

Town of Princeton

CAPITAL IMPROVEMENT PROGRAM

Select Request Year

(select only one):

<input type="checkbox"/>	2019
<input type="checkbox"/>	2020
<input type="checkbox"/>	2021
<input checked="" type="checkbox"/>	2022
<input type="checkbox"/>	2023

Project/Equipment Request

(\$5,000.00 or more and lasting more than one year)

Department:

HIGHWAY

Contact Person:

GLENN LYONS

Project Name:

LOADER BACKHOE

Date Prepared:

11/22/2017

Estimated Cost:

85,000.00

Phone Number:

1. Form of Acquisition (check appropriate)

☒

Purchase

☐

Rental

☐

Lease/Purchase

☐

Build

2. Number of Units Requested

1

3. Purpose of Expenditure (check appropriate)

☐

Schedule Replacement

☐

Present Equipment obsolete

☒

Replace worn-out equipment

☐

Reduce personnel time

☐

Expanded service

☐

New operation

☐

Increased Safety

☐

Improve procedures, records, etc.

4. Description/Justification (attach add'l sheets, if needed)

BACKHOE NEEDS REPLACING

5. Impact on Future Operating Budgets:

6. Estimated Use of Requested Item(s)

Weeks per year

25

Approx. Months

(if seasonal)

For the weeks used estimate:

5

Average days per week

6

Average hours per day used

Estimated useful years in life 15-20

7. Replace item(s). For items being replaced, please give the following info:

Item	Make	Age	Maint. Cost.	Prior Year's	
				Breakdowns	Rental Cost
LOADER BACKHOE	JCB	22			

8. Recommended Disposition of Replacement Item(s)

Possible use by other agencies? _____ Trade-in _____ Sale YES

9. Submitting Authority

Submitted by: **GLENN LYONS**

11/22/2017

Date

(Signature)

Position:

Town of Princeton

CAPITAL IMPROVEMENT PROGRAM

Select Request Year

(select only one):

<input type="checkbox"/>	2019
<input type="checkbox"/>	2020
<input type="checkbox"/>	2021
<input type="checkbox"/>	2022
<input checked="" type="checkbox"/>	2023

Project/Equipment Request

(\$5,000.00 or more and lasting more than one year)

Department:

HIGHWAY

Contact Person:

GLENN LYONS

Project Name:

6 WHEEL DUMP

Date Prepared:

11/22/2017

Estimated Cost:

85,000.00

Phone Number:

978-464-2120

1. Form of Acquisition (check appropriate)

☒

Purchase

☐

Rental

☐

Lease/Purchase

☐

Build

2. Number of Units Requested

1

3. Purpose of Expenditure (check appropriate)

☐

Schedule Replacement

☐

Present Equipment obsolete

☒

Replace worn-out equipment

☐

Reduce personnel time

☐

Expanded service

☐

New operation

☐

Increased Safety

☐

Improve procedures, records, etc.

4. Description/Justification (attach add'l sheets, if needed)

TRUCK NEEDS REPLACING

5. Impact on Future Operating Budgets:

6. Estimated Use of Requested Item(s)

Weeks per year

52

Approx. Months

(if seasonal)

For the weeks used estimate:

5

Average days per week

6

Average hours per day used

Estimated useful years in life 10-15

7. Replace item(s). For items being replaced, please give the following info:

Item	Make	Age	Maint. Cost.	Prior Year's	
				Breakdowns	Rental Cost
6 WHEEL DUMP	FORD	20			

8. Recommended Disposition of Replacement Item(s)

Possible use by other agencies? _____ Trade-in _____ Sale YES

9. Submitting Authority

Submitted by: **GLENN LYONS**

11/22/2017

Date

(Signature)

Position:

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>Highway Department</u>			Date Prepared <u>11/12/19</u>		
Contact Person <u>Benjamin D. Metcalf</u>			Phone Number <u>978-464-2120</u>		

<p>1. Project Title & Reference No. <u>Backhoe</u></p> <p>2. Form of Acquisition (check appropriate)</p> <p style="text-align: center;"><u> x </u> Purchase <u> </u> Rental</p> <p>3. Number of Units Requested</p> <p style="text-align: center;"><u> 1 </u></p> <p>5. Purpose of Expenditure (check appropriate)</p> <p>() Schedule replacement</p> <p>() Present Equipment obsolete</p> <p>(x) Replace worn-out equipment</p> <p>() Reduce personnel time</p> <p>() Expanded service</p> <p>() New operation</p> <p>() Increased safety</p> <p>() Improve procedures, records, etc.</p> <p>week</p>	<p>4. Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Per Unit</th> <th style="width: 20%; text-align: center;">Total</th> </tr> <tr> <td>Purchase price</td> <td></td> <td></td> </tr> <tr> <td>or annual rental</td> <td style="text-align: center;">\$ 85,000</td> <td style="text-align: center;">\$ 85,000</td> </tr> <tr> <td>Plus: Installation</td> <td></td> <td></td> </tr> <tr> <td>or other costs</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Less: Trade-in or</td> <td></td> <td></td> </tr> <tr> <td>other discount</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Net purchase Cost</td> <td></td> <td></td> </tr> <tr> <td>or annual rental</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </table> <p>6. Number of Similar Items in Inventory <u> 1 </u></p> <p>7. Estimated Use of Requested Item(s)</p> <p>²⁵ Weeks per year <u> </u> Approx. months (if seasonal)</p> <p>For the weeks used, estimate:</p> <p>⁵ <u> </u> Average days per</p> <p>⁶ <u> </u> Average hours per day used</p> <p>Estimated useful life in years <u> 15-20 </u></p>		Per Unit	Total	Purchase price			or annual rental	\$ 85,000	\$ 85,000	Plus: Installation			or other costs	\$	\$	Less: Trade-in or			other discount	\$	\$	Net purchase Cost			or annual rental	\$	\$
	Per Unit	Total																										
Purchase price																												
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Plus: Installation																												
or other costs	\$	\$																										
Less: Trade-in or																												
other discount	\$	\$																										
Net purchase Cost																												
or annual rental	\$	\$																										

8. Replaced item(s)					
	Item	Make	Age	Prior Year's	
				Maint. Cost	Rental Cost
A.	Backhoe	JBC	23		
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)	
Possible use by other agencies <u> </u> YES <u> </u>	Trade-in <u> </u> Sale <u> </u>

10. Submitting Authority	
Submitted by <u>Ben Metcalf</u>	Date <u>11/12/19</u>
(signature)	
Position <u>Highway Superintendent</u>	

11. Reserved

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>Highway Department</u>		Date Prepared <u>11/12/19</u>	
Contact Person <u>Benjamin D. Metcalf</u>		Phone Number <u>978-464-2120</u>	

