



AGENDA

IT Committee Regular Meeting Agenda
October 21, 2015 at 3:00 p.m.

Waterford Town Hall – BOE Conference Room

If you are unable to attend, contact Gail Miller by email (gmiller@waterfordct.org)

Recording Clerk: Bruce Miller

- 1) Call to Order
- 2) Approval of Minutes of June 17, 2015
- 3) Approval of Regular Meeting Schedule – draft attached
- 4) Reports on Projects and Upgrades
 - a. Status Report of IT Director (Attached)
 - b. Update on the switch to internet providers (verbal – Ed Crane)
- 5) 2005 SQL servers should be upgraded. (Server 304B Qdata/Reval/Prowater, TH-Finance) (quote pending)
- 6) Discussion with Ed Crane re feasibility of virtual town hall and/or plan to address aging Town IT infrastructure Town of Waterford Tech Plan (Attached)
- 7) Appointment of Sub-committee – IT CIP submissions
- 8) Sub-committee on IT Committee Policies and Ordinance update (verbal)
- 9) Old Business
- 10) New Business
- 11) Correspondence
- 12) Adjournment



Minutes

IT Committee Regular Meeting Agenda
June 17, 2015

Waterford Town Hall – BOE Conference Room

- 1) The meeting was called to order at 3:05pm by Chairperson Maryanna Stevens and a quorum was declared. Members in attendance were as follows: Cheryl Larder, Ed Crane, Mark Wujtewicz, Marlana Montgomery, Maryanna Stevens, Mike Bekech, Roslyn Rubinstein and Sally Ritchie and Mark Wujtewicz.. Also in attendance was Brett Mahoney.
- 2) Motion for the approval of Minutes of February 18, 2015 was made by Marlana Montgomery and seconded by Roslyn Rubinstein. The motion passed unanimously. Motion for the approval of the minutes of March 24, 2015 was also made by Marlana Montgomery and seconded by Roslyn Rubinstein. That motion also passed unanimously.
- 3) The report on the projects and upgrades was presented by IT Director Ed Crane. A summary is as follows:
 - a. Status Report of IT Director- presented were the hourly IT work reports for the General Government and Board of Education stratified by department for the months of Feb., March, April and May 2015
 - b. The Rectrac server was purchased and currently is being configured for use.
 - c. A total of 25 computers are going through licensing, key coding and are ready for deployment at the Muni complex with windows7 upgrades. These machines were donated by the BOE and are all approximately 5 years old. They are replacing many machines which are currently 10-12 years old.
 - d. Twenty Five (25) New desktop Computer are being deployed at the REC/PARK facilities in the Community Center, Planning Department and Fire Services. There were a total of 45 XP level computers plus laptops in the system before the two deployments noted above. There are still approximately 20 XP + laptops that need to be upgraded.
 - e. Necessary Fiber lines approval to the Municipal Complex and Radio tower have been approved for purchase and is waiting for appropriation after 7/1/2015.
 - f. The Town is terminating its contract with Digital Back Office to move to the Nutmeg Network as of August 1, 2015 as internet provider. If there are outages, IT will notify the users. The In-house firehouse server will not be supported post cutover and requires migration to the cloud.
 - g. New Computer upgrade status was discussed in items c and d on this section of the minutes.
 - h. The YSB lab computers have been found to be robust enough to handle Windows7 and are currently waiting the installation of additional memory and license acquisition.
 - i. The Phone system for EOC pricing has been finalized but needs to be appropriated after July 1. The system is Turnkey and is expected to be a Sept/Oct installation project.
- 4) Brett Mahoney reported that the core system is 5 years old and needs to be upgraded. Some possible options were discussed. 2003 servers should be upgraded to the current windows system. It was also noted that additional technologies such as body Cameras etc have to be incorporated in the Police Service IT programs.

