

Town of Waterford  
IT Committee Regular Meeting  
June 18, 2014  
Waterford Town Hall – BOE Conference Room B

Members Present: Rudie Beers, Chair, Mark Burnham, Sally Ritchie, Roz Rubinstein, Julie Watson Jones, Mark Wujtewicz, Marlena Montgomery, Neftali Soto, Kristin Zawacki

Staff Present: Ed Crane

**ITEM #1**

Call to Order – Chair Beers established a quorum and called the meeting to order at 3:05 p.m.

At this time Chairman Beers asked that agenda item 5 and Correspondence Item A be moved to the front of the agenda due to time constraints by Dennis Goderre.

Motion – Sally Ritchie

Seconded – Roz Rubinstein

Motion passed – unanimously

**ITEM #5**

Consider and act upon a request from Dennis Goderre, Planning Director to expend \$859.00 from the Contributed Gifts Fund donation by Pfizers towards the A/V Upgrade for the purchase of a Pocket Memo Meeting Recorder to record meetings at venues other than the Town Hall Auditorium.

Dennis explained the need for this device stating that often meetings must be held in other venues besides the auditorium and the need for clear recordings is essential.

Motion – Sally Ritchie

Seconded – Roz Rubinstein

Motion passed – unanimously

**Correspondence A**

E-mail correspondence from Dennis Goderre, Planning Director to the Chair re ArcGIS Server

Dennis reviewed a three year cost analysis document for an ArcGis Server which offered three options on cost associated with obtaining the ArcGis server. After much discussion the Committee moved to place this item on the agenda for action.

Motion – Roz Rubinstein

Seconded – Sally Ritchie

Motion – To seek an appropriation in the amount of \$35,000.00 for implementation of an ArcGis Server. Passed unanimously

**ITEM #2**

Approval of Minutes of Regular Meeting of April 16, 2014

Motion – Sally Ritchie

Seconded – Kristen Zawacki

Motion passed – Neftali Soto and Marlena Montgomery abstained

**ITEM #3**

Reports on Projects and Upgrades for April & May 2014

Motion – Sally Ritchie

Seconded – Neftali Soto

Motion passed – unanimously

**ITEM #4**

Consider and act upon a the recommendation of the A/V Upgrade Committee to request an appropriation in the amount of \$27,374.00 from Designated Capital and Non-Recurring Fund Line Item #20501-57741 A/V Upgrade-Auditorium with an additional appropriation from Capital and Non-Recurring Fund Line Item #20570-57999 Undesignated Projects in the amount of \$30,149.00 for this same purpose, based upon its consistency with the Capital Improvement Program. It is noted that \$141 will be available in the Contributed Gifts Fund from a Pfizer donation to offset the balance of the quote.

Mark Wujtecwicz updated the Committee on the status of this project stating proposal will provide audiovisual for the auditorium at the Town Hall which will include a multiple-display system, two large projection systems and two flat screen and wired movable table microphones. It was noted this system is ADA approved.

Motion – Marlena Montgomery

Seconded – Roz Rubenstein

Motion passed – unanimously

**ITEM #6**

Consider and act upon a request from Kate Rotella, Purchasing Agent for the approval to purchase and install Planet Bids Bidding Software in the amount of \$4,250.00 funds exist in the Finance Department budget to cover the cost of this purchase.

Rudie Beers presented this request stating this software will reduce the amount of time the Purchasing Agent spends on on-line bids. Some key features include bid document distribution, e-commerce enabled, automatic addendum notification and acknowledgement and custom email notification.

Motion – Roz Rubenstein

Seconded – Neftali Soto

Motion passed – Rudie Beers abstained

**ITEM #7**

Consider and act upon a request from Roz Rubinstein, Library Director to replace thirteen library workstations at a cost of \$9,039.03 to accommodate the new release of the SirsiDynix software that will require migrating to a Windows 7 environment by the summer/fall of 2014

Roz Rubinstein explained the request of the thirteen new workstations stating that to take advantage of the library's software upgrades the computers must have Windows 7, which none of the staff computers have.

Motion – Kristin Zawacki

Seconded – Naftali Soto

Motion to authorize the Chair to request an additional appropriation of \$9,040 in FY14 to allow the Library and the other three Libraries using the integrated library system to migrate to the latest release of the SirsiDynix software scheduled for implementation in the Summer/Fall of 2014. Passed – Roz Rubenstein abstained

**ITEM #8**

Consider and act upon a request from Mark Burnham, Tax Collector, for a link on the Town's website directly to the FastPay site which is the approved on-line credit card payment site for Tax Collections.

Mark discussed the proposal with the Committee.

Motion – Sally Ritchie

Seconded – Roz Rubenstein

Motion passed – unanimously

**ITEM #9**

Consider and act upon a request from Neftali Soto, Chief Engineer/Director, Utility Commission for remote access to the network for both him and Jim Bartelli, the Assistant Director of the Utility Commission.

Tally discussed the need for both he and Jim Bartelli to have access to their own personal files while they are away from the office.

Motion – Marlana Montgomery

Seconded – Sally Ritchie

Motion passed – Neftali Soto abstained

**ITEM #10**

Authorize the Chair to respond to the Board of Finance Capital Project Review Policy and report back at the next meeting

Motion – Sally Ritchie

Seconded – Julie Watson Jones

Motion passed – unanimously

**ITEM #11**

1) Old Business:

a) Status of Telephone Upgrade (Verbal Report)

Rudie Beers updated the Committee on the ongoing process of the new telephone system. She noted that IT is working on the infrastructure of the new system and it would most likely be late September/October before the new system is on-line.

b) Status of the Fleet Management Software (Public Works Verbal Report)

Kristen noted there have been some roadblocks with the Vendor. It was determined that IT, Public Works and the Vendor would work together to bring this project forward.

**ITEM #12**

No new business was noted.

**ITEM #13**

Correspondence

a) E-mail correspondence from Dennis Goderre, Planning Director to the Chair re ArcGIS Server

Discussed earlier in the agenda

b) E-mail notification to the Chair from Ed Crane, Director of Information Technology, advising that WIFI Access is now available to the public in the Auditorium. The WIFI Network name is wps-public and no password is required

**ITEM #14**

**Adjournment**

Motion – Roz Rubenstein

Seconded – Sally Ritchie

Motion passed – unanimously

Meeting Adjourned at 4:15 p.m.

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Marlena Montgomery  
Recording Clerk