



# LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL  
ADMINISTRATOR FOR BUSINESS AND FINANCE

September 14, 2016

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

Subject: Proposed Capital Project list – FY18 CapCom project process

A list of projects proposed for submission to the Lincoln Capital Planning Committee (CapCom) for consideration in FY18, in order of suggested priority, follows.

- **FY18 Priority 1 -- Annual Classroom Rehabilitation and Preventive Maintenance Program**  
\$75,000 – project will consist of:
    - \$50,000 for classroom renewal; typical projects include:
      - Replace carpet with tile
      - Repaint classrooms, hallways and offices
      - Replace chalk blackboards with white marker boards
      - Replace shades and blinds along with several small projects
      - Replace air compressor components
      - Rebuild HVAC components, including circulating pumps and exchangers
      - Perform major service on boilers
      - Replace plumbing
    - \$25,000 for extension of the direct digital control (DDC) systems into more of the Smith, Link and Brooks buildings.
  - **FY18 Priority 2 – Replace Courier/Food Service Van** \$29,000 – The current van, a Chevrolet Express cargo model, was purchased in 2005. It currently has 65,524 miles, and is estimated to have an additional year of useful life. We would purchase a Ford T250, a basic cargo van, with fixed rear and passenger-side cargo door glass, load area protection package and lighting, daytime running lights, a cargo bay separator wall and a Class III frame-mounted trailer hitch. The District would purchase the vehicle in early-Summer 2017, approximately nine months from now. This project was deferred by the CapCom last year, for approval in the FY18
  - **FY18 Priority 3 – Security and Safety Systems Upgrades Phase 1** \$70,000 – placeholder amount for a set of projects still in development:
    - Physical access control; typical projects may include:
      - Create controlled vestibules at Smith and Brooks.
      - Install card access system for limited number of exterior doors
      - Rekey interior doors.
    - Increase cellular phone coverage
    - Provide video surveillance at main entrances & selected exterior locations
    - Other needs yet to be determined.
- [This project could be carried out irrespective of the outcome of the Lincoln School SOI filed with the MSBA and the Town's commitment to fund a building project, but would also be included in a comprehensive Lincoln School project.]
- **FY18 Priority 4 – Smith Replace Kindergarten wing roof asphalt shingles** \$48,000 – The Kindergarten wing roofs were installed in 1994, 21 years ago. The asphalt shingles on the south-facing slanting roof have deteriorated over time, and the corners are now lifting, a sign of increasing failure. This project will replace the asphalt shingle roof (~60 squares) and correct several flashing installations.

[This project could be carried out irrespective of the outcome of the Lincoln School SOI filed with the MSBA and the Town's commitment to fund a building project, assuming that the final design retains this portion of the Lincoln School Building.]

- **FY18 Priority 5 – Link, Replace roof asphalt shingles \$46,000** – The Link roofs were installed in 1994, 21 years ago. The asphalt shingles on the south-facing slanting roof over Media Center have deteriorated over time, and the corners are now lifting, a sign of increasing failure. This project will replace the asphalt shingle roof (~60 squares).

[This project could be carried out irrespective of the outcome of the Lincoln School SOI filed with the MSBA and the Town's commitment to fund a building project, assuming that the final design retains this portion of the Lincoln School Building.]

- **FY18 Priority 6 – Instructional Technology – Displays and Audio, Phase 1 \$163,000** – Very few of the classrooms in the Lincoln School have installed wall-mounted projectors and associated classroom systems as have been installed in the Hanscom classrooms. Some of the Lincoln School classrooms have cart-mounted projectors which are low-definition and ending their useful life. The quality of the educational program is enhanced tremendously through the use of the newer technology.

This project would install a complete system including a wall-mounted interactive projector and a soundfield system for audio reinforcement and voice amplification, and the associated wiring, in 46 classrooms. The total cost of this project is currently estimated to be \$243,000; Phase 1 would provide projectors in 31 classrooms, with the remaining 15 installed the next year in Phase 2.