- 5) The Windows 2003 servers need to be updated to the current Windows 7 configuration as they are no longer supported. There are approximately 14 servers in this category. A quote for the servers with a cost of \$10,284.30 was discussed. A note that \$15,000+ additional appropriation might be required. A motion to purchase the 13 servers for \$10,284.30 as made by Roslyn Rubinstein and seconded by Sally Ritchie. The motion passed unanimously.
- 6) 2005 SQL servers should also be upgraded. A needs analysis will be formed for Server 304B (QDS,Reval/Prowater) and server TH (Finance)
- 7) The Virtual server system at the police station needs to be updated at a cost of \$3750.00. Motion to upgrade this system was made by Sally Ritchie and seconded by Marlena Montgomery. The motion passed unanimously.
- 8) A Server rack for the phone system is needed for PD server room at a cost of \$984.00. A motion was made to purchase this rack was made by Sally Ritchie and seconded by Marlena Montgomery. The motion passed unanimously.
- 9) A request to surplus various IT equipment from the Town Clerk, Emergency Management and Library was received and discussed. A motion was made by Michael Bekech and seconded by Roslyn Rubinstein to approve the list of surplus equipment. The motion passed unanimously.
- 10) A discussion was held between committee members and Ed Crane regarding the development of a feasibility study of virtual town hall and to a plan to address aging Town IT infrastructure. A discussion was held as it regarded the history of the Town plan. Cheryl Larder discussed the need to put this plan together and make it to the Board of Finance, with RTM invites, possibly in September, for the purpose of educating the members to the town's needs going forward. It was noted that a structure similar to the Fleet Management plan would be helpful in looking at overall needs IT versus looking at the process on a department by department basis during the budget process. Ed Crane will work on the plan and felt he could make the time framework as suggested by Cheryl Larder.
- 11) A discussion was held regarding the need to review and update the IT Committee Policies and the Town Ordinance related to the IT Committee/ process. This will also include a review and update to the Strategic Technology Plan. Chairperson Stevens appointed a committee comprising of herself, Roslyn Rubinstein and Sally Ritchie to work on this project.
- 12) Old Business. No old business was noted.
- 13) New Business No new business was noted
- 14) Adjournment- A motion to adjourn the meeting was made by Roslyn Rubinstein and seconded by Mark Wujtewicz. The meeting was adjourned at 4:02pm.

Respectfully submitted

Michael Bekech

Acting Secretary for this meeting



**2016 INFORMATION TECHNOLOGY MEETING SCHEDULE
AND
RECORDING CLERK ASSIGNMENTS
3:00 P.M.**

- 1) **Wednesday, February 17, 2016 – Sally Ritchie**
- 2) **Wednesday, April 20, 2016 – Marlena Montgomery**
- 3) **Wednesday, June 15, 2016 – Mike Bekech**
- 4) **Wednesday, August 17, 2016 – Tali Soto**
- 5) **Wednesday, September 21, 2016 – Roz Rubinstein**
- 6) **Wednesday, October 19, 2016 – Bruce Miller**
- 7) **Wednesday, December 14, 2016 – Brian Flaherty**

FIFTEEN ROPE FERRY ROAD



Information Technology

SEP 25 2015

TO: Chairpersons
All Boards and Commissions

FROM: Janet Hanney *JH*
Assistant Town Clerk

DATE: September 22, 2015

RE: **2016 SCHEDULE OF REGULAR MEETINGS**

It is time to send your 2016 schedule of meetings to the Waterford Town Clerk. Please be sure a schedule is filed in this office on or before December 31, 2015.

A reminder that no regular meetings for the year 2016 shall be held sooner than thirty (30) days after the schedule has been filed with the Town Clerk's Office. For example, if a regular meeting for 2016 is scheduled for Thursday, January 7, 2016, then the meeting schedule must be filed with this office no later than December 8, 2015.

Thank you for your cooperation.

Town IT Agenda Items (October 2015):

Hours Reports:

June – September (see attached)

IT Updates :

Town Hall:

Town internet cutover successful to CEN

Fire Department:

Firehouse server moved to the cloud. CAD info is now flowing to the hosted provider

Municipal Complex:

Donated computers (25) deployment completed

Police Department:

WIFI system enhanced and expanded

Rec & Park:

WIFI bridge installed for Kronos system between Town Hall and Rec/Park Garage building

Senior Services:

Donated computer provided for HVAC control (Vendor install pending)

Youth Services Building:

Lab Computers upgraded Windows system and memory

New Items :

- 2005 SQL servers should be upgraded. (Server 304B:Qdata, Reval, Prowater & Profund) (\$4,270 estimated)
- Profund server upgrade (Quote attached: \$587.50)
- New Computers received: Replace legacy XP machines in: P&Z, Senior Services, Fire Marshall, Town Clerk, Tax Collector
- Town technology plan bullets for discussion attached

Pending Items :

- Town wide Fiber approval status—Purchase Order?
- Grant for firewall—Timeline?
- Phone system for EOC status—Approved?
- PD SQL server upgrades needed

Town of Waterford Tech Plan Bullets:

This 5 year deployment plan will bring the town network up to date and allow growth as needed. The new technology will improve performance, security, reliability and quality of use.

