

MINUTES
Seymour Technology Committee
Tuesday, December 11, 2012 @ 6:00PM
Norma Drummer Room - Seymour Town Hall, Seymour

Members in Attendance: Deirdre Caruso, Evan Islam, and Jason Weaving
Not in Attendance: Courtney Hassenfeldt, Melanie Kalako, Joe Matusovich, and Dan Zaniewski

- 1) Call Meeting to Order
Chairman Jason Weaving called meeting to order at 6:23PM.
- 2) Pledge of Allegiance
Everyone saluted the flag and stated the *Pledge of Allegiance*.
- 3) Approval of Minutes from Technology Committee (Regularly Scheduled) Meeting on 10/09/12. [Take Action]
No action was taken and item was tabled due to no quorum.
- 4) Approval of Minutes from Technology Committee Special Meeting on 11/19/12. [Take Action]
No action was taken and item was tabled due to no quorum.
- 5) Discussion on Next Year's Budget. [Take Possible Action]
Jason explains that the First Selectman sent a notice requesting a budget from all committees for the next fiscal year (FY). Jason states that he would like this to be turned in before the bids (proposals) are received on January 8, 2013. The Technology Committee currently has \$5,000 in its budget from the FY 2012/2013. Evan suggests that it's best to present the First Selectman with a larger figure, since the budget will most likely be cut. All members are in agreement. Jason will email the First Selectman, asking that the \$5,000 from the FY 2012/2013 be encumbered into next year's budget and that the Technology Committee requests \$25,000 for FY 2013/2014.

Jason discusses that should the Technology be unable to receive funds, an option of Kickstarter.com be used to raise money, but that he isn't sure whether it can be used for municipalities. He explains that it is a site where individuals can donate money to "kickstart" various projects.
- 6) Discussion on Goals for 2013. [Take Possible Action]
Evan explains that he would like to begin working on the website. He suggests that we use a portion of the \$5,000 from the budget for FY 2012/2013 and hire someone to create a wireframe of the website. His estimates were to spend between \$200 and \$500 through a crowd-sourcing service similar to what Jason uses for his company. Jason argues that it is a waste of money to wireframe a design since the Technology Committee had

spent 2012 looking over various websites, using the results of the first survey and discussing what features would be best for a redesign, and redesigning the current site as best as possible with the resources available. Jason explains that the RFP explains in detail, the specifications that the Technology Committee identified for the redevelopment of the Town's website. He explained that using funds from the current budget would be a waste of time and funds, and that it is up to the successful Service Provider to provide the "creative" and design (frontend and backend) aspect per the RFP specifications. All members are in agreement.

Jason suggests that the Technology Committee should consider creating two subcommittees, whereas members of each subcommittee will focus tasks/discussions related to his or her expertise, and during regular meetings the subcommittees will report details of progress. The two subcommittees discussed were: Web-related and IT-related.

- 7) Discussion on Student Representative Goals for 2013. [Take Possible Action] Jason discusses that since the Seymour Library is not responding to Courtney's design work on the Library website, it would be a good idea for Courtney to work on the Town of Seymour's Facebook Page. He suggests that Courtney works on the Facebook Timeline for the Town's Facebook Page. Jason suggests that Courtney researches key events in the history of the Town of Seymour, such as when Seymour was founded, what Selectmen were in office, etc. and records these events on the Facebook Timeline for the Town.

Evan asks why Courtney began designing the Library website, and Jason explains that the Librarian came into the First Selectman's Office asking for help. Jason explains that Courtney has experience from school and offered to design mockups for the site. Evan asks if the Technology Committee is going to write a letter of recommendation for Courtney, and all members agree that a letter will be written.

- 8) Public Comment.
There was no public comment.
- 9) Adjournment.
Motion by Evan to adjourn at 7:01PM. Second by Deirdre. The vote was unanimous.

Submitted by,


Jason Weaving, Chairman