



Town of Ayer

Capital Planning Committee

Meeting Minutes for December 8, 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 1, 2020:

The Committee reviewed the meeting minutes from the December 1, 2020, meeting.

Motion: A motion was made by R. Skoczylas and seconded by P. Diamond 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.**

Committee Review/Deliberation/Votes to Recommend the FY 2022 Capital Requests for DPW; Facilities Dept.; Fire Dept.; Library; Parks Dept.; Police Dept.

R. Pontbriand proposed that the order of the Committee's deliberations of the FY 2022 Capital Plan be as follows: review/discussion/votes with respect to the FY 2022 vehicle requests; review/discussion/votes of the smaller departments in alphabetical order and then end with the DPW. If the Committee does not finish today, there is a meeting scheduled (if needed) for December 15, 2020.

The Capital Planning Committee concurred.

R. Pontbriand provided an overview of the FY 2022 vehicle requests which consist of \$60,000 for a pickup-truck/plow for the DPW Water Division; \$30,000 for a Facilities Department Truck; \$65,000 for a Deputy Chief vehicle for the Fire Department; and \$57,000 replace the Police Chief's vehicle. He further stated that though these are all needed, given the current pandemic and uncertainty as a result, the Committee should be conservative this year in terms of vehicles.

J. Stephen stated that the priority should be the Facilities Department vehicles since he does not have one and is using his private vehicle.

P. Diamond concurred with J. Stephen.

R. Skoczylas stated that Facilities should get the vehicle and all other vehicle requests are going to have to wait.

S. Houde stated that if Facilities can get by this year using the Parks Department old vehicle and then get the new vehicle next year based on the approval of this Committee. The only vehicle that is needed this year is the Facilities truck.

Motion: A motion was made by P. Diamond and seconded by R. Skoczylas to approve the \$30,000 request for the Facilities Department truck. Motion passed by 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 Committee asked Chief Murray if he could wait a year to replace his vehicle and he said yes.

The Committee asked Chief Johnston if he could wait a year on the Deputy Chief Vehicle and he said that we can make it work.

S. Houde asked if there was a vehicle in the Police Department fleet that could be repurposed.

Chief Murray stated not at this time.

The Committee asked Superintendent Wetzel if the DPW could wait a year on their truck request.

M. Wetzel stated that the truck is not going to fail any day now and we could do another year.

Fire Department:

The Committee reviewed the Fire Department requests.

Motion: A motion was made by P. Diamond and seconded by J. Stephen to approve the \$70,000 request for the SCBA Compressor & Fill Station and to approve the \$33,07 request for the Rescue Tools & Lifting Jacks. Motion passed by 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.**

Facilities Department:

The Committee reviewed the Facilities Department requests.

Motion: A motion was made by P. Diamond and seconded by R. Skoczylas to approve the \$145,000 for the Police Station HVAC Replacement. Motion passed by 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.**

Library:

The Committee reviewed the Library request.

Motion: A motion was made by J. Stephen and seconded by P. Diamon to approve the \$12,000 request for HVAC Repairs at the Library. Motion passed by 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.**

DPW:

The Committee reviewed the DPW request.

Motion: A motion was made by P. Diamond and seconded by J. Stephen to approve the \$70,000 request for the Main Street Decorative Street Light Upgrades. Motion passed by 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.**

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to approve the request for \$200,000 for Road Paving to supplement Chapter 90 funding. Motion passed by 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.**

Motion: A motion was made by P. Diamond and seconded by J. Stephen to approve the \$40,000 request for the Stormwater Asset/Master Plan Grant Match. Motion passed by 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.**

With respect to the Water Main request, M. Wetzel explained that the request is for a total of \$250,000 for the annual water main replacement in the amount of \$150,000 and \$100,000 for the West Main Street/Devens Connection.

Motion: A motion was made by P. Diamond and seconded by J. Stephen to approve the \$250,000 request for the Water Main Replacement and West Main Steet/Devens Connection. Motion passed by **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 Committee reviewed and discussed the Sewer Enterprise requests.

L. Gabree stated that this is a significant amount of funding totaling \$3.8 million and the challenge will be to fit this funding into the sewer rates.

M. Wetzel stated that \$2.8 million is for the next phase of Wastewater Treatment Plant Upgrades of which many are unfunded mandates as well as safety and process improvements. The \$750,000 for Infiltration/Inflow Repairs will greatly enhance the sewer system as well as the plant operations by reducing the number of illicit inflows into the system. The final request is for \$100,000 for the Central Ave. Main Pumping Station valves and piping upgrades.

P. Diamond stated that though a significant amount of funding, these projects are needed. Additionally, they will be borrow articles and this is a favorable borrowing environment.

Motion: A motion was made by P. Diamond and seconded by R. Skoczylas to approve the request totaling \$3.8 million for the Wastewater Treatment Plan Upgrades for \$2,800,000; the Infiltration/Inflow Repairs for \$750,000; and the Central Ave. Main Pumping Station

Valves & Piping for \$100,000. Motion passed by 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.

R. Pontbriand advised that this completes the Capital Planning Committee's work at this time. All these voted recommendations will be placed on the Annual Town Meeting Warrant subject to final review and approval by the Select Board. In past years if there is a need to adjust the Capital Plan, a special meeting of the Committee will be called to make any adjustments. He further advised that will all the recommendations voted, there is no need for the Committee to meet on December 15, 2020, as originally planned. He thanked the Committee for all their time, hard work, and commitment to the Capital Plan.

J. Stephen asked R. Pontbriand to notify all Departments that had requests not approved, particularly vehicles.

R. Pontbriand stated that he would.

S. Houde thanked the Committee for all their work.

There was no further business before the Committee.

Motion: A motion was made by S. Houde and seconded by R. Skoczylas to adjourn the meeting. Motion passed by 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 adjourned at 5:25pm.

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

Meeting Minutes reviewed and approved by the Capital Planning Committee on November 10, 2021

Signed: _____

 11/10/2021

Robert A. Pontbriand, Town Manager