

Minutes of the IT Committee

March 24, 2010

Present: Donna Pereira, Chair
Jennifor Naylor, Vice-Chair
Ed Gittines
Jack Rutherford
Frank Salamone
Bill Sarosky
Doug Ziemke

Chair Donna Pereira called the meeting to order at 7:00pm. The minutes of the January 27th meeting, after 3 typing corrections, were approved as written.

Website Update

Chairman Doug Ziemke and his Committee met on March 19th and will start meeting quarterly instead of monthly. Business accomplished is the following:

- A draft of an official policy was written regarding the posting of events involving the town with the intention of better advertising such events. For example, a town organization holding a fundraiser for the Food Bank.
- A new brochure has been drafted for the web site and will be distributed around Town.
- The web site masthead will be updated for Spring.
- Home Page use is up 7% and visits to the web site are up 10% from Feb.21-Mar.23.
- Keith LeBeau from QScend mentioned there is new technology available for QAlert.

IT Consulting

Frank Salamone said that the Town Historian has provided new information for updating the history section of the Website and they will add some pictures. All the pages for the Boards and Commissions were redone as well as the Fire Marshal's page. There are embedded links for the Senior Center including a monthly calendar and descriptions of the events .

WebTrac will be going online for Park and Rec. This will allow townspeople to register for activities online. A date will be set for middle May for training. Hope to have a wireless link at the desk for people to sign up, as well as a link on the web site. This has the ability to eliminate over-registration for a program. Included will be PlugNPay for automatic payments.

Jack Rutherford continues to work with the Registrar's office on the dual data entry. The State system is being revised which should help with the formatting.

Financial Accounting System

Bill Sarosky reported that the MUNIS system is working. Instructions are being given for the purchase orders. Departments are able to look at their budgets and keep track of their spending to date.

IT Committee Web Page

Donna would like to improve our site. She feels that we have accomplished a lot in the past year and need to let people know about them in detail. Doug Ziemke has offered to write about the process and recap the accomplishments.

IT Job Description for Part Time Staff

The Bd. Of Selectmen agreed to a 20hour workweek for an IT professional. Human Resources will write the description for the Bd. of Selectmen who has the final decision. The IT Committee will make recommendations, too. Donna emphasized that both the Selectmen and the Bd. of Finance said this part time position is for the employment of an IT Professional. This working guideline needs to be focused on the shortened workweek and the responsibilities in order of their importance. The IT Committee will continue to support the infrastructure. It was felt that the continuing duties of the IT Committee should include hands-on coordination with the IT person, the day-to-day operating within the 20hr. limit, and the things we wish we could do. Jack Rutherford said municipal experience should be the criteria for hiring.

Jennifer felt we should look for a GIS person to serve on the Committee. After discussion a motion was made by Jennifer and seconded that Donna would go to the Bd. of Selectmen's meeting on April 1st. and ask for permission to add one person to the IT Committee with GIS expertise.

The next meeting, which is April 28th, the committee members were asked to bring their ideas, in order of importance, for the 20 hr. job description.

The meeting adjourned at 8:10PM.

Respectfully submitted,

Joan Vaughan, Secretary