



TOWN OF LINCOLN

LINCOLN TOWN OFFICES
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Capital Planning Committee

Capital Planning Committee Meeting Minutes

Wednesday June 1, 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, Jacquelin Apsler, Chris Burns, Debra Daugherty, Jim Hutchinson (Select Liaison), Norman Levey, Richard Selden

Absent: Adam Hogue, Pete Hussey

Non-Voting Members: Dan Pereira (Asst. Town Administrator), Rich Rosenbaum (FinCom Liaison)

Guests: Jessica Downing (Parks and Recreation Department)

Meeting called to order at 7:45 PM.

Capital Plan Parks and Recreation Department

Jessica Downing provided a background of the Parks and Recreation Department. She then described past expenditures with an update on their progress.

Ms. Downing next discussed their 5-year plan which resulted from a review of the state of all the properties used by Parks and Rec, detailing the reasoning for each request.

Ms. Kalmus asked if doing the school irrigation project at the same time as the field restoration has been discussed. Ms. Downing and Mr. Pereira indicated that it had been discussed but it wasn't able to be accomplished.

Mr. Hutchinson asked about the energy efficiency of the pool pumps, in particular if they were variable speed so that energy usage could be managed as needed. Mr. Pereira noted that the pumps (approximately 5 years old) were variable frequency.

Mr. Burns asked if the plan took into consideration the changing demographics of the town. Ms. Downing said that she could look into it. Mr. Burns asked about field rotation to even out wear and tear. Mr. Pereira indicated that it was difficult due to the significant use of several of the fields by the schools. To help with that he noted that the Wang field was added to allow rotation of field usage. However, since the school building project prevented use of some of the existing fields, adding the Wang field just offsets that loss until the building project is complete.

Mr. Selden noted that given their level of use, irrigation of the fields was needed.

Ms. Daugherty asked about the expected lifetime of the items being requested. Ms. Downing indicated she can get that information. Mr. Pereira provided some historical data, noting that the slide was installed in 2001, the backstop was

installed in about 1996, the pool filter equipment was replaced in 2001 and the bathhouse dates back to 1982 with the roof being replaced about ten years ago.

Ms. Daugherty asked how long the irrigation system should last. Ms. Downing noted that small components might have a shorter lifespan, but the major components should last much longer. Ms. Kalmus asked Ms. Downing to bring back warranty information as well as the manufacturers' estimated lifetime of the major components.

Mr. Burns asked for information on the usage levels of the various facilities.

Mr. Pereira noted that CPA funds were used for many of these expenditures.

Mr. Hutchinson asked about user fees and how they fit into the budgeting process. Mr. Pereira indicated that before COVID, user fees covered approximately 80% of the operating budget. Mr. Hutchinson asked if that includes the costs of debt service. Mr. Pereira answered that it did not – only operating expenses.

Ms. Kalmus asked why the Codman Field irrigation project expenditure was so much lower than originally requested. Mr. Pereira explained that the \$500k allocation of CPA funds was in case several suitable well locations were found. However, fewer usable locations were found.

Mr. Burns asked about the pool tile project. Ms. Downing said that the tile project is being completed.

Mr. Hutchinson asked what the balance of the revolving fund will be after the tile project is complete. Ms. Downing indicated that there are still incoming and outgoing amounts so that final total will not be known for a few weeks.

Mr. Burns suggested that the Park & Rec planning process may need to be updated to reflect changing usage patterns. Mr. Selden suggested using a prioritization / weighting system to reflect the relative importance of the various projects given the large costs involved. Ms. Kalmus also noted that a prioritization of the projects by Parks & Rec would be useful in allocating limited funds for them. Mr. Pereira noted that field rotation may affect prioritization of projects.

Mr. Hutchinson noted that any debt service costs might be factored into the setting of usage fees. He also noted that it would be useful to see information on 'nice to have' projects in addition to needed ones.

Community Center Project

Mr. Pereira noted that the initial meeting of the Community Center committee was occurring as this (CapCom) meeting was happening. He noted that a result of the committee discussions may be a request for a special town meeting in November to ask if the town wishes to support the funding of an owner's project manager and an architect to bring the project to the final design phase.

He noted that the indicated FY23 \$500k amount for this design work was an approximation that will be refined.

Mr. Hutchinson asked if requests over time can be reviewed and possibly rearranged to smooth out annual expenditures. Ms. Kalmus noted that the Spring CapCom meetings would be an appropriate time to review this and that this will be made easier as future 5-year plan information becomes available.

Approval of minutes and meeting adjournment

Motion to approve the minutes from 05-25-2022 meeting as amended: moved by Mr. Hutchinson, seconded by Ms. Daugherty. Passed unanimously with the exception of Mr. Selden who abstained.

Motion to adjourn by Mr. Hutchinson, seconded by Ms. Daugherty. Passed unanimously. Meeting adjourned at 8:56 PM.

Minutes submitted by Richard Rosenbaum.