

Town of Harvard Capital Planning Investment Committee
Minutes of Meeting
October 21, 2010, 8:00 a.m.
Town Hall

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

1. The minutes of September 16 were accepted without correction.
2. Public Comment – Ron Ostberg gave the committee some information on the capital request we may receive from the Municipal Buildings Committee (MBC). The MBC is currently considering six alternative development scenarios. The MBC has hired consultants and all consultants have gone through the buildings. The MBC's plan is to develop cost estimates for each of the scenarios, as the scenarios may evolve. No decision has been made on what will be brought to this ATM.
3. The Capital Committee will plan to meet with the MBC at the end of December.
4. We reviewed the initial capital requests for FY12 which total \$894,000. New items, which were not included in last year's plan, are reconstruction of Littleton County Road (\$225) and a generator for the library (\$20K). In addition, the rehab of DPW garage floor (\$40K) and floor drains (\$40K), and fire department brush truck (\$145K) have been moved to 2012 from 2013.
5. All town buildings will have capital expenses related to the move to town sewer which is anticipated to take place in the summer of 2011. The School Department has included \$30K for this expense in its capital request. The expense of adding other town buildings to the town sewer must be added to the plan.
6. Keith reported that schools have realized energy cost savings as a result of past energy projects. The School Committee is reinvesting the savings in new energy related projects.
7. The committee concluded that there is no need to meet with Chief Denmark concerning Police Department requests at this time.
8. The Water Commission's request for security fence around water tank resulted from a DEP order and therefore is a legal mandate.
9. Tim will request updated information from those departments with submissions that didn't comply with guidelines.
10. The committee scheduled DPW and the Water Commission for our next meeting, on November 4. Tim will get updated info from these departments to us a week before the meeting.
11. The School Department will meet with us on November 18.

12. The committee agreed to leave the December 2 meeting open until we have had a chance to review the information.
13. The completion date for the Capital Plan was extended to January 6.
14. Keith will ask Energy Committee if they have updated their “energy efficiency project schedule.”
15. Peter will see if ambulance, COA and town center sewer committee have any capital requests.
16. Peter and Debbie reported on the McCurdy land committee. Debbie will represent the Capital Committee on the McCurdy land committee.
17. Keith reported on discussion held by Keith, Peter and Tim regarding maintenance and a facilities manager. Management of town facilities is in DPW director’s job description. Mark Force and Rich Nota are working on proposal for completion of deferred maintenance on town buildings.
18. Keith further reported that Keith, Peter and Tim discussed a shared resource approach. Boxboro is also looking for a shared resource to deal with town maintenance issues and Tim will explore this further with Boxboro.
19. The meeting was adjourned at 9:30.