

Town of Harvard Capital Planning Investment Committee
Minutes of Meeting
December 2, 2010, 8:00 a.m.
Town Hall

Members Present: Cindy Russo, Keith Cheveralls, George McKenna, Debbie Ricci, Peter Warren, Tom Jefferson, Lorraine Leonard. Brian Smith, Harvard Energy Advisory Committee, also attended the meeting.

1. The minutes of November 18 were accepted as corrected.
2. Brian Smith reviewed the HEAC requests. The Energy Reduction Projects for the years FY10 – FY14 are shown on the attached “Attachment 1” dated 10/27/10.
3. Updated capital requests from departments are attached. The Mechanical upgrades at HES (70K), HES windows (line 5) and TBS Solar PV Array - which were originally in a HEAC capital request - have been incorporated into the School Capital Requests.
4. The Committee reviewed the energy related school requests with Brian. It was determined that Line 14 (HES – replace boiler and pumps) is redundant and should be removed, it is the same work as Line 5. Line #19 (pick-up truck) and Line 18 (school lunch vehicle) were added to the school requests for 2014 because the new fuel efficiency guidelines adopted by the School Committee called for the replacement of the two vehicles in 2014.
5. Line #4 (HES mechanical upgrades) shows a cost of \$70K. Without incentives, the cost is \$100K. A similar project is being done at Bromfield, and some work at HES has been included as a part of the current project. This extra work has been funded by energy savings. If it were not for that energy savings, this work would be included in the 2012 request and the request for 2012 would be higher.
6. The committee questions the \$15K cost shown for The Bromfield House boiler in 2014; this cost seems high.
7. The capital requests made by HEAC requests for Fire Station and Town Hall need to be incorporated into the capital plan. Other projects shown on the Energy Reduction Projects list for FY13 also need to be incorporated into the Capital Plan. Lorraine will do this, although there is a question as to whether the projects should be approved by the department first.
8. We had a discussion about the role of HEAC in making capital requests as to whether they should come from the department or from HEAC. At this point HEAC is an advisory committee.
9. Keith and Peter are continuing to discuss the facilities manager function, with thoughts of combining it with an energy manager.

10. We discussed whether to include \$70K (net) or \$100K (gross) for HES mechanical upgrades. No decision was made.

11. Peter met with the Fire Department regarding the brush truck. The existing truck needs to be replaced. The department will develop specs and a proposal prior to town meeting, perhaps a “2 skid vehicle” – a skid attachment goes on the back of the vehicle. One skid attachment would carry equipment for a brush truck, the other for ice rescue.

12. George questioned whether this truck could be bundled with the dump truck and fire truck we approved last year for financing purposes. Lorraine said we could use short-term borrowing for dump truck and then combine two fire trucks, the dump truck, and perhaps boom flail mower, into one long term borrowing.

13. Keith raised the issue of the importance of having firm numbers from departments making capital requests.

14. Lorraine reviewed status of prior year projects. An updated “status sheet” is attached. In addition to what is shown, the school pick up truck has been purchased for approximately \$35,000 and the retaining wall has been competed for approximately \$17,500. Lorraine will update the sheet.

15. The meeting was adjourned at 9:30.

Attachments:

1. From HEAC - Energy Reduction Projects – FY10-FY14 – Attachment 1 – 10/27/10. (2 pages)
2. Capital Requests – 5 Year Plan Summary (10 pages)
3. Harvard Ambulance Service Capital Request forms (7 pages)
4. Town Meeting Articles – Status as of 11/30/10 (1 page)