



**INFORMATION TECHNOLOGY COMMITTEE (ITC)**  
**REGULAR MEETING MINUTES**  
**Waterford Town Hall – Board of Education Conference Room**  
**Date: August 20, 2014**

**Members Present:**

Rudie Beers (Chair)

Tali Soto, Sally Ritchie, Ed Crane, Kathy Peterson, Mark Wujtewicz, Brian Flaherty, Wayne Fraser, Dennis Goderre, Maryanna Stevens, Mike Bekech, Marlana Montgomery, Cheryl Larder

**Item 1. - Call to Order** - Quorum was established and the meeting was called to order by Chair Beers at 3:00 pm.

Chair requested to move up agenda item #12 (Old Business) for early consideration.

**Moved** by Bekech and Montgomery. **Passed** Unanimously.

**Item 12- Old Business –**

**A) Status of telephone System**

**B) Status of A/V upgrade for the auditorium and discussion on possible action on expanding the proposal at a later date to include real-time video.**

**C) Status of Fleet management Software**

**Discussion** - Goderre presented his preference to implement the server set up phase prior to a final decision regarding the [unlimited] licensing for the GIS. Chair thanked Goderre and Wujtewicz for their efforts on regarding the updating of the GIS. Flaherty and Peterson **moved** to send a letter of appreciation to Wujtewicz. **Motion passed** - Unanimous.

New A/V system - The immediate need for upgrade of the sound and recording capabilities of the system was discussed. Based on concerns Chair Beers explained and summarized the funding process and needs based on the RTM consensus to [also] have video capabilities at this initial stage. Concerns on whether full (including video) funding will be approved by the BOF was presented. The experience by other

communities was presented. Ritchie indicated that for the video option, closed-caption is necessary. Fraser shared his experience at East Lyme. Goderre and Fraser will oversee the installation of the new A/V system. It was discussed and agreed for the A/V committee to reconsider the scope of this project, on whether video capabilities should be considered now, and provide a final recommendation regarding the implementation of the new A/V system.

AT&T is working on a revised date for final installation for the new telephone system. Town Hall and WPD install in progress. Chair discussed the failure that occurred last month.

The RTA fleet management, diagnostics, and inventory software has some data conversion issues that are being worked out by vendor.

**Moved** by Ritchie and Montgomery to send back to A/V committee to reconsider the inclusion of video capabilities at this time. **Motion passed - Unanimous**

At the request of Chair Beers, Flaherty and Ritchie **moved** to consider Item #4 at end of the agenda. **Passed - Unanimous**

## **Item 2. Approval of Minutes of Meeting of June 18, 2014**

**MOTION to approve** – by Ritchie and Soto to approve the minutes.

**Motion passed** – Unanimous

## **Item 3. Reports on Projects and Upgrades**

**MOTION to accept report as submitted and to approve** – by Ritchie and Flaherty

**Discussion** – Crane provided report on current going efforts and the replacement of Library computers, which have to be replaced due to Windows platform upgrades needs for proper functionality. He also raised concerns regarding the number of unknown wires at the WPD. Chair indicated that in 2008 efforts took place with AT&T to resolve the issues with inactive lines. Crane discussed the “Centrex” type lines and that the UPS will be returned due to wrong receptacles.

**Motion passed** – Unanimous

**Item 5- Consider and act upon a request from the Chair to authorize the First Selectman on behalf of the IT Committee to enter into a license agreement for the website upgrade with Virtual Towns and Schools in the amount of \$12,000 to be charged to LI #30715-55791 in accordance with the Committee's Capital Plan.**

**Moved by** Ritchie and Peterson. **Passed - Unanimous**

**Item 6. - Discussion regarding website upgrade and establishment of an implementation team.**

**Moved by** Bekech and **Wujtewicz** for discussion for discussion purposes.

**Discussion** ensued and it was established that the [to be considered and created on Item #4] website committee will be responsible to teach other departments and oversee the initial implementation. It was stressed however, that departments are responsible for the content on their own pages.

**Item 7. - Consider and act upon request from Sally Ritchie, Waterford Fair Housing Coordinator and Senior Services Director for approval to place the Fair Housing Statement on the Town's website. Moved by** Peterson and Flaherty.

**Discussion** – Ritchie indicated that the ADA and Title VI statements are already on the Waterford home page sidebar menu.

**Motion passed - Unanimous**

**Item 8. - Discussion and possible action on internet access providers.**

Discussion ensued regarding the current internet provider and the possible need of additional hardware. It was the consensus of the ITC to stay with the current provider until 2015.

**Item 9 – Consider and act upon request from Murray Pendleton, Chief of Police, to add to his inventory a new workstation for the Detective Division.**

**Moved by** Ritchie and Soto.

**Discussion** – Montgomery indicated the need for this additional station at this division.

**Motion passed** - Unanimous

**Item 10. - Consider and act upon a request from Mark Wujtewicz to authorize the First Selectman to enter into a contract to allow View Permit to integrate with Vision Appraisal software and Quality data Software and CUSI Utility Commission software at a cost of \$6,900. Moved by** Bekech and Peterson.

**Discussion** – Chair Beers indicated that this item was not budgeted and, if prompt implementation is needed, the cost must be shared among the beneficiaries. . Wujtewicz discussed the history and need to implement this integration which is directed to provide real-time information to the planning & building department(s) on [tax & sewers] delinquent accounts, as well as to provide the UC and tax office with up-to-date addresses from the assessor’s office. Additional discussion ensued indicating that the Planning Dept. and the UC can cover their proportional cost share.

**Amended motion** – To authorize Chair to pursue funding and share of purchase for half of \$6,900 to cover for the Assessor’s and Tax Collector share of the integration. **Moved** by Montgomery and Soto

**VOTE: Yea** – Montgomery, Soto, Peterson, Wujtewicz.

**Nay-** Bekech, Flaherty, Beers

**Motion** passed.

Crane left meeting at 4: 10 pm

Montgomery left meeting at 4:20 pm

Chair Beers requested to reconsider the original vote with an amendment to the original motion. **Moved** by Peterson and Wujtewicz. **Passed** - Unanimous

**Motion by** Beers and Flaherty– To authorize Chair to seek \$6,900 to implement the integration. **Motion** passed - Unanimous.

**Item 11. - Consider and act upon a request to authorize the Chair to request an additional**

**appropriation in an amount not to exceed \$10,000 to purchase additional workstations in FY 15 due to software upgrades that require a Windows 7/8 platform.**

**Moved** by Soto and Peterson.

**Discussion** – Chair Beers indicated that the actual cost could be \$13,444.65. She indicated that to keep with the replacement program, 23 computers need to be replaced each year. This year only one will be replaced and there are no computers on inventory.

**Motion Amended** by Beers and Peterson – to pursue funding of \$13,445 instead.

**Motion passed** – Unanimous

(Item 12 - Already discussed as shown above)

**Item 13 – New Business** - No new business

**Item 14 – Correspondence** – Noted

**Item 4 – Election Chairperson and Appointment of Committees**

**Election of Chairperson** – **Moved** by Bekech and Ritchie .

After a short discussion, Finance Director Stevens was elected the new Chair of the IT Committee.

**Website and Social Media Committees** are combined into one – **Members:** Ritchie, Goderre, Rubinstein, Peterson, and Soto.

**Capital Planning Committee** – Stevens, Goderre, and Bekech

**Item 15 – Adjournment**

**Moved** by Bekech and Soto. **Passed** – Unanimous. Meeting adjourned at 4:40 pm.

Respectfully submitted,



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