

Westminster Capital Planning Committee

Meeting minutes for September 12, 2017

RECEIVED
2017 OCT 11 AM 8:10
TOWN OF WESTMINSTER

Meeting was called to order 6:06 pm, Selectmen's Office Room 205, Westminster Town Hall.

Members present: Jim DeLisle, Keith Harding, Steve Rocheleau, John Fairbanks, Lisa Rocheleau

Ex Officio Members present: Karen Murphy Not present: Melody Gallant

Guests: Technology, Dave Monty and John Maxwell

Reviewed meeting minutes from August 15, 2017, approved unanimous and submitted copies to Town Clerk.

Review of Technology items work done to date:

Migration of Systems to new virtualized servers

Town systems fully migrated

Vision Appraisal (Assessors)

LaserFiche (Town/Public Safety Document retention program)

Harpers (payroll database)

Public Safety Systems

IMC (Police, Fire, Dispatch program)

Town Wide programs in finishing stages of migration

Abila (Accounting software program)

DN Windows (Treasurer, Assessor, Water billing program)

Review 5 Year Capital Plan for Technology, copy of chart attached. Notes as follows:
FY2018, Data and Information Systems budgeted at \$50,000, but will be reduced to \$25,000.00.
FY2020, Security card system should be looked at to consolidate one system to work with multiple sites to cover all Town buildings.

FY2021 Virtual Servers Phase 1 includes two new physical computers that host 8 virtual servers

Annual technology Article, includes items such as licensing software, typical desk unit replacements, software upgrades, shared cost across all departments.

Outstanding article for communications upgrade still pending subject to lease with tower owner.

Joint School Capital Plan progress. Keith will be scheduling meeting with Ashburnham representative to review and develop joint plan with mutual priority and funding confirmation. Westminster priority based on safety and physical building requirements first.

Discussion around future goal of Capital Plan funding through Raise and Appropriate source rather than Stabilization Funds. Goal in effort to reduce dependency on Free Cash generated from Landfill Receipts.

Meeting adjourned 7:55 pm

Submitted: Steven Rocheleau