

Town of Harvard Capital Planning and Investment Committee Minutes February 14, 2013, Town Hall Meeting Room

Members present: Debbie Ricci, Marie Sobalvarro, Keith Cheveralls, David Kassel, Tim Bragan, Lorraine Leonard

The meeting was called to order at 6:03 p.m.

The minutes from January 31 were approved as amended 4-0. Motion by K Cheveralls, 2nd by M. Sobalvarro. Review and approval of minutes from Feb 2nd were deferred until the next meeting.

The committee reviewed the Capital Plan as presented by Lorraine L and agreed to the following:

- DPW Roads – removed \$250k for FY14 & FY15 as were voted on at the 2012 ATM. Removed \$250k from FY16 as we noted it was not included in the submitted plan and the latest 5 Year Roadway Plan.
- The Water tank maintenance was moved to FY15, consistent with our vote at the 1-31-13 meeting.
- T Bragan confirmed with Fire Chief Sicard that the amount for Fire Pond evaluation is \$52k, which was the amount we had included.
- Adjusted the Fire Dept Rescue Equipment to \$40k to reflect that the Fire Dept had received a \$20,000 grant towards this project.

The Committee discussed how we should be showing projects which are planned for debt funding in the Capital Plan. By consensus we agreed to:

- Projects for the current year and future years should show the total amount of the project.
- For previously voted articles: debt being funded by the Capital Stabilization & Investment fund should show in the plan, excluded debt and debt being funded by the omnibus budget should not show in the Capital Plan.

K Cheveralls noted that the plan should be showing townspeople what we are looking at approving vs how it's being funded.

Members reported back on our follow-up questions at the last meeting:

M Sobalvarro:

- Marie spoke with Rich Nota on the Water Tank and Rich reported that the security device at the top of the tank needs to be done this year as the DEP waived the security fence as this was being done. Rich is scheduled to get to Marie with additional information. The project was left in FY15, with the caveat that we may need to address this again at our next meeting.
- The Library appreciates our consideration of the generator is willing to cost share between the Library Trustees and the Capital Fund.

D. Kassel: The MBC referred David to the plans submitted last year, which show the total building cost at \$5,487,000. Lorraine will adjust the Capital Plan down \$1,000 to be in agreement with this amount.

K Cheveralls: The School Committee approved sharing the cost of replacing the trailer with sheds and appreciates the \$10k approved by CPIC.

It was noted that we should contact Steve Beckman of the Ambulance squad and thank them for submitting their requests to us and let him know their capital item will show in the Capital Plan in the FinCom book. D Ricci will let G McKenna know this.

Saturday All-Boards Meeting: D Ricci informed the Committee that there was an All-Boards Meeting Saturday (2/16) morning. G. McKenna would not be present and therefore she would be making presentation. Committee agreed to distribute the updated 5-year Capital Plan and notify the group that we are working on future funding analysis.

D Ricci gave an update from the 2/11/13 meeting on the funding analysis. The group reviewed the assumptions of what may be debt funded and the interest assumptions. We also discussed how the information should be presented and the current proposal is:

- the Capital Request Impact analysis, as shown last year, should follow the Finance Committee's calculator
- the goal would be to show the tax impact of the omnibus budget changes and of the capital needs and projections independently as well as the total tax impact
- Building projects for the outer years would be grouped under 'Town Buildings'
- After the calculator has been updated, budget deficits of less than \$250k would not reflect any override requests as we usually can manage to resolve those amounts in the year they are anticipated to occur. Higher Deficits may be added in as overrides – decision will be made after projections are updated.

CPIC report for FinCom book: the Committee agreed to use the report from the ATM 2011 book as a model and assigned articles to be written as follows (generally follows liaison assignments):

Fire Dept – G McKenna

Police – M. Sobalvarro will use prior year write-up

Library – M. Sobalvarro

Ambulance: G McKenna

Sewer connection: D Kassel

School articles: K Cheveralls

Introduction: D Ricci

Members should have their write-ups to Marie by Wed, Feb 20th. She will consolidate and distribute back to members before our next meeting.

George is doing Impact Analysis

Report is due to FinCom by 2/28, so we scheduled our next meeting for Tuesday, Feb 26th at 8 a.m.

Tim Bragan distributed draft warrant articles for our review.

The meeting was adjourned at 7:30 p.m.

Minutes respectfully,
Deborah Ricci