



# LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL  
ADMINISTRATOR FOR BUSINESS AND FINANCE

September 16, 2015

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

Subject: Proposed Capital project list – FY17 CapCom project process

A list of projects proposed for submission to the Lincoln Capital Planning Committee (CapCom) for consideration in FY17, in order of suggested priority, follows.

- **FY17 Priority 1 -- Annual Classroom Rehabilitation and Preventive Maintenance Program**

\$70,000 – 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
- \$20,000 for exterior painting of buildings on the Ballfield Road campus.

- **FY17 Priority 2 – Replace Courier/Food Service Van** \$29,000 – The current van, a Chevrolet Express cargo model, was purchased in 2005. It currently has 57,000 miles, and is estimated to have an additional two years 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 late-Spring or early-Summer 2017, approximately two years from now.

- **FY17 Priority 3 – Brooks, Replace Smokestack.** \$105,000 – The smokestack for the Brooks boiler room was built in 1963, and has deteriorated over time due to the corrosive effects of the boiler exhaust gases in our moist climate. The metal has become so thin that welding patches is not always successful; a stainless steel collar was installed in 2012 as an immediate repair, but the repair firm urged replacement as soon as possible.

[This project is contingent upon the results of an inspection to be conducted on September 30, 2015, the outcome of the Lincoln School SOI filed with the MSBA and the Town's commitment to fund a building project.]

- **FY17 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.]

- **FY17 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).

Additionally, the finishing detail at the east rake was not correctly installed in 1994, and the rake boards and the edge of the roof are not properly supported. The project presented last year included this work, but the rake deficiencies were corrected during this past summer and the work removed from this proposed project scope.

[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.]

- **FY17 Priority 6 – 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.
- **FY17 Priority 7 – Replace Wooden Window Curtain Walls and Insulate Masonry Walls, Hartwell Building Phase 2 \$230,000** – 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 nearing completion. 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.

- **FY17 Priority 8 – 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.]

- **FY17 Priority 9 – 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.]

- **FY17 Priority 10 – 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.]

- **FY17 Priority 11 – 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 17-Sep-15  
reviewed & approved



Project	Proposed Priority for FY17	FY 16 approved	FY 17 proposed	FY 18	FY 19	FY 20	FY 21
Classroom Rehabilitation & Preventative Maintenance Program	1	75,000	70,000	75,000	75,000	75,000	75,000
Replace Courier/Food Service Van	2		29,000				
<b>Brooks -- Smokestack replacement ***</b>	3		105,000				
Smith -- Replace asphalt shingles, Kindergarten wing	4		48,000				
Link -- Replace asphalt shingles	5		46,000				
Hartwell -- Central AC for Pre-K & north offices	6		65,000				
Hartwell -- Replace Wooden Window Curtain Walls and Insulate Masonry Walls	7	40,000	230,000	285,000			
Brooks -- Replace wooden window wall & fascia, portion of Courtyard	8		28,000				
<b>Ballfield Road Campus -- Study &amp; design flat roof replacement project</b>	9		154,500				
<b>Reed Gym --Cover/Replace precast upper wall panels design</b>	10		21,000				
<b>Brooks -- Replace Auditorium seating ?cost</b>	11		450,000				
Instructional Technology Infrastructure		107,771					
<b>Replace/Seal Asphalt Paving, various locations</b>			31,000				
<b>Lincoln School -- Replace &amp; extend BMS in Smith</b>			171,100				
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			
<b>Brooks -- Replace boiler &amp; equipment</b>					515,000		
<b>Brooks -- Resurface &amp; regrade parking lot II</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		
Install Direct Digital Control Energy Management System -- Hartwell & Pods					102,000		
Replace Maintenance vehicle					35,000		
<b>Annual funding total</b>		<b>222,771</b>	<b>1,448,600</b>	<b>1,087,000</b>	<b>4,450,596</b>	<b>1,446,746</b>	<b>75,000</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  
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August 26, 2015

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 FY17 forms, b) the budget definitions and thresholds, c) the form to be used to submit your department's FY17 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 FY17 Capital Project requests and other required backup information should be submitted to me for the CapCom by September 29, 2015.**

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 Plan using the standard form (attached).
- Each department submitting an FY17 capital request **must also submit a brief written summary of the status of each of the requests funded by the FY16 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.

- 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**

### **FY17 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.](#)

## CAPITAL EXPENDITURE - SUMMARY

DEPARTMENT/BOARD \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_  
DAY EVENING

EMAIL: \_\_\_\_\_

Proposed Capital Project	Priority No.	FY 2017	Priority No.	FY 2018	Priority No.	FY 2019	Priority No.	FY 2020	Priority No.	FY 2021
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[3]

[4]

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