<p>1. Project Title & Reference No. <u>Dump Truck</u></p> <hr/> <p>2. Form of Acquisition (check appropriate)</p> <p><u> x </u> Purchase <u> </u> Rental</p> <hr/> <p>3. Number of Units Requested</p> <p style="text-align: center;"><u>1</u></p> <hr/> <p>5. Purpose of Expenditure (check appropriate)</p> <p>() Schedule replacement</p> <p>() Present Equipment obsolete</p> <p>(x) Replace worn-out equipment</p> <p>() Reduce personnel time</p> <p>() Expanded service</p> <p>() New operation</p> <p>() Increased safety</p> <p>() Improve procedures, records, etc.</p> <p>week</p>	<p>4. Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Per Unit</th> <th style="width: 20%; text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price</td> <td></td> <td></td> </tr> <tr> <td>or annual rental \$ <u>100,000</u></td> <td></td> <td style="text-align: right;">\$ <u>100,000</u></td> </tr> <tr> <td>Plus: Installation</td> <td></td> <td></td> </tr> <tr> <td>or other costs \$</td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Less: Trade-in or</td> <td></td> <td></td> </tr> <tr> <td>other discount \$</td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Net purchase Cost</td> <td></td> <td></td> </tr> <tr> <td>or annual rental \$</td> <td></td> <td style="text-align: right;">\$</td> </tr> </tbody> </table> <hr/> <p>6. Number of Similar Items in Inventory <u>1</u></p> <hr/> <p>7. Estimated Use of Requested Item(s)</p> <p>⁵² Weeks per year <u> </u> Approx. months (if seasonal)</p> <p>For the weeks used, estimate:</p> <p><u>5</u> Average days per</p> <p><u> </u></p> <p>⁶ <u> </u> Average hours per day used</p> <p>Estimated useful life in years <u>10-15</u></p>		Per Unit	Total	Purchase price			or annual rental \$ <u>100,000</u>		\$ <u>100,000</u>	Plus: Installation			or other costs \$		\$	Less: Trade-in or			other discount \$		\$	Net purchase Cost			or annual rental \$		\$
	Per Unit	Total																										
Purchase price																												
or annual rental \$ <u>100,000</u>		\$ <u>100,000</u>																										
Plus: Installation																												
or other costs \$		\$																										
Less: Trade-in or																												
other discount \$		\$																										
Net purchase Cost																												
or annual rental \$		\$																										

8. Replaced item(s)						
	Item	Make	Age	Prior Year's		
				Maint. Cost	Breakdowns	Rental Cost
A.	6 Wheel Dump Truck	Ford	21			
B.						
C.						
D.						
E.						

9. Recommended Disposition of Replacement Item(s)	
<u> </u> Possible use by other agencies	<u> </u> Trade-in <u> </u> YES <u> </u> Sale

10. Submitting Authority	
Submitted by <u>Ben Metcalf</u>	Date <u>11/12/19</u>
(signature)	
Position <u>Highway Superintendent</u>	

11. Reserved

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.

FORM B

CAPITAL PROJECT REQUEST

(Excluding equipment)

Department & Activity <u>Highway Department</u>		Date Prepared <u>11/8/19</u>
Contact Person <u>Ben Metcalf</u>		Phone Number _____
1. Project Title <u>Salt Barn/Shed</u>		2. Purpose of Project Request Form (Check One) <input checked="" type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part of the program <input type="checkbox"/> Modify a project already in the adopted program
3. Department Priority <u>80</u>		
4. Location <u>110 East Princeton Road</u>		
5. Description <u>A large facility to store de-icing materials for snow and ice procedures.</u>		
6. Justification & Useful Life <u>We store most of our materials out side. Material freezes and can not be used until it thaws. It would be a structure that could hold about 2400 yards. This would benefit the enviroment as well as the highway. Depending on the structure it could last a life time. Quicker response time to snow and ice events.</u>		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY	<u>2022</u>	
Program year FY	_____	Chaper 90 \$
Program year FY	_____	
Program year FY	_____	
Program year FY	_____	
Program year FY	_____	
TOTAL SIX YEARS	_____	
After Sixth Year	_____	
If adjusted for inflation, indicate adjustment percentage here : * Interest cost not included.		
8. Net Effects on Operating Costs (±)		9. Net Effect on Municipal Income (±)
Direct Costs		
personnel:	number _____	taxes _____
	\$ amount _____	other income _____
purchase of service	_____	Subtotal _____
materials & supplies	_____	gain from sale of _____
equipment purchases	_____	replaced assets _____
utilities	_____	Total _____
other	_____	
Subtotal ()	_____	
Indirect Operating Costs		10. Submitting Authority
fringe benefits	_____	Submitted by _____
general admin. costs	_____	Signature _____
other	_____	Position _____
Subtotal ()	_____	
Total Operating Cost	_____	11. _____
Debt Service (P & I)	<u>\$120,050.90</u>	Reserved
Total Operating Cost	_____	

Source: "A Capital Improvement Programming Handbook", Government Finance Officers Association.

FORM B

CAPITAL PROJECT REQUEST

(Excluding equipment)

Department & Activity <u>Highway Department</u>		Date Prepared <u>11/25/2019</u>																											
Contact Person <u>Ben Metcalf</u>		Phone Number <u>978-464-2120</u>																											
1. Project Title <u>Generator Replacement</u>	2. Purpose of Project Request Form (Check One) <input checked="" type="checkbox"/> (x) Add a new item to the program <input type="checkbox"/> () Delete an item in a year already a part of the program <input type="checkbox"/> () Modify a project already in the adopted program																												
3. Department Priority <u>70</u>																													
4. Location <u>110 East Princeton Rd.</u>																													
5. Description Replace a 1979 trailer mounted diesel powered generator with an up to date propane powered generator.																													
6. Justification & Useful Life The existing generator has not run in years, the fuel tank had a leak and was removed. Vendors will not repair or service this type of unit. It is past its life expectancy. This new unit run off of propane, self test and run itself every month, life expectancy 20+ years. This will meet the department needs in case of emergency like the ice storm of 2008.																													
7. Cost & Recommended Sources of Financing <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">BUDGET FY</td> <td style="width: 10%;">TOTAL*</td> <td style="width: 60%;">RECOMMENDED SOURCES OF FINANCING</td> </tr> <tr> <td>Program year FY</td> <td><u>2021</u></td> <td></td> </tr> <tr> <td>Program year FY</td> <td><u> </u></td> <td>Special Article</td> </tr> <tr> <td>Program year FY</td> <td><u> </u></td> <td></td> </tr> <tr> <td>Program year FY</td> <td><u> </u></td> <td></td> </tr> <tr> <td>Program year FY</td> <td><u> </u></td> <td></td> </tr> <tr> <td>Program year FY</td> <td><u> </u></td> <td></td> </tr> <tr> <td>TOTAL SIX YEARS</td> <td><u> </u></td> <td></td> </tr> <tr> <td>After Sixth Year</td> <td><u> </u></td> <td></td> </tr> </table> <p>If adjusted for inflation, indicate adjustment percentage here : * <u>Interest</u> cost not included.</p>			BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING	Program year FY	<u>2021</u>		Program year FY	<u> </u>	Special Article	Program year FY	<u> </u>		Program year FY	<u> </u>		Program year FY	<u> </u>		Program year FY	<u> </u>		TOTAL SIX YEARS	<u> </u>		After Sixth Year	<u> </u>	
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING																											
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Program year FY	<u> </u>																												
TOTAL SIX YEARS	<u> </u>																												
After Sixth Year	<u> </u>																												
8. Net Effects on Operating Costs (±) Direct Costs personnel: number <u> </u> \$ amount <u> </u> purchase of service <u> </u> materials & supplies <u> </u> equipment purchases <u> </u> utilities <u> </u> other <u> </u> Subtotal () <u> </u> Indirect Operating Costs fringe benefits <u> </u> general admin. costs <u> </u> other <u> </u> Subtotal () <u> </u> Total Operating Cost <u>\$46,228</u> Debt Service (P & I) <u> </u> Total Operating Cost <u> </u>		9. Net Effect on Municipal Income (±) taxes <u> </u> other income <u> </u> Subtotal <u> </u> gain from sale of replaced assets <u> </u> Total <u> </u> 10. Submitting Authority Date <u>11/25/2019</u> Submitted by <u>Ben Metcalf</u> Signature <u> </u> Position <u>Highway Superintendent</u> 11. <u> </u> Reserved																											

