

*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

January 9, 2017– 5:00 P.M

Minutes

Meeting called to order at 5pm

Members present: Pete August, Dave Krugman, Murat Dymov, Meredith Carroll, Drew Hill, Pete Fangiullo, Karen Pinch

Minutes of 12.12.2016 (DK/MD) passed KP and PF abstain due to absence.

Old Business

1. Vertikal Tickets for month about average. Police Department power supply is in, new UPS installed, and new server is in place and will be scheduled for turn on. Email can be transferred to Office 365 at that time as well.
2. There is an issue with one of the PD desktops running windows 2003. Pete A asked if we have funds to replace machine and Dave says yes.

MOTION: Authorized town mgr to contact Chief about replacement and Vertikal to purchase and migrate new PC for PD for no more that @2500. (PF/MD) Unanimous

3. RFP for IT service is out and last day for bids is Feb 3. Pete A will create a scoring rubric used to rate proposals.
4. Town IT Survey. Pete has several and will bring to next meeting. Karen has reminded folks to please hand them in. We will review next month.
5. Flat screen monitor is ready for mounting in TC chambers and will go up as soon as Scott B gets a break from the snow.

New Business

1. Copy machine in clerk's office is failing. Karen has emailed CORE but has not received a response. Perhaps the tech has moved on so she will follow up with a call. Consensus is that we lease a machine. Karen and Dave will check if we need an RFP for a lease. There is probably the CORE one available to check.
2. Budget Ideas
 - a. Report from Vertikal for items to consider with a time line. We believe that the only change is to add a local PC/server at emergency management in case of internet outage.
 - b. Our main focus should be to sync the police department IT with the rest of the town.

Respectfully submitted

Pete Fangiullo

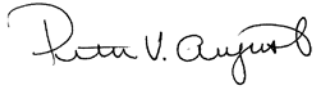
DATE Jan 9, 2017

MOTION to approve minutes made by D. Krugman, second by K. Pinch

All Ayes

Minutes approved as written, 13 February 2017

Attest:

A handwritten signature in cursive script, appearing to read "Pete V. August".