Information Technology Committee – Meeting Minutes

Date: July 18, 2016, 18:30

Meeting notes prepared by: Mr. Amrith Kumar

At 1834, Mr. Ronald Furmaniuk assumed the role of Chairman of the meeting and called the meeting to order. A roll call showed the following members were present: Mr. Robert Brown, Mr. Ronald Furmaniuk, Mr. Robert Bloom, and Mr. Amrith Kumar.

Also present was Mr. Michael Szlosek, the Town Administrator.

1. Committee to organize

   Mr. Bloom made a motion to appoint Mr. Kumar as the Chairman of the committee. The motion was seconded by Mr. Furmaniuk. A brief discussion of possible conflicts of interest with Mr. Kumar's role as the Town Moderator followed.

   Vote: Furmaniuk: Aye, Bloom: Aye, Brown: Aye, Kumar: Abstain

   Mr. Kumar assumed the role of Chairman of the meeting.

   Mr. Furmaniuk nominated Mr. Bloom for the position of Vice Chairman. The motion was seconded by Mr. Brown.

   Vote: Furmaniuk: Aye, Brown: Aye, Kumar: Aye, Bloom: Abstain

   Mr. Brown nominated Mr. Furmaniuk for the position of Clerk. The motion was seconded by Mr. Kumar.

   Vote: Furmaniuk: Abstain, Brown: Aye, Kumar: Aye, Bloom: Aye

2. Discussion of Committee Charge and Charter

   A brief discussion of the charge and charter ensued. Several suggestions for inclusion and limitation of scope were discussed briefly but it was felt that the charter and charge as written were sufficient for the present.

   Mr. Brown raised the issue of a possible conflict of interest with his position on the Capital Committee. Without deliberation, it was felt that this was a matter for Mr. Brown to take up with the State Ethics Commission and report back to the Committee.

   Mr. Furmaniuk made a motion to approve the charge and charter as drafted. The motion was seconded by Mr. Bloom.

   Vote: Unanimous

3. Discussion of Committee Goals and Priorities

   A brief discussion of a current issue relative to backups ensued. The Committee directed Mr. Szlosek to do the following:

   (a) A copy of the current contract with M/s. Spaulding; the current IT Services vendor
   (b) A report of all support tickets over the past six months that were handled by the vendor including additionally the current status, resolution time, and who reported the issue.
   (c) A summarization from all department heads of all outstanding support requests for their respective departments with respect to IT.
   (d) An inventory list of all IT resources in the Town (including hardware, and software), and treating the term IT as broadly as reasonable. It was suggested that Spaulding should be able to provide this list.
   (e) Establish a process for all support requests that are raised with the IT vendor, and communicate that to all department heads and employees in Town. It is suggested by the committee that this process name a single point of contact (Mr. Szlosek) who should be copied on all support requests.

   A brief discussion followed.

   Mr. Szlosek was further directed to inform Ms. Michanowicz (Town Clerk) that the Committee would like to meet with them at their next meeting. The Committee would also like to meet with the vendor M/s. Spaulding at a later date.

4. Discuss possible next meeting date(s)

   It was resolved that the next meeting would be on Monday, July 25th at 1830PM. Mr. Kumar would draft an agenda and post the meeting with the Town Clerk.

5. Discuss possible fifth member for the committee

   All members indicated that they knew some potential candidates and would contact them. No decisions were taken in this matter.

6. Other business: None

7. Public Session: None

There being no further business, the meeting adjourned at 2002.