

## **Capital Planning and Investment Committee**

### **\*\*\* FINAL MINUTES, Approved as Amended\*\*\***

**November 5, 2018**

Present: SusanMary Redinger, Teresa Jardon, John Seeley, Marie Sobalvarro, Nate Finch, Alice von Loesecke

Absent: Tim Bragan, Linda Dwight

Meeting called to order at 8:21 am by John Seeley.

Mr. Tim Kilhart was present to answer questions for DPW project requests for funding.

- Two truck requests – one heavy-duty (\$195,100) and one light-duty (\$79,160). The town has seven heavy-duty trucks, which are used year-round. Each lasts about 22 years, so one needs replaced every few years. The light duty truck has needed multiple repairs.
- Mr. Kilhart talked about the Street Sweeper request (\$60,000)– the town bought the current one new in 1999 and it is now 20 years old. The town subcontracts the annual town clean up, but the sweeper is needed for projects throughout the year and throughout the town. While the replacement cost is \$225,000, Mr. Kilhart believes refurbishing the current model will allow it to continue in good working condition for several more years.
- Ayer Road engineering & design (\$350,000) – the town has applied for state DOT grant for the overall \$5.5M project. However, the cost for the study is not an allowable cost to be included in the project and must be town funded.
- Mr. Kilhart reported the town of Harvard received an additional \$69K for Chapter 90 funds – earmarked for Slough from Mass Ave to Bolton Road (usually \$341K), but it's a one-time allotment.
- Mr. Kilhart discussed the need for a conceptual design for a new DPW building and recommended moving that out a year or more until the fire department's needs have been more thoroughly reviewed.
- When asked to rank his projects by level of need, Mr. Kilhart responded with the following
  1. Ayer Road design
  2. Light duty truck
  3. Heavy duty truck
  4. Street Sweeper

Fire Chief Rick Sicard was present to answer questions related to the Fire Department's requests for funding.

- Fire Hose Replacement (\$23,500) – to replace the fire hose, now 30 years old. The department has received grants in the past and is applying for a grant that may provide additional funding.

- Fire Alarms (\$48,500) – reflects the third year of a three year project to upgrade alarms in town. Mr. Seeley recommended Chief Sicard delay the request by a year and use that time to develop a plan to market the program to local homeowners and businesses.
- Fire Ponds – work continues on the dredging of ponds that have silted over. Chief Sicard explained that one had been over eight feet deep, but is now less than one foot deep. Further, he explained that the largest expense now is the access to the ponds, because each project is unique, due to topography, geology, habitats, and ecology. There are 23 fire ponds total in town, about eight that definitely need completed.

Will Stevenson from the Harvard Ambulance Service was present to answer questions related to Harvard Ambulance Service's requests for funding.

- Fifty Portable Radios (\$45,000) related to radio frequency needs. Mr. Stevenson explained that the current radios are fifteen years old and no longer supported by the manufacturer, making repair difficult. He said the Fire Department can't communicate on a regular basis with Ambulance, due to the differences in UHF and VHF frequencies. The new radios will be UHF; the current ones are VHF. Harvard's Police have dual band radios - portable are \$5K and the single band are \$400. Ambulance has applied for grants twice for this project, but have been declined both times. Mr. Seeley recommended Ambulance follow up with Marie Solbavarro to determine the current state cost, as the current quote is from Beltronics. This project will also eliminate the need for dual communications (pagers + radio).

CSF funding balance is now \$2,710,104. There will be an additional \$40,000 from CSF, and CSF fund debt payments (\$59K) + free cash (could be \$800K).

Current known project requests for this year total \$1.793 M of projects to be rated.

Status of new town finance director – with conversation with Tim – finalists ready for Selectman's meeting on November 20<sup>th</sup>.

Next meeting is two weeks from today (November 19).

No new liaison reports. SusanMary will work with Dr. Dwight for a school update report.

Mr. Seeley adjourned the meeting at 9:29am on motion by Mr. Redinger and second by Ms. von Loesecke.

Respectfully submitted,

Teresa Jardon