

MINUTES

City of Stamford
ERP Governance Committee Special Meeting
April 28, 2021
5:00 PM
Via Webinar

ERP Governance Committee Members in Attendance:

Geoff Alswanger
Joe Centofanti
Andy George
Mike Pensiero
David Watkins
Chuck Williams

The ERP (Enterprise Resource Planning) Governance Committee meeting was called to order by Mr. Williams at 5:01 p.m. A quorum was present. Also in attendance was Nathan Frey from ISG.

The following materials were distributed in advance of the meeting: meeting agenda, minutes of the March 17, 2021 meeting, Governance Committee Status Report and BOF slide presentation.

Approval of Minutes. Mr. Watkins moved and Mr. Pensiero seconded a motion to approve the minutes for March 17, 2021. **The motion carried unanimously 4-0-1.** Mr. Williams abstained. Mr. Alswanger entered the meeting.

Review project status report. Mr. Williams reported that the ERP Project was on schedule and reviewed planned work and issues. An RFP for a new Fleet and Fuel Management system was developed and released.

ERP system RFP progress and status. Vendor proposals are due back by 5/7/21. Demonstrations will take place end of May and beginning of June. Award and contract negotiations will take place mid-July. An overview of system process difficulties that need to be addressed will be provided by Mr. Williams at the next meeting. The budget process for ERP costs was discussed. Regular status updates to the Boards will be developed and implemented.

ISG Board of Finance Presentation. Mr. Williams outlined the presentation made to the Board of Finance on 4/8/21 and to a joint meeting the Planning Commission, the Board of Finance, and the Board of Representatives on 4/12/21. The City's current state of technology is on par with 1980's technology with mostly manual processing of paper documents. The ERP is more than just financial software and will involve a 5-10 year process that ensures that the City will stay current with systems that combine financial, statistical and operational data.

The meeting adjourned at 5:55 p.m.

Next meeting is scheduled for
May 19, 2021
Via Webinar.