Municipal Office Complex LED Sign

Overview

Request Owner	Linda Zemienieski, Executive Assistant to the First Selectman
Est. Start Date	07/01/2026
Est. Completion Date	06/30/2027
Department	Municipal Office Complex/Central Services
Form Type	Capital Equipment
Request Type	Equipment

Details

Scheduled Replacement Information	Not Applicable
Equipment to be replaced current license plate	Not Applicable
Equipment to be replaced equipment/serial number.	Not Applicable
Equipment to be replaced engine hours	Not Applicable
Disposition of current equipment to be replaced	Not Applicable
Request Information	Update to Existing Capital Plan
Request Authorization	Not applicable
Estimated Useful Life of Request	10 years
Condition of equipment to be replaced	Not applicable
Basis of Cost Estimate	"Preliminary" estimate (no other basis for estimate/guesstimate)
Recurring Capital Cost	No, it is a one time expense

Additional information regarding the condition of the equipment

Funding was supplied in FY26 budget for this project but was short funded. Need additional funds to execute project.

Additional Information

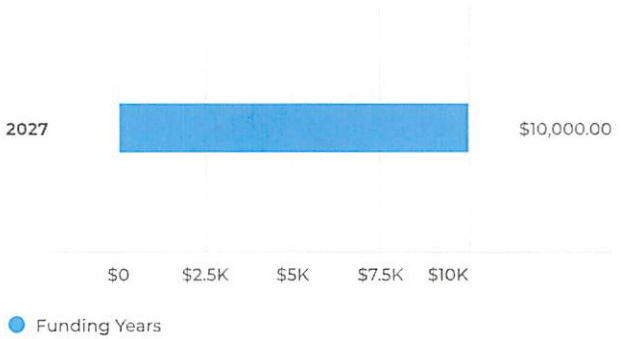
This project was on a wish list even before the Municipal Office Complex passed at referendum.. The curved road configuration in front of the former town office site did not present a safe environment to install this type of device.

Residents constantly comment to the Board of Selectmen about the difficulties in finding out when meetings and events are taking place throughout town. The town has tried providing information on removable sandwich board type signs but the weather and theft/vandalism have made that option unsuccessful. Mailers sent to every household for all meetings and events would not be financially feasible over the long term. A permanent LED Sign in this central location would be one solution to help get the word out to our citizens about upcoming meetings, events and town emergencies. The notices can be programmed by staff right from a desktop computer. The Municipal Office Building Committee had a conduit installed during construction for this purpose. The Facilities Department and Selectman's Office would work to install this device.

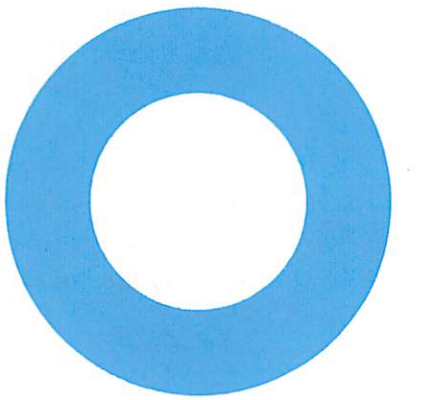
Capital Cost

Total Historical	FY2027 Budget	Total Budget (all years)	Project Total
$44,000	$10,000	$10K	$54K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	Historical	FY2027	Total
Funding Years	$44,000	$10,000	$54,000
Total	**$44,000**	**$10,000**	**$54,000**

Municipal Office Complex Phone System Upgrades for Off-Site Municipal Building Locations

Overview

Request Owner	Linda Zemienieski, Executive Assistant to the First Selectman
Est. Start Date	07/01/2023
Est. Completion Date	06/30/2028
Department	Selectmen
Form Type	Other
Request Type	Equipment

