



## Annual Town Meeting

### SPECIAL ARTICLE REQUEST – NON-CAPITAL EXPENSE

Budget Year  
**FY 24**

Form for use with capital article submissions < \$25,000 or with a lifespan of < 5 years.  
**Please complete this form in its entirety! Initial Submission due November 15**

Department: Libraries Submitted by: Caitlin Kelley

Item/Project Cost: \$14,000.00 Date Prepared: 2/15/2023

Item/Project Title: Replacement Windows and Back Door for Millers Falls Branch Library

#### Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$14,000**, or any other amount, for the purpose of replacing windows and the back door at the Millers Falls Branch Library including any and all incidental and related costs, or pass any vote or votes in relation thereto.

#### Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

The Millers Falls Branch Library had mini splits installed in November, 2022. These units heat and cool more efficiently, conserving energy and saving on energy costs. Unfortunately, this building is served by both an inadequate wood door and plastic windows in the back portion of the building. By allowing cold air inside and warm air to escape during the winter, the door and windows counter and possibly eliminate the energy efficiency of the mini splits.

As such, the Trustees of the Montague Public Libraries seek to replace the plexiglass and plastic film windows and the back door at the Millers Falls Branch.

*Enter response*

Have you received an estimate as a basis for cost? (yes/no)

Yes

- If yes, please attach estimate

Are grant or other funds available to offset cost? (yes/no)

No

Is there a lease option for this expense? (yes/no)

No

Will this item or project replace old equipment? (yes/no)

No

If replacement, estimate surplus value:

Will it create other ongoing costs or savings? (yes/no)

Yes

Why is it essential that the Town makes this investment now?

Make your argument for why this project is necessary and timely  
  
Installing proper windows and a back door will allow the Millers Branch to be more energy efficient, save on resources, and prevent damage from bad weather.

Relative Priority

Your assessment of the how important this is to the Town at the present time.

Critical Importance

X

Highly Important

O

Moderately Important

O

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

X

Second

O

Third

O

Fourth or Lower

O

Comments:

A conversation with a locksmith led to a \$3,500 estimate for the door and door frame portion of this request. \$700 estimated for the hardware (lock set and door closer), \$800 for the door and frame, and \$1000 for installation. An extra \$1,500 allocated in case the doorway will need to be expanded or a custom door need to be purchased.

Final recommendation of Capital Improvements Committee:

O Support

O Not Support

Comments on Recommendation:



PO Box 272, Turners Falls, MA 01376, 413.863.8316  
info@renbuild.net, www.renbuild.net

December 5, 2022

Town of Montague  
c/o Montague Public Libraries  
Caitlin Kelley, Director  
201 Avenue A  
Turners Falls, MA 01376

**Proposal to replace existing Plexiglas window units with new vinyl replacement windows at the Millers Falls Library branch.**

**1000 GENERAL CONDITIONS**

**1000 General Conditions**

- A. Supply all building permits as required.
- B. Provide copy of current Construction Supervisor's License.
- C. Provide shop drawings, samples, color choices, and/or selection charts as needed for Owner's approval.
- D. Coordinate operations under different sections that are dependent on each other for proper installation and operation.
- E. Coordinate with Owner as necessary when scheduled work will impact occupied portions of the premises.
- F. Provide supervision at all phases of construction.
- G. Supply certificate of liability (minimum \$1 million) and Worker's Compensation Insurance.
- H. Provide copies of all written warranties and Owner's manuals for all equipment supplied by Contractor to Owner at completion.
- I. All work performed or subcontracted by Renaissance Builders to be guaranteed for one year.
- J. Provide floor and dust protection to work areas, and provide a walkway to and from work areas.
- K. Clean up all debris and leave the job site broom clean at completion of all work.
- L. Legally dispose of all debris.
- M. Vacuum all affected areas with vacuum equipped with HEPA (High Efficiency Particulate Air) filter at completion of repairs.
- N. Clean interior of work area prior to completion of job. Includes: wash interior of all windows; vacuum floors; wipe down all shelving or woodwork impacted by construction.

**1950 Owner Responsibilities**

- A. Cost of electricity and water during construction.
- B. Cost of snow removal as required for access to work area.

