

## **Capital Planning Committee Minutes November 1, 2018**

Attendees: Jonathan Dwyer, Maria Hylton, Audrey Kalmus (chair), Jacqui Apsler, Peter Hussey, Jim Henderson

Also attending: Michael Dolan (IT) Mary Day (Assistant Town Administrator)

### **IT Requests**

Council of Aging (COA) phone system – COA is requesting service with caller ID, but the current system doesn't support it. New system would have caller ID, voicemail, and could be moved to a new location. Quote from DigiComm covers existing phones and potentially doubles the number at no additional cost. Seems like good value – benefits outweigh costs.

Mr. Henderson asked if it could move to new site. Mr. Dolan: Yes, that is reason to buy system with double capacity. If moved to school campus, would not be on same phone system as school – that would be much more expensive. Ms. Day: Rec and COA would be on different systems. Mr. Henderson: Could COA be absorbed into Rec? Mr. Dolan: Not sure if Rec will continue to use the school system. This COA request is low cost, money well spent, even if just until a new facility is established. This new system could also be potentially integrated with Rec. Mr. Henderson: It would seem logical to have town-wide phone system. Ms. Day: we don't have that now, just Town Hall and school are on the same system.

The second request is for labor to redo wiring for public safety and library. Mr. Dolan is currently afraid to touch some wiring due to complexity and disorganization, with potential to cause a serious error. Issues with mislabeling. The request will get appropriate cable management, labeling.

Mr. Henderson: could we create rules for cable management once these are organized? Mr. Dolan: Can't always control every vendor – a lot coming in and out – but this will be much easier to manage once organized. Mr. Henderson: could possibly have a person at each location with control over who enters, documents when changes are made.

The committee discussed whether the cable management request is an appropriate capital expenditure. If not, it's not clear which budget is appropriate, especially in public safety with multiple users of the closet.

### **School Building Project**

The committee discussed the school building project. Ms. Kalmus presented an update on the capital context for the town. We previously analyzed expected capital requests over \$700,000. In the five-year request there are additional requests that are over \$200,000. At this level and

above, requests are often recommended as capital exclusions. We asked departments to expand planning horizon to 2030.

The committee reviewed the recommendations made before the previous town meeting. One potential new recommendation could be to present total capital cost for campus including other projects, not just the school renovation.

Ms. Kalmus will request final value engineering list for committee to review for a potential recommendation.

### **Warranty Management and Capital Equipment Management**

Mr. Henderson presented an update on the committee's activities related to town warranties and oversight of capital equipment management.

In other towns, CapCom does not have a role in oversight of capital. That is a town administrator function in Lincoln and in other towns.

However, we can ask about warranty management during presentations.

Ms. Kalmus asked if we could prepare a town-wide inventory of equipment that includes warranty information.

Meeting adjourned at 9:15 pm.

Approved: 11/14/18