

MINUTES BOOKTOWN OF COEYMANS
October 20, 2016 – Town Board Workshop – 6:00pm**

**A Town Board Workshop was held Thursday, October 20, 2016 at 6:00pm at Town Hall,
18 Russell Avenue, Ravena, New York**

PRESENT: Philip Crandall, Supervisor
Kenneth A. Burns, Councilman
George E. Langdon, Councilman
James C. Youmans, Councilman

ABSENT: Thomas E. Dolan, Councilman

ALSO PRESENT: Diane L. Millious, Town Clerk

Supervisor Crandall opened the meeting and led the Pledge of Allegiance, Councilman Burns offered a prayer.

OPENING COMMENT

Supervisor Crandall stated that the record should reflect the absence of Councilman Dolan, also present were Town Clerk Millious, Clerk to the Supervisor Chmielewski and Human Resource / Payroll Clerk Ziegler.

AGENDA

- Presentation
 - BAS (Business Automation Systems)

PRESENTATION

Supervisor Crandall introduced Nick Collins and David Vitti from BAS who were present to give an update on the Town's IT service provided by BAS.

Mr. Vitti stated that they are present to give a recap of where they are at and added that in the handed out packets there was a diagram of everything in Town Hall as far as the infrastructure, which shows the workstations of the relative components of the network. He continued by saying that it is a good document showing all of the Town's investments and infrastructure working together including the Police Department cars and Server Room, they are making sure that all of the users are operational on a day-to-day basis and all of the equipment under warranty and up to date.

Discussion ensued amongst the Town Board, Mr. Vitti and Mr. Collins relative to archiving data between the Police Department and the Town, backing up to the cloud, warranties, battery life, reports, blockage, virus protection, Ransom Wear, State Comptroller Technology Audit, Highway infrastructure, monitoring of the cloud, remote monitoring and management, rising costs & possible savings, fee structure & price increase, usage.

Supervisor Crandall asked if anyone had any questions or comments.

Town Clerk Millious stated that she has been with BAS for a long time, since the early 2000's and prior to having them she lost a tax program and now it is nice when things go smooth and she is very happy with BAS. She added that if there is a problem, they are right there, they call right back and it's nice when you have software and IT is right there to help, which is very convenient for her office. She concluded by saying that a lot of the surrounding towns use BAS and most people are very happy.

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Supervisor Crandall asked how many surrounding areas they serve.

Mr. Vitti stated that for the Town Clerk Program they have pretty much everyone but for the IT they only have 10 contracts and they grew the IT division slowly, intentionally. He added that they built their IT division using their internal IT people because they are a software development firm and have on staff 35 people and their IT division supports their staff and reiterated that they have 10 municipalities on contract where they do their IT services and in Albany County they just have the town of Coeymans but they are looking for more. He concluded by saying that they are doing more marketing and they appreciate what Town Clerk Millious had said because they strive to be number one in customer service and their differentiating characteristic is making sure that they take care of the customers timely and responsibly.

Discussion continued relative to smaller towns not knowing the risk, BAS expertise with local government and familiarity with State Programs such as RPS, possible discount for referrals, improvements to the network with BAS.

Supervisor Crandall asked if there were any other questions or comments.

Councilman Langdon interjected that the schematic diagram is one of the best layouts that he has seen and it was a nice presentation.

Mr. Vitti stated that Nick deserves all the credit for the diagram and if they had come without it, he doesn't think it would explain the amount of work that has transpired over the years.

Mr. Collins interjected that everything on the diagram, BAS has replaced within four years.

Supervisor Crandall asked if there were any other questions or comments.

Collectively the Board thanked Mr. Vitti and Mr. Collins.

Mr. Vitti stated that they appreciate it, it is a partnership, they value the Town's business and are looking forward to 2017 and also looking for testimonials to go to their neighboring municipalities in trying to get them on board and in turn discuss some discounts.

Supervisor Crandall offered a motion to adjourn the Workshop.

ADJOURNMENT

On motion of Supervisor Crandall, seconded by Councilman Burns, the Workshop was adjourned.

VOTE – AYES 4 – NAYS 0 – ABSENT 1 (Dolan) – SO MOVED

Time – 7:53pm

Respectfully Submitted -

APPROVED –

Diane L. Millious, Town Clerk