

TOWN OF LINCOLN

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



Capital Planning Committee Meeting Minutes

Wednesday, October 20, 2020 – 7:30 p.m.

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

Meeting Called to Order: 7:36 PM

Present: Audrey Kalmus, Chair; Jacquelin Apsler; Jonathan Dwyer; Jim Henderson; Pete Hussey; Rich Rosenbaum, FinCom Liaison; Dan Pereira, Staff

Guests: Police Chief Kevin Kennedy; Andy Payne, FinCom Chair

Absent: Adam Hogue; Peter Montero

FY2021 Police Department Capital Requests Update:

- \$83,128 Expended on 2 cruisers #3 unmarked and #5 marked
- Unmarked – Nissan Rogue instead of Ford Fusion – Ford plant shut down due to COVID
- Marked – Ford Interceptor Hybrid, Utility, arriving in late November

FY2022 Police Department Capital Requests:

- **Priorities #1 & #2:** Continue with the department's vehicle replacement plan keeping vehicles under warranty with lower maintenance costs.
 - **\$54,240 + \$52,174 for cruisers #7 and #4 respectively**
 - Two 2021 Ford Police Utility vehicles each including installation and equipment transfer with lettering
 - #7 will have new emergency light equipment at greater cost; #4's lights can be transferred
- **Priority #3: \$61,400 for 16 body cameras and 5 cruiser cameras**
 - Placeholder depending on BOS and community input
 - Presenting to BOS on Nov. 2 and will seek community input
 - Good for training & transparency; lots of benefits to police transparency
 - Union is supportive
 - Privacy policy concerns; MA requires 2-party consent
 - Officers inform drivers stopped and suspects being booked
 - Taping in private homes may not be permitted or can be redacted
 - Request cannot be phased – all or nothing
 - Adds annual cost of \$10,425 to operating budget

FY2022 Public Safety Communications Request (Andy Payne joined CapCom for this discussion item):

- **\$1,658,741 to replace radio system with simulcast system.** Same request as last year which was approved by CapCom; FinCom was asked to determine funding/timing which they postponed until this cycle. This request has been waiting to be considered for 3 to 4 years.
 - Lots of dead spots in town requiring police to walk around searching for a signal or use cruiser radios or cell phones. Selectman Dwyer experienced this. Rain and extreme weather can activate system with false alerts.
 - Equipment can no longer be serviced, repaired, replaced.

- With the new system 95% of town will have viable signal.
- **Project can be phased over 3 years:**
 - FY22: \$1,370,724: Includes site work at Town Hill; Renovate Dispatch, replace furniture, consoles, and existing non-simulcast radio equipment – THIS PHASE CANNOT BE BROKEN UP.
 - FY23: \$243,856: Add simulcast to Public Safety, Town Hill, The Commons.
 - FY24: \$192,356: Add simulcast to 33 Old Bedford Road
- Completing the entire project in one phase is best; Phase 1 + 2 first then #3 is next best; can also do Phase 1 first and #2 and #3 together.
- Last year, Michael Dolan requested that the Public Safety Electrical Closet be cleaned up at the same time for greater reliability and easier debugging; it's good time to do it with new wiring and equipment being added. Maybe wrap cost of closet clean up into the project itself.
- **Actions:**
 - Dan will check with Michael Dolan regarding the process and cost for cleaning up the electrical closet.
 - Chief Kennedy will check with the vendor to see if a contingency needs to be included or if a contingency amount has been built in already.

Review Capital Improvement Plan (CIP) Updates for 2020:

- **Capital Equipment Inventory (CEI)**
 - Discussed template, form, or spreadsheet for department or category of departments with similar metrics to be tracked via metrics listed in the draft CEI. Standardize for each department for annual use.
 - Add "expected replacement date" to data requested.
 - Revisit flow chart created for the fire department 3 years ago by Jim H. as an example for tracking the relevant metrics, vehicle life span, maintenance benchmarks, and repair/replacement timelines.
 - Discussion ensued regarding determining a clearer distinction between facility maintenance and vehicle/equipment maintenance.
 - We will review DPW CEI at next meeting.
 - Postpone Fire presentation to allow Fire Chief opportunity to incorporate CEI metrics.
- **Maintenance Budgets**
 - How best to handle contingencies or unanticipated emergencies: 1) add percentage to each averaged cost item annually as does Michael H. or 2) set an amount or percentage for overall budget as a separate line item.
 - Perhaps add contingency only if budget is very lean.
 - FinCom wants to minimize reserve fund transfers and suggested contingencies be built into maintenance budgets to cover smaller emergencies.
 - It may be best to consider contingency amounts being determined with each department via discussion and negotiation.
- **Community Preservation Committee (CPC) Relationship**
 - CPC Chair is amenable to more closely aligning CPC and CapCom schedules/processes.
 - CPC now makes eligibility decisions much earlier than before.
 - Any department that has its project rejected by the CPC due to ineligibility can apply to CapCom; deadlines will be extended for this special case.
 - Tighter synchronization will require the committees to meet jointly which may not be feasible.
- **Changes to Scope or Cost of Approved Projects**
 - Discussion regarding a "20% change in scope": What does that mean? How do we define that?
 - Using examples of the Library with CapCom and Park & Rec with CPC, we wrestled with:
 - Definition and measurement of "scope", "deliverables", "significant".
 - A department's accountability to whom? The taxpayers.
 - At what point should CapCom be informed.
 - Decided CapCom would want to know as soon as it is an identified problem by the department.
 - CapCom's role is to discuss and advise and help the department consider alternatives.

Other business:

- Recording of minutes will rotate alphabetically. CapCom is short two members at large, so department representatives will be included once again in the rotation.
- Audrey asked for volunteers for meeting with the Library's Building & Grounds Subcommittee twice – once in spring and again in summer prior to each year's funding cycle to discuss potential capital projects and the Library's maintenance budget. No one volunteered. Audrey will put out a request to all the members of CapCom with a response required by Wednesday, Oct. 21 at the close of business.
- FinCom hopes to determine guidelines for budgeting at its next meeting.

Review of October 13, 2020 CapCom Meeting Minutes:

- One discussion item was added to the minutes – delineation of the maintenance budget in the CIP.
- The Oct. 13, 2020 Minutes were unanimously approved as amended.
 - **Roll Call Vote: YES - 5: Apsler, Dwyer, Henderson, Hussey, Kalmus NO: 0**

Meeting Adjourned: 9:18 PM – Roll Call Vote: YES - 5: Apsler, Dwyer, Henderson, Hussey, Kalmus NO: 0