

**MINUTES OF MEETING
ADMINISTRATION COMMITTEE
February 27, 2023**

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https://hamden.zoom.us/rec/play/gT1iE76zW2Max6NvkNYuHuSotAeval4FVqS0eltH7fqbz9UjLk6zb8oyFrw9sNPBn8ptDfIicxIEALP-.YdcG3Pltitinc0KR?continueMode=true&_x_zm_rtaid=TG4cASvUQmOt_PkBNgfnmA.1677681156355.1ec2440aba70a1617de81ad468fcbaf9&_x_zm_rhtaid=983

(Meeting starts at Time Code 01:39:00)

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A meeting of the Administration Committee was held on Monday, February 27, 2023, electronically via ZOOM. The meeting was called to order at 8:35 PM by Paula Irvin, Chair.

MEMBERS PRESENT: Paula Irvin, Chair; Lesley DeNardis, Vice-Chair; Katie Kiely; Kristen Zaehring; Jeron Alston; Cory O'Brien; Bob Anthony

MEMBERS ABSENT: None

Public Input: None

The following items were addressed:

1. Order authorizing an agreement with CivicPlus, LLC and transfer of funds

--Moved by Mr. Alston and seconded by Ms. DeNardis. DISCUSSION: Mr. Anthony asked Mr. Murphy about the two money amounts shown, \$15,612 and \$12,360. Mr. Murphy explained that this is an agreement with CivicPlus to get us Civic Optimize. It also includes a transfer. This will dramatically change the way we process our services. The first year is implementation of the services and the first year of subscription to provide those services at \$15,612. Civic Optimize is an on-line process manager with on-line fillable forms which will dramatically change/improve the way we process our services making them very accessible and usable to those who need them most. This will greatly reduce the now large amount of paper usage.

Mr. O'Brien said he would very much like to reduce paper and have us digitize and make information more accessible to constituents. He will support this to get out of committee but asks before this is passed by the full Council that the Administration has a plan to implement the other tools we have purchased from CivicPlus.

Mr. Farmer asked how does this interact with SeeClickFix and who is responsible for this. Mr. Murphy explained some comparisons to SeeClickFix and said this will be owned by IT, and managed by himself and the Mayor's office.

Ms. Zaeheringer said she is in favor of this and asked if the contract was reviewed by the Town Attorney's office. Mr. Murphy said yes. Ms. Zaehringler asked if this is a flat fee and we don't have to pay for individual licenses as we're implementing through different departments. Mr. Murphy said that is correct.

Ms. Irvin asked about how this works through departments if it is not a per license basis. Mr. Murphy said the agreement is based on the size of the Town. We have unlimited license based on our population. The only pre-requisite was that we procure on our own one G5 license for 365, which we already have.

A vote was taken. The item passed unanimously.

There being no further business the meeting adjourned at 9:00 PM.

Respectfully submitted,

Kim Renta, Clerk
Rose Lion, Secretary
for Paula Irvin, Chair