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MINUTES
Seymour Technology Committee
Tuesday, May 8, 2012 @ 6:30PM
Training Room/Seymour Police Department, Seymour

Members In Attendance: Chairman Jason Weaving, Christine Conroy, Joe Matusovich, Evan Islam

Members absent: Paul Thompson, Deirdre Caruso

1. Chairman called Meeting to Order at 6:40 PM
2. Pledge of Allegiance.
3. Approval of Minutes from Technology Committee Special Meeting on 04/04/12.
Christine Conroy makes motion. Second by Joe. Motion carries 4-0-0.
4. Approval of Minutes from Technology Committee (Regularly Scheduled) Meeting on 04/10/12.
Joe makes motion. Second by Evan. Motion carries 4-0-0.
5. Approval of Minutes from Technology Committee Special Meeting on 04/17/12.
Evan makes motion. Second by Joe. Motion carries 4-0-0.
6. Discussion of possible implementation of Google Analytics to (current and new) Town Website.
 - Jason says - Once we gain access to the current Town Site, we should use Google Analytics to see where users are going, where they are dropping off, and use that information when designing the new site. In the meantime, while we're designing (we're not sure how long that'll be) we can still make changes to the current site and use the Analytics to help us with a better interface.
 - Evan recommends webmaster tools to see what pages are duplicates, broken, 404 errors, etc.
 - On a side note, Joe says Network Solutions does not support asp - they maintain the police department website.
7. Discussion of Web Survey data analysis.
 - Jason's analysis of the website survey is that he thinks that we can say with almost certainty that our userbase, whether they be municipally connected or not, looks at the Town Site from a resident point of view.
 - We can assume by the data that there are people who use the site for meetings and minutes, etc., but a majority of the answers communicated wanting to see a better image for the Town, more resources, etc.
 - Jason thinks a major error in a lot of other Towns' and cities' websites is that they base the entire user experience from a governmental point of view and not a resident's.

- Therefore, the new site should have the portion for Government, but give it less real estate on the site, and give precedence to Residents (which can include Businesses) with features, resources, and information.
- There needs to be a focus on community and residents - marketing Seymour on the site.
- There was consensus from all members.

8. Discussion of Sitemap/Wireframing Google Doc.

- Jason says - Cost-wise, I think we need to approach this from a front-end design first. We need to be able to design how we want the user experience. So, let's say we draft our design and QScend can't meet our needs, then we can already eliminate them from an available option. (Jason has not talked to QScend yet) If they can meet our needs, can be customizable to the interface, then we can have them come to a meeting and give us a quote.
- If Evan were to design the backend, then we would save on the costs, have a customized backend, but still have to hire a designer. We need to take the frontend design costs into consideration. There's no doubt that the designer and Evan would be able to meet our needs with the user experience, but how much will that designer cost?
- Evan wants to see how much QScend costs before undertaking anything. Evan can also do front end design. Evan & Joe say that as long as we have an idea for a design, for example, saying we like Trumbull's site, it will be easy to import their style.
- Evan is concerned about time involved in the project.
- Evan, Joe, and Jason all agree on front end design first. Evan says if we can decide on a design today or a few, he can come up with some by the next meeting.
- Evan wants to show us the backend for what he has used already for his personal stuff, especially Christine & Dee since they will be updating the site most often.
- Evan shows his www.pitneybowessmallbusiness.com site and the backend of it for editing purposes. He showed how to manage users and domains. There is a search function for the backend files. Once you click edit a certain page it is similar to the frontpage interface.
- It automatically categorizes the pages into the folders you designate. You can easily click yes or no to visibility of the page as well using the navigation option. You can edit in WYSIWYG or HTML.
- It has automatically saved previous versions that you can revert back too. He can change the versions to 50 or 100 or 150 back versions.
- New pages/copy a page are easy to create, just a unique name is required.
- He can create contact forms easily and you can use a premade form to insert onto multiple pages.
- Joe asked if there could be mobile capability eventually after the site is done. Evan said this is completely feasible.

Jason brought up the 'New Site Sitemap/Wireframing' document on Google Docs.

- Jason was adamant about having a ticket system for incoming emails from the website. Christine thinks there should be a general contact form and then have potentially a drop-down menu of departments. All town emails will be put on the website for contact information. Evan thinks we should do a general form for now and then if there is a high volume, put in a ticket system down the road.
- Other discussion about the website framework ensued, discussing who would fall under what categories.
- The four main buttons on the site will be Business, Government, Residents, Community only.
- Jason would like a google search bar on the top. Evan completely agrees. There is a \$100 cost to not display ads per year. This is well worth the cost.

9. Other Business.

Jason brought up student reps -- no one completed an application. Now Paul Lucke is approaching teachers for possible candidates.

Summer vacation schedule.

- Evan will miss the June meeting. Joe might miss August meetings.
- Since many members will be traveling we will utilize skype / google hangout / phoning in for meetings.
- The board agreed that a person who skypes in can vote and their vote will count and they will count towards a quorum.
- Until the BOS puts in different 'rules' these are what the Technology Commission will follow.

10. Public Comment. - None.

11. Adjournment at 8:18.

Motion made by Joe, Second by Evan. Motion carries 4-0-0.

Submitted by: