

Town of Harvard Capital Planning Investment Committee  
Minutes of Meeting  
June 23, 2011, 8:00 a.m.  
Town Hall

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

1. The minutes of January 29, February 11, February 17, February 24, March 3, March 31 and April 2 were approved as amended.
2. We discussed the working draft dated June 10, 2011 of the document entitled “CPIC Municipal Buildings Facilities Oversight – A Recommendation”. A copy of this document is attached.
3. Peter and Keith have been working on this issue. Keith discussed possible ways to structure the Facilities Manager position, including sharing with another town or with school, or having the person performing a portion of the work as well as having oversight responsibilities.
4. Cindy moved that this committee request that the BOS appoint a Committee to make recommendations on the creation of a Municipal Buildings Facilities Oversight and Energy Management position, and that, at a minimum, a member of the School committee, capital committee, board of selectman, and energy advisory committee be included on the Committee, with Tim Bragan and the Superintendent of Schools as liasons. Keith seconded the motion. The motion passed unanimously.
5. Cindy moved we endorse the “working draft” and include it in our recommendation to the Board of Selectmen. Debbie seconded the motion. The motion passed unanimously.
6. We discussed the 2010-11 capital request process. Peter suggested that we review the rating sheet, and George will put that on our agenda for September. Keith suggested that we include the revised rating scale in our package to applicants to that they can understand our criteria.
7. Debbie suggested that the criteria on our rating scale should not be given equal weight, and we need to objectively determine appropriate value. Also, it is up to us to question applicants carefully to substantiate their claims, especially if we give the criteria to them.
8. Peter thought we should start the capital process earlier. Tim suggested that this year the process will be easier because we have 5-year plans from all departments.
9. It was suggested that we add a new regular item to our agenda: updates from CPIC members on relevant activities of the other boards they are members of.
10. We discussed ways to enforce our timetables.

11. Lorraine reported that FinCom is working with the Finance Department to prepare a budget book for all departments. Capital will be one of the “chapters” of the book. We should consider what we would like to include in our section. The hope is that it will be completed for the fall. Cindy volunteered to work with Lorraine on this.

12. Lorraine also reported that we received the ban for the DPW truck. The interest rate is 1.1% Peter Fraser gave her options on what to do next year. Bond should be at least \$1,000,000 per year to get the bids. Trucks are under \$800,000. Another borrowing can be combined with this ban.

13. There are two applicants for the vacancy on the CPIC, Debbie (for reappointment) and David Kassell. We would like Mr. Kassell to serve as an advisor to our committee. Keith suggested that we ask the BOS to bring an article to Town Meeting to add associate members to the CPIC. Keith moved, and Cindy amended and seconded that the committee voted to recommend to the BOS that Debbie Ricci be reappointed because of the value of her institutional memory. The motion passed unanimously. George will reach out to the chairman on the BOS and Mr. Kassell.

14. The next meeting will be in September.

15. The meeting was adjourned at 9:35.