

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST
FY25 SPRING ANNUAL TOWN MEETING**

Department: Information Technology	Priority #:	4
Project Title and Description: Laserfiche Upgrade	Total Project Cost:	\$407,000

Department/Division Head: Joseph Young

Check if project is: New ☒ Resubmitted ☐ **Cost estimate was developed:** Internally ☐ Externally ☒

For project re-submittals, list prior year(s):

List any funding sources and amounts already granted: \$540,800 for FY '24

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>			<i>FY26</i>		
<i>Labor and Materials</i>			<i>FY27</i>		
<i>Administration</i>			<i>FY28</i>		
<i>Land Acquisition</i>			<i>FY29</i>		
<i>Equipment</i>			<i>FY30</i>		
<i>Other</i>					
<i>Contingency</i>					
Total Capital	\$407,000				

Project Justification and Objective: This is year two for the total project cost is \$ 1,892,993.36. Digitization and indexing of permanent Town records will promote social distancing and remote access which will protect town employees, residents, and

It will also strengthen local businesses' ability to conduct business transactions during any health and emergency issues such as pandemics.

For Capital Project Requests:

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan Yes ☒ No ☐

Can this project be phased over more than one fiscal year? Yes ☒ No ☐

For Capital Equipment Requests:

☐ Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

What is the expected lifespan of this new/replacement equipment: _____

Attach backup information, estimates, or justification to support this request.