

TOWN OF LINCOLN

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Capital Planning Committee Meeting Minutes

Thursday, September 30, 2021, 8:00 am Meeting

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

Meeting was called to order at 8:04am.

Present: Audrey Kalmus, Chair (At-Large), Jonathan Dwyer (Select Board), Chris Burns (At-Large), Richard Selden (Conservation), Jaki Apsler (Library), Adam Hogue (School Committee)

Capcom Members awaiting appointment: Peter Hussey (At-Large), Norman Levey (At-Large)

Presenters: Mary Ellen Normen (School Administrator for Business and Finance), Buck Creel (School Building Renovation Consultant), Michael Haines (Facilities Director)

Guests: Richard Rosenbaum (FinCom), Dan Pereira (Asst. Town Administrator), Minutes

Audrey welcomed everyone and facilitated introductions. Michael Haines indicated that this was his last day of work before retirement. Buck Creel took time to thank Michael Haines for his years of service to the Lincoln community. The CapCom echoed their appreciation for his work.

1. Lincoln Public School FY23 Request to Replace the C Pod Roof

Mary Ellen Normen presented the C Pod Roof replacement proposal as submitted in their FY23 capital project submission. She explained that a tree fell on the roof in April 2021 and a repair was made immediately to ensure the building could remain in use. The repair was not a permanent solution as some water infiltration continues. The roof membrane now requires a complete replacement to ensure it is watertight. They estimate the work to cost around \$82,000 and could be funded by unspent monies associated with the recently completed Hartwell Roof repair project. If a special town meeting was held in November and this project was approved, funds would be immediately available, and they could begin procurement this winter.

Buck Creel commented that FY21 operating funds were used to make the immediate repair in April 21. At that time, the vendor commented that they were already scheduling work for Summer 2022. The schools wanted to target their replacement for spring/summer 2022 but cannot contract a vendor without funding, prompting this request for funding in November.

Mike Haines added that, because our roof replacement project is under 10,000 sq ft, we may get more interested bidders and more timely responses.

Rich Rosenbaum commented that FinCom discussed this project at their meeting last night. They wanted CapCom to review the project before FinCom discusses a funding mechanism.

Audrey Kalmus questioned why the schools did not make an insurance claim for the damaged roof back in April. Mike Haines responded that the repairs were roughly \$12,000 and they thought the town's deductible would be more than

that. Buck Creel added that the schools were looking for a full roof replacement, which would not be covered by insurance.

Richard Selden commented that this sounded like an emergency and if the work could be expedited to this winter? Mary Ellen Normen responded that the building is occupied, so scheduling is complicated. Plus, we would still need an appropriation from Town Meeting, leading to this request. Bidding could begin soon after.

Audrey Kalmus questioned why the schools did not seek a reserve fund transfer back in April to cover these costs. Michael Haines and Buck Creel responded that they did not have the design for a new roof ready to go in time to make such a request. They ultimately felt this request was the better avenue.

There were further questions from the committee about overall tree safety on campus. Michael Haines responded that the trees are assessed annually. This was an anomaly storm which led to roof damage.

Audrey took some time to clarify the role of CapCom for the new members, as we are one step in the overall approval and funding process.

The committee expressed concern that the impending community center project might make this roof investment obsolete. Likewise for the replacing of any pod roofs prior to the community center project. Buck Creel advocated for maintaining roofs regardless of any impending projects, due to the long turnaround for building projects. The town should be proactive rather than reactive. Mary Ellen Normen added that she was obligated to bring roof replacements forward to protect the safety of the buildings until a community center project is being brought to town meeting for vote. She feels anything less would be negligent.

Audrey Kalmus thanked the schools for their presentation and moved the conversation into deliberation. She wondered whether this could have been considered for a reserve fund transfer back in April 2021., since as described it is an urgent need. Adam Hogue agreed that the emergency fund transfer might be the more appropriate route.

There was clarification that this request would reallocate FY22 funds, not FY23 funds, and would not be competing with other FY23 projects.

Committee consensus was that this project is urgent, but there was surprise that it was not treated as an emergency at the time, which would have led to the emergency fund transfer. Richard Selden advocated that the committee endorse this project and let FinCom determine the funding mechanism.

A motion was developed to approve the project: CapCom believes this request for the Hartwell Pod C roof replacement is needed urgently and recommends it follow the usual route for emergency funding needs.

Audrey Kalmus moved the motion.

Richard Selden seconded.

Voted yes by roll call: Audrey Kalmus, Jonathan Dwyer, Chris Burns, Richard Selden, Jaki Apsler, Adam Hogue, Pete Hussey, Norman Levey (provisional). Approval unanimous.

2. Scheduling of the FY23 season's meetings

Committee discussed the upcoming meeting schedule. Wednesday nights are best overall. Dan Pereira will send a doodle poll.

3. Other business

None

4. Review of 12/15/20 and 2/2/21 Meeting Minutes

December 15, 2020, meeting minutes were reviewed. Jonathan Dwyer moved to approve. Pete Hussey seconded. Voted yes by roll call: Audrey Kalmus, Jonathan Dwyer, Chris Burns, Richard Selden, Jaki Apsler, Adam Hogue, Pete Hussey, Norman Levey (provisional). Approval unanimous.

February 2, 2021, meeting minutes were reviewed. Jaki Apsler moved to approve. Chris Burns seconded. Voted yes by roll call: Audrey Kalmus, Jonathan Dwyer, Chris Burns, Richard Selden, Jaki Apsler, Adam Hogue, Pete Hussey, Norman Levey (provisional). Approval unanimous.

Meeting adjourned at 9:08am

Respectfully submitted

Daniel Pereira