this equipment on other projects such as for paving projects. The Town of Stow has a similar piece of equipment and we found that it was beneficial to be a productive and very useful technology.

5. How Was this Project's Priority Determined?

The existing dump truck is about 27 years old and is expected to need some major engine and transmission work soon. The last three dump trucks that were replaced were in service for about 22-25 years. The expected useable service life is around 25 years.

6. Estimated Cost ***$210,000.00***

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

Net Cost ***$210,000.00***

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

Chapter 90 Program could be used to purchase the vehicle and equipment, but these monies are already being considered as part of the road infrastructure maintenance program.

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

Based on the typical replacement schedule, some of our existing equipment will need to remain in service for about 27-31 years and its expected service life is only about 25 years. The last three (3) dumps trucks only lasted about 22-25 years. This will extend some of our trucks beyond their expected service life and we would anticipate a decrease in the equipment's reliability and an increase in the repair and maintenance costs.

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

Personnel Budget		***Expense Budget***	
Increase	None	Increase	None
Decrease	None	Decrease	None

10. Attachments, if Applicable.

We've attached a copy of the Mechanic's maintenacne and inpsection record and information related to the new vehicle and equipment.

Ballard Mack Sales and Service, Inc.

Location:	1 Mack Drive, Avon, MA 02322	
Internet Address	www.ballardmack.com	
Contract Manager	Brian Buckley	
Phone	(508) 559-0771	
E-mail	bbuckley@ballardtrucks.com	
2014 Mack GU712 Cab and Chassis as per detailed specs	$105,300	
Dump Body and Equipment	$20,094	
Godwin Dump Body		
Dump Body Hoist		
PTO & Hydraulic Pump		
Reservoir, Valve		
Control Levers		
Electric Load cover		
BP 100A Pintle hook w safety D rings		
Trailer Plug, Holdown Bars (4)		
Chock Blocks w/holders		
Rubber Flaps Front/Rear Wheels		
Back-up Alarm		
Body Lift Alarm		
Federal Lights and reflectors		
Whelen DOT 3102H Strobe system		
LED Beacon on roof		
Poly Fenders over rear wheels	$656	
Coal door	$353	
Plow Hitch and Equipment	$3,636	
Baker/Flink Plow Hitch		
Plow Lights		
Hoses		
Baker Flink #2PR554U Plow - 10 ft	$9,292	
Baker Flink #2PR554U Plow - 11 ft	$10,080	
		$140,119
Shop Rate:	$110/hr	
Parts Discount (Off OEM MSRP):	30.5%	
24 Hour On-site Warranty:	No	
24 Hour Roadside Repair:	No	
Towing:	No	

J.C. MADIGAN INC.
450 OLD UNION TURNPIKE
LANCASTER , MA.

SALES DEPT.
TEL.(978)833-8315
FAX(781)545-6708

QUOTE :TOWN OF ACTON HWY DEPT

TO SAM @ GARAGE FROM JOHN DWYER

A)10' (7 TO 8 CUYDS) PAINTED CARBON STEEL HYDRAULIC "NO HOIST" DUMP/SPREADER HIWAY MODEL DO-AL INSTALLED ON A TOWN SUPPLIED CHASSIS UNDERCOATED PAINTED HI-WAY YELLOW.

SPECIFICATIONS INCLUDE

1) STEEL CABSHIELD W/ RECESSED WHELEN LED FLASHERS
2) SIDE MOUNTED ACCESS LADDER
3) BACKUP AND LIFT ALARMS
4) AUTOMATIC TARP SYSTEM W/ ASPHALT COVER
5) HI TEMP./ AR BELT OVER CONVEYOR CHAIN W/ AUTOMATIC OILER
6) FRONT, CENTER, & REAR MUDFLAPS
7) HEAVY DUTY MATERIAL SCREENS
8) UNDERBODY STAINLESS SPILL PLATE
9) REAR MOUNTED WHELEN LED FLASHERS & 4" WORKLIGHT
10) SWING AWAY REAR DUAL SPINNER ASSEMBLY
11) 8" REAR ELEVATOR W/ HI-TEMP BELT AND REAR SPEED CONTROLS

B) TRANSMISSION MOUNTED HOTSHIFT PTO CENTRAL HYDRAULIC SYSTEM WITH IN-CAB CONTROLS AND VALVES TO OPERATE DUMP, SCRAPER, AND POWER BEYOND

1) (2FFL) MANUAL SANDER CONTROLSWITH LINES PIPED TO THE REAR WITH STAINLESS

C) EVEREST CUSTOM PLOW FRAME MODEL MT INSTALLED WITH HOOD MOUNTED PLOWLIGHTS AND CLAMP JAW STYLE QUIK COUPLER BOX

D) 10' MANUAL ANGLE UNDERBODY SCRAPER ROOT MODEL F-55 INSTALLED WITH IN-CAB PRESSURE CONTROLS

PRICE $62865.00

OPTIONS :
1) POLY FENDERS OVER THE REAR WHEELS ADD $650.00
2) (3) FRAME MOUNTED POLY PRE-WET SADDLE TANKS W/ ELECTRIC PRE-WET SYSTEM ADD $4800.00
3) STAINLESS STEEL UPGRADE (STILL WAITING ON FACTORY PRICING)

NOTES !! 11 FT UNIT NOT AVALIABLE USE 92" CA W/ MACK CHASSIS

APPROVAL_____DATE_____

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	RD 685P	1987	58	M 70898

Fuel Type: ( ) CNG (X) DIESEL ( ) LNG ( ) LPG ( ) GASOLINE ( ) OTHER _____

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

GVWR: 41000	Fuel Usage (mi/gal):	
Engine Type: 4 cyl	6 cyl	8 cyl
Transmission Type: Manual	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					NA
Heater					
Lights		X			
Upholstery		X			
Paint		X			
Glass				X	
Jack			X		
Radio AM/FM					NA
Radio – 2-Way		X			
Tires:		X			
R Front			X		
L Front			X		
R Rear			X		
L Rear			X		
Spare					NA

APPENDIX A: VEHICLE PURCHASE REQUEST FORM page 2 of 2

Mechanic's Narrative

Truck #58 is in the same shape as #57. Same ills. Cab has been Redone will need to Redone in forture. Same Problem's on State inspection. Has been a sander for 26 yrs. It has been good Truck untill Last couple of years. Has had clutch replacement. will need Engine work in near forture should be replaced ASAP

Mechanic's Signature

9/20/13
Date

Hi-Way DO-AL No Hoist Dump Spreader

The **DO-AL** may be used year-round for road maintenance and deicing with the ability to spread virtually any dry material. The unique spinner assembly swings out to eliminate interference with "no-hoist" dumping.

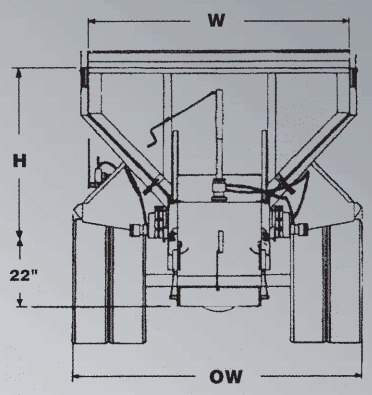
DO-AL Standard Features:

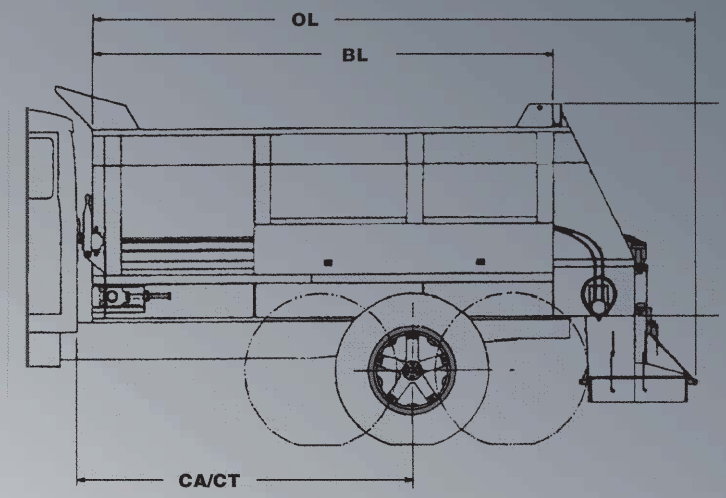
- Heavy-duty 7-gauge hopper and stakes with 1/4" (6.3mm) conveyor bottom and sills. Also, includes built-in toolboxes.
- A manually operated swinging rear endgate that allows for controlled material flow or high-speed no-hoist dumping.
- A hi-torque/hi-speed selector valve, in-cab manual control valve with independent control of conveyor and spinner, built-in relief valve, and 20-gallon (75.7 liters) reservoir with filter and indicator with all hoses and fittings.
- A fully-enclosed hinged hydraulic drive spinner with two internal deflectors, 24" (61cm) diameter spinner including six bolt-on hardened fins and six-section enclosed baffle to control material application.
- A 34" wide heavy-duty pintle chain conveyor system with 1/2" x 1-1/2" (1.3cm x 3.8 cm) crossbars. The conveyor is driven by two 6:1 reduction single-pinion spur gear drives.
- A quick-disconnect mounting kit to enable quick removal and mounting of spinner without the use of tools.

Optional Equipment:

- A 24" (61cm) wide self-storing discharge elevator that includes a variable speed control, hydraulic winch, hose, and fittings. Unit is designed with a 180° swivel for left, right, or rear discharge.
- A #4 belt-over-chain conveyor or a #4 hi-temp belt-over-chain conveyor with a temperature range of -10°F to 300° F (-23°C to 148°C) for handling hot asphalt mix and/or petroleum based products.
- Cab shield, inverted "V", and screens are just some of the other options available.

DO-AL Specifications





BL Inside Body Length	W Inside Body Width	OW Overall Width (w/ fenders)	OL Overall Length	H Height	Struck Capacity	Rounded Capacity	Overall Conveyor Width
9' (2.74 m)	86" (218 cm)	96" (244 cm)	147" (373 cm)	55.25 (140 cm)	5.7 yd^3 (4.4 m^3)	6.81 yd^3 (5.25 m^3)	34" (86 cm)
10' (3.05 m)	86" (218 cm)	96" (244 cm)	159" (404 cm)	55.25 (140 cm)	6.5 yd^3 (5.0 m^3)	7.77 yd^3 (5.97 m^3)	34" (86 cm)
12' (3.66 m)	86" (218 cm)	96" (244 cm)	183" (465 cm)	55.25 (140 cm)	7.6 yd^3 (5.8 m^3)	9.18 yd^3 (7.01 m^3)	34" (86 cm)
14' (4.27 m)	86" (218 cm)	96" (244 cm)	207" (5.26 cm)	55.25 (140 cm)	9.0 yd^3 (6.9 m^3)	10.90 yd^3 (8.35 m^3)	34" (86 cm)

Truck CA/CT*	Spreader Shipping Weight (Approx.)
84" (213 cm)	4200 lbs. (1910 kg)
84" & 102" (213-259cm)	4500 lbs. (2040 kg)
102"-108" (259-274 cm)	4800 lbs. (2180 kg)
120" (305 cm)	5100 lbs. (2315 kg)

*Typical Cab to Axle measurement. Please consult federal, state and local weight laws and chassis manufacturer's rating to ensure neither government weight restrictions nor the GVWR and GAWRs are exceeded.

Hi-Way NEW LEADER
Highway Equipment Company
Building the best since 1939.

Highway Equipment Company
1330 76th Ave. SW • Cedar Rapids, IA 52404-7052
Phone: (319) 363-8281 or (800) 363-1771
Fax: (319) 286-3351 or (800) 363-8267
Online: www.highwayequipment.com
E-mail: information@highwayequipment.com

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Capital Improvement Program Proposal – Detail

Department Name	**Highway Department**	***Project***	**Replace Heavy Duty Truck Lift**
		Fiscal Year	**2015**
Department Head	**Corey York**	***Cost***	**$88,000**
		Priority	**2** *of* **4**

1. Description

The Highway Department is proposing a Capital Request to replace the existing heavy duty truck lift in the Highway Department garage. The existing heavy duty vehicle lift system is 40 years old and has some faulty safety equipment.

2. Useful Life 25 years

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

Schedule Replacement		***Increase Personnel Efficiency***
New or Expanded Service	***X***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
Other (Please Explain)		

4. Justification

The existing vehicle lift malfunctioned while working on one of the Town vehicles. The technician was able to lower the lift so the mechanic could remove the vehicle, but it was discovered that the safety equipment is not working on the rear portion of the lift unit. The technician evaluated the system and provided some alternatives to correct the equipment. The existing lift is about 40 years old. The first two options fixed the immediate problems, but left the other part of the lift unit in-tact. The issue with these alternatives is that the equipment is already 40 years old and we will have to repair or replace those components with the added cost of having the technicians come back to remove and retrofit onto the newer equipment. The third option replaces the entire 40-year old lift system with a new unit. The new lift systems, unlike our existing vehicle lift, are self-contained so that any potential leaks will be prevented from polluting the ground.

5. How Was this Project's Priority Determined?

The existing lift is 40 years old and well beyond its expected service life. The safety equipment on the rear portion of the lift is not operational and is a serious hazard for the staff working in/around the garage.

6. Estimated Cost ***$88,000.00***

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

Net Cost ***$88,000.00***

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

Chapter 90 Program may be able to be used to replace the vehicle lift system, but these monies are already being considered as part of the road infrastructure maintenance program.

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

The mechanics need to continue to use the faulty lift system in order to maintain the heavier equipment. If the project is delayed, we will need to seek other alternatives to repair or replace the lift to restore the safety of the Town staff.

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

Personnel Budget		***Expense Budget***	
Increase	None	Increase	None
Decrease	None	Decrease	None

10. Attachments, if Applicable.

We've attached a copy of the quote provided by the technician and some literature on a possible new lift system.

RAY JURGEN
PROFESSIONAL VEHICLE SERVICE EQUIPMENT

May 7, 2013

CHARLES WILLETT
TOWN OF ACTON HIGHWAY DEPT.
14 Forest Road
Acton, Massachusetts 01720

Re: Lift Repair or Replacement

Charles:

We are pleased to present the following proposals to replace the rear cylinders on your Heavy Duty In-Ground Truck Lift. I have given you three options as requested. All options include removing the two existing rear cylinders and pouring a concrete vault for the new rear cylinders. Our prices assume normal digging conditions. The presence of rock, water or contaminated soil will result in additional charges. We would be happy to furnish a more detailed scope of work, and product specification if you decide to proceed and need to put the project out to bid. Please call with any questions or if you need further information. Our proposals are:

	Price
Option I:	
Replacing the two rear cylinders with two new cylinders. These cylinders will have Multi-Position Locking Legs. This option includes a rebuilt cylinder for the front that includes a Multi-Position Locking Leg. We would not replace the existing front steel frame.	**$59,500.00**
Option II:	
Same as Option I, but with a new front cylinder rather than a rebuilt	**$66,400.00**
Option III	
Same as Option II, but with new Front Frame and controls, including Hydraulic Wheelbase Adjustment. (Complete lift replacement	**$78.500.00**

Sincerely,

Joe Palfini

RAY-JURGEN CO., LLC ■ 115 CROSS STREET ■ BRISTOL, CONNECTICUT 06010
TOLL FREE 1-877-480 LIFT (5438) ■ OFFICE 860-585-0111 ■ FAX 860-585-0491
www.rayjurgen.com

Capital Improvement Program Proposal – Detail

Department Name	**Highway Department**	***Project***	**Replace Fuel Security Key System**
		Fiscal Year	**2015**
Department Head	**Corey York**	***Cost***	**$35,000**
		Priority	**3** *of* **4**

1. Description

The Highway Department is proposing a Capital Request to replace the existing electronic fuel key system. This fuel key system is about 28 years old and is used by all Town Departments, including the Schools.

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

4. Justification

The security fuel key system is about 28 years old. The new fuel key system will work with the Town's existing technology to eliminate the need for additional keys and allows us more flexibility for tracking and monitoring of the fuel, vehicles and staff. The new fuel system could also be adapted with some additional technology to allow the vehicles to automatically communicate with the fuel system during a fill-up to track mileage, engine codes and other pertinent data. This technology will enhance our existing reporting requirements for Green initiatives as well as improve our tracking ability for maintenance purposes.

5. How Was this Project's Priority Determined?

The existing equipment is 28 years old and beyond its expected service life. We want to replace the aging equipment before a major problem arises and causes undue delays for the work crews, inspectional staff, and the school buses.

6. Estimated Cost ***$35,000.00***

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

Net Cost ***$35,000.00***

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

Chapter 90 Program may be able to be used to replace the fuel system, but these monies are already being considered as part of the road infrastructure maintenance program.

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

The mechanics will continue to monitor and maintain the existing fuel system.

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

Personnel Budget		***Expense Budget***	
Increase	None	Increase	None
Decrease	None	Decrease	None

10. Attachments, if Applicable.

We've attached a copy of the quote provided by the technician and some literature on a possible new security fuel key system.

Northeastern Petroleum Service and Supply Inc.
37 Brookley Road • Jamaica Plain, MA 02130
617-522-8390-8391-8392
Industrial Measurement and Control Division
617-522-6060-6061

MEMBER PEI PETROLEUM EQUIPMENT INSTITUTE

QUOTATION & CONTRACT FORM

To: Acton Highway Department
14 Forest Road
Acton, MA 01720

No. 092013
In reply, refer to this number

Date: 09/20/13

Attention Of: Corey York

Your Inquiry: Fuelmaster Fuel Management Equipment

Gentlemen:
We are pleased to submit quotation on our interpretation of your requirements, subject to terms and conditions printed on reverse side of this proposal.

Thank you for this opportunity to quote you on a FuelMaster AIM2.4 fuel management system. The AIM2.4 system uses AIM modules that are connected to your vehicles on board computer. The module identifies the vehicle, captures the odometer reading, and many engine codes. It is automatic and theft proof. It does not require operator interaction, although an operator ID number can be entered on the key pad of the reader pedestal if operator tracking is desired. The AIM2.4 system will also work with keys. The keys can be replaced with AIM2 modules as your budget allows.

The cost for the standard black keys are $4.20 each. The cost for the colored keys are $4.40 each and are available in blue, green, orange, and red. Please determine how many keys will be needed and add the cost to the Fuelmaster quote. I recommend purchasing keys for the vehicles you intend to use AIM modules on. The installation of the AIM modules could take awhile, depending on how quick your mechanic installs them. In the mean time the vehicles could fuel immediately using the keys.

The cost for AIM2.4 single tank modules are $250.00 each. The cost for AIM2.4 modules with vehicles that have two tanks are $315.00 each. Please determine how many vehicles will be outfitted with AIM2.4 modules and add to the above Fuelmaster quote.

Fuelmaster will send a factory representative to train your mechanic on installing AIM modules on ten vehicles of your choice.

If you decide to just start with a key system only, but have the system AIM2.4 ready, then deduct $2,995.00 from the Fuelmaster quote for factory AIM2 training. If you only want a key system and not AIM ready, then deduct an additional $2,227.00 from the quote.

☐ Northeastern Petroleum Service and Supply Inc.
☐ Industrial Measurement and Control Div.

PURCHASER

By _____
DULY AUTHORIZED AGENT

Date _____

By Paul McMahon

Paul McMahon, Sales Manager
TITLE

Terms and Conditions printed on reverse side of this sheet, and any attachment hereto, constitute a part of this quotation and contract.

Northeastern Petroleum Service and Supply Inc.
37 Brookley Road • Jamaica Plain, MA 02130
617-522-8390-8391-8392
Industrial Measurement and Control Division
617-522-6060-6061

MEMBER PEI PETROLEUM EQUIPMENT INSTITUTE

QUOTATION & CONTRACT CONTINUATION SHEET

FUELMASTER EQUIPMENT

QTY.	DESCRIPTION	NET TOTAL
1	FuelMaster FMU 3500 Plus Prokee / RF Tag Fuel Management System. The following is included with the system: 1 – FMU 3500 Plus Prokee/RF tag Master Unit 1 – Windows Plus software 1 – Prokee encoder 1 – Network card 1 – AIM2 Installation Training 2 – Additional hose controllers 1 – Start Up & software training **Note:** Please determine how many keys and AIM2 modules are required and add to the above price.	$17,782.00
1	Fuelmaster prox card reader. (See note Below)	$795.00

NOTES:
Your IT person will need to be on site when the software is installed and when the start up is scheduled. They will need to give us an IP address for the Fuelmaster head.

IT will need to provide us with an available network switch in the far corner of the garage nearest the fueling island to connect our CAT 5 cable to. The tire room would be a good location for the switch. We cannot exceed 250' with our CAT 5 cable from the island reader to your network switch.

Fuelmaster has advised us that your key fob and prox card work on different frequencies. One is high and the other is low. We can only outfit the reader to read either the key fob or the prox card, but because you would like to assign keys to your employees rather than vehicles I don't think the prox or fob would work. We program our leys with an employee ID, pump selection, pump limits. Because of this setup using a fob or prox card would be redundant.

See Next Page For Electrical Quote

Northeastern Petroleum Service and Supply Inc.
37 Brookley Road • Jamaica Plain, MA 02130
617-522-8390-8391-8392
Industrial Measurement and Control Division
617-522-6060-6061

MEMBER PEI PETROLEUM EQUIPMENT INSTITUTE

QUOTATION & CONTRACT CONTINUATION SHEET

ELECTRICAL QUOTE

- Disconnect all wiring to the Gasboy reader and two dispensers.
- Re pipe all rigid conduit properly. Furnish all explosion proof fittings in their proper sequence.
- Install a new pulsar rigid conduit between the dispensers and over to the Fuelmaster pedestal. Install four sets of 18/2 shielded cable from the dispensers to the Fuelmaster pedestal.
- Install an explosion proof junction box under the dispenser closest to the building. Remove the old communication cable in the ½" conduit back to the building. Extend from the junction box under the floor over to the new reader in rigid conduit. Install a new shielded category 6 communication cable from the reader to the building. Terminate the cable by the fuel island electrical equipment. Acton IT person to provide network switch in the far corner of the garage closest to the fueling island.
- If the wiring can be reused, box the two ¾" rigid conduits with power wiring with explosion proof boxes. Reconnect the conduit to the reader for each dispenser. Install new wires from each dispenser to the reader.
- Furnish and install a 3-pole 60 amp shunt trip circuit breaker panel for emergency disconnecting means for the fuel island. Have the present power feed for the panel go through this breaker. Furnish and install an emergency shut off means on the outside of the building facing the island. Pushing this button will shut off all electricity to the island.
- Furnish and install all necessary signage at the pumps, on the building and at the shunt trip circuit breaker.
- This quote is based upon re use of all underground raceways.
- Obtain an electrical permit to perform this work.

The cost for the above labor and materials is $16,996.00

PRICING SUMMARY

FUELMASTER FMU3500PLUS SYSTEM $17,782.00
(Less AIM modules, keys, & optional prox. Reader)

ELECTRICAL WORK.....$16,996.00

GRAND TOTAL.....$34,778.00

FUELMASTER®

Fuel Management Systems & Technology

RDCU Technology

ONE SOLUTION

Affordable • Accurate • Convenient

FuelMaster® RDCU technology p

- Wireless data collection from vehicle ECM or on-board computer
- Ability to capture vehicle error messages
- Affordable cost saving solutions with no monthly fees
- Unlimited access to your vehicles' data
- Optional ingress/egress capture of fleet vehicle entering and leaving site
- Expandability & compatibility with gate control and fuel management system

Contact your FuelMaster® representative today to learn more.

Made in the USA

Syn-Tech Systems, Inc. Home of FuelMaster
100 Four Points Way, Tallahassee, FL 32305
850-878-2558 • 800-888-9136 • www.marketing@myfuelmaster.com

Syn-Tech Systems, Inc. ©

FUELMASTER 3535

Passive Mobile System

FuelMaster® Mobile FMU 3535 provides the key to tracking fuel and vehicle information anywhere, anytime.

***FuelMaster*® FMU 3535** mobile system is the key to tracking fuel and vehicle information anywhere, anytime.

The Automotive Information Module (AIM2®) has made collecting vehicle data and fueling transactions easier than ever before.

The ***FuelMaster*® FMU 3535** mobile system provides the same RFID technology for remote fueling locations as currently available on the fuel island. Access to the FMU 3535 can be by RFID (AIM2®), local authorization of fleet cards, smart card, or Prokee®. The RFID system requires no entry of data, but collects the odometer and other information directly from the vehicles computer when the AIM2® module is installed on the vehicle.

This mobile fuel management unit (FMU) operates like the fuel island FMU and can be downloaded by telephone line, direct PC connection, cell modem, and wireless network (802.11).

Call your local ***FUELMASTER*®** representative about automating your mobile fueling trucks now. Information on fuel delivery and wet hosing has never been easier to collect.

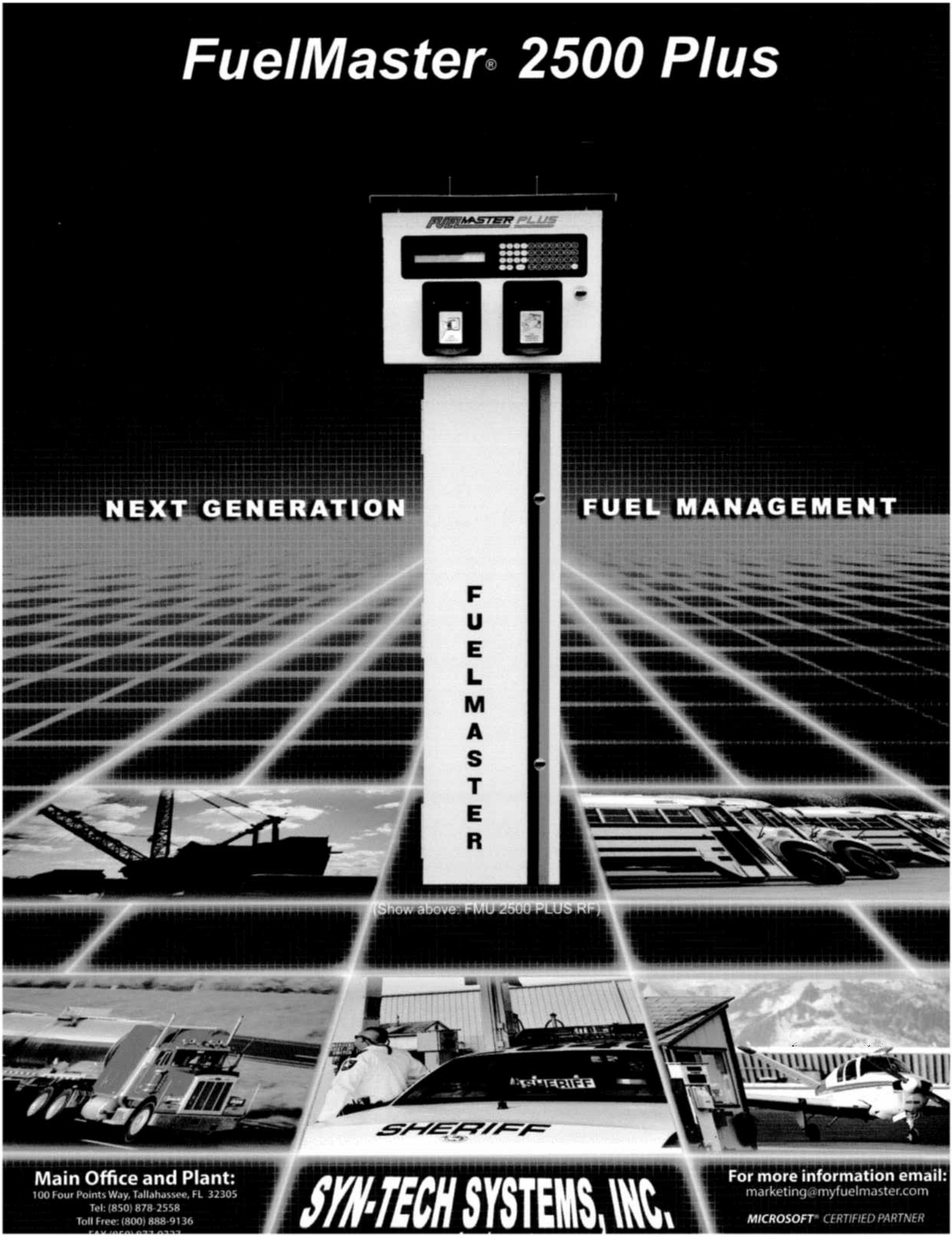
Contact your FuelMaster® representative today to learn more.

Syn-Tech Systems, Inc. Home of FuelMaster

100 Four Points Way, Tallahassee, FL 32305 (850) 878-2558 • (800) 888-9136 marketing@myfuelmaster.com

Syn-Tech Systems, Inc. ©

FuelMaster® 2500 Plus



Benefits

The best just keeps getting better! ***FueMaster®*** saves you money by eliminating manual tracking of fuel transactions and increasing accountability. The same reliable ***FuelMaster®*** equipment that's been the fleet managers' choice for years has been upgraded to increase productivity and provide a quicker return on investment...usually within the first year!

FuelMaster® engineers and technicians provide the best product support service in the industry. Toll-free support directly to your fuel island, as well as PC to PC training and assistance, saves you time and money. ***FuelMaster®*** doesn't stop there! Its flexibility permits numerous, diverse uses; e.g., a gate opener, car wash activator, or controlling access to chemicals, to name a few. Consider a ***FuelMaster®*** **Fuel Management System** ...and start saving money today!

The ***FuelMaster®*** 2500 Plus series adds additional features that make it the most effective fuel management system on the market for many years to come. Flash memory has been added to permit updating the fuel island operating system without changing chips. The Plus system has increased memory and processor speed and the database has been upgraded to Access 2000. The Plus system also supports a network card to permit Internet access. ***FuelMaster®*** software now has more flexibility in the customization of reports. ***FuelMaster®*** also communicates directly with electronic dispensers to permit interfaces with blended MPDs and the capability of remotely changing dispenser prices.

Features

Electronic Read/Write keys and cards are great for fleet operations or gas club members. PROKEE®s are high strength, plastic composite keys containing nonvolatile, read/write memory chips, which can be encoded with confidential information to control access to dispensers and streamline product transaction data.

FuelMaster®'s patented **radio frequency tag system** takes driver data entry out of the information collection equation. The odometer or chronometer data, along with other information is automatically collected by the island fuel management unit without driver effort. An AIM (automotive information module) unit is installed on the equipment and collects and stores information and sends it to the fuel management unit by RF during fueling operations. This system works concurrently with the use of PROKEE®s or smart cards so that the (AIM) units may be added to equipment currently using electronic read/write access devices.

The ***FuelMaster®*** 2500 Plus' capabilities to support **self-serve retail applications** have also been increased. As well as being on an ever increasing number of credit card networks, prepaid smart cards and PROKEE®s can be issued to customers. The system operator may also enter up to 300 credit card numbers of repeat customers with a specified discount for each. The Plus system also returns more credit card information and settle-up data to the PC software for easier tracking of fuel purchases.The ability to price fuel at multiple remote sites has been enhanced to ensure you're in control of your fuel.

A real-time, on-site **journal printer** can provide hard copy backups of all transactions. A **receipt printer** is also available.

FuelMaster® is a leader in the **alternative fuels** arena... from CNG to E85! ***FuelMaster®*** can control and measure any liquid or gaseous fuel. Leaders in the alternative fuels field chose ***FuelMaster®*** because of its reliability and ease of maintenance.

Based on **odometer/hour readings**, the system calculates vehicle efficiency and fuel consumption and alerts the driver and supervisor to maintenance requirements.

The addition of a **tank monitor interface kit** permits automatic reconciliation of tank levels with ***FuelMaster®***'s declining balance. ***FuelMaster®*** interfaces with most popular tank monitors.

The ***FuelMaster®*** system may be expanded to control an almost limitless number of fueling sites. Each site consists of a master unit with up to eight satellites.

FuelMaster® is warranted for one year from date of installation or fifteen months from date of shipment.