**2000 SITE WORK**

**2220 Demolition**

- A. Remove and legally dispose of existing single pane Plexiglas metal frame windows.
- B. Remove and legally dispose of existing interior wood frame and plastic energy panels.
- C. Provide protection from adverse weather conditions, as needed, for any portions of work exposed during the course of work.
- D. Protect adjacent surfaces from damage during demolition.

**6000 WOOD & PLASTICS**

**6100 Carpentry**

- A. Install pressure treated window bucks using 2" x 4" in all four sides of opening.
- B. Install 5/4" Boral on exterior of all 4 sides of windows to cover window bucks.
- C. Install interior window casings using paint grade poplar.

**8000 DOORS & WINDOW**

**8500 Windows**

- A. All windows to be Mathews Brothers Spencer Walcott all vinyl double hung windows or equal with Low-E argon filled glass and full screen, exterior color to be selected.
- B. All windows to be shimmed at all hinges, all corners and at middle rail on double hungs. All shims to be installed prior to insulation. Insulate all voids.

**9000 FINISHES**

**9910 Paint, Exterior**

- A. Exterior trim to receive two coats Benjamin Moore, Sherwin Williams or equivalent paint.
- B. Window casings to receive a total of three coats of Benjamin Moore, Sherwin Williams or equivalent latex paint.
- C. Fill all nail holes with non-shrink putty.

**Price**

**\$ 10,580.00**

*Except as specifically stated above, this Proposal does not include any correction of existing concealed substandard framing; rerouting/removal of vents, pipes, ducts, structural members, wiring or conduits which may be discovered in the course of removing walls or cutting openings in walls; or removal and replacement of existing rot or insect infestation. If such repairs are discovered to be necessary once the construction is underway, such repairs will be undertaken on a time and materials basis only after consultation with the Owner. Failure by the Owner to authorize necessary repairs may void applicable warranties.*

We propose to furnish material and labor, complete in accordance with these specifications, for the above sum. All material is guaranteed to be as specified. All work is to be completed in a skillful 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.

Our workers are fully covered by Workers Compensation Insurance.

CGR, CGP and RRP Lead Safe Certified.

This Proposal may be withdrawn by us if not accepted within thirty days.



---

Stephen Greenwald  
Renaissance Builders  
License #013302  
Registration #199409

*Match Existing:* Contractor will use best efforts to match existing finishes and materials. However, an exact match is not guaranteed due to such factors as discoloration from aging, a difference in dye lots, and the difficulty of exactly matching certain finishes, colors and surfaces.



Enter response

Have you received an estimate as a basis for cost? (yes/no)

- If yes, please attach estimate

Are grant or other funds available to offset cost? (yes/no)

Please specify grant program/source of funds

Value of the offset \$

Probability of availability %

Is there a lease option for this expense? (yes/no)

If yes, what is max years:

Is payment schedule known (yes/no; attach plan):

Will this item or project replace old equipment? (yes/no)

If replacement, estimate surplus value: \$

Will it create other ongoing costs or savings? (yes/no)

Operational cost impacts (if no, "0") \$ + / -

Equipment or material cost impacts (if no, "0") \$ +/-

Why is it essential that the Town makes this purchase in the coming fiscal year?

The fund was drawn down significantly in 2020 due to the purchase of a 36 acre Agriculture Preservation Restriction. The current balance of \$23,047 is likely not enough for another similar scale preservation project. The Commission's strategy is to build the fund back up to a target goal of \$50,000 through annual appropriations from Town Meeting and/or private donations.

Relative Priority

Your assessment of the how important this is to the Town at the present time.

Critical Importance                      Highly Important                      Moderately Important  
O    O    X

If you are submitting more than one project, how does this rate relative to the others you are submitting?

First

Second

Third

Fourth or Lower

Comments on relative priority:



Final recommendation of Capital Improvements Committee:

Support

Not Support

Comments on Recommendation:



**Town of Montague**  
**SPECIAL ARTICLE REQUEST**  
**NON-CAPITAL EXPENSE**

**FY 24**

*This form is intended for use with capital article submissions < \$25,000 with a lifespan of less than 5 years.*

***Please complete this form in its entirety!***

Department:	Parks & Recreation	Submitted by:	Jon Dobosz
Item/Project Cost:	\$12,000	Date Prepared:	10/25/22
Item/Project Title:	Unity Park Community Garden Well		

Proposed Article Wording:

To see if the town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$12,000 or any other amount for the purpose of installing a well and water pump for the Unity Park Community Garden or pass any vote or votes in relation thereto.

