

Town of Ayer

Capital Planning Committee

******DRAFT**** Meeting Minutes of December 8, 2022**

Attendance: Scott Houde (Chair); Barbara Tierney, Finance Manager; Jim Pinard; Rick Skoczylas; James Stephen; Chris Hillman; Robert Pontbriand (Town Manager)

Also in Attendance: Kurt Fraczkowski (Unofficial Fin Com Rep); Chuck Shultz, Facilities Director; Police Chief Brian Bill; Jeff Thomas, Parks and Recreation Director; Geof Tillotson, Town Moderator.

Call to Order: The meeting of the Capital Planning Committee was called to order in the First Floor Meeting room by S. Houde at 5pm.

Review and approval of the November 17, 2022 Meeting Minutes:

The Committee reviewed the meeting minutes from November 17, 2022.

Motion: A motion was made by B. Tierney and seconded by J. Pinard to approve the meeting minutes from November 17, 2022. **Motion Passed (8-0).**

Presentation/Review/Discussion of the FY 2024 Capital Requests and Plans:

Facilities Department:

Chuck Shultz, Facilities Director presented the FY 2024 Capital Requests and Plans for the Facilities Department. He used the presentation submitted to the Capital Planning Committee which can be found on the Capital Planning Committee Webpage on the Town's website at www.ayer.ma.us

S. Houde asked if the funding for the Police Station Trim was sufficient.

C. Shultz stated that we will not know the full extent of the damage until we get in there, hence the phased approach and request. We believe this should be sufficient.

J. Pinard asked if prevailing wage was factored into all these projects.

C. Shultz stated yes.

C. Hillman stated that the request for the Fire Station HVAC project makes sense and the cost estimates appear accurate.

C. Shultz advised that on the Library Roof HVAC project this would be for the HVAC project and repairing these portions of the roof. He advised that it would cost approximately \$400,000 to replace the entire Library Roof.

Parks Department:

J. Thomas presented the FY 2024 Parks Department request for additional funding for the next phase of the Kiddie Junction Playground Project in the amount of \$150,000 and a request for \$30,000 for the Sandy Pond Beach House study.

J. Thomas advised that a total of \$870,000 has been secured for the Kiddie Junction Playground Project. Unfortunately due to project overruns; additional soil remediation costs; and a significant increase in the costs for the playground equipment and the pour and play surface, more funding is needed to complete the project.

J. Thomas continued that his Department continues to look for grants with the Community and Economic Development Office but to date they have not been successful.

J. Stephen asked for further clarification on the cost overruns.

J. Thomas stated that we had hoped that \$870,000 would be sufficient to demolish the old playground structure; perform the remediation; and construct the new playground. However there have been cost overruns; more costs to the remediation; and the costs to get the appropriate playground structures and the pour and play surface have increased significantly.

S. Houde stated that J. Thomas should meet with the Consultant and further refine the total number needed to complete this project and that there needs to be further discussion and review by this Committee and the Select Board regarding this request.

J. Thomas stated that he would do that and that they are also planning to appear before the Select Board with an update and discussion on this funding request.

S. Houde stated that rather than have two more phases to this project it would perhaps be best to get everything done at once and this year.

There was consensus among the Committee that this project needs to be completed this year rather than phase in over another two years especially in terms of costs and timing.

J. Thomas presented an overview of the \$30,000 request to do a formal study of replacing the Sandy Pond Beach House which is the original beach house and is archaic with numerous issues including ADA access.

S. Houde asked if \$30,000 would be sufficient for the study.

J. Thomas stated yes.

Police Department:

Police Chief Brian Gill presented an overview of the Police Department's FY 2024 request in the amount of \$115,119 to replace and upgrade the Police Locker Room and Storage Area. The presentation used by the Chief can be found on the Capital Planning Webpage on the Town's website at www.ayer.ma.us

[J. Pinard left the meeting at 6:05pm]

Chief Gill advised that the current lockers are 25 years old and have failing components; no equipment charging capabilities; and need upgrade.

C. Hillman asked if this project would require physical renovations of the building.

Chief Gill stated no.

K. Fraczkowski asked if the Chief had looked at other companies for this project.

Chief Gill stated yes but none at the quality of this project proposed.

S. Houde asked what the life expectancy of the locker project would be.

Chief Gill stated approximately 25 years. He further advised that there is a 6-month lead time from the time of ordering for installation.

Next Meeting:

The Committee agreed to schedule the next meeting for December 15, 2022 at 5pm in the First Floor Meeting Room of Town Hall.

Adjournment:

Motion: A motion was made by R. Skoczylas and seconded by J. Stephen to adjourn the meeting at approximately 6:25pm. **Motion Passed (7-0).**

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