Modular design and construction ensure reliability and ease of maintenance of your ***FuelMaster®*** Fuel Management System. Site operators can quickly and easily change-out modular components, if necessary, with the assistance of ***FuelMaster®*** technicians.

The central controller (a PC operating on **Windows 98 or higher**) generates comprehensive transaction reports and invoices.

Transaction data can be easily exported to most **fleet maintenance programs**.

If you are looking for reliability and flexibility, look no further. The purchase price is only part of what you pay for a fuel management system. Repairs and system downtime also cost you money, making reliability a key ingredient in achieving return on your investment. We encourage you to talk with ***FuelMastser®*** owners, particularly those who have previously used other brands of fuel management.

FUELMASTER System Planning Guide

The ***FuelMaster®* System Planning Guide** is provided to project requirements for a ***FuelMaster®*** Fuel Management System. This guide is not to be used as a reference for installation of ***FuelMaster®*** Products. An installation manual will be provided for reference during installation.

To assure optimum performance, all ***FuelMaster®*** Fuel Management Systems must be either installed or initialized (certified) by Syn-Tech Systems' factory trained personnel. Final certification must be accomplished jointly by the Customer and Syn-Tech factory trained personnel. Contact your ***FuelMaster®*** salesman or call Syn-Tech Customer Support (1-800-888-9136) for assistance with any questions not adequately addressed in this guide.

SYSTEM DESCRIPTION. ***FuelMaster®*** Fuel Management Systems consist of equipment designed to automate control and accountability of fuel or any metered liquid or gas product.

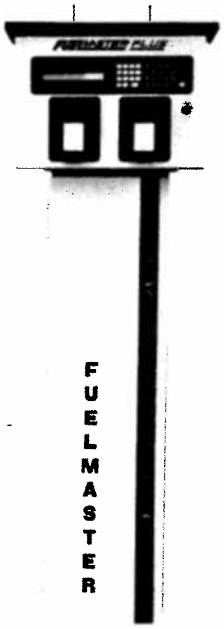
The base system contains all equipment necessary to accomplish control and accountability and consists of a fuel island controller called a Fuel Management Unit (FMU), Windows software for your PC (Central Controller), some type of access device, e.g. credit cards, Smart Cards, read/write keys (PROKEES®), proximity cards / tags, or small computers that are installed on your vehicles (Automotive Information Modules or AIMs), and installation and operations manuals.

The Central Controller communicates with the FMU through an installed Network Interface Card (NIC) or voice grade analog telephone line to download transactions and upload access lists.

EQUIPMENT DESCRIPTION. The Fuel Management Unit (FMU) controls access to fuel dispensers and collects information on each transaction. FMUs may be fixed or mobile. Fixed FMUs are permanently mounted on or near the fuel island. Each fixed FMU comes standard with two hose controllers, but may have hose controllers added up to a total of eight.

A master FMU contains a modem/NIC for communications with the Central Controller and controls all connected Satellite FMUs. Master FMUs and Satellite FMUs are identical in appearance and manner of operation; however, the Satellite depends on the Master for information and also its transactions are downloaded through the Master FMU's modem/NIC. A Master can control up to a maximum of eight Satellites.

Different access devices may be used to activate a dispenser. FMUs are built according to a customer's needs and can accept up to five different access devices. Read/write keys (PROKEES®) and cards (Smart Cards) are the most frequently used devices and are encoded using ***FuelMaster®*** software and an encoder that connects to the PC's USB port. Credit cards, proximity cards / tags and on-board computers that transmit data by radio frequency may also be used.



Fuel Management Unit (FMU)

MOBILE FMUs are mounted on fuel dispensing tanker trucks/equipment and operate with the same displays and keypad selections as the fixed FMUs. Mobile FMUs are powered by the vehicle's 12 VDC battery. Optionally, a NIC can be used. Mobile FMUs can control up to four hoses, although the standard unit has one hose controller.

Passive Mobile Unit

PROKEES® (also referred to as Keys) are ***FuelMaster's®*** unique access device provided to initiate a transaction at the FMU (Fixed or Mobile). All PROKEES® are constructed alike with an eight pin read/write memory chip housed in a durable composite holder. PROKEES® attain their identity as a Vehicle Key, User Key, Supervisor Key, Manual Issue Key, or Tanker Truck Key as they are encoded with the software and encoder. PROKEES® are available in black, white, orange, red, blue, and green. SmartCards are encoded and function exactly as PROKEES®, and a ***FuelMaster®*** system can accept either PROKEES® or SmartCards, mag stripe cards or proximity cards.

PROKEES®

- *Vehicle Keys* are encoded with a vehicle identification number and are assigned to a vehicle. These keys can keep the vehicle's last odometer reading and the range in which the next reading should be. The type of fuel and quantity limit for the vehicle ensures that only the correct product(s) can be dispensed into the vehicle.
- *User Keys* are encoded with a user identification number and are assigned to a user.
- *Supervisor Keys* are authorized special access to reconfigure the FMU, run built-in tests of the FMU, issue fuel to operators without a PROKEE®, and enter inventory.
- *Manual Issue Keys* are used to issue fuel to individuals or vehicles that do not have a PROKEE® or other access device.
- *Tanker Truck Keys* are used to fill the storage tank of a mobile fueling truck at a dispenser connected to an FMU.

FUEL MANAGEMENT SOFTWARE. ***FuelMaster®*** Windows Software is loaded on a PC and used to download transactions from, and upload information to, FMUs; provide reports using Crystal Reports; export data to fleet maintenance programs; and encode and update PROKEES® available in MS Access/Sequel databases.

The operating program is available in three basic configurations: Verifiable Miscellaneous Number (VMN), Verifiable Vehicle Identifier (VVI), or Commercial (COM) version. The VMN version utilizes Vehicle Keys and accepts the keypad entry of only those ID numbers loaded into the FMU. The VVI version utilizes User Keys and accepts only those vehicle numbers loaded into the FMU. The COM version utilizes Vehicle and/or User Keys and, through keypad entry, records the input of a vehicle or user identification number. Because it does not contain a look-up table for these numbers, it accepts the entry of any number.

The **CENTRAL CONTROLLER** *(main computer holding **FuelMaster®** database)* communicates with the FMU to download transaction data, upload authorizations, or to change FMU configuration. The Central Controller may be any IBM or IBM compatible personal computer (PC) having at minimum 400MHz Processor or equivalent, 512Mb of RAM, 150Mb free hard drive space, 12x CD-ROM, 33.6K analog modem (must be 100% Hayes compatible), and 1024 x 768 screen resolution, a serial port, network connection, USB or parallel port for encoding and WinXP® Professional Operating System SP2 or SP3.A PC and modem are not included with the base ***FuelMaster®*** system, but may be ordered through Syn-Tech Systems as part of a total package. Call ***FuelMaster®*** for SQL server requirements.

The **PROKEE® ENCODER** uses data entered in the ***FuelMaster®*** software to encode, update, or re-encode PROKEES®. The encoder is also used to read data from a PROKEE® and update the odometer, preventive maintenance mileage, etc. The encoder connects to the PC's parallel or USB port .

PROKEE® Ecoder

SYSTEM OPTIONS. The following system options are available with a ***FuelMaster®*** purchase or as a future upgrade:

- **DIRECT-CONNECT.** If the fuel island FMU is located near the Central Controller, you may want to directly connect the two to avoid using two telephone lines. A small black box (ring down box) is positioned between the FMU and the PC to allow the modems in each to talk to one another.

- **DIRECT CONNECT CABLE.** A direct connect cable permits connection directly to an FMU with a laptop computer without installing a Viking box inline. A Viking box requires an AC outlet for its power supply.

- **ON-SITE PRINTER.** An on-site, real-time serial printer may be connected to the Master FMU to print a record of each transaction as it occurs. The on-site printer can also provide limited report and configuration information.

- **RECEIPT PRINTER**. The Receipt Printer on the FMU prints a receipt of the transaction including system owner name, date, time, user ID, Vehicle ID, hose, product, price, and quantity. Additional customer information may be programmed for printing.

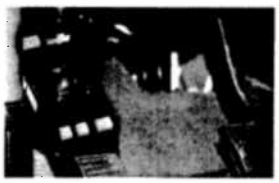
- **DATA LOGGER.** The data logger may be installed in any FMU to electronically capture transactions on removable SecureDigital (SD) media. Over 3 million transactions can be stored on a 1GB SD card in a circular buffer by date. The card can be removed and read by inserting it into a PC card reader slot, or the contents of the card can be viewed by connecting to the FMU using off-the-shelf commercial software. It can be used in lieu of an onsite printer.

- **TANK MONITOR INTERFACE**. A serial connection between the FMU and tank monitor permits the ***FuelMaster®*** software to query the tank monitor and bring inventory reconciliation and leak detection information back to your PC. The list of tank monitor interfaces changes as new ones are added; however, the following are some of the tank monitors with which ***FuelMaster®*** interfaces:

Autostik	Autostick II/ Jr
EMCO TLM-II	Red Jacket 5000/5001
Veeder-Root Series	Ronan X76
Image	Incon TS-1000/TS-2000
J&J 1100/8100	Pneumercator LMS-700
Omntech	Pneumercator LMS 740/750
Gilbarco TM2/TM3/EMC/ATS	Petrosonic III
Soil Sentry TLM-830	

- **EQUIPMENT INTERFACE UNIT (EIU).** The EIU is a low cost Satellite FMU that is installed primarily as a gate opener. The EIU activates an electronic gate with either keypad entry or PROKEE® access, depending on the system type.

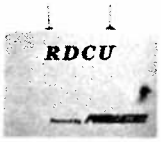
- **AUTOMOTIVE INFORMATION MODULE (AIM^2).** AIM^2 is an RFID system installed on a vehicle and programmed with information about the vehicle, as well as collecting odometer, chronometer, engine error codes and other information. Information on the vehicle is transmitted by radio frequency from the AIM^2 unit to the FMU 3500. Information is collected during fueling without driver involvement.



AIM^2 Unit Installed

  - Ensures proper fuel allocation
  - Prevents cross-fueling with grade-lock feature

- **REMOTE DATA COLLECTION UNIT.** The RDCU is used in conjunction with Automotive Information Modules (AIM^2) to collect direction of travel (ingress and egress) information as vehicles transit gates, parking areas or maintenance bays. The APM can also gather vehicle health data; such as, mileage, battery voltage, engine error codes and other data.



RDCU Unit

- **PROXIMITY TAG READER.** Any FMU can be equipped with a low profile proximity card/tag reader to read proximity tags/cards in the Wiegand bit stream format. The FMU will extract the Site ID and Card ID from the proximity tag/card. Contact Syn-Tech Systems for specific data required.

- **CREDIT CARD ACCESS**. A Master FMU may be equipped to read most popular fleet, aviation, and standard credit cards. Contact Syn-Tech for a list of networks and credit cards. A credit card system must have a dedicated voice grade, analog phone line.

- **QUICK STOP BUTTON.** Fixed FMUs may be equipped with a resettable quick stop button to quickly remove (and restore) power from (to) the FMU. If wired into a controlling contact starter, the quick stop button may be used to remove power from the entire service island.

- **LARGE REMOTE DISPLAY/PULSE DELAY CIRCUIT**
Long fueling hoses force dispensing equipment to register fuel quantity before any fuel can be dispensed from the fuel nozzle. This is unacceptable to Weights & Measures agencies and paying fuel customers. The Large Remote Display and Pulse Delay Circuit delays registering fuel quantity until the hose is fully charged. Then all recorded fuel matches the fuel actually dispensed from the fuel nozzle.

Large Remote Display

- **NETWORK COMMUNICATIONS**. Communications between the FMU and Central Controller is available via cable, fiber optic, or wireless network communications in addition to telephone and direct connect cable communications.

- **SYSTEM SOFTWARE OPTIONS.** ***FuelMaster®*** has numerous options that can be activated by either the system operator or a ***FuelMaster®*** technician. A few of the many available options are:

  - *Odometer Entry*. Prompts user to enter odometer/chronometer for vehicle efficiency reporting and/or Preventive Maintenance tracking.

  - *Preventive Maintenance*. Reminds user that Preventive Maintenance (PM) is due for vehicle being fueled. The PM range is selectable by system owner.

  - *P.I.N.* (Personal Identification Number). Prompts user to enter a PIN when initiating a transaction. Just as with an ATM card, the four-digit PIN only works with its assigned PROKEE®. The PIN is not to be confused with the verifiable miscellaneous number which is normally used to identify the driver, can be up to nine-digits long, and can be used with any PROKEE®.

  - *Tanker Truck Operation*. Enables the use of a tanker truck key for mobile fueling or lube operations. The tanker truck becomes a fuel site with accountability for the fuel it dispenses. An FMU can be mounted on the tanker truck to electronically record each transaction.

  - *Semi-manual Operation*. Using a supervisor key, you may activate selected dispenser hoses to permit fueling without a PROKEE®, while still recording the time, date, and amount of each transaction for inventory and billing purposes. This option is primarily used during emergencies, when large numbers of equipment, some of which may not belong to the site operator, require rapid fueling.

  - *Transaction Printer*. The on-site transaction printer provides a real-time hard copy of each transaction as it occurs. Using a supervisor key at the FMU, you can direct the transaction printer to provide some limited, site-specific reports.

  - *Transaction Termination for Incorrect Odometer /Chronometer Entry*. Set FMU to reject odometer/chronometer entry that is not within range specified on the PROKEE®.

  - *Oil Check*. Prompts user to check oil and manually input (through Keypad entry) amount of oil added during the fueling transaction.

  - *Miscellaneous Fields in Vehicle Records*. Each vehicle record in ***FuelMaster®*** software has five miscellaneous fields that the system operator may elect to use. Each field may be used to differentiate one specific item from one vehicle to another, e.g. on-road vs. off-road purposes, three axle vs. two axle, etc.

Interface and Wiring Requirements

FUELMASTER® is adaptable to any fuel site configuration. In some cases, settings, modifications, and/or accessory equipment may be necessary to ensure compatibility with existing or proposed site equipment. Syn-Tech must be made aware of the following interfaces to ensure the delivered Fuel Management Unit (FMU) is compatible.

INTERFACE REQUIREMENTS

1. **Dispenser Control**. The base FMU contains 50 amp solid state relays capable of controlling two hose positions. Additional hose positions (up to 8 per FMU) must be specified in the order. Loads in excess of 50 amps will require added mechanical relays. An Electronic Dispenser Interface Kit is necessary for connections to electronic dispensers.

2. **Pulse Transmission**. FMUs are designed to work with 12 VDC contact closure and open collector pulsers, either filtered or non-filtered. Filtered pulses are limited to 9000 pulses per minute (i.e., a hose with a 100:1 pulser delivering 15 gallons per minute will return 1500 pulses). As many as 120,000 unfiltered pulses per minute may be interpreted, but quality pulser cable must be used and EMF interference must not be present.

3. **FMU-to-PC Communications**. A communications link between the FMU and PC is needed to download transaction data and upload authorization data. Communications are possible with an analog telephone line, wired or wireless network connection, or direct-connect through the use of a two-way ring-down device or direct connect cable.

4. **Data Logger/Transaction Printer**. Real-time captures of transaction data may be collected through an interface with a Data Logger (for electronic copies) or a serial printer (for hard copies). The Data Logger is contained within the FMU. The serial printer connection requires a conduit and RS-232 cable routed between the printer and FMU.

5. **Master Only Applications**. Transaction printers, most credit card interfaces, and tank monitor interfaces are only possible through Master FMUs.

CONDUIT / WIRING REQUIREMENTS

Do not use solid core wire. All conduit must be metal, explosion-proof and installed in accordance with the National Electrical Codes (NEC). Recommended conduit is 3/4 inch. Wire sizes/quantities permitting, a limited number of 1/2 inch conduits may be used. The FMU will support inputs of eight 3/4 inch conduit and four 1/2 inch conduits.

FMUs have minimum power requirements. If powered from the same circuit as equipment with high current loads (i.e., dispensers with, or powering, pump motors) input power to the FMU may drop below the minimum power requirement. FMUs should be powered from a separate power source with a separate circuit breaker rated no less than 15 amps. If a separate FMU power source is not available, contact Syn-Tech Help Desk for alternate wiring methods. Workarounds are available. Recommended FMU power wire is 12 AWG THHN for distances to 400 feet. For greater distances wire size should be increased to 10 AWG.

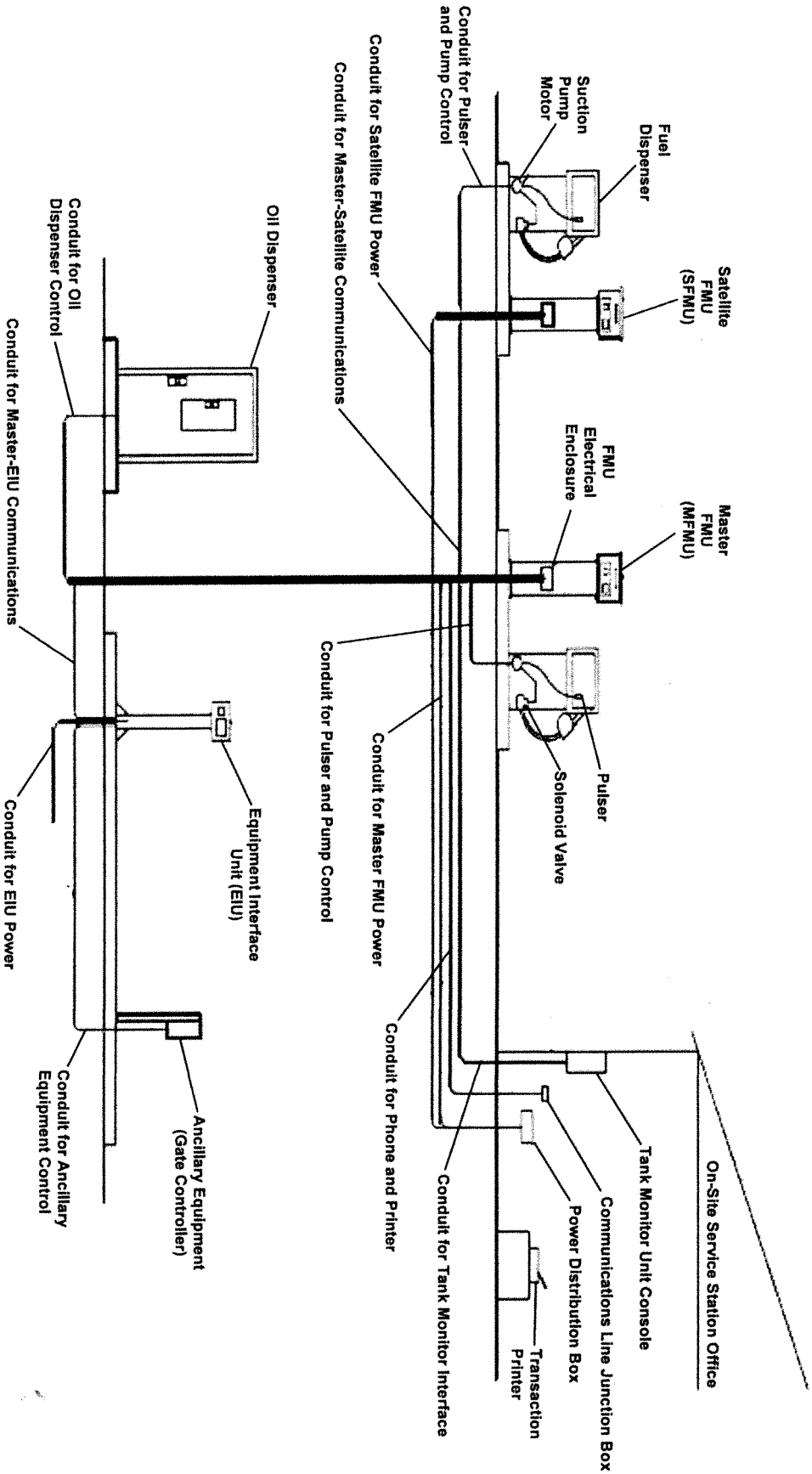
DC pulser wires and AC control wires may be routed through the same conduit providing the pulser wires are shielded and insulated for the maximum power carried through the conduit. Recommended pulser cable is 22 AWG shielded communication cable. Recommended control wire is 14 AWG THHN.

Telephone, direct connect, network, transaction printer, and tank monitor cables/lines may be routed together in the same conduit, but NOT through the same conduit as any AC power wires. For network applications, shielded Cat 5 cable may be used in runs up to 200 feet. At greater distances, fiber optic cables and converters should be used. Use of an easily accessible phone line to the FMU and Central Controller will much improve the availability and timeliness of Syn-Tech Help Desk support, if required. Recommended phone, direct connect, transaction printer, and tank monitor communication cable is 22 AWG shielded CMX (i.e., Belden 8723 2-pair, or equivalent).

Satellite FMUs may be controlled wireless or via RS-422 communications cable (within 2000 feet of the master FMU). RS-422 connections within 300 feet may use 22 AWG. Distances greater than 300 feet should use 18 AWG.

Tank monitor interfaces may be wireless, or through either RS-232 or RS-422 communications cable between a Master FMU and the TMU console. Follow the TMU manufacturer's recommendations for maximum effective cable length. RS-232 should be used if cable length does not exceed maximum. Use RS-422 and a RS-232/RS-422 converter at the tank monitor for extended lengths. Recommended cable is 22 AWG shielded.

Typical FuelMaster Installation



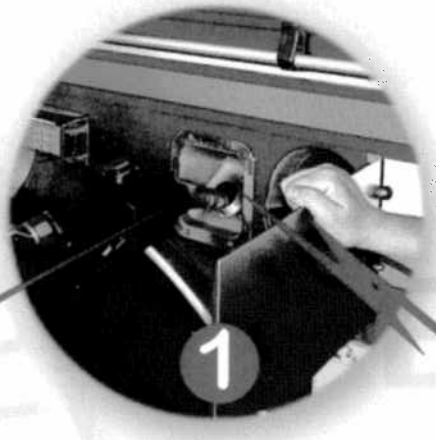
You can now have next-generation electronic technology in this year's system!

FUELMASTER® 3505 AIM2.4™

FUELMASTER® Fuel Management Unit (FMU) / Automotive Information Module (AIM2.4™)

Our patented Automotive Information Module (AIM2.4™) makes integration of technological innovations an easy process.

1. The driver inserts the fuel nozzle.



2. RF/ID Tag on the nozzle activates the dispenser.

3. AIM2.4™ transmits vehicle data to the FMU.

4. FMU reads the data and records the transaction. The transaction ends when nozzle is removed.

System's Components and Features:

- OBD II (On-board diagnostics) port interface for real-time maintenance and vehicle computer data acquisition (odometer, engine hours, idle time, engine error codes, etc.)
- Utilizes Flash technology for memory and upgrade capabilities
- Program real-time changes to the vehicle **AIM$^{2.4}$**™ while pumping your fuel
- No external programming accessories needed
- IUses J1587, J1708
- Built-in self-diagnostics of ***FUELMASTER***® components including fuel island hardware
- Rugged design
- Easy installation and greatly reduced maintenance time
- Modern state-of-the-art RF radio communications to the fuel island
- Passive capture of vehicle ID, current mileage, date, time, fuel quantity, fuel type, engine hours, PTO hours and much more
- Complete control and comprehensive security over fuel dispensers and fuel dispensed
- Implements advanced RFID tag technologies
- **AIM$^{2.4}$**™ is ETL listed to meet UL913, CSA approved and meets FCC and IC (Canada) requirements

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AIM$^{2.4}$™, the next generation of automated fuels accounting technology, offers an "on-board" vehicle computer interface and reduces installation time for a customer's mechanics. Syn-Tech took the driver out of the data collection process when it introduced its first AIM unit several years ago, requiring no data entry by the driver. Installation is simple; however, Syn-Tech offers a complete turnkey installation package to all **AIM$^{2.4}$**™ customers.

AIM$^{2.4}$™ technologies, which are protected under U.S. Patent No. 5,923,572, provide a major improvement in fueling automation by eliminating the need to supply power to the fuel nozzle. Coupled with wireless transmission of data to and from the vehicle, Syn-Tech has introduced the ultimate "hands off" system to the fueling process. **AIM$^{2.4}$**™ and the RFID tag technologies meet all required UL, CSA and FCC certifications.

Passive vehicle maintenance data collection at fleet maintenance facilities eliminates the need to physically connect the vehicle to diagnostics equipment to ascertain vehicle health and safety.

The FMU ends the transaction immediately when the nozzle is removed. This completely eliminates fuel theft.

Syn-Tech is the industry leader in RF technology. If you're looking for a truly passive system, there's only one place to find it: ***FUELMASTER***®.

FUELMASTER®
Fuel Management Systems & Technology

Syn-Tech Systems, Inc. HOME OF ***FUELMASTER***®
100 Four Points Way, Tallahassee, FL 32305
(850) 878-2558 • (800) 888-9136 • FAX (850) 877-9327
marketing@myfuelmaster.com

FUELMASTER®

Fuel Management Systems & Technology

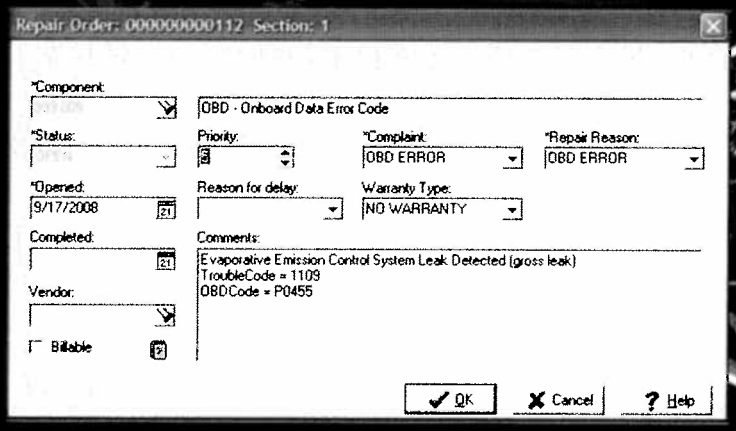
AIM2™ Technology

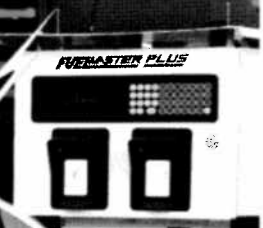
Aim2™ technology permits an OBD connection to the vehicle's electronic control module.

FuelMaster's® AIM2™ technology, combined with your company's fleet management software, will provide all diagnostic trouble codes reported by the vehicle to your computer.

Examples of Diagnostic Trouble Codes Reported

- Engine Misfire
- PSI Control Solenoid
- Heated O2 Sensor
- TPS
- EGR Circuit
- MAF Circuit
- Cam Position Sensor
- System Lean Bank 1
- System Lean Bank 2





FUELMASTER

Made in the USA

Contact your FuelMaster® representative today to learn more.

Syn-Tech Systems, Inc. 100 Four Points Way, Tallahassee, FL 32305
(850) 878-2558 • (800) 888-9136 • myfuelmaster.com

Leading the way in fuel management technology

Go Green and Save Money With

FUELMASTER® & AIM2™

Quick, simple installation.

Benefits:

- Dispenser can't be activated until the nozzle is inserted into the filler neck
- Provides fuel accountability and inventory control
- Fuel cannot be delivered to another vehicle
- Records and monitors emission parameters
- Advanced diagnostics and prognostics
- Eliminates accidental spills
- Works with alternative fuels
- Measures vehicle efficiency
- Calculates idle-time
- Lube bay option

Contact your FuelMaster® representative today to learn more.

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Syn-Tech Systems, Inc. ©

Capital Improvement Program Proposal – Detail

Department Name	**Highway Department**	***Project***	**Commuter Lot Improvements**		
		Fiscal Year	**2015**		
Department Head	**Corey York**	***Cost***	**$400,000**		
		Priority	**4**	*of*	**4**

1. Description

The Highway Department is proposing a Capital Request to utilize funds within the existing parking meter revenue account to facilitate improvements at the existing parking lots for the South Acton Train Station.

2. Useful Life 25 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***	***x***
Other (Please Explain)			

4. Justification

The MBTA is expected to complete their work at the South Acton Train Station in the Spring/Summer of 2014. Upon the completion of the MBTA work, the Town would like to be able to make some repairs and improvements to these facilities such as paving, repair curbing and repair/replace utilities (drainage, lighting, etc…). There have also been some discussions by boards and committees to evaluate other improvements at the site such as upgrading the existing lot lighting to improve energy efficiency and reduce light trespass, replace the original bike lockers and add new bike lockers at the new Maple Street access, improve landscaping and look into the possibility for electric vehicle charging stations

5. How Was this Project's Priority Determined?

The parking area needs some general upkeep to the infrastructure at the facility. The MBTA is expected to be completed in the spring/summer of 2014. The Town would like to follow-up and upgrade our facility to coincide with effort made by the MBTA. The general maintenance items have been waiting on the MBTA to complete their project and it's expected to be complete during this budget cycle.

6. Estimated Cost ***$400,000***

Less Trade-In (If Applicable)

Net Cost ***$400,000***

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

Yes, This replacement project should be fully-funded by the fees collected at the commuter lot

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

The applicable Town departments would continue to service the existing parking areas.

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

Personnel Budget		***Expense Budget***	
Increase	None	Increase	None
Decrease	None	Decrease	None

10. Attachments, if Applicable.

TOWN OF ACTON
COMMUTER PARKING LOT FUND
REVENUE AND EXPENSE PROJECTIONS FY14-17
13-Mar-13

	Start Balance	FY14	BOS FEE INCREASE FY15	FY16	FY17	End Balance
Est. revenues						
Meter Monies	$904,321.00	70,000.00	125,000.00	135,000.00	135,000.00	29,827.22
Total Inflows		70,000.00	125,000.00	135,000.00	135,000.00	
Est. Expenditures						
Parking System		100,000.00	0.00	0.00	0.00	
Security, Network and Communication Systems		100,000.00	0.00	0.00	0.00	
Police Cruisers		70,500.00	0.00	0.00	0.00	
Elevator Maintenance		0.00	25,000.00	25,000.00	25,000.00	
Winter Maintenance/Utilities/Etc.		0.00	64,057.00	65,978.71	67,958.07	
Automatic Defib. Machines		18,000.00	0.00	0.00	0.00	
Transportation - general Fund support		94,500.00	94,500.00	94,500.00	94,500.00	
Capital - Paving		0.00	400,000.00	0.00	0.00	
Total Outflows		383,000.00	583,557.00	185,478.71	187,458.07	
Fiscal year draw		-313,000.00	-458,557.00	-50,478.71	-52,458.07	
Ending Balance		591,321.00	132,764.00	82,285.29	29,827.22	

LAZARO PAVING

Proposal

800 Mt. Laurel Circle
Shirley, MA 01464
(978)-425-2551 Fax (978)-635-9378

PROPOSAL SUBMITTED TO:
TOWN OF ACTON DEPARTMENT OF PUBLIC WORKS
14 FOREST ROAD
ACTON, MA 01720

ATTENTION: RICHARD WAITTE

DATE: DECEMBER 13, 2012

PHONE: 978-929-7740 FAX: 978-264-9610

JOB NAME: SOUTH ACTON COMMUTER LOT REPAVING

JOB LOCATION: CENTRAL STREET

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Item	Item Description	Estimated Quantity	Unit	Unit Price	Extension
1	MILL UP TO 2" OF EXISTING ASPHALT, APPLY TACK COAT, MACHINE PAVE 2" BITUMINOUS CONCRETE TOP COURSE	12,575	SY	$13.25	$166,818.75
				Total	$166,818.75

STANDARD EXTRA CHARGES:

1.) MACHINE LEVELING: $90/TON; 2.) HANDWORK: $150/TON; 3.) GRADER SERVICE: N/A; 4.) SWEEPER SERVICE: $150/HR
*Four hour minimum charge for grader and sweeper services. (Operators Included)

Terms and Conditions

1. **ESCALATION CLAUSE:** Prices quoted are based on the latest posted MHD prices on liquid asphalt. The base price for this quote is $682.60 per ton. Any changes in the price of liquid asphalt will necessitate an extra charge of $.055 per ton for every $1.00 per ton increase in the price of liquid asphalt.
2. This quote is based on a **ONE** phase paving operation. Any additional mobilizations required to complete the above named project will necessitate a minimum $1,500 charge for extra costs incurred.
3. All staking, layout and establishment of grades to be the responsibility of others. We accept no responsibility for improper engineering and/or areas where no grades have been indicated prior to the commencement of work. If the site has less than 1% slope Lazaro Paving Corp will not be responsible for surface water runoff as this is less than required for proper drainage to discharge points. If necessary buyer is responsible for notifying City or Town officials of work, and paying for fees, permits, inspections etc.
4. Unless specified otherwise the customer is responsible to supply and rough grade suitable gravel base (1 1/2" minus), which meets the projects specifications, within one tenth of one foot of the gravel finish grade. Extra Grader Service if required would be at price stated on this contract under "Standard Extra Charges".
5. The total thickness of Bituminous Concrete shall be the average compacted thickness installed. The contract price for bituminous concrete installed by machine spreaders includes handwork incidental to the spreader operation. Any other handwork would be done at price stated on this contract under "Standard Extra Charges", unless stated otherwise.
6. Lazaro Paving will not be responsible for damage to unmarked irrigation systems or utilities.
7. Police detail, traffic and safety control by others.
8. All quantities are estimates only. Actual quantities will be field measured to determine the amount to be invoiced. Significant reduction or elimination of an item may void proposal.

