



AGENDA

**IT Committee Regular Meeting Agenda**  
**June 17, 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](mailto:gmiller@waterfordct.org) )*

**Recording Clerk: Mike Bekech**

- 1) Call to Order
- 2) Approval of Minutes of February 18, 2015 and March 24, 2015
- 3) Reports on Projects and Upgrades
  - a. Status Report of IT Director
  - b. Rectrac server (verbal)
  - c. Muni complex windows7 deployment
  - d. New desktop Computer deployment status
  - e. Fiber approval (town wide) (verbal)
  - f. Switching internet providers in July (we will notify if outages are expected) - In house firehouse server will not be supported post cutover. (Communication to Bruce attached)
  - g. New Computer upgrade status (verbal)
  - h. YSB lab computers status (verbal)
  - i. Phone system for EOC (verbal)
  - j. Police technology for 2016 (verbal)
- 4) 2003 servers should be upgraded to the current windows system. (13 servers) Quote attached (\$10,284.30)
- 5) 2005 SQL servers should be upgraded. (Server 304B Qdata/Reval/Prowater, TH-Finance) (quote pending)
- 6) Virtual server system needs to be updated (quote attached) (\$3750.00)
- 7) Server rack needed for PD server room. (\$984.00)
- 8) Request to surplus equipment from Town Clerk, Emergency Management and Library
- 9) Discussion with Ed Crane re feasibility of virtual town hall and/or plan to address aging Town IT infrastructure
- 10) Discussion and appointment of sub-committee to update IT Committee Policies and Ordinance
- 11) Old Business
- 12) New Business
- 13) Correspondence
- 14) Adjournment

Town of Waterford  
Minutes of the Information and Technology Committee Regular Meeting  
February 18, 2015 at 3:00 p.m.

Present: Maryanna Stevens, Kathy Peterson, Roz Rubinstein, Brian Flaherty, Julie Watson Jones, Mark Wujtewicz , Mike Bekech, Neftali Soto, Brett Mahoney, Marlena Montgomery, and Sally Ritchie.

Staff: Jeff Robillard.

**Item 1 Call to Order**

The meeting was called to order by Chairperson, Maryanna Stevens at 3:00 p.m. A quorum was established.

**Item 2 Approval of the minutes of December 10, 2014.**

**Motion** by Kathy Peterson, second by Roz Rubinstein to approve the minutes as presented. Passed unanimously.

**Item 3 Report on Projects and Upgrades**

- a. There were no questions or comments on the Status Report of the Director which was included for review in the meeting packet.
- b. Report on the telephone upgrade project provided by J. Robillard. Project is basically complete. IT will have one last training session with the vendor.
- c. Kathy Peterson and Roz Rubinstein reported for the website sub-committee. Every Town Department has met with the vendor to discuss their pages. K. Peterson showed the site in progress. Comments and questions were addressed. Anticipated date of completion is the end of March or beginning of April.

**Item 4** Request from Sally Ritchie to discuss the need for a server in order to upgrade Rec Trac to accept credit cards.

Brian Flaherty was on hand to explain the request and to answer questions. The Rec Trac program shared by Rec and Park and Senior Services cannot be upgraded unless a new server is purchased. We are currently using a version that has not been upgraded for about four years. An upgrade would provide a fix to the disconnects that have been occurring with the current version. Additionally, in order to accept Credit card payments (which have been requested by town residents for years) we need to purchase the PayTrac module of the software and the vendor recommends that the system run on the most current version. The requirements of Rec Trac software are extensive and cannot be supported by a virtual server. This was confirmed by Jeff Robillard who has been in contact with the vendor.

Quotes for the server and the necessary software were reviewed. Expected total cost of the server and required software is \$6,233.31. The cost to purchase the Pay Trac

module as well as the credit card scanners will be shared by the Recreation and Parks and Senior Services Departments. Chairperson M. Stevens indicated that IT funds for the current year are insufficient to cover the cost of the server.

**Motion** by Roz Rubinstein, second Kathy Peterson to approve the request to purchase the new server and software as presented in an amount up to \$7,000.00 with a recommendation to forward the request on to the Board of Selectmen to obtain funding approval.

Passed unanimously.

**Item 5 Update on the distribution and upgrade of computers**

Chairperson M. Stevens presented the plan for the distribution and upgrade of Town computers as recommended by IT Director, Ed Crane. As discussed at previous meetings, many Town workstations are old and in need of replacement. 19 new computers will be installed as follows: 5 to Recreation and Parks, 8 to Planning and Zoning, 6 to Finance. All units within a department will be replaced so that all staff are working on the same version of Windows. The EOC and Fire Services are scheduled to receive new computers after July 1, 2015.

Chairperson Stevens reported that the Board of Education has 25 fairly new computers that they are willing to give to the Town. The units are available because the BOE is using virtual desktops. The 25 computers require licenses at a cost of \$136.00 each. Licenses will be for WinPro 8.1, which will be downgraded to Windows 7. As all of the computers at the Municipal Complex need to be replaced, it was proposed that all 25 units be distributed to the Municipal Complex.

**Motion** by Brian Flaherty, second M. Montgomery to approve the purchase of up to 25 licenses at a cost up to \$3,400.00. Passed Unanimously.

**Item 6 Old Business.** None

**Item 7 New Business-** None.

**Item 8 Correspondence.** None.

**Item 9 Adjournment**

**Motion** by Kathy Peterson second Roz Rubinstein to adjourn the meeting at 3:38 p.m.

Passed unanimously.

Respectfully Submitted,

Sally B. Ritchie  
Senior Services Director

TOWN OF WATERFORD



WATERFORD, CONNECTICUT 06093

**INFORMATION TECHNOLOGY COMMITTEE (ITC)**  
**SPECIAL MEETING MINUTES**  
**Waterford Town Hall – Appleby Room**  
**Date: March 24, 2015**

ATTORNEY  
 TOWN CLERK

15 APR 23 PM 1:07

PROPERTY RECORDS

**Members (and other attendees) Present:**

Maryanna Stevens (Chair)

T. Soto, S. Ritchie, Lt. B. Mahoney, K. Peterson, M. Wujtewicz, M. Montgomery, First Selectman D. Steward, R. Avena, J. Sauchuk, R. Rubinstein, K. Zawacki, Chief M. Pendleton.

**Item 1 - Call to Order** - Quorum was established and the meeting was called to order by Chair Stevens at 3:01 pm.

**Item 2- Review of Social Media Policy–**

**Discussion** – Sauchuk briefed the attendees regarding the appropriate use of social media. Among the topics and issues discussed: Note: it was discussed that due to the nature of their operations, the WPD has different standards than other Town departments may have.

- What should and what shouldn't be posted on social media.
- Level of comfort with the postings.
- The use of personal [social media] accounts to discuss work issues or topics.
- Violence in the workplace, harassment, profanity, discrimination, illegal activities, etc.
- The use of Town time and equipment (computers, telephone, tablets, etc.) - This equipment is exposed to discovery.
- Access blocking and access to various social media sites. (FB, Tweeter, LinkedIn, Instagram, etc
- Who should have access to official social media.
- The use of equipment to play games
- Record retention laws
- Within departments – Who should have control for the content of official Town

social media access and postings.

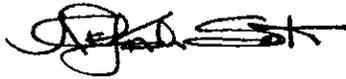
- Allowing or not allowing comments. (lengthy discussion). Removal of comments. Proper channels to allow feedback from residents. (email, phone call, etc.)
- Lt. Mahoney briefed the group regarding the WPD social media procedures.
- Which departments have social media pages and whether they need it
- If departments have interest on social media it has to be vetted (or approved) by IT Committee or First Selectman. Final approval by First Selectman.

It was the consensus that additional discussion needs to ensue to have a clear grasp of the social media issues.

**Item 15 – Adjournment**

Moved by Wujtewicz and Soto. Passed – Unanimous. Meeting adjourned at 4:10 pm.

Respectfully submitted,



Neftali Soto, P.E. - Chief Engineer  
Utility Commission

Town of Waterford  
IT Committee  
Special Meeting Minutes  
May 6, 2015  
Waterford Town Hall- BOE Conference Room

Members Present:

Members – Maryanna Stevens, Marlena Montgomery, Sally Ritchie, Roz Rubinstein, Kristin Zawacki, Neftali Soto, Julie Watson Jones, Mark Wujewicz, Kathy Peterson, Brian Flaherty, Alan Wilensky

Also present—Gail Miller, Finance, Kerry Sullivan, Rec & Park, Kate Rotella, Purchasing Agent, Sandy Keniston, Public Works, Dani Gorman, Youth Services Director

Item 1

Call to Order- Meeting was called to order at 3:00 p.m.

Item 2

Discussion ensued regarding the new website. The group is pleased with the new website. There were a few minor changes that would be requested from the vendor but the roll out of the new website was a success. Training for those who were unable to attend the initial training will be provided on May 7<sup>th</sup>. Any questions or issues with the website are to be directed to Roz, Sally or Kathy. They will be the direct contact for the vendor.

