

**Minutes of the IT Committee**

**August 25, 2010**

**Members Present:** Donna Pereira, Chair  
Jennifer Naylor, Vice-Chair  
Brian Bonacci  
Ed Gittines  
Bill Sarosky  
Doug Ziemke

**Members Absent:** Bernie Gracy  
Leslie Maclise-Kane

**Others Present:** Land Use Administrator DeLoris Curtis, Land Use/GIS  
Coordinator Nancy Van Norden, Jack Rutherford, and a Member  
of the Press

Chair Donna Pereira called the August 25, 2010 Regular Meeting of the IT Committee to order at 7:06 p.m. in Town Hall Room 208.

**Minutes**

*Upon a motion by Jennifer Naylor, seconded by Bill Sarosky, the minutes of the June 23, 2010 Regular Meeting of the IT Committee were unanimously approved.*

**GIS Discussion**

Land Use Administrator DeLoris Curtis reported that they were having to learn different ways with the GIS because the town's new computers are unable to run the old Community Explorer GIS user interface. Ms. Curtis said that New England Geo Systems has finished updating and correcting all the GIS data. Ms. Curtis was very pleased with NE Geo's service and technical help.

There was discussion of the layers available with GIS. The GIS can show where property lines, stone walls, light posts, etc. are. All the data is from a flyover done over two years ago. Ms. Curtis mentioned the ability to show where all the (91) fire hydrants are as a possibly useful layer the town GIS does not have. There was a discussion of how much a fire hydrant layer might cost and who would create it. Someone would have to go out and track down all the fire hydrants with a GPS and then enter that data into the GIS. Bill Sarosky mentioned that Leslie Maclise-Kane, who has had municipal GIS experience, would be able to advise the town on what potential GIS layers might really be used.

There was a discussion of whether the town itself, the Naugatuck area Council of Governments (COG), or NE Geo (or a similar service) should host the Southbury GIS on the Internet. The public would be able to "look but not touch" the GIS layers. Currently COG is hosting a limited GIS capability for Southbury and other COG towns. This is

free to Southbury because COG got some funding for the purpose a few years ago. Jennifer Naylor said the Town of Gilford had an amazing GIS site that is hosted by NE Geo. Bill Sarosky said the town has the hardware to host its GIS on the Internet, but that maintaining and backing up the GIS might be a problem. Mr. Sarosky said they are leaning toward off-site hosting and maintaining. Ms. Curtis said that NE Geo would charge \$8,000 - \$12,000 per year to host and update the Southbury GIS on the Internet. Chair Donna Pereira suggested using the Munis and QScend contracts as models for what terms should be in a GIS contract. Mr. Sarosky mentioned that with Fuss & O'Neill (the Town's former GIS servicer) they had used purchase orders and had not had a contract. It was brought up that if the GIS were on the Internet, the town may only need 3 or 4 licenses instead of the 10 it has now.

Ed Gittines reminded the Committee of the need to get multiple quotes for hosting the GIS. Ms. Pereira suggested asking NE Geo for a comparative analysis of hosting the GIS in house versus hosting it off-site. Ms. Pereira also suggested asking COG how they chose where to host their GIS site and if they put it out to bid. Ms. Curtis reminded the Committee that the quality of the service was important, not just the amount of the fees charged.

Ms. Curtis showed the Committee a thick, bound plan with charts that had been created when the Town first acquired the GIS. She noted that they had not gotten very far in following the plan. Ms. Naylor agreed to arrange digital copies of the plan for the members of the Committee. Ms. Pereira said a good strategy for moving forward with the GIS would be a combination of the old Plan and an assessment of where the Town is now.

### **Website Update**

Doug Ziemke reported that the town website was being managed well by staff in the town departments. In answer to a question from Chair Pereira, Bill Sarosky reported that the Parks & Recreation online registration will be up and running on 9/15 when registration starts for fall activities. Mr. Sarosky said that currently 3 of the 5 Parks & Recreation computers have the Internet, but that they all have e-mail. The consensus was that the Website Committee should continue to have a member from the Parks & Recreation Department.

### **Town Ordinances Online**

Jennifer Naylor passed out a price list from the Municipal Code Corporation which prints the town's ordinances. The price list offers various options for putting the Ordinances on the Internet, including a fully searchable option hosted by them for an annual fee of \$500. Ms. Naylor recommended the town start with the option of putting the Ordinances in HTML or PDF on the Southbury website and keeping track of how many hits they get. This option would cost \$150 initially and \$75 per update. The consensus seemed to be in favor of Ms. Naylor's recommendation using HTML, but Ms. Naylor said she would ask IT Coordinator Ray Mather to look into the matter and compare the various options. Chair Pereira noted that there was agreement on the Committee that the town Ordinances should be online.

**IT Coordinator Update**

Jennifer Naylor passed around copies of the new IT Coordinator Ray Mather's credentials. Chair Pereira said she would call Mr. Mather. Mr. Mather will be at the next IT Committee meeting.

**Any Other Business**

In answer to a question from Chair Pereira, Bill Sarosky said they had to reschedule the date for Munis to come teach the departments how to enter their purchase orders directly into the computer. Bill Sarosky said that all departments can now follow their budgets online. Chair Pereira noted that the updated Munis will be able to provide new improved reports for the Board of Finance in September.

For the September meeting Jennifer Naylor will list a few possible dates (including 9/29 and 9/21) on doodle.com and the members of the Committee can vote.

*Upon a motion by Ed Gittines, seconded by Jennifer Naylor, it was unanimously voted to adjourn at 8:15 p.m.*

Respectfully submitted,

Jocelyn Bagger