

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

## AGENDA

### IT Committee Regular Meeting Agenda August 17, 2016 at 3:00pm

*Waterford Town Hall – BOE Conference Room*

*Recording Clerk – Tali Soto*

*If you are unable to attend, contact Gail Miller by email ([gmiller@waterfordct.org](mailto:gmiller@waterfordct.org))*

- 1) Call to Order
- 2) Election of Chair
- 3) Approval of Minutes of June 15, 2016
- 4) Status Report of IT Director (Attached)
- 5) Discussion by IT Director on automation of help desk
- 6) Consider and act upon a request from Mike Bekech, Assessor to surplus 3 computers no longer in the Assessor's office
- 7) Discussion on status of Muncity software by Abby Piersall
- 8) Old Business
  - Technology Plan for the Town
  - Discussion regarding request to create a separate department for IT
- 9) New Business
- 10) Adjournment

FIFTEEN ROPE FERRY  
06385-2886



ROAD WATERFORD, CT

## Minutes

### IT Committee Regular Meeting Agenda

June 15, 2016 at 3:00pm

*Waterford Town Hall – BOE Conference Room*

- 1) Call to order- The meeting was called to order by acting chairperson Brett Mahoney at 3:01pm. Members in attendance are as follows: Abby Piersall, Alan Wilensky, Brett Mahoney, Brian Flaherty, Kathleen Peterson, Marlena Montgomery, Michael Bekech, Neftali Soto; Roslyn Rubinstein, Sally Ritchie and David Campo. Staff: Ed Crane
- 2) Approval of Minutes of April 27, 2016. A motion was made to accept the minutes as written with one modification which was to include Neftali Soto as present. Motion made by K. Peterson and seconded by B Flaherty. The motion passed unanimously.
- 3) Status Report of It Director. Ed Crane summarized the status report for the previous period. Highlights included the upgrading of 24 new work stations with 19 more to be installed in the upcoming year and the linking of the municipal complex to the town hall.
- 4) Consider and act upon a request to add link to town website from Wheels for Wishes. A request was made from the local organization to be linked to the town web site. S. Ritchie and R. Rubinstein noted that this was not consistent with policy in place for the governance of the web site. A short discussion followed. A motion was made by R. Rubinstein and seconded by S. Ritchie to deny the request of Wheels for Wishes to add a link to the town website because it was not consistent with the policies in place. The motion passed unanimously.
- 5) Consider and act upon a request from the First Selectman to enter into an agreement with CGI Communications for their Community Video Program. First Selectman Steward made a presentation regarding a proposal by CGI for them to create and display video clips for various town departments and agencies and display on the web site for no cost to the town. These displays would include advertising for which CGI would receive the revenue. K. Peterson noted that the Website Subcommittee of the IT met on the subject and noted that this request was not in conformity with the policy in place. It also could be construed that by displaying the advertisements on the web page, it would have the appearance of the town endorsing the companies than advertised. After a short discussion, the following motion was made: "The motion was not to enter into an agreement with CGI communications on the terms as presented by CGI. The motion was made by S. Ritchie and second by M. Montgomery. The motion passed unanimously.
- 6) Consider and act upon a request from Sally Ritchie, Senior Services Director for the purchase and installation of Honeywell Pro Watch System for the Community Center. S. Ritchie noted

the entry system for the Community Center needed to be updated and allow for the same fob (swipe) card system utilized in other town buildings. The cost from the vendor was \$4362. A motion was made that the Town should enter into the contract for the Honeywell Pro Watch system for the community center for a cost of \$4362 with 20% of the cost shared by Senior Services and Parks and Recreation and the remaining 80% (\$3,490) of the cost provided from the IT budget towards the purchase of the system. The Motion was made by M. Montgomery and seconded by K. Peterson. The motion passed unanimously.

