

Minutes
IT Subcommittee Meeting
Thursday, April 26, 2012
Township Building Conference Room A

Attendees: Patteson, Butler, Crumiller, Hough, McQueen, Rayner, Singer, DeCurtis, Liverman

Absent: Simon, Rivkin, Berkhout

Public Notice Given
Minutes of 4/18/2012 Approved

- **Inventory of Software, Hardware, Vendor Support (Singer, Hough and McQueen).** Inventory status discussed for various projects.
- **DH Submission of HW/SW Recommendations(Hough, McQueen):** DH recommendations delayed in some instances. Revised timetable target date: 5/15/12.
- **Selection of One IT Consultant for New Princeton (Hough and McQueen) –** Scope of work description to be split between HW/SW/Services, and with and without outsourced tech support. Estimated cost of full time in house tech support: \$65,000.To be finalized at next meeting
- **IT Support Person (Not in Consolidation Commission Recommendations) (Hough and McQueen) –**Job description presented. IT Subcommittee to make recommendation at next meeting. McQueen job description also to be circulated.
- **Cost Savings Documentation(Patteson) –** Tracking of savings to be tallied, with help of Monzo/Webb, and McQueen/Hough
- **Website Construction and Management (Crumiller) –** 2 existing vendors and 2 new vendors to be considered
- **Email Alternatives (Berkhout, Rayner, DeCurtis) –** FirstCLASS recommended by IT Subcommittee and to be presented to TTF. Compelling economics.
- **Records Management (Crumiller, Rayner, DeCurtis) –** Deferred as important to new governing body, but not within scope of this subcommittee

Next Meeting: Thursday, May 10, Township Building Conference Room A

Submitted by Gary Patteson 5/7/12 **Approved, as amended, May 10, 2012**