

**FORM A**  
**TOWN OF AYER CAPITAL BUDGET REQUEST FORM**

DEPARTMENT:

Ayer Library

FISCAL YEAR: 2024

Please list each capital request on this form with a dollar amount and in the appropriate year. Then complete a Form B for each request appearing on this sheet.

	Item Requested	FY24	FY25	FY26	FY27	FY28
1	Roof Repairs	\$15,000				
2	HVAC Repairs	25,000	\$15,000			\$15,000
3	Parking lot and sidewalk repairs				\$90,000	
4	Interior redesign and renovation			\$125,000		
5	Hire LEED-certified landscaper and architect		\$15,000			
	<b>Yearly Totals</b>	<b>\$40,000</b>	<b>\$30,000</b>	<b>\$125,000</b>	<b>\$90,000</b>	<b>\$15,000</b>

Department Head Signature: Barbara Cheeks  
Date: 10-21-2022

**FORM B**  
**TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION**

DEPARTMENT:

FISCAL YEAR: 2024

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2024

Item or Project: Library Roof Repairs

Explanation of Request: The Library is requesting \$15,000.00 to complete roof repairs around the main chimney and above the Adult Reading Room. The Library completed approximately \$10,000.00 in repairs out of the Library operational budget in FY22, since then additional leaks have formed and become progressively worse.

Cost Justification: The Libraries goal is to obtain the longest life span of the Library's current roofing system as possible before a complete replacement. The leaks around the main chimney drips into the furnace and equipment room, the second area of concern drips above the Adult computer area. Damage to the equipment in either area could create catastrophic results.

Benefit to the Town: Keeping Patrons, books and equipment dry and happy.

Alternative: Add additional funding to the library operation budget for emergency repairs.

Department Head Signature: \_\_\_\_\_

Date: 10/28/22

**FORM B**  
**TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION**

DEPARTMENT:

FISCAL YEAR: 2024

Please provide written explanation and justification and any appropriate backup materials that would be necessary to understand and consider this request.

Fiscal Year of Request: 2024

Item or Project: Library HVAC Repairs

Explanation of Request: (1) This request is a continuation of the Libraries original FY22 request of \$12,500.00 for much needed HVAC repairs at the library. This funding would replace the aging UV-1 condenser in the teens room, repairs to the stand-a-lone P-TACs, and continue repairs to the hot water side of the HVAC system. This is a proactive effort to repair or replace the aging equipment before it becomes a complete heating or cooling emergency funds request.

(2) The Library Board of Trustees funded \$35,000.00 in emergency repairs in August of 2022.

Cost Justification: Keeping the Library from shutting down due to no heating or cooling.

Benefit to the Town: (1) Avoid reserve fund transfer request.  
(2) Avoid having to shut down the Library for no heating or cooling due to long lead times on equipment.  
(3) Proactively completing much needed repairs.

Alternative: Add additional funding to the library operation budget for emergency repairs.

Department Head Signature: \_\_\_\_\_

Date: 10/28/22