Computer Committee Minutes – November 18, 2009

Present: Members Kevin Motta, Jon Sturgis and Town Administrator Debra Roussel

The meeting opened at 5:35 p.m.

Committee discussed future meeting dates, opting to secure a routine date moving forward and deciding on the last Wednesday of each month at the Slade Building. Ms. Roussel to confirm no conflicts exist with other committees/boards meetings. December 30, 2009 next meeting date.

Ms. Roussel reported upgrade of RAM for Building Department's computer has apparently solved the issue, noting no further distress reported.

Ms. Roussel reported on transfer of data for Accountant's computer, noting the Town Accountant preferred transfer to take place at close of FY2009. Windows version already loaded on new PC.

Committee discussed capital plan. Twenty one computers in inventory needing tower replacement at a cost of approximately $500 each would yield a cost of $1,500 if the cycle were three replacements a year, assuming a seven year life. Need to complete update of inventory.

Committee discussed need of providing technical services and support for staff. Mr. Motta will review notes from prior discussion and Ms. Roussel to check state contract and speak with Central MA Geeks, service provider for Police Department network.

Need for inclusion of funds for software upgrades and peripherals; estimating $500 annually. Discussed need to develop policies for departments that purchase equipment outside of computer committee's recommendations. Suggestion to put forth: you buy it, you support it.

Question brought forth on use of computer equipment at end of useful life, as surplus, specifically who has authority for transfer of use?. Ms. Roussel explained Board of Selectmen must declare surplus.

Jon and Kevin agreed departments should all share same version of software for sharing of documents, noting exception of Windows version as purchased.

Three different pricing models for service: 1) dollar amount per call; 2) pre-paid instance, specific number of calls per contract; and 3) a specific number of hours of time or full service coverage. Committee members noted need to trigger calls through one location, to control costs. Estimate of $960 - $1000 annual cost, currently not budgeted.

Agreed for need to change perception of ownership of equipment; need to think of Town as whole, not departments as separate entities.

Motion J. Sturgis 2nd K. Motta
To accept the minutes of September 23, 2009 and October 28, 2009 as presented by Ms. Roussel.

Meeting adjourned at 6:20 p.m.

Respectfully submitted,

Debra Roussel, Town Administrator