

TOWN OF SUFFIELD TECHNOLOGY COMMITTEE
Minutes of the September 16, 2008 Meeting

Committee members present were: Thomas Frenaye, Vice Chairman;
and committee member, Tim O'Connor. Town staff in attendance: Deb Howe, IT Department.

Tom Frenaye, Acting Chairman, called the meeting to order at 5:10 p.m. Tom Frenaye asked Deb Howe to double check the IT Committee E-mail listing to be sure that the new members were added and received notice of the meeting.

Disposition of Minutes

Discussion and motion on the June 17, 2008 minutes were tabled until the next meeting, since there were not enough members present.

Progress Report on New Financial Software

Deb Howe gave an overview of the progress of the new financial software. All town departments currently have access and are becoming more comfortable with the new process. Payroll software has just begun with the first analysis meeting September 11, 2008. The original target date for go-live on January 1, 2009 is still in the plans, however, it may be extended as six months is typically the amount of time allowed.

Deb Howe noted that the Tax Office and WPCA still were still having issues to work out with their conversion to QDS. The Assessor's conversion seems to be running much smoother at this time.

Due to the lack of members present only a general review of IT issues were discussed covering IT support, personnel needs and the importance of redundancy in the event of emergency situations. Dan Beaudoin's departmental report was available for review, but since he was not able to be present, members tabled discussion until the next meeting

The meeting was adjourned at 6:00 p.m. The next meeting will be Tuesday, October 21, 2008 at 5:00 p.m.

Respectfully submitted,

Deborah Howe, Secretary