

# Technology Commission

Hamden, Connecticut

Thursday, February 2, 2023

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## Call to Order

Mr. Atchley called the meeting to order at 7:02pm.

## Commission Members

Christopher Atchley

Marie Bravo

Phil Cronan

Lisa Crutchfield-Diggs

## Others in Attendance

Brian Murphy - Constituent Services Manager

Alyssa Bussard - *Commission Clerk*

## Agenda

### Approval of December 1, 2022 Minutes

Mr. Atchley called for a motion to approve the minutes from the meeting held on December 1, 2022. The motion was made by Mr. Cronan and seconded by Ms. Bravo. The motion passed unanimously.

## Public Comments on Agenda Items

There were no comments put forth by the public.

## Old Business

### 1. Update regarding meeting with the Town Clerk

Ms. Bravo reported that she met with Town Clerk Karimah Mickens regarding how the Technology Commission can assist with some of the Town's initiatives. One of these initiatives is putting fillable forms on the town website. This would mean taking the existing forms and making them fillable PDF forms so that people can submit them electronically. Mr. Cronan also sent along some attachments regarding this initiative that Ms. Bravo will pass along to the Town Clerk.

Another initiative regards the commission working closer with the Civic Plus software that already exists within the Town. There is a Boards and Commissions add on that would automate the process of sending reminders and so on to Clerks to ensure that they are following the proper timeline regarding posting everything to abide with FOIA guidelines.

Mr. Murphy reported that the department has been researching solutions for the fillable forms. The town has gone out to bid to try and remedy this problem and the bid has been awarded to a company. This needs to go in front of the Council in order to move forward. Ultimately the goal is to have not only fillable forms but the ability to accept payments via the website.

Mr. Cronan mentioned a Zoom webinar about hardware solutions for hybrid meetings. He sent the recording to the commission Clerk and she sent it to all commission members.

Ms. Bravo asked about the email accounts for the commissions. Mr. Murphy stated that this will all be reviewed in a meeting on February 9 with the commission Clerks.

## New Business

### 1. Editable Forms

Mr. Cronan shared his screen to share the attachments regarding editable forms. He showed that in using Adobe Acrobat Pro you can upload forms that are not fillable forms

and then analyze and create a fillable form. He went over other benefits of using Adobe Acrobat Pro and how it would benefit the Town.

## 2. Website Accessibility

Mr. Cronan spoke about the ability to translate the Town website to different languages. Mr. Murphy stated that the redesign to the Town website should give the ability to translate the Town website.

## Other Business

Mr. Cronan asked Mr. Murphy if those working on technology updates would welcome feedback from constituents and the committee. Mr. Murphy said they would love to hear feedback. Going forward the agenda will have an item in reference to feedback.

Mr. Cronan asked if it would be possible to have meetings with all three IT departments in Town. Mr. Murphy stated that they do have regular meetings and communications with the IT manager from the Police Department and the Board of Education.

## Adjournment

Mr. Atchley asked for a motion to adjourn. The motion was made by Mr. Cronan and seconded by Ms. Bravo. The motion passed unanimously and the meeting adjourned at 7:54pm.

**Submitted by:** Alyssa Dansinghani, Commission Clerk