Minutes
IT Subcommittee Meeting
Thursday, April 12, 2012
Township Building Conference Room A

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

Absent: DeCurtis, Berkhout, Rivkin

Public Notice Given
Minutes of 3/29/2012 Approved

Progress Reports:

- **Inventory of Software, Hardware, Vendor Support -- CGR Timeline 4/15 2012 (Hough and McQueen).** We are slightly behind schedule in drafting a complete inventory but making good progress. More complete exhibit asked for at next meeting.

- **Selection of One IT Consultant for New Princeton (Hough and McQueen)** – Scope of responsibilities were presented, and discussion centered on selection process and timetable. Discussion as to requirement of bidding process, effect on timetable, and legal workarounds.

- **IT Support Person (Not in Consolidation Commission Recommendations) (Hough and McQueen)** – job description, rationale, and costs/ savings to be presented at next meeting.

- **Phone System Conversion (McQueen)** – DH consensus that Mitel is better system, and that Mitel equipment is state contracted enables us to fast track this project. To be presented at TTF meeting on April 17.

- **Website Construction and Management (Crumiller)** – Work begun. Further progress to be reported at next meeting.

- **Email Alternatives (Berkhout, Rayner, DeCurtis)** – Microsoft Exchange, on which Borough relies, proves to be less cost effective as an email system expands, as economics are based on flat charge per account. More work to be done

- **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.

Important Topics for Future Discussion

- Bid requirements and legal workarounds (latter will speed conversion process)

- GMIS Survey (Municipality practices for email, website management, outsourcing