

# Capital Planning & Investment Committee

6.00pm January 17<sup>th</sup>, 2013

Old Library/Fireplace room

Voting members present: George McKenna (Chair), Debbie Ricci (Vice Chair)

Marie Sobalvarro (Secretary) David Kassel, Keith Cheveralls

Nonvoting Members present; Tim Bragan (Town Administrator)

Meeting called to order at 6.07pm

George opened the meeting by announcing, consistent with prior meeting discussions that minutes would henceforth be taken on a rotating alphabetical basis.

Prior to the project rating process, George clarified that the fire dept rescue equipment request had been reduced to \$40,000 reflecting a grant award. This may require the town to provide a short term financial “float” which Tim indicated would be feasible.

The Committee also agreed, by consensus, to complete the rating process before discussing the cut off rating score in order for projects to advance to Fin Com with formal support from CPIC.

Not everyone rated the police cruiser (\$29K - recurring capital), Public Works, Roads (\$250K – previously approved debt) and Ambulance (\$15K –self funded from revenue). These items were therefore not included in the formal rating process/matrix of FY14 projects seeking funding from the Capital Stabilization Fund.

CPIC members offered ad hoc qualifying comment as the rating process of each project proceeded –Town of Harvard Capital Plan, Fiscal Years 2014 -2018, as of January 17<sup>th</sup>, 2012 refers.

George read from a document provided by the Library Trustees indicating that the trustees had self funded projects throughout the year totalling approximately \$88,000.

Questions were posed to Tim about whether or not the additional request of \$175K for municipal sewer connections could or should be delayed or staggered. The FY14 request is more specifically detailed in a report presented to CPIC on January 17<sup>th</sup>, 2012 by Weston and Sampson. It appears that the \$125,000 previously approved at ATM did not account for significant ledge in the vicinity of Hildreth House and Central Fire Station.

Additionally, there was discussion around confusion over which municipal buildings were included in the \$125,000. Keith and Debbie read from CPIC documents asserting the Bromfield House whilst Marie indicated a subsequent document from the School Facilities director suggested it was not included. Tim is of the opinion that it was the Old Fire House behind town hall rather than the Bromfield House.

This was unresolved at the meeting and will likely require further review of official records.

Tim clarified that the Schools/HCTV item (\$39K) met procurement requirements as presented.

At the conclusion of the rating process George displayed the tabulated results in a rating matrix (this will be sent to all members).

Through general discussion and inspection of available funds if CPIC recommended the funding of all requests scoring 80 or higher in the rating process we would be left with only \$93,146 Vs the preferred reserve/carry forward of \$200K..

Suggestions and what if scenarios were considered to debt fund the Pond Road Parking lot (\$157,000) and/or to debt bundle that project with the additional municipal sewer connection project (\$175,000).

No decision was taken.

Additionally, there was discussion was to whether or not the Board of Selectmen would support the trade off of having DPW do the Pond Road project thereby potentially saving an estimated \$60K. The trade off would be against the Ayer Road project. Tim will be speaking to his board on this at their next meeting.

There was consensus to wait for the certification of FY12 Free Cash before taking formal actions on which requests to support. (Free Cash as the primary funding source for the Capital Stabilization Fund). Tim indicated that the town will have a much clearer picture of Free Cash by the end of January.

It was agreed by consensus to postpone the CPIC meeting with Fin Com, originally scheduled for January 30<sup>th</sup> to February 2<sup>nd</sup> in order to allow CPIC time to review Free Cash as well clarification of items related to sewer connectivity and roads at its January 31<sup>st</sup> meeting.

George, Marie and Debbie agreed to work as a subcommittee with Alice Von Loesecke and Steve Collwell of Fin Com to review overall debt schedules and possible alternative/additional funding mechanisms for capital items.

It was also agreed, by consensus, that CPIC will formally communicate back to respective department's heads explaining why certain of their items did not advance in the FY14 funding process.

Respectfully submitted

Keith S. Cheveralls