

Town of Waterford  
IT Committee Regular Meeting  
October 19, 2016  
Waterford Town Hall – BOE Conference Room B

**Members Present:** B. Mahoney, Chairman; C. Gigliotti, R. Rubinstein, B. Flaherty, K. Peterson, M. Stevens, M. Bekech, N. Soto, D. Campo, S. Bellos.

Staff Present: Ed Crane

**ITEM #1 - Call to Order**

Chairman Mahoney established a quorum and called the meeting to order at 3:00 p.m.

**ITEM #2 - Approval of Minutes of Regular Meeting of September 22, 2016**

**MOTION:** B. Flaherty

**SECONDED:** M. Bekech

**MOTION:** Passed

**ITEM #3 - Reports on Projects and Upgrades for August 2016**

Ed Crane reviewed the report with the Committee. Chairman Mahoney asked the Committee if they would like to specifically see the activity at the Police Department because of the amount of time IT spends there. It was the consensus of the Committee to have E. Crane include this information into his monthly report.

**ITEM #4 – Old Business**

Nothing noted.

**ITEM #5 – New Business**

**a. Approval of the 2017 IT Meeting Dates**

A discussion ensued regarding the meeting time. It was the consensus of the Committee to move the meeting start time from 3:00 p.m. to 2:00 p.m.

**MOTION:** M. Stevens to approve the 2017 meetings dates as submitted with the exception of the start time, with will now be 2:00 p.m.

**SECONDED:** N. Soto

**MOTION:** Passed

**b. IT Committee Draft Ordinance**

The Ordinance Sub-Committee, which included M. Stevens, R. Rubinstein & S. Ritchie, presented an updated draft of the IT Ordinance for approval by the IT Committee and submittal to the RTM.

**MOTION:** B. Flaherty

**SECONDED:** R. Rubenstein

**MOTON:** Passed

**c. IT Committee Draft Operating Procedures & Guidelines**

A discussion ensued regarding the draft operating procedures. It was the consensus of the Committee additional work needed to be done and this item would be tabled until the next meeting.

M. Stevens discussed Internet Filtering Software. She stated there may be money set aside for this software but needed to verify this. A discussion on the important need for this software ensued.

**MOTION:** M. Steven to verify there is budgeted funding in FY 17 to purchase the Internet Filtering Software, and if not, to request an additional appropriation from the Board of Finance.

**SECONDED:** R. Rubenstein

**MOTION:** Passed

**d. Presentation of Departmental IT needs and future needs**

Chairman Mahoney presented a PowerPoint resulting from his meetings with all department heads regarding their IT needs.

**ITEM #6 – CORRESPONDENCE**

**a. Letter to First Selectman regarding Town wide Wireless WiFi**

A discussion on WiFi phases ensued. R. Rubenstein noted the library was not in the plan. Chairman Mahoney noted he would add the library into the phased program.

A Capital Improvement subcommittee was form consisting of E. Crane, M. Stevens and B. Mahoney.

**ITEM #6 - Adjournment**

**MOTION:** K. Peterson

**SECONDED:** B. Flaherty

**MOTION:** Passed

Meeting Adjourned at 4:00 p.m.