

FORM A
TOWN OF AYER CAPITAL BUDGET REQUEST FORM

Facilities Department

FISCAL YEAR: **2023**

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	FY23	FY24	FY25	FY26	FY27
1	VOIP Phone up-grade and I.T Infrastructure up-grades Library, DPW Admin, Park's Department, COA	\$65,000				
2	Fire Station HVAC roof top unit replacement		\$85,000			
3	Town Hall slate roof and gutter repairs - Phase 1	\$30,000				
4	Town Hall grante step repairs		\$20,000			
5	Police Station fence replacement		\$30,000			
6	Town Hall brick and mortor repairs				\$100,000	
7	Police Station / Fire Station / Town Hall parking lot painting			\$20,000		
8	Town Hall - HVAC / Access Control / Phones - System up-dates and repairs					\$50,000
10	Town Hall Carpets				\$30,000	
11	Police Station Lobby and Employee's door replacement				\$40,000	
12	Fire Station Metal Roof and Rubber Membrane reconditioning					\$60,000
13	Fire Station / Library / Park / DPW Admin - Access Control					\$80,000
Yearly Totals		\$95,000	\$135,000	\$20,000	\$170,000	\$190,000

Department Head Signature: _____

Date: 10/25/21

RECEIVED

OCT 29 2021

**TOWN OF AYER
OFFICE OF THE SELECT BOARD**

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT:

FISCAL YEAR: 2023

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: 2023

Item or Project: Town Hall Slate Roof and Gutter
Repairs - Phase 1

Explanation of Request: Phase 1 of the Facilities Department Capital request will have multiple small slate roof leaks repaired. While the lift or staging is in place, we will also have the vendor assess the copper gutters. Joint and soldering repairs will be completed to the copper gutters and an assessment on how far the gutters have separated from the fascia trim. If it is found that the separation between the gutters and fascia trim is beyond repair or large sections of the slate roof need to be replaced there will be a phase 2 Capital request in FY24. Please note: the anticipated value of this request is based on the fact that slate and copper work is a very expensive and there are a limited number of vendors to choose from.

Cost Justification: The Facilities Department met with three vendors to gather information and quotes for this request. All three vendors (Garland Group, Specialized Roofing, and Old Timers Roofing) stated they are unable to give pricing before an assessment is completed. Most quotes or proposals are free to the Town but due to the height and size of the building staging and/or large lifts are needed to complete a proper assessment.

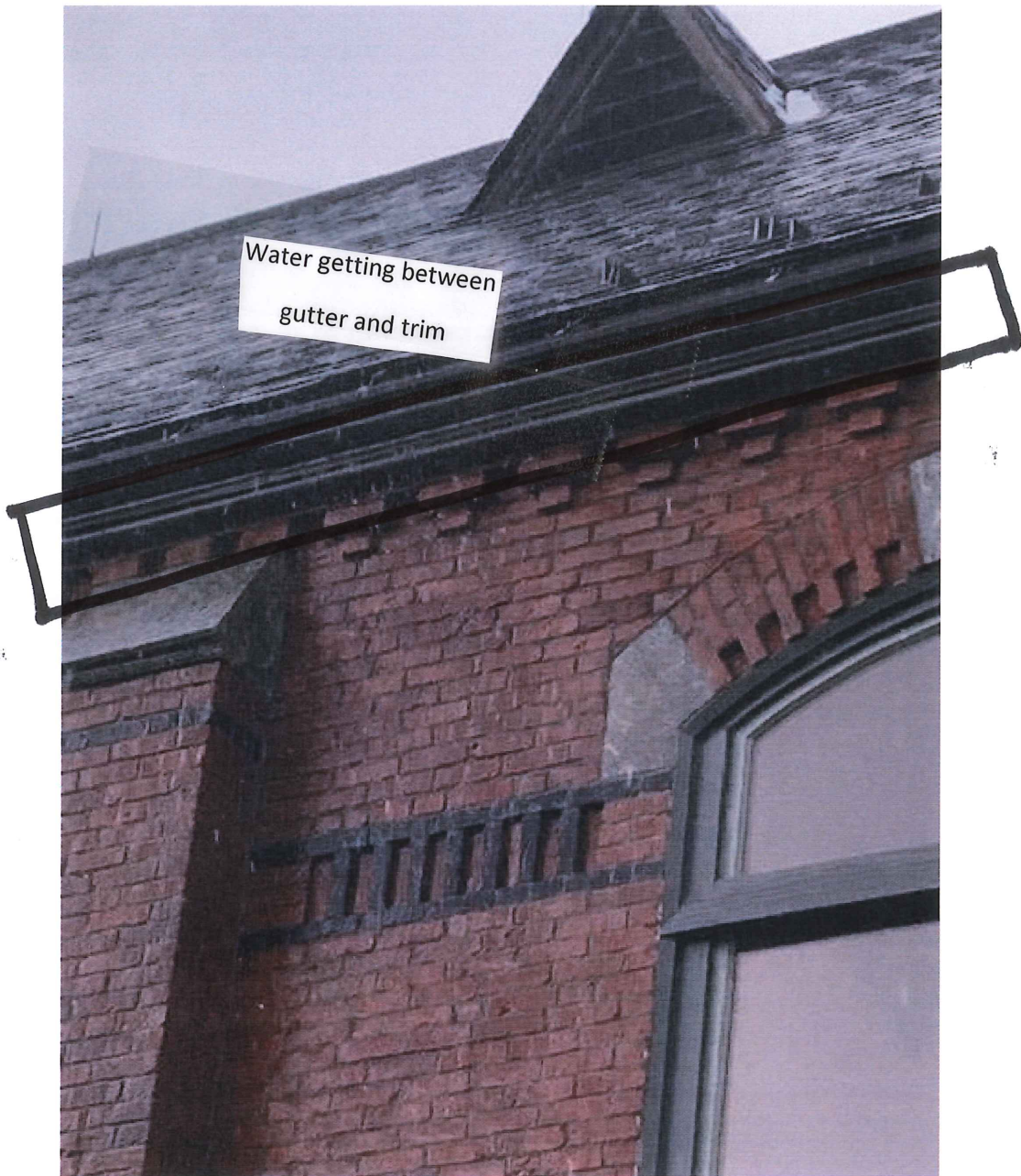
Benefit to the Town: (1) Repairing the slate roof before water damages the sub-roof or the plaster ceiling in the Great Hall (2) Eliminate the risk of major damage to the interior walls and avoid the cost if moisture on the interior walls became uncontrollable

