

**Town of Ayer**  
**Capital Planning Committee**  
**Meeting Minutes of November 16, 2023**

**RECEIVED**  
DEC 04 2023

TOWN OF AYER  
TOWN CLERK

*Scopeland*

**Attendance:** Scott Houde (Chair); James Stephen; Barbara Tierney (Finance Manager); Robert Pontbriand (Town Manager); Kurt Fraczkowski (Fin Com); Jim Pinard

**Absent:** Christopher Hillman

**Also in Attendance:** Deputy Fire Chief Jeremy Januskiewicz; Sara Withee (Resident)

**Call to Order:**

S. Houde called the 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 (November 9, 2023):**

The Committee reviewed the DRAFT November 9, 2023 meeting minutes.

**MOTION:** A motion was made by J. Stephen and seconded by J. Pinard to approve the November 9, 2023 meeting minutes. **Motion Passed 6-0.**

**Review and Discussion of the FY 2025 Fire Department Capital Plan:**

Deputy Chief Januskiewicz presented on behalf of Chief Johnston who sent his regards for being unable to attend the meeting.

**Ambulance Replacement for \$550,000:**

J. Januskiewicz stated that this has been moved up a year on the Capital Plan due to the two-year lead time in ordering new ambulances. If approved in the Spring of 2024 by Town Meeting, it would be delivered between 2026-2027 to the Town. This would replace the 2016 Ambulance. Ambulances have a 10-year life cycle.

J. Pinard asked how old the other ambulance was.

J. Januskiewicz stated it is a 2018 and this request would replace the 2016.

J. Pinard asked how often both ambulances are out at calls at the same time.

J. Januskiewicz stated it is becoming a very frequent occurrence.

B. Tierney advised that this would be funded from the Ambulance Enterprise and that the last payment on the 2018 Ambulance will be 2029. The 2016 Ambulance is paid for, and the 2018 Ambulance will have its last payment in 2029.

J. Pinard asked if the old one could be sold.

J. Januskiewicz stated that it could be, but you generally do not get much for them.

B. Tierney stated that if approved, the Town would not borrow any funds for another 2 years until the Ambulance is in the Town's possession.

S. Houde asked if the 6.5% contingency in the request is sufficient.

J. Januskiewicz said yes and that was recommended by the manufacturer.

Medical Ventilator for \$17,000:

J. Januskiewicz stated that this is an automatic ventilator and would be the second unit for the Department. We have one from a grand and we would like both Ambulances to have one. This piece of equipment results in better patient outcomes. We are applying for a grant this month and hopefully we will get it and we will know by January 2024. If we get the grant, then this request will not need to be funded from Capital.

K. Fraczkowski asked if the unit is portable.

J. Januskiewicz stated yes, it is in the form of a backpack unit.

K. Fraczkowski asked if Opioid funds could be used for this?

S. Houde stated that it would not qualify.

R. Pontbriand asked what the life expectancy for this piece of equipment is.

J. Januskiewicz stated ten (10) years and there is a 5-year service plan.

I.V. Pumps for \$12,700:

J. Januskiewicz stated that this piece of equipment is something that the State has been really pushing for Departments to have. This pump removes some of the potential for human error. It is computerized. This request would fund four (4) pumps and we would put two (2) in each ambulance. The life expectancy is 10 years for this equipment.

J. Pinard asked if there is training required to use these pumps.

J. Januskiewicz stated that there is some initial training from the manufacturer and then we would do in-house training.

Cardiac Monitor for \$55,600:

J. Januskiewicz stated that this is a piece of equipment that is currently reaching the end of its life cycle, which is ten years, and it needs to be replaced. There is an approximate trade-in value of \$6,000 and the Department is still finalizing that number. The trade-in value could offset the first five years of the preventative maintenance agreement for the cardiac monitor. This would be funded out of the Ambulance Revolving Fund.

Water Rescue Equipment for \$16,000:

J. Januskiewicz stated that this request would be for helmets, dry suits, gloves, and boots for the Department's water rescue functions. From the recent Leominster flooding experience our cold-water equipment is not good for warm weather rescues. This would fund six (6) suits that do not have a liner like our cold weather gear. We would also update the boat we use for evacuations. The current boat weighs two hundred pounds and is very heavy. We are looking for a new board which would be one hundred pounds and represents \$2,900 of the \$16,000 request. The Department is looking at a potential grant in the amount of \$15,500 which if received would not require this to be a capital request. We will know about the grant and if we receive it in January 2024.

Fire Alarm Receiver for \$94,500:

J. Januskiewicz stated that the current Receiver is due to be replaced. Per Chief Johnston we have a revised cost for this request of \$57,802.95

The Committee thanked Deputy Januskiewicz for his presentation and answering their questions.

S. Houde stated that the next meeting will be on November 30, 2023 at 5pm with DPW.

Adjournment:

**Motion:** A motion was made by J. Stephen and seconded by J. Pinard to adjourn the meeting at 5:34pm. **Motion passed 6-0.**

The meeting adjourned at 5:34pm.

Minutes recorded and submitted by R. Pontbriand, Town Manager

Minutes reviewed and approved by the Capital Planning Committee on November 30, 2023.

Signed:   
Robert A. Pontbriand, Town Manager