

TOWN OF LINCOLN

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Capital Planning Committee Meeting Minutes

Wednesday, October 27, 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: 7:34pm

Attendees: Rich Rosenbaum, Peter Hussey, Audrey Kalmus, Adam Hogue, Jacquelin Apsler, Jonathan Dwyer, Peter Montero, Jim Henderson

Absent: No one

Other: Dan Pereira

Review and Vote on Capital Improvement Processes (CIP) Amendment document

- Group reviewed the document
- Jaki made a motion and Peter seconded. Roll-call vote, all voting members voted yes. Passed Unanimously.

Review of updated Capital Request Policy document

- Audrey added the language about significant scope changes incorporated last week into the CIP amendments into the request policy document. She reviewed that the committee agreed that a significant change was 20% difference or more in cost or project work.
- Audrey asked for a motion to vote to approve the revised policy process document. Jonathan motioned and Audrey seconded. Rollcall vote, everyone voted yes, unanimously passed.

DPW CAPCOM Tracker Review

- Audrey then shared and reviewed the DPW Capital Equipment Inventory (CEI) prototype. She explained the fields related to annual use of equipment (e.g. mileage and hours used) are to be updated annually by the department.
- Peter then said would it be helpful to have a column that said expected life or use. So we know when it might be coming up at the end of life.
- Jaki asked who should determine how long something should last. Jim said it should be the responsible person.
- The committee discussed that some equipment is especially important. How do we capture in the CEI what equipment is essential? There was discussion about adding a column to the CEI rating a degree of importance, or using an Essential Yes/No field. Members also discussed how the importance of a truck would be determined, deciding that it would be up to the department to categorize.

- Jim asked what was the primary use and all uses. Mentioned he would like to help recode them. Audrey said that would be good and she welcomes the help.
- Adam asked is it our job to mark this or is it the DPW job to tell us what they need and the justification.
- There was discussion about the annual timeline for completing the DPW CEI updates. This year the CEI will be updated in December to provide a full 12 months for the update but it may be better to do the annual update in the summer going forward. Dan will confer with Chris Bibbo about an annual timeline for completing the DPW CEI.

Fire Department Capital Plan Review and Discussion

- The group reviewed the docs and the replacement schedules and what they should look like.
- Audrey suggested we go to the fire house and look at the fleet to gain a better understanding of the equipment. Dan will reach out to the chief.

Approval of minutes

- Approved the minutes from Oct 20, 2020 with unanimous vote by roll-call

Meeting ended on 8:53PM - unanimous vote by roll-call

Minutes respectfully submitted by Adam Hogue