

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

Facilities Department

FISCAL YEAR: 2021

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	FY21	FY22	FY23	FY24	FY25
1	Town Hall Boiler / HVAC Replacement	\$20,000				
2	parking lot stripping, sealing, painting TH,PD,FS		\$25,000			
3	Roof top unit replacement Fire Station			\$90,000		
4	Police Station Fence		\$15,000			
5	Town Hall Phone system replacement		\$20,000			
6	Roof top unit replacement Police Station				\$80,000	
7	Great hall rear steps repair		\$15,000			
<b>Yearly Totals</b>		<b>\$20,000</b>	<b>\$75,000</b>	<b>\$90,000</b>	<b>\$80,000</b>	<b>\$0</b>

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

Date: 11/4/2019

**FORM B**

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

DEPARTMENT: Facilities Department

FISCAL YEAR: 2021

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: 2021

Item or Project: Town Hall Boiler / HVAC Replacement

Explanation of Request: The Facilities Department is requesting for the Town to pay the remaining \$20,000.00 to secure a new boiler for the Town Hall  
\* Funding Break Down - Total Cost : \$61,175 / GC Grant funding: \$33,675 / Incentives: \$7,500 / Town funding: \$20,000  
(note) - If the I.T Department secures the Town Hall Phase 2 Access Control Grant. We will be withdrawing the Capital request and requesting the Town to rename fy20 Phase 2 Access Control to Town Hall infrastructure up-grades. This will than cover the cost for a new boiler and new phone system

Cost Justification: (1) Town Hall Boiler is at the end of it's life span.  
(2) The Town would only be Paying 25% of the new boiler as the rest of the funding would be covered by Green Community Grant and National Grid incentives

Benefit to the Town: (1) - Lower Energy cost / Yearly projected savings \$1,948.00 (2) - Securing a new boiler for 25% of the total cost

Alternative: (1) - If the I.T Department secures the new Grant funding that was requested in October 2019 for Access Control Phase 2. We can rename the Town Hall Phase 2 funding to Town Hall infrastructure up-grades (2) -The Town Losing the Green Community Grant Funding and has to fund the complete replacement in the near future

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

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