



## Naugatuck Information Technology Commission Special Meeting Minutes

June 3, 2014 4:30 PM

*Present:* Johnna Hunt, Michael Murphy, Tamath K. Rossi, Fred Squires, Scott Slauson

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

Absent: Police Chief Christopher Edson, Alison Rossi

Guests in attendance: Fire Chief Ken Hanks

Press: None

- Meeting convened at 4:33
- Pledge of Allegiance

### **The following Items were discussed:**

- Review and discussion of the IT components of the NHS Renovation project. So the IT Commission can fully understand and be familiar with the strategic planning and purchasing that has gone into the project as well as the challenges and consider all aspects of it in our Borough wide plan.
- Tamath turned the meeting over to Alan Merly at 4:35 to lead the NHS Project discussions.
  - Alan updated the IT Commission on the Phase 1 completed items and shared the Phase 2 projects in progress.
    - Discussed the difficulties purchasing equipment through the NHS Building Committee when they don't really have anyone that has IT knowledge.
    - Discussed the Communication disconnects between him, the building Committee, and the supply vendors that have led to the ordering of incorrect equipment, higher costs, and jeopardized projects (eg. Classroom work carts location)
    - The amount of time and effort that he and Jan Saam (Naugatuck High School Principal) have had to devote to the project management role to ensure that deadlines and commitments are met given that there is no one providing project management on a full time basis.
    - The estimated budget to complete the projects is on target at approximately \$1.7 to 1.8 million.
    - Discussed the lack of understanding O&G lacks as it pertained to UPS and the security and equipment risks.
    - Discussed the process to ensure that we don't lose funding for already approved projects that are not part of the NHS Renovation but have a borough wide impact to IT.



- Discussed the need of adding a part time project manager to support Alan and Jan through September during this mission critical time before Go-live.
- It was mentioned that there is interest in incorporating The Howard Whitmore Library into the IT Commission oversight.
- A motion was made by Mike Murphy, seconded by Scott Slauson, and unanimously approved to have the IT Commission draft a letter recommending that the NHS Building Committee hire a part time project manager reporting to Bob Neth as a staff position and a direct line reporting to Alan Merly through the duration of the pre go-live phases of the projects.
- Fred noted that he had met with Assistant Superintendent Chris Montini and his direct reports to start the Needs Assessment process.

The meeting adjourned at 5:50pm after a motion by Scott, second by Fred, and unanimous approval.

**Next Meeting: June 18, 2014, 4:30PM**

**Naugatuck Town Hall**

Respectfully submitted,

Fred Squires  
Secretary

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