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Town of Ayer

11:05am
TOWN OF AYER
TOWN CLERK
Proper

Capital Planning Committee Meeting Minutes For

December 15, 2021, 4pm

Attendance: Scott Houde (Select Board Representative); Lisa Gabree (Finance Manager); James Stephen; Rick Skoczylas; Robert Pontbriand (Town Manager)

Absent: Pat Diamond (Fin Com Representative); Jim Pinard

Also in Attendance: Fire Chief Tim Johnston; Police Chief Brian Gill; Deputy Fire Chief Jeremy Januskiewicz

Call to Order: The meeting was called to order at 4pm by S. Houde.

S. Houde read the following remote participation statement:

Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 20 of the Acts of 2021, suspending certain provisions of the Open Meeting Law (OML), 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 live on Zoom. The public may participate remotely by joining Zoom (Meeting ID# 860 6225 3922) or by calling 312-626-6799. For additional information about remote participation, please contact Carly Antonellis, Assistant Town Manager at atm@ayer.ma.us or 978-772-8220 ext. 100 prior to the meeting.

Approval of Meeting Minutes:

The Committee reviewed the DRAFT meeting minutes from the December 8, 2021, meeting.

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to approve the meeting minutes for December 8, 2021. Motion passes 5-0 by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Committee Review/Deliberation/Votes on Recommendations of the FY 2023 Capital Planning Requests as Submitted by Town Departments:

S. Houde provided an overview that the Committee has received and reviewed all the FY 2023 Capital Requests. To facilitate the voting and recommendations of the Committee, he has prepared a one-page tracking document which he will populate as the Committee deliberates. He also advised that it may take more than one meeting for the Committee to complete its deliberations, recommendations, and votes.

Town Clerk Vault Repairs in the amount of \$10,000

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to recommend the \$10,000 for the Town Clerk Vault Repairs to the Select Board for inclusion on the 2022 Annual

Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Town Clerk Election Poll Pads in the amount of \$10,150

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to recommend the \$10,150 for the Town Clerk Election Poll Pads to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

J. Stephen stated that the Committee should proceed in the manner used at Town Meeting in that if Committee Members have any questions or issues with each request, they should say "Pass" otherwise, we should take a vote as to whether or not to recommend.

The Committee concurred with J. Stephen and decided to proceed in this manner.

Council on Aging Kitchen Upgrade in the amount of \$56,950.

J. Stephen asked what the threshold for funding is?

L. Gabree advised that per the Town's Capital Planning Policy any capital item under \$40,000 is paid out of the Capital Stabilization Fund. The balance of the Capital Stabilization Fund as of October 2021 is approximately \$3.4 million.

R. Skoczylas asked for a "Pass" on this request. He stated that he would like to be sure that this kitchen upgrade meets the appropriate fire code and has the appropriate fire suppression system.

Katie Petrossi (Senior Center Director) stated that she will speak with Ken Martin the Director of the Housing Authority about his.

Chuck Shultz (Facilities Director) stated that he was not aware of anything specific related to this.

S. Houde stated should be delay to the next meeting?

R. Pontbriand stated that the Senior Center Director and Facilities Director will research this and report back to the Committee at the next meeting.

There were no further issues or questions regarding the following FY 2023 Capital Requests for which the Committee voted to unanimously recommend:

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend the following FY 2023 Capital requests to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant:

<u>Department</u>	<u>Item</u>	<u>Amount</u>
I.T.	Replace Town Hall Copier	\$13,000
Fire	Training Room AV Upgrade	\$16,500

<u>Department</u>	<u>Item</u>	<u>Amount</u>
DPW Highway	Highway Garage Roof Repair	\$20,000
Fire	Office Furniture	\$25,000
DPW Highway	Sandy Pond Rd Sidewalk Design	\$25,000
Police	Haz Mat Gear	\$29,546
Facilities	Town Hall Slate Roof and Gutter Repair – Phase 1	\$30,000
DPW Admin	DPW Hybrid SUV	\$35,000
Library	Reading Room Plaster Ceiling Repair	\$48,500
DPW Stormwater	Stormwater Biofiltration/outfall Improvement	\$50,000

