

MINUTES
Seymour Technology Committee
Special Meeting November 19, 2012

COPY RECEIVED
DATE: 11/28/12
TIME: 4:30pm
TOWN CLERK'S OFFICE

Present: Jason Weaving, Deirdre Caruso, Evan Islam, Melanie Kalako, Joe Matusovich and Courtney Hassenfeldt.

1. Call Meeting to Order

The meeting was called to order at 6:12 P.M. by Chairman Jason Weaving.

2. Pledge of Allegiance

3. Approval of Minutes from Technology Committee (Regularly Scheduled) Meeting on 10/24/12.

A motion was made to accept the minutes of the October 24, 2012 special meeting, with minor grammatical corrections.

Motion by: Melanie Kalako

Second by: Joe Matusovich

Motion passed unanimously.

4. Discussion on Tape Backups and Best Practices.

A discussion was held regarding Town Hall tape backups. A tape back-up is done every day with alternating tapes. These tapes are kept on-site next to the server in the basement. Concern was expressed since the room housing the server is close to the boiler room. Roberta Pratt, who works in the Board of Education office, offered the Town the use of Chatfield School as an offsite storage place for the tape backups. This was not seen as a viable option since the school closes earlier than Town Hall.

5. Discussion on Recommendations to the Board of Selectmen for Tape Backup Procedures.

Questions were raised regarding what procedures were currently in use regarding tape back-ups and if these procedures were documented. It appears that the only offsite backup occurs when the server in Town Hall is backed-up onto the hard drive on the Police Department server. Melanie Kalako will call Tony to determine exactly how often backups are done and if they are stored in any other place.

It was questioned if a computer disaster recovery plan was in place. If not, and the Board of Education has one, the Technology Committee could reviews theirs to get an idea of developing one. Joe Matusovich will e-mail Roberta Pratt to see what plans the Board of Education has and if we can use anything they have as a base for the Town.

6. Discussion on Best Practices for Web Hosting of the Town's Website via Remote SharedServer.

During the last storm, Town Hall had no power. Because the web site is hosted on the Town Hall server, the site was also down. Updates from the First Selectman were on the Town's Facebook page, but many people do not use Facebook and were unable to get information via the computer. Jason Weaving suggested that hosting the web site remotely would alleviate this problem.

7. Discussion on Recommendations to the Board of Selectmen for Web Hosting of the Town's Website via Remote Shared Server.

After a short discussion, it was determined we are not in a position to recommend this yet.

MINUTES
Seymour Technology Committee
Special Meeting November 19, 2012

8. Discussion and Approval of the RFP Final Document.

Jason thanked Melanie Kalako and Dan Zaniewski for their help in creating the RFP. A motion was made to approve the RFP and update the next Board of Selectmen at their next meeting.

Motion by: Joe Matusovich

Second by: Evan Islam

Motion passed unanimously.

9. Discussion on 2013 Meeting Schedule.

After a short discussion, it was agreed that the first Wednesday of each month would be the new meeting date. A motion was made to set the dates and file the copy with the Town Clerk's office.

Motion by: Joe Matusovich

Second by: Deirdre Caruso

Motion passed unanimously.

10. Discussion on the Library Board Website.

Courtney Hassenfeldt has not been able to reach Carol Ralston, the Head Librarian. She will continue to call and may even go to the library.

11. Correspondence.

The following correspondence was received: a letter defining the insurance limits for the RFP, an e-mail from Kurt regarding union issues and the installation of new web software and an e-mail from Kurt regarding a budget from the Committee.

12. Other Business.

Because it was a special meeting, no Other Business could be discussed.

13. Public Comment.

There was no Public Comment.

14. Adjournment

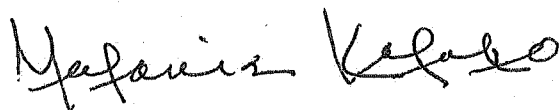
A motion to adjourn the meeting at 7:20 p.m. was made.

Motion by: Melanie Kalako

Second by: Evan Islam

Motion passed unanimously.

Respectfully submitted,



Melanie Kalako
Secretary, Technology Committee