

## APPROVED 1/19/12

Town of Harvard Capital Planning Investment Committee  
Minutes of Meeting  
January 5, 2012, 5:00 p.m.  
Old Library

Members Present: George McKenna, Keith Cheveralls, Cindy Russo, Debbie Ricci, Peter Warren, Tim Bragan, Lorraine Leonard. David Kassel also participated. Selectman Marie Sobalvarro attended.

1. The minutes of 12/1 and 12/15 were approved as corrected.
2. George attended a BOS meeting in December and requested that a committee be appointed to prepare a complete financial profile of the town addressing capital and operational issues, strategic opportunities (SWAT), and potential risks or weaknesses. The committee approach was not accepted so George is proposing that CPIC do it, perhaps working with Fin Com.
3. George distributed a proposed calendar that includes a discussion of a 5-year funding plan. The proposed calendar with minor changes was accepted:

- 1/12/12 – 8:00 a.m. (1) School Committee, HEAC and Park and Rec;  
(2) Discussion of 5 year capital plan funding.
- 1/19/12 – 6:00 p.m. – (1) DPW, Fire  
(2) Finalize Rating Sheet  
(3) Discussion of 5 year capital plan funding.
- 1/26/12 – 6:00 p.m. (1) Second cut of capital requests;  
(2) Discussion of 5 year capital plan funding.
- 2/2/12 – 6:00 p.m. (1) third cut of Capital Requests;  
(2) Discussion of 5 year capital plan funding.
- 2/9/12 – 6:00 p.m. (1) Final cut of Capital Requests  
(2) Discussion of 5 year capital plan funding.
- 2/16/12 – 6:00 p.m. Finalize 5 year funding sources
- 2/21/12 – 6:00 p.m. Meet with BOS and FinCom
- 2/28/12 – 6:00 p.m. Draft CPC Report
- 3/8/12 - 6:00 p.m. Finalize CPC Report

4. Cindy will call Fire Chief and ask him to send the information regarding capital requests that he didn't have when he came to our meeting. She will ask him to reserve January 19 for possible meeting attendance if we have questions.

5. The final version of the capital plan will include the funding source.

6. Peter and Keith reported on the report from Galeota Associates on the inspection of Town Buildings. The report excludes the buildings which are included in MBC project but includes all other non-school buildings. It lists three categories of issues with the buildings: safety issues, extremely important issues and ongoing maintenance issues. Galeota says we don't need a full time facilities manager. The Committee will be applying for a grant to fund the first year of a part time facilities manager. Application is due January 17.
7. The Schools will not be pursuing a grant for science labs because of time constraints.
8. After discussions between the superintendent and Rich Nota, the estimated cost to repair the back parking lot at Bromfield has increased to 100K+.
9. We have been asked to attend the BOS meeting on Tuesday night. The BOS will be discussing a long term funding plan to address the Town's projected capital needs. George suggests that we are not properly prepared to discuss this ready to discuss this and we all agreed that George will ask the Chair to schedule our attendance to discuss this for a later date.
10. The meeting was recessed at 6:00 to reconvene at Town Hall after the MBC meeting.
11. The meeting reconvened at Town Hall at 8:25.
12. A Preliminary Construction Cost Estimate was presented. A copy of this estimate is attached. The committee directed questions about the proposed MBC projects to the architect and the committee.
13. Cindy asked the architect to consider cost savings if large meeting room were dedicated to municipal purposes including meeting rooms instead of preserving the large open space.
14. Keith asked about the validity of the project costs, as comparison with the Skanska approach. The OPM is developing the total project cost. The OPM said Skanska used a percentage approach, and he will use real numbers for each of the lines in the project soft cost budget. He will work to vet each of these numbers. Goal is to have this ready for Selectmen's meeting in February.
15. Debbie asked the Committee and the Architect to consider costs of maintenance in the design, noting the possible difficulty of plowing proposed Hildreth House parking lot.
16. Peter pointed out that the Fire Department is using old fire station and that it was important access not be impeded. Architect said they haven't developed exterior uses yet, but don't extend to do anything extensive. \$25K included in the budget is a placeholder.
17. George asked about compliance requirements for handicapped. The architect said that Mass Architectural Access Board Regulations (MAAB) are written into building code. Requirements regarding the width of hallways, bathroom design, etc., are all very specific. For the most part, the schemes show these items at the minimum size.

18. George asked about the next step in the process. The architect answered that the next step is to develop floor plan and building elevations, with materials and images so that a cost estimator can come up with an estimate for the design. (This estimate will include “design contingencies” for items that are not yet designed. The goal is for the project estimate to not change through the project.) Final numbers will be submitted to BOS on February 15.

19. Wade gave us a schedule that was presented to Fin Com last night. A copy of that schedule is attached.

20. Peter asked about potential grant funding. Pete Jackson said the Committee could use help and expertise with grant applications. Peter will speak with grant writer about this.

21. George asked about what the architect did to arrive at program. The architect reported that he looked at MBC report, spoke with MBC, that firm members met with Tim Bragan and with the COA. The architect spoke with Tim Bragan right before the meeting and will speak with him again.

22. George is also interested in cost of a basement, if we are doing an addition.

23. George agreed with Debbie that there is a desire for an open floor plan. (Lorraine had raised this during MBC meeting.) The architect said Tim had also expressed a desire for an open floor plan. An open floor plan saves on construction cost but increases furniture costs. It can reduce energy costs.

24. Debbie asked about the proposed construction schedule as this impacts financing schedule. The Committee will inform us when this is developed.

25. George suggested that the committee look at parking needs for Hildreth.

26. George noted that the work place is changing and that this should be considered in the design of the Town Hall and the choice of scheme. Massachusetts is moving towards electronic records.

The meeting was adjourned at 9:15.