

**Town of Harvard Capital Planning and Investment Committee Minutes
October 3, 2013, Town Hall Meeting Room**

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

The meeting was called to order at 8:15 a.m.

Debbie moved that the minutes for the September 19 meeting of the committee be approved as amended. The motion was seconded by Marie and the motion was approved unanimously.

Keith reported that in the wake of recent cost projections by GRLA of the planned renovation of the Bromfield House and the Bromfield High School science labs, that the School Committee has asked:

- 1) for an identification of potential alternative office space for the school district's central office functions; and
- 2) that GRLA be invited back to determine what science lab renovations can be done for less money.

Lorraine made available to the CPIC a projected five-year capital plan for the town, based on requests received from departments and boards for Fiscal Years 2015 through 2019. Lorraine also provided capital request documents for FY 15-19, provided by the Fire, Police, and Public Works Departments, and by the School Committee, the Hildreth House Improvement Committee, and the Harvard Ambulance Service. A \$10,000 request by the Energy Advisory Committee for hall lighting controls at the Bromfield High School was included with the School Committee's capital requests.

Debbie said she had not yet received capital request documents from the Park and Recreation Committee, which was due as of the Sept. 27 deadline.

The CPIC members then discussed the meeting with the Finance Committee from the previous evening at which we discussed our concerns about a projected shortfall in funding for capital projects in town as of Fiscal Year 2017, and potential long-term and short-term options to address the shortfall.

Keith noted that the next steps are to model the potential Capital Fund options using the new FY 15 fiscal data that Lorraine had just provided to the Committee, and present that to an upcoming All-Boards meeting. It was agreed to have the modeling ready for the All-Boards meeting scheduled for November 20.

Marie and Debbie agreed to work together on the options modeling effort using the FY 15 data.

Lorraine said she would provide the latest Capital Plan to the Finance Committee.

Keith and Alan will work together to come up with a written definition of town capital projects that would distinguish them from maintenance operations. In addition, they will revisit the current threshold used by the CPIC of \$10,000 in considering capital projects.

The Committee then agreed on dates for inviting the heads of departments, boards, and committees in to discuss their capital requests for FY 15. The agreed-upon dates were:

October 17: Public Works and Water Departments

November 7: Fire Department, Conservation Commission and Parks and Recreation

November 21: School Department and Energy Advisory Committee

December 5: Hildreth House Committee, and overall review of capital requests

Ambulance date is to be determined.

Tim requested that questions from the CPIC concerning requests from the Public Works and Water Departments be submitted to him by Oct. 8.

The CPIC then discussed whether the committee should take a position on either or both of two warrant articles scheduled for a Special Town Meeting on October 16: 1) an article to approve an additional \$1.1 million in projected costs for the Town Hall renovation project; and 2) an article approving an additional \$35,000 for the Cable television studio project in the Bromfield High School.

Marie made a motion that the committee not make a recommendation on the Cable TV warrant article at the present meeting. The motion was seconded by David. David, Marie, and Debbie said they all felt they did not have enough information on the additional funding request to take a position on it. The motion carried 4 to 1, with Alan opposed.

It was agreed that the CPIC would schedule a special meeting for October 10 at 8:15 a.m. to consider taking a committee position on both the Cable TV and Town Hall warrant articles in advance of the Special Town Meeting. Committee members agreed to invite persons with information about each project to address the CPIC on the Oct. 10 meeting.

A motion to adjourn was made by Debbie and seconded by Alan and approved at 10:20 a.m.

Minutes respectfully submitted by David Kassel