

## Form 1. Individual Project Proposal Descriptions and Justification

Prepared by: Gale Bradbury Date Prepared: December 21, 2012

Project Title: Sinking Fund Program Area: Ledyard Libraries

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**Project Description:** Give a brief (1-2) paragraph description of what the project includes. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

This is a reserve fund used for ongoing building maintenance at the libraries.

Door replacement Bill Library

Furnace replacement

Painting

Roof replacement

Emergency repairs

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**Planning Context:**

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**Schedule:** If the project will take several years to complete, outline the schedule here and on Form 2. If applicable, be sure to include work done in prior years, including studies or other planning, and refer to the Previous Town Meeting Item.

Ongoing

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**Coordination:** If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

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**Previous Town Meeting Action:** If the project has previously been included in the Warrant for a Town Meeting, indicate the year, the warrant article number, and Town Meeting action. Indicate the action taken, even in if the article was indefinitely postponed, referred for further study, or defeated. If there was a general planning study on which this project is now based, indicate the name of the study and when it was approved by the Town Meeting.

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**Project Priority:** (Note: The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or be ready for action until three years from now.

\_\_\_1\_\_\_ priority within department/program area

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**Estimated Cost: \$ 10,000 annually**

Instructions: Amounts shown here should agree with Form 2. For projects that will take more than one year, list each year separately and then show total.

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**Basis of Cost Estimate:** Check one of the following. If you want to provide more detail on the estimate, do so with a narrative after indicating the type of estimate.

- \_\_\_ Cost of comparable facility or equipment
  - \_\_\_ Rule of thumb indicator, unit costs
  - \_\_\_ From the cost estimate from engineer, architect, or vendor
  - \_\_\_ From bids received
  - \_\_\_ Preliminary estimate, (e.g. no other basis for estimate, guesstimate)
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**Alternative Financing:** Instruction: Include an amount and a source here only if it is a source other real estate tax levy. Complete this section only if you know of a specific source, such as a state or federal grant or some reliable private funding.

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Sinking Fund - Ledyard Library  
FY 2013

Date Prepared: December 21, 2012  
 Prepared By: Gale Bradbury  
 Approved By: Library Commission  
 Department: Library

Form 1: Project Summary

Project Title or Item Requested	Description of Project/Item Requested	Evaluation Category	Planning Context	Schedule	Coordination	Priority within Department	Assessment of Urgency (H, M, L)	Risk of Deferring Project (H, M, L)	Cost	Basis of Cost Estimate
Sinking Fund	Sinking fund for Ledyard Libraries DF	DF	Annually Budgeted	Perpetual	None	High A	H	M	\$10,000	
	The Town Council established a sinking fund to help offset the cost of big maintenance items for the libraries. In FY 2011 the funds were used to upgrade the electric panel at Bill Library.									
	Once we are caught up the funds will be reserved and used as needed for maintenance and repairs.									
	The entrance doors at Bill Library will need to be replaced. The locking mechanisms on the interior doors have worn down and are reaching a point where they can no longer be repaired. The mechanism is part of the door and will require replacing the whole door.									
	Other ongoing maintenance items include painting, furnace replacement, roof replacement, etc.									

Form 2: Project Fiscal Impact

Cost Elements	Project Title: Library Sinking fund							TOTAL
	FY12	FY13	FY14	FY15	FY16	FY17	Cost to Date	
Planning/Design								0
Site Acquisition								0
Site Improvement								0
Construction								0
Purchase of Equipment	\$ 10,000 \$	10,000 \$	10,000 \$	10,000 \$	10,000 \$	10,000 \$	10,000 \$	52,000 \$
Other								0
Contingency								0
<b>TOTAL:</b>	<b>\$ 10,000 \$</b>	<b>10,000 \$</b>	<b>10,000 \$</b>	<b>10,000 \$</b>	<b>10,000 \$</b>	<b>10,000 \$</b>	<b>10,000 \$</b>	<b>112,000 \$</b>
<b>Impact of Individual Project Proposal on Operating Budget:</b>								
<b>Cost Elements</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>Explanation</b>	
Payroll & Fringes								
Professional Services								
Miscellaneous Expenses								
Other								
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	