

TOWN OF LINCOLN

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Capital Planning Committee Meeting Minutes

Wednesday, October 13, 2020 – 7:30 p.m.

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

Present: Jaki Apsler, Jonathan Dwyer, Jim Henderson, Pete Hussey, Audrey Kalmus, Pete Montero, Rich Rosenbaum

Absent: Adam Hogue

Other: Dan Pereira

Ms. Kalmus opened the meeting at 7:37pm, welcomed new member Rich Rosenbaum who is the new Finance Committee representative to CapCom. The committee members introduced themselves to Rich, and Audrey briefly summarized the regular CapCom season reviewing and selecting capital requests between now and late January.

Ms. Kalmus referenced two documents that we can formalize this year: Capital Expense After-Approval Summary and newly named Capital Equipment Inventory.

Overall comments of Annual Capital Process -- more bullets to break up the text would make it is easier to follow, or a visual of a flow chart with inputs / outputs. It was created with department heads and future CapCom members in mind. There might be a new document for CapCom that is more detailed than what is given to department heads.

GoogleDrive is still a good place for storing artifacts. Mr. Henderson asked if there is a way to download the docs and edit a local copy. Mr. Rosenbaum and others confirmed this is possible.

Mr. Pereira suggested that the process be adjusted -- send notices for CapCom requests to departments in May, because some boards take the summer off. Mssrs. Hussey and Henderson also suggested that a specific date be identified as the deadline.

Mr. Henderson suggested that committee members could meet with a department head with Mr. Pereira to evaluate whether the data supporting the capital request is adequate, and what data is needed. The recent fire engine request had lots of research by fire fighters to evaluate options like engine sizes and data-driven choices. Larger / more complicated capital requests should probably start earlier.

The Capital Expense After-Approval Summary is a good record for the committee to refer to and improve its decision making, underlying process. etc. Mr. Dwyer and Mr. Pereira recommended that an award letter be sent to requestors of approved capital expenses outlining the budget, the budget line item charged, and the Capital Expense After-Approval Summary form to remind them to compile the summary's info while going through their purchase / project process.

Ms. Apsler and Mr. Montero recognized that some requesters have a lot of knowledge about their request and the underlying reasoning and data, and perhaps some example data artifacts would be helpful to set expectations. Given the variety of different capital requests, committee members suggested the Assistant Town Administrator could review early requests and evaluate needs for additional information, with the support of the CapCom chair to double check. It was confirmed that the Assistant Town Administrator does this as part of the request process.

After discussing the smooth integration of Community Preservation Committee requests and CapCom process, Ms. Kalmus will meet with CPC chair to compare expectations for process, dates, and forms and consider making them as similar as possible between the two committees.

The committee discussed having a policy explanation for maintenance budgets.

Mr. Henderson moved that the drafted and edited Policy document be accepted by the committee. Mr. Hussey seconded. The vote was 5 Yes, 0 No, 1 Abstain; Hussey: yes, Henderson: yes, Apsler: abstain; Dwyer: yes, Montero: yes, Kalmus: yes.

The committee discussed researching Sudbury's Capital Improvement Advisory Committee's timeline to determine if LSRHS can be scheduled in Nov or Dec, which would prompt LS to be ready for our CapCom meeting. Sudbury rejected one or two of LS's requests last year. Ms. Kalmus volunteered to contact the CIAC.

Ms. Apsler moved to approve the minutes from 9/23/2020 as amended. Mr. Dwyer seconded. The vote was 5 Yes, 0 No, 1 Abstain; Hussey: yes, Henderson: abstain, Apsler: yes; Dwyer: yes, Montero: yes, Kalmus: yes.

Meeting ended 9:29pm

Submitted by Jonathan Dwyer