



Town of Ayer

Capital Planning Committee

Meeting Minutes for November 17, 2020

Attendance: Scott Houde; Pat Diamond; James Stephen; Rick Skoczylas; Robert Pontbriand (Town Manager); Lisa Gabree (Finance Manager)

Absent: Jim Pinard

Call to Order: The meeting was called to order at 4:00pm 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 November 10, 2020:

The Committee reviewed the meeting minutes from the November 10, 2020 meeting.

Motion: A motion was made by R. Skoczylas and seconded by P. Diamond to approve the meeting minutes from November 10, 2020. **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.**

Review/Discussion of the FY 2022 Police Department Capital Request:

Police Chief Murray and Deputy Chief Gill appeared before the Committee to present their FY 2022 Police Department Capital Request for the replacement of the Police Chief's vehicle in the amount of \$57,000. Deputy Gill provided an overview of the request stating that the current Chief's vehicle is a 2015 Ford Explorer with over 123,000 miles and throughout the life of this vehicle it has experience reoccurring electrical issues which cannot be found by the Ford dealer. The new vehicle would be a hybrid model that is more economical and is consistent with the Town's Green Communities designation and vehicle acquisition policy.

P. Diamond asked if the \$57,000 including the cost for the hybrid.

B. Gill stated that the amount was including of the hybrid.

S. Houde asked what the justification for the hybrid would be since it is an additional cost.

B. Gill stated that it is consistent with the Town's Greene Communities Designation which includes a green vehicle acquisition policy. The vehicle would save on the costs of fuel.

P. Diamond asked what the life cycle cost would be?

Chief Johnston advised that this equipment is our only means for heavy lift operations for complex extrications. This equipment represents the minimum amount of equipment that would be needed for lifting operations and will integrate with equipment owned by our mutual aid partners that we can request for more complex scenarios.

P. Diamond stated that this is an important request and we do not want to have any liability concerns if the current equipment no longer meets standards.

J. Stephen asked if this was a previous request before the Committee.

Chief Johnston stated no that we pursued the grants avenue first but unfortunately were not selected this time.

Chief Johnston present the second request which is for a SCBA Compressor and Fill Station in the amount of \$70,000. The Chief advised that this project costs has increased due to rising steel costs and added OSHA requirements as well as the need to upgrade the fire station electrical system to support this. The equipment is required to fill the Self-Contained Breathing Apparatus (SCBA) that the Department uses as the main form of respiratory protection.

J. Stephen stated that in his opinion the Town needs to do this.

Chief Johnston advised that the revised costs of this request is \$67,525 since he first submitted the request at \$70,000.

Chief Johnston presented the third request which is for a Deputy Chief vehicle in the amount of \$65,000. The Chief advised that since the creation of the Deputy Fire Chief position there is no 24/7 vehicle for the Deputy Chief to respond to emergencies and other calls for service. The Department currently has two vehicles for three positions. There is a vehicle for the Chief and a vehicle for the Fire Prevention Officer but no vehicle for the Deputy Chief. This has posed challenges for the Department. Both vehicles are used frequently and are often not available.

[Fire Captain Jeremy Januskiewicz joins the meeting at 4:28pm]

S. Houde asked for clarification that the actual costs would be \$65,968 but the request is for \$65,000.

Chief Johnston stated that is correct. The total request with the radios, lighting and lettering would be for \$65,968.

Review/Discussion of the FY 2022 Library Capital Request:

Library Director, Tim Silva appeared before the Committee to present the Library's FY 2022 Capital Request which is for HVAC Repairs in the amount of \$12,000. Tim stated that with the assistance of the Facilities Director, Chuck Shultz the Library continues to upgrade its HVAC systems to be not only more efficient but to provide better comfort for Library visitors. This control system would upgrade the HVAC controls, replace some old valves and old air handling components. The upgraded control system would improve efficiencies and reduced energy costs while improving the quality of the HVAC system.

Review/Discussion of the FY 2022 Facilities Department Requests:

Facilities Director, Chuck Shultz appeared before the Committee to present the FY 2022 Capital Requests for the Facilities Department. The first request is for \$28,000 to upgrade the Town Hall phone system which is currently outdated and not being supported by phone sub-contractors. The new system will give the Town the capabilities to support remote work due to COVID-19. The new system will also have a host of features to improve communications and customer satisfaction such as a department call center. The project would have a 10-year payback with 50% savings on the phone costs from \$400 a month to \$200 a month.

R. Pontbriand advised that there is a chance that this could request would be eligible to be reimbursed through the COVID-19 CARES funds. L. Gabree and C. Shultz are currently working on submitting the request to see if it is eligible and the Committee will be kept updated.

C. Shultz presented the second request for \$30,000 for a Facilities Department Truck. The Department does not currently have a vehicle and the Director uses his personal vehicle to transport tools and equipment. Additionally, there would be a reduction in potential liability exposure from the use of personal vehicles and the vehicle could be shared with other Departments.

C. Shultz presented the third request for \$145,000 for the replacement of the Police Station HVAC system. The current system is 22 years old and beyond its functional life. The project would involve replacing the 6 original roof top units with new energy efficient units. The Police Station is a 24/7 operation and cannot go without heating or cooling for longer periods of time due to the equipment in the Dispatch Center as well as requirements for potential detainees in the lock-up. The new system would be 97% energy efficient and there would be considerable savings on no repair costs.

R. Pontbriand stated that this is a priority project for the Town for all the reasons outlined by C. Shultz and the Town is on borrowed time in terms of the current system.

The Capital Committee's next meeting will be on Tuesday, December 1, 2020 at 4pm at which time the DPW will present its FY 2022 Capital Plan and Requests.

Sara Withee asked if she could get a copy of the DPW Presentation for the next meeting if available.

Motion: A motion was made by P. Diamond and seconded by J. Stephen to adjourn the Capital Planning Committee. 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.

The Capital Planning Committee meeting adjourned at 5:02pm.

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

Meeting Minutes reviewed and approved by the Capital Planning Committee on December 1, 2020

Signed: Robert A. Pontbriand 12/1/2020

Robert A. Pontbriand, Town Manager