

Town of Richmond, Rhode Island

Office of the Town Clerk

*Town Hall *5 Richmond Townhouse Road * Wyoming, RI 02898 * (401) 539-9000 x9*

Information Technology Advisory Committee

February 22, 2016 -- 5:00 P.M.

Minutes

Members in attendance: Linda Merlino, Pete August, Dave Krugman, Karen Pinch, Meredith Carroll, Pete Fangiullo

Approval of minutes from 1/12/2016. Approved Unanimous (DK/PF)

Old Business

Email presentation by Meredith for windows 365. Total cost of project is \$5,672.28. This includes onetime set up and migration fee to Atrion (\$3758.28) and \$1,914.00 annual license to Microsoft.

1. We should have money in the special projects line item for this and can include the annual fee in our future budget
2. Question about interfacing with Google calendar. Meredith said info can be imported into 365.
3. Outlook will remain the same, email will improve and there are other features such as business skype included, better security, will save desktop storage.
4. We will need input from Chief Johnson on this to make sure he is comfortable with an email switch.
5. If we get the go ahead from council, we will migrate town hall first and PD after to avoid any downtime.
6. Motion to accept the quote from Atrion not to accede quoted price and move forward with town hall and then to police department. Unanimous (LM/PF)

New Business

1. OSHEAN Services. Karen will speak with rep about internet services. Meredith said the services are very good. Karen is waiting for a rep to return her call.
2. MAP GEO demo will take place on Thursday, 2/25 at town hall. Karen will update us

ATRION Report

1. System stability at town hall and PD has been generally good. PD is having an issue after the weekend. Meredith believes there is a problem occurring after the weekend backup
2. Pete F asked about the problems at the PD

3. The server at the PD is out of date and no longer supported. Switch is old and it's recommended for replacement to speed up data.
4. Recommend to upgrade drivers now and ATRION will lend us a switch
5. Meredith recommends we upgrade to a new server with virtual back up at town hall and PD, plus a new switch at the PD to improve speed. PD data can be stored at Town Hall and vice versa. Meredith will prioritize PD upgrades
6. Motion to get quote for new server for town hall and continue backing up at Atrion. If price is reasonable, purchase from capital acct budget.
7. Atrion strategic plan handed out and discussion next meeting. First priority is password policy

Motion to adjourn at 6:30 (KP/LM).

Pete Fangiullo, Secretary

A handwritten signature in cursive script that reads "Peter V. August".

Approved: Peter V. August
March 7, 2016