

**CAPITAL IMPROVEMENT PROGRAM
2022-2029 Project Request & Evaluation Form**

1. Department: Library	2. Prepared By: Kandace Knowlton
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3A. Project Name & Implementation Year/s: 2022-23

3B. Description of Project: (Please go to second page, Paragraph 3B, to give detailed description and purpose of project, and give a detailed explanation and/or justification for the point score under 4. Evaluation Criteria)

4. <u>Evaluation Criteria</u> (Explain Score under 3.B, Page 2)		Point Score
a. Addresses an emergency or public safety need	5 4 3 2 1	X
b. Corrects a deficiency in service or facility	5 4 3	X 1 0
c. Results in long-term cost savings	5 4 3 2 1	X
d. Furthers the goals of the Master Plan	X 4 3 2 1	0
e. Matching funds available for limited time	5 4 3 2 1	X

5. Department Priority 1 of 3

6. <u>Estimated Costs</u>	7. <u>Cost Effect on Budget</u>
a. Planning and Design: None	a. Operation: None
b. Land: NA	b. Maintenance: None
c. Construction: \$18,000	c. # of Personnel: None
d. Equipment: None	d. Cost of Personnel: NA
e. Other: NA	e. Other: NA
TOTAL: \$18,000	TOTAL: None

8. Source of Funds (Check those appropriate):

<input type="checkbox"/> a. Current Revenue	<input type="checkbox"/> b. General Obligation Bonds
<input type="checkbox"/> c. Revenue Bonds	<input type="checkbox"/> d. Federal Grant
<input type="checkbox"/> e. State Grant	<input type="checkbox"/> f. Special Assessment
<input type="checkbox"/> g. Town Budget	<input type="checkbox"/> h. Other (Specify): CIP

3B. Detailed description and Purpose of Project:

FYI - A capital project as defined by the Planning Board are those projects outside of normal operations and maintenance and having the following characteristics:

- a gross cost of at least \$5,000;
- and a useful life of at least 3 years; and
- is non-recurring (not an annual budget item);
- or any project requiring bond financing.

Please also give a detailed explanation and/or justification for the point score under **4. Evaluation Criteria.**

Because of the growing attendance of our popular programs, and limited space, we would like a patio installed in the rear of our building. This will create more opportunities for us to offer outdoor educational and recreational programs and create another meeting place option for community events. In the wake of Covid-19, this area will be especially important to allow us to provide safe programming while keeping social distance.

- **Outdoor programming/events**
- **Outdoor seating/WIFI**
- **Expands our space, essentially providing an extra room**
- **Children's programming/activities**
- **Adults/Seniors programming/activities**
- **Provide overflow space**

Libraries are community centers that offer more than just books and a quiet place to study. We are powerful engines of community building. This project will make a valuable addition to our library.

Signature: Kandace Knowlton

Title: Library Director

Date: 9/22/2021

Relationship to Master Plan (filled out by Planning Board):



130 Towle Road Chester NH
Phone: 978-664-9930
Cell: 603-738-9570
Campbellsons@gmail.com
Campbellandsonsmasonry.com

Proposal Submitted To:

Name: Kandace Knowlton
Street: PO Box 277
City: Chester
Fax:

Work To Be Performed At:

Street: 3 Chester
City: Chester
State: NH

We hereby propose to furnish the materials and perform the labor necessary for the completion of the following: After notifying Dig Safe, excavate area in rear of Library for new patio, dig area and prep using gravel base compacted. Grade area using paving sand to height for paver. Excavate area for sitting wall, prep area using gravel compacted, build double sided sitting wall as shown in drawing. Low voltage lights to be installed on underside of wall caps. Install two 5 ft granite steps from library door to new patio.

Patio \$10,700

Siting wall \$3,200

Granite steps \$800

Low voltage lights, \$1,800

Excavations removal of dirt, \$1,500

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of: \$18,000 USD.

With payments to be made as follows: ½ upon signing, ½ upon job completion.

Any 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. Liability insurance on above work to be taken out by: Campbell @ Sons Masonry, LLC.

ACCEPTANCE OF PROPOSAL

The above price, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Signature:

Date:

Signature:

Date:

