

IT Committee Regular Meeting Minutes
February 19, 2014 at 3:00 p.m.
Waterford Town Hall – Appleby Meeting Room

Present: Roslyn Rubinstein, Kristen Zawacki, Kathy Peterson, Brian Flaherty, Marlana Montgomery, Michael Bekech, Neftali Soto, Mark Burnham, Mark Wujtewicz, and Sally Ritchie.

Staff: Ed Crane, Daniel M. Steward, Bernie Pisacich, and Dani Gorman.

Item 1 Call to Order

The meeting was called to order by Chairperson, R.Rubinstein at 3:01 p.m.
A quorum was established.

Item 2 Approval of Minutes of Regular Meeting of December 18, 2013. **Motion** by Mark Burnham, second by K. Zawacki to approve the minutes as presented. All in favor.

Item 3 Report on Projects and Upgrades

a) The Status Report was given by Director, Ed Crane. Work Order Statistics for December 2013 and January 2014 were reviewed.

b) Report on Projects and Upgrades

E. Crane reported on the replacement of network switches and the set up and testing of 22 new mobile units for the Police cruisers. Installation of those units in the cruisers is in process.

Motion made by M. Bekech and second by M. Montgomery to accept the reports as presented. All in favor.

Item 4 **Motion** was made by M. Montgomery to change the order of the agenda in order to consider **Item 5** before addressing **Item 4**. Second: Brian Flaherty. All in favor.

Motion by K. Zawacki to consider for approval and act upon a request from Dan Steward, First Selectman to amend IT *General Policy #9 Adopted 11/29/2000 as follows: "Internet access via the Town network will be limited to fulltime/part-time employees and other users may be allowed to access with prior approval of the First Selectman/designee provided said user has agreed to operate according to the Town's network policies. Also to consider and approve the second item in his memo regarding the IT network policy, Item #11 to read as follows: "Authorized users who are full/part time employees and other approved users of the Town are the only individuals allowed access to review their personal Email messages."*

Second: M. Montgomery.

D. Steward spoke of the need to update policies to make sure they serve the current work environment. He indicated that as long as there is a rational, demonstrated need for an individual to have access to the TOW network for reviewing personal Email messages, he would consider the request and make a determination. He confirmed with Director E. Crane that making email addresses available to approved users could be easily accomplished and that

there were no security concerns related to the proposed changes. It was also noted that Human Resource Director, J. Sauchuk was in support of the changes. The Human Resources Department is responsible for providing the IT Handbook to new employees and has them sign off on receiving the network policy.

All in favor.

It was the sense of the committee and the First Selectman that the Town of Waterford Information Technology Committee Policy Handbook needs revision in order to be brought up to date with developing technologies.

Item 5

Consider and act upon a request from Dani Gorman, Director of Youth Services requesting the establishment of email access on the Town's network for contract clinicians.

D. Gorman was on hand to discuss her request. Discussion followed. It was the sense of the committee that the approval of Item 4 covered the need for any further motions or approvals for this request.

Item 6 GIS Committee Update

M. Bekech was on hand to give the report. M. Wujtecwicz is bringing the project up to date, dedicating one day a week to collecting data and preparing the information for public review. System will not be available electronically until sometime after July 1, 2014.

Item 7 Old Business

- a) Status of Audio/Visual Project for Town Hall Auditorium
B. Pisacich was on hand to provide an update to the project. With \$27,000 approved and bids coming in at amounts up to \$90,000, the project will be implemented in 2 phases. The audio upgrade will be addressed first and an approved vendor on the State contract will quote on this portion of the project. System will be digital; eliminating the audio tape system currently used for recording meetings. A later phase of the project will be for video components.
- b) B. Flaherty asked for an update on implementing the new system to accept credit/debit cards for payments in Town offices.
- c) R. Rubinstein asked First Selectman, D. Steward for clarification on his position regarding Department Heads having remote access to their files when working at home. E. Crane indicated that there are five licenses available now. Number could be increased. D. Steward indicated that remote access to files could be granted to Department Heads when deemed appropriate.

Item 8 New Business

None.

Item 9 Correspondence

- a) Copy of a Journal Entry Authorization reimbursing the Board of Education for FY14 IT Administrative and Technical Assistance in accordance with the approved SOP on 12/09/13 dealing with switch replacements at the Police Department in order to perform their Network Upgrade.
- b) Copy of a Journal Entry Authorization to reimburse the Board of Education for FY14 IT administrative and technical assistance in accordance with the Standard Operating Agreement on 01/02/- 01/03/14 to resolve server issues at the Dispatch Center.
- c) Correspondence from Dennis Goderre, Planning Director to the Chair relating to website traffic as monitored by the Building Department and the Conservation Commission.

Item 10 Adjournment

Motion M. Bekech, second M. Montgomery to adjourn the meeting at 3:30 p.m.
All in favor.

Respectfully Submitted,

Sally B. Ritchie
Recording Secretary