**Princeton IT Strategic Planning Committee**

June 1, 2022

Meeting Minutes

Attendees:

John Zimmatore, Pat McGowan, Sherry Horeanopoulos, Sherry Patch

Meeting convened 5:05 pm

Prior meeting minutes approved.

This meeting involved a general discussion about the role of the committee and how it should best work with town departments and other boards and committees. It was agreed that this committee needs to be more closely involved with budget planning, and a first step will be a meeting with members of the Financial Management team. Sherry P will propose this at their next meeting.

Regarding current budget

* Sherry P will send a copy of the coming FY budget for IT. The total is just under $65,000.
* From last year’s budget there is still $14,675 for capital equipment replacement and $1600 for equipment repair and maintenance. Peter will review what requirements might be met with these funds before end of June. Sherry P will also check how this money can be used, specifically whether it can be repurposed toward services.

Another focus for the year will be in creating an IT best practices guide for departments and boards to use. This would cover items such as data storage and organization and protecting against data loss.

The committee requested that we try to find out what neighboring towns have for IT budgets in terms of both operating costs and capital expenditures. Sherry P has a forum to request this information. The general consensus was that funding will need to be increased to match the current more widespread uses of technology, but that things must be introduced in phases over time.

The top priority at this time is getting the cloud-based backup system in place. Peter shared a demonstration [video](https://urldefense.proofpoint.com/v2/url?u=https-3A__liveshareeast3.seismic.com_i_YeWOP7291T8PPyM5TX1HCEKrsEN1GE1Kf17h2kkxSA4YjYQxxw3quOAfsrslcPLUSSIGNnOV4YO0LpIyXlbZOchOby9j2ofuvgGsIZzg3IeAesh9A4JNnIc8duwNdglWf7tl3MB&d=DwMGaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=pWKMVXbAM1axkZUP5loBnm7LI9lcGz_qFixq5kUzUfg&m=BI-bSxoNnkTrpPSIvuaHZGE3fhNl2HYZqpuGw0dAzNU&s=Qmxm4P6TEy_Y1nFcPeYsnLkMkGE-a5ujY7A2z1WkBLo&e=) of the Datto Siris backup system. The quote for this is $200/month with an installation fee of $250. We will need to obtain quotes for two more solutions.

Next Meeting Wed June 1, 5pm

Meeting Adjourned at 5:50 pm

Minutes recorded by Pat McGowan