Item 3 -Adjournment

Motion to Adjourn- Marlena Montgomery, Second, Kathy Peterson; Motion passed - unanimous Meeting adjourned at 3:58 p.m.

Respectfully Submitted

Maryanna Stevens

<b>Summary of IT Work - February 2015</b>		
<b>Town of Waterford</b>	<b>Work Orders</b>	<b>Labor Hours</b>
TOW Assessor	3	1.10
TOW Finance	1	0.30
TOW Permitting/Planning-Zoning	3	7.00
TOW Public Works	6	7.50
TOW Recreation & Parks	1	0.30
TOW Registrar of Voters	1	1.00
TOW Senior Center	3	1.35
TOW Tax Collector	4	3.50
TOW Town Clerk	3	5.75
TOW Utility Commission	2	3.80
Town Emergency Ops Center	1	2.00
Town Fire Marshals Office	1	0.20
Town Waterford Police Station	5	3.50
Town Waterford Public Library	6	11.00
Town Youth Services	1	0.90
Townwide District	8	29.00
<b>Total</b>	<b>49</b>	<b>78.20</b>
<b>Board of Education</b>	<b>Work Orders</b>	<b>Labor Hours</b>
BOE Administrative Staff	1	3.50
BOE Business Office	3	0.85
BOE Food Service	1	0.30
BOE Special Services	3	3.60
Clark Lane Middle School	39	29.40
Great Neck Elementary	16	10.50
J Building	2	1.10
Oswegatchie Elementary	13	13.45
Quaker Hill Elementary	15	27.75
School & Town	3	29.00
Schoolwide District	21	279.00
Waterford High School	53	75.30
<b>Total</b>	<b>170</b>	<b>473.75</b>

<b>Summary of IT Work - March 2015</b>		
<b>Town of Waterford</b>	<b>Work Orders</b>	<b>Labor Hours</b>
BOE/TOW Human Resources	1	0.30
TOW Assessor	1	0.50
TOW Finance	2	3.80
TOW Permitting/Planning-Zoning	4	2.05
TOW Public Works	3	1.80
TOW Tax Collector	2	2.50
TOW Town Clerk	1	0.50
TOW Utility Commission	2	3.30
Town Emergency Ops Center	1	1.00
Town Fire Marshals Office	1	0.30
Town Waterford Police Station	16	36.25
Town Waterford Public Library	8	5.31
Town Youth Services	1	0.30
Townwide District	1	6.00
<b>Total</b>	<b>44</b>	<b>63.91</b>
<b>Board of Education</b>	<b>Work Orders</b>	<b>Labor Hours</b>
BOE Administrative Staff	1	0.30
BOE Business Office	1	0.50
BOE Food Service	1	0.01
BOE Special Services	1	1.00
Clark Lane Middle School	34	63.30
Great Neck Elementary	20	40.45
J Building	3	13.45
Oswegatchie Elementary	12	14.30
Quaker Hill Elementary	7	12.75
School & Town	2	22.00
Schoolwide District	22	310.50
Waterford High School	46	61.80
<b>Total</b>	<b>150</b>	<b>540.36</b>

<b>Summary of IT Work - April 2015</b>		
<b>Town of Waterford</b>	<b>Work Orders</b>	<b>Labor Hours</b>
BOE/TOW Human Resources	4	1.90
TOW Finance	6	29.40
TOW Permitting/Planning-Zoning	1	0.50
TOW Public Works	2	1.30
TOW Senior Center	1	1.00
Town Emergency Ops Center	1	0.50
Town Waterford Police Station	11	13.80
Town Waterford Public Library	6	6.30
Town Youth Services	3	1.30
Townwide District	2	11.00
<b>Total</b>	<b>37</b>	<b>67.00</b>
<b>Board of Education</b>	<b>Work Orders</b>	<b>Labor Hours</b>
BOE Administrative Staff	2	1.10
BOE Business Office	8	8.80
BOE Food Service	1	16.00
Clark Lane Middle School	29	29.80
Great Neck Elementary	10	10.80
J Building	1	4.00
Oswegatchie Elementary	10	9.05
Quaker Hill Elementary	6	7.80
School & Town	2	22.00
Schoolwide District	18	218.75
Waterford High School	33	36.05
<b>Total</b>	<b>120</b>	<b>364.15</b>

<b>Summary of IT Work - May 2015</b>		
<b>Town of Waterford</b>	<b>Work Orders</b>	<b>Labor Hours</b>
BOE/TOW Human Resources	5	7.80
TOW Finance	6	21.50
TOW Permitting/Planning-Zoning	2	0.80
TOW Public Works	2	1.00
TOW Recreation & Parks	2	6.50
TOW Senior Center	1	2.50
TOW Tax Collector	3	2.30
Town Emergency Ops Center	1	1.00
Town Fire Marshals Office	1	0.50
Town Waterford Police Station	12	16.25
Town Waterford Public Library	7	5.70
Town Youth Services	1	0.30
Townwide District	1	1.00
<b>Total</b>	<b>44</b>	<b>67.15</b>
<b>Board of Education</b>	<b>Work Orders</b>	<b>Labor Hours</b>
BOE Business Office	1	0.30
BOE Special Services	1	0.30
Clark Lane Middle School	23	17.15
Great Neck Elementary	16	32.85
J Building	1	6.00
Oswegatchie Elementary	5	5.20
Quaker Hill Elementary	7	3.40
School & Town	4	25.00
Schoolwide District	5	47.00
Waterford High School	46	63.10
<b>Total</b>	<b>109</b>	<b>200.30</b>

## Maryanna Stevens

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**From:** Ed Crane  
**Sent:** Monday, February 23, 2015 8:47 AM  
**To:** Maryanna Stevens  
**Subject:** RE: Town computer distribution

Ok. Thanks

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**From:** Maryanna Stevens [<mailto:mstevens@waterfordct.org>]  
**Sent:** Monday, February 23, 2015 8:46 AM  
**To:** Ed Crane  
**Subject:** RE: Town computer distribution

Hi Ed

We are ok with the computers the Town purchased but I will have to go to the BOF on March 11<sup>th</sup> to get additional funds since I will not have enough in my budget. I don't believe there will be an issue but I don't want to give the ok until I have their approval.

Maryanna

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**From:** Ed Crane  
**Sent:** Monday, February 23, 2015 8:44 AM  
**To:** Maryanna Stevens  
**Cc:** David Sanford  
**Subject:** Town computer distribution

Hi Maryanna, Hope all went well at the IT meeting last week. Are we good to go with the distribution of new and donated computers?

Also.. David has 2 almost new town computers in stock that I would like deployed as well.

Below is the latest list that was fine tuned. Ed

The 19 new TOW DT's go to these locations-

TH 6 pcs-

Maryanna Stevens

Bernie Pisacich

Linda Geer \*\* Cancelled (this unit was used by Brett Mahoney for an emergency video camera system.)

Gail Miller

Ginny Bielucki

Roseann Martell

WPD 2 pcs-

PD-SGT-Office2 (kates HP8000 that was returned to IT) 1 yr old

PD-RECORDS-2 (new z230 that was never deployed)

Main Meeting Room DT is going to be upgraded to a [not yet purchased] laptop)

EOC/FMO 7 pcs -

Karen Ferrara

Bruce Miller

Connie Herman \*\* re assigned to P&Z office

Peter Schink \*\* re assigned to P&Z office

Jeff Lathrop \*\* re assigned to P&Z office

Mark Parker \*\* re assigned to P&Z office

Linda Finnegan \*\* re assigned to P&Z office

Remaining 2 new computers will also go to P&Z. P&Z will be short by 1 or 2 computers. May need to backfill next year.

Rec & Parks 5 pcs-

Brian Flaherty

Ryan McNamara

Kerry Sullivan

Ann Nolan

Hilary Willard

Muni will get rebuilt gx760's from the old WHS with us boosting RAM to 4 gigs on the 760's as needed. They also need Win7 licensing.

One gw760 computer will go to the crystal Mall PD office.

## Maryanna Stevens

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**From:** Bruce Miller  
**Sent:** Monday, June 01, 2015 2:58 PM  
**To:** Maryanna Stevens  
**Cc:** Ed Crane  
**Subject:** Re: Firehouse Server

I will give FH a call and see where we stand

On Jun 1, 2015, at 2:47 PM, Maryanna Stevens <[mstevens@waterfordct.org](mailto:mstevens@waterfordct.org)> wrote:

Hi Bruce,

As of August 1, 2015, the Town will terminate its contract with Digital Back Office and move to the Nutmeg network. At a fraction of the cost, we will more than double our bandwidth. Once we terminate with DBO, the service to the Firehouse Server that resides in the EOC will terminate.

We had spoken a month or so ago about migrating to the cloud. Do you have a date as to when you will move to the cloud? I'd like to get started with our move to the Nutmeg Network but obviously want to make sure we don't lose connectivity for Fire Calls.

Thanks  
Maryanna

Maryanna Stevens, CPA  
Director of Finance  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

(860) 444-5842 Phone  
(860) 440-0579 Fax



Dear ED Crane,

Good news. The quote you requested is ready. Please log in to your Business Direct account to review it now.

