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Town of Ayer

CAPITAL PLANNING COMMITTEE

Meeting Minutes for Wednesday, December 4, 2019

TOWN OF AYER
TOWN CLERK

Marian Copeland

Attendance: Selectman Jannice Livingston (Chair); Pat Diamond (Fin Com); James Stephen; Rick Skoczylas; Mary Spinner; Jim Pinard; John Kilcommins; Lisa Gabree (Finance Manager); Robert Pontbriand (Town manager)

Also in Attendance: Barbara Tierney, Treasurer/Tax Collector; Mark Smith (Fin Com)

Call to Order: The meeting of the Capital Planning Committee was called to order at 4pm in the First Floor Meeting Room of Town Hall by J. Livingston.

Review/Approval of the Previous Meeting Minutes from January 31, 2019:

R. Pontbriand presented the DRAFT Meeting Minutes from the last time the Capital Planning Committee met on January 31, 2019. The Committee reviewed the meeting minutes.

Motion: A motion was made by J. Stephen and seconded by M. Spinner to approve the January 31, 2019 Capital Planning Committee meeting minutes. **Motion passed 9-0.**

Status Update of FY 2020 Capital Projects:

R. Pontbriand provided the Committee with a memo outlining the status update of the various Capital Projects previously approved for FY 2020. He stated that the Town is in good shape for the most part in terms of projects complete or in progress. The Parks Building is under construction. A major project that is still outstanding is the West Main Street Culvert. There have been significant delays on the part of the State with respect to this project. Superintendent Wetzel will give a more detailed update and plan on the West Main Street Culvert when he appears before the Committee.

M. Spinner asked why there were no capital requests submitted again this year by the Library.

R. Pontbriand advised that there is a new director at the library and there have been some changes on the Board of Trustees. The Library continues to maintain their facility through their operating budget and have been working closely with our Facilities Department. They did recently secure a grant for automated temperature controls for the library. R. Pontbriand stated that he would speak with the Library Director about what the Library's plans are for the future in terms of Capital requests.

Review/Discussion of FY 2021 Capital Requests from Town Departments:

R. Pontbriand provided an overview of all the FY 2021 Capital Requests from Town Departments which included DPW; Facilities; Fire; I.T.; Parks; and Police. He stated that all the FY 2021 Capital Requests can be found on the Capital Planning Committee's Webpage on the Town's Website.

R. Pontbriand advised that with respect to the DPW capital requests as in past years, it would make sense for the Committee to have one meeting dedicated just to DPW. The Superintendent would

make a brief presentation on all the requests and the Committee will have ample time to review and discuss with the DPW Superintendent.

J. Stephen stated that this approach makes sense.

R. Pontbriand did point out that under the DPW Stormwater requests that the \$100,000 for Storm Drain Upgrades and the \$50,000 for Culvert Replacements should be moved to the Operating Budget as it has been in past years.

R. Pontbriand also advised the Committee that he and L. Gabree would be meeting with Superintendent Wetzel prior to the next Capital Planning Committee or further review and refine his requests.

L. Gabree stated that she is concerned about the DPW Water and DPW Wastewater capital requests and their potential impacts to the water and sewer rates.

R. Pontbriand stated that the Facilities Department has one request this year in the amount of \$20,000 for the Town Hall Boiler/HVAC Replacement. He pointed out that the project is actually \$61,175 of which Facilities has secured a \$33,675 grant along with an additional \$7,500 in incentives. The request for the \$20,000 is the remaining amount needed for the project.

R. Pontbriand advised that there are no major Fire Department requests this year. Of the three requests, he advised that the \$16,000 to replace the manual CPR machine would come from the Ambulance Enterprise Fund.

R. Pontbriand advised that the I.T. Department is looking to replace the Town Hall, Fire Station, and DPW Servers as they are all aging and in need of replacement. This request totals \$45,000.

L. Gabree advised that the \$12,000 requested for Digitizing Documents may be moved to the Operating Budget after further discussion with I.T.

J. Pinard asked what the \$20,000 from Parks for the remediation of Kiddie Junction exactly was.

R. Pontbriand advised that Kiddie Junction which is the playground at Pirone Park needs replacement. The challenge is that when it was building back in the late 1980's they used wood for these structures which was treated with arsenic. This has leached into the soil under Kiddie Junction so there will be added costs and procedures to dispose of the structure as well as remediate the soil. It is believed that this \$20,000 is needed for that study but will be reviewed and clarified. The Town Planner is also working on this issue with Parks.

R. Pontbriand advised that the Police Department is looking to replace an aging detective vehicle in the amount of \$30,000 as well as a request for \$11,250 for high risk event person protection equipment.

L. Gabree advised that there is approximately \$9,000 remaining from the previous project of the Evidence Room Renovation which could be reauthorized by Town Meeting toward the \$11,250 request.

Scheduling of Town Departments to Meet with the Capital Planning Committee:

The Committee discussed which Departments they wanted to meet with. There was consensus that the Committee wants to meet with the DPW.

J. Stephen stated that we want to meet with DPW because that Department has the largest and most requests. All other Departmental Requests this year are reasonable and straight forward. I do not believe we need to meet with anyone except DPW at this time.

J. Pinard stated that we probably only need to meet with DPW.

The Committee concurred with J. Stephen and J. Pinard.

Scheduling of Next Meeting of the Capital Planning Committee:

The Capital Planning Committee scheduled the next meeting for Wednesday, December 18, 2019 at 4pm. The focus of the meeting will be with the DPW and the meeting will last no longer than ninety minutes with an adjournment at 5:30pm.

New Business:

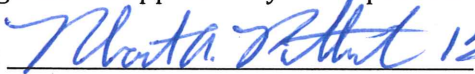
There was no New Business.

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to adjourn the meeting. **Motion passed 9-0.**

The Capital Planning Committee Meeting adjourned at 5:08pm.

Meeting Minutes recorded and submitted by: Robert A. Pontbriand, Town Manager

Meeting Minutes approved by the Capital Planning Committee on: December 18, 2019

Signed:  12-18-2019
Robert A. Pontbriand, Town Manager