Minutes
IT Subcommittee Meeting
Thursday, April 18, 2012
Township Building Conference Room A

Attendees: Patteson, Butler, Berkhout, Crumiller, Hough, McQueen, Rayner, Simon,

Absent: DeCurtis, Rivkin, Linkman

Public Notice Given
Minutes of 4/12/2012 Amended and Approved

- **Inventory of Software, Hardware, Vendor Support -- CGR Timeline 4/15 2012 (Hough and McQueen).** Newly formatted inventory summary well received. Will be used as working document, updated as decisions are made, and implementation begins. Henry Singer will oversee this list.

- **DH Submission of HW/SW Recommendations**(Hough, McQueen): on schedule for April 25

- **Legal Framework for Contracts** (McQueen, Butler) McQueen to speak with Ed Konin about applicability of Extraordinary Services Agreement instead of Bid route. McQueen also to inquire about Sole Source justification. Whatever learned will be conveyed to Bill Kearns (after Mark Freda signoff). Legal direction will be extremely helpful in determining project timelines, and implementation strategy.

- **Selection of One IT Consultant for New Princeton (Hough and McQueen)** – Bob Hough and Bob McQueen highlighted in their Technology Scope of Work which services were currently being provided by mindSHIFT and CMIT Solutions, and those that were not. Two contract proposals may be requested, with and without full time IT support person.

- **IT Support Person (Not in Consolidation Commission Recommendations) (Hough and McQueen)** –While logic for such a full time person may have merit, economic funding not likely to be found from IT Consultant contract. Other alternatives to be considered: university computer science students on hourly basis, shared services with schools

- **Phone System Conversion (McQueen)** – Mitel conversion recommendation presented to TTF last night and unanimously endorsed. To be presented to governing bodies for approval. TTF recommended that IT projects be presented as IT Subcommittee develops its recommendations.

- Cost **Savings Documentation(Patteson) –** Patteson underscored the unique role our subcommittee serves as a source of significant cost savings through the

consolidation of hardware and software. Phone conversion is a prime example. Subcommittee to work closely with Finance Subcommittee in tracking incremental costs and savings.

- **Website Construction and Management (Crumiller)** – Crumiller to meet with Hough and McQueen.

- **Email Alternatives (Berkhout, Rayner, DeCurtis)** – Not discussed. Progress and recommendations expected at next week's meeting.

- **Records Management (Crumiller, Rayner, DeCurtis)** – Given this is a needed but not mission critical project, sub subcommittee deliberating whether recommendations may be simply best practice guidelines for departments in terms of records retention.

Next Meeting: Thursday, April 26, Township Building Conference Room A

Submitted by Gary Patteson 4/18/12