#### **Town of Princeton** Select Request Year CAPITAL IMPROVEMENT PROGRAM (select only one): 2019 2020 Project/Equipment Request (\$5,000.00 or more and lasting more than one year) 2021 2022 2023 Department: Contact Person: HIGHWAY **GLENN LYONS** Project Name: Date Prepared: LOADER BACKOE 11/22/2017 Estimated Cost: Phone Number: 85,000.00 1. Form of Acquisition (check appropriate) 2. Number of Units Requested Purchase Rental Lease/Purchase Build Purpose of Expenditure (check appropriate) 4. Description/Justification (attach add'l sheets, if needed) BACKHOE NEEDS REPLACING Schedule Replacement Present Equipment obsolete Replace worn-out equipment Reduce personnel time Expanded service New operation Increased Safety Improve procedures, records, etc. 5. Impact on Future Operating Budgets: 6. Estimated Use of Requested Item(s) Weeks per year Approx. Months 25 (if seasonal) For the weeks used estimate: 5 Average days per week 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: Prior Year's Item Make Age Maint. Cost. 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 11/22/2017 Submitted by: GLENN LYONS

Date

Position:

(Signature)

## **Town of Princeton** CAPITAL IMPROVEMENT PROGRAM

Project/Equipment Request (\$5,000.00 or more and lasting more than one year)

Select Request Year	
(select only one):	2019
	202
	 1

2021

					2022 ✓ 2023
Department:			Contact Pe		1
HIGHWAY			Date Prepa	GLENN L'	YONS
Project Name: 6 WHEEL DUMP			Басе т гера	11/22/2017	,
Estimated Cost:			Phone Nun		
85,000.00	rioto)		2 November of C	978-464-2	120
1. Form of Acquisition (check approp	riate)		2. Number of U	mits Requested	
Purchase Rental Lease/Purchase Build			1		
3. Purpose of Expenditure (check app	ropriate)	4.	Description/Justifi	ication (attach ad	d'I sheets, if needed)
Schedule Replacement Present Equipment obsolete Replace worn-out equipment Reduce personnel time Expanded service New operation Increased Safety Improve procedures, records, e			TRUCK NE	EEDS REPLAC	ING
5. Impact on Future Operating Budget	s:		6. Estimated Us	se of Requested I	tem(s)
			<u>5</u>	ks used estimate: Average days	s per week rs per day used
7. Replace item(s). For items being	replaced, j	please giv	ve the following in	fo: Prior Year's	
Item	Make	Age	Maint. Cost.	Breakdowns	Rental Cost
6 WHEEL DUMP	FORD	20			
8. Recommended Disposition of Repl Possible use by other agencies?	acement I		 nde-inSa	ale YES	
9. Submitting Authority Submitted by: GLENN LYO Position:	ONS	11/22		Signature)	

# CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Highway Depa Contact Person Benjamin D. Melcalf	rtment			e Prepared 11/13 ne Number 978-	
1. Project Title & Reference No. Ba	ackoe	4. Co	ost	Per Unit	Total
2. Form of Acquisition (check appr	ropriate)	P	urchase price or annual renta	-	\$ 85,000
x Purchase	Rental	Pl	or annual rental lus: Installation or other costs	\$	\$
3. Number of Units Requested 1		Le	ess: Trade-in or other discount let purchase Cos	\$	\$
5. Purpose of Expenditure (check a	appropriate)		or annual rental		\$
( ) Schedule replacement ( ) Present Equipment obsolete (x) Replace worn-out equipme		6. N1	umber of Similar	Items in Invent	ory 1
( ) Reduce personnel time ( ) Expanded service ( ) New operation ( ) Increased safety ( ) Improve procedures, record	is, etc.	7. Estimated Use of Requested Item(s)  25 Weeks per year Approx. months (if season For the weeks used, estimate:  6 Average days  6 Average hours per day used Estimated useful life in years			months (if seasonal)  Average days per
8. Replaced item(s)	-			T 1 V/-	
· Item	Make	Age	<del></del>	Prior Year's Breakdowns	Rental Cost
A. Backoe B. C. D. E.	JBC	23			
9. Recommended Disposition of Re ————————Possible use by oth			sTrade	e-in	Sale
10. Submitting Authority Submitted by Ben Metcall	10. Submitting Authority Submitted by Ben Metcalf (signature)  Date 11/12/19			11/12/19	
Position Highway Superinter	ndent		/		
11. Reserved					

## CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Highway Depa Contact Person Benjamin D. Metcalf	rimeni			te Prepared 11/1 one Number 978	2/19 -464-2120
1. Project Title & Reference No. Dump Truck  2. Form of Acquisition (check appropriate)  x Purchase Rental  3. Number of Units Requested  1  5. Purpose of Expenditure (check appropriate)  () Schedule replacement () Present Equipment obsolete (x) Replace worn-out equipment		4. Cost  Per Unit Total  Purchase price or annual rental \$100,000 \$100,000  Plus: Installation or other costs \$ \$  Less: Trade-in or other discount \$ \$  Net purchase Cost or annual rental \$  6. Number of Similar Items in Inventory 1			
() Reduce personnel time () Expanded service () New operation () Increased safety () Improve procedures, record	ls, etc.	52 V For th	Veeks per year ne weeks used, ( ———	estimate: verage hours pe	months (if seasonal)  Average days per
8. Replaced item(s)	ı	1 1		Prior Year's	
Item	Make	Age	Maint. Cos	Breakdowns	Rental Cost
A. 6 Wheel Dump Truck B. C. D. E.	Ford	21			
9. Recommended Disposition of Re Possible use by oth	eplacement It ner agencies	em(s)	Trac	le-in	yesSale
10. Submitting Authority Submitted by Ben Metcal Position Highway Superinte		(signa	iture)	Date 2	11/12/19
11. Reserved					

## FORM B

## CAPITAL PROJECT REQUEST

(Excluding equipment)

Department & Activity Highway Departm Contact Person Ben Metcalf	tment Date Prepared 11/8/19 Phone Number					
1. Project Title	2. Purpose of Project Request Form (Check One)					
Salt Bárn/Shed  3. Department Priority 80  4. Location 110 East Princeton Road	(X) Add a new item to the program  ( ) Delete an item in a year already a part of the program  ( ) Modify a project already in the adopted program					
5. Description A large facility to store de-icing materials for snow and ice procedures.						
6. Justification & Useful Life We store most or 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 environment 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 2022						
Program year FY TOTAL SIX YEARS After Sixth Year If adjusted for inflation, indicate adjustme	Chaper 90 \$  Structure of the control of the contro					
8. Net Effects on Operating Costs (±) Direct Costs  personnel:  \$ amount  purchase of service  materials & supplies  equipment purchases  utilities  other	9. Net Effect on Municipal Income (±)  taxes other income Subtotal gain from sale of replaced assets Total					
Subtotal ( )  Indirect Operating Costs fringe benefits general admin. costs other	10. Submitting Authority Date Submitted by Signature Position					
Subtotal         ( ) —           Total Operating Cost         —           Debt Service (P & I)         \$120,050.90           Total Operating Cost	11. Reserved					

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

## FORM B

## CAPITAL PROJECT REQUEST

(Excluding equipment)