Alternative: Allowing the roof and gutters to get worse

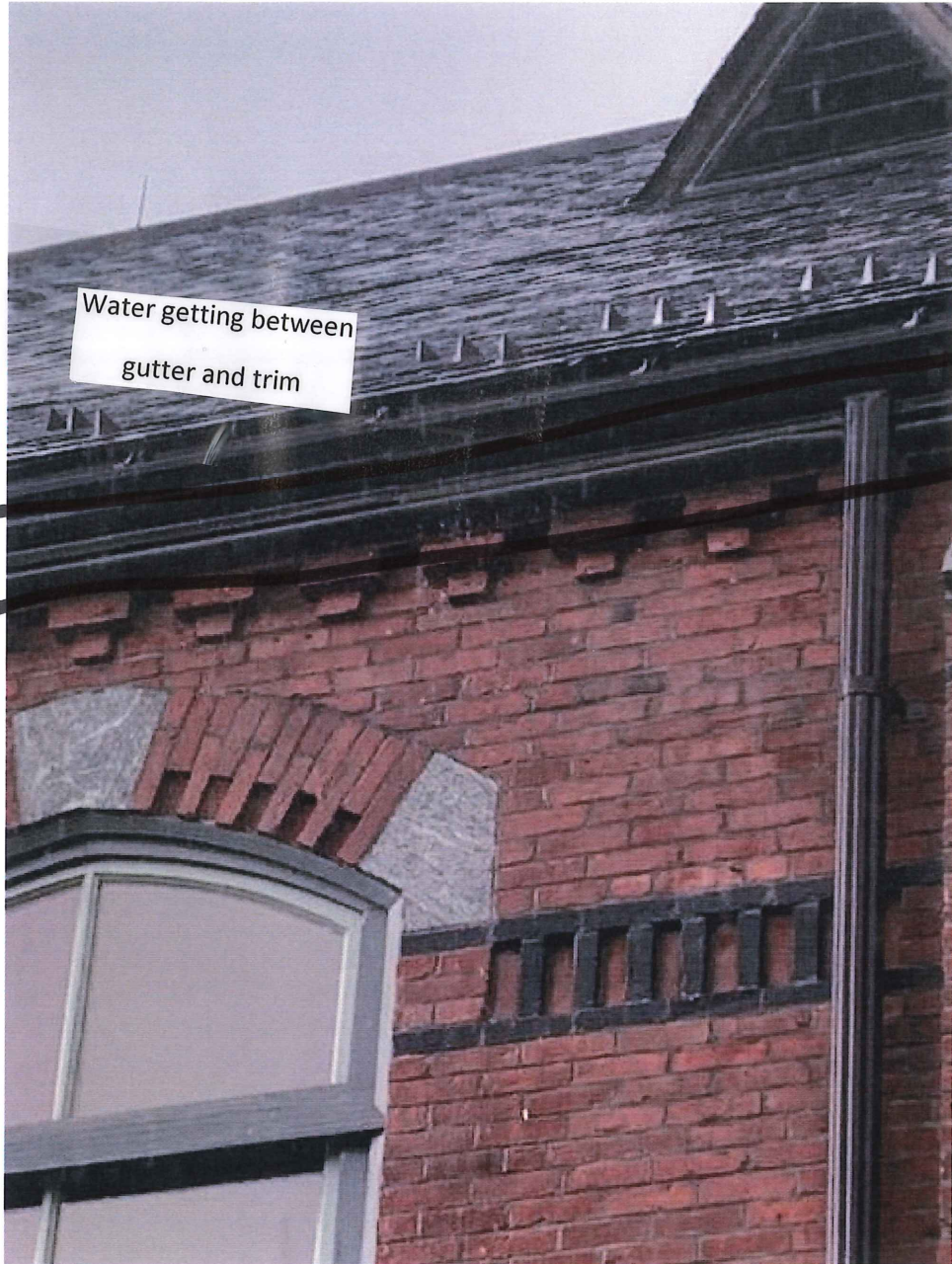
Department Head Signature: 

