

Town of Ayer

******DRAFT****Capital Planning Committee Meeting Minutes For**

January 19, 2022, 4pm

Attendance: Scott Houde (Select Board Representative); Patrick Diamond (Fin Com Representative); Lisa Gabree (Finance Manager); James Stephen; Rick Skoczylas; Robert Pontbriand (Town Manager)

Absent: Jim Pinard

Also in Attendance: Jeff Thomas (Parks Director); Chuck Shultz (Facilities Director); Tim Johnston (Fire Chief); Jeremy Januskiewicz (Deputy Fire Chief); Carly Antonellis (Assistant Town Manager); Dan Van Schalkwyk (DPW Director); Cindy Knox (I.T. Director); Katie Petrossi (Senior Center Director)

Call to Order: The meeting was called to order at 4pm by S. Houde.

S. Houde read the following remote participation statement:

Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 20 of the Acts of 2021, suspending certain provisions of the Open Meeting Law (OML), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom. The public may participate remotely by joining Zoom (Meeting ID# 860 6225 3922) or by calling 312-626-6799. For additional information about remote participation, please contact Carly Antonellis, Assistant Town Manager at atm@ayer.ma.us or 978-772-8220 ext. 100 prior to the meeting.

Approval of Meeting Minutes:

The Committee reviewed the DRAFT meeting minutes from the December 15, 2021, meeting.

R. Pontbriand identified two amendments (corrections) in the DRAFT meeting minutes as follows:

On Page 2, the Town Clerk Election Poll Pads are in the amount of \$10,150 and the Motion should reflect that amount for the Poll Pads.

On Page 3, the Motion under the "Police Department Redesign of the Patrol Workspace in the amount of \$63,238" should reflect that amount and for that item.

Motion: A motion was made by J. Stephen and seconded by J. Stephen to approve the meeting minutes for December 15, 2021, as amended. **Motion passed 6-0 by Roll Call Vote:** S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Amendment to the FY 2023 Fire Engine (Pumper) Recommendation

Fire Chief Johnston advised that since the Committee last voted to recommend up to \$731,000 for the Fire Engine (Pumper) the manufacturer had contacted the Chief to advise that there has been cost increases in the Fire Engine (Pumper) due to material costs and other impacts from the COVID-19 Pandemic. Therefore, Chief Johnston requested that the Capital Planning Committee vote to amend its recommendation from up to \$731,000 to up to \$805,000 for the Fire Engine (Pumper).

J. Stephen stated that costs are going up and that he supports this amendment.

Motion: A motion was made by R. Skoczylas and seconded by P. Diamond to amend the Capital Planning Committee's recommendation from up to \$731,000 to up to \$805,000 as requested by Chief Johnston to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant and as a debt exclusion ballot question for the 2022 Annual Town Election ballot. **Motion passed (6-0) by Roll Call Vote:** S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Review/Discussion/Recommendation for FY 2023 Senior Center Kitchen Upgrade Request:

R. Pontbriand advised the Committee that at the request of the Committee from the previous meeting, the Senior Center Director along with the Facilities Director, Fire Chief, and Fire Prevention Officer further reviewed and researched the Kitchen Upgrade Request in terms of the required ventilation and fire suppression. Unfortunately, due to the unique circumstances of the existing facility and the requirements for the kitchen upgrade the costs for the project have increased significantly to at least \$112,000 due to the ventilation and fire suppression requirements. This estimated cost has doubled since the original request.

R. Pontbriand continued that, at this price to upgrade the kitchen for a brief period of time until a new Senior Center and the fact that these improvements would be in a leased property that we do not own, warrants this project not feasible. Everyone has the best of intentions to upgrade the kitchen and the food service program for the Senior Center and worked very hard to make this work. Unfortunately, the costs are prohibitive.

R. Pontbriand recommended that the Committee not authorize this recommendation and that he will work with the Senior Center Director to request some additional funding in the FY 2023 COA Budget for the purposes of the meal program (i.e., to bring food in and/or catering, etc.)

L. Gabree stated that we may not be able to borrow for this project since we do not own the building.

S. Houde and P. Diamond stated that they would be supportive of some FY 2023 COA Budget funding for the purposes of the meal program.

P. Diamond stated that the return on investment for this project is problematic. He asked if the appliances could be moved to the new Senior Center.

