

Town of Harvard Capital Planning Investment Committee
Minutes of Meeting
November 3, 2011, 8:00 a.m.
Town Hall

Members Present: Cindy Russo, George McKenna, Debbie Ricci, Peter Warren and Keith Cheveralls, Tim Bragan. David Kassel also participated. The members of the MBC also attended.

1. We discussed the proposed Municipal Buildings Project with the MBC. George asked about the MBC submission headed "Municipal Building Project." (This document is attached to the minutes of October 20.) He pointed out that the estimated project cost shown differs from the project costs we are carrying in the Capital Plan. Pete Jackson (MBC co-chair) explained that the estimated cost was that shown for Phase 1 of 2-Phase Scheme, as shown on the spreadsheet prepared by Skanska dated January 24, 2011. CPIC members expressed concern because the 2-Phase Scheme included an addition to Town Hall, and because the Statement of Intent reflected an agreement that there would be no addition to Town Hall except for access. A long discussion followed concerning the importance of the Statement of Intent. The members of CPIC made it clear that the Statement of Intent was the basis for its support of the project.

2. The possibility of setting up a joint meeting with BOS, FinCom, MBC and CPIC to resolve scope of MBC project was discussed.

3. The Minutes of Oct. 20 were approved without correction.

4. CPIC has not received capital requests from Library Trustees, Cemetery Commission, Pond Committee, Council on Aging, Conservation Commission, Ambulance, Agriculture, Tree Warden, Energy Advisory Committee. Each CPIC member will contact those of their liaison groups who did not send in something. Tim has requested a submission from the Fire Chief.

5. We addressed the Capital Plan for the Schools. George asked Keith to let the Superintendent know that the schools have done a great job on this Plan. Keith noted that the Plan does not indicate funding sources; not all of the items on the Plan will be funded from the Capital Plan. George asked if all technology expenses would be funded by Shaw Trust. Keith said he was unsure because infrastructure improvements would be required and the technology numbers are not fully developed.

6. The question was raised that the expenses of hooking up the schools to Sewer and Water may have been included in last year's plan. Other possible Building Issues: (1) Library air handler controls are inoperable. (2) Generator capacity at Bromfield is limited. This is the town shelter; and a generator would prevent whole school from freezing. (3) Schools may apply for a grant to upgrade the science labs; a grant would result in 45% to 50% reimbursement of construction costs. We are deficient in codes for safety of science labs. If we don't get the grant the work will not be done. If we do get the grant, we would need to identify a funding source for the Town portion of the cost.

7. Meetings with departments were tentatively scheduled. DPW and fire – 11/17. Park and Rec and Schools – 12/1.
8. The “facilities manager” study group will be recommending the hiring of building inspectors to evaluate the condition of 7 buildings (not including the buildings which are a part of the MBC project). This will help them to evaluate the job skills needed by the person they want to hire and to will help us to estimate of the costs we are looking at for future building improvements/maintenance.
9. The meeting was adjourned at 10:00.
10. Next meeting – November 17.