[This project could be carried out irrespective of the outcome of the Lincoln School SOI filed with the MSBA and the Town's commitment to fund a building project, but could also be included in a comprehensive Lincoln School project.]

- **FY18 Priority 7 – Hartwell, AC for Preschool and north offices \$45,000** – Initially this pricing was for a "centralized AC system for 4 classrooms and 4 offices. We installed a different type of AC system that provided AC to the 2 warmest classrooms this past summer to make these classrooms environmentally comfortable for summer use, funded through the classroom warrant. This leaves us with 6 areas still in need of AC for summer use. We could install 2 or possibly 3 "ductless split" systems to fulfill this need. This approach would be less costly in the \$40,000-\$45,000 range and allow us to avoid placing a cooling unit on the Hartwell roof which may be somewhat unsightly. While we would need to find room on the ground and out of the main sight view for the location of AC condenser units, we would avoid the need for possible unsightly duct work spanning the ceilings of affected Hartwell rooms.
- **FY18 Priority 8 – Replace Wooden Window Curtain Walls and Insulate Masonry Walls, Hartwell Building Phase 2 \$236,900** – The window curtain walls in the Hartwell Building were constructed 50 years ago, of wood and glass, and rest on brick part-walls. This project would replace the wooden curtain walls with metal framed walls containing new energy efficient double pane windows, similar in appearance to the east wall replaced in the summer of 2007 and the west wall replaced in the summer of 2015. The total project cost is estimated to be \$680,000. Phase 1 is completed. Phase 2 would replace the curtain walls on the north side of the building, and Phase 3 would replace the curtain walls on the south side.

The administration re-bid the work in April 2015 and received a price of \$200,000 for the Phase 2 work.

- **FY18 Priority 9 – Improve Smith Gym A/V Systems \$62,300** – The Smith Gym does not have a modern audio-visual system. The current system does not meet the needs of the users who include physical education/wellness teachers, performance groups and whole school assemblies. This project would install a ceiling-mounted projector and a new audio system zoned for use in the entire gym (to support whole-school assemblies), or in one or the other of the half-gyms when the divider is in place (to support the wellness teachers).

[This project could be carried out irrespective of the outcome of the Lincoln School SOI filed with the MSBA and the Town’s commitment to fund a building project, but would also be included in a comprehensive Lincoln School project.]

- **FY18 Priority 10 – Brooks, Replace fascia and portion of Courtyard window wall. \$28,000** – The window wall and fascia around the courtyard is framed and faced in wood. Over time, rot and other deterioration has broken the water-tight integrity essential for the proper functioning. During rainstorms, water comes into several of the small offices on the south side of the courtyard. Rot is visible on the fascia at the top of the courtyard wall. This project would correct the problems associated with the deteriorated window wall by replacing it with 198 sq ft of insulated metal store-front window system similar to the system used to refinish the connector corridor at the north side of the courtyard. The 18 feet of the courtyard side of the Brooks entrance corridor is also included in this project. Finally, the project will replace 90+ linear feet of rotting wooden fascia with PVC material. Abatement of the Transite wall panels is included in this price.

[This project could be carried out irrespective of the outcome of the Lincoln School SOI filed with the MSBA and the Town’s commitment to fund a building project, assuming that the final design retains this portion of the Lincoln School Building.]

- **FY18 Priority 11 – Design for the Replacement of Roofs on the Ballfield Road Campus \$154,500** – The flat, EPDM roofs on the Ballfield Campus were installed during one of two time periods:
  - During a re-roofing cycle, around 1988, 26 years ago: Hartwell Building, Pods, Smith, Brooks.
  - As part of the 1994 Link project, 20 years ago: Link, Smith Kindergarten wing.

