

## MINUTES

### Seymour Technology Committee

Special Meeting/Informational Meeting

Friday, February 3, 2012 @ 10:00AM

(Moved to) Flaherty Room/Seymour Town Hall, Seymour

In attendance: Jason Weaving, Joe Matusovich, Evan Islam, Jim Cassanelli, & George Zapherson

**1. Call meeting to order.**

Meeting was called to order by Chair, Jason Weaving at 10:08AM.

**2. Pledge of Allegiance.**

Everyone salutes the flag and says the *Pledge of Allegiance*.

**3. Discussion on Town server status and possible future plans.**

- Joe explained that Jason had called a special meeting, and that he had invited Jim and George to brief Jason and Evan on the Town's network.
- Jim began by explaining the "Seymour Network Infrastructure Overview Diagram" (see attached), and explained that the diagram does not show the physical servers at the Police Department.
  - Town Hall is shown on the flow chart, which gives a basic layout to show it in a virtualized environment.
  - Jim explained that we are now moving from a production environment to a virtual environment and that we are almost 100% virtualized.
  - The biggest issue we face is the lack of funding, and we are making progress with what we have.
- Joe asked where, within the network setup, the web server is located.
  - Jim explained that the web server is located on the VRT server and can be copied over.
- Evan asked whether the server is backed up at the Police Department.
  - Jim explained that the two servers are identical, that there are two new servers, that host machines are identical and running on Windows 2008. Everything is being kept compatible across the network.
- Joe explained that the backups are kept in mirrored copies (the financial system, data). There is a tape back-up system in place with 400GB a piece.
- Jim explained that server backups are done every night.
- The consensus with the Technology Committee was that there is an irregular tape backup schedule and that we are lacking the time and staffing to do taped backups.
- Jason explained that First Selectman, Kurt Miller, had put in a line item of \$100,000 for Technology.
- Jim explained that that figure was not enough to cover equipment breakdowns, business applications, software costs, etc., as well as to build a website. He also raised the

question as to whether the line item includes just Town Hall or does it include the Police Department, Community Center, or other areas?

- Jason asked Jim for a rough estimate on infrastructure costs:
  - Jim estimated that it could be between \$25k-30,000 for hardware, \$15k-20,000 for software, which does not include other costs such as maintenance.
- Joe explained that the Police Department does not have a line item for Technology. Though, he said that as new equipment comes in, maintenance costs come down. He also explained that the Police Department is the only site with a working generator.
- Jim stressed that we (collectively) need to look at the Town at the big picture.
  
- Jim explained that there is currently a project in place for the Police Department. Data from the Town Hall is sent to the Police Department bi-weekly for mailboxes, and database/files are done nightly. There are virtual machines at both the Police Department and Town Hall.
  - During Phase 2, all servers (VHD) will be replicated on a schedule in both places (the Police Department and Town Hall).
- Jason asked how much data is used on both servers?
  - Jim explained that they can both (together) hold 1TB.
  
- Jason asked Jim his opinion about adding an additional layer of backup via a remote/virtual environment, such as a cloud server through a service like Rackspace.
- Jim explained that there can never be too many backups; however, he said that rather in addition to, he would suggest a co-location situation because of bandwidth and server space.
- Joe suggested areas like Great Hill Fire Department or the schools on the 'Hill.'
- Jim explained that in those locations we would get away from the 'flood plane issue,' it would be more cost effective since we would not be using a remote/virtual environment like Rackspace, since at a co-location we would be utilizing Comcast.
- Joe explained that if a co-location were at Great Hill Fire Department, we would have use of a generator. Also, as far as disaster recovery, the area was used as a command center. If we were to use this area it can also be on the network.
- Jim said that rather than using a remote/virtual environment like Rackspace, Great Hill Fire Department is less costly and they already have the need for the Comcast line.

#### 4. **Other business.**

- Jason asked who the current registrar of the Town's website is, where it is hosted, and if we can get the FTP login information.
    - Jim explained that the Town's domain is registered through Network Solutions. The site is hosted on the Town's servers and there is no FTP login.
  - Evan asked whether we could host the Town website offsite.
    - The consensus was that yes, the site could be hosted offsite via an online hosting service.
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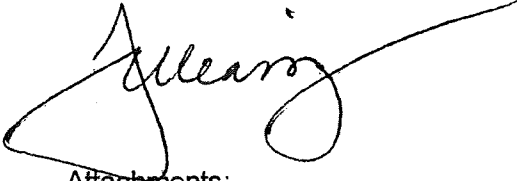
5. **Public comment.**

No public comment.

