2017-11-29 - Princeton IT Strategic Planning Committee – Meeting Minutes
Chair Pat McGowan, John Zimmatore
Town IT Coordinator Peter Cummings

5:02PM - Meeting opened

10/27 meeting minutes were reviewed and accepted.

State Grant Application
We reviewed each of the steps required for the application. The following division of responsibility was decided, noting that everyone can contribute wherever possible. We will utilize the shared google drive doc to collaborate.

Peter:
- Step 9 Cost impact and sustainability plan
- Step 11,Project budget
- Step 6 Grant amount requested
- Step 12 project timeline

John
- Step 7 Purpose

Pat
- Step 8 Benefits

Jake
- Editor to provide a common approach and tone

Questions we raised
Is it a requirement that the results are checked at the end of the project?
Does the mount requested affect the application?
Can this pay for previous recent purchases?
Can it pay for additional time spent by Peter?

We then reviewed the Top 5 priorities document Peter had prepared prior to joining. Some of the content was viewed to be useful in preparing the grant application.
Peter provided an update on what had already been accomplished from the list.
It was decided the use of Active directory would be a benefit but is not a strict requirement.
In general all use of freeware was removed.
New licenses were purchased for Norton antivirus.
The backup procedure is in place, and was actually used to restore lost data. Automating the process is still to do.

Actions
Peter – check on the costs for the Virtual Town hall website
It was generally agreed that this is a god solution as most area towns utilize it and the current town staff is happy with it
John – information on accessibility requirements

Next meeting will be Wed Dec 13 at 5pm

Adjourned at 5:42PM