



Capital Expenditures Committee Meeting Minutes

Date: Wednesday, September 25, 2013. Second Floor Conference room

Committee Attendees: Barbara Perry (BP), Mary Ellen Carter (MEC), Jean-Marc Slak (JM), Brian Bartkus (BB), Abbie Seibert (AS), Jon O'Connor (OC),

Committee Absences: Jim O'Neil (JO)

Other Attendees: Jessica Porter (JP), Assistant Town Manager; Victor Garofalo (VG), Finance Director, Sherwood Ives, IT Director

Meeting called to order at 7:33pm

1. Minutes of August 13, 2013 meeting were reviewed.

Minutes accepted as amended 4-0-1 (OC abstained due to not being at last meeting)

2. Discussion of IT and Finance capital needs FY2015 (7:40 – 9:30)

Sherwood Ives and Victor Garofalo presented their capital needs to the committee. A total of \$93,200 is being requested. Presentation attached. Requests are presented in priority order on the detail sheets in the presentation.

KVS software request is 15,000 to purchase and will improved the features (specifically payroll and utility billing systems) of this software package and it would remove smaller requests in years to come. This software is available to our town at a substantial discount because we are a current customer.

New server is needed to replace 9 year old unit. New server has much improved capacity.

Copy/Printer/scanner is requested to have money available for the next smaller machine that breaks.

Dashboard software gives an executive view of many different pieces of information. For example, The Chief of Police could have a quick view of crime statistics, and possibly drill down to specific areas in town that have higher instances of crime. This system could also improve the graphical information and summaries for presentations like the warrant handout used at Town Meeting.

DPW Fiber line would provide a secure, much faster streaming data line between Town Hall and DPW. This is a piece of a larger town wide study regarding technology that is still in progress.

3. New Business

Jessica handed out hard copies of capital request report in a spread sheet layout.

4. Review Draft Schedule

Committee reviewed schedule and saw no need for meeting on 10/2. DPW presentation moved from 10/30 to 11/20 due to short staffing.

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| 9/13/2013 | Smaller Departments Complete in System |
| 10/1/2013 | All Departments Complete in System |
| 9/18/2013 | No Meeting |
| 9/25/2013 | Finance / IT |
| 10/2/2013 | No Meeting |
| 10/9/2013 | Fire / Police |
| 10/16/2013 | No Meeting |
| 10/23/2013 | Schools / Facilities |
| 10/30/2013 | Open Date |
| 11/6/2013 | Bedford Unplugged |
| 11/13/2013 | Schools / Facilities (Back up Date) |
| 11/20/2013 | DPW |
| 11/27/2013 | Day before Thanksgiving |
| 12/1/2013 | System Lockout - Everything Final |
| 12/11/2013 | Discussion and Vote |
| TBD | Present to Finance Committee |
| TBD | Present to Selectmen |

5. Next Meeting Date:

October 9th, 2013 at Town Hall, 7:30pm

6. Meeting Adjourned at 8:57, 6-0 vote (Jean Marc reported in while meeting was in progress)