

Town of Harvard Capital Planning Investment Committee
Minutes of Meeting
November 17, 2011, 8:00 a.m.
Town Hall

Members Present: Cindy Russo, Debbie Ricci, Peter Warren, Tim Bragan. David Kassel also participated. Debbie Ricci chaired the meeting.

1. The minutes of November 3 were approved as corrected.
2. Rich Nota attended to present the DPW Capital Plan.
3. Reconstruction of Roads. Work has not begun on the second phase of Littleton County Road project but now has permits. (\$250,000 for this work was included in the FY12 Capital Plan.) Rich expects to have the work completed by June 30. The plan is to spend \$250K each year for five years.
4. Boom Flail Tractor. \$165,000. To support this request, Rich said:
 - Our current equipment sustained \$20K damage in the recent snow storm.
 - Vegetation on the side of town roads needs to be controlled. Our current tractor is a 1995 and is effective at reaching approximately 3 feet from sides of roads. Requested equipment will have a 20 foot reach. The growth on the sides of the road is reaching a size that we will soon need a tree guy to trim these trees.
 - New tractor is multi-purpose. It will have a snow blower attachment and a sweeper.
 - Tractor differs from the one requested last year. It is narrower so would create fewer traffic problems.
 - Rich would trade in the old tractor and get approximately \$10K.
 - DPW would plan to use this machine daily until all roads are cleared.
5. Ride on mowers. \$25,000. This request to replace existing mowers was in the plan first year. We discussed whether mowers should be included in recurring capital. Rich noted that we used his recurring capital last year to fund his capital requests. He will give us a list of his recurring capital items, which was not included in his submission.
6. We asked about the vehicle replacements shown for upcoming years. Rich said that those are real needs, not place-holders.
7. Maintenance Bay Addition. \$175,000. Rich believes that this is a safety issue. The mechanic can only work on one vehicle at a time, which is inefficient, especially if waiting for parts. The addition would enable DPW to put flammable materials in a separate location, and to use additional space to work on more than one vehicle at a time. Estimated cost has increased since last year to include architect's fees.
8. Electrical upgrades. \$30,000. Shown on plan for FY14. Would upgrade to 3-phase power. Currently they cannot use a 3-phase compressor and here are brown outs when use a welder.

9. We noted that he is requesting an office addition (\$150,000) and an additional storage building (\$150,000) in later years. We discussed combining a number of the upgrades into one project. Rich will develop a proposal for this year's ATM to hire an architect for a program, code compliance, schematic design. Rich has worked with engineers who specialize in public works building.

10. Water department requests. We recently had a DEP sanitary survey. These take place every five years.

-Well pump replacement - \$10,000. DEP requires a program to replace well pumps every 5 years. This one is 10 years old.

-Rich convinced DEP that we didn't need the Fence that was included in last year's plan, but DEP wants security devices on the hatch.

Water storage tank maintenance. \$50,000, FY14. We inspect exterior (every year) and interior (every other year). Repairs have to be done every 10 years.

-SCADA system upgrades. \$15,000, FY15. This would allow more of the system to report back to the office and pumps can be switched remotely. Security aspect must be added to our SCADA system. DEP does a sanitary survey every 5 years.

11. New Water Main from Library to Pond Road. \$50,000 – FY16. CPIC was concerned because this work (and the replacement of the water main on Pond Road) were included in last year's \$340,000 funding. Rich says that this work was not included in the project. The Town Meeting article is not specific. The bid was for the full amount, so the money has been spent and this work was not done. Tim will check the bidding documents etc. to determine what happened.

12. Wellfield Development. \$400,000 over four years. This is an estimate as a reminder that something needs to be done about this.

13. Guardrail replacement program. \$25,000 annually for five years. Rich has never done any guardrail replacement and believes it is a safety hazard.

14.. Sidewalk program (\$25,000 annually for 5 years) and Compost facility (\$50,000 FY13). Rich believes that there is demand for these services.

15. Chief Sicard attended to explain the requests of the Fire department.

16. Move Air Horns to Fire Station. Cost not yet determined. Air horns are a part of public emergency system. The air compressor makes the system disruptive to town hall. Air horn purpose – to notify citizens that something is going on, firemen may not hear radio, and to protect people from getting hurt by traffic at Town Hall. This affects our ISO rating, which is a fire rating that impacts insurance rates. The horn should be moved before the Town Hall renovation because it may not be operable during construction.

17. Upgrade radio infrastructure. Cost not yet determined. A radio company has come out twice to evaluate but has not yet priced it. The Chief hopes to integrate this with new regional dispatch and use grant funds; he anticipates getting federal funds.

18.. Turnout gear. This should be a recurring budget item. The committee voted that this is not capital and should be removed from the plan.

19. Requests to refurbish Fire Stations should be looked at after review of buildings.

20. Service Fire Ponds. Cost undetermined. There is no sign that there has been any servicing of fire ponds. This is part of effort to upgrade our ISO ratings. We should consider moving this forward to 2013, especially for the dry hydrants that are broken. Chief will update this as soon as possible, and will keep Cindy (liaison) informed.

21. Refurbishment of Central Fire Station would include space for the used ladder truck that Chief is requesting for 2017. He would like to make two more drive through bays.

The meeting was adjourned at 10:00.