

Subject to approval

Minutes of the IT Committee

June 23, 2010

Members Present: Donna Pereira, Chair
Jennifer Naylor, Vice-Chair
Brian Bonacci (on the telephone)
Ed Gittines
Bernie Gracy
Leslie Maclise-Kane
Bill Sarosky
Doug Ziemke

Others Present: IT Consultants Jack Rutherford and Frank Salamone and a
Member of the Press

Chair Donna Pereira called the June 23, 2010 Regular Meeting of the IT Committee to order at 7:02 p.m. in Town Hall Room 208.

Minutes

Upon a motion by Jennifer Naylor, seconded by Bill Sarosky, the minutes of the May 4, 2010 and the June 9, 2010 meetings of the IT Committee were approved with Leslie Maclise-Kane abstaining, Ed Gittines not yet arrived, Brian Bonacci not yet called in, and all others voting Aye.

Ed Gittines arrived and Brian Bonacci called in.

Website Update

Doug Ziemke, Chair of the Website Committee, reported that there will be a public announcement of a July 1 soft launch of Webtrac, Parks & Recreation's online registration system. A sample draft of a website brochure was passed out to the Committee by IT Consultants Jack Rutherford and Frank Salamone. Mr. Ziemke said the Website Committee will not be meeting in July or August, but would start meeting again in September. Mr. Ziemke reported that there were 6,000 visits to the town website in May (up from the previous month) with an average of 4 pages accessed per visit. He said there was a spike in website traffic on the night of the May 5th Budget Referendum. Chair Pereira said she would like to get the names of the new members up on the IT Committee web page and also to list the accomplishments of the IT Committee there.

MUNIS Update

Bill Sarosky reported that department heads can access their budgets and budget activity, but have not been trained yet to enter their purchase orders. He said they would be trained in July.

IT Consultants' Final Report

Frank Salamone described the SOLAR (Southbury On Line Activities Registration) system for Parks & Recreation programs. He said the key start-up time will be in August with registration for fall activities. It was noted that Parks & Recreation handles many thousands of transactions a year. Mr. Salamone said he would like to put more pictures on the Webtrac pages.

Jack Rutherford reported on the GIS. He said the assessor's data was now up to date and the other errors are being corrected. He said that New England Geo Systems had discovered that the errors were in the dozens, rather than in the hundreds. Mr. Rutherford spoke of the need for an ongoing support contract and training. There was a short discussion of putting GIS on line. It was noted that a subset of Southbury GIS information is currently available on line through COG.

Jack Rutherford reported that the testing of the new State of Connecticut Converse system for the Registrars is going badly. He said it had been hoped the Registrars could use the new version of the Converse system alone, and not have to enter everything also into the Access system.

IT Coordinator – Update on Status of Hire

Jennifer Naylor reported that only 10 applications for the job (and only one with GIS experience) have been received so far. She said the application deadline has been extended from June 30 to July 7th.

Next Steps – Where Do We Go From Here?

Chair Donna Pereira said that GIS is going to be the Committee's next focus. She suggested inviting Land Use Administrator DeLoris Curtis to come to the next IT Committee meeting. Doug Ziemke suggested setting up a GIS Subcommittee including Department Heads who would use GIS. Bernie Gracy said there should be consideration of a GIS strategy for the whole town. He said that the Committee should benchmark what other similar towns are doing with GIS. Leslie Maclise-Kane suggested a survey of other towns to find out how they are using GIS. There was a consensus in favor of the idea of such a survey since it is necessary to know what the options are for using GIS. Ms. Maclise-Kane suggested also having New England Geo doing a presentation of the options for using GIS, especially with respect to going on line. Chair Pereira said she would feel more comfortable if the Committee had some ideas in place before inviting New England Geo to give a presentation. An ad hoc working group of Leslie Maclise-Kane, Bernie Gracy, and Brian Bonacci was put together to come up with a survey.

Doug Ziemke suggested that when the IT Coordinator is on board, the IT Committee should work with the IT Coordinator on drafting a 3 or 5 year technology plan for the

town. Chair Pereira agreed and suggested putting such a long term technology plan on the agenda as a "to do".

Frank Salamone suggested having video available on the town website for the right situation. He also suggested looking into Skype capabilities.

With reference to Webtrac, Brian Bonacci asked if the goal was to move residents more and more to self-service. Chair Pereira said the goal was to provide better service to citizens and offer them more options, allowing them to make fewer trips to town hall. Leslie Maclise-Kane observed that technology also can increase participation and transparency in town government. Chair Pereira instanced the e-mail alert she received about the rabid raccoons in the Georges Hill neighborhood. Bernie Gracy mentioned that with technology you can do more with less cost.

The next meeting of the IT Committee will be July 28, 2010 at 7:00 p.m.

Upon a motion by Leslie Maclise-Kane, seconded by Bernie Gracy, it was unanimously voted to adjourn at 7:56 p.m.

Respectfully submitted,

Jocelyn Bagger