

Town of Harvard Capital Planning & Investment Committee
Minutes of Meeting
September 15, 2011 @ 8 am
Town Hall

Members Present: George McKenna, Debbie Ricci, Peter Warren, Keith Cheveralls, Tim Bragan
Also present: David Kassel

The meeting was called to order 8:04 am

1. Tim Braga provided an update on projects:
 - Brush Truck: almost done, due here soon
 - Town Building: OPM selected, to be finalized 9/20/11 at Selectmen's meeting
 - Police vehicle: purchased
 - Littleton County Road: underway
 - Water Dept: Security fence for tank: R Nota met with DEP & EPA and took them on tour. May be able to get waiver for fence.
 - Sewer Project: is at SRF for approval, then will sit with contractor on schedule
 - HES office floor: completed
 - HES Playground: completed
 - Middle School Walkway: about to start
 - All other projects not commented on or not yet started
2. Keith Cheveralls reported that an energy report on results of school projects is being done to see actual payback of projects. He has scheduled for it to be presented at our first meeting in October.
3. Tim Bragan reported that an All Boards Meeting is being held Sept 21st to show results of submissions of 5 year strategic plans for all departments.
 - Discussed having committee or one member review all plans for potential impact on Capital Plan
4. Tim Bragan – reviewed Capital Request Package with Committee
 - No changes to basic forms
 - Will include cover letter stating need to include why plans have changed from prior year, if they have, and documentation to be submitted.
 - Requests will probably be due back Oct 7th.
5. Reviewed rating form
 - Debbie Ricci presented an option for weighting criteria included on rating form
 - David Kassel recommended we include a line item for risk of project costs being higher than estimated amount.
 - Keith Cheveralls recommended we include form with Capital Request Package.
 1. Consensus was that cover letter include a statement that requestors be prepared to answer the points listed in the request form (Points to be listed)
6. Election of Officers:
 - George McKenna and Cindy Russo were both nominated for Chairperson. As Cindy was not present, we agreed to defer this to the next meeting.
7. Next meeting to be held on October 6, 2011 at 8 am.
8. Meeting adjourned at 9:05 am

Respectfully submitted,
Deborah Ricci