



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Mary Bylone, First Selectman

MEMORANDUM

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 \$76,830.**