

Capital Planning Committee Minutes
December 6, 2018

Attendees: Audrey Kalmus (chair), Pete Montero, Jim Henderson, Pete Hussey, Robyn Dunbar

Buck Creel, Administrator for Business & Finance, Rob Ford, Director of Technology: Lincoln Public Schools
Michael Haines: Facilities Manager

Rob Ford presented Lincoln Schools IT updates. There are no requests for this year but he presented updates on previous requests. There has been good progress cycling devices through the replacement process supported by the operating budget. We have been focusing on grades 3-5, creating carts with near 1:1 availability so the students don't need to go elsewhere for access.

Last year we finished the second phase of installation of classroom AV systems. Feedback has been good. The librarian in particular enjoys the mobile unit installed there. Also good feedback from teachers. The equipment will move into either the temporary facility or the new facility when done.

This summer, the school deployed new radios and repeater and base station. We developed protocols for how they will be used and trained staff. The radios are being used all day by nurses and other staff, making staff more familiar with equipment in case of emergency. Testing is performed with the police department once a week on an ongoing basis. Need to test frequently to detect if system goes down.

Buck Creel presented the three school requests. The first request is for maintenance. We will go into hyper-conservation mode with the school project going forward. We do need to get through the design year. We don't know what specific adjustments we will need for Smith to accommodate the middle school for 12-18 months. Also, we will need to keep Smith and its systems going during that time. Brooks will be under construction. However, some equipment is in Brooks, such as the head end room. Need to figure out where those go and how to keep them running. Those will be relatively modest projects. We will also need to make a permanent place for them in Hartwell. That is our cost to get ready for the project. We would like to direct the \$75,000 classroom renovation request to these activities. We have been economical using this year's appropriation, so that will stretch into next year.

The second request is for the Hartwell roof. Last year we requested a design and got feedback that the committee doesn't like to fund designs on their own. We are trained that it's always a two-year process. It will take some time to get the design done which is required before roof replacement. The design will help get a better cost estimate and to evaluate different options that could upgrade the roof and insulation.

Ms. Kalmus asked about flexibility with the timing of the project. Mr. Haines replied that we are stretching it now, it is beyond expected life, installed in 1988. We would love to have the design in hand. If we can't fund the replacement, at least fund the design so that's on hand. We are chasing leaks now. It's not quite as bad as in Brooks, but we have had leaks that have been repaired. It's a downward slope.

This project is completely independent of the community center – the two would not affect each other in any way.

The third request is asbestos removal. There are asbestos products in Hartwell but children aren't exposed. However, we need to report to the state a management plan. Ideally we will remove all of the asbestos and no longer report to the state. It's not in the same emergency condition as the roof.

Michael Haines presented the town maintenance budget. Most of it is at a 2.5% increase. The Pierce House woodshed is not historic and not eligible for CPC. The Public Safety building needs painting. We did make some space in hallways in that building. Pierce House is so busy that it's getting difficult to schedule time to get work done – a good thing. ADA is always an issue there. They asked to look into designing an ADA- compliant restroom, but it's an old house with tight spaces. We would like to have an expert assess the building for possible modifications.

The Codman roofs estimate is for a complete strip. There is a project coming for solar there. They have a grant that goes away June 30. The roof might have a couple years before it needs replacement, but if the panels are going on we should do it earlier. I would try to go with a 40-year roof there. There is a problem with timing because we would need to replace the roof before July 1 2019.

Mr. Haines added a contingency fund to this year's warrant. The past few years we have had issues where something "snapped" and needed to be addressed immediately.

The committee reviewed minutes from last week and approved unanimously as written.

The committee discussed the library requests from the previous week. The committee plans to request additional background from the library on how the library is expected to be used in the future to justify the first floor renovation request.

Mr. Henderson moved to adjourn, Ms. Dunbar seconded. Adjourned at 9:20.

Approved: December 20, 2018