

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>Parks & Recreation</u> Contact Person <u>Hollye Lucht</u>		Date Prepared <u>12/1/19</u> Phone Number <u>978 868 8055</u>																																							
1. Project Title & Reference No. 2. Form of Acquisition (check appropriate) <div style="display: flex; justify-content: space-between; align-items: center;"> <input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Rental </div> 3. Number of Units Requested <div style="text-align: center; font-size: 1.2em;">10</div> 5. Purpose of Expenditure (check appropriate) <div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> Schedule replacement <input checked="" 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 checked="" type="checkbox"/> Increased safety <input type="checkbox"/> Improve procedures, records, etc. week </div>	4. Cost <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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 or annual rental \$</td> <td></td> <td style="text-align: right;">\$ 95000</td> </tr> <tr> <td>Plus: Installation or other costs \$</td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Less: Trade-in or other discount \$</td> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Net purchase Cost or annual rental \$</td> <td></td> <td style="text-align: right;">\$</td> </tr> </table> 6. Number of Similar Items in Inventory _____ 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: _____ Average days per week _____ Average hours per day used Estimated useful life in years <u>30+</u>				Per Unit	Total	Purchase price or annual rental \$		\$ 95000	Plus: Installation or other costs \$		\$	Less: Trade-in or other discount \$		\$	Net purchase Cost or annual rental \$		\$																							
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8. Replaced item(s) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th rowspan="2" style="width: 30%;">Item</th> <th rowspan="2" style="width: 10%;">Make</th> <th rowspan="2" style="width: 10%;">Age</th> <th colspan="2" style="width: 40%;">Prior Year's</th> <th rowspan="2" style="width: 10%;">Rental Cost</th> </tr> <tr> <th>Maint. Cost</th> <th>Breakdowns</th> </tr> <tr><td>A.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>B.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>C.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>D.</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>E.</td><td></td><td></td><td></td><td></td><td></td></tr> </table>				Item	Make	Age	Prior Year's		Rental Cost	Maint. Cost	Breakdowns	A.						B.						C.						D.						E.					
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9. Recommended Disposition of Replacement Item(s) _____ Possible use by other agencies _____ Trade-in _____ Sale																																									
10. Submitting Authority Submitted by <u>[Signature]</u> Date <u>12/1/19</u> Position <u>Director P & R</u> (signature)																																									
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>Parks & Recreation</u>		Date Prepared <u>12/1/19</u>																											
Contact Person <u>Hollie Lucht</u>		Phone Number <u>9788688055</u>																											
Project Title: <u>P&R Rehab</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>High</u>																													
4. Location- <u>Krashes, TPS</u>																													
5. Description- The department has evaluated the condition of all park amenities. Wear & tear, and obsolescence have underscored the need to make necessary repairs and/ or completely replace playgrounds, fields, fences, fieldhouse, and other(s). Krashes Complex is 10+ w/out rehab. TPS fields are utilized 180+ days by students and athletic groups.																													
6. Justification & Useful Life- Athletic fields, parks, and fieldhouse need extensive repair and maintenance. Replacement or refurbishing should be expected 8-10 years. Maintenance of natural grassy fields is critical to their success. The Everett-Needham Fieldhouse needs general repairs (see attached). Delay of repairs will cause further damage and increase expenses.																													
7. Cost & Recommended Sources of Financing <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">BUDGET FY</th> <th style="text-align: left;">TOTAL*</th> <th style="text-align: left;">RECOMMENDED SOURCES OF FINANCING</th> </tr> </thead> <tbody> <tr><td>Program year FY</td><td>_____</td><td></td></tr> <tr><td>Program year FY</td><td>_____</td><td></td></tr> <tr><td>Program year FY</td><td>_____</td><td></td></tr> <tr><td>Program year FY</td><td>_____</td><td></td></tr> <tr><td>Program year FY</td><td>_____</td><td></td></tr> <tr><td>Program year FY</td><td>_____</td><td></td></tr> <tr><td>TOTAL SIX YEARS</td><td>_____</td><td></td></tr> <tr><td>After Sixth Year</td><td>_____</td><td></td></tr> </tbody> </table> <p>If adjusted for inflation, indicate adjustment percentage here : * Interest cost not included.</p>			BUDGET FY	TOTAL*	RECOMMENDED SOURCES OF FINANCING	Program year FY	_____		Program year FY	_____		Program year FY	_____		Program year FY	_____		Program year FY	_____		Program year FY	_____		TOTAL SIX YEARS	_____		After Sixth Year	_____	
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After Sixth Year	_____																												
8. Net Effects on Operating Costs (±) Direct Costs personnel: number _____ \$ amount _____ purchase of service _____ materials & supplies _____ equipment purchases _____ utilities _____ other \$25000 _____ Subtotal () \$25000 _____ Indirect Operating Costs fringe benefits _____ general admin. costs _____ other _____ Subtotal () _____ Total Operating Cost _____ Debt Service (P & I) _____ Total Operating Cost \$25000		9. Net Effect on Municipal Income (±) taxes _____ other income _____ Subtotal _____ gain from sale of _____ replaced assets _____ Total _____ 10. Submitting Authority Date <u>12/1/19</u> Submitted by <u>Hollie Lucht</u> Signature _____ Position <u>Director Parks & Recreation</u> 11. Reserved																											

