

Seymour Technology Committee
Special Meeting/Workshop
Monday, January 23, 2012 @5:45 PM
Basement System / 60 Silvermine Road, Seymour

COPY RECEIVED
DATE: 1/24/12
TIME: 2:50 PM
TOWN CLERK'S OFFICE

Minutes

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

1. Jason Weaving called meeting to order at 6:30 PM.
2. Pledge of Allegiance.
3. Discussion on sharing news links on social media.
 - a. Our goal is to push the local news, especially within the town of Seymour.
 - b. Evan suggested using Patch - Dee said we have reached out to them before they aren't interested in Seymour because it isn't a large enough town. We can check on this avenue for the future.
 - c. Discussion on posting news links on Facebook - this is a gray area - who can censor the information?
 - i. General consensus: posting from Valley Independent Sentinel & Valley Gazette - promoting small town news sources - example: public service announcements
 - d. Discussion on budget - what should we do for Budget season? - How are we going to promote the budget?
 - i. General consensus: post information about the budget hearings, and post the final voted on budget numbers.

Christine Conroy made a motion to approve the posting/sharing of Valley Independent Sentinel & Valley Gazette news articles on our social media per the permission of Kurt Miller, First Selectman.

Second by Dee Caruso.

Motion carries 6-0-0.

Christine Conroy makes a motion to add to the agenda the censoring of social media outlets.

Seconded by Dee.

Motion carries 6-0-0.

4. Social Media Censorship

Jason Weaving says that we should not censor anything because there is accountability on Facebook because users have to post using their own name. We do not anticipate any problems.

Christine Conroy makes a motion to leave censorship to a case by case basis to be dealt with as any issues arise.

Second by Dee Caruso.

Motion carries 6-0-0.

5. Discussion on adding a student representative to the committee.

Chairman Jason Weaving would like to add a Seymour High School student to get involved with the committee in order to hear a younger person's perspective on technology as well as expose them to some aspects of town government.

The member would be able to collaborate and discuss with the committee but would not have voting privileges.

Christine Conroy makes a motion to add a student member to the board, provided they do not have voting privileges.

Dee seconded.

Motion carries 6-0-0.

Jason will discuss with Kurt to see what avenues he needs to go to add the student representative & we will have further discussion at a later meeting.

6. Discussion on defining a universal convention of file names and/or links.

Dee says that minutes in the shared folder go back through 2007 and there is easily 1,000 files in there.

Jason suggests naming files: Board_____ YYYY-MM-DD_Agenda (or Minutes)

The boards would be abbreviated by initials or by name. (BOS, BOE, BOF, LB, BOAA, PWC, IWC, etc)

This naming would make the files easily searchable.

Evan suggests creating a database for the minutes and agendas so that there can be a search engine feature and find the proper year and month they are looking for.

We would have to make the documents searchable, using Adobe OCR to recognize the text from the meeting minutes and agendas.

7. Discussion on an implementation strategy for the universal naming convention.

Jason says if we work in a team of 2 people we can probably get the naming done in about 4 hours to just rename the documents.

Joe suggests making a mirrored image of the section of the website. This way we will be able to do it whenever we need to and then just post them back to the live site.

Jason & Evan will work on this renaming project for the files and relinking files on the current website.

Joe Matusovich makes a motion to accept the implementation strategy for the file universal naming convention.

Evan Islam seconded.

Motion carries 6-0-0.

Dee would be able to scan in the files as usual and rename them. If we have this naming convention, we would just be able to upload in bulk and they would automatically file into folders.
Joe thinks that it's possible to create an internal server that automatically uploads to the external website folder. If not, Evan says we can just FTP them.

8. Discussion on server status.

Joe reported that there is a HP virtual server environment with 1 main server and 2 or 3 virtual servers in Town Hall. The PD has 3 virtual servers and there is a constant synchronization in both places.

Discussion on remote backup. This is a mission critical step right now. Discussion on the possibility of backing up to the cloud and then having a backup server on site.

9. Discussion on website feedback survey.

Jason created a form in Google docs for the website survey. Members will look on their own time and make suggestions at the next meeting.

