

Capital Planning Committee Minutes  
11/29/18

Attendees: Audrey Kalmus (Chair), Mary Day, Robyn Dunbar, Maria Hylton, Jacqui Apsler, Pete Montero, Pete Hussey, Jim Henderson  
Sherry Kersey, Lincoln-Sudbury High School (LSHS)  
Barbara Myles, Peter Sugar, Martin Dermody, Lincoln Public Library

Ms. Kersey presented the LSHS request.

LSHS has only one request this year. The school owns a 2002 Kubota tractor used for snow removal, grounds work, field maintenance, etc. It is past its useful life. If not replaced, it would require major maintenance, including \$4,000 hydraulic replacement. The price is \$55,000 for a new tractor, minus a trade-in of \$6,000-8,000. The Lincoln portion of the request is less than \$7,000. The tractor precedes the new high school building so does not fully meet current needs.

Mr. Henderson asked how many hours are on the machine. Ms. Kersey will reply with that information.

Ms. Hylton asked if Sudbury approved their part. Ms. Kersey replied no, the request has only been presented to the School Committee (who supports) and the Sudbury capital committee liaison.

Mr. Henderson asked if the current tractor has a backhoe or if the new request includes one for new usage. Ms. Kersey will reply with that information.

Ms. Kersey presented an update to put on our radar. LSHS just replaced two turf fields. The stadium field is coming up to be replaced. It is governed through an intermunicipal agreement with the town of Sudbury. LSHS is expecting a summer of 2021 request. Replacement will be \$650,000. It is more expensive than the turf fields because it will require a shock pad given the sports played there – football and lacrosse. Longevity depends on use and upkeep, typically about 10 years before you start seeing wear. There are users other than the school, so figuring out the proportional share of usage for high school sports. LSHS plans to use E&D funds for the LSHS share, therefore there will not be a request for separate funding from Lincoln.

Sudbury Parks and Rec charges user fees based on intermunicipal agreement. It is not clear if that agreement will be changed.

Ms. Myles presented the library requests.

The first item is a facility review. The last facility review was done in 2004 at request of the Capital Planning Committee. That review came up with many issues, and the library has been addressing them over time. We spent \$1.2m repairing items since 2004. Have not yet replaced AC (funding appropriated last year), and we haven't requested funds for boiler replacement. In

current dollars, we have spent just over \$2m to keep the library functioning. This review will ensure we do essential preventive maintenance, which can be more efficient than addressing failures.

The cost estimate is \$20,100 to examine the building envelope and systems. Mr. Henderson asked who from the team listed in the quote arrives. Ms. Myles replied that engineers do analysis, not sure in what configurations, likely 3 professionals come at different times.

Ms. Kalmus asked how assessments are done for other buildings such as Bemis. Michael Haines does those assessments. Normally these assessments are repeated every 10 years or so. Different systems/components of the building are assessed at different times.

Ms. Kalmus asked if Michael Haines could conduct this assessment. Mr. Sugar replied that specialists are essential to do this assessment. Mr. Haines could supervise, but would need to hire a specialist in assessment.

Ms. Dunbar asked what the 2004 assessment looked like. Their deliverable was a report that reviewed each element and condition.

Ms. Hylton asked why the library is not part of the process used for other town buildings. Ms. Day replied that the library has always been handled separately, with their own board and independent management.

Ms. Myles presented the second request – first floor improvement. In 2012 the library did long range plan that found that usage of library has changed. The plan concluded that we should make the library space more flexible for meetings and programs. Also, we would like to increase ADA compliance.

Mr. Henderson asked what we view the library moving towards. Bemis Hall might have open space in a few years if we build a community center.

Ms. Myles replied that the reference section is shrinking – many reference books aren't made any more and are online. Also have been getting e-books, music, video. Some periodicals are discontinued if use is going down and library gets electronic versions. Ms. Apsler noted that programming has burgeoned and put strains on space. The first floor is not well used. This renovation would allow for some programming to occur on the first floor. In libraries, the reference component is expanding – people are asking a lot of questions, using complex databases. We expect that it would have considerable longevity. Would allow for mix of quiet and loud spaces.

Ms. Hylton asked if the library has usage statistics. Ms. Myles replied that the number of visitors is declining slightly, although the parking lot is full. Over the past several years declined from 100K to 80K annual visits. Physical book use has been decreasing, but e-book is increasing, although it's a small part of circulation still. Ms. Myles will send the statistics.

Ms. Myles presented the maintenance request of \$55,000. FinCom suggested in response to emergency request that the library include a line item in the annual maintenance request of \$10,000 for unexpected maintenance expenses.

Ms. Kalmus suggested that now may be a good time to do a maintenance audit. Ms. Myles did include an analysis of all maintenance expenses from past four years; the average was used to determine estimates.

Mr. Henderson moved to adjourn, Mr. Montero seconded. Meeting adjourned at 9:47 pm.

Approved on: December 6, 2018