- 7) Consider and act upon a request from Abby Piersall, Director of Planning for the purchase of Muncity Software. A. Piersall noted that she has been working with View permit and other vendors to upgrade the existing permitting system and expand its scope to include integration with GIS and inclusion of other modules to tie into other departments and agencies. She noted that Muncity Software provided the most options, was web based and would also the most cost effective solutions available. A discussion was held on the proposal which included funding options. A motion was made to support (endorse) the purchase of Software. The motion was made by S. Ritchie and seconded by R. Rubinstein. The motion passed unanimously.
- 8) Discussion of Town Social Media Policy. This item was tabled.
- 9) Town Tech Plan provided by Ed Crane. E. Crane provided an extensive plan as part of the Agenda package. This package which was discussed at length. As part of this discussion, issues such as what the town currently has in software and hardware, some of the most urgent needs that need to be addressed and a look into future needs. As part of this discussion, it was noted that departments need to provide information on all the software that the department utilizes and the cost for maintenance and support and who pays that fee as well as the use of that software both inter and intra departmentally.
- 10) Update from the First Selectman regarding request to create a separate department for IT. First Selectman Steward noted that there is a definite need to consider the creation of a separate departmental line item for the budgeting process. He also noted the dilemma is to delineate exactly what would go into this budget and who or what other department or agency would be responsible to bring the requests forward for budget consideration. E. Crane noted that the BOE IT budget process and how it was constructed as an example. A lengthy discussion followed.
- 11) Old Business- no issues were noted
- 12) New Business
  - 1) - A request was presented by Chief Brett Mahoney to upgrade the iRecord Software. It was noted that this software is used for videotaping confessions of suspected criminals and operates on a Windows XP platform. Since this utilized as part of a pilot program. Since that time, the videotaping has become state law. The original system has serious issues with backups etc and needs to be upgraded to meet the current state law. The cost for this system new upgraded system is \$6485. A motion was made that system should be purchased at a cost of \$6485 from BEI Electronics with \$985 of the cost coming from the Police Department budget and \$5500 from the IT Budget. The motion was made by M. Montgomery and seconded by R. Rubinstein. The motion passed unanimously.
  - 2) A request was made by R. Rubinstein to remove make available for disposal the following three items HP Laser jet 4050tn (serial number uscc141018), Hp Laser jet 2420dn, (serial

number cndj818012) and HP Laser Jet 2300n (serial number cnbgg78908). A motion was made by R. Rubinstein and seconded by M. Bekech to dispose of the above noted printers,. The motion passed unanimously.

A motion for Adjournment was made by B. Flaherty and seconded by Neftali Soto. The meeting was adjourned at 4:26pm.

Respectfully submitted,

*Michael A. Bekech*

Michael Bekech

Recording Secretary for this meeting.

### Summary of IT Work - June 2016

<b>Town of Waterford</b>	<b>Work Orders</b>	<b>Labor Hours</b>
BOE/TOW Human Resources	3	4.80
TOW Assessor	2	2.30
TOW Finance	4	1.80
TOW Permitting/Planning-Zoning	2	1.30
TOW Public Works	3	1.50
TOW Recreation & Parks	1	3.00
TOW Senior Center	4	5.75
TOW Tax Collector	1	0.30
Town Emergency Ops Center	1	0.20
Town Fire Marshals Office	1	0.30
Town Waterford Police Station	22	148.15
Town Waterford Public Library	3	7.30
Town Youth Services	1	1.00
Townwide District	1	8.00
<b>Total</b>	<b>49</b>	<b>185.70</b>
<b>Board of Education</b>	<b>Work Orders</b>	<b>Labor Hours</b>
BOE Administrative Staff	4	2.25
BOE Business Office	2	1.50
BOE Special Services	1	0.25
Clark Lane Middle School	21	19.30
Great Neck Elementary	4	3.85
Oswegatchie Elementary	11	6.80
Quaker Hill Elementary	7	5.50
School & Town	4	68.50
Schoolwide District	26	235.25
Waterford High School	19	13.10
<b>Total</b>	<b>99</b>	<b>356.30</b>

