

APPROVED 1/19/12

Town of Harvard Capital Planning Investment Committee
Minutes of Meeting
January 12, 2012, 8:00 a.m.
Old Library

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

The meeting was attended by Brian Smith, Energy Advisory Committee, Mark Force, School Facilities Manager, and Joe Connelly, Interim Superintendent.

1. Brian reported that the Energy Advisory Committee has no Capital Requests unrelated to the schools.
2. Joe reported that the schools will not be pursuing the science labs for 2013.
3. A revised list of current capital requests was presented. (The list is attached.) We discussed Item #4 regarding the Air Handlers at the Bromfield school. and Building operations corp. If the work is all done in July, Building Operations Corp. is offering an 11% discount that will bring cost to \$52,412. (They had hoped to do part of the project this year (2012) but wanted to get 11% discount and didn't have funds in this years budget.) Peter asked about energy savings. Brian says there are savings related to this work but they don't have enough information to quantify the savings. There are two components to this project. (1) Fix controllers that failed: This will save energy because the controllers will no longer run when they are not needed And (2) completion of 4 year project. Repairs are needed within the project to get the system working properly. Breakdown of the \$35,390 for completion of the project is included in submission. Keith asked if this was the end of the project, and whether the new technology is fundamentally incompatible with old technology. The answer was that minor problems will remain. We will need a maintenance contract on this system.
4. Cindy asked if this work was part of the original scope of work or warranty items. The answer was unclear. If there are further questions send them to Mark or Brian.
5. Peter asked why we are connecting Bromfield House to water system. Mark said that the well serving Bromfield is small and needs softening. Also we wanted to only disturb roads once. Mark will find out how much the roads would be disturbed to connect Bromfield to the water system.
6. The bid to replace carpet with VCT at Bromfield came in lower than expected even though the main office was added to the project. An additional bid will be requested from Century Carpet in Ayer.
7. Intrusion Alarm. The Jasonics price is \$10,548 is for interior alarm system; this does not include the exterior scan system which is not proposed for 2013.
8. The \$279K cost for the Bromfield Science Labs is for HVAC only, not the full project. Joe estimates that the total cost would be well over \$300K. They expect to include the Science Labs in the next 5-year capital plan, probably over two years with 60% one year and 40% the other. Joe does not anticipate that grant funding will be available in the future. The big issue is the quality of environment in the building when doing experiments; they have to open windows. Additionally, the labs no longer comply with building code but Joe does not believe kids are unsafe or would close down the labs. 10. new point ?Grade and pave parking area off Pond Street. Nota says \$60K estimate is very low, he estimates \$100K.
9. They now have better estimates for repairs of the tennis courts: \$14,900 for courts and fence; Ruel Electric bid is \$ 9,460 (\$4,860 for lights and \$4,600 for installation.)
10. HES fiber optic and wireless LAN at Bromfield school, and computer lab at HES, taken off schedule because will be funded as part of the school's technology plan. The gates at HES roadway the 12K walkway are also out of plan for this year.
11. Technology plan is projected to cost \$360K. The funding source for Technology Plan has been identified by School Committee: \$100K from surplus operating funds from FY2012 and \$260K from the Devens Revolving Fund. They expect

to fund an additional \$25K for recurring capital needs at the school from the Shaw Trust. The school will be using a lot of its resources for technology. Historically schools have funded 1/3 of school capital needs.

12. Joe said that they have studied enrollment capacity, and if Vicksburg Square were built we could handle the students in current buildings.

13. Joe was asked what his priorities are. Flashing lights and carpeting first priority. Parking lot and Tennis Courts are second priority.

14. Keith moved that the Chair sign the Community Challenge Innovation Grant (for part time facilities manager) on behalf of CPIC endorsing the application. The motion was seconded and passed unanimously.

15. There is already \$24K in the budget for municipal buildings that the facilities manager could use to do some of this work. This money is already used to maintain the buildings. Debbie moved that we request the Finance Committee add \$20K to Town Buildings budget so that the facilities manager will be able to perform the building maintenance he/she is hired to do. The motion was amended to remove specific amount and make the recommendation to the BOS instead of to the Finance Committee.

16. Tim will ask Fire and DPW to attend our next meeting. We will also discuss the rating sheet at that meeting.

17. Keith moved that we inform the Planning Board that we do not believe the Capital Fund is appropriate funding source for the Master Plan, that we appreciate their compliance with our procedure, and that we may want to meet with them later if we intend to make a recommendation. The motion passed unanimously. George will write a letter for committee review.

18. We moved to a discussion of possible funding mechanisms to meet the town's capital needs. George listed possible funding sources for Capital needs:

Current Fund balance

Debt exclusion

Capital Exclusions

Grants

Stabilization once 5% met

Free Cash

Prop 2.5 override to ear-mark permanent funding.

CPC

Non-excluded debt not included because no room in omnibus

19. Debbie said that Lorraine has given us information that identifies and evaluates past funding sources. Debbie may have this information and will distribute it if she has it.

20. Lorraine estimates that we should expect \$200K per year in free cash.

21. Keith moved that we make a formal request to the MBC with a copy to the BOS to provide information requested at the last meeting and by George's email. The request was that the architect prepare and cost an alternate scheme for Town Hall which includes program build out at the 2,100 square foot meeting room space (upper hall) and a "Scheme 1" or smaller addition. The motion was seconded and passed unanimously.

The meeting was adjourned at 9:30.