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

KRASHES COMPLEX- EVERETT-NEEDHAM FIELDHOUSE



Everett-Needham Fieldhouse- Mossy mold on roof-\$1000+



ENFH- Shutters falling off- need new hardware - \$300

ENFH- shingles need treatment- \$1000+



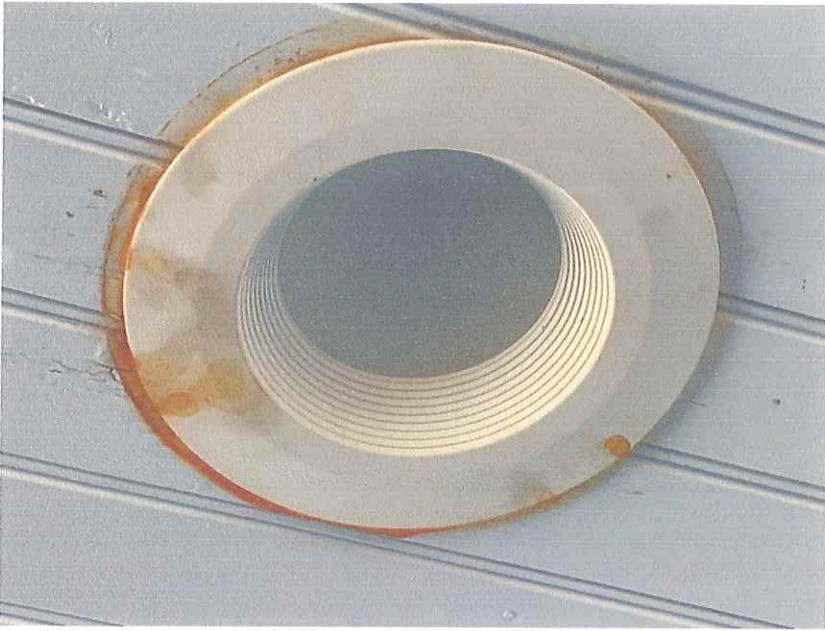
Need more tables at ENFH \$500



Drinking water shut off to ENFH- assumed sulfur



ENFH Basketball Court- cracks, exposed base- To fix court roughly \$85000+



Water leak ENFH overhang - \$ unknown until open



Need more tables \$500+



Fence for Krashes - \$1000+



Field Benches - \$500+



Krashes Field Repair-\$5000+

Sawyer Park – Rusty, broken 30+ year old playground equipment – CIP \$95000



Faded swings



Broken exposed rusted ripped metal on swing pole



Bent bike rack



Need tables for seating



Non compliant slide (too high/ no sides)



Wooden sand box neighbor built



t-ball backstop/ no field



Bent volleyball post



Exposed cement

THOMAS PRINCE SCHOOL



Score board broken \$800



Nets need replacing/ some goals \$1000



Softball dugout fences exposed due to excess water- \$2000+



TPS Upper Field needs repair \$3000+



TPS Upper Field supply shed \$500+



TPS Upper Babe Ruth overgrown \$20k+



Every field needs new trash receptacles- \$2000+



Aerial view of TPS field

PROPOSAL

<http://www.gatsbygrounds.com>

Gatsby Grounds Co., Inc.
(978)582-1594 (877)842-8729
FAX: (978)428-2443

10/23/19
service address
Sterling Little League
170 Sterling Rd
Princeton MA 01541

48709

Total Amount \$6,462.00

In-field Renovation

In-field Renovation	1 each	3900.00	3,900.00
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Measure basepaths, locate edge of horn, pitchers mound, homeplate, and bases. Adjust locations where necessary. Install pitchers mounds and bases for 46/60 and 50/70 fields. Sod cut all clay areas. Remove all vegetation from the infield. Re-grade/rebuild home plate and pitcher's mound. Re-grade entire infield area including base paths. Apply calcined clay and drag.

Regrade the batting cage area and extend the batting cage approximately 20' beyond the existing posts. Deliver and spread 18 yards of stone dust in the batting cage area.

Re-create the two warm-up pitching mound areas on either side of the field.

Native In-field Mix	18 tons	35.00	630.00
Calcined Clay	40 bags	17.00	680.00
Stone Dust	18 yards	24.00	432.00
Labor	1 each	100.00	100.00
Prune shrubs under scoreboard to below the top rail of the fence.			
Youth Pitchers Mound	3 each	125.00	375.00
Home Plate with anchor	3 each	115.00	345.00

*Gibbs
request
1/2 reimbursement
\$ 3231*

Gatsby Grounds Co., Inc.
P.O. Box 72
Lunenburg, MA 01462

Bill To Address

Gibbs Little League
P.O. Box 1357
Sterling MA 01564

<http://www.gatsbygrounds.com>

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Date of Acceptance: _____

Printed Name: _____

Signature: _____

Job # 256712
Customer # 48709



Gatsby Grounds Co., Inc.
P.O. Box 72
Lunenburg, MA 01462

TOTAL AMOUNT \$6,462.00

Printed 10/23/19

Proposal may be withdrawn after 14 days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

We have lived here for more than 20 years and our children grew up at the park that we can see from our kitchen window. We played on the swings, slid down the slide and climbed on the bars. They played for the town soccer and tball teams in this playground.

They sat at the picnic table and ate lunch. Their TPS 8th grade yearbook pictures and WRHS pictures were taken at the playground. They chatted with friends under the stars. Sawyer playground has been a part of their lives. We would like to see their wedding pictures taken there, when they are older. We imagine raising their kids at the playground. Let us continue improving this neighborhood gem.

Susan Gronblom

To Whom It May Concern,

My husband and I write in support of refurbishment of Sawyer Playground. We have been residents of East Princeton since 2008. When we first moved to town, our young children used and enjoyed the playground equipment, especially the swings and slides.

As they grew older, both of our children expressed a wish that the equipment could be improved and updated. At the time, the looming 140 project meant that it did not make sense to fix up the space until that work was complete. When the Sawyer family made their generous gift to the town for the benefit of the children of Princeton, the town installed playground equipment that was state of the art for its time. The decades have passed, time has taken its toll, and new equipment is needed.

With the 140 project well under way, now is the time to make these much-needed upgrades to the playground. The 140 project is already bringing a new vitality and increased sense of community to East Princeton. An improved playground will draw the community further together. We also point out that there is a relatively high concentration of young children in this area who would use the playground.

Thank you for your consideration.

Tina Paradiso and Matt Lindberg
15 Leominster Road, Princeton

Hi Hollie

I would love to see the park updated so I had a safe and fun place to bring my children to play outside. A place to build community and connect with neighbors in a healthy way. I would also love to have a path safe for my children to learn how to ride bikes. Encouraging outdoor and active play will help set the tone for a healthy lifestyle as they grow.

Thank you so much for your help with this.

Melissa Finkler

	UltiPlay Parks & Playgrounds, Inc. P.O. Box 374 Uxbridge, MA 01569 Phone: (508) 634-1497 Fax: (508) 634-6949 Email: Jmcmahon@ultiplayus.com	Quote #: 112219C Swasey Playground
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Ms. Hollie Lucht Princeton Park and Recreation 6 Town Hall Dr Princeton, MA 01541	Phone: (978) 868-8055 Fax: Email: HollieLucht@princeton.ma.us Mobile:	Date: 11/22/2019 Rep.: Joe McMahon
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Qty	Item #	Name	Price	Total
1	102519JM	a. Custom playground design	\$92,911.00	\$92,911.00
1	Freight	b. Shipping of play equipment	\$3,600.00	\$3,600.00
1	Community-built	c. Installation of play equipment	\$4,500.00	\$4,500.00
1	Safety surfacing	d. 500 yards playground mulch	\$10,900.00	\$10,900.00
		State contract and additional Ultiplay discount on proposed play equipment , shade and site amenities.		-\$16,723.00
		Items to be determined Ultiplay turnkey installation cost for play equipment and safety surfacing \$ 29,800		
		Gravel path to and under shade approximately 1000 s.f \$ 3,700. Border for path to be determined		
		Excavation or the use of border timbers to be determined		
Sub Total				\$95,188.00
TOTAL				\$95,188.00

Comments: This quote is valid for thirty (30) days and requires our confirmation thereafter. State taxes will be collected unless a **tax-exempt certificate** is submitted with order. Delivery can occur within approximately 3 to 5 weeks after our receipt of an acceptable order.

Office Use Only:

Thank you for your business.



Swasey Playground

Sales Representative



Equipment Manufacturer





Swasey Playground

Sales Representative

utiply
PLAYGROUND EQUIPMENT

Equipment Manufacturer

PLAYWORLD
The Standard for Play



Swasey Playground

Sales Representative



Equipment Manufacturer





Swasey Playground

Sales Representative



Equipment Manufacturer





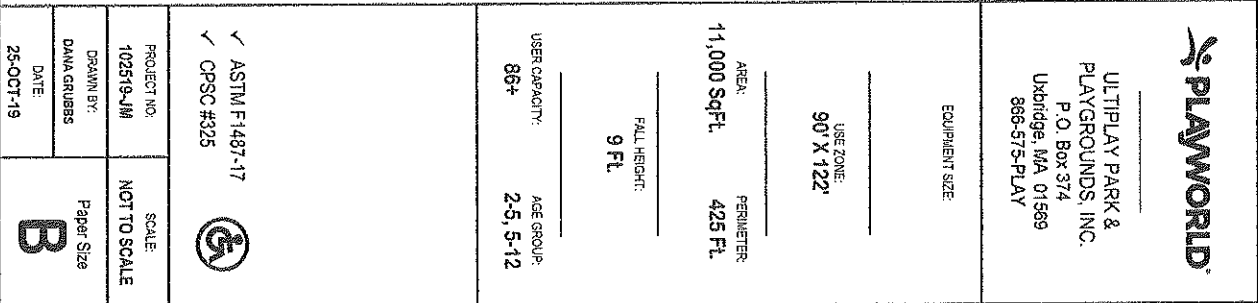
Swasey Playground

Sales Representative



Equipment Manufacturer





SWASEY PLAYGROUND



Premier Park & Play, LLC
68 Boyd Street Suite 1 (O) 617-244-3317
Newton, MA 02458 (F) 617-244-3319
premierparkplay@verizon.net
www.premierparkplay.com

Re: Sawyer Field Park
Princeton, MA

Option 1 – Jambette Playground

- Custom playstructure for ages 5-12
- The Iceberg climber
- Tetherball
- Custom playstructure for ages 2-5
- Duetto teeter totter
- Percu-sound drum
- 4 bay swing set with 4 belt seats, 2 tot seats and 1 ADA seat
- 2 picnic tables
- 4 benches
- 14' x 14' fabric shade structure (supplied by SRP). Shade removed during winter months
- Playground wood fiber
- Supervision of community build (up to 4 days)

Estimated cost: \$79,933.00 (final cost may vary based on total area to be used)

Option 2 – Play Mart Playground – using recycled structural plastic made primarily from milk jugs

- Custom playstructure for ages 5-12
- Pikes peak climber
- Tetherball
- Custom playstructure for ages 2-5
- 4 bay swing set with 4 belt seats, 2 tot seats and 1 ADA seat
- 2 picnic tables
- 4 benches
- 14' x 14' fabric shade structure (supplied by SRP). Shade removed during winter months
- Supervision of community build (up to 4 days)

Estimated cost: \$83,381 (final cost may vary based on total area to be used)

By purchasing this equipment, 77,463 milk jugs will have been prevented from going to a landfill.

*Excavation, pathways to equipment or other site work not included. Prices based on 2019 costs, therefore, assume a price increase for 2020.

Play Mart

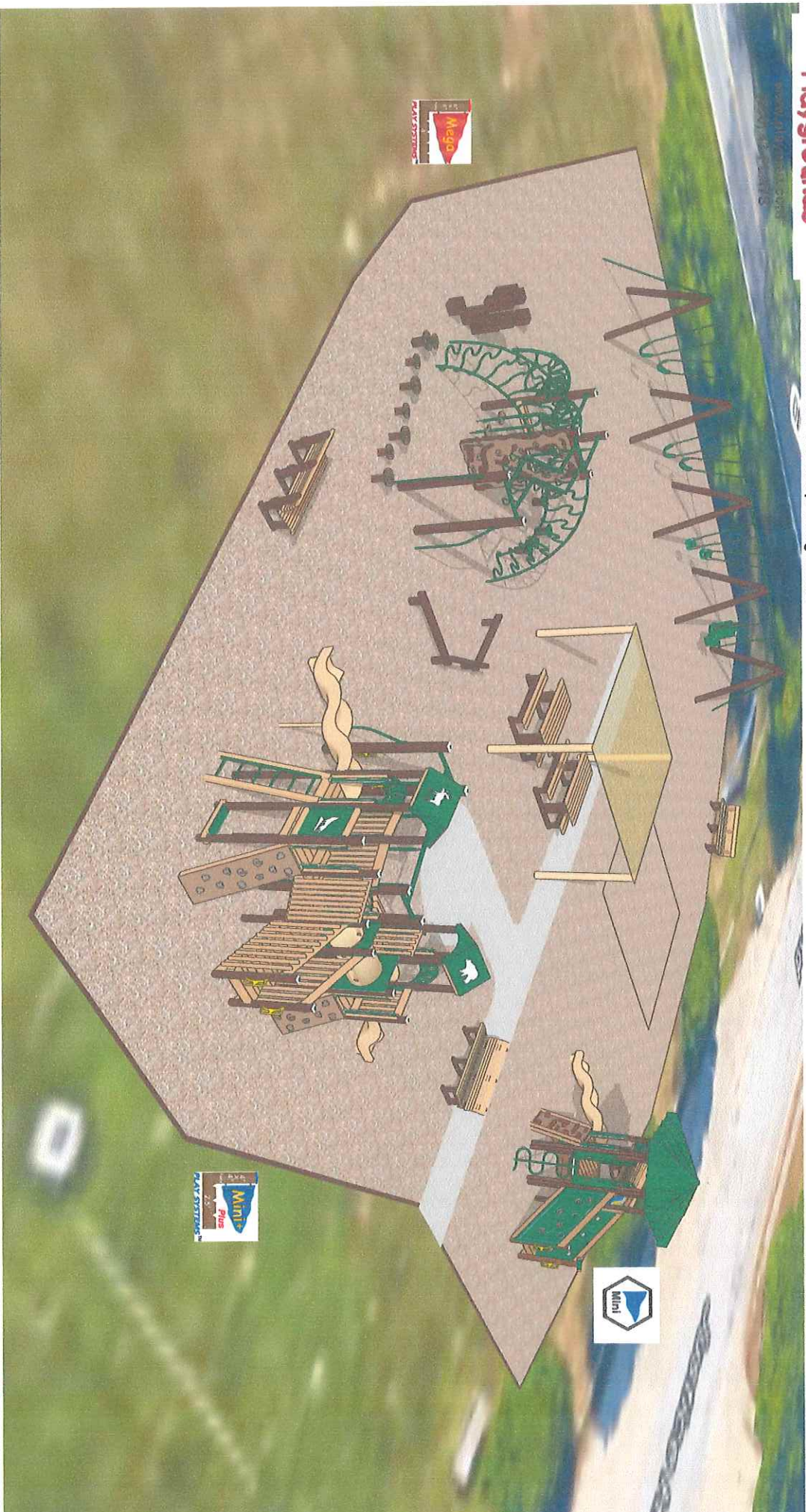
Playgrounds

Princeton Parks & Rec

Location: Princeton, MA 01541
Contact Person / Sales Rep: Doug Knotts

Play Equipment: Site Plan
System: Mega, Mini, Mini Hex
Note: Playset design & colors may differ from actual final line item.

