

**Town of Suffield  
Technology Committee Meeting  
Minutes of April 13, 2016  
Ambulance Center, Bridge Street**

Present: Dan Burnham, Dan Boudoin, Matt service, Michael Stevens, Rich Drennan, Will Sherman, Larry Grigely, Jason Haines, Kathy Mormino

The meeting was called to order at 7:00 pm

Public Comment

None

Approval of Minutes

Michael Stevens motion to approve the minutes from the March 10<sup>th</sup> Meeting  
Jason Haines second the motion

Project Updates

1. Larry Grigely provided an update for Standardization of the locks and locking mechanisms across town properties
  - Larry recommended that Alegion is the vendor of choice at this point and the committee voted to approve a recommendation to the Board of Selectman to recommend Alegion be the vendor for a Site survey.
  - The question was brought up as to who from the town would manage the access for the program.
2. PC Standardization: Rich Drennan provided an update:
  - The fire department is in need of laptops and the ability to lock them down.
  - Captain Brown has spec'd out 8 Toughbook's for the cruisers. Information gathered by both Michael Stevens and Rich lead the group to recommend that the Police Department look at DELL laptops. Michael Stevens will get a recommendation of what that police department was using and we would get a formal quote.
3. Network Infrastructure Jason Haines provided an update:
  - The town hall project will be going out for bid in June. The actual infrastructure layout and project will depend on office space and Network Operations Center for actual layout. Jason will monitor the town project and further information to will follow.
4. Shared documentation storage: Rebecca Osleger provided an update
  - Google Docs has been setup and will be shared out with the group for use.
5. Town Website and Communication: Kathy and Will provided an update
  - Currently various individuals are doing updates and are identifying needs for the town website.

- Rebecca recommended that we create some alignment with all town departments and the schools where applicable. Dan will forward the current contract to Rebecca Osleger and she will look into the schools provider and area providers to town entities. She will bring a recommendation back to the group for a vote to bring forward to the Board of Selectman.
- The need for a dedicated staff member for communication, social media and other PR outlets was expressed.

Other Items / Issues brought up for future discussion:

1. Dan will get information on providing high speed internet throughout the town and bring it to the May meeting.
2. Jason Haines mentioned that town departments were in needed of technology training to enhance business practices. Rebecca Osleger recommended a needs analyses of all departments and to invite town members to secretary training that is held.

Meeting Adjournment

Michael moved to adjourn, Haines seconded and by unanimous vote the meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Rebecca Osleger  
Recording Secretary