Payment Terms: Net Cash upon completion of each segment, Subject to credit approval. No retainage to be withheld without written permission of Lazaro Paving Corp. Should the account become delinquent the customer unconditionally promises payment of all expenses related to collection, but not limited to interest and attorneys fees.

Acceptance

The prices, specifications and conditions listed on this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: _____

Signature _____

Lazaro Paving Corp

Note: This proposal may be withdrawn if not accepted in 30 days

Authorized Signature: _____

Estimator: Ryan Lazaro

FAX

LAZARO PAVING CORP.

800 Mt. Laurel Circle, Shirley, MA 01464
(978) 425-2551 FAX (978) 635-9378
www.lazaropaving.com

TO: Town of Acton Department of Public Works DATE: December 13, 2012

ATTN: Richard Waitte

FROM: Ryan Lazaro

FAX #: 978-264-9610

OF PAGES (INCLUDING COVER) 2

COMMENTS: Following this cover sheet is the South Acton Commuter Lot repaving proposal.

Thank you.

Quote #: 422695-1-1

Date of Quote: 07/12/2013

Territory: 301
Sales Person: Robert Pustis

PHILIPS
Professional Luminaires

Philips Lighting Company
45 Industrial Way, Wilmington, MA 01887
T: (877) 224-7787 F: (978) 570-6666

To: cory young acton town engineer
AUTHORIZED PHILIPS LIGHTOLIER DIST.
INDUSTRIAL WAY
WILMINGTON, MA
01887

Project: MBTA SOUTH ACTON PARKING LOT 210008558
ACTON, MA

QTY	TYPE	MFG	CATALOG NO.	DESCRIPTION	UNIT PRICE	EXT. PRICE
10	lumec single	LUMEC	DMS55-90W49LED4K-ES-ACDR-LE3A-VOLT-BK	N/A Fixture	$1,435.65	$14,356.50
10	LUMEC SINGLE	LUMEC	NM-1A-BK	N/A Arm	$594.50	$5,945.00
10	LUMEC SINGLE	LUMEC	R92D-23-BAS20(2)-GFII-BK	N/A – Pole & Arm	$3,248.95	$32,489.50
10	LUMEC SINGLE	LUMEC	1X36-12 1/2-DEC	N/A Acorn	$107.85	$1,078.50
20	LUMEC DOUBLE	LUMEC	DMS55-90W49LED4K-ES-ACDR-LE3A-VOLT-BK	N/A	$1,435.65	$28,713.00
10	LUMEC DOUBLE	LUMEC	NM-2-BK	N/A	$993.40	$9,934.00
10	LUMEC DOUBLE	LUMEC	R92D-23-BAS20(2)-GFII-BK	N/A	$3,248.95	$32,489.50
10	LUMEC DOUBLE	LUMEC	1X36-12 1/2-DEC	N/A	$107.85	$1,078.50

Grand Total: $126,084.50

Quotations Terms And Conditions:

F.O.B.: Factory

All Quotations are subject Philips Brands standard terms of sale.

Prices on this quotation are firm for acceptance by Philips Brands within 30 days from date of Quote.

Prices on this quotation are firm for complete shipment prior to 90 days from the date of quote plus 3% per quarter thereafter.

Release Date:	27-Jul-10
Revision Date:	6-Apr-11
Document Name:	Price List

CycleSafe®
SECURE BICYCLE PARKING

	Wall Racks			
	Part #	**# of Bikes**	**List Price**	
Wall Rack - Black	17502BK	1	$	51
Wall Rack - Blue	17502BL	1	$	51
Wall Rack - Red	17502R	1	$	51
Wall Rack - Silver	17502S	1	$	51
Wall Rack - Stainless	17503	1	$	83
Fender Rack - Black	17560	1	$	100
Wall Mount System	17400	2	$	340
Single Sided Stand	17511	4	$	638
Double Sided Stand	17512	8	$	833
Angle Kit - 45 degree	17513	1	$	19
Vertical Transit Stand	17519	1	$	861
Hardware kit	17550	2	$	11
Lag bolt - 5/16th	17505		$	1.00
Lag Shield - 5/16th	17504		$	1.00

Wall Racks dimensions L23"x H14" 5.5 lbs. Sold and shipped 2 per box (box weight 11lbs). Freight $35 per box regardless of location. Price includes hardware for both wood and concrete installations. (We do not supply self drilling screws or toggle bolts.)

Units ship knocked down, but can ship assembled. Please ask your sales person for more information.
Prices are f.o.b. factory, shipping charges are additional. Prices do not include installation.
Cycle Safe Terms and Conditions Apply
We reserve the right to change pricing without notification
Quotes to customers will be honored for 30 days

Represented by: **O'Brien Sons, Inc.** **Call 1-800-835-0056**

Release Date:	27-Jul-10
Revision Date:	6-Apr-11
Document Name:	Price List

CycleSafe®
SECURE BICYCLE PARKING

Shelter System

	Model #	# Bikes Parked	Siding	Leg Style	List Price
2 Top Starter	16999	4	None	Straight	$ 3,656
2 Top Adder	17007	4	None	Straight	$ 2,445
3 Top Starter	17000	6	None	Straight	$ 4,356
3 Top Adder	17008	6	None	Straight	$ 3,149
2 Top Starter	16998	4	None	Radial	$ 3,761
2 Top Adder	17003	4	None	Radial	$ 2,536
3 Top Starter	16963	6	None	Radial	$ 4,464
3 Top Adder	17004	6	None	Radial	$ 3,316
2 Top Starter/ 2sided	17005	4	Polycarbonate	Straight	$ 4,245
2 Top Starter/3 sided	16915	4	Polycarbonate	Straight	$ 5,039
2 Top Adder/1 sided	16976	4	Polycarbonate	Straight	$ 4,451
3 Top Starter/2 sided	17006	6	Polycarbonate	Straight	$ 4,628
3 Top Starter/3 sided	16949	6	Polycarbonate	Straight	$ 5,424
3 Top Adder/1 sided	16984	6	Polycarbonate	Straight	$ 5,154
2 Top Starter/ 2sided	17001	4	Polycarbonate	Radial	$ 4,349
2 Top Starter/3 sided	16926	4	Polycarbonate	Radial	$ 5,143
2 Top Adder/1 sided	16978	4	Polycarbonate	Radial	$ 4,564
3 Top Starter/2 sided	17002	6	Polycarbonate	Radial	$ 5,095
3 Top Starter/3 sided	16961	6	Polycarbonate	Radial	$ 5,889
3 Top Adder/1 sided	16986	6	Polycarbonate	Radial	$ 4,113

Units ship knocked down, but can ship assembled. Please ask your sales person for more information.
Prices are f.o.b. factory, shipping charges are additional. Prices do not include installation.

Cycle Port (Modified Lockers)

Model #	# Bikes Parked	# of U/2 Racks Included	List Price
CP/02	2	2	$ 1,824
CP/Adder	2	2	$ 940
CP/04	4	4	$ 2,764
CP/06	6	6	$ 3,704
CP/08	8	8	$ 4,644
CP/10	10	10	$ 5,584
CP/12	12	12	$ 6,524
CP/14	14	14	$ 7,464
CP/16	16	16	$ 8,404
CP/18	18	18	$ 9,344
CP/20	20	20	$ 10,284
CP/22	22	22	$ 11,224
CP/24	24	24	$ 12,164

Cycle Port prices include, end panels, top panels, horizontal frames, vertical frames, hardware and U/2 Surface Mount Racks

Represented by: **O'Brien Sons, Inc.** **Call 1-800-835-0056**

Release Date:	27-Jul-10
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CycleSafe
SECURE BICYCLE PARKING

	Standard Racks - Plastisol Coated			
	Model #	**# Bikes**	**List Price**	
Inground	12700G	2	$	126
IG with Cross Bar	12700GB	2	$	151
Surface Mount	12700SB	2	$	188
SM with Cross Bar	12700SB	2	$	214
Rail Mount Racks	12700R	6	$	940
Stainless Steel Inground	12715G	2	$	336
Stainless Surface Mount	12715S	2	$	473
IG - Staple Rack	12810G	2	$	166
IG - Staple rack w/cross	12810GB	2	$	193
SM-Staple Rack	12810S	2	$	219
SM-Staple rack w/cross	12810SB	2	$	245
C-Rail	12750	2	$	151
Kit G (SM hardware)	12716	N/A	$	19
Kit H (rail hardware)	12717	N/A	$	41
High Density Rack	18000	4	$	2,824

IG = Inground
SM = Surface Mount
R = Rail Mount

Standard Color - Black Plastisol - $300.00 color charge quantity of racks 1-9 for green RAL6005, White RAL 9003, Red RAL 3020, Blue RAL 5015, Taupe RAL 7006. Custom Color call for quote. Coating changes to TGIC Polyester PowderCoat

Units ship knocked down, but can ship assembled. Please ask your sales person for more information.
Prices are f.o.b. factory, shipping charges are additional. Prices do not include installation.
Cycle Safe Terms and Conditions apply
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Quotes to customers will be honored for 30 days

Represented by: **O'Brien Sons, Inc.** **Call 1-800-835-0056**

Release Date:	27-Jul-10
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CycleSafe
SECURE BICYCLE PARKING

	Vintage Racks - Powder Coated		
	Model #	**# Bikes**	**List Price**
Madison - IG	12130G	2	$ 284
Madison - SM	12130S	2	$ 310
Breton - IG	12133G	2	$ 284
Breton - SM	12133S	2	$ 310
Plymouth - IG	12140G	2	$ 284
Plymouth - SM	12140S	2	$ 310
Greenwich - IG	12141G	2	$ 284
Greenwich - SM	12141S	2	$ 310
Lafayette - IG	12150G	2	$ 284
Lafayette - SM	12150S	2	$ 310
Cascade - IG	12160G	2	$ 284
Cascade - SM	12160S	2	$ 310
Rapid - IG	12170G	2	$ 284
Rapid - SM	12170S	2	$ 310
Pearl - IG	12180G	2	$ 284
Pearl - SM	12180S	2	$ 310
Fulton - IG	12190G	2	$ 284
Fulton - SM	12190S	2	$ 310
Paris - IG	12193G	2	$ 284
Paris - SM	12193S	2	$ 310
Insignia - IG	12132G	2	$ 284
Insignia - SM	12132S	2	$ 310
Custom Rack		2	Call for price
*Rail Mount Vintage	varies	6	$ 1,129

*Includes 2 vintage racks and one standard rack in center

IG = Inground
SM = Surface Mount
R = Rail Mount

Standard Color Black - $300.00 color charge quantity of racks 1-9 for green RAL6005, White RAL 9003, Red RAL 3020, Blue RAL 5015, Taupe RAL 7006. Custom Color call for quote

Units ship knocked down, but can ship assembled. Please ask your sales person for more information.
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CycleSafe®
SECURE BICYCLE PARKING

	ProPark Locker Accessories		
	Part #		List Price
Sandstone Spray Paint	10024	$	28.00
Taupe Spray Paint	10023	$	28.00
Custom Color spray paint (min 6)	10025	$	165.00
Lock Cylinder w/3 keys	10605	$	123.00
Master Keys (set of 3)	10609	$	20.00
Master cylinder upgrade - $ each door	10607	$	9.00
Replacement Key	10610	$	16.00
Door Check - Hold Back kit	10635	$	106.00
Aluminum Mounting Plate - 8' length	10689	$	81.00
10' Mounting Strut & Fasteners - $ piece	10692	$	68.00
Door Storage Bin	10789	$	85.00
Coat Hook (set of 2)	10790	$	13.00
Weather Shield kit (field install)	10792	$	16.00
Weather Shield (factory-installed)		$	21.00
Key Storage Box	11680	$	55.00
Poster Grip Frame (Media 24 x 60)	19901	$	321.00
Poster grip frame (Media 44 x 72)	19905	$	688.00
Bicycle Parking Decal	10706		N/C
Door Warning Sticker	15299		N/C

Units ship knocked down, but can ship assembled. Please ask your sales person for more information.
Prices are f.o.b. factory, shipping charges are additional. Prices do not include installation.
Cycle Safe Terms and Conditions Apply
We reserve the right to change pricing without notification
Quotes to customers will be honored for 30 days

Represented by: **O'Brien Sons, Inc.** **Call 1-800-835-0056**

Release Date:	1-Jan-10
Revision Date:	6-Apr-11
Document:	**Price List**

CycleSafe®
SECURE BICYCLE PARKING

End Panel Style	EcoPark	
	Model #	**Price**
Flat	19502	$ 1,748

Each EcoPark Locker holds 2 bikes

Custom Paint - $575 for the first module and $125 for each additional module
Swing Handle Door upgrade - add $41.00 per door - part #10720
Master Key cylinder upgrade - $96.00 per door
View thru door upgrade - add $246 per door #10714
Door Storage Bin, Coat hook, Door Check kit available for EcoPark

Bike Check	
Model #	**Price**
12490	$ 1,295

Bike Check system parks 48 bikes

Units ship knocked down, but can ship assembled. Please ask your sales person for more information.
Prices are f.o.b. factory, shipping charges are additional. Prices do not include installation.
Cycle Safe Terms and Conditions Apply
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Represented by: **O'Brien Sons, Inc.** **Call 1-800-835-0056**

Release Date:	27-Jul-10
Revision Date:	6-Apr-11
Document:	Price List

CycleSafe
SECURE BICYCLE PARKING

Number of Bikes/Doors	Single Sided Lockers			SS View thru door			SS View Thru Full			Upper Tier Single			Kit Price
	Model #		List	Model #		List	Model #		List	Model #		List	List
1	SS/01	$	2,429	SSVTD/01	$	2,643	SSVTF/01	$	3,136	SSDT/01	$	3,220	$ 841
1/Adder	SS/A	$	1,841	*SSVTD/A*	$	*2,055*	*SSVTF/A*	$	*2,265*	SSDT/A	$	2,463	$ 660
2	SS/02	$	4,270	SSVTD/02	$	4,698	SSVTF/02	$	5,401	SSDT/02	$	5,683	$ 1,501
3	SS/03	$	6,111	SSVTD/03	$	6,753	SSVTF/03	$	7,666	SSDT/03	$	8,145	$ 2,161
4	SS/04	$	7,953	SSVTD/04	$	8,808	SSVTF/04	$	9,931	SSDT/04	$	10,608	$ 2,821
5	SS/05	$	9,794	SSVTD/05	$	10,863	SSVTF/05	$	12,196	SSDT/05	$	13,070	$ 3,481
6	SS/06	$	11,635	SSVTD/06	$	12,918	SSVTF/06	$	14,461	SSDT/06	$	15,533	$ 4,141
7	SS/07	$	13,476	SSVTD/07	$	14,973	SSVTF/07	$	16,726	SSDT/07	$	17,995	$ 4,801
8	SS/08	$	15,318	SSVTD/08	$	17,028	SSVTF/08	$	18,991	SSDT/08	$	20,458	$ 5,461
9	SS/09	$	17,159	SSVTD/09	$	19,083	SSVTF/09	$	21,256	SSDT/09	$	22,920	$ 6,121
10	SS/10	$	19,000	SSVTD/10	$	21,138	SSVTF/10	$	23,521	SSDT/10	$	25,383	$ 6,781
11	SS/11	$	20,841	SSVTD/11	$	23,193	SSVTF/11	$	25,786	SSDT/11	$	27,845	$ 7,441
12	SS/12	$	22,683	SSVTD/12	$	25,248	SSVTF/12	$	28,051	SSDT/12	$	30,308	$ 8,101

Custom Paint - $575 for the first module and $125 for each additional module

Swing Handle Door - ($46.00) credit per door - part #10720
Master Key Cylinder upgrade $9.00 #10607
View thru door upgrade - add $246 per door #10714

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Represented by: **O'Brien Sons, Inc.** **Call 1-800-835-0056**

Release Date:	27-Jul-10
Revision Date:	6-Apr-11
Document:	Price List

CycleSafe®
SECURE BICYCLE PARKING

Number of Bikes/Doors	Standard Lockers Model #	Standard Lockers List	View Thru Door Model #	View Thru Door List	View Thru Full Model #	View Thru Full List	Upper Tier Standard Model #	Upper Tier Standard List	Upper Tier Kit Price
2	SM/02	$ 2,744	VTD/02	$ 3,129	VTF/02	$ 3,773	DT/02	$ 3,535	$ 841
2/Adder	*SM/A*	*$ 2,299*	*VTD/A*	*$ 2,685*	*VTF/A*	*$ 2,900*	*DT/A*	*$ 2,919*	$ 660
4	SM/04	$ 5,043	VTD/04	$ 5,814	VTF/04	$ 6,673	DT/04	$ 6,454	$ 1,501
6	SM/06	$ 7,342	VTD/06	$ 8,499	VTF/06	$ 9,573	DT/06	$ 9,373	$ 2,161
8	SM/08	$ 9,641	VTD/08	$ 11,184	VTF/08	$ 12,473	DT/08	$ 12,292	$ 2,821
10	SM/10	$ 11,940	VTD/10	$ 13,869	VTF/10	$ 15,373	DT/10	$ 15,211	$ 3,481
12	SM/12	$ 14,239	VTD/12	$ 16,554	VTF/12	$ 18,273	DT/12	$ 18,130	$ 4,141
14	SM/14	$ 16,538	VTD/14	$ 19,239	VTF/14	$ 21,173	DT/14	$ 21,049	$ 4,801
16	SM/16	$ 18,837	VTD/16	$ 21,924	VTF/16	$ 24,073	DT/16	$ 23,968	$ 5,461
18	SM/18	$ 21,136	VTD/18	$ 24,609	VTF/18	$ 26,973	DT/18	$ 26,887	$ 6,121
20	SM/20	$ 23,435	VTD/20	$ 27,294	VTF/20	$ 29,873	DT/20	$ 29,806	$ 6,781
22	SM/22	$ 25,734	VTD/22	$ 29,979	VTF/22	$ 32,773	DT/22	$ 32,725	$ 7,441
24	SM/24	$ 28,033	VTD/24	$ 32,664	VTF/24	$ 35,673	DT/24	$ 35,644	$ 8,101

Custom Paint - $575 for the first module and $125 for each additional module

Swing Handle Door - ($46.00) credit per door - part #10720
Master Key Cylinder upgrade $9.00 #10607
View thru door upgrade - add $246 per door #10714

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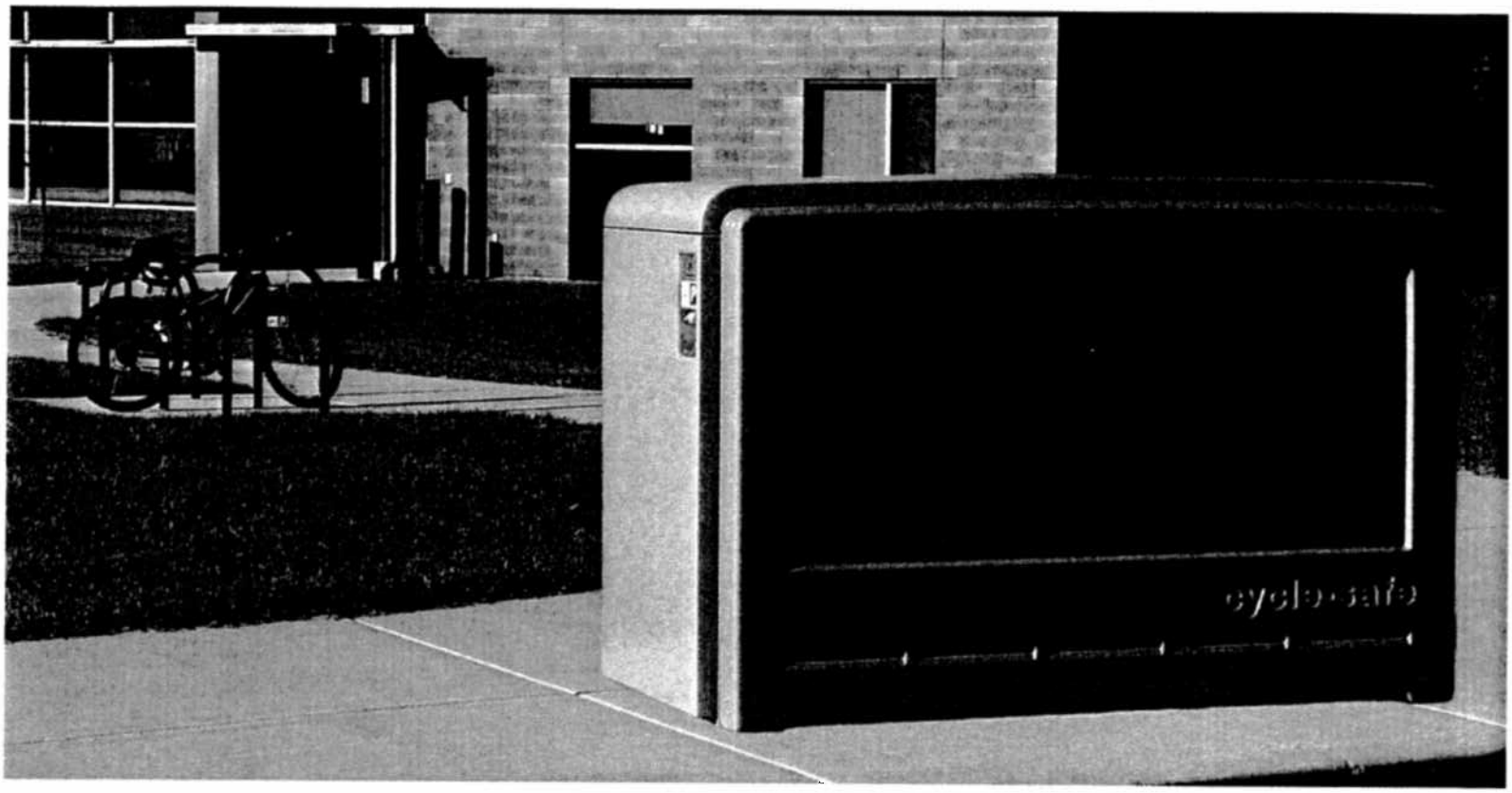
Represented by: **O'Brien Sons, Inc.** **Call 1-800-835-0056**

Area Representative
M.E. O'BRIEN & SONS, INC.
P.O. Box 650-93 West Street
Medfield, MA 02052-0650
(800) 835-0056 •Fax: (508) 359-2817
www.obrienandsons.com

CycleSafe®
SECURE BICYCLE PARKING

DISPLAY PANELS



Cycle-Safe® Display Panel Features

Simpler. Stronger. Smarter.

Cycle-Safe ProPark™ bicycle lockers now offer end display panels that enhance the quality, appearance and value of the ProPark system. Maintaining Cycle-Safe standards with engineered thermoformed composites for superior puncture and impact resistance and our unique baked on polyurethane finish with unmatched graffiti and UV resistance that is the trademark of the Cycle-Safe tradition.

The slimmer one piece end panel design allows for a thicker, rigid panel, with more fastening points. The positive interlock connection to adjacent parts provides a seamless junction between end panel and locker system, impervious to vandals or moisture. Display panels offer endless opportunities to generate revenue or promote cycling and alternative transportation.

© 2008 cycle-safe® inc. ProPark® is a registered trademark

DISPLAY PANELS

More Ways to Look Great.

Cycle-Safe ProPark Series with a streamlined end panel complements a wider range of architectural and environmental aesthetics. Available in our Standard Model, (two door) or Single-Side Access, (one door), Double-Tiered, (four door), or Electronic Access, the display end panel offers a variety of options to meet your facility needs.

Promotional or Informational Panels are available for interchangeable, programmable or permanent messaging.

- Avery type adhesive labeling
- Custom laser cut graphics
- Snap in frames for quick panel changes in two sizes: 24" x 60" frame fits in recessed area or 44" x 72" frame over entire end panel.
- LED programmable displays for transit info or special promotions.
- View-Thru™ option polycarbonate window offers increased visibility through interior.

Refreshingly stylish, clean and unobtrusive design, consider the possibilities with display panels: transit maps, corporate sponsorship, or Bike to Bus communications. Digitally delivered information can add street level vibrancy and a new dimension to city living.

Better Economy = Better Return on Investment.

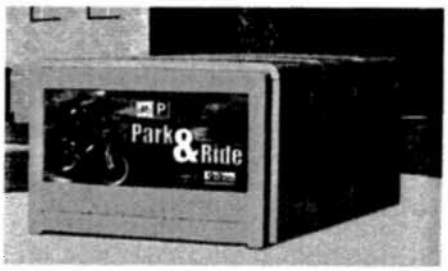
Cycle-Safe already offers a faster return on investment with low maintenance products that don't need replacement. The new Display Panels offer even more ways to save:

Save space.
Our Display Panel saves 12 inches in width on a row of lockers accommodating tight spaces without compromising the bike storage capacity of our standard line. Our lockers can even store cruiser bikes. A starter unit is 43" wide x 78" deep x 52" high (on strut). Add on modules are 38" wide x 78" deep x 52" high (on strut).

Save time.
Fewer parts means easier on-site assembly. Units are shipped knocked down and flat packed for freight savings. For pre-assembly option, call for quote.

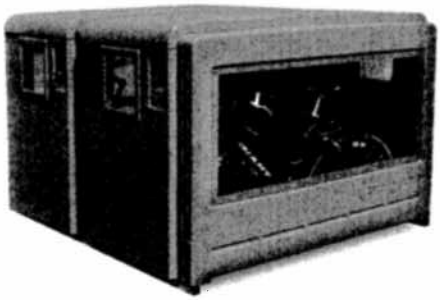
Save money.
With fewer parts to install, the average cost of a Cycle-Safe bicycle locker is lower than ever. The imbedded polyurethane finish will maintain its clean finish, and will not chalk, or fade. We guarantee lifetime cost savings as with all of Cycle-Safe products.

Transit Communications



Promotional Panels

Programmable LED Displays



View-Thru™ Option

Always Compatible.

Cycle-Safe ProPark lockers have a simple, attractive design that's compatible with roadside, trailside and urban center environments. Existing installations can be retrofitted to upgrade for new options.

Now, more than ever, ProPark bicycle lockers by Cycle-Safe are the best choice for secure bicycle parking.

© 2008 cycle-safe® inc., ProPark® is a registered trademark

Cycle Safe Inc.
4630-B Ada Dr.
Ada, MI 49301

Thank you for letting us know about this.

Melissa Whitfield
www.cyclesafe.com
888-950-6531

↳ 5 yr – locks replace

↳ Field rep → Erik O'Brien
Medtek
1-800 835 0056

BIKE LOCKERS CAPITAL REPLACEMENT

2195 / unit } sliding scale pricing

18,746 / 20 units →

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**Energy Revolving Fund**		
		Fiscal Year	**FY15**		
Department Head	**Dean A. Charter**	***Cost***	**$18,760**		
		Priority	**1**	*of*	**1**

1. Description

This new, program is specifically authorized by House Bill 4106, which passed into law in 2013. This law authorizes an Energy Revolving Fund for the Town of Acton. Funding can come from many sources, with the idea being to provide a sustained flow of funds for energy upgrades and programs for town facilities. The requested funds will provide seed money.

2. Useful Life Permanent Program

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

Schedule Replacement		***Increase Personnel Efficiency***	
New or Expanded Service		***x***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
Other (Please Explain)			

4. Justification

This program will allow long term expenditures towards energy efficiency without having to go through the budget process each year.

5. How Was this Project's Priority Determined?

This concept was approved by the Green Advisory Board, the Board of Selectmen, Town Meeting, the Massachusetts Legislature, the Department of Revenue, and the Governor.

6. Estimated Cost ***$18,760***

Less Trade-In (If Applicable)

Net Cost

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

In future years we hope to replenish the fund through grants, rebates, and savings on energy costs

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

Many tasks that would benefit the Town will not get completed in as timely a fashion as desired.

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

Personnel Budget		***Expense Budget***	
Increase		Increase	x
Decrease		Decrease	

10. Attachments, if Applicable.

HB-4106

HOUSE DOCKET, NO. 4372 FILED ON: 5/7/2012

HOUSE . . . . . No. 4106

[LOCAL APPROVAL RECEIVED.]

The Commonwealth of Massachusetts

PRESENTED BY:

Jennifer E. Benson and James B. Eldridge

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the passage of the accompanying bill:

An act establishing the town of Acton energy efficiency fund.

PETITION OF:

NAME:	DISTRICT/ADDRESS:
Jennifer E. Benson	*37th Middlesex*
James B. Eldridge	*Middlesex and Worcester*

HOUSE . . . . . No. 4106

By Representative Benson of Lunenburg and Senator Eldridge, a joint petition (accompanied by bill, House, No. 4106) of Jennifer E. Benson and James B. Eldridge (by vote of the town) for legislation to establish an energy efficiency fund in the town of Acton. Telecommunications, Utilities and Energy. [Local Approval Received.]

The Commonwealth of Massachusetts

In the Year Two Thousand Twelve

An act establishing the town of Acton energy efficiency fund.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. Notwithstanding any general or special law to the contrary, there is hereby
2 established in the town of Acton a dedicated account to be known as the Town of Acton Energy
3 Efficiency Fund to provide funds for energy savings in town-owned facilities or on town-
4 ¬owned property, or for other energy efficiency, energy conservation, or renewable energy
5 projects or activities of the town.

6 SECTION 2. The town of Acton may from time to time appropriate and transfer funds into said
7 account by majority vote of Acton town meeting for the purpose of providing funds for said
8 energy efficiency, energy conservation, or renewable energy projects or activities of the town.
9 Funds may also be deposited into said account, with the approval of a majority of the Acton
10 board of selectmen, from gifts, grants and donations received from public or private sources,
11 federal and state funding programs, revenues from energy efficiency incentive payments, power
12 purchase agreements, renewable energy leases, and similar sources, and any other source

13 authorized by law. Expenditures from said account may be made with the approval of a majority
14 of the Acton board of selectmen without further appropriation.

15 SECTION 3. The Acton town manager, with approval of a majority of the Acton board of
16 selectmen, may apply for public or private grants, incentives, or subsidies for energy efficiency,
17 energy conservation, or renewable energy projects or activities, using any unencumbered balance
18 of such dedicated account as necessary matching funds for such grants, incentives, or subsidies.

19 SECTION 4. The Town of Acton Energy Efficiency Fund shall be maintained by the town
20 treasurer as a separate account, and any interest accrued shall be credited to and become part of
21 the fund. Any funds remaining in the account at the end of each fiscal year shall remain in such
22 account to be used for the purposes provided for in this act. The town treasurer shall annually
23 provide a report to the Acton board of selectmen on monies deposited into and expended from
24 said account.

25 SECTION 5. The town of Acton may, by a two-thirds vote of its town meeting, dissolve the
26 account and, after paying any sums due there from, transfer the remaining unencumbered
27 balance of such account to the town's general fund.

