

**MINUTES**  
**Seymour Technology Committee**  
**Meeting December 4, 2013**

**COPY RECEIVED**  
**DATE:** 12/5/13  
**TIME:** 1:05 pm  
**TOWN CLERK'S OFFICE**

Present: Jason Weaving, Deirdre Caruso, Rory Burke, Joe Matusovich, Kurt Miller (ex officio) and Courtney Hassenfeldt

Members not present: Melanie Kalako, Dan Zaniewski

**1) Call meeting to order - 6.18**

The Meeting was called to order at 6:18 PM by Chairman Jason Weaving

**2) Pledge of Allegiance**

**3) Approval of minutes from Technology Committee meeting on October 2, 2013**

A motion was made to accept the minutes of the October 2, 2013 meeting.

Motion made by Rory Burke

Second by Deirdre Caruso

Motion passed unanimously

**4) Discussion regarding Technology Committee 2014 schedule [Take action]**

Jason: Is everyone in favor of keeping the meetings on the first Wednesday of the month at 6 PM at the Police Station?

Deirdre: Could we make it 7?

Jason: Can I have a motion to move the meetings to the First Wednesday of the month at 7 PM at the Police Station?

All members present were in favor.

**5) Correspondence**

Jason: Per the email thread attached to these minutes, the IT consultants currently have control of the Town's website and DNS records. Kurt is going to make the necessary phone calls to change it to our Director of Operations as the admin and billing contacts and leave the IT consultants as the technical contact. Also, I emailed the IT consultants regarding helping us transfer the DNS records for the new site and they haven't fully acknowledged it. Kurt will contact them to secure their approval.

**6) Update and discussion regarding the Town's website redevelopment.**

Kurt – We're behind in delivering the content to Delaware. I spoke with John McKown at Delaware as well as Jason and I've delegated the tasks with Dee and Rory. We hope to have all the content delivered by early next week. We will then hand it back to the Technology Committee for weekly working groups to tidy things up. We are aiming to go live in January.

**7) Discussion regarding data management**

Jason – There were about 13,000 files delivered to me that Courtney and I got down to 4,600. There are many duplicates and corrupted files and the drive needs to be cleaned up.

Rory – The files you were given are only those hosted on the website. If you have a cleaned up version, we can just use that and clear the rest.

Jason – Should we make a backup?

Joe – We can have Tony create a backup tape or put them on a pen drive or a few DVDs.

**8) Other Business**

None

**9) Public Comment**

None

**10) Adjournment**

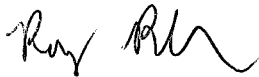
Motion to adjourn the meeting at 7:16 PM

Motion by Joe Matusovich

Second by Deirdre Caruso

The meeting was adjourned at 7:16 PM

Respectfully Submitted,



Rory Burke, Committee Member

## Rory Burke

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**From:** Joe Matusovich <jmatusovich@seymourpolice.org>  
**Sent:** Wednesday, November 20, 2013 8:13 PM  
**To:** Rory Burke  
**Cc:** Jason Weaving; Courtney Hassenfeldt; Dan Zaniewski; Deirdre Caruso; Melanie Kalako  
**Subject:** Re: DNS records for the Town of Seymour

**Sensitivity:** Confidential

SPD domain is paid up to network solutions for 3 years by check from the town directly just FYI

Sent from my iPhone

On Nov 20, 2013, at 7:10 PM, "Rory Burke" <rburke@seymourct.org<mailto:rburke@seymourct.org>> wrote:

In terms of a Town contact, I would say Tony is the best idea for admin and billing if we can come up with a way to get direct billing to the Town.

**From:** Jason Weaving  
**Sent:** Wednesday, November 20, 2013 10:40 AM  
**To:** Rory Burke; Courtney Hassenfeldt; Dan Zaniewski; Deirdre Caruso; Melanie Kalako; Joe Matusovich  
**Subject:** RE: DNS records for the Town of Seymour  
**Sensitivity:** Confidential

Hi Everyone,

Since it appears that the Town does not have a credit card available to pay for domain registry, I suggest that at this point we do the following:

1. Make comments/suggestions as to who we feel would be best suited for Admin and Billing contacts for the Town of Seymour on Network Solutions (our current registrar for our domain)
2. I will wait for comment/suggestions from the Committee by Monday evening - 5.30p

\* I DO welcome comments/suggestions from everyone, and we'll agree by majority as our recommendation to give to Kurt

\* If I haven't received any response for suggestions by that time, I will tell Kurt that we will go with his recommendation for Tony

1. Recommend a change in the login password to the Town's "account" on Network Solutions -- the password should be more secure
2. For the time being, since there is no acceptable method of payment available to continue the renewal, maintenance, or purchase of additional services of domain registry, we will revisit the Billing contact at a later time and keep the consultants as our Billing contact

\* At least at this point, we will have identified and recommended who to take responsibility in-house (in Town Hall) for Admin and Billing; and once payment issues have been settled, we can make further recommendations and close out this task that has been outstanding for one+ year

Any comments/suggestions about how best to approach this AND most importantly, comments/suggestions to ITEM #1 are most welcome and appreciated.

Thanks!

Best,

Jason Weaving  
Chairman, Seymour Technology Committee  
<http://facebook.com/seymourct.org>

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From: Rory Burke  
Sent: Wednesday, November 20, 2013 9:29 AM  
To: Jason Weaving; Joe Matusovich  
Cc: Courtney Hassenfeldt; Dan Zaniewski; Deirdre Caruso; Melanie Kalako  
Subject: RE: DNS records for the Town of Seymour I don't know that Casanelli is charging us a fee for making the payments. I suspect that they are and that makes sense since they are providing a service to us but obviously I agree it would be best handled in house to keep it as cheap as possible. At the same time the Town does not have a credit card and it appears that's the only acceptable form of payment.

