

Form 1. Individual Project Proposal Descriptions and Justification

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Project Title Laptop Replacement Town Council Program Area:
Town Council New Equipment

Project Description: Laptop Replacement Sinking Fund/Town Council

As technology and the use of portable computer devices have become an integral part of our day to day operations and necessary to conduct business the Town Council is submitting a request to include \$1,500 in the Town Council's laptop computer replacement CNR Sinking Fund.

Planning Context:

The Town Council began planning for improvements for their technological needs in the 2006/2007 Fiscal Year budget by allocating \$2,000 per year for the replacement of the laptop computers for Councilors. The long term plan was for the Town Council to go completely electronic and to provide for paperless meetings in an effort to reduce operating costs involving paper, copying, postage and other related office supplies.

In Fiscal Year 2011/2012 the Town Council fully transitioned to paperless meetings via the IQM2 portal and with the issuance of laptop computers to four of the nine Councilors.

Schedule: Laptop Replacement Sinking Fund/Town Council

Currently four of the nine Councilors are using their own personal computer devices. However, as new members are elected to the Town Council some may require a laptop computer to participate in elected role relative to town business.

Laptop computers will be issued and older laptops will be replaced on an as needed basis/rotation. There is no specific schedule.

Coordination: Laptop Replacement Sinking Fund/Town Council

This sinking fund project does not coordinate with other projects.

Previous Town Meeting Action: None.

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Project Priority:

High priority within department/program area

Estimated Cost: \$

- HP Probook 645G1
- Windows 7
- Intel quad core processor
- 2.8 GHz
- 8GB DDR3 RAM
- 320GB Hard drive
- DVD-RW
- 14" display
- COST: \$541 plus \$15 S/H

The Town Council has requested \$1,500 each year

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: None.