**Summary of IT Work - July 2016**

<b>Town of Waterford</b>	<b>Work Orders</b>	<b>Labor Hours</b>
TOW Assessor	2	2.50
TOW Finance	4	1.30
TOW Permitting/Planning-Zoning	4	1.70
TOW Public Works	2	2.00
TOW Senior Center	8	13.40
TOW Tax Collector	1	0.30
TOW Utility Commission	1	1.50
Town Emergency Ops Center	1	0.30
Town Fire Marshals Office	2	0.80
Town Waterford Police Station	9	50.15
Town Waterford Public Library	4	3.40
Townwide District	4	81.30
<b>Total</b>	<b>42</b>	<b>158.65</b>
<b>Board of Education</b>	<b>Work Orders</b>	<b>Labor Hours</b>
BOE Administrative Staff	1	2.30
BOE Business Office	5	2.10
BOE Special Services	1	3.50
Clark Lane Middle School	10	12.05
Great Neck Elementary	1	1.00
J Building	2	18.00
Oswegatchie Elementary	5	5.00
Quaker Hill Elementary	3	1.25
School & Town	3	22.50
Schoolwide District	19	275.50
Waterford High School	11	5.65
<b>Total</b>	<b>61</b>	<b>348.85</b>

Asset Detail

Department Code Equals '04'

05/27/2016

Town of Waterford  
Asset Detail

A10

Site: 010 - TOWN HALL

Asset Tag Qty

Building: 01001 - TOWN HALL

Room: 103 ROOM 103

Asset Tag	Qty
000771	1
000785	1
000804	1
000985	1

Description Manufacturer	Model Serial Number	Acquisition Date	Total Cost	Replacement Cost
SYSTEM COMPUTER DELL	OPTIPLEX GX150 H7N2Q01	01/01/2002	1,446.05	590.00
SYSTEM COMPUTER DELL	OPTIPLEX GX150 G324Q01	01/01/2002	1,446.05	590.00
SYSTEM COMPUTER DELL	OPTIPLEX GX150 JRM2Q01	01/01/2002	1,446.05	590.00
LASER PRINTER HEWLETT PACKARD	LJ S100N S10-000589	01/01/2002	4,449.39	1,870.00
<b>Building Totals:</b>		<b>Count: 4</b>	<b>8,787.54</b>	<b>3,640.00</b>
<b>Site Totals:</b>		<b>Count: 4</b>	<b>8,787.54</b>	<b>3,640.00</b>
<b>Report Totals:</b>		<b>Count: 4</b>	<b>8,787.54</b>	<b>3,640.00</b>

## Fixed Asset Certification

I have checked the fixed asset listing dated 04/15/16 and disagree that it is complete and all of the items are within the department's custody are noted below and on the fixed asset worksheets included with this certification

*Michael P. Babcock*

signed (department head)

5/27/2016

date

items changed out by IT and inventoried for years by IT  
inventory

asset tag  
assessor1  
assessor2  
assessor3  
assessor4  
assessor5  
assessor6  
assessor7  
assessor8

asset tag  
985 ✓

no longer have asset

771  
785  
804

## Maryanna Stevens

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**From:** Ed Crane  
**Sent:** Thursday, August 11, 2016 3:19 PM  
**To:** Maryanna Stevens  
**Subject:** RE: Status report  
**Attachments:** 06-2016\_Labor\_Reports.xlsx; 07-2016\_Labor\_Reports.xlsx

Hi MaryAnna, Attached. The only new item I wanted to discuss at the meeting is automation of the help desk. I would like to propose that the town use the same system as the school, where they enter the request through our web portal rather than calling or emailing in. If approved, I can provide detail instructions to be sent to the departments. Ed

**From:** Maryanna Stevens [<mailto:mstevens@waterfordct.org>]  
**Sent:** Thursday, August 11, 2016 2:45 PM  
**To:** Ed Crane  
**Subject:** Status report

Hi Ed

When you have a chance, can you send me the status report for the IT committee meeting.

Thanks  
Maryanna

Maryanna Stevens, CPA  
Director of Finance  
Town of Waterford  
15 Rope Ferry Road  
Waterford, CT 06385

(860) 444-5842 Phone  
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