

Town of Ayer

Capital Planning Committee

[DRAFT] Meeting Minutes from January 18, 2024

Attendance: Scott Houde (Chair); James Stephen (arrived after meeting adjourned); Barbara Tierney (Finance Manager); Robert Pontbriand (Town Manager); Jim Pinard; Kurt Fraczkowski (Fin Com Representative)

Also in Attendance: Dan Van Schalkwyk (DPW Director); Police Chief Brian Gill; Fire Chief Tim Johnston; Deputy Fire Chief Jeremy Januskiewicz; Kerry Cooper (Town Accountant); Pat Lynch (Resident)

Call to Order:

S. Houde called the January 18, 2024 meeting of the Capital Planning Committee to order at 5:00pm in the First Floor Meeting Room of the Ayer Town Hall.

Review and Approval of Meeting Minutes (December 14, 2023):

The Committee reviewed the DRAFT December 14, 2023 meeting minutes.

Motion: A motion was made by B. Tierney and seconded by J. Pinard to approve the December 14, 2023 meeting minutes. **Motion Passed (5-0)**

Review/Discussion/Votes on Recommendations from DPW for the FY 2025 Park Street Improvement Project Final Design:

D. Van Schalkwyk presented a Memo to the Capital Planning Committee (See attached) recommending that this FY 2025 Capital Request be removed from the FY 2025 Capital Plan at this time. At this time, based on the costs of engineering proposals received for engineering coupled with significant Town funds and no current private investment to leverage toward State grants, the project needs to be re-evaluated.

The Capital Planning Committee reviewed the DPW Director's Memo and there was consensus to remove the FY 2025 Park Street Improvement Project Final Design from the FY 2025 Capital Plan.

Final Review/Discussion on FY 2025 Capital Plan Recommendations:

Fire Chief Johnston advised that the original request for \$24,000 for the Medical Ventilator request for FY 2025 can be reduced to \$17,000 as the original proposal had a 5-year warranty and the Department just needs the one-year warranty.

There was consensus by the Capital Planning Committee to reduce the original request for \$24,000 for the Medical Ventilator for FY 2025 down to \$17,000.

R. Pontbriand thanked the Capital Planning Committee for all their work this year.

S. Houde thanked the Capital Planning Committee, and everyone involved in making it another smooth process year for the Capital Plan.

Scheduling of Next Meeting:

The Committee did not schedule another meeting at this time since the FY 2025 Capital Planning Process at this time is complete. They agreed they would meet if needed prior to the Town Meeting if there were any changes to the Capital Plan that needed to be reviewed.

Adjournment:

Motion: A motion was made by J. Pinard and seconded by K. Fraczkowski to adjourn the Capital Planning Committee meeting at 5:15pm. **Motion passed 5-0.**

[James Stephen joined the meeting which had adjourned]

The meeting adjourned at 5:15pm.

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

Minutes reviewed and approved by the Capital Planning Committee on _____.

Signed: _____
Robert A. Pontbriand, Town Manager

DEPARTMENT OF PUBLIC WORKS

Water, Wastewater, Highway & Solid Waste Divisions

Dan Van Schalkwyk, P.E., Director
Kimberly Abraham, Water and Sewer Superintendent
Matt Hernon, P.E., Town Engineer
Pam Martin, Business Manager

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Memorandum

Date: January 16, 2024

To: Ayer Capital Planning Committee

Cc: Robert Pontbriand, Town Manager

From: Dan Van Schalkwyk, P.E., DPW Director

Re: Recommend Removal of DPW Capital Budget Request for Park Street Improvement Project Final Design

Dear Ayer Capital Planning Committee:

The following is an update for the Park Street Improvement Project Final Design Capital item.

In consultation with the Town Manager, Town Engineer, and Director of Community and Economic Development, I'm recommending removing this request at this time.

On January 10, 2024, I received a proposal from Green International (engineering consultant) for 75% and 100% design phases for the project. The proposed costs were higher than anticipated, see below.

75% Design = approximately \$271,000

100% Design = approximately \$150,000

*Furthermore, costs not contained in the proposal include payment to overhead utilities for their design, preparation and acquisition of utility easements on private property, and local match for a grant application.

There is high concern over the Town spending substantial local funds on design then relying on a grant to complete a costly construction project on a relatively short corridor. The project would have a better chance of success with modifications to the scope which reduce design and construction costs. Therefore, further due diligence and input is required to define the scope of the project for it to be successful.

The next steps include re-evaluation of the scope and obtaining input from stakeholders. Working with AOCED on potential grant opportunities for design. Presentation at a future Select Board meeting for input and determination of the best approach to move the project forward.