



Town of Ayer

Capital Planning Committee

Meeting Minutes for November 10, 2020

Attendance: Scott Houde; Pat Diamond; James Stephen; Rick Skoczylas; Jim Pinard (arrived at 4:25pm); Robert Pontbriand (Town Manager); Lisa Gabree (Finance Manager)

Call to Order: The meeting was called to order at 4:03pm on the Town's Zoom Meeting Platform.

R. Pontbriand read the following into the record: *Due to the ongoing COVID-19 Pandemic, Governor Baker issued an Emergency Order Temporarily Suspending Certain Provisions of the Open Meeting Law. Public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be broadcast live on Channel 8, and on Zoom. The public may participate remotely by following the call-in information on the bottom of the live broadcast screen.) For the Zoom meeting information relating to remote participation, please contact Cindy Knox, IT Director at cknox@ayer.ma.us or 978-772-8252 prior to the meeting.*

Review/Approval of the Previous Meeting Minutes from December 18, 2019

The Committee reviewed the meeting minutes from the December 18, 2019 meeting.

Motion: A motion was made by R. Skoczylas and seconded by P. Diamond to approve the meeting minutes from December 18, 2019. **Roll Call Vote:** S. Houde, Y; P. Diamond, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y; L. Gabree, Y. **Motion Passed 6-0.**

Status of Update of the FY 2021 Capital Projects:

R. Pontbriand provided the Committee with a brief status update of the various FY 2021 Capital Projects. Most FY 2021 capital projects have either been completed or are close to completion. The West Main Street Bridge Replacement is a major project that has not commenced but at no fault of the Town. MassDOT's delays coupled with the project coming in over a \$1 million when bid will require the project to be reevaluated which is underway by the DPW. R. Pontbriand also pointed out that the remediation study for Kiddie Junction Playground has not yet commenced by the Parks Department due to delays from COVID-19.

P. Diamond stated that the Kiddie Junction Playground is an important project for the Town, and he would support funding the replacement if it occurred later in the year.

Review/Discussion of FY 2022 Capital Requests from Town Departments:

R. Pontbriand provided an overview of the FY 2022 Capital Requests submitted by Town Departments. He advised that he and L. Gabree met with the DPW Superintendent and Town Engineer at length to reduce the General Fund impact of FY 2022 DPW Capital Projects. Additionally, the major concern is the impact of the FY 2022 Sewer Plant upgrades on the FY 2022 sewer rates.

R. Pontbriand further advised that all Departments were directed to submit FY 2022 Capital Requests keeping in mind the potential impacts of COVID-19 to the Town which have yet to be fully realized. the Information Technology Department and Parks Department both have deferred any FY 2022 Capital due to COVID-19.

R. Skoczylas asked if the \$10,000 request from the Library could somehow be fit into the Operating Budget.

R. Pontbriand advised that because it is a one-time expense of \$10,000 it needs to go through the Capital Process. He and L. Gabree will review and look to see if there are any potential funding options.

[J. Pinard joined the meeting at 4:25pm]

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

R. Pontbriand proposed that the Committee plan to schedule one meeting for the DPW FY 2022 Capital Requests and a second meeting for all other Departments. He proposed the dates of November 17 and December 1 at 4pm for the next two meetings.

The Capital Planning Committee concurred and will meet on November 17 at 4pm and December 1 at 4pm. One of those meetings will be for the DPW and the other meeting will be for all other Departments.

Scheduling of the Next Meeting of the Capital Planning Committee:

Tuesday, November 17 at 4pm and Tuesday, December 1 at 4pm via remote participation due to COVID-19.

New Business:

There was no New Business.

Adjournment:

Motion: A motion was made by R. Skoczylas and seconded by P. Diamond to adjourn the Capital Planning Committee Meeting. **Roll Call Vote:** S. Houde, Y; P. Diamond, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y; L. Gabree, Y; J. Pinard, Y. **Motion Passed 7-0.**

The Capital Planning Committee meeting adjourned at 4:49pm.

Meeting Minutes recorded and submitted by R. Pontbriand, Town Manager.

Meeting Minutes reviewed and approved by the Capital Planning Committee on November 17, 2020

Signed:  11/17/2020

Robert A. Pontbriand, Town Manager