

- Please use only one Project Identification Form per CIP Project being identified.
- CIP Projects are defined as any project or item which costs are \$15,000 or more and has a useful life of 3 years or more.
- Select appropriate Ranking in Section 2.
- Please fill out all appropriate additional information fields. Use "N/A" to indicate areas which are "Not Applicable".

Department     Select Board     Anticipated Start Date     2026    

Project Name Town Hall Windows Anticipated Completion Date: 2028 or later as funds allow

## Section 1: General Description of Project or Item

Replace existing vinyl window units entirely; flash or weatherize the exterior, and rework interior jambs and casings as required.

## Section 2: Overall Department Ranking of Project

<input type="checkbox"/> <b>U = Urgent</b>	Cannot be delayed. Needed for health or safety; or legally required.
<input checked="" type="checkbox"/> <b>N = Necessary</b>	Needed to maintain existing level & quality of community services.
<input type="checkbox"/> <b>DS = Desirable</b>	Needed to improve quality of level of services.
<input type="checkbox"/> <b>DF = Deferrable</b>	Can be placed on hold until after 6-year CIP period.
<input type="checkbox"/> <b>R = Research</b>	Pending results on ongoing research, planning, and coordination.

**Please explain the ranking of the project:**

The existing vinyl window frames and sashes are not able to carry the weight of the glass, given the large size of the windows. Therefore the frames and sashes are distorting and deflecting. Some are in failure. The windows cannot be safely opened and if opened cannot be closed. This is both a safety concern and an energy issue. The window's condition cause a significant energy penalty for both heating and cooling.

### Section 3 : Justification Narrative & Information

Please address in detail any of the following that are relevant to this project:

- Does this project address safety or health issues?  
**Yes, both safety and health issues.**
- How does this project impact the level of service currently being provided (that is, does it bring the level of service up to an adopted minimum standard; does it maintain, improve, or provide a new level of service)?  
**The thermal penalty from the existing windows increases the cost of operation of the building. They are the greatest factor in the building's thermal envelope, and they greatly impact the comfort and use of the building employees and users.**
- Is this project a response to state or federal requirements?  
**No**
- Will completion of this project improve the efficiency of current Town programs or operations?  
**Yes – heating and cooling costs.**
- Will this project increase capacity in anticipation of future growth?  
**No**
- Will this project increase or reduce long-term operating costs?  
**This will reduce long-term heating and cooling costs and greatly increase the comfort and health of the employees and volunteers/residents who use/rent the building.**
- Will this project provide an incentive for economic development?  
**No**
- Is the project eligible for grants or matching funds?  
**Unknown at this time.**

### Section 4 : Additional Justification Narrative

**4.1:** What is the proposed life expectancy of this project? Is this the first phase of many? Please explain.

Replacement of all the vinyl windows in the Town Hall will take place over a period of 2-4 years but should be started in 2026 and move forward as the funds allow. The new windows should last 40 years or more.

**4.2:** What are the implications of delaying or deferring this project beyond the year(s) for which funding is requested?

Total failure of the windows is not an impossibility. This would be an emergency in the summer or winter. Higher energy costs as the cost of oil and electricity increases.

### Section 5 - Financial Details

**5.1: Estimated Project Costs** (Complete this section if applicable. Please attach supporting documentation, if any.)

**Construction (labor and supplies) \$80,000 We have an estimate done in 2021 which was \$52,000. Construction cost escalation varies but since 2021 we have seen more than 40% increases. Windows of the size of those at the WCC are in excess \$2,500, not including installation and interior finish.**

Aspect of Project	Comments / Details	Cost
Planning / feasibility analysis		
Architecture & engineering fees		
Real estate acquisition		
Site preparation		
Construction	Labor and supplies	80000
Furnishings & equipment	Sash, wood, equipment (lifts, staging, etc)	10000
Vehicle & capital equipment		

Aspect of Project	Comments / Details	Cost
Other (specify)		
Total Project Costs		90000

**5.2: Estimated Impacts to Future Budgets** (Please attach supporting documentation, if any.)

The operating budget for heating and cooling will be reduced 7 to 15%, annually.

Budget Area	Comments / Details	Cost Difference
Personnel		
Maintenance		
Other Operating (specify)		
Overall Annual Budget Impact (Indicate +/- and amount)		

**5.3: Anticipated Sources of Funding**

We should go after grant funding from the Community Development Grant program. Funding was available, but we need to investigate current availability. We did receive funding from them before to do the architectural study and energy audit in 2022.

Source	Comments / Details	Percent or Amount
General Fund		
Separate Warrant Article		
Existing Capital Reserve		
Grant		
Loan		
Donations / Private		
Special Assessment		
Other		

Explanation of anticipated funding process:

5.4: Appropriation / Expenditure Spreadsheet

	Appropriated							
	2024	2025	2026	2027	2028	2029	2030	Total
Expenditures								
CRF Appropriation	0	15000	15000	15000	15000	15000	15000	90000
Sources								
CRF Withdrawal								

CRF = Capital Reserve Fund; funds may be appropriated and withdrawn in the same year.

**Expenditures:** for each year, list the type of expenditure and the amount, including appropriations to capital reserves.

**Sources:** for each year, list the source of funds and the amount from that source for each year. List all sources, including funds taken from capital reserves.

Section 6.0: Additional Notes

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_