

Town of Ayer
Capital Planning Committee
Meeting Minutes of December 14, 2023



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

Also in Attendance: Dan Van Schalkwyk (DPW Director); Kimberly Abraham (Water and Sewer Superintendent); Police Chief Brian Gill; Fire Chief Tim Johnston; Deputy Fire Chief Jeremy Januskiewicz; Chuck Shultz (Facilities Director); 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 30, 2023):

The Committee reviewed the DRAFT November 30, 2023 meeting minutes.

Motion: A motion was made by J. Stephen and seconded by J. Pinard to approve the November 30, 2023 meeting minutes. **Motion Passed (6-0).**

Review/Discussion/Votes on Recommendations for the FY 2025 Capital Requests as Submitted by Departments:

The Capital Committee reviewed all the FY 2025 Departmental Capital Requests.

R. Pontbriand advised that the request from the Assessing Department for \$30,240 for the v8 Appraisal vision CAMA software can be withdrawn. In consultation with the Assessing Administrator and the Finance Manager, this software conversion will not occur in FY 2025 and an alternative approach using previously approved funds from last year's Capital can be used.

R. Pontbriand advised that in consultation with the DPW Director and Water and Sewer Superintendent, the additional \$100,000 requested for the Washington Street Water Tank can be withdrawn.

R. Pontbriand advised that the original \$94,550 requested by the Fire Chief for the Fire Alarm Receiver can be reduced to \$57,803 per the Fire Chief.

R. Pontbriand advised that in consultation with the DPW Director, the \$175,000 originally requested for the Municipal tractor/sidewalk snow blower needs to be increased to \$190,000 per the DPW Director as the result of a final price quote.

D. Van Schalkwyk advised that he is still waiting for a final quote for the Park Street Improvement Project Final Design. He submitted \$65,000 but is waiting for the final quote.

R. Pontbriand advised that the Capital Planning Committee could vote to recommend the various Fire Department capital requests subject to receiving grant funding.

J. Pinard asked for clarification on the scope of the parking lot repairs projects for the Fire and Police Departments.

C. Shultz explained the scope of the projects.

B. Tierney advised that at this time there is a balance of \$5.14 million in the Town's Capital Stabilization Fund.

S. Houde recommended that the Capital Planning Committee vote its recommendations by grouping the capital projects per funding source (i.e., Capital Stabilization; Borrow, etc.).

S. Houde further stated that per the Town's Financial Policies, generally any capital project that is \$50,000 or less we try to recommend that it is paid for out of Capital Stabilization. Anything over \$50,000 per the Financial Policies we generally recommend that we borrow for it.

The Capital Planning Committee concurred with this approach.

Motion: A motion was made by J. Stephen and seconded by J. Pinard to recommend to the Select Board that the following FY 2025 Capital Projects be funded from Capital Stabilization subject to Town Meeting approval:

DPW - Stormwater Biofiltration/Outfall Improvements	\$50,000
Facilities – Green Community Grant Match Funding	\$40,000
Facilities – Parking Lot Repairs for Fire and Police	\$43,000
Facilities – Town Hall Envelope Repairs & Panic System	\$45,000
Fire – Water Rescue Equipment	\$16,000
Library – Sidewalk and Exterior Repairs	\$25,000
Parks – Utility Vehicle	\$25,000
<u>Total:</u>	<u>\$244,000</u>

Motion passed (6-0).

Motion: A motion was made by J. Stephen and seconded by J. Pinard to recommend to the Select Board that the following FY 2025 Capital Projects be funded by General Fund Borrowing subject to Town Meeting approval:

DPW – Stormwater Drain Upgrades	\$230,000
DPW – Municipal Tractor/Sidewalk Snow Blower	\$190,000
DPW – Stormwater Culvert Improvements	\$130,000
DPW – Road Paving	\$95,000
Police – Chief/Deputy/Administration Furniture	\$64,000
Fire – Fire Alarm Receiver	\$57,803
Total:	<u>\$766,803</u>

Motion passed (6-0).

Motion: A motion was made by J. Stephen and seconded by K. Fraczkowski to recommend to the Select Board that the following FY 2025 Capital Projects be funded by the Wastewater Enterprise Fund subject to Town Meeting approval:

DPW – Wastewater Treatment Plant Upgrades	\$4,000,000
DPW – Wastewater Pump Station Upgrades	\$500,000
DPW – Wastewater Pump Station Generator Connections	\$80,000
DPW – Wastewater Pick-Up Truck Replacement	\$45,000
DPW – Wastewater Pump Impeller/Volute Replacement (Main and Central Pump Stations)	\$33,000
Total:	<u>\$5,408,000</u>

Motion passed (6-0).

Motion: A motion was made by J. Pinard and seconded by J. Stephen to recommend to the Select Board that the following FY 2025 Capital Projects be funded by the Water Enterprise Fund subject to Town Meeting approval:

DPW – Spectacle Pond Well #3 Pumping Station and Transmission Main	\$350,000
DPW – Annual Water Main Rehabilitation	\$300,000
DPW – Grove Pond GAC Media Replacement	\$100,000

DPW – 6 Wheel Water Dump Truck	\$95,000
DPW – Spec Pond Chlorine Chemical Skid	\$75,000
DPW – Grove Pond Greensand Valve Replacement	\$50,000
Total:	<u>\$970,000</u>

Motion passed (6-0).

Motion: A motion was made by J. Stephen and seconded by J. Pinard to recommend to the Select Board that the following FY 2025 Capital Projects be funded by the Ambulance Enterprise Fund subject to Town Meeting approval:

Fire – Replace Ambulance 2	\$550,000
Fire – Cardiac Monitor	\$55,600
Fire – Medical Ventilator	\$17,000
Fire – IV Pump	\$12,700
Total:	\$635,300

Motion passed (6-0).

Scheduling of Next Meeting:

The Committee scheduled the next meeting for Thursday, January 18, 2024 at 5pm.

Adjournment:

Motion: A motion was made by J. Stephen and seconded by J. Pinard to adjourn the Capital Planning Committee meeting at 5:35pm. **Motion passed 6-0.**

The meeting adjourned at 5:35pm.

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

Minutes reviewed and approved by the Capital Planning Committee on December 14, 2023.

Signed: 
Robert A. Pontbriand, Town Manager