

**Town of Suffield
Technology Committee Meeting
Minutes of March 10, 2016
Town Hall, Lower Level**

Present: Melissa Mack, Michael Stevens, Matt Service, Rebecca Osleger, Dan Beaudoin, Jason Haines, Eileen O'Sullivan, Larry Alabris, Richard Drinan, Will Herman, Rick Neipp, Keith Woods, Kathy Shea Mormino

The meeting was called to order at 7:00 pm

Public Comment

None

Election of Officers

The following officers were assigned for a one-year agreement:

Michael Stevens - Chair
Matt Service - Vice Chair
Secretary - Rebecca Osleger

Meeting Review

Mr. Stevens thanked everyone for agreeing to serve on the Technology Committee and reviewed the following:

1. Technology Committee will meet at least once a month - every second Wednesday at 7:00pm.
2. Future meetings will be at the ambulance center on Bridge Street.
3. Department heads throughout the town will be interviewed and invited to each meeting, to discuss enhancement requests that are relative to technology. The committee will also interview them for their 5 and 10 year plans relative to technology. This will assist the technology committee in its goal to create a rolling 10-year technology plan for the Town of Suffield.

Project Needs

1. Standardization of the locks and locking mechanisms across town properties
 - A plan for key managers to manage who gets in and out of the buildings, how and when.
 - Project Lead: Larry Alabris will work with the Police, Fire, BOE and Public Works department
2. PC Standardization
 - Police department along with other departments are utilizing laptops and desktops that are insufficient - project leads will look at standardization of the devices where applicable.
 - Project Lead: Rich Drinan will be the department head for this and look at devices throughout the town departments.

3. Internet Usage Policies
 - What are the regulatory policies for internet use
 - Project Lead: Eileen O'Sullivan
4. Network Infrastructure
 - All buildings are a concern, however The town hall and community center are priority since both of those buildings are being addressed in the coming years
 - Hardware has not been purchased yet - Wireless - throughout the town and various offices. This project will work on the town construction and the building construction teams. Project Manager: Jason Haines
5. Shared documentation storage
 - The Technology committee needs a place to share, collaborate on quotes, needs and online organization of projects.
 - Project Lead: Rebecca Osleger
6. Town Website and Communication
 - Facilitate communication to the residents as well as increase/improve the functionality - interoperability with the schools, town services, police fire and all constituencies
 - Project Lead: Kathy Mormino and Will Herman

2016-2017 Budget Cycle

ACCE proposed as part of the presentation to the Board of Finance to allocate \$20,000 for technology enhancements in the 2016-17 fiscal year. The thought is to position the committee for the opportunity to affect some immediate change. The Technology Committee will approve any purchases out of this budget line item.

Members of the Technology Committee recognized that there is potential opportunity in the current budget to recognize efficiencies

Meeting Adjournment

Kathy moved to adjourn, Service seconded and by unanimous vote the meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Rebecca Osleger
Recording Secretary