Source: "A Capital Improvement Programming Handbook", Government Finance Officers Association.

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>Highway Department</u>		Date Prepared <u>11/12/19</u>	
Contact Person <u>Benjamin D. Metcalf</u>		Phone Number <u>978-464-2120</u>	

<p>1. Project Title & Reference No. <u>Loader</u></p> <p>2. Form of Acquisition (check appropriate) <u> x </u> Purchase <u> </u> Rental</p> <p>3. Number of Units Requested <u>1</u></p> <p>5. Purpose of Expenditure (check appropriate)</p> <p> <input type="checkbox"/> Schedule replacement <input type="checkbox"/> Present Equipment obsolete <input checked="" type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc. week </p>	<p>4. Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Per Unit</th> <th style="width: 20%; text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price or annual rental</td> <td style="text-align: right;">\$ 250,000</td> <td style="text-align: right;">\$ 250,000</td> </tr> <tr> <td>Plus: Installation or other costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Net purchase Cost or annual rental</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> </tr> </tbody> </table> <p>6. Number of Similar Items in Inventory <u>1</u></p> <p>7. Estimated Use of Requested Item(s) <u>52</u> Weeks per year <u>12</u> Approx. months (if seasonal) For the weeks used, estimate: <u>4</u> Average days per week <u>24</u> Average hours per day used Estimated useful life in years <u>20</u> </p>		Per Unit	Total	Purchase price or annual rental	\$ 250,000	\$ 250,000	Plus: Installation or other costs	\$	\$	Less: Trade-in or other discount	\$	\$	Net purchase Cost or annual rental	\$	\$
	Per Unit	Total														
Purchase price or annual rental	\$ 250,000	\$ 250,000														
Plus: Installation or other costs	\$	\$														
Less: Trade-in or other discount	\$	\$														
Net purchase Cost or annual rental	\$	\$														

8. Replaced item(s)					
Item	Make	Age	Prior Year's Maint. Cost	Prior Year's Breakdowns	Rental Cost
A. <u>Wheel Loader</u>	<u>CAT</u>	<u>21</u>			
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)	
Possible use by other agencies	Trade-in Sale

10. Submitting Authority	
Submitted by <u>Ben Metcalf</u>	Date <u>11/12/19</u>
(signature)	
Position <u>Highway Superintendent</u>	

11. Reserved

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>HIGHWAY DEPARTMENT</u>		Date Prepared <u>11/21/2020</u>	
Contact Person <u>BEN METCLAF</u>		Phone Number <u>978-464-2120</u>	

<p>1. Project Title & Reference No. <u>Trackless MT7</u></p> <hr/> <p>2. Form of Acquisition (check appropriate)</p> <p><input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Rental</p> <hr/> <p>3. Number of Units Requested <u>1</u></p> <hr/> <p>5. Purpose of Expenditure (check appropriate)</p> <p>() Schedule replacement () Present Equipment obsolete () Replace worn-out equipment () Reduce personnel time () Expanded service <input checked="" type="checkbox"/> New operation () Increased safety () Improve procedures, records, etc. week</p>	<p>4. Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">Per Unit</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price or annual rental</td> <td>\$ <u>150,280</u></td> <td>\$</td> </tr> <tr> <td>Plus: Installation or other costs</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>Net purchase Cost or annual rental</td> <td>\$</td> <td>\$</td> </tr> </tbody> </table> <hr/> <p>6. Number of Similar Items in Inventory <u>0</u></p> <hr/> <p>7. Estimated Use of Requested Item(s) <u>20</u> Weeks per year <u>5</u> Approx. months (if seasonal) For the weeks used, estimate: <u>NA</u> Average days per week Average hours per day used Estimated useful life in years</p>		Per Unit	Total	Purchase price or annual rental	\$ <u>150,280</u>	\$	Plus: Installation or other costs	\$	\$	Less: Trade-in or other discount	\$	\$	Net purchase Cost or annual rental	\$	\$
	Per Unit	Total														
Purchase price or annual rental	\$ <u>150,280</u>	\$														
Plus: Installation or other costs	\$	\$														
Less: Trade-in or other discount	\$	\$														
Net purchase Cost or annual rental	\$	\$														

8. Replaced item(s)					
Item	Make	Age	Prior Year's		Rental Cost
			Maint. Cost	Breakdowns	
A.					
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)	
<u>Possible use by other agencies</u>	<u>Trade-in</u> <u>Sale</u>

10. Submitting Authority	
Submitted by _____	Date <u>11/21/2019</u>
(signature)	
Position <u>Highway Superintendent</u>	

11. Reserved

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.

March 19, 2019

Phil Connors
Town of Princeton
6 Town Hall Drive
Princeton, MA 01541

Re: Stand-By Power
PFD Station 2 and Highway Dept.

We are pleased to provide our furnished material and labor price for electrical work as follows:

PFD Station 2

- ° Provide one (1) 40 kW, 120/240V, single-phase, pad mount, LP Kohler Model KG40 generator to replace existing generator at same location. Disposal of existing generator by others.
- ° Provide site work for new generator pad, U.G. conduits from new generator transfer switch to new generator and new concrete generator pad.
- ° Rework existing wiring at service to provide block heater and battery charger circuits to new generator.
- ° Provide grounding for new equipment.
- ° Provide new concrete generator pad.
- ° Provide NEMA 3R automatic transfer switch (ATS) at existing service / meter location. Includes rework of existing backboard.
- ° Fuel and fuel connections provided by others.
- ° Provide off-loading / rigging as required for new generator.
- ° MA Prevailing Wages included.
- ° Work to be performed during normal work hours.
- ° Includes commissioning and customer training.

Our Cost: \$50,710.00 (Fifty Thousand Seven Hundred Ten Dollars)

Highway Dept.