The life of the Brooks and Link EPDM roofs were extended in 2010 by resealing the seams at a cost of \$55,000. At the time, our roofing contractor estimated the resealing would extend the useful life of the roofs by five years. While the condition of the roofs has been mentioned in several reports over the past two decades, the assessments are not current. This project will perform a study of the roofs on the Ballfield Road Campus, estimate the remaining life, develop a project concept for replacement, and create a phasing scheme with cost estimates.

[This project is contingent upon the outcome of the Lincoln School SOI filed with the MSBA and the Town’s commitment to fund a building project.]

- **FY18 Priority 12 – Reed Gym, Design for Cover/Replace Upper Wall Panels. \$21,000** – The Reed Gymnasium was constructed in 1970 using lightweight concrete panels for the upper portion of the main gym walls. These panels have become saturated and are weakened as a consequence. The upper walls are not insulated, per se, and are wasteful of energy. This project would design an energy-efficient solution for replacing or covering the upper panel area.

[This project is contingent upon the outcome of the Lincoln School SOI filed with the MSBA and the Town’s commitment to fund a building project.]

- **FY18 Priority 13 – Replace Auditorium Seating \$450,000 –** The 525 seats in the Brooks Auditorium are the original seats as installed in 1963. The seat supports and side pieces are made from cast iron, and are no longer available as replacement parts. A number of seats are unavailable because of broken parts, reducing the capacity of the Auditorium seating. One additional concern is the possibility of a failure with an occupied seat; the cast iron is brittle and could create sharp pieces should the supports fail.

[This project could be carried out irrespective of the outcome of the Lincoln School SOI filed with the MSBA and the Town's commitment to fund a building project, assuming that the final design retains this portion of the Lincoln School Building.]

**Lincoln Public Schools  
Department Capital Project 5 Year Plan**

prepared 16-Sep-16  
reviewed & approved



Project	Proposed Priority for FY18	FY 17 Approved	FY 18 Proposed	FY 19	FY 20	FY 21	FY 22
Classroom Rehabilitation & Preventative Maintenance Program	1	70,000	75,000	75,000	75,000	75,000	75,000
Replace Courier/Food Service Van	2		29,000				
Security & Safety Systems Upgrades Ph 1	3		70,000				
Smith -- Replace asphalt shingles, Kindergarten wing	4		48,000				
Link -- Replace asphalt shingles	5		46,000				
Instructional Technology -- Displays & Audio	6		164,000	80,000			
Hartwell -- Central AC for Pre-K & north offices	7		65,000				
Hartwell -- Replace Wooden Window Curtain Walls and Insulate Masonry Walls	8		236,900	299,250			
Improve Smith Gym A/V systems	9		62,300				
Brooks -- Replace wooden window wall & fascia, portion of Courtyard	10		28,000				
<b>Ballfield Road Campus -- Study &amp; design flat roof replacement project</b>	11		154,500				
<b>Reed Gym --Cover/Replace precast upper wall panels design</b>	12		21,000				
<b>Brooks -- Replace Auditorium seating</b>	13		450,000				
<b>Replace/Seal Asphalt Paving, various locations</b>			31,000				
<b>Lincoln School -- Replace &amp; extend BMS in Smith, Brooks &amp; Link **</b>			171,100	** begin project with Classroom Warrant \$\$\$ in FY17			
Instructional Technology -- Infrastructure		53,892			100,000		100,000
Hartwell -- Unit Ventilators, Final Phase				70,000			
Brooks -- Resurface & regrade parking lot I				71,000			
Ballfield Campus -- Exterior Painting				20,000	20,000		
Brooks -- Replace Spline ceiling and hallway lighting, Auditorium block				159,000			
Brooks -- Replace Door Curtain Walls, Main & Auditorium Entries				62,000			
<b>Brooks &amp; Smith -- Replace Fire Detector heads</b>				67,000			
Smith/Brooks -- Exterior walkways, Classroom Entrances for accessibility				72,000			
<b>Lincoln School -- Replace pneumatics with DDC valves</b>				77,000			
<b>Smith -- Design new boiler room</b>				93,000			
<b>Smith -- Construct new boiler room</b>					1,133,000		
<b>Brooks -- Design boiler system</b>				36,000			
Replace Auditorium Projector					30,000		
<b>Brooks -- Replace boiler &amp; equipment</b>					515,000		
<b>Brooks -- Resurface &amp; regrade parking lot</b>					71,000		
<b>Roof Replacement -- Brooks flat</b>					533,077	533,077	
<b>Roof Replacement -- Smith &amp; Link flat</b>					838,669	838,669	
<b>Roof Replacement -- Hartwell Main</b>					412,000		
<b>Roof Replacement -- Hartwell Pods</b>					339,900		
<b>Lincoln School -- Replace pneumatics with DDC valves</b>					77,250		
<b>Smith -- Grind &amp; resurface Parking lot</b>					144,200		
<b>Reed Gym --Cover/Replace precast upper wall panels construction</b>					154,500		
<b>Brooks -- Smokestack replacement ***</b>							105,000
Install Direct Digital Control Energy Management System -- Hartwell & Pods					102,000		
Replace Maintenance vehicle					35,000		
<b>Annual funding total</b>		<b>123,892</b>	<b>1,651,800</b>	<b>1,181,250</b>	<b>4,580,596</b>	<b>1,446,746</b>	<b>280,000</b>