#### Quote Details

Quote Number: 43335689102  
 Status: Pending Approval from Buyer  
 Quote is valid until: 07/03/2015\*  
 Company Name: TOWN OF WATERFORD  
 Customer #: 12556411  
 Requested by: ED Crane

#### Billing Address

TOWN OF WATERFORD  
 15 ROPE FERRY RD, ATTN: ACCTS PAYABLE,  
 WATERFORD, CT 06385  
 Phone Number: 860- 440-0540

#### Shipping Address

TOWN OF WATERFORD  
 15 ROPE FERRY RD, ATTN: ACCTS PAYABLE,  
 WATERFORD, CT 06385  
 Phone Number: 860- 440-0540

#### Shipping Method

UPS Ground (3-7 days)

Product Description	PCMG Part #	Mfr Part #	Qty	Unit Price	Ext. Price
Mfr: Microsoft Windows Server 2012 R2 Standard - License - 2 processors - local - MOLP: Government - English	9833812	P73-06299	13	\$629.95	\$8,189.35
<b>Comment to this item:</b> No comment added					
<b>Comments:</b>					
No Comments Added					
Group Subtotal:					\$8,189.35
Estimated Sales Tax:					\$0.00
Shipping (UPS Ground):					\$0.00
<b>Total:</b>					<b>\$8,189.35</b>

\* Promotional pricing is limited to the duration of the specific promotion, and is subject to change.

If you have any questions regarding your order, contact your Account Representative, **Daniel Racaniello** at (800)625-5468 Ext 82437 or eMail at [DanR@pcmallgov.com](mailto:DanR@pcmallgov.com).

Thanks again for shopping at PCMG Business Direct.



Dear ED Crane,

Good news. The quote you requested is ready. Please log in to your Business Direct account to review it now.

#### Quote Details

Quote Number: 43335700176  
 Status: Pending Approval from Buyer  
 Quote is valid until: 07/03/2015\*  
 Company Name: TOWN OF WATERFORD  
 Customer #: 12556411  
 Requested by: ED Crane

#### Billing Address

TOWN OF WATERFORD  
 15 ROPE FERRY RD, ATTN: ACCTS PAYABLE,  
 WATERFORD, CT 06385  
 Phone Number: 860- 440-0540

#### Shipping Address

TOWN OF WATERFORD  
 15 ROPE FERRY RD, ATTN: ACCTS PAYABLE,  
 WATERFORD, CT 06385  
 Phone Number: 860- 440-0540

#### Shipping Method

UPS Ground (3-7 days)

Product Description	PCMG Part #	Mfr Part #	Qty	Unit Price	Ext. Price
Mfr: Microsoft Windows Server 2012 - License - 1 device CAL - local - MOLP: Government - English	9336508	R18-04292	100	\$20.95	\$2,095.00
<b>Comment to this item:</b> No comment added					
<b>Comments:</b>					
No Comments Added					
Group Subtotal:					\$2,095.00
Estimated Sales Tax:					\$0.00
Shipping (UPS Ground):					\$0.00
<b>Total:</b>					<b>\$2,095.00</b>

\* Promotional pricing is limited to the duration of the specific promotion, and is subject to change.

If you have any questions regarding your order, contact your Account Representative, **Daniel Racaniello** at (800)625-5468 Ext 82437 or eMail at [DanR@pcmallgov.com](mailto:DanR@pcmallgov.com).

Thanks again for shopping at PCMG Business Direct.

Consolidated Computing, Inc.

# Quote

380 Morehouse Road  
 Easton, CT 06612

Date	Quote #
5/22/2015	3497

Client Name/Address
Town of Waterford Ed Crane 15 Rope Ferry Road Waterford, CT 06385

Item	Description	Qty	Price per Unit	Total
CCI-SERV-VM	Town of Waterford - VMware vSphere/vCenter updates  Town Hall to be performed in July VMWARE 6.0 vSphere and vCenter updates VMware Enterprise for Host Servers EMC SAN updates see scope of work	2.5	1,500.00	3,750.00T

			<b>Subtotal</b>	\$3,750.00
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If you have any questions please contact:  
 Don Hanson  
 203-268-3455  
 donhanson@consolidatedcomputing.com

Web Site
<a href="http://www.consolidatedcomputing.com">www.consolidatedcomputing.com</a>

<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$3,750.00

TO BE  
DISPOSED  
OF.

~~DELETION~~

FIXED ASSET WORKSHEET

\*

ASSET NUMBER

STATUS

DESCRIPTION

LASER PRINTED  
HEWLETT PACKARD

CLASS CODE  
(SEE LISTING BELOW)

500

SUB-CLASS

SERIAL NUMBER

US9C010530

LOCATION  
(ADDRESS)  
(ROOM IF APPLICABLE)

Town Clerk

DEPARTMENT

Town Clerk

DATE ACQUIRED

6/30/00

ACQUISITION COST

LINE ITEM(S) CHARGED

PO NUMBER(S)

INVOICE NUMBER(S)

VENDOR(S)

MANUFACTURER

MODEL #

4050 TN  
~~US9C010530~~

MODEL YEAR

ASSET RETIRED (TAG #)

\* DISPOSED OF  
BY PICOH  
11/21/14

CLASS CODES:

LAND	100
LAND IMPROVEMENTS	200
CONSTRUCTION	300
CONSTRUCTION-IN-PROGR	301
INFRASTRUCTURE	400
MACHINERY & EQUIPMENT	500
LICENSED VEHICLES	600
SOFTWARE	700

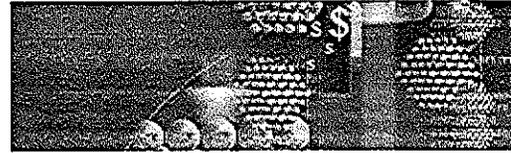
ROBERT M. NYE  
PERSON COMPLETING FORM

*[Signature]*  
SIGNATURE  
(DEPARTMENT HEAD)

6/10/15  
DATE

NOTE: SHADED AREAS WILL BE COMPLETED BY THE FINANCE DEPARTMENT

AssetWORKS



ASSETMAXX  
Town of Waterford

[Logout](#) [Admin](#) [Asset](#) [Data Feeds](#) [Physical Inventory](#) [Reports](#)

### View Posted Asset

#### BASIC ASSET INFORMATION

<b>Asset Tag</b>	9801200032	<b>Quantity</b>	1
<b>Description</b>	SYSTEM COMPUTER		
<u>Extended Description</u>			
<b>Manufacturer</b>	COMPAQ	<b>Status</b>	Active
<b>Model</b>	EN P866	<b>Condition</b>	GOOD - NORMAL WEAR/TEAR
<b>Serial #</b>	X131DYSZC857		
<b>Acq. Date</b>	01/01/2002	<b>Received Date</b>	01/01/2002
<b>Acq. Method</b>	P - PURCHASED	<a href="#">Request Asset Action</a>	
<b>Class</b>	1900 - COMPUTER EQUIPMENT	<a href="#">Depreciation Schedule</a>	

<b>Site</b>	108 - SAFETY COMPLEX	<b>Attached Asset</b>
<b>Building</b>	01102 - SAFETY COMPLEX	<b>Vendor</b>
<b>Room</b>	OFFICE - OFFICE	<b>Doc. Ref. #</b>

[Asset Logs & Photos](#) → [Quantity](#) [Tag](#) [Status](#) [Location](#) [Department](#) [Fund](#) [Photo](#)

**DEPT/FUND** | [Accounting](#) | [Insurance](#) | [User Data](#) | [Maintenance](#)

Department	Dept %	Fund	Fund %	Fund Amount
22 - EMERGENCY MANAGEMENT	100.00	101 - GENERAL FUND	100.00	0.00

**Ginny Bielucki**

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**From:** Ginny Bielucki  
**Sent:** Thursday, May 14, 2015 2:29 PM  
**To:** Karen Ferrara  
**Subject:** RE: fixed assets -Emergency Management

<b>Tracking:</b>	<b>Recipient</b>	<b>Delivery</b>	<b>Read</b>
	Karen Ferrara	Delivered: 5/14/2015 2:29 PM	Read: 5/14/2015 2:29 PM

Karen,

You should normally send the information to the I.T. chairperson (Maryanna). I will give her the information for the June meeting. I am not sure if she is going to change the procedure, but until your hear otherwise, you should continue to follow the current procedure.

Thanks,  
Ginny

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**From:** Karen Ferrara  
**Sent:** Thursday, May 14, 2015 2:26 PM  
**To:** Ginny Bielucki  
**Subject:** RE: fixed assets -Emergency Management

Ok, so do I have to do anything?

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**From:** Ginny Bielucki  
**Sent:** Thursday, May 14, 2015 2:22 PM  
**To:** Karen Ferrara  
**Cc:** Murray Pendleton; Maryanna Stevens  
**Subject:** RE: fixed assets -Emergency Management

Hi Karen,

I.T. asset disposals still have to approved by the I. T. committee. I will retire them from your listing once the surplus has been approved.

