



**Town of Ayer**

**CAPITAL PLANNING COMMITTEE**

**Meeting Minutes for Tuesday, January 24, 2019**

**Attendance:** Selectman Christopher Hillman (Committee Chair); Pat Diamond (Fin Com Rep) John Kilcommins; James Stephen; Rick Skoczylas; Mary Spinner; Jim Pinard; Lisa Gabree (Finance Manager); Robert Pontbriand (Town Manager)

**Also in Attendance:** Jeff Thomas (Parks and Recreation Director); Charles Shultz (Building Commissioner); Mark Wetzel (DPW Superintendent).

**Call to Order:** The meeting of the Capital Planning Committee was called to order at 4pm in the First Floor Meeting Room of Town Hall by C. Hillman.

**Review and Approval of Meeting Minutes for January 8, 2019:**

The Committee reviewed the meeting minutes for January 8, 2019.

**Motion:** A motion was made by M. Spinner and seconded by R. Skoczylas to approve the meeting minutes for December 19, 2018. **Motion passed 9-0.**

**Parks Building Update:**

J. Thomas and C. Shultz appeared before the Committee to provide an update on the Park Building project. J. Thomas provided an overview of the project including a timeline of activities to date. The original appropriation for the project as approved by Town Meeting was \$600,000. The project has been designed by an architect and has evolved from a garage building to a garage and office building. The Commission asked C. Shultz to get involved based on his expertise and concerns regarding the project estimation that put the project in at over \$1.2 million.

C. Shultz stated that he reviewed all of the estimates and analyzed the cost estimation for the project using prevailing wage. I would be comfortable with the project going out to bid and coming within budget based on this analysis. I also consulted with some outside builders which came in with estimates of approximately \$400,000 to \$600,000.

M. Wetzel stated that local bidders would need to be DCAM certified by the State.

C. Hillman asked about bidding the various components of the project separately.

M. Wetzel stated that the bid could be issued with deducts in the bid. The Town may end up with a shell of a building and need to seek additional funding. Bids have been running about 25% higher as of late.

J. Thomas stated that at the last Parks Commission meeting, the Commission decided to proceed by going out to bid and that Charlie will work with the Architect to put in the appropriate bid alternates. If we success that is good. If we are not successful then perhaps a one story storage

building will have to be the approach with additional funding for the rehabilitation of the existing structure down there.

C. Hillman asked what is the time-frame to put this out to bid?

C. Shultz stated within the next month with the bid going out for March 1, 2019.

J. Pinard asked how much money has been spent to date of the \$600,000 for the project?

L. Gabree stated that approximately \$24,000 has been spent to date with approximately \$575,000 remaining.

C. Hillman stated that he does not want to sell the Town short because of funding concerns. I would rather give you more for the correct project.

M. Spinner stated that this Committee is about long-term planning and we should be putting together the best project. I was for a multi-use building from the beginning for the children. Do it right for the long-term. I do not like this plan.

C. Shultz stated that we should go out to bid and see where we come in at.

M. Wetzel stated that he concurred with C. Shultz and put a placeholder for additional funds at Town Meeting.

R. Skoczylas stated that he was in favor of going out to bid to get the numbers.

J. Pinard stated that the Committee could meet after the bids come in to further discuss.

M. Spinner asked what does this current plan do for the kids?

C. Hillman stated that he understood the point but to do something of that magnitude will cost between \$4 to \$5 million.

J. Thomas also stated there is the added challenge of where to locate a structure of that magnitude.

J. Stephen stated that the project should be put out to bid.

J. Thomas stated that they will proceed with putting the project out to bid for March 1, 2019.

**FY 2020 Parks Capital Projects Requests:**

J. Thomas explained that the \$20,000 for the Sandy Pond Irrigation system is needed as the turf is in terrible shape. The only solution is an automated irrigation system.

P. Diamond stated that this was reasonable request and a good investment in the turf.

J. Thomas stated that they would start the project in September 2019 if approved.

J. Thomas provided an overview of the \$35,000 for the East Side of the Perimeter Path.

J. Pinard asked if this project can wait. Is it a big need?

J. Thomas stated that it is not an immediate need and that the irrigation project is more important than the perimeter path.

