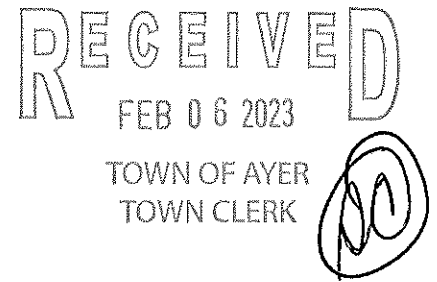


Town of Ayer
Capital Planning Committee
Meeting Minutes of January 19, 2023



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

Absent: Christopher Hillman

Also in Attendance: Fire Chief Tim Johnston; Police Chief Brian Gill; DPW Director Dan Van Schalkwyk; Water and Sewer Superintendent Kimberly Abraham

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.

S. Houde asked for an amendment to the agenda to change the order of items to take Item #4 Update of the West Main Street Bridge first and then Item #3 Review and Votes on Recommendations on the FY 2024 Capital Requests.

MOTION: A motion was made by J. Stephen and seconded by R. Skoczylas to amend the agenda as presented **Motion Passed 7-0.**

Review and Approval of Meeting Minutes (December 15, 2022 and January 12, 2023):

R. Pontbriand stated that the December 15, 2022 meeting minutes are not ready, but the Committee has the January 12, 2023 meeting minutes. The Committee reviewed the January 12, 2023 meeting minutes.

MOTION: A motion was made by R. Skoczylas and seconded by J. Stephen to approve the January 12, 2023 meeting minutes. **Motion Passed 7-0.**

Update/Discussion/Vote of FY 2024 DPW Request for West Main Street Bridge:

D. Van Schalkwyk, DPW Director provided an overview of the funding issues with respect to the West Main Street Bridge. D. Van Schalkwyk referenced the outcomes of a meeting he had on December 14, 2022 with MassDOT, the Assistant Town Manager, Fire and Police Chiefs, and the bridge engineer consultants from Kleinfelder. The consensus was that the West Main Street Bridge needs to be replaced hastily. The risk of closure is high and if closed there would be an approximately 5.8-mile detour. The Shirley Street Bridge is not a viable detour.

D. Van Schalkwyk stated that in terms of funding the cost of replacement of the West Main Street Bridge is \$3.5 million. The Town is requesting a reinstatement of the Small Bridge Grant in the amount of \$500,000 that the Town originally received. DPW continues to seek other federal and state funding opportunities in close coordination with MassDOT. The cost estimate of \$3.5 million includes a contingency of 12%. The total cost of the project is approximately \$4.5 million. The

Town currently has \$993,830 remaining from prior appropriations for this project and thus would need an additional \$3.5 million.

J. Stephen stated that there is not much choice. We need to get this bridge done and get it done this year.

R. Skoczylas asked about the use of a temporary bridge.

D. Van Schalkwyk stated that this project would not be eligible for a temporary bridge and there would be additional costs and engineering and we would still be required to permanently replace the bridge. If the existing bridge failed or had to be closed, MassDOT would most likely just close it and there would be no temporary bridge option.

S. Houde asked how much is in Capital Stabilization?

B. Tierney stated that there is currently a balance of approximately \$2.6 million in Capital Stabilization.

S. Houde asked D. Van Schalkwyk, R. Pontbriand, and B. Tierney to prepare some funding scenarios for the next meeting.

Review and Votes on Recommendations on the FY 2024 Capital Requests as Submitted by Town Departments:

S. Houde proposed that the Committee start with all requests of \$50,000 and below.

MOTION: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend approval of the following FY 2024 Capital Requests to the Select Board:

<u>Department:</u>	<u>Item:</u>	<u>Amount:</u>
Assessors	Software Upgrade	\$17,500
Library	Roof Repairs	\$15,000
Cemetery	Resurface Access Roads/Driveways	\$25,000
DPW Solid Waste	Paving Lower Access Driveway	\$25,000
Library	HVAC Repairs	\$25,000
Parks	Sandy Pong Beach House Rehab Study	\$30,000
DPW Wastewater	Pump Impeller Main & Central Street	\$33,000 (Enterprise)
Facilities	Police Station Fence and Trim Repairs	\$43,000

MOTION Passed 7-0.

Upper Flanagan Pond Dam Repairs \$50,000:

MOTION: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend approval of the Upper Flanagan Pond Dam Repairs in the amount of \$50,000 to the Select Board. **Motion Passed 7-0.**

Grove Pond Greensand Valve Replacement \$30,000 (Water Enterprise):

MOTION: A motion was made by J. Pinard and seconded by J. Stephen to recommend approval of the Grove Pond Greensand Valve Replacement in the amount of \$30,000 to the Select Board. **Motion Passed 7-0.**

DPW Security Gate Upgrade \$65,000:

J. Pinard asked why the cost went from \$20,000 to \$65,000:

D. Van Schalkwyk advised that the original cost of \$20,000 was an estimate and the final number is now \$75,000 but we have \$10,000 in an unexpended appropriation that could be applied making the project \$65,000.