Thanks,  
Ginny

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**From:** Karen Ferrara  
**Sent:** Thursday, May 14, 2015 2:18 PM  
**To:** Ginny Bielucki  
**Cc:** Murray Pendleton  
**Subject:** RE: fixed assets -Emergency Management

Hi Ginny

I looked over the fixed asset list for Emergency Management and there is 1 item that is no longer here, it is item #980120032 System Computer serial #X13DYSZC857 from 2002 which was removed by IT and taken to the town dump in July 2014. Please remove this from the Emergency Management list.

Thanks  
Karen

98012000 32

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**From:** Ginny Bielucki  
**Sent:** Friday, April 17, 2015 2:52 PM  
**To:** Murray Pendleton  
**Cc:** Karen Ferrara  
**Subject:** fixed assets -Emergency Management

Good Afternoon Chief,

Please find the asset listing for your department attached. If all items are correct, sign the attached certification form and return it to finance. If any additions are needed, I will need a signed fixed asset form that includes the original purchase information. I have attached a blank form. For any deletions, I will need the details on when the asset was removed and where it went, also include the date the item was declared surplus, if applicable. As a reminder, if you have computer equipment that costs less than \$1,000.00, it will not be included here. I also need a fixed asset form if you have added software with a cost of \$5,000.00 or more.

Please respond by May 15, 2015.

Thank you,  
Ginny Bielucki  
Accountant  
Town of Waterford, CT 06385  
Phone 860-444-5843  
Fax 860-440-0579

**WATERFORD PUBLIC LIBRARY**  
49 ROPE FERRY ROAD  
WATERFORD, CONNECTICUT 06385

TO: Ginny Bielucki, Accountant  
FROM: Roz Rubinstein, Library Director *RR*  
SUBJECT: FIXED ASSET LISTING  
DATE: May 8, 2015

There are several deletions to the 4/17/15 fixed asset listing, all related to IT network equipment and software. Attached please find the listing with these items highlighted. Also attached are two e-mails from David Sanborn, BOE/IT explaining the 'disposition' of the equipment in question.

- 100287 Server – Hewlett Packard Removed 2/2015 See e-mail
- 101202 Tape Drive – Quantum Removed 2/2015 See e-mail
- 9204030252 File Server – SIRSI Migrated to cloud 12/14  
The library is now accessing its software  
in the SIRSI cloud
- 9204031552 System Computer – Compaq See e-mail
- 9204031554 System Computer Networking  
Tape Drive Router and Switch See e-mail

**Roslyn Rubinstein**

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**From:** David Sanford  
**Sent:** Friday, May 08, 2015 1:54 PM  
**To:** Roslyn Rubinstein  
**Subject:** RE: Computer Assets

Yes, long gone!

Are you reading from one of those Finance Office Asset Lists? That reminds me, I will be over in the next few days to confirm the IT Office Asset List!

David

---

**From:** Roslyn Rubinstein [<mailto:rrubinst@waterfordct.org>]  
**Sent:** Friday, May 08, 2015 1:29 PM  
**To:** David Sanford  
**Subject:** RE: Computer Assets

Hi David,

One more item that is listed as a computer asset but I believe is also 'long gone:'

- Compaq System Computer from 2001.

Please confirm.

Thank you.

Roz

---

**From:** David Sanford  
**Sent:** Thursday, May 07, 2015 9:25 AM  
**To:** Roslyn Rubinstein  
**Cc:** Ed Crane  
**Subject:** RE: Computer Assets

Hi Roz,

Sorry for the delay but I was out sick earlier this week

- Cisco network router – not replaced
- HP server – removed in 2/15. Currently in IT Vault but not yet re-classified as surplus
- Quantum Tape drive – Currently in IT Vault but not yet re-classified as surplus. Note - this is the tape drive purchased 2-3 years ago to replace your broken one
- 'System Computer Networking -- Tape Drive Router and Switch -- yes, long gone

David Sanford  
860-867-7744  
Help Desk Administrator  
Waterford Public Schools  
Town of Waterford

---

**From:** Roslyn Rubinstein [<mailto:rrubinst@waterfordct.org>]  
**Sent:** Thursday, May 07, 2015 8:25 AM  
**To:** David Sanford  
**Cc:** Ed Crane  
**Subject:** FW: Computer Assets

David,

Do you have the info on this equipment? I need it as soon as possible.

Thank you.

Roz

---

**From:** Ed Crane  
**Sent:** Monday, May 04, 2015 11:11 AM  
**To:** David Sanford  
**Cc:** Roslyn Rubinstein  
**Subject:** FW: Computer Assets  
**Importance:** High

Hi David,

Here is the list I mentioned. Jeff may have info on the 1<sup>st</sup> item(cisco router). The last 3 items look fairly straight forward.

Let me know if you have any questions. Please let Roz know when changes are all set.

Thanks. Ed

---

**From:** Roslyn Rubinstein [<mailto:rrubinst@waterfordct.org>]  
**Sent:** Monday, May 04, 2015 10:12 AM  
**To:** Ed Crane  
**Subject:** Computer Assets  
**Importance:** High

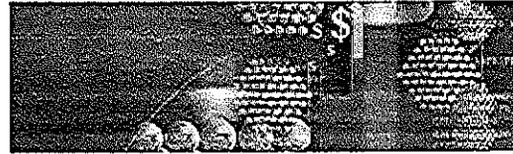
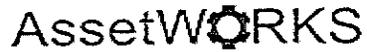
Hi Ed,

I dropped the ball here in reporting changes in computer/IT assets. I hope you can help me with information on the following:

- Cisco network router – acquired in 2008. I know Dave Leeper was here recently and upgraded equipment for us. Was this what was replaced? If yes, is the replacement valued at more than \$1,000 and what was the disposition of the old router?
- HP server --removed in 2/15. What was the disposition? Is it surplus at the BOE?
- Quantum Tape drive -- removed with the server; what was the disposition? Is it surplus at the BOE?
- 'System Computer Networking – Tape Drive Router and Switch – on the list with no details and an acquisition date of 2002, which is when we first moved to SIRSI. Is this long gone?

Thank you.

Roz



ASSETMAXX  
Town of Waterford

[Logout](#) [Admin](#) [Asset](#) [Data Feeds](#) [Physical Inventory](#) [Reports](#)

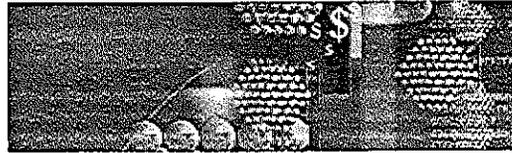
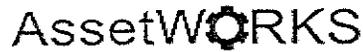
*View Posted Asset*

**BASIC ASSET INFORMATION**

<b>Asset Tag</b>	100287	<b>Quantity</b>	1
<b>Description</b>	SERVER		
<b><u>Extended Description</u></b>			
<b>Manufacturer</b>	HEWLETT-PACKARD	<b>Status</b>	Active
<b>Model</b>	PROLIANT ML370G4	<b>Condition</b>	NEW - EXCELLENT
<b>Serial #</b>	USE537N5JJ		
<b>Acq. Date</b>	10/16/2005	<b>Received Date</b>	
<b>Acq. Method</b>	P - PURCHASED		
<b>Class</b>	1900 - COMPUTER EQUIPMENT		
<b><u>Request Asset Action</u></b>			
<b><u>Depreciation Schedule</u></b>			
<b>Site</b>	012 - TOWN LIBRARY	<b>Attached Asset</b>	
<b>Building</b>	01201 - LIBRARY	<b>Vendor</b>	HEWLETT-PACKARD COMPANY
<b>Room</b>	LIBRY - LIBRARY	<b>Doc. Ref. #</b>	33814481

**Asset Logs & Photos** → [Quantity](#) [Tag](#) [Status](#) [Location](#) [Department](#) [Fund](#) [Photo](#)

Dept/Fund	<b>ACCOUNTING</b>	Insurance	User Data	Maintenance	
<b>Quantity</b>	1	<b>Account</b>	500 - MACHINERY & EQUIPMENT		<b>Disposal Date</b>
<b>Unit Cost</b>	\$3,966.00	<b>Accum. Depr. (Book 1)</b>	\$3,966.00		<b>Disposal Method</b>
<b>Total Cost</b>	\$3,966.00	<b>Net Book Value (Book 1)</b>	\$0.00		<b>Cost of Sale</b>
<b>Cost Method</b>		<b>Accum. Depr. (Book 2)</b>	\$3,966.00		<b>Proceeds</b>
<b>Useful Life</b>	5	<b>Net Book Value (Book 2)</b>	\$0.00		<b>Gain/Loss (Book 1)</b>
<b>Full Depr. Date</b>	10/16/2010	<b>Salvage Value</b>	\$0.00		<b>Gain/Loss (Book-2)</b>
					\$-\$
					\$-\$
					\$-\$



