

2020-08-05 – Princeton IT Strategic Planning Committee – Meeting Minutes  
John Zimmatore, Peter Cummings, Rick McCowan, Pat McGowan, Sherry Horeanopoulos

Meeting convened 5:00 pm

Approved prior minutes

Discussed priorities for action items

Strategic plan discussion

Create a strategic plan – 3 year (All)

- Create an outline – other towns available as examples (John)
- disaster recovery plan and implementation
- input for annual town meeting, possible requests, matching grants
- Software and tools standardization
- Consolidate the budget
- Possibility to share with other municipalities (e.g. Disaster recovery servers)

Discussion about tool choice for virtual meetings.

GoToMeeting 4 seats, 3 months free, \$12/mo/account, could revisit in September

Contact Sherry, accounting for software and telco agreements and invoices

Initial inventory created

Ongoing (Pat)

Office365 licenses –check with Trailside (Peter)

G1 \$8/mo. \$104 for 13

G3 with desktop apps \$20/mo 300/mo for 15

Email protection \$15.75 ea \$441/mo

Civic CMS – Have discussion with Karen Cruise (Pat)

Cloud backup quote (Peter)

- Obtained quotes from Trailside Datto (\$2000/yr for 2 TB), Chronus (\$850/yr), Carbonite , (Peter will share)
- Fitchburg State uses Barracuda, partners with Westfield for second backup
- What are state retention requirements – Municipal requirements from state website, (John to share link)

Hardware inventory

- Peter has start on it

Network consolidation (Sherry)

- Spectrum quote \$75/mo for Police, Library and town hall

Suggestion to apply for grants (John)

- Looking at more flexible programs

Town email domain, maintainer wants to turn it over (Pat to follow up)

Multimedia equipment purchase for meetings (Pat)

- Quote for \$25K worth of equipment

Next meeting August 26<sup>h</sup> at 5pm

Meeting adjourned 5:57pm