Department & Activity Highway Dep	artment	Date Prepar	ed 11/25/2019			
Contact Person Ben Metcalf		Phone Number 978-464-2120				
Project Title Generator Replacement	2. Purpose o	2. Purpose of Project Request Form (Check One)				
3. Department Priority 70	<ul><li>(x) Add a new item to the program</li><li>( ) Delete an item in a year already a part of the program</li></ul>					
4. Location 110 East Princeton Rd.	() Mod	( ) Modify a project already in the adopted program				
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 year this type of unit. It is past its life expectand expectancy 20+ years. This will meet the	y. This new unit ru Jepartment needs	in off of brobane, self test.	and run itself every month, life			
7. Cost & Recommended Sources of F	inancing					
BUDGET FY TOT	'AL* REC	COMMENDED SOURCE	ES OF FINANCING			
Program year FY 2021	Special Article					
Program year FY	——					
Program year FY						
Program year PY						
Program year FY						
Program year FY	<del></del>					
TOTAL SIX YEARS	<u> </u>					
After Sixth Year						
If adjusted for inflation, indicate adjus	tment percentag	e here : * I <u>nterest c</u> ost no	ot included.			
8. Net Effects on Operating Costs (±)		9. Net Effect on Mun	icipal Income (±)			
Direct Costs		tovas				
personnel; number \$ amount	<del></del> -	taxes other income				
purchase of service		Subtotal				
materials & supplies	<del> </del>	gain from sale of				
equipment purchases		replaced assets				
utilities		Total				
other	<del>-</del>	Total				
Subtotal ( )		10. Submitting Author	rity Date <u>11/25/2019</u>			
30000tai ( )		1 0 1 11 11				
Indivact Oriovating Costs		Submitted by Signature	Ben Metcalf			
Indirect Operating Costs fringe benefits		Jighature				
general admin. costs	· · · · · · · · · · · · · · · · · · ·	Position	Highway Superintedent			
other		1 03131011	Tilgriway Superintegent			
Subtotal ()		11.	Reserved			
Total Operating Cost \$46,22	<u> </u>	11,	Neser veu			
Debt Service (P & I)						
Total Operating Cost						
Total Operating Cost		<del> </del>				

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

# CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Highway Department Contact Person Benjamin D. Metcalf						
3. Number of Units Requested  1  5. Purpose of Expenditure (check appro  ( ) Schedule replacement ( ) Present Equipment obsolete (x) Replace worn-out equipment ( ) Reduce personnel time ( ) Expanded service ( ) New operation	ate) Rental	7. Est	Total  \$ 250,000  \$ \$  ory 1  months (if seasonal)			
( ) Increased safety ( ) Improve procedures, records, etc.  week  For the weeks used, estimate  4  Average h  Estimated useful life in years				verage hours per	A verage days per	
8. Replaced item(s)	,			Prior Year's		
Item A. Wheel Loader B. C. D. E.		Age	. Maint. Cos	Breakdowns	Rental Cost	
9. Recommended Disposition of Replace Possible use by other ag			Trad	e-in	Sale	
10. Submitting Authority Submitted by Ben Metcalf Date 11/12/19 Position Highway Superintendent (signature)				1/12/19		
11. Reserved						

# CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity HIGHWAY DEPARTME Contact Person BEN METCLAF	NT	Date Prepared 11/21/2020 Phone Number 978-464-2120				
1. Project Title & Reference No. Trackless M	1T7 4.	Cost	Per Unit	Total		
2. Form of Acquisition (check appropriate)		Purchase price or annual renta		\$		
Purchase Ren	tal	Plus: Installation or other costs	\$	\$		
3. Number of Units Requested 1		Less: Trade-in or other discount	\$	\$		
5. Purpose of Expenditure (check appropria		Net purchase Cos or annual renta		\$		
( ) Schedule replacement ( ) Present Equipment obsolete ( ) Replace worn-out equipment	6. 1	Number of Similar	r Items in Inven	tory <u>0</u>		
( ) Reduce personnel time ( ) Expanded service (X) New operation ( ) Increased safety ( ) Improve procedures, records, etc. week	20 For	the weeks used, e	6 Approx. estimate: verage hours pe	months (if seasonal)  Average days per  r day used		
8. Replaced item(s)	, and the second					
Item Mak	e Age	Maint. Cos	Prior Year's Breakdowns	Rental Cost		
B. C. D. E.						
9. Recommended Disposition of Replacement Possible use by other agencies		Trad	e-in	Sale		
10. Submitting Authority Submitted by				11/21/2019		
11. Reserved				·		

A Design Build Firm

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.

and Wight

- 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

200 Merrimac Street Woburn, MA 01801 781-935-1919, fax 781-937-9809

Ben Metcalf Princeton DPW 110 East Princeton Road Princeton MA 01541 Quotation valid until:

