

Town of Waterford  
IT Committee Regular Meeting  
April 16, 2014  
Waterford Town Hall – BOE Conference Room B

Present:

Members - Rudie Beers, Chair, Mark Burnham, Kathy Peterson, Sally Ritchie, Roz Rubinstein, Julie Watson Jones

Staff – Ed Crane

**Item 1**

Call to Order – Chair Beers established quorum and called meeting to order at 3:03 p.m.

**Item 2**

Approval of Minutes of Regular Meeting of February 19, 2014.

Motion – Kathy Peterson

Seconded – Mark Burnham

Motion passed – unanimous

Approval of Minutes of Special Meeting of April 1, 2014.

Motion – Kathy Peterson

Seconded – Julie Watson Jones

Approved – Beers, Burnham, Peterson, Rubinstein, Watson Jones; abstained – Ritchie

**Item 3**

Reports on Projects and Upgrades; presented by IT Director, Ed Crane.

Motion – Kathy Peterson

Seconded – Sally Ritchie

Motion passed – unanimous

**Item 4**

Consider and act upon a request from the Chair for disposal and/or reassignment of unused IT hardware.

Chair explained that items already approved by the committee for disposal were up for approval again because the assigned asset tags were not included in the original request.

**Item 5**

Old Business

a) Update on status of Audio/Visual Project for Town Hall Auditorium – no additional information.

b) Update on Website Upgrade – will proceed after July 1, 2014 when approved funding is available.

c) Update of Telephone Upgrade – Chair reported that project was approved by RTM. Chair and IT Director will make site visits to all departments re: telephone needs.

**Item 6**

New Business

a) Discussion of town plans to deal with transition from Windows XP to Windows 7.

b) Chair thanked Kathy Peterson for updating elected officials information on town website.

**Item 7**

Adjournment

Motion to adjourn – Sally Ritchie

Seconded – Kathy Peterson

Motion passed – unanimous

Meeting adjourned at 3:33 p.m.

Respectfully submitted,

Roz Rubinstein  
Recording Clerk