

October 5, 2016

- I. Call to Order: The IT multi-board meeting was called to order at 7:00 p.m. by Ross Farrugia. Present were: Computer Assessment Committee: A. Belesimo, R. Farrugia, and R. Gauthier; Board of Finance: D. Shippee, B. Lassan, B. Lindberg, N. Cook, and N. Delmonico (7:10 p.m.); Board of Selectmen: R. Gray, L. Cooper, and J. Firlik. Also present: J. Gustavson, E. Gould, L. LaFortune, and W. Manuilow.
- II. Eric Gould – Savage Systems – Infrastructure Facility at 1183 Plainfield Pike, Oneco, CT: Eric Gould of Savage Systems gave a PowerPoint Presentation stating that Savage Systems was founded in 2000, service six (6) Northeastern Connecticut Council of Governments (NECCOG) Towns, and specializes in providing IT service to local, small municipalities. Topics that were covered include: State of affairs at the Sterling Town Hall, workstation server upgrades, and upgrade recommendations. E. Gould stated that one (1) area of concern is that the network at the Town Hall is rather old and outdated with little upgrading over the years. The current infrastructure state is “limping along”, and network and internet speed are slow. The following recommendations were made: 1) Replace all network equipment, 2) Switch to HP2530 24 port gigabit switches, which have a lifetime warranty, and 3) Put all network equipment behind an uninterruptable power supplies (UPS). E. Gould explained that, in his opinion, HP switches are better than the Cisco switches, with lifetime warranties being the biggest factor, as well as cost (no labor as the Town has a contract with Savage), and easy to configure. E. Gould also stated that the Nutmeg Network is a Connecticut Education Network (CEN) which is a fiber based internet connection provided by the State of Connecticut. Running the fiber to the library will result in fiber being brought into the building resulting in the Town being able to access the network without a very costly multi-mile fiber installation project. Other areas discussed included: PC replacement, server upgrade, Office 365 Exchange Online Email System, (cloud based with 50 gigabytes storage at \$5 per month per user, Office 365 Bundle Plan (entire Microsoft Office Suite) at \$20 per month per user, finance system (Tyler Technology - Infinite Vision, which is currently used at the Sterling Community School), and the telephone system.
- III. Discussion Regarding Scope of Work and Estimated Expenditures for the Purchase of Technology Replacement and Upgrades Consisting of Network Switch Replacement, Network Server Replacement, Five Year Refresh Process, Replacing Twenty Percent (20%) of PC/Printers Every Year, and Change Phone System to VoIP (Voice over Internet Protocol): A. Belesimo stated that everything Savage Systems quoted had been recommended by the Committee and needs to be addressed. The Town Hall infrastructure needs to be addressed as soon as possible. A. Belesimo also stated that he recommends Cisco over HP, the cost is about two times more; however, overtime, it is more cost effective and would have a longer life than HP. The anticipated cost is \$9,000 for the server and \$5,000 to recable the Town Hall for a total cost of \$14,000. The Committee has outlined the order of work to be as follows: 1) Infrastructure - certify the cables. All Cat 3 cables need to go, we need to be on Cat 5e or 6. Replacement costs about \$150 – \$200 per cable, and replace the network server in a new chassis. 2) Decided whether the entire project goes out to bid at the same time or if each project has a different time line. Each is a separate project and should be put out as individual bids as we move forward with each project. When it goes out to bid, bidders must bid on exactly what we request. We must be very specific with model numbers and how many days, once awarded, that the project must start and be completed by. 3) Replace twenty percent (20) of the PC's every year and add a capital account line item to include replacing the PCs, as well as other IT needs. All PCs need to be on the same operating system - Windows 7. The following are the next steps recommended by the Computer Assessment Committee: 1) Board of Finance needs to approve the request for \$70,000 from the Board of Selectmen; 2) Board of Selectmen need to get approval at a town meeting; and 3) A. Belesimo will put together what qualifications the bidders must have prior to bidding and the specifics of what they will be bidding on. 4) R Gray will label each room in the Town Hall by the type of function that happens in the room; such as, meeting room, office,

guest room, etc. When that is completed, decide on how many cables each room should have. For example a meeting room might have only one (1) cable, where a guest room might have four (4) cables. Every person in an office should get at least two (2) cables. Once the number of cables for each room has been determined, the Committee can determine which closet they go to and how many patch panels will be needed. It is best to have all the cables go to one closet.

IV. Any Other Issues: None.

V. Adjournment: R. Farrugia made a motion seconded by A. Belesimo to adjourn at 9:36 p.m. All voted in favor of the motion.

Attest: \_\_\_\_\_  
Joyce A. Gustavson, Recording Secretary