ASSETMAXX  
Town of Waterford

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*View Posted Asset*

**BASIC ASSET INFORMATION**

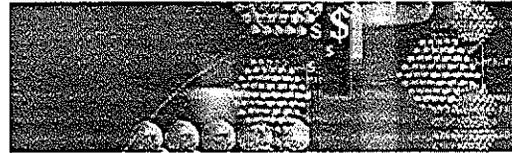
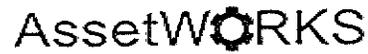
<b>Asset Tag</b>	101202	<b>Quantity</b>	1
<b>Description</b>	TAPE DRIVE		
<u>Extended Description</u>			
<b>Manufacturer</b>	QUANTUM	<b>Status</b>	Active
<b>Model</b>	LTO-4HH INT TAPE DRIVE	<b>Condition</b>	NEW - EXCELLENT
<b>Serial #</b>	HU1237R7WN		
<b>Acq. Date</b>	11/20/2012	<b>Received Date</b>	
<b>Acq. Method</b>	P - PURCHASED		
<b>Class</b>	1900 - COMPUTER EQUIPMENT		

[Request Asset Action](#)  
[Depreciation Schedule](#)

<b>Site</b>	012 - TOWN LIBRARY	<b>Attached Asset</b>	
<b>Building</b>	01201 - LIBRARY	<b>Vendor</b>	CDW-G
<b>Room</b>	LIBRY - LIBRARY	<b>Doc. Ref. #</b>	S999678

[Asset Logs & Photos](#) → [Quantity](#) [Tag](#) [Status](#) [Location](#) [Department](#) [Fund](#) [Photo](#)

Dept/Fund		<b>ACCOUNTING</b>		Insurance		User Data		Maintenance	
<b>Quantity</b>	1	<b>Account</b>		500 - MACHINERY & EQUIPMENT		<b>Disposal Date</b>			
<b>Unit Cost</b>	\$1,540.00	<b>Accum. Depr. (Book 1)</b>		\$757.26		<b>Disposal Method</b>			
<b>Total Cost</b>	\$1,540.00	<b>Net Book Value (Book 1)</b>		\$782.74		<b>Cost of Sale</b>		\$	
<b>Cost Method</b>		<b>Accum. Depr. (Book 2)</b>		\$757.26		<b>Proceeds</b>		\$	
<b>Useful Life</b>	5	<b>Net Book Value (Book 2)</b>		\$782.74		<b>Gain/Loss (Book 1)</b>		\$	
<b>Full Depr. Date</b>	11/20/2017	<b>Salvage Value</b>		\$0.00		<b>Gain/Loss (Book 2)</b>		\$	



ASSETMAXX  
Town of Waterford

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*View Posted Asset*

**BASIC ASSET INFORMATION**

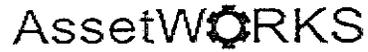
<b>Asset Tag</b>	9204030252	<b>Quantity</b>	1
<b>Description</b>	FILE SERVER		
<u>Extended Description</u>			
<b>Manufacturer</b>	SIRSI	<b>Status</b>	Active
<b>Model</b>		<b>Condition</b>	GOOD - NORMAL WEAR/TEAR
<b>Serial #</b>			
<b>Acq. Date</b>	02/27/2002	<b>Received Date</b>	02/27/2002
<b>Acq. Method</b>	P - PURCHASED		<a href="#">Request Asset Action</a>
<b>Class</b>	1900 - COMPUTER EQUIPMENT		<a href="#">Depreciation Schedule</a>

<b>Site</b>	012 - TOWN LIBRARY	<b>Attached Asset</b>	
<b>Building</b>	01201 - LIBRARY	<b>Vendor</b>	
<b>Room</b>	LIBRY - LIBRARY	<b>Doc. Ref. #</b>	

[Asset Logs & Photos](#) → [Quantity](#) [Tag](#) [Status](#) [Location](#) [Department](#) [Fund](#) [Photo](#)

Dept/Fund | **ACCOUNTING** | Insurance | User Data | Maintenance

<b>Quantity</b>	1	<b>Account</b>	500 - MACHINERY & EQUIPMENT	<b>Disposal Date</b>	
<b>Unit Cost</b>	\$79,738.04	<b>Accum. Depr. (Book 1)</b>	\$79,738.04	<b>Disposal Method</b>	
<b>Total Cost</b>	\$79,738.04	<b>Net Book Value (Book 1)</b>	\$0.00	<b>Cost of Sale</b>	\$
<b>Cost Method</b>		<b>Accum. Depr. (Book 2)</b>	\$79,738.04	<b>Proceeds</b>	\$
<b>Useful Life</b>	5	<b>Net Book Value (Book 2)</b>	\$0.00	<b>Gain/Loss (Book 1)</b>	\$
<b>Full Depr. Date</b>	02/27/2007	<b>Salvage Value</b>	\$0.00	<b>Gain/Loss (Book 2)</b>	\$



ASSETMAXX  
Town of Waterford

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*View Posted Asset*

**BASIC ASSET INFORMATION**

<b>Asset Tag</b>	9204031552	<b>Quantity</b>	1
<b>Description</b>	SYSTEM COMPUTER		
<u>Extended Description</u>			
<b>Manufacturer</b>	COMPAQ	<b>Status</b>	Active
<b>Model</b>		<b>Condition</b>	GOOD - NORMAL WEAR/TEAR
<b>Serial #</b>			
<b>Acq. Date</b>	06/01/2001	<b>Received Date</b>	06/01/2001
<b>Acq. Method</b>	P - PURCHASED		<a href="#">Request Asset Action</a>
<b>Class</b>	1900 - COMPUTER EQUIPMENT		<a href="#">Depreciation Schedule</a>

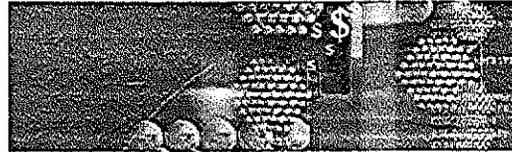
<b>Site</b>	012 - TOWN LIBRARY	<b>Attached Asset</b>	
<b>Building</b>	01201 - LIBRARY	<b>Vendor</b>	
<b>Room</b>	LIBRY - LIBRARY	<b>Doc. Ref. #</b>	

[Asset Logs & Photos](#) → [Quantity](#) [Tag](#) [Status](#) [Location](#) [Department](#) [Fund](#) [Photo](#)

Dept/Fund | **ACCOUNTING** | Insurance | User Data | Maintenance

<b>Quantity</b>	1	<b>Account</b>	500 - MACHINERY & EQUIPMENT	<b>Disposal Date</b>	
<b>Unit Cost</b>	\$1,754.00	<b>Accum. Depr. (Book 1)</b>	\$1,754.00	<b>Disposal Method</b>	
<b>Total Cost</b>	\$1,754.00	<b>Net Book Value (Book 1)</b>	\$0.00	<b>Cost of Sale</b>	\$
<b>Cost Method</b>		<b>Accum. Depr. (Book 2)</b>	\$1,754.00	<b>Proceeds</b>	\$
<b>Useful Life</b>	5	<b>Net Book Value (Book 2)</b>	\$0.00	<b>Gain/Loss (Book 1)</b>	\$
<b>Full Depr. Date</b>	06/01/2006	<b>Salvage Value</b>	\$0.00	<b>Gain/Loss (Book 2)</b>	\$

AssetWORKS



ASSETMAXX

Town of Waterford

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*View Posted Asset*

**BASIC ASSET INFORMATION**

<b>Asset Tag</b>	9204031554	<b>Quantity</b>	1
<b>Description</b>	SYSTEM COMPUTER NETWORKING		
<u>Extended Description</u>			
<b>Manufacturer</b>	TAPE DRIVE ROUTER AND SWITCH	<b>Status</b>	Active
<b>Model</b>		<b>Condition</b>	GOOD - NORMAL WEAR/TEAR
<b>Serial #</b>			
<b>Acq. Date</b>	01/01/2002	<b>Received Date</b>	01/01/2002
<b>Acq. Method</b>	P - PURCHASED		<a href="#">Request Asset Action</a>
<b>Class</b>	1900 - COMPUTER EQUIPMENT		<a href="#">Depreciation Schedule</a>

<b>Site</b>	012 - TOWN LIBRARY	<b>Attached Asset</b>	
<b>Building</b>	01201 - LIBRARY	<b>Vendor</b>	
<b>Room</b>	LIBRY - LIBRARY	<b>Doc. Ref. #</b>	

[Asset Logs & Photos](#) → [Quantity](#) [Tag](#) [Status](#) [Location](#) [Department](#) [Fund](#) [Photo](#)

Dept/Fund	<b>ACCOUNTING</b>	Insurance	User Data	Maintenance	
<b>Quantity</b>	1	<b>Account</b>	500 - MACHINERY & EQUIPMENT	<b>Disposal Date</b>	
<b>Unit Cost</b>	\$21,000.00	<b>Accum. Depr. (Book 1)</b>	\$21,000.00	<b>Disposal Method</b>	
<b>Total Cost</b>	\$21,000.00	<b>Net Book Value (Book 1)</b>	\$0.00	<b>Cost of Sale</b>	\$
<b>Cost Method</b>		<b>Accum. Depr. (Book 2)</b>	\$21,000.00	<b>Proceeds</b>	\$
<b>Useful Life</b>	5	<b>Net Book Value (Book 2)</b>	\$0.00	<b>Gain/Loss (Book 1)</b>	\$
<b>Full Depr. Date</b>	01/01/2007	<b>Salvage Value</b>	\$0.00	<b>Gain/Loss (Book 2)</b>	\$

**Town of Waterford  
Information Technology Committee**

# **POLICY HANDBOOK**

## **Contents**

- **Operating Procedures**
  - **General Policies**
  - **Email Use Policies**
- **Server Password Policy**
  - **Review Checklist**
  - **Network Policies**
- **Disaster Recovery Plan**
- **Ordinance, Chapter 2.38**

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**INFORMATION TECHNOLOGY COMMITTEE**

February 24, 2014

Mr. Daniel M. Steward  
First Selectman  
15 Rope Ferry Road  
Waterford, CT 06385

Dear Mr. Steward:

At a regular meeting of the IT Committee held Wednesday, February 19, 2014, it was voted to amend IT Policy #9 Adopted on November 29, 2000, to read as follows: "Internet access via the Town network will be limited to fulltime/part-time employees and other users may be allowed to access with prior approval of the First Selectman/designee provided said user has agreed to operate according to the Town's network policies."

