

## Form 1. Individual Project Proposal Descriptions and Justification

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

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### **Project Description:** Laptop Replacement Sinking Fund/Town Council

As technology and the use of portable computer devices has become an integral part of our day to day operations and necessary to conduct business the Town Council has submitted a request for funding in the Town Council's laptop computer replacement CNR Sinking Fund in previous years.

Currently the Town Council's laptop computer replacement CNR Sinking Fund has a balance in the amount of \$9,788. (see attached)

To date four of the nine Town Councilors are using their own laptop equipment. Therefore, this account has not been expended at the anticipated rate to provide laptop computers for all nine Town Councilors.

Based on the information noted above **No funding was being submitted/requested for Fiscal Year 2016/2017 CIP Budget.**

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### **Planning/Background 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.

**No funding was being submitted/requested for Fiscal Year 2016/2017**

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### **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 their elected role relative to town business.

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

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**Coordination:** Laptop Replacement Sinking Fund/Town Council

This sinking fund project does not coordinate with other projects.

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**Previous Town Meeting Action:** None.

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**Project Priority:** High

Although no funding has been requested for Fiscal Year 2016/2017 the Town Council considers laptop computer equipment a High priority within its department/program area as they are required to conduct the business of the town.

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**Estimated Cost:** \$541 plus \$15 S/H

- 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 in previous years

**No funding has being submitted/requested for Fiscal Year 2016/2017**

**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)