

ADVISORY COMMISSION ON CAPITAL EXPENDITURES
REGULAR MEETING
SUFFIELD, CONNECTICUT
FEBRUARY 18, 2016

The meeting was called to order at 7:00 p.m. Present were Ryan Anderson, Seth Crocker, Kathie Harrington, Kate Rietberg, Maureen Schorr and Michael Stevens. Also in attendance were Krystal Holmes, Jackie Hemond and Daniel Beaudoin.

The Chair designated alternate member Ryan Anderson to serve in the place of regular member Pete Hill, who was not present.

Upon motion duly made by Ms. Harrington, seconded by the Chair, it was voted unanimously to accept and record the minutes of the February 11, 2016 meeting with the following amendment added to the seventh paragraph: "with additional funding for other buildings". Mr. Anderson and Mr. Crocker abstained.

Presentation was made by Ms. Hemond concerning renovation of the lower level bathrooms in the Kent Memorial Library for approximately \$100,000. It was explained that these bathrooms are not part of the recent renovations, that the flooring is difficult to clean, that the fixtures are dated, and that the lighting is dim. If possible, one bathroom would be converted into a private study room and the other bathroom would become a unisex bathroom. There may be possible abatement issues involved. This project was not deemed urgent and does not involve public safety concerns. In terms of future projects in the library, Ms. Hemond explained that the sink in the closet has leaked and may need to be replaced as it is used for different events held at the library.

Mr. Beaudoin then made five (5) presentations for the Information Technology Department. The first presentation was to upgrade computer desktop operating systems for \$10,000. The town computers are updated on a periodic basis and the fund that is used to perform the updates was impacted by the addition of the Fire and Police Departments to this work. Additional funds are needed to ensure that computers are updated as required in the coming year. This request was considered non-discretionary. The second presentation was to purchase Voice Over IP Phones (VoIP) for the Town for \$17,000 with \$684 per month in ongoing costs for cloud hosting and management. The current phone system is "limping along" and is no longer supported. VoIP phones have a very long useful life, can be upgraded remotely, have caller ID, and have call history. It was explained the school system will likely need the same system in the near future as well. Discussion was had concerning whether this could be tied into the Town Hall renovation project. The third presentation was moving the server room for \$30,000. It was explained that this was necessary as the location of the server room was a "code issue." Again, discussion was had concerning whether this should be part of the Town Hall renovation project. The fourth was to increase RAM for the servers with VMware for approximately \$10,000-\$12,000. It was explained that as more and more data is being created and stored (such as video of town meetings), the need for additional RAM has increased. There was discussion as to whether this project was actually under \$10,000, which would not require presentation to this Commission for consideration, and/or whether this should be part of the Town Hall renovation project. The fifth and final presentation was to add wireless access for the entire Police Department for \$21,000. This would encompass both the inside and outside of the building such that the officers could complete reports in their vehicles at the end of their shifts and would support the planned new lock systems

as this requires wireless access for keys and locks. It was noted that this project should first go to the Technology Committee for consideration in connection with the “lock project” involving the other Town buildings.

Upon motion duly made by Mr. Anderson, seconded by the Chair, it was voted unanimously to adjourn the meeting at 8:40 p.m.

Respectfully submitted,
Kathie Harrington