

# **Capital Planning and Investment Committee**

## **\*\*\* FINAL Minutes, Approved as Amended \*\*\***

**October 7, 2019**

Present: SusanMary Redinger, Teresa Jardon, John Seeley, Nate Finch, Tim Bragan, Linda Dwight, Alice von Loesecke

Absent:

Meeting called to order at 8:15 am by Mr. Seeley.

No public commentary.

Minutes of May 20, 2019 meeting unanimously approved as submitted on a motion by Ms. Redinger and second by Ms. Jardon.

October 15, 2018 minutes were unanimously approved as amended on a motion by SusanMary Redinger and second by John Seeley.

The committee welcomed to the table two representatives from the Library, Charles Redinger and Peter Jackson. The Harvard Public Library is requesting funding to repair a section of the roof that has been leaking. Mr. Jackson provided information on the history of the leak, which was first identified eleven years ago, but has not recurred until this year. Due to the extent of the leak this year, they are seeking funding at the Special Town Meeting.

The library receives a budget allowance from both the town and a state amount, in addition to state aid for maintenance expenses. However, this repair will exceed the amount currently available.

Ms. Jardon requested the Library secure a quote and submit a request for the replacement of the entire roof, as the roof on the Old Bromfield section of the facility is original to the building (1877). Therefore, it would be prudent to have an estimate on the schedule for future building needs.

Mr. Redinger thanked CPIC members for reviewing the library request and asked about next steps.

CPIC members reviewed fiscal items – including

- Free Cash – certified amount of \$1,291,845
- Five Year Projections for Fiscal Years 2020-2024
  - including Capital Stabilization Fund Projection
- Excluded Debt Service Projection Through FY30
- Five-Year Capital Plan
- Five Year Capital Submissions by Department
- Five Year Major Capital Projects
- Five Year Major Projects Debt Timing

Schedule to Review FY21 Requests:

Town (A/C, War Monument) – November 4

COA – November 4

Fire – November 18

DPW – November 18

Schools – December 2

All questions to Tim Bragan, who will collate and distribute out, collect answers, and return to CPIC. He will also schedule representatives for the meeting dates.

Ann Lees Field issues for future learning. CPIC had discussion about being able to move quickly on projects, funding projects in short timelines, and accountability for shortfalls. One concern was that the request was submitted, reviewed, and voted on within one meeting. Another concern was the bid was accepted by a company that had never before built a field.

CPIC had discussion regarding a request from Ellen Sachs Leicher regarding Environmental Assessment and ensuring town projects are taking environmental concerns into account. Dr. Dwight addressed concern about multiple long forms for all requests, rather than one form for a department. Ms. Redinger suggested a pilot project with a couple committees / departments.

Mr. Bragan distributed a Chlorination Design capital request from the Water Department and requested that we review it at our next meeting.

Mr. Bragan submitted the draft WARRANT FOR THE SPECIAL TOWN MEETING to be held Monday, October 28, 2019 at 7pm at Bromfield School Auditorium.

Mr. Bragan submitted FACILITY REPORT FOR CPIC 100219, prepared by DUDE SOLUTIONS. This report reviewed all facilities owned by the town and identifies and recommends maintenance needs for each.

Ms. von Loesecke reviewed the long-term debt schedule and timing. She will update her analysis for presentation at the next meeting.

Ms. Redinger provided an update on the Hildreth Elementary building project. The foundation has been laid. The Guaranteed Maximum Price has been finalized with Shawmut. However, there is a delay due to the boulders that were found during the excavation. There is funding available in the contingency to buy time (by increasing pay).

CPIC member next steps for next meeting:

- Review and rate the Library Roof request by Friday, October 11, 2019
- Review the Chlorination project for next meeting
- DPW Director Tim Kilhart will be invited to our next meeting to discuss Chlorination project.
- John will follow up with Ellen Sachs Leicher Regarding Environmental.

- Members should review the two town requests (A/C, War Memorial) and Hildreth House and have their questions submitted to Mr. Bragan by Friday, October 11.
- Members will have questions for all other project requests to Mr. Bragan by Friday, October 18.
- Dr. Dwight should have school requests submitted by Friday, October 11. Timing for questions will be determined based upon when those are submitted.

Next CPIC meeting scheduled for 8:15AM on Monday, October 21, 2019.

Meeting adjourned on unanimous motion by Ms. Redinger at 10:10 am with a second by Ms. von Loesecke.

Respectfully submitted,

Teresa Jardon