28 SECTION 6. This act shall take effect upon its passage.

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**Paint Town Hall**		
		Fiscal Year	**2015**		
Department Head	**Dean Charter**	***Cost***	**$100,000**		
		Priority	**1**	*of*	**8**

1. Description

Paint exterior of Town Hall, last done in 2007. This project was entered into the Capital Plan in 2009, for completion in FY 2013

2. Useful Life 6 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)	

4. Justification

White paint on wood frame buildings is expected to last 6 years. Longer intervals result in peeling, discoloration, and deterioration of wood.

5. How Was this Project's Priority Determined?

Expected life span of paint

6. Estimated Cost ***$100,000***

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?

Building will deteriorate

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

Personnel Budget no impact	***Expense Budget no impact***
Increase	Increase
Decrease	Decrease

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**Town Hall HVAC replacement**
		Fiscal Year	**2015**
Department Head	**Dean Charter**	***Cost***	**$181,260**
		Priority	**2** *of* **8**

1. Description

Replace chiller, compressor, and control system for Town Hall HVAC. Possible upgrades for fresh air intakes and advanced energy management system. Costs include engineering and design. The project was included in the Capital Plan in 2009 for construction in FY 2013. Cost estimate escalated by 6% per year.

2. Useful Life 20 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

Existing system is aged, past expected service life, and is probably energy inefficient

5. How Was this Project's Priority Determined?

Age of system (25 years)

6. Estimated Cost ***$181,260***

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?

Possible high repair costs as unit ages

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

Personnel Budget no impact	***Expense Budget no impact***
Increase	Increase
Decrease	Decrease

10. Attachments, if Applicable.

Due diligence report from Garcia, Galuska, Desouza Consulting Engineers. Estimate has been increased based on comment from MetroWest Mechanical

GARCIA • GALUSKA • DESOUSA
Consulting Engineers Inc.
370 Faunce Corner Road, Dartmouth, MA 02747-1217

PROJECT: Acton Town Hall
JOB NO:
CLIENT: Town Of Acton
DATE: 9/7/2012 **BY:** DAH

Chiller Replacement

ITEM OF WORK	NO.	UNIT PRICE	AREA	PRICE/S.F.	TOTAL
30 Ton indoor chiller	1	$36,000			$ 36,000.00
30 Outdoor Air cooled Condenser	1	$15,000			$ 15,000.00
Dual Temp Piping & Insulation	1	$10,000			$ 10,000.00
Chilled Water Pumps w/ VFD	2	$5,500			$ 11,000.00
Controls	1	$15,000			$ 15,000.00
Refrigerant piping & Insulation, including piping accessories, valves and filters	1	$10,000			$ 10,000.00
Electrical	1	$5,000			$ 5,000.00
Testing and Balancing	1	$1,500			$ 1,500.00
Commissioning	1	$1,500			$ 1,500.00
Coordination and As builts drawings	1	$2,000			$ 2,000.00
				TOTAL	$ 107,000.00
				$/S.F.	$5.35

Acton Town Hall Chiller Study
Acton, MA
HVAC Existing Conditions Systems Report
J#945 005 00.00
L#38652/Page 1/September 7, 2012

Executive Summary:

The Acton Town Hall cooling plant consists of one 30 ton indoor liquid chiller with one associated outdoor air-cooled condenser. The piping associated with this equipment appears to be copper. The piping system is insulated with what appears to be one and one half inch fiberglass insulation. The pumping system is a primary/secondary arrangement. Chilled water from the chiller is injected into the building loop via two inline, in series pumps. Chilled water travels throughout the building with the use of two lead/standby inline pumps mounted in parallel. R-22 refrigerant travels from the outdoor condenser to the indoor chiller. The electronic controls associated with the chiller are factory-mounted and tied into the main existing electronic control board for on/off operation and status.

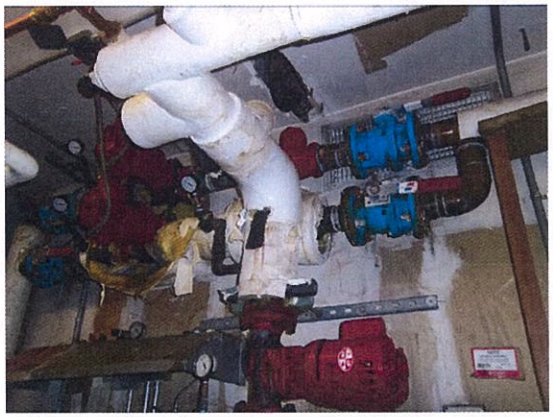
Observations:

The chiller and matching outside condenser are approximately 30-years-old and past their usable service life. The system was installed during the renovation/addition to the building. The existing system utilizes R-22 refrigerant which is no longer in production yet still readily available for servicing existing installations. As the surplus reduces, the cost to service will increase.

Indoor Liquid Chiller

Outside Air Cooled Condenser

Sections of the fiberglass insulation have been removed to accommodate repairs and were not replaced. As a result, the piping has been allowed to condensate, saturating the remaining existing insulation.



Building Pumps with Missing and Damaged Insulation

The chiller pumps are mounted in series. Centrifugal pumps in series are used to overcome larger system head losses that one pump could not handle alone. With the pumps in series, if a pump fails, the chilled water system will not be able to operate while the failed pump is being replaced.

In-Series Chiller Pumps

Chiller water is allowed to flow through the boiler. The piping within the boiler is not insulated, and as a result, is condensing within the boiler. Condensate on the boiler's heat exchanger will reduce the boiler's life span due to rusting or rioting heat exchanger.

Heating Boiler

RECOMMENDATIONS:

The following are recommendations for the Acton Town Hall Chiller:

- Replace existing chiller and condenser with new energy efficient chiller and condenser.
- Re-work piping to prevent chilled water from entering the boiler.
- Provide summer / winter isolation valves.
- Replace existing series mounted in-line pump with new parallel mounted in-line pumps to allow primary/standby arrangement.
- Replace existing damaged and missing pipe insulation

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**Windsor Building historic restoration and reuse**		
		Fiscal Year	**2015**		
Department Head	**Dean Charter**	***Cost***	**$550,000**		
		Priority	**3**	*of*	**8**

1. Description

Full restoration and reuse of both floors 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 smaller meetings and office "swing space" Project placed on Capital Plan in 2008 for funding in FY 2010. This is a cornerstone of the implementation of the Space Needs Study developed by Allegro Interior Architecture. The cost includes full universal access to the second floor. Pricing based on 100% Design development plan estimate 9/18/13

2. Useful Life 40 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

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 offices and 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 ***$550,000***

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 could 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, and a shortage of office and meeting space.

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

Personnel Budget	***Expense Budget***
Increase #	Increase #
Decrease	Decrease

10. Attachments, if Applicable. See budget from independent estimator

DESIGN DEVELOPMENT
WINDSOR BUILDING
RENOVATION
ACTON, MA

September 18, 2013

BUILDING TRADE BREAKDOWN

	DESCRIPTION		Cost/SF	DD AMOUNT	SD AMOUNT	DELTA
1	FOUNDATIONS		1.80	6,887	1,014	5,873
2	VERTICAL STRUCTURE		0.75	2,850	900	1,950
3	FLOOR STRUCTURES		4.23	16,179	5,305	10,874
4	EXTERIOR CLADDING		0.13	510	990	-480
5	INTERIOR PARTITIONS, DOORS & GLAZING		11.80	45,152	37,464	7,687
6	FLOOR, WALL & CEILING FINISHES		6.32	24,189	20,054	4,135
7	FUNCTION EQUIPMENT & SPECIALTIES		3.24	12,409	9,306	3,103
8	STAIRS AND VERTICAL TRANSPORTATION		11.73	44,850	36,020	8,830
9	PLUMBING SYSTEMS		4.92	18,800	18,800	0
10	HEATING, VENTILATING & AIR CONDITIONING		15.00	57,368	0	57,368
11	ELECTRICAL LIGHTING, POWER & COMMUNICATIONS		13.89	53,138	12,975	40,163
12	FIRE PROTECTION SYSTEMS		4.50	17,213	0	17,213
	SUB-TOTAL BUILDING		**78.31**	**299,544**	**142,829**	**156,716**
13	SITE PREPARATION & DEMOLITION			10,709	4,909	5,800
14	SITE PAVING, STRUCTURES & LANDSCAPING			15,954	18,695	-2,741
15	UTILITIES ON SITE			27,208	7,945	19,264
	SUB-TOTAL SITE			**53,871**	**31,548**	**22,323**
	TOTAL BUILDING & SITE			**353,415**	**175,377**	**178,038**
	General Conditions, General Requirements	15.00%		53,012	26,306	26,706
	Insurance & Bond	1.50%		6,096	3,025	3,071
	Building Permit	1.00%		4,125	2,047	2,078
	Contractor's Overhead & Fee	13.00%		54,164	26,878	27,286
	SUB TOTAL ECC BEFORE CONTINGENCIES			**470,813**	**233,634**	**237,179**
	Design Contingency	5.00%		23,541	23,363	177
	Construction Contingency	5.00%		24,718	12,850	11,868
	Phasing & Temporary work	0.00%		0	0	0
	Escalation Contingency	1.50%		7,415	3,855	3,560
	TOTAL CONSTRUCTION COSTS			**$526,486**	**$273,702**	**$252,785**
	TOTAL GROSS AREA (SF)	*3,825*				
	COST PER GSF	*$137.64*				

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**Demolish Asa Parlin House**
		Fiscal Year	**2015**
Department Head	**Dean Charter**	***Cost***	**$90,000**
		Priority	**5** *of* **8**

1. Description

Demolish the so-called "Asa Parlin House (17 Woodbury Lane), which was purchased in the 1990s for Memorial Library expansion, and for which no practical use has been determined. Site is to be restored to dedicated green space.

2. Useful Life No useful life

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

This building was purchased because the land was needed for parking and septic for the expansion of the Memorial Library. It was never intended to be saved. There have been two exhaustive studies done on the building by historic preservation architects. There is no economically feasible use for the building, and it is headed towards collapse.

5. How Was this Project's Priority Determined?

Building has been extensively studied, it has no useful purpose, is in terrible shape, and has no historic importance.

6. Estimated Cost ***$90,000***

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?

Ask again next year. As the rot progresses the building will collapse on its own, but we will still have extensive clean-up costs due ot lead and asbestos.

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

Personnel Budget no impact	***Expense Budget no impact***
Increase	Increase
Decrease	Decrease

10. Attachments, if Applicable.

See http://doc.acton-ma.gov/dsweb/view/collection-4640 for full report from Menders, Torrey & Spencer

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**Replace 2007 K2500**			
		Fiscal Year	**2015**			
Department Head	**Dean Charter**	***Cost***	**$49,000**			
		Priority	**5**	*of*	**8**	

1. Description

Replace existing 2007 ¾ ton 4WD truck use by Building Maintenance with a similar unit. This was originally placed on the Capitol Plan in 2009 for funding in Fiscal year 2013.

2. Useful Life 6 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)	

4. Justification

Unit is reaching end of service life

5. How Was this Project's Priority Determined?

Need for vehicle and expected service life

6. Estimated Cost ***$49,000***

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?

Ask again next year. Increased down time will lead to delays in snow removal, building emergencies, and routine building maintenance.

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

Personnel Budget no impact	***Expense Budget no impact***
Increase	Increase
Decrease	Decrease

10. Attachments, if Applicable.

Quote from MHQ, escalated to cover price increase by FY '15 and cost of two way radio

MHQ
VEHICLES ■ EQUIPMENT ■ GEAR

September 14, 2013

Acton Highway Dept.
Attn : Dean Charter

978.929.7744 ph
508.277.6601 cell
dcharter@acton-ma.gov email

Please find below a quote for **2014 Ford F250 Utility Body SRW 4WD** per the Plymouth County Commissioner's Procurement Contract # PCC-121314. M.G.L. c.30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L. c.30B sec. 1c and M.G.L. c.7 sec 22B. The governmental body is responsible to determine the applicability of M.G.L. c30B to off contract items, including but not limited to, off contract items that have already been properly procured under M.G.L. c30B sec. 1c and M.G.L. c.7 sec. 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c 30B sec. 1c and M.G.L. c.7 sec. 22B or any M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract Items must be procured under M.G.L. c. 30B.

Item#			
12-16/H1.04C	2014 Ford F250 4WD SRW pickup per contract spec	$24,890.00	
	Color : (W6) Green Gem Metallic	included	
	6.2L V-8 Gasoline Engine	included	
	6 speed automatic transmission	included	
	Regular cab - 137" WB - 56" CA	included	
	Snow plow prep package	included	
	Air conditioning	included	
	AM/FM stereo w/Digital Clock	included	
	40/20/40 Vinyl split bench seat	included	
	Class III/IV 2" Hitch	included	
1.01A	All terrian tires - SRW	$195.00	
1.16	Electronic shift on the fly 4WD	$185.00	
1.28	Factory Cab steps	$370.00	
1.17	Power windows, door locks, & heated power mirrors	$895.00	
2.01	8' Steel Utility Body (SRW)	$6,595.00	match
5.11	Ladder Rack on Service Body	$795.00	
L2.06	Rhino Liner in bed & tops of compartments	$790.00	
10.15	7-way Blade "RV" trailer plug	$175.00	
C1.02	Whelen LFL Liberty LED Lightbar 14 modules w/LED TDs/Alleys	1,625.00	Amber
C12.10	GoLight Roof Mounted Spot Light (2021) Black	425.00	
C3.05	Whelen Vertex LED Hide-a-ways (1 pair) headlights	250.00	Amber
2.34	Whelen M7AC SuperLED Warning Lights (1 pair) rear body	395.00	Amber
C11.08	Whelen PCC10W Switch Box with (10) 25A Switches	150.00	
2.17	Back Up Alarm	$88.00	
3.10	Fisher 8' HD MinuteMount II Snow Plow System	$5,895.00	
3.18 & 3.19	Rubber SnoFoil Snow Deflectory & Bolt on Steel Cutting Edge	$690.00	
F7/F8	Equipment Transfer Delete & Graphics Delete (Credit)	($200.00)	
Total Contract Price:		**$44,208.00**	

Sincerely,

Shawn M. Daoust
Truck Sales

401 Elm Street Marlborough, MA 01752
Phone: 508-573-2625 Fax: 508-573-2725
sdaoust@mhq.com

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**Replace 2007 F-550**
		Fiscal Year	**2015**
Department Head	**Dean Charter**	***Cost***	**$69,000**
		Priority	**6** *of* **8**

1. Description

Replace existing 2007 F-550 chipper truck with a similar unit. This was originally placed on the Capital Plan in 2009 for funding in Fiscal Year 2013

2. Useful Life 6 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)	

4. Justification

Existing unit may be at end of expected service life

5. How Was this Project's Priority Determined?

Condition of vehicle

6. Estimated Cost ***$69,000***

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?

Ask again next year. As unit has more down time due to condition, will impact response time in storms, snow removal, and routine tree work.

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

Personnel Budget no impact	***Expense Budget no impact***
Increase	Increase
Decrease	Decrease

10. Attachments, if Applicable.

Quote from MHQ, escalated to cover price increase by FY '15 and cost of two way radio

MHQ
VEHICLES ■ EQUIPMENT ■ GEAR

September 14, 2013

Acton Highway Dept.
Attn : Dean Charter

978.929.7744 ph
508.277.6601 cell
dcharter@acton-ma.gov email

Please find below a quote for **(1) 2014 Ford F550 Cab & Chassis with Dumping Chipper Body 4WD** per the Plymouth County Commissioner's Procurement Contract # PCC-121314. M.G.L. c.30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L. c.30B sec. 1c and M.G.L. c.7 sec 22B. The governmental body is responsible to determine the applicability of M.G.L. c30B to off contract items, including but not limited to, off contract items that have already been properly procured under M.G.L. c30B sec. 1c and M.G.L. c.7 sec. 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c 30B sec. 1c and M.G.L. c.7 sec. 22B or any M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract Items must be procured under M.G.L. c. 30B.

Item#			
12-19/H1.34/H1.04F	2014 Ford F550 4WD Cab/Chassis with 17,950 GVWR	$ 35,085.00	
	Color : (W6) Gem Green Metallic	included	
	6.2L V10 Gasoline Engine; with 5 speed Automatic Transmission	included	
	Air Conditioning	included	
	Heavy Duty Vinyl Bench Seat & Vinyl Flooring	included	
	(7) All Season Tires	included	
	Four (4) Factory Upfitter switches	included	
	AM/FM radio w/digital clock	included	
B60	Front OEM Mud Guards	80.00	
H1.12	Extended 84" CA for cab/chassis (to allow for L pack toolbox)	225.00	
H1.28	Factory Running Boards	370.00	
H1.16	Electronic Shift Four Wheel Drive	185.00	
H1.17	Power Equipment Group (includes headed mirrors)	895.00	
H10.17	Electric Trailer Brake	295.00	
H10.18	Reinforced Plate Mounted Ball/Pintle Hook Combo	495.00	
H10.15	Trailer Plug (7-way RV)	175.00	
H4.12	L-Pack Cross Chassis Tool Compartment	3,995.00	Black
H4.16	9" Chipper Body	14,550.00	Black
H7.06	Class C Electric Hydraulic Conversion Hoist (to dump chip body)	3,795.00	
	Mounted	795.00	
	) LEDs, BTT & LED TDs	1,395.00	
	:em	1,495.00	
		88.00	
	Delete (Credit)	($200.00)	
Tot		**$ 63,718.00**	

a. walecka & son, inc.
MOVERS - PACKERS - STORAGE
1-800-221-2158

63,718
+5 %
66,903
+ 2,000 asst
68,903

Sincerel

Shawn
Truck S

gh, MA 01752
508-573-2725
om

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**Replace HVAC system at Fire Station 3**		
		Fiscal Year	**2015**		
Department Head	**Dean Charter**	***Cost***	**$456,723**		
		Priority	**7**	*of*	**8**

1. Description

Design and construction to remove and replace existing HVAC system in Fire Station 3 (West Acton) Budget request based on Due Diligence Report completed by Garcia, Galuska, Desouza Engineers (GGD) in 2013. 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)

#	***Schedule Replacement***		***Increase Personnel Efficiency***
	New or Expanded Service	#	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

4. Justification

The existing heating system is essentially unchanged from when built almost 50 years ago. Systems are prone to failure, and are energy inefficient. The building also lacks adequate air conditioning and living quarters ventilation.

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 ***$456,723***

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.

Personnel Budget	***Expense Budget***
Increase	Increase
Decrease #	Decrease #

10. Attachments, if Applicable.

Budget estimate from Garcia Galuska Desouza Engineers (GGD) supplants an earlier estimate from MetroWest Mechanical which dealt with heating system only. GGD estimate has been marked up for engineering costs and inflation.

GARCIA • GALUSKA • DESOUSA
Consulting Engineers Inc.
370 Faunce Corner Road, Dartmouth, MA 02747-1217

PROJECT:	**Acton Fire Station**	
JOB NO:	**945 006 00**	
CLIENT:	**Town of Acton**	
DATE:	**7/9/13**	**BY: DP**

Fire Station No. 3(West) HVAC

ITEM OF WORK	NO.	UNIT PRICE	AREA FT²	PRICE/S.F.	TOTAL
High-Efficiency Gas-Fired Condensing Boiler and Accessories	1	$ 28,000			$ 28,000.00
Boiler Venting	1	$ 15,000			$ 15,000.00
Boiler Condensate Neuralization Kit and Piping	1	$ 8,500			$ 8,500.00
Hot Water Pumps w/ VFD's	2	$ 5,500			$ 11,000.00
HHW expansion Tank, Air Seperator & Accessories	1	$ 4,250			$ 4,250.00
HHW Piping & Ins. and Accessories			5,162	$ 8.00	$ 41,296.00
Heating Terminal Units, Fintube Radiation & Unit Heaters	1		5,162	$ 4.00	$ 20,648.00
Apparatus Bay Unit Heaters	4	$ 1,500			$ 6,000.00
Split-System Heat Pump AC Air Handling Units	3	$ 7,500			$ 22,500.00
Split System High-Efficiency Condensing Units	3	$ 3,000			$ 9,000.00
AHU Refrigerant Piping & Insulation and Condensate	3	$ 3,000			$ 9,000.00
Ventilation System ERV Unit (2,500 CFM)	1	$ 20,000			$ 20,000.00
Exhaust Air Fans	2	$ 1,250			$ 2,500.00
Ductwork & Ins.			5,162	$ 8.00	$ 41,296.00
Controls			5,162	$ 7.50	$ 38,715.00
Testing And Balancing			5,162	$ 1.00	$ 5,162.00
Electrical			5,162	$ 6.00	$ 30,972.00
Demolition			5,162	$ 1.25	$ 6,452.50
Rigging	1				$ 2,500.00
General Conditions (Coring, Patch & Repair, etc.)	1	20000			$ 20,000.00
O&M, AsBuilts, Close-out	1	3500			$ 3,500.00
				TOTAL HVAC Cost	$ 346,291.50
				Air Conditioing & Ventilation System Cost	$ 119,296.00
				Heating System Only Cost	$ 226,995.50

Cost estimates have been derived based on recent project cost data, July 2013, and do not inlcude escalation and contingency.

Acton Fire Station No.3 (West)
Acton, MA
Existing Conditions Systems Report
J#945 006 00.00
L#40875/Page 1/June 28, 2013

HVAC

Executive Summary:

- Fire Station No. 3 was originally constructed in the early 1960s. The building area is approximately 5,162 gross square feet. It is believed that the building has always been heated by hot water heating equipment. The majority of the building's heating systems is originally installed equipment. The building's heating system is generally in poor condition, has exceeded its expected useful service life and in need of replacement.

Boiler Plant:

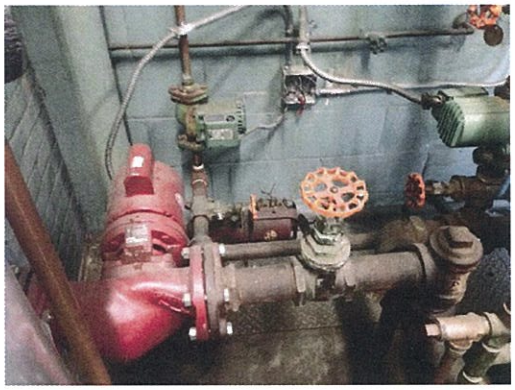
- The building is heated by a gas-fired cast iron sectional hot water boiler. The boiler was manufactured by Weil McLain (Model H-10 Series No. 3 – 10 Section) and has an approximate capacity of 540 MBH gas input and 432 MBH hot water output. The boiler's gas fired burner was installed in 1994 as part of a fuel oil to natural gas burner conversion project. The boiler is believed to be originally installed equipment and therefore over 50 years old. The boiler has exceeded its expected useful service life. In addition, the hot water boiler system has a low operating efficiency in comparison to today's high efficiency boiler systems.

- The boiler has code required heat detectors and low water cut-off safety controls installed. Boiler burner shut-off switch is installed on the boiler.

- Combustion air for the boiler is provided by a ducted combustion air wall intake and associated ductwork. The combustion air openings do not terminate 12" from the floor and ceiling as required by the current building code. In addition the combustion air opening is located directly over the building gas meter. Code requires that the gas meter is 3 feet clear from building intake openings.

- The boiler and domestic hot water heater are vented to the masonry chimney by galvanized sheetmetal boiler breeching.

Mechanical Room – HW Boiler



Mechanical Room – HW Pump

Mechanical Room –Boiler Breeching

Mechanical Room – Combustion Air Duct

- The boiler provides hot water to terminal heating equipment located throughout the building through a two-pipe hot water steel and copper piping distribution system. A good portion of the hot water piping located in the mechanical room and throughout the building is un-insulated. There is a ceiling suspended hot water expansion tank.

- The hot water system has three zones that are controlled by in line hot water circulator pumps and boiler control panel. The zone pumps appear to be in fair condition. The hot water system is zones as follows (Zone 1/Pump 1– Garage, Zone 2/Pump 2 – 2nd floor and Zone 3/Pump 3 – Dispatch). There used to be a 4th zone that served an abandoned in place apparatus bay radiant floor heating system. It is our understanding that the floor slab radiant heating system failed many years ago and has not been in operation for over 15 years. The radiant floor zone pump has also been abandoned in place.

- Pump #1 was manufactured by Bell & Gossett (Model 2-1/2" B80), Pumps #2 was manufactured by Taco (Model 0010-F3 – 1/8 HP), and Pump#3 was manufactured by Taco (Model 0010-F1 – 1/15 HP).

Mechanical Room – HW Boiler Control Panel

- Domestic hot water heating for the building is provided by a gas-fired standard efficiency DHW heater tank. The DHW heater was manufactured by State (Model Select). The DHW heater has a capacity of 40 MBH input and 50 gallons of storage. The DHW heater appears to be in good condition and was installed in 2009. Some of the domestic hot water piping is insulated with armor-flex type insulation.

Mechanical Room – DHW Heater

First and Second Floor Heating:

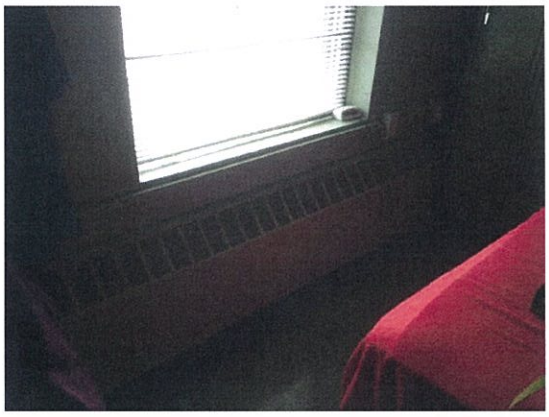
- The first and second floors of the Fire Station are heated by a combination of hot water radiators and fin tube radiation heating units that are typically located at perimeter walls. The majority of heating units and associated piping appears to be originally installed equipment. The heating equipment is generally in poor condition with visible signs of damage and corrosion in some cases.

- There is a ceiling mounted unit heater located in the first floor entryway and stairwell area outside of the apparatus bay. This unit appears to be in poor condition and may not be operational as the t-stat has been labeled with a note the reads "Not in use". Besides this unit there does not appear to be any other means of heating this area with the exception of exposed hot water piping.

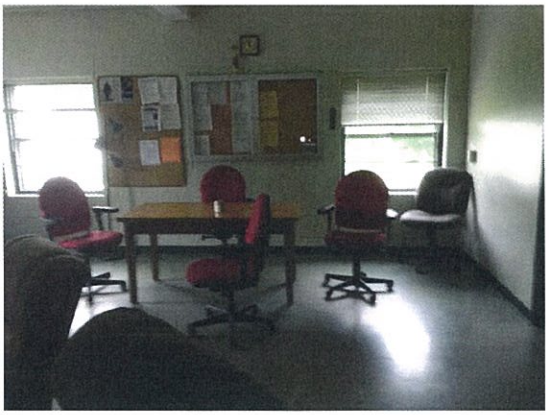
- In general, we would consider the current hot water heating system installation to be "minimalistic", as there are several exterior walls in the building that are not provided with perimeter heating. In addition, there are only three heating zones, apparatus bay, first and second floor. This lack of heating equipment and zone control results in uneven heating within the building.

First Floor Entry – Unit Heater and Associated T-stat

Lounge – Fin Tube Radiation Heating



Dorm Room – Fin Tube Radiation Heating



Lounge – Exterior Wall without Heating

Ventilation:

- The building does not have a central mechanical ventilation air system. Ventilation for the building is primarily provided through the use of operable windows.

- The restrooms do not have mechanical exhaust air fan systems.

- The mechanical room is exhaust by a sidewall exhaust air fan.

Air Conditioning:

- The building does not have a central air conditioning system installed. The Dorm rooms and Captains Room observed during our site visit had window AC units installed. The Window AC units appear to be in range from poor to fair condition.

- The first floor Dispatch Room has a ceiling mounted ductless AC (manufactured by Sanyo) system that appears to be in fair to poor condition. There are also two ceiling mounted diffusers located in the dispatch area.

- The second floor Lounge has a wall mounted split system ductless AC system installed. The unit appears to be in fair condition.

Dorm Room – Window AC Unit

Lounge – Ductless AC Unit

Dispatch Room – AC Unit T-stat

Dispatch Room – Ceiling AC Unit

Apparatus Bay:

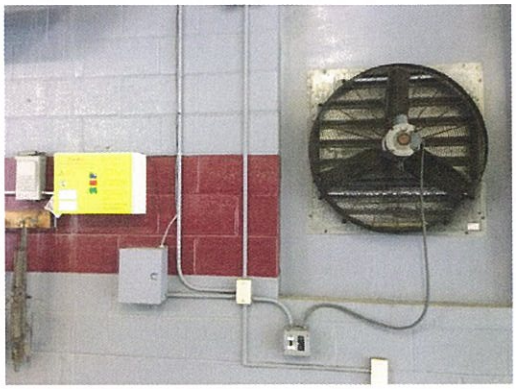
- A vehicle exhaust air capture system is installed in the apparatus bay. The apparatus bay consists of 2 full-size bays. The system is manufactured by Plymovent, and consists of vent-set exhaust fan and filter unit located in the apparatus bay which are ducted to vehicle exhaust hose reel ductwork (4 drops) and the building exterior by a galvanized steel sheetmetal distribution system. In general the vehicle exhaust air system appears to be in good condition.

- Mechanical exhaust air is provided to the apparatus bay by a sidewall mounted propeller fan. Make-up air in introduced to the area through the apparatus bay doors. The fan is controlled by a wall-mounted switch.

- The custodial closet and toilet room located adjacent to the apparatus bay are not exhausted. The toilet room is also not heated directly, instead heating hot water piping located in the ceiling is exposed without insulation to provide some degree of heating.

- The apparatus bay is heated by two ceiling suspended horizontal hot water unit heaters (manufactured by Airtherm) that are controlled by a wall mounted thermostat. In general the units appear to be in poor physical condition. It is our understanding that these units are extremely noise during operation. The unit heaters appear to be originally installed equipment.

Apparatus Bay – Unit Heaters



Apparatus Bay – Sidewall Exhaust Fan

Apparatus Bay – PlymoVent System

Recommendations:

In general the Fire Station's heating, ventilation, and air conditioning systems do not meet the thermal comfort needs, energy efficiency and code-requirements of a modern day Fire Station.

Therefore we recommend the following HVAC system replacements:

- Heating System: The existing hot water boiler and hot water heating system is extremely antiquated and inefficient in comparison to today's energy efficient heating systems. A large amount of heating fuel cost is wasted through piping heat loss (un-insulated piping), boiler venting, inadequate zone control, and the use of operable windows for ventilation. The existing boiler, hot water piping distribution system and terminal heating equipment has exceeded its useful service life and will continue to require increased maintenance and repair costs.

We recommend that the existing hot water boiler is replaced with a high efficiency gas-fired condensing hot water boiler plant, consisting of high efficiency gas-fired condensing boiler, pumps equipped with VFD drives (or ECM motors), DDC controls (including outdoor air reset) and accessories. A new steel/copper piping distribution should be provided to replace the existing hot water piping. The piping should be designed and installed in a manner which provides improved zone control capabilities through the use of two-way modulating zone control valves and remote wall mounted thermostats.

The apparatus bay unit heaters should be replaced with new hot water heating unit heaters.

- Ventilation: We recommend that a new mechanical ventilation system be designed and installed to provide year-round ventilation for the building. It is recommended that a new ventilation system be provided with energy recovery and supplemental heating and cooling capability. This would allow the system equipment and associated ductwork distribution system to be sized based solely on ventilation and make-up air requirements. This approach would result in lower first installed cost, improved energy efficiency and improved thermal comfort and indoor air quality.

  New exhaust air fans system should be installed for all restrooms and custodial closets in the building.

  The apparatus bay vehicle exhaust air system appears to be in good condition, and it appears that the system fans and ductwork distribution system could continue to be re-used. It is recommended that the system is fully tested, repaired as required, and maintained in accordance with manufacturers' recommendations.

- Air Conditioning: We recommend that a new high efficient air conditioning system(s) is installed in areas that required air conditioning. New high efficiency AC systems would replace window AC systems that are generally inefficient and noisy.

