

## Minutes to IT Subcommittee Meeting 3/13/2012

**Attendees:** Gary Patteson, Jo Butler, Thea Berkhout, Bob McQueen (phone), Bob Hough, Jenny Crumiller (Council), Wendy Rayner (Citizen), Irina Rivkin (Princeton University Liaison), Patrick Simon (Consolidation Commission Liaison)

IT Subcommittee Scope shown below adopted by members.

### **IT Subcommittee Scope**                      **2/13/2012**

- Inventory Existing Hardware, Software, Vendor Support for all departments for Township and Borough
- Determine timeline for delivery of recommendations to TTF, given lead time required for implementation
- Work closely with Staff and other Subcommittees to insure optimal IT solutions, especially Public Safety and Facilities
- Recommend cost effective solutions, resources required, vendor support, and project timelines for integrating:
  - Servers, Firewalls, switches, offsite backup
  - Computer network
  - Email
  - Phone system
  - Compliance and dedicated circuits (Police)
  - 911 and digital recorder
  - Rapid mass calling system
  - VPN
  - Building security system
  - Website
  - Record Archiving (Including Electronic Records Management)
  - Contract Tracking Software (NEW)
  - Database software
    - Finance
    - Tax Collection
    - Courts
    - GIS
    - Construction
    - Fingerprint
    - Evidence
    - Mobile Data Terminal
    - Computer Aided Dispatch and Records Management
    - Dog Licensing

- Recommend IT staffing structure for new Princeton

Consensus recognition by subcommittee members that determining a timeline for critical IT functions is the highest priority. Should be established with help of Joe Stefko.

Coordination with other subcommittees also critical. Facilities especially important, as some IT solutions will be location dependent and require long lead times for implementation.

General agreement that Public Safety should probably take the lead on its technology requirements, but it is important that input be provided from this committee through Jo Butler (on the Public Safety Subcommittee) and Bob McQueen.

### **Meeting Schedule Set through May 2012: Community Room A Township Bldg**

Tuesday, March 20	8 am
Thursday, March 29	8 am
Thursday, April 12	8 am
Thursday, April 26	8 am
Thursday, May 10	8 am
Thursday, May 24	8 am

### **Preliminary Agenda for Next Meeting, Tuesday, March 20**

- Review of Existing Hardware, Software, Vendor Support, by Department
  - Bob McQueen, Matt DeCurtis Bob Hough to lead discussion.
  - Gary to circulate summary chart to facilitate discussion.
- Identification by Bob/Bob/Matt of mission critical functions that must be in place by January 1, 2013, and those that can wait.
- Delegation of responsibility for mission critical functions to subcommittee members