



TOWN OF LINCOLN

LINCOLN TOWN OFFICES
16 LINCOLN ROAD
LINCOLN, MA 01773
781/259-2603

Capital Planning Committee

Capital Planning Committee Meeting Minutes

Wednesday June 8, 2022, 7:30 pm

*Virtual Meeting Pursuant to Governor Baker's March 12, 2020
Order Suspending Certain Provisions of the Open Meeting Law*

Started at 7:32PM with a roll call welcome

Attendees: Dan Pereira, Rich Rosenbaum, Deb Daugherty, Jim Hutchinson, Jaki Apsler, Chris Burns, Norman Levey, Pete Hussey

Absent: Adam Hogue, Richard Selden

Guests: Michael Dolan, Rob Ford, Brandon Kelly, Mary Ellen Normen

IT 5-Year Plan Presentation (Michael Dolan):

Server upgrades and consolidation planned for FY24

Document cloud migration – now know we need to have documents available outside the network

Network electronics – replace after ~15 years old (HP has a lifetime warranty on the switch – whenever it breaks, they send a part)

Operating systems upgrades – targeting FY27 because they will be 10 years old, and Microsoft will no longer be supporting them

Town building internet access – targeting FY28 because firewalls should be replaced then

Backup system – FY29 – this is about 10 years after last replacement

Cloud based phone system analysis (Michael Dolan and Rob Ford):

CapCom asked for an analysis of cloud based vs. physical phone systems in town. Michael and Rob did this analysis. Conclusion: for the town, cloud-based option is the best and cheapest; for the school, keeping physical system is the best

Any concerns about putting phone service in the cloud? Haven't picked a vendor, but would do research to find a reliable one, feel more comfortable with cloud than on-premises for reliability.

Schools: looked at this 3 years ago and came to the same conclusion, which is that for the school phones which have many lines and little use, have >250 phones between the 2 schools, the economics of on-premises system makes more sense

Not currently in the town IT 5-year plan

Any risks to migrating to the cloud? Possibly security. There is a cost-control risk, it's less certain with a contracted service like a cloud vendor-small risk

Lincoln Public Schools (Mary Ellen Normen, Rob Ford, and Brandon Kelly):

Over the next 5 years most capital requests are for the Hartwell complex.

Currently planning for Hartwell complex, but this could change if town meeting votes to build over it.

Technology plan assessed with these criteria: does the equipment meet current instructional needs, is it secure

Facilities (Brandon Kelly):

General long-term plan for Bemis: town will keep the building in use for programming regardless of whether a new community center is built.

Other discussion:

The committee noted that the long-term plan for facilities may work better if organized by building, Mr. Kelly can work with the committee to customize the Facilities long term plan.

Mr. Hutchinson noted that for building-specific changes, department involvement in the CapCom process would be valuable.

Committee discussion:

Re: IT: managers have the hassle of managing old equipment, clarify whether equipment improvements accrue to the IT manager or users

Re: Hartwell: would like to see a more robust longer-term plan

How do we ensure low-carbon options across capital acquisition and maintenance? How can GEC help? What about long-term plans for AC, energy use, etc.? Mr. Hutchinson noted that broadly speaking, electrification of vehicles and systems is recommended

Re: IT: would be nice to know about prioritization of requests

CapCom calls for mission guidance for energy efficiency

Review of minutes from last week:

Motion to approve Jaki Apsler, seconded by Jim Hutchinson.

Abstain: Pete Hussey

Yes: all the rest

Motion to adjourn by Jim Hutchinson, seconded by Deb Daugherty

9:15 adjourned by unanimous vote