

TOWN OF LIBERTY GROVE PUBLIC MEETING

Technology Committee *via Zoom*

Date: Monday, September 20, 2021

Time: 4:00 pm

Place: Liberty Grove Town Hall, 11161 Old Stage Road *Via Zoom

Agenda:

1. Call to order
2. Roll call
3. Approve Agenda
4. Approve Minutes: 8/12/2021
5. Public input
6. Status reports:
 - a. WiFi and EV charger installation at the Community Center
 - b. UW Student project presentations from 8/13/21
 - c. DCEDC Broadband Engineering Study
 - d. 2021 Business Continuity Project
 - e. 2022 PSC grant application
7. 2022 Technology Committee budget
8. 5-year project planning
9. Future meeting
10. Adjourn

****All agenda items will include discussion and possible action. Deviation from listed order may occur****

****Audience members must ask for permission, during public input, to speak on agenda items ****

Anastasia Bell, Clerk/Treasurer

Members of the Town Board or any other Town Committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town Committee or Board.

Town of Liberty Grove is inviting you to a scheduled Zoom meeting (teleconferencing). Join Zoom Meeting:

<https://us02web.zoom.us/j/82100191450?pwd=eW1PcDVGeTNOcUJrczZsRnVPSS9qQT09>

Meeting ID: 821 0019 1450

Passcode: 837644

If the link doesn't work, go to <https://zoom.us/>, click the "Join a meeting" button and enter the meeting ID and Password when prompted.

To find your local number visit <https://zoom.us/u/atMFqvZKe>. To join the meeting by telephone dial one of the numbers below based on your location.

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(301) 715-8592 US (Germantown)

(346) 248-7799 US (Houston)

(669) 900-9128 US (San Jose)

Town of Liberty Grove
Minutes of the Technology Committee meeting on August 12, 2021

(This meeting was posted correctly)

Agenda:

1. Call to order
2. Roll call
3. Approve Agenda
4. Approve Minutes: 7/8/2021
5. Public input
6. Town Hall IT business continuity project
7. 2022 PSC Broadband grant application
8. Future Liberty Grove broadband expansion
9. UW presentations on 8/31/2021 at Town Hall (1:30pm)
10. 2022 Technology Committee budget & 5-year project list
11. Future meeting
12. Adjourn

Chair David Studebaker called the meeting to order at 7:02pm. Committee members Les Keepper, Cathy Ward, and Dan Watts were present along with Clerk/Treasurer Anastasia Bell. Committee member John Dwonch was excused.

Ward moved, Keepper second to approve the agenda as posted. Passed 4-0.

Ward moved, Studebaker second to approve the 7/8/2021 minutes as presented. Passed 4-0.

Public Input – DCEDC survey results are available. The Ellison Bay Community Center car charger is in progress.

IT Business Continuity Project – Keepper reported on the status of various items within the plan and noted the document will change over time. It was recommended to add a timetable for the review portion.

2022 PSC Grant Application – Studebaker reported on the project as it was included in the grant application and provided information related to the other submissions in the area.

Future Broadband Expansion – Studebaker noted if the Grant project is successful there is a significant chance that future projects will be desired.

UW Presentations – The presentations will be on how to create a broadband co-op and providing educational materials for the community.

2022 Technology Budget – None.

The next Technology Committee meeting will be Monday, September 20, 2021 at 4:00pm if Finance makes changes to the budget request.

Keepper moved, Watts second to adjourn at 8:32pm. Passed 4-0.

Respectfully Submitted,
Anastasia Bell, Clerk/Treasurer

Draft IT Committee budget 2021-2025

Priority	Description	2021	2022	2023	2024	2025
	New project requests, required upgrades and maintenance of existing equipment					
	Broadband grant (matching funds)		\$ 100,000			
	Grant application costs					
	Public auto recharging station (add 1 per year)					
	Construction & Equipment					
	Electrical and service fees	\$ 2,000	\$ 2,000			
	Public Wifi					
	Electrical and service fees	\$ 1,000	\$ 1,000			
	Town Hall Equipment					
	Conference room and meeting room monitors					
	Town Hall phone system		\$ 3,000			
	Board dias monitors		\$ 3,000			
	Backup and Security					
	Antivirus, backup, antisipam & password manager software (may become annual expense)	\$ 2,500				
	Professional services	\$ 4,000				
	Backup/recovery testing and digitization of paper documents	\$ 3,000				
	Document scanner for digitizing	\$ 2,500				
		\$ 15,000	\$ 109,000	\$ -		\$ -

2022 Town Budget Draft #1 (reviewed by Finance 8/5/21) \$ 109,000
 2022 Town Budget Draft #2 (reviewed by Finance 8/30/21) \$ 45,000
 2022 Town Budget Draft #3 (reviewed by Finance 9/13/21) \$ 45,000
 2022 Town Budget Draft #4 (not yet reviewed by Finance) \$ 55,000

Tech Committee Capital Reserve

	1/1/2018 - from 2018 budget		\$25,000.00	
	Moved from 2017-for broadband forward		\$31,435.18	
	End of year 2018			\$56,435.18
	1/1/2019 - from 2019 budget		\$25,000.00	
	10/16/19 - Moved from IT budget by Board approval		\$15,000.00	
	End of year 2019			\$96,435.18
	1/1/2020 - from 2020 budget		\$75,400.00	
	10/21/20 - DCEDC Broadband Study support		-\$1,000.00	
	2018 Grant expenses		-\$65,131.71	
	End of year 2020			\$105,703.47
	1/1/2021 - from 2021 budget		\$12,000.00	
	3/3/2021 - 2018 Grant expenses (pd to DCB)		-\$16,930.97	
	6/28-2021 - into encumbered projects for PSC grant application		-\$75,000.00	
	End of year 2021			\$25,772.50