

CAPITAL PLANNING COMMITTEE

Lunenburg, Massachusetts

Marion M. Benson, Chair
David Matthews, Mbr.
Brian Laffond, Mbr.
Michael Mackin, Mbr.
Elaine Murphy, Mbr.



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Capital Planning Committee
Minutes
January 26, 2010
8:30 a.m.

Ritter Memorial Building, 960 Massachusetts Avenue, Lunenburg, MA 01462

Present: David Matthews, Michael Mackin, Elaine Murphy, Brian Laffond, Marion Benson and Kerry Speidel.
Presenter: Nancy Strom

Appointment at 8:35 a.m.: Technology Director Nancy Strom presented an equipment plan with a grand total of \$97,633 and a recommended total of \$82,583.

Ms. Strom indicated that it was hard to prioritize her requests as much of the equipment that she has seen is "old" in computer years, anything older than 4 years she thought of as being old and out of date. She also indicated that much of the town's software was so old that it was not "compatible" with Vista or Microsoft 7 that new computers come with, and that downgrading those computers to XP cost about \$50 each.

It was also noted that the Tech Director needed to recheck the Board of Health's request for a printer, as well as the age of the Planning Office's computers before her final list could be compiled.

It was noted that the pricing on the PCs (see attached equipment list proposal as submitted) was not updated, that \$1,130 for a PC could probably be reduced.

Treasurer/Tax Collector (3), and Town Clerk's (1) PCs were recommended for replacement as those two departments must use the Munis system for accounting and recording purposes.

Committee members asked questions about the use of laptops vs. Toughbooks in the Police Department, the request for laptops in general, the pricing on digital cameras for Fire Department inspections, projectors for the Public Safety Building, Library and Senior Center, the need for fax machines as requested, the number of PCs requested by the Library—public use sector or administrative need, and questions on specialized equipment needs of Fire, Dispatch and Police Departments.

Ms. Speidel said that a survey of laptop use should be done and that perhaps computer workstations could be installed for meeting minutes taking as an alternative.

The Tech Director will be looking into the use of laptops instead of Toughbooks as they are installed in the trunks of cruisers, the pricing of digital cameras, the need for projectors and the Library PC request.

Ms. Strom also indicated that the Town Hall servers did not have any tape backup systems as required and Ms. Speidel will be looking into whether or not the Munis system is backing up records.

Ms. Strom also indicated that the town's security system contract expired at the end of 2009 and the current system does not catch all viruses, a new system would have to be purchased.

The Library also needs a server and a “managed 48 port switch” to maintain its operational needs.

Ms. Strom also indicated that she did not know yet whether or not the MacNet system will be continued to be used, as they serve as handlers and storage of all the town’s emails, which by law must be kept for 7 years. The Town does not have the ability to do this yet. Servers at Town Hall need to be “mounted” and storage facilities reviewed. An “appliance” would be needed to be in compliance with archival regulations. Note that the Town also uses Outlook.

Note that an updated Inventory of all Town equipment is going to be done and that none of the equipment is “tagged” with purchase date and department information.

Ms. Speidel said that a computer/technology equipment policy should be developed for desktop computers, laptops, projectors, etc. (age and replacement schedules), an Inventory to Trash Can Policy. It was also noted that changes in software advances (i.e. Vista/Microsoft 7) dictates the need for change in equipment needs.

The purchase of used and renovated computer equipment for specific need areas will also be reviewed by the Tech Director.

Prioritization

After discussion and review, the Committee prioritized the capital requests as follows:

Priority 1:

- 1) COA parking lot: \$10,000
- 2) Fire Department Radio Equipment: \$7,500 (no phase in, all equipment will be purchased at one time with grant aid)
- 3) Police Department Marked Cruiser: \$40,000
- 4) School Department Tractor/Loader: \$38,785
- 5) School Department ES kitchen renovation: \$30,000
- 6) School Department MS kitchen renovation: \$47,000
- 7) Technology Department Equipment Replacement Plan: \$90,000*

Total Priority 1 items: \$263,285

Priority 2:

- 1) School Department ES restrooms: \$33,000
- 2) School Department ES/HS Power Lines: \$150,000**

Total Priority 2 items: \$183,000

Total Priority 1 and 2 items: \$446,285

Priority 3:

- 1) Police Department Unmarked Vehicle: \$34,000
- 2) School Department MS Parking Lot: \$107,220
- 3) School Department MS Bleachers: \$18,100
- 4) School Department MS Gym Floor: \$12,500
- 5) School Department HS ADA entry: \$25,000
- 6) School Department HS Door Hardware: \$10,000
- 7) School Department Field Walkways, Bleachers: \$45,000

Total Priority 3: \$251,820

Priority 4:

- 1) DPW Asphalt Roller and Trailer: \$35,000
- 2) Library Parking Lot: \$10,000
- 3) Library Carpet Replacement: \$15,000

Total Priority 4: \$60,000

Grand Total All Capital Requests: \$758,105

Notes:

*School Department will look into requesting Unitil do some of this work in exchange for using the HS parking lot as an emergency parking area during disasters. Mrs. Benson will request breakdowns from the School Department /John Londa on this capital request.

**This dollar figure was arrived at with consensus of committee recommending that all networking problems be resolved, with equipment purchases by departments as prioritized by the Technology Director following.

Ms. Speidel also answered Committee member's question about why the request for a change in prioritization assessment process by the Committee. She said that it will give request items that are not funded this year, a "rank" in future years, also noting that there would be exceptions.

Mr. Mackin said that the Committee should also note that if ranking was "leveraged" by a grant, such as the Fire Department's Radio Equipment request. It was noted that grant funding could be noted in the Committee's report to Town Meeting.

Ms. Speidel also noted that capital items that are paid for by the Sewer Enterprise Fund or by grants, such as Pump Station Monitors, should also be noted.

Ms. Speidel said that she will get an updated calculation of the amount of money left in unused Capital articles for the Committee.

Next scheduled meeting: February 9.

Mr. Matthews made a motion and Brian Laffond seconded the motion to adjourn the meeting at 11:00 a.m.