

HAMDEN TECHNOLOGY COMMISSION

*Minutes of the meeting of
October 1, 2009*

Attending: E. Ariori, W. Folsom, S. Glen, L. Salay, C. Sette, W. Spalter.

Absent: S. Seaforth

CALL TO ORDER—

The meeting was called to order at 7:05 p.m. by Chairman C. Sette.

Approval of the minutes of the September 3, 2009 meeting--C. Sette asked if everyone reviewed the minutes from the last meeting. B. Spalter noted one correction to page 2, third sentence. Mr. Spalter spoke with Dave Richards, but he did not provide a report. Mr. Salay noted last paragraph had one correction to the last sentence of the second paragraph should be “hear” instead of “her.” **Mr. Salay motioned to accept the minutes of the meeting of September 3, 2009 as corrected. Mr. Folsom seconded the motion; all were in favor.**

OLD BUSINESS –

Review of Summary Draft – Mr. Sette drafted a letter addressed to the Legislative Town Council, to the attention of Leader of the Council, Al Gorman. C. Sette read the letter to the Commissioners. In the letter, the Town Technology Commission is making their recommendations to the Town Council. The Commissioners then edited the letter for a final document. When the Commissioners approve the letter, the Clerk will complete the letter and forward to Mr. Gorman. C. Sette thanked everyone and added that appreciates everyone’s patience and input in preparing this letter.

Mission Statement:

L. Salay drafted a mission statement for the Hamden Technology Commission. A copy of the draft was provided for Commission’s review. The Commission made recommendations. An amended version will be included in the minutes.

“The mission of the Hamden Technology Commission is to research and promote new and innovative technologies that the Town and its constituents can utilize to achieve greater efficiencies in business and governmental operations. The Commission provides strategic and tactical guidance to the Town and operational departments regarding the acquisition, operation and implementation of technology and to increase the effectiveness of these technology assets.

The Commission is charged to work with the Town departments, commissions, and constituents to assist and to ascertain the needs, and then search out and provide, innovative, cost-effective solutions for the Town.”

W. Spalter made the motion to accept the mission statement as amended. W. Folsom seconded the motion. Six of the Commissioners were in favor of approving the motion, with one abstention. The motion was passed.

Statement of Objectives – IT Study:

Mr. Spalter discussed the statement of objectives for the next study. C. Sette thanked Mr. Spalter for his work presented this evening. B. Splater explained the statement and the request includes the services of Quinnipiac University to look at the study and see if there are overlaps, which would be a cost savings to the Town. As previously discussed at the September meeting, the purpose of this study is for the Board of Education and the Town's benefit. The study is to identify services that are contracted separately with each entity and look to where cost savings can be adjusted and efficiencies can also be recognized. This project is to improve the overall efficiency and effectiveness of the technology systems with the Town. Other municipalities are conducting similar studies and Mr. Spalter noted the Town of Manchester has identified a model that is most positive.

In the language of the proposal to Quinnipiac University there will be certain restrictions maintained. Mr. Spalter shared the draft of the document with Dave Richards. Mr. Richards responded with one area of concern, which was "staffing." The Commission addressed this subject and agreed to the sensitivity of the topic. Discussions were held and suggestions were made. One suggestion regarding the "work efficiency" and "work technology" can be changed. Other towns conducting similar studies have samples addressing this same topic. It was also noted that there is minimal intrusiveness in the interviews. The scheduling of the interviews will be coordinated by the student and the interviewee. The students are graduate students and have an understanding this is not meant to be interrogatory. Similar projects conducted by the Town have been done in the past for work flow studies, Parks and Recreation, the Mayor's office, but the Town has never had the opportunity of working with the Board of Education.

A new sentence is being inserted for the Board of Education to address this concern regarding "staffing." It was agreed to **delete** the word "reduce number of staff." **Adding:** In addition, the study will also explore staff back-up strategies and operational consistencies across the two enterprises.

C. Sette asked to review the subject of "payroll and purchasing." This has an administrative theme to this subject. A few changes were made, which is to substitute the phrase "payroll and purchasing" with "functions."

Mr. Spalter will complete the document and send the final copy by email to the Commissioners. The Commission spoke of the Manchester IT model that is in place. It was agreed that this maybe a wonderful model, however, we still need to review the models of other municipalities. Something new in creativity or other areas can be discovered as well.

Mr. Sette noted the Technology Commission has a large challenge before them and this is a great opportunity to work with the Town in moving forward by conducting the study.

Future Commission Meetings:

B. Spalter will be available to by telephone for the next few meetings. The Commission agreed to work with him in coordinating the teleconferencing.

Sometime after January 1, 2010, the meetings for the Technology Commission will be held at Hamden Center.

NEW BUSINESS –

Confirmation that B. Folsom will approach the Board of Education with the proposal of the Technology Study and then C. Sette will contact the Mayor. We look to have this be approved by November 2009. This will allow Dr. White time to prepare the students over the next semester (January through May) to conduct the study and the findings.

DEPARTMENT ACTIVITY –

An invitation was given to Mr. Richards and he has not yet met with the Commissioners.

ADJOURNMENT –

At 815 p.m. Mr. Salay motioned to adjourn, seconded by Mr. Ariori. *The motion carried unanimously.*

The next meeting will be held Thursday, November 5, 2009 at 7:00 p.m. in the Miller Library Complex Activity Room.

Recorded by,

Patrice LeMoine

Patrice LeMoine
Substitute Clerk for the Commission