Description: *(Provide a full description of the item or service to be purchased. This will be used for background information. Use attachments as needed.)*

Parks & Recreation has obtained information related to installing an electrical well system, but this may not be feasible given that there is no electricity in the area of the Unity Community Garden. The quote provided is for an on-grid hook-up, but options include solar powered and manual pumps. We envision that if "power" is the best option, then hooking up the system to the skate park lighting is then the next question. Additional research is needed in this area. Separate quotes will need to be obtained for the actual digging and construction of the well, in addition to the electrical connection.

***Enter response***

**Have you received an estimate as a basis for cost? (yes/no)**

**Yes**

- *If yes, please attach estimate*

**Are grants or other funds available to offset costs? (yes/no)**

	<b>No</b>
Please specify grant program/source of funds	
Value of the offset	\$
Probability of availability	%

**Will this be a lease or a recurring expense? (yes/no)**

No

If yes, over how many years:

If yes, will payment vary (yes/no; attach payment plan):

**Will this item or project replace old equipment? (yes/no)**

No
\$

If replacement, estimate surplus value:

**Is this expected to require other investments? (yes/no)**

No
\$ + / -
\$

Increased(+) /decreased(-) operational cost (if no, "0")

Increased(+) /decreased(-) equipment or material cost (if no, "0")

**Why is it essential that the Town makes this purchase in the coming fiscal year?**

The Unity Park Community Garden has 32 raised beds and 6 standing beds, as well as a burgeoning edible hedge filled with fruit trees and bushes. For the past five seasons it has been run by Annie Levine and Rachel Labrie of the Great Falls Apple Corps (GFAC). On average we have 25 Montague residents who maintain a private plot, with a handful of gardeners who have been active in the garden since before GFAC started five years ago. GFAC maintains approximately a dozen "U-Pick" beds that provide produce and flowers for free to the public.

When the Unity Park Community Garden was added to the plans of the Unity Park upgrade in 2012, funds were not available to include a crucial piece of infrastructure for a thriving garden: running water. Over the years, GFAC has set up a rain catchment system on the roof of our shed which has helped somewhat, but the main source of water continues to be the fieldhouse. The water to fill the tank is only accessible after running approximately 250 feet and three connected hoses across an active parking lot to reach the fieldhouse spigot, which requires a certain amount of physical effort. The tank can easily take an hour or more to fill. Especially during dry conditions like we experienced this summer, this situation makes it very difficult to have enough water on hand to establish plants in the beds, and to keep them alive during the high summer season. For the garden to thrive, it needs its own consistent source of running water.

**Relative Priority**

Overall priority of this item or project to the Town

Critical	High	Moderate	Low
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you are submitting more than one project, how does this rate relative to the others

First	Second	Third	Fourth or Lower
-------	--------	-------	-----------------

Comments on relative priority:

From a functionality perspective, the Unity Garden has often been overlooked and its impact on the community will be fully realized by the construction of a well.

-----

Final recommendation of Finance Committee:

Support

Not Support

Comments on Recommendation:

Final recommendation of Board of Selectmen:

Support

Not Support

Comments on Recommendation:



**Town of Montague**  
**SPECIAL ARTICLE REQUEST**  
**NON-CAPITAL EXPENSE**

**FY 24**

*This form is intended for use with capital article submissions < \$25,000 with a lifespan of less than 5 years.*

***Please complete this form in its entirety!***

Department:	Parks & Recreation	Submitted by:	Jon Dobosz
Item/Project Cost:	\$12,500	Date Prepared:	10/25/22
Item/Project Title:	Unity Park Parking Lot Improvements		

**Proposed Article Wording:**

To see if the town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of \$15,000 or any other amount for the purpose of crack sealing, line painting, and purchasing concrete parking stops/blocks at the Unity Park Parking Lots or pass any vote or votes in relation thereto.

**Description:** *(Provide a full description of the item or service to be purchased. This will be used for background information. Use attachments as needed.)*

Preliminary estimates suggest approximately seven hundred and twenty (720) linear feet of cracks between the two parking lots. There are approximately eighty-eight (88) standard parking spots, six (6) ADA spaces, and five (5) “no parking” zones between the main parking lot and the lot adjacent to the basketball court. We are also looking to purchase thirty-eight (38) concrete parking blocks that will be placed in the parking spots that border the tree belt located in the center of the main parking lot. They are single faced, six feet (L) by seven inches (H).