May 31, 2020

Prepared by:

katherine

#### Available on State Contract FAC88

Description	AMOUNT
Trackless MT7 Municipal Tractor. Tier 4 Final. 74 BHP. Includes:	\$ 124,300.00
AC, heat, AM FM Bluetooth, Front PTO, intermittent front wiper and washer, rear wiper	
and washer. Reversing engine fan, ride control, cruise control.	
Locking Differentials - front axle	1,990.00
Dual Auger Box Snowblower 51" with chute	9,580.00
Power Angle Plow with Trip Edge 5'	6,480.00
Rear Hydraulic Spreader - Triple agitator	7,930.00
	-
·	
TOTAL	\$ 150,280.00

Katherine Boshar 781-759-4175 katherine@cn-wood.com

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

Quote To:

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

Ship To:

TOWN OF PRINCETON 110 E PRINCETON RD

PRINCETON, MA 01541-1221

Date: 11/14/2019 Expires: 12/14/2019

**Quote Total** 

120,050.90

Line	Part	Description	ted Qty	Unit Price	USD 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

## 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

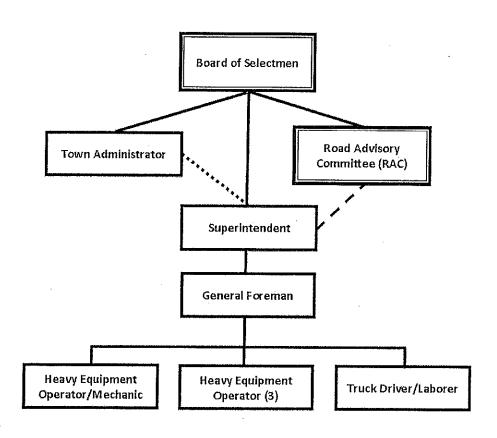
- 1. Involvement, as needed, with the reconstruction of the Route 140 project, to be managed by the state.
- 2. Oversee the reconstruction of the Route 31 culvert
- 3. Oversee the reconstruction of the bridge on Route 31
- 4. Oversee the construction of Forslund and Coal Kiln Road.

**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	

<sup>\*</sup>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 only one):

Select Request Year

Project/Equipment Request (\$5,000.00 or more and lasting more than one year)

	2020
7	2021
7	2022

2019

					<b>✓</b> 2022 2023
Department: HIGHWAY			Contact Pe	rson: GLENN L`	VONS
Project Name:			Date Prepa	red:	
LOADER BACKOE Estimated Cost:	•		Phone Nun	11/22/2017 aber:	7
85,000.00			Thone Ivan	1001.	
1. Form of Acquisition (check appropriate Purchase Rental	oriate)		2. Number of U	Inits Requested	
Lease/Purchase Build					<del></del>
3. Purpose of Expenditure (check ap	propriate)	4.	Description/Justif	ication (attach ad	ld'l sheets, if needed)
Schedule Replacement Present Equipment obsolete Replace worn-out equipment Reduce personnel time Expanded service New operation Increased Safety Improve procedures, records, o	etc.		BACKHOE	NEEDS REPL	ACING
5. Impact on Future Operating Budget	ts:		6. Estimated Us	e of Requested I	tem(s)
	, ,	,	5 6 Estimated u	ks used estimate:Average daysAverage houseful years in life	s per week rs per day used
7. Replace item(s). For items being	replaced, j	please giv	ve the following in,	fo: Prior Year's	
Item	Make	Age	Maint. Cost.	Breakdowns	Rental Cost
_OADER BACKHOE	JCB	22			
8. Recommended Disposition of Repl	acement It	tem(s)			
Possible use by other agencies?		Tra	ide-inSa	le YES	
9. Submitting Authority Submitted by: GLENN LYO Position:	ONS	11/22/		Signature)	