Please be sure to inform the IT Committee in writing of any approvals granted by you or your designee in order to keep it apprised of who has been given network access.

Thank you for your input and cooperation.

Sincerely,

Rudie Beers  
Chairperson

RAB:grm

Cc: Joyce Sauchuk, Director of Human Resources



**Waterford Public Library**  
49 Rope Ferry Road  
Waterford, CT 06385

TO: All Town Departments and Agencies  
FROM: Vincent Juliano, Chair, Information Technology Committee  
DATE: May 21, 2001  
RE: Policy Handbook of the IT Committee

One of the many goals of the Information Technology Committee was to develop, record, and distribute policies relating to automation issues. This *Policy Handbook* is a compilation of policies and operating procedures that have been adopted to date.

These published policies are meant to:

- provide IT Committee members with guidance as they consider specific issues or requests
- assure representatives of departments and agencies of Town government that the IT Committee will deal consistently and fairly with their requests or concerns
- clarify issues faced by Town personnel in the use of automation
- inform members of the public and elected officials about the work of the IT Committee

You may receive additional policies or updates to this handbook in the future. If you have questions or would like to discuss policy issues that relate to the IT Committee, you may reach me by telephone at the Waterford Public Library at 444-5869 or by email at [vjuliano@waterfordct.org](mailto:vjuliano@waterfordct.org). You may feel free to contact other members of the IT Committee.

Cc: Paul B. Eccard, First Selectman  
George A. Peteros, Chair, Board of Finance  
John W. Sheehan, Moderator, RTM  
Members, IT Committee

*Customer service is not a department ...  
it's an attitude.*

**Operating Procedures of the IT Committee**

Adopted 1/13/00

- The IT Committee will reorganize each November to elect a chairman and other officers, and to adopt the meeting schedule.
- Assistance from the Finance Department has been provided during normal working hours. Committee members will take turns recording and submitting minutes.
- The IT Analyst will produce regular status reports on the implementation of the "Strategic Technology Plan" for the IT Committee.
- Jeff Ziplotow of Blum Shapiro and author of the Plan may attend meetings.
- Meetings will be held monthly, usually on Wednesdays, during the period of plan implementation.
- The IT Committee will include a number of subcommittees that will meet on an ad hoc basis.
- The IT Committee will act on policy issues, and on deviations from and additions to the Plan.
- The IT Committee will request an annual replacement budget of \$60,000.
- These funds should be in the Finance Department budget to maintain centralized purchasing and to insure that expenditures are consistent with the plan.
- Upgrades and additional equipment purchases will be reviewed by the Committee.

**General Policies of the Information Technology Committee**

Revision of 10/18/02

- Six members constitute a quorum for meetings. (See Minutes of 1/18/00) Stand-ins (temporary attendees) do not count towards a quorum of the Committee. (Meeting of 10/16/02)
- Designated Members: Designations are to be made by the statutory member in writing to the Chair. Designations are permanent until revoked in total or on a specific issue or issues by the statutory member via personal appearance. (Meeting of 10/16/02)
- Voting Status: Voting members consist of the statutory members and official designees only. Stand-ins (temporary attendees) may not vote. Statutory members may not vote "by proxy." (Meeting of 10/16/02)
- While many Committee decisions may be made by consensus, funding issues are to be decided by motion and vote. (See Minutes of 2/16/00)
- Funding for software module upgrades should be requested from the Committee and funded through the annual budget for hardware and software replacement. Related initial training requests should also be requested through the Committee as part of the acquisition process and funded from the same source. Additional or expanded training would be the responsibility of the affected departments. (See Minutes of 2/16/00 and 11/29/00).
- "Off the shelf" software should be purchased rather than custom software. (See Minutes of 3/22/00)
- Annual maintenance costs are to be borne by the department using the application software. (See Minutes of 1/13/00 and 7/19/00)
- In regard to projects that employ computer technology, but which are not primarily computer projects, the Committee will only evaluate the technical portions of the project in terms of compatibility with existing standards for hardware, software, and connectivity. (See Minutes of 10/5/00)
- Internet access via the Town network will be limited to employees who have agreed to operate according to the Town's network policies. (See Minutes of 11/29/00)

### Email Use Policies

Adopted by the IT Committee - 3/20/01

- 1) The size limit of a user's mailbox will be set at 75 MB per user. This mailbox will contain all email, calendar and contact information stored by the user on the email server. A user could appeal for an expansion of their size limit, in writing, with the approval of their department head to the IT Analyst. The appeal will be reviewed by the IT Analyst before an expansion is granted.
- 2) Deleted email messages will be retained on the email server for seven days before it is removed automatically by the email server. During the seven-day period, the email message may be recovered by the user and returned to the user's inbox.
- 3) The maximum message size limit, both incoming and outgoing messages, will be set at three megabytes per message. Compression software and other archival storage methods should be used for larger files to limit their size. If the message size exceeds the limit, the server will email the sender to notify them that message has not been delivered to the recipient.
- 4) Public folder creation should be requested by a department head, in writing, to the IT Analyst. The IT Analyst will review the request before the folder is created on the email server. Public folders are to be used to store messages and files on which users may collaborate with other users for work-related projects, etc.

**Server Password Policy:**

Adopted by IT Committee- 2/7/01

There are two levels of server passwords, which are present on the town network, each is explained in detail below along with a suggestion on when to use these passwords:

- 1) **Server Operator Password:** Password only provides access to an application server of a department and applications within. Maybe provided to department head that can demonstrate the need for access and in cases where access will not compromise security of town network, as a whole. The department head will use this password only when required to keep the system functioning or to bring it back online after a system failure. The server operator password may not be used as a regular login password. Application of server operator password will be in writing, confer with Information Technology Committee Chairman, Information Technology Analyst and First Selectman. Final decision will be made by First Selectman.
- 2) **Administrator Password:** These passwords provide access to entire network and may be used in extreme emergencies. (see examples below) In such cases department head will contact Director of Finance or his/her designee, who will secure a sealed envelope with the required password and will determine its appropriate use. A written record will be made upon release of envelope. The IT Analyst will change password immediately after password has been used.

Examples:

- A) Hardware failure at a time when IT Analyst was not available and is not expected to be available within two hours and hardware vendor requires the administrator password in order to make repairs.
- B) System failure requires a reboot that can not be performed without administrator password and the IT Analyst is not available and is not expected within two hours.

**Information Technology Committee Review Checklist**  
 April 25, 2001

In reviewing projects, the IT Committee will consider the following questions, along with other questions that relate to specific projects.

Hardware

- Is the hardware compatible with current Town of Waterford hardware standards? If not, why not?
- Will the hardware be connected to the Town Network? If so, explain how. If not, explain why not.
- If any equipment is not being purchased through the Town Purchasing Agent, explain what purchasing arrangements you are planning and why.
- How will the hardware be maintained? At what estimated annual cost?
- What alternative funding sources are you pursuing (e.g. grants, gifts, shared purchase, etc.) in addition to Town funding?
- Where will the hardware be located? Are there special facility requirements (e.g. power, air conditioning, heating, etc.) for this hardware?

Software

- Is this "off the shelf" software or customized software written specifically for this purpose? If customized, why?
- How was the decision made to select this application or upgrade?
- Does the software run on the standard hardware and operating systems used by the Town? If not, why is it being considered at this time?
- If the request is for upgrading an application, will the upgrade require new or additional hardware?
- Does the software duplicate other existing applications that the Town is already using or in the process of implementing? If so, why is this application being considered instead of an existing Town application?
- Will this software be useful to other Town departments and agencies? Which departments? How will they use it?
- Are there security issues that must be considered in implementing this application? Will these issues require special hardware, software, or communications arrangements?
- If licensing is required, how many users will be licensed? How many concurrent users? What is the cost for additional users?

