

.....
Town of Harvard Capital Planning Investment Committee
Minutes of Meeting
August 26, 2010, 8:00 a.m.
Town Hall

Members Present: Debbie Ricci, Cindy Russo, Keith Cheveralls, George McKenna, Lorraine Leonard, Tim Bragan

1. The minutes of June 3 were accepted as corrected.
2. We reviewed the calendar. Keith suggested that we should add a date for mailing forms regarding 2012 requests to the departments. (They will be emailed by Lorraine on September 7.) A second review of current projects will be added to the calendar but no date was chosen.
3. Meeting place for this year's meetings will be finalized after Municipal Buildings Committee finalizes their schedule.
4. Our Schedule will be included with the mailing to the departments and in our posting on the town website.
5. Lorraine will attach each Department's submission from last year to the Capital Request form so that departments can refer to it, and ask them to explain any changes.
6. A line for the "Date Prepared" will be added to Capital Request form to help us track amended forms.
7. We reviewed the instructions for completing the Capital Request Form and cover email and made some small changes.
8. Lorraine will develop a list/spreadsheet of current capital projects. The spreadsheet will include all capital articles and will include a report on the current status of the project. One goal will be to create a record of the projects to create an historical record. Lorraine will bring a status sheet on a spreadsheet to our next meeting and we can review and amend the format. She will also bring a sheet for 2009 projects.
9. Our listing on the Town Website will include the relevant bylaws passed at Town Meeting, list of members including the Chairman's email, and our calendar.
10. We adopted the mission statement as currently on the website (without bold and italics).
11. Finance Committee voted to change "recurring capital" line item of the budget to a direct appropriation to Capital Improvement Fund, which would mean appropriation to the fund. This includes police cruisers and public works equipment. Also, technology line will be moved to Finance Department budget, but will remain its own line item. We discussed impacts of this change. Cindy moved that we recommend to Fin Com that there be an annual article for \$100K to the Capital Improvement Fund to be spent under

the auspices of the CPIC for recurring capital for police cruisers and public works equipment, in lieu of the two current line items. Keith seconded. The motion passed unanimously.

12. Keith nominated George McKenna for Chair. Cindy seconded. Vote was unanimous. Keith nominated Cindy Russo for Clerk. George seconded. Vote was unanimous.

13. We chose liaison assignments as follows:

Town Departments:

DPW and Transfer Station - Debbie

Fire - Cindy

Police - Cindy

Ambulance - Cindy

Council on Aging - Peter

Finance - Cindy

Town Clerk/Elections - Cindy

Energy Committee - Keith

Municipal Buildings - Peter

Pond Committee – Debbie

Water Department – Debbie

Town Center Sewer - Peter

Library - George

Park and Rec - Keith

Schools - Keith and Debbie

14. The Discussion of the Long Term Plan and facilities manager was deferred to the next meeting.

15. There is a potential grant opportunity for the schools called the Green Repair Program. Keith has asked superintendent to review for possible projects. Applications are due September 22. Cindy moved that we authorize George to send an email to the Superintendent, with a copy to the School Committee and Brian Smith of the Energy Committee, urging timely application to this grant program where appropriate. Keith seconded. The motion passed unanimously.

16. Keith will work on the summary of the proposed Town Facilities Manager position for the next meeting.

The meeting was adjourned at 9:40.

Attachments:

Calendar

Request Form

Liaison Assignments