### **Town of Princeton** Select Request Year CAPITAL IMPROVEMENT PROGRAM

Project/Equipment Request

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

•		i
(select only one):	2019	
	2020	
	2021	

Department: Contact Person: **HIGHWAY GLENN LYONS** Project Name: Date Prepared: 6 WHEEL DUMP 11/22/2017 Estimated Cost: Phone Number: 85,000.00 978-464-2120 1. Form of Acquisition (check appropriate) 2. Number of Units Requested ✓ Purchase Rental Lease/Purchase Build 4. Description/Justification (attach add'l sheets, if needed) Purpose of Expenditure (check appropriate) TRUCK NEEDS REPLACING Schedule Replacement Present Equipment obsolete Replace worn-out equipment Reduce personnel time Expanded service New operation Increased Safety Improve procedures, records, etc. 5. Impact on Future Operating Budgets: 6. Estimated Use of Requested Item(s) Weeks per year Approx. Months 52 (if seasonal) For the weeks used estimate: 5 Average days per week 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: Prior Year's Item Make Maint. Cost. Age Breakdowns Rental Cost 6 WHEEL DUMP 20 FORD 8. Recommended Disposition of Replacement Item(s) Possible use by other agencies? \_\_\_\_\_ Trade-in \_\_\_\_ Sale YES

9. Submitting Authority

11/22/2017

Submitted by: GLENN LYONS

Date

(Signature)

Position:

## FORM B

## CAPITAL PROJECT REQUEST

(Excluding equipment)

Department & Activity Highway Departm	Date Prepared 11/8/19		
Contact Person Ben Metcall	Phone Number		
1. Project Title	2. Purpose of Project Request Form (Check One)		
Salt Barn/Shed 3. Department Priority 80 4. Location	<ul> <li>(X) Add a new item to the program</li> <li>( ) Delete an item in a year already a part of the program</li> <li>( ) Modify a project already in the adopted program</li> </ul>		
110 East Princeton Road			
5. Description A large facility to store de-icing mate	rials for snow and ice procedures.		
6. Justification & Useful Life We store most or 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 environment 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 Fin BUDGET FY TOTA Program year FY 2022			
Program year FY TOTAL SIX YEARS After Sixth Year	Chaper 90 \$		
8. Net Effects on Operating Costs (±) Direct Costs personnel: number \$ amount purchase of service materials & supplies equipment purchases utilities other Subtotal ()	9. Net Effect on Municipal Income (±)  taxes other income Subtotal gain from sale of replaced assets Total  10. Submitting Authority Date		
Indirect Operating Costs fringe benefits general admin. costs other	Submitted by Signature Position		
Subtotal ( ) - Total Operating Cost Debt Service (P & I) \$120,050.5	11. Reserved		

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

## FORM B

## **CAPITAL PROJECT REQUEST**

(Excluding equipment)

Department & Activity Highway Depa Contact Person Ben Metcalf	Date Prepared 11/25/2019 Phone Number 978-464-2120		
1. Project Title	2. Purpose of Project Request Form (Check One)		
Generátor Replacement 3. Department Priority 70 4. Location 110 East Princeton Rd,	(x) Add a new item to the program ( ) Delete an item in a year already a part of the program ( ) Modify a project already in the adopted program		
5. Description Replace a 1979 traller mounted die generator.	esel powered generator with an up to date propane powered		
expectancy 20+ years. This will meet the de	s, the fuel tank had a leak and was removed. Vendors will not repair or servi y. This new unit run off of propane, self test and run itself every month, life epartment needs in case of emergency like the ice storm of 2008.		
7. Cost & Recommended Sources of Fir	•		
BUDGET FY TOTAL Program year FY 2021	AL* RECOMMENDED SOURCES OF FINANCING		
Program year FY 2021 Program year FY	Special Article		
Program year FY			
Program year FY			
Program year FY	<del></del>		
Program year FY	<del></del>		
TOTAL SIX YEARS			
After Sixth Year	<del></del>		
If adjusted for inflation, indicate adjustn	ment 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 materials & supplies	Subtotal		
equipment purchases	gain from sale of		
utilities	replaced assets		
other	Total		
Subtotal ()	10. Submitting Authority. Data 11/25/2019		
Capitalia ( )	To. Submitting Authority Date		
Indirect Operating Costs	Submitted by Ben Metcalf		
fringe benefits	Signature		
general admin, costs	Position Highway Superintedent		
other	Position Highway Superintedent		
Subtotal () -	11. Reserved		
Total Operating Cost \$46,228	ineserved		
Debt Service (P & I)			
Total Operating Cost			

