

2020-07-15 – Princeton IT Strategic Planning Committee – Meeting Minutes
Pat McGowan, John Zimmatore, Peter Cummings, Rick McCowan

Meeting convened 5:00 pm

Approved prior minutes

Elect chair for 2020-2021 – John will take over as chair

Review action items and assignments:

Discussion about tool choice for virtual meetings. We were interested in Zoom which has a government license 4 seats around \$50/mo. Recently 4 GoToMeeting licenses were acquired by Karen Cruise. Check if this is still of interest. (Pat)

Contact Sherry, accounting for software and telco agreements and invoices (Pat)

Office365 licenses –check with Trailside (Peter)

- Government version that does the archiving
- Check pricing levels and security addons
- Verify new police seats are covered
- What value add does Trailside provide (support – find documentation) (Pat)

Civic CMS – this has other capabilities we are not taking advantage of. For example, more folks could have direct access, quotes could be managed through the site, etc. (Pat)

Cloud backup quote (Peter)

- OneDrive not a good option acc to Trailside
- Get quote from Trailside
- Common strategy for the town

Suggestion to rebid quotes periodically. (John)

- Inventory of current services and when they were purchased originally (Pat)
- Is there a reasonable cap on the time period
- Is the software even being used

Consolidate the network and VPN across departments (Sherry)

- Contact Spectrum for pricing
- Options through the state?
- Check on police connection, believe it is through Holden
- Obtain details/invoices for communication costs

Consolidation of servers

- Highway department fuel management service on server
- Being updated this month (Peter to share quote)

Plan and budget for periodic equipment refresh, every 3 to 5 years (John)

- Check existing warranties
- Update current inventory (Peter)
- Software list Office365, Access (Cemetery, Dog licensing, Muniware), Vadar accounting (cloud based), Vision Assessors (some versions allow public access, check what we have)

Suggestion to apply for grants (John)

- disaster recovery plan and implementation
- telco consolidation
- Identify consultants that could assist
- Same State grant, investigate other grants

Look into moving more town services online (Sherry)

- Fire permit, Dog licenses, Cemetery
- What is supported today
- Cost benefit of moving online
- Payment methods, Unipay, PMLD has another option

Create a strategic plan – 3 year (All)

- Create an outline
- disaster recovery plan and implementation
- input for annual town meeting, possible requests, matching grants

Next meeting July 29^h at 5pm

Meeting adjourned 5:45pm