

Town of Harvard Capital Planning and Investment Committee Minutes February 27, 2014, Town Hall

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

The meeting was called to order at 8:15 a.m.

The minutes for February 6 and 18 were approved as amended.

Under liaison updates, Tim reported that language proposing \$3.7 million in debt financing for the renovation of the Hildreth House as a senior center has been removed from Article 37 in the Town Meeting warrant booklet, as has a subsequent proposal for \$158,000 for design development drawings for the proposed project. New language will call for \$12,000 to fund repairs of the Hildreth House parking lot.

Keith discussed a warrant article approved by the CPIC recommending \$50,000 from the CPIC Capital Fund to repair the driveway in front of the Hildreth Elementary School. He said there will be an amendment proposed to the article that will cite the need for further design.

As a result, the projected scope of work envisioned for the article will actually decrease from \$50,000 to \$30,000 to reflect a decision to limit the work to immediate patchwork needed.

Keith also said a separate warrant article approved by the CPIC recommending \$20,000 in funding to study the possible renovation of the elementary school kindergarten wing will include an evaluation of the feasibility of adding a second story to that portion of the building in order to place School Department administrative offices there. The School Committee will determine how to fund any cost of the study that exceeds the \$20,000 amount.

The CPIC will evaluate the revised study for the kindergarten wing at a meeting either on March 6 or March 20.

The CPIC then considered a further language change drafted by Tim to the CPIC's bylaw, which would provide that town committees and boards provide their five-year capital plans to the CPIC as of September 30 of each year. Debbie made a motion to insert the September 30 date into the bylaw language, seconded by David. The motion carried unanimously.

Keith then began a discussion about a CPIC proposal to provide written feedback to town departments regarding Committee actions or non-actions on their capital funding proposals. Debbie suggested that Committee members draft feedback to explain actions and non-actions during the current fiscal year.

The Committee then began a discussion of the final draft of the Capital Plan to be printed in the Town Meeting warrant booklet. Alan moved that the ambulance defibrillator kit item be removed from the Capital Plan, seconded by Debbie. The motion carried unanimously.

Debbie moved that the Scada Systems Upgrade item be removed from the Capital Plan, seconded by David. The motion carried unanimously.

Debbie made a motion to remove several items from the FY 18 and 19 out-years on the Capital Plan, which either did not fit the CPIC's current definition of a capital project or were clearly maintenance projects. The projects specified were all on the School Department's project list. Those projects included:

1. HES: test/replace main breakers, subpanels, \$15,000. (This was considered a maintenance project.)
2. TBS: test main breakers, subpanels, \$15,000 (maintenance)
3. TBS: resurface kitchen floor, \$12,000 (maintenance)
4. HES: sand, resurface, and paint gym floor, \$15,000 (maintenance)
5. HES: add security gate to back roadway, \$5,000 (less than the current \$10,000 threshold for capital projects).

Debbie's motion was seconded by David. It carried unanimously.

Debbie then moved to add the separate Redat Audio Unit items scheduled for FY 19 together on the Capital Plan, resulting in one projected cost of \$16,800. The motion was seconded by David and carried unanimously.

Tim passed around a spreadsheet projection of the town's total debt schedule through the year 2035. Keith noted that schedule "begins to quantify the town's debt position over time for anticipated capital projects."

A motion was made and seconded to adjourn the meeting at 10:10 a.m.

Minutes respectfully submitted by David Kassel