

FORM A
TOWN OF AYER CAPITAL BUDGET REQUEST FORM

INFORMATION TECHNOLOGY

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	Replace Copier at Town Hall	\$13,000				
2	Replace Copier in Town Clerks Office			\$5,000		
3	Replace Town Hall Server					\$20,000
4	Replace Fire Department Server					\$20,000
5	Replace DPW Server					\$20,000
Yearly Totals		\$13,000	\$0	\$5,000	\$0	\$60,000

Department Head Signature: Cindy KA

Date: 10/29/2021

RECEIVED

OCT 29 2021

TOWN OF AYER
OFFICE OF THE SELECT BOARD

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT: INFORMATION TECHNOLOGY

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: 2022

Item or Project: REPLACE MULTI FUNCTION PRINTER FOR TOWN HALL

Explanation of Request: The Ricoh copier / scanner / fax was purchased in October of 2013. This copier is used by all Town Hall employees as well as Board, Committee, and Commission members. It is breaking down often and needs to be serviced frequently. With the newer model, we will be able to scan to searchable documents which will save time posting documents on the website. Searchable documents are necessary for searching by keywords.

Cost Justification: As these devices get older, more down time will be experienced.

Benefit to the Town: High Speed printing and scanning are functions that the Town needs.

Alternative: If this equipment fails, we would need to either outsource large print jobs or purchase a replacement without a budget.

Department Head Signature: _____

Date: _____

Cindy K.
10/29/2021