

**Town of Harvard Capital Planning and Investment Committee Minutes
December 19, 2013, Town Hall Meeting Room**

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

The meeting was called to order at 8:20 a.m. The minutes of December 5 and 11 were approved with amendments.

Brian Smith of the Energy Advisory Committee appeared before the CPIC to respond to questions about energy saving investments proposed for the Bromfield and Hildreth schools.

Brian noted that a request for approval of a \$10,000 project for FY 15 for hall lighting controls in the Bromfield Schools has been cancelled due to an increase in the projected cost of the project.

The EAC project remaining for the coming fiscal year is a weatherization project for both TBS and HES, at an estimated cost of \$30,000. The cost estimate is based on a November 1 report by Guardian Energy Management Solutions. Brian said much of the project would involve sealing gaps between the roof and walls in the schools.

Brian also discussed data on payback on an investment to upgrade TBS's HVAC system. The project, which was completed in FY 10, resulted in a significant reduction in energy usage in FY 11 and 12. The reduction was over 20 percent. However, energy usage in FY 13 increased substantially. Brian said it was determined that this energy usage increase was due to an increase in the setback temperature to prevent pipes in the school from freezing.

There was some discussion about the possible relationship between the weatherization project and the planned upgrade of the science labs at TBS and a planned evaluation of the K-wing renovation at HES.

The CPIC then heard from Bill Johnson and John Burns, treasurer of the Harvard Cable Television Committee, concerning their request for approval of a \$19,850 project to install air conditioning in the new cable television studio being constructed in TBS.

Alan asked for a fuller explanation as to why the town should pay for the project, and Bill suggested there is a need to educate the community about the benefits the project will provide to the entire town. Filming and editing will be open to all residents who would need to get training first, he said.

Bill noted that an air conditioning system is needed to protect the investment in the cable TV equipment in the new studio, which is closed and can generate considerable internal heat.

Bill said the funding remaining in the Cable TV subscriber fund totals \$45,000. An additional \$10,000 was approved by a special town meeting earlier in the year to fund equipment purchases. After projected spending in the current fiscal year of \$39,000 on construction and equipment, a total of \$16,000 will be left in the operating fund.

Debbie questioned whether the CPIC should approve \$20,000 for the air conditioning system from the Capital Stabilization Fund, given that the Cable TV committee elected to spend \$31,000 of its available funding on equipment. John responded that had the equipment not been purchased, there would be no investment for an air conditioning system to protect.

David suggested that the Cable TV committee should make their own decisions on how to allocate and spend their funds.

Lorraine said that if the Cable TV studio does decide to charge any fees for use of the studio or equipment, a revolving account will need to be established.

The CPIC then discussed liaison updates. Alan said the Finance Committee will meet on February 1 or 8 to consider the CPIC's approved five-year capital plan.

Keith noted that the CPIC had five weeks to finalize the capital plan and might have to schedule an additional meeting in January. The next scheduled meeting was January 2.

A motion was made and seconded to adjourn the meeting at 9:45 a.m.

Minutes respectfully submitted by David Kassel