- Controls: We recommend that all new HVAC systems are controlled by a newly installed direct digital control, energy management system for improved thermal comfort control and energy efficient system operation.

General Repairs:

- In general we recommend that all existing building HVAC systems, with the exception of the Apparatus Bay vehicle exhaust Plymovent system, are replaced. However, in the event that a complete HVAC system replacement project did not occur, there are numerous HVAC system repairs and improvement that should occur. In this instance, we would recommend that the following repairs and/or system replacements occur:

  1. Inspect, test and clean hot water boiler and venting system.
  2. Replacement of existing hot water circulator pumps with energy efficient zone circulator pumps equipped with ECM (variable speed) motors.

3. Insulate hot water piping.
4. Replace hot water expansion tank.
5. Install bathroom exhaust air fan systems.
6. Clean all hot water heating equipment; replace old hot water air vents.
7. Replacement of all defective hot water valves.

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**Replace HVAC system at Fire Station 2**		
		Fiscal Year	**2015**		
Department Head	**Dean Charter**	***Cost***	**$472,582**		
		Priority	**7**	*of*	**8**

1. Description

Design and construction to remove and replace existing HVAC system in Fire Station 3 (West Acton) Budget request based on Due Diligence Report completed by Garcia, Galuska, Desouza Engineers (GGD) in 2013. 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)

#	***Schedule Replacement***		***Increase Personnel Efficiency***
	New or Expanded Service	#	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

4. Justification

The existing heating system is essentially unchanged from when built almost 50 years ago. Systems are prone to failure, and are energy inefficient. The building also lacks adequate air conditioning and living quarters ventilation.

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 ***$472,582***

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.

Personnel Budget	***Expense Budget***
Increase	Increase
Decrease #	Decrease #

10. Attachments, if Applicable.

Budget estimate from Garcia Galuska Desouza Engineers (GGD) supplants an earlier estimate from MetroWest Mechanical which dealt with heating system only. GGD estimate has been marked up for engineering costs and inflation.

GARCIA • GALUSKA • DESOUSA
Consulting Engineers Inc.
370 Faunce Corner Road, Dartmouth, MA 02747-1217

PROJECT:	Acton Fire Station	
JOB NO:	945 006 00	
CLIENT:	Town of Acton	
DATE:	7/9/13	BY: DP

Fire Station No. 2(South) HVAC

ITEM OF WORK	NO.	UNIT PRICE	AREA FT²	PRICE/S.F.	TOTAL
High-Efficiency Gas-Fired Condensing Boiler and Accessories	1	$ 28,000			$ 28,000.00
Boiler Venting	1	$ 15,000			$ 15,000.00
Boiler Condensate Neuralization Kit and Piping	1	$ 8,500			$ 8,500.00
Hot Water Pumps w/ VFD's	2	$ 5,500			$ 11,000.00
HHW expansion Tank, Air Seperator & Accessories	1	$ 4,250			$ 4,250.00
HHW Piping & Ins. and Accessories			5,848	$ 8.00	$ 46,784.00
Heating Terminal Units, Fintube Radiation & Unit Heaters	1		5,848	$ 4.00	$ 23,392.00
Apparatus Bay Unit Heaters	4	$ 1,500			$ 6,000.00
Split-System Heat Pump AC Air Handling Units	3	$ 7,500			$ 22,500.00
Split System High-Efficiency Condensing Units	3	$ 3,000			$ 9,000.00
AHU Refrigerant Piping & Insulation and Condensate	3	$ 3,000			$ 9,000.00
Ventilation System ERV Unit (2,500 CFM)	1	$ 20,000			$ 20,000.00
Exhaust Air Fans	2	$ 1,250			$ 2,500.00
Ductwork & Ins.			5,848	$ 8.00	$ 46,784.00
Controls			5,848	$ 7.50	$ 43,860.00
Testing And Balancing			5,848	$ 1.00	$ 5,848.00
Electrical			5,848	$ 6.00	$ 35,088.00
Demolition			5,848	$ 1.25	$ 7,310.00
Rigging	1				$ 2,500.00
General Conditions	1	7500			$ 7,500.00
O&M, AsBuilts, Close-out	1	3500			$ 3,500.00
				TOTAL HVAC Cost	$ 358,316.00
				Air Conditioing & Ventilation System Cost	$ 124,784.00
				Heating System Only Cost	$ 233,532.00

Cost estimates have been derived based on recent project cost data, July 2013, and do not inlcude escalation and contingency.

Acton Fire Station No.2 (South)
Acton, MA
Existing Conditions Systems Report
J#945 006 00.00
L#40874/Page 1/June 28, 2013

HVAC

Executive Summary:

- Fire Station No. 2 was originally constructed in 1961. The building area is approximately 5,848 gross square feet. It is believed that the building has always been heated by hot water heating equipment. The majority of the building's heating systems is originally installed equipment. The building's heating system is generally in poor condition, has exceeded its expected useful service life and in need of replacement.

Boiler Plant:

- The building is heated by a gas-fired cast iron sectional hot water boiler. The boiler was manufactured by HB Century (Model CC-9, Serial No. 2928000001) and has an approximate capacity of 552 MBH gas input and 441 MBH hot water output. The boiler's gas fired burner was installed in 1994 as part of a fuel oil to natural gas burner conversion project. The boiler has a Honeywell boiler controller installed. The boiler is believed to be originally installed equipment and therefore over 50 years old. The boiler has exceeded its expected useful service life. In addition, the hot water boiler system has a low operating efficiency in comparison to today's high efficiency boiler systems.

- The boiler has code required heat detectors and low water cut-off safety controls installed.

- Combustion air for the boiler is provided by a ducted combustion air wall intake and associated ductwork. The combustion air openings do not terminate 12" from the floor and ceiling as required by the current building code.

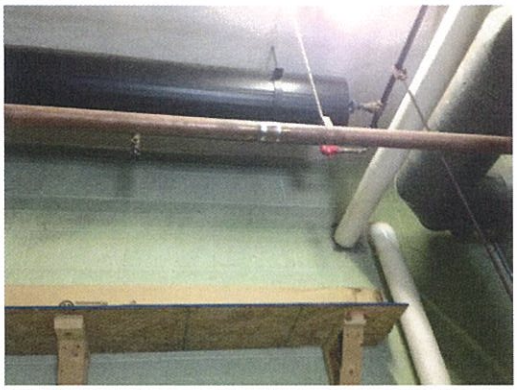
- The boiler and domestic hot water heater are vented to the masonry chimney by galvanized sheetmetal boiler breeching.

Mechanical Room – HW Boiler

Mechanical Room – Domestic HW Heater

- The boiler provides hot water to terminal heating equipment located throughout the building through a two-pipe hot water steel and copper piping distribution system. A good portion of the hot water piping located in the mechanical room and throughout the building, is un-insulated. There is a ceiling suspended hot water expansion tank.

- The hot water system has three zones that are controlled by in line hot water circulator pumps and boiler control panel. There appears to be three hot water zones: apparatus bay, first floor and second floor. There used to be a 4th zone that served an abandoned in place apparatus bay radiant floor heating system. The pumps appear to be in fair condition, however there are some signs of water leakage from either the pump seals or the flanged connections of the pumps. It is our understanding that the floor slab radiant heating system failed many years ago and has not been in operation for over 15 years. The radiant floor zone pump has also been abandoned in place.



Mechanical Room – Hot Water Expansion Tank

Mechanical Room – HW Circulator

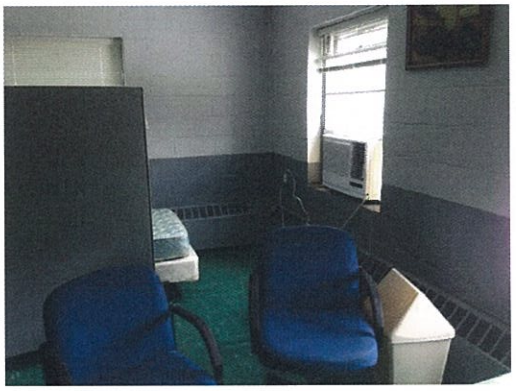
Mechanical Room – HW Circulator

- Domestic hot water heating for the building is provided by a gas-fired standard efficiency DHW heater tank. The DHW heater was manufactured by American Water Heater Co. The DHW heater has a capacity of 40 MBH input and 50 gallons of storage. The DHW heater appears to be in good condition and was installed in 2009. Some of the domestic hot water piping is insulated with armor-flex type insulation.

First and Second Floor Heating:

- The first and second floors of the Fire Station are heated by a combination of hot water radiators, unit heaters and fin tube radiation heating units that are typically located at perimeter walls. The majority of heating units and associated piping appears to be originally installed equipment. The heating equipment is generally in poor condition with visible signs of damage and corrosion in some cases.

Hot Water Cabinet Unit Heater



Dorm Area – Hot water Radiation Heating

Hot water Fin Tube Radiation Heating

Heating T-stat

- The Dispatch area is heated by a wall mounted hot water cabinet unit heater, manufactured by Beacon Morris. The unit appears to be in fair condition.

- The first floor entryway and stairwell area outside of the apparatus bay is heated by a hot water cabinet unit heater. The unit appears to be in fair condition. The restroom in this area is not heater directly.

- In general, we would consider the current hot water heating system installation to be "minimalistic", as there are several exterior walls in the building that are not provided with perimeter heating. In addition, there are only three heating zones, apparatus bay, first and second floor. This lack of heating equipment and zone control results in uneven heating within the building.

Ventilation:

- The building does not have a central mechanical ventilation air system. Ventilation for the building is primarily provided through the use of operable windows.

- The majority of restrooms do not have mechanical exhaust air fan systems. One of the second floor restrooms appears to have a wall mounted exhaust register that appears to be undersized.

- The mechanical room is exhaust by a sidewall exhaust air fan.

- The second floor kitchen has a residential style range hood that is exhausted to the building exterior.

Air Conditioning:

- The building does not have a central air conditioning system installed. A few rooms observed during our site visit had window AC units installed. The Window AC units appear to range from poor to good condition.

Window AC Unit

Apparatus Bay:

- A vehicle exhaust air capture system is installed in the apparatus bay. The apparatus bay consists of 2 full-size bays. The system is manufactured by Plymovent, and consists of vent-set exhaust fan and filter unit located in the apparatus bay which are ducted to vehicle exhaust hose reel ductwork and the building exterior by a galvanized steel sheetmetal distribution system. In general the vehicle exhaust air system appears to be in good condition.

- Mechanical exhaust air is provided to the apparatus bay by a sidewall mounted propeller fan. Make-up air in introduced to the area through the apparatus bay doors. The fan is controlled by a wall-mounted switch.

- The custodial closet located adjacent to the apparatus bay is not exhausted.

- The apparatus bay is heated by two ceiling suspended horizontal hot water unit heaters that are controlled by a wall-mounted thermostat. In general the units appear to be in poor physical condition. It is our understanding that these units are extremely noise during operation. The unit heaters appear to be originally installed equipment.

Apparatus Bay Unit Heater

Apparatus Bay PlymVent System

Apparatus Bay – Sidewall Exhaust Fan

Recommendations:

In general the Fire Station's heating, ventilation and air conditioning systems do not meet the thermal comfort needs, energy efficiency and code-requirements of a modern day Fire Station.

Therefore we recommend the following HVAC system replacements:

- Heating System: The existing hot water boiler and hot water heating system is extremely antiquated and inefficient in comparison to today's energy efficient heating systems. A large amount of heating fuel cost is wasted through piping heat loss (un-insulated piping), boiler venting, inadequate zone control, and the use of operable windows for ventilation. The existing boiler, hot water piping distribution system and terminal heating equipment has exceeded its useful service life and will continue to require increased maintenance and repair costs.

  We recommend that the existing hot water boiler is replaced with a high efficiency gas-fired condensing hot water boiler plant, consisting of high efficiency gas-fired condensing boiler, pumps equipped with VFD drives (or ECM motors), DDC controls (including outdoor air reset) and accessories. A new steel/copper piping distribution should be provided to replace the existing hot water piping. The piping should be designed and installed in a manner which provides improved zone control capabilities through the use of two-way modulating zone control valves and remote wall mounted thermostats.

  The apparatus bay unit heaters should be replaced with new hot water heating unit heaters.

- Ventilation: We recommend that a new mechanical ventilation system be designed and installed to provide year-round ventilation for the building. It is recommended that a new ventilation system be provided with energy recovery and supplemental heating and cooling capability. This would allow the system equipment and associated ductwork distribution system to be sized based solely on ventilation and make-up air requirements. This approach would result in lower first installed cost, improved energy efficiency and improved thermal comfort and indoor air quality.

  New exhaust air fans system should be installed for all restrooms and custodial closets in the building.

  The apparatus bay vehicle exhaust air system appears to be in good condition, and it appears that the system fans and ductwork distribution system could continue to be re-used. It is recommended that the system is fully tested, repaired as required, and maintained in accordance with manufacturers' recommendations.

- Air Conditioning: We recommend that a new high efficient air conditioning system(s) is installed in areas that required air conditioning. New high efficiency AC systems would replace window AC systems that are generally inefficient and noisy.

- Controls: We recommend that all new HVAC systems are controlled by a newly installed direct digital control, energy management system for improved thermal comfort control and energy efficient system operation.

General Repairs:

- In general we recommend that all existing building HVAC systems, with the exception of the Apparatus Bay vehicle exhaust Plymovent system, are replaced. However, in the event that a complete HVAC system replacement project did not occur, there are numerous HVAC system repairs and improvement that should occur. In this instance, we would recommend that the following repairs and/or system replacements occur:

  1. Inspect, test and clean hot water boiler and venting system.
  2. Replacement of existing hot water circulator pumps with energy efficient zone circulator pumps equipped with ECM (variable speed) motors.
  3. Insulate hot water piping.
  4. Replace hot water expansion tank.
  5. Install bathroom exhaust air fan systems.
  6. Clean all hot water heating equipment; replace old hot water air vents.
  7. Replacement of all defective hot water valves.

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**Replace HVAC system at Fire Station 1**		
		Fiscal Year	**2015**		
Department Head	**Dean Charter**	***Cost***	**$411,582**		
		Priority	**7**	*of*	**8**

1. Description

Design and construction to remove and replace existing HVAC system in Fire Station 1 (Acton Center) Budget request based on Due Diligence Report completed by Garcia, Galuska, Desouza Engineers (GGD) in 2013. 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)

#	***Schedule Replacement***		***Increase Personnel Efficiency***
	New or Expanded Service	#	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

4. Justification

Except for installing a salvaged boiler in the 1980s, the existing heating system is essentially unchanged from when built 60 years ago. Systems are prone to failure, and are energy inefficient. The building also lacks adequate air conditioning and living quarters ventilation.

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 ***$411,682***

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.

Personnel Budget	***Expense Budget***
Increase	Increase
Decrease #	Decrease #

10. Attachments, if Applicable.

Budget estimate from Garcia Galuska Desouza Engineers (GGD) supplants an earlier estimate from MetroWest Mechanical which dealt with heating system only. GGD estimate has been marked up for engineering costs and inflation.

GARCIA • GALUSKA • DESOUSA
Consulting Engineers Inc.
370 Faunce Corner Road, Dartmouth, MA 02747-1217

PROJECT:	Acton Fire Station
JOB NO:	945 006 00
CLIENT:	Town of Acton
DATE:	7/9/13 BY: DP

Fire Station No. 1 (Center) HVAC

ITEM OF WORK	NO.	UNIT PRICE	AREA FT²	PRICE/S.F.	TOTAL
High-Efficiency Gas-Fired Condensing Boiler and Accessories	1	$ 28,000			$ 28,000.00
Boiler Venting	1	$ 15,000			$ 15,000.00
Boiler Condensate Neuralization Kit and Piping	1	$ 8,500			$ 8,500.00
Hot Water Pumps w/ VFD's	2	$ 5,500			$ 11,000.00
HHW expansion Tank, Air Seperator & Accessories	1	$ 4,250			$ 4,250.00
HHW Piping & Ins. and Accessories			4,678	$ 8.00	$ 37,424.00
Heating Terminal Units, Fintube Radiation & Unit Heaters	1		4,678	$ 4.00	$ 18,712.00
Apparatus Bay Unit Heaters	4	$ 1,500			$ 6,000.00
Split-System Heat Pump AC Air Handling Units	3	$ 7,500			$ 22,500.00
Split System High-Efficiency Condensing Units	3	$ 3,000			$ 9,000.00
AHU Refrigerant Piping & Insulation and Condensate	3	$ 3,000			$ 9,000.00
Ventilation System ERV Unit (2,000 CFM)	1	$ 15,000			$ 15,000.00
Exhaust Air Fans	2	$ 1,250			$ 2,500.00
Ductwork & Ins.			4,678	$ 8.00	$ 37,424.00
Controls			4,678	$ 7.50	$ 35,085.00
Testing And Balancing			4,678	$ 1.00	$ 4,678.00
Electrical			4,768	$ 6.00	$ 28,608.00
Demolition			4,768	$ 1.25	$ 5,960.00
Rigging	1				$ 2,500.00
General Conditions (Coring, Patch & Repair, etc.)	1	7500			$ 7,500.00
O&M, AsBuilts, Close-out	1	3500			$ 3,500.00
				TOTAL HVAC Cost	$ 312,141.00
				Air Conditioing & Ventilation System Cost	$ 110,424.00
				Heating System Only Cost	$ 201,717.00

Cost estimates have been derived based on recent project cost data, July 2013, and do not inlcude escalation and contingency.

Acton Fire Station No.1 (Center)
Acton, MA
Existing Conditions Systems Report
J#945 006 00.00
L#40873/Page 1/June 28, 2013

HVAC

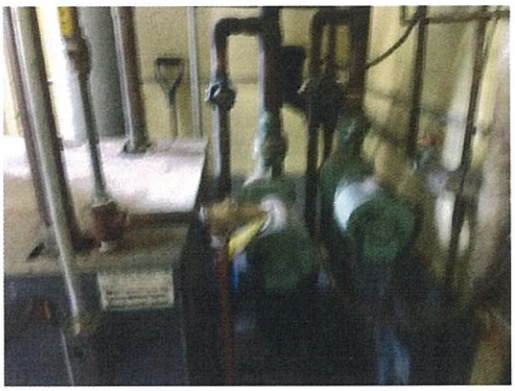
Executive Summary:

- Fire Station No. 1 was originally constructed circa 1952. The building area is approximately 4,678 gross square feet. It is believed that the building has always been heated by hot water heating equipment. The majority of the building's heating systems are originally installed equipment, with the exception of the boiler that was installed over 25 years ago. The building's heating system is generally in poor condition, has exceeded its expected useful service life and in need of replacement.

Boiler Plant:

- The building is heated by a gas-fired cast iron sectional hot water boiler. The boiler was manufactured by Weil McLain (Model CP No 841409,) has an approximate capacity of 360 MBH gas input. The boiler's gas fired burner (Riello Serial No 500488A) was installed in 1994 as part of a fuel oil to natural gas burner conversion project. The boiler is believed to have been installed in the Fire Station circa 1987. The boiler was previously installed in the Town Hall. The boiler is over 26 years old and has exceeded its expected useful service life. In addition, the hot water boiler system has a low operating efficiency in comparison to today's high efficiency boiler systems.

Mechanical Room – Hot Water Boiler



Mechanical Room – HW Circulator Pumps

- The boiler has code required heat detectors and low water cut-off safety controls installed.
- Combustion air for the boiler is provided by an in line combustion air fan system. The combustion air fan appears to be in good condition.
- The boiler and domestic hot water heater are vented to the masonry chimney by galvanized sheetmetal boiler breeching.

Mechanical Room – Combustion Air Fan

- The boiler provides hot water to terminal heating equipment located throughout the building through a two-pipe hot water steel and copper piping distribution system. A good portion of the hot water piping located in the mechanical room and throughout the building, is un-insulated.
- The hot water system has two zones that are controlled by in line hot water circulator pumps. The zone pumps (manufactured by Taco) appear to be in fair condition.

Mechanical Room – Domestic HW Heater

- Domestic hot water heating for the building is provided by a gas-fired standard efficiency DHW heater tank. The DHW heater was manufactured by American Water Heater Co. The DHW heater has a capacity of 40 MBH input and 40 gallons of storage. The DHW heater appears to be in good condition.

First and Second Floor Heating:

- The first and second floors of the Fire Station are heated by a combination of hot water radiators and fin tube radiation heating units that are typically located at perimeter walls. The majority of heating units and associated piping appears to be originally installed equipment. The heating equipment is generally in poor condition with visible signs of damage and corrosion in some cases.

Hot Water Radiator

Hot Water Fin Tube Radiation

- In general, we would consider the current hot water heating system installation to be "minimalistic", as there are several exterior walls in the building that are not provided with perimeter heating. In addition, there are only two heating zones, first and second floor. This lack of heating equipment and zone control results in uneven heating within the building.

Hot Water Fin Tube Radiation Heating

Ventilation:

- The building does not have a central mechanical ventilation air system. Ventilation for the building is primarily provided through the use of operable windows.

- The two restrooms on the second floor do not have mechanical exhaust air fan systems.

- The mechanical room is exhaust by a sidewall exhaust air fan. The mechanical room also contains a restroom water closet.

Mechanical Room – Sidewall Exhaust Fan

- It is our understanding that the building's cupola louvers are a source of water infiltration into the building's attic. A tarp has been installed underneath the cupola in the attic in an effort to catch the water leaks and minimize further water damage to the second floor ceiling.

Tarp located underneath Cupola

Air Conditioning:

- The building does not have a central air conditioning system installed. Two rooms (an office and the shared office-TV lounge room) observed during our site visit had window AC units installed. One of the Window AC units appeared to be in poor conditioned, and the other unit appeared to be in fair condition.

Window AC Units

Apparatus Bay:

- A vehicle exhaust air capture system is installed in the apparatus bay. The apparatus bay consists of 2 full-size bays and one half-size bay. The system is manufactured by Plymovent, and consists of vent-set exhaust fan and filter unit located in the mechanical room which are ducted to vehicle exhaust hose reel ductwork and the building exterior by a galvanized steel sheetmetal distribution system. In general the vehicle exhaust air system appears to be in good condition.

- Mechanical exhaust air is provided to the apparatus bay by a sidewall mounted propeller fan. Make-up air in introduced to the area through the apparatus bay doors. The fan is controlled by a wall-mounted switch.

- The apparatus bay is heated by two ceiling suspended horizontal hot water unit heaters. In general the units appear to be in poor physical condition. It is our understanding that these units are extremely noise during operation. The unit heaters appear to be originally installed equipment.

Plymovent Discharge (left)

Plymovent Filter Unit

Apparatus Bay Side wall Exhaust Fan

Apparatus Bay – Plymovent Control Panel

Recommendations:

In general the Fire Station's heating, ventilation, and air conditioning systems do not meet the thermal comfort needs, energy efficiency and code-requirements of a modern day Fire Station.

Therefore, we recommend the following HVAC system replacements:

- Heating System: The existing hot water boiler and hot water heating system is extremely antiquated and inefficient in comparison to today's energy efficient heating systems. A large amount of heating fuel cost is wasted through piping heat loss (un-insulated piping), boiler venting, inadequate zone control, and the use of operable windows for ventilation. The existing boiler, hot water piping distribution system and terminal heating equipment has exceeded its useful service life and will continue to require increased maintenance and repair costs.

  We recommend that the existing hot water boiler is replaced with a high efficiency gas-fired condensing hot water boiler plant, consisting of high efficiency gas-fired condensing boiler, pumps equipped with VFD drives (or ECM motors), DDC controls (including outdoor air reset) and accessories. A new steel/copper piping distribution should be provided to replace the existing hot water piping. The piping should be designed and installed in a manner which provides improved zone control capabilities through the use of two-way modulating zone control valves and remote wall mounted thermostats.

  The apparatus bay unit heaters should be replaced with new hot water heating unit heaters.

- Ventilation: We recommend that a new mechanical ventilation system be designed and installed to provide year-round ventilation for the building. It is recommended that a new ventilation system be provided with energy recovery and supplemental heating and cooling capability. This would allow the system equipment and associated ductwork distribution system to be sized based solely on ventilation and make-up air requirements. This approach would result in lower first installed cost, improved energy efficiency and improved thermal comfort and indoor air quality.

  New exhaust air fans system should be installed for all restrooms and custodial closets in the building.

  The apparatus bay vehicle exhaust air system appears to be in good condition, and it appears that the system fans and ductwork distribution system could continue to be re-used. It is recommended that the system is fully tested, repaired as required, and maintained in accordance with manufacturers' recommendations.

- Air Conditioning: We recommend that a new high efficient air conditioning system(s) is installed in areas that required air conditioning. New high efficiency AC systems would replace window AC systems that are generally inefficient and noisy.

- Controls: We recommend that all new HVAC systems are controlled by a newly installed direct digital control, energy management system for improved thermal comfort control and energy efficient system operation.

General Repairs:

- In general we recommend that all existing building HVAC systems, with the exception of the Apparatus Bay vehicle exhaust Plymovent system, are replaced. However, in the event that a complete HVAC system replacement project did not occur, there are numerous HVAC system repairs and improvement that should occur. In this instance, we would recommend that the following repairs and/or system replacements occur:

  1. Inspect, test and clean hot water boiler and venting system.
  2. Replacement of existing hot water circulator pumps with energy efficient zone circulator pumps equipped with ECM (variable speed) motors.
  3. Insulate hot water piping.
  4. Replace hot water expansion tank.
  5. Install bathroom exhaust air fan systems.
  6. Clean all hot water heating equipment; replace old hot water air vents.
  7. Replacement of all defective hot water valves.

Capital Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	***Project***	**AML HVAC & Roof design**
		Fiscal Year	**2015**
Department Head	**Dean Charter**	***Cost***	**$75,000**
		Priority	**8** *of* **8**

1. Description

The membrane roofing and the HVAC system for the Memorial Library were installed and became operational in 1997, although the building was not dedicated until 1998. The rooftop units are approaching the end of their expected service life, and the membrane roofing is also getting close. One HVAC unit required $10,000 in repairs in 2007, and there have been a series of small leaks due to flashing and seam failures over the past years. The existing HVAC control system is quite old, and a newer system would allow closer monitoring and control of heating and cooling. Originally requested in 2009 for funding in the FY 2012 Capital Plan.

2. Useful Life 15-20 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

See notes above regarding repair costs and leaks

5. How Was this Project's Priority Determined?

High public use of building versus fairly short service life of original installation

6. Estimated Cost ***$75,000 for design, Construction cost TBD est. $600,000***

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 repair costs and damage due to leaks

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

Personnel Budget no impact	***Expense Budget***
Increase	Increase
Decrease	Decrease Amount TBD

10. Attachments, if Applicable.

(Capital Improvement) **Study – Detail**

Department Name	**PLANNING**	***Project***	**Historic Districts**		
		Fiscal Year	**2015**		
Department Head	**Roland Bartl**	***Cost***	**$ 45,000.00**		
		Priority	**1**	*of*	**2**

1. Description

1. Study of Acton's three Local Historic Districts to tease out their unique features and characteristics, identify their special places within them, what to preserve and where to allow or encourage change, development, infill, and redevelopment consistent with the areas' historic resources.
2. Prepare descriptions of each district, building on the 20-year old historic district justification survey & study; but, drilling deeper into details - district by district, block by block, and lot by lot.
3. Prepare detailed, justifiable, and predictable design principles, guidelines and codes custom-tailored for each of the three historic district, and subareas within them as needed and appropriate, using state-of-the-art, widely accepted historic preservation principles and practices.

2. Useful Life 20+ years

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

Schedule Replacement

New or Expanded Service

X Other (Please Explain)

Increase Personnel Efficiency

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

Service improvement

4. Justification

Acton 2020, adopted by Town Meeting in 2012 as a policy document, recommends:

Goal 1: Preserve and Enhance Town Character

Objective 1.2: Preserve and enhance key centers.

Strategy 1.2.3: Improve West Acton Village Center while preserving its historic character

Action Item 1.2.3.1: West Acton – Plan some growth

Consider designating West Acton Village (WAV) as a "key center" to which some growth is guided. This action step is a planning process focused on WAV that should consider the planning context provided by the *Key Centers Plan*.[12] Prepare a design study and development plan for the village to provide the basis for zoning changes and infrastructure investments.[13]

[12] Use this planning process to ensure we understand what makes West Acton currently a successful village so that efforts to enhance it don't threaten what contributes to its village identity and livability.

[13] Based on this study:

- Delineate any areas that should receive development, infill, and redevelopment.
- Include water and air quality considerations when delineating areas to be redeveloped/subject to infill, and include low impact development and advanced stormwater management in design guidelines.
- Prepare WAV-specific design guidelines.
- Create a list of criteria to apply as incentives during special permit development review.
- Make necessary zoning changes and infrastructure improvements.

Action Item 1.2.3.2: Concentrate investments in West Acton

As recommended in the Key Centers Plan and the development plan for West Acton Village, concentrate Town investments such as sidewalks, landscape and streetscape improvements, traffic calming, and wastewater treatment facilities in and around the village.[14]

[14] Sewer extension and package wastewater treatment plants are options to consider. This action step can begin in the medium term (after Kelley's Corner investments) but may not be completed until the long term.

Objective 1.4: Preserve historic buildings and landscapes

Strategy 1.4.1: Develop preservation priorities

Action Item 1.4.1.1: Identify historic features

Continue to define historic characteristics (buildings, views, landscapes, etc.) and work with relevant committees to actively preserve these.[19]

[19] Incorporate appropriate recommendations from 2006 Freedom's Way Heritage Landscape Inventory and refer to Mass Historic Commission Survey Forms. Consider desirability of expanding current historic districts to include older historic homes and historically significant structures (as listed in the Cultural Resources List)

Strategy 1.4.2: Preserve historic features Preserve historically significant buildings, landscapes and other historic features.

Action Item 1.4.2.1: Coordinate Historic District review process

Coordinate Historic District Commission review with development of design guidelines and BoS special permit review of development in historic village centers. Consider giving HDC jurisdiction to review color choices.

Upon this background, the recent discussion about disparate historic district and zoning regulations (culminating in a citizen zoning/moratorium petition for the June Special Town Meeting that was withdrawn at the last minute) highlights the need to provide better historic preservation guidance for new development, construction, infill, and redevelopment within Acton's Historic Districts.

This foundation is necessary to further the purpose of the Historic Districts in Acton, which goes beyond simply maintaining the status quo in each district. The purpose statement of Acton's Local Historic District Bylaw speaks with equal emphasis about "*encouragement of new building designs compatible with the historically significant architecture existing in the Local Historic District*" as it does about "*preservation and protection of the distinctive characteristics and architecture of buildings and places significant in the history of the Town of Acton*". Yet, when new development or significant renovations is proposed within a historic district, HDC members tend to react with panic or dismay, expressing need for help (or bemoaning the lack of help) in any attempts of stopping/prohibiting development. This suggests at a minimum, that the HDC is lacking the tools for dealing with development and redevelopment challenges.

Properly justified, documented, and articulated, historic preservation principles and guidelines that would focus on design, massing, placement, spacing, and layout of new buildings in the context of Acton's historic districts, and the special areas within them, do not exist. Instead, what passes as guidelines are generalities that can apply to any area with old buildings anywhere – just change the name and title. Having no specificity, the HDC is left to extemporize every time an applicant is before them, causing frustration for applicants and eroding support for historic district protections. Better, more detailed design guidelines and codes will provide architects and developers a good sense for what to expect. The proposed tools will streamline the HDC's project review process, reducing the sometimes 2-year time period of sitting through hearings. Proper design guidelines will foster a higher level of predictability for applicants, and a higher level of confidence for the members of the HDC. Proper design guidelines can result in project proposals that are at their core consistent with Acton's historic districts before plans even arrive at the hearing, regardless of floor area ratio, number of dwelling units or any other measurements for development intensity. Proper design guidelines let the HDC focus principally on architectural design details and materials. With proper design guidelines, zoning regulation for new development no longer need to be viewed as a threat to historic districts.

