



TOWN OF LINCOLN

LINCOLN TOWN OFFICES
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Capital Planning Committee

Capital Planning Committee Meeting Minutes

Wednesday January 11, 2023, 7:00 pm

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

Present: Audrey, Dan, Jaki, Adam, Rich, Norman, Deb, Chris, Richard

Guests: Kirsteen Patterson

Begin at 7:02 with roll call

LSRHS

CapCom had requested backup documentation for Stairwell and Lighting requests to show detail for cost estimates. Kirsteen presented updated documents that were available to LS School Committee last night. She has been having trouble getting quotes from vendors in writing so those are not available.

Priority 1 project: Stairwells – got a firm quote only this evening for construction. Now Lincoln portion is \$28,072. Amount exceeds threshold so will need to go to formal bid. The committee noted that Railings and Subgrade are excluded from the quote. We assume railings and subgrade will be essential for the project, quote for build seems incomplete. It seems reasonable to proceed with the structural engineering work quoted to obtain complete quote for final project. Committee noted several concerns with the construction portion which needs design work done first.

Vote on Architectural Design for stairwells: Lincoln portion 3,330. Moved by Chris, seconded by Richard Selden. Motion passed unanimously.

Priority 2 project: Lighting – Kirsteen got a quote for materials but not able to get a quote for the labor. Now Lincoln portion is \$21,980 which includes materials and the LS internal estimate for labor. Committee feels that labor amount needs to be known and verify materials part is accurate.

Vote on Lighting: Moved by Audrey, seconded by Richard. Chris Burns voted Yes, rest voted No. Motion passed.

Conservation trail signage request, administrative update

Request had been submitted to both CapCom and CPC by mistake. Now to be reviewed/voted by CPC and struck from CapCom roster since it is CPA-eligible.

Discussion of process of requests going to CPC vs. CapCom. CPA funds (administered by CPC) have legal guidelines; Lincoln's process for capital requests now uses single request form reviewed first by town staff to determine CPA eligibility. CPA-eligible projects are routed to CPC, all others routed to CapCom. Each request is

reviewed by single committee it is routed to, not multiple committees. In the past there was review by multiple committees with multiple committee -specific request forms but the process has changed to improve efficiency for both town departments and staff and volunteer reviewers.

Motion by Richard Selden: Remove the \$5000 request for signage that had been approved by CapCom, and to not forward recommendation to ARPA. Deb seconded. Jaki abstained, rest voted Yes. Motion passed.

DPW Capital Equipment Inventory

Dan will talk to DPW about maintenance cost documentation and track down 2022 mileage/hours use per truck.

EV Planning working group

Rich Rosenbaum, Deb Daugherty

1. What are obstacles to adopting EVs in town fleet? What solutions exist?
2. Do opportunities exist?
3. What's appropriate/best use for EVs for the town? Use at school? Other places?
4. Expect initial work will be to formulate a set of questions for departments

Rich will take the lead in scheduling.

Building Maintenance working group

Norman Levey, Jaki Apsler

1. Goal: What's a "right size" maintenance for our range of buildings in town?
2. What the "right size" amount in other towns?

Devil's Advocate

Suggestion to assign one committee member per department to read carefully that department's requests and raise any reasonable question in the discussion. Having this role would act as insurance to improve evenness in questions throughout the request process. Committee feels this role isn't necessary.

Summary vote

Committee noted that with not recommending the LS Stairwell and Lighting requests there is ~\$50K freed up under the guidance.

Vote to move DPW trash compactor from designation Preferred to Recommended: Jaki moved, Chris seconded. Adam Hogue voted no, rest voted yes. Motion passed.

Minutes 12/14/23

Deb moved to approve as amended, Jaki seconded. Passed unanimously.

Minutes 1/3/23

Deb moved to approve as amended, Norman seconded. Passed unanimously.

No other business. Jaki moved to adjourn, Deb seconded. Passed unanimously. 9:00PM Meeting adjourned

Respectfully submitted by Audrey Kalmus