The Committee thanked J. Thomas and stated that they would be taking up votes for the Parks Capital requests later in the meeting.

### **FY 2020 DPW Capital Projects**

M. Wetzel appeared before the Committee at its request to further discuss/clarify some of the outstanding FY 2020 DPW Capital requests before the Committee.

M. Wetzel stated that he puts a lot of thought and effort into the DPW Capital Plan with the best interests of the Town at mind. He does not ask for things "he wants", he professionally requests things that are in the best interests of the DPW and the Town.

M. Wetzel explained that the \$20,000 requested for a mobile sign board would benefit not only DPW but Fire, Police and other Departments. We ideally should have one at each side of a construction zone.

M. Wetzel explained that the \$250,000 requested from Main and Columbia is needed to start this process of improving the public access and safety of Main and Columbia Streets. M. Wetzel explained that this project would be a very public process.

J. Stephen stated that he agreed with this project and we should get the process started.

M. Wetzel stated that the \$500,000 requested for the West Main Street Water Interconnection with Devens could be deferred at this time as the DPW will proceed with applying for a MassWorks grant to fund this.

M. Wetzel stated that the \$60,000 requested for Groundwater Supply Investigation is intended for the Town to look for its next water supply. This is a five-year process and this would be the beginning stage of that process. There is the possibility that Nasoya could pay for some of this.

M. Wetzel stated that the \$150,000 for the Filter Media will need to be increased to \$275,000 based on further pricing and research.

R. Pontbriand stated that the Filter Media request at \$150,000 was previously approved by the Committee. The increase to \$275,000 needs to be approved as the Filter Media must be replaced for the Town's water quality.

**Motion:** A motion was made by R. Pontbriand and seconded by M. Spinner to amend the original vote of \$150,000 to \$275,000 for the Filter Media request recommendation. **Motion passed 9-0.**

M. Wetzel passed out a project schedule for all FY 2020 proposed projects as requested by the Committee.

The Committee reviewed the project scheduled with M. Wetzel.

The Committee then proceeded with the following project recommendation votes:

**Motion:** A motion was made by J. Pinard and seconded by J. Stephen to recommend \$20,000 for the Sandy Pond Irrigation System. **Motion passed 9-0.**

**Motion:** A motion was made by J. Stephen and seconded by P. Diamond to recommend \$35,000 for the East Perimeter Pirone Path. **Motion passed 6-3.**

**Motion:** A motion was made by J. Stephen and seconded by P. Diamond to recommend \$50,000 for the Groton Shirley Road Design and Permitting. **Motion passed 9-0.**

**Motion:** A motion was made by J. Stephen and seconded by C. Hillman to recommend \$25,000 for the 0 Park Street Paving. **Motion passed 7-2.**

**Motion:** A motion was made by J. Stephen and seconded by P. Diamond to recommend \$250,000 for the Columbia and Main Street Design and Engineering. **Motion passed 9-0.**

R. Skoczylas asked what does it cost the Town to do in-house engineering for these projects?

R. Pontbriand stated that he would follow up with the DPW Superintendent and advise back.

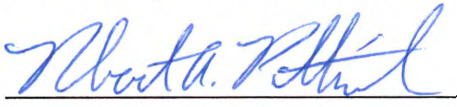
**Motion:** A motion was made by J. Stephen and seconded by C. Hillman to recommend \$20,000 for the Mobile Sign Board. **Motion passed 7-0.**

The Committee decided to schedule another meeting for Thursday, January 31, 2019 at 4pm for the purposes of voting to recommend the specific funding sources for the capital requests. L. Gabree will prepare a spreadsheet and recommendations for the Committee.

**MOTION:** A motion was made by J. Stephen and seconded by R. Skoczylas to adjourn the Capital Planning Committee meeting at 6:05pm. **Motion passed 9-0.**

Meeting Minutes Recorded and Submitted by: Robert A. Pontbriand, Town Manager

Meeting Minutes Approved by the Capital Planning Committee on: Jan. 31, 2019

Signed:   
Robert A. Pontbriand, Town Manager