

**VILLAGE OF WAPPINGERS FALLS
VILLAGE BOARD**

RESOLUTION NO.: ____/2026

**RE: AUTHORIZING CONTRACT FOR VILLAGE OF WAPPINGERS FALLS
WEBSITE REDESIGN**

WHEREAS, the Village of Wappingers Falls is seeking to retain a qualified vendor to redesign the Village's website; and

WHEREAS, pursuant to the Village of Wappingers Falls Procurement Policy, the Village Board obtained proposals from qualified vendors to redesign the Village's website; and

WHEREAS, three proposals were received; and

WHEREAS, the Village Board has reviewed the proposals with the Village's IT Consultant who highly recommended Cirrus Digital Technology LLC based upon their professional reputation and familiarity with municipal websites; and

WHEREAS, the Village Board has been determined that the most qualified vendor is Cirrus Digital Technology LLC; and

WHEREAS, the professional services to be provided by Cirrus Digital Technology LLC to the Village constitute professional services which are exempt from the bidding requirements under General Municipal Law § 103 and the Village of Wappingers Falls Procurement Policy.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Board of Trustees of the Village of Wappingers Falls hereby accepts the proposal from Cirrus Digital Technology LLC in the amount of \$10,000.00 consisting of an initial cost of \$7,500.00 and an annual hosting fee of \$2,500.00 all as set forth in the proposal annexed hereto.
3. The Board of Trustees of the Village of Wappingers Falls authorizes the payment in the amount of \$10,000.00 to be paid from Clerk Cyber Security Records Management Budget Line No. AA1410.420.

Motion made by _____

Seconded by _____

The foregoing was put to a vote which resulted as follows:

	<u>Yay</u>	<u>Nay</u>
Mayor Kevin Huber	_____	_____
Rick Cerino - Trustee	_____	_____
Don McCormick - Trustee	_____	_____
Jennifer Niznik - Trustee	_____	_____
Rosemarie Vanca - Trustee	_____	_____
Ryan Chiumento - Trustee	_____	_____
John Tyliszczak - Trustee	_____	_____

Dated: July 29, 2026
Wappingers Falls, NY

STATE OF NEW YORK)
) SS:
COUNTY OF DUTCHESS)

I, John Karge, Clerk of the Village of Wappingers Falls, New York, do hereby certify that I have compared the foregoing copy of this Resolution with the original on file in my office, and that the same is a true and correct transcript of said original Resolution and of the whole thereof, as duly adopted by said Village Board of Trustees at a meeting duly called and held at the Village Hall on July 29, 2026 by the required and necessary vote of the members to approve the Resolution.

WITNESS My Hand and the Official Seal of the Village of Wappingers Falls, New York, this ____ day of July 2026.

John M. Karge, Village Clerk

WEBSITE QUOTE FOR THE VILLAGE OF WAPPINGERS FALLS, NY

OVERVIEW

Cirrus Digital Technology, LLC is pleased to submit this quote for services to support the Village of Wappingers Falls, NY in achieving its goals of updating and hosting the towns website.

The Objective

1. Copy the existing site to the secure Cirrus Digital Technology servers. The current site will remain active until the updated site is launched.
2. Using the current design to minimize costs, and in coordination with village officials, the site will be refaced to provide a new look, with the design in accordance with Web Content Accessibility Guidelines (WCAG) 2.1 AA that aligns with ADA Section 508 for compliance.
3. Review with Village Officials' information necessary to publish items and maintain compliance with WCAG 2.1 AA
4. Work with Village Officials to identify, remove, or update information to be placed on the site.

Scope of Services

- Copy/Move current site to secure Cirrus Digital Technology's servers. The current site consists of the open-source Word Press CMS (Content Management System) and a selected template.
- Reface and update the current site for a new look while remaining fully responsive and display properly across Desktops, Tablets, and Mobile Devices.
- The site will be designed to WCAG 2.1 AA specifications
- The site will be deployed to a cloud-hosted platform
- The site will be backed up on a regular basis.
- Provide continuing support for software updates and technical issues and for website accessibility.
- Publish articles and update information as provided by Village Officials.
- Provide site updates/changes as required/requested.

Milestones

- Agreement signed by all parties
- Initial meeting to discuss project and review reface designs
- Coordinate material to be updated or added to new site
- Initial reface design to be reviewed by Village Officials
- Full Testing of Site
- Final Review of the site by Village Officials.
- Written approval of the reface design
- Site Goes Live.

TASKS

- Setup initial meeting to discuss site details
- Identify information from current site to be retained/updated
- Identify new information to be added to the new site
- Organize and refine content
- Site copied to Cirrus Secure Servers
- Initial review by town
- Content review and setup for SEO (Search Engine Optimization)
- Configure Google Analytics to measure site traffic and performance
- Maintain site software/updates and technical standards
- Set up meetings as necessary to discuss published content and any development issues.
- Site reviews and content information to be provided in a timely manner.

1. A fully operational website designed to specifications with the following features and capabilities.
 - a. Responsive website that displays across all standard platforms. Desktops, Tablets and Smartphones
 - b. Site designed to meet WCAG 2.1 AA standards.
 - c. Site maintained on Open-Source Word Press CMS allowing for updating, editing, and publishing.
 - d. Site design includes, or provides links to required information such as Contacts, Calendar of Events, News Releases, Printable or form fillable PDF's and other items as specified in the request for proposal.
2. The site will be Cloud-Hosted and managed by the Cirrus Digital Server Team.
3. Ongoing support will be provided for the website, server, and any third-party applications that may be employed now or in the future.

PRICING

The following table details the pricing for delivery of the services outlined in this quote. This pricing is valid for 90 days from the date of this quote:

Services Cost Category #1	Price
Website Move/Copy to Cirrus Digital Secure Servers. Reface and re-build in accordance with Village instructions	\$7,500.00
Total Services Category #1 Costs (One Time Payment)	\$7,500.00
Services Cost Category #2	
Hosting Fees (Annual)	\$2,500.00
Total Services Category #2 Costs	\$2,500.00
Site Updates/Publishing updates/Site Content updates (after initial reface and re-build)	\$55.00/hour

Terms:

50% down at Agreement signing

Balance due in 30-days after site goes live.

CONCLUSION

We look forward to working with the Village of Wappingers Falls, New York and supporting your efforts to reach the town residents with vital information.

We are confident that we can help you meet the challenges and stand ready to partner with you in delivering an effective IT support solution.

If you have any questions on this proposal, or require any additional information please feel free to contact me at rjmaines@cirrusdigital.net or by phone at 914.213.4594.

Thank you for your consideration.

Robert J. Maines Jr.
Cirrus Digital Technology, LLC