



**TOWN OF LINCOLN**  
MIDDLESEX COUNTY MASSACHUSETTS

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

Daniel Pereira  
Assistant Town Administrator

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August 27, 2020

Department Heads:

As you know, the Capital Planning Committee (CAPCOM) develops recommendations for all capital projects brought to town meeting for approval. Capital projects fall into 3 categories:

- a) Real estate acquisitions that cost more than \$10,000.
- b) Projects/items that have a useful life of at least 5 years and cost more than \$10,000.
- c) Anything purchased *outside* of your operating budget, regardless of cost.

Each fall, the CAPCOM works with every department to ensure that their 5-Year Capital Plan remains relevant and accurate to the department's needs, and that projects scheduled for the following fiscal year are properly vetted and achievable within the Town's financial plan.

To assist in this process, we have attached two forms:

- a) An FY22 capital funding request form, to be submitted by departments who are requesting a capital expense in FY22.
- b) A copy of last year's 5-Year Capital Plan spreadsheet for review and update. While unexpected needs/opportunities may occur, this spreadsheet should provide an accurate forecast for your department's capital expenses over the next 5 years. **All departments should update their 5-Year Capital Plan, even if they are not submitting a capital request.** See Note #3 below for detailed instructions on updating the 5-Year Capital Plan.

**As this is my first year supporting the CAPCOM, I would like to schedule time with each of you to review these documents, become familiar with your current and future capital needs, and answer any questions.** Please schedule a meeting [HERE](#) or reach out to me at [Pereirad@lincolntown.org](mailto:Pereirad@lincolntown.org) if none of these times work for you.

**This year, all FY22 Capital Project requests and other required backup information should be submitted to me for CAPCOM review by September 25, 2020.**

Please note the following requirements of your submittals:

1. Please ensure that Michael Haines, Facilities Manager, has reviewed and approves any facilities related requests. He can be reached at [mhaines@lincnet.org](mailto:mhaines@lincnet.org).

2. Please attach recent written estimates or state procurement references to support 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, 2021.
3. To update your 5-Year Capital Plan, review the instructions on the SAMPLE tab, then click on the tab that identifies your department and add any capital purchases you foresee in the next 5 years. I have highlighted the area that need your attention in purple. If you do not see your department listed it is because you have not made a recent request and should use the tab that says NEW DEPT. I will walk you through this spreadsheet, if necessary, when we meet.
4. **Each department that had any FY21 capital requests approved must submit a written status update of each approved request.** This update should include details about the status of the purchase or project, as well as information about any complications encountered or modifications required in the process. **This should be included with your FY22 CapCom materials (5-Year Capital Plan, and FY22 capital request if relevant).**
5. Please identify any project that also qualifies for Community Preservation Funds. The CAPCOM works closely with the Community Preservation Committee (CPC) to ensure that projects are directed to the most appropriate funding source.

The CAPCOM appreciates your cooperation and looks forward to working with you this coming season. Please let me know if you have any questions.

Sincerely,

Daniel Pereira  
Assistant Town Administrator