

TOWN OF LINCOLN

LINCOLN TOWN OFFICES
16 LINCOLN ROAD
LINCOLN, MA 01773
781/259-2603



Capital Planning Committee Meeting Minutes

Wednesday, September 23, 2020 – 7:30 p.m.

*Virtual Meeting Pursuant to Governor Baker's March 12, 2020
Order Suspending Certain Provisions of the Open Meeting Law*

Attending Participants: Pete Montero, Jonathan Dwyer, Audrey Kalmus, Peter Hussey, Jacquelin Apsler

Absent: Jim Henderson, Adam Hogue

Other: Dan Pereira

9/23/2020 7:32 pm CAPCOM begins: Audrey Kalmus welcomes Dan Pereira to Capcom Committee, and requests ideas or suggestions for two (2) new members with a focus on construction or diversity.

1. Audrey Kalmus initiates request to establish a Capcom subcommittee (1-2 volunteers) to members to work closely with library committee and building & grounds committees to prioritize capital planning projects and establish 5 year plan. Estimate time commitment of the subcommittee is estimated at 4-5 meetings per year. Audrey Kalmus volunteers.

2. Audrey Kalmus requests a need to enhance documentation of Capcom policies and procedures to clarify engagement with each department. Documentation would be inclusive of but not limited to; a defined outline of Capcom interface with projects during both request phase and post-request review and an inventory alignment against long term plan. Jonathan Dwyer volunteers to assist in the drafting of the document. Dan Pereira, Jacquelin Apsler and Audrey Kalmus ask to define/clarify CPC vs. Capcom roles and prioritization of capital request (s) as it relates to CPC timeline.

3. Audrey Kalmus initiates request for weekly schedule of meetings with participating Capcom members. General census on landed on Tuesday and Wednesday evenings. Audrey Kalmus will initiate a doodle poll and well a first pass at preliminary schedule

Meeting minutes from 3/11/20 approved by Capcom

8:00: Capcom Roll call completed all in favor: Pete Montero, Jonathan Dwyer, Audrey Kalmus, Peter Hussey, Jacquelin Apsler

Pete Montero asked if there had been any preliminary discussions from departments. Dan Pereira believes that not all departments will have capital requests but will work closely with fire, police and DPW to confirm inventory and timeline of request for Capcom projects. Dan Pereira and Audrey Kalmus led a general discussion of a 5 year plan in effort to help prioritize project work as it relates to current inventory future planning in expectation "pop-up" / 1-off projects. Audrey Kalmus requests a short summary "lookback" of Capcom approved requests from all departments that had requests approved last year regardless of whether they appear before Capcom with current-year requests. Retroactive summary should include: 1. total actual project expense, 2. date of purchase and/or project completion, 3. current utilization, 4. project maintenance plan and 5. Confirmation and location of filed warranty if applicable. Dan Pereira will establish a preliminary draft with those three departments.

Dan Pereira and Audrey Kalmus discussed Fincom budget for capital requests, Dan Pereira and Audrey Kalmus to confirm estimated date of Fincom budget date. Dan Pereira will follow up with Bella W. on LSHS Budget expectations and any possible or expected requests.

Capital Committee Planning adjourned at 8:23pm, 9.23.2020

Minutes respectfully submitted by Pete Montero