

**Form 1. Individual Project Proposal Descriptions and Justification**

Prepared by: Grise Date Prepared: 1/14/15

Project Title: Small Van Program Area: \_\_\_\_\_

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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.

Provide Funding for a used small van. Working with Mr. Mazlin

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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.

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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.

Town meeting is required.

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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.

\_\_\_\_4\_\_priority within department/program area

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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 Project not to exceed \$15,000 from Fund 8

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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)

Based upon past projects.

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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.

Fund 8

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