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Town of Ayer

Capital Planning Committee

Meeting Minutes for November 17, 2021

12:10pm
 TOWN OF AYER
TOWN CLERK

Attendance: Scott Houde (Chair/Select Board Representative); Pat Diamond (Fin Com Chair); James Stephen; Rick Skoczylas; Robert Pontbriand (Town Manager); Lisa Gabree (Finance Manager)

Absent: Jim Pinard

Also in Attendance: Dan Van Schalkwyk, DPW Director; Jeff Thomas, Parks Director; Jason Mayo, Chair, Parks Commission

Call to Order: The meeting was called to order at 4:00pm on the Town's Zoom Meeting Platform.

S. Houde 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, 2021:

The Committee reviewed the meeting minutes from the November 10, 2021, meeting.

Motion: A motion was made by P. Diamond and seconded by J. Stephen to approve the meeting minutes from December 8, 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 and Discussion of the FY 2023 Parks Department Capital Planning Request (Kiddie Junction Playground):

J. Thomas provided an overview of the request for \$585,000 to replace the Kiddie Junction Playground structure at Pirone Park which was installed in 1989. The structure was constructed with arsenic treated wood (common for that time period) and the ground under the structure is contaminated with arsenic. This is the most expensive component of the project, the remediation of the soil. The Parks Department had a study done in 2007 (the ATC Study) which estimated the cost of remediation at \$150,000. The Parks Department has looked for grants and continues to look for grants working with other Departments. However, at this point we need a plan.

J. Thomas continued that in 2017 with funding from Capital Planning, they hired a consultant to develop an estimate for the project which includes the removal of the structure, remediation of the soil, and a replacement structure. The working number at this time is estimated at \$585,000. This is an estimate and working with the consultant we plan to have a more definitive number by

December. Additionally, we will be looking for \$300,000 in Community Preservation (CPC) funds toward the project.

P. Diamond asked a timeframe for the project to be completed.

J. Thomas stated that assuming Town Meeting approves the funding in April of 2022, we anticipate putting the project out to bid in May 2022 with a contract in place by July 1, 2022, so that work can commence after the contract is issued.

P. Diamond stated that he supports this project, and it needs to be done.

S. Houde stated that the \$300,000 from CPC would change the funding request from Capital Planning.

L. Gabree stated that we are trying our hardest to avoid any debt exclusions this year, so the CPC funding would bring the project below the debt exclusion threshold of \$350,000.

S. Houde stated that having raised kids that are now in college, the time is overdue for this project. The challenge will be the appropriate funding mechanism(s).

L. Gabree asked if J. Thomas could provide a schedule later as to when the CPC will be taking up this project.

R. Skoczylas stated that he is in favor of the project. If there is some other project this year that can be delayed making this happen, he would be supportive of that approach. This project needs to be a priority and needs to be done.

J. Thomas advised that the Parks Commission has put together a committee for a grassroots approach on the design of the new playground.

J. Mayo stated that they are planning to submit the project for CPC funding at the January 2022 CPC meeting and looking for up to \$300,000 depending on the final project estimate from the consultant.

S. Houde stated that there is some time in the process and that the Committee will revisit once more information is available such as the refined estimate and the CPC funding plan.

Review and Discussion of the FY 2023 DPW Capital Planning Requests:

D. Van Schalkwyk, Director of Public Works presented the FY 2023 DPW Capital Planning Requests to the Committee.

P. Diamond thanked D. Van Schalkwyk for the presentation and for all that the DPW does.

J. Stephen asked if the generator that is proposed can be stored.

D. Van Schalkwyk stated, yes.

S. Houde stated that it was his understanding that the \$400,000 for the DPW Garage Building could be delayed a year?

D. Van Schalkwyk stated that it could be delayed a year but the roof repair for \$20,000 should be done this year.

S. Houde stated that he agreed. He further asked what the potential cost of the Sandy Pond sidewalk would be after the design of \$25,000.

D. Van Schalkwyk advised that the estimate for the whole stretch would be \$1 million. After the design he would have a more accurate number. Additionally, the sidewalk could be done in phases.

S. Houde asked for clarification on the decreased Road Paving request for this year as it is normally \$200,000.

D. Van Schalkwyk advised that it is \$150,000 this year of which \$50,000 was for the West Main Street Massworks Project. Using the pavement management index as well as the fact that West Main Street Massworks Project will be completed, the new request amount is for \$85,000 for FY 2023. This will supplement the Town's Chapter 90 funding.

L. Gabree asked if the West Main Street Bridge will be for this cycle?

D. Van Schalkwyk advised that it will not be ready for this cycle/year.

New Business:

There was no new business.

Next Meeting: December 1, 2021, at 4pm on Zoom

Adjournment:

Motion: A motion was made by R. Skoczylas and seconded by P. Diamond to adjourn the meeting at 5pm. **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 5:01pm.

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

Meeting Minutes reviewed and approved by the Capital Planning Committee on December 1, 2021.

Signed:  12/1/2021

Robert A. Pontbriand, Town Manager