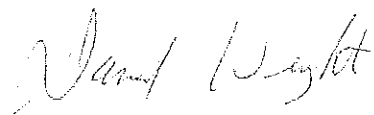
- ° Provide one (1) 60 kW, 120/208V, 3-phase, pad mount, LP Kohler Model KG60 generator to replace existing generator at same location. Disposal of existing generator by others.
- ° Provide site work for new generator pad, U.G. conduits to existing ATS unit, new generator and new generator pad.
- ° Rework existing wiring for block heater and battery charger circuits to new generator.
- ° Provide grounding for new equipment.
- ° Provide new concrete generator pad.
- ° Fuel and fuel connections provided by others.
- ° Provide off-loading / rigging as required for new generator.

- MA Prevailing wages included.
- Work to be performed during normal work hours.
- Includes commissioning and customer training.

Our Cost: \$46,228.00 (Forty Six Thousand Two Hundred Twenty Eight Dollars)

Thank you for allowing us to be of service, please do not hesitate to contact us should you have any questions.

Sincerely,



David Wright
Sr. Project Manager

CC:

DATE November 21, 2019

Quotation valid until: May 31, 2020
Prepared by: katherine

THANK YOU FOR YOUR BUSINESS!



Corporate Offices

1395 John Fitch Blvd., South Windsor, CT 06074

Phone: 1.866.643.1010 • International Phone: 860.760.0046
Fax: 1.860.760.0210 • www.clearspan.com

Customer ID: 8864959

Quote Number: 964515

QUOTE

Sourcewell Contract #: 091319-CSS

Page: 1 of 2

<u>Quote To:</u> BEN METCALF TOWN OF PRINCETON 110 E PRINCETON RD PRINCETON MA 01541-1221 UNITED STATES Phone: 9784642120 GLYONS22@VERIZON.NET Sales Person: BRAD WILLIAMS Fax: 860-760-0210 BWILLIAMS@CLEARSPAN.COM	<u>Ship To:</u> TOWN OF PRINCETON 110 E PRINCETON RD PRINCETON, MA 01541-1221 Date: 11/14/2019 Expires: 12/14/2019 Quote Total 120,050.90
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						USD
Line	Part	Description	Expected Qty	Unit Price	Ext. Price	
1	100106	65W RD BY 80L TRUSS BLDG 12'OC 50/90 CAT1 FR	1.00	35,392.00	35,392.00	
2	100106	65W END WALL PACKAGE	1.00	4,866.00	4,866.00	
3	116043FK	36"W X 36"H WALL LOUVER FABRIC KIT	2.00	288.95	577.90	
4	700001	CUSTOM DESIGN AND ENGINEERING BUILDING	1.00	3,000.00	3,000.00	
5	100007	SALE OF FREIGHT	1.00	5,230.00	5,230.00	
6	700007	PREVAILING WAGE RATE INSTALLATION BUILDING	1.00	70,985.00	70,985.00	

*Please Note:**Additional Sales Tax will apply for materials and installation if the project is not tax exempt.*

Lines Total	120,050.90
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	0.00
Quote Total	120,050.90

Proposal reflects Sourcewell Pricing. Only available through the purchasing CoOp. PO must state Sourcewell contract # to qualify.

Highway Department and Road Advisory Committee (RAC)

Contact Information: Ben D. Metcalf, Highway Superintendent

Phone: (978) 464-2120

Email: glyons22@verizon.net

Location: Highway Department, 110 East Princeton Road, Princeton, MA 01541

Mission Statement

The mission of the Highway Department is to professionally manage the Town's public works infrastructure and to respond to natural disasters, storms, and other events to protect the health and safety of residents.

Department Description

The Highway Department's routine maintenance consisted of shoulder, ditch and catch basin cleaning, snow and ice removal, gravel road grading, street sweeping, line painting, pot hole patching, culvert replacement, brush chipping, road side mowing and maintenance of all parks, athletic fields, playgrounds, and the town common. The Department is responsible for roughly 80 miles of roadway and cleans all catch basins 1-2 times per year.

FY20 Accomplishments

1. Reconstructed Calamint Hill Road North, Which was a gravel road, now a paved road with drainage improvements, the width was widened and their were trees removed to allow daylight onto the road.
2. Purchased a new line painter for stop lines and crosswalk as well as parking lines and fire lanes.
3. Purchased used 6-wheeler to replace much older model

FY21 Goals and Their Current Status (as of 11/6/19)

1. Remove and replace the East Princeton Bridge in front of the Highway Barn over East Watchusett Brook.
2. Replace the culvert on East Princeton Road near Mirrick Road intersection.
3. Replace 4 Culverts on Coal Kiln Road and reclaim and Pave the Road.
4. Install two catch basins on Forslund Rd to improve drainage issues and reclaim and pave the road.

FY21 Goals

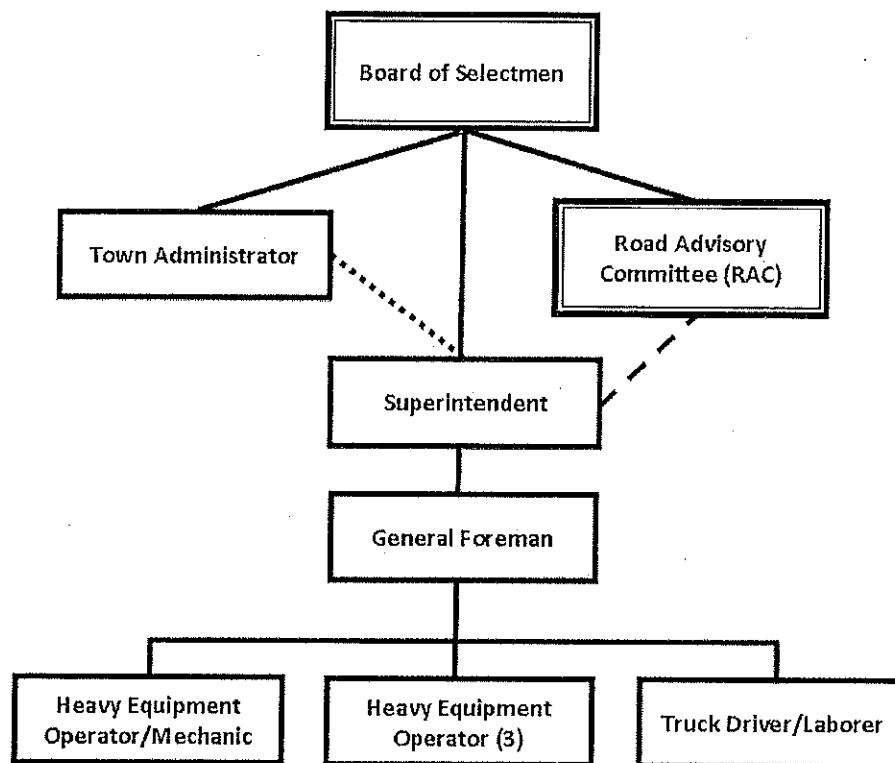
1. Involvement, as needed, with the reconstruction of the Route 140 project, to be managed by the state.
2. Oversee the reconstruction of the Route 31 culvert
3. Oversee the reconstruction of the bridge on Route 31
4. Oversee the construction of Forslund and Coal Kiln Road.