Details

Scheduled Replacement Information	2013 Comcast Phone System
Equipment to be replaced current license plate	N/A
Equipment to be replaced equipment/serial number.	N/A
Equipment to be replaced engine hours	N/A
Equipment to be replaced engine hours one year ago	N/A
Disposition of current equipment to be replaced	N/A
Request Information	Update to Existing Capital Plan
Request Authorization	Not applicable
Estimated Useful Life of Request	10 years
Condition of equipment to be replaced	Fair
Basis of Cost Estimate	"Preliminary" estimate (no other basis for estimate/guesstimate)
To what extent is the capital request aligned with the town's overall strategies	Aligns with the Plan of Conservation and Development to develop a long-range strategy for services, programs and facilities that supports quality of life
Does the request address a hazard to the public or employee health or safety	No
Is the capital request needed to meet legal, compliance or regulatory mandates	Yes
Does the request reduce, stabilize or increase future operating costs	Stabilize
Does the request change improve or stabilize levels of service.	Improves level of service
Does the request work well with another capital request.	Yes, please provide details below
Recurring Capital Cost	Yes, it requires annual funding

Additional information regarding the condition of the equipment

The original phone system was brought to the Municipal Office Complex from our former location. The phone system was initially installed in all town buildings in 2013. The estimated life span is 10 years, and they are in need of replacement. In FY 2023, funding was authorized to upgrade the system in the Municipal Office Complex building, which was completed. The

system moved from Comcast to a Cisco system with Frontier as the phone service. Phase 2 of the project would involve upgrading all the off-site municipal building locations which are currently on the former Comcast system. Buildings still needing phone system upgrades to integrate into the new Cisco system are Public Works, Transfer Station, Senior Center, Grange Hall, Town Hall, Company 1 Firehouse, Company 2 Firehouse, Company 3 Firehouse, Rathbun Library & East Haddam Free Public Library. These buildings can be integrated over a three to five-year span. $15,000 per year is a savings plan for a multiple-year project.

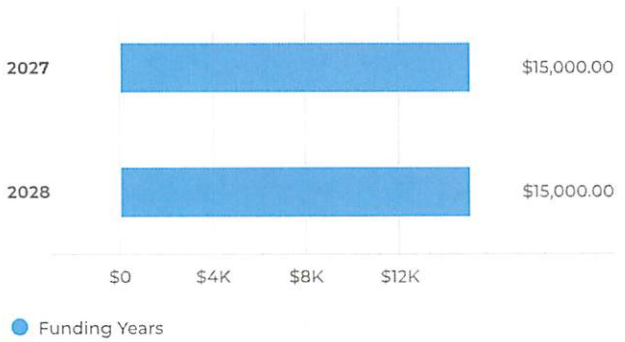
Coordination with an another capital request

Coordinates with Municipal Office Complex Phone System Upgrade implemented in FY 2023.

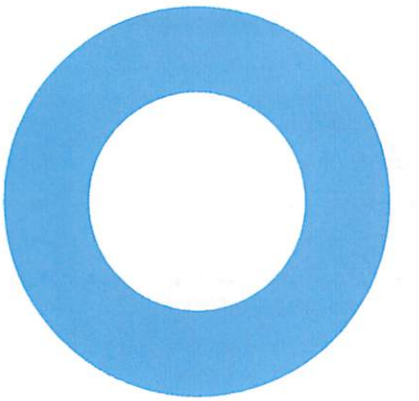
Capital Cost

Total Historical	FY2027 Budget	Total Budget (all years)	Project Total
$46,843	$15,000	$30K	$76.843K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	Historical	FY2027	FY2028	Total
Funding Years	$46,843	$15,000	$15,000	$76,843
Total	**$46,843**	**$15,000**	**$15,000**	**$76,843**

Municipal Office Complex Video Conferencing Systems Future Replacements & Upgrades

Overview

Request Owner	Linda Zemienieski, Executive Assistant to the First Selectman
Est. Start Date	07/01/2025
Est. Completion Date	06/30/2026
Department	Selectmen
Form Type	Other
Request Type	Equipment

