

## MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Mandy Cartrette, Finance Officer

SUBJECT: Replacement Computers for Town Staff

DATE: January 27, 2014

On January 20, 2014, Paul Horne and I received an e-mail from our financial software company stating that Microsoft would no longer support the Windows XP operating system after April 2014. This means that Microsoft is no longer going to issue security patches to XP which is now over 12 years old. As a result, there is going to be a security issue with these old workstations. The malware/virus hackers are ramping up to start targeting the old XP workstations that are still in service.

Our software technician told us that it would be a very good idea to replace these old workstations with new Windows 7 workstations so that we can continue to receive Microsoft security updates. He also told us that he recommends, at a minimum, that any remaining XP workstations not connect to the Internet for any reason after April.

For the Town's Administration staff, we will need to replace three computers. In addition, I have relayed this information to the Police Department, the Public Works Department, the Water Plant, and the Wastewater Plant. They may have needs in addition to these three computers, but I do not have concrete numbers of how many computers in the other Town departments are using the Windows XP operating system at this time.

I would like to present this information to the Board to give you notice that you will likely see a budget amendment in February or March to appropriate funds for the replacement of, at a minimum, three computers.