Jason wants to create letters to present to all the boards & commissions and present to all the board members during public comment. The survey would be online with SurveyMonkey and can be posted on the town website. We will also invite people on FB and Twitter to use the link. Christine will be able to email all town employees about it as well.

10. Discussion on town website color scheme.

Christine Conroy made a motion to table until the next workshop.
Second by Dee.
Motion carries 6-0-0.

11. Discussion on town website design. (web design and programming/development)

Christine Conroy made a motion to table until the next workshop.
Second by Dee.
Motion carries 6-0-0.

12. Other Business.

13. Public Comment: None

14. Motion to adjourn made by Evan Islam at 8:34 PM. Seconded by Joe. Motion carries 6-0-0.



Jason Weaving <corpus.callosum@gmail.com>

Re. Technology Committee Special Meeting

5 messages

Jason Weaving <jason.weaving@gmail.com>

Wed, Jan 18, 2012 at 8:40 PM

Reply-To: jason.weaving@gmail.com

To: evan.islam@gmail.com

Hi Evan,

Can I have the address for Basement Systems? And is there a name for the room we would be meeting in? I need to write it on the agenda.

--

Best, Jason

--

Evan Islam <evan.islam@gmail.com>

Thu, Jan 19, 2012 at 8:44 AM

To: jason.weaving@gmail.com

Basement Systems
60 Silvermine Rd
Seymour, CT 06483
[800-640-1500](tel:800-640-1500) (my extension is 9323)

We will be in the Board Room. We have a smart board as well as white board in the room.

We will have coffee in the cafeteria. If you want to bring dinner, you are more than welcome to.

If you all come in at 5:45, we will have about 15 min tour and then we can get started at 6. We can stay as long as we need.

Let me know if you need anything else for that day.

Evan

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Evan Islam
www.evanislam.com

Jason Weaving <jason.weaving@gmail.com>

Thu, Jan 19, 2012 at 12:47 PM

Reply-To: jason.weaving@gmail.com

To: Christine Conroy <cconroy@seymourct.org>

Christine:

Can you please forward this to the other members, regarding the special meeting time and place. Thanks.

--

Best, Jason

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Christine Conroy <cconroy@seymourct.org>

Thu, Jan 19, 2012 at 1:06 PM

To: "jason.weaving@gmail.com" <jason.weaving@gmail.com>, "evan.islam@gmail.com" <evan.islam@gmail.com>, Paul Thompson <PThompson@seymourct.org>, Deirdre Caruso <dcaruso@seymourct.org>, "Joe Matusovich (jmatusovich@seymourpolice.org)" <jmatusovich@seymourpolice.org>

Hi Everyone,

Information about the special website meeting on Monday night is available below from Evan. We will be meeting at Basement Systems at 60 Silvermine Rd. I have attached the agenda for the meeting.

Please remember Jason's request at our last meeting for everyone to find their top 5 websites (can be anything at all, for any reason) and take a look at some other town websites to get some ideas.

We will be in the Board Room. We have a smart board as well as white board in the room.

We will have coffee in the cafeteria. If you want to bring dinner, you are more than welcome to.

If you all come in at 5:45, we will have about 15 min tour and then we can get started at 6. We can stay as long as we need.

Thanks,

Christine

Christine Conroy

Administrative Assistant to the First Selectman

1 First Street

Seymour, CT 06483

[203-888-2511](tel:203-888-2511) EXT 335

WKM/cc

Jason Weaving <jason.weaving@gmail.com>
Reply-To: jason.weaving@gmail.com

Sat, Jan 21, 2012 at 3:57 PM

To: jason.weaving@gmail.com, Kurt Miller <kmiller@seymourct.org>
Cc: "evan.islam@gmail.com" <evan.islam@gmail.com>, Paul Thompson <PThompson@seymourct.org>, Deirdre Caruso <dcaruso@seymourct.org>, "Joe Matusovich (jmatusovich@seymourpolice.org)" <jmatusovich@seymourpolice.org>, Christine Conroy <cconroy@seymourct.org>

Hi Everyone,

If you are Mac users, there are some (apps) tools available to you that you can use for personal/private use.

I'd recommend the following:

Evernote: <http://www.evernote.com/>

Skitch: <http://www.evernote.com/skitch/>

I'm *not positive* if these apps are available for PC users, but they *might* be. I haven't used a PC in a number of years.