- Review IT Department responsibilities as defined in the current SOP. The town has grown significantly and changes need to be defined as well as addressing the staffing needs to meet the expectations.
- Automate the helpdesk
- Purchase a new VMware system that will scale with town needs. The system should be capable to scale to provide VDI support. VDI support will allow use of virtual desktops in departments where applicable.
- Implement VLANs to meet state police mandate and better protect the local networks.
- Install updated firewall to sufficiently protect the town networks.
- Replace legacy T1 network with a town wide fiber network. Network will carry data, voice, security and digital police radios.
- Upgrade all legacy operating server operating software such as windows and SQL.
- Replace, upgrade or remove all desktop computers running legacy operating systems.
- Replace, upgrade or remove all laptops running legacy operating systems.
- Upgrade finance system to Munis to meet the town needs.
- Review Data flow and eliminate duplicate work by automating data flow between key systems. Purchase/Deploy current version of MS office town wide. This will provide a consistent system and eliminate sharing problems with employees and public.
- Install a web filter system to protect, control and monitor as needed.
- Implement Email server Exchange 2016 with HD array. We currently utilize Exchange 2010. Replacement should be scheduled within 3 years.
- Expand the Towns WIFI network to serve key areas. Tie the systems together to establish consistency and security.

- Expand the VOIP system to the EOC.
- Deploy a current EOC system management application to replace the outdated and unsupported FoxPro system.
- Survey printing needs. Select a provider that can efficiently service our printer fleet as needed.
- Replace VPN system with more secure and user friendly VDI desktop access system.
- Determine if the CC lab will stay or go.
- Update the disaster recovery plan.

EXER10 100.1.10
Windows 2000 OS Standard SP4
MSL Support
File Server

TH-LOC 100.1.10
Windows 2000 OS Standard SP4
File Server

TH-PZ 100.1.10
Windows 2000 OS Standard SP4
File Server

SRV-2010 100.1.10
Windows 2000 OS Standard SP4
File Server

SRV-2011 100.1.10
Windows 2000 OS Standard SP4
File Server

SRV-2012 100.1.10
Windows 2000 OS Standard SP4
File Server

SRV-2013 100.1.10
Windows 2000 OS Standard SP4
File Server

PD-OC 100.1.10
Windows 2000 OS Standard SP4
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PD-OC 100.1.10
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PD-OC 100.1.10
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PD-OC 100.1.10
Windows 2000 OS Standard SP4
File Server

