

2020 JAN 28 PM 12:53

**Town of Newington CIP Committee
Conference Room L-101, Town Hall
Minutes of Monday January 27th Meeting**


Town Clerk

1. T. Lane called the meeting to order at 5:05 p.m.
2. Roll Call - Members Present:
 - C. Anest, Town Council
 - M. Camillo, Town Council
 - D. Nagel, Town Council
 - C. Stamm, Board of Education
 - S. Silvia, Board of Education

Others Present:

 - K. Chapman, Town Manager
 - J. Murphy, Director of Finance
 - L. Rydecki, Deputy Finance Director
 - P. Boutot, Director of Information Systems
 - B. DelBuono, Mayor
3. Public Participation –

Rose Lyons – 46 Elton Drive. She wants to know if there were any other handouts besides the agenda and 1/6 meeting minutes.
4. Minutes: January 6, 2020 meeting – C. Anest made a motion to accept and C. Stamm seconded it. Motion passed 5 to 0.
5. Old Business –
 - Review of Town Proposed Pay-As-You-Go Projects – Information Systems with Paul Boutot, Director of Information System. The questions from the prior meeting were sent to P. Boutot and he handed out a sheet with answers to the questions (see attached document). Other questions that were brought up were if there was any way to not buy all new UPSs and either reuse ones in this building or rent some. P. Boutot replied that it would not be feasible since he needs to keep two buildings running at the same time and the size of the equipment in the current Town Hall would not fit in the smaller spaces in the new building. The question of inventory of computers and printers was addressed and answered that there is a list that is being kept up. Since IT has been planning this move for some years, there was a conscious decision to not replace our computers and printers, some of which are over 5-6 years old, and wait until we move into the new building to start the replacement. Old equipment will be inspected to see if it has any useful value and some we may be able to sell. The question was asked regarding would it be cheaper to go to the cloud. P. Boutot answered that some of our current applications are in the cloud but some vendors' applications do not lend themselves to doing that. He continues to review this option but has not seen that we would have any cost savings by going that route. Discussion did continue regarding coordination with BOE and how that was being handled. Also, there was discussion regarding NCTV space in the new building and the timeframe for the Town wide Fiber Optics program.
6. Public Participation –

Gail Budrejko – 21 Isabelle Terrace: Expressed her concern that NCTV does not appear to be part of the IT package for the new Town Hall/Community Center and wants to make sure that this issue gets addressed.

Rose Lyons – 46 Elton Drive: Would like to see us communicate better between all the departments such as the Town, BOE and NCTV. We should have a master plan that includes all areas vision for the future.
7. Next Meeting – 1/30 starting at 5:00pm.
8. Motion to adjourn- C. Anest – Second – C. Stamm; - motion passed 5-0 to adjourn the meeting at 5:55 p.m.

Respectfully submitted:



Janet Murphy, Director of Finance

CIP Question – Town IT

1. What is included in the Town Hall/Community Center Technology Costs?

a. Between Tech Reserve and CIP Accounts we are looking to purchase the below items:

- i. UPS – All tele/data rooms.
- ii. PDU – All tele/data rooms.
- iii. Switches (Edge devices) – All tele/data rooms
 1. Fiber Optic Modules to interconnect tele/data rooms in new TH as well as interconnects to NPD, SDC and Library.
 2. Existing edge switches are 10-12 years old.
 3. Consulting services.
- iv. Switches (Core) – Main equipment room (1109H), IT Data (2105B) and NPD
 1. Fiber Optic Modules to interconnect core infrastructure.
 2. Existing core switches are 5 years old.
 3. Consulting services.
- v. Firewalls (Core) – Main equipment room (1109H) and NPD
 1. Configured for High availability/Redundancy.
 2. Fiber Optic Modules to interconnect core infrastructure.
 3. Existing HA firewalls are 5 years old.
 4. Consulting services.
- vi. Telephone
 1. Handsets (Analog/IP). Existing handsets are approximately 9 years old and only support 100MB pass through speed.
 2. PBX Chassis/Blades.
 3. Speaker Phone units for designated conference/meeting rooms.
 4. Consulting services.
- vii. Computers
 1. Workstations (current generations of workstations are 5-6 years old).
 2. Laptops as needed.
- viii. Cables
 1. Patch cords.
 2. Fiber Optic Patch cords.
 3. Direct Attached Cables (DAC).
 4. Telephone cords.
- ix. Wireless Network Components
 1. Controllers.
 2. Access Points.
 3. Smart Rate Switches for AP's.
 4. Existing wireless equipment will be 5 years old in 2020.
 5. Consulting services.
- x. Video Management System (VMS) Replacement
 1. Existing servers and storage are over 10 years old.
- xi. SIEM (Security Information Event Management) Replacement
 1. Existing system is approximately 5 years old.
 2. Consulting services.

xii. Separate Project or CIP Project

1. Door Access Control – Pending approval (soft costs).
 2. Panic Alarm, Lock Down System and Public Address System (Pending price quotes and approval).
 3. Consulting services.
2. **Was there coordination with the BOE since they are showing \$100K that they are requesting for the new Town Hall and we want to make sure there are no duplication.**
- a. Where applicable the Town and BOE have coordinated.
3. **Fiber Optic Deployment – when we go town wide, will this include the BOE buildings?**
- a. Price quote provided by vendor included designated Town facilities and BOE facilities (Administration, All Schools and Field House).
4. **The \$450K audio/visual request – what is included in this?**
- a. Design work for systems to accommodate digital signage in selected areas, meeting/conference rooms, P&R classrooms, Helen Nelson Room and Town Council.
 - b. Build of Materials for project (depending on location: speakers, microphones, displays, digital signage, etc.).
 - c. Consulting services.
5. **Tech Reserve – What is the current balance going to be used for and what is planned for this year's requested amount?**
- a. Current balance (as of 1/27/2020) \$1,138,603.93. —
 - b. Funds allocated/ to be encumbered estimated to be \$1,040,284.00.
 - c. Estimated balance \$98,319.93. ****See handout****
 - d. **When we move into the new building do we plan on replacing everything?**
 - i. No. Not everything. Part of the town's hyper-converged infrastructure will be moved into the new Town Hall/Community Center since it was purchased in 2018-19. In addition, some telephone handsets, printers, large format plotter, copiers, miscellaneous servers, backup appliances and email archive will be moved.
Note: Town IT has to get the new building up and operational while maintaining current line of business applications. This requires the installation of new equipment while services are moved from the old town hall and all department services are migrated. Older equipment will then be either decommissioned, sold or re-used.
 - e. Do you have an inventory of equipment along with a planned replacement schedule?
 - i. Yes, the town has an inventory list of equipment. Current replacement cycle is based upon age and usability. Mission critical equipment replacement is based on age, support availability, warranty availability and whether it meets performance criteria.
 1. PC's 5-6 years. — ✎
 2. Laptops 4-5 years. — ✎
 3. Printers – as needed. As long as 10 plus years. — ✎
 4. Servers 5-7 years. ****As long as warranty service is available.** — ✎
 5. Core Switches, Routers and Firewalls 5-7 years. — ✎
 6. UPS's. — ✎