***Enter response***

**Have you received an estimate as a basis for cost? (yes/no)**

**Yes**

- *If yes, please attach estimate*

**Are grants or other funds available to offset costs? (yes/no)**

	<b>No</b>
Please specify grant program/source of funds	
Value of the offset	\$
Probability of availability	%



-----

Final recommendation of Finance Committee:             Support                             Not Support

Comments on Recommendation:

Final recommendation of Board of Selectmen:             Support                             Not Support

Comments on Recommendation:



## Annual Town Meeting

# SPECIAL ARTICLE REQUEST – NON CAPITAL EXPENSE

Budget Year  
**FY 24**

*Please complete this form in its entirety! Initial Submission due November 1*

Department: Town Clerk Submitted by: Deb Bourbeau

Item/Project Cost: \$20,000 - \$25,000 Date Prepared: October 19, 2022

Item/Project Title: Fireproof – Locking Cabinets

### Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$25,000**, or any other amount, for the purpose of purchasing five fireproof, locking cabinets, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

### Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

It is mandated that all vital records and election materials are kept in a locked, fireproof space. The Town Clerk's office has zero space left. We are using regular shelf space and regular file cabinets. These cabinets will allow the office to be in compliance.

### Enter response

**Have you received an estimate as a basis for cost? (yes/no)**

**No, but I have attached an everyday price – which will change slightly according to the representative I spoke to on Oct. 19<sup>th</sup>. See the attached fake purchase – there is a price increase already.**

- *If yes, please attach estimate*

**Are grant or other funds available to offset cost? (yes/no)**

No

**Is there a lease option for this expense? (yes/no)**

No

**Will this item or project replace old equipment? (yes/no)**

No

If replacement, estimate surplus value:

**Will it create other ongoing costs or savings? (yes/no)**

No

**Why is it essential that the Town makes this investment now?**

*Make your argument for why this project is necessary and timely*

The Clerk's office is currently out of compliance by not having a locking vault that is climate controlled for such records in our custody. These cabinets will suffice.

**Relative Priority**

Your assessment of the how important this is to the Town at the present time.

Critical Importance

Highly Important

Moderately Important

XX

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

Second

Third

Fourth or Lower

Comments:

Final recommendation of Capital Improvements Committee:

Support

Not Support

Comments on Recommendation:



To Place an Order Please Call (800) 408-2718

Home > Fireproof Record & Storage Cabinets > FireKing Fireproof Storage Cabinet CF7236-D

### FireKing Fireproof Storage Cabinet CF7236-D

Brand: FireKing Part# CF7236-D

4.5 stars based on 5 review(s)



50% Off

**\$3,899.00** Reg. Price: ~~\$7,800.00~~

Authorized Dealer

Request a Quote

Send a Purchase Order

\*Color: Parchment

\*Handling Options: Choose an Option...

Qty: 1

ADD TO CART

Availability: Ships in 10 Weeks

Condition: New

Warranty: Lifetime Manufacturer Warranty  
Free Replacement After Fire Guarantee

Shipping Cost: [Handling Options Explained](#)

*every day price*

*Subject to change*

Buy 2 for \$3,860.00 each and **save 2%**  
Buy 4 for \$3,821.00 each and **save 3%**  
Buy 6 for \$3,587.00 each and **save 9%**  
Bulk Discount will reflect in cart.



#### Quick Overview

FireKing 36" W x 72" H fireproof storage cabinet protects oversized documents, binders, end-tab filing, bankers boxes, and other valuable items from fire and incidental water damage. Includes four adjustable shelves. Available in multiple colors.

#### Browse Similar Items

Fireproof Record & Storage Cabinets  
Fireproof File Cabinets



#### Product Description

E-mail This Page

Print Preview

Questions & Answers (0)

**FREE** **FREE SHIPPING & DELIVERY**  
**PREMIUM HANDLING SERVICES AVAILABLE**  
**LOW PRICE GUARANTEE!** **ELITE FireKing DEALER**

- **Shelf Capacity:** 160 lbs. per Shelf
- **External Dimensions:** 72" Height x 36" Width x 19-1/4" Depth
- **Internal Dimensions:** 67-7/8" Height x 31-7/8" Width x 15" Depth
- **Weight:** 862 lbs.

