



**Town of Ayer**

**CAPITAL PLANNING COMMITTEE**

**Meeting Minutes for Wednesday, December 5, 2018**

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

**Also in Attendance:** Mark Wetzel, DPW Superintendent

**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.

**Brief Presentation from Capital Planning Seminar:**

M. Wetzel made a brief presentation to the Committee on capital planning from a seminar he recently attended sponsored by the Lincoln Institute of Land Policy & the Collins Center for Public Management. Some of the major considerations from the presentation were: update the Capital Project Request Form; develop a qualitative scoring criteria; publish a 5-year capital plan; and explore Reserve Fund Accounts for repetitive capital investments.

The Committee thanked M. Wetzel for the presentation and will further discuss the considerations of the presentation for next year's capital planning process.

**Status Update of FY 2019 Capital Projects:**

The Committee reviewed the status of all FY 2019 Capital projects. The Committee discussed its concerns regarding outstanding capital projects from the previous year(s).

**Review/Discussion of FY 2020 Capital Requests from Town Departments:**

The Committee reviewed all of the FY 2020 Capital Requests submitted by Town Departments. Requests were submitted by the DPW, Facilities, Fire, and Parks Department. The Committee discussed the need to be conservative in terms of FY 2020 expenditures and the need for all Departments with outstanding projects from the previous year/years to complete them.

**Scheduling of Town Departments to Meet with Capital Planning Committee:**

The Committee scheduled the following Town Departments to appear before the Committee as follows:

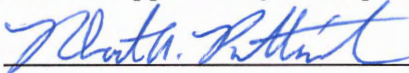
- Wednesday, December 12, 2018, 4pm: Facilities, Fire, and Parks
- Wednesday, December 19, 2018, 4pm: DPW

The Committee will schedule additional meetings beyond December 19, 2018 as needed.

**MOTION:** A motion was made by J. Stephen and seconded by R. Skozyls to adjourn the Capital Planning Committee meeting at 5:30pm. Motion passed 9-0.

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

Meeting Minutes Approved by the Capital Planning Committee on: Dec. 12, 2018

Signed:   
Robert A. Pontbriand, Town Manager