Personnel Summary Table

Position Title	FY20 FTEs Actual	FY21 FTEs Actual	FY21 FTEs Dept. Req.	Explanation of Changes (FY18 to FY19)
Highway Superintendent	1	1	1	
General Foreman	1	1	1	
Heavy Equipment Operator /Mechanic	1	1	1	
Heavy Equipment Operator	3	3	3	
Truck Driver/Laborer	1	1	1	
Administrative Assistant*	.1	.1	.1	

*Found in Town Administrator's organizational chart

Organizational Chart:



Note: All highway department staff are appointed by the Board of Selectmen, but are supervised on a daily basis by the Superintendent.

Town of Princeton

CAPITAL IMPROVEMENT PROGRAM

Select Request Year

(select only one):

<input type="checkbox"/>	2019
<input type="checkbox"/>	2020
<input type="checkbox"/>	2021
<input checked="" type="checkbox"/>	2022
<input type="checkbox"/>	2023

Project/Equipment Request

(\$5,000.00 or more and lasting more than one year)

Department:

HIGHWAY

Contact Person:

GLENN LYONS

Project Name:

LOADER BACKHOE

Date Prepared:

11/22/2017

Estimated Cost:

85,000.00

Phone Number:

1. Form of Acquisition (check appropriate)

☒

Purchase

☐

Rental

☐

Lease/Purchase

☐

Build

2. Number of Units Requested

1

3. Purpose of Expenditure (check appropriate)

☐

Schedule Replacement

☐

Present Equipment obsolete

☒

Replace worn-out equipment

☐

Reduce personnel time

☐

Expanded service

☐

New operation

☐

Increased Safety

☐

Improve procedures, records, etc.

4. Description/Justification (attach add'l sheets, if needed)

BACKHOE NEEDS REPLACING

5. Impact on Future Operating Budgets:

6. Estimated Use of Requested Item(s)

Weeks per year

25

Approx. Months

(if seasonal)

For the weeks used estimate:

5

Average days per week

6

Average hours per day used

Estimated useful years in life 15-20

7. Replace item(s). For items being replaced, please give the following info:

Item	Make	Age	Maint. Cost.	Prior Year's	
				Breakdowns	Rental Cost
LOADER BACKHOE	JCB	22			

8. Recommended Disposition of Replacement Item(s)

Possible use by other agencies? _____ Trade-in _____ Sale YES

9. Submitting Authority

Submitted by: **GLENN LYONS**

11/22/2017

Date

(Signature)

Position:

Town of Princeton

CAPITAL IMPROVEMENT PROGRAM

Select Request Year

(select only one):

<input type="checkbox"/>	2019
<input type="checkbox"/>	2020
<input type="checkbox"/>	2021
<input type="checkbox"/>	2022
<input checked="" type="checkbox"/>	2023

Project/Equipment Request

(\$5,000.00 or more and lasting more than one year)

Department:

HIGHWAY

Contact Person:

GLENN LYONS

Project Name:

6 WHEEL DUMP

Date Prepared:

11/22/2017

Estimated Cost:

85,000.00

Phone Number:

978-464-2120

1. Form of Acquisition (check appropriate)

☒

Purchase

☐

Rental

☐

Lease/Purchase

☐

Build

2. Number of Units Requested

1

3. Purpose of Expenditure (check appropriate)

☐

Schedule Replacement

☐

Present Equipment obsolete

☒

Replace worn-out equipment

☐

Reduce personnel time

☐

Expanded service

☐

New operation

☐

Increased Safety

☐

Improve procedures, records, etc.

4. Description/Justification (attach add'l sheets, if needed)

TRUCK NEEDS REPLACING

5. Impact on Future Operating Budgets:

6. Estimated Use of Requested Item(s)

Weeks per year

52

Approx. Months

(if seasonal)

For the weeks used estimate:

5

Average days per week

6

Average hours per day used

Estimated useful years in life 10-15

7. Replace item(s). For items being replaced, please give the following info:

Item	Make	Age	Maint. Cost.	Prior Year's	
				Breakdowns	Rental Cost
6 WHEEL DUMP	FORD	20			

8. Recommended Disposition of Replacement Item(s)

Possible use by other agencies? _____ Trade-in _____ Sale YES

9. Submitting Authority

Submitted by: **GLENN LYONS**

Position:

11/22/2017

Date

(Signature)

FORM B

CAPITAL PROJECT REQUEST

(Excluding equipment)

Department & Activity <u>Highway Department</u>		Date Prepared <u>11/8/19</u>
Contact Person <u>Ben Metcalf</u>		Phone Number _____
1. Project Title <u>Salt Barn/Shed</u>	2. Purpose of Project Request Form (Check One) <input checked="" type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part of the program <input type="checkbox"/> Modify a project already in the adopted program	
3. Department Priority <u>80</u>		
4. Location <u>110 East Princeton Road</u>		
5. Description A large facility to store de-icing materials for snow and ice procedures.		
6. Justification & Useful Life We store most of our materials out side. Material freezes and can not be used until it thaws. It would be a structure that could hold about 2400 yards. This would benefit the enviroment as well as the highway. Depending on the structure it could last a life time. Quicker response time to snow and ice events.		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY	<u>2022</u>	
Program year FY	_____	Chaper 90 \$
Program year FY	_____	
Program year FY	_____	
Program year FY	_____	
Program year FY	_____	
TOTAL SIX YEARS	_____	
After Sixth Year	_____	
If adjusted for inflation, indicate adjustment percentage here : * Interest cost not included.		
8. Net Effects on Operating Costs (±)		9. Net Effect on Municipal Income (±)
Direct Costs		
personnel:	number _____	taxes _____
	\$ amount _____	other income _____
purchase of service	_____	Subtotal _____
materials & supplies	_____	gain from sale of _____
equipment purchases	_____	replaced assets _____
utilities	_____	Total _____
other	_____	
Subtotal () _____		
Indirect Operating Costs		10. Submitting Authority Date _____
fringe benefits	_____	Submitted by _____
general admin. costs	_____	Signature _____
other	_____	Position _____
Subtotal () _____		
Total Operating Cost	_____	11. Reserved
Debt Service (P & I)	<u>\$120,050.90</u>	
Total Operating Cost	_____	

Source: "A Capital Improvement Programming Handbook", Government Finance Officers Association.

