

# **Capital Planning and Investment Committee**

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

**December 3, 2018**

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

Absent:

Meeting called to order at 8:16 am by John Seeley.

Ms. Redinger moved the November 5 minutes be approved as amended, with a second by Nate Finch; vote was unanimous to approve.

Dr. Linda Dwight was present to discuss the requests for funding from Harvard Public Schools.

- FY21 Request - Middle School ramp project (no projected cost at this time) – waiting for confirmation regarding whether ramp can be dismantled and removed or whether it must be retained, in which case, it would need to be repaired.
- High School bleachers (now \$75,000) – bleachers are original to the gym (from the 60's)
- Bromfield Kitchen (est \$120,000) for floor replacement, new walk-in cooler and installation, and two new hand sinks.
- Bromfield Roof (TBD) – working on a coordinating a study to determine scope.
- Air Conditioning for Science Wing (est \$65,000) – having difficulty getting quotes. Ms. von Loesecke recommended getting UV shades to reduce operational costs if AC units are installed.
- Cronin (\$100,000) – this is a multi-year project; this year's goals include carpet, door replacements, air conditioning, and repairing broken seats.
- Sewage Lift Station Upgrade (now under \$20K) – removed from list, as the cost is now under \$20K; to be funded by Schools' Omnibus / maintenance.
- FY22 Request - Lockers (\$ no est at this time) – replacements, as many are outdated, damaged, locks do not work.
- FY24 Request - Main Office (\$100K, \$200K) – renovations and upgrades

Chair Seeley asked for an update on the Hildreth Elementary School building project. Ms. Redinger explained that adjustments have been made to ensure project is still in budget. Ms. von Loesecke added that the contingency has been increased from 2% to 3%.

The town's new finance director is scheduled to begin January 2, 2019.

Mr. Seeley provided an update from the conference he attended last week. He distributed a handout "Capital Project Evaluation Criteria" and recommended we incorporate some of the information into our process.

Ms. von Loesecke – December Federal Reserve interest rate increase is in place and is expected to happen. However, the language being used for 2019 has been softened, as three increases were projected.

Ms. Redinger will get the ratings form to all members by the end of the day, with the expectation of members to have ratings completed and back to Ms. Redinger as soon as possible, but no later than the end of day Thursday. We will then have ratings to review at our next meeting.

CPIC needs to have recommendations and ratings to Select Board by December 18.

Motion to adjourn by Ms. von Loesecke, seconded by Ms. Redinger, and passed unanimously.

Respectfully submitted,

Teresa Jardon