

**Town of Harvard Capital Planning and Investment Committee Minutes  
July 1, 2013, Town Hall Meeting Room**

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

The meeting was called to order at 8:05 a.m., and approval of the minutes from two previous meetings was postponed pending submission of the minutes.

Debbie, as vice chair, stated that she wanted to get the committee's consideration and approval process of capital projects started for the fiscal year. The first item for discussion concerned the capital request submission package to be sent out to department heads, boards, and committees for Fiscal Year 2015.

There was discussion about setting a date of September 27 for submittal by department heads of filled-out Capital Request Forms to Tim and their subsequent submission to the CPIC. Debbie said she planned to send out the annual submission packet consisting of blank Capital Request Forms and instructions in the week of July 8.

Debbie noted that the CPIC's policies and procedures state that the annual submission package is sent to department heads "on or around" September 1. Given that Debbie was planning to send out this year's submission package well ahead of the September 1 date, she suggested that the policies and procedures should be changed to state that the package is sent out "on or *before*" September 1. David moved that the language in the policies and procedures be changed as described, seconded by Marie. The motion was approved unanimously.

Debbie noted that some department heads last year did not provide accurate cost projections for the current year in their Capital Request Forms resubmitted to the Committee. The Committee agreed to add a line to the bottom of the Capital Request Form, requesting that respondents provide answers to all of the questions on the form and that the questions be numbered.

Debbie stated that the Hildreth House Building Committee has developed an updated cost estimate for the project that is lower than the previous \$5.8 million estimate, and that this new estimate was scheduled to be presented to the Finance Committee on July 10. Keith suggested that the CPIC and the Finance Committee try to synchronize their schedules. It has been the usual process for capital item proposals and plans to be presented to the CPIC prior to being presented to the Finance Committee.

The Committee discussed the meeting calendar for FY 2014. The next meeting will be at the end of July or in early August, with attendance expected of the liaison member from the Finance Committee. CPIC officer elections will be held in September.

There was discussion of the lack of specificity in the DPW's proposed capital projects last year for sidewalks and guardrail installations. Tim said he has asked DPW to take

photos of areas in need of guardrails and to prioritize those needs. He suggested that wooden guardrails may be preferable in some areas to metal ones.

The meeting was adjourned at 8:44 a.m.

Minutes respectfully submitted by David Kassel