



LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL
ADMINISTRATOR FOR BUSINESS AND FINANCE

October 2, 2013

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

Subject: Proposed Capital project list – FY15 CPC project process

A list of projects proposed for submission to the Lincoln Capital Planning Committee (CPC) for consideration in FY15, in order of suggested priority, follows.

- **FY15 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
- \$25,000 for preventive maintenance tasks. Typical projects include:
 - Replace air compressor components.
 - Rebuild HVAC components, including circulating pumps and exchangers
 - Perform major service on boilers
 - Replace plumbing

[This project or funding level contingent upon the outcome of the SOI review by the Massachusetts School Building Authority (MSBA) and the Town's commitment to fund a building project.]

- **FY15 Priority 2 – Smith Kindergarten Playground** \$50,000 – A very recent inspection of the existing playground outside the Kindergarten classrooms revealed a number of deficiencies, including several hazards that need to be addressed immediately. Overall, the playground has exceeded its lifespan and is not eligible for a retrofit, as the manufacturer has been out of business for years, and the geometry and configuration of some of the various components do not meet current design codes. This is an immediate child safety situation which will also impact future NYAEC accreditation. Funding from the CPAC is also being solicited.
- **FY15 Priority 3 – Brooks Main Switch Gear and Electrical Subpanels.** \$50,000 – A study of the Brooks main incoming 2,000 amp switchgear confirmed the main switchboard should be replaced because of its age and condition. The switchboard and distribution subpanels are manufactured by Federal Pacific Electric Company (FPE), a manufacturer with a confirmed failure history who is no longer in business. The potential for catastrophic failure with no off-the-shelf remedy has been pointed out by several studies, and we believe the time to replace this equipment is now.
- **FY15 Priority 4 – Support for Lincoln School Feasibility Study.** \$400,000 -- The School Committee submitted a Statement of Interest (SOI) to the Massachusetts School Building

Authority (MSBA) in April, 2013. The MSBA is current reviewing the submitted SOI's , and will announce their decision by the end of January, 2014. If the MSBA invites the Town back into the reimbursable process, funds for additional architect and engineering work will be needed to fulfill the MSBA process requirements. If the MSBA does not invite the Town of another project, architect and engineering work will be needed to assist the Town in developing alternatives to address the Lincoln School needs. This project is a placeholder to provide architect and engineering support for the next steps in the Lincoln School revitalization project.

[This project or funding level contingent upon the outcome of the SOI review by the Massachusetts School Building Authority (MSBA) and the Town's commitment to fund a building project.]

- **FY15 Priority 5 – Hartwell Replace Window A/C units.** \$27,500 – The District offices on the second floor of the Hartwell Building are cooled with window air conditioning units. The units are noisy and energy inefficient, detracting from the character of office operations and adding to their cost. This project would replace the window units in five south-facing offices with three ductless split systems similar to the ones successfully installed to serve the new first-floor offices and the Hartwell Multipurpose Room.
- **FY15 Priority 6 – Brooks Replace fascia and portion of Courtyard window wall.** \$25,000 – 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 feet 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.
- **FY15 Priority 7 – Link Replace roof asphalt shingles and repair rake.** \$45,000 – The Link roofs were installed in 1994, almost 20 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. Additionally, the finishing detail at the east rake was not correctly installed, and the rake boards and the edge of the roof are not properly supported. This project will replace the asphalt shingle roof (~60 squares) and correct the rake installation.

[This project contingent upon the outcome of the SOI review by the Massachusetts School Building Authority (MSBA) and the Town's commitment to fund a building project.]

- **FY15 Priority 8 – Brooks Resurface and regrade Reed parking lot.** \$67,000 – The parking lot asphalt surface was installed in two phases. We believe the portion closest to the Reed Gym is original, dating from the 1970's. The portion of the lot closest to the Tot Lot playground was installed at least twenty years ago, when a group of Town citizens decided to create a depressed area which could be flooded during the winter to form a skating rink. The area has not been used for that purpose in the last decade, and the depressed area in the parking

lot collects debris and is hard to keep drained. Both parts of the lot exhibit surface failure called alligatoring; the extent of this deterioration is such that it is no longer possible to seal the cracks. Eventually, pieces of the wearing surface will break free, exposing the subcourse which leads to potholes. This project would remove the asphalt in the depressed area, restore the original grading and drainage, and mill several inches off the surface of the rest of the lot. The entire lot will receive a new 2 inch wearing course of asphalt.

- **FY15 Priority 9 – Design for the Replacement of Roofs on the Ballfield Road Campus.**

\$XX,000 – The flat, EPDM roofs on the Ballfield Campus were installed during one of two time periods:

- During a re-roofing cycle, around 1988, 25 years ago: Hartwell Building, Pods, Smith, Brooks.
- As part of the 1994 Link project, almost 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 or funding level contingent upon the outcome of the SOI review by the Massachusetts School Building Authority (MSBA) and the Town's commitment to fund a building project.]