FORM B

CAPITAL PROJECT REQUEST

(Excluding equipment)

Department & Activity <u>Highway Department</u>		Date Prepared <u>11/25/2019</u>
Contact Person <u>Ben Metcalf</u>		Phone Number <u>978-464-2120</u>
1. Project Title <u>Generator Replacement</u>	2. Purpose of Project Request Form (Check One) <input checked="" type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part of the program <input type="checkbox"/> Modify a project already in the adopted program	
3. Department Priority <u>70</u>		
4. Location <u>110 East Princeton Rd.</u>		
5. Description Replace a 1979 trailer mounted diesel powered generator with an up to date propane powered generator.		
6. Justification & Useful Life The existing generator has not run in years, the fuel tank had a leak and was removed. Vendors will not repair or service this type of unit. It is past its life expectancy. This new unit run off of propane, self test and run itself every month, life expectancy 20+ years. This will meet the department needs in case of emergency like the ice storm of 2008.		
7. Cost & Recommended Sources of Financing		
BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING
Program year FY	2021	
Program year FY		Special Article
Program year FY		
Program year FY		
Program year FY		
Program year FY		
TOTAL SIX YEARS		
After Sixth Year		
If adjusted for inflation, indicate adjustment percentage here : * Interest cost not included.		
8. Net Effects on Operating Costs (±)		9. Net Effect on Municipal Income (±)
Direct Costs		
personnel: number		taxes
\$ amount		other income
purchase of service		Subtotal
materials & supplies		gain from sale of
equipment purchases		replaced assets
utilities		Total
other		
Subtotal ()		
Indirect Operating Costs		10. Submitting Authority Date <u>11/25/2019</u>
fringe benefits		Submitted by <u>Ben Metcalf</u>
general admin. costs		Signature
other		Position <u>Highway Superintendent</u>
Subtotal ()		
Total Operating Cost	<u>\$46,228</u>	11. Reserved
Debt Service (P & I)		
Total Operating Cost		

Source: "A Capital Improvement Programming Handbook", Government Finance Officers Association.

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>Highway Department</u>		Date Prepared <u>11/12/19</u>	
Contact Person <u>Benjamin D. Metcalf</u>		Phone Number <u>978-464-2120</u>	

<p>1. Project Title & Reference No. <u>Dump Truck</u></p> <hr/> <p>2. Form of Acquisition (check appropriate)</p> <p><u> x </u> Purchase <u> </u> Rental</p> <hr/> <p>3. Number of Units Requested</p> <p style="text-align: center;"><u>1</u></p> <hr/> <p>5. Purpose of Expenditure (check appropriate)</p> <p>() Schedule replacement</p> <p>() Present Equipment obsolete</p> <p>(x) Replace worn-out equipment</p> <p>() Reduce personnel time</p> <p>() Expanded service</p> <p>() New operation</p> <p>() Increased safety</p> <p>() Improve procedures, records, etc.</p> <p>week</p>	<p>4. Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Per Unit</th> <th style="width: 20%; text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price or annual rental</td> <td style="text-align: right;">\$ <u>100,000</u></td> <td style="text-align: right;">\$ <u>100,000</u></td> </tr> <tr> <td>Plus: Installation or other costs</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Net purchase Cost or annual rental</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">\$</td> </tr> </tbody> </table> <hr/> <p>6. Number of Similar Items in Inventory <u>1</u></p> <hr/> <p>7. Estimated Use of Requested Item(s)</p> <p><u>52</u> Weeks per year <u> </u> Approx. months (if seasonal)</p> <p>For the weeks used, estimate:</p> <p><u>5</u> Average days per</p> <p><u>6</u> Average hours per day used</p> <p>Estimated useful life in years <u>10-15</u></p>		Per Unit	Total	Purchase price or annual rental	\$ <u>100,000</u>	\$ <u>100,000</u>	Plus: Installation or other costs	\$	\$	Less: Trade-in or other discount	\$	\$	Net purchase Cost or annual rental	\$	\$
	Per Unit	Total														
Purchase price or annual rental	\$ <u>100,000</u>	\$ <u>100,000</u>														
Plus: Installation or other costs	\$	\$														
Less: Trade-in or other discount	\$	\$														
Net purchase Cost or annual rental	\$	\$														

8. Replaced item(s)						
	Item	Make	Age	Prior Year's		
				Maint. Cost	Breakdowns	Rental Cost
A.	6 Wheel Dump Truck	Ford	21			
B.						
C.						
D.						
E.						

9. Recommended Disposition of Replacement Item(s)	
<u> </u> Possible use by other agencies	<u> </u> Trade-in <u> </u> YES <u> </u> Sale

10. Submitting Authority	
Submitted by <u>Ben Metcalf</u>	Date <u>11/12/19</u>
(signature)	
Position <u>Highway Superintendent</u>	

11. Reserved

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>Highway Department</u>		Date Prepared <u>11/12/19</u>	
Contact Person <u>Benjamin D. Metcalf</u>		Phone Number <u>978-464-2120</u>	

<p>1. Project Title & Reference No. <u>Backhoe</u></p> <hr/> <p>2. Form of Acquisition (check appropriate)</p> <p><u> x </u> Purchase <u> </u> Rental</p> <hr/> <p>3. Number of Units Requested</p> <p style="text-align: center;"><u>1</u></p> <hr/> <p>5. Purpose of Expenditure (check appropriate)</p> <p>() Schedule replacement</p> <p>() Present Equipment obsolete</p> <p>(<input checked="" type="checkbox"/>) Replace worn-out equipment</p> <p>() Reduce personnel time</p> <p>() Expanded service</p> <p>() New operation</p> <p>() Increased safety</p> <p>() Improve procedures, records, etc.</p> <p>week</p>	<p>4. Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Per Unit</th> <th style="width: 20%; text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price</td> <td></td> <td></td> </tr> <tr> <td>or annual rental \$ <u>85,000</u></td> <td></td> <td>\$ <u>85,000</u></td> </tr> <tr> <td>Plus: Installation</td> <td></td> <td></td> </tr> <tr> <td>or other costs \$</td> <td></td> <td>\$</td> </tr> <tr> <td>Less: Trade-in or</td> <td></td> <td></td> </tr> <tr> <td>other discount \$</td> <td></td> <td>\$</td> </tr> <tr> <td>Net purchase Cost</td> <td></td> <td></td> </tr> <tr> <td>or annual rental \$</td> <td></td> <td>\$</td> </tr> </tbody> </table> <hr/> <p>6. Number of Similar Items in Inventory <u>1</u></p> <hr/> <p>7. Estimated Use of Requested Item(s)</p> <p><u>25</u> Weeks per year <u> </u> Approx. months (if seasonal)</p> <p>For the weeks used, estimate:</p> <p><u>5</u> Average days per</p> <p><u>6</u> Average hours per day used</p> <p>Estimated useful life in years <u>15-20</u></p>		Per Unit	Total	Purchase price			or annual rental \$ <u>85,000</u>		\$ <u>85,000</u>	Plus: Installation			or other costs \$		\$	Less: Trade-in or			other discount \$		\$	Net purchase Cost			or annual rental \$		\$
	Per Unit	Total																										
Purchase price																												
or annual rental \$ <u>85,000</u>		\$ <u>85,000</u>																										
Plus: Installation																												
or other costs \$		\$																										
Less: Trade-in or																												
other discount \$		\$																										
Net purchase Cost																												
or annual rental \$		\$																										

8. Replaced item(s)					
A. B. C. D. E.	Item	Make	Age	Prior Year's	
				Maint. Cost	Breakdowns Rental Cost
	<u>Backhoe</u>	<u>JBC</u>	<u>23</u>		