Seeking to arbitrarily limit density or intensity of development as a foundation for regulating land in historic districts fundamentally misses the point and purpose of historic districting and historic

preservation. Rather, it makes historic districting suspect for being just another NIMBY method for trying to prevent, divert, or stop development. Ultimately, such an approach weakens the credibility of historic districts and undermines their long-term viability as a historic preservation tool.

With very few exceptions, historic districts cannot survive long term as museums. Without renewal, rejuvenation and growth they are doomed to economic failure and dilapidation. This is especially true, where historic districts include old commercial village centers. Therefore, the HDC's challenge and, indeed opportunity, are to foster the preservation of dynamic historic districts that live and breathe with the times while retaining the roots of their origin. With proper design guidelines and standards, the HDC need not seek shelter on the ultimately futile path of locking up the districts frozen in times past - like museums dependent on charity, well-to-do classes of property owners, or public subsidies. Acton's Historic districts are not Harpers Ferry, Williamsburg, or Beacon Hill.

5. How Was this Project's Priority Determined?

"Preserving and enhancing key centers" is listed as an objective in the Acton 2020 Plan. The urgency for this effort became sorely apparent in the spring of 2013, when development proposals in West Acton's Historic District created panic, anger, and dismay in the face of perceived helplessness for managing the development proposals. Some strife in the neighborhood resulted.

6. Estimated Cost	**$ $45,000.00**
Less Trade-In (If applicable)	**$ 0**
Net Cost	**$ $45,000.00**

A rough project description yielded three rough quotes in the neighborhood of $25-30,000. The requested amount includes a healthy contingency because Planning anticipates that the real cost will exceed estimates once the project scope is fully defined in an RFP and contract.

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

a. Possibly Massachusetts Historical Commission planning and survey grants (up to 50%), distributed in competitive application rounds. Overall grant program funding is limited.
b. Possibly CPA funding, subject to AHC's determination of historical significance of WA and SA Historic Districts (The Centre District is on the National and State Register of Historic Places and, therefore, does not required this determination), and CPC's determination that the study qualifies under the "preservation" prong of CPA to "protect personal and real property from injury, harm, and destruction" (preliminarily Town Counsel labeled this as a CPC "judgment call").

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

Somewhat hard to predict as the current situation is volatile.

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

Personnel Budget	***Expense Budget***
Increase	Increase
Decrease	Decrease

No measurable effect expected.

10. Attachments, if Applicable.

(Capital Improvement) **Contract Services – Detail**

Department Name	**PLANNING**	***Project***	**Housing Services**		
		Fiscal Year	**2015**		
Department Head	**Roland Bartl**	***Cost***	**$ 42,000.00**		
		Priority	**2**	*of*	**2**

1. Description

The Town is currently a member of the Regional Housing Services Office (RHSO) with the Towns of Bedford, Concord, Lexington, Sudbury and Weston. Acton's membership in the RHSO was originally funded in 2012 through a Community Preservation Act (CPA) appropriation as a pilot program for two years. The RHSO has proven to fill a much needed gap in housing services for the Town of Acton by providing over 400 hours of service each year. The Housing Services capital request proposes to fund the next two years, either through an RHSO inter-municipal agreement or through a different consulting service.

Services currently performed and proposed here for the next two years are: maintaining the monitoring database of all deed restricted affordable housing units and regulatory agreements, sending all monitoring certification reports and Subsidized Housing Inventory reports to DHCD, assisting with a ready-buyer/ready-renter list, housing lotteries, updating the Town's assessed value of deed restricted properties, and providing education workshops to affordable owners. In addition, local support and housing program administration is provided to the Acton Community Housing Corporation (ACHC) and the Planning Department.

2. Useful Life 2 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)***
X	***Other (Please Explain)***	

Continued services

4. Justification

Monitoring affordable homeownership and rental units is a requirement of Regulatory Agreements that the Town has with the Massachusetts Department of Housing and Community Development (DHCD). Funding will allow ownership units to be monitored through mailings of self-declaration letters as well as submitting ownership certification reports to DHCD. In addition to homeownership units, extensive annual rental reports required by DHCD will be completed and filed appropriately.

Monitoring affordable units is extremely important in order for the Town to maintain its affordable housing stock on the State's Subsidized Housing Inventory but more meaningfully, to provided diversity of housing options. The monitoring program also helps with identifying owners who have deed restriction violations such as an unapproved refinancing – leading to underwater mortgages which put affordable units at risk. This funding will continue to provide services to prevent the loss of affordable units.

Last year the RHSO hosted a "Smart Homeownership" post purchase workshop on personal finance and homeownership. The program was well attended and subsequent workshops have been requested. Homeownership workshops provided valuable information on preventative maintenance, budgeting, understanding house payments and saving by going green. Now and

again an affordable unit is not properly maintained when simple low cost measures could have been taken beforehand. Maintenance becomes an issue for the town when a unit is up for sale and the cost for renovations makes it difficult to find an eligible buyer able to take on this cost burden.

5. How Was this Project's Priority Determined?

During the development of the Acton 2020 Comprehensive Community Plan, residents of the Town reaffirmed their commitment to provide affordable housing by adopting the goal to *Support Inclusion and Diversity*. In order to retain Acton's community character, it is critical for the Town to encourage and enable a diverse range of resident households to live here. Furthermore, the Comprehensive Permit Law requires a minimum of 10% of a communities housing inventory as affordable; Acton currently has 6.5% affordable housing units leaving the Town 295 affordable units short of the 10% State requirement.

6. Estimated Cost	**$ $42,000.00**
Less Trade-In (If applicable)	**$ 0**
Net Cost	**$ $42,000.00**

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

CPA funding; CPA funded this service for the FY 13 and FY 14. Housing gift funds are available to offset a portion of this funding.

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

Prior to the Town receiving CPA funds to join the RHSO, members of the ACHC tried their best to do what they could on their own volunteer time. As the volume of work and responsibility increased and grow more complex over the years, several of the tasks listed above could not be completed due to both a lack of staffing and focused expertise in the field of affordable housing. Homeownership and rental unit monitoring is a very time consuming charge that requires experience and expertise; but, is a requirement of the Regulatory Agreements. Prior to Acton's membership in the RHSO, this requirement along with other services were not being fulfilled. If the project is delayed, we expect many of the services listed above will be neglected again and the strength of Acton's affordable housing stock will be weakened over time.

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

Personnel Budget	***Expense Budget***
Increase	Increase
Decrease	Decrease

No measurable effect expected.

10. Attachments, if Applicable.

ATTACHMENT #1: ACTON TOWN MEETING – APRIL 2012 ARTICLE #32F. Q&A

ACTON TOWN MEETING - APRIL 2012
Article #32 F. $40,000 Regional Housing Services Office (RHSO)
Acton Community Housing Corporation
Q&A

1. What exactly is the Regional Housing Service?

Six area towns have joined together to share the costs of a regional housing office based in Sudbury that helps them better manage and monitor affordable housing units, and gives residents a central location for housing information both for purchase and rental units. Bedford, Concord, Lexington, Lincoln, Sudbury, and Weston worked with the Metropolitan Area Planning Council to set up the Regional Housing Services Office, which officially started July 1, 2011.

The Regional Housing Services Office was awarded the Massachusetts Municipal Association - 2012 - Kenneth E. Pickard Municipal Innovation Award and it has gained a great deal of attention in the State Executive Office. It is a successful example of regionalization among communities.

2. How is the RHSO set up?

The Advisory Committee of the RHSO, consisting of a representative from each town, sets the budget and allocates the hours for each town based on the scope of services. Acton will receive 411 hours of services or approximately 8 hours per week. The Acton Town Manager and the Board of Selectmen will vote to accept the contract and will sign an Inter-Municipal Agreement for a two year term, renewable after each term.

The Town Managers of each member town meet annually to discuss the service and the Advisory Committee meets quarterly to review the program for each town.

3. What is the scope of services that will be provided to Acton? (see detail on separate sheet)

- **Monitoring for compliance** the affordable ownership and rental units (50%)
- **Regional Activities** such as creating a Ready Buyer list (20%)
- **Program Administration** to assist in developing new programs (12%)
- **Local Support** provide assistance to ACHC and town staff (12%)
- **Subsidized Housing Inventory (SHI) Administration** maintain the affordable housing list (4%)

4. Who has been doing this service before and why are we now paying people to do the job that has been done by volunteers?

The ACHC is a volunteer town board charged with facilitating and overseeing affordable housing, primarily first time home ownership programs. ACHC is separate from the state funded agency, Acton Housing Authority, which provides low income rentals. ACHC has been in existence for 25 years and has always provided unpaid volunteer services. ACHC will continue to operate as a volunteer committee and will be freed up to focus on local affordable programs and new ideas for increasing affordable housing stock in the town.

The Town of Acton is the official Monitoring Agent for the affordable housing units in the town, not ACHC. Some of the monitoring functions are beyond the scope of a volunteer committee and the town has been lagging behind in meeting these responsibilities. MA Dept. of Housing and Community Development regulations need to be adhered to with annual reports from the cities and towns. The Monitoring and Compliance services provided by the RHSO will comprise 50% of the paid hours and will be an essential update to the Town programs.

If you assume a $20,000 expense per year for paid affordable housing assistance, ACHC has saved the Town up to $500,000 in the past 25 years by performing these duties at no cost.

5. Why do we need this now, can't we wait another year?

The RHSO only takes in one new community a year and it must be a contiguous town. Wayland and Acton were in competition for the slot this year but Acton was selected. As the regional model catches on, more and more towns will want to be part of this or a similar regional program. The timing was right for Acton.

The work load on ACHC has steadily increased while the membership has not. It is a difficult and specialized knowledge that must be performed by a small number of ACHC members. Joining the RHSO will free up the committee and especially the chair to spend time on more creative activities and not just the bureaucratic ones. It is time to move some of these tasks to paid housing professionals.

6. How do other area towns handle affordable housing?

Four of the towns in the RHSO have reached their 10% (Bedford, Lexington, Concord, and Lincoln). With the exception of Lincoln, all of the member towns have paid staff who oversee affordable housing, either paid housing coordinators or staff in the Planning Department. There are a few area towns, like Acton, who use totally volunteer committees.

7. How can you use CPA funds to hire people?

There are many Acton projects that have used CPA funds to pay for consultants and other specialists for historic preservation, recreation, open space, and community housing. Examples are: Historic Commission cultural resource listing, HDC for Asa Parlin house, Library for Civil War exhibit, Archeology projects, Theater 3, Caouette Land testing and legal work, and the Morrison master plan.

Community Housing has the unique distinction of being able to use CPA funds for the "support of community housing". Support in this case means providing funds for personnel and even operating budgets as they relate to housing.

8. Who supervises the RHSO, the ACHC or Town Manager?

Technically, under the terms of the Inter-Municipal Agreement, the Town Manager has the authority to supervise the RHSO in consultation with ACHC.

9. If the contract is greater than $40,000 for two years, who will pay the difference? Will the Town pick up the payment after the two years expire?

The first year contract is $22,212 so the two year fee will most likely exceed $40,000. The ACHC has access to housing gift funds and a Community Housing Program Fund that can be used with Board of Selectmen approval to make up the difference.

At the end of the term, the Town Manager, Board of Selectmen and ACHC will review the program and make a determination about future participation and funding.

Capital Improvement Program Proposal – Detail

Department Name	**Recycling and Transfer Station Enterprise Fund**	***Project***	**Recycling Compactors & Containers**		
		Fiscal Year	**2015**		
Department Head	**Corey York**	***Cost***	**$105,000**		
		Priority	**1**	*of*	**1**

1. Description

The Recycling and Transfer Station is proposing a Capital Request through the enterprise budget to acquire three (3) new compactors, including the associated container units. The three existing compactors at the recycling facility are owned by the contractor we use to haul the material and the Town pays for the electricity.

2. Useful Life 25 years

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

Schedule Replacement		***Increase Personnel Efficiency***
New or Expanded Service	***X***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
Other (Please Explain)		

4. Justification

As we approach the end of the existing recycling contract, the Highway Department would like to acquire our own compacting equipment. We believe this will be a benefit for future contracts. Currently, the contracts pricing factor-in the cost of supplying their equipment to our facility. In order to fulfill that part of the contractual obligation, some vendors have to rent the equipment from a third party and these added rental and administrative costs would be passed onto the Town.

5. How Was this Project's Priority Determined?

We conducted an analysis of the recycling operations before and after the installation of the compactors. We have concluded the compactors have doubled the amount of material that can fit within the containers thus reducing the number of hauling trips by around 50%. The Town will be able to show these cost-saving measures related to less vehicle trips resulting in less fuel, vehicle wear and staff time in an attempt to gain better pricing in future contracts to hopefully offset some of the recent down turns in the material market rates. Not only do the compactors produce a cost-savings for hauling, but it also benefits the environment by reducing our fossil fuel needs and carbon emissions.

6. Estimated Cost ***$30,000.00***

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

Net Cost ***$30,000.00***

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

We plan to fund this project entirely using the Recycling and Transfer Station Enterprise Budget.

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

We will continue to seek alternatives to provide the most benefit to the users of the facility.

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

Personnel Budget		***Expense Budget***	
Increase	None	Increase	None
Decrease	None	Decrease	None

10. Attachments, if Applicable.

We've attached a copy of the quote provided by the sales represetnative and some literature on some possible new compacting equipment.

From: Kevin Farrell
To: Corey York
Subject: Fwd: compactors
Date: Tuesday, September 03, 2013 7:43:29 PM

Here is one set of prices as you will see the compactors are not on the state bid but containers are.
Kevin

Sent from my iPhone

Begin forwarded message:

> **From:** William Morin <WMorin@wastequip.com>
> **Date:** September 3, 2013, 7:24:08 PM EDT
> **To:** Kevin Farrell <kfarrell@acton-ma.gov>
> **Subject: RE: compactors**
>
> Kevin the compactors are not part of the Mass Bid but the containers are so I don't know how that works.
>
> Estimate of stationary machine 2 yd $ 13,000, 3 yd $ 15,000, 4 yd $ 17,000
> Containers 40 cubic yard octagon $ 6500
> 35 cubic yard self contained $ 20,000
>
> These prices are estimates because I don't know exactly the set up for loading you are going to want but these costs will be close.
>
> Let me know if you need more info or I could set up a meeting at your facility to go over the details of what you are looking to do with you.
> Bill
>
> William E. Morin
> Regional Sales Manager
> New England Region
> Cell 603-498-4401
>
> _____
> From: Kevin Farrell [kfarrell@acton-ma.gov]
> Sent: Thursday, August 29, 2013 12:54 PM
> To: William Morin
> Subject: compactors
>
> Good Afternoon,
> I'm from the Town of Acton, Mass. We are thinking of purchasing our own compactors and containers for our recycling facility. I see that you're on the Mass. State Bid list and was wondering is you could give us a rough estimate of what it would cost for some compactors. Stationary compactor with 30yd box also a self contained 30yd unit. We use them for news print and cardboard and the self contained unit we use for our comingle (glass plastics and tin cans.

Atlantic Recycling Equipment, LLC **Quotation**

Refuse Equipment Sales and Service
P.O. Box 609
Rollinsford, NH 03869
Phone 800-370-7370 Fax 603-749-2421
WWW.ATLANTICRECYCLINGEQUIPMENT.COM

DATE 9/4/2013
Quotation # TH003035
Customer ID

Submitted To:
Name Kevin Farrell
Company Town of Acton, MA
Address 14 Forest Road
City, State ZIP Acton, MA
Phone 978-621-9093

Quotation valid until: **30 days**

Prepared by: **TODD HAGER**
Compactor Quote
Print #:

Comments or Special Instructions: 2013 BUDGET Quote on Compactor & Attachments. **PAGE: 1 of 2**

Description	AMOUNT
Two (2) - Wastequip/Accurate Model 245HD Stationary Compactor with an internal 10 HP, tri-volt 208/230/460/3/60, three (3) phase power unit, TEFC Motor, UL/CUL Listed, Multicycle Timer, Wastec Rated, Low Temperature Hydraulic oil, ANSI Z.245.2 Compliant, Guardian Control System, NEMA 4 Rated Control Panel, Heavy Duty Ratchet Binders, Override-Packout Hydraulic Pressure Boost, (AMS) Automatic Maintenance Scheduler, 100% Full Light, Key Start Auto Jog Remote on a 15' foot cord, Color Coded & Numeric Pressure gauge on a 15' foot remote, Oil heater installed in Hydraulic tank, Five (5') Foot container guide. Painted Dark Green, Price is FOB Rollinsford, NH. **Price per each compactor: $12,772.25 each**	**$25,544.50**
<u>OPTIONAL 445HD Compactor:</u>	
Two (2) - Wastequip/Accurate Model 445HD Stationary Compactor with an internal 15 HP, tri-volt 208/230/460/3/60, three (3) phase power unit, TEFC Motor, UL/CUL Listed, Multicycle Timer, Wastec Rated, Low Temperature Hydraulic oil, ANSI Z.245.2 Compliant, Guardian Control System, NEMA 4 Rated Control Panel, Heavy Duty Ratchet Binders, Override-Packout Hydraulic Pressure Boost, (AMS) Automatic Maintenance Scheduler, 100% Full Light, Key Start Auto Jog Remote on a 15' foot cord, Color Coded & Numeric Pressure gauge on a 15' foot remote, Oil heater installed in Hydraulic tank, Five (5') Foot container guide. Painted Dark Green, Price is FOB Rollinsford, NH. **Price per each compactor: $16,186.05 each**	**$32,372.10**
PLEASE SEE PAGE TWO (2) FOR FURTHER DETAILS.	
THESE PRICES DO NOT INCLUDE ANY APPLICABLE TAXES. **TOTAL**	

Payment Terms: NET 30 DAYS

Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge to this estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry all necessary insurance coverage. Our employees are fully covered by workers compensation insurance.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Acceptance:
The above quoted pricing, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the job.

Authorized
Signature: _____ Date: _____

If you have any questions contact Todd M. Hager, 603.817.0126, **thager@atlanticrecyclingequipment.com**

THANK YOU FOR YOUR BUSINESS!

Atlantic Recycling Equipment, LLC **Quotation**

Refuse Equipment Sales and Service
P.O. Box 609
Rollinsford, NH 03869
Phone 800-370-7370 Fax 603-749-2421
WWW.ATLANTICRECYCLINGEQUIPMENT.COM

DATE 9/4/2013
Quotation # TH003035
Customer ID

Submitted To:
Name Kevin Farrell
Company Town of Acton, MA
Address 14 Forest Road
City, State ZIP Acton, MA
Phone 978-621-9093

Quotation valid until: **30 days**

Prepared by: **TODD HAGER**
Compactor Quote
Print #:

Comments or Special Instructions: 2013 BUDGET Quote on Compactor & Attachments. **PAGE: 2 of 2**

Description	AMOUNT
One (1) - Wastequip/Accruate Model 265XP-35, 35 yd. Self-Contained Compactor with a remote 10 HP, Tri-volt 208/230/460/3/60, Three (3) phase, power unit, TEFC Motor, Guardian Control System, UL/CUL Listed, Multicycle Timer, Wastec Rated, Precision Guided System, 6' Remote Power Unit w/ Weather Cover, (AMS) Automatic Maintenance Scheduler, Controls in face of cabinet NEMA 4 Rated Control Panel, ANSI Z.245.2 Compliant, Full Gasketed Door, Low Temperature Hydraulic Oil, 100% Full Light, Five (5) year structural Warranty, Color Coded & Numeric Pressure Gauge mounted on Power unit, Ten (10') foot container guide with stops. Painted Dark Green, Price is FOB Rollinsford, NH. **Price per Compactor: $20,845.90 each**	**$20,845.90**
<u>Compactor Options & Installation:</u>	
1. Walk-on rear feed Dog House with Handrails & kickplate, Diamond Plate Deck system for the stationary compactors. Doghouse doors will have magnetic interlocks to meet ANSI & OSHA Safety Codes. Painted to match compactors. Price is for the 245HD compactor Only. **Price Per Each: $1,985.00 each**	**$3,970.00**
2. Walk-on rear feed Dog House with Handrails & kickplate, Diamond Plate Deck system for the stationary compactors. Doghouse doors will have magnetic interlocks to meet ANSI & OSHA Safety Codes. Painted to match compactors. Price is for the 445HD compactor Only. **Price Per Each: $2,350.00 each**	**$4,700.00**
3. Two (2) Door, Rear Feed Dog House, doors will have Magnetic Interlocks installed to meet ANSI & OSHA Safety Code, Painted to match Compactor. **Price per each: $1,895.00**	**$1,895.00**
4. Freight & Installation of all Three (3) compactors in Acton, MA:	**$3,900.00**
THESE PRICES DO NOT INCLUDE ANY APPLICABLE TAXES. **TOTAL**	

Payment Terms: NET 30 DAYS

Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge to this estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry all necessary insurance coverage. Our employees are fully covered by workers compensation insurance.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Acceptance:
The above quoted pricing, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the job.

Authorized
Signature: _____ Date: _____

If you have any questions contact Todd M. Hager, 603.817.0126, **thager@atlanticrecyclingequipment.com**

Capital Improvement Program Proposal – Detail

Department Name	**Natural Resources**	***Project***	**68 Harris St. Purchase & Renovation**
		Fiscal Year	**FY15**
Department Head	**Tom Tidman**	***Cost***	**$440,000**
		Priority	**1** *of* **6**

1. Description

Purchase of 68 Harris St. (former Fish & Wildlife buildings) to house the Recreation Department, as well as store Natural Resources equipment.

2. Useful Life 100 years.

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

	Schedule Replacement	***Increase Personnel Efficiency***
X	***New or Expanded Service***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)	

4. Justification

Redesign of the north wing at Town Hall requires the area that is currently occupied by Recreation. In addition, Recreation has outgrown their existing office space. Harris Street allows ample space to facilitate Recreation's needs and has a large storage area for Natural Resources equipment.

5. How Was this Project's Priority Determined?

1. Recreation has outgrown existing space.
2. Need for indoor equipment storage area for Natural Resources.
3. Harris St. nearness to NARA Park.

6. Estimated Cost

Purchase of property	***$ 250,000***
Renovation of structure	***$ 150,000***
Septic System replacement	***$ 40,000***
Less Trade-In (If Applicable)	
Net Cost	***$ 440,000***

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

No.

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

Continued loss of potential revenue by not having an indoor recreation activity space. Natural Resources equipment will continue to be stored outside.

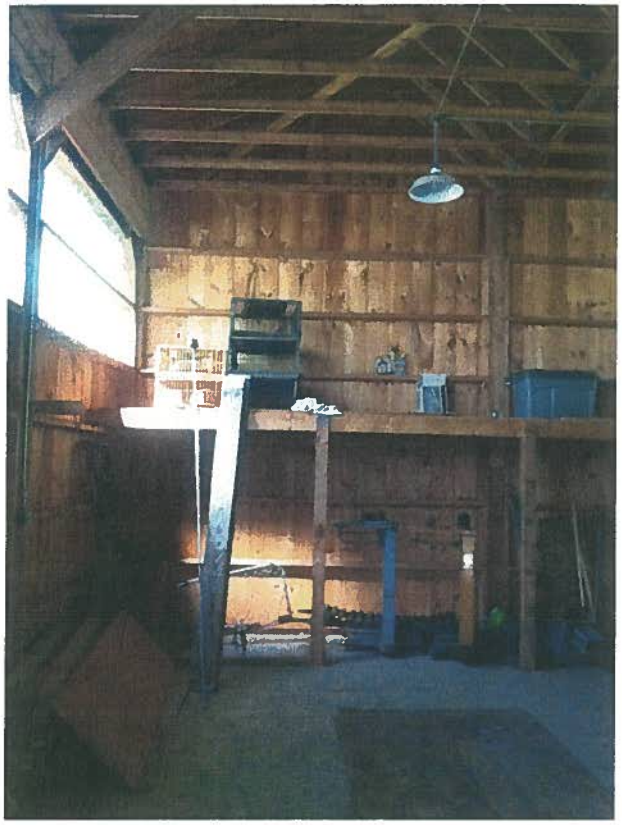
9. Please Describe the Effect of this Project on your Operating Budget.

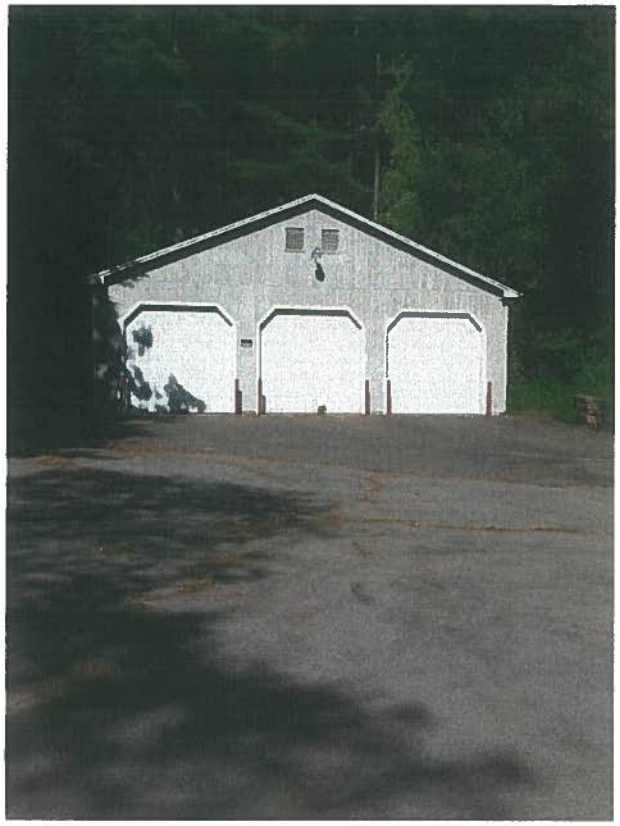
Personnel Budget	***Expense Budget***
Increase	Increase **X**
Decrease	Decrease

10. Attachments, if Applicable. 1. Locus maps 2. Reconstruction estimate 3. Septic system estimate.

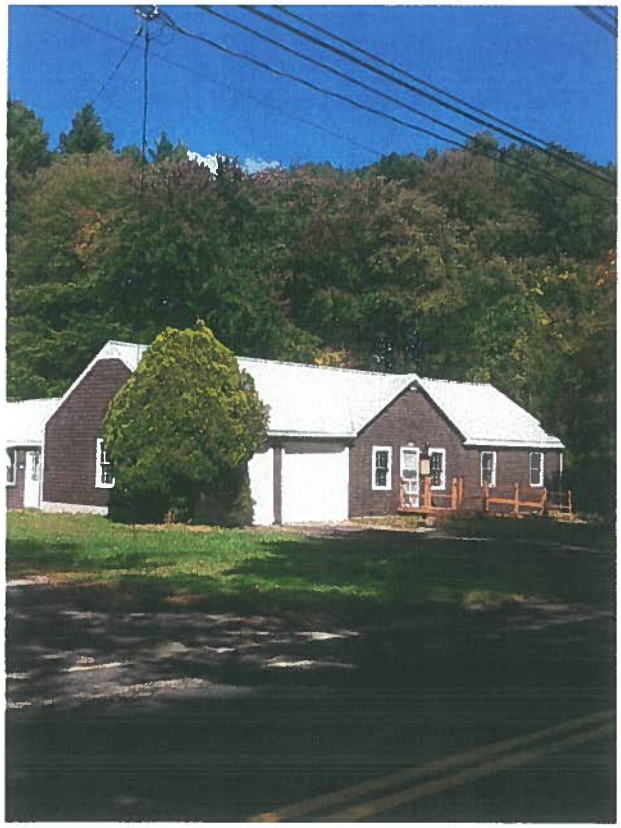
68 Harris Street

Inside & outside view of 3-bay storage facility





View of parking lot and office



POND
WESTFORD
LANE
NONSET
AVALON
DRIVE
PARK
BREEZY POINT ROAD
BETH CIRCLE
HUNLEY ROAD
NONSET
PATH
RECREATION
HAZELNUT
STREET
ACORN
PARK
DRIVE
(RTE 2A & 119)
CAPTAIN
MANDLEY ROAD
ALEXANDRA WAY
HARRIS
STREET
CONANT
CONSERVATION
MUNICIPAL
G.R.
F&W
F&W
MARA
GRANITE
ROAD
QUARRY
ROCK
EDGE
WAY
LANE
MEYER HILL
DRIVE
SCHOOL
DRIVE
ROAD
WAMPUS
AVE
MAIN
STREET
(ROUTE 27)
WYNDCLIFF
DRIVE
CENTRAL
STREET
SAWMILL
RD
CIRCLE
DR
BARBER
NORTH
STREET
CIRCLE
RD
MILLDAM
ROAD
WHEELWRIGHT
LANE
ROBBINS
MILL
POND
EASTERN
ROAD
DAVIS
ROAD
BLUE HERON
WAY
WINDCREST
LANE
DAVIS
ROAD
OLD
CART PATH
HILL
ROAD
GREAT
BROOK
STREET
(RTE 2A & 119)
STRAWBERRY
HARVARD
COURT
POST OFFICE
SQUARE
FRANKLIN
PLACE
HEMLOCK
LANE
STREET
PHEASANT
DRIVE
PLACE
LONG RIDGE
ROAD
PARTRIDGE
HOLLOW
ROAD

STAMSKI AND MCNARY, INC.
1000 Main Street
Acton, Massachusetts 01720
(978) 263-8585
FAX (978) 263-9883

WILLIAM F. MCNARY, P.L.S.
JOSEPH MARCH, P.E., P.L.S.

September 20, 2011

Tom Tidman
Acton Conservation Commission Director
472 Main Street
Acton, MA 01720

RE: 68 Harris Street
Acton, MA
Sewage Disposal System Replacement

Dear Mr. Tidman,

In regard to your inquiry about the cost of replacing the septic system at the referenced address, we have researched a recent system replacement in the same vicinity of town. It appears that the subject property has similar soil conditions and site constraints. The comparable system consisted of a septic tank, pump chamber and soil absorption system which was about the minimum size allowed by the Board of Health (600 sf). The design flow for the comparable system was 360 gallons per day. After speaking with the contractor and in consideration of engineering, surveying and permitting, the total cost of the system was on the order of $30,000.

In order to determine a more accurate cost for the site in question, soil evaluations, wetland delineation, and a survey would be required.

Please do not hesitate to call with any additional questions.

Respectfully,

Stamski and McNary, Inc.

George Dimakarakos, P.E.

Fred's Construction Services

Fred Given
2 Fairfield Street
Maynard, MA 01754

Estimate

Date	Estimate #
9/15/2011	471-111

Name / Address
Town Of Acton 472 Main Street Acton Ma 01720

RECEIVED
SEP 1 2 2011
ACTON CONSERVATION COMMISSION

Terms	Project
Due upon completion	Harris Street

Description	Total
Tarp off house to prevent damage to house and lawn areas Rip and remove existing roofing materials Completely de-nail roof replace plywood as needed Inspect and replace if needed all wall and pipe flashing Install new 30 year Architectural shingles with all new drip edge / Cobra vent /ice and water shield 6' on roof edges This estimate is for both buildings	37,950.00
Framing Labor and materials to repair roof sagging by adding additional rafters / straightening the exterior walls / replacing all rotted facia and soffit /repair concrete footings and frost walls as needed /	19,550.00
Inspect crawl space under front area flooring / Remove any contaminated insulation and remove all mold to comply with current state codes /seal all wood and insulate to code. Seal floor and walls to prevent further moisture intrusion/ vent crawl space properly	7,475.00
Heating & Cooling / current heating system is inadequate to properly heat and air condition the area a new unit will be needed (ESTIMATE)	24,150.00
Framing Labor / remove and replace any windows that do not meet current insulation code / Remove interior walls and insulate walls to code /install new drywall /	17,250.00
Framing Labor / Inspect and bring up to code framing of front left room including ceiling /install a new drywall ceiling in same room	6,900.00
Insulation / Insulate all ceilings to code (ESTIMATE)	9,200.00

If you have any questions call me @ 508 527-9850.
Thank You!

