

**Town of Ayer**

**CAPITAL PLANNING COMMITTEE**

**\*\*DRAFT\*\* Meeting Minutes for Thursday, January 31, 2019**

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

**Absent:** John Kilcommins

**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 January 24, 2019:**

**Motion:** A motion was made by M. Spinner and seconded by R. Skoczylas to approve the meeting minutes for January 24, 2019. **Motion passed 8-0.**

**Review/Discussion/Votes on Funding Recommendations for the FY 2020 Capital Plan:**

Having met with all Town Departments requesting FY 2020 Capital Projects, the Committee met to review and vote its recommendations to the Ayer Board of Selectmen for inclusion on the May 13, 2019 Annual Town Meeting for the Voters to ultimately decide.

L. Gabree recommended that all capital projects \$40,000 and under should be paid from Capital Stabilization. She also recommended that the \$100,000 for storm drain upgrades and the \$100,000 for culvert replacements be put under the FY 2020 Operating Budget.

The balance in the Town's Capital Stabilization Fund as of December \$1,876,736 according to L. Gabree.

L. Gabree further stated that she would recommend borrowing for the following FY 2020 capital projects:

- \$90,000 for Town Hall Chiller Project (Facilities Dept.)
- \$60,000 for the I.T. Windows Update Project (I.T. Dept.)
- \$70,000 for Main Street Lighting Project (DPW Highway)
- \$250,000 for Main Street/Columbia Street Project (DPW Highway)
- \$150,000 for Road Paving (DPW Highway)
- \$650,000 for Fire Engine #2 Replacement (Fire Dept.)

M. Spinner state that she would like the Committee to recommend a Capital Exclusion for financing the Fire Engine #2 Replacement. She stated that it is a one-time authorization to pay for the Fire Engine and then it is done and it is not a permanent tax increase.

L. Gabree stated that a Capital Exclusion requires passage by the voters at the ballot and at Town Meeting.

J. Stephen stated that a capital exclusion would make sense and that explaining the process to the voters is key to success.

R. Pontbriand stated that the ballot question could be posed at the Annual Town Election on April 22, 2019 and then brought before the Annual Town Meeting on May 13, 2019.

L. Gabree stated that in two years from now another significant fire apparatus is on the Capital Plan so it does make sense to do a capital exclusion and pay for Engine #2 this year.

P. Diamond stated that he agreed with recommending a capital exclusion to fund Fire Engine #2.

There was consensus among the Committee to recommend \$650,000 for Fire Engine #2 as a Capital Exclusion to be placed on the April 22, 2019 Town Election Ballot and be placed on a warrant article for the May 13, 2019 Annual Town Meeting.

**Motion:** A motion was made by R. Skoczylas and seconded by P. Diamond to recommend that the \$650,000 for the Fire Engine #2 Replacement be funded by a Capital Exclusion. **Motion passed 8-0.**

**Motion:** A motion was made by R. Skoczylas and seconded by P. Diamond to recommend that the \$250,000 for the Main Street/Columbia Street Engineering be funded by a borrow article. **Motion passed 8-0.**

**Motion:** A motion was made by M. Spinner and seconded by R. Skoczylas to recommend that the \$150,000 for Road Paving to supplement Chapter 90 be funded by a borrow article. **Motion passed 8-0.**

**Motion:** A motion was made by J. Stephen and seconded by J. Pinard to recommend that the \$60,000 requested by I.T. for the Windows Computer Upgrade be paid out of Capital Stabilization. **Motion passed 8-0.**

**Motion:** A motion was made by J. Stephen and seconded by J. Pinard to recommend the \$70,000 requested by DPW for the Main Street Lighting project be paid out of Capital Stabilization. **Motion passed 8-0.**

**Motion:** A motion was made by J. Stephen and seconded by J. Pinard to recommend that the \$50,000 requested by DPW for the Groton Shirley Road Water Main Engineering be paid from water retained earnings. **Motion passed 8-0.**

**Motion:** A motion was made by R. Skoczylas and seconded by J. Stephen to recommend that the \$90,000 requested by the Facilities Department for the Town Hall Chiller Project be a general fund borrow. **Motion passed 8-0.**

**Motion:** A motion was made by J. Pinard and seconded by J. Stephen to recommend that the following FY 2020 Capital Requests be funded from Capital Stabilization:

Town Hall Access Controls Phase 2:	\$40,000 (Facilities Dept.)
Pirone Park East Side Perimeter Path:	\$35,000 (Parks Dept.)
Sandy Pond Irrigation System:	\$20,000 (Parks Dept.)

**Extractor Washer:**  
**0 Park Street Paving:**  
**Mobile Sign Board:**

**\$18,000 (Fire Dept.)**  
**\$25,000 (DPW)**  
**\$20,000 (DPW)**

**Motion passed 8-0.**

R. Pontbriand stated that he and L. Gabree will transmit all of the FY 2020 Capital Recommendations from the Committee to the Board of Selectmen for inclusion on the Annual Town Meeting Warrant for May 13, 2019 and that if there is the need for another Committee meeting prior to Town meeting he will notify the Committee. He thanked the Committee for all of their hard work over the last two months.

**Motion:** A motion was made by R. Skoczylas and seconded by J. Stephen to adjourn the meeting at 5:20pm. **Motion passed 8-0.**

The meeting adjourned at 5:20pm.

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

Meeting Minutes Approved by the Capital Planning Committee on: \_\_\_\_\_

Signed: \_\_\_\_\_  
Robert A. Pontbriand, Town Manager