1-Hour Fire Rating	Explosion Rating	Impact Rating	Media Protection	High-Security	Water Resistance
UL fire rated	2900 explosion hazard rated	30 ft UL impact rated	media protection	high-security key lock	water resistant
✓	✗	✗	✗	✓	✓

#### Features:

- **Underwriters Laboratories® (UL) Class 350 Fire Rated** to protect paper contents. When exposed to external temperatures of over 1700°, the internal temperature of the cabinet will not exceed 350° for one hour (paper ignites at around 480°). The duration and maximum temperature of a fire in a building compartment depends on several factors and the cabinet may protect the contents for a longer period of time.
- **Water Resistance** means storage cabinet is designed to prevent water damage resulting from sprinklers and fire hoses.
- **Fireproof Insulation** is composed of oven-dried gypsum. FireKing offers an asbestos-free, dry insulation. Unlike wet insulation, insulation will maintain protection properties for a lifetime, and completely eliminate corrosion.
- **High-Security Key Lock** is a UL-listed Medeco high-security key lock resistant to picking and drilling. Upgradeable to an electronic lock.
- **Four Adjustable Shelves** included. Paint-matched to cabinet; scratch-resistant.
- **Finish** is both environmentally friendly and scratch-resistant, providing a lifetime quality appearance.
- **Field Replaceable Steel Panels** allow for easy replacement of damaged panels.

#### RECOMMENDED ACCESSORIES



FireKing Extra Shelf for 36" W Storage Cabinet

Your Price: **\$71.00**

Add to Cart



FireKing Electronic Lock Keypad Upgrade for 36" W Storage Cabinet

Your Price: **\$390.00**

Add to Cart



FireKing File Drawer for 36" W Storage Cabinet

Your Price: **\$105.00**



To Place an Order Please Call (800) 408-2718



Review and Proceed to Checkout

Questions? Call us (800) 408-2718 (7AM-5PM Pacific)



**Product Name**  
 MPN# CF7236-DPA  
**FireKing Fireproof Storage Cabinet CF7236-D**  
 Ships In 10 Weeks  
**Color**  
 Parchment  
**Handling Options**  
 White Glove Inside Service

Unit Price	Qty	Subtotal
\$3,899.00	5	\$20,605.00
\$4,121.00		



Estimate Shipping and Tax

Country\*  State\*  Zip/Postal Code\*

Shipping Rates

S&H - Shipping Included / Free - \$0.00

<b>Subtotal</b>	<b>\$20,605.00</b>
<b>Tax</b>	<del>\$1,287.81</del>
<b>GRAND TOTAL</b>	<del>\$21,892.81</del>

Begin Secure Checkout

You're Saving 50% off Regular Price

Secure Checkout

Already have an account? login

Need Help? Call Us!

1-800-408-2718

Once your order is placed:

- We will e-mail you an order confirmation
- Estimated ship date notification will be emailed to you.
- Tracking will be automatically e-mailed to you
- Log in to your account to view order status.

STEP 1

Billing & Shipping

Billing Information

Shipping Information

Ship to the same address

First Name \*

Last Name \*

Company

Address 1 \*

Address 2

City \*

Zip Code \*

State \*

Country \*

Telephone \*

E-mail Address \*

First Name \*

Last Name \*

Company

Address 1 \*

Address 2

City \*

Zip Code \*

State \*

Country \*

Telephone \*



STEP 2

Shipping Method

S&H - Shipping Included / Free \$0.00

STEP 3

Payment Method

Credit Card

Credit Card Number \*

Purchase Orders  
Accepted

Expiration Date \* 10 - October 2022

Card Verification Number \*  What is this? PayPal

## STEP 4

Final Review

## Final Review and Place Order

PRODUCT	QTY	SUBTOTAL
FireKing Fireproof Storage Cabinet CF7236-D	5	\$20,605.00
<ul style="list-style-type: none"> <li>Handling Options: White Glove Inside Service</li> <li>Color: Parchment</li> </ul>		

## Order Comments

Subtotal \$20,605.00

Tax ~~\$1,287.81~~GRAND TOTAL ~~\$21,892.81~~

PLACE ORDER

So I attempted to see what the price would be for 5 cabinets.

