

MINUTES  
Technology Committee  
Tuesday, October 9, 2012 @ 6:00PM  
Norma Drummer Room/Seymour Town Hall

Members present: Jason Weaving, Deirdre Caruso, Evan Islam, Melanie Kalako, Dan Zaniewski, and Courtney Hassenfeldt.

Not present: Joe Matusovich and Paul Thompson.

ITEM # 1 – Call meeting to order.

Meeting was called to order at 6:03PM by Chairman Weaving.

ITEM # 2 – Pledge of Allegiance.

Everyone saluted the flag and stated the Pledge of Allegiance.

ITEM # 3 – Election of Officers.

Table until more members come to the meeting.

ITEM # 4 – Approval of Minutes from Tech Committee Meeting 8/14/12 with correction of Agenda to Minutes.

Motion to approve.

Motion: Deirdre                      Second: Evan

Vote: 3-Yes (Jason, Deirdre, Evan)      0-No                      0-Abstain                      2-Disqualify (Melanie, Dan)

ITEM # 5 – Approval of Tech Committee Special Meeting Minutes from 9/6/12.

Motion to approve.

Motion: Deirdre                      Second: Evan

Vote: 3-Yes (Jason, Deirdre, Evan)      0-No                      0-Abstain                      2-Disqualify (Melanie, Dan)

ITEM # 6 – Approval of Minutes from Tech Committee Meeting on 9/11/12.

Motion to approve.

Motion: Deirdre                      Second: Evan

Vote: 3-Yes (Jason, Deirdre, Evan)      0-No                      0-Abstain                      2-Disqualify (Melanie, Dan)

ITEM # 7 – Discussion of Town Website Redesign and RFP approval by Board of Selectmen on 10/2/12.

Jason asks that the committee finalize a due date for the RFP for the redesign of the website. He discusses the Board of Selectmen meeting on 10/2/12 and states that they would like to approve the proposed RFP at their next meeting on 10/16/12 and then send it to Town Counsel for approval. Jason has done some research on other RFP's and would like to put together a document using all of the data from both surveys that the committee had done.

ITEM # 8 – Discussion of Deliverables/Specifications for RFP's.

The newer committee members feel that there is not enough time to create the RFP and suggest that the committee ask the Board of Selectmen to extend the deadline. Melanie and Dan would like to review the data in the survey document. Dan also has experience creating RFP's. They would like to see more department discussions on what the departments would want added to the website to make their jobs easier. possibly that they like. Jason, Deirdre and Evan state that screen shots and links to websites have been researched but not documented.

ITEM # 3 – Election of Officers.

Melanie Kalako is nominated for Secretary by Deirdre Caruso and Dan Zaniewski. The committee votes unanimously.

Melanie takes over as secretary.

Item # 9 - Discussion of Notifying and/or Advertising RFPs for the Town Website Redesign. [Take Possible Action].

Table until the next meeting.

10. Discussion on Library Website.

Courtney presented her first draft redesign of the Seymour Public Library website. Members agreed it was much better than the current website and that Courtney was on the right track. A few suggestions were made by members. Courtney will review the suggestions and present the updated design at the next meeting.

Item #11. Other Business

A discussion regarding analytics for the web page took place. Google Analytics was suggested as a good way to monitor traffic using the web site. Also discussed was an e-mail address to be used for any business conducted by the Committee.

Motion to create a Gmail address.

Motion: Melanie

Second: Evan

Yes: Unanimous.

Item #12. Public Comment.

There was no public comment.

Item #13. Adjournment.

A motion was made by Evan and seconded by Melanie to adjourn. The vote was unanimous and the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Melanie Kalako', written in a cursive style.

Melanie Kalako