



Capital Improvement Program Committee

Meeting Minutes

October 05, 2021

Lincoln Town Conference Room

148 Main Street

Committee Members Present:

1. Paul Beaudin II, Planning Board Representative & Chair
2. Jack Daly, Selectmen's Representative
3. James Spanos, Budget Committee Representative
4. Alfred (Butch) Burbank, Town Manager (for a few minutes)

Committee Members Excused: None

Staff Present: Johnna Hart, Finance Director

Staff Excused: Carole Bont, Planner

Department Heads or Committee Member Representative(s) Present: None.

Audience: None.

A. CALL MEETING TO ORDER.

Chair Beaudin called the meeting to order at 9:00 AM.

B. MINUTES.

1. **September 14, 2021**
Motion to approve as written by Jack Daly.
Second by James Spanos.
All in favor.
2. **September 21, 2021**
Motion to approve as written by Jack Daly.
Second by James Spanos.
All in favor.
3. **September 28, 2021**

Chair Beaudin recommended the following amendments:

1. Page 5 said:

Discussion

Chair Beaudin said that in his opinion the CIPC's goal should be to keep the CIP budget "level funded" and CIP budget should not increase from what the actual CIP budget was last year (versus the philosophy of having a CIP budget that keeps up with inflation). The previous CIPC's goal was to keep the CIP Budget in line with inflation with an annual estimated cost of living increase of 3% per year.

Chair Beaudin offered the following proposed amendment:

Discussion

Chair Beaudin said that in his opinion the CIPC's goal should be to keep the CIP budget "level funded" and after reviewing all of the CIP Requests the total amount of the CIP funds requested was less than last year's he thought the CIPC should be brought up to be level funded at least. The previous CIPC's goal was to keep the CIP Budget in line with inflation with an annual estimated cost of living increase of 3% per year.

Chair Beaudin said although there is a principle in the development of a CIP that the CIP budget should stay level with inflation, he did not think that the CIP Budget had to keep up with inflation. However, he did think that that the CIPC needed to consider what the Department Heads were asking for and what they wanted and the CIP Budget could be increased if needed. However, if the CIP is lower than last year's CIP based on what the Department Heads are requesting, the CIPC should at least take a look at the CIP and see if there are other areas where the Town's capital resources should be improved in order to keep the CIP at that level so the CIPC is not lowering the CIP. The price of things does go up so we try to put that money where the Town has the most need which is what the CIPC did. The CIPC put that money into the Public Works Department for water & sewer.

Member Daly said the CIP is a needs-based document. If some department needs a new roof in five (5) years and asks to set aside a portion of that money every year in order to pay for the new roof in five (5) years. Member Daly said the needs are based on what is needed today, so he does not see why the CIPC should be voluntarily inflating things if they do not need to. He would rather say to the taxpayers when they go before them with the Town Warrant the CIP dropped because there was less of a need. That decrease comes from good management. Member Daly asked Chair Beaudin why he did not think that the CIP budget should not be decreased. "If you don't need a kitchen sink, why budget for a kitchen sink?"

Chair Beaudin said in this case the Public Works Director does need additional money for expenditures in the area of Water and Sewer. Member Daly agreed.

2. Page 5 said:

Members James Spanos and Jack Daly agreed. Town Manager Burbank did not return to the CIPC meeting so he gave no input.

Chair Beaudin said that instead, the minutes should say:

Members James Spanos and Jack Daly agreed. Prior to leaving the CIPC meeting, Town Manager Burbank gave his input and he agreed that the greater need for an increase for CIP funding was for the Water and Sewer.

Motion to approve as amended by Jack Daly.

Second by James Spanos.

All in favor.

REVIEW OF PROPOSED CIP SPREADSHEET

Chair Beaudin said that last week the only changes that were made were as follows:

1. **Page 23, II. 1310-323 Property & Building Maintenance**
 - a. **Project #23 New Town Services Building Location Feasibility Project**
 - i. *Change CIP Recommended FY 2022 from \$20,000 to \$0.*
2. **Page 24, III. 1310-304 Fire Department**
 - a. **Project #102 FD Command Vehicle (2020)**
 - i. *"Completed Last" is changed from "2017" to "2020".*
 - ii. *"Next" is changed from "2021" to "2024".*
 - iii. *"Prompt" is changed from "2025" to "2018".*
3. **Page 25, VI. Department of Public Works**
 - a. **A. 1310-308 Water Rehabilitation**
 - i. **Project #83 Replace Torque Valves & Actuators (15)**
 - A. *"Total Estimated Cost" was reduced from \$150,000 to \$70,000.*
 1. *Based on an estimate of \$69,950 [from Wilson Controls].*
 2. **Note from last CIPC meeting:** DPW wanted to leave \$100,000 in Project #91 because he has a \$10,000 repair bill that he has not paid yet. **That amount would also cover all the licensing and upgrading the SKATA system to work with the new PLC. That cost is above and beyond the \$69,950 quote.** He recommended that the CIP Committee leave \$100,000 in the CRF Balance 12-31-2021.
 3. DPW needed a better estimate.
4. **Page 30, X. Library**
 - a. **B. 1310-314 Library Building**
 - i. **Project #41 Expansion to Library Building**
 - A. *CIPC Recommendation FY 2022 was changed from \$5,000 to \$0.*

Chair Beaudin said the total estimated cost of the proposed CIPC Recommended for FY 2020 was \$1,394,943 (Page 31). CIPC Recommended for FY 2021 is \$1,394,043.

Motion to recommend the total sum of \$1,394,043 for FY 2021 CIP Requested be given to the Planning Board.

Motion by James Spanos.

Second by Jack Daly.

All in favor.

Housekeeping Items.

1. Update Rules of Procedure for the By-Laws of the Capital Improvements Program Committee of the Lincoln Planning Board last updated August 14, 2019.
2. Update the Boards and Town Offices and text for the CIP.
3. Page 8. Top paragraph. As Chair of the CIP Committee Paul Beaudin has to update this and send his summary to Planner Bont to include in the text.
4. Page 9. Articles of Organization Paragraph IV. A. Chairman of the CIPC – change it from Planning Board Representative to be voted on or as selected by members of the CIP.
5. Change Schedule of dates on bottom of page 9 to reflect what we do. Start in August.
6. By November we are done. Send out the letter in June and due in August 1st instead of July 1st.
7. Give the Department Heads a copy of the CIP to look at all of the numerical list of projects to make sure they want to do what is in the text. Everyone should check their own.

MOTION to adjourn the meeting at 10:00 AM.

Motion: Jack Daly.

Second: James Spanos.

All in favor (3-0).

Date: July 19, 2022

By: Paul Beaudin II
Paul Beaudin II, Chair