

Town of Waterford  
IT Committee Regular Meeting  
September 22, 2016  
Waterford Town Hall – BOE Conference Room B

**Members Present:** B. Mahoney, Chair; M. Stevens, T. Soto, M. Bekech, R. Rubinstein, K. Peterson, B. Flaherty, C. Gigliotti, Calley Merrimen and Craig Merrimen.

Staff Present: Ed Crane

**ITEM #1 - Call to Order**

M. Stevens established a quorum and called the meeting to order at 3:00 p.m.

**ITEM #2 - Approval of Minutes of Regular Meeting of August 17, 2016**

Motion – K. Peterson

Seconded – R. Rubinstein

Motion passed

**ITEM #3 - Reports on Projects and Upgrades for August 2016**

Ed Crane reviewed the report with the Committee

**ITEM #4 – Old Business**

**a. Municipality purchase approved by BOF, RTM October 3, 2016**

Chair Mahoney noted that all are in agreement of the purchase of this software and stated that he saw no foreseeable issues at the RTM meeting in October.

**b. Request to Create a Separate IT Department for the Town**

A short discussion ensued regarding the need for the Town to have an IT Department.

**ITEM #5 – New Business**

**a. Department Head Meetings**

Chair Mahoney stated he has set-up meetings with each department head to assess their future IT needs and to begin the work on an IT CIP. He noted that once all the meetings have taken place he would prepare a PowerPoint presentation to present to the Board of Finance on the IT Committee's CIP future needs.

**b. Time Change of Meetings**

Chair Mahoney discussed changing the IT Committee meeting time from 3:00 p.m. to 2:00 p.m. It was noted that this would not work for some members. Meeting time was left at 3:00 p.m.

**c. Sub-Committees**

A discussion regarding sub-committees of the IT Committee ensued. Chair Mahoney stated he would send out a memo asking who is currently assigned to the various sub-committees such as the Social Media/Web Site Committee, the CIP Committee and any outstanding issues that are before the Committee that would need a sub-committee.

**ITEM #6 - Adjournment**

Motion – Roz Rubenstein

Seconded – B. Flaherty

Motion passed – unanimously

Meeting Adjourned at 3:30 p.m.

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Marlena Montgomery  
Recording Clerk