MINUTES
Seymour Technology Committee
Special Meeting
Tuesday, April 17, 2012 @ 6:00PM
Seymour Ambulance Training Room, Seymour

In attendance: Deirdre Caruso, Evan Islam, Joe Matusovich, Jason Weaving, and Paul Thompson (6:30PM)

1. **Call Meeting to Order.**
Chairman, Jason Weaving, calls meeting to order at 6:04PM.

2. **Pledge of Allegiance.**
Everyone salutes the flag and states the *Pledge of Allegiance*.

3. **Discussion of Web Design [Take possible action].**
Jason Weaving asked Evan Islam to brief the Committee members on his thoughts regarding adding a business directory with sponsored listings (i.e. paid listings to highlight a business in the directory for the purpose of generating revenue).

Jason Weaving explained that the Committee will create a business directory and/or work in conjuction with EDC; however, when meeting with the First Selectman, it was decided that sponsored and/or paid listings will not be permitted.

Jason Weaving discussed the issue we are having with making changes to the current site's code, specifically that an administrator must be in-house and have access to FrontPage. He asked whether it would be possible to edit the code without FrontPage and to do so remotely. He suggested hosting remotely, off the Town's server, so that there would not be any issues with accessing the data. Evan Islam added that the data could be accessed through the current configuration by logging into the Town's server with the proper remote access procedures (i.e. FTP/VPN login info, etc.). Joe Matusovich suggested that the Committee write a letter to Cassanelli Associates, LLC with bullet points, requesting the items we are looking for, such as:
- Username & Password for FTP/VPN access
- Specific Domain Information (i.e. Administrator, Technical Contact, Billing Contact, etc.)
- Procedure for remote access

Motion by Deirdre Caruso to grant Jason Weaving the authority, with permission of the First Selectman, to request information from Cassanelli Associates, LLC regarding remote access, access for additional users, domain information, and any miscellaneous information regarding the current Town's website. Second by Joe Matusovich.
Motion carries. Yes: 4 / Abstentions: 0 / No: 0

Evan Islam explained that there are two options for the Committee to consider with respect to developing the new Town's site:
1. Utilizing a company called QScend Technologies, Inc.'s platform
2. Utilizing a database designed by Evan

He explained that QScend Technologies, Inc. specializes in developing platforms for municipalities, that they are located in Waterbury, that their servers are hosted in Waterbury, and that if there ever were an issue, they could be contacted directly. He explained that there would be fees for hosting, development, and possibly maintenance. The second option would

be for him to design the database per the Committee's specifications, with a more detailed approach, and not be limited to a platform such as QScend's. Jason Weaving explained that the Committee would have to look at cost-benefit, since if the Committee were to approve Evan's offer for programming and development, web design work would still have to be subcontracted. At this point it is difficult to say which is the best route to go without gathering more information from QScend. Evan Islam suggested that the Committee invite QScend to give a presentation, showing what the company has to offer.

Jason Weaving explained that he will be creating a Google Doc to share with the group, for the purpose of wireframing and building a sitemap for the new Town's site. The Google Doc will be created and shared with the Committee that evening.

    4. Other Business.
Jason Weaving asked the Committee what options were available for a location to hold the next meeting. Joe Matusovich suggested the Police Department and confirmed that there is a smartboard and a whiteboard available; he will work on getting access to the room for the next meeting.

Jason Weaving asked Evan Islam if he could speak to his contacts at QScend Technologies, Inc. to arrange for a presentation/discussion at the next meeting.

    5. Public Comment.
None

    6. Adjournment.
Motion to adjourn by Joe Matusovich at 7:12PM. Second by Evan Islam.
Motion carries. Yes: 5 / Abstentions: 0 / No: 0

Submitted by: