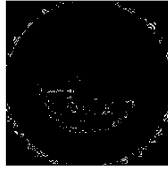


Town of Southington

Information Technology Committee

RICHARD LOPATOSKY, CHAIRMAN
MARILYN DORAU, SECRETARY



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MINUTES INFORMATION TECHNOLOGY COMMITTEE OCTOBER 20, 2010

Meeting called to order 3:04 p.m.

Present were: Ed Pocock Jr., Lt. Ed Pocock, Brian Lastra, Richard Lopatosky, John DeGioia, Leslie Cotton, Sue Smayda and Marilyn Dorau

Approval of Minutes: Motion by Sue Smayda, second Lt Pocock. Unanimous

GIS System – Scanning of sewer lateral cards near completion. Constantly adding new cards with new developments. New sewer videos are being converted and added. Access to these will be made easier with the new GIS server. The installation of the server will be done at the time that we move the servers to the Town Hall from the Gura Building.

Working with both the Fire and Police Departments to develop an application that shows the Hazard Materials/Number of Fires within a particular area.

Permit System – Upgrade was done in August. Next update is scheduled in November – should just about complete the work for the Health Dept. Permit software will work in the field with the tablet laptop computers for use in the field. Health is the test department.

Upgrade of Network – Richard met with Connecticut Computer Services to discuss the entire project. Moving the servers from the Gura Building to the Town Hall, servers will be upgraded during the move. The internet service provider will connect to the Town Hall instead of the Library. Working with Connecticut Computer Services to further diagnose problems occurring now. Need to speed up the current network.

Bulky Waste Permits – Scanners have been working better. However, last weekend was a problem. Telephone Company had trouble with the lines. Looking at alternative connectivity to prevent problems like this and build in redundancy.

Assessment/Tax Collection Application Upgrade - Marilyn, Brian and Richard attended a demonstration of the upgrade of our current system, it was an excellent demo with everything that would be needed to improve both offices. Discussion of cost savings if down payment is received by 12-31-10. Lt. Pocock made a motion to table agenda until the next meeting, second Marilyn, motion carried.

Internet Service Provider - three proposals submitted,

Omega Communications \$2,215/mo for one year; \$1,645/mo for three years; Installation: \$900 one time cost.

Cox Business - \$1,800 per month for five years

Audicon - \$1,644.60 per month for 36 months; installation; \$750 non-recurring fee.

After much research and discussion a motion to choose Cox Business was made by Sue Smayda; second John DeGioia – passed unanimously.

Old Business – To reduce improper use of computers at the library, they have removed the station barriers and have positioned the monitors to face out.

New Business – A new calendar of meeting dates will be sent out – we are changing the day from Wednesday to Monday.

Motion to adjourn by John DeGioia, second Lt. Pocock.

Meeting adjourned at 3:25 p.m.



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Town of Southington
Upgrade proposal for GEMS.Net Windows Application Software
September 13, 2010 (revision 1)
Discount Pricing valid until December 31, 2010

Description	List PRICE	Cost
GEMS.net Tax Software		
TAX Applications		
Property Assessment	27,198	
CAMA Bridge	8,162	
Personal Property (NEW)	13,508	
Revenue Collection	29,076	
Electronic Banking	8,138	
<i>Credit for GEMS/400 (expires 12/31/2010)</i>	<i>-17,216</i>	
APPLICATION SOFTWARE Total ---->		68,866
RWA SUPPORT SERVICES		
COMPLETE Turn-key Installation		
CONVERSION of AS/400 database to SQL for a MS PC Server -or- new IBM iSeries server		
INSTALLATION of new Software and PC devices		
FORMS - program all "plain paper" forms for laser printer with Town graphics (as appropriate)		
TRAINING of Tax Collector and Tax Assessor departments		
SERVICES Total - 20 days (160 hrs) ---->		22,240
OS SOFTWARE		
ASNA Licenses - 15 User bundle (includes 1 year sw maint.)	4,430	
PROPOSAL Sub-Total ---->		95,536
<i>Special "BID WAIVER" discount (after 12/31/2010 drops to std of 5% or \$4,418) ----></i>		<i>-10,509</i>
PROPOSAL Total - Multi-Year Payment Option Available (see below)---->		85,027
TOTAL DISCOUNT of 24% expires 12/31/2010 ----> 27,725		
OPTIONAL HARDWARE & SERVER		
SERVER		
Microsoft PC Server (see Jeff's Site Survey page 8 dated 10-21-2009)	7,449	
--- or --- IBM iSeries Server (will be provided free by RWA)		
PC WORKSTATIONS & PRINTERS		
see Jeff's Site Survey page 8 dated 10-21-2009 - NOT TO EXCEED (may be less)		27,251
WORKSTATIONS & SERVER "not to exceed" ---->		34,700

RWA Multi-FISCAL YEAR Payment Plan				
<i>Payment Options (multi year includes a annual 7.5% carrying fee after 1st year)</i>				
	Year 1	Year 2	Year 3	Total
	7.1.2011	7.1.2012	7.1.2013	Paid
Down payment (prior to 12-31-2010)	19,995			
1) Payment complete in 1 Fiscal Year	65,032			85,027
<i>carrying fee of 7.5% kicks in</i>				
or 2) Payments complete in 2 Fiscal Years	32,516	34,955		87,466
or 3) Payments complete in 3 Fiscal Years	21,677	23,303	25,051	90,026



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RWA & GEMS.net Windows TAX SYSTEMS

Productivity Advantages that Save Operating Expenses and Time

ALL USERS

1) WINDOWS *GEMS.net is designed to run on Microsoft Windows XP Pro or better to gain full Windows workstation productivity. It supports all standard Windows capabilities such as cut, copy, paste & multiple screens open at one time, etc.*

2) GRAPHICS PRINTERS *There is no need for pre-printed forms. All forms and reports are programmed with graphics to print on standard Windows supported printers with plain stock paper.*

3) CHOICE OF DATABASE SERVER *The RDBMS (Relational Database Management System) can be MS SQL on a Windows 2000 (or better) server or DB2 on a late model IBM iSeries server. The workstations need to be Windows XP PC's (or better) connected to a PC Program Server.*

4) PROVEN SYSTEM DESIGN *Our Gems.net application database and program design comes from a well founded legacy Tax systems that has been in use for over 25 years now.*

5) ADVANCED WINDOWS DESIGN *GEMS.net has been written from scratch for the latest version of Windows using Microsoft's .NET Framework and Visual Studio suite of development tools. A more efficient program design allows many more power user functions such as changing addresses while viewing the online statements screen (if security allows).*

6) USER PRODUCTIVITY *We have provided many powerful and enhanced functions that make this version of our Tax system much more productive to use than the prior GEMS/400 version.*

7) SCANNERS & VALIDATION PRINTERS *Barcode scanners allow tax collection of payments quicker than key entry alone allows. The new validation printers allow users to save time and paper since there is no need to reprint the tax bill.*

8) SECURITY *Program security permissions can be set up per user, or by group and for inquiry only, edit, add, delete or no permission at all and is assigned for each screen if desired.*

9) FILE EXPORTS *The ability to export all reports to an Excel spreadsheet, or a Word document is designed throughout the system.*

10) ALL REPORTS VIEWABLE ON THE SCREEN *The ability to print all of your reports to the screen saves paper and time. In addition, all reports can be written to an industry standard PDF file for easy distribution and storage.*

EXISTING TAX USERS - Some Key Functional Enhancements

11) TRAINING TIME *Training time needed for experienced GEMS/400 users is very quick since data files and logic flow mimic their existing Tax system.*

12) NEW EMPLOYEES *Time needed to train new personnel accustomed to windows is significantly reduced from training on the older "green screen" workstations.*

13) EASIER TO USE *It is easier to balance everything since reports are better formatted giving you all the information that you NEED to know.*

14) COMMENTS *Able to add Comments through the customer inquiry screen on the fly, no need to go all the way back to the customer master.*

15) MORE REPORTS *There are more reports than the GEMS/400 system, with more selectable criteria to narrow down your search making processing easier and quicker.*