Motion passed (5-0) by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

DPW Highway 1 Ton Pick Up Truck w/plow in the amount of \$60,000

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend the \$60,000 for the DPW 1-Ton Pick-up Truck w/Plow to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Police Department Redesign of the Patrol Workspace in the amount of \$63,238

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend the \$63,238 for the Police Department Redesign of the Patrol Workspace to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Economic Development Final Phase Depot Square Renovation in the amount of \$65,000

S. Houde stated that he believes this project should be funded from the UDAG Funds as it speaks to the spirit of UDAG and for what the funds are intended. Additionally, as presented there are some potential supply issues and timing issues with getting some of the materials and components for this project. Therefore, if UDAG funds were used the Select Board could vote them for this project and ordering could occur now rather than wait until after Town Meeting in April of 2022 which could further compound delays.

L. Gabree and R. Pontbriand concurred with S. Houde.

Pauline Conley (Resident) asked S. Houde if the UDAG funds would be replenished from available funds as has been the past practice of the Select Board and Town.

S. Houde stated yes.

The Committee agreed to have the Final Phase Depot Square Renovations in the amount of \$65,000 be recommended to be funding from UDAG Funds by the Select Board.

Facilities Department VOIP Phone Upgrade and Wiring for Buildings in the amount of \$65,000

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend the \$65,000 for the VOIP Phone Upgrade and Wiring for Buildings to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Fire Department Deputy Chief Vehicle in the amount of \$65,000

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to recommend the \$65,000 for the Fire Deputy Chief Vehicle to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

DPW Highway Barnum Road Bridge Repairs in the amount of \$70,000

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend the \$70,000 for the Barnum Road Bridge Repairs to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Police Department Chief Vehicle Replacement in the amount of \$76,700

S. Houde advised that this item should be removed from the FY 2023 Capital Plan as it will be replaced using a Reserve Fund Transfer. This is due to the need to order a replacement cruiser as soon as possible considering current vehicle shortages and delays due to the pandemic and the fact that the current vehicle is not in good condition.

The Committee concurred with S. Houde.

DPW Highway Road Paving in the amount of \$85,000

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend the \$85,000 for Highway Road Paving to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

DPW Highway Garage Renovation in the amount of \$400,000

L. Gabree advised that this would require a debt exclusion per the Town's Capital Planning Policy. Additionally, this needs to be looked at closer in terms of funding and scheduling.

R. Pontbriand concurred with L. Gabree and asked for a "Pass" on this request until the next meeting so that further review can occur.

The Committee concurred to "Pass" on this item until the next meeting.

Parks Department Remediation of Kiddie Junction in the amount of \$500,000

R. Pontbriand advised that the Parks Department intends to seek funding from the Community Preservation Committee (CPC) in the estimated amount of \$300,000. Additionally, they are currently looking at a grant opportunity with the Community and Economic Development Office.

Dan Van Schalkwyk (DPW Director) advised that we are working with the consultant to get an accurate cost estimate and should have that information by the beginning of January.

The Committee agreed to "Pass" on this item until the next meeting when more information is available.

Fire Department – Fire Engine (Pumper) Replacement in the amount of \$731,000

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend the \$731,000 for the Fire Engine (Pumper) Replacement to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant and inclusion as a ballot question on the 2022 Town Election Ballot.

Motion passed (5-0) by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

S. Houde recapped the outstanding General Fund FY 2023 Capital Fund Requests as follows: COA Kitchen Upgrade; DPW Highway Garage; and Kiddie Junction Playground. These items will be discussed further at the next Capital Planning Committee Meeting.

