

Town of Harvard Capital Planning Investment Committee  
Minutes of Meeting  
October 20, 2011, 8:00 a.m.  
Town Hall

Members Present: Cindy Russo, George McKenna, Debbie Ricci, Peter Warren and Keith Cheveralls, Lorraine Leonard. David Kassel also participated.

1. The minutes of September 15 and August 31 were approved with minor corrections.
2. George presented a proposed calendar for 2011-2012. We discussed the calendar and added some additional meetings: (1) an additional meeting with MBC on December 1 and (2) additional meetings to be cancelled if not needed on January 12 and January 26. On motion made by Keith and seconded by Peter, the calendar was unanimously approved.
3. We discussed the Capital Project Rating Schedule. George expressed his concerns that our Ratings are incomplete. He suggested that the Schedule does not include we are (1) value (needs vs. wants), (2) affordability and (3) potential financial risk. We discussed using these criteria as an independent valuation for larger projects, as a second stage of evaluating all projects, or including them on rating schedule, in addition to other options. Debbie suggested that BOS priorities should be added as a factor. We will each consider possibilities and discuss it again at the next meeting.
4. Debbie suggested that CPIC act as coordinator of funding sources (CPC and CPIC and Finance) on the MBC project.
5. The revised Budget Memorandum was sent out. Lorraine will send us all a copy. They are due back October 24, and Lorraine says that no requests have come in yet.
6. Debbie asked if the Capital Request form could be on our website. Lorraine will do this.
7. Lorraine gave an update on MBC. Proposals have been received from 12 architects are being evaluated by committee members.
8. Keith expressed concern that there might not be time to properly evaluate the MBC project prior to Town Meeting.
9. George pointed out that relocation costs have not been included in the budget for the MBC project.
10. We discussed whether there is a discrepancy between the amount in the Capital Plan for the MBC project and the amount shown on the handout entitled "Municipal Building Project" dated October 11. [Copies of this handout, and a project timeline dated 10/17/11 are attached to these minutes.] We are carrying \$2,620,000 in capital plan and the handout shows a cost of \$3,451,000. Debbie and George will evaluate this issue for the next meeting.

11. Debbie reported that six applications were received by CPC. The only one that impacted CPIC was the MBC project. MBC requested a \$1 million bond. CPIC funds can be used for historic renovation and preservation part of Town Hall project and handicap accessibility. CPC can only spend up to 75% of the tax surcharge (not state funding) on bonding.

12. Lorraine will send us capital requests by email in advance.

13. Keith reported that he had placed Energy Advisory committee on School Committee agenda to report on energy savings from recent projects. Bromfield savings are very clear, and Elementary savings are less so. Keith will bring EC to CPIC at some point.

14. Keith reported that the current Superintendent is undertaking a more extensive review of capital planning process. His review of facilities has resulted in new capital requests that were not included in earlier capital plans. We will see much more information than in the past. The SC will not be able to submit its capital requests by October 24 but will endeavor to get them to us as quickly as possible.

15. Keith reported that the effort to establish a facilities manager position is proceeding. The plan is to request funds to conduct a complete inspection of seven town buildings – the 7 buildings not a part of MBC projects. This provide more data to evaluate the requirements for the position we seek to fill.

16. Officers were elected. George - Chair. Cindy - Clerk. Debbie - Vice Chair.

The meeting was adjourned at 9:30.

The next meeting is Thursday, November 3, 8:00 a.m.