6. **Adjournment.**

Motion to adjourn by Joe at 11:29AM. Second by Evan.

Submitted by,

A handwritten signature in black ink, appearing to read "Evan", with a long horizontal stroke extending to the right.

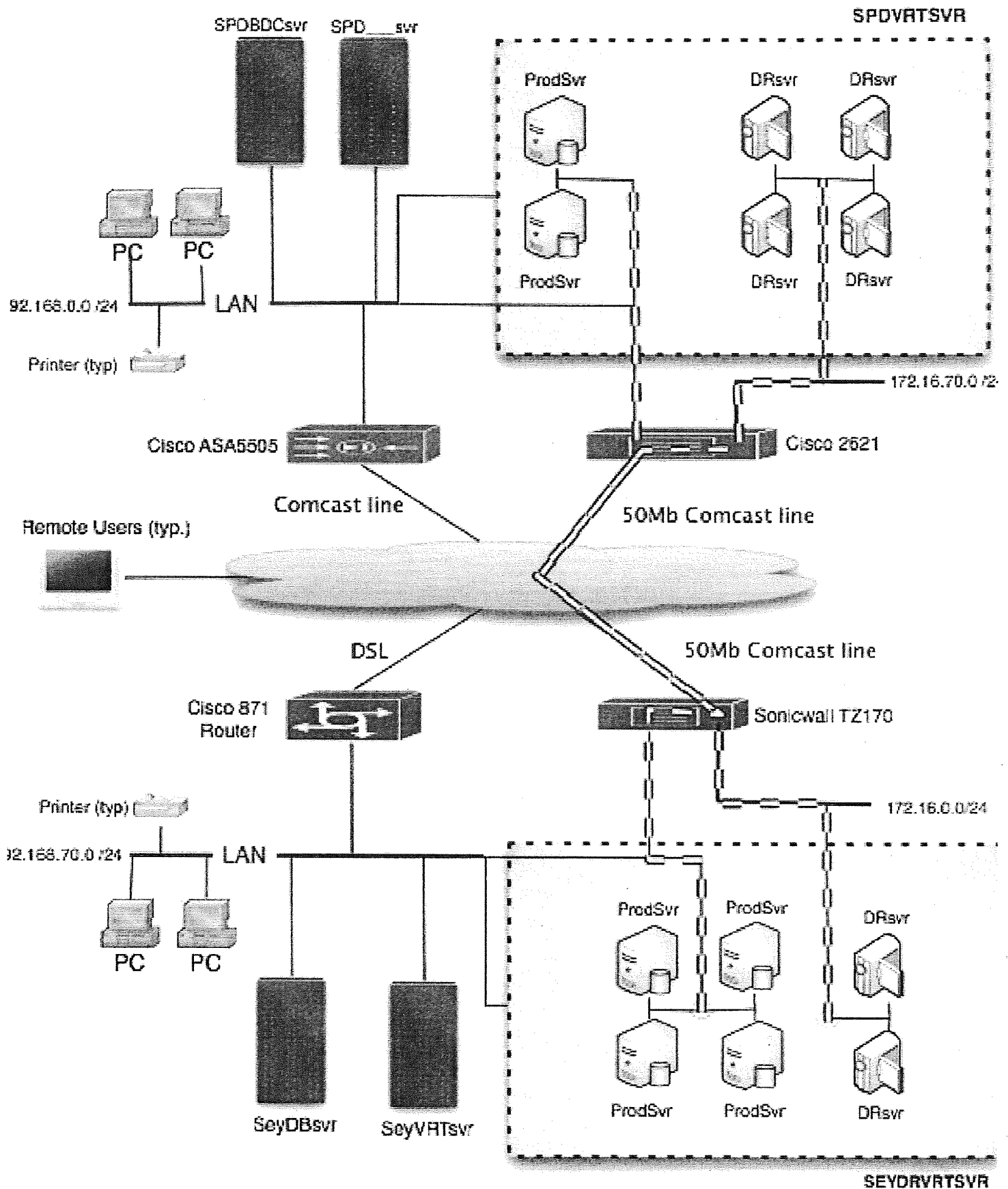
Attachments:

*Seymour Network Infrastructure Overview Diagram*

Email Discussion regarding Server Subcommittee Meeting

# Seymour Network Infrastructure Overview Diagram

2-1-12





Jason Weaving <corpus.callosum@gmail.com>

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## Re: Town Server Subcommittee

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Jason Weaving <jason.weaving@gmail.com>

Wed, Feb 1, 2012 at 10:28 AM

Reply-To: jason.weaving@gmail.com

To: Kurt Miller <kmiller@seymourct.org>

Cc: "Joe Matusovich (jmatusovich@seymourpolice.org)" <jmatusovich@seymourpolice.org>, Evan Islam <evan.islam@gmail.com>

Kurt,

We would like to hold a Town Server Subcommittee (Informational) Meeting at some point this Friday. We need to confirm a time with Jim Casinelli as to a time that would be convenient.

Hopefully you can attend so we can get a better picture on the server situation and discuss a plan for the future. If not, is there a way that I can get the keys to Town Hall and return them to you?

—

Best, Jason

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----- Forwarded message -----

From: **Jason Weaving** <jason.weaving@gmail.com>

Date: Wed, Feb 1, 2012 at 9:23 AM

Subject: Re: Town Server Subcommittee

To: jmatusovich <jmatusovich@seymourpolice.org>

Cc: Evan Islam <evan.islam@gmail.com>

What time on Friday and where? I would have to file an agenda (under FOI) since it would be the three of us from the committee.

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Best, Jason

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On Wed, Feb 1, 2012 at 8:49 AM, Evan Islam <evan.islam@gmail.com> wrote:

Yea, I'm down for this meeting. I like the small group meetings. Let me know when you set it up.

Let me also know if you want me to research on some server pricing and stuff. Joe, if you have some specs on the server, it would be great. You can get some pricing, and I can look into some options as well.

This way, we can select what's cheaper and better.

Evan

On Wed, Feb 1, 2012 at 7:51 AM, jmatusovich <jmatusovich@seymourpolice.org> wrote:

Jason I am meeting with Jim casinelli friday to get some info from him u guys as well as Kurt are more than

welcome to meet with us. I would actually favor u guys be there to speed the info and concerns along. Let me know.

Sent from my iPhone

On Feb 1, 2012, at 1:42 AM, "Jason Weaving" <[jason.weaving@gmail.com](mailto:jason.weaving@gmail.com)> wrote:

> Hi Joe & Evan,

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> I spoke to Kurt on Monday about the server issue and he said that it should be a priority, and he is putting it in his 100 Day Plan. Why don't the three of us hold a subcommittee meeting solely on the server issue to hash this out, we will just need a fourth person to make a quorum. We can schedule a time and place that's convenient for everyone (we can invite the rest of the group, though they aren't obligated to come), and we can invite Jim to come to explain everything. I know that Kurt said he was going to meet with Jim after I spoke with him, also.

>

> I had to give Kurt a roundabout figure for the budget, even assuming if we were to add another layer of backup, for the cost of the site, and Kurt also included figures for items such as equipment, etc.

>

> We have our regularly scheduled meeting on Tuesday, February 14th at Town Hall in the Flaherty Room at 5.30p.

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> The remainder of February, I will be away on business from Feb 26th - 29th. I will also be going on business to Austin for a week, though I'm not sure of the dates yet; it will most likely be Feb 19th - 22nd.

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> In the meantime, tomorrow (February 1st), I've scheduled a special meeting to approve the website survey which I will launch. This will give us a few weeks to get some feedback from Facebook, Twitter, some of the Boards, and Town employees. If you haven't viewed the survey yet, please let me know and please offer some suggestions so I can tweak it.

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> Best, Jason

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Evan Islam  
[www.evanislam.com](http://www.evanislam.com)

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Jason Weaving <corpus.callosum@gmail.com>

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## Re: Town Server Subcommittee

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Jason Weaving <jason.weaving@gmail.com>

Thu, Feb 2, 2012 at 11:23 AM

Reply-To: jason.weaving@gmail.com

To: jmatusovich <jmatusovich@seymourpolice.org>, Evan Islam <evan.islam@gmail.com>

I have scheduled a special (informational) meeting at 10a, tomorrow, Feb 3rd - in the Drummer Room - to discuss the servers. An agenda is being filed at Town Hall with that one item. I will send out an email inviting the entire group once it has been filed.

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Best, Jason

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