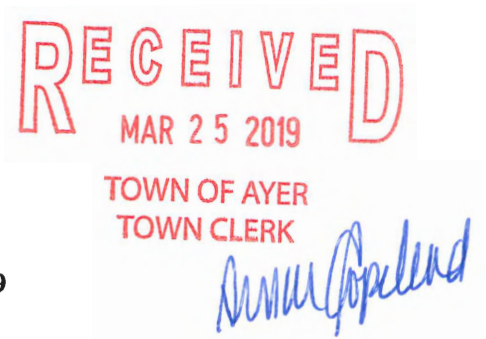


Town of Ayer

CAPITAL PLANNING COMMITTEE

Meeting Minutes for Tuesday, January 8, 2019



**Attendance:** Selectman Christopher Hillman (Committee Chair); Pat Diamond (Fin Com Rep) John Kilcommins; James Stephen; Rick Skoczylas; Mary Spinner; Jim Pinard; Lisa Gabree (Finance Manager); Robert Pontbriand (Town Manager)

**Also in Attendance:** Cindy Knox (I.T. Director); Mark Smith (Fin Com Vice Chair).

**Call to Order:** The meeting of the Capital Planning Committee was called to order at 4pm in the First Floor Meeting Room of Town Hall by C. Hillman.

**Review and Approval of Meeting Minutes for December 19, 2018:**

M. Spinner stated some ministerial edits to the meeting minutes.

**Motion:** A motion was made by M. Spinner and seconded by R. Skoczylas to approve the meeting minutes for December 19, 2018. **Motion passed 9-0.**

M. Spinner asked how the DPW Fuel Canopy Project originally approved and funded in 2011 can be used for the DPW Highway Garage Project?

R. Pontbriand advised that the DPW Fuel Canopy Project as approved and funded in 2011 by Town Meeting must be used specifically for that project unless re-voted by Town Meeting. Additionally, if the Fuel Canopy Project exceeds the amount funded in 2011 than additional funds would require a Town Meeting vote. The DPW Fuel Canopy is conceptually part of the Highway Garage Project and he and the Finance Manager will clarify and follow-up with the DPW Superintendent.

M. Spinner asked where and when the Town decided to build a new Senior Center as a result of the recent statements in the COA Newsletter by the COA Director.

R. Pontbriand advised that the COA Director's statements in the COA Newsletter are inaccurate and misleading. The Town has approved a \$30,000 feasibility study to look at the entire COA/Senior Center Program/Facility/Needs and to make professional recommendations of which a new building may be one of the recommendations. This process has yet to really start. At this time the Town Manager's Office is developing the RFP to issue for consultant services for the feasibility study.

M. Spinner asked about the status of the Park Department Building.

R. Pontbriand stated that the Committee needs to have the Park Department in to discuss the delayed status of this project and how we are going to move forward.

**Department of Information Technology (I.T.) – Ms. Cindy Knox, I.T. Director:**

C. Knox presented a FY 2020 capital request in the amount of \$56,975 to replace and/or upgrade all computers and laptops and any other associated software at the Town Hall, Fire Station, DPW, and the Council on Aging that are using the Windows 7 operating system. These operating system updates are needed to ensure that security vulnerabilities are mitigated. The Ayer Library and Ayer Police Department are not included as these locations are outside of the scope of the Town's I.T. Director. After January 14, 2020, Microsoft will no longer provide security updates or support for computers running Windows 7 operating systems. Up-to-date hardware and software reduces security risks; software upgrades ensure that security vulnerabilities are mitigated.

P. Diamond stated that this is a necessary project to avoid computer hacks and breaches; and it is good that the request includes having a dedicated, third-party professional vendor do the work.

J. Kilcommins asked for clarification on why the proposal does not cover the Police or Library.

C. Knox explained that the Police Department is in good shape and the Library systems were already recently updated.

P. Diamond stated that the request amount should be increased to \$60,000 to plan for a contingency for this project if needed.

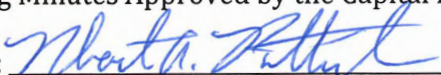
Motion: A motion was made by P. Diamond and seconded by J. Stephen to recommend \$60,000 for the

The Committee also set January 16, 2019 at 4pm as a meeting date.

**MOTION: A motion was made by J. Stephen and seconded by R. Skoczylas to adjourn the Capital Planning Committee meeting at 5:20pm. Motion passed 7-0.**

Meeting Minutes Recorded and Submitted by: Robert A. Pontbriand, Town Manager

Meeting Minutes Approved by the Capital Planning Committee on: Jan. 24, 2019

Signed:   
Robert A. Pontbriand, Town Manager