



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

October 10, 2019

To: Becky McFall, Superintendent
School Committee
From: Buck Creel, Administrator for Business and Finance
Michael Haines, Facilities Manager

Subject: Proposed Capital Project list – FY21 CapCom project process

A list of projects proposed for submission to the Lincoln Capital Planning Committee (CapCom) for consideration in FY21, in order of suggested priority, would normally follow. Given the ongoing building project for the Lincoln School currently in design, we recommend advancing only one project to the CapCom:

- **FY21 Priority 1 -- Annual Classroom Rehabilitation and Maintenance Program** \$45,000 – project will consist of:
 - \$25,000 for classroom adjustments; typical projects include:
 - Unanticipated adjustments in the Smith Building needed to meet Middle School needs
 - Hartwell complex projects, which might include:
 - Replace carpet with tile
 - Repaint classrooms, hallways and offices
 - Replace shades and blinds as needed along with several small projects
 - Replace air compressor components
 - Rebuild HVAC components, including circulating pumps and exchangers
 - Perform major service on boilers
 - Replace plumbing
 - \$20,000 for necessary maintenance, including extension of the direct digital control (DDC) systems into more of the Hartwell complex buildings.

A second project should remain on the books, but the administration does not currently have the capacity to pursue it during FY21:

- **(Not submitted FY21) FYXX Priority 2 – Abate Asbestos-Containing materials – Hartwell Building** \$70,000 – The project will remove remaining exposed asbestos containing materials, mostly pipe and pipe fitting insulation, from the Hartwell Building.



Town of Lincoln

FY21 Capital Funding Request Form

Date: 10/10/2019

Department: Lincoln Public Schools

Submitting Official: Lincoln School Committee

Capital Item/Project Requested: Annual Classroom Maintenance

Ranking Among Department Requests: First

Is this (choose one):

- Capital Improvement Project (no item)
- Item - New Addition
- Item - Replacement

If replacement, please tell us about the item to be replaced:

- Item to be replaced: [Click here to enter text.](#)
- Date purchased (indicate if purchased new/used): [Click here to enter a date.](#)
- How much has been spent on maintenance for the life of this item (estimate is ok, please include calculation)? [Click here to enter text.](#)
- If a vehicle, mileage: [Click here to enter text.](#)
- Did it have a warranty?: ___ Yes ___ No
- Date of warranty expiration (or N/A): [Click here to enter a date.](#)
- Description of warranty claims (or None): [Click here to enter text.](#)
- Will item be kept, sold, traded in, or disposed of? Please specify: Choose an item.

Item/project cost: \$45,000.

Is this project/item CPA eligible?: ___ Yes ___ **XX** ___ No Choose an item.

Capital item/project description (describe in detail what you want to purchase, why and what alternatives were explored):

The Schools will continue to operate the Smith Building as well as the Hartwell complex and the temporary facility during FY21. The annual maintenance warrant will provide funds to keep them running smoothly by making the necessary major repairs as they occur. Typical projects include:

- \$25,000 for classroom adjustments; typical projects include:
 - Unanticipated adjustments in the Smith Building needed to meet Middle School needs

- Hartwell complex projects, which might include:
 - Replace carpet with tile
 - Repaint classrooms, hallways and offices
 - Replace shades and blinds as needed along with several small projects
 - Replace air compressor components
 - Rebuild HVAC components, including circulating pumps and exchangers
 - Perform major service on boilers
 - Replace plumbing
- \$20,000 for necessary maintenance, including extension of the direct digital control (DDC) systems into more of the Hartwell complex buildings.

Proposed timeline (estimates ok)

When will you solicit bids: At various times during FY21

When will work start/items be purchased: As needed during FY21

When will work end/items be put into service: Immediately upon completion

Purpose and/or benefit (Does expenditure address a mandatory or discretionary requirement? If discretionary, does the acquisition relate to an existing or new service? Please provide quantitative measures of the expected benefit when possible.)

The annual maintenance warrant provides

Is there an operating cost impact? If so, please explain:

Ideally these projects reduce long-term operating costs.



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

October 2, 2019

To: Becky McFall, Superintendent
School Committee
From: Buck Creel, Administrator for Business and Finance
Michael Haines, Facilities Manager

Subject: Project status – FY20 CapCom project process

The CapCom proposed and the Town Meeting approved two projects for funding in FY20. Their current status follows.

- **FY20 Priority 1 -- Annual Classroom Rehabilitation and Preventive Maintenance Program \$45,000.** No expenditures to date.
- **FY20 Priority 2 – Design and Replace Roof – Hartwell Building \$660,000.** Project will be advertised for design before mid-November 2019, with design taking place in the winter of 2020. Construction is anticipated to start immediately following the end of school in June 2020.



TOWN OF LINCOLN

MIDDLESEX COUNTY MASSACHUSETTS

Mary C. Day
Assistant Town Administrator

LINCOLN TOWN OFFICES
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September 3, 2019

Department Heads:

As you know, the Capital Planning Committee develops recommendations for Town Meeting regarding capital projects including: a) All proposed real estate acquisitions that have a cost over \$10,000, and b) All proposed capital projects that have a useful life of at least five years and a cost of over \$10,000. In addition, if you have projects/items that you are planning to purchase costing less than \$10,000, but are not going through your operating budget, these must also be presented to CapCom.

Attached you will find: a) the form to be used to submit your department's FY21 Capital requests, and b) the standard five-year plan form.

To assist you in understanding how the forms are intended to be filled out, I am willing to have a work session to review the forms. If there is an interest for this, please let me know and I will get it set up for the very near future.

This year, all FY21 Capital Project requests and other required backup information should be submitted to me for the CapCom by October 2, 2019.

Please note the following requirements of your submittals:

- Please get the signoff of Michael Haines, the Facilities Manager, for any facilities related requests.
- Please attach recent written estimates or state bid list references to back the cost of each requested item. These estimates should take in account that the soonest the request could be started or purchased is July 1, 2020.
- Please provide an updated 5 Year Capital Request using the form attached. Click on the tab that identifies your department and add any capital purchases you foresee in the next 5 years. Nothing else should be changed. If you do not see your department listed it is because you did not make a request last year, use the tab that says NEW DEPT. I will walk through this spreadsheet or prepare for anyone who is struggling, just call.

- Each department submitting an FY21 capital request **must also submit a written summary of the status of each of the requests funded by the FY20 Capital process.** This summary should include details as to the status of the purchase or project, as well as information about any complications encountered and resulting modifications required in the process. **This is mandatory!**
- Please identify any project for which you are also requesting Community Preservation funds. It is the intention of the CapCom to develop a coordinated approach with the CPC to ensure applications are appropriately considered.

The CapCom looks forward to working with you as the capital planning process evolves and appreciates your cooperation. Please let me know if you have any questions.

Sincerely,

Mary C. Day
Assistant Town Administrator