

Minutes of the Regular Meeting of the IT Committee January 27, 2010

Present: Donna Pereira, Chair
Jennifer Naylor, Vice-Chair
Frank Salamone
Doug Ziemke
Ed Gittines

The meeting was called to order by Chairman, Donna Pereira at 7:00pm.

Update on Website

Chairman Doug Ziemke noted that the website subcommittee had met on January 15th to audit the website. A review of each page was done and a list of corrections and changes was made for further action by department heads and/or IT consultants. It was noted that there are currently 1,100 email addresses on the alert list and that new ways to encourage citizens to sign up for alerts are being considered. Jennifer Naylor noted that correspondence from the First Selectman Bill Davis will reference the website and E-Alert notification signup.

A discussion ensued about the necessity of having a member of the IT committee continue to chair the website subcommittee. After considerable review, it was decided that Doug will continue as chair but will hold formal meetings on a quarterly rather than a monthly basis. The website working group will continue to meet on a less formal basis to ensure that the website contact continues to be current and relevant.

IT Consulting

Donna Pereira noted that the Town has hired a consultant from Blum Shapiro to review the need for IT staff. Donna will contact the consultant to offer assistance and provide information that has been gathered by the IT committee regarding the need for IT support in the Town. Selectman Gittines reminded the consultants that an IT Work product was requested by several members of the Board of Selectmen. It was agreed that information should be provided to the selectmen as to the progress that has been made and the unfinished business of the committee.

Frank Salamone provided a report of IT consultant activity and current tasks:

- A report of “lessons learned” from the recent election is being compiled by Frank and Jack Rutherford for use by the Town Clerk and Registrar of Voters in the next election cycle.
- Although the GIS system is currently up to date and in use, there are still many outstanding issues that have not been resolved by the current vendor. Other support options are under review.
- At the request of Bill Davis, Frank and Jack were asked to review duplication of entry in the Registrar of Voters office and to evaluate the systems in use to increase efficiencies. Frank noted that a new system from the State is pending.
- Frank and Jack were also asked by Bill Davis to research the town’s option for online registration and payment for the Parks & Recreation department. Frank and Jack are

working with Diane to ensure that all options are evaluated before any major changes are made.

- Frank noted that he has been told of a scheduled replacement of desktop computers will take place in June or July. It was noted that a replacement program that makes such changes in smaller increments (department by department) may be more efficient and less likely to cause confusion.
- Jack Rutherford made a recommendation of a reliable, inexpensive scanner, which is being utilized daily.

Financial Accounting Application

In Bill Sarosky's absence, Donna noted that the recent reports received by the Board of Finance were printed from the new MUNIS system but that the department heads has not yet been trained on PO entry.

The next meeting of the IT Committee will be held on February 24th at 7:00pm.

The meeting adjourned at 8:30pm.

Respectfully submitted,
Donna Pereira, Chair