Front View



Designer: EJM
Date: 11-15-19

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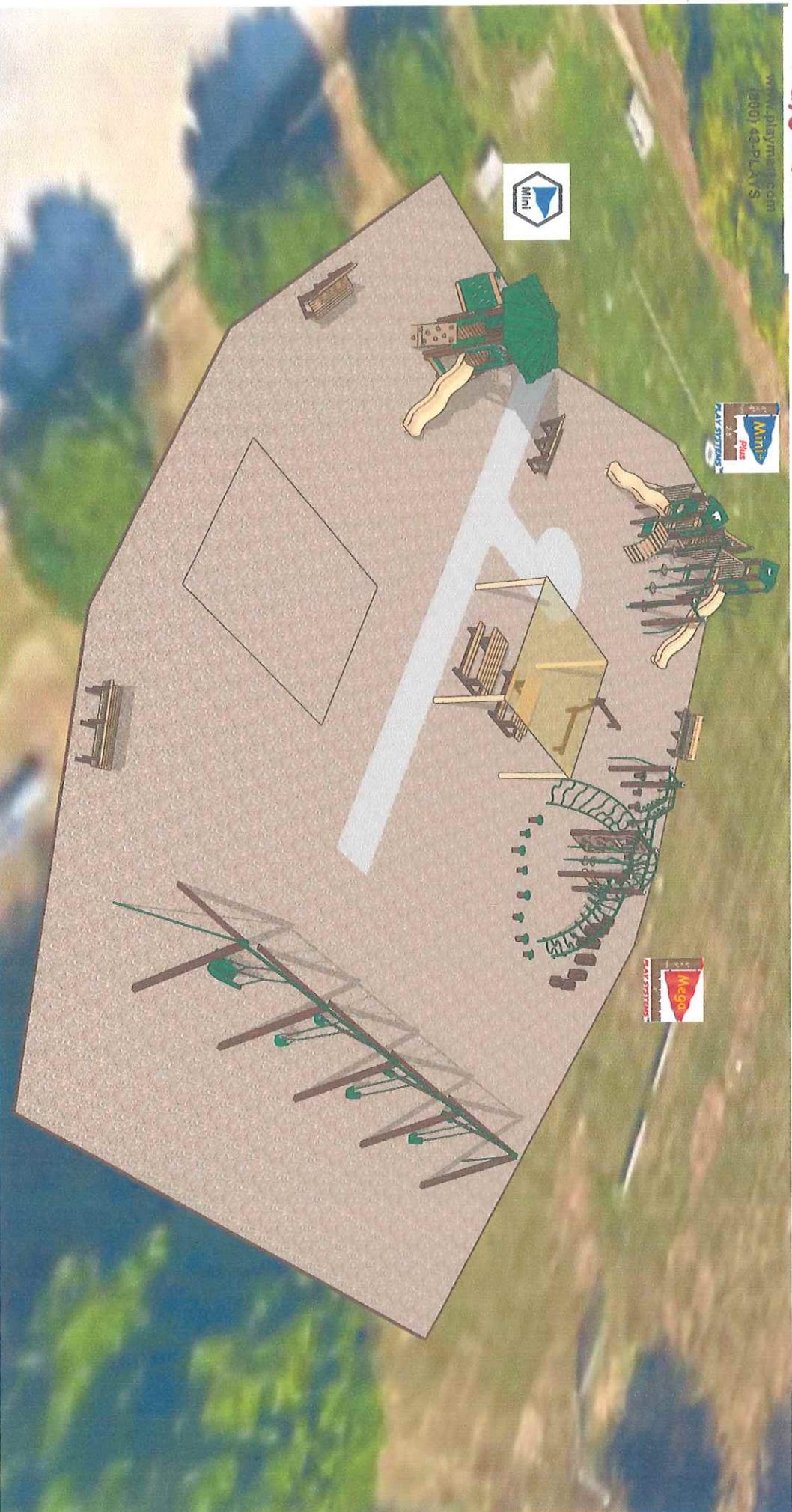


Playgrounds

Princeton Parks & Rec

Location: Princeton, MA 01541
Contact Person / Sales Rep: Doug Knotts

Play Equipment: Site Plan
System: Mega, Mini, Mini Hex
Note: Playset design & colors may differ from actual final line item.
Back View



Designer: EJM
Date: 11-15-19

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**www.playmart.com
(800) 43-PLAYS**

**SURFACING & BORDERS
AVAILABLE UPON
REQUEST (AS SHOWN)**

**ALL SURFACING MUST
MEET ALL ASTM
STANDARDS & CPSI
GUIDELINES.**

Princeton Parks & Rec

Location: Princeton, MA 01541
Contact Person / Sales Rep: Doug Knotts

(4) - 6' ERGO-ECO
BENCHES

**Existing
Climber**

5' PATH W/ RAMP & CIRCULAR RAMP - NIC

14' X 14' SHADE
SHELTER (8'
ENTRY HEIGHT)
(2) - 6' PICNIC
TABLES

8' 4-BAY SWING SET
W/ 4 BELTS, 2 HALF
BUCKETS, 1 ADA
SWING

PLAYSET SPECS:

Accommodates: 66-95
Safety Zone: 106' X 87'
Borders: 340'
Surfacing: 7200 SF
Age: 2-12

RSP COLOR: TAN / BROWN
COLOR SCHEME:
NATURE ROCKS

EXTRA EQUIPMENT:
EVF 9-12" DEPTH

FOUNDATION SPECS:
In Ground 18": ■

Surface Mount with Metal Brackets:

Designer: EJM

Date: 11-15-19

DECK HEIGHTS:

Numbers on each deck represent the height of the deck in inches from the chosen finished play surface.



Play Equipment: Site Plan
System: Mega, Mini, Mini Hex

CUSTOM 5-12



SCALE: 1" = 10'



Site Plan

Play Mart certifies that our equipment meets or exceeds the standards given in ASTM F 1487, CAN/CSA Z614 Consumer Product Safety Commission, and the ADA Accessibility Guide.

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Maintaining correct depths of surfacing according to ASTM and CPSC Standards & Guidelines is the responsibility of the consumer.

Parks and Recreation

Contact Information: Hollie Lucht, Director, Parks & Recreation

Phone: (978) 868-8055

Email: recreation@town.princeton.ma.us

Location: Bagg Hall, 6 Town Hall Drive, Princeton, MA 01541

Mission Statement:

The mission of the Recreation Department is to provide a variety of quality programs, community events, and recreational services in a safe and affordable manner, and to effectively develop and maintain recreational facilities for all residents of the Princeton community.

Department Description:

Provide professional, administrative, and supervisory work, while developing, administering and implementing both paid and free four-season indoor/outdoor recreation programs and events that meet the needs of Town residents. Activities Parks & Recreation offer include, but are not limited to: Thomas Prince after-school activities such as STEM, Primitive Skills, Yoga, Sewing, Karate, Floral, and more. At Krashes Field and Thomas Prince School locations field activities include soccer, flag football, lacrosse, basketball, and more. Parks & Recreation also offers at least one community event per calendar year to include free activities and paid to allow Parks & Recreation to continue providing various events for people of all ages.

FY19 Accomplishments:

1. To increase leasable field(s) usage through video, social media, print, emails, and flyers. Importance to increase P&R revenue to enable more cost/free recreational programs to all ages.
1. Collaborate with COA, library, and other departments creating structured programs/events. Importance to create partnership with town departments to increase awareness of important happenings.
2. Create additional community events. Importance to increase community involvement.
3. Develop plan for increased use of Thomas Prince School upper field. Importance to utilize area for increase use by outside organizations to increase revenue.

FY20 Goals and Their Current Status (as of 12/1/19):

1. To increase leasable field(s) usage through video, social media, print, emails and flyers. Reduced hourly fees to increase desirability. Status: Weekly inquiries from regular users and new organizations
2. Increase use of Krashes Complex and Everett-Needham Fieldhouse and Thomas Prince School Athletic Fields.
3. To add play equipment to Krashes/Sawyer Fields to increase desirability of area. Status: P&R narrowed down affordable options. Formed Sawyer Park Project Committee to assist in planning and funding. Delayed due to 140 Project.
4. Recruit instructors, volunteers and organizations to offer variety of programs/events to community. Status: Frequent inquiries through calls/emails. Expand inquiries to local colleges for additional instructors and tutors for after school opportunities.
5. Collaborate with COA, library, and other departments creating structured programs/events. Status: Developed position for Senior Tax Work-off to assist in night and weekend activities for people of all ages, such as painting, game night, cooking and more.
6. To add option for reduced/ zero program fees for students/ families to enjoy after school and other programs. Status: Working with TPS for reduced options.

FY21 Goals:

Service Provision Data:

1. After-school activities with rough number of participants have increased and include Primitive : 30 Participants, Tennis: 90, Woodworking: 15, Yoga: 90 , Karate: 80, Floral: 10
2. Roughly 7 outside town sport organizations and 2 in town organizations utilized field(s) through leases of Krashes and Thomas Prince School
3. One out of state organization rented Krashes Complex for state Flag Football event.