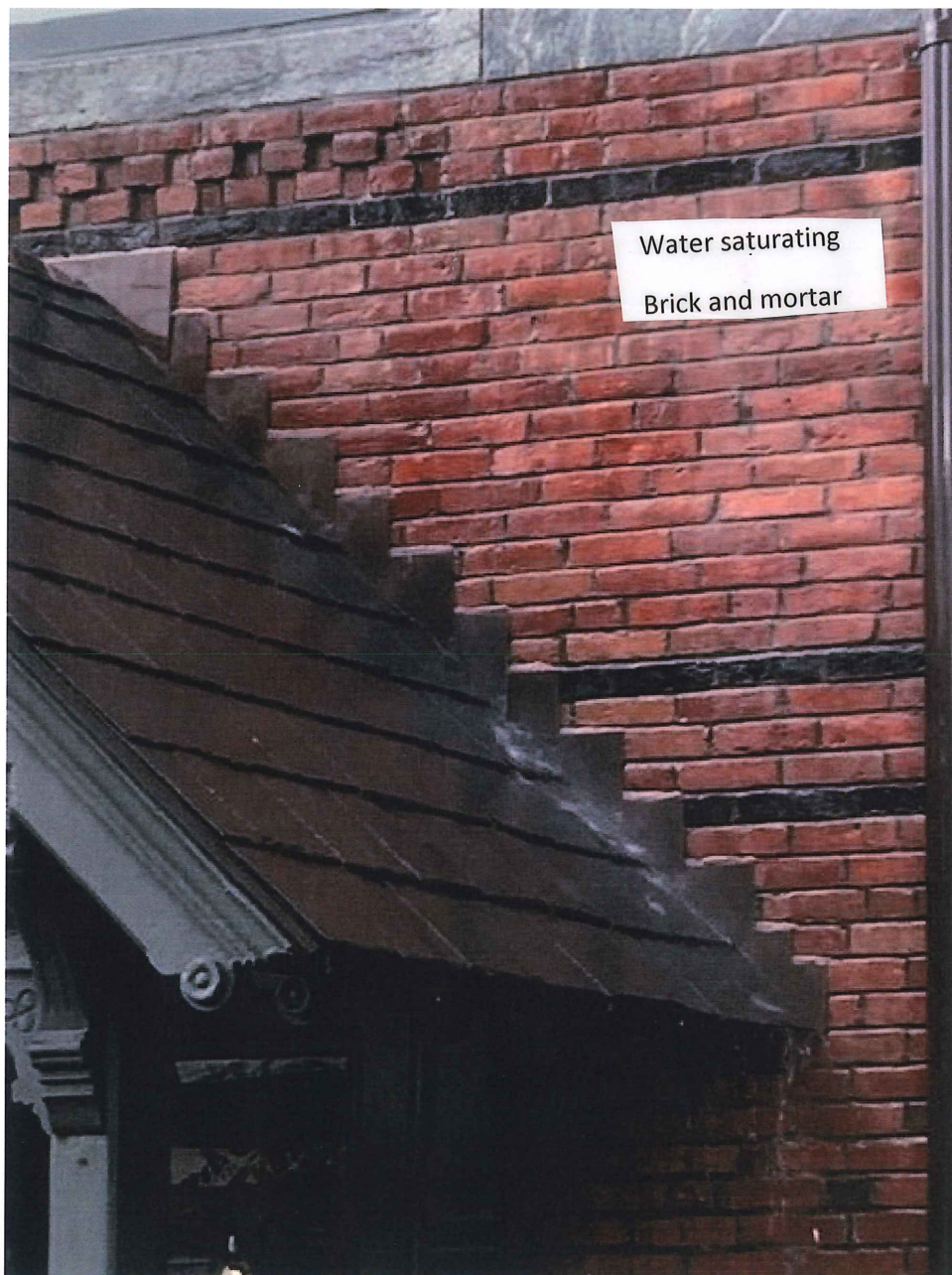
Date: 10/29/21

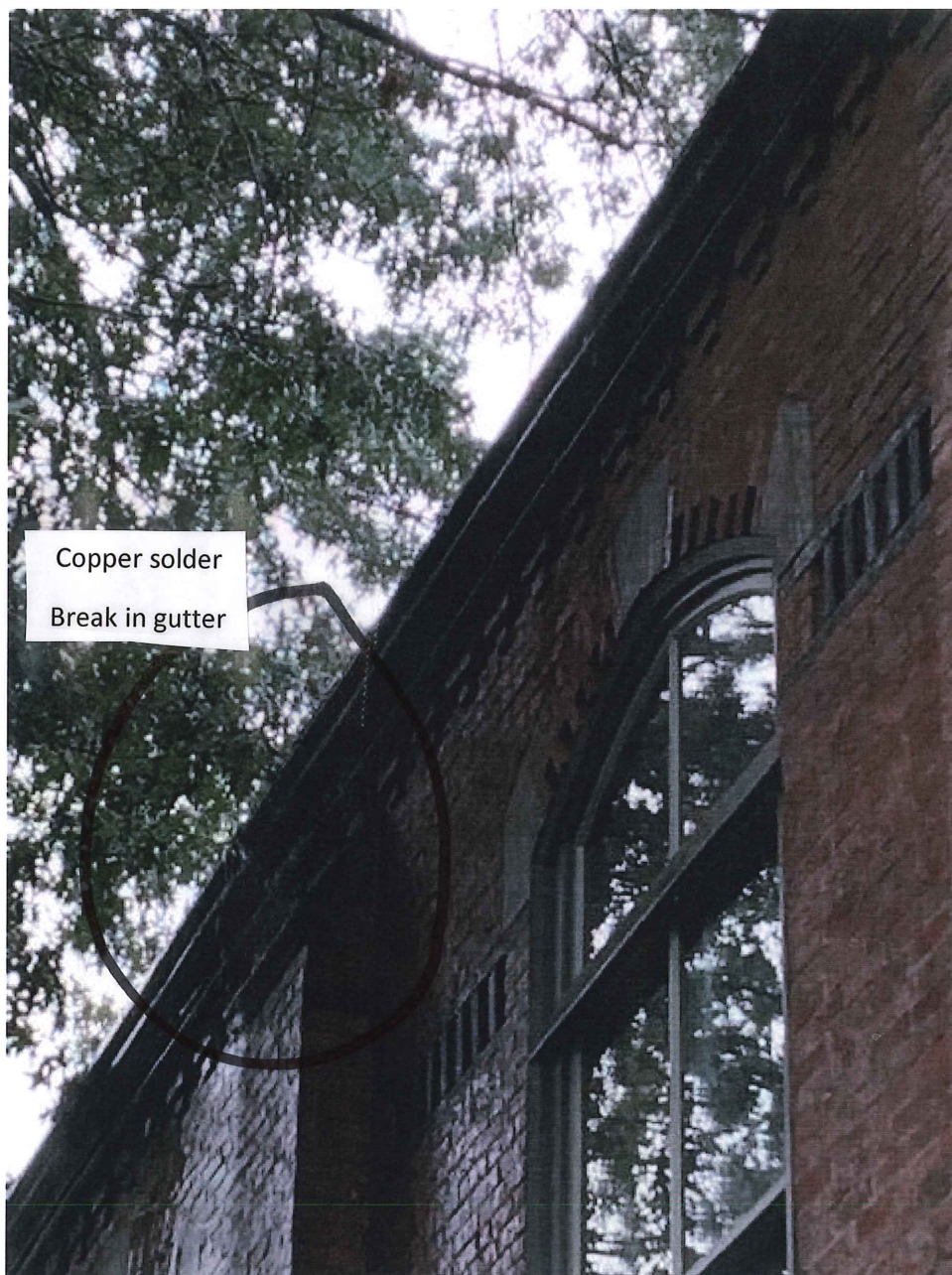
Water getting between
gutter and trim

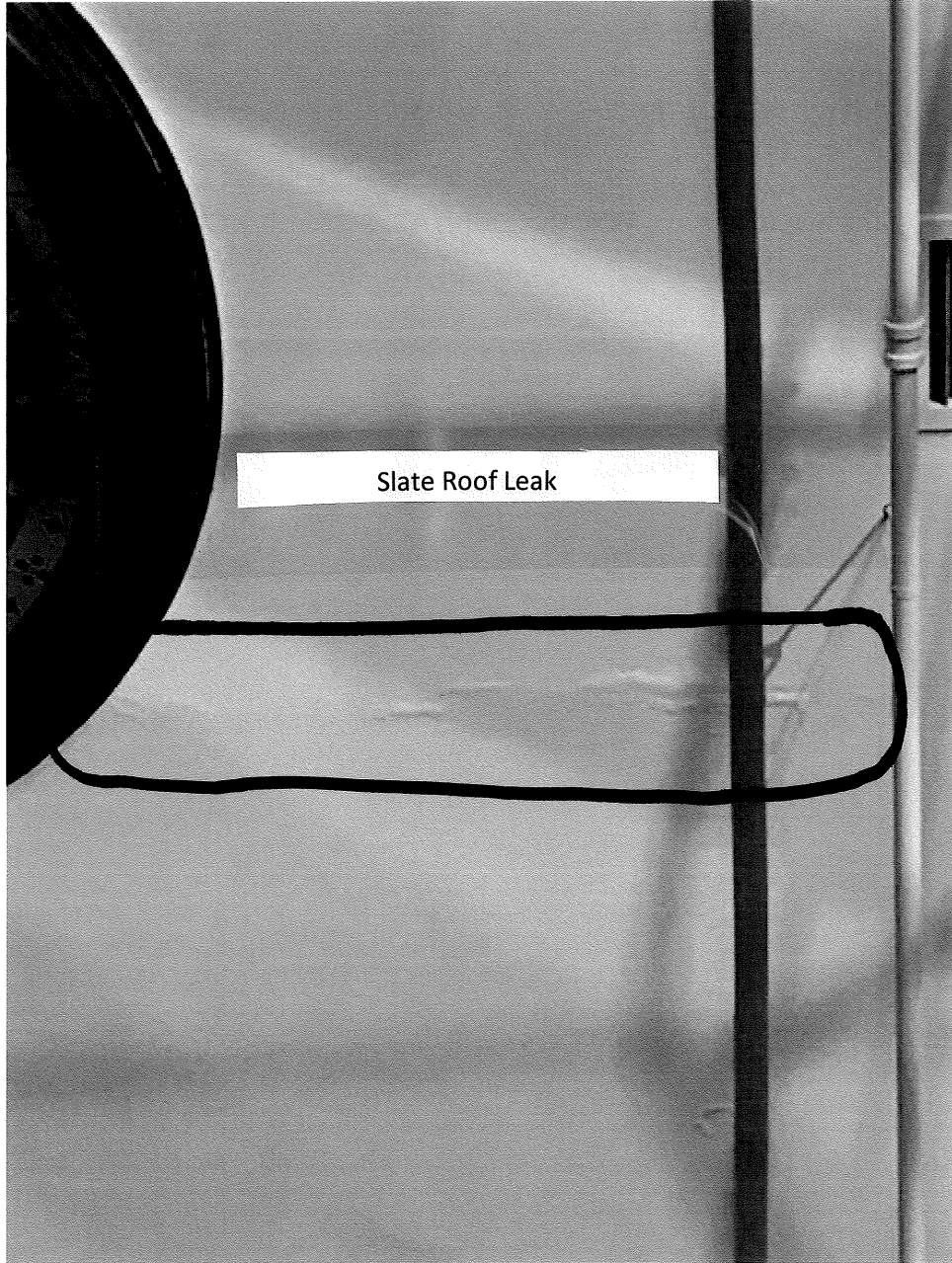


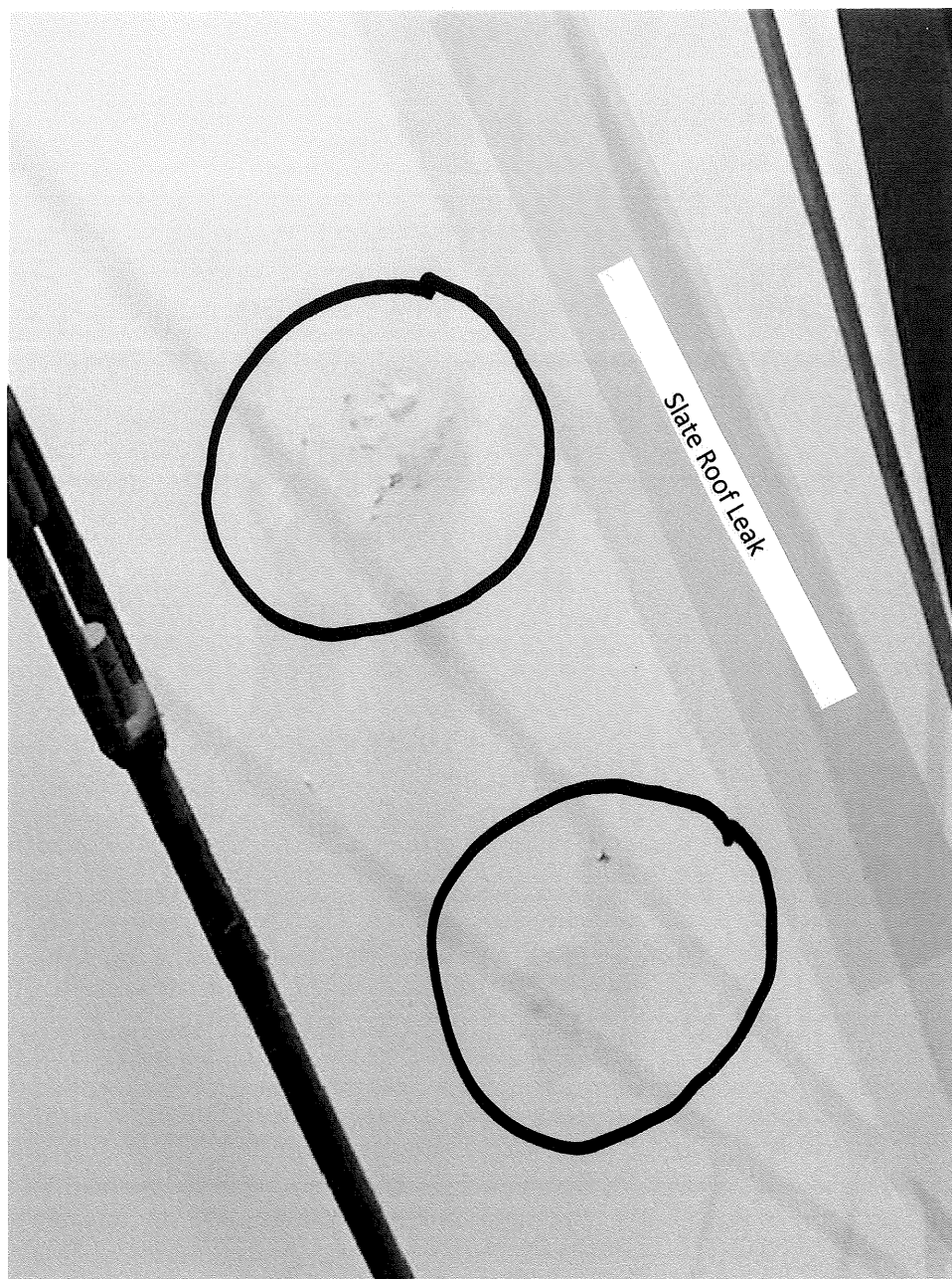
Water getting between
gutter and trim

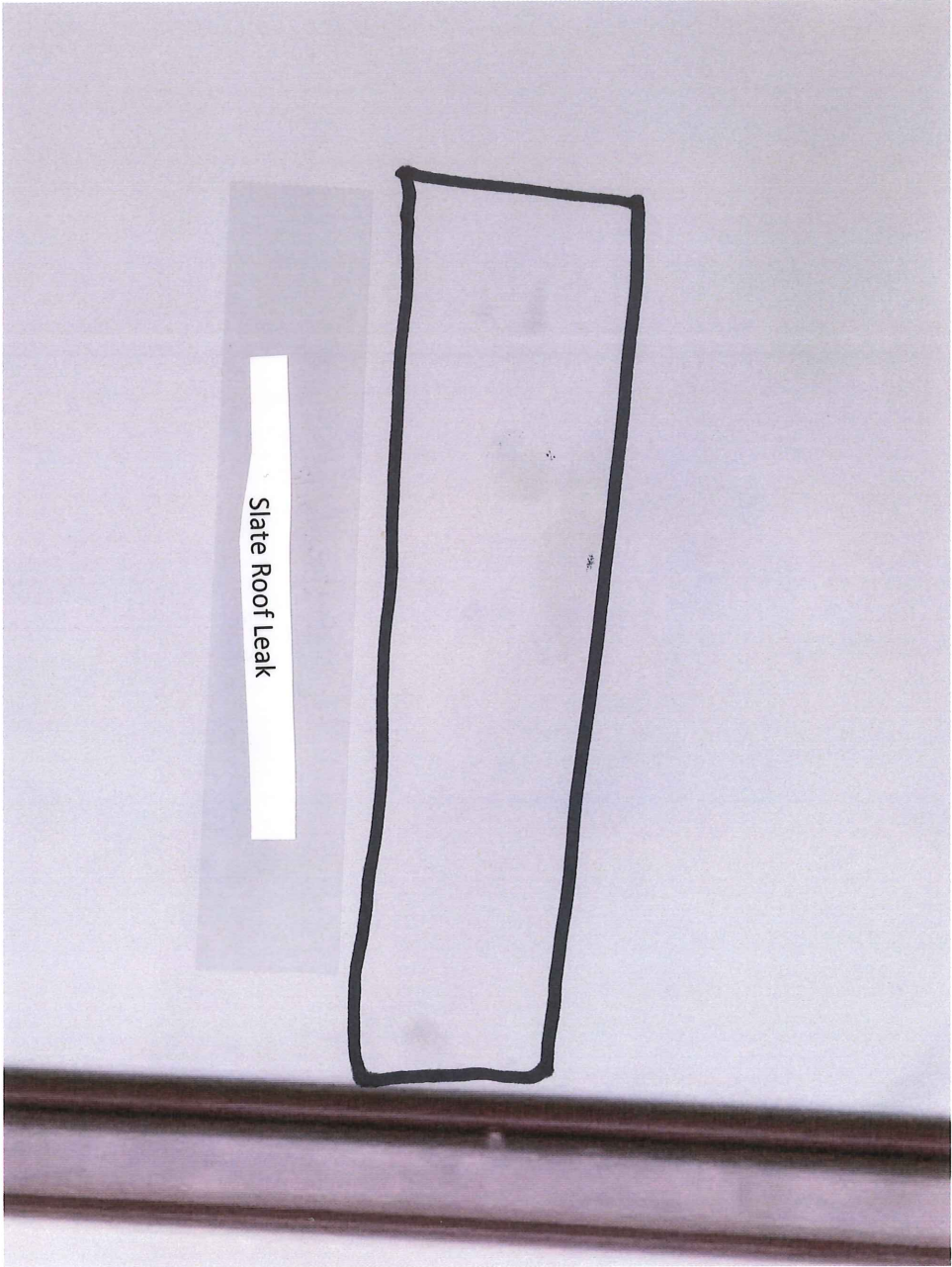








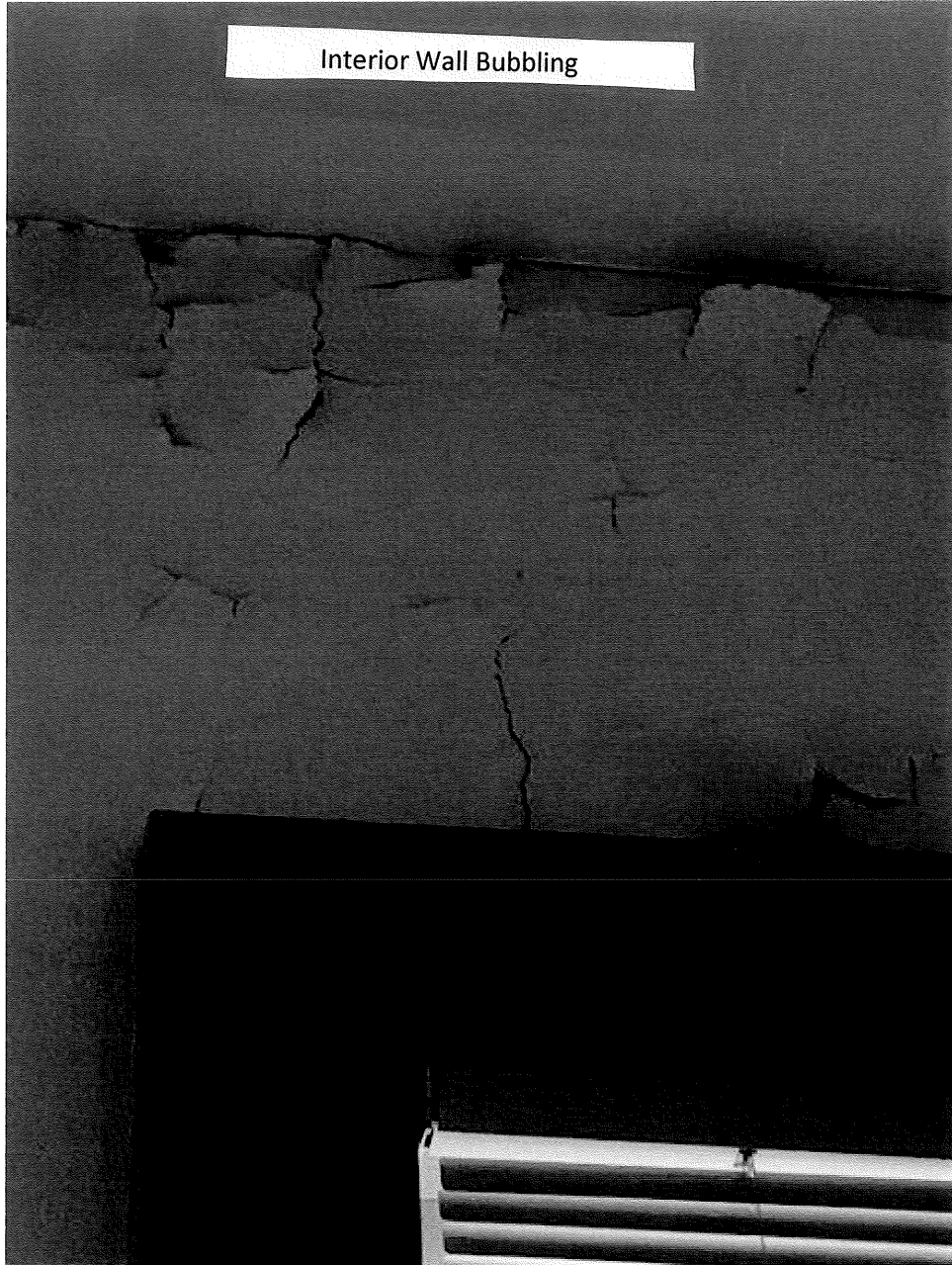




Interior Wall Bubbling



Interior Wall Bubbling



Interior Wall Bubbling



FORM B
TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT:

FISCAL YEAR: 2023

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: 2023