9. Recommended Disposition of Replacement Item(s)	
<u> </u> Possible use by other agencies <u>YES</u>	<u> </u> Trade-in <u> </u> Sale

10. Submitting Authority	
Submitted by <u>Ben Metcalf</u>	Date <u>11/12/19</u>
(signature)	
Position <u>Highway Superintendent</u>	

11. Reserved

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>Highway Department</u>			Date Prepared <u>11/12/19</u>		
Contact Person <u>Benjamin D. Metcalf</u>			Phone Number <u>978-464-2120</u>		

<p>1. Project Title & Reference No. <u>Loader</u></p> <p>2. Form of Acquisition (check appropriate) <u> x </u> Purchase <u> </u> Rental</p> <p>3. Number of Units Requested <u>1</u></p> <p>5. Purpose of Expenditure (check appropriate)</p> <p> <input type="checkbox"/> Schedule replacement <input type="checkbox"/> Present Equipment obsolete <input checked="" type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input type="checkbox"/> New operation <input type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc. week </p>	<p>4. Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Per Unit</th> <th style="width: 20%; text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price or annual rental</td> <td style="text-align: center;">\$ 250,000</td> <td style="text-align: center;">\$ 250,000</td> </tr> <tr> <td>Plus: Installation or other costs</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Net purchase Cost or annual rental</td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table> <p>6. Number of Similar Items in Inventory <u>1</u></p> <p>7. Estimated Use of Requested Item(s) <u>52</u> Weeks per year <u>12</u> Approx. months (if seasonal) For the weeks used, estimate: <u>4</u> Average days per week <u>20</u> Average hours per day used Estimated useful life in years <u>20</u> </p>		Per Unit	Total	Purchase price or annual rental	\$ 250,000	\$ 250,000	Plus: Installation or other costs	\$	\$	Less: Trade-in or other discount	\$	\$	Net purchase Cost or annual rental	\$	\$
	Per Unit	Total														
Purchase price or annual rental	\$ 250,000	\$ 250,000														
Plus: Installation or other costs	\$	\$														
Less: Trade-in or other discount	\$	\$														
Net purchase Cost or annual rental	\$	\$														

8. Replaced item(s)						
	Item	Make	Age	Prior Year's		
				Maint. Cost	Breakdowns	Rental Cost
A.	Wheel Loader	CAT	21			
B.						
C.						
D.						
E.						

9. Recommended Disposition of Replacement Item(s)		
Possible use by other agencies	Trade-in	Sale

10. Submitting Authority	
Submitted by <u>Ben Metcalf</u>	Date <u>11/12/19</u>
(signature)	
Position <u>Highway Superintendent</u>	

11. Reserved

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>HIGHWAY DEPARTMENT</u>			Date Prepared <u>11/21/2020</u>		
Contact Person <u>BEN METCLAF</u>			Phone Number <u>978-464-2120</u>		

<p>1. Project Title & Reference No. <u>Trackless MT7</u></p> <p>2. Form of Acquisition (check appropriate) <input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Rental</p> <p>3. Number of Units Requested <u>1</u></p> <p>5. Purpose of Expenditure (check appropriate)</p> <p> <input type="checkbox"/> Schedule replacement <input type="checkbox"/> Present Equipment obsolete <input type="checkbox"/> Replace worn-out equipment <input type="checkbox"/> Reduce personnel time <input type="checkbox"/> Expanded service <input checked="" type="checkbox"/> New operation <input type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc. week </p>	<p>4. Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">Per Unit</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price or annual rental</td> <td>\$ <u>150,280</u></td> <td>\$</td> </tr> <tr> <td>Plus: Installation or other costs</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>Less: Trade-in or other discount</td> <td>\$</td> <td>\$</td> </tr> <tr> <td>Net purchase Cost or annual rental</td> <td>\$</td> <td>\$</td> </tr> </tbody> </table> <p>6. Number of Similar Items in Inventory <u>0</u></p> <p>7. Estimated Use of Requested Item(s) <u>20</u> Weeks per year <u>5</u> Approx. months (if seasonal) For the weeks used, estimate: <u>NA</u> Average days per Average hours per day used Estimated useful life in years </p>		Per Unit	Total	Purchase price or annual rental	\$ <u>150,280</u>	\$	Plus: Installation or other costs	\$	\$	Less: Trade-in or other discount	\$	\$	Net purchase Cost or annual rental	\$	\$
	Per Unit	Total														
Purchase price or annual rental	\$ <u>150,280</u>	\$														
Plus: Installation or other costs	\$	\$														
Less: Trade-in or other discount	\$	\$														
Net purchase Cost or annual rental	\$	\$														

8. Replaced item(s)					
Item	Make	Age	Prior Year's		
			Maint. Cost	Breakdowns	Rental Cost
A.					
B.					
C.					
D.					
E.					

9. Recommended Disposition of Replacement Item(s)		
Possible use by other agencies <u>Trade-in</u> <u>Sale</u>		

10. Submitting Authority	
Submitted by _____	Date <u>11/21/2019</u>
(signature)	
Position <u>Highway Superintendent</u>	

11. Reserved

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.

March 19, 2019

Phil Connors
Town of Princeton
6 Town Hall Drive
Princeton, MA 01541

Re: Stand-By Power
PFD Station 2 and Highway Dept.

We are pleased to provide our furnished material and labor price for electrical work as follows:

PFD Station 2

- ° Provide one (1) 40 kW, 120/240V, single-phase, pad mount, LP Kohler Model KG40 generator to replace existing generator at same location. Disposal of existing generator by others.
- ° Provide site work for new generator pad, U.G. conduits from new generator transfer switch to new generator and new concrete generator pad.
- ° Rework existing wiring at service to provide block heater and battery charger circuits to new generator.
- ° Provide grounding for new equipment.
- ° Provide new concrete generator pad.
- ° Provide NEMA 3R automatic transfer switch (ATS) at existing service / meter location. Includes rework of existing backboard.
- ° Fuel and fuel connections provided by others.
- ° Provide off-loading / rigging as required for new generator.
- ° MA Prevailing Wages included.
- ° Work to be performed during normal work hours.
- ° Includes commissioning and customer training.

Our Cost: \$50,710.00 (Fifty Thousand Seven Hundred Ten Dollars)

Highway Dept.

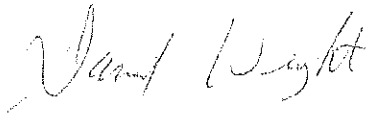
- ° Provide one (1) 60 kW, 120/208V, 3-phase, pad mount, LP Kohler Model KG60 generator to replace existing generator at same location. Disposal of existing generator by others.
- ° Provide site work for new generator pad, U.G. conduits to existing ATS unit, new generator and new generator pad.
- ° Rework existing wiring for block heater and battery charger circuits to new generator.
- ° Provide grounding for new equipment.
- ° Provide new concrete generator pad.
- ° Fuel and fuel connections provided by others.
- ° Provide off-loading / rigging as required for new generator.

- MA Prevailing wages included.
- Work to be performed during normal work hours.
- Includes commissioning and customer training.