Details

Scheduled Replacement Information	N/A
Equipment to be replaced current license plate	N/A
Equipment to be replaced equipment/serial number.	N/A
Equipment to be replaced engine hours	N/A
Equipment to be replaced engine hours one year ago	N/A
Disposition of current equipment to be replaced	N/A
Request Information	Update to Existing Capital Plan
Request Authorization	Not applicable
Estimated Useful Life of Request	10 years
Condition of equipment to be replaced	Fair
Basis of Cost Estimate	"Preliminary" estimate (no other basis for estimate/guesstimate)
To what extent is the capital request aligned with the town's overall strategies	Aligns with the Plan of Conservation and Development to develop a long-range strategy for services, programs and facilities that supports quality of life
Does the request address a hazard to the public or employee health or safety	Not applicable
Is the capital request needed to meet legal, compliance or regulatory mandates	Yes
Does the request reduce, stabilize or increase future operating costs	Stabilize
Does the request change improve or stabilize levels of service.	Improves level of service
Does the request work well with another capital request.	Not applicable
Recurring Capital Cost	Yes, it requires annual funding

Supplemental Attachments

Video Conferencing Quote-Meeting Room 4(/resource/cg-prod-v2/projects/documents/8c2b88b7c5ba0d4e0887.pdf)

Additional information regarding the condition of the equipment

Installation of video conferencing systems in the Municipal Office Complex for repairs, expansion and upgrades to current system over a 10-year period.

Add zoom feature and upgrade meeting room 4. System is currently down. Proposal is attached.

Add zoom feature to meeting room 3

New installations would include video conferencing and zoom features in park & recreation activity room.

Upgrades and repairs to current systems in meeting rooms 1, 2, 3 & 4 as they become necessary.

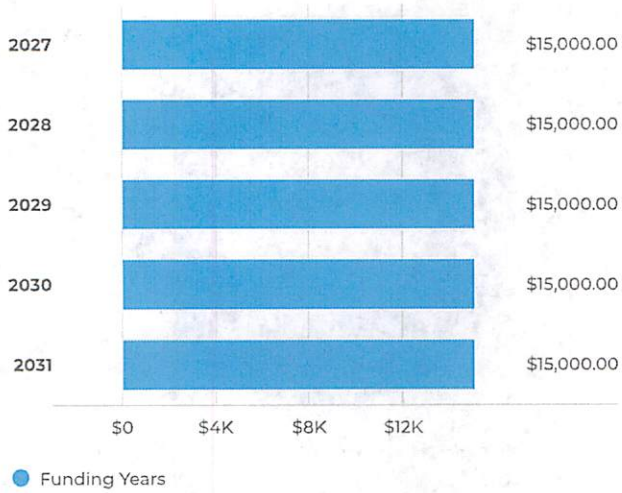
Additional Information

Used 2013 systems were donated to the town during construction of the Municipal Office Complex for Meeting Rooms 1, 2 & 4. The Municipal Office Building Committee was able to install a video-conferencing center in Meeting Room 3 during FY2021. There was no budget for video-conferencing for the FY2022 budget year. ARPA funds were able to fund the upgrade to meeting rooms 1 & 2 in FY2024. FY2023 , FY2024 and FY2025 budgets would be applied first to the upgrades and zoom needs in meeting room 4 (quote is included with capital request) then zoom needs for meeting room 3. Capital funding was not provided for FY2026.

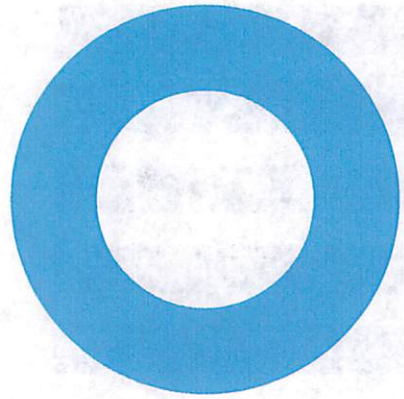
Capital Cost

Total Historical	FY2027 Budget	Total Budget (all years)	Future	Project Total
$44,688	$15,000	$75K	$75K	$194.688K

