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Miriam Opeland

Town of Ayer

CAPITAL PLANNING COMMITTEE

Meeting Minutes for Wednesday, December 12, 2018

Attendance: John Kilcommins; James Stephen; Rick Skoczylas; Mary Spinner; Jim Pinard; Lisa Gabree (Finance Manager); Robert Pontbriand (Town Manager)

Absent: Selectman Christopher Hillman; Pat Diamond

Also in Attendance: Jeff Thomas, Parks/Recreation Director; Chuck Shultz, Facilities Director; Fire Chief Robert Pedrazzi; Fire Captain Tim Johnston; Fire Captain Paul Fillebrown

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 R. Pontbriand.

Review and Approval of Meeting Minutes for December 5, 2018:

The meeting minutes for December 5, 2018 had one correction with the misspelling of Mr. Rick Skoczylas last name.

Motion: A motion was made by M. Spinner and seconded by R. Skoczylas to approve the meeting minutes for December 5, 2018. **Motion passed 7-0.**

Parks Department FY 2020 Capital Requests and Discussion:

Mr. Jeff Thomas, Parks and Recreation Director appeared before the Committee to present the Parks Department FY 2020 Capital Requests.

The Committee discussed the FY 2020 Capital Requests with J. Thomas as follows:

\$35,000 for the East Side Perimeter Walking Path at Pirone Park.

\$20,000 for the Irrigation System at Sandy Pond. J. Thomas advised that the Department can only water this area when the beach is closed at night.

R. Skoczylas asked if this system would use Town water or if it could draw water from Sandy Pond.

J. Thomas advised that the Department looked into that as a solution but it is too expensive.

J. Pinard asked how J. Thomas came up with the figure of \$20,000.

J. Thomas stated that he consulted with Brookstone who did the irrigation system for Pirone Park as well as other irrigation vendors.

R. Skoczylas stated that the Town's parks and the Parks Department are important to invest in.

J. Thomas provided the Committee with an update on the Parks Building project. He advised that the proposal from the architect suggested a cost study. As a result of that study the estimated cost came in at \$1.2 million. The appropriation was \$600,000. He will be meeting with the Parks commission this Thursday to discuss the best strategy in moving forward with respect to this project. J. Thomas thanked the DPW and Building Commissioner for their ongoing assistance and support with this project.

J. Pinard stated that we have been approving buildings for the Town and we need to know if other operating costs are going to increase with these new building projects such as maintenance, utilities, and insurance. These costs need to be factored in. If the Town approves a project we need to get moving on it. The Parks Building is an example in that we have been talking about it with an approval for over two years.

The Committee thanked J. Thomas for his presentation and asked that he keep the Committee updated on the status and progress of the Parks Building.

Facilities Department FY 2020 Capital Requests and Discussion:

Mr. Chuck Shultz, Facilities Director appeared before the Committee to present the Facilities Department FY 2020 Capital Requests.

The Committee discussed the FY 2020 Capital Requests with C. Shultz as follows:

\$30,000 for Town Hall Chiller Repair. C. Shultz explained that the Town Hall has the original chiller system which dates back to 1997. It is over twenty years old and two of the four chillers are not functioning. The two remaining chillers have had three major repairs in the past year. The Town has an option to repair the remaining chillers in the amount of \$30,000 as requested; or the Town could replace the entire Town Hall Chiller system for \$90,000.

C. Shultz also explained there is the possibility of applying for a Green Communities Competitive Grant for this project.

L. Gabree suggested that the Committee could consider authorizing the full amount of \$90,000 contingent on grant funding.

Town Hall Access Control System Phase II in the amount of \$40,000. C. Shultz explained that this phase of the project would be for all interior doors of the Town Hall as well as security cameras. Phase I has been researched and will consist of the exterior doors of Town Hall; the computer system to administer the key-cards and the equipment to make the key-cards. With approval of Phase II, the project will be ready to go out to bid and to proceed.

C. Shultz further explained that the Access Control project will provide not only optimal security for the Town Hall but will also avoid the future costs of repairing key locks; repairing doors; and the costs to re-key the whole Town Hall.

The Committee thanked C. Shultz for his presentation.

Fire Department FY 2020 Capital Requests and Discussion:

Chief Pedrazzi accompanied by Captains Johnston and Fillebrown appeared before the Committee to present the Fire Department FY 2020 Capital Requests.

The Committee discussed the FY 2020 Capital Requests with Chief Pedrazzi as follows:

\$18,000 for Equipment Washer. Chief Pedrazzi explained that the current washer is 13 years old and only takes 1 set of outwear at a time. This is a health and safety issue. This new washer will be more efficient.

\$650,000 for Engine 2 Replacement: Chief Pedrazzi explained that he had the existing Engine 2 evaluated by the manufacturer as well as an internal committee of the Department. Engine 2 has been the Departments frontline apparatus for the last 18 years and it is a year 2000 model. The frame rails are corroded, the electrical system is failing and there are no replacements for some of the red lights.

R. Pontbriand asked if the existing Engine 2 could be rehabbed like Engine 4 recently was?

Chief Pedrazzi stated no. Engine 4 was able to be rehabbed because it was a newer vehicle and was not a frontline apparatus to the extent Engine 2 was.

J. Pinard asked what the cost would be to keep it in service.

Chief Pedrazzi stated that it would be the insurance and maintenance.

L. Gabree advised that this would require a debt exclusion per the Town's Financial Policies and will need to pass the ballot in April and at the May Town Meeting.

J. Kilcommins asked if this would be a 10 or 15 year borrow.

L. Gabree stated that it would be a 10 year borrow.

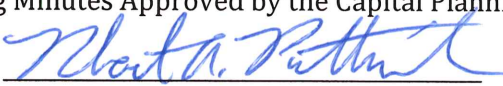
The Committee thanked the Chief and Captains for their presentation.

R. Pontbriand stated that the next Capital Planning Committee Meeting will be with the DPW on December 19, 2018 at 4pm. He also stated that at the meeting the Committee should schedule another meeting(s) for after the holidays.

MOTION: A motion was made by J. Stephen and seconded by R. Skoczylas to adjourn the Capital Planning Committee meeting at 5:28pm. **Motion passed 7-0.**

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

Meeting Minutes Approved by the Capital Planning Committee on: Dec. 19, 2018

Signed: 

Robert A. Pontbriand, Town Manager