

**Minutes of the IT Committee**

**May 4, 2010**

**Members Present:** Donna Pereira, Chair  
Jennifer Naylor, Vice-Chair  
Ed Gittines (came in at 7:30 p.m.)  
Bill Sarosky  
Doug Ziemke

**Others Present:** IT Consultants Jack Rutherford and Frank Salamone

Chair Donna Pereira called the May 4, 2010 Special Meeting of the IT Committee to order at 7:00 p.m. in Town Hall Room 205.

**Minutes**

*Upon a motion by Jennifer Naylor, seconded by Bill Sarosky, the minutes of the March 24, 2010 meeting of the IT Committee were unanimously (absent Ed Gittines) approved as written.*

**Committee Membership**

Chair Pereira announced the resignations (dated April 7, 2010 and effective April 11, 2010) of Jack Rutherford and Frank Salamone due to a conflict of interest arising under the new town Code of Ethics Ordinance.

*Upon a motion by Doug Ziemke, seconded by Jennifer Naylor, the resignations of Jack Rutherford and Frank Salamone from the IT Committee were unanimously (absent Ed Gittines) accepted with regret and forwarded to the Board of Selectmen.*

Chair Pereira reported that she and Jennifer Naylor interviewed Bernie Gracy, a prospective eighth member of the Committee. Mr. Gracy lives in Southbury and works with GIS in marketing at Pitney Bowes. Jack Rutherford has spoken with Mr. Gracy on the phone and said he thought Mr. Gracy's GIS experience was applicable, although not municipal. It was noted that Mr. Gracy's GIS experience was on the strategic and planning side. The consensus was that it would be useful to have Mr. Gracy on the IT Committee.

*Upon a motion by Bill Sarosky, seconded by Jennifer Naylor, it unanimously (absent Ed Gittines) voted to recommend to the Board of Selectmen that Bernie Gracy be appointed a member of the IT Committee.*

Chair Pereira noted that the Committee still needed two new members to replace Jack Rutherford and Frank Salamone. Jennifer Naylor said she felt they still needed a member with actual municipal GIS experience. The consensus was that Ms. Naylor would draft, and circulate to the committee members, a press release asking for volunteers with municipal IT (especially GIS) experience to be on the IT Committee. It was noted that it should be made clear to prospective Committee members that no Committee member could be employed as the town IT person.

After some discussion, the consensus was that the new part-time IT person would be an ad hoc non-voting member of the IT Committee. Ms. Pereira noted that the monthly two-hour Committee meeting would have to come out of the IT person's 21 hours a week or that compensatory time would apply.

### **Website Update**

Doug Ziemke, Chairman of the Website Committee, reported on the town Website. He said the town Website has had a steady traffic of about 5,500-6,000 visits a month. A Website brochure is being printed. Mr. Ziemke said WebTrac (Parks & Recreation online registration) was currently the biggest piece of Website work going on. After a discussion, the consensus was to put a photo of Platt Farm on the masthead. Also there was a consensus to say somewhere on the Website that Southbury is a farm friendly town. Mr. Ziemke agreed to update the IT Committee's page on the Website.

Jennifer Naylor passed out the "Town of Southbury Website Editor's Handbook". Chair Pereira commented on the Handbook, "excellent".

### **Consultant Updates**

IT Consultants Jack Rutherford and Frank Salamone expanded on their written report. They spoke first about the Parks & Recreation WebTrac project or the **Southbury On Line Activities Registration (the SOLAR System)**. They expect to have online registration up and running for the Fall Registration. Because only town residents can register, those registering for the first time will still have to come in to Parks & Recreation to present proof of residency. In answer to a question from Ed Gittines, the consultants said that all credit card information of those registering would be kept on the secure credit card processing site so the town will have nothing to do with credit card numbers and keeping them private. It was noted that internet access would be necessary for the three Parks & Recreation computers not now on the internet. It was mentioned that Bill Sarosky, Jennifer Naylor, and Parks & Recreation Director Diane Schaefer have been over to Newtown to see their operation.

With respect to the Registrar's office, the Consultants recommended that when the State's new ConnVERSE system is up and running in a few months, the Registrar's office stop double entering data on the ConnVERSE system and the Access local database. Evidently the new ConnVERSE system will have the capabilities of the Access local system.

There was a discussion of how the results of the next day's budget referendum would be put on the town's Website and distributed by e-alert.

### **Part Time IT Job Description**

The Committee members had previously given Chair Pereira in writing their comments regarding the original IT job description. There was a discussion of the job description. Bill Sarosky thought there would be no time for a part time person to oversee all of the Town's IT functions. Therefore, he said, the IT person should concentrate on expanding GIS and getting it used. Jennifer Naylor thought the job should be more like the resource that the IT consultants, Jack Rutherford and Frank Salamone, have provided only with a GIS component. Doug Ziemke thought the job should be a half step to a full time IT manager role – a take off on what Jack and Frank do – a project manager role. Chair Pereira also thought the job should fill Frank and Jack's roles and be a step to a full time person. She said the IT person should be a strategic thinker – a broad based person. Ed Gittines said he agreed with Doug Ziemke and Chair Pereira. He wants someone with general IT skills who can identify holes in the town's technology. Mr. Gittines said the job description should be a framework that can be expanded on. Bill Sarosky said it should not be assumed that the job will turn into a full time job. Jack Rutherford said he thought the efficiencies of all the departmental applications need to be elevated – desktop productivity improvements are needed. The discussion continued. The consensus was to use a large part of Jennifer Naylor's proposed job description.

The consensus was that the job title should be "IT Coordinator".

*Upon a motion by Ed Gittines, seconded by Jennifer Naylor, it was unanimously voted to approve the job description for a part time IT Coordinator as amended at this meeting.*

The next meeting of the IT Committee will be May 26, 2010 at 7:00 p.m.

*Upon a motion by Bill Sarosky, seconded by Ed Gittines, it was unanimously voted to adjourn at 8:47 p.m.*

Respectfully submitted,

Jocelyn Bagger