R. Pontbriand stated that unfortunately they could not.

J. Stephen stated that he liked the idea of increasing the funding for the COA Budget for outside food or catering to be brought in.

Katie Petrossi (Senior Center Director) stated that she agreed with R. Pontbriand and that the price of the project went too high. She will work with R. Pontbriand to develop a funding proposal for the food program for consideration in the FY 2023 COA Budget. She thanked the Committee for their consideration and support.

Review/Discussion/Recommendation for FY 2023 DPW Highway Garage:

R. Pontbriand provided a brief overview of the status of this request and the challenges/concerns of the price tag for this major project with all the other major capital projects on the plan.

D. Van Schalkwyk stated that he would like to push this project off for a year to do some further due diligence and to get everything in order for the future of the project.

There was consensus among the Committee to delay the project for a year.

Review/Discussion/Recommendation for FY 2023 New Well source for Water Request:

D. Van Schalkwyk provided an overview of the request to dated and that the \$120,000 would be needed to move this project forward. It is imperative that the Town continue to identify and develop its next water source.

P. Diamond asked if PFAS would be an issue.

D. Van Schalkwyk stated that the water would go through the PFAS Treatment Plant/

Motion: A motion was made by R. Skoczylas and seconded by P. Diamond to approve the \$120,000 for the New Well Source for Water to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant. **Motion passed (6-0) by Roll Call Vote:** S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

Review/Discussion/Recommendation for FY 2023 Kiddie Junction Playground Request:

J. Thomas (Parks Director) provided the Committee with an overview and update of the Kiddie Junction Playground Project. He advised that they have received numbers from the Town's consultant, BETA as follows: \$200,000 for remediation of the site; and \$400,000 for the replacement playground.

He further advised that the Parks Department is seeking \$300,000 in funding from the Community Preservation Committee. Additionally, they continue to explore grant opportunities.

R. Pontbriand advised that State Representative Dan Sena intends to file a State Budget Earmark in the amount of \$150,000 for the remediation of the Kidde Junction Playground. There are no guarantees with the earmark and the process is just beginning.

J. Thomas stated that the maximum cost for the total project would be \$620,000. The Parks Department would be seeking \$300,000 from CPC and is requesting \$320,000 from the Capital Planning Committee. Any additional funds we may receive (i.e., grants or the State Budget Earmark) would offset these costs. Additionally, it is our goal through the bidding process that these final numbers will come in lower.

Motion: A motion was made by J. Stephen and seconded by P. Diamond to approve the request for \$320,000 for the Kiddie Junction Playground Project contingent on the approval of CPC Funds in the amount of \$300,000 to the Select Board for inclusion on the 2022 Annual Town Meeting Warrant.

Motion passed by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

S. Houde stated that he would like an update once the CPC meets and approves the funds.

New Business:

S. Houde stated that he would like a larger discussion between this Committee, the Finance Committee, and the Select Board regarding the future planning of the Town's capital projects and the planning of future debt exclusions. There are many major capital projects on the horizon for the next five years and beyond and he would like to have a conversation on planning and mapping these for the next five years. This would also involve the School District in terms of their major capital projects as well as the issue of a new elementary school.

S. Houde further stated that we could have this meeting after Town Meeting in either May or September.

R. Pontbriand concurred and suggested in May the three groups: Capital, Finance, and Select Board could convene a meeting to start the discussion and planning.

The Capital Planning Committee concurred with this idea and the plan for a future meeting in May.

Scheduling of Next Meeting:

S. Houde thanked the Committee for all of their work on the FY 2023 Capital Plan. At this time, it makes sense to wait to hear back from CPC on the playground funding and to look to either May or September for the next meeting at which time we would start the discussion on the capital plan and future planning of debt exclusions.

The Committee concurred with this approach.

Adjournment:

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to adjourn the Capital Planning Committee Meeting at 4:54pm. **Motion passed (6-0)** by Roll Call Vote: S. Houde, Y; P. Diamond, Y; L. Gabree, Y; J. Stephen, Y; R. Skoczylas, Y; R. Pontbriand, Y

The meeting adjourned at 4:54pm.

Minutes recorded and submitted by R. Pontbriand, Town Manager

Minutes reviewed and approved by the Capital Planning Committee on _____

Signed: _____
Robert A. Pontbriand, Town Manager