Total $122,475.00

E-mail	Web Site
Fred.nwd@verizon.net	www.Fredsconstructionservices.com

Capital Improvement Program Proposal – Detail

Department Name	**Recreation**	***Project***	**Morrison Farm Well & Community Garden Irrigation System**
		Fiscal Year	**FY15**
Department Head	**Cathy Fochtman**	***Cost***	**$18,249**
		Priority	**2** *of* **6**

1. Description

The Morrison Farm Community Garden requires a new water source that is independent of the Morrison house Town water. This project proposes that a new well be installed in the orchard area, supplied by an expanded electrical service from 100 to 200 amps to operate the well, and an irrigation system to deliver water to the garden plots.

2. Useful Life 50 years

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

	Schedule Replacement	***Increase Personnel Efficiency***
X	***New or Expanded Service***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)	

4. Justification

Acton Water District has recommended that this community garden operate from an independent well. Acton Town water costs are on the rise. There is no guarantee that outside watering will be available in the future due to outside water use restrictions imposed on Town water.

5. How Was this Project's Priority Determined?

6. Estimated Cost	***Expanded electrical service***	***$ 4,300***
	Drilled Water Well, pump system, services	***$ 9,949***
	Irrigation installation	***$ 4,000***
Less Trade-In (If Applicable)		
Net Cost	***$ 18,249***	

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 cost to supply water to patrons.

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

Personnel Budget	***Expense Budget***
Increase	Increase X
Decrease	Decrease

Maintenance of irrigation system.

10. Attachments, if Applicable.

Photos, quotations from Skillings & Sons, Rogan Electric, and Flannery Irrigation.

Morrison Farm Community Garden

Rogan Electric LLC
84 Seminole Road
Acton, MA 01720

Proposal

Date	Estimate #
9/27/2013	418

Name / Address
Melissa Rier Acton Town Hall 472 Main Street Acton, MA 01720

Terms

Qty	Description	Total
	Morrison Farm	
1	Upgrade existing house electrical service from 100 amp to 200 amp.	4,300.00
	Run power from house to well pump location (estimate 100 feet from house) in PVC conduit. Trench and back filling by others. Pump and controls by others.	
	Wire and conduit is only sized to power the well pump, no additional loads.	
	Total	$4,300.00

If you have any questions concerning this estimate, please call Tom Rogan at 978-804-2557.

Thursday, August 29, 2013

Acton Community Garden
116 Concord Road
Acton, Massachusetts

Skillings & Sons, Inc.™
Bringing water well technology to a whole new level

116 Concord Road, Acton Massachusetts

Dear Ms. Rier,

Skillings & Sons Inc. is pleased to offer you a proposal for a drilled water well, pump system and services for the above referenced site.

Based on an average well depth, casing and services, the following is an estimate only and is not the final cost of your well (Please refer to the last page of this document for local well data). The final cost cannot be calculated until the well is drilled, the proper pump size is selected and services are calculated. Pump size and depth of installation are determined by the well depth and flow rate. A well should produce 5 gallons per minute for 4 hours to pass most town requirements. A wells capability of producing this flow rate depends on both its depth and flow. As the depth increases, the flow rate needed decreases. For example, a 100' well should produce 8GPM, 150'–6GPM, 200'–5GPM, 300'–4GPM, 400'–3GPM, 500'–2GPM.

Well Drilling Permit	$	70.00
6" Drilled Well to 540' at $10.00/Ft	$	5,400.00
50' of 6" Well Casing at $15.00/Ft	$	750.00
6" Drive Shoe	$	125.00
Pump System: 1HP pump with 35 gallon tank	$	3,174.00
Pump Test	$	325.00
Lab Analysis	$	105.00
Estimated Cost	**$**	**9,949.00**
Deposit Amount	**$**	**3,300.00**

*Installation and removal of temporary pump: $450.00
*Additional labor for hook up: $128.00/hour plus the cost of materials
*If drilling exceeds a depth of 1000', the rate will increase to $14.00 per/ft

DEFINITIONS AND ADDITIONAL COSTS DETERMINED AFTER DRILLING

Offset Piping from well to house (50ft included, additional per foot)..... $ 4.75

Offset piping is the piping conduits between the well and house. Most proposals will have a set distance that is included in the well installation. Any distance beyond the original proposal is by the foot that will be added to the final invoice.

Mud Rotary ..... $ 450.00

Mud Rotary is a process that uses a sealant to keep surface water contamination from entering the well. Mud Rotary is used on Non-Conforming wells and/or if the overburden is loose and the borehole may collapse before we can set the casing. In most cases we do not know if this will be necessary until the drilling process is started.

Hydrofracking..... $ 1,800.00

Hydrofracking is a process that uses water under high pressure and volume in attempt to increase the gallons per minute of the well.

Excavation

Excavation is excluded in this contract. All Digging, backfilling, excavation labor and all necessary fills are to be provided by others and coordinated with Skillings & Sons, Inc. If it becomes necessary for Skillings & Sons, Inc. to provide this service it will be billed accordingly at the time of invoice. Please check the box for the desired upgrade.

- ☐ Backhoe move charge (*This is the cost to get the equipment to the site*) ..... $ 195.00
  Backhoe labor charge (*This is the cost per hour the machine is on site*) .....$ 105.00

Pump Test

A pump test is to determine the flow rate of the well. A generator will be set to operate the well pump and the system will be pumped to determine a flow rate. This process can also include flushing the well of chlorine so water samples may be taken prior to bringing the water into the home.

Pump Systems

Additional cost to be added to the invoice for upgraded costs from original pump size. The size of the pump is dictated by the recovery rate and depth of the well. For example: If a ½ HP Pump is chosen as the preferred pump system and due to a low yielding well we need to place a larger pump deeper to utilize the storage of the well column, the below costs will be added to the invoice. Skillings & Sons, Inc. can make recommendations regarding the proper pump size after the well is drilled. Please check the box for the desired upgrade.

- ☐ 1HP to 1-1/2HP ..... $ 580.00
- ☐ Constant pressure pump system upgrade (covers up to 1 hp) .....$ 990.00
- ☐ Constant pressure pump system upgrade (covers 1 ½ hp - 2 hp) .....$ 1,190.00

Tank Upgrades

Additional costs to be added to the pump system package price. A larger pressure tank will make the well pump cycle less often and help extend the life of the well pump. Please check the box for the desired upgrade.

- ☐ 35gal to 50gal ..... $ 130.00
- ☐ 50gal to 65gal ..... $ 260.00
- ☐ 65gal to 90gal ..... $ 445.00

Flood Protection (On Site Performing Pump System Installation)

This is a water system shutoff device to shut down power to the pump in the case water is detected on the basement floor. This device disconnects power to the pump so no water can continue to be pumped out of the well. Any water in the pressure tank already will be evacuated from it, but no new water (from the well) will be allowed to enter.. Please check the box for the desired upgrade.

- ☐ TEC Innovators ~ Water Leak Detection System ..... $ 375.00

EXCLUSIONS (not included in contract)

- The well drillings will be left on-site. These solids can be removed by Skillings & Sons, Inc. Please talk with your proiceject manager about logistics and any additional charges that may apply.
- All electrical connections will be made by a licensed electrician (material and labor provided by others). These connections will be made from the well head to storage tank or control area.

NOTE

- Skillings & Sons, Inc. will notify Dig Safe Systems, Inc. before conducting underground digging; however Dig Safe Systems, Inc. does not mark all underground utilities. If we damage any underground piping or electrical that is not identified by Dig Safe Systems, Inc. or by our customer we are not liable. We will attempt to make the repair and additional charges may be incurred.
- Skillings & Sons, Inc. does not guarantee the quality or quantity of water, if any, obtained by drilling. *(If necessary, one bacteria retest will be performed at no charge).* In the event the well water quality has primary and/or secondary contaminants we have a full service water treatment division to help solve your water quality issues.
- Skillings & Sons, Inc. will attempt to minimize damage to the driveway, shrubs and lawn, but due to the size of the equipment needed to drill a well, some damage may occur. Skillings & Sons, Inc. is not liable for repairs. Please note that we will not reseed or reloam the area. Skillings & Sons, Inc. will not landscape the area affected by the well installation process. The area will be backfilled and graded to the best of our ability to pre-work conditions if excavation is included in the contract.
- Skillings & Sons, Inc. will not be responsible or repair any damaged irrigation lines.
- Skillings & Sons, Inc. cannot take responsibility of well location without a septic plan. Customer agrees with the location of the well.
- Prices quoted will be honored for 30 days from the date of this proposal.

PAYMENT SCHEDULE

- The balance, for completed work is due upon receipt of invoice. You may hold back $400.00 until the offset and tank are installed.
- Lab results will not be released until account is paid in full.
- All applicable state taxes will be added at the time of billing.
- Interest is 2% monthly on all past due balances.
- Customer agrees that any collection costs and attorney fees will be the responsibility of the customer.

ADDITIONAL NOTES:

- A shed/pump house should be supplied by the customer for the housing of the pump system components (i.e.: Tank, Controls, VFD, necessary filtration). Power requirements in the shed will be a 110V outlet for service tools and electric light and a subpanel with 230V capacity. At this time a 25-30 Amp two poll 230V breaker is needed to supply the pump system.
- Ideally, this structure should be close to the garden and to the location of the proposed well
- Attached is an orthographic photo of the property
- Attached is a review of well data in the area

ACCEPTANCE OF PROPOSAL: Please sign and return a copy of this contract to Skillings & Sons, Inc. with your deposit. Upon receipt of the deposit and signed contract, we will promptly place you on the schedule

Signature: _____

Printed Name: _____

Date of Acceptance: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone: _____

Cell Phone: _____

Alternate Phone: _____

E-Mail: _____

James David Morey
Project Manager
Skillings & Sons, Inc.
9 Columbia Drive
Amherst, NH 03031

Local Office: (603) 459-2600
Toll Free (800) 441-6281
Cell: ***(603) 235-5127***
Fax: (603) 821-3822
Email: jmorey@skillingsandsons.com
Web Site: www.skillingsandsons.com

Please be advised:

Local well data contributed to the development of the 540' estimate. I averaged the 5 closest wells reported on the Mass DEP web site. Below are the results that I found.

House	Well Depth	Length of Casing	Well Recovery Rate
#1	525	90	40
#2	535	25	15
#3	505	40	4
#4	600	22	15
#5	540	50	15
Average	**541**	**45**	**17.8**

Catherine Fochtman

From: Charles Aaronson [charlie@charlieaaronson.com]
Sent: Friday, September 20, 2013 6:58 PM
To: Catherine Fochtman
Cc: Tom Tidman
Subject: Larry Flannery Irrigation Quote

Hi Cathy,

I have attached the Larry Flannery quote and I have some added notes here.

1) Note that the garden plot plan on the second page does not include a spur out to the orchard and that his quote of $3351.00 includes 2x4 posts and key turn vandal proof bibs. I would substitute lever action ball valves and 4x4 posts and a spur out to the orchard which will raise the cost but should still keep it under $4000.00.
2) I still think that we should proceed with immediately adding a tap to the Concord Road well so that we can get a clean sample for testing. When (if) a sample passes the test for potability, we will then have a fallback position.
3) Flannery plan (not documented) includes a diagonal line across the area behind the Robbins cellar hole to the gardens. If we were to change that to be parallel to the street and then make a 90° turn to get to the gardens, that should add less than $500.00 more.
4) Roughly speaking then, the Flannery plan would come in at less than $21500.00.
5) All of the above assumes that we can get agreement from the Cemetery Commission to run the lines and that the situation would remain stable for the foreseeable future.
6) Given the above, if we were to instead choose to dig a new well, the costs would be the Skilling costs for the well, plus any ancillary costs for bringing in electricity etc, plus the Flannery cost of $4000.00 for the plumbing and valves in the gardens.

Let me know if there are any other things that I may have left out.

Charlie A.

Morrison Farm water project Proposal:

Install 8 taps or bibs using key turn vandle prof bibs for garden area mounted on 2x4 pressure treated posts, 420' 1"poly NSF all necessary fittings with gate valve for service.-3351.00

Install 1.5"PVC main line from end of irrigation main to garden area with 2 gate valves for service,all pipe and fittings.-5380.00

My suggestion with irrigation systems ageing valves is to run 1.5"PVC to well head area add master valve for irrigation only when irrigation clock turns on it charges irrigation main line and zones.-1858.00

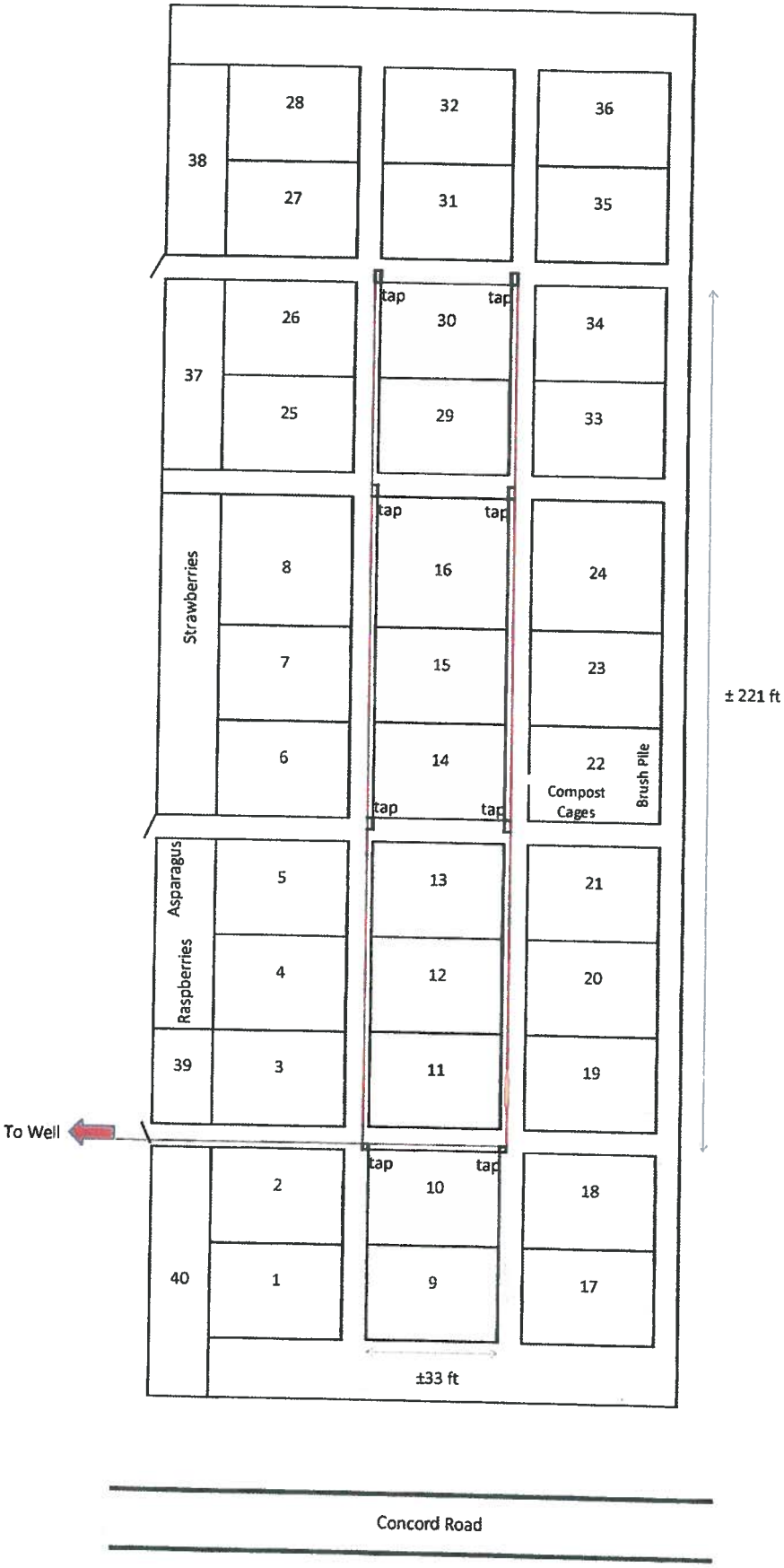
Change pump controller to a constant pressure system,1 VFD,50 gal fiberglass tank,all piping and pressure sensing equipment and connections.-8675.10

Shed to mount tank and VFD wood construction (price may change with town codes and floor mat.) -975.00

All areas will be seeded after trenching.

Total cost for all = 20239.10
Cost from end of main line = 18381.10

Larry Flannery
Flannery Irrigation
PO Box 477 Stow,MA
978-562-8616
flanneryirrigation@verison.net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Compost Cages
Brush Pile
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Asparagus
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21
Raspberries
4
12
20
39
3
11
19
To Well
tap
tap
2
10
18
40
1
9
17
±33 ft
± 221 ft
Concord Road

Capital Improvement Program Proposal – Detail

Department Name	**Natural Resources**	***Project***	**Arboretum Parking Lot Improvements**
		Fiscal Year	**FY15**
Department Head	**Tom Tidman**	***Cost***	**$45,000**
		Priority	**3** *of* **6**

1. Description

Improvements to Arboretum parking lot. Existing lot is undersized and in constant need of repair.

2. Useful Life 20 years to next resurfacing

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

Schedule Replacement		***Increase Personnel Efficiency***
New or Expanded Service	***X***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
Other (Please Explain)		

4. Justification

The existing Arboretum parking lot has been in use since 1988, with improvements made in the early 1990's. The Arboretum has grown in popularity each year and has become a regional Arboretum. The existing lot does not meet the demand being placed on it.

5. How Was this Project's Priority Determined?

We receive numerous calls each year from individuals requesting a large lot for Arboretum events. In addition, we need to improve accessibility at our lot.

6. Estimated Cost

Grading – in house	***$ 0***
Final Grade	***$ 5,000***
Paved surface @ $110 per ton	***$40,000***
Less Trade-In (If Applicable)	
Net Cost	***$45,000***

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

No.

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

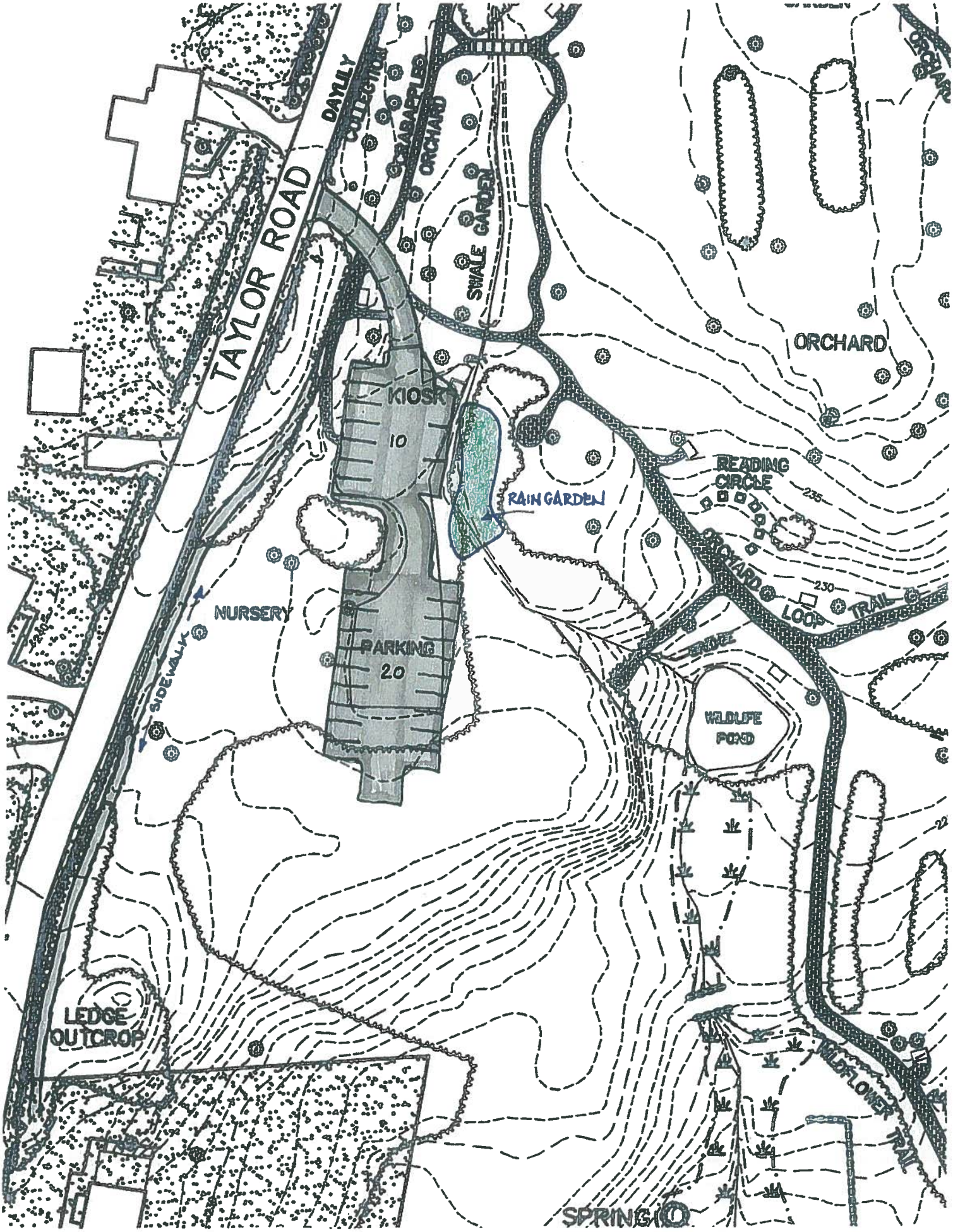
No major effect on the Natural Resources Department, we would continue to grade the lot once or twice a year, as we do now.

9. Please Describe the Effect of this Project on your Operating Budget. *None anticipated*

Personnel Budget	***Expense Budget***
Increase	Increase
Decrease	Decrease

10. Attachments, if Applicable. *Photo, drawings of proposed changes.*

Current Conditions: Arboretum Parking Lot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DAYLILY
COLLECTION
CRABAPPLE
ORCHARD
SWALE GARDEN
ORCHARD
KIOSK
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RAIN GARDEN
READING
CIRCLE
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230
ORCHARD
LOOP
TRAIL
NURSERY
PARKING
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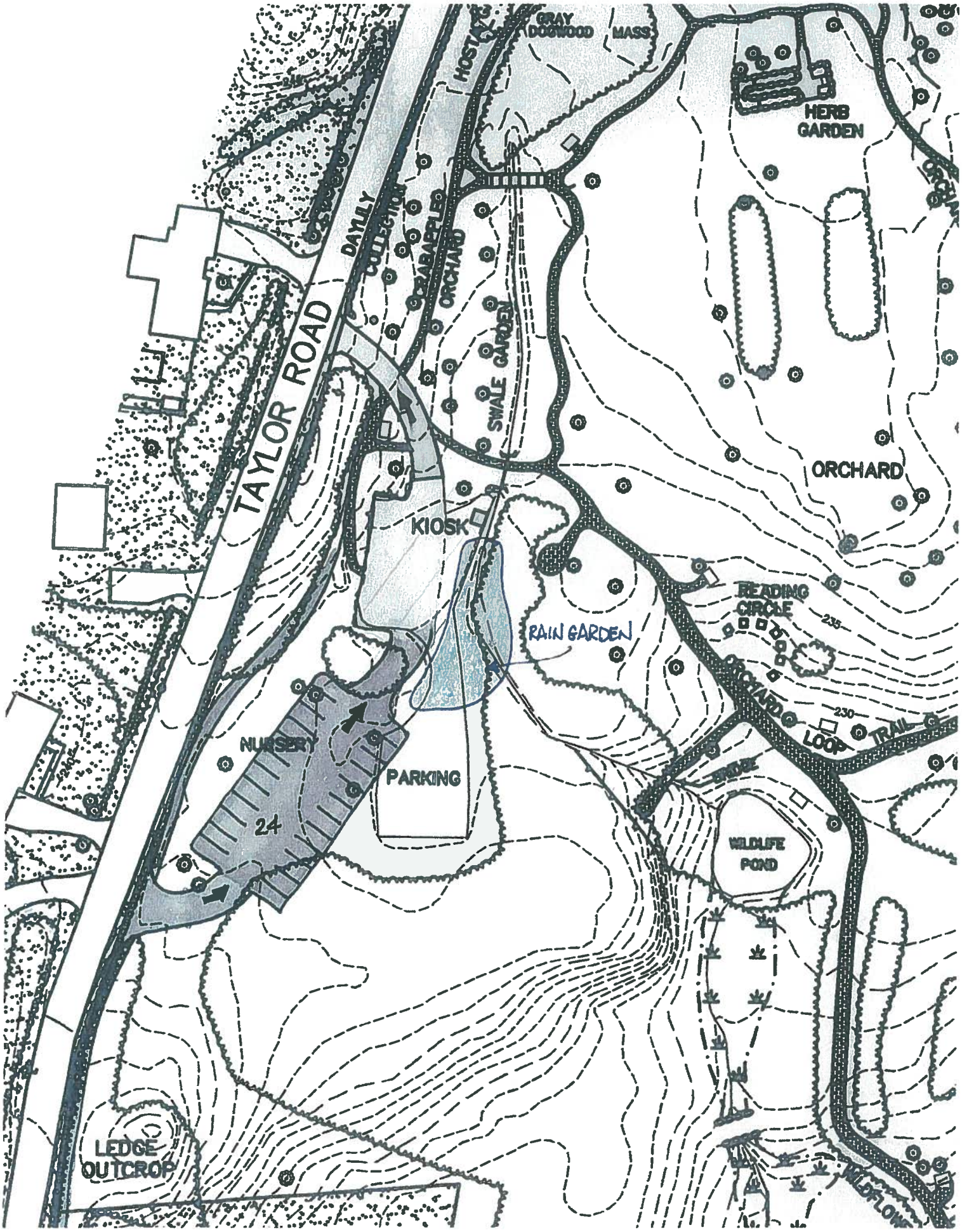
SIDEWALK
WILDLIFE
POND
LEDGE
OUTCROP
WILDFLOWER
TRAIL
SPRING


GRAY DOGWOOD
MASS
HOSTA
HERB GARDEN
DAYLILY COLLECTION
CRABAPPLE ORCHARD
SWALE GARDEN
TAYLOR ROAD
ORCHARD
KIOSK
READING CIRCLE
235
RAIN GARDEN
ORCHARD LOOP TRAIL
230
NURSERY
PARKING
24
BRIDGE
WILDLIFE POND
LEDGE OUTCROP
WILDFLOWER

Capital Improvement Program Proposal – Detail

Department Name	**Recreation**	***Project***	**NARA Improvements**
		Fiscal Year	**FY15**
Department Head	**Cathy Fochtman**	***Cost***	**$46,059**
		Priority	**4** *of* **6**

1. Description

(a) Two additional Beach shade structures $6,968 with $1,700 installation $8,668

(b) Picnic Area replacements 20' x 30' and 20' x 40' Twin Tube canopy tents with delivery $17,565.75

(c) NARA elevated stage components $13,320 (awaiting quotation)

(d) Bathhouse Security Upgrade – $6,505

2. Useful Life

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

	Schedule Replacement		***Increase Personnel Efficiency***
X	***New or Expanded Service***	***X***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

4. Justification

(a) Addressing public demand for shade
(b) Picnic tents have reached end of useful life, replacements will be relocated; rental revenue
(c) Six additional elevated stage sections, an ADA ramp and skirt will complete staging requirements
(d) Office safe stolen one year ago and attempted break-ins necessitate better security measures.

5. How Was this Project's Priority Determined?

Requests from patrons, need to grow revenue opportunities at NARA.

6. Estimated Cost

(2) Installed beach shade structures	***$ 8,668***
(2) Twin Tube Tents	***$17,566***
NARA stage components	***$13,320***
Rekey all locks, office door to electronic lock	***$ 6,505***
Less Trade-In (If Applicable)	
Net Cost	***$46,059***

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

No.

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

Shaded gathering areas are very popular at NARA and a lack of them will affect our rental potential.

9. Please Describe the Effect of this Project on your Operating Budget. None anticipated.

Personnel Budget	***Expense Budget***
Increase	Increase
Decrease	Decrease

10. Attachments, if Applicable. **Quotations from Staging Concepts, O'Brien &Sons and Fred's Construction, Locksmith.**

O'BRIEN & SONS INCORPORATED

93 West Street
P.O. Box 650
Medfield, MA 02052
SDO CERTIFIED WBE

Date: March 25, 2013

Job: NARA Playground

Location: Acton, MA

Salesperson: John Taylor, ASLA/CPSI
John_Taylor@obrienandsons.com
Attn: Maura Haberman
Tel.: 978-929-6640 Fax: 978-929-6340
E-mail: mhaberman@acton-ma.gov

Corporate Office: 800-835-0056 • Telephone: 508-359-4200 • Fax: 508-359-2817
Web: www.obrienandsons.com • Email: mail@obrienandsons.com

QUOTATION

We are pleased to offer our quotation on the following for the above subject job:

QTY.	MODEL #	DESCRIPTION	TOTAL
2		Shade Systems 14' x 22' Double Post Hip Cantilever Shade System 8' High	

TOTAL FURNISHED AND DELIVERED: $6,968.00

Date: _____ **Signature of Approval:** _____

Purchase Order #, if applicable_____**Printed Name:**_____

Ship to business name_____

Ship to address _____

Contact Name_____**Telephone**_____

Bill to business name_____

Bill to address _____

Contact Name_____**Telephone**_____

Need colors_____

IMPORTANT NOTES:

- **Pricing on this product is valid for 30 days only, due to the erratic cost of steel at the present time.** Prices are subject to review thereafter; prices quoted are for 2013 projects only.
- Prices based on quantities listed. Any change to quantities may impact prices quoted. The above prices are f.o.b. to your specified destination and are for materials only unless otherwise noted.
- **Prices do not include off-loading, taxes, resilient surfacing, lift gate, assembly or installation, unless specifically listed in item description.**
- **If ordered, upon receipt of equipment, please inspect the entire delivery carefully making note on the delivery receipt of ANY damage so that a freight claim can be filed if damage is found after opening the packages.**
- Standard manufacturer's colors, design, specifications, and construction apply, unless specifically noted in description.
- Our terms are: **TBD** - First order requires 50% deposit & execution of a credit application.
- Retainage does not apply as we are a material supplier only.
- Please **allow 7 to 8 weeks** for delivery after receipt of order and architectural approval should it be required.
- No back charges will be honored unless express written approval has been issued by O'Brien & Sons and price has been agreed on before execution of remedy. Failure to do so will void any obligation of payment toward said remedy on the part of O'Brien & Sons and could result in termination / suspension of your credit / account.
- Restocking fees will apply on returned items

If we can be of further assistance, please feel free to contact us.

PROPOSAL #: 33347-10

BC TENT & AWNING CO., INC.

25 Bodwell Street
Avon, MA 02322

Tel: (508) 586-0900
(800) 660-TENT (8368)
Fax: (508) 586-7177
E-Mail: info@bctent.com

EVENT DAY: WEDNESDAY DATE: 05-01-2013
EVENT TIME:
SALES PERSON: RAC PURCHASE ORDER #:
PROPOSAL DATE: 03-20-2013
TEL: (978) 929-6640 FAX:
ORDERED BY: MAURA HABERMAN TEL:
EVENT DESC: TENT PURCHASE

BILL TO:

TOWN OF ACTON
472 MAIN STREET

ACTON MA 01720

JOB SITE:

MAURA HABERMAN
NARA PARK
25 LEDGE ROCK WAY
ACTON MA

WE ARE PLEASED TO QUOTE THE SALE OF THE FOLLOWING:

1	FREIGHT	250.00	250.00
	BASED ON WHITE FABRIC		
0	30X40 ALL TWIN TUBE TOP , FRAME	14,600.00	0.00
1	20X30 TWIN TUBE PERIMETER (ROOF 2" PIPE)TOP , FRAME	7,573.75	7,573.75
1	20X40 TWIN TUBE PERIMETER (ROOF 2" PIPE) TOP, FRAME	8,550.00	8,550.00
1400	SQ FT INSTALL CUSTOMER OWNED EQUIPMENT	0.75	1,050.00
1	CUSTOMER WILL OBTAIN PERMIT		

IF DROP SHIP THEN DEDUCT (BC) DELIVERY BUT NOT FREIGHT
42' X 51 ' MEGA SPAN SHADE SYSTEM - 10' HIGH

Valid For: 21 DAYS

SUBTOTAL:	17,423.75
SALES TAX:	0.00
LABOR:	0.00
DEL/PU FEE:	142.00
TOTAL:	$ 17,565.75

Payment to be as follows: 50% DOWN BALANCE ON DELIVERY

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Deposits are not refundable or transferable unless otherwise specified. Sub-rental of equipment to others without authorization is prohibited.