From: Jason Weaving  
Sent: Wednesday, November 20, 2013 8:43 AM  
To: Rory Burke; Joe Matusovich  
Cc: Courtney Hassenfeldt; Dan Zaniewski; Deirdre Caruso; Melanie Kalako  
Subject: RE: DNS records for the Town of Seymour  
Sensitivity: Confidential

Ok, great.

Yeah, I understand... It's much cheaper to buy in blocks of years rather than one year at a time...

I suspected that the Town paid for domain registry through invoiced services with Casanelli... depending on the relationship between both parties, the fees can be bundled into an invoice.

I brought up the suggestion about keeping Billing in-house, since if a relationship with a subcontractor/consultant were ever severed for any reason, we would have no other choice but to pay in-house regardless.

Whether we take an active role in managing the domain or not, I feel it'd be clear cut for the Town to just handle the billing aspect directly, cutting out any middle man. That's just my opinion, and please I welcome debate. The only issue I see would be any restrictions the Town faces on methods of payment (i.e. restrictions on credit card availability/access or payments).

Best,

Jason Weaving  
Chairman, Seymour Technology Committee  
<http://facebook.com/seymourct.org>

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From: Rory Burke  
Sent: Wednesday, November 20, 2013 8:22 AM

To: Joe Matusovich; Jason Weaving  
Cc: Courtney Hassenfeldt; Dan Zaniewski; Deirdre Caruso; Melanie Kalako  
Subject: RE: DNS records for the Town of Seymour

Lorrie and I went searching through finance to find out how we are billed. The PD had a bill from Network Solutions from 2011 for 3 years but the only thing we could find for the Town of Seymour was through Casanelli in 2010 for registration. Tony seemed to think it was for 5 years.

-----Original Message-----

From: Joe Matusovich [mailto:jmatusovich@seymourpolice.org]  
Sent: Tuesday, November 19, 2013 10:42 PM  
To: Jason Weaving  
Cc: Courtney Hassenfeldt; Dan Zaniewski; Deirdre Caruso; Melanie Kalako; Rory Burke  
Subject: Re: DNS records for the Town of Seymour  
Sensitivity: Confidential

I do believe the pd domain info is processed through network solutions and a bill is generated and forwarded to the finance department for processing...

Sent from my iPhone

On Nov 19, 2013, at 9:50 PM, "Jason Weaving" <jweaving@seymourct.orgmailto:jweaving@seymourct.org> wrote:

> Hi Everyone,  
>  
> We were finally able to get access to the DNS information for seymourct.org<http://seymourct.org> from Cassanelli. You can refer to the email string below; I've X'd out the login credentials for security reasons.  
>  
> It appears that the only information that reflects the Town of Seymour is listing the "account" as the "Account Owner" with the following information:  
>  
> Town of Seymour  
> 1 First Street  
> Seymour, CT 06483  
> US  
> Phone: (203) 925-1920  
> Fax: 999 999 9999  
>  
> All other information: Primary, Administrative, Technical, and Billing Contacts are designated to George Zapherson. George's credit card on file is also expired.  
>  
> As I said below, it's common and best practice to have the owner of a domain (the Town of Seymour) be designated as the Administrative and Billing Contacts; whereas, subcontractors/consultants take on the role of Technical and often times Primary Contacts when clients are silent.  
>  
> I don't understand why it was setup like this, but I suggest that it be changed sooner than later... specifically since we will be doing a DNS transfer from the servers in Seymour to the Delaware.Net<http://Delaware.Net> servers once the site is ready to launch. Please reply to all with your comments and we will attach this to our next Meeting Minutes.  
>  
> Kurt beat me to the punch before I could get this email out, and he wrote:  
>  
> \*\*\*\*\*

> I would put Tony down as both admin and billing so there is no  
> confusion. I don't think we have a credit card for the town.....  
>  
> W. Kurt Miller  
> First Selectman, Town of Seymour  
>  
> 1 First Street  
> Seymour, CT 06483  
> (203) 888-2511  
> Website:  
> www.seymourct.org<http://www.seymourct.org<UrlBlockedError.aspx>>  
> \*\*\*\*\*  
>  
> Rethinking my suggestion below, I agree with Kurt that Admin and Billing be designated to the same, one static  
employee in Town Hall... in this case, perhaps Tony since I feel that Dee might have enough on her plate already. I think  
that Primary Contact should remain George Z, since he is also the Technical Contact.  
>  
> As for Kurt being unsure of whether there is a credit card in Town Hall... I am unaware of any registrar who accepts any  
other payment besides credit, and they certainly do not accept paper checks. I do think that it would be best practice to  
keep billing for this product/service in-house, but I don't know if there are any accounting regs required with Payables in  
Town. Paying for these services is simple, it's not meant to be complicated: you register the domain, you receive an  
email confirmation that serves as your receipt, and you can print or save PDF versions of transaction history.  
>  
>  
> JOE -- Do you know how the PD handles payment for your domain?  
>  
> RORY -- Would you please call the BOE and ask how they pay for their domain? I believe they use Ed-Line...?  
>  
>  
> Tony gave us a memo months ago explaining that there is no employment contract with Cassanelli. Should we check to  
see if there are any contracts involving copyright before any switches are made?  
>  
> I think that should cover it?  
>  
> What is everyone's thoughts? These are just my suggestions; I would appreciate your input before I get back to Kurt. I  
have also written George regarding assisting with the DNS transfer; I will forward you a copy of the email once he's  
replied back.  
>  
> Best,  
>  
> Jason Weaving  
> Chairman, Seymour Technology Committee  
> <http://facebook.com/seymourct.org>