DISPATCH-FTO 100.1.10
Windows 2000 OS Standard SP4
File Server

DISPATCH-FTO 100.1.10
Windows 2000 OS Standard SP4
File Server

PD-LPERRY 100.1.10
Windows 2000 OS Standard SP4
File Server

PD-NEVOTION 100.1.10
Windows 2000 OS Standard SP4
File Server

PD-2011 100.1.10
Windows 2000 OS Standard SP4
File Server

PD-2012 100.1.10
Windows 2000 OS Standard SP4
File Server

PD-2013-USE 100.1.10
Windows 2000 OS Standard SP4
File Server

TH-ADHERE 100.1.10
Windows 2000 OS Standard SP4
File Server

TH-LOC 100.1.10
Windows 2000 OS Standard SP4
File Server

TH-SILVER 100.1.10
Windows 2000 OS Standard SP4
File Server

TH-YAVARA 100.1.10
Windows 2000 OS Standard SP4
File Server

TH-EXPRESS 100.1.10
Windows 2000 OS Standard SP4
File Server

TH-2000 100.1.10
Windows 2000 OS Standard SP4
File Server

TH-STAFF 100.1.10
Windows 2000 OS Standard SP4
File Server

MC-STAFF 100.1.10
Windows 2000 OS Standard SP4
File Server

MC-LOC 100.1.10
Windows 2000 OS Standard SP4
File Server

MC-2010 100.1.10
Windows 2000 OS Standard SP4
File Server

SRV-2014 100.1.10
Windows 2000 OS Standard SP4
File Server

SRV-2015 100.1.10
Windows 2000 OS Standard SP4
File Server

PD-2016 100.1.10
Windows 2000 OS Standard SP4
File Server

Summary of IT Work - June 2015

Town of Waterford	Work Orders	Labor Hours
BOE/TOW Human Resources	2	0.50
TOW Finance	4	2.55
TOW Permitting/Planning-Zoning	3	1.80
TOW Public Works	2	2.50
TOW Tax Collector	1	0.30
Town Emergency Ops Center	1	0.50
Town Waterford Police Station	6	11.00
Town Waterford Public Library	4	4.02
Townwide District	1	0.75
Total	24	23.92
Board of Education	Work Orders	Labor Hours
BOE Administrative Staff	4	5.30
BOE Business Office	1	0.30
BOE Special Services	2	0.55
Clark Lane Middle School	11	6.85
Great Neck Elementary	5	2.35
J Building	2	0.50
Oswegatchie Elementary	5	12.45
Quaker Hill Elementary	7	6.50
School & Town	3	26.00
Schoolwide District	3	13.00
Waterford High School	20	5.31
Total	63	79.11

Summary of IT Work - July 2015

Summary of IT Work - July 2015		
Town of Waterford	Work Orders	Labor Hours
BOE/TOW Human Resources	2	0.60
TOW Assessor	3	1.10
TOW Finance	1	1.00
TOW Permitting/Planning-Zoning	2	2.60
TOW Public Works	2	1.30
TOW Recreation & Parks	1	0.50
TOW Registrar of Voters	1	1.50
TOW Senior Center	1	1.00
TOW Tax Collector	1	1.50
TOW Utility Commission	7	15.91
Town Emergency Ops Center	4	4.50
Town Fire Marshals Office	3	1.30
Town Waterford Police Station	4	12.05
Town Waterford Public Library	3	1.90
Total	35	46.76
Board of Education	Work Orders	Labor Hours
BOE Administrative Staff	4	1.10
BOE Business Office	1	0.50
BOE Food Service	5	2.50
BOE Special Services	1	0.30
Clark Lane Middle School	10	6.10
Great Neck Elementary	1	15.00
J Building	2	6.30
Oswegatchie Elementary	4	3.75
Quaker Hill Elementary	2	4.00
School & Town	3	29.00
Schoolwide District	17	162.00
Waterford High School	15	52.25
Total	65	282.80

Summary of IT Work - August 2015

Town of Waterford	Work Orders	Labor Hours
BOE/TOW Human Resources	1	0.01
TOW Finance	2	0.51
TOW First Selectman	1	3.00
TOW Permitting/Planning-Zoning	2	1.30
TOW Recreation & Parks	1	1.00
TOW Senior Center	3	2.50
TOW Tax Collector	1	0.30
TOW Utility Commission	3	1.80
Town Emergency Ops Center	1	0.50
Town Fire Marshals Office	1	0.30
Town Waterford Police Station	8	3.80
Town Waterford Public Library		0.01
Town Youth Services		1.30
Townwide District		14.02
Total	24	30.35
Board of Education	Work Orders	Labor Hours
BOE Administrative Staff	5	1.90
BOE Business Office	3	0.85
BOE Food Service	3	0.85
BOE Special Services	2	0.30
Clark Lane Middle School	59	30.71
Great Neck Elementary	13	8.91
Oswegatchie Elementary	19	25.50
Quaker Hill Elementary	10	12.20
School & Town	1	25.00
Schoolwide District	15	136.50
Waterford High School	53	37.94
Total	183	280.66

Summary of IT Work - September 2015

Town of Waterford	Work Orders	Labor Hours
BOE/TOW Buildings & Grounds	1	4.00
BOE/TOW Human Resources	2	1.00
TOW Assessor	1	0.30
TOW Finance	5	2.85
TOW First Selectman	1	0.10
TOW Permitting/Planning-Zoning	6	3.15
TOW Public Works	4	1.60
TOW Registrar of Voters	1	6.50
TOW Tax Collector	2	0.55
Town Emergency Ops Center	1	2.00
Town Fire Marshals Office	2	2.90
Town Waterford Police Station	20	21.65
Town Waterford Public Library	3	3.90
Town Youth Services	2	1.60
Townwide District	2	9.50
Total	53	61.60
Board of Education	Work Orders	Labor Hours
BOE Administrative Staff	4	2.10
BOE Business Office	8	3.50
BOE Food Service	2	0.80
BOE Special Services	7	3.05
Clark Lane Middle School	88	81.65
Great Neck Elementary	29	26.30
Oswegatchie Elementary	19	16.35
Quaker Hill Elementary	23	23.90
School & Town	3	22.00
Schoolwide District	2	1.50
Waterford High School	110	180.70
Total	295	361.85