



TOWN OF LINCOLN

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Capital Planning Committee

Capital Planning Committee Meeting Minutes

Wednesday June 15, 2022, 7:30 pm

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

Cap Com Meeting 6/15/22

Meeting started at 7:32 pm with roll call and welcome

Attendees: Audrey Kalmus (Chair), Jacquelin Apsler, Norman Levey, Dan Pereira, Jim Hutchinson, Chris Burns, Rich Rosenbaum, Deb Daugherty, Adam Hogue

Absent: Richard Selden

Guests: Barbara Myles, Peter Sugar

Library Summary of FY 2022

-Parapet repair: The job has been rebid due to prior bids being inadequate or too high. The CPC has provided additional funding. Latest bids are due 6/22/22.

-Maintenance underway re: elevator, alarms, sprinkler etc.

-Unanticipated repairs to leaking pipes and HVAC equipment

Discussion followed

How many bids were received? 3 bidders: 1) did not follow instructions 2) too high 3) affordable

Will the re-bids move higher? Contractors must have DCAMM (Mass Division of Capital Asset Management and Maintenance) certification. The job specifications have been changed for the General Contractors: Masonry is the primary bid and roofing is the sub bid. As a result, anticipated bids are expected to be fair and reasonable.

Library 5 Year Plan

The plan is driven by the Engineering Facility Review. This began in 2003. The latest Review from 2019 and it recommends attention to the assets in Immediate/ short term (1.5-6 years) / Long term 7-12 years. All of the

Cap Com requests come from this document except for the chimney leak in the Children's Room. The report covers the original building, the 1989 addition and the connecting link between the buildings.

Discussion followed

The bluestone entry needs attention. The mortar is turning to sand, the tiles are moving and it's a tripping hazard. Multiple repair options are being prepared for the Fall Cap Com meeting. Heat pumps are being considered for heating and cooling, and this may alter the requests/timing for boiler repair and new a/c units. Some of the capital requests are changing because of the engineering document, as a result there is more rigor behind these requests. This rigor is supported and appreciated by Cap Com.

Additional Discussion

Other Town Departments should consider developing Facility Assessments with outside support. Brandon Kelly, Facilities Department, is reviewing the Town properties and over time his input will be helpful in bringing more rigor to various Department capital requests. Cap Com has unique visibility across all Department requests and could be helpful in this process. In addition to the buildings, the Town has significant capital investments in DPW, Fire, Police and Water assets.

Chair Kalmus has attended meetings with the Green Energy Committee. Cap Com wants their input regarding relevant capital requests as for Green energy options and funding sources, rebates, and incentives. The timing of this input is under review, as Departments may be resistant to another separate meeting, and Green input may be considered part of the 5-year planning cycle. Cap Com Chair will continue to meet with the Green Energy Committee to provide Cap Com input and continue to explore ways to include their input to the capital process.

Department contingencies are included in all capital requests. Contingencies cover cost overruns, and allow procurement to continue without having to return to Cap Com the following year. The concern is how the contingencies are determined and the lack of consistency in applying them across departments. Cap Com does not have data on how closely the contingencies have matched actual spending. The Town is looking into this data. It's not clear that a specific percentage of the requested spend should be applied across Departments. The Chair recommended revising the Capital Request Form, and including a separate line item for the contingency spend.

Minutes from 6/8/22 were reviewed

Motion to Approve: Hutchinson Second: Apsler Unanimous Approval with Hogue Abstained

Next Cap Com Meeting is 6/22/22. Guests will be the DPW and L-S High School. The Chair is working to schedule a site visit with DPW equipment.

Motion to Adjourn: Hutchinson, Second: Daugherty Meeting adjourned at 8:49 pm