

Town of Harvard Capital Planning Investment Committee (CPIC)
Minutes of Meeting
February 17, 2011 – 8:00 am
Town Hall

Members Present Keith Cheveralls, George McKenna, Debbie Ricci, Peter Warren, Tim Bragan,
Lorraine Leonard

1. Public Commentary:
 - a. Ron Ostberg asked about options for funding Capital projects. Options noted during the discussion were: Capital Fund, excluded debt, raise & appropriate, excluded debt and free cash.
 - b. Ostberg asked about how projects like buildings have been funded. Committee discussed how design dollars had been historically been funded and various forms of borrowing. CPIC requested Lorraine to do a history of how projects were funded at various stages, including designs funded/done where the projects which did not pass when initially placed on the Town Ballot.
2. Minutes: Motion to approve was made. D Ricci noted minutes did not included Municipal Building Committee (MBC) coming to the meeting to inform us that they had modified their articles. Motion was withdrawn and committee decided to review at our next meeting.
3. Reviewed 5-Year Road Plan (copy attached) from Selectmen. Their goal is to do more crack sealing and overlay to better maintain existing roads and prevent future need to do total road reconstruction (e.g. Littleton County Road).
 - a. G McKenna noted that dollars are greater than what was previously requested and what's in the Capital Plan and that the Road Plan assumes level Ch 90 funding from the State.
 - b. K Cheveralls noted that the Road Plan gave us what we requested: overview of plan for all 65 miles of roads, not just reconstruction.
 - c. P Warren noted material prices are increasing and may not be able to do all work in Plan.
 - d. K Cheveralls moved to amend the current Capital Plan to conform to the Harvard Public Works 5-Year Roadway Capital Plan, which shows \$250,000 for each of the next 5 years in addition to any Ch 90 funds received. The motion was seconded and passed unanimously.
 - e. P Warren moved to change wording in the Capital Plan to re-label Road projects as 'Reconstruction' instead of with individual road names. Motion was seconded and amended to be 'Reconstruction and Repair' instead of 'reconstruction'. Passed unanimously.
 - f. K Cheveralls moved to request Boston of Selectmen to request DPW Director to provide the CPIC with an annual update at the beginning of the capital planning process each year. Motion seconded and passed.
4. G MCKenna presented an outline for the CPIC report for Town Meeting.
 - a. Report format outlined:
 - i. Introduction – process, rating system, etc.
 - ii. FY12 projects: their justification, impact and recommendation
 - iii. Capital Plan
 - iv. Comments on MBC projects
 - v. Debt schedule

- b. K Cheveralls: make sure we include role & responsibilities of Committee and impact of capital expenditures on the future.
 - c. Current book deadline is March 4th.
 - d. Assigned projects to various members to write up for next meeting.
5. G McKenna raised issue of where free cash article is located in warrant. FinCom voted to request article be kept at front of warrant.
- a. P Warren moved to request the Board of Selectmen place the Fiscal Year 2010 Certified Free Cash article as one of the first few articles on the Town Warrant, consistent with the Town's past practice.
6. Future meeting dates set: Thursday Feb 24th at 8 am and Saturday Feb 26th at 9 am. Open items for those meetings: finalize reports, possibly re-visit MBC articles and amount, and review total FY12 funding with revised Road project request.

The meeting was adjourned at 9:15.

Next meeting – Thursday, February 24 8:00 a.m.