Members present: B. Mahoney, Chair, R. Rubinstein, D. Campo, B. Flaherty, N. Soto, K. Pierce, A. Piersall, K. Peterson, R. Fedor, M. Bono, T. Fioravanti and E. Crane

Item #1 – Call to Order
Chairman Mahoney established a quorum and called the meeting to order at 2:00 p.m.

Item #2 – Approval of Minutes for October 23, 2019 meeting
   Moved: B. Flaherty
   Seconded: R. Rubinstein
   Motion passed: Passed

A motion was made to move up agenda item 5b, the Town E-mails for all Elected Officials, to the top of the agenda due to time restraints by D. Campo.
   Moved: D. Campo
   Seconded: N. Soto
   Motion passed: Passed

D. Campo discussed giving elected officials town emails. He noted that many elected officials do not want to use personal emails for town business and that he and some on the Committee have concerns regarding FOIA and town information being sent out through gmail, aol, etc accounts. A lengthy discussion ensued that included possible additional cost to the town for licensing and if they would actually be used by some elected officials. It was determined that more research needed to be done and that this would be tabled and brought forward at the next meeting.

Item #3 – Status report of IT director
E. Crane updated the Committee on the last two months of IT activity noting that thirty new computers have been deployed as well as some network printers.

Item #4 – Old Business
   a. Update – Credit Card and on-line purchasing
      Chairman Mahoney noted this project is moving forward.
      • RecTrac - B. Flaherty discussed his research on My Rec.Com versus RecTrac. He noted that My Rec.Com is web based and includes everything they need as well as Senior Services. He noted that what would be paid out to RecTrac in upgrades would cover the cost of converting to My Rec.Com. He noted he will continue to research this and would report back to the Committee at the next meeting.
b. **Cameras – Exterior Project**

Chairman Mahoney noted that the cameras at Cross Road and Parkway North are up and sending images and are available for Town Departments to view if and when necessary.

E. Crane discussed the cameras at Quaker Hill School noting they are the oldest school cameras and that they would be replaced with Access Cameras that have Milestone software and that they are all digital.

**Item #5 – New Business**

a. **2020-2021 IT Budget**

Chairman Mahoney reviewed the 2020-2021 proposed budget with the Committee.

- **Moved:** R. Rubinstein
- **Seconded:** B. Flaherty
- **Motion:** To accept the Information Technology Proposed Budget for 2020-21. Line Item 10147-52043 in the amount of $827,708 and Line Item 10147-54130 in the amount of $51,260 for a total budget $878,968

**MOTION PASSED**

b. **Town E-Mails for all Elected Officials**

Moved to the top of the agenda

c. **Meeting Dates 2020**

- **Moved:** B. Flaherty
- **Seconded:** N. Soto
- **Motion passed:** Passed

d. **Surplus Printers – Recreation & Parks**

- **Moved:** R. Rubinstein
- **Seconded:** N. Soto
- **Motion passed:** Passed

e. **Surplus Printers Planning & Zoning**

- **Moved:** B. Flaherty
- **Seconded:** R. Rubinstein
- **Motion passed:** Passed
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Motion made to add to the agenda a letter from R. Rubinstein regarding Surplus Printers for the Library.
Moved: K. Pierce
Seconded: R. Flaherty
Motion passed: Passed

f. Surplus Printers Library
Moved: K. Pierce
Seconded: N. Soto
Motion passed: Passed

Chairman Mahoney noted that a banner will now appear on all emails that did not originate from inside the town network stating Caution; “This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender’s email address and know the content is safe”. This is to help with spoofing emails of town employees which could lead to viruses.

B. Flaherty noted there should also be a confidentiality statement added to all town emails. Chairman Mahoney stated he will research this with the Town Attorney and bring this back to the next meeting.

Item #6 – Correspondence
a. Email from Brett Mahoney IT Chair regarding printer purchases
b. Letter to First Selectman from Brett Mahoney

Item #7 – Adjournment
Motion to adjourn.
Moved: B. Flaherty
Seconded: R. Rubinstein
Motion passed: Unanimous

Meeting adjourned at 3:05 p.m.

Respectfully submitted,

[Signature]
Marlena Montgomery
Recording Secretary