Item or Project: VOIP Phone up-grade and I.T Infrastructure up-grades Library,
DPW Admin, Park's Department, COA

Explanation of Request: The Facilities Department is looking to bring the Library IT infrastructure up to modern standards. This will support higher speed internet, WI-FI, VOIP Phone system, and support additional computers. We will also add the IT data points needed for VOIP phones at the COA and VOIP phones at the DPW Admin building and Park's Building. Once this work is completed the public can enjoy one number dialing to the Town Hall, Fire Station, Library, COA, DPW Admin, and Park's Department, while an auto-attendant guides them. The library will keep their phone number which can be ported to their new auto-attendant. All the new VOIP phones will port back to the on-premises server at the Town Hall. Please see attached document the Library Director prepared to explain the Library's IT needs.

Cost Justification: In this proposal, we will use the new Town Hall on-premises phone server as the central hub. This will save the Town from having to pay monthly cloud base server cost or having to install smaller on-premises server at each building. The number of phone lines needed for each building will be cut in half when we move from old copper Centrix lines into new zip trunks.

Benefit to the Town: (1) One phone number to reach all Town Department except Police Station (2) Fast and easy call transferring between departments (3) The Town will have the capability to transition to a work from home program (4) No down time on communications for the public or fellow departments (5) Giving the patrons of the Library modern high speed CAT-6 internet access

Alternative: Completing this work in FY24

Department Head Signature: _____

Date: 10/29/21

Project Numbers

LINE	ITEM	sub- contractor	Quote #	QTY	LOCATION	UNIT COST	EXT COST
1	Library Data	Mcgregor	8234	1	Library	\$24,625.00	\$24,625.00
2	Phones Systems	Partners Technology	82351	1	COA, Parks, DPW Admin, Library	\$28,611.51	\$28,611.51
3	COA Data	Mcgregor	9235	1	COA	\$3,000.00	\$3,000.00
4	Switches, Panels, Controllers	TBD		1	COA, Parks, DPW Admin, Library	\$4,763.49	\$4,763.49
5	Unforeseen Cost	TBD		1	COA, Parks, DPW Admin, Library	\$4,000.00	\$4,000.00
						Product Total	\$65,000.00
						Sales Tax	\$-00
						Freight	\$-00
						Tariff	\$-00
				Project Total			\$65,000.00



