

APPROVED 2/23/12

Town of Harvard Capital Planning Investment Committee
Minutes of Meeting
February 16, 2012, 6:00 p.m.
Old Library

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

1. The minutes of February 9 were accepted without correction.
2. Brian Smith of the Energy Advisory Committee attended the meeting to address the school request for **\$54,500** to address HVAC issues. He explained that the original project had four components: (1) building automation systems (2) demand controls ventilation (3) variable speed drive and (4) retro-commissioning. The total cost of the original project was \$140K, \$98K paid by the Town and \$42K paid by NGrid. The purpose of the retro-commissioning is to test the automation system to find out what wasn't working. Additional costs would be expected, but in this case BTQ said there were more usual. The cost of work found by retro-commissioning is \$31K.

The balance of the request of \$23,500 is to replace a controller which had a software failure as a result of power outage. This controller was part of the original building automation system from 2001. The controllers are obsolete and are no longer being serviced by the manufacturer. No one has a copy of the software. Recreating the software would cost as much as replacing the controller.

Debbie asked what happens if these things don't get done. Without it, we are not achieving the purpose of the building automation system. System is either on or off – too hot or too cold, and staff is required to spend significant time managing the system.

We asked if there were assurances that the system will work with the corrections. Brian said that he is confident that it will work but that further equipment failures could still occur.

3. We considered the request from the Master Plan Steering Committee. Lucy Wallace and Joe Hutchinson attended our meeting. The first phase of the Master Plan is now underway: Visioning and Goals. In this phase the Town is asked to think about what would town look like if we made certain choices. The consultants provide an independent view on the issues of the town. They will write a report and that will be the completion of Phase 1.

Funding is being sought for Phase Two, the writing of the Master Plan. The consultants will do the research and will create a list of tasks: the implementation plan. The consultant's will begin with hiring Fiscal Analysis Consultants to conduct a fiscal impact analysis of different Devens options. The intention is to present this information to the town and determine how the town wishes to proceed with Devens and then incorporate this decision into the rest of the plan. In addition to Devens, other topics the Master Plan will address are the C District, Housing, and Conservation and Energy.

4. We rated the HVAC requests. The total rating was 76.
5. George presented the Capital Plan as it now stands. (A copy is attached.) The Plan shows a balance of \$387,731 remaining after 2013 expenditures and 2014 debt service. Peter moved that we adopt plan as presented, funding \$357,269 in projects in addition to the debt service of \$80,825 for 2013. Debbie seconded. The motion passed unanimously.
6. George presented his draft worksheet showing the projected deficit in the capital fund over the next 5 years. A second worksheet shows projected impact of capital expenditures on the tax rate for the next five years. Debbie asked if the Stabilization Fund had enough to cover the \$250,000 for the Littleton County Road project and still be above the 5%. George said yes, before the Master Plan Request, and Debbie suggested we consider that as the funding recommendation for the project.
7. We will invite Fin Com to our 2/23 meeting to review these worksheets/projections with us and to provide their input.
8. Keith distributed a draft "CPIC Policies and Procedures" for our review. Keith will work with Peter to finalize the document, and will add attachments, for final review at our next meeting. Any suggestions should be sent to Keith.
9. The CPIC is on the Agenda for the March 1 Selectmen's meeting which will consider the Town Hall Project. Keith will inquire of the Chair of the BOS to determine what will be expected of CPIC at that meeting.

Our next meeting is Thurs. February 23 at 7:00 at Town Hall.

The meeting was adjourned at 9:00.