

**Town of Harvard Capital Planning and Investment Committee Minutes
January 30, 2014, Town Hall**

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

The meeting was called to order at 8:20 a.m.

The Committee discussed the presentation of the Capital Plan and the listing of projected costs in the out years. Keith suggested that many of the numbers in the out years are not vetted and are placeholders.

Debbie thought that if we consider a project unlikely to be approved, it should not be included in the plan.

There was discussion about projects that are listed on the Capital Plan, but are really maintenance projects and not capital projects. Several such projects are listed on the current Capital Plan for FY 18 and 19, including projects to test and replace circuit breakers in the elementary school and high school, and resurface and paint the gym floor in the elementary school.

Other projects might be considered capital projects, but some members of the committee questioned whether they should be considered by the CPIC because they are under \$20,000 in projected cost. The Committee is scheduled to consider a proposal to raise the threshold for placement of projects on the Capital Plan from \$10,000 to \$20,000.

Alan thought that if maintenance projects are removed from the Capital Plan, that should be communicated to the Finance Committee, which could then work with town departments to increase their own maintenance budgets in order to absorb those costs.

Committee members discussed whether to schedule another meeting after a planned February 8 meeting with the Finance Committee and prior to the Town Meeting to adopt written recommendations regarding capital versus maintenance projects. David suggested that the CPIC should adopt a written definition of a capital project and a maintenance project.

The Committee then began discussing edits to the CPIC write-up for the Town Meeting warrant booklet. Edits of members' write-ups of individual projects to be listed as warrants will be done via email.

A motion to adjourn was made, seconded, and approved at 10:10 a.m.

Minutes respectfully submitted by David Kassel