Connectivity

- If the hardware and/or software is to be connected now or later to the Town Network, does it meet current standards for connectivity? If not, explain why not.
- If the hardware and/or software is to be connected with agencies or organizations outside of Town government, does it meet the required connectivity standards? What are those standards?
- If the hardware and/or software is to be connected with agencies or organizations outside of Town government, discuss how Town databases will be made secure.

## Town of Waterford – Network Policies

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### GENERAL POLICIES

Any dispute over the administration of these policies will be referred to the IT Committee.

1. A user's ID and password are to be held confidential. User-ids and passwords are not to be shared or transferred to other individuals in or outside of the Town of Waterford. User Ids will be the first initial followed by the first seven letters of the user's last name (i.e. jsmith for John Smith). The network will periodically (every 60 days) require the user to change their password. The Network Administrator will have the ability to change passwords, if necessary (i.e. user forgets their password or the user changes). There will be no PC passwords.
2. Passwords must be at least six characters in length and should be a combination of letters and numbers. Alternating of upper and lower case letters is encouraged to make the password more secure. The user must enter the correct password within three (3) attempts or the network will automatically lock them out of the system. If the user's network account is locked out, the user must contact the Network Administrator in order to unlock the account and reinstate the account.
3. Users should only login to one terminal at a time. If users need to login to other terminals, they must logout of the first terminal before logging into the second terminal. This can be accomplished by clicking Start → Shutdown →. Choose the option to "Close all programs and login as a different user". This will properly log the user off in order to login to another terminal on the network.
4. Authorized users can only access the computer network using their personal user-id and password and are not allowed to "login" for other users unless approved by the Network Administrator. Users can only login to one terminal at one time.
5. Each authorized user is responsible for testing all outside data (i.e. diskettes) used on his or her machine for viruses.
6. Town employees must "logout" of the network at the end of each day, unless previous arrangements have been made. In addition, users must use a password-protected screensaver or logout of the network if they know that they will be away from their computer longer than half an hour. This includes meetings and lunch times.
7. Any authorized user accessing the Town of Waterford network from off-site shall make sure that the connection is not left unattended.

## Town of Waterford – Network Policies

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8. Telephone numbers to dial into the Town of Waterford computer network will not be distributed to anyone outside of the employment of the Town other than authorized computer vendors for remote diagnostic, repair and updating purposes. Department Heads must supply the Network Administrator with a list identifying vendors that need access to the system, including contact names and telephone numbers.
9. All hardware and software used at the Town of Waterford are for business use and work related projects only. Other use of the Town's technology is forbidden.
10. Any documents or templates created by any user are the sole property of the Town of Waterford and may not be distributed in any manner, including Email, to individuals/organizations outside the Town without written permission from their respective Department Head.
11. Authorized users who are employees of the Town are the only individuals allowed access to review their personal Email messages. All messages created/received by Email and/or Voice Mail are the properties of the receiver, sender and the Town of Waterford.
12. The distribution of programs, databases and other electronic information and/or software is controlled by the laws of copyright, licensing agreements and trade secret laws. These must be observed. Users are not allowed to download software without written authorization by the Network Administrator.

## Town of Waterford – Network Policies

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### USER RESPONSIBILITY

The content and maintenance of a user's personal (H) drive and hard (C) drive are the user's responsibility.

1. Keep files to a minimum. Files should be deleted once they are deemed unnecessary.
2. The network frequently scans your system for viruses, however, when receiving or downloading files from other systems you must run a scan on the files to prevent the spread of a virus. Each user will also be responsible for updating the virus files on their PC. Users will be notified and provided with instructions when this is deemed necessary. Occasionally, software patches or upgrades are necessary. When this occurs, users will be instructed on the appropriate steps to be taken.
3. User files may be accessed by persons with system privileges only with cause. As a general rule, users shall not maintain anything they expect to be private or confidential in the "C" drive of their computers.
4. The content and maintenance of a user's Email messages are the user's responsibility:
  - A. Check Email daily.
  - B. Messages should generally be deleted immediately after reading since they take up disk space.
  - C. Never assume that your Email can be read by no one except yourself; others may be able to read or access your mail. Never send or keep anything that you would not mind seeing on the evening news.

## Town of Waterford – Network Policies

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### INTERNET EMAIL AND WORLD WIDE WEB ACCESS

As a user of the network, you may be allowed to access the Internet via the World Wide Web or through Email. Outlined below are a set of guidelines that must be followed when using the Town of Waterford's internet access.

#### Internet Email:

1. The content of anything exchanged via Internet Email must be appropriate and consistent with Town policy, subject to the same restrictions as any other correspondence.
2. Users should be aware of any private or confidential information contained in an Email or attached data file(s). Under no circumstances should data be transported via the Internet that is a violation of the law.
3. Any person receiving disk images or programs via the Internet must conduct a virus check on them before executing or distributing them.
4. Be aware of the potential audience. Avoid expressing opinions that could reflect negatively on the Town of Waterford and opinions that could result in unwanted actions or reactions from Internet participants that include many Town of Waterford residents.

#### World Wide Web Access:

5. Employees granted access to Internet Email and/or the World Wide Web must use that access in a way that is consistent with their job function, regardless of whether the access is on the employee's time.
6. Viewing, downloading, displaying or accessing inappropriate sites is prohibited. Examples of inappropriate sites include, but are not limited to, any access that violates state and/or federal laws, internet access that is unethical or immoral in nature, the distribution of unsolicited advertising, propagation of computer worms and/or viruses, distribution of chain letters and use for recreational games.
7. Users can only register for an Internet based service or product by obtaining written approval from their respective Department Head and Network Administrator.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

## IT Disaster Recovery Plan Created: 8/15/00

### 1.0 Introduction:

#### 1.1 Authority:

#### 1.2 Distribution:

### 2.0 Basic Recovery Plan Requirements:

#### 2.1 Disaster Recovery Team

#### 2.2 Offsite Storage of System Backup Tapes

#### 2.3 Backup Facilities

### 3.0 Recovery Plans:

#### 3.1 Disaster Preparation

#### 3.2 Emergency Response

#### 3.3 Recovery Procedures

#### 3.4 Recovery Timetable

### 4.0 Disaster Recovery Plan Review:

### 5.0 Attachments:

## 1.1 Introduction

The personnel, equipment, software systems and databases, which comprise the Town of Waterford, are necessary in order for the town government to function in an effective manner. The purpose of this plan is to provide guidance in recovering from any disaster which might befall these to minimize downtime and to assist users in accommodating their critical processing requirements.

## 1.2 Authority:

The decision to implement disaster recovery procedures is the responsibility of the IT Committee chairman or his/her designee. The Disaster Recovery Team consisting of the IT Operations Subcommittee will convene as soon as possible after a disaster has occurred to assess damages and make recommendations to the chairman.

## 2.0 Basic Recovery Plan Requirements:

The basic requirements for the Recovery plan are as follows:

- A. Disaster recovery team
- B. Disaster recovery documentation
- C. Backup computer facilities

## 2.1 Disaster Recovery Team:

The Disaster Recovery Team has been established and organized to assess the damage to the computer facilities, to control and coordinate backup/recovery actions, and to make recommendations to the IT Committee Chairman. The team will consist of the IT Operations Subcommittee comprising representatives from each of the building areas within the town computer network, (i.e. Town Hall, Municipal Complex, Public Safety, and Library) These individuals will be tasked with one or more of the following functions:

- A. Recovery Administration including insurance notification, supplies and organization
- B. Systems Software including Application software, communications, operations, facilities and hardware replacement

The IT Committee Chairman serves as the Chair and the IT Analyst will serve as Chair in his/her absence. The Disaster Recovery Team shall meet annually to discuss the current disaster recovery plan and make recommendations for changes to it. The majority of the team must agree upon all changes before they become part of the document. It is the responsibility of the Chair or his/her designee to make the necessary changes and distribute the new document to the appropriate persons.

## 2.2 Offsite storage of system backup tapes:

In the event that disaster befalls the current location of the computers, having backup tapes stored off site is critical. Daily backups for a four-week period are stored in a fire retardant file cabinet in the Finance Office in Town Hall. The final Friday of each month, a month end backup tape along with the previous two month end tapes are stored off site in the town's disaster recovery kit which is air tight and waterproof. The kit is stored in a fireproof cabinet, which is located in the Youth Services building.

## 2.3 Backup facilities:

In the case of fire or natural disaster it may become necessary to move the servers affected in the disaster, if recovery is possible, to a backup location. The backup location will be the computer room at the Police Department due to available space and its fiber optic connection to the other buildings in the town network.

## 3.0 Recovery Plans:

Several recovery plans have been identified, depending upon the circumstances:

- A. Disaster Preparation- Being ready and planning ahead is the easiest way to be sure we can quickly and fully recover from a disaster
- B. Emergency Response- These are the first actions taken in an emergency situation, designed to bring the computer systems back to operation, even if not at full capacity or in a degraded state.
- C. Recovery Procedure- These are the procedures designed to return the computer systems to a fully operational state, including bringing up the backup facility.

## 3.1 Disaster Preparation:

This section outlines the minimum steps needed to insure we can fully recover from a disaster.