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

# CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Highway Department Contact Person Benjamin D. Melcalf	Date Prepared 11/12/19 Phone Number 978-464-2120			
1. Project Title & Reference No. Dump Truck  2. Form of Acquisition (check appropriate)  x Purchase Rental  3. Number of Units Requested  1  5. Purpose of Expenditure (check appropriate  () Schedule replacement  () Present Equipment obsolete  (x) Replace worn-out equipment	4. Cost  Per Unit Total  Purchase price or annual rental \$100,000 \$100,000  Plus: Installation or other costs \$  Less: Trade-in or other discount \$  Net purchase Cost or annual rental \$  \$  6. Number of Similar Items in Inventory 1			
( ) Reduce personnel time ( ) Expanded service ( ) New operation ( ) Increased safety ( ) Improve procedures, records, etc. week	7. Estimated Use of Requested Item(s)  52 Weeks per year Approx. months (if seasonal) For the weeks used, estimate:  5 Average days per  6 Average hours per day used Estimated useful life in years			
8. Replaced item(s)	Prior Year's			
A. 8 Wheel Dump Truck Ford B. C. D. E.	Age Maint. Cost Breakdowns Rental Cost  21			
9. Recommended Disposition of Replacement Item(s)  Possible use by other agenciesTrade-in				
10. Submitting Authority Submitted by Ben Metcalf Date 11/12/19 (signature) Position Highway Superintendent				
11. Reserved				

# CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Highway Department Date Prepared 11/12/19 Contact Person Benjamin D. Metcalf Phone Number 978-464-2120					
1. Project Title & Reference No. Ba  2. Form of Acquisition (check approximately appro	ropriate) Rental appropriate)	Pi Le N	urchase price or annual rent us: Installation or other costs ess: Trade-in or other discount et purchase Co or annual rent	Per Unit  al \$85,000  n \$ r st	Total \$ 85,000 \$ \$
( ) Reduce personnel time ( ) Expanded service ( ) New operation ( ) Increased safety ( ) Improve procedures, records, etc. week		7. Estimated Use of Requested Item(s)  25 Weeks per year Approx. months (if seasonal)  For the weeks used, estimate:  5			months (if seasonal)  Average days per
8. Replaced item(s)				Prior Year's	
. Item A. ваское В. С. D. E.	Make JBC	Age 23	Maint. Cost	Breakdowns	Rental Cost
9. Recommended Disposition of Replacement Item(s)  Possible use by other agenciesYESTrade-inSale					
10. Submitting Authority Submitted by Ben Metcalf Signature) Position Highway Superintendent			11/12/19		
11. Reserved					

# CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Highway Department Contact Person Benjamin D. Metcalf			Date Prepared 11/12/19 Phone Number 978-464-2120			
1. Project Title & Reference No. Loader  2. Form of Acquisition (check appropriate)  x Purchase Rental  3. Number of Units Requested 1  5. Purpose of Expenditure (check appropriate)  () Schedule replacement () Present Equipment obsolete (x) Replace worn-out equipment		4. Cost  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 \$ \$  6. Number of Similar Items in Inventory 1				
() Reduce personnel time () Expanded service () New operation () Increased safety () Improve procedures, records, etc. week		7. Estimated Use of Requested Item(s)  52 Weeks per year 12 Approx. months (if seasonal) For the weeks used, estimate:  Average days per  Average hours per day used  Estimated useful life in years 20				
8. Replaced item(s)		1		Prior Year's		
Item A. Wheel Loader B. C. D. E.	Make CAT	Age 21	. Maint. Cost	Breakdowns	Rental Cost	
9. Recommended Disposition of Replacement Item(s)  Possible use by other agencies  Trade-in  Sale				Sale		
10. Submitting Authority Submitted by Ben Metcalf Date 11/12/19  (signature)  Position Highway Superintendent			11/12/19			
11. Reserved						

# CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity HIGHWAY DEPARTMENT Contact Person BENMETCLAF	Date Prepared 11/21/2020 Phone Number 978-464-2120				
1. Project Title & Reference No. Trackless MT7	4. Cost				
2. Form of Acquisition (check appropriate)	Purchase price Or annual rental \$ 150,280 \$				
Purchase Rental	Plus: Installation				
3. Number of Units Requested 1	or other costs \$ \$  Less: Trade-in or  other discount \$ \$  Net purchase Cost				
5. Purpose of Expenditure (check appropriate)	or annual rental \$ \$				
( ) Schedule replacement ( ) Present Equipment obsolete ( ) Replace worn-out equipment	6. Number of Similar Items in Inventory 0				
() Reduce personnel time () Expanded service (X) New operation () Increased safety () Improve procedures, records, etc. week	7. Estimated Use of Requested Item(s)  20 Weeks per year 5 Approx. months (if seasonal)  For the weeks used, estimate:  Average days per  Average hours per day used  Estimated useful life in years				
8. Replaced item(s)					
Item Make A.	Age Maint, Cost Breakdowns Rental Cost				
B. C. D. E.					
9. Recommended Disposition of Replacement Ite.  Possible use by other agencies	9. Recommended Disposition of Replacement Item(s)  Possible use by other agenciesTrade-inSale				
10. Submitting Authority Submitted by Date					
11. Reserved					

A Design Build Firm

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)

#### <u> Highway Dept.</u>

- 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.

Pand Wight

- 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

200 Merrimac Street Woburn, MA 01801 781-935-1919, fax 781-937-9809

Ben Metcalf Princeton DPW 110 East Princeton Road Princeton MA 01541 Quotation valid until:

May 31, 2020

Prepared by:

katherine

#### Available on State Contract FAC88

Description		AMOUNT
Trackless MT7 Municipal Tractor. Tier 4 Final, 74 BHP. Includes:	\$	124,300.00
AC, heat, AM FM Bluetooth, Front PTO, intermittent front wiper and washer, rear wiper		
and washer. Reversing engine fan, ride control, cruise control.		
Locking Differentials - front axle		1,990.00
Dual Auger Box Snowblower 51" with chute		9,580.00
Power Angle Plow with Trip Edge 5'		6,480.00
Rear Hydraulic Spreader - Triple agitator	Ì	7,930.00
TOTAL	\$	150,280.00

Katherine Boshar 781-759-4175 katherine@cn-wood.com

THANK YOU FOR YOUR BUSINESS!



Corporate Offices

1395 John Filch 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

Quote To:

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

Ship To:

TOWN OF PRINCETON 110 E PRINCETON RD

PRINCETON, MA 01541-1221

Date: 11/14/2019 Expires: 12/14/2019

**Quote Total** 

120,050.90

Line	Part	Description	Qtv	Unit Price	USD Ext. Price
1 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.

Quote Total	120,050,90
Quote Miscellaneous Charges	0.00
Line Miscellaneous Charges	0.00
Lines Total	120,050.90

## 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

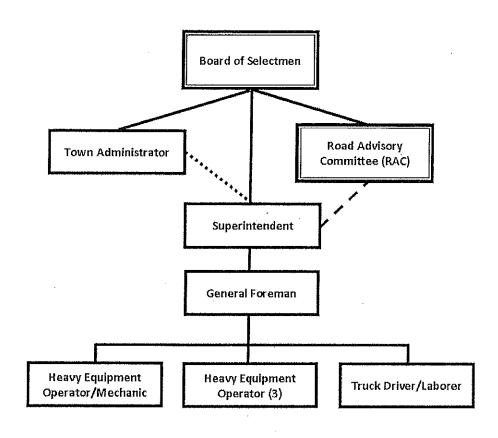
- 1. Involvement, as needed, with the reconstruction of the Route 140 project, to be managed by the state.
- 2. Oversee the reconstruction of the Route 31 culvert
- 3. Oversee the reconstruction of the bridge on Route 31
- 4. Oversee the construction of Forslund and Coal Kiln Road.

**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	

<sup>\*</sup>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.