



INFORMATION TECHNOLOGY COMMITTEE (ITC)
REGULAR MEETING MINUTES
Waterford Town Hall – Board of Ed Conference Room
Date: August 17, 2016

TOWN CLERK

ATTEST: *Shirley E. Carson*

16 SEP -6 AM 10:08

RECEIVED FOR RECORD
WATERFORD, CT

Members Present:

M. Stevens (Chair), A. Piersall, T. Soto, M. Bekech, S. Ritchie, K. Peterson, M. Montgomery, R. Rubinstein, K. Zawacki, D. Campo, C. Merriman, A. Wilensky. BOE IT – E. Crane

Item 1 - Call to Order - Quorum was established and the meeting was called to order by Chair Stevens at 3:01 pm.

Item 2- Election of Chair –

Discussion – Chair Stevens indicated that Chief Mahoney expressed his interest to Chair the IT Committee. Chief Mahoney nominated by Wilenski and Peterson. Unanimous.

Item 3 – Approval of Minutes of June 15, 2016. – Moved by Peterson and Rubinstein. Abstentions – Stevens. Unanimous .

Item 4 – Status Report of IT Director – Unanimous Acceptance.

Item 5- Discussion by IT Director on automation of help desk – Crane reported that starting Sept. 1 the help desk is being streamlined for work orders, help tracking (open/close). If the event of network down or other emergencies based on severity levels, telephone call will be the communication process. Moved by Bekech and Zawacki. Unanimous.

Item 6- Consider and act upon a request from Mike Bekech, Assessor to surplus three computers no longer in the Assessor's office. – Moved to accept – Pierce and Montgomery. Unanimous.

Item 7- Discussion (Update) on Status of MuniCity Software (Abby Piersall) - Piersall indicated that MuniCity the initial assessment is moving along with, among other things, capabilities for permitting, asset management, mobile inspections, and many other

functionalities. It is global (web based) software with everything in one place. DPW demo will be on 8/19/16. DPW forms already in place. SQL database platform. No licensing fees or # of users limitations. Three yrs. Commitment. Initial cost \$17K-\$19K. Individual departments' contribution (cost sharing) was discussed. \$2500 to add additional data (modules). Funding process to follow.

Agenda Addition moved by Rubinstein and Montgomery to formally request the BOS to approve funding through CNR. Agenda addition approved – Unanimous.

Piersall and Stevens will provide funding request back up documentation.

Motion by Montgomery and Rubinstein to request from the BOS to approve funding for the procurement of MuniCity from CNR for an amount not to exceed \$25,000. Approved – Unanimous.

Item 8- Old Business –

Technology Plan for the Town. – Sub-committee to regroup.

Discussion Regarding Request to create a separate department for IT – Stevens to discuss with First Selectman and Town Counsel.

Other Old business general discussion and informational topics – Town video promotion. Disclaimer on town website advertisement. Opportunities related to advertisement. Social media. Number of IT sub-committees. New microphones at auditorium (main cable was broken). Municipal Complex fiber optics update (expected at MC on October).

Item 15 – Adjournment

Moved by Wilenski and Peterson. – Unanimous.

Respectfully submitted,



Neftali Soto, P.E. - Chief Engineer
Utility Commission