

Technology Advisory Commission
Meeting Minutes
January 7, 2020

MINUTES: The Technology Advisory Commission held a Regular Meeting via Zoom at 7:00 p.m. on January 7, 2021. The following issues were discussed.

Commissioners in Attendance: Gary Beard, Phil Cronan, Daniel Dunn

Commissioners Excused:

Commissioners Absent: Jeffrey Cohen

Others in Attendance: Alyssa Bussard, Commission Clerk

1. Call to order

As a quorum was present, the meeting was called to order at 7:03p.m.

2. Attendance

Attendance was taken as noted above.

3. Review of minutes from December 3, 2020 meeting

Mr. Beard called for a motion to approve the minutes from the meeting held on December 3, 2020. Mr. Cronan made a motion to approve the minutes, which was seconded by Mr. Dunn. The motion passed unanimously.

4. Old Business

As it was previously stated, Clerk Alyssa Bussard sent an email to Vera Morrison on November 19, 2020 to inquire about the commission being assigned an email address to where the public can send inquiries or concerns. Mr. Beard followed up on this inquiry with Vera Morrison and Adam Roszkowski. Mr. Roszkowski stated that the commission is not able to be assigned a town email address. Mr. Cronan had stated that there was information in the Charter regarding some commissions who must have an email address, but he mentioned that it does not state in the Charter that other commissions may not have one.

This raises the question of how to obtain public input if the commission is not able to obtain a specified email address. There was discussion regarding creating a Gmail email address in the absence of a Town email address. Mr. Dunn raised the same issues that were raised in a previous meeting regarding a Gmail address. There is a question of security as well as lack of Government

Transparency when not using an address issued by the Town. Mr. Cronan mentioned that the Charter Revision Commission, which is a sub-committee of the Legislative Council, has a Town email address. There was also the question of using the Clerk's email address for this commission. This is a possibility but does raise different issues. Mr. Beard stated that he would follow up with Mr. Roszkowski about this and possibly reach out to the Town Attorney, Sue Gruen for further information if needed.

5. New Business

Mr. Cronan provided information that the town is hoping to automate the payroll system in the Finance Department. As previously mentioned, Mr. Roszkowski had stated the town would hire a System Analyst to work on this project. As there is a lack of funds in the Town at this time it seems unlikely that this would go through. Therefore, Mr. Cronan suggested utilizing some resources from Quinnipiac University. He expressed his desire to head this project. He believes that this will be a good way to solidify the Technology Commission's ability to offer substantial assistance to the Town. There was a vote put forth regarding Mr. Cronan standing in as the representative for the Technology Commission. It was seconded by Mr. Dunn and passed unanimously.

Mr. Cronan shared two documents titled: Hamden's Payroll System Process Improvement Project – Suggested Solution and IT Process Improvement and Cost Saving Recommendations with the Commission. A discussion ensued regarding changes and additions to the documents. With proposed changes, Mr. Beard made a movement to approve the document presented which was seconded by Mr. Dunn. It passed unanimously.

Mr. Dunn spoke regarding emails between himself and Mr. Roszkowski regarding the unedited and complete Barracuda Syslog from the Barracuda Email Security Gateway. He believes that as a follow up there should be an email sent to summarize the current state of the issue, the steps taken by the commission to try and resolve the issues and all other pertinent information. Finally, there should be a request that they review the logs. There is no clear statement regarding what the Town is doing to ensure that the prior issue doesn't happen again or to ensure if they are monitoring the issue. He stated that he still has not received the full log that the Commission requested in November. He states that he was told he would need to come to the Town in person to look at the "live screen" which would make it impossible to analyze as there is not full data available. Mr. Dunn suggested that perhaps a public statement be made regarding how emails may have been blocked when being sent to Town email addresses. Additionally, he suggested that the Commission send out a report in the public input section to the Legislative Council so that the public can be updated.

The goals for the next meeting are to obtain an answer to regarding the Commission email address so that the Commission can move forward with being more available and open to public session.

6. Adjournment

Mr. Beard requested a motion to adjourn. Mr. Cronan made a motion to adjourn, which was seconded by Mr. Dunn. The motion passed unanimously and the meeting adjourned at 8:24 PM.

Submitted By: Alyssa Bussard, Commission Clerk