

**Town of Harvard Capital Planning and Investment Committee Minutes  
March 6, 2014, Town Hall**

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

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

The minutes for February 27 were approved as amended.

Under liaison updates, there was discussion as to whether the Finance Committee is in support of the CPIC's approved Five-year Capital Plan. The discussion was prompted by Alan's report that a member of the Finance Committee had questioned the CPIC's proposed bylaw change regarding the monetary threshold for placing projects on the Capital Plan.

Keith said he felt it is important for the CPIC to know whether it has the full support of the Finance Committee before we go to Town Meeting.

The CPIC also discussed a need to improve coordination with the Finance Committee and Board of Selectmen in considering whether to place large proposed capital projects on the Capital Plan. The CPIC created a supplemental Capital Plan in recent weeks that includes large, un-vetted capital projects that have been proposed by various departments and committees, including the renovation of the Hildreth House, the Central Fire Station, and the DPW garage.

Keith described the supplemental Capital Plan as "a tool to begin the dialogue on staging" large projects in coming years.

It was noted that the BoS has not discussed or recommended approval of those large projects for inclusion in the out years on the Capital Plan. It was agreed that the CPIC should send a letter to both FinComm and the BoS that calls for coordination among the three committees in determining the timing and need for large capital projects. Keith volunteered to write the letter.

The CPIC then discussed and edited draft feedback letters prepared by Debbie concerning actions this year by the Committee regarding capital items submitted by the DPW, Park and Recreation Commission, and Fire and Police Departments.

David left the meeting at 10 a.m. The Committee discussed future meeting dates.

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

Minutes respectfully submitted by David Kassel