

CPIC Meeting Minutes  
April 24th, 2017  
Town Hall--Volunteer Room

Present: Debbie Ricci, SusanMary Redinger, John Seeley, Alice von Loesecke, Teresa Jardon, Tim Bragan, David Nalchajian

Debbie called the meeting to order at 8:15AM.

**Minutes:**

Minutes of the 3/27 meeting were amended. **VOTE** to approve as amended 5/0. Minutes of the 4/10 meeting were amended. **VOTE** to approve as amended 5/0.

**Public Commentary – None.**

**End of Process Letters:**

Debbie provided draft end of process letters to the DPW, Schools and Ambulance to formally let them know their capital funding requests to CPIC were recommended and approved by voters at Town Meeting. The committee reviewed each letter, made suggested clarifications to each that were acceptable to all members, and each letter was amended accordingly. A motion was made to approve each of the three letters, each motion was seconded, and a **VOTE** to approve each letter 5/0 occurred. Debbie will make sure each letter is sent this week.

**Updates:**

- **FY17 Budgets:** Dave will be updating all departments' FY17 spending to date versus budget this week and identifying all unbudgeted expenses such as the missed health insurance payment of approximately \$175,000 and snow and ice removal deficit of about \$220,000. These will be reviewed at the May 3 Finance Committee meeting and be made available to CPIC at our next meeting.
- **Plans for STM:** The tentative date of the Special Town Meeting is June 13 at Cronin Auditorium. Articles will be developed to approve Free Cash, add to the Stabilization and Capital funds, and potentially pay off BANS that would have been issued to purchase the DPW dump truck, Science Lab upgrade, and at Dave's suggestion as a lower priority, the fire ponds restoration. These articles will need to be developed/approved at our May 8 meeting.
- **HES Renovation Project:** SusanMary updated our committee on the four Elementary School construction options taking shape. Each is briefly described below with the estimated cost to the Town (including soft costs) after State reimbursement:
  - \$16MM Option 1 plan would only replace the K-wing, roof and other required updates;

--\$19MM Option 2 would also expand the cafeteria and add additional special education space;

--\$22MM Option 3 would also increase the size of the gym; and

--\$26MM Option 4 would be total new school construction.

Dave will provide the committee full financial analysis of each option as the cost estimates are further developed (how much to borrow, when to borrow, a timeline for borrowing, etc.).

SusanMary said the Building Committee plans to identify the preferred design option by the end of June to remain on schedule seeking Town approval to the plan and funding at the 2018 Town Meeting to start construction in 2019.

- **Conservation Commission:** They have a project, Dean's Hill, and would like CPIC to look at special funding for this acquisition at a potential October, 2017 Special Town Meeting. We briefly discussed this project based on the limited fact sheets they provided. Debbie will inform them to submit a formal project request no later than August 14. CPIC members will review and respond with questions by August 21 and will expect the Conservation Commission to attend our meeting on August 28 with answers to our questions.

#### **Review of FY18 Process:**

Overall the committee felt the process used last year was effective. Some suggestions for improvement included: improved communication and clarified responsibilities for the Harvard Energy Advisory Committee as it relates to capital requests of Schools and other Town departments; an earlier review of requests with the Finance Committee, potentially in mid-October; strict adherence to deadlines for submitting CPIC members' questions to the departments to eliminate the confusion caused by multiple requests.

Revisions to the project rating schedule form and submission request letter will be discussed at our next meeting.

#### **Next Meeting Dates:**

May 8<sup>th</sup> and May 22<sup>nd</sup>

We will review the warrant articles for the June STM, the article to change our by-laws (approved at our April 10 meeting) to transfer funds by a simple majority vote, and updated Capital Fund projections and any other output from the May 3 Finance Committee meeting. We also plan to review/revise the capital project submission request letter and the project rating schedule form.

The meeting was adjourned at 9:59 AM.

Respectfully submitted,

John W. Seeley