MOTION: A motion was made by J. Stephen and seconded by J. Pinard to recommend approval of the DPW Security Gate Upgrade in the amount of \$65,000 to the Select Board. **Motion Passed 7-0.**

Town Hall Renovations/Repairs/Acoustics \$68,700:

MOTION: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend approval of the Town Hall Renovations/Repairs/Acoustics in the amount of \$68,700 to the Select Board. **Motion Passed 7-0.**

Fire Department Vehicle \$77,760:

MOTION: A motion was made by J. Stephen and seconded by J. Pinard to recommend approval of the Fire Department Vehicle (Chief's Vehicle) in the amount of \$77,760 to the Select Board. **Motion Passed 7-0.**

DPW Highway Road Paving \$85,000:

MOTION: A motion was made by J. Stephen and seconded by J. Pinard to recommend approval of DPW Highway Road Paving in the amount of \$85,000 to the Select Board. **Motion Passed 7-0.**

DPW Wastewater Replacement of WWTP Boilers \$100,000 (Sewer Enterprise):

MOTION: A motion was made by R. Skoczylas and seconded by J. Stephen to recommend approval of the DPW Wastewater Replacement of WWTP Boilers in the amount of \$100,000 to the Select Board. **Motion Passed 7-0.**

Fire Station HVAC Repairs \$88,100:

MOTION: A motion was made by J. Stephen and seconded by R. Skoczylas to recommend approval of the Fire Station HVAC Repairs in the amount of \$88,100 to the Select Board. **Motion Passed 7-0.**

Upgrade Police Department Locker Rooms \$115,119:

MOTION: A motion was made by R. Skoczylas and seconded by J. Stephen to recommend approval of the Police Department Locker Rooms Upgrade in the amount of \$115,119 to the Select Board.

Motion Passed 7-0.

DPW Stormwater Storm Drains Upgrades \$100,000:

D. Van Schalkwyk advised that the original request for \$200,000 can be reduced to \$100,000 as that portion is in the Omnibus Budget.

MOTION: A motion was made by J. Stephen and seconded by J. Pinard to recommend the DPW Stormwater Storm Drains Upgrades in the amount of \$100,000 to the Select Board. **Motion Passed 7-0.**

D. Van Schalkwyk and K. Abraham advised the Committee that the original request for \$250,000 for the Spectacle Pond Well 3 Pumping station and transmission main can be withdrawn from this year's capital requests as more time is needed to develop this project and an accurate funding amount.

DPW Stormwater Culvert Improvements \$130,000:

D. Van Schalkwyk advised that the original request for \$260,000 can be reduced to \$130,000 as the other funding source is in the Omnibus Budget.

MOTION: A motion was made by J. Stephen and seconded by J. Pinard to recommend the DPW Stormwater Culvert Improvements in the amount of \$130,000 to the Select Board. **Motion Passed 7-0.**

DPW Annual Water Main Rehabilitation \$300,000:

MOTION: A motion was made by J. Stephen and seconded by J. Pinard to recommend the DPW Annual Water Main Rehabilitation in the amount of \$300,000 to the Select Board. **Motion Passed 7-0.**

DPW Washington Street Water Tank Painting \$450,000:

MOTION: A motion was made by J. Pinard and seconded by J. Stephen to recommend the Washington Street Water Tank Painting in the amount of \$450,000 to the Select Board. **Motion Passed 7-0.**

DPW Wastewater Inflow/Infiltration Repairs \$1,250,000:

MOTION: A motion was made by J. Pinard and seconded by J. Stephen to recommend the Wastewater Inflow/Infiltration Repairs in the amount of \$1,250,000 to the Select Board. **Motion Passed 7-0.**

Scheduling of Next Meeting:

S. Houde stated that for the next meeting there are four remaining items: Kiddie Junction Playground Project; West Main Street Bridge; Ladder Truck; and PFAS Upgrades.

The Committee scheduled the next meeting for Thursday, February 2, 2023 at 5pm.

Adjournment:

MOTION: A motion was made by R. Skoczylas and seconded by J. Stephen to adjourn the meeting at 5:24pm. **Motion passed 7-0.**

The meeting adjourned at 5:55pm.

Minutes recorded and submitted by R. Pontbriand, Town Manager

Minutes reviewed and approved by the Capital Planning Committee on February 2, 2023.

Signed: 
Robert A. Pontbriand, Town Manager