

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

Facilities Department

FISCAL YEAR: **2025**

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	FY25	FY26	FY27	FY28	FY29
1	Green Community Grant Match Funding	\$40,000				
2	Town Hall building envoplee repairs & panic system	\$45,000.00				
3	Fire Station & Police Station Parking Lot Repairs	\$43,000				
4	Town Hall grainte repairs		\$20,000			
5	Great Hall Acoustics and Sound System		\$250,000			
6	Building decarbonization and electrification			\$50,000		\$50,000
7	Town Hall - HVAC / Access Control / Phones - System up-dates and repairs					\$50,000
8	Town Hall Carpets				\$30,000	
9	Police Station Lobby and Employee's door replacement				\$40,000	
10	Fire Station Metal Roof and Rubber Membrane reconditioning					\$60,000
11	Fire Station / Library / Park / DPW Admin - Access Control					\$80,000
<b>Yearly Totals</b>		<b>\$128,000</b>	<b>\$270,000</b>	<b>\$50,000</b>	<b>\$70,000</b>	<b>\$240,000</b>

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

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

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

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: Green Community Grant Match Funding

Explanation of Request: The Facilities Department is requesting the sum of \$40,000 as matching funding for a Green Communities Grant. For the purpose of covering any overages or match funding needed for nine proposed energy reduction projects. Including weatherization at the Town Hall, Police Station, and WWTP. Highly efficient Heat pumps at the Police Station, Fire Station, and WWTP. Total cost of all proposed projects is \$338,932.00 with \$154,911.00 in proposed grant funding and \$108,271.00 in utilities incentives while the remaining \$35,750.00 comes from previously approved Fire Station HVAC repairs.

Cost Justification: (1) 91.52% of the overall projects cost will be funded by incentives, DOER funding, and previous approved upgrades. (2) Decrease in natural gas usage (8,022 therms per year). (3) Replacing old out dated equipment with new energy efficient equipment (4) Securing the Police Station, Town Hall, and WWTP building envelope by air sealing, insulating, and weather-stripping, decreases energy loss by 843 kWh, 3,671 therms, and 474 gallons of oil per year.

Benefit to the Town: (1) With a 2050 net zero decarbonization goal in the federal and state levels. Its important to continue working on building weatherization and electrification within our municipality. (2) Save money on energy use. (3) Help keep the buildings conditioned longer by eliminating energy seepage. (4) Save 743.9 MMBtu per year.

Alternative: (1) Funding the Town Contributions with operational funds. (2) Not funding any overages and potential not finishing proposed projects.

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

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

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

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: Town Hall building envoplee repairs & panic system

Explanation of Request: The Facilities Department is requesting the sum of \$50,000.00 to repair failing paint sealant around the window frames on the Main Street and Columbia Street sides of the building. Replacing the rotten and failing left post supporting the Columbia Street portico. Fixing the Columbia Street brick walk-way. Installing a wireless panic button system at mutiple locations at the Town Hall that will tie into our Fire Alarm. No historical changes will be made within this request only the restoraraton of what is already in place.

Cost Justification: (1) Restoring the paint sealant before mosture causes irreversible damage to the woodwork. (2) Replacing the failing post before it causes structural damage to the portico. (3) Repairing the brick walkway before it needs a complete rebuild. (4) Keeping employees safe.

Benefit to the Town: (1) Resolving the concerns while they are minor repairs. If we allow the paint to deteriorate, bricks to seprate, and post to weaken. Major restorations may be needed. (3) Keep employees and residance safe from any unforeseen circumstance. (4) Keeping the Town Hall looking beautiful!

Alternative: Add additional funding to the Facilities Department operational budget.

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

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

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

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: F.D & P.D parking lot repairs

Explanation of Request: The Facilities Department is requesting the sum of \$43,000 to add asphalt paving in two locations at the Fire Station, including the rear parking lot trailer storage and the failing section of asphalt in front of the garage bays. Crack filled, seal coat, and strip the entire Police Station and Fire Station parking lots. Repair the expansion joint fillers between the Police Station granite curbing and sidewalks.

Cost Justification: (1) The Fire Department does not have a safe and level driveway to access the trailer storage area, located in the rear parking lot. Due to the gravel and extremely uneven terrain, the equipment is showing signs of damage. Trailers Included: Haz-Mat, Shelter, Barricades/Cones, 4x4 transportation, and Decontamination. The proposed asphalt paving will secure the rear parking lot grounds for additional storage furthermore increasing the life span of the trailers.

Benefit to the Town: (2) It's been eight years since the Fire Station and Police Station parking lots have been cracked filled and seal coated. We have lost the extra layer or membrane on top of the asphalt. That helps prevent the asphalt from being damaged by oxidization and the elements. If we leave the cracks unfilled, cracks will allow rain and moisture to flow through pavement and erode base materials ultimately resulting in potholes and pavement failure.

Alternative: (3) Settling and driving 30,000LBS. fire engines into the garage bays. Has created a two-to-five-inch height difference between the asphalt parking lot and Fire Station cement slab. Causing wear and tear to the suspension systems on all the equipment housed in the garage bays.

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

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