

Town of Waterford  
IT committee Regular Meeting  
December 10, 2014  
Waterford Town Hall- Appleby Conference Room

Members Present:

Members – Maryanna Stevens, Marlena Montgomery, Sally Ritchie, Roz Rubinstein, Tali Soto, Julie Watson Jones, Mark Wujewicz, Kristin Zawacki, Mark Burnham, Michael Bekech, Cheryl Larder, Kathy Peterson, Craig Merriman

Staff—Ed Crane

Also present—Lt. Brett Mahoney, Waterford PD

Item 1

Call to Order- a quorum was declared and the meeting was called to order at 3:04 p.m.

Item 2

Approval of Minutes of the regular Meeting of October 15, 2014 and November 5, 2014

Motion to approve- Tali Soto

Second –Marlena Montgomery

Motion passed unanimously with Kristin Zawacki and Cheryl Larder abstaining

Item 3

Reports on Projects and upgrades

- a) IT Director Ed Crane offered his written reports on the status of IT time Departmental work for November 2014.
- b) IT Director Ed Crane noted that the new phone system was completely installed and they continued to work on some minor glitches that have been noted. He noted that the installation went smoothly for the major update that it was.
- c) Mark Wujewicz reported on the GIS implementation project as well as the Audio Visual Project. Roz Rubinstein reported on the Town Web Site Project noting that design meetings will most likely occur during Jan. 2015. Tali Soto reported on the Sewer Departments on- line payment system and issues that they were having with the validators.

Item 4

A request was made by Cheryl Larder, Head Moderator, on behalf of the Registrar of Voters for approval of two laptops to be included in their Registrar's 2015/6 budget request. Cheryl provided a written request to the committee. After a short discussion the following action was taken: On a motion to approve the acquisition of two laptops for the Registrar of Voters

Motion made by Kathy Peterson

Second- Roz Rubinstein

Motion passed unanimously

#### Item 5

A request was made by Marlena Montgomery on behalf of the Chief of Police for the approval of the purchase of laptop for the Police Training Room. After a short presentation on reason why this purchase was required and about the pricing of this laptop versus the pricing of the laptops approved in item 4, a motion was made to approve the purchase of the laptop.

Motion made by Cheryl Larder

Second by Sally Ritchie

Motion passed unanimously with Kristin Zawacki and Cheryl Larder abstaining.

#### Item 6

##### Review of 2015/6 IT Budget

Maryanna Stevens reviewed her budget recommendations for the upcoming Fiscal Year. She noted that there would be a change in the procedure. Rather than have the IT expenses combined with Finance line items, separate line items specific to IT will be proposed within the Finance Department budget. The new line items will be IT Service Contract/Repairs and Computer Hardware/Software. Maryanna explained the rationale of the previous costs and of her 2015/6 proposal.

As part of the discussion, Ed Crane discussed the possibility of the virtualization of certain desktops and the long term benefits of that process. He noted that not all laptops would be appropriate for virtualization depended on the need to run department specific software versus desktops that would be pooled to run basic Office/email/internet applications. Discussion was also made whether or not a capital budget should be prepared and submitted for the phasing in of the virtualization.

After a short discussion, it was decided that a Capital Request would be submitted for the Virtualization project. A motion was made to approve the operating budget for the IT Committee with the addition of miscellaneous computer hardware/software not to exceed \$5,000.

Motion was made by Sally Ritchie

Second was made by Marlena Montgomery

Motion passed unanimously with Cheryl Larder abstaining

#### Item 7

##### Old business

IT Director Ed Crane noted that he will work with Maryanna to distribute new computers to those in most need and possibly redistribute recently replaced desktops that were in good condition to locations where appropriate.

#### Item 8

##### New Business

Nothing reported

Item 9

A memo from Roz Rubinstein listing replaced computers was noted for the minutes

Item 10

Adjournment

Motion to Adjourn- Kathy Peterson

Second- Tali Soto

Motion passed – unanimous

Meeting adjourned at 4:11 p.m.

Respectfully Submitted

Michael Bekech  
Recording Secretary  
December 11, 2014