

Town of Harvard Capital Planning Investment Committee
Minutes of Meeting
December 1, 2011, 8:00 a.m.
Town Hall

Members Present: George McKenna, Keith Cheveralls, Cindy Russo, Debbie Ricci, Peter Warren, Lorraine Leonard. David Kassel also participated. School Facilities Manager Mark Force, Mark Mandozzi of Park and Rec and Interim Superintendent Joe Connelly also attended.

1. The minutes of November 17 were approved as corrected.
2. Mark Mandozzi reviewed the capital requests of Park and Rec. The first request is for tennis court reconditioning which should be done every 6 years. The basketball court has divots and requires minor repairs and repainting. The fence needs repair and the addition of a lower rail to prevent people from climbing under the fence. Also requesting replacement for the lights. They cannot get fixtures for the lights anymore. They will give us more information on these lights. Debbie suggested that they speak with Brian Smith (energy committee) about using some of the green energy grant for the lights.

Park and Rec got an estimate from Westford Tennis – the company that did the original work. Quote is for \$28,500. Request is for \$30,000 to give a small cushion.

The tennis court reconditioning, etc., is also included in school capital requests. Joe said that school committee has jurisdiction over the courts and so this will be included in school request at \$30K, and removed from Park and Rec.

3. Harvard Park playground improvements. Repairs and regarding of fill are needed for safety reasons; landscaping around the field house for needed for aesthetics, and a new shade structure (wood or canvas) to create shade for parents and children using the playground on hot days. The Lions Club offered money and labor to install seating/bleachers, and perhaps would be willing to contribute to this instead. Harvard Family Association also help. Debbie noted that the Harvard Family Association installed the playground. George suggested that Park & Rec prioritize the needs for the park and look for other sources of funding.
4. Ann Lee Field (2015 request). The \$100K request is only an estimate at this time. The goals is to reconfigure the playing field and to create a parking area, parking barriers and signage. An irrigation system would require additional funding. Park & Rec will need to look at wetlands issues to determine how to maximize use of space.

A fence might be added to keep balls from going into the water. The turf needs to be regarded and gets wet. There is a need for more fields both to give other fields a rest and for new uses. One possible use for the field would be for Lacrosse which has become popular has put a lot of demands on our fields.

5. George asked if other fields will also need work. Working with soccer club, work was recently completed on the Depot Field and irrigation was installed. The Middle School

field is used a lot, but because of flea market and other uses Park & Rec is hesitant about putting a lot of money into it for reconditioning.

6. Debbie said that CPIC and Capital would really benefit from understanding expense sharing by Park & Rec, HAA and Schools. Keith said current projections show school age population is declining by about 300 over next 9-10 years; this decline could impact future need for playing fields.

7. The Schools began their presentation. There have been changes since the Capital Request submission regarding Major Building Repair. The request to replace inoperative controls to library at the Bromfield School can be removed from the list; the work has been done and paid for by school. The boiler and pump motors at HES have been replaced with assistance from National Grid. There is an additional request: Add \$42,640 for TBS to remedy a Building Automation deficiency. The Schools hope to realize an 11% savings on this installation. This is extra work related to the work paid for by the energy committee grant and National Grid, but which was not a part of the scope of work and was not funded by those sources. The work is needed to protect from freezing pumps and regulate temperature.

8. Bromfield House tie-in for water. This needs to be revisited to determine what was included in last year's capital plan.

9. Middle school wing. The carpeting is moldy; the Schools would like to replace by carpet with VCT tile at a cost of about \$15K. There is also tile in a similar area that needs to be replaced at an approximate cost of \$20K. Mark will seal the floors to control moisture in the future.

10. SBA has identified upgrade of science labs as a "special interest" for this year. There is a short time window to submit a Statement of Intent. The current cost estimate is \$50K; Joe is working on getting more information. SBA funding would give us a chance to get a 41% reimbursement from the state. When you submit the SOI, you need to show that Town will support the project; if successful, the Town has to fund the work and then will be reimbursed. Lorraine said that if the article is properly worded, the reimbursement will come back to funding source. Joe says that inclusion of the science labs on the capital plan would be sufficient at this point to show town support for the project. The Science Labs do not meet code, chemical storage and ventilation are an issue. Accreditation is occurring this year and Joe anticipates that we will get a comment on the need to upgrade the science labs. Joe will ask engineers to identify code and safety issues and will firm up costs. Lorraine suggests that we increase the request to \$100K and state that there is two-year sunset, just in case. When asked if School Committee could participate, Keith and Joe noted that there are many other demands on its budget.

11. Replacement of interior alarm system. This system has not worked for many years. Intrusion system is \$15K including key card access and cameras. Intrusion system alone is priced at \$11K by Jasonics. We discussed a buzzer system for TBS, the School is not requesting this now.

12. Flashing lights need to be replaced, totally out of date and some not operable. No state funds available.
13. Grade and pave student parking on Pond Road. The parking lot is a mess. Keith says that lot is actually dangerous. Front parking lot is in the plan for FY13-14.
14. Grade and pave walkway by HES front porch across the lawn, along side of school, put in a paved walkway and repair the sidewalk
15. Additional add on: Gates to keep cars from driving on driveway along side of the school from Mass Ave to the back driveway. Mark will speak with fire chief. This was in the plan for 2014 but has been moved forward.
16. Curriculum Initiatives discussed – just for our information. State is about to adopt a mandated core curriculum that will be adopted by many states. This will change the curriculum in some grades. A textbook (a “carrying vehicle”) that is aligned to the mandated curriculum makes sure that there are no gaps. These books come with supplementary materials including software and workbooks. In lower grades need new workbooks each year. This year, the teachers are looking at it.
17. The technology committee has been working for 3 months to develop a cohesive plan regarding the school’s technology needs. The Committee’s report will be available 12/12. The report identifies approximately \$190K in additional technology needs. Improving bandwidth of schools (and maybe town) is a major component. The submission we’ve received is not current. Joe would like to bring technology committee members to another meeting. Keith is a member of the committee; he says that the technology items are real needs and they do not expect for it to be funded by any one source. Joe says that technology will be a factor in Bromfield accreditation, and that existence of plan will be noted.
18. George suggests that we revisit this again in January and have energy advisory committee should join this meeting. Joe says the mold issues, automation deficiency and flashing lights are priorities.
19. We are scheduled to meet on:
 - December 15 -- There will be no presentations. Workshop.
 - January 5 – MBC
 - We will bring the schools and DPW for second meetings in January.
20. George will ask Tim to report on the 15th about what was included in the contract for improvements to the water system.
21. All members should prepare a list of questions for DPW to bring to our next meeting. We will discuss MBC next time; each member should bring a position to the meeting.

The meeting was adjourned at 10:00.