Our Cost: \$46,228.00 (Forty Six Thousand Two Hundred Twenty Eight Dollars)

Thank you for allowing us to be of service, please do not hesitate to contact us should you have any questions.

Sincerely,



David Wright
Sr. Project Manager

CC:

DATE November 21, 2019

Quotation valid until: May 31, 2020
Prepared by: katherine

THANK YOU FOR YOUR BUSINESS!



Corporate Offices

1395 John Fitch Blvd., South Windsor, CT 06074

Phone: 1.866.643.1010 • International Phone: 860.760.0046
Fax: 1.860.760.0210 • www.clearspan.com

Customer ID: 8864959

Quote Number: 964515

QUOTE

Sourcewell Contract #: 091319-CSS

Page: 1 of 2

<u>Quote To:</u> BEN METCALF TOWN OF PRINCETON 110 E PRINCETON RD PRINCETON MA 01541-1221 UNITED STATES Phone: 9784642120 GLYONS22@VERIZON.NET Sales Person: BRAD WILLIAMS Fax: 860-760-0210 BWILLIAMS@CLEARSPAN.COM	<u>Ship To:</u> TOWN OF PRINCETON 110 E PRINCETON RD PRINCETON, MA 01541-1221 Date: 11/14/2019 Expires: 12/14/2019 Quote Total 120,050.90
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						USD
Line	Part	Description	Expected Qty	Unit Price	Ext. Price	
1	100106	65W RD BY 80L TRUSS BLDG 12'OC 50/90 CAT1 FR	1.00	35,392.00	35,392.00	
2	100106	65W END WALL PACKAGE	1.00	4,866.00	4,866.00	
3	116043FK	36"W X 36"H WALL LOUVER FABRIC KIT	2.00	288.95	577.90	
4	700001	CUSTOM DESIGN AND ENGINEERING BUILDING	1.00	3,000.00	3,000.00	
5	100007	SALE OF FREIGHT	1.00	5,230.00	5,230.00	
6	700007	PREVAILING WAGE RATE INSTALLATION BUILDING	1.00	70,985.00	70,985.00	

*Please Note:**Additional Sales Tax will apply for materials and installation if the project is not tax exempt.*

Lines Total	120,050.90
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	0.00
Quote Total	120,050.90

Proposal reflects Sourcewell Pricing. Only available through the purchasing CoOp. PO must state Sourcewell contract # to qualify.

Highway Department and Road Advisory Committee (RAC)

Contact Information: Ben D. Metcalf, Highway Superintendent

Phone: (978) 464-2120

Email: glyons22@verizon.net

Location: Highway Department, 110 East Princeton Road, Princeton, MA 01541

Mission Statement

The mission of the Highway Department is to professionally manage the Town's public works infrastructure and to respond to natural disasters, storms, and other events to protect the health and safety of residents.

Department Description

The Highway Department's routine maintenance consisted of shoulder, ditch and catch basin cleaning, snow and ice removal, gravel road grading, street sweeping, line painting, pot hole patching, culvert replacement, brush chipping, road side mowing and maintenance of all parks, athletic fields, playgrounds, and the town common. The Department is responsible for roughly 80 miles of roadway and cleans all catch basins 1-2 times per year.

FY20 Accomplishments

1. Reconstructed Calamint Hill Road North, Which was a gravel road, now a paved road with drainage improvements, the width was widened and their were trees removed to allow daylight onto the road.
2. Purchased a new line painter for stop lines and crosswalk as well as parking lines and fire lanes.
3. Purchased used 6-wheeler to replace much older model

FY21 Goals and Their Current Status (as of 11/6/19)

1. Remove and replace the East Princeton Bridge in front of the Highway Barn over East Watchusett Brook.
2. Replace the culvert on East Princeton Road near Mirrick Road intersection.
3. Replace 4 Culverts on Coal Kiln Road and reclaim and Pave the Road.
4. Install two catch basins on Forslund Rd to improve drainage issues and reclaim and pave the road.

FY21 Goals

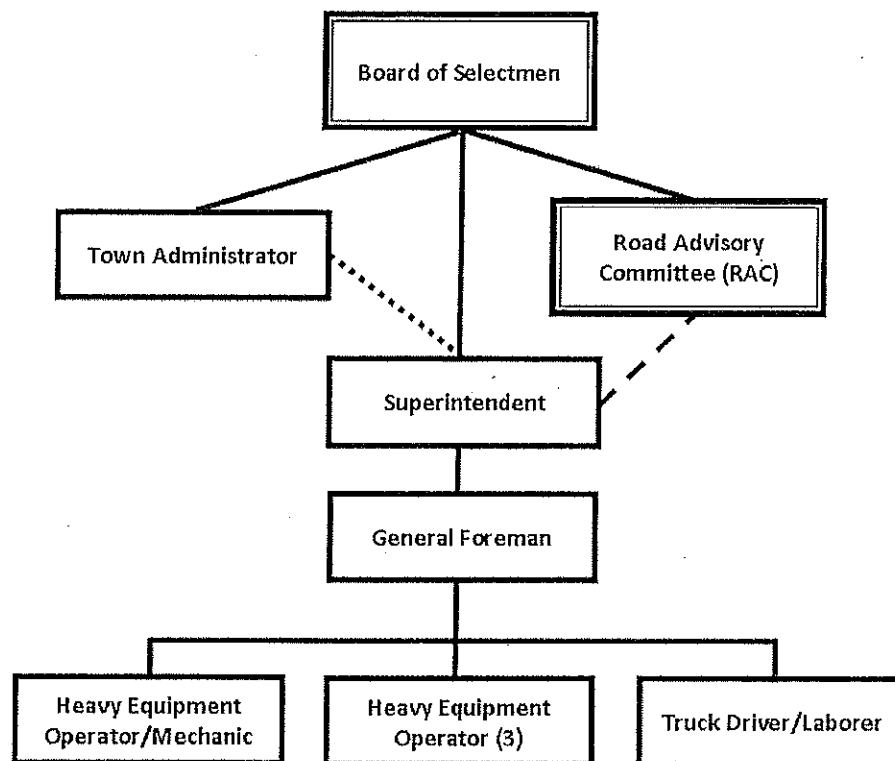
1. Involvement, as needed, with the reconstruction of the Route 140 project, to be managed by the state.
2. Oversee the reconstruction of the Route 31 culvert
3. Oversee the reconstruction of the bridge on Route 31
4. Oversee the construction of Forslund and Coal Kiln Road.

Personnel Summary Table

Position Title	FY20 FTEs Actual	FY21 FTEs Actual	FY21 FTEs Dept. Req.	Explanation of Changes (FY18 to FY19)
Highway Superintendent	1	1	1	
General Foreman	1	1	1	
Heavy Equipment Operator /Mechanic	1	1	1	
Heavy Equipment Operator	3	3	3	
Truck Driver/Laborer	1	1	1	
Administrative Assistant*	.1	.1	.1	

*Found in Town Administrator's organizational chart

Organizational Chart:



Note: All highway department staff are appointed by the Board of Selectmen, but are supervised on a daily basis by the Superintendent.