

## Form 1. Individual Project Proposal Descriptions and Justification

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Project Title: Computer & Server Replacement Sinking Fund Program Area: MIS

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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.

Evaluation Category DF (Deteriorated Facility)

FY 2012-2013 the Mayor and Town Council agreed that a Computer & Server Replacement Sinking Fund be established for the Town Government organization. By creating this sinking fund, enterprise funding was available to meet the yearly PC replacement schedule, and provided funding for server replacement as the servers reached their expected end of life.

Also, the Town Government departments' computer funding was moved from the individual department budgets to this one (1) MIS department capital line item.

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### **Planning Context:**

\$30,000 sinking fund for PC and server replacement

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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.

N/A

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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.

N/A

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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

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on which this project is now based, indicate the name of the study and when it was approved by the Town Meeting.

N/A

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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.

  A   priority within department/program area

This project has a HIGH assessment of urgency.  
The MIS department has a yearly purchase of replacement PCs on a three year rotational basis. It is imperative that this schedule be kept for efficiency and productivity of the employees.

Servers within the Town Hall and at remote locations (Public Works, Senior Center, Police Department, etc.) require replacement every ten years. It is imperative that this schedule be kept to avoid server and employee downtime.

This project has a HIGH risk of deferring project.  
This project cannot be deferred due to the complete reliance on technology for employees to perform their job functions.

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### Estimated Cost: \$

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.

Total \$30,000 sinking fund for PC and server replacement

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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.

N/A

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