



TOWN OF OAK BLUFFS, MASSACHUSETTS
CAPITAL IMPROVEMENT PROGRAM
PROJECT REQUEST FORM

FY2024

DEPARTMENT INFORMATION			
Department	Town Administrator	Date	10/28/2022
Submitted by	Wendy Brough	Title	Assistant Town Administrator
Signature	WB		

ASSET OR PROJECT INFORMATION	
Project Title	Town Hall Furniture Modification Units
Asset Description	Materials, installation and shipping cost of partition walls and modular parts for finance department office and future potential department organization modifications.
Description and Purpose of Equipment/Project	<p>Two-part submission:</p> <ol style="list-style-type: none"> 1. \$16,667.33 Total cost for materials, labor, installation and freight. Immediate partition in Finance department to establish Principal Assessor office. Predecessor planning had not built in an office for the Department Head, however after 10 months, it has proven difficult for the Assessor to operate with the many detailed and at times highly resident sensitive financial tasks within the open-space "bull-pen" of the general finance office. It had been a future intention to segment this department, however, a necessary need for this partition has been accelerated in recognition of systemic issues of current configuration. 2. \$5,000- \$10,000 Estimate based on quote specifications and including freight. For future modifications, pre-buying replacement leg stabilizers that will provide support to desks when partition walls are removed. This enables flexibility for separation of modular workstations that can separate departments as needed and in response to staff re-organization.
Justification	Buying parts in advance and taking advantage of one shipping freight fee, significantly lowers future costs. Having unit fixtures available allows the Town to adjust offices immediately to the needs of the departments, providing optimum functionality, cohesive visual continuity, with a low-cost solution.

ASSET/PROJECT DETAILS

Useful Life	20 +years				
Preliminary Plans/Specs	Under Study		Completed		N/A
Final Plans/Specs	Under Study		Completed		N/A
Priority	URGENT		NECESSARY	x	DESIRABLE

Costs/Cost Estimates	
Land	0
Construction	0
Equipment	0
Other	0
TOTAL COST (use word table tools layout formula to sum above)	

Effects on Annual Operating Budget	
Operational	26,700
Maintenance	0
Personnel	0
TOTAL COST (use word table tools layout formula to sum above)	26,700

Grants/Source of Funding					
How will expense be funded?	Current Funds	x	Bond or Note		Grant
If Bond or Note do you have TA approval			Yes		No
If Grant, has Grant be awarded			Yes		No
If Grant, is there a Match Requirement			Yes		No
If Grant Match required do you have funds for it			Yes		Not Yet

Additional Comments or Justification (add below or on separate sheet)

