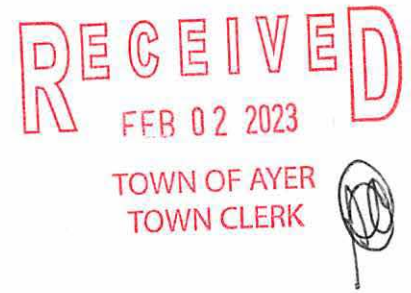


Town of Ayer
Capital Planning Committee
Meeting Minutes of November 17, 2022



Attendance: Scott Houde (Chair); Rick Skoczylas; Jim Pinard; Barbara Tierney (Finance Manager); Robert Pontbriand (Town Manager)

Absent: James Stephen

Also in Attendance: Fire Chief Tim Johnston; Deputy Fire Chief Jeremy Januskiewicz; Jeff Thomas (Parks Director); Sarah Withee (Resident)

Call to Order:

S. Houde called the meeting of the Capital Planning Committee to order at 5pm in the First Floor Meeting Room of the Ayer Town Hall.

Review and Approval of the January 19, 2022 Meeting Minutes:

The Committee reviewed the draft meeting minutes of January 19, 2022 which was the last time the Committee met.

Motion: A motion was made by R. Skoczylas and seconded by J. Pinard to approve the meeting minutes of January 19, 2022. **Motion Passed 5-0.**

Overview and Initial Discussion of the FY 2024 Capital Requests and Capital Plans:

S. Houde welcomed everyone and presented a working spreadsheet he prepared for the purposes of tracking each capital request including the amounts recommended and any notes on the projects. This spreadsheet will be posted to the Capital Planning webpage and updated periodically.

R. Pontbriand stated that all of the FY 2024 Capital Requests and Capital Plans are posted to the Capital Planning webpage on the Town's website at www.ayer.ma.us

S. Houde stated that the goal for today's meeting is to do an initial review of the FY 2024 Capital requests and to schedule which departments the Committee wants to meet with.

The Capital Planning Committee did an initial review of the following FY 2024 Capital Requests:

Assessing Department:

R. Pontbriand stated that the Assessing Department has requested \$20,000 for new software.

S. Houde stated that the \$2,500 in the request for annual maintenance of the software should be moved to the Assessing Department Operating Budget. The new amount for the request would then be \$17,500.

R. Pontbriand stated that the new Assessing Administrator would like to convert from the current Tyler Property Database to the Patriot Database system. This new software is not only user friendly but provides all of the assess valuations for multiple years. The new property card is more readily understandable for the public.

Department of Public Works (DPW):

The Committee agreed the DPW Director will need to come to a meeting to present in detail the FY 2024 DPW capital requests.

The Committee reviewed the DPW FY 2024 requests with the following points and questions made by the Committee:

R. Skoczylas asked for clarification on why the Road Paving amount is \$85,000 for FY 24 and FY 25 and then goes up to \$90,000 for FY 26, FY 27, and FY 28.

S. Houde stated that in terms of the West Main Street/Shirley Street Bridge Replacement, that the Town needs a clear plan to replace the West Main Street Bridge and this project needs to be completed. Additionally, the replacement project should contain a traffic plan that uses one side of the bridge and then the other so that traffic can continue over the bridge.

S. Houde asked for clarification on whether the Washington Street Water Tank Painting could be phased in.

R. Pontbriand stated that he would communicate these points/questions to the DPW Director in advance of his meeting with the Committee.

Facilities Department:

R. Pontbriand stated that there is a request in the amount of \$68,700 for the purposes of renovations, repairs and acoustics of the Great Hall at Town Hall. The Committee should have the Facilities Director attend a meeting to present and explain in detail.

R. Pontbriand further stated there is a request in the amount of \$88,100 to repair the Fire Station HVAC System. And there is a request in the amount of \$43,000 for the repair and replacement of the Police Station Fence.

The Committee agreed that the Facilities Director should attend a future meeting.

Fire Department:

S. Houde invited the Fire Chief and Deputy Fire Chief to provide an overview of their FY 2024 Fire Department Capital requests.

Chief Johnston provided an overview of the FY 2024 Capital request in the amount of \$1,434,156 to replace the Ladder Truck. The current ladder truck is a 1996 and underwent a rehabilitation in 2017 to extend the life of the ladder truck by another 5 years. The current ladder truck is at the end of its life and will require additional maintenance at this time to remain operational. Additionally, there is currently a 24 month turn around period from the time the Town orders the ladder truck

from the manufacturer to receiving the ladder truck. The new ladder truck would have a 100 foot ladder as opposed to the current 75 foot ladder.

J. Pinard asked what would we do with the old ladder truck.

Chief Johnston stated that we could receive about \$45,000 on a trade in with the manufacturer and the manufacturer would also provide an additional \$30,000 discount since we recently purchased the fire pumper.

J. Pinard asked if we could sell the old ladder truck.

Chief Johnston stated that we could potentially sell it. That is definitely an option to explore further.

S. Houde asked if the same delay pertained to ordering new ambulances.

Chief Johnston stated that right now there is a 20 month turn around on ambulances.

S. Houde stated asked if the costs for ALS versus BLS ambulances is different.

Deputy Januskiewicz stated that there is not a significant cost difference between the two.

S. Houde stated that he is asking as if we are running a "regional ambulance" in terms of ALS services to other communities, I would like to be able to take that information and the costs to the State to ask for additional funding from the State.

R. Skoczylas asked for clarification on the request in the amount of \$77,760 for the new Chief's Car.

Chief Johnston advised that this is part of the Department's 10-year plan to replace vehicles.

R. Skoczylas asked if the Chief has thought about another Fire Station for the Town.

Chief Johnston stated that we are in good shape with one Fire Station. We can meet all of the response times and the location of the existing Station allows us to respond without delays/impacts from the trains. That was one of the principal reasons behind the current location being selected.

Deputy Januskiewicz stated that the only thing we are missing with the Fire Station is that we could use one more garage bay.

Library:

R. Pontbriand stated that the Library has two requests one in the amount of \$15,000 for roof repairs and one in the amount of \$25,000 in HVAC repairs. The Facilities Director worked on both of these proposals and requests and would be able to present and answer any questions when he appears before the Committee.

Parks Department:

R. Pontbriand stated that the Parks Department has two requests, one in the amount of \$150,000 for Kiddie Junction Playground Remediation (Phase 2) and one in the amount of \$30,000 for the Sandy Pond Beachouse Rehab Study.

S. Houde stated that he would like to have Parks meet with the Committee, especially to discuss and better understand the requests for additional funding for Kiddie Junction.

Police Department:

R. Pontbriand advised that the Police Department has one request in the amount of \$115,119 to upgrade the locker rooms at the Station.

Scheduling of Meetings with Town Departments:

The Committee decided to meet as follows with the following departments:

December 1, 2022, 5pm (in person): DPW

December 8, 2022, 5pm (in person): Facilities; Parks; Police

December 15, 2022, 5pm (in person): Follow-up meeting with any departments

December 22, 2022, 5pm (in person): Formally vote recommendations


Adjournment:

Motion: A motion was made by R. Skoczylas and seconded by B. Tierney to adjourn the meeting at 6pm. Motion passed 5-0.

The meeting adjourned at 6pm.

Minutes recorded and submitted by R. Pontbriand, Town Manager

Minutes reviewed and approved by the Capital Planning Committee on December 8, 2022.

Signed:  12/9/2022
Robert A. Pontbriand, Town Manager