Please sign and return one copy of this proposal

Authorized Signature: _____ RAC

Date of Acceptance: _____

Customer Signature: _____

Catherine Fochtman

From: Mark Hald
Sent: Monday, September 30, 2013 8:22 AM
To: Catherine Fochtman
Cc: Tom Tidman
Subject: Re: Bathhouse Security Upgrade

Sorry, yes. This is rekeying the entire facility. Electronic locks, which are already on some doors, would be considerably more. Figure about $2,000 depending on complexity, per door.

Nara Park – Furnish and install new locking hardware on all park doors
Hardware required

Office		
1	ND53LD ATH 613	Schlage office function lever
2	SB453-8 10B	Ives surface bolts
1	20W20073	Medeco cylinder
6		Medeco keys
Dutch door		
1	AL53LD ORB 613	Schlage office function knob set
1	20W20053	Medeco cylinder
Adjoining door		
1	AL80LD SAT 613	Schlage storeroom function lever
1	20W20073	Medeco cylinder
1	80BZ-CW	Don Jo cover plate
Electrical room		
1	AL80LD SAT 613	Schlage storeroom function lever
1	20W20073	Medeco cylinder
1	80BZ-CW	Don Jo cover plate
Bathroom		
1	10W0200	Medeco mortise cylinder
Public restrooms		
2	B663P-613 238	Schlage deadbolts
2	10W662S4	Medeco cylinders
Public showers		
2	B664P-613 234	Schlage deadbolts
2	10W662S4	Medeco cylinders
Storage room		
1	B664P-613 234	Schlage deadbolt
1	10W662S4	Medeco cylinder

Cost	3,585.00
Labor	920.00
Total	**$4,505.00**

From: Catherine Fochtman <cfochtman@acton-ma.gov>
Date: Monday, September 30, 2013 8:18 AM
To: Mark Hald <mhald@acton-ma.gov>
Cc: Tom Tidman <ttidman@acton-ma.gov>
Subject: RE: Bathhouse Security Upgrade

Mark,

Any luck finding the bathhouse security quotation from the locksmith?
That's one of the FY15 items I was waiting on.

Cathy

Cathy Fochtman, CPRP, CPSI
Recreation Director
Town of Acton
472 Main Street
Acton, MA 01720
978-929-6640 office
978-929-6340 fax
www.acton-ma.gov/recreation

From: Mark Hald
Sent: Thursday, September 26, 2013 7:22 AM
To: Catherine Fochtman
Cc: Tom Tidman
Subject: Re: Bathhouse Security Upgrade

Hi Cathy – I just got a quote from the locksmith on one phase of this upgrade. I've been out of the office the last three days so let me locate that and forward.

Mark

From: Catherine Fochtman <cfochtman@acton-ma.gov>
Date: Thursday, September 26, 2013 7:17 AM
To: Mark Hald <mhald@acton-ma.gov>
Cc: Tom Tidman <ttidman@acton-ma.gov>, Catherine Fochtman <cfochtman@acton-ma.gov>
Subject: Bathhouse Security Upgrade

Hi Mark,

I'm touching base with you about any further exploration that you've done regarding the scope and cost of upgrading security at the bathhouse building. My primary interest is to replace the office entrance with a much more secure door that has card-key/fob admittance, which also requires assigning about 20 people of the 50 seasonal people we employ security identification. If you think this is a potential capital project, it would be good to know if this can be included in next week's On the Hill discussions.

Thanks,
Cathy

Cathy Fochtman
Recreation Director
Town of Acton
472 Main St.
Acton, MA 01720
Phone 978-929-6640 ext. 0
Fax 978-929-6340
Email cfochtman@acton-ma.gov

Capital Improvement Program Proposal – Detail

Department Name	**Recreation**	***Project***	**NARA Playground Megaspan**
		Fiscal Year	**FY15**
Department Head	**Cathy Fochtman**	***Cost***	**$27,758**
		Priority	**5** *of* **6**

1. Description

42' x 51' x 10' high playground shade structure, State Bid List price, plus installation.

2. Useful Life 100 years.

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

	Schedule Replacement	***Increase Personnel Efficiency***
X	***New or Expanded Service***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)	

4. Justification

Lack of shade at playgrounds is a frequent complaint. Due to full sun, the NARA playground structures become too hot to play on. The installation of this shade structure will allow safe play out of the sun's rays.

5. How Was this Project's Priority Determined?

Requests from patrons.

6. Estimated Cost	***Megaspan***	***$ 20,763***
	Installation of structure	***$ 6,995***
	Forte landscaping	
Less Trade-In (If Applicable)		
Net Cost		***$ 27,758***

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

No.

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

Prolonged exposure of children to the sun.

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

Personnel Budget	***Expense Budget***
Increase	Increase
Decrease	Decrease

10. Attachments, if Applicable. **Photo, quotations from O'Brien & Sons and Forte Landscaping.**

Example of Shade Structure Over a Playground

O'BRIEN & SONS INCORPORATED

93 West Street
P.O. Box 650
Medfield, MA 02052
SDO CERTIFIED WBE

Date: March 21, 2013

Job: NARA Park

Location: Acton, MA

Salesperson: John Taylor, ASLA/CPSI
John_Taylor@obrienandsons.com
Attn: Maura Haberman
Tel.: 978-929-6640 Fax: 978-929-6340
E-mail: mhaberman@acton-ma.gov

Corporate Office: 800-835-0056 • Telephone: 508-359-4200 • Fax: 508-359-2817
Web: www.obrienandsons.com • Email: mail@obrienandsons.com

QUOTATION

We are pleased to offer our quotation on the following for the above subject job:

QTY.	MODEL #	DESCRIPTION	TOTAL
1		42' x 51' Mega Span Shade System – 10' High	$16,543.00
		Freight:	$ 4,220.00
		TOTAL DELIVERED:	**$20,763.00**

Date: _____ **Signature of Approval:** _____

Purchase Order #, if applicable_____**Printed Name:**_____

Ship to business name_____

Ship to address _____

Contact Name_____**Telephone**_____

Bill to business name_____

Bill to address _____

Contact Name_____**Telephone**_____

Need colors_____

IMPORTANT NOTES:

- **Pricing on this product is valid for 30 days only, due to the erratic cost of steel at the present time.** Prices are subject to review thereafter; prices quoted are for 2013 projects only.
- Prices based on quantities listed. Any change to quantities may impact prices quoted. The above prices are f.o.b. to your specified destination and are for materials only unless otherwise noted.
- **Prices do not include off-loading, taxes, resilient surfacing, lift gate, assembly or installation, unless specifically listed in item description.**
- **If ordered, upon receipt of equipment, please inspect the entire delivery carefully making note on the delivery receipt of ANY damage so that a freight claim can be filed if damage is found after opening the packages.**
- Standard manufacturer's colors, design, specifications, and construction apply, unless specifically noted in description.
- Our terms are: **TBD** - First order requires 50% deposit & execution of a credit application.
- Retainage does not apply as we are a material supplier only.
- Please **allow 7 to 8 weeks** for delivery after receipt of order and architectural approval should it be required.
- No back charges will be honored unless express written approval has been issued by O'Brien & Sons and price has been agreed on before execution of remedy. Failure to do so will void any obligation of payment toward said remedy on the part of O'Brien & Sons and could result in termination / suspension of your credit / account.
- Restocking fees will apply on returned items

If we can be of further assistance, please feel free to contact us.

Capital Improvement Program Proposal – Detail

Department Name	**Recreation**	***Project***	**Basketball Court Renovation Goward and Gardner Playgrounds**
		Fiscal Year	**FY15**
Department Head	**Cathy Fochtman**	***Cost***	**$45,000**
		Priority	**6** *of* **6**

1. Description

The basketball courts at these playgrounds require updating, due to cracks and uneven surfacing. This project would resurface, permanently line and replace the adult hoops with junior size & up adjustable hoops. Gardner would remain a 30' x 50' junior court, Goward would be modified from 40' x 40' half court to a 30' x 50' junior court.

2. Useful Life 10 years

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

X	***Schedule Replacement***		***Increase Personnel Efficiency***
	New or Expanded Service	***X***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

Old equipment would be recycled or disposed of.

4. Justification

Safety concerns, updates that are overdue. Create new recreation programming opportunities for youth basketball players.

5. How Was this Project's Priority Determined?

Appropriate time to address with the completion of the new Goward playground and the West Acton WAVE project parking improvements near Gardner playground.

6. Estimated Cost	***$ 45,000***
Less Trade-In (If Applicable)	
Net Cost	***$ 45,000***

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

Yes, a citizen has expressed interest in fundraising.

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

These facilities will degrade further.

9. Please Describe the Effect of this Project on your Operating Budget. None anticipated

Personnel Budget	***Expense Budget***
Increase	Increase
Decrease	Decrease

10. Attachments, if Applicable.

Photos and quotation from Vermont Tennis Surfacing, who recently renovated the Douglas School basketball courts and Elm Street tennis courts.

Gardner Court Comparison to Elm Street Court

Goward Court Comparison to Elm Street Court

Capital Improvement Program Proposal – Detail

Department Name	**Building**	***Project***	**New Full Time Building Inspector**
		Fiscal Year	**2015**
Department Head	**Frank Ramsbottom**	***Cost***	**$79,722**
		Priority	**1** *of* **2**

1. Create new full time building inspector position

2. Useful Life

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

Schedule Replacement

X New or Expanded Service

Other (Please Explain)

Increase Personnel Efficiency

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

4. Justification Over past seven years the state building code has grown from 2 volumes to nine volumes, At the same time the overall scope of the regulations has increased resulting in more permits required where permits were not required previously. There has also been an increase in The level or detail and work where permits were previously required. From 2000 to 2010 the building department averaged 660 permits per year. The most comprehensive codes changes came in 2011. In 2011 & 2012 the building department averaged 966 / year. So far this year the building department is on pace to issue a similar number of permits as in 2011 - 2012.

While the number of permits has increased the number and type of inspections related to each permit has also increased.

Additionally the requirements for annual periodic inspections required for public buildings and multifamily residential buildings.

In addition to this the demands of the Historic District Commission and the Commission on Disabilities on the building department has also increased.

5. How Was this Project's Priority Determined? Proper staffing is necessary for the continued high level of service in the building department.

6. Estimated Cost $79,722

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?

Reduced services to the citizens and longer waits for permits and inspections.

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

Personnel Budget		***Expense Budget***
Increase	This will result in an increase in the personal budget of $56,944	Increase
Decrease		Decrease

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Building**	***Project***	**Increase Building Inspector Hours**
		Fiscal Year	**2015**
Department Head	**Frank Ramsbottom**	***Cost***	**$60,400**
		Priority	**2** *of* **2**

1. Increase the hours of the part time building inspector from 16 hrs / week to 40 hrs/ week

2. Useful Life

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

	Schedule Replacement	***Increase Personnel Efficiency***
X	***New or Expanded Service***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)	

4. Justification Over past seven years the state building code has grown from 2 volumes to nine volumes, At the same time the overall scope of the regulations has increased resulting in more permits required where permits were not required previously. There has also been an increase in The level or detail and work where permits were previously required. From 2000 to 2010 the building department averaged 660 permits per year. The most comprehensive codes changes came in 2011. In 2011 & 2012 the building department averaged 966 / year. So far this year the building department is on pace to issue a similar number of permits as in 2011 - 2012.

While the number of permits has increased the number and type of inspections related to each permit has also increased.

Additionally the requirements for annual periodic inspections required for public buildings and multifamily residential buildings.

In addition to this the demands of the Historic District Commission and the Commission on Disabilities on the building department has also increased.

5. How Was this Project's Priority Determined? Proper staffing is necessary for the continued high level of service in the building department.

6. Estimated Cost $60,400

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?

Reduced services to the citizens and longer waits for permits and inspections.

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

Personnel Budget		***Expense Budget***
Increase	This will result in an increase in the personal budget of $36,746	Increase
Decrease		Decrease

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Fire Department**	***Project***	**Fire Prevention Secretary (Permanent Part-Time)**
		Fiscal Year	**2015**
Department Head	**Patrick J. Futterer**	***Cost***	**$28,000.00 including Benefits**
		Priority	**1** *of* **2**

***1. Description*:** Upgrade current temporary part-time position to permanent part-time secretary for the Deputy Chief who performs as Acton's Fire Marshal/Inspector.

2. Useful Life:
Continuous

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

	Schedule Replacement	***X***	***Increase Personnel Efficiency***
X	***New or Expanded Service***		***Replace Obsolete or Unsafe Equipment***
	Other (Please Explain)		***(Explain Disposal of Old Equipment)***

4. Justification: The ever growing demand for permits, building inspections, smoke detector inspections, plan reviews, Fee collection, and town commercial fire inspections has taxed the fire department. Additional assignments could involve coverage for vacation for the Administrative secretary to keep everything working.

5. How Was this Project's Priority Determined? This project was determined by the work load placed on the administration secretary. The administrative secretary has to perform the previous mentioned tasks as well as her own job responsibilities. The jobs need to be split into two separate positions.

6. Estimated Cost: $28,000.00
including benefits
Less Trade-In (If Applicable)
Net Cost

7. Are Non-Town Revenues Available to Reduce Cost? None

8. If this Project is Delayed, What will be the Effect on your Department? Building inspections, site plans review, smoke detector inspections, burn permits, will back up further than they already have.

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

Personnel Budget		***Expense Budget***	
Increase	X	Increase	X
Decrease		Decrease	

10. Attachments, if Applicable.

Capital Improvement Program Proposal – Detail

Department Name	**Fire Department**	***Project***	**Station House Officers (Sta. 2)**
		Fiscal Year	**2015**
Department Head	**Patrick J. Futterer**	***Cost***	**$ 313,203.80 Including Benefits**
		Priority	**2** *of* **2**

***1. Description*: Four- Station House Supervisory Fire Officers-Lieutenant Grade.**

2. Useful Life
Continuous

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

	Schedule Replacement	***X***	***Increase Personnel Efficiency***
X	***New or Expanded Service***		***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

4. Justification: Compliance with NFPA Standards 1710 Section 5.2.1.2.2 Each Company shall be lead by an Officer who shall be considered part of the company. NFPA 1720 3.3.3.3 definition of a Company, 3.3.21.1 definition of an Officer, and 1500.

5. How Was this Project's Priority Determined? Review of the departmental staffing during group meetings.

6. Estimated Cost $55,929.25
+ Benefits per Union Contract
step 1 wages per Officer
$**313,203.80**
Less Trade-In (If Applicable)
Net Cost

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

8. If this Project is Delayed, What will be the Effect on your Department? The lack of compliance with NFPA standards will leave us open for potential liabilities and damages. Safety of the firefighters on emergencies will continue to be unsafe working conditions.

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

Personnel Budget ***Expense Budget***

X Increase
Decrease

Increase
Decrease

10. Attachments, if Applicable.

NFPA 1710 Standards

5.2.2 Operating Units. Fire company staffing requirements shall be based on minimum levels for emergency operations for safety, effectiveness, and efficiency.

5.2.2.1 Fire companies whose primary functions are to pump and deliver water and perform basic fire fighting at fires, including search and rescue, shall be known as engine companies.

5.2.2.1.1 These companies shall be staffed with a minimum of four on-duty personnel

5.2.1.2.2 Each company shall be led by an officer who shall be considered a part of the company.

5.2.2.2 Fire companies whose primary functions are to perform the variety of services associated with truck work, such as forcible entry, ventilation, search and rescue, aerial operations for water delivery and rescue, utility control, illumination, overhaul, and salvage work, shall be known as ladder or truck companies.

5.2.2.2.1 These companies shall be staffed with a minimum of four on-duty personnel.

3.3.30.1* Company Officer. A supervisor of a crew/company of personnel.

Capital Improvement Program Proposal – Detail

Department Name	**HEALTH**	***Project***	**Community Coordinator Administrative Assistance**
		Fiscal Year	**2015**
Department Head	**Doug Halley**	***Cost***	**$22,000**
		Priority	**1** *of* **1**

---

1. Description

This position will provide part-time (19 hrs per week) administrative support for the Community Services Coordinator.

2. Useful Life Personnel

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

	Schedule Replacement	***Increase Personnel Efficiency***
X	***New or Expanded Service***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)	

4. Justification

The case load for the Community Services Coordinator continues to increase each year. The expansion of low income housing combined with a sluggish economy has significantly increased the number of individuals and families that need to be connected to services.

5. How Was this Project's Priority Determined?

The Community Services Coordinator's time is too valuable to have an ever increasing amount of time dedicated to administrative functions. An administrative assistant will free up the Coordinator's time and may also be able to help the Veteran's Services Officer with administrative assistance.

6. Estimated Cost ***$22,000***

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

Net Cost ***$22,000***

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

There are no non-town revenues currently available.

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

Delay of this proposal would require the Community Services Coordinator to continue providing administrative duties at the expense of direct assistance for individuals and families.

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

Personnel Budget		***Expense Budget***	
Increase	$22,000	Increase	No affect
Decrease		Decrease	No affect

10. Attachments, if Applicable.

Personnel Improvement Program Proposal – Detail

Department Name	Municipal Properties	*Project*	Arborist			
		Fiscal Year	2015			
Department Head	Dean A. Charter	*Cost*	$63,325			
		Priority	1	*of*	2	

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)

Schedule Replacement

\# ***New or Expanded Service***

Other (Please Explain)

Increase Personnel Efficiency

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

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 ***$63,325 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.

Personnel Budget	***Expense Budget***
Increase #	Increase #
Decrease	Decrease

10. Attachments, if Applicable.

See attached job description

DATE

JOB GRADE

ARBORIST

REPORTS TO: Grounds Crew Leader

SUMMARY: Provide Arborist and related job duty functions in support of the Municipal Properties Department.

SUPERVISORY RESPONSIBILITY: Functional supervision of other Groundskeepers and Contractors

DISTINGUISHING CHARACTERISTICS OF POSITION:

Supervisory Controls:

Employee frequently works independently. Additional instructions are provided for new, difficult, or unusual assignments. Initiative is required to carry out recurring assignments independently, referring deviations, problems, and unfamiliar situations to supervisor for assistance.

Guidelines:

Specific, detailed guidelines covering most aspects of the position are provided. Employee is expected to adhere to guidelines, using own initiative to solve simple operating problems. Employee is expected to be able to read and follow directions, such as pesticide labels, maintenance manuals, assembly instructions, and training, and safety manuals, such as A.N.S.I. Z-133 and pesticide training materials.

Complexity:

Work includes duties that are related to arboriculture, pesticide application, landscaping, turf maintenance, and grounds equipment maintenance. Employee must recognize differences among recognizable situations and make decisions based on various choices.

Scope and Effect:

Work requires the assessment of a variety of conditions and situations, formulating solutions, making judgments, and evaluating the effectiveness and quality of the completed project. Much of the work involves pruning and removal of street and park trees, each of which presents unique situations. Errors could result in serious injury or death of the employee. Errors could also affect the work, productivity, or safety of other employees or the public. Failures could also affect the lifespan of equipment, vegetation, natural environment, and the Town's public image.

Personal Contacts/Purpose of Contacts:

Contacts are primarily with other employees within the department, but may also include employees in other town departments, contractors, utilities, and the general public. Contacts with other employees may involve assigning tasks or allocating equipment to

seasonal or part time employees. Employee must be able to work in a pleasant, cooperative, efficient, and unobtrusive fashion around other town employees and the public. Communication is in person, via phone, and email, and by two way radio, where radio discipline is essential.

Physical Demands/Work Environment:

Work involves climbing, pruning, and removing hazardous trees, working at great heights, and in proximity to energized wires. Work requires considerable and strenuous physical exertion such as lifting heavy objects, digging with hand tools, and using power cutting tools. Environment involves exposure to extreme outdoor weather conditions, extreme heights, and exposure to pesticides. Work involves continuous physical activity over prolonged periods, especially in storm situations.

KNOWLEDGE, SKILL AND ABILITY:

Knowledge: Knowledge of insect and plant physiology. Understanding of intermediate level arboriculture concepts. Knowledge of pesticide action and applications. Knowledge of general concept of tree and plant care.

Skill: Interpersonal skills. Communication skills, in person, by phone or electronically especially in a stressful physical environment. Skill in diagnosing mechanical issues with equipment and biological issues with plant material. Strong problem solving skills.

Ability: Ability to recognize town-wide priorities and work cooperatively to support their accomplishments. Ability to work effectively with a diverse range of citizens. Ability to read, understand, interpret and apply town and state and federal laws, regulations, policies and standards. Ability to read, understand, and interpret operating manuals, training manuals, and task related technical material. Physical ability involving extreme demands of strength and agility working long hours in adverse weather conditions.

MINIMUM ENTRANCE REQUIREMENTS:

High School degree or equivalency with five (5) years experience working in Arboriculture, or, Associates Degree in Arboriculture and three (3) years experience working in Arboriculture; or, any equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- Massachusetts Class D Driver's License at time of hire.
- Massachusetts Certified Arborist or International Society of Arboriculture Certified Arborist at time of hire.
- Massachusetts Hydraulic Operators license in appropriate category within 12 months of hire.
- Massachusetts Commercial Pesticide Certification, Right of Way within 12 months of hire.
- NIMS certification to appropriate level within 12 months of hire.

JOB DUTIES:

- Supervision, on a functional basis, of grounds crew in relation to Arborist duties.
- May perform the job duties of Crew Leader in that employee's absence.
- Maintains public grounds and trees, which includes using lawn mower, tractor, light and medium trucks, brush chippers, sprayer, chain saws, and related equipment.
- Maintains hand and power tools, tractors, vehicles and pesticide application equipment.
- Clears brush and trees both along roadsides and in public areas. Grades and plants lawns. Plants trees and shrubs, and operates pest control equipment.
- Snow removal.
- Operate roadside brush mower, turf mower, aerator, fertilizer spreader, brush chipper, chain saws, aerial lift and related equipment.
- Works with Contractors on municipal projects.
- Maintains records of materials used, hours worked and work completed.
- Prunes and removes hazardous street and park trees.
- Responds to, and aids in, storm damage management and clean-up.
- Gather information and receive quotes for eventual requisition, purchase order and invoice for Municipal Properties vehicles and equipment.
- Utilize Microsoft Office® software to draft work orders, search for quotes, complete mandatory Commonwealth of Massachusetts forms (i.e. Pesticide Use Report).
- Other duties as required.

_____ _____

Department Head Signature Date

_____ _____

Employee Signature Date

Personnel Improvement Program Proposal – Detail

Department Name	**Municipal Properties**	*Project*	**Building Maintenance Craftsperson**
		Fiscal Year	**2015**
Department Head	**Dean A. Charter**	*Cost*	**$63,325**
		Priority	**2** *of* **2**

1. Description

Hire a new, full time position to perform maintenance and upgrades of facilities on the "Craftsperson" level. Duties will include painting, carpentry, electrical, plumbing, etc. Duties will not generally include custodial. This position was requested at least as far back as 2003, for Fiscal Year 2005 funding

2. Useful Life Permanent position

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

The interior portions of our facilities can be upgraded by enhancing our schedule of routine repairs. The existing Building Maintenance Crew Leader is overworked on a daily basis trying to keep up.

5. How Was this Project's Priority Determined?

As facilities have expanded and we have hired outside custodial contractors, the backlog of repairs that could be done with in house help has expanded

6. Estimated Cost ***$63,325 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?

Continued degradation of the facilities

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

Personnel Budget	***Expense Budget***
Increase #	Increase #
Decrease	Decrease

10. Attachments, if Applicable.

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

Department Name	**PLANNING**	***Project***	**Assistant Planner**
		Fiscal Year	**2015**
Department Head	**Roland Bartl**	***Cost***	**$86,000 (f.t., benefits), 1st yr.**
		Priority	**1** *of* **2**

1. Description

This proposal would add a full time professional Assistant Planner position in the Planning Department. The ideal candidate would be a Planner with a generalist talent and experience in Economic Development and Historic Preservation work.

The position could lend itself to a job-sharing arrangement, i.e. two part-time employees.
Advantage: Less or no benefit cost; potentially more focused expertise.
Disadvantage: Potentially more transient employees.

2. Useful Life Permanent staff addition

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

	Schedule Replacement	***Increase Personnel Efficiency***
X	***New or Expanded Service***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)	

4. Justification

Economic development and historic preservation are key goals of the Acton 2020 Comprehensive Community Plan. It is clear from our daily work experience that these two areas require serious attention and staff support. Neither is available given the Planning Department's current staffing level and workload.

Acton 2020, adopted by Town Meeting in 2012 as a policy document, recommends:

Action Item 1.1.2.5: Planning/Economic Development staff
Add a full-time position to the Planning Department to assist with plans for villages and key centers, development review, and economic development. This position would also fulfill the role of Economic Development Officer (EDO).

Action Item 1.1.3.2: Improve design review process
Consider ways to improve the design review process, defining the role of the Design Review Board (DRB), and enhancing the coordination with the Planning Board and Board of Selectmen, while reserving permit authority with these Boards as applicable. Improve coordination with Historic District Commission when appropriate. Implement improvements (coordination, communication, streamlining, standardization, etc.)

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 Economic Development Committee (EDC) has advisory function to the Board of Selectmen, and to others if so requested. The Planning Department has previously provided staff support to the EDC but cannot do so now given the wide range of other commitments. In any case, a professional with economic development background would be in a better position than previous staff supports to help the EDC become an effective voice and force for Economic Development.

5. How Was this Project's Priority Determined?

Many Acton 2020 goals - Economic Development, Historic Preservation, and Centers Development/Revitalization require intensive implementation efforts that involve communications with and support of multiple committees and boards. The Planning Department cannot cover this without additional staff support. Without this, Acton 2020 is at risk of becoming a shelf document.

6. Estimated Cost	**$86,000 (includes benefits), 1st year**
Less Trade-In (If applicable)	**$ 0**
Net Cost	**$86,000 (includes benefits), 1st year**

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 Planning Department is being asked to do things it cannot deliver on. This is frustrating to staff, management and Acton residents.

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

Personnel Budget		***Expense Budget***	
Increase	X	Increase	X
Decrease		Decrease	

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

10. Attachments, if Applicable.

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

Department Name	**PLANNING**	***Project***	**Sign Inspector**
		Fiscal Year	**2015**
Department Head	**Roland Bartl**	***Cost***	**$25,000 (p.t., no benefits), 1st yr.**
		Priority	**2** *of* **2**

1. Description

This proposal would add a part time semi-professional staff person to assist the Planning Department with the consistent and regular attention to the compliance and enforcement of the Town's sign bylaw and regulations. In addition, the position would allow intermittent assignments for weekend, holiday, and evening/night enforcement coverage. The position would report to the Zoning Enforcement Officer.

2. Useful Life Permanent staff addition

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

	Schedule Replacement	***Increase Personnel Efficiency***
X	***New or Expanded Service***	***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)	

4. Justification

Enforcement of the Town's sign bylaw and regulations is a tedious and time consuming effort, in part due to the legally necessary procedural steps, due process requirements, and documentation needs generally associated with enforcement actions, and in part due to the "business friendly approach" we have adopted in our enforcement procedures. Each sign bylaw violation in isolation requires the same effort and attention as other more grave and consequential zoning violations. Together, the multiple, repetitive, and persistent violations add up to a major compliance dilemma that we are unable to contain without additional help. The Planning Department's current resources allow for responses to complaints and to conduct occasional compliance checks and enforcement initiatives. This leads to rather uneven enforcement and is insufficient as a motivation for voluntary compliance. Some years ago the Town had a sign inspector. While compliance was not perfect at that time, it was much better then.

5. How Was this Project's Priority Determined?

The appearance of signage is a subtle but potent reflection of a communities understanding and esteem of itself. The Town's planning documents and bylaws set a standard that enforcement with the current resources is unable to uphold.

6. Estimated Cost	**$25,000 (no benefits), 1st year**
Less Trade-In (If applicable)	**$ 0**
Net Cost	**$25,000 (no benefits), 1st year**

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 Department will continue its current inadequate level of effort that does not meet residents' expectations.

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

Personnel Budget		***Expense Budget***	
Increase	X	Increase	X
Decrease		Decrease	

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

10. Attachments, if Applicable.

Personnel Improvement Program Proposal-Detail

DEPARTMENT/BOARD **Police**

Project/Expenditure: **Police Officers (4)** Fiscal Year **2015** Cost: **$143,000**

Department Head/Board Chair: **Frank Widmayer** Priority: # **1** of **1**

(1) Description (*Please include any brochures on product*): **Four new police officers for assignment to the patrol division to supplement the force. Funding is for ½ year due to hiring restrictions.**

(2) Useful Life: **On-going use**

(3) Purpose:

____ Schedule Replacement *
XX New/Expanded Service
____ Other (*Please Explain*)
XX Increase Personnel Efficiency
_____ Replace Obsolete/Unsafe Equipment*
** Please explain how old equipment will be disposed of.*

(4) Justification: **The town population is growing and call volume is increasing as time goes on. The north side of town is changing from a rural area into a significant housing and senior citizen location. As a result medical calls are growing in that area of town. One new project alone added approximately 400 housing units in a remote area. Traffic is a growing problem and shows no sign of abating. The department needs more officers to handle the public safety needs of the town. It is generally accepted that a police department should have approximately two officers per thousand population in a town of our size. In fact, the average for the northeast is two per thousand within our population range. If authorized the proper number of officers we would have to hire five officers just to meet the average.**

(5) How did you determine this project's priority? **Based on the public safety needs of the town.**

(6) Estimated Cost: **$143,000 including benefits**

(7) Additional Cost Data (*Equipment Only*)

Purchase Price: $ _____
Less Trade-In: $ _____
Net Cost: $ _____

(8) Are non-Town revenues available to reduce cost? **Not at this time but we did apply for grants for two officers and are awaiting a response.**

(9) What will be the effect on your department if this project is delayed**? We will continue to operate under less than optimal conditions. Patrol areas are large and in many instances first responders may be coming from far away and backup for an officer may be delayed. This problem increases as the town grows in population and activity. Drug related crime is increasing dramatically.**

(10) Please describe the effect of this project on your Operating Budget.

Personnel Budget:
XX increase
___ decrease
___ no change
$143,000 amount of change

Expense Budget:
XX increase
___ decrease
___ no change
$**3,600** amount of change

Detail: **Clothing expense would be required as shown above.**

Attachments (if any):

Capital Improvement Program Proposal – Detail

Department Name	**Natural Resources**	***Project***	**Personnel – Recreation Secretary 20 to 40 hour increase**
		Fiscal Year	**2015**
Department Head	**Tom Tidman**	***Cost***	**$25,861.94**
		Priority	**1** *of* **1**

1. Description

The Recreation division requires a full time 40-hour per week secretary to handle the weekly workload throughout the year.

2. Useful Life N/A

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

	Schedule Replacement	***X***	***Increase Personnel Efficiency***
X	***New or Expanded Service***		***Replace Obsolete or Unsafe Equipment (Explain Disposal of Old Equipment)***
	Other (Please Explain)		

4. Justification

The current secretary needs to work a minimum of 30 hours per week to handle the workload. Her duties have expanded to include more administrative work. The Recreation Director needs to delegate more tasks to the secretary to ease her workload, which has increased significantly with project responsibilities with the resumption of CPA funding for recreation.

5. How Was this Project's Priority Determined?

6. Estimated Cost ***$ 25,861.94***

Less Trade-In (If Applicable)

Net Cost ***$ 25,861.94***

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

No.

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

Overtime or deferred comp time required to complete weekly tasks.

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

Personnel Budget		***Expense Budget***	
Increase	Yes	Increase	No
Decrease	No	Decrease	No

10. Attachments, if Applicable.