



Town of Ayer

Capital Planning Committee

Meeting Minutes for December 1, 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 December 17, 2020:

The Committee reviewed the meeting minutes from the November 17, 2020 meeting.

Motion: A motion was made by P. Diamond and seconded by James Stephen to approve the meeting minutes from December 1, 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 Department of Public Works FY 2022 Capital Requests

DPW Superintendent Mark Wetzel was joined by Town Engineer Dan Van Schalkwyk regarding the DPW FY 2022 Capital Requests. Superintendent Wetzel made a presentation to the Committee regarding the DPW FY 2022 Capital Requests. (Note: The presentation is available on the Capital Planning webpage on the Town's website www.ayer.ma.us)

M. Wetzel advised that due to COVID-19 and some upcoming personnel changes in FY 2022, the FY 2022 DPW Capital Plan has been reduced.

M. Wetzel provided an overview of the ongoing issues with the West Main Street Culvert replacement project which was an FY 2021 Capital Project. Unfortunately, the project came in over \$1 million dollars when bid because of extensive revisions and requirements of the engineering and design by MassDOT.

P. Diamond asked what the expected life cycle of the culvert is?

M. Wetzel stated that the culvert has well exceeded its life cycle. The deck is intact but in the event of a significant storm there could be impacts to the supporting structure which is in poor condition. The Town could wait another year to review and revise this project and develop a plan and strategy

in terms of design, engineering, and funding. It took MassDOT over a year just to approve this design.

J. Stephen stated that he agrees with taking a year to re-evaluate this project and to come back with a proposed solution.

P. Diamond concurred with J. Stephen and stated that it would be worthwhile if we can take the year to re-evaluate and resolve.

M. Wetzel advised that with the Town receiving the \$3.1 million-dollar MassWorks Grant for West Main Street, as part of the grant agreement, the Town needs to have a local match of funds in the amount of \$375,000. Ayer's locale match is \$375,000 and MassDevelopment Devens local match is \$275,000. The contract for this project must be awarded by June 30, 2021 per the MassWorks grant program.

M. Wetzel further advised that he has put the total local match funds of \$375,000 in the following FY 2022 DPW Capital Plan/Request as follows: \$50,000 for stormwater management; \$50,000 for paving; \$100,000 for the water main and the balance of the local match to come from engineering and design services from the Town.

M. Wetzel presented the FY 2022 DPW Capital Requests by Division as follows:

DPW Administration:

\$70,000 for Main Street Decorative Street Light Upgrades

DPW Highway:

\$200,000 for Road Paving. The original request was for \$150,000 but \$50,000 was added as part of the local match for the MassWorks grant for West Main Street.

M. Wetzel advised that this request is to supplement the Town's annual Chapter 90 paving funds from the State. There is approximately a \$4 million dollar backlog for road paving if the Town were to bring all streets up to standard.

P. Diamond asked if there will always be a backlog.

M. Wetzel stated to some extent yes. We have made great progress using a pavement management plan that was developed. The challenging factor is the availability of funds. We only receive on average, approximately \$265,000 a year in Chapter 90 funds.

R. Skoczylas asked if West Main Street would be done this summer.

R. Pontbriand advised that the MassWorks contract for this project must be awarded by June 30, 2021.

DPW Stormwater:

\$100,000 for Storm Drain Repairs. M. Wetzel recommended that this be moved to the DPW Operating Budget from the Capital Budget.

\$50,000 for Culvert Replacements. M. Wetzel recommended that this be moved to the DPW Operating Budget from the Capital Budget.

\$50,000 for MassWorks Grant local match for Stormwater.

\$40,000 for Stormwater Asset/Master Plan Grant Match.

DPW Water:

\$250,000 for Annual Water Main Replacements. M. Wetzel recommended that this be moved to the DPW Operating Budget from the Capital Budget as it is a recurring item/cost.

\$100,000 for MassWorks Grant local match for water main and interconnection.

\$60,000 for Utility Truck with Plow.

DPW Wastewater:

\$750,000 for Inflow/Infiltration repairs.

\$3,800,000 for Wastewater Treatment Plant upgrades.

\$100,000 for Central Ave/Main Pumping Station Valve & Piping Upgrades.

Scheduling of Next Committee Meeting(s):

The Committee scheduled the next meetings for Tuesday, December 8, 2020 at 4pm via Zoom and Tuesday, December 15, 2020 at 4pm via Zoom.

New Business:

R. Skoczylas asked about the status of the removal of the playground at Pirone Park. The Capital Planning Committee previously awarded funds for the feasibility study to the Parks Department for removal. We need to get this removed and replaced.

R. Pontbriand stated that he would speak with the Parks Director about an update and a plan and advise back.

Motion: A motion was made by R. Skoczylas and seconded by P. Diamond 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 8, 2020

Signed: Robert A. Pontbriand 12/8/2020

Robert A. Pontbriand, Town Manager