

DATE: 2/15/12
TIME: 4:10 PM
TOWN CLERK'S OFFICE

MINUTES
Seymour Technology Committee
Tuesday, February 14, 2012 @ 5:30PM
Flaherty Room/Seymour Town Hall, Seymour

In attendance: Christine Conroy, Jason Weaving, Deirdre Caruso, Evan Islam, Joe Matusovich

1) Meeting called to order by Chairman Jason Weaving at 5:42 PM.

2) Pledge of Allegiance.

3) Approval of minutes from Technology Committee Meeting on 01/10/12.

Dee made a motion second by Evan. Motion carries 5-0-0.

4) Approval of minutes from Special Meeting/Workshop on 01/23/12.

Dee made a motion second by Evan. Motion carries 5-0-0.

5) Approval of minutes from Special Meeting on 02/01/12.

Dee made a motion second by Christine. Motion carries 5-0-0.

6) Approval of minutes from Special Meeting/Informational Meeting on 02/03/12.

Evan made a motion second by Joe. Motion carries 5-0-0.

7) Discussion of Server Meeting (Special Meeting/Informational Meeting on 02/03/12).

Joe says the meeting was to bring some technology committee members up to speed on the town's infrastructure. Also there was information brought up about the website.

Evan said that the tech committee members came to a consensus

Jason thinks it is fair to say that the tape backup system is irregular. Tony Caserta in the Finance office said that the tapes are changed every day.

Jason thinks it is fair to say that we are lacking funds and are in dire need of proper staffing in IT in general.

Jason thinks there was miscommunication during the meeting in that Jim Cassenelli did not understand what Jason was meaning about loss of server information. Joe said he did not think a timeline was addressed during the meeting if something were to happen to our system now in how long it would take to go back up.

Datawise, not hardware wise, all material from town hall will be replicated, encrypted, to the police department server. Joe said the servers are identical in both locations, but their functions are different.

There is no documentation of what is running at Town Hall for each server.

8) Request for Cassanelli Associates, LLC contract and Town of Seymour budget history for technology. [Take possible action]

Christine made a motion to give Jason Weaving permission to request Cassanelli Associates, LLC. contract and the Town of Seymour budget history for technology for the last 5 years.

Second by Evan.

Motion carries 5-0-0.

Discussion: Jason says this is nothing against Cassenelli Associates LLC, we are doing due diligence, trying to figure out where we stand with regards to technology, how much we are currently spending, and helping to provide direction going forward. This is to just get a baseline amount of information.

9) Discussion of independent technology audit. [Take possible action]

Jason would like to consider requesting an independent technology audit, focusing on current technology systems, processes, equipment, software, server setup, and a disaster recovery plan.

Joe volunteered to help in some of his free time to start researching for this project. Evan says we do need someone in house to know what is going on. Realistically, this would need funding and it is difficult to get right now.

Once we get the contract and history of technology in town we can determine a plan of action.

10) Discussion of Town Website Survey to date.

Jason compiled a document included survey results and charts. [Located on Google Docs] This information will be used during website workshops.

Valley Indy posted info about the survey on all of their stuff. Jeane Falbo-Sosnovich also will publish an article about the Tech Committee.

11) Discussion of Board of Selectman Report. [Take possible action]

We will work as a group on the draft via Google Docs, and we can discuss through emails and by inserting comments in the doc. To make comments, highlight the area and click insert comment , then type it in.

Christine Conroy makes a motion for Jason Weaving to prepare the final draft report to present to the BOS for their next meeting. Second by Dee. Motion carries 5-0-0.

12) Discussion of Technology line-item budget [Chairman presented to First Selectman].

Jason asked for \$10 grand, Kurt put into the budget \$5 grand this year and \$5 for next year. We will need to pursue grants or find volunteer work.

13) Discussion of "Seymour IT Budget Discussion Document." [Take possible action]

Joe says there were a few items not reflected in the document Cassenelli Associates presented. The 36,000 for project and server support and the 48,000 maintenance & support seems pricy. They do most of their work remotely, but there does not seem to be a clocking in or clocking out system for this anyway.

Jason, Evan, & Joe said these numbers were not exactly what he said during their informal meeting.

This report does not include anything in Town Clerk's, PD, Fire Marshall, EMS, or Fire Chiefs, or Land Use. None of the software is included within this budget they presented.

Joe speculates their budget is based on Town Hall's need.

Christine makes a motion to give Jason Weaving the authority to request Cassenelli's "one-time project" based costs, software costs, including the Tax Department (quality data) or financial system (Sunguard) yearly maintenance fees. Dee seconds. Motion carries 5-0-0.

14) Discussion of "Town of Seymour Technology Strategies," dated February 12, 2004. [Take possible action]

Christine Conroy made a motion to give Jason the authority to request the budget or funds spend on the "Town of Seymour Technology Strategies" dated February 12, 2004. Dee made the motion, Joe seconded. Motion carries 5-0-0.

15) Discussion of Grants.

Jason said that we need to pursue more grants in order to get adequate funding to build the website. There is a database on Rosa DeLauro's website to research grants available, the website address is: <http://delauero.house.gov>. He says that you can find the information by going to the side bar and clicking on "How can I help you?" then clicking the link "Grant Information." Rosa's new campaign manager, Jimmy Tickey, can be contacted for more information at jimmytickey@gmail.com. We should pursue the Katherine Mathie's (sp?) Fund before the 2012 deadline (March?).

16) Scheduling of next Special Meeting/Workshop

We will schedule next meeting via email per everyone's schedule.

17) **Motion to add to the agenda: 'Discussion regarding a meeting with MaryAnne Mascolo regarding the student representative for the Technology Committee, and setting up a meeting with the IT staff at the BOE offices to see their current processes.

Motion by Dee. Second by Evan. Motion carries 5-0-0.

18) Discussion regarding a meeting with MaryAnne Mascolo regarding the student representative for the Technology Committee, and setting up a meeting with the IT staff at the BOE offices to see their current processes.

Motion by Dee to give Jason Weaving the authority to meet with MaryAnne Mascolo regarding the student representative for the Technology Committee, and to meet with the IT staff at the BOE offices to see their current processes.

Second by Evan. Motion carries 5-0-0.

19) Other business.

Consensus is that we are in agreement that it would be best/ideal to have IT staff on site, rather than to have consultants work either remotely or per-diem.

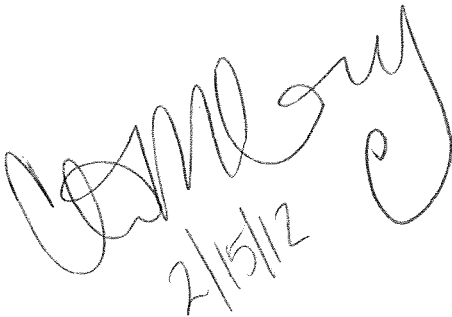
20) Public comment.

None

21) Adjournment.

Motion to adjourn by Dee. Second by Evan.

Motion carries 5-0-0. Chair adjourns meeting at 6:58PM.


2/15/12