The Committee then reviewed and voted its recommendations on the Water Enterprise FY 2023 Capital Requests as follows:

Annual Water Main Replacements in the amount of \$300,000

L. Gabree advised that the portion of this request for Capital is \$200,000 with the other \$100,000 coming from the FY 2023 Water Operating Budget.

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend \$200,000 for the Annual Water Main Replacements to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Water Department Utility Truck with Plow in the amount of \$60,000

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to recommend \$60,000 for the Water Department Utility Truck with Plow to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

New Well Source Approval in the amount of \$120,000

L. Gabree advised that there are some remaining funds for this and would need to research that. She also asked if this could be pushed out to FY 2024.

R. Skoczylas stated that he would like more information on this in terms of the amount requested based on what L. Gabree just stated and if it can be pushed out. He asked for a "Pass" on this item.

The Committee concurred to "Pass" on this item until the next meeting.

Spectacle Pond Well Transmission Main Replacement in the amount of \$600,000

R. Pontbriand stated that as previously presented by the DPW Director, this is a critical piece of Ayer's water infrastructure. The transmission main has already had one previous repair and is at a point that it needs to be replaced. The challenge is how to fund it.

L. Gabree stated that this project would be eligible for ARPA Funds and is within the scope of ARPA. L. Gabree advised that the Town will receive approximately \$2.4 million in ARPA Funds and to date the Town has committed \$700,000 of the ARPA Funds to the Westford Road Sewer Main Replacement Project.

The Committee concurred that the Town should use ARPA funds for the \$600,000 for Spectacle Pond Well Transmission Main Replacement.

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend that the Select Board vote to authorize the use of ARPA Funds in the amount of \$600,000 for the Spectacle Pond Well Transmission Main Replacement. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Portable Generator (to be shared between Water and Sewer Departments) in the amount of \$75,000 (Water Dept. portion of the generator)

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to recommend the \$75,000 for the Portable Generator (Water Department portion of funding) to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Water Department Meter Reader Vehicle in the amount of \$35,000

L. Gabree advised that there is a sufficient balance in the Water Retained Earning Budget to purchase this vehicle.

S. Houde stated that he would prefer using retained earnings to purchase this vehicle.

The Committee concurred with L. Gabree and S. Houde.

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to recommend that the \$35,000 to purchase the Water Department Meter Reader Vehicle come from Water Retained Earnings. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

The Committee then reviewed and voted its recommendations on the Sewer Enterprise FY 2023 Capital Requests as follows:

Portable Generator (to be shared with Water Department) in the amount of \$75,000 (Sewer Dept. portion of the generator)

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend the \$75,000 for the Portable Generator (Sewer Dept. Portion) to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Sewer – Westford Road Sewer Main Replacement in the amount of \$1,200,000

S. Houde advised that \$500,000 for this project is coming from the FY 2022 Infiltration/Inflow Budget and the other \$700,000 has been approved by the Select Board to come from ARPA Funds. No action is needed by the Capital Planning Committee.

S. Houde recapped that the outstanding items for the next meeting are the: New well source approval; Kiddie Junction Playground; DPW Highway Garage; and COA Kitchen Upgrade.

New Business:

S. Houde stated that he would like the Committee to look at the Debt Exclusion and to what is coming off the Town's Debt Schedule as well as the impacts of future projects.

Pauline Conley (Resident) asked if the one-page voting sheet used tonight will be available on-line.

S. Houde stated that it will be on the Capital Planning webpage by the end of the week.

Scheduling of Next Meeting: The Committee scheduled the next meeting for Wednesday, January 19, 2022, at 4pm on Zoom.

Adjournment:

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to adjourn the Capital Planning Committee Meeting at 4:50pm. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

The meeting adjourned at 4:50pm.

Minutes recorded and submitted by R. Pontbriand, Town Manager

Minutes reviewed and approved by the Capital Planning Committee on January 19, 2022

Signed:  1/20/2022
Robert A. Pontbriand, Town Manager