Projects in **bold+italics** were added in December 2013

**Project or funding level contingent upon the outcome of the Lincoln School Study and the Town's commitment to fund a building project.**



# TOWN OF LINCOLN

MIDDLESEX COUNTY MASSACHUSETTS

Mary C. Day  
Assistant Town Administrator

LINCOLN TOWN OFFICES  
16 Lincoln Road  
Lincoln, MA 01773  
Phone: 781-259-2603  
daym@lincolntown.org

---

August 17, 2016

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) instructions for completion of the FY18 forms, b) the budget definitions and thresholds, c) the form to be used to submit your department's FY18 Capital requests, and d) 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 FY18 Capital Project requests and other required backup information should be submitted to me for the CapCom by September 19, 2016.**

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.
- Please provide an updated 5 Year Capital Request using the new 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 FY18 capital request **must also submit a brief written summary of the status of each of the requests funded by the FY17 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



## Town of Lincoln

### FY18 Capital Funding Request Form

Date: [Click here to enter a date.](#)

Department: [Choose an item.](#)

Submitting Official: [Click here to enter text.](#)

Capital Item/Project Requested: [Click here to enter text.](#)

Ranking Among Department Requests: [Click here to enter text.](#)

Projected Useful Life: [Click here to enter text.](#)

Capital Item/Project Cost: [Click here to enter text.](#)

Have CPA Funds Been Requested? [Click here to enter text.](#)

Capital Item/Project Description (describe in detail what you want to purchase, why and what alternatives were explored):

[Click here to enter text.](#)

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.)

[Click here to enter text.](#)

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

[Click here to enter text.](#)

September 1, 2016

To: Lincoln Boards, Committees, and Departments

From: Chris Fasciano for the Community Preservation Committee (CPC)

Subject – Request for Proposals

The CPC is seeking proposals for projects suitable for the use of CPA funds in FY18 by preserving historically meaningful structures, conserving open space and natural resources, achieving community targets for affordable housing, or creating or enhancing recreational facilities. As before, we will coordinate our activities with the Capital Committee and will complete our recommendations in time for public discussion in advance of Town Meeting in March 2017.

We will once again be using a three-step process: (1) brief statements of ideas ASAP in September by e-mail to the CPC chair – [christopherjfasciano@gmail.com](mailto:christopherjfasciano@gmail.com) or another committee member; (2) preliminary written proposals by September 30; and (3) final written proposals by October 31. **In an attempt to make our decision in a timely manner the CPC will be giving priority to projects that meet these deadlines.** The CPC will review initial proposals, provide feedback, and schedule meetings with applicants beginning in October.

