

MINUTES
Seymour Technology Committee Meeting
March 6, 2013

COPY RECEIVED
DATE: 3/12/13
TIME: 5:08PM
TOWN CLERK'S OFFICE

Present: Jason Weaving, Deirdre Caruso, Melanie Kalako, Joe Matusovich, Dan Zaniewski and Courtney Hassenfeldt, First Selectman Kurt Miller.

1. Call Meeting to Order.

The meeting was called to order at 6:03P.M. by Chairman Jason Weaving.

2. Pledge of Allegiance.

3. Approval of Minutes from Technology Committee Meeting on 01/16/13.

A motion was made to accept the minutes of the January 16, 2013 meeting.

Motion by: Joe Matusovich

Second by: Deirdre Caruso

Motion passed unanimously.

4. Discussion of approved Contract with Delaware.Net.

Jason Weaving gave copies of the following to each member of the Committee:

- Master Services Agreement
- Exhibit A: Statement of Work
- Exhibit B: Hosting Services Solution Schedule
- Exhibit C: Information Protection and Security

Jason then gave a brief overview of changes to the contract. The Town will get 20,000 free e-mail messages per month. The Town will also retain the rights to, and be responsible for any maintenance of, the domain name. No action was taken.

First Selectman Kurt Miller arrived at 7:20 P.M.

5. Discussion of "Exhibit A: Statement of Work" and Identifying Teams.

After a short discussion with the First Selectman, it was agreed that the following teams would be:

- Administration: First Selectman's Office
- Billing: Finance Office
- Technical Contact: First Selectman's Office

The Technical Contact may change at a later time; however, it was agreed this would be the best way at the present time.

The people on the initial installation team will be Kurt Miller, Rory Burke, Dee Caruso and Jason Weaving. Melanie Kalako stated she would like to be in the initial training because she has a background in computer training and would be able to help with additional training if necessary.

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It was also decided that Jason Weaving will ask Committee members for help with the initial installation if it is needed.

The project will begin as soon as the invoice is paid.

Committee member will review other sites for design and e-mail their choices to Jason by Friday.

6. Discussion of Implementing Universal Naming Convention of Files.

Although a naming convention for files was decided upon in a previous meeting, it has not been followed. The new naming convention will be Board Name (BN), Name of Document (D) and Date (YYYYMMDD), separated by underscores, as in the following example:

BN_D_YYYYMMDD BOS_M_20130305

Melanie offered to make a directory of the naming conventions and abbreviations. She said she will frame them and hang them on the wall so they will be visible to all.

Jason then said doing a crawl of the documents showed 5500 PDF's going back for years. These all on the drive and not separated in any way. Dee will begin putting them into folders so that a script can be written to give them the correct naming convention before they are given to Delaware.Net. Once this is done we will have an idea of how many back years of Minutes and Agendas will be available.

7. Other Business.

There was no other business.

8. Public Comment.

There was no Public Comment.

9. Adjournment.

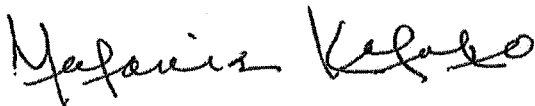
A motion to adjourn the meeting 6:58 P.M. was made.

Motion by: Melanie Kalako

Second by: Matusovich

Motion passed unanimously.

Respectfully submitted,



Melanie Kalako
Secretary, Technology Committee