

TOWN OF SUFFIELD TECHNOLOGY COMMITTEE
Minutes of the February 11, 2010 Meeting

Committee members present were: Michelle Long and Steve McKeen.

IT Town staff in attendance: Dan Beaudoin and Deb Howe. Also attending: Ed Laprade, past member
Absent: Sam Johnston and Tim O'Connor

Disposition of Minutes

After reviewing the January meeting minutes, no changes were made. With out a quorum present, a vote could not be taken.

Old Business

A review of the IT administrative budget noted that it reflected an increase of approximately 4.5% over 2009-10 due to the maintenance and payroll line items. The maintenance costs for department software contracts including the Munis Financial application, Quality Data Services for Tax and Assessor, and the Building Department's Permit application are funded in the IT budget. There will be approximately a 3% increase in these maintenance agreements, thereby, showing a significant line item increase. An increase in the payroll line item reflects an additional 53rd pay day, which occurs about every five years. There are no wage increases. The IT staff will review the budget on February 16th with the Selectman and Finance Director for their recommendations to the Board of Selectman and Board of Finance.

Dan reviewed the following capital project requests that were submitted to ACCE:

Storage Area Network (SAN) to accommodate growing needs:	\$32,000
IMC software for Fire to share same application with Police and Ambulance:	24,415
QAlert web software for Public Works citizen service requests:	11,880
Exchange Server 2010 to replace the outdated Exchange 2003	26,045
Fiber project to connect the library to the Town network & telephone system	57,989

Dan mentioned that IT needs one more quote for the security audit project before a vendor can be selected. He noted that a security audit has never been performed to test our network system. This audit would be supportive in substantiating the needs for specific hardware and software as well as enforcing user policies to protect the network system.

New Business

The advantages of virtualization were discussed. It was pointed out that virtualization will give IT more flexibility and provide efficient disaster recovery. Dan was advised to check with Munis, Vision, QDS and IMC to confirm their ability to run on a virtualized network. With regard to the IT projects planned for next year, Ed Laprade recommended that Dan start with virtualization right away for a more portable environment, rather than migrate into it. Ed offered to assist Dan if he had any questions on virtualization.

Dan noted that he learned of plans for a water main digging project along Mountain Rd and Route 75. He will look into piggy-backing this project with our plans to lay pipe for fiber to the Library. This would significantly reduce the high cost to the Town. Once the Library is connected to the town network by fiber, plans would be more feasible for connecting the town buildings on Bridge Street.

With no further items for discussion, the meeting was adjourned at 6:10 p.m. The next meeting will be Thursday, March 11, 2010 at 5: 00 P.M.

Respectfully submitted,

Deborah Howe, Secretary