

## **Town of Harvard Capital Planning and Investment Committee Minutes January 16, 2014, Town Hall**

Members present: Keith Cheveralls, Marie Sobalvarro, Alan Frazer, Debbie Ricci, David Kassel, Tim Bragan, and Lorraine Leonard

The meeting was called to order at 8:20 a.m. The minutes from January 2 and 9 were approved as amended.

The purpose of the meeting was to complete the CPIC's rating matrix of capital projects listed on the capital plan for FY 2015; to discuss potential sources of revenue for each recommended project; and to vote whether to recommend individual projects for funding in FY 15 or FY 14.

The Committee's rated projects ranged from a high of 80 points for the Harvard Cable TV air conditioning project, to a low of 49 points for the DPW asset management system project.

In discussing sources of funding, the Committee agreed to consider two projects for capital exclusion financing – the front-end loader for the DPW (\$160,000) and the project to repair spalling concrete at the Bromfield School (\$115,000).

Tim suggested setting a minimum threshold of \$100,000 for financing as a capital exclusion. Lorraine suggested that a cap or limit of \$200,000 per year be set for all approved capital exclusions in order to avoid property tax spikes.

Regarding the trailer parking project on Pond Road, Marie suggested that the Park and Recreation Department contribute 10 percent to the cost.

Lorraine provided fiscal information on the Capital Stabilization Fund showing that \$705,840 was available in the fund, not including Free Cash, which has not yet been certified for the current fiscal year.

A motion was made by Alan not to recommend funding two projects, which drew ratings below 67 points for FY 15, through the Capital Stabilization Fund. Those projects are the Central Fire Station feasibility study (\$20,000) and the DPW Asset Management System (\$32,000).

During discussion on the motion, David said he was not in favor of rejecting funding for the Central Fire Station feasibility study because the study could be helpful in determining whether to go ahead with the project and to determine its possible scope. The motion was seconded by Debbie and approved 4 to 1, with David voting no.

After the vote, Tim reported that the total cost of the projects remaining on the FY 15 list for funding from the Capital Stabilization Fund was \$287,000. This would leave \$418,840 in the Fund after funding of the projects, not counting the influx of the Free Cash.

The Committee then proceeded to vote whether to recommend approval of individual projects for funding from the Capital Stabilization Fund, in order of the projects' individual ratings, starting with the highest rated project. The Committee did not vote on two capital exclusion projects or on two projects recommended for financing through

excluded debt – the science lab renovation project at the Bromfield School (\$1.95 million), and the Hildreth House renovation project (\$3.7 million). The Committee also did not vote on the request by the DPW to fund a one-ton truck in FY 15 for \$70,000.

The votes were as follows:

1. The Harvard Cable Television project to install an air conditioning system in the new studio, which received 80 points. Debbie moved to approve, seconded by Marie. Approved unanimously.
2. Study to assess the HES K-wing renovation, 73 points. Debbie moved to approve, seconded by Marie. Approved unanimously.
3. The Pond Road trailer parking project, 71 points. Debbie moved to approve, seconded by David. Approved 3 to 2, with David, Debbie, and Keith voting yes and Marie and Alan voting no.
4. Extending the emergency power generator at the Bromfield School, 71 points. Debbie moved to approve, seconded by Marie. Approved unanimously.
5. Replacing the exhaust fans in the Bromfield school bathrooms, 69 points. Debbie moved to approve, seconded by Alan. Approved unanimously.
6. SCADA system upgrade, 67 points. Marie moved not to approve the project funding, seconded by Debbie.

During discussion, Debbie said she was concerned that the upgrade would allow DPW to start town water pumps remotely on smart phones, which could lessen the engineering oversight of the system. David moved an amendment to the motion to defer funding of the upgrade until FY 16, seconded by Debbie. The motion carried 3 to 2, with Debbie, David, and Alan voting yes, and Marie and Keith voting no.

7. Project to resurface the driveway in front of the elementary school, 67 points. Motion to approve by Marie, with funding to be provided by the Capital Fund in the current fiscal year, seconded by Alan. Debbie moved an amendment that the FY 14 funding would be contingent on a finding that there would be a savings in mobilizing the project at the same time as the Pond Road parking lot repaving project at the Bromfield School. If no savings, the funding would be approved for FY 15. The amended motion was approved unanimously.

The Committee agreed to consider the DPW truck project for funding approval at the next meeting, scheduled for January 23 and to consider whether to recommend the remaining four projects for the suggested capital exclusion and excluded debt financing.

A motion to adjourn was made and seconded and approved at 10:15 a.m.

Minutes respectfully submitted by David Kassel