

TOWN OF LINCOLN

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Capital Planning Committee Meeting Minutes

Wednesday January 12, 2022, 7:30 pm

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

Present: Audrey Kalmus (Chair), Adam Hogue, Jonathan Dwyer, Norman Levey, Chris Burns (Minutes), Jacquelin Apsler, Richard Selden

Non-Voting Members: Dan Pereira (Ass't Town Administrator) Rich Rosenbaum (FinCom Liaison)

Meeting called to order at 7:35pm with a roll call

Audrey Kalmus initiated a discussion of the Water Department capital requests. ARPA (American Rescue Plan Act) Funds will be available to the Town, and water projects are eligible for this funding. The CapCom, while not experts on water systems, was impressed with the quality and depth of the Water Department's presentation to upgrade their assets and distribution system. The Committee believes that the spending plans will protect current assets and ensure a quality system. The Committee, while not the source of funding, is pleased to be part of a rigorous capital review process. A motion to "Support the Water Department Capital Process and recommended projects to maintain and upgrade Water Department assets" was proposed by Jonathan Dwyer and seconded by Chris Burns. A roll call vote gave unanimous approval.

Audrey Kalmus introduced a review of Town Department capital requests for FY23 and the FY23 budget from FinCom. Audrey presented a "straw man" budgeting table, presenting each department's prioritized requests as the basis for discussion. Projects could fall into 3 categories: Approved, Not Approved or Preferred Funding. Preferred Funding would be projects that are not covered by the CapCom budget, but should receive further serious consideration by FinCom for funding.

The Committee reviewed the capital requests from the Conservation, Police and Fire Departments, and LHRS (Lincoln Sudbury Regional High School). Audrey noted that Lincoln pays about 12.5% of the LSRS budget, and it's important to pay our share of necessary funding, but Sudbury votes will determine which of the requests will be fully funded. All of the projects were discussed as appropriate and necessary for safety, education and health. All requests were approved for funding.

The Committee reviewed the capital maintenance requests from the Town, Library and LPS (Lincoln Public Schools) and recommended funding all.

Discussion comprised the importance of maintaining and preserving Town assets.

Parks and Recreation has found other funding for the Codman Pool tile repairs and withdrawn their request.

DPW requests were reviewed. Given this is an asset heavy department, additional information is requested for vehicle and equipment life cycles in conjunction with a comprehensive plan to "right size" the fleet. The pickup truck replacement will be delayed until the 5-year plan is finalized. The request for an additional trash compactor is submitted

as a purchase for \$30,000. The DPW indicated they were indifferent to buying or leasing the equipment. The Committee decided to move the request to Preferred Funding, asking FinCom to opt for a leasing solution to fund the request. The DPW request for a new Hook Truck was moved to Preferred Funding. Concerns about the cost and fleet “right sizing” study were noted, but all agreed that this an important request. This is a versatile piece of equipment that will replace a 1985 sander and improve DPW productivity.

LPS request for a Firewall replacement was approved. It’s an important technology safety issue.

The Hartwell Roof Replacement was rejected as the future of the building is uncertain. The roof leaks and the asset must be protected and, as such, a Roof Repair plan was approved. The expected life of the repaired roof is at least 3 years but could be as long as 10 years.

The asbestos abatement request was denied because the request lacks detail and there is no known human exposure in the building.

Removal of the Modular classrooms was moved to Preferred Funding as this is not a Capital Spend item. The Committee recommended that FinCom review this important request of removing the modulares and repairing the field as well as the various financing options available.

The Library terrace project was discussed again for the third time. The committee determined that this request requires additional vetting and will not be approved. Issues to be addressed include the options of repair, granite, and concrete. The maintenance budget must ensure safety of the library terrace until the path forward has been resolved.

Pierce House request for new carpets has been partially funded in an expected phase 1. The rugs are in need of replacement and safety issues must be prioritized in the replacement cycle. The committee asks the Pierce House to consider “sacrificial” rugs for heavily trafficked entrances as well as possible synthetic carpet replacement versus wool. \$20,000 of the \$33,000 request has been approved.

The IT Department request for a security system upgrade at the Town Hall was approved for safety concerns. The IT request for an upgraded Town Hall phone system was approved as the system has immediate needs. The Committee recommends a thorough study of moving all Town phone systems to the cloud, to avoid unique server issues with each system, achieve economies of scale with the vendors, improve reliability and lower costs over time. Collaboration between departments (Town Hall, LPS, COA, Library and perhaps Public Safety) on this important issue is imperative to be successful.

Upon tabulation of approved projects and the budget, it became clear that funding for a new DPW Hook Truck was available and approved.

Discussion of approved projects being below budget rejected the idea of fully funding the Pierce House carpets until synthetics are explored. The money may be spent on more urgent Town priorities or operating budgets for leasing the trash compactor, but that is up to FinCom.

A motion to approve the CapCom recommendations for funding projects was submitted by Audrey Kalmus and seconded by Richard Selden. The CapCom unanimously approved funding Approved Projects.

There will be another CapCom meeting next week to review minutes and any outstanding business.

Jonathan Dwyer made a motion to adjourn. Jaki Apsler seconded the motion. The motion to adjourn was unanimously approved by roll call at 9:40pm.