- A. The disaster plan must be kept current and all of the personnel on the recovery team must be made aware of any changes.
- B. The offsite storage area should be inspected periodically to insure it is clean, organized and that the correct backups are in storage.
- C. As many department heads as possible should be aware of the consequences of a disaster and what they can do while recovery is in progress.
- D. Procedures and lead times for replacement equipment and communications should be established.
- E. All computing personnel should be informed of the proper emergency and evacuation procedures.
- F. Procedures for informing user community should be established.

In the event that there is warning of an impending disaster, (i.e. flooding, fire, hurricane/tornado, major snow or ice storm) the following steps should be taken:

- A. Notice should be given to the IT Operations Subcommittee as soon as possible
- B. The IT Committee Chairman should be briefed and a decision should be made whether to shut down the systems including Public Safety, Public Works and WPCA.
- C. The IT Operations Subcommittee should convene and review whatever actions may be necessary.

### 3.2 Emergency Response:

This section details the basic actions that need to be taken in the event of a disaster situation.

- A. The IT Committee Chairman or his/her designee should be notified as soon as possible.
- B. The Disaster Recovery Team should be notified and assembled as soon as reasonable under the circumstances.
- C. Team members should assess damages to their individual areas of expertise.
- D. Team members should advise the IT Committee Chairman as to the extent of damage and recovery procedures necessary so that the decision to move to the backup facility can be made after assessing damage to the current facility.
- E. Pertinent vendors (see attachment) should be contacted and negotiations should be made for delivery of equipment, delivery time should be noted.
- F. All department heads should be informed of the decision and given an estimated time to return to either full or degraded service.
- G. Members of the Disaster Recovery Team should supervise their own area of expertise.
- H. The computer facility should be secured.

### 3.3 Recovery Procedures:

Recovery from a complete failure to a degraded mode of service may be necessary. In this case it may be possible to bring up individual departments on a priority basis. Public Safety (including Dispatch, Police and Fire Marshal), Public Works, WPCA will be restored to operation first then other departments on a priority basis.

The decision to operate in a degraded mode and the order in which departments are to be brought back into service should be made by the IT Operations Subcommittee.

If it is decided to transfer the computer facility to the backup facility:

- A. It is assumed that the basis emergency procedures have been followed as detailed in section 3.2

- B. An inventory of the status of existing equipment and files should be compiled.
- C. The move should be coordinated by the IT Committee Chairman.
- D. Vendors should be contacted to initiate delivery of replacement equipment to the backup facility. Delivery times should be noted.
- E. A new offsite backup facility should be located and used immediately, if necessary.
- F. All facility systems should be verified operational at this time.
- G. System should be tested and loaded as soon as the vendors deliver the products.
- H. Communications, networking, operations and application software personnel should be prepared to install and/or setup their individual function in the appropriate order.
- I. Department heads should be aware of progress and/or setbacks on a regular basis.
- J. Existing safety and emergency procedures at the backup facility should be examined for their adequacy as a computer room.

### 3.3.1 Recovery Timetable:

The following timetable does not take into account the amount of time required to input data held on hardcopy during the recovery period, or re-inputting data which may have been lost during recovery.

Day 1: Convene the disaster recovery team and assess damages, contact vendors, discuss options.

Day 2-4: Restore programs and data, test integrity of programs and data. Begin restoring communications and networking capabilities.

Day 5: Restore partial operation to priority departments.

Day 6-8: Determine priority of remaining departments.

Day 8-14: Take delivery and setup new equipment. Restore full communications and networking capabilities. Work with departments to verify data and operation of applications.

### 4.0 Disaster Recovery Plan Review:

The following steps will be taken to insure that the Disaster Recovery Plan is current, feasible and effective:

- A. Every year the Disaster Recovery Team will be convened to review the Plan and Appendices. Updates or revisions will be made at this time.
- B. Tape Backups should be verified by monthly and file restores should be verified for validity on random servers.
- C. In the event of a Smart Array Controller failure on SRV101, SRV202 or SRV301 (Town Hall File Server, Municipal Complex File Server or CAD server) The IT Analyst will use the MUNIS or a GIS Server's Smart Array

Controller as a temporary replacement until response from vendor has been achieved.

- D. Spare server hard drives are on hand in the Finance Department in the event of a failure.

5.0 Attachments:

- A. Server Configurations (Visio files)
- B. Network Configurations (Visio files)
- C. Building Wiring (Category 5) spreadsheets
- D. Static IP Address spreadsheets
- E. Printer Configuration Screenshots from servers
- F. Disaster Kit Inventory Spreadsheet
- G. Vendor Contact List
- H. DHCP Configuration on SRV101
- I. Town Applications- List of Project Managers

## Chapter 2.38

## INFORMATION TECHNOLOGY COMMITTEE

## Sections:

- 2.38.010 Establishment and purpose.
- 2.38.020 Duties of the information technology committee.
- 2.38.030 Duties of town boards, agencies, commissions and departments.
- 2.38.040 Membership.
- 2.38.050 Operating procedures and quorum.
- 2.38.060 Appeal from committee action.

**2.38.010 Establishment and purpose.**

A. The information technology committee is established to implement Waterford's strategic technology plan as it may be amended through:

1. Review of all computer hardware and software, including associated networks and applications;
2. Submission of budgetary requests for appropriations for purchasing computer hardware and software, including associated networks and applications, for the Town of Waterford and with technology recommendations to the Waterford board of education as appropriate.

B. The committee shall use the following criteria in reviewing and requesting appropriations for computer hardware and software including associated networks and applications:

1. Conformance with established town standards;
2. Compatibility with current Waterford technology;
3. Usefulness to other town departments;
4. Overall consistency with Waterford's strategic technology plan as it may be amended.

(R.T.M. 12-6-99 (part))

**2.38.020 Duties of the information technology committee.**

Duties and responsibilities shall pertain to all Waterford boards, agencies, commissions and departments except that for the board of education such responsibilities will be limited to reviews and recommendations on administrative technology (not classroom equipment and applications) and shall exclude requirements for committee approval of any proposed board of education technology purchases or projects:

- A. Implementation of the Town of Waterford strategic technology plan;
- B. Establishment and amendment of computer hardware and software specifications to define software applications, operating systems, networks, and other system components upon which all departments will be standardized;
- C. Review and approval of all technology related requests and preparation and submission of appropriation requests for all technology related projects and/or activities for Waterford boards, agencies and commissions;
- D. Establishment of policies for appropriate use of computers, the internet, and security;
- E. Establishment of personnel training requirements and procedures;

2.38.020

F. Guidance to the committee's technical support personnel and/or authorized vendors in the execution of committee duties and responsibilities;

G. Monitoring of evolving information technology and new applications that may have value to the Town of Waterford and amendment of the Town of Waterford strategic technology plan and associated technological specifications as warranted;

H. Establishment of appropriate procedural documents for submission by departments when requesting technology projects and/or purchases. (R.T.M. 12-6-99 (part))

**2.38.030 Duties of town boards, agencies, commissions and departments.**

Duties and responsibilities shall pertain to all Waterford boards, agencies, commissions, and departments except for the board of education where such responsibilities are advisory only and restricted to administrative use of technology (not classroom equipment and applications) and shall exclude requirements for committee approval of, and submission of budgetary requests for, proposed board of education technology plans or purchases:

A. Conformance to the Town of Waterford strategic technology plan, any amendments to the plan, and all standards and specifications established;

B. Submission to the information technology committee for review and approval of all technology related project and budgetary requests;

C. Submission to the information technology committee of all necessary documentation for inclusion in the committee's appropriation requests. (R.T.M. 12-6-99 (part))

**2.38.040 Membership.**

A. The information technology committee shall consist of the following members appointed by their respective boards, agencies or commissions:

1. Board of selectmen (one);
2. Board of finance (one);
3. Board of education (one);
4. Representative town meeting (two).

B. The information technology committee shall also include the following members or their designees:

1. Assessor;
2. Chief engineer, utilities commission;
3. Communications supervisor;
4. Director of finance;
5. Director of public works;
6. Director of recreation and parks;
7. Library director;
8. Planning director;
9. Police chief;
10. Tax collector;
11. Town clerk;
12. Superintendent of schools;

2.38.040

13. Other members deemed appropriate by the information technology committee. (R.T.M. 12-6-99 (part))

**2.38.050 Operating procedures and quorum.**

The information technology committee shall establish internal operating procedures and guidelines including but not limited to committee structure and recordkeeping, quorum for conduct of business, meeting dates and times, etc. (R.T.M. 12-6-99 (part))

**2.38.060 Appeal from committee action.**

Any town board, agency or commission may appeal to the representative town meeting when it is alleged that any decision of the information technology committee has been arbitrary, inconsistent or otherwise against the best interests of the Town of Waterford. The appeal shall be filed with the town clerk and considered at the next regularly scheduled meeting of the representative town meeting, or sooner if so determined by the moderator. Both the committee and the board, agency or commission shall be given an opportunity to be heard, and the majority decision of the representative town meeting to uphold or reject the appeal shall be final. (R.T.M. 12-6-99 (part))