

**Capital Planning and Investment Committee**  
**Minutes of Meeting September 12, 2016**  
Town Hall - Volunteer Government Room

The meeting was called to order at 8:18 a.m.

Members Present: Debbie Ricci, Heidi Frank, Teresa Jardon, Patty Wenger, Alice von Loesecke, Linda Dwight

Other attendees: Tim Bragan – Town Administrator.

On a Wenger motion/Frank second, the minutes of the August 8, 2016 meeting were unanimously approved with minor changes.

There was no public comment.

**Capital Fund Status**

Debbie reviewed the current Capital fund plan and noted that \$40,000 should be subtracted from the balance going forward due to a spreadsheet error. The plan is presented “as is” assuming all requests are funded. She has not received changes from other boards; there may be something from the BOS for ADA compliance at the Old Library.

Superintendent Dwight then updated the group to several potential changes that may occur in the projected schools capital plan, many of them as a result of the HES building project:

- Final science labs renovation will be completed in two phases; Phase 1 from the Devens account, Phase 2 will be a request to CPIC of \$175,000
- FY18 – keep door locks; OFF – HES fire alarm, roof repairs, and weatherization; lighting will be grant funded; ADD 6<sup>th</sup> and 7<sup>th</sup> grade bathrooms at \$40,000 (to be offset with \$20,000 of Devens funds)
- FY19 – keep TBS auditorium, boiler; OFF – TBS front window, HES boiler; MAYBE OFF – HES parking lighting
- FY20 – keep everything for now; MAYBE OFF – HES card entry system, air conditioning, elevator
- FY21 – keep everything
- FY22 – several new items will be added

**Conservation Commission and Conservation Trust**

Members of both groups were present to answer questions on the proposed Horse Meadow Knolls conservation project and provide details on the timeline. Debbie read the memo from Liz Allard requesting that CPIC approve a \$397,000 loan and \$200,000 in funding. The funding request is now reduced to \$100,000 following approval of use of \$100,000 from CPA funds.

The purchase of the property is subject to approval of a State Land Grant. Funds from the grant will be available by the end of June 2017 to reimburse the Capital fund loan. Having the conservation restriction in place is ideal for reimbursement from the grant, but is not required.

The group individually rated the proposal; all points were added. The loan was rated at 98 and the funding at 95, both of which are very high ratings. von Loesecke made the motion and Wenger seconded “To make a loan to the Harvard Conservation Commission not to exceed \$400,000 for the Horse Meadows Knoll project and to provide \$100,000 from the Capital Preservation and Investment Fund to the same project, both contingent upon receipt of the State Land Grant, with

all unexpended funds returned to original sources as of June 30, 2017.” The motion was approved unanimously, 5-0.

**Policies and Procedures**

Final changes to the policies and procedures were outlined, including new sections on capital articles for special town meetings and capital item funding from other sources. On a Jardon motion/Frank second, the changes were unanimously approved, 5-0.

**Meeting with Charter Commission**

Scheduled for October 6 with the Finance Committee.

**Officers**

New officers were voted. Debbie Ricci will be Chairperson (unanimous), the Vice Chair will be determined if Debbie is absent; Secretary will rotate among members.

The meeting was adjourned at 9:30 a.m.

Respectfully submitted,  
Alice von Loesecke