16) C OF C *There is a full audit trail online for C of C history. Smart C of C processing means no more researching for previous C of C's. There is also the ability to produce an unlimited number of C of C's for one account, for better history.*

17) CAMA BRIDGE *The CAMA bridge interface is now nearly seamless.*

18) PROGRAM NAVIGATION *Easy navigation between tax types for both the Collector and Assessor. Ex: The assessor can maintain master files within the same program.*

19) GRAND LIST *C of C's can now show in an addendum Grand List.*

20) ACCESS MULTIPLE ACCOUNTS AT ONE TIME *Multiple accounts can be viewed in complete detail on the same screen with a mouse-click.*

21) ENHANCED CASH REGISTER *Void unposted cash register batch transactions, subset account search by year/types/balances only, or a combination. You can view unposted payment history, print online statement/demands and warrants. There is also smart check processing with running totals and amount remaining.*

22) VOID CASH TRANSACTIONS *The ability to void un-posted cash register batch transactions with the click of a mouse.*

23) DMV Put-on's and Take-off's to the DMV for delinquencies with the click of the mouse.

24) CT STATE MANDATED OPM REPORTS *and other auditing reports can be produced on demand.*

25) ELDERLY FREEZE *Provides an automatic calculation of elderly freeze tax benefits and elderly home owner's tax credits.*

26) PROPERTY ABSTRACTS *can be produced on demand.*

27) CHANGE OF ASSESSMENT *Real estate and personal property change of assessment notices can be produced automatically.*

Identified Time Savings

COLLECTOR

28) *New collection program allows user to view all reports on screen*

29) *C Of C History look up is much more efficient, you can see each C of C that has been processed for the account. 30)* *Collection lookup is easier, you can search on multiple fields now with the click of a button*

31) *Printing on-demand statements can now be done through the cash register*

32) *Print Demands, duplicate bills, and lien releases through the cash register.*

33) *Ability to enter in an unlimited amount of comments.*

34) *Bills are now bar-coded, and scanning saves lookup and entry time when bills are paid.*

35) *With the lockbox, escrow, and bank services there is no need to manually enter payments.*

ASSESSOR

36) *The new Maintenance Program provides one click navigation to each assessment or type*

37) *C of C History is more complete, and allows multiple C of C's on one account, and provides greater detail.*

38) *Grand list printing can now be viewed on the screen for easier balancing.*

39) *You can create labels for any bill type using the label program.*

40) *The Cama Bridge is now performed with the click of a button saving hours of aggravation, and it can be performed as often as needed, keeping the system current.*

41) *Extracts for the grandlist are with the click of a button, including file layouts if needed.*

42) *OPM Reports are now entered into the database, and transferred electronically.*

Identified Cost Savings

43) *All Pre Printed forms for tax bills are a thing of the past. Bills can be printed on standard perforated paper, the town seal and all information is already programmed in the system.*

44) *Any forms used (delinquency notices, letters, etc) are also programmed into the system, to be able to print on demand, and printed on plain stock paper.*

45) *All Reports are able to be printed to the screen, eliminating the waste of paper, and saving time when searching for particular items.*

46) *Multiple reports are run at one time, eliminating the need to run a report, and wait to run another.*



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INFORMATION TECHNOLOGY COMMITTEE MEETING SCHEDULE FOR THE CALENDAR YEAR 2011:

**IT IS THE THIRD MONDAY OF EACH MONTH (EXCEPT FOR JANUARY & FEBRUARY
AS THOSE MONDAYS ARE HOLIDAYS):**

JANUARY 24, 2011

FEBRUARY 28, 2011

MARCH 21, 2011

APRIL 18, 2011

MAY 16, 2011

JUNE 20, 2011

JULY 18, 2011

AUGUST 15, 2011

SEPTEMBER 19, 2011

OCTOBER 17, 2011

NOVEMBER 21, 2011

DECEMBER 19, 2011

ALL MEETING ARE AT 3:00 PM IN THE TOWN COUNCIL CHAMBERS.