The CPC's Proposal Submission Form is attached. It is also available on the town's website. The more detailed the information you provide, the easier it will be for us to evaluate your request. Detailed information on how costs were determined, alternative approaches to achieving your objectives, and other potential funding sources will be particularly important.

We look forward to receiving creative proposals that will help Lincoln pursue its community preservation and enhancement objectives. If you have any questions, please contact me at [christopherjfasciano@gmail.com](mailto:christopherjfasciano@gmail.com) or 781-259-2929.

- Purpose:  Affordable Housing  
 Historic Preservation  
 Conservation/Open Space  
 Recreation

**Community Preservation Committee  
Town of Lincoln, Massachusetts**

**Mission Statement**

*In alignment with the Town of Lincoln's Vision Statement, the Community Preservation Committee mission is to:*

- *Preserve Lincoln's historic resources and structures;*
- *Preserve and enhance Lincoln's open space for both conservation and recreation; and*
- *Preserve and increase Lincoln's affordable housing in order to foster economic, racial/ethnic and age diversity among its citizenry.*

**Project Submission Form**

*The CPC has a two-step process for submitting applications for funding. To be considered at the March 2016 Town Meeting, a preliminary "Letter of Interest" and completed form must be received by **September 30, 2016**. If the project is determined to be eligible for consideration, we will ask you to submit a detailed proposal by **October 31, 2016**.*

**Project Name:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Mailing address, phone, e-mail:** \_\_\_\_\_

**Town Board, Committee, or Organization (if applicable):** \_\_\_\_\_

**Brief Description of the Project and How It Enhances Lincoln's Mission:**

**How does this project help preserve Lincoln's character or further its mission?**

**Anticipated Completion Date:**

For CPC Use:  
Received on: \_\_\_/\_\_\_/\_\_\_

Received by: \_\_\_\_\_

Determination: \_\_\_\_\_  
Reviewed on: \_\_\_/\_\_\_/\_\_\_

**What are Project's Funding Requirements?**

Fiscal Year	Implementation Costs	Maintenance Costs	Total Costs	Other Funding Sources (and \$ amount)	CPC Funds Requested
2018					
2019					
2020					
Total					

**Please provide information regarding any other anticipated funding requests to the CPC.**

Proposed Project	FY2018 Funds	FY2019 Funds	FY2020 Funds

*PLEASE ATTACH SUPPORTING DOCUMENTS OR OTHER INFORMATION*

**GUIDELINES FOR SUBMISSION**

1. Is the project consistent with Lincoln's vision and with its *Housing, Historic Preservation, Open Space/Conservation Plans, or Recreation Plans*, and with other planning documents that have received town-wide review and input?
2. Does the project have the support of relevant town committees or organizations (e.g. Conservation, Recreation, Historic District or Historical, Housing, etc.)?
3. **All proposals to the CPC must be submitted by a board, department or agency of the Town including those from private organizations.**
4. Does the project have other financial support?
5. Does the project help preserve threatened resources or currently owned town assets?
6. Does the project serve multiple needs and populations?
7. Does the project serve a population that is currently underserved?
8. Feasibility: Can the project realistically be accomplished within the proposed time frame and budget?
9. Urgency: What will be the impact of a delay in initiating this project?
10. **Any proposal that would result in CPA funds going to a private organization or towards privately owned assets will not be approved until the Board of Selectmen has deemed there to be an acceptable public benefit. Not for profits wishing to initiate such a discussion with the Board of Selectmen**

**should contact the Town Administrator, Timothy Higgins, at 781 259 2601, or [higginst@lincolntown.org](mailto:higginst@lincolntown.org).**

Please keep in mind that there are legal limitations on the uses of CPA funds. If you have any doubt about your project's eligibility, please contact us so we have the opportunity to review it. Thank you.

Community Preservation Committee

**Please submit the original of your application to Colleen Wilkins, Finance Director, at the Town Offices.**