

Town of Waterford
IT Committee Regular Meeting
December 14, 2016
Waterford Town Hall – BOE Conference Room B

Members Present: B. Mahoney, Chairman; M. Stevens, R. Rubinstein, A. Piersall, A. Wilensky, M. Bekech, D. Campo, and K. Peterson

Staff Present: Ed Crane

ITEM #1 - Call to Order

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

ITEM #2 - Approval of Minutes of Regular Meeting of October 19, 2016

MOTION: D. Campo

SECONDED: M. Bekech

MOTION: Passed with the correction of Rubinstein misspelling in motions.

ITEM #3 - Report on Projects and Upgrades for August 2016

Ed Crane reviewed the report with the Committee. He noted the newest IT tech, Tom Price, is coming up to speed and will be ready for on-call soon.

Chairman Mahoney discussed how the hours of the IT Techs are being utilized, noting the Police Department consumes a large amount of IT time.

ITEM #4 – Old Business

- a. A. Piersall updated the Committee on the Municipity project. She noted they will be at the Town Hall in the upcoming week to gather information from each department regarding work flow.
- b. Chairman Mahoney noted that phase one of a three phase Town WiFi project is slated to begin.

ITEM #5 – New Business

a. Surplus IT Equipment

A letter from Maryann Stevens requesting the surplus of a Hewlett Packard Tape drive, a Compaq Computer and a Compaq Tape Drive.

MOTION: M. Bekech to surplus the equipment and forward to the Board of Selectmen for removal from the fixed asset list.

SECONDED: K. Peterson

MOTION: Passed

b. Printer Purchase for the Planning & Zoning Office

MOTION: M. Stevens

SECONDED: R. Rubinstein

MOTION: Passed

b. Proposed 2018-2022 Information Technology CIP

Chairman Mahoney reviewed the proposed Capital Improvement Plan for 2018-2022

A discussion regarding software maintenance agreements as to whether they should remain in department budgets or become part of the IT budget ensued. It was the consensus of the Committee that, for now, the maintenance agreements should remain in each department's budget.

A discussion regarding GIS was held. It was the consensus of the Committee that GIS expenses of \$50,000.00 will be placed in the IT Capital Improvement plan.

Chairman Mahoney noted that the \$75,000 for Microsoft Office 2016 has been reduced to \$55,000.

Municipality was also discussed. A. Piersall stated she would contact the power users of the software to discuss how the bills will be split.

MOTION: A. Wilensky to approve the 2018-2022 proposed CIP IT plan as presented with the reduction of MicroSoft Office 2016 from \$75,000 to \$55,000 and the addition of GIS in the amount of \$50,000 for a total of \$413,729.

SECONDED: M. Bekech

MOTION: Passed

d. Proposed 17-18 Information Technology Budget

Chairman Mahoney discussed the proposed 17-18 IT budget with the Committee.

A discussion regarding desk top printers took place. The consensus was they should be reduced and not replaced. Centralized copiers and networked printers should be used for printing.

Chairman Mahoney stated he would do a five year look back on the IT expenditures to help support the proposed budget.

A discussion regarding service contracts and repairs ensued.

Chairman Mahoney discussed the upgrade of the camera system at the Community Center, noting it is a stand-a-lone system and should be brought under the town camera system. R. Rubinstein asked about cameras for the library. Chairman Mahoney noted this would not be considered an upgrade but a new install and he would add the library to the list.

Chairman Mahoney noted that E. Crane, Director of IT, would be confirming numbers on the firewall security, anti-virus software, SSL renewal of security and domain renewals request in the proposed budget.

MOTION: A. Wilensky to approve the proposed 2017-2018 Budget as presented with confirmation on the numbers on the firewall security, anti-virus software, SSL renewal of security and domain renewals by E. Crane.

SECONDED: R. Rubinstein

MOTION: Passed

ITEM #6 – CORRESPONDENCE

- a. Approval memo for purchase of printer for Planning & Zoning
- b. Board of Selectmen Meeting Minutes of November 1, 2016
- c. Letter to Board of Selectmen regarding surplus property

ITEM #7 - Adjournment

MOTION: R. Rubinstein

SECONDED: K. Peterson

MOTION: Passed

Meeting Adjourned at 4:35 p.m.

Respectfully Submitted,

Marlena Montgomery
Recording Clerk