

Minutes of the Special Meeting of the IT Committee

January 6, 2010

Present Ed Gittines
 Jennifer Naylor
 Donna Pereira, Vice-Chairman
 Jack Rutherford
 Frank Salamone
 Bill Sarosky
 Doug Ziemke

The meeting was called to order by Vice-Chairman, Donna Pereira at 6:00pm. First order of business was to elect a new chairman and vice-chairman. Jack Rutherford nominated Donna Pereira as Chairman. It was seconded and she was unanimously approved. Bill Sarosky nominated Jennifer Naylor as Vice-Chairman. It was seconded and she was unanimously approved.

Update on Website

Chairman Doug Ziemke said that their last meeting of 2009 was held on Dec. 18th. He mentioned that Frank Salamone has been working with the Registrars, that Frank went to New Canaan to visit their mature website for possible additions to ours, the QScend tool has a site for polling and surveying and that is being explored as a new feature. The committee is looking into ways of marketing and promoting the site and Park & Rec is adding it to their newspaper insert. Residents may sign up for email alerts online and Bill Sarosky suggested having an email sign-up sheet at the Library as an easy way for the patrons to add names to the E-alert list. Jennifer Naylor said that First Selectman, Bill Davis, will be sending his annual letter to Seniors about tax relief and included will be a reference to the website for more information.

The next meeting of this Committee will be on January 15, 2010 with the goal of auditing the website by changing or cleaning up whatever may be necessary.

Jack Rutherford contacted the Historical Society and they are happy to share information for that portion of the site. Bill Davis sent letters to all Department Heads, Boards and Commissions asking them to check their sites and make any relevant updates. Photos of the swearing-in of Town officers have been placed in the Gallery site by Jack.

Doug distributed his latest tracking report of the usage of the website noting trends and visitors. The three most used sites are Town job opportunities, minutes and tax information. These continuing reports will be shown to the Selectmen.

June 15, 2009 was the public launch date of the new Town website and local newspapers will be asked to publicize the anniversary of the launch in June 2010.

IT Consulting

1. Frank has been working with the 2 Registrars and the Town Clerk. He is currently compiling a checklist of items needed for each election. This has been sent to them for critiquing and will then be published.

Online registration for Park & Rec is being investigated with a visit to Newtown next week to find out their reaction to this program. There are multiple steps that are necessary involving not only the IT portion but the administration of the program, thus the importance of Frank and

Jack's trips to New Canaan and Newtown for their input.
Registrar of Voters-studying their methods of operation and making suggestions for more efficient ways to handle current activities.

Jack is working on pictures and scanning.
Responding to lots of "how-to" questions from the staff .
Jack said that GIS is working. The data base has been corrected and several significant upgrades are available that must be investigated. DeLoris Curtis is calling a meeting of all the GIS users and Dept. heads for a review of how GIS is working for them. Improvement is needed from the vendor, Fuss & O'Neil, regarding the timeliness of responses to problems.

Financial Accounting Application

Bill Sarosky reported that MUNIS is up and running but more training is scheduled for Bill's staff and Department Heads next week.

The next meeting of the IT Committee will be held on January 27th at 7:00pm.

The meeting adjourned at 6:50pm.

Respectfully submitted,
Joan Vaughan, Secretary