

## MINUTES

Seymour Technology Committee Regular Meeting  
Tuesday, September 11, 2012 @ 6:00 PM  
Norma Drummer Room/Seymour Town Hall

**Members in attendance:** Christine Conroy, Jason Weaving, Deirdre Caruso, Courtney Hassenfeldt

**Members Absent:** Evan Islam, Joe Matusovich, Paul Thompson

### **Item #1 Call Meeting to Order**

Chairman Jason Weaving called Meeting to Order at 6:02 PM.

### **Item #2: Pledge of Allegiance**

Chairman Jason Weaving asked for a Moment of Silence in Remembrance of those lost on September 11, 2001.

### **Item #3: Approval of Minutes 8-14-12 Regular Meeting.**

No quorum present.

Christine mentioned and apologized that there were errors in the Minutes she is already aware of and will edit that include changing 'Agenda' to 'Minutes' and some spelling and grammatical errors. She will have them at the next meeting.

### **Item #4: Approval of Minutes 9-6-12 Special Meeting.**

No quorum present.

### **Item #5: Discussion of Union Issues and Any Other Miscellaneous Issues Involving Volunteer/Tech Committee Work Related to Website Data Migration, Data Entry, etc.**

There was discussion on potential union issues where technology is promoting efficiency.

The only job descriptions that have website maintenance in them are the Administrative Assistant to the First Selectman and the Manager of Operations & Grants.

Christine & Dee will follow up with the First Selectman, Union Presidents, and potentially Town Counsel on this issue for the next meeting.

### **Item #6: Discussion of Town Website Redesign and Possible Candidates. [Take possible action]**

Today, Chairman Jason Weaving received an email from Paul Thompson stating that he has reached out to various companies as Jason requested and told them to contact Christine Conroy at Town Hall. [Email Attached]

Christine received two phone calls and one email this afternoon.

First she heard from ImageWorks, from the online form inquiry that had her name, email address, and phone number typed in. The person from ImageWorks was going

to put together a 'portfolio' and some information about the company and send to her. Christine made it clear to the representative at ImageWorks that she did not fill out the form herself, but was an employee and member of the Technology Committee and was able to discuss the website redesign with him. He asked for an RFP and she explained the committee was only in the planning stages at this point and does not yet have one.

Second she heard from Delaware.net, that also received contact information from an online form inquiry that had her name, email address, and phone number typed in. Delaware.net had done the Town of East Haddam, CT's website recently. John McKown, President, explained to Christine that that commonly compete with Civic Plus or QScend but are different because they give everything for one price, including a ticker system. They charge \$150 per month, with two months free if paid in full for \$1500 annually.

John asked if he could email a proposal over, and had Christine's personal email listed as the contact address from the online form. Christine gave her her town email address to John.

John sent over an initial proposal for the committee to have before a formal RFP was created. She will distribute to Technology Committee members.

Christine also received an email from Dustin at TOWN Web Design. The email (including the form that was completed with her contact information) are [Attached to Minutes]

Christine expressed that she was misrepresented since her contact information was typed into online forms, including her personal email address in some cases, without her consent.

*Next Discussion Topic:*

Chairman Jason Weaving met with the First Selectman today and discussed the website redesign.

During their meeting today, Kurt & Jason talked about soliciting quotes or bids for website redesign. To make the 'bidding process' fair to all interested parties, it was suggested that the application process go above and beyond current town requirements (i.e. a formal quote or proposal process would be used even though the dollar amount is below the standard used for large capital projects). They would like to have sealed quotes or proposals submitted to the Board of Selectmen.

Christine and Dee think that this should be a Request for Proposal (RFP) process rather than a Formal Bid Process in order to save costs of required posting in newspapers. Town of Seymour policy is that items costing less than \$25,000 do not need to go out to bid.

All members agree that moving forward with a RFP process is the best option.

*Next Discussion Topic:*

Jason believes that a new survey should be established and distributed on Facebook, through press, or through email to obtain the public's response on website improvements so far.

This survey will be presented to the BOS at their 9-18-12 meeting. The results of the survey will be presented at the 10-2-12 BOS meeting.

Jason will work on and create the survey within the next few days.

The Committee will not create specs until after the survey is done to see what townspeople want vs. what we already have.

**Item #7: Discussion of Presentation to Board of Selectmen. [Take possible action]**

The Committee will present to the Board of Selectmen, briefly, at their September 18, 2012 meeting.

Christine or Dee will speak at the meeting.

**Item #8: Discussion of Library Website. [Take possible action]**

Jason thinks that Courtney should have opportunity to work on the Seymour Public Library website.

Members looked at current SPL website and recommended changes that Courtney felt she could easily complete.

Christine will have an initial meeting set up between Carol & Courtney so that Courtney can aid in restructuring and redesigning the Seymour Public Library site.

**Item #9: Other Business.**

Courtney asked if, in order to obtain revenue, businesses can place ads on a certain section of our website to help defray some of the website costs due to our budget issues. It was explained that a government entity is not allowed to make a profit, though this is a good idea.

Christine, per Kurt's request, posted a blurb on the Office of the First Selectman Facebook page:

"The Technology Committee is looking for new members that have a vast array of technical knowledge including website development and server management. Interested candidates can send an email to [cconroy@seymourct.org](mailto:cconroy@seymourct.org) that includes a statement of interest and a brief resume section relevant experience. The Technology Committee was created in December 2011 and has appointed members. For more information email Christine at the address above."

Christine said already there is one interested candidate, Dan Zaniewski, Captain at Great Hill Hose Company. Tuesday nights are drill nights, so a revised meeting schedule would need to be considered. Given the fact that we have not been able to meet our original schedule often, a meeting change should be something the committee looks at, especially given Dan's qualifications and willingness to help.

**Item #10: Public Comment.**

None.

**Item #11: Adjournment.**

Meeting was closed by Chairman Jason Weaving at 7:26 PM.

Submitted by:

Christine Conroy

## Christine Conroy

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**From:** Paul Thompson <pthomps5@mail.naz.edu>  
**Sent:** Tuesday, September 11, 2012 2:02 PM  
**To:** Jason Weaving  
**Cc:** Christine Conroy; Kurt Miller  
**Subject:** Technology Committee

Jason,

Unfortunately, I will not be able to attend the Technology Committee this evening.

However, as requested, I contacted all of the website companies that I suggested to the Technology Committee for consideration. I instructed the representatives from these website companies to contact the Town's Administrative Assistant and member of the Technology Committee, Christine Conroy, to obtain information about the scope of the project. Please let me know how I can be of further assistance.

Paul

## Christine Conroy

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**From:** TOWN Web Design (Dustin) <dustin@townwebdesign.com>  
**Sent:** Tuesday, September 11, 2012 4:32 PM  
**To:** Christine Conroy  
**Subject:** Re: TOWN Web Design Contact Us Form

**Categories:** Technology

Hi Christine!

Do you have an RFP that you could send me for the Web site project for the Town of Seymour? I would be happy to submit a bid.

Thanks!

Dustin Overbeck  
TOWN Web Design  
[dustin@townwebdesign.com](mailto:dustin@townwebdesign.com)  
877-995-8696 x700

On Tue, Sep 11, 2012 at 12:40 PM, <[burst@emailmeform.com](mailto:burst@emailmeform.com)> wrote:

**Name\*:** Christine Conroy

**Organization:** Town of Seymour

**Title, if applicable:** Administrative Assistant

**Web site address, if applicable:** 1 First Street

**Email \*:** [cconroy@seymour.ct](mailto:cconroy@seymour.ct)

**Phone Number\*:** 2038882511

**Message\*:** The Technology Committee for the Town of Seymour, CT is in the process of reviewing companies for the design and hosting of the municipality's website. Seymour is a smaller community with approximately 16,500 residents and it has a modest budget for this project. We would be interested in learning how your firm might be able to assist our town with its new website. Details for the scope of the project can be obtained by contacting the Town's Administrative Assistant Christine Conroy at [cconroy@seymour.ct](mailto:cconroy@seymour.ct). Thank you,  
Technology Committee of Seymour

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