

**Capital Improvement Planning Advisory Committee
Town of East Windsor
11 Rye Street
East Windsor, Connecticut 06088**

MINUTES OF SPECIAL MEETING

Monday, February 13, 2012 at 6:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Dale Nelson, Len Norton, Kathleen Pippin,
Richard P. Pippin, Jr., and Al Rodrigue
Members Absent: Joseph Pellegrini and Joseph Sauerhoefer
Others: Catherine Cabral, Tyrone Osoimao, Dean LeClerc, and Micheal
Noftall and James Balch
Press: None

I. Call to Order:

First Selectwoman Denise Menard called the Special Meeting to Order at 6:04 p.m. in the East Windsor Town Hall, Conference Room, East Windsor, Connecticut.

II. Attendance

Dale Nelson
Len Norton
Kathleen Pippin
Richard P. Pippin, Jr.
Al Rodrigue
Denise Menard, First Selectwoman
Catherine Cabral, Treasurer

III. Presentation of Requests

• **Information Technology (IT) Department**

Ms. Menard introduced Mr. Tyrone Osoimalo, Director of Technology, Mr. Dean LeClerc, Director of Emerging Technologies, and Mr. Micheal Nortfall, Senior Account Executive, of Whalley Computer Associates, Inc. Mr. Osoimalo, gave to all Committee Members two documents one a memorandum with a subject line entitled "The Town of East Windsor – 2009 Review of IT Controls Findings and Recommendations Summary" dated November 12, 2009 and the second a copy of the PowerPoint presentation

which will be presented this evening by the gentlemen from Whalley Computer Associates, Inc. Mr. Osoimalo explained an IT audit was performed by Blum Shapiro back in 2009 and basically it discusses how bad the network is on the Town side. The Town Hall server is very old and is currently running Windows 2000 which is no longer supported by Microsoft and this is also at the Police Department. The audit basically recommends a technology refresh to include the Town Hall, Police Department and WPCA.

Mr. Dean LeClerc and Mr. Michael Noftall of Whalley Computer Associates, Inc., began their presentation to the Committee regarding their recommendations for a technology refresh of the Town's computer systems. Beginning their presentation, it was discussed the existing server infrastructure for the Town and how it currently works. They explained server virtualization and the benefits of same, including automatic restart of virtual machines in cases of server failure, no need for dedicated stand-by hardware, and none of the cost and complexity of clustering systems. They are proposing for the Town of East Windsor Server Infrastructure by using the Intel Modular Server. The servers and storage are one unit, redundant components, consolidation of three physical servers to one, virtualization will provide high availability and support growth, lower cost of ownership through reduced power and cooling requirements, and on-site support from Whalley Computer Associates. The server infrastructure was described in detail. Other benefits would be backing up images amongst the Police Department and Town Hall.

A lengthy discussion was held regarding the importance of backing up images and what the current procedure is of same. During this discussion, an audience member inquired about a firm which does backups for systems. Ms. Menard commented to that audience member that all questions will be asked after the presentation.

Mr. LeClerc explained the Thin Client Technology. Citrix XenDesktop software will provide Desktop and Application Publishing, utilize available expansion of IME to provide server side compute resources, extend the life of client devices, lower cost of ownership through reduced management and faster application deployment, and can be deployed in stages. The wireless infrastructure includes, indoor, outdoor and mesh technology, cooperative control technology, cloud enabled management, lower cost of ownership through simplified management, and simplified management through distributed intelligence and HiveManager Cloud.

A brief discussion was held regarding the Thin Client Technology and the uses of same.

Mr. LeClerc and Mr. Noftall gave a list of clients of Whalley Computer Associates, Inc., who are currently using Intel Modular Servers which are:

Town of Somers, Connecticut, Police Department of Northampton, Massachusetts, Basketball Hall of Fame, Bill Clinton Foundation, The Master's School, Complete Payroll Services and East Windsor High School.

A brief discussion was held regarding the current operating system and servers at the Town Hall, and the length of time it is anticipated for doing this technology refresh. The audience member asked if the Town has received any other bids for this project. He was told, this is the first time this project has been presented to the Committee and no other bids have been obtained.

Ms. Menard asked the gentlemen if they had a letter of intent regarding the costs of the hardware and installation of this system. Ms. LeClerc indicated the cost would be approximately \$95,000 and he could have that information emailed to her within the week so the Committee can review the quote.

Committee Members had questions as to the progress of the East Windsor High School. Mr. Osoimalo explained the project was started about three weeks ago and it is hoped that it will be up and running in April. A question regarding the power supply to run the servers and would that have to be upgraded in order to run. The Committee was reassured the servers would run on the standard 110 power and no electrical changes would have to take place.

A brief discussion was held regarding the backing up process.

Ms. Menard thanked Mr. Osoimalo, Mr. LeClerc and Mr. Noftall for their presentations.

IV. Approval of Minutes

- **Minutes of January 4, 2012 Special Meeting**

It was **MOVED** (Nelson) and **SECONDED** (Rodrigue) and **PASSED** (U) that the Capital Improvement Advisory Committee approves the minutes of January 4, 2012 Special Meeting as presented.

- **Minutes of January 12, 2012 Special Meeting**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Capital Improvement Advisory Committee approves the minutes of January 12, 2012 Special Meeting as presented.

- **Minutes of January 19, 2012 Special Meeting**

It was **MOVED** (Nelson) and **SECONDED** (Rodrigue) and **PASSED** (U) that the Capital Improvement Advisory Committee approves the minutes of January 19, 2012 Special Meeting as presented.

- **Minutes of January 23, 2012 Special Meeting**

A correction was noted throughout the minutes Ms. Linda Nolan was mentioned as the Business Manager and presenter of the Board of Education Capital Improvement Requests. It should have been Ms. Linda Guillano, Business Manager.

It was **MOVED** (Nelson) and **SECONDED** (Norton) and **PASSED** (U) that the Capital Improvement Advisory Committee approves the minutes of January 23, 2012 Special Meeting as amended.

V. Future Meeting Dates

Ms. Menard indicated that she had copies of revised requests, which the Committee requested, from the Police Department, Board of Education, Broad Brook Fire Department, and Emergency Management. She gave those copies to all Committee Members who were present. Ms. Cabral also gave to each Committee Member a copy of the spreadsheet which will be used to prioritize the requests. Also given to the Committee Member is a document entitled "CIP 2012-2013" which lists percentage of the budget and what the allocation is for those percentages. The ranges were .25% or \$82,854 to 2.00% or \$662,833.

Ms. Menard indicated Jennifer from her office will be in contact with the Committee Members to schedule another meeting to discuss the priority of requests.

VI. Adjournment

It was **MOVED** (Rodrigue) and **SECONDED** (Pippin) and **PASSED** (U) that the Capital Improvements Advisory Committee adjourns the February 13, 2012 Regular Meeting at 7:23 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary