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MINUTES

Seymour Technology Committee Special Meeting
Thursday, September 6, 2012 @ 6:00PM
Norma Drummer Room/Seymour Town Hall

Members in Attendance: Christine Conroy, Jason Weaving, Joe Matusovich, Evan Islam, Paul Thompson, Courtney Hassenfeldt

Members Absent: Deirdre Caruso

Item # 1 - Chairman Jason Weaving called meeting to order at 6:00 PM.

Item # 2 - Pledge of Allegiance.

Item #3 - Discussion of proposal from Evan Islam for Website Redesign.

Evan went through his proposal with the company. (attached to Minutes)

Discussion ensued:

Evan proposes a photo gallery through an outside site so the public can view them but only users are allowed to comment when logged in with a Google account. They are also more organized this way.

Jason questions if boards can have blogs under the [user comments] bullet point and Evan said this is possible.

Joe voices opinion that anonymous bloggers cannot be allowed.

Jason mentions that perhaps a Budget blog can be established by the Board of Finance and then Evan says that users can add comments within his interface.

Jason says that since we are staying with the 'Google' theme for most items, we should use Picassa instead of Flickr for photo galleries.

Jason brings up Google Sites as a login possibility for Admins to use.

Evan says depending on the number of pictures, blogs could be created that only include a few of the photos and have text to go with them so that people know what they are viewing.

Jason asks about design. Evan says he can easily replicate a design off another site, but he cannot design from scratch if we wanted something specific.

Evan says he wants to do this because he wants to do this, not to make a huge profit.

Evan would put the code on our server, so that it is turned over to the town.

Jason requests that Evan specifies that anything beyond year one would be an additional fee to stay on as a retainer basis.

Jason and Evan discussed the Copyrighting issue. Evan would give the town full rights to use the CMS but cannot strictly give the copyright because his CMS platform is

used on many other towns and Seymour doesn't own the CMS itself. Evan will update the copyright section to reflect that the Town of Seymour has the full rights to use the custom CMS indefinitely.

Item # 4 - Discussion of Town Website Redesign.

Chairman Jason Weaving asked QScend for clarification as followup from the last meeting.

In his email to Sean Williams from QScend, he asked: "When QScend designs any graphics, whether it be buttons, pages, etc. for the Town of Seymour, will these graphics be the copyright of the Town of Seymour? And additionally, to clarify that if QScend were to hand over copyright of the graphic designs to the Town of Seymour, should any relationship with QScend and the Town of Seymour cease, the Town of Seymour would still retain rights to the graphics, as being owners of the copyrighted material?"

Sean Williams from QScend answered: "Yes, all of the graphical design is the property of the Town of Seymour, so the Town retains the rights to the graphics etc should our relationship cease (which, of course we hope never happens!)."

Vice Chairman, Paul Thompson explained the current bidding process and distributed the document he sent to the Committee Chair.

Paul went through his conversation with Finance Director Doug Thomas. [document attached]

Jason also said that Vice Chairman, Paul Thompson created a "Website Evaluation Form" to be used for evaluating companies who bid for web design. The form was distributed [document attached]. Paul explained to the Committee that the document was a draft that would make the decision objective rather than subjective. Paul added that he thinks we should add a section or include under the 'comments' section advantages and disadvantages, specifically what happens down the road IF the person or company relocated or closed.

Jason questions if Evan should be a part of the 'website evaluation' conversations and rating. The board agreed that he should not due to a conflict of interest and Evan completely agreed.

Chairman, Jason Weaving requested that the list of companies Vice Chairman, Paul Thompson listed in his email correspondence be looked into further, so that a portfolio/ list of municipal websites be prepared for the next meeting (September 11, 2012)

Paul told Jason that Jason has more knowledge of our town site and what needs to be done so perhaps he should do it or they should work together.

Jason said that since the companies are professionals, they should be able to give quotes on the project. Paul should have report for next meeting.

Item # 5 - Other Business.

Chairman, Jason Weaving passes out the Code of Ethics Form and asks that all Committee members update their information. Courtney was filling out for the first time. The Code of Ethics Policy was available for members to read through.

Paul Thompson left the meeting at 6:43 PM.

Evan cannot attend the next regularly scheduled meeting on Tuesday, September 11th.

Christine announced that she was able to embed the Google Calendar and it is now viewable on the town website Calendar page. The agenda view is the default landing view because it looks most organized and Kurt liked it best.

Christine also said she had a discussion with Head Librarian Carol Ralston about the Seymour Public Library website. They are interested in redoing their site and did not know about the Technology Committee. Christine gave Carol the contact information for QScend and will follow up with her to aid her with their website. Evan thinks we should be able to help them and have their site based off the regular town site similar to what might be done for the Police Station.

Item # 6 - Public Comment. None.

Item # 7 - Adjournment.

Motion by Joe at 6:56 PM. Second by Evan Islam. Motion carries 4-0-0.

Submitted by:


Christine Conroy

Seymour, CT

Website redesign and maintenance

<http://www.seymourct.org>

by Evan Islam
203-502-3245
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www.evanislam.com

Goals and Objective:

Convert the current website into a search engine friendly content management system (CMS). The CMS will allow us to add/edit pages on the website with ease. System wide template will allow us to change the look of the website if we wish to do so. We will be able to upload minutes and agendas for all town departments.

Delivaribles

- Default Landing/Home Page
- 1 site-wide template
- Business, Community, Departments, Government, Residents Silo Pages
 - Additional pages within each silo
 - Similar to reorganization now on Seymour website
- Web-based Editing (version control)
- Administrative Login for various users
- Google Calendar Integration
- Minute/Agenda Categorization by Bate and Department
- Photo gallery (either Picassa or Flickr)
- Video gallery (YouTube Videos)
- Twitter & Facebook Feeds
- Search Function (Google site search)
- Google Analytics/Webmasters Tool/Automatic XML SiteMap
- Complaint [Fillable] Form (database and email to authorized contacts)
- Blight [Fillable] Form (database and email to authorized contacts)
- Option to Allow User Comments on Approved Pages

Mobile Website

A mobile version of the site will be created with limited functionality and number of pages. There will be only 8 to 10 top level pages for mobile with option to add more pages as needed. A visitor on a mobile device will automatically be redirected to the mobile site. There will be a link at the bottom to visit the existing site.

Timeframe

It will take a total of 5-6 weeks to convert the existing site and push live.³

- Template setup and site configuration in test mode: 2 weeks
- Custom forms and minute/agenda database: 1 -2 weeks
- Copy existing content and configure to fit new template: 2 weeks

Fees

CMS Software and 1 year of maintenance and support: \$3,000

Copyright

Town of Seymour will have full rights to use the custom CMS with copyright link (Developed and maintained by Shapla CMS) at the very bottom of the site.

August 16, 2012

Technology Committee:

Per my conversation with the finance director Doug Thomas, he has informed me that the group does not have to go out to bid or place an ad in the local papers. He cited if the budgeted amount for a new website is under \$25,000 dollars the Technology Committee does not have to advertise it. If the money is under an item line under the first selectman's budget he can spend it accordingly as he sees fit.

Doug also informed me as well; if a contract needs be signed it first must go before the board of selectmen and signed by the first selectman before any money is exchanged.

Submitted by,

Paul Thompson
Vice Chairman

Seymour Technology Committee Website Evaluation Form

Company: _____

Phone: _____

Name of Presenter: _____

Email: _____

Product/Service: _____

Address: _____

Price: _____

Contract: _____

Rate this Company's product from 1 to 5 (5 being excellent and 1 being poor) on each of the following components and provide a brief explanation for each:

Creating/Managing content for the site (backside of the website):

Rating: ____

Why:

Design/Ease of use (front side of the website):

Rating: ____

Why:

Presentation/Attractiveness

Rating: ____

Why:

Any other comments:

Submitted by: _____

Date: _____