

FORM A
TOWN OF AYER CAPITAL BUDGET REQUEST FORM

INFORMATION TECHNOLOGY

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	Replace Aging Technology: Town Hall, Fire Station, DPW Administration Servers	\$45,000				
2	Digitizing Documents	\$12,000				
3	Replace Copiers at Town Hall			\$15,000		
4						
5						
Yearly Totals		\$57,000	\$0	\$15,000	\$0	\$0

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NOV 04 2019

TOWN OF AYER
SELECTMEN'S OFFICE

Department Head Signature: _____

Date: _____

Cindy [Signature]
11/4/2019

FORM B

TOWN OF AYER CAPITAL BUDGET REQUEST BACKUP DOCUMENTATION

DEPARTMENT: INFORMATION TECHNOLOGY

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: Replace Town Hall, Fire Station, DPW Servers

Explanation of Request: Replace five year old servers in the Town Hall, Ayer Fire Station, and the DPW Administrative Offices.

Cost Justification: IT is requesting \$45,000 to replace three servers, server software, and licenses.
Servers are in a four year rotation cycle and this request was deferred from FY20.

Benefit to the Town: Infrastructure will be more stable, secure, and up to date with hardware and software costs

Alternative: Failure to replace this equipment on a schedule may result in equipment failure, down time, data loss, and security breaches.

Department Head Signature: _____

Date: 11-4-2019

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: 2021

Item or Project: Replace Town Hall Copier

Explanation of Request: The Ricoh copier / scanner / fax was purchased in FY14. This copier is used by all Town Hall employees as well as Board, Committee, and Commission members. It will need replacing.

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 must have.

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

Department Head Signature: Cindy [Signature]

Date: 11-4-2019