Your **Evernote** notes/entries sync with your iPhone, iPad, and Mac through the cloud, and it's great for personal use. You can view a quick intro vid for Evernote here if you're interested in checking the app out:

<http://www.evernote.com/about/video/#OIOLXWvaly0111>

- In my **Evernote** program/account, I separate and organize "notebooks" for different things (i.e. "foodie" notes, "tech committee" notes, my business notes, etc.).

Skitch is a screen capture tool that can be synced with Evernote (or not). You can drag/drop to your desktop or save to your Skitch account. enter your link and you're all set!

Checkout the intro vids on: <https://www.evernote.com/skitch/>

- Why I'm recommending **Skitch** is for the easy screen capture method, you simply do this:
 - You can capture links by going to **Capture** >> then choose **Snap from link** >> copy and paste the link you want to use >> click **OK** and you're done
 - Now you can draw on your screenshot and write some notes if you wish
 - Right above the bottom tab, **Drag Me**, there is a field to name your image, with a drop-down box pre-set for **.JPG** – I recommend keeping it as **.JPG** for our purposes and your personal purposes

If you don't have any Mac products, don't buy them for the purposes of the Committee. And, these apps are not a requirement for any work that we do. These two apps are free (though, you can upgrade to premium if you'd like). You can download the apps through the App Store OR on the site links I listed above.

We will not take any action on using these applications for this Committee, and there is no requirement for purchasing any Mac equipment or downloading/using these apps.

I've found them to be helpful tools that I'd like to share with you. Good luck! If you have any questions, please don't hesitate to email me.

Again, as of our last meeting, I requested that everyone bring with them 5 of their favorite websites for design purposes: one of which being a municipal site. The other 4 can be any site ranging from retail to educational to financial to industrial, etc. What matters most (to me) is that I'd like to see what you think makes these sites designed best, and how the design layouts and functions, work best for the users to get what they want. If you can bring a screenshot, that would be great!

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Best, Jason

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Jason Weaving <corpus.callosum@gmail.com>

Re. Tech Committee Special Meeting/Workshop

3 messages

Jason Weaving <jason.weaving@gmail.com>

Fri, Jan 13, 2012 at 2:10 PM

Reply-To: jason.weaving@gmail.com

To: Kurt Miller <kmiller@seymourct.org>

Cc: Christine Conroy <cconroy@seymourct.org>, Deirdre Caruso <dcaruso@seymourct.org>

Hi everyone,

I spoke with Evan and he said that we can use the board room(s) at Basement Systems for our special meetings/workshops, and that they have whiteboards, etc. available for use. Also, he said that the public is available to attend.

Would this be a possible meeting place for our special meetings/workshops when we work on web development?
Or are we limited to Town Buildings only?

We will have to reschedule the Workshop on Thursday, January 19th since I start school that night. Evan plans on attending the BOS meeting on Tuesday, so we can reschedule a time convenient for everyone that night.

Have a nice long weekend!

--
Best, Jason
--

Kurt Miller <kmiller@seymourct.org>

Fri, Jan 13, 2012 at 2:22 PM

To: "jason.weaving@gmail.com" <jason.weaving@gmail.com>

Cc: Christine Conroy <cconroy@seymourct.org>, Deirdre Caruso <dcaruso@seymourct.org>

As long as the meeting is properly posted and easy for the public to get to, I don't see any issue with holding it there. If nothing else, it shows that we are open to working with our town business partners.

From: corpus.callosum@gmail.com [mailto:corpus.callosum@gmail.com] **On Behalf Of** Jason Weaving

Sent: Friday, January 13, 2012 2:11 PM

To: Kurt Miller

Cc: Christine Conroy; Deirdre Caruso

Subject: Re. Tech Committee Special Meeting/Workshop

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Jason Weaving <jason.weaving@gmail.com>

Fri, Jan 13, 2012 at 2:26 PM

Reply-To: jason.weaving@gmail.com

To: Kurt Miller <kmiller@seymourct.org>

Cc: Christine Conroy <cconroy@seymourct.org>, Deirdre Caruso <dcaruso@seymourct.org>

Ok, thanks. We'll just have to work on rescheduling a date now then.

--

Best, Jason

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