



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

Board of Selectmen Special Meeting
Meeting Minutes
Thursday, March 26, 2020
Conference Call @ 4:30pm

All Attendees Participated Via Teleconference

MEMBERS PRESENT: First Selectman Mary Bylone, Taras Rudko, Denise Mizla, Denise Turner, Rosemary Coyle

MEMBERS ABSENT: None

OTHERS PRESENT: Gayle Furman, Town Clerk and Dot Mrowka, Registrar

1. **Call to Order:** First Selectman (FS) Mary Bylone called the meeting to order at 4:30.
2. **Citizen's Comments** – None.
3. **Approve Minutes of the March 24, 2020 Board of Selectmen Special Meeting** – R. Coyle noted that the time the board entered into Executive Session said 4:18, and should have said 4:48. R. Coyle moved to approve the minutes with the correction to the time, seconded by D.Mizla. **MOTION CARRIED UNANIMOUSLY.**
4. **Discussion and Possible Action on Contract for IT Services** – D. Mizla noted that the total cost listed on the memo was incorrect. D. Turner moved to allow the FS to sign a contract for services with Novus Technologies for \$86, 050 seconded by D. Mizla. **MOTION CARRIED UNANIMOUSLY.**
5. **COVID-19 Update** – FS informed the members of the new numbers in CT 1,012 cases and 21 deaths. Governor Lamont asking people to self-quarantine for 14 days if they come to CT from another state. FS announced that she has issued an executive order to close the basketball and tennis courts as well as the playscapes at the rec plex and at the school facilities. Other updates from the state were provided.
6. **Budget process and schedule modifications related to COVID-19 and Governor's Executive Orders** – FS and CFO Maggie Cosgrove held a meeting with BOF Chair Rob Tarlov to discuss the budget schedule. FS, CFO and R. Tarlov were in agreement that the town and Board of Education

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TOWN CLERK

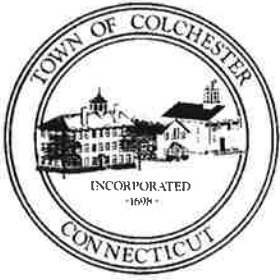
budget document will be posted by April 14 and an electronic presentation will be put out to the public on April 15 and 16 with follow up two weeks later. This schedule is dependent on any changes that may be required by the COVID-19 pandemic, including but not limited to Executive Orders from the Governor.

7. **CITIZENS COMMENTS** – G. Furman asked if the IT Contract would mean that there would not be onsite IT assistance. It was stated that most work that would need to be done could be done remotely, but there is onsite support and a help desk .
8. **First Selectman's Report** – FS has purchased Zoom for the Town for the purpose of holding public meetings. FS designated R. Coyle to be the acting First Selectman in the event that the FS should become ill and unable to work due to COVID-19.
9. **ADJOURN** – D. Mizla moved to adjourn the meeting at 5:26 p.m., seconded by R. Coyle. **MOTION CARRIED UNANIMOUSLY.**

Please see the minutes of future meetings for any corrections hereto.

Respectfully Submitted,

Heide Perham
Executive Assistant to First Selectman



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Mary Bylone, First Selectman

MEMORANDIUM

TO: Board of Selectman

FROM: Mary Bylone

SUBJECT: Technology Plan

DATE: March 25, 2020

The Town of Colchester utilizes technology for many of the services we offer as well as to support the daily operations of the departments. Over time, monies have been appropriated for upgrades, new equipment and emergency repairs. However, there has not been a united plan to strategically meet the needs of today, support future growth and become efficient.

Novus Technologies performed a full assessment of the system in place. They examined hardware and software. They reviewed connectivity, licensing, and security. They found many opportunities to not only improve the current system, but maximize the resources and also increase efficiency. This assessment uncovered the need to address the following areas as priority needs:

- Server infrastructure
- Backup Infrastructure
- Active Directory Cleanup
- Maintenance
- Phone system set up
- Data and Credential Handling
- Optimization of Office 365
- Licensing strategies
- Antivirus and Encryption
- Remote site visibility, management and maintenance

Upon review of this assessment and the extent and breadth of the recommendations, I am requesting to bring in a consulting firm to manage and update the Information Technology services for the Town of Colchester. This firm would be able to address all levels of IT needs and would provide adequate onsite support. I am asking for a **motion to allow the First Selectman to sign a contract for services with Novus Technologies in the amount of \$86,050.**