Lincoln Public Schools

Department Capital Project 5 Year Plan

prepared 2-Oct-13



Project	Proposed Priority for FY15	FY 14 CPC approved	FY 15 proposed	FY 16	FY 17	FY 18	FY 19
Classroom Rehabilitation & Preventative Maintenance Program	1	75,000	75,000	75,000	75,000	75,000	75,000
Hartwell -- Replace Wooden Window Curtain Walls and Insulate Masonry Walls		105,000		175,000		195,000	
School Security Measures		40,000					
Smith -- Replace Kindergarten Playground	2		50,000				
Brooks -- Replace main switchgear and subpanels	3		50,000				
School Feasibility Study -- Placeholder	4	17,700	400,000				
Hartwell -- Replace window A/C units with ductless split units	5		27,500				
Brooks -- Replace wooden window wall & fascia, portion of Courtyard	6		25,000				
Link -- Replace asphalt shingles & repair rake	7		45,000				
Brooks -- Resurface & regrade parking lot	8		67,000				
Ballfield Road Campus -- Study & design flat roof replacement project	9		XX,000				
Smith -- Replace asphalt shingles, Kindergarten wing				45,000			
Replace/Seal Asphalt Paving, various locations				30,000			
Instructional Technology Equipment				100,000	100,000	100,000	
Lincoln Schools -- Exterior Painting					20,000	20,000	20,000
Brooks -- Replace Spline ceiling and hallway lighting, Auditorium block					154,000		
Brooks -- Replace Door Curtain Walls, Main & Auditorium Entries					55,000		
Smith/Brooks -- Exterior walkways, Classroom Entrances					70,000		
Replace Courier/Food Service Van					25,000		
Hartwell -- Unit Ventilators, Final Phase						66,000	
Hartwell -- Roof Replacement						340,000	
Pods -- Roof Replacement							220,000
Install Direct Digital Control Energy Management System -- Hartwell & Pods							99,000
Replace Maintenance vehicle							31,000
Annual funding total		237,700	739,500	425,000	824,500	796,000	445,000

Project or funding level contingent upon the outcome of the SOI review by the Massachusetts School Building Authority (MSBA) and the Town's commitment to fund a building project.



TOWN OF LINCOLN
MIDDLESEX COUNTY MASSACHUSETTS

LINCOLN TOWN OFFICES
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Mary C. Day
Acting Assistant Town
Administrator

September 3, 2013

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 \$15,000, and b) All proposed capital projects that have a useful life of at least five years and a cost of over \$15,000.

Attached you will find: a) updated instructions for completion of the FY15 forms, b) the budget definitions and thresholds, c) the revised (2 sheet) form to be used to submit your department's FY15 Capital requests, and d) the standard five-year plan form.

Since CapCom has determined they need a stronger base of information from departments in order to fully consider each request on its own merit, as well as to develop priorities amongst all of the town-wide requests submitted each fiscal year, the revised form is meant to draw out from you the types of information the CapCom feels they need to evaluate proposals. You will see some revised narrative detail questions (sheet 1); while sheet 2 stays the same as last year.

To assist you in understanding how the revised forms are intended to be filled out, the Capital Committee is willing to have a work session to review the changes in detail. 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 FY15 Capital Project requests and other required backup information should be submitted to me for the CapCom by October 3, 2013. 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 to back the cost of each requested item.
- Please provide an updated 5 year Capital Plan using the standard form (attached).
- Please provide information as to any possible capital requests which you foresee needs to be identified in the new 25 year plan. It is understood that little detail may be available at this time for items that are more than 5 years in the future, but please provide as much information as you have available at this time. This information should be provided in an attached sheet using a bulleted format for each item.
- Each department submitting an FY15 capital request must also submit a brief written summary of the status of each of the requests funded by the FY14 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 schedule 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
Acting Assistant Town Administrator

FY 2015 CAPITAL EXPENDITURE DESCRIPTION

INSTRUCTIONS

These instructions will assist department heads in filling out the new "Capital Funding Request" form. **Please view the attached sample to be used as a guidance document.**

Fill out one form for each request. **THE FORM IS FOR FY15 REQUESTS ONLY!** Supporting materials (such as written estimates) **are required to be attached to the form.** Please type or print all information clearly.

Form Submittal Deadline is 10/3/2013!

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1. Capital Expense Name: Insert brief name.
 2. Part of 25 Year Plan?: Was this request previously covered in the draft 25 year plan? If not sure, contact Mary.
 3. Projected Useful Life (Years): State the expected "useful" life of the equipment, building, or improvement/repair.
 4. Estimated Trade-In value: Please insert value and provide written estimate of trade-in value of item being disposed of.
 5. Estimated Rebate Value: Please insert value if a rebate is expected.
 6. Department Service/Mission: Describe your department's primary services that this expenditure supports.
 7. Rank Among Department Requests: If your department has 5 requests, rank from 1 to 5, from more to less important. Please include any proposals presented on behalf of your department in your ranking. For example, if IT will be presenting proposals on behalf of your department, please rank those proposals with your proposals.
 8. Reason for Request: Provide an explanation for why this expense is necessary.
 9. Project Description: Briefly describe the proposed project/expenditure.
 10. Purpose and/or Benefit: Please describe what the purpose of the expenditure will be. Be sure to describe how old equipment will be disposed of – if applicable.
 11. Operating Cost Impact: Describe in detail any ongoing cost, staff or otherwise, that this purchase may impact.
 12. Key Assumptions: What are the assumptions used in determining the need, value and cost of the expenditure. State the impact of delaying the proposal by explaining how it will affect the services provided by the department.
 13. Service Metrics/Benchmarks: What goals will be achieved through the funding of this request? Who or what will benefit as an outcome? List up to 4.
 14. Key Interdependencies: List what the staff or operating budget impacts will be for this expenditure.
 15. CPA Funds: Have you applied for CPA funds for this item?
 16. FY14 Funding Status: Please attach a one page narrative which details the status of each project or purchase funded in FY14.

CAPITAL EXPENDITURE - SUMMARY

DEPARTMENT/BOARD _____

Name: _____

Phone: _____ / _____
DAY EVENING

EMAIL: _____

Proposed Capital Project	Priority No.	FY 2015	Priority No.	FY 2016	Priority No.	FY 2017	Priority No.	FY 2018	Priority No.	FY 2019
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[1]

[2]

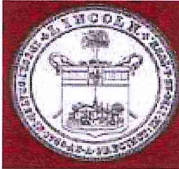
[3]

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FY15 CAPITAL FUNDING REQUEST

Requested Purchase Description (Title)			
Date:			
Department:			
Submitting Official:			
Capital Expense Name:			
Was this expense projected as part of 25 year plan? (Y/N)			
Projected Useful Life (Years):			
Estimated Trade-in value:			Note: Complete financial summary and attach written estimate from qualified vendor.
Estimated Rebate value:			
Department Service/Mission: Describe the primary services of the function/Department and which service this project supports			
Rank among department requests (If IT or other request are being presented on behalf of a department by a third party, they should be included in the department ranking)			
Reason for request (for example: legal requirement, essential to provide current level of service, improves efficiency of delivery of current service, needed for new service)			
Project Description: (1. Describe in detail what you want to purchase and why, 2. Describe what the best alternatives you considered in meeting this need)			
Purpose and/or Benefit: (Does expenditure address a mandatory or discretionary requirement? If discretionary, does the acquisition relate to an existing or a new service?) (If so describe how the decision to move forward to implement this change made and approved?)			
Operating Cost Impact: (Staffing and Budget), (Explain direct/indirect Costs (increases or reductions) annually over the service life in dollars, labor, positions, benefits etc)			
Key Assumptions: (What are the key cost and revenue assumptions of this request?)			
Service Metrics/Benchmarks used to measure Success:			
List up to Four (4) metrics/benchmarks that will be used to measure success (What will a successful outcome of the expenditure result in? How will it be measured?) (What are the service benchmarks of performance for similar towns)	1		Benefit Owner
	2		
	3		
	4		
Key Interdependencies: (What changes in your or other department's operations, work process, or customer service are anticipated with this investment) Will work products, services, support be needed or be produced by this change?			Description of Interdependencies
Have CPA funds been requested? (Y/N):			

REQUIRED: provide a one page narrative update for the status of your FY14 requests, including any issues with procurement or implementation and any successes to date.

Attachment 2

Budget Definitions and Thresholds

Capital Item (\$15,000 and above)

Defined as “tangible assets with a useful life of at least five (5) years, valued at \$15,000 or more. This definition captures autos, trucks, fire apparatus, equipment (including data processing), infrastructure (roads, paths, drainage, etc.), major building alterations, and new construction. These projects are reviewed first by the Capital Planning Committee, which then makes a recommendation to the Selectmen and Finance Committee. When approved, each item appears as a separate article on the town meeting warrant.

Miscellaneous Equipment and Projects (\$5,000 - \$14,999)

Includes smaller requests for projects and equipment. Unless small items can be grouped as one large purchase, these items are not reviewed by the Capital Planning Committee – they are instead submitted to the Selectmen and Finance Committee at the same time operating budgets are submitted. The intent in creating this separate category was to allow the Capital Planning Committee to focus their attention on larger projects and needs.

Building/Facility Maintenance

Building enhancements and maintenance items are defined as investments in existing buildings and facilities intended to (1) preserve structural integrity, or (2) keep mechanical systems in good operating condition, or (3) maintain reasonable appearance. Individual building maintenance items are consolidated in a single account known as a building maintenance account. The account is developed and managed by the Facilities Director for school and all town buildings except for the Library and Water Department.

If you are a department head responsible for a town building, please contact the Facilities Director to discuss maintenance projects needed for your building.

If a particular item or project doesn't appear to fit neatly in one of the categories, please bring the issue to the attention of the Executive Secretary.