



## Naugatuck Information Technology Commission Meeting Minutes

January 21, 2015 4:30 PM

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

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

Absent: Alison Rossi

Guests in attendance: Chris Montini

Press: None

- The Meeting convened at 4:35p.m. with the Pledge of Allegiance.
- Tamath noted the resignation of commissioner Fred Squires, and that the commission would need to appoint a new secretary. There was a motion (Chris / Scott) to table the appointment of a new Secretary until the next meeting. The motion passed. Mike Murphy volunteered to record minutes of the January meeting.

### **Technology Update Reports:**

- Borough - Jim reported that the PC refresh finished at town hall by June 30. The police department phase started July 15 and currently includes 46 of 50 PC's refreshed. Hard drive failures have occurred there slowing completion. The police department's IT contractor has started to assist with the refresh there. There are 3 PC's left at PD (which NSI is working on) and we have had 10 Failures that will be returned for replacements. Jim stated that he has been working alone since October. The QScend customer service portal has been installed but hasn't gone public yet. There is a link on the home page, and the Borough plans to introduce it through the media once the 211 number has been activated. Tamath suggested that BOE and Borough personnel could collaborate to move this project forward in a timely fashion. Jim stated that Office 365 is deployed in Borough, and he is planning for a future migration date. Johnna commented that the move towards Google in the schools and Office 365 in the Borough at the same time seemed incongruent. Alan explained that the Office solution is currently considered temporary in nature, as it is subscription based, and it was designed to avoid a costly, immediate equipment upgrade of the Borough's servers.
- Board of Education - Alan reported that the PC refresh project completed at over 750 work stations. Naugatuck High School construction phase 3a completed January 20th. Phase 3b completes in two weeks and 3c is scheduled for President's Day weekend. There are 5 phases in total. More than 750 Chromebook roll outs took place in July and September. Over the recent holiday break, 31 copiers in the Borough and schools were replaced with new units. Tamath commended the Borough / BOE collaboration that helped to make that project a success in the face of logistical obstacles.



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**Strategic Planning and Budget Presentation:**

- Tamath stated that this will be a difficult budget season. The commission will need to be strategic in its advocacy for IT support, and a presentation to the Boards would be useful in communicating IT needs and priorities.
- Bob stated that KVS financial software is nearing end of life status and that an integrated Borough / BOE financial package would make sense given new legislation concerning the uniform chart of accounts. Bernice mentioned that the state of Connecticut has offered up to \$30,000 in grants to municipalities that qualify for upgrade assistance. Naugatuck has applied. Early and rough estimates on a new, combined, comprehensive financial software package are roughly \$250,000. Bob also stated that formal budget presentations to the Finance Board are scheduled to begin in February.
- The February meeting of this commission will focus on the content of the IT Commission's budget presentation to the boards. Johnna inquired about the content of this presentation since the commission is not a department. Tamath responded that the commission will help to collect and synthesize information from departments and help educate the boards in its presentation.
- There was a motion to adjourn (Chris / Scott) at 5:31 p.m. The motion passed.

The next IT Commission Meeting will be held February 18<sup>th</sup> at 4:30pm at Naugatuck Town Hall.

Respectfully submitted,

Michael B. Murphy  
Temporary/Acting Secretary

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