It looks like each cabinet increased to 4,121.00 as of today, Oct. 19<sup>th</sup>

tax will be excluded  
shipping seems free

Estimate on Oct 19, 2022 is \$20,605.00



## Annual Town Meeting

### SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year  
**FY 24**

*This form is intended for use with capital article submissions  $\geq$  \$25,000 with a lifespan of 5+ years. For major building projects, please consult the Town Administrator.*

***Please complete this form in its entirety! Initial Submission due November 1***

Department: GMRSD Submitted by: Joanne Blier for School Committee

Item/Project Cost: \$20,000 Date Prepared: 11/22/22

Item/Project Title: Sheffield Elementary – Gym & Auditorium Complex Roof Repair

#### Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$20,000**, or any other amount, for the purpose of Repairing the Sheffield gym & auditorium complex roof, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

#### Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

The gym and roof of the Sheffield Auditorium is currently failing in several locations. Since there are talks about a renovation for Sheffield in the next few years, we need to initiate a project to do short-term repairs to the roof so that the internal building infrastructure does not sustain further water damage. Currently, the roof leaks have created water damage in several areas of the ceilings, floors and wooden balconies of the gym complex. The roof drains in the building also need be repaired as a part of this project, as this is the source of some of the leaks since the current pitch is not steep enough, and water pooling is causing the pipes to leak at the joints.

*Enter response*

Have you received an estimate as a basis for cost? (yes/no)

No yet

- If yes, please attach estimate

Are grant or other funds available to offset cost? (yes/no)

No

Is there a lease option for this expense? (yes/no)

No

Will this item or project replace old equipment? (yes/no)

Roof Repairs

If replacement, estimate surplus value:

Will it create other ongoing costs or savings? (yes/no)

**Why is it essential that the Town makes this investment now?**

*Make your argument for why this project is necessary and timely*

The repairs would repair the roof leaks where the water has damaged ceilings, floors and wooden balconies in several areas of the gym complex.

**Relative Priority**

Your assessment of the how important this is to the Town at the present time.

Critical Importance

Highly Important

Moderately Important

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

Second

Third

Fourth or Lower

Comments:

-----

Final recommendation of Capital Improvements Committee:

Support

Not Support

Comments on Recommendation:



## Annual Town Meeting

### SPECIAL ARTICLE REQUEST – CAPITAL EXPENSE

Budget Year  
**FY 24**

*This form is intended for use with capital article submissions  $\geq$  \$25,000 with a lifespan of 5+ years. For major building projects, please consult the Town Administrator.*

***Please complete this form in its entirety! Initial Submission due November 1***

Department: GMRSD Submitted by: Joanne Blier for School Committee

Item/Project Cost: \$20,000 Date Prepared: 11/22/22

Item/Project Title: Sheffield Elementary – Administration Building – Security Door

#### Proposed Article Wording:

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of **\$20,000**, or any other amount, for the purpose of installing a security door between Sheffield and Admin, including any and all incidental and related costs, or pass any vote or votes in relation thereto.

#### Detailed Description for Background Materials: *(Provide a full description of the item or service. Use attachments as needed.)*

This project is intended to create a physical boundary between the two buildings to increase security to both the Sheffield Elementary School and the Administration Building. The doorway would replace an existing wooden doorframe that is currently kept open and allows free access between the two buildings with a new secure door system that has card access from either side of the doorway. Staff would have to credential with their card access to get through the doorway into either building. The project will require the construction of the doorframe, fire alarm system tie-in, card access installation and door closer hardware. It is suspected to require asbestos project management and remediation as well.

*Enter response*

Have you received an estimate as a basis for cost? (yes/no)

No yet

- *If yes, please attach estimate*

Are grant or other funds available to offset cost? (yes/no)

No

Is there a lease option for this expense? (yes/no)

No

**Will this item or project replace old equipment? (yes/no)**

Yes

If replacement, estimate surplus value:

0

**Will it create other ongoing costs or savings? (yes/no)**

**Why is it essential that the Town makes this investment now?**

*Make your argument for why this project is necessary and timely*

The door installation would increase security and create a physical boundary between the two buildings.

**Relative Priority**

Your assessment of the how important this is to the Town at the present time.

Critical Importance

Highly Important

Moderately Important

If submitting more than one request, where does this stand as a priority relative to the others you are submitting?

First

Second

Third

Fourth or Lower

Comments:

Final recommendation of Capital Improvements Committee:

Support

Not Support

Comments on Recommendation: