



## Naugatuck Information Technology Commission Meeting Minutes

March 27, 2014 4:00 PM

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

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

Absent:

Guests in attendance: None

Press: None

- Meeting convened at 4:10
- Pledge of Allegiance
- No public comment

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

- Minutes were approved unanimously after motion by Mike Murphy, and second by Scott Slauson
- Follow up to action items:
  - Jim and Alan shared the open and planned projects and departmental roles and responsibilities
  - The rollout of the PC refresh will begin in Town Hall
  - Training was discussed at length and suggestions were made on the process to a "Train the Trainer approach".
  - Fred volunteered to help with fielding any questions that may arise from the upgrade to the Microsoft Windows Office Suite applications. He would be available at the town Hall in the Hall of Burgesses to help with "hands on" assistance.
  - It was requested that Open and planned projects have expected completion dates and priorities.
- Bob noted that the CRM (Customer Relation Management) system was to be funded out of the expected IT Refresh budget contingency fund but if IT needed to use the contingency, he would get funding elsewhere.
- Chris Edson voiced concern about the number of available resources to manage his department's IT needs and requirements.
  - Tamath suggested a meeting with the Mayor, Chief, Herself, Alison, and the H.R. Director to address resource constraints.
- The role of the IT Commission is still not clearly defined. It was suggested that we develop IT Commission Vision and Mission statements to define goals, objectives and strategies.



- Chris recommended that we take on the responsibility to make recommendations for IT staffing, project approval and consolidation of resources across all IT departments and not be concerned with the current constraints that may exist due to budget, resource, or union issues. Then the appropriate governing body would have the responsibility for implementation and/or execution of the recommendation.
- Fred asked permission to visit the Police Department to get a better understanding of their IT requirements. Chris agreed.

**The following ACTION ITEMS emanated from the meeting:**

- Jim will develop and recommend a strategy for the training process.
- Jim and Alan will assign relative priorities to projects and tasks
- Jim and Alan will assign timelines for projects
- Tamath will organize a meeting to address resources.

The meeting was adjourned at 6:00pm after a motion by Tamath and second by Johnna.

**Next Meeting: April 23, 2014, 4:00PM**

**Naugatuck Town Hall**

Respectfully submitted,

Fred Squires  
Secretary

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