

Town of Harvard Capital Planning Investment Committee  
Minutes of Meeting  
September 16, 2010, 8:00 a.m.  
Town Hall

Members Present: Cindy Russo, Keith Cheveralls, George McKenna, Lorraine Leonard, Tim Bragan, Tom Jefferson, Peter Warren

1. The minutes of August 26 were accepted without correction.
2. The Capital Projects Update prepared by Lorraine. (A copy of the Capital Projects Update is attached.) The information is based on bills actually received in Town Hall, so it doesn't necessarily show progress of projects.
3. Regarding status of current projects showing no money spent, Lorraine reported:
  - The school's one-ton pick up truck has been ordered.
  - The HES Retaining wall and fence have been completed; she is waiting for a bill.
  - Lighting upgrades to town buildings are in process.
  - Lorraine will check regarding air conditioning at HES.
  - Low limit light switches funding has returned to free cash. Mark Force has said he will do the work piecemeal from maintenance budget.
4. We will review status of current projects again in December.
5. We discussed different possible models for town facilities management. We will look at job descriptions for Mark Force and DPW director. Tim will gather information on how other towns handle this function, and consider possible collaboration. Keith, Peter and Tim will look into this issue further for discussion at our next meeting.
6. Representatives of the Municipal Buildings Committee may attend our next meeting.
7. Peter will be liaison to the Ambulance. A revised liaison list is attached.
8. All members should reach out to their liaison groups. Requests are due October 4. Tim will send out an email with liaison list reminding people of this date.
9. The meeting of October 7 has been rescheduled to October 14.

The meeting adjourned at 9:10.

## Capital Planning and Investment Committee

### Liaison Assignments – 2011

#### Town Departments:

DPW and Transfer Station	Debbie Ricci
Fire Department	Cindy Russo
Police	Cindy Russo
Ambulance	Peter Warren
Council on Aging	Peter Warren
Finance Department	Cindy Russo
Town Clerk/Elections	Cindy Russo
Energy Committee	Keith Cheveralls
Municipal Buildings Committee	Peter Warren
Pond Committee	Debbie Ricci
Water Department	Debbie Ricci
Town Center Sewer	Peter Warren
Library	George McKenna
Park and Recreation	Keith Cheveralls
Schools	Keith Cheveralls /Debbie Ricci