October 25, 2021

Phase 2 – Budgetary Quote Town of Ayer – Mitel Solution

Utilizing the MiVoice Office Mitel Solution and the MBG (Mitel Border Gateway - Teleworker) in Town Hall we will be connecting the COA (Council on Aging), DPW (Department of Public Works) and the Parks, Recreation Department and Library to the Town Hall Mitel Solution. As part of this project, all phone numbers, with the exception of the fax numbers, will be ported into the SIP Trunks at the Town Hall and will be answered by the Centralized Auto Attendant. Each Department will have its own calls routed to a predetermined destination. If not answer, all calls will be rerouted into the central voicemail solution and, if programmed, the voicemail will be sent to email as an attached file. All physical phones in this Phase II will have the ability to be relocated off site, as long as the new location has Internet access.

Council on Aging (COA)

(4)	6940 IP Phones w/ Power Adapters		
(1)	6920 IP Phone w/ Power Adapter		
(5)	(F) IP Phone Licenses		
(5)	Teleworker Licenses		
(1)	HP 8 Port Gig PoE Switch		
(3)	Phone Lines will be ported over the Existing SIP Trunks in Town Hall		
		Equipment & Software:	\$3,303.53
		Labor:	<u>\$ 880.00</u>
			\$4,183.53

Department of Public Works (DPW)

(10)	6940 IP Phones w/ Power Adapters		
(1)	6970 Conference Phone		
(11)	(F) IP Phone Licenses		
(11)	Teleworker Licenses		
(1)	24 Port PoE Switch		
(?)	Phone Lines will be ported over the Existing SIP Trunks in Town Hall		
		Equipment & Software:	\$6,514.78
		Labor:	<u>\$2,780.00</u>
			\$9,294.78



October 25, 2021

Parks and Recreation

- (2) 6940 IP Phones w/ Power Adapters
- (2) (F) IP Phone Licenses
- (2) Teleworker Licenses
- (1) Phone line will be ported over the existing SIP Trunks in Town Hall

Equipment & Software:	\$ 1,155.32
Labor:	<u>\$ 440.00</u>
	\$1,595.32

Library

- (15) 6940 IP Phones w/Power Adapters
- (1) 6970 Conference Phone
- (16) F IP Phone Licenses
- (16) Teleworker Licenses
- (1) 24 Port PoE Switch
- (1) Main Number to Port

Equipment & Software:	\$ 10,397.88
Labor:	<u>\$ 3,140.00</u>
	\$13,537.88

Total Project Investment: \$ 28,611.51

Accepted By:

Authorized Signature

Date

P.O. #

Pricing is in accordance with the Massachusetts State Blanket ITT72

Residential
Commercial
Industrial

Office 978-448-3876
61 Gratuity Road
Groton, MA 01450

MacGREGOR Electric, LLC
Electrical Contractor

**Residential
Commercial
Industrial**

**Cable TV
Telephone
Structured Cable**

**61 Gratuity Road
Groton, MA 01450**

Sincerely,

Timothy E. MacGREGOR
President

MacGREGOR Electric, LLC
Electrical Contractor

Residential
Commercial
Industrial

Cable TV
Telephone
Structured Cable

October 26, 2021

Mr. Charles Shultz
Director of Facilities Maintenance
54 Park Street
Ayer, MA 01432

RE: Ayer Library Data Project

Proposal for the installation of data wiring on 3 floors:

Reading room:

- 3 2 cat 6 drops, replacing existing wiring in same location
- 1 2 cat 6 drop cut in (left of fireplace)

Nutting room:

- 1 2 cat 6 drop cut in (left of entry door)
- 1 2 cat 6 drop added to 2nd floor area
- 1 2 cat 6 drop in a floor jack (cut into concrete floor)

Front reception:

- 2 2 cat 6 drops counter area

1st floor back office:

- 3 2 cat 6 drops
- 1 2 cat 6 drop in back office (Tim's)
- 1 2 cat 6 drop in closet

Info desk:

- 1 2 cat 6 drop (near desk)

Meeting room:

- 1 2 cat 6 drop in a floor jack (cut into concrete floor)

Main Adult section:

- 1 existing cable reworked & fished for existing antenna

Entry:

- 2 2 cat 6 drops in wall through concrete & wood

Basement Science:

- 5 2 cat 6 drops

Kitchen:

- 1 2 cat 6 drop fished in for wall jack (50" high)

Children's room:

- 2 2 cat 6 drops fished in under / near windows on back wall

Book drop counter:

- 2 2 cat 6 drops fished in and run through cabinets

IT & telephone room in the basement:

- 1 new patch panel supplied and installed

Residential
Commercial
Industrial

Miscellaneous & notes:

- Cost of installation as listed above: \$24,625.00**

TERMS: Balance due upon completion. **\$24,625.00**

**Please remit payment to : MacGREGOR Electric, LLC.
61 Gratuity Road
Groton, MA 01450**

Sincerely,

Timothy E. MacGREGOR
President