



Naugatuck Information Technology Commission Meeting Minutes

April 23, 2014 4:30 PM

Present: Johnna Hunt, Michael Murphy, Alison Rossi, Tamath K. Rossi, Fred Squires

Ex-Officio Members: Robert W. Butler Jr., Jim Kallipolites, Alan Merly, Bernice Rizk

Absent: Police Chief Christopher Edson

Absent: Scott Slauson

Guests in attendance: James Messina

Press: None

- Meeting convened at 4:33
- Pledge of Allegiance
- The IT Commission members introduced themselves to James Messina.

The following Items were discussed:

- James Messina introduced himself and volunteered to assist the IT Commission in any way we could utilize his Information Technology expertise. He is a Configuration Management Specialist for Naugatuck Valley Savings and Loan.
- Follow up to action items:
 - Tamath reported that she, Alison, and Chris met with the Mayor to discuss the current resource allocations.
 - Jim reported that the rollout of the PC refresh has begun in Town Hall
 - Fred reported that he was onsite to help with "MS Office2010" Training and that he would be available on April 24 and 25 in the afternoon as well and conduct one on one training if desired.
 - The remainders of follow up action items were tabled to next meeting. (Jim and Alan are to provide timelines and priorities for current and upcoming projects)
- Chris moved that we move to Executive Session, Mike seconded, unanimous approval.
 - Ex-Officio Commission members were excused.

The following motion emanated from the Executive Session:

- Johnna Hunt moved to authorize Fred Squires and Mike Murphy to conduct an Information Services needs assessment and audit for the Borough. The motion was seconded by Chris Edson and unanimously approved.



The meeting adjourned at 5:51pm after a motion by Johnna and second by Mike.

Next Meeting: May 21, 2014, 4:00PM

Naugatuck Town Hall

Respectfully submitted,

Fred Squires

Secretary

cc: Mayor/Finance Board Chair/Administrative Assistant/Controller/ Signpost/File