Members present: B. Mahoney, Chair, R. Rubinstein, D. Campo, K. Peterson, B. Flaherty, J. Trelli, N. Soto, A. Wilensky, G. Schneider, M. Bono, T. Fioravanti, L. Cappuccio, A. Piersall, R. Brule and E. Crane

Item #1 – Call to Order
Chairman Mahoney established a quorum and called the meeting to order at 2:30 p.m.

Item #2 – Approval of Minutes for December 18, 2019 meeting
Moved: D. Campo
Seconded: B. Flaherty
Motion passed: Unanimous

Item #3 – Status report of IT director
E. Crane updated the Committee on the December and January IT activity.

Item #4 – Old Business
  a. **Channel 22**
  Chairman Mahoney noted that everyone should watch the videos provided for the Channel 22 training. He stated they are short videos and easy to follow.

  b. **Printer Update – P.D. Network Printer**
  Chairman Mahoney noted that a network printer at the Police Department broke and could not be repaired so it was replaced by another network printer at the Police Department. He stated that area would not rely on the copier. He encouraged everyone to utilize their copy machines as printers when possible to reduce the amount of printers in town.

  c. **E-mail for Elected Officials**
  A discussion ensued regarding town email versus personal emails for Town Elected Officials. It was determined that we would continue to explore offering emails to elected officials in conjunction with the Town Attorney for the Board of Selectman, Board of Finance and Representative Town Meeting members.

  MOVED: D. Campo
  SECONDED: K. Peterson
  MOTION PASSED: Unanimous
A discussion ensued regarding credit card payments. It was noted that an RFP was sent out but due to the departure of the Finance Director this had been put on hold. First Selectman Brule, Chief Mehoney, and Planning Director Piersall will meet and review the RFP and try to move this project forward.

Item #5 – New Business
   a. Surplus request of old computers from Roz Rubinstein

   MOVED: B. Flaherty
   SECONDED: N. Soto
   MOTION PASSED: Unanimous

Item #6 – Correspondence
   a. Letter from Waterford Public Schools regarding Amanda Gates-Lamothe as the new IT Representative
   b. Letter to Board of Selectmen regarding the IT's approval of surplus items

Item #7 – Adjournment
   Motion to adjourn.
   Moved: D. Campo
   Seconded: R. Rubinstein
   Motion passed: Unanimous

Meeting adjourned at 3:30 p.m.

Respectfully submitted,

Marlena Montgomery
Recording Secretary