

RECEIVED
NOV 23 2021

TOWN OF AYER
TOWN CLERK

12:50 PM
[Signature]

Town of Ayer

Capital Planning Committee

Meeting Minutes for November 10, 2021

Attendance: Scott Houde (Chair/Select Board Representative); Pat Diamond (Fin Com Chair); James Stephen; Rick Skoczylas; Robert Pontbriand (Town Manager); Lisa Gabree (Finance Manager)

Absent: Jim Pinard

Also in Attendance: Police Chief Brian Gill; Fire Chief Tim Johnston; Dan Van Schalkwyk, DPW Director; Chuck Shultz, Facilities Director

Call to Order: The meeting was called to order at 4:00pm on the Town's Zoom Meeting Platform.

S. Houde read the following into the record: *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.*

Review/Approval of the Previous Meeting Minutes from December 8, 2020:

The Committee reviewed the meeting minutes from the December 8, 2020, meeting.

Motion: A motion was made by R. Skoczylas and seconded by P. Diamond to approve the meeting minutes from December 8, 2020. **Roll Call Vote:** S. Houde, Y; P. Diamond, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y; L. Gabree, Y. **Motion Passed 6-0.**

Initial Review and Discussion of the FY 2023 Capital Planning Requests:

S. Houde presented a spreadsheet he put together of all the FY 2023 Capital Planning Requests for the Committee to use (see attached). This will also be posted to the Capital Planning Webpage on the Town's website.

The Capital Planning Committee conducted an initial review of the FY 2023 Capital Planning Requests as follows:

Town Clerk:

\$10,500 for Election Poll Pads. There were no initial issues regarding this request from the Committee

\$10,000 for the Town Clerk Vault. There were no initial issues regarding this request from the Committee.

I.T. (Information Technology):

\$13,000 for the Replacement of the Town Hall Copier.

S. Houde asked for more information regarding a purchase versus lease scenario.

J. Stephen stated that he would like to see the costs of maintenance/repairs on the current machine.

R. Pontbriand advised that he and the I.T. Director will be looking at the purchase versus lease scenario and will advise back.

Police Department:

\$76,700 for Replacement of Police Chief's Vehicle.

S. Houde stated that he likes to remote command option of the vehicle.

J. Stephen asked if it could communicate with all First Responders?

Chief Gill advised that it can.

R. Skoczylas asked about any trade in value of the current vehicle.

Chief Gill advised potentially. That there is not trade in value and that it would be auctioned off as surplus.

L. Gabree asked if this was a hybrid vehicle?

Chief Gill advised that this is a larger vehicle and is not hybrid.

S. Houde stated that this car and the fire car were both delayed from last year.

L. Gabree stated that they should not be delayed another year.

\$61,953 for Police Workspace.

L. Gabree stated that the Chief should be scheduled to make a presentation on this.

\$29,546 for Replace Haz-Mat Gear.

S. Houde stated that the Chief should come in to make a presentation on all police requests.

Parks Department:

\$500,000 for Kiddie Junction Playground

R. Pontbriand advised that the Committee should schedule to have the Parks Director come to present. This request is to remediate, design, and replace the Kiddie Junction Playground which was built in 1989. The Parks Department will be seeking CPC Funding for a portion of this.

L. Gabree advised the Committee that the Town needs to be careful on any Debt Exclusions (\$350,000 or more) this year. This is due to two factors. The first is that the economy has yet to fully recover from the pandemic and secondly the High School Fields project will be hitting the debt schedule. This is not the year for Debt Exclusions.

Council on Aging/Senior Center:

\$56,950 for Kitchen Upgrade.

S. Houde stated he would like the Senior Center Director to come in. His concern is investing in a building that we lease and not own. He is not opposed to the project but has this concern.

R. Skoczylas stated that the Town needs to look at more parking at the Senior Center.

R. Pontbriand stated that the Senior Center Director and Facilities Director have been working on this project request. The upgraded kitchen would allow them to do more meals and programming. Additionally, some of the components of the project could be relocated to a new facility.

Library:

\$48,500 for Reading Room Plaster Ceiling Repair.

Chuck Shultz, Facilities Director advised that this would be complete roof replacement of the Library Reading Room and includes a new ceiling in the room. There were no initial issues regarding this request from the Committee.

Facilities Department:

\$65,000 for VOIP Phone Upgrade and I.T. Infrastructure Upgrades for Library, DPW Admin Building, Parks Building, and COA

L. Gabree advised that the Town upgraded the phone system at Town Hall using CARES funding.

C. Shultz advised that this project would upgrade the rest of the Town's phones and includes the necessary wiring upgrades.

J. Stephen stated that he would like more information on the project in terms of scope and the request should be given a new title.

\$30,000 for Town Hall Slate Roof and Gutter Repairs – Phase 1. There were no initial issues regarding this request from the Committee.

Depot Square:

\$65,000 for Final Renovations of Depot Square.

S. Houde stated that he would like a presentation on this request.

Fire Department:

\$65,000 for Fire Department Vehicle.

S. Houde asked if this vehicle would have the command center function?

R. Skoczylas asked if this was the vehicle deferred from last year?

Chief Johnston advised yes and that currently they are finding no suitable, available trucks.

\$731,000 for Fire Engine Pumper. The Committee would like a presentation and to discuss further.

\$16,500 for Fire Training Room Audio/Visual Upgrade. The Committee would like a presentation and to discuss further.

\$20,000 for Office Furniture. There were no initial issues regarding this request from the Committee.

DPW:

The Committee would like the DPW Director to make a presentation of all FY 2023 Capital Requests as is the case each year.

L. Gabree stated that she is concerned about the \$400,000 request for the Highway Garage project as this would be a Debt Exclusion.

Scheduling of Town Departments to Present FY 2023 Capital Planning Requests:

The Committee decided to schedule the following meetings with the following Departments to present their FY 2023 Capital Planning Requests:

Wednesday, November 17, 2021, 4pm on Zoom: Parks Department and DPW

Wednesday, December 1, 2021, 4pm on Zoom: COA; Facilities; I.T.; Town Clerk; Economic Development (Depot Square)

Wednesday, December 8, 2021, 4pm on Zoom: Fire Department and Police Department

New Business:

There was no new business.

Adjournment:

Motion: A motion was made by J. Stephen and seconded by R. Skoczylas to adjourn the meeting at 5pm. **Roll Call Vote:** S. Houde, Y; P. Diamond, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y; L. Gabree, Y. **Motion Passed 6-0.**

The Capital Planning Committee adjourned at 5:00pm.

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

Meeting Minutes reviewed and approved by the Capital Planning Committee on November 17, 2021.

Signed: Robert A. Pontbriand 11/17/2021

Robert A. Pontbriand, Town Manager