

## Form 1. Individual Project Proposal Descriptions and Justification

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Project Title: New Phone System 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.

The Town Hall Mitel PABX telephone system was purchased on 2/18/1999. We upgraded from a PABX platform to ICP converged IP platform on 2/25/2008. With that upgrade we changed from using 11 analog trucks, 6 dial trucks to 1 Primary Rate Interface (PRI) that provides 24 channels for flexible dynamic allocation. Call accounting software was also upgraded.

With the new Police Facility next door to the Town Hall, it is possible to install the same phone system in each building to provide unified communications and failover backup protection for both buildings. The system would provide for both analog and IP lines. VoIP, voicemail, paging and an auto attendant are basic functions of the system.

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### **Planning Context:**

\$25,000 for phones & system replacement, along with tie-ins to the new Police Facility

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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

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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.

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.

  B   priority within department/program area

This is a systematic replacement of the Town Hall phone system. Replacing this system at the same time the new Police Facility is being built, will provide unified communications and failover backup protection for both buildings

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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.

\$25,000 for phones & system replacement, along with tie-ins to the new Police Facility

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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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