



TOWN OF LINCOLN

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Capital Planning Committee

Capital Planning Committee Meeting Minutes

Wednesday May 25, 2022, 7:30 pm

Virtual Meeting Pursuant to Governor Baker's March 12, 2020 Order, as extended on June 15, 2021, with the Governor's signing of Senate Bill# 2475, Suspending Certain Provisions of the Open Meeting Law

Meeting Called to Order 7:34 PM

Present: Audrey Kalmus (Chair), Dan Pereira (Assistant Town Manager), Adam Hogue, Jacquelin Apsler, Chris Burns, Norman Levey, Debra Daugherty, Jim Hutchinson (Select Board), Rich Rosenbaum (Finance Committee). **Absent:** Richard Selden.

Minutes: Norman Levey

Presenters: Michele Grzenda, Conservation Department Director. Victoria Otis, Pierce House Manager.

Welcome: Cap Com Chair Audrey Kalmus describes the Five-year Plans—department philosophies, equipment replacement cycles, inventories, and so forth and introduces Lincoln Conservation Department Director Michele Grzenda.

Conservation Department Five-year Plan Overview by Michele Grzenda, Director

Director Grzenda reviews mission and responsibility of the department, history, staff updates, land maintenance, trails, equipment.

- FY '21 The Cap Com-approved dump truck was purchased. Some money remains. No back up camera and storage container blocks back window. Back up camera and other small truck accessories will be purchased as needed with the residual.
- FY '22 Partial fulfillment of a \$10, 500 green land management "package" for electric power tool purchases and a gas chainsaw. Supply issues have postponed other acquisitions. Conservation has spent \$5000 for tools acquired and \$2200 for tools on order. The two canoe purchases were revised to a single used one, leaving residual funds. New land steward is starting.
- FY '23: Small tractor acquisition and Billy Goat field mower.
- FY '24: Purchases and implementation of trail signs and rock rake (long device attached to tractor for grading parking lots). Formerly loaned equipment must be owned going forward. Mr. Hutchinson asks if ARPA money is available. Response is, no, not for this. JH: Consider a second request for ARPA money that is left over. See update on trail signs below.
- FY '25 Maintain existing equipment and proceed with small truck replacement.
- FY '26 Big tractor replacement. End of life for the existing big tractor (10 years old).

- FY '27 Muster Barn, Sandy Pond Road—roofing repairs, general building repairs.
- FY '28 New Kubota ATV request. Would meet a need for quick access to trail points, navigate narrow trails, and transport crews and equipment to remote locations not accessible by truck. Mention of OuterSpatial App for search and rescue.

CONS DEPT UPDATE—FY '24 trail signs:

Trail policy has been under review in partnership with the Lincoln Land Conservation Trust and private landowners. Conventional trailhead signs and markers at stages and trail intersections are in place but we should consider an opportunity for educational signs that enumerate rules and etiquette, dog policies, bike use indications, and way-finding signs (requested by users). Also, a need to create signs that make trail users feel more welcome. FY '24 is the year to work out the posts and sign purchases and implement the plan. Will look into CPA funding or other sources. No need for specifics right now but we need an outline of how the plan was developed.

Question about funding for maintenance (\$5000). Director Grzenda: No money is specified for emergency maintenance. Small maintenance costs do not fall under Cap Com review.

Positive comments made on the new Weston trail signs followed by further elaborations of the FY '24 plan by Director Grzenda. Description of sign improvements on Town of Weston trails during Ms. Grzenda's tenure as Weston's Conservation Agent.

Staffing on weekends is proposed to educate and guide trail users.

QUESTIONS from the Cap Com:

About renting equipment—Director Grzenda replied that the department does not rent. Land management operating budget is \$6k for small equipment and we purchase what we need. The dump truck does not see as much use as expected and Conservation will inquire about a future shared truck with Public Works— "sharing and partnering."

Is a hybrid or electric vehicle being considered? The Cons Dept would love an electric truck. Tractors need too much power for electric conversion. No further questions.

Chair Kalmus spoke about the need to create a capital building and equipment asset inventory. Cons Dept meets the bar for inventory creation and tracking. Durability, lifespan, replacement dates and so forth will be captured in the comment fields.

Chair thanked the Director and the presentation was closed.

Pierce House Overview by Victoria Otis, Manager

Chair Kalmus suggests describing philosophy rather than line by line features at this time. Assistant Town Manager Pereira sets the stage with a screen share. Pierce House Committee is pulling together a Five-year Plan for the first time.

Summary by Manager Otis: The Facilities/Building Director Brandon Kelley has been a huge help with building oversight and he evaluated the house and its needs. Philosophy is to protect its historic integrity and bring it into conformity with current codes and mitigate hazards such as a failing guardrail.

- Question was raised whether to rent or own a tent. Current event fees? House rent is \$3000 and the tent is \$2050 per weekend.

- Need for an ADA accessible restroom. Worked with building inspectors who made judgements on the scope of the interior alterations and issued recommendations. Major remodel of the interior space in an antique building would be difficult and disruptive and was contraindicated by the building inspectors. An ADA compliant restroom standing as a separate exterior accessory unit (adjacent the ramp) may be a practical solution.
- Windows, doors, soffit, fascia, gutter repairs, foundation repair, mini split heating and cooling, and solar panels (FY '29) are salient building needs.

QUESTIONS from the Cap Com:

Member Apsler asks where the Pierce House Committee is going with master planning and if funding is needed for the plan and the process. Ms. Otis indicates that there is no master plan yet. Considerations: Relocating the tent and deciding where the new rest room will be situated. Asst. Town Manager Pereira: Changes will need “buy-in” from neighbors, Historic District Commission, and Cap Com.

Member Hogue proposes converting the tent purchase to a permanent structure incorporating the ADA compliant restroom. Mr. Pereira indicated that this conversation has occurred in other committee and board meetings, including a suggestion to incorporate a new community center in the building “schematics”.

Select Board liaison Hutchinson suggests getting help with solar panels from the Green Energy Committee. Should we consider a concept for the Pierce House based on the Codman Farm model where the town owns the building but the enterprise is operationally independent and self-funded? Chair Kalmus: Would this issue be better answered by the Select Board? Director Otis: We are independently funding and supervising house and grounds upkeep with event and programming revenues. Asst. Town Manager Pereira suggested that it is a delicate balancing act to increase programming [to raise more revenue], which might create more neighborhood dissent and tension.

Member Burns asks if the current building is ADA exempt. If so, would building alterations change this? Director Otis: This is a public building so she presumes compliance is required. Needs of event service people (e.g., kitchen) must be protected and modifications for ADA compliance can be accomplished with an exterior ramp and rest room as previously suggested. Mr. Hutchinson notes that compliance requirements may be contingent and “nuanced”.

Question from FinCom liaison Rich Rosenbaum about Pierce House history of conforming to ADA requirements. Director Otis notes that guests are informed of the protocols in regard to handicapped needs. No further questions.

The Chair and members thank the Director and the presentation is concluded.

DISCUSSION, Conservation Department.

Mr. Hutchinson observes that equipment replacement cycles are longer compared to those of other departments where use is more frequent and intensive. Chair Kalmus: Capital equipment inventories will show equipment cycles and valuation declines over time. (See the Cap Com folder top level.) Mr. Rosenbaum adds that it might be helpful to consolidate and create spreadsheet tracking to smooth the financial curves. Chair: the existing spreadsheet is structured to do this.

Equipment sharing is proposed and Mr. Burns suggests identifying equipment overlap with other departments, e.g., Public Safety, for purposes of sharing. Chair: Yes, worth exploring in a small town like Lincoln. Mr. Hogue describes a centralized sharing pool. Mr. Rosenbaum suggests creating a spreadsheet to identify equipment that sees little use for a sharing option. Member Levey notes that Public Safety will likely reserve sole use for an ATV as a rapid response unit for trail and Flint’s Pond rescues.

DISCUSSION, Pierce House.

Mr. Burns recaps the ADA issues related to building renovations “triggering” requirements such as an elevator. Asst. Town Manager endorses compliance but we are presenting the house “as is” and the need should be addressed by the exterior provision. No good way to renovate the interior. Mr. Rosenbaum suggests other historic entities in town may offer good advice. Ms. Apsler speaks to comprehensive master planning to resolve all questions (rather than “one at a time” planning). No further questions.

MINUTES

May 11 minutes reviewed by the committee. Ms. Apsler moves to approve; Mr. Levey seconds. Minutes approved.

May 18 reviewed, corrected, and revised. Mr. Hutchinson moves the vote and Jaki Apsler seconds. Minutes approved.

Chair: Other business?

Mr. Hutchinson moves to adjourn and Ms. Apsler seconds.

Meeting adjourned at 8:54.