Capital Cost by Year



Capital Cost for Budgeted Years



Funding Years (100%)	$75,000.00
TOTAL	**$75,000.00**

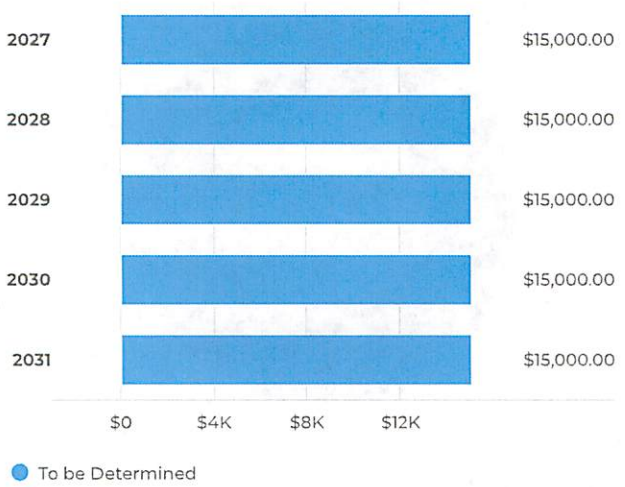
Capital Cost Breakdown

Capital Cost	Historical	FY2027	FY2028	FY2029	FY2030	FY2031	Future	Total
Funding Years	$44,688	$15,000	$15,000	$15,000	$15,000	$15,000	$75,000	$194,688
Total	**$44,688**	**$15,000**	**$15,000**	**$15,000**	**$15,000**	**$15,000**	**$75,000**	**$194,688**

Funding Sources

Total Historical	FY2027 Budget	Total Budget (all years)	Future	Project Total
$44,688	$15,000	$75K	$75K	$194.688K

Funding Sources by Year



Funding Sources for Budgeted Years



Funding Sources Breakdown

Funding Sources	Historical	FY2027	FY2028	FY2029	FY2030	FY2031	Future	Total
Prior Year Funds	$44,688	$0	$0	$0	$0	$0	$0	$44,688
To be Determined	$0	$15,000	$15,000	$15,000	$15,000	$15,000	$75,000	$150,000
Total	**$44,688**	**$15,000**	**$15,000**	**$15,000**	**$15,000**	**$15,000**	**$75,000**	**$194,688**

Municipal Office Complex Parking Lot Resealing

Overview

Request Owner	Linda Zemienieski, Executive Assistant to the First Selectman
Est. Start Date	07/01/2025
Est. Completion Date	06/30/2026
Department	Selectmen
Form Type	Other
Request Type	Buildings and Improvements

Details

Required lead time for the project	3 months
Disposition of current asset to be replaced	N/A
Prevailing Wage: The threshold is $1,000,000 for new construction and $100,000 for renovation.	N/A
Request Information	Scheduled replacement
Request Authorization	Not applicable
Estimated Useful Life of Request	10 years
Condition of the building or grounds to be improved	Fair
Basis of Cost Estimate	From bids/quotations received
Does the request reduce, stabilize or increase future operating costs?	Stabilize
Does the request have having social, cultural, historic, environmental or aesthetic value?	Yes
Does the request directly benefit the town's economic base by increasing the Grand List?	No
Recurring Capital Cost	No, it is a one time expense

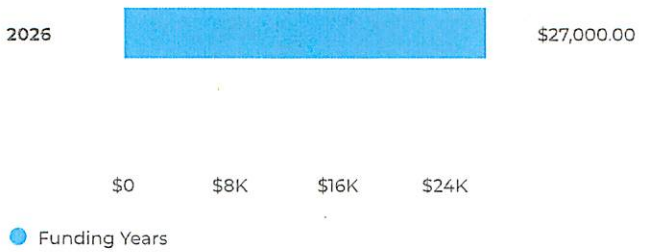
Supplemental Attachments

MOC Parking Lot Resealing Quote (10-03-24)(/resource/cg-prod-v2/projects/documents/be4bd9627111280015c1.pdf)

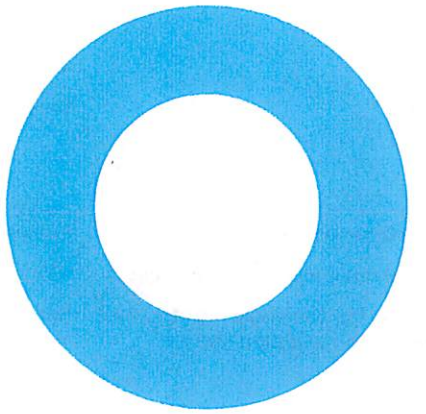
Capital Cost

FY2026 Budget	Total Budget (all years)	Project Total
$27,000	$27K	$27K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown

Capital Cost	FY2026	Total
Funding Years	$27,000	$27,000
Total	**$27,000**	**$27,000**

Municipal Office Complex Wireless Network Access Points

Overview

Request Owner	Linda Zemienieski, Executive Assistant to the First Selectman
Est. Start Date	07/01/2028
Est. Completion Date	06/30/2034
Department	Municipal Office Complex/Central Services
Form Type	Other
Request Type	Equipment

Details

Scheduled Replacement Information	Replace wireless access points Municipal Office Complex
Equipment to be replaced current license plate	Not applicable
Equipment to be replaced equipment/serial number.	Not applicable
Equipment to be replaced engine hours	Not applicable
Equipment to be replaced engine hours one year ago	Not applicable
Disposition of current equipment to be replaced	Not applicable
Request Information	Scheduled Replacement
Request Authorization	Not applicable
Estimated Useful Life of Request	5 years
Condition of equipment to be replaced	Good
Basis of Cost Estimate	"Preliminary" estimate (no other basis for estimate/guesstimate)
To what extent is the capital request aligned with the town's overall strategies	Aligns with the Plan of Conservation and Development to develop a long-range strategy for services, programs and facilities that supports quality of life
Does the request address a hazard to the public or employee health or safety	Yes
Is the capital request needed to meet legal, compliance or regulatory mandates	Yes
Does the request reduce, stabilize or increase future operating costs	Stabilize
Does the request change improve or stabilize levels of service.	Improves level of service
Does the request work well with another capital request.	Yes, please provide details below
Recurring Capital Cost	Yes, it requires annual funding

Additional Information

Improves the level of service by continually upgrading technology for use by our employees and the public.

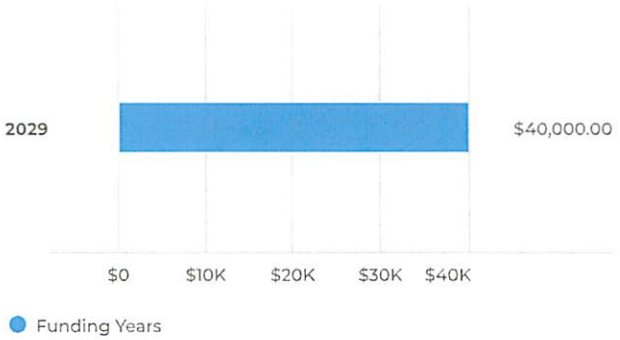
Coordination with an another capital request

There is a five-year cycle for the wireless access points for the three schools as well as the Municipal Office Complex. Each building would be replaced every five years. The town and the Board of Education share a controller device for the wireless access point system which provides savings to both. The controller would need to be replaced in the fifth year of the cycle. Moved to ARPA as part of BOF cuts on 8/16/23.

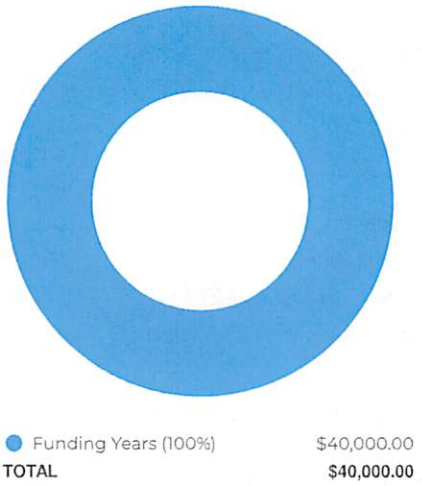
Capital Cost

Total Budget (all years)	Future	Project Total
$40K	$40K	$80K

Capital Cost by Year



Capital Cost for Budgeted Years



Capital Cost Breakdown			
Capital Cost	**FY2029**	**Future**	**Total**
Funding Years	$40,000	$40,000	$80,000
Total	**$40,000**	**$40,000**	**$80,000**