

# TOWN OF LINCOLN

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## Capital Planning Committee Meeting Minutes

Wednesday October 13, 2021, 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, Jonathan Dwyer, Chris Burns (Minutes), Richard Selden, Jaki Apsler, Rich Rosenbaum, Norman Levey

**Guests:** Dan Pereira, Asst. Town Administrator

**Meeting called to Order at 7:35pm with a roll call.**

The purpose of the Meeting is to Review the CapCom Process. Audrey led the discussion.

CapCom Meetings will be held on Wednesday evenings at 7:30pm from now until possibly mid-January. The committee will listen to 2 proposals per evening. The meetings are expected to last between 90 and 120 minutes. The final meetings will allow for deliberation of the proposals.

The shared drive is an important piece of the process. It includes notes, agendas, department submissions, CapCom Forms and backup information. CapCom will be reviewing the Completed Department requests for FY 2023. These documents should be reviewed by the CapCom members prior to the meeting at which they will be discussed.

Department 5 Year Plans will be submitted for FY 2023. For example, 5 Year Plans will include, but are not limited to, Fire Department and DPW apparatus / equipment inventory and projected needs / replacement schedule.

The shared drive is a resource. Pull what you need, but do not modify. Only Audrey and Dan can modify the content. Due to Open Meeting laws, there can be no deliberation via email and do not "reply all" except for meeting scheduling.

The minutes of the CapCom Meeting from 9/30/2021 were reviewed, typos corrected and unanimously approved by roll call vote.

Jonathan: The Special Town Meeting has not been approved. Update on State of the Town will occur in the evenings of Monday Nov 1 and Tuesday Nov 2. Topics include Planning, South Lincoln projects and the Community Center.

Audrey: The 5 Year Plan is a change to the process and will be piloted this cycle for 2023. The Departments are asked to preview their needs for the next 5 years. The plan will be updated and reviewed annually. This will be more helpful to FinCom. It gives the departments more time to prepare for their needs. The planning cycle will commence in May and will focus on long term versus immediate needs.

Audrey: There has also been a change to the Capital Request forms. Departments will now report on their past years' request progress, in addition to current years' request. This will push the 5 Year Plan report to the Spring of 2022. This may require additional meetings of the CapCom in the Spring in order to review the prior year spending progress and

the 5-year plan with each department. It's not clear that full meetings would be necessary, and there's no urgency to decide now. Discussion followed:

Chris: Good for accountability and measurement to review in the Spring.

Jonathan: Will this be an issue for Department staff?

Dan: Not necessarily. The schools do it currently and like it. It's a good change.

Audrey: The Master list will roll up all the departments' requests and approved spending.

Rich: Accounting should include approved and actual spend for the prior year.

Some discussion of project timing issues, e.g., the police radio project was approved by CapCom, but delayed by FinCom by 1 year.

Some discussion of streamlining the CapCom and CPC process for spending actual dollars.

Jaki: Will meetings/discussion of 5 Year Plans in the Spring take as much time as the Fall Process? It's important to establish parameters for discussion to ensure an efficient process.

Dan: Department requests will begin next week. Any other business?

No other business.

Jaki: Motion to Adjourn

Jonathan: Second

Unanimous roll call vote to adjourn the meeting.