

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

Police 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	Replace Chief Vehicle	\$76,700				
2	Redesign Patrol Work Space	\$63,238				
3	Replace Haz-Mat Gear	\$29,546				
4	Upgrade Locker Rooms		Seeking Vendors: Estimated \$40,000+			
5	Replace Admin Furniture			Seeking Vendors: Estimated \$25,000+		
6	Replace Deputy / Detective Vehicle				Estimated: \$76,700	
7	Replace Station Sign					Seeking Vendors: \$50,000+
<b>Yearly Totals</b>		<b>\$169,484</b>	<b>\$40,000</b>	<b>\$25,000</b>	<b>\$76,700</b>	<b>\$50,000</b>

**RECEIVED**

OCT 29 2021

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

Department Head Signature: 

Date: 10-29-2021

**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: Replace Chief's Vehicle

Explanation of Request: The Chiefs vehicle is a 2015 Ford Explorer with 125,000 miles on it. The vehicle had been previously recommended for replacement due to constant and recurring electrical and mechanical issues that have remained unexplainable and unrepairable. There are two options recommended for the replacement of the vehicle: 1. A larger SUV vehicle (Ford Expedition) that can be equipped with equipment that will allow the Chief to operate as a command post (\$76,700), or 2. A similarly sized SUV vehicle as current (Ford Explorer) that can be equipped with a limited amount of command post equipment, but is available in Hybrid models (\$66,471).

Cost Justification: The larger SUV will allow the Chief to arrive on scene with the equipment necessary to maintain a command post. The smaller SUV will allow the Chief to be equipped to maintain a limited command post. Both vehicles will allow the Chief reliable travel to and from necessary duties.

Benefit to the Town: Insure that the Chief has appropriate and reliable means of transportation to respond to all calls, as well as, to the many meetings that are required of the Chief in and outside of town.

Alternative: None Available

Department Head Signature: 

Date: 10-29-2021

**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: Redesign Patrol Workspace

Explanation of Request: Redesign the Patrol and Supervisor workspace to accommodate multiple officers, allowing for limited personal workspace and to more efficiently utilize available workspace (\$61,953). The current workspace is from the initial installation in 1997 and is essentially a countertop with computers on it that is not ergonomically designed.

Cost Justification: By maximizing the efficiency in the workspace environment, officers will be able to conduct their routine, daily activities without having to wait for available workstations.

Benefit to the Town: Officers will be able to conduct their administrative work more efficiently, spend less time in the station and more time on the road. Officers will have an ergonomically designed workspace.

Alternative: None Available

Department Head Signature: 

Date: 10-29-2021

**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: Replace CBRN Haz-Mat Gear

Explanation of Request: In 2001, due to the recent terrorist attacks, our proximity to the rail lines that consistantly transport toxic substances, the proximity to the military intsalations and other critical infrastructure facilites, the Ayer Police Department was equipt with CBRN Haz-Mat Equipment. This equipment generally has a life span of 5 years before replacement. We have extended that to 20 years and we are now seeing failures in the equipment. NOTE: We have tried to apply on two occassions to replace this equipment but have been unsuccessful.

Cost Justification: This equipment will protect officers in the event they are called to an incident that has a chemical, nuclear and/or biological element

Benefit to the Town: Officers would have the proper, functioning safety equipment

Alternative: None Available

Department Head Signature: 

Date: 10-29-2021

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT: Police 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: Upgrade Locker Rooms

Explanation of Request: Replace / Upgrade Sworn Employees locker area.

Cost Justification: The current lockers are a little more that sealed metal boxes that do not allow for proper ventallation or efficient storage of the officers equipment and uniforms. This creates a breeding ground for mold, mildew, offensive odors and bacteria. Officers struggle to find spce to store items elsewhere, which can lead to not having equipment at the ready. These lockers were intially installed in 1997 and many of the mechanical components are failing.

Benefit to the Town: The health and readiness of our department and its officers is of the utmost importance. A better ventilated locker system that stores equipment properly, will ensure our equipment last longer thus cutting down on some replacement costs.

Alternative: None Available

Department Head Signature: 

Date: 10-29-2021

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT: Police Department

FISCAL YEAR: 2025

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: 2025

Item or Project: Raplace Admin Furniture

Explanation of Request: Replace all of the aging Adminstrative Office furniture

Cost Justification: Most of the current office furniture in the administrative offices are original to the initial building of the station in 1997. Since then, there has been great advances in office space ergonomics and design.

Benefit to the Town: Adequate furniture leads to greater comfort, greater productivity and greater effectiveness. It also puts forth a professional appearance that reflects well on the Town.

Alternative: None Available

Department Head Signature: 

Date: 10-29-2021



FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT: Police Department

FISCAL YEAR: 2026

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: 2026

Item or Project: Replace Deputy / DB Vehicle

Explanation of Request: Replace aging administrative vehicle

Cost Justification: The current Deputy Police Chief vehicle is a 2013 Ford Taurus with approx. 20,000 miles on it. By FY2026, we may have had to move this vehicle into the Detective Bureau as the second detective vehicle. By the time this request comes up, the vehicle will be almost 13 years old and will most likely need replacement.

Benefit to the Town: The Deputy Chief is needed to respond, at all times, to emergent situations. Adequate transportation is necessary. If this is in the DB, transportation is also required as part of that function.

Alternative: None Available

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

Date: \_\_\_\_\_

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10-29-2021

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT: Police Department

FISCAL YEAR: 2027

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: 2027

Item or Project: Replace Department Sign

Explanation of Request: Replace concrete Ayer Police front entrance sign

Cost Justification: The concrete sign advertising the entrance to the Ayer Police Department is original to the building in 1997 and will be 30 years old. As of this date, it is already falling apart and may need some repair to get it to 2027. We would be looking to update the sign to a professional stone / concrete sign with intergated e-messaging capabilities, thus freeing up our mobile sign board we currently use.

Benefit to the Town: First appearances are lasting appearances. Having a modern sign, that does not show signs of disrepair, will be that first impression of a professional town department. Having an integrated e-message capability will assist the